

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

Meeting Minutes
November 16, 2017

Present: Chair Mark Russell (MR), Chris Straw (CS), Suzanne McGinn (SM), Joe Kozlowski (JK) and Jim Walsh (JW) and Jim Kerney (Jim K)

Absent: Don Clark (DC)

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

Public: Emily Garvin (FWPF), Lynn Shaffer (FWPF), Donato Giovine (Gorgeous Gelato) of 94 Old Ocean House Road and Karl & Sarah Sutton (Bite Into Maine), Allison Pillar (Cousins Maine Lobster), Brittany Plowman (Cousins Maine Lobster) and Mike Kelley (S.P./CE Sentry Newspaper)

Call to Order: Mark Russell (MR) called the meeting to order @ 7:00 PM.

Approval of Meeting Minutes

The October 19, 2017 meeting minutes were approved as written. (5 Yes, 0 No,) (1 Abstention - MR)

Public Comment Opportunity for Discussion of Items Not On the Agenda

There was no comment from the members of the public present.

FWPF Update – Lynn Shaffer

A written update was previously sent to the Committee. MR commented on the tremendous turnout of volunteers at the tree banding workday at the Park on Saturday, November 11th. Several trees were banded in the Officers Row Preserve. Lynn Shaffer also commented on the success of the event, which also included banding of trees on Land Trust Property on Sunday, November 12th.

Committee Member Updates & Correspondence Received

MR read a letter from John Doxsee endorsing the recommendation of the Committee to increase the size of the Unleashed Dog Area.

RM reported that he received an email from Bite into Maine dated 11/9/17 regarding the food concession program that was previously sent to the Committee.

Consider Changes to the Food Vendor Concession Program for the 2018 season

RM gave an overview of the issues to be considered. They are the number of permitted sites, the current minimum permit fees and the current square footage limitations. CS stated that he was supportive of **Bite Into Maine's** suggestion that some of the minimum fees be reduced to entice vendors with smaller carts and margins to put bids in. Jim K thought the Committee should consider other sites, such as one in the Central Parking Lot. There was a consensus of the Committee that "Site D" (above Ship Cove) was problematic from the standpoint that it might cause congestion along the road at that point.

There was a general discussion about the merits of allowing food trucks, their size and the constraints given the current square footage limitations. Jim K stated that **Bite Into Maine's** trailer conforms to the original minimum limit of 72 sq. ft. and that other vendors could be creative and build a vehicle to meet the current limitation of 90 sq. ft.. Karl Sutton of **Bite Into Maine** said allowing large food trucks could increase congestion because they could serve more customers. SM and MR suggested if three sites might be more appropriate rather than the current four.

After a general discussion about permit fees and square footage limitations, the following motion was made and seconded:

That 4 Sites will be recommended to be permitted with the following criteria:

Permit 1 Site A - PHL South Minimum Bid - \$2,000 Concession Unit Limitations: 50 sq. ft.

Permit 2 Site B - PHL North Minimum Bid - \$4,500 Concession Unit Limitations: 90 sq. ft.

Permit 3 Site C - Channel Overlook Minimum Bid - \$4,500 Concession Unit Limitations: 90 sq. ft.

Permit 4 Site D - Ship Cove Minimum Bid - \$2,000 Concession Unit Limitations: 50 sq. ft.

The motion passed (6 Yes, 0 No)

Formation of a Sub-Committee to Review Bus-Related Issues

JW had requested at the October meeting that a sub-committee be formed to discuss bus-related issues. JK and Jim K offered to join. JW will put together a charge for consideration at the December meeting. RM stated that Jeanne Gross should be included in these discussions.

Review Draft of FY 2019 Budget

MR opened the discussion and asked RM to provide an overview of the draft budget documents that were sent out with the agenda as supporting documents. The anticipated revenues were reviewed for both FY 2018 and FY 2019. RM circulated a memo that contained motor coach, commercial van and trolley data obtained from Jeanne Gross for the 2017 season. The number of motor coach visits this season was 790. Anticipated Bus/Trolley revenues for the FY 2018 are anticipated to be approximately \$54,000.

There was a general discussion about the projects suggested by RM. He stated that they have a maintenance and/or safety theme to them like those approved in FY 2018.

SM suggested that funds should be budgeted to control invasives. There was a discussion about partnering with the FWPF. CS noted that sites overtaken by invasives were identified in the current Master Plan. MR asked her to bring back a recommendation for the December meeting.

Jim K was not in favor of replacing the last segment of wire fabric perimeter fencing adjacent to Shore Road. He also suggested that wooden rail fencing should be considered on top of Battery Blair in lieu of the cable railing that has been used on the Cliff Walk. The wooden rail fencing is less expensive, but RM suggested that it's not as durable over time given the proximity to the ocean. He also expressed concerns about adding additional railing segments on the Cliff Walk. RM stated that this was identified as a priority in the current Master Plan.

SM inquired on the suggestion by RM to replace the sidewalk that bisects the Parade Field and asked if the sidewalk could be removed. RM stated it does provide a link from the Parade Field Parking Lot to the Officers Row Preserve and it accommodates the utility vehicle used by the Park Rangers. Emily Garvin also added that the hard surface is easier to push strollers on.

Jim K said there appear to be some issues with the bandstand and that it should be looked at. RM was aware that it needed painting and that the columns may need repair. He will reach out to the Facilities Director and look at it with him.

RM obtained a price on stabilizing the shoreline on the north side of Ship Cove from a local contractor. The price was \$4,500. He stated that the Maine DEP will have to review (and approve) an application before the work can commence. There was consensus to proceed with the project before the end of the year with the funds to come out of the Capital Fund "TBD" account (865-4006).

JW had asked RM prior to the meeting about extending the wooden guardrail from its easterly (or Ship Cove end) terminus to the entrance to the Ship Cove parking lot entrance. RM reported that this would require an additional 200' of guardrail at an estimated cost of \$7,000.

RM reiterated that the budget proposal was still a working document and members may want to consider other projects. He stated that it would be desirable to finalize the proposed budget at the December meeting.

Update on Proposed Park Manager Position & Unleashed Dog Area Rec. by TC

The Town Manager is working on a job description and a proposal for the Town Council to consider at their December 11th meeting.

RM attended the October 27th meeting of the TC Ordinance Committee to present a revised language to describe the Unleashed Area and a map of the proposed extension of the Unleashed Dog Area. The recommendation was approved by the two members present (Grennon & Ray). He also attended the regular TC meeting on November 6th, whereby the proposal was set for a public hearing at the Town Council meeting on December 11th.

Park & Project Update – Bob Malley

- A consultant from the firm of VHB performed traffic counts during the week of September 23rd. The information is scheduled to be forwarded to the Town Manager by the end of the week.

- Mitchell & Associates completed the plans for the pedestrian improvements in the Picnic Shelter Parking Lot. The bid opening is set for December 7th @ 2:00 PM. The work is scheduled for the Spring of 2018.

- The Park survived the windstorm of October 29th/30th quite well considering the exposure to the strong southeast winds. The Park lost power and a few shingles came off the roof of the Museum @ PHL but that was it for building damage. However, the new perimeter fencing and gate installed over by the Chapel Gate was severely damaged by a fallen oak tree. The estimate to make the repairs is over \$6,000. A claim has been filed with our insurance carrier. Another large tree fell into the Hickory Garden and just below the Goddard Mansion.

- RM met with a local contractor on 11/15/17 to obtain an estimate to stabilize the shoreline on the north side of Ship Cove. The amount of the proposal was \$4,500. The Maine DEP will have to approve a notification form before any work is undertaken.

Other Business Not on the Agenda

Sarah & Karl Sutton thanked the Committee for allowing them to provide input into the Food Vendor Concession RFP.

MR stated that his term as Chair will terminate next month. He suggested that members may want to consider the position for 2018.

Citizen Opportunity for Discussion of Items on the Agenda

The meeting was adjourned at 8:54 PM

Next meeting of the Committee is December 21st.

Respectfully Submitted,
Robert C. Malley