



Agenda

Norwich Trails Committee and volunteers monthly meeting

7 pm, March 3, 2021

Zoom: <https://us02web.zoom.us/j/81843241733>¹

AGENDA

1. **Approval of agenda**
2. Comments from those present
3. Report on fund balances available for trails
4. Report on Winter Hikes Zoom talk, sponsored by Norwich Historical Society

Trail infrastructure

5. Reports on recent trail blockages and actions taken or planned
6. Planning contract work on Lower Ballard Trail—Identify:
 - a. Date for site visit
 - b. Scope of work
 - c. Budget
 - d. Possible contractors
7. Trail information standards: Working group report
8. Trail status update: Appalachian Trail

Trail use

9. Winter hikes: Update on Norwich Recreation Department program.
10. Continuation of the Discover Norwich Trails program in 2021: Update
11. Trailhead parking: Cossingham and Happy Hill
12. Review website guidance on:
 - Parking
 - Dogs

Financial

13. Bench for the Ballard Trail
14. Clarification of purchasing procedures—Report from Brie Swenson
15. Trails infrastructure categories for funding by 2021 grants: Update.
16. Planning for FY 2022-23 budget: Parking

Other

17. Website update: Added recognition of Liz Russell, winter use and links to program. Should we be on Facebook and Instagram?
18. Items for April meeting
 - a. Grant proposal: Trail information

¹ For dial-in information and assistance, see next page.

- b. Proposed 2021 trail work projects
 - i. Lower Ballard side-hill and gully crossings: Reconnaissance report.
 - ii. Upper Ballard bank and gully crossings: Reconnaissance report.
- 19. Items for future meetings
 - a. Developing a trails master plan, as required by the 2020 Norwich Town Plan.

20. Adjourn

Join Zoom Meeting:

<https://us02web.zoom.us/j/81843241733>

Dial-in Information:

Meeting ID: 818 4324 1733

One tap mobile

+13126266799,,81843241733# US (Chicago)

+16465588656,,81843241733# US (New York)

Contact for assistance:

Nick Krembs (802) 649-1048

Calendar reminders:

You are welcome to download and import the following iCalendar (.ics) files to your calendar

system: [https://us02web.zoom.us/meeting/tZUlc-](https://us02web.zoom.us/meeting/tZUlc-qqqjotGdfV9OwiW8dA4WZTEP9_Ypof/ics?icsToken=98tyKuGppj8pGNCUtxqERpwcGo-gb-rwiH5ajadbqkbKFClkOgfXYtV4BpdPSefp)

[qqqjotGdfV9OwiW8dA4WZTEP9_Ypof/ics?icsToken=98tyKuGppj8pGNCUtxqERpwcGo-gb-rwiH5ajadbqkbKFClkOgfXYtV4BpdPSefp](https://us02web.zoom.us/meeting/tZUlc-qqqjotGdfV9OwiW8dA4WZTEP9_Ypof/ics?icsToken=98tyKuGppj8pGNCUtxqERpwcGo-gb-rwiH5ajadbqkbKFClkOgfXYtV4BpdPSefp)

Discussion points about agenda items:

6. Planning contract work on Lower Ballard Trail—Identify:

a. Scope of work

Carry stored material from Ballard Park up the trail to designated point and provide rough work pad for continuing work.

Grade and channel drainage in identified spots.

Extend and finish treadway with crushed stone to designated spot.

b. Budget

\$700 in expiring grants funds for transporting and emplacing existing material

\$1000 in donor funds for remaining work.

c. Possible contractors

7. Working Group report: See **Appendix A**

8. Trail status update: Appalachian Trail

From: **Mattrick, Christopher -FS** <christopher.mattrick@usda.gov>

Date: Thu, Feb 11, 2021 at 3:55 PM

Subject: RE: Request to authorize trails within the AT Corridor in Norwich

To: nick.krembs@gmail.com <nick.krembs@gmail.com>

Thanks for reaching out Nick. This slipped through the cracks for the November 2020 Small Project Day review. I could blame Covid, transitions in personnel, or a temporary job assignment I was on during the time, but in all honesty it simply slipped through the cracks. I have one of my staff working with me on preparing the proposal for review at our April 7th Small Projects Day. On this day it will be reviewed by our resource specialists and any need for further field review or inventory will be identified and scheduled. Following the meeting we will be seeking comment from the public during the scoping process (30 day period). Once public comment can be reviewed and any resource specialist concerns addressed. We will move to a decision. I would anticipate some time mid-summer.

Apologies for the delay.

Chris

Christopher Mattrick
District Ranger
Forest Service

12. Review website guidance on:

- Parking: <https://norwichtrails.org/parking-guidelines/>
- Dogs: <https://norwichtrails.org/when-taking-your-dog/>

Appendix A

Trail Information Standards

General Goals

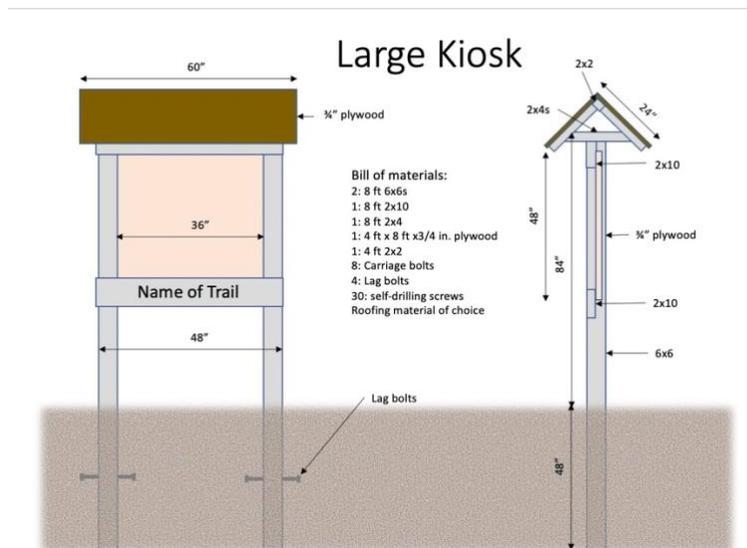
The purpose of this guide is not to dictate each and every detail of trail information but rather to provide a guide and foundation to provide some consistency throughout the Norwich Trails system. The goal is not perfection, rather this guide should help inform new trail construction and be used to evaluate existing signage and trail marking when planning trail work. This guide is not meant to be authoritarian either, significant judgement will need to be made to adapt these standards to work within the various real world scenarios along our trail system.

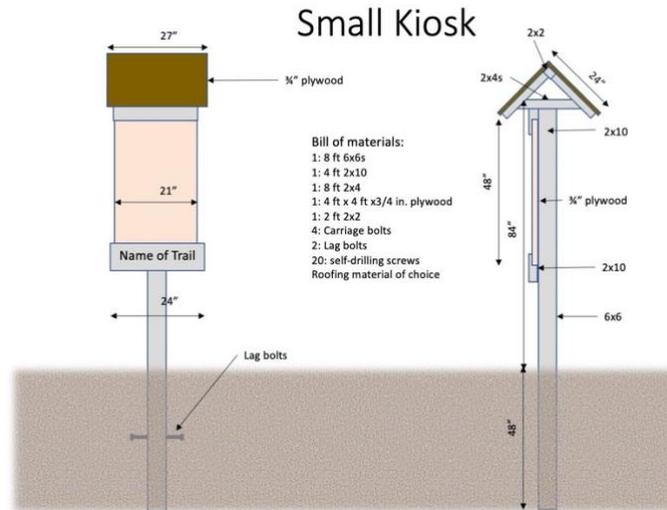
Trail information and signage should be sufficient to guide trail users at the trailhead and along the trail helping them to know where they are and where they are going without being overbearing and distracting. Our signage need not exactly match other regional standards (the AT for example) but should also not be at odds with other connecting trail systems.

Kiosks

Kiosks should be available at the start of any trail where an adequate location is available. The purpose being to provide relevant information for travelers along the given trail and it's connections.

There are generally two standard sizes of kiosks. Large kiosks should be placed at trailheads with off-road parking, small kiosks should be placed at trailheads with roadside parking or no trailheads without parking. The [trails survey](#) shows current parking lot locations and status of kiosks. Large kiosks should provide a 3'x3' space for information.





Conceptual design

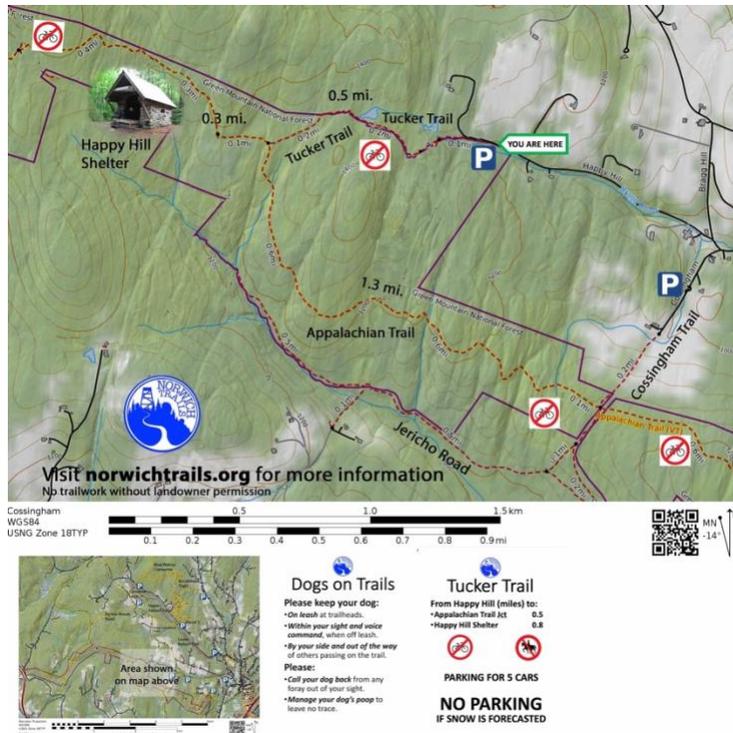
Information posted on kiosks should ideally be printed on one or two large unitary sheets rather than many different sheets of information and arranged to adequately utilize all space without leaving significant empty space so as to avoid unauthorized postings. Due to the higher cost of replacing plexiglass due to damage/vandalism, it is best to stick to order materials printed directly on weatherproof sheets.

The information at each kiosk may vary (for example it is meaningless to include information for etiquette about bikes on trails where bikes are not allowed). All kiosks should contain the following:

- Name of trail on cross-beam
- A large primary map
 - With a clear “you are here” marking
 - Trail distances marked along trail segments
 - Include all connecting trails
- Norwich Trails logo and norwichtrails.org for further information and to report any issues
- No trail work without permission

Possible other items to include on the sheet include:

- A smaller secondary map of the surrounding trail system to put the primary map in context
 - This secondary map should illustrate the bounds of the primary map
- Space for enduring information:
 - Trail etiquette
 - Parking information
 - Dogs
- A space that can be changed seasonally:
 - Ticks
 - Hunting seasons and safety
 - Mud season trail use
 - Winter safety
 - XC skiing
- An additional map of the larger surrounding trail system to provide context



Suggested information content for large kiosks

Sample material costs for printed signs of the same size:

- [24 x 36 PVC](#): \$60
- [24 x 36 corrugated plastic \(yard sign\)](#): \$30
- [24 x 36 vinyl adhesive](#): \$90

Trailhead/On-Trail Signage

Additional signage should be present along the trail to ensure travelers know where they are and how to get where they would like to go while along a trail. Signs should be available at junctions to list the connecting trails, an arrow with their directions, and the distance to the next junction along each trail. Distances should always be posted in miles. Signs can also be placed at trail diversions where more guidance is needed (a simple “Trail →”).

Signs should be made of 1.5” thick pressure-treated wood with carved lettering. Painting the lettering makes the lettering more visible but requires regular upkeep, therefore lettering should be painted at trailheads but unpainted elsewhere. Lettering should feature 2.5” cap height lettering for major text (eg connecting trail names) and 1.5” cap height for all else (eg mileage).

The signs should not be overly large, just large enough to comfortably fit the necessary text. If no suitable tree is available signs should be mounted to 4”x4” posts of pressure-treated lumber sunk 2 feet into the ground, 6 feet above ground, with a metal cap on top. Signs should be posted at 5 feet above ground.

Markers

Trail markers are minimal markers posted regularly along the trail to ensure travelers can safely and dependably navigate a given trail (often called “reassurance markers”). Blue 2”x6” rectangular plastic markers should be used rather than painted blazes as they are easier to see and maintain. Markers should be spaced “line of sight” such that a traveler can always see the next upcoming blaze but never more. Particularly well-traveled trails need not be blazed as long as the footpath is obvious (eg Parcel 5).

Markers should be mounted to trees where available using two 2” aluminum nails. Nails should never be driven all the way into the tree; a space of 1” to 1.5” should be left to accommodate tree growth. Markers should be placed at just above eye height (this should accommodate winter snowpack). Markers for different directions should not be placed on the same tree so as to avoid one tree fall from severing trail identification in both directions. Where a suitable tree is not available, markers should be mounted to 4”x4” posts of pressure-treated lumber set into the ground with metal caps at the top of the post.

Informational Markers

In some instances, trail use may change during the course of a trail or differ between one trail and a side trail (e.g., the biking and hiking sections of the Gile Mountain Trail and Blue Ribbon). White 4”x4” icon markers should be used in these instances.



Road Signage

Road signage applies to any trailhead related signage intended to be read from within a vehicle. These signs fall outside the responsibilities of the Norwich Trails and should be coordinated and installed by the Norwich Department of Public works and be consistent with their vehicular signage rather than carved wooden signage or other trail signage. Common situations may include arrows directing to trailhead parking, a sign to post parking capacity (eg, “Parking Capacity 3 Cars”), or signs about towing or illegal parking along roadsides near trailheads.

Campgroundsigns.com:



[Road Traffic Signs.com](http://RoadTrafficSigns.com):



Other Resources

- [USDA Guidelines](#)
- [North Country Trail Handbook](#)
- [NPS Harpers Ferry Center for Media Services](#)
- [AT Conservancy](#)
- [Norwich Trails meeting notes for 2020.12.30](#)
- [Norwich Trails meeting notes for 2021.01.28](#)