

1. Call to Order

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

Members present: Kelly Philbrook, Chair; Charlie Patten, Member; Bryan Bush, Member; Mark Drummond, Secretary; Niles Pinkham, Member, Steve Lawrence, Member

Late: Bruce Crawford, Vice Chair

Absent: Scott Alessi, Harbormaster

2. Pledge of Allegiance

3. Agenda Amendments

None.

4. Acceptance of Previous Minutes: March 1, 2018

Line 51 – remove "the" and add "weekends"

Line 74 – reword to "no control of the information on the tax card"

Line 89 - add "out"

Lines 150-151 – change to "Mr. Hall spoke of the boat issues and read the definitions from the State of Maine for. People can stay below the high-water mark.

Line 136 – change "Chair" not "Harbormaster"

**Chair Philbrook moved to accept the Minutes from March 1, 2018 as amended.
Mr. Lawrence seconded the motion.**

The motion carried 6-0-0. (Vice Chair Crawford not present)

5. Harbormaster and Budget Report

Chair Philbrook gave the Board a copy of the budget. She reviewed the Harbormaster's report as follows:

Expenses:

There were no changes other than under professional development for travel and a hotel charge. The Harbormaster would like to combine transportation and professional development on one line.

Revenues:

- Forty-six percent of mooring fees have been collected to date. There is one week left before the deadline. Chair Philbrook reminded the public to renew their moorings by April 15th. She added that there are 120 applicants on the waitlist.
- Approval from the Army Corps of Engineers has been received for the proposed dingy floats. Mr. Alessi is still waiting for DEP's approval.
- Monday, April 30th is the suggested date for float in. Sailors from the Naval Shipyard will be volunteering to help.
- On April 20th, the water will be turned on at Pepperrell Cove.
- On May 1st, the dumpsters will be delivered.
- The Harbormaster has the brackets but needs install the brackets and chain railings at the boat ramp.
- Scheduling for the Traip boat ramp can be done anytime.
- The new dock attendant starts on June 1st.
- The new wake buoys are ready to be installed and the locations are to be determined.

Chair Philbrook expressed her concern of having float in scheduled on April 30th. If postponed due to the weather, they would need to wait until May 14th. After further discussion, the Board was in consensus to schedule float in on May 1st and schedule May 14th as the backup date.

6. All Items Involving the Town Officials or invited guests

None.

7. Public Hearing

a. The Kittery Port Authority moves to hold a public hearing to make changes to the Kittery Port Authority Rules and Regulations

The Chair opened the public hearing.

Tom Allen, Kittery Point, asked if there will be a provision in the Rules and Regulations if a vessel owner is incapacitated and unable to use his/her boat for the season. He feels there should be a special consideration.

There being no further comments, the Chair closed the public hearing.

Chair Philbrook addressed Mr. Allen's comments by explaining the Town is holding a spot for the mooring and the fee is part of their budget. Mr. Lawrence commented there is an option of utilizing the temporary rental program if someone is unable to use their boat for the season.

Chair Philbrook read the current regulation for annual mooring fees and suggested to keep the wording as is unless the mooring is placed into the temporary rental program.

Mr. Lawrence moved to accept the rule changes for anchorage.

Vice Chair Crawford seconded the motion.

The motion carried 7-0-0.

Chair Philbrook moved to accept the changes for determining assessments for annual mooring fees.

Mr. Lawrence seconded the motion.

The motion carried 7-0-0.

8. Piers, Wharves, Ramps and Floats

a. Request from Terrell Whiting for a 10' x 20' float on mooring #649 in the back channel.

Mr. Whiting explained he will be bolting together four 5' x10' floats and will add a 6,000 lbs. block. He will add reflectors to the float as requested by Chair Philbrook. The float will be used as a service mooring and he will pay a fee for the seasonal rate for a 40 ft. boat.

The Board discussed the difference between a service mooring and a rental mooring and determined this to be a service mooring. Vice Chair Crawford suggested imposing a time limit. The applicant explained if a boat becomes a long fix, it will be hauled to his shop. He added his goal is to have the boats repaired and moved as soon as possible.

Chair Philbrook moved to approve the request of Terrell Whiting to allow for a 10' x 20' float on mooring #649 in the back channel as a service mooring.

Mr. Bush seconded the motion.

The Board reiterated he can only use one side of the float. Mr. Lawrence asked for an update on the location for another mooring owner who is requesting to replace his damaged float that is located near to Mr. Whiting's mooring. Chair Philbrook explained the Board was in consensus at the last meeting to require the mooring holder to come before them. Mr. Whiting reiterated he will be paying a season rate based on 40 ft.

The motion carried 7-0-0.

b. The Town of Kittery to add two 8'x30' to the Pepperrell Pier for dinghy tie-up.

Chair Philbrook explained the Town needs more dinghy space and the Harbormaster has suggested placing two on the other side of the Pepperrell Pier. The Board was in consensus to send this item to public hearing next month.

**Mr. Bush moved to hold a public hearing for the Kittery Port Authority to change the pier wharf floats by adding two 8'x'30 dingy floats.
Mr. Patten seconded the motion.**

The motion carried 7-0-0.

9. Public Segment

The Chair opened the public segment. There being none, the Chair closed the public segment.

10. Unfinished Business

a. Boat Ramp Repairs

This item was covered in the Harbormaster's report.

b. Floats in Back Channel

Chair Philbrook explained the Harbormaster was unable to get information from other harbormasters of how they utilize floats during a training he recently attended. This was discussed at a previous Board meeting. Mr. Bush pointed out utilizing floats is something they need to do and include a fee structure. Mr. Lawrence commented he would like to see the entire back channel utilized with floats, but floats are expensive to build. Mr. Patten asked for the reason in the regulation of only one side of a float being utilized. Chair Philbrook explained using both sides would not be fair to those on the mooring wait list. Mr. Patten added if utilized properly, there would be more revenue for the Town.

11. New Business

a. Piers, wharfs, floats and other marine related structures application changes.

The application was amended to coincide with the Rules and Regulations. Chair Philbrook reviewed her changes under "B". After discussion, the Board decided to add "beyond the normal high-water mark" and change Chairman to Chairperson or Chair throughout the document. "C" will be changed to reflect the same language in the Rules and Regulations.

12. Committee and Other Reports

a. Communications from the Chairperson

*** Wood Island update**

The Chair reviewed an email from Sam Reid and attended a meeting regarding Wood Island's plans for June. The plan is for the National Guard to build the seawall which will require many truckloads of materials. The Chair added the materials will be loaded from the Shipyard and not Pepperrell Pier. A landing craft will also be used. Mr. Reid has requested to again use a slip on the transient facility at Pepperrell Cove for their workboat. She explained the 30 plus men and women who are working on the project will be transported by a bus from Fort Foster to Pepperrell Cove and back. Chair Philbrook added she did explain to Mr. Reid he can use the slip, but they may need to move the workboat to a mooring because the new businesses will be adding more activity at Pepperrell Cove this year.

*** Chauncey Creek Lobster Pier Repair in Kind**

Chair Philbrook informed the Board that the Code Enforcement office has issued a permit for Chauncey Creek Lobster Pier for a repair in kind. The pier was heavily damaged from flooding over the winter.

*** 62 Chauncey Creek Repair in Kind**

Chair Philbrook explained she is not comfortable determining this as a repair in kind without Board input. She added the pier will have the same footprint but will change slightly. The applicants are proposing a 4 ft. x 5 ft. access stairway and want to replace the current 4 ft. x 19 ft. pier to a 4 ft x 15 ft. pier making it 4 feet smaller. She added the applicant would like to replace the gangway to lower the pitch because of the owner's health issues. Vice Chair Crawford would like a sketch of what is being proposed. Chair Philbrook added Code felt this is a repair in kind. After further discussion, the Board was in consensus that this is a repair in kind and will request to have a sketch for the file.

***Correspondence to and from the chair.**

Chair Philbrook announced that Scott Alessi has resigned as the Harbormaster effective April 30th. He notified her on Monday and the Town Manager has received his resignation letter. Chair Philbrook explained his reasons which included his long commute from his home in New Hampshire. She added Mr. Alessi did a good job for them and has expressed he is willing to come back for float in and to help the new Harbormaster.

Chair Philbrook reported the Town Manager would like to know what is not working and causing the turnover of Harbormasters. Chair Philbrook has researched harbormaster

job descriptions from other communities and discovered they are similar to theirs. The Chair reported the Town Manager suggested forming a subcommittee to review the position and Mr. Lawrence requested to be included on this committee. The Board discussed the duties and qualification preferences of the Harbormaster's position.

After discussion, the Board decided to reschedule the float in for April 30th because Mr. Alessi will still be employed with the Town. They also decided to have May 1st as the backup day.

b. Committee Reports

*** Government Street Wharf Updates**

Vice Chair Crawford informed the Board the geo-tech drilling has been postponed to April 17th and explained they will need to cut a hole into the deck. He added the surveyor has had to wait for better weather and Vice Chair Crawford will contact him to get a schedule.

The Board reviewed the bid summary sheets distributed by Vice Chair Crawford. Mr. Patten asked if the current pilings will be kept as recommended previously to save money. Vice Chair Crawford replied they will need to be removed because they are in the way. Mr. Patten expressed his concern of the current angle of the hoist because it doesn't support the loads and suggested it not be put back the same way it is now. Mr. Bush asked of the intention of the hoist system and what the working waterfront needs. Mr. Lawrence commented the hoist is mostly used for lobster traps and is overworked. Chair Philbrook commented replacing the hoist will need to be separate from this project unless it is safety related. She added the goal is to rebuild Government Street Pier and the hoist should be addressed separately.

Discussion of the geo-tech company boring a hole in the pier ensued. Vice Chair Crawford will contact them to see if they can bore the hole in a different location. The Vice Chair also suggested using a steel plate to cover the hole if the boring needs to be done on the deck.

Vice Chair Crawford explained the bid is a base bid. He added they will need to replace the concrete retaining walls. Because there will be an increase in the elevation of the pier, Vice Chair Crawford described options for the area at the pavement line. He explained the final cost of the project will be approximately \$500,000 when completed.

Vice Chair Crawford will continue to work with the Town Manager on this project. Because the funding will be going to the voters, the Town Manager has requested money not be added to the CIP Fund to replace the pier this year. The Chair agreed.

13. Board Member Issues or Comments

Charlie Patten – None.

Niles Pinkham – None.

Vice Chair Crawford – None.

Steve Lawrence – None.

Mark Drummond – None.

Bryan Bush – Thanked Mr. Alessi for his work and is sorry to see him leave.

Kelly Philbrook – Mr. Alessi did a great job. The budget proposal has been completed and the largest line item change is rigging. Rigging has increased from \$6,500 and total for all is \$9,600 due to the higher cost for the crane and the replacement of the no wake buoys. She also asked for and received an increase of \$4,000 for the part time dock attendant.

14. Executive Session

None.

15. Adjournment

**Chair Philbrook moved to adjourn at 7:50 p.m.
Mr. Bush seconded the motion.**

The motion carried 7-0-0.

Submitted by Mary Mancini, recording secretary.

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>.