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## Meeting Minutes

### Town of Clifton Forge Parks & Greenways Initiative Stakeholders Meeting #6

November 12, 2012

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#### I. Welcome / Updates from Last Meeting

##### A. Subcommittee Reports:

- Parks & Recreation
  - *Discussed potential for updating parks signage, possibly coordinating with Eagle Scout project.*
  - *Town investigating replacement of Memorial Park scoreboard (dual / electronic) with FEMA storm funds.*
- Urban Greenways / Sidewalks & Bikeways
  - *Discussed need to address directional signs / wayfinding throughout Town.*
  - *Town investigating potential use of grinder pumps for sewer disposal for Washington Park restrooms.*
- Challenge & Wilderness Trails

##### B. Current Opportunities: DCR / LWCF Grants Due 01/04/13

- *Discussed issues related to facility ownership, permanent easement dedication, and whether Town would want to pursue this source. Likely would not be able to pull together a project in time for present funding round.*

##### C. Future Opportunities:

- DCR's VA Recreational Trails Program – April submittal
- VDOT's MAP-21 – PENDING – Feb submittal anticipated; program details in transition.

#### II. Recreation Plan Needs

##### A. Rough draft review

- *Very rough draft / outline was prepared to show the types of information that can be included in Plan; stakeholders were asked to review and provide suggestions and comments at next meeting for going forward.*

B. Goals / objectives

- *Group will need to develop long-term goals / objectives and come to consensus about future direction of Plan.*
- *What shape does this effort take from here? Does it include a Parks & Rec Commission, standing planning committee(s), ad hoc planning, etc.*

C. Project development

- *Identification of funding sources and preparation of applications and proposals will require specific project descriptions, estimates, etc.*
- *Project forms were prepared to begin pulling together necessary information. Each subcommittee to prioritize and begin developing projects using these forms as outlines.*

D. Scoring matrix

- *Original scoring matrix was put together to begin prioritizing all potential projects and to bring about some consistency in identifying projects for future funding opportunities.*
- *Original scoring was done by DAA, but committee was given blank forms to review and update for discussion at next meeting.*

**III. Community Engagement**

*Group discussed the importance of communication, transparency, encouraging broader involvement in planning process. Need to invite neighbors, friends to increase numbers and look for opportunities to communicate to citizens. Community engagement should include discussion of "who this is for and what are the benefits."*

A. *Champions – Core stakeholder group involved since June should become project champion, talk about what we're doing and begin building enthusiasm.*

B. *News article – One article published so far (October) resulted in increased attendance (up from 10 at first meeting to 16 at October meeting); need to make this a regular effort with a concentrated push to publish regular stories, publicize meetings, etc.*

*Brainstormed several ideas to begin this process:*

1. *Post meeting agendas / minutes to Town's website*
2. *Broadcast radio announcements*
3. *Heirlooms Gazette – Roy Wright*
4. *Notes on utility bills*
5. *Flyers in shops – Clifton Forge Main Street, merchants association*
6. *Community bulletin boards*
7. *Social media (Facebook, Twitter)*

C. Public Meeting – *Town Council meetings represent regular update opportunities, but may need to broaden to a separate meeting to increase involvement.*

D. Council Report – *Needs to become a regular agenda item to update Council and citizens on committee's progress.*

**IV. Subcommittee Work Session – *Postponed to next meeting***

- A. Review / update scoring matrix
- B. Prepare project form(s)
- C. Identify budgeting / funding considerations
- D. Determine additional information needs

**V. December Meeting – *Planned for 12/10/12 – Cancelled due to schedule conflict***