

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

**APPROVED  
MARCH 2, 2023**

**1. Call to Order / Attendance**

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

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

Members absent:

**2. Pledge of Allegiance**

**3. Agenda Amendments and Adoption-** The agenda was approved as written.

**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	\$ 42,252.77	\$ 22,909.23	64.84
64020	PART TIME SALARIES	\$ 26,967.00	\$ 18,405.36	\$ 8,561.64	68.25
65010	POSTAGE	\$ 250.00	\$ 29.80	\$ 220.20	11.92
65020	TELEPHONE & INTERNET	\$ 2,000.00	\$ 894.80	\$ 1,105.20	44.74
65200	ELECTRICITY	\$ 2,016.00	\$ 1,003.79	\$ 1,012.21	49.79
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	\$ 3,468.52	\$ 31.48	99.10
65310	VEHICLE MAINTENANCE	\$ 1,000.00	\$ 3,205.13	\$ (2,205.13)	320.51
65311	GAS, GREASE, & OIL	\$ 2,250.00	\$ 1,977.94	\$ 272.06	87.91
65462	RIGGING	\$ 12,000.00	\$ 9,298.56	\$ 2,701.44	77.49
65463	SANITATION	\$ 2,000.00	\$ 1,731.22	\$ 268.78	86.56
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ 920.00	\$ 580.00	61.33
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ 2,427.95	\$ 572.05	80.93
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,500.00	\$ 3,442.55	\$ 2,057.45	62.59
65521	UNIFORMS	\$ 1,300.00	\$ 890.93	\$ 409.07	68.53
66010	OFFICE SUPPLIES	\$ 300.00	\$ 33.79	\$ 266.21	11.26
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 275.01	\$ 224.99	55.00
<b>TOTAL</b>		<b>\$ 130,760.00</b>	<b>\$ 91,353.39</b>	<b>\$ 39,406.61</b>	<b>69.86%</b>

FY 2023 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (11,000.00)	\$ (4,410.00)	\$ (6,590.00)	40.09
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)	\$ (27,752.33)	\$ (72,247.67)	27.75
43151	LAUNCH FEE	\$ (14,000.00)	\$ (9,486.75)	\$ (4,513.25)	67.76
43152	TRANSIENT MOORING	\$ (8,000.00)	\$ (12,795.00)	\$ 4,795.00	159.94
43153	WAIT LIST FEE	\$ (1,000.00)	\$ (778.00)	\$ (222.00)	77.80
43155	CLAM LICENSE FEE	\$ -	\$ (555.00)	\$ 555.00	0.00
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (2,622.00)	\$ 222.00	109.25
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>\$ (74,289.25)</b>	<b>\$ (74,310.75)</b>	<b>49.99%</b>

6. All Items involving Town Officials or Invited Guests

7. Public Hearing

8. Piers, Wharves & Floats –

a. The Kittery Port Authority moves to accept an application from Ryan Harmon, 67 Depot Rd, Eliot ME 03903, to install a 10' x 24' float secured by two (2) 3,000-pound granite blocks, in the Piscataqua River's back channel.

Chair Patten asked if the Board had any questions of Mr. Harmon.

Vice Chair Bush recused himself.

Mr. Harmon reviewed his application with the Board briefly.

**Mr. Pinkham moved to accept the application. Seconded by Mr. McCollett. The motion passed by roll call vote 6-0-0.**

**The Board scheduled a public hearing for the next meeting on 4/6/2023.**

b. The Kittery Port Authority moves to accept an application from Langdon Island West Condominium Association, 9 Badgers Island West, Kittery, ME 03904 (Tax Map 1, Lot 23) for the modification of an existing structure consisting of an 8' x 16' float extension, two (2) 4' x 30' finger floats, and one (1) 4' x 26' finger float. Agent is Steven Riker, Ambit Engineering – Haley Ward, Inc.

Mr. Riker, Ambit Engineering, presented the project. Mr. Riker read the waiver request into the record.

The Board asked various questions.

Comments were heard from Brud Weger, Ben Porter, Donna McGarry, Gregory Braun, William Banfield, and Kuerstin Fordham.

Discussion continued on the acceptance of the application.

**Chair Patten moved to postpone the acceptance of the application until the next meeting. Seconded by Mr. Lawrence. The motion passed by roll call vote 5-1-1, with Mr. Mason voting in the negative and Mr. Johnston abstaining.**

Mr. Riker asked for clarification on the required updates the Board would like for the next meeting.

9. Public Segment (Three Mins.)

10. Unfinished Business

11. New Business

12. Committee and Other Reports - None

13. Communications from the Chairperson

14. Board Member Issues or Comments

Mr. Mason – None

Mr. McCollett – Mr. McCollett told the Board he would be resigning from the Climate Adaptation Committee. He reported that the committee is requesting a replacement.

Mr. Pinkham – Mr. Pinkham asked that the Board recognize the former chair's contribution to the Board and the town.

Mr. Lawrence – Mr. Lawrence recognized Kelly Philbrook as the former chair.

Vice Chair Bush – Mr. Bush agreed that Kelly put a lot into the Board.

Mr. Johnston – None

Chair Patten – Mr. Patten agreed with the Board and offered that they get together to discuss what they can do.

15. Executive Session - None

16. Adjournment

**Mr. Johnston moved to adjourn at 7:17 P.M. Seconded by Vice Chair Bush. The motion passed.**

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Submitted by Carrie Varao, Development Staff Clerk on June 7, 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>.