

**FORT WILLIAMS PARK  
USER GROUP MEETING AGENDA**

**DATE:** Wednesday, December 2, 2020 @ 4:00 PM

**LOCATION:** Remote ZOOM Call –

You are invited to a Zoom webinar.

**When:** Dec 2, 2020 04:00 PM Eastern Time (US and Canada)

**Topic:** Fort Williams Master Plan User Group - Special Events/Vendors

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87379499840?pwd=dDVMZUIkUjBGWTZYMTgvRXNBOENBdz09>

**Passcode:** 501740

**Or iPhone one-tap :**

**US: +13126266799,,87379499840#,,,,,0#,,501740# or  
+16465588656,,87379499840#,,,,,0#,,501740#**

**Or Telephone:**

**Dial(for higher quality, dial a number based on your current location):**

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**Webinar ID: 873 7949 9840**

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**Agenda Items:**

**4:00 Call to Order – Jim Kerney, Committee Chair**

**4:05 1. Introductions**

**2. Master Plan Updated and User Group Process**

**3. Goals and Objectives of Meeting**

**4. Understanding of User Group**

**i. Who is involved, size of User Group**

**ii. Purpose and/or Mission of User Group**

**iii. Function of Group**

**5. Overview of How the User Group uses the Park**

**i. Areas of the Park used by the User Group**

**ii. How often the User Group uses the Park**

**iii. Role Park plays in User Group**

**6. Fort Williams Park Function and Relationship with User Group**

**i. Beach to Beacon**

**• Park Facilities**

**○ Organization/Layout**

- **Parking Needs**
- **Conflicts of Needs**
- ii. **Trollies/Motor Coaches/Etc.**
  - **Drop-Off/Parking**
  - **Quantity of Buses**
  - **Conflicts or Needs**
- iii. **Vendors**
  - **Allocated Areas**
  - **Conflicts or Needs**
- iv. **Portland Head Light**
  - **Museum/Gift Shop**
    - **Number of People Visiting**
  - **Revenue Generation**
  - **Traffic Control/Pedestrian and Vehicular Conflicts**
  - **Relationship with Town and other Organizations in the park**
  - **Conflicts or Needs**
- 7. **Fort Williams Park – Recommendation/Needs**
  - i. **What is “working” within the park and what is not “working”?**
  - ii. **Park Recommendation “Wish List” or Additional Needs**

## **5:30 Adjournment**

### **Rules for Public Participation at Meetings:**

Persons wishing to address topics on the agenda may do so following introduction of the item by the chairman and prior to the Committee discussion. Any person wishing to address the Committee shall signify by raising their hand. When recognized by the chairman, the speaker shall give his or her name and affiliation, if applicable. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the members present.

Persons wishing to address topics not on the agenda may do so following the Call to Order and the approval of any applicable meeting minutes. On each meeting agenda, there will be an item titled “Public Comment”, which shall be placed directly after the approval of any meeting minutes.

The chairman shall ask if there are any members of the public who wish to speak. Any person wishing to address the Committee shall give his or her name and/or affiliation. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the Committee members present.

In the event there is a topic of interest to many persons, or if the Committee members wish to solicit public comment on a particular issue a separate meeting or public forum may be scheduled. Rules of the meeting or forum will be discussed by the Committee and published prior to the meeting or forum.

During a workshop, persons may not comment on any issue and/or topic without the approval of a majority of the Committee members present. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the Committee members present.

### **Decorum**

Persons present shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Expressions of approval or disapproval may be intimidating to others who wish to speak

