

**STEPS TO ACHIEVE SIGNAGE AND KIOSKS**  
**LMC Working Sub-Group on Signage & Kiosks**  
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**I. PLANNING DECISIONS PHASE [LMC & responsible committees]**

- A. Property Name [LMC – discussion scheduled for February and vote in March]
- B. Logo [committee needed; design contest suggested]
- C. Trail System Design and Mapping [Trails group]
  - 1. Recommend to LMC master plan for re-numbering &/or naming of trails, ecologic areas, geographic features, way-finding, safety, and interpretive opportunities [Trails]
    - a. Recommend to LMC priorities & phases of master plan implementation [Trails]
  - 2. Mapping, including trails; named land areas; color coding etc. [Trails group]
    - a. Develop and recommend to LMC simple working map(s) in year 1-2 that reflects degree of master plan implementation (by volunteers and/or vendor)
    - b. Develop a more refined/designed map(s) year 2-3 (volunteer and/or vendor)
- D. Signage [S&K group]
  - 1. Trail signs [S&K group working with Trails group]
    - a. Type & Location (Trailhead Signs, Intersection/Directional Signs, Reassurance Marking, Interpretive Signage, Caution / Warning)
    - b. Design & size
    - c. Wording
    - d. Determine preferred materials for trails signs, kiosks structure & info panels
  - 2. Kiosks at public access points [S&K group]
    - a. Locations
      - (1) Main
      - (2) Secondary
    - b. Design & size
    - c. Content (welcome, history, rules, maps)

## II. DESIGN PHASE

- A. Write and furnish design criteria & specs to suggested designers for estimates for design work *and* fabrication, included phased options for implementation [S&K group]
- B. Select designer [S&K/PAT/LMC]
- C. Recommend scope and budget of master plan to implement (may be phased) [S&K/PAT]
- D. Authorize final scope and budget to implement at this time [LMC]
- E. Determine funding sources (including LMC funds & grant opportunities) [S&K/PAT/LMC]
- F. Final contracts with designer clarifying scope & specifications [S&K/PAT/LMC]

## III. FABRICATION (& DELIVERY)

- A. Select trail signs fabricator [S&K/LMC]
  - (Designer provides disc of specs. to fabricator)
  - 1. Contract with sign fabricator(s) (costs include delivery and any required installation)
- B. Select kiosk fabricator [S&K/LMC]
  - (Designer provides disc of specs. to fabricator)
  - 1. Contract with kiosk fabricator (costs include delivery and any required installation)

## IV. INSTALLATION (professional & volunteer, unless required by fabricator for guarantee)

- A. Trails signs (probably volunteers)
- B. Kiosks and contents (fabricator & volunteers)

## V. ELECTRONIC ACCESS OF INFORMATION [LMC]

- A. Provide access to electronic files of all trail system information and maps via the Town of Belmont website. (Need to designate how implemented)

Note:

The LMC must clarify the decision tree for work and recommendations for both the Trails as well as Signage & Kiosks working groups, and determine at what points LMC votes are required.

We anticipate that this phased approach will require separate contracts for design, fabrication, and installation, and will not trigger RFPs.

LMC = Land Management Committee, S&K = Signage & Kiosks, PAT = Parking, Access, Trails