

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

Meeting Minutes  
September 26, 2019

**Present:** Jim Walsh (JW), Jim Kerney (JimK), Suzanne McGinn (SM), and Mark Russell (MR)

**Absent:** Joe Kozlowski, Ken Pierce and Doreen Theriault

**Staff:** Kathy Raftice (KR), Community Services and Fort Williams Park Director, Andrea Southworth, Friends of Fort Williams Park, John Mitchell, Mitchell & Associates

**Public:** Greg Gordon, Destinations North America

**Call to Order:** JW called meeting to order at 7:00 pm.

**Approval of Meeting Minutes**

The May 16, 2019 draft meeting minutes were approved. (4 - Yes, 0 - No)

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

None

JW explained the agenda and the addition of John Mitchell's presentation on Portland Headlight Pedestrian Improvement plan. John then presented his package covering items approved by the Maine Historical Society. Discussion regarding fencing around the grass area to the right of the lighthouse. John presented a steel/metal example with chain, JimK asked if we could stay more military or nautical with a fishing type rope and John will look into this and the cost associated. John explained timeline he will be attending the Town Council meeting on 10/16, Planning Board Workshop on 11/5, 11/29 deadline to submit to the Planning Board and then attendance and presentation at the 12/17 Planning Board meeting. If all goes to plan and approved, it will be put out to bid in December/January. (4 – Yes, 0 – No)

**Introduction of new Fort Williams Coordinator, Chris Cutter**

JimK wanted to share that he has heard and seen great things with Chris's involvement. Professional and a huge benefit to the town. MR asked about rangers and greeters, numbers, is it enough? JW mirrored JimK's comments seen and heard good things, likes how things are looking. MR asked about the rangers/greeters job descriptions and what we see going forward. CC has put together lots of information and will share with the committee when the season is over and planning for next year.

**FWPF Update**

Andrea Southworth discussed the need for signage in the park identifying native plants and what work is being done. May help with inquiries. JW jus confirmed that signage would be temporary in nature and all agreed that was good. VCS will be putting a 3 year plan together on attacking the invasive species. SM asked that this be done sooner rather than later. JimK asked what is the end game, do we beat it (invasive species) or will it need to be monitored forever. JW suggested this be part of the Master Plan discussion. Andrea will get the estimates and we can begin discussions prior to budget time. Graffiti "tagging" on stones on Cliff Walk. Andrea tried to clean with a product that did nothing, needs to be cleaned up. Andrea will check with Bob Malley. Children's Garden Slide was discussed. MR feels message needs to be sent to Friend of Fort Williams to fix it or remove it and have a timeline. JW stated it is an eyesore and has been that way for far too long. JimK feels it should be removed, its dangerous and no good easy fix. Andrea states it is a budget issue but acknowledges town will

contribute. She will present to the Friends of Fort Williams at their next meeting. Discussion on the stairs at the picnic shelter. South Portland/Cape Elizabeth Rotary will install just looking for input on use of rustic stone and wood, all agreed that was acceptable. Leakage of the ponds in the fort was discussed. Need to check with Bob Malley on history and what can be done.

### **Pay & Display Update**

JW shared the results YTD \$247,000 gross/\$166,000 net after some initial expenses. Still 6 or so weeks to go and feels we will hit the target. JW asked CC how he thought the process was going. CC said most are happy to pay, no real issues other than receipt not printing on occasion. JW stated that after the season Matt Sturgis will be having a meeting to discuss how things went and what needs to be improved upon for next season.

### **Site Walk Prioritization**

MR asked about the curb falls? Have they become less frequent as a result of the curb being painted? CC brought the group up to date on falls. SM feels it is a real safety issue and needs to be addressed. Discussion about the responsibility of the town, what could be done, fencing but at a cost, how do buses handle. MR asked Greg Gordon if the falls have been a problem for him. He stated he feels the town has done what it could. He is required to fill out paperwork.

### **Commercial Vehicle Fees**

JimK states the document has been ready and will be given to the Town Council for their input and final decision. All fees based on a cost per guest analysis. Greg Gordon was asked for input, he felt proposed fees are okay as long as implemented with at time to plan. He feels eventually the fees will be high for some of the short visits but understands the process. JimK explained trying to balance fee with others, control traffic and support pedestrian safety. JW brought up the potential cost to the town to fix Shore Road and the need to cover some of these costs by those using. CC did recognize Greg Gordon and Destination North America as good stewards of the park. (4 – Yes, 0 – No)

### **Update on Dog Ordinance Change**

JW covered the change in the dog ordinance regarding dogs not allowed on playing fields at any time of the year. KR clarified that the restriction is within the white lines. Dogs can be at a playing field if outside the lined area. MR asked about Chief Fenton's report, JW stated it was more informational than anything.

### **Fort Williams Park Updates**

KR provided update on the Stonewall project, Gnome landscaping behind schedule but work to begin in a couple weeks. Pickleball Court will be completed on Monday, September 30<sup>th</sup>. Security fencing at Goddard Mansion and repairs of openings by Main Line Fence. Painting of the curbing in central parking lot in an attempt to reduce falls.

### **Subcommittee Updates**

Trolley Fee Subcommittee fees proposal part of the document covering all proposed fees going forward and will be presented to the Town Council.

Group Use Subcommittee did meet and finalize changes. Will be presented at the November meeting.

### **Fort Williams Master Plan**

JW explained that the Town Council has stated they feel the committee should be responsible for the Master Plan. KR shared her discussion and direction from Bob Malley. We should begin with a committee discussion on what we are thinking? Develop topics of interest; vehicular circulation, pedestrian circulation, utilities etc. Then develop a subcommittee and develop an RFP. Consideration of Port A Johns versus Visitors Center, meet with and interview consultants. \$65,000 was budgeted. MR not clear on why Town Council suggesting

committee only. SM feels the decisions need to be more inclusive and involve more stakeholders. JW will suggest a workshop with the Town Council to clarify what they are looking for from the committee.

**Public Comment Opportunity for Discussion of Items on the Agenda**

None

**The meeting was adjourned at 9:00 PM**

The next meeting will be Thursday, October 17, 2019 @ 6:00 pm.

Respectfully Submitted,  
Kathy Raftice

DRAFT