

PORT AUTHORITY MEETING
COUNCIL CHAMBERS

APPROVED MINUTES
JULY 7, 2022

1. Call to Order / Attendance

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

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

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Chair Philbrook cast one vote to accept the agenda as written.

4. Acceptance of Previous Minutes: June 2, 2022

Chair Philbrook moved to approve the June 2, 2022 KPA minutes as amended, seconded by Mr. Lawrence.

All were in favor.

5. Harbormaster Report and Budget Report

The Harbormaster assisted the Coast Guard with an EPIRB activation, the subject was found on land, with no issues, he also assisted a citizen who overturned a Sunfish Sailboat in the high wind to right the boat and get it to shore. The Harbormaster helped a boater with pumping out his center console that was sinking on dock after heavy rain.

The Harbormaster removed two exhausted and dehydrated persons from 39-foot sailboat off of Gerrish Island after they got the pot buoy and the lines wrapped around the rudder and propeller shaft which disabled the vessel in heavy seas. They deployed the anchor, but it was dragging toward a rocky shoal. The Harbormaster thanked the KPD and KFD for getting it underway with us for the rescue.

The Harbormaster had to address several subjects drinking alcohol in the parking lot at Pepperrell Cove.

The Harbormaster stated he had found a boater holding on to overturned dinghy and attempting to push himself and dinghy to shore in Pepperrell Cove. He said with the assistance from Fishermen Bruce Knapp and Dana Cutts, they were able to pull the person onto the Harbormaster's boat and bring them to shore.

The Harbormaster assisted a boater who had fell off a dinghy into the water while getting into the dinghy from the dinghy dock, he stated with assistance from a boat launch permit holder Derek Yeager, he was able to pull the person onto the dinghy dock.

The Harbormaster recovered a 16-foot Johnboat from Spruce Creek after a resident reported it had washed ashore earlier in the year, contacted owner, who said he would pick it up from Pepperrell Cove but has not yet.

The Harbormaster was dispatched to assist KFD with a fire on small island off of Tilton Ave in Spruce Creek, and after arriving he discovered the tide was low and the Harbormaster's boat could not get close enough to shore to be of any assistance.

The Harbormaster said he assisted a resident on a disabled boat with two females on board who had drifted from Pepperrell Cove to rocks off Fort Foster in heavy winds, and found that the gas line was not fully connected to the gas tank.

The Harbormaster stated he was dispatched to the area of Kittery Point Bridge for a report of a 30-foot log drifting and causing navigational hazard, the log was gone on arrival.

The Harbormaster assisted with the safety zone around 72-foot yacht Too Elusive which caught fire just outside the sea walls in little harbor, the boat was fully engulfed and drifting Southeasterly due to wind and river current. The vessel eventually burnt to the waterline and sunk about 1.5 miles Southeast of 2 KR, and he is still working with the salvage company, Maine DEP, DMR, Maine Marine Patrol, US Coast Guard and NH Marine Patrol in monitoring for any fuel leak. The salvage operation has been postponed due to weather conditions on two occasions.

The Harbormaster assisted a disabled boat just off the docks at Pepperrell Cove, and brought the boat to the float and tied it off, the boat was later removed for repairs.

The Harbormaster reported the handrails along the ramp wall were struck by vehicle or trailer sometime overnight on 6/24, breaking the mount welds and he contacted a welder to make repairs.

The Harbormaster assisted KPD with a complaint from a Gerrish Island resident regarding boaters anchored off his property and then going ashore on his property and refusing to leave after being ordered by a security guard, the parties were told to leave and stood by until the vessels departed.

The Harbormaster responded to assist vessel in the back channel trying to get onto a mooring in heavy current. The boat operator found that the pennant line had wrapped around the mooring ball and became nervous and anchored in the channel until the Deputy Harbormaster arrived and got the pennant line clear and helped with getting the boat on mooring.

The Harbormaster said he conducted patrols throughout the month in the back channel, main river, and isles of shoals. The seas and tide schedule not allowing checks of Brave Boat Harbor.

The Harbormaster said he communicated with the Kittery Land Trust, U.S. Fish and Wildlife and Rachel Carson folks regarding better signage and enforcement of trespassing on sandbar and sanctuary regulations.

FY 2022 EXPENSES					
OBJECT	ACCT DESCRIPTION	FY 2022 BUDGET	FY 2022 EXPENSE	FY 2022 REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 60,536.00	\$ 60,995.59	\$ (459.59)	100.76
64020	PART TIME SALARIES	\$ 19,042.00	\$ 24,072.85	\$ (5,030.85)	126.42
65010	POSTAGE	\$ 250.00	\$ 208.79	\$ 41.21	83.52
65020	TELEPHONE & INTERNET	\$ 1,950.00	\$ 2,180.60	\$ (230.60)	111.83
65080	LEGAL NOTICES/OTHER ADVERTISE	\$ -	\$ 88.21	\$ (88.21)	0
65200	ELECTRICITY	\$ 1,800.00	\$ 1,656.13	\$ 143.87	92.01
65220	WATER	\$ 500.00	\$ 175.20	\$ 324.80	35.04
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,000.00	\$ 1,118.23	\$ (118.23)	111.82
65305	BOAT EQUIPMENT MAINTENANCE	\$ 3,500.00	\$ 4,797.59	\$ (1,297.59)	137.07
65310	VEHICLE MAINTENANCE	\$ 1,500.00	\$ 2,324.00	\$ (824.00)	154.93
65311	GAS, GREASE, & OIL	\$ 1,500.00	\$ 1,272.20	\$ 227.80	84.81
65462	RIGGING	\$ 11,000.00	\$ 12,349.75	\$ (1,349.75)	112.27
65463	SANITATION	\$ 2,500.00	\$ 1,761.49	\$ 738.51	70.46
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ 1,060.87	\$ 439.13	70.72
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ 2,005.54	\$ 994.46	66.85
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,000.00	\$ 3,494.54	\$ 1,505.46	69.89
65521	UNIFORMS	\$ 1,000.00	\$ 713.88	\$ 286.12	71.39
66010	OFFICE SUPPLIES	\$ 300.00	\$ 72.46	\$ 227.54	24.15
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 441.69	\$ 58.31	88.34
TOTAL		\$ 116,378.00	\$ 120,789.61	\$ (4,411.61)	103.79%

FY 2022 REVENUE					
OBJECT	ACCT DESCRIPTION	FY 2022 BUDGET	FY 2022 REVENUE	FY 2022 DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (10,000.00)	\$ (14,813.40)	\$ 4,813.40	148.13
43148	TRANSIENT SLIP RENTAL	\$ (7,000.00)	\$ (17,925.00)	\$ 10,925.00	256.07
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (1,750.00)	\$ 1,250.00	350
43150	MOORING FEES	\$ (100,000.00)	\$ (109,827.83)	\$ 9,827.83	109.83
43151	LAUNCH FEE	\$ (14,000.00)	\$ (16,927.08)	\$ 2,927.08	120.91
43152	TRANSIENT MOORING	\$ (4,000.00)	\$ (14,439.00)	\$ 10,439.00	360.98
43153	WAIT LIST FEE	\$ (800.00)	\$ (2,429.00)	\$ 1,629.00	303.63
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (5,372.00)	\$ 2,972.00	223.83
43157	MOORING LATE FEE	\$ -	\$ (150.00)	\$ 150.00	0
43159	KAYAK RACK RENTAL	\$ -	\$ (1,430.00)	\$ 1,430.00	0
TOTAL		\$ (138,700.00)	\$ (185,063.31)	\$ 46,363.31	133.43%

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 application from The Brewster Family Irrevocable Trust, 7 Bond Road, Kittery Point, ME 03905 (Map 25, Lot 1-A) for the construction of a 4' x 24' fixed wood pier, a 3' x 30' gangway and a 10' x 20' float secured by two helical moorings. Agent is Steve Riker, Ambit Engineering Inc.

Steve Riker, from Ambit Engineering Inc. went over the application and the plans with the members of the KPA.

Chair Philbrook moved to accept the application from The Brewster Family Irrevocable Trust, 7 Bond Road, Kittery Point, ME 03905 (Map 25, Lot 1-A) for the construction of a 4' x 18' access way, 4' x 24' fixed wood pier, a 3' x 30' gangway and a 10' x 20' float secured by two helical moorings, and to hold a Public Hearing at the August 4, 2022 KPA meeting, as well as a site walk on July 26, 2022 at 4:30 p.m., seconded by Mr. Lawrence.

Motion Carried 5-0-1

Mr. Bush recused.

b. The Kittery Port Authority moves to accept an application from SHM Kittery Point, 48 Bowen Road, Kittery, ME 03904 (Map 17, Lot 10) for the conversion of 28 single point moorings in the Back Channel into twelve (12) 8' x 80' floats and one (1) 8' x 160' float. Agent is Sandra Guay, Archipelago Law, LLP.

Sandra Guay, and Ben Ford of Archipelago Law, LLP, and Thomas Allen went over the application and the plans with the members of the KPA.

Chair Philbrook moved to accept the application from SHM Kittery Point, 48 Bowen Road, Kittery, ME 03904 (Map 17, Lot 10) for the conversion of 28 single point moorings in the Back Channel into twelve (12) 8' x 80' floats and one (1) 8' x 160' float, with the caveat the KPA asked for some measurements, and a Public Hearing will be scheduled on August 4, 2022. Chair Philbrook moved to suspend the site walk due to the location, seconded by Mr. Johnston.

Motion Carried 5-0-1

Mr. Bush recused.

9. Public Segment (Three Mins.) - None

10. Unfinished Business - None

11. New Business - None

a. Workshop on Pier Regulations - None

12. Committee and Other Reports

a. Communications from the Chairperson

Chair Philbrook stated she had followed up with the Town Manager about some questions the KPA had about dredging Pepperrell Cove, signage, and re-grid of the back channel and the Town Manager wanted to know if the KPA wanted to re-grid the back channel in-house or hire an outside company to do the work, the consensus from the board was to hire an outside company to do the work.

Chair Philbrook also spoke about the question and concern emails that she had received.

13. Board Member Issues or Comments

Mr. McCollett – None

Mr. Bush mentioned Wood Island having fireworks display sometime in August to signify being open to the public.

Vice Chair Patten – None

Mr. Lawrence – None

Mr. Johnston spoke about fishing restrictions.

Chair Philbrook thanked the Harbormaster and the two Deputy Harbormasters for their hard work on the elusive this season.

Chair Philbrook stated she had received praise about Deputy Harbormaster Allen Breton at Traip.

14. Executive Session - None

15. Adjournment

Chair Philbrook moved to adjourn at 6:59 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.