

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

Meeting Minutes  
November 15, 2018

**Present:** Jim Kerney (Jim K), Suzanne McGinn (SM), Mark Russell (MR) and Doreen Johnson Theriault (DT)

**Absent:** Jim Walsh (JW), Joe Kozlowski (JK), Ken Pierce (KP)

**Staff:** Kerry Kertes (KK), Kathy Raftice (KR), Community Services and Fort Williams Park Director, Lynn Schaffer (LS), Fort Williams Park Foundation

**Public:** None

**Call to Order:** Mark Russell (acting Chair) called the meeting to order @ 7:03 PM.

**Approval of Meeting Minutes**

The October 18, 2018 draft meeting minutes were approved as written. (4 - Yes, 0 - No)

**Public Comment Opportunity for Discussion of Items Not On the Agenda – None**

**Acting Chair Update:** MR & Jim K commented they felt the letter sent to the Town Council by Chair, Jim Walsh overstated what was discussed. Jim K explained that at the Town Council workshop he had explained that the committee had not seen the letter until it was sent to them. He will call and advise JW of that discussion.

**FWPF Update**

LS updated the group on the following: Park Ecology Project Report Cliff Walk Landscape • Invasive Plant Management: Two Waynflete high school groups, led by FFWP staff and board, cut back honeysuckle and bittersweet and pruned broken and dead branches. SMCC students led by FFWP staff continued work of clearing around and pruning black cherry trees. FFWP staff also cleared and pruned around trees, cut and removed dead brush and cut back annual and biennial weeds to prevent their reseeding. Vegetation Control Services will return sometime between mid December and mid January to mow some of remaining mature honeysuckle and bittersweet, then apply herbicides via cut-stump and/or basal bark treatments. Invasive Pest Management – Winter Moth • Working in partnership with the CE Tree Warden, Todd Robbins, our 2nd annual volunteer tree-banding is scheduled for this Saturday, Nov. 17, beginning at 10am and running until all materials are used. Battery Blair Landscape (in collaboration with FWPC) • VCS will also perform work in the Battery Blair Landscape when they return in mid December and mid January. They will do four days of mowing and herbicide treatments. This will be the first invasive plant control effort to occur in this area of the Park. Winterization of Irrigation & Bio-filter Systems: • IRRIGATION and the BIO-FILTER SYSTEM in the Children’s Garden have been winterized. Organizational Changes Our Annual Appeal went out at the end of last week. With the Appeal mailing, we officially announced 3 changes: • Our name is now Friends of Fort Williams Park. While previous changes have been done using provisions for “doing business as,” this will be a legal, permanent change. • We have changed the name of the Arboretum Project to the Park Ecology Project. • We have promoted James to the position of Executive Director. You should all have received an announcement of these changes prior to the mailing of our annual appeal. As explained in that mailing, we expect these to make it easier for people to understand what we do. We are making another change, which we have not announced publically. Up until now, our fiscal year has run concurrently with the Town’s. This does not

provide a good match between our accounting and our cash flow, though, so • Effective March 1, 2019, we will change our fiscal year to run March 1 through the end of February. Andrea Southworth David White Stephen Bates Frank Butterworth Lise Pratt Alice Rand My term as president will end at the end of February, when Barbara Powers will take over as president. I will continue to serve on the board to help provide continuity and institutional memory. Finally, we have updated our mission statement. It now reads: • “Preserve and enhance the natural resources and visitor experience of Fort Williams Park by providing planning and stewardship for projects that support the Park’s ecology, accessibility, and open space.”

### **Committee Member Updates & Correspondence – Town Council Workshop Update by Jim Kerney**

Jim K summarized the workshop and the subsequent Town Council meeting from 11/13 & 11/14. A lot of discussion on the Commercial Vehicle Fee’s. Town Manager, Matt Sturgis provided a summary of changes over the past 10 years and why the changes were needed. The Pay & Display option was also discussed. While the Town Council is not ready to go forward on that they did suggest it go out for RFP to obtain lease and purchase option pricing. At the Town Council meeting the new Commercial Vehicle Fee’s were voted on and approved and the RFP for the Pay & Display voted on and approved. KK shared his findings and felt the expectations of the public will increase with new fees and potential Pay & Display. He feels the communication is the key and the websites need to be updated ASAP.

### **FWP & Project Update by Kathy Raftice**

Fort Williams Park Foundation

#### **Invasive Species Project Update**

Andy Powers of Vegetation Control Services has confirmed that they will return to the Park after completing their large pipeline job, which should be by late December/early January. Apparently, it won’t be a problem if the ground is frozen and it might make it easier to maneuver the heavy equipment, and with less damage to the ground. It is also a time of year when few people are in the Park, so restricting access to the lighthouse and other nearby areas shouldn’t be a big concern. James McCain will keep us posted as we get closer to a firm date, so that we can meet again to finalize who will do what with what to block traffic and people on foot in those areas discussed.

Fort Williams Park – Robert Malley, Public Works

#### **Stonewall North of the Tennis/Basketball Court - \$55,000**

This wall extends east/west and abuts the Picnic Shelter Field. Approximately 160' of it is leaning, with the remaining portion in a fairly straight vertical alignment. I would suggest completely rebuilding the section that is leaning with the existing materials, but I would replace the base material. The wall is 160' (L) x 1.5' (W) x 4.0' (H).

#### **Cliff Walk Safety Improvements**

Some safety railing projects to consider

There is 125' of wire fabric fencing remaining on the South end of the Cliff Walk. This should be replaced in FY 2020 or added to the scope of the earth berme removal project, if that moves forward. To replace the existing section is \$25,000

There us another area beyond the berme that includes a scenic viewing area encompassed by a wooden rail fence with a wire mesh fabric attached to it. The fence is starting to show its age. There is a significant drop-off beyond that should also have a railing. This would require 210' of cable railing at an estimated cost of \$37,800

There is an additional section on the northerly end of the Cliff Walk that should have a railing. This would continue the safety-related program the FWPC has approved over the last several years. This section would require approximately 330' of cable railing at an estimated cost of \$65,000.

### **Suggested guardrail treatment on the access road to the Picnic Shelter parking lot**

Bob has recommended that we install two segments where the cones are shown in the attached pictures. The south east side is 225' and the northwest side is 135'. The southeast segment would run from the corner to the drainage sluiceway leading from the parking lot. The northwest segment would run from the STOP sign up to the stone pillar.

At \$40.00/foot Bob feels the segments could be installed for \$15,000. I would propose the FWPC Committee consider it this fiscal year so the guardrail could be installed in the Spring of 2019. The funds could come out of the "Projects TBD" account that currently has \$20,000 in it. I have pasted the account description below. Maine Line Fence proposal received and attached, estimated cost \$12,726.00. Approved 4 – Yes, 0 - No

### **Berne Removal**

Bob Malley did report that the berme can be removed and does not need Planning Board approval. There must be an accompanying landscape plan. Will the Cliff Walk need to be moved or have some type of maintenance free garden with additional railing. I will be setting up a meeting with John Mitchell to walk the project area and develop the scope so he can complete a cost estimate proposal.

KR also shared that Bob Malley had obtained an engineer report from Sebago Technics regarding the basketball court and transitioning to pickleball court/s. The engineer felt they could make 2 courts on the existing area. Bob did share with Roger Rioux who felt this was a positive option.

Question from committee on when the brick would be replaced at the lighthouse. KR will check with Facilities.

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

MR asked for an update on the Sub-committee on Group Use. It was explained the group had been unable to meet as of yet but will have an update at the next meeting.

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

None

### **The meeting was adjourned at 8:43 PM**

The next meeting of the full committee will be Thursday, December 20th @ 7:00 pm @ Cape Elizabeth Community Center.

Respectfully Submitted,  
Kathy Raftice