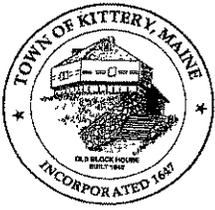


MATERIAL LIST FOR
APRIL 14, 2014
COUNCIL AGENDA PACKETS

1. Copy of Agenda for the April 14th, 2014 Regular Council meeting.
2. Copy of Town Manager's report to Council.
3. Copies of minutes from the March 24th Regular Council Meeting and March 31st and April 7th Special Meetings.
4. Copy of application from Gary Beers for his appointment to the Board of Appeals.
5. Copy of application from Niles Pinkham for his appointment to the Board of Appeals.
6. Copy of Report to Council re: request from Thresher Memorial Project Group to conduct a dedication ceremony for the Kittery Memorial Park.
7. Copy of request for an alternative procurement method for consulting services by FB Environmental Associates for water quality testing.
8. Copy of Report to Council regarding the Transportation Capital Improvement Grant for Eligible State Aid Streets.
9. Copy of application from Martin Marinov for a Vicutaler's license for Fresh Delights to be located at the Kittery Premium Outlets.
10. Copy of 11 Cost Centers as voted by the School Committee.
11. Copy of request from John Rourkes, Troopmaster, for Boy Scout Troop 307 to hold their annual Spring Camp-out at Fort Foster May 16-18th.
12. Copy of renewal application from Robert's Maine Grill LLC for a Malt, Spirituous and Vinous Liquor License for Robert's Maine Grill & Market, 326 U.S. Route 1.
13. Copy of renewal application from Weathervane Seafoods for a Malt, Spirituous and Vinous Liquor License for Weathervane Badger's Island Deck, 31 Badger's Island West.
14. Copy of renewal application from Badger's Island Pizzeria, Inc. for Malt and Vinous liquor license of Badger's Island Pizzeria.
15. Copy of request from the Kittery Fire Association to hang banners and place signs advertising the Annual 5K Run & Walk and Pancake Breakfast.
16. Copy of wording for warrant articles for the 6/10/14 Town Meeting/Secret Ballot Election.
17. Copy of application from Karen Saltus for her appointment to the Conservation Commission.
18. Copy of application from Jenny Wall for her appointment as an associate member to the Parks Commission.
19. Copy of request from Allen Carter, of the Kittery/Eliot VFW Post 9394 to hold the annual Memorial Day Parade on Sat., May 24th, beginning at 9 am.

20. Copy of application from Emily Bailey for her appointment to the Rice Library Board of Directors
21. Copy of Memo from Town Manager re Transfer of Appropriations for underground utilities at Bellamy Lane
22. Copy of e-mail from the Dance Hall and Program Description for Maine at Work



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1329 Fax: (207) 439-6806

April 14, 2014

Kittery Town Council
Regular Meeting Agenda
7:00 p.m.

Council Chambers

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes – 03/24/14, 03/31/14, 4/7/14
8. Interviews for the Board of Appeals and Planning Board

Board of Appeals: Gary Beers until 12/1/14
Niles Pinkham until 12/1/16

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
 - a. The Kittery Town Council moves to approve the request from the Thresher Memorial Project Group to conduct a dedication ceremony for Kittery's Memorial Park on Monday, May 26th at 10:00 a.m.
 - b. The Kittery Town Council moves to authorize, in accordance with Sec. 3.2.7 of the Kittery Town Code, an alternative procurement method for consulting services by FB Environmental Associates, in the amount of \$24,426, to conduct investigations that will help identify and remediate potential sources of bacterial pollution in Spruce Creek and other Kittery waterways.
 - c. The Kittery Town Council moves to authorize the submission of an application for a Transportation Capital Improvement Grant for Eligible State Aid Streets, in the amount of \$650,000 with a 10% Town match in the amount of \$65,000.

10. PUBLIC HEARING

(040214-1) The Kittery Town Council moves to approve an application from Martin Marinov, 170 Shore Road, Cape Neddick, Maine for a Victualer's License for Fresh Delights, Kittery Premium Outlets, 375 U.S. Route One, Kittery, Maine.

11. DISCUSSION

- a. Discussion by members of the public (three minutes per person)
- b. Response to public comment directed to a particular Councilor
- c. Chairperson's response to public comments

12. UNFINISHED BUSINESS

(040114-1) The Kittery Town Council moves to release funds in the amount of \$12,500 from unassigned surplus for the replacement of the Pepperrell Cove holding tank.

13. NEW BUSINESS

a. Donations/gifts received for Council disposition

b. (040214-2) The Kittery Town Council moves to give preliminary approval on the FY '15 School Budget and schedule a public hearing on May 12th to adopt the FY '15 School Budget and to schedule the Budget Validation Referendum for June 10th.

c. (040214-3) The Kittery Town Council moves to schedule a public hearing in accordance with Section 6.11 (2) of the Kittery Town Charter, to ordain an ordinance to authorize the execution of a multi-year contract, "Ambulance Service Agreement", between the Towns of Eliot and Kittery, Maine and American Ambulance, Inc.

d. (040214-4) The Kittery Town Council moves to approve a request from Boy Scout Troop #307 to hold their annual Spring camping trip at Fort Foster from May 16 through May 18, 2014.

e. (040214-5) The Kittery Town Council moves to approve a renewal application from Robert's Maine Grill LLC for a Malt, Spirituous and Vinous Liquor License for Robert's Maine Grill and Market, 326 US Route 1.

f. (040214-6) The Kittery Town Council moves to approve a renewal application from Weathervane Seafoods, 31 Badgers Island West, Kittery for a Malt, Spirituous and Vinous Liquor License for Weathervane Badger's Island Deck, 31 Badger's Island West, Kittery.

g. (040214-7) The Kittery Town Council moves to approve a renewal application from Badger's Island Pizzeria Inc., for a Malt and Vinous Liquor License for Badger's Island Pizzeria, 3 Island Avenue.

h. (040214-8) The Kittery Town Council moves to approve a request from the Kittery Fire Association to hang banners across Rogers Road in front of the Kittery Community Center and on York Hospital's Kittery Clinic building (facing the intersection) as well as to place approximately 12 wooden signs in various locations throughout Kittery and Kittery Point, advertising the Annual Kittery Fire Association 5K Run & Walk and Pancake Breakfast, from May 1st until May 20th.

i. (040214-9) The Kittery Town Council moves to approve the disbursement warrants.

j. (040214-10) The Kittery Town Council moves to review and finalize wording on the Warrant Articles for the June 10, 2014 Town Meeting/Secret Ballot Election and make its recommendations on each article.

k. (040214-11) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Karen Saltus for her appointment to that board to until 05/31/15 (to fill the expired term of Kelly Wilsey, who did not re-apply).

l. (040214-12) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Parks Commission to interview Jenny Wall for her appointment to that board as an associate member until 3/28/17 (replacing Tom Hibschman who moved from an associate to a full member).

m. (040214-13) The Kittery Town Council moves to approve the request from the Kittery/Eliot VFW Memorial Post 9394 to hold the Memorial Day Parade and Ceremonies on Saturday, May 24, 2014 beginning at 9:00 a.m. on Walker Street.

n. (040214-14) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Rice Library Board of Directors to interview Emily Bailey for appointment to that board.

o. (040214-15) The Kittery Town Council moves to approve the formula to assess sewer betterment fees using 50% unit, 25% frontage and 25% lot size for owners of land benefited by the Sewer Expansion Project.

p. (040214-16) The Kittery Town Council moves schedule a public hearing in accordance with section 6.09 (4) of the Kittery Town Charter to authorize the Town Manager to transfer \$14,000 from CIP account #4054 Pepperrell Cove Wharf and \$20,185 from CIP account #4055 Port Authority Equipment Reserve, for a total amount of \$34,185 to CIP account #4503 Pepperrell Cove Paving, for the underground utilities project at Bellamy Lane.

q. (040214-17) The Kittery Town Council moves to be listed as a Community Partner in promotional materials for the May 17, 2014, showing of the Maine at Work performance and discussion to be held at The Dance Hall.

14. COUNCILOR ISSUES OR COMMENT

15. COMMITTEE AND OTHER REPORTS

- a. Communications from the Chairperson
- b. Committee Reports

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: April 10, 2014



TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

ncolbertpuff@kitteryme.org

Nancy Colbert Puff
Town Manager

Town Manager's Report to the Town Council April 14, 2014

1. **FEMA Flood Insurance Rate Map (FIRM) Changes**— We are working to send out letters to all affected property owners as to their willingness to participate in cost-sharing for a Town-led appeal.
2. **Whipple Road Sidewalk Project** – This project proposed to construct a sidewalk along the north side of Whipple Road, from Design work on this project is approximately 75% complete, but there is a significant amount of work yet to be performed by the Maine Department of Transportation (MDOT) with regard to negotiation of right-of-way easements, and utility pole relocations. This work will not proceed until full funding is made available for the construction portion of the work (last estimated at \$518,800 in grant funds, with an anticipated \$129,700 match from the Town's State Aid to Roads account).

At this time, the project has paused, as the design portion only was funded. We have scheduled a meeting with MDOT to discuss the project's status and next steps.
3. **Route 1 Homestead Property Update** – A chain link fence has been installed around the perimeter of this abandoned building. I am trying to reach the property owner with regard to his plan to remove asbestos from and subsequently demolish the building.
4. **"Volunteer Day"** – It looks like May 10th is the best date for Volunteer Day. Perhaps 9 am to 11 am? I will send out further guidance to all Boards and Commissions based upon the Council's input.
5. **Bellamy Lane** – Underground utility work on Bellamy Lane has progressed well, and should be completed by next week.
6. **BIG Project** – Work is on-going on float construction at Prock Marine in Rockland. They are expected be on site in late May.
7. **Portsmouth Naval Shipyard Gate 2 Sound Mitigation** – The Naval Shipyard has informed me that they have recently made adjustments to the security barrier equipment that have significantly reduced the noise associated with their operation. In addition, they intend to install addition sound dampening materials within the next week or so (depending on warmer temperatures required for adhesive to be effective) to further address this issue.

8. **Windows XP** – We are working with our information technology consultants, Two-Way Communications, to eliminate use of Windows XP from our computer operating systems within the next few weeks. As you may have heard in the news, Microsoft has discontinued support of XP, making it more vulnerable to security risks and viruses.

9. **Tobu Kamikita Exchange** – Led by the School Department, we will be participating in the annual exchange with visitors from Japan at the end of the month. On Saturday April 26th, there will be a welcome dinner at the Community Center at 5:30 pm, and interested Councilors (and spouses) are invited to attend. In addition, on behalf of the Town, I will be hosting a dinner on Tuesday, April 29th, at 5 pm (which Susan Tuveson is helping me coordinate). Please let me know if you are interested in joining in one or both of these events.

10. **Travel Reimbursement Policy** – At the request of Councilor Dennett, I have attached a copy of the Town's Travel policy which remains in effect. This, along with several other personnel policies, is under review by Human Resource Manager Betsy Oulson.

11. **Twitter** – I have established a Twitter account to publish timely town news. To receive these messages, sign up for an account and follow the "Town of Kittery."

If you have any questions or concerns prior to Monday's evening's meeting, please do not hesitate to contact me. Thank you.

Respectfully Submitted,



Nancy Colbert Puff

TRAVEL POLICY for the TOWN OF KITTEERY

The Town recognizes that travel is an everyday part of conducting business. The Town appreciates the efforts of those who travel on town business who strive to keep costs within reasonable limits. This policy is intended to provide a clear and consistent understanding of the Town's travel expense reimbursement policy. The provisions of this policy must be applied consistently to all travel expenses incurred by all individuals.

Employees who incur expenses in carrying out their authorized duties may be reimbursed by the Town upon submission of a properly filled out and approved TRAVEL FORM.

PRIOR APPROVAL

All employees shall submit to their Department Head and Department Heads shall submit to the Town Manager for approval, a request for travel, both in-state and out-of-state, for town-related conferences, workshops, training, etc.

Approval must be granted prior to the travel as indicated by signature on the TRAVEL FORM, section TRAVEL APPROVAL.

ADVANCES

Travel advances, although not encouraged, may be approved by the Town Manager for employees traveling for extended overnight stays only. The amount of the advance is limited to the GSA *per diem* for Meals & Incidentals (and if applicable for Lodging) for the destination state (reference www.gsa.gov for per diem rates). Approval and amount rests with the Town Manager as indicated on the TRAVEL FORM, section ADVANCE VOUCHER.

Upon returning from the trip, the employee has 10 business days to reconcile the travel expenses with the Finance Office. All expenses must be accompanied by a legible receipt. If the amount of receipts exceeds the travel advance, the employee will only be reimbursed, up to the maximum allowable amount. If the advance is more than the receipts presented the employee shall reimburse the Town. (see TRAVEL FORM, section ADVANCE RECONCILIATION). If an employee fails to reconcile the travel advance, the Town Manager will discuss the situation with the employee and a disciplinary/grievance process may be used to rectify the situation.

VEHICLES

Town vehicles are available for use by employees to undertake their daily work-related travel needs. Employees are encouraged to use Town vehicles for all travel where appropriate. From time to time, personal vehicles are used when town vehicles are not available or when approved by the employee's department head. Department vehicles must be scheduled in advance.

TRAVEL POLICY for the TOWN OF KITTERY

Town vehicles may not be used for personal appointments. Unless approved by the Town Manager, the Fire Chief and Police Chief are the only municipal employees authorized to take Town vehicles home overnight.

Reimbursement allowance will be at the level of the IRS mileage reimbursement in effect for the travel conducted. Mileage for normal commuting will not be reimbursed (ie. miles between employee's home and town office). Reimbursement will be for total miles between the town offices and final trip destination, regardless if the employee starts at home. The employee will not be reimbursed for gas, oil or other personal vehicle type expenses.

A complete MILEAGE REIMBURSEMENT section of the TRAVEL FORM is necessary to receive the reimbursement.

Tolls will be reimbursed with receipts or with a statement print-out from an EZPASS account.

LODGING

Lodging is limited to the actual cost of the accommodation, but cannot exceed the recommended accommodation room rates as published in the conference brochure. Lodging will not be paid for travel within 100 miles one way of the town offices (unless prior approval is granted).

Additional charges for spouse or family members or others are the responsibility of the employee and will not be reimbursed. Extended days outside of the conference (prior to or after) are the responsibility of the employee and will not be reimbursed, unless prior approval granted.

Receipts are required for reimbursement and must be attached to the TRAVEL FORM.

MEALS & INCIDENTALS (M&I)

For travel greater than 100 miles (one way) reimbursement will be at the GSA *per diem*, M&I rate, for the city/county/state of the conference/training (reference www.gsa.gov for *per diem* rates).

If the conference rate includes meals, then the *per diem* will be reduced for the meals covered by the conference. For partial day traveling, the *per diem* will be prorated as noted below.

For travel under the 100 miles (one way), and where the total travel and conference time is greater than 8 hours, the employee may receive a standard *per diem* rate of \$35.

For any partial day traveling, regardless of the miles, the *per diem* will be prorated as follows:

TRAVEL POLICY for the TOWN OF KITTEERY

Breakfast: 25% of the *per diem*

Lunch: 30%

Dinner: 45%

For example, if the employee travels to Boston, on June 15, 2009, then according to the GSA *per diem* rates, the maximum M&I is \$64 per day. If the employee leaves at 10 a.m., then the *per diem* is reduced by 25% (\$16), which would exclude the breakfast portion for that day.

TOWN ISSUED CREDIT CARD

Department heads may use their town-issued credit card to pay for registrations, lodging, meals, and other travel-related expenses. All expenses paid for by the credit card are still subject to the maximum allowable rates as set forth in this policy.

NON-REIMBURSABLE EXPENSES

Non-reimbursable expenses include, but are not limited to the following expenses under this policy:

- Personal services, such as laundry, valet services, clothing, toiletries, flowers, gifts, barbers, hairdressers, shoe shines, newspapers, magazines, etc.
- Child care
- Gym and recreational fees, including massages and saunas
- In-room movies
- Lost baggage
- Loss or theft of cash advance money, airline tickets, personal funds or property
- "No-show" charges for hotel and car service
- Parking tickets or traffic violations
- Personal automobile repairs
- Personal telephone charges in excess of reasonable calls home, generally one per day
- Upgrades (air, hotel, car, etc.)
- Car rentals (unless prior approval granted)
- Alcohol
- Illegal activities

UNAPPROVED MINUTES

KITTERY TOWN COUNCIL

March 24, 2014

COUNCIL CHAMBERS

1. Call to Order

Chairperson Thomson called the meeting to order at 7:00 P.M.

2. Introductory

Chairperson Thomson read the introductory.

3. Pledge of Allegiance

Chairperson Thomson led those present in the Pledge of Allegiance.

4. Roll Call

Answering the roll were Chairperson Jeffrey Thomson, Councilors Russell White, Jeffrey Pelletier, Charles Denault and Jeffrey Brake.

5. Agenda Amendment and Adoption --

Chairperson Thomson stated he wanted to add a new item under Unfinished Business 12a. to reconsider action at the 3/10 regular meeting on 13i. Chairperson Thomson indicated he also wanted to add another new item under Unfinished Business 12b. to rescind the motion to deposit \$1000 and move to deposit only the deposit balance of the insurance claim of \$2900 into account 404343600.

The Agenda was accepted as amended.

6. Town Manager's Report

Town Manager Puff stated there was going to be a workshop held on April 7th regarding the FEMA map changes and invited the public to attend the workshop.

Town Manager Puff noted that she would have a report on the Whipple Road sidewalk by April 7th.

Town Manager Puff stated that the Bellamy Lane project had started that day.

Town Manager Puff indicated that the town report was going to be delayed a bit because of turnover in staff, but that it would be ready by mid to late April.

Town Manager Puff noted that they would be streaming the Planning Board meetings live on Channel 22 and would be replayed throughout the week.

UNAPPROVED MINUTES

29 7. Acceptance of Previous Minutes – 3/10/14

30 The minutes of 3/10/14 were accepted as amended.

31 8. Interviews for the Board of Appeals – None

32 9. All items involving the town attorney, town engineers, town employees or other town
33 consultants or requested officials –

34 a. (030214-1) The Kittery Town Council moves to hear a presentation by
35 Superintendent of Schools Allyn Hutton on the FY '15 School Budget.

36 Superintendent Hutton came to the podium and indicated that she was very proud of the
37 work done by the school staff and administrators on putting together the budget. She continued
38 that they had gathered a lot of information from tax payers on what they would like to see in the
39 budget. Superintendent Hutton then went through the accomplishments and challenges they had
40 encountered and went over the school department vision for success and budget initiatives.
41 Superintendent Hutton went through the statistics for each school and stated one of the main
42 problems they were encountering was that there were a lot of military students that were only in
43 the schools for a short period of time. She then compared the FY '14 budget to the FY '15
44 budget and explained that there was a revenue and expense increase of 1.5% and the increase in
45 the town contribution would be 2.44%. Superintendent Hutton then went over the reductions and
46 reallocations in the budget. She asked that Council give full consideration to the budget and
47 carry it over to the voters in June. Councilor Denault indicated that he had seen a report in the
48 newspaper about the high suicide rate at Traip and asked if there were adequate funds for
49 programs to strengthen the policy. Superintendent Hutton responded that they had social
50 workers and guidance counselors and all staff would be required to take a two hour training in
51 the next year and that she thought they were going in the right direction. Councilor Pelletier
52 asked if the School Committee accepted this budget. Superintendent Hutton responded that they
53 had approved it unanimously. Chairperson Thomson stated Council would be taking a
54 preliminary vote on April 14th and would then hold a public hearing.

55 b. (030214-2) The Kittery Town Council moves to authorize the submission of a
56 Transportation Planning Grant for a US Route 1 By-pass “Complete Street” Coordination and
57 US Route 1/State Road Two Way Connector Study.

58 Town Manager Puff stated they were requesting to submit a grant and they were eligible
59 to receive up to \$48,000 with a 5% match. She continued this would fund a study to look at
60 improvements on the bypass and would examine whether it was feasible to make a more direct
61 way to get to the outlets. Chairperson Thomson asked if these were two separate items. Town
62 Manager Puff stated that they were, but staff had rolled them into one.

UNAPPROVED MINUTES

63 **COUNCILOR DENAULT MOVED TO AUTHORIZE THE SUBMISSION OF A**
64 **TRANSPORTATION PLANNING GRANT FOR A US ROUTE 1 BY-PASS**
65 **“COMPLETE STREET” COORDINATION AND US ROUTE 1/STATE ROAD TWO**
66 **WAY CONNECTOR STUDY AS PRESENTED, SECONDED BY COUNCILOR WHITE.**

67 Chairperson Thomson indicated that he felt uncomfortable with the proposal as presented
68 until he received further information. Councilor White noted that he thought this item should
69 move forward in some manner that evening.

70 **A ROLL CALL VOTE WAS TAKEN WITH COUNCILOR BRAKE AND**
71 **COUNCILOR DENNETT OPPOSED. MOTION PASSES 4/2.**

72 10. PUBLIC HEARINGS - None

73 11. DISCUSSION

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

75 Barry Fitzpatrick came to the podium and stated that he wanted to reiterate that he
76 thought some action needed to be addressed relative to bicyclists before the summer.

77 Holly Zerr came to the podium and stated relative to the bicycle issue, that there were
78 laws on the books that allowed bicyclists room on the roads and thought the current laws should
79 be reviewed.

80 b. Chairperson’s response to public –

81 Chairperson Thomson stated that the Town Manager would speak to the Police Chief
82 regarding the bicycle issue.

83 12. UNFINISHED BUSINESS –

84 a. The Kittery Town Council moves to reconsider the motion at the 3/10 regular meeting
85 on 13i.

86 **CHAIRPERSON THOMSON MOVED TO RECONSIDER THE MOTION AT**
87 **THE 3/10 REGULAR MEETING ON 13I, SECONDED BY COUNCILOR WHITE.**

88 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
89 **6/0.**

90 b. The Kittery Town Council moves to rescind the motion taken on 3/10 on item 13i. to
91 deposit \$1000 and move to deposit only the balance of the insurance claim of \$2900 into account
92 404343600

UNAPPROVED MINUTES

93 **CHAIRPERSON THOMSON MOVED TO RESCIND THE MOTION TAKEN ON**
94 **3/10 ON ITEM 13I TO DEPOSIT \$1000 AND MOVED TO DEPOSIT ONLY THE**
95 **BALANCE OF THE INSURANCE CLAIM, \$2900.00, INTO ACCOUNT 404343600,**
96 **SECONDED BY COUNCILOR BRAKE.**

97 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
98 **6/0.**

99 13. NEW BUSINESS

100 a. Donations/gifts received for Council disposition - None

101 b. (030214-3) The Kittery Town Council moves to approve the renewal application
102 from JK Restaurants LLC, 5 Melanies Court, Kittery for a Malt, Spirituous and Vinous Liquor
103 License for Rudders Public House, 70 Wallingford Square, Kittery..

104 **COUNCILOR DENNETT MOVED TO APPROVE THE RENEWAL**
105 **APPLICATION FROM JK RESTAURANTS LLC, 5 MELANIES COURT, KITTERY**
106 **FOR A MALT, SPIRITUOUS AND VINOUS LIQUOR LICENSE FOR RUDDERS**
107 **PUBLIC HOUSE, 70 WALLINGFORD SQUARE, SECONDED BY COUNCILOR**
108 **PELLETIER.**

109 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
110 **6/0.**

111 c. (030214-4) The Kittery Town Council moves to approve the disbursement warrants.

112 **COUNCILOR PELLETIER MOVED TO APPROVE THE DISBURSEMENT**
113 **WARRANTS, SECONDED BY COUNCILOR BRAKE, WITH ALL IN FAVOR.**
114 **MOTION PASSES 6/0.**

115 d. (030214-5) The Kittery Town Council moves to appoint a representative to meet with
116 the Chair of the Economic Development Committee to interview Ann H. Grinnell for her
117 appointment to that board as a Business Representative until 12/31/14.

118 **COUNCILOR DENNETT MOVED TO APPOINT ANN H. GRINNELL TO THE**
119 **ECONOMIC DEVELOPMENT COMMITTEE FOR A TERM ENDING 12/31/14,**
120 **WITHOUT AN INTERVIEW, SECONDED BY COUNCILOR PELLETIER.**

121 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
122 **6/0.**

UNAPPROVED MINUTES

123 e. (030214-6) The Kittery Town Council moves to appoint a representative to meet with
124 the Chair of the Shellfish Conservation Committee to interview John McArdle for his
125 reappointment to that board as a full member until 3/15/17.

126 **COUNCILOR DENNETT MOVED TO REAPPOINT JOHN MCARDLE TO THE**
127 **SHELLFISH CONSERVATION COMMITTEE FOR A TERM ENDING 3/15/17**
128 **WITHOUT AN INTERVIEW, SECONDED BY COUNCILOR PELLETIER, WITH ALL**
129 **IN FAVOR. MOTION PASSES 6/0.**

130 f. (030214-7) The Kittery Town Council moves to appoint a representative to meet with
131 the Chair of the Parks Commission to interview David Lincoln for his reappointment to that
132 board as a full member until 5/3/17.

133 **COUNCILOR PELLETIER MOVED TO REAPPOINT DAVID LINCOLN TO**
134 **THE PARKS COMMISSION FOR A TERM ENDING 5/3/17, WITHOUT AN**
135 **INTERVIEW, SECONDED BY COUNCILOR DENAULT, WITH ALL IN FAVOR.**
136 **MOTION PASSES 6/0.**

137 g. (030214-8) The Kittery Town Council moves to appoint a representative to meet with
138 the Chair of the Conservation Commission to interview Herbert Kingsbury for his reappointment
139 to that board until 5/31/17.

140 **COUNCILOR WHITE MOVED TO REAPPOINT HERBERT KINGSBURY TO**
141 **THE CONSERVATION COMMISSION FOR A TERM ENDING 5/31/17, WITHOUT AN**
142 **INTERVIEW, SECONDED BY COUNCILOR BRAKE, WITH ALL IN FAVOR.**
143 **MOTION PASSES 6/0.**

144 h. (030214-9) The Kittery Town Council moves to appoint a representative to meet with
145 a member of the Parks Commission to interview Page Mead for his reappointment to that board
146 until 5/3/17.

147 **COUNCILOR PELLETIER MOVED TO REAPPOINT PAGE MEAD TO THE**
148 **PARKS COMMISSION FOR A TERM ENDING 5/3/17, WITHOUT AN INTERVIEW,**
149 **SECONDED BY COUNCILOR DENAULT, WITH ALL IN FAVOR. MOTION PASSES**
150 **6/0.**

151 14. COUNCILOR ISSUES OR COMMENTS

152 Councilor Brake stated there was a sign missing by the Shapleigh School which says
153 "School Zone Ends".

154 Councilor Dennett stated that pedestrians needed to use sidewalks if they are available
155 pursuant to Maine law.

UNAPPROVED MINUTES

156 Councilor Denault stated he had recently heard about someone trying to scam a senior
157 and that people needed to be aware of this ongoing issue.

158 15. COMMITTEE AND OTHER REPORTS

159 a. Communications from the Chairperson –

160 Chairperson Thomson went over the upcoming workshops and meetings.

161 Chairperson Thomson noted that Thursday at 7 P.M., Randy Price would be speaking
162 about his career in broadcasting at the Star Theater.

163 Chairperson Thomson stated relative to the JI Committee, that they were expecting about
164 75 students this summer and that they had put together a good working group.

165 b. Committee Reports –None

166 16. EXECUTIVE SESSION – None

167 17. ADJOURNMENT

168 **COUNCILOR PELLETIER MOVED TO ADJOURN, SECONDED BY**
169 **COUNCILOR DENAULT WITH ALL IN FAVOR. MEETING ADJOURNED AT 8:18**
170 **P.M.**

171

172

UNAPPROVED MINUTES

1 March 31, 2014

KITTERY TOWN COUNCIL

Council Chamber

2 SPECIAL MEETING

3 Requested by Chairperson Thomson

- 4
- 5 1. CALL TO ORDER: Chairperson Thomson called the meeting to order at 7:30 p.m.
- 6
- 7 2. INTRODUCTORY: Chairperson Thomson read the introductory.
- 8
- 9 3. PLEDGE OF ALLEGIANCE: Chairperson Thomson led those present in the Pledge of
- 10 Allegiance.
- 11
- 12 4. ROLL CALL: Answering the roll were Councilors Frank Dennett, Charles Denault, Jeffrey
- 13 Pelletier, Chairperson Jeffrey Thomson, Vice-Chair Russell White, Judith Spiller and Jeffrey
- 14 Brake.
- 15

16 It was noted that the posting date was incorrect on the agenda, but the Town Manager verified

17 that the agenda had been posted on March 27th, 2014.

18

19 5. DISCUSSION:

- 20 a. By members of the public (only pertaining to item 6 below) = NONE
- 21 b. Chairperson's response to public comments
- 22

23 6. NEW BUSINESS:

- 24
- 25 a. (030414-1) The Kittery Town Council moves to release funds in the amount of \$12,500 from
- 26 unassigned surplus for the replacement of the Pepperrell Cove septic tank.
- 27

28 Chairperson Thomson said this is the only item on the agenda and that this was approved by the

29 voters at the Town Meeting on June 11, 2013. He said Council is authorized to take action to

30 transfer an amount not to exceed \$50,000 when necessary and appropriate those funds. He said

31 this is a request from the Port Authority for emergency repairs which were not part of the FY'14

32 budget.

33

34 Chairperson Thomson said this is an opportunity to discuss this item with the Harbor Master and

35 asked Mike Blake and/or the Chair of the Port Authority and Superintendent of Sewer Services if

36 they had any insight to offer Council.

37

38 Mike Blake thanked Council for taking the time to look over this request. He said he will give a brief

39 overview of the history of the septic tank. Mr. Blake said that the tank is under the Harbor Master's

40 shed in the parking lot and it has been there for 20-25 years. He said back then, it was not meant

41 to be buried underground for such a long period of time.

42

43 Mr. Blake said he had been monitoring the tank, last summer, so it would not overflow and had

44 brought it up to code by having an alarm installed when the water reached the high water mark so it

45 would not contaminate the water.

46

47 Mr. Blake said in August, he contacted Bill Morgridge & Son, who came over and emptied the tank,

48 but that is when they discovered a large crack in the tank. He said at that time the Port Authority

UNAPPROVED MINUTES

49 tried to figure out the best course of action, because they knew the BIG project was coming down
50 the pike; however they were not sure if the project would be going forward.
51

52 Mr. Blake said since they did not want to dig up the parking lot, they decided to close the bathroom
53 and put a port-a-potty down at the pier. He said fortunately, the restaurant had also installed a few
54 port-a-potties, and although it was difficult, they managed to get through the rest of the season.
55

56 Mr. Blake said once the BIG project came into being, they would put a pump out for the boats. He
57 said the Port Authority hit a stumbling block because the ordinance does not allow for another tank
58 within 100 ft. of the water. He said they were under a time crunch because the parking lot was
59 being dug up and they were hoping that part of the excavation cost could be absorbed by the BIG
60 project.
61

62 Mr. Blake said at this point, no money was set aside in the CIP budget and this tank is not a
63 system, it does not run, it is a tight tank that holds water. He said the Town Manager helped him
64 with the process. Mr. Blake asked if Council had any questions.
65

66 Chairperson Thomson replied that first there had to be a motion on the floor.
67

68 **COUNCILOR SPILLER MOVED THAT THE KITTERY TOWN COUNCIL RELEASE FUNDS IN**
69 **THE AMOUNT OF \$12,500 FROM UNASSIGNED SURPLUS FOR THE REPLACEMENT OF THE**
70 **PEPPERRELL COVE SEPTIC TANK, SECONDED BY COUNCILOR WHITE.**
71

72 Councilor Dennett said he sees numerous references as a septic tank, however, from what he
73 heard, this is a holding tank and asked if he was correct.
74

75 Mr. Blake replied yes.
76

77 Councilor Dennett asked that the maker of the motion amend the motion to indicate a holding tank.
78

79 Councilor Spiller agreed to amend the motion to read that the Council release funds for the
80 replacement of the Pepperrell Cove holding tank, and Councilor White agreed as the seconder of
81 the motion.
82

83 **COUNCILOR SPILLER MOVED TO AMEND THE MOTION TO BE THAT THE KITTERY TOWN**
84 **COUNCIL RELEASE FUNDS IN THE AMOUNT OF \$12,500 FROM UNASSIGNED SURPLUS**
85 **FOR THE REPLACEMENT OF THE PEPPERRELL COVE HOLDING TANK, SECONDED BY**
86 **COUNCILOR WHITE.**
87

88 Councilor Dennett asked who owns the tank.
89

90 Mr. Blake responded he thought the town did.
91

92 Councilor Dennett said that Mr. Blake thought the town did, but it was a legal question.
93

94 Mr. Blake replied that in his estimation he thought the town did because it's on town property and
95 has been deeded to the town.
96

97 Councilor Dennett said let's presume the town owns it. He said he heard the tank has a crack
98 which is causing the contents to be leaking. He wanted to know if it was possible to have the crack
99 repaired.

UNAPPROVED MINUTES

100 Mr. Blake replied from what he was told by Bill Morgridge, it has to be taken out.
101
102 Councilor Dennett said he sees only one proposal and asked if there were any more.
103
104 Town Manager Colbert Puff responded that Mr. Blake had sought three, but only received one
105 proposal.
106
107 Councilor Dennett asked when did he receive it?
108
109 Chairperson Thomson said the estimate is dated March 13th.
110
111 Councilor Dennett said that is not the problem, but according to the Purchasing Ordinance it states
112 that if the amount is between \$10-15,000, the request must be accompanied by three RFQ's. He
113 said we have only one, when the ordinance requires three. He wanted to know, from the Harbor
114 Master, if he voted for this, then would he be following the ordinance.
115
116 Mr. Blake said he guessed not.
117
118 Councilor Dennett said, in reference to Sec. 3.2.1, if the estimate cost \$10,000 or more, at least
119 three formal bids or a statement must be secured in writing.
120
121 Town Manager Colbert Puff indicated the Harbor Master had sought three, but was unable to get
122 more than one, and offered to put a note in the file.
123
124 Councilor Dennett asked Mr. Blake when did the request for proposals go out.
125
126 Mr. Blake replied he did not have the exact dates, but one he sent out yesterday.
127
128 Councilor Dennett said that does not give them much time to respond and that the procedure
129 seems to be lacking.
130
131 Councilor Dennett asked if the tank had not failed and was functioning, would it continue to be used
132 or replaced.
133
134 Mr. Blake responded it would be replaced.
135
136 Councilor Dennett asked if it was within 100 ft. of the water.
137
138 Mr. Blake answered yes.
139
140 Councilor Dennett wanted to know if Mr. Blake had received the blessing from the Code
141 Enforcement Officer.
142
143 Mr. Blake replied yes.
144
145 Councilor Dennett asked what about a new one.
146
147 Mr. Blake responded they cannot put in a new one.
148
149 Bob Melanson, Chair, said that Sec. 16.87, 1 and 2 of the ordinance addresses this, and that they
150 had gotten a quote last Fall for \$10,000 to abandon the old tank and install a new one, but the

UNAPPROVED MINUTES

151 ordinance requires replacing in kind. He said the \$12,500 addresses pulling the old tank out and
152 putting in a new one. He said it would be \$2500 more to do this and that is the way the ordinance
153 is framed.

154
155 Mr. Melanson said the pump out, which was included in the (BIG) application, is not happening
156 because of the ordinance. He said this information was provided to the Planning Board and the
157 DEP and they endorse putting in the tank.

158
159 Councilor Dennett asked if they got a permit from the CEO to replace the tank and wanted to know
160 where it was.

161
162 Mr. Melanson replied that the CEO would not allow them to abandon the old tank and put in
163 another, but because it is grandfathered she approved it.

164
165 Councilor Dennett said he did not think the CEO assigned a dollar amount to it.

166
167 Mr. Melanson said he is just sharing this information with Council.

168
169 Councilor Dennett said he would like to see a letter from the Code Enforcement Office about this
170 issue and he would not be voting for this as it was contrary to the Purchasing Ordinance.

171
172 Councilor Denault said he went through this with the Channel 22 Committee. He said that the
173 ordinance requires someone to get three bids and Mr. Blake indicated he had sent one out
174 yesterday. He wanted to know when was the date that he wanted to receive them.

175
176 Mr. Blake replied that he indicated "as soon as possible."

177
178 Councilor Denault said it's a matter of semantics, and "as soon as possible" would be "tomorrow" by
179 his definition, or "yesterday" for people who know me. He wanted to know if three bids went out, did
180 only two, or one come back.

181
182 Mr. Blake replied one.

183
184 Councilor Denault asked how long between one and three did the one go out.

185
186 Mr. Blake replied he called a company and told them he needed the response today.

187
188 Councilor Denault asked if Mr. Blake had followed up with them this afternoon.

189
190 Mr. Blake replied no.

191
192 Councilor Denault wanted to know how big was the tank.

193
194 Mr. Blake replied 2,000 gallons.

195
196 Councilor Denault said the holding tank is still covered by the ordinance and wanted to know was
197 there any reason why they weren't going with a bigger size.

198
199 Mr. Blake replied that issue is addressed by the State and if the tank is being replaced, it cannot be
200 more than 25% greater than the original tank. He said they have to put in another 2,000 gal. tank.
201

UNAPPROVED MINUTES

202 Councilor Denault asked what happened to the 25% greater part.

203
204 Mr. Blake replied they do not make a 2500 tank.

205
206 Councilor White said in looking at the purchasing ordinance, it does have some flexibility in
207 language in that it authorizes the Town Manager, as purchasing agent that a bid may be awarded to
208 a supplier offering the lowest bid under \$10,000, but there has to be three bids if it is greater.

209
210 Councilor White believed that the Port Authority has done their homework and this is a timely
211 proposal in conjunction with the ongoing excavation. He said that if it is no more than \$12,500 and
212 Mr. Blake has the lowest responsible bid, the Town Manager is authorized to follow the ordinance.

213
214 Councilor Dennett said there has to be a statement in writing if there are not three proposals. He
215 said this is the rule and some people are not following the rules.

216
217 Councilor Denault asked the Chair if Council could adjourn and have the Town Manager quickly
218 type up a letter.

219
220 Chairperson Thomson replied that if there are second and third bidders, and Council will give them
221 a few more days for them to submit their bids. He said if the bids are not received by the end of the
222 week, then this item will be scheduled for next Monday, at 5:45 pm as a Special Meeting before the
223 Council's workshop.

224
225 **CHAIR THOMSON MOVED THAT COUNCIL POSTPONE TAKING ACTION ON THIS ITEM**
226 **UNTIL MONDAY, APRIL 7TH AT 5:45 p.m. TO ALLOW TIME TO RECEIVE TWO ADDITIONAL**
227 **REQUESTS FOR PROPOSALS, OR FOR THE TOWN MANAGER TO TYPE UP AN**
228 **APPROPRIATE RESPONSE SECONDED BY COUNCILOR SPILLER.**

229
230 Councilor Denault wanted to know if this was an emergency and did they have to have this done
231 this week.

232
233 Mr. Melanson replied no. He said the reason they are requesting this now, is that the pavement is
234 dug up on Bellamy Lane and they want to have the work done before the utilities are laid.

235
236 Councilor Denault asked if there would be no problem if this was addressed on Monday.

237
238 Mr. Melanson replied no.

239
240 Chairperson Thomson said the bid Council has is effective until May 1st.

241
242 Councilor Dennett asked who were the other bidders. He said in his opinion, this was thrown
243 haphazardly at Council.

244
245 Mr. Melanson replied that Mr. Patten had given them a quote.

246
247 Mr. Blake said the other bidder was Greg's Septic Service.

248
249 Councilor Dennett noted that all departments must send out bids or RFP's stating a solicitation date
250 of "on or before such and such, and at such and such a time."

251
252 **ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR. MOTION PASSED 7-0.**

UNAPPROVED MINUTES

253
254
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259
260

7. ADJOURNMENT:

COUNCILOR PELLETIER MOVED TO ADJOURN THE MEETING AT 7:52 P.M., SECONDED BY COUNCILOR SPILLER. ALL WERE IN FAVOR BY A VOICE VOTE. MEETING ADJOURNED.

/bb

UNAPPROVED MINUTES

- 37 Councilor Dennett said okay and asked if it is not the practice for the Harbor Master or Port Authority to
38 date stamp correspondence they receive.
- 39 Mr. Blake answered he could have, but he did not. He offered to go back and stamp the date on it for
40 Councilor Dennett.
- 41 Councilor Dennett said that would defeat the purpose.
- 42 Mr. Blake wanted to know what is the purpose?
- 43 Councilor Dennett asked what the hell are we running here (and that) it's a mess!
- 44 Councilor Dennett said the meeting is April 7th and the estimate is dated April 1st.
- 45 Chairperson Thomson said tonight is April 7th and their last meeting was March 31st.
- 46 Councilor Dennett asked if the Port Authority applied for, and received a building permit.
- 47 Mr. Blake replied yes.
- 48 Councilor Dennett wanted to know when.
- 49 Mr. Blake said he could furnish a copy but he did not know the exact date.
- 50 Councilor Dennett asked Mr. Blake if he had the permit.
- 51 Mr. Blake replied yes.
- 52 Councilor Dennett asked if he could see it.
- 53 Mr. Blake responded yes and handed him his folder.
- 54 Councilor Pelletier said since he wasn't at the last meeting, could he see a copy of the other bid, which
55 Chairperson Thomson handed to him.
- 56 Councilor Pelletier wanted to know who the bidder is and what was the amount of the bid?
- 57 Town Manager Colbert Puff replied it was from Morgridge for \$12,500.
- 58 Councilor Denault asked if they had a policy to make sure we are following the correct steps so we do
59 not have these issues happening again.
- 60 Town Manager Colbert Puff responded the procedures are set forth in the ordinance, and she is the
61 Purchasing Agent, but there is a conflict. She said one section calls for two quotes, and another
62 section, for the same price range, requires three. She said the Harbor Master did solicit for three, but
63 only received two.
- 64 Town Manager Colbert Puff said you can lead a horse to water, but you can't make it drink. She said if
65 we do not receive the required bids, a statement has to be on file.

UNAPPROVED MINUTES

- 66 Councilor Denault asked if they need to change any wording.
- 67 Town Manager Colbert Puff replied that it is an internal conflict between Sections 2 and 3.
- 68 Councilor Denault said the reason why he is asking is that he received an e-mail from someone who
69 lost out on bidding because he was not informed of it, which he will share later.
- 70 Town Manager Colbert Puff said if it is over \$25,000, they proceed with formal bidding, advertising,
71 notice in the paper, etc.
- 72 Councilor Denault said he did not know what the bid request in the e-mail, but maybe this is something
73 we needed to look at it.
- 74 Councilor Dennett said he has been through the folder and he sees applications, but no building permit
75 and asked if he was missing something.
- 76 Mr. Blake replied he did not know what Councilor Dennett was missing. He said that he had the
77 information in there from the CEO.
- 78 Councilor Dennett said that Mr. Blake told them he has a building permit and he doesn't see one.
- 79 Mr. Blake said then don't pass it.
- 80 Councilor Dennett retorted he won't.
- 81 Chairperson Thomson asked the Harbor Master if it was the same firm he solicited that he mentioned at
82 last week's meeting.
- 83 Mr. Blake replied yes.
- 84 Councilor Dennett said he thinks this process is improper, it should have gone through the Town
85 Manager as the procurement agent and he doesn't know if she was involved, but it is way out of whack.
86 He said he would vote against it and if the process is wrong, then we should change it, but we should
87 not disregard it.
- 88 Councilor Pelletier said he shares the same concerns as Councilor Dennett about the process, and is
89 not sure how much experience the Harbor Master has had in soliciting requests for proposals. He
90 asked the Town Manager, as Purchasing Agent, if she feels comfortable with the two bids received and
91 awarding to one or the other and for her opinion as to whether or not they should move forward.
- 92 Town Manager Colbert Puff said they were correct to say that she wasn't involved, but she has spoken
93 with the Harbor Master, three originals were solicited and he received valid quotes for the work. She
94 said she is comfortable with the process Mr. Blake followed.
- 95 Councilor Pelletier asked which one she would recommend.
- 96 Town Manager Colbert Puff said she would recommend the lowest bidder.
- 97 Councilor Pelletier stated that would be Morgridge. Town Manager Colbert Puff said yes.

UNAPPROVED MINUTES

98 Councilor Spiller said, like Councilor Pelletier, she would defer to the Town Manager's judgment, but it
99 is a continuation of the issues they have had with the Port Authority, and a source of chronic anxiety, as
100 the Port Authority continues to carry out with their projects, without exposing the town.

101 Councilor White said he did serve on the Port Authority for a couple of years and is acquainted with the
102 current Harbor Master a little bit. He said the Port Authority is its own animal and operates with a
103 budget and they are planning on moving away from town contributions. He said they probably operate
104 less formally than this branch of town government, but he does not see anything that causes him
105 concern.

106 Councilor White said he is not sure if the ordinance directs whether or not they need a building permit.
107 He said he does not see that the ordinance requires bids and if the Town Manager is comfortable with
108 it, he would give the authority to the Town Manager.

109 Councilor White said it (the ordinance) is a bit fragmented, and it can be improved, but he is
110 comfortable with it.

111 Chairperson Thomson asked a question of the Harbor Master: is the dumpster in its historical location
112 or has it been moved.

113 Mr. Blake replied he did not know what the historical location is but it is not down there now.

114 Chairperson Thomson asked is it placed so the vehicle that cleans out the dumpster has to travel over
115 the holding tank.

116 Mr. Blake responded yes.

117 Chairperson Thomson asked why.

118 Mr. Blake answered that it is a better place to put the dumpster so it is accessible for the truck to empty
119 it. He said the parking lot is tight down there.

120 Chairperson Thomson wanted to know if there is any reason to believe that this happened due to the
121 excessive weight of the truck.

122 Mr. Blake replied it should have been built to support the weight of vehicles since it is under the parking
123 lot.

124 Chairperson Thomson asked the Harbor Master if any information was sought from former Board
125 members involved with the placement of the holding tank which is now cracked and the placement of
126 the dumpster.

127 Mr. Blake responded he did not believe so and that he did not see any deformation in the asphalt nor
128 has it shown any movement that would lead to the crack in the tank. He said the tank is surrounded by
129 fill in the parking lot.

130 Councilor Denault said last week he did put a call to Genest Precast in Sanford asking them if they
131 made a 2500 gal. holding tank, but they did not get back to him. He said he was remiss today and
132 forgot to call them back.

UNAPPROVED MINUTES

133 Councilor Denault said his question is still there. He said it is his understanding from the Harbor Master
134 that the town will not let us increase the size (of the tank) by 25% or wanted to know was is it the State.

135 Mr. Blake replied he is not sure if it is the State or the ordinance and he did not delve into it that much.
136 He said he was told by Heather the size cannot be increased.

137 Councilor Denault would support the recommendation of the Town Manager, but said they are not
138 thinking outside the box. He said he is not sure if it is a personnel issue or someone's interpretation of
139 the law, but thought that they should get the best they can for that size.

140 Councilor White asked how long has the tank been there, since it's been replaced.

141 Mr. Blake said he is going by word of mouth and would guess somewhere between 20 and 25 years.

142 Councilor White said it taking a quick look online, there are precast companies that make 2500 gallon
143 tanks, and he is not sure if there are any in Maine, but it might be worth looking into, even though it
144 might change the price.

145 Councilor White, wanted to know, going back to the agenda item from the March 31st meeting,
146 indicating an amount not to exceed \$50,000 whether or not there had been any authorizations to fund
147 up to that amount, or any allocations out of that fund since last week?

148 Town Manager Colbert Puff replied no.

149 Councilor White asked if this was the only allocation.

150 Town Manager Colbert Puff answered yes.

151 Chairperson Thomson said he is troubled with a few things and that he would feel more comfortable
152 seeing a date stamp and a copy of the e-mail that this estimate was attached to. He said also he would
153 like to see the Building Permit as Councilor Dennett indicated. He said he is hesitant to appropriate any
154 funding without that in place and since the bid is effective through May 1st, he would like to postpone
155 taking action on this item until their regular meeting of April 14th in order to get more information.

156 **CHAIRPERSON THOMSON MOVED THAT COUNCIL POSTPONE TAKING ACTION ON**
157 **RELEASING FUNDS FROM UNASSIGNED SURPLUS TO REPLACE THE PEPPERRELL COVE**
158 **HOLDING TANK UNTIL THEIR APRIL 14TH MEETING IN ORDER TO GET THE INFORMATION**
159 **REQUESTED, SECONDED BY COUNCILOR DENNETT. ROLL CALL VOTE WAS TAKEN AND**
160 **MOTION PASSED 6-1 (COUNCILOR WHITE VOTING IN OPPOSITION).**

161 7. ADJOURNMENT

162

163 **IT WAS MOVED BY COUNCILOR PELLETIER AND SECONDED BY CHAIRPERSON**
164 **THOMSON TO ADJOURN THE MEETING AT 6:05 P.M. ALL WERE IN FAVOR BY A VOICE**
165 **VOTE. MOTION PASSED 7-0.**

166

167 /bb



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
APR 08 2014
BY: B.D.B
12:30 PM

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Gary Beers

RESIDENCE: 54 Lewis Road, Kittery, ME 03904

MAILING (if different) Same

E-MAIL ADDRESS: gb-pksvc@hotmail.com PHONE #: (Home) 439-6313 (Work) N/A

Please check your choices and list in order of priority by marking 1, 2, 3, etc.:

- | | |
|--|--|
| 1. <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Comm. | <input type="checkbox"/> |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input checked="" type="checkbox"/> Other <u>2. EDC / 3. CIP</u> |

EDUCATION/TRAINING: US Naval Academy; AAS, Community College of the Air Force; BGS, Pacific Western

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Town Council, Planning Board, School Committee, et alii

PRESENT EMPLOYMENT: Self - Management Consultant

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY Yes No

ANY KNOWN CONFLICT OF INTEREST: No

REASON FOR APPLICATION TO THIS BOARD: Support Town obligation with service

I HAVE / HAVE NOT ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Gary Beers
SIGNATURE OF APPLICANT

April 08, 2014
DATE



APR 08 2014

BY: 1:22 pm MP

TOWN OF KITTERY, MAINE
TOWN CLERK'S OFFICE
200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Miles R Pinkham
RESIDENCE: 25 Pinkham Ln
MAILING (if different) Kittery ME 03905
E-MAIL ADDRESS: PHONE #: (Home) 439 4483 (Work) 457 8705

Please check your choices and list in order of priority by marking 1,2,3, etc.:

- Board of Appeals
Conservation Commission
Cable Television Rate Regulation Board
Recycling Scholarship Selection Comm.
Parks Commission
Port Authority
Personnel Board
Board of Assessment Review
Mary Safford Wildes Trust
Shellfish Conservation Committee
Community Center Bldg. Comm./Rec. Comm.
Open Space Committee
Planning Board
Other

EDUCATION/TRAINING: 1/2 yr college, 47 yrs work

RELATED EXPERIENCE (Including other Boards and Commissions) Board of Appeals

PRESENT EMPLOYMENT: self

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY Yes No

ANY KNOWN CONFLICT OF INTEREST: NO

REASON FOR APPLICATION TO THIS BOARD:

I HAVE /HAVE NOT ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Miles R Pinkham
SIGNATURE OF APPLICANT

4 8 14
DATE

REPORT TO COUNCIL - THRESHER MEMORIAL PROJECT, Meeting Agenda - 04/14/14

RESPONSIBLE INDIVIDUAL(s): Thresher Memorial Project Group
(Council Liaison - Beers)

Date: April 02, 2014

SUBJECT: Request for Approval - Kittery Memorial Park Dedication Ceremony Event

BACKGROUND:

KITTERY TOWN COUNCIL RESOLUTION, MAY 23, 2011:

"...the Kittery Town Council does endorse a volunteer initiative to bring about the arrangements for a Thresher Memorial to be centered on a 129-foot high, lighted, flagpole with such other features and accoutrements as may be deemed appropriate."

50TH ANNIVERSARY MEMORIAL FLAGPOLE DEDICATION, APRIL 07, 2013:

Joey Cresta, Portsmouth Herald, April 7, 2013, "The tireless work of the Thresher Memorial Project Group culminated Sunday in a solemn ceremony and dedication of a 129-foot-tall flagpole at the Memorial Circle. Hundreds gathered around the newly-installed flagpole at the Memorial Circle, towering overhead one foot for each man who lost his life in that accident a half a century ago. Many family members of the deceased were among those in attendance, including those who still live locally and others who have dispersed across the country."

KITTERY THRESHER & MEMORIAL PARK PLAN APPROVED, JUNE 13, 2013:

"... the Kittery Town Planning Board adopts each of the foregoing Findings of Fact and based on these Findings and determines the proposed Development will have no significant detrimental impact. The Kittery Planning Board hereby grants preliminary and final approval for the Development at the above referenced property, with waivers granted as noted and any conditions per Title 16.10.8.2 as noted."

MEMORIAL PARK CONSTRUCTION COMPLETION, MAY 2014:

Lang's Landscaping Service of Greenland NH will complete construction (photo following) of the Thresher Circle of Honor Courtyard; remaining sponsored granite benches; and, Naval flagpole sponsored by Bruce and John Harvey, sons of Thresher Commander John Harvey, in honor of their Mom Irene, who passed away recently.

The final piece of the current design is a bronze plaque sponsored by the Kittery Trading Post commemorating the center waterstone in honor of General William Whipple, Kittery-born signer of the Declaration of Independence.

Please note that, while the Thresher Memorial Project has built all the Memorial Circle and Park improvements to this point, the Project's design of the Park was set to accommodate future monuments or features honoring Kittery's veterans and first responders.

CURRENT SITUATION:

The project group seeks approval and sponsorship by Council to conduct a dedication ceremony for Kittery's Memorial Park, the Thresher monument, and Circle of Honor Courtyard, in accordance with the protocols shown following.

The event details have been reviewed by The Town Manager, Police Chief, Fire Chief, and Public Works Commissioner and all are in agreement with them.

Recommendation: Approve and sponsor Memorial Park Dedication and Event, as presented

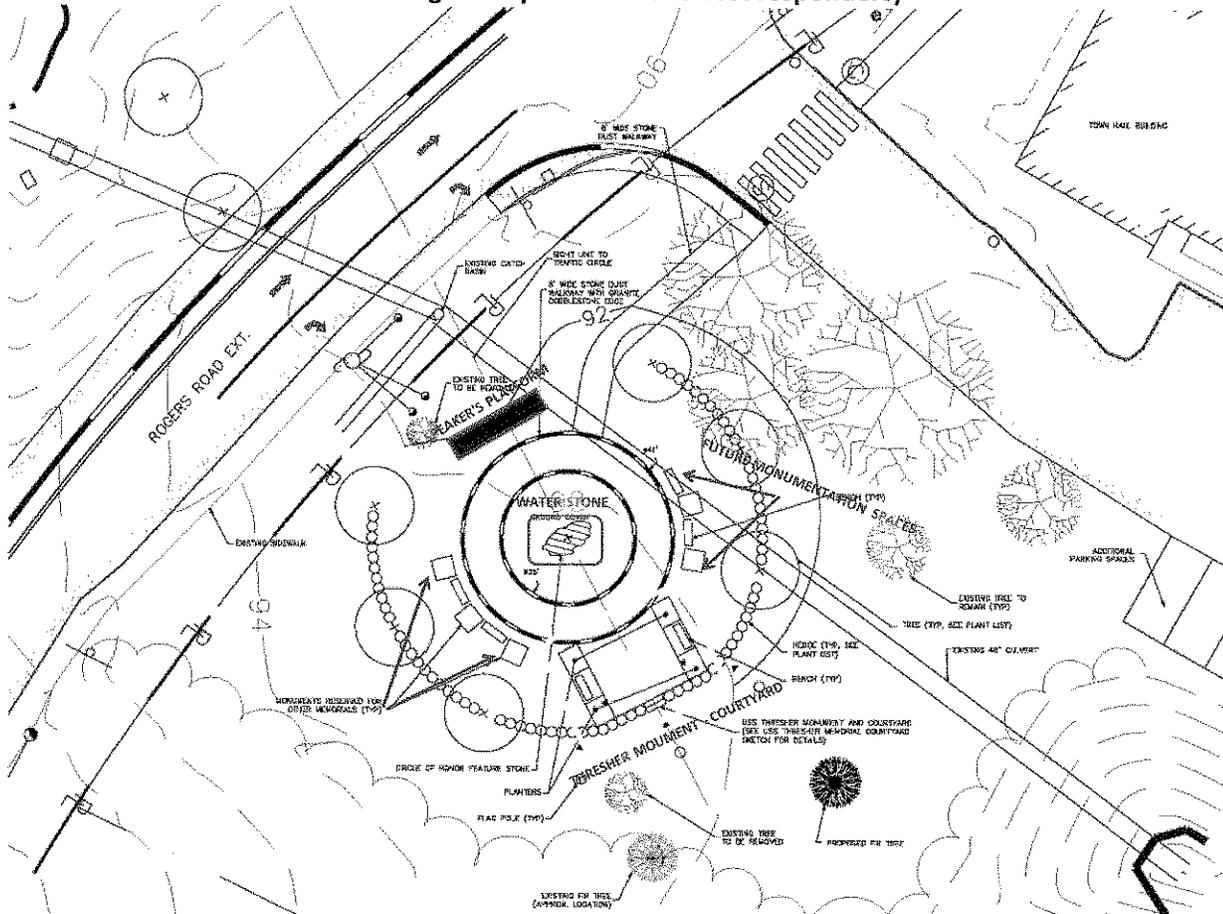
1 Attachment

Event Description

ATTACHMENT 1 – EVENT DESCRIPTION
MEMORIAL PARK LAST FALL



CEREMONY AREA DRAWING (Yellow box is Thresher monument/courtyard. Red arrows point to spaces for future monumentation honoring Kittery veterans and first responders)



REPORT TO COUNCIL - THRESHER MEMORIAL PROJECT, Meeting Agenda - 04/14/14

EVENT PROTOCOLS

PARKING & SHUTTLE TRANSPORTATION

Parking for dignitaries and those disabled, elderly, or frail will be at Kittery Town Hall, 200 Rogers Road. Attendees are requested to reserve the Park side of Town Hall parking for the frail, elderly or disabled. Attendance is not expected to be large enough to require shuttle transportation.

Parking at Memorial Circle area businesses is not condoned.

TRAFFIC CONTROL

That portion of Rogers Road fronting the Park and Town Hall will be closed off from 9:45am to 11:00am. Traffic will be detoured into Memorial Circle Northbound and Southbound. No other detours are required. Emergency response vehicles are exempted from the detour.

SEATING

Seating will only be provided for ceremony dignitaries due to space and terrain considerations. All other attendees are standing room only. Please note the locations of the ceremonial participants and activities and avoid those areas.

An ambulance and fire truck will be parked on Rogers Road adjacent to the Park for emergencies.

nit Monday, May 26 - 6:30AM

Detour Signs – Cones - In place
Trailer/Bunting – In place
Activity area stakes/tape – Set Up
Electricity Cords - Power Bar – Set up
Podium – Chairs - Setup
Sound System - Electrical Check
Council Chamber Setup
Tables/Name Tags/Amenities

Police - Detours
ROGERS ROAD CLOSED - 9:45am
Programs Distributed
Ceremony
ROGERS ROAD OPEN – 11:00am

POST
BREAKDOWN & RESTORE

DEDICATION EVENT CEREMONY

MONDAY, MAY 26 - 10:00AM

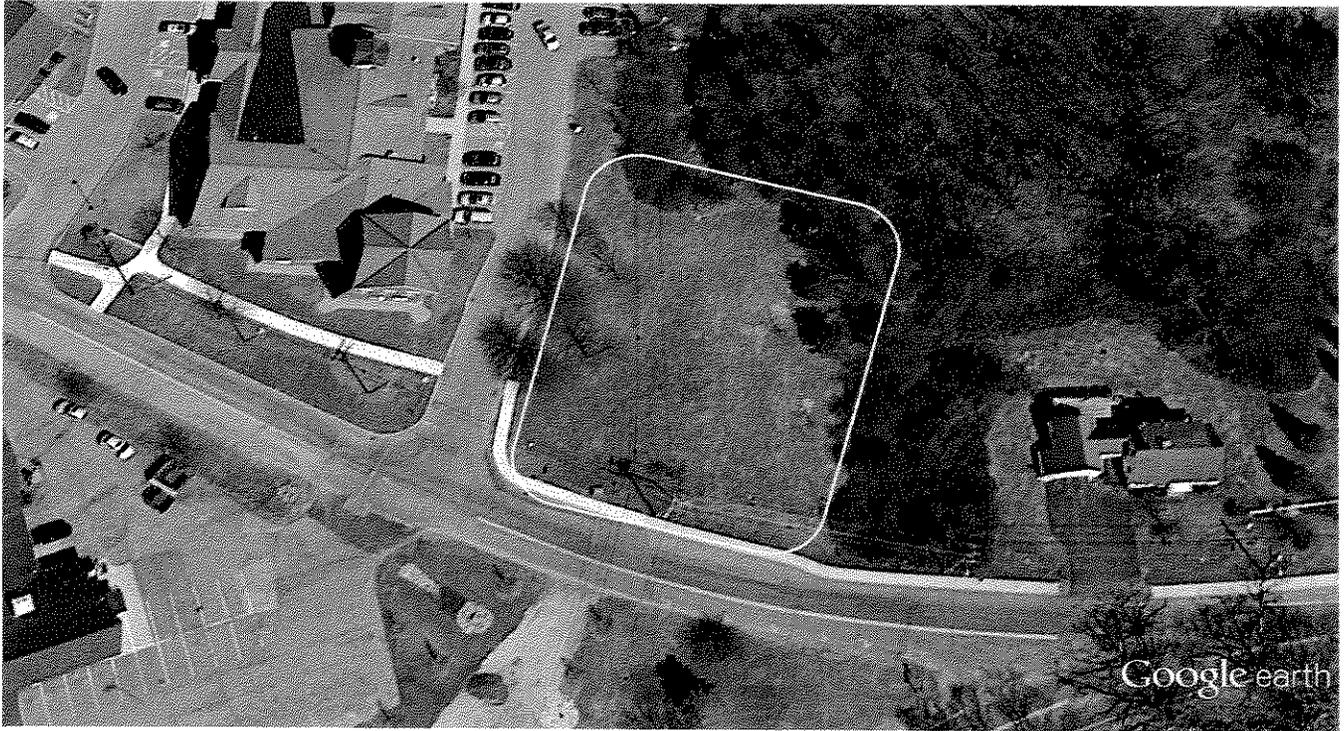
TIME DURATION

GREETINGS - TOWN HALL, COUNCIL CHAMBERS,

9:30AM (9:55AM - FIVE MINUTE WARNING)

MASTER OF CEREMONIES GREETING	KL	10:00	1.00
INVOCATION	BH	10:01	2.00
NATIONAL ANTHEM	TBD	10:03	2.00
DIGNITARY INTRODUCTIONS - MC REMARKS	KL	10:05	4.00
AF&AM CEREMONY	GL	10:09	15.00
NAVY GUEST SPEAKER	TBD	10:24	3.00
KITTERY VETERAN GUEST SPEAKER	PL	10:27	3.00
KEYNOTE SPEAKER / DEDICATION	JT	10:30	5.00
NAVY HYMN	BB	10:35	2.00
THREE VOLLEY SALUTE	PNS HONOR GUARD	10:37	1.00
ECHO TAPS	MARSHWOOD STUDENTS	10:38	2.00
BENEDICTION	BH	10:40	2.00
CLOSE	KL	10:42	END / TOTAL - 42 MINs

Ceremony Area Aerial Views



Forever on Patrol, Never to be Forgotten

On 10 April 1963, all 129 U.S. Navy sailors and civilian workers aboard the USS Thresher (SSN 593) perished when the nuclear attack submarine sank more than 200 miles off the New England coast.

The Thresher was designed and built at Portsmouth Naval Shipyard, and commissioned on 3 August 1961. The loss of SSN 593 and her crew remains the worst submarine disaster in history.

This tragedy led directly to significant changes in the Navy's submarine safety programs that have kept the nation's submariners safe ever since. The men of Thresher are true American heroes whose sacrifice we honor.

The Project Group expresses the greatest appreciation and thanks to the 405 individual, organization, and corporate contributors who donated \$200,210.02 in goods, services and funding, most especially the 107 from the Kittery area who gave \$63,797.23, enabling these symbolically significant memorials, honoring the legacy of the USS Thresher, and setting a Kittery stage for all its veterans and first responders throughout history.

Contributions of more than \$5,000 were made by:

- Anonymous *imo* Kenneth Reed Averill
- Lang's Landscaping Service
- HL Patten Construction
- National Association of Superintendents of U.S. Naval Shore Establishments (Portsmouth, Puget Sound, Norfolk, Pearl Harbor, and National Board of Directors)
- The men & women of General Dynamics Electric Boat
- Northeast Credit Union
- Northrop Grumman
imo Kenneth Corcoran & Donald Stadtmuller

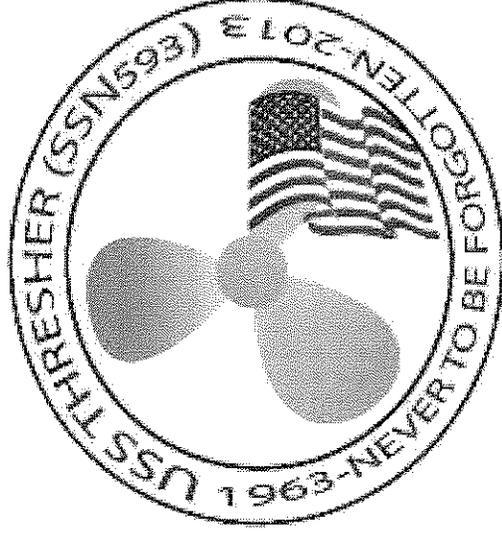
USS Thresher Memorial

**Kittery Town Hall
200 Rogers Road, Kittery, Maine**

**Memorial Park
Circle of Honor Dedication**

**10:00am, Monday
May 26th, 2014**

**Forever on Patrol
Never to be Forgotten**



**Thresher Memorial Project Group
and the
Kittery Maine
Improvement Foundation**

CEREMONY DIGNITARIES

Grand Lodge of Maine Ancient Free & Accepted Masons
GRAND MASTER A. JAMES ROSS

Dedication Keynote Speaker
JEFFREY THOMSON
CHAIRPERSON, KITTERY TOWN COUNCIL

US Navy Guest Speaker
TBD

Kittery Veteran Speaker
PAUL LEBLANC

Master of Ceremonies
KENNETH LEMONT

Chaplain
REV. BETH HOFFMAN

National Anthem
TBD

Soloist
DR. BRIAN BRESLIN (Invited)

Honor Guard
PORTSMOUTH NAVAL SHIPYARD

Buglers
MARSHWOOD STUDENTS (Invited)

The Thresher Memorial Project Group expresses its sincerest gratitude to the Town of Kittery and the Kittery Maine Improvement Foundation, without whose support this memorial could not have happened.

Memorial Project logo by Traip Academy Senior Alexander Rotondo

Master of Ceremonies Greeting
Kenneth Lemont

Invocation
Rev. Beth Hoffman

National Anthem
TBD

MC - Remarks - Dignitary Introductions
Kenneth Lemont

Grand Lodge of Maine AF & AM
Cornerstone Laying Ceremony

Grand Master A. James Ross
US Navy Guest Speaker
TBD

Kittery Veteran Guest Speaker
Paul Leblanc

Dedication Keynote Speaker
Jeffrey Thomson

Navy Hymn
Dr. Brian Breslin

Three Volley Salute
PNS Honor Guard

Echo Taps
Marshwood Students

Benediction
Rev. Beth Hoffman



TOWN OF KITTEERY
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806

REPORT TO TOWN COUNCIL

Meeting Date: April 14, 2014
From: Jessa Kellogg, Shoreland Resource Officer
Norm Albert, Interim Commissioner of Public Works
Subject: Alternative Procurement request for water quality monitoring proposal
Councilor Sponsor: Jeffrey Thomson, Council Chair

EXECUTIVE SUMMARY

The Department of Public Works is requesting an alternative procurement method authorization for consulting services through FB Environmental Associates (FBE) to conduct investigations that will help identify and remediate potential sources of bacterial pollution in Kittery's waters. The cost of the contract is \$24,426 and the scope of work is attached

STATEMENT OF NEED

Water quality monitoring efforts by FBE have been successful in Spruce Creek and at Fort Foster and need to be continued to help discover the non-point sources of bacteria that are impairing the waterbody. The identification of "hotspots" or areas of high bacterial contamination is critical in order for the Town of Kittery to properly focus future investigations and implementation efforts and be eligible for future grant opportunities.

BACKGROUND

FBE has been assisting the Town of Kittery for more than eight years to successfully address the current polluted runoff issues and improve the water quality and aquatic habitat in Spruce Creek and in other waterways in Kittery. FBE manages the Spruce Creek Watershed Improvement Project (SCWIP), funded by section 319 of the Clean Water Act. The Town of Kittery also has annually contracted FBE for additional water quality monitoring projects outside the scope of the SCWIP since 2006, including directly funding the original Watershed Based Management Plan that was developed in 2007.

CURRENT SITUATION

In 2013 FBE conducted a small-scale sonde study of the estuarine portion of the main channel of Spruce Creek. This provided a glimpse into the current health of Spruce Creek, though a more thorough investigation will allow for targeted remediation. Gathering baseline data for Spruce Creek will take a few years. This is important as we will be able to really look at the bacteria and oxygen data to determine if the creek is getting better or worse and if what we are doing is helping.

FBE has made significant discoveries through bacteria source tracking projects and have identified places where bacteria is high ("hotspots") in past projects and have a good understanding of where bacteria is found, but not yet determined why the bacteria is there. Likely there are illicit discharges that still need to be identified and remediated. FBE proposes to expand the bacteria source tracking project on Manson Avenue as well as the beach at Fort Foster where high counts of human sourced

bacteria were detected in 2012 and 2013 through the use of canine detection services. Though some of these sources have been successfully remediated, other sources are still present and need follow-up investigation. Also, it is likely that these investigations will need to continue as we discover more hotspots and/or try to identify sources of old hotspots that have not been fully addressed yet.

PROPOSED SOLUTION/RECOMMENDATION

FBE has submitted a proposal to address the water quality concerns in Kittery and we recommend Town Council to authorize an alternative procurement method to contract the services of FBE outright instead of requesting bids for the following tasks:

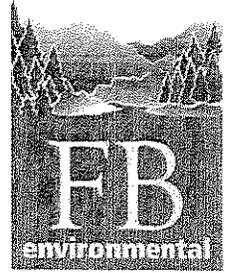
1. Manson Avenue storm drain system bacteria source tracking
2. Spruce Creek channel investigation
3. Fort Foster beach follow-up investigation

RATIONALE FOR THE PROPOSED SOLUTION (INCLUDING COSTS)

The Town of Kittery has a long history with FBE of successful water quality consulting services. FBE is the only consulting firm with the ability to use canine detection to quickly and accurately identify human sources of bacteria, a service that will save time and money and be invaluable for the proposed Manson Avenue and Fort Foster beach investigations. FBE also has a long-standing relationship with the Spruce Creek Association and that partnership would enable the Town of Kittery to conduct a more thorough analysis of the water quality of Spruce Creek through sonde studies. This will allow for targeted remediation to occur as well as allow the Town of Kittery to be eligible to apply for future grants to address water quality issues.

The attached Scope of Work outlines the breakdown of the Total Project Cost of \$24,426 for the three proposed tasks.

Nancy Colbert Puff
Town of Kittery, Maine
200 Rogers Road Extension
Kittery, ME 03904



April 14, 2014

Dear Ms. Colbert Puff,

As you know, Spruce Creek is listed as an impaired waterway in the State of Maine due to high bacteria contamination and low dissolved oxygen. The watershed is also listed by the State as being “at-risk” for pollution due to development in the area and growing threats of non-point source pollution. The identification of “hotspots” or areas of high bacterial contamination is critical in order for the Town of Kittery and the Spruce Creek Association (SCA) to properly focus future investigations and implementation efforts.

FB Environmental Associates (FBE) professional staff is highly trained in bacteria and nutrient investigations and proper quality assurance methods for this type of field work and data analysis. We have been assisting the Town of Kittery and the SCA for more than eight years to successfully address the current polluted runoff issues and improve the water quality and aquatic habitat in Spruce Creek and in other waterways in Kittery. FBE proposes to conduct the following tasks listed below to identify potential sources of pollution to Kittery’s waters.

SCOPE OF WORK

Task 1: Manson Avenue Storm Drain System Bacteria Source Tracking (July – November 2014)

Based on the 2012 and 2013 sampling projects conducted by FBE, multiple “hotspots” of bacterial contamination in Kittery, Maine have been identified, as they substantially exceeded Maine bacteria standards for waterways in both wet and dry weather. Two outfalls on Manson Avenue that drain directly to Spruce Creek were identified as “hotspots.” The storm drain system flowing to these outfalls were found to have continuous flow throughout the system even in dry weather. This flow is likely from an illicit discharge to the storm drain system and needs to be identified and remediated.

To address this concern, FBE proposes the following tasks:

1. Identify specific locations in the catch basins upstream of the outfalls to conduct bracket sampling.
2. Conduct bracket sampling along the storm drain system on Manson Avenue on three separate dates under dry weather conditions to identify the source of bacteria to these outfalls.
3. Utilize canine detection throughout the storm drain system on Manson Avenue to identify human-specific types of pollution in conjunction with water analyses for *E. coli* bacteria. This will help to rule out wildlife or agriculture as possible sources of bacterial contamination at these locations.

Task 2: Spruce Creek Channel Investigation (July - September 2014)

As indicated above, Spruce Creek is considered impaired by the State of Maine due to bacteria and dissolved oxygen concentrations. Available data for conditions in the main channel of the Creek are limited and out of date. In 2013, a small-scale study of the estuarine portion of the main channel of Spruce Creek was conducted. It is critical to fully understand the dynamics of water quality in the Spruce Creek watershed in order to track progress of implementation efforts and better understand how the Creek reacts to storm events and tidal fluctuation. A thorough understanding of the water quality of Spruce Creek will allow for targeted remediation to occur as well as allow the town to be eligible to apply for future grants to address water quality issues.

FBE proposes to work with the Spruce Creek Association to conduct further water quality analysis of Spruce Creek. The analysis will include the collection of continuous dissolved oxygen data (with the use of multi parameter sondes) at two locations in the channel (upstream and mid-channel) and the collection of surface water grab samples for analysis of bacteria, nutrients, chlorophyll A, organic carbon, and total suspended solids. All data would be collected from July - September.

Task 3: Fort Foster Beach Follow-Up Investigation (July – October 2014)

In 2012 and 2013, FB Environmental worked with Environmental Canine Services to identify sources of bacteria to Fort Foster Beach. Though some of these sources have been successfully remediated, other sources are still present and have been shown to contribute large amounts of bacteria to the beach. To address this concern, FBE proposes to conduct a watershed investigation to identify potential bacteria sources to the beach. This investigation will include mapping, water quality sampling, and the use of canine detection to identify bacteria sources.

Each task will include a kickoff meeting and a final project meeting/presentation with FBE staff, the Town of Kittery, and the Spruce Creek Association. FBE will submit a final report of all project findings to the Town of Kittery upon completion of each task.

COMPENSATION

The estimated cost of FBE's services is provided in Table 1 below. In summary, the total project cost is \$24,426. The hourly rate for this project will average approximately \$60/hour. Travel shall be reimbursed at the rate of \$0.55/mile.

Table 1: Anticipated Staff Hours and Project Costs

FBE Staff Member	Task 1: Manson Avenue Investigation			Task 2: Spruce Creek Channel Investigation			Task 3: Fort Foster Beach Investigation			Total Project Cost
	Hours	Rate	Cost	Hours	Rate	Cost	Hours	Rate	Cost	
Emily DiFranco <i>Project Manager</i>	42	\$75	\$3,150	24	\$75	\$1,800	24	\$75	\$1,800	
Whitney Baker <i>Project Scientist</i>	44	\$56	\$2,464	48	\$56	\$2,688	32	\$56	\$1,792	
Logan Cline <i>Project Scientist</i>	30	\$45	\$1,350	40	\$45	\$1,800	24	\$45	\$1,080	
Cost	\$6,964			\$6,288			\$4,672			
Expense	Estimated Cost			Estimated Cost			Estimated Cost			
Mileage	\$228			\$223			\$151			
Laboratory Costs	\$900			\$900			\$100			
Canine Detection	\$1,000			--			\$500			
Sonde Rental	--			\$2,000			--			
Supplies	\$300			\$150			\$50			
Total	\$2,428			\$3,273			\$801			
TOTAL COST	\$9,392			\$9,561			\$5,473			\$24,426

ACCEPTANCE OF CONSULTING SERVICES

By signing below, FB Environmental Associates and the Town of Kittery accept the terms and conditions stated within this scope of work as of April 14, 2014.

Forrest Bell

Forrest Bell ~ FB Environmental Associates

Nancy Colbert Puff ~ Town of Kittery, ME



TOWN OF KITTERY
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806

REPORT TO TOWN COUNCIL

Meeting Date: April 14, 2014
From: Gerry Mylroie, Town Planner
Norm Albert, Interim Commissioner of Public Works
Subject: Kittery "State Aid" Street Paving and Improvement Capital Project Grant –
Town Grant and Match Authorization
Councilor Sponsor: Jeffrey Thomson, Council Chair

EXECUTIVE SUMMARY

The Kittery Area Comprehensive Transportation System (KACTS) Metropolitan Planning Organization has approximately \$1.6 million available in FY 16-17 to assist our region municipalities with eligible "State Aid" street capital improvement projects. The Planning Department is asking for Town Council approval to apply for a \$650,000 grant to continue street paving, sidewalk improvements and maintenance on "State Aid" targeted streets including Route 103, beginning on Walker Street at Main Street and ending on Wentworth Street by St. Raphael's Church, and Route 103 from the beginning of Tenney Hill Road to the York town line. The grant requires a 10% cash match of \$65,000 with the balance of \$585,000 being funded by KACTS.

STATEMENT OF NEED

Funding is required to continue to pave and improve eligible "State Aid" streets.

The Town Council must authorize applications for grants.

FY 16-17 requests for the Transportation Capital Improvement Grant for Eligible State Aid Streets are due April 18, 2014.

BACKGROUND

The KACT Metropolitan Planning Organization, a mandated US Department of Transportation (USDOT) and Maine Department of Transportation (MDOT) planning organization, is allocated funds from the USDOT Federal Highway Administration through MDOT. The funds are used for eligible State Aid street capital improvement projects. Kittery has been fortunate in the past by receiving funding through this grant to improve US Route 1 from Government Street to Memorial Circle. Kittery also has approximately \$1.0 million allocated for Memorial Circle and US Route 1/State Road North improvements. Should Kittery be awarded this grant once again, continued street paving, sidewalk improvements, and street maintenance including traffic signals will be done on the following areas:

- Route 103, Walker Street from Main Street to the intersection of Wentworth Street: Paving and sidewalk improvement. A distance of approximately 1,500 ft at an estimated cost of \$125,000.
- Route 103, intersection of Walker and Wentworth Street: Installation of new traffic signal

equipment at an estimated cost of \$125,000.

- Route 103, Wentworth Street from Walker Street intersection to beginning of Whipple Road: Paving and sidewalk improvement. A distance of approximately 800 ft at an estimated cost of \$100,000
- Route 103, Tenney Hill Road and Braveboat Harbor Road to the York line: Paving a distance of approximately 2.5 miles at an estimated cost of \$250,000.

An estimate of \$50,000 has also been added to the grant request to support preliminary planning and construction engineering costs. With Council approval the Planning Department will apply for a grant of \$650,000 of which 10% or \$65,000 is the required town match.

FACTS BEARING ON THE EQUATION

The total amount of grant funding available is \$1.6 million.

Kittery will be asking for a grant of \$650,000.

Competition from other communities is unknown at this time.

Route 103 in Kittery Foreside area and Route 103 to the York line are eligible "State Aid" street capital improvement projects.

A 10% match is required by the Town for this grant.

CURRENT SITUATION

With approval from the Town Council the Planning Department will submit the FY 16-17 grant request prior to the deadline of April 18, 2014.

PROPOSED SOLUTION/RECOMMENDATION

Town Council moves to support the grant application of the Town of Kittery for the Transportation Capital Improvement Grant Eligible State Aid Streets.

RATIONALE FOR THE PROPOSED SOLUTION (INCLUDING COSTS)

Grant funding at 10% is a good investment for needed infrastructure. No funding is requested at this time.



TOWN OF KITTERY
Office of the Town Clerk
200 Rogers Road, Kittery, Maine 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

APPLICATION FOR VICTUALERS, INNKEEPERS,
AND LODGING HOUSE OPERATORS LICENSE

Applicant's name: Martin Marinov
(please print)

Residence Address: 170 SHORE RD, CAPE MEDDICK, ME 03902
(please print)

Applicant's mailing address if different from above: _____

Applicant's Date of Birth: 01/01/79 Applicant's Home Telephone Number: 207 361 4084

Name of Business: Fresh DELIGHTS
(please print) Kittery Premium Outlets

Business Address: 375 USRT1, Kittery, ME 03904
(please print)

Business Telephone Number: 603 969 3391

SIGNATURE OF APPLICANT: [Signature] DATE: 3/5/14

APPLICANT'S NAME: Martin Marinov
(please print)

LICENSE FEE: \$ 50.00

FIRST TIME APPLICATIONS: \$50.00
RENEWAL OF LICENSE: \$25.00

PLEASE SUBMIT THIS FORM WITH THE APPROPRIATE FEE TO THE TOWN CLERK'S OFFICE



March 4, 2014

Kittery Town Hall
Kittery, ME 03904

To Whom It May Concern:

This letter is to confirm that Martin Marinvo (dba: Fresh Delights) and Kittery Premium Outlets have a signed lease for a food cart at the Kittery Premium Outlets (4). The dates for the contract are May 1, 2014 through September 30, 2014.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth Fourar-Laidi".

Elizabeth Fourar-Laidi
General Manager

**NOTICE OF AMOUNTS ADOPTED AT TOWN COUNCIL MEETING
FOR VOTERS AT SCHOOL BUDGET
VALIDATION REFERENDUM**

TO: Clerk of Town of Kittery, State of Maine

Pursuant to 20-A M.R.S.A. §1486 (2) and 2307 this Notice is to be displayed at all polling places for the school budget validation referendum to be held on June 10, 2014, to assist the voters in voting on whether to ratify the school budget approved at the May 12, 2014 Town Council Meeting.

Cost Center Summary Budget Category	Amount Recommended by School Committee
01-Regular Instruction	\$6,080,561.84
02-Special Instruction	\$2,608,295.35
03-Career & Technical Education	\$4,115.00
04-Other Instruction	\$281,786.20
05-Student & Staff Support	\$1,496,799.85
06-System Administration	\$533,379.39
07-School Administration	\$867,423.84
08-Transportation	\$494,008.64
09-Facilities Maintenance	\$1,417,272.41
10-Debt	\$1,113,542.50
11-All Other Expenditures	\$64,000.00
Summary of Total Authorized General Fund Expenditures	\$14,961,185.02
Amount Approved at the Town Council Meeting on May 12, 2014	

The amount approved for the school budget at the Town Council meeting includes locally raised funds over and above the Town's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act.

Wendy B. Bedard
Julie O. Ows
[Signature]
[Signature]
 A majority of the School Committee

[Signature]
Allyson W. Hutton

Completed and countersigned by: *Allyson W. Hutton* *9/18/2014*
 A true copy of the Notice, attest: _____, Town Clerk of Kittery

Boy Scouts Troop 307

Kittery Maine

RECEIVED
APR 07 2014

BY:

April 1, 2014

Town of Kittery, Council Members

Troop 307 is requesting the permission from the town for our annual camping trip at Fort Foster.

The dates are May 16th through the 18th.

We will have our own water and porta pottie as usual.

As always, our Scouts will clean up and leave the fort in better condition, than when we arrived.

Troop 307 thanks you for your consideration.



John Roukes

Scoutmaster Troop 307

Kittery Maine



Fire Association

MAR 19 2014

BY: _____



18 March 2014

Dear Kittery Town Council,

As you may know, each Spring the Kittery Fire Station Association hosts the **Annual Kittery Fire Association 5k Run & Walk** and a **Pancake Breakfast** to benefit many community outreach programs. We are writing to request permission to hang advertising banners across Rogers Road in front of the Kittery Community Center, on York Hospital's Kittery Clinic (facing the intersection), as well as placing approximately 12 wooden signs in various locations through out Kittery and Kittery Point to help spread the word of our events specifically to the Kittery community.

The details of our banners and signs are as follows:

Rodger's Road:

Approximate size: 4ft tall by 18ft wide

Construction: Heavy duty vinyl

What is says: 7th Annual Kittery Fire Association 5k Run & Walk, Sunday May 18, 2014, kittery5k.com

York Hospital Clinic:

Approximate size: 3ft tall by 6ft wide

Construction: Heavy duty vinyl

What is says: 7th Annual Kittery Fire Association 5k Run & Walk, Sunday May 18, 2014, kittery5k.com

Road signs:

Approximate size: 2ft tall by 2ft wide

Construction: Painted wood and stake

What is says: Kittery Fire Station Association Pancake Breakfast 7am - 1030am, Sat May 17, 2014

We are requesting to hang them and post them from May 1st until May 20th, with all duties of putting it up and taking it down to be completed by the fire station's association.

The Kittery Fire Station Association is insured, a copy of our insurance binder is attached to this request.

The proceeds from this event support a variety of firefighter and community support programs that would otherwise not be sustainable. Programs include:

- High School Scholarships
- Drunk Driving Prevention Education
- Gifts for Area Under-served Children
- Fire Safety Education
- Firefighter Dress Uniforms
- Firefighter Family Support Services
- And Much More

Please also do not hesitate to contact the Race Director, Dan Hale, at the email or phone below for more information. Thank you in advance for your support.

Sincerely,

Wayne A. Hennessy for

Dan Hale and The Kittery Fire Station Association

Email kittery5k@hotmail.com

Website: www.kittery5k.com

Phone 207-332-9125

143 in

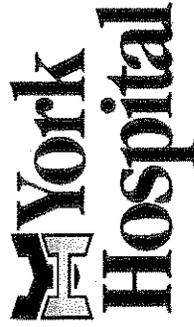
KITTERY FIRE ASSOCIATION

**5K RUN AND WALK
AND KIDS RUN**

SUNDAY, MAY 18 AT 9AM

PANCAKE BREAKFAST

SATURDAY, MAY 17, 7-10AM



71 in

KITTERY5K.COM

Qty:

SS/DS:

Materials:

Background Color:

Vinyl Color: HP Int

Other:

KENNEBUNK SAVINGS BANK
4A SHAPLEIGH ROAD
KITTERY, ME 03904

ACCOUNT NUMBER 66042682 PORTFOLIO NUMBER 176142

ACCOUNT OWNER(S) NAME & ADDRESS
KITTERY FIRE STATION ASSOCIATION INC

JAMES MELHORN MEMORIAL SCHOLARSHIP FUND

3 GORGES RD
KITTERY, ME 03904-1052

COPY

OWNERSHIP OF ACCOUNT - PERSONAL PURPOSE
 INDIVIDUAL
 JOINT - WITH SURVIVORSHIP (and not as tenants in common)
 JOINT - NO SURVIVORSHIP (as tenants in common)
 TRUST - SEPARATE AGREEMENT:

 REVOCABLE TRUST OR PAY-ON-DEATH DESIGNATION AS DEFINED IN THIS AGREEMENT
Name and Address of Beneficiaries:

TYPE OF ACCOUNT
 NEW EXISTING
 CHECKING SAVINGS
 MONEY MARKET CERTIFICATE OF DEPOSIT
 NOW
This is your (check one): Business Breakaway Checking
 Permanent Temporary account agreement.

OWNERSHIP OF ACCOUNT - BUSINESS PURPOSE
 SOLE PROPRIETORSHIP
 CORPORATION: FOR PROFIT NOT FOR PROFIT
 PARTNERSHIP
BUSINESS: _____
COUNTY & STATE OF ORGANIZATION: _____
AUTHORIZATION DATED: _____

Number of signatures required for withdrawal 1
FACSIMILE SIGNATURE(S) ALLOWED? YES NO
[X]

DATE OPENED 03/25/2008 BY JULIE PERREAULT
INITIAL DEPOSIT \$ 1,700.00
 CASH CHECK Transfer from DDA/NOW
HOME TELEPHONE # (207) 439-2435
BUSINESS PHONE # _____
DRIVER'S LICENSE # _____
E-MAIL pelkeyfuneral@aol.com
EMPLOYER _____
MOTHER'S MAIDEN NAME _____
Name and address of someone who will always know your location: _____

SIGNATURE(S) - The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):
 Terms & Conditions Truth in Savings Funds Availability
 Electronic Fund Transfers Privacy Substitute Checks
 Common Features DEPOSIT ACCOUNT AGREEMENT

BACKUP WITHHOLDING CERTIFICATIONS
TIN: 33-1152761
 TAXPAYER I.D. NUMBER - The Taxpayer Identification Number shown above (TIN) is my correct taxpayer identification number.
 BACKUP WITHHOLDING - I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
 EXEMPT RECIPIENTS - I am an exempt recipient under the Internal Revenue Service Regulations.
SIGNATURE: I certify under penalties of perjury the statements checked in this section and that I am a U.S. citizen or other U.S. person (as defined in the instructions).
X Wayne Hennessy 11/16/2012
KITTERY FIRE STATION ASSOCIATION (Date)

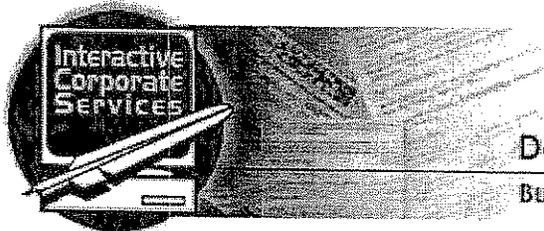
(1): [X Wayne Hennessy]
WAYNE HENNESSY
I.D. # xxx-xx-9127 D.O.B. 06/08/1957

(2): [X Toby Bowden]
TOBY BOWDEN
I.D. # _____ D.O.B. _____

(3): [X]
I.D. # _____ D.O.B. _____

(4): [X]
I.D. # _____ D.O.B. _____

 Authorized Signer (Individual Accounts Only)
[X]
I.D.# _____ D.O.B. _____



MAINE

Department of the Secretary of State
Bureau of Corporations, Elections and Commissions

Corporate Name Search

Information Summary

Subscriber activity report

This record contains information from the CEC database and is accurate as of: Wed Apr 04 2012 15:39:22. Please print or save for your records.

Legal Name	Charter Number	Filing Type	Status
KITTERY FIRE STATION ASSOCIATION, INC.	20120375ND	NONPROFIT CORPORATION (T13-B)	GOOD STANDING

Filing Date	Expiration Date	Jurisdiction
03/07/2012	N/A	MAINE

Other Names (A=Assumed ; F=Former)
NONE

Clerk/Registered Agent

DAN HALE
3 GEORGES ROAD
KITTERY, ME 03904

[Back to previous screen](#)

[New Search](#)

Click on a link to obtain additional information.

List of Filings

[View list of filings](#)

Obtain additional information:

Certificate of Existence <u>(more info)</u>	<u>Short Form without amendments</u>	<u>Long Form with amendments</u>
	(\$10.00)	(\$10.00)

You will need Adobe Acrobat version 3.0 or higher in order to view PDF files. If you encounter problems, visit the [troubleshooting page](#).



EFFECTIVE DATE: 06/24/2013

Policy Number: GL 8043029		Prior Policy: 8043029	
Billing Type: DIRECT BILL			
Coverage Is Provided In PEERLESS INSURANCE COMPANY - A STOCK COMPANY			
Named Insured and Mailing Address: KITTERY FIRE STATION ASSOCIATION 3 GORGES ROAD KITTERY ME 03904		Agent: COLE-HARRISON AGENCY 27 WALKER ST KITTERY ME 03904-1728	
<i>GENERAL COVERAGE</i>		Agent Code: 8210402	Agent Phone: (207)-439-5981

COMMON POLICY DECLARATIONS

In return for the payment of premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

POLICY PERIOD: From : 06/24/2013 To: 06/24/2014 at 12:01 AM Standard Time at your mailing address shown above.

FORM OF BUSINESS: NOT FOR PROFIT ORGANIZATION

BUSINESS DESCRIPTION: ASSOCIATION OF VOLUNTEER FIREMEN DOING FUNDRAISING

This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

	PREMIUM
Commercial General Liability Coverage Part	INCLUDED
Total Premium for all Liability Coverage Parts	\$ 500.00 MP
Terrorism Risk Insurance Act of 2002 and 2005 Coverage	\$ 1.00
Total Policy Premium	\$ 501.00

FORMS AND ENDORSEMENTS
Forms and Endorsements made a part of this policy at time of issue:

Applicable Forms and Endorsements are omitted if shown in specific Coverage Part/Coverage Form Declarations

Form Number	Description
CG2170	- 0108 CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
CG2176	- 0108 EXCL OF PUNITIVE DAMAGES RELATED TO CERTIFIED ACT
IL0003	- 0907 CALCULATION OF PREMIUM
IL0017	- 1198 COMMON POLICY CONDITIONS
IL0021	- 0702 NUCLEAR ENERGY LIABILITY EXCLUSION (BROAD FORM)
IL0247	- 0907 MAINE CHANGES - CANCELLATION AND NONRENEWAL

17-57 (06/94)

INSURED COPY

forming a part of

Policy Number: GL 8043029

Coverage Is Provided In PEERLESS INSURANCE COMPANY - A STOCK COMPANY

Named Insured:
KITTERY FIRE STATION
ASSOCIATION

Agent:
COLE-HARRISON AGENCY

Agent Code: 8210402

Agent Phone: (207)-439-5981

TOTAL ADVANCE PREMIUM FOR ALL LIABILITY COVERAGE PARTS \$ 500.00 MP

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

LIMITS OF INSURANCE

Each Occurrence Limit	\$ 1,000,000	
Damage To Premises Rented To You Limit	\$ 100,000	Any One Premises
Medical Expense Limit	\$ 5,000	Any One Person
Personal and Advertising Injury Limit	\$ 1,000,000	Any One Person or Organization
General Aggregate Limit (Other Than Products/Completed Operations)	\$ 2,000,000	
Products/Completed Operations Aggregate Limit	\$ 2,000,000	

LOCATION OF PREMISES

Location Number	Address of All Premises You Own, Rent or Occupy
001	3 GORGES ROAD KITTERY ME 03904

PREMIUM

Class Code	Classification Description		Rates		Advance Premium	
	Premium Base	Territory Code	Prods/Comp Ops	All Other	Prods/Comp Ops	All Other

ME

LOCATION 001

**Department of Public Safety
Division**

Liquor Licensing & Inspection



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

<u>BUREAU USE ONLY</u>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES 5/30/14

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input checked="" type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) --(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>Robert's Maine Grill LLC. DOB:</u>	2. Business Name (D/B/A) <u>Robert's Maine Grill + Market</u>
DOB:	
DOB:	Location (Street Address) <u>326 US Route 1</u>
Address <u>326 US Route 1</u>	City/Town <u>Kittery</u> State <u>ME</u> Zip Code <u>03904</u>
<u>Kittery ME 03904</u>	Mailing Address <u>PO Box 630</u>
City/Town <u>Kittery</u> State <u>ME</u> Zip Code <u>03904</u>	City/Town <u>Kittery</u> State <u>ME</u> Zip Code <u>03904</u>
Telephone Number <u>207-439-2733</u> Fax Number <u>207-439-2447</u>	Business Telephone Number <u>207-439-2733</u> Fax Number <u>207-439-2447</u>
Federal I.D. # <u>20-3789383</u>	Seller Certificate # <u>1087524</u>

3. If premises are a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ N/A FOOD \$ 3,119,642 LIQUOR \$ 219,097
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: Desiree Leavitt
8. If business is NEW or under new ownership, indicate starting date: _____
- Requested inspection date: _____ Business hours: _____
9. Business records are located at: 326 US Route 1 Kittery, ME 03904
10. Is/are applicants(s) citizens of the United States? YES NO

11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married: Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Michael Landgarten	9-16-58	Flushing, NY
Desiree Leavitt (Wyman)	8-10-65	Quincy, MA
Mary Pugliese (Cheney)	10-28-68	Richmond, VA
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Michael (Kittery Point, ME and Eliot, ME)	Desiree (Stafford, NH)	
Mary (Epping, NH and Hampton, NH)		

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued? Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: S-D Next Generation, Inc. PO Box 630 Kittery, ME 03904

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) Full service restaurant with small retail market. Diagram attached.

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2.7 miles Which of the above is nearest? School + church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: Mortgage from Kennebank Savings Bank

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Kittery ME on March 18, 2014
Town/City, State Date

Please sign in blue ink

[Signature]
Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

X Michael Landgarten
(Print)

STATE OF MAINE
 Liquor Licensing & Inspection Unit
 164 State House Station
 Augusta, Maine 04333-0164
 Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: Robert's Maine Grill LLC
 Business D/B/A Name: Robert's Maine Grill
2. Date of Incorporation: 11/2/2005
3. State in which you are incorporated: Maine
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Michael Landgarten	578 Haley Rd. Kittery Point, ME 26 Worster Rd. Eliot, ME	9-16-58	90%	Managing Member
Mark Fins	47 Old Farm Rd. Newton, MA	6-2-49	10%	Member

6. What is the amount of authorized stock? n/a Outstanding Stock? n/a
7. Is any principal officer of the corporation a law enforcement official? () YES (✓) NO
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? () YES (✓) NO.
9. If yes, please complete the following: Name: _____

Date of Conviction: _____ Offense: _____

Location: _____ Disposition: _____

Dated at: _____ City/Town On: _____ Date

[Signature] Date: 3/18/2014
 Signature of Duly Authorized Officer

Michael Landgarten
 Print Name of Duly Authorized Officer

GENERAL NOTES

1. SEE PLAN FOR ALL DIMENSIONS	11. SEE PLAN FOR ALL DIMENSIONS
2. SEE PLAN FOR ALL DIMENSIONS	12. SEE PLAN FOR ALL DIMENSIONS
3. SEE PLAN FOR ALL DIMENSIONS	13. SEE PLAN FOR ALL DIMENSIONS
4. SEE PLAN FOR ALL DIMENSIONS	14. SEE PLAN FOR ALL DIMENSIONS
5. SEE PLAN FOR ALL DIMENSIONS	15. SEE PLAN FOR ALL DIMENSIONS
6. SEE PLAN FOR ALL DIMENSIONS	16. SEE PLAN FOR ALL DIMENSIONS
7. SEE PLAN FOR ALL DIMENSIONS	17. SEE PLAN FOR ALL DIMENSIONS
8. SEE PLAN FOR ALL DIMENSIONS	18. SEE PLAN FOR ALL DIMENSIONS
9. SEE PLAN FOR ALL DIMENSIONS	19. SEE PLAN FOR ALL DIMENSIONS
10. SEE PLAN FOR ALL DIMENSIONS	20. SEE PLAN FOR ALL DIMENSIONS

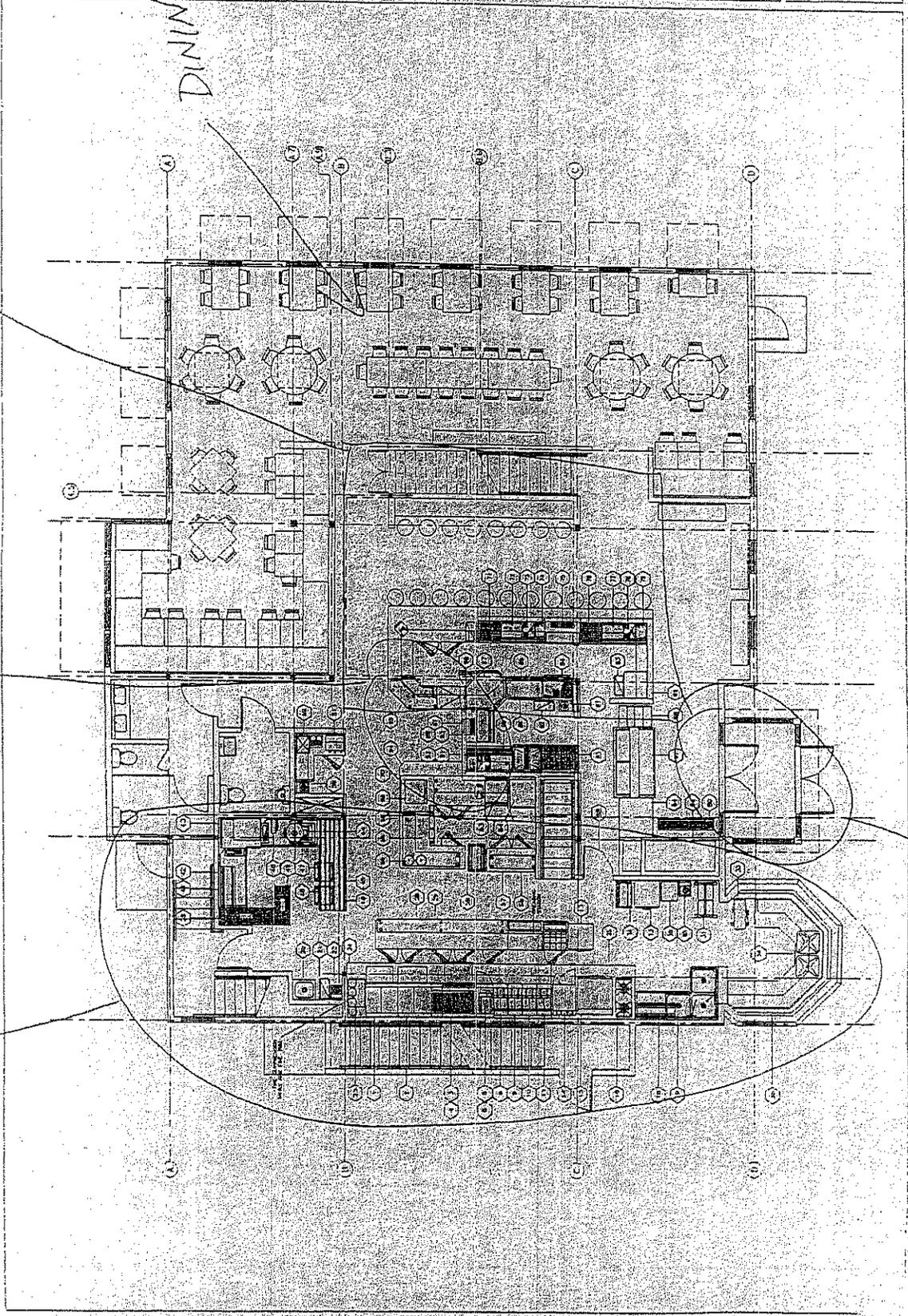
PROJECT: ROBERT'S MAINE GRILL AND MARKET HITTERTY, MAINE

DATE: 11/11/11

SCALE: 1/4" = 1'-0"

DESIGNER: SCHEMATIC PARTNERS ARCHITECTS

FS 1.1



BAR

Service Bar

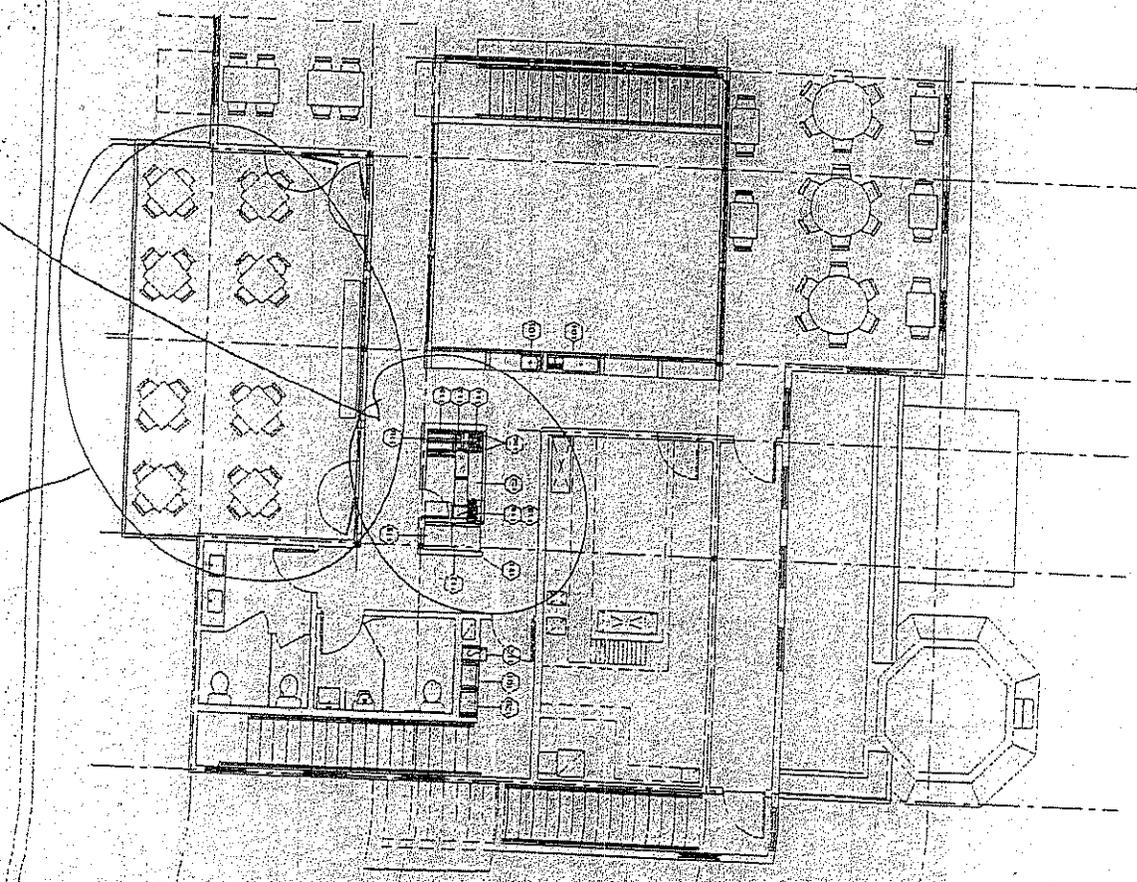
Kitchen

DINING

Entrance

1ST FLOOR

DECK
SERVICE BAR



EQUIPMENT SCHEDULE

Item No.	Description	Quantity	Manufacturer	Notes
1
2
3
4
5
6
7
8
9
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11
12
13
14
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49
50

PROJECT: ROBERT'S MAINE GRILL AND MARKET KITTERY, MAINE

DESIGNING: LIBBY INC.

DATE: 11/11/11

NO. 2

SCALE: 1/4" = 1'-0"

EQUIPMENT LAYOUT

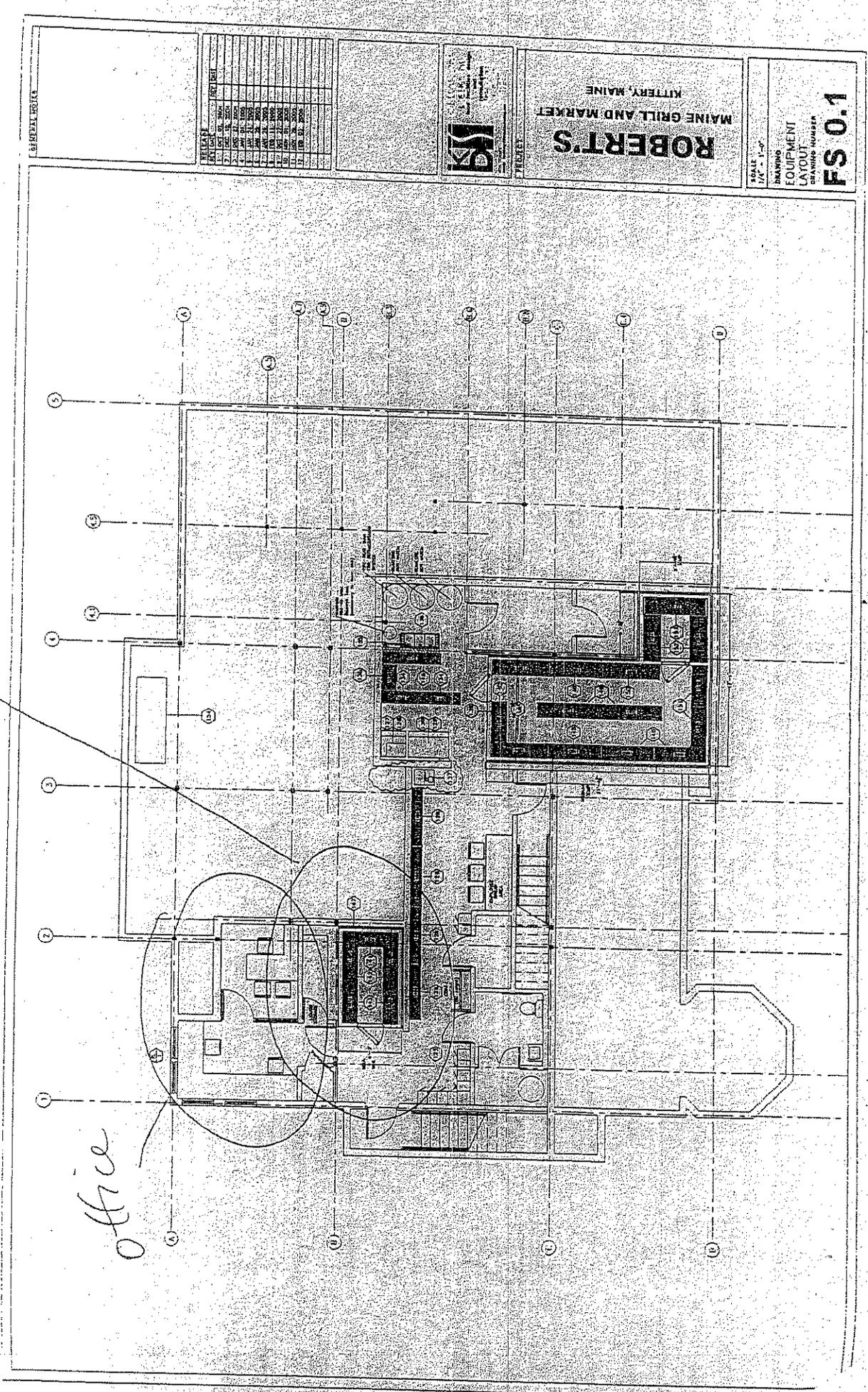
FS 2.1

2nd Floor

BASEMENT

LIQUOR STORAGE COSET }
BEER & WINE COOLER }
Bath }
lockable }

office



NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE		\$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

**Department of Public Safety
Division**

Liquor Licensing & Inspection



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

<u>BUREAU USE ONLY</u>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

PRESENT LICENSE EXPIRES 6-23-14

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|---|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.)	2. Business Name (D/B/A)
DOB:	
<u>WEATHERONE SEAFOODS</u>	<u>WEATHERONE BADGER'S ISLAND</u>
DOB:	Location (Street Address)
DOB:	<u>31 BADGER'S ISLAND WEST</u>
Address	City/Town State Zip Code
<u>31 BADGER'S ISLAND WEST</u>	<u>KITTERY ME 03904</u>
	Mailing Address
	<u>SAME</u>
City/Town State Zip Code	City/Town State Zip Code
<u>KITTERY ME 03904</u>	<u>KITTERY ME 03904</u>
Telephone Number Fax Number	Business Telephone Number Fax Number
<u>207-439-0335 207-439-7157</u>	<u>SAME SAME</u>
Federal I.D. #	Seller Certificate #
<u>521153451</u>	<u>R270889</u>

3. If premises are a hotel, indicate number of rooms available for transient guests: -
4. State amount of gross income from period of last license: ROOMS \$ - FOOD \$ 21,041 LIQUOR \$ 21,034
5. Is applicant a corporation, limited liability company or limited partnership? YES NO

complete Supplementary Questionnaire ,If YES

6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: SEAN NEATO
8. If business is NEW or under new ownership, indicate starting date: -
Requested inspection date: - Business hours: -
9. Business records are located at: 31 BADGER'S ISLAND WEST, KITTERY, ME
10. Is/are applicants(s) citizens of the United States? YES NO

11. Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
SEAN NEJUD	7-6-71	BATON ROUGE, LA

Residence address on all of the above for previous 5 years (Limit answer to city & state)
YORK, ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____
Offense: _____ Location: _____
Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: SAGNER FAMILY LMT. PARTNERSHIP, 31 BADGER'S ISL. WEST, KITTERY, ME 03904

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) _____
A seasonal waterfront restaurant.

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 5 mi Which of the above is nearest? church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: TD BANK - mortgage on this and several other properties

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: KITTERY, MAINE on MARCH 20, 20 14
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

TERRY SAGNER

STATE OF MAINE
Liquor Licensing & Inspection Unit
 164 State House Station
 Augusta, Maine 04333-0164
 Tel: (207) 624-7220 Fax: (207) 287-3424

SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: WEATHERCANE SEAFOODS
 Business D/B/A Name: WEATHERCANE BATHURST ISLAND DECK
2. Date of Incorporation: July 11, 1979
3. State in which you are incorporated: MAINE
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

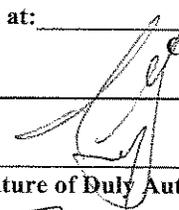
Name	Address Previous 5 Years	Birth Date	% of Stock	Title
TERRY GAWNER	7 WHALEBACK DR KITTERY PT, ME 03915	5-3-53	74.25	OWNER/PRES.
JANET GAWNER	" "	3-18-56	25.75	TREASURER
WILLIAM KURKUL	5 GOLDEN OAKS LN ANDOVER, MA 01810	7-1-53	.004	CFO

6. What is the amount of authorized stock? 6000 Outstanding Stock? 5004
7. Is any principal officer of the corporation a law enforcement official? () YES (X) NO
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? () YES (X) NO.
9. If yes, please complete the following: Name: _____

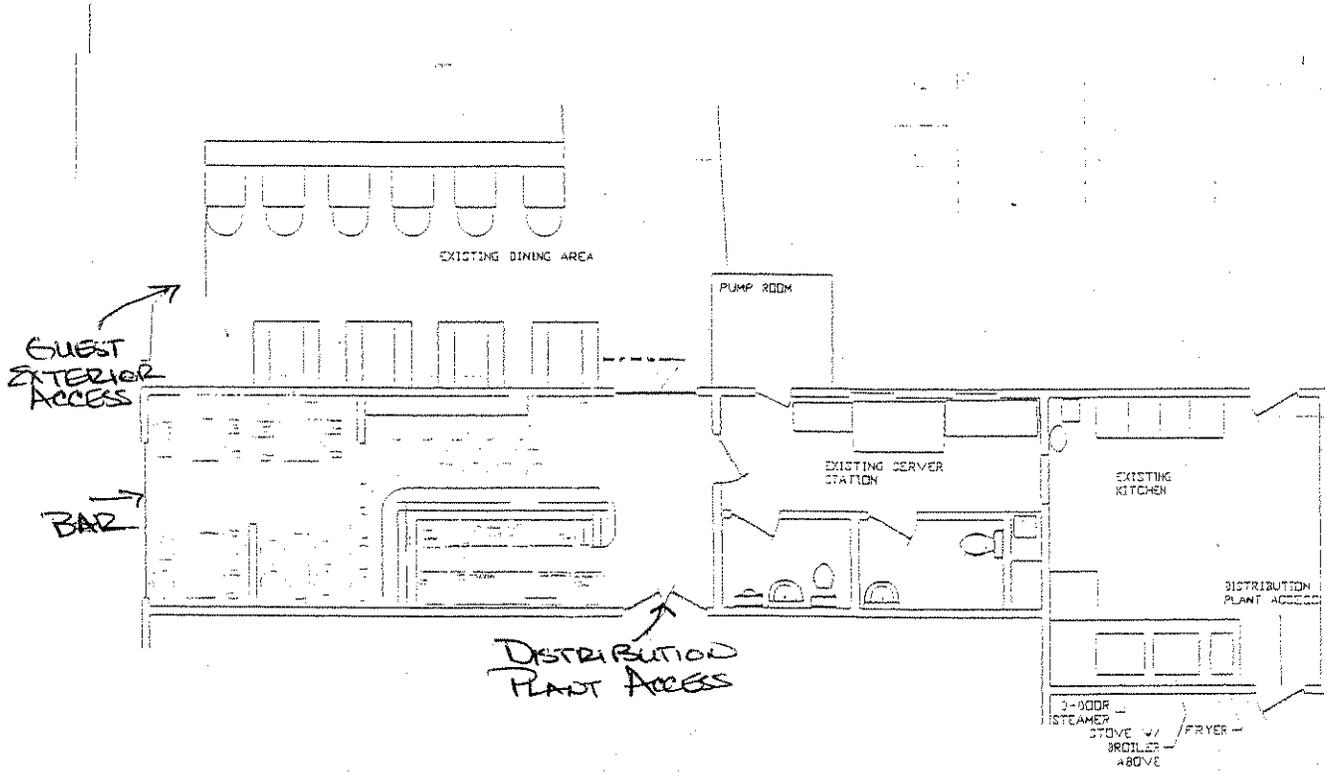
Date of Conviction: _____ Offense: _____

Location: _____ Disposition: _____

Dated at: _____ City/Town _____ On: _____ Date _____

Signature of Duly Authorized Officer:  Date: MARCH 20, 2014
 Print Name of Duly Authorized Officer: TERRY GAWNER

PREMISE DIAGRAM



STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: ف Municipal Officers ف County Commissioners of the
ف City ف Town ف Plantation ف Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS
NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
 - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
 - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.
 - A. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receUpon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

**Department of Public Safety
Liquor Licensing & Inspection
Division**



BUREAU USE ONLY	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.
To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

PRESENT LICENSE EXPIRES 4/9/2014

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

- INDICATE TYPE OF LICENSE:
- RESTAURANT (Class I,II,III,IV)
 - HOTEL-OPTINONAL FOOD (Class I-A)
 - CLASS A LOUNGE (Class X)
 - CLUB (Class V)
 - TAVERN (Class IV)
 - RESTAURANT/LOUNGE (Class XI)
 - HOTEL (Class I,II,III,IV)
 - CLUB-ON PREMISE CATERING (Class I)
 - GOLF CLUB (Class I,II,III,IV)
 - OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) --(Sole Proprietor, Corporation, Limited Liability Co., etc.)			2. Business Name (D/B/A)		
PETER N. IORDANOU DOB: 5-22-55			BADGER ISLAND PIZZERIA INC		
BADGER ISLAND PIZZERIA INC. DOB:			3 ISLAND AVE		
Address			Location (Street Address)		
46 DREW ROAD			KITTERY MAINE 03904		
City/Town State Zip Code			City/Town State Zip Code		
DOVER N.H. 03820			KITTERY MAINE 03904		
Telephone Number Fax Number			Business Telephone Number Fax Number		
207 439-5996			439-5996		
Federal I.D. #			Seller Certificate #		
84-1702239/0			1088205		

- If premises is a hotel, indicate number of rooms available for transient guests: _____
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$125K LIQUOR \$10K
- Is applicant a corporation, limited liability company or limited partnership? YES NO
If YES, complete Supplementary Questionnaire
- Do you permit dancing or entertainment on the licensed premises? YES NO
- If manager is to be employed, give name: _____
- If business is NEW or under new ownership, indicate starting date: _____
Requested inspection date: _____ Business hours: _____
- Business records are located at: 3 ISLAND AVE KITTERY MAINE
- Is/are applicants(s) citizens of the United States? YES NO
- Is/are applicant(s) residents of the State of Maine? YES NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
PETER N. IORDANOU	5/22/55	ATHENS GREECE

Residence address on all of the above for previous 5 years (Limit answer to city & state)
DOVER N.H.

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: PETROS N. IORDANOU Date of Conviction: 2004
 Offense: DISORDERLY CONDUCT. Location: 3 ISLAND AVE KITTERY
 Disposition: # \$25.00 ISSUING BAD CHECK
250 FINE ROCKINGHAM COUNTY

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued? YES NO If Yes, give name: 2003

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) PIZZA RESTAURANT

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1 MILE Which of the above is nearest? CHURCH

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO
If YES, give details: _____

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: KITTERY MAINE on 4/7, 2014
Town/City, State Date

Petros N. Iordanou
Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

PETROS N. IORDANOU
Print Name

Print Name

**MAINE DEPT OF
PUBLIC SAFETY**

STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424



SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES, AND LIMITED PARTNERSHIPS

- Exact Corporate Name: BADGER ISLAND PIZZERIA INC.
Business D/B/A Name: _____
- Date of Incorporation: 2006
- State in which you are incorporated: MAINE
- If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine: _____
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percent of stock owned:

Name	<i>Print Clearly</i> Address Previous 5 years	Birth Date	% of Stock	Title
PETER IORDANOV	46 DREW ROAD	5/22/55	100%	PRES.

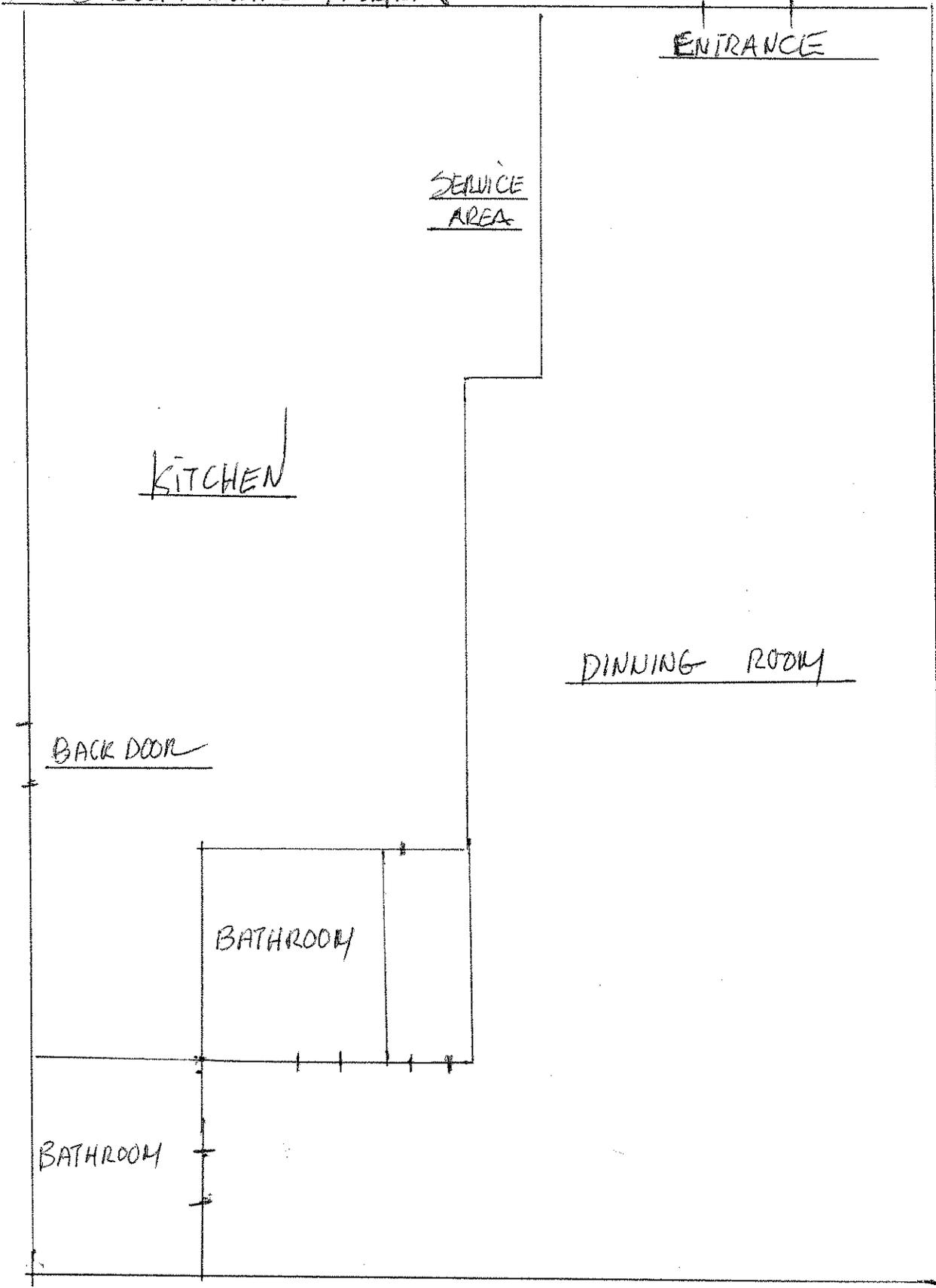
- What is the amount of authorized stock? N.A. Outstanding Stock? N.A.
- Is any principal officer of the corporation a law enforcement official? Yes No
- Has applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of the United States? Yes No
- If YES, please complete the following: Name: PETROS N. IORDANOV

Date of Conviction: 2004 Offense: DISORDERLY CONDUCT.
 Location: 3 ISLAND AVE Disposition: \$ 25
ISSUING BAD CHECK \$ 250 FINE ROCKINGHAM COURT
 Dated at: _____ On: 2003
 City/Town: KITTENY Date: _____

Peter Iordanov
Signature of Duly Authorized Officer
PETROS N. IORDANOV
Print Name of Duly Authorized Officer

4/7/2014
Date

BADGER ISLAND PIZZERIA



NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	

FILING FEE..... \$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: _____, Maine _____ SS

City/Town (County)

On: _____ Date

The undersigned being: [] Municipal Officers [] County Commissioners of the [] City [] Town [] Plantation [] Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS NOTICE - SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

- 1. Hearing. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing. A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).] B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).] C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c.589, §1 (amd).] 2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds: A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c.45, Pt.A§4 (new).] B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).] C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).] D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).] E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).] F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).] [1993, c.730, §27 (amd).] 3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2. A. [1993, c.730, §27 (rp).] 4. No license to person who moved to obtain a license. (REPEALED) 5. (TEXT EFFECTIVE 3/15/01) Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau. An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

**Articles for
Town Meeting/Secret Ballot Vote
June 10, 2014**

Article 2: Shall the town vote to authorize Town Council to transfer up to \$125,000 from unassigned funds and appropriate and expend up to \$125,000 when necessary into account #2022 Compensated Absences, to maintain a positive fund balance to pay for accrued vacation and /or sick leave to settle any unpaid benefits owed to retiring employees in FY'15?

Town Council Recommends - Vote: Yes No

Explanation: The purpose of this article is to provide funds when and if necessary in FY'14, to pay for accrued benefits owed retiring employees. This article transfers funds from the town's unassigned funds when a municipal employee retires. The reserve account balance is currently \$80,751.76. The purpose of this article in FY'15 is to pay only claims during the year to meet the town's liability and to return the reserve fund to a positive balance.

Article 3: Shall the town vote to authorize Town Council to transfer an amount not to exceed \$25,000 from unassigned funds when necessary and appropriate and expend up to \$25,000 for the purpose of paying the town's cost on accepted insurance claims against the town?

Town Council Recommends - Vote: Yes No

Explanation: The article requests exposing up to \$25,000 from the town's unassigned funds for use, when necessary, to pay the deductible and other associated costs on insurance claims instead of raising an amount from taxation within the town budget.

Article 4: Shall the town vote to authorize Town Council to transfer an amount not to exceed \$100,000 from unassigned funds when necessary and appropriate and expend up to \$100,000 for the purpose of providing the town's match to federal, state and non-profit grants?

Town Council Recommends - Vote: Yes No

Explanation: The Town Council expects continued applications to be filed for grants in a variety of areas by different town departments to assist with the operations and capital purchases. These grants, if successful, often require a local match to be raised. The article requests that up to \$100,000 from the town's surplus be transferred by the Town Council for the local match share of grants when received and accepted by the Town Council.

Article 5: Shall the town vote to authorize Town Council to transfer from unassigned funds an amount not to exceed \$40,000, when necessary and appropriate, and expend said amount to cover shortfalls in the FY'15 town departments' fuel accounts due to the unpredictable fuel pricing markets?

Town Council Recommends - Vote: Yes No

Explanation: The article is a result of the review of individual departments' vehicle and heating fuel accounts and the unstable fuel market pricing. This account would provide departments, who have exhausted their allocated fuel budgets, access to emergency fuel funds. The Town Council favored keeping the FY'15 fuel and utility accounts as low as possible, with the concept of this article exposing surplus funds as a safety net in case the market remains unstable.

Article 6: Shall the town vote to authorize Town Council to transfer an amount not to exceed \$40,000 from unassigned funds when necessary and appropriate and expend said amount for the purpose of providing the town's General Assistance Program as required by town, state and federal laws in FY'15?

Town Council Recommends - Vote: Yes No

Explanation: The General Assistance Program is budgeted from the town's operational budget each year. The program assists town citizens with welfare type services by following very strict state and federal guidelines for income eligibility within the General Assistance Ordinance. This article proposes to create a method, as in past years, for the Town Council to keep the General Assistance budget at level funding. If the General Assistance costs exceed the budget, this article would allow the Council to transfer an amount up to \$40,000 from surplus to cover the overage.

Article 7: Shall the Town vote to authorize Town Council to transfer an amount not to exceed \$50,000 when necessary from the unassigned funds and to appropriate and expend said amount at the discretion of the Town Council to pay for emergency repairs and energy efficiency improvements to town-owned facilities that are not contemplated in the regular FY'15 operating budget?

Town Council Recommends - Vote: Yes No

Explanation: Occasionally, repairs to town facilities are needed that have not been budgeted. In addition, energy efficiency projects are being identified to further save the town funds. This Article allows the Town Council the discretion to make emergency facility repairs and undertake energy efficiency projects through the use of up to \$50,000 from the Town's unassigned funds.



OFFICE OF THE TOWN CLERK
TOWN OF KITTERY, MAINE

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 439-0452 Fax: (207) 439-6806
website: www.kittery.org

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Karen Saltus

RESIDENCE: 16 Beachmonts Rd

MAILING (if different) _____

E-MAIL ADDRESS: Karen@Karensaltus.com PHONE #: (Home) 439 9056 (Work) same

Please circle your choices and list in order of priority by marking 1, 2, 3, etc.:

- | | |
|---------------------------------------|-------------------------------------|
| Board of Appeals | Board of Assessment Review |
| 1. <u>Conservation Commission</u> | 2. <u>Mary Safford Wildes Trust</u> |
| Planning Board | Shellfish Conservation Committee |
| Recycling Scholarship Selection Comm. | Community Center Bd. Of Directors |
| 3. <u>Parks Commission</u> | Open Space Committee |
| Port Authority | Other _____ |

EDUCATION/TRAINING: MA in MASS Comm or BS in MASS Comm from Emerson College

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Conservation Commission in Georgetown, ME

PRESENT EMPLOYMENT: self (voice over narrator)

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY?: Yes No

ANY KNOWN CONFLICT OF INTEREST: no

REASON FOR APPLICATION TO THIS BOARD: desire to preserve Kittery & help those in need

I HAVE ___/HAVE NOT ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Karen Saltus
SIGNATURE OF APPLICANT

3-19-14
DATE

RECEIVED
MAR 19 2014
BY: 3:30pm b.b



OFFICE OF THE TOWN CLERK
TOWN OF KITTERY, MAINE

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 439-0452 Fax: (207) 439-6806
website: www.kittery.org

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: JENNY O. WALL

RESIDENCE: 4 ROSELLEN DR. KITTERY PT., ME 03905

MAILING (if different)

E-MAIL ADDRESS: jenny.wall@jacks.com PHONE #: (Home) 215.360.5560 (Work) cell

Please circle your choices and list in order of priority by marking 1,2,3, etc.:

- Board of Appeals
Conservation Commission
2 Planning Board
Recycling Scholarship Selection Comm.
1 Parks Commission
Port Authority
Board of Assessment Review
Mary Safford Wildes Trust
Shellfish Conservation Committee
Community Center Bd. Of Directors
Open Space Committee
Other

EDUCATION/TRAINING: RHODE ISLAND SCHOOL OF DESIGN, ART + LANDSCAPE ARCH.

RELATED EXPERIENCE (Including other Boards and Commissions) served on the Parks and Rec. committee in Bidee, AZ and on councils in Tucson deciding Public art. Worked as a landscape designer in NE 20 yrs.

PRESENT EMPLOYMENT: Self

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY?: [X] Yes [] No

ANY KNOWN CONFLICT OF INTEREST: NONE

REASON FOR APPLICATION TO THIS BOARD: INTEREST

I HAVE /HAVE NOT ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

SIGNATURE OF APPLICANT

3/19/14 DATE

RECEIVED
MAR 19 2014
7:00 pm
BB

4/14 agenda

KITTERY/ELIOT MEMORIAL POST 9394

of the
VETERANS OF FOREIGN WARS



BY: _____

26 March 2014

Kittery Town Council
% Nancy Colbert Puff, Town Manager
200 Rogers Road
Kittery, Me. 03904

Dear Council members:

The officers and members of Kittery/Eliot Memorial Post 9394 formally request your permission to hold our Memorial Day parade and ceremonies on 24 May 2014.

We will step off at 0900 hours from Walker Street, turn left onto Wentworth Street, right onto Whipple Road, left onto Shapleigh Road, pass the reviewing stand in front of Ace Hardware and onto Orchard Grove cemetery for our final ceremonies.

At this time we invite all town officials to join us either on the reviewing stand or on Walker St. no later than 0845 hours.

Please call if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Allen Carter". The ink is dark and the signature is fluid.

Allen Carter, Quartermaster

22 Fall Mill Rd.

York, Me. 03909

363-3215



TOWN OF KITTERY, MAINE

APR 07 2014

TOWN CLERK'S OFFICE

BY: 9:35 Am

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Emily Bailey

RESIDENCE: 25 Love Lane, Kittery, ME 03904

MAILING (if different) _____

E-MAIL ADDRESS: emilybailey41@gmail.com PHONE #: (Home) 207-475-8050 (Work) 603-778-3281

Please check your choices and list in order of priority by marking 1,2,3, etc.:

- | | |
|---|--|
| <input type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Cable Television Rate Regulation Board | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Comm. | <input type="checkbox"/> Community Center Bldg. Comm./Rec. Comm. |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other <u>Rice Public Library</u> |

EDUCATION/TRAINING: B.S. Communications, Marketing Professional

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Kittery Block Party - Volunteer / Marketing

Womenard of Greater Portsmouth - Founding board member

PRESENT EMPLOYMENT: Marketing at Lindt Chocolate

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY Yes No

ANY KNOWN CONFLICT OF INTEREST: n/a

REASON FOR APPLICATION TO THIS BOARD: Commitment to Community Building

I HAVE ___/HAVE NOT ___ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

[Signature]
SIGNATURE OF APPLICANT

4/5/2014
DATE



TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

ncolbertpuff@kitteryme.org

Nancy Colbert Puff
Town Manager

INTEROFFICE MEMORANDUM

TO: TOWN COUNCIL
FROM: NANCY COLBERT PUFF, TOWN MANAGER *NCP*
SUBJECT: TRANSFER OF APPROPRIATIONS – UNDERGROUND UTILITIES AT BELLAMY LANE
DATE: APRIL 8, 2014
CC: CINDY SAKLAD, FINANCE DIRECTOR

Pursuant to Section 6.09.4 of the Town Charter, I hereby request the Council make the following two transfers as discussed at its December 23, 2013 meeting:

Transfers from:

CIP Pepperell Cove Wharf (CIP #4054)	-\$14,000
CIP Port Authority Equipment Reserve (CIP #4055)	<u>-\$20,185</u>
Total	-34,185

Transfers to:

CIP Pepperell Cove Paving/Utilities (CIP #4503)	\$14,000
	<u>\$20,185</u>
	\$34,185

From: The Dance Hall [<mailto:drikaoverton@gmail.com>]
Sent: Tuesday, March 11, 2014 10:26 AM
To: krafting@aol.com; Jeffrey Thomson; Nancy Colbert Puff
Subject: Maine at Work program of The Maine Humanities Council

Hi all,

I just wanted to let you know that we had applied for and received the grant for this program from the Maine Humanities Council and will be presenting it free to the community on Saturday, May 17.

I would like to add the town and museum as "community partners" for the purposes of getting the word out. I know David Greenham he will give a great performance geared to our community.

If feel like there are specific issues that could be addressed, please let me know I can pass them along to David. With our mutual focus on the Kittery Foreside at the moment, I think it is a great opportunity for this kind of event.

Please let me know your thoughts.

All the best,

Drika

Maine at Work: Program description



In a time when our nation seems unable to find common ground or have a civil conversation on any number of public issues—the Maine Humanities Council introduces What It Means to Be a Mainer: Conversations Within Communities, a program that will use theater, texts, and facilitated discussion to help Maine’s communities engage in civic discourse by opening conversations around urgent state and local issues. What it Means to Be a Mainer will encourage thoughtful, civil, public discourse through three intersecting projects that will run from November 2012 to October 2014.

Maine at Work is the second of the three projects under What It Means to Be a Mainer.

“Maine at Work” is David Greenham’s newest Theater of Ideas traveling performance. Theater of Ideas takes a challenging topic and turns it into a 30-minute performance based on primary source documents, historical characters, humor, little-known facts, thought-provoking stories, and material gathered from historic sources. Following the performance, the actor engages the audience in a discussion. For this project, Greenham will focus on jobs, exploring the history and present-day state of employment in Maine. After each performance, Greenham will lead the audience in discussion of the future of jobs both in the state and in their community. There is no attempt to change opinions or to reach consensus; the goal is simply to encourage the audience to reflect on and share their thoughts about what they have heard and seen. Sites will apply to the MHC to host a performance.

Each performance has the potential to adjust to specific community needs. Simply answer the following “Optional” questions on the application: Is there a way for this program to specifically address or encourage discussion about a particular area of interest about jobs in your community? For example, has a local business recently closed? Is there a recent trend in community employment going on, such as new businesses being developed by young people? We will research your community prior to the performance and encourage discussions of jobs as it relates directly to your community.

To apply and for further information, visit:
<http://mainehumanities.org/programs/mainers/work.html>

**FYI List
For Council Agenda Packets
For April 14, 2014**

- Tentative Agenda Item schedule for upcoming Council meetings (and workshops)
- Copy of complimentary letter from Louis Kochanek of Kittery Point for the Recreation Dept. and janitorial as well as the KCC facility

2014 TENTATIVE AGENDA ITEMS

April 28, 2014: Workshop – 6 pm: KTC, Town Manager, Rice Library Board of Trustees and representatives of the KCC Board of Directors to discuss future plans for the library

- Disbursement warrants
- Presentation of Municipal FY15 budget (#9)
- Appointment of Election Clerks for a 2 year term
- Application from Maureen Convery for her re-appointment to the Kittery Community Center Board of Directors
- New Application for a Malt & Vinous Liquor License from Badger's Island Pizza LLC for Badger's Island Pizza, 3 Island Ave.
- Request from Odyssey of the Mind to hold a tag day fundraiser at the Solid Waste Transfer Facility on Saturday, May 10th.

PUBLIC HEARINGS:

- New Victualer's Application from Bill's Grill LLC for Mike's Dogs, 8 Dexter Lane (Outlet Mall)
- New Victualer's Application from Badger's Island Pizza LLC for Badger's Island Pizza, 3 Island Ave.

May 12, 2014:

- Disbursement warrants
- Budget Validation Referendum Public Hearing
- School ordinances
- Schedule June 9th for public hearing to vote on FY '15 budget
- Appt rep to meet with Chair to interview Danielle Avery for her appointment to the KCC Board of Directors to replace Tess Schneier

Weds., May 28, 2014:

- Disbursement warrants

FUTURE WORKSHOPS

- Continuation of discussion on septic ordinance
-

FUTURE AGENDA ITEMS

Public Hearing on amendments to Chapter 10.1, Rules of the Road, 10.1.9, Traffic Restrictions – Trucks, Buses and Tractor-Trailer Vehicles, 10.2, Stop Intersections Designated, 10.2.2.1 – on Public Ways, and 10.3., Stopping, Standing and Parking, 10.3.1, General Parking regulations, 10.3.1.1, Prohibited at All Times, and 10.3.1.5, Time Period Restrictions.

106 Goodwin Road
Kittery Point, Maine 03905

27 March 2014

RECEIVED
MAR 31 2014

BY:

Ms. Nancy Colbert Puff
Town Manager
200 Rogers Road
Kittery, Maine 03904

Dear Ms. Puff,

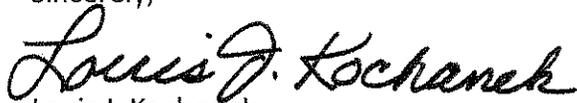
The purpose of this letter is to express my very high regard for the Kittery Recreation facility which has blossomed in recent months. My wife and I have owned property in Kittery Point since 1982 but we did not live in Kittery permanently until 2000 due to the fact that I served 23 years in the United States Army and 21 in the United States Foreign Service.

A few months ago we joined the Kittery Recreation Center and apart from using the exercise facilities at the Center, we have also enjoyed the many events at the Center such as the farmers' market and theater productions. My wife and I have marveled at the spotless condition of the exercise facilities as well as the condition of the Center in general. We have lived in several parts of the United States and also in various parts of Europe and the Middle East but we have never felt more connected to any location more than the town of Kittery as a result of our membership and participation at the Recreation Center.

We have never lived in a community where a civic center has created such a warm, family-oriented environment. As we use the walking track, we have enjoyed watching pre-school age children frolicking on the basket ball court and also enjoyed seeing young adults playing basketball later in the day.

Finally I would like to commend the staff starting with the Recreation Director, Ms. Janice Grady, as well as the administrative staff and the cleaning force for their professionalism and the very high standard of their service to the community. The town of Kittery should be very proud of them all.

Sincerely,


Louis J. Kochanek

CC Town Council, Ms. Janice Grady, Recreation Director