

Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes
March 17th, 2011

Present:

Bill Brownell, Frank Butterworth, Dan Chase, Erin Grady, and Bill Nickerson (Chair).

Absent:

Lise Pratt, Maureen McCarthy.

Also present:

Alice Rand (FWCF), Betty Crane(resident), Peter Cotter (resident), Lt. Beck, USCG, Carolyn Smith(resident), Gordon Smith(resident)

Staff:

Bob Malley.

Call to order:

Bill called the meeting to order at 6:30.

Approval of minutes of the 2/17/2011 regular meeting:

Bill Brownell motioned to table the minutes until the next meeting for further review and correction.
Erin seconded and all voted to accept.

Use Request:

Lt. Becker asked for approval to hold the USCG local Change of Command ceremony on the field near where the Beach to Beacon finish line is located.

The requested date is Friday 6/24/2011.

It would involve setting up 2 large tents on Thursday 6/23/2011, and removing them following the ceremony on Friday.

The ceremony would take place at 11:00 AM and there would be a reception following for approximately 2 hours.

As a part of this request they would plan to have a live band and serve beer and wine.

The total attendance would be approximately 200 people including military State legislators , and Federal legislators.

Traditionally they have held the ceremony in this location, with the reception following at the USCG base in South Portland.

However, due to the popularity of Capt McPherson, the retiring Commander, they would like to hold the reception at the Fort as well.

Commission concerns were with the allowance of alcohol against Fort policy, separation of the event from the general public, and setting a precedent.

Bob pointed out that the only 2 events where tents are allowed to be set up in the area are the Beach to Beacon and the USCG Changing of Command.

He also pointed out that we did allow alcohol at a Governors Conference in the 1980s.

Bill Nickerson advised Lt Becker that a recommendation from us would still require the review of the

Police Chief as well as Town Council approval.

Lt. Becker addressed those concerns by agreeing to keep the bar behind closed tent side curtains, to post a military guard around the perimeter, that they would be using their food service personnel (who are alcohol service certified) to dispense the alcohol, and that they would assume the liability for any incident arising from the event and hold the Town harmless.

Bob Malley reminded Lt. Becker that he should contact Debra Lane to confirm if any special licensing was required for the service of alcohol.

Bill Brownell motion that "Given the uniqueness of the request and considering the restrictions discussed we approve the event subject to the Town Council's approval."

Erin seconded.

All approved.

Public Comment:

Carolyn and Gordon Smith addressed the Commission with questions they had about the new Food Vendor permits for the Fort. Concerned about the cost of the permit, they asked if we had consulted with other Towns about how they arrived at their fees and why there were 2 permits for each designated area.

Bill B, and Erin, members of the Vendor Fee subcommittee, pointed out that:

- We were not so much focused on a permit fee as we were on a source of revenue for the Fort, which is what the Town council had charged us with.
- Also it was pointed out that rather than asking for a fee plus percentage of profits, we chose to just collect a fee.
- This is just a pilot program so we are starting with these requirements, subject to modification or discontinuance of the program.
- There will be some cost to the Fort for trash removal and associated expenses.
- Locations were assigned so that vendors would have a guaranteed spot and there would not be vendors roaming the Fort.
- There were in essence 2 different sales seasons: the first 4 months of the summer and the 2 months of cruise ship and bus tour season.

Discussion & recommendation on a Pilot Food Concession RFP:

Bob reported that he, Mike McGovern, Bill B, and Erin had a productive meeting on establishing guidelines.

They discussed these with Jim Walsh so he could bring them to the Council for review on 3/21/2011.

The Council wants to get an RFP to vendor prospects right away so that decisions can be made and permits can be awarded by 4/19/2011.

Bill B added that the permit thought process gave consideration to the fact that:

- Not all residents were in favor of vendors in the Park.
- The Council wants to see a pilot program occur to measure potential.
- If it doesn't work we will go back "to the drawing board".
- We want control over signage, trash, size of the enterprise, and location.
- This is the sole revenue from the vendors.

It was also pointed out that vendor sites would be more publicly identified, that CE residents had priority choice as vendors, no non-food items could be sold, and bus drivers would be encouraged to let passengers know that food items would be available within the Fort.

Bill B moved that the proposal for an RFP for food vendors as presented by the subcommittee be

approved .

Erin seconded.

The majority approved, with Dan voting against.

Discussion Bus Fee Proposal:

Bob referenced Mike McGovern's memo from last year.

He said that Mike would like the FWAC to consider an updated proposal and make recommendations to the Council.

Discussion points included:

- Mike will prepare a draft with changes for our consideration and as a reference at our May meeting.
- This needs to be finalized at least a year to a year and a half in advance of the season in which fees would be charged, to allow the bus companies adequate time to prepare their fees.
- Bill Nickerson agreed it would be very helpful for us to have this information from Mike, as well as currently updated numbers on the bus activity in the Fort.
- Bob suggested another workshop to get bus and trolley input.
- Items needing to be addressed included: enforcement of fees, additional staff needed, how to pre-identify bus lines for fee sticker purposes.

Bill N suggested that we table discussion until we received information from Mike.

Bob said he would get us a draft from Mike prior to our next meeting, and suggested the possibility of having a meeting with the tour operators prior to our next meeting.

Master Plan Addendum update:

Per Bob: Mike, Bob, and Bill N had met and discussed the reduced scope of the Addendum and suggested the possibility of contacting John Mitchell as a resource, due to his extensive work already done over the years for the Fort.

- Bill N, Bob, Mike McGovern, John Mitchell, and an associate of his had a meeting.
- A proposal was forwarded by Mitchell Associates.
- Goals were to keep it affordable, usable, and still achieve the Council's charge to us of updating the existing Master Plan.
- Bob advised that a boundary survey was currently underway, to be finished by 5/1/2011, and made available to Mitchell to assist in their work.

We reviewed the Mitchell proposal and the following points were discussed:

- The Mitchell proposal was more user friendly and to the point than the current Renner proposal.
- The current Renner proposal was above and beyond what we needed for our current purposes to comply with the Council's updating request.
- Will probably be an 8 month project, to be completed by December 2011.
- It was noted that there was not a request for a counter proposal from Renner.

Bill Brownell moved that the proposal for professional services to update the Master Plan, as received from Mitchell and Associates, be approved contingent upon the Town Manager's approval.

Erin seconded and all approved.

FWCF update:

Alice Rand advised the following:

- The FWCF board is being expanded from 11 to 15 members at their next month's meeting.

- They are currently looking for office space and may hire an executive assistant. The reasoning for this is that they need to have a more professional approach to fund raising, given the caliber of donor they are approaching. This is difficult to do with an all volunteer staff.
- The South Portland-Cape Elizabeth Rotary Club is proposing to support the cost of the design of the Children's Garden phase of the Arboretum, as a part of the Club's 50th Anniversary Celebration. It will involve donated labor.
- The design RFP for the Cliff Walk pod of the Arboretum was awarded to Terry Dewan of Yarmouth Maine and Jack Riddle of Bar Harbor Maine.
- The Battery Blair design funding is still \$9,000 short of goal.

Other Business:

- Bill Nickerson said he was speaking with John Thibodeau about fund raising ideas and that he suggested we approach Ellie Baker and Matt Eddy as possible resources for guidance in this area.
- Allison Gribbell, a biologist, said that the New England Cottontail Rabbit maintains a habitat within the Fort and that care should be taken when clearing areas of brush and growth to be sure that we keep preservation of this species in mind.
- Bob advised that bids were opened last Thursday for the Battery Blair repairs. The Knowles Corporation was the only bidder at \$27,600. Repairs are to start 4/1/2011.
- Bob has received a couple of inquiries from groups about usage of the Fort, but no firm requests.
- The Town Council has scheduled a review of our budget at the next Council meeting, and representation, including Bill N should be there to answer any questions they may have.

Adjourn:

The meeting was adjourned at 8:20. PM.

Next meeting:

The next regular meeting is scheduled for Thursday 4/28/2011 at 6:30 PM at the Public Works Building.