

**1. Call to Order / Attendance**

Acting Chair Patten called the meeting to order at 6:03 P.M.

Members present: Bryan Bush, Steve Lawrence, Scott Mason, John McCollett, and Acting Chair Patten.

Members absent: Alan Johnston and Niles Pinkham

**2. Pledge of Allegiance**

**3. Agenda Amendments and Adoption**

Acting Chair Patten amended a typo on the float size 10 x 30 feet. Acting Chair Patten approved the agenda as amended.

**4. Acceptance of Previous Minutes: none**

**6. All Items involving Town Officials or Invited Guests**

**7. Public Hearing**

a. The Kittery Port Authority moves to hold a public hearing and approve 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'x30' float. Agent: Steven Riker, Ambit Engineering, Inc.

Steve Riker presented the project briefly.

Acting Chair Patten opened the public hearing. Acting Chair Patten closed the public hearing as there were no comments.

Mr. Lawrence moved to approve the application. Seconded by Mr. Bush. The motion passed by roll call vote 5-0-0.

The Board returned to Item 5 out of sequence.

**5. Harbormaster Report and Budget Report**

The Harbormaster gave a summary of his monthly report, expenses and revenues. The Board asked a few questions.

<b>FY 2023 YTD EXPENSES</b>					
<b>OBJECT</b>	<b>ACCT DESCRIPTION</b>	<b>CURRENT YEAR BUDGET</b>	<b>CURRENT YEAR EXPENSES</b>	<b>CURRENT YEAR REMAINING</b>	<b>PERCENT USED</b>
64010	HARBOR MASTER FULL TIME SALARI	65,162.00	26,184.77	38,977.23	40.18
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	559.25	1,440.75	27.96
65200	ELECTRICITY	2,016.00	453.86	1,562.14	22.51
65220	WATER	515.00	175.47	339.53	34.07
65240	DUMPSTERS/TRASH REMOVAL	1,000.00	919.80	80.20	91.98
65305	BOAT EQUIPMENT MAINTENANCE	3,500.00	3,369.64	130.36	96.28
65310	VEHICLE MAINTENANCE	1,000.00	44.06	955.94	4.41
65311	GAS, GREASE, & OIL	2,250.00	1,691.51	558.49	75.18
65462	RIGGING	12,000.00	6,079.10	5,920.90	50.66
65463	SANITATION	2,000.00	1,731.22	268.78	86.56
65470	PROFESSIONAL DEVELOPMENT	1,500.00	0.00	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	2,825.06	2,674.94	51.36
65521	UNIFORMS	1,300.00	852.06	447.94	65.54
66010	OFFICE SUPPLIES	300.00	0.00	300.00	0.00
66040	JANITORIAL SUPPLIES & SERVICES	500.00	275.01	224.99	55.00
<b>TOTAL</b>		<b>130,760.00</b>	<b>63,655.91</b>	<b>67,104.09</b>	<b>48.68%</b>

<b>FY 2023 YTD REVENUE</b>					
<b>OBJECT</b>	<b>ACCT DESCRIPTION</b>	<b>CURRENT YEAR BUDGET</b>	<b>CURRENT YEAR REVENUE</b>	<b>CURRENT YEAR DIFFERENCE</b>	<b>PERCENT</b>
43147	DINGHY FEES	\$ (11,000.00)	\$ (100.00)	\$ (10,900.00)	0.91
43148	TRANSIENT SLIP RENTAL	\$ (8,000.00)	\$ (15,653.17)	\$ 7,653.17	195.66
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (125.00)	\$ (375.00)	25.00
43150	MOORING FEES	\$ (100,000.00)	\$ 94.00	\$ (100,094.00)	-0.09
43151	LAUNCH FEE	\$ (14,000.00)	\$ (8,811.01)	\$ (5,188.99)	62.94
43152	TRANSIENT MOORING	\$ (8,000.00)	\$ (12,603.00)	\$ 4,603.00	157.54
43153	WAIT LIST FEE	\$ (1,000.00)	\$ (388.00)	\$ (612.00)	38.80
43154	HARBOR & WATER USAGE FEE	\$ -	\$ -	\$ -	0.00
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
<b>TOTAL</b>		<b>\$ (148,600.00)</b>	<b>\$ (39,961.18)</b>	<b>\$ (108,638.82)</b>	<b>26.89%</b>

8. Piers, Wharves & Floats – None

9. Public Segment (Three Mins.)

a. Letter from Rebecca & Michael Hall- Acting Chair Patten summarized the letter from the Halls, regarding waivers and moored float sizes.

10. Unfinished Business

11. New Business – Acting Chair Patten discussed scheduling a workshop for updating the Rules and Regulations in January. A workshop was scheduled for January, 19, 2023 at 6 PM.

12. Committee and Other Reports - None

a. Communications from the Chairperson

13. Board Member Issues or Comments

Mr. Bush – Mr. Bush asked the Harbormaster about the Propeller Club.

Mr. Lawrence – Mr. Lawrence asked if the workshop would be opened to the public and was televised. He reminded the Board that this Saturday is “Stuff a Boat” at the pier.

Mr. Mason – None

Mr. McCollett – None

Acting Chair Patten – Acting Chair Patten reminded the Board that elections are next month in January.

14. Executive Session - None

15. Adjournment

Mr. Bush moved to adjourn at 6:32 P.M. Seconded by Mr. Lawrence. The motion passed 5-0-0.

Submitted by Carrie Varao, Development Staff Clerk on May 10, 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>.

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