

**Town of Cape Elizabeth**  
**Fort Williams Advisory Commission**  
Meeting Minutes  
April 19th, 2012

**Present:**

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

**Absent:** Frank Butterworth

**Also present:**

Kathryn Bacastow (FWCF/Arboretum), Steve Bromage (Maine Historical Society)

**Staff:**

Bob Malley.

**Call to order:**

Bill N called the meeting to order at 6:30 PM.

**Approval of minutes of the March 15, 2012 regular meeting:**

Erin motioned approval and Don seconded; all approved.

**Public comment for items not on the agenda:** None.

**FWCF Update:**

Kathryn Bacastow, standing in for Steve Bates, reported the following:

- Battery Blair: Bob M is trying to arrange a visit, hopefully before Memorial Day weekend, to a battery on Cushing Island that is similar to Battery Blair but uncovered.
- Arboretum: The stonework, including stairs, in the Cliffside site is nearly complete; the planting at the Cliffside site should be completed by the end of June. Plans for the Garden Tour (July 14) continue; they are seeking sponsors; they are considering docents for Cliffside and perhaps the other gardens on the tour. The Arboretum project has about 350 volunteers, but they are looking for additional hands on the steering committee and sub-committees, particularly in marketing. They have a volunteer day scheduled for May 12, when they will be clearing near the Lighthouse and at the north end of the Cliff Walk. The number of volunteers will be unknown until that day, so plans include arranging adequate supervision and distribution of the volunteers to work areas. There will be a community service day with CE 8<sup>th</sup> graders and CELT. Kathryn asked the commission to reconsider their decision not to allow an Arboretum donation box at the Cliffside site; she felt the Arboretum was a special case, and she would want any kiosk or informational station to be paperless.
- The Foundation has hired a Director of Development, Ginger Jones, who comes with a blend of capital campaign and annual appeal experience.
- They continue to pursue grants for capacity building and Arboretum garden projects.

**Use Request: Arboretum - Cliffside Site Yoga Sessions**

Kathryn Bacastow continued, as representative the Arboretum for their request to offer a drop-in yoga class this summer (late June through late September) at the Cliffside site. They propose the class be

held one designated day a week (mid-week) from 6:30-7:30AM and 8:00-9:00AM, open to the community at large but for adults only. There would be no charge, but participants would be invited to make a donation to the Arboretum after each class; the instructor would collect donations. The instructor would be paid from the donation proceeds, with any net balance going to the Arboretum. The class relates to the Arboretum's plans to contribute educational, health and community involvement benefits. There was a brief discussion about the Cliffside site as a new option for rentals and wedding/partner ceremonies, and priorities for bookings. Don moved to approve the request, Bill B seconded; all approved.

#### **Use Request: Maine Historical Society – 19<sup>th</sup> Century Baseball (June 30, 2012)**

Steve Bromage, Assistant Director of MHS, presented the request. MHS is planning to bring the Essex Base Ball Organization, a group that puts on 19<sup>th</sup> century baseball games, to the Portland area. The event is proposed to take place from 10AM-2PM on Saturday, June 30. There will be no admission charge; it will be open to the public. They expect attendance of around 200, but that will depend on promotional efforts and the weather. They are in the process of identifying a location and would like to consider the Park, presumably at the parade grounds and baseball diamond/bleacher area. Citing non-profit status and efforts to keep event costs down, MHS asked the commission to consider waiving the usual group use fee. Some discussion followed about waiving the fee, vendors and tables/booths, and the need for additional porta-johns and/or volunteers for parking. Commissioners agreed that the fee would not be waived and that the half-day group use fee would apply. MHS agreed to work with Bob to work out the details, process, and cost. Don moved to approve the request under those terms, Bill B seconded; all approved.

#### **Park & Arboretum Pod Site Integration:**

As the Arboretum project progresses and the Cliffside site will be completed soon, the commission felt it was time to discuss how the Arboretum pods will integrate with the rest of the Park in terms of uses and fees. For example, the Cliffside site is expected to be a popular new option for wedding/partner ceremonies. When does the Arboretum need to submit a request to use one of their pod sites? Do they get special treatment regarding the use of those sites? It was agreed that the Arboretum and the Fort Williams Charitable Foundation, as partners working with the FWAC in raising money for use within the Park, would not be charged a fee if they wanted to hold an event in the Park. This would apply throughout the Park, not just for the Arboretum sites. However, in terms of scheduling, requests from the Arboretum and/or FWCF will be treated on a first-come-first-served basis like all others. Bob will advise the Arboretum to get him their 2013 calendar of events before year end. The commission also re-affirmed their decision not to allow a donation box for the Arboretum at the Cliffside site.

#### **Park and Master Plan Process Update:**

Bob provided the following updates:

- Two vendors have started. The new pad at Ship's Cove is ready for the gelato vendor, due to start the end of the month.
- Drainage work has been done on the water side of the entrance to the Ship's Cove parking area.
- Work continues at Cliffside.
- Rangers are now on their regular schedule.
- Master Plan: The Planning Board approved the plan, with a few lines added in reference to permanent restrooms and vendors. A final public hearing for the plan is on the Town Council's agenda for May 14; it is hoped that TC will approve the plan that night as well.
- Budget: The proposed FW Capital Fund budget was accepted at the TC workshop on April 4.

**Group Use Policy & Fee Schedule Discussion:**

Bob circulated a draft of current fees vs. proposed new fees to commence 2013. He also reported that he had spoken to Pat Fowler, who takes booking requests, for input/advice regarding any possible fee or policy changes. Based on Pat's feedback, Bob suggested no fee changes for the Picnic Shelter, Bandstand, Stone Gazebo and Group Picnic Area. The proposed schedule included suggested fees for the Ship's Cove picnic area, in anticipation of improvements there this summer, although specific features are yet to be determined. A slight increase in group use fees were suggested, along with those for people- and vehicle-intensive. The policy currently states that the fees for people- or vehicle-intensive uses are over and above the area fee, but this has not been recent practice; commission should either affirm or change current policy, and it will be implemented as stated going forward. A substantial increase in the security deposit with group use bookings; this deposit could be a flat fee, a percentage, or per person. Bob's experience led him to make several suggestions regarding Location fees (commercial photography and/or filming); he broke out the types of shoots in more detail and clarified that "Maine-based" refers to the client and not the production company. Bill B suggested a surcharge be considered for requests including the use of alcohol.

During an earlier discussion, it was also suggested that the commission revisit the criteria for group use requests requiring Town Council approval. That criteria might include any request involving alcohol consumption, proposing a use outside current policy, or having potential for unusual wear and tear (number of attendees/vehicles, etc) or placing demands on other town resources. Bob will draft a new policy for review.

The commission will continue to refine a new Group Use Policy and Fee Schedule, one that will stand at least two years. The proposed changes will be finalized no later than the FWAC October meeting so it can be considered by Town Council in November and ready to be in effect December 1.

**Other Business:**

- Lise asked about plans to mark the 50<sup>th</sup> anniversary (2014) of the town's ownership of the Park. Bob suggested this could be a topic of a joint meeting with the Charitable Foundation, something that used to happen annually.
- Next month's agenda is expected to include an update from Friends of Goddard Mansion, some Cliff Walk plans from John Mitchell, and a special request from a vendor.

**Final Public Comment:** None.

**Adjournment:**

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

Meeting adjourned at 8:52 PM.

Our next regular meeting will be Thursday, May 17<sup>th</sup> at 6:30 PM at the Public Works Building.

Respectfully submitted by:

Lise Pratt, Secretary