

**Town of Cape Elizabeth
Fort Williams Park Committee
Vendor Update Meeting**

Zoom Meeting Minutes
Thursday, January 7, 2021

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

Absent: Mark Russell

Staff: Kathy Raftice (KR), Community Services and Fort Williams Park Director, Chris Cutter (CC), Fort Williams Park Coordinator,

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

Call to Order:

JimK called meeting to order at 4:03 pm.

Vendor Update

TR provided update and answered any questions. In the stretch preparing for the 28th meeting. Logistical, making sure we have 2 hours of time. The whole team will be in attendance and will present information followed by discussion. Vendor will provide document by 25th of that week and asking that all read through the document so good strong discussion. The meeting will be at 5:00 pm. 650 respondents to the survey at this time and the user group meetings has been terrific and will payout in the presentation. JimK asking if entire meeting public can listen but not participating. KR confirmed and will coordinate if any public on call. KR has call in to Maureen O'Meara regarding steps required to follow as we move forward with Town Council. KS explained preparing an analysis not recommendations, the next step will be recommendations. TR explained analysis, followed by presentation to the committee on recommendations then a public meeting however we need to clarify when TC comes in and how public takes place. JimK asking for calendar on steps and KR explained Maureen O'Meara will help with steps and then we can calendar. TR wants to make sure electronic meetings play a role and we need to schedule. TR clarifying recommendations need to be shared with the committee. Vendor will get list together and then JimK and KR will follow up with others to make sure scheduled. KS asking about numbers. SM asked if we want to bring to TC meeting on the 28th and if they want to participate. JimK will share with JG and he can share with TC meeting. TR suggested possibility of a different presentation for the public i.e. you tube video. KR shared how the School Board shared on Facebook, SM suggested survey during ZOOM call and possibility of breaking out into groups. TR & KS had a valuable wonderful informational call with Jeanne Gross from Portland Headlight. A few things to clarify and vendor will contact KR. Different views of the park at this time of year. JimK clarified survey closed, 1/11/21. KS shared some examples from the draft agenda. KS clarified this is an analysis not just pointing out what it is but what does it really mean, which ignites the conversation. JimK asked if CC has anything he wanted to share. CC nothing really just totally different creature right now in winter.

Budget Discussion

KR shared draft of budget documents. KR explained numbers from budgeted revenues/received revenue. JimK asked about revenue received and Pay & Display. KR explained the received revenue was through 12/31/20. Some additional revenue will be received from January – June however down significantly due to COVID. KR then explained the expenses from projects planned. She clarified those completed and paid vs scheduled. Estimate for tennis courts was reviewed and felt should be covered by the TBD amount. JimK asked for clarification on the Master Plan budget. KR explained \$90k budgeted however contract with vendor is \$65k, additional funds may be needed for projects to finalize or expenses that had not be considered. KR clarified the Overflow Parking Lot work. KR will discuss with Public Works on whether PW could grade and rough in where the 4 spots need to be and hire a paving contractor to complete the fine grading and pave. Cost could be \$20k - \$25k. JimK does not feel needed if potential for Master Plan to then change. KP agreed and thought this was not to be considered as discussion last time suggested some changes could be happen from Master Plan. KR just wanted to clarify the project and what could be done as highly doubtful we will lose the entire parking lot. JimK doesn't feel the retaining wall at the west end of the parking lot is a high priority. JimK looking to change the retaining wall verbiage however KR clarified this is our budget from last year. If we determine a project does not have to happen we do not need to spend the money. KR then went into the expected revenue for FY 22 and reductions taking into account how close to our normal we get after COVID. Site Fees – will be most impacted by B2B. They have not decided on 2021 race. SM felt should be removed. JimK suggested discussing with Matt to see how he thinks we should proceed. KR went on the share the latest communication on the Berm. Matt asked to put a placeholder with TBD for now. Andrea Southworth meeting with VCS on 1/8/21 and putting together a 3 year plan. 2 Vendors coming to look at retaining wall below Battery Blair at the beginning of next week. CC provided signage update and KR shared the resubmittal of the Picnic Shelter Parking Lot project. KR shared the chain link fencing estimate. It can be broken down by sections should we choose to do smaller sections. SM felt if we are short on revenue we should remove the Picnic Shelter Parking Lot. JimK agreed and feels retaining wall more of a priority. CC shared from Master Plan 2011 had a plan for the Picnic Shelter Parking Lot and some concern with the Electric Charging Stations. KR will finalize numbers that we can by the 21st. SM asked if we can change the berm to an overlook. JimK shared the plan was never to remove, more to clean it up. Knock the first foot off, clean it off, give it some contour and make it more presentable. KR then shared the Pay & Display document from the vendor. JimK questioning Pay Station Rental as an expense and he feels part of the contract. JimK would like to review contract. KR will check with Matt on agreement.

LS asked if any interest to join the committee. KR explained that 8 had been interviewed and Jon Dienstag was chosen. Going before the TC for final approval tonight. KR then shared that Jay Reynolds, Public Works Director joined and was introduced. JimK shared the Battery Blair retaining wall discussion and the concrete wall at the west end of the central parking lot. JimK complimented work by PW on Battery Garesch.

The meeting was adjourned at 5:09 pm

Respectfully submitted,
Kathy Raftice