

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

Meeting Minutes
February 15, 2018

Present: Chair Jim Walsh (JW), Mark Russell (MR), Jim Kerney (Jim K) and Doreen Johnson Theriault (DT)

Absent: Suzanne McGinn (SM) and Joe Kozlowski (JK)

Staff: Robert Malley, Director of Public Works (RM) and Kathleen Raftice, newly appointed Community Services and Fort Williams Park Director (KR)

Public: Lynn Shaffer (FWPF)

Call to Order: Jim Walsh (JW) called the meeting to order @ 7:00 PM.

Approval of Meeting Minutes

The January 18, 2018 draft meeting minutes were approved as written. (4 Yes, 0 No)

Public Comment Opportunity for Discussion of Items Not On the Agenda

There was no public comment.

Boards & Committee Orientation

The annual Boards & Committee orientation has yet to be scheduled. RM will notify the Committee when he has a date and program from Debra Lane, the Asst. Town Manager.

FWPF Update – Lynn Shaffer

Lynn provided a written report to the Chair, KR and RM.

FWPF Board Highlights:

- Garden Tour planning proceeds. The tour is Saturday, July 14. We have 8 gardens lined up to date and are working on more. Barbara Powers is chairing the committee this year.
- James is preparing Cliff Walk Landscape materials to present at the Town Council workshop on March 5. When we presented to the Council last fall, they asked us to bring the full project to a workshop early this year. Jessica Sullivan has said that following the workshop she will get further approvals of the project onto the agenda for the March Town Council meeting so we can proceed with work as soon as the ground thaws this spring.
- In preparation for the 3/6 workshop, the Board is working on a draft memorandum of understanding to present to the Town Council. This will present our mission and an outline of what we do, as well as ways we can foresee collaborating with the Town on projects in the Park. We fully expect and hope the Council will have input for the MOU so that we end up with a document that better defines our relationship to the Town.
- Recognizing the turnover that has occurred on our Board, Town management, the Town Council, and the FWPC, as well as the changes in Park management, James and I have been reaching out to network with representatives of all the above.

In addition to the activities listed, Lynn reported that the Foundation has two new board members. JW inquired about a memorandum of understanding that their Board is drafting to present to the Town Council at an upcoming workshop on March 6th. Lynn felt it will better explain their mission and provide an outline of their activities.

Lynn reported on recent email correspondence with a resident (Dr. Terry Ann Scriven) regarding bird houses in the Children's Garden that may be attracting/harboring invasive bird species that endanger nesting blue birds. MR asked about the jurisdiction and if this activity would fall under the Committee's purview. The Foundation plans to reach out to the donor who supplied the boxes and will report back to the staff and the Committee. RM stated he and his Parks Foreman worked with Dr. Scriven last year on a program to install pairs of blue bird boxes in the Park that had been donated by others. The joint effort will continue this Spring. JW wanted to make sure all parties were aware of the issues.

Committee Member Updates & Correspondence Received

MR sent a thank you note to former member Don Clark thanking him for his service on the Committee.

Follow Up on Feb. 5th Town Council Workshop

JW reported that the workshop with the Town Council on Feb. 5th was very productive. The Town Council is looking for a member of the Committee to help develop a vision statement for the Park with the Town Council Chair and the Town Manager. Jim K offered to help out with this endeavor.

At the workshop JK offered to help out with any Pay & Display program discussions. RM stated that it might be a possibility for policy-related issues, but that any implementation tasks (if approved) would be handled by staff. The members who attended the workshop thought it was a good meeting and some important issues were raised. There was a general discussion about the media coverage of the workshop.

Report from the Commercial Van Passenger Van Sub-Committee – Jim Walsh

JW provided an update on the recent work of the sub-Committee. The last meeting was held on Thursday, February 8th. There was a discussion at that meeting about increasing fees for passenger vans, trolleys, creating a new fee for mini-buses along with an implementation schedule. RM suggested a comprehensive recommendation to the Town Council that included all recommended increases with proposed implementation dates. This led to a discussion about fees related to the capacity of the Park to handle commercial passenger vehicles. There was also a discussion about potentially recommending closing Capt. Stout Circle to commercial passenger vehicles during peak times to reduce congestion.

There was also a discussion about the existing walkway leading from the Central Parking Lot down to the area just south of Capt. Strout Circle. Jim K asked if it was constructed to ADA standards. RM was unsure. He said it could be easily checked and also suggested that adding a hand railing in the future would aid those walking back to the parking lot.

JW stated the sub-committee meetings and process has been a good exercise to date.

The next meeting of the sub-committee is scheduled for March 1st which will include representatives from the cruise ship tour bus companies. The meeting will be held at Community Services @ 6:00 PM.

Park, Project & Concession RFP Update – Bob Malley

The Battery Blair Retaining Wall Replacement Project was advertised for bid on February 1st. A pre-bid meeting was held on Tuesday, Feb. 13th and the bid opening is set for February 22nd. Work is required to be complete by May 15th, 2018.

Bids for the reconstruction of the basketball court will be advertised on Mar 8th with an opening set for Mar. 29th. There was a brief discussion about the scope of the project. Jim K suggested clearing the vegetation on the North side of the court when the project was complete.

RM reported that he and the Town Manager have been reviewing the bid proposals submitted for the Food Vendor program. Cousins Maine Lobster was the high bidder on Sites A, B & C, but preferred Site "A". RM has been corresponding with the owner who had attempted to have a food cart built to meet the 50 sq. ft.

requirement set for that site. The owner reported that it was not feasible nor was it possible to meet 70 sq. ft., which was suggested by the Town Manager. The smallest cart that he can get built takes up 85 sq. ft.. The Town Manager had asked RM to get an opinion from the Committee.

There was an extended discussion about the intent of the square footage requirements for Site "A", alternative locations in the area of Capt. Strout Circle that could accommodate a cart and the possible displacement of a former vendor who had Site "B".

At the conclusion of the discussion, the consensus was that the cart proposed by Cousins Maine Lobster for Site "A" was not acceptable given its size. Jim K felt that the Town Manager should consider an alternative site to avoid displacing the vendor who occupied Site "B" for the past three years. RM will report the discussion back to the Town Manager.

Continued Discussion of Committee Goals for 2018

Jim K has submitted his goals to the Chair and RM. The other members were encouraged to get them to RM before the next meeting to continue that discussion. The goals need to be finalized at the March meeting.

Other Business Not on the Agenda

RM reported that next month will be his last meeting with the Committee in his capacity as staff liaison. KR will assume those duties in April.

Citizen Opportunity for Discussion of Items on the Agenda

The meeting was adjourned at 8:35 PM

The next meeting of the Committee is scheduled for Thursday, March 15, 2018 @ 6:00 PM at the Community Center.

Respectfully Submitted,
Robert C. Malley