

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

Zoom Meeting Minutes  
Thursday, March 4, 2021

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

**Absent:** Jon Dienstag, Lauren Springer and Doreen Theriault

**Staff:** Kathy Raftice (KR), Community Services and Fort Williams Park Director, Chris Cutter (CC), Fort Williams Park Coordinator, Andrea Southworth (AS), Friends of Fort Williams

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

**Call to Order:**

JimK called meeting to order at 4:02 pm.

TR introduced Cat Birmingham, Richardson & Associates. TR touched briefly on goals of the call. “Draft” recommendations and hoping to get great input to work towards the final draft recommendations. TR also wanted to utilize today to review the structure of the information which will carry through to the report. “Draft recommendations” were built on Site Analysis, Questionnaire/Survey, User Group meetings and FWP Committee input. Goals were developed that will help shape the rationale for the recommendations. The main goal being given all we have learned how can we improve Fort Williams for the short-term and long-term. Intentionally the recommendations are not constrained at this juncture. There are some larger more visionary recommendations which involve more investment and some with great return involving a lesser investment. R & A will give breadth and depth of their thinking and we will go forward with final draft after committee input. JimK added that between March 4<sup>th</sup> meeting and March 17<sup>th</sup> meeting the members of the FWP committee will decide which recommendations will go forward. TR explained today R & A will present their recommendations and circle back for comments from the committee. Write down any comments and hope for time to discuss following the presentation. TR began presenting “Draft recommendations” at 10:31 of recording with explanation of table of contents and the goals. TR further explained that his team felt Goal 4, Establish a long-term sustainability plan to maintain the quality of the Park was more a recommendation than a goal and that can be discussed later. Next he shared how they broke the park into five areas with supporting recommendations and explained the different recommendations would have a level of investment. R & A detailed presentation goes until 1:43:30 of the recording. TR then looked for input from committee members. JimK commented on extensive piece of work and main reason went with new vendor was to get a new, fresh ideas which there are many in the presentation. Committee member discussion begins at 1:44 of recording. JimK felt about \$20 - \$25 million dollars in projects and we have a limited budget. We need to figure out how we move forward. There are so many activities that set up a matrix of if this, then that. Some fundamental decisions will have to be made about what we as a team

recommend. If we go with Community Center and if so where does it go and that drives other decisions. Additionally we need to look at from a budget perspective. Some fabulous ideas some not feasible. How do we take matrix and boil it into a plan. In-person workshop would be helpful although not feasible at this time. KP shared a lot of good ideas, liked the Community Center concept versus a Visitors Center. Revenue opportunity. Likes idea of getting Public Works out of park. Likes the idea of separate bus entrance however question if it could happen. Goddard Mansion, 3<sup>rd</sup> option more reasonable. Likes idea of getting rid of vehicle access to Captain Strout Circle. Likes ideas for overview/overlook areas. Likes idea of amphitheater down near the green. SM agreed with a lot of what KP liked. Likes the idea of pavilion idea. Loved idea of blocking off circle by the headlight. More holistic enjoyment of area. Likes idea of buses single entrance however thought about Pickleball and user experience of bus passengers. Ship Cove parking is brilliant but saddens me about the monies just spent. Community Center location by the pond makes a lot of sense. Warming hut and Children's Garden. Likes the amphitheater by the green, whether graduation would be there in question. Playground relocation makes perfect sense. Some Public Works out of Fort Williams and bringing parking to backside of park. Change the sidewalk down the hill by the flagpole and changing the road into the new Central Parking Lot. TR asked SM about the Picnic Shelter parking lot. SM would love to get rid of the Picnic Shelter parking however you do need vehicle access to the shelter. JimK mentioned we do need ADA parking within the fort. SM agreed a concern is down by the Captain Strout Circle if parking eliminated. TR commented on vehicular circulation from Central Parking lot down to lighthouse should/could be improved. JimK mentioned traffic needs to be controlled during very short timeframes but not restricted all year. JimK commented on moving tennis courts could be a problem moving them up on hill due to wind. They were placed where they are for a reason. TR felt the tennis courts by the pond inhibited what could be done in that area. SM felt the sports areas all together is a brilliant idea. KS shared like activities near one another increases use. Maybe start to rename/rebrand areas in the park. JimK shared how in User Group meetings discussion about Fort and organized sporting activities and anything to side of multi-purpose field may prove to be problematic. Additionally, other areas in town for sports fields but a bigger discussion. TR asked about use of trails/pathways. JimK shared he uses. Discussion about the road entering Overflow lot. JimK also discussed work on batteries, where should our focus be. JimK likes the pavilion idea. TR shared that Kayla from his team will bring forward ideas on the batteries. JimK questions if we should have dollar figures for big ticket items. TR feels may not have a true dollar figure during Master Planning. Goal and reach of Master Plan discussed. Significant changes to the "Crown Jewel" of our community, what is the pulse of the community. JimK shared from survey we did receive feedback to slow the change. SM does not want to see Master Plan be a maintenance plan, she feels it should be aspirational recommendations and not all need to be completed within 10 years. Doesn't want to see some of these great ideas go away. Plan as presented is about a 25 year plan. KR shared that Town Council has been invited to listen in on our March 17<sup>th</sup> meeting. Discussion about what is the right time to start to filter the ideas. CC feels discussion should be around what we can do to make this all happen. KR shared we need to identify things that can be done quickly and what is more long term. Community Center is a big topic that many of the options play off. KR likes the idea of a shelter by the pond. SM asks if we go to the community and seek more input. TR feels public meeting with presentation and accompanying Survey Monkey with ranking questions would help figure what rises to the top which supports the movement forward. JimK feels committee should reach a consensus first. Discussion around community survey. SM feels

more inclusive of the community. JimK likes idea of feedback, feels would be invaluable however feels ideas should be somewhat streamlined and combined. SM feels the sooner the better on the survey. KR shared other things going on in town that can also play a role on community involvement. KS asked if clean up and present as is for the 17<sup>th</sup> or is there a suggestion to change. Community Center drives many of the suggestions. JimK feels high level presentation on how Community Center impacts all areas. KS shared quick synopsis on different areas of consideration. Nighttime activity may be one of the challenges. Entrances closed for safety reasons however only sightline issue is at Chapel Hill Rd. SM reminded group about the expected roadwork to take place on Shore Road in the future. CC would like a copy so he can look at from an operational perspective. TR suggests the presentation on the 17<sup>th</sup>, then the committee meets alone to discuss and comes back together. KR will look into a clarification on the sporting field to the side of the multi-purpose field. KS seeking clarification of Southwest Preserve. Document will be sent out to committee by the 14<sup>th</sup> and the 17<sup>th</sup> will be the same cleaned up presentation with understanding it is a draft. Public Works existence in the park was explained and supported.

**The meeting was adjourned at 7:01 pm**

Respectfully submitted,  
Kathy Raftice

Next meeting: Wednesday, March 17<sup>th</sup>