

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

Meeting Minutes
December 20, 2018

Present: Jim Walsh, Chair (JW), Jim Kerney (Jim K), Joe Kozlowski (JK), Suzanne McGinn (SM), Ken Pierce (KP), and Mark Russell (MR)

Absent: Doreen Johnson Theriault (DT)

Staff: Kerry Kertes (KK), Fort Williams Coordinator and Kathy Raftice (KR), Community Services and Fort Williams Park Director

Public: None

Call to Order: JW called meeting to order at 6:04 pm.

Organization Update/Discussion/Vote: JW brought the committee up-to-date from an organizational standpoint. He explained that JK and MR had been reappointed for another 3 years, both had accepted. JW explained that the committee must vote on a chair for 2019. MR stated consistency important and nominated JW, seconded by JK. Voted and approved. (4 – Yes, 1 – No)

JW then suggested that committee have a liaison to the Fort Williams Foundation and nominated SM. SM accepted contingent on the night of the meetings as other commitments.

Approval of Meeting Minutes

The November 18, 2018 draft meeting minutes were approved as written. (5 - Yes, 0 - No)

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

FWPF Update

Lynn Shaffer nor James McCain were able to attend. JW shared the email from Lynn as stated below:

My apologies for losing track of tonight's FFPC meeting. I am not going to be able to make it and don't have a lot to report. This time of year, our focus is on fundraising, with our annual appeal out. We used the appeal as an opportunity to announce our name change. The little feedback we've gotten has been positive.

MR just wanted it stated that there should be a representative at our meetings going forward. Very helpful. As you are already aware, the company coming out to work on controlling invasive at Battery Blair and Cliff Walk Landscape is scheduled for the second week of January. KR states we have been in contact with those involved and Public Works staff to ensure safe closures. KK contacting "Dogs of the light."

Fort Williams Proposal Update – John Mitchell & Bob Metcalf, Mitchell Associates

John updated to committee on proposed work to be done in early spring to meet the needed agreements from the FWP Commercial Vehicle Subcommittee. Discussion and questions from committee. SM noted a concern for the bus drop off due to soccer drop off and children in area. John will leave a spot for soccer drop offs. MR question space for backing on side where buses will be parked. John assured space is the same and adequate. Discussion regarding 2 way traffic at both entrances. This will be monitored and change to one way if needed.

JimK questioned the taxi/uber drop off area. Feels this will be problematic, no way for the users to know when customers are ready. Feels they should park like others. John will eliminate this from the plan. All felt signage was necessary, however MR emphasized signage needs to be low profile and kept to a minimum. Discussion about the walkway down to Strout Circle, specifically the handrail and benches. JimK asked if these could be placed on the road side of the walkway limiting access to the street. Discussion on the drainage and use of a water filtering system. John will look into this. Discussion on potential of stop signs at bottom of hill and exit of main parking lot. JW and KK expressed the need for a minimum of a 3-way stop. JW asked for a follow up on the previous inquiry on a stop sign. KR will check on this and procedure.

Status Report for Pay & Display ordinance work and RFP – Jim Walsh & Jim Kerney

JimK updated the committee on status and he and Matt Sturgis formulated the RFP with bid proposals to be opened on 1/3/19. JW updated the committee regarding the ordinance committee working on ordinance change should Pay & Display take place. The expectation that this should be completed soon.

Status Report on Dog ordinance – Jim Walsh

JW explained that the new ordinance will not impact the off leash areas in the park.

Other Business Not on the Agenda

KR briefed the committee on the need to have budget discussions at January meeting with finalization of budget at February meeting. Bob Malley will attend the January meeting to assist. JimK expressed the need to move the greeters hut to the upper parking lot if that is going to be where the buses are dropping off, all agreed. JimK also expressed the need to get the Berme work moving forward. This will be part of the 2020 budget discussion.

Public Comment Opportunity for Discussion of Items on the Agenda

None

The meeting was adjourned at 7:57 PM

The next meeting of the full committee will be Thursday, January 17, 2019 @ 7:00 pm @ Cape Elizabeth Community Center.

Respectfully Submitted,
Kathy Raftice