



December 28, 2017

Mr. Bob Malley  
Town of Cape Elizabeth  
10 Cooper Drive  
Cape Elizabeth, Maine 04107

Dear Bob:

I would like to respectfully request the town's permission to use Cape Elizabeth's sports fields for the upcoming 2018 baseball, softball and t-ball season. Team practices may begin as early as March 24<sup>th</sup>, with CELL opening day scheduled for April 29<sup>th</sup>, 2017. The field usage should conclude mid-July when the various league all-star tournaments finish up.

Field usage has been scheduled as follows:

- T-Ball (Field Grass area) Multipurpose Field at Fort Williams (and Stadium)
- A Baseball Fort Williams (Stadium and Playground Fields)
- AA Baseball Fort Williams (Playground Field)
- Minors Softball Fort Williams; Lower Lions, Plaisted Park
- AAA Baseball (9/10) Lower & Upper Lions Field; Plaisted Park
- Majors Baseball & Softball Upper Lions; Plaisted Park
- Juniors & Seniors Baseball Middle School Field
- Juniors & Seniors Softball Upper Lions; Plaisted & Capano Fields
- Extra Practices Capano

CELL understands that all fields, with the exception of Ft. Williams & Plaisted Park are shared with school teams. Our league directors of baseball & softball will contact the appropriate school officials to avoid any conflicts.

Please feel free to contact me with any league official business at 232-7964 or [jlomb44@yahoo.com](mailto:jlomb44@yahoo.com). You may also forward any correspondence to my residence at 11 Leighton Farm Road. Thank you, Bob, for the town's past and continued support of little league in Cape Elizabeth.

Very truly yours,

--Jeremy

Jeremy Lombardo  
Cape Elizabeth Little League Board  
League Vice President



## CAPE ELIZABETH HIGH SCHOOL

345 Ocean House Road  
Cape Elizabeth, Maine 04107  
Telephone (207) 799-3309  
Fax (207) 767-8050

October 2, 2017

Mr. Robert Malley  
Town of Cape Elizabeth  
Public Works Director  
Cape Elizabeth, Maine 04107

Dear Mr. Malley:

This letter is to officially request the use of Fort Williams Park and grandstand for Cape Elizabeth High School's Class of 2018 Commencement. The graduation service will be held at 1:00 p.m. Sunday, June 10, 2018. As in past years, we will need some additional time prior to the ceremony for set up (8:00 a.m.) as well as some time to dismantle the stage after the ceremony. We would like to use the area for marching practice between 9:00 and 11:00 a.m. on the 6th, 7th and 8th of June.

As always, we appreciate the services that the town provides on graduation day and the time and energies put forth by various individual town employees. Graduation at Fort Williams is a time-honored tradition and allows for parents, alumni, and the town to gather and celebrate the accomplishments of the graduation class.

Sincerely,



Nathan S. Carpenter  
Assistant Principal

CC: Jeffrey Shedd  
Michael McGovern  
Janet Hoskin  
Neil Williams



Robert Malley <robert.malley@capeelizabeth.org>

## Family Fun Day use request

1 message

Frank Butterworth <fbutterw@gmail.com>  
To: Bob Malley <robert.malley@capeelizabeth.org>

Mon, Oct 2, 2017 at 1:54 PM

Bob,

The Cape Elizabeth Family Fun Day committee formally requests the use of Fort Williams Park on Saturday 6/16/2018 with an alternate rain date of 6/17/2018.

This would entail set up the evening prior and use of the park after dark for a fireworks display.

The specific Fort premises requested to be used is the same as in past years.

Thank you,

Frank Butterworth  
Family Fun Day Committee.



**December 5, 2017**

**Bob Malley  
Town Hall  
320 Ocean Hall Road  
Cape Elizabeth, Maine 04107**

**Dear Bob:**

**Please accept this memo as an official letter of request for permission to use Fort Williams Park once again for pre-race activities and for the finish of the 21<sup>st</sup> Annual TD Beach to Beacon 10K Road Race. The race is scheduled for Saturday, August 4, 2018.**

**We would also wish to reserve Tuesday, July 31<sup>st</sup> through Friday, August 3<sup>rd</sup> as set up days. We anticipate using the same locations within the park as in the past (lower field, upper field near flag pole and field near gazebo and soccer field for kid's event on Friday night). Additionally, we are requesting permission to conduct the High School mile within the park on Friday night before the annual kid's event.**

**As last year, we are also requesting to hold the Wednesday evening Volunteer Appreciation Party (4pm – 9pm), Friday morning press conference (9am – 11am) and the Saturday VIP Lobster Bake (5pm – 9pm) at the Fort under a tent in the exact same location as last year. We will be sure this tent is set up on Tuesday, July 31<sup>st</sup> and not any time earlier. See attached Fort Williams schematic from last year. We are also requesting an alcohol license to serve beer and wine at both the Volunteer Party and Lobster Bake.**

In advance, many thanks for your continued support and assistance.

Kind regards,

A handwritten signature in cursive script that reads "Dave McGillivray".

Dave McGillivray  
Race Director

cc/George Fennell  
cc/Matt West  
cc/Andy Deschenes



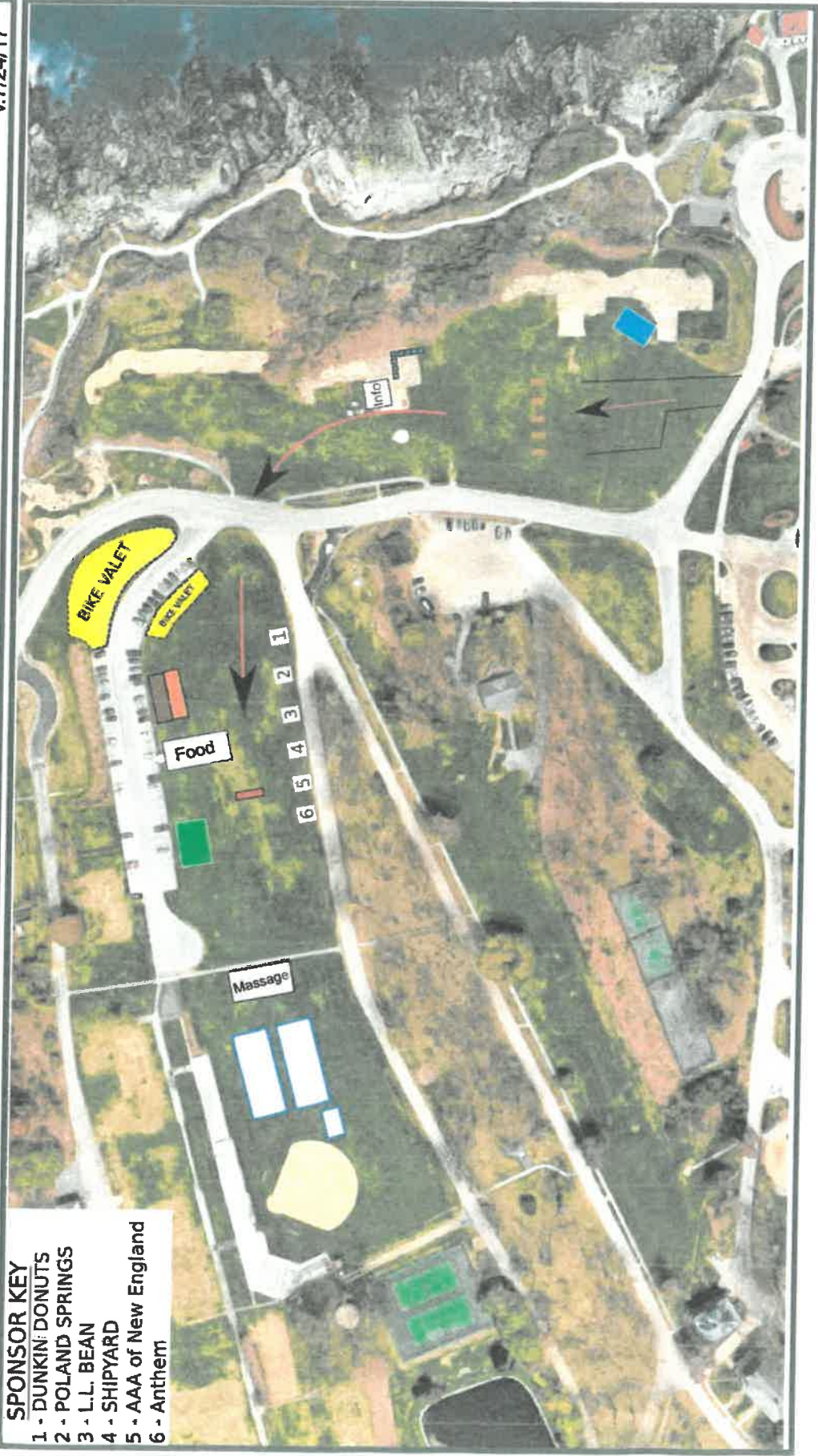
**Saturday, August 5, 2017**  
**Cape Elizabeth, ME**  
**Lower Field Area Layout**

Prepared By:  
**DMISE**  
 DAVE MCGILLIVRAY SPORTS ENTERPRISES  
**SPORTS**

v.7/24/17

- Hannafor
- Oakhurst Truck
- Sponsor Areas
- Results Posting
- TD Bank Area
- Awards Stage/Area
- Barricades
- Porta Johns
- Water Tables
- Runner's Flow

- SPONSOR KEY**
- 1 - DUNKIN' DONUTS
  - 2 - POLAND SPRINGS
  - 3 - L.L. BEAN
  - 4 - SHIPYARD
  - 5 - AAA of New England
  - 6 - Anthem



December 27, 2017

Robert C. Malley  
Director of Public Works  
Cape Elizabeth, Me 04107

Dear Mr. Malley,

I am writing to request the use of Fort Williams Park on Sunday, October 14, 2018 for our Making Strides Against Breast Cancer 5K walk. Last year's walk was held at the same location.

Making Strides Against Breast Cancer is a walk that brings the community together to honor those with breast cancer, remember those we have lost, and create a world where no one has to face this disease. The funds raised help people get well, stay well, find cures, and fight back to end breast cancer.

We anticipate approximately 1500 participants to attend this event. Promotion will be through the event website, posters, and local media.

We will need to set up starting around 7:00 AM and clean-up is expected to be done by 2:00 PM. Walk registration will be from approximately 9:00 - 10:30 AM with an 10:30 AM walk start time.

The walk will be about 3 miles in the park. This route is to be determined, but most likely will look like years past and event volunteers will be stationed along the walk route. We request the use of electricity to set up a PA system. We also seek permission to set up a small stage (risers) and will need an area in the park to set up one or two tents and up to six 10x10 canopies for event registration, information, services, etc. Porto-Johns will be rented by the American Cancer Society- the number and location will meet requirements for park use. The American Cancer Society will provide trash bags and event organizers will remove trash abiding by Carry In- Carry Out policy.

Parking will be needed for about 650-700 cars. Event organizers will provide/post parking signs as needed for park use. Event volunteers will be stationed to help park cars.

We have a limited budget for this event and ask that, if possible, some or all of the applicable fees for park use be waived.

Thank you for your consideration of the American Cancer Society's- Making Strides Against Breast Cancer 5K Walk. If you have any question, please contact me at the number below.

Sincerely,

*Matthew Kennedy*

**Matt Kennedy**  
Community Development Manager, Making Strides Against Breast Cancer  
(207)-373-3719  
Matt.Kennedy@cancer.org

**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