

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

Meeting Minutes
October 18, 2018

Present: Chair Jim Walsh (JW), Jim Kerney (Jim K), Joe Kozlowski (JK), Ken Pierce (KP), Mark Russell (MR) and Doreen Johnson Theriault (DT)

Absent: Suzanne McGinn (SM)

Staff: Kathy Raftice (KR), Community Services and Fort Williams Park Director, Lynn Schaffer (LS), Fort Williams Park Foundation

Public: Michael Edes, National Troopers Coalition

Call to Order: Jim Walsh called the meeting to order @ 7:02 PM.

Approval of Meeting Minutes

The September 17, 2018 draft meeting minutes were approved as written. (6 - Yes, 0 - No)

Public Comment Opportunity for Discussion of Items Not On the Agenda - None

FWPF Update

LS spoke to the point that the Fort Williams Park Foundation has 12 members but are looking to add. Barbara Powers will be taking over as President at the end of this fiscal year. The foundation has moved the end of their fiscal year to the end of February. LS updated the group on the Cliff Walk Landscape invasive plant management and how SMCC students will return to cut back more mature honeysuckle and bittersweet. She advised that tree banding is set for November 17th. She then brought up the previously approved work on Batter Blair Landscape and the mowing and removal of the invasive species. KR asked if all the area being treated and the needed 300' of closed off areas was needed for the full week? LS said I would have to speak with James. MR was concerned as he felt a lot of communication needed to take place to ensure the safety of all. KR explained that she would get in touch with all parties and determine next steps. Cruise ships still coming in as of next week and closing down portions of the park is problematic.

Committee Member Updates & Correspondence – Town Council Update by Jim Walsh

JW provided the following; the Town Council had approved the first 5 recommendations submitted by our committee regarding Recommendations for Commercial Van, Buses and Vehicle Traffic at the Fort. They did not approve the fees and have sent the fees to a workshop on November 13th. Much discussion about the Town Council's approach to the fees and the committee felt a letter should be sent from the committee highlighting the time and work that went into the determinations, that they need to act now as timing is extremely important and to do so without facts lacking integrity. MR presented a motion to have letter sent, 2nd by DT, approved 6 – Yes, 0 – No. JW will compose the letter. JW explained that Pay & Display recommendation has been sent to the Ordinance Committee as a parking ordinance change will need to take place. JW then discussed the Master Plan and need for funds. MR suggested a review of the old Master Plan. JW explained that Matt Sturgis, KR & JW met and agreed to go through the old Master Plan and determine what had been completed and we would go from there.

Group Use Request – National Trooper’s Coalition Picnic

Michael Edes presented the request to hold the National Trooper’s Coalition Picnic at Fort Williams on Thursday, September 12, 2019. This is the third time this group has held their picnic at the fort. MR felt other functions had gone well and had no questions. JimK also remarked that the previous picnics had all gone smoothly but did want to clarify the location. In discussion it was determined that the previous picnics were up by the Children’s Garden so Mike will correct the form to reflect that one change. All normal Group Use Fees will be charged. JimK did explain that if Pay & Display goes into effect that Group Use participants will be responsible for paying to park, \$700.00 for a full day and \$500 surcharge to serve alcoholic beverages. The following was put to vote; the proposal as submitted with a change to the area to the Children’s Garden/Overflow Parking area. MR motion to approve, 2nd by JK. Vote to accept, 6 – Yes, 0 – No.

Group Use Request – Walk to Cure Arthritis

Review of letter and request from Arthritis Foundation to hold walk on Sunday, June 2, 2019. They have requested to utilize the Picnic Shelter for a half day, and all normal group use fees will be charged, \$700.00 for full day. Discussion was had regarding walks in the park and the need to redirect walk routes to ensure not going through traffic areas. MR asked to have a calendar shared with any already approved group use requests for 2019. KR will provide to all committee members through a google calendar. MR motion to approve subject to the change of the walk location, 2nd by JK. Vote to accept, 6 – Yes, 0 – No.

FWP & Project Update

KR provided an update from Bob Malley regarding areas of discussion/concern during the site walk. Bob had Ben McDougal, Code Enforcement Officer meet with him at the fort to discuss the removal of the berm. Is a permit needed? Ben felt DEP needs to be involved. Not sure if lead below ground. This would involve a restoration plan, landscape plan, etc. Bob will obtain some pricing from LP Murray. He is also obtaining pricing for the Stonewall north of the tennis courts that was leaning quite extensively. He will also get pricing for the cable railing on the Cliff Walk at the North End. Bob would like to know what the committee would like to do regarding the basketball court. Are we planning to revise the scope? Just have pickleball there? KR also brought to committee’s attention Bob’s request to put guardrail fencing along the access road to the picnic shelter area where presently there are cones with do not park signs. Bob has recommended that we install two segments where presently there are cones. The south east side is 225' and the northwest side is 135'. The southeast segment would run from the corner to the drainage sluiceway leading from the parking lot. The northwest segment would run from the STOP sign up to the stone pillar. At \$40.00/foot the segments could be installed for \$15,000. Bob would propose the FWPC Committee consider it this fiscal year so the guardrail could be installed in the spring of 2019. The funds could come out of the "Projects TBD" account that currently has \$20,000 in it.

JimK then made a suggestion to move the playground to the Children’s Garden area and put a basketball court where the playground is now. Not sure it could be done but feels a better fit for the park. JK does feel a basketball court is needed somewhere. KP asked how much the court is utilized and discussion around the condition impacting use. MR suggested put pickleball where the basketball court is and find a place for the basketball court but thought JimK’s suggestion was a good one. JW felt that may be part of the Master Plan going forward. JimK asked when the chimney at the lighthouse was going to be repaired. KR shared that she had heard after the last cruise ship which is scheduled for November 7th. Bandstand painted and looks good. KR informed the committee that she, Kerry Kertes and Bob Malley were meeting on October 23rd with John Mitchell to request a proposal to review the items approved by the Town Council on the walkway from central parking down to the lighthouse and what park site improvements could be done.

Other Business Not on the Agenda

None

Citizen Opportunity for Discussion of Items on the Agenda

None

The meeting was adjourned at 8:25 PM

The next meeting of the full committee will be Thursday, November 15th @ 7:00 pm @ Cape Elizabeth Community Center.

Respectfully Submitted,
Kathy Raftice

DRAFT