

**1. Call to Order**

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

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

Members absent: Mark Drummond, Bruce Crawford, Vice Chair

Staff Present: John Brosnahan, Harbormaster

**2. Pledge of Allegiance**

**3. Agenda Amendments - None**

**4. Minutes: September 6, 2018 (Postponed)**

**5. Harbormaster Report and Budget Report**

Revenues:

- We are 29.3% of our budget
- Boat repair and maintenance is high \$91.30 left in this line
- Revenue is good – most of our revenue will come at the start of the year
- Slip rentals \$3940 which is 131% of projected
- Transient Mooring fees \$5405 which is 104% of projected
- Believes revenues will be up this year

Projects:

- Working on the skiff
- Wrote nine Rules and regulations violations
- Getting ready to take the floats out on the 22<sup>nd</sup>

Chair Philbrook asked for clarification on the sanitation line item which she thought was low. The harbormaster said that the portable toilets has helped keep the costs associated with pumping the holding tank down. He feels financially that portables are a much better option because they cost \$75.00 a month and to have the tank pumped is around \$400.

The harbormaster also noted that there was a \$1600 rigging invoice paid for putting out the no wake buoys etc.

**All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.**

None.

**Public Hearings – None**

**Piers, Wharves & Floats – None**

Harbormaster noted that an issue with a pier in the back channel that has unapproved floats is being addressed by code enforcement

**Public Segment**

The Chair opened the public segment.  
Seeing none the chair closes the public segment

**11. Unfinished Business**

Rules and Regulations – Next workshop will be October 17<sup>th</sup> at 5:00PM

**Fees**

- Chair Philbrook provided the board with a printout of budget percentages for the various line items.
- The chair meet with the Town Manager and she recommended we delay mooring renewals until March first to allow time to work out the Rules and Regulation changes and to allow the Harbormaster additional time to switch to on-line moorings.

**The chair made a motion:**

**To delay mooring renewals until March 1, 2019.**

**Motion was seconded by Mr. Lawrence**

**Discussion on the motion:**

Mr. Bush asked for clarification on the motion

Chair Philbrook explained that the Rules and Regulation changes may affect the renewal process and more time was needed. More time was also needed to make sure On-line Moorings was ready for roll out.

Mr. Bush wanted to know if this meant the mooring renewal deadline would again be extend this year

Chair Philbrook said that it would not change the renewal deadline, and that if we are ready sooner the renewal process will begin sooner.

Chair Philbrook amended her motion to read

**To delay mooring renewals until at the latest of March 1, 2019 to allow time to complete the Rules and Regulations updates and to complete implementation of the new mooring software.**

**Mr. Lawrence the seconder agreed to the amendment**

Mr. Bush said he was just trying to wrap his head around what it was we were trying to accomplish.

Chair Philbrook said this motion was to give us time to do it right and make sure the process is fair and equal.

Mr. Bush asked if there would be any mooring revocation in the interim?

Chair Philbrook responded that there would not be. Renewal deadline would be April 15<sup>th</sup> as usual unless the board votes to change that at a later time, but for now the renewal deadline will remain April 15.

Mr. Lawrence asked if this changed the waitlist list date for applicants?

Chair Philbrook said that it would not, this is only for mooring renewals only.

**Motion on the floor was voted on. All in favor**

**New Business**

- Workshop with the council October 10, 2019 at 5PM

Mr. Patten asked what the workshop would include

Chair Philbrook replied that the KPA and council should meet quarterly, however we have not meet since the KPA came under the town. She believes it will be a check in on how things are going, question and concerns. She also suspects that the Government Street rebuilding project will come up.

Mr. Lawrence said he would bring the land survey to the workshop

Discussion followed on Government Street rebuilding and why there is not room for additions to the structure. In-kind replacement was discussed.

- Allen Breton Assistant Harbormaster has submitted his resignation. This was a difficult decision for Allen to make, however he retired from his fulltime job a couple of years ago and would like to have more time to spend with his family

Chair Philbrook expressed the great job Allen has done for the KPA, and that finding someone to replace him will be an impossible task. The chair also added that in speaking with the town manager the process to hire a new assistant will follow much of the same process as when we hired the Harbormaster with the exception that the Harbormaster will review applications and one KPA member may be allowed to assist the Harbormaster with interviews. The final candidate will be hired by the town manager.

The harbormaster pointed out that there is not a job description for the assistant in town code at this time and that that will need to be added.

Chair Philbrook expressed her desire that we try to hire a seasonal fulltime harbormaster

- The KPA Seal needs to be updated. The Harbormaster is working on a few ideas and students at Traip may work on ideas too.

### **Committee and Other Reports**

Government Street Wharf updates- Bruce Crawford is not here, however Chair Philbrook noted that the KPA held a special meeting on September 24<sup>th</sup> to agree to use the CIP facilities funds to make up the difference in projected costs so that the project begin November 1<sup>st</sup>. The board was all in favor of using the funds. Chair Philbrook advised the board that the next step was the town manager would be asking the council to release the funds voted on in the election. Chair Philbrook noted that the start date is hopefully still on track for November 1<sup>st</sup>.

### **Board Member Discussion**

Mr. Patten – asked for clarification on the budget lines.

Mr. Pinkham - None

Mr. Bush – None

Mr. Lawrence – Thank Allen for his years of service, and always going above and beyond

Chair Philbrook – Recapped the float out schedule. She had a few questions about On-line moorings that the Harbormaster answered or said he would look into. Chair also reviewed fee increases through the years. She discovered that the fees were last increased in 2010. The only other increase was a \$1.00 Harbor Water Usage Fee was added in 2014. She noted how the facilities have grown since 2010, however the fees have remained the same.

The board had discussion on the FNP, the limitations that the town must adhere to because of the FNP.

### **Adjournment**

**Mr. Lawrence moved to adjourn the meeting at 6:54 p.m.**

**Mr. Pinkham seconded the motion.**

**The motion carried 5-0-0.**

Submitted by Kelly Philbrook