

**Town of Harpswell
Mitchell Field Committee Meeting
December 2, 2019**

Attending: D. Miskill (Chair), M. Price, S. Sheffer, P. Ciesielski, P. Conner
Absent: L. Cheever, S. Oehmig, D. Znamierowski, S. Haible

Also present: M. Eyerman, D. Chipman, H. Norton

Quorum: quorum present, meeting called to order 5:03PM

Meeting Minutes: The November 4, 2019 minutes were approved as written [5-0-0].

New Business:

- **MF Master Plan Update:** Don submitted the draft update to the Town Administrator on Tuesday, Nov26. He will present it to the BoS on Thursday, Dec5. Following actions are planned prior to town meeting in March 2020:
 - **Public Forum** to be scheduled in consultation with Kristi.
 - **TV Presentation Q&A**
 - **Anchor Article** in March issue
- **Administration Building:**
 - Philip presented the Memorandum that he and Spike had prepared. He did ask that we wait to forward it pending some last minute editing that needed to be done. Those changes would not alter the memo in any substantial manner.
 - Helen Norton asked for an opportunity to tour the building and talk with an architect before any recommendations are made to the BoS. She would like to see if it can be refurbished and reutilized. Tour is set for Friday, December 6 at 10:30 AM for anyone who would like to attend.
 - Mark mentioned the proposed septic system design and the results of the suitability for septic up in the lower meadow that was done by Albert Frick Associates, Inc. Their report is dated January 10, 2019 and is available for review.
 - The key question concerning the reutilization of the Admin Building is, what would it be used for? Until that question is answered it doesn't make sense to spend money refurbishing the building. There are restrictions on what it can be used for based on current zoning – Shoreland Residential. If it were to be included in the MF Business District, there are restrictions on the type of business can be in there.
- **Planner's Update:**
 - **Running Tide** has exercised their option for the additional 3.1 acres in the MF Business District. They had to make that decision within one year from the date of the original lease. Mark indicated that their area would not impact our proposed initiative to redraw the shape of the MF Business District proposed in the Master Plan Update.
 - **Ramp & Float Project** – Barney presented the project designs to the BoS last Thursday. They authorized him to proceed with permit applications and completion of the final design documents. The state will release the matching funds once the recently approved bonds are sold. We want to be ready to release an RFP as soon as possible in order to get the in-water work done before the April cutoff date. Hopefully by the end of February. Don will do a Project Update article for The Anchor.

- **Communications Tower:**
 - The town received 5 proposals from reputable companies for a tower at Mitchell Field. 4 are highly reputable companies in this field, 2 have other towers in Maine and 2 are national companies. There are some costs to the town: the companies must have access to the tower at any and all hours of every day. And, the visual impact of a 199' tower
 - Revenue will be based on the number of users. Coverage would include coastal areas down towards Portland which should make it more attractive to carriers.
 - 2 proposals were short-term options based on carrier commitments to use.
 - One presented a 40 year proposal, 20/5/5/5/5
 - Estimates are \$2000 - \$3000/carrier/month plus property tax on all business equipment within the site.
- **Water Tower Area Remediation:** The project is progressing. Labbe asked for an extension of the completion date (mid-December). The BoS granted them till the end of the month since it is using 2019 funds which must be expended by the end of the year.
- **Chair Update:** memo reviewed and accepted with minimal discussion
- **Steward update:** memo reviewed and accepted with minimal discussion
- **Winter Work Plan:** Prep field for snow removal.
- **Action Items:** No changes

Meeting adjourned 5:45 PM.

Handouts:

- Memo from D. Miskill; *Chairperson's Report*, November 30, 2019
- Memo from D. Miskill; *Steward's Update*, November 30, 2019
- Memo from Mark Eyerman; *Planner's Update*, November 27, 2019
- *Mitchell Field Action Items List*, December 1, 2019
- Memo to MF Committee; *Administration Building at Mitchell Field*, November 30, 2019
- Lincoln/Haney Engineering Associates, Inc. Memo; *Structural Evaluation of Naval Facility Building [Admin Building]*, March 17, 2015
- G&E Roofing Memo; *Mitchell Field Admin Building Roof Assessment, Repair Recommendations and Cost Estimate*, November 26, 2018
- Bob Gaudreau email; *Estimate on roof*, [November 2019]
- Baker Design Consultants Memo; *Mitchell Field Town Landing Project 18-58 Ramp & Float Design Basis*, November 18, 2019
- Baker Design Consultants Blueprints; *Mitchell Field Town Landing Project 18-58 Ramp & Float Design for BoS Meeting*, November 21, 2019
- Baker Design Consultants Memo; *Mitchell Field Town Landing Project 18-58 Ramp & Float Project Budget*, November 18, 2019

Next MFC Meeting: January 6, 2020 at 5:00 PM

Respectfully submitted,
Don Miskill, Chairperson