

Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes
December 16, 2010

Present:

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

Also present:

Alice Rand (FWCF), Mary Hodgkin (FWCF) Kris Murray (Arboretum), Tom Dunn (Arboretum),

Staff:

Bob Malley.

Call to order:

Maureen called the meeting to order at 7:00.

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

Bill Nickerson motioned approval and Chuck seconded, and all voted to accept.

Public Comment:

None

Park Update:

- Bob advised us: The council approved the fee proposal for the shelter as we had submitted to them, effective immediately.
- Bob is seeking proposals to redo the concrete coating on Battery Blair, and will do this work in the spring.
- A group of college students did a film shoot in the park on 12/4/and 12/5.

(No fee was assessed for this activity.)

Arboretum Design and Construction Time-line:

Tom Dunn shared the proposed time-line for the Cliffside pod with us:

- They are preparing an RFP for the 1st phase of the Cliffside pod to be sent out in January to be received and approved in February. Once a design is selected they will come to the FWAC for approval and forwarding to the Council.
- He invited anyone on the FWAC to participate in the design approval process
- He then asked what our time-line was in the master plan process and thought it would be prudent to have their times coincide with ours.
- He said there was a change in the design of the 1st pod because it appears that the original will not fit into the designated space. This came to light after the brush had been cleared.
- Bob pointed out that the approval of any design changes is within the authority of the FWAC and not the Planning Board.
- Erin asked if any criteria had been established for bidding the design.

- Bob suggested that we have a liaison from the FWAC to the Arboretum Committee.

Arboretum Request for Temporary Signage:

Kris Murray showed us the proposed design of the first signage to be placed at the Cliffside pod.

- It will be the same design as the interpretive panels located on Kitty's Point. It will be a map showing the locations of all the pods, and remain their during the entire project.
- Each of the individual pods will have much smaller signs that will primarily give recognition to the donors and sponsors of those pods.
- The pros and cons of donation boxes were discussed relative to support of the Arboretum Project.
- She indicated there would be no signs placed on trees and there would be no benches.
- She said that the Boothbay Botanical Gardens had the equipment to make the smaller signs, and have offered to make the Arboretum's signage.

Chuck moved that we accept the signage as proposed in Kris Murray's 12/10/2010 letter to the commission and as presented to us at the 12/16/2010 meeting with the amendment that the word "demonstration" be removed. Bill Nickerson seconded and all approved.

Group use Policy Review- With proposed amended changes based upon subcommittee:

Bob explained that the Statement of Use and the Fee Structure were separate documents. The purpose being that any changes in fees would not necessitate the entire document be rewritten.

Bob distributed a draft and pointed out modifications and corrections.

He further added that he had reviewed similar documents for Thomas Point Beach Park, Winslow Park, SMCC, and Shawnee Peak in the process of formulating his modifications.

Erin moved to accept the Group Use Policy and Fee Structure as presented by Bob. Bill Brownell seconded and approval was unanimous.

Maureen moved that the Revised fee Fort Williams Fee Schedule be presented to the Town Council at the January meeting.

Erin seconded and all approved.

Master Plan update:

Bob reported that he and Mike McGovern met with Rick Renner on 12/8/10 at which time Rick presented a proposal for his consulting work on the Master Plan update.

Some of the elements of this proposal included:

- Preparing a new site plan of the Fort including where all utilities are located.
- Conducting visioning sessions to be sure that we are working in a direction that would be in line with the Community's wishes.

Unfortunately the cost for the proposal as presented was in excess of the funds budgeted by the Council

Bob suggested that the FWAC narrow the scope of the initial Master Plan update RFP to reduce the cost.

In the process of discussions the following suggestions were made:

Revisit the 1990 Master Plan to see what exiting information we can use.

Review of the 2003 update for relevant information.

Possibly look to other consultants for a proposal.

It was agreed that a very important part of the Update process should be a visioning component so that we are in tune with what the Community would like to see for future direction.

Bob will discuss this with Mike McGovern to see what suggestions he may have in terms of narrowing the scope of the Update. He did say that the timetable for a new Master Plan would be 6 to 8 months.

Further discussion of the lease restrictions on the Fort Williams rental units:

Bob handed out copies of the zoning ordinance permitted uses.

He indicated that the nonprofit use restriction is not specifically referred to anywhere as far as he could find in his research.

Bob advised that the FWAC needed to make a recommendation that we would either accept or reject the idea of a for profit entity being allowed to occupy the Fort Williams rental units, as opposed to approving a specific occupancy.

Maureen moved that the FWAC entertain for profit business use within the Officers' Row buildings. Erin seconded the motion and all approved.

FWCF update:

Alice Rand reported that on 11/30/2010 1200 funding solicitation letters were mailed, with the intent of raising funds for the Arboretum and Battery Blair projects.

Donations for the Arboretum were received from the PW Sprague Memorial Fund and the Rines Foundation.

Battery Blair received a grant from the Sprague Foundation.

Regal Nasiff has been retained as a grant writer to seek funds for the various Fort Williams projects as well as FWCF operating expenses.

FWCF met with Susan Collins and staff and they offered to help identify federal funding sources for the Fort endeavors.

The Arboretum is putting together a garden tour next summer as a fund raiser.

Other Business:

Chairperson Maureen announced that this was Chuck Wilson's last meeting before leaving the Commission and thanked him for all he has done in his years of service as a member of the commission, as the Chairperson, and as a subcommittee chair.

“Thanks for all your hard work Chuck. We will all miss you.”

Maureen also announced that Lise Pratt will be joining the committee in 2011.

Adjourn:

The meeting was adjourned at 9:00 pm

Next Meeting:

Thursday 1-20-2011- 7:00 pm.