

PORT AUTHORITY MEETING

APPROVED

Council Chambers

March 5, 2020

1. Call to Order

Chair Philbrook called the meeting to order at 6:00 P.M.

Members present: Vice Chair Charles Patten, Niles Pinkham, Bryan Bush, Alan Johnston, John McCollett, and Chair Kelly Philbrook.

Members absent: Steve Lawrence

2. Pledge of Allegiance

3. Agenda Amendments and Adoption - None

4. Acceptance of Previous Minutes: February 6, 2020

Chair Philbrook moved to approve the minutes as amended from February 6, 2020, seconded by Mr. Bush.

Motion carried 6-0-0

5. Harbormaster Report and Budget Report

Harbormaster reported on: most of the work being done is coming out of the CIP fund. The budget is at 63.4 % with three and half months remaining in the fiscal year. The Harbormaster is meeting with the Financial Director concerning the revenue. Online mooring there are 97 mooring renewals approved, 102 approved on the wait list, 107 renewals under review, 284 incompletes. The Harbormaster provided a work list with target dates of completion. April 6, 2020 float in, rain date April 7, 2020. Ordered all materials for the anchoring of the commercial float. Transit moorings installed prior to April 6, 2020. The version 3.0 for the push plate for the Carolina is done. Both boats are being de-winterized. The chalk board installed on the new shed. CIP is done. The need for a better way of recording launch permits. Scheduling a blessing of the fleet. The Harbormaster meeting with the Finance Director and the Town Manager on taking credit card payments on site. Discussed violation books. Budget meeting with the Finance Director and the Town Manager on March 12, 2020. He also presented a list of unused, surrendered and temp moorings.

Mr. Bush asked the Harbormaster when the cameras would be restored.

Mr. McCollett asked a question about excise tax.

6. All Items involving Town Officials or invited guests – None

7. Public Hearing

a. The Kittery Port Authority moves to hold a public hearing on an application from Christopher Eckel Trust, 3 Knight Ave, Kittery, ME 03904 (Map 4, Lot 70) for

the reconstruction of an existing shed constructed on piers. Agent: Rykerson Architecture. POSTPONED TO APRIL 2, 2020.

b. The Kittery Port Authority moves to hold a public hearing on changes to the Rules and Regulations to align with staff and administrative help.

Chair Philbrook discussed changes to the Rules and Regulations.

Chair Philbrook moved to approve the changes to the Rules and Regulations section 4. Piers, Wharves, Floats, and other Marine related structures, and section 2.5.2 Tying to Public Facilities to align with staff and administrative help. With a draft date of January 24, 2020, seconded by Vice Chair Patten.

Motion carried 6-0-0

8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to review and accept an application from Kenneth P. & Terri M. Miller, 4 Lawrence Lane, Kittery PT, ME 03905 (Map 18, Lot 35) for a 6'x45' extension to an existing fixed pier. The existing 3'x46' gangway and 10'x20' float will be reused. The extension will create a structure with 150' of total length. Agent: Steven Riker, Ambit Engineering.

Steven Riker presented the plans for a 6'x45' extension to an existing fixed pier at 4 Lawrence Lane, Kittery PT, ME.

Vice Chair Patten, Mr. Johnston, Chair Philbrook, the Harbormaster, Mr. Pinkham, Mr. McCollett, and Mr. Bush had questions for and discussed with Steven Riker the plans for a 6'x45' extension to an existing fixed pier at 4 Lawrence Lane, Kittery PT, ME.

Chair Philbrook moved to continue this matter to the April 2, 2020 meeting by nature of the question of legal standing. In addition, the board requested the Town Manger seek a legal opinion on how this fit into the riparian lines for our rules and regulations and as to how this shared piece of land can be used or not, seconded by Vice Chair Patten.

Motion carried 6-0-0

9. Public Segment (Three Mins.)

Josh Blake, Kittery - Paid respect to the KPA for all the hard work and gave the board members a care package from the health food store.

Jane Durgin, 6 Cooks Street, Kittery – Ms. Durgin expressed concerns about Wood Island.

10. Unfinished Business - None

a. Frisbee Float Repairs

Vice Chair Patten reported that all the welding is done, 8 to 10 feet left on decking, then it should be able to put it back into the water. The Harbormaster spray cleaned it and the side boards needs to be put on. Still on schedule for end of March due date.

11. New Business - None

12. Committee and Other Reports

a. Communications from the Chairperson

The Harbormaster went in place of Chair Philbrook to a meeting with the Conservation Committee Chair in Portsmouth N.H. in reference to a piece of art for the Pepperrell Cove pier. The Conservation Committee Chair would like an approval from the KPA board for the piece of art.

Approved 6-0-0

- Workshop follow-up

Chair Philbrook stated, due to not having enough people to make a quorum, there was no official workshop, but was able to create a list of things to plan for in the future. Chair Philbrook presented and discussed the list with the members of the board.

- Wood Island update

Chair Philbrook gave an overview on Wood Island.

13. Board Member Issues or Comments

Vice Chair Patten – None

Mr. Johnston – None

Mr. Bush – None

Mr. Pinkham – None

Mr. McCollett – Asked about the liability on the kayak racks. Chair Philbrook and the Harbormaster responded to his concerns.

14. Executive Session - None

15. Adjournment

Chair Philbrook moved to adjourn at 7:43 P.M., seconded by Mr. Bush.

Motion carried 6-0-0

Submitted by Kim Tackett

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.