

**Town of Cape Elizabeth  
Fort Williams Advisory Commission  
Meeting Minutes  
December 13, 2007**

**Revision:** Approved 1/18/08.

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

**Absent:** Greg Alznauer

**Staff:** Bob Malley

**Guests:** None

**Called to Order:** 7:10 PM in the Public Works Building Conference Room by Chuck Wilson.

**Approval of minutes of November 15, 2007 Meeting**

The minutes were approved with revisions.

**Park Update**

Bob reported:

- All is ready to proceed with lighting the flag at the lighthouse.

**Budget update**

Bob reported:

- No funds from the capital budget have been expended.
- It was moved and seconded to expend the \$5000 received from the Beach to Beacon race to light the flagpole on Battery Knoll. This passed unanimously.

**Old Business**

Subcommittee reports:

- Lighting of flag poles (Bob)  
See above.
- Report on Collection Boxes (Ellen/Dan/Bob)  
No change since last time. Installation of the two boxes will proceed in the Spring.
- Interpretive installation (Ellen)  
Ellen passed out notes summarizing her work so far. Maureen and Greg will take over the leadership on this project. Ellen said she would like to continue working on this project even though no longer a member of the Commission. Chuck expressed that the Commission would welcome her continued involvement.
- Main Entrance (Bob/Dan)  
Bob summarized the status of this project, which has not changed substantively since last meeting. We should be able to accomplish this without consultant engineering or design help, and plan to proceed in the Spring.
- Garden/Arboretum (Bill)  
This group met at the Park and walked the grounds. John Mitchell has produced a bubble diagram, and Cheryl Rich will propose specific plantings for the areas identified by John. Cathy Bacastow will write a description of the existing vegetation in the areas. The group will do a presentation for the Commission once the proposal and descriptions are done. Removal of invasive species will be a major factor.

- RFP Proposal (Chuck/Bob)

The RFP has been issued and proposals are to be returned by January 7<sup>th</sup>. There have been responses from quite a few firms. Chuck, Tina, and Bob will interview the firms and make recommendations to the Commission. Returned proposals will be sent to all members for comments prior to the interviews.

### **New Business**

- Issues of tree growth on Surf Rd. fence line (Bob)

Chuck and Bob walked the Surf Rd. fence line and found there is much tree work that could be done including dead, broken, and dangerous trees and branches. Mike McGovern would like to have a workshop with the property owners in January or February to discuss the situation with them. Bob walked the area with a representative from Lucas Tree company, who pointed out much other work that could be done. The work was estimated to cost on the order of \$10,000. February 7<sup>th</sup> was set as the tentative date for the workshop.

- Election of Chair, Vice-chair, and Secretary for 2008

A slate of officers with Chuck as Chair, Dan as Vice-chair, and Maureen as Secretary was proposed. This passed unanimously.

- Approval of 2008 meeting schedule

The Commission will again follow the third Thursday schedule, with the following exceptions: The February meeting is scheduled for the 28<sup>th</sup>, and the December meeting is scheduled for the 11<sup>th</sup>.

### **Other Business**

- Need for ongoing discussion on overall Park Security issues

Further discussion on this issue was scheduled to follow the workshop with the Surf Rd. residents.

- Bob distributed information he received from Councilor Anne Swift-Kayatta describing the Home Depot Foundation. In part, the Foundation is dedicated to the planting and preserving more than 3 million trees over the next ten years. Might we be able to utilize this to help us in the Park?
- Bob distributed a letter from Mike Pulsifer, Chair of the Conservation Commission. The Commission requests that we consider installing a gate and Greenbelt sign in the Park opposite the entrance to the Greenbelt trails on the other side of Shore Rd.
- Recognition of Ellen's last meeting and her 5 years of service

Chuck expressed appreciation on behalf of the Commission, and Bob expressed appreciation on behalf of the Town.

### **Adjournment**

The meeting was adjourned at 8:35 PM.

### **Next Meeting**

The next regular meeting will be January 17<sup>th</sup>, 7:00 PM, in the Public Works Building Conference Room.

Respectfully submitted,

Daniel Chase, Secretary