

Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes
October 18th, 2012

Present:

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

Absent: None

Also present:

Steve Bates (FWCF)

Staff:

Bob Malley.

Call to order:

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

Approval of minutes of the September 20, 2012 regular meeting:

Bill B motioned approval and Frank seconded. All approved.

Public comment for items not on the agenda: None.

FWCF Update: Given by Steve Bates.

- Battery Blair study: Bob would comment later in agenda.
- Arboretum/Event: A special reception will take place tomorrow at the Gallace/Soley home. It will kick-off the Children's Garden campaign and Phase #2 of the capital campaign (Phase #2: \$2M goal, of which \$500K is for Children's Garden). The Children's Garden design winner will be announced and the new case statement will be available. Some donations have been received in response to the event invitations.
- The Foundation's internal assessment is underway. Their first session included discussions on the mission statement, general role of foundation, fundraising, projects, infrastructure, and stakeholders. The next session will cover organizational topics such as communication, finance, staff, and volunteers. The Arboretum Steering Committee is involved in these discussions, and it is hoped that their conclusions will serve as a model for other similar projects in the future. A third session is anticipated, and then 5-8 actionable steps.

Potential Group Use Requests Update

Bob relayed that he had received a preliminary inquiry from Taste of Maine, but has not heard back from them. Last year, they were on Great Diamond Island. They would be proposing to serve alcohol.

He has also been approached by the National Alliance on Mental Health (Maine). They want to hold a walk on a Saturday in September. Estimated 700-1000 people. Would include 3-mile course inside the Park, a tent, and other activities. Bob has concerns about parking and their not knowing attendance numbers in advance. He urged them to consider October. More details are expected to follow.

Follow-up to Battery Blair Feasibility Study Meeting (Given by Bob Malley)

The long-anticipated field trip to Battery Bowdoin on Cushing Island took place on Wed., October 3rd. It was a productive visit, offering a glimpse of what Blair looks like. There was no graffiti, due to Cushing being an exclusively private island. Many photos were taken by Brad Woodworth and an engineer representing Renner-Woodworth. Bob is disappointed that Renner continues to miss study report deadlines. We were expecting the final report on November 1; the delay in the field trip had no impact on the study timeline. The new timeline requires the preliminary report be submitted by Nov 5, allowing for a special meeting of FWAC and FWCF members during week of Nov 5 to discuss the preliminary report, and the submission of the final report from Renner by Thanksgiving. FWAC members will then consider this project within the other priorities of the master plan. [Note as amendment: the special meeting proposed for the week of Nov 5 did not occur.]

Group Use Policy & Fee Schedule Review

Bob distributed the newly revised Group Use Policy document, based on input from last month's meeting. Most of the changes since last month were language clarification and sequencing of sections, not policy. After some discussion, it was decided to keep Cliffside included as an "area" in the fee schedule. Further discussions with FWCF and Arboretum representatives are advised to provide Bob with any special considerations or guidelines re: Cliffside bookings going forward. The new Group Use Policy and Fee Schedule will be recommended to the Town Council at their November meeting.

Frank moved to accept the new Group Use Policy and Fee Schedule (effective December 1, 2012), with amendments as discussed. Vote: six in favor; one opposed.

Park and Master Plan Projects Update: Given by Bob Malley.

- The Cliffwalk railing, hardscape, and vegetation planting are complete.
- John Mitchell and Bob attended the 10/16 Planning Board meeting. The application for the projects submitted (FWAC's FY 2013 budget) was deemed complete. No site walk anticipated. A public hearing has been set for Tues, 11/20. Approval is expected at the November PB meeting. Once approved, bid documents can be prepared (due in Feb; work commencing Apr).
- Vendors are still in the Park (with exception of Gelato).
- The donation box has been installed at Cliffside.
- John Mitchell and Bob have met several times re: projects in the Park.
- The PHL Greeter Program will be evaluated at the end of this season by Mike McGovern and Jeanne Gross.

Other Business:

FWAC meeting schedule change: A joint Nov/Dec meeting will be on Thursday, November 29th.

Final Public Comment: None.

Adjournment:

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

Meeting adjourned at 8:01 PM.

Our next meeting will be Thursday, November 29th at 6:30 PM at the Public Works Facility.

Respectfully submitted by:
Lise Pratt, Secretary