

1. Call to Order / Attendance

Chair Philbrook called the meeting to order at 6:00pm

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

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Chair Philbrook cast one vote for the agenda as presented.

4. Acceptance of Previous Minutes: December 2, 2021

Page 5. Line 110 name change to John Brady and Lise B. Sequin.

Chair Philbrook moved to approved the December 2, 2021 minutes as amended, seconded by Mr. Lawrence.

Motion Carried 6-0-0

5. Harbormaster Report and Budget Report

The Harbormaster stated he obtained the permit from Army Corp for the float extension at Traip Boat Ramp.

The Harbormaster was working on the Maine Department of Environmental Protection Permit by Rule application of which the Army Corp permit is a prerequisite, he also received a quote from one company, and he was reaching out to other companies for quotes as well.

The Harbormaster said, he'd completed the work list for Maine Municipal Association Risk Management.

The Harbormaster stated he helped with Stuff a Lobster Boat benefiting Kittery Holiday Baskets.

The Harbormaster received quote for a Davit Replacement at Government Street pier, and would be acquiring others.

The Harbormaster worked on the wash down system for Government Street, and will meet with Steve Lawrence and Charlie Patten on design, it will basically, be the same systems used by local businesses.

The Harbormaster stated he had completed all the required training for police certification and required Maine Municipal Association training for 2021 year.

The Harbormaster was working on the details of the rebuild of all three seawalls at the Isles of Shoals with the Army Corp, and the New Hampshire Authorities, he will notify all boaters from our mailing list with the updated information, and stated the rebuild is estimated to begin in April/May and continue through October 2022. The rebuild will likely involve moorings being moved or dropped to the bottom to make channel for the barges delivering rocks and equipment (up to 2 a day).

The Harbormaster stated he participated in Wreaths Across America by laying wreaths in Pepperrell Cove, and he invited USCG who gladly agreed, and we used their 47' motor life boat for the event.

The Harbormaster is working with Shellfish Committee regarding opening of Brave Boat Harbor flats.

OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR EXPENSES	CURRENT YEAR REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 60,536.00	\$ 31,349.34	\$ 29,186.66	51.79
64020	PART TIME SALARIES	\$ 19,042.00	\$ 9,741.44	\$ 9,300.56	51.16
65010	POSTAGE	\$ 250.00	\$ 14.74	\$ 235.26	5.9
65020	TELEPHONE & INTERNET	\$ 1,950.00	\$ 955.17	\$ 994.83	48.98
65200	ELECTRICITY	\$ 1,800.00	\$ 794.66	\$ 1,005.34	44.15
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	\$ 3,291.34	\$ 208.66	94.04
65310	VEHICLE MAINTENANCE	\$ 1,500.00	\$ 2,281.51	\$ (781.51)	152.1
65311	GAS, GREASE, & OIL	\$ 1,500.00	\$ 637.69	\$ 862.31	42.51
65462	RIGGING	\$ 11,000.00	\$ 7,579.71	\$ 3,420.29	68.91
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	\$ 2,889.66	\$ 2,110.34	57.79
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	\$ 108.88	\$ 391.12	21.78
TOTAL		\$ 116,378.00	\$ 62,923.32	\$ 53,454.68	54.07%

FY 2022 YTD REVENUE

OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (10,000.00)	\$ (390.00)	\$ (9,610.00)	3.9
43148	TRANSIENT SLIP RENTAL	\$ (7,000.00)	\$ (16,266.00)	\$ 9,266.00	232.37
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (625.00)	\$ 125.00	125
43150	MOORING FEES	\$ (100,000.00)	\$ (1,296.00)	\$ (98,704.00)	1.3
43151	LAUNCH FEE	\$ (14,000.00)	\$ (7,673.75)	\$ (6,326.25)	54.81
43152	TRANSIENT MOORING	\$ (4,000.00)	\$ (13,198.00)	\$ 9,198.00	329.95
43153	WAIT LIST FEE	\$ (800.00)	\$ (474.00)	\$ (326.00)	59.25
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (1,998.00)	\$ (402.00)	83.25
43157	MOORING LATE FEE	\$ -	\$ -	\$ -	0
TOTAL		\$ (138,700.00)	\$ (41,920.75)	\$ (96,779.25)	30.22%

6. All Items involving Town Officials or Invited Guests

a. Kittery Police Chief requested to address the KPA in regards to the increased public safety demands on the Harbormaster Department.

The Police Chief Robert Richter addressed the KPA in regards to the increased public safety demands on the Harbormaster Department and wanted the KPA's support on buying the Harbormaster a new boat.

Chair Philbrook – No

Mr. Bush – Yes

Mr. Lawrence said he would need more information.

Vice Chair Patten - Yes

Mr. Johnston – Yes

Mr. Pinkham said the Harbormaster needed another boat, but maybe not the boat that was presented to the KPA.

Mr. McCollett said he would need more information to make an informed decision.

7. Public Hearing

a. The Kittery Port Authority moves to approve an application and hold a Public Hearing 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

Mr. Lawrence moved to approve the application and hold a Public Hearing 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, seconded by Mr. Pinkham.

Motion Carried 5-0-1

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

Mr. Bush abstained.

b. The Kittery Port Authority moves to approve changes to the Rules and Regulations, section 3.6.2 Temporary Mooring Program and Fees.

Mr. McCollett moved to amend 3.16.3 by deleting "Placement of the mooring in the Temporary Mooring Site Use Program is considered "unused" for the purpose of this section," seconded by Mr. Pinkham.

Motion Fails 2-4-1

Mr. McCollett, and Mr. Pinkham voted yes.

Mr. Lawrence, Mr. Bush, Mr. Johnston and Chair Philbrook voted no.

Vice Chair Patten abstained.

Chair Philbrook moved to approve the changes to the Rules and Regulations, section 3.6.2 Temporary Mooring Program and Fees as presented, seconded by Mr. Lawrence.

Motion Carried 7-0-0

8. Piers, Wharves & Floats - None

9. Public Segment (Three Mins.) - None

10. Unfinished Business - None

11. New Business - None

12. Committee and Other Reports - None

a. Communications from the Chairperson - None

13. Board Member Issues or Comments

Mr. Pinkham – None

Mr. Lawrence thanked the Harbormaster for the support with the Buoy Tree and all the help he provided this past December.

Mr. Johnston – None

Vice Chair Patten – None

Mr. Bush asked the Harbormaster on the status of the Davit on Government Street.

Mr. McCollett – None

14. Executive Session - None

15. Adjournment

Chair Philbrook moved to adjourn at 7:14, seconded by Mr. Bush.

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.