

Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes
January 20, 2011

Present:

Bill Brownell, Frank Butterworth, Dan Chase, Erin Grady, Maureen McCarthy (Chair), Bill Nickerson, and Lise Pratt

Also present:

Alice Rand (FWCF), Betty Crane (citizen), Kris Murray (Arboretum), Tucker Jordan (Citizen)

Staff:

Bob Malley.

Call to order:

Maureen called the meeting to order at 7:00.

Maureen welcomed Lise Pratt as a new member of the Commission.

Approval of minutes of the 12-16-10 regular meeting:

Dan motioned approval, Erin seconded, and all voted to accept.

Election of Chairperson, Vice Chair, and Secretary:

Frank motioned and Bill Brownell seconded that Bill Nickerson be elected the new Commission Chairperson. Unanimous approval.

Frank motioned and Maureen seconded that Bill Brownell be elected Vice Chair. Unanimous approval.

Maureen motioned and Erin seconded that Frank remain the Secretary. Unanimous approval.

Bill Nickerson took over a Chairperson.

Public Comment:

None

Proposed Arboretum recognition signage:

Kris Murray asked for approval of the recognition signage as submitted to the committee in her 1/7/2011 memo to the Commission.

She pointed out that the Founders Plaque would be 8 X10 inches as opposed to the 7 X 3 inches referenced in her cover memo. All samples shown in the material were from the Coastal Maine Botanical Garden.

Kris also advised:

- A map will replace the informational sign that will be located at the Cliffside site.
- There will be a Founders' Board and a Founders' Plaque located at the central location, which would be the most popular site.
- The sign design RFP is currently out for bid.

Questions from the Commission members included:

- Size adequacy of the 2 X 3 individual donations signs.
- The proposed location of the Founders' Board and the Founders' Plaque.
- Would a donor's recognition sign be permanent or would it be replaced by subsequent donor recognition signs.

Erin moved and Maureen seconded that we accept the recognition signage as proposed in the 1/7/2011 memo to the Commission with the size change from 7 X 3 to 8 X 10.

The majority approved with Lise dissenting.

Group use request – Wedding Ceremony – Tucker Jordan:

Resident Tucker Jordan requested permission to hold a wedding ceremony and reception on the Green adjacent to the Lighthouse.

Details of the requested included:

- Proposed ceremony date of 6/4/2011.
- 120 X 30 tent to be erected on 6/3/2011 and removed on 6/5/2011.
- Ceremony to commence between 2:30 to 3:00 PM followed by a reception with 300 guests and a lobster bake, including a dance floor and a live band.
- The reception would be alcohol free.
- Guests would park vehicles by the old Fire Station where event parking is normally located.

Concerns voiced by the commission included:

- The size of this event in view of the fact that this would be the first of its kind.
- The location of the event being right next to the lighthouse where visitors would be walking.
- Potential noise issues from the live band as respects visitors and abutters.

It was suggested that an alternative location within the Fort may be something the Commission might be willing to further review for acceptability. It was also suggested that he contact Community Services promptly to see if the Picnic Shelter was still available for that day.

Tucker said he would discuss this with his fiancée and the discussion was tabled until the next meeting.

Review of draft rules for public participation at meetings:

Bob Malley reviewed the document relating to rules we need to adopt regarding how the public would be allowed to participate/comment during our meetings.

We would have to decide on how long a member of the public would be allowed to speak before giving the floor to someone else.

He said we would also have to decide if we wanted to allow for public comment at our workshops.

He went on to explain what defined a workshop and that it must be publicly advertized prior to the date of the workshop.

Erin moved and Dan seconded that we accept the rules as proposed. Unanimous approval.

Park Update:

Bob provided us with the following updates:

- At the 1/11/2011 Council meeting they approved the Group Use Policy with the exception of the amendment provisions on the bottom of page 4, opting to keep the prior language that allowed the council to make amendments after consultation with the FWAC. (As opposed to acting upon a recommendation from the FWAC.)
- By 3/1/2011 the Council wants each board to provide to them a work plan for the year listing priority work areas. Bob said that a letter from the Council would be forthcoming.
- Jim Walsh will continue as the Liaison from the Council to the FWAC.

- All brush clearing at the Arboretum site has ceased until next spring.
- During the snow storm on the 12th the Park did not open until 10:00 AM due to the necessity to clear away snow drifts in the road.

Master Plan Proposal update:

Bob advised that he met with Mike McGovern and discussed the cost of the estimate to have the consultants update the Master Plan.

(He said Mike suggested that Bob, Mike, Bill Nickerson, and Jim Walsh get together to discuss ways to narrow the goals of the plan in order to stay within the \$40,000 budgeted by the Council for this project.)

Discussion on this process included the following:

- The Town's Comprehensive Plan recommends that the Fort Master Plan be updated every 7 years.
- The first was done in 1990 and then subsequently updated in 2003.
- Bill Nickerson pointed out that the FWAC during his term has never spent much time reviewing these documents. He suggested that we all read through the 2003 plan update as well as the 1990 original Master Plan prior to the next meeting in order to assist us in coming up with our own priorities and focus, and hopefully require less assistance from a consultant in guiding us through this process.
- Much that was recommended in the 2003 Master Plan update has never been done.
- Bill continued by recounting prior documents that had been prepared and could be of assistance to us in this review. They include the 2003 update, the 2004 Forestry Plan, the Fort Williams Park and Headlight Key Document, The Renner Report, the initial Master Plan from 1990, The Battery Blair Document done in 2009, The Oest Goddard Mansion Assessment done in 2004, amongst other smaller studies done more recently.
- It was agreed that we should have a workshop to accomplish this. The date of 2/3/2011 was selected, and an earlier meeting time of 6:00 PM was set.
- Bob suggested that we concentrate on certain parts of the document in our preparation for the workshop. 2003 Master Plan update: "park wide issues" in section 2; "conclusions, goals, and recommendations" on the last page of each section; a quick review of the 1990 Plan for a brief perspective on the process.

FY 2012 Budget Discussion:

Bob passed around the income and expense statement for incurred/anticipated expense and revenue for FY 2011 and estimated revenue for FY 2012. Discussion points included:

- The Capital funds are intended to go only to funding of projects, no maintenance expenses. These operating expenses are to be a part of the operating fund.)
- The Council wants the FWAC to come up with a list of major projects/improvements within the Park.
- Bob reviewed the budget line by line with explanation of costs and income, and also listed some additional expenses that would be coming into the operating budget.

Bill reviewed the April 2010 Capital needs document in order to assist in prioritizing projects for the Fort. Those identified to pursue included:

- The Pond.
- Battery Keyes.
- Visitors Center.
- An additional picnic shelter.

- A group picnic area other than a shelter, by Ship Cove.

Annual use requests:

Bob passed out a list of use requests he had received for 2011. These included:

- Cape Elizabeth Little League field use requests.
- Family Fun Day.
- High School Graduation.
- Portland Amateur Wireless Association.
- Beach to Beacon 10K Race.
- Portland Yacht Club's Monhegan Island Race station.
- Engine Company One Annual Art Show.

FWCF Report:

Alice Rand reported that:

- The annual appeal letter was sent out in November.
- (To date, \$30,000 has been received, of which \$5,000 was a corporate gift, and \$1,000 was pledged to the endowment.)
- An RFP for the design of the Arboretum's Cliffside pod was sent out, with a due date of 3/1/2011.
- Alice asked if anyone might be able to recommend an accountant who would be willing to join the FWCF and assume the responsibilities for overseeing some of the fund raising activities.

Other business:

Bill Nickerson asked for a volunteer to be a liaison to the FWCF. Maureen accepted with Lise as her alternate in case of scheduling conflicts. The FWCF meets on the 4th Thursday of each month at 7:00 PM in the Community Center.

Bill also expressed an interest in having a liaison to the Arboretum's design RFP Committee. Erin volunteered to be the representative from the FWAC to this committee.

Maureen received a call from someone expressing concern about dogs, in the dog walking area, being under control either by leash or voice command. No recommendations or action were required on this matter.

Adjourn:

The meeting was adjourned at 9:15 pm

Next Meeting:

A workshop on Thursday 2/3/2011 at 6:00 PM.

Next regular meeting 2/17/2011 at 7:00 PM