

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

**APPROVED  
SEPTEMBER 7, 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, Alan Johnston, Scott Mason, Vice Chair Bryan Bush, and Chair Charles Patten.

Members absent:

**2. Pledge of Allegiance**

**3. Agenda Amendments and Adoption-** Item 7 b will be postponed until October 5, 2023.  
**The agenda was approved as amended.**

**4. Acceptance of Previous Minutes:** 8/3/2023. **The minutes were approved as written.**

**5. Harbormaster Report and Budget Report**

The Harbormaster gave a summary of his monthly report, expenses and revenues for fiscal year 2024.

<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	\$ 11,775.73	\$ 54,614.27	17.74
64020	PART TIME SALARIES	\$ 33,442.00	\$ 6,260.41	\$ 27,181.59	18.72
65010	POSTAGE	\$ 250.00	\$ -	\$ 250.00	0.00
65020	TELEPHONE & INTERNET	\$ 2,600.00	\$ 111.85	\$ 2,488.15	4.30
65200	ELECTRICITY	\$ 2,016.00	\$ 108.37	\$ 1,907.63	5.38
65220	WATER	\$ 525.00	\$ 112.31	\$ 412.69	21.39
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,800.00	\$ 310.99	\$ 1,489.01	17.28
65305	BOAT EQUIPMENT MAINTENANCE	\$ 5,000.00	\$ 1,699.58	\$ 3,300.42	33.99
65310	VEHICLE MAINTENANCE	\$ 3,500.00	\$ 150.00	\$ 3,350.00	4.29
65311	GAS, GREASE, & OIL	\$ 5,500.00	\$ 1,542.65	\$ 3,957.35	28.05
65462	RIGGING	\$ 14,000.00	\$ 2,139.45	\$ 11,860.55	15.28
65463	SANITATION	\$ 2,500.00	\$ 440.00	\$ 2,060.00	17.60
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ -	\$ 1,500.00	0.00
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 2,500.00	\$ 3,094.36	\$ (594.36)	123.77
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 4,500.00	\$ 1,365.16	\$ 3,134.84	30.34
65521	UNIFORMS	\$ 2,000.00	\$ 72.00	\$ 1,928.00	3.60
66010	OFFICE SUPPLIES	\$ 300.00	\$ -	\$ 300.00	0.00
66030	OTHER SUPPLIES	\$ 2,000.00	\$ 15.99	\$ 1,984.01	0.80
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 38.40	\$ 461.60	7.68
<b>TOTAL</b>		<b>\$ 150,823.00</b>	<b>\$ 29,237.25</b>	<b>\$ 121,585.75</b>	<b>19.39%</b>

FY 2024 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	FY 2024 BUDGET	FY 2024 REVENUE	FT 2024 DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (12,000.00)	\$ (711.40)	\$ (11,288.60)	5.93
43148	TRANSIENT SLIP RENTAL	\$ (16,000.00)	\$ (6,092.00)	\$ (9,908.00)	38.08
43149	KPA APPLICATION FEES	\$ (500.00)	\$ -	\$ (500.00)	0.00
43150	MOORING FEES	\$ (85,000.00)	\$ (879.60)	\$ (84,120.40)	1.03
43151	LAUNCH FEE	\$ (15,000.00)	\$ (5,923.00)	\$ (9,077.00)	39.49
43152	TRANSIENT MOORING	\$ (12,000.00)	\$ (3,847.00)	\$ (8,153.00)	32.06
43153	WAIT LIST FEE	\$ (2,000.00)	\$ (51.00)	\$ (1,949.00)	2.55
43156	PIER USAGE FEE	\$ (2,600.00)	\$ (505.00)	\$ (2,095.00)	19.42
43159	KAYAK RACK RENTAL	\$ (1,500.00)	\$ -	\$ (1,500.00)	0.00
<b>TOTAL</b>		<b>\$ (146,600.00)</b>	<b>\$ (18,009.00)</b>	<b>\$ (128,591.00)</b>	<b>12.28%</b>

6. All Items involving Town Officials or Invited Guests

7. Public Hearing

a. The Kittery Port Authority moves to hold a public hearing and vote to approve 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, Atlantic Environmental, presented the project to the Board.

Chair Patten opened the public hearing. There were no public comments. Chair Patten closed the public hearing.

**Mr. Lawrence moved to approve the application. Seconded by Mr. Pinkham. The motion passed by roll call vote, 6-0-0, with Vice Chair Bush recusing himself.**

b. The Kittery Port Authority moves to hold a public hearing and vote to approve 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, as shown on ME DEP PERMIT PLAN-2022 AERIAL Drawing C3, REV. 2, dated 7/27/23, showing a railing on the short leg of the existing 28 foot long float that prohibits the berthing of boats on that slip, as well as outlines of six, 24 foot long boats in each slip, shown not extending more than 1 foot beyond the end of each finger float. Agent is Steven Riker, Ambit Engineering – Haley Ward, Inc.

**Postponed until October 5, 2023.**

8. Piers, Wharves & Floats

**9. Public Segment (Three Mins.)**

Public comment was heard from Greg Mahanna, President of Great Cove Boat Club, Main Street, Eliot, regarding the status of new moorings at the Shoals. Discussion ensued on the topic briefly.

Public comment was heard from Jim Forbes regarding fishing rules and regulations. Harbormaster Brosnihan responded to Mr. Forbes concerns.

Chair Patten closed the Public Segment.

**10. Unfinished Business**

**11. New Business**

Mr. McCollett informed the Board that the State of Maine has issued a notice for the requirement of a boating education card for operators born after January 1, 1999 with certain restrictions.

**12. Committee and Other Reports - None**

**13. Communications from the Chairperson**

**14. Board Member Issues or Comments**

Chair Patten – Chair Patten commented on the increase of complex and controversial applications, and urged members to pick up packets and attend meetings.

Mr. Lawrence – none

Vice Chair Bush – none

Mr. Pinkham – none

Mr. McCollett – none

Mr. Johnson – none

Mr. Mason – none

**15. Executive Session - None**

**16. Adjournment**

**Vice Chair Bush moved to adjourn at 6:40 P.M. Seconded by Mr. Lawrence. The motion passed 7-0-0.**

Submitted by Carrie Varao, Development Staff Clerk on September 14, 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>.