

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

Meeting Minutes
January 17, 2019

Present: Jim Walsh, Chair (JW), Jim Kerney (Jim K), Suzanne McGinn (SM), Ken Pierce (KP), Mark Russell (MR) and Doreen Johnson Theriault (DT)

Absent: Joe Kozlowski (JK)

Staff: Kerry Kertes (KK), Fort Williams Coordinator, Robert Malley (RM) Public Works Director, Kathy Raftice (KR), Community Services and Fort Williams Park Director, Barbara Powers, Lynn Shaffer and Andrea Southworth, Friends of Fort Williams Park

Public: Roger Rioux and Jeremy Gabrielson

Call to Order: JW called meeting to order at 6:59 pm.

Approval of Meeting Minutes

The December 20, 2018 draft meeting minutes were approved as written. (6 - Yes, 0 - No)

Public Comment Opportunity for Discussion of Items Not On the Agenda

Roger Rioux spoke about the work to be done at Fort Williams in the central parking lot and what effect this will have on Little League in April and May 2019. JW suggested no communication or decisions at this time until better known where we stand with work as time approaches. Roger also asked for a clarification on the ordinance committee's change/update to the leash law. His suggestion is that no dogs be allowed off leash at all at Fort Williams.

FWPF Update

Lynn Shaffer brought the committee up to date on the following projects and issues.

Park Ecology Project Report Cliff Walk Landscape

- Invasive Plant Management: Vegetation Control Services has been working in the Park this week, but icy conditions along the Cliff Walk have prevented the clearing of invasive in the Cliff Walk Landscape as originally planned.

Organizational Changes

- James McCain resigned as Executive Director of the FFWP effective 1/14/19. The FFWP board is has decided to break his job into two part-time positions: o Executive Director responsible for administration and development of Ecology Project Manager
- Board Member Andrea Southworth has been hired as temporary Ecology Project Manager and is overseeing the work of Vegetation Control Services. A decision on whether to make her position permanent will be made after the Executive Director position is filled. Other
- The fiscal year for the FFWP has been changed to run March 1 – February 28/29 to better coordinate with our schedule of income and expense. This year's annual meeting will be held February 26 at 6:30 at the Thomas Memorial Library. We anticipate that this will be a shorter event than in previous years. The FWPC is invited.

Lynn also mentioned a drone photographer, Todd McKee, who had been in contact with her. She will share the information with KR. Andrea Southworth advised that Tom's of Maine will be coming to the fort on May 10th which is earlier than usual and she is looking for projects for them. SM suggested continued work on the invasive species. KK and KR will work with her on projects.

Lynn asked about the potential of Pay & Display and whether consideration will be given to volunteers. JW suggested she address the Town Council Chair, Jaime Garvin. JW concerned that once door opened many will look for exceptions.

Group Use Approvals – Graduation, Family Fun Day, Little League Field Use and Beach to Beacon

KR presented all Group Use applications for Graduation, Family Fun Day & Little League Field Use. All 3 were approved as presented (6 – Yes, 0 – No).

Beach to Beacon was presented by Dave Backer. All felt this went well last year and no issues. Dave McGillivray, Race Director did say there may be an additional event on Thursday evening. This is normally done at a host family home in Cape Elizabeth. MR just wanted to be clear that all are not welcoming the disruption to the town and any additions/changes would need to be presented. Dave understood and will get back to committee if adding Thursday evening. Approved as presented (6 – Yes, 0 – No)

Budget Discussion

Discussion by all on budget for FY20. RM provided insight on many projects being suggested. Final budget vote will be at 2/12/19 meeting.

Status Report for Pay & Display – Jim Kerney

JimK updated the committee that while 3 vendors attended the informational meeting only 1 submitted a bid. It appears to have addressed all issues. Will be sent to Town Council with new ordinance wording in February with expectation that it will go to a public hearing in March.

Other Business Not on the Agenda

JimK also updated the committee on the Town Council meeting from Monday, January 14th. Bob Metcalf from Mitchell & Associates attended the meeting and presented the renovation proposal for the park as approved by the FWPC. There were questions/concerns about safety for the soccer field participants, questions about what to do with buses should the allotted spaces in the parking lot are full, what types of benches, any consideration of adding/changing port a johns, etc. JimK answered any and all questions on behalf of the committee.

Public Comment Opportunity for Discussion of Items on the Agenda

SM wanted to recognize the Friends of Fort Williams for the coordination of the recent invasive species work that was done. SM felt all handled very responsibly. RM would like recognition of the Public Works staff for their assistance with VCS, specifically Scott Smart, Tom Perkins and John Talbott.

The meeting was adjourned at 9:08 PM

The next meeting of the full committee will be Tuesday, February 12, 2019 @ 7:00 pm @ Cape Elizabeth Community Center.

Respectfully Submitted,
Kathy Raftice