

**Town of Cape Elizabeth  
Fort Williams Park Committee**

Zoom Meeting Minutes  
Thursday, December 17, 2020

**Present:** Jim Kerney (JimK), Suzanne McGinn (SM), Ken Pierce (KP), Mark Russell (MR), Lauren Springer (LS), and Doreen Theriault (DT)

**Staff:** Kathy Raftice (KR), Community Services and Fort Williams Park Director, Chris Cutter (CC), Fort Williams Park Coordinator, and Jeremy Gabrielson, Town Council Liaison and Andrea Southworth (AS), Friends of Fort Williams

**Absent:** Jim Walsh

**Guests:** Todd Richardson (TR) and Ken Studtmann (KS), Richardson & Associates

**Call to Order:** Chair, Jim Kerney called meeting to order at 6:03 pm.

**Opening Comments:** JimK extended a thank you to Richardson & Associates and KR and group on the User Group Meetings. A lot of time and work but we came away with a lot of valuable information. Additionally he provided an update on TC meeting. Our committee voted to extend the P & D from April 1<sup>st</sup> to November 15, and this recommendation was unanimously voted to accept and the Sounds by the Sea proposal was submitted and also voted unanimously to accept. A few things to clean up on the proposal but good to go forward and begin to solicit bands and sponsors. Pay & Display final numbers; 2019 \$410,000 revenue, 2020 \$350,000 and we will look into the net amount however Matt has already given direction on next year's budget amount. JimK shared a few correspondence he received: Bob Malley's mother-in-law passed so he extended condolences from the committee. Secondly, a communication on mountain biking in the park and based on feedback from CC not a large issue so JimK contacted Jim Tasse and explained issue/concerns and he will communicate with the stakeholders regarding areas of concern should no longer be an issue.

KR shared a new resident to Cape Elizabeth has extended interest in becoming a member of the FWPC and information has been shared with Debra Lane.

**Approval of Meeting Minutes**

Motion by DT to approve draft minutes for November 19, 2020 and December 3, 2020 as submitted, second by SM. Minutes approved as submitted (6 - Yes, 0 - No).

**Public Comment Opportunity for Discussion of Items Not On the Agenda**

None

**Master Plan Update Status Discussion**

TR updated committee and answer questions. User Groups completed. Last was with KR and surveys ongoing with 475-480 responses. Beginning to bring the information together. Internal

team meetings with vendor group, tightening up findings, beginning to move towards drafting internal preparation and will provide the Monday prior to the meeting, January 28<sup>th</sup>. Group has been out to the park a few additional times. Looking at bigger suggestions/recommendations. JimK asked about mail server, understood there would be an update going out. Are we at a time to send out a brief update? TR feels we can send a quick blurb updating on project to date. JimK, feels first extend a thank you and number of responses, quick short update. TR will put together and submit to KR for distribution. JimK extended a thank you to KP for work to get younger population survey input. KP shared he has been in touch with Jeff Shedd, HS Principal, he was excited and hoping for participation. KP also suggests in the thank you/update to share survey participation request. JG asked about meeting on the 28<sup>th</sup> time and KR shared it will be at 5:00 pm. JG asked if TC should be invited or meet with this committee first and then share findings with the TC at the workshop in February. TR feels committee should hear first, discuss then present at workshop. JG agrees and wants to make sure communication with TC. JimK agrees to have the committee hear first. JimK asked about behind the scenes infrastructure work taking place. TR shared that is all taking place, being organized, analyzed and assessing on what is working, what is not and how will be presented back to the committee for discussion. SM asked when the survey closing; KR shared January 11<sup>th</sup> is what has been communicated.

### **FWPF Update**

JimK shared loved to see the clearing and cleaning southeast battery, hadn't realized what a mess but thank you to Public Works for what they have done and thank you to AS for the article in the courier.

AS provided update and ready to make an order for plants/shrubs and had reached out to JimK on any monies left in the budget. Two areas are underneath the Parade Ground parking lot the hillside is now bare, too steep to mow, good place for low shrubs and other area, bend in Cliff Walk by gate, erosion. Shrubs would help to hold the soil. AS spoke with many about the area and if any money available she can purchase and plant in the spring. JimK asked how the FOF budget works. AS explained FOF has a budget, KR explained our budget of \$15k for invasive removal and \$10,400 spent. JimK agrees both areas need attention, homework done and Todd Robbins agrees with the shrubs to be purchased. SM shared her feelings and agrees some planting by AS should be done. SM asked if remaining monies to be allocated to VCS or can we utilize some of that money. AS met with Jay Reynolds and Scott Smart on areas to be focused on next year. LS asked if cutting by Goddard Mansion can be lessened and use monies for plant purchase. VCS is scheduled for return in February but we can control the work/funds and utilize some for purchase of plants. AS just reminds next year budget will need to be adjusted for more invasive removal. MR shared if we can buy plants at discount we should keep that in mind for this season as well as those going forward. AS shared we could have an area she could grow a small nursery from clippings at the fort. LS feels that is a really good idea, sustaining what we have and it shows a lot of thought and idea put into beautifying our park. Motion to take \$1500 out of Invasive removal plan and utilize for plants, DT made the motion and second from SM (6 – Yes, 0 – No). SM suggests this be brought to Richardson & Associates and AS will write a brief memo. AS advised FOF is updating their Master Plan and hoping to bring to the FWPC February meeting and we will then pass on to the TC.

### **FWPC 2021 Chair Nomination**

JimK shared update of renewal of committee members. MR explained take nominations and vote on it. MR nominated JimK as Chair for 2021, second by SM second, approved. (5 – Yes, 0 – No).

### **Fort Williams Park Update**

Beginning of budget discussion. Explanation of reports as submitted. Revenue down but additional expected December – June. Carry forward monies explained. Projects pending; Battery Blair wall stabilization (\$85k) and the retaining wall at the end of the central parking lot (\$50k). Still to be discussed; Overflow parking lot and any other projects or wait for master plan. (\$15k and \$12k from pedestrian walkway removal) MR thought just making 4 ADA spots available. KR explained it had gone out to bid and was over original amount. JimK asked if we are required to make ADA spots available. CC shared issues have presented due to vehicles and utilization of the lot. MR feels should have 4 ADA spots available for the Children's Garden not part of this plan. KP and SM feel this should be a part of the Master Plan. KR explained newly defined budget timeline with budget due to Town Manager on January 22<sup>nd</sup>. What are the items committee looking to address in FY 22. JimK clarified the projects for the spring and asked for input on projects for the team. KR asked about the area by the pickleball courts? JimK felt that was a cleanup project by the town. KP asked about fencing, is this completed? KR explained one area down by the dog walking area for completion and I will get figures. Berm work? MR feels the ADA parking in overflow lot should be in FY 22. KP asks if we are convinced that area will remain a parking lot and we had discussed moving the playground etc. JimK agrees there is a lot of work to be done and should this be a Master Plan area that needs attention. JimK asked that stonewall under Battery Blair needs attention and problematic. Should be assessed and a yearly plan for stonewall work be considered going forward. JimK paving for Picnic Shelter lot removed from 2021 budget and we will resubmit. JimK asked for other projects from the team. SM asked what CC thinks needs to be address in FY22. CC feels something needs to be done with parking by the playground, could be something simple, spray paint lines. Fencing from overlook to the berm would bring continuity and completion to the fencing. Money for chain link fence at the lighthouse to be replaced. Funds to be requested from TC. MR suggests CC put together a request for monies for the chain link fence bring it to the committee and we can recommend to the TC. Erosion issues on the cliff walk. JimK suggests that has been normally done behind the scenes by Public Works. Battery Keyes has serious safety issues. He recognizes this is part of Master Plan and JimK agrees. JimK asked that KR put together figures. MR concerned that only one meeting to see numbers. JimK suggests another emergency meeting on budget only. KP cannot meet on another Thursday in January. KR suggests adding a budget discussion to the January 7<sup>th</sup> meeting after the vendor update.

KR presented the request to have electric charging stations at Fort Williams. Matt Sturgis presented at Town Council meeting and should we receive the grant we are charged with deciding where the charging stations should go. JimK feels they should not go in the primary parking area and should be up by the Public Works building. DT agreed and MR feels they could go in the back of the parking lot but may have additional costs. CC shared the reason for the spot identified there is a transformer where the Expressive Vendors. There are a few other locations where there is electricity; by the parks building, the pickleball courts or the rental buildings. JimK by the parks building or by the Bite into Maine area. CC feels could be right by

the hillside and Bite into Maine/flag pole light/port a john area. KP asked for clarification are these cars paying to park and paying to charge? DT asked for clarification on numbers of spots; 4 spots to 1 charger. MR wanted to clarify, no cost to us? KP asked where we decided they go. MR moved that we have these chargers be placed in the Picnic Shelter lot, KP second, accepted 6 – Yes, 0 – No. SM asked that this should be mentioned to Richardson and Associates and JimK will let them know.

### **FWP Vendor RFP Request**

KR explained Bite into Maine has requested increase in square footage from 90 to 100. MR explained that change to our regulations. JimK feels a reasonable request. MR asks if there is any reason why we would not do this. KR did not feel there is any restricting issue taking pedestrian access and size of area. SM remembers discussion and issue with “food trucks”. Is 98’ the size of a food truck with an engine in the front? JimK does not feel that is an issue. MR feels we do not want general areas any larger than they are. KR will check with town manager. JimK feels that if KR research supports the change is committee in support. JimK submits to committee that pending approval by the town manager FWPC supports the increase. (6 – Yes, 0 – No)

### **FWP 2021 Annual Group Use Requests**

Cape Elizabeth Little League – Seasonal Use  
Cape Elizabeth High School Graduation – June 6<sup>th</sup>  
Family Fun Day – June 12/Rain Date June 13  
Friends of Fort Williams Garden Tour Registration – July 17  
Walk to Cure Arthritis – May 29 (withdrew request)  
Making Strides Cancer Walk – October 17

KR explained that in the past these were done in January however due to how busy our January will be I added to December’s meeting. MR asked if we have received requests. KR explained that all had shared their wish to return in 2021 when cancelling in 2020 and we have received 3 requests. JimK suggests voting to accept pending no changes. LS motion to accept pending no changes, second by DT, unanimous vote to accept. (6 – Yes, 0 – No). MR asks that we update as the written requests are received.

### **B2B – August 2-7 – Approval and Fee Discussion**

JimK provides background on the B2B discussions in 2020. JimK explains we were in the middle of fee discussions when it was cancelled in 2020. \$29,900 was understood with an increase of 10% per year for 3 years. MR feels 2020 approval should apply for 2021 and we move forward. JimK suggests moving the amount to \$30k for 2021 and we can meet again with B2B to make a long term plan. DT agrees to moving 2020 fee to 2021. CC shares he is on board with the 2020 fee to 2021. Motion by MR to accept fee of \$30k for 2021 and revisit fees going forward with B2B group. DT seconded, voted unanimously to accept, 6 – Yes, 0 – No. KR will advise David Backer who is with B2B and schedule a meeting in the spring to have discussions of years going forward.

**Public Comment Opportunity for Discussion of Items on the Agenda**

MR brought forth his concern that we have an opening on our committee without interest from the public. He asks committee to reach out to those they know with experience or a particular interest or talent to drum up interest in serving on the committee. LS asked how notice is shared with the public when there is an opening. JimK shared that Deb Lane posts on town website and in the Cape Courier. LS has shared with people she has come in contact with and there are options available to serve.

**The meeting was adjourned at 8:02 pm.**

**Next Vendor Update Meeting: Thursday, January 7, 2021 @ 4:00 pm**

**Next Monthly Meeting: Thursday, January 21, 2021 @ 6:00 pm**

**Master Plan Update Recommendations to FWPC: Thursday, January 28, 2021 @ 5:00 pm**

Respectfully submitted,

Kathy Raftice