

Town of Harpswell
Mitchell Field Committee Meeting
August 1, 2016

Attendees: Jane Covey, Don Miskill, Nancy Sohl, Sandra Allen and Michael McCabe.

Also present: None.

A quorum was present. The meeting was called to order at 5:25 p.m.

Meeting Minutes: The July 11, 2016 meeting minutes were approved as written [5-0-0]

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: Install Kiosk at front entrance.**
- **Action item: MF Committee hold public workshop in September about artificial reef.**
- **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:

- **Planner's Update:**
 - **Small Harbors Improvement Program (SHIP) Grant** – The paperwork has been received so we can begin work.
 - **Artificial Reef** – Mark forwarded a draft scope of services for evaluating the habitat benefits for marine life as a reason to construct the reef. The MF public workshop may have to be delayed until Oct.
 - **Replacement Pier Facility Study** – We had 15 surveys completed at the Tailgate & Recreate event. The survey is going to be up on the town web site using Survey Monkey. There will also be a note in the Town's Tax Bulletin going out shortly. Jane presented a draft article for the
Action item: Article for September *Harpswell Anchor* asking people to take the survey.
 - **Strategic Plan for 2017** – Mark recommends the committee develop a strategic plan for 2017 and later years so that we can support a budget submission due this fall.
- **Rob Roark Celebration** – Absolutely fantastic event. Somewhere over 130 people in attendance. No rain. Plenty of food, good music and old cars. Thanks to Nancy for helping coordinate the food.
- **Memorial Bench** – People donated ~\$780 for the bench which costs \$748. There will be some additional expense for the plaque, concrete and bolts. Our thanks to Mike for his work to get this set up. The plaque will be a 3 x 5 brass plate with the following inscription [subject to approval by Mary Ann Roark] "In Memory of Rob Roark (dates) whose vision, leadership and service live on in this place."

Town of Harpswell
Mitchell Field Committee Meeting
August 1, 2016

- **Water Tower Update** – Nothing new to pass along.
- **Tailgate and Recreate Event** – We had a wonderful day. Beautiful weather, great crowd. This was our [Recreation Committee] shakedown cruise. It gave us a chance to pull everything together and evaluate the mechanics of pulling off the event. We are gathering post-event comments and are thinking about doing it the same weekend as the Hiking Challenge. We will be able to take advantage of the full force advertising campaign that we have in place for the hikers. Thanks to everyone for their help. To Mike and Nancy for manning the MF table and gathering the surveys.
- **Bowdoin Common Good Day – Saturday, Sept 17, 1 – 4:00 pm.** We will have two teams: one for the Community Garden and one to continue removing the barbwire from the south side fence.
- **Summer Activity Monitors** – The need for monitors during peak summer months was discussed. The committee feels that the BoS need to clarify whom the monitors report to. Currently, the land stewards report to Town Lands, there is a Cedar Beach Monitor. And, we are now talking about monitors at MF. Do they report to MFC, Recreation or TL? Jane will forward a separate note to Terri and Kristi for clarification.

Action item: Memo for Town Administrator to clarify reporting structure for MF monitors.

- **Summer Recreation Events - HHLT Overnight Campout – August 6 – 7.**
- **Community Garden** – Working with Environmental Solutions in Yarmouth for better irrigation water availability.

Action item: Memo for Town Administrator asking MDEP for permission to drill a deep well.

- **Kiosk** – Don will get with Dave Brooks to set a date for getting it installed at the field.
- **2016 MF Committee Goals** – Still moving forward in all areas. Jane asked that we defer the creation of an off-street parking area at the community garden. Need to deplete the wood chip pile first and the number of cars there at any one time is minimal.
- **Solar Power Project** – At the last meeting we approved a recommendation to site the proposed project in the upper meadow. Additional guidance was received from Kristi, specifically, “Selectmen are seeking any and all feedback from the Mitchell Field Committee on the concept of a solar array at Mitchell Field. Committee feedback does not need to be limited to location only. My sense is that the Selectmen would be reluctant to move forward and seek proposals for a solar array at Mitchell Field if the MFC was not supportive of one being located there. The Committee should feel free to weigh in on whether the proposed use fits within the existing Master Plan. The Committee's feedback could also include whether the Master Plan should or should not be amended to allow this type of use.”
With that in mind, the committee reopened discussion of the project.
 - Its purpose is to generate an equivalent amount of power to what the town uses for all its municipal needs. The company would cover costs to build the field and sell the power back to the town at or below commercial power costs. After seven years, the town can purchase the array at 40% of the construction costs.
 - The committee does not feel that the proposed solar array project fits within the scope of the existing Mitchell Field Master Plan and that a separate town meeting approval process is required to amend the MF Master Plan to allow use of the meadows for solar panel arrays to be installed.
 - Is there a community energy plan? What role does the Town’s Energy Committee play in this process?
 - How much space is actually required for the array? Is there an expansion plan?
 - Could it be located on top of the generator building? There’s longer exposure time to the sun.

Town of Harpswell
Mitchell Field Committee Meeting
August 1, 2016

- What are the economic numbers for this project? Is it viable?
- What kind of maintenance is required to operate the array? What are the maintenance costs and who pays them?
- Since the fields do support bird habitats, do we need an environmental impact study?
- How do we control plant and tree growth in the field area? Does this mean we cannot do controlled burns to help control invasive plants?
- **Mitchell Field Strategic Plan** – The committee will begin working on a strategic plan to support future budget requests. Jane would like to have it finished by November. Areas for inclusion:
 - Capital Improvements
 - Parking plan
 - Traffic pattern and road improvements
 - Buildings.
 - Interior Cleanups and assessments
 - Roof repairs
 - Outside cleanups, repairs and maintenance [painting, etc.]
 - Recommended use, modification or demolition
 - Recreational amenities
 - Comprehensive recreation plan for the entire field
 - Mooring field?
 - Field entrance upgrade
 - Sentry building use
 - House wells utilization
 - Picnic tables, benches and possible shade structures [bluff area]
 - Satellite office requirements
 - Storage facilities
 - Bluff Area
 - Opening the area up
 - Erosion control
 - Fencing
 - Development for recreation use
 - Grooming the meadows
 - Ecological management plan for the field
 - Beach area improvements [cleanup, floats, etc.]
- **Invasive Species** – Mike McCabe is hoping to be certified this month. Work party scheduled for September 10, 9 – 2 noon. Will check with HHLT for equipment to focus on physical removal. Application of herbicides requires a Master certified overseer and a certified applicator can work under that person. Dave Chipman has proposed removal of the knapweed. Don will touch base with him for a date. Does vinegar and water work? We will do an article for the Harpswell Anchor about this project.
- **Spring-Summer Work Plans** – Clearing the perimeter road edges and removing the dead tree.
- **Action items** – No other changes.
- **September MF Meeting** – Monday, September 12, 2016. We will canvas the committee about an additional meeting in September.
- **Committee Membership** - Nancy Sohl submitted letter of resignation effective September 30, 2016. Jane is asking all committee members to canvas the community for new members. We will put up a volunteer request on the web page.

Town of Harpswell
Mitchell Field Committee Meeting
August 1, 2016

Handouts:

- Mitchell Field Map showing possible locations for the Solar Panel sites
- Draft wording for *Mitchell Field Recreation and Waterfront Pier Survey*
- Mark Eyerman memo, *Mitchell Field Artificial Reef Work Plan* dated July 8, 2016
- Mark Eyerman memo, *Draft Scope of Services for Mitchell Field Pier Habitat Assessment* dated July 8, 2016

Next Meeting:

- Invasive plants work party, September 10, 2016, 9 – 12:00 p.m. at the field.
- MFC meeting on September 12, 2016 at 5:30 p.m. at the Town Office
- Bowdoin Common Good Day, September 17, 2016, 1 - 4:00 p.m. at the field.
- MFC meeting on October 3, 2016 at 5:30 p.m. at the Town Office
- MFC meeting on November 7, 2016 at 5:30 p.m. at the Town Office

The MFIC Meeting adjourned at 6:47 p.m.

Respectfully submitted,
Don Miskill, Secretary