

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

Meeting Minutes  
October 18, 2018

**Present:** Chair Jim Walsh (JW), Jim Kerney (Jim K), Joe Kozlowski (JK), Ken Pierce (KP), Mark Russell (MR) and Doreen Johnson Theriault (DT)

**Absent:** Suzanne McGinn (SM)

**Staff:** Kathy Raftice (KR), Community Services and Fort Williams Park Director, Lynn Schaffer (LS), Fort Williams Park Foundation

**Public:** Michael Edes, National Troopers Coalition

**Call to Order:** Jim Walsh called the meeting to order @ 7:02 PM.

**Approval of Meeting Minutes**

The September 17, 2018 draft meeting minutes were approved as written. (6 - Yes, 0 - No)

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

**FWPF Update**

LS spoke to the point that the Fort Williams Park Foundation has 12 members but are looking to add. Barbara Powers will be taking over as President at the end of this fiscal year. The foundation has moved the end of their fiscal year to the end of February. LS updated the group on the Cliff Walk Landscape invasive plant management and how SMCC students will return to cut back more mature honeysuckle and bittersweet. She advised that tree banding is set for November 17<sup>th</sup>. She then brought up the previously approved work on Batter Blair Landscape and the mowing and removal of the invasive species. KR asked if all the area being treated and the needed 300' of closed off areas was needed for the full week? LS said I would have to speak with James. MR was concerned as he felt a lot of communication needed to take place to ensure the safety of all. KR explained that she would get in touch with all parties and determine next steps. Cruise ships still coming in as of next week and closing down portions of the park is problematic.

**Committee Member Updates & Correspondence – Town Council Update by Jim Walsh**

JW provided the following; the Town Council had approved the first 5 recommendations submitted by our committee regarding Recommendations for Commercial Van, Buses and Vehicle Traffic at the Fort. They did not approve the fees and have sent the fees to a workshop on November 13<sup>th</sup>. Much discussion about the Town Council's approach to the fees and the committee felt a letter should be sent from the committee highlighting the time and work that went into the determinations, that they need to act now as timing is extremely important and to do so without facts lacking integrity. MR presented a motion to have letter sent, 2nd by DT, approved 6 – Yes, 0 – No. JW will compose the letter. JW explained that Pay & Display recommendation has been sent to the Ordinance Committee as a parking ordinance change will need to take place. JW then discussed the Master Plan and need for funds. MR suggested a review of the old Master Plan. JW explained that Matt Sturgis, KR & JW met and agreed to go through the old Master Plan and determine what had been completed and we would go from there.

### **Group Use Request – National Trooper’s Coalition Picnic**

Michael Edes presented the request to hold the National Trooper’s Coalition Picnic at Fort Williams on Thursday, September 12, 2019. This is the third time this group has held their picnic at the fort. MR felt other functions had gone well and had no questions. JimK also remarked that the previous picnics had all gone smoothly but did want to clarify the location. In discussion it was determined that the previous picnics were up by the Children’s Garden so Mike will correct the form to reflect that one change. All normal Group Use Fees will be charged. JimK did explain that if Pay & Display goes into effect that Group Use participants will be responsible for paying to park, \$700.00 for a full day and \$500 surcharge to serve alcoholic beverages. The following was put to vote; the proposal as submitted with a change to the area to the Children’s Garden/Overflow Parking area. MR motion to approve, 2<sup>nd</sup> by JK. Vote to accept, 6 – Yes, 0 – No.

### **Group Use Request – Walk to Cure Arthritis**

Review of letter and request from Arthritis Foundation to hold walk on Sunday, June 2, 2019. They have requested to utilize the Picnic Shelter for a half day, and all normal group use fees will be charged, \$700.00 for full day. Discussion was had regarding walks in the park and the need to redirect walk routes to ensure not going through traffic areas. MR asked to have a calendar shared with any already approved group use requests for 2019. KR will provide to all committee members through a google calendar. MR motion to approve subject to the change of the walk location, 2<sup>nd</sup> by JK. Vote to accept, 6 – Yes, 0 – No.

### **FWP & Project Update**

KR provided an update from Bob Malley regarding areas of discussion/concern during the site walk. Bob had Ben McDougal, Code Enforcement Officer meet with him at the fort to discuss the removal of the berm. Is a permit needed? Ben felt DEP needs to be involved. Not sure if lead below ground. This would involve a restoration plan, landscape plan, etc. Bob will obtain some pricing from LP Murray. He is also obtaining pricing for the Stonewall north of the tennis courts that was leaning quite extensively. He will also get pricing for the cable railing on the Cliff Walk at the North End. Bob would like to know what the committee would like to do regarding the basketball court. Are we planning to revise the scope? Just have pickleball there? KR also brought to committee’s attention Bob’s request to put guardrail fencing along the access road to the picnic shelter area where presently there are cones with do not park signs. Bob has recommended that we install two segments where presently there are cones. The south east side is 225' and the northwest side is 135'. The southeast segment would run from the corner to the drainage sluiceway leading from the parking lot. The northwest segment would run from the STOP sign up to the stone pillar. At \$40.00/foot the segments could be installed for \$15,000. Bob would propose the FWPC Committee consider it this fiscal year so the guardrail could be installed in the spring of 2019. The funds could come out of the "Projects TBD" account that currently has \$20,000 in it.

JimK then made a suggestion to move the playground to the Children’s Garden area and put a basketball court where the playground is now. Not sure it could be done but feels a better fit for the park. JK does feel a basketball court is needed somewhere. KP asked how much the court is utilized and discussion around the condition impacting use. MR suggested put pickleball where the basketball court is and find a place for the basketball court but thought JimK’s suggestion was a good one. JW felt that may be part of the Master Plan going forward. JimK asked when the chimney at the lighthouse was going to be repaired. KR shared that she had heard after the last cruise ship which is scheduled for November 7<sup>th</sup>. Bandstand painted and looks good. KR informed the committee that she, Kerry Kertes and Bob Malley were meeting on October 23<sup>rd</sup> with John Mitchell to request a proposal to review the items approved by the Town Council on the walkway from central parking down to the lighthouse and what park site improvements could be done.

### **Other Business Not on the Agenda**

None

**Citizen Opportunity for Discussion of Items on the Agenda**

None

**The meeting was adjourned at 8:25 PM**

The next meeting of the full committee will be Thursday, November 15<sup>th</sup> @ 7:00 pm @ Cape Elizabeth Community Center.

Respectfully Submitted,  
Kathy Raftice

October 3, 2018

Michael Edes  
8 Edes Road  
Cumberland, Me 04021

Kathleen Raftice, Director  
Cape Elizabeth Community Services &  
Fort Williams Park  
343 Ocean House Road  
Cape Elizabeth, Me 04107

Kathy,

Thank you for taking the time to speak with me the other day. As I mentioned, the Maine State Trooper's Association is looking to host the annual "National Trooper's Coalition Picnic" at Fort Williams Park on Thursday, September 12<sup>th</sup>, 2019. This would be our 3<sup>rd</sup> time hosting the NTC Picnic at Fort Williams Park. We feel that hosting the event at Fort Williams has been a win/win for both our organization as well as the Town of Cape Elizabeth.

I have attached basic information below to get the application process started. Information is based upon our past experience of hosting this event and the requirements set forth by the town in the past. Please let me know what other information, if any that you might need.

Sincerely,

*Michael T. Edes*

Michael Edes  
Past President  
Maine State Trooper's Association

Cell: 207-831-5197  
Email: [michael.edes@yahoo.com](mailto:michael.edes@yahoo.com)

# 2019 NTC Picnic

## **Date & Time**

Thursday, September 12<sup>th</sup>, 2019  
10am to 7pm

## **Location**

Children's Garden/Overflow Parking  
Fort Williams Park

## **Host**

Maine State Trooper's Association(MSTA)  
28 Meadow Road  
Augusta, Me 04330

## **Contact Persons**

Mike Edes C: 207-831-5197, [michael.edes@yahoo.com](mailto:michael.edes@yahoo.com)  
Jeremy Wesbrock C: 207-691-4307, [jeremiah.wesbrock@maine.gov](mailto:jeremiah.wesbrock@maine.gov)

## **Number of these events hosted by MSTA in the past**

2 - Cape Elizabeth  
7 - Scarborough

## **Expected Attendance**

600-700

## **Who Can Attend ?**

Only active or retired state troopers  
Must have police ID to attend the event  
ID's will be checked prior to entering event  
Tickets will be checked and collected at a checkpoint on the Parade  
Ground access road.

## **Catering**

For the past 2 events at FW and 2 prior events held in Scarborough, we  
have used Foster's Clambakes out of York, Maine.  
Caterer is still to be determined as we will be putting bids out this  
winter.

## **Alcohol**

Beer will be served at the event. Beverage service at the event will be licensed through either Pat's Pizza Old Port or Easy Day in South Portland. Owner Chris Tyll has agreed to license the event through one of these businesses.

Service will be conducted in accordance to state law. Service will be done through employees of licensed establishment. There will be no self service of beverages.

## **Trash & Other Waste**

Troiano Waste, Portland

1 20-yd dumpster to be delivered on site

2 trash/waste attendees at the event throughout the day

1 golf cart for waste pickup

## **Tents**

2 - 40'x100' tents

1 - 30'x30' tent (catering)

## **Bathroom Facilities**

1 Port-A-Potty per 100 attendees

1 handicap portable

2 portable wash stations

## **Insurance**

Event Insurance will be carried by MSTA

\$1,000,000 policy coverage

Insurance will cover from 9/11/19 to 9/13/19(3 days)

## **Lodging**

All lodging will be done in either South Portland or Portland.

MSTA will contract with several hotels for the event.

## **Transportation**

MSTA will provide bus transportation to and from Portland and South Portland. Busses will run throughout the day from designated locations at no cost to attendees.

We expect about 100 cars will be parked on site for the event

MSTA will provide several parking attendants

23 August 2018

Mrs. Barrie Bilodeau Lynch  
98 Scott Dyer Road  
Cape Elizabeth, Maine 04107

Mr. Robert Malley  
Director of Public Works  
P.O. Box 6260  
Cape Elizabeth, Maine 04107

Dear Mr. Malley,

I am writing to you to request the Fort Williams Park Committee review the Arthritis Foundation's request and proposal for the Walk To Cure Arthritis 2019 event held at Fort Williams Park on Sunday, 2 June 2019. 2019 will be our second year and we strive to continue building on the strong foundation the 2018 Walk To Cure Arthritis built this past June.

We request to use the Picnic Shelter Area for our 2019 event.

Our preference is to have the 2019 Walk To Cure Arthritis Maine event on Sunday, 2 June 2019, however, we are open and flexible in selecting a date (rain or shine) that has no impact with existing and annual Fort Williams events, including the Cape Elizabeth High School Graduation and Family Fun Day. Our intention and goal is for the Walk To Cure Arthritis – Maine event to continue to be held at Fort Williams annually.

We are interested in using the Picnic Shelter Area for the morning at the 501 (c)3 Half Day rate following the Fort Williams usual and customary fee structure: \$155 (Picnic Shelter Area), \$500 (1/2 Day Rate), (\$5.00 per registrant), with a \$50 Security Deposit. The maximum fee anticipated is \$3155. The Arthritis Foundation requests the Fort Williams Park Committee to send and submit an invoice for the location's use.

The Walk To Cure Arthritis is a flagship event in many states, and returned to Maine in 2018 after a several year absence. The Arthritis Foundation (a registered 501 (c)3) manages many events throughout Northern New England, including three Jingle Bell Runs, and the Walk To Cure Arthritis New Hampshire event. The Arthritis Foundation maintains a footprint in Maine's philanthropic efforts with the annual Jingle Bell Run in Freeport; this 5K Run-Walk event coincides with Freeport's "Sparkle Weekend", includes more than 500 participants, and most recently concludes with a cook out at Gritty McDuff's for participants, family, and friends to enjoy the afternoon after the 5K.

The 2018 Walk To Cure Arthritis Maine event was considered a successful first year event. Nearly 100 participants registered; just under 50 people physically attended the Walk with a strong Greater Portland attendance. Participants attended from locations as far as New Hampshire, Skowhegan, and Down East.

The Walk To Cure Arthritis Maine event intends to bring awareness of The Arthritis Foundation's efforts to raise awareness and monies to support research and patient outreach programs and assist those living with or caring for one diagnosed with one of the many diseases under the Arthritis umbrella. The Maine Walk is intended to take advantage of the beauty and rich history Fort Williams and the Portland Headlight offers.

Although the stretch goal for 2019 is to have 500 participants walk, a conservative estimate is between 100-150 participants, weather dependent, and the Walk To Cure Arthritis Maine event will limit the maximum number of registrations to 500. The Walk To Cure Arthritis is a family-friendly, and leashed dog-friendly event, with participants and family members traveling in one vehicle. The anticipated number of vehicles ranges between 25-125, and volunteer staff strategically place signs pre-event directing participants to parking locations, as well as volunteers staffed to direct drivers into parking spots as needed.

Like the Freeport Jingle Bell Run and the Walk To Cure Arthritis – New Hampshire event, The Arthritis Foundation will secure and provide an insurance binder (\$1,000,000.00 General Liability.)

The Walk To Cure Arthritis Maine Committee envisions the Picnic Shelter Area to contain the majority of event activity. Event volunteers and event staff will arrive at 7:30am to begin set up. Participants begin to arrive at 9am, and continue to arrive until approximately 11. There will be a casual walk (not a run) that is handicap accessible, and begins at 11am. We anticipate the walk (a "selfie stroll") to begin at the Picnic Shelter Area, crossing Ocean Road to use the sidewalk to walk to the Portland Head Light (selfie stop). Participants follow the foot trail past The Green, Mounds, Battery Garesche, to Harrison Road. Participants follow Harrison Road to the foot trail passing the Upper / Farnsworth Road Entrance to the Stone Slide (selfie stop). Participants proceed past the new garden to Wheatley Road and cross Ocean Road. The walk continues to the Beach Picnic Area (selfie stop), on to the Fort on Keyes Road (selfie stop), and then to Chapel Road to Goddard Mansion (selfie stop). From Goddard Mansion, participants follow the foot path past the Ship Cove Parking Area to Ocean Road, crossing Ocean Road to return to the Picnic Shelter. Public Safety Personnel is anticipated to be engaged as needed.

The Arthritis Foundation plans to have additional sanitary facilities delivered for the event as needed. No outside vendors are expected to participate; participants will have the option to pre-register online, or on the day at the event, and may bring monies from fundraising activities. Complimentary food and non-alcoholic beverages will be provided for Walk participants.

Advertising will include online marketing initiated through The Arthritis Foundation, individuals promoting the cause via social media, partnerships with local businesses, radio, media, and news outlets, and rack cards and posters promoted in businesses throughout the Greater Portland footprint. The Arthritis Foundation has forged a partnership with the Maine Mall, a GGP Property, to promote and increase the Arthritis Foundation's mission and event awareness. The Arthritis Foundation requests the Walk To Cure Arthritis Maine 2019 event added to the list of events on the Fort Williams event calendar online as well as locations where the Fort Williams event calendars are posted.

Minimal electrical service will be required. A DJ is planned to provide ambiance and will require electrical service, and a food vendor's prep team may require electrical service to prepare food. Outside generators may be brought to the event to support the DJ and cooking units as needed if electricity is not available. Existing best practices to recycle paper and plastic will be followed, and additional disposal containers will be brought to ensure no waste will be left after the event. Event volunteers and staff members will monitor and manage disposal containers. Fort Williams Park should experience minimal wear resulting from the 2018 Walk To Cure Arthritis – Maine event. Adjacent properties and visitors to other destinations in Fort Williams during the event should experience minimal impact regarding the Walk's noise and traffic.

We fondly look forward to hearing from you or one of your designees regarding our request. Should additional information be requested, do reach out either via phone or email, and we will happily share this information.

Warm Regards,

Barrie

Tom

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