

**Town of Cape Elizabeth**  
**Fort Williams Park Committee**  
Meeting Minutes  
Thursday, March 17, 2022

**Present:** Ken Pierce (KP), Jon Dienstag (JD), Jim Kerney (JimK), Suzanne McGinn (SM), Lauren Springer (LS) and Doreen Theriault (DT)

**Absent:** Mark Russell

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

**Guests:** Mylan and Maya Cohen and Tyler Patterson – Surf Road Residents

**Call to Order:** Chair, Ken Pierce called meeting to order at 6:02 pm.

**Approval of February 17, 2022 Draft Minutes**

Motion by JimK to approve the Feb 17, 2022 draft minutes second by DT, motion passed (5 - Yes, 0 - No). SM arrived after the vote.

**FOF Update**

AS introduced her report, spoke about the Rolling Academy and explained they are looking for host homes or a yard for them to camp. FOF will be offering a lunch for the group and more to come. AS needs to finish the Project Canopy funding and it must be finished by the end of May. The funding was primarily for trees on the Cliff Walk area. She is seeking permission to move out from the Cliff Walk to area behind Battery Sullivan and Battery DeHart. Discussion and explanation around need for trees. AS explained need for wind break and habitat and trees are important for landscaping. KP feels major concern it will block view. AS clarified it will not block due to location and type of trees. JimK brought up the vote by the committee on the Project Canopy and concerns. He feels we should protect the view and plant lower. Feels this is a major change. AS walked through what has been done and further explained where and what she was looking to plant. JD wanted to make sure picnic tables would still be available. SM first two areas are not a problem at all. KP trusts AS to make solid decision, JD in agreement. JimK wants to make sure planting along the edge of existing scrub to not impact lawn and mowing. JimK wants to make sure if we are changing what we voted on last year that we clarify where we are going to plant. AS explained a donation and a tree grove area and she would like it a little different which is a basis for the grant. KP asks how it would change what is there. KP clarified that the biggest issue is the view and as long as AS comfortable with it he is. Public Works aware of request. CC clarified the areas AS speaking of will not block the view. Committee voted to authorize FOF to new Project Canopy planting outside original area as outlined in her report utilizing the existing shrub lines, no evergreens, not impact the view and the maintenance with no evergreens. JD motion to accept, SM second, passed unanimously 6 – Yes, 0 – No. KP asked about the bird walk. AS shared 9 participated, all satisfied. JimK thanked AS for the Cape Courier article and the work on the north end of the Cliff Walk fence area. SM asked about runoff on the Cliff Walk. Public Works has worked on in the past but not lasting long. Suggests

that Jed from Off the Beaten Path take a look. AS shared that they did the upper Cliff Walk path that has lasted. KR clarified we can get an estimate but has not been budgeted. JimK would like to include area by the Yoga garden that puddles as well as elevated fence post areas by the light house.

### **Public Comment Opportunity for Discussion of Items Not on the Agenda - None**

### **Budget Update/FW Update**

KR explained the meeting with Matt Sturgis, Town Manager and after discussion agreed to reallocate the \$117k from Picnic Shelter Parking Lot project to \$100k on the Pond project. Motion to accept JimK, second by DT, vote to accept 6 – Yes, 0 – No. KR further clarified the RFP process for feasibility studies and timeline. KR went through the budget submissions as agreed and voted to accept from the previous meeting. KR provided updates on Fort Williams; electrical outlet for FOF, picnic tables being placed around the park, bike racks research, John Deere tractor ordered, Sounds by the Sea performers set and begins on July 11<sup>th</sup>, just waiting on sponsors. SM asked which locations will be utilized. KR clarified the Picnic Shelter and the Bandstand. CC and KR met with NGA and follow up meeting with security next week. KR meeting with Main Line Fence next week. Waiting to set appointment for Pickleball painting (FY23). Joel St. Pierre of O'Brien & Sons will be providing schematics on moving the playground (FY 23). SM asked if we have determined where the playground will be, KR explained area above Children's Garden at end of Overflow parking lot back near trees. Looking at what may be needed there to prep ground. JD asked above moving time line. KR shared that Public Works will hopefully also be involved. Ship Cove Platform opportunities due to ledge. O'Brien and Sons will be involved and assessing. JimK asked if looking at full coverage or partial. KR feels full will be very difficult and poles will interfere with use. LS thought only a partial abstract covering. JimK would like to review what is proposed before going forward. KR clarified all would be brought to the committee before anything is done. Food vendors all set to be back, Rangers 4/13 and Greeters 5/2. JimK asked about food vendors and need for biodegradable products. KR clarified Food Vendor RFP is a 3 year contract. P & D kiosks going in for payment to begin 4/1. Donation kiosk will be added down by the light house donation box as they cannot add this option to the existing kiosks. Discussion about making this kiosk identifiable and not confused with a parking kiosk. KR discussed with committee moving a parking kiosk to the parking lot by the parks building playground area. Need more clearly identified parking spots for employees. Soft curb option in preparation for Community Campus. JimK feels good option. Cadet Program work in progress. Hiring our positions first and continue to monitor issues in the park. Chief Fenton shared tracking different areas in town including the park and will share report with me and she will share with committee. JimK shared he had been contacted by others to the park regarding dog issues and he reached out to Chief Fenton as a citizen. KP would like to see a different sign on the pond regarding thin ice.

### **Master Plan Update**

KP discussed the RFP's that will go out for the Goddard Mansion and the Pond project. KR shared these are drafts and looking for input from committee. JimK asking about specifics to cost and KR shared it is in the document but she will make sure it is more specific so committee can identify what can be done within our budgeted amounts. KP asks committee members to

read through and provide feedback to KR. SM feels pond needs to be more specific. She will provide changes and submit to KR. JimK shared the process on previous RFP's and feels this is the committee responsibility to clarify information we are requesting, we need to be very specific. KP will work on Goddard Mansion and SM will work on the Pond. JD brought the committee up to date QR codes/signage. CC, Jim Rowe and JD met and next step is to involve students. CC and Jim Rowe have done some great work on bringing information together. QR codes information to be hosted on Community Services website. KP asked what the time frame may be. JD feels work will be done in the spring but up and working in late summer and fall. KP explained this work will be ongoing so additional features can be added.

### **2022 FWPC Goals Discussion**

KP introduced the subject and we spent a lot of time during the Master Plan Update identifying priorities. JimK took information from our meetings and recommendations and put them into the town goals document. JimK summarized his work. He spoke to the value this will bring to the committee by checking off goals accomplished and next steps to be taken. KR feels Town Council will be pleased with our document and keep the committee on track with the town goals as well. Discussion by committee on any items they feel may need to be added. CC shared he feels goals need to be achievable, measurable and revisited a couple times a year. KR suggested a possible workshop in the fall to share what we have accomplished. SM would like to see "protecting the health of Casco Bay" as we complete projects going forward. JimK agrees KR will add to the document. Motion to accept FWPC 2022 Goals by DT, second by LS. Motion unanimously passes 6 – Yes, 0 – No.

### **Public Comment Opportunity for Discussion of Items on the Agenda**

Mylan Cohen, 21 Surf Road Cape Elizabeth. Commend SM on the inclusion of the protection of Casco Bay and the committee. Two items of concern in the Master Plan Update North Section, Items 11B and 11E. His personal concern is that these two recommendations will increase traffic and utilization of the area and therefore a lot of noise in backyards. He reiterated Tyler Patterson's observations from our previous meeting that function follows form so he feels very important that function be very carefully defined and will have a great impact on neighbors to the park.

JimK would like each item on the Master Plan noted on the agenda so the public can provide feedback on areas as noted.

**The meeting was adjourned at 7:31 pm.** DT motion to adjourn, second by JimK, motion passes unanimously, 6 – Yes, 0 – No.

**Next meeting: Thursday, April 21, 2022 @ 7:00 pm**

Respectfully submitted,

Kathy Raftice