TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

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

cgranfield@kitteryme.org

Carol M. Granfield
Interim Town Manager

Town Manager's Report to the Town Council
October 5, 2016

1. **Sewer Betterment Assessments –** As of now I have processed four income deferrals and 14 septic deferrals and have several more appointments scheduled in the coming week. Additionally the we have set of many payment plans for individuals as well as received several full payments for the assessments. Individuals seeking connection deferrals for other reasons cannot request those until mid November.

2. **Finance Director –** Our Finance Director, Cindy Saklad's last day with the Town is October 13, and she will be working her last week with an Interim Finance Director, Maura Halkiotis. The Interim will be working 2 – 3 days per week. Meanwhile, the new Town Manager will have interviews scheduled with several Finance Director candidates the end of October.

3. **Capital Improvement Plan (CIP) –** We are beginning to move forth with preparation for the CIP with departments beginning to work on requests. Meetings will begin this fall.

4. **Employee Recognition Programs:**

Employee Years of Service Awards:

Zachary Harmon-Zach is one of our patrol officers and began working for the Town of Kittery on September 25, 2006! Congratulations on 10 years of service with the Town!

Employee of the Quarter Awards:

The first quarter of our new program ended on September 30th. We received several nominations of winners per department, and the Employee Recognition Committee reviewed each on, collaborated and determined the winners for this quarter. We are happy to announce the following:

The following recipients will receive the following:

- ½ day paid time off to take within 1 year of receipt
- Recognition in the Employee Newsletter
- Recognition here at Town Council and a Certificate with a copy in their personnel file

Town Hall- Kathleen Rich- "Kathleen displays dedication and determination every day with her position and is always willing to answer questions and help with problem solving. She is always cheerful and kind"

Kittery Community Center- Jessica Labbe- "Jess is hardworking, supportive, efficient, organized, responsible and flexible- always with a smile"

Department of Public Works- Jimmy Nightingale- "Jimmy goes above and beyond his normal assigned duties, when asked and without hesitation. He also volunteers to represent the DPW in many outside functions. He always has a smile on his face"

Wastewater Treatment Plant- Matthew Connolly- "Matt strives daily to overcome problems and is a very good knowledgeable person to work with"

Respectfully Submitted,

Carol

Carol M. Granfield

2012-2016
PLANNING BOARD ACTION ITEMS

ITEM #	DATE	BY	ITEM	PRIORITY	ACTION TAKEN	COMPLETE
1	**8/9/2012**		16.10.9.2 REDEFINE FIELD CHANGES; Major/Minor (for May 2015 TC workshop)	2	Staff to draft language for review	
2	**10/13/2012**	**TE**	DPW PROJECTS COME BEFORE PB; NEED UPDATED LIST	2	CDM to discuss with DPW, report to PB	
3	**2/14/2013**	**DD**	DEFINE COMMERCIAL RECREATION (for May 2015 TC workshop)	2	CDM to propose / December 2014; re-draft for 1/22/15 discussion; Re-send 12/18 pkt to PB for HOMEWORK; Board discussed reducing to priority 2; staff is reviewing all permitted uses/definitions, creating table of uses	
4	**4/25/2013**		WORKSHOP: Cluster Ordinance needs work USABLE OPEN SPACE RETAIN ROAD FRONTAGE (Buffers) TRAFFIC STUDIES	1	Workshop held May 28; follow-up discussion 6/25/2015; PB Review 1/14/2016; Public Hearing 1/28/2016; Workshop w TC 2/1/2016...	
5	**10/24/2013**	**Staff**	HAT - Highest Annual Tide: no Elevation 6 (for May 2015 TC workshop)	1	January, 2015	
6	**11/14/2013**		Fines	3	CDM to discuss with TM	
7	**11/14/2013**		Review flood hazard ordinance; 16.5.3.4; (esp. *No alteration of the natural contour of the land by grading or filling for any purpose is permitted in an area subject to periodic flooding.*)	3	Coordinate w CMA; draft language, if needed	
8			Comp Plan Items	CPC*		
	12/12/2013	-	Pedestrian / Bike paths / Bike Racks	-	CDM will provide existing bike path plan; disc. 12/18; req. input from T. Emerson 1/22/15; input to CPC when appropriate	
	3/28/2013	-	CONTINUE WORKSHOP WITH KCPC, KOSC REGARDING 1 - 3 ACRE RR; and future land use regulation; restrict # building permits issued per year	-	May 15, 2013 Workshop; December 3, 2013 workshop, w Soil Suitability; PB input to CPC* when appropriate	
	2/25/2016	-	ROADS / SIDEWALKS TO NOWHERE (ROW plans)/Shared Driveways/ROW Standards/Emergency access roads	-		
9	**3/27/2014**	**DD**	Kittery Historic Resources; historic designation identification	3		
10	**5/8/2014**	**Staff**	Sign ordinance changes:	2	Workshop: 7/14/14; Int'l Sign Assoc. 10/23/14	
			Message boards/internal & external lights & timers		16.8.10.2.C approved by TC, effective 2/28/15	Done
			Window/A-frame & portable signs/banners			
			Sign character/appearance/administration & enforcement			

*CPC = Comp Plan Committee

11	**5/22/2014**	**DD**	Parking credits	1	Staff review; PB to discuss/recommend amendment if needed; PB to analyze results of Foreside Forum/site walk scheduled for 10/22 … comprehensive plan suggested parking req not be as strict in the Foreside. Not as many spaces req in a dense area bc of on street parking. No room on parcels for off street parking. Hindering devlp that is desireable for area. CDM completed KACTS RFP to study land use and parking isses in the Foreside	
12	**1/22/2015**		Shoreland Zone: Invasive plants; shoreland invasive plant removal Excavation Structure replacement; time periods Shoreland definition	3	CDM to research Code for use of term;	
			STAFF			
13	**2/28/2013**		UPDATE DESIGN STANDARDS FOR LED LIGHTING:	Staff		
14	**10/13/2012**		BUSINESS OVERLAY ZONES: WHERE AND WHAT CHANGES; 16.3.2.20 Proposed Quality Improvement Overlay; form based code vs. individual ordinances	Staff/CPC	Workshop; Sustain So ME; set up January 2014 workshop; Further discussion; PB input to CPC when appropriate	
15	**10/24/13 Amendment**		DPW Road Cuts; Title 12 amendment; approved by PB 10/24/13; to Council 11/25/13	Staff	Revise per Council Action / Re-visit: January 2015; 1/15: Shared notification w/ DPW & Planning per CDM	
16	**10/24/2013**		Definition: Substantially complete re: development vs. building permits (for May 2015 TC workshop)	Staff	Staff draft definition differentiating from bldg permits as appropriate	
17	**8/27/2015**		Wetland Protection: Review how man-made wetlands are and should be regulated.	Staff	Staff prepare information and possible draft amemendment for Board's review at future meeting.	
18	**11/19/2015**		Vision for Route 1 Bypass	NA	No formal action - will wait on recommendations from the Economic Development Committee	

*CPC = Comp Plan Committee