

Town of Harpswell  
Mitchell Field Committee Meeting  
May 2, 2016

**Attendees:** Jane Covey, Don Miskill, Scott Sheffer, and Nancy Sohl.

Also present: Mark Eyerman.

**A quorum WAS NOT present. The meeting was called to order at 5:33 PM.**

**Meeting Minutes:** The March 7, 2016 and April 4, 2016 meeting minutes were not approved.

**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:**

- **2016 MF Committee Goals:**
  - Need a section on Recreation Initiatives at the field.
  - Did not vote on the goals, no quorum.
- **Planner's Update:**
  - **HCA Propeller Project** - BoS is in negotiations with HCA to develop the Memorandum of Understanding to establish the overarching protocols for their negotiations to use areas of Mitchell Field for their Propeller Project initiative.
  - **Water Tower Task Force** – First meeting last Tuesday. Primarily organizational. Ellie is chair with four additional members and two alternates. Marguerite Kelly and Mark are looking for an independent engineering consultant who is not associated with a company that builds and/or repairs water towers. They also want to talk directly with the inspector who wrote the reports we already have. The person who presented the report was just a company rep.
  - **MidCoast Comprehensive Economic Development Strategy (CEDS)** sets out regional priorities and local projects that should be considered for funding by the Economic Development Administration (EDA). Not essential to be on the list but it does help. No guarantees. Town submitted infrastructure improvements request for \$800 - \$900K. This is not planning money. CDB grants are planning money for assessments and reports.
  - **Small Harbors Improvement Program (SHIP) Grant** – Submitting a grant request to address two areas of our recommendations: developing a preliminary design for a replacement pier, and preparing a site improvement plan for the area around the Admin Building to address traffic circulation and parking. This is planning money. Mark notes that should we not receive a grant, the work can be done by the committee, the planner and our consultants - Barney Baker and Gorrill-Palmer. See his memo for the draft work plan with specific committee assigned tasks.

Town of Harpswell  
Mitchell Field Committee Meeting  
May 2, 2016

- **Coastal Communities Grant** - Long shot for planning money. Small amount of state funds to help cover costs of taking needed infrastructure upgrades to the next level. Gorrill-Palmer is developing a work plan and cost estimates for sewage disposal system to service the Admin Building and the MB Zone, address Stormwater drainage issues and access road upgrades.
- The Propeller Project adds importance to our grant requests. Focus this year is on the planning needed to move our recommendations forward and develop current cost estimates. Applications are due in by May 12. All three grant programs are very competitive. Results by June.
- Barney and Mark are working on the artificial reef issue.
- Mark found the diagram of the MF Sub-surface Plan that shows catch basins and underground conduits for storm water runoff. It gives us a starting point to work on this problem.
- **Pump House Removal Contract** – Five companies attended the site visit. Four submitted bids that were opened on April 27. Town meeting approved the request for \$150,000 to remove the debris. The four bids were for \$371,200 - \$207,240 - \$197,000 and \$73,000. Kristi is having Barney Baker review the low bid to make sure it meets all the requirements of our RFP before final acceptance.
- **Casco Bay Ferry at MF** – There had been discussions with Casco Bay Ferry Lines about possibly coming to Mitchell Field. Jane took over that issue from Dave Chipman. Met with three reps from the CBF last Wednesday at MF. They would only come on special charters: planned event, concert or wedding. No real draw. Big boat – slower trip, less \$, Small Boat – quicker trip, More \$.
- **Water Tower Update** – See second paragraph under Planner’s Update.
- **Invasive Species** – MF is a test site.
  - Met with Rob Bryan last Wednesday. Walked the field to develop a base plan addressing Autumn Olive. He also looked at the bluff eroded areas. We will cut the trees back and mark them with paint. When the certified applicator comes, we will cut the trunks down low, apply the herbicide and spray the trunk a different color to know which ones we’ve treated.
  - Scott asked if there are areas that need immediate attention. Jane feels the lower meadow is far more invaded than the upper one. Scott talked about using some non-invasive and passive controls such as pigs. He will do some more research and get back to the committee.
  - Will plan a work date to begin cutting the trees back and marking them.
- **HCA Forest Inventory Growth (FIG) Project** – They have requested to use a small plot in the woods to inventory and monitor tree growth and other natural features. Don is meeting with them next week. They have a request before the BoS in writing for approval.
- **Front Entrance Garden Area** – Goodall came and cleared the plot. It looks very nice. They did leave the Autumn Olive, as the trees are quite large. We can address their removal separately. They seeded the area, however, the perennials should regrow. Still need to clear along the fence line. Other question is what native species do we want to plant there?
- **HHLT Family Outing Request** – Group use request for overnight family camping event in August. Don is working with Julia McLeod and recommends they use the grass area around the bandstand so that they do not block the waterfront area from other users. Parking will be on the concrete pad. They are also requesting to have a bonfire if they do it on the beach below the high tide line.
- **Spring-Summer Work Plans:**
  - Don will be taking down the dead tree in the copse near the front entrance.
  - The replacement posts for the two beach access trails are ready to install. Checking rope size.
  - Jane is having HCA build some additional picnic tables to be used at the community garden and up by the front entrance.
  - Don is going to check the tables already at the field for structural integrity in preparation for the summer crowd and the Tailgate & Recreate Event on July 16.

Town of Harpswell  
Mitchell Field Committee Meeting  
May 2, 2016

- Don will meet with Gina to look at her catalogs and select some picnic table and chair samples that we might present to possible donors for installation at the field.
- Terri Sawyer has email Handy Harley to address two issues at the Small Boat Basin (SBB). First, a request to install two posts and a handrail for people using the stairs from the causeway down to the SBB. Second, to install a stronger cover over the floor notch that someone could fall into. It was used to attach a ramp down to a float.
- **Community Garden** – Requests for plots is above last year and that will decrease the community plot size for food donated to MCHPP. Having sufficient water to make it through the entire growing season has become a significant issue. We need to be able to store more water and develop a drip irrigation system to use what resource we have to our best advantage. May need a deeper well. Considering applying for a Senter Fund grant ( $\leq$  \$20,000). Scott recommended that Jane talk with B&B Water owner about possible recommendations.
- **Action items** – No other changes.
- **September MF Meeting Date Change** – First Monday is Labor Day. We'll meet Monday, Sep 12.

**Handouts:**

- *Bid Opening for Pump House Removal*, dated April 27, 2016
- Mark Eyerman memo, *Planner's Update* dated April 1, 2016
- Terri Sawyer email, Friday, April 29, 2016 at 10:50 AM, *MF Stairs Railing & Hole*.
- *Mitchell Field Committee Goals – April 2016* (Draft)
- *AVGAS & JET FUEL Storage Facilities Sub-Surface Plan – Area 1* dated 7 Aug 1952

**Next Meeting:**

- 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
- MFC meeting on August 1, 2016 at 5:30 PM at the Town Office

**The MFIC Meeting adjourned at 6:55 PM**

Respectfully submitted,  
Don Miskill, Secretary