

Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, November 21, 2024

Present: Terry Bagley (TB), Curtis Kelly (CK), Jim Kerney (JK), Ken Pierce (KP), Mark Russell (MR) and Doreen Theriault (DT)

Absent: Lauren Springer

Staff: Kathy Raftice, (KR) Community Services and Fort Williams Park Director, Andrea Southworth (AS), Friends of Fort Williams and Dominic Walker, Fort Williams Park Supervisor (DW)

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

Public Comment Opportunity for Discussion of Items Not on the Agenda

Lynn Bailets, Friends of Fort Williams attending to listen to discussion.

Approval of October 17, 2024 Meeting Draft Minutes

Motion by TB to approve the October 17, 2024 draft meeting minutes, second by KP. Motion passed (6 – Yes, 0 – No).

Friends of Fort Williams Update

AS shared her Ecology report (attached). AS summarized and discussed the area adjacent to the Multipurpose Field. Volunteers cleaned out brush and debris then removed from the park by PW. JK asked about Battery Garesch area. AS explained that brush and invasive plants removed, now area needs to rebuild the habitat. AS shared with committee that Pierson (wholesale distributor) is willing to work with us providing plantings in the park.

FWP Update

KR brought committee up to date on the Pond RFP. Three bids, low bid RJ Grondin @ \$190K. Budgeted \$140K, moved allocated funds from Bleacher project (deferred), signage and TBD to cover difference. Contract out and work to begin this winter.

KR shared that Playground Design RFP was due Tuesday. Only one bid received however from reputable landscape architect, Sashie Misner. KR will communicate bid acceptance with Sashie and schedule subcommittee meeting.

KR communicated Rotary request for Fireworks on March 1. KR discussed with rotary representative and signed agreement with pyrotechnics group. KR also agreed to Great Strides

Walk request. They have requested walk to take place in Fort Williams on May 17. The date had to be accepted in time for printed materials. Committee recognized need.

KR shared the email request from the Fort Williams Museum for additional signage through movable sandwich boards and a weatherproof bulletin board with map on greeters shed. Motion by JK to allow The Fort Williams Museum to post up to two sandwich boards of standard size deployed during museum open hours. One will be in the central parking lot by the greeters shed. This sign will be stored inside the shed when the museum is not open. The other one can be placed around campus but responsibility of the museum to remove. Second by DT. Motion passed (6 – Yes, 0 – No). KR will inform museum.

KR brought forth the request by American Lung Association to utilize the park for the 2025 Trek Across Maine. They are requesting June 13-15, 2025. KR shared that graduation Sunday, June 1, Family Fun Day Saturday, June 7 and this would be the third event in a row. Discussion regarding overuse/overscheduling the park. KR will recommunicate the rules on overnight use, music restrictions and cost to the association and try to obtain additional details before going further. Bicycles on Shore Road would need to involve PD, FD, and PW.

KR brought committee up to date on the recent meeting with UPP regarding year-round Pay & Display. Pat Fox, Town Manager attended. Good discussion. Shared new fees and dates for kiosk updates. Discussion on use of QR codes for payments, less kiosks. Sporadic enforcement through the winter and a 3-week study to take place in December to determine frequency of use. Discussion will follow on number of kiosks to remain active through the winter.

Budget Discussion

KR began discussion by providing revenue updates through 11/4/24. JK shared that he reviewed the Master Plan Update and our priority list for potential projects. Projects discussed by committee: Pond Pavilion, Fencing to complete Cliff Walk, additional water fountains, removal of trees by Goddard Mansion, readdressing bleachers, Powers Road project, lawns and paved walkways throughout park, QR code stories, benches and stabilization of erosion on Cliff Walk, Battery Keyes, Goddard Mansion and the addition of funds for the parking lot where old playground to be removed. KR had discussed the bleachers with Knowles Industrial Services. They are putting together an estimate. They have been involved in the bleachers work before and feel that patching has been done, now requires extensive concrete work. KR will ask them about the stairway from tennis courts to overflow lot. Steps crumbling and need attention. KR will check with other vendors on potential costs of above projects and return to December meeting with figures to consider. DT asked about next steps for Powers Road project. She feels the Bite into Maine area is the most dangerous and needs something done. KR will need to get committee on TC workshop calendar. MR suggests a placeholder in the budget because workshop will be after budget submission.

KP provided an update on Goddard Mansion. Two issues that must take place to stabilize; 1) repointing the stonework and 2) injecting the grouting. The second cannot take place without the first and could not find an estimate on the cost of the repointing. The injection of the grouting is roughly \$750k. Discussion on the future use for weddings. CK feels it is a special,

underutilized, magnificent structure. KP not sure the appetite is there for such a high dollar figure. TB questions if all four walls need work to stabilize. JK feels if we can keep the front façade and open the back, it would be great. AS discussed opening the end by the hill down to Ship Cove but the structure needs to be secure before opening for any use. KP to check on companies that do the repointing and report. AS asked about the ADA Map for the park. JK suggests reaching out to Todd Richardson or Will Haskell. They have done extensive studies of the park and probably have the information available.

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

Discussion about next meeting. There are conflicts with our next scheduled meeting date. Committee agreed to change next meeting to Thursday, December 12 @ 6:00 pm.

Motion to adjourn by CK, second by KP. Motion passed (6 – Yes, 0 – No). The meeting adjourned @ 7:49 pm.

Respectfully submitted

Kathy Raftice.