

**Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes
May 15, 2008**

Revision: Approved 6/19/08.

Present: Chuck Wilson (Chair), Frank Butterworth, Tina Harnden, Bill Nickerson, Dan Chase (Vice-chair).

Absent: Greg Alznauer, Maureen McCarthy (Secretary).

Staff: Bob Malley.

Guests: Joe Edgar, Carol Fritz.

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

Approval of minutes for meeting on 4/17/08

The minutes were approved as drafted.

Approval of minutes for workshop on 5/1/08 (if available)

The minutes were not available.

FY2008 Budget status and Park Update (Bob)

Bob reported:

- Some expenditures have been made to Renner-Woodworth for the initiation of design activities for the improvement projects.
- Approximately \$3500 has been expended to Lucas Tree for tree trimming projects along the Surf Road boundary, with more expenses to come.
- Bob clarified that any money appropriated for capital projects in the 2008 budget that is not expended, will automatically be carried over to the 2009 budget.
- The Boy Scout camporee is taking place this weekend. They will be using the field adjacent to Portland Headlight. They typically do general raking and clean-up as service projects during the camporee.
- There is a photo shoot scheduled for 6 AM to 10 AM on June 17th and 19th, for Chrysler hybrid cars. They have paid a fee of \$2500.
- There has been vandalism to the protective fencing at Goddard mansion and Battery Garesche from people trying to enter.
- The police are entering the Park at night on foot patrol. They caught some juveniles at Battery Keyes.
- The Park is nice and green, and looks good. Things are being readied for graduation ceremonies.
- Questions were asked about the status of the pond. There was discussion of the history of trying to control the algae and duckweed.

FY2009 Budget status (Bob)

Bob reported:

- There has been some discussion of budget items, but no changes have been proposed.

Old Business

- Lighting of flag poles (Bob)

The project to light the Portland Headlight flagpole is complete.

The project to light the Battery Knoll flagpole is functionally complete, however it was vandalized the first night. A protective box was built around the light fixture. It was made to blend in with the rest of the building it is mounted on as much as possible, to try to keep from drawing attention to it. Power has not yet been run to the Picnic Shelter. This will be done in the future.

- Stair replacement (Bob)

The stair replacement was completed several weeks ago. \$15,000 had been budgeted for replacement, but it was able to be done for about \$1000.

- Report on Collection Boxes (Dan/Bob)

Bob would like to get these installed in the next week or two. Dan will meet Bob at the Park to review the locations.

- Interpretive Display (Bob)

Bob has received a letter from Renner-Woodworth outlining the proposed scope, budget, and schedule for the project. The proposal is over-budget, but the amount seems to be reachable. Some money could be saved if the display area is not hard-scaped as part of the initial installation. Renner-Woodworth will produce a sample display panel, and then get back together with the subcommittee. The subcommittee will review the display panel and come back to the full Commission with recommendations. Bob asked for approval from the Commission to move ahead with the design of the project per Renner-Woodworth's proposal. Frank moved that we proceed with the proposal, without the option to install hard-scaping. This was seconded by Chuck, and passed unanimously.

- Main Entrance (Bob)

Bob has received a letter of proposal from Tom Emery. Tom will submit a final conceptual plan for approval before any work gets underway. Because of some work which will be necessary around the front entrance, but which was unforeseen, and because of the need to expend money on design fees, it appears that our budget will not be enough to complete the project as originally envisioned. Bob asked for approval from the Commission to move ahead with the design of the project per Tom Emery's proposal. Bill moved that we proceed with the proposal. This was seconded by Chuck, and passed unanimously. Bob hopes for completion of the project this fall.

- Arboretum proposal update (Bill)

A site for an initial installation of plantings has been chosen at the northerly end of the Cliff Walk. The group plans to have a proposal to present to the Commission at the June meeting. If the proposal meets the approval of the Commission, they will take it to the Fort Williams Charitable Foundation (FWCF) to see if funding is available. Bob noted that Rick Churchill is well aware of the issues of initial care and perpetual care. The proposal will include plans to hire external expertise for maintenance, rather than rely on Public Works.

New Business

- Update on Consultants/Engineers (Bob)

Bob is very pleased with the way things are working out with the consultants.

- Open discussion on workshop with Consultants/Engineers on 5/1

There were no comments, other than those already made during our discussions.

Update from FWCF

The FWCF is meeting with a representative of the Festival Network on Monday to discuss

the possibility of a jazz festival in the Park. At this point, the FWCF is still asking questions to try and determine if holding a festival is a possibility or not.

Other Business

No other business was raised.

Adjournment

The meeting was adjourned at 8:37 PM.

Next Meeting

The next regular meeting will be June 19th at 7:00 PM, in the Public Works Building Conference Room.

Respectfully submitted,

Daniel Chase, Vice-chair