



**KITTERY PORT AUTHORITY  
TOWN HALL  
200 ROGERS RD.  
KITTERY, ME 03904**

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Meeting Agenda  
February 4, 2021  
6:00 P.M.  
Remote Meeting

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The public may submit public comments for the Public Hearing and the Public Segment of the agenda via email, US Mail, or by dropping written comments in the Drop Box outside the Town Hall entrance. Emailed comments should be sent to [TownComments@kitteryme.org](mailto:TownComments@kitteryme.org).

The public may also participate in the meeting via Zoom webinar. **Register in advance** for the webinar at:

[https://us02web.zoom.us/webinar/register/WN\\_8sr6h7OISqCtv-TEmtHvFQ](https://us02web.zoom.us/webinar/register/WN_8sr6h7OISqCtv-TEmtHvFQ)

After registering, you will receive a confirmation email containing information about joining the webinar. Webinar participants will be able to submit questions and comments during a public hearing.

**Comments received by noon on the day of the meeting will be read into the record by the KPA Chair.**

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1. Call to Order / Attendance
2. Pledge of Allegiance
3. Agenda Amendments and Adoption
4. Acceptance of Previous Minutes: December 3, 2020 & January 7, 2021
5. Harbormaster Report and Budget Report
6. All Items involving Town Officials or invited guests
7. Public Hearing
8. Piers, Wharves & Floats
9. Public Segment (Three Mins.)
10. Unfinished Business
  - a. Boat Launch Fees

**Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, this meeting will be held remotely in accordance with LD 2167. The meeting will be broadcast on Channel 22, Facebook, and live broadcast from the Town's website.**

- b. Dredging Pepperrell Cove
- 11. New Business
  - a. Elections
- 12. Committee and Other Reports
  - a. Communications from the Chairperson
- 13. Board Member Issues or Comments
- 14. Executive Session
- 15. Adjournment

**Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, this meeting will be held remotely in accordance with LD 2167. The meeting will be broadcast on Channel 22, Facebook, and live broadcast from the Town's website.**

- 1 1. Call to Order / Attendance
- 2 Chair Philbrook called the meeting to order at 6:00 p.m.
- 3 Members present: Chair Philbrook, Vice Chair Patten, Bryan Bush, Niles Pinkham, Alan
- 4 Johnston. Absent members: Steve Lawrence and John McCollett.
- 5 2. Pledge of Allegiance
- 6 3. Agenda Amendments and Adoption
- 7 Chair Philbrook cast 1 vote for the agenda as written.
- 8 4. Acceptance of Previous Minutes: October 1, 2020 & November 5, 2020.
- 9 Chair Philbrook moved to accept the October 1, 2020 as written, seconded by Vice Chair
- 10 Patten.
- 11 Motion Carried 5-0-0
- 12 Chair Philbrook moved to accept the November 5, 2020 minutes as amended with the removal
- 13 of line 11 and the change of FMP to FNP on line 37, seconded by Mr. Johnston.
- 14 Motion Carried 5-0-0
- 15 5. Harbormaster Report and Budget Report
- 16 The Harbormaster gave an overview of the budget.
- 17 The Harbormaster attended 2 meetings of the Northern New England Area Maritime Security
- 18 Region 3 Subcommittee (NNAMSR3, and became a member of same).
- 19 The Harbormaster stated he would be participating in a video tabletop exercise with NNAMSR3
- 20 on 12/10/2020.
- 21 The Harbormaster pulled remaining floats from PC and the axles on the Frisbee ramp wheels
- 22 were damaged during the process. He also said he would be pulling the ramp to make repairs,
- 23 as well as refurbishing planks, the flapper and the Traip slide, with help of Vice Chair Patten.
- 24 The Harbormaster stated during an overnight storm, the water pipes and the electric conduit
- 25 was broken off mounting brackets. The Harbormaster met with Jim Casey of Yates Electric to
- 26 evaluate the damage and quote repairs. The quote received was approximately \$51,500 but
- 27 could change if damage to the conduit or supporting structures occurred. Jim Casey
- 28 recommended repairing the damage now rather than in the spring as other storms could pull the
- 29 conduit and piping from more brackets and cause worse damage.
- 30 The Harbormaster participated in a CIP meeting with the Town Manager and KPA Vice Chair
- 31 Patten. The Harbormaster also participated in a video conference with the Town Manager, Colin

32 Greenan and Jay Clement of the Army Corps of Engineers, regarding the application for the  
33 dredge of PC.

34 The Harbormaster stated he worked on Maine Criminal Justice and National Crime Information  
35 Center (NCIC) mandatory annual training to keep his law enforcement certification.

36 The Harbormaster stated he was working with the Maine Harbormaster's Association pilot  
37 program, in which all participating harbormasters will be able to enter incident reports and all  
38 participants will be able to view reports from participating HM offices and will be able to search  
39 for incidents with problematic transient boaters, abandoned boats, other things of that nature,  
40 and be able to read the particulars in a report.

41 The Harbormaster also stated he was working with Harbormasters and Maritime Law  
42 Enforcement Agencies in the creation of a National Harbormasters Association as a Board of  
43 Directors member.

44 The Harbormaster said he assisted the Town of Eliot in revamping their Harbormaster job  
45 description and chain of command structure.

46 6. All Items involving Town Officials or invited guests - None

47 7. Public Hearing - None

48 8. Piers, Wharves & Floats

49 a. The Kittery Port Authority moves to accept an application from Kenneth P. & Terri M. Miller, 4  
50 Lawrence Lane, Kittery Point (Map 18, Lot 35) to add a 33.7' x 13.6' floating boat lift to an  
51 existing pier and float structure. Agent Steve Riker Ambit Engineering Inc.

52 The Agent, Steve Riker, Ambit Engineering Inc. gave an overview of the application.

53 Chair Philbrook moved to accept the application from Kenneth P. & Terri M. Miller, 4 Lawrence  
54 Lane, Kittery Point (Map 18, Lot 35) to add a 33.7' x 13.6' floating boat lift to an existing pier and  
55 float structure and to hold a public hearing at the January 7, 2020 meeting, as well as schedule  
56 a site walk for December 17, 2020 at 3:30 p.m., seconded by Mr. Bush.

57 Motion Carried 5-0-0

58 b. The Kittery Port Authority moves to approve an application from Douglas Cole, 41 Bowen  
59 Road, Kittery (Map 17, Lot 7) to add a float to mooring # 608 in the back Channel.

60 Postponed to the January 7, 2020 meeting.

61 c. The Kittery Port Authority moves to approve an application from Vargo Family Living Trust, 36  
62 Pocahontas Road, Kittery Point (Map 51, Lot 2) to add an 8'x24' float to mooring # 519.

63 Chair Philbrook moved to approve the application from Vargo Family Living Trust, 36  
64 Pocahontas Road, Kittery Point (Map 51, Lot 2) to add an 8'x24' float to mooring # 519,  
65 seconded by Mr. Bush.

66 Motion Carried 5-0-0

67 9. Public Segment (Three Mins.) - None

- 68 10. Unfinished Business
- 69 a. Boat Launch Fees – Postponed to the January 7, 2020 meeting.
- 70 11. New Business
- 71 a. Dredging Pepperrell Cove – Chair Philbrook stated the Town Manager asked the KPA to  
72 identify that needed to be dredged, other than areas in the FNP.
- 73 12. Committee and Other Reports - None
- 74 a. Communications from the Chairperson - Chair Philbrook mentioned that the board might  
75 need to revise the float application. She also mentioned having all applications online. The  
76 board stated they were all in favor of having online applications.
- 77 Chair Philbrook asked Vice Chair Patten or the Harbormaster to give an overview of the CIP  
78 meeting they participated in.
- 79 13. Board Member Issues or Comments
- 80 Mr. Pinkham – None
- 81 Mr. Bush – None
- 82 Mr. Johnston - None
- 83 Vice Chair Patten - None
- 84 14. Executive Session - None
- 85 15. Adjournment
- 86 Mr. Bush moved to adjourn at 7:23 p.m., seconded by Mr. Pinkham.
- 87 Motion Carried 5-0-0

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.

PORT AUTHORITY MEETING  
REMOTE MEETING

UNAPPROVED  
JANUARY 7, 2021

1 1. Call to Order / Attendance

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

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

5 2. Pledge of Allegiance

6 3. Agenda Amendments and Adoption

7 Postponed item 11 a. - Elections to the February KPA meeting.

8 Chair Philbrook cast 1 vote to adopt the agenda as amended.

9 4. Acceptance of Previous Minutes: None

10 5. Harbormaster Report and Budget Report

11 The Harbormaster gave an update on 25 moorings that have been renewed, 58  
12 applications on the wait list, 15 launch passes purchased, and excise tax for 12 boats  
13 that has been paid.

14 The Harbormaster discussed the calls he responded to in the month of December.

15 The Harbormaster stated he was working with NH Port Authority member Grant Nichols  
16 on FEMA/Port Security Grants for port security boat and cameras. He also thanked the  
17 NH Port Authority for their help.

18 The Harbormaster met with Maritime Boats and Kittery Police Chief Richter to get  
19 specifications for a fast response/heavy weather S&R boat/multi-mission vessel. The  
20 boat being considered is the Maritime 250 Voyager, with a two-engine enclosed center  
21 console that is 25'8" with an 8'6" beam with 2-200 hp Suzuki outboards.

22 The Harbormaster met with Vice Chair Patten and the Town Manager for a CIP  
23 workshop.

24 The Harbormaster contacted a welder to make repairs and modifications to Frisbee  
25 Commercial Ramp. The welder removed ramp brackets from Frisbee Pier to be repaired  
26 by Vice Chair Patten. The Harbormaster stated he was working on removing wood  
27 decking from the Frisbee Ramp.

28 The Harbormaster also reported that Vice Chair Patten had completed repairs on the  
29 Frisbee Ramp wheels and axel, and Yates Electric had completed repairs to water and  
30 electric brackets at Pepperrell Cove.

31 6. All Items involving Town Officials or invited guests

32 7. Public Hearing

33 a. The Kittery Port Authority moves hold a public hearing on an application from  
34 Kenneth P. & Terri M. Miller, 4 Lawrence Lane, Kittery Point (Map 18, Lot 35) to add a  
35 33.7' x 13.6' floating boat lift to and existing pier and float structure. Agent Steve Riker  
36 Ambit Engineering Inc.

37 Chair Philbrook read a letter from Patrick Bedard, the attorney representing abutter  
38 Mark and Sally Crotty, 2 Lawrence Lane, Kittery Point, ME who opposed the application  
39 of Kenneth and Terri Miller, 4 Lawrence Lane, Kittery Point, ME.

40 Vice Chair Patten inquired about the changes to the application for the extension from  
41 the original application that was submitted January 8, 2020.

42 Steven Riker responded to the board and stated it was simply an error that he had  
43 made on the original application.

44 Vice Chair Patten commented that on the application to the Army Corp. of Engineers in  
45 November 2020, the length of the lift was listed as 33.6', as 33.7' on the Town  
46 application 37.7' on the Permit Plan. Vice Chair Patten stated that the measurements  
47 needed to be changed to reflect the correct length.

48 Chair Philbrook moved to approve the application from Kenneth P. & Terri M. Miller, 4  
49 Lawrence Lane, Kittery Point (Map 18, Lot 35) to add a 37.7' x 13.6' floating boat lift to  
50 and existing pier and float structure according to plan C2 with the reconfigured boat lift  
51 location dated 11/30/2020, seconded by Mr. Bush.

52 Motion Carried 4-0-1

53 Chair Philbrook, Mr. Pinkham, Mr. Bush, and Mr. McCollett voted yes.

54 Vice Chair Patten voted to abstain.

55 8. Piers, Wharves & Floats

56 b. The Kittery Port Authority moves to approve an application from Douglas Cole, 41  
57 Bowen Road, Kittery (Map 17, Lot 7) to add a float to mooring # 608 in the back  
58 Channel.

59 Mr. Cole stated he wanted a float that measured 8'x 30'. Chair Philbrook advised that  
60 there is a regulation that states a float cannot exceed 8'x24' for residential.

61 Chair Philbrook moved to approve the application from Douglas Cole, 41 Bowen Road,  
62 Kittery (Map 17, Lot 7) to add an 8'X24' float to mooring # 608 in the Back Channel.  
63 Chair Philbrook noted that this is a riparian mooring and can only be used for one  
64 vessel unless another mooring permit is granted. Seconded by Mr. Bush.

65 Motion Carried 5-0-0

- 66 9. Public Segment (Three Mins.) - None
- 67 10. Unfinished Business
- 68 a. Boat Launch Fees
- 69 The Board discussed changing the launch fees for residents, non-residents, military,  
70 veterans, residents and non-residents over the age of 65, for motored and non-motored  
71 boats, and paddle boards.
- 72 b. Dredging Pepperrell Cove
- 73 The board and the Harbormaster discussed the areas outside the FNP that they would  
74 like to see dredged.
- 75 11. New Business
- 76 a. Elections – Postponed until February KPA meeting.
- 77 12. Committee and Other Reports - None
- 78 a. Communications from the Chairperson - None
- 79 13. Board Member Issues or Comments
- 80 Mr. McCollett – None
- 81 Mr. Pinkham – Mr. Pinkham spoke about the kayaks at Traip blocking boats on the  
82 ramp.
- 83 Mr. Bush – None
- 84 Vice Patten – None
- 85 Chair Philbrook - Chair Philbrook also commented about the kayaks at Traip and talked  
86 about painting a line on the side of the ramp designated for kayaks. She mentioned that  
87 she and the Harbormaster spoke with Craig Alfis, the Code Enforcement Officer, about  
88 installing stands for kayaks.
- 89 14. Executive Session - None
- 90 15. Adjournment
- 91 Mr. Bush moved to adjourn at 7:17 p.m., seconded by Mr. Pinkham.
- 92 Motion Carried 5-0-0

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.

## E. Boat Launch Ramp Fees

Passes must be visible on trailer or vehicle dashboard

### 1. Season Launch Fee

- a. Resident Motorized \$50 (no change)
- b. Resident Paddle \$20 (approved 11/20)
- c. Resident Elders (65 and over) and Active Duty Military Motorized \$20 (Paddle is Free)
  
- d. Non-Resident Motorized \$125 (no change)
- e. Non-Resident Paddle \$75. (approved 11/20)
- f. Non-Resident Elders (65 and over) and Active Duty Military \$40 (no Change)

### 2. Daily Launch Fee

- a. Resident Non-Motorized \$5 (no change)
- b. Resident Motorized \$10 (no change)
- c. Resident 65 and over & Active Military Free. (new fee)
- d. Non-Resident Non-Motorized \$5 (no change)
- e. Non-Resident Motorized \$20. (no change)
- f. Non-Resident Elders (65 and over) and Active Duty Military non-motorized \$5 (New fee)
- g. Non-Resident Elders (65 and over) and Active Duty Military \$10 (New fee)