

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, January 18, 2024**

Present: Lauren Springer (LS) Chair, Terry Bagley (TB), Curtis Kelly (CK), Jim Kerney (JK), Ken Pierce (KP), Mark Russell (MR) and Doreen Theriault (DT)

Staff: Chris Cutter (CC), FWP Coordinator, Kathy Raftice, (KR) Community Services and Fort Williams Park Director and Andrea Southworth (AS), Friends of Fort Williams

Call to Order: LS called meeting to order at 6:00 pm.

Welcome New Members – Lauren Springer

LS introduced herself and welcomed our new members Terry Bagley and Curtis Kelly. All members and staff introduced themselves and gave a brief history of their time on the board or participating with the board.

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

Approval of December 19, 2023 Draft Minutes

Motion by JK to approve the December 19, 2023 draft meeting minutes, second by KP. Motion passed (7 – Yes, 0 – No).

Gorrill Palmer Update – Will Haskell and Bob Malley

KR provided a brief update for new members on the Master Plan Update, prioritizing of recommendations from the update, projects completed or in process and the Powers Road Feasibility project with Gorrill Palmer. Will Haskell then began the discussion with an update from the last FWPC meeting they attended and the request for research on feasibility and cost of an ADA pathway along Powers Road. Will shared the ADA requirements and a visual of what a pathway would look like. Questions with discussion on whether land identified as Open Space would affect ability to build a pathway, estimated cost and the change to the landscape. MR emphasized that cost should not be the only consideration, which all agreed. Discussion moved to the proposed work from Shore Road entrance to Ship Cove and estimated cost. Discussion regarding the gates and potential roundabout on Shore Rd. Roundabout would change entrance and would need to be decided prior to moving forward with changes within park. KR will discuss with Matt Sturgis and GP will provide some initial information. DT asked about the smaller safety items. KR explained those are in the budget. JK would like to see us move forward with some of the safety issues such as the line in center of road and painting curbs to delineate the sidewalks. KR will have these completed in the spring. LS agrees we need to complete some of the smaller items but does not want to lose momentum on other aspects of the

project. FWPC agreed we focus on the Shore Road entrance to Ship Cove as Phase 1 project. Will and Bob will continue on feasibility study as agreed upon in RFP.

Friends of Fort Williams Update

KR shared written update from AS. Nothing additional at this time.

FOAA Training – Kathy Raftice

KR had sent out presentation and FAQ to all members. Discussion on pertinent points. Any future questions will go through KR for clarification.

Fort Williams Park 2024 Regular Use Requests

David Backer and Angela Best, B2B board members, presented the request for B2B to return to FWP for 2024. They also requested to include the beer garden, again this year, at the end of the race. They shared some facts around the event last year. MR shared how he was a little skeptical last year but now he is not. He felt it was a well-managed addition to the race. JK shared that he had many coming to him and felt it was a huge success. KP also felt all involved did a great job managing the additional event and he heard many positives. KR presented additional regular use requests:

Cape Elizabeth Little League – March 19 (weather permitting) Opening Day April 27, 2024

Cape Elizabeth High School Graduation – June 2, 2024

Cape Elizabeth Family Fun Day – June 8, 2024

American Cancer Society, Making Strides against Breast Cancer walk – October 20, 2024

Motion by MR to approve 2024 regular use requests, second by JK. Motion passed (7 – Yes, 0 – No).

FY25 Budget Discussion – Kathy Raftice

KR began the budget discussion with an explanation on revenues to date and those expected by FY24 year-end. KR brought committee up to date on projects in progress. Pond RFP being finalized. Waiting on testing of material cost estimate and then will schedule. Required tree work around pond completed. Pickleball court work completed for now with remaining work scheduled in spring/summer. Tennis Court project bid received and accepted. Work scheduled for spring/summer. Food Vendor RFP sent out with bid opening January 25. Stairway RFP sent out with bid opening on February 1. Powers Road Feasibility study continues as previously discussed. Water Bottle Filling Stations scheduled for spring. Discussion on projects for FWP in FY25. Misc Projects TBD, Invasive Plant Management, Professional Services, Playground, Bleachers, Battery Blair Restoration and ADA Mapping of Park. Continued focus on Stonewalls

as needed. Motion by JK to accept budget and projects as discussed, second by LS. Motion passed. (7 – Yes, 0 – No). KR will complete write-up and submit to Town Manager.

Discussion on the need to begin work on the Playground design. Sub-committee formed with DT leading and CK participating. KR will post notice agenda and send information to those in town who have communicated interest. Meeting will be Tuesday, January 30 @ 10:00 am at Community Services.

JK shared information from discussion with Matt Sturgis on fundraising for additional amenities at Pickleball courts. Fundraising group will put together informational packet for February Town Council. FWPC all in favor of fundraising efforts.

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

Motion to adjourn by MR, second by JK. Motion passed (7 – Yes, 0 – No). The meeting adjourned at 8:18 pm.

Next meeting: Thursday, February 15, 2024 @ 6:00 pm.

Respectfully submitted,
Kathy Raftice