**Draft MEMORANDUM**

TO: Cape Elizabeth Town Council

 FROM Conservation Committee

 DATE: March 13, 2017

 SUBJECT: Paper Street Technical Study Extension

Introduction

At the October 5, 2016 meeting, the Town Council referred to the Conservation Committee the following:

Moved by James M. Garvin and Seconded by Jessica L. Sullivan ORDERED, the Cape Elizabeth Town Council directs the Conservation Committee to revisit and review the 2013 Greenbelt Plan, previously adopted by the Town Council on January 6, 2014, specifically as it relates to the potential trails indicated along the paper streets of Surfside Avenue (U12­5) and Atlantic Place (U12­8), as well as any potential future trail development along the paper street at Lighthouse Point Road (U15­1), and provide an update to the Town Council within six (6) months. It is requested that the review encompass a thorough assessment of the technical and logistical feasibility, along with all other practical considerations, to determine a complete cost­ benefit analysis of any potential trail development.

(7 yes) (0 no)

Status Report

At the October 11, 2016 meeting, the Conservation Committee discussed the referral. They agreed to proceed in a manner similar to the studies they had done for the Winnick Woods connector trail and the Pollack Brook bridge. They directed staff to prepare a draft scope of work for review at the next meeting. At the November 8th meeting, the committee reviewed, revised and approved the scope of work. The committee also made a field visit on November 9th. The project tasks itemized in the scope of work appear below.

Project Tasks

1. **Paper street boundary survey**. Complete a boundary survey, prepared by a professional surveyor registered in the State of Maine, as follows:

Surfside Ave/Atlantic Place: The western side of Surfside Ave to a point beyond the abutting Wooden property. The remaining area of Surfside Ave shall be shown on the plan, but does not need to be survey quality. The plan should show the existing trails on the eastern end of Surfside Ave, and a general shrub line on the western Surfside Ave, and Atlantic Place, including structures and driveways located on or within 10' of the paper street.

Lighthouse Point Rd: All of the Lighthouse Point Rd paper street, including general shrub line. The abutting Coast Guard property shall also be shown on the plan, but does not need to be survey quality. The plan should show the existing trails on the Coast Guard property and the lighthouse. Survey quality information should be included to show the lighthouse in proximity to the closest property line.

2. **Produce a plan**. For each area, a plan should be produced that overlays boundary line (and other line information as previously noted) on an aerial photo. The plan shall clearly note source information.

3. **Potential Trail Alignment**. With input from the Conservation Committee, depict a trail alignment on the plan. The trail should provide connectivity between public roads and potential areas where public access may occur, and balance maximizing enjoyment for the trail user and sensitivity to abutters. The plan shall also include areas where vegetated buffers may be appropriate. The conceptual path should be designed as 5' wide, with alternates of 2' and 3' wide.

4. **Permitting.** Provide an assessment of the local, state and/or federal permitting that may be required, the expectation that permits would be granted, and costs to apply for permits.

5. **Construction costs.** Upon completion of steps 1-3, estimate the cost of installing greenbelt trails, including alternate widths.

Status of Project Tasks

The Town Engineer, Steve Harding of Sebago Technics provided a contract for services which was signed by Town Manager Mike McGovern December 12th. On December 21st, town staff walked both locations with the town engineer and lead land surveyor.

At the February 14, 2017 meeting, the town engineer presented a concept plan. The Conservation Committee reviewed the concept and discussed possible trail alignments and construction techniques. The Conservation Committee has worked through Task 1 through 3 and will return to Task 4 at the May 9, 2017 meeting.

Extension Request

The Conservation Committee will not be able to complete the study within the six month time frame (March 5, 2017) established by the Town Council. The Conservation Committee immediately began to work on the referral, however, the winter holidays and snow accumulation delayed some of the work needed. In addition, the Town Engineer will need time to complete the technical data collection and analysis. The Conservation Committee requests an extension to complete the study by **June 30, 2017.**