

**CALL TO ORDER**

Chair Philbrook called the meeting to order at 6:00 p.m.

Board members present: Steve Lawrence, Bryan Bush, Charlie Patten, Kelly Philbrook, Mark Drummond, Mark Alesse, and Bruce Crawford

Staff Present: Scott Alessi, Harbormaster

**PLEDGE OF ALLEGIANCE**

**AGENDA AMENDMENT & ADOPTION**

None.

**MINUTES: FEBRUARY 2, 2016**

Line 37 – change “to haul the sailboat”

Line 39 – change to “float” out

Line 63 – “don’t” instead of “no dock”

Line 57 – add “we” after but

Line 182 183 – add “include liability language of the boat owner”

Line 194 – change “were” to “was”

Line 189 – change “Alessi” to “Alesse”

Line 224 – change to “by the jersey barrier” not “across the jersey barrier”

**Mr. Lawrence moved to approve the February 2, 2017 Minutes as amended.**

**Mr. Drummond seconded the motion.**

**The motion carried 7-0-0.**

**HARBORMASTER REPORT AND BUDGET REPORT**

- Harbormaster Alessi thanked the DPW for their help getting the Traip floats out. They will be put back in the first week of April.
- He has received one proposal for the assessment of Government Street Pier. He will be obtaining another.
- A meeting has been set up with Dale at Badger-Rand at Pepperrell Cove. Board members are welcome to attend.
- He will be out next week starting Tuesday at noon through Friday for harbormaster training.

**Budget Report**

- The Harbormaster reported he spent \$100 for office supplies.
- Collection of mooring fees increased 21% and wait list fees increased 20%. He also reported 60% of wait list fees are in.

Tighe & Bond is the company that submitted the assessment proposal for Government Street Pier. The other proposal will be coming from Barnes and Baker. The Harbormaster stated they are looking at assessments on what needs to be done. Chair Philbrook explained the last report was done in 2007 and gave the pier a ten-year lifespan. She further explained if CIP is approved, they will have money in the budget to address this.

**ALL ITEMS INVOLVING THE TOWN ATTORNEY, TOWN ENGINEERS, TOWN EMPLOYEES OR OTHER TOWN CONSULTANTS OR REQUESTED OFFICIALS**  
None.

**PUBLIC HEARINGS**  
None.

**PIERS, WHARVES & FLOATS**

Application for Shepard's Cove Condominium Association, 100 Shepard's Cove Road, Kittery ME 03904 to add a 58.5" x 16.8" kayak launch system to an existing pier and float system.

Chair Philbrook explained the addition is very small and is being requested to make the pier more accessible for users who are in an older age bracket. Ron Bryan, from Shepard's Cove, explained the dock will be used for non-motorized boats only – mainly kayaks. He also explained the addition would make getting in and out of the kayaks easier. The addition will not interfere with anyone else's navigation and it will rest on the sand. It will be taken out in the winter.

Chair Philbrook did not think a site walk is necessary.

**Mr. Lawrence moved to accept and approve the application for Shepard's Cove Condominium to add a 58.5" x 16.8" kayak launch system to an existing pier and float system for public hearing with no need of a site walk.**  
**Vice Chair Crawford seconded the motion.**

**The motion carried 7-0-0.**

Chair Philbrook and the Board welcomed new member, Bryan Bush.

**PUBLIC SEGMENT**

The Chair opened the public segment.

Milton Hall stated the Planning Board placed the restrictions on the kayaks at Shepard's Cove, not the KPA.

He reported the Navy Yard has put out two yellow buoys at the sound basin. A patrol boat hooked on to them and they are not in the correct location now so do not rely on them.

He asked the Harbormaster what is the Mooring Site Relocation List. The Harbormaster explained he did not know and it should be listed as the Mooring Site List not a relocation list.

Mr. Hall also informed the Board that the Planning Board member who is on the KPA Board, is so for five years. If the member wished to leave before the five years, he or she would need to resign from the Planning Board as well.

The Chair closed the public segment.

### **UNFINISHED BUSINESS**

- a. The Kittery Port Authority moves to approve revisions to the agreement between the Town of Kittery and the KPA for Harbormaster employment.

Chair Philbrook explained the Town Council made a change to add “Kittery tidal waters” in the agreement. She further explained the Council has signed the agreement and the KPA needs to reapprove tonight.

**Chair Philbrook moved to accept the revisions to the agreement between the Kittery Port Authority and the Town of Kittery for the harbormaster employment.  
Mr. Lawrence seconded the motion.**

**The motion carried 7-0-0.**

- b. Rules and Regulation Update

Chair Philbrook was pleased with the work that was done at the recent workshop. The Board was in consensus to hold another workshop on March 15<sup>th</sup> at 6:00 p.m.

- c. KPA Insurance Concerns

Mr. Patten stated there is now insurance on the Carolina skiff. He also stated he discovered directors and operators do have insurance coverage in the amount of one million dollars. He has heard back from the insurance agent that they do have coverage for the Jones Act, which was difficult to find in the policy. Mr. Patton asked if the Board would like to discuss risk management tonight. The Board was in consensus to discuss risk management at the upcoming workshop scheduled for March 15<sup>th</sup>.

- d. FNP Updates  
None.

### **NEW BUSINESS**

None.

### **COMMITTEE AND OTHER REPORTS**

- a. Communications from the Chairperson

Chair Philbrook reported she received a communication thanking them for their work from a person who was sitting in the audience at last month's meeting. He also gave recommendations, such as having a large screen TV to allow people who are in the audience to see the documents better. She gave a copy of the letter to the Town Manager.

She reminded the public the Harbormaster will not be in the building after Tuesday noon. The Harbormaster stated he will leave a bin for wait list applications outside his office.

**b. Lighting and Railing Update**

Vice Chair Crawford reported the project is very close to being finished. The old lights and light pole base will be removed soon.

Vice Chair Crawford described two issues regarding the location of the jersey barriers are. One concern is having enough room for cars to back out. Another concern is the log which has been present there for a long-time. He explained the iron bars are rusted and, if necessary, putting chains between the barrier is easy to do if the log is removed. Vice Chair Crawford will work with the Harbormaster and Public Works to have that taken care.

The Chair reported residents have noticed the lights being inconsistently on and off. The Harbormaster offered to look at the timer for the lights to make sure it is working correctly.

**c. Sign Updates**

Mr. Alesse reported he and the Harbormaster have been looking at signs and made some changes to dimensions of one. He passed out a printout of what they will look like. Chair Philbrook would like a spreadsheet listing the signs and the cost of each. Members are hoping to have the signs up before May 15<sup>th</sup>.

**BOARD MEMBER DISCUSION**

Mr. Lawrence – Thanked Mr. Holzer for his letter and would like him to come back to explain the options.

Mr. Drummond – None.

Mr. Bush – None.

Mr. Patten – None.

Mr. Alessi – Also thanked Mr. Holzer for his letter.

Vice Chair Crawford – None.

Chair Philbrook – They are continuing with the process of purchasing a boat for the Harbormaster. She stated they will need to fill out a bid proposals and the Vice Chair will work

on this with Harbormaster. After the Chair polled members, they were in consensus to proceed with the purchase of a new boat. Lawrence is in favor of trading in the current boat. Vice Chair Crawford stated the trade in can be included in the bid process.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

**Mr. Lawrence made a motion to adjourn at 6:35 p.m.**

**Mr. Alesse seconded the motion.**

**The motion carried 7-0-0.**

Submitted by Mary Mancini, Minute Recorder, on March 6, 2017.