

PORT AUTHORITY MEETING
COUNCIL CHAMBERS

APPROVED MINUTES
AUGUST 4, 2022

1. Call to Order / Attendance

Vice Chair Patten called the meeting to order at 6:00 P.M.

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

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Vice Chair Patten cast one vote to approve the agenda as written.

4. Acceptance of Previous Minutes: July 7, 2022

All were in favor of the July 7, 2022 minutes as written.

5. Harbormaster Report and Budget Report

The Harbormaster assisted a vessel in distress in the area of the 95 Bridge during a strong tide. The vessel was having mechanical issues causing handling issues. He took the family off the boat and escorted the captain to the docks where the boat was hauled for repairs.

Chuck Moran did a check of Brave Boat Harbor, there were 13 boats on the bar and approximately 47 people. Chuck found evidence of clamming but no clams visible among the people or boats.

The Harbormaster did several parking/fishing ordinance overnight checks between 1am and 4am. He found some fishing without licenses, during one of the checks, he found that 2 resident vehicles had squid ink on them. These vehicles were parked in the resident parking areas facing the ramp. The Harbormaster was approached by a mooring holder who last year would park there to spend the night on their boat but would find ink or damage to their vehicle the next morning, so they don't park there any longer. The Harbormaster stated he will request that the KPA change the fishing ordinance to prohibit fishing in the area between the dumpster and the parking spot next to the HM office.

The Harbormaster responded to several floating objects in the river/back channel that were navigational hazards, these hazards include telephone poles, docks, large structural timber among other items.

The Harbormaster responded to a report of a vessel on the rocks at Hicks Rock, he found the vessel had not run aground, but rather got a lobster trap line and buoy

wrapped in the propeller. They were able to clear the line and got underway without incident.

The Harbormaster responded to a vessel adrift in the area off Captains Way Gerrish Island, he found a vessel and towed it back to the docks. He also found that the bow line knot had come undone while the vessel was on mooring in Pepperrell Cove. He reported there was no damage and he contacted the owner who brought the vessel back to the mooring.

Deputy Harbormasters Moran/Valenti conducted mooring occupancy inventories of Pepperrell Cove, Chauncey Creek and the lower portion of the Back Channel.

The Harbormaster responded to a sailboat taking on water in the area of 2KR. He found that the 35-foot sailboat had approximately 4 feet of water in it. The wind and seas were increasing so they notified the Coast Guard and TowboatUS that they were going to dewater the boat and tow the vessel in. The Harbormaster towed the boat into safer waters and turned it over to TowboatUS. The Harbormaster wanted to thank the NH Marine Patrol for providing a security zone while they had the vessel in tow and pumping it out.

The 21-foot Harbormaster's boat had outboard problems while responding to a dock floating down the main river, so the Harbormaster called Gunnar Ek to tow the dock in as well as follow them back to Pepperrell Cove.

The Harbormaster repaired the scuppers in the 21ft Harbormaster's boat as the flappers were not closing and would not bail properly.

The Harbormaster repaired the safety railing along the wall that was damaged.

The Harbormaster reported that he is getting a new stainless-steel ladder for next to the hoist, it was fabricated, delivered and will hopefully be installed next week.

The Harbormaster reported the total recorded underway hours for patrol on HM boats (not including several in the back channel that he was notified of, but not called into dispatch, to be put in the log during the early part of the month). -122 hours.

FY 2023 YTD EXPENSES					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR EXPENSE	CURRENT YEAR REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 65,162.00	\$ 5,233.75	\$ 59,928.25	8.03
64020	PART TIME SALARIES	\$ 26,967.00	\$ 6,771.34	\$ 20,195.66	25.11
65010	POSTAGE	\$ 250.00	\$ -	\$ 250.00	0.00
65020	TELEPHONE & INTERNET	\$ 2,000.00	\$ 111.85	\$ 1,888.15	5.59
65200	ELECTRICITY	\$ 2,016.00	\$ -	\$ 2,016.00	0.00
65220	WATER	\$ 515.00	\$ -	\$ 515.00	0.00
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,000.00	\$ 213.12	\$ 786.88	21.31
65305	BOAT EQUIPMENT MAINTENANCE	\$ 3,500.00	\$ 155.59	\$ 3,344.41	4.45
65310	VEHICLE MAINTENANCE	\$ 1,000.00	\$ -	\$ 1,000.00	0.00
65311	GAS, GREASE, & OIL	\$ 2,250.00	\$ -	\$ 2,250.00	0.00
65462	RIGGING	\$ 12,000.00	\$ 812.48	\$ 11,187.52	6.77
65463	SANITATION	\$ 2,000.00	\$ 331.24	\$ 1,668.76	16.56
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ -	\$ 1,500.00	0.00
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ 1,360.00	\$ 1,640.00	45.33
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,500.00	\$ 418.11	\$ 5,081.89	7.60
65521	UNIFORMS	\$ 1,300.00	\$ 626.95	\$ 673.05	48.23
66010	OFFICE SUPPLIES	\$ 300.00	\$ -	\$ 300.00	0.00
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 85.76	\$ 414.24	17.15
TOTAL		\$ 130,760.00	\$ 16,120.19	\$ 114,639.81	12.33%

FY 2023 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (11,000.00)	\$ (100.00)	\$ (10,900.00)	0.91
43148	TRANSIENT SLIP RENTAL	\$ (8,000.00)	\$ (2,631.00)	\$ (5,369.00)	32.89
43149	KPA APPLICATION FEES	\$ (500.00)	\$ -	\$ (500.00)	0.00
43150	MOORING FEES	\$ (100,000.00)	\$ 168.00	\$ (100,168.00)	-0.17
43151	LAUNCH FEE	\$ (14,000.00)	\$ (4,834.00)	\$ (9,166.00)	34.53
43152	TRANSIENT MOORING	\$ (8,000.00)	\$ (1,804.00)	\$ (6,196.00)	22.55
43153	WAIT LIST FEE	\$ (1,000.00)	\$ (80.00)	\$ (920.00)	8.00
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (1,286.00)	\$ (1,114.00)	53.58
43157	MOORING LATE FEE	\$ (1,000.00)	\$ -	\$ (1,000.00)	0.00
43159	KAYAK RACK RENTAL	\$ (2,700.00)	\$ (118.00)	\$ (2,582.00)	4.37
TOTAL		\$ (148,600.00)	\$ (10,685.00)	\$ (137,915.00)	7.19%

6. All Items involving Town Officials or Invited Guests

7. Public Hearing

a. The Kittery Port Authority moves to hold a public hearing and approve an application from The Brewster Family Irrevocable Trust, 7 Bond Road, Kittery Point, ME 03905 (Map 25, Lot 1-A) for the construction of a 4' x 24' fixed wood pier, a 3' x 30' gangway and a 10' x 20' float secured by two helical moorings. Agent Steve Riker Ambit Engineering.

Steve Riker from Ambit Engineering gave an overview of the project.

Mr. Lawrence moved to approve the application from The Brewster Family Irrevocable Trust, 7 Bond Road, Kittery Point, ME 03905 (Map 25, Lot 1-A) for the construction of a 4' x 24' fixed wood pier, a 3' x 30' gangway and a 10' x 20' float secured by two helical moorings, seconded by Mr. Johnston.

Motion Carried 5-0-1

Mr. Bush recused.

b. The Kittery Port Authority moves to hold a public hearing and approve an application from SHM Kittery Point, 48 Bowen Road, Kittery, ME 03904 (Map 17, Lot 10) for the conversion of 28 single point moorings in the back channel into twelve (12) 8' x 80' floats and one (1) 8' x 160' float. Agents is Sandra Guay Archipelago Law, LLP.

POSTPONED TO SEPTEMBER 1, 2022

8. Piers, Wharves & Floats - None

9. Public Segment (Three Mins.) – None

10. Unfinished Business - None

11. New Business - None

12. Committee and Other Reports - None

a. Communications from the Chairperson

Vice Chair Patten spoke about two items, Chair Philbrook wanted the Vice Chair to bring to the board's attention first was a letter from Allen Bretton, regarding wakes in the back channel and an application the KPA approved at 134 Whipple Road.

13. Board Member Issues or Comments

Mr. Lawrence – None

Mr. Johnston – None

Mr. Bush – None

Mr. Pinkham spoke about the fishing on the Kittery Point bridge.

Mr. McCollett – None

Vice Patten - None

14. Executive Session - None

15. Adjournment

Mr. Lawrence moved to adjourn at 6:28 P.M., seconded by Mr. Johnston.

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.