

**Town of Cape Elizabeth
Fort Williams Park Committee**

Meeting Minutes
November 17, 2016

Present: Chair, Mark Russell (MR), Charles “Chuck” Wilson (CW), Joe Kozlowski (JK), Suzanne McGinn (SM), Don Clark (DC) Steve Lyons (SL) and Chris Straw (CS)

Absent: N/A

Staff: Robert Malley, Director of Public Works (RM)

Public: Terri Patterson, resident of 15 Surf Road, Maya Cohen, resident of 21 Surf Road and Lynn Shaffer (FWPF)

Call to Order: Mark Russell called the meeting to order @ 7:00 PM.

Meeting Minutes

The October 20, 2016 meeting minutes were approved as written. (7 Yes, 0 No)

Citizen Opportunity for Public Comment Not On the Agenda

There was no comment from the citizens present.

Committee Member Updates & Correspondence

CS noted that the flag on Battery Knoll needed to be replaced and asked when the temporary fencing on the Multi-Purpose Field would be taken down. RM said the flag is scheduled to be replaced this week and the fence will be removed when the winter season arrives.

Fort Williams Park Foundation Update

Lynn Shaffer was present and provided the following update which was sent out to members:

Arboretum Highlights from the past month:

Children’s Garden

- Sliding Stone Installation: Site prep by Linkel Construction and installation by Freshwater Stone at the western edge of the woodland, scheduled for week of Nov 28 (week after Thanksgiving)
- Implementation of Safety Action Plan, per Lance Lemieux, Senior Loss Control Consultant with Maine Municipal Association: Three Stone Landscape will narrow some of the vertical gaps in the Tree Lookout Fort walls; Linkel Construction will mortar the small stones around each end of the black plastic Meadow Tunnel culvert as well as the small stone retaining wall at bottom of stone steps near Gopher Tunnel. They will also set a large granite slab atop each stone lintel to provide a protective barrier at each end of the Meadow Tunnel. Bob Malley has quote from Burns Fencing for a handrail on one site of steps from Council Ring - Who will pay for this? Linkel will also insert two additional flat-topped step-like stones into the middle of the makeshift stepped path up the woodland hillside towards the Tree Lookout Fort.
- Bird Hotel: one is being donated by Eddie Woodin, and the post is to be installed in the heart of the Garden by Linkel Construction, week of Nov 28.
- Hand Rail at Council Ring Steps: The FWPF requests that the FWPC consider funding the installation of the railing at the Council Ring steps, as recommended in the Safety Action Plan mentioned above. The estimated price is \$612 for a handrail which would match others to be installed in the general area of the

Park. Please note that the FWPF rebuilt the steps at the Council Ring as part of the construction of the Children's Garden. Thank you.

The Committee agreed to consider the request as part of the proposed budget later on in the agenda. RM updated the Committee on the courtesy inspection of the Children's Garden by the MMA Risk Pool, which done at his request.

SM inquired about the 8-segment trail system that was noted in the FWPF update from last month.

Park & Project Update – Bob Malley

- Repairs to the Garden Pond Stonewall have been completed.
- Becker Structural Engineers have been contracted with to provide options for the Battery Blair retaining wall stabilization. The funds for the proposal (\$3,500) will be taken out of the TBD account.
- Picnic Shelter Hardscape Project is complete. Many thanks to the CE/SP Rotary Club for funding the project.
- The Beach to Beacon Use Request as recommended by the Committee on October 20th was approved by the Town Council on Nov. 14, 2016.

Discussion and Finalization of FY 2018 Budget Submittal

RM reviewed a draft of the budget with the Committee which included forecasted revenues and proposed expenditures for the Capital Fund Budget (865). There was a general discussion about the projected revenue from buses and trolleys, the numbers of buses entering the Park and how they are tracked by the staff and greeters at the PHL.

MR would like more information and offered to obtain such on behalf of the Committee. RM also offered to contact Jeanne to get numbers of bus visits from the past year.

SM asked if Park buffering should be addressed in the proposed budget. RM suggested the Committee include the buffer area in a site walk in the spring of 2017 to get a better sense of what is there.

RM reported that he has obtained an estimate to install 4 more railing segments on existing stairs in the Overflow Parking Area. This would be for two on the north side of Wheatley Road, one at the Stone Gazebo (Council Ring) and one adjacent to the former bleacher site. There was a consensus of the Committee to approve those to be installed in FY 2017 and take the funds (\$3,063) out of the TBD account.

There was a general discussion about the use of porta-johns and the need for permanent restrooms in the Park. There was an extended discussion about the cost estimate and scope of pedestrian improvements as outlined in the estimate provided by Mitchell & Associates for the Picnic Shelter Parking Lot. There was a consensus to extend the proposed sidewalk to the intersection with Humphreys Road from the proposed terminus at the northeast corner of the Picnic Shelter Parking Lot. RM will meet with John Mitchell to re-define the scope.

SL relayed previous concerns he has shared that Park improvements should be looked at globally and include many of the stakeholders such as the PHL staff and athletic groups.

There was a general discussion regarding sidewalk replacement and other pedestrian improvements in the Park. RM suggested they should be looked at in a comprehensive fashion after some safety issues are addressed.

FY 2018 Budget Proposal: DC made a motion that was seconded by CW to approve the draft budget as presented. It was approved 7 to 0.

This was followed by a general discussion about the need for a long-term vision and management of the Park. The members acknowledged the pressure on the Park and hope to share those concerns in a dialogue with the Town Council and citizens in the months ahead.

Other Business Not on the Agenda

JK relayed that he had visited the rental units on a personal matter and received feedback regarding the availability of parking in the back lot and dogs that are off-leash in that area. RM will convey that to Greg Marles, who is the Town's Facilities Manager.

MR polled the group about meeting in December. Given the lack of any pressing business before the Committee it was agreed to not meet again until January 2017.

RM asked the Committee to consider undertaking some of the projects proposed in the FY 2018 proposed budget in the spring of 2017.

It was moved by CS and seconded by JK to request funds from Capital Fund via the Town Council to undertake 4 projects in the spring of 2017 given the fiscal health of the fund balance. Those projects are:

- Powers Road (Entrance) Guardrail Replacement - \$21,000**
- Wheatley Road Guardrail Replacement - \$8,500**
- Perimeter Fencing Extension - \$35,000**
- Overflow Parking Area – Dilapidated Sidewalk Removal - \$20,000**

A memo requesting the funds will be prepared and forwarded to the Town Manager.

Citizen Opportunity for Public Comment of Items on the Agenda:

There were no citizens present at the time this item was reached in the meeting.

The meeting was adjourned at 8:55 PM

Respectfully Submitted,
Robert C. Malley