

Town of Harpswell  
Mitchell Field Committee Meeting  
December 7, 2015

**Attendees:** Jane Covey, Don Miskill, Rob Roark, Michael McCabe and Nancy Sohl.

Also present: Ellie Multer.

**A quorum was present. The meeting was called to order at 5:32 PM.**

**Meeting Minutes:** The November 16, 2015 meeting minutes were approved as written [5-0-0].

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

- **Action item: Draft front gate parking area expansion site plan.**
- **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.**

**New Business:**

- **Report Presentation to the BoS** – Meeting on Thursday, December 17, 2015 at 6:00 PM. Jane will present the Waterfront Vision document to the BoS. In the meantime, we still have a lot of work to do before that meeting and the town meeting. Mark has submitted a memo outlining the significant elements that need to be addressed by the committee and the BoS.
- **General Comments** – Rob attended the Budget Advisory Committee on Tuesday, Nov 24. He spoke about the work the committee has done, our recommendations and he answered any question they had. Don indicated that there are two budget line items that will be addressed next week, one to remove the water tower and one to remove the pump house debris and begin planning for development of the waterfront.
- Mark Eyerman memo *Mitchell Field Waterfront - Next Steps* – Mark's memo proposes ideas for the next steps to keep the waterfront project moving forward between now and the March Town Meeting. The seven paragraphs were addressed individually:
  1. **Barney Baker Assistance** – The town will need to determine if they want to do an hourly rate and how many hours that might be needed. It was suggested that once the BoS make a decision to accept our report, they would want to have a contract in place immediately thereafter.
  2. **Pump House Cleanup** – Feedback from the company that did the first debris removal contract indicates there would not be a significant cost savings to wait and consolidate this with other pier removal actions. Ellie indicated that having Barney onboard when the town meets with MDEP to discuss delaying the pump house removal. There is a 2016 budget line item to finish the pump house debris removal.
  3. **Town's Legal Cleanup Responsibility** – Ellie's not sure when they will meet. Having Barney and the town attorney there will be important. We need to know about the possibility of using fill material as a reef to reduce the cost of pier removal.

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4. **Consulting Costs and Services** - Mark is currently employed on an hourly basis as the acting town planner. He sounds confident he and Jim Hays can do some of the work to reduce consulting costs. There is a 2016 budget line item for consulting costs.
  5. **Pier Informational Package** – We will need to conduct another multi-media program to inform about the waterfront vision and our recommendations prior to the town meeting. Don brought in a draft action list that we used last January when we started this process. With some minor changes it should work again to address Mark’s recommended public information campaign: Q&Q piece, Power Point Presentation and Community TV Program. See Don’s handout for details.
  6. **Boat Launch Informational Package** – Same as paragraph 5.
  7. **Boat Launch Workshop** – Given the *Harpswell Anchor Letter to the Editor*, we need to have a workshop with BoS and other town committees [Town Lands, Conservation, Recreation and Harbor & Waterfront] to brief them on our waterfront vision and develop a strategy that addresses all the town landings.
- **Actions to move forward** – Extensive discussion about what the warrant article should say. Does it only address the money request? Do we need a separate article asking the town to approve the Waterfront Vision Plan? Recommended that everyone look at the master plan warrant article which is on the website under Government, past year warrant results. Forward any draft proposals to Jane, Don and Rob who will meet Friday, Dec 11 to develop a draft warrant article at Ellie’s request. Need to have the media package ready for the January 1, 2016 MFC meeting. Plan a workshop for January. Don will coordinate with the other committee chairs to plan a date. Do we need another meeting in December?

**Action Item: Pier Disposition and Boat Launch Public Information Action List.**

- **Harpswell Neck Library Article** – Formerly known as the Ash Point Library. Article in *The Forecaster* indicates that they are asking the BoS to use the sentry building (gatehouse) as a library location. This is the first the committee had heard about this request/proposal. They will be asking for money to make any necessary building repairs and upgrades to meet code. Ellie indicated that they must check with the Codes Office to see what needs to be done. Discussion covered the following areas: Parking, heating, weatherproofing (roof, windows and doors), plumbing and toilet facility as the porta-potty is not there in the winter, electrical and heating. The following motion was made and approved [5-0-0]:

**Motion: The Mitchell Field Committee recommends the Board of Selectmen work with the Harpswell Neck Library Association on possible use of the sentry building.**

- **Harpswell Anchor Letter to the Editor:**
  - Committee members were surprised to see the article. There was no contact with our committee about their concerns. Jane will attend the Town Lands Committee meeting on Wednesday, December 9 at 6:00 PM and discuss our recommendations and the issues raised in the article.
  - It was noted that the issue of the other town landings was raised at one of the public forums about the boat launch. At that time, it was recommended that the Town Lands Committee move forward with a plan to upgrade other town landings.
  - Lack of parking is the key detractor from using the other landings. Both major boat yards operators here in town have said they support a boat launch with adequate parking to take some pressure off of them from day users who want to launch here in Harpswell.

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- Ellie mentioned that maybe the Town Lands Committee should explore leasing property at other town landings to allow more parking.
- **Entrance Kiosk** – Dave Brooks and Don Miskill are finalizing the materials list so the purchase can be made using 2015 funds.
- **Community Garden** – Done for the summer season. Donated 1000 lbs. of vegetables to the food pantry this year. The building door hasp has been repaired, nothing was taken and it was not vandalism just material failure. Tools and power equipment have been stored for the winter. Jane wants to work on a better water storage system. This summer they ran out of water for irrigation.
- **Signs** – Mike will check with Carrot signs to make sure it is done and they bill us so we can use this year's funds as was budgeted for. We will need one additional sign with the Mitchell Field rules on it.
- **Water Tower** – We are all done. There will be a warrant article asking to remove the water tower. There have not been any proposals and Kristi has stated that a cell tower lease would require the tower company to maintain the water tower for its use.
- **Bandstand** – Bill's departure from the MF committee raised the question of whether or not we need another representative. Don stated that Gina Perow, Recreation Director, is on the Bandstand Committee and provides a recap at their meetings. He will relay any issues to the committee. We can always revisit this requirement at a later date.
- **Work Plan** – Need to replace all 5 2x4 posts along the path to the beach; they are falling down. Need to cut the top rail on the remaining bluff fence.
- **Action items:**
  - Delete north side trail stile; it's not required at this time.
  - Delete creek clearing; it has been completed.
  - Delete water tower recommendation; action complete.
  - Add Town Meeting Preparation Work.

**Handouts:**

- Mark Eyerman memo, *Mitchell Field Waterfront – Next Steps*, dated December 4, 2015.
- Draft Action Plan in support of the Mitchell Field waterfront initiative dated December 7, 2015.
- Kristi Eiane email, *Mitchell Field Follow-Up*, dated Mon, Dec 7, 2015 at 9:57 AM.
- Town of Harpswell letter to MDOT concerning *the entrance road to Mitchell Field* dated November 19, 2015.
- Harpswell Anchor Letter to the Editor, *Mitchell Field Plans*, dated December 2015.
- The Forecaster article, *Status of public library raises funding questions in Harpswell*, dated December 2, 2015

**Next Meeting:**

- Town Lands Committee meeting on December 9, 2015 at 6:00 PM at the Town Office
- Selectmen's meeting on Thursday, December 17, 2015 at 6:00 PM at the Town Office
- MFIC meeting on January 4, 2016 at 5:30 PM at the Town Office
- MFIC meeting on February 1, 2016 at 5:30 PM at the Town Office
- MFIC meeting on March 7, 2016 at 5:30 PM at the Town Office

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**The MFIC Meeting adjourned at 6:48 PM**

Respectfully submitted,  
Don Miskill, Secretary