

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, April 21, 2022**

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

Absent: Jon Dienstag

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

Guests: Alec Bruce, 5 Cottage Lane, Ed and Fran Minden, 5 Surf Road, Mylan and Maya Cohen, 21 Surf Road and Terri Patterson, 15 Surf Road.

Call to Order: Chair, Ken Pierce called meeting to order at 7:00 pm.

Approval of March 17, 2022 Draft Minutes

Motion by JimK to approve the March 17, 2022 draft minutes second by LS, motion passed (6 - Yes, 0 - No).

FOF Update

AS introduced the Children's Garden Celebration. Open house-style event. To take place on July 23, 2022 instead of the Garden Tour. AS explained activities, registration process if food truck involved, stations, set up and trash and recycling containers. Volunteers will assist. MR asked if the event is free or a fundraiser. AS clarified may have a small fee or food drive and registration may offer opportunity to donate. SM encouraged bike riding and walking. JimK shared if the numbers are in the 100-150 area you will need another Port a John. AS will look into this. Motion by MR to approve the event as described, second by JimK, motion passed unanimously 6 - Yes, 0 - No.

JimK asked about the erosion on Cliff Walk. AS will coordinate with CC & SM to identify areas that need attention and obtain an estimate from Jed from Off the Beaten Path. AS suggests that the Friends may be able to assist. CC suggests some type of flat stone to create a pad.

AS shared that trees to be delivered from Fed Co to be installed below the Parade Ground Parking lot on 4/30/22.

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

Master Plan Update

KP opened the discussion on the RFP for Goddard Mansion. KP added he tried to add clarity where needed and that what we are looking for is stabilization of the structure now and the future. Discussion by committee members. JimK felt this was a great update, suggests adding

the URL to where the Master Plan Update can be found. CC shared to add the date work can begin after July 1, 2022. KP asked if public/guests interested in commenting at this time:

Terri Patterson, 15 Surf Road commented that the committee needs to decide what the use will be. What the mansion is used for will impact what the study suggests. She reminded all that “Function follows Form”.

DT clarified that no plan to open the park after hours and LS clarified this will still be a wedding site.

SM opened the discussion on the RFP for the Pond. Discussion by committee with point to add the URL and the start date to this RFP as well. KR will prepare both RFP’s and send out in next couple weeks.

Park Update

KR provided an update on the NGA meeting on July 14th. Original request has changed after a meeting with the security group. They have requested to close the park on July 14th with a soft closure at 1:00 pm (announcements) followed by a hard closure at 2:00 pm (gates locked). Given the changes KR discussed with the Town Manager, Matt Sturgis and all agree a fee increase is justified. KR then submitted the increase to \$25,000.00 to the NGA. KR shared the concerns of town staff with the B2B, staffing shortages could impact. The next meeting of the B2B committee is scheduled for Monday, May 16 @ 6:00 pm at the Community Center. Discussion by the committee regarding the Pickleball courts and needed painting. KR shared she has discussed with the vendor and a week of cure time is needed after painting. She will schedule for after Labor Day. JimK shared he feels not enough Pickleball courts. CC shared that the courts are not filled all hours all days. KR then introduced the subject of “Dogs” at the park. Discussion by committee. KR suggests a workshop or public meeting to discuss the dogs and what can be done. Town employees have been attacked, some dog owners are rude to staff. Possibility that stricter regulations in South Portland are leading folks to Cape but we need to get it under control. KR shared the photos of the signs at Cliff House Beach. KR updated committee on the Outdoor Water Refill stations. Recycling Committee did not receive the grant. Will reapply and add more information to application. KR shared the email from resident about the fence gate to the cliffs and whether sign advising of risk would be prudent. KP feels we should have sign and feels legal opinion in order. JimK feels it is understood and signage not needed. Discussion by committee. KR will send to Town attorney for legal opinion. KR shared the Disc Golf request. The committee agreed to approve the request under the following conditions; the area be limited to the Meadow, fee charge of \$800.00 for the day or \$575.00 for half day, identify the weekend day and time (nothing Memorial Day weekend), provide proof of insurance naming the town as a certificate holder and provide a sketch of outlay prior to event. KR will send this to the group and get back to the committee. KR shared installment of the electric charging stations has begun. KR will be meeting with vendor on moving the playground on 5/4/22. AS requests to be at the meeting. KR shared that the Town Manager, Public Works Director, Facility Director and she walked the park and discussed work to be done; painting, holes fixed, roof work etc. MR asked about the Overflow lot and identifying handicap

slots. There was discussion about the Master Plan Update and decision to wait on parking lots as the Powers Road work will impact all lots. MR feels there should be two spots identified near the Children's Garden. JimK asks if there is a way to control the use of the Overflow lot and give the grass time to grow. JimK asked about the food vendors and controls on signage used and ensure all are adhering to the space allocated. KR will review and make sure guidelines are followed.

Public Comment Opportunity for Discussion of Items on the Agenda

Fran Minden, 5 Surf Road. Shared she was happy to hear the discussion on the gates in the fencing. She has always felt the gates were giving permission to people to utilize and putting people at risk.

KP suggests meetings in summer be at 6:00 pm. Committee in agreement. KR will inform the Town Manager.

The meeting was adjourned at 8:33 pm. MR motion to adjourn, second by DT, motion passes unanimously, 6 – Yes, 0 – No.

Next meeting: Site Walk Thursday, May 19, 2022 @ 5:00 PM, followed by monthly meeting at 6:00 PM.

Respectfully submitted,
Kathy Raftice