

Town of Cape Elizabeth
Fort Williams Advisory Commission
Meeting Minutes
March 15th, 2012

Present:

Frank Butterworth, Dan Chase, Erin Grady, Don Head, Bill Nickerson (Chair), Lise Pratt.

Absent: Bill Brownell

Also present:

Steve Bates (FWCF), Kristy Wagner (Sentry)

Staff:

Bob Malley.

Call to order:

Bill N called the meeting to order at 6:30 PM.

Approval of minutes of the February 16, 2012 regular meeting:

Frank motioned approval and Erin seconded; all approved.

Public comment for items not on the agenda: None.

FWCF Report:

Steve Bates gave us the following update:

- FWCF is undergoing an internal strategic assessment, e.g. looking at strengths and weaknesses. Board member Nick Bryant is chairing this effort.
- Search for FWCF Director of Development: Request for resumes has resulted in many qualified candidates. Common themes in applicant's interest were the draw of the Park and a sense of opportunity. They have identified the top tier and hope to make a recommendation at next week's board meeting.
- Battery Blair Engineering Study: Preliminary scoping is complete; further testing slated for April. Bob M will check in with Rick Renner next week. Renner has sent schedule indicating completion of study by end of August.
- Arboretum: The 2012 Garden Tour will be Saturday, July 14 (10AM-4PM); no rain date. There will be 10 gardens this year (vs. 15 last year). The Arboretum hosted a booth at the Portland Flower Show. This was deemed a success; the goal was exposure and they gained 30-40 new volunteers. USM Capstone Project has been active; students have taped video on site at the Park. Linkel Contractors and Cosmic Stone came out on top of the bidding process for Phase III of the Cliffside site; the contract is in process. Anticipated cost to complete Cliffside is \$110K or less.

Request from the Arboretum Committee for a Donation Box:

Steve Bates continued, standing in for Kathryn Bacastow as representative of the Arboretum. The Arboretum requests permission to place a donation box in the Park at the Cliffside site. They do not believe it would be detrimental to the donations collected at the existing donation boxes, proceeds of

which are designated to the Park's capital fund. If approved, they hope that all proceeds from their box be dedicated to the Arboretum, specifically for Cliffside maintenance, and that they might paint it a bright, eye-catching color.

In response to the request, commissioners had questions about the Arboretum's plans for the proposed donation box in the future. How long did they intend to keep it at Cliffside? Would it move, or would they want other donation boxes installed at future Arboretum sites as the project progressed? They voiced concerns about the precedent this would set, if approved, for other specific projects in the Park, e.g. Battery Blair, Goddard Mansion, etc. Other concerns were the potential loss of revenue from the other donations boxes and confusion about the difference between the Arboretum box and the other boxes. Alternatives were discussed, and it was agreed that the Arboretum group could dispense envelopes (perhaps with a map) at the kiosk they plan for the Cliffside site.

A motion was made by Don that there not be special purpose donation boxes in the Park and that we continue the practice of boxes designated for the Fort Williams Capital Fund. Erin seconded. All approved.

Park and Master Plan Process Update:

Bob provided the following updates:

- The Public Works crew has been busy with general clean up and repairing some area lawn damage. New flags are up; picnic tables are out. Park Rangers will start April 1.
- Clearing of trees and invasives between Chapel Road and the Meadows and between Goddard Mansion and the Ship Cove parking area is complete.
- Master Plan: Bill N, Bob M, Don, Jim Walsh and Bob Metcalf (Mitchell & Assoc) attended the Planning Board workshop on March 6. The PB must review and approve the FW Master Plan as it is the zoning document for the Park. It is scheduled for public hearing and possible vote at the PB meeting on March 20. Upon PB approval, the plan will return to Town Council for approval; TC is expected to schedule the plan's public hearing for their May meeting. TC could possibly vote on the plan at the May meeting as well.

Group Use Policy & Fee Schedule Discussion:

Bob gave an overview of the latest Group Use Policy draft, showing changes previously discussed and proposed. He suggested increasing the minimum size group (now 50) that needs to apply for a Group Use permit. The consensus was to propose raising the minimum to a group of 75 people. Under the proposed new requirements for serving alcohol, in conjunction with a Group Use permit, all agreed that uniformed security was needed, but the discussion was inconclusive regarding the practical application of requiring applicants to hire a CE Police officer. Bob agreed to consult with CE Police Chief and report his response and/or recommendation at April's meeting. The expectation is that the number of Group Use applications will increase significantly when/if serving alcohol is permitted. Questions that arose during discussion included: Should the number of large events be limited? If so, in what way (number overall, number serving alcohol, size of group, time of year, day of the week) and how would the chosen few be decided? Are the current Guidelines for Group Use sufficient in managing this anticipated higher volume of applications for large events? Shouldn't the number of police officers required depend on the size of the group when the applicant is requesting permission to serve alcohol?

The current Fee Schedule was also reviewed and discussed. A few areas to consider changes: fees for large groups (how to assess, area fee plus per head/vehicle fee), surcharge for groups requesting

permission to serve alcohol, security deposits for large groups, and the location fee schedule. Bob will check in with Pat Fowler for her input regarding possible fee changes, based on her experience in booking events (demand and market), and report back next month.

The goal is to have a solid draft of the proposed new Group Use Policy and Fee Schedule ready before the State Trooper pilot event on September 13. Based on the experience of that pilot, the commission can make any additional revisions before making its recommendation to Town Council in November.

Other Business:

- Don has new email address.
- Bill N reported that Jim Walsh received an email from Frank Governali showing a can of sardines from Russia with image of Portland Head Light on the label.
- Commission will consider not meeting during the month of July.
- FW Capital Fund budget review is on the agenda of Town Council Finance Committee meeting on Wednesday, April 4 at 7PM. Commissioners are encouraged to attend.

Final Public Comment: None.

Adjournment:

Motion was made to adjourn by Frank, seconded by Erin.

Meeting adjourned at 8:47 PM.

Our next regular meeting will be Thursday, April 19th at 6:30 PM at the Public Works Building.

Respectfully submitted by:

Lise Pratt, Secretary