

Town of Harpswell  
Mitchell Field Committee Meeting  
January 7, 2019

**Attendees:** Jane Covey, Don Miskill, Sharon Oehmig, Mose Price, Karin Blake, Philip Conner, Spike Haible, Lee Cheever, Paul Ciesielski and Dave Znamierowski.

Also present: Dave Chipman, Brent Dudley, Dan Huber, John Monaghan (All three members of the Energy & Technology Committee), and Nick Sampson (Revision Energy).

**A quorum was present. The meeting was called to order at 6:05 PM.**

**Meeting Minutes:** The December 3, 2018 minutes were not approved.

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

- **Action Work List** – See addendum page following the minutes
- **Action item: Trim Oak trees at entrance and improve visibility of the entrance.**
- **Action item: Develop a Natural Resources Management Plan for the entire property.**
- **Action item: Bluff Stabilization and Beach Erosion Mitigation Plan**
- **Action Item: Mitchell Field Waterfront Vision Plan:** Replacement Pier, boat launch, and Stormwater Management Improvements.

**NOTE: The Mitchell Field Master Plan Update (MF MPU) Working Group is moving to the third Thursday of the month at 5:00 PM.**

**New Business:**

**Note:** This was a joint meeting with members of the Energy & Technology Committee to hear a presentation by Nick Sampson of Revision Energy for a proposed solar panel installation at Mitchell Field. The presentation was the only item addressed on the agenda due to time constraints.

- **Revision Energy** - A copy of the presentation and accompanying handouts are available electronically. Key points:
  - Overview – Intro to Revision, Solar in Maine, MF design, financing, and system examples.
  - Needs 3-phase power
  - Panels are 3' to 12' high with ~25-year life span. ½ % per year degradation in power production.
  - Current law – must be sited in town. 10 users max for town energy replacement. Limits financing options.
  - Power Purchase Agreement (PPA) no install cost, flat for two years. After 5 years town can purchase the install outright.
  - Concerns – Maintenance and warrantee (5 years). Town can purchase extended warrantees and service agreements.
  - Insurance – Can it be a rider on town's policy?
  - Security – 7' fence around install or metal mesh on back of the panels.
  - Grass maintenance – need to mow and/or keep grass down around the panels.
  - Education – Revision does onsite visits and/or signage about solar and the install.
- **Master Plan Update Working Group Changes** – Tabled. See handout.
- **Waterfront Vision Next Steps** – Tabled.
- **Administration Building** – Tabled.
- **Chair's Update** – See handout.
- **Planner's Update** – See handout.

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- **Steward's Update** – See handout.
- **Winter Work Plan** – See Steward's Update.
- **Action Items Update** – Updated December 22, 2018.

**The MFC Meeting adjourned at 7:37 PM.**

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**The MF MPU working group meeting began at 5:00 PM.**

**Attendees:** Jane Covey, Don Miskill, Sharon Oehmig, Mose Price, Karin Blake, Philip Conner, Spike Haible, and Dave Znamierowski.

Also present: David Chipman and Jim Hayes.

- **MF MP Update Process Changes**

- Process is moving too slowly.
- Need to make changes in order to meet end of year deadline, as follows.
  - Change meeting date/time – Third Thursday of Month at 5:00 PM.
  - Trim membership
  - Draft report by September 2019
- How do we arrive at a decision on an issue – vote or consensus?
- Consensus allows decisions without formal votes since everything will be presented to the full committee for votes. If anyone wants them, specific comments can be part of the minutes.

- **Vendor Requesting 5-year lease**

- Impacts proposal for relocation of the entrance and current MP Housing area.
- Two-year lease with renewal options. Keeps our flexibility.
- Does this need town meeting approval?
- Town Lands Involvement?

- **Housing Issue:**

- Identify the area under consideration for location.
- Establish general parameters for housing.
- Conduct focus groups for input and comment
- Anchor article to generate interest.
- Still consider moving the entrance for better sight lines. Two options – closer to the fire station and on the other side of the fire station.
- Leave as is for the moment, we need to move to other issues.
- How does it integrate with the Comprehensive Plan?
- Concerned about concentration/distribution of the housing.
- Research and report back on existing projects - Vinalhaven and Yarmouth Housing Projects

- **Solar Field**

- Could proposed plot area be considered as some of the business zone acreage?
- They proposed the lower meadow but we already have a lot of ideas for the lower meadow. They may preclude that option.
- Housing ideas and a solar farm in the upper meadow. Workshop comments were concerned about clutter, open space and conservation not just plugging something in everywhere.

- **Business District:**

- Need to address physical layout of the of the business district to accommodate other uses of the lower meadow, specifically overflow parking and/or a possible new public building?
- Should be done sooner to preclude another business eliminating our options.

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- **Large MF area maps** – Ask Mark. Satellite view preferred to aid discussions.

**The MF MPU working group adjourned at 5:58 PM.**

**Handouts:**

- Mark Eyerman Memo *Planner's Update* dated January 3, 2019
- Jane Covey Memo *Mitchell Field Committee Chairperson's Update* dated January 3, 2019
- Don Miskill Memo *Mitchell Field Steward's Update* dated January 3, 2019
- Jane Covey memo *Changes to the MF Master Plan Update Process* dated December 21, 2018
- Jane Covey memo *Proposed MF Committee Goals for 2019* dated December 31, 2018
- Reformatted *MF Action Items List* dated December 22, 2018
- *MF Concrete Pad Parking Proposal* dated January 7, 2019 (sent via email)
- Revision Energy Background (Sent via email)
- Revision Energy MF Solar Power Site & Summary (Sent via email)
- Revision Energy Presentation (Sent via email)

**Next MF Committee Meeting:**

- MFC meeting on Monday, February 4<sup>th</sup>, 2019 at 5:00 PM at the Town Office
- MFC meeting on Monday, March 4<sup>th</sup>, 2019 at 5:00 PM at the Town Office
- MFC meeting on Monday, April 1<sup>st</sup>, 2019 at 6:15 PM at the Town Office

**Next MF Master Plan Update Working Group Meeting:**

- MF MPU WG meeting on Thursday, January 17<sup>th</sup>, 2019 at 5:00 PM at the Town Office
- MF MPU WG meeting on Thursday, February 21<sup>st</sup>, 2019 at 5:00 PM at the Town Office
- MF MPU WG meeting on Thursday, March 21<sup>st</sup>, 2019 at 5:00 PM at the Town Office

Respectfully submitted,  
Don Miskill, Secretary

**Attachments:** (1) Mitchell Field Action Items List – Updated December 22, 2018

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**Mitchell Field Action Items List – Updated December 22, 2018**

**Buildings and other infrastructure**

- Remove wires and take down poles at water tower, sediment building and admin building
- Evaluate the Pump House behind the fire station – usable or demo
- Sentry building refurbishment
- Paint roof trim on buildings – Admin, Sentry
- Paint generator building windows
- Remove the two buildings in the water tower compound
- Close up air intake on south end of Generator building
- Clean out Admin Building

**Roads, Fences and Debris**

- Remove wire rope along the south perimeter road (flagged and staked)
- Remove dead tree at entrance copse
- Remove designated fence poles along the bluff
- Fell and buck hazard trees in the forest
- Remove remaining fence barb wire
- Finish crack sealing on main road (road commissioner)
- Move fishing traps from old road area near garden shed to the Admin Garage
- Move crab traps from Sentry building to Admin Garage.

**Signage, Traffic, Trails, Parking**

- Realign beach area sign post. Add another NO LIFEGUARD sign.
- Repair trail ruts
- Paint parking road stripes – In the spring
- Set up traffic counter – In the spring
- Develop mid-range plan for parking

**Waterfront/Recreation**

- Complete Town Dock and Boat Launch project
- Till and smooth lower meadow so it is usable as a grass playing area
- Install (5) 4x4 posts on new beach access trail
- Install Roark bench

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**Natural Resource/Invasive Plant Management**

- Spring field burn
- Spring Invasive Plant Workday
- Fall Invasive Plant Workday
- Spring Entry-way Weeding/Bed Cleanup- Mulch
- Consult with RT on Fence planting (encourage native)
- Assess Lower Meadow Wetland Status

**Other**

- Repair (2) water well casings in former housing area. Install locking caps.
- Pour concrete slabs on which to set granite benches
- Remove pipe stub on north side of causeway road just past old DogPot pole – after pier demo
- Tel-Com Conduit Repairs – after pier demo

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