

**Town of Cape Elizabeth  
Fort Williams Advisory Commission  
Meeting Minutes  
June 21, 2007**

**Revision:** Approved 8/16/07.

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

**Absent:** None

**Staff:** Bob Malley

**Guests:** Jim Rowe, Town Council.

**Called to Order:** 7:21 PM in the Public Works Building Conference Room by Chuck Wilson.

Chuck welcomed Bill Nickerson, who was appointed to fill Jennifer Duddy's remaining term. Chuck also welcomed Jim Rowe, who is visiting as a representative of the Town Council.

**Approval of minutes of May 17<sup>th</sup>, 2007 Meeting**

The minutes were approved as drafted.

**Park Update**

Bob reported that:

- The season is beginning, and more visitors are being seen at the Park.
- The Park was cleaned up for High School graduation and Family Fun Day.
- The Park is dry right now, but looks good.
- There was some storm damage to the perimeter fence on the Delano Park side. Estimates for repairs are being gathered.
- The wireless operators group will be in the Park this weekend.
- Family Fun Day attendance was on the low side this year.

It was noted that there is some debris from the recent stone wall repairs on the ground adjacent to the old main gate.

**Budget update**

Bob reported that there is an unencumbered balance of about \$7600 dollars in the capital budget from the current fiscal year. This will be permanently added to the capital fund.

The fiscal 2008 budget will go into effect on July 1<sup>st</sup>.

**Old Business**

- Report on Collection Boxes

Dan submitted a proposal (attached) to install three additional donation boxes in the Park. There was a general discussion of the issue and the proposal. There was a general consensus in favor of placing additional boxes, with the sentiment that the Commission should move forward as quickly as possible to try to take advantage of the current vacation season.

It was moved by Ellen that the Commission propose the placement of additional donation boxes in the Park, with the funds collected to be dedicated to the Park capital fund, subject to more details being developed for the proposal. These details should include a final design for the boxes, whether to build or purchase them, whether Public Works or a contractor will install them, exact locations, how the donations will be collected, etc.

This was seconded by Maureen and passed unanimously.

Since the Commission is not meeting in July, Dan and Ellen will develop a detailed proposal, meeting the requirements of the motion passed, that can be reviewed and submitted ASAP. Ellen and Greg will do research to find out if donation boxes similar to those used in the White Mountain National Forest are available for purchase.

- **Update on status of Priorities Report to Town Council**

The report will be formally presented to the Town Council at their meeting on July 9<sup>th</sup>. It is likely the only action will be to schedule a workshop for discussion. It appears that the agenda for August workshop date is already quite full, so that date may not be available. At this point, it is not known when there will be further action on the report. The report will probably be released to the public after it is formally presented to the Council. Once the report is released, the Commission may want to hold a public forum to discuss the priorities.

- **Update on meeting with Tom Emery on Toilet report**

Tom has submitted a proposal to update the 1995 toilet facilities study to include technologies now available. The proposed cost for the update is \$6500. It was noted that the Commission should better define comments about the current facilities. Perhaps it would be possible to address issues more inexpensively with additional servicing, additional units, etc. The Commission will attempt to further explore this issue at the priorities workshop. Bob will notify Tom that the Commission will not proceed with the update until it gets approval from the Town Council. Bob will also try to collect information about the cost of additional servicing, alternative types of portable units now available, etc.

- **Review of Perimeter Fencing**

Bob noted that the fencing needs repairs in many places, and requires ongoing expenditures. The fencing along Shore Road was replaced not too long ago, but there is a question about what to do on the Surf Rd. and Delano Park sides. Repairs in these areas are often undone by those seeking a shortcut entrance to the Park. Given the lateness of the hour, no general discussion was held, but each member made a brief statement. Basically, all members felt there should be some kind of fence to control entrance, but many wished it could be more aesthetically pleasing. This will be discussed further at the August meeting, if time permits.

### **New Business**

- **Citizen concerns about handicap parking at the Headlight and handicap parking with views**

Bob explained that he had received a complaint that there are not enough handicapped parking spaces in the Headlight parking lot, and that there is no view for a handicapped person who is sitting in their vehicle. He noted that the parking lot has one designated handicapped parking space, and is in compliance with ADA requirements. The view from the parking space is somewhat blocked by Rugosa roses growing above the top of the guard fence.

A general discussion was held. The consensus of the Commission was that since the parking lot is in compliance with the ADA, additional handicapped parking spaces should not be recommended. Bob will try to have the roses trimmed to the level of the top of the fence when they are next pruned. However, they are now in bloom and are not due to be pruned for several months.

#### **Other Business**

- Dan read an excerpt from an article in the “Landmarks Observer”, quoting the Project for Public Spaces, which he thought applied to the Park:

“We have a formula we call the 'Power of Ten'. There should be at least ten reasons to be in a public space. You want people to keep coming back. So you don't want just a playground, you want a playground that also has something the parents need and something the grandparents need. Broad appeal is very important.”

#### **Adjournment**

The meeting was adjourned at 9:32 PM.

#### **Next Meeting**

The next regular meeting is currently scheduled for August 16<sup>th</sup> , at the usual place and time.

Tina requested that the issue of allowing the selling bottled water in the Park be discussed.

Respectfully submitted,

Daniel Chase, Secretary

Install three new donation boxes - at the beach parking lot, the playground parking lot, and the old main gate.

Find out how much money is collected at the existing Battery Blair box. If it is substantial, replace the box with a new one, for consistency. If it is not substantial, remove the existing box.

Donations go toward the park capital budget.

Donation boxes should each have a small sign saying "Fort Williams Park is funded by the taxpayers of Cape Elizabeth. Any donation would be appreciated and will be put to use in the Park" or similar wording.

Donation boxes will be built simply and solidly to minimize or eliminate vandalism and maintenance problems, and will be painted an inconspicuous color, e.g. dark green or brown.