

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

Zoom Meeting Minutes
Thursday, December 3, 2020

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

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

Call to Order:

JimK called meeting to order at 4:04 pm.

TR reported in on past, future and ongoing work. TR first thanked the committee for support and participation in all the User Group Meetings. He felt our participation reflected well on the committee's interest in what everyone had to say. R & A felt all meetings were informative and went well. Grouping of groups worked out well. Special Event was busy but still were able to hear from all. JimK felt work ahead to address some of the issues that were brought forth and some has been addressed in the past but committee and vendor need to make sure we work together on things that have already been worked out. TR wanted to clarify just because something mentioned did not mean it would happen. Role of the User Group meetings was to listen and gather information. JimK listening in to each of the 6 meetings shared there are some tactical things that the committee needs to address. JimK will follow up on some of these. TR asked if people reach out they will do so through KR and she will share with R & A.

TR shared that questionnaire input increasing and continuing to monitor. Over 372 responses to date. Discussion followed on the timeframe to close out questionnaire so R & A can summarize and report back to committee. JimK felt January 11th date was what had been communicated. TR shared a sample of some questionnaire results and responses from the survey. It's good to know we have a good format, good questions and good participation. JimK clarified there will be an article in the Cape Courier on December 16th and does say the survey will be closing January 11. KP asked if article includes the link. JimK shared that it states you will need to go to the website. KR also shared when she sent the agendas and invites to user groups she included the link and asked that it be forwarded to those in the user groups. KP is trying to develop a way to reach the 20 and 30 year olds. He would like to hear from this group on how they see the park down the road. TR felt that was a good idea and asked if any organization that could help us out, maybe someone with the high school? KP will reach out to the high school group again. SM feels needs to be easy and the link prominently displayed on the town website would help. KR will speak with Susana Hubbs on a link for the website.

R & A continuing site meetings and group meetings with others involved in the plan. Discussion on presentation and next couple meetings. JimK would like information at the beginning of the week so everyone can read and work through before presentation. MR shared that January meeting will be busy as we have regular business to cover. KR shared Group Use for 2021, budget and chair nomination all in January. Discussion on the January meeting and agreed to the following: Next Committee monthly meeting, December 17; Vendor Update meeting, January 7; Committee monthly meeting, January 21 and Vendor Presentation, January 28th. TR committed to information to committee on Monday, 25th to be reviewed prior to the Thursday meeting. JimK asked for a better, updated photo image of the park. CC has one he will share.

MR asked if vendor felt they were missing anything or didn't hear something they thought they would. TR felt he would have heard more that wasn't working. Impressed with how much the park meant to people and the multigenerational impacts. He would have liked to hear a little more criticism or opportunity within the park. MR was surprised we didn't hear more recognition that this is an international destination, one of the top things to do in Maine. Everyone wants things to get better in the park but everything we do and have done brings in more people. JimK felt Tyler and Alex shared well the need to maintain the park for the town and not the tourists. We need to maintain a balance. TR recognizes perfect time for a reevaluation. MR impressed with participants and comments and wants to make sure we hear from all, MR would like to hear from CC and KR on the workings of the park from an administrative perspective. TR shared those meetings are taking place. JimK felt infrastructure information wasn't covered. TR and KR shared there has been a meeting with Public Works and Gorrill Palmer at the fort. Committee shared they feel Bob Malley, former Public Works Director should be contacted.

The meeting was adjourned at 4:45 pm

Next Vendor Update Meeting: Thursday, January 7 @ 4:00 pm

Respectfully submitted,
Kathy Raftice