

[Agenda](#) (August 21, 2008)

[Draft Minutes](#) July 18, 2008

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FORT WILLIAMS ADVISORY COMMISSION

WORKSHOP AGENDA

DATE: Thursday, August 21, 2008

TIME: \*\*\*\*\* 7:00 PM \*\*\*\*\*

LOCATION: CEPW Building

Call to Order - Chuck Wilson, Chair

7:00 - 7:05 Approval of minutes for meeting on 7/17/08

7:05 - 7:35 Update from Consultants

7:35 - 7:45 FY2009 Budget status (Bob)

Use Requests and Special Event Update (Bob)

Park Update (Bob)

7:45 - 8:00 Old Business

-Collection boxes (Dan/Bob )

-Interpretive Display (Bob)

-Main Entrance (Bob)

-Arboretum Demonstration Project (Bob/Chuck)

8:00 - 9:00 New Business

-FWCF Jazz Festival Proposal

9:00 - 9:15 Other Business

9:15 Adjourn

Next meeting: Regular meeting Thu, 9/18, 7:00 PM, PWD

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**Draft Minutes**

Town of Cape Elizabeth

## Fort Williams Advisory Commission

### Meeting minutes

July 17, 2008

Draft: 7/18/08

Present: Chuck Wilson (Chair), Bill Nickerson, Tina Harnden, Greg Altnauer, Frank Butterworth

Absent: Maureen McCarthy, Dan Chase,

Staff: Not present (Bob Malley)

Guests: Brad Woodworth, Carol Fritz, Lois Carlson, Nat Thompson.

Call to order: 7:06 PM in the Public Works Conference Room by Chuck Wilson...

Approval of the minutes for the 6/19/08 meeting:

Minutes approved.

Update form the consultant on Interpretive Display

- Brad gave each person present a reduced copy of each of the 3 panels for review and comment.

- Discussion ensued about possible revisions: 1) reduce lighthouses to USCG recognized lights, 2) Add Casino to Cape Cottage Theater, 3) Change lighthouse icon on map, 4) Add distance scale, 5) Round off statistics in Portland facts followed by a (+-), 6) Add Betty Davis to Gary Merrill title line, 7) Add line about existing farming today, 8) Eliminate reference to Cape Schools as largest employer, 9) Add reference to Lighthouse Museum. (At this point Chuck stopped discussion due to time constraints and asked all to forward comments to Brad at [office@woodworthassociates.com](mailto:office@woodworthassociates.com), with a copy to Bob Malley within the next week, and the suggested revisions would be reviewed by the subcommittee.)

- The hardscape and mounting structure would be discussed at the next subcommittee meeting.

- Greg made a motion to "accept the conceptual look of the 3 panels with the commission's subsequent suggestions and final approval of the subcommittee." (The motion was approved)

Discussion of the Jazz festival:

- Chuck prefaced the discussion by saying that tonight's meeting was only a discussion and not an endorsement or declination of the proposed event.

- Carol Fritz opened the discussion by saying that she felt this type

of event fit within the use parameters of Ft. Williams.

- She feels there is a strong interest in Jazz in our area, as evidenced by the outstanding program at the Cape High School, and many of the local musical groups.
- The event would be run by the Festival Network; a very successful and knowledgeable operator of these events.
- The plan would call for a 2 day festival on 8/9/09 and 8/10/09, that would draw upwards of 6,000 people each day.
- Initial plans would call for the Park to close to the public for 11:00 AM to 8:00 PM on both days, but times are flexible. Beer and wine sales were also anticipated, but in a controlled area.
- Revenues for the Fort would be derived from a \$1 to \$2 "cut" of each ticket (more if beer and wine sales are allowed), as well as from local sponsorships and parking fees. She indicated that the deadline for a decision to proceed was the end of September.
- Chuck cautioned that this would be a tight deadline, and that they should meet with Police Chief Williams, Fire/Rescue Chief Gleeson, and Bob Malley to resolve their concerns and get their approval before any Commission or Town Council approvals could be obtained.
- Primary concerns that were cited included: 1) Alcohol sales, 2) Traffic and parking issues, 3) Impact on the Fort, 4) Impact on the public's use of the Fort during the event as well as set up and take down. (up to 5 or more days)
- Nat Thompson indicated that there was a good potential to raise \$24,000 on tickets alone with additional revenue from sponsorships and parking. He cited the Martha's Vineyard Festival revenues of \$80,000. He further indicated that he felt there was much support from other organizations for such an event. There was even discussion about the possibility of having it on the same weekend as the Beach to Beacon Race to maximize attendance and minimize disruption of the Park, and the surrounding neighborhoods.
- There was lengthy discussion with considerable interest expressed from FWAC members in light of the future financial needs of the park and the citizens desire to not have fees charged at the Park. Although there were a number of issues/concerns that need to be investigated and resolved, the majority feeling was that it was worth pursuing further.
- Chuck suggested that the FWCF meet with the town officials as soon as possible so that any subsequent meetings of the FWAC would have adequate time to give required public notice of meeting.
- It was mentioned that it may be helpful to have a revenue

guarantee from the Festival Network.

- Chuck will contact Mike McGovern to review the potential of beer and wine sales.

FY2009 Budget Status:

- Chuck reported that the surplus from the Lighthouse funds for specific FY 2008 projects has been transferred to the FY 2009 budget.

Use Requests and Special Events update:

- Chuck reported that the Hydrogen Project event has been somewhat scaled back and will be for only 1 day, and less activities. There are some details being worked out with fire officials on certain planned activities.

Park update:

- Bob was not present to give a park update this meeting. Nothing of particular note had to be discussed.

Old Business:

Collection Boxes:

- Chuck reported that revenue was up very slightly with the new boxes, but that he and Bob felt the signs were too small and inconspicuous, and suggested that commission members visit the Fort to see what thoughts they may have on placement of the boxes, size of the signs, and perhaps additional signage.

Interpretive Display:

- Chuck said that he and Bob had visited the site of the current display and felt that Battery Knoll did not have any location that was advantageous for a view from all 3 panels. It would require extensive removal of vegetation and could be impacted by the future activities of the Arboretum Project. He did say that there is a site to the rear, adjacent to the parking area for the Picnic Shelter, nicknamed "Kitty's Point" that did have the proper elevation and view in all directions that may be a better location, and invited Commission members to preview this as soon as they could for input to Bob and the subcommittee. A path and handicap accessibility could be added to more easily access this location, and draw attention to it. Chuck suggested that we should be prepared to vote on a possible change of location at the next meeting.

Main Entrance:

- Chuck said the Council viewed the plans for the Main Gate project and were very pleased. It was presented on a two phase basis, but they expressed interest in having it completed in one

phase. To accomplish that, approximately \$14,000 of stonewall maintenance funds from FY 2008 and 2009 would be used and additional funds would be made available from the Lighthouse Trust Funds. It is expected that both phases will be completed by early October.

#### Arboretum Demonstration Project:

- Chuck reported that the council reviewed the plans for the Arboretum demonstration project and were very impressed with those as well, but advised that it would 1st have to go to the Planning Board due to the amount of square footage that was being impacted. It is hoped that this issue can be dealt with in a timely fashion so as not to delay the project too long. Carol Fritz did say that the FWCF has reviewed the project as well but has not yet voted to help raise funds for it.

#### Other Business:

- Chuck advised that the bleacher core samples were to be taken this week but that it would take roughly 3 weeks for the results to come back. He also added that the test pits scheduled for Battery Blair would not be dug until after the Beach to Beacon event.

Due to the late hour further business was put off until the next meeting and the meeting was adjourned at 9:25.

Minutes submitted by Frank Butterworth

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