

**1. Call to Order**

Chair Philbrook called the meeting to order at 6:00 p.m.

Members Present: Steve Lawrence, Member; Mark Drummond, Member; Kelly Philbrook, Chair; Bruce Crawford, Vice Chair; Charlie Patten, Member.

Late arrival (6:10 p.m.): Mark Alesse, Member and Planning KPA Members Representative.

Staff Present: Scott Alessi, Interim Harbormaster

**2. Pledge of Allegiance**

**3. Agenda Amendment & Adoption**

Agenda was adopted as presented.

**4. Minutes: October 6, 2016**

Line 63 – add “liability” before insurance.  
Correct spelling of Scott Alessi’s name throughout document.  
Line 203 - change “Wood Island” to” WILSA”.

**Mr. Johnson moved to accept the Minutes as amended.**  
**Mr. Drummond seconded the motion.**

**The motion carried 6-0-0. (Mr. Alesse late arrival)**

**5. Harbormaster Report**

Scott Alessi reported the following:

- Need to finish cleaning up skiff and will bring it to Kittery Point Yacht Yard.
- Doors for Rice Ave. will be installed next week.
- Abandoned sailboat at transient mooring will need to be pulled off and brought to a commercial slip or store someplace else. Mr. Alessi explained how attempted to contact the owners. He will need to find out if there is a lien and if the boat is bonded by the VIN number. Mr. Johnson stated the liability will be the Town’s if moved by the Town. Mr. Johnson explained general practice is a salvage company after it is determined no owner or component of liability. The owner’s owe the Town \$4,600. Mr. Johnson will talk with Marine Safety and will report back to the Board.

**6. Public Hearings – None.**

**7. Piers, Wharves, and Floats – None.**

**8. Public Segment**

Resident Jim Forbes mentioned Minutes from the Town Council have not been updated to the Town's website since July.

Resident Milton Hall stated he read the annual reports from 1984-85 and the Maine State Excise Tax was taken over by the Port Authority at that time and then taken away in 2009 or 2010. He has copies of the documents if members are interested to review.

Mr. Hall asked if Mr. Alessi put away the no-wake buoy float, which belongs to the Kittery Port Yacht Yard. Mr. Alessi mistakenly did so and will put it back.

Mr. Hall stated the documents from the Comprehensive Plan should have the Government State Pier as a wharf not a pier and also change floating docks to floats only.

Mr. Hall questioned if Cianbro is giving their float to the Town. Mr. Lawrence responded that Cianbro is keeping it. Mr. Johnson stated he had looked at Cianbro's float and it needed a lot of work.

Chair Philbrook commented that she has heard complaints regarding the lack of Minutes posted to the website and mentioned that it is election season and the Town Clerk has been extremely busy.

**9. Unfinished Business**

a. Harbor Water Use & Mooring Site Wait List Fee Review.

Discussion ensued of harbor water use fees not working due to the difficulty of tracking and holding people accountable. Chair Philbrook stated the use fees bring in \$14,000 to the budget every year and they will need to find funding someplace else if it is cut out. Board members discussed their concern with the burden falling on the mooring holders. Mr. Alesse suggested sending a letter to the State to get data of who registers online would be helpful. Chair Philbrook would like to continue to work on this until the new harbormaster is in place. Mr. Johnson stated that a plan should be implemented before someone is hired. Mr. Johnson stated there are two choices to be made before the new harbor master is hired: 1. dissolve the fee or 2. Leave the fee in place.

b. Intergovernmental Agreement – Harbormaster.  
This topic will be discussed in the workshop.

**10. New Business**

a. The Kittery Port Authority moves to address an estimate for required fire extinguisher maintenance testing.

Chair Philbrook reported the cost will be \$632.00 to replace one missing extinguisher, including replacing the box, and to service four others. Pine Street Fire recommended locking the extinguishers in a box that can be kicked open easily. Mr. Alessi explained the cost is high because they are all expired and need to be replaced. The cost will be lower next year. The Board decided to have this service done now and certified again in the Spring.

**Mr. Johnson moved to accept the bid from Tri State Fire Protection.**  
**The motion was seconded by Mr. Lawrence.**

**The motion carried 7-0-0.**

- b. The Kittery Port Authority moves to accept a bid from HL Patten Construction for the Pepperell Cove lighting and railing project.

Vice Chair Crawford received a joint bid from HL Patten and RC Specialty Fabrication which totaled \$66,400. (HL Patten - \$43,672; RC Specialty \$22,728). Vice Chair recommends they accept the bid and it is below budget. He would like HL Patten be the general contractor. Discussion of a requirement to have more than one bid ensued.

**Mr. Lawrence moved to accept HL Patten's bid for the lighting and railings at Pepperell Cove providing the Town doesn't require two other bids.**  
**Mr. Alesse seconded the motion.**

Vice Chair Crawford will prepare the Notice of Award and will contact the Town Clerk regarding the bid requirements. Chair Philbrook thanked Mr. Crawford for his work on this project.

**The motion carried 7-0-0.**

#### **11. Committee and other Reports**

- a. Communication from the Chair.

Chair Philbrook received an email regarding three private float/pier projects that she sent to the Planning Board. The Planning Board deemed it was the Port Authority's responsibility. The applications will be submitted.

She received a call from property owner at boat ramp at Pepperell Cove who would like to extend a ramp around her walkway. The owner had permission in 2008 but never went through with it. The applicant will need to reapply.

Chair Philbrook thanked interim harbor master Board members and volunteers for their help with removing the floats.

She received an estimate to have two pilings replaced on the ramp wall behind the harbor master's shack. The estimate was too high. She thanked Mr. Alessi and Dave Allen from Chesterfield Association who donated two pilings. Mr. Alessi got them in place and the fishermen who use that are very thankful.

b. Schedule of Future Workshops.

Chair Philbrook suggested holding the third Thursday of each month for workshops beginning. November, December and January. The Board was in consensus. The workshops will start at 6:00 p.m.

Board packets included information on FMP's. Chair Philbrook spoke with a former harbormaster and bullet points are in the packets. The Army Core of Engineers provided the maps and she will email the remaining information to members.

c. Lighting and Railing Update – no further discussion.

**12. KPA Member Discussion**

Mr. Lawrence – None.

Mr. Drummond – None.

Mr. Johnson

Thanked Vice Chair Crawford for his leadership on the lighting and railing project.

Vice Chair Crawford - None.

Mr. Alesse – None.

Mr. Patten

Under Unfinished Business – Harbor Water – he asked if they discussed the wait list fee. Chair Philbrook explained Town Council had a concern of charging \$10 for people to remain on the wait list. She checked the Maine Harbor Master Association's site and it is common to charge a fee on the coast of Maine. This will stay for now.

Chair Philbrook

She was unable to get the budget report information this month.

Liability insurance – she recently discovered there is no liability insurance for volunteers. She notified the volunteers before they chose to help on the float project. Since then, she received coverage information from Frank Dennett and is recommending covering 10 to 12 people for a small rate. By doing this, it also covers over and above the volunteer's insurance.

**13. Adjournment**

**Mr. Lawrence made a motion to adjourn at 6:50 p.m.**  
**Mr. Alesse seconded the motion.**

**The motion carried 7-0-0.**

Submitted by Mary Mancini, Minute Recorder, on November 18, 2016.

*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>.*