

**Town of Harpswell
Mitchell Field Committee Meeting
February 3, 2020**

Attending: Don Miskill (Chair), Mose Price, Philip Conner, and Sharon Oehmig.

Absent: Dave Znamierowski, Spike Haible, Scott Sheffer, Paul Ciesielski and Lee Cheever.

Also present: Mark Eyerman, David Chipman, and Ned Osolin.

Quorum: A quorum WAS NOT present, meeting called to order 5:05PM

Meeting Minutes: The January 13, 2020 minutes were not available for review.

New Business:

- **MF Master Plan Update Public Information Forum:** Tuesday, February 11 at 6:00 PM. Don will do a power point presentation first then answer questions. Town will produce copies of the update for the public. Following actions are planned or have been taken:

- **TV Ad Notice**

- **Anchor Article and Public Notice Ad** in February issue

- **Notice to Times Record and Forecaster**

- **Administration Building:**

- Mark and Dave debriefed the workshop with the donor. Don spoke with Kristi about the Admin Building warrant articles.

- The donor will pay for the refurbishment of the office portion of the building, including the roof. They will not pay for the garage area refurbishment, a new well, nor a new sewage treatment system. They envision a community space to be used as the town sees fit, possibly a library. It would include restrooms and a kitchen area.

- The question before the BoS is, Does the town want to do this? It will require town funds to pay for well & septic installations and the garage roof repairs/renovation. Restrooms for instance would require access from both inside and outside the building. Manning the building when open, and cleaning the facility.

- There will need to be additional parking somewhere in the lower meadow.

- There would be a public process to decide how the building would be used. There are restrictions on uses based on current zoning – Shoreland Residential.

- Attorneys for the donor and the town are meeting to develop a warrant article for town meeting. This is a complicated question of oversight, decision-making, liability and responsibility issues not easily resolved. A key element is who controls the funds and authorizes expenditures? The donor wants control and the town does too.

- On the issue of funding, there is no money in the 2020 town budget for any work on the Admin Building. Garage roof repairs are estimated at \$25 - \$30,000. A new well estimate is \$10,000, Kristi is waiting for a septic system installation estimate. The proposed town budget is only \$3000+ below the LD 1 threshold. A funding request for 2020 would require a vote at town meeting to exceed LD 1, or the BoS would have to make cuts elsewhere in the budget.

- Just patching the holes in the garage roof and deferring the entire garage roof repair until a later year is also an option.

- Don indicated to Kristi that an Admin Building funding article should be separate from the MF operating budget article. It is for a substantial amount of money.
- The donor wants to move quickly so the work can be done in 2020. If the attorneys cannot reach agreement before the March town meeting [in the next two weeks], the next opportunity for approval would be in June when the primary votes are held. The town has public notice requirements and the warrant will be approved at the Feb 20 BoS meeting. They must have answers to a lot of questions or voter approval would be in doubt.
- Consensus was to send a memo to Kristi stating that if the town goes forward with the donor agreement warrant article then it should also go forward with a warrant article for funding to install utilities and repair the garage roof/renovation.

• **Planner's Update:**

- **Ramp & Float Project** – Barney has submitted permit applications and requested a waiver to do in-water work past the April cutoff should we need it. He is working on submerged lands lease for the R&F area to install the pilings. The state asked that the boat launch not be shown on any R&F diagrams. Once those items are complete the town can ask MDOT for authorization to go to bid.
- **Communications Tower:**
 - Town received 5 proposals and asked for additional information, four responded [1 – local, 1 – Portland Office, 2 – National Firms]. Town reviewed the responses and selected three for interviews. They will select a firm from them.
 - Three proposals were short-term (1-2 year) options based on carrier commitments to use the tower, FAA compliance approval, and environmental assessment. One asked for a 5 year option.
 - Revenues are based on percentage of lease receipts per user plus property tax on all business equipment within the site.
 - The firms have preached patience. Getting companies on the tower will take time. The coming 5G upgrades will use the power poles as it is shorter range and requires more installations along the road. Power poles are public access and do not need special permits for installations.
- **Running Tide** - Exercised option for additional 3.1 acres in MF Business District.
 - The service road location in their lease area an issue. RT would like their proposed buildings to run north-south which would cut across the road. They have two concerns: water quality and space to expand. There was a discussion about the service road during lease negotiations but nothing was contained in the lease agreement. See the MF Running Tide Lease Plat handout. Section A [blue] is their initial lease area. Section B [pink] is their option lease area. The yellow line represents a possible realignment of their lease area.
 - The question for the MF Committee is: Do we want to continue having a service road for future development: Alternate route for boat trailers to the proposed launch, additional parking for other functions? Current experience at Mere Point is that the parking lots [50 spots] are full on holidays and weekends. We need to have a future plan for trailer parking.
 - This question is part of the proposal to redraw the MFBD which would enable public use of the lower meadow southern area along the main road.

- Consensus was to send a memo to Kristi that the town should work with Running Tide on retaining the service road and realigning their area, or moving the service road to the edge of their area.
 - **Capital Reserve Funds** – Mark reminded the committee about the \$50,000 to be set aside as matching funds for the boat launch facility.
- **Chair Update:**
 - Reviewed draft 2019 MFC Annual Report
 - Reviewed the town meeting warrant articles relevant to Mitchell Field
 - Operating Budget
 - Master Plan Update Approval
 - Ramp & Float System
 - Communications tower
 - Capital Reserve Set-Aside for boat launch matching funds
 - Admin Building Renovation – if an agreement is reached by the attorneys
 - Admin Building Renovation Budget – Possible if agreement is reached.
 - There have been some concerns expressed that establishing a boat launch would increase traffic on Route 123. The road is in poor shape and increased traffic without road upgrades would make the conditions worse. What is the town going to do with the state to get the necessary work done to improve the road condition?
- **Steward update:**
 - Front gates have been replaced at minimal cost. Much easier to operate in snow.
 - One damaged traffic barrier will be repaired, building four new ones.
- **Winter Work Plan:** Nothing planned till Spring
- **Action Items:** No significant changes

Meeting adjourned 6:20 PM.

Handouts:

- Memo from D. Miskill; *Chairperson's Report*, February 2, 2020
- Memo from D. Miskill; *Steward's Update*, February 2, 2020
- Memo from Mark Eyerman; *Planner's Update*, January 31, 2020
- *Mitchell Field Action Items List*, January 24, 2020
- Draft *Mitchell Field Committee 2019 Annual Report*
- MF Running Tide Lease Plat with Option 2

Next MFC Meetings:

- Master Plan Update Public Information Workshop – Tuesday, February 11 at 6:00 PM
- Waterfront Use Workshop – Wednesday, February 12, at 1:30 PM.
- Mitchell Field Committee Meeting – March 2, 2020 at 5:00 PM
- Town Meeting – Saturday, March 14 at 9:00 AM

Respectfully submitted,
Don Miskill, Chairperson