

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

Meeting Minutes  
January 18, 2018

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

**Absent:** Suzanne McGinn (SM)

**Staff:** Robert Malley, Director of Public Works (RM) and Kathleen Raftice, newly appointed Community Services and Fort Williams Park Director (KR)

**Public:** Emily Garvin (FWPF), Ellen Russell (ACS) and Andy Deschenes (DMSE)

**Call to Order:** Mark Russell (MR) called the meeting to order @ 7:00 PM.  
MR welcomed DT to the Committee and asked her to give a brief intro of herself .

**Election of Committee Chair and FWPF Liaison for 2018**

It was moved and seconded to nominate James Walsh as Chair for 2018. **Motion was approved 4 Yes 0 No**  
Both JW and RM thanked MR for his service to Committee as Chair for the last two years. He also extended his congratulations to KR on her recent appointment as the Community Services and Fort Williams Park Director. It was moved and seconded to nominate Doreen Johnson Theriault as the FWPF Liaison for 2018. **Motion passed 4 Yes 0 No**

**Approval of Meeting Minutes**

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

**Public Comment Opportunity for Discussion of Items Not On the Agenda**

**Review Role of Committee**

RM had sent out the applicable sections of the Boards & Committees Ordinance (Chapter 4) with the meeting packet. JW reviewed the role of the Committee for the members present. Jim K mentioned the rules for gatherings of Committee members outside of meetings and RM mentioned rules related to electronic correspondence. RM stated that each Committee must submit goals to the Town Council by March 31<sup>st</sup>, develop a budget and that a year-end report is due at the end of the year. The budget was adopted by the Committee at the December 2017 meeting.

**Boards & Committee Orientation**

The annual Boards & Committee orientation has yet to be scheduled. RM will notify the Committee when he has a date and program from Debra Lane, the Asst. Town Manager.

**FWPF Update – Lynn Shaffer**

Emily Garvin attended the meeting on behalf of the FWPF. Things have been quiet and there is not much activity to report other than they are awaiting donations from the annual appeal. MR asked if there was any feedback on the tree banding program. Emily said that the program was well received and it was recognized on social media.

## **Committee Member Updates & Correspondence Received**

An email was sent to MR and RM from Don Clark dated January 4, 2018 stating he was resigning from the Committee since he is no longer a resident of the Town. JW thought it would be appropriate to send a letter of thanks to Don Clark recognizing his contributions to the Committee. MR echoed those comments and offered similar praise of Don. MR will work with RM to draft a letter to him.

RM reported that the Town Council Chair has asked the Committee to attend a workshop on Monday, February 5<sup>th</sup> at Town Hall to continue the discussion started last Fall regarding long-term planning issues in the Park.

## **Annual Use Requests:**

The following Group Use Requests were considered by the Committee.

**Cape Elizabeth Little League – Seasonal Use**

**CEHS Graduation, Sunday, June 10, 2018**

**Family Fun Day, Saturday, June 16, 2018**

**(Rain Date of June 17, 2018)**

**Beach to Beacon Race Event – July 31 - August 4, 2018**

**Making Strides Cancer Walk, Sunday, October 14, 2018**

MR asked if the recent changes to the Dog Ordinance would have an impact on the Cape LL request. RM stated that the prohibition starts on April 1<sup>st</sup> and did not see that as an issue for them, even though they start practices at the end of March.

MR inquired about the High School's long term plans to host graduation at the Park. RM stated that he had a conversation with Jeff Shedd (High School Principal) last year and that it is their intent to have graduation there each year, weather permitting. JW offered to reach out to Mr. Shedd and asked KR if she would join him to discuss the subject.

Andy Deschenes from Team DMSE was present to answer any questions. RM stated the Beach to Beacon organization has been a good steward of the Park since the race's inception. MR encouraged the organization to be mindful that there may be differing opinions on the impact on the Park by the race and to be respectful of those.

Ellen Russell of the ACS was present to answer any questions. Jim K asked if they had considered the use of satellite parking for the event. He stated that that it is a busy weekend for tour buses to visit the Park. RM stated he would like to meet with the parking coordinator and team members the month prior to the event to work out the parking logistics.

**It was moved and seconded to approve all Group Use Requests with the exception of the Making Strides Cancer Walk, which would be voted on separately. Motion was seconded and approved (5 Yes, 0 No)**

**It was moved and seconded to approve the Making Strides Cancer Walk for Sunday, October 14, 2018 contingent on payment of the ½ day Area Fee of \$500.00. Approved (4 Yes, 0 No, 1 Abstention – MR)**

## **Report from the Commercial Van Passenger Van Sub-Committee**

JW provided an update on the first meeting of the sub-Committee which held their first meeting on January 11<sup>th</sup>. JW has contacted John Kelly who is the manager of Acadia National Park for assistance. It is hoped to have him attend a future meeting or meet with him to discuss similar issues facing Fort Williams Park in the near future. MR thought it was very beneficial to have Jeanne Gross at the meeting on January 11<sup>th</sup>. RM stated that she would be attending the meetings in the future. The next meeting of the sub-committee is Thursday, January 25<sup>th</sup> @ 6:00 PM.

## **Park, Project & Concession RFP Update – Bob Malley**

The recent storms have generated lots of sliding activity adjacent to the “Meadow” along the entrance road.

RM stated he is working with the firm of Becker Structural Engineering on the Battery Blair Retaining Wall Replacement Project. The project will be advertised for bid on February 1<sup>st</sup> and the bid opening is set for February 22<sup>nd</sup>. Work is required to be complete by May 15<sup>th</sup>, 2018.

A contract was signed with Labrecque Construction on December 28<sup>th</sup> for the Picnic Shelter Pedestrian Improvement Project. Work will commence around April 1<sup>st</sup>.

RM reported the bid results of the Food Vendor program. The bids were opened today at the Town Hall. Four bid proposals were received and will be reviewed by the RM and the Town Manager. Permits will be awarded next month.

### **Commence Discussion of Committee Goals for 2018**

The B&C Ordinance (Chapter 4) requires that all boards and committees shall develop annual goals and submit them to the Town Council. The goals are due no later than March 31<sup>st</sup>. The ordinance also requires that a year-end progress report shall be submitted.

JW asked MR to comment on the process that was used last year. MR stated that each member was asked to submit a list for consideration. He suggested that members review the current Master Plan for ideas.

JW encouraged KR to participate in this process.

RM suggested that one goal to consider could be to recommend actions on recommendations from the Commercial Passenger Van Sub-Committee and to review/update the current Group Use Policy. JW asked RM to reach out to SM to get her input.

After a short discussion JW asked members to get their suggestions for goals to RM who will forward them to him for compilation. They will then be discussed at the February meeting and finalized in March.

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

Jim K asked about what is an appropriate number of large group uses in the Park each year given that it is getting busier. There was a general discussion about the current number of large events and how to fairly consider future requests that may come before the Committee.

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

### **The meeting was adjourned at 8:39 PM**

The next meeting of the Committee is scheduled for Thursday, February 15, 2018 @ 7:00 PM.

Respectfully Submitted,  
Robert C. Malley