

Connecticut Trail Census

Statewide multi-use trail user study



Connecticut Trail Census Advisory Committee

Thursday May 9 10am-noon

Riverfront Recapture, Boathouse

20 Leibert Road, Hartford, CT

[Google map here](#)

Located in Riverside Park off of exit 33 on Leibert Road – about 5 minutes up the road from the Riverfront Recapture office. Parking is available at the boathouse. Online meeting- please notify Laura if you plan to join online or by phone- <https://uconn-cmr.webex.com/meet/leb14010> US Toll +1-415-655-0002 CODE 640 134 621

AGENDA

- I. Welcome and introductions
- II. Coordinator hiring / Staff transitions update- Laura / Kristina
- III. Committee updates - All
 - A. Survey revision committee
 - B. Counter deployment
 - C. Funding and development (has not met)
- IV. New sites/training updates- Ryan
 - A. New sites - contacts
 - B. Trainings to date
 - C. Videos- goals and status
- V. Communications- website and data portal new design- Emily et al
- VI. Budget and financing - Laura
 - A. Review budget
 - B. Programmatic income proposal
<https://docs.google.com/document/d/1Qww6fsCqaAvCPUS0r3wj-q0o2yx6BTybLw4Vnyii3xw/edit>
- VII. New business/announcements - All
- VIII. Next meeting August 8th 10-12pm

MINUTES

Connecticut Trail Census Advisory Committee
December 4, 2018 * 1 pm - 3 pm
WebEx Online Meeting Room

Attendance: Aaron Budris (NVCOG), Laura Brown(UCONN Extension), Kristina Kelly (CT Trail Census), Anita Morzillo (UCONN), Barbara Amodio (Bolton), Beverly Duncan (Bolton), Virginia Raff (Madison), Laurie Gianotti (DEEP), Emily Wilson (UCONN CLEAR), Martha Conneely (Riverfront Recapture), Jack Walsh (NRG Derby), Miriah Kelly (UCONN), Ryan Faulkner (CT Trail Census)

Roles of this Committee

- Connect communities and program staff
- A board to bounce ideas off/sounding board/decision making
- Generate new program ideas for how to use the data
- Communicating the results of the data
 - Identify Target audiences and appropriate type(s) of communication
 - Identify what messages can be sent based on the data
 - Consistency in communication of the data across the trails
- Training new partners
- Possible more frequent data collection?
- mentoring /guiding sites that are not keeping up
- Overseeing the workplan
- Possible media opportunities (making videos, encouraging volunteering, etc)
*possible workgroup
- Statewide trail count advocacy versus community versus community *possible workgroup
- Soliciting fundraising opportunities - subcommittee
- Varied expertise could bring different perspectives to the advancement of the program

Phase II plans and DEEP funding update- Laura-

Referenced Trail Census Rec Trail Grant Application

<https://drive.google.com/drive/u/1/folders/1rHUKjHPfq84nco4Qx7rmqZSSRN17R59k>

- Identified a need for increase in staff- due to success of program!
- Proposing hiring full time coordinator (administration) and education/outreach specialist
- Diversifying funding stream
- Merging under UCONN umbrella
- DEEP has working short list complete. Census is on it! But the total ask is over 4 million and available is only 3 million. Difficult decision. Possible that the funding request will be shortened to 1 year.

Clarifying priority program areas, resources, and partners

- Current issue: 'underperforming' trail sites/moving counters. Thought: sending out an email asking for recommitment for next year.
- Make clear what the expectation is
- Move counters to locations requesting additional counters or new trails sites (there is interest)
- Allocating resources issue
- Should be moved around the end of the year (soon!)
- Suggestion: Have a more personal conversation versus email regarding issues at underperforming trail sites (find out what the issues are, if there's anyone else that can take over, etc)
- **Critical elements/ criteria for selection** - ADD NEW IDEAS HERE capacity of the organization is important; variety of trail lengths (more than one town?); type of trail (single vs. multi use); returning successful site takes priority, volunteers and volunteer coordinator in place, demonstration to connectivity, demonstration to inclusion, changes in trail length, connectivity, programming or marketing

Laura added the notes below following the meeting:

- **Have a contact person or organization with capacity to oversee the program**
- **Demonstrate community/volunteer commitment to fulfilling data collection requirements** including: 10 hours of manual counts, periodically checking/monitoring and clearing debris from the IR counter housing box, and collecting intercept surveys. Manual counts are essential for ensuring that the data is accurate. Both manual counts and counter monitoring help to reduce the frequency and likelihood of data loss.
- **Be multi-use in nature** - see definition below
- **Demonstrate a need for the data**

We hope these trails will:

- Demonstrate commitment to connectivity with other trails and or community amenities

- Demonstrate how the trail will be promoted, used, or engaged as a community amenity
- Demonstrate commitment to engaging a diverse range of users
- **How to market the program?**
 - First: need to confirm the expression of interest from initial sites, ACTION: Steeping committee team will send out expression of interest
 - Next- Solicit applications more broadly: Laurie sent this to previous Rec Trails applicants, newspaper, Facebook groups and pages list serves (such as Land Trust), CLEAR email list, CT Planners Listerv Facebook sites to notify about grants
 - Bike Walk Bolton
 - Simsbury Free Bike
 - Bike Walk Wethersfield
 - Bike Cheshire
 - Bike Walk Connecticut
 - Bike West Hartford
 - Bike Cheshire
 - Last Green Valley

Who else should be here?

- CFPA should be at the table - Eric CFPA **Lb sent invite 2-7-19 to Claire and Eric**
- **Valerie CRPA LB sent email 2-7-19**
UCONN Outdoor Rec- Jay Frein, Mike Delfonso, Leah Rosetti
- Marcia Pessolano DPH
- Statewide Parks & Rec organization? LG will look into this
- Dave Walberger
- Don Bellingham
- Sue Smith- Director Bike Walk CT **LB sent invite 2-7-19**
- Amy from Watch for me CT
- Stacey Stearns UConn
- Kate Rattan **LB sent invite 2-7-19 YES WILL JOIN 2/27 email 2/7**
- Emily Hultquist- CRCOG **LB sent invite**
- Sam Gold
- Alice Shea - **LB sent email (formerly travelers)**

New board members consider others:

Engineering firms- VHB, Malone McBroom (Mike Joyce), AECOM, ALTA

Meeting structure - workgroups/times

Quarterly meetings with subcommittees meeting more frequently - Next meeting will be in Hartford, Thursday February 21, at 10 am. Haddam or CFPA meeting room in Middletown might be options for face to face meetings.

NEXT STEPS/ ACTIONS:

- LB will convene a subgroup on methods for survey and manual counts in January.
- All will review these minutes and add ideas for selection criteria
- Steering committee will send out expression of interest and follow up one on one with existing coordinators who have not fully participated

Other ideas suggested: Potential partners to collect data, IE State Parks Seasonals, Workforce Development, etc.

Next Meeting: February 21st Thursday 10am at Riverfront Recapture

CT Trail Census Recreational Trails Program Grant Application

University of Connecticut - Connecticut Trail Census Budget												
Project Cost Estimates * Note year 2 estimates are 1.05 or 1.10 above year 1 estimates. Some year 2 salary costs are based on Uconn fringe rate estimates. See the attached Uconn budget for detail.												
Task A	Labor				Travel			Materials			Task A Total	
	Description	Year1	Year2	Description	Year1	Year2	Description	Year1	Year2			
Task A Data Management & Analysis												
	Infrared counters	Outreach & Volunteer Specialist - 234 hours (30%) * \$45/hour = \$10,539.36										
Subtask A.1)	Counter installation, monitoring, repair											
Subtask A.2)	Monthly counter cleaning and maintenance											
Subtask A.3)	Conduct manual counts for calibration (10/year)	\$10,539	\$11,180									
Subtask A.4)	Calculate calibration factors for each trail											
Subtask A.5)	Count data collection (physical downloads quarterly)											
Subtask A.6)	Clean, publish counter data on data portal (quarterly)											
Subtask A.7)	Update counter methods, document, & publish	\$9,675	\$10,222									
Subtask A.8)	Publish aggregated annual count report, trail site count											
Intercept survey												
Subtask A.9)	Refine and finalize survey tool	\$33,696	\$35,608									
Subtask A.10)	Survey data collection	\$3,599	\$3,599									
Subtask A.11)	Survey data input/cleanup											
Subtask A.12)	Survey data analysis and trail site summary reports											
Subtask A.13)	Update survey methods, document & publish											
Subtask A.14)	Develop and publish educational storymap	\$11,166	\$11,725		\$1,962	\$2,158			\$2,016	\$2,016		
TASK A SUBTOTALS		\$68,675	\$72,333		\$1,962	\$2,158			\$2,016	\$2,016	149,160	
Task B Education, Outreach & Volunteer Development												
		Outreach & Volunteer Specialist - 522.6 hours (67%) * \$45/hour = \$23,537										
Subtask B.1)	Post & Outreach & Volunteer Dev Specialist Position											
Subtask B.2)	Hire Outreach & Volunteer Dev Specialist											
Subtask B.3)	Develop and publish public outreach materials &	\$23,538	\$24,968									
Subtask B.4)	Cultivate new programmatic partnerships											
Subtask B.5)	Present data results and conduct outreach											
Subtask B.6)	"Train the trainer" certification for Trail Site	\$43,056	\$45,499									
Subtask B.7)	Maintain TSC relationships, monitor and address											
Subtask B.8)	Develop and present public education programs											
Subtask B.9)	Monthly newsletter, social media, website											
Subtask B.10)	Connect and convene academic partners	\$1,241	\$1,303		\$981	\$1,079			2808	2808		
TASK B SUBTOTAL		\$67,835	\$71,769		\$981	\$1,079			2808	2808	\$147,279	
TASK C Project Administration, Evaluation, Planning, Reporting, and Development												
		Coordinator - 374 hours (18%) * \$45/hour with fringe = \$16,848										
Subtask C.1)	Post Coordinator Position											
Subtask C.2)	Hire Coordinator Position											
Subtask C.3)	Oversee program administration transition to UConn											
Subtask C.4)	Solicit and convene program advisory committee											
Subtask C.5)	Quarterly program reporting	\$16,848	\$17,804									
Subtask C.6)	Maintain and oversee program spending & budget											
Subtask C.7)	Formalize fee for service programs and fees											
Subtask C.8)	Identify and submit grant funding applications											
Subtask C.9)	Perform overall program evaluation											
Subtask C.10)	Program evaluation report/annual accomplishments											
Subtask C.11)	Supervise and review staff and interns											
Subtask C.12)	Develop & maintain database of state's trail	\$1,054	\$1,118		\$1,500	\$1,650			4500	2500		
TASK C SUBTOTAL		\$17,902	\$18,922		\$1,500	\$1,650			4,500	2,500	\$46,974	
		LABOR SUBTOTAL	154,413	163,025	TRAVEL SUBTOTAL		4,443	4,887	MATERIALS SUBTOTAL		9,324	7,324
								TOTAL		168,180	175,236	
								INDIRECT COSTS (20%)		33,636	35,047	
								Total Request		\$201,816	\$210,283	\$412,099
								REQUIRED MATCH = 20%				
								Laura Brown- UCONN				\$36,726
								Aaron Budris - NVCOG				\$15,860
								Emily Wilson- UCONN CLEAR				\$4,859
								Participating trail sites (see support letters)				\$25,152
								Match overage from previous proposal				\$20,545
								MATCH TOTAL				\$103,142
								PROJECT TOTAL				\$515,241

