

**Town of Cape Elizabeth  
Fort Williams Park Committee  
Pay & Display Subcommittee Meeting**

Meeting Minutes  
July 18, 2018

**Present:** Chair Jim Kerney (JimK), Mark Russell (MR)

**Absent:** Ken Pierce (KP)

**Other FWPC Members Present:** Jim Walsh (JW)

**Staff:** Matt Sturgis (Town Manager), Kathy Raftice (Community Services & FWP Director)

**Public:** Chris Cutter, Roger Rioux

**Call to Order:** JimK called meeting to order @ 7:00 PM.

**Approval of July 11, 2018 Subcommittee minutes**

1 minor change to add the option of leasing equipment. Minutes approved as amended. (2 Yes, 0 No)

**Public Comment Opportunity for Discussion of Items Not On the Agenda**

None

**Discussion**

JimK reviewed agenda and completion of topics from prior meeting. Discussed the request for a cap per day. Examples brought forth. MR agrees there should be a cap. JW asked why a discount for additional time. JimK feels most are there for sub 2 hours or a 4 hour visit and feels discount should be given. JW asked if the suggested \$2 fee changes if the Town Council feels should be increased. MS clarified, yes, ours is a suggestion but ultimately Town Council sets rates. JimK also clarified that seasonal passes can be purchased at Public Safety.

**1) Understand Standard Operating Procedure with Chief of Police regarding deputizing rangers, summer hires, contractors, etc. (MS)**

MS met with Chief Williams and explained that enforcement can be by a Ranger, Summer Hire or Contractor. Operationally we may want to start with Ranger as customer service issues to consider. JimK feels Ranger Job Description would need to be rewritten to clearly define expectations. MR feels initially we have a vested interest in how enforcement is handled and should own it in the beginning. JW questioned if there would need to be an ordinance amendment. MS explained there would need to be a town wide traffic ordinance change.

**2) Review neighborhood impact and on-street overflow possibilities and solutions (MR)**

MR reviewed park stakeholders and the need for consistent communication/message to all stakeholders. Suggested use of Cape Courier, Forecaster for neighbors, Cape Elizabeth citizens, Portland, Scarborough and Greater Portland Community. The use of the town website for CE staff, FWP employees, CE school department, PHL staff and volunteers, FWP Foundation and volunteers. The website also will need to have a new town and FWP policy posted for all visitors to view. There needs to be a notification of pay & display policy at the application for group use site. This must include reservation holders (picnic shelter, bandstand, ship cove and stone gazebo), B2B, vendors, sports participants and fans. Lengthy discussion on Cape Elizabeth sports and fans. JimK questioned if there was a way to issue 2 passes to families when they register for Little League? Roger Rioux at first said

he didn't think so, after discussion thinks that would work. JW asked about an input code for those attending children's sport events? MR will continue to work on this area.

**3) Review and Solution FWP event (B2B etc.) impact of Pay & Display**

Covered in previous discussion. Some lots will be considered overflow and therefore not metered.

**4) Review original FWP purchase deed restrictions if any (KP).**

MS will follow up with paralegal.

**5) Understand legal impact of federal grant money relative to resident and PoFWP season passes (KP)**

Follow up at next meeting.

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

Roger Rioux asked how the season pass fee for Maine residents was determined. Shared that he thought this was low (\$15). JimK explained the process and the minimal impact on the overall revenue. We want people to come and enjoy the park. The numbers do not justify the need for a higher number. No other comments.

**The meeting was adjourned at 8:29 pm**

Next meeting of the sub-committee is scheduled for Tuesday, July 24 @ 7:00 PM @ Cape Elizabeth Community Center.

Respectfully Submitted,  
Kathy Raftice