

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, January 20, 2022**

Present: Jim Kerney (JimK), Jon Dienstag (JD), Suzanne McGinn (SM), Ken Pierce (KP), Mark Russell (MR), Lauren Springer (LS) and Doreen Theriault (DT)

Staff: Chris Cutter (CC), Fort Williams Coordinator, and Kathy Raftice (KR), Community Services and Fort Williams Park Director

Call to Order: Chair, Jim Kerney called meeting to order at 6:04 pm.

Approval of December 16, 2021 Draft Minutes

Motion by KP to approve the December 16, 2021 draft minutes second by DT, motion passed (7 - Yes, 0 - No).

Public Comment Opportunity for Discussion of Items on the Agenda:

None

Master Plan Update – Jim Kerney

JimK thanked those who worked to obtain the information on projects. **Goddard Mansion:** KP provided update on steps taken to date and summary of document received from Ethan Rhile of Thornton Tomasetti. KP shared range of estimated costs for design phase services of \$36,000 - \$42,000 and construction phase services of \$10,000 - \$13,000. KP spoke with Bob Malley who shared favorable review of work done by Ethan Rhile and group. JimK felt covered what he thought. One thing not included what big picture/landscape would look like. KP shared that landscaping design would be left out and that could be done by others. Concept and drawings would be next step. JimK feels R & A and others would be involved. KR shared this is a budget number which helps with an RFP to put out to bid. CC shared previous results of surveys ranging from \$400,000 - \$750,000. Feels number will only increase. JimK clarified those were for full stabilizations and we are only looking at partial. SM asked if we could go back to 2010 group and ask for an update to the number. KP can go back to vendor and ask if they could work off the 2010 report? JimK clarified design changed dramatically however cost seems high to get what we need/want. Is there a possibility to reduce? Feels more in the \$35k range. SM shared her discussion with Gorrill Palmer and monies could be pushed to phase two however will have to be paid now or later. KR clarified RFP purpose and scope. MR feels it will be a million dollar project and money will need to be put aside for multiple years but need to start now. MR not surprised at estimated costs. JimK agrees expensive project but due to previous research/surveys/work can we leverage this information. Some budget discussion around engineer survey then cost of actual work. At least two line item budget numbers to consider. JD agrees need to spend some money to obtain a comparison. JimK clarified the need for RFP will bring in comparison. KP likes the idea of two line items. KP will speak with Ethan Rhile on

what could be reduced in his estimation. MR offers we may receive pushback on the \$500k and should speak with Town Manager in advance. JimK and KR will meet with manager. DT suggests fundraising, involving groups like Portland Landmarks. **Signage/QR Codes:** JD explained meeting with CC and Jim Rowe. JD shared the main concepts are layout and core points around FW where we want a virtual tour. People can choose their own adventure. Exciting possibility for school and others in town to participate. Goal is to launch in 2022 utilizing QR codes. Each to come up with wish list of what they want to see. Content phase then the next phase is the marketing phase. Potential signage in the parking lots explaining what we are doing. Focus in next few months will be the content collection phase. JimK feels super exciting wants to make sure we include the history but also the FOF and military. JD shared a 2 x 3 cube to be attached, not all new signage. KP loves the idea and reminds group we don't have to get it perfect the first time we can work through it. People will figure it out.

Conservation/Pond: SM shared revised proposal from Gorrill Palmer. May be expensive but depends on what we want accomplished at the beginning versus later. Survey can be postponed but it is for the pavilion only. Planning board would need a survey to approve. Some smaller things could be removed but need to figure out what is working and what is not (pond). JimK asks "what is wrong with the pond?" What are we trying to solve? CC clarified there is some leaking and there are valve issues. FOF pump clogs from sediment in the pond. CC feels need to scrape bottom of pond. Walls disrupted by ice in the winter. KR shared her conversation with Bob Malley. Algae and fish in the pond and DEP would have to be involved in whatever we do. Consideration of Town water however chlorine in and may not be allowed. What is the end goal? FOF responsible for the pump, they installed. JimK clarified what we are looking for; clean, clear pond, pump stations that work and fixed rock walls and historic preservation of secondary walls. A structure is the secondary. SM explained that meetings can be expensive which may reduce the cost but largest item is the survey. This will go out to RFP much like Goddard Mansion. Will Haskell suggests that all projects in FW connect to each other with an overarching look and feel and to keep that in mind. MR clarified that we want Todd Richardson to continue to participate. JimK explained we will put into the budget for the feasibility as well as the work. We will budget \$40,000 for feasibility study, \$100,000 for the pond work and \$150,000 for the pavilion. **Powers Road:** KR brought up to date on conversations with Matt Sturgis and Jay Reynolds. Suggestion is to involve civil engineer and break out into phases. They were asking what we are looking for as will not be able to close park at any time of the year. Jay felt he could help with developing scope. JimK asks that Public Works should be overseeing as water and sewer will be involved. KR clarified that it is a park project so we would be involved but definitely feel Public Works would be involved. MR shared that he felt this will be a slow project and many steps involved. KR and JimK will meet with Matt and discuss next steps. MR suggests money in the budget for the Powers Rd project. MR suggests \$50,000 to start.

FOF Update

KR shared that AS will not be participating and shared the report from her. SM commented on invasive work in the park and it looks amazing. AS will be writing an article for the courier. JimK feels looks really nice and work has been impressive. JimK loves the rope around the slide. SM commented on the great work that AS doing in the park. JimK commented on the signs and we want to keep all signs cohesive, Fort Williams Park. SM wants to make sure FOF acknowledged.

Annual Use Requests:

The FWPC voted unanimously 7 – Yes, 0 – No on the following Group Use requests.

Cape Elizabeth Little League, 2022 Season, Opening 3/19/22 (Field consideration)

Walk to Cure Arthritis Walk - Saturday, 5/28/22

Cape Elizabeth High School Graduation - Sunday, 6/12/22

Cape Elizabeth Family Fun Day - Saturday 6/18/22

Making Strides against Cancer Walk - Sunday 10/16/22

FW Update & Budget Discussion – Kathy Raftice

JimK introduced the budget discussion and summarized the Control Book. KR summarized the budget page, pointed out revenue collected year to date and expenses within FY 22. Fencing RFP received today, one bid and over budgeted amount however Matt in agreement to allocate funds, Master Plan/R & A some funds remain, berm project under budget, invasives, stonewall money at the picnic shelter, signage and Battery Blair restoration. MR asked about grant for Invasives, KR clarified actually a donation from Chase Family and allocated to us for invasive work. KP asked for clarification about Battery Blair restoration. MR asked about the Site Fees and is it expected in second half of year. KR explained we expected more in filming and use, largely impacted by bigger functions. JD asked about the use of the lighthouse in ads etc. KR clarified fees for motion photography. Proposed revenue for FY 23 expected revenues, some impacted by fee increases. Number to take a look at is the expected Bus/Trolley revenue. This number was based on projected cruise ships which is not expected. CC comfortable with a slight increase from last year with fee increases, \$60,000 would include everything. JimK concerned about what was presented to the Town Council. KR feels comfortable that the explanation is clear and supported at this point. MR asked about P & D money and to what degree is the money for the park. JimK explained the money goes to the General Fund and request back for projects. MR feels we should ask for it. Projected expenses bringing in the items discussed earlier in the meeting and those from previous meeting. DT confused on P & D and asked for a clarification. SM would like to see the update to the platform as it is a revenue driver. JimK feels a healthy budget with nothing overstated. MR wants to make sure it is known that the \$500k is not going to cover all that needs to happen with Goddard Mansion, this is a starting point. KP wants to clarify we do not know what that cost will be. SM felt we were only asking for money for the feasibility studies and work in next FY. JimK clarified he wants work started next winter/spring. Important that the council understands what these projects potentially may cost. JimK asking for a more clear vision on why contribution to General Fund when we are obtaining funds from the General Fund. MR spoke to a large project such as Powers Road and bringing all those involved and where the funds to pay for it will come from. He brings forth the governance issue at the park, this was brought up in the Master Plan and this needs to be addressed. DT moved to accept budget as presented, KP seconds. Motion passes unanimously 7 – Yes, 0 – No.

Discussion on the damages at the lighthouse from the painter. Facilities is dealing with this. The paint company had purchased the post and chains from the vendor however painter installed however corrections needed.

FWPC – 2022 Chair Vote

KR explained that JimK has served two terms as the chair. Jim recommends SM or KP. KP will step up and volunteer as the new chair. DT motion to accept, KP second, motion passes unanimously to name Ken Pierce and chair of FWPC. (7 – Yes, 0 – No) JimK shared the tremendous work that has taken place and hopes to see it continue by attending meetings and preparing before meetings. KP extended his appreciation to JimK.

Public Comment Opportunity for Discussion of Items Not on the Agenda:

None

The meeting was adjourned at 7:59 pm. KP motion to adjourn, DT second, motion passes unanimously, 7 – Yes, 0 – No.

Next meeting: Thursday, February 17, 2022 @ 6:00 pm

Respectfully submitted,
Kathy Raftice