

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Wednesday, March 15, 2023**

Present: Substitute Chair, Jim Kerney (JimK), Jon Dienstag (JD), Lauren Springer (LS) and Doreen Theriault

Absent: Ken Pierce, Suzanne McGinn and Mark Russell

Staff: Kathy Raftice, Community Services and Fort Williams Park Director

Call to Order: Substitute Chair JimK called meeting to order at 6:05 pm.

Public Comment Opportunity for Discussion of Items Not on the Agenda

None

Approval of February 16, 2023 Draft Meeting Minutes

Motion by DT to approve the February 16, 2023 Meeting Draft minutes, second by LS. Motion passed (4 – Yes, 0 – No).

Friends of Fort Williams Update

KR shared the report as provided by AS. Nothing additional.

Pond RFP Wrap Up – Will Haskell, Todd Richardson & Jamie Hark

Will Haskell introduced the Landscape recommendations for the Fort Williams Park pond by summarizing the previous meeting on the pond recommendations and introduced Todd Richardson who described the landscape recommendations. Todd walked the group through the handout (attached). JimK felt it was a great job and provided a good direction on things that could be done in the future. JimK felt the cost was reasonable for what was presented. LS initial thoughts were that it was a beautiful layout and well done. LS asked questions about maintenance so areas would not overtake the pond. Todd shared it would be determined by the choice of plants and the way they were planted. DT liked the ADA considerations and shared the presentation was wonderful, just a matter of cost. JD liked the presentation, felt it was well done and appreciated the ADA suggestions for the walkways and viewing areas. JD did question the value of the seat walls for the cost. Todd felt that the cost to repair the walls for seating would result in a good return on the investment. Todd also feels with the other amenities around the pond he feels supports the need for the pavilion. JimK questions the shrubs/trees near the tennis courts due to shading, wet and mold issues. JimK felt it would be better to stay consistent in the park with benches not Adirondack chairs. The discussion ended with group agreeing for now to focus on the three things needed to fix the pond leaving landscape issues for the future.

QR Code Update – Jon Dienstag

JD provided an update on his recent meeting with Chris Cutter and Jim Rowe on the use of QR codes in the park. JD shared the approach of QR codes for donations as suggested by the Town Council. Possibilities of using a venmo type platform. There are banking considerations and Kathy and Chris will look into this. UPP has the platform whether we use going forward in other areas of the park to be determined. LSS shared there are many different platforms that could be utilized. JD further explained the use of QR codes for virtual tours bringing in historical information. This can be linked to the Community Services website. Jim Rowe will begin to develop and will utilize high school students to develop. Discussion by committee on 3-4 focus areas to develop; Portland Head Light/Military, Goddard Mansion/Ship Cove and the Pond. JimK asked for a timeline on development. JD shared they are developing now, will take the areas agreed upon to the group and will provide update at next meeting.

FWP and RFP Update

KR provided RFP update. Powers Road expected back 3/16/23. Committee will then determine best option based on submissions. KR also explained the need for a team approach for the Playground RFP. Need a plan on where, what etc. but will depend on budget allocations. KR brought committee up to date on the Stairway RFP's. Two received however both over budget. She has spoken with Will Haskell and they will be putting together a design and specifications and this will be incorporated into the RFP which will then be resent out for bids. KR provided timeline on park with respect to rangers, greeters, pay and display kiosks etc.

FWP Goals and Objectives Review

JimK will work on updating our Goals and Objectives document and provide for discussion at next meeting.

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

The meeting was adjourned at 7:50 pm. Next meeting: Thursday, April 20 @ 6:00 pm.

Respectfully submitted,
Kathy Raftice