

## **AGENDA**

### JOINT WORKSHOP

#### CAPE ELIZABETH TOWN COUNCIL

#### FORT WILLIAMS ADVISORY COMMISSION

#### FORT WILLIAMS CHARITABLE FOUNDATION

7:30 p.m.

THURSDAY, JANUARY 11, 2007

Opening remarks- Town Council Chairman Paul McKenney

Introduction

Individual introductions

Purpose/goals of workshop

Discussion Leader: Jim Rowe

"State of the Fort" - Discussion led by Fort Williams Advisory Commission with participation from all (15-20 minutes)

- Purpose: To apprise everyone of the needs that exist and to take a first stab at consensus

"State of the Foundation" - Discussion led by Fort Williams Charitable Foundation with participation from all (15-20 minutes)

- Purpose: To locate areas of strength and need within the Foundation and to offer help

Creating a Vision for Fort Williams Park- Participation from all (20 minutes)

- Purpose: To freely exchange ideas about: satisfying identified needs; and things that will improve the Park in the near- and long-term

Conclusions/next steps

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**Minutes**

Town of Cape Elizabeth

Fort Williams Advisory Commission

Meeting Minutes

January 18, 2007

Revision: Second draft 01/25/07.

Present: Chuck Wilson (Chair), Greg Altnauer, Jennifer Duddy, Tina Harnden, Maureen McCarthy, Dan Chase (Secretary).

Absent: Ellen Nadeau (Vice-chair)

Staff: Bob Malley

Guests: Joe Edgar, Fort Williams Charitable Foundation (FWCF)

Called to Order: 7:15 PM in the Public Works Building lunch room by Chuck Wilson.

Welcome new members Jennifer Duddy and Greg Altnauer

All members welcomed new members Jennifer Duddy and Greg Altnauer.

Approval of December 13, 2006 Meeting Minutes

The minutes of the 12/13/06 meeting were approved as submitted in the second draft of 12/12/06, except that the words "for a memorial" were deleted from the wording of Tina's motion regarding the Goddard Mansion.

Election of Officers for 2007

It was moved by Maureen, and seconded by Greg, that Chuck Wilson be elected Chair. This passed unanimously.

It was moved by Chuck, and seconded by Jennifer, that Ellen Nadeau be elected Vice-chair. This passed unanimously.

It was moved by Maureen, and seconded by Jennifer, that Dan Chase be elected Secretary. This passed unanimously.

Annual Use Requests - See Handouts

For the benefit of the new members, Bob discussed the use of the park by outside groups and re-viewed the use requests received so far. They are from Cape Elizabeth Little League, Cape Elizabeth High School, Portland Amateur Wireless Association, Portland Symphony Orchestra, TD Banknorth Beach to Beacon 10K Road Race, Portland Yacht Club, and Engine Company One of the Cape Elizabeth Fire Dept.

No request has been received for Family Fun Day. Bob will contact Mike Mowles to try to find out if a request will be forthcoming.

It was moved by Dan, and seconded by Maureen, that the use requests received so far be approved. This passed unanimously.

#### Discussion of Town Council Workshop - Next Steps?

Members who attended the workshop presented their perceptions of the workshop and views about how we should proceed from here. The general consensus is that the Commission should get its priorities in order and present them, along with projected costs, to the Town Council and the FWCF. Action on some priorities can be undertaken immediately through the annual budget process. Others will first need to be defined by internal study by the Commission. Still others will require consultation with outside groups or hired consultants.

#### Review FY 2008 Budget Draft - Schedule Workshop?

Copies of the draft budget, expenditures to date for the current year, and a history of budgets back to FY 2004 were passed out. Bob reviewed current year expenditures. Given the late-ness of the hour, it was decided to schedule a workshop meeting to discuss the draft budget in detail. The meeting will be February 7th, at the usual place and time.

#### New Business

Bob passed around a conceptual sketch and estimate from Allied Cook Construction to rehabilitate the concrete bleachers. The estimated cost would be about \$500,000 to replace them with a pre-cast concrete system. This would not replicate the existing bleachers, but would be a less ex-pensive option. Dan asked Joe Edgar if it might be possible for the FWCF to research the availability of grant money to rehabilitate historic military features of the Park. Bob will forward cop-ies of the sketch and estimate to all members via email.

Chuck passed out a summary project list for the Park, which includes items added through discussion at the joint workshop. He requested that we also plan to discuss these at our workshop meeting on the 7th, and be prepared to break them down into maintenance vs. capital expendit-ures, and short-term vs. long-term time frame.

Joe Edgar said that FWCF meetings are held at 7:00 (or 7:30 ?) PM, on 4th Thursdays, at the Community Center. The meeting this month is the 25th. Any Commission members would be welcome to attend.

#### Next and Future Meetings

The next regular meeting will be February 15th. Meetings for the remainder of the year are scheduled for 3rd Thursdays, at 7:15 PM, in the Public Works Building conference room. These will be March 15th, April 19th , May 17th , June 21st , July 19th , August 16th , September 20th , October 18th , November 22nd , and December 20th .

#### Adjournment

The meeting was adjourned at 9:20 PM.

Respectfully submitted,

Daniel Chase, Secretary

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