

2019 Rotary District Conference Activity Schedule - Proposed 7/26/18 Rev 1

Friday June 21, 2019 10 AM until Sunset

- 10 - 1 Tents and other items, set up, start - Shelter field area
- 12 - 1 Open lunch at picnic shelter
- 1 - 5 Rotary Community Service project work at Fort, 20-30 people
Project to be determined with Ft. William's advisory Committee, etc.
- 3 - 5 Rotary videos larger tent
- 5 - 7 Cook out at Shelter for service projects workers and early guests.

Saturday June 22, 2019 7 AM - Sunset

- 7 - 8 Yoga - main flag pole
- 9 - 5 Little Free Library construction projects, large tent, all day
- 9 - 11 Speakers, main tent, including Rotary Opioid speaker
- 11 Business Meeting, Shelter
- 11:30 Memorial Service, Shelter or flag pole
- 9 - 5 Dover Rotary Club Bookmobile - shelter parking lot
- 9 - 5 Photo ops at lighthouse all day, Travel to Bug Light, by car
- 9 - 5 House of Friendship Club and District displays, plus Rotary Videos
- 9 - 11, and 1 - 5 Tennis, soccer, softball, kite flying and face painting
Various fields on 1st come, 1st serve basis with general public
- 12 - 1 Bring/buy your own lunch, shelter, tents
- 1 - 3 Small group meetings, small tent to discuss common club Projects
- 1 - 3 Tours of the park, 1 hour each: 1:00, 2:30, 4:00
- 2 - 4 Corn hole contest, open field
- 5 - 6:30 Dinner cookout, Shelter
- 5:30 - 7:30 Tent takedowns

Rotary Club of South Portland Cape Elizabeth – Event Proposal – for June 2019

***Requesting use of Ft. Williams Park Picnic Shelter and adjacent field area, on either June 7-8 or June 21-22. *Advanced info for June 21st, Ft. Williams Advisory Committee meeting.**

Persons making the request on behalf of Rotary, and the individuals responsible for *proper execution* of the event are Cape residents: Tony Wagner, John Lobosco, Chuck Redman, Tom Meyers, incoming Club President Fran Bagdasarian, as well as Bill Anderson from South Portland. They will be operating under the auspices of the SP-CE Rotary Club, which is covered by liability insurance. John Lobosco is the incoming Rotary District Governor, with overall responsibility for event details.

36 Cape Residents

Proposed Details:

- 1. The event will work on either weekend, with the Friday-Saturday 7-8 option preferred. We will not interfere with Graduation on the 9th. We do not anticipate needing a rain date, which could only be the 21-22 weekend, since Family Fun Day is on the 15th. Also, the site may already be booked by others. We will work within normal park hours.**
- 2. Since we expect about 250 Rotarians, guests and children (150 on Friday and 250 on Saturday) from southern Maine and New Hampshire, it is important to firm up the date for this event now (it must fit into the annual Rotary calendar, and operating plan). As Cape Elizabeth residents, we are hoping to get a decision at this time, prior to the Jan. 1st start date for registrations.**
- 3. We wish to reserve the picnic shelter for both days, or at least the afternoon on Friday and all-day Saturday.**
- 4. We will be cooking food Friday evening and probably serving a catered lunch on Saturday.**
- 5. Tents will be required for official events, and unpredictable weather issues. The tents will only be set up in the area adjoining the shelter.**
- 6. Some children will be using the Children's Garden and the Playground, but neither will be considered exclusive use, per your policy. We may use a ball field, but not the one on the parade grounds. We would like to reserve one**

now for Saturday, if possible. If not we will deal with that on a 1st come 1st serve basis.

7. We can provide additional porta-potties if required.
8. There will be no buses, nor alcohol allowed.
9. We will use available power and water at the shelter.
10. We will handle all trash removal and site clean up, since Rotarians are all trained to do.
11. We would prefer to set up tents on Thursday afternoon, and we will remove them on Saturday evening. Tents will be secured for 24-hour installation to preclude wind damage to the tents as well as park amenities. The tents will be properly installed, by people that are familiar with this work.
12. The guests will make use of the entire park including the gift shop and food trucks.
13. **Based on Rotary's extensive donations to the Park, we respectfully request a waiver on rental fees for the shelter, and parking fees if they have been put in place.**

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

Meeting Minutes
June 21, 2018

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

Absent: Joe Kozlowski (JK), Mark Russell (MR)

Staff: Jessica Sullivan, Town Council Chairperson, Kathleen Raftice, Community Services and Fort Williams Park Director (KR)

Public: Chuck Redman & Bill Anderson, Rotary of South Portland/Cape Elizabeth, Victoria Volent, Duke Harrington

Call to Order: Jim Walsh called the meeting to order @ 7:03 PM.

Approval of Meeting Minutes

The May 3, 2018 draft meeting minutes were approved as written. (4 - Yes, 0 - No)

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

FWPF Update – Kathy Raftice

KR shared document provided by FWPF with the following updates: Cliff Walk Landscape, Cliffside and Children's Garden, Volunteer Program, Garden Tour, Education, Request for By-Law changes and the date, time and place of the annual meeting. Discussion regarding Tom's of Maine Goodness Day and what will be done by this group. They are at the fort for 3 hours the morning of July 13th. Facilities and Public Works have been notified of the visit and will compile a list. SM suggested the volunteers assist with the invasive species management. KR will share that information with the foundation.

Group Use Request – Rotary Club of South Portland/Cape Elizabeth

Rotary member, Bill Anderson presented their request to reserve the Picnic Shelter and surrounding field area for June 7th and 8th, 2019. This will be their annual event and expect roughly 250 attendees from Southern Maine and New Hampshire, last year it was held at Mount Washington. Reservations of the Covered Picnic Shelter are not normally allowed for Cape residents until December of the prior year and open to non-residents in January of the actual year. JW made a recommendation that an exception be made for the rotary. JW asked about tent set up and removal. The rotary would like to put tents up the night prior to the event and will remove tents at the end of the second day. It is understood that CEHS graduation is scheduled for Sunday, June 9th and this event would not impact. JimK did have a concern about the securing overnight of the tents. The rotary will consider that with logistics to be worked out at a later date. There will be food and music and the use of any fields will be on a first come-first served basis. KP thinks it's a great idea, agrees an exception should be made to allow the early reservation and also feels any fee should be waived due to all the great work the rotary does for the park. SM did ask what kind of revenue would be lost and KR provided at the most \$500. JW suggested the point person of the rotary work with KR to secure details. JimK did note there could be parking concerns but felt the idea was a good one and just need to clean up the details. The following was put to vote; the date would be June 7th & 8th, 2019. The maximum number attending 250. A waiver of the reservation date restraints and a waiver of any fees. Vote to accept, 5 – Yes, 0 – No.

Report on Commercial Vehicle Recommendation

JW brought the committee up to date and the need to attend the Town Council workshop on Monday, July 16th.

Pay and Display Update from the Town Council

JW had attended the June 11th town council meeting where pay and display was discussed. At the end a motion was made to direct the Town Manager to ask the Fort Williams Park Committee for recommendations on how the Town may proceed with a pay display system at Fort Williams. Jessica Sullivan, Town Council Chair explained how the town council would like additional data before finalizing any decisions and felt a FWPC sub committee could gather this information. JW read the letter sent by Town Manager, Matt Sturgis explaining what information was being requested. JW also explained that Town Manager would be a standing committee member. JimK asked for a clarification of the timeline and when expected information would be needed. Jessica asked that the sub-committee have information available at the August 13th town council meeting. JW asked for sub-committee volunteers. The sub-committee will be; Jim Kerney, Ken Pierce and Mark Russell. Kathy Raftice will be staff support and Matt Sturgis will be a standing committee member. KR will send out dates for 2 – 3 meetings in July to ensure the sub - committee has sufficient time to gather information and meet with the full committee prior to any recommendations going forward to the town council on August 13th. JimK asked for a clarification on exactly what the town council is expecting. Jessica Sullivan explained the sub - committee would be data gathering.

Annual Site Walk Observations and Update from May 17, 2018

KR covered the site walk with the priorities moving forward; stone walls throughout the park, the renovation/work on the basketball court and whether we are staying within the previous scope and sending out to bid in January or revisiting the footprint, and JimK would like someone to look at the Berm and help direct on what can/cannot be done there. JimK main focus is to preserve the infrastructure of the park. SM asked to keep the management of the invasive species a continued focus. JW mentioned the need for something to be done for safety at Battery Keys and probably should be a part of the Master Plan.

Park & Project Update

KR shared the following as provided by Bob Malley:

Picnic Shelter Pedestrian Improvement Project - The project is complete and the total cost was \$50,600.00. The budget for the project was \$44,000.00. We added the replacement of the curbing, extended the guardrail and added plantings adjacent to the stairs.

Battery Blair Retaining Wall Project - The project is complete, but the adjacent slope needs to re-seeded and mulched. The plan is to mulch it for now and then re-seed the disturbed area after Labor Day when the conditions are more conducive to growing grass. The project cost was \$57,089.66. \$56,000.00 was budgeted.

The funds (\$15,000) for the ADA parking spaces project in the Overflow Parking Area will be carried forward to the next fiscal year.

Bids are out on the fencing and railing projects in the FY 2019 budget. They will be opened on July 19th.

The painting of the Bandstand will be coordinated by the Facilities Manager, Perry Schwarz.

Todd Robbins and PW staff planted 10 more trees in the Officers Row Preserve.

Revenues are tracking well. Little bit more to come in before June 30th, but \$204,284.00 received as of 6/20. \$201,355.00 was projected in the FY 2018 budget.

Other Business Not on the Agenda

None

Citizen Opportunity for Discussion of Items on the Agenda

Victoria Volent spoke on the pay display topic. She wants the committee and council to ensure homework is done so there are no legal challenges going forward. He supports pay display and believes it should be a minimal amount for Cape residents. Her concern is the enforcement of whatever proposal is put forth.

The meeting was adjourned at 8:37 PM

There will be no meeting in July due to sub-committee meetings. The next meeting of the full committee will be Tuesday, August 7th @ 6:00 pm.

Respectfully Submitted,
Kathy Raftice

DRAFT

