

2021 PLANNING GRANT APPLICATION

TOWN OF HARPSWELL

Feasibility Analysis for the Reuse of the Administration Building at Mitchell Field

CHECKLIST

SUBMIT COMPLETED CHECKLIST WITH APPLICATION

Please submit each section of the application, including this checklist:

- A. Planning Application Cover Page, limit 1 page**
- B. Planning Application Narrative Questions, limit 3 pages plus pictures**
- C. Budget: Revenues and Expenditures, limit 1 page**
Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative
- D. Demonstration of Endorsement by Elected Officials**
- E. Multi-community Additional Questions & Signature Page**

Required documents for non-profit organizations:

- Verification of 501(c)3 or other designated status, limit 1 page**
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- Most Recent Agency Operating Budget Summary, limit 1 page**
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**

Mark Eyerman, Town Planner

1/8/20

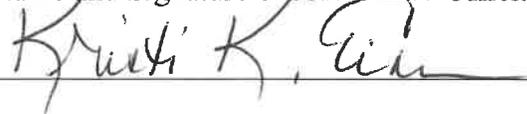
Checklist Completed By

Date:

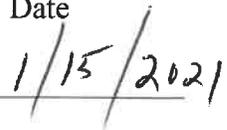
2021 PLANNING COVER PAGE

Application Type	<input checked="" type="checkbox"/> Planning Application		
Lead Town/City/ Agency	Town of Harpswell		
Project Name	Feasibility Analysis for the Reuse of the Administration Building at Mitchell Field		
Mailing Address	P.O. Box 39 Harpswell, ME 04079		
Project Address	Mitchell Field 1410 Harpswell Neck Road Harpswell, ME		
Authorized Official	Kristi Eiane, Town Administrator	Phone 883-5771	Email keiane@town.harpswell.me.us
Project Director	Mark Eyerman, Town Planner	Phone 883-5771	Email planner@town.harpswell.me.us
Financial Contact	Terri Sawyer, Treasurer	Phone 883-5771	tsawyer@town.harpswell.me.us
Person who completed the Application	Mark Eyerman	Phone 883-5771	Email planner@town.harpswell.me.us
Amount of CDBG Funds Requested	\$12,000	Total Project Budget \$16,200	
DUNS Number	87-693-2059	Tax ID: 01-6000193	

Name and Signature of Authorized Official



Date



PLANNING APPLICATION QUESTIONS

Respond to the narrative questions in a maximum of three pages.

1. Describe the community problem or needs you wish to address with Community Planning funds. - **35 Points.**
 - a. Describe the scope, magnitude, and severity of the problem.
 - b. Describe past efforts, if any, to address the problem.
 - c. Does the problem have specific impacts on low/moderate income households or low/moderate income neighborhoods?
 - d. Why are CDBG funds critical to the planning activity's success?

a. Almost twenty years ago the Town of Harpswell obtained ownership of the former oil storage facility that had serviced the Brunswick Naval Air Station. Prior to the transfer of the property the Navy removed the oil storage infrastructure and remediated the site. The property transferred to the Town included a deep water pier, water tower and a number of buildings on over 100 acres. The Town has worked to reuse and rehabilitate the property based on a Master Plan developed in 2007 through an extensive public process. The Town has demolished the pier at a cost of over \$3 million, removed the water tower and a number of small buildings, leased a building for use as an oyster hatchery and made other improvements to the property. In 2019 the Town updated the Mitchell Field Master Plan.

The former Administration Building (Admin Building) is located adjacent to the waterfront and public beach at the foot of the main access road. The building is currently essentially unused and is deteriorating. The roof leaks and the structure is beginning to evidence water damage. The Town has struggled with whether to renovate the building or demolish it. The Town's Mitchell Field Committee has looked at these options a number of times (see attached report). This discussion has been complicated by the lack of an identified use for the building if it is retained. The ongoing deterioration of the structure requires that the Town decide the future of the building in the near future – either invest in the building or demolish it.

b. About a year ago, a benefactor approached the Town and offered to fund and oversee the design and renovation of the portion of the building formerly used for offices. This is about 2/3s of the building. If the Town accepts the offer, the Town will be responsible for providing water supply and sewage disposal to serve the renovated building as well as providing parking for the reuse. In addition the Town will still need to address the condition of the garage portion of the structure. This offer was considered for inclusion in the March 2020 Town Meeting but was “withdrawn” due to the onset of the CoVid-19 pandemic and uncertainty as to the possible use of the building if it is renovated. The Town plans to revisit this issue in 2021 but needs good data about potential uses of the building to allow the Town to make an informed decision about the future of the property and the needed investment in the structure.

The future of the Admin Building including the benefactor's offer has been publically discussed/debated for a number of years without resolution. The Mitchell Field Committee had a subcommittee prepare a report on the options but the subcommittee could not reach a recommendation. The Update of the Mitchell Field Master Plan adopted in 2019 after public

discussion includes discussion of this dilemma but again highlighted the need to identify potential uses for the building if it is retained and improved.

c. Mitchell Field plays a unique role in the Harpswell community. While the town has 231 miles of coastline, very little of this is available to the public. Property owners along the shoreline have access to the ocean but access for people who live in the interior of Harpswell Neck and the islands is extremely limited. Mitchell Field provides over 100 acres of open space with over a half mile of ocean frontage (including a tidal beach) that is available to all residents of the community. The renovation and reuse of the Admin Building could further contribute to the use of the property by the broader community including low/moderate income households.

d. Harpswell's taxpayers have invested heavily in Mitchell Field in recent years including borrowing over \$3 million to remove the deteriorated Navy pier. Town Meeting paid for the removal of the water tower and has funded a reserve account for waterfront improvements but a recent bid demonstrated that cost escalation has made this reserve inadequate to complete the projects as planned. So while a decision on the future of the Admin Building is needed and needed soon, outside funding such as a CDBG Planning Grant is necessary to move this effort forward given current budgetary constraints.

2. What is the strategy to complete the planning project? - **30 points**

- a. Describe the planning tasks to be undertaken
- b. Outline the project's schedule
- c. Are community partnerships established and engaged in the project?

a. The proposed feasibility analysis is designed to identify and evaluate potential uses of the renovated Administration Building to aid in determining if the Town should partner with the benefactor in the renovation and re-use of the building. The feasibility study will involve a comprehensive public process to assess potential reuse opportunities in three primary areas that reflect the current shoreland zoning of the building:

- Possible government uses including the Town, school district and charter school, as well as county, state and regional organizations including facilities to support other uses at Mitchell Field
- Community organizations and uses including non-profit groups
- Commercial fishing related uses including aquaculture

The Towns intends to hire a consultant to carry out an analysis of the feasibility of the reuse of the renovated building. We anticipate that the approach to the analysis will include the following components although the final scope of work will be developed with input from the selected consultant:

- Task 1 – Evaluate the potential space needs of Town departments and committees, regional school district and charter school as county, state and regional organizations and the potential for the Admin Building to meet these needs through one-on-one interviews.

- Task 2 – Identify community organizations and uses including non-profit groups in the Greater Brunswick/MidCoast area and assess their interest in use of the Admin Building through focused interviews.
- Task 3 – Work with organizations such as the Maine Coast Fishermen’s Alliance and the Holbrook Foundation to assess possible commercial fishing and aquaculture-related uses of the facility
- Task 4 – Undertake a public solicitation of expressions of interest in the reuse of the Admin Building if it is renovated
- Task 5 – Conduct an online survey of Harpswell residents to ascertain their interest in and support for the renovation and reuse of the Admin Building including ideas for the possible use of the building
- Task 6 – Conduct a community workshop to review and discuss the preliminary findings of the analysis
- Task 7 – Prepare a brief report summarizing the finding of the analysis

b. Assuming that the Town receives approval and funding for the project around July 1, 2021 we anticipate that it will take approximately two months to bring a consultant on board. We expect that the analysis will be completed by end of 2021 thereby allowing the findings to guide recommendations by the Mitchell Field Committee and Board of Selectmen to the 2022 Town Meeting.

c. The Mitchell Field Committee has been active in overseeing the use and management of Mitchell Field for around 15 years. They have established relationships with community groups and have worked with the Maine Coast Fishermen’s Alliance on other projects involving the use of Mitchell Field.

3. Convey your community’s readiness to proceed. – **30 points**

- a. How has the project been conveyed to community residents?
- b. Are matching funds available for the project?
- c. Are staff and/or consultants available to complete the project?

a. Planning for the use and reuse is an ongoing effort of the Town overseen by the Mitchell Field Committee. The Committee has an active outreach program to obtain citizen input in the use and reuse of the property. In addition a number of other Town committees are involved with the management of Mitchell Field including the Recreation Committee (swimming beach), Harbor and Waterfront (moorings and access), and Town Lands (overall oversight of Town-owned property). The proposed scope of work for this project envisions additional outreach to targeted groups/organizations as well as the general public. In anticipation of the 2020 Town Meeting and possible consideration of the benefactor’s offer, the Mitchell Field Committee held

workshops, developed information handouts and prepared an article for publication in the Harpswell Anchor a monthly newspaper distributed to every household.

b. The Town will adopt its 2021 budget at the 2021 Town Meeting in June of 2021 (delayed by pandemic considerations). Matching funds will be available from the Mitchell Field account and/or the planning account.

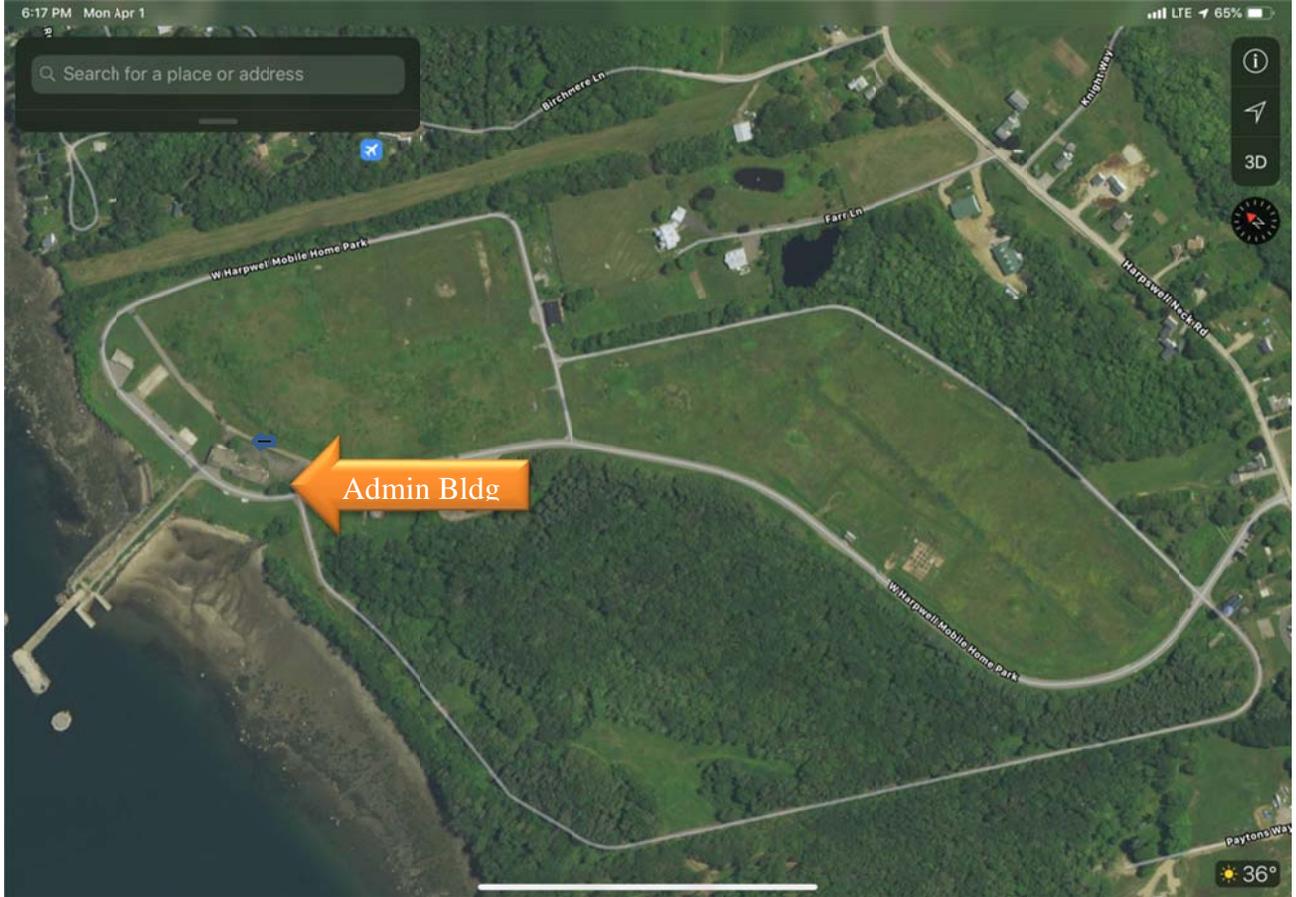
c. The Town Planner provides ongoing staff support to the Mitchell Field Committee and will be responsible for the day-to-day oversight of the project. The planner has provided this sort of project management for the pier demolition contract, water tower removal contract, building demolition projects, pending SHIP Grants for waterfront improvements and other investments in the property. The Deputy Town Administrator/Treasurer is experienced in the final management of CDBG grants. She has recently provided the financial management for the Cundy's Harbor Library project and the Orr's-Baileys Fire Station project. The Town envisions hiring an experienced consultant to carry-out much of the data gathering and analysis.

4. Budget for project. Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix I)*.

Although the project budget is not scored, the application will not be accepted without a completed budget.

The Administration Building at Mitchell Field Town of Harpswell, Maine

Mitchell Field Aerial View Prior to Pier Removal



Front View from the Water Side



Rear View



Sample of Deterioration



APPENDIX I: BUDGET

*A completed budget must be submitted with the application

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request	12,000	12,000
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
Local Funds	3,000	3,000
Private Funds (Grants, Fundraising, etc., please list)		
a.		
b.		
In Kind Services	1,200	1,200
TOTAL PROGRAM or PROJECT REVENUE		16,200

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Advertising/procurement fees		200	200
Contractor fees	12,000	2,000	14,000
Other, please specify			
a. On-line survey		1,000	1,000
b. Community workshop		1,000	1,000
c.			
d.			
TOTAL PROGRAM or PROJECT EXPENSES			16,200
Admin Expenditures for CDBG Program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Direct Admin Expenditures		330	330
Indirect Admin Expenditures			