

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

Meeting Minutes
October 19, 2017

Present: Acting Chair, Chris Straw (CS), Suzanne McGinn (SM), Joe Kozlowski (JK) and Jim Walsh (JW) and Jim Kerney (Jim K)

Absent: Chair Mark Russell (MR) and Don Clark (DC)

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

Public: Emily Garvin (FWPF), Lori Templeton (Resident of Hobstone), Mary Hodgkin of 12 Two Lights Terrace, John & Ronnie Kane of 6 Cape Woods Drive, Donato Giovine of 94 Old Ocean House Road and Karl & Sarah Sutton (Bite Into Maine)

Call to Order: Chris Straw (CS) called the meeting to order @ 6:58 PM.

Approval of Meeting Minutes

The September 21, 2017 meeting minutes were approved as written. (5 Yes, 0 No)

Public Comment Opportunity for Discussion of Items Not On the Agenda

Mary Hodgkin, a resident of 12 Two Lights Terrace suggested that the Committee provide signage on public roads to enable better wayfinding to the Portland Head Light (PHL). She stated that many tourists end up on Two Lights Terrace looking for the PHL after being directed there via the Internet by typing in “Cape Elizabeth Lighthouses”

FWPF Update

The following report was submitted in writing prior to the meeting by Emily Garvin. Emily stated that the tree banding event was scheduled for Friday, November 11, 2017.

Fundraising

- Tri by the Sea – the recent youth triathlon raised \$1500 for the Children’s Garden maintenance fund. This gift will be recognized by a medium sized engraved granite paver in the Council Ring.
- Annual Report (Fiscal Year ending June 30, 2017) - Mailed during week of Oct 9.
 - Landscape Management Fund – our report highlighted the establishment of a new fundraising campaign to raise funds specifically geared for the ongoing maintenance of established Arboretum landscapes, in addition to the 5% of funds raised for projects that already gets set aside for this purpose.
- Annual Fall Appeal - Scheduled to be mailed during first week in November.

Winter Moth Tree-Banding:

- The Foundation is partnering with CELT to share volunteers to wrap individual trees and trees within groves and woodlands throughout Fort Williams Park and Robinson Woods, on Saturday, Nov 11 and Sunday, Nov 12, respectively.
 - Funding for BugBarrier Tree Banding is being provided this fall by the Town via the Tree Warden’s budget.

- Funding for 2018 & Beyond – The Foundation is considering the creation of a campaign to fund trees in the Park, or at least for future tree-banding efforts, with donors recognized in the Courier.
- Prioritizing Trees: Mike Duddy and James McCain will walk the Park with Todd Robbins (Tree Warden), to prioritize areas for protection and to discuss logistics and coordination of efforts.
- Volunteer Recruitment: via social media, MailChimp e-newsletters, and the Courier.

Children’s Garden:

- Bio-filter System fixed: Restarted on the 23rd, after the skating pond was refilled by recent rainfall and a controller was installed to automatically shut down the pump in the future if water level falls too low.
- Improvements to Play Features:
 - Cottontail burrow – the entrances were veneered with additional rock.
 - Sliding stone – a fork was added to the scrambling stone path to improve access from the base of the slide to back uphill.
- Council Ring Pavers: New pavers will be installed this fall.

Cliffside

- Weeds: We have recently begun putting extra effort into catching up with the weeds in Cliffside, after channeling most of our summer labor into further planting and establishing the Children’s Garden.
 - Next year we will have better equilibrium of effort between the three completed Arboretum sites and restoration efforts in the Cliff Walk Landscape. This will be aided by the recent establishment of a Volunteer Committee, and by the fact that we won’t have a large planting effort under way.

Cliff Walk Landscape:

- Full Project Approval via Town Council Workshop - tentatively scheduled for February. They want to discuss phasing and budgeting in greater detail than they allowed for during our presentation for approval back on Aug 14.
- Trails & Destinations Installation Schedule: OBP Trailworks recently confirmed a spring 2018 installation. First job of spring, so timing will depend on snowmelt and ground thawing for access to a stone yard in Raymond. Probably a mid-late April begin date.
- Invasive Plant Management:
 - Vegetation Control Services recently treated black swallow-wort seedlings with foliar application of *Rodeo* mixed with an MSO adjuvant.
 - Next round of cut-stump and basal bark applications of honeysuckle and bittersweet with *Garlon 4 Ultra* triclopyr will be in early November, after volunteers from SMCC’s Landscape Management class haul away dead brush and vines, and cut more live plants.

The Committee acknowledged receipt of the report. (5 Yes, 0 No)

Committee Member Updates & Correspondence Received

RM reported on three emails that were received. (1) from Steve Bates a resident of Rand Road, (1) from Bill Goddykoontz a resident of 55 Cross Hill Road and (1) a letter from Don Clark (FWPC) to the Ordinance Committee

Request from Dog Walkers Group to Place a Memorial Water Bowl

John Kane of 6 Cape Woods Drive spoke on behalf of the interested dog owners present. He thanked the Committee for the previous approval of a bench installed in the Unleashed Dog Area in memory of Ansel “Tup”

Tupper and then gave an overview of the request. Their proposal is to recognize a recently deceased member of their group (Linda Foster) with an inscribed granite dog watering station that would be located next to the dog bag dispenser along the paved road adjacent to the multi-purpose field. The group would raise the funds needed through donations and install the unit without any cost to the Town.

JW asked RM if the proposed location would be an issue and RM stated that it would not.

CS asked RM to give the Committee an overview of other memorial programs that have taken place in the Park in the past. RM mentioned the bench program and hardscape areas that were created by the sale of pavers to donors; such as those located at the Children's Playground, Battery Blair and at the Children's Garden.

RM stated that he has received past queries for memorials in the Park and suggested to the Committee that they table the request for now and have a global discussion about memorial recognition in general in the Park. This would include the former memorial bench program, which was placed on hiatus several years ago. Emily Garvin said the FWPF would like to participate in these discussions since they have used the sale of pavers as fund raisers for past projects (Children's Garden). **A motion to table was approved (5 Yes, 0 No)**

Consider Changes to the Food Vendor Concession Program for the 2018 season

RM reported that the two permits being utilized will expire at the end of this season. He asked the Committee if they wanted to recommend continuing the program as is, recommend keeping the same number of sites, consider recommending an increase in the minimum permit fee for any (or all) of the sites, and consider increasing the square footage limit to allow food trucks at any (or all) sites. There was a general discussion about the various food offerings that the Committee feels would be appropriate (or not) in the Park. CS asked the members present if they had any suggestions for the proposed RFP. There was discussion about the various sites and which ones could accommodate (or be appropriate for) a food truck. Since the sizes vary on these units, RM suggested that he could bring recommendations back to the Committee to consider in November with some suggested square footage limits and suggested minimum permit bid fees for each site.

Update on TC Workshop on 10/2/17 Re: Proposed Park Manager Position

RM attended the Town Council workshop on October 2nd and reported that the Town Council discussed a proposal to create a Park Manager position. It was the consensus of the TC members present to pursue the proposal. The Town Manager will present a job description and a funding proposal to the Town Council at their November 6th meeting for consideration. It is hoped to have the position filled in early 2018. Funds needed to create the position will come from the PHL fund and the FWP Capital Fund.

Commence FY 2019 Budget Discussions

RM suggested it was time to start thinking about ideas for the FY 2019 budget proposal. He suggested some projects for consideration. One was completing the replacement of the perimeter fencing project. There is a segment of approximately 460' south of the main entrance that has not been replaced. The estimated cost would be \$30,000. There is also an area on the northerly corner of the Cliff Walk overlooking Ship Cove that should have a safety railing. The estimated cost to install the railing is \$35,000.

The informational signs in the parking lots were installed in 2004. They have faded, the wood has weathered and should be replaced. No estimate has been obtained yet, but the approximate cost might be in the range of \$7,500. The Committee may also want to consider a railing on the top of Battery Blair. There is a significant drop off and people are going down over the front side of the earthen berme. The estimated cost is \$45,000.

Jim K suggested the wire fabric fencing near the Capt. Strout Circle should be replaced along with the earthen berme adjacent to the southerly extension of the Cliff Walk.

SM suggested that controlling invasives should be considered but recognized it would be costly.

JW asked if the project list from the May 2017 site walk could be sent out to the Committee for review.

RM suggested that some shoreline stabilization needs to be done on the northerly side of Ship Cove going out to Battery Keyes. It was identified during the May 2017 site walk. RM will obtain a proposal from a local contractor and bring it back to the Committee.

There was also a general discussion about bus fees and how that program could be better managed to deal with congestion in the parking lot and in Capt. Strout Circle. JW suggested that a sub-committee be formed to identify bus-related issues. RM will add that item to the November meeting agenda.

CS encouraged the Committee members to review the Master plan for project ideas. Given the absence of MR and DC, the budget discussion will be continued at the November meeting.

Park & Project Update – Bob Malley

- A consultant from the firm of VHB performed traffic counts during the week of September 23rd. The report has not been received yet.

- A proposal from Mitchell & Associates was approved on October 13th to commence the pedestrian improvements in the Picnic Shelter Parking Lot. The work is scheduled for the Spring of 2018.

- RM met with a representative from the firm of Becker Structural on October 4th to begin planning for the replacement of the retaining wall at Battery Blair. The work is scheduled for the Spring of 2018.

- The ACS Walk was held on Sunday, October 15th. There was a large crowd for the event.

- 2018 Group Use Requests have been received from the CEHS graduation and the FFD Committee.

- LED lamps have been installed in the light fixtures at the Main entrance.

RM reported that he, SM and Jim K attended the TC Ordinance Committee meeting held at 2:00 PM on October 19th. The recommendation of the Committee from the Sept, 21st meeting regarding the Unleashed Dog Area was discussed and received favorably by the TC members present. RM suggested that the prohibition period be changed from the FWP Committee's recommendation (April 15th – June 15th, August 15th – October 15th) to be April 1st – November 1st, which was endorsed by the Committee after some discussion. RM was asked to draft language for the TC Ordinance Committee's next meeting on October 27th @ 2:00 PM.

Other Business Not on the Agenda

Citizen Opportunity for Discussion of Items on the Agenda

Roger Rioux of 5 Bridle Path Way shared his opinions with the Committee:

- Need better enforcement of the Dog Ordinance in the Park
- People are jumping the fence near the PHL to take pictures
- There is increased trash in the Park
- Is supportive of a Pay & Display Parking program
- Suggested that buses should call ahead to schedule visits
- Would like to see a backstop at the softball field near the bleachers
- Thanked the Park staff for their maintenance efforts on the Little League fields

Sarah & Karl Sutton of Bite Into Maine

Sarah stated she and Karl were one of the original food vendors in the Park. She suggested that lowering the minimum permit fee might attract more diverse food vendors to the Park. CS asked if they had an opinion on the square footage limitations in the current RFP. She stated that they built their current trailer to accommodate to original square footage requirement of 72 sq. ft. She also added that it would be nice to see another vendor with different offerings such as hot dogs.

The meeting was adjourned at 8:28 PM

Next meeting of the Committee is November 16th.

Respectfully Submitted,
Robert C. Malley

DRAFT