

**Town of Cape Elizabeth  
Fort Williams Advisory Commission**

Meeting Minutes

May 19th, 2011

**Present:**

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

**Absent:**

None.

**Also present:**

Betty Crane(resident), Mary Hodgkin (FWCF), Kathryn Bacastow (Arboretum), John Mitchell (Mitchell & Associates), Lynne Schafer (Arboretum)

**Staff:**

Bob Malley.

**Call to order:**

Bill called the meeting to order at 6:32 PM.

**Approval of minutes of the 4/28/2011 regular meeting:**

After a few more corrections Bill B motioned acceptance, Lise seconded, and all approved.

**Public comment for non-agenda items:**

None.

**Park Update:**

Bob advised us of the following:

- Battery Blair repairs have been completed at a final cost of \$27,600. (Budgeted was \$24,000.) The last re-coating was in 1999, but contractor recommended re-coating in 5 years.
- The Town is working with Inland Fisheries and Wildlife to relocate the New England Cottontail rabbit to a suitable habitat within Cape Elizabeth but outside of the Park. So far there have been no finalized plans. There has been no requirement to mitigate areas that have already been cleared of invasive vegetation, and going forward the Town will just be required to document what clearing is done. To date no Cottontails have been captured and relocated.
- Kathryn Bacastow coordinated with the Tom's of Maine volunteers for the Park clean up, and collected in excess of 40 bags of sticks and other debris.
- The poor weather we are having has slowed the amount of traffic the Park customarily gets this time of year.

**Pilot Food Concession Update:**

Bob had an opportunity to speak with the vendors:

- Sites A and B reported that they are pleased with the amount of sales they have made so far this season, especially considering the weather conditions.

- Site C has been sporadic in attendance.
- To date \$2,000 in fees have been collected.

### **Arboretum Committee- Review Preliminary Plan:**

John Mitchell reviewed the preliminary design plan, gave us some background on the process, and answered questions raised by the Commission:

The Cliffside site was selected first because of its visibility, water views, and invasive overgrowth.

- Terrance DeWan and Bruce Riddle were hired on 4/1/2011 to do the design. Have had site walks and reviewed alternate designs.
- They now have the preliminary design done.
- Design Goals:
  1. Removal of invasives.
  2. Sustaining the area with local plantings.
  3. Low maintenance site.
  4. Take advantage of the site's beauty.
- Very dramatic site once invasives removed. Varying grades, ledge., and specimen trees.
- Design achieves good balance of mostly native plantings.
- No picnic tables planned, no sculpture on schedule yet, paths will be grass and easily mow-able, very low erosion potential due to varying grades.
- Signage will include Temporary Arboretum sign, Kiosk, planting ID signs, and sponsor ID signs.
- It is planned that this site will be finished all at once, and not in phases.
- Schedule is to remove invasives and do grading this summer (after Mike and Bob approve the sketch of work to be done). Planting will begin next summer.

Bill N commented that the final plan is a good blend of the 4 original plan choices.

Lise moved that we approve the design as submitted to us by John.

Erin seconded, and all approved.

### **Review Survey Questionnaire:**

Per Bill N all had an opportunity to comment on this.

Bill N, Bob, and Bob Metcalf had a conference call and incorporated all ideas received.

- Questionnaire has been put on Survey Monkey.
- Can correlate visitor data from walk-ins and drive-ins; can also be age usage sensitive.
- Mostly done electronically but hard copy versions will be available at Town Hall and the Fort.
- There was no mention of alcohol as an option as there are too many variables surrounding this issue.

Erin agreed to get an article into the Courier calling readers' attention to the existence of the survey and where to find it.

Bob felt the survey would be online by the time the Courier was distributed.

A quick discussion followed and a few points were added to the survey, including:

- Make additional areas available for rent.
- Utilize an events manager to promote and coordinate new revenue opportunities.

**Bus/Trolley Fee Discussion:**

Bob recapped the issue as originally presented last year and said that the Commission needs to advise the Council on fees that should apply to the various groups of users.

He also added that the mechanics of collecting fees would be a staff function and not our responsibility.

Initial fees per visit were:

\$50 for Tour Buses. (“rogue” buses)

\$40 for Cruise Ship buses.

\$30 for Camp and recreation program buses.

\$1,000 per Trolley (for the season)

Following a brief discussion Lise moved we recommend the following fees:

- \$40 per visit for both Tour and Cruise Ship buses.
- \$1500 per Trolley for the season.
- No charge for camp or recreation program buses.

Erin seconded and all approved.

**FWCF Report:**

Alice reviewed fund balances as follow:

- \$63,264 in the Operating Fund.
- \$80,714 in the Endowment Fund.
- \$103,641 collected toward the Arboretum as of 4/1/2011.
- \$5,030 collected toward Battery Blair.

(Yet uncollected pledges were not included in these fund balances.)

Waiting to hear if a \$10,000 grant will be available as well.

**Other Business:**

Business Plan:

Bill N met with John Thibodeau about this.

He said he would meet with Bob, Mike, and Bill N to see what our thoughts are.( Survey should be coming back by this time and lend value to this discussion)

**Public Comment:**

Betty Crane asked if the traditionally expensive private youth camps had any buses coming to the Park, and felt that we should be able to receive a fee for these visits. Bob responded that in his experience he has not seen any of these type of camp buses coming to the Fort. They tend to go to other places.

**Adjourn:**

Bill B motioned we adjourn and Erin seconded.

Meeting adjourned at 8:40 PM.

**Future meetings:**

Master plan workshop scheduled for 5/31/2011 at 6:30 PM.

Regular meeting scheduled for Thursday 6/16/2011 at 6:30 PM. (Friends of Goddard Mansion will be attending)