

1. Call to Order / Attendance

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

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

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Chair Philbrook cast one vote to accept the agenda as presented.

4. Acceptance of Previous Minutes: none

5. Harbormaster Report and Budget Report

The Harbormaster reported the floats are out, two dinghy docks were left in due to the large number of boats still in Pepperrell Cove waiting to be hauled. The commercial float and the remaining Pepperrell Cove docks were pulled around to ramp, and the Traip floats will be pulled shortly after December 4th 2021 Stuff a Boat event. He stated all but 2 transient moorings are out. T1 and T2 were rented.

The Harbormaster responded to a 28-foot tuna boat on the rocks near building 302, and pulled it off and brought it to the PNSY dock about 100 feet away.

The Harbormaster stated the dinghy dock shackle pins worked their way out due to rubbing on pilings during mid-October NE storm. He wanted to say special thanks to Ryan Lynch and Officer Mike Webster who noticed the docks were loose and secured them with rope until Chuck and the Harbormaster arrived and reconnected the chain.

The Harbormaster stated 21 power trim unit failed and were replaced, and the boat is winterized and wrapped for season, and the water pipes in Pepperrell Cove were blown out and bathroom is winterized.

The Harbormaster said he looked at several raw water pump systems in the area for use at Government Street and will be installed by spring.

The Harbormaster stated there was a safety inspection by Maine Department of Labor, and was waiting on the report from that inspection.

Deputy Harbormaster Moran, Dick Draper, Arnie Crawford and the Harbormaster recovered lobster traps along the shore of Seapoint Beach and Fort Foster after storms, recovered approximately 23 reusable traps as well as many trap remnants, owners

were contacted of the usable traps to have them pick them up. Remnants were brought to transfer stations. Thanks for the help with the cleanup.

FY 2022 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (10,000.00)	\$ (290.00)	\$ (9,710.00)	2.9
43148	TRANSIENT SLIP RENTAL	\$ (7,000.00)	\$ (15,998.00)	\$ 8,998.00	228.54
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (500.00)	\$ -	100
43150	MOORING FEES	\$ (100,000.00)	\$ (586.00)	\$ (99,414.00)	0.59
43151	LAUNCH FEE	\$ (14,000.00)	\$ (7,557.75)	\$ (6,442.25)	53.98
43152	TRANSIENT MOORING	\$ (4,000.00)	\$ (12,208.00)	\$ 8,208.00	305.2
43153	WAIT LIST FEE	\$ (800.00)	\$ (300.00)	\$ (500.00)	37.5
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (1,998.00)	\$ (402.00)	83.25
43157	MOORING LATE FEE	\$ -	\$ -	\$ -	0
<b>TOTAL</b>		<b>\$ (138,700.00)</b>	<b>\$ (39,437.75)</b>	<b>\$ (99,262.25)</b>	<b>28.43%</b>

FY 2022 YTD EXPENSES					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR EXPENSES	CURRENT YEAR REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 60,536.00	\$ 20,676.69	\$ 39,859.31	34.16
64020	PART TIME SALARIES	\$ 19,042.00	\$ 9,741.44	\$ 9,300.56	51.16
65010	POSTAGE	\$ 250.00	\$ 2.55	\$ 247.45	1.02
65020	TELEPHONE & INTERNET	\$ 1,950.00	\$ 636.86	\$ 1,313.14	32.66
65200	ELECTRICITY	\$ 1,800.00	\$ 443.55	\$ 1,356.45	24.64
65220	WATER	\$ 500.00	\$ 73.65	\$ 426.35	14.73
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,000.00	\$ 684.00	\$ 316.00	68.4
65305	BOAT EQUIPMENT MAINTENANCE	\$ 3,500.00	\$ 3,180.99	\$ 319.01	90.89
65310	VEHICLE MAINTENANCE	\$ 1,500.00	\$ 345.10	\$ 1,154.90	23.01
65311	GAS, GREASE, & OIL	\$ 1,500.00	\$ 487.87	\$ 1,012.13	32.52
65462	RIGGING	\$ 11,000.00	\$ 2,844.92	\$ 8,155.08	25.86
65463	SANITATION	\$ 2,500.00	\$ 1,074.00	\$ 1,426.00	42.96
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ -	\$ 1,500.00	0
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ -	\$ 3,000.00	0
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,000.00	\$ 2,713.03	\$ 2,286.97	54.26
65521	UNIFORMS	\$ 1,000.00	\$ 336.97	\$ 663.03	33.7
66010	OFFICE SUPPLIES	\$ 300.00	\$ -	\$ 300.00	0
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 61.46	\$ 438.54	12.29
<b>TOTAL</b>		<b>\$ 116,378.00</b>	<b>\$ 43,303.08</b>	<b>\$ 73,074.92</b>	<b>37.21%</b>

6. All Items involving Town Officials or invited guests

7. Public Hearing

a. The Kittery Port Authority moves to approve an application from Ruth Lawrence 19 Pleasant Street, Kittery, ME 03904 (Map 4, Lot 35A) to replace windows and doors in an existing commercial boat house, address cosmetic issues and add a deck to the second story for an exit.

Port Authority member Steve Lawrence removed himself from the board due to the application was a family member.

Chair Philbrook moved to approve the application from Ruth Lawrence 19 Pleasant Street, Kittery, ME 03904 (Map 4, Lot 35A) to replace windows and doors in an existing commercial boat house, address cosmetic issues and add a deck to the second story for an exit, seconded by Mr. Bush.

Motion Carried 4-0-0

b. The Kittery Port Authority moves to approve an application from Nicholas and Meredith Starr 56 Tidewater Way, Kittery, ME 03904 (Map 47, Lot 18-3-2) for the construction of a 70'x3' fixed pier, 26'x3' gangway and a 10'x18' float. Agent is Duncan Mellor Civil Works New England.

Chair Philbrook moved to approve the application from Nicholas and Meredith Starr 56 Tidewater Way, Kittery, ME 03904 (Map 47, Lot 18-3-2) for the construction of a 70'x3' fixed pier, 26'x3' gangway and a 10'x18' float, seconded by Vice Chair Patten.

Motion Carried 4-0-1

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

## 8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to accept an application from 23 Oak Terrace LLC 23 Oak Terrace, Kittery, ME 03904 (Map 2, Lot 3) for the construction of a 4' x 3' access landing, 4' x 5' access stairway, 4' x 10' access stairway, 6' x 80' fixed pier, 3' x 30' gangway, and a 10' x 20' float secured by helical moorings. Agent: Steve Riker Ambit Engineering.

Mr. Bush removed himself from the board.

Steve Riker from Ambit Engineering presented the plans for 23 Oak Terrace, Kittery, ME to the Board and answered any questions the Board might have had.

Chair Philbrook moved to accept the application from 23 Oak Terrace LLC 23 Oak Terrace, Kittery, ME 03904 (Map 2, Lot 3) for the construction of a 4'x 3' access landing, 4' x 5' access stairway, 4' x 10' access stairway, 6' x 80'fixed pier, 3' x 30' gangway, and a 10' x 20' float secured by helical moorings, schedule a public hearing for the December KPA meeting, and scheduled a site walk for November 18, 2021 at 3:30 p.m., seconded by Mr. Lawrence.

Motion Carried 4-0-1

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

b. The Kittery Port Authority moves to accept an application from Charles R. Kendall 9 Pepperrell Road, Kittery Point, ME 03905 (Map 18, Lot 10-A) for the construction of 6' x 30' fixed pier, 4' x 16' stairway, 3' x 30' gangway, and a 10' x 20' float held in place by helical moorings. Agent: Steve Riker Ambit Engineering.

Mr. Bush removed himself from the board.

Steve Riker from Ambit Engineering presented the plans for 9 Pepperrell Road, Kittery Point, Maine to the Board and answered any questions the Board might have had.

Chair Philbrook moved to accept the application from Charles R. Kendall 9 Pepperrell Road, Kittery Point, ME 03905 (Map 18, Lot 10-A) for the construction of 6' x 30' fixed pier, 4' x 16' stairway, 3' x 30' gangway, and a 10' x 20' float held in place by helical moorings, schedule a public hearing for the December KPA meeting, and scheduled a site walk for November 18, 2021 at 3:00 p.m., seconded by Mr. Lawrence.

Motion Carried 4-0-1

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

9. Public Segment (Three Mins.) - None

10. Unfinished Business

a. Rules and Regulations public hearing in December

Chair Philbrook stated there would be a public hearing scheduled for the Rules and Regulations at the December KPA meeting.

11. New Business - None

12. Committee and Other Reports - None

a. Communications from the Chairperson - None

13. Board Member Issues or Comments

Mr. Lawrence – None

Mr. Bush - None

Mr. McCollett spoke about the Temporary mooring program.

Vice Chair Patten – None

Chair Philbrook spoke about the elections for KPA Chair and Vice Chair was coming up, and encourage the board members to participate.

14. Executive Session - None

15. Adjournment

Mr. Bush moved to adjourn at 6: 51 p.m. seconded by Mr. Lawrence.

All were in favor.

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.