

FORT WILLIAMS ADVISORY COMMISSION MINUTES
May 19, 2016, 7:00pm, Town of Cape Elizabeth Public Works Building

Commission members present: Chris Straw, Charles Wilson, Suzanne McGinn, Stephen Lyons, Joe Kozlowski, Mark Russell (Donald Clark called in)

Staff Liaison present: Robert Malley

FWF Liason present: Bob Ayotte and Lynn Shaffer

Public members present: None

Meeting called to order at 7:02pm by Chris Straw.

The following materials were distributed prior to meeting: FWAC meeting agenda – May 19, 2016, FWAC draft minutes April 28, 2016, AD Hoc Tennis-Pickleball Meeting Minutes 4-27-16.

APPROVAL OF MINUTES:

Members reviewed the April 28th minutes with no corrections. Charles motioned to approve the minutes, Steve seconded with unanimous approval of the 4/28/16 minutes.

PUBLIC COMMENT:

No public comment.

COMMISSION MEMBER UPDATES & CORRESPONDENCE:

None.

FWP UPDATE FROM BOB MALLEY:

- Posts for the new 88 foot railing on the Cliff Walk have been installed. The cables will hopefully be run on Friday, May 20th.
- Stonewall reconstruction is still on-going along Shore Road. The work should be completed by Memorial Day weekend.
- Bleacher riser repairs to be started on Monday.
- The two food vendors have started to operate in the Park.
- Met with members of CE/SP Rotary on Tuesday, May 17th. They will be coming to the FWAC meeting on June 16th to propose some improvements around the Picnic Shelter. Project is noted in the Master Plan (Project 8.13) and called the "Picnic Shelter Patio Concept".

FORT WILLIAMS FOUNDATION UPDATE:

Foundation Activities

The Governance Comm. continues to recruit for two new FWPF board members to replace Dan Redmond and Ellie Speh. The goal is to keep the board at its current compliment of 15 members. The Council of Advisors to the FWPF board with Kathryn Bacastow as its chair, held their first formal meeting on April 29. The council will assist the board in developing a long range strategic plan. The council will meet again on June 3.

Fundraising Activities

2016 Spring Appeal

The 2016 Spring Appeal continues to bring in donations from previous donors who did not contribute to the Annual Appeal. To date over \$5,700 has been raised from 59 donors exceeding the budget of \$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 project since the last report. We are awaiting a decision on a total of 7 grant proposals amounting to \$159,000 which have been submitting to foundations to fund work at Cliff Walk Landscape. There are currently 10 Cliff Walk Landscape proposals totaling \$322,000 in the grant writing process pipeline to be submitted later this year.

Family Fun Day

The FWPF will be responsible for the bungee jump venue at this year's Family Fun Day which takes place on June 18. Last year this event netted \$1,200 for the FWPF.

2016 Garden Tour

Preparation for the 6th Annual Cape Elizabeth Garden Tour is well underway. This year's event will take place on Sat., 7/16/16 with 10 gardens on display. Sponsors have been recruited for all of the gardens. A final push is on for tour guide advertisers and restaurant listings. The budgeted profit from the Garden Tour is \$30,000.

Arboretum Activities

Children's Garden

Demo and rough grading recently completed by LP Murray. They also installed the meadow and gopher tunnels and the ADA compliant arterial path. Murray will return at the end of the project to touch up the path surface.

Construction of stonework has begun by Linkel Construction which includes the Council Ring wall repair and the engraved paver installation.

Construction of the bio-filter pond & stream has begun by Robin's Nest with assistance from Linkel. Planting by Linkel will begin after Memorial Day.

Project completion anticipated by the end of June (contracted deadline is July 31).

The grand opening of the Children's Garden is scheduled to take place on Friday, Sept. 9 at 4:30 PM.

Volunteers

The majority of the Cliffside and Lighthouse View plots have been confirmed as adopted.

There are eight groups scheduled to work in the Park in May and June. They include 8 CEHS seniors working on their senior project volunteering a total of 324 hours.

In addition, Pond Cove 2nd graders will be planting milkweed between May 31 and June 1.

Other volunteer groups include Unum, Diversified Communications, Pierce Promotions, Riverview Foundation, Girls scout Troop 799, and Learning Works 21 Club.

Arboretum Staff

There will be two part-time landscape gardeners working in Fort Williams Park over the summer each working 20 hours a week. Calie Ramisch will be joined by Alex Donka, a SMCC horticultural student.

JOINT MEEETING OF FORT WILLIAMS FOUNDATION & FORT WILLIAMS ADVISORY COMMISSION:

Bob gave an overview of the FWF as a review of the organization. FWF is a 501 3(c) made up of a working board. It is working on updating it's its by-laws, established in 2004. Originally FWF was a fundraising organization, and now it has developed into a stewardship organization. The board is comprised of 15 members in 3 classes to stagger members. Two years ago they organized the board into 8 committees: executive committee, governance, finance, resource development, marketing & PR, events & volunteers, education and the arboretum project committee. Much of the effort of the FWF over the last few years was combining the FWF with arboretum committee to create a seamless cohesive entity.

Finance summary: FWF has a \$120k annual operating budget. Expenses are primarily the salary of 1 ½ employees and fundraising. Primary income sources include annual appeal, spring appeal and garden tour. Current endowment is \$90k, and the board has approved some spending of funds for

maintenance. Bob expressed some donor fatigue for the children's garden project, noting that it took 4 years to raise the funds for the project. To date FWF has several outstanding grants, but has not been awarded much money.

Currently the FWF strategy is to continue with the arboretum master plan. The FWF wants to look out 5+ years as part of its upcoming strategic plan.

In terms of mechanics, the FWF creates a project plan, then presents the plan to FWAC, FWAC provides input and then approves plan, and then the FWF submits the plan to the TC for approval. Lynn gave an arboretum update. In terms of the arboretum project, the focus will now be on the cliffwalk landscaping. FWF will present a rough plan for the space to FWAC. The plan will primarily control invasives, supplementing native plant material and installing a couple of paths.

There has been some interest within the community and the advisory group to preserve the historical elements of the Park. Currently the FWF is at capacity working on completing the arboretum elements within FWP, but if there is a group of folks that are interested in historic Park projects, the FWF is open to a group establishing a committee that would contribute financial and volunteer resources; perhaps create another committee on the FWF board focusing on historic renovations, such as Goddard. This would be an evolving strategy, recognizing that FWF is the non-profit fundraising arm of FWP.

Mark suggested bring a FWF committee member along to the monthly FWAC meeting so we can further learn about each other's roles and projects.

FOLLOW UP ON PUBLIC HEARING ON FY 2017 BUDGET PROPOSAL:

Mark stated that all of FWAC's proposed capital budget projects were approved by TC. He read an email from Jessica Sullivan dated May 16, 2016 which stated that "some councilors, myself included, wanted assurance that the Town Council will have further opportunity to weigh in on the amphitheater and other items on the FWAC budget priority list."

The amphitheater project will be the focus of FWAC in the coming months. FWAC will need to prepare the plan for TC vote by tightening up the amphitheater proposal, float the concept of the project out to the public with Cape Courier articles and Town website information, and hold a FWAC public forum(s) specifically on the amphitheater project to gather feedback and input. There may also be opportunity to add a couple of survey questions to the town's survey to Cape citizens which the TC plans to put together within the next year. After all the leg work is completed, FWAC will then formally present the amphitheater project to the TC at a future workshop.

CONSIDERATION OF TENNIS/PICKLEBALL AD HOC COMMITTEE RECOMMENDATIONS:

Joe reviewed with the FWAC committee the recommendations listed below. FWAC members felt that the recommendations sounded reasonable. The following recommendation would be made to the Town Council for a short-term solution

- The lower courts at Fort Williams will be reserved primarily for tennis M/W/F until 11 am.
- The lower courts at Fort Williams will be reserved primarily for pickleball Tu/Th until 11 am
- That signage will be added to the courts to convey the above expectations
- That when the lower courts get repainted this summer that the pickleball lines be placed on the tennis court with such a color to help minimize confusion (see USTA suggestion of similar color to court only shaded)

In addition, the following is being suggested as a long-term solution.

- Rehab the existing basketball court near the upper tennis court. This would mean enlarging the fence area around both courts and creating a new tennis court in place of the old basketball court and lining the new court for pickleball.

This would in essence create 4 multi-use courts (4 tennis, 8 pickleball).

Joe motioned to endorse all the recommendations put forth within the Tennis/Pickleball Meeting minutes 4/27/16. Chris seconded, and approved 6-0.

OTHER BUSINESS NOT ON AGENDA:

Dick Gilbane is very interested in preserving Goddard Mansion. Bob Malley asked Dick to put together a formal proposal for Goddard Mansion, once Dick has a project clearly defined.

CITIZEN OPPORTUNITY FOR COMMENT OF ITEMS NOT ON THE AGENDA:

None.

ADJOURNMENT:

Next FWAC meeting is Thursday June 16th at 7:00pm.

Chris motioned to adjourn at 8:50pm. Steve seconded. Approved 6-0.

Respectively submitted,
Suzanne McGinn
FWAC Secretary

DRAFT