

Kittery Town Council
January 22, 2024

1. Call to Order

Chair Spiller calls the meeting to order.

2. Land Acknowledgement & Introductory

3. Pledge of Allegiance

4. Roll Call

Councilors present- Councilor Bragg, Councilor Mason, Councilor Stevens, Vice Chair McGuire, Chair Spiller

Councilors not in attendance- Councilor Hamm (military leave) and Councilor Clark (vacation)

5. Agenda Amendment and Adoption

Chair Spiller casts one vote in favor of adoption as presented.

6. Town Manager's Report

Town Manager reported on Coastal Storm Response, Coastal Flooding and Storm Survey, Presidential Primary, Calendar Year 2023 Annual Goals Final Report and Fiscal Year 2024 Quarter 2 Financial Report.

Upcoming Dates:

Absentee Ballot Applications Available

Route 1 Feasibility Study Input Session – January 24

Dog License Renewal Deadline – January 31, 2024

AARP Tax Aide – Starting February 7

Family Valentine's Dance – February 10

Real Estate and Personal Property Taxes Due – February 15, 2024

Voter Registration Night – February 29

Presidential Primary Election – March 5

Chair Spiller expressed Council's deep appreciate for emergency services and other Town employees during the latest storms.

Vice Chair McGuire thanked the Town Manager for her and her staffs hard work on

the budget.

7. Acceptance of Previous Minutes

- January 8, 2024 – Regular Meeting

All were in favor of accepting as presented.

8. Interviews for the Board of Appeals and Planning Board- None

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.

10. PUBLIC HEARINGS

11. DISCUSSION

- a. Discussion by members of the public (three minutes per person)

Wayne Pierce, Rogers Rd, asked if there was a way residents could have some input in the design of the sewer install on Rogers Road.

Riley Neto, Dana Ave, a senior at Traip Academy, asked Council how they can try to branch their reach to include youth in their future meetings.

Angeline Murdock, senior at Traip Academy, spoke about the lack of outreach to the younger generations. She asked Council to consider ways to make the youth of the Town feel more comfortable in attending and addressing Council in future meetings.

Jenny Cutten, 47 Rogers Road, asked for a clear identification of the steps for the sewer installation and at what point the residents will know the total cost for connecting to the sewer system.

Oceana Brandon, 35 Rogers Road, stated that she is there to represent residents on Rogers Road who are invested in the sewer project.

- b. Response to public comment directed to a particular Councilor
- c. Chairperson's response to public comments

Chair Spiller stated that the sewer process will be outlined in more detail for residents.

Chair Spiller stated that she is very pleased to see the youth at the meeting and involved in several committees. She spoke about the Town's meeting schedule and encouraged students to come and participate.

Vice Chair McGuire added that the Town does also offer Zoom links so students can also watch and attend from home as well.

Councilor Bragg recommended attending meetings for any committee or boards that the Town has. She advised that if students cannot attend the meetings virtually or in person that they then look up the minutes and agendas that are available online and she encouraged students to look over those and approach any member on Council with any questions or concerns.

Councilor Mason asked the students what they think the Council can do to get more students involved. He asked them to email him with any ideas they have to reach more youth.

Councilor Stevens asked students to identify certain issues that interest them and then apply to be on a committee because their voice would benefit the town.

12. UNFINISHED BUSINESS

- a. (010224-01) The Kittery Town Council moves to discuss the preliminary assessment of costs associated with the petition for a request for a sewer extension on Rogers Road.

Town Manager gave an overview of the project.

Chair Spiller asked what would happen if 1/3 of the residents chose not to be involved.

Town Manager responded that residents are responsible for betterment costs whether they decide to connect or not per State law.

Vice Chair McGuire asked if there was a cost estimate on developing usable engineering.

Town Manager responded.

Councilor Stevens asked if the proposed 50/50 split is the way the Town has done a project like this in the past.

Town Manager responded.

Councilor Stevens asked if the homeowners could finance their portion through the Town.

Town Manager responded.

Councilor Stevens wanted to confirm that each resident would have to get their own contractor to connect to the main line.
Town Manager responded yes.

Councilor Mason asked the Town Manager to explain what potentially exempted properties are.
Town Manager responded.

Councilor Mason asked if the property owner would have to go through the ledge when connecting.
Town Manager responded.

Councilor Mason asked if the Pump Station will be sufficient for this project without involving design and engineering.
Town Manager responded.

Councilor Mason asked what the impact fees are.
Town Manager responded.

Vice Chair McGuire asked if any voting would be on the Town ballot or if it would be a separate vote.
Town Manager responded.

Councilor Bragg asked if the residences being built were going to be on septic or sewer.
Town Manager responded.

Councilor Bragg asked if the current treatment plant is going to be able to maintain the added lines in the future.
Town Manager responded.

Chair Spiller stated that the consensus is to go ahead with some cost analysis and a hydrologic analysis. She asked if we could also do an engineering conceptual cost light.
Town Manager responded.

Councilor Stevens stated that she is reluctant to impose a fee on homeowners who do not want this. She stated she is all for it if the residents are. Councilor Stevens continued that there needs to be clear communication with the residents involved through every step.

Town Manager clarified that Council would like to move forward with the hydrologic analysis for pump station 2 and a conceptual design and conceptual cost for the project that will be paid for through the enterprise.
Chair Spiller replied yes.

Vice Chair McGuire stated that there will be over communication when it comes to this project and moving very incrementally so there is plenty of time for discussions and debates.

Chair Spiller asked that the Town Manager send out a letter to all the residents involved when the Town is moving forward.

Councilor Bragg asked if we went with the lower bid, would there still be a chance that we would have to come back and go for the more costly bid. Town Manager responded yes and stated that the project needs to have engineered stamped drawings.

Councilor Stevens asked if it would be better if we moved forward with the construction plans vs. the conceptual cost. Town Manager responded.

13. NEW BUSINESS

a. Donations/gifts received for Council disposition.

(010224-02) The Kittery Town Council moves to accept a donation from The Southern Maine Fish and Game Club in the amount of \$100.00 to be deposited into the George Smart Santa Fund, account #1372.

Move to accept donation with thanks by Councilor Stevens, seconded by Councilor Bragg.

Motion passes
5-0-0

(010224-03) The Kittery Town Council moves to accept a donation from Northeast Credit Union in the amount of \$6,000.00 to be deposited into the Thresher Memorial Donation Fund, account #5007.

Move to accept donation with thanks by Vice Chair McGuire, seconded by Councilor Bragg.

Motion passes
5-0-0

(010224-04) The Kittery Town Council moves to accept a donation from James O'Neil in the amount of \$100.00 to be deposited into the Kittery Community Center Fund, account #2063.

Move to accept donation with thanks by Councilor Stevens, seconded by Vice Chair McGuire.

Motion passes
5-0-0

b.(010224-05) The Kittery Town Council moves to approve a request from the Traip Academy Project Graduation Committee to hold a toll booth at the Resource Recovery Facility on April 27, 2024 between 7:30am and 2:00pm.

Move to approve by Councilor Stevens, seconded by Councilor Bragg

Motion passes
5-0-0

c.(010224-06) The Kittery Town Council moves to reappoint the following individuals to the Library Advisory Committee for a three-year term to expire 12/31/2026

- Susan Goodman
- Carolyn Nielsen
- Thomas Newbold
- Lindsay Burrowbridge

Move to appoint all the above named to a three-year term by Vice Chair McGuire, seconded by Councilor Stevens.

Motion passes
5-0-0

d.(010224-07) The Kittery Town Council moves to sign a proclamation designating Kittery as a Purple Heart Community.

Motion to sign proclamation by Councilor Bragg, seconded by Vice Chair McGuire.

Chair Spiller read the proclamation and asked the Town Manager where the signs would be placed.

Town Manager responded

Motion passes
5-0-0

e.(010224-08) The Kittery Town Council moves to review the Appendix A updates.

Move to review Appendix A by Councilor Stevens, seconded by Councilor Mason.

Town Manager gave an overview.

Town Manager suggested waiting to vote until the next meeting so that there is time to go over the changes for both Council and the public.

Vice Chair McGuire asked if there was also an update to some of the language as well as fees.

Town Manger responded.

Councilor Stevens asked if the walk-in passes for Fort Foster are still included with the vehicle pass.

Town Manager responded yes up to 5.

Chair Spiller asked if the Parks Commission looked at what is being charged in other areas.

Town Manager responded.

Chair Spiller stated that as of now they do not have any changes to be made and will discuss and vote at the next meeting.

14. COUNCILOR ISSUES OR COMMENTS

Chair Spiller read a statement from Councilor Hamm in which he expresses his gratitude for the dedicated members of the Public Works, Fire Department, Police Department and any others involved in these past storms. He also expressed his appreciation for the Climate Adaptation Committee and their hard work in drafting a plan to deal with storms like this in the future.

Councilor Stevens told the Traip Academy students that they can also work with the student council who provide the questions asked at Candidates night and encouraged them to think of some good questions and to also attend.

Councilor Mason spoke about Officer Dow, who was involved in a motor vehicle accident this past week. He stated that this is a wakeup call at just how fast things can go sideways for the officers and expressed his appreciation for the entire department.

Vice Chair McGuire also thanked everyone involved with the storms. He also spoke about the Governor's office unveiling a plan to establish an Office for New Americans in Maine State Government. He further explained that this office will be charged with making Maine a home of opportunity for all, welcome Maine and supporting immigrants to help build a stronger workforce, enhance the vibrancy of Maine's communities as well as build a stronger and more inclusive economy. He stated that it is a nice to see the state welcome people which is a nice contrast to

the Federal level.

Chair Spiller stated that she was not at home when the storm was happening and she had a difficult time finding out information from the seacoast online. She expressed her disappointment with the lack of coverage of our community.

15. COMMITTEE AND OTHER REPORTS

a. Communications from the Chairperson

Chair Spiller stated that the Governor is meeting with the Maine Climate Council to talk about the impacts of the recent storms. She encouraged people to watch.

Chair Spiller stated that York is currently proposing building a community center and, in her readings, she found that York discussed Kittery's Community Center as an example. She expressed gratitude for the Kittery Community Center for inspiring other towns.

Chair Spiller stated that the Library Committee saw an increase of 814 new members in FY23. She also stated that the story time on Saturday January 5, had 73 attendees and thanked them for doing such a great job.

Chair Spiller stated that Publics Utility Commission is starting a series of hearings on updating the power grid and encouraged people to follow those.

b. Committee Reports

Councilor Stevens stated that the Housing Committee is moving forward on the next phase of the ADU Grant program. She went on to say that there will be an increase of the income requirements for the homeowner to 100% of the area medium income to hopefully include more people that could benefit from the program. She also discussed education and outreach to get people to understand the dire housing situation we have in our community. She also mentioned that they will be looking at the upcoming housing comprehensive plan.

Councilor Stevens talked about how the DEI Committee is working with the Civil Right Team at the Traip Academy to have signs printed with a Town wide message to show that Kittery is a welcoming community. She stated that they, like the Housing Committee, is creating education and outreach subcommittee to get the information from this committee out to the entire community.

Councilor Bragg stated that the School District Social Emotional Learning Committee met to review the recent surveys taken by staff, teachers and parents and discussed ways to incorporate their feedback moving forward.

Councilor Bragg stated that the Seacoast Y, which the Town has been networking

with, is continuing to progress as we are part of the seacoast and swimming passes may be available in the future.

Chair Spiller gave an update from the Library Committee stating that they are moving ahead with their strategic plan.

Chair Spiller stated that the Climate Committee is hoping to get the report supporting the Climate strategies Council approved, to Council in February. She expressed urgency in moving forward with these strategies given the recent storms.

16. EXECUTIVE SESSION

17. ADJOURNMENT

Motion to adjourn by Councilor Bragg, seconded by Councilor Stevens.

All were in favor.

Posted: 1/18/2024