

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

**APPROVED
MAY 4, 2023**

1. Call to Order / Attendance

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

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

Members absent: Niles Pinkham

2. Pledge of Allegiance

3. Agenda Amendments and Adoption- Chair Patten amended the agenda: Public Hearing Item b, insert "moored" before float. The agenda was approved as amended.

4. Acceptance of Previous Minutes: 10/6/2022 and 11/3/2022

Chair Patten approved the minutes of 10/6/2022 and 11/3/2022 as written.

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	\$ 53,408.72	\$ 11,753.28	81.96
64020	PART TIME SALARIES	\$ 26,967.00	\$ 20,147.68	\$ 6,819.32	74.71
65010	POSTAGE	\$ 250.00	\$ 207.29	\$ 42.71	82.92
65020	TELEPHONE & INTERNET	\$ 2,000.00	\$ 1,118.50	\$ 881.50	55.93
65200	ELECTRICITY	\$ 2,016.00	\$ 1,425.39	\$ 590.61	70.70
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	\$ 3,786.20	\$ (286.20)	108.18
65310	VEHICLE MAINTENANCE	\$ 1,000.00	\$ 3,205.13	\$ (2,205.13)	320.51
65311	GAS, GREASE, & OIL	\$ 2,250.00	\$ 2,448.98	\$ (198.98)	108.84
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	\$ 4,795.44	\$ 704.56	87.19
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	\$ 109,331.40	\$ 21,428.60	83.61%

FY 2023 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (11,000.00)	\$ (10,520.00)	\$ (480.00)	95.64
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)	\$ (88,527.47)	\$ (11,472.53)	88.53
43151	LAUNCH FEE	\$ (14,000.00)	\$ (11,858.75)	\$ (2,141.25)	84.71
43152	TRANSIENT MOORING	\$ (8,000.00)	\$ (12,815.00)	\$ 4,815.00	160.19
43153	WAIT LIST FEE	\$ (1,000.00)	\$ (2,240.00)	\$ 1,240.00	224.00
43155	CLAM LICENSE FEE	\$ -	\$ (555.00)	\$ 555.00	0.00
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (2,610.00)	\$ 210.00	108.75
43157	MOORING LATE FEE	\$ (1,000.00)	\$ (350.00)	\$ (650.00)	35.00
43159	KAYAK RACK RENTAL	\$ (2,700.00)	\$ (256.00)	\$ (2,444.00)	9.48
TOTAL		\$ (148,600.00)	\$ (145,545.39)	\$ (3,054.61)	97.94%

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 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.

Chair Patten told the Board that DEP had an issue with the eel grass. He informed the Board that a conditional approval may be granted.

Mr. McCarthy updated the Board on the project, including the height waiver requested and the eel grass.

Chair Patten opened the public hearing. Chair Patten closed the public hearing.

The staff report was reviewed.

**Chair Patten moved to approve the height waiver. Seconded by Mr. Lawrence.
The motion passed by roll call vote 6-0-0.**

Mr. Lawrence moved approve the application with the stated condition regarding eel grass. Seconded by Mr. Johnston.

Discussion continued on the design and the application process.

The motion passed by roll call vote 6-0-0.

Vice Chair Bush moved to allow the applicant to adjust the length of the ramp and pier up to fifteen feet.

Discussion continued, and the original approved motion remained. The applicant was told he would have to come back for any modifications.

b. The Kittery Port Authority moves to hold a public hearing and approve 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 summarized his application.

Mr. Bush recused himself.

Chair Patten opened the public hearing.

Public comment was heard from Darren Lapierre, 27 Badgers Island West.

Chair Patten closed the public hearing.

Mr. Daniels responded to the comments. Discussion ensued on the application.

Chair Patten reviewed the staff report.

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

Mr. Bush returned to the meeting.

8. Piers, Wharves & Floats –

9. Public Segment (Three Mins.)

10. Unfinished Business

11. New Business

a. Discussion on in kind replacement request for 16 Old Ferry Lane

Chair Patten summarized the request. The Board agreed to allow the in-kind replacement request, by a straw poll vote 6-0-0.

12. Committee and Other Reports - None

13. Communications from the Chairperson

14. Board Member Issues or Comments

Mr. Lawrence – None

Mr. Johnston – Mr. Johnston reported that he will be away next month.

Vice Chair Bush – Mr. Bush commented on the hoist at the pier, and the float-in.

Mr. Mason – None

Mr. McCollett – None

Chair Patten – Mr. Patten commented the float-in.

15. Executive Session - None

16. Adjournment

Mr. Johnston moved to adjourn at 7:04 P.M. Seconded by Mr. Lawrence. The motion passed.

Submitted by Carrie Varao, Development Staff Clerk on June 21, 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>.