

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

Zoom Meeting Minutes
Thursday, January 21, 2021

Present: Jim Kerney (JimK), Jon Dienstag (JD) 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 Andrea Southworth (AS), Friends of Fort Williams

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

Call to Order: Chair, Jim Kerney called meeting to order at 7:02 pm.

Welcome to new committee member

JimK welcomed new committee member Jon Dienstag. (JD) Jon shared background information on where he lived and worked prior to moving to Cape Elizabeth. He is excited and fortunate to be a member of the committee. JimK offered a walkabout around Fort Williams at his convenience. Explained we are presently working on the Master Plan Update and offered some reading materials for him to bring him up to date. JD explained that KR had sent some information to him and he will look forward to the other materials.

Approval of Meeting Minutes

Motion by KP to approve draft minutes as submitted for December 17, 2020 and January 7, 2021 second by LS. Minutes approved as submitted (7 - Yes, 0 - No).

Public Comment Opportunity for Discussion of Items Not On the Agenda

None

Master Plan Update Status Discussion

TR provided update. Team is working on putting together the information for our meeting on January 28th. It will be provided to KR on Monday, 2/25 and asking committee to review before our meeting to ensure best use of the time. The team will summarize and highlight analysis in the first hour and discussion for the second hour. We may end up with an additional meeting to address all issues and questions. TR quickly went through agenda on items to be discussed. JimK clarified area we went through at the meeting at the picnic shelter and maybe that area can be quickly covered. JimK also clarified the process with vendor presenting and questions to follow at end. TR asked that time be allowed for committee discussion after each segment. JimK felt that was fine but public comments be held to the end. SM asked if public could send in comments. JimK felt could sent email comments. JimK asked if thank you sent to participants and KS shared it was. KP clarifying what meeting on the 28th is. Understanding that this is for the committee and then we will share with the public. KS shared this as a site analysis and not recommendations. Next round will cover recommendations. TR had a meeting with Bob Malley today and it was extremely helpful, lots of valuable information. TR wanted all to

understand this is a highlight of findings but certainly want to hear if anything was missed from the committee's perspective. KS shared this was a draft to be refined and finalized based on our discussion. JimK asked that committee take time to review the 2011 Master Plan prior to the 28th as well. TR asked if any questions.

Master Plan Update Timeline

Based on conversation she had with Maureen O'Meara, KR explained the potential timeline on presentation to the Town Council while clarifying some of the many steps in between. First the committee will have the analysis presentation and discussion by Richardson & Associates (Meeting #1). The recommendation at that point is that as a committee we develop high level goals and then individually and anonymously vote to prioritize the goals. We could identify the goals by Residents, Visitors, Financial Stability, etc. Goals should be broad and high level to be followed by recommendations that are placed under the appropriate goals and worked on according to priority. Prioritization may be High Priority (1-3 years), Medium Priority (4-7 years) and Low Priority (7-10 years) (Meeting #2). KS explained it falls in step with the 2011 Master Plan. At the next meeting goals with recommendations are reviewed and final draft completed (Meeting #3). The Public Forum is then scheduled. This will involve a presentation of the findings, the goals and the recommendations. The presentation is completed by Richardson & Associates as well as contribution from the FWPC. Following the presentation the meeting is open to the public for comments and questions (Meeting #4). The committee will meet following the public meeting and make any changes based on public forum input and vote to recommend the package to the Town Council (Meeting #5). The TC may then refer to a workshop for discussion. The workshop would involve committee, staff and vendor. TC will probably not look at until May at the earliest due to our meetings and budget meetings for Town. JimK asked for an outline be put together and sent to the committee, staff and vendor. TR wants to make sure the goals involve a collaboration with the vendor followed by the prioritization done by the committee. JimK questions if the goals be aligned with our mission statement. TR also feels they should come from the information brought forth from the 28th meeting. KS suggests looking at the 2011 goals and some may be rewritten or redrafted and applied for this plan. SM asked if JD had received the 2011 Master Plan. KR will look into if there are others available. LS will also need one. JimK asked that the link to the Master Plan be sent out to all. KR will do that. KS asked that KR and he work off line on the schedule of the meetings. KR asked if we are doing regular monthly meetings in addition and vendor update meetings. JimK feels we can start to pull back on our vendor updates but we should have our vendor update meeting on February 4th. That will be 3 consecutive meetings. We will keep the 2/4 Vendor Update and our regular monthly meeting on 2/18.

FWPF Update

KR shared there has been a couple emails related to the clearing of invasives at the park. KR thanked AS and Public Works Director, Jay Reynolds who assisted with the answers. KR feels with no snow and no green clearing more highly visible. AS feels they are concerned with birds. LS says there are comments on social media which spiral. LS reminds people if they write an email or letter they will receive a response. LS feels park looks very different to long term residents. CC shared there was a snowshoe hare in the off leash area but he has never seen. AS shared when she put up signs about invasive restoration in progress did help with comments.

JimK has spoken with many and explains process. SM asked if it is worth writing an article in the Courier about what we are doing and why? LS thinks that is a great idea and AS would be happy to do this and JimK will assist if needed. AS shared overview of Master Plan. Shifting the way things had been done in the past. Focusing more on Ecological Integrity and Community Benefits. Shared some before and after photos of work completed. Commented on continued maintenance and management initiatives broken out into near term and long term. Looking to develop a stewardship program. AS would like to connect the Children's Garden into other areas of the park. Develop an internship program at local colleges. Focus on the future sites previously identified. Every year FOF will complete a list and attach as an addendum to the Master Plan. JD great to see plans around the Children's Garden maintaining and signage. JimK thanked AS, liked the two succinct goals and before and after photos. AS informed she did receive the go ahead from the donor and obtaining estimates for work to be done. KS asked that Master Plan be sent to Richardson & Associates. SM feels original large report should be sent to vendor with the snapshot.

Fort Williams Park Update

KR shared that Food Vendor RFP bid opening was completed today. Same three vendors submitted and will return to their sites. KR shared the amounts and sites bid on. JimK revisited the increase of the Bite into Maine request. KR received the authorization from Matt and increased the size for their site in the RFP. Town Council approved our Group Use requests. Councilor Penny Jordan added these are approved if the Governor increases the group size allowance. KR shared the email about the vapor cartridges and the need for signs.

FY22 Budget Discussion & Vote

JimK asked where the Sounds by the Sea program stands. KR shared that final letter to sponsors completed by Jane Anderson. CECS staff have put together process with logo, requirements, locations, sponsors and differentiation by level. JimK asked if we could have JD take a look at the package, given his background. KR will send it to him. JimK also asked if the stonewall matrix had been completed. CC completed and shared with Public Works and myself.

KR shared the agreed upon budget numbers from our last meeting with minimal updates. KR provided the update on the Battery Blair retaining wall project. Estimates have been received however a question we asked was if we could utilize monies submitted last year for a different project now on this project. Matt said we could not that we would have to carry forward those monies and ask for a reallocation to this project. The reallocation would cover all areas we looked at (Battery Blair, B2B wall entrance, Picnic Shelter Patio & Gazebo and one stone at Pickleball courts). CC agreed these were the primary stone walls needing work. KR looking for agreement from all to move forward. KP wanted to make sure wall okay for now and what the timing was. KR explained wall stable, needing only repairs and vendor would not be available until the fall. MR asked for clarification on where this would fall on the spreadsheet. JimK asks that going forward we attach prioritized stone wall matrix so all see long term plan. KR shared all others are set numbers. Discussion on the next step in the signage. CC write up shared with group. JD shared his company involved in QR codes and JimK would like a short presentation at next meeting. KR will add to next meeting agenda. KR asked about picnic shelter parking lot. JimK asked that it be added and if something needs to be removed this would be. SM thought it would be removed. She feels money should be utilized elsewhere. KR explained that budget

needs to be submitted tomorrow. JimK felt ADA spots in overflow lot should be held for Master Plan. SM feels Master Plan will have large expenses and should be frugal with expenses. MR feels if putting electric charging stations in picnic shelter parking lot should be paved. JimK clarified some things may change after Master Plan presentation however we need to plan now, change can always happen. DT just not sure about planning until we have Master Plan. KP doesn't see a down side with planning. SM concerned with once in the budget it will happen and she isn't excited about it. Matt suggested to leave "berm work" in the budget. KR also explained we removed B2B fees. JimK asked about the agreement with Unified Parking contract. It will be 3 years and should be revisited. JimK feels we are paying for kiosks twice. KR will bring to Matt's attention for review. KP asked for an explanation on why JimK felt we were paying twice for kiosks. JimK explained his position. All okay with AS Invasive Species allotment. AS asked about Battery Keyes and the footpath. She feels unsafe and should be fenced off for a year. SM feels it is the best view of the park however we also want patrons safe. MR feels it is a safety issue. AS feels environmental issues could be addressed but needs lesser use. JimK not in favor of fencing. Understands erosion issues however many local uses. Battery restoration definitely part of Master Plan and we should see what priority list is. SM feels we should address the poison ivy. KP feels we should wait to see what suggestions are made in the Master Plan. JimK asked if any other budget issues, write ups are good and all questions answered. CC wanted to clarify that Battery Keyes does not just see local use. Fence may not be the issue because folks will get around it. AS will address the poison ivy with ACS. DT moved to accept budget as presented, second by LS. MR added he wanted to suggest budget be worked on late fall next season. Voted to accept 7 - Yes, 0 - No.

Public Comment Opportunity for Discussion of Items on the Agenda
None

The meeting was adjourned at 8:02 pm.

Next Meeting:

Vendor Update Meeting: Thursday February 4, 2021 @ 4:00 pm

Regular Monthly Meeting: Thursday, February 18, 2021 @ 6:00 pm

Respectfully submitted,
Kathy Raftice