

# Town of Cape Elizabeth

## Fort Williams Advisory Commission

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Meeting Minutes

January 16, 2014

**Present:**

Bill Brownell (Chair), Don Head, Bill Nickerson, Lise Pratt, Terry Ann Scriven\*, Mark Russell\*, Chris Corbett\*

\*Newly appointed members attending their first meeting

**Also present:**

Bob Ayotte (FWF), Lynn Shaffer (FWF)

**Staff:**

Bob Malley

**Call to order:** Bill Brownell called the meeting to order at 6:03PM.

**Approval of minutes:**

The minutes of meetings on October 17 and November 21, 2013, were approved unanimously

**Election of Chair, Vice-Chair, and Secretary**

Bill Brownell was re-elected Chair, Lise Pratt was elected Vice-Chair, and Don Head was re-elected Secretary

**Highlights of past five years:**

Chair Bill Brownell asked several members to highlight specific areas of the Commission's work for the benefit of our three new members.

Bill Nickerson reported on the status of the ruins of Goddard Mansion. A study several years ago offered several preservation options with widely varying costs. Fencing the structure for public safety was chosen, and all other options were tabled for the indefinite future. The Park's master plan mentions improvement to grounds near the Mansion but is silent on the Mansion itself.

Lise Pratt discussed the path to the new policy on alcohol use in the Park. In a pilot program, one organization (the State Troopers' Association) was allowed to serve alcohol at a party subject to strict controls. The successful result informed the policy now in place and available for other applicants. The only other approval so far is the Taste of the Nation fund-raising dinner in June, 2014.

Don Head described the policy on vending expressive material, which is defined essentially as art created by the vendor. The policy allows the sale of such materials with limits such as the number of vendors, location within the Park, and other items.

Bill Brownell concluded this discussion with a recap of the Park's revenue gains since the Commission was charged by Town Council with finding added revenue sources. In fiscal 2010 earned revenues were around \$20,000, in fiscal 2014 \$166,000. Major sources of the increase are Officers' Row rentals, tour bus fees, use fees from Beach to Beacon, food vendors fees, and small gains elsewhere.

**Park update:**

Bob Malley reported on annual requests to use the Park for these recurring special events:

- Cape Elizabeth Little League for its season
- CEHS graduation (June 8)
- Family Fun Day (June 14)
- Beach to Beacon road race (August 2)
- CEFD Engine 1 Labor Day Art Show (August 31)
- American Cancer Society "Making Strides Cancer" Walk (October 19)

The Commission voted 4-2 with one abstention to assess the half-day area fee of \$400 for the American Cancer Society to be more in keeping with charges to other nonprofit organizations.

**FWF report:**

Bob Ayotte reported on the success of FWF's 2013 annual fund appeal which has generated more than \$100,000 in cash and pledges to date. This total compares to about \$47,000 in 2012 and about \$25,000 in 2011. Of this year's total about \$30,000 is restricted to the Children's Garden which has now raised more than \$100,000 in total.

Lynn Schaffer explained the completed plan for the Lighthouse View site which is fully funded and ready to begin after approvals. The plan was approved unanimously.

**2014 food concession program:**

Bob Malley outlined the request for proposals to be offered to potential food vendors for 2014. The four locations and minimum bid amounts from 2013 remain the same. There is an added provision allowing the Town to extend a vendor's permit for two additional seasons (for a total of three) at the end of the 2014 season when there is mutual agreement between the vendor and the town. Responses from potential vendors must be received by 2:00PM on Thursday, February 20. Responses will be reviewed by a subcommittee of Lise Pratt and Chris Corbett along with Bob Malley and Mike McGovern.

Vendors Karl and Sarah Sutton, proprietors of Bite into Maine, said their business has grown to the limits of their ability to generate their own electricity. Subject to their continuing as food vendors, they asked the Commission to consider ways to allow them to plug into electricity sources in the Park. This request presents challenges because of their location in the Park, but the Commission agreed to work with them on plausible solutions.

**Bus and trolley fee schedule – commercial tour vans:**

In addition to the for-profit large tour busses and trolleys that bring visitors to the Park, there also smaller vans that have not been covered by the fee schedule. The commission approved amending the fee schedule to include payments by commercially-operated tour vans. This recommendation will be forwarded to the Town Council for consideration at their meeting February 10.

**2015 fiscal year capital budget recommendations:**

Bob Malley presented projected income statements for fiscal 2014 and fiscal 2015 along with a draft of proposed capital expenditures for fiscal 2015. One significant 2014 budgeted project – Wheatley Road/Powers Road improvements - remains to be completed this Spring. For fiscal 2015 recommendations include:

Further Cliff Walk safety improvement through adding 180 feet of cable railing (identical to that used earlier) to the northerly side of the Cliffside site where extensive clearing was done last Fall.

Re-paving the original portion of the Ship Cove parking lot.

Engineering and design work to determine a solution to the deteriorating bleachers along the Parade Ground.

The Commission requested estimates to replace the swings at Ship Cove and to rebuild the stone wall abutting the Garden Pond. Bob Malley agreed to provide those at the February meeting. A final decision on the 2015 proposals will occur at the February meeting.

Total planned expenditures for fiscal 2015 are less than fiscal 2014 because of expectations that higher cost projects – potentially included the solution to the bleacher problem – are likely after 2015.

The meeting was adjourned at 9:32PM. Our next meeting will be Thursday, February 20, at **7:00PM** at the Public Works Facility.

Respectfully submitted,

Don Head, Secretary