

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

Meeting Minutes  
September 17, 2018

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

**Absent:** Suzanne McGinn (SM)

**Staff:** Kerry Kertes, Fort Williams Park Coordinator, Robert Malley (RM), Kathy Raftice, Community Services and Fort Williams Park Director (KR)

**Public:** None

**Call to Order:** Jim Walsh called the meeting to order @ 8:40 PM.

**Approval of Meeting Minutes**

The August 7, 2018 draft meeting minutes were approved as written. (6 - Yes, 0 - No)

**Public Comment Opportunity for Discussion of Items Not On the Agenda - None**

**FWPF Update – None**

**Game plan discussion on 2018 Goals – Group Use Policy**

JW discussed how one of the committee's 2018 goals is to review and update the Group Use Policy. He suggested that the Town needs one point of contact for all group use/rentals/weddings. JW suggested a sub-committee be responsible for this task. DT volunteered to chair the subcommittee and the members will be JK, KP and JW will assist. JimK did say he felt residents of Cape Elizabeth should be given priority on Group Use requests. RM shared that he felt the wedding specifics should be looked at and clarified. JimK also feels that alcohol enforcement is an issue. MR asked if the police department should be involved in the subcommittee. KR will coordinate meeting dates for the Group Use Subcommittee. JW then addressed the need for the full committee to work on the remaining goals. JimK shared that he feels there needs to be a prioritization for infrastructure needs and a plan for key things going forward.

**FWP & Project Update**

RM provided updates to the following; Cliff Walk Safety Railing, Fencing on Battery Blair, Perimeter Fencing. The bids went out for the sidewalk replacement and the ADA parking by the Children's Garden, both bids came in significantly higher than what was budgeted. Bids rejected and will be open again in January. RW discussed that monies were available for signage in the park and he and KR have asked KK to review signs/make suggestions for new. The painting of the Bandstand will take place in the first of October. The scope for repairs to the basketball court need to be revisited. MR asked if there was somewhere else in the park for a ½ court and to have the other court become a pickleball court. RM advised of staffing issues with all summer crew back to college etc. and asks for patience with grounds and maintenance issues.

KK gave a description of what he has seen in his first 6 weeks on the job. Mainly focusing on safety and traffic flow. Looking for better pedestrian walkways based on his observations. Feels a stop sign needed exiting down from the playground before turning left up the hill to exit the park. JimK feels an overall parking review/parking study should take place. RM feels a comprehensive pedestrian management plan is needed.

**Other Business Not on the Agenda**

None

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

None

**The meeting was adjourned at 9:35 PM**

The next meeting of the full committee will be Thursday, October 18<sup>th</sup> @ 7:00 pm @ Cape Elizabeth Community Center.

Respectfully Submitted,

Kathy Raftice