

1. Call to Order / Attendance

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

Member present: Vice Chair Patten, Niles Pinkham, John McCollett, and Brian Bush

Members absent: Steve Lawrence, Alan Johnston, and Chair Philbrook.

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Under 8. Piers, Wharves & Floats, 8.b After gangways insert two pilings.

8. c change the word accept to approve.

Vice Chair Patten cast one vote to approve agenda as amended.

4. Acceptance of Previous Minutes: January 6, 2022

Amend page 3, line 57 change from Mr. Mc Collett no to Mr. Mc Collett said he would need more information to make an informed decision.

Vice Chair Patten approved the January 6, 2022 minutes as amended.

5. Harbormaster Report and Budget Report

The Harbormaster reported he had completed the State of Maine Department of Labor Safety inspection work list.

The Harbormaster submitted to the Maine Department of Environmental Protection Permit by Rule, an application for the Traip float extension, obtained letters of approval for Traip from the Department of Marine Resources, and Maine Inland Fisheries and Wildlife, as well as received two quotes for the Traip project to date.

The Harbormaster stated he was applying for a \$3000.00 no match grant from Maine Municipal Association Risk Management Services, and a MacDonald Safety Enhancement Grant for the lighting of the ramp and floats at Traip.

The Harbormaster mentioned he had been having some preliminary conversations with USCG and ACOE regarding the KPYY conversion to floats. USCG supports the project.

The Harbormaster said he has attended NH Dredge Committee meeting as it relates to all projects surrounding the Piscataqua river including the Isles of Shoals seawall projects. The following is from the slide show: "Basically, it looks to be funded and

started this season. Still have not hired a company so no news on what will need to happen with the moorings out there yet. They are working with property owners regarding rights of way access to the islands and building temporary ramps. The project could extend two seasons. The work will be done between April and November due to weather and sea conditions during winter.”

The Harbormaster congratulated Chuck Moran for being appointed Shellfish Warden for Kittery and has been working with the Town Manager and Shellfish Committee on a strategy to reopen the Brave Boat Harbor flats.

The permit renewals have started, and to date 78 mooring have been renewed, 101 waitlist have been renewed, 28 launch permits have been sold, collected excise tax on 29 boats, and 4 moorings are enrolled in the temp program.

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	\$ 36,092.74	\$ 24,443.26	59.62
64020	PART TIME SALARIES	\$ 19,042.00	\$ 9,741.44	\$ 9,300.56	51.16
65010	POSTAGE	\$ 250.00	\$ 18.45	\$ 231.55	7.38
65020	TELEPHONE & INTERNET	\$ 1,950.00	\$ 1,117.89	\$ 832.11	57.33
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	\$ 3,106.73	\$ 1,893.27	62.13
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
<b>TOTAL</b>		<b>\$ 116,378.00</b>	<b>\$ 68,050.22</b>	<b>\$ 48,327.78</b>	<b>58.47%</b>

FY 2022 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (10,000.00)	\$ (1,000.00)	\$ (9,000.00)	10
43148	TRANSIENT SLIP RENTAL	\$ (7,000.00)	\$ (16,266.00)	\$ 9,266.00	232.37
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (875.00)	\$ 375.00	175
43150	MOORING FEES	\$ (100,000.00)	\$ (7,772.28)	\$ (92,227.72)	7.77
43151	LAUNCH FEE	\$ (14,000.00)	\$ (7,846.75)	\$ (6,153.25)	56.05
43152	TRANSIENT MOORING	\$ (4,000.00)	\$ (13,198.00)	\$ 9,198.00	329.95
43153	WAIT LIST FEE	\$ (800.00)	\$ (556.00)	\$ (244.00)	69.5
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (1,998.00)	\$ (402.00)	83.25
43157	MOORING LATE FEE	\$ -	\$ -	\$ -	0
<b>TOTAL</b>		<b>\$ (138,700.00)</b>	<b>\$ (49,512.03)</b>	<b>\$ (89,187.97)</b>	<b>35.70%</b>

6. All Items involving Town Officials or Invited Guests

7. Public Hearing - None

8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to accept an “after the fact” application from Daniel & Bonnie Hannigan, 11 Pepperrell Road, Kittery Point, ME 03905 (Map 18, Lot 11-3) to build a pier connecting to an existing deck, as shown on Ambit Engineering drawing # C1, “Existing Conditions Plan”, dated 9/16/21. Agent Steve Riker, Ambit Engineering, Inc.

Postponed until March 3, 2022 KPA meeting.

b. The Kittery Port Authority moves to accept an application from Daniel & Bonnie Hannigan, 11 Pepperrell Road, Kittery Point, ME 03905 (Map 18, Lot 11-3) for the modification of an existing structure consisting of the addition of a 3’ x 45’ gangway, two pilin and a 10’ x 20’ float. Agent: Steven Riker, Ambit Engineering, Inc.

Postponed until March 3, 2022 KPA meeting.

c. The Kittery Port Authority moves to approve an application from Christine E. Robichaud, 7 Rose Lane, Kittery, ME 03904 (Map 10, Lot 10) to add a float to mooring 617 in the back channel.

Moved by Mr. Pinkham, seconded by Mr. Bush.

Motion Carried 4-0-0

9. Public Segment (Three Mins.)

10. Unfinished Business - None

11. New Business - None

12. Committee and Other Reports - None

a. Communications from the Chairperson

Vice Chair Patten relayed a message from Chair Philbrook about an application coming from the Kittery Point Yacht yard to replace some of their existing moorings in the back channel with some 80 ft. long wood floats. Vice Chair Patten suggested prior to this meeting the board should review their rules and regulations regarding wood floats.

13. Board Member Issues or Comments

Mr. Bush wanted to speak to the board about cleaning up the back channel and the navigation in regards to what Tom Allen is trying to do, it's been something the board has wanted for a long time.

14. Executive Session - None

15. Adjournment

Mr. Bush moved to adjourn at 6:37 p.m., seconded by Mr. Pinkham.

All were in favor.

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.