☑ APPROVED
7/17/25

MINUTES

Call the meeting to order and establishment of a Quorum:
Chair Ken Smith called the meeting to order and a quorum was established at 6:30 pm.

Members Present: Chair Ken Smith, Earl MacKenzie, Dylan Purington, George Evans, Gil Rivera, and Peter Anderson
Members Absent: Greg Janney
Others Present: None
Others Present via Zoom: Randy Kilmon of Town Moorings

Approval of Minutes of January 16, 2025, Regular Meeting.
Motion: To approve Minutes of January 16, 2025, as written, G. Evans, seconded by E. MacKenzie. No Discussion. Motion passed 6 yes, 0 no, Unanimous.

Anyone Wishing to Address the Harbor Committee
None.

Discussion of Grants for Making Improvements to the Two Town Piers

Ken stated he has contacted someone who would be interested in writing grant applications.

Ken shared a copy of a summary of the Small Harbor Improvement Program (SHIP) through the Maine Department of Transportation. https://www.maine.gov/dot/index.php/about/funding/grants/small-harbor-improvement-program

This one is up to $250,000, and would probably be good for Grindle Point, and might work for Seal Harbor. It's a 50/50 grant, so the Town would have to match 50%. It covers the expenses of the grant writer as well. Ken would like us to try for this, and we need to prequalify.

Earl asked if the federal funding issues might affect this grant. Ken replied that it's through the State.

Pete asked if this will require us to show that we have projects lined up and that we also have the 50% match ready to go, or do they grant their 50% and let us figure out the rest of it. Ken answered that we need to show that we have the funds ready.

Ken stated that there's no particular cutoff date. He asked the group to look over the information.

Harbor Master & Deputy Harbor Master Reports

Seal Harbor

- Earl reported that he has been in touch with Josh Conover to get the dinghy floats out. A repair is needed on the first float where the incline comes down. The outer hardware is broken.
- Earl also asked Josh to put an additional mooring on the end of the first three floats. This will take stress off the piece of hardware that keeps breaking.
- When we get the bigger incline, we will straighten the floats and put them out farther, which will give us more room at extreme tides to move in and out.

- Everything held fine all winter.
- The engineer from Gartley & Dorsky is coming April 23rd. Ken and Earl will meet with them to work on a design and plans we can put out to bid. They will come out twice. The first trip is for measurements, and the second trip will be for elevations.
- There are several levels of ADA access. As long as we have the proper setup on the incline, with a pad that moves at the base and at the top, that will work. Many communities around here have this setup. The top tier for ADA access would include an 80' incline, which is huge. We don't need that.
- Earl has asked the engineers for different options of materials, price, longevity, and maintenance.
- Ken stated that we need an estimate for the engineering cost. We need something to submit for the application. Janet has approved the use of the reserve fund. Ken explained that we have $37,000 set aside in the event we have problems with the floats or inclines. She has allowed us to use that for the engineering study. We also have $30,000 in the budget to put back into the float and incline.
- Earl stated that he's asked for a price for the engineering, but they said they won't give it to us until they come out the first time.
- Earl stated he's talked with the engineers about raising the dock sufficiently. We have a good landing to start from.
- Ken added that we put the bulkhead in as high as we could. That may be a problem. Earl stated that we can span across that with a riser to further back, or we can add a few feet going up, because we've riprapped that whole area. We're not getting erosion there anymore. There's no exposed soil.
- Ken asked if there are other things to consider, other than the repair of the dock. Are there things that fishermen would like us to do?
- Earl replied that, in the long run, he thinks Seal Harbor will primarily be recreational, and Grindle Point will primarily be commercial. Grindle Point has all the equipment. The cost would be high if we had to duplicate everything for Seal Harbor.
- Ken stated that some recreational boaters have asked about the installation of water.
- Earl responded that water would be expensive; we'd need to drill a well. Ken replied that we need to try to cover everything that people might want, and at least discuss it.
- Earl stated that many new inclines already have an aluminum pipe going down for wire. If we built a water system, the expense of getting the water out there wouldn't be much. The big expense is putting in the well and piping it to the dock. We have power. We would probably need an easement from the adjacent property owner for a well. The water most likely would be brackish and not potable, that close to the shore. Boats wouldn't use it for their water tanks.
- Dylan feels that a well there wouldn't serve a great enough number of the population to justify the cost.
- Dark Harbor Boatyard and PYY have hoses.
- Ken asked about handicapped access. Earl replied that with these floats, there is limited handicapped access. For full handicapped access, we'd need an 80' incline. Our floats may not even support it.
- Ken stated that there are lower floats for easier access coming from a boat. Or some kind of grip to help people pull themselves up. He's heard this request from several people. Earl stated that there are railings like these. They can be added onto existing floats.
- Ken added that if we're going to try for a competitive grant, making it handicapped accessible is a plus.
- Ken stated that once we find out what the cost is for the engineering study, we should send an email out so everyone knows. We've been talking about doing Seal Harbor first, but we also have to do Grindle Point. There's more of a need at Seal Harbor. Grindle Point has been repaired and is okay for now.

- George asked what figures Gartley & Dorsky will give us. Earl replied that they will give us what the cost will be for a design. Once they've given us a design, they can show examples of similar work and the associated costs.
- George added that this is a public dock. Gartley & Dorsky will know what we need for compliance.

Grindle Point

- Dylan reported that commercial boats have been tying up overnight, but they are usually out early, and pretty responsive.
- There's damage to the northeast corner of the western dinghy float. The connecting plates to the dinghy dock, where the pin goes from the main float, have come unbolted. Earl advised Dylan to call Christian at PYY.
- A boat almost sank. This is a vessel that probably should be hauled.
- Derelict floats in the outer harbor are a concern. This is technically out of our jurisdiction, but should be on our radar. People are sometimes given floats that are worn out and don't realize it, and put them on moorings. Those floats come apart, then we have beams and foam in the water.
- Earl stated he took the boat out to look at one float a couple days ago. He is in communication with the owner. He will follow through. That float needs to get out of there.
- Not many dinghies at Grindle Point yet, so Dylan hasn't been bugging people about stickers, but he will talk to people as they go in.
- One of the fishermen suggested a wash-down pump for the pier. This could be a saltwater pump.
- There are more people asking about outhauls. Dylan is telling them it's a grey area. There's only so much room for them.
- Earl asked if any outhauls are going away through attrition. A couple of guys might not be fishing this year. Dylan doesn't know exactly.

Status of establishing ownership, coordinates, and other related information for town mooring fields

- Ken asked Earl about the six people he was going to talk to about their moorings. Earl stated he's been in touch with a number of those people and the boatyards that service the moorings.
- Earl added that he and Gabe Pendleton are going out in the boat tomorrow to review some moorings and their placement. He has been in touch with Josh Conover about doing the same with him.
- Earl stated that the six moorings he had mentioned are out of our jurisdiction, as they are outside of the mooring field.
- Ken clarified that there were several inside the mooring field that Earl didn't know who the owners were. Earl replied that he's still pursuing it. That's one of the things he will be working on with Gabe.
- Earl added that he's almost done with the geo-location of the moorings in Seal Harbor. Then he will be doing Grindle Point in the same way.
- There are 81 moorings in Seal Harbor, including the moorings near private docks.
- Ken stated he spoke with Shey Conover about the boatyards having the software to manage possible mooring fees instead of the Town Office. He added that Dylan met someone who represents the software service that Lincolnville uses. Ken also spoke with the Harbor Master in Rockport about her software, too. Shey and Ken listened to get an idea of what one company can do in terms of reports, automation, etc. There's a big difference between companies. Some are geared to large areas like Portland.

Discussion of mooring software options and how best to approach the issue

- Dylan stated he met Randy Kilmon of Town Moorings at the Harbor Masters' Conference. https://www.townmoorings.com/
- We've been trying for a few years to get our harbors in order, which Earl has been working on with drones. However, it seems that with this software, we would be able to see everything. We could log in and check things, and the boatyards can have logins.
- Dylan heard about this software from Matt Deane, Deputy Harbor Master of Lincolnville. In speaking with Randy, Dylan thinks the Town Moorings software would be helpful to our situation.
- Dylan would like to see the whole island on the software, so we can at least account for the moorings.
- Randy Kilmon explained that Town Moorings is one of the newer vendors, which provides us with an opportunity. The company is willing to work with customers to build new features that they may need or add reports that some of the other vendors are not as actively developing.
- Randy stated he's had a couple of conversations about how we could go about cataloging the moorings and floats. Town Moorings has added a couple of features to help with that. One is by looking at photos from Google Earth. Another way is by pulling up alongside in a boat and hitting a button on your phone, which will add a coordinate for a mooring.
- Randy did a screen share and demo of the software in Lincolnville. He logged in as someone with harbormaster-level permissions. He demonstrated several features, including filters that can show which moorings have inspections out of date, or all the transient moorings, or moorings that don't have coordinates in the system yet. There's a screen that deals with the different kinds of permits and schedule of fees associated with each. You can see what revenue is going to look like. Payments for fees and fines can be made online through the application.
- Randy and Shey had talked about commercial yard integration in the system. It can be set up so that the Harbor Master in the town can collaborate with the commercial yards and the mooring inspection services. People at the yards can have their own logins and can see a subset of the assets in the town.
- People can fill out a mooring application online, which cuts down on printing and going to the Town Office. Waiting lists can be online for the public to see, so there can be a certain amount of transparency about where people are on the waiting list.
- There's a way to see all kinds of information about any given mooring (ground tackle, stickers, coordinates, etc.).
- Boat and mooring owners can log in and see their vessels and update information about their boat or their contact information. Certain changes are something that the Harbor Master would approve.
- Ken asked about types of reports it can generate. Randy replied that there are several, including an expired inspection report, unassigned mooring report, user report, pump-outs, and payments. The vendor is happy to add reports that we might like, and format them in Excel, PDF, or HTML.
- Ken asked who would have access to the data if the boatyards did this work. Randy answered that the vendor does not sell the data that's in the system. Generally speaking, the Town views this sort of data as theirs, as it's their permits, etc. On Islesboro, we have a situation where some of the commercial entities are the ones who hold that information now. We can work to make the data shareable on whatever level of granularity the parties would like. If there is an emergency, the Harbor Master can see who's on which mooring and find people.
- Earl asked if the individual boat yards would enter the mooring information, like what kind of tackle. Randy answered that there are options. Many towns want to offload that labor to the mooring

inspection companies, who can enter the information directly, or the Harbor Master's office can enter the information from papers that the diver drops off. It depends on how we want to set it up. One of the features that the towns like is that they can share and delegate work to the people who are most expert at it. The mooring inspectors can do their inspection reports all very quickly in there. Then the Harbor Master can look at them and approve them.

- Ken asked if there is literature about the company and software. Randy will send some. He will also be happy to set up a demo system. We could start putting data in there to get a sense of how it works.
- George asked how moorings are identified in the system, and if they need to be numbered. Randy answered that generally moorings have a number on the ball. They're also identifiable by coordinates. Every town has a different numbering scheme.
- George asked if you can go in and look by owner's name. Randy answered yes and demonstrated how to look up the vessel owner or the permit holder. You don't need to have numbers for moorings.
- Dylan asked if it shows the boundaries of the mooring field. Randy answered that it can. You can set up different areas that you want to manage.
- Ken asked about the cost. Would it be dependent on all the features we want? Randy replied that they don't charge by feature. For large towns, the company takes a 1% charge on what the town bills and collects. Islesboro would be a smaller number, falling into the minimum, what it costs to run the servers and customer support. It would be around $700/year. No setup cost.
- Ken stated the online application looks great. Randy added that it's all dynamic. You can add the fields that you want. It's very flexible. When people fill it out, they immediately end up on the waiting list. There can be a waiting list by location and a waiting list by permit type.
- Randy will send information through Dylan.
- Discussion about some of the features and benefits.
- Dylan stated that this is a good way to organize harbors and increase revenue. Matt Deane in Lincolnville likes Randy and his company. That's an easy way to do things here, when someone recommends someone. Lincolnville pays $300 for their harbor plus 1%. Their revenue increased by about $18,000.
- Even if we got everyone around the whole island to register their moorings for $1, we would at least have the information.
- Dylan added he is impressed with Randy. He's been very responsive.
- George stated he is not sure we can charge mooring fees to everyone on the island, just at Seal Harbor and Grindle Point.

Discussion of the process by which the Town can legally address derelict floats, anchoring of large vessels, floating homes, and other issues related to boating and harbor safety

- Ken stated the Select Board needs to have the authority to deal with these things. Right now, there isn't much that the Town can do. Suppose we wanted to add another mooring field somewhere. The Town doesn't have the authority to do that.
- The Town's attorney ought to draft language, and then the Select Board can go before the townspeople and explain what they want to do.
- Earl stated that derelict floats are a problem. It seems we only have authority in the organized Town harbors. Earl added that he assumed the Harbor Master also has the right, if it's a potential hazard to navigation, to force someone to do something with floats outside of the organized harbors.
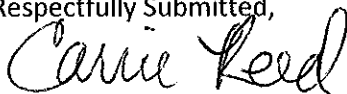
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- Ken stated the Ordinance is not clear regarding areas of authorization. Even when we asked the Town's attorney about the Harbor Master's authority in regard to the floats, it was never really answered.
- Ken stated that two or three years ago, a superyacht showed up in Seal Harbor, and its tender was over 300' long. The boat was swinging with the tide and ran into some fishing gear.
- Earl spoke about a time there was a 150' boat anchored near the cable to Seal Island. Earl had to go out and have them move it, because they were going to catch the cable.
- George stated that one large yacht anchored by Minot Island. He watched people in the inflatable dinghy haul lobster traps and move them away from the boat.
- Pete referred to the Ordinance on derelict floats and asked what the committee is looking for in terms of clarification. Dylan answered that it doesn't clearly state what geographical zone authority lies.
- Dylan added that we don't need to say that the entirety of Islesboro is on the same level as Seal Harbor or Grindle Point, but we may want to look at the ordinance and see what we can do to make it better.
- Ken stated that if the Select Board is interested, we could put them in a position where they could legally deal with some of these topics.

Other business

- Ken reported that the Ordinance §142-21 D. states, *"Mooring assignments are nontransferable and may not be rented by the assignee to others."*
- Earl stated that we need to make a fresh start with this. There are traditions that have gone on for many years here. It's a small island with family dealings, and we've had to use common sense, but there will come a time when we'll have to get more particular.
- Ken added that he spoke with someone who wanted to take over a mooring because she said she'd been using that mooring with the owner's permission, and maintaining it. The Ordinance says you can't do it.
- Ken provided a handout with suggested additional language in red: *"However, in the event sufficient mooring space is available and no mooring waiting list is in effect, upon the submission of a mooring application and transfer of ownership written document, the Harbor Master or Deputy Harbor Master may approve the transfer of mooring ownership, provided the application meets the standards outlined in the Ordinances."*
- Earl stated that this might be a good approach to work with.
- Ken stated that we'd have to get the attorney's advice on this.
- Ken reported that Shed Solutions are building a shed at Seal Harbor, on land behind the parking lot that's being leased for Big Tree Boating.

Motion to adjourn meeting at 7:55 pm by E. MacKenzie, seconded by G. Evans. No discussion. Motion passed 6 yes, 0 no.

Respectfully Submitted,

Carrie Reed

Carrie Reed, Secretary