

Town of Cape Elizabeth  
Fort Williams Advisory Commission

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Meeting Minutes

January 15, 2015

**Present**

Lise Pratt (Vice- Chair), Terry Anne Scriven, Chris Corbett, Mark Russell, Suzanne McGinn, Christopher Straw, Joe Kozlowski and staff member Bob Malley

**Call to order**

After a quick meal of pizza Vice Chair-Lise Pratt called the meeting to order @ 6:20PM.

Following brief self-introductions from new members Suzanne McGinn, Chris Straw and Joe Kozlowski, Lise gave a review of the roles and responsibilities of the FWAC. A mention of the Fort Williams Master Plan and recent updates in 2003 and 2011 indicated a direction and path for the commission to look for guidance.

**Approval of minutes**

With a minor clarifying correction to wording re: a "\$5,000 appropriation to the Foundation for the purposes of tools", a need identified by Bob Ayotte, the minutes were approved without objection.

**Election of Chair, Vice Chair, Secretary and liaison to FW Foundation for 2015**

Chair: Lise Pratt

Vice Chair: Terry Anne Scriven

Secretary: Mark Russell

Foundation liaison: Chris Corbett

**Park Update**

Bob Malley indicated the park is in winter mode. The pond is safe for skating. After a safety inspection of the swings had been requested by Bob Malley , the swing set @ Ship Cove has been removed per recommendation from Greg Marles, CE Facilities manager, (with replacement to be in the spring/early summer time frame). A fencing treatment on Capt. Strout Road has also been added.

### **Annual Use Requests**

Bob Malley gave a brief background discussion concerning group user fees and the group user policy covering fees, visitors, and alcohol, smoking and sales of art in the park.

Requests for use of the park for 2015 were approved as follows:

Cape Elizabeth Little League – Seasonal Use		\$0
CEHS Graduation	Sunday, June 7 <sup>th</sup>	\$0
Family Fun Day	Saturday, June 13 <sup>th</sup>	\$0
Taste of a Nation Event	Sunday, June 28 <sup>th</sup>	\$2,800+/-
18 <sup>th</sup> Beach to Beacon Race	Saturday, Aug 1 <sup>st</sup>	\$25,000
CEFD Eng.1 Labor Day Art Show	Sun. Sept 6 <sup>th</sup>	\$0

Requests for the following uses of the park were approved following a discussion regarding the waiver of fees for smaller non-profit organisations. It was decided that it would be a more consistent policy for the FWAC to assess normal published fees to all organisations requesting use of any facilities in the park:

Lucy Fund 5K Run	Saturday, October 17 <sup>th</sup>	\$800
Making Strides Cancer Walk	Sunday, Oct. 18 <sup>th</sup>	\$800

### **2015 Food Concession Program**

Bob Malley went over the 2015 RFP Vendor Proposal pointing out minor changes to prior year wording giving more flexibility to vendors for payment of fees and more control to the town regarding suspension or revocation of permits. The proposal was approved unanimously.

### **FY 2016 Capital Fund Budget Proposal**

Following broad descriptions of the accounts of the FWAC Capital Fund Bob Malley presented the annual income statement that detailed anticipated revenues and expenses for both FY 2015 and FY 2016. It was suggested by Lise that the replacement of the swings could be funded in the current budget (FY 2015) from the TBD account as long as the overall appropriation did not exceed the amount approved for FY 2015. Bob suggested that the scope of the railing project proposed in the FY 2015 budget could be modified to make sure the budget is not exceeded if the swings are included. Other projects proposed and discussed in the draft budget included an additional railing treatment on the Cliff Walk and the bleacher improvement project, as endorsed by the Commission in 2014. Further discussion of the budget will resume at the February meeting. The budget must be recommended and forwarded to the Town Manager by February 19th. There was also mention of joint projects between the Advisory Commission and the Foundation with concerns that coordination of efforts would be appropriate and more efficient.

### **Meeting Dates and Times for 2015**

It was agreed upon that meetings for the coming year would continue to be held on the third Thursday of each month with note that in years past the commission has taken the summer months off and sometimes the month of December.

### **Other Business**

A detailed report from Bob Ayotte and the Fort Williams Foundation was handed out in print form. The sale of Children's Garden pavers has slowed during the Annual Appeal. \$109,950 has been raised to date. Two grant proposals are outstanding for the garden with another 3 proposals going out this month. Additional brief discussions of the Lighthouse View, Children's Garden, and pond projects centered around elevations and timing. The Cliff Walk Landscape Management Plan is going through final review with Regina Leonard and the Arboretum director and will be issued in February.

The meeting was adjourned at 9:20PM. Our next meeting will be held Thursday Feb.19<sup>th</sup> at 7:00PM.

Respectfully submitted,

Mark Russell

