

**Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes
October 18, 2007**

Revision: Approved 11/15/07.

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: Carol Fritz, Fort Williams Charitable Foundation (FWCF)

Called to Order: 7:05 PM in the Public Works Building Conference Room by Chuck Wilson.

Approval of minutes of September 13, 2007 Meeting

The minutes were approved with revisions.

Park Update (Bob)

Bob reported:

- The Park has been seeing lots of buses, both from cruise ships and leaf tours. There were twenty-one buses this morning.
- The gift shop had \$10,500 in gross sales one Saturday.
- The grass is still green, but growth is slowing down.
- An abutter on Surf Rd. would like to trim some limbs on a Park tree that overhang their back yard. The Commission discussed this issue, expressing several points of view. Bob has not given permission to do the trimming as yet, and will meet with the abutter this week.
- Bob has been contacted by someone in New York about the possibility of staging the opera "The Lighthouse" at the Park next year. This idea is still in the early stages and under development.
- Using two lobster boats, some filming of Portland Headlight was done from the water. The film will be used in the New England Patriots interactive center, which presents information about all of New England.

Budget update (Bob)

Bob reported:

- The fencing used to secure Battery Garesche required some damage repair. Otherwise, there have been no changes.

Bob and Chuck will follow up with Chief Williams to discuss police patrols after hours. One issue is how to deal with walkers entering from Delano Park and Surf Rd., and fishermen who go in to fish for striped bass from the rocks, as they are technically not supposed to be in the Park after hours either.

Old Business

Subcommittee reports

- Lighting of flag pole (Bob)

Bob reported that funds for lighting the flagpole on Battery Knoll were not approved by the lighthouse museum Board of Directors. There was a discussion about whether funds should be requested in next years' budget, or as an expenditure from Park capital funds. An expenditure from capital funds would allow the project to get underway early next year, as opposed to having to wait for the new budget to be approved and take effect. As it is too late in the season to get the lights installed this year, this was tabled for future consideration.

- Report on Collection Boxes (Ellen/Dan)

Bob reported that two collection boxes have been fabricated in-house by Public Works Dept. employee, Shawn McCue. Ellen and Dan will develop wording for signs to place on each box, and propose locations for the boxes.

- Interpretive Installation (Ellen)

\$25,000 in funds for a new interpretive display on Battery Knoll were approved by the museum Board of Directors. Ellen reported that she had talked to Brad Woodworth, of Woodworth Associates. The Commission needs to decide the scope of the information that should be displayed, what the display should look like, wording to be used, who will do the installation, etc. Ellen will draft an outline of questions that need to be addressed. Ellen, Maureen, and Greg volunteered to form a subcommittee to work on this project.

The Commission had an extended discussion about talking to, and gathering information from, potential contractors for our projects, versus the ultimate need to issue RFP's. The consensus was that it is valuable for the Commission to collect as much information as possible, but the contractors need to understand that the final selection will be based on competitive proposals.

New Business

Sale of Bottled Water at the Park (Tina)

- Tina has made calls to Poland Spring water company, but has gotten no response as yet. She will try to have something by the next meeting.

Grants from PHL Trust

- Lighting both flagpoles.

\$1500 was approved to light the flagpole at Portland Head Light. Since power is available close by, this should be relatively straightforward and will be handled by Bob. See Park Update and Old Business above relative to the flagpole on Battery Knoll.

- New interpretive display on Battery Knoll.

See Old Business above.

- Study for future development of Battery Garesche.

\$35,000 was approved. Tina, Greg, and Bill volunteered to form a subcommittee.

- Main gate/entrance improvements
\$90,000 was approved. Bob has talked to Burns Fencing, and they have submitted a proposal utilizing colored aluminum fencing and granite entrance posts. Stone wall work will also be required, with the extent to be determined. Dan volunteered to work with Bob to develop ideas, the scope of work, and talk to other contractors.
- Replace stairs from Cliff Walk to Battery Knoll.
\$15,000 was approved. This will be done in-house, by Public Works crews.

Information on possible garden/arboretum proposal (Bill)

- Bill reported that Cathy Bacastow is interested in planting a memorial arboretum that would be a benefit to the Town. She is working with Bill, Rick Churchill (consultant), and Cheryl Rich (SMCC) to develop the idea. Bill asked if there is an interest in having the arboretum in the Park. The Commission expressed general support for the idea, as long as issues such as perpetual care, ongoing maintenance, compatibility with the approved Arborculture Plan, and so forth are addressed.

Other Business

Future vacancies on the Commission.

- Ellen's term is expiring and she will not request reappointment. Chuck requested that members encourage any good candidates they might know to submit their names for consideration.

Election of Chair and Secretary in December

- Chuck reminded everyone of the election and asked that they give it some consideration beforehand.

Carol Fritz was asked if the FWCF has had a chance to look into the possibility of grants to fund historical rehabilitation of Park structures. Carol would like to form a subcommittee to look into the grant situation.

Carol reported that the FWCF is planning to do a direct mail appeal for contributions, rather than an insert in the Cape Courier. She will send a draft of the appeal letter to Chuck for the Commission to review.

Adjournment

The meeting was adjourned at 9:12 PM. The Commission went into the Public Works shop after adjournment to look at the new donation boxes.

Next Meeting

The next regular meeting will be November 15th, 7:00 PM, in the Public Works Building Conference Room. The December meeting was moved to the 13th to avoid holiday conflicts.

Respectfully submitted,

Daniel Chase, Secretary