

1. Call to Order

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

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

Absent: Niles Pinkham

2. Pledge of Allegiance

C

3. Agenda Amendments

Item 7 will be tabled until June or July meeting.

4. Acceptance of Previous Minutes: April 5, 2018

Line 41 – change “Chair” to “Harbormaster”

Line 55 - change sentence “The Harbormaster has the brackets but needs install the brackets and chain railings at the boat ramp.” .

Line 124 – change “mooring” to “float”

Line 185 – change sentence to “The plan is for the National Guard to build the seawall which will require many truckloads of materials.”

Line 280 – add “total for all” after and

**Chair Philbrook moved to accept the Minutes of April 5, 2018 as amended.
Mr. Lawrence seconded the motion.**

The motion carried 6-0-0.

5. Harbormaster and Budget Report

Town Manager Amaral reviewed the finance report.

Revenues:

She reported as of May 1st, there is \$100,009 in revenues, which is \$7,000 below the amount at this time last year. She believes this has to do with mooring renewal deadline being extended until April 30th. There are \$28,000 in uncollected mooring fees.

Expenditures:

They have spent year-to-date 74.8% of the budget and are 83% through the fiscal year. She added they are doing well and the largest line items are for personnel. There will be savings on this line item due to the vacant full-time harbormaster position. She explained Peter Walsh, the assistant harbormaster, salary for eight hours a week is charged through this and Allen Breton will be picking up hours soon.

Town Manager Amaral reported bills are being processed as they come in. She has the invoice for the materials for the float-in and the estimate for the rigging. She is working on addressing issues identified on Monday. The skiff needs steering repair and a plumber is going to look at the water at Frisbee Pier.

She informed the Board the Mr. Walsh has heard complaints of boats on moorings being rented as air B&B's.

Chair Philbrook responded she has looked into the air B&B issue and found two boats that are being advertised for lodging. One is in the marina and is not their responsibility. Another was advertised as dockside and located in Kittery Point. More discussion of this item will take place in the future.

6. All Items involving the Town Officials or invited guests

None.

7. Public Hearing

- a. The Kittery Port Authority moves to hold a public hearing on an application from The Town of Kittery to add two 8'x30' floats to the Pepperrell Pier for additional dinghy tie-up.

This item was tabled.

8. Piers, Wharves, Ramps and Floats

- a. The Kittery Port Authority moves to review and accept an application from Nicholas and Amy Mercier (map 10 - 6A) 134 Whipple Road, Kittery ME for a 6'x94' permanent pier, 3'x40' gangway and a 10'x40' float.

Chair Philbrook explained the agent is not here tonight because he was not notified in time. She added he agreed to have this move forward tonight and questions can be addressed at the site walk.

The Board reviewed the information on this item which is in their packets. Chair Philbrook believes the reason for the length of the pier is because the mudflats make it difficult for the applicant to get to the water.

Mr. Lawrence moved to accept an application from Nicholas and Amy Mercier (map 10 - 6A) 134 Whipple Road, Kittery ME for a 6'x94' permanent pier, 3'x40' gangway and a 10'x40' float and move to a site walk.

Mr. Bush seconded the motion.

A site walk was scheduled for May 16, 2018 at 6:00 p.m.

The motion carried 6-0-0.

- b. The Kittery Port Authority moves to review and accept an application from Thomas and Michele Jordan (map 44,59) 50 Chauncey Creek Road, Kittery Point for an in-kind replacement of an existing pier, replacing an existing 2'x10.5' gangway with a 3'x20' gangway, and replace an existing 10'x12' float with a 10'x24' float.

Chair Philbrook explained this is an in-kind replacement other than the float length which the applicants are requesting to be five feet wider. She added there are some concerns due to this being close to the Gerrish Island Bridge, which can be addressed during the site walk.

Mr. Lawrence moved to accept the application of Thomas and Michele Jordan (map 44,59) 50 Chauncey Creek Road, Kittery Point for an in-kind replacement of an existing pier, replacing an existing 2'x10.5' gangway with a 3'x20' gangway, and replace an existing 10'x12' float with a 10'x24' float and move for a site walk.
Mr. Bush seconded the motion.

A site walk was schedule for May 16, 2018 at 5:15 p.m.

The motion carried 6-0-0.

9. Public Segment

The Chair opened the public segment.

Milton Hall commented on the last item approved for the float. He believes it doesn't fit into the area. He added the Board needs to keep everything back from the water and maintain it. Mr. Hall also commented he does not agree with the in-kind replacement decision because it does not agree with what is already there. He asked if application fees are being collected for replacements in-kind. He also commented on the Harbormaster's departure and that the KPA Rules were not followed and there was no follow through for the Isle of Shoals mooring issue.

There being no other comments, the Chair closed the public segment.

Chair Philbrook responded she did not know what happened with the mooring holder only that the mooring was not revoked by the Harbormaster. The mooring holder had a second mooring in Pepperrell Cove which was not renewed. She felt they followed the rules.

10. Unfinished Business

None.

11. New Business

- a. In-kind replacement, Daniel Breen and James Burnett 16 Folcutt Road Kittery Point (Map 25, Lot 16) of an existing 3' x 3' and 6' x 4' access stairway, 15' x 14' wooden pier/lookout deck, and 4' x 5' gantry. Gangway and float to remain are not being replaced.

Chair Philbrook explained the agent sent over a picture of the pier which is in bad shape and needs to be replaced. She believes it is a repair in-kind but would like to have Board review. She added she has more pictures of the pier and can share with Board members if necessary. After a poll was taken, the Board agreed to grant the in-kind replacement.

- b. In-kind repair, Mark and Judith Gardner 9 Cove Landing, Kittery ME (Map 2, Lot 13-6) of 2 piles and 2 batter piles. (Ice damage).

After the Chair explained the support piles were damaged by ice, the Board was in consensus to approve the replacement of the damaged piles.

- c. Frank Frisbee Memorial Bench

Chair Philbrook explained Board members want to memorialize Frank Frisbee and residents have suggested a memorial bench. Discussion of the types of materials for the bench ensued. Chair Philbrook has spoken with the Kittery Improvement Foundation and will write a letter requesting to be accepted into their project. If accepted, they can fundraise for the bench under Section 501(c)(3) status. She added they will need to get an estimate of the cost. Chair Philbrook suggested the location for the memorial bench and would like to add a picnic table. The Board agreed to have the Chair move forward.

12. Committee and Other Reports

- a. Communications from the Chairperson

The annual lobster trap cleanup is scheduled for Saturday at 9:00 a.m. Volunteers and pick-up trucks are needed.

The Pepperrell Cove group contacted the Chair asking how dock space is charged. Currently, there is a 30-minute tie up to the dock in place. The group suggested having a separate fee for their dinners who would tie up longer than 30 minutes. Chair Philbrook explained this will only work if someone is monitoring it and that is not possible at this time. She suggested setting this aside since it is the first year for the new businesses and address problems if they arise. She explained the group has their own float, but it is small, and the location is difficult at low tide. There are seven transient slips available. After further discussion, the Board was in consensus to place this item on the agenda and Mr. Lawrence will write the language for it.

b. Committee Reports

*** Government Street Wharf Updates**

Vice Chair Crawford presented the preliminary survey plans. He pointed out the property lines and explained one side has limited room and is against the retaining wall. He suggested if they want to keep the current width of the paved ramp, they can shift towards the other side where there is more room or make the ramp smaller. He added they would need to get permission from the abutter and get a construction easement. The wall should be kept on the Town property.

Vice Chair Crawford reported the geotechnical survey found ledge under the pavement which limits the choices of materials for the wall. Vice Chair Crawford added he has not seen the report yet. The KPA will pay the invoice from the drillers directly, which will save money. Hand borings were done in the mud and the surveyors found there is plenty of depth below the pier. Vice Chair Crawford said the current stone wall is not worth saving and the Board discussed options for a new wall.

13. Board Member Issues or Comments

Charlie Patten – None.

Steve Lawrence – he has looked into new lynch pin locks for Pepperrell Cove. They are not expensive to change. The helm repaired for the Harbormaster's skiff will be done at the Kittery Point Yacht Yard. He likes the idea of the Frank Frisbee memorial bench but pointed out the location has a hole next to the concrete sidewalk and should be repaired. He thanked Vice Chair Crawford for his work on the Government Street Wharf.

Mark Drummond – thanked Vice Chair Crawford for his work on Government Street Wharf.

Bryan Bush – float in went well and thanked those who helped from the U.S.S. Mexico. He is in support of the Frank Frisbee memorial.

Vice Chair Crawford – None.

Kelly Philbrook – thanked and listed the volunteers who were at float-in. She also thanked Provisions for the coffee and the Town for the pizza at lunch.

14. Executive Session

None.

15. Adjournment

Mr. Lawrence moved to adjourn at 6:50 p.m.

Mr. Patten seconded the motion.

The motion carried 6-0-0.

Submitted by Mary Mancini, recording secretary.

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>.