

## FORT WILLIAMS ADVISORY COMMISSION MINUTES

January 21, 2016, 7:00pm, Town of Cape Elizabeth Public Works Building

Commission members present: Donald Clark, Charles Wilson, Suzanne McGinn, Chris Straw, Stephen Lyons, Mark Russell. Absent: Joe Kozlowski

Town Councilor Liaison present: Jessica Sullivan

Staff Liaison present: Robert Malley

Public members present: Terry Anne Scriven, 18 Old Ocean House Rd, Cape

The following materials were distributed prior to meeting. FWAC agenda – January 2016, FWAC draft minutes 11, FWAC 2016 Use Requests.

Meeting started with Public comment. Terry Ann Scriven, introduced herself.

### WELCOME:

Bob reviewed the role of a commission member. Members are advisors to the Town Council. Items covered included why the commission was created, organization of commission and responsibilities of the commission. The Town manages the Park operating budget. FWAC manages the capital budget, and the Portland Head Light Trustees (Town Council) manage the Portland Head Light Special Funds Budget. The Fort Williams Master Plan is FWAC's guiding document to set FWAC's priorities. The master plan was completed in 2012, and FWAC should be using this document for the next 8-10 years. While the Master Plan is the guiding document, the Commission does have the flexibility to work on projects outside of the master plan, such as the amphitheater project. Commission members were strongly encouraged to attend the Board and Commission orientation on 1/28/16 at CEHS cafeteria, 6:00-7:30pm.

### MINUTES:

Review and approval of 11/19/15 minutes, 2-0, 1 abstained since absent from meeting.

### APPOINTMENTS:

Mark volunteered to chair the Commission since he has been on FWAC the longest. Chris volunteered to be the Fort Williams Foundation (FWF) liaison, attending their monthly meetings, and Suzanne volunteered to be the secretary. A vote was made and approved 6 to 0 by the members.

### PARK UPDATE:

Bleachers: Bob explained that a majority of the bleacher removal work is completed. Removal of material took only one day. The firm will return in May to complete the loaming, seeding and further stabilizing of the slope. The far easterly section of the bleachers still remains for CEHS graduation. The final expenditure estimate for the removal (including engineering) is \$50,000-

\$55,000. The budget was \$110,000 for the demolition, which included engineering services, bidding documents and construction administration by the consultant.

Concession RFP: The Fort has four concession sites available. Two sites were renewed: Bite of Maine and Gorgeous Gelato. Two sites are still available: one on the South side of the Head Light (Site "A") and the second overlooking Ship Cove (Site "D").

Safety Railing on Cliff Walk: Funds have already been approved for the 70 foot safety railing on the north end of Cliff Walk, made out of aluminum and stainless steel. Bids are going out shortly. Safety was rated a high priority in the master plan. Cost is about \$170/linear foot.

#### OTHER BUSINESS:

FWAC will schedule a site walk in the near future, but the snow is a hindrance, especially for review of sidewalks and stairs.

An ad hoc Pickle ball 5 member subcommittee is being formed in Town. The TC has requested two members from FWAC join the committee. Joe had previously volunteered and Don volunteered, filling the vacancy of a former member of the Commission.

#### ANNUAL USE REQUESTS:

Bob explained that all requests to use the park by a third party must submit a request to FWAC. If FWAC denies use, the applicant can petition the request with the TC.

The request packet tonight included:

Cape Little League seasonal use, 3/25/16-mid July, 2016: no fee

CEHS Graduation: 6/12/16: no fee

Family Fun Day: 6/18/16, rain date 6/19/16: no fee

Beach to Beacon 8/6/16, with setup dates 2/2-2/5: Fee \$25,000

American Cancer Society: 10/16/16: Fee \$600

Chris opened discussion of possibly increasing the B2B fee since it has been the same fee for last four years. FWAC will have a discussion next month to review the fee schedule. Prior to next month, it would be helpful to find out what comparable fees are for similar events around the state, and talk to Mike about the background of establishing the B2B fee and how they arrived at the \$25k.

#### DISCUSSION OF MEMBERS GOALS:

Bob reviewed items that fall within the operations budget in more detail, which include maintenance of buildings, stone walls, pond walls, structures that are for rent, repairing stairways and existing walkways. Capital funds include capital projects, improvements, new and expanded walkways and stairways.

Mark's first goal is safety.

Suzanne's goals are to remove invasive plant species outside of the FWF purview and permanently preserving Fort Williams. By preserving the Fort in perpetuity, you will likely

attract larger donors to future projects, and preserve the park in it's current state for future generations without risking a portion of the park ever being sold.

Chris's goals are permanently preserving Fort Williams, finalize building the amphitheater and determining whether there is an appetite for more events in the park to generate revenue.

Chuck's priorities are the concern of overuse of the park. The park's purpose is for passive enjoyment. He is also concerned about the safety of sidewalks and stairways, and is interested in pursuing a combination of a visitor center with running water toilet facilities.

Steve is concerned about the preservation of historical elements of the park, and suggested having the Muskie Institute explore the feasibility of the physical elements within the Fort.

Don would like to see the symphony return. He believes that none of our issues can be solved without money. Perhaps use FWF to raise big money: millions to tackle bigger projects like the amphitheater, Goddard mansion, etc.

**NEXT MEETING:**

Since next FWAC meeting falls over school vacation, and new members would like to be brought up to speed, FWAC will hold two meetings in February at Public Works building on 2/10/16 and 2/24/16 at 7:00pm.

**NEXT STEPS:**

Continue the budget and goals discussion at next two meetings. FWAC will put budget proposal together in February and submit the final the budget in March for TC review.

For the next meeting, Bob will put together a document with the status of the current budget, supply a list of projects that have been completed to date within the master plan, supply a list of projects for consideration, supply an income statement and copy of the 2015 fee schedule with proposed increases.

Review of the amphitheater project to bring new members up to speed. Suzanne suggested sharing the summary documents submitted to the TC on June 15, 2015, along with survey questions drafted by FWAC last fall.

No closing public comments.

Chris motioned to adjourn at 9:15pm. Suzanne seconded.

Respectively submitted,  
Suzanne McGinn  
FWAC Secretary