

**Town of Cape Elizabeth
Fort Williams Park Committee
Commercial Passenger Vehicle Sub-Committee**

Meeting Minutes
January 11, 2018

Present: Chair Jim Walsh (JW), Joe Kozlowski (JK) and Jim Kerney (Jim K)

Other FWPC Members Present: Mark Russell (MR)

Absent: None

Staff: Robert Malley, Director of Public Works (RM) & Jeanne Gross (JG)

Public: Call to Order: Jim Walsh (JW) called the meeting to order @ 7:00 PM. He also gave a brief overview of the protocols for meetings and communication as noted on the agenda.

Public Comment Opportunity for Discussion of Items Not On the Agenda

There was no comment from the members of the public present.

Review Charge of Committee – Jim Walsh

JW reviewed the charge of the Committee for those present. It was noted that the new Park Manager would be a part of these discussions once he/she is appointed. This prompted an update from RM on reasoning for coupling the position with Community Services and the selection process to date. There was a general discussion about potential tasks and responsibilities for the position.

Current Bus Scheduling Procedures – Jeanne Gross

JG gave an overview of the current bus scheduling process. This included the communication process from the tour companies and how the PHL staff is informed about the number of buses scheduled to arrive at the Park. Currently, the two tour companies that manage the cruise ship bus program inform JG how many buses are coming in advance. JG stated that some of the numbers can change depending on whether a tour is fully booked. This led to an extended discussion about the different types of buses that schedule visits to the Park through the PHL office and/or Public Works. Currently, school districts are supposed to schedule field trips to the Park through the Public Works office.

JG noted that she is now charging buses from summer camps that visit the Park.

JW asked if there is a “summer camp association” that we could reach out to let them know about the current fee structure. It was noted that this would be a helpful method to get the message out.

MR asked about buses that show up either before or after the Greeter shifts. JG stated that some of these buses pay in advance. RM noted that when the bus fee program was implemented there was a realization that not all the buses would be accounted for. JG felt a large majority of the buses entering the Park are paying either in advance, upon arrival or after the season is over; such as the cruise ship-related buses.

Jim K discussed the counts that were done by a consultant for the Town last September and how those numbers related to numbers provided by the PHL Director. There was some discrepancy, but not as much as was initially thought.

There was a general discussion about the numbers of buses, trolleys and tour vans coming to the Park. It was noted that the peak time for bus visits is the fall foliage season. The trolleys do round trips from Portland 4x/day and there are commercial vans bringing in daily bicycle trips into the Park. The current fee structure related to trolleys and commercial vans was discussed.

Data Collection Process – Jeanne Gross

JG provided an overview of how bus visits are tracked and accounted for by the Greeters and her staff. There was a general discussion about tracking methods. RM noted it was a challenge since the Park does not have an entrance booth to track any in-coming vehicles. JG also noted that buses that unload at the Central Parking Lot are sometimes not accounted for by the Greeters, who are located down in the Capt. Strout Circle.

JK asked if technology, such as the use of cameras could aid in tracking bus visits.

Jim K noted that there are congestion problems with buses tying up Capt. Strout Circle while unloading visitors. The Central Parking Lot is more conducive to unloading visitors but the access down to the PHL is not completely paved and that the incline would be a challenge for people returning back to the Central Parking Lot.

Both RM, JG and others stated there is an also issue with pedestrian traffic walking and/or standing in the Capt. Strout Circle.

JW identified some action items for future discussion:

- Use technology to track in-coming commercial passenger vehicles
 - Enhanced record keeping to track the above
- Consideration of restricting commercial passenger vehicles from Capt. Strout Circle
- Consideration of a designated passenger bus drop-off area outside of Capt. Strout Circle
- Review current parking program at Capt. Strout Circle; i.e., staff and ADA-accessible parking
- Consideration of Commercial Passenger Vehicle fee increases, including trolleys and timeline for such

Jim K asked about the current revenue stream at the PHL. This was followed by a short discussion about the PHL Gift Shop/Museum revenues. RM stated that some Park-related expenses are also charged off to the PHL budget.

Other Business Not on the Agenda

Citizen Opportunity for Discussion of Items on the Agenda

The meeting was adjourned at 8:08 PM

Next meeting of the Committee is scheduled for Thursday, January 25th @ 7:00 PM.

Respectfully Submitted,
Robert C. Malley