

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

Meeting Minutes  
March 1, 2018

**Present:** Joe Kozlowski and Jim Kerney

**Other FWPC Members Present:** None

**Absent:** Jim Walsh

**Staff:** Jeanne Gross, PHL Gift Shop & Museum Director (JG) and Kathleen Raftice (Community Services & FWP Director)

**Invited Guests:** Greg Gordon, Destinations North America and Norm Hjort, Intercruises

**Public:** None

**Call to Order:** Joe Kozlowski called meeting to order @ 6:15 PM.

**Approval of February 8, 2018 draft meeting minutes:**

The February 8<sup>th</sup> draft meeting minutes were approved. **2 Yes 0 No**

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

None

**Follow-up discussion of Action Items from February 8<sup>th</sup> Meeting:**

- **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.**
- F/U on whether idle time for motor coach**

Joe Kozlowski initiated discussion with guests Greg Gordon, Destinations North America and Norm Hjort, Intercruises on his research on idle time and requirements for motor coach. Joe did state that every other window is required to open by regulation and there is an approximate 15 minute cool time. Greg stated that he requires his buses shut down while at Ft. Williams. He did offer that other towns allow a 5 minute idle time. Norm agreed, his requirement is that buses shut down. Jim K noted he was pleased to see the great local self-regulation but perhaps we should have a sign posted stating the 5 minute idle rule.

Jim K asked about whether the walkway had been reviewed for ADA compliance. Kathy will check with Bob and report back. Jim K suggested a table with the new fees and an impact statement for total dollars involved. He will work with Jeanne on this. Jeanne was concerned about the large increase for the newest level, the 20

passenger bus. One business in particular is now paying \$550 which would be increased to \$1400 for 2018. She is suggesting a graduating fee off \$1000 for 2018 increased to the \$1400 fee in 2019. Jim K then summarized previous discussions regarding the drop off in central parking, ensuring curb appropriate for loading and unloading, wheel chair accessible, ADA compliant walkway and the drainage improved to ensure dry area and controlling number of buses at any time to 4. Kathy also mentioned the potential for railings and/or benches on walkway down to light house.

Greg stated that he felt a bus depot option may work best for people. They like to know where bus was when they get off and get on at same point. It would depend on number of buses allowed at one time. Jim K explained that we had been talking about a scheduling system and 4 bus maximum. We would explore the bus depot option further, had not really thought about that. Greg also questioned a change in the reservation system and cost vs benefit. Norm asked what percentage now reserving vs showing up. Jeanne stated that about 75% schedule and that sometimes it is more a timing issue due to an unforeseen delay. Jeanne said that really only in Sept/Oct are there more than 4 motor coaches at any time. Joe K stated we are trying to set numbers and work through the process to control for the future. Jim K asked Greg and Norm what their reactions were to closing buses to Capt. Strout Circle. Norm said he doesn't like going into the circle. It can lead to back up and the only time will be for handicap passengers and if drop off area improved that would be great. Greg agreed, he did not like bringing buses down to circle. He suggests us communicating our changes to the Visitor Center in Portland and the ABA, American Bus Association. Jim K asked how often a wheelchair on bus tour. Greg responded about 1 wheelchair bus per day. Norm pointed out not just wheelchair to be considered that walkers are a big issue. Jim K mentioned extending time for drop off is walkers. Greg and Norm agreed the visits last 20 – 30 minutes. Greg does hope we work together on 4 bus limit and he can tell us 6 months in advance when that would be. Joe K commented that our concerns are safety and easy flow, drop off and pick up. Some flexibility however scheduling for future. Our responsibility to town first, neighbors second followed by business third. Discussion on whether bus traffic in general would be decreasing in next few years. No one felt so. Greg talked about Acadia studies and their 2 to 3 year plan. Joe K did explain we had been working with Acadia on different ideas. Jim K stated we have meeting with Town Council and presentation. He will work on and send for review. Greg asked what the ultimate goal of the fee structure. He suggested utilizing the term donation vs fee and if raising maybe provide cause and effect of increase (i.e. bathrooms). Joe K explained we have a Master Plan and many things have been accomplished.

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

None

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

None

#### **The meeting was adjourned at 7:27 pm**

Next meeting of the sub-committee is scheduled for Tuesday, March 20th @ 5:30 PM @ Cape Elizabeth Community Center.

Respectfully Submitted,  
Kathy Raftice