

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

Meeting Minutes
January 19, 2017

Present: Chair, Mark Russell (MR), Joe Kozlowski (JK), Don Clark (DC) Chris Straw (CS), James Walsh (JW)

Absent: Suzanne McGinn (SM) and Meg Baxter (MB)

Staff: Robert Malley, Director of Public Works (RM)

Public: Lynn Shaffer (FWPF), Roger Riuox (CE Little League), Jon Hanisko (CE Little League), Matt Kennedy (ACS), Ellen Russell (ACS) and Becky Bryant (ACS)

Call to Order: Mark Russell called the meeting to order @ 7:15 PM. Given the absences and attendance of visitors, some agenda items were taken out of order.

Meeting Minutes

The November 17, 2016 meeting minutes were approved as written. (4 Yes, 0 No, 1 Abstention)

Citizen Opportunity for Public Comment Not On the Agenda

There was no comment from the citizens present.

Fort Williams Park Foundation Update

Lynn Shaffer was present and provided the following update which was sent out to members:

Children's Garden

- Sliding Stone Installation: Fabrication completed by Freshwater Stone and site prep/footings installed by L.P. Murray in December. Both will return in early spring to complete the installation.
- Implementation of Safety Action Plan:
 - Tree Lookout Fort: Three Stone Landscape narrowed several gaps to be compliant with code.
 - Woodland Hillside Path up to Tree Lookout Fort: Linkel will return in spring to add a few small flat-topped stones to make the path more continuous and safe.
 - Meadow Tunnel: Linkel Construction recently set several small boulders to provide protective barriers at both sides of the top of the Meadow Tunnel, to serve as a visual and physical barrier to discourage unsafe activity from above.
 - In spring the Foundation will plant larger plants in front of the boulders to reinforce the barrier.
 - In early spring Linkel will return to reset into mortar the small stones around each end of the black plastic culvert, to prevent them from falling.
 - Stone Retaining Edge at base stone steps: The small rock wall was repaired at the base of the steps near the entrance to the gopher tunnel. Linkel will return in spring to mortar the stone.
- Council Ring Engraved Pavers: To raise money for more plants and maintenance, we will run a 5-week paver campaign via MailChimp and Facebook, beginning Friday, Jan 20 and ending Friday, Feb 24. Richardson Monument will engrave the pavers in March, and installation of all pavers sold and engraved since this past fall should occur week of April 17th or 24th, possibly sooner pending weather and Linkel's schedule.

Cliff Walk Landscape

- **Trail Network:** James recently walked the site with Jed Talbot of OBP Trailworks (out of Turner) <https://www.obptrailworks.com/about-1/clients-and-project-partners/>. Jed has extensive trail-building experience and is very interested in working on this project. He and his crew worked on the Great Pond Trail in 2015 w/CELT and the Conservation Commission. This past fall they constructed Eleanor's Trail at Pleasant Hill Preserve for Scarborough Land Trust.
 - Jed will revisit the site soon for further study and measurements, and will have proposal w/cost estimates by mid-February.
 - We hope to build several of the 8 trail segments this spring.
 - Although we will be paying for professional services, we will also engage volunteers to support this effort.
- **Destination Areas:** We will also consider OBP Trailworks for constructing three of the four planned destination areas; the so-called 'Oak Dell', 'Sullivan Overlook', and 'DeHart Overlook'. This work consists mostly of leveling grade and setting boulders and reclaimed granite blocks.

Annual Appeal

The Annual Appeal is under way. We anticipate results to be similar to last year.

Oral History Project

We anticipate the Oral History Project will be exhibited at the Thomas Memorial Library in May. A related series of workshops and events around the theme of the fort and its history are planned.

Waterfowl Watch

A winter waterfowl watch was held Jan. 11 at the Portland Head Light. It was led by Doug Hitchcox, a staff naturalist at Maine Audubon.

Garden Tour

Plans are well under way for the Garden Tour, which will again be held in July this year.

Committee Member Updates & Correspondence

CS relayed the FWPC's November budget proposals to the FWPF at their last meeting. They asked if the new perimeter fencing could be aligned with the sidewalk along Shore Road and not follow the alignment of the existing fencing. This would allow better access to an Arboretum pod near the site of the former Chapel. RM reported that the Committee had previously discussed (and recommended) adjusting the alignment at the November 16, 2016 meeting.

Cape Little League Proposed 5-year Plan

Roger Rioux and Jon Hanisko from the CE Little League were present and distributed an outline that listed areas in FWP that are used for Little League games and activities. The intent was to update the Committee on needs for improving the playing areas in the Park over a 5-year period. The outline identified items such as backstops, benches, field quality and safety issues in each area.

Mr. Rioux asked about relocating the "T-Ball" program to the FWP Multi-Purpose Field. RM said that is an administrative request that needs to be proposed to the Fields Allocation Committee, of which he is a member of. RM stated the activities on that field may be restricted when it was approved, but that will need to be confirmed.

JW asked the LL members if they had any thoughts of how the LL activities could be segregated from other activities that occur on the Parade Field.

Mr. Hanisko stated there was a general need for additional playing space for the LL program.

MR suggested that the LL work with the RM and the Fields Allocation Committee and that he was sensitive to the "T-Ball" relocation. CS stated he was in favor of the "T-Ball" relocation to the Multi-Purpose Field.

Election of Chair and FWPF Liaison

JW moved and CS seconded a motion to nominate Mark Russell as the Chair for 2017. Motion passed (5 Yes, 0 No).

It was the consensus of the Committee to put the selection of the liaison to the FWPF on hold until all members were present. CS offered to take the position if no one was interested. He also gave a brief overview of the role of the liaison.

Group Use Requests:

DC moved and CS seconded that the following group use requests be approved:

Cape Elizabeth Little League – Seasonal Use

CEHS Graduation, Sunday, June 11, 2017

Family Fun Day, Saturday, June 17, 2017

(Rain Date of June 18, 2017)

Motioned passed (5 Yes, 0 No)

ACS Making Strides Cancer Walk

MR recused himself from the ACS group use request discussion, since his spouse is connected to the ACS.

There was a general discussion about the ACS Making Strides Cancer Walk proposed for Sunday, October 15, 2017. RM reported that he met with Matt Kennedy and Ellen Russell last month and relayed concerns raised by two abutters at the November 2016 meeting. Those concerns were the timing and sound level of the music being played. There were additional concerns about parking and the program used to exit vehicles out of the Park following the event. RM stated that Mr. Kennedy offered to redirect the speakers away from the northerly boundary of the Park and delay the start of the music to 9:00 AM. He also suggested that he would work with Mr. Kennedy on the parking program and develop a plan to exit the vehicles out of the Park more efficiently. Mr. Kennedy agreed to work with RM and the Police Department on parking and other logistics.

There was also a discussion about the applicable fee for the event. RM said that an “Area” fee has been assessed in the past. The current “Area” fee is \$800.

DC moved and JK seconded to approve the event contingent on payment of an \$800 “Area” fee and that the ACS work with town staff on parking and logistics. Motion passed (4 Yes, 0 No)

Park & Project Update

RM circulated an updated cost estimate from Mitchell & Associates on proposed pedestrian improvements at the Picnic Shelter Parking Lot. The Committee had asked for an estimate to create a sidewalk on the westerly side of the road from the Picnic Shelter Parking Lot to towards the Central Parking Lot. There was a concern about the amount of the estimate, which also included pedestrian improvements within the parking lot. RM suggested that he meet with Mitchell & Associates and narrow the scope of improvements to creating safer egress from the parking lot to Battery Knoll. JW also wanted a guardrail to be included along the road to discourage pedestrians from crossing the road without using the existing crosswalk.

- Four additional hand rails have been installed on existing steps in the Officer’s Row Preserve and along Wheatley Road. A handrail has also been installed at the Council Ring.

- Becker Structural Engineers have provides remediation options for the retaining wall at Battery Blair. They have provided two options with preliminary costs that do not include engineering and construction administration. That is expected in the next few days and will be provided at the February meeting.

- The Town Council approved the following projects at their December 12, 2016 meeting:

Powers Road Guardrail Replacement – \$21,000

The wooden guardrail along the entrance road is starting to succumb to the elements. Several of the posts and rails are showing signs of rot. A majority of the guardrail was installed in 1998, followed by a 100’ extension 2011 on the westerly (or main entrance end). It is proposed to replace it with a similar type of material.

Wheatley Road Guardrail - \$8,500

There is a significant drop-off for about 230’ on the northerly side of Wheatley Road, or the road that leads up to the overflow parking area by the former fire station. With the opening of Children’s Garden, we are now

encouraging Garden visitors to park in the overflow area, which has increased the amount of vehicles now transiting the roadway. A wooden guardrail (similar to that along the entrance road) is proposed to be installed to provide a safety barrier.

Replacement of Perimeter Fencing - \$35,000

Much of the wire fabric perimeter fencing along Shore Road has been replaced with a fabricated aluminum fence. It is more aesthetically pleasing and has enhanced the Park's appearance, especially at the main entrance. It is proposed to continue the replacement from the current terminus just north of the main entrance to the rear of the Surf Road properties. The funds proposed would also include replacing the two gates at the Chapel Road entrance.

Overflow Parking Area (Near former Fire Station) Sidewalk Removal - \$20,000

There is an existing sidewalk along the southwest edge of the Overflow Parking area. It borders the location of the former bleachers and extends past the Children's Garden. The walk was originally made of concrete but was paved over several years ago. The pavement is in poor condition and there are several trip hazards along the surface. It was also recently identified as being a safety issue by a Loss Control Consultant from the MMA Risk Pool. At this time, it is proposed to remove the walk and restore the disturbed area with loam and seed. The Committee would then undertake a comprehensive study of pedestrian needs and walkways in the Park.

DC asked RM if he could obtain information on the number of buses that entered the Park this past year. RM will contact Jeanne Gross for that information for the next meeting.

Roundtable Discussion of Park Issues (Current & Future), Committee Goals and Capital Planning

MR opened the discussion and asked members to think about global issues affecting the Park. Two of the Town Council's current goals are related to the Park, one of which was to review "the mission, vision and financial sustainability of Fort Williams Park". This led to a wide ranging discussion by the Committee about the dynamic of the Park and its status as town asset, a local attraction and a destination for tourists. This discussion also included the current uses in the Park, revenue generation and the oversight of the Park by various Town staff. DC suggested it was time to consider more direct management of the Park by a single individual. MR suggested that the Committee needed guidance from the Town Council before the Committee moves too far forward on any initiatives. He will contact Jamie Garvin (Town Council Chair) to discuss the meeting with the Committee and the FWPF that was suggested in their goal setting process.

Meeting Dates & Times for 2017

It was the consensus of the Committee members present to continue meeting the 3rd Thursday of the month at 7:00 PM.

Other Business Not on the Agenda

RM circulated a report done by Mike Duddy, the Town's Tree Warden, regarding the sustainability of the Officer's Row Preserve. The area includes primarily oak trees, with a lesser amount of birches and maple mixed in. RM encouraged the Committee to review the report, which was extremely well done. Mike will be attending the February meeting to review the report with the Committee.

There was a concern about the February meeting date (the 16th), as three of the members present would be unable to attend. MR will meet with RM to come up with an alternative date.

Citizen Opportunity for Public Comment of Items on the Agenda:

There were no citizens present.

The meeting was adjourned at 9:25 PM

Respectfully Submitted,
Robert C. Malley