

**PORT AUTHORITY MEETING
Council Chambers**

**UNAPPROVED
December 6, 2018**

1. Call to Order

Vice Chair Crawford called the meeting to order at 6:00 PM.

Members present: Charlie Patten, Member, Bryan Bush, Member, Bruce Crawford, Vice Chair, Steve Lawrence, Member, Niles Pinkham, Member

Absent: Kelly Philbrook, Chair and Mark Drummond, Secretary.

Staff: John Brosnihan, Harbormaster

2. Pledge of Allegiance

3. Agenda Amendments - None

4. Minutes

September 6, 2018

Mr. Patten moved to accept the minutes as is.

Mr. Lawrence seconded the motion.

October 4, 2018

Mr. Lawrence requested that line 106 on the third page be amended to include "waiting list" in reference to the date.

Mr. Lawrence moved to approve the minutes as amended

Mr. Patten seconded the motion.

The motion passes 5-0-0

November 1, 2018

Vice Chair Crawford noted that the members present included Mark Drummond and Niles Pinkham, when both were absent. He asked that their names be removed from the attendance list. Vice Chair Crawford also noted that line 90 on the third page should be amended from "address" to "addressed". Vice Chair Crawford asked for clarification on line 95, on the third page, regarding the request for an Assistant to the Harbormaster be sworn in.

Mr. Brosnihan explained that he would like position of Assistant Harbormaster to be one that is officially sworn-in. Mr. Bush suggested line 90 be amended to read "sworn in, as well" to satisfy the Mr. Brosnihan's request.

Vice Chair Crawford noted that lines 192 and 193 on page 5 included incorrect spelling of Dick Draper's name, with two p's instead of one.

**Mr. Bush moved to approve the minutes as amended.
Mr. Lawrence seconded the motion.**

The motion passes 5-0-0

5. Harbormaster Report and Budget Report

Revenues

Mr. Brosnihan reported that we are at 18.5% of the total projected revenue for the year, 51.7% higher than the total year projection for transient slips, 21.3% higher than the total year projection for transient moorings and at 62% of the projected revenue for launch fees. Mr. Brosnihan noted that launch fee revenue will increase in the Spring.

Mr. Brosnihan stated that he sat with the Town Manager to put together CIP requests which he will discussing with her further. Mr. Brosnihan stated that the budget process will also begin soon.

Expenses

The Carolina Skiff has a new steering cable, propeller fuel filter, and spark plugs and has been winterized.

The Frisbee floats, and other floats have been moved and the ramp has been hung for the commercial side. DPW agreed to assist in pulling out the Traip floats to get it out of the water so some of the growth can be removed.

Testing continues for the new OnlineMooring program. Usernames and passwords have been created for all of the local divers so they can utilize the system.

Mr. Brosnihan continued to work on the Rules and Regulations that are in front of the board, regarding suggested changes.

The big boat is out of the water and will be power washed to remove any growth, then brought to York Harbor Marine to be serviced for the year.

A new hand control was purchased for the hoist at Pepperell Cove as the previous one had cracked. All of the cameras at Pepperrell Cove are now functioning properly.

Mr. Lawrence asked if he could get a copy of Mr. Brosnihan's report next month to add to his records. Mr. Brosnihan agreed to provide a copy in the future.

Mr. Bush asked Mr. Brosnihan where the Carolina Skiff would be stored, to which Mr. Brosnihan replied that he was unsure at this time. Mr. Brosnihan noted that he is considering purchasing boat wrap to cover it up and leave it nearby. Mr. Bush asked where the big boat would be stored, to which Mr. Brosnihan replied that it would be stored at the Fire Department. Mr. Bush asked if the boat would be stored inside at the Fire Department, to which Mr. Brosnihan replied that it would be.

Vice Chair Crawford asked if the Fire Department would ever have the need to utilize the boat in the middle of winter. Mr. Brosnihan replied that there is a chance he could need the boat, but

it's unlikely, due to the weather. Mr. Bush added that having the boat ready is a good insurance policy.

6. All Items Involving Town Officials or Invited Guests

Ms. Kendra Amaral, Town Manager spoke regarding the Government Street Wharf Replacement Project. She stated that the design is underway for the replacement and the have Army Corps Engineers permit, DMR permit, DEP permit are in place. The Port Authority in-kind replacement permit and building permit are still needed at this time. In reviewing plans with the Port Authority Chair, Ms. Amaral stated that this is an in-kind replacement. Ms. Amaral stated that the project does require the wharf to be narrowed down 3-4 feet towards the Tobey side, otherwise building of the seawall would be on private property. Ms. Amaral remarked that aside from the minor shift, the structure is not changing. Ms. Amaral stated that the Port Authority Chair and herself wanted to bring this to the board to be sure the consensus is that the replacement is in-kind and to eliminate any surprises.

Ms. Amaral stated that the preliminary plans in front of the board have been reviewed and approved and moving on to the construction documents. Ms. Amaral noted that Maritime Engineering has been lined up with a not-to-exceed contract of \$503,000, which includes anticipated ledge removal, which may or may not be needed. Ms. Amaral stated that the project materials have changed slightly due to the pavement of the wharf being more wood treatment than pavement, which is different than what was previously reported through a geotechnical analysis. The size of the area has not changed, but it brings the wood treatment closer to the land side.

Ms. Amaral stated that the Town has been in contact with the abutter, Mr. Tobey and provided him with the plans to keep him in the loop on what's going on. Ms. Amaral stated that she is working with him to ensure there is as minimal impact on him as possible. Ms. Amaral stated that she has not heard back from Mr. Tobey at this time.

Vice Chair Crawford asked if we know the contractor's schedule.

Ms. Amaral stated that the contractors were most recently waiting on the Army Corps of Engineers permit as well as the building permits.

Vice Chair Crawford stated that the Army Corps of Engineers permits had just been received the day before, to which Ms. Amaral agreed.

Ms. Amaral reiterated that the contractors are waiting for the building permits, and that she expects to receive a schedule as soon as they have been pulled. Ms. Amaral stated that the contractors are aiming to get as much work done in the water as possible as they are required to be out of the water by mid-April, per their permits. Ms. Amaral noted that the work outside of the water, including the decking can continue into late Spring. Ms. Amaral added that due to the length of time required during the funding negotiations and permitting process, the contractors now have a substantial completion date of the end of May, with a final completion date in June. Ms. Amaral noted that this timeline may impact some fisherman due to the fact that they will not be able to use the facility at the beginning of the Spring season.

Mr. Bush asked for clarification regarding the West Side/Tobey side of the wharf being narrowed down.

Ms. Amaral confirmed that the area had been reduced to 3-4 feet on the Tobey side.

Vice Chair Crawford added that the width of pavement is currently at 25 feet, and has been decreased to 24 feet for this project. Vice Chair Crawford stated that he does not think the pavement should be shrunk down any less than that.

Ms. Amaral stated that 24 feet would allow for two vehicles traveling in or out, or parked next to each other, safely.

Mr. Lawrence stated that during initial conversations about the project, the KPA had spoken with the Crawford family who were very concerned about the water. He noted that part of the reasoning behind the 3-4 foot adjustment on the Tobey side was in order to include drainage on Town property.

Vice Chair Crawford agreed, and added that it would also help with snow removal.

Mr. Lawrence asked if the work was going to exceed west past the telephone pole marked on the plans.

Vice Chair Crawford replied that it would not.

Ms. Amaral stated that after the project is complete, Town Landing will be getting paved down to the wharf and as part of that, Public Works will be looking into the drainage at Government Street to identify any catch basin challenges.

Mr. Lawrence stated that he believes the measurements in the plans fit better, but he has a concern that the project may not be completely in-kind.

Vice Chair Crawford stated that Mr. Lawrence is correct and that the project is not technically, 100% in-kind.

Ms. Amaral clarified that the shift that is being discussed is 3-4 feet but the actual water-based structure is not changing.

Mr. Lawrence noted that the project is not expanding on the footprint, but shrinking it to fit better on the lot. Mr. Lawrence stated that if the group discusses the situation much longer, they will lose the bid and the price will go up. Mr. Lawrence believes it makes sense to do what's best for most and move forward.

Mr. Pinkham agreed that making the plan smaller is in everyone's favor.

Ms. Amaral asked for a consensus from the group in an effort to move forward.

Mr. Lawrence moved to accept the plans as drawn for the Government Street Wharf Replacement, in-kind.

Mr. Pinkham seconded the motion.

The motion passes 5-0-0

7. Public Hearing - None

8. Piers, Wharves and Floats

Mr. Brosnihan stated that there are some floats that need repairs, before they can be put back into the water.

9. Public Segment - None

10. Unfinished Business

Rules and Regulations update - Vice Chair Crawford stated that the Town staff finished the suggested revisions from the workshop and Town Manager's review. He noted that there is a workshop scheduled for December 17, 2018 at 5:00 PM and additional changes can be discussed on that date. Vice Chair Crawford asked the board to review the changes prior to the workshop.

Fees - Mr. Lawrence suggested the board wait to discuss fee changes until Ms. Philbrook is in attendance.

11. New Business - None

12. Committee and Other Reports

Vice Chair Crawford stated that Ms. Philbrook received an email from the Conservation Commission about some artwork they would like to put up.

Mr. Patten asked where the artwork is intended to go, and if there is any maintenance required for it.

Mr. Brosnihan said he would find out.

13. Board Member Issues or Concerns

Mr. Lawrence - Asked if there are still some floats left to liquidate. Mr. Brosnihan said at least one float needs to go, and he is working on what to do with the others. Mr. Patten asked if the other floats were sold, to which Mr. Brosnihan replied that three were and one was not. Mr. Lawrence raised concerns with the location of the floats possibly interfering with the start of the Government Street Wharf Replacement project. He offered to help Mr. Brosnihan move them as needed.

Mr. Lawrence stated that he and Ms. Philbrook have offered to help Mark Drummond by organizing a raffle. Tickets are available now and the drawing will be the 22nd.

Mr. Bush - Seconded Mr. Lawrence's statement about Mark Drummond and agreed supporting him is a worthy cause.

Mr. Pinkham - None

Mr. Patten - Asked about the status of shortening the ramp between the big float and the smaller floats. Mr. Brosnihan suggested making some changes to the ramp and landing to increase the area for dinghies. Mr. Brosnihan stated that his second biggest complaint from

boaters was the lack of dinghy space. Mr. Bush asked what the first complaint was from boaters, to which Mr. Brosnihan replied that it was parking, followed by wakes.

Vice Chair Crawford moved to adjourn the meeting at 6:41 PM
Mr. Bush seconded the motion.

The motion carried 5-0-0.

Submitted by Suzanne Esposito

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>.