

Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes (Draft)
February 12th, 2009

Present:

Dan Chase (Chair); Bill Brownell; Frank Butterworth; Maureen McCarthy; Bill Nickerson; and Chuck Wilson.

Absent: Greg Altnauer

Also Present: Jeff Armstrong, Fort Williams Charitable Foundation

Staff: Bob Malley, Public Works Director

Call to order:

Dan called the meeting to order at 7:00 PM.

Minutes:

Following the clarification of the term “imbedments”, acceptance was motioned by Bill Brownell and seconded by Maureen McCarthy, with unanimous approval.

Park Update: Bob Malley.

Bob summarized: activity in the park has been somewhat uneventful. With the winter snowfall there has been a good deal of sledding activity; enough to capture the attention of the local media.

Park staff has undertaken some repairs to Battery Keyes as recommended Becker study: The rusted steel stanchions holding up the roof of the observation station were sistered with 4X4 studs to support the roof. A railing was installed (last summer) along the roof line to guard against falls by visitors.

Access to interior spaces was restricted by the placement of wire barrier and plywood in openings, for the safety of Park visitors.

Repairs were made at a minimal cost of approximately \$150.

Budget Update: Bob Malley.

(A final revised sheet was distributed today.

Bob recapped the particulars of the Income and Expense sheet for the benefit of the newer members.)

Expenses: (The following expense items were discussed)

Engineering Study:

A variable in the budget is the wrap up report expense from the consultants. Discussion followed as to the best way to conclude the studies that were done on the Fort, and it was decided that Bob and Dan would meet with Renner and Woodworth to give them direction on what we needed for a conclusion, and what the cost would be.

Goddard Mansion Alternatives Study:

Alternatives that Bob had received from independent contractors were: \$5600 to do masonry repairs on the front parapet; \$9800 to have the front parapet removed; \$5200 to fence the front, side and back of the Carriage House and Connector; \$3700 to do the front and side of the Carriage House and Connector; approximately \$1500 to fence the back of the Carriage House and Connector.

(These options were discussed later in the meeting and Bill Brownell motioned that we request \$6000 to fence the Carriage House and Connector to protect visitors to the Park until a long term solution could be undertaken. This was seconded by Maureen and approved on a 5 -1 vote.)

Bill Nickerson added that we should include a “by the way” and mention the cost of the alternative to do masonry repairs, so the Council will be aware of what options we considered.

It was also suggested that we formulate our Future Vision for presentation to the Council at the same time.

Maureen suggested we have a workshop devoted strictly to doing this, and the date of Tuesday 2/24/09 at 7:00 PM at the Public Works facility was agreed upon.

Park Benches:

It had been recommended by the Town Manager, in a conversation with the Public Works Director that two benches be located near the lighthouse turnaround where the busses unload. Discussion included the cost of various types of benches, and the possibility of relocating other bench within the park to fill this need.

Bob pointed out that other benches placed there in memoriam were actually sited by the donors, and couldn't be moved. Income from the memorial benches and the cost of annual upkeep required was also discussed.

Battery Garesche Repairs:

Fencing repairs have been done where vandalism and wear and rear required.

Interpretive Display:

Bob recapped the cost of the project at the new location.

Town General Fund:

This line item represents 1 ½ % of the budget, and is donated to the Town General Fund.

Income:

Binoculars:

A quick discussion of this item prompted a request to have park donation box receipts added as an additional item in future budget figures.

Picnic Shelter and Bandstand reservations:

Should continue to be stable.

Ceremony Fees:

No big changes in revenue expected.

Site, Event Fees & Donations:

There will be no Portland Symphony Concert in the Park this year. The economy will most likely impact commercial use fees, donations to the Park as well as the Charitable Foundation.

Beach to Beacon Donation:

This year the figure was \$4000. This varies from year to year.

Park Benches:

Income from sales of benches was estimated at \$2000.

Playground Bricks:

This potential fund raiser has had no interest by the public to date. They were to be sited around the playground area.

Carry Forwards from FY 2008:

These are amounts that were allocated but not yet spent and was provided by the Portland Head Light Fund. (Bob recapped some of the past projects that The PHL funds were used for. All such expenses must be for projects and expenses that are tied directly to the support of the Light House. These donations are normally given every 3 to 4 years, and are derived from gift shop and museum receipts. There are no taxpayer funds involved in these monies.)

Total income is anticipated to be approximately ~~around~~ \$30,000, by the end of FY 2009 excluding donations.

Discuss and Finalize Park Budget for 2010:

FY 2010 Special Funds Budget:

Capital Improvement Budget: (Bob addressed the following line items)

Bleachers:

No expenditures are proposed for FY 2010.

Goddard Mansion Alternatives:

The figure of \$9500 was changed to \$1000 to anticipate fence repairs.

Battery Blair Grant Opp.:

\$5000 was put in the budget for the possibility of hiring a Grant Writer to seek funding for the restoration of Battery Blair.

Benches:

The \$8000 figure in the budget is for future bench purchases ~~installation~~.

Battery Keyes Repairs:

\$8500 is included to account for needed handrail work (\$3970), roof repair on the Main Observation Tower, and peeling concrete in the interior rooms.

Main Entrance:

\$9500 is included to accomplish sidewalk installation for safer pedestrian access at the Main Gate, as well as light fixtures for the gate columns.

General Fund Contribution:

1.5% (\$408) is budgeted.

Park Maintenance Budget:

Bob reviewed the line items in the maintenance budget relating to Road repair, tree maintenance and plantings, stone wall repair, building maintenance, and other associated Park upkeep expenses.

The Public Works Director has proposed that line items for tree and stone wall maintenance in the Park Operating (645 accounts) budget be reduced for the FY 2010 budget, to offset increases in the General Fund budget.

The proposed operating budget for this year is \$158,273.
The unspent funds from this budget are transferred back into the Town's General Fund.

Chuck moved that we accept the budget as amended, Bill Nickerson seconded, and approval was unanimous.

Further Discussion of Goddard Mansion Options:

These options were discussed in our review of the FY 2009 expenses, and a Future Vision Workshop is to be held on 2/24/09)

Other Business:

Jim Rowe would like to join us at our Goddard Mansion Workshop.

Chuck reported on his attendance at the last Fort Williams Charitable Foundation meeting. He recapped that they had pledged \$15,000 to the Arboretum Project, and that their fundraising efforts this past year brought in \$24,000.

Adjourn:

The meeting was adjourned at 9:30 PM

The next meeting will be on Thursday, 3/19/09 @ 7:00 PM.