

PORT AUTHORITY MEETING
COUNCIL CHAMBERS

APPROVED MINUTE
MAY 5, 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, John McCollett, Bryan Bush, and Niles Pinkham. Members absent: Alan Johnston.

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: April 7, 2022

Chair Philbrook moved to approved the April 7, 2022 as amended, seconded by Mr. Lawrence.

All were in favor.

5. Harbormaster Report and Budget Report

The Harbormaster reported Float In was rescheduled from 4/28/2022 to 5/1/2022 due to weather conditions, he also said the Floats are in, the dumpster will be delivered on 5/5/2022, the water has been turned on, and he will need to install hoses, and finish changing some chains around the pilings.

The Harbormaster thanked all the volunteers who changed schedules and to those who offered to be on standby.

The Harbormaster stated he was still working on getting the kayak racks anchored, making repairs as well doing the maintenance to the 21-foot boat, and the boat should be launched by 5/16/2022.

The Harbormaster has been working with Riverside Pickering on repairing rip rap on the property owners of the 4 parking spaces and the kayak racks on Bellamy Lane. The Property owners reached out to Riverside to make repairs after winter storms caused quite a bit of erosion. Riverside will quote out the job and how much the town's portion would be also Riverside will take care of the permit applications, and forwarded the info to the Town Manager for review as it involves shared property.

A 1.5 HP pump was purchased for Government Street washdown. The Harbormaster will meet with board members on the best installation method.

The Harbormaster discovered the welds on the top bracket of the dock ladders to be failing. New mount brackets are being sent.

Mooring renewal permits approved to date - 353
 Mooring renewal permits under review to date - 97
 Temporary mooring permits assigned to date - 26
 Total Temp moorings offered to Program - 32
 Total moorings given up to date - 21
 Total moorings reassigned to date - 3
 (Still waiting for replies on others)
 Total unpaid renewals - 2

FY 2022 YTD EXPENSES					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR EXPENSE	CURRENT YEAR REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 60,536.00	\$ 51,508.79	\$ 9,027.21	85.09
64020	PART TIME SALARIES	\$ 19,042.00	\$ 12,971.44	\$ 6,070.56	68.12
65010	POSTAGE	\$ 250.00	\$ 144.31	\$ 105.69	57.72
65020	TELEPHONE & INTERNET	\$ 1,950.00	\$ 1,696.01	\$ 253.99	86.97
65080	LEGAL NOTICES/OTHER ADVERTISE	\$ -	\$ 88.21	\$ (88.21)	0
65200	ELECTRICITY	\$ 1,800.00	\$ 1,548.01	\$ 251.99	86
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	\$ 4,066.29	\$ (566.29)	116.18
65310	VEHICLE MAINTENANCE	\$ 1,500.00	\$ 2,324.00	\$ (824.00)	154.93
65311	GAS, GREASE, & OIL	\$ 1,500.00	\$ 823.84	\$ 676.16	54.92
65462	RIGGING	\$ 11,000.00	\$ 8,879.50	\$ 2,120.50	80.72
65463	SANITATION	\$ 2,500.00	\$ 1,074.00	\$ 1,426.00	42.96
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ 1,060.87	\$ 439.13	70.72
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ 645.54	\$ 2,354.46	21.52
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,000.00	\$ 3,223.20	\$ 1,776.80	64.46
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	\$ 205.23	\$ 294.77	41.05
TOTAL		\$ 116,378.00	\$ 91,668.32	\$ 24,709.68	78.77%

FY 2022 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (10,000.00)	\$ (9,410.00)	\$ (590.00)	94.1
43148	TRANSIENT SLIP RENTAL	\$ (7,000.00)	\$ (16,266.00)	\$ 9,266.00	232.37
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (1,500.00)	\$ 1,000.00	300
43150	MOORING FEES	\$ (100,000.00)	\$ (86,455.17)	\$ (13,544.83)	86.46
43151	LAUNCH FEE	\$ (14,000.00)	\$ (10,389.95)	\$ (3,610.05)	74.21
43152	TRANSIENT MOORING	\$ (4,000.00)	\$ (13,198.00)	\$ 9,198.00	329.95
43153	WAIT LIST FEE	\$ (800.00)	\$ (2,114.00)	\$ 1,314.00	264.25
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (2,832.00)	\$ 432.00	118
43157	MOORING LATE FEE	\$ -	\$ (50.00)	\$ 50.00	0
43159	KAYAK RACK RENTAL	\$ -	\$ (332.00)	\$ 332.00	0
TOTAL		\$ (138,700.00)	\$ (142,547.12)	\$ 3,847.12	102.77%

6. All Items involving Town Officials or Invited Guests

7. Public Hearing

a. The Kittery Port Authority moves to approve 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'.

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

Motion Carried 4-0-1

Mr. Bush abstained.

8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to accept an application from Nicholas & Amy Mercier, 134 Whipple Road, Kittery, ME 03904 (Map 10 Lot 6A) for the replacement of an existing seawall. Agent: Erik Saari, Altus Engineering Inc.

Erik Saari, from Altus Engineering Inc. presented the plans and answered any questions or concerns the board might have.

Chair Philbrook moved to accept the application from Nicholas & Amy Mercier, 134 Whipple Road, Kittery, ME 03904 (Map 10 Lot 6A) for the replacement of an existing

seawall, and scheduled a site walk for Tuesday May 17, 2022 at 6:00 p.m. the Public Hearing will be at the June 2, 2022 KPA meeting, seconded by Mr. Lawrence.

Motion Carried 5-0-0

b. The Kittery Port Authority moves to accept an application from MGX LLC, 48 Bowen Road, Kittery, ME 03904 (Map 17 Lot 10) to convert 26 commercial moorings into 12 8' x 80' floating docks and one 8' x 160' floating dock.

Tom Allen, the General Manager of Safe Harbors Kittery Point, presented the plans and answered any questions or concerns the board might have.

The KPA decided to postpone this item until the June 2, 2022 meeting, the application couldn't be accepted because of a name change due to a recent sell.

c. The Kittery Port Authority moves to accept the application from B.I.W. Group, LLC, 35 Badgers Island West, Kittery, ME 03904 (Map 1 Lot 32) for the replacement of stone rip rap revetment. Agent: Steven Riker, Ambit Engineering, Inc.

Steven Riker, of Ambit Engineering, Inc. presented the plans and answered any questions or concerns the board might have.

Chair Philbrook moved to accept the application from B.I.W. Group, LLC, 35 Badgers Island West, Kittery, ME 03904 (Map 1 Lot 32) for the replacement of stone rip rap revetment, and scheduled a site walk for Tuesday May 17, 2022 at 5:15 p.m. the Public Hearing will be at the June 2, 2022 KPA meeting, seconded by Mr. Lawrence.

Motion Carried 6-0-0

9. Public Segment (Three Mins.) - None

Will Banfield, 1 Badger Island West, Kittery, spoke to the board about his riparian mooring.

10. Unfinished Business - None

11. New Business

a. Workshop on Pier Regulations

Postponed until the June 2, 2022 KPA meeting.

12. Committee and Other Reports

a. Communications from the Chairperson

Chair Philbrook approved an in-kind repair/replace at 28 Williams Avenue.

Chair Philbrook approved an in-kind repair/replace for James Austin for some storm damage work.

13. Board Member Issues or Comments

Mr. Bush stated Sam Reid extended the KPA an open invitation to Wood Island.

The board decided to visit Wood Island Monday, May 16, 2022 at 5:00 p.m., rain date May 18, 2022.

Mr. McCollett gave an update on the Climate Adaptation Committee.

14. Executive Session - None

15. Adjournment

Mr. Lawrence moved to adjourn at 7:21 p.m., seconded by Mr. Bush.

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.