

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

Zoom Meeting Minutes
Thursday, November 19, 2020

Present: Jim Kerney (JimK), 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, and Jeremy Gabrielson, Town Council Liaison and Andrea Southworth (AS), Friends of Fort Williams

Absent: Jim Walsh

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

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

Approval of Meeting Minutes

Motion by SM to approve draft minutes for October 15, 2020 and November 5, 2020 as submitted, second by MR. Minutes approved as submitted (5 - Yes, 0 - No). KP arrived late.

Public Comment Opportunity for Discussion of Items Not On the Agenda

None – JimK recognized one member of public listening in and asked if interested in speaking. No response.

Master Plan Update Status Discussion

JimK introduced R & A. TR spoke and explained process to date. Update meetings on first Thursday of the month. Past, current and ongoing activities and next steps. First user group meeting with FOF, went very well. Recorded and will be posted. KR will post on Town website. Format similar to forthcoming user group meetings. Upcoming will be groups of users. KP has been help shape. KR getting ZOOM meetings and invites out. KR explained one group quite large (17 participants) to add of all us in as panelists will be quite large. KR received link and that will go out with invites and agendas. MR asks if space issue with larger group. KR explained not a problem to have additional participants but more an issue of all of us as attendees not panelists. JimK felt we should be attendees and vendor should lead. MR felt some info learned did lead to questions that we need to discuss. KR explained how the questions could be handled. MR wants to make sure anyone who wants to participate can. Chat option discussed/explained. TR discussed differences between dialogs with user groups vs. committee. MR agreed, vendor should lead however everyone be offered opportunity to participate. Jeremy mentioned valuable that consultant lead conversation. TR explained survey live and get to as many as possible. KR asked if link sent to emails that had been sent in. KS explained sent to list serve. SM asked if link sent to all user groups and if Cape Courier article? KR explained survey available to 12/7. JimK explained article sent to KP not sure if it was submitted. JimK thought great job with survey, easy to follow. 56 on list serve, need more feedback. JimK will follow up

on article. DT asked if sent to user groups. KR explained yes, sent to all on user group contacts with explanation to forward out to all in group. TR explained concurrently they are visiting the park, doing research and preparing to present early recommendation. R & A will present at January FWP meeting any recommendations. Will be monitoring questionnaire. KR plan to meet on Dec 17th and R & A will provide some info from questionnaire. Jeremy mentioned we should get time on the Town Council workshop on Monday, February 1st. SM asked if Jeremy could put a plug in at TC meeting and could we put on Channel 3 to remind folks to participate in survey.

Committee Discussion on Vendor Update meetings, Stakeholder meetings, Public Participation plan and quorum for specialty meetings

JimK clarified User Group meetings etc. KR explained need for agendas and public notice inclusions. JimK everyone invited however certainly understands if someone cannot attend. KR all as panelists or attendees. JimK will try to be at all. MR feels JimK should be the leader. MR & SM will also try to attend all. LS asked when other dates/meetings. She will attend any after the 5:00 pm due to work. AS added that she was appreciative of all of the committee appearing, she felt much supported. SM asked if questions could be sent to JimK and he will ask questions. MR at the FOF meeting and thought it was very good. Thought vendor did a great job and covered a lot. Vendor Update meeting, need a quorum number. JimK felt only if voting. KR will clarify. If quorum still needed, JimK felt 2.

FWPF Update

JimK thanked and complimented AS for article in the Cape Courier. AS will be submitting article going forward. JimK felt should identify article as FOF. AS explained that they will be looking at their Master Plan and will be redoing and get board approval in January. Ecology project report. Steps have been tabled. Erosion around slide needs attention. Scott Smart provided infield clay which helped hold landslide. Will pack and add soil and get through the winter. Finished annual report and appeal. JimK thanked FOF. SM asked about estimate from VCS for invasive work for next year. AS meeting with Jay Reynolds and Scott Smart, Public Works next week to seek their input and see if they could assist. SM asked when our budget work, KR explained February.

Fort Williams Park Update

KR explained Berm report received. Quite extensive and JimK has requested some additional information from Matt. KR asked committee about extending timeframe for Pay & Display. Committee discussed and voted unanimously to extend P & D active from 4/1/21 – 11/15/21. (5 – Yes, 0 – No) Estimate received on Lower Tennis Court within the TBD account. JimK asked if all inclusive. JimK agrees that the lower court should be repaired. MR wants to make sure all work is included and wants to clarify what the tennis group has given up. MR wants to make sure we all understand these are public courts. KR will make sure Jay Reynolds reviews. Committee voted unanimously to accept estimate if approved by Jay and schedule work. KR clarified that she spoke with Matt Sturgis and we will utilize \$300k as the P & D figure for the FY 22 budget. JimK asked what we net and KR will get a clarification. KR explained on the benches, we have sold 8 of the 11 and continuing to work through. JimK explained Dogs of the

Light looking for bench. CC clarified Dogs of the Light conversation. KR will look into however many have had email requests in for quite some time.

FWP Memorial Bench and Facility Naming Update

MR shared his research and input he has received. Battery Blair area has work to come and would be perfect. Beautiful site however work to be done going forward. Bench with small thank you. Individual is private and reserved and we will want to keep low key to not embarrass him. We could name one of the streets, or a facility however MR feels we want to keep lower key. MR explained we can develop for the spring but not to rush. JimK wants to make sure we do the recognition timely and not wait too long. MR will keep on it, order bench and medallion so all ready to go at event in the early spring.

Music in the Park Discussion

KR covered final product, need to change the time limit to 90 minutes versus 2 hours. JimK would like to have sponsor levels more clearly defined and differentiated. JimK asked how dollar amounts determined. SM suggested a banner at middle level. MR asked if we reached out to Peter McFarland. SM explained his information was utilized in the beginning. KR explained research done with other towns only difference is the brochure option and we will be going back to a printed brochure as times get back to normal. KR will reach out to Peter and see if he has any information on sponsorship levels. JimK feels we have covered well, need to clean up the sponsor letter in preparation to the Town Council. SM asked about acoustics. KR explained difficult for performers without some PA. JimK asked about the amplification. DT explained the need for a microphone for singer or anyone commenting however big speakers are not what we want. JimK asked about light amplification. Jeremy explained we may want to specify a decibel level. KR will check with Maureen O'Meara and update contract/agreement. JimK asked if Jeremy had any input. Jeremy felt it looks great and pulled together a good proposal. KR explained it needs to be voted on. Motion from MR to go forward to Town Council, second by SM. Passed unanimously, (6-Yes, 0 – No). JimK suggested name and CECS team came up with the sponsorship levels. This will be on the next council agenda and KR will submit to Deb Lane. KR will send packet to be included and Jeremy will present and JimK, DT and KR will be at the meeting December 14th.

Public Comment Opportunity for Discussion of Items on the Agenda

None

Additional comments:

MR asked if we are anticipating new members and second question on when budget meetings begin. KR explained budget votes by February meeting. MR suggests work needs to be done. Jeremy explained process for expiring memberships. KR explained one person posted. DT and SM extended interest in continuing. Someone needs to speak with JW and see if still interested. Jeremy explained that Deb Lane normally takes care of it. KR will begin preparing budget. KP asked if anything needed on the communication piece of the Master Plan. JimK will follow up on article. KP explained contact of Sherwood Forest neighborhood. KP expects many more to participate. LS explained she first time received anything from the email submission. LS suggests adding request for email if not already submitted. KP will communicate change to KS.

Town Council Meeting Coverage Assignment & Liaison Update

There is a special meeting set and JG will advise council that work has begun and more information will be following.

The meeting was adjourned at 7:31PM

Next User Group Meetings: Monday, November 30 @ 6:00 pm, Tuesday, December 1 @ 4:00 pm & 6:00 pm, and Wednesday, December 2 @ 4:00 pm & 6:00 pm

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

Next Monthly Meeting: Thursday, December 17, 2020 @ 6:00 pm

Respectfully submitted,

Kathy Raftice