

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

**APPROVED
OCTOBER 5, 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- 8. Piers, Wharves, & Floats, Item b: change 80' long pier to 76' long pier. The agenda was approved as amended.

4. Acceptance of Previous Minutes: 9/7/2023. 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 several questions.

FY 2024 YTD Expenses					
OBJECT	ACCT DESCRIPTION	FY 2024 BUDGET	FY 2024 EXPENSES	FY 2024 REMAINING	PERCENT USED
64010	HARBOR MASTER FULL TIME SALARI	\$ 66,390.00	\$ 16,932.25	\$ 49,457.75	25.50
64020	PART TIME SALARIES	\$ 33,442.00	\$ 8,203.69	\$ 25,238.31	24.53
65010	POSTAGE	\$ 250.00	\$ -	\$ 250.00	0.00
65020	TELEPHONE & INTERNET	\$ 2,600.00	\$ 223.70	\$ 2,376.30	8.60
65080	LEGAL NOTICES/OTHER ADVERTISE	\$ -	\$ 39.00	\$ (39.00)	0.00
65200	ELECTRICITY	\$ 2,016.00	\$ 249.23	\$ 1,766.77	12.36
65220	WATER	\$ 525.00	\$ 112.31	\$ 412.69	21.39
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,800.00	\$ 778.85	\$ 1,021.15	43.27
65305	BOAT EQUIPMENT MAINTENANCE	\$ 5,000.00	\$ 1,770.36	\$ 3,229.64	35.41
65310	VEHICLE MAINTENANCE	\$ 3,500.00	\$ 540.52	\$ 2,959.48	15.44
65311	GAS, GREASE, & OIL	\$ 5,500.00	\$ 2,023.50	\$ 3,476.50	36.79
65462	RIGGING	\$ 14,000.00	\$ 3,317.31	\$ 10,682.69	23.70
65463	SANITATION	\$ 2,500.00	\$ 947.49	\$ 1,552.51	37.90
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	\$ 1,561.99	\$ 2,938.01	34.71
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	\$ 35.67	\$ 1,964.33	1.78
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 38.40	\$ 461.60	7.68
TOTAL		\$ 150,823.00	\$ 40,139.97	\$ 110,683.03	26.61%

FY 2024 YTD Revenue					
OBJECT	ACCT DESCRIPTION	FY 2024 BUDGET	FY 2024 REVENUE	FY 2024 DIFFERENCE	PERCENT
43147	DINGHY FEES	\$ (12,000.00)	\$ (711.40)	\$ (11,288.60)	5.93
43148	TRANSIENT SLIP RENTAL	\$ (16,000.00)	\$ (8,645.00)	\$ (7,355.00)	54.03
43149	KPA APPLICATION FEES	\$ (500.00)	\$ (125.00)	\$ (375.00)	25.00
43150	MOORING FEES	\$ (85,000.00)	\$ (1,339.60)	\$ (83,660.40)	1.58
43151	LAUNCH FEE	\$ (15,000.00)	\$ (6,341.75)	\$ (8,658.25)	42.28
43152	TRANSIENT MOORING	\$ (12,000.00)	\$ (6,521.00)	\$ (5,479.00)	54.34
43153	WAIT LIST FEE	\$ (2,000.00)	\$ (63.00)	\$ (1,937.00)	3.15
43156	PIER USAGE FEE	\$ (2,600.00)	\$ (548.00)	\$ (2,052.00)	21.08
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)	\$ (24,344.75)	\$ (122,255.25)	16.61%

6. All Items involving Town Officials or Invited Guests

7. Public Hearing

8. Piers, Wharves & Floats

a. The Kittery Port Authority moves to accept 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.

Mr. Lawrence moved to accept the application as presented. Seconded by Mr. Pinkham.

Vice Chair Bush recused himself.

Mr. Cardin, Cardin Environmental, presented to application to the Board. The Board asked several questions. Chair Patten read the memo from the Code Enforcement Officer.

Mr. Lawrence recused himself.

The motion passed by roll call vote, 4-0-0.

The Board scheduled a site walk for Wednesday, October 11, 2023 at 5:00 PM.

b. The Kittery Port Authority moves to accept a revised drawing to Rev. 2 from Tidewater Engineering & Surveying Inc., and vote on an application from Judith McKenna, 42 Pepperrell Road, Kittery Point, ME 03905 (Tax Map 18, Lot 27) for the

construction of 4' x 76' pier, 3' x 45' gangway, and a 10' x 30' float. This is a modification to a previously approved application from May 4, 2023. Agent is Kuerstin Fordham, Riverside & Pickering Marine Contractors and Ryan McCarthy, Tidewater Engineering & Surveying, Inc.

Mr. Lawrence moved to accept the revised drawing. Seconded by Mr. Mason.

Mr. McCarthy, Tidewater Engineering & Surveying, Inc. presented the application and reviewed the updated plan.

The Board asked several questions and discussion ensued briefly. Chair Patten corrected the pier dimensions in the staff report to 76 feet. He summarized the changes in the report to the Board.

The motion passed by roll call vote, 6-0-0.

9. Public Segment (Three Mins.)

Public comment was heard from Greg Mahanna, President of Great Cove Boat Club, Main Street, Eliot, regarding if there was an update on the status of new moorings at the Shoals. Discussion ensued on the topic.

10. Unfinished Business

11. New Business

12. Committee and Other Reports - None

13. Communications from the Chairperson

14. Board Member Issues or Comments

Mr. Mason – Mr. Mason discussed waivers from the Rules & Regulations.

Chair Patten – Chair Patten discussed the intent of the staff reports and memos.

Mr. McCollett – none

Mr. Pinkham – Mr. Pinkham discussed the staff reports and memos.

Mr. Lawrence – Mr. Lawrence asked a question on waivers.

Vice Chair Bush – Mr. Bush told the Board that he will miss Mr. Johnston, and he thanked him.

15. Executive Session - None

16. Adjournment

Mr. Lawrence moved to adjourn at 6:54 P.M. Seconded by Vice Chair Bush. The motion passed.

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Submitted by Carrie Varao, Development Staff Clerk on October 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>.