

**FORT WILLIAMS ADVISORY COMMISSION
MEETING NOTES – DRAFT – 3/20/08
Location: Public Works Conference Room**

Present: Chuck Wilson, Frank Butterworth, Maureen McCarthy, Greg Alznauer, Bill Nickerson, Dan Chase.

Absent: Tina Harnden with prior notification.

Staff: Bob Malley

Guests attending: Alice Rand, Fort Williams Charitable Foundation.

Called to Order 7:13 p.m. by Chuck Wilson.

Approval of the minutes of the February 28, 2008 meeting. Motion to approve brought by Frank, seconded by Greg with two minor changes (*Mitchell, a landscape architect*). All voted in favor.

2008 Budget:

Bob stated that no expenditures had been made during the past month. Purchased lumber for stairs for Cliff Walk up to Battery, they will be completed in approximately two weeks.

The allocated funds for the Portland Head Light and Battery Knoll flags are still in the budget and it is expected the work will be completed before July.

Surf Road tree maintenance will be started next week.

2009 Budget:

The line item in the budget entitled professional services is for the Portapotties. Bob has been working with Jeanne Gross, from the Portland Headlight Gift Shop, regarding additional cleanings proposed at the headlight going to seven days a week. This would start on July 1 and go through the second week in November. Portland Head Light will pay for the ones near the lighthouse, \$21,000. The picnic shelter will also be cleaned seven days a week for the same time frame. The beach and the tennis courts will still be maintained at four days a week.

We are trying the additional cleanings to see if it alleviates the problems we have been experiencing in the past. Frank asked if we had ever thought of charging and Bob said that normally is done only on permanent structures.

Maintenance increase is for \$2,500 for the wind screen at the tennis courts.

Tree maintenance has been increased by \$3500.

On 3/26 the budget meeting will take place with the council. All are welcome to attend.

Old Business:

Flag poles – CMP is going to be doing the transformer and they require an easement, which will be signed.

Stairs – as stated previously, lumber has been purchased and work to begin on Monday.

Collection Boxes –They will be installed around the May 1. A suggestion to put signs on the backside of the Head Light collection box was received. It is probably a good idea to get the people coming out of the Museum and Gift Shop.

Interpretive Installation – this has been assigned as one of the tasks for the engineering group who has experience in this type of request.

Main entrance, stonewall & decorative fencing – still moving forward.

Garden/Arboretum – Rick Churchill is now going to be involved. He is a professor at SMCC, Radcliff School of Design and a former Cape Elizabeth resident.

It is being designated as landscape improvements. The sites picked for initial work are all sites with invasive species. These will be demo sites for ideas. Kathy, Rick et al would like to come to the April meeting and present their ideas. We will allocate 45 minutes for the presentation.

Charitable Foundation might play a part. Alice Rand said it might be a good alternative to induce people to give contributions.

Group should take into account the master plan and horticultural plan. It was suggested that they add the main entrance and Surf Road area to be worked on initially.

New Business

The Consultant/Engineering meeting notes were presented along with a draft of potential initial planning costs for the five identified projects and a time line.

Project	2008 Budget	2009 Budget	Consultant
Bleachers	\$9,000	\$12,000	\$12,147
Goddard Mansion	\$5,000	\$10,000	\$19,694
Main Gate	\$90,000	0	\$22,793*
Batteries	\$35,000	0	\$26,233
Interpretive Display	\$25,000**		\$5,389***
Park Signage****	0	0	\$8,972

- * Bob to discuss with Renner/Woodworth that we have already done preliminary work.
- ** This includes construction costs. The interpretive display may set the guideline for future signage in the Fort for consistency.
- *** Study only, not including any construction.
- **** Bob wants to meet with Renner/Woodworth and review the items. We already have a template for signs in the park.

Chuck suggested everyone review the priority list and make sure we are comfortable and send any thoughts and/or questions to Chuck within the next two weeks.

We plan to set a workshop with Renner/Woodworth. It will be the first Thursday in May (5/1). It was suggested that we see if we can meet with the Town Council at a future Council Workshop meeting to provide a progress report.

Other New Business:

Greg mentioned that someone had approached him about the condition of the swings down by the beach. They felt something should be done to improve them. Bob said he would go by and check out what would need to be done.

UPDATE FROM CHARITABLE FOUNDATION:

Update on the pamphlet that is being printed for children.

Jazz concert in the Fort is still being considered. Many issues to be resolved, not being looked at for this year. Approval from the Commission and the Council would be needed. Discussion that the Fort really can't handle more than 7000 people and that number has parking issues.

FWCF has \$90,000 in various bank accounts. They received \$22K on the solicitation this year. They are looking at trying to move some funds to get a higher interest rate. They have not gotten themselves organized yet to go to corporate sponsors.

Security:

The police will make an effort to have more of a presence in the Fort. They felt the new gate would assist with the evening patrols. Fence should be able to be manually overridden. We have five pedestrian gates that need to be managed.

General comments from the group:

- We want police presence.
- Need for signs stating Fort hours of operation. Make sure that they are posted at all entrances.

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- Get feedback from the police on what types of issues they encounter.
- Private/unauthorized gates will be addressed at a later date.
- Sign also needs to be put up down by the end of the fence at Garden Circle.
- Consistent opening and closing needs to occur when possible.
- Additional patrols have already started.

No other business, meeting adjourned at 8:59 p.m.

Next meeting: Thu, April 17, 2008, 7:00 PM.

Possible Workshop meeting with Engineers/Consultants: Thu, May 1, 2008, 7:00PM.

Respectfully submitted,
Maureen McCarthy, Secretary