

Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes
November 23, 2010

Present:

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

Also present:

Alice Rand (FWCF),

Staff:

Bob Malley.

Call to order:

Maureen called the meeting to order at 7:01.

Approval of minutes of the 11-23-10 regular meeting:

Bill Brownell motioned approval and Erin seconded, and all voted to accept.

Public Comment:

Alice Rand thanked Maureen on behalf of the FWCF for the maintaining the FWCF lists.

Park Update:

Bob advised us:

- The memorial bench for Asel Tupper had been installed at the location by the stone wall near the fire hydrant, and he has received a good number of positive comments about it.
- Roof work has been done on the Red Cement building.
- Arboretum volunteers have been very active in further removing brush around the cliff walk, but with winter approaching these activities will most likely stop for the season.
- Leave collection has been in full swing in the Fort.

Group use Policy Review- Continue and complete discussion on large groups:

Bob recapped that the document we had used to come up with the new fee schedule was incorrect and that the council had tabled any further action on these fees until we could revise.

In the process of discussing fees it was brought up that some are misusing the shelter reservation process. An example is where a resident will reserve for a business group, but at the individual resident rate. Bob said he would discuss the application format with Pat Dubois of Community Services to see if there is any way to tighten up the process.

Chuck suggested we firm up the Picnic Shelter fee schedule now and save discussion of the large group fees until later.

After discussion of several options a schedule was proposed, approval was motioned by Maureen and seconded by Chuck, and all but Erin voted in favor of accepting. Bob will revise the current schedule to reflect these changes and forward to Frank for attachment to the minutes.

Large group fee discussion continued.

It was decided that the categories were OK as decided previously but the cost per person needed to be decided.

Bob suggested that we have two documents in the future:

- 1) A Group use Policy,
- 2) A Fee Schedule.

That way we could adjust fees without having to revise the entire document, including use policy.

Bill Brownell, Erin, Chuck and Maureen agreed to further review the large group fee schedule and have something for us to vote on at our December meeting.

Bob said he would get a copy of the fees from Thomas Point Beach Park to use as a guide.

Master Plan Scope Update-if available:

Bob said that Rick Renner, he, and Mike McGovern have a meeting scheduled for 12-8-10 to discuss the Master Plan process.

Review existing policy on rental properties- potential modification of use criteria:

A request has been received by a company called Cape Madras to rent the building formerly occupied by Day One. This company is a private for profit manufacturing business.

Although there was no approval or disapproval of this particular request the Commission did want the Town Council to know that we were willing to revisit the existing lease restrictions on the Officers Row rental buildings.

Bob said he would advise the Council of this.

FWCF update:

Alice Rand reported that there was a major mailing to past donors scheduled for right after Thanksgiving, to ask for restricted giving contributions to the Battery Blair Study, the Arboretum, or the Charitable Foundation.

Alice also said that they(FWCF) hope to get the final \$10,000 needed for the Battery Blair study by hiring a grant writer to seek the necessary funds.

She also mentioned that there is a group in Town that would like to restore the Goddard Mansion and is looking to raise funds for this.

Adjourn:

The meeting was adjourned at 9:21.

Next Meeting:

Thursday 12-16-2010- 7:00 pm.