

Town of Harpswell
Mitchell Field Committee Meeting
June 6, 2016

Attendees: Jane Covey, Don Miskill, Nate Wildes, and Michael McCabe.

Also present: Mark Eyerman and Ellie Multer.

A quorum was present. The meeting was called to order at 5:30 p.m.

Meeting Minutes: The March 7, 2016, April 4, 2016 and May 2, 2016 meeting minutes were all approved as written [4-0-0, 4-0-0, 4-0-0].

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, install 5 4x4 posts on new beach access trail, 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:

- **Rob Roark Celebration of Life – July 31 at 3:00 p.m.** Don is coordinating with Mary Ann. Jane spoke with Kristi about accepting donations for memorial gifts in Rob's name.
- **2016 MF Committee Goals -** Added a Recreation section: Tailgate & Recreate event, replace picnic tables, and placing the swimmer's float. Committee approved the revised goals [4-0-0].
- **Planner's Update:** (see memo)
 - **Artificial Reef** – Evaluating the habitat benefits for marine life as a reason to construct the reef.
 - **Small Harbors Improvement Program (SHIP) Grant** – Submitted 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. 50% matching requirement. We have been approved. Paperwork review this week with a 7-10 day turnaround. Can count in-kind services.
 - **Replacement Pier Facility Study** – Revised the scope of this project and dropped one component. Would aim for a grant application next year for construction of a replacement pier. Coastal Communities Program - \$90K maximum, 25% match. We should look for a bigger match, possibly MDOT or Coastal Zones money. We need to talk about this at the July meeting. Specifically, what are our needs? How big should it be? And, what population are we serving? The committee should aim for a public workshop in September.
 - **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). Town submitted infrastructure improvements request for \$800 - \$900K. CDB grants are planning money for assessments and reports. Will discuss this some more at July meeting.

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- **Infrastructure Planning** – Looking at the area around the Admin Building, traffic flow, parking and drainage. Estimate \$18-19K, \$10K for concept development, \$9K for design RFP.
- **Sewage disposal** costs will be based on estimated volumes generated. Under 2K gallons – septic field. Over 2K gallons would require an engineered system. More involved and requires permitting. The DeLuca-Hoffman report recommended a wet well system which would include pumping it up onto the bluff above the admin building. Estimates use 15 gallons/person/day. So the system size would be a function of onsite populations. Can build a phased system that can be expanded if required.
- **Pump House Removal Contract** –Barney Baker’s review validated the Plock Marine bid and has forwarded a contract. August 1 target date to start. Remaining money will be used for other capital improvements.
- **Water Tower Update** – Town is using Steve Cox of Maine Water Company.
 - Age of the water tower is going to play the most important role in deciding what to do. It is 60+ years old; the average is 50 – 100. It’s possible that development of the business zone is 3 years off. If so, how do we make it safe for 3-5 yrs?
 - Utility Services has done two inspections and both say the tower is structurally sound. Task Force has to now get up-to-date cost estimates for required work.
 - BoS are concerned about trespassing opportunities and associated safety concerns. Need a lockable gate and remove the lower portion of the access ladder.
 - Some suggest that the tower will be needed to provide potable water for the business zone. This was never an entering argument. The DeLuca-Hoffman Report suggested an alternate design. That it would be cheaper to drill a well if MDEP restrictions are lifted.
- **Invasive Species** – MF is a test site. NE Grassroots Environmental Fund can help with certifications for herbicide application. Looking at wildflower initiatives to take their place and allowing beekeeping at the gardens to help the plants pollinate. Scott was looking at alternatives to cutting them down and pulling the roots, goats can be used to eat them.
- **Community Garden:**
 - All 25 plots are rented out.
 - We do not have a student intern. Possibly using a Camp Counselor or HHLT for 8 hrs. /week.
 - Have produced 25#’s for the food pantry.
 - Having enough water from the well to make it through the summer is turning out to be the critical factor for the garden’s success. The current well is too shallow and will run dry in low-rain years. Would like to get feedback from the well tests to see if we can drill a deep well. Don will touch base with the rep and get back to Jane.
- **HCA Forest Inventory Growth (FIG) Project** – The BoS approved their request. Don met with them and they selected a spot in the woods that will not attract attention and allow them to monitor the site over 4-5 years. They marked a center point and will study an area with a 50 ft. radius circle.
- **Summer Recreation Events:**
 - **Tailgate and Recreate Event – July 16, 10 am – 2:00 pm**
 - **HHLT Overnight Campout – August pending BoS approval**
- **Kiosk Update** – The rules sign is at Carrot signs for execution. Will schedule an installation date once it’s done.
- **Spring-Summer Work Plans:**
 - Thanks to Mike for his help removing all the barbwire from the concrete pad.
 - Thanks to Dave Chipman for his help putting in the replacement posts on the beach access trail.

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- Jane said that Byron Malcolm is working with HCA students building picnic tables. Don will touch base with him to see about fixing or replacing the existing tables which are deteriorating and may be unsafe.
- Don met 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.
- **Action items** – No other changes.
- **July MF Meeting** – Monday, July 11, 2016
- **September MF Meeting** – Monday, September 12, 2016.
- **Recruiting new committee members** – We need to find replacements as we have lost two members.

Handouts:

- *Mitchell Field Committee Goals – April 2016* (Draft)
- Mark Eyerman memo, *Planner's Update* dated June 3, 2016

Next Meeting:

- MFC meeting on July 11, 2016 at 5:30 p.m. at the Town Office
- MFC meeting on August 1, 2016 at 5:30 p.m. at the Town Office
- MFC meeting on September 12, 2016 at 5:30 p.m. at the Town Office

The MFIC Meeting adjourned at 6:48 p.m.

Respectfully submitted,
Don Miskill, Secretary