

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

Meeting Minutes  
March 16, 2017

**Present:** Chair, Mark Russell (MR), Chris Straw (CS), Don Clark (DC) and Jim Walsh (JW)

**Absent:** Suzanne McGinn (SM), Joe Kozlowski (JK) 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 @ 7:03 PM.

**Meeting Minutes**

The February 16, 2017 meeting minutes were presented as written. There was a question about the rules for voting on meeting minutes by those members who were not in attendance at the particular meeting referenced in the minutes. RM to check with Debra Lane, the Town Clerk on the appropriate protocol and whether members can vote on them as part of a ministerial duty. The minutes were approved, but may need to be approved again at the April meeting. (2 Yes, 0 Abstentions)

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

There was no public comment.

**Committee Member Updates & Correspondence**

None reported

**Charge and Role of Committee**

MR asked those present to review the role of the Committee, which is detailed in the Boards & Committee Ordinance (Chapter 4). RM also added that each Committee is required to submit goals to the Town Council (TC) each year.

**Appointment of FWPF Liaison**

Chris Straw volunteered to serve as the liaison to the Fort Williams Park Foundation (FWPF). DC moved and JW seconded a motion to approve CS as FWPF liaison. (Approved 4 Yes 0 No)

**Boards & Commission Orientation**

MR reported that the annual orientation is still scheduled for Wednesday, April 5, 2017. Location and time TBD. RM stated there will probably be a light meal served and the meeting may start as early as 6:00 PM.

**Park & Project Update**

Bids were opened today at Town Hall on the Powers Road and Wheatley Road guardrail projects. Only one bid was received, which was under both amounts budgeted for the respective projects. Winter storm "Stella" created some drifting problems in the Park this week, but the public works crews were able to clear the roads in their typical fine fashion. DC and JW asked about the bidding process for projects. RM explained the bid proposal program and stated the Town has a purchasing policy, which requires competitive bids and/or multiple quotes depending on the dollar amount of the purchase.

**Discussion of Park Issues & Committee Goals for 2017**

MR conveyed the two 2017 TC goals related to the Park and the FWPC to the group. One of the goals is to have a joint meeting this year with the Committee to discuss the “mission, vision and financial sustainability of Fort Williams Park”. He asked the members present to share their concerns so the Committee would be better prepared when that meeting occurs.

DC feels the financial management structure of the Park should be reviewed to better understand if revenues from the various entities in the Park are fully supporting the cost to maintain it. He also raised the question of whether the Park is becoming a destination for visitors or is it to be considered a town park.

CS agrees with DC, but would also like guidance from the TC.

JW also agreed with CS and would like to see the TC take the lead on the Park’s direction and management.

There was a general discussion on the management structure of the Park and the role of a Park Manager, as conceptually proposed by the former Town Manager, Mike McGovern, prior to his departure.

MR wondered if there might be an existing model to follow that would help the Town manage the Park.

This led to a general discussion about the Park’s management, the organizational structure and the identity of the Park as a tourist destination versus a local park.

There was also a discussion about the role that the FWPF plays as a stakeholder, their purpose and previous endeavors they have funded in the past. It was suggested that the recommendations from former Tree Warden, Mike Duddy related to the Officers Row Preserve might be a good project for them to consider funding in the future.

MR stated that he plans to meet with the Town Council Chair and the Town Manager in the near future to discuss the format for the joint meeting with the TC.

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

RM stated the Town Manager has proposed funding a portion of the FY 2018 Capital Stewardship Plan with funds from the FWP Capital Fund. \$77,700 has been proposed to fund building maintenance projects in the Park.

The TC review of the budget is scheduled for Wednesday, March 22<sup>nd</sup> @ 7:00 PM @ Town Hall.

The FWPF will be coming to the April FWPC Committee meeting with a proposal to make improvements in the area known as “Cliff Walk Landscape”.

There is a “Scoop the Poop” event in the “off leash” area at the Park on Saturday, April 22<sup>nd</sup>.

RM attended a meeting of the Beach to Beacon organization on Monday, March 20<sup>th</sup>. They have identified a site for the VIP Clambake tent on the southeast corner of “The Green”.

The April meeting date falls during School Vacation. It was agreed by consensus to move the meeting to Thursday, April 27<sup>th</sup>.

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

There were no citizens present.

#### **The meeting was adjourned at 8:24 PM**

Respectfully Submitted,  
Robert C. Malley