

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

Meeting Minutes  
January 19th, 2012

## **Present:**

Bill Brownell, Dan Chase, Erin Grady, Don Head, Bill Nickerson (Chair), Lise Pratt.

## **Absent:**

Frank Butterworth.

## **Also present:**

Chuck Redman (FWCF).

## **Staff:**

Bob Malley.

## **Call to order:**

Bill N called the meeting to order at 6:30 PM. Welcome to new member, Don Head.

## **Approval of minutes of the December 15, 2011 regular meeting:**

Bill B motioned approval and Erin seconded; all approved.

## **Public comment for items not on the agenda:**

None.

## **Election of Chair and Secretary for 2012**

Bill B nominated Bill Nickerson to continue serving as Chair. All agreed. Motion made by Bill B to elect Bill Nickerson as Chair, Dan seconded. All were in favor.

Erin nominated Lise Pratt as Secretary. Lise agreed to serve for one year only. Motion made by Erin to elect Lise Pratt as Secretary, Dan seconded. All were in favor.

## **FWCF Report:**

Chuck Redman gave us the following update:

- There will be a kick-off planning meeting on Jan 26 at 9:30AM to review the proposal for the Battery Blair feasibility study. Attending will be Bob Malley and representatives of FWCF and Renner Woodworth (engineers). All parties agree the cost of the study will not exceed budget.
- Arboretum: The magazine discovered on knotweed hill at Cliffside has now been completely covered over, preventing any public access. The hardscape at Cliffside is substantially complete; still needs some revised grading on the stonewall segment closest to Battery Hobart. RFPs for Cliffside's spring/summer plantings are in the planning stage. Funding for Cliffside (Phase I) is complete, having reached its goal in cash gifts and pledges.
- The Foundation's finance subcommittee is meeting Jan 20 to revise FWCF's investment, spending and overhead expense policies. Also discussed will be additional professional help as the Arboretum transitions into a major fundraising campaign for the other 14 garden sites.
- FWCF annual appeal reports more than \$25,000 raised to date; 81% unrestricted or endowment;

19% Arboretum. This was a little less than last year, likely due to overlapping with Arboretum's Cliffside campaign.

**Park Update:**

Bob provided the following updates:

- The Public Works crew cleared and cut down brush in the area between the Meadows and Church Road and around Goddard Mansion. An effort was made to save the hickory trees, as requested by arborist Rick Churchill.
- The RFP for the food vendor concessions is out; a legal ad has been placed in the paper, it was sent to all 2011 vendors, and it is posted on the town website. Proposals are due Jan 26 by 2PM. The sub-committee will then re-convene to review proposals and make a recommendation to Town Council.
- The Public Works crew removed debris in the Southwest Preserve area of the park.

**Annual Use Requests:**

The following annual use requests had been submitted:

- Cape Elizabeth Little League – Seasonal Use
- CEHS Graduation – Sunday, June 10, 2012
- Family Fun Day – Saturday, June 16, 2012
- Amateur Wireless Club – Sat/Sun, June 23-24, 2012
- 15<sup>th</sup> Beach to Beacon Road Race – Saturday, August 4, 2012
- CEFD Engine Company One, Labor Day Art Show – Sunday, Sept 2, 2012 (Rain date: 9/3/12)

Dan raised a concern about the CEFD request to “reserve the right to include live music” and asked Bob to follow-up to ensure their choice of music would be acceptable in terms of genre and volume. Bob agreed to do that. The requests were then considered as a block. A motion was made by Erin to approve all these requests. Dan seconded, and approval was unanimous.

**Review FY 2013 Budget Proposal:**

A subcommittee of Bob, Bill N, and Lise met a few weeks ago to develop a FWP Capital Fund budget proposal for the full commission to review.

- Capital Fund balance at FY11 year end (6/30/11) was \$85,983. With estimated revenues in FY12 (ending 6/30/12) of \$96,375 and estimated expenditures in FY12 of \$19,807, the anticipated fund balance entering FY13 will be \$162,551. Best conservative guesses were made on the final fee to Mitchell & Associates for the Master Plan Update (the scope of their work exceeded the original proposal) and the amount of revenue generated from the buses and trolleys (as this is a new program still being worked out).
- The FY13 budget proposal was driven by the priority items in the Master Plan Update, urgency and safety considerations, revenue generating opportunities, and consolidations that would bring cost efficiencies.
- The proposed FY13 budget estimates revenues at \$146,400. This is a significant increase over revenues at less than \$27,000 in FY10, and it can be attributed largely to four line items: Officers Row rentals, Beach to Beacon site fee, food vendor fees, and bus/trolley revenue.
- Special projects proposed under expenditures for FY13 include: Cliff Walk safety improvements, Ship Cove parking improvements and picnic area slab rehabilitation, and vehicle and pedestrian improvements to the Powers Rd/Ship Cove intersection.

Lise introduced an Excel sheet planning tool she had developed to assist the commission in making annual budget decisions by plotting out various scenarios for up to 5 years.

Commission members were generally in favor of what had been proposed, but thought it prudent to increase the amount for “miscellaneous projects TBD” to \$20,000 in the event bids come in higher than estimates or surprises arise with the projects. Bob will review the proposed items and associated costs (which include all soft costs) with Bob Metcalf of Mitchell & Associates to confirm they are solid. Bob recommended that soft costs for the Ocean/Wheatley Rd intersection improvements be included in the FY13 budget, so all FY13 and FY14 projects requiring planning board approval can be acted on at one time. (Permits are valid for 12 months; can apply for a one year extension.) Bill B suggested the re-location of the swings be included in the Ships Cove projects in FY13.

The Commission will make a final decision on its recommended budget at next month’s regular meeting. Its recommendation to Town Council for the FY13 Capital Fund budget is due February 23<sup>rd</sup>.

### **Group Use Discussion:**

Bob introduced a draft proposal of a new Group Use Policy document, which included new language for an applicant wishing to serve alcohol in conjunction with a Group Use Request. After approving the request from the State Troopers as a pilot, the Town Council asked that the commission develop a standing policy.

- The requirements outlined in the draft were those determined for the Troopers’ pilot. Two items prompted discussion: 1) fencing options to designate the area where alcoholic beverages could be served/consumed; 2) security personnel – should the requirement specify a CE police officer? Bob was asked to consult with the Police Chief about the latter.
- Bob suggested that the commission also review/update the policies/document as a whole now, so the commission is not revisiting so often. (Last updated 11/14/11.) Other areas of the policy document could use updating, based on experience and suggestions from both Public Works and Community Services.
- Bob also asked how requests to serve alcohol should be handled between now and the pilot, scheduled for September 13, 2012. Does the commission want to book any other such requests before the pilot, even if the requested date is after the pilot? Erin pointed out that many events, such as weddings and corporate outings, are often booked well in advance, so we might lose opportunities if we don’t take bookings before the pilot. Lise contended that the commission approved the request from the Troopers specifically as a pilot, for the purpose of learning from the experience and revising the requirements based on that experience before offering to any other groups. Bill N felt there was less urgency to increase revenues, now that the park is generating revenues at the level it is.
- The question arose, and discussion ensued with no consensus, as to whether the Group Use Policy should be revised to include the new alcohol policy now or not until after the pilot.
- It was agreed that revising the Group Use Policy be re-considered at next month’s regular meeting.

### **Bus/Trolley Update:**

Bob updated the Commission on this issue:

- Discussions to get all parties involved and on board continue. Mike McGovern and Jeanne Gross have met with the trolley folks. They have also met with Greg Gordon, representing the local bus line servicing the cruise ships.
- The proposed greeter at the museum will be under Jeanne’s umbrella.

- Buses wanted to be assured that the revenues generated from their fees would stay in the park.

**Final Public Comment:**

None.

Bill N added that he had been contacted by Steve Bromage, Assistant Director of the Maine Historical Society. In a joint effort with Greater Portland Landmarks, the Society is hosting four paneled discussions this spring (Feb-May) focusing on Portland initiatives. The first discussion is about Fort Williams. It is scheduled for February 21<sup>st</sup>. Bill B will be on the panel representing the park. Also on the panel are Lynn Shaffer and Dick Gilbane.

Bob added that inspections continue at Goddard Mansion.

**Adjournment:**

Motion was made to adjourn by Bill B, seconded by Erin

Meeting adjourned at 8:57 PM.

Our next regular meeting will be Thursday, February 16<sup>th</sup> at 6:30 PM at the Public Works Building.

Respectfully submitted by:

Lise Pratt, Secretary