

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

Meeting Minutes
May 3, 2018

Present: Chair Jim Walsh (MR), Jim Kerney (Jim K), Suzanne McGinn (SM), Ken Pierce (KP), Mark Russell (MR), and Doreen Johnson Theriault (DT)

Absent: Joe Kozlowski (JK)

Staff: Robert Malley, Director of Public Works (RM) and Kathleen Raftice, Community Services and Fort Williams Park Director (KR)

Public: James McCain (FWPF), Jim Rowe (Historical Society), Lynn Shafer (FWPF), Roger Rioux and Michael Smith

Call to Order: Jim Walsh called the meeting to order @ 6:02 PM.
JW welcomed SM back from her extended leave.

Approval of Meeting Minutes

The March 15, 2018 draft meeting minutes were approved as written. (6 Yes, 0 No)

Introduction and Welcome to new FWPC member – Ken Pierce

Public Comment Opportunity for Discussion of Items Not On the Agenda

Roger Rioux asked that a permanent fence be installed at the Little League Field. JW explained committee would be completing a site walk on 5/17 and that will be reviewed/considered. Roger also wanted to express that no dogs be allowed off leash in Fort Williams or on any sports fields. JW explained process and suggested he attend the ordinance meetings. RM did share that he had a visit from a dog bite victim regarding concerns of the same nature, this will be addressed by the ordinance committee. Roger then discussed the basketball court work and pickle ball accommodations, feels not a good use of the funds and would like the project reviewed. JW explained project had been approved, funds allocated and out to bid however RM would be updating later in the meeting.

FWPF Update – Naming of Council Ring – James McCain & Lynn Shaffer and Jim Rowe

Jim Rowe spoke of the history of the stone circle and how he would like to preserve the history with a plaque. JW reviewed the town process for naming facilities. RM did share he felt a brass plaque similar to those used in other places in town would be recommended. Discussion by all. Vote to accept, 6 – Yes, 0 – No. 1) Renaming as Council Ring, 2) Foundation and TBT will cost share on plaque, 3) bronze plaque with historical text, and 4) plaque will not include name only historical text.

Invasive Species – James McCain & Lynn Shaffer

James presented the estimated cost to treat the Invasive Species in the Battery Blair Restoration area (see attached). He explained that this was a partnership, funded by FWPC and managed by FWPF. JK asked what percentage of problem area will the treatment address as it is utilizing all approved funds. SM explained the black swallow-wort treatment will be painted not sprayed. RM said they need to make sure all protocols are followed. James explained that other towns in Maine have utilized this company. JW asked if there could be

signage to indicate funds were generated in the park. MR suggested it be mentioned in the FWPF newsletter supporting a public/private partnership.

Group Use Request – Camp Sunshine SEALs event – Michael Smith

Michael explained his proposal (see attached). After discussion it was decided that end location be changed to Parade grounds which was fine with Michael. It was explained that they would need to pay the ½ day Area Fee of \$500.00, provide 2 Port-a-Johns and adhere to all other Group Use requirements. Vote to accept, 6 – Yes, 0 – No.

Group Use Request – Rotary Club of South Portland

Discussion was moved to the June committee meeting.

Committee Member Updates & Correspondence Received

JW shared the newly adopted town vision statement for Fort Williams. JK attended the most recent meeting regarding Pay & Display, explained Councilors concerns/questions. MR asked if we (FWPC) had done our job, and JW explained it was voted on and presented to Town Council.

Report from the Commercial Van Passenger Van Sub-Committee

JK & JW presented package. JW explained that trolleys would be allowed into circle so presentation updated. SM had questions on how fees were determined. JK explained process. Will be submitted and presented to Town Council at May 14th meeting. Vote to accept, 6 – Yes, 0 – No.

Finalize Committee Goals & Objectives for 2018

JW presented goals as submitted by different committee members. SM asked for the inclusion of the invasive species management and all agreed. (see attached) Next step presentation to Town Council. Vote to accept, 6 – Yes, 0 – No.

Park & Project Update – Bob Malley

Bob Malley gave the following update:

- The Town Manager has proposed that \$77,000 be transferred from the Capital Fund and \$12,000 from the PHL Fund to offset maintenance work on the rental units and Pay Display Parking equipment in the FY 2019 Budget
- Lower Tennis Courts – Wire fabric has been replaced. Funds were approved in the FY 2018 Operating Budget
- Fencing at the Chapel Gate damaged during October windstorm has been replaced.
- Exposed steel supports on the Ship Cove Platform have been removed. This addressed a safety issue.
- Battery Blair Retaining Wall – Additional work is needed to support part of the Battery that was not known at the time the scope was developed. Additional work will increase the cost of the project by approximately \$20,000.
- Picnic Shelter Parking Lot Pedestrian Improvements – Work is progressing. The walk and curbing will be paved shortly. Plantings and a short extension of the guardrail has been added to the project to encourage the use of the new steps. The additional cost is \$4,500.

- Basketball Court Reconstruction Project – Two bids were received. The low bid was submitted by Peters Construction in the amount of \$81,685.00. The original budget was \$65,000. This does not include the cost to dispose of the ash that was discovered under the court surface. I have recommended to the Town Manager that the two bids be rejected and the project re-bid in December to take advantage of a better bidding climate.

- Park revenues are on track. \$180,460 has been taken in as of May 1st. \$201,355 was the target in the FY 2018 budget.

- Fencing projects proposed in the FY 2019 Budget will be sent out in June for a July 19th opening.

- James McCain (FWPF) has been asked by RM to generate an inspection program (and documentation) for the structures/features in the Children's Garden.

Other Business Not on the Agenda

None

Citizen Opportunity for Discussion of Items on the Agenda

None

The meeting was adjourned at 8:43 PM

The next meeting of the Committee is scheduled for Thursday, May 17th @ 5:00 PM. This will be a site walk of Fort Williams, meeting at the Parade Field lot.

Respectfully Submitted,
Kathy Raftice