

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

Zoom Meeting Minutes  
Thursday, February 18, 2021

**Present:** Jim Kerney (JimK), Jon Dienstag (JD) 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, Jeremy Gabrielson (JG) Town Councilor/Liaison and Andrea Southworth (AS), Friends of Fort Williams

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

**Call to Order:** Chair, Jim Kerney called meeting to order at 6:05 pm.

**Approval of January 21 & January 28, 2021 draft minutes:** KP motion to accept, SM second, draft minutes approved as submitted. (6 – Yes, 0 – No). (DT arrived after vote.)

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

None

**Correspondence:** KR shared a request from Women in Harmony to perform again at the fort and she spoke with Kara Law, representing the recycling committee, regarding a water refill station at the fort. JimK asked if other water bubblers at the fort. CC shared where they are presently. KR shared there is a Portland Water District grant that Kara will be looking into as well as gathering some additional information on costs. A representative from the recycling committee will attend meeting in April/May to present. SM asked if seasonal and yes, shut off in the winter.

**Master Plan Update Status:** TR and group have begun to put together the recommendations from the analysis. KR asked that the March 18 meeting will need to be changed as a result of budget meetings. JimK suggested March 17, all available except MR. KR will post the new date. A vendor team meeting took place with discussion on steps going forward. The recommendations will be geographically aligned with the five areas/zones and each will have a goal reference. Additionally they will identify recommendations as having a high, medium and low level of investment. They will match a goal with varying levels of change, some simple and practical while some will be more visionary and longer term. TR and KS would like to have an informal meeting with smaller group prior to March 17<sup>th</sup> committee meeting to get some guidance/feedback. It was clarified that a meeting of two or more committee members must be noticed. All in agreement for March 4 @ 4:00 pm. KR will handle the scheduling and posting of the meeting. KS wants to make sure all aware this will be a draft, mapping document. This will be a workshop format. Goal will be to organize and structure recommendations. JimK asked how the longer more strategic recommendations are vetted going forward, for example a visitor center, or formal bathroom facility. It was not clear so we as a group will have to do

research on this. JimK asks that JG participate if available to help with presentation to the Town Council.

JimK asks public guest if she would like to participate now or have us get back to her. She is fine to wait.

**Master Plan Goals:** JimK set the stage for the discussion. Covered the documents sent out by KR prior to the meeting. Goal is to narrow to 4 – 6 goals underneath those goals will be tactics, actions or recommendations to assist in achieving the goals. Healthy discussion and input by all on the development and finalization of the goals. KR will send out the goals to the committee for review and final discussion will take place at the March 4, 2021 meeting.

#### *Master Plan Update 2021 Goals*

*Prioritize and Enhance the Park for the year-round enjoyment of all local residents.*

*Advance safe access, circulation and easy wayfinding for all Park visitors.*

*Preserve, Protect, Promote and Enhance the Park's natural, scenic and historic resources.*

*Establish a long-term sustainability plan to maintain the quality of the Park.*

**Update on Past Projects:** KR provided an update on the following: B2B Fee Discussion – KR spoke with David Backer, decision to be made by 4/1/21 regarding 2021 race and would like to attend April meeting to further discuss fees. JimK shared that we had finalized the 2021 fees. Stonewall Matrix – provided to Public Works, we have identified the top walls and submitted in our 2022 budget request as a carryover and reallocation from 2021. KR, CC and Public Works will work on the remaining walls to determine if maintenance needed (PW budget) or more work needed and those will be brought to the committee for decisions/direction. Long term plan and agreement on invasives – AS provided three year plan and Master Plan Update. Pay & Display contract renewal fees/percentages – KR discussed with Town Manager, Matt Sturgis. He had a recent discussion with Asher of Unified Parking and is setting up a meeting to include Matt, KR, CC and Asher on summer of 2021 handling and expectations. Matt will also set up a meeting with KR and JimK on the contract renewal. Honorary Benches – All accounted for, plaques on order. Size of Vendor Slots – Matt Sturgis approved the Bite into Maine request, RFP's sent and awarded. JimK suggests a discussion on all spots at next time of renewal. Sign/Kiosk at the top of Captain Strout Circle – KR asking for clarification on what signs. JimK and CC discussed the worn out signs and locations. CC explained no signs on order at this time. CC shared that the sign at the cannon and the bell were put together by the historical society and the one to the right of that are rules and regulations. CC asking if looking to eliminate both signs? JimK feels both should be eliminated and a sign moved to the other side to move pedestrians off the roadway and towards the sidewalk. CC feels flow of pedestrian traffic may not be impacted by signs but certainly will look into a condensed version of the information. KP asked TR about signage and whether vendor will bring forth suggestions on signage. TR will be addressing the role of history in the park and a comprehensive system to address. Not specific sign in a specific area but a more comprehensive approach. KR also asked that all look at the meeting schedule going forward she sent out. We need to decide going forward, do we have a Master Plan meeting in

addition to our regular meetings? JimK feels going forward not as many tactical things, most of regular monthly meeting to handle Master Plan. KS shared this was an outline and flexibility with schedule as things may take longer. JimK asks that meeting schedule be resent, KR will do so.

**Friends of Fort Williams Update:** AS shared she has been working on budget items. Children's Garden has been loved to pieces. Applying for grants going forward. JimK thanked her for the nice article in the Courier. AS looking at different options for the stairs next to the slide. Are you looking for her to wait until the Master Plan? JimK feels if her budget she should work on that sooner rather than later.

**Public Comment Opportunity for Discussion of Items on the Agenda:** None, public has left and will attend another meeting

**Additional discussion:** Women in Harmony request. JimK asked CC about numbers. CC felt it was fine last year, no issues. MR asking where and when. KR provided details, June 19 on bleachers, paying User Fee. MR asked how many people. CC feels 60 – 80, no additional amenities needed. MR motion to approve, DT second, voted to approve (6 – Yes, 0 – No). SM shared no rabbits at Fort Williams. Study by Inland Fishing and Wildlife shared that Cape Elizabeth has a large amount of New England Cottontail however they are on the other side of town by Gull Crest.

**The meeting was adjourned at 7:31 pm.**

**Next meeting: Vendor Update, Thursday March 4, 2021 @ 4:00 pm**

**Next monthly meeting: Wednesday, March 17, 2021 @ 6:00 pm**

Respectfully submitted,  
Kathy Raftice