

PORT AUTHORITY MEETING

APPROVED MINUTES

REMOTE

MARCH 3, 2022

1. Call to Order / Attendance

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

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

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

4. Acceptance of Previous Minutes: February 3, 2022

Spelling correction change Patton to Patten.

Chair Philbrook moved to approve the February 3, 2022 minutes as amended, seconded by Mr. Lawrence.

Motion Carried 6-0-0

5. Harbormaster Report and Budget Report

The Harbormaster completed and submitted the Submerged Lands Lease updates for the Traip Ramp, he also updated all the other Kittery and Kittery Point Submerged leases.

The Harbormaster, connecting the face float was brought up to Custom Floats in South Portland on 3/2/22 so they can match the new one with the face docks, to get the proper angle and to ensure a strong connecting point.

The Harbormaster stated the 500lb pyramid anchors were in and will be transported to Traip by DPW at a low tide, so they can be floated over when the floats are delivered and installed. He also got the corrected Conservation Committee sign back, and he would install the signs in spring once the floats are back in.

The Harbormaster built all three kayak racks with help of Sgt. Eaton and Niles Pinkham, he is also working with Niles on a method to anchor them in place. Thanks guys! The Harbormaster mentioned he would advertise on the town websites and social media and will assign the kayak rack rentals for the 2022 season, according to KPA Rules and Regulations.

The Harbormaster stated there has been an alternative funding source for the purchase of a new Harbormaster boat that does not use funds from property taxes. The funding has been secured and an invitation for bids will be posted next week.

The Harbormaster stated he would be on vacation starting 3/22/2022 and returning to work on 3/28/2022.

Renewal Update: Moorings renewed – 140, Waitlists – 141, Launch Permits – 47, Boat Excise Tax – 32, Moorings in Temp Program to date – 7, Moorings given up to date – 10, Kayak Rack Permits issued – 0

FY 2022 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (10,000.00)	\$ (3,270.00)	\$ (6,730.00)	32.7
43148	TRANSIENT SLIP RENTAL	\$ (7,000.00)	\$ (16,266.00)	\$ 9,266.00	232.37
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (1,125.00)	\$ 625.00	225
43150	MOORING FEES	\$ (100,000.00)	\$ (26,696.28)	\$ (73,303.72)	26.7
43151	LAUNCH FEE	\$ (14,000.00)	\$ (9,150.95)	\$ (4,849.05)	65.36
43152	TRANSIENT MOORING	\$ (4,000.00)	\$ (13,198.00)	\$ 9,198.00	329.95
43153	WAIT LIST FEE	\$ (800.00)	\$ (1,564.00)	\$ 764.00	195.5
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (1,998.00)	\$ (402.00)	83.25
43157	MOORING LATE FEE	\$ -	\$ -	\$ -	0
43159	KAYAK RACK RENTAL	\$ -	\$ (138.00)	\$ 138.00	0
TOTAL		\$ (138,700.00)	\$ (73,406.23)	\$ (65,293.77)	52.92%

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	\$ 40,836.14	\$ 19,699.86	67.46
64020	PART TIME SALARIES	\$ 19,042.00	\$ 11,741.44	\$ 7,300.56	61.66
65010	POSTAGE	\$ 250.00	\$ 49.44	\$ 200.56	19.78
65020	TELEPHONE & INTERNET	\$ 1,950.00	\$ 1,280.61	\$ 669.39	65.67
65200	ELECTRICITY	\$ 1,800.00	\$ 1,019.25	\$ 780.75	56.63
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	\$ 2,324.00	\$ (824.00)	154.93
65311	GAS, GREASE, & OIL	\$ 1,500.00	\$ 710.87	\$ 789.13	47.39
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	\$ 700.00	\$ 800.00	46.67
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ 645.54	\$ 2,354.46	21.52
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,000.00	\$ 3,106.73	\$ 1,893.27	62.13
65521	UNIFORMS	\$ 1,000.00	\$ 512.97	\$ 487.03	51.3
66010	OFFICE SUPPLIES	\$ 300.00	\$ -	\$ 300.00	0
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 108.88	\$ 391.12	21.78
TOTAL		\$ 116,378.00	\$ 75,820.12	\$ 40,557.88	65.15%

6. All Items involving Town Officials or Invited Guests - None

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 construct a pier connecting to an existing deck, as shown on Ambit Engineering drawing # C1, “Existing Conditions Plan”, dated 9/16/21. Agent: Steven Riker, Ambit Engineering, Inc.

Steven Riker, from Ambit Engineering, Inc., presented the plans and history to the board, as well as answered any questions the KPA members may have had.

Chair Philbrook moved to accept the “after the fact” application from Daniel & Bonnie Hannigan, 11 Pepperrell Road, Kittery Point, ME 03905, and scheduled a site walk on for 3/16/2022 at 5pm, as well as hold a Public Hearing at the KPA April meeting, seconded by Vice Chair Patten.

Motion Carried 6-0-0

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 2 pilings and a 10' x 20' float. Agent: Steven Riker, Ambit Engineering, Inc.

Steven Riker, from Ambit Engineering, Inc., presented the plans to the KPA members, as well as answered any questions the board may have had.

Chair Philbrook moved to accept the 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 2 pilings and a 10' x 20' float, and scheduled a site walk on for 3/16/2022 at 5pm, as well as hold a public hearing at the KPA April meeting, seconded by Mr. Lawrence.

Motion Carried 6-0-0

c. The Kittery Port Authority moves to accept an application from Touchdown Capital LLC, 23 Bond Road, Kittery Point, ME 03905 (Map 25, Lot 9) to construct a 4' x 8' access ramp, a 4' x 75' permanent timber pier with access stairs down to adjacent beach, a 3' x 40' seasonal gangway and a 10' x 30' main float. Agent: Tidewater Engineering & Surveying Inc.

Ryan McCarthy, from Tidewater Engineering & Surveying Inc. presented the plans to the KPA members as well as answered any questions the board may have had.

Chair Philbrook moved to accept the application from Touchdown Capital LLC, 23 Bond Road, Kittery Point, ME 03905 (Map 25, Lot 9) to construct a 4' x 8' access ramp, a 4' x 75' permanent timber pier with access stairs down to adjacent beach, a 3' x 40' seasonal gangway and a 10' x 30' main float, also scheduled a site walk 3/16/2022 at 5:30 p.m. and a Public Hearing at the April KPA meeting, seconded by Mr. Johnston.

Motion Carried 6-0-0

d. The Kittery Port Authority moves to accept an application from The Inhabitants of Kittery (Town of Kittery), 12 Williams Ave, Kittery, ME 03904 (Map 9, Lot 17) for the modification of an existing float structure by adding a 6' x 24' angled float, two (2) 500lb anchors, and the addition of up to 18 additional 10' x 17" x 6' ramp planks to an existing boat ramp.

The Harbormaster gave an overview of The Inhabitants of Kittery (Town of Kittery), 12 Williams Ave, Kittery, ME 03904 (Map 9, Lot 17) for the modification of an existing float structure by adding a 6' x 24' angled float, two (2) 500lb anchors, and the addition of up to 18 additional 10' x 17" x 6' ramp planks to an existing boat ramp.

Chair Philbrook moved to accept the application from The Inhabitants of Kittery (Town of Kittery), 12 Williams Ave, Kittery, ME 03904 (Map 9, Lot 17) for the modification of an existing float structure by adding a 6' x 24' angled float, two (2) 500lb anchors, and the addition of up to 18 additional 10' x 17" x 6' ramp planks to an existing boat ramp, seconded by Mr. Johnston.

Motion Carried 6-0-0

Chair Philbrook moved to hold a Special meeting for a public hearing on 3/15/2022 at 5:00 pm on an application from the Inhabitants of Kittery (Town of Kittery), 12 Williams Ave, Kittery, ME 03904 (Map 9, Lot 17) for the modification of an existing float structure by adding a 6' x 24' angled float, two (2) 500lb anchors, and the addition of up to 18 additional 10' x 17" x 6' ramp planks to an existing boat ramp, seconded by Mr. Bush.

Motion Carried 6-0-0

9. Public Segment (Three Mins.)

Jennifer Thayer, 47 Martin Road, Kittery thanked the KPA of all their hard work.

10. Unfinished Business - None

11. New Business - None

12. Committee and Other Reports - None

a. Communications from the Chairperson

Chair Philbrook stated she was working on a riparian mooring at 29 Water Street.

13. Board Member Issues or Comments

Mr. McCollett stated he was being interviewed for the Climate Adaptation Committee.

Mr. Lawrence thanked the board for not having the Special meeting on St. Patrick's Day, he also asked the board for a moment of silence for a family that is close to the board.

Vice Chair Patten said it was not very often that someone thanks us for the work the board does. He also stated how much he appreciated the comment.

Chair Philbrook spoke about a new sign down at the town dock.

Chair Philbrook had a question about the Isles of Shoals after the bad winter storm and asked if anyone had seen videos of Everett Hall's dock being completely destroyed.

Mr. Johnston asked about funding for the signs.

14. Executive Session – None

15. Adjournment

Chair Philbrook moved to adjourn at 7:43 p.m., seconded by Mr. Johnston.

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.