

PORT AUTHORITY MEETING  
COUNCIL CHAMBERS

APPROVED MINUTES  
APRIL 7, 2022

1. Call to Order / Attendance

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

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

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

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

4. Acceptance of Previous Minutes: March 3, 2022 & March 15, 2022.

Line 115 of the March 3, 2022 minutes corrected to say Everett Hall's.

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

All were in favor.

Chair Philbrook moved to accept the March 15, 2022 minutes as presented, seconded by Vice Chair Patten.

All were in favor.

5. Harbormaster Report and Budget Report

The Harbormaster reported the Traip Extension float has been installed, but is still working on the ramp plank. He also removed the large expansion tank from just off the Traip floats, and he thanked Gunnar Ek, and the Kittery DPW guys.

The Harbormaster stated he was working on the kayak rack installation, and is hoping to complete it by 5/1/2022.

The Harbormaster said the commercial float, dinghy, and the associated dinghy docks would be in place between 4/15/2022 and 4/22/2022. The Float in is scheduled for 4/28/2022 with 4/29/2022 as the rain date.

The Harbormaster said the skiff is in the water with a modified back rest to make it sturdier, he thanked Charlie Patten.

The Harbormaster made arrangements for Yates Electric to replace the lighting on the commercial pier, and replaced the parking lot mechanical light timer with a digital and daylight sensor.

Moorings Renewals Approved – 245

Mooring Renewals Paid for but not approved – 100

Mooring Renewals Incomplete – 134

Moorings in Temp Program so far – 29

Moorings Relinquished so far – 13

Waitlist Renewed/Purchased – 153

Waitlist Renewals incomplete – 53

Launch Permits Purchased – 63

Kayak Rack Permits Purchased – 1

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	\$ 46,765.39	\$13,770.61	77.25
64020	PART TIME SALARIES	\$ 19,042.00	\$ 11,891.44	\$ 7,150.56	62.45
65010	POSTAGE	\$ 250.00	\$ 93.96	\$ 156.04	37.58
65020	TELEPHONE & INTERNET	\$ 1,950.00	\$ 1,443.33	\$ 506.67	74.02
65200	ELECTRICITY	\$ 1,800.00	\$ 1,417.01	\$ 382.99	78.72
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	\$ 3,982.15	\$ (482.15)	113.78
65310	VEHICLE MAINTENANCE	\$ 1,500.00	\$ 2,324.00	\$ (824.00)	154.93
65311	GAS, GREASE, & OIL	\$ 1,500.00	\$ 759.83	\$ 740.17	50.66
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	\$ 734.95	\$ 765.05	49
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	\$ 569.88	\$ 430.12	56.99
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>\$ 83,336.00</b>	<b>\$33,042.00</b>	<b>71.61%</b>

FY 2022 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (10,000.00)	\$ (5,730.00)	\$ (4,270.00)	57.3
43148	TRANSIENT SLIP RENTAL	\$ (7,000.00)	\$ (16,266.00)	\$ 9,266.00	232.37
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (1,250.00)	\$ 750.00	250
43150	MOORING FEES	\$ (100,000.00)	\$ (48,844.08)	\$ (51,155.92)	48.84
43151	LAUNCH FEE	\$ (14,000.00)	\$ (9,958.95)	\$ (4,041.05)	71.14
43152	TRANSIENT MOORING	\$ (4,000.00)	\$ (13,198.00)	\$ 9,198.00	329.95
43153	WAIT LIST FEE	\$ (800.00)	\$ (1,950.00)	\$ 1,150.00	243.75
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (2,838.00)	\$ 438.00	118.25
43157	MOORING LATE FEE	\$ -	\$ -	\$ -	0
43159	KAYAK RACK RENTAL	\$ -	\$ (332.00)	\$ 332.00	0
<b>TOTAL</b>		<b>\$ (138,700.00)</b>	<b>\$ (100,367.03)</b>	<b>\$ (38,332.97)</b>	<b>72.36%</b>

6. All Items involving Town Officials or Invited Guests

7. Public Hearing

a. The Kittery Port Authority moves to approve 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 is Steve Riker Ambit Engineering.

Mr. Lawrence moved to approve the “after the fact” application from Daniel & Bonnie Hannigan, 11 Pepperrell Road, Kittery Point, ME 03905 (Map 18, Lot 11-3) to construct a 72’ pier connecting to an existing deck Engineering drawing # C1, “Existing Conditions Plan”, amended dated 3/18/2022, second by Vice Chair Patten.

Motion Carried 5-0-0

b. The Kittery Port Authority moves to approve 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’x45’ gangway and a 10’x20’ float. Agent Steve Riker Ambit Engineering.

Mr. Lawrence moved to approve 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’x45’ gangway and a 10’x20’ float, seconded by Mr. Johnston.

Motion Carried 5-0-0

c. The Kittery Port Authority moves to approve 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 is Tidewater Engineering & Surveying Inc.

Chair Philbrook moved to approve 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, seconded by Mr. Lawrence.

Motion Carried 4-1-0

Vice Chair Patten, Mr. Lawrence, Mr. Johnston, and Mr. McCollett voted yes.  
Chair Philbrook voted no.

#### 8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to accept an application from Matthew Williams, 18 Hiltons Run, Kittery Point, ME 03905 (Map 33, Lot 17) to replace an existing 8' x 12' float with a 10' x 20' float and replace an existing 3' x 16' wood gangway with an aluminum gangway that will not exceed 30'.

Mr. Lawrence moved to accept the application from Matthew Williams, 18 Hiltons Run, Kittery Point, ME 03905 (Map 33, Lot 17) to replace an existing 8' x 12' float with a 10' x 20' float and replace an existing 3' x 16' wood gangway with an aluminum gangway that will not exceed 30' and scheduled a site walk for 4/14/2022 at 4:30p.m. as well as have a public hearing at the May 5, 2022 KPA meeting, seconded by Vice Chair Patten.

Motion Carried 5-0-0

#### 9. Public Segment (Three Mins.)

Phyllis Ford, 19 Bond Road, Kittery Point had concerns about the approval of the application for 23 Bond Road, and stated this property was in violation of not having a functioning septic system.

Chair Philbrook responded, and said she would speak with Code Enforcement and Planning about this matter.

#### 10. Unfinished Business – None

a. Diversity, Equity, and Inclusion (DEI) Ad Hoc Committee Representative

Chair Philbrook asked if any of the KPA members wanted to volunteer to be on the Diversity, Equity, and Inclusion (DEI) Ad Hoc Committee as a KPA Representative.

No one volunteered.

## 12. Committee and Other Reports

### a. Communications from the Chairperson

\* In-kind approval for Bruce Crawford 6 Badgers Island West for Repair/Replacement of 3 pilings.

Chair Philbrook notified the board of some other In-kind repair/replace applications that were coming up.

In-kind approval for Arlene Devoid Trust, 29 Water Street, Kittery, ME for Repair/Replacement of a complete replacement of pier, gangway, access ramp, and float.

143 Whipple Road in-kind replacement sea wall.

28 Williams Avenue in-kind repair/replace an existing fixed pier.

1-3 Badgers Island, Kittery, In-kind repair / replacement of rotted siding, windows, doors, and insulation to tighten up and preserve the building.

## 13. Board Member Issues or Comments

Mr. McCollett spoke about being a new member of the Climate Adaptation Committee.

Mr. Lawrence reminded the Harbormaster about the hoist and the pump.

Vice Chair Patten stated he was glad to be back to in person meetings.

Chair Philbrook asked the board about having a workshop and taking another look at section 4 Piers, Wharves, Floats, and marine related structures.

All were in favor.

## 14. Executive Session - None

## 15. Adjournment

Mr. Lawrence moved to adjourn at 7:02 p.m., seconded by Vice Chair Patten.

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.