

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

Meeting Minutes  
April 27, 2017

**Present:** Chair, Mark Russell (MR), Chris Straw (CS), Don Clark (DC), Suzanne McGinn (SM), Joe Kozlowski (JK) and Jim Walsh (JW)

**Absent:**

**Staff:** Robert Malley, Director of Public Works (RM)

**Public:** James McCain, FWPF

**Call to Order:** Mark Russell called the meeting to order @ 7:02 PM.

**Meeting Minutes**

The March 16, 2017 meeting minutes were approved as written (5 Yes, 1 Abstention)

RM reported that members are eligible to vote on meeting minutes even if they were not in attendance at the meeting as part of their ministerial duties as committee members.

The February 16, 2017 meeting minutes needed to be re-approved per a request of the Town Clerk since only two members voted for them at the March 16<sup>th</sup> meeting. The minutes were approved as written (6 Yes 0 No)

**Citizen Opportunity for Public Comment Not On the Agenda**

There was no public comment.

**Committee Member Updates & Correspondence**

JW expressed a concern that an article regarding future happenings in the Park in the most recent issue of the Cape Courier should have had more prominent authorship listed. (It was an article placed by the FWPF and their web address was listed at the end of the article). JW was going to reach out to the Courier and report back to the Committee.

MR asked CW if had any further comment on his email sent to RM (and circulated to the committee) about a tour bus parked (and idling) in the Ship Cove parking lot for an extended time on April 8<sup>th</sup>. CW asked if the bus had paid a fee or if anyone had contacted them. RM contacted Jeanne Gross about the bus and she stated that they do not start collecting fees until Memorial Day.

RM reported that he received an email this afternoon from Committee member Meg Baxter. Meg submitted her resignation to the Committee with deep regrets. The Town Clerk has been informed and will work with the TC Appointments Committee to fill the vacancy as soon as possible.

CS attended a recent meeting of the FWPF and he relayed a discussion held at the March FWPC meeting regarding a discussion about future Park management. There was a short discussion about the management model being used in Central Park, NY.

MR reported that the Town Council has been busy, but is still planning to hold a joint meeting with the FWPC and other stakeholders in the near future. DC stated that an important issue to know is whether the cost to operate the Park is a “net positive or net negative” and he felt that is difficult to know given the current financial structure.

## **Charge and Role of Committee**

There was no need to review this item since it was intended for the benefit of MB.

## **FWPF Update & Consideration of Proposed “Cliff Walk Landscape” Project**

There was no update from the FWPF.

James McCain, from the Fort Williams Park Foundation (FWPF) provided an overview of the “Cliff Walk Landscape” project for the Committee, which included an explanation of the approach, connectivity with existing ecological plans, the proposed destination areas, trail network and signage. Finances were detailed in the handouts provided and listed an estimated budget for the project totaling \$296,642.

JW asked about the historical policy of the Town not allowing construction to take place until all of the funds were raised for the entire project. This was followed by a general question and answer segment about various aspects of the project.

RM expressed that the following suggestions be considered by the FWPF:

- That the proposed project (and plan narrative) be broken down into phases and an amount listed for each phase. This may assist the Town Council and/or Town Manager as they consider granting approval to move forward.
- That the FWPF consider using the same surface material that is on the Cliff Walk, in lieu of the ¾” crushed gravel that was noted in the submittal. The Cliff Walk material is ¾” stone dust that has held up well over time on the existing walk.
- That any new trail segments be reviewed for areas where erosion may occur. There are areas on the existing Cliff Walk that need to be monitored and that should be addressed on any new walks prior to construction.
- That the new Town’s recently appointed Tree Warden (Todd Robbins) be consulted regarding any species that may be planted as part of the proposed improvements.
- He also requested that the FWPF contact the Code Enforcement Officer and confirm whether the proposed project needs site plan approval.

Mr. McCain said he would take those suggestions under consideration.

**Following more discussion a motion was made by JK and seconded by CW to approve the proposed plan as conceptually presented, that included a detailed phasing plan as suggested by RM. JW also suggested that RM’s suggestions be incorporated into the minutes. Motion approved (6 Yes, 0 No)**

## **Boards & Commission Orientation**

The 4 members who attended the orientation found it useful and informative. DC said that Town Clerk Debra Lane did an excellent job of presenting the information and that would be especially helpful for new members. RM stated that the Ms. Lane may attend the first meeting of each standing committee in 2018 to give a brief presentation on the same topics discussed at the B&C orientation. This would be in lieu of the annual meeting traditionally held for all standing board and committee members.

## **Park & Project Update**

The guardrail projects got underway this week. The work is being done by Main Line Fence.

Bids were received by two contractors for the Perimeter Fencing extension project. Main Line Fence submitted the low bid in the amount of \$29,700, which provides for the installation of 500 l.f. of ornamental aluminum fencing from where it terminates just north of the main gate to the Surf Road boundary line. It also includes new gates at the former Chapel entrance.

Bids are being solicited for the removal of the sidewalk adjacent to the Children’s Garden and bleacher area.

The bid opening is set for May 11<sup>th</sup>.

The contractor who removed the bleachers will be reseeded the disturbed area within the next two weeks.

Izod did some commercial photography at the Park during the week of April 10<sup>th</sup>. A check for \$1,000 was received for the use of the Park.

DC asked about the status of the ADA-accessible parking area planned for the overflow parking area. RM stated that would be constructed after July 1<sup>st</sup>, since that is part of the FY 2018 budget that was not previously approved by the Town Council in December of 2016.

RM stated that all of the projects approved by the Town Council in December of 2016 are either underway, contracted or out to bid. Other projects proposed in the FY 2018 budget may be deferred to the Spring of 2018 when the Park is not as busy.

### **Other Business Not on the Agenda**

JW inquired if the number of school buses from school outings are going to be tracked that visit the Children's Garden this year. RM stated that the school districts will be notified and are asked to contact Public Works to schedule visits to the Park.

SM asked if any traffic counts were going to be done in the Park this year. This led to a general discussion about the type of information that may be desired by the Town and/or Committee. Vehicle counts, length of stay, types of vehicles, etc. There was a sense that the same information attained from the 2009 GPCOG study would be helpful along with the amount of visits to the Children's Garden. RM offered to reach out to GPCOG to see if the study could be updated. MR suggested he and RM discuss the subject and report back to the Committee.

A question was raised about traffic and potential noise associated with the Beach to Beacon VIP Clambake on Saturday, August 5<sup>th</sup>. RM stated that he attended a recent meeting of the B2B organization and reported that they are sensitive to the impact of the event on abutters, traffic and parking and are committed to making sure it goes well.

SM asked about the surface conditions on top of the batteries on Battery Knoll and if they were safe. RM stated some minor concrete repairs were made last year and that they are keeping an eye on the area.

**The next meeting of the Committee will be a site walk in the Park on May 18<sup>th</sup> that will start at 5:30 PM. An agenda will be put together for the walk and an invitation will be extended to the FWPF.**

### **Citizen Opportunity for Public Comment of Items on the Agenda:**

There were no citizens present.

**The meeting was adjourned at 8:14 PM**

Respectfully Submitted,  
Robert C. Malley