

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

**APPROVED
JULY 6, 2023**

1. Call to Order / Attendance

Chair Patten called the meeting to order at 6:00 PM.

Members present: Scott Mason, Niles Pinkham, Vice Chair Bryan Bush, and Chair Charles Patten.

Members absent: Steve Lawrence, John McCollett, and Alan Johnston

2. Pledge of Allegiance

3. Agenda Amendments and Adoption- The agenda was approved as written.

4. Acceptance of Previous Minutes: 3/2/2023, 4/6/2023, 5/4/2023, and 6/1/2023

The Board approved the minutes as written.

5. Harbormaster Report and Budget Report

The Harbormaster gave a summary of his final monthly report, expenses and revenues of fiscal year 2023. The Board asked several questions and discussion ensued briefly.

FY 2023 EXPENSES					
OBJECT	ACCT DESCRIPTION	FY 2023 BUDGET	FY 2023 EXPENSES	FY 2023 REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 65,162.00	\$ 64,391.13	\$ 770.87	98.82
64020	PART TIME SALARIES	\$ 26,967.00	\$ 26,416.40	\$ 550.60	97.96
65010	POSTAGE	\$ 250.00	\$ 212.09	\$ 37.91	84.84
65020	TELEPHONE & INTERNET	\$ 2,000.00	\$ 1,342.20	\$ 657.80	67.11
65200	ELECTRICITY	\$ 2,016.00	\$ 1,909.08	\$ 106.92	94.70
65220	WATER	\$ 515.00	\$ 195.47	\$ 319.53	37.96
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,000.00	\$ 1,201.24	\$ (201.24)	120.12
65305	BOAT EQUIPMENT MAINTENANCE	\$ 3,500.00	\$ 4,704.70	\$ (1,204.70)	134.42
65310	VEHICLE MAINTENANCE	\$ 1,000.00	\$ 3,295.13	\$ (2,295.13)	329.51
65311	GAS, GREASE, & OIL	\$ 2,250.00	\$ 4,098.31	\$ (1,848.31)	182.15
65462	RIGGING	\$ 12,000.00	\$ 17,742.32	\$ (5,742.32)	147.85
65463	SANITATION	\$ 2,000.00	\$ 2,251.22	\$ (251.22)	112.56
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ 1,462.26	\$ 37.74	97.48
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 3,000.00	\$ 3,992.14	\$ (992.14)	133.07
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,500.00	\$ 10,095.61	\$ (4,595.61)	183.56
65521	UNIFORMS	\$ 1,300.00	\$ 1,146.56	\$ 153.44	88.20
66010	OFFICE SUPPLIES	\$ 300.00	\$ 61.63	\$ 238.37	20.54
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 470.62	\$ 29.38	94.12
TOTAL		\$ 130,760.00	\$ 144,988.11	\$ (14,228.11)	110.88%

FY 2023 REVENUE					
OBJECT	ACCT DESCRIPTION	FY 2023 BUDGET	FY 2023 REVENUE	FY 2023 DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (11,000.00)	\$ (13,010.00)	\$ 2,010.00	118.27
43148	TRANSIENT SLIP RENTAL	\$ (8,000.00)	\$ (18,242.17)	\$ 10,242.17	228.03
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (625.00)	\$ 125.00	125.00
43150	MOORING FEES	\$ (100,000.00)	\$ (102,274.47)	\$ 2,274.47	102.27
43151	LAUNCH FEE	\$ (14,000.00)	\$ (17,349.75)	\$ 3,349.75	123.93
43152	TRANSIENT MOORING	\$ (8,000.00)	\$ (13,100.00)	\$ 5,100.00	163.75
43153	WAIT LIST FEE	\$ (1,000.00)	\$ (2,318.00)	\$ 1,318.00	231.80
43155	CLAM LICENSE FEE	\$ -	\$ (555.00)	\$ 555.00	0.00
43156	PIER USAGE FEE	\$ (2,400.00)	\$ (3,036.00)	\$ 636.00	126.50
43157	MOORING LATE FEE	\$ (1,000.00)	\$ (1,917.40)	\$ 917.40	191.74
43159	KAYAK RACK RENTAL	\$ (2,700.00)	\$ (256.00)	\$ (2,444.00)	9.48
TOTAL		\$ (148,600.00)	\$ (172,683.79)	\$ 24,083.79	116.21%

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 Timothy Moore, 50a Tenney Hill Rd, Kittery Point, ME 03905, to install a 10' x 24' float secured by two (2) 5,000-pound granite blocks, in the Piscataqua River's back channel.

Chair Patten opened the public hearing. Chair Patten closed the public hearing.

Vice Chair Bush recused himself from the application.

Chair Patten postponed the item until next month due to the lack of a quorum.

b. The Kittery Port Authority moves to hold a public hearing and approve an application from Langdon Island West Condominium Association, 9 Badgers Island West, Kittery, ME 03904 (Tax Map 1, Lot 23) for the modification of an existing structure consisting of a 4' x 8' float extension, a 4' x 34' (2 – 17') float, and two (2) 6' x 24' finger floats. Agent is Steven Riker, Ambit Engineering – Haley Ward, Inc.

Steve Riker, Ambit Engineering presented the project. He reviewed the waiver request with the Board.

Ben Porter, president of Langdon Island West Condominium Association gave a background history of the property in regards to the current application.

Chair Patten reviewed several rules and regulations with the Board.

The Board asked several questions of the applicants.

The Board moved to take a five-minute break at 7:03 PM.

The Board reconvened at 7:08 PM.

The Board continued to ask questions of the applicants. The applicant asked the Board to consider postponing the application until next month.

Vice Chair Bush moved to postpone the application. Seconded by Mr. Pinkham. The motion passed 4-0-0.

8. Piers, Wharves & Floats –

9. Public Segment (Three Mins.)

10. Unfinished Business

11. New Business

a. Revoked Mooring Appeals: #805, and #720

The Harbormaster gave a brief history of the revocations.

Chair Patten told the Board that they needed a minimum of five like votes to take action. The items were postponed until the next meeting.

12. Committee and Other Reports - None

13. Communications from the Chairperson

14. Board Member Issues or Comments

Chair Patten – Chair Patten apologized for any confusion during tonight's meeting.

Mr. Mason – None

Vice Chair Bush – Mr. Bush commented on the meeting tonight and complimented the Chair.

Mr. Pinkham – None

Harbormaster – Commented on the Board's actions and the process in the meeting. He highlighted a section of the Rules and Regulations to the Board.

15. Executive Session - None

16. Adjournment

Vice Chair Bush moved to adjourn at 7:28 P.M. Seconded by Mr. Pinkham. The motion passed 4-0-0.

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

**APPROVED
JULY 6, 2023**

Submitted by Carrie Varao, Development Staff Clerk on July 11, 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>.