

**1. Call to Order / Attendance**

Members present: Steve Lawrence, Niles Pinkham, John McCollett, Charles Patten, Vice Chair Bryan Bush, and Chair Michael O’Keefe.

Members absent: Todd Endres

Chair O’Keefe called the meeting to order at 6:01 PM.

**2. Pledge of Allegiance**

**3. Agenda Amendments and Adoption**

Add: New Business item b. Riparian Mooring Request for 26 Goodwin Road.  
**The agenda was approved as amended.**

**4. Acceptance of Previous Minutes**

3/6/2025- **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 2025.

<b>FY 2025 REVENUE THROUGH 04/01/2025</b>					
<b>OBJECT</b>	<b>ACCT DESCRIPTION</b>	<b>FY 2025 BUDGET</b>	<b>FY 2025 REVENUE</b>	<b>FY 2025 DIFFERENCE</b>	<b>PERCENT</b>
43147	DINGHY FEES	\$ (12,000.00)	\$ (7,600.00)	\$ (4,400.00)	63.33
43148	TRANSIENT SLIP RENTAL	\$ (17,000.00)	\$ (16,951.00)	\$ (49.00)	99.71
43149	KPA APPLICATION FEES	\$ (1,000.00)	\$ (250.00)	\$ (750.00)	25.00
43150	MOORING FEES	\$ (95,000.00)	\$ (52,196.02)	\$ (42,803.98)	54.94
43151	LAUNCH FEE	\$ (16,000.00)	\$ (8,496.00)	\$ (7,504.00)	53.10
43152	TRANSIENT MOORING	\$ (12,000.00)	\$ (8,904.00)	\$ (3,096.00)	74.20
43153	WAIT LIST FEE	\$ (2,000.00)	\$ (1,855.00)	\$ (145.00)	92.75
43156	PIER USAGE FEE	\$ (2,600.00)	\$ (1,894.00)	\$ (706.00)	72.85
43157	MOORING LATE FEE	\$ -	\$ -	\$ -	0.00
43159	KAYAK RACK RENTAL	\$ (1,000.00)	\$ (2,182.00)	\$ 1,182.00	218.20
<b>TOTAL</b>		<b>\$ (158,600.00)</b>	<b>\$ (100,328.02)</b>	<b>\$ (58,271.98)</b>	<b>63.26%</b>

<b>FY 2025 EXPENSES THROUGH 04/01/2025</b>					
<b>OBJECT</b>	<b>ACCT DESCRIPTION</b>	<b>FY 2025 BUDGET</b>	<b>FY 2025 EXPENSES</b>	<b>FY 2025 REMAINING</b>	<b>PERCENT USED</b>
64010	HARBOR MASTER FULL TIME SALARI	\$ 66,483.00	\$ 52,789.96	\$ 13,693.04	79.40
64020	PART TIME SALARIES	\$ 36,750.00	\$ 23,022.51	\$ 13,727.49	62.65
64030	OVERTIME	\$ -	\$ 232.88	\$ (232.88)	0.00
65010	POSTAGE	\$ 250.00	\$ 140.75	\$ 109.25	56.30
65020	TELEPHONE & INTERNET	\$ 500.00	\$ 2,003.80	\$ (1,503.80)	400.76
65200	ELECTRICITY	\$ 3,072.00	\$ 2,619.63	\$ 452.37	85.27
65220	WATER	\$ 500.00	\$ 165.10	\$ 334.90	33.02
65240	DUMPSTERS/TRASH REMOVAL	\$ 1,400.00	\$ 1,088.66	\$ 311.34	77.76
65305	BOAT EQUIPMENT MAINTENANCE	\$ 6,000.00	\$ 4,705.08	\$ 1,294.92	78.42
65310	VEHICLE MAINTENANCE	\$ 2,500.00	\$ 1,210.98	\$ 1,289.02	48.44
65311	GAS, GREASE, & OIL	\$ 6,900.00	\$ 3,056.37	\$ 3,843.63	44.30
65462	RIGGING	\$ 14,000.00	\$ 12,407.16	\$ 1,592.84	88.62
65463	SANITATION	\$ 2,500.00	\$ 2,160.00	\$ 340.00	86.40
65470	PROFESSIONAL DEVELOPMENT	\$ 1,500.00	\$ 1,305.74	\$ 194.26	87.05
65480	OTHER PROFESSIONAL/CONTRACTED	\$ 2,500.00	\$ 2,354.51	\$ 145.49	94.18
65500	MAIN BLDG/GROUNDS WHARVES/HARB	\$ 5,000.00	\$ 5,332.89	\$ (332.89)	106.66
65521	UNIFORMS	\$ 1,500.00	\$ 1,052.09	\$ 447.91	70.14
66010	OFFICE SUPPLIES	\$ 150.00	\$ -	\$ 150.00	0.00
66030	OTHER SUPPLIES	\$ 2,000.00	\$ 554.58	\$ 1,445.42	27.73
66040	JANITORIAL SUPPLIES & SERVICES	\$ 500.00	\$ 73.99	\$ 426.01	14.80
<b>TOTAL</b>		<b>\$ 154,005.00</b>	<b>\$ 116,276.68</b>	<b>\$ 37,728.32</b>	<b>75.50%</b>

**6. All Items involving Town Officials or Invited Guests**

**7. New Business**

- a. Riparian Mooring Request- 24 Goodwin Road
- b. Riparian Mooring Request- 26 Goodwin Road

The Harbormaster and the Board discussed the location and types of moorings for both requests.

**8. Public Hearings**

**9. Piers, Wharves & Floats**

**10. Public Segment (Three Mins.)**

Public comment was heard from: Greg Smith, 24 Goodwin Road.

**11. Special Orders**

**12. Unfinished Business**

**13. Committee and Other Reports**

**14. Communications from the Chairperson**

Chair O'Keefe will be relocating and resigning his position on the Board after the May meeting.

**15. Board Member Issues or Comments**

Mr. Lawrence – none

Mr. Endres- none

Vice Chair Bush – none

Mr. O'Keefe – none

Mr. McCollett – none

Mr. Pinkham – none

Mr. Patten- none

**16. Executive Session - none**

**17. Adjournment**

**Mr. Lawrence moved to adjourn at 6:29 P.M. Seconded by Vice Chair Bush.**

Submitted by Niki Floros, Development Staff Clerk on April 8, 2025.

Disclaimer: These 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>.