

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, September 18, 2025**

Present: Lauren Springer (LS) Chair, Terry Bagley (TB), Curtis Kelly (CK), Dennis Leiner (DL), and Doreen Theriault (DT)

Absent: Jim Kerney, Ken Pierce

Staff: Kathy Raftice (KR), Community Services and Fort Williams Park Director, Dom Walker, Fort Williams Site Supervisor and Andrea Southworth (AS), Friends of Fort Williams

Call to Order: LS called meeting to order at 6:30 pm.

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

Approval of June 26, 2025 Meeting Draft Minutes

Motion by TB to approve the June 26, 2025 draft minutes, second by CK. Motion passed (5 – Yes, 0 – No).

Friends of Fort Williams Update

AS shared her FOF Ecology Report. Discussion by committee on the lack of rain this summer after such a wet spring. AS shared that there has not been enough water to run the pump and they have postponed some planting until the fall. AS also shared the different volunteer groups and the end of the internship training for Natalie Henderson, SMCC. The Friends and Wild Seed Project are hosting seasonal walks; next scheduled for October 23rd from 4 – 5:30 pm. AS brought committee up to date on success of the Garden Tour.

Fort Williams Update

KR gave a quick recap of the summer. The VAG fair went smoothly. We will hear from them again in the next couple of months about hosting again next summer. They are looking to grow, things we need to decide as a committee. B2B went very well. Town has a follow up meeting on September 22. Committee will be asked about hosting the packet pick up and vendor fair. School construction will impact the use of the school campus. KR shared about the helicopter filming by Disney and provided the food truck update. UPP enforcement will only be on weekends through the fall and winter.

KR updated the committee on the Planning Board process and the success resulting from our meetings. A big shout-out to Sashie Misner for her assistance through this process. KR shared

the next steps for the Pond Pavilion, noting that the RFP was sent out and we received a bid within budget. We are working with local businesses to prepare the site for the delivery and construction of the Pavilion. Additionally, KR shared that the Goddard Stonework repair RFP has also come back within budget and the vendor will begin the stonework soon. Now that the planning board process is complete, Sashie will focus on developing the RFP for the playground. Feedback on the conceptual plan shared with the Planning Board has been very positive. KR then shared the Goddard Mansion Stairway plan. KR met with JK and Gorrill Palmer to discuss constructing a stairway from the back of the mansion to the road leading to Battery Keyes. It was agreed a site survey was needed which was in August, and the conceptual design was finished in early September. KR will schedule a meeting with Ben McDougal (Code Enforcement), Jeff Tarling (Tree Warden), and AS to identify which invasive trees need to be removed, understand how Shoreline Zoning works, and obtain an estimate and timeline for the removal. Following this meeting, the stairway RFP will be sent out. KR shared she will be scheduling an informational meeting with the neighboring residents of Goddard to dispel rumors and clarify what will be happening at the site.

CK shared information on the signage for the Goddard pathway. He will pull this together for the next meeting. Committee discussed signs in the park. KR commented that the Master Plan recommends consistency and uniformity in the park. Discussion on involving a graphic designer to help. AS suggested someone from SMCC or the high school.

LS asked about the broken granite bench. KR shared she had called Maine Memorial however they did not order the bench. She will follow up with them.

LS shared there has been talk by users of the pickleball courts that a player is policing the use. CK clarified that the committee had agreed to the Open Play rules back when courts were established. If anyone hears more about this we will re post the rules.

Public Comment Opportunity for Discussion of Items on the Agenda – None

Discussion regarding October meeting. Site Walk suggested. Committee will meet at the existing playground on Thursday, October 16 at 4:00 pm. We will then follow with a meeting at the picnic shelter.

Motion to adjourn by DT, second by CK. Motion passed (5 – Yes, 0 – No). The meeting adjourned @ 7:50 pm.

Respectfully submitted

Kathy Raftice.