

Town of Cape Elizabeth Fort Williams Advisory Commission

Meeting Minutes

May 16, 2013

Present:

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

Also Present:

Steve Bates (FWF), Lynn Schaffer (FWF)

Staff:

Bob Malley

Call to Order: Bill Brownell called the meeting to order at 6:57PM.

Approval of minutes: The minutes of the April 11 meeting were approved without amendment.

FWF Report:

Steve Bates provided updates on several subjects:

The office of Secretary of the Fort Williams Foundation, vacant for some time, will be filled by Martha Palmer.

The Children's Garden fundraising campaign is well underway, and Bangor Savings made a significant gift to the Cliff Walk campaign.

An intern is working 20 hours per week at Cliffside to keep down the weeds and to act as a docent when needed.

FWF will have two booths at Family Fun Day.

The major summer fund-raiser will be a garden party on Saturday, June 29 at 402 Pulpit Rock Road. Friday, June 28, is reserved for a donor reception. Whole Foods is a major sponsor, donating food and drink to the event and also donating 5% of profits from one day's sales to the Arboretum Project.

Lynn Shaffer discussed the plan for temporary signage in the Children's Garden site and the Cliff Walk site to inform visitors about the plans. The Commission approved signs measuring 24x36 inches at two locations in the Children's Garden site and three locations along the Cliff Walk.

Frank Marston User Request:

Frank Marston, one of the Park's food vendors, proposes to offer evening concerts in the park. Mr Marston was unable to attend the meeting, and Carl Dittrich, another food vendor, presented the idea in his stead. Goals are generating entertainment value, providing more sales opportunities for the food vendors, and perhaps making money for the Park through donations. He is offering all net profit (if any) to the Park.

Members of the Commission have several reservations about such an idea, not the least of which is the establishment of a precedent. Further, after the expenses necessary to comply with the group use policy – such as insurance and toilet facilities – earning a net profit seems questionable. Mr. Marston will be asked to create a detailed business plan before further discussion.

Concession RFP Status/Discussion

Bob Malley reported that the latest (fourth) RFP to fill the last available food vending slot drew no proposals. The Commission agreed to let the slot lie fallow unless a vendor appears.

Park and Projects Update:

Bob Malley reported on several recent and future activities in the Park:

The new plantings near Chapel Road in the Park were funded by a grant from the Federal government's Project Canopy. After removing invasive species and unwanted trees, shagbark hickories were added.

Paving in the Ship Cove project begins May 17 and should be completed by June 1.

On July 13, the United States Postal Service will hold a midday event at the Park to introduce a new stamp series depicting New England lighthouses. It is possible that U.S. Senators will attend.

New fencing around the Head Light is funded by the Portland Head Light Special Fund.

The local Boy Scout troop recently painted the trim on the doors of the long garage.

Revenues for the year ending June 30 are likely to reach projections. Collection boxes are ahead of expectations, and we are just entering the better months for revenues from ceremonies and site usage. Lands' End recently paid the stated fees to shoot commercials in the Park.

There was some discussion on the carry in, carry out policy on trash control in the Park. Bob agreed to look at the possibility of improving signage so that visitors can understand better.

The Commission voted not to meet in August.

The meeting was adjourned. Our next meeting will be Thursday, June 20, at **7:00PM** at the Public Works Facility.

Respectfully submitted,

Don Head, Secretary