



Kathleen Raftice &lt;kathleen.raftice@capeelizabeth.org&gt;

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**Group Use Request of Fort Williams for High School Graduation**

4 messages

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**Kathleen Raftice** <kathleen.raftice@capeelizabeth.org>  
 To: Nathan Carpenter <ncarpenter@capeelizabethschools.org>

Thu, Jan 10, 2019 at 4:50 PM

Hi Nate,

I spoke to Bob Malley and he suggested I reach out to you. I need a request from you for the use of Fort Williams for High School graduation. This request will then be approved by the Fort Williams Advisory Committee and then the Town Council.

If you have any questions, please let me know.

Thanks

Kathy

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 Kathy Raftice  
 Director

Cape Elizabeth Community Services & Ft. Williams Park  
 343 Ocean House Road  
 Cape Elizabeth, ME 04107



207-799-2868

kathleen.raftice@capeelizabeth.org

http://www.capecommunityservices.org

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**Carpenter, Nathan** <ncarpenter@capeelizabethschools.org>  
 To: Kathleen Raftice <kathleen.raftice@capeelizabeth.org>

Fri, Jan 11, 2019 at 7:49 AM

Hi Kathy,

I'm confused, I have never had to fill out/file a request before--apologies if I have dropped the ball on this. Thanks for reaching out to me! CEHS graduation is scheduled for Sunday, June 9, 2019. I would like to formally request that CEHS use the Fort Williams space for this event. If you need anything else please let me know.

[Quoted text hidden]

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 Nathan Carpenter  
 Assistant Principal  
 Cape Elizabeth High School  
 [207] 799-3309 extension 403  
 Fax: [207] 767-8050

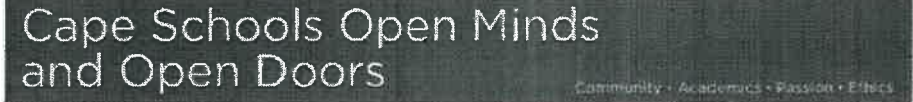
**"The only real mistake is the one from which we learn nothing."**

**Henry Ford**


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*public records and may be subject to disclosure.*



*Open Minds and Open Doors*

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**Kathleen Raftice** <kathleen.raftice@capeelizabeth.org>  
To: "Carpenter, Nathan" <ncarpenter@capeelizabethschools.org>

Fri, Jan 11, 2019 at 8:21 AM

Nate,

New for me too. No form to be filled out, you sent what I needed, just an email requesting the use of the Fort on that day.

I will submit for approval and you should be all set.

Thanks

Kathy

[Quoted text hidden]

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**Carpenter, Nathan** <ncarpenter@capeelizabethschools.org>  
To: Kathleen Raftice <kathleen.raftice@capeelizabeth.org>

Fri, Jan 11, 2019 at 9:25 AM

Great, thanks! Enjoy your weekend.

[Quoted text hidden]

**MMark Fleming**  
Chairperson - Family Fun Day Committee  
(207) 321-9393 mffleming@maine.rr.com

01/17/2019

Fort Williams Park Committee

Dear Committee Members,

The Family Fun Day committee is requesting the use of Fort Williams Park for the annual Family Fun Day event on Saturday June 15<sup>th</sup> this year. In the event of rain on the 15<sup>th</sup>, the event would be held on Sunday, June 16<sup>th</sup>.

The event will use the majority of the park, with the main events using the field where the baseball field and concrete steps used for graduation are located. The event will be comprised of the usual activities we have every year, including a stage with music, games and activities for kids, various vendors selling food, an arts and crafts show, and other activities. All of the vendors will be local non-profit organizations such as the Lions Club, The Rotary Club, and School booster clubs.

Vendors will begin setting up their booths and equipment on Friday evening in the park. Setup will continue early Saturday morning and the main events will be kicked off by a parade which will enter the park between 9:30 and 10 AM. The day-time events will be concluded by 3 PM.

There will be night-time activities from approximately 5 PM - 9 PM. These will include several food trucks, music, and fireworks show.

If you have any questions regarding our proposal for the event, feel free to contact me at the phone number or email address shown at the top.

Thanks for your consideration.

Sincerely,

Mark Fleming

January 14, 2019

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

Dear Kathy and The Fort Williams Park Committee:

On behalf of Cape Elizabeth Little League, I would like to respectfully request the town's permission to use Fort Williams Park in 2019 for our league's T-Ball, A Baseball, AA Baseball and Minors softball teams. Team practices may begin as early as April 1<sup>st</sup>, with CELL opening day scheduled for April 27<sup>th</sup>, 2019. The field usage should conclude in mid-July.

The following Fields at Fort Williams are being requested for use:

- A Baseball Fort Williams (Stadium and Playground Fields)
- AA Baseball Fort Williams (Playground Field)
- Minors Softball Fort Williams Stadium area
- T-Ball For Williams Soccer Field and Multipurpose Field

Our coaches, players and parents will continue to be respectful of our use of the park and look forward to having our younger players enjoy playing baseball and softball at such a beautiful location. If you have any questions please feel free to contact me at (207)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 for the town's past and continued support of little league in Cape Elizabeth.

Very truly yours,



Jeremy Lombardo  
Member: Cape Elizabeth Little League Board of Directors





December 6, 2018

Fort Williams Park Committee  
C/O Kathleen Raftice, Community Services & FWP Director  
P.O. Box 6260  
Cape Elizabeth, ME 04107  
[kathleen.raftice@capeelizabeth.org](mailto:kathleen.raftice@capeelizabeth.org)

Dear Kathleen:

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 22nd Annual TD Beach to Beacon 10K Road Race. The race is scheduled for Saturday, August 3, 2019.

We would also wish to reserve Tuesday, July 30th through Friday, August 2nd 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 30th and not any time earlier. 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/David Baker  
cc/Matt West  
cc/Andy Deschenes



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

Meeting Minutes  
January 17, 2019

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

**Absent:** Joe Kozlowski (JK)

**Staff:** Kerry Kertes (KK), Fort Williams Coordinator, Robert Malley (RM) Public Works Director, Kathy Raftice (KR), Community Services and Fort Williams Park Director, Barbara Powers, Lynn Shaffer and Andrea Southworth, Friends of Fort Williams Park

**Public:** Roger Rioux and Jeremy Gabrielson

**Call to Order:** JW called meeting to order at 6:59 pm.

**Approval of Meeting Minutes**

The December 20, 2018 draft meeting minutes were approved as written. (6 - Yes, 0 - No)

**Public Comment Opportunity for Discussion of Items Not On the Agenda**

Roger Rioux spoke about the work to be done at Fort Williams in the central parking lot and what effect this will have on Little League in April and May 2019. JW suggested no communication or decisions at this time until better known where we stand with work as time approaches. Roger also asked for a clarification on the ordinance committee's change/update to the leash law. His suggestion is that no dogs be allowed off leash at all at Fort Williams.

**FWPF Update**

Lynn Shaffer brought the committee up to date on the following projects and issues.

**Park Ecology Project Report Cliff Walk Landscape**

- Invasive Plant Management: Vegetation Control Services has been working in the Park this week, but icy conditions along the Cliff Walk have prevented the clearing of invasive in the Cliff Walk Landscape as originally planned.

**Organizational Changes**

- James McCain resigned as Executive Director of the FFWP effective 1/14/19. The FFWP board is has decided to break his job into two part-time positions: o Executive Director responsible for administration and development of Ecology Project Manager
- Board Member Andrea Southworth has been hired as temporary Ecology Project Manager and is overseeing the work of Vegetation Control Services. A decision on whether to make her position permanent will be made after the Executive Director position is filled. Other
- The fiscal year for the FFWP has been changed to run March 1 – February 28/29 to better coordinate with our schedule of income and expense. This year's annual meeting will be held February 26 at 6:30 at the Thomas Memorial Library. We anticipate that this will be a shorter event than in previous years. The FWPC is invited.

Lynn also mentioned a drone photographer, Todd McKee, who had been in contact with her. She will share the information with KR. Andrea Southworth advised that Tom's of Maine will be coming to the fort on May 10<sup>th</sup> which is earlier than usual and she is looking for projects for them. SM suggested continued work on the invasive species. KK and KR will work with her on projects.

Lynn asked about the potential of Pay & Display and whether consideration will be given to volunteers. JW suggested she address the Town Council Chair, Jaime Garvin. JW concerned that once door opened many will look for exceptions.

**Group Use Approvals – Graduation, Family Fun Day, Little League Field Use and Beach to Beacon**  
KR presented all Group Use applications for Graduation, Family Fun Day & Little League Field Use. All 3 were approved as presented (6 – Yes, 0 – No).

Beach to Beacon was presented by Andy Deschenes. All felt this went well last year and no issues. Dave McGillivray, Race Director did say there may be an additional event on Thursday evening. This is normally done at a host family home in Cape Elizabeth. MR just wanted to be clear that all are not welcoming the disruption to the town and any additions/changes would need to be presented. Dave understood and will get back to committee if adding Thursday evening. Approved as presented (6 – Yes, 0 – No)

#### **Budget Discussion**

Discussion by all on budget for FY20. RM provided insight on many projects being suggested. Final budget vote will be at 2/12/19 meeting.

#### **Status Report for Pay & Display – Jim Kerney**

JimK updated the committee that while 3 vendors attended the informational meeting only 1 submitted a bid. It appears to have addressed all issues. Will be sent to Town Council with new ordinance wording in February with expectation that it will go to a public hearing in March.

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

JimK also updated the committee on the Town Council meeting from Monday, January 14<sup>th</sup>. Bob Metcalf from Mitchell & Associates attended the meeting and presented the renovation proposal for the park as approved by the FWPC. There were questions/concerns about safety for the soccer field participants, questions about what to do with buses should the allotted spaces in the parking lot are full, what types of benches, any consideration of adding/changing port a johns, etc. JimK answered any and all questions on behalf of the committee.

#### **Public Comment Opportunity for Discussion of Items on the Agenda**

SM wanted to recognize the Friends of Fort Williams for the coordination of the recent invasive species work that was done. SM felt all handled very responsibly. RM would like recognition of the Public Works staff for their assistance with VCS, specifically Scott Smart, Tom Perkins and John Talbott.

#### **The meeting was adjourned at 9:08 PM**

The next meeting of the full committee will be Tuesday, February 12, 2019 @ 7:00 pm @ Cape Elizabeth Community Center.

Respectfully Submitted,  
Kathy Raftice