

Town of Cape Elizabeth
Fort Williams Advisory Commission

Meeting Minutes

August 19, 2010

Present:

Bill Brownell, Frank Butterworth, Maureen McCarthy (Chair), Bill Nickerson, and Chuck Wilson.

Absent:

Dan Chase

Also present:

Carol Fritz (FWCF), Alice Rand (FWCF), Mary Hodgkin (Arboretum), Betty Crane (Resident), Mike Kelley (Courant), Sara Lennon (Town Councilor)

Staff:

Bob Malley.

Call to order:

Maureen called the meeting to order at 7:02.

Approval of minutes of the 7-15-10 regular meeting:

Chuck motioned approval and Maureen seconded.

Committee Update:

Maureen informed the group that Richard Dunham had tendered his resignation from the committee.

Park Update:

Bob advised us:

- that the Park has been very dry so that time normally spent mowing lawns was used to cut back some of the invasive vegetation in the Park.
- attention was going to be given to invasive species growing along the Surf Road perimeter of the Park.
- A resident had volunteered and painted the bandstand.
- roof repairs and completion of the doors was being scheduled for the storage garages.
- trimming of vegetation along the Cliff Walk was scheduled to begin.
- The History Channel is scheduled to do a short segment on the Park next weekend.
- 2 small donations were received on behalf of the Park, and Bob was recommending that they be given to the Charitable Foundation.
- The entrance sign to the Fort has been repainted.
- The Beach to Beacon went very well by all reports. The group in charge of running it made sure that everything was picked up afterward and that there would be minimal impact for the Fort staff.
- Davey Tree is now the contractor doing the tree work within the Fort.
- The donation boxes are being relocated within the Fort to be more visible.

Town Manager's Recommendations dated 8/6/2010:

The group discussed the recommendations memo that the Town Manager sent to the Town Council and the Advisory Commission on 8/6/2010.

Points of discussion included:

- The memo established a platform to move forward from for future discussions on maintenance, capital improvements, etc.

- We are now in our second master plan, which falls short as being a working document. The focus of the new master plan should be to comprehensively address all facets of the Park and serve as a good working document from which to address future needs.

- Discussion also touched on the short term funding options, capital needs expenditures how the numbers were established, the capital priorities set out on page 5 of the memo, staff's authority to recommend and who a re staff, FWAC responsibilities, changes in the function approval process, large group fee assessments.

Maureen concluded this discussion by requesting that all further questions and comments be directed to her no later than Friday 8/27/10 for compilation and presentation at our next meeting.

Group use policy review:

This was last updated on 12/08.

Discussion included the various aspects of how wedding ceremonies occur within the Fort and some possible future enhancements, possible fees for people intensive uses of the Park such as the Beach to Beacon event, the PSO concert, car shows, etc, and how we might investigate a sliding scale for fees depending on the impact these events have on the Park.

It was cautioned that we should be careful not to allow the Park to become too event intensive in the quest for revenue sources.

Bob suggested that we all revisit the Group Use policy and come up with suggested changes at our regularly scheduled meeting in September.

FWCF update:

Alice Rand pointed out a disparity in the Town Manager's report that indicated the FWCF had given \$30,000 to the Park where in fact the amount of funds that have been raised approached \$100,000.

Chuck pointed out that the \$30,000 figure did not include expenditures for the Arboretum and other projects, and that the FWCF should ask that this be clarified in the report for the purposes of the Town Council's understanding. Mary said she would send a financial summary to Mike for clarification in the report that would include expended as well as committed funds.

Updating also included the FWCF efforts to align fund raising goals, updating of their website, changes in the executive committee, identifying and coordinating the areas of fund raising, coordinating fund raising efforts so as not to "double dip" donors.

Public comment:

Comments included:

- Praise for Mike's report as an excellent summary of the necessary expenses for the Fort's continuation.

- Some concern that Battery Blair was not addressed sufficiently in the report.

- Priorities in the report should be reviewed against the FWAC priorities.

- The new master plan should include more comprehensive visual displays with graphic overlays representing the proposed changes.

- Discussion of some of the short term revenue proposals.

Adjourn:

The meeting adjourned at 8:45.

Next scheduled meeting:

Thursday 9/16/2010 at 7PM at the Public Works Facility