

FORT WILLIAMS ADVISORY COMMISSION MINUTES

February 25, 2016, 7:00pm, Town of Cape Elizabeth Public Works Building

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

Absent: Mark Russell

Town Councilor Liaison present: Jessica Sullivan

Staff Liaison present: Robert Malley

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

Meeting called to order at 7:02 by Chris Straw since Mark Russell (Chair) was absent.

The following materials were distributed prior to meeting. FWAC meeting agenda – February 25, 2016, FWAC draft minutes February 10, 2016, FWP Capital Funds Budget – revised revenue expense report, FWP Income statement FY 2017, Fort Williams Bleacher survey questions, notes on composting toilets.

**APPROVAL OF MINUTES:**

Members reviewed the minutes with two minor corrections. Charles motioned to approve the minutes with edits, Joe seconded with unanimous approval of the 2/10/16 minutes.

**PUBLIC COMMENT:**

No public comments.

**PARK & PROJECT UPDATE:**

Railing: Bob confirmed that bid results have been submitted and the 88 feet of railing will be installed along the Cliff walk trail, by the north entrance of Ship Cove, with an estimated completion date of June 1, 2016 for \$11,880.

Concessions: Gorgeous Gelato and Bite into Maine will be returning after mutually agreeing with the town for the coming season. Vendor locations A & D are still available. Suzanne asked if the 2017 FWP Capital fund concessions budget of \$12,850 included revenue from all four sites, and Bob said it includes revenue estimates from 3 Sites.

**DICSUSSION OF CURRENT B2B ANNUAL USE FEE:**

2016 is the fourth year at the current fee of \$25,000. Bob stated that if we raise the rate for next year, he suggests that we maintain that new fee for a three year period. FWAC members had asked Bob to find out how Mike McGovern and Dave Weatherbie determined the fee originally, but there was no specific rationale for the amount chosen. Bob had not heard back from B2B folks on renting the parade grounds for two additional events.

The park is used by B2B from Tuesday-Monday which includes set up and removal. FWAC has no information on fees charged for comparable events in New England. Chris made a motion to increase the fees by the cost of inflation, and there was no second. Bob offered to find out what the Town of Falmouth, MA race charge for their races as a comparable and report back to FWAC next month, and members will decide if a fee increase is appropriate.

#### DISCUSSION OF CAPITAL PLANNING & BUDGET FOR FY 2017:

Bob prepared a couple of suggestions for projects for 2017 from the 2011 FWP Master Plan.

Priority 8: Reconfigure circulation and parking areas near the maintenance buildings for \$129,240.

Priority 10: Reconfigure picnic shelter parking lot to provide more efficient use of space for \$74,420.

Priority 7.1: Improving the former park entrance parking lot on Shore Rd for \$122,830.

Mike McGovern suggested that the basketball court reconstruction be funded by the FWP Capital Fund. Originally, Bob had proposed it in Capital Stewardship Plan, but with the recent reduction in state education funding, Mike suggested that the paving should be funded with FWACP capital funds. The repaving could provide an additional pickleball court and/or basketball court. The cost for reconstruction is estimated at \$50,000.

Bob suggested that FWAC should have placeholder items within the budget and the commission should decide it's priority projects for the next 1-3 years.

Discussion also included the amphitheater project budgeted at \$440,000.

Total FWP capital fund balance with 2017 estimated revenues is forecasted to be approximately \$547,719.

Discussion of FWAC members included Chuck's opinion that FWAC is not ready to move forward on the amphitheater project and include it in the budget because the project is not clearly enough defined. There are too many parts of the project that are not fully vetted to recommend it to the TC. Don thinks the most important project to move forward is the amphitheater project since the bleachers were removed this past winter. Chris, Joe and Suzanne agreed with Don since they were FWAC members last year and are comfortable with the amphitheater proposal.

Don made a motion to put aside \$440,000 for the option D amphitheater project from the FWP capital budget. Joe seconded. 5-1 in favor.

Public input on the amphitheater project: Discussion followed about next steps for the project. The TC requested public input and the FWAC members want to conduct a statistically valid survey by a market research firm. Bob mentioned that the town wants to conduct a town wide survey before year end and Mike suggested we add some FWP questions to the survey. Jessica confirmed that the Town would be conducting a survey later this year. Members felt that the FWP questions would be lost in a town wide survey, so they still want to conduct a FWP specific survey. FWAC will propose to put together a RFP for the survey work. Chris asked Bob to see if he could get a RFP template from the town as an example to work with. Don offered to draft text for a request for a RFP and will also draft an informational article for the Cape Courier. The point of the article is to familiarize the citizens with some background on the bleacher removal

and the proposed amphitheater project, and let folks know that FWAC will be sending out a survey requesting input.

Joe made a motion to budget and approve the \$50,000 renovation for the basketball court resurfacing. Don seconded. Unanimous approval.

Bob stated that we need to budget a 3% set aside in the capital fund budget. Bob stated the concern that if we approve this budget, it will leave around \$6,000 as a cushion in the budget, and he would like to see a larger balance leftover for unforeseen projects that may come up.

To summarize, the 2017 FWP capital fund budget for 2017 includes:

\$15,000 miscellaneous

\$15,000 cliff walk railings

\$50,000 basketball resurfacing

\$440,000 amphitheater/bleacher replacement project

\$15,600 set aside of 3% of total budget.

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Chris made a motion to adopt the \$535,600 to the Town Council for the 2017 FWP Capital Fund budget. Seconded by Joe.

Unanimous approval

OTHER BUSINESS NOT ON AGENDA:

None.

CITIZEN OPPORTUNITY FOR COMMENT:

Terry Ann Scriven added that when FWAC presented the amphitheater project to the TC last June, 5 out of 7 TCs were interested in plan D (amphitheater), and the TC charged FWAC with the mandate to gather public input. In last year's budget FWAC put \$200,000 as a placeholder in the budget for the amphitheater project.

Chuck motioned to adjourn at 9:02pm. Steve seconded. Unanimous approval.

Respectively submitted,  
Suzanne McGinn  
FWAC Secretary