

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

Meeting Minutes  
March 15, 2018

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

**Absent:** Suzanne McGinn (SM) and Ken Pierce (KP)

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

**Public:** Emily Garvin, (FWPF)

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

**Approval of Meeting Minutes**

The February 15, 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.

**FWPF Update – Emily Garvin**

An update from Lynn Shaffer on the FWPF activities was emailed to the Committee on March 15<sup>th</sup>. Emily expressed thanks to JW for his advocacy expressed at the TC Workshop on March 5<sup>th</sup> on behalf of the FWPF. Emily inquired about protocols for approving projects proposed by the FWPF. There was a general discussion about the process used on prior approvals. RM stated that any project proposed in the Park would first come to the Committee for consideration. Assuming a positive affirmation, the FWPF would then forward the request on to the Town Manager who would work with the Town Council Chair to include it on a future agenda. MR inquired how the process works when the TML Trustees proposes projects for the Library and if it is effective. JW said that it is a slightly different process.

**Committee Member Updates & Correspondence Received**

JW reported that a vision statement crafted at the March 5<sup>th</sup> TC workshop was approved by the Town Council at their regular meeting on March 12<sup>th</sup>. Jim K read the statement for the Committee's benefit. There was a general discussion about the formation and purpose of the statement and how it relates to the 1976 Town Council Policy Statement reaffirmed in the 2011 Master Plan Update. JW and KR will reach out to the Town Manager and Town Council Chair and pass along the Committee's thoughts on this.

JW noted that Ken Pierce, resident of Oakhurst Road was appointed by the Town Council on Monday, March 12<sup>th</sup> to fill the vacancy of Don Clark, who resigned from the Committee in February.

RM reported on correspondence with Roger Rioux related to the reconstruction of the basketball court.

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

JW asked Jim K to provide an update on the recent work of the sub-Committee and share some preliminary recommendations they came up with. Jim K circulated a handout that included the following information:

## General Recommendations for Commercial Van and Bus Traffic at Fort Williams Park (DRAFT)

### Purpose

The following recommendations are prepared in order to enhance the safety, manage the guest density, and improve the infrastructure while reducing the tax payer burden of commercial vehicle traffic in Fort Williams Park (FWP).

### Recommendations:

- 1) Eliminate all commercial van, trolley and bus traffic from Captain Strout Circle (CSC) with the exception of local senior citizen vans which do not offload passengers.
- 2) Improve the bus parking logistics in 'central parking' to allow easy and safe parking, enhanced off/on loading and to support ADA compliant access to and from PHL.
- 3) Enhance the walkways by improving drainage (south and west of CSC) and by providing a stable (paved) surface for the safety of FWP guests.
- 4) Deploy benches and railings as needed between central parking and PHL (southwest of CSC)
- 5) Implement a 'capacity based' fee structure for all commercial vans, limos, trolleys and buses.
- 6) Communicate FWP's commercial traffic intentions on the FWP website and through the 'National Motor Coach Association' (?) with messaging to include:
  - a. Credit card only payment policy, approach zero cash management for "greeters"
  - b. Distance of walk from Central Parking to PHL is 200 yards
  - c. ADA compliance (possible mention of seatings and railings)
  - d. Availability and location of portable toilets
  - e. Five minute maximum vehicle engine idle time
  - f. New capacity based fee structure

### Capacity Based Fee Structure:

General Category	Capacity Max	2017 (Single/Season)		2018 (Single/Season)		2019 (Single/Season)	
Vans and Limos	14 Seats	25	550	25	550	25	550
Mini Buses	20 Seats	N/A	N/A	<b>35</b>	<b>900</b>	<b>50</b>	<b>1400</b>
Trolleys	30 Seats	N/A	1700	N/A	1700	N/A	<b>2100</b>
Motor Coach	>30 Seats	45/50	N/A	45/50	N/A	<b>70/75</b>	N/A

### Expected Financial Impact:

At 2017 estimated traffic levels, the expected revenues under the new fee structure would be:

Revenue Estimates	2017 Traffic Count (Single/Season)		2017 Revenue (Single/Season)		2018 Revenue (Single/Season)		2019 Revenue (Single/Season)	
Vans and Limos	50	6	1250	3300	1000	2200	1000	2200
Mini Buses	10 (?)	2 (?)	N/A	N/A	350	1800	500	2800
Trolleys	N/A	3	N/A	5100	N/A	5100	N/A	6300
Motor Coach	500	500	25000	22500	25000	22500	35000	37500
Season Total Rev \$			\$57,150		\$57,950		\$85,300	

**In addition:**

School buses and school-associated camp buses are free.  
 Private camp buses will pay based on bus capacity schedule.  
 Motor Coach Volume Discount triggers at 75 units per year.

Depending on the results of implementing the above recommendations, future recommendations could include the implementation of a commercial vehicle scheduling system.

Cape Elizabeth’s attorney should consider the issue of whether or not we should mandate a requirement for Certificates of Insurance from the commercial vehicles.

There was a general discussion about a timeline for implementation and enforcement. MR suggested that additional staff support will be needed to direct commercial vehicles away from Capt. Strout Circle. Jim K suggested that the pedestrian access from the proposed drop-off area in the Central Parking Lot to the PHL area needs a better surface treatment and also needs to be improved to alleviate poor drainage. The sub-committee plans to meet again in the next two weeks to finalize their recommendations and will bring them back to the Committee in April. JW thanked the sub-committee for their efforts on the draft recommendations.

**Park, Project & Concession RFP Update – Bob Malley**

RM reported that bids were opened on the Battery Blair retaining wall project on February 22<sup>nd</sup>. The low bid was submitted by Seabreeze Property Services in the amount of \$33,882. The Town’s consultant is verifying references provided by the apparent low bidder and will make a recommendation to the Town for award. RM reported that the specifications for the basketball court reconstruction are being finalized and that work on the Picnic Shelter Pedestrian Improvement Project is scheduled to commence on April 1<sup>st</sup>, weather permitting.

RM reported on the status of the review of the Food Vendor bid proposals. The high bidder for Site “A” (Cousins Maine Lobster) preferred that site but could have a cart constructed to meet the square foot limitations for that location. RM and the Town Manager looked at the sites approved by the TC in January and agreed with the Committee’s consensus that a cart larger than the 50 sq. ft. limitation was not suitable for Site “A” (PHL South). The Town Manager submitted a proposal for the TC to consider at their March 12<sup>th</sup> meeting that recommended moving Site “A” over to the north side of Capt. Strout Circle adjacent to Site “B”. This proposal would accommodate two vendors (Cousins Maine Lobster & Gorgeous Gelato) with different offerings. The TC unanimously approved the proposal.

**Continued Discussion of Committee Goals for 2018**

More work is needed on the Committee's goals for 2018. There was a general discussion about the format and specificity of such. MR suggested that the current porta-toilet program should be looked at. RM suggested that four to six attainable goals would be appropriate. He suggested that working with the Town Council on the recommendations of the Commercial Passenger Vehicle Sub-Committee would be a good one to consider along with a review of the current Group Use Policy.

The submission is due to the Town Manager's office by March 31<sup>st</sup>. RM will contact the Town Manager and request a 30-day extension for the submittal. Committee members who have not done so were encouraged to send their suggestions to JW, KR and RM prior to the April meeting.

**Other Business Not on the Agenda**

MR and JW expressed their appreciation to RM for his service to the Committee during his tenure as staff liaison. RM stated that he's had the pleasure to serve with several dedicated residents who served on the Committee over the years and is proud of his involvement in several improvement projects in the Park. KR will assume the role of staff liaison in April.

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

There were no citizens present.

**The meeting was adjourned at 7:35 PM**

The next meeting of the Committee is scheduled for April 19, 2018 @ 6:00 PM at the Community Center.

Respectfully Submitted,

Robert C. Malley