Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, October 20, 2022

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

Absent: Jon Dienstag and Suzanne McGinn

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

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

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

Approval of September 21, 2022 Draft Minutes

Motion by JimK to approve the September 21, 2022 draft minutes second by LS, motion passed (5 - Yes, 0 - No).

Friends of Fort Williams Update
AS not in attendance however her report had been sent out and no questions. Only discussion was that JimK feels FOF needs to ensure Friends have a maintenance budget in place.

Fort Williams Update – Kathy Raftice
KR shared the Rotary request by Tony Wagner to have fireworks in the park again on Saturday, March 4th. All in favor (5 – Yes, 0 – No). Only suggestion is to have more Public Works and Parking consultants on site. CC feels with a March date things will be much better with parking. KR shared the Playground RFP will now have a submission date of November 10th. JimK asked about the preventative maintenance at the park. Feels need to keep on top of things so big projects not so big. KP asked about how maintenance in the park is handled. CC explained he has a daily checklist. Shares things that need to be done by Parks with Scott and things with buildings etc with KR. KR then brings to correct department head. MR shared that the TBD budget has always been utilized for small things that come up. KR agreed and shared that the amount has been increased over the years due to some unknowns and the increased use. All concerned with safety issues in the park. Committee discussed various maintenance issues they have seen. KR asked that each submit a list of items and she will cover with CC and other involved departments. KR shared that she had met with Town Manager, Matt Sturgis. Discussion on Powers Road project and need for more departments involvement. This is a very large project. She shared Steve Harding and Nikki Conant roles and he suggests that when Steve Harding report received, department heads will meet with Matt to discuss and then KR will bring that information and vendor report to committee to go through. Matt would like to have a

workshop with FWPC and Town Council to discuss the Powers Road plan going forward. He has put this on the December 14th workshop schedule pending the receipt of vendor report. Discussion with committee on many things coming up in the next few months. KR feels we need to have the Dog Update as promised and Budget work needs to begin. MR wants to make sure we take necessary time for budget. All agreed we may need more time to prepare for workshop. We will schedule regular monthly meeting November 17th, Short Powers Road discussion meeting on December 8th and Town Council Workshop on December 14th. We will also need to have our regular monthly meeting to discuss budget…no decision on when.

Goddard Mansion Discussion – Calen Colby, Colby Engineering

KR introduced Calen. Calen has volunteered his time and expertise to help develop plan for how to move forward on Goddard Mansion. He was involved years ago and understands the size of the project. Discussion around what the committee is looking for. Committee members shared their main goal is to make the structure safe. Calen discussed some options but would like to visit the structure again and then report back to the group. KR brought forth the Master Plan suggestions and Calen will read through those. LS asked if there was even the ability to bring the walls down a little. DT wants the fence gone and the structure stable. KP would like to see the area open so people can walk through and learn about the history of the building. LS brought up concerns about the hill on the water side of the mansion and the erosion. MR would like to see us clear up what we are doing; stabilize so we can go further. JimK feels the #1 goal is to stabilize the structure. All agree safety and use are main priorities. Calen will meet with KP at the site; develop a scope of work needed, develop a schedule for the work addressing areas of concern and finish with a phased construction and potential cost. KP will schedule walk with Calen.

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

The meeting was adjourned at 7:06 pm. MR motion to adjourn, second by LS, motion passes unanimously. (5 – Yes, 0 – No)

Respectfully submitted,

Kathy Raftice