

PORT AUTHORITY MEETING  
COUNCIL CHAMBERS

APPROVED MINUTES  
JUNE 2, 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, Steve Lawrence, John McCollett, Bryan Bush, and Niles Pinkham. Members absent: Alan Johnston.

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Added under New Business item b. The Kittery Port Authority moves to discuss extending the three-year rule for George Fox for not having a boat on a mooring.

4. Acceptance of Previous Minutes: May 5, 2022

Line 70 changed to, 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.

5. Harbormaster Report and Budget Report

Calendar Year to Date Statistics

|                                       |                         |
|---------------------------------------|-------------------------|
| Moorings relinquished:                | 19                      |
| Moorings revoked:                     | 2                       |
| Moorings placed in Temporary Program: | 32                      |
| Season Launch passes issued:          | 82                      |
| Season Facility Use passes issued:    | 6                       |
| Transient Slip rentals YTD (days):    | 8                       |
| Transient Mooring rentals YTD (days): | 16                      |
| Kayak Rack assignments                | 8 (all resident so far) |

2. The Deputy Harbormaster reported on some items of interest 5/1 through 5/31/2022.

The Float In was at Pepperrell Cove on 5/2/2022. The Deputy Harbormaster wanted to thank all the volunteers that made this successful, and he stated Float In was delayed from 4/28/2022 due to excessive windy conditions.

The Deputy Harbormaster stated on 5/3/2022, they were called to be on scene for possible "jumper" on Piscataqua (95) Bridge. The Deputy Harbormaster and KPD Officer Valenti responded in the Harbormaster boat (15') and Harbormaster Brosnihan responded on shore. The individual was convinced by law enforcement to come back

onto the roadway after approx. 4 hours. The Deputy Harbormaster provided support and information relative to the individual's actions from the water under the bridge.

The Deputy Harbormaster reported he had been struck with a vehicle in Pepperrell Cove parking lot on 5/12/2022. Only minor injuries occurred.

The Harbormaster boat (21') was completely cleaned, surface buffed/waxed and new lettering applied, and the boat was launched on 5/14/2022.

The Deputy Harbormaster said subsequent to the launch of the Harbormaster 21, throttle cables were replaced due to sticking, the seat was reinstalled and the support brackets fabricated for Bimini top frame due to vibrations pulling the deck screws out of the deck. The top was installed without backing plates and was attached using screws. (Will be installed next week).

The derelict/abandoned float adjacent to Old Ferry Lane was removed on 5/16/2022.

The Deputy Harbormaster stated a sailboat broke loose on 5/17/2022 in Pepperrell Cove due to pennant line failure, the vessel ended up on the beach at Moore's Island. He also said they coordinated with the owner and a Tow Boat to have vessel floated and placed on Transient Dock/Mooring on the next high tide that night. There was only minor damage to the vessel.

The Deputy Harbormaster reported Sam Reid invited and took KPA members to Wood Island on 5/18/2022 for a tour.

The Deputy Harbormaster and KPD Officer Valenti also accompanied Sam Reid and the Traip "boat building class" to Wood Island on 5/20/2022 for the tour.

The Deputy Harbormaster stated a mooring chain broke on 5/25/2022 and a vessel drifted to transient docks, but no damage occurred.

The Deputy Harbormaster said a sailboat mooring failed in heavy wind/seas on 5/26/2022 and became entangled with another sailboat that was on a mooring. Harbormaster Brosnihan, Deputy Moran and Deputy Breton responded in the Harbormaster boat (21') but due to the severe conditions they needed to call for a Tow Boat for assistance (with boat owner's permission). The sailboat that went adrift was placed on one of the transient moorings, and he stated there was damage to both vessels.

The Deputy Harbormaster stated there was an abandoned floating canoe in Spruce Creek, and they responded to a boat in distress, near Whaleback Light on 5/29/2022. The USCG and Tow Boat US were tied-up, so they were requested to render assistance, and were able to help get the boat back underway under its own power, as well as escorting the boat back to the dock in Kittery.

The Deputy Harbormaster reported they responded to the area of the I-95 Bridge for a reported 55-gallon drum adrift, and discovered it was a log.

| FY 2022 YTD EXPENSES |                                |                      |                      |                        |               |
|----------------------|--------------------------------|----------------------|----------------------|------------------------|---------------|
|                      |                                | 6/1/2022             |                      |                        |               |
| OBJECT               | ACCT DESCRIPTION               | CURRENT YEAR BUDGET  | CURRENT YEAR EXPENSE | CURRENT YEAR REMAINING | PERCENT USED  |
| 64010                | HARBOR MASTER FULL TIME SALARI | \$ 60,536.00         | \$ 56,252.19         | \$ 4,283.81            | 92.92         |
| 64020                | PART TIME SALARIES             | \$ 19,042.00         | \$ 18,773.93         | \$ 268.07              | 98.59         |
| 65010                | POSTAGE                        | \$ 250.00            | \$ 170.28            | \$ 79.72               | 68.11         |
| 65020                | TELEPHONE & INTERNET           | \$ 1,950.00          | \$ 1,807.86          | \$ 142.14              | 92.71         |
| 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            | \$ 175.20            | \$ 324.80              | 35.04         |
| 65240                | DUMPSTERS/TRASH REMOVAL        | \$ 1,000.00          | \$ 684.00            | \$ 316.00              | 68.4          |
| 65305                | BOAT EQUIPMENT MAINTENANCE     | \$ 3,500.00          | \$ 4,680.40          | \$ (1,180.40)          | 133.73        |
| 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         | \$ 11,054.19         | \$ (54.19)             | 100.49        |
| 65463                | SANITATION                     | \$ 2,500.00          | \$ 1,274.00          | \$ 1,226.00            | 50.96         |
| 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          | \$ 3,444.17          | \$ 1,555.83            | 68.88         |
| 65521                | UNIFORMS                       | \$ 1,000.00          | \$ 713.88            | \$ 286.12              | 71.39         |
| 66010                | OFFICE SUPPLIES                | \$ 300.00            | \$ -                 | \$ 300.00              | 0             |
| 66040                | JANITORIAL SUPPLIES & SERVICES | \$ 500.00            | \$ 441.69            | \$ 58.31               | 88.34         |
| <b>TOTAL</b>         |                                | <b>\$ 116,378.00</b> | <b>\$105,962.26</b>  | <b>\$ 10,415.74</b>    | <b>91.05%</b> |

| FY 2022 YTD REVENUE |                       |                        |                        |                         |                |
|---------------------|-----------------------|------------------------|------------------------|-------------------------|----------------|
|                     |                       | 6/1/2022               |                        |                         |                |
| OBJECT              | ACCT DESCRIPTION      | CURRENT YEAR BUDGET    | CURRENT YEAR REVENUE   | CURRENT YEAR DIFFERENCE | PERCENT        |
| 43147               | DINGHY FEES           | \$ (10,000.00)         | \$ (13,510.00)         | \$ 3,510.00             | 135.1          |
| 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)        | \$ (104,975.62)        | \$ 4,975.62             | 104.98         |
| 43151               | LAUNCH FEE            | \$ (14,000.00)         | \$ (12,079.08)         | \$ (1,920.92)           | 86.28          |
| 43152               | TRANSIENT MOORING     | \$ (4,000.00)          | \$ (13,262.00)         | \$ 9,262.00             | 331.55         |
| 43153               | WAIT LIST FEE         | \$ (800.00)            | \$ (2,383.00)          | \$ 1,583.00             | 297.88         |
| 43156               | PIER USAGE FEE        | \$ (2,400.00)          | \$ (3,182.00)          | \$ 782.00               | 132.58         |
| 43157               | MOORING LATE FEE      | \$ -                   | \$ (150.00)            | \$ 150.00               | 0              |
| 43159               | KAYAK RACK RENTAL     | \$ -                   | \$ (620.00)            | \$ 620.00               | 0              |
| <b>TOTAL</b>        |                       | <b>\$ (138,700.00)</b> | <b>\$ (167,927.70)</b> | <b>\$ 29,227.70</b>     | <b>121.07%</b> |

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

7. Public Hearing

a. The Kittery Port Authority moves to approve 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. went over the changes he had discussed with the board at the site walk.

Chair Philbrook moved to approve the application from Nicholas & Amy Mercier, 134 Whipple Road, Kittery, ME 03904 (Map 10 Lot 6A) for the replacement of a seawall and a ramp, from the seawall to an existing structure not to exceed 20 ft., as well as the signoff from the abutters would need to be acquired, before a building permit could be issued, seconded by Mr. Lawrence.

Motion Carried 5-0-1

Mr. Bush abstained.

b. The Kittery Port Authority moves to approve an 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 along the shoreline. Agent: Steven Riker, Ambit Engineering, Inc.

Steven Riker, Ambit Engineering, Inc was representing B.I.W. Group, LLC.

Chair Philbrook moved to approve 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 along the shoreline, seconded by Mr. Lawrence.

Motion Carried 5-0-1

Mr. Bush abstained.

8. Piers, Wharves & Floats - None

9. Public Segment (Three Mins.) - None

10. Unfinished Business - None

11. New Business

a. Workshop on Pier Regulations – postponed

b. The Kittery Port Authority moves to discuss extending the three-year rule for George Fox not having a boat on a mooring.

George Fox came before the board and asked the board to give him a year extension, as well as putting the mooring in the temporary mooring program due to not having a boat on his mooring for three years.

Chair Philbrook moved to allow George Fox not to put a boat on his mooring this year, seconded by Mr. Lawrence.

All were in favor.

## 12. Committee and Other Reports - None

### a. Communications from the Chairperson

Chair Philbrook stated she approved a repair in-kind on Adams Drive for replacement for pilings.

Chair Philbrook spoke about the Traip boat building, and said how impressive it was.

Chair Philbrook stated she had received a call from Sarah Drummond from the Visual Arts Committee, and she wanted the board's permission to put up a picture from long ago at Pepperrell Cove on the Fisherman's Pier.

All were in favor.

## 13. Board Member Issues or Comments

Mr. Bush wanted to reiterate the importance of the students getting involved with the boat building at Traip.

## 14. Executive Session - None

## 15. Adjournment

Mr. Lawrence moved to adjourn at 6:34 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.