

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

Meeting Minutes  
September 21, 2017

**Present:** Chair, Mark Russell (MR), Chris Straw (CS), Suzanne McGinn (SM), Don Clark (DC), and Jim Kerney (Jim K)

**Absent:** Joe Kozlowski (JK) and Jim Walsh (JW)

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

**Public:** Lynn Shaffer (FWPF), Emily Garvin (FWPF), Barrie Bilodeau Lynch (Arthritis Foundation) of 98 Scott Dyer Road, Thomas Bringle (Arthritis Foundation), John & Dolly Bilodeau of 98 Scott Dyer Road, Deb Cavanaugh of 16 Littlejohn Road, Theresa Fox of 14 Farm Hill Road, Carolyn Adams of 9 Wilton Lane and Joyce Laurie of 189 Spurwink Avenue

**Call to Order:** Mark Russell called the meeting to order @ 7:02 PM.

**Meeting Minutes**

The July 20, 2017 meeting minutes were approved after being amended. Reference in the notes from Matt Sturgis to \$25,000 being included in the current budget for a fence to surround the FWP Multi-Purpose Field was incorrect. Also, a reference to Robinson's "Wharf" should have been Robinson's "Woods" (5 Yes, 0 No)

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

There were no comments from those present.

**FWPF Update**

A written summary from Lynn Shaffer will be attached to the minutes. Lynn reported that the Cliff Walk Landscape project will get underway in the Spring of 2018.

She also reported on an email she had sent to MR and RM proposing a joint tree banding effort this November with volunteers from the CELT and FWPF based on a recommendation from Mike Duddy, the former Tree Warden. The event is proposed for two days, with one day dedicated to banding trees in the Park and the other day programmed on CELT property. There was a general discussion about the banding process, the cost of them and the length of time the bands need to stay attached to a tree. Lynn reported the event will be coordinated with the Town's current Tree Warden, Todd Robbins. MR will keep the Committee posted as the event gets closer. RM asked if Lynn if the CELT was paying for the banding material for trees on their property.

**Committee Member Updates & Correspondence Received**

RM distributed a hand delivered memo received today from a resident (Judy Dooley) regarding some suggested safety issues in the Park.

RM distributed a written summary dated 9/12/17 from Chief Williams regarding current animal control efforts at the Park.

**FWP Group Use Request: Walk to Cure Arthritis – Maine Event – Sunday, June 3, 2018**

Barrie Lynch, a resident of 98 Scott Dyer Road and Thomas Bringle from the Arthritis Foundation gave an overview of the proposed event. DC asked about the organizations budget for the proposed event and how the funds from the event are disbursed. SM asked if the walking route included any road crossings.

CS requested that the criteria for considering a use request listed in the Group Use Policy be reviewed as part of this request.

**At the end of that review, it was voted to approve the request contingent on a fee of \$5.00 per registrant, a \$500 Area fee and a limit on the number of registrants (500). The organizers would also be required to pay the applicable Picnic Shelter fee if it is available. Vote: 5 Yes, 0 No.**

RM stated he would work out logistical details with the organizers and forward them the insurance requirements required by the Town.

### **Consider Recommending Changes to the Existing Delineation of the Off-Leash Dog Walking Area**

MR gave an overview of the past discussion for the benefit of the Committee.

Jim K felt dogs should not be allowed on the athletic field and that a portion of “The Green” should be added to compensate for the loss of area. He suggested that the delineation point on “The Green” should line up with location of the existing dog watering station.

DC thinks the current ordinance language is vague and is not consistent with the map done by the Planning Office dated 10/13/99 related to the northerly boundary of the area near Humphreys Road. RM offered his opinion that the map does match the language in the ordinance, since there is not text used such as “abutting” or “immediately adjacent to” included in the ordinance. He also stated that the map was drawn by the Town Planner in consultation with the Chief of Police.

There was a general discussion about the merits of fencing and controlling dogs from migrating on “The Green” towards high tourist areas near the Portland Head Light.

MR stated he doesn’t feel that dogs should be allowed on the field during any playing season.

SM asked if any portion of the Southwest Preserve could be cleared to create a dog-walking area.

MR asked the Committee if they felt comfortable allowing comment from the members of the public present at the meeting. All present agreed.

Theresa Fox stated that she was concerned about too many dogs confined to a smaller area. She also stated that the temporary fencing has worked well.

Deb Cavanaugh agreed with Theresa Fox’s comments.

Joyce Laurie doesn’t see many tourists near the dog watering station.

**After more discussion, DC moved that (1) dogs be restricted from the Multi-Purpose Field from April 15<sup>th</sup> to June 15<sup>th</sup> and August 15<sup>th</sup> to October 15<sup>th</sup>, (2) that the off-leash area be extended to include a portion of the “The Green” to a line from the southerly end of Battery Blair extending easterly to the Cliff Walk and (3) the ordinance language be reviewed and conform to the “Off Leash” area map upon consideration of this proposal. The motion was seconded by Jim K.**

**After some additional discussion, the motion passed by a vote of 5 to 0.**

**The recommendation will be forwarded to the Town Council for their consideration at a future meeting.**

### **Follow Up Discussion of 2017 Beach to Beacon Activities at the Park**

CS noted that the setup occurred a day earlier than the date that was approved by the Committee. He also noted that the VIP tent was set up on the Parade Field versus the “The Green”, which was what was approved by the Committee. MR noted that he spoke to a representative of the B2B organization and they were upset about the early setup also. He also stated that even though “The Green” was the site originally approved, the Parade Field appeared to be a better site given the proximity to the overflow parking area.

### **Follow Up Discussion of Sept. 18<sup>th</sup> Workshop with Town Council**

MR thought it was productive and thanked the Committee members for coming to the TC workshop. DC thought it was well done and SM thought it was a good first start to the process.

- GPCOG Traffic Study – A staff member from GPCOG responded back to RM on July 21st. They did not have the available staff to update the 2009 study. They suggested reaching out to a consultant or they could use a process that utilizes a combination of drones and cameras to record turning movements and general traffic patterns.

- Matt Sturgis has contacted a consultant (VHB) to obtain a proposal to commence traffic counts in the Park. The plan is to collect information starting the week of September 25<sup>th</sup>. The counters will be able to detect large vehicles, such as buses.

- Working on developing specifications for basketball court reconstruction. Test borings have been done that reveal concrete and ash under the pavement. The ash has been tested by a laboratory and will have to be brought to a facility that accepts special wastes (CPRC Group in Scarborough). The project is planned for the Spring of 2018.

- Working with the firm of Becker Structural on the Battery Blair Retaining Wall project. A project kick-off meeting with the consultant is scheduled for October 4<sup>th</sup>. The work is programmed for the Spring 2018.

- Picnic Shelter Ped. Improvements – Meeting with John Mitchell the week of October 2<sup>nd</sup> to review and the project and obtain a proposal. The work is programmed for the Spring 2018

- ADA Parking Spaces @ Overflow Parking Area – No action taken yet, but now programmed for Spring of 2018.

- Three commercial film shoots were held in the Park in August and September.

- The “Everwalk” event with Diana Nyad took place on Saturday, September 16<sup>th</sup>. They had 90 participants.

- The safety railing project on the Cliff Walk was completed this week by Main Line Fence. A 150’ long segment was installed just north of the PHL.

- A 4<sup>th</sup> Park Ranger has been hired which provides for two Park Rangers on the weekend days.

#### **Other Business No on the Agenda**

LS noted that the Arboretum is a project of the FWPF and not a separate Committee. She also added that she has a brochure that provides mileage loops in the Park for future reference

The next meeting of the Committee will be **Thursday, October 19, 2017.**

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

There were no comments from those present.

#### **The meeting was adjourned at 8:56 PM**

Respectfully Submitted,  
Robert C. Malley