

FORT WILLIAMS ADVISORY COMMISSION MINUTES

March 17, 2016, 7:00pm, Town of Cape Elizabeth Public Works Building

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

Absent: Chris Straw

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 7:05 by Mark Russell (Chair).

The following materials were distributed prior to meeting: FWAC meeting agenda – March 17, 2016, FWAC draft minutes February 25, 2016, DMSE E-mail – 2-27-16, FWPF Report – March 17, 2016.

APPROVAL OF MINUTES:

Members reviewed the minutes with one correction. Joe motioned to approve the minutes with the edit, Don seconded with unanimous approval of the 2/25/16 minutes.

PUBLIC COMMENT:

No public comments.

FORT WILLIAMS PARK FOUNDATION UPDATE – BOB AYOTTE

**Foundation Activities**

The FWPF held its last board meeting on February 4. The next FWPF board meeting is scheduled for March 24.

An orientation session was held for the FWPF Advisory Council on February 4 prior to the FWPF board meeting. The FWPF Advisory Council will be touring the Arboretum sites on March 25.

**Fundraising Activities**

**2016 Spring Appeal**

As previously reported the 2015 Annual Appeal raised over \$90,000 which was a new record. As a follow-up to the Annual Appeal we are now commencing the 2016 Spring Appeal which is a targeted appeal to previous donors who did not contribute to the Annual Appeal. The Spring Appeal will be sent to 650 previous donors including a hand written board member note. The Spring Appeal has been budgeted to generate \$5,000 in donations.

**Children's Garden**

As previously reported the Children's Garden has achieved its fundraising goal of \$400,000. At the current time there are no outstanding grant proposals for the Children's Garden.

**Cliff Walk Landscape**

There have not been any grants awarded for the Cliff Walk Landscape since the last report. We are awaiting a decision on a total of 8 grant proposals amounting to \$165,000 which have been submitting to foundations to fund work at Cliff Walk Landscape. There are currently a dozen Cliff Walk Landscape proposals totaling \$400,000 in the grant writing process pipeline.

#### **2016 Garden Tour**

Planning for the 6<sup>th</sup> 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 which is expected to start in early April. Linkel Construction has been contracted as the general contractor for the project and will begin work by mid-May. Ideally, the Children's Garden will be open to visitors early in July.

##### **Cliff Walk Landscape**

Efforts continue 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.

#### **PARK & PROJECT UPDATE:**

The B2B organization has decided not to use FWP for the Volunteer Party and the Organizing Committee Clambake. They will continue to hold those functions at an existing private location in Cape.

The Cape Elizabeth/South Portland Rotary Club has generously offered to replace the damaged flagpole in front of Portland Head Light along with a small dedication plaque. The replacement will occur this spring.

The fence surrounding Goddard Mansion was vandalized (cut). No damage was caused to the structure. The fence will be repaired with operating budget funds (645 Account).

#### **CONTINUED DISCUSSION OF CURRENT B2B ANNUAL USE FEE:**

Mark, Bob and Mike met last week to review the history of the B2B fee. Mike did not have a strong opinion on the fee, and he is not opposed to raising the fee if FWAC were to raise the fee. There is a modest economic benefit to the community and much goodwill created. A \$2,000-\$2,500 inflationary increase would likely be fine with an explanation given to the B2B organizers. Joe pointed out that the race fees were increased for 2016.

A motion to maintain the B2B fee of \$25,000 for the next two years, and then revisit the fee was made by Steve and seconded by Don. Approved 6-0.

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

As part of the meeting with Mark, Bob and Mike last week, they also reviewed the proposed FY 2017 FWAC Capital Planning Budget. This meeting was a follow up to an e-mail Mike had sent to FWAC members, after the 2/25/16 FWAC meeting, suggesting FWAC think about a three year budget of priorities in FWP, as opposed to a one year budget for the Park. FWAC had recommended a 2017 budget which left a \$6,000 budgeted balance, and Mike was concerned

of running a negative FWP capital fund balance. Mike would be more comfortable leaving at least a \$50,000 balance in the budget for 2017. A suggestion was made to hold off on resurfacing the basketball court (budgeted at \$50,000) until the pickleball sub-committee submits a recommendation to the TC, and it is approved by the TC. It will be important to see where, if any, pickleball courts will be recommended within the FWP. There also may be opportunity for the pickleball folks to help with the fundraising of potential new or resurfaced courts.

Mark will be attending the 3/22 TC Finance budget meeting, where he will present the FWAC budget, and anyone from the FWAC committee it invited to attend.

Discussion followed on how best to adjust the budget to leave a larger budgeted balance.

A motion was made by Don stating that in light of the information from the Town Manager, to remove from the budget that we approved from the last FWAC meeting the \$50,000 budgeted for the basketball reconstruction project. Joe seconded. Approved 6-0.

Mark stated that we will need to put together a list of priority projects for FWP in the next couple of months. The budget process for FWAC is to put together a budget with recommended capital projects and the Town Manager(TM) has the authority to review and make changes because it is the TM's budget ultimately. Jessica confirmed the TM's budget authority.

Discussion followed by each FWAC member stating their personal three year priority projects for FWP.

Joe: 1) Amphitheater, 2) basketball and single tennis court.

Steve: 1) Amphitheater, 2) parking overall in light of new Children's Garden, maybe front gate parking, 3) extending black gate fencing at Chapel gate, 4) bathroom/visitor center study.

Charles: 1) parking lots listed in FWP Master Plan update 2011(Further prioritizing parking lot improvements, Charles would complete in this order: 1. Old main entrance, 2. Maintenance building parking lot, 3. Picnic shelter lot), 2) Amphitheater project and set some money aside for the project in 2017 recognizing that the project will likely fall within the 2017 and 2018 budget cycles.

Suzanne: 1) Amphitheater, 2) single tennis court and basketball court redo, 3) ensure handicap access to Children's garden, 4) explore installation of a privy vault toilet system somewhere in FWP.

Don: 1) Amphitheater, 2) basketball/tennis court redo based on ad hoc committee recommendation 3) visitor center/toilet study, 4) Goddard mansion, 5) improve maintenance area parking lot but he would like to learn more about the environmental effects of paving so close to the ocean., 6) solving the handicap access to Kitty's Point.

Mark: 1) Amphitheater. He reiterated that his list is the same as the member's list.

Mark will compile the list of FWAC's long term priorities and share it with the TM before Tuesdays TC finance meeting. Jessica stated that speaking globally, no town committee is to work in a silo, and this budget cycle is going to be difficult this year, given the states \$1million shortfall within the education budget.

#### SCHEDULING A POTENTIAL SITE WALK IN THE PARK

The next FWAC meeting is scheduled for April 21<sup>st</sup>, which is school vacation week, so folks wanted to reschedule. The next FWAC meeting is now scheduled for Thursday, April 28<sup>th</sup> at 7:00pm. A site walk meeting in FWP is scheduled for Wednesday, April 13<sup>th</sup> at 5:00pm, and meet at the parade grounds parking lot. Site walk meeting rain date is Thursday April 14<sup>th</sup> at 5:00pm, and meet at the parade grounds parking lot.

#### OTHER BUSINESS NOT ON AGENDA:

Mark plans to attend the TC finance meeting at 7:00pm on 3/22 and he will present the FWAC budget.

#### CITIZEN OPPORTUNITY FOR COMMENT:

Terry Ann Scriven added that in terms of safety, she finds it concerning that the area where the bleachers were removed has rebar and rubble sticking out of the ground. Bob responded by stating that the bleacher removal project is still unfinished at this point and will be completed this spring.

Steve motioned to adjourn at 8:45pm. Joe seconded. Approved 6-0.

Respectively submitted,  
Suzanne McGinn  
FWAC Secretary