

Town of Cape Elizabeth Fort Williams Advisory Commission

Meeting Minutes
October 20th, 2011

Present:

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

Absent:

Maureen McCarthy,

Also present:

Steve Bates (FWCF), John Mitchell (Mitchell & Associates), Greg Marles (Town of Cape Elizabeth Facilities Manager.)

Staff:

Bob Malley.

Call to order:

Bill N called the meeting to order at 6:29 PM.

Approval of minutes of the 9/17/2011 regular meeting:

Frank motioned approval and Erin seconded; all approved.

Public comment for non-agenda items:

None.

FWCF Report:

Steve Bates gave us the following update:

- 11/1/2011 is the target date to have the Battery Blair Study fully funded.
- The Arboretum Garden Tour will be repeated again next July. It is expected that there will be less sites than were open on this year's tour.
- The Town Council approved Lynn Shaffer's revised Arboretum Master Plan with relocated sites.
- The conservative estimate to finish the Cliffside site is \$200,000: \$40,000 of this is a challenge grant, \$20,000 is in pledges, and \$25,000 of this is cash in hand.
- Planning is underway to have the annual appeal in November. The Monday after Thanksgiving is the date that is being targeted to send out the solicitation letters.
- The FWCF and the Arboretum mailing lists have now been merged. They are using a software program called "donor perfect".

John Mitchell added that since the Council has approved the revised Arboretum plan they have also authorized the Town Manager to start getting the permits necessary to begin clearing on either side of the current Cliff side site. This will probably require at least 1 DEP permit.

Park Update:

Bob updated us as follows:

- The Town Council approved the revised Arboretum Master Plan.

- The Council set the bus fee public hearing for 11/14/2011.
- There may be a group use request for a motor coach gathering in the Park next summer for a weekend, including an overnight stay. They have not gotten back to Bob yet with a formal request.
- Davey Tree Company is doing tree work in the Park.
- The stone wall repairs by the tennis courts will be started this week.
- There was a request by the Friends of the Goddard Mansion to do an inspection of the building's structure. Their engineer, Al Hodson, used a lift to accomplish this.

Building #326 Leases:

Greg Marles, Facilities Manager for Cape Elizabeth, reviewed the details with us:

- Two prospective tenants, both Cape Elizabeth residents, have signed leases, subject to the Commission's approval, to lease a portion of the space in the building formerly occupied by Day One.
- Those 2 tenants are: 1) a counseling firm called Behavioral Health Resources owned by Connie Jordan and 2) a financial company called Relentless Capital, owned by Sam Eakon. They will be for one year with annual renewal options.
- After-hour foot traffic to these tenants will be accomplished by use of a locking pedestrian entrance by the old main gate.
- The total rent from the 2 will be \$20,000 annually plus utilities. The ultimate revenue goal from the building is \$35,000 to \$40,000 per year, to go directly to the Fort Williams capital fund.
- The Town will be cleaning up the building and doing any necessary electrical updating to accommodate the occupancy. It is anticipated that occupancy will begin on 11/1/2011.
- Dan motioned we approve leases as presented to us and Erin seconded. All approved.

Master Plan Public Forum Feedback:

Comments received included:

- One attendee expressed an interest in having drinking water available for pets, but otherwise was pleased with the update plans.
- The audio quality to TV viewers was very poor.
- There were no others comments received, and there were no controversial issues raised.
- The Survey summary is posted on the Town's website.

Master Plan Working Session:

John Mitchell began the working session by distributing a summary that had been prepared listing only those Master Plan recommendations that we had deemed worthy of consideration at our last working session.

John led a discussion on each recommendation:

Of these it was decided:

- To put #1.3 (A round-about at the intersection of Powers Road and the Ship Channel Parking Lot) on hold for now until further options could be presented. (Raised pavers vs. a physical structure.)
- As a part of recommendation #6.4 (feasibility of repairing the concrete shed at Battery Garesche) Bob Malley agreed to review the maintenance and repair of the security fences at that location.
- Recommendation # 7.13 (Feasibility of a new picnic shelter in the overflow parking area) the reference to "picnic shelter" was changed to "group use area"

- Recommendation # 10.6 referring to a loop trail was changed to remove the reference to “dog walkers”.

John said that the Master Plan Update will be arranged as follows:

- By category and area,
- The on line questionnaire will be summarized in the executive summary,
- The appendix will include a summary of improvements included in prior master plans,
- It will have a reference to the Arboretum project,
- It will include a brief summary of past studies that have been done.

John then asked us to list our top 10 recommendations in order of priority and have them in to Bill Nickerson by 11/4/2011 so that he could compile them and get them to John for our 11/17/2011 meeting.

Group Use Policy Discussion:

An amendment to the group use policy was presented to the Commission regarding consumption of alcohol within the Park.

The amendment is to the 2nd paragraph on page 1 of the “Town of Cape Elizabeth Group Use Policy approved 1/10/11”

This amendment is added to the last sentence of that paragraph that reads “There shall be no alcoholic beverages consumed within the grounds at Fort Williams Park,” and the amendment reads: “unless approved by the Cape Elizabeth Town Council in conjunction with a Group Use Request.”

Approval of this amendment was motioned by Frank and seconded by Erin.

The motion passed 5 to 1, with Lise Pratt voting against.

Group Use Request- Maine State Troopers Association:

Bob Malley communicated to the Troopers Association that we would require the following:

- A \$3 per person fee,
- They would have to provide adequate Porto-lets,
- They would have to be responsible for all trash being taken from the Fort,
- They would have to have a State licensed alcohol server,
- They would have to hire a Cape Elizabeth police officer to be at the event.

Bob estimated the revenue would be around \$3,600 from this event.

It was moved by Erin Grady and seconded by Dan Chase that the Commission approve the request of the Maine State Troopers Association (MSTA) to utilize the Parade Field of Fort Williams Park on Thursday, September 13, 2012 for a gathering of the National Troopers Coalition (NTC) and that the MSTA will pay a fee to the Town of Cape Elizabeth in the amount of \$3,600.00 and reimburse the Town of Cape Elizabeth for any personnel or material expenses incurred by the Town of Cape Elizabeth associated with the event.

As a part of this motion it was moved that the MSTA comply with the following requirements:

- That the MSTA hire a Cape Elizabeth Police Officer to monitor the entry/exit point throughout the event.
- That the event take place during the regular operating hours of the park.

- That the event is not open to the public.
- That beer and wine may be served with the following restrictions:
 - That the beer and wine be served by an entity and/or individual that is licensed by the State of Maine to serve such beverages off premises, with confirmation of this to be provided in writing to the Town prior to the event.
 - that all consumption and dispensing of alcohol be in compliance with the laws of the State of Maine governing such.
 - that an area be designated with approved signage and cordoned off with security fencing to provide for guests to consume alcohol.
 - that no individual be allowed to leave this designated area with any alcoholic beverages.
 - that all consumers be required to show proof of identification, if requested.
 - that all beverage containers be collected in appropriate containers, along with all other refuse and recyclable items.
- That all logistical issues, such as trash disposal, Porto-johns, parking coordination and security be the responsibility of the MSTA.
- That the Town of Cape Elizabeth be provided a Certificate of Insurance (COI), listing the Town as both "Certificate Holder" and "Additionally Insured" prior to the event.
- That the approval of this request is contingent upon the approval of the Cape Elizabeth Town Council.

The motion passed 5 to 1; with Lise voting against.

Other Business:

- Bob said that in December we should begin discussing the feasibility of next year's vendor cart program.
- Lise said that she would like to do a little work on the budgeting process by creating a 3 to 5 year budget forecast to supplement our current year to year projections. She will do this in cooperation with Bob Malley.
- Bob said we need to approve our next year's budget in January so that it can be in to Mike McGovern in February.
- Bob pointed out that nothing has been presented by John Thibodeau as far as the Business Plan he was to prepare. Bill N said he would check with Mike McGovern on the status of this, and at Bob's suggestion would do this via an email.

Final Public Comment:

None.

Adjournment:

The meeting was adjourned at 9:18 by motion of Bill B and second by Erin.

Future Meetings:

The next regular meeting will be on Thursday 11/17/2011 at 6:30 PM.

