

**TOWN OF KITTERY, Maine
PORT AUTHORITY MEETING
COUNCIL CHAMBERS**

**APPROVED
NOVEMBER 3, 2022**

1. Call to Order / Attendance

Acting Chair Patten called the meeting to order at 6:01 P.M.

Members present: Bryan Bush, Alan Johnston, Scott Mason, John McCollett, and Acting Chair Patten.

Members absent: Steve Lawrence and Niles Pinkham

2. Pledge of Allegiance

3. Agenda Amendments and Adoption

Acting Chair Patten approved the agenda as written.

4. Acceptance of Previous Minutes: none

5. Harbormaster Report and Budget Report

The Harbormaster gave a summary of his monthly report. The Board asked various questions.

FY 2023 YTD EXPENSES					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR EXPENSES	CURRENT YEAR REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 65,162.00	\$ 21,263.49	\$ 43,898.51	32.63
64020	PART TIME SALARIES	\$ 26,967.00	\$ 16,828.57	\$ 10,138.43	62.40
65010	POSTAGE	\$ 250.00	\$ 29.80	\$ 220.20	11.92
65020	TELEPHONE & INTERNET	\$ 2,000.00	\$ 447.40	\$ 1,552.60	22.37
65200	ELECTRICITY	\$ 2,016.00	\$ 453.86	\$ 1,562.14	22.51
65220	WATER	\$ 515.00	\$ 80.45	\$ 434.55	15.62
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,000.00	\$ 844.80	\$ 155.20	84.48
65305	BOAT EQUIPMENT MAINTENANCE	\$ 3,500.00	\$ 3,327.39	\$ 172.61	95.07
65310	VEHICLE MAINTENANCE	\$ 1,000.00	\$ -	\$ 1,000.00	0.00
65311	GAS, GREASE, & OIL	\$ 2,250.00	\$ 1,457.86	\$ 792.14	64.79
65462	RIGGING	\$ 12,000.00	\$ 6,079.10	\$ 5,920.90	50.66
65463	SANITATION	\$ 2,000.00	\$ 1,531.22	\$ 468.78	76.56
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ -	\$ 1,500.00	0.00
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ 1,636.73	\$ 1,363.27	54.56
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,500.00	\$ 2,629.03	\$ 2,870.97	47.80
65521	UNIFORMS	\$ 1,300.00	\$ 756.57	\$ 543.43	58.20
66010	OFFICE SUPPLIES	\$ 300.00	\$ -	\$ 300.00	0.00
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 200.86	\$ 299.14	40.17
TOTAL		\$ 130,760.00	\$ 57,567.13	\$ 73,192.87	44.03%

FY 2023 YTD REVENUE					
OBJECT	ACCT DESCRIPTION	CURRENT YEAR BUDGET	CURRENT YEAR REVENUE	CURRENT YEAR DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (11,000.00)	\$ (150.00)	\$ (10,850.00)	1.36
43148	TRANSIENT SLIP RENTAL	\$ (8,000.00)	\$ (14,982.17)	\$ 6,982.17	187.28
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (125.00)	\$ (375.00)	25.00
43150	MOORING FEES	\$ (100,000.00)	\$ (152.00)	\$ (99,848.00)	0.15
43151	LAUNCH FEE	\$ (14,000.00)	\$ (8,791.01)	\$ (5,208.99)	62.79
43152	TRANSIENT MOORING	\$ (8,000.00)	\$ (10,911.00)	\$ 2,911.00	136.39
43153	WAIT LIST FEE	\$ (1,000.00)	\$ (344.00)	\$ (656.00)	34.40
43155	CLAM LICENSE FEE	\$ -	\$ (555.00)	\$ 555.00	0.00
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (1,708.00)	\$ (692.00)	71.17
43157	MOORING LATE FEE	\$ (1,000.00)	\$ -	\$ (1,000.00)	0.00
43159	KAYAK RACK RENTAL	\$ (2,700.00)	\$ (112.00)	\$ (2,588.00)	4.15
TOTAL		\$ (148,600.00)	\$ (37,830.18)	\$ (110,769.82)	25.46%

6. All Items involving Town Officials or Invited Guests

7. Public Hearing

8. Piers, Wharves & Floats – None

a. The Kittery Port Authority moves to accept an application from G. Christopher Miller Revocable Trust, 8 Moultons Way, Kittery Point, ME 03905 (Map 33, Lot 7) to construct a 6'x35' accessway, a 6'x45' fixed wood pier, a 3'x30' gangway, and a 10'x20' float. Agent: Steven Riker, Ambit Engineering, Inc.

Steven Riker, Ambit Engineering presented the project. He gave an overview of the application. The Board asked questions of Mr. Riker.

Acting Chair Patten moved to accept the application. Seconded by Mr. Johnston. The motion passed by roll call vote 5-0-0.

The Board set a site walk for Monday, November 21, 2022 at 3 PM. A public hearing will be scheduled by staff for the next meeting.

9. Public Segment (Three Mins.) – None

10. Unfinished Business

a. The Kittery Port Authority moves to accept the findings of fact for 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 fourteen (14) 8' x 80' floats. Agent: Sandra Guay, Archipelago Law, LLP.

Acting Chair Patten moved to accept the findings of fact. Seconded by Mr. Mason. The motion passed by roll call vote 4-0-0. Mr. Bush had recused himself from the application at the prior meeting.

11. New Business –

a. Election of Acting Vice Chair

Acting Chair Patten nominated Mr. Bush as Vice Chair. The nomination passed 4-1-0, with Mr. Bush voting in the negative.

12. Committee and Other Reports - None

a. Communications from the Chairperson

13. Board Member Issues or Comments

Mr. Bush – Mr. Bush commented on the float out.

Mr. Johnston – None

Mr. McCollett – Mr. McCollett commented on the Safe Harbors application vote.

Mr. Mason – Mr. Mason commented on the float out.

Acting Chair Patten – Acting Chair Patten addressed comments received regarding Board member voting last month.

14. Executive Session - None

15. Adjournment

Mr. Bush moved to adjourn at 6:45 P.M. Seconded by Mr. Johnston.

Submitted by Carrie Varao, Development Staff Clerk on April 13, 2023.

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 at <http://www.townhallstreams.com/locations/kittery-maine>.