

Town of Harpswell  
Recreation Committee - SPECIAL MEETING  
Meeting Minutes  
January 13, 2020, 7:00pm

**Members in Attendance:** Tony Barrett, David Brooks, Tom Carr, Gail Federico, Don Miskill, Susan Rich, Jeanie Rubio, Rick Rumba

**Also in Attendance:** Gina Perow, Recreation Director and Kayla Matthews, Programs Assistant

**A quorum of Committee Members was present when the meeting was called to order at 7:05pm.**

Meeting Minutes: The DRAFT minutes for the November 04, 2019 Committee meeting were accepted and approved as written. The approved FINAL November 04, 2019 Committee meeting minutes will be forwarded to the Committee.

New Business for Special Meeting:

- 1) **RTP Grant:** Tony and Gina reported that the Town received a formal letter that our RTP grant application for the Cliff Trail accessibility improvements project (submitted in September) was approved in full for up to \$50,000 (with at least 20% in matching funds). The purpose of this Special Meeting is to:
  - a) Assure that the Committee is committed to accepting the Grant and carrying out the Plan; and
  - b) If so, to plan and strategize our next steps in order to assure an organized and timely response.
- 2) **Commitment for a Hardened, Accessible Trail:** Tony handed out a revised copy of the Vision Statement for the Cliff Trail improvement project (attached). Tony asked the Committee members to review the Vision Statement to be sure that all were in agreement with the concept of and general plan for the trail improvements. After some minor discussion, the Committee all agreed that the plan should go forward as written, and signified their commitment by signing the Vision Statement, which will be given to the Board of Selectmen.
- 3) **Contractor:** The next topic of discussion was choosing a general contractor for the project. Tony reminded us that while there may be several contractors in the State that may be interested in bidding on the project, that the Maine Conservation Corps (MCC) was the organization that we contracted with to provide the trail assessment, improvement plan & cost estimates. MCC is a non-profit organization that we already know is interested in the project; we've had good experience using them to make improvements to the Giant Stairs Trail in the past; and they have indicated that they are willing to work with us to find cost savings measures through volunteer work and materials donations, etc. In addition, it was noted that the Request for Proposal (RFP) process can be very long and tedious; and that time is of the essence. After some discussion, the Recreation Committee agreed that due to their non-profit status, their involvement with the project plan, their past performance at Giant Stairs, and their willingness to work to find cost savings; it would be in the Town's best interest to offer the Contract to MCC sole source if possible - rather than go through the RFP process.  
***Tony agreed to contact MCC to be sure they are still willing and able to complete the project this year; and Gina agreed to approach the Board of Selectmen to see if they are in agreement with issuing a Sole Source Contract to MCC for these reasons.***
- 4) **Budget:** Tony handed out copies of the proposed budget for the project (attached). Tony explained that the current project cost was estimated to be \$99,890. He suggested that it may be wise to add in an approximate 10% contingency for any unexpected changes that may arise, bringing the total budget to approximately \$110,000. Of that amount, we have a commitment of \$50,000 in RTP grant funds; as well as (up to) \$20,000 from the Recreation Special Revenue Fund (carryover); and we will be asking for \$19,000 from the Town Land Acquisition and Improvements account at the March Town Meeting. In addition, the budget includes approximately \$11,000 in in-kind support in the form of donated labor and materials; leaving an unmet balance of approximately \$10,000 which we hope to cover through a fundraising campaign (discussed below).
- 5) **Donation of Materials and Services:** Tony next handed out copies of a proposed draft donations plan (attached). In addition to cash donations we will be requesting donated equipment, services, labor and materials. ***Gina will work on setting up a spreadsheet in which Committee Members can input suggestions for those we could contact for such donations.***

- 6) **Donation of Housing for MCC Crew Members:** If we contract with MCC for the Cliff Trail Project, they will require housing for six people for up to 4 months. In warm weather months, a camping site with privacy would suffice. There is also a requirement that shower facilities be provided. ***Gina will work on setting up a spreadsheet in which Committee Members can input suggestions for those we could contact for such donations.***
- 7) **Fundraising:** The plan calls for the Recreation Committee to start a fundraising campaign with the goal of raising \$10,000 in support of the Trail Improvement Project. The fundraising campaign will use a "Patron" model in which we will seek 10 "Patrons" who will commit to providing matching funds to encourage other donations. The Town will establish a "Cliff Trail" account to which donations can be made. There will be a Public Kickoff at the March 14 Town Meeting with a table with information and a statement in the Town Report. Tony also asked each Committee Member to start thinking of potential residents that we can contact as potential "Patrons".
- 8) **Permits:** There are still a few questions about whether or not permits will be required to conduct the trail rehabilitation work since some of the trail is located in areas considered wetlands and shoreland protection areas. ***Tony will follow up with the Maine DEP and Tim Clark, the new Town Code Enforcement officer.***
- 9) **Town Meeting:** As mentioned earlier, we would like to have an information table set up at the March 14 Town Meeting to publicize and promote the Project and begin seeking Patrons/donations. ***Tony and Gina agreed to get the materials ready in time for the meeting, and Jeannie agreed that she could staff the table and hand out information.***
- 10) **Other Business:** Don provided a quick update on Mitchell Field. Among many activities, there are several parties interested in leasing space for a cell tower, Running Tide is looking to expand their operations within the Business Zone, and an RFP will be going out soon for the new Ramp and Float System, with the goal of getting the pilings installed prior to May 2020.

Next Scheduled Meetings: April 06, 2020 @ 7:00pm and May 04, 2020@ 7:00pm at the Town Office

The meeting was adjourned at 8:45pm

Respectfully submitted,  
Rick Rumba, Secretary