

**Town of Cape Elizabeth
Fort Williams Park Committee
Meeting Minutes
Thursday, December 12, 2024**

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

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: LS called meeting to order at 6:00 pm.

Public Comment Opportunity for Discussion of Items Not on the Agenda

KR introduced Dennis Leiner, new committee member, effective 1/2025.

Approval of November 21, 2024 Meeting Draft Minutes

Motion by TB to approve the November 21, 2024 draft meeting minutes, second by JK. Motion passed (6 – Yes, 0 – No). (MR arrived after vote.)

Friends of Fort Williams Update

AS shared her Ecology report. AS summarized and discussed her report specifically acknowledging the 225 volunteer hours, only slightly less than last year. Staff time of over 2000 hours at the park! Some additional birding events to take place this winter and Friends are in the process of planning for 2025! Many thanks for a wonderful year acknowledged by the entire committee!

FWP Update

Disc Golf – revisit

Following the last FWPC meeting, KR shared with Mr. Grew the committee's position that only temporary disc golf baskets could be in the meadow at Fort Williams. He has asked that the committee reconsider the placing of the baskets at each end of the meadow. The committee discussed and reiterated only temporary baskets in the park. KR will advise Mr. Grew.

Fort Williams Park 2025 Regular Use Requests

KR presented the 2025 regular use requests:

Cape Elizabeth Little League – March 19 (weather permitting) Opening Day - April 2025

Great Strides Cystic Fibrosis Walk – May 17, 2025

Cape Elizabeth High School Graduation – June 1, 2025

Cape Elizabeth Family Fun Day (to include fireworks) – June 7, 2025

TD Beach to Beacon – Monday, July 28 – Saturday, August 2, 2025

American Cancer Society, Making Strides against Breast Cancer walk – October 19, 2025

Motion by JK to approve 2025 regular use requests, second by MR. Motion passed (7 – Yes, 0 – No).

Budget Discussion

KR shared FY25 budgeted revenue, YTD revenue, planned projects and projects/expenses to date. Committee discussion on status of projects. Carry forward projects from previous budgets and future projects. KR shared FY26 estimated revenue. MR asked about the \$0 for Officers Row rentals. KR explained that no one paying rent at this time. Town Manager and Finance Director handle leases. Cape Elizabeth Historical Society looking to expand space. KR explained that some of the expected revenue looks low at this time however six additional months of FY25 and new fees as voted on by committee in June and confirmed by Town Council in September expected impact. Discussion on Goddard Mansion. KR has asked Knowles Industrial Services to project the cost of repointing the stonework followed by the grouting. Estimate in hand is for the grouting. JK feels we need a feasible solution for the committee and the town. KP asked about private fundraising. KR will discuss with Town Manager. CK suggests working on the mansion in stages. TB asked about the life expectancy. Future committee discussion with potential for TC workshop. Discussion on the bleachers. Knowles will be submitting estimate on cost of repairs. JK suggests discussion with High School on amount of bleachers needed for graduation. Additionally, high school has requested time to set up for ADA compliance. What does that involve? Is there less use of bleacher space? AS suggests we look into bleachers comprised of grass and stones. (Greely track bleachers). TB suggests that \$7500.00 added for Professional Services as in FY25. KR will finalize document for FY26 budget submission.

Motion by LS to approve FY26 Budget submission with the addition of the \$7500.00 for Professional Services and the bleacher figures from Knowles, second by DT. Motion passed (7 – Yes, 0 – No).

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

Motion to adjourn by JK, second by KP. Motion passed (7 – Yes, 0 – No). The meeting adjourned @ 7:30 pm.

Respectfully submitted

Kathy Raftice.