

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

**APPROVED
NOVEMBER 2, 2023**

1. Call to Order / Attendance

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

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

Members absent:

2. Pledge of Allegiance

3. Agenda Amendments and Adoption- Item 7 b. 9 Badgers Island West, is postponed until December. **The agenda was approved as amended.**

4. Acceptance of Previous Minutes: 10/5/2023. **The minutes were approved as written.**

5. Harbormaster Report and Budget Report

The Harbormaster gave a summary of his monthly report, expenses and revenues for fiscal year 2024. The Board asked a question.

FY 2024 YTD EXPENSES THROUGH 11/02/2023					
OBJECT	ACCT DESCRIPTION	FY 2024 BUDGET	FY 2024 EXPENSES	FY 2024 REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 66,390.00	\$ 22,088.77	\$ 44,301.23	33.27
64020	PART TIME SALARIES	\$ 33,442.00	\$ 8,619.69	\$ 24,822.31	25.78
65010	POSTAGE	\$ 250.00	\$ -	\$ 250.00	0.00
65020	TELEPHONE & INTERNET	\$ 2,600.00	\$ 335.55	\$ 2,264.45	12.91
65080	LEGAL NOTICES/OTHER ADVERTISE	\$ -	\$ 39.00	\$ (39.00)	0.00
65200	ELECTRICITY	\$ 2,016.00	\$ 528.53	\$ 1,487.47	26.22
65220	WATER	\$ 525.00	\$ 112.31	\$ 412.69	21.39
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,800.00	\$ 1,093.23	\$ 706.77	60.74
65305	BOAT EQUIPMENT MAINTENANCE	\$ 5,000.00	\$ 1,855.95	\$ 3,144.05	37.12
65310	VEHICLE MAINTENANCE	\$ 3,500.00	\$ 540.52	\$ 2,959.48	15.44
65311	GAS, GREASE, & OIL	\$ 5,500.00	\$ 2,636.38	\$ 2,863.62	47.93
65462	RIGGING	\$ 14,000.00	\$ 6,229.91	\$ 7,770.09	44.50
65463	SANITATION	\$ 2,500.00	\$ 1,067.49	\$ 1,432.51	42.70
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ -	\$ 1,500.00	0.00
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 2,500.00	\$ 3,094.36	\$ (594.36)	123.77
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 4,500.00	\$ 1,851.49	\$ 2,648.51	41.14
65521	UNIFORMS	\$ 2,000.00	\$ 238.74	\$ 1,761.26	11.94
66010	OFFICE SUPPLIES	\$ 300.00	\$ 32.60	\$ 267.40	10.87
66030	OTHER SUPPLIES	\$ 2,000.00	\$ 104.35	\$ 1,895.65	5.22
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 100.96	\$ 399.04	20.19
TOTAL		\$ 150,823.00	\$ 50,569.83	\$ 100,253.17	33.53%

FY 2024 YTD REVENUE THROUGH 11/02/2023					
OBJECT	ACCT DESCRIPTION	NY_REVISED_BUD	NY_MEMO_BAL	NY_REMAIN_BUD	NY_PCT_USED
43147	DINGHY FEES	\$ (12,000.00)	\$ (711.40)	\$ (11,288.60)	5.93
43148	TRANSIENT SLIP RENTAL	\$ (16,000.00)	\$ (8,765.00)	\$ (7,235.00)	54.78
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (500.00)	\$ -	100.00
43150	MOORING FEES	\$ (85,000.00)	\$ (1,513.60)	\$ (83,486.40)	1.78
43151	LAUNCH FEE	\$ (15,000.00)	\$ (6,341.75)	\$ (8,658.25)	42.28
43152	TRANSIENT MOORING	\$ (12,000.00)	\$ (6,591.00)	\$ (5,409.00)	54.93
43153	WAIT LIST FEE	\$ (2,000.00)	\$ (63.00)	\$ (1,937.00)	3.15
43156	PIER USAGE FEE	\$ (2,600.00)	\$ (648.00)	\$ (1,952.00)	24.92
43157	MOORING LATE FEE	\$ -	\$ (50.00)	\$ 50.00	0.00
43159	KAYAK RACK RENTAL	\$ (1,500.00)	\$ -	\$ (1,500.00)	0.00
TOTAL		\$ (146,600.00)	\$ (25,183.75)	\$ (121,416.25)	17.18%

6. All Items involving Town Officials or Invited Guests

a. Cameron Wake, Climate Action Plan Work Group Strategies – postponed until December

7. Public Hearing

a. The Kittery Port Authority moves to hold a public hearing and vote on an application from Gary Pelletier, 7 Hutchins Cove Drive, Kittery, ME 03904 (Tax Map 39, Lot 3-4) for the modification and replacement of an existing structure consisting of a 4' x 50' fixed pier, 3' x 30' gangway and a 10' x 20' float supported by chains and ledge pins. Agent is Matthew Cardin, Cardin Environmental.

Vice Chair Bush recused himself from the item.

Mr. Cardin presented the application to the Board.

Discussion ensued briefly.

Mr. Mason moved to approve the application. Seconded by Mr. Lawrence. Mr. Cardin corrected the motion to the revised dimension 3.25' x 38' fixed pier. The motion passed by roll call vote 5-0-0.

b. The Kittery Port Authority moves to hold a public hearing and vote on 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, as shown on ME DEP PERMIT PLAN-2022 AERIAL Drawing C3, REV. 3, dated 10/10/23, showing a railing on the short leg of the existing 28 foot long float that prohibits the berthing of boats on that slip, as well as outlines of six, 24 foot long boats in each slip, shown not extending more than 1 foot beyond the end of each finger float. Agent is

Steven Riker, Ambit Engineering – Haley Ward, Inc. This public hearing is continued from the September 7, 2023 meeting.

Postponed until December 7, 2023.

8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to accept an application from Darren Lapierre, 27 Badgers Island West, Kittery, ME 03904 (Tax Map 1, Lot 30) for the installation of a 110' x 4' float along the existing pier.

Chair Patten recused himself from the item.

Mr. Lapierre presented the application to the Board.

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

The Board scheduled a site walk on November 16, 2023 at 4 PM.

9. Public Segment (Three Mins.)

10. Unfinished Business

11. New Business

12. Committee and Other Reports - None

13. Communications from the Chairperson- Chair Patten provided a handout to the Board.

14. Board Member Issues or Comments

Mr. Mason – none

Chair Patten – none

Mr. McCollett – none

Mr. Pinkham – none

Mr. Lawrence – none

Vice Chair Bush – none

15. Executive Session - None

16. Adjournment

Mr. Lawrence moved to adjourn at 6:32 P.M. Seconded by Vice Chair Bush. The motion passed.

Submitted by Carrie Varao, Development Staff Clerk on November 9, 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>.