

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, October 21, 2021**

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

Absent: Jon Dienstag

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

Call to Order: Chair, Jim Kerney called meeting to order at 6:01 pm.

Approval of September 16, 2021 Draft Minutes

Motion by MR to approve the September 16, 2021 draft minutes, second by DT, motion passed (4 - Yes, 0 - No)(2 Committee members showed up after vote)

Public Comment Opportunity for Discussion of Items on the Agenda:

None

Remote Meeting Policies

KR explained the town position and shared Remote Meeting Policy and Limited Emergency Declaration. Town Council has extended the Limited Emergency Declaration until December 31, 2021. Discussion around policy. KP moved to adopt a Remote Participation Policy based on Town Council order, seconded by LS. (Vote 5 Yes, 1 No to adopt.)

Master Plan Prioritization Discussion

JK brought committee up to date on Master Plan. The approval will be on the November Town Council agenda with anticipated approval and at the suggestion of the council the committee can begin working on prioritization. JK discussed the document provided from the Executive Summary to kick off the committee discussion. JK explained that he and KR will be meeting with John Quartaro, Town Financial Director to explore funding sources for larger recommendations. MR explained in the past committee would determine projects and present to Town Council. If approved funding determined and approved from Town Council. KR talked about the need to look at yearly budget items versus long-term budget items. SM asked if committee should obtain estimates on the big projects so decisions can be better made. JK explained estimates will be difficult to obtain. JK feels the Powers Road recommendation should be a public works budget item. KP shared his understanding from listening to Town Council is that we are to prioritize items and he feels Goddard Mansion should be a priority. Discussion around the expense and past studies of Goddard. LS feels people/group are passionate about Goddard and may have a fundraising campaign or idea. DT shared that all

agree something needs to be done, fences need to come down. MR clarified this is the FWPC plan and therefore our priorities taking all input into account. JK mentions some items will require long-term funding. JK asked that all look at the list provided of topics/themes. What items from the top, the cross-park themes can be done now through regular year to year projects and what if any should be moved to the bottom as bigger projects and prioritized. After discussion, agreed to move lawns, restrooms and walking promenades to lower prioritization list. JK asked that committee list 1's, 2's and 3's. All committee members shared their priorities. Results will be tabulated and shared for further discussion.

FOF Update

AS brought committee up to date on what has been happening. Committee thanked AS for work and continuous articles in the Cape Courier. AS shared that FOF had received money for plants and will begin working on where. AS shared her experience with intern and potential for a shared internship next summer with FOF and Fort Williams. KR and CC will discuss with FOF.

FWP Update (FY 23 Budget, QR Subcommittee, Fee Discussion)

Budget:

KR began discussion on budget, brought all up to date on revenues. Group discussed items on FY 22 expense budget still to be completed. KR will send out RFP for work on Battery Blair; work to be completed in spring of 2022. Additionally, RFP on remaining fencing to south end of Cliff Walk will go out to complete the fencing. KR asked committee about the Picnic Shelter Parking lot. All agreed to not move forward with work due to Master Plan recommendations to potentially alter that lot. Discussion about the "Berme". KR will have Tammaro take a look and see what can be done to clean the area up. JK does not want it moved but feels something needs to be done. Timing of fencing will play a role. KP asked about the old large signs and need for updating. KR explained there is some money that was budgeted (\$5K) and CC aware. We will work on signs. Discussion on possible projects/work to be done in Spring and next FY; additional allocation for signs, continued work on the invasive species, bike racks, move the playground, electricity to Greeter's shed, and fix benches on Cliff Walk. SM suggests improving the fencing and aesthetics around the port a johns. KP asked about improving quality, realizes this is at a cost. Budget discussion to be continued at next meeting.

Rental Fees:

KR shared one of the recommendations was to review fees at FW. Committee discussed present fees, last increase (11/2016) and suggested increases. JK provided a working document. KR shared that CC had prepared a proposal on fee increase for non-residents only. Committee reached consensus to leave resident fees alone, increase fees for non-residents and businesses, simplify photography and filming fees and including drones, increase deposits and wedding fees for all. Motion passed with 4 – Yes, 2 – No votes. KR will submit to TC for approval.

Commercial Fee Discussion:

JK moved discussion to Commercial Fees. Committee had submitted and TC had approved Commercial Fees through 2022 season. KP shared that less buses has been well received by

neighbors. Committee discussion on increase, all in agreement fees must go up. Suggestions of whole dollar amount or %. Increase amounts not finalized, discussion will continue at next meeting.

Public Comment Opportunity for Discussion of Items Not on the Agenda:

None

The meeting was adjourned at 8:45 pm.

Next meeting: Thursday, November 18, 2021 @ 6:00 pm

Respectfully submitted,
Kathy Raftice