

**TOWN OF KITTERY, Maine  
PORT AUTHORITY MEETING  
COUNCIL CHAMBERS**

**APPROVED  
JANUARY 5, 2023**

**1. Call to Order / Attendance**

Acting Chair Patten called the meeting to order at 6:11 P.M.

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

Members absent: Scott Mason

**2. Pledge of Allegiance**

3. Agenda Amendments and Adoption- Under New Business, add item “b. training for the Kittery Port Authority”. The agenda was approved as amended.

**4. Acceptance of Previous Minutes: none**

**5. Harbormaster Report and Budget Report**

The Harbormaster gave a summary of his monthly report, expenses and revenues. The Board asked a few questions.

<b>FY 2023 YTD EXPENSES</b>					
<b>OBJECT</b>	<b>ACCT DESCRIPTION</b>	<b>CURRENT YEAR BUDGET</b>	<b>CURRENT YEAR EXPENSES</b>	<b>CURRENT YEAR REMAINING</b>	<b>PERCENT USED</b>
64010	HARBOR MASTER FULL TIME SALARI	\$ 65,162.00	\$ 32,336.37	\$32,825.63	49.62
64020	PART TIME SALARIES	\$ 26,967.00	\$ 18,279.89	\$ 8,687.11	67.79
65010	POSTAGE	\$ 250.00	\$ 29.80	\$ 220.20	11.92
65020	TELEPHONE & INTERNET	\$ 2,000.00	\$ 671.10	\$ 1,328.90	33.56
65200	ELECTRICITY	\$ 2,016.00	\$ 588.55	\$ 1,427.45	29.19
65220	WATER	\$ 515.00	\$ 175.47	\$ 339.53	34.07
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,000.00	\$ 919.80	\$ 80.20	91.98
65305	BOAT EQUIPMENT MAINTENANCE	\$ 3,500.00	\$ 3,437.94	\$ 62.06	98.23
65310	VEHICLE MAINTENANCE	\$ 1,000.00	\$ 3,205.13	\$ (2,205.13)	320.51
65311	GAS, GREASE, & OIL	\$ 2,250.00	\$ 1,768.36	\$ 481.64	78.59
65462	RIGGING	\$ 12,000.00	\$ 6,679.10	\$ 5,320.90	55.66
65463	SANITATION	\$ 2,000.00	\$ 1,731.22	\$ 268.78	86.56
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ -	\$ 1,500.00	0.00
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ 2,305.73	\$ 694.27	76.86
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,500.00	\$ 2,867.84	\$ 2,632.16	52.14
65521	UNIFORMS	\$ 1,300.00	\$ 890.93	\$ 409.07	68.53
66010	OFFICE SUPPLIES	\$ 300.00	\$ -	\$ 300.00	0.00
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 275.01	\$ 224.99	55.00
<b>TOTAL</b>		<b>\$ 130,760.00</b>	<b>\$ 76,162.24</b>	<b>\$54,597.76</b>	<b>58.25%</b>

<b>FY 2023 YTD REVENUE</b>					
<b>OBJECT</b>	<b>ACCT DESCRIPTION</b>	<b>CURRENT YEAR BUDGET</b>	<b>CURRENT YEAR REVENUE</b>	<b>CURRENT YEAR DIFFERENCE</b>	<b>PERCENT</b>
43147	DINGHY FEES	\$ (11,000.00)	\$ (100.00)	\$ (10,900.00)	0.91
43148	TRANSIENT SLIP RENTAL	\$ (8,000.00)	\$ (15,653.17)	\$ 7,653.17	195.66
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (125.00)	\$ (375.00)	25.00
43150	MOORING FEES	\$(100,000.00)	\$ (244.00)	\$ (99,756.00)	0.24
43151	LAUNCH FEE	\$ (14,000.00)	\$ (8,763.75)	\$ (5,236.25)	62.60
43152	TRANSIENT MOORING	\$ (8,000.00)	\$ (12,795.00)	\$ 4,795.00	159.94
43153	WAIT LIST FEE	\$ (1,000.00)	\$ (460.00)	\$ (540.00)	46.00
43155	CLAM LICENSE FEE	\$ -	\$ (555.00)	\$ 555.00	0.00
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (1,708.00)	\$ (692.00)	71.17
43157	MOORING LATE FEE	\$ (1,000.00)	\$ -	\$ (1,000.00)	0.00
43159	KAYAK RACK RENTAL	\$ (2,700.00)	\$ (112.00)	\$ (2,588.00)	4.15
<b>TOTAL</b>		<b>\$(148,600.00)</b>	<b>\$ (40,515.92)</b>	<b>\$(108,084.08)</b>	<b>27.27%</b>

6. All Items involving Town Officials or Invited Guests

7. Public Hearing

8. Piers, Wharves & Floats – None

9. Public Segment (Three Mins.)

10. Unfinished Business

11. New Business

a. Election of Officers-

Mr. Lawrence nominated Mr. Patten for Chair. Mr. Patten accepted the nomination. The motion passed by roll call vote 5-0-1, with Mr. Patten abstaining.

Mr. Pinkham nominated Mr. Bush for Vice Chair. The motion passed by roll call vote 4-0-2, with Mr. Bush and Mr. Lawrence abstaining.

12. Committee and Other Reports - None

13. Communications from the Chairperson

a. Workshop on 1/19/2023 at 6 PM to discuss Rules & Regulations, including the letter received from the Halls. Acting Chair Patten reviewed the protocol for making suggested changes for the workshop.

b. Training for the Kittery Port Authority- Acting Chair Patten received an email from the Town Manager stating that the Town attorney is available to conduct a municipal board training workshop. The Board agreed to hold the workshop at the regular February meeting in lieu of their regular meeting. Discussion continued on the training topics.

14. Board Member Issues or Comments

Mr. Johnston – None

Mr. Bush – Mr. Bush thanked Mr. Moran for the help getting through the storm.

Mr. Pinkham – None

Mr. McCollett – None

Mr. Lawrence – Mr. Lawrence stated he would make a list of items that are bothering him about the Board.

Acting Chair Patten – Acting Chair Patten read and reviewed the mission statement of the Board, and read the Harbormaster position details.

15. Executive Session - None

16. Adjournment

Mr. Lawrence moved to adjourn at 7:02 P.M. Seconded by Mr. Pinkham. The motion passed.

Submitted by Carrie Varao, Development Staff Clerk on May 11, 2023.

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 at <http://www.townhallstreams.com/locations/kittery-maine>.