

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

**APPROVED
APRIL 6, 2023**

1. Call to Order / Attendance

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

Members present: Steve Lawrence, Niles Pinkham, John McCollett, Scott Mason, Vice Chair Bryan Bush, and Chair Charles Patten.

Members absent: Alan Johnston

2. Pledge of Allegiance

3. Agenda Amendments and Adoption- Chair Patten amended: Item 7, a, after the word hearing, delete "on" and insert "and vote on approval"; Item 8, b, insert "moored" before float. 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.

FY 2023 YTD EXPENSES					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR EXPENSES	CURRENT YEAR REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 65,162.00	\$ 48,450.52	\$ 16,711.48	74.35
64020	PART TIME SALARIES	\$ 26,967.00	\$ 19,541.28	\$ 7,425.72	72.46
65010	POSTAGE	\$ 250.00	\$ 163.49	\$ 86.51	65.40
65020	TELEPHONE & INTERNET	\$ 2,000.00	\$ 1,006.65	\$ 993.35	50.33
65200	ELECTRICITY	\$ 2,016.00	\$ 1,216.59	\$ 799.41	60.35
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	\$ 3,545.94	\$ (45.94)	101.31
65310	VEHICLE MAINTENANCE	\$ 1,000.00	\$ 3,205.13	\$ (2,205.13)	320.51
65311	GAS, GREASE, & OIL	\$ 2,250.00	\$ 2,301.23	\$ (51.23)	102.28
65462	RIGGING	\$ 12,000.00	\$ 9,307.45	\$ 2,692.55	77.56
65463	SANITATION	\$ 2,000.00	\$ 1,731.22	\$ 268.78	86.56
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ 1,462.26	\$ 37.74	97.48
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ 3,992.14	\$ (992.14)	133.07
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,500.00	\$ 4,099.40	\$ 1,400.60	74.53
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
TOTAL		\$ 130,760.00	\$ 102,318.30	\$ 28,441.70	78.25%

FY 2023 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (11,000.00)	\$ (7,020.00)	\$ (3,980.00)	63.82
43148	TRANSIENT SLIP RENTAL	\$ (8,000.00)	\$ (15,688.17)	\$ 7,688.17	196.10
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (125.00)	\$ (375.00)	25.00
43150	MOORING FEES	\$ (100,000.00)	\$ (50,924.02)	\$ (49,075.98)	50.92
43151	LAUNCH FEE	\$ (14,000.00)	\$ (10,717.75)	\$ (3,282.25)	76.56
43152	TRANSIENT MOORING	\$ (8,000.00)	\$ (12,795.00)	\$ 4,795.00	159.94
43153	WAIT LIST FEE	\$ (1,000.00)	\$ (1,758.00)	\$ 758.00	175.80
43155	CLAM LICENSE FEE	\$ -	\$ (555.00)	\$ 555.00	0.00
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (2,616.00)	\$ 216.00	109.00
43157	MOORING LATE FEE	\$ (1,000.00)	\$ (50.00)	\$ (950.00)	5.00
43159	KAYAK RACK RENTAL	\$ (2,700.00)	\$ (112.00)	\$ (2,588.00)	4.15
TOTAL		\$ (148,600.00)	\$ (102,360.94)	\$ (46,239.06)	68.88%

6. All Items involving Town Officials or Invited Guests

7. Public Hearing

a. The Kittery Port Authority moves to hold a public hearing and voting on approval of 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 opened the public hearing. Chair Patten closed the public hearing.

Mr. Pinkham moved to approve the application. Seconded by Mr. Lawrence. The motion passed by roll call vote 5-0-1, with Vice Chair Bush abstaining.

8. Piers, Wharves & Floats –

a. The Kittery Port Authority moves to accept an application from Judith McKenna, 42 Pepperrell Road, Kittery Point, ME 03905 (Tax Map 18, Lot 27) for the construction of a 4' x 85' pier, 3' x 35' ramp, and 30' x 10' float. Agent is Ryan McCarthy, Tidewater Engineering & Surveying, Inc.

Mr. McCarthy presented the project to the Board. Vice Chair Bush recused himself. The Board asked several questions.

Mr. Lawrence moved to accept the application. Seconded by Mr. Pinkham. The motion passed by roll call vote 5-0-0.

The Board scheduled a site walk on Monday, April 17, 2023 at 4 PM, and a public hearing on May 4, 2023.

b. The Kittery Port Authority moves to accept an application from David Daniels, Island Seafood, 21 Badgers Island West, Kittery, ME 03904 (Tax Map 1, Lot 27) for the installation of an 8' x 24' moored float.

Mr. Daniels presented the project to the Board. The Board asked several questions.

Mr. Lawrence moved to accept the application. Seconded by Mr. Pinkham. The motion passed by roll call vote 4-0-1, with Mr. McCollett abstaining.

The Board scheduled a site walk on Monday, April 17, 2023 at 5 PM, and a public hearing on May 4, 2023.

Mr. Bush rejoined the Board.

9. Public Segment (Three Mins.)

10. Unfinished Business

Chair Patten and Mr. Lawrence discussed the recognition of the former Chair briefly. Mr. Mason and Mr. Pinkham commented.

11. New Business

12. Committee and Other Reports - None

13. Communications from the Chairperson

Mr. Patten commented that renewals are due the 15th. 9 Badgers Island West is postponed until May 4th. Mr. Patten read the acceptance memo from the Code Enforcement Officer and explained that these memos will be included in the packets.

14. Board Member Issues or Comments

Mr. Mason – None

Mr. McCollett – None

Mr. Pinkham – None

Vice Chair Bush – Mr. Bush reported he liked that Code Enforcement is reviewing applications. Mr. Bush asked about the Government Street lift.

Mr. Lawrence – None

Chair Patten – None

15. Executive Session - None

16. Adjournment

Mr. Lawrence moved to adjourn at 6:47 P.M. Seconded by Mr. McCollett. The motion passed 6-0-0.

Submitted by Carrie Varao, Development Staff Clerk on June 20, 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>.