

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

**APPROVED  
JUNE 1, 2023**

**1. Call to Order / Attendance**

Chair Patten called the meeting to order at 6:04 PM.

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

Members absent: John McCollett, and Alan Johnston

**2. Pledge of Allegiance**

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

**4. Acceptance of Previous Minutes: 12/1/2022 and 1/5/2023**

12/1/2022: Line 20, remove "accept and".

Chair Patten approved the 12/1/2022 minutes as amended.

1/5/2023: Chair Patten approved the 1/5/2023 minutes as written.

**5. Harbormaster Report and Budget Report**

The Harbormaster gave a summary of his monthly report, expenses and revenues.

<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	\$ 58,366.92	\$ 6,795.08	89.57
64020	PART TIME SALARIES	\$ 26,967.00	\$ 23,550.47	\$ 3,416.53	87.33
65010	POSTAGE	\$ 250.00	\$ 207.29	\$ 42.71	82.92
65020	TELEPHONE & INTERNET	\$ 2,000.00	\$ 1,230.35	\$ 769.65	61.52
65200	ELECTRICITY	\$ 2,016.00	\$ 1,646.21	\$ 369.79	81.66
65220	WATER	\$ 515.00	\$ 195.47	\$ 319.53	37.96
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,000.00	\$ 919.80	\$ 80.20	91.98
65305	BOAT EQUIPMENT MAINTENANCE	\$ 3,500.00	\$ 3,788.20	\$ (288.20)	108.23
65310	VEHICLE MAINTENANCE	\$ 1,000.00	\$ 3,205.13	\$ (2,205.13)	320.51
65311	GAS, GREASE, & OIL	\$ 2,250.00	\$ 3,496.29	\$ (1,246.29)	155.39
65462	RIGGING	\$ 12,000.00	\$ 10,958.69	\$ 1,041.31	91.32
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	\$ 5,602.58	\$ (102.58)	101.87
65521	UNIFORMS	\$ 1,300.00	\$ 1,146.56	\$ 153.44	88.20
66010	OFFICE SUPPLIES	\$ 300.00	\$ 61.63	\$ 238.37	20.54
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 391.87	\$ 108.13	78.37
<b>TOTAL</b>		<b>\$ 130,760.00</b>	<b>\$ 121,953.08</b>	<b>\$ 8,806.92</b>	<b>93.26%</b>

FY 2023 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (11,000.00)	\$ (12,230.00)	\$ 1,230.00	111.18
43148	TRANSIENT SLIP RENTAL	\$ (8,000.00)	\$ (16,033.17)	\$ 8,033.17	200.41
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (625.00)	\$ 125.00	125.00
43150	MOORING FEES	\$ (100,000.00)	\$ (98,844.47)	\$ (1,155.53)	98.84
43151	LAUNCH FEE	\$ (14,000.00)	\$ (13,819.75)	\$ (180.25)	98.71
43152	TRANSIENT MOORING	\$ (8,000.00)	\$ (12,815.00)	\$ 4,815.00	160.19
43153	WAIT LIST FEE	\$ (1,000.00)	\$ (2,320.00)	\$ 1,320.00	232.00
43155	CLAM LICENSE FEE	\$ -	\$ (555.00)	\$ 555.00	0.00
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (2,598.00)	\$ 198.00	108.25
43157	MOORING LATE FEE	\$ (1,000.00)	\$ (1,817.40)	\$ 817.40	181.74
43159	KAYAK RACK RENTAL	\$ (2,700.00)	\$ (256.00)	\$ (2,444.00)	9.48
<b>TOTAL</b>		<b>\$ (148,600.00)</b>	<b>\$ (161,913.79)</b>	<b>\$ 13,313.79</b>	<b>108.96%</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 Timothy Moore, 50a Tenney Hill Rd, Kittery Point, ME 03905, to install a 10' x 24' float secured by two (2) 5,000-pound granite blocks, in the Piscataqua River's back channel.

The applicant was not present.

Chair Patten reviewed the acceptance memo from Code Enforcement.

**Mr. Pinkham moved to accept the application as complete. Seconded by Mr. Lawrence. The motion passed by roll call vote 4-0-0.**

Mr. Bush recused himself from the application and vote.

**A public hearing was scheduled for the next meeting.**

Dates for a site walk was discussed.

**A site walk was scheduled for Friday, June 16, 2022 at 2 PM.**

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 a 4' x 8' float extension, a 4' x 34' (2 – 17') float, and two (2) 6' x 24' finger floats. Agent is Steven Riker, Ambit Engineering – Haley Ward, Inc.

Chair Patten reviewed the acceptance memo from Code Enforcement.

Steve Riker, Ambit Engineering, presented the project and reviewed the changes to the Board. He provided a written waiver request and reviewed it with the Board.

Ben Porter, president of Langdon Island West Condominium Association, described the slips to the Board.

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

**A public hearing was scheduled for the next meeting.**

**A site walk was scheduled for Friday, June 16, 2023 at 2:30 PM.**

9. Public Segment (Three Mins.)

10. Unfinished Business

11. New Business

12. Committee and Other Reports - None

13. Communications from the Chairperson

Chair Patten told the Board that the Town is developing a climate action plan, to include addressing sea level rise. The Town Manager recommended the Port Authority adjust the maximum height restrictions in the Rules and Regulations.

14. Board Member Issues or Comments

Mr. Lawrence – None

Vice Chair Bush – Mr. Bush commented on the new Harbormaster boat.

Mr. Pinkham – Mr. Pinkham commented on the dinghies at Pepperrell Cove.

Mr. Mason – None

Chair Patten – None

15. Executive Session - None

16. Adjournment

Vice Chair Bush moved to adjourn at 6:49 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

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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>.