

**PORT AUTHORITY MEETING
MINUTES OF January 3, 2008
COUNCIL CHAMBERS**

Present: Chairman Milton Hall; Members: Guy Petty, Barry Bush, and John Carson. John McCollett, Harbormaster. Members: Joan Castellano and William Bailey (arrived late), Public present. two unidentified individuals. Absent: D. Scott Mangiafico.

Chairman Hall called the meeting to order at 7:05 PM.

1. Minutes of Meeting: December 6, 2007

Chairman Hall noted the following corrections:

page one, para. 3A. replace "Jerry's wife" with "Darlene Merrill".

page two, no corrections.

page three, para. 2. replace "moves" with "move".

para. 5. replace "disappearance" "creek" with "navigational problem on the shoreline of the cove."

page four, para. #7 date change from "April 1, 2007" to "April 1, 2008" "April to June, 2007" to "April to June, 2008."

Chairman Hall moved to accept minutes of December 6, 2007, Member Petty seconded. All in favor by a voice vote 6-0, motion passed.

2. Budget Report

Chairman Hall briefly reviewed the budget, found no errors, let it stand, noting that Capital Improvement monies if not used will go back into the general fund. Discussion was held on projects to consider: new float 12 x 12 @\$27 sq ft, may have enough left over for another float, Traip float attach to piling, piling at Kittery and railings.

Chairman Hall stated Budget Report approved to let it stand with no errors, with no questions.

3. Harbor Master Segment

A. Harbor Master Boat:

Harbor Master, John McCollett reported the Harbor Master's boat is covered and stored. The battery was removed and stored in the house. Harbor Master is still looking for the lens for the trailer. The Fire Pump was damaged last Spring by a blowout and shut down, damaging the back end of the housing when it let go. The pump has not been taken apart to assess the damage. The Harbor Master, when it gets warm, will assess for repairs or if a new rig will need to be purchased. The amount to purchase a new rig is not known.

B. Pier Survey Update:

No information has been received back. Mr. Carter was advised by email that a report of the condition of the piers is needed. A major concern is the information is needed to avoid having Kittery Point Pier closed in the Spring.

C. Traip Academy Boat Ramp

Harbor Master McCollett thought the concrete foundation is too high and modification of the eye bolts is needed. Regarding the new eye bolts, already discussed: re-drilling of the concrete and putting in the eye bolts was done. The Pine Tree people reported they weren't for it; but, they could not give comment since no one called them to advise them work was being done.

D. Mooring Cards:

1. Mooring Cards and Waiting List Applications are out. Mailed cards are being returned undelivered. Examples: Mr. Cooper is known to be there, attempts have been made to contact him to verify the address. Jack Campton put down JJ Charters for application but the address is no good, but he is known to be in Eliot. Some of the addresses are good, but need to determine what is going on.

2, Mooring Waiting List applications are out: The applications asked for first, last name and serial #, and when entered, the information is filled in and printed on the renewals, saving work.

E. Commercial and Pleasure Moorings:

Harbor Master McCollett reported four moorings issued:

Commercial Moorings:

1. went to Dave Patton by Sarah Long Bridge
2. went to Dana Coyle on Spruce Creek

Pleasure Mooring:

3. went to Mark, Dana Coyle has a prepared spot up by his house

Member Petty questioned whether moorings are approved if the mooring is not accessible. Harbor Master McCollett stated he had been advised it was not his concern.

Harbor Master reported he could not authorize approval to use block by Powell if it is there. He has not proved the block with a dive.

Landings

Discussion about Bobby Carlson's complaint presented last month: Harbor Master McCollett reported the confusion had been over the location of the mooring that had been approved. Harbor Master did not give approval for an extra mooring. Harbor Master agreed he would contact Chris Tobias to advise him, he does not have an extra mooring.

End of Harbor Master's Report

Questions for Harbor Master:

Member Petty asked if a logbook recording a calendar with steps of activities could be kept to help with knowing all that the Harbor Master does. Harbor Master McCollett stated he had a logbook that was kept from January to August, 2007, then it was misplaced and since has not been located, but he will locate it.

Discussion:

Float at Traip Ramp: Harbor Master McCollett reported six floats remain tied up. Chairman Hall suggested taking the next two floats to make one decent float. Discussion regarding L shape or one long fishermen float, dinghy traffic, effect of low tide, and where to place floats. Harbor Master suggested putting new float instead of old, and he does not support a long fisherman float.

4. Marinas, Piers and Floats

A. Review/Update on Proposed Marina at 17 Badgers Island West:

Chairman Hall reported he had been informed they would not be attending meeting. They need something from the State regarding property line. Public was asked if they were here for that: no.

B. Letter, regarding Badger Island Marina, from Jeffery Salisbury, owner of the property above bait shed. Chairman Hall read the letter. As read: stated the mooring gets longer each year and affects the free and easy access to his existing float and he has concern about the purposed marina and traffic patterns. Chairman Hall announced complaint is scheduled to next meeting.

5. Public Comments and Issues: None.

6. Correspondence to/from Chairman:

A Quarterly Newsletter, Jan 11th

B. 3 applications for Piers from November, 2007 are scheduled on next week's Planning Board agenda.

C. James Austin: Chairman Hall reported he had given approval for one Pier, on farthest into cove. Chairman Hall noted this would be schedule next public hearing.

7. Harbor Master and Part Time salary for 2008-2009

Chairman Hall introduced the need to present to the Town Manager budget figures for next year's salaries. Question for clarification by Member Petty: Is this the part time salary for John McCollett or the new Harbor Master? Chairman Hall stated the figures are for the Town Manager for his budget amounts for salaries for the next year, matching other town salary increase noting Social Security went up 1.4% for cost of living. He noted 4010 and 4020 will be turned in referencing the budget workshop.

Discussion and Comments followed. Member Petty noted all that is needed now is the Capital Amount. Member Carson questioned whether the full amount would have to be spent. He recommended \$25,000 set and adjust later and part-time \$6500, then noted "We do not want to be constrained." Then, recommended \$27,000 / \$10,000. He advised good policy would have all monies to be spent by June 2009. Comment was given that the Counsel will want to know the justification for the amount. Member Castellano advised to ask for full amount, stating it is better to ask and to be told no. Member Carson stated cost cut would not be from the Harbor Master's salary, but cuts would be from other areas like the piers and buildings. Further

discussion included add duties, GPS, generate more by a raise in fees next year, 2% pay 5% raise, \$25,800 for the Harbor Master round up to \$26,000, part time \$9000.

Harbor Master McCollett's Comment: Kittery has been lucky and fortunate that some of the major work was done for free by fishermen involved in problems. But, there have been problems. Without this free work, it would cost more. Comment Member Castellano: The justification is the need to keep the harbor running, if fees make money, take that revenue to make more money.

Motion: Member Petty moved, Full time salary be \$26,000 per year and part-time salary \$9000, revenues generated from uncommitted revenue from the mooring fees. Member Carson second.

Chairman called for Questions on the Motion. Chairman Hall questioned where the \$26,000 figure came from. He stated he could not agree with that figure. What need is the base for that much more. Discussion: Members discussed mooring delineates, GPS system, four major projects: 1. Government Street, 2. Modification of the two floats to go against the pilings, 3. Floats, 4. Moorings, Issue Recognition: There may not be as much work from volunteerism, Volunteer and part-time Harbor Master until the new Harbor Master gets his feet n the ground, and the need to get more income, raise fees with restraints next year that the Authority would need to move in that direction.

Chairman Hall called for the Motion:

Motion: Member Petty moved Full time salary be \$26,000 per year and \$9,000 part-time salary per year, revenues generated from uncommitted funds from the mooring fees. Member Carson seconded. Roll Call: Guy Petty, William Bailey, Joan Castellano, John Carson, Barry Bush: Yes; Chairman Martin Hall: No. Roll Call Vote 5:1, motion carried.

8. Board Members New / Old Business:

Member Carson presented three pricing options for the ad for the Harbor Master Position in the local Portsmouth Herald newspaper. Discussion: Member Carson stated he believed legally the advertisement had to be in the newspaper. Authority reviewed and discussed the ad package options: 2. Ad would run 3 days over a weekend, display ad one seven column inches or more columns 2x4 or 2x3, cost of \$400 to \$500. 2. Shorter ad 2 column inches, covering the waterfront in newspaper, seven lines one column web costs less, option cost \$200 to \$300 with free one line ad. Member Carson stated he found the website not easy to use. 3. Five Star Option cost \$169. There is no budgeted amount for advertisement.

Consensus: Package 2 as proposed consisting of the short ad in the Portsmouth Herald newspaper running for 3 days over a weekend with a seven line ad running on line (Seacoast on line and Monster online) for seven days at the cost of \$200 to \$300. Tuition from the Law Enforcement Training would help to defer the cost.

Discussion: Authority members discussed the process on how to pay Portsmouth Herald since a Purchase Order is required or cash when placing the advertisement. The Town does not do

purchase orders. It was mentioned the paper has an account for the Town of Kittery for Public Hearings. The town account should be used for the ad. Member Carson is to check on this.

Discussion regarding Contact Person and receipt of mail-in applications and letters of interest: Member Carson volunteered to receive the phone calls. Member Carson accepted Harbor Master McCollett's offer to assist as needed.

Consensus: John Carson will place the ad per the second pricing option, using the Town of Kittery account with Portsmouth Herald. He will be the contact person for interested person. Attempt to get a community affairs article in Portsmouth Herald should be made. Other means of getting the word out might be if Kittery has a Public Relations person, article with Foster's and Posters as possible. Members expressed their belief once the word was out then word of mouth will spread the opening sufficiently.

Other Board Members Old / New Business: None

8. Adjournment:

Motion: Member Guy Petty moved to adjourn meeting, Member Carson seconded. All in favor by a voice vote 5-0, motion passed. Meeting adjourned at 7:50 PM.