

1. Call to Order / Attendance

Chair Patten called the meeting to order at 6:01 PM.

Members present: Steve Lawrence, Niles Pinkham, John McCollett, Vice Chair Bryan Bush, and Chair Charles Patten.

Members absent: Scott Mason and Alan Johnston

2. Pledge of Allegiance

3. Agenda Amendments and Adoption- Item 8 c will be postponed until September. **The agenda was approved as amended.**

4. Acceptance of Previous Minutes: 7/6/2023

Page 3, line 37: add "The applicant asked the Board to consider postponing the application until next month."

The Board approved the minutes as amended.

5. Harbormaster Report and Budget Report

The Harbormaster gave a summary of his monthly report, expenses and revenues for fiscal year 2024. The Board asked several questions and discussion ensued briefly.

FY 2024 YTD Expenses					
OBJECT	ACCT DESCRIPTION	FY 2024 BUDGET	FY 2024 EXPENSES	FY 2024 REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	66,390.00	5,280.50	61,109.50	7.95
64020	PART TIME SALARIES	33,442.00	3,951.83	29,490.17	11.82
65010	POSTAGE	250.00	0.00	250.00	0.00
65020	TELEPHONE & INTERNET	2,600.00	111.85	2,488.15	4.30
65200	ELECTRICITY	2,016.00	0.00	2,016.00	0.00
65220	WATER	525.00	0.00	525.00	0.00
65240	DUMPSTERS/TRASH REMOVAL	1,800.00	155.72	1,644.28	8.65
65305	BOAT EQUIPMENT MAINTENANCE	5,000.00	159.64	4,840.36	3.19
65310	VEHICLE MAINTENANCE	3,500.00	0.00	3,500.00	0.00
65311	GAS, GREASE, & OIL	5,500.00	523.30	4,976.70	9.51
65462	RIGGING	14,000.00	2,139.45	11,860.55	15.28
65463	SANITATION	2,500.00	320.00	2,180.00	12.80
65470	PROFESSIONAL DEVELOPMENT	1,500.00	0.00	1,500.00	0.00
65480	OTHER PROFESSIONAL/CONTRACTED	2,500.00	3,094.36	-594.36	123.77
65500	MAIN BLDG/GROUNDS WHARVES/HAI	4,500.00	751.32	3,748.68	16.70
65521	UNIFORMS	2,000.00	0.00	2,000.00	0.00
66010	OFFICE SUPPLIES	300.00	0.00	300.00	0.00
66030	OTHER SUPPLIES	2,000.00	12.19	1,987.81	0.61
66040	JANITORIAL SUPPLIES & SERVICES	500.00	0.00	500.00	0.00
TOTAL		150,823.00	16,500.16	134,322.84	10.94%

FY 2024 YTD Revenue					
OBJECT	ACCT DESCRIPTION	FY 2024 BUDGET	FY 2024 REVENUE	FY 2024 DIFFERENCE	PERCENT
43147	DINGHY FEES	-12,000.00	-711.40	-11,288.60	5.93
43148	TRANSIENT SLIP RENTAL	-16,000.00	-2,129.00	-13,871.00	13.31
43149	KPA APPLICATION FEES	-500.00	0.00	-500.00	0.00
43150	MOORING FEES	-85,000.00	-491.00	-84,509.00	0.58
43151	LAUNCH FEE	-15,000.00	-2,530.00	-12,470.00	16.87
43152	TRANSIENT MOORING	-12,000.00	-2,002.00	-9,998.00	16.68
43153	WAIT LIST FEE	-2,000.00	-24.00	-1,976.00	1.20
43156	PIER USAGE FEE	-2,600.00	0.00	-2,600.00	0.00
43159	KAYAK RACK RENTAL	-1,500.00	0.00	-1,500.00	0.00
TOTAL		-146,600.00	-7,887.40	-138,712.60	5.38%

- 6. All Items involving Town Officials or Invited Guests
- 7. Public Hearing
- 8. Piers, Wharves & Floats –

a. The Kittery Port Authority moves to approve an application from Timothy Moore, 50a Tenney Hill Rd, Kittery Point, ME 03905, to install a 10' x 24' float secured by two (2) 5,000-pound granite blocks, in the Piscataqua River's back channel.

Mr. Bush recused himself from the item.

Mr. Lawrence moved to approve the application. Seconded by Mr. Pinkham. The motion passed by roll call vote, 4-0-0.

b. The Kittery Port Authority moves to accept an application from David Hunter Rev. Trust & Jessica Hunter Rev. Trust, 50 Dion Avenue, Kittery, ME 03904 (Tax Map 23, Lot 5A) for the construction of a 4' x 80' pier, a 3' x 35' ramp, and a 10' x 20' float. Agent is Lisa Vickers, Atlantic Environmental, LLC.

Lisa Vickers presented the project to the Board.

Mr. Lawrence moved to accept the application. Seconded by Mr. Pinkham. The motion passed by roll call vote, 5-0-0.

The Board set a site walk for Monday, August 14, 2023 at 4:30 PM.

c. The Kittery Port Authority moves to accept an application from Piscataqua Youth Sailing Association & Kevin McCool, President, to install a 24' x 26' float with two (2) 12' x 24' wing floats, secured with two (2) 6,000-pound blocks, in the Piscataqua River off the shore of Fort Foster. **Postponed until 9/7/2023 per applicant request.**

9. Public Segment (Three Mins.)

10. Unfinished Business

a. Revoked Mooring Appeals: #805, and #720

Chair Patten discussed the process and Rules & Regulations for revoked mooring appeals.

Chair Patten moved to reverse the decision to revoke mooring #702 and #805. Seconded by Mr. Lawrence. The motion passed 5-0-0.

11. New Business

12. Committee and Other Reports - None

13. Communications from the Chairperson

14. Board Member Issues or Comments

Mr. Lawrence – none

Chair Patten – none

Vice Chair Bush – none

Mr. Pinkham – none

Mr. McCollett – none

15. Executive Session - None

16. Adjournment

Mr. Lawrence moved to adjourn at 6:38 P.M. Seconded by Vice Chair Bush. The motion passed 5-0-0.

Submitted by Carrie Varao, Development Staff Clerk on August 10, 2023.

Disclaimer: The following minutes constitute the author’s understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information, the minutes are not intended as a verbatim transcript of comments at the meeting, but a summary of the discussion and actions that took place. For complete details, please refer to the video of the meeting on the Town of Kittery website at <http://www.townhallstreams.com/locations/kittery-maine>.