

Town of Harpswell  
Mitchell Field Committee Meeting  
January 11, 2021

**Attendees:** Spike Haible, Don Miskill, Sharon Oehmig, Mose Price, David Znamierowski, Philip Conner, Bob Yanders, Katherine Goodrich and Lee Cheever.

Also present: Mark Eyerman and David Chipman.

**Meeting conducted remotely on Zoom.**

**A quorum was present. The meeting was called to order at 5:30 PM.**

**Meeting Minutes:** The December 7, 2020 minutes were approved as written [9-0-0].

**New Business:**

• **Admin Building Update:**

- Mark reviewed the CDBG [Community Development Block Grant] application. It allows the Town to hire someone who will facilitate a public information and feedback program to identify potential uses for the Admin Building. Talking to community and government entities to gather facts & data about possible uses. Goal would be to provide the MFC, TA and BOS with a test that says if you have a good quality building are there governmental and private uses for it. This is considered important before the town moves forward with the donor to rehabilitate the building. The BoS must approve the proposed uses in consultation with the donor.
- To review, the donor will renovate the office portion of the building from the outside walls in but not the garage area. The Town must pay for a new water well, new septic system, and additional parking. The interior layout is unknown until we know what the potential uses are.
- Determining cost estimates for the project is not part of the CDBG public information process.
- It's important that Town have input into how the benefactor's contractor does the renovations since the town ends up with the building when the project is finished.
- Question – Does this mean it would become part of the MFMBD? Dave C. said no it does not.
- Question – Is the building worth restoring versus a new building? This has been a continuing question. The CDBG process should help us answer the question.
- Question – Would the benefactor mind if the outside of the building was changed? Don't know the answer. There might be some low cost options such as more windows, sloped roof or other changes to improve the look of the building.
- This is an important step before we begin any renovations. The question to the MFC, BoS and the Town is, what uses can the building support, government and public? And, does it make sense for the town to invest money in this building?
- Question – Is there anything we need to do to the building to preclude further deterioration while the fact-finding process occurs? Not really. We have made some roof repairs to stem the leaks but it's a brick building and should be okay.
- The timeline for the process has not been finalized, but would probably take most of 2021.

• **Redraw of the MF Business Zone - RT Lease Option Update:**

- RT has elected to exercise their option for the ~3.2 additional acres in the MFMBD, however, they have not finalized any plans for the area. Kristi will be drafting a lease agreement for the BoS to approve in the next month or two. The lease amount is TBD.
- Their primary concern is to keep the excellent water quality. They do not want to see anything happen at the site that will impact it.

- They did not have any concerns about use of the service road for other initiatives. The committee wants to move forward with a proposed realignment of the MFMBD.
- **Combined Boat Launch – Town Dock Project:**
  - Mark reviewed where we are in the process. The state has agreed to a higher match since we are combining the two projects. However, the stub pier must be part of the project base bid in order to meet their criteria for it to be a joint project which will improve water access.
  - Question – What is the real grant amount? The maximum grant for any project is \$250,000. We applied for \$160,000 for the town dock project, and \$195,000 for the boat launch project. When the state agreed that we could combine the projects, they also said we would not get any additional funds so we have \$355,000 for the combined project. They are letting us rearrange the money to build parts of both projects since there is not enough money to build both projects in their entirety. There is another program for boating improvement grants but it is capped at \$125,000 – 150,000 with the state covering 75% of the cost; that was insufficient for our needs
  - Question – If we do this project, do we have to get back in line to get additional funds to finish the town dock project? Yes, we have to start the process again but we might be able to move the projects ahead for a boating improvement grant. For an additional SHIP grant, we would get back in line again, first come-first serve. We would also need to go back to the town for additional matching funds.
  - What do we have to do at this point to move the combined project forward? The BoS has tasked Barney Baker to redo the designs for the combined project and develop new estimates. That will let us know if we can even do the combined project. The committee reaffirmed their desire that we move forward. Should the cost estimates indicate that we cannot do both then the boat launch project should be first priority.
- **Alcohol Policy Change Review** – The committee reviewed the draft change to the alcohol policy on Town Property. Don reviewed the MFC memo from last April to the Town Administrator with our proposed change recommendations. Committee supports the draft: a memo will be sent to that effect.
- **Canine Task Force Rule Changes** – The BoS has approved the new rules recommended by the Canine Task Force. Don will meet with Gina to finalize the signs and brochures about the new rules.
- **Chair’s Update** – See handout.
- **Steward’s Update** – See handout; final report for 2020. Next report in the Spring.
- **Planner’s Update** – See first four new business items; see handout for CDBG Grant application.
- **Chair Election** – Deleted. Spike was elected at the last meeting.
- **Winter Work Plan** – Nothing until the Spring.
- **Action Items Update** – No changes.

**The meeting adjourned at 6:36 PM.**

**Handouts:**

- D. Miskill memo; *Chairperson’s Report*, January 5, 2021
- D. Miskill memo; *Steward’s Update*, January 5, 2021
- M. Eyerman memo; *Planner’s Update*, January 6, 2021
- *Mitchell Field Action Items List*, January 4, 2020
- CDBG Grant Application, *Feasibility Analysis for the Reuse of the Administration Building at Mitchell Field*, January 8, 2021

- Kristi Eiane memo, *Draft Alcohol Policy on Town Properties*, December 23, 2020
- MF Waterfront Working Group memo, *Mitchell Field Alcohol Policy Change Recommendations*, April 20, 2020
- *Project 18-58 Mitchell Field C-1 Site Plan* showing the Proposed Replacement Town Dock and Boat Launch, January 2020

**Next MF Committee Meeting:**

- MFC meeting on Monday, February 1<sup>st</sup>, 2021 at 5:00 PM via Zoom
- MFC meeting on Monday, March 1<sup>st</sup>, 2021 at 5:00 PM via Zoom
- MFC meeting on Monday, April 5<sup>th</sup>, 2021 at 5:00 PM via Zoom

Respectfully submitted,  
Don Miskill, Secretary