

1. Call to Order

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

Members present: Steve Lawrence, Member; Kelly Philbrook, Chair; Charlie Patten, Member; Bryan Bush, Member; Bruce Crawford, Vice Chair; Mark Drummond, Secretary;

Staff: Scott Alessi, Harbormaster

2. Pledge of Allegiance

3. Agenda Amendments

None.

4. Minutes: December 7, 2017.

line 33 - should be \$59.09;

line 63 -should read "stainless steel torque head screws";

Line 66 - change "cam" to "came";

Line 125 - add "at" after looked;

Line 193 - change to "meets the riparian mooring requirements".

Mr. Lawrence moved to accept the December 7, 2017 Minutes as amended.

Mr. Drummond seconded the motion.

The motion carried 6-0-0.

5. Harbormaster's Report

Expenses:

- \$275 - professional development for the harbormaster training which will take place on March 7th, 8th and 9th.
- \$1,588 - other professional contracted services.

Revenues:

- \$40 - launch fees.
- \$150 - transient mooring.

- \$20 - two wait list fees.

Mr. Alessi will check with Mr. Breton regarding attending the harbormaster training with him.

Mr. Alessi reported he picked up the new no wake and channel marker buoys. He is investigating options to secure them and is looking at steel barrels. He received a recommendation of Dormor anchors, but the cost would be \$500 apiece.

Mr. Alessi explained the dock hinge pins he received quotes on are hot-dipped galvanized material and pins made of stainless steel do not exist. He would like to move forward and purchase the galvanized pins. He reported he is working on mooring permit renewals and has a third completed. Also, two moorings were relinquished and will be reissued next week.

Discussion of the style of the hinge pin system ensued. Mr. Bush expressed his concern with the style being easily pulled out by vandals. After further discussion, the Board decided to purchase the pins recommended by the Harbormaster.

6. All Items involving the town attorney, town engineers, town employees or other town consultants or requested officials.

None.

7. Public Hearing

- a. The Kittery Port Authority moves to hold a public hearing on revisions to the Rules and Regulations Section 1 - 2 Pier Use Permits, Section G Adequacy of Moorings and to make changes in Appendix A Port and Harbor Fee Schedule, Section C Pier Use Permit.

The Chair opened the public hearing. Hearing none, the Chair closed the public hearing.

The Chair passed out the recent changes in the rules and regulations and pointed out they were also posted on the website.

The Chair questioned whether residents should be exempt from the commercial vessel hauler staging permit in Section C and asked for Board input. The fee of \$45 per vessel

has been added to Appendix A. Mr. Lawrence recommended keeping the language as written due to the difficulty involved in keeping track of the information. Mr. Patten commented commercial hauler's equipment place more strain on the ramp than the personal hauler equipment and the money is needed to maintain the ramp.

Mr. Lawrence moved to accept the revisions to the Rules and Regulations Section 1 - 2 Pier Use Permits, Section G Adequacy of Moorings and to make changes in Appendix A Port and Harbor Fee Schedule, Section C Pier Use Permit. The motion was seconded by Mr. Drummond.

The motion carried 6-0-0.

8. Piers, Wharves and Floats

The application for 22 Chauncey Creek has been withdrawn. Chair Philbrook suggested the Board keep the packet in case this returns.

The Chair reported she received a call from a resident who lives at 6 Chauncey Creek Road who requested a meeting to discuss in-kind changes to his pier system. Chair Philbrook added the owner is only replacing the float, which will be entirely in-kind. She explained the difference is the old float has Styrofoam billets and the new one will have plastic tubs. The resident is also replacing two pilings that support the float. In her opinion, it is an in-kind replacement. The Board agreed to approve. She will send out a letter to the owner of their decision.

Chair Philbrook had a request for a property on Mendum Avenue. She explained Steve Riker spoke with the planning office and Town Manager about adding rip rap for stabilization. The rip rap will extend to the high-water mark and she received a request to sign off on this. After discussion, the Board requested this item be brought before them for discussion.

9. Public Segment

The Chair opened the public segment.

There being no comment, the Chair closed the public segment.

10. Unfinished Business

Chair Philbrook addressed a question from Milton Hall from the previous meeting regarding insurance. After speaking with the Town Manager, she was told officer liability insurance will now be covered by Maine Municipal Association (MMA). Their marine insurance is sublet out by MMA to the same insurance company the Board currently has, and she doesn't think there will be any savings. MMA does not have marine insurance and they are presently covered on the regular insurance.

11. New Business

Chair Philbrook brought up resident's concerns regarding managing the parking during the summer with the new restaurants and businesses at Pepperrell Pier. She is not sure what the parking plan will be. She looked into restricting parking for boat or waterfront use only. To make this change, Section 10 of the Town Code would need to be changed and she reviewed the procedures involved. Mr. Patten suggested asking the restaurant owners to add signs indicating the parking is across the street. Mr. Lawrence suggested inviting the owners of the business to the next board meeting for discussion. The Board agreed.

12. Committee and Other Reports

a. Communications from the Chairperson

b. Committee Reports

* Government Street Wharf Updates

Vice Chair Crawford reported he met with the Town Manager regarding the grant process and she is finishing up her sections of the application. She needed to wait for Council to vote on funding. The report from the consultant for temporary repairs is estimated to be \$63,000. Vice Chair Crawford believes they could do some of the temporary repairs at a third of that cost. He offered to put together bid packets which will be itemized as listed from the consultant's report. He also recommended having a boundary survey and a geological tech. perform borings into the embankment to check its condition. Vice Chair Crawford will have the pricing for these services for the next meeting. The Board agreed to have Vice Chair Crawford get quotes on surveys and geological tech services. The Harbormaster suggested having boring tests of the landing done as well. Mr. Patten asked if they could subcontract the minor repairs and if the Town would be willing to help. Vice Chair Crawford will ask. Chair Philbrook expressed her concern of beginning temporary repairs because they will not make the pier stable for more weight. Vice Chair Crawford stated his concern with safety issues on the pier and would like to start some of the repairs. Board members agreed to have Vice Chair Crawford put together a bid package itemized from the consultant's list along

with a boundary survey and geological tech. Chair Philbrook pointed out the property belongs to the Town.

Chair Philbrook informed the Board the Town Manager would like them to hold a public hearing on the repairs for Government Street Wharf. This will be on next month's agenda. Chair Philbrook added Councilor Thomson suggested having a more pedestrian friendly area for the wharf at the last Town Council meeting.

Mr. Lawrence moved to have a public hearing at the February for public comment going forward with Government Street Wharf.
Vice Chair Crawford seconded the motion.

The motion carried 6-0-0.

13. Board Member Discussion

Steve Lawrence commented on Mr. Thomson's concern of making Government Street Wharf more pedestrian friendly and stated it is a footprint that cannot be changed. The wharf is a working wharf and he would like to guard it for commercial use.

Mark Drummond - none.

Bryan Bush - none.

Charlie Patten - agreed with Mr. Lawrence that Government Street Wharf needs to stay as a working pier.

Bruce Crawford - none.

Chair Philbrook - discussed the need to make more changes to the rules and regulations regarding anchorage. She explained the State laws do not cover anchoring. She has had reports from property owners, who are also contacting the Harbormaster and the police department, regarding a boat that was anchored at Spruce Creek. This boat was surrounded by ice and had broken away and the Coast Guard assisted the owner in recovering it. She was told the current language in the rules and regulations is not strong enough and the Board will need to add a definition of anchorage. She added property owners are complaining the boat is being moved in front of their property. Mr. Alessi suggested the following language for the rules and regulations: *"Any anchored vessel in the Town of Kittery waters can be ordered by the Harbormaster at his or her*

discretion to relocate or be removed from any location in the Kittery waters". Mr. Lawrence stated his concern of the language ruining it for those who follow the rules. Mr. Patten pointed out the words "at his or her discretion" would cover his concern from it being an issue. Vice Chair Crawford suggested adding additional language of "*any boat that is deemed a nuisance*". Mr. Alessi will present a draft with concrete language for the next meeting.

14. Adjournment

**Mr. Lawrence moved to adjourn at 7:00 p.m.
Mr. Bush seconded the motion.**

The motion carried 6-0-0.

Submitted by Mary Mancini, recording secretary.