

TOWN OF KITTERY



2015 Application to the
Land & Water Conservation Fund

For Multi-Use Fields and Pathways at Emery Field



**MAINE DEPARTMENT OF AGRICULTURE,
CONSERVATION, AND FORESTRY**

**Grants & Community Recreation Division
124 State House Station
Augusta, Maine 04333**

SECTION 3.0 PROJECT APPLICATION CHECKLIST

The items necessary to complete the Land and Water Conservation Fund application are listed below. Please provide these items in the order listed. **Each section should be labeled, indexed, or tabbed as indicated. Use this checklist to ensure you have submitted a complete application.** Incomplete applications will not be reviewed and not receive funding. Applicants must provide one original hard copy and electronic copies of all documents on or before the application deadline of November 20, 2015(postmark date).

TAB 1:

- LWCF Checklist
- Transmittal Letter
- Resolution/Vote of Legislative body or membership
- Legal Authority to Apply

TAB 2:

- Application Forms

TAB 3:

- Project Maps/Plans
- DNF

TAB 4:

- Project Cost Estimates
- SF 424 C
- Project timetable

TAB 5:

- Project Description and Environmental Screening Form (PD/ESF)
- MDIFW & MNAP response letters

TAB 6:

- Copy of Relevant Section(s) of Local Comprehensive Plan

TAB 7:

- Historic Preservation Responses

TAB 8:

- Debarment Certificate
- Assurances
- Civil Rights Assurances
- "Joint Use" Agreement (if applicable)

TAB 9:

- Community Support



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

November 18, 2015

Bureau of Parks and Lands
Mr. Doug Beck, Alternate State Liaison Officer
124 State House Station
Augusta, Maine 04333-0124

Dear Mr. Beck,

The Town of Kittery is pleased to forward this application under the Land and Water Conservation Fund (LWCF) program administered through the Maine Department of Agriculture, Forestry and Conservation. The Town of Kittery is applying for an LWCF grant in the amount of \$187,000 in federal funds for the development of multi-use playing fields and walking pathways at Emery Field.

I am aware that should this application receive approval, there are federal and state requirements for project conduct and for operation and maintenance of the completed facility with which the Town will be obligated to comply. Emery received a \$15,000 LWCF grant in the 1980's (LWCF Project #23-00525)¹, and as a result, already meets these requirements.

The required local legislative approval was obtained from the Town Council on November 9, 2015.

Norman Albert, Commissioner of Public Works, will be the principal contact and project manager for this project. He can be reached by telephone at 439-0333 and nalbert@kitteryme.org or by correspondence at 200 Rogers Road, Kittery, ME 03904.

Sincerely,

Nancy Colbert Puff
Town Manager

¹ The grant was used to fund development of a softball field at this location which has since been replaced at another site in Town. ADA accessibility at the site can be improved.



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

I hereby certify, that on November 9, 2015, the Kittery Town Council resolved to authorize the Town Manager to apply, on behalf of the Town, for federal financing assistance under the provisions of the Land and Water Conservation Fund Act, Public Law 88-578 for the development of Emery Field; and further authorize Town Manager to enter into the Land and Water Conservation Fund Project Agreement with the State subsequent to federal approval of the project.

Contingent upon approval of federal funds, the Town Council will appropriate local funds required to match the grant, and further recognizes that the grant program operates on a reimbursement basis, whereby the Town is obligated to pay all costs of the project "up-front," to be repaid by federal reimbursement.

Maryann Place

Maryann Place
Kittery Town Clerk



TOWN OF KITTERY
200 Rogers Road, Kittery, ME 03904
Telephone: 207-439-0452 Fax: 207-439-6806

Project Certification

This is to certify that the Kittery Town Council hereby authorizes the Town Manager to make application for financial assistance under the provisions of the Land and Water Conservation Fund Act, Public Law 88-578 for development of Multi-Use Fields and Pathways at Emery Field.

This further certifies that the Kittery Town Council is familiar with the terms and conditions of the Land and Water Conservation Fund Project Agreement, revision dated March 1995 and hereby authorizes the Town Manager to enter into said agreement between the Town of Kittery and the State of Maine upon federal approval of the above identified project.

This further certifies that the Recreation Department has been legally constituted and is responsible for planning and carrying out the municipal recreation program, and the continued operation and maintenance of this completed project in accordance with the terms and conditions of the Land and Water Conservation Fund Project Agreement. The Recreation Department is established and organized pursuant to Section IV of Town Code, which was recodified and ordained on July 26, 2010.

And this further certifies that except for the financial assistance requested by this project

Date 11/9/15 At TOWN COUNCIL
application, no financial assistance has been applied for, given or promised under any other State or Federal Program.

And signed by: Barber

Jeff Thomson

Michael S. Remont

PROJECT NARRATIVE AND QUESTIONNAIRE

The Project Narrative/Questionnaire on the following pages must be completed as part of the application process and included in the materials submitted to the Bureau of Parks and Lands.

If using additional sheets of paper when completing an item, please indicate the Section and Number being addressed on the additional sheets.

LWCF GRANT APPLICATION FORM – Part 1: General Information

1.1 Applicant Information	
Sponsor Name: Town of Kittery	
Contact Person Name Nancy Colbert Puff and Title: Town Manager	
Telephone #: 475-1329	E-Mail: ncolbertpuff@kitteryme.org
Physical Address: 200 Rogers Road	
Mailing Address if different:	
City Kittery, State ME Zip 03904	
Congressional District 1st	
Federal EIN/TIN Number: 01-6000224	
Organizational DUNS 093629822	
Based on most recent US Census data, please provide the following:	
1. Population of community in which project is located:	9,490
2. Population increase/decrease – latest 10 year figures:	-83
3. Community median family income:	\$60,862 (Med. HH Income)
1.2 Project Information	
Project Name: Emery Field Multi-Use Fields and Pathways	
Location (Road/Street, Town/City): 2 Cole Street, Kittery	
Latitude N41°05'16.83"W Longitude W76°41'28.52"E	
Congressional District 1st	

Type of project/facility proposed (i.e., ball field, tennis courts, day use park, etc.):

This project proposes to return Emery Field to a key part of the Town’s recreational system by renovating open field space to serve as two U10 soccer fields and one lacrosse field, with walking paths around the fields and park. This project is a “first step” recommended in an overall master plan for Kittery’s recreational athletic fields, as it will alleviate overuse of other facilities (thereby improving their playing surfaces) and provide a place for the emerging sport of lacrosse to play.

Future improvements to the Emery facility identified as part of the master plan include a picnic area, tennis courts, playground, and storage structure. These are not part of this proposal at this time.

What are the lands uses surrounding the project site (i.e., residential, commercial, undeveloped woodland, etc.):

Emery Field is located in an area of Kittery known as Admiralty Village, which is largely residential, and whose population has historically been made up of employees of the adjacent Portsmouth Naval Shipyard. One side of the property is bordered by undeveloped forested land.

Compared with other areas of Town, Admiralty Village is fairly densely developed and houses low to medium income individuals and families.

1.3 Project Type: Check the box for the type of project you are requesting funding for.

Renovation – of a public outdoor recreation facility that is at least 20 years old.

Documentation of when facility was originally constructed and when it was last renovated must be provided.

In 1983 the Town was awarded a \$15,000 LWCF grant (Project No. 23-00525) to renovate the field into a softball field. Since then the Town has relocated softball to other fields in Town, and Emery goes underutilized as unmarked open space.

Combination renovation/development – renovation of a public outdoor recreation facility that is at least 20 years old (**provide documentation as described above**), and development/construction of a new outdoor facility.

Combination acquisition/development – purchase of permanent rights (fee or easement) in land for public outdoor recreation purposes and development/construction of a new public outdoor recreation facility.

New construction – of a new public outdoor recreation facility.

Acquisition – of permanent right (fee or easement) in land for public outdoor recreation purposes.

1.4 Consistency with Municipal Plans

Is the need for the proposed project identified in a locally approved Municipal Comprehensive Plan, a municipal recreation plan, and/or a municipal open space plan?

Yes

No

If Yes, provide documentation*

*Documentation should include copies of the report(s) title page, table of contents, and only those sections of the report(s) that relate to the proposed project in this application, and included in Section 6. **Do not attach a complete copy of the referenced plan(s) with this application.**

Does the municipality's comprehensive plan have a current Finding of Consistency from the State Planning Office or Department of Agriculture, Conservation & Forestry?

Yes No If Yes, provide documentation from SPO / DACF

A letter from the State Planning Office is attached.

Has the municipality adopted the comprehensive plan?

Yes No If Yes, provide documentation

The Town Council adopted the Comprehensive Plan on March 25, 2002. An excerpt from the approved meeting minutes reflecting the vote are attached.

Does the municipality have a current "State Certified Growth Management Plan"?

Yes No If Yes, provide documentation from SPO / DACF

1.5 Project Scope

A. Explain, in concise terms, the scope of the work and/or what you intend to accomplish through this project (use additional sheets if necessary).

The scope will include the design and construction of two U-10 soccer fields, one regulation sized lacrosse field, and ADA-accessible walking/exercise pathways surrounding the fields.

At present, Kittery's playing fields are over-utilized, which presents a challenge from a maintenance standpoint as well as from a scheduling one. This effort is designed to improve fields safety overall by constructing new fields which will alleviate the pressure to overuse other areas, and allow for natural turf maintenance to be enhanced. In addition, Emery will be able to accommodate an increasing participation in lacrosse, and pathway construction will allow people of all ages, visitors and neighbors alike, to enjoy a "walk in the park."

B. How does this project relate to the America's Great Outdoor Initiative?

One of the goals of the Great Outdoor Initiative is to

“Reconnect Americans, especially children, to America's rivers and waterways, landscapes of national significance, ranches, farms and forests, great parks, and coasts and beaches by exploring a variety of efforts, including:

(A) promoting community-based recreation and conservation, including local parks, greenways, beaches, and waterways;”

This project fulfills that goal by renovating a neighborhood park to increase its use by all ages – from younger children who will use the U-10 soccer fields, to pre-teen and young adults who are interested in pursuing lacrosse as a sport, and for all ages who can enjoy walking/exercise pathways that will surround this project.

PROJECT NARRATIVE

2.1 Community Support – Describe community support for the project. Document public hearings, resident questionnaires/surveys, town meetings where a need for the project has been expressed, support letters from local organizations, schools, clubs, etc. Provide documentation of all support indicated in your response.

The Emery Field Multi-Use Fields and Pathways project is the top priority of the recently-completed Kittery Master Plan for Athletic Fields. The Master Plan itself was a “public-private” partnership, where Town residents interested in improving the Town's recreational facilities raised \$12,500 in funding which was matched by the Town to fund a consultant to prepare the plan. As part of this effort, the residents organized themselves into the Kittery Athletic Field Improvement Committee (KAFI) and led efforts to reach out to the community and involve them in the planning process. KAFI established Facebook and Twitter accounts (<https://www.facebook.com/kitteryathleticfields> and <https://twitter.com/kaficomm>), and spread the word via flyers, and word of mouth. In addition, all meetings were repeatedly broadcast on Kittery's local cable access channel (22), and are available on You Tube

(<https://www.youtube.com/channel/UCxvrUAYvfc8dTdLiuVC2qRA>) for instant access.

The master plan was guided by an advisory committee which was comprised of KAFI representatives, the Public Works Commissioner, the Assistant Director of Recreation, the School Department Athletic Director, and the Town Manager. Following is a summary of meetings held:

Meeting	Subject	Date
<i>Field Study Advisory Group</i>	Project kick-off meeting, outline scope of work, review project schedule requirements	January 12, 2015
<i>Field Study Advisory Group</i>	Further outline of project schedule, review initial field reconnaissance findings	February 4, 2015
<i>Initial Public Outreach and Input Meeting</i>	Review of initial mapping and field reconnaissance efforts, receipt of comments regarding limitations and opportunities at all playing venues	February 10, 2015
<i>Field Study Advisory Group</i>	Review of initial site concept plans	March 2, 2015
<i>Public Outreach Meeting</i>	Present draft improvement plans, receipt of comments and suggestions for moving forward	March 4, 2015
<i>Field Study Advisory Group</i>	General review of DRAFT master plan document including all field concept plans...	March 30, 2015
<i>Public Outreach Meeting</i>	Identify options for field planning efforts	April 8, 2015
<i>Field Study Advisory Group</i>	Detailed review of DRAFT master plan document including all field concept plans...	June 9, 2015
<i>Board of Selectmen</i>	Present Kittery Athletic Fields Master Plan and receive public comment	TBD

Additional meetings of the Field Study Advisory group were held in Fall, 2015, leading to a Town Council presentation on October 26th.

2.2 PROJECT IMPACT ON RECREATIONAL OPPORTUNITY

2.2. a. Existing Facilities/Use

Indicate the number, condition, and availability of similar facilities you are proposing to develop/renovate/acquire within the community (include school facilities that are available to the public), and provide information on the present condition and level of use (type of users, number of users/level of use) of those facilities.

Attached is a usage matrix of all athletic fields which was prepared as part of the master planning effort. Currently used for soccer and lacrosse are:

1. Shapleigh Upper Field
2. Shapleigh Lower Field
3. Haley Field
4. Emery Field

5. Frisbee Common (informal)

As the matrix reveals, recommended field usage per field is 180 hours per season to maintain good field conditions. All the above fields (except Emery in the spring season) exceed recommended usage, some by more than twice the number of hours. Soccer occupied the most number of hours of field use of any sport by far (approx. 49% of the total for the year).

This project will add two small soccer fields (the current open area is used for soccer), and allow for the fields to also be marked as one full-sized lacrosse field. Expanded, renovated soccer fields at Emery will reduce overuse at Haley Field, and Shapleigh Lower Field. There is no regulation lacrosse field – Shapleigh Upper and Haley Field are used for this sport currently. By providing space at Emery Field for lacrosse, similar benefits in reducing overuse of fields results, while users will also benefit from having a regulation-sized/marked place to play.

Finally: The Town has only 1 ADA accessible walking/exercise path located west of I-95 at the Shapleigh School property.

2.2. b. Proposed Facility Use Estimate

Provide an estimate of the amount of use the proposed facility will receive. Estimates should be done on a weekly, seasonal, or annual basis.

The project anticipates the newly added fields at Emery will each be used at least 180 hours/season, (totaling 720 annually), and the lacrosse field may add up to 47 hours in the spring (which will likely increase due to field availability and a trending increase in participation). Additional informal (“pick up”) use by the neighborhood is also expected.

Use of walking/exercise pathways surrounding the fields is estimated to be common most times the fields are in use, as well as regular informal use.

A total of 461 participants are enrolled in soccer and lacrosse programs. Of these, about 90 are associated with school-based team programs. This project at Emery field is not targeted for school-based usage, however, the improvements to Emery are expected to allow for an improved playing surface at Haley Field, by reducing its overuse.

Finally: there are no ADA accessible walking/exercise paths in this densely developed area of Town. We expect this improvement will attract heavy neighborhood use, in addition to spectator use.

2.2. c. Project Priority

Explain the impact(s) of delaying or not doing this project at this time.

The master plan project grew out of an urgent need to address accessibility and maintenance of the Town’s recreational fields. An informal group of residents began meeting to discuss making improvements to Memorial Field, but quickly realized that this one field was part of an overall problem that needed to be addressed. They organized themselves into the Kittery Athletic Field Improvement (KAFI) committee, and raised \$12,500 towards the production of an overall master plan. This project is the top priority of the plan.

Emery was chosen as a top priority due to the multi-use nature of the proposal, the fact that it efficiently renovates an existing asset, and that it will both address a need for additional soccer venues as well as providing space for an expanding activity (lacrosse). In addition, the committee saw this as a neighborhood improvement that is and will be enjoyed by others in addition to those participating in organized athletics.

Delaying this project presents a difficult prospect – the working committee will likely reconvene to determine how to proceed with Town/in-kind/KAFI matching funds in a more limited way. This project will remain a top priority and may seek funding through a future grant round.

2.2. d. Area of Service and connectivity as prioritized in SCORP

Describe the area the majority of users of the new facility(ies) will come from. Will it be the immediate neighborhood, a large segment of the community, community-wide, multi-town, or regional? Provide documentation for multi-town and regional projects.

The project will benefit users community-wide who participate in organized athletics, but will also continue to offer the immediate neighborhood with recreational opportunities on a more informal basis. It addresses “Priority Area 1: Connect More Mainers of All Ages with the Health and Wellness Benefits of Outdoor Recreation,” of the SCORP by encouraging activity for people of all ages. Strategies A, C, and D are all addressed by this project.

Strategy A, in part, states “Foster and support the growth of clubs and groups utilizing outdoor recreation resources (e.g., trails, water access, etc.) for healthy activities such as weekly walking/biking groups, outdoor yoga, scheduled paddling outings, etc. ... Look for opportunities to develop recreation sites well-suited to formal and informal group activity. (emphasis added)” This project was selected as a top priority in the Athletic Master Plan because it serves diverse activities, supports a growing sport, and is very well suited to both formal and informal activity.

Strategies C.4 -7 focus on providing adaptable, multiuse facilities that are conveniently located for working families. Emery multiuse fields are designed to serve multiple sports, and the walking paths which will be constructed around the facility are intended to serve health and wellness of working parents in the neighborhood.

In addition, Strategy D which aims to meet the interests and abilities of an older and less abled public is also fulfilled through the walking/exercise paths to be developed, in a “close to home” setting.

2.2. e. User Profile

Identify the projected users of the facility (age ranges, male/female, teams/leagues, groups, individuals).

Projected users include youth soccer participants, lacrosse players, walkers, and neighborhood residents.

Youth soccer (including recreational and travel teams) currently has 355 enrolled on 29 teams. Lacrosse has one organized team of 16 players.

2.2. f. Participant/Spectator Use

Will the predominant use of the facility be for active or passive activities? If applicable, identify any planned spectator accommodations.

The facility will predominantly be used for active recreation, though future plans include a picnic area and playground which will provide spectator accommodations.

2.3 SITE AND PROJECT QUALITY

2.3. a. Site Accessibility

Describe the relationship/proximity of the site to the majority of the anticipated users and to community service centers. The closer people are to a recreational area the more likely they are to use that area. Given this, how many people are proximate to this development? Count residences, businesses and/or schools within a one mile radius of your proposed project. Be specific, cite data sources. What is your vision for the level of use this trail will get.

Include information on access to the site from public roads, visibility of project, and hours of operation. If your facility is not close to a natural user base, what will compel people to drive to this site and use this facility?

Using the Town's Assessing database in conjunction with our GIS system, a 1 mile radius around the site captures a mixture of uses near the site:

- 1,309 residential properties
- 101 non-residential uses (3- "branch bank", 9- "Commercial", 1- "DryCleaner/Laundry", 1- "Funeral Home", 1- "Furn Showroom", 1- "Local Shop Cntr", 4- "Motel", 1- "NightClub/Bar", 20- "Office", 3- "PreEngWarehouse", 1- "Prof Office", 6- "Restaurant", 9- "Service Station/Shop", 15- "store", 21- "stores/apt Com", 1- "Truck terminal", 4- "Warehouse")
- 13 institutional properties (5- "Churches", 4- "Clubs/lodges", 2- "Fire Stations", 2- "Schools", 2- "Library")

Emery Field is within walking distance of most Town Services, including the Community Center, the Library, High School, and is 1.8 miles from Town Hall. It is quite visible and well-known in the neighborhood, and enjoys frequent use from all residents in Town associated with the organized athletics that occur there.

We envision the walking/exercise pathways (which offer looped routes of approximately ¼ and ½ miles) to be constructed will receive heavy use, as they will offer an opportunity that does not currently exist in this area.

2.3. b. Site Compatibility

Describe site factors related to the intended development and use of the site, such as: on-site slope/grade; soils and drainage; surrounding land uses; wet areas; ledge; etc. Describe how known/anticipated development problems will be addressed.

Since this project is a redevelopment site, it is ideally compatible with existing uses. While slopes and grades currently enable field play without constraint, drainage, especially during the spring season, is less than adequate

and is part of the renovation plan.

There is a small, re-established wetland delineated in the southwest corner of the site. No significant changes to this area are planned, and all necessary protection/mitigation measures will be taken to ensure no detrimental impact to the wetland will occur.

2.3. c. Alternative Transportation

If applicable, how does the location of the proposed facility promote alternative transportation options (including walking and biking)?

As noted in the site accessibility discussion above, the site is readily accessible via walking or bicycling. The proposed project increases existing pedestrian and bicycle access via the new pathway system, which provides a access points at Cole Street and Woodlawn Avenue.

2.3. d. Quality of Project Design

Describe the actions taken to support the design process (survey, soils study, site analysis, permit applications, etc.) Provide documentation. Has the proposed project been designed by an engineer/architect/engineer? If yes, provide documentation. If not, describe how the design will be accomplished.

Only master plan level design concepts and cost preliminary estimates have been completed by Weston and Sampson (engineers and landscape architects). However, in 2005 the Town had a geotechnical report for the Emery Field property prepared by R.W. Gillespie & Associates that developed base information on subsurface soils and soil properties which will inform the design.

Once the project is approved, we will seek proposals from qualified firms to complete the design work.

2.3. e. Site Aesthetics

Describe any outstanding natural site features and how project development will be done to be sensitive to aesthetic considerations. Identify any visual intrusions or other potential negative factors associated with your potential project. Provide pictures if possible.

The site has served as a neighborhood open space several decades. Renovation of the existing field area will likely improve the aesthetic of the area, as will the addition of walking/exercise paths.



2.3. f. Access for Persons with Disabilities

Discuss anticipated use and accessibility to the site and facilities for persons with disabilities. Describe specific features that will be incorporated into the design and construction of the facility to comply with the Americans with Disabilities Act (ADA) and the Department of Justice ADA compliance on trails if applicable.

Construction of a perimeter pathway system will improve accessibility of the entire site. The pathway is planned to be 8' wide, and serve the entire site as an accessible route, per ADA Standards for Accessible Design.

The paths will connect the fields to the parking area, and eventually other site improvements (picnic area, playground, and tennis courts). The path surfaces are planned to be bituminous concrete, and both running and cross slopes will be compliant with ADA standards. The path will be 8 feet wide, and thereby designed to be compliant with clearance width at all turns and passing space regulations.

This project will link ADA accessible parking spaces to the pathway system.

2.3. g. Brownfield Development

Is the proposed site a former Environmental Protection Agency (EPA) or Maine Department of Environmental Protection (MDEP) designated contaminated/hazardous site that has been remediated and approved for public use? If yes, provide documentation.

No.

2.4 COST ASSESSMENT AND FINANCIAL CAPABILITY

2.4. a. Cost Analysis

Provide a project budget with all costs of project included (see Appendix H). Cite sources of estimated costs.

SF 242C is completed and attached. In addition, an annotated cost estimate prepared by Weston and Sampson, Inc. is provided, highlighting project components of the fields and the walking paths. It is estimated that approximately 75% of the walking paths planned for the entire site will be constructed in this project.

Weston and Sampson has a specialized athletic field practice group within their firm, and has used their current experience in bidding these types of projects in developing this estimate.

2.4. b. Availability of Project Match

Provide information on the sources of funds and/or non-cash match you intend to provide for this project (must be at least 50% of total project costs). For each source: list the source and amount of funding and/or value of the non-cash match; and, the status of the funds and or non-cash match (i.e., no contact made with potential funding source; contact has been made with funding source but no commitment received; or funds/non-cash match committed to the project). **Documentation for any funds/non-cash match noted as "committed to the project" must be provided.**

The Town has available funding and in-kind services that will provide a 50% match to grant funds. The Town's Department of Public Works (DPW) crew has experience in building athletic fields, and has worked on all 3 past

LWCF projects. The project assumes DPW will perform all basic site preparation.

Funding Source	Amount	Availability
CIP Account #4043 Parks Bldgs. And Grounds	\$ 32,000	FY 2016 - appropriated and available
In-Kind Contribution	\$ 53,000	Available
Article 4 - Approved by Voters 6/9/15	\$ 90,000	Available via Council Vote Upon Award
KAFI*	\$ 10,000	To be raised
CIP FY 2017	\$ 2,000	To be appropriated
	187,000	

* If funds are not in hand by the time of award, Council Vote could appropriate an additional \$10,000.

Attached is a copy of the CIP approved budget with Account #4043 highlighted. Also attached is the June 9, 2015 election results whereby the voters approved Article 4 which authorizes Council to appropriate up to \$100,000 in undesignated funds to match grants. Upon grant award, Council would take up this vote as a regular agenda item.

The Kittery Athletic Fields Improvement (KAFI) committee is interested in making a contribution to the project, through the identification of other private grants and/or other sources. Should they not be successful by the time of the grant award, Council is authorized to appropriate the additional \$10,000 through Article 4.

The annual CIP budget typically includes an appropriation for account #4043 for capital work in Town parks. An existing balance of \$32,000 in the account can be used for this project. The FY 2017 budget will be presented for Town Council acceptance in February, and we expect it will be allocated at least \$2,000 for this account.

Following is a breakdown of the in-kind contribution – the Department of Public Works estimates it will take on average a six-person crew up to 3.5 weeks to perform the site work.

IN-KIND CONTRIBUTION

Equipment*	Per Hour	# Hours	Total
Wheel Loader	58.96	140	\$ 8,254.40
Backhoe/Loader	38.44	140	\$ 5,381.60
Dump Truck 8 c.y. x3	37.33	420	\$ 15,678.60
Dump Truck 12 c.y. x1	45.76	140	\$ 6,406.40
Subtotal			\$ 35,721.00

***MDOT Rates**

Labor	Per hour	# Hours	Total
Working Foreman	27.18	70	\$ 1,902.60
Equipment Operator 2 x2	24.1	280	\$ 6,748.00
Driver/Laborer x 4	21.42	400	\$ 8,568.00
Subtotal			\$ 17,218.60

Grand Total Equipment and Labor \$ 52,939.60

Rounded \$ 53,000.00

2.4. c. Maintenance Planning

Describe how the site/facilities will be maintained to ensure they are available, safe, and attractive for public recreational use. Provide information on resources for: maintenance personnel, equipment, maintenance funding, and site/facility maintenance schedules.

The Department of Public Works is responsible for the maintenance of Town fields and parks. Their typical work schedules during spring and summer involve regular park maintenance and special projects. The crew made substantial contributions to each past LWCF project, and as the site inspection report attest, the project-funded work continues to be in excellent condition (with the exception of Emery Field, which is the subject of this application for renovation).

DPW’s FY 2016 Highway Division budget included 7.8 FTE staff, plus additional 4.67 FTE workers dedicated specifically to Parks. Expense budgets for both divisions totaled approximately \$350,000 annually. DPW maintains athletic facilities on a weekly basis, and do special projects work as needed.

2.5 LWCF HISTORY/COMPLIANCE

2.5. a. LWCF Grants Previously Awarded

Attach a list of applicant’s previously funded LWCF projects showing project/facility name and project number (if known) and a brief narrative of the use and condition of the project. A list of previously funded LWCF projects can be obtained from the Alternate State Liaison Officer.

Emery Field Renovation (1983) – Project No. 23-000525: This project was awarded \$15,000 for a total project cost of \$30,000 to construct a softball field. Softball has since moved to the Shapleigh Middle School, and Emery is used informally for soccer, and is in good condition.

Seaward (now Shapleigh) Recreational Complex (1984) – Project No. 23-00606: This project was awarded

\$129,500 towards a total project cost of \$259,000. It continues to be actively used for multiple purposes and is in excellent condition.

Haley Athletic Fields – Project No. 23-00777.1: This project was awarded \$50,000 towards a total project cost of \$130,000. The soccer fields and ancillary parking area are in excellent condition and are extremely well used!

2.5. b. Five-Year LWCF Inspection Reports

Provide copies (if applicable) of most recent “Five-Year LWCF Inspection Report” filed for each project listed in 2.5.a above. Inspection report forms can be obtained from the Alternate State Liaison Officer.

Copies are attached.



STATE OF MAINE
EXECUTIVE DEPARTMENT
STATE PLANNING OFFICE
38 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0038

96 QUESTION
1.4

ANGUS S. KING, JR.
GOVERNOR

EVAN D. RICHERT, AICP
DIRECTOR

December 18, 2000

David Schmidt, Town Planner
Town of Kittery
PO Box 808
Kittery, ME 03904

Dear David:

Congratulations! Based on a review of the December 4, 2000 submission of your Revised Update of the Kittery Comprehensive Plan, the State Planning Office now finds that the Revised Plan is consistent with the goals and guidelines of Maine's Comprehensive Planning and Land Use Regulation Act (the Act).

Though consistent with the Act, we still find the general conclusions of our October 14, 2000 letter generally remain true of the Revised Plan, reprinted in full below.

"The Plan is a thorough and, generally, well crafted document that continues the Town's four decade-old commitment to comprehensive planning. From reviewing the document, discussing the process of preparing the Plan with you, and from observing the Committee's interaction with members of the community who participated in the final public workshop on the Plan, we want to acknowledge and compliment the Town on all of the effort it has put into preparing this Plan. It is well-researched, well organized, and well-written. In particular, we want to applaud the Town for its vision in calling for:

- revision of the Sewer Ordinance to establish criteria to guide the Council in considering requests for sewer extensions (Policy 3, page 102);
- meeting the everyday needs of residents through small, mixed residential and commercial areas along primary travel routes (page 113);
- avoiding promotion of growth in areas that currently are used for agriculture or other rural activities (Goal 8, page 116);
- use of new, attractive pedestrian scale lighting on Route 1 "as a model for lighting throughout the Town" (Policy 12 on page 145);
- balancing new capital debt with the retirement of existing debt to minimize the impact of capital expenditures on the tax rate (Policy 3 on page 211); and
- establishment of the Kittery 21st Century Fund and ongoing funding to acquire public access to shorefronts.



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“While the Plan is a very good document which, we suspect, will serve the Town well in years to come, we think the Plan inevitably will fail to take the Town to some of its most important stated goals. It is not likely to result in growth in “growth” areas, or in the preservation of Kittery’s traditional pattern of neighborhoods. The Plan probably sanctions most future growth going to the rural parts of Town, with all the attendant effects of lost open space and spread out development. We say this because the Plan:

- defines growth and rural areas, but does not provide policies and strategies that are likely to result in the majority of growth going into the designated growth areas;
- identifies growth areas with significant land that could accommodate new development, but the pattern it requires in those areas is far less compact than appropriate for efficient use of public facilities and delivery of services;
- calls for preserving the established character and pattern of existing compact, urban villages and neighborhoods, but then prescribes minimum lot sizes that reflect a less dense, and in some cases, suburban pattern of development;
- calls for linking capital investments to designated growth areas, but doesn’t follow through with strong fiscal management strategies to aid in that effort and is virtually silent about the need and provision for “green” infrastructure (parks, street tree plantings, etc.) that is critical to making these areas “livable.”

Now that the Revised Plan has been found to be consistent, you are eligible to apply for an implementation grant as well as other Community Planning & Investment grants described in our Winter 2000 Grant Program Statement. And as always, as you go about implementing your Revised Plan, Southern Maine Regional Planning Commission and I stand ready to assist you as needed.

Again, congratulations.

Sincerely,

Elizabeth A. Della Valle, AICP
Coordinator
Land Use Team

cc: JT Lockman, Southern Maine Regional Planning Commission
Mark Eyerma, Planning Decisions, Inc.

there on the Council to do that. She said she then went back and analyzed the updated Plan for any concerns that her constituents had. Councilor Emery said with the exception of the three amendments that she made tonight, she found the other changes were "shoulds" rather than "wills", which meant those could be further discussed at the ordinance stage. She said for the casino issue, neither the current Plan nor the updated Plan was specific to that, so she didn't think it would be doing any damage by moving forward with the updated Plan on that issue, because it was not as if the current Plan was specific in that respect either.

7 ROLL CALL VOTE WAS TAKEN ON THE MAIN MOTION AS AMENDED WITH FOUR IN FAVOR, WITH COUNCILOR SOUSA AND CHAIRMAN GUY IN OPPOSITION. MOTION PASSES 4/2.

Frank Clark, Chairman of the Comprehensive Plan Update Committee, thanked the Council for their vote tonight. He asked for a future agenda item to talk to the Council about the implementation process and publishing the adopted document, as to the form it will take and how many would be needed. Chairman Guy asked Mr. Clark to contact the Manager to let him know what date would work for him.

There was a recess from 9:25 p.m. to 9:37 p.m.

C. OTHER UNFINISHED BUSINESS

Councilor Grinnell said Maria Barth, Chair of the School Committee, wanted to know if the Council would like to have a subcommittee made up of two Councilors, two School Committee members, the Manager and the Superintendent of Schools to discuss the Windham plan and a formula for Kittery. She said she would be willing to be on such a committee. Councilor Estes said since their meeting with Windham's Town Manager, he has heard that Windham is in dire straits with their budget, so it seemed that the plan they have in place wasn't working. Councilor Grinnell said she didn't get that from talking to Mr. Plante, and in any event, that didn't mean that the whole plan had to be thrown out. Councilor Emery thought the Windham plan was worth exploring as an experimental process. She said she would be willing to be on such a committee. Chairman Guy asked if the committee would just be exploring this plan and how it might work for Kittery. Councilor Grinnell said yes, and maybe presenting a plan to look at. Chairman Guy said if the committee was just to explore and brainstorm, he wouldn't have a problem with that. Councilor Emery said the Town was now dependent on the fiscal know-how of the Manager and the Council. She said Kittery is fortunate to have a Manager who has a strong background in that, but it wasn't known if the Town could always count on that, so she thought this was worth exploring. The Council consensus was that Councilors Grinnell and Emery would explore this as part of a committee. The Manager requested that the committee set any meetings up after this year's budget process.

Councilor Sousa said he wanted to clarify for the record his comments regarding the Town Farm ordinance. He said he brought up a typographical error and he wanted to make sure it was understood that that correction was part of the motion. The Council agreed that that was their understanding. Councilor Sousa said paragraph #3 of the ordinance was struck and then revised with language containing the words "voice control". He said "voice" should be stricken from that wording, as that was not part of the current rules and regulations. The Manager asked Councilor

Fall Sports

Site	Field	Sports Played On Field	Teams	# of Teams	Practices Per week Per Team	Hours Per Practice	# of Games Per week	Hours Per Game	Total Hours in Use Per Week Per Team	# of Weeks in Season	Total Hours in Use Per Season	Recommended Hours of Use	Needs	Recommendations	
Memorial, Tobey, and Dewolf Field Complex	Football Field	Football	Traip Academy Varsity Football	1	4	3	0.5	2.5	13.25	11	145.75				
		Field Hockey	Traip Academy Junior Varsity Football	1	4	3	0.5	2.5	13.25	11	145.75				
	Upper Field	Field Hockey	Traip Academy Varsity Field Hockey	1	4	3	0.5	1.5	12.75	11	140.25	180	1-2 Multi Use Fields		
		Soccer	Traip Academy Junior Varsity Field Hockey	1	4	3	0.5	1.5	12.75	11	140.25				
Shapleigh Middle School Fields	Upper Field	Soccer	Shapleigh Middle School Field Hockey	1	0	0	0.5	1.5	0.75	11	8.25				
		Soccer	Traip Academy Boys Soccer	2	1	2.5	1	2	4.5	99					
	Lower Field	Soccer	Traip Academy Girls Soccer	2	1	2.5	1	2	4.5	99					
		Soccer	Shapleigh Middle School Boys Soccer	1	4	1	0.5	1.5	4.75	52.25	11	475.5	180	1-2 Multi Use Fields	
Mitchell School	Multi Use Field	Soccer	Shapleigh Middle School Girls Soccer	1	4	1	0.5	1.5	4.75	11	52.25				
		Soccer	Shapleigh Middle School U13 and Up	3	2	2	0.5	1.5	4.75	171					
	Field 1	Soccer	Traip Academy Boys Soccer	1	2	2.5	0	0	5	55	11	55			
		Soccer	Traip Academy Girls Soccer	1	2	2.5	0	0	5	55	11	55			
Haley Field	Multi Use Field	Field Hockey	Kittery Travel Teams U10 and Below	5	2	1	1	1	3	12	180	180			
		Soccer	Kittery Recreational Soccer	8	0	0	0.5	1	0.5	48	12	48			
	Field 1	Soccer	Shapleigh Middle School Field Hockey	1	4	1	0	0	4	44	11	44			
		Soccer	None	0	0	0	0	0	0	0	0	0			
Emery Field	Soccer Field	Soccer	Traip Academy Boys Soccer	2	2	2.5	0	0	5	11	110				
		Soccer	Traip Academy Girls Soccer	2	2	2.5	0	0	5	110	11	110			
	Field 1	Soccer	Traip Academy U13 and Up	3	2	2	0	0	4	144	12	44			
		Soccer	Kittery Travel Teams U10 and Below	2	4	1	0.5	1	4.5	108	12	108			
Frisbee Common	Soccer Field	Soccer	Kittery Travel Teams U11	2	4	1	0.5	1	4.5	12	108	180			
		Soccer	Kittery Travel Teams U10 and Below	5	2	1	0	1	2	120	12	120			
	Field 1	Soccer	Kittery Recreational Soccer	17	1	1	0	0	1	204	12	204			
		Soccer	Kittery Recreational Soccer	9	0	0	0.5	1	0.5	54	12	54			
Total Hours of Play Per Season:											2393.75				

Spring Sports

Site	Field	Sports Played On Field	Teams	# of Teams	Practices Per Week Per Team	Hours Per Practice	# of Games Per Week	Hours Per Game	Total Hours in Use Per Week Per Team	# of Weeks in Season	Total Hours in Use Per Season	Recommended Hours of Use	Needs	Recommendations
Memorial, Tobey, and Dewolf Field Complex	Memorial Field	Baseball	Traip Academy Varsity Baseball	1	4	2.5	0.5	2	11	11	121	180		
		Baseball	Traip Academy Junior Varsity Baseball	1	4	2.5	0.5	2	11	11	121			
	Dewolf Field	Baseball	Kittery Babe Ruth Baseball	3	2	2	2	2	8	10	80	180	1 Little League Field	
		Baseball	Kittery Little League Baseball	1	0	0	1	2	6	10	180			
Shapleigh Middle School Fields	Upper Field	Track	Kittery Babe Ruth Baseball	4	2	2	1	2	6	10	20	180		
		Track	Kittery Little League Baseball	1	4	2	0.5	3.5	9.75	11	107.25			
	Lower Field	Lacrosse	Traip Academy boys Track	1	4	2	0.5	3.5	9.75	11	107.25			
		Softball	Traip Academy girls Track	1	4	2	0.5	3	9.5	11	104.5			
Mitchell School	Multi Use Field	Lacrosse	Shapleigh Middle School Boys Track	1	4	2	0.5	3	9.5	11	104.5	180	See Above	
		Softball	Shapleigh Middle School Girls Track	1	4	2	0.5	3	9.5	11	104.5			
	Field 1	Soccer	Kittery Youth Lacrosse	1	1	2	0.5	1.5	2.75	10	27.5			
		Soccer	Traip Academy Varsity Softball	1	4	2	1	2	10	110	11	110		
Haley Field	Multi Use Field	Soccer	Kittery Little League Softball	5	2	2	0.5	2	5	9	225	180	1 New Softball Field	
		Soccer	None	0	0	0	0	0	0	0	0			
	Field 1	Soccer	Kittery Travel Soccer U12 and Up	5	2	2	0.5	1.5	4.75	9	213.75			
		Soccer	Kittery Travel Soccer U11 and Below	7	1	2	0.5	1	2.5	9	157.5	180	See Above	
Emery Field	Field 1	Soccer	Kittery Youth Lacrosse	1	1	2	0	0	2	10	20			
		Soccer	Kittery Travel Soccer U11 and Below	7	1	2	0	0	2	9	126			
	L.L. Field	Soccer	Kittery Little League Coach's Pitch	6	1	1	1	1	2	9	108			
		Soccer	Kittery Recreational T-Ball	4	1	1	1	1	2	9	72			
Total Hours of Play Per Season:											2245.25			

Annual Use Per Field

Site	Field	Annual Hours of Use	Total Hours of Use Per Site
Memorial, Tobey, and Dewolf Field Complex	Football Field	580.25	1347.25
	Memorial Field	242	
	Tobey Field	260	
Shapleigh Middle School Fields	Dewolf Field	260	1641.5
	Upper Field	924.5	
	Lower Field	717	
Mitchell School	Multi Use Field	0	863.25
	Field 1	863.25	
	Field 1	558	
Emery Field	Soccer Field	54	234
	L.L. Field	180	

✓ 46

Town of Kittery Fund Balances - Capital Projects and Special Revenues as of 09/30/15 prepared on 11/3/15																
Fund New	Old	Type #	#	Account Name	Ending Fund Balance 6/30/2015	Transfers in From CIP 7/1/2015	Transfers in From Fire Truck 7/1/2015	Intrafund Transfers As of 6/30/16	Transfers In / (Out)	YTD Expense	Auditor's Adjmt	YTD Revenue	Ending Fund Balance	Fire Truck Due from Fund 4013	Town Pier Due from Fund 2053	
CP		4020	617	Computer Repair/Replace	8,393.55	33,250.00				(1,369.48)			40,274.07			
CP		4021		Office Furniture Replacement	(3,462.95)								(3,462.95)			
CP		4022	619	Police Vehicle/Equipment	69,314.70	42,750.00				(27,405.00)			84,659.70			
CP		4023	620	Solid Waste Equipment/Bailer	320,820.45	14,250.00	22,172.82						357,243.27	16,963		
CP		4026	624	Records Preservation	162.13	9,500.00							9,662.13			
CP		4027	626	Municipal Roof Replacement	146,472.47	47,500.00				(4,000.00)		10,775.00	189,972.47			
CP		4030	635	Public Safety Impact Fees	38,374.04								49,149.04			
CP		4031	2014	Public Safety Base Station Radio Replace	90,636.00	45,319.00							135,955.00			
CP		4033	715	Firefighter Protective Clothing	-								-			
CP		4037	2013	Fire Dept SCBA's	(58,006.98)	28,500.00							(29,506.98)			
CP		4039	725	Traffic Light: Rt 236 MRTN	(70,243.25)		35,121.57						(35,121.68)	35,122		
CP		4040	726	Fort Foster Restroom	-								-			
CP		4043	729	Parks Building & Grounds	16,259.37	16,625.00							32,884.37			
CP		4051	2013	KCC 5 Year Plan	23,700.00								23,700.00			
CP		4052	2014	KPA Float & Ramp Program	12,495.00	9,500.00							21,995.00			
CP		4053	2014	Pepperrell Cove Paving/Utilities	(340.12)	12,552.00							12,211.88			
CP		4054	2014	Pepperrell Cove Wharf	-								-			
CP		4055	2014	Port Authority Equipment Reserve	24,815.00	1,311.00				(9,760.00)			16,366.00			
CP		4056	2015	Fire Dept Equipment Reserve	19,630.00	40,534.00				(10,063.11)			50,100.89			
CP		4057	2015	Rt 1 Bypass & Rt 1 Two Way Plan	2,500.00								2,500.00			
CP		4100	2016	Fire Dept Facility Reserve	-	33,990.00							33,990.00			
CP		4110	2016	PW Sign Shed	-	25,000.00							25,000.00			
CP		4115	2016	KPA Pepperrell Cove Railings & Lights	-	22,457.00							22,457.00			
CP		4900	806	Sewer Vehicle Reserve	111,938.33								111,938.33			
CP		4901	808	Sewer Depreciation	519,136.62					(6,920.00)			512,216.62			
Total Capital Projects					3,146,038.65	903,480.00	(19,661.84)			(111,644.48)		10,775.00	3,928,987.33	(19,661.83)		
Permanent Funds (Scholarship Funds/Trust Funds)																
PF		5001	616	Connie Samuels Beautification Fund	58,508.43								58,508.43			
PF		5002	502	Public Health	27,275.44								27,275.44			
PF		5003	792	York Hospital Scholarship	(3,346.85)							9,250.00	5,903.15			
PF		5005	505	Lester Raymiers Fund	9,191.33								9,191.33			
PF		5007		Thresher Memorial Fund	5,553.72							1,081.50	4,753.92			
PF		5010	510	Recycling Scholarship Fund	18,831.90							4,832.64	17,289.54			
PF		5021	521	Cemetery	44,502.64					(8,525.00)			35,977.64			
Total Permanent Funds					166,491.61					(16,781.30)		15,164.14	158,899.45			
GRAND TOTAL					\$ 4,278,127.95	\$ 1,032,344.00	\$ -	\$ -	\$ -	\$ (391,016.83)	\$ -	\$ 2,487,741.61	\$ 7,423,619.30	\$ 7,407,196.73	Check Figure	
Check Figure																

2.46

**TOWN OF KITTERY
TOWN MEETING & SECRET BALLOT ELECTION RESULTS
JUNE 8 & 19, 2015**

At the regular Town Council meeting on Monday, June 8th, Chairperson Thomson opened the Public Hearing on Articles 2 through 7 for open debate. On Tuesday, June 9th, Town Clerk, Maryann Place opened the Town Meeting at 8:00 a.m. with the reading of the warrant and Constable's Return. Article 1 was then acted on and Joyce Tobey was duly elected to serve as Moderator for the June 9, 2015, Town Meeting Secret Ballot Vote. After taking her Oath of Office, she presided over the Election. Joyce Tobey declared the polls were closed at 8:00 p.m., the ballots were counted and the Moderator announced the results. There were a total of 656 votes cast. The election results are as follows:

Article 2: Shall the town vote to authorize Town Council to transfer up to \$125,000 from unassigned funds (unencumbered surplus) 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'16?

Town Council Recommends - Vote: Yes 7 No 0

YES 550 NO 97 BLANKS 9

Article 3: Shall the town vote to authorize Town Council to transfer an amount not to exceed \$25,000 from unassigned funds (unencumbered surplus) 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 7 No 0

YES 565 NO 85 BLANKS 6



Article 4: Shall the town vote to authorize Town Council to transfer an amount not to exceed \$100,000 from unassigned funds (unencumbered surplus) 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 7 No 0

YES 548 NO 100 BLANKS 8

Article 5: Shall the town vote to authorize Town Council to transfer from unassigned funds (unencumbered surplus) an amount not to exceed \$40,000, when necessary and appropriate, and expend said amount to cover shortfalls in the FY'16 town departments' fuel accounts due to the unpredictable fuel pricing markets?

Town Council Recommends - Vote: Yes 7 No 0

YES 553 NO 93 BLANKS 10

Article 6: Shall the town vote to authorize Town Council to transfer an amount not to exceed \$40,000 from unassigned funds (unencumbered surplus) 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'16?

Town Council Recommends - Vote: Yes 7 No 0

YES 543 NO 89 BLANKS 24

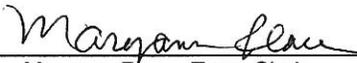
Article 7: Shall the Town vote to authorize Town Council to transfer an amount not to exceed \$50,000 when necessary from the unassigned funds (unencumbered surplus) and to appropriate and expend said amount at the discretion of the Town Council to pay for emergency repairs and energy efficiency improvements to town-owned facilities that are not contemplated in the regular FY'16 operating budget?

Town Council Recommends - Vote: Yes 7 No 0

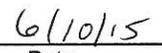
YES 511 NO 119 BLANKS 26

The Moderator adjourned the Town Meeting and Secret Ballot Vote at 8:00 p.m.

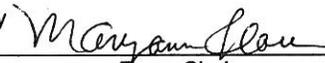
I hereby certify that the above is a true and correct record of the proceedings of the Town Meeting and Secret Ballot Vote held in Kittery on June 8 & 9, 2015.



Maryann Place, Town Clerk



Date

A true copy
ATTEST: 

Town Clerk

INSPECTION REPORT

1. NPS Project Number: 23-00525

Project Completed:

2. Name of Project: Emery Field

3. Sponsor: Kittery

4. Findings: ("No" answers require explanation)

	Yes	No	N/A
a. Is the property used for recreation?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Is the site accessible to disabled persons	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
c. Is the upkeep and maintenance adequate?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Is the site and programs open to the general public including non-residents?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Is the site open at all times?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Are fees and charges reasonable	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
g. Was 6(f) boundary verified with a determination that no conversion to other than recreational use has occurred?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Is the NPS Land and Water Conservation Sign Posted	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Is an Equal Opportunity poster displayed at the site/park	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Is the site free of any major problems? (vandalism, safety, health issues, etc?)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Are all buildings on the site used for recreation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Explanation for "No" responses:

Basketball court was ADA, rest of area was not.

Directions

6. Indicate the general, overall condition of the site. (Pick one)

7. General comments and notes to future inspectors

Basketball courts are in ok condition. Nets need to be replaced and there are a few cracks in the court with grass starting to grow in them. There was some trash by the court. The field is older and is for general use.

Name:

Signed (yes/No)

Inspection Date:

INSPECTION REPORT

1. NPS Project Number: 23-00606

Project Completed:

2. Name of Project: Seward Track Complex

3. Sponsor: Kittery

4. Findings: ("No" answers require explanation)

	Yes	No	N/A
a. Is the property used for recreation?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Is the site accessible to disabled persons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Is the upkeep and maintenance adequate?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Is the site and programs open to the general public including non-residents?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Is the site open at all times?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
f. Are fees and charges reasonable	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
g. Was 6(f) boundary verified with a determination that no conversion to other than recreational use has occurred?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Is the NPS Land and Water Conservation Sign Posted	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Is an Equal Opportunity poster displayed at the site/park	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Is the site free of any major problems? (vandalism, safety, health issues, etc?)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Are all buildings on the site used for recreation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Explanation for "No" responses:

Closed when school is using track and softball field.

Directions

6. Indicate the general, overall condition of the site. (Pick one)

7. General comments and notes to future inspectors

There is a bit of grass growing in the softball field, but otherwise excellent condition.

Name:

Signed (yes/No)

Inspection Date:

INSPECTION REPORT

1. NPS Project Number: 23-00777

Project Completed:

2. Name of Project: Haley Field

3. Sponsor: Kittery

4. Findings: ("No" answers require explanation)

	Yes	No	N/A
a. Is the property used for recreation?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Is the site accessible to disabled persons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Is the upkeep and maintenance adequate?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Is the site and programs open to the general public including non-residents?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Is the site open at all times?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Are fees and charges reasonable	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
g. Was 6(f) boundary verified with a determination that no conversion to other than recreational use has occurred?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Is the NPS Land and Water Conservation Sign Posted	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Is an Equal Opportunity poster displayed at the site/park	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Is the site free of any major problems? (vandalism, safety, health issues, etc?)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Are all buildings on the site used for recreation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Explanation for "No" responses:

Directions

6. Indicate the general, overall condition of the site. (Pick one)

7. General comments and notes to future inspectors

Some trash by entrance.

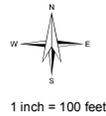
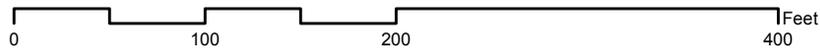
Name:

Signed (yes/No)

Inspection Date:



BOUNDARY MAP
TOWN OF KITTERY, MAINE
Emery Field, Cole Street



1 inch = 100 feet

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

Master Plan For Athletic Fields

EMERY FIELD



LAND AND WATER CONSERVATION FUND
DESCRIPTION AND NOTIFICATION FORM

OMB Control No. 1024-0031
Expires: 10/31/2016

State	Grant #	Amend #	Date Received	Date Approved	Expiration Date	Start Date
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Grant Name: _____
 Element Name: _____
 Sponsor Name: _____
 Address: _____

Type _____	A = Acquisition D = New development R = Renovation development	P = Planning C = Combination M = Administration	Sponsor _____	L = Local C = County S = State
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Acres Acquired	Donated Acres	Acquisition Assistance	Number of Park Sites*

Financial Data Estimates:	Source Of Match:
Total Cost	Fund Amount
	<input type="checkbox"/> Fed <input type="checkbox"/> State <input type="checkbox"/> Local

PARK INFORMATION				
Park Name #1:	County Name	City Name	Cong Dist.	Zip Code
Prior LWCF Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No		GPS Coordinates (Deg./Min./Sec./Dir.)	Latitude	Longitude
Fiscal Year	New 6(f) Acres at Park And/Or	Enhanced 6(f) Acres at Park <i>(Previously protected acres receiving development assistance by this action)</i>	Total Number of 6(f) Acres at Park	

SPECIAL INDICES

<input type="checkbox"/> A. Lease land - private	<input type="checkbox"/> G. Lands transferred to federal agency	<input type="checkbox"/> N. National Historic Landmarks	<input type="checkbox"/> U. Utility - R-O-W
<input type="checkbox"/> B. Leased land - federal	<input type="checkbox"/> I. Indian sponsored	<input type="checkbox"/> O. National Heritage Areas	<input type="checkbox"/> V. American Heritage Rivers
<input type="checkbox"/> C. Coastal Grant	<input type="checkbox"/> J. National Historic Register property	<input type="checkbox"/> Q. Railroad - R-O-W	<input type="checkbox"/> W. Wetlands
<input type="checkbox"/> D. Leased land - expired lease	<input type="checkbox"/> K. National Natural Landmarks	<input type="checkbox"/> R. National river	<input type="checkbox"/> X. Grant involved conversion
<input type="checkbox"/> E. Former federal surplus property	<input type="checkbox"/> L. Less than fee acquisition	<input type="checkbox"/> S. School park	<input type="checkbox"/> Y. Endangered species
<input type="checkbox"/> F. Flood plain	<input type="checkbox"/> M. Mined land	<input type="checkbox"/> T. National trail	<input type="checkbox"/> Z. Contingency reserve

FACILITY CODES

<input type="checkbox"/> A. 00. CAMPGROUNDS	<input type="checkbox"/> D. 00. GOLF COURSE	<input type="checkbox"/> H. 00. TRAILS	<input type="checkbox"/> N. 00. NATURAL AREA
<input type="checkbox"/> 01. Tent sites	<input type="checkbox"/> 01. Regular 18 hole	<input type="checkbox"/> 01. Hiking	<input type="checkbox"/> P. 00. PASSIVE PARKS
<input type="checkbox"/> 02. RV/ camp sites	<input type="checkbox"/> 02. Par 3	<input type="checkbox"/> 02. Horse	<input type="checkbox"/> Q. 00. SUPPORT FACILITY
<input type="checkbox"/> 03. Group camp ground	<input type="checkbox"/> 03. Driving range	<input type="checkbox"/> 03. Bicycle	<input type="checkbox"/> 01. Walkways
<input type="checkbox"/> 04. Day camp	<input type="checkbox"/> 04. Regular 9 hole	<input type="checkbox"/> 04. Motorized	<input type="checkbox"/> 02. Site improvement/landscaping
<input type="checkbox"/> B. 00. PICNIC AREAS	<input type="checkbox"/> 05. Miniature golf	<input type="checkbox"/> 05. Natural	<input type="checkbox"/> 03. Utilities
<input type="checkbox"/> 01. Family site	<input type="checkbox"/> 06. Pitch and putt	<input type="checkbox"/> 06. Exercise	<input type="checkbox"/> 04. Equipment
<input type="checkbox"/> 02. Group shelter	<input type="checkbox"/> E. 00. SWIMMING FACILITIES	<input type="checkbox"/> J. 00. WINTER SPORTS FACILITIES	<input type="checkbox"/> 05. Roads
<input type="checkbox"/> C. 00. SPORTS & PLAYFIELDS	<input type="checkbox"/> 01. Pool	<input type="checkbox"/> 01. Ski lift	<input type="checkbox"/> 06. Parking
<input type="checkbox"/> 01. General purpose playfields	<input type="checkbox"/> 02. Wading pool	<input type="checkbox"/> 02. Ski slope	<input type="checkbox"/> 07. Lighting
<input type="checkbox"/> 02. Baseball	<input type="checkbox"/> 03. Spray pool	<input type="checkbox"/> 03. Ski jump	<input type="checkbox"/> 08. Signs
<input type="checkbox"/> 03. Football	<input type="checkbox"/> 04. Swimming beach	<input type="checkbox"/> 04. Sled/toboggan run	<input type="checkbox"/> 09. Comfort station
<input type="checkbox"/> 04. Tot lot/playground	<input type="checkbox"/> 05. Bathhouse	<input type="checkbox"/> 05. Skating rink	<input type="checkbox"/> 10. Concession building
<input type="checkbox"/> 05. Tennis courts	<input type="checkbox"/> F. 00. BOATING FACILITIES	<input type="checkbox"/> 06. Ski trails	<input type="checkbox"/> 11. Maintenance building
<input type="checkbox"/> 06. Basketball	<input type="checkbox"/> 01. Launch ramp	<input type="checkbox"/> 07. Snowmobile trails	<input type="checkbox"/> R. 00. AMPHITHEATER/ BAND SHELL
<input type="checkbox"/> 07. Rifle/pistol range	<input type="checkbox"/> 02. Berths	<input type="checkbox"/> 08. Warming huts	<input type="checkbox"/> S. 00. LAKE IMPOUNDMENT
<input type="checkbox"/> 08. Trap/skeet field	<input type="checkbox"/> 03. Boat lift	<input type="checkbox"/> K. 00. ENCLOSED SHELTER	<input type="checkbox"/> T. 00. VISITOR INFORMATION CENTER
<input type="checkbox"/> 09. Archery range	<input type="checkbox"/> G. 00. FISHING FACILITIES	<input type="checkbox"/> 01. Pool	<input type="checkbox"/> U. 00. INTERPRETIVE CENTER
<input type="checkbox"/> 10. Rodeo area	<input type="checkbox"/> 01. Pier	<input type="checkbox"/> 02. Courts	<input type="checkbox"/> V. 00. OTHER _____
<input type="checkbox"/> 11. Track facility	<input type="checkbox"/> 02. Stream improvement	<input type="checkbox"/> 03. Picnic	
<input type="checkbox"/> 12. Skate board	<input type="checkbox"/> 03. Fishing access	<input type="checkbox"/> L. 00. SHELTERED ICE RINK	
<input type="checkbox"/> 13. Soccer		<input type="checkbox"/> M. 00. HUNTING	
<input type="checkbox"/> 14. Other courts			
<input type="checkbox"/> 15. Softball			

* Attach continuation sheet(s) for grants with 2 or more sites (one per additional site)
 NPS 10-903, October 2013

Kittery Fields Master Plan

Emery Field

Parking Area				
Fine Grading	2200	SY	\$0.90	\$1,980
Light Compaction	2200	SY	\$1.90	\$4,180
Gravel Base @ 12"	740	CY	\$35.00	\$25,900
Bit. Concrete Paving @ 4"	500	TON	\$150.00	\$75,000
Subtotal:				\$107,060

Walkways				
Site Prep	1	LS	\$25,000.00	\$25,000
Fine Grading	2200	SY	\$0.90	\$1,980
Light Compaction	2200	SY	\$1.90	\$4,180
Gravel Base @ 6"	370	CY	\$35.00	\$12,950
Bit. Concrete @ 3"	370	TON	\$150.00	\$55,500
Subtotal:				\$99,610

@ 75% ~ \$75,000

Tennis				
Fine Grading	1440	SY	\$0.90	\$1,296
Light Compaction	1440	SY	\$1.90	\$2,736
Gravel Base @ 6"	240	CY	\$23.00	\$5,520
Bit. Concrete @ 3"	240	TON	\$150.00	\$36,000
Color Seal Coat	1440	SY	\$12.00	\$17,280
10' H Tennis Court Fencing	450	LF	\$65.00	\$29,250
Single Swing Gate	2	EA	\$1,000.00	\$2,000
Double Swing Gate	1	EA	\$2,000.00	\$2,000
Additional Tennis Features	1	LS	\$2,500.00	\$2,500
Subtotal:				\$98,582

Playground Area				
Fine Grading	1100	SY	\$0.90	\$990
Light Compaction	1100	SY	\$1.90	\$2,090
Gravel Base @ 6"	180	CY	\$23.00	\$4,140
Fiber Wood Mulch	367	CY	\$45.00	\$16,515
Play Equipment	1	LS	\$70,000.00	\$70,000
Benches	4	EA	\$2,000.00	\$8,000
Subtotal:				\$101,735

Multi Purpose Field				
Site Prep	1	LS	\$30,000.00	\$30,000
Fine Grading	8050	SY	\$0.90	\$7,245
Light Compaction	8050	SY	\$1.90	\$15,295
Amended Loam @ 8"	1800	CY	\$35.00	\$63,000
Seed	72400	SF	\$0.20	\$14,480
Irrigation	1	LS	\$40,000.00	\$40,000
Drainage	1	LS	\$70,000.00	\$70,000
Subtotal:				\$210,020

~\$210,000

Support Structures				
Restroom Building/ Storage	1	LS	\$300,000.00	\$300,000
Shade Shelter	2	EA	\$10,000.00	\$20,000
Subtotal:				\$320,000

Total: \$937,007
 Mobilization, Overhead and Profit 12% \$112,440.84
 Design, Engineering/ Contingency 20% \$187,401.40
Grand Total: \$1,236,849

Total: \$285,000
Site Work (in-kind): (53,000)
plus MOB (12%): \$28,000
Sub-Total: \$313,000
Design: \$30,000
Contingency (10%): \$31,000
Grand Total: \$374,000

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text" value="30,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="30,000.00"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text" value="53,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="53,000.00"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text" value="260,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="260,000.00"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text" value="343,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="343,000.00"/>
13. Contingencies	\$ <input type="text" value="31,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="31,000.00"/>
14. SUBTOTAL	\$ <input type="text" value="374,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="374,000.00"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text" value="374,000.00"/>	\$ <input type="text"/>	\$ <input type="text" value="374,000.00"/>
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X <input type="text" value="50"/> %		\$ <input type="text" value="187,000.00"/>

PROJECT TIMETABLE: Emery Field Multi-Use Fields and Pathways

Month 1	RFQ for Design/Engineering; select consultant
Months 2-4	Complete Design & Permitting
Month 5	Bidding
Month 6*	Site Prep (in-kind work)
Months 7-12*	Construction

* Site Prep and Construction may be delayed pending weather conditions.



National Park Service
U.S. Department of the Interior



LWCF Proposal Description and Environmental Screening Form

The purpose of this Proposal Description and Environmental Screening Form (PD/ESF) is to provide descriptive and environmental information about a variety of Land and Water Conservation Fund (LWCF) state assistance proposals submitted for National Park Service (NPS) review and decision. The completed PD/ESF becomes part of the “federal administrative record” in accordance with the National Environmental Policy Act (NEPA) and its implementing regulations. The PD portion of the form captures administrative and descriptive details enabling the NPS to understand the proposal. The ESF portion is designed for States and/or project sponsors to use while the LWCF proposal is under development. Upon completion, the ESF will indicate the resources that could be impacted by the proposal enabling States and/or project sponsors to more accurately follow an appropriate pathway for NEPA analysis: 1) a recommendation for a Categorical Exclusion (CE), 2) production of an Environmental Assessment (EA), or 3) production of an Environmental Impact Statement (EIS). The ESF should also be used to document any previously conducted yet still viable environmental analysis if used for this federal proposal. The completed PD/ESF must be submitted as part of the State’s LWCF proposal to NPS.

Except for the proposals listed below, the PD/ESF **must** be completed, including the appropriate NEPA document, signed by the State, and submitted with each new federal application for LWCF assistance and amendments for: scope changes that alter or add facilities and/or acres; conversions; public facility exceptions; sheltering outdoor facilities; and changing the original intended use of an area from that which was approved in an earlier LWCF agreement. Consult the LWCF Program Manual (www.nps.gov/lwcf) for detailed guidance for your type of proposal and on how to comply with NEPA.

For the following types of proposals only this Cover Page is required because these types of proposals are administrative in nature and are categorically excluded from further NEPA environmental analysis. NPS will complete the NEPA CE Form. Simply check the applicable box below, and complete and submit only this **Cover Page** to NPS along with the other items required for your type of proposal as instructed in the LWCF Program Manual.

- SCORP planning proposal
- Time extension with no change in project scope or with a reduction in project scope
- To delete work **and** no other work is added back into the project scope
- To change project cost with no change in project scope or with a reduction in project scope
- To make an administrative change that does not change project scope

Name of LWCF Proposal: Emery Field Multi-Use Fields and Pathways **Date Submitted to NPS:** 11/18/15

Prior LWCF Project Number(s) *List all prior LWCF project numbers and all park names associated with assisted site(s):*
#23-000525

Local or State Project Sponsoring Agency *(recipient or sub-recipient in case of pass-through grants):*
Town of Kittery

Local or State Sponsor Contact:
Name/Title: Nancy Colbert Puff, Town Manager

Office/Address: 200 Rogers Road, Kittery, ME 03904

Phone/Fax: 207-475-1329 **Email:** ncolbertpuff@kitteryme.org

Paperwork Reduction Act Statement: This information collection is authorized by the Land and Water Conservation Fund Act of 1965 (16 U.S.C. 460/-4 et seq.). Your response is required to obtain or retain a benefit. We use this information to obtain descriptive and environmental information about the proposal. Completion times vary widely depending on the use of the form, from approximately 30 minutes to complete the cover page only to 500 hours for a difficult conversion of use. We estimate that the average completion time for this form is 8 hours for an application, 2 hours for an amendment, and 112 hours for a conversion of use, including the time necessary to review instructions gather data and review the form. You may send comments on the burden estimate or any aspect of this form to the Information Collection Clearance Officer, National Park Service, 1849 C Street, NW. (2601), Washington, DC 20240. We may not collect or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number.

Using a separate sheet for narrative descriptions and explanations, address each item and question in the order it is presented, and identify each response with its item number such as Step 1-A1, A2; Step 3-B1; Step 6-A1, A29; etc.

Step 1. Type of LWCF Proposal

- New Project Application**
- Acquisition** *Go to Step 2A* **Development** *Go to Step 2B* **Combination (Acquisition & Development)** *Go to Step 2C*

- Project Amendment**
- Increase in scope or change in scope from original agreement.** *Complete Steps 3A, and 5 through 7.*
- 6(f) conversion proposal.** *Complete Steps 3B, and 5 through 7.*
- Request for public facility in a Section 6(f) area.** *Complete Steps 3C, and 5 through 7.*
- Request for temporary non-conforming use in a Section 6(f) area.** *Complete Steps 4A, and 5 through 7.*
- Request for significant change in use/intent of original LWCF application.** *Complete Steps 4B, and 5 through 7.*
- Request to shelter existing/new facility within a Section 6(f) area regardless of funding source.** *Complete Steps 4C, and 5 through 7.*

Step 2. New Project Application (See LWCF Manual for guidance.)

A. For an Acquisition Project

1. Provide a brief narrative about the proposal that provides the reasons for the acquisition, the number of acres to be acquired with LWCF assistance, and a description of the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.).
2. How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)?
3. Describe development plans for the proposal for the site(s) for public outdoor recreation use within the next three (3) years.
4. SLO must complete the State Appraisal/Waiver Valuation Review form in Step 7 certifying that the appraisal(s) has been reviewed and meets the "Uniform Appraisal Standards for Federal Land Acquisitions" or a waiver valuation was approved per 49 CFR 24.102(c)(2)(ii). State should retain copies of the appraisals and make them available if needed.
5. Address each item in "D" below.

B. For a Development Project

1. Describe the physical improvements and/or facilities that will be developed with federal LWCF assistance, including a site sketch depicting improvements, where and how the public will access the site, parking, etc. Indicate entrances on 6(f) map. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing facilities.
2. When will the project be completed and open for public outdoor recreation use? Summer 2018
3. Address each item in "D" below.

C. For a Combination Project

1. For the acquisition part of the proposal:
 - a. Provide a brief narrative about the proposal that provides the reasons for the acquisition, number of acres to be acquired with LWCF assistance, and describes the property. Describe and quantify the types of existing resources and features on the site (for example, 50 acres wetland, 2,000 feet beachfront, 200 acres forest, scenic views, 100 acres riparian, vacant lot, special habitat, any unique or special features, recreation amenities, historic/cultural resources, hazardous materials/ contamination history, restrictions, institutional controls, easements, rights-of-way, above ground/underground utilities, including wires, towers, etc.)
 - b. How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)?
 - c. Describe development plans for the proposed for the site(s) for public outdoor recreation use within the next three (3) years.
 - d. SLO must complete the State Appraisal/Waiver Valuation Review form in Step 7 certifying that the appraisal(s) has been reviewed and meets the "Uniform Appraisal Standards for Federal Land Acquisitions" or a waiver valuation was approved per 49 CFR 24.102(c)(2)(ii). State should retain copies of the appraisals and make them available if needed.
2. For the development part of the proposal:
 - a. Describe the physical improvements and/or facilities that will be developed with federal LWCF assistance, including a site sketch depicting improvements, where and how the public will access the site, parking, etc. Indicate entrances on 6(f) map. Indicate to what extent the project involves new development, rehabilitation, and/or replacement of existing facilities.
 - b. When will the project be completed and open for public outdoor recreation use?
3. Address each item in "D" below.

D. Additional items to address for a new application and amendments

1. Will this proposal create a **new** public park/recreation area **where none previously existed** and is not an addition to an existing public park/recreation area? Yes ___ (go to #3) No X (go to #2)
2. a. What is the name of the pre-existing public area that this new site will be added to? Emery Field
b. Is the pre-existing public park/recreation area already protected under Section 6(f)? Yes X No ___
If no, will it now be included in the 6(f) boundary? Yes ___ No ___
3. What will be the name of this **new** public park/recreation area? N/A
4. a. Who will hold title to the property assisted by LWCF? Who will manage and operate the site(s)?
b. What is the sponsor's type of ownership and control of the property?
X Fee simple ownership
___ Less than fee simple. Explain:
___ Lease. Describe lease terms including renewable clauses, # of years remaining on lease, etc.
Who will lease area? Submit copy of lease with this PD/ESF. (See LWCF Manual for **program restrictions** for leases and further guidance.)
5. Describe the nature of any rights-of-way, easements, reversionary interests, etc. to the Section 6(f) park area? Indicate the location on 6(f) map. Do parties understand that a Section 6(f) conversion may occur if private or non-recreation activities occur on any pre-existing right-of-way, easement, leased area? N/A & understood.
6. Are overhead utility lines present, and if so, explain how they will be treated per LWCF Manual. N/A
7. As a result of this project, describe **new** types of outdoor recreation opportunities and capacities, and short and long term public benefits.

8. Explain any existing non-recreation and non-public uses that will continue on the site(s) and/or proposed for the future within the 6(f) boundary. N/A
9. Describe the planning process that led to the development of this proposal. Your narrative should address:
 - a. How was the interested and affected public notified and provided opportunity to be involved in planning for and developing your LWCF proposal? Who was involved and how were they able to review the **completed** proposal, including any state, local, federal agency professionals, subject matter experts, members of the public and Indian Tribes. Describe any public meetings held and/or formal public comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments on the completed proposal. Please see attached.
 - b. What information was made available to the public for review and comment? Did the sponsor provide written responses addressing the comments? If so, include responses with this PD/ESF submission. Please see attached.
10. How does this proposal implement statewide outdoor recreation goals as presented in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) (include references), and explain why this proposal was selected using the State's Open Project Selection Process (OPSP). Please see attached.
11. List all source(s) and amounts of financial match to the LWCF federal share of the project. The value of the match can consist of cash, donation, and in-kind contributions. The federal LWCF share and financial matches must result in a viable outdoor recreation area and not rely on other funding not mentioned here. Other federal resources may be used as a match if specifically authorized by law.

Source	Type of Match	Value
Town Budget	Cash	\$ 127,000
DPW Equipment and Labor	In-Kind	\$ 53,000
Community Fundraising	Cash	\$ 10,000

12. Is this LWCF project scope part of a larger effort not reflected on the SF-424 (*Application for Federal Assistance*) and grant agreement? If so, briefly describe the larger effort, funding amount(s) and source(s). This will capture information about partnerships and how LWCF plays a role in leveraging funding for projects beyond the scope of this federal grant. Yes. Please see attached.
13. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

Proceed to Steps 5 through 7



Step 3. Project Amendment (See LWCF Manual for guidance.)

A. Increase/Change in Project Scope

1. **For Acquisition Projects:** To acquire additional property that was not described in the original project proposal and NEPA documentation, follow Step 2A-Acquisition Project and 2D.
2. **For Development Projects:** To change the project scope for a development project that alters work from the original project scope by adding elements or enlarging facilities, follow Step 2B-Development Project and 2D.
3. **For Combination Projects:** Follow Step 2C as appropriate.

B. Section 6(f)(3) Conversion Proposal

Prior to developing your Section 6(f)(3) conversion proposal, you must consult the LWCF Manual and 36 CFR 59.3 for complete guidance on conversions. Local sponsors must consult early with the State LWCF manager when a conversion is under consideration or has been discovered. States must consult with their NPS-LWCF manager as early as possible in the conversion process for guidance and to sort out and discuss details of the conversion proposal to avoid mid-course corrections and unnecessary delays. **A critical first step is for the State and NPS to agree on the size of the Section 6(f) park land impacted by any non-recreation, non-public use,**

especially prior to any appraisal activity. Any previous LWCF project agreements and actions must be identified and understood to determine the actual Section 6(f) boundary.

The Section 6(f)(3) conversion proposal including the required NEPA environmental review documents (CE recommendation or an EA document) must focus on the loss of public outdoor recreation park land and recreational usefulness, and its replacement per 36 CFR 59, and **not** the activities precipitating the conversion or benefits thereof, such as the impacts of constructing a new school to relieve overcrowding or constructing a hotel/restaurant facility to stimulate the local economy. Rather, the environmental review must 1) focus on “resource impacts” as indicated on the ESF (Step 6), including the loss of public park land and recreation opportunities (ESF A-15), and 2) the impacts of creating new replacement park land and replacement recreation opportunities. A separate ESF must be generated for the converted park area and each replacement site. Section 6(f)(3) conversions always have more than minor impacts to outdoor recreation (ESF A-15) as a result of loss of parkland requiring an EA, except for “small” conversions as defined in the LWCF Manual Chapter 8.

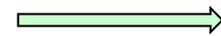
For NPS review and decision, the following elements are required to be included in the State’s completed conversion proposal to be submitted to NPS:

1. A letter of transmittal from the SLO recommending the proposal.
2. A detailed explanation of the sponsor’s need to convert the Section 6(f) parkland including all efforts to consider other practical alternatives to this conversion, how they were evaluated, and the reasons they were not pursued.
3. An explanation of how the conversion is in accord with the State Comprehensive Outdoor Recreation Plan (SCORP).
4. Completed “State Appraisal/Waiver Valuation Review form in Step 7 for each of the converted and replacement parcels certifying that the appraisals meet the “Uniform Appraisal Standards for Federal Land Acquisitions.” States must retain copies of the appraisals/waiver valuations and make them available for review upon request.
5. For the park land proposed for conversion, a detailed description including the following:
 - a. Specific geographic location on a map, 9-digit zip code, and name of park or recreation area proposed for conversion.
 - b. Description of the area proposed for the conversion including the acreage to be converted and any acreage remaining. For determining the size of the conversion, consider not only the physical footprint of the activity precipitating the conversion, but how the precipitating activity will impact the entire 6(f) park area. In many cases the size of the converted area is larger than the physical footprint. Include a description of the recreation resources, facilities, and recreation opportunities that will be impacted, displaced or lost by the proposed conversion. For proposals to partially convert a Section 6(f) park area, the remaining 6(f) park land must remain recreationally viable and not be impacted by the activities that are precipitating the conversion. If it is anticipated that the precipitating activities impact the remaining Section 6(f) area, the proposed area for the conversion should be expanded to encompass all impacted park land.
 - c. Description of the community and population served by the park, including users of the park and uses.
 - d. For partial conversions, a revised 6(f) map clearly indicating both the portion that is being converted and the portion remaining intact under Section 6(f).
6. For each proposed replacement site:
 - a. Specific geographic location on a map, 9-digit zip code, and geographical relationship of converted and replacement sites. If site will be added to an existing public park/outdoor recreation area, indicate on map.
 - b. Description of the site’s physical characteristics and resource attributes with number and types of resources and features on the site, for example, 15 acres wetland, 2,000 feet beachfront, 50 acres forest, scenic views, 75 acres riparian, vacant lot, special habitat, any unique or special features, structures, recreation amenities, historic/cultural resources, hazardous materials/contamination history, restrictions,

institutional controls, easements, rights-of-way, overhead/underground utilities including overhead wires, towers, etc.

- c. Identification of the owner of the replacement site and its recent history of use/function up to the present.
 - d. Detailed explanation of how the proposed replacement site is of reasonably equivalent usefulness and location as the property being converted, including a description of the recreation needs that will be met by the new replacement parks, populations to be served, and new outdoor recreation resources, facilities, and opportunities to be provided.
 - e. Identification of owner and manager of the new replacement park?
 - f. Name of the new replacement park. If the replacement park is added to an existing public park area, will the existing area be included within the 6(f) boundary? What is the name of the existing public park area?
 - g. Timeframe for completing the new outdoor recreation area(s) to replace the recreation opportunity lost per the terms of conversion approval and the date replacement park(s) will be open to the public.
 - h. New Section 6(f) map for the new replacement park.
7. NEPA environmental review, including NHPA Section 106 review, for both the converted and replacement sites in the same document to analyze how the converted park land and recreational usefulness will be replaced. Except for “small” conversions (see LWCF Manual Chapter 8), conversions usually require an EA.

Proceed to Steps 5 through 7



C. Proposal for a Public Facility in a Section 6(f) Area

Prior to developing this proposal, you must consult the LWCF Manual for complete guidance. In summary, NPS must review and decide on requests to construct a public indoor and/or non-recreation facility within a Section 6(f) area. In certain cases NPS may approve the construction of public facilities within a Section 6(f) area where it can be shown that there will be a net gain in **outdoor recreation** benefits and enhancements for the entire park. In most cases, development of a non-recreation public facility within a Section 6(f) area constitutes a conversion. For NPS review, the State/sponsor must submit a proposal to NPS under a letter of transmittal from the SLO that:

1. Describes the purpose and all proposed uses of the public facility such as types of programming, recreation activities, and special events including intended users of the new facility and any agency, organization, or other party to occupy the facility. Describe the interior and exterior of the facility, such as office space, meeting rooms, food/beverage area, residential/lodging area, classrooms, gyms, etc. Explain how the facility will be compatible with the outdoor recreation area. Explain how the facility and associated uses will significantly support and enhance existing and planned outdoor recreation resources and uses of the site, and how outdoor recreation use will remain the primary function of the site. (The public's outdoor recreation use must continue to be greater than that expected for any indoor use, unless the site is a single facility, such as a swimming pool, which virtually occupies the entire site.)
2. Indicates the exact location of the proposed public facility and associated activities on the site's Section 6(f) map. Explain the design and location alternatives considered for the public facility and why they were not pursued.
3. Explains who will own and/or operate and maintain the facility? Attach any 3rd party leases and operation and management agreements. When will the facility be open to the public? Will the facility ever be used for private functions and closed to the public? Explain any user or other fees that will be instituted, including the fee structure.
4. Includes required documents as a result of a completed NEPA process (Steps 5 – 7).

Proceed to Steps 5 through 7



Step 4. Proposals for Temporary Non-Conforming Use, Significant Change in Use, and Sheltering Facilities (See LWCF Manual for guidance.)

A. Proposal for Temporary Non-Conforming Use

Prior to developing this proposal, you must consult the LWCF Manual for complete guidance. NPS must review and decided on requests for temporary uses that do not meet the requirements of allowable activities within a Section 6(f) area. A temporary non-conforming use is limited to a period of six months (180 days) or less. Continued use beyond six-months will not be considered temporary, and may result in a Section 6(f)(3) conversion of use requiring the replacement of converted parkland. For NPS review, describe the temporary non-conforming use (activities other than public outdoor recreation) in detail including the following information:

1. A letter of transmittal from the SLO recommending the proposal.
2. Describe in detail the proposed temporary non-conforming use and all associated activities, why it is needed, and alternative locations that were considered and why they were not pursued.
3. Explain length of time needed for the temporary non-conforming use and why.
4. Describe the size of the Section 6(f) area affected by the temporary non-conforming use activities and expected impacts to public outdoor recreation areas, facilities and opportunities. Explain efforts to keep the size of the area impacted to a minimum. Indicate the location of the non-conforming use on the site's 6(f) map.
5. Describe any anticipated temporary/permanent impacts to the Section 6(f) area and how the sponsor will mitigate them during and after the non-conforming use ceases.
6. Consult the LWCF Manual for additional requirements and guidelines before developing the proposal.

Proceed to Steps 5 through 7 

B. Proposal for Significant Change in Use

Prior to developing the proposal, you must consult the LWCF Manual for complete guidance. NPS approval must be obtained prior to any change from one eligible use to another when the proposed use would significantly contravene the original plans or intent for the area outlined in the original LWCF application for federal assistance. Consult with NPS for early determination on the need for a formal review. NPS approval is only required for proposals that will **significantly** change the use of a LWCF-assisted site (e.g., from passive to active recreation). The proposal must include and address the following items:

1. A letter of transmittal from the SLO recommending the proposal.
2. Description of the proposed changes and how they significantly contravene the original plans or intent of LWCF agreements.
3. Explanation of the need for change in use and how the change is consistent with local plans and the SCORP.
4. Consult the LWCF Manual for additional requirements and guidelines before developing the proposal.

Proceed to Steps 5 through 7 

C. Proposal for Sheltering Facilities

Prior to developing this proposal, you must consult the LWCF Manual for complete guidance. NPS must review and decide on all proposals to shelter an existing outdoor recreation facility or construct a new sheltered recreation facility within a Section 6(f) area regardless of funding source. The proposal must demonstrate that there is an increased benefit to public recreation opportunity. Describe the sheltering proposal in detail, including the following:

1. A letter of transmittal from the SLO recommending the proposal.
2. Describe the proposed sheltered facility, how it would operate, how the sheltered facility will include recreation uses that could typically occur outdoors, and how the primary purpose of the sheltered facility is recreation.

3. Explain how the sheltered facility would not substantially diminish the outdoor recreation values of the site including how the sheltered facility will be compatible and significantly supportive of the outdoor recreation resources present and/or planned.
4. Explain how the sheltered facility will benefit the total park's outdoor recreation use.
5. Describe efforts provided to the public to review the proposal to shelter the facility and has local support.
6. Document that the sheltered facility will be under the control and tenure of the public agency which sponsors and administers the original park area.
7. Consult the LWCF Manual for additional requirements and guidelines before developing the proposal.

Proceed to Steps 5 through 7

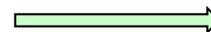
Step 5. Summary of Previous Environmental Review (including E.O. 12372 - Intergovernmental Review)

To avoid duplication of effort and unnecessary delays, describe any prior environmental review undertaken at any time and still viable for this proposal or related efforts that could be useful for understanding potential environmental impacts. Consider previous local, state, federal (e.g. HUD, EPA, USFWS, FHWA, DOT) and any other environmental reviews. At a minimum, address the following:

1. Date of environmental review(s), purpose for the environmental review(s) and for whom they were conducted.
See attached.
2. Description of the proposed action and alternatives.
3. Who was involved in identifying resource impact issues and developing the proposal including the interested and affected public, government agencies, and Indian tribes.
4. Environmental resources analyzed and determination of impacts for proposed actions and alternatives.
5. Any mitigation measures to be part of the proposed action.
6. Intergovernmental Review Process (Executive Order 12372): Does the State have an Intergovernmental Review Process? Yes _____ No _____. If yes, has the LWCF Program been selected for review under the State Intergovernmental Review Process? Yes _____ No _____. If yes, was this proposal reviewed by the appropriate State, metropolitan, regional and local agencies, and if so, attach any information and comments received about this proposal. If proposal was not reviewed, explain why not.
7. Public comment periods (how long, when in the process, who was invited to comment) and agency response.
8. Any formal decision and supporting reasons regarding degree of potential impacts to the human environment.
9. Was this proposed LWCF federal action and/or any other federal actions analyzed/reviewed in any of the previous environmental reviews? If so, what was analyzed and what impacts were identified? Provide specific environmental review document references.

Use resource impact information generated during previous environmental reviews described above and from recently conducted site inspections to complete the Environmental Screening Form (ESF) portion of this PD/ESF under Step 6. Your ESF responses should indicate your proposal's potential for impacting each resource as determined in the previous environmental review(s), and include a reference to where the analysis can be found in an earlier environmental review document. If the previous environmental review documents contain proposed actions to mitigate impacts, briefly summarize the mitigation for each resource as appropriate. The appropriate references for previous environmental review document(s) must be documented on the ESF, and the actual document(s) along with this PD/ESF must be included in the submission for NPS review.

Proceed to Steps 6 through 7



Step 6. Environmental Screening Form (ESF)

This portion of the PD/ESF is a working tool used to identify the level of environmental documentation which must accompany the proposal submission to the NPS. By completing the ESF, the project sponsor is providing support for its recommendation in Step 7 that the proposal either:

1. meets criteria to be categorically excluded (CE) from further NEPA review and no additional environmental documentation is necessary; or
2. requires further analysis through an environmental assessment (EA) or an environmental impact statement (EIS).

An ESF alone does not constitute adequate environmental documentation unless a CE is recommended. If an EA is required, the EA process and resulting documents must be included in the proposal submission to the NPS. If an EIS may be required, the State must request NPS guidance on how to proceed.

The scope of the required environmental analysis will vary according to the type of LWCF proposal. For example, the scope for a new LWCF project will differ from the scope for a conversion. Consult the LWCF Manual for guidance on defining the scope or extent of environmental analysis needed for your LWCF proposal. As early as possible in your planning process, consider how your proposal/project may have direct, indirect and cumulative impacts on the human environment for your type of LWCF action so planners have an opportunity to design alternatives to lessen impacts on resources, if appropriate. When used as a planning tool in this way, the ESF responses may change as the proposal is revised until it is ready for submission for federal review. Initiating or completing environmental analysis after a decision has been made is contrary to both the spirit and letter of the law of the NEPA.

The ESF should be completed with input from resource experts and in consultation with relevant local, state, tribal and federal governments, as applicable. The interested and affected public should be notified of the proposal and be invited to participate in scoping out the proposal (see LWCF Manual Chapter 4). At a minimum, a site inspection of the affected area must be conducted by individuals who are familiar with the type of affected resources, possess the ability to identify potential resource impacts, and to know when to seek additional data when needed.

At the time of proposal submission to NPS for federal review, the completed ESF must justify the NEPA pathway that was followed: CE recommendation, production of an EA, or production of an EIS. The resource topics and issues identified on the ESF for this proposal must be presented and analyzed in an attached EA/EIS. Consult the LWCF Manual for further guidance on LWCF and NEPA.

The ESF contains two parts that must be completed:

Part A. Environmental Resources

Part B. Mandatory Criteria

Part A: For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of potential negative impact for each listed resource that may occur directly, indirectly and cumulatively as a result of federal approval of your proposal. For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. If an environmental review has already been conducted on your proposal and is still viable, include the citation including any planned mitigation for each applicable resource, and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column. Add any relevant resources (see A.24 on the ESF) if not included in the list.

Use a separate sheet to briefly clarify how each resource could be adversely impacted; any direct, indirect, and cumulative impacts that may occur; and any additional data that still needs to be determined. Also explain any planned mitigation already addressed in previous environmental reviews.

Part B: This is a list of mandatory impact criteria that preclude the use of categorical exclusions. If you answer "yes" or "maybe" for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in Part A. Explain all "yes" and "maybe" answers on a separate sheet.

For conversions, complete one ESF for each of the converted and replacement sites.

A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts. Use a separate sheet to clarify responses per instructions for Part A on page 9.	Not Applicable- Resource does not exist	No/Negligible Impacts- Exists but no or negligible impacts	Minor Impacts	Impacts Exceed Minor EA/EIS required	More Data Needed to Determine Degree of Impact EA/EIS required
1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.		X			
2. Air quality		X			
3. Sound (noise impacts)		X			
4. Water quality/quantity	X				
5. Stream flow characteristics	X				
6. Marine/estuarine	X				
7. Floodplains/wetlands		X			
8. Land use/ownership patterns; property values; community livability		X			
9. Circulation, transportation		X			
10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing	X				
11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	X				
12. Unique or important wildlife/ wildlife habitat	X				
13. Unique or important fish/habitat	X				
14. Introduce or promote invasive species (plant or animal)	X				
15. Recreation resources, land, parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc. <i>Most conversions exceed minor impacts. See Step 3.B</i>		X			
16. Accessibility for populations with disabilities		X			
17. Overall aesthetics, special characteristics/features		X			
18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc. Attach SHPO/THPO determination.	X				
19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure		X			
20. Minority and low-income populations		X			
21. Energy resources (geothermal, fossil fuels, etc.)	X				
22. Other agency or tribal land use plans or policies	X				
23. Land/structures with history of contamination/hazardous materials even if remediated	X				
24. Other important environmental resources to address.	X				

B. MANDATORY CRITERIA If your LWCF proposal is approved, would it...	Yes	No	To be determined
1. Have significant impacts on public health or safety?		X	
2. Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation, or refuge lands, wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (E.O. 11990); floodplains (E.O 11988); and other ecologically significant or critical areas.		X	
3. Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA section 102(2)(E)]?		X	
4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks?		X	
5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?		X	
6. Have a direct relationship to other actions with individually insignificant, but cumulatively significant, environmental effects?		X	
7. Have significant impacts on properties listed or eligible for listing on the National Register of Historic Places, as determined by either the bureau or office.(Attach SHPO/THPO Comments)			X
8. Have significant impacts on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have significant impacts on designated Critical Habitat for these species.		X	
9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?		X	
10. Have a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898)?		X	
11. Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007)?		X	
12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112)?		X	

Environmental Reviewers

The following individual(s) provided input in the completion of the environmental screening form. *List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal in state compliance file for any future program review and/or audit. The ESF may be completed as part of a LWCF pre-award site inspection if conducted in time to contribute to the environmental review process for the proposal.*

1. Don Cameron, Maine Natural Areas Program
2. John Perry, ME Dept. of Inland Fisheries and Wildlife Endangered Species Program
3. Robin K. Reed, ME Historic Preservation Commission

The following individuals conducted a site inspection to verify field conditions.

List name of inspector(s), title, agency, and date(s) of inspection.

1. Doug Beck, Outdoor Recreation Supervisor, Bureau of Parks and Lands, 9/16/15
- 2.
- 3.

State may require signature of

LWCF sub-recipient applicant here: _____ **Date** _____

Step 7. Recommended NEPA Pathway and State Appraisal/Waiver Valuation

First, consult the attached list of “Categorical Exclusions (CEs) for Which a Record is Needed.” If you find your action in the CE list **and** you have determined in Step 6A that impacts will be minor or less for each applicable environmental resource on the ESF **and** you answered “no” to all of the “Mandatory Criteria” questions in Step 6B, the proposal qualifies for a CE. Complete the following “State LWCF Environmental Recommendations” box indicating the CE recommendation.

If you find your action in the CE list **and** you have determined in Step 6A that impacts will be greater than minor or that more data is needed for any of the resources **and** you answered “no” to all of the “Mandatory Criteria” questions, your environmental review team may choose to do additional analysis to determine the context, duration, and intensity of the impacts of your project or may wish to revise the proposal to minimize impacts to meet the CE criteria. If impacts remain at the greater than minor level, the State/sponsor must prepare an EA for the proposal. Complete the following “State Environmental Recommendations” box indicating the need for an EA.

If you do not find your action in the CE list, regardless of your answers in Step 6, you must prepare an EA or EIS. Complete the following “State Environmental Recommendations” box indicating the need for an EA or EIS.

State NEPA Pathway Recommendation

I certify that a site inspection was conducted for each site involved in this proposal and to the best of my knowledge, the information provided in this LWCF Proposal Description and Environmental Screening Form (PD/ESF) is accurate based on available resource data. All resulting notes, reports and inspector signatures are stored in the state’s NEPA file for this proposal and are available upon request. On the basis of the environmental impact information for this LWCF proposal as documented in this LWCF PD/ESF with which I am familiar, I recommend the following LWCF NEPA pathway:

- This proposal qualifies for a Categorical Exclusion (CE).
 - CE Item #:
 - Explanation:
- This proposal requires an Environmental Assessment (EA) which is attached and has been produced by the State/sponsor in accordance with the LWCF Program Manual.
- This proposal may require an Environmental Impact Statement (EIS). NPS guidance is requested per the LWCF Program Manual.

Reproduce this certificate as necessary. Complete for each LWCF appraisal or waiver valuation.

State Appraisal/Waiver Valuation Review

Property address: _____ **Date of appraisal transmittal letter/waiver:** _____

Real property value: \$ _____ **Effective date of value:** _____

I certify that: a State-certified Review Appraiser has reviewed the appraisal and has determined that it was prepared in conformity with the Uniform Appraisal Standards for Federal Land Acquisitions.

OR

the State has reviewed and approved a waiver valuation for this property per 49 CFR 24.102(c)(2)(ii).

SLO/ASLO Original Signature: _____ **Date:** _____
Typed Name, Title, Agency: _____

LWCF Proposal Description and Environmental Screening Form – Supplementary Information

2.B.1

This project proposes to return Emery Field to a key part of the Town's recreational system by renovating open field space to serve as two U10 soccer fields and one lacrosse field, with walking paths around the fields and park. This project is a "first step" recommended in an overall master plan for Kittery's recreational athletic fields, as it will alleviate overuse of other facilities (thereby improving their playing surfaces) and provide a place for the emerging sport of lacrosse to play.

Future improvements to the Emery facility identified as part of the master plan include a picnic area, tennis courts, playground, and storage structure. These are not part of this proposal at this time.

The project 6(f) map is included in the application.

2.B.3.D.7

New opportunities for soccer, lacrosse, and walking will be provided. Short and long term benefits include healthy exercise activity for youth, young adults, and people of all ages.

2.B.3.D.9.a

The Emery Field Multi-Use Fields and Pathways project is the top priority of the recently-completed Kittery Master Plan for Athletic Fields. The Master Plan itself was a "public-private" partnership, where Town residents interested in improving the Town's recreational facilities raised \$12,500 in funding which was matched by the Town to fund a consultant to prepare the plan. As part of this effort, the residents organized themselves into the Kittery Athletic Field Improvement Committee (KAFI) and led efforts to reach out to the community and involve them in the planning process. KAFI established Facebook and Twitter accounts (<https://www.facebook.com/kitteryathleticfields> and <https://twitter.com/kaficomm>), and spread the word via flyers, and word of mouth. In addition, all meetings were repeatedly broadcast on Kittery's local cable access channel (22), and are available on You Tube (<https://www.youtube.com/channel/UCxvrUAYvfc8dTdLiuVC2qRA>) for instant access.

The master plan was guided by an advisory committee which was comprised of KAFI representatives, the Public Works Commissioner, the Assistant Director of Recreation, the School Department Athletic Director, and the Town Manager. Following is a summary of meetings held:

LWCF Proposal Description and Environmental Screening Form – Supplementary Information

<i>Meeting</i>	<i>Subject</i>	<i>Date</i>
<i>Field Study Advisory Group</i>	Project kick-off meeting, outline scope of work, review project schedule requirements	January 12, 2015
<i>Field Study Advisory Group</i>	Further outline of project schedule, review initial field reconnaissance findings	February 4, 2015
<i>Initial Public Outreach and Input Meeting</i>	Review of initial mapping and field reconnaissance efforts, receipt of comments regarding limitations and opportunities at all playing venues	February 10, 2015
<i>Field Study Advisory Group</i>	Review of initial site concept plans	March 2, 2015
<i>Public Outreach Meeting</i>	Present draft improvement plans, receipt of comments and suggestions for moving forward	March 4, 2015
<i>Field Study Advisory Group</i>	General review of DRAFT master plan document including all field concept plans...	March 30, 2015
<i>Public Outreach Meeting</i>	Identify options for field planning efforts	April 8, 2015
<i>Field Study Advisory Group</i>	Detailed review of DRAFT master plan document including all field concept plans...	June 9, 2015
<i>Board of Selectmen</i>	Present Kittery Athletic Fields Master Plan and receive public comment	TBD

Additional meetings of the Field Study Advisory group were held in Fall, 2015.

Two discussions about the proposal were held at Town Council on October 26th and November 9th. Each were previewed in the Portsmouth Herald and then reported on after the meetings. Public comments and responses to comments were made during the master plan process and are a part of the LWCF application.

2.B.3.D.9.b

Two discussions about the proposal were held at Town Council on October 26th and November 9th. Each were previewed in the Portsmouth Herald and then reported on after the meetings. Public comments and responses to comments were made during the master plan process and are a part of the LWCF application.

2.B.3.D.10

The project will benefit users community-wide who participate in organized athletics, but will also continue to offer the immediate neighborhood with recreational opportunities on a more informal basis. It addresses “Priority Area 1: Connect More Mainers of All Ages with the Health and Wellness Benefits of Outdoor Recreation,” of the SCORP by encouraging activity for people of all ages. Strategies A, C, and D are all addressed by this project.

Strategy A, in part, states “Foster and support the growth of clubs and groups utilizing outdoor recreation resources (e.g., trails, water access, etc.) for healthy activities such as weekly walking/biking groups, outdoor yoga, scheduled paddling outings, etc. ... Look for opportunities to develop recreation sites well-suited to formal and informal group activity. (emphasis added)” This project was selected as a top

priority in the Athletic Master Plan because it serves diverse activities, supports a growing sport, and is very well suited to both formal and informal activity.

Strategies C.4 -7 focus on providing adaptable, multiuse facilities that are conveniently located for working families. Emery multiuse fields are designed to serve multiple sports, and the walking paths which will be constructed around the facility are intended to serve health and wellness of working parents in the neighborhood.

In addition, Strategy D which aims to meet the interests and abilities of an older and less abled public is also fulfilled through the walking/exercise paths to be developed, in a “close to home” setting.

2.B.3.D.12

The larger plan for Emery Field improvements include construction of two tennis courts (there are no public tennis courts in Kittery), a playground, a storage building/restroom, a picnic area, and an improved parking area. The total project is estimated to cost \$1,185,000. The remainder of the plan may be accomplished in phases, using annual capital funding, DPW resources, and private fundraising.

2.B.3.D.13

The LWCF application includes a request for design funding. At this time, the status of permits/approval is premature. However, at this stage, we do not expect significant hurdles in this area. There is a small wetland (3,920 s.f.) on the site, but no impacts are foreseen at this time. Local site plan review before the Planning Board may be required once a design is established.

5.1-9

Emery Field received a LWCF grant in 1983 for construction of a soccer field at the location of the proposed renovation project. It likely underwent environmental review at that time.

MEMORANDUM

Maine Natural Areas Program

17 Elkins Lane
State House Station #93
Augusta, Maine 04333

Date: November 17, 2015
To: Nancy Colbert Puff, Town Manager, Kittery
From: Don Cameron, Ecologist
Re: Rare and exemplary botanical features, Land and Water Conservation Fund project, Emery Field, 2 Cole Street, Kittery, Maine.

I have searched the Natural Areas Program's Biological and Conservation Data System files for rare or unique botanical features in the vicinity of the proposed site in response to your request received November 17, 2015 for our agency's comments on the project.

According to our current information, there are no rare botanical features that will be disturbed within the project site. This finding is available and appropriate for preparation and review of environmental assessments, but it is not a substitute for on-site surveys. Comprehensive field surveys do not exist for all natural areas in Maine, and in the absence of a specific field investigation, the Maine Natural Areas Program cannot provide a definitive statement on the presence or absence of unusual natural features at this site. You may want to have the site inventoried by a qualified field biologist to ensure that no undocumented rare features are inadvertently harmed.

The Natural Areas Program is continuously working to achieve a more comprehensive database of exemplary natural features in Maine. We welcome the contribution of any information collected if a site survey is performed.

Thank you for using the Natural Areas Program in the environmental review process. Please do not hesitate to contact our office if you have further questions about the Natural Areas Program or about rare or unique botanical features at this site.

Nancy Colbert Puff

From: Nancy Colbert Puff
Sent: Tuesday, November 17, 2015 12:32 PM
To: 'IFWEnvironmentalreview@maine.gov'
Subject: LWCF Project Review
Attachments: Emery_Field-Kittery.cpg; Emery_Field-Kittery.dbf; Emery_Field-Kittery.prj; Emery_Field-Kittery.sbn; Emery_Field-Kittery.sbx; Emery_Field-Kittery.shp; Emery_Field-Kittery.shx; 2015-LWCF-LocationMap.pdf; 2015-LWCF-Boundary Map.pdf; EmeryFieldMP.pdf

Dear Mr. Perry ,

The Town of Kittery is applying for funding from the Land and Water Conservation Fund to develop multi-use fields and pathways at Emery Field. We request MDIFW review, as required.

Located at 2 Cole Street, the project involves a 5.8 acre site, 3.1 acres of which are currently being utilized for athletic fields. The Town received funding in the 1983 from the LWCF (Project No. 23-00525), and as a result is already bound by a commitment to recreational use of this property in perpetuity. The field is bound by a residential neighborhood, with a wooded area along its southwest border.

The project proposes to redevelop the existing open field into multi-use athletic fields that can accommodate two U-11 soccer fields and one regulation lacrosse field, which will be surrounded by a walking path for general recreational use. The project will address drainage issues with the site, lack of an ADA-accessible pathway system, and will include irrigation for optimal maintenance. Approximately 91,000 s.f. of land may be disturbed as part of this construction.

Enclosed are maps that illustrate the project site, location, and project proposal as well as a shape file of the 6(f)(3) boundary. Thank you for your consideration.

Sincerely,

Nancy Colbert Puff
Town Manager

Nancy Colbert Puff, Town Manager
Town of Kittery
200 Rogers Road
Kittery, ME 03904
207-475-1329

NOTICE: Please be aware that any e-mails that you send to Town officials are subject to Maine's Freedom of Access law and may not be kept private if there is a request for public records.



TOWN OF KITTERY

MASTER PLAN FOR ATHLETIC FIELDS

Kittery, Maine



Images of Study Properties

Town of Kittery

Master Plan for Athletic Fields

2015

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Appendix B Fields Use Matrix
Concept Master Plans

The study that follows provides a comprehensive analysis of all existing conditions and a series of recommendations for improving field facilities throughout the Town of Kittery system. We have looked specifically at the fields that are owned, operated and managed by the Town. The list of properties is as follows:

Memorial, Tobey and Dewolf Field Complex	Haley Field
Shapleigh Middle School Fields	Emery Field
Mitchell Field	Kittery Community Center at Frisbee Common

Work included the preparation of a need assessment that was based on our examination of the physical conditions of all fields and on information gathered during a series of meetings with key user groups and stakeholders. As work progressed, it became clear and obvious that:

- There are insufficient playing venues to meet the increasing demands of the Kittery community.
- Due to heavy and often excessive use during all seasons of the year and during all types of weather, turf conditions are stressed at many locations.
- Poor playing conditions can demoralize users and increase the risk of injury.
- Town maintenance operations staff, which is hampered by their small numbers and lack of materials and equipment, wages an uphill battle in an effort to maintain the best conditions possible.
- Despite the limitations above, quality turf conditions have been achieved at several playing venues, including most notably Emery field.
- The lack of a clear, concise and evenly enforced “Field Use Policy” places those responsible for field upkeep at a great disadvantage. Surrounding towns have long since adopted policies that have proven crucial to the maintenance of improved field/turf conditions by controlling use particularly during poor weather.
- Kittery must adopt such a policy so that appropriate controls govern the use of the fields and allows for improved playing conditions to be achieved. Of note, Little League and Youth Soccer officials are able to maintain higher quality playing conditions at their privately managed venues due to their abilities to control use, especially during poor weather.
- Kittery must look for opportunities to create new playing venues at alternate properties. As an example, undeveloped lands adjacent to Haley Field are suitable for the development of new field footprints. Without new venues, improved playing conditions will never be attained.
- The Town must set aside funds to renovate existing facilities as new venues come on-line. Improvements can be accomplished through a traditional public design, bid and construct process or through other creative means that have potential cost benefits. These other means are described elsewhere in the document.
- The Town must aggressively pursue other traditional state and federal funding sources in order to reduce the financial burden on residents and to match local funding authorizations.

Surrounding towns have moved aggressively to expand their field-based playing venues due to dramatically increased rates of participation in traditional (baseball, football, soccer) and newly emerging (lacrosse, field hockey) sports and the ever-expanding participation rate of women and girls in general. Kittery sees the same expansion in the number of programs offered and the number of individuals participating. Recent improvements to Memorial, Tobey and Dewolf Field Complex represent an important beginning, but

conditions at other facilities are not likely to improve without recognizing the need to adopt many of the basic recommendations identified within this Executive Summary and throughout the master plan that follows.

We invite you to review the larger document that follows and to actively participate in an endeavor to provide improved field-based recreational and athletic opportunities to all residents of Kittery, but especially to the youth of the community.

**KITTERY FIELD SUMMARY EQUATION
HUGE NUMBER OF PARTICIPANTS + NOT ENOUGH
PLAYING FIELD VENUES = POOR TO FAIR FIELD PLAYING
CONDITIONS OVERALL**



Acknowledgements

We gratefully acknowledge the many individuals from the Town Administration and from a variety of youth sports programs for their participation in every aspect of this master planning process. Their ability to understand Kittery’s most critical athletic facility and recreational needs, to create solutions that address those needs and to develop realistic strategies for implementing the actual improvements will help yield positive benefits to all future users as key parts of the Master Plan are implemented in future years.

Thanks in particular to Nancy Colbert Puff, Town Manager; Norman Albert, Commissioner of Public Works; Jeremy Paul, Assistant Recreation Director; and Tony Marino, President of Kittery Athletic Field Improvement Committee and the entire KAFI Committee for their assistance in providing key backup data and mapping for the individual properties and for their advice during the development of all aspects of this plan. Thanks to many other members of the Kittery sports community who attended the public meetings in order to indicate their likes, dislikes and desires in regard to the past, present and future use of the various athletic facility properties. Thanks also to those sports organization members who came out to express their concerns and to the many representatives of other Town departments (including the School Department) who provided advice and insight. The recommendations contained in this Master Plan document represent our best professional judgments and expertise tempered by the unique perspectives of each of the participants in the process.

Christopher M. Perkins, P.E.
Vice President

Cheri Ruane, RLA
Vice President | Landscape Architecture

Michael S. Moonan, RLA
Team Leader | Landscape Architecture

June 2015



Implementation Strategies

Outlined below is a suggested implementation strategy for the facilities, as discussed during the master planning process. The level of implementation for each effort will greatly depend on available funding and the requirements of the funding source. This suggested strategy allows for the least amount of disruption during the construction processes.

Emery Field Property:

- Re-construct the fields at Emery and construct the multi-use path.
- Rename the facility Emery Park.
- The construction of the field will allow for the Soccer use at Shapleigh to be relocated to Emery.
- Construct the other park features as budget allows.

Memorial, Tobey and DeWolf Complex:

- Re-construct the fields according to the preferred plan as much as possible.

Shapleigh School:

- Reconfigure the infield on the softball field for regulation use.
- Install the lighting at the softball Field.
- Construct the access pathway.
- Install other reference improvements as budget allows.

Kittery Community Center:

- Construct the proposed multi-use field at the community center.
- Reconstruct the playground and basketball court.
- Construct the additional parking.
- This construction will allow for play while Memorial is re-constructed.

Haley Field

- Install amenities as indicated in the preferred master plan.
- Acquire the additional land and construct either additional soccer fields or a full size baseball field depending on the current need.

Additional Improvements through the parks

- Implement portions of the preferred master plans that were unable to be completed under the initial efforts.

Basic Site Description and Location

Emery Field is located at 2 Cole Street, with 3.1 acres of the 5.8 acre site being utilized for athletic fields. The field is bordered by Woodlawn Avenue to the south east, Cole Street to the north east, residential properties to the northwest and wooded area to the southwest. In the north corner of the site is the location of the old Kittery community center which has been retired since the town built the new community center in June of 2012.

Facilities and Amenities Provided

Emery field is an open, multi-use field mainly used for U-10 soccer games or practices. It is evident by the aerial photos below that this field was used as a little league field, but has since been converted to an open lawn. The northeast corner of the site contains two half basketball courts which also serve as a parking area (refer to the aerial images below).



List of Playing Fields

- Open Field- Multi-use (can fit two U-10 soccer fields)

Programmed Uses

- Kittery Travel Teams U-11 and below
- Kittery Recreational Soccer
- Summer Recreation Programs
- Unsanctioned/informal uses by a variety of youth sports programs

Summary of Existing Conditions / Specific Issues of Concern

Multi-Use Open Field

Visible from Cole Street and Woodlawn Avenue, Emery Field is inviting for the public eye. Adjacent to the old community center, this field is locally central for many of Kittery's residents. This field has mediocre turf conditions prevailing throughout and has been known to have drainage issues. The field meets all dimensional standards to accommodate multiple U-10 soccer fields among other athletic activities. Primary issues of concern are summarized as follows:

- Lack of ADA accessible pathway system
- Existing paved surfaces are in poor condition
- Drainage issues, the field frequently floods
- Lack of spectator seating
- Amount of play is limited by daylight



Other General Conditions / General Issues of Concern

- To a large extent, turf conditions are poor to fair due to lack of maintenance practices and lack of a sufficient drainage system
- Unrestricted pedestrian movement impacts turf quality in various locations.
- There is no field use policy or restriction of use after a rain event or when wet conditions prevail.
- The field complex lacks adequate parking and access to and from events can be difficult and unsafe. Parking at the front of the school is remote and underused and residential abutters are impacted by the haphazard nature of parking by visitors to the site.
- There is no ADA access to the facilities and no formal handicapped viewing areas at any of the fields.
- Overall site drainage.

Photo Panels



Various images of the paved surfaces at Emery Field. The image on the left and right are photos of the basketball/ parking area in the northeast corner of the site. The center image is of the main parking lot.



Pictured above are various drainage problems throughout the site. From the images, it is evident that the field is in a "bowl" effect. It is at a lower elevation than the surrounding land which is creating the drainage problems.

Recommended Facility and Field Improvements

The recommended master plan for Emery Field provides similar facilities (compared to existing) with needed alterations. Redefining the reconfiguring the orientation of the 210' x 120' U-10 soccer fields will improve safety, achieve improved playing conditions overall and create space for walking paths around fields. The walkway that loops around the entire site will have a distance of .4 miles, while those who want to walk a little less can take the smaller loop that cuts between the parking and the playground with a distance of .27 miles. Leaving space and marking out a 330' x 180' regulation size lacrosse field will allow the town to develop a lacrosse program giving the residents of Kittery one more athletic outlet. Incorporating two new tennis courts, with the option of using one as two half basketball courts, a playground, expanded parking area and a picnic area in place of the old community center will improve the overall use of this site. These changes are described in further detail later in this section.



Image showing the preferred master plan for Emery Field includes new field orientations, new amenities for players and spectators, new pathway systems and parking opportunities.

During the public outreach meetings, there was a discussion held on athletic field lighting. It was determined that athletic lighting would not be needed for the multiuse field and tennis. The decision to not light the multiuse field was made due to the sites location. Emery Field is surrounded by residential neighborhoods that would be disturbed by the lighting at night. Also, this field is already being used beyond its capacity. Extending the duration of playtime on this natural turf field would create impossible conditions for the turf to re-establish each year.

Recommendations Summary

- Re-constructed and re-oriented U-10 soccer fields with improved root zone growing media.
- Mark out new overlaid lacrosse field
- One new parking area to be located within the property off of Cole Street with allowances for safe and convenient drop-off and pick-up.
- ADA compliant pathways linking all facilities, to be shared by service vehicles and emergency vehicles.
- The grading of the new fields would generally match existing conditions and ensure positive flow and subdrainage systems added as budgets permit to allow for quicker use of facilities after storm events.
- Upgrading of the Cole Street and Woodlawn Avenue edges through the installation of new entrances with attractive signage, new native plantings and the removal of diseased, damaged or invasive plant species.
- New small playground with restroom facility.
- Two new tennis courts
- Removal of old community center to be replaced with a picnic area and shade shelter.
- New storage building.
- New irrigation system.
- Addition of trees integrated throughout the site to provide shade.

Cost Considerations

At Emery Field, the cost of improvements might vary dramatically based on the extent of actual field refurbishment efforts. The program below represents a “middle of the road approach”.

Improvements	Budget	Notes
Playground Area, Parking Lot and Picnic Area	\$350,000	More limited renovation / refurbishment methodologies could be pursued at lower costs...
Multi-Purpose Field and Pathways	\$355,000	Same as above, includes irrigation
Tennis Courts	\$180,000	Same as above
Restroom Facility/ Storage Building	\$300,000	Same as above
Subtotal Construction	\$1,185,000	
Estimated Design Fee	10%	Approx. 10% of total projected Project cost

COMMUNITY OUTREACH MEETING

-for-

KITTERY ATHLETIC FIELDS' MASTER PLAN

DATE + TIME | Tues. Feb. 10, 2015 at 6:30 pm (Snow date Thurs. 2/12)

PLACE | Kittery Community Center - Star Theater

ADDRESS | 120 Rogers Rd., Kittery, ME

FUTURE COMMUNITY FORUM DATES:

Wednesday, March 4 + Wednesday, April 8. 6:30 pm, Kittery Community Center



Planning for Kittery's Future

A master plan is underway to explore Kittery's existing outdoor athletic + recreational spaces. How do you see the future of our community athletic and recreational areas? Let your voice be heard! You are invited to join us at the community forums to share your thoughts and ideas.

The Master Plan Study will include how we can improve on the following spaces:

- * Memorial, Tobey + DeWolf Field Complex
- * Shapleigh + Mitchell Fields
- * Emery Field
- * Frisbee Field
- * Haley Field



For more details, visit:
www.kitteryathleticfields.com



[/kitteryathleticfields](https://www.facebook.com/kitteryathleticfields)
[@kaficomm](https://twitter.com/kaficomm)



Town of Kittery Master Plan for Athletic Fields

April 8th, 2015 – Initial Public Outreach and Input Session

Meeting Notes

Kittery town officials, residents, and people involved in Kittery athletic programs came together on Wednesday April 8th at 6:30 in the Star Theater at Kittery Community Center to discuss how to better utilize the town's athletic fields. Chris Perkins, a Program Manager at Weston & Sampson, gave a brief overview of the project and informed the group of the goals for the meeting. Overall, identifying the fields that are being over used and progressing the redevelopment of the current athletic facilities to accommodate the growing needs of Kittery sports leagues. Chris spoke about the transition of the Master Plan Report proceeding from the draft stage to the final document.

As the meeting progressed, Michael Moonan, a Team Leader at Weston & Sampson, spoke into further depth about each of the six sites, identifying proposed changes and improvements. Providing the hours of use each field receives annually allows us to see the amount and type of fields needed to relieve the overused fields from further damage. Moonan saw potential in numerous sites, revealing multiple options for Memorial, Tobey, and Dewolf Field complex, Shapleigh Middle School Fields, and Kittery Community Center at Frisbee Common, while showing possible improvements that could be made at the remaining sites. Focusing on possible expansion at Haley Field, Moonan discussed potential fields for the neighboring properties. Concluding the presentation with an overview of what existed compared to what is being proposed, allowed for a clear understanding of the overall changes and improvements that will be made to each site.

Following the presentation by Chris and Michael, there was a question and answer portion as summarized below:

Question: At Shapleigh, each game field has lights on it with the exception of the varsity soccer field. Could we utilize the pole between the softball field and the soccer field to light both? As of right now, when there are afternoon games and track meets, there are almost no parents there due to work conflicts.

Answer: It is possible to light both with that pole, but in order to add three additional poles; the track would have to be ripped up or trenched under so it would not be an easy task. We are looking at putting in a larger soccer field at the community center for varsity soccer and the Shapleigh Field would become used by the middle school more.

Question: I am just wondering how far along you are in figuring out if we could use that property in the back of the community center. In the last meeting we discussed that there might be a deed limitation.

Answer: Nancy is looking into the deed information and she couldn't be here tonight, but as of now we think that that land is for town use.

Question: I missed the other meetings and I am trying to get up to speed. Is this just step three in the overall master plan? Is it just spacing and layout or do we have an idea if we are using Field Turf or the costs and how we are going to implement these plans.

Answer: The next step after completing this plan would be to try to figure out which one could be a synthetic turf field. Another part of the study and with some help from the town is to find additional sites. Some of the needs that have been talked about and that aren't in this plan are

another full size baseball field, another full size multiuse recreational field with anticipation of lacrosse picking up and another field for football.

Question: Parking looks slim in all of these proposals. When we run jamborees and tournaments, parking is always an issue. I think we need a stadium that can seat three thousand people and can host that big of an event and make money and I don't see that.

Answer: We have tried to include as many parking spaces as we can and we have called out room for parking expansion. We are also looking for additional land where we could propose a stadium like that.

Question: Is this an ongoing search for land in town. What's going on with that?

Answer: It is, but we haven't had any recommended sites yet.

Question: this is the third meeting of how many meetings?

Answer: This was planned to be the last public meeting, if the town feels that there should be another meeting we can certainly accommodate, but what we were going to do after this is , have the committee meetings, refine the plans and interested parties can come to some of those committee meetings and then we would put out a draft of the master plan document that we could get feedback on and then revise it from there.

Question: How long will it take? Is it going to be a five year plan?

Answer: That is to be determined. It is going back and forth between a ten year plan and a five year plan.

Question: Is there a dollar amount?

Answer: We have put together some cost estimates. We broke it down by projects at each site.

Question: What are the other towns doing? Are they doing this phase approach or are they just doing all of it?

Answer: It depends on the town, but a lot of them are doing the phase approach. One of the main reasons why they are doing the phase approach is because they can still use other parts of the facility while one part is getting rebuilt.

Question: Is there some sort of campaign that you guys are working on to try to get some support for funding?

Answer: At this point, we have provided the numbers and it is up to the town to figure out how they are going to proceed. The goal here is to understand what the needs are and how much might those things might cost. From here, there general practices by towns is a committee or department will advance through the capital improvements program, working through town council and town manager to figure out how they will tackle these things.

Question: Are state funds available?

Answer: There are limited grant funds available that we have helped other clients secure, but I don't think we have any examples where they approached this kind of money

Question: Could there be a partnership with a variety of sports agencies to help fund these fields?

Answer: We have looked into this and one of the issues we ran into is that the fields don't meet the needs of the town as they are. They are fully programmed to the point where there wouldn't be any playing time left for the partner. This option could be explored if more land becomes available but it is not possible with the study sites alone.

After the question and answer period, an informal open discussion session was held.



Town of Kittery Master Plan for Athletic Fields

March 4th, 2015 – Initial Public Outreach and Input Session

Meeting Notes

Kittery town officials, residents, and people involved in Kittery athletic programs came together on Wednesday March 4th at 6:30 in the Star Theater at Kittery Community Center to discuss how to better utilize the town's athletic fields. Cheri Ruane, a Vice President at Weston & Sampson, gave a brief introduction of the project and informed the group of the goals for the meeting. Overall, identifying the fields that are being over used and progressing the redevelopment of the current athletic facilities to accommodate the growing needs of Kittery sports leagues. Cheri reviewed the results of the previous meeting on February 10th, showing the existing sites involved in the project while briefly overviewing each sites potential and constraints.

As the meeting progressed, Michael Moonan, a Team Leader at Weston & Sampson, spoke into further depth about each of the six sites, identifying proposed changes and improvements. Providing the hours of use each field receives annually allows us to see the amount and type of fields needed to relieve the overused fields from further damage. Moonan saw potential in numerous sites, revealing multiple options for Memorial, Tobey, and Dewolf Field complex, Shapleigh Middle School Fields, and Kittery Community Center at Frisbee Common, while showing possible improvements that could be made at the remaining sites. Focusing on possible expansion at Haley Field, Moonan discussed potential fields for the neighboring properties. Concluding the presentation with an overview of what existed compared to what is being proposed, allowed for a clear understanding of the overall changes and improvements that will be made to each site.

Following the presentation by Cheri and Michael, there was a question and answer portion as summarized below:

Question: Was there discussion or investigation into cost savings that could result for having a turf field that would provide a playing surface, game facility for high school athletics instead of the proposals here, adding and building additional fields. Was there a cost analysis between those two things?

Answer: We haven't done that yet, but we can. We started discussion at the past committee meeting as to which area it would make sense to turn into a synthetic turf field but we haven't evaluated the benefits of just turning memorial into a turf field. It wouldn't help much with getting more time to play on the field because you are already using the field as much as you can. Also with baseball being played here as well, possibly the Community Center field would be a better venue for a synthetic turf field.

Question: In the respective field areas what is the guidelines for use and car turnover? On a good day several fields are being used and that accumulates a lot of traffic.

Answer: We want to allow for parking for two games that are programmed one right after the other. The only site we were able to achieve that from a field stand point was Emery Field, but at Memorial Field it won't fit. Is there an opportunity to share parking in the area? There is parking across the street; can we negotiate with the business to use there parking during game times?

Comment: They have let us park there during games.

Question: Can the needs of the town be met by renovating existing sites or would you consider new acquisition a necessary element?

Answer: Without expansion we will not be able to meet the needs of the town To meet the current needs of the town you would need the expansion at Haley Field and the development of the Community Center. These expansions would slightly exceed the current needs, so in order to meet future needs you would have to look at other expansion sites in the future.

Question: Have the boundaries at Rogers Park been taken into consideration with the expansion at Frisbee?

Answer: No they haven't yet; we still need to look at that.

Comment: The deed to that land states that it needs to stay in its natural state, so you may find some limits there.

Question: Is there any consideration for seating at Shapleigh for the soccer games?

Answer: Due to the limits of the track, it would be difficult to install permanent seating, but we could look at temporary bleachers that could be brought in there.

Question: Did you look at the land base of the community and think about where new fields might be possible?

Answer: No we haven't done an analysis, but we asked if there were any town owned property that would be suitable if the committee couldn't think of any.

Question: Is the football practice being moved to an all-purpose field because it's not at memorial?

Answer: Yes, the practice for the football field may have to be at another location. To get everything to fit in, there wasn't much room left for the practice area.

Comment: There should be more time spent to trying to fit in the practice field at memorial because the field facility house has all of the locker rooms and coaches offices in it.

Question: If Kittery were to bring back younger football teams, would there be space to accommodate the younger teams as well because I see that there is only one football field. Maybe the Shapleigh field could be utilized for football?

Answer: It may be able to. We would have to take a look at the number of available playable hours and see how many new sports or playing hours could be possible.

Question: Is the area around Mitchell field a possible area for expansion?

Answer: No there just really isn't the space there.

Question: Is the Emery Field option possible without taking down the old Community Center?

Answer: The fields and the playground can be put in without taking down the old center. There wouldn't be any room for expanded parking or a picnic area. We put it out there as an idea to see what the reaction would be.

Question: Was adding lights included in the calculation of playable hours?

Answer: The hours were based on current conditions, which would expand with the addition of lights.

Question: Could there be consideration for another full size baseball field? There are two high school baseball teams and three Babe Ruth teams, so that's five teams using one field that is also a multi-purpose field being shared with football.

Answer: We are recommending a new full size baseball field, but a site would have to be found for that.

After the question and answer period, an informed open discussion session was held.



Town of Kittery Master Plan for Athletic Fields

February 10, 2015 – Initial Public Outreach and Input Session

Meeting Notes

Kittery town officials, residents, and people involved in Kittery athletic programs came together on Tuesday February 10th at 6:30 in the Star Theater at Kittery Community Center to discuss how to better utilize the town's athletic fields. The Town Manager, Nancy Colbert Puff introduced the project and informed the group of the long term goals expected. Overall, identifying and progressing the redevelopment of the current athletic facilities within the Town of Kittery will hope to create an athletic infrastructure that will encompass all Kittery youth sports organizations including school teams and allowing them to practice and play without restraint.

Cheri Ruane, a Vice President at Weston & Sampson, gave a more detailed overview of the sites involved in this master plan. The overall town needs and what's available were discussed during this time. As the meeting progressed, Michael Moonan, a Team Leader at Weston & Sampson, spoke into further depth about each of the six sites, identifying both positive and negative qualities about each. Moonan saw potential in numerous sites, but stated that a real solution to the main issues, such as over use and not having enough fields to accommodate the needs of the town, is to find that unknown location that can be turned into whatever the town thinks would serve it best.

Following the presentation by Nancy, Cheri, and Michael, there was a question and answer portion as summarized below:

Question: If we are going to do a multi-use field, are we thinking of doing soccer, football, and baseball combination or is that just way past where we are at? (He is involved in soccer and there is only 1 full soccer field)

Added: Instead of going with grass are we going to go with turf?

Answer: There are rectangular field types which serve many different sports and then there are ball fields which serve baseball and softball which are the two major ones before you get into courts. As a rectangular field that potentially sees a ton of use from lacrosse, field hockey, and football and soccer. Is there logic in considering synthetic turf which does not have the same limits on it as natural turf field has? This is definitely something that we will be considering as a part of the potential solutions.

Question: Something I would like to see is more field house type facilities to generate money to help cover the cost of maintaining fields. This could perhaps introduce tournament play. Is something like that being considered?

Answer: Yes we will be considering concessions or, snack shacks which generate revenue, restrooms which facilitate a higher level of play, also give opportunity to rent the space out.

Question: If we have the ability to rent out the fields, would we have to take that into account for the usage of each field.

Answer: Absolutely, we have worked with other cities and towns that have carefully balanced out of town use with a higher fee and in town use, with higher use but lower fee or no fee depending on the structure. We understand the complexity of trying to become a revenue generator to help support, but also not displace town use which is the priority.

Question: Shapleigh has that now, but is there logic in having that only in one location or should we have multiple sites like this?

Answer: Part of this process will be involved in figuring out if there is logic in having one premiere facility that is supported by the other properties because there are a few properties up here that cannot support as of a robust program.

Question: Does this master plan involve the town taking over the facilities and maintaining them to where they are, because as of now we are the ones doing the work to maintain them. Will the town take the responsibility of lining them before the games, mowing them, edging, getting everything that should be done before spring games so we don't have to anymore?

Answer: The plan has to look at what the maintenance costs would be to maintain them if we are spending all of this money to redo them. The capital improvement program looks really carefully at planning for all facilities based upon how they depreciate over time. This would be part of the discussion about synthetic versus natural turf.

Question: Has there been a decision about if there will be one premiere sight?

Answer: That will be to come, we are looking at what you have here now and the next stage will be to look at these and identify if either one of these or another parcel that would be optimal from a location and town perspective, ease of access, square footage, who owns it, and are there any limitations to redeveloping it.

Question: Are you finding any deed restrictions, specifically the little league field at memorial field and emery field, because I know they have restrictions.

Answer: We were not aware, but these are good things to know and if there is any more information please let us know so we can take it into account.

Question: What is the scope of the project? And what is the priority?

Answer: If there is a site that is being wildly underutilized then that could be a focus or if it is more logical to focus on a premiere facility, then that would be the priority. Another strategy would be to improve smaller chunks all around the town for an overall improvement.

Question: Emery is a swamp when it rains, should you focus on a premiere facility, would improvements be made to others?

Answer: Improving that field would increase the amount of use it can handle which overall is an easy fix for a lot more playing hours. It would be worth making sure there is budget for improvements that will make a great difference for the main issues at hand.

Question: Is part of your analysis breaking down sports and age levels to figure out which is most needed.

Answer: Yes we are looking at all of that and taking into account the needs per age and sport.

There was an open comment session held after the presentation. The additional comments were:

- Mitchell field is the hardest to get to. If you can do more with the other fields, Mitchell can be done away with.
- If you take out the grass at the Community Center little league field, you can use it for softball and coaches pitch. This would alleviate the use on the Shapleigh softball field.
- There should be ten feet of sod taken out to extend the infield for the Shapleigh softball field. It is shorter than regulation fields due to the placement of the soccer field.
- Emery is underused, adding soccer fields there would allow for the removal of the soccer field at Shapleigh, giving the softball field room to expand.
- Haley Field is only used for playing u-10 and U-12 soccer, even though it has a regulation size soccer field. Also there is not enough parking there.
- There needs to be a better distribution of the level of play.
- Tobey needs new light poles, they are deteriorating and the lights are not regulation.
- There used to be a baseball field behind the Kittery Community Center and the town stopped maintaining it so it is overgrown with vegetation. It was built in the 50's and the town owns it so it would be a good idea to use it.

KCTI ENR

2/10/2015

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MASTER PLAN FOR ATHLETIC FIELDS
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Scott Pereira	Spcp1230@icloud.com
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DAVID BATCHELDER	dbatchelder@gmail.com
Stacy Bouffard	bouffstacy@yahoo.com

SIGN IN SHEET
NAME

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EMAIL

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GARY Seward

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CHRISTINE BENNETT

cbennett@kitterylandtrust.org



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

November 17, 2015

The Maine Historic Preservation Commission (MHPC)
Robin K. Reed
Maine Historic Preservation Commission
65 State House Station
Augusta, ME 04333

Re: Multi-Use Fields and Pathways, Emery Field, Kittery ME – Project Notification Required by Application to the Land and Water Conservation Fund (LWCF)

Dear Ms. Reed,

The Town of Kittery is applying for funding from the Land and Water Conservation Fund to develop multi-use fields and pathways at Emery Field. We request MHPC's review, as required.

Located at 2 Cole Street, the project involves a 5.8 acre site, 3.1 acres of which are currently being utilized for athletic fields. The Town received funding in the 1983 from the LWCF (Project No. 23-00525), and as a result is already bound by a commitment to recreational use of this property in perpetuity. The field is bound by a residential neighborhood, with a wooded area along its southwest border.

The project proposes to redevelop the existing open field into multi-use athletic fields that can accommodate two U-11 soccer fields and one regulation lacrosse field, which will be surrounded by a walking path for general recreational use. The project will address drainage issues with the site, lack of an ADA-accessible pathway system, and will include irrigation for optimal maintenance. Approximately 91,000 s.f. of land may be disturbed as part of this construction.

Enclosed are maps that illustrate the project site and location. Thank you for your consideration.

Sincerely,

Nancy Colbert Puff
Town Manager

Enclosures – USGS Topo Map w/Project Boundary indicated; Project Location Map, and 6(f)(3) boundary map

APPENDIX I—DEBARMENT

**U.S. Department of the Interior
Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions –

The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to

be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12) Signature on this form provides for compliance with The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code—9digit)

2 Cole Street
Kittery, ME 03904

Check if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals):

- a. The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

2014 LWCF Application

DI-2010, June 1995
(This form replaces DI 1953, DI 1954, DI 1955,
DI 1956, and DI 1963.)

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Nancy Colbert Puff, Town Manager
TYPED NAME AND TITLE

11/18/15
DATE

APPENDIX J ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

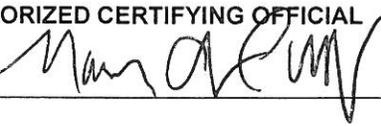
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the completed work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding which application for Federal assistance is being made; and
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§16811683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under agency. , (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment

2014 LWCF Application

of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL Nancy Colbert Puff 	TITLE Town Manager
APPLICANT ORGANIZATION Town of Kittery	DATE SUBMITTED 11/18/15

APPENDIX K ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note : Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

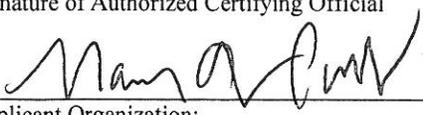
As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

2014 LWCF Application

Section 504 Of the Rehabilitation Act of 1973, as amended

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic river system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with PL 93-348 regarding the protection of human subject involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (PL 89-544, as amended, 6 USC 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 USC 4801 et. Seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Signature of Authorized Certifying Official 	Title: Town Manager
Applicant Organization: Town of Kittery	Date Submitted: 11/18/15

Standard Form 424 B (Rev. 7-97) Back

APPENDIX L - CIVIL RIGHTS ASSURANCES

**U. S. DEPARTMENT OF THE INTERIOR
CIVIL RIGHTS ASSURANCE**

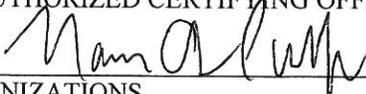
As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 6101 et. Seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

In any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL Nancy Colbert Puff 	TITLE Town Manager
APPLICANT/ORGANIZATIONS Town of Kittery	DATE SUBMITTED: 11/18/15
APPLICANT/ ORGANIZATION MAILING ADDRESS 200 Rogers Rd. Kittery, ME 03904	BUREAU OR OFFICE EXTENDING ASSISTANCE <i>Maine Department of Agriculture, Conservation and Forestry</i>



November 16, 2015

Members of the Land and Water Conservation Fund
Town Manager Nancy Colbert Puff
Kittery Town Council
Town of Kittery
200 Rogers Rd.
Kittery, ME 03904

On behalf of the Kittery Soccer Club (KSC), I am writing in support of the Town of Kittery and the Kittery Athletic Field Improvement Project as it seeks a grant from the Land and Water Conservation Fund to renovate and create multi-use athletic fields in the Town of Kittery.

As president of Kittery's travel soccer program for the past ten years, I have seen the program grow from a small soccer club of 30 children playing on six teams to a now robust travel program that houses 180 players spread out over 13 teams. It has been my privilege to help grow this club to the numbers it supports today. However, the club has now outgrown its space within the Town of Kittery. Not only are we quickly running out of options for finding adequate fields for our teams, but many of the other thriving athletic programs within the Town of Kittery have limited options as well.

Kittery supports many clubs and school teams with new activities added each year. Currently, we have three fields available for outdoor sports, with many of them having playing seasons that overlap. At present, we have 34 teams that share three field locations from three groups:

- 1) High school teams (football, field hockey, two boys and two girls soccer teams, baseball, and softball)
- 2) Middle school teams (field hockey, boys and girls soccer, boys and girls lacrosse, girls softball)
- 3) Club and recreation leagues from Little League Baseball, Kittery Soccer Club, and Kittery Recreation soccer and t-ball programs.

When the Kittery Athletic Field Improvement group hired an engineering firm to study our overall field use, they determined we are overusing our fields by an average of two times the recommended hourly usage. This determination did not come as a surprise to our KSC Board because finding and scheduling adequate field space for our soccer games and practices is a constant struggle. We know it is an ongoing struggle for other groups as well.

With more families moving into Kittery each year, we support any initiative that helps create safe and durable recreation space for all members of the Kittery community.

Sincerely,

Scott Pereira
President, Kittery Soccer Club



Michael Downs
Kittery Little League
PO Box 884
Kittery, ME 03904

November 16, 2015

To Whom it May Concern,

As President of the Kittery Little League I am writing this letter in support of the *Land and Water Conservation Fund* Grant Program for our town. In Kittery we struggle for field space for all of our sports. Our community is growing and so is the number of participants in each of our sports. With that growth we are also seeing many new sports, such as lacrosse and spring soccer leagues, gain interest and momentum. Our fields are heavily used and in need of updating to meet the growing needs of our town. The Emery Field Project would give us options for needed practice space and allow us to move a soccer field that overlaps our Towns only softball field. Please consider Kittery for the grant.

Sincerely,

Michael Downs
Kittery Little League
President

11/15/2015

To Whom It May Concern:

My name is Dave Eddy and I have been a Kittery resident since February of 1989. I am a strong believer in youth sports for the children and young adults of the community for which they reside in, for the reasons that it promotes good health, team concepts, competitiveness, and it provides a good outlet for them to stay occupied.

In the early 1990's I played softball at Emery Field during the summer months for about 4 years. My children used Emery Field playing T-Ball and Soccer from 2000 to 2010. The entire time Emery Field was viewed as an open green space by my family for the community to use.

It is in my opinion that the revitalization of Emery Field by the town and community will without a doubt carry on the open green space integrity for which it stands for. While maintaining this concept the addition of a walking area around the open field space will be a great addition for the community to utilize. The revitalization of the field space will also provide the needed relief and space, to some of the other town fields, for the community's children and young adults to use for sports venues like Soccer, Field Hockey, Football, and Lacrosse. The walking path may provide relief to the track surface at Shapleigh School as well.

I support the revitalization of Emery Field to serve the community it is surrounded by in the maximum capacity that can be achieved.

Sincerely,

David Eddy



November 17th, 2015

Members of the Land and Water Conservation Fund,

I have been asked by the town manager of Kittery, Maine to write a Letter in Support of the LWCF grant application. My name is Tony Marino and I am a resident of the town of Kittery and President of the Kittery Athletic Field Improvement Committee (KAFI). KAFI was founded in 2014 and began as a group of concerned residents who gathered to address the growing deficiencies in the athletic and recreational facilities of Kittery. The initial mission of the committee was to discuss improvements to one field, but quickly grew to encompass potential improvements for all of the town fields and open spaces.

KAFI became a formal committee working to assist the town in developing an athletic infrastructure that would encompass Kittery youth sports organizations and activities, including club sports, school sports, and town recreational leagues. In order to achieve this KAFI in conjunction with the Town of Kittery, commissioned a Master Plan. This Master Plan is a comprehensive analysis of existing facilities and recommendations for how our athletic fields and recreational spaces can be improved to successfully accommodate the growing needs of our community.

The Emery Field project, the subject of the grant application, is the first phase in the implementation of the Master Plan and will provide outdoor recreational space that will benefit the health, fitness and well-being for all Kittery citizens. KAFI has worked diligently to assist in the development of this Master Plan and we are incredibly excited at the prospect of bringing the first stage to fruition. We envision that this revitalized space will allow for the expansion of soccer, lacrosse and field hockey programs, affording participation of an increased number of children and adults. Kittery residents will also now have an additional outdoor track for walking/jogging and the chance to participate in tennis and basketball through organized programs or informal pick-up games.

On behalf of KAFI, we respectfully ask for consideration of our application so that we may begin to implement well-planned and thoughtful improvements to our town's outdoor recreational facilities.

Kind regards,

Tony Marino
President,
Kittery Athletic Field Improvement Committee



Kittery Community Center at Frisbee Common

120 Rogers Road, Kittery, ME 03904
(p) 207-439-3800 • (f) 207-439-1780
www.kitterycommunitycenter.org

GM/Recreation Director
Assistant GM/Assistant Director
Recreation Supervisor

Janice Grady
Jeremy Paul
Todd Henley

Date: November 16, 2015
To: Nancy Colbert Puff, Town Manager
From: Jeremy Paul, Assistant Director KCC
Re: Support for LWCF Grant

Letter of support for Kittery's application to the Land and Water Conservation Fund (LWCF).

On behalf of the Kittery Recreation Department, I would like to take this time to support the grant application to the LWCF for Emery Field.

The development of Emery Field is a necessary improvement for our Town's field use needs. The grant application is to help design and construct playable fields mainly for soccer and lacrosse, but could be used by other programs as well. In addition, a circulating walking path would also be constructed. The overall Emery project would also include a playground, picnic area, parking lot, tennis courts, and restrooms/storage facility.

As an in-depth analysis of our town-wide field usage and condition was conducted, the need for more useable field space became clearly evident. As the responsible party for scheduling the town's fields, I concur. As field needs have grown, in part, due to interest in new sports such as lacrosse, we have put programs and activities anywhere we could fit them in. The result of the analysis was a recommended Master Plan to help address and ease some of these issues.

The project at Emery Field is the first step in this Master Plan.

Currently, due mainly to the field conditions, Emery Field is the least used field space. Because groups were moved to other fields, upgrading Emery Field would be a major step in alleviating some of the overuse that has been created on the other fields. Upgrading the current space at Emery to construct two U-10 soccer fields as well as a regulation lacrosse field allows us to move a number of soccer teams from other fields to Emery. By relocating these teams it allows for better care of all fields and takes some of the overuse away from them as well. It also allows a place to let one of our fastest growing sports, lacrosse, a space to spread its wings.

The grant, if awarded, would implement the first overall step in transforming Emery Field from just a field into a multi-generational, multi-use complex. Further development calls for a playground, picnic area, tennis courts and half basketball courts. With all of these great additions, the complex will make for a great family destination. Children can laugh at play at the playground, while families can enjoy a lunch in the picnic area. The tennis courts add something that the town has not previously been able to offer to residents. The walking areas will allow residents of all ages to add to their quality of life by using groomed areas.

Our motto at the Kittery Recreation Department is "Creating Community through Recreation." There could be no better place to have that happen than at this Emery Field Complex.

By Jesse Scardina
jscardina@seacoastonline.com

[Print Page](#)

November 07, 2015 2:01AM

Town Council to vote on Emery Field funding

KITTERY, Maine — The Town Council will decide at its Monday meeting whether or not to approve a grant application for \$200,000 from the Land and Water Conservation Fund to renovate Emery Field for multi-use athletic fields.

The improvement of the field is estimated to cost \$390,000, with the town matching \$190,000 if it receives the \$200,000 grant from LWCF. The Kittery Athletic Fields Improvement Committee is pursuing fundraising options and other grants to help assist the town in the matching funds.

The Emery Field renovations are part of a larger town-wide athletic fields master plan that consulting company Weston & Sampson submitted to the town in October.

The Emery Field project was made a priority due to its untapped potential, ability to ease the stress on other fields, specifically the town's soccer fields, and that it was applicable for the LWCF grant.

“There are few grant resources for recreational field construction – the LWCF is one of the primary, and substantial, resources available for this purpose,” said Town Manager Nancy Colbert Puff in a report to the Town Council. “Kittery has achieved past success with this source of funding, as Haley Field, Fuller Track and Emery Field have all benefitted from this grant.”

The athletic fields master plan detailed that the town's existing athletic fields are drastically overused, some used twice as much as recommended to maintain a proper, safe playing surface.

The proposal at Emery Field, which used to house the Recreation Department, calls for two U-10 soccer fields adjacent to each other as well as a lacrosse field. Additional components of the Emery Field project that will be considered at a later date include parking, a storage and bathroom facility, as well as a playground, tennis courts and walking paths.

The Town Council is also expected to elect a chair and vice-chair at its Monday meeting, the first since two incumbents, Frank Dennett and Jeffrey Thomson, as well as Gary Beers, were elected to the council.

<http://www.seacoastonline.com/article/20151107/NEWS/151109355>

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By Jesse Scardina

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October 26, 2015 9:10PM

Kittery considers upgrades to Emery Field

KITTERY, Maine — The Town Council received a presentation of a long-term master plan for the town's athletic fields, choosing to move quickly to try to secure funding for one portion of the project that would help alleviate the burden on other fields.

A master plan presented by consulting company Sampson & Weston, that was 10 months in the making, was shown to the Town Council Monday night, with emphasis on moving quickly to try and secure grant funding for the Emery Field property, which company representatives said was under-used and could address several of the town's needs.

"Basically, you're over-using your fields," said Chris Perkins, representing Sampson & Weston. "The hours used on each field is often double what you'd expect to maintain the surface."

Perkins said the most stress is put on soccer, baseball and softball, where player participation, a lack of adequate fields and little lighting makes for over-use.

Town Manager Nancy Colbert Puff said the town could apply for a land and water conservation grant to help renovate Emery Field, which is located near the military housing village and used to house the Recreation Department. In the 1990s, the field was used for travel and recreation soccer.

The designs shown for Emery Field created a multi-use field that would work for youth and high-school soccer, as well as lacrosse, which is growing in participation in Kittery. The area would also add walking trails, a playground and tennis courts, as well as added parking.

The cost to renovate just the multi-use field at Emery Field would be roughly \$355,000, but it was reiterated that each component of the master plan would be presented and approved by the Town Council before starting.

"This is a big concept document," Colbert Puff said. "Council will have to approve it on a piece-by-piece basis."

The areas studied were the Memorial Field complex, which houses football, field hockey, Little League baseball and softball, Babe Ruth baseball and high school baseball, the Kittery Community Center, which has a recreation soccer field and baseball field in the front, as well as room for more field development, Emery Field, Shapleigh Field, which houses softball, travel soccer and high school soccer, Haley Field on Piccott Road, which hosts soccer, and a spot of land near Mitchell Elementary School.

The costs of renovations at each site ranged from several hundred thousand dollars to more than a million dollars, depending on the scope.

The deadline for applications for the land and water conservation grant is mid-November, Colbert Puff said, so the council is planning on addressing the Emery Field plan at its Nov. 9 meeting.

Councilor Kenneth Lemont questioned whether the master plan addressed the possibility of any of the locations hosting area fairs or concerts, something that Tony Marino, president of the Kittery Athletic Fields Improvement Committee, said that some of the locations already present that possibility.

"All the fields are multi-use," Marino said. "The Frisbee Commons space already presents itself as one that can host concerts or fairs."

Council Chairman Jeff Thomson said the council will discuss the Emery Field plan in more detail at its Nov. 9 meeting, as well as how best to break up the athletic fields master plan projects moving forward.

By Jesse Scardina
jscardina@seacoastonline.com

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October 24, 2015 5:25PM

Kittery council to discuss master plan for athletic fields

KITTERY, Maine – A master plan of the town’s athletic fields will be presented to the Town Council at Monday’s meeting.

Representatives from consulting company Weston & Sampson will present its proposal that it premiered to a group of residents in April, which outlines extensive renovations for the town’s existing athletic fields. Cost for the entire plan would run into the millions, but it’s expected to be tackled one project at a time, said Town Manager Nancy Colbert Puff.

“It’s definitely a long-range vision and it will cost a lot of money,” she said. “But it’s a matter of seeing what we can do in what period of time. Each facility has a project and cost associated with it.”

The April meeting looked at the different locations – Shapleigh Field, Memorial Field complex, the Picott Road field, Emery Field and the Kittery Community Center campus. Each had renovations that maximized the space’s functionality to allow more recreation and athletic growth.

Colbert Puff and representatives from Weston & Sampson thought Emery Field, where the Recreation Department was formerly housed, would be a good place to start as it would renovate a mostly deserted facility while relieving strain on existing athletic facilities. “Emery Field seems to be a top candidate for removing some pressure of the soccer field and we’ll talk more about that on Monday,” she said.

Cost to renovate Emery Field to house recreation and travel soccer would be roughly \$355,000, which includes a drainage system. Additional projects at the site, including installing tennis courts and restroom facilities, are not factored into that price.

Monday’s Town Council meeting begins at 7 p.m.

<http://www.seacoastonline.com/article/20151024/NEWS/151029479>

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By Jesse Scardina

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April 08, 2015 8:48PM

Numerous fixes recommended for Kittery athletic fields

KITTERY, Maine — Imagine a Kittery with sprawling synthetic turf fields, tennis courts, lacrosse fields and enough recreation space to attract other towns and teams to use.

These are the potential concepts that consulting company Weston and Sampson presented Wednesday night at the third of three public information meetings, as the town looks to build a comprehensive plan for its recreational areas.

The six concepts for each recreational space come with a price tag — ranging from tens of thousands of dollars to several million, depending on the scope — but project manager for Weston and Sampson Mike Moonan said that a project of this scope is often done in phases, and not all funded at once.

"We're trying to accommodate the needs of the town," Moonan said, adding that most of the fields are used twice as much as recommended. "The plan doesn't satisfy all the needs, but it does help with its current use."

Drastic changes were outlined to recreation space at Haley Field off of Picott Road and at the Kittery Community Center, where large all-purpose fields, playgrounds, restrooms and parking were proposed and price tags neared or surpassed \$2 million.

Moonan said that "the best bang for its buck" would be renovating the space of Emery Field, which is where the former Kittery Community Center was housed. The proposal includes constructing two Under-10 soccer fields vertically orientated, and one multi-use field orientated horizontally, allowing for a regulation soccer and lacrosse field. Two tennis courts, two half-court basketball courts, a playground and 52 parking spaces are also outlined in the Emery Field concept, with a price tag of roughly \$1.1 million.

"Renovating Emery Field would relieve the stress on the soccer and softball fields at Shapleigh, both of which are overused," Moonan said, adding that constructing two U-10 fields at Emery would eliminate the need for U-10 soccer to be played on the outfield of the primary softball field. "Emery Field would also become a neighborhood park with its multi-generational use."

Reconfiguration was the emphasis at Memorial and Tobey fields, a complex where Little League, football, field hockey, Babe Ruth baseball and high school baseball are participate at. The recommendation was to move the backstop of the baseball field back, removing portions of the infield from the football field. A small football practice field would be constructed next to the main field, and the Little League field would be reconfigured so that glare becomes less of an issue. Parking improvements, a playground and sitting area round out the renovations, estimated to cost roughly \$2.1 million.

Large-scale developments at the Kittery Community Center were also proposed, including converting town-owned land behind the center into a lacrosse field and two U-10 fields, adding a Little League field and softball field, as well as tennis and basketball courts. The cost is roughly \$1.9 million, however, any development around the community center would likely need the approval of the KCC Board of Directors.

Moonan emphasized that these concepts are simply the first step in a long-term process, and that communication will continue with Town Manager Nancy Colbert Puff and the Kittery Athletic Field Committee. The goal is to present the town with a master plan in July, with potential action required from town voters as early as November.

By Jesse Scardina

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February 10, 2015 9:27PM

Kittery talks athletic fields improvements

KITTERY, Maine — Residents, town officials and a planning firm hired by the town came together Tuesday night and discussed how to better utilize the town's athletic fields, including whether there is need for additional complexes or a centralized facility.

Conversation ranged on assessing the town's six open fields — some used more heavily than others — and pointing out the good and bad, while also opening up discussion to what residents see as pivotal needs moving forward with the long-term future in mind.

"What we do is understand how a community uses the recreation facilities and balances that use with what's available," said Cheri Ruane, practice leader for Weston and Sampson, the firm contracted by the town to design a master plan. "We need to know about that divot that your child twisted his or her ankle on. We need to know these details that only you would know."

The timeline calls for two additional public information meetings, followed by a master plan drafted for the town around June, Ruane said. Both Weston and Sampson and the Kittery Athletic Field Improvement Committee hopes some implementation will be voted on by November 2015.

Michael Moonan, team leader for Weston and Sampson went over each complex, stating the positives and negatives of each area. The six fields are the softball, soccer and track and field complex at Shapleigh Middle School; the football, field hockey and baseball fields at Memorial Field; Haley Field, which houses soccer practices; Emery Field, which houses soccer practices; Frisbee Field, which caters to tee-ball and recreation soccer; and a field at Mitchell Elementary School, which hasn't been used for much.

"There's a really nice Field House, it's a nice feature to build on," Moonan said of the Memorial Field complex, adding that other qualities, including the layout of the fields, the quality of the turf and the lighting is all sub-optimal. "Parking can be an issue, too. The whole area could be reorganized."

Moonan saw potential in Emery Field, which is where the old Kittery Recreation Center was housed, but added that a real solution to the problem of over-using facilities or not having enough space, is to find that unknown location that can be turned into whatever the town thinks would serve it best.

"The last site is the mystery site — it's the one you would like to see and if it's something we could work with the town to work that out," Moonan said. "We've looked at data for usage, and all of the fields are over-used, but you probably don't need us telling you that."

Moonan said each grass field should be used 250-350 hours per season, and any more could cause damage and added maintenance costs.

Attention was called to town-owned land behind the Kittery Community Center that has potential to be cleared out and turned into an additional field, but those decisions are much further down the pipeline, Ruane said.

Conversation about increased concession and equipment facilities was broached, with the idea that if Kittery could house regional tournaments and championships, it will help pay for the costs of re-imagining and improving the town's recreational fields.

"I stress that we develop a plan appropriate for Kittery and find a plan to pay for it," said Town Manager Nancy Colbert Puff. "We should take the long-term approach."

The next public meeting is scheduled for 6:30 p.m. Wednesday, March 4, followed by a third and final public meeting on Wednesday, April 8 at the same time. Both meetings, like the one Tuesday, take place in the Star Theatre in the Kittery Community Center.

By Jesse Scardina
jscardina@seacoastonline.com

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March 02, 2015 4:46PM

Kittery to hold 2nd community meeting on athletic fields

KITTERY, Maine — Town residents are invited for the second of three community outreach meetings to discuss a master plan for the town's athletic fields at 6:30 p.m. Wednesday at the Kittery Community Center.

The first public forum, which took place in February at the Kittery Community Center, featured a presentation by planning firm Weston and Sampson, which was hired by the town to develop a master plan for the town's five recreation and athletic fields.

"What we do is understand how a community uses the recreation facilities and balances that use with what's available," Cheri Ruane, practice leader for Weston and Sampson, [said at last month's](#) forum. "We need to know about that divot that your child twisted his or her ankle on. We need to know these details that only you would know."

A few dozen residents and town officials attended the first outreach meeting. After Wednesday's event, a third community outreach meeting will be held on Wednesday, April 8 at 6:30 p.m. in the Kittery Community Center.

A master plan is expected to be drafted around June, according to Ruane, and both Weston and Sampson and the Kittery Athletic Field Improvement Committee hope that some form of implementation will be brought to voters in November.

<http://www.seacoastonline.com/article/20150302/NEWS/150309800>

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By Jesse Scardina
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February 08, 2015 3:08PM

Kittery looks at future of athletic fields

KITTERY, Maine – Town residents, officials and school administrators are holding the first of three community outreach meetings Tuesday to discuss what should be included in a master plan regarding the town's athletic fields.

The Kittery Athletic Fields Improvement Committee was formed over the past several months, with the goal of figuring out how to best maximize and grow the town's athletic field complexes and to address other recreational needs town residents may want.

"Nothing has been done to the fields in many years — there have been some Band-Aid approaches and efforts," said Tania Marino, a Kittery resident and member of the KAFIC. "There have been a group of residents that wanted Kittery to have recreational and athletic field infrastructure to support the town."

There are currently six athletic fields in Kittery: the two Shapleigh School fields, the Frisbee field, the Emery field, the Memorial field and the Picott field. All six areas have a mix of recreation, travel and school sports active in both the fall and spring seasons.

Participation in travel and recreational sports has increased in Kittery in several areas since 2010, with a roughly 40 percent increase in travel soccer participation and a 20 percent increase in Little League.

At the school level, Athletic Director Michael Roberge said participation has been mainly level dating back 10 years, but a little fluctuation here or there can create the need for a junior varsity or even a freshman team, which creates more difficulty when it comes to scheduling enough time for each team.

"We struggle at times," Roberge said. "We have one varsity baseball field. It can be tough to get the varsity team, a JV team and Babe Ruth teams enough time on that field. All of our fields are utilized and some might be over-utilized."

Marino, whose husband, Tony Marino, is president of KAFIC, said an independent consulting firm Weston & Sampson is spearheading the public forum, and that the goal of the public forums is to hear what the community is interested in for recreational activity.

"We don't want just the focus to be on youth sports, we want to reach out to the community as a whole," Marino said. "We want to hear if anyone is interested in another walking track outside, or a tennis court or outside swimming pool. I imagine a lot of parents who have kids involved in youth sports will be there, but we're inviting everyone to voice their wants and needs."

The public forum, scheduled for 6:30 p.m. Tuesday, Feb. 10 at the Star Theatre in the Kittery Community Center, is the first of three scheduled forums, and will be used to help establish a master plan for the Portsmouth-based consulting firm.

"This is all research and information gathering," Marino said.

The two other community forums are scheduled for March 4 and April 8. Tuesday's snow postponement date is Thursday, Feb. 12.

<http://www.seacoastonline.com/article/20150208/NEWS/150209280>

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By Jesse Scardina
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September 23, 2014 6:15PM

Kittery accepts donation to study athletic fields

KITTERY — The Town Council approved the decision to schedule a public hearing to discuss the matching of \$12,500 from a private donation to conduct a master plan for the town's athletic fields Monday night.

The council also approved the advertising of several upcoming community events and began receiving bids for the construction of a new roof for Town Hall.

"We've opened the bidding for the new town hall roof and received five bids, ranging from \$132,650 to \$227,500," said Nancy Colbert Puff, Kittery's town manager. "We're currently evaluating the bids."

Colbert Puff also said that due to Code Enforcement Officer Heather Ross' last day on Thursday, the town may need to close the planning and code enforcement office to foot traffic during the interim.

The Town Council listened to a presentation from Fire Chief Dave O'Brien, who informed the council about the department's Inclement Weather Special Needs Request, which the chief is starting up along with the police department and ambulance services to help residents who may need a welfare check if the power goes out, due to the use of an oxygen tank or other electric medical device.

"It allows anyone in the town that might need special assistance when we lose power or have bad weather to let us know and we can check to see if they're OK," O'Brien said. "When the need arises, all three agencies will work together to make contact with people who may need it."

The town scheduled a public hearing on Oct. 15 at its next Town Council meeting to discuss the use of \$12,500 to match private donations to create a master plan for the town's athletic fields, including Memorial Field and Shapleigh Field.

"I've been updating the council on discussions I've had with volunteers, particularly about Memorial Field," Colbert Puff said. "They've also spoken with the recreation and school departments and decided with the bunch of fields we have, how to best utilize them."

The council also received a presentation from members of the Kittery Point First Congregational Church, which is celebrating its 300th anniversary on Nov. 2.

The council voted to postpone the adoption of amended regulations to the town's personnel board and human resources management position until the next meeting.

The council also renewed the liquor license for When Pigs Fly Pizzeria on Route 1 and approved the advertisement of the Kittery Point Fire Association's upcoming ham and bean supper, as well as the Traip Athletic Boosters Craft Fair Committee to hang a banner advertising its craft fair on Nov. 22.

<http://www.seacoastonline.com/article/20140923/NEWS/140929714>

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