

1. Call to Order / Attendance

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

Members present: Chair Philbrook, Bryan Bush, Vice Chair Patten, Steve Lawrence, John McCollett, and Alan Johnston. Late Arrival: Niles Pinkham

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Chair Philbrook cast one vote to accept the agenda as presented.

4. Acceptance of Previous Minutes: October 7, 2021 & November 4, 2021

Chair Philbrook moved to approve the October 7, 2021 minutes as presented, seconded by Mr. Lawrence.

Motion Carried 6-0-0

Line 28. Last name spelling correction for November 4, 2021 minutes.

Chair Philbrook moved to approve the November 4, 2021 as amended, seconded by Mr. Lawrence.

Motion Carried 6-0-0

5. Harbormaster Report and Budget Report

The Harbormaster completed mandatory Criminal Justice Academy online training. The Harbormaster removed the remainder of floats from Pepperrell Cove, he also stated there was one dinghy dock that was about 75% re-decked and would be completing the second dock in the spring.

The Harbormaster said he finished the list of deficiencies from the Maine Municipal Association inspection which included the lower-level chains on the rails at Pepperrell Cove, and collar ties, and the rafters at the Traip shed.

The Harbormaster took a criminal mischief report from a Pepperrell Road resident in reference to the possible attempted theft of a Minne Kota trolling motor, the incident occurred in late August, early September, the incident was reported late therefore there are no leads at this time.

The Harbormaster stated the no wake buoys are out and will be stored later this week, the remainder of Transient moorings have been winterized, there was one boat that remains on its mooring at Pepperrell Cove, and he was working on CIP for FY 2027.

| FY 2022 YTD EXPENSES | | | | | |
|----------------------|--------------------------------|----------------------|-----------------------|------------------------|---------------|
| OBJECT | ACCT DESCRIPTION | CURRENT YEAR BUDGET | CURRENT YEAR EXPENSES | CURRENT YEAR REMAINING | PERCENT USED |
| 64010 | HARBOR MASTER FULL TIME SALARI | \$ 60,536.00 | \$ 25,420.09 | \$ 35,115.91 | 41.99 |
| 64020 | PART TIME SALARIES | \$ 19,042.00 | \$ 9,741.44 | \$ 9,300.56 | 51.16 |
| 65010 | POSTAGE | \$ 250.00 | \$ 5.20 | \$ 244.80 | 2.08 |
| 65020 | TELEPHONE & INTERNET | \$ 1,950.00 | \$ 796.02 | \$ 1,153.98 | 40.82 |
| 65200 | ELECTRICITY | \$ 1,800.00 | \$ 588.99 | \$ 1,211.01 | 32.72 |
| 65220 | WATER | \$ 500.00 | \$ 155.20 | \$ 344.80 | 31.04 |
| 65240 | DUMPSTERS/TRASH REMOVAL | \$ 1,000.00 | \$ 684.00 | \$ 316.00 | 68.4 |
| 65305 | BOAT EQUIPMENT MAINTENANCE | \$ 3,500.00 | \$ 3,180.99 | \$ 319.01 | 90.89 |
| 65310 | VEHICLE MAINTENANCE | \$ 1,500.00 | \$ 2,281.51 | \$ (781.51) | 152.1 |
| 65311 | GAS, GREASE, & OIL | \$ 1,500.00 | \$ 585.79 | \$ 914.21 | 39.05 |
| 65462 | RIGGING | \$ 11,000.00 | \$ 3,192.92 | \$ 7,807.08 | 29.03 |
| 65463 | SANITATION | \$ 2,500.00 | \$ 1,074.00 | \$ 1,426.00 | 42.96 |
| 65470 | PROFESSIONAL DEVELOPMENT | \$ 1,500.00 | \$ 975.00 | \$ 525.00 | 65 |
| 65480 | OTHER PROFESSIONAL/CONTRACTED | \$ 3,000.00 | \$ - | \$ 3,000.00 | 0 |
| 65500 | MAIN BLDG/GROUNDS WHARVES/HARB | \$ 5,000.00 | \$ 2,751.49 | \$ 2,248.51 | 55.03 |
| 65521 | UNIFORMS | \$ 1,000.00 | \$ 390.98 | \$ 609.02 | 39.1 |
| 66010 | OFFICE SUPPLIES | \$ 300.00 | \$ - | \$ 300.00 | 0 |
| 66040 | JANITORIAL SUPPLIES & SERVICES | \$ 500.00 | \$ 61.46 | \$ 438.54 | 12.29 |
| TOTAL | | \$ 116,378.00 | \$ 51,885.08 | \$ 64,492.92 | 44.58% |

| FY 2022 YTD REVENUE | | | | | |
|---------------------|-----------------------|------------------------|-----------------------|-------------------------|---------------|
| OBJECT | ACCT DESCRIPTION | CURRENT YEAR BUDGET | CURRENT YEAR REVENUE | CURRENT YEAR DIFFERENCE | PERCENT |
| 43147 | DINGHY FEES | \$ (10,000.00) | \$ (290.00) | \$ (9,710.00) | 2.9 |
| 43148 | TRANSIENT SLIP RENTAL | \$ (7,000.00) | \$ (16,266.00) | \$ 9,266.00 | 232.37 |
| 43149 | KPA APPLICATION FEES | \$ (500.00) | \$ (500.00) | \$ - | 100 |
| 43150 | MOORING FEES | \$ (100,000.00) | \$ (606.00) | \$ (99,394.00) | 0.61 |
| 43151 | LAUNCH FEE | \$ (14,000.00) | \$ (7,679.75) | \$ (6,320.25) | 54.86 |
| 43152 | TRANSIENT MOORING | \$ (4,000.00) | \$ (13,175.00) | \$ 9,175.00 | 329.38 |
| 43153 | WAIT LIST FEE | \$ (800.00) | \$ (398.00) | \$ (402.00) | 49.75 |
| 43156 | PIER USAGE FEE | \$ (2,400.00) | \$ (1,998.00) | \$ (402.00) | 83.25 |
| 43157 | MOORING LATE FEE | \$ - | \$ - | \$ - | 0 |
| TOTAL | | \$ (138,700.00) | \$ (40,912.75) | \$ (97,787.25) | 29.50% |

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

7. Public Hearing

a. The Kittery Port Authority moves to approve an application from 23 Oak Terrace LLC 23 Oak Terrace, Kittery ME, 03904 (Map 2, Lot 3) for the construction of a 4' x 3' access landing, 4' x 5' access stairway, 4' x 10' access stairway, 6' x 80' fixed pier, 3' x 30' gangway, and a 10' x 20' float secured by pilings. Agent: Steve Riker Ambit Engineering

Steve Riker from Ambit Engineering presented the changes to the plans for 23 Oak Terrace, Kittery, Maine to the Board and answered any questions the Board might have had.

Chair Philbrook moved to approve the application from 23 Oak Terrace LLC 23 Oak Terrace, Kittery ME, 03904 (Map 2, Lot 3) for the construction of a 4' x 3' access landing, 4' x 8' access stairway, 4' x 10' access stairway, 6' x 78' fixed pier, 3' x 30' gangway, and a 10' x 20' float secured by two pilings, seconded by Mr. Lawrence.

Motion Carried 6-0-1

Chair Philbrook, Vice Chair Patten, Mr. Johnston, Mr. Lawrence, Mr. Pinkham, and Mr. McCollett voted yes.

Mr. Bush recused.

b. The Kittery Port Authority moves to approve an application from Charles R. Kendall 9 Pepperrell Road, Kittery Point, ME 03905 (Map 18, Lot 10-A) for the construction of 6' x 30' fixed pier, 4' x 16' stairway, 3' x 30' gangway, and a 10' x 20' float held in place by helical moorings. Agent: Steve Riker Ambit Engineering

Chair Philbrook moved to approve the application from Charles R. Kendall 9 Pepperrell Road, Kittery Point, ME 03905 (Map 18, Lot 10-A) for the construction of 6' x 30' fixed pier, 4' x 16' stairway, 3' x 30' gangway, and a 10' x 20' float held in place by helical moorings, seconded by Mr. Lawrence.

Georgia Loney, 11 Duncan Way, Kittery Point, ME stated she is the neighbor of the applicate and she had no problem with this application.

Motion Carried 6-0-1

Chair Philbrook, Vice Chair Patten, Mr. Johnston, Mr. Lawrence, Mr. Pinkham, and Mr. McCollett voted yes.

Mr. Bush recused.

c. The Kittery Port Authority moves to approve changes to the Rules and Regulations, sections 2.5 Public Wharves and Landings and 3.9 Vessels moored so, as Not to Impede Navigation or to Endanger Other Vessels.

Chair Philbrook moved to approve the change to the Rules and Regulations 2.5 Public Wharves and Landings by adding 2.5.10 children 10 years of age and younger must wear a personal floatation device, and be accompanied by an adult at on all wharves and floats at all times, seconded by Mr. Bush.

Motion Carried 7-0-0

Chair Philbrook moved to approve the changes to 3.9 Vessels moored so, as Not to Impede Navigation or to Endanger Other Vessels by adding 3.9.4 wrapping of vessels on moorings is prohibited unless permission is granted by the Harbormaster, and all vessels are occupied, and the mooring permit holder must be present, seconded by Mr. Bush.

Motion Carried 7-0-0

8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to accept an application from Patricia A. Tobey 60 Chauncey Creek Road, Kittery Point, ME 03905 (Map 45, Lot 75) for the construction of a 20' x 6' fixed pier, 4' x 30' gangway, and a 10' x 14' float. Agent: John Jarnagin

John Jarnagin, 60 Chauncey Creek Road, Kittery Point, ME, presented the plans for Patricia A. Tobey 60 Chauncey Creek Road, Kittery Point, ME 03905 (Map 45, Lot 75) for the construction of a 20' x 6' fixed pier, 4' x 30' gangway, and a 10' x 14' float and answer any questions the board might have.

Chair Philbrook moved to accept the application from Patricia A. Tobey 60 Chauncey Creek Road, Kittery Point, ME 03905 (Map 45, Lot 75) for the construction of a 20' x 6' fixed pier, 4' x 30' gangway, and a 10' x 14' float, and schedule a site walk December 16, 2021 at 2:15 p.m. and hold a public hearing at the January 6, 2022, KPA meeting, seconded by Mr. Johnston.

Motion Carried 6-0-1

Chair Philbrook, Vice Chair Patten, Mr. Johnston, Mr. Lawrence, Mr. Pinkham, and Mr. McCollett voted yes.

Mr. Bush recused.

9. Public Segment (Three Mins.) - None

10. Unfinished Business

a. Rules and Regulations changes to 3.6.2 Temporary Mooring Program

The Board discussed the Rules and Regulations changes to 3.6.2 Temporary Mooring Program.

11. New Business

a. Election of officers

Mr. Lawrence nominated Charles Patten for Vice Chair, seconded by Mr. Bush.

Motion Carried 7-0-0

Ms. Philbrook nominated Steve Lawrence for Chair, seconded by Mr. Bush.

Mr. Lawrence declined.

Vice Chair Patten nominated Ms. Philbrook for Chair, seconded by Mr. Lawrence.

Motion Carried 7-0-0

12. Committee and Other Reports

a. Communications from the Chairperson

Chair Philbrook stated she approved an application for John Brady, and Lise B. Sequin 35 Water Street, Kittery, Maine for an in-kind repair replacement dock.

13. Board Member Issues or Comments

Mr. Johnston stated he apologized for not attending last week.

Mr. McCollett stated he is still waiting for an interview from the Climate Adaptation Committee.

Mr. Pinkham apologized for not attending the November 2021 KPA meeting.

Mr. Bush thanked Chair Philbrook and Vice Patten for taking on the responsibility of being Chair and Vice Chair.

Mr. Lawrence thanked Chair Philbrook and Vice Chair Patten for all the behind-the-scenes hard work, and for accepting their position for another year. Mr. Lawrence asked about the hoist at the Kittery Town dock.

Vice Chair Patten said the KPA board owes a great deal of gratitude to Chair Philbrook for all the hard work she does as Chair.

Chair Philbrook spoke about a new buoy #4 at Pepperrell Cove with a light on it, Chair Philbrook spoke about the Buoy Tree at Pepperrell Cove which benefits wreaths across America, and on Saturday, December 4, 2021 from noon until 5:00 p.m. is Stuff a Lobster Boat benefiting Kittery Holiday Baskets.

14. Executive Session - None

15. Adjournment

Mr. Bush moved to adjourn at 7:52 p.m., seconded by Mr. Lawrence.

Motion Carried 7-0-0

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.