

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

Meeting Minutes
November 21, 2019

Present: Jim Walsh (JW), Jim Kerney (JimK), Suzanne McGinn (SM), and Mark Russell (MR), Doreen Theriault (DT)

Absent: Ken Pierce

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

Public: Valerie Deveraux, Steve Lyons, Roger Rioux

Call to Order: Mark Russell called meeting to order at 6:01 pm.

Approval of Meeting Minutes

The September 26, 2019 draft meeting minutes were approved. (4 - Yes, 0 - No)(JW arrived late)

Public Comment Opportunity for Discussion of Items Not On the Agenda

None

FWPF Update

Andrea Southworth presented the following:

- **Maintenance:** Working in Cliff Walk Landscape since the invasive plants are mostly controlled :)
- **Winter moth banding:** This Saturday, Nov. 23, from 9:00 to 11:00, we'll band trees for winter moth. Come out and join us!
- **Children's Garden slide:** The Town will provide funding for steps near the slide; a donor will provide funding for a slide extension piece and masonry work. FFWP will address erosion issues and planting of site.
- **Native plant donations:** Making plans with Russ Cohen, an edible native plants specialist, for a plant donation in the spring. The majority of plants will be placed in Cliff Walk Landscape. This is a really big deal--thousands of dollars' worth of plants will be donated, all to increase bird/wildlife habitat and restore Cliff Walk.
- **Training:** Our landscape gardener, Alex Donka, and I attended a training session on cultural diversity on October 30, hosted by Maine Audubon and funded by the US Fish and Wildlife Service. We hope to reach diverse audiences next year with our education programming and with Bring Kids to the Park. Currently looking for grant funding for those programs and wonder about partnering with Cape Community Services.
- **Tree grove:** Back in April, I asked the Park Committee about the possibility of planting a grove of trees next to the Children's Garden and in front of the Tree Succession site. We have donor funding. Todd Robbins is involved; Bob Malley offered to dig pilot holes for the tree grove (as the area has a lot of ledge). I would like approval to move forward with the tree grove as either an expansion of the

Children's Garden footprint or to be included in the footprint of Tree Succession. Tree Succession is one of FFWP's approved "future" sites.

Tree Succession has much potential with stately birch trees and awesome native pines, dogwoods, and oaks. To really make it great, it needs:

1. Herbicide treatment of black swallowwort; mechanical removal of Asiatic bittersweet.
2. Repair of a rock retaining wall.
3. Minor thinning of plants.

AS shared a map of the areas she would like focus on and there was discussion on the area. JimK explained the area near the stonewall needs attention. MR did not have any issues with the area as outlined just want to make sure not putting money into an area that will be changed as a result of the Master Plan. CC brought up the movement of the playground to the Children's Garden area. SM stated may be a controversial move. MR noted there are rules about memorials in the park and AS clarified there would not be any naming of areas, just donations. AS brought the group up to date on the slide/nothing had been done at time of meeting.

Paul Lawton & Steve Lyons – Memorial listing names of sailors aboard the USS Eagle 56 Request

Steve Lyons presented his proposal to have a new monument put in the park at the same location as the present one, however this one would name the sailors aboard the USS Eagle 56, sunk by a German Submarine approximately five miles off the coast of Cape Elizabeth during World War Two. The memorial would be a granite monument with bronze plaque inlayed like the original monument and plaque presently in place. The family members will be covering the cost. JW shared a question he received from Jim Rowe asking if the current plaque could be modified. Steve has spoken to Jim Rowe and both agreed that wouldn't work. MR asked why the date of 5/2 if the 75th Anniversary is 4/23? Steve explained the date worked with the families and the US Coast Guard. JimK motioned to approve, DT seconded, voted to approve request 5 – Yes, 0 – No. Only thing that needs to be confirmed is the approval of the 5/2/20 date. Valerie Deveraux asked if maybe this could be tied into the Bicentennial celebration. Steve explained the date of 5/2/20 is pretty set with all if approved.

Fort Williams Master Plan Update

JW explained in the workshop the Town Council expressed their desire to have the FWPC oversee the Master Plan and to have a member of TC act as liaison appointed in the annual council caucus meeting. Plan discussions should identify stakeholders for input but not part of the committee make up. JW explained he had copies of RFP's done previously. He also felt there were 21 pages of the Comprehensive Plan that referenced Fort Williams. JW talked about a subcommittee and that there was \$65k budgeted for the development of the plan. SM asked about new members to the board and when that will take place. JW said that interviews have taken place and positions should be filled for the new year. Also potential for new chair to be voted on in January. JimK pointed out that he read the entire Comprehensive Plan and many references to Fort Williams. MR spoke to the large task the Master Plan is, that he is excited to be a part of it, and doesn't want to miss anything. DT suggested the committee as a whole be involved and possibly subcommittee's on specific topics and areas. MR and JimK agreed and impressed upon group how public input is critical. JW will get clarity on the process from the Town Council and what the next step is. In the interim he has asked that all on the committee read the 21 pages he will forward out and the entire plan so all understand the connection between the two and discussion can begin on the RFP process. JimK suggests using the old Master Plan/Comp Plan model.

Sign Discussion, Pay & Display YTD Update, Portland Headlight Pedestrian Improvement Updates, Fort Williams Park Update

Signs: KR provided the emailed pictures of signage that KK had worked on in the past. All liked the coloring and style just a caution to where they will be placed and money spent to then change or move as a result of Master Plan. Group all felt interpretive sign was too busy. CC suggests a more permanent sign at the Overflow Lot. JimK wanted to make sure going with the arch posts as originally discussed. Discussion and agreement that CC will take information back and work with vendor on directional signs. Interpretive signs will wait.

Pay & Display Update: KR provided the numbers as presented to the Town Council. These are preliminary with final reports coming in December.

PHL Pedestrian Improvements: KR shared final plan and timeline.

FWP Updates: Pickleball Court completed, Stone wall work continuing, Portable Toilet Services contract up for renewal and KR and CC will work on recommendations. KR asked about the Memorial Bench program. Is this something the committee would like to revisit? All felt yes, we should. Start with 10 benches – need pricing for bench and installation. KR brought up some items to start to think about as we move into budget season; fencing, resurfacing Battery Blair (did obtain estimate \$78K), permanent fencing in Central Parking Lot to match lighthouse, work on the area between stone wall and the pickleball court, do we want to do anything? Area around the slide in the Children's garden? MR expressed concern with the work needed to be done on the Master Plan at the same time as the budget being prepared and the need to have information provided. JimK shared that in the past Bob Malley brought to the committee areas that had previously been identified as needing work with pricing. KR will put this together for 2020 budget considerations. JimK asked if a map of the park could be made and put on the wall for use during conversations. KR will look into this. JW asked if the new business manager could be helpful in developing our budget. KR will have a discussion with him.

JimK brought the committee up to date on the outcome from the Town Council meeting on the Commercial Vehicle Fees going forward.

JW will put together a thank you letter to Joe Kozlowski for his time and commitment to the committee. MR wants it noted that Joe's participation was extremely valuable.

Public Comment Opportunity for Discussion of Items on the Agenda

Roger Rioux thanked the committee and Bob Malley for the nice job done on the Pickleball court. Noted there is a drainage issue. KR explained that Bob is aware.

The meeting was adjourned at 7:41 PM

The next meeting will be Thursday, December 19, 2019 @ 6:00 pm.

Respectfully Submitted,
Kathy Raftice