

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

Meeting Minutes  
February 16, 2017

**Present:** Chair, Mark Russell (MR), Joe Kozlowski (JK), Don Clark (DC) and Suzanne McGinn (SM)

**Absent:** Chris Straw (CS), Jim Walsh (JW) and Meg Baxter (MB)

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

**Public:** None present

**Call to Order:** Mark Russell called the meeting to order @ 7:05 PM.

**Meeting Minutes**

The January 19, 2017 meeting minutes were approved as written. (3 Yes, 1 Abstention)

**Citizen Opportunity for Public Comment Not On the Agenda**

There was no public comment.

**Appointment of FWPF Liaison**

MR asked SM if she was interested in being the FWPF liaison, but she declined due to other commitments. It was the consensus of the members present to put the selection of the liaison to the FWPF on hold until the March meeting.

**Fort Williams Park Foundation Update**

Lynn Shaffer was unable to attend the meeting and there was no previously submitted report.

**Boards & Commission Orientation**

RM reported that the annual orientation is scheduled for Wednesday, April 5, 2017. Location and time TBD.

**Review of Officer's Row Preserve Report – Mike Duddy**

The Town's Tree Warden, Mike Duddy was present to give an overview of his report that was previously circulated to the Committee. Mike stated that the Town needs to plan for the decline of the preserve, which is primarily comprised of red oak and maple trees. There has been minimal impact from the infestation of winter moths to date, but it is assumed that the infestation will eventually spread to the preserve and other areas of the Park. Mike has proposed a planting program to add diversity to the area and plant species that are not susceptible to winter moth infestation and other insects.

There was a general discussion about the cost, the appropriate species to plant and who would perform removals and plantings. This included a discussion about abatement methods, such as banding a selective spraying. Mike also stated the Arboretum should be engaged so they are aware of insect infestation in the community.

**Motion was made a seconded to acknowledge receipt of the report, praise Mike for his efforts and utilize the report as reference document for present and future Committee endeavors. 4 Yes, 0 No**

**Park & Project Update**

Bids are out on the Powers Road and Wheatley Road guardrail projects. The bid opening is set for March 16<sup>th</sup>. The Fields Committee is meeting on Tuesday, March 7<sup>th</sup> to discuss the Little League request to move the T-Ball program to the Multi-Purpose Field and other business. There's an abundance of snow in the Park and the sliding hill along the main entrance road is getting lots of use. There has been a problem with vehicles parking on the sidewalk so the area has been posted.

### **Concession Program Update**

RM reviewed the RFP with the Committee. Permit 1 (Site A) and Permit 2 (Site D) are available for bid. The permit holders for Permit 2 (Site B) and Permit 3 (Site C) will be returning for the 2017 season. An ad will be placed in the legal section of the Portland Press Herald to advertise the RFP.

### **Consideration & Approval of Revised FY 2018 Capital Fund Budget Submittal**

RM reviewed the proposed FY 2018 Capital Fund Budget with the Committee. There was a general discussion about forecasted revenues and proposed expenditures for both FY 2017 and FY 2018. The budget will be sent to the Town Manager and reviewed by the Town Council next month. **It was moved and seconded to adopt the proposed budget as presented. 4 Yes, 0 No**

### **Other Business Not on the Agenda**

RM had received a report from Jeanne Gross at the PHL about the number of buses that came into the Park this past season. A total of 912 buses were accounted for. 470 buses from various tour companies came in and a total of 442 were related to cruise ship visits.

This was followed by a general discussion about how to control the number of buses that can enter the Park and the impact on available parking and roads leading to the Park.

DC asked about the feasibility of a designated entrance and exit for the Park. RM stated there is sight distance challenges looking southerly on Shore Road from the upper gate and that a police officer needs to be stationed there when it is used as an exit for special events.

SM asked about the icing problem on Shore Road near the Chapel Gate. RM reported that it is groundwater migrating up adjacent to (and in) the road. The Town would need to reconstruct that segment of road at some point and address the issue at that time.

### **Citizen Opportunity for Public Comment of Items on the Agenda:**

There were no citizens present.

### **The meeting was adjourned at 8:48 PM**

Respectfully Submitted,  
Robert C. Malley