

Town of Harpswell
Mitchell Field Committee Meeting
April 4, 2016

Attendees: Jane Covey, Don Miskill, Scott Sheffer, Michael McCabe and Sandra Allen (via phone).

Also present: Ellie Multer, Mark Eyerman and Jim Hays.

A quorum WAS NOT present. The meeting was called to order at 5:32 PM.

Note: Committee members not physically present at the meeting cannot be counted for quorum or for votes on motions.

Meeting Minutes: The March 7, 2016 meeting minutes were not approved. There was one correction.

Old Business: Action Items (not listed in any specific priority order)

- **Action Work List:** Tel-Com Conduit Repairs, pour concrete slabs on which to set granite benches, remove dead tree at entrance copse, repair trail ruts, asphalt road repairs, till and smooth lower meadow so it is usable as a grass playing area, remove remaining fence barb wire, burn or remove invasive plants debris at concrete pad, replace 5 2x4 posts on beach access trail, install 5 4x4 posts on new beach access trail, move barb wire from concrete pad, and Sentry Building Refurbishment.
- **Action item: Bluff Area Work Plan.**
- **Action item: Trim Oak trees at entrance and improve visibility of the entrance.**
- **Action item: Develop and implement invasive species mitigation and removal plan.**
- **Action item: Develop a strategic plan to upgrade and maintain the open meadows.**
- **Action Item: Mitchell Field Waterfront 2016 Work Plan:** Pier Demolition, Waterfront Circulation Plan, Replacement Pier, Marine Business District Infrastructure, Stormwater Management Improvements, Boat Launch and Submerged Land Lease.

New Business:

- **Committee Membership Change** – David Chipman has resigned. We now have eight members.
- **Recap of Town Meeting:**
 - There were no discussions on any of our warrant articles and all four articles were approved.
 - There were two articles water tower related on the warrant and there was discussion in conjunction with the town-drafted article. That article was approved. Subsequently, the citizens' petition water tower warrant article was passed over.
 - Ellie complimented the committee and town staff members on the work they had done this past year to research the issues involving the pier and boat launch, develop our recommendations, inform the public, and facilitate the passage of all four articles without discussion.
 - Jane and Mike thanked everyone and highlighted specific folks for their work over the past year.
- **Developing 2016 MF Committee Goals:**
 - Jane reviewed the *Mitchell Field Committee Goals – April 2016* (see handouts). Discussing each section, taking comments and recommended changes.
 - Scott and Mike asked to be included on the HIPP (see later discussion) emails.
 - Ellie reminded us to check with Terry before we do the cleanup and visual improvements in case they have other plans for areas we might want to address.
 - Added a section on Recreation Initiatives at the field.
 - Did not vote on the goals, no quorum.

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• **Planner's Input:**

- Mark has been working with Kristi to develop a plan of attack for work related to our waterfront recommendation. The *Mitchell Field Waterfront 2016 Work Plan* (see handouts) has seven components: Pier Demolition, Waterfront Circulation Plan, Replacement Pier, Marine Business District Infrastructure, Stormwater Management Improvements, Boat Launch and Submerged Land Lease. Each component has background information, a task list and the personnel responsible for those tasks.
- With \$202,000 committed to Mitchell Field projects this year, Kristi and Mark want to make sure we are getting the most bang for our bucks and move all of the components forward to completion so that we are ready for the next town meeting with actual project recommendations.
- There had been discussions with Casco Bay Ferry Lines about possibly coming to Mitchell Field. Jane will take over that issue from Dave Chipman. It could be consideration for the type of replacement pier we might want to install and dictate water depth requirements.
- The Deluca-Hoffman Infrastructure study gives us a good starting point but needs further study and cost updates for potable water usage and sewage treatment based on current proposals, HCA Propeller Project, Harpswell Neck Library and increased recreational use.
- Mark and Don were at the field today looking at the storm water runoff & management issue. It affects the HCA proposal.
- Mark also included a component to look at the waterfront parking issue. Having all three of the previously mentioned proposals reach maturity could create parking and traffic flow problems at the waterfront. We must address them early in the process, and it may dictate some different locations for some of the projects. Don spoke about the parking issue and some possible alternatives to the current proposed siting of projects. Ellie reminded the committee about the town ordinance governing allowable impermeable surface area.
- All work and proposed installations in water beyond the low water line require Bureau of Submerged Lands approval. The causeway, breasting pier and dolphins are considered permanent land. However, the approach pier needs a state lease.
- Ellie indicated that they are still in talks with HCA and final determinations have not been made on the elements of their proposal as it relates to the admin building and management of the areas they are asking to use.
- Scott spoke about the Winter Island Park Recreation area in Salem MA as a possible referral for reutilization of a former military base on the water. While not exactly like MF, it does have some similarities. He will send us the link.
- Mike asked about target completion dates for the components. Mark is holding off until the BoS makes some decisions related to the HCA proposal. Should have dates by our next meeting.
- The RFP has been released for the pump house removal project. It has its own timeline and the RFP calls for a completion date not later than Nov 2016. There was some concern about the work impacting use of the waterfront. The RFP contains some work hour restrictions, and most of the work will be just beyond the approach pier access gate so impact should be minimal.
- The BoS worked on establishment of the Water Tower Task Force last Thursday. It will operate as a separate entity. Ellie will be on the TF.
- One item which came up at the public forum and we forgot to mention at the last meeting was the issue about sand buildup along the south side of the causeway due to tidal action. Mark and knows the individual and Barney has worked on similar issue before.
- The *Mitchell Field Waterfront 2016 Work Plan* replaces the Pier & Boat Launch Action Plan.
- Did not vote on the *Mitchell Field Waterfront 2016 Work Plan*, no quorum.

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- **Casco Bay Ferry** – See third element under Planner’s Input above
- **Harpswell Invasive Plants Partnership** – HIPP is a joint committee comprised of representatives from the Town of Harpswell, Harpswell Heritage Land Trust and the Harpswell Garden Club. They are working to help identify invasive plants in Harpswell, develop removal, eradication and control protocols for invasive plants in Harpswell, and educate the general public on how to control invasive plants on their own properties.
 - Jane and Don are representing MF at the partnership meetings. There are representatives from the other partnership members, the Conservation commission recreation committee, and Don has briefed Ken Oehmig from Town Lands who will see if they have some representatives for the partnership.
 - HIPP members surveyed several roadside areas in various parts of Harpswell, Mitchell Field, Houghton-Graves, Macintosh Lot and Johnson Field last year, recorded their observations on the state web site and are now developing some test site removal and control plans for the selected properties. On MF, we will work on Autumn Olive. It’s easy to find along the roadside at the field and will make a good test case.
 - Mike indicated that Chuck Perow, Transfer Station Director, has developed a plan for disposal of invasive plants. They will be bagged and removed. They don’t do controlled burns.
 - Burning the field in spring helps keeps the invasive plants at bay in the meadows. We need to schedule the burn before the birds begin nesting.
 - Simultaneously, the committee is developing a facebook page and potentially a web site as the central location for information that Harpswell citizens can go to for information. The web site requires funding and that is also being researched.
 - Finally, they are developing an education program to get the word out using the various media outlets we have available here in town.
- **Invasive Species** –MF is a test site. The field was surveyed and the results recorded. Looking at a remediation plan for removal and disposal. Would also look at burning any cuttings that are pulled up vice disposal at the Town Transfer Station.
- **Spring-Summer Work Plans:**
 - As part of **Earth Day (April 22)**, **Goodall Landscaping** is volunteering some pro bono time here in town. Jane and Don will be meeting with them to redo the entrance road garden just outside the gate. That is where the kiosk will be erected later this spring. Jane also hopes to get some Bowdoin College students as part of their Spring Community Service Program.
 - Don and Mike will remove the old wood from around the admin building.
 - The contractor who checks the wells for MDEP placed the Red Flags found on the field. They mark spots where wells were removed or new wells are going to be installed.
 - We are going to paint the wood sealing the old windows to match the red brick.
 - Don will meet with Rob Bryan to look at the erosion spots on the bluff for re-vegetation ideas to help stem the loss of soil.
 - Don will be working on the *Action Work List* under old business.
- **Action items** The *Pier Disposition and Boat Launch Public Information Action Item* will be changed to the *Mitchell Field Waterfront 2016 Work Plan*. This is the document Mark Eyerman presented tonight.

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Handouts:

- Jane Covey memo, *Mitchell Field Committee Goals – April 2016*, dated April 4, 2016
- Mark Eyerman memo, *Mitchell Field Waterfront 2016 Work Plan* dated April 1, 2016

Next Meeting:

- MFC meeting on May 2, 2016 at 5:30 PM at the Town Office
- MFC meeting on June 6, 2016 at 5:30 PM at the Town Office
- MFC meeting on July 11, 2016 at 5:30 PM at the Town Office

The MFIC Meeting adjourned at 6:52 PM

Respectfully submitted,
Don Miskill, Secretary