

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, October 19, 2023**

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

Absent: Lauren Springer (LS) and Doreen Theriault (DT)

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

Public: Andrew Hickock and Lynn Bailets

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

Powers Road Feasibility Study Update – Will Haskell & Bob Malley, Gorrill Palmer

Will Haskell began the discussion with a brief recap on where we started and where we are today. Will shared information on the Master Plan and the focus on safe access to and within the park. Discussion around yellow centerline and whether recommended. Research has shown that can lead to increased speed. JimK feels the white curbs help with delineation and understanding of where the curb begins. KP agrees and feels even a white fog line along edges of curbs would help. Will shared the dimensions would be a 5' esplanade and a 10' path with no guardrail. MR asked how that could be accomplished. Will shared their suggested design, further explained 7' would come from the sidewalk on the opposite side of the road, and the remaining 8' would come from fill and development of the hillside. He does not feel the guardrail is needed. Bob Malley shared there would be a slope to the fill to assist with mowing. Discussion around esthetics. The fill and build-up of the hillside would cover from the entrance to the park to Ship Cove. MR asked about a bike lane. Will explained the path would be multi-use for pedestrians and bicyclists. Discussion around the Shore Road entrance to the park and the rotary. The committee feels this would be the "gateway to the park" and would like it to receive further consideration from the Town Council. The committee discussed the information provided and unanimously voted to suggest to the Town Council the consideration of the rotary concept on Shore Road, which is the main entrance to Fort Williams, as part of the Shore Road Project. We believe that this proposal will help improve traffic flow and make the entrance to the park safer and more efficient. The Fort Williams Park Committee is willing to work with the Town Council on the next steps required for this proposal to move forward. MR seconded. Motion passed (5 – Yes, 0 – No). Continued discussion on the development of the sidewalk and esplanade throughout the park. Questions around the walkway and ADA accessibility and the road configuration as it continues through the park towards Central Parking. KP questions next steps. JimK would like to see plan with costs. Discussion around what time of year work would be done and potential for temporary ingress and egress of the park. Further discussion to take place as development continues.

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

Approval of September 21, 2023 Draft Site Walk & Meeting Minutes

Motion by JimK to approve the September 21, 2023 Site Walk & Meeting Draft minutes, second by SM. Motion passed (4 – Yes, 0 – No). JD left before vote.

Friends of Fort Williams Update

AS covered her written update. JimK asked about the sign mentioned. He feels it should meet sign requirements of others in the park. AS agreed and will have the sign posted within the Children's Garden.

Subcommittee Updates

KR shared with committee that the Pickleball Court RFP has gone out to vendors. She shared she had heard from two vendors that the June 14 target end date was unreachable. She will send out addendum extending. KR discussed reallocation of funding for Stairway RFP with Town Manager. KR will submit write up to Town Council. If funding approved, RFP will go out in December. KR shared that she has the Tennis Court RFP. She will add a bid sheet and send out. Pond subcommittee has submitted draft RFP. Some minor changes discussed. KR will update and attach a bid sheet.

General information discussion:

KR updated committee on work at Ship Cove by Tamarro Landscaping. KR shared that wood chips were to be delivered to the playground and parts needing repair have been ordered. KR still needs to reach out to Town Attorney on the legal review approved by the Town Council. The bench at PHL for Henry Adams delivered.

KR shared two requests she received. First is from Neil Martelle, Cape Elizabeth Soccer Club, asking for use of Parade Ground fields for practice only. Discussion that use would be near the Tennis Court end of the field. Use of cones only, no lining. No objections from committee. Vote unanimously passes 4 – Yes, 0 – No.

Second request is a request to host a National Vintage Volvo car show at the park. Original request was for a Saturday in September. KR had shared it was too busy with bus traffic etc. Suggested July 13 or July 20. They are expecting 75-100 cars. Timeframe 10:00 am – 3:00 pm. Site fee + car fee. No objections from the committee. Vote unanimously passes 4 – Yes, 0 – No.

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

The meeting adjourned at 8:20 pm. Next meeting: Thursday, November 16 @ 6:00 pm.

Respectfully submitted,
Kathy Raftice