

PORT AUTHORITY MEETING  
REMOTE MEETING

APPROVED  
MARCH 4, 2021

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.  
Members absent: Alan Johnston, Steve Lawrence. Late arrival: John McCollett.

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Chair Philbrook cast one vote for the agenda as presented.

4. Acceptance of Previous Minutes: February 4, 2021

Line 35 through line 37 changed to “the Harbormaster stated he would be working with Vice Chair Patten on “flapper” design for the Frisbee ramp.”

Chair Philbrook moved to accept the February 4, minutes as amended, seconded by Mr. Bush.

Motion Carried 4-0-0.

5. Harbormaster Report and Budget Report

The Harbormaster presented his report and budget updates.

The Harbormaster submitted his budget requests to the Finance Department and will have a meeting with the Town Manager, and the Finance Director on March 9, 2021.

The Harbormaster is continuing the corrections, to move revenue into the appropriate accounts for a more accurate break down.

The staff will be attending City Hall Systems training with Finance Department regarding new tablets to process credit card payments There will be a tablet at Pepperrell Cove, and another tablet at the Traip Ramp. The Harbormaster stated the idea is to minimize cash transactions.

The Harbormaster stated the Port Security Grant opened up on February 25, 2021, and he is working with the Police Chief to complete the application.

The Harbormaster stated there will be a site walk with Matt Burns, the Director of Ports and Marine Transportation, ME.D.O.T. on Friday, March 12, 2021 at 11:00am in regards to the SHIP Grant to extend Traip floats, and all are welcome.

The Harbormaster stated the Frisbee Trap Slide is complete, and he is working with Vice Chair Patten, and DPW on moving the ramp to Vice Chair Patten's shop to fasten grating, install slide and designing ramp flap.

The Harbormaster stated as of March 4, 2021, mooring renewals were at 201, waitlist renewals were at 134, launch permits were at 24, transient moorings reserved were at 2, facility use permits renewed were at 0, moorings put into temporary programs were at 5, and moorings relinquished were 3.

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

7. Public Hearing

a. The Kittery Port Authority moves to hold a Public Hearing to make changes to the Kittery Port Authority Rules and Regulations: Fees - Section E. Boat Launch Ramp Fees.

Chair Philbrook moved to approve the changes to the Kittery Port Authority Rules and Regulations: Fees - Section E. Boat Launch Ramp Fees as presented, seconded by Mr. Bush.

Motion Carried 5-0-0

8. Piers, Wharves & Floats - None

9. Public Segment (Three Mins.) – None

10. Unfinished Business - None

11. New Business

a. Kayak storage rental at Traip Academy boat ramp.

Chair Philbrook presented a draft and discussed with the KPA board members the kayak storage rental at Traip Academy boat ramp.

12. Committee and Other Reports - None

a. Communications from the Chairperson

Chair Philbrook stated she had received an email from Adam Causey, Director of Planning and Development stating that he would like to attend the April KPA meeting to discuss Title – 16 and the recodification plans with the board. All were in favor.

13. Board Member Issues or Comments

Mr. Bush – Mr. Bush expressed his concerns for board member Alan Johnston and his family.

Mr. Pinkham - Mr. Pinkham also expressed his concerns for Alan Johnston and his family.

Mr. McCollett – None

Vice Chair Patten – None

Chair Philbrook – The Chair stated there was a Flatbread Pizza fundraiser tonight March 4, 2021 for Alan Johnston and his family.

14. Executive Session - None

15. Adjournment

Mr. Bush moved to adjourn at 6:42 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.