

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

Meeting Minutes
February 8, 2018

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

Other FWPC Members Present: None

Absent: None

Staff: Jeanne Gross, PHL Gift Shop & Museum Director (JG) and Kathleen Raftice (Community Services & FWP Director)

Public: None

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

Approval of January 25, 2018 draft meeting minutes:

The January 25th draft meeting minutes were approved, Joe Kozlowski arrived after minutes approved. **2 Yes 0 No**

Public Comment Opportunity for Discussion of Items Not On the Agenda

Follow-up discussion of Action Items from January 25th 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.

Jim Walsh initiated discussion regarding Town Council Workshop from Monday, 2/5. He and Jim Kerney both felt good positive meeting. Jim Walsh stated he was very pleased that Councilor Valerie Randall clarified how she felt Ft Williams park should be shared; first Cape residents, second our sister communities and thirdly commercial vendors. Jim Walsh reiterated that we were waiting on feedback regarding technology from Chief Williams following a conference he attended the previous week. Kathy Raftice discussed how the goal with enhanced record keeping is to have commercial passenger vehicles register and pay in advance, therefore restricting cash transmittals for Commercial Passenger Vehicles at the park. Jim Walsh reiterated that the next step is to invite Intercruises and Destination cruises to our next meeting. Jeanne did explain that Intercruises home base is in Florida but she would determine who the local representative is and let Kathy Raftice know so she can invite to the meeting. Discussion then progressed to the drop-off area in the main parking lot. Jim Kerney will take a look at the drop off area however felt for it to be in compliance it must be paved and the walkway must be ADA compliant. He discussed how everyone would need to unload in the lot and walk down to Strout Circle and the lighthouse. There was discussion on whether the Greeter Booth needed to be moved?

To where? What is best for pedestrian traffic? Jim Kerney then discussed the wet grounds on the south side of Strout Circle. Joe Kozlowski suggested it could be corrected with piping to initiate drainage. Jim Walsh commented that the goal is to make the experience easy and dry! All agreed there will not be any commercial passenger vehicles in Capt. Strout Circle, with one exception, senior center mini buses. These buses transport our senior population and usually they drive in, take in the view and leave.

Jim Walsh then led the discussion regarding increasing fees for commercial vehicles. Jeanne Gross brought up a point regarding fees paid by Scenic Tours. They originally utilized a small 15 passenger bus and paid the seasonal pass of \$550. They have now increased size of their bus, not full size however not the 15 passenger. Jeanne also brought up trolleys and visit frequency versus costs. Jeanne Gross did suggest that Maine Tours in South Portland be brought into conversations regarding fees. After much discussion and some research, Jim Kerney suggested pricing by capacity and the sub-committee agreed to the following;

Commercial Vans and Limousines (15 passenger) - \$25 for single visit, \$550 for season
Bus (20 passenger) - \$50 for single visit, \$1400 for season ** NEW**
Trolley (30 passenger) - \$2100 for season
Motor coach (50 passenger) – increase \$70 or \$75 per trip/credit card fee included

Jim Walsh explained the next step is a memo for Jim to present to the Town Council the fees and the needed improvements to the wet areas. Jeanne Gross felt any increases should be communicated with a future effective date of 2019. Jeanne concerned about impact on the museum gift shop. After discussion agreed the new category should go into effect immediately. Jim will present to the Town Council.

Discussion around directing traffic to the drop off area and Jim Kerney did explain that he felt if bus traffic could be orchestrated well enough a complex schedule may not be needed. Jeanne Gross suggested a bus only entrance to drop off lot. Jim Walsh initiated discussion on whether Certificate of Insurance should be provided naming the town as an additional insured. Kathy Raftice explained that vendors renting our facilities are required to provide proof of insurance. Jim Kerney suggested an attorney should look at whether this is needed. The idling of motor coach while sitting was discussed. Joe Kozlowski will look into whether this is needed or not on newer year buses.

Other Business Not on the Agenda

Jim Walsh did bring up the bleachers and that he spoke with Jeff Shedd and that the high school is certainly not married to graduation on the bleachers however traffic management would be more problematic if moved. It's working well where it is.

Citizen Opportunity for Discussion of Items on the Agenda

None

The meeting was adjourned at 7:20 pm.

Next meeting of the Committee is scheduled for Thursday, March 1st @ 6:00 PM @ Cape Elizabeth Community Center.

Respectfully Submitted,
Kathy Raftice