

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, September 16, 2021**

Present: Jim Kerney (JimK), Suzanne McGinn (SM), Mark Russell (MR), and Doreen Theriault (DT)

Absent: Jon Dienstag, Ken Pierce and Lauren Springer

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

Call to Order: Chair, Jim Kerney called meeting to order at 7:10 pm.

Approval of June 17, 2021 Draft Minutes:

Motion by SM to approve the June 17, 2021 draft minutes, second by MR, motion passed (4 - Yes, 0 - No)

Public Comment Opportunity for Discussion of Items on the Agenda:

None

Remote Meeting Policies:

KR explained the town position and shared example provided by the town. Town Council will revisit in October before our next meeting and we can vote to adopt at that time.

Master Plan Next Steps:

JK shared how the workshop went and his feelings that plan may not need another workshop. Discussion around questions raised by the councilors. SM will provide additional wording around the influence of environmental considerations whenever possible. We should pay a premium for better surfaces. SM will also add wording to the dedication of open space. MR shared that FWPC needs to support the plan. It is our recommendations as we have met, discussed and reached agreements. JK shared this is a long term plan for the future of the fort. JK shared some of the wording and corrections, clarifications he will submit to R & A. KR will submit typos and SM's wording when it is received. KR explained she had discussed with Matt Sturgis and he will determine if next step another workshop (October 6th) or back to Town Council for acceptance (October 13th).

FOF Update:

AS brought all up to date on work through the summer. JK shared he was happy with the slide work. AS happy with the masonry wall but would like to see the cedar posts and rope installed so she can work on the plantings. AS asked about signage at the entrance to the Children's

Garden. MR feels no problems with some signs. AS will look into interpretive signs. MR just would like her to bring to the committee for final approval.

FWP Update:

KR shared the budget to date. Will begin discussing budget at October meeting. Things to think about; Commercial Vehicle Fees (right now we have through 2022), Park rental fees (any changes to Town Council), B2B fees, and projects for next FY. KR presented Jim Rowe email regarding Private William Poor. All in favor of recognition. MR asked that KR go back to Jim and ask what type of recognition he would like. KR will bring to October meeting.

KR shared the letter on the NGA request for July 2022 and her discussion with Tonya Smith. NGA looking at a potential of 500 – 600 guests. Buses will transport to & from Portland hotels. Potential for a VIP reception 5:30 pm – 6:30 pm. They will work together with State Police, Local Police and any personal security. They will provide port a johns, tents, food vendors. KR discussed with Town Manager, Matt Sturgis. He is in support and wanted the committee to discuss and determine fees etc. KR shared she had discussed with JK and felt fee of \$15,000 + costs associated with town staff would need to be considered. NGA would like the Green as it is easier to completely secure. Possibility of local police at main entrance. MR asked about set up and take down days. MR supports and feels this is wonderful recognition for the town however feels more details to be worked out. KR in agreement and will discuss with Chief Fenton, Public Works and FW employees. Motion by DT to accept request, second by SM. Motion passed unanimously. (4 – Yes, 0 – No)

KR shared tennis court work completed. Issue on water build up still exists. This would be a much larger repair/restructure. Vendor suggested having squeegees available. CC feels 2 should be ordered for the tennis courts and 2 for the pickle ball courts. KR will order.

KR had the safety inspection of the playground and swings completed and waiting on report from the vendor however all was good.

Electric Vehicle Charging Stations discussed. KR explained vendor had come to the fort and written estimates for stations in the Central Parking lot and/or Picnic Shelter lot. \$10K difference. Town Manager, Matt Sturgis directed to have installed in the Central Parking lot. Committee members not happy that they will not be in the Picnic Shelter lot as committee had voted.

KR shared she had received estimates for the fence work. A little over budget, but RFP will go out. Additionally estimate on the Black Powder Coated, Post and Chain fencing to match new pedestrian fence at the lighthouse. We have funds to cover and committee in agreement to replace the white post and chain. JK and CC want the existing post and chain kept. KR will move ahead.

KR will be meeting with Jay Reynolds, Scott Smart and Chris Cutter to further develop the stages of repair on the stonewalls.

Sounds by the Sea – all agreed an overall success. KR shared only one cancellation due to weather. DT asked if any one of the venues was more popular or well liked. CC felt the picnic shelter area for the performances was his favorite. Will proceed with for next year.

Bench at Battery Blair – Date – KR will work with MR on invited guests and communication.

American Cancer Society Walk – October 17, 2021. MR asked if all volunteer coverage and needs were discussed. CC has met with and all set.

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

None

The meeting was adjourned at 9:01 pm.

Next meeting: Thursday, October 21, 2021 @ 6:00 pm

Respectfully submitted,
Kathy Raftice