

# HENRY POINT WORKING WATERFRONT PROJECT

## COMBINED COMMITTEE MEETING

WORKING WATERFRONT ACCESS COMMITTEE; HARBOR COMMITTEE

**May 21, 2026 – Thursday at 6:00 PM**

### MINUTES

**Attendance:** Ira Kelley, Chairman Working Waterfront Access Committee; John Church, Harbor Master; Harry Fish, Harbor Committee Member; Diane Smith, Harbor Committee Member (zoom); James Jutras, SCEC (zoom); Paul Monyok, Haley Ward (zoom); Kathy Killian, Grants/Planning Assistant; and members of the public Clea Harrelson, Cynthia Beauvais, and Nathan Shepard

**Minutes of April 16, 2026:** Draft minutes were distributed to committee members by e-mail; no comments or corrections were received. Minutes were reviewed during the meeting, and a motion was made to approve the minutes as written. Seconded and approved.

#### **Haley Ward: Question and Answer:**

- Carver - Fuel and paving costs up 15% to 20% - Paul Monyok indicated that this cannot be answered yet as we don't have a start date for construction and with volatility in price changes, it makes sense to wait and determine if the project can absorb and justify. James Jutras commented that quantities and current prices will be needed for project change orders.
- James Jutras will double check on the BABAA Compliance for the Electrical Conduit but thinks the proposed product will be fine. He asked if it could be purchased under the HUD grant if the product is not BABAA certified.

#### **Pre Construction Needs:**

- **Pre Construction Meeting** – a date is needed.
- **Pay Maine DEP In-Lieu Fee** – need to complete set up of new accounts in SAM.gov and make changes in the DRGR (HUD) portal, and the EGMS (NBRC) portal. Deposit accounts are open and Jessica Crowley of SCEC will assist with SAM.gov changes on 5/28/2026.
- **Submerged Land Permit ~ William Henry Kelley (b. 1824; d. 1890) Surviving Heirs** – Kathy has received and forwarded 22 recorded deeds to Kristi Trafton at Rudman Winchell. Additional deeds received will be sent for recording while we await a response from Kristi on the next steps needed to clear our title to the intertidal zone.
- **Machias Savings Bank commitment for funding NBRC Matching Funds** – a commitment letter from MSB is needed to support our request for the Notification to Proceed from NBRC. *(On 5/28/2026, Kathy received notification that the loan for \$199,520 for NBRC Matching Funds has been approved by MSB; commitment letter will follow. The funds will be disbursed after July 1, 2026 to the deposit account set up for*

*NBRC Matching Funds; 5 year payback to be paid from Harbor and Working Front income).*

- **Machias Savings Bank Deposit Accounts and Line of Credit** – the line of credit request is being processed, and two deposit accounts are being opened by MSB. *(On 5/26/2026, Kathy received the account numbers and information on the two deposit accounts and the process to add them to SAM.gov was started on that date. On 5/28/2026, Kathy received notification that \$200,000 line of credit has been approved by NBRC. The line of credit funds will be disbursed as needed for cash flow and paid back as we are reimbursed by grants).*

### **Concrete Planks and Docks:**

- Morrison – design fee owed. This is a placeholder. No discussion.

### **Grant Updates:**

- **Representative Jared Golden Request FY2026** ~ Appropriations bill passed and signed. Jonesport awaiting T-HUD notification of award of \$1,200,000. Three follow ups since last meeting...no firm answers. In mid April, Golden's office advised that we should have the grant package in a week.
- **FY2023 Community Project Funding for Road (HUD – EDI/CPF)** ~ Lillian Faulkingham is set up in the DRGR Portal. Goal is to have the voucher for the Maine DEP In-Lieu-Fee and a voucher for the allowed planning expenses submitted by 5/31/2026. Deposit account is being opened at MSB to issue payments that are reimbursable under the HUD Grant. Once the account is opened and added to SAM.gov, the DEP Voucher can be submitted.
- **NBRC Grant** ~ NBRC accepted the NEPA Environmental Assessment with a Finding of No Significant Impact. James and Kathy are completing the forms needed to obtain the Notice to Proceed. Forms include the Loan Commitment Letter from MSB for the Term Loan for the Matching Funds (\$199,520) Deposit account is being opened at MSB to issue payments that are reimbursable under the NBRC Grant. Once the accounts are opened and added to SAM.gov, we can begin the work.
- **Permit and Use Fees: any information or discussion** – some discussion took place before the meeting began. Diane had distributed a spread sheet outlining what some other communities have for ordinances and working waterfront use fees. Stonington seems to have a close match to our vision for our Working Waterfront. John, Diane, and Kathy visited Stonington's Deputy Harbor Masters and received valuable insight and information on the operation of their Fish Pier (commercial only). It would be helpful to have information on Stonington's budget and income/expense regarding their Fish Pier Operation. Those figures may be available from the Stonington Treasurer – Diane or Kathy will reach out to see if they will share information that will assist in developing a pro-forma budget. This will help facilitate discussion on what we will need to raise for funds for debt service, operational costs, and to build a reserve for repairs and future upgrades. It will also help establish rules for use of the facility. We need to define

'commercial' for example; having a DMR License, Coast Guard license, and/or other indicators of commercial use. Diane is also working on updates to Jonesport's Harbor Ordinance.

**Other Business:**

The Selectboard has approved a \$20,000 "On Call" contract with VHB Engineers/Scientists/Planners/Designers of South Portland to support the Town with preparation of grant and funding applications for Town submittal to support the waterfront pier construction and feasibility of breakwater repair or replacement. The Time and Expenses of this \$20,000 on-call contract will be paid from Harbor and Working Waterfront Income. The Town has had discussions with Amanada Rutherford regarding the FY 2026 Port Infrastructure Development Program (PDIP). The Town has a grant for planning the pier, but the timing of getting the funds released will not allow completion of estimating the cost of pier construction that will be needed for a successful application. We plan to apply for FY 2027. VHB facilitated the contact and discussion with Amanda. Another opportunity is being explored through Katherine Trapani of Economic Development Administration, and they are also interested in assisting with project funding. They use Aroostook-Washington County Development Council for grant administration. The contact there is Jon Gulliver.

**Next Meeting Thursday, June 18, 2026 at the Town Office, 6:00 PM. In July the meetings will return to the 3<sup>rd</sup> Wednesday of each month.**