



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

Phone: 207-439-0452 ext 301
Email: kpa@kitteryme.org
<http://www.kitteryme.gov/>

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

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.

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

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.

1. Call to Order / Attendance
2. Pledge of Allegiance
3. Agenda Amendments and Adoption
4. Acceptance of Previous Minutes: February 4, 2021
5. Harbormaster Report and Budget Report
6. All Items involving Town Officials or invited guests
7. Public Hearing
 - a. The Kittery Port Authority moves to hold a Public Hearing to make changes to the Kittery Port Authority Rules and Regulations: Fees - Section E. Boat Launch Ramp Fees
8. Piers, Wharves & Floats
9. Public Segment (Three Mins.)

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.

10. Unfinished Business
11. New Business
 - a. Kayak Storage Rental Traip Academy Boat Ramp
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, Steve Lawrence and John McCollett.

5 2. Pledge of Allegiance

6 3. Agenda Amendments and Adoption

7 Chair Philbrook cast 1 vote to accept agenda as presented.

8 4. Acceptance of Previous Minutes: December 3, 2020 & January 7, 2021

9 December 3, 2020 minutes on line 26 the quote receive was approximately \$51,500.00
10 changed to have \$1,450.00, and line 23 should read trap slide.

11 Chair Philbrook moved to approve December 3, 2020 minutes as amended.

12 Motion Carried 7-0-0

13 January 7, 2021 minutes on line 25 should read the Harbormaster removed.

14 Chair Philbrook moved to approve January 7, 2021 minutes as amended.

15 Motion Carried 7-0-0

16 5. Harbormaster Report and Budget Report

17 The Harbormaster met with Chair Philbrook about ideas for Kayak racks at Pepperrell
18 Cove and Traip. The Harbormaster and Chair Philbrook also met with Code
19 Enforcement/Shoreland Development about creating a space along the ramp at Traip
20 for the kayak racks as well as a few benches or picnic tables. The Harbormaster
21 obtained a permit to remove invasive species in order to complete project.

22 The Harbormaster stated he was working with Financial Director Patricia Moore on a
23 way to ensure online mooring funds get put into the correct revenue account.

24 The Harbormaster also worked with Online mooring to create a mandatory field for
25 mooring holders in which they have to select the use of their moorings every season.
26 Options are "Occupied by myself", "Unoccupied for this Season", "Available for
27 Temporary Mooring Program". A box underneath this field keeps track of the last year
28 the mooring was occupied by the mooring holder's boat.

29 The Harbormaster worked with Vice Chair Patten as well as a few fishermen on design
30 of Lobster Trap Slide.

31 The Harbormaster painted wheel assembly for Frisbee Ramp after repaired by Vice
32 Chair Patten, and painted new heavy-duty Frisbee Pier Brackets that were fabricated by
33 Vice Chair Patten.

34 The Harbormaster stated he had received new grating from McNichols to replace wood
35 decking on Frisbee Ramp, and will be assembling it with Vice Chair Patten. The
36 members from the board would all be working with Vice Chair Patten on “flapper” design
37 for Frisbee Float. The Harbormaster reported on a call to the Piscataqua river for a
38 report of a person jumping from the “high level” bridge (I-95), along with KPD, KFD,
39 DOD and USCG. He stated the person was recovered by DOD boat and brought to
40 docks at Prescott Park where waiting medical personnel performed life saving
41 techniques, the person later died at hospital.

42 The Harbormaster made contact with ME DOT regarding SHIP grant application. ME
43 DOT said that they have funded all projects through 2023 but the KPA could submit the
44 letter of intent and the representative could bring it to a committee to see if they could
45 fund the project anyway.

46 The KPA also received a quote from Riverside Pickering (thanks for putting it together
47 so quickly). A 6x28’ float, replacing 2 piles and adding a piling with total being \$16,800.

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

49 7. Public Hearing - None

50 8. Piers, Wharves & Floats - None

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

52 10. Unfinished Business

53 a. Boat Launch Fees

54 KPA members discussed the new boat launch fees.

55 Chair Philbrook moved to schedule a Public hearing for new boat launch fees at the
56 March 4, 2021 KPA meeting, seconded by Mr. Bush

57 b. Dredging Pepperrell Cove

58 The board members and the Harbormaster discussed the cost of dredging outside the
59 FNP.

60 11. New Business

61 a. Elections

62 Ms. Philbrook moved to nominate Charles Patten for KPA Vice Chair, seconded by Mr.
63 Lawrence.

64 Motion Carried 7-0-0

65 Mr. Lawrence moved to nominate Kelly Philbrook for KPA Chair, seconded by Mr.
66 Johnston.

67 Motion Carried 7-0-0

68 12. Committee and Other Reports - None

69 a. Communications from the Chairperson

70 13. Board Member Issues or Comments

71 Vice Chair Patten thanked Chair Philbrook for all of her hard work.

72 Mr. Bush thanked Chair Philbrook and Vice Chair Patten for stepping up and for doing a
73 great job.

74 Mr. Pinkham thanked Chair Philbrook and Vice Chair Patten for all their hard work.

75 Mr. Johnston thanked Chair Philbrook and Vice Chair Patten for all their hard work.

76 Mr. Lawrence - None

77 Mr. McCollett – None

78 Chair Philbrook stated how every member on the KPA brought something to the board
79 and she couldn't do it without every member. She thanked Vice Chair Patten for all his
80 hard work.

81 14. Executive Session - None

82 15. Adjournment

83 Mr. Lawrence moved to adjourn at 6:51 p.m., seconded by Mr. Bush.

84 Motion Carried 7-0-0

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. Paddle passes must be in the possession of the pass holder.

1. Season Launch Fees

	Boat	Paddle
Resident	\$50.00	\$20.00
Resident Elder (over 65) and active Military	\$20 FREE	\$20 FREE
Non-Resident	\$125	\$75.00
Non-Resident Elders (over 65) and Active Military	\$40.00	\$20.00

2. Daily Launch Fees

	Motorized	Non-Motorized
Resident	\$10.00	\$5.00
Resident Elders (over 65) and Active Military	FREE	FREE
Non-resident	\$20.00	\$5 \$10.00
Non-Resident Elders (over 65) and Active Military	\$10.00	\$5.00

2.11 Kayak Storage Rental

A. Traip Academy Boat Ramp

1. Kayak/ Paddle board storage is at own risk of owners. The Town of Kittery and KPA are not responsible for lost or stolen property.
2. Applications are available through the Kittery Harbormaster
3. Owners must provide their own locks to secure property
4. Kayaks may only be stored in rack space.
5. Spots will be available to residents of Kittery on a first come first serve basis until June 1 at which time non-residents may apply.
6. All storage spots are available for a 1 year term. Individuals with a spot can renew as long as they renew before April 15th and pay the associated fees.
7. No Parking available in School lot during school hours.

Kayak Storage Fees

Residents (Includes launch pass) \$150

Non-residents (includes Launch pass) \$200

DRAFT 3/2/21