

FORT WILLIAMS ADVISORY COMMISSION MINUTES

February 10, 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, 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, Dick Gilbaine, 226 Bowery Beach Road

The following materials were distributed prior to meeting. FWAC meeting agenda – February 10, 2016, FWAC draft minutes January 21, 2016, FWP Fee Schedule – Current & Proposed – 2016, FWP Income Statement FY 2017.

PUBLIC COMMENT

Terry Ann Scriven handed out to the new FWAC members packets of the bleacher sub committee information, minutes and data that had been reviewed and used by the FWAC committee during the spring of 2015 to put together the FWP Bleacher Project Update Executive Summary that was submitted at the 6/15/15 TC workshop. Terry Ann handed out the materials because these documents were not available as supporting documents on the FWAC town website, and she felt it was important that the new FWAC members have all the background materials that were researched by the FWAC sub committee.

Dick Gilbaine stated that he is a builder and engineer, and he has been following the bleacher project. He is interested in reclaiming the granite blocks for the potential amphitheater project and would like to see the historical features woven into the new elements introduced into the park. He offered to lend his expertise to the committee.

APPROVAL OF MINUTES:

Members reviewed the minutes with no comments. Don motioned, Chris seconded with unanimous approval of 1/21/16 minutes.

PARK & PROJECT UPDATE:

Bob was approached by Joan Benoit Samuelson who was inquiring about potentially holding the B2B volunteer party on Wednesday prior to race day, as well as the VIP clambake on Saturday after the race, at the Park. After talking, it seems like the parade grounds would be the best location. The B2B will consider this idea, and will likely submit an application for March's FWAC meeting. Otherwise, things seem to be quiet in the Park.

FORT WILLIAMS FOUNDATION UPDATE:

Bob Ayotte provided the following update:

Foundation Activities: Lynn Shaffer was elected Vice President effective 1/1/16 with the intent she will stand for election as President on 7/1/16.

James McCain will be re-hired as Arboretum Director effective 3/1/16 at the same compensation package as when he vacated that position on 6/30/15.

The FWPF board voted to establish an Advisory Council effective 1/1/16. This group will serve in an advisory capacity to support the board on various initiatives. The inaugural Advisory Council consists of Kathryn Bacastow (Chair), Bill Brownell, Frank Butterworth, Alice Rand, Jim Rowe, Bill Nickerson, Barbara Powers and Karen Zand. An orientation session was held with the Advisory Council on 2/4/16 with their first meeting taking place in March.

Fundraising Activities

2015 Annual Appeal: The 2015 Annual Appeal was extremely successful as it raised \$91,343 from 317 donors. This compares to last year's Annual Appeal which raised \$63,428 from 307 donors. This is a 44% year over year increase. This year's level of unrestricted donations is \$79,893 resulting from \$9,450 being earmarked for the Children's Garden and \$2,000 for Cliff Walk Landscape. The budget for donations from the Annual Appeal was \$75,000. The Spring Appeal will commence in March with a focus on following up on prior donors. The Spring Appeal budgeted donations is \$5,000.

Children's Garden: The Children's Garden has achieved its fundraising goal of \$400,000 which includes \$24,000 approved by the FWPF board to be transferred from the endowment account to cover the sustainability (maintenance) cost of the project. At the current time there are no outstanding grant proposals for the Children's Garden.

Cliff Walk Landscape: A total of 5 grant proposals amounting to \$125,000 have been submitting to foundations to fund work at Cliff Walk Landscape. There are currently a number of Cliff Walk Landscape proposals in the grant writing process.

2016 Garden Tour: Planning for the 6th Annual Cape Elizabeth Garden Tour is underway. This year's event will take place on Sat., 7/16/16 with 10 gardens on display. The budgeted profit from the Garden Tour is \$30,000.

Arboretum Activities

Children's Garden: Planning for construction of the Children's Garden is well underway with Mitchell & Assoc. handling the pre-construction administration. LP Murray & Sons has been contracted to perform the excavation and site prep work. Linkel Construction has been contracted as the general contractor for the project. These are the same contractors which constructed Cliffside which was a very successful project. Robin's Nest has been contracted to implement the stream which will run through the Children's Garden. Excavation is planned to start early in April depending on the weather with the general contractor work following in late May. Ideally, the Children's Garden will be open to visitors early in July.

Cliff Walk Landscape: Efforts are underway during the off season to organize both individuals and corporations to staff volunteer work groups to begin clearing sections of Cliff Walk Landscape in the spring. The first controlled application of herbicide by a licensed applicator took place in November and will continue on a periodic basis beginning in the spring. As we have previously discussed, James McCain will be keeping Bob Malley apprised of this work.

BOARD & COMMISSION ORIENTATION FOLLOW UP:

Bob asked the FWAC members if they found the board and commission orientation meeting useful, and all members agreed it was helpful.

REVIEW OF CURRENT FEE SCHEDULE:

Bob put together a proposed fee schedule for next year for FWAC to review. Bob obtained input from Jeanne Gross (Portland Headlight & Museum Coordinator), Pat Fowler in Facilities & Transportation and Mike McGovern to come up with the proposed increases. The proposed increases, if approved by the Town Council, the revised fee schedule would go into effect on December 1, 2016. Most fee increases proposed are slight increases. These fees have remained constant since 2012. FWAC reviews fees every 3 years.

Discussion among members led to a few changes in staff's recommendations. Since the Tour vans, Tour buses and trolley fees were first implemented four years ago, a fee increase was also agreed upon in some categories.

Increases FWAC members recommended included:

Picnic Shelter Business Groups (for profit) full day: \$450

Picnic Shelter Business Groups (for profit) half day(AM or PM): \$225

Picnic Shelter Business Groups (for profit) half day PM after Labor Day: \$200

Tour/Cruise Ship Buses: \$55/visit

Fee if approved billing and promotion of PHL: \$50/visit

Joe motioned to approve the amended fee schedule, and Chuck seconded the motion, and approved 7-0.

DISCUSSION OF CAPITAL PLANNING & BUDGET FOR FY 2017:

Bob reviewed the Park Capital Fund Balances for 2016 and 2017. The discussion began with Chris reviewing the history of the bleacher project, reviewing several past designs, summarizing the work of the bleacher sub committee last year, and reviewing the document submitted at the TC workshop in June 2015 highlighting plan A versus plan D.

Plan A would primarily be used for HS graduation and little league. Its shape is a simple horizontal terrace with seating for 250 with grass slopes on either end. Ball park cost about \$300k.

Plan D offers to take advantage of the topography of the corner of the bleachers, the physical proximity to the new Children's garden and the view of the ocean. It is a more structured curved U shape, giving more options for community events and uses since it has a more central focal point. The tiered seating is 350-400 range. Research was completed with event planners to determine potential event usage, and FWAC was working toward gathering information from community members to see if there is an appetite to hold community events such as jazz, theater performances or movie nights. There is the opportunity to utilize the historical granite blocks in Ship Cove, and there are naming fundraising opportunities with the old granite blocks. Ball park cost about \$500k.

Little league is interested in keeping the field on the parade grounds.

Chuck would like FWAC to look at the bleacher project in relation to other project needs in the park, such as 1) safety and convenience (sidewalks and stairways), 2) parking areas/playground

area (FWP mater plan priority 8) and picnic shelter (priority 10), 3) old main entrance by pond (priority 7.1), 4) upgrades to picnic shelter (priority 8.12 & 8.13).

Steve has similar priorities to Chuck, and he would also include railings to the list.

Don stated that he was attracted to joining FWAC because of the potential to create an amphitheater for the fort and bring back symphony, but he is concerned about infrastructure, such as bathrooms, Goddard Mansion and a visitor center.

Based on Don's comments older FWAC members talked about the current limitation for bathrooms and the research that was done to date about bathroom options. There is no sanitary sewer in the Park currently, so sanitary sewer infrastructure would need to be installed from the intersection of Littlejohn Road and Shore Road, which is expensive. A very informal survey question was asked with the towns last tax bill and the majority of folks would like to leave the structure as is, and prevent it from crumbling. Chuck mentioned that the neighbors abutting Goddard would not be in favor of creating the space into a visitor center because of noise. Homes are very close to Goddard.

The meeting ended with Mark stating that we should use the discussion tonight to follow up at the next meeting and come up with a consensus for the FY 2017 Budget proposal, which must be submitted to the TC in March. Mark also mentioned the B2B fee for the potential two additional events. If we do decide to increase the B2B fee, FWAC would need to give at least a year's notice. Mike McGovern and Dave Weatherbie determined the \$25k fee four years ago.

OTHER BUSINESS NOT ON AGENDA:

None.

CITIZEN OPPORTUNITY FOR COMMENT:

Terry Ann Scriven added that FWAC last year set aside \$200k of the capital budget, as the commission determined how to proceed with the bleacher project. She encouraged the new members of the committee to review the background materials that she passed out, and recommended to FWAC to invite Peter McFarland, a Cape resident, who manages all the Portland events, to join a FWAC meeting, since he had joined a meeting last year, to give background on how event logistics work.

Suzanne added that FWAC was working on potential bleacher/amphitheater survey questions FWAC could ask the town citizens, and FWAC had two bids from market research companies with estimates for a town wide survey about FWP. Suzanne suggested we distribute the document to the new FWAC members as more background information.

Don motioned to adjourn at 9:20pm. Steve seconded.

Respectively submitted,
Suzanne McGinn
FWAC Secretary

DRAFT