

**Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes
February 15, 2007**

Revision: Approved 3/15/07.

Present: Chuck Wilson (Chair), Ellen Nadeau (Vice-chair), Greg Altnauer, Tina Harnden, Maureen McCarthy, Dan Chase (Secretary).

Absent: Jennifer Duddy

Staff: Bob Malley

Guests: Betty Crane and Lois Carlson, Fort Williams Charitable Foundation (FWCF)

Called to Order: 7:15 PM in the Public Works Building conference room by Chuck Wilson.

**Approval of January 18, 2007 Meeting Minutes &
Approval of February 7, 2007 Workshop Meeting Minutes**

The minutes of the 01/18/07 meeting were approved as submitted in the second draft. The minutes of the 02/07/07 workshop were approved as submitted in the second draft after the wording of the first paragraph was changed from “This proposal is being made in response to the consensus reached at the joint workshop” to “This proposal is being made in response to discussions at the joint workshop”.

**Use Requests – Pond Cove Elementary “Field Day”, June 4-7, 2007
Family Fun Day, Saturday, June 16, 2007**

After brief review and discussion of the written requests, it was moved by Ellen, and seconded by Greg, that both requests be approved. This passed unanimously.

Finalize FY 2008 Budget Submittal

Bob reviewed the current status of the 2007 budget, expenses, and capital fund balance, as well as the projection for the 2008 capital fund balance.

Chuck talked about the proposal to move maintenance line items out of the capital fund account and into the operations account. This would accomplish two things:

- It would separate maintenance items from capital expenditure items, which is in line with discussions that took place at the joint meeting with the Town Council and the FWCF.
- It would take maintenance items out of the capital account, which is funded by various income sources, and place them in an account which is funded by taxpayers. This would stop the depletion of the capital account by ongoing maintenance expenses.

Bob passed out the proposed FY 2008 budget showing how the moved line items would appear in next year's Fort Williams Park 645 budget. Most would be lumped in line item 3038, Maintenance Materials.

The Commission held a general discussion of the whole issue of the budget and moving the line items. The request for funds to install new windows in the concrete storage building will be removed from the budget request pending an inspection of the overall condition of the building by Ernie McVane.

It was moved by Ellen, and seconded by Greg, to submit to the Town Council the proposal to move the maintenance line items from the 865 Fort Williams Park Capital Fund budget, to the 645 Fort Williams Park budget. Specific budget line items requested to be moved are 2010, 2036, 3038, 3036, and 4002. This passed unanimously.

Bob passed out the narrative he will submit along with the budget request, and reviewed the rationale for submitting the narrative. The Commission reviewed the narrative paragraph by paragraph. Each item was discussed, and some wording was changed. Chuck will make the final changes and get them to Bob for submittal to the Town Council.

Review Project List for Town Council

Due to lack of time, the project list was not reviewed in depth. It was agreed that a workshop meeting should be scheduled for Tuesday, February 27th, to discuss this issue. Chuck asked that everyone review the list before the meeting, and come prepared to make definite proposals for categorizing the projects as maintenance or capital, and the priority listing.

Next and Future Meetings

The next regular meeting will be March 15th.

Adjournment

The meeting was adjourned at 9:22 PM.

Respectfully submitted,
Daniel Chase, Secretary