

Town of Harpswell  
Mitchell Field Committee Meeting  
November 1, 2021

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

Also present: Mark Eyerman and David Chipman.

**A quorum was present. The meeting was called to order at 5:00 PM.**

**Meeting Minutes:** The October 4, 2021 minutes were approved as written [8-0-0].

**New Business:**

• **Blue Sky Tower:**

- Waiting for AT&T to begin their work. No word on AT&T's timeline to be operational.
- AT&T pays BST to be on the tower. Each new carrier pays the town a one-time \$35,000 fee which goes into the MF Capital Reserve account. BST pays the town a monthly lease payment of \$22,200 with a 3% annual increase which goes in the general fund..

• **Running Tide Lease:**

- Lease amendment was approved by the BoS, awaiting RT approval of the amendment.
- Annual rent will be \$58,960 with a 3% annual increase. Rent goes to the general fund.
- Question about original lease payment. Was low because they were investing all the money to renovate and upgrade the garage building prior to occupation and use which the town retains.
- The additional lease area will have a new building which must comply with the MFMBD Zoning requirements in Site Plan Review Ordinance and be approved by the Planning Board.
- They also pay property and business equipment taxes, as does Blue Sky Tower.

• **Integrated Town Landing:**

- BoS approved the revised grant agreements from MaineDOT and have returned them.
- Kickoff meeting with MeDOT in two weeks to review their procedures for executing the project, and getting the grant money payments. This is a locally administered project. After that, we get the green light to move ahead, spend money and engage engineering services.
- Hope to do our final planning and design work over this winter. Town will decide when to release an RFP based on construction cost climate. New project completion date is Sept. 2024.

• **Proposed MF Operating Budget for 2022:**

- You have copies of the 2022 proposed operating budget, and the memo that accompanied it with our request for Special Project Funds to repair/replace the Admin Building garage roof. Terri has asked us to take a formal vote in the budget and special project request. Town Lands will also take the same vote next week at their meeting.
- The roof repair request is supported by the Town Lands and Recreation Committees. The roof estimate will have to be updated to have a number for the town budget warrant article.
- Question – Can we take down part of the building and retain the garage portion. Yes we can.
- Comment – Yes, a hazardous material building assessment will come at a later in the process.
- **Motion** before the committee was approved (8-0-0).

**To approve the proposed 2022 MF Operating Budget in the amount of \$29,500, and the Special Project Funds request to repair/replace the Admin Building Garage Roof.**

- **Upper Meadow Nature Trail** – Walking the field tomorrow at 10:00 AM. Get a sense of drainage and low points in the meadow as we work to select a trail route.

- **MF Survey Sub-Committee:** Had an October meeting, you have the minutes.
- **Admin Building:**
  - Need to figure out a process timeline for the entire building once we have the survey results.
  - Can we get a wooden spool for the swimmers' area floating line? Dave will check.
  - Can we use AB for storage. Not at this time unless we get a Hazmat assessment and cleanup.
- **MF Marine Business District Redraw** – RT must sign the lease amendment. They will be involved in our redraw of the MFMBD.
- **Waterfront Plan** – (ME) We need to think about additional parking and what level of improvement we would want. Can refer to Dec 2015 Waterfront Improvement Memo for ideas.
- **MF Information and Policy Manual** – Winter Work.
- **Goals and Action Items List** – Come with the agenda. Propose to review them every three months.
- **Steward's Update** – See handout.
- **Work Plan** – Will send out emails.
- **Goals and Action Items Update** – See changes.

**The meeting adjourned at 5:36 PM.**

**Handouts: (All handouts are available electronically)**

- MFC Chair memo, *Chairperson Update*, October 27, 2021
- M. Eyerman memo, *Planner's Update*, October 29, 2021
- MF Steward memo, *Steward's Update*, October 27, 2021
- *Mitchell Field Goals and Action Items List*, October 29, 2021
- Revised Proposed 2022 Mitchell Field Operating Budget, October 19, 2021
- MFC Chair memo, *Mitchell Field 2022 Budge Request*, October 19, 2021
- Mitchell Field Survey Sub-committee meeting minutes, October 4, 2021

**Next MF Committee Meeting:**

- MFC meeting on Monday, December 6<sup>th</sup>, 2021 at 5:00 PM
- MFC meeting on Monday, January 3<sup>rd</sup>, 2022 at 5:00 PM
- MFC meeting on Monday, February 1<sup>st</sup>, 2022 at 5:00 PM

Respectfully submitted,  
Don Miskill, Secretary