

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

Zoom Meeting Minutes
Thursday, November 5, 2020

Present: Suzanne McGinn (SM), Ken Pierce (KP), Mark Russell (MR), and Doreen Theriault (DT)

Absent: Jim Kerney, Lauren Springer and Jim Walsh

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

Guests: Todd Richardson and Ken Studtmann, Richardson & Associates

Call to Order: Kathy Raftice called to Order at 4:05 pm. Acknowledged an attendee only, asked to unmute however did not. Kathy explained first Thursday of the month going forward to bring up to date on communication plan and status. Explained that ZOOM meetings or in-person meetings involving 2 or more members of the committee must have an agenda, minutes and be publicly noticed. First Thursday meetings will outline what has been completed, what they are working on and what is next. Todd explained how they want open communication between all. He started with the User Groups and schedule for ZOOM meetings so we can get on their calendars. Trying to reach the larger public with submission of emails.

TR asked that we look at the User groups and discuss. KS explained that users broken out into groups, contacts noted and if any need to be moved. 1. Friends of Fort Williams, 2. History/Land Trust, 3. Sports, 4. Dogs/Gardeners, 5. Special Events/Vendors 6. Community/Civic. KS asked if groupings appropriate and do any need to be shuffled. KP brings forth discussion on Group 6. He had put that group together as a means of circulating the initial message to get people involved through blast emails. MR likes the way groups are set up. First thought is that everyone in Group 6 is probably in one of the other groups. Why not put them first if to be used as disseminator of information down the line. TR asking for email addresses for Survey Monkey to be sent out. KP thinking about sharing questionnaire with groups and asking to distribute. KS explained number had no significance, trying to schedule Survey Monkey with all by end of Nov/beginning of December followed ZOOM calls. TR shared that each ZOOM meeting may bring different approach. KS explained Survey Monkey scheduled to go out next week. Timing needs to be coordinated. KR asked if Survey Monkey going out to everyone who sent in their email. KS covered the potential calendar. Survey Monkey questions vetted through committee and out next week. Link to be shared with Kathy and disseminated to as many as possible. Last day of survey, 11/27 so R & A can bring information together. Then ZOOM meetings begin. Information to be shared with groups so meetings are productive. TR asked if Survey Monkey link could be sent with ZOOM invite. Information back from the survey would be helpful for the ZOOM calls. KS states could leave survey running. MR thinks survey should be left open. Crowded busy time of year. SM asked if calls will be recorded and posted and can we make

them available on the town website. That allows transparency and access. KS acknowledges a busy time. MR feels just a very busy time for people with the holidays. Can certainly leave survey open throughout project but more beneficial with end dates. KS asked that we state Survey Monkey out until December 7th. KP concerned with time line and holidays. SM feels it will be a different season and people will be available as long as we post information and make it easily accessible. SM suggests asking User Groups to send out more than once and feels should be in the Cape Courier. TR explains that summary on Dec 17th will have a summary of survey. TR suggests pushing out that final summation of information. KS asked if committee comfortable with moving out the summary meeting one month. It was originally scheduled for December 17th push it to January 21st. MR feels a month later will get a better result. KS continue with ZOOM meetings and SM suggests if poor showing with any one group you could reschedule in January. Size of ZOOM meetings discussed. Movement of any to make calls more productive. Move Rotary and Lions Clubs. KS will redistribute Group 6. KS suggests taking a look at the Vendors/Special Events. KR shared that Expressive Vendors should be included here. MR shared that Portland Head Light/Gift Shop/Museum should be listed. FOF ZOOM will continue on November 12th @ 4:00 pm. TR suggests notifying groups that there will be others on the ZOOM call so all understand and have a background/context on who to select as spokesperson. TR took through a quick look at the Survey Monkey survey. KS will send link and pdf of questions. KS then moved into the Table of Contents of the plan and what they (R & A) will start pulling together through their work and prepare analysis, results of survey and recommendations. KS summarized next steps, requests feedback by next Wednesday any changes to Survey Monkey. MR more information to him is better and to receive ahead of time to review and participate. Information to come to Kathy and she will disseminate. SM asked for a clarification on what the Drawing Types references and KS explained just clarified maps with identifying features, photos, spreadsheets etc.

The meeting was adjourned at 5:15 pm

Next Vendor Update Meeting: Thursday, December 3rd @ 4:00 pm

Respectfully submitted,
Kathy Raftice