

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

Meeting Minutes  
February 13, 2020

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

**Absent:** Lauren Springer

**Staff:** Matthew Sturgis, Town Manager (MS), 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, Jeremy Gabrielson, Town Council Liaison, and Valerie Devereaux, Town Councilor

**Public:** Angela Best, Maya Cohen and David Backer, Beach to Beacon Board, Larry Chapman, Marilyn Kristiansen and Kris Kristiansen, Expressive Vendors

**Call to Order:** Jim Kerney called meeting to order at 6:02 pm.

**Approval of Meeting Minutes**

The January 16, 2020 draft meeting minutes were approved. (6 - Yes, 0 - No)

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

None

**FWPF Update**

AS provided the following update:

VCS: Vegetation Control Service removed/mowed invasive shrubs and vines from the edge of the Cliff Walk Feb. 3-5; they also removed/mowed invasives from Cliff Walk Landscape. They did a fantastic job. Many thanks to Chris Cutter and Scott Smart for their assistance.

Davey Tree is going to bring wood chips for me to use near the upper Cliff Walk path; they'll leave the wood chips at Battery DeHart.

Cliff Walk path erosion: Winter has taken a toll on the Cliff Walk path--it's in rough shape. The gravel/rock dust has eroded and there are deep channels, etc., especially where people scramble down to the rocks (at the bend in the path). There's one sandbag at that location now, but it isn't holding the gravel in place. Wondering about making a permanent channel lined with large flat stones. There's one like this near the upper Cliff Walk path that Off the Beaten Path (OBP) Trailworks put in several years ago.

Todd Robbins and I are going to walk along the Cliff Walk and look for areas that native shrubs could be added to help prevent erosion. At the bend in the path, shrubs could be planted on either side of the area where people scramble down. This would make a huge difference in erosion control at this location. A thicket of native bayberries on both sides would be awesome.

MR feels the Cliff Walk needs attention, it is a safety issue so we need to see a plan. CC will coordinate the work that needs to be done and report back to committee.

Earth Day event, May 3rd: Starting to plan an Earth Day event for Sunday, May 3rd. Projects will include planting donated native plants in Cliff Walk Landscape; invasive plant removal (possibly between the red tool shed and the Picnic Shelter); and activities for kids in the Children's Garden (planting or a scavenger hunt). I've asked Russ Cohen, who is donating the plants, to lead a walk on "Native Plants for Wildlife" after the project time. Should be great!

Discussion on the tree succession plan. AS unclear on area that can be worked on before the Master Plan. JimK suggested submitting 2 plans with alternatives and possibilities. SM stated that soil won't be ready for planting and asked if donor willing to wait. AS will check into all and report back.

### **Beach to Beacon Fee Discussion**

JimK provided a history of the B2B fees and how this was the third time the committee was discussing. Originally fee set was \$25,000. Additional fees of \$2400 began in 2017 for increased use. In April committee voted to increase fees by 10% per year for each of the next 3 years. Committee met with B2B representatives in January and agreed to \$27,500 for 2020 and to be revisited in March for years going forward. Submitted to Town Council and was sent back to committee at Town Council direction for additional discussion. Dave Backer, President TD B2B 10K Board and introduced Angela Best and Maya Cohen. Explained he felt the race was mutually beneficial to the town and the race, and he feels they have been wonderful stewards of the park. The race has raised the profile of Fort Williams Park and he absolutely wants to continue the race. Fees last year totaled \$49,419.75. He fully expects the fees to increase but felt the initial fee increase to \$27,500 was fair. He was unaware the recommendation was not approved without full council and would suggest sending it back as is for reconsideration by the full council. MS explained the TC was requesting additional support on how the fee was determined. Discussion ensued and KP moved to submit back to TC 2020 fee of \$27,500 and to come back later in the year to discuss years going forward. MR seconded. Committee approved 6- Yes, 0 - No) JimK will put the document together and resubmit to TC in March meeting.

### **Expressive Vendor Policy**

JimK welcomed our guests and provided a brief synopsis on the situation. Work that was done in the central parking lot and where they are now is a heavily travelled roadway, borders the sidewalk and the grass area has changed. MS explained the attempt to move last summer and looking at where best to move. CC does not feel where they are now is the best location, looking at alternatives. Marilyn Kristiansen does not see any safety issues with where they are located. She feels the buses, bathrooms and the greeter stand is the contributing factor to falls. Does not feel they should have to move and feels it is more that people don't like the look of them so want them moved. JimK primary concern is safety. Provided 3 spots as a discussion point to move away from the intersection. One back further on the green area they are presently located, one down by where the old port a Johns were previously located and one over to the left of the present location of the port a Johns. CC explained the move of the last summer, some happy some were not, ended season back at original location. CC suggests to move the vendors back approximately 30 feet on the peninsula and to provide a 3 foot buffer from the sidewalk. MR questioned the safety of location. JW raised the issue of safety if on side of lot where the port a Johns are and busy disembark therefore no need to cross the lot? MS suggested further back on the peninsula. SM felt down by the old port a John area is best, more pedestrian flow and declutters the Central Parking lot. JW brought up the setting up and unloading does present issues. KP asked what the negative of the area to the left of the port a Johns? CC explained in hot summer months smell can be unpleasant. MR commented that all are temporary at this time due to the Master Plan. Larry Chapman spoke and his concern is his view while selling. JimK stated number one issue is safety and JimW stated Master Plan conversation will address the future. JimW made a motion to move to what was area #3 (further north on the peninsula away from the corner and crosswalk). MR seconded. Committee voted to accept 6 - Yes, 0 - No.

## **2020 Group Use Approval**

American Cancer Society, Making Strides Walk – Sunday, October 18, 2020. MR motion to approve, KP second, committee voted to approve 6 – Yes, 0 – No.

## **Sign Update**

CC provided details and package to committee. MS would like to see a continuity within the park. SM asked about life of the signs and JimW we should be using the town of lighthouse logo. Committee would like to see lighthouse logo, CC explained coloring with green may be difficult to see but he will look into. MS stated would need permission of the PHL to utilize the logo. JimK asked about next step. CC explained printer ready to go and location of six signs; Ship Cove, Overflow Lot, Parade Lot, Stop Sign, Picnic Shelter entrance and entrance to Central Parking Lot. CC will work on Logo and move forward with signs under 2020 budget amount.

## **Bench Gift Update**

KR provided update. 11 benches available for memorials. Cost is \$1075 each. Original benches \$600, granite benches \$4000. Perpetual care considered in the fee. Recommended fee \$1500 each. KP motioned to accept the \$1500 recommended fee, DT seconded, committee voted to accept 6 – Yes, 0 – No. Recommendation will be sent to Town Council.

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

JimW asked that the Kristiansen's be allowed to speak again so they did not have to wait until the end of the meeting. Marilyn spoke and stated in no way is where they were located a safety issue, that a high percentage of folks using the parking lot do not use the sidewalks and her numbers are 88 falls with 33 by the greeters shed. She feels it is a violation of their 1<sup>st</sup> Amendment rights to move them away from foot traffic.

## **2021 Budget Discussion**

KR presented budgeted items as noted:

Listed below are projects that the Fort Williams Park Committee has recommended for consideration in the FY 2021 Fort Williams Park Capital Fund Budget.

### **Misc. Projects TBD by the FWPC                      \$20,000**

This appropriation request is both a contingency and an account for minor projects that are not specifically funded. There were over 80 small improvement projects that were proposed in the 2011 update of the Master Plan. The committee has requested in the past that they be given the opportunity to fund some of those out of this account, since many are minor enhancements of the Park's infrastructure and/or safety related. In addition, this account may also provide funding for opportunities that are not known at the time of the budget submittal.

### **Master Plan Additional Funds                      \$25,000**

The Master Plan was last updated in 2011 and a review and update are proposed. This would be a multi-year process. A consultant would be needed to assist the Committee with the endeavor. There are many steps involved in the development through RFP's, Zoning Documents etc., including engagement with the Park's various stakeholders.

**Battery Blair Restoration** **\$85,000**

The face and top of Battery Blair is in need of safety and cosmetic improvements. It was last done almost 20 years ago. Hascall & Hall was contacted and completed an estimate of \$78000. The area has severely deteriorated and heavily contaminated with salts. They have suggested more testing to be completed however have provided an estimate for the work we suggested. Hascall & Hall also inspected the stairway to the left and estimated an additional \$4000 for repairs. Main Line Fence completed an estimate for safety railing on the stairway for \$750.

**Concrete Wall at end of Central Parking Lot** **\$100,000**

This retaining wall was also looked at by Haskell & Hall. They feel the wall is too deteriorated to repair and should be replaced. I will contact LP Murray to get an estimate for a demolition and installation of a block wall.

**Invasive Plant Control Management** **\$15,000**

VCS will be returning in the spring to complete some of the work they were unable to do during the winter. There is \$4000 remaining from the 2020 budget. There continues to be invasive species work that is needed and it has been broken into a 3 year plan. Year 1 treatment: Old Tennis Courts, Tree Succession, Gateway, Woodland Garden, right hand area of Ship Cove and cliff area of Cliffside. Vegetation Control Service will be contracted for herbicide applications; this work will take place near the end of June/early July and in the fall. The estimated cost per day for herbicide treatment is \$2,600. Friends of Fort Williams Park will coordinate, manage, and oversee all invasive plant treatments and will monitor all treated areas.

**Children Garden's Slide** **\$4,000**

The Children Garden Slide was determined to be a safety concern and was closed for much of 2019. A group met at the slide and work was discussed to bring the slide to an acceptable safety level by extending the landing. Matt Sturgis committed \$4000.00 from the FWPC to assist with the repairs.

**Signage** **\$20,000**

The committee carried forward \$8000 from the 2019 budget to assist with signage. We will utilize those funds in the spring to begin the update of the signs in the park. Chris Cutter, Fort Williams Coordinator has been working with the sign company and we are waiting for the estimate.

**Picnic Shelter Parking Lot – Paving & Drainage** **\$117,000**

Mitchell & Associates completed an inspection and estimate for drainage improvements, parking lot grading, parking lot paving and trench patch repair. Estimate assumes an allowance for 5 hours of ledge hammering and does not include irrigation repair or tree or planting replacement if encountered.

**Town General Fund**

This is an annual transfer to the general fund to cover administrative time spent on managing Park-related projects by the Park Director, Director of Public Works and other town staff not accounted for in the operations budget (645). This amount equals 3% of the total budget and applies to all Special Fund budgets.

MR motioned to approve, JimK seconded, committee voted to accept 5 – Yes, 0 – No (DT had left) Budget to be submitted to Town Council for scheduled workshop and pending approval.

## **Master Plan Discussion**

JW presented the shell RFP he had begun and explained the scope and specifications need details and he feels the committee should brainstorm ideas on focus points for the next 10 years. Discussion ensued around what the RFP is for. KP understood it was to determine who the consultant would be and then through the assistance of the consultant the areas to focus on would be determined. JimK echoed that position and emphasized the 2011 document was a fantastic guide and should be utilized in the development of the next Master Plan. JW explained he had met with Town Planner, Maureen O'Meara and she had provided a lot of insight and great recommendations on how to move forward. JimK suggested a separate monthly meeting on just the Master Plan and to see if Maureen can attend. KR will check into her attending. Jeremy Gabrielson spoke to what the RFP should be looking for i.e. a consultant to help develop your Master Plan. Identifying the vision and what we are looking for. Jeremy will be providing updates to the Town Council every couple meetings. JimK explained the liaison process and how it will be appreciated by the committee to ensure we aren't heading in the wrong direction to only find out late in the process. Master Plan meeting will be Tuesday, February 25<sup>th</sup> @ 6:00 pm.

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

None

## **The meeting was adjourned at 8:24 PM**

The next full committee meeting will be Wednesday, March 18<sup>th</sup> @ 6:00 pm.

Respectfully Submitted,  
Kathy Raftice