

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, April 20, 2023**

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

Absent: None

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

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

Public Comment Opportunity for Discussion of Items Not on the Agenda

None

Approval of March 15, 2023 Draft Meeting Minutes

Motion by JimK to approve the March 15, 2023 Meeting Draft minutes, second by SM. Motion passed (6 – Yes, 0 – No) (JD arrived after vote)

Friends of Fort Williams Update

AS shared her report. She is planning/scheduling many volunteer events; Waynflete, Girl Scout Troup 31, Maine Medical Center etc. Approximately 8 in the next couple of weeks. Birding group has started up again; Wednesday mornings @ 7:00 am. AS shared there are two adult wellness classes scheduled this spring; the first is April 26. Amy Witt will also teach two classes. Other programs in the works.

Sign Update

CC began with an update on signage in the park. Signs have been received for Captain Strout Circle and Central Parking lot and will be installed, they are on Public Works to do list. CC also shared information received in meeting with UPP. They discussed use of QR codes throughout the park for donation purposes. They will be providing examples before going forward. JD shared the outline as received from Jim Rowe. Committee discussion on next steps and who will be involved. KR will reach out to school department to see if student available to be involved. We will provide update at next meeting. DT wanted to make sure the Fresnel lens are discussed. SM shared the importance of including a section on Indigenous People. MR shared that through his travels he feels we are ahead of others with the use of QR codes.

Powers Road RFP Discussion

KR introduced the format to be discussed. Committee had all picked up copies of the 3 proposals and reviewed prior to the meeting. Round table discussion on pros and cons. All agreed all 3 proposals have good people with good references. After all committee members had shared input the vote was unanimous for Gorrill Palmer. (7 – Yes)

FWP Goals and Objectives Review

JimK led the group through the previously provided document. Discussion to ensure all in agreement. All agreed to follow up on document in Fall to ensure on right track. Motion by JimK to accept the Goals and Objectives for calendar year 2023, second by JD. Motion passed unanimously. (7 – Yes, 0 – No).

FWP Updates

KR shared SM email to Town Council and response from Jeremy Gabrielson, Chair Town Council. Discussion on need for conservation easement. SM further explained that she feels there needs to be further investigation on what parts of the park are protected and should we pursue permanently preserving the entire park. All agree it should not be part of discussion of affordable housing. SM explained that a conservation easement can be written broadly or more narrow. KR will discuss with Town Manager and see what if anything should or needs to be done.

KR shared communications and discussion on stairway RFP. GP working on design and specifications so when we put out to rebid all on same page. KR shared painting projects to go forward in park and color decisions. Suggestion to ask Todd Richardson as Master Plan suggested uniformity. KR will follow up.

KR brought committee up to date on budget meetings. Questions on the need to move the playground this year. May be removed from projects for FY24. KR will continue to work on pricing etc. for future. Safety of location is concern.

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

The meeting was adjourned at 7:45 pm. Next meeting: Thursday, May 18 @ 6:00 pm.

Respectfully submitted,

Kathy Raftice