

# Town of Cape Elizabeth Fort Williams Advisory Commission

Meeting Minutes

April 11<sup>th</sup>, 2013

**Present:**

Bill Brownell (Chair), Frank Butterworth, Gregg Frame, Erin Grady, and Bill Nickerson.

**Also present:**

Steve Bates, Ginger Jones, and Kathryn Bacastow - all from FWF.

**Staff:**

Bob Malley.

**Call to order:**

Bill Brownell called the meeting to order at 7:03 PM.

**Approval of minutes of the 3-21-2013 minutes:**

Erin motioned approval, Gregg seconded and all voted in favor.

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

No public present.

**FWF update:**

Steve Bates passed around the design template for the poster that will advertise the “English Garden Party” Arboretum fundraiser to be held on June 28<sup>th</sup> and June 29<sup>th</sup> of this year at 402 Pulpit Rock Road. He also said that much progress has been made in negotiating a new budget for the next FWF fiscal year and should be ready by the end of this current fiscal year.

**FWF/FWAC Roundtable Discussion:**

- Naming opportunities & signage at sites.
- Cliffside stewardship & group use rates.

Bill Brownell suggested that we address each of the items in order as submitted to the Commission on the outline the FWF has previously sent for our review (copy attached)

Following are points that were confirmed or amended:

- Cliffside Stewardship: It was confirmed that Public Works would mow the Cliffside site. Bob Malley did share with Janet Villiote the name of the landscape contractor currently working in the Fort under contract to Public Works. Steve Bates also confirmed that Janet is the contact for all volunteer maintenance groups who wish to work on the Arboretum.
- Bookings: Cliffside group use reservations are to be coordinated through Public Works, not Transportation and Facilities.
- Communication process: FWF should contact Public Works at the beginning of the year to coordinate dates for events and workdays in order to avoid conflicts with the numerous wedding ceremonies and other events that are being scheduled.
- Cost sharing: Bill Nickerson confirmed that the FWAC had past discussions on making periodic contributions to the FWF based on revenue after expenses. Bill Brownell confirmed that we would not put in place a formal revenue sharing plan, but rather periodic contributions would be

made when feasible. FWF suggested that they would give us a statement of expenses so that we could take these into consideration. January or February would be the preferred time to receive this.

- Usage fees for FWF and Arboretum: Bill Brownell confirmed that area and group fees would be waived for FWF/Arboretum functions but alcohol fees could not and all alcohol policy requirements would have to be met. Venue locations were discussed and it was decided that these should be the subject of a joint FWAC/FWF workshop in the fall. Town Council approval is required for all events involving alcohol. The planning for any 50<sup>th</sup> anniversary celebration of the acquisition of Fort Williams by the Town of Cape Elizabeth would be discussed at that time as well and would likely include Mike McGovern and Jim Walsh.
- The bench program, which is currently on hiatus, was discussed as a potential source of income and it was suggested that the FWAC take this up at a future meeting.
- It was also mentioned that there would be an inscription of a quotation in the stonewall at the Cliffside site.

### **Signage at sites and naming opportunities:**

Based on current discussions and prior FWAC approvals it was agreed that Founders signage could be larger than 8" x 10" since 25 to 30 names are to be inscribed included on it. Individual Donor signage could be 8" x 10". Other signage dimensions were as original approved by the FWAC.

The FWF will come back to the Commission with final recommendations for Founder signage and location of signs. Interpretive/Educational signage and temporary signage explaining the Arboretum development process were also discussed. It was understood that the location of any signage in the Cliffside area proper should be clear of the Barber Family Memorial plaque.

Bill Nickerson moved and Gregg Frame seconded that we allow the temporary signage to be installed but that the locations of this signage, as with other signs, would have to be brought back to the FWAC for approval. This was unanimously approved.

### **Park and Projects Update:**

Bob informed the Commission that Peters Construction had temporarily stopped activities until the asphalt plants begin to operate, sometime around 5/1/2013.

At that point they will realign the sidewalk leading to Ship Cove and complete the paving of the cul-de-sac. He feels their work on this particular portion should be done by 6/1/2013.

Grills and benches will be installed adjacent to the sidewalk next to the Ship Cove lot, and a rail around the higher portions of the picnic slab should be installed within the next 3 weeks.

Consideration is being given to repaving the existing Ship Cove lot next year to conform with the new cul-de-sac.

More removal of invasive plants along Chapel Road is scheduled and there will be plantings of 10 Shag Bark trees in that area. Bids for this work are due on 4/25/2013.

This summer the US Postal Service will be issuing a new stamp commemorating 5 New England light houses (the Portland Head Light being one) and the USPS would like to hold the inaugural ceremony at Fort Williams in July.

The Rangers will begin their regular schedule starting on 4/13/2013.

The fencing on the northern side of the Head Light is scheduled to be replaced.

The new deadline for proposals to be received on the 4<sup>th</sup> vendor site is 4/25/2013.

### **Final Public Comment Opportunity:**

None.

**Adjournment:**

Bill Nickerson moved and Gregg Frame seconded and the meeting was adjourned at 8:42 PM.