

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Wednesday, December 17, 2025**

Present: Lauren Springer (LS) Chair, Terry Bagley (TB), Jim Kerney (JK), Dennis Leiner (DL), and Doreen Theriault (DT)

Absent: Curtis Kelly and Ken Pierce

Staff: Kathy Raftice, (KR), Community Services and Fort Williams Park Director, Dominic Walker (DW), Fort Williams Park Supervisor

Public: None

Call to order: LS called the meeting to order @ 6:02 pm

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

Approval of November 20, 2025 Draft Meeting Minutes

Motion by DT to approve the November 20, 2025 draft minutes, seconded by TB. Motion passed (65– Yes, 0 – No).

Friends of Fort Williams Update

AS had previously shared the FOF Update. She provided a recap on 2025 and the stewardship, volunteers and programs offered. She discussed the Project Canopy Grant and the expectation to hear at the beginning of 2026! Thank you to all.

FWP Update

KR presented the Fort Williams Park 2026 Regular Use Requests:

South Portland/Cape Elizabeth Rotary Fireworks – February 28, 2026, Rain Date March 7, 2026

Cape Elizabeth Little League – waiting on dates

Great Strides Cystic Fibrosis Walk – May 16, 2026

Cape Elizabeth High School Graduation – June 7, 2026

Cape Elizabeth Family Fun Day/Fun Fest (to include fireworks) – June 13, 2026, Rain Date June 14, 2026

TD Beach to Beacon – Monday, July 27, 2026 – Saturday, August 1, 2026

American Cancer Society, Making Strides against Breast Cancer walk – October 18, 2026

Motion by JK to approve 2026 regular use requests, seconded by DT. Motion passed (5 – Yes, 0 – No).

KR shared with the committee that the Playground RFP's for Site Work and for the Equipment and Installation were completed, posted, and sent out to a variety of vendors. Bid openings are set for Thursday, January 29, 2026 @ 2:00 pm. She also provided an update on the Battery Blair Project. KR and JK met with Greg Scott of Scott Construction to discuss the project and obtain feedback and next steps. He is gathering information to assist us with the RFP. This information will help us obtain good, qualified bids. He expects to have this information after the New Year. TB just asked for clarification on the funding and wanted to make sure if project not completed yet do we lose the funding. KR clarified how the CIP works, carry over year to year until completed.

KR provided some information from her recent Beach to Beacon meeting. The board discussed many items but of interest to our committee is the moving of the vendor fair and packet pick up due to a prior request to move this to Fort Williams. KR had previously shared with the board that the PC cafetorium and gym option was not going to be available in 2026 due to the new school construction. The board is considering moving this to USM with more to come. KR also shared information about UPP (pay and display vendor), change of leadership, kiosk attention, and owed funds. KR to meet with new leadership in early 2026. She did receive contact from another vendor interested in the pay and display in the park. KR followed up on the granite bench replacement. It is ordered (\$3600) and with installation in April 2026.

The committee discussed the FY27 budget, starting with KR's update on FY26, which included current revenue and expenses. She also provided an overview of the status of various projects. KR indicated that she does not anticipate revenue increases except for B2B and Commercial Vehicles.

For FY27, the committee identified several planned projects, including:

- Professional Services
- Stonework
- Signage
- Fencing
- Removal of the old playground
- Temporary resurfacing of the parking area by the old playground
- Pathway to the top of Battery Blair
- Continued invasive species treatment
- Lawn maintenance and pathway improvements
- Resurfacing of the Picnic Shelter parking lot
- Improvements to Powers Road (entrance to Ship Cove)

KR noted that some work on Powers Road should be covered by the FY26 Powers Road budget. The proposed items include new striping for the central lot, curb painting, and potentially relocating the sidewalk to the other side of the fencing from the top of the hill down toward the central parking lot. KR will investigate the resurfacing of Powers Road. At the January meeting, KR will provide updated budget documents for final approval.

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

Motion to adjourn by JK, seconded by TB. Motion passed (5 – Yes, 0 – No). Meeting adjourned at 7:30 pm.

Next meeting: Next meeting, Thursday, January 15, 2026, @ 6:00 P.M.

Respectfully submitted

Kathy Raftice