

**Town of Cape Elizabeth
Fort Williams Park Committee
Commercial Passenger Vehicle Sub-Committee**

Meeting Minutes
January 25, 2018

Present: Chair Jim Walsh (JW), Joe Kozlowski (JK) and Jim Kerney (Jim K)

Other FWPC Members Present: None

Absent: None

Staff: Robert Malley, Director of Public Works (RM), Jeanne Gross, PHL Gift Shop & Museum Director (JG) and Kathleen Raftice (Community Services & FWP Director)

Public: Christian Cutter, 9 Wood Road (Resident)

Call to Order: Jim Walsh (JW) called the meeting to order @ 6:00 PM.

Approval of January 11, 2018 draft meeting minutes:

The January 11th draft meeting minutes were approved after a minor amendment **3 Yes 0 No**

Public Comment Opportunity for Discussion of Items Not On the Agenda

Mr. Cutter was attending the meeting as a matter of personal interest to him.

Continued Discussion of Action Items From January 11th Meeting:

- Use technology to track in-coming commercial passenger vehicles
- Enhanced record keeping to track the above
- Consideration of restricting commercial passenger vehicles from Capt. Strout Circle.
- Consideration of a designated passenger bus drop-off area outside of Capt. Strout Circle.
- Review current parking program at Capt. Strout Circle; i.e., staff and ADA-accessible parking.
- Consideration of Commercial Passenger Vehicle fee increases, including trolleys and timeline for such.

JK spoke to a representative at MDOT about their use of cameras. He had suggested at the last meeting that cameras could be utilized to track buses before, during or after hours when the Greeters are not on duty. He stated they do have some that detect the type and size of vehicles. There was a general discussion about the effort needed to review video footage, JK thought they could be helpful to track buses that showed up in the early morning hours.

Jim K suggested it would be helpful to determine peak utilization times for bus traffic and then once that is known, how could it be managed. JG stated that the peak times are in the morning hours from 10:00 AM to 12:00 PM.

JW stated that better record keeping and accounting is needed to track bus visits moving forward.

Jim K asked JG if it was possible to schedule bus visits from the cruise ship bus companies. JG thought it was possible. This was followed by a general discussion about the number of buses, the number that could be reasonably accommodated at any given time (4) and their average length of stay. JG stated that the average stay was around 40 minutes unless they were doing a Museum tour, which would then consume about an hour.

JW stated that there is a traffic control problem when several buses show up and that reservations should be required. There was a general discussion about how the logistics of that would work; i.e., on-line, calling in, etc. He suggested that KR could help enable such a system given their current administrative structure at Community Services.

Jim K said that a reservation program may not be needed if an adequate bus drop-off area was developed. RM stated that the Central Parking Lot was constructed specifically with a bus turnaround and drop-off area.

JW had previously asked RM to look into the history of the Capt. Strout Circle, such when it was constructed and to what standard. RM stated the Circle was constructed in 1992 and was a project recommended in the 1988 Master Plan. It was designed for pedestrian safety and passenger bus drop-offs. RM contacted an engineer at Sebago Technics and asked them to review the plan to measure turning movements. Based on a computer model the circle can accommodate a full-size motor coach without having to mount the inside curbing as long as vehicles are parked properly on southerly side. There is a narrowing of the road leading into the circle that poses an issue if another vehicle is met. This was followed by a general discussion about challenges to dropping off passengers (curbing or lack thereof), un-paved walkways, and slopes that might be challenging for seniors or those requiring assistance. There was also a concern expressed about the amount of bus idling that occurs, especially in the summer months when the drivers try to keep the buses cool during visits.

RM suggested reaching out to one of the tour bus companies to get their feedback on a bus reservation/management program. JW stated that that should be done soon and include idling and drop-off protocols in that outreach. He will work with JG and KR to set that meeting up.

There was a general discussion about the Capt. Strout Circle and merits of restricting commercial passenger vehicles from it at certain times. This also included a discussion about the number of ADA-accessible parking spaces, parking for staff/volunteers and the walkway leading down to it from the Central Parking Lot. Jim K stated he was more inclined to restrict commercial vehicles and not personal vehicles at this time.

JW suggested that a discussion about fees and any consideration for increases should be withheld until the next meeting.

Other Business Not on the Agenda

Jim K stated the walkway areas on the Southeast side of Capt. Strout Circle should be looked at for wetness and ponding issues. RM stated that it is a maintenance issue that can be looked at in the Spring.

Citizen Opportunity for Discussion of Items on the Agenda

Mr. Cutter offered some comments on the Committee's discussion and congratulated KR on her recent appointment.

The meeting was adjourned at 7:25 PM

Next meeting of the Committee is scheduled for Thursday, February 8th @ 6:00 PM.

Respectfully Submitted,
Robert C. Malley