
MEMORANDUM

TO: CAPE ELIZABETH TOWN COUNCIL
FROM: MATTHEW STURGIS, TOWN MANAGER
SUBJECT: FOOD VENDOR SITES AT FORT WILLIAMS
DATE: 3/7/2018
CC: FILE

The Town received bids for all food vendor sites at Fort Williams during the open bid process. During the bid examination process, site A, located on the right of Captain Strout Circle, was identified as not providing enough space for any of the vendors interested in the space. Site A was reduced in size from 90 square to 50 square feet, and the reduced size presented a challenge to all interested vendors as it was considered to be too small for their operations.

The challenge of the reduced vendor site size was brought back to the Fort Williams Park Committee and discussed. The committee is not in favor of increasing the size of site A in its current location. A vendor cart greater than 50 feet was considered to be obstructive to the view and out of place in the location. A second consideration discussed was to move site A to the left of Captain Strout Circle, by the current site B, and to increase the size to 90 square feet. The Fort Williams Park Committee agreed that moving site A to the same side as site B would be acceptable, as would the increase in size from 50 square feet to 90 square feet.

On Monday, February 26, Public Works Director Robert Malley and I went to Captain Strout Circle and examined the sites. In our site visit we roughly measured site B and looked at possible locations for the relocation of site A. Review of this area indicated that two 90 square foot sites can be accommodated comfortably, and we both agree that the move makes sense.

The power to decide the location of food vendor sites rests with the Town Council, and that is why this item is on the agenda for consideration. It is the staff and Fort Williams Park Committee's recommendation that site A be moved adjacent to site B, increased in size to 90 square feet, and that former site A be removed. The intent is for this change to take place for the upcoming season, and if necessary, review after the season.

The proposal to move site A was also discussed with the two leading bidders for the sites, and they are both in support of the relocation and are looking forward to the upcoming season.

I am attaching a photo of the proposed location for your review as well.

