

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

Revision: Approved 12/13/07.

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

Absent: Greg Alznauer, Tina Harnden

Staff: None

Guests: Dick Kurtz, Fort Williams Charitable Foundation (FWCF)

Called to Order: 7:08 PM in the Public Works Building Conference Room by Chuck Wilson.

Approval of minutes of October 18, 2007 Meeting

The minutes were approved with revisions.

Park Update

Chuck reported:

- Bob is proceeding with having the light for the lighthouse flag installed.
- The Town received a complaint that the Battery Knoll flag was not flying on Veteran's Day.

Budget update

Chuck reported that there have been no substantive changes in the budget numbers since last meeting.

Old Business

Subcommittee reports:

- Lighting of flag pole

See above. Chuck reported that funds to pay for lighting the flagpole on Battery Knoll will be included in next year's proposed budget, or use the recent donation from the Beach to Beacon Committee to the Capital Fund.

- Report on Collection Boxes (Ellen/Dan)

Ellen and Dan reported meeting in the park to evaluate possible locations for the two new collection boxes.

Ellen presented a photo of the proposed location at the head of the walkway from the lighthouse parking lot to the lighthouse. This is relatively close to an existing collection box in Battery Blair. Ellen will talk to Betty Crane about the possibility to remove the existing box, and replace it with something more historically relevant to the Battery.

Dan presented a photo of the proposed location at the end of the beach parking lot. Ellen talked about the need for a walkway from the end of the parking lot to the paved roads to the Goddard ruins and Battery Keys. People now just fan out across the grass. The collection box could be placed beside the walkway.

Old Business (cont.)

There was a general discussion about the vision to place signs around the Park showing where the various buildings had been, and how the collection boxes could be used to raise funds for this effort.

Ellen and Dan presented a proposed sign to place on the collection boxes. The wording was revised slightly to read “We hope that you have enjoyed your visit today. Should you choose to leave a donation, it will be used to preserve the beauty and history for generations to come. Thank you – the citizens of Cape Elizabeth”.

It was moved by Maureen, and seconded by Bill, that the locations and the wording of the sign be approved. This passed unanimously.

- Interpretive Installation (Ellen)

Ellen will send a summary of the information she has collected, notes, a list of questions to be answered, etc. around by email. Chuck suggested that we may want to bring in outside people to help the sub-committee develop a plan for the installation. Since Woodworth Associates has done quite a bit of work in the Park, and has proved responsive and satisfactory in the past, we will plan to work with them.

- Main Entrance (Bob/Dan)

Dan reported that he and Bob had met at the entrance. Improvements desired include: raising the height of some stone wall that has been buried over the years; installing more attractive fencing and gates; building a walkway from the existing pedestrian gate to inside the main gate, so walkers do not have to fight vehicles; and adding masonry columns on each side of the road entrance. Bob will contact a couple of other fence companies and a stone wall mason to arrange meetings. Dan will take photos of masonry columns in the area to get some ideas for what could possibly be built.

- Garden/Arboretum (Bill)

There have been two meetings with Dan Franek (arborist) and Cheryl Rich (SMCC) since the last Commission meeting. Cheryl may try to use the arboretum in her student program to meet the needs for ongoing pruning, maintenance, etc. The design will be done by a landscape architect. Bill has expressed the need for a master plan. John Mitchell and Rick Churchill are on board as part of the development team. Dick is a professor of landscape architecture, and his students may do the lion's share of the design work. They plan to walk the Park next Monday. John Mitchell will do a bubble diagram to develop a global view of how the arboretum will integrate into the Park. Bill has told them they will need to come to the Commission for approval of the initial plan. There has been some discussion about opportunities for people to donate funds.

There was a general discussion about the arboretum proposal. Ongoing maintenance will be the biggest concern. Also, the arboretum needs to be consistent with the existing arboriculture plan, and to integrate into the Park, rather than being a focus in and of itself.

New Business

- Sale of Bottled Water at the Park (Tina)

Chuck reported that Tina has recommended dropping the idea since the museum store already sells some bottled water.

New Business (cont.)

- Approval of Request for Proposal for Bleachers, Batteries, and Goddard Mansion (Chuck)
The RFP process that is being foreseen is to try to find one firm to be the consultant for all three projects.

There was a general discussion about the RFP process, especially about whether the projects should be better defined prior to asking for the RFP. Ultimately, it was decided that the consultants were needed to help us define the projects. The Commission approved going ahead with the RFP by consensus.

Other Business

- Report on meeting with the Police Chief (Chuck)
Several things should be done to make night patrols more effective: signing should be upgraded to put everyone on notice; the Park perimeter should be secured; the main gate should be upgraded for more effective entry by patrols; the police should be notified when the public is aware of trespassers.

There was a general discussion of the issue of vandalism and night patrols. It was agreed to continue discussion on this subject at a future meeting.

- Report on meeting with Joel Eastman, Ken Thompson, and Dick Kurtz regarding Battery project (Chuck)

Their suggestion is to start studying Battery Blair for future ongoing restoration. Reportedly, two-thirds of the battery is buried and could be uncovered. Both of them are supportive of the Commission's priority plans, and have offered to help. They may be able to give the Commission an historical tour of the Park in the spring.

- Election of Chair, Vice Chair and Secretary in December
Chuck reminded everyone of the election and asked that they give it some consideration beforehand.

Adjournment

The meeting was adjourned at 9:45 PM.

Next Meeting

The next regular meeting will be December 13th, 7:00 PM, in the Public Works Building Conference Room.

Respectfully submitted,

Daniel Chase, Secretary