

**1. Call to Order**

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

**Members Present:** Steve Lawrence, Member; Mark Drummond, Secretary; Bryan Bush, Member; Niles Pinkham, Member; Charlie Patten, Member; Bruce Crawford, Vice Chair; Kelly Philbrook, Madam Chair;

Absent:

**Staff:** John Brosnihan, Harbormaster; Chair Philbrook introduced the new minutes recorder, Jordan Williams who is replacing Mary.

**2. Pledge of Allegiance**

**3. Agenda Amendments**

**Line 66** - "u" in front of sed to become "used"

**Line 69** - Mr. Patten not Patterson

**Line 71** - project is partially funded "by" UNH

**Line 234** - an extra "from a" delete

**Line 286** - "had" seen not "has" seen

**Line 284** - Per KPA rules and regulations the ball needs to be numbered three inches or "larger" not "smaller"

**4. Acceptance of Previous Minutes: July 5<sup>th</sup>, 2018**

**Motion to accept by Mr. Bush, seconded by Mr. Patten.**

**The motion passes 7-0-0**

**5. Harbormaster and Budget Report**

Mr. Brosnihan spoke about the expenditures regarding the slips and mooring rentals.

Revenues:

Slip fees - \$1,240

Transient Mooring fees - \$1,910

Launch fees - \$6,346

Mr. Brosnihan noted that 25% of the boat maintenance budget has been spent and is requesting help for changes and repairs.

Office supplies are 27% through, PAU fees noted as \$50(approximate). The actual amount will be confirmed later.

Last year (2017) slip rentals were \$770, but has increased to over \$1500 for 2018.

The Town Manager has moved last year's "under budget" amount of \$17, 691.96 to Facilities Maintenance for next year.

Mr. Brosnihan informed of the recent decisions, projects and occurrences – as follows:

Confirmed approval of 15 moorings, rescued stuck sailboat, retrieved broken mooring buoy, Gunner Elk found 4 moorings that can be assigned, Charlie fixed the steering, moved the helm and put a new helm on the boat. GPS markings have been placed on all the moorings at Pepperrell Cove – half way completed, Alan is back, the Highway department has come twice to do repairs on the commercial dock, contacted Riverside Pickering to come up with a fix for the bashing against the pilings – need a guide for the pilings, a stop payment was placed on a check for the season pass launch – the matter was investigated and is now resolved and met with the Minuteman Press to discuss ways to issue warnings on boats, moorings, and fees and to enforce overtime parking using waterproof parking tickets. He handed out sample markups of tickets to be seen by the board.

Questions:

Float Moorings notifying two families GPS mark them, follow up with Gunner report, finding missing moorings with John about 9 to 10 of them. Progress was made with the Navionics App on cell phone, in locating the Carolina skiff. Gives the ability to go up to moorings, finds the number and pin it. Research is being conducted for an online data base, Google maps is mapping out all the moorings, working on financial side of the piece. Logistics and security also in progress to make the system more efficient.

## **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 Dirk and Marnie Ruemenapp (Map 2, Lot 4) 25 Oak Terrace, Kittery, ME to replace existing dock structure and access way with a smaller docking structure within the same footprint. And, to replace the existing bulkhead incline 5'x25', 7" fixed wharf which will be replaced in kind. Existing 6'x42.25' fixed pier will be replaced by 4'x15' fixed pier, 8'x25' float will be replaced with 10'x20' float. And, a new 4'x30' gangway will be installed.

Site walk was held on July 24, 2018. Abutter notices were mailed and the public hearing notices were posted as required.

Mr. Taylor explained the question on site was how to locate the float. The float is held off the two pilings at the end of the pier, he confirmed the skids.

Chair Philbrook opened the public hearing. There being none, the Chair closed the public hearing.

**Mr. Lawrence moved to approve the application from Dirk and Marnie Ruemenapp (Map 2, Lot 4) 25 Oak Terrace, Kittery, ME for an in-kind replacement 5'x25' 7" fixed wharf, a new 4'x15' fixed pier, a 4'x 30' gangway and a new 10'x20' float.**

**Mr. Bush seconded the motion.**

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

#### **8. Piers, Wharves & Floats**

None.

#### **9. The Kittery Port Authority moves to approve the following mooring repair applications.**

- a. Kevin Adams, 31 Badgers Island West, Kittery, ME (Map 1, Lot 31)
- b. Kenneth Craig, 6 Follett Lane, Kittery Point, ME (Map 18, Lot 36-1)

**Mr. Lawrence moved to approve the application for Kevin Adams, 31 Badgers Island West, Kittery, ME (Map 1, Lot 31) and Kenneth Craig, 6 Follett Road, Kittery Point, ME (Map 18, Lot 36-1) for suitable location along applicant's property to be determined by the Harbormaster.**

**Mr. Bush seconded the motion.**

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

#### **10. Public Segment (Three Mins.)**

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

#### **11. Unfinished Business**

- a. Moored Floats in the back channel
- \* Workshop with Bion Pike August 13<sup>th</sup> @ 6:00PM

Chair Philbrook ordered and picked up lumber for the Milton Hall bench. She will go to Sanford to pick up the plaque and bench ends, she will deliver bench ends to Mr. Forbes to assemble.

Rules and Regulations Update – Workshop for Monday, September 17, 2018(Mr. Pinkham's birthday) will begin at 7pm.

**12. New Business**

- a. Fee Increases (All Fees)

Chair Philbrook advised a decision will need to be made on when to finalize fee increases. It will need to be done by the beginning of the year when mooring renewals start.

Chair Philbrook and Mr. Brosnihan will research this area and discuss next month (September).

**13. Committee and Other Reports**

- a. Communications from the Chairperson

Chair Philbrook will notify the board once she receives confirmation on the Joint Check-In Workshop with Town Council.

- b. Committee Reports

**\*Government Street Wharf Updates**

Vice Chair Crawford mentioned that the pre-bid meetings are showing good interest and they are in discussion with DOT to gain assistance for funding backup.

Bids are due August 27, 2018

Mr. Brosnihan asked if the commercial guys will need to be diverted to Pepperrell Cove during construction.

Vice Chair Crawford noted that construction will be during the first of November through end of April.

Mr. Lawrence talked about the float outs – that the back wall needs to be accessible for the boats to pull in and unload traps on the ramp side.

Chair Philbrook pointed out that the floats must be strategically stacked this year – it would help if the pedestals on the transient floats be removed to allow the ease of stacking the floats. The need is to ensure that the back wall and Frisbie Pier are fully accessible.

Michael Crawford expressed concerns of raising the dock 26inches. Allowing more chances of runoff water during rain storms, coming onto his property.

Vice Chair Crawford explained how the issue has been addressed and used the eraser board to detail the design, he now has a better understanding.

Chair Philbrook also stated that the board is in constant communication with the town officials to keep the issue on the radar.

**14. Board Member Issues or Comments**

Steve Lawrence – Thanked Mr. Crawford for his continued work on government street piers and Mr. Jim Forbes for his work on the Milton Hall bench, he did a fantastic job and his effort is well appreciated.

Bryan Bush stated the he is impressed with the Harbormaster's reports.

Niles Pinkham also extended thanks to Mr. Brosnihan for his work.

Chair Philbrook extended thanks to Vice Chair Crawford for his amazing work and also tapped him for the repaving project a Pepperrell Cove.

"Parking for nonresidents no set amount nonresident parking. Commercial guys are looking for better parking."

#### **15. Executive Session**

None.

#### **16. Adjournment**

**Mr. Lawrence moved to adjourn the meeting at 6:53 p.m.**

**Mr. Bush seconded the motion.**

**Next KPA Meeting is Sept 6<sup>th</sup>, 2018 @ 6pm**

**Town of Kittery**

**200 Rodgers Rd.**

**Kittery, ME 03904**

**(207)439-0452**

**Submitted by Jordan Williams, Minutes Recorder, Aug 14<sup>th</sup>, 2018**

**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>.**