

1. Call to Order / Attendance

Chair Patten called the meeting to order at 6:01 PM.

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

Members absent: Scott Mason and Alan Johnston

2. Pledge of Allegiance

3. Agenda Amendments and Adoption- Item 8 c will be postponed until September. **The agenda was approved as amended.**

4. Acceptance of Previous Minutes: 7/6/2023

Page 3, line 37: add "The applicant asked the Board to consider postponing the application until next month."

**The Board approved the minutes as amended.**

5. Harbormaster Report and Budget Report

The Harbormaster gave a summary of his monthly report, expenses and revenues for fiscal year 2024. The Board asked several questions and discussion ensued briefly.

<b>FY 2024 YTD Expenses</b>					
<b>OBJECT</b>	<b>ACCT DESCRIPTION</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 EXPENSES</b>	<b>FY 2024 REMAINING</b>	<b>PERCENT USED</b>
64010	HARBOR MASTER FULL TIME SALARI	66,390.00	5,280.50	61,109.50	7.95
64020	PART TIME SALARIES	33,442.00	3,951.83	29,490.17	11.82
65010	POSTAGE	250.00	0.00	250.00	0.00
65020	TELEPHONE & INTERNET	2,600.00	111.85	2,488.15	4.30
65200	ELECTRICITY	2,016.00	0.00	2,016.00	0.00
65220	WATER	525.00	0.00	525.00	0.00
65240	DUMPSTERS/TRASH REMOVAL	1,800.00	155.72	1,644.28	8.65
65305	BOAT EQUIPMENT MAINTENANCE	5,000.00	159.64	4,840.36	3.19
65310	VEHICLE MAINTENANCE	3,500.00	0.00	3,500.00	0.00
65311	GAS, GREASE, & OIL	5,500.00	523.30	4,976.70	9.51
65462	RIGGING	14,000.00	2,139.45	11,860.55	15.28
65463	SANITATION	2,500.00	320.00	2,180.00	12.80
65470	PROFESSIONAL DEVELOPMENT	1,500.00	0.00	1,500.00	0.00
65480	OTHER PROFESSIONAL/CONTRACTED	2,500.00	3,094.36	-594.36	123.77
65500	MAIN BLDG/GROUNDS WHARVES/HAI	4,500.00	751.32	3,748.68	16.70
65521	UNIFORMS	2,000.00	0.00	2,000.00	0.00
66010	OFFICE SUPPLIES	300.00	0.00	300.00	0.00
66030	OTHER SUPPLIES	2,000.00	12.19	1,987.81	0.61
66040	JANITORIAL SUPPLIES & SERVICES	500.00	0.00	500.00	0.00
<b>TOTAL</b>		<b>150,823.00</b>	<b>16,500.16</b>	<b>134,322.84</b>	<b>10.94%</b>

<b>FY 2024 YTD Revenue</b>					
<b>OBJECT</b>	<b>ACCT DESCRIPTION</b>	<b>FY 2024 BUDGET</b>	<b>FY 2024 REVENUE</b>	<b>FY 2024 DIFFERENCE</b>	<b>PERCENT</b>
43147	DINGHY FEES	-12,000.00	-711.40	-11,288.60	5.93
43148	TRANSIENT SLIP RENTAL	-16,000.00	-2,129.00	-13,871.00	13.31
43149	KPA APPLICATION FEES	-500.00	0.00	-500.00	0.00
43150	MOORING FEES	-85,000.00	-491.00	-84,509.00	0.58
43151	LAUNCH FEE	-15,000.00	-2,530.00	-12,470.00	16.87
43152	TRANSIENT MOORING	-12,000.00	-2,002.00	-9,998.00	16.68
43153	WAIT LIST FEE	-2,000.00	-24.00	-1,976.00	1.20
43156	PIER USAGE FEE	-2,600.00	0.00	-2,600.00	0.00
43159	KAYAK RACK RENTAL	-1,500.00	0.00	-1,500.00	0.00
<b>TOTAL</b>		<b>-146,600.00</b>	<b>-7,887.40</b>	<b>-138,712.60</b>	<b>5.38%</b>

6. All Items involving Town Officials or Invited Guests
7. Public Hearing
8. Piers, Wharves & Floats –

a. The Kittery Port Authority moves to approve 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.

Mr. Bush recused himself from the item.

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

b. The Kittery Port Authority moves to accept an application from David Hunter Rev. Trust & Jessica Hunter Rev. Trust, 50 Dion Avenue, Kittery, ME 03904 (Tax Map 23, Lot 5A) for the construction of a 4' x 80' pier, a 3' x 35' ramp, and a 10' x 20' float. Agent is Lisa Vickers, Atlantic Environmental, LLC.

Lisa Vickers presented the project to the Board.

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

**The Board set a site walk for Monday, August 14, 2023 at 4:30 PM.**

c. The Kittery Port Authority moves to accept an application from Piscataqua Youth Sailing Association & Kevin McCool, President, to install a 24' x 26' float with two (2) 12' x 24' wing floats, secured with two (2) 6,000-pound blocks, in the Piscataqua River off the shore of Fort Foster. **Postponed until 9/7/2023 per applicant request.**

9. Public Segment (Three Mins.)

10. Unfinished Business

a. Revoked Mooring Appeals: #805, and #720

Chair Patten discussed the process and Rules & Regulations for revoked mooring appeals.

**Chair Patten moved to reverse the decision to revoke mooring #702 and #805. Seconded by Mr. Lawrence. The motion passed 5-0-0.**

11. New Business

12. Committee and Other Reports - None

13. Communications from the Chairperson

14. Board Member Issues or Comments

Mr. Lawrence – none

Chair Patten – none

Vice Chair Bush – none

Mr. Pinkham – none

Mr. McCollett – none

15. Executive Session - None

16. Adjournment

**Mr. Lawrence moved to adjourn at 6:38 P.M. Seconded by Vice Chair Bush. The motion passed 5-0-0.**

Submitted by Carrie Varao, Development Staff Clerk on August 10, 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>.