

1. Call to Order

Chair Philbrook called the meeting to order at 6:03 p.m.

Members present: Kelly Philbrook, Chair; Charlie Patten, Member; Bryan Bush, Member; Bruce Crawford, Vice Chair

Absent: Steve Lawrence, member; Mark Drummond, secretary; Niles Pinkham, member

Staff: John Brosnihan

2. Pledge of Allegiance

3. Agenda Amendments – None

4. Minutes: - None

5. Harbormaster and Budget Report

Mr. Brosnihan reported budget appears to be on par with last year, however a few invoices have yet to be processed. Overall the budget is in pretty good shape, however the boat maintained line and Buildings and Grounds lines are going to be high.

Revenues:

So far for the year are \$24787.74, this is mostly slip and mooring rentals
Launch fees for the year are very good

The Harbormaster thanked the KPA and town manager for all the support. Special thanks to Charlie Patten, Mark Drummond, Bryan Bush, Tom Philbrook, Tim Moore, Brian Tobey, Dick Draper, Gunnar Ek, Jim Baxter, for their help with float out and working on the skiff. Thanks to the DPW, Jim and Dave for their help. He went on to thank Alan Johnston, Jackson's Hardware, New England Marine for their help. He also wanted to thank his family that took the day off for float out to help and feed the volunteers.

The Harbormaster reported the skiff was done except that the steering broke while he was towing floats through the back channel. Thankfully Gunnar Ek was there to rescue him. The skiff steering is getting fixed as well as a tune-up and winterized.

The Harbormaster is currently working on the CIP. If any board members have suggested CIP items please convey those to the harbormaster. He is currently working on a replacement schedule for the floats and all other related equipment.

The Harbormaster reported that a sailboat broke loose and ended up on the rocks. He also reported that a truck and trailer went into the water at Traip.

One of the skids broke on a transient float. He believes it should be an easy repair before spring.

The water is turned off at Pepperrell Cove. He will be working on replacing the water pipes next week.

Mr. Crawford asked the Harbormaster which water pipes he would be replacing.

The Harbormaster explained that they were replacing the galvanized pipes that run along the wall between the two piers. Last spring it was noted that they were deteriorated and needed to be replaced. He will be replacing the pipe with double walled PVC.

Chair Philbrook questioned the use of PVC instead of metal pipe.

The harbormaster replied that according to the folks that know about pipe as well as the DPW recommend the PVC as this pipe is really strong and should stand up just as well as the metal.

Chair Philbrook noted that she had sent the Harbormaster a few suggestions, Frisbee float replacement, mooring re-gridding, etc. She hopes the KPA will be included in the CIP process. She expressed concern for the money being budgeted for future float replacement, reminding the board that the Big project floats went into service at the same time and will most likely need replacement at the same time and because of grant conditions the Town must maintain that facility for 20 years.

The Harbormaster responded that he hopes the spread sheet for replacement will address those concerns.

Mr. Patten asked for clarification on the revenues.

The Harbormaster explained that when mooring renewals start coming in revenues will increase.

Chair Phibrook noted the budget is on the fiscal year and not the calendar year therefore mooring renewals will be coming in in January. The fiscal year began in July. Mr. Bush said it looked to him that revenues were up close to ten thousand over last year.

The Harbormaster said it is close to \$9200 up from last year. The Harbormaster credited the work of Allen at Traip and Christopher who both collected fees when he was not there.

Mr. Bush asked when we would find a replacement for Allen

The Harbormaster said soon. He noted that the town does not have a job description for Assistant Harbormaster and that needed to be addressed soon.

Chair Philbrook said it would be nice if the replacement was found before the annual Harbormaster training in March

The harbormaster agreed and added that he would like the assistant to be sworn in, as well

6. All Items involving the Town Officials or invited guests - None

7. Public Hearing – None

8. Piers, Wharves and Floats – None

9. Public Segment

Chair Philbrook opened the Public Hearing
Hearing none she closed the Public Hearing

10. Unfinished Business

- Rules and Regulations update – we are waiting for town staff to make the suggested changes we have so far and a workshop will be scheduled after those are ready
- Fees – The Town Manger wanted to work on a spending analysis to help guide any changes to be made

11. New Business – None

12. Committee and Other Reports

- a. Dan Hannigan 11 Pepperrell Road requested permission to remove the decking and add temporary supports to pilings to fulfil requirements from his mortgage lender before the property can be purchased. The chair approved the request and advised Mr. Hannigan of the process required to rebuild. She also advised him to take pictures of the existing structure for his records for reconstruction in the spring.
- b. The chair had a mooring holder contact her to praise the Harbormaster for his dedication. The mooring holder also expressed concerns for having to provide boat mooring inspections prior to the April 15th renewal deadline. He also would like the board to allow mooring holders to do their own inspections.
- c. The Chair received a letter from the Chair of the Conservation Commission about the extreme number of wire ties that are washing up on Town beaches. The Conservation Chair requested that Lobstermen use a bucket to collect the ties instead of throwing them over.

Chair Philbrook noted that she and Mr. Lawrence have spoken to many of the Kittery Lobstermen and that they have reported that they use wire ties to mark their buoy lines as required by State Law for whale protection.

c. Committee Reports

- Government Street Wharf Updates – Mr. Crawford said there has been a pre-construction meeting in early October. The contract has been signed. The town has agreed to an extra month start time. Mr. Crawford also noted that there appears to be more overburden than was originally reported from surveys. One of the abutters is disputing the property line. Mr. Crawford believes the abutter will hire his own surveyor to check into that. Mr. Crawford is currently working on the Army Corp permit. We are waiting for a design from Maritime Construction.

The Chair also heard from the abutters on the property lines and the change in foot print from the originally wharf.

Mr. Crawford noted the foot print size was not changing

Chair Philbrook questioned the slight change in the wharf direction and whether or not this would be a footprint change.

Mr. Crawford responded that the slight direction change was planned from the beginning to line the wharf up between the property lines, and to easy construction on one side. He said this was the first he had heard of the concern. Chair Philbrook responded that she did know the shift was being considered, however through conversations with the Town Manager she was under the impression that the shift could not occur due to snow removal.

Mr. Bush questioned the additional overburden and whether or not this affected the piles or the bulkhead.

Mr. Crawford explained that the bulkhead materials come from the factory with specs to sit on a crushed rock pad. They hoped to be able to set the material on bedrock as the survey showed the bedrock was shallow. However, now it appears there is more overburden over the bedrock than the survey conveyed.

Mr. Patten questioned if the additional overburden would need to be removed.

Mr. Crawford again noted the factory specs call for a crushed stone pad and does not need to be set on bedrock.

Mr. Patten asked if there would be an additional cost if a crushed stone pad was needed.

Mr. Crawford responded not necessarily. He has not seen a preliminary design as of yet.

13. Board Member Issues or Concerns

Mr. Bush – said it was good to see the community come together for float out however he is leery about the exposure to the town should a volunteer get hurt. He knows it is an expense on our shoestring budget, however he feels we need to consider hiring professionals to put the floats in and out of the water.

Charlie Patten – Said the float out went exceptionally well, and that they were done by 1:00. He commented that without the help of Dick Draper we would still be down there. We owe Dick Draper a lot of Thanks float in and out would not happen without him.

Bruce Crawford – None

Chair Philbrook – None

14. Adjournment

Mr. Patten moved to adjourn at 6:33 p.m.

Mr. Bush seconded the motion.

The motion carried 7-0-0.

Submitted by Kelly Philbrook