

1. Call to Order / Attendance

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

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

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Chair Philbrook cast 1 vote for the agenda as written.

4. Acceptance of Previous Minutes: October 1, 2020 & November 5, 2020.

Chair Philbrook moved to accept the October 1, 2020 as written, seconded by Vice Chair Patten.

Motion Carried 5-0-0

Chair Philbrook moved to accept the November 5, 2020 minutes as amended with the removal of line 11 and the change of FMP to FNP on line 37, seconded by Mr. Johnston.

Motion Carried 5-0-0

5. Harbormaster Report and Budget Report

The Harbormaster gave an overview of the budget.

The Harbormaster attended 2 meetings of the Northern New England Area Maritime Security Region 3 Subcommittee (NNAMSR3, and became a member of same).

The Harbormaster stated he would be participating in a video tabletop exercise with NNAMSR3 on 12/10/2020.

The Harbormaster pulled remaining floats from PC and the axles on the Frisbee ramp wheels were damaged during the process. He also said he would be pulling the ramp to make repairs, as well as refurbishing planks, the flapper and the Trap slide, with help of Vice Chair Patten.

The Harbormaster stated during an overnight storm, the water pipes and the electric conduit was broken off mounting brackets. The Harbormaster met with Jim Casey of Yates Electric to evaluate the damage and quote repairs. The quote received was approximately \$1450.00 but could change if damage to the conduit or supporting structures occurred. Jim Casey recommended repairing the damage now rather than in the spring as other storms could pull the conduit and piping from more brackets and cause worse damage.

The Harbormaster participated in a CIP meeting with the Town Manager and KPA Vice Chair Patten. The Harbormaster also participated in a video conference with the Town Manager, Colin

Greenan and Jay Clement of the Army Corps of Engineers, regarding the application for the dredge of PC.

The Harbormaster stated he worked on Maine Criminal Justice and National Crime Information Center (NCIC) mandatory annual training to keep his law enforcement certification.

The Harbormaster stated he was working with the Maine Harbormaster's Association pilot program, in which all participating harbormasters will be able to enter incident reports and all participants will be able to view reports from participating HM offices and will be able to search for incidents with problematic transient boaters, abandoned boats, other things of that nature, and be able to read the particulars in a report.

The Harbormaster also stated he was working with Harbormasters and Maritime Law Enforcement Agencies in the creation of a National Harbormasters Association as a Board of Directors member.

The Harbormaster said he assisted the Town of Eliot in revamping their Harbormaster job description and chain of command structure.

6. All Items involving Town Officials or invited guests - None

7. Public Hearing - None

8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to accept an application from Kenneth P. & Terri M. Miller, 4 Lawrence Lane, Kittery Point (Map 18, Lot 35) to add a 33.7' x 13.6' floating boat lift to an existing pier and float structure. Agent Steve Riker Ambit Engineering Inc.

The Agent, Steve Riker, Ambit Engineering Inc. gave an overview of the application.

Chair Philbrook moved to accept the application from Kenneth P. & Terri M. Miller, 4 Lawrence Lane, Kittery Point (Map 18, Lot 35) to add a 33.7' x 13.6' floating boat lift to an existing pier and float structure and to hold a public hearing at the January 7, 2020 meeting, as well as schedule a site walk for December 17, 2020 at 3:30 p.m., seconded by Mr. Bush.

Motion Carried 5-0-0

b. The Kittery Port Authority moves to approve an application from Douglas Cole, 41 Bowen Road, Kittery (Map 17, Lot 7) to add a float to mooring # 608 in the back Channel.

Postponed to the January 7, 2020 meeting.

c. The Kittery Port Authority moves to approve an application from Vargo Family Living Trust, 36 Pocahontas Road, Kittery Point (Map 51, Lot 2) to add an 8'x24' float to mooring # 519.

Chair Philbrook moved to approve the application from Vargo Family Living Trust, 36 Pocahontas Road, Kittery Point (Map 51, Lot 2) to add an 8'x24' float to mooring # 519, seconded by Mr. Bush.

Motion Carried 5-0-0

9. Public Segment (Three Mins.) - None

10. Unfinished Business

a. Boat Launch Fees – Postponed to the January 7, 2020 meeting.

11. New Business

a. Dredging Pepperrell Cove – Chair Philbrook stated the Town Manager asked the KPA to identify that needed to be dredged, other than areas in the FNP.

12. Committee and Other Reports - None

a. Communications from the Chairperson - Chair Philbrook mentioned that the board might need to revise the float application. She also mentioned having all applications online. The board stated they were all in favor of having online applications.

Chair Philbrook asked Vice Chair Patten or the Harbormaster to give an overview of the CIP meeting they participated in.

13. Board Member Issues or Comments

Mr. Pinkham – None

Mr. Bush – None

Mr. Johnston - None

Vice Chair Patten - None

14. Executive Session - None

15. Adjournment

Mr. Bush moved to adjourn at 7:23 p.m., seconded by Mr. Pinkham.

Motion Carried 5-0-0

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.