

Call to Order

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

Members Present: Steve Lawrence, Member; Mark Drummond, Secretary; Bryan Bush, Member; Charlie Patten, Member; Bruce Crawford, Vice Chair; Kelly Philbrook, Madam Chair;

Absent: Niles Pinkham, Member;

Staff: John Brosnihan, Harbormaster; Town Manager Kendra Amaral is also present

Pledge of Allegiance

1. Agenda Amendments – Chair Philbrook added Town Manger Kendra Amaral be added to item 6

2. Acceptance of Previous Minutes: August 2nd, 2018

Line 56 – F instead of a D

Line 61 - Navionics

Line 73 – Research is being conducted

Line 168 – Milton Hall Bench

Line 83 – confirm the skids

Line 134 - D after goo

Line 148 – strike- which is five feet higher

Motion to accept by Chair Philbrook, seconded by Mr. Patten.

The motion passes 6-0-0

3. Harbormaster and Budget Report

Mr. Brosnihan gave thanks to Allen for another good year. The numbers turned-in will be a little off but they did have another good year.

Revenues August:

Slip Rentals - \$2,550

Launch fees - \$8,228

Transient Mooring fees - \$3,635

Expenditures:

Mr. Brosnihan noted that the budget is looking a lot better than what was expected. Highest expenditures are in Office Supplies and Building and Grounds with a current usage of 27%. Boat Equipment and Maintenance with a usage of 63%. Lastly the dumpster and trash removal which is expensive, has a usage of 26%.

Mr. Brosnihan gave special Thanks to Dick Draper for taking him lobstering and donating floating lines for life rings. Also to James Baxter who spliced life rings for Harbormaster.

Chair Philbrook asked the board to decide on a float out date in October. Tides will be high on Oct 7th at 10:02am- Noon time, Oct 8th at 10:52am, and lastly on Oct 9th at 11:40am looking at 10-foot-high tides. Oct 22nd 10:07am- Oct 25th 11:55am tides are 8.9-9.9 foot high.

Last year float out was in late October. Mid to late Oct is when floats are typically pulled.

The board decided to schedule float out on Oct 22nd and the 23rd is the rain date. Start time will be 7:30am.

6. All Items involving the Town Officials or invited guests

Town Manager Kendra Amaral was asked to report on the Government Street Wharf project. The bid package was due on Aug 27th, 2018 at 2:00pm. The Town received three bids, Vice Chair Crawford did a tremendous job on the bid package which included a lot of detail. Bids ranged from \$519,600- \$942,494, with the bid in between consisting of about \$700,000. Each bid came in with a \$250,000 swing between each.

There is \$450,000 in undesignated surplus for this project. The Town has been putting money in the KPA facility reserve, which currently has \$58,000 bringing the total available to \$508,000. Given the lowest bid was \$519,000, Town Manager Amaral expressed a concern about the lack of funds for contingency. A survey was done to minimize unknown costs however, you never know if anything would come up. Total cost would be \$550,000 and \$575,000.

The SHIP grant application was done with thanks to Mr. Crawford. Mr. Crawford and Ms. Amaral spoke with the administrator from MaineDOT. He explained their willingness to slot funding for the project, but not until next year. Maine DOT will not fund or refund work completed prior to the grant award.

The Town could hold off a year in order to gather more funds through the KPA Facility reserve fund, plus the SHIP grant funding. Waiting would require adding the cost of temporary repair, and

replacing the decking, impacted from the storm surge. They do not necessarily need to be compliant with OSHA. If there is a FEMA based storm, we may be able to receive aid for repairs.

Current funding is \$41,000-\$42,000 short or 10% shy of goal. We cannot bond without voter approval it would have to go to a referendum and voters would have to approve a loan.

The ledge may have been over estimated; it may not. Mr. Crawford gave a very conservative number for ledge. Ledge was somewhere estimated to cost about \$18,000 to \$20,000. Ms. Amaral cannot use money from elsewhere or take undesignated surplus from elsewhere without permission to do so.

Mr. Crawford believes it is a mistake to wait for a year. A design change would not be ideal. Mr. Crawford will work with the contractor to consider options on demolition and disposal. Potential way to lower the cost and get the project going. Vice Chairperson Crawford and Mr. Bush will work on value engineering to see if they can get the project cost down.

7. Public Hearing – None

8. Piers, Wharves & Floats - None

9. Public Segment (Three Mins.) - None

11. Unfinished Business

- a. Moored Floats in the back channel
- * Workshop with Bion Pike August 13th @ 6:00PM

Chair Philbrook thought it was educational, one of the best workshops since being on the board. Mr. Patten was impressed as well.

The Harbormaster in discussion with Peter Walsh learned that the Pepperrell Cove mooring area was gridded at one time in the past but felt that anything existing that could be found would be out of date.

Mr. Patten mentioned Tom Allen from Kittery Point Yacht Yard was in attendance and wondered about comments Mr. Allen addressed in an email to the board. Mr. Patten felt that the Back Channel area would be a good place to start with mooring gridding. Mr. Patten commented on the concrete floatation system that was used on Badgers Island and felt it was very good, but expensive. Amazed at longevity, emphasizing the importance of float standard.

Tom Allen from KPYY approached the podium and commented he did not know much about concrete floats other than they are expensive. Mr. Allen also commented that he felt there needed to be a float standard if floats were going to be part of the process in the back channel. He has

concerns about the added expense of requiring floats. Mr. Allen is not against the conversion to floats in the Back Channel however financially it doesn't make sense. Mr. Allen had concerns with bow and stern moorings.

b. Rules and Regulations Update – Workshop for Monday, September 17, 2018- will begin at 7pm. Identify areas you would like to discuss

c. Fee Changes (All Fees)

Currently there is 10,780 feet of Boat length that Kittery charges for. Discussed various revenue options. Discussed whether the Maine DOT grant agreement has prohibition on charging hourly rates. Discussed violation amounts ranging from \$25- \$100.

Chair Philbrook believes mooring fees need to go up, KPA can't sustain the facilities. Frisbee float is in need of major reconstruction. Facility needs work.

Mr. Patten asked how many slips we have to rent out and how much the harbormaster feels we lose when the harbormaster is not there to collect. The Harbormaster replied that he took phone calls 24/7 this summer and felt that the move to an on-line mooring system would help with collections. Discussion continued on how best to balance rental slips with mooring holders being able to load and unload.

The Chair pointed out that On-line mooring charges a \$6.00 fee per mooring. This fee will either be paid for by the mooring holder or incorporated into mooring fee increases. This fee will also need to be paid for each rental slip or mooring.

The Chair asked the board what mooring fee increase they would be most comfortable with.

Mr. Lawrence commented that \$10.00 a foot was not unreasonable. The expenses have increased and more fees are needed.

Chair Philbrook agreed with Mr. Lawrence and pointed out that the facilities have double since the last increase. She went on to say that raising fees is not pleasant but in order to maintain the facilities it is needed

The Chair requested the Harbormaster to get the board an accurate boat length for the next meeting. She added that in order for fees to increase we need to get those fees approved by the board before the first of the year. In order to do that a decision would need to be made at the next

meeting so that a public hearing and vote could be scheduled in December. She suggested the mooring fee increase be tabled until the next meeting. The board agreed.

12. New Business - None

13. Committee and Other Reports

Correspondence from the Chair

Christopher Tobey of 10 Town Landing is doing some repair/replacement in-kind of decking and joist.

There is a meeting coming up with the state, regarding an aqua culture project on Spinney Creek. The permits have nothing to do with KPA.

14. Board Member Issues or Comments

Steve Lawrence – Thanks to Bruce on Government Street project

Mark Drummond – Thanks to Bruce for all the work in Government Street

Bryan Bush – Follow suit with thanking Bruce for his work on the Government Street Project hope it's not in vain. Workshop was instrumental. Supports getting more moorings and people on the water.

Charles Patten – There is some level of confusion where the floats go in the parking lot Consult Dick on method, document what floats we take out first.

Bruce Crawford - None

Chair Philbrook - Extended thanks to Vice Chair Crawford for his amazing work and Allen the Assistant Harbormaster and Harbormaster.

15. Executive Session - None

16. Adjournment

Chair Philbrook moved to adjourn the meeting at 7:56 p.m.

Mr. Bush seconded the motion.

Next KPA Meeting is Oct 4th, 2018 @ 6pm

Submitted by Kelly Philbrook

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>.