

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

Present: Jim Kerney (JimK), Suzanne McGinn (SM), Ken Pierce (KP), Lauren Springer (LS) and Doreen Theriault (DT)

Absent: Jon Dienstag and Mark Russell

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

Guest: David Backer, TD B2B President Board of Directors

Call to Order: Chair, Jim Kerney called meeting to order at 6:02 pm.

Approval of November 18, 2021 Draft Minutes

Motion by KP to approve the November 18, 2021 draft minutes with addition of guest attendees, second by SM, motion passed (5 - Yes, 0 - No).

JimK shared the Town Council meeting approval of Commercial Fees and Pay & Display increases.

Public Comment Opportunity for Discussion of Items on the Agenda:

None

B2B – Request of 2022 & Fee Discussion

JimK introduced David Backer, Beach to Beacon President of Board of Directors. JimK provided a brief historical perspective on fees and provided walk through. B2B has paid a flat fee with some added expenses when using the parade grounds for some added events since back in 2012. Committee was asked to review previously and it got away from us so in 2019 we set a new fee base for the 2020 race taking different factors into account such as inflation, and use. To attempt to get caught up the committee agreed to take a 10% increase for the next 3 years and had discussed with a number of representatives from the B2B representative group. Then COVID interrupted all plans to bring us to projected fee of \$33,275 + \$2,400 (with additional uses). The committee discussed given 2 years of lost revenues to defer any increase to 2022. The proposal, \$27,500 + \$2,400 for 2022 is on the table to get on track going forward. David Backer, President TD B2B Board of Directors then provided a summary of 2020 and 2021. He shared that plans are full steam ahead for 2022 however there are still lots of unknowns. He is hopeful all will be vaccinated and fair to expect that will be a participant requirement. JimK asked for a clarification. David shared that he felt that will be a requirement, that all participants be fully vaccinated however what constitutes fully vaccinated is still to be determined, vaccinated and

booster and how recent was the booster. JimK explained we would want to clarify to the Town Council what was being required and asked if there was some verbiage from National road racing standards. David cannot make the statement other than to say vaccination will be required. KR asked if volunteers and workers will be required to be vaccinated. David feels yes, if participants are vaccinated all volunteers will also be vaccinated. JimK asks if race would be the same from course set up and fort use. David said not necessarily and shared how other races had been taking place; rolling start with staggered fields. One question that will determine the number of runners will be how much time and space the Town is willing to give to B2B. Right now a little over 2 hours once race starts, question is will we have another hour or two, unknown if the Town will permit. Race may be slightly different and unknown if big tent on parade ground for volunteer dinner and post-race lobster bake will be considered appropriate. Not sure even when they will have answers. JimK stepped in and explained committee needs to approve a fee rate and dates of use and does not see a use of Fort Williams and finish line difference for 2022. David explained if anything the use may be very much less than in the past. He explained we will have a race but may look different than in the past with input from health professionals, police department, fire department and town officials. He shared that no running event has been identified as a super spreader event. JimK recommends that committee move forward with tentative approval for Fort Williams use request that is based on an infrastructure use not any larger in size than in the past but may be for a longer period of time. CC asked about set up and breakdown. When can all be expected to be removed from the park? David shared that it would be no different than in the past. Motion to approve B2B use of Fort Williams by KP, second by SM. Passes unanimously. (5 – Yes, 0 – No). JimK then moved to discussion regarding fees. DT feels the earlier explanation to utilize the 2020 fees for 2022 makes sense. Motion by DT to move forward with 2020 schedule for the 2022 race. David Backer asked the committee to consider the uncertainty still for 2022, the number of racers could be less and hard to know what the race will look like. COVID strategies could impact budget and asks if the \$25,000 could be back in consideration. He further explained where the \$2,400 comes from and asks that be considered only if the big tent and post-race events are held. JimK agreed that \$2,400 would be separate and only if space utilized. He also clarified the \$27,500 was approved back in 2019 for the 2020 race and feels this should remain as we are meeting the expectations of the Town of Cape Elizabeth. David asked if motion on the table was for a 3 year plan or just for 2022. JimK clarified motion was for one year. KP feels it makes sense that \$2,400 dependent on use and the \$27,500 fee be approved. SM seconds motion. Fee passes unanimously \$27, 500 + \$2,400 if space used. (5 – Yes, 0 – No).

Master Plan Update – Jim Kerney

JimK introduced the subcategories and volunteer assignments. **KP – Goddard Mansion** update, received some engineering firm recommendations from Todd Richardson. He heard back from Ethan Rhile, a Cape resident who has done previous work in the park. Ethan Rhile suggests a proposal to obtain input. KR shared she had a copy of a “Request for Expression of Intent & Qualifications for Engineering & Design Services” previously utilized for projects in the park, one of which was Goddard Mansion. JimK asked if firms strictly design engineering firms. KP didn’t know if they contract out the work? KR then read through the description of work in previous request. JimK feels a call to Gnome Landscaping should be considered. KP will follow up with Ethan Rhile and then he can reach out to others. JimK explained if you do want to involve any other committee members we can post sub-committee agendas and regularly meet

for quick updates. KP asked if he sends any other emails can he send to LS. KR explained no, send to her and then we can share and/or schedule a sub-committee meeting. **CC – Sign/OR update.** As far as signage, quote received and submitted. Tour portion CC feels school could work but feels others could be involved as well for example Eagle Scouts and he will get Jim Rowe involved. JimK shared that Mark Russell would like to be involved. KP shared that the concept contact at the high school would be Ted Jordan. JimK shared that if a regular sub – committee meeting needs to take place let's get those posted in accordance with the requirements. KR asked that subcommittee meetings take into consideration time. **SM – Pond.** She spoke to Todd Richardson, he recommended Will Haskell from Gorrill Palmer. Will is putting together an estimate on cost of a feasibility study. SM clarified just getting pond in good shape; stone walls, dredging the pond and increase the health of the pond. Once feasibility study received we can decide what to do. AS did clarify FOF is responsible for the pump. She did say it had not worked well since the beginning. JimK suggested looking into the structure as well. SM will get back to Todd Richardson at the beginning of January. JimK thanked those working on getting this information together.

FOF Update

AS provided update and shared screen. Maintenance projects cleaned up. Lots of articles and positive news being shared. FOF looking at Interpretive signs for entrance to Children's Garden. She will be working on this through the winter and coordinating with CC. Checking with committee on interpretive sign on the Cliff Walk noting habitat restoration, and importance of habitat. Canopy Grant would help pay for the sign. JimK feels committee would review and be open to a sign as long as consistent with signage in the park. SM would like all signs to have a consistent look, format, feel and material. JimK would like to see the green flags along the Cliff Walk removed. AS will take care of those. JimK thanked AS for the articles. KP shared he had been at a function and met the intern from SMCC who worked at the park and very complimentary towards AS. AS is working with SMCC horticulture club for next year. VCS working on obtaining shore land permit for work they hope to do at the fort.

FW Update & Budget Discussion – Kathy Raftice

JimK introduced a couple maintenance issues at the fort. Cleaning up the Cliff side fences. KR shared she had discussed with Public Works and they will try to get it done and will discuss with AS too. Next is the window in the lighthouse. KR explained it is not for our maintenance but she will communicate with Jeanne Gross. Additionally, the post and chain fence not repaired to the pre-damage condition. KR shared she had spoken to Facilities Director and will follow up.

KR brought committee up to date on wiring for the vendors and wiring at the Greeters Shed. Three RFP's have gone out; Berm, Fencing and Portable Toilets. KR shared control book budget items. Brought committee up to date on revenues 12/1/2021 and expenses budgeted and planned for the remaining portion of FY 22. Revenue budget for FY 23 and potential expenses and explanations. Playground move, Ship Cove Platform covering. KR working with O'Brien & Sons on both for numbers. Discussion around covering type. KR shared renters are always looking for some type of cover. SM asked if covering could be retractable. CC feels king post in corners pulled taut, does not feel retractable would work. CC recommends coincide with any work on platform. JimK feels work on platform to include shelter would be worth time and

effort. KR will follow up with Tammaro for cleanup of stonework. AS invasive controls budget. JimK feels \$20k logical. AS clarified a rate increase impacts much of the increase. Stonewall/Central Parking Lot Walls. Picnic Shelter stone work scheduled. Signage, money allocated for spring. Additional money for FY 23. Pond waiting on number from SM. JimK feels it will be a large number. Picnic Shelter stairway was discussed last year and Rotary will contribute \$7500. JimK feels good project and should remain, maybe increase to \$10k. The landscaping around greeter's shed and portable toilets. AS will assist and feels \$5k good amount. Pickleball courts; painting, wind fence. JimK not sure wind fence a positive. DT asked if players could raise money themselves, not suggested. Discussion on leaving nets up during winter and discussion on damages. CC clarified the surface and how it will not wear well. Signage. Picnic Shelter/Bandstand work. JimK asked for committee feedback. KP feels Goddard Mansion number should be in there. JimK asked that big hitters have MPU-item so all understand these are Master Plan Update items. KP asked about the tennis courts. All done for now and JimK agreed next time we need to look at more deeply. DT requesting bike racks. KR shared this will be part of the remaining TBD budget. SM asked about the moving of the playground. KR explained process and need to replace when needed. DT feels we should try to move and plan replace/upgrade when needed. KP asked about age of the playground and feels move what we can, see what result is and plan next year to upgrade where needed. JimK asks that KR clarify and ask some questions of O'Brien & Sons. AS shared that originally John Mitchell designed a play structure for the Children's Garden. She will research. JimK would like tree stumps taken care of, stairs behind food vendors up to flagpole and stairs to Picnic Shelter more permanent. Next steps – if committee members have numbers to share send to me and we will update control book and vote at next meeting.

FWPC – 2022 Chair Vote

Committee would like to have JimK for another year. KR explained he had already served 2 years as Chair so unfortunately not an option. Committee questions so KR will research and get back to committee at next meeting. JimK would like to make sure the new fee structure is confirmed with UPP. He would also like to look into donations at the kiosks and if they identify as a donation we collect 100%.

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

None

The meeting was adjourned at 8:10 pm.

Next meeting: Thursday, January 20, 2022 @ 6:00 pm

Respectfully submitted,
Kathy Raftice