

Town of Cape Elizabeth Fort Williams Advisory Commission

Meeting Minutes

February 21, 2013

Present:

Bill Brownell (Chair), Frank Butterworth, Bill Nickerson, Lise Pratt

Absent:

Gregg Frame, Erin Grady, Don Head

Also Present:

Lynn Shaffer (FWF); Becky Bryant and Donna Muto (MSABC Walk)

Staff:

Bob Malley

Call to Order: Bill Brownell called the meeting to order at 6:33PM.

Approval of minutes: Bill Nickerson, Frank Butterworth seconded approval of the January 17, 2013 meeting minutes with amendments.

Children's Garden Design Update:

Lynn Shaffer reported that the tower and slide elements have been removed from the Children's Garden design and the project budget adjusted accordingly. They are working with Chris Paquette on the water feature, which they want to look like a natural stream. Final design plan and budget may be ready for presentation to FWAC as early as next month. Project campaign goal: \$500K (incl \$400K for design and construction, plus additional for maintenance.) They expect fundraising to kick off in June at Family Fun Day and wrap up by the end of the year. Construction is expected to begin Spring 2014.

Fort Williams Foundation:

Bill Brownell reported from notes provided by Steve Bates.

- Battery Blair fund ended up with about \$10K surplus after Renner Woodworth's final invoice. Future discussion will determine appropriation of that surplus.
- Board members approved new organizational structure resulting from assessment process. Next steps include board member assignments to committees and targeted board recruitment.
- They are investigating the legalities of dropping "Charitable" from their name.

Ship Cove, Picnic Slab & Powers Road Intersection Improvements Bid Results

Bob Malley reported the low bid received was \$145K for all three projects (Priority #1, #2 & #7), from Peters Construction, Inc. This does not include any work zone flagging (which was unit priced in the bid), ledge removal, construction administration, testing or any of the alternates (drainage and swing set relocation). \$172K was approved in the FY 2013 budget and \$25K is being proposed in the FY 2014 budget to supplement the funds approved in FY 2013. Deducting what has already been expended for permitting, design and contract administration; \$147K is available for the projects as of 2/21/13 in the FY 2013 budget. Bob will be working with Mitchell Associates in the coming weeks to estimate the remaining expenses above and beyond the base bid (\$145K).

Some limited drainage work associated with Priority #5 was bid as an add/alternate (estimated at \$8K) and will be added to this project if funds are available to do so. Construction is anticipated to begin on April 1st, with completion anticipated by July 1st. Bob recommends revisiting cost estimates listed in the current Master Plan before future budgeting to ensure they are current and comprehensive.

Group Use Request: MSABC Walk – Sunday, October 20, 2013.

Becky Bryant and Donna Muto presented their request on behalf of the American Cancer Association Making Strides Against Breast Cancer Walk. They anticipate approximately 1500 participants. The Walk route will be about 3 looping miles within the Park, originating at the baseball diamond under the Bleachers. Primary parking is planned above the Bleachers, with overflow parking available by the Picnic Shelter. They requested some or all the applicable fees be waived, as this was a non-profit fundraising event. Bill Nickerson moved that the request be approved with payment of the area fee (waiving the \$5 per person fee); Frank Butterworth seconded. All approved.

Food vendors:

We have not received a bid for Site D, so the RFP has been re-distributed with a March 7 deadline.

Park Update:

Bob Malley reported that his crew has been cleaning up after storms and clearing around Battery Knoll when weather permits. He suggests we consider a No Smoking policy as a future agenda item.

Other:

- Bill Brownell suggested the April meeting be re-scheduled, as Bob Malley will not be available to attend and it falls in school vacation week. It was agreed the meeting be changed from its regularly scheduled time to April 11, 2013.
- Consider a joint meeting with FWF in May or June.
- Bleachers: revisit options and update respective costs, for consideration in future project prioritizing and budgeting.

The meeting was adjourned at 8:09PM. Our next meeting will be Thursday, March 21, at 6:30PM at the Public Works Facility.

Respectfully submitted,

Lise Pratt for Don Head, Secretary