

**Town of Cape Elizabeth  
Fort Williams Advisory Commission  
Meeting Minutes  
May 17, 2007**

**Revision:** Approved 6/21/07.

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

**Absent:** Greg Alznauer.

**Staff:** Bob Malley

**Guests:** Carol Fritz, Fort Williams Charitable Foundation (FWCF).

**Called to Order:** 7:24 PM in the Public Works Building Conference Room by Chuck Wilson.

It was noted that Jennifer Duddy has formally submitted her resignation from the Commission since the last meeting. The open seat is advertised on the Town website, and there is an upcoming notice in the Cape Courier. Chuck and Tina will speak with two prospective members known to them and encourage them to apply.

**Approval of minutes of April 26<sup>th</sup> Meeting**

The minutes were approved as amended at this meeting.

**Old Business**

• **Schedule review of Perimeter Fence and Update Fees**

The review of perimeter fence questions and issues was scheduled for the next meeting. Bob will obtain a listing of the current fees from Community Services. He noted that we should review the fees by sometime in September because any desired changes should be submitted to the Town Council in October. The review was scheduled for the August meeting.

• **Freedom of Access review (meeting minutes)**

The meeting minutes are to be drafted by the Secretary and forwarded to each member for individual review. No comments are to be made on the minutes until the next meeting, when they are to be brought up for discussion, amendment, and approval. If a member knows they can not attend the next meeting, suggested changes should be forwarded to the Chair and brought up for discussion at the meeting.

Chuck reported that he and Joel Russ, FWCF, had met with a person representing "Get Etched". This is a technology which laser etches images in stone. The primary idea presented was that visitors could pay to have photographs, taken at Portland Headlight, etched on stone plaques and mounted on a memory wall, in one of the batteries for example. Chuck noted that the amount of money raised would be fairly minimal compared to the overall needs of the park. However, the technology could be used for signs and interpretive displays.

Chuck reported that he and Bob has met with Jeanne Gross at the Portland Headlight store to discuss the Commission's list of priorities. He briefly reported that she does not feel the installation of permanent toilets will necessarily solve any problems. She does feel the rehabilitation of the batteries would be a good idea, and in keeping with the historical aspects of the lighthouse facilities. She feels strongly that the store has to be adjacent to the lighthouse. Her main need is for storage space for store merchandise. She has lots of good experience and input, and the Commission should consult with her on a more regular basis.

Chuck reported that he and Bob will meet with Tom Emery tomorrow. He is an engineer who has familiarity with issues in the park, and produced the previous study on the possibility of adding toilet facilities. They will request an estimate of the cost to revisit the toilet study, and update it for the possibility of using new technologies and systems. It was mentioned that there are new permanent toilet facilities at Two Lights State Park, which apparently utilize a leach field system.

### **Park Update**

Bob reported that:

- Crack repair is being undertaken at the upper level tennis courts. The money was included in last year's budget.
- Some of the new plantings at the central parking lot were disturbed by the Patriot's Day Northeaster. The contractor who installed them will reset and stake them.
- High School graduation is upcoming on June 10<sup>th</sup>.
- Family Fun Day is upcoming on June 16<sup>th</sup>.
- The Coast Guard change of command ceremony is upcoming on June 26<sup>th</sup>.
- Storm repairs should be eligible for reimbursement from FEMA.

It was noted that there has been heavy parking use in front of the old main gate.

### **Budget update, fiscal 2007 and 2008**

Bob noted that the 2007 budget for maintenance will be exceeded because of the need to do repairs to the picnic shelter fireplace. The plan is to try to delay tree maintenance until the next fiscal year to bring the budget back to the approved level.

The fiscal 2008 budget was approved last Monday.

### **New Business**

#### **• Collection boxes**

Dan circulated sketches of a possible collection box design. A general discussion of the proposal to install additional collection boxes was held. Bob will find out how current donations are handled. Dan and Ellen will study the issue further and come back with a proposal for further debate.

#### **• Discuss and approve draft report to Town Council on priorities**

The Commission reviewed and edited the draft report in detail. Ellen and Maureen will do a final review and editing for submittal. Chuck will write an additional paragraph to include as an introduction, and will plan to attend the June Council meeting when the report is presented. It was noted that Joel Russ has indicated he would like to attend the meeting as well.

It was moved by Ellen, and seconded by Maureen, that the Commission approve the draft report "Priority of Projects for Fort Williams Park" as amended at this meeting. This passed unanimously.

**Adjournment**

The meeting was adjourned at 10:00 PM.

**Next Meeting**

The next regular meeting is currently scheduled for June 21<sup>st</sup>, at the usual place and time.

Respectfully submitted,

Daniel Chase, Secretary