

Merrymeeting Trail
2013 Work Plan
February 2, 2013 - draft

<u>Task</u>	<u>Lead</u>	<u>Timeframe</u>
<u>Build Support</u>		
Seek opportunities to create and send one press release	Alicia Heyburn	Ongoing
Maintain website	Victor Langelo	Ongoing
Maintain Facebook presence	Alicia Heyburn/Nicole Briand	Ongoing
Build outreach e-mail list	Committee	
Produce first electronic newsletter	Alicia Heyburn/Victor Langelo	Spring 2013
Produce electronic newsletters	Alicia Heyburn/Victor Langelo	April, July, October
Post map of interim route		Spring 2013
Create event materials		Ongoing
Presence at events:		Ongoing
Celebrate Bowdoinham	Nicole Briand	September 14th
Richmond Days		
Active Communities Conference		
Tour de Merrymeeting Bay		
MMT awareness-building ride	Alicia Heyburn?	Summer 2013
Update/revise the PowerPoint presentation		Winter 2013
Organize public presentations		Ongoing
X?		
<u>Planning</u>		
Signage for on-road route:		
Interim route approved	Nicole Briand	Winter 2013
Signage location approved by MDOT	Nicole Briand	Spring 2013
Signage approved by MDOT	Nicole Briand	Spring 2013
Determine cost of signage	Nicole Briand	Spring 2013
Raise Money for signage	Nicole Briand	Spring 2013
Signage Installed	Nicole Briand	Summer 2013

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Create Planning Documents		Winter 2013
Spreadsheet of Segments, Tasks, Costs, Next Steps	Alicia Heyburn, Nicole Briand, Burnham Martin	Winter 2013
Color-Coded Segment Criteria Table	Alicia Heyburn, Nicole Briand, Burnham Martin	Winter 2013
Funding spreadsheet: funder, focus area, grant amounts, deadlines, special notes	Alicia Heyburn, Nicole Briand, Burnham Martin	Winter 2013
Further Feasibility Study design work		
Obtain funding for Wright-Pierce		
Obtain topography data from lidar for corridor		
Organizational Structure		
Inter-municipal agreement		
Inter-municipal agreement review by town/city managers	Tom Reeves, Vicky Boundy, Nicole Briand, Rod Melanson	Winter 2013
Inter-municipal agreement review by select boards/council	Tom Reeves, Vicky Boundy, Nicole Briand, Rod Melanson	Winter 2013
Inter-municipal agreement adopted	Tom Reeves, Vicky Boundy, Nicole Briand, Rod Melanson	2013?
Friends of MMT		
hold a meeting of interested non-profits to discuss how to create a friends group for the trail		
determine the timing for creating		
determine interest in creating		
file paperworks		
create board		
Fundraising		
Develop a chronological list of funding sources complete with their purpose and application deadlines		
Identify high priority funding needs		
KELT - project coordination & outreach		
Funding source & amount		
Match funds for Richmond Quality Community Programs funding		
Funding source & amount		
Wright-Pierce - further Feasibility Study design work		
Funding source & amount		
Signage		
Funding source & amount		