

PORT AUTHORITY MEETING
REMOTE MEETING

APPROVED
NOVEMBER 5, 2020

1. Call to Order / Attendance

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

Members present: Chair Philbrook, Vice Chair Patten, Bryan Bush, Niles Pinkham, Alan Johnston and John McCollett absent: Steve Lawrence.

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Chair Philbrook cast one vote in favor of the Agenda.

4. Acceptance of Previous Minutes: October 1, 2020, postponed until December 3, 2020.

5. Harbormaster Report and Budget Report

The Harbormaster reported on the calls he and the Deputy Harbormaster made in the month of October.

Float out on October 28, 2020 was a success. The Harbormaster thanked all of the volunteers for making it go off without a hitch. He thanked Vice Chair Patten for fabricating a brace for the center of the push bar.

The Harbormaster installed rope guides with Vice Chair Patten as part of modifying the block and chain system for the Frisbee float project, and stated that they will be making further modifications when the float is brought into the cove for the winter. When completed, the Harbormaster stated he will be able to adjust tension on the chains to protect the float from striking pilings and be able to disconnect the float without use of a diver.

The Harbormaster made preparations for float out throughout the month as well as assisted commercial fisherman with hauling out traps for the season.

The 21-foot boat was hauled, winterized and is waiting to be wrapped for winter.

The Harbormaster stated he started working on the CIP request.

The Harbormaster gave an overview of the Budget.

6. All Items Involving Town Officials or invited guests

a. The Kittery Port Authority moves to receive a financial analysis report from the Town Manager.

The Town Manager presented a KPA multi-year financial analysis on boat excise tax, revenue, expenses, and capital.

The members of the Port Authority and the Town Manager discussed the multi-year financial analysis, the FNP and the KPA long term goals.

7. Public Hearing

a. The Kittery Port Authority moves to hold a Public Hearing on Rules and Regulations changes:

The board discussed adding a definition for Motorized Vessels and Non-Motorized Vessels; Appendix A:

Section E. Boat Launch Ramp Fees – the board discussed a Season Non-Motorized Fee for residents \$20 and non-residents \$75.

Chair Philbrook moved the to approve the addition of definition for Motorized Vessels and Non-Motorized Vessels; and approved adding a Season Non-Motorized Fee for residents \$20 and non-residents \$75, seconded by Mr. Bush.

Motion Carried 6-0-0

8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to approve an application from Everett Hall, 368 Main Street Eliot ME, for a 12 x 12 float on a mooring in the Back Channel.

Mr. Johnston moved to approve the application from Everett Hall, 368 Main Street Eliot ME, for a 12 x 12 float on a mooring in the Back Channel as long as Mr. Hall provides a second anchor according to the KPA rule, seconded by Mr. Bush.

Motion Carried 6-0-0

9. Public Segment (Three Mins.) - None

10. Unfinished Business

a. 2021/2022 Rules & Regulations / Fees Planning

After some deliberation the KPA decided to table the 2021/2022 Rules & Regulations / Fees Planning to a future meeting.

11. New Business

a. The Kittery Port Authority moves to hear an appeal of removal from the mooring waitlist from William Wansart.

Chair Philbrook moved to approve William Wansart's request for regaining his position on the waitlist due to COVID-19, as long as payment is received no later than November 12, 2020, seconded by Mr. Bush.

Motion Carried 5-1-0

Mr. Pinkham voted no.

Chair Philbrook, Vice Chair Patten, Mr. Bush, Mr. Johnston, and Mr. McCollett voted yes.

12. Committee and Other Reports - None

a. Communications from the Chairperson

Chair Philbrook announced that she would not be attending the December meeting due to personal reasons. She also mentioned the Traip ramp was washing out again, and she wanted to give a shout out to Steve Lawrence, Ben Paige, and Alan Estes for creating a floating crate tied to the ramp at Traip and putting a variety of sea life into it for the students at Traip Academy after their fish tank broke. Finally, Chair Philbrook stated she had just received an email about a project at 4 Lawrence Lane.

13. Board Member Issues or Comments

Mr. Bush – None

Mr. Pinkham – None

Vice Chair Patten – None

Mr. McCollett – None

Mr. Johnston - None

14. Executive Session - None

15. Adjournment

Mr. Bush moved to adjourn at 7:39 p.m., seconded by Mr. Johnston.

Motion Carried 6-0-0

Submitted by Kim Tackett

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.