

**Town of Cape Elizabeth  
Fort Williams Park Committee  
Pay & Display Subcommittee Meeting**

Meeting Minutes  
July 24, 2018

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

**Absent:** None

**Other FWPC Members Present:** None

**Staff:** Matt Sturgis (Town Manager), Kathy Raftice (Community Services & FWP Director)

**Public:** Chris Cutter, Mary Michaels

**Call to Order:** JimK called meeting to order @ 7:00 PM.

**Approval of July 18, 2018 Subcommittee minutes**

1 minor change, clarification of where passes can be purchased. Minutes approved as amended. (3 Yes, 0 No)

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

None

**Discussion to finalize presentation to FWPC**

JimK reviewed FWP Pay & Display Rolling Recommendation updates. KP uncomfortable with title as Rolling Recommendation, feels confusing/misleading to public. After discussion document will be titled FWP Pay & Display, Rolling Recommendation will be removed. JimK added the Overall paragraph to summarize objective. Focus added to clarify main areas of concern for subcommittee. Enforcement segment finalized. MS and JimK met with Chief Williams and after much discussion would recommend contracting out the services of ticketing and collection. KP felt it should be kept in house however if Chief felt could not be done he would accept to contract however tone and training by those enforcing must be emphasized. MR asked if there was a company out there we could hire to do this and JimK confirmed there is, Town would outline the parameters with a tailored enforcement during local sports practices and games. A minor town parking ordinance change would be needed. Implementation Timing completed with options. Communication plan needs finalization. MR explained his suggested methods of communication to include the general communication options of newspapers, followed by town, school & FWP employees and volunteers completed with notification to reservation holders at the application for use. JimK emphasized the importance of education, signage and communication. All comfortable with final approach to the communication section. JimK went through the Traffic, Fee and Revenue Estimates and answered any questions by those in attendance. KP asked about the appearance of excess revenue and how that will be handled. MS clarified that is not within the charge of this subcommittee that is a town council decision. MR wanted to state that he felt this was an unfair burden to put on the subcommittee with the short timeframe expectations. He would question if there are areas the council wanted addressed that we did not complete. Subcommittee felt all areas we could think of have been addressed.

**Citizen Opportunity for Discussion of Items on the Agenda**

Mary Michaels wanted to make sure all is public. JimK and MR both explained the posting of agenda's, minutes and attendance at any meeting is allowed. She asked if we would be communicating through the local papers and it was explained that would be part of the suggested communication plan. No other comments.

**The meeting was adjourned at 8:21 pm**

No further meetings of subcommittee. Presentation to full committee at August 7, 2018 meeting.

Respectfully Submitted,  
Kathy Raftice

DRAFT