

Upper Charles Trail Committee
Committee Charge
Adopted by Board of Selectmen February 28, 2017

Pursuant to the powers granted to the Board of Selectmen by Section 3-2 of the Town Charter, the Board of Selectmen hereby charges the Upper Charles Trail Committee (UCTC) as follows:

PURPOSE: The Committee is charged with recommending, for the Board of Selectmen's consideration, a development plan for the Upper Charles Trail in Hopkinton, from the Milford Town line to the Ashland Town line, and then developing the Upper Charles Trail. The Committee's responsibilities shall include, but shall not be limited to, planning, design, permitting, property rights acquisition and construction of the Trail and associated infrastructure, subject to the approval of the Board of Selectmen of property rights acquisition and Trail route location. The Committee shall identify, apply for and receive any State, Federal or private grants which may become available for the accomplishment of its mission. The Committee may request and advocate for Community Preservation Act funds.

The Committee shall also consider whether to establish a Friends of the Hopkinton Upper Charles Trail 501(c) (3) non-profit organization which will incorporate and encourage citizen involvement, work cooperatively with citizens and the Town to promote the proper use and care of the Trail, raise and expend funds for maintenance and improvements, and oversee the Trail and report improper uses. If establishment is recommended by the Committee, it shall take any and all actions necessary to establish the organization.

The Upper Charles Trail shall be a multi-use active and passive recreational path that will incorporate the Hopkinton Center Trail. The development plan shall outline the community's vision for the creation of the path and produce recommendations for the Board's consideration that align with the aspirations of the community. The development plan shall also outline potential federal, state and local funding opportunities to assist with the construction and maintenance of the Trail.

The UCTC will:

- Develop and steward a planning process that includes extensive community input, and that fosters openness and inclusion through dialogue and communication with stakeholders;
- Work collaboratively with any 501(c)(3) non-profit organization created to encourage citizen involvement in the proper use and maintenance of the Trail;
- Identify Federal, State, and private grant or other funding opportunities; and
- Work with the Director of Land Use and Town Operations to accomplish its purpose.

COMMITTEE PROCEDURE: The Committee shall elect a Chair and Vice Chair annually. The Committee shall comply with the requirements of the *Open Meeting Law* and the *Public Records Law*.

COMPOSITION: The Committee shall have 9 full members and 2 alternate members who are Hopkinton residents and appointed by the Board of Selectmen. All members shall serve at the

pleasure of the Board of Selectmen. Preference shall be given to ensure that at least one member of the UCTC has civil engineering expertise, one member has construction experience or experience in the development of a multi-use trail, and one member with public relations experience.

Membership shall be as follows:

- A designee recommended by the Conservation Commission.
- A designee recommended by the Parks and Recreation Commission.
- A designee of the Board of Selectmen.
- Six (6) members at-large.

Alternate Members:

- Two (2) members at-large

LENGTH OF TERM: Full members shall be appointed by the Board of Selectmen for staggered three year terms. Alternate members shall be appointed by the Board of Selectmen for staggered three year terms.

CHARGE: The UCTC shall work with the Director of Land Use and Town Operations as follows:

1. Guide creation of a development plan for the Upper Charles Trail;
2. Ensure that the development plan reflects the community's aspirations;
3. Provide an assessment of the broader neighborhood context and the appropriateness of the Upper Charles Trail in a specific location, given the quality of life and visual characteristics of the area valued by the community;
4. Outline and present 2 or 3 Upper Charles Trail route options for the Board of Selectmen consideration, one of which is located on the west side of Hayden Rowe;
5. Create a development plan for the Upper Charles Trail that serves as an invaluable outside resource to the Board and the Town throughout the development process;
6. Gather input from as many Hopkinton residents as possible by reaching out to the community through a townwide community visioning workshop, and by conducting focus groups and surveys;
7. Identify federal, state and local grant and funding opportunities available to both governmental and non-governmental entities that could assist in the construction and maintenance of the Upper Charles Trail;
8. Work collaboratively with any non-profit organization created for the purpose of maintaining the Upper Charles Trail, to encourage citizen participation in the use and maintenance in and of the multi-use path;
9. Conduct public education and outreach on the development plan process; and
10. Guide construction of the Upper Charles Trail by working with the Board, Town staff and other boards/committees on design, permitting, funding and construction.