

# Bruce Freeman Rail Trail Advisory Sub Committee

## Meeting Minutes

January 18, 2022

Meeting Held via Zoom

### Call to Order

- The January 18, 2022 meeting of the Bruce Freeman Rail Trail Sub Committee was called to order at 7:00PM

### Attendees

- Sub Committee Members: Nat Welch, Tracy Hansen, Adrienne Boardman
- Town Representatives: Marcia Rasmussen, Director of Planning and Land Management
- 2 additional participants joined: Richard Fahlander (BFRTAC Co-Chair) and Geoff Walton (West Concord Advisory Committee)
- Recorder: Adrienne Boardman

### Appointment of Sub Committee Chair

- A motion was made to appoint Tracy Hansen as the Chair of the Sub Committee and seconded; approved unanimously by roll call vote

### Discussion of Sub Committee Priorities & Planning

- Review of upcoming Town dates and subcommittee actions:
  - Special Town Meeting: January 20
  - Special Election: February 3
  - Date for first Public Forum ("Meeting #1"): want to move quickly, while ensuring subcommittee has adequate time to gather data, input, and come up with recommendations for public attendees to react to
- Alignment of initial priorities:
  - Finalizing the Survey: Ensuring the questions are clear and produce meaningful usable data
  - Proposing a Solution at Town Meeting : discuss short and long term possibilities
  - Additional discussion around how important it is to promote the survey and public forum
    - Capture outreach to Committees and groups to show breadth of outreach
- Discussion around validating the purpose of survey
  - Validate assumptions, expand understanding of use, capture ideas
- Review of survey questions and user experience

- Tracy Hansen shared the proposed survey through Zoom and attendees provided feedback on wording of questions and clarify of answer options; changes were made in real-time
- Marcia Rasmussen mentioned that the Town could enter in Survey Legend; however we would need to wait for the Information Officer to return on 1/31, or the Sub Committee could proceed in the current format. The subcommittee agreed that we should not wait, but go ahead and get the survey out soon.
- Marcia indicated she can assist in the printing of posters, surveys, fliers, etc. and also had sandwich board type signs to publicize Meeting 1 and the survey. Marcia also said that she can create the maps
- Preliminary review of maps for use at the meeting led to suggestion of three separate versions:
  - A zoomed out perspective of how BFRT and Junction Park sit within West Concord
  - A perspective of Junction Park and the BFRT route to the commuter lot
  - A detailed map of Junction Park
- Next Steps:
  - Tracy Hansen to review the survey and finalize by Friday January 21st
  - Adrienne Boardman to create a “blurb” that members would use to promote the survey in online groups/forums they belong to (Facebook Community Groups, NextDoor, Monsters, Friend of BFRT, etc)
  - Tracy Hansen to create fliers with a QR code and one printable survey
  - Nat Welch offered to lead the distribution of physical fliers (locations such as Club Car Cafe, Harvey Wheeler, Debra’s, Concord Park, etc)
  - Survey to be completed Friday, January 21 with goal to start promoting on Monday, January 24; survey will close for responses On February 18<sup>th</sup> which is after Meeting 1 and before school vacation week.
- Next BFRT Sub Committee Meetings to be scheduled for:
  - Wednesday, January 26 at 7:00 PM
  - Tuesday, February 1 at 7:00 PM
  - Potential date for Meeting 1 is February 16 - to finalize at next subcommittee meeting

The meeting was adjourned at 8:33PM