

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

Zoom Meeting Minutes  
Thursday, June 18, 2020

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

**Absent:** Jim Walsh

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

**Call to Order:** Jim Kerney called meeting to order at 7:01 pm.

**Approval of Meeting Minutes**

The February 13, 2020 draft meeting minutes were approved. (6 - Yes, 0 - No) MR did remind that minutes need to be sent out with agenda.

**Public Comment Opportunity for Discussion of Items Not On the Agenda**

None

**Town Council Meeting Coverage Assignment & Liaison Update – Jeremy Gabrielson**

Councilor Gabrielson asked to go early on the agenda as he had to attend another meeting. Thanked the committee on their handling of the RFP interviews. Feels all 3 teams are very qualified and whichever is chosen will guide the developments in the park through the next phase. Councilor Gabrielson felt the committee should present to the Town Council at the July 13<sup>th</sup> meeting. SM asked if budget should be the overriding decision or should we choose firm first. Councilor Gabrielson felt the choice of vendor should be within budget or have a very compelling argument on why choosing vendor over budget.

**FWPF Update – Andrea Southworth**

Maintenance: Alex Donka and I have been working at the Park through the shutdown. Friends of Fort Williams postponed our annual fundraising Garden Tour event until next year and are implementing other fundraising strategies. We have a budget shortfall and did not hire additional summer help.

VCS: I'll schedule Vegetation Control Service for invasive plant control for early July, depending on timing of treatment for black swallowwort. I'll keep everyone in the loop.

Volunteers: We've started having small groups of volunteers at our sites: Tuesday evening and Thursday morning. Some regular Adopt-a-Plot volunteers have returned and maintain specific sites. We follow COVID19 guidelines. MR suggests without being able to hire, maybe ask for help? Do you have a way? AS, not sure as difficult to get help for the type of work to be done. MR suggests a letter in the Cape Courier asking for volunteers.

Slide: Installation of the slide extension piece was delayed with COVID19, but I hope that this project can be finished ASAP.

Tree grove donation: I have two alternate sites for the tree grove donation, one between Cliffside and Cliff Walk Landscape and the other in Cliff Walk Landscape. Waiting to hear from the donor and then I will contact the Park Committee. JimK asked how many trees we are talking about. AS not sure but approximately 15 or so. MR shared that the fort looks great, better than pretty good, looks fabulous. JimK asked if the police barricade at the overlook to the beach is needed, can we remove. CC will remove.

### **Sign Update – Chris Cutter**

CC provided update. The committee needs to decide whether to use Town of Cape Elizabeth logo or Fort Williams logo? Signarama is ready to go will take approximately 6 weeks to complete. KP likes the Fort Williams logo but concerned about mishmash of signs throughout the fort. JimK feels the Fort Williams logo is more appealing and will be remembered. SM likes the Fort Williams logo. Committee voted (6 – Yes, 0 – No) to go with the Fort Williams logo on signs. CC will contact Signarama.

### **FWP – Update on PHL Landscape Project & Budget Update – Kathy Raftice**

Cliff Walk Fencing (\$105K) – on order expected July installation

Approved;

- Master Plan \$25,000 (Carry forward the original \$65,000)
- Retaining Wall \$50,000
- Interpretive Signs \$20,000 (Carry forward the original \$8,000)
- Invasive Plan Control - \$15,000
- Children’s Garden Slide - \$4000
- Batter Blair Restoration - \$85,000
- Removed Picnic Shelter Parking Lot – pushed ahead to FY 2022

Carry Forwards

- Master Plan
- Signs
- Overflow Parking Lot (\$15k + \$5 from sidewalk extension)

Portable Toilets all installed

Pay & Display up and running

Berm Work – Site work taking place, dig safe and test kits

Tree Stump removals – tree budget over plan, in the works for July

Bollard & Chain work completed in Central Parking Lot

Upper Tennis Court Resurface work July 6<sup>th</sup>

Tennis Courts at High School being resurfaced so moving CECS tennis to Ft Williams courts

Portland Headlight Update

- Pedestrian Improvement completed
- White Bollard & Chain replacement – not included, will get estimate from Maine Line Fence

KP shared that the Pickleball Courts look great, suggests signage asking Pickleballers on lower courts to move to upper courts. MR asked if any feedback from the Pickleball group? CC shared high praise received and he

has received a couple requests for some type of seating. JimK explained that it is not a stagnant game and at some point seating may be needed...wait for Master Plan.

**FWP Master Plan Vendor Discussion/Vote**

JimK led discussion on tremendous quality of all presentations. In good hands no matter which the group chooses as all 3 very qualified vendors. The presentations were strong and answered all the questions of the committee. The FWPC voted unanimously to move forward with the “Richardson Light” proposal or more formally the Richardson & Associates Option B. (6 – Yes, 0 – No). JimK will present to the Town Council at July 13<sup>th</sup> meeting.

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

None

**The meeting was adjourned at 8:27 PM**

Next Meeting: Thursday, July 16<sup>th</sup> @ 7:00 pm. JimK asked if September meeting could be changed from September 17<sup>th</sup> to September 24<sup>th</sup> due to a known commitment. All in agreement.

Respectfully submitted,

Kathy Raftice