Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, August 17, 2023

Present: Ken Pierce (KP) Chair, Jon Dienstag (JD), Jim Kerney (JimK), Suzanne McGinn (SM), Mark Russell (MR)

Absent: Lauren Springer and Doreen Theriault

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: KP called meeting to order at 6:00 pm. KP shared he felt the B2B was a success. Had some concerns regarding the beer tent but felt all was done well. Discussion on the race and preceding week. KR will share information with Dave McGillivray and team.

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

Approval of June 15, 2023 Draft Meeting Minutes

Motion by JimK to approve the June 15, 2023 Meeting Draft minutes, second by JD. Motion passed (4 – Yes, 0 – No). SM arrived after vote.

Cape Elizabeth Historical Preservation Society - Sign Request

Bob Dodd and Tom Meyers, CEHPS, presented plans to have a sign installed in FWP. They understand the need for consistency within the park and provided pictures (see attached). Discussion with group. JimK prefers we stick with the FWP/PHL logo that is now on all new signage using the bottom of the sign with specifics on location. SM agreed and shared how we received feedback from the team working on the Master Plan that we should have consistency and signs is an area we are really working on. MR felt a sign makes good sense and agrees consistency on logo. MR asked if there is a sign on the back of the building. Bob shared not yet but something to consider. JD shared with the amount of traffic a sign at the back would be ideal. CC shared some options. KP shared sign should be closer to the door to enter. CC will speak with park employees on mowing concerns and advise committee. Tom Meyers explained the logo they had and looking to distinguish itself however understands the consistency issue. JimK brought forth motion to approve the request, utilizing the standard PHL/FW logo with terms below not to exceed size agreed upon The placement will be open to agreement between CC, Public Works and CEHPS. Second by MR. Motion unanimously passes (5 – Yes, 0 – No).

Friends of Fort Williams Update

AS had provided written update (see attached). She expanded to share that with the wet weather everything has been growing and looks awesome. Needs some cutting back along walkways.

The Garden Tour was a success. AS shared there will be additional interns from SMCC will be helping. MR shared he felt it looks spectacular! SM asked if VCS had finished their work in the park. AS shared VCS will be returning at the end of September to finish.

Fort Williams Park Project Update and Discussion

KR shared a request from a parent of a travel soccer player. They are requesting use of Parade Ground field for soccer, one night a week for 1.5 hours in September and October at a reduced rate. Pros and cons discussed. Motion by JK to allow use at $450 per use going week to week on timeframe. Second by MR. Motion failed (2 – Yes, 3 – No). KR will advise patron.

KR brought committee up to date on the following:

Signs installed on gates and sign work in the park to continue. Ship Cove Platform work by Tammaro will be taking place in the fall as schedule allows. The Town Council approved the recommendation to seek legal review of the current legal status of FWP and provide recommendations on how to preserve the park in perpetuity. KR will work with Town Attorney. Gorrill Palmer provided a Powers Road Feasibility presentation to the Department Heads. Very well received with positive comments and support thus far. The Police Department will be having a movie night at FWP on August 25 @ 7:00 pm. Bite into Maine has been having electrical issues. We are bringing an electrician in to increase power provided. Discussion on Food Vendors and RFP going forward. KR explained RFP out in December/January for next summer and she will provide a copy to committee to discuss any changes/updates. Cousins and Gorgeous Gelato have brought forth bee complaints and requested sign clarifying carry in/carry out position of the park. KR spoke with Will Haskell on Stairway RFP will be coming soon. Will need to reallocate some funding to cover costs. KR will handle. Water Bottle Filling Stations installed. Thank you to LP Murray! Discussion on next order and locations. Damage done at PHL and hardscape repairs completed. Thank you Tammaro Landscaping! The bench for Henry Adams will be delivered late August/September. AS met with Jay Reynolds on the landscaping at the Greeter's shed and portable toilets. KR and AS to work out details. Reminder on need to have fee discussions. KR will schedule for October meeting.

KR shared she would like to establish three subcommittees to work to develop RFP's on three projects, Pickleball Courts, Pond and Tennis Courts. Each committee will meet to develop the RFP and then share the information back with the full committee before going out to bid. KR, KP and CC will each lead one committee. KR will post agenda and subcommittee chair will share information discussed.

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

The meeting adjourned at 7:21 pm. Next meeting: Thursday, September 21 @ 6:00 pm.

Respectfully submitted,

Kathy Raftice