



TOWN OF KITTERY

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

KITTERY TOWN COUNCIL

REMOTE MEETING

February 14, 2022

6:00PM

Due to the current public health emergency this meeting will be held remotely in accordance with 1 MRS §403-B and Town Policy. The public may participate in the meeting via Zoom webinar. **Register in advance for the webinar at:**

https://us02web.zoom.us/webinar/register/WN_NYugAkkVQcaznFfALPpM2A

After registering, you will receive a confirmation email containing information about joining the webinar. Webinar participants will be able to submit questions and comments during a public hearing.

The public may also submit public comments via email, US Mail, or by dropping off written comments at the Town Hall. Emailed comments should be sent to:

TownComments@kitteryme.org.

Comments received by **noon on the day of the meeting** will become part of the public record and may be read in whole or in summary by the Council Chair.

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes
 - January 24, 2022 – Regular Meeting

8. Interviews for the Board of Appeals and Planning Board.
 - a. (020122-1) The Kittery Town Council moves to interview the following candidates for one (1) vacancy on the Board of Appeals for a three-year term to expire 12/31/2025.
 - Roland Scott (interview conducted on January 24, 2022)
 - Douglas Basnett
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.
 - a. (020122-2) The Kittery Town Council moves to receive a presentation from the Town Manager on the Fiscal Years 2023-2027 Capital Improvement Plan.
10. PUBLIC HEARINGS
 - a. (020122-3) The Kittery Town Council moves to hold a public hearing on a new Victualer's License application from Pepper's Landing Mobile Food Unit, located at 340 US Route 1, Kittery.
 - b. (020122-4) The Kittery Town Council moves to hold a public hearing on a new Victualer's License application from Roots Food Shack Mobile Food Unit, located at 340 US Route 1, Kittery.
 - c. (020122-5) The Kittery Town Council moves to hold a public hearing on Title – 16 Marijuana Amendment.
11. DISCUSSION
 - a. Discussion by members of the public (three minutes per person).
 - b. Chairperson may read written comments into the record.
 - c. Chairperson's response to public comments.
12. UNFINISHED BUSINESS - None
13. NEW BUSINESS

a. Donations/gifts received for Council dispositions

(020122-6) The Kittery Town Council moves to approve the following sponsored spaces for the Rice Public Library.

- Multimedia Technology: Given by the Davis Foundation
- Gallery: Given in honor of Guy Petty
- Young Adult Non-Fiction: Given by Janet and Terry Gagner
- Young Adult Study Room: Given by Sarah and Edward Brewer
- Young Adult Game Room: Rich, Kristina and Christian DeMarco
- Bookcases:
Given by Altus Engineering
Given in honor of Kimberly Green
Given by Karen Saltus in memory of Loring, Gayle and Elsie Saltus

b. (020122-7) The Kittery Town Council moves to enact a Climate Action Proclamation to secure eligibility for grant opportunities through the Maine Community Partnership.

c. (020122-8) The Kittery Town Council moves to schedule a public hearing on March 14, 2022 to amend Title 12.4.9 Seapoint and Crescent Beaches - Fires.

d. (020122-9) The Kittery Town Council moves to schedule a public hearing on February 28, 2022 to authorize execution of the Purchase and Sale Agreement with the Kittery Art Association for the Taylor Building.

e. (020122-10) The Kittery Town Council moves to approve a request from the Kittery Rotary After Hours Club to place signs about town advertising their St. Patrick's Day dinner.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

a. Communications from the Chairperson

b. Committee Reports

16. EXECUTIVE SESSION –

a. (020122-11) The Kittery Town Council motions to go into Executive Session with the Town Manager, pursuant to 1 MRS §405 (6) (D) to Discuss; Labor negotiations.

17. ADJOURNMENT

Posted: February 10, 2022



TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

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

kamaral@kitteryme.org

Town Manager's Report to the Town Council

February 14, 2022

- 1. COVID Update** – We are starting to see a slowing of new positive cases of COVID in York County. Demand for the vaccine and the booster are also tapering off, and reliable home tests are back on store shelves. It is unclear when Maine will begin to talk about lifting the mask advisory for public spaces; though neighboring States have started these conversations.

Visitors and staff are still required to wear masks in municipal buildings when distance and other barriers are not present. We reevaluate the requirement on a regular basis, based on the information available from the national and state CDCs.

Test kits ordered through the federal government are starting to arrive in mailboxes. Test kits are free, and can be ordered by filling out a simple form at <https://www.covidtests.gov/>. Each household is eligible to receive four free tests (two per kit).

The best way to reduce the chance of hospitalization and death is to get the vaccine and booster shots. If it has been over six months since you were initially vaccinated, it is time to get the booster shot. Stay home if you feel sick, and get tested if you have COVID symptoms or believe you were in close contact with someone who tested positive for COVID. For more information about getting vaccinated please visit <https://www.maine.gov/covid19/vaccines>.

- 2. KEEP and Senior Tax Credit Programs** – The Town is accepting applications for the Kittery E-Z Extended Payments “KEEP” program and for the Senior Tax Credit program.

The KEEP program allows property tax payers to pay their taxes in 11 installments rather than three. Applications are due June 1.

The Senior Tax Credit program grants qualifying seniors a credit on their annual taxes. The credit is typically \$1,000; however the Town Council's allocation of ARPA funds for the program is allowing us the ability to increase it temporarily. Credits for FY22 taxes were up to \$2,500. Applications are due July 1.

The Town also processes other tax assistance programs including Property Tax Exemptions for Homesteads, Veterans, Widowed Spouses, Children, and Parents of Veterans, and Blind Persons. Information on these programs and others including the Property Tax Fairness Credit, and the Senior Tax Deferral Program are available by contacting the Town at 207-475-1306 or visiting www.kitteryme.gov.

- 3. PFAS Update** – The second round of water samples were collected on February 2 and included Nooney Farm, one property on Jewett Lane that was not sampled in December, Pettigrew, Shade Tree, Evergreen,

and the few remaining homes on Fernald that are on private wells. We are working on scheduling one more round of initial testing for four additional properties on Wilson Road that abut the KRRF.

To date, only one test has resulted in concentration of PFAS over the Interim Water Quality limit for the State of Maine. We expect that when the test results are received from the most recent samples collected, we will have a better sense of whether, and in what areas, PFAS is infiltrating the groundwater around the KRRF.

I have filed a claim with our risk pool and am in contact with MaineDEP about defraying the cost of testing and bottled water service in the short term, and in the long-term the cost of remediation. The Kittery Water District is continuing to assess the estimated cost of extending the water line on Jewett, Pettigrew and Shade Tree. We may also need to look at connecting the homes on Fernald and Evergreen to the existing water line that runs by their properties.

I received a very brief letter last week from the PNSY that they do not believe they disposed of any material in the KRRF that had PFAS. I will be responding to that in the coming week, requesting additional information and documentation.

We cannot begin detailed remediation planning until we receive all the water sample test results back. It is our hope that we get a clearer picture of the groundwater impacts of the closed KRRF landfill in the next few weeks.

4. **Stevenson Sidewalk Project** – Though the Town’s application for the Stevenson Sidewalk extension project was competitive, we received notice that it did not make the funding cutoff for this year’s grant cycle. I am already working with our contact at MaineDOT to refine the application for resubmission in July. It is our hope that we can get the project funded this next cycle. The Stevenson Sidewalk project will connect the Shapleigh School sidewalk to Route 236. The project is estimated to cost approximately \$665,000 pre-COVID. Cost inflation the last two years would likely increase the project cost to approximately \$880,000.
5. **Whipple Road Sidewalk Project** – After many years of work on the design, right of way and easement obtainment, and utility relocation, the Whipple Road Sidewalk expansion project is finally being released for bid this month. The project is expected to begin construction this calendar year, assuming bid prices are within the funding limitations of the project.
6. **Calling for Volunteers** – We are encouraging residents to get involved by joining a board, committee or commission. The Town is seeking unique ideas, problem-solving abilities, and personal experience to help shape the future of Kittery. For more information or to apply, please contact the Town Clerk at 207-475-1313 or visit www.kitteryme.gov/getinvolved.
7. **Kittery Citizen of the Year** – Working with the York Region Chamber of Commerce, we are pleased to announce that nominations for the Kittery Citizen of the Year are open. The York Region Chamber of Commerce has a similar award program with the Town of York. Kittery residents and businesses have been recognized in the past for Volunteer of the Year and Business of the Year.

If you know someone who is deserving of recognition for their efforts in the community, please consider nominating them. To nominate someone for Citizen of the Year, submit a nomination form by October 1, 2022. The Citizen of the Year receives an award at the annual banquet, and has their good deeds publicized through the Chamber, in local newspapers, and through the Town.

Upcoming Dates:

- Mooring Renewals Open – www.kitteryme.gov/onlinemooring
- Frisbee on Ice – open daily (conditions permitting) for updates visit KCC website and Facebook page
- AARP Tax Aide – by appointment, Wednesdays & Thursdays, February 2 – April 14, KCC
- Tax Bill Due – February 15, 2022
- Town Hall Closed – Presidents Day – Monday, February 21
- Shamrockin' Shindig Drive Thru – March 10, 11AM, Kittery Community Center

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'K. Amaral', with a long horizontal flourish extending to the right.

Kendra Amaral
Town Manager

KITTERY E-Z EXTENDED PAYMENTS - "KEEP" PAY YOUR TAX BILL WITH EASY INSTALLMENTS

- > KEEP allows property owners to pay their taxes in **11 installments**.
- > The first 10 installments will be the same, with the **final installment** (due May 15) adjusted, up or down, depending upon the remaining taxes due.
- > KEEP is available for the 2022-2023 property taxes and only to those taxpayers who are **current** on their tax obligations.
- > Monthly tax payments will be **due on the 15th** of each month, beginning July 15. Late payments will **void the KEEP agreement**.
- > Payments will be based on the committed taxes for the **prior** tax year, plus 5%.



- > Monthly payments may not be adjusted, but **may** be prepaid.
- > KEEP applications are valid for one year only. *If you are a current KEEP participant, you **MUST reapply**.*
- > KEEP is **not available** to taxpayers paying through a tax escrow account with their bank or mortgage company.
- > Transfer of ownership **voids** the plan, *unless* the transfer is made to a name provided on the current KEEP application.
- > Supplemental taxes **do not** qualify for KEEP.
- > Abatements **will not** reduce the monthly payment.



- > KEEP applications must be postmarked or received no later than **June 1**.
- > Payments in person or by mail must be **received** by the 15th of each month at the following address:

Town of Kittery
Tax Collector
200 Rogers Road
Kittery, ME 03904

Should you have any questions, please contact:
Pauline Brewster
Deputy Tax Collector
pbrewster@kitteryme.org
207-475-1316

Please complete the information below and **return the entire sheet (do not separate)** to the address above **no later than June 1**.

Property Location/Address: _____ Parcel ID (on tax bill): _____ Map: _____ Lot: _____

Property Owner(s): _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

I have read the above and agree to comply with the KEEP payment requirements (sign):

Signed: _____ Date: _____ Signed: _____ Date: _____

TO BE COMPLETED BY TOWN: DATE RECEIVED: _____ FY TAX BILL: _____ MONTHLY PMT: _____



Frequently Asked Questions

Senior Tax Credit

What is the Senior Property Tax Credit? If you are 70 years of age or older, with an annual income that does not exceed three hundred percent (300%) of the federal poverty level and have lived in Kittery for 10 consecutive years, you may qualify for a Senior Property Tax Credit of up to \$1,000 per household.

When Can I Apply? Applications are accepted until the July 1 deadline of each year.

How Do I Apply? Applicants are required to return a completed application to the Deputy Tax Collector, Pauline Brewster. Applications can be submitted via e-mail to pbrewster@kitteryme.org or mail to Town Hall, located at 200 Rogers Road, Kittery, ME 03904. Along with the application, applicants must provide supporting documentation for household income, ie: tax returns, bank statements etc. Applicants must also provide a copy of a valid ID displaying their date of birth, ie: driver's license, birth certificate, passport, etc.

What is the Amount of the Credit? Qualifying applicants are eligible to receive a credit of up to \$1,000 per household.

When Will I Receive My Credit? Approved applicants will have the total amount of the credit applied to their real estate taxes by October 1 of the year in which participation is sought.

Can I Apply the Credit to Taxes Owed In A Prior Year? No, the credit only applies to taxes within the tax year participation is sought.

Do I Have To Reapply To Continue Receiving The Credit? Yes, the Senior Property Tax Credit must be reapplied for each year.

Contact Deputy Tax Collector, Pauline Brewster at 207-475-1316 or email at pbrewster@kitteryme.org for more information.



Frequently Asked Questions

Senior Tax Deferral

What is the Senior Property Tax Deferral? If you are 70 years of age or older, with an annual income that does not exceed three hundred percent (300%) of the federal poverty level and have lived in Kittery for 10 consecutive years, in an eligible homestead, you may qualify to defer your property taxes.

When Can I Apply? Applications are accepted throughout the calendar year.

How Do I Apply? Applicants are required to return a completed application to the Deputy Tax Collector, Pauline Brewster. Applications can be submitted via e-mail to pbrewster@kitteryme.org or mail to Town Hall, located at 200 Rogers Road, Kittery, ME 03904. Along with the application, applicants must provide supporting documentation for household income, ie: tax returns, bank statements etc. Applicants must also provide a copy of a valid ID displaying their date of birth, ie: driver's license, birth certificate, passport, etc.

How Long Can My Taxes Be Deferred? If you qualify, taxes may be deferred until you transfer ownership of your home, or you cease to use it as your primary residence.

How Will I Be Notified About My Approval Or Denial? Applicants will be notified by mail.

Do I Have to Reapply to Continue Receiving the Deferral? Once approved, no reapplication is needed.

Contact Deputy Tax Collector, Pauline Brewster at 207-475-1316, or pbrewster@kitteryme.org for more information.

PLEASE FILL OUT AND RETURN

~ 2022 Citizen of the Year Nomination ~

Sponsored by the York Region Chamber of Commerce

Please help us recognize a deserving citizen who gives their time and talent for the benefit of the Kittery community by nominating them for Citizen of the Year.

The Process:

Selection: This committee is comprised of members of the York Region Chamber of Commerce Board of Directors who make the final decision.

Criteria: Volunteer efforts must benefit the Town of Kittery. Nominee does not have to be a resident of Kittery. Chamber Board of Directors are not eligible.

Deadline for nominations is **October 1, 2022**. Award recipient will be celebrated at the Annual Awards Business After Hours, (date TBD). The winner will also be recognized in the official Citizen of the Year press release.

Questions? Call 207-363-4422 or email holly@yorkme.org

Name of Nominee: _____

Address: _____

Phone: _____ E-mail: _____

List projects the nominee has worked on, causes they have been involved with, and (or) boards or Committees served on etc., that has benefited the community of Kittery:

Describe why you think this person should be given the Citizen of the Year Award (use an additional sheet if needed):

Your Name: _____

Phone: _____ E-mail: _____

The committee may need your help getting your nominee to the reception if chosen (we try to surprise them) and may have additional questions about your nominee.

Return the completed nomination form by October 1, 2022

TO: York Region Chamber of Commerce

1 Stonewall Lane

York, ME 03909

OR Email the completed form to holly@yorkme.org

KITTERY TOWN COUNCIL Unapproved Minutes

Remote Meeting

January 24, 2022, 6:00PM

1 1. Call to Order

2 Chair Spiller called the meeting to order at 6:00 p.m.

3 Chair Spiller wanted to recognize the passing of George Varney, he was the Fire Chief
4 for 20 years

5 2. Introductory

6 3. Pledge of Allegiance

7 4. Roll Call

8 Councilors present: Chair Judith Spiller, Vice Chair George Dow, Jeffrey Pelletier,
9 Cameron Hamm, Cyrus Clark, Mary Gibbons Stevens and Colin McGuire

10 5. Agenda Amendment and Adoption

11 Chair Spiller cast one vote for the agenda as presented.

12 6. Town Manager's Report

13 The Town Manager reported on: COVID Update, KRRF & PFAS, and 2022 Fiscal Year
14 Q2 Report. Upcoming Dates: Dog license renewals deadline is January 31, 2022 at the
15 Town Hall and online at www.kitteryme.gov, Mooring renewals are open online at
16 www.kitteryme.gov/onlinemooring, and Tax bills are due on February 15, 2022.

17 7. Acceptance of Previous Minutes

18 • January 10, 2022 – Regular Meeting

19 Chair Spiller approved January 10, 2022 Council minutes as presented.

20 All were in favor.

21 8. Interviews for the Board of Appeals and Planning Board.

22 a. (010222-1) The Kittery Town Council moves to interview the following candidates
23 for one (1) vacancy on the Board of Appeals for a three-year term to expire
24 12/31/2025.

25 • Roland Scott

26 Chair Spiller asked Roland Scott the relevant experience or education to be a member
27 of the Board of Appeals, what roll does the Board of Appeal have in shaping the town of
28 Kittery, what has Mr. Scott done to prepare himself for the Board of Appeals, and what
29 does Mr. Scott wish to accomplish by being on this board.

30 Mr. Scott responded enthusiastically about his qualifications he felt that could contribute
31 to the board.

32 • Douglas Basnett - was not present and will be asked to attend the February 14, 2022
33 Council meeting.

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

36 a. (010222-2) The Kittery Town Council moves to receive a presentation from Karina
37 Graeter from SMPDC on the Town's Greenhouse Gas Emission inventory.

38 Karina Graeter from SMPDC gave a presentation on the Town's Greenhouse Gas
39 Emission inventory, and answered any question the Council might have had.

40 Chair Spiller moved The Kittery Town Council to accept the Town's Greenhouse Gas
41 Emission inventory, seconded by Councilor Hamm.
42 Motion Carried 7-0-0

43 10. PUBLIC HEARINGS

44 a. (010222-3) The Kittery Town Council moves to hold a public hearing on Title 2-
45 Paid Time Off amendments.

46 The Town Manager gave an overview on Title 2- Paid Time Off amendments.

47 Moved by Vice Chair Dow, seconded by Councilor Hamm.
48 Motion Carried 7-0-0

49 b. (010222-4) The Kittery Town Council moves to hold a public hearing on Title 16 -
50 Recodification.

51 The Director of Planning and Development, Adam Causey gave an overview on Title 16
52 - Recodification.

53 Moved by Vice Chair Dow, seconded by Councilor Stevens.
54 Motion Carried 7-0-0

55 c. (010222-5) The Kittery Town Council moves to hold a public hearing on Titles 5
56 and 13 to conform with Title 16.

57 The Town Manager gave an overview on Titles 5 and 13 to conform with Title 16.

58 Moved by Vice Chair Dow, seconded by Councilor McGuire.
59 Motion Carried 7-0-0
60

61 11. DISCUSSION

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

63 David Speert, 6 Keen Avenue, Kittery, Maine, suggested the town of Kittery implement
64 a mask mandate.

65 b. Chairperson may read written comments into the record.

66 Chair Spiller stated the Town Manager and herself had a discussion about a mask
67 mandate and decide not to implement at this time. Chair Spiller asked the Council for
68 their input and decided no mask mandate.

69 c. Chairperson's response to public comments.

70 12. UNFINISHED BUSINESS

71 13. NEW BUSINESS

72 a. Donations/gifts received for Council disposition

73 b. (010222-6) The Kittery Town Council moves to approve a renewal Liquor License
74 application from the Bistro 1828 located at 88 Pepperrell Road, Kittery Point, Maine.

75 Moved by Councilor McGuire, seconded by Councilor Clark.
76 Motion Carried 7-0-0

77 c. (010222-7) The Kittery Town Council moves to approve a renewal Liquor License
78 application from Sunrise Grill located at 182 State Road, Kittery, Maine.

79 Moved by Vice Chair Dow, seconded by Councilor Hamm.
80 Motion Carried 7-0-0

81 d. (010222-8) The Kittery Town Council moves to approve an Extension of Premise
82 for Sunrise Grill located at 182 State Road, Kittery, Maine.

83 Moved by Vice Chair Dow, seconded by Councilor Hamm.
84 Motion Carried 7-0-0

85 e. (010222-9) The Kittery Town Council moves to approve an application from the
86 Kittery Outlets for their 2022 annual Sidewalk Sales Events.

87 Moved by Councilor Hamm, seconded by Vice Chair Dow.
88 Motion Carried 7-0-0

89 14. COUNCILOR ISSUES OR COMMENTS

90 Councilor Clark commented on the beach at Fort Foster and how the winter has taken
91 away a lot of the beach this year, and the work that was done on the beach has been
92 exposed.

93 Councilor Stevens commented on the home COVID test, and she encouraged people to
94 use them.

95 Councilor Hamm spoke about the discussion earlier in the meeting about a mask
96 mandate for the town, and proposed the Council draft something in preparation for
97 when and if there is another surge of the Omicron variant.

98 15. COMMITTEE AND OTHER REPORTS

99 Chair Spiller mentioned the annual report for the Kittery Climate Action Committee is in
100 the Council packet and asked the Council to review it, she also noted that one of the
101 things from the Energy subcommittee would be pursuing is the issue of weatherization
102 for low-income residents.

103 a. Communications from the Chairperson

104 b. Committee Reports

105 16. EXECUTIVE SESSION

106 Vice Chair Dow moved to go into Executive session at 7:21 p.m., seconded by
107 Councilor Stevens.

108 a. (010222-10) The Kittery Town Council moves go into Executive Session in
109 accordance with 1 M.R.S. § 405(6)(C). To discuss the disposition of the Taylor
110 Building, with members of the Taylor Building Negotiation team.

111 Chair Spiller moved to come out of the Executive session at 8:10 p.m., seconded by
112 Vice Chair Dow.

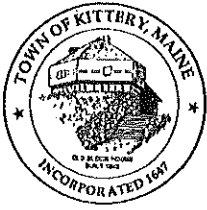
17. ADJOURNMENT

Vice Chair Dow moved to adjourn at 8:11 p.m., seconded by Councilor Stevens.

All were in favor.

Submitted by Kim Tackett

Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information, the minutes are not intended as a verbatim transcript of comments at the meeting, but a refer to the video of the meeting on the Town of Kittery website.



Interviewed January 24, 2022

REC.

1/13/22

11:12

TOWN OF KITTEERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Roland Scott

RESIDENCE: 8 Dahlia Dr

MAILING (if different) _____

E-MAIL ADDRESS: rscott3100@gmail.com

PHONE #: (H) same (W) same (C) 6165403100

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input checked="" type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Kittery Port Authority |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> KCC Board of Directors |
| <input checked="" type="checkbox"/> Kittery Climate Adaptation Committee | <input type="checkbox"/> Library Advisory Committee |
| <input type="checkbox"/> Kittery Celebration Committee | Other _____ |

EDUCATION/TRAINING: BS and MS in Engineering, MBA

RELATED EXPERIENCE (Including other Boards and Commissions) _____

On the board of several startups and a management consultant. Currently mentor many companies in CleanTech. Energy expert, tech and economics, NYSERDA EIR. NEPOOL member.

PRESENT EMPLOYMENT: retired, Entrepreneur in Res

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

ANY KNOWN CONFLICT OF INTEREST (please read back of application):
none known

REASON FOR APPLICATION TO THIS BOARD: Give back to community

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

Please read the back of this application before signing.

Roland Scott
SIGNATURE OF APPLICANT

1/11/2022
DATE



RF 01/13/22
11:21

TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1313 Fax: (207) 439-6806

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Douglas Basnett

RESIDENCE: 37 Mill Pond Rd

MAILING (if different) Same

E-MAIL ADDRESS: doug00@comcast.net

PHONE #: (H) _____ (W) _____ (C) (603) 848-7186

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input checked="" type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Kittery Port Authority |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Kittery Land Issues Committee |
| <input type="checkbox"/> Kittery Housing Committee | <input type="checkbox"/> Kittery Climate Adaptation Committee |
| <input checked="" type="checkbox"/> KCC Board of Director | <input type="checkbox"/> Library Advisory Committee |
| <input type="checkbox"/> Kittery Celebration Committee | |
| Other _____ | |

EDUCATION/TRAINING: Architectural Engineering

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Board member for Special Olympics of NH, President of Epoch Corporation

Member of Epoch Corporation Board of Directors

PRESENT EMPLOYMENT: Preferred Building Systems

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

ANY KNOWN CONFLICT OF INTEREST (please read back of application): None

REASON FOR APPLICATION TO THIS BOARD: Looking for a way to help the Kittery community

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

Please read the back of this application before signing.

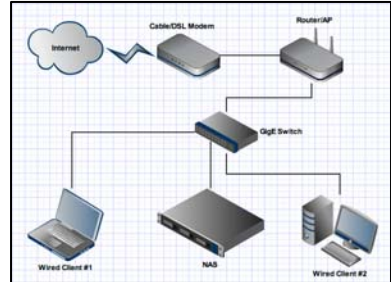
Douglas Basnett
SIGNATURE OF APPLICANT

1/13/22
DATE

TOWN OF KITTERY



CAPITAL IMPROVEMENT
PROGRAM
2023-2027



CIP Committee

Town Councilor – Colin McGuire

School Committee Member - Eric Lemont

Citizen Representative - Jeff Clifford

Citizen Representative - Chris Perkins

School Director of Facilities – Mark Everett

Town Manager - Kendra Amaral

Finance Director/Assistant Town Manager – Patricia Moore

200 ROGERS ROAD
KITTELY, ME 03904

EXECUTIVE SUMMARY

The Town of Kittery is committed to maintaining a five-year Capital Improvement Plan (CIP), for the purpose of identifying and prioritizing investment in the Town's assets. The assets included in the CIP are critical to delivering core services of the Town government and supporting the community's goals and objectives.

As a communication tool, the CIP informs the Town Council and the public about the Town's efforts to plan for on-going management of assets including buildings, roadways, equipment, vehicles, technology, and records. A properly developed CIP also guides the development of a debt plan, and identifies potential timing and bundling of higher cost investments for future bonding.

The Town currently holds \$2.5M in capital reserves for planned and unplanned future needs associated with roadways, equipment, public safety vehicles and equipment, buildings, technology, and land improvements. This is exclusive of the \$2.3M in cash from the bond issued for the renovation and expansion of the Rice Public Library. The reserves are down \$300,000 from the prior year. Approximately \$600,000 of the capital reserves is encumbered, while the Town awaits delivery of vehicles and equipment orders delayed by COVID related supply chain impacts.

The Town uses multi-year plans, depreciation projections, and inflation projections to develop the CIP, updating it each year with adjustments based on actual wear and tear, changes in needs or priorities, and fluctuations in inflation.

Fiscal Year 2023 CIP

The FY23-FY27 CIP was developed to hold the capital funding amount to the prior year's appropriation. Despite the limitation, the plan continues to address various capital needs across multiple departments, and to advance priority projects such as LED building light conversions and implementation, assessment of Memorial Field for improvements, and implementation of short-term objectives of the Bicycle and Pedestrian Master Plan.

The proposed funding for capital in FY23 is \$1,516,400, representing a decrease of \$37,500 from the previous year's CIP funding. For comparison, the pre-COVID five-year plan called for \$1,748,917 to be funded in FY23. The CIP Committee considered anticipated operating budget increases, the broad range of needs, and other important factors in proposing the FY23 capital budget.

The FY23 plan does not meet all of the needs identified by departments. The Fire Department's Rescue 3 apparatus requires replacement as soon as possible, due to growing deficiencies in the frame caused by weather associated rust. This specific apparatus was not scheduled to be replaced until FY26; resulting in a capital cost three years sooner than planned. The Fire Apparatus Reserve is short \$450,000 of the funds needed to replace Rescue 3. Rather than increase the CIP appropriation by 28%, the proposed plan is to seek a warrant article to utilize the unassigned fund balance to make up the \$450,000 difference. This strategy was last used in 2018 to replace the Government Street pier sooner than planned.

The CIP has been funded lean since FY20, at the beginning of the COVID pandemic. The CIP funding requests have been lower than projected pre-COVID to provide relief for the overall budget and taxpayers. It is understood that the annual CIP appropriation will need to climb back up to pre-COVID levels in the near future in order to effectively meet the Town's ongoing capital needs and respond to rapidly increasing inflation.

The CIP also has a proposed change in policy, removing the School Department capital from the Town Council-controlled Municipal budget. This was a matter of ongoing question, as to why School related capital was not part of the School budget. In discussions with the School Department and members of the School Committee, it is was

identified that the School capital requests were placed in the Municipal CIP in order to allow the School to lower its budget for its maintenance and ongoing technology needs. The School will budget for their maintenance and capital needs in their annual budget that is approved by the School Committee, rather than the Town Council, and will be presented to the voters through the School Budget Validation Referendum each June. This reallocation allows the Town and voters greater clarity on the costs associated with the School District and Municipal Services.

Debt service will be \$1,797,511, a decrease of \$52,323. The debt includes the Library bond that was issued in FY21 and savings from the refund of bonds packaged with the Library debt. Debt is projected to reduce over the next five years, as various Municipal and School bonds are repaid.

The Town continues to actively seek grants to offset costs and support the capital program. Grants are being applied for stormwater infrastructure replacement, sidewalks on Stevenson Road, and other priorities. The Town has also allocated \$265,000 of American Rescue Plan Act funds to supplement the capital budget where needs were greater than available reserves.

Funding for Holding Accounts is proposed to increase \$22,000 from the prior fiscal year. The Five-Year Pavement Management Plan has been updated based on the most recent pavement condition assessment. The Town had been developing a healthy reserve for the repaving of the Route 1 Mall Road area; however, MaineDOT has agreed to take on the majority of this project, saving the Town approximately \$900,000. This will allow the Town to move up rehabilitation and reconstruction of the Village stormwater system and roads to FY23 and FY24. The installation of a generator at Town Hall has been delayed due to significant cost increases resulting from current market conditions of materials and labor shortages.

The Capital Reserve Accounts are projected to decrease \$201,500 from the prior year. The primary driver is the shift of School capital out of the Municipal budget and into the School budget. Additional savings are coming from the Fire Facility Reserve. This reserve is not being funded in FY23 due to the approved Gorges Road expansion project.

There are three new Capital Projects being proposed for FY23. The first is the continuation of the invasive plant management effort at Fort Foster. This is a multi-year project, that began in FY22. The first year of funding was provided through Wetlands Mitigation Fund. The Youth Athletic Advisory Committee requested funding for the assessment of Memorial Field to determine what options are possible for improving the playing field conditions and support services such as parking, lighting, and field house. The assessment will build upon the work of the Youth Athletic Field Master Plan. Finally, the Town is proposing an LED building light conversion project for the KCC and Town Hall Complex. The project will take two years to complete and will reduce electricity use in these buildings by approximately 70% once implemented. The estimated cost includes projected Efficiency Maine incentives.

Included in this plan is the Town's "on the horizon" list which includes potential projects or ideas that could impact the unassigned reserve fund, the capital program, or debt. "On the horizon" projects reflect ideas that may not yet be vetted, prioritized, or approved.

The Capital Improvement Plan process commenced with a review of the Town's Capital Improvement Program policy. The policy was updated this year to reflect the move of the School's capital. The capital request forms were updated to provide better clarity on the type of fund and offsetting funding from other sources.

Department heads submitted their FY23-FY27 requests and presented them to the CIP Committee. Through this process, the CIP Committee asked questions, sought additional information, and proposed amendments to the requests. The CIP Committee then reviewed all of the requests as an assembled plan. They evaluated the projects

requested based on justification, priority, need, and impact on the Town's ability to deliver core services to both residents and businesses. This report represents the culmination of their work and the proposed five-year capital improvement plan.

In summary, the FY23-FY27 CIP includes:

- Effectively level-funded from the prior year; with one resulting warrant article request for replacement of Fire Rescue 3.
- Three new projects that correspond to Town goals and objectives.
- The reallocation of school capital to the School Department budget.

We wish to thank the Committee and the staff who participated in the development of the CIP. Their insight, expertise, and consideration added significant value to the process.

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MANDATE

The Kittery Town Charter mandates a capital program as follows:

“Sec. 6.05. Capital program”

(1) Submission to manager. The town manager shall prepare and submit to the council a 5-year capital program at least 90 calendar days prior to the final date for submission of the proposed budget.

(2) Contents. The capital program shall include:

(a) A clear general summary of its contents;

(b) A list of all capital improvements which are proposed to be undertaken during the 5 fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;

(c) Cost estimates, method of financing and recommended time schedules for each such improvement;

(d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired; and

(e) Recommendations to fund improvements in the established capital program dedicated reserve account; any proposed multi-year capital bonds for voter approval; or any to be addressed as a separate budget line item to be fully funded in the ensuing fiscal year with voter approval. Debt service for voter approved capital bonds and capital improvement program dedicated reserve funds are annual appropriations.

(3) Capital program requirements approved by council to be entirely funded in the ensuing fiscal year, as a separate budget account line item outside the capital program dedicated reserve account, must be submitted to the qualified voters of the town after a public hearing, at a regular or special election, or town meeting as prescribe herein, and are obligated provided a majority of the legal votes cast in such election are in the affirmative.

(4) The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.”

Overview

One of the primary responsibilities of municipal government is to preserve, maintain, and improve a community’s stock of buildings, roads, parks, sewer facilities, machinery, apparatus and equipment. Planning for capital improvements is a matter of prudent financial management, as well as sound development practice.

Kittery’s capital improvement program (CIP) is to be a blueprint for planning capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity and physical development and is a community plan for short and long-range physical development in the form of capital purchases of equipment or facilities. It is intended to link the Town's comprehensive plan and fiscal plan to physical developments.

The capital improvement program is a five-year outlook that includes the upcoming year's proposed spending plan for capital items, the annual funding for reserve and holding accounts that support ongoing maintenance and/or projected future capital outlays, and projected capital expenditures and needed reserves for the four years beyond the capital budget.

The CIP goal is to insure sound fiscal and capital planning through effective leadership with the involvement and cooperation of all municipal departments. The CIP will support the following objectives:

- Developing revenue policies for proposed improvements.
- Determining budgeting methods for projects.
- Promoting inter-department coordination of projects within the town.
- Informing the public of planned capital improvements.
- Facilitating coordination between capital needs and the operating budgets.
- Enhancing the community's credit rating, controlling its tax rate, and avoiding sudden changes in its debt service requirements.
- Identifying the most advantageous means of financing capital projects.
- Increasing opportunities for obtaining federal and state aid.
- Relating public facilities to other public and private development and redevelopment policies and plans.
- Focusing attention on community objectives and fiscal capacity.
- Keeping the public informed about future needs and projects.
- Coordinating the activities of neighboring and overlapping units of local government to reduce duplication.
- Ensuring public capital is resilient to environmental factors such as climate change and sea level rise.

Under GASB 34, the town is required to capitalize and depreciate long-term assets; including such items as equipment, real property, and infrastructure; and report this information in the town's annual financial report.

The School Department will plan for its capital needs for buildings, vehicles and technology as part of its annual budget. The School Department annual budget is considered separately of the municipal budget, and is endorsed by the School Committee and presented to the voters in an annual Budget Validation Referendum in June. The School Department and the Municipal Administration review the annual tax levy, anticipated value growth, and projected impact on the tax rate from proposed or projected levy increases associated with annual and capital budgets. This process serves to ensure the two Town functions (School and Municipal Administration) are maintaining the charter-determined separation while still coordinating and planning collectively.

DEFINITIONS

Accumulated Depreciation The total depreciation expense accumulated since the acquisition date of the fixed assets to the current fiscal year.

Ancillary Costs Costs, in addition to purchase or construction costs, related to placing a fixed asset into its intended state of operation. Normally, ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor ancillary costs, not measurable at the time a fixed asset is recorded in the department's fixed asset inventory system, may be expensed.

Construction in Progress A long-term asset reflecting the cost of construction work undertaken, but not yet completed (usually a capital project).

Capital Improvement Holding Accounts The accounting identifier line in the town chart of accounts grouping the CIP funds dedicated for replacement of assets with a cost above \$25,000 and a life cycle greater than five years.

Capital Improvement Reserve Accounts CIP budget lines maintained by the departments for future demands for, repair, rehabilitation, or replacement, of fixed assets that cost between \$5,000 and \$25,000 and have a useful life more than five years.

Capital Replacement Cost The figure calculated for replacement of an asset. Capital replacement cost may be calculated based on original cost multiplied by the Schedule of Useful Life and an inflation factor, by current replacement costs multiplied by an inflation factor and the remaining Useful Life.

Depreciation Method For the purposes of implementing GASB 34, depreciation will be calculated using the straight-line depreciation method. Straight-line assumes that the asset will depreciate at the same rate each year of its useful life.

Infrastructure Long-lived fixed assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure may include roads, bridges, dams, and similar fixed assets. For capitalization purposes, the town only considers roads and bridges that are the town's responsibility, to be infrastructure. Departments should maintain records for all infrastructure for asset management purposes but should not capitalize or report infrastructure that is not roads or bridges.

Intangible Asset Intangible assets are long-term assets that have no physical substance and are used in operations to produce products or services. Intangible asset costs must be systematically allocated to expenses over their useful life through a process called amortization.

Useful Life The length of time something is expected to last for its intended purpose. For depreciation purposes the useful life will be determined by departments using published guidelines from professional organizations and industries, available information for comparable assets used by similar government agencies, and internal information based on experience.

COORDINATING COMMITTEE

The Town Council establishes and appoints a Capital Improvement Committee composed of one (1) Town Council representative, two (2) citizen representatives for three (3) year staggered terms, the Finance Director, and the Town Manager.

The Committee is to study proposed capital projects and improvements involving major tangible assets and projects which:

- 1) are purchased or undertaken at intervals of not less than five years;
- 2) have a useful life of at least five years; and

3) cost over \$25,000.

The Town Manager, and any applicable boards and committees, including the Council will provide information concerning all anticipated projects requiring June Election voter action during the ensuing five years. The Committee will establish the deadline and form in which information must be provided.

The Committee is to consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation may be voted for a capital improvement unless the proposed capital improvement is considered in the Committee's report, or the Committee first submitted a report to the Town Council explaining the omission.

The Committee will prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following four fiscal years. The report is submitted to the Town Council for its consideration and approval. Upon approval, the Town Council will submit the Capital Improvement Program to the Town Manager as required by the Charter. The Town Manager will incorporate the Capital Improvement Budget into the proposed operating budget for the ensuing fiscal year.

The Committee's report and the Council's recommended Capital Budget is to be published and made available in a manner consistent with budget materials distribution. The Committee submits its original report with the Town Clerk.

PLANNING SCHEDULE

Timetable	Action
Oct – Nov	<p>Status of Previously Approved Projects CIP Committee reviews status of previously approved projects.</p>
Nov – Jan	<p>Solicitation, Compilation and Evaluation of Project Requests Department Managers prepare and submit project requests.</p>
Dec - Jan	<p>Town's Financial Capacity Town Manager prepares financial analysis.</p> <p>Financing Plan Town Manager assembles project list and supporting data; Reserve and depreciation account requests to CIP Committee with preliminary funding source recommendations.</p>
Jan – Feb	<p>Project Prioritization CIP Committee reviews and ranks requests.</p> <p>Capital Improvements Program Development CIP Committee prepares five-year schedule of projects and makes recommendations on method of financing based upon financial analysis.</p>
Feb	<p>Capital Improvement Program Presentation and Approval CIP Committee presents Capital Budget and Capital Program to the Town Council. Council reviews CIP and holds public hearing. Council approves prepared CIP, as may be adjusted/amended.</p> <p>Approved projects scheduled for upcoming year are submitted to the Town Manager for incorporation into budget.</p> <p>Council reviews Capital Budget and prepares recommendation for June Election Warrants.</p>
Jun	<p>Election Voter approval of upcoming year's capital budget warrants and review of capital plan, followed by department head preparation for acquisition and development activities on July.</p>

CAPITAL IMPROVEMENT POLICIES

- The town will make all capital improvements in accordance with an adopted capital improvement program, except as may be necessary under the emergency provisions of the town charter.
- The town will develop and enact an annual capital budget based on the multi-year capital improvement program.
- The town will maintain all its assets at a level adequate to protect the town's capital investment and to minimize future maintenance and replacement costs.
- The town will plan for environmental factors and variations, such as sea level rise and other impacting climate changes, and invest responsibly in infrastructure and infrastructure modifications to ensure the resiliency of the community, public operations, municipal assets.
- The town will determine the most advantageous financing method for all new projects.
- The town will maintain an unassigned fund balance (unencumbered surplus) at a minimum equal to two and a half months of current fiscal year operating budget inclusive of Town and School budgets.
- The town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to June Election Voters for approval.
- Departments will coordinate development of the capital improvement budget with development of the operating budget. Future operating, repair and maintenance costs associated with new capital improvements will be projected and included in operating budget forecasts.
- Departments will project equipment replacement and maintenance needs of \$5,000 or more for the next several years and will update this projection each year. From this projection, a schedule will be developed to establish/maintain budget capital improvement reserve accounts for replacement of fixed assets between \$5,000 and \$25,000 in original cost.
- Departments will address annual operating, repair and maintenance (R&M), and material acquisition/replacement costs less than \$5,000 in operating budgets.
- The town will establish/maintain asset depreciation accounts in the capital improvement program.
- The fund established for cable franchise fees shall be utilized to defray the capital and operating cost of providing public, education, and government access through local broadcast and streaming of local proceedings, meetings, events, and programs of interest to the community. The fund balance shall not exceed \$200,000 at the close of each fiscal year. When the fund balance does exceed \$200,000, the excess funds may be transferred to capital holding accounts or capital reserve accounts. The Town Manager will recommend fund transfers to the Town Council in accordance with Charter and Town Ordinance.

DEBT POLICIES

- The town will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues and/or reserves.
- When the town finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.

- The town annual capital budget and debt service appropriation will not exceed 15 percent of the total combined Town, School and Sewer operating budget.
- Total annual tax-revenue-supported-debt service will not exceed 8 percent of the approved annual combined Town and School budget.
- Total general-obligation debt will not exceed 2.5 percent of total property valuation, excepting as provided in state statutes.
- Total annual sewer revenue supported debt service for general or revenue obligation debt will be as approved by Town Council.
- Where possible, the town will use special assessment, revenues or other bonds, instead of general obligation bonds.
- The town will not use long-term debt for annual operations.
- The town will maintain regulatory communications with bond rating agencies about its financial condition.
- The town will follow a policy of full disclosure on every financial report and bond prospectus.

FIXED ASSET POLICIES

All assets meeting the definition of a fixed asset or intangible asset are to be considered an inventorial long-term asset and recorded in the town's fixed asset inventory system. Each department is responsible to account for all long-term assets under its jurisdiction. Such assets must be systematically and accurately recorded; properly classified; and adequately documented in their department's asset inventory system. All Departments will establish an internal control structure over long-term assets that provide reasonable assurance of effective and efficient operations, reliable financial reporting and compliance with applicable laws and regulations.

Asset Valuation

Departments will record long-term assets at historic cost or, if the cost is not readily determined, at estimated historic cost. Cost includes applicable ancillary costs. All costs must be documented, including methods and sources used to establish any estimated costs.

Asset Classification

Long-term assets are categorized into the following classes:

- Machinery & Equipment,
- Real Property,
- Infrastructure,
- Technology, or
- Construction in Progress.

These categories are used for reporting cost and depreciation (or amortization) amounts.

Capitalization

For Inventory, Financial Reporting and Depreciation Purposes

All long-term assets with a cost equal to or greater than \$5,000 and a useful life of greater than five years.

Construction in Progress Capitalization:

A construction in progress asset reflects the cost of construction work undertaken, but not yet completed (frequently capital budget items). For construction in progress assets, no depreciation is recorded until the asset is placed in service.

When construction is completed, the asset should be reclassified, capitalized and depreciated.

Depreciation/Amortization for Long-Term Assets

All long-term assets (except for land, certain land improvements, and building in progress) identified in the capitalization policy, will be depreciated/amortized. The Town Manager will be responsible for calculating depreciation/amortization.

Retention

For each long-term asset recorded in the town's asset inventory system, evidential information to support estimated actual costs will be kept permanently and maintained until the asset is disposed of. If the asset is disposed of during a fiscal year, documentation should be maintained until June 30 of that year for audit purposes.

Annual Physical Inventory

All departments will complete a physical inventory of their long-term assets annually. Long-term assets greater than \$5,000 and with a useful life of five or more years are to be included in the annual physical inventory conducted.

Internal Controls

All departments will establish internal controls over long-term assets that provide reasonable assurance of effective and efficient operations, reliable financial reporting and compliance with applicable laws and regulations. The major objective of the internal control over long-term assets is accountability.

Departments will have procedures in place so that assets are adequately safeguarded from loss or theft.

Departments will establish and update their schedule of useful life for each asset or category of asset maintained by the department. The useful life will be determined using published guidelines from professional organizations and industries, available information for similar assets used by comparable government agencies, and internal information based on experience.

PROCESS SUMMARY

Inventory of Existing Facilities

The Town Manager will provide a complete inventory of all town and school properties and assets. The inventory should include the year the asset was placed in service, assigned department as applicable, current condition, anticipated useful life, remaining useful life, and scheduled date for replacement.

Status of Previously Approved Projects

The Town Manager will provide a status of previously approved projects. The update will include for each active project or account; the total available funding, spent year to date, projected remaining cost and

highlighted anticipated overages, and anticipated completion date. Projects or accounts with unspent funds not needed for the approved project should be identified for release or reallocation.

Solicitation, Compilation, and Evaluation of Project Requests

The CIP Committee will solicit departmental recommendations for CIP projects. Each department submits requests which include a clear statement of the need and justification for the project, its costs, its net effect on the operating budget, and an implementation schedule. The Committee then evaluates each request by reviewing the project information provided and meeting with the requesting department head, if necessary.

Based on its review, the Committee should summarize its findings in preparation for establishing the Capital Improvement Program.

Town's Financial Capacity

With the assistance of the Town Manager and the Finance Director, the Committee should analyze the town's ability to afford major expenditures. This analysis should examine recent and anticipated trends in revenues, expenditures, debt and unfunded liabilities such as pension costs. The analysis should be included with the Committee's presentation of the capital budget and program to the Council.

This financial analysis will permit the scheduling of funding sources for capital improvements to:

- Keep the tax rate stable
- Balance debt service and operating expenditures
- Determine available debt capacity and acceptable debt service levels
- Maximize intergovernmental aid for capital expenditures

Project Prioritization

Proposed projects are ranked in priority as objectively as possible. This is perhaps the most difficult aspect of the Committee's duties, although the adoption by the Town Council of Capital Improvement Budget Policies and Debt Policies can provide helpful guidance.

The Committee should review each project utilizing a consistent set of criteria. The Committee should evaluate each project in relation to other projects and determine their relative importance. This will permit the Committee to establish project priorities based on both the community's goals and objective analysis.

Capital Improvement Program Financing Plan

Based upon the adopted debt and CIP policies and the assessment of the town's financial capacity, the Committee will recommend the method of financing each project. There are several ways to finance capital improvement projects. Some of the most common long and short-term financing options are:

Long-Term Financing:

1. General obligation bonds and, for municipal utility improvements only, revenue bonds.
2. State and federal loans and grants.
3. Setting aside money in the capital holding account to pay for all or a portion of a capital project.

Short-Term Financing and other Service Provision options:

1. Appropriation of current revenue or reserves such as free cash.

2. Short-term debt such as bond anticipation notes and grant anticipation notes.
3. Capital outlay expenditure exclusions
4. Contracting/leasing provisions authorized by ordinance and Maine General Laws.

NOTE: The Town may enter into a multi-year contract for any period of time which services the best interest of the town; however, payment and performance obligations for succeeding fiscal years is dependent on the availability and appropriation of funds.

Capital Improvement Program Recommendation

Detailed Project Descriptions are prepared by the CIP Committee to reflect its final recommendation on each specific project. It presents all that is known about each project in a manner that is conducive to discussion and decision.

The CIP Committee's completed report should be presented to the Town Council for review and adoption. The report will include a summary of the CIP Committee's recommendations for the upcoming year's Capital Budget and the following years' Capital Program as well as its analysis of the town's fiscal capacity.

The Town Council will hold its own public hearing to present the CIP and solicit further citizen comment. The CIP hearing can be incorporated into the regular budget hearing.

The entire CIP will also be presented at the public hearing held by the Council. This will demonstrate to the community that the Capital Budget is part of a long-range plan to upgrade and maintain the town's infrastructure.

The voter's adoption of capital warrants at the June election informs the balance of the community of the commitment to plan for and fund the acquisition and/or development of capital improvements and/or acquisitions.

Monitoring Approved Projects

Once the June Election voters have approved the Capital Warrants and the fiscal year begins, departments are authorized to begin project implementation. Periodic reports by the Town Manager to the Council should indicate changes in the targeted completion dates, identify serious problems, and document the financial status of each project. Those reports may be based on project updates provided by the responsible departments.

Capital Improvement Program Updates

Subsequent annual updating of the Capital Program involves repeating the process to reflect new information, policies and proposed projects. The CIP Committee will review the policies and revise the entire CIP as necessary to reflect its most recent determination of the need and goals of the Town. After the first year has been budgeted, one year is added to the Capital Program and the remainder of the plan updated. This completes the CIP process.

CAPITAL PROJECT REQUESTS SUMMARY

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY22 Approved	FY21 Year-End Transfers	Balance as of 12/31/2021	FY23 Plan	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	5 YR Totals
CAPITAL HOLDING ACCOUNTS															
	HLDG	CP	4002	DPW	Right of Way Reserve	Infrastructure	\$ 500,000		\$ 279,274	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,000,000
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	93,000		288,591	-	50,000	75,000	200,000	250,000	575,000
	HLDG	CP	2057	GG	Open Space Reserve	Land Improv	-		-	-	-	-	-	-	-
	HLDG	CP	4027	GG	Municipal Facility Reserve	Buildings	35,000		226,509	50,000	75,000	125,000	150,000	100,000	500,000
CAPITAL HOLDING ACCOUNTS TOTAL							\$ 628,000	\$ -	\$ 794,375	\$ 650,000	\$ 725,000	\$ 800,000	\$ 950,000	\$ 950,000	\$ 4,075,000
CAPITAL RESERVE ACCOUNTS															
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve	Vehicles & Equip	\$ 475,000		\$ 431,520	\$ 340,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,740,000
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	25,000		14,070	40,000	40,000	40,000	40,000	40,000	200,000
	RES	CP	4043	DPW	Parks Reserve	Land Improv	10,000		29,015	20,000	20,000	20,000	20,000	20,000	100,000
	RES	CP	SCH	ED	School Facility Reserve	Buildings	50,000								
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	-								
	RES	CP	SCH	ED	School Equipment Reserve	Vehicles & Equip	20,000								
	RES	CP	SCH	ED	School Technology Reserve	Technology	40,000								
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	40,400		229,863	60,400	60,400	60,400	60,400	60,400	302,000
	RES	CP	4020	TM	Municipal Technology Reserve	Technology	63,000		100,266	70,000	70,000	70,000	70,000	70,000	350,000
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	-		23,050	-	-	-	-	-	-
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	30,000		34,688	30,000	30,000	35,000	35,000	45,000	175,000
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	30,000		28,407	25,000	25,000	25,000	25,000	50,000	150,000
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	-		8,706	-	150,000	10,000	10,000	15,000	185,000
	RES	CP	4055	KPA	KPA Equipment Reserve	Vehicles & Equip	13,500		63,040	3,500	25,000	25,000	30,000	30,000	113,500
	RES	CP	4116	KPA	KPA Facility Reserve	Infrastructure	8,500		8,891	8,500	15,000	15,000	15,000	15,000	68,500
	RES	CP	4022	PD	Police Vehicle Reserve	Vehicles & Equip	112,000		174,801	140,000	130,000	165,000	165,000	165,000	765,000
	RES	CP	4129	PD	Police Equipment Reserve	Vehicles & Equip	10,000		10,000	10,000	35,000	35,000	35,000	15,000	130,000
	RES	CP	4100	FD	Fire Facility Reserve	Buildings	23,500		37,319	-	25,000	25,000	25,000	25,000	100,000
	RES	CP	4026	GG	Town Hall Records Preservation	Regulatory	10,000		3,510	12,000	12,000	12,000	12,000	-	48,000
CAPITAL RESERVE ACCOUNTS TOTAL							\$ 960,900		\$ 1,197,146	\$ 759,400	\$ 987,400	\$ 887,400	\$ 892,400	\$ 900,400	\$ 4,427,000
CAPITAL PROJECTS															
2019	PRJ	CP	4060	GG	Rice Rehab and Expansion Design	Buildings	-		2,344,396	-	-	-	-	-	-
2019	PRJ	CP	4123	GG	LED Lighting Conversion	Infrastructure	-		36,639	75,000	95,000	-	-	-	170,000
2018	PRJ	CP	2094	DPW	Emery Field Phase 2	Infrastructure	-		370,745	-	-	-	-	-	-
NEW	PRJ	CP	NEW	DPW	Fort Foster Invasive Plant Management	Land Improv	-		-	37,000	24,000	24,000	24,000	24,000	133,000
2022	PRJ	CP	4128	GG	Climate Action Plan	Infrastructure	-	65,000	-	-	-	-	-	-	-
2023	PRJ	CP	NEW	TM	Memorial Field Assessment	Infrastructure	-	-	-	30,000	-	-	-	-	30,000
NEW	PRJ	CP	NEW	DPW	Bike/Ped Master Plan	Infrastructure	-	100,000	100,000	-	50,000	50,000	50,000	50,000	200,000
CAPITAL PROJECTS TOTAL							\$ -	\$ 165,000	\$ 2,851,780	\$ 142,000	\$ 169,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 533,000
TOTAL ALL CAPITAL							\$ 1,588,900		\$ 4,843,301	\$ 1,551,400	\$ 1,881,400	\$ 1,761,400	\$ 1,916,400	\$ 1,924,400	\$ 9,035,000
Total Increase(Decrease) from Prior Year										\$ (37,500)	\$ 330,000	\$ (120,000)	\$ 155,000	\$ 8,000	
Proposed Use of PEG Surplus (Fund 2081)							\$ (35,000)			\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (175,000)
TOTAL ALL CAPITAL ADJUSTED							\$ 1,553,900		\$ 4,843,301	\$ 1,516,400	\$ 1,846,400	\$ 1,726,400	\$ 1,881,400	\$ 1,889,400	\$ 8,860,000
Increase (Decrease) from Prior Year							\$ 133,400				\$ 330,000	\$ (120,000)	\$ 155,000	\$ 8,000	

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY22 Approved	FY21 Year-End Transfers	Balance as of 12/31/2021	FY23 Plan	FY24 Plan	FY25 Plan	FY26 Plan	FY27 Plan	5 YR Totals
DEBT SERVICE															
2016	TWN	DEBT		FD	Fire Stations (refinanced 2006 Bonds)	Buildings	\$ 127,800			\$ 125,500	\$ 118,250	\$ 116,050	\$ 113,713	\$ 111,238	\$ 584,751
2010	TWN	DEBT		DPW	Public Works Department	Buildings	21,974			21,058	20,313	19,825	19,338	18,850	\$ 99,384
2012	TWN	DEBT		KCC	Community Center	Buildings	352,275			346,775	341,275	335,088	328,900	322,025	\$ 1,674,063
2014	TWN	DEBT		KLT	KLT Rustlewood	Other	10,315			10,315	10,315	10,315	10,315	10,315	\$ 51,575
2016	TWN	DEBT		KLT	KLT Braveboat	Other	18,090			18,090	18,090	18,090	18,089	18,089	\$ 90,448
2016	TWN	DEBT		DPW	Road Improvements	Infrastructure	141,700			139,100	136,500	133,900	131,300	-	\$ 540,800
2016	TWN	DEBT		KCC	Community Center Annex	Buildings	103,550			101,650	99,750	97,850	95,950	-	\$ 395,200
2021	TWN	DEBT	NEW	GG	Rice Proposed Expansion/Renovation ¹	Buildings	353,133			337,230	330,030	322,830	315,630	308,430	\$ 1,614,150
2013	SCH	DEBT		SCH	Mitchell School (refinanced 2002 bonds)	Buildings	216,300			212,100	-	-	-	-	\$ 212,100
2010	SCH	DEBT		SCH	Mitchell & Shapleigh	Buildings	417,497			400,093	385,938	376,675	367,413	358,150	\$ 1,888,269
2016	SCH	DEBT		SCH	School Various	Buildings	87,200			85,600	84,000	82,400	80,800	-	\$ 332,800
TOTAL DEBT SERVICE							\$ 1,849,834		\$ -	\$ 1,797,511	\$ 1,544,461	\$ 1,513,023	\$ 1,481,448	\$ 1,147,097	\$ 7,483,540
Total Town and School Debt Service Increase(Decrease)										\$ (52,323)	\$ (253,050)	\$ (31,438)	\$ (31,575)	\$ (334,351)	
TOTAL CAPTIAL + DEBT							\$ 3,403,734		\$ 3,313,911	\$ 3,390,861	\$ 3,239,423	\$ 3,362,848	\$ 3,036,497	\$ 16,343,540	
VARIANCE FROM PRIOR YEAR							\$ 48,729		\$ (89,823)	\$ 76,950	\$ (151,438)	\$ 123,425	\$ (326,351)		
SEWER DEBT							\$ 764,270		\$ 763,738	\$ 691,937	\$ 865,858	\$ 865,858	\$ 865,859	\$ 4,053,250	

Notes:

POLICY	FY22	FY23
FY2022 Combined Town & School Operating Budget	\$ 35,094,422	
FY2022 Combined Town, School and Sewer Operating Budget	\$ 37,615,160	
Capital as a % of Combined Budget (Town and School)		4.42%
Capital & Debt as a % of Combined Budget (Town and School)		9.44%
Debt as a % of Combined Budget (Town and School)	Policy: 8%	5.12%
Capital & Debt as a % of Combined Budget (Town, School & Sewer)	Policy: 15%	10.84%
Unassigned Reserve Fund Requirement - Policy: 2.5 Months (Town & School)	\$ 7,311,338	
Unassigned Fund Balance as of 6/30/2021	\$ 8,131,323	FINAL AUDIT - Town Only
Surplus/(Deficit) Unassigned Reserve Fund:	\$819,985	

DETAILED CAPITAL PROJECT REQUESTS

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4002):



Date:	December 15, 2021	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$ 600,000
Project Title:	Right of Way Reserve	Est. Useful Life (Years):	Varies
Contact:	David Rich		
Type of Request?	<input checked="" type="checkbox"/> Ongoing Reserve <input type="checkbox"/> One-time project		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Photo (click image to insert):

The Right of Way Reserve supports maintenance, repair, addition, and replacement of 65 miles of roadway, over 12 miles of sidewalk, guardrails, signalized intersections, and drainage infrastructure. The pavement management plan is developed using engineering standards and identifies which roads the Town should focus on each year to get the greatest value for dollars spent. Additional funds are allocated for the sidewalks, intersections, and underground infrastructure associated with these road miles. In FY22 the Town completed its updated pavement condition assessment and updated the Pavement Management program accordingly. Additionally, MDOT has agreed to assume responsibility for repaving Rte 236 and Rte 1 Mall Road. The escalation factor has been increased to reflect present cost trends.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ _____ CIP Funding Needed: \$ _____

Other Funding Sources:

Amount and Type of Other Funding Sources:	\$ 175,000	Comments:	State Compact Funds (for state roads only), Highway grants
Salvage Value of Existing Equipment?	\$ _____	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____
Pavement Management Plan and condition study

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$ 600,000	\$ 600,000	\$600,000	\$600,000	\$ 600,000	\$3,000,000

Please Provide and/or Attach Additional Project Details

Town of Kittery, Maine

Pavement Management Program

Proposed Repair by Fiscal Year

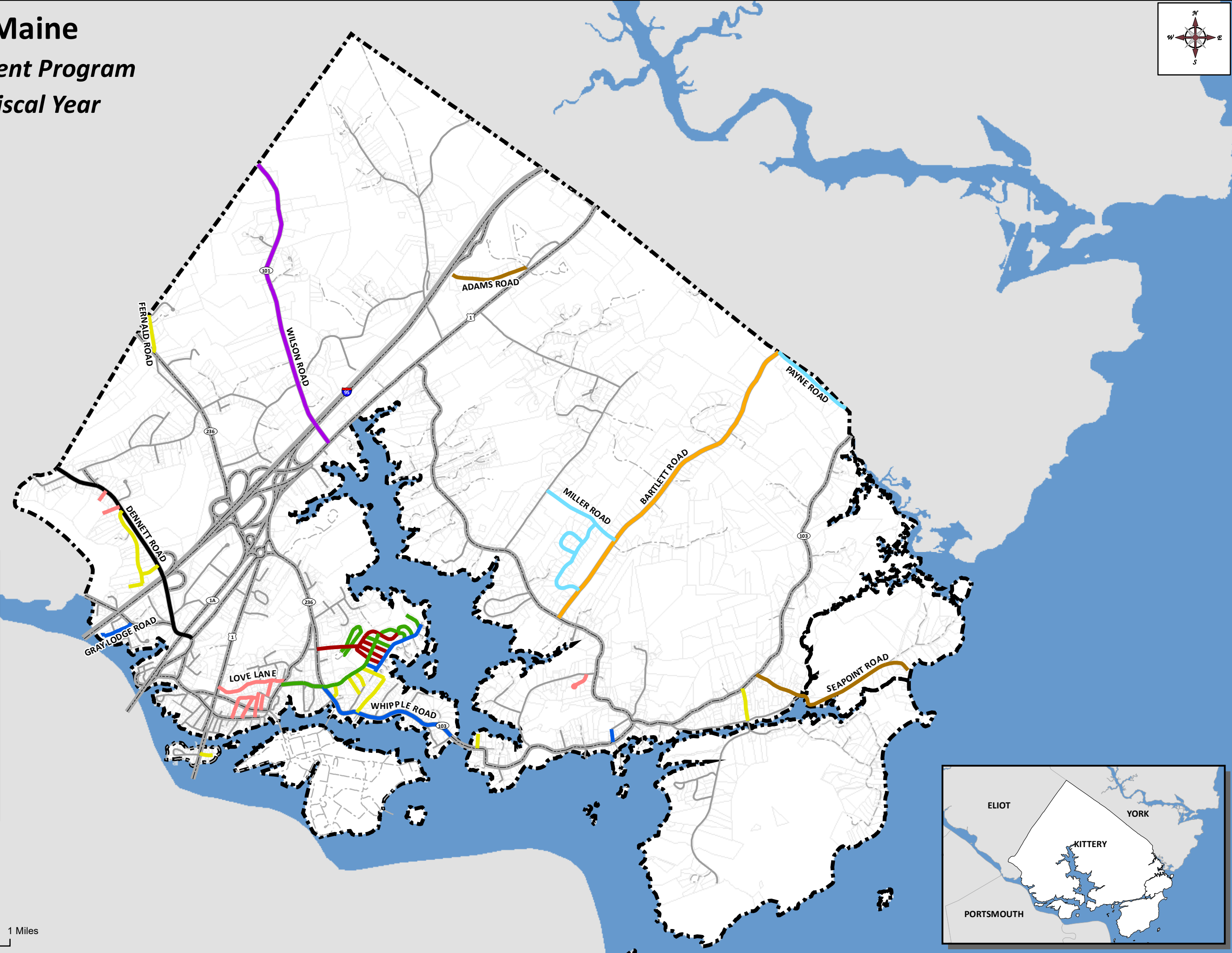


Proposed Repair Fiscal Year

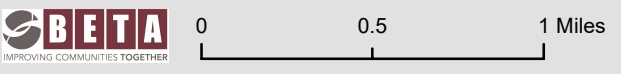
- FY23
- FY24
- FY25
- FY26
- FY27
- FY28
- FY29
- FY30
- FY31
- FY32

Roadway Status

- Town
- State/State Aid
- Other (Private, Driveway, etc)



DRAFT
 Issue Date: December 14, 2021
 This Map is Intended for Planning Purposes Only



Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
FY25	Local	WHIPPLE ROAD	WHIPPLE RD-01	WENTWORTH ST RT 103	WILLIAMS AVE	State Aid	0.14	2784.80	63.37	1/2" Shim & 1 1/2" Overlay	\$14.00	\$38,987	\$0	\$0	\$0	\$0	\$38,987
FY25	Local	WHIPPLE ROAD	WHIPPLE RD-02	WILLIAMS AVE	WILLIAMS AVE	State Aid	0.07	1376.01	62.11	1/2" Shim & 1 1/2" Overlay	\$14.00	\$19,264	\$0	\$0	\$0	\$0	\$19,264
FY25	Local	WHIPPLE ROAD	WHIPPLE RD-03	WILLIAMS AVE	SHAPELEIGH RD RT 236	State Aid	0.06	1213.34	58.82	1/2" Shim & 1 1/2" Overlay	\$14.00	\$16,987	\$0	\$0	\$0	\$0	\$16,987
\$75,238																	
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-01	RT 236	FRIEND ST	Accepted	0.08	1151.63	52.96	1/2" Shim & 1 1/2" Overlay	\$14.00	\$16,123	\$0	\$0	\$0	\$0	\$16,123
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-02	FRIEND ST	LEMONT LN	Accepted	0.10	1554.11	48.55	1/2" Shim & 1 1/2" Overlay	\$14.00	\$21,758	\$0	\$0	\$0	\$0	\$21,758
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-03	LEMONT LN	CROSS ST	Accepted	0.05	818.34	46.69	1/2" Shim & 1 1/2" Overlay	\$14.00	\$11,457	\$0	\$0	\$0	\$0	\$11,457
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-04	CROSS ST	WAINWRIGHT AVE	Accepted	0.05	730.07	58	1/2" Shim & 1 1/2" Overlay	\$14.00	\$10,221	\$0	\$0	\$0	\$0	\$10,221
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-05	WAINWRIGHT AVE	BICKNELL ST	Accepted	0.04	580.82	47	1/2" Shim & 1 1/2" Overlay	\$14.00	\$8,131	\$0	\$0	\$0	\$0	\$8,131
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-06	BICKNELL ST	COLE ST	Accepted	0.04	593.79	50.76	1/2" Shim & 1 1/2" Overlay	\$14.00	\$8,313	\$0	\$0	\$0	\$0	\$8,313
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-07	COLE ST	DISMUKES ST	Accepted	0.04	629.81	51.22	1/2" Shim & 1 1/2" Overlay	\$14.00	\$8,817	\$0	\$0	\$0	\$0	\$8,817
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-08	DISMUKES ST	GOODRICH ST	Accepted	0.04	658.85	51.45	1/2" Shim & 1 1/2" Overlay	\$14.00	\$9,224	\$0	\$0	\$0	\$0	\$9,224
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-09	GOODRICH ST	HALSTEAD ST	Accepted	0.04	542.23	63	1/2" Shim & 1 1/2" Overlay	\$14.00	\$7,591	\$0	\$0	\$0	\$0	\$7,591
FY25	Local	WOODLAWN AVENUE	WOODLAWN AVE-10	HALSTEAD ST	MANSON AVE	Accepted	0.05	734.58	55.23	1/2" Shim & 1 1/2" Overlay	\$14.00	\$10,284	\$0	\$0	\$0	\$0	\$10,284
\$111,919																	
FY25 Total \$401,389																	
FY26	Local	CROSS STREET	CROSS ST	WOODLAWN AVE	PHILBRICK RD	Accepted	0.11	1260.74	65.73	1" Shim	\$6.50	\$8,195	\$0	\$0	\$0	\$0	\$8,195
FY26	Local	LEMONT LANE	LEMONT LN	WOODLAWN AVE	PHILBRICK RD	Accepted	0.13	1253.97	71.93	1" Shim	\$6.50	\$8,151	\$0	\$0	\$0	\$0	\$8,151
FY26	Local	EMERY LANE	EMERY LN	OLD DENNETT RD	DEAD END	Accepted	0.13	1578.41	49.53	1/2" Shim & 1 1/2" Overlay	\$14.00	\$22,098	\$0	\$0	\$0	\$0	\$22,098
FY26	Local	FERNALD ROAD	FERNALD RD-03	RT 236	EVERGREEN DR	Accepted	0.19	2401.91	72.46	1/2" Shim & 1 1/2" Overlay	\$14.00	\$33,627	\$0	\$0	\$0	\$0	\$33,627
FY26	Local	FERNALD ROAD	FERNALD RD-04	EVERGREEN DR	ELIOT TL	Accepted	0.05	692.56	72.96	1/2" Shim & 1 1/2" Overlay	\$14.00	\$9,696	\$0	\$0	\$0	\$0	\$9,696
\$43,322																	
FY26	Local	FRIEND STREET	FRIEND ST-01	RT 103	KEENE CIR	Accepted	0.03	452.29	34.62	1/2" Shim & 1 1/2" Overlay	\$14.00	\$6,332	\$0	\$0	\$0	\$0	\$6,332
FY26	Local	FRIEND STREET	FRIEND ST-02	KEENE CIR	WOODLAWN AVE	Accepted	0.07	926.05	58.73	1/2" Shim & 1 1/2" Overlay	\$14.00	\$12,965	\$0	\$0	\$0	\$0	\$12,965
\$19,297																	
FY26	Local	GERRISH ISLAND LANE	GERRISH ISLAND LN	RT 103	CHAUNCEY CREEK RD	Accepted	0.21	2836.98	59.72	1/2" Shim & 1 1/2" Overlay	\$14.00	\$39,718	\$0	\$0	\$0	\$0	\$39,718
FY26	Local	OLD DENNETT ROAD	OLD DENNETT RD-01	DENNETT RD	SILVER LAKE DR	Accepted	0.15	1999.79	62.94	1/2" Shim & 1 1/2" Overlay	\$14.00	\$27,997	\$0	\$0	\$0	\$0	\$27,997
FY26	Local	OLD DENNETT ROAD	OLD DENNETT RD-02	SILVER LAKE DR	SPINNEY WAY	Accepted	0.29	3683.72	65.72	1/2" Shim & 1 1/2" Overlay	\$14.00	\$51,572	\$0	\$0	\$0	\$0	\$51,572
FY26	Local	OLD DENNETT ROAD	OLD DENNETT RD-03	SPINNEY WAY	EMERY LN	Accepted	0.06	797.44	67.89	1/2" Shim & 1 1/2" Overlay	\$14.00	\$11,164	\$0	\$0	\$0	\$0	\$11,164
\$90,733																	
FY26	Local	SPINNEY WAY	SPINNEY WAY	DENNETT RD	OLD DENNETT RD	Accepted	0.12	1653.40	76.52	1/2" Shim & 1 1/2" Overlay	\$14.00	\$23,148	\$0	\$0	\$0	\$0	\$23,148
FY26	Local	WAINWRIGHT AVENUE	WAINWRIGHT AVE-01	WOODLAWN AVE	PHILBRICK LN	Accepted	0.08	1046.62	62.76	1/2" Shim & 1 1/2" Overlay	\$14.00	\$14,653	\$0	\$0	\$0	\$0	\$14,653
FY26	Local	WAINWRIGHT AVENUE	WAINWRIGHT AVE-02	PHILBRICK LN	WYMAN AVE	Accepted	0.07	864.15	57.58	1/2" Shim & 1 1/2" Overlay	\$14.00	\$12,098	\$0	\$0	\$0	\$0	\$12,098
\$26,751																	
FY26	Local	WYMAN AVENUE	WYMAN AVE	RT 103	WAINWRIGHT AVE	Accepted	0.28	3401.40	39.76	1/2" Shim & 1 1/2" Overlay	\$14.00	\$47,620	\$0	\$0	\$0	\$0	\$47,620
FY26	Local	DUNCAN WAY	DUNCAN WAY	RT 103	DEAD END	Accepted	0.10	1355.67	29.73	Reclamation	\$32.00	\$43,381	\$0	\$0	\$0	\$0	\$43,381
FY26	Local	ISLAND AVENUE	ISLAND AVE	RT 1	DEAD END	Accepted	0.08	992.74	30.33	Reclamation	\$32.00	\$31,768	\$0	\$0	\$0	\$0	\$31,768
\$404,181																	
FY27	Local	WILSON ROAD	WILSON RD-01	RT 104	RYLE WAY	State Aid	0.27	5304.30	60.76	1/2" Shim & 1 1/2" Overlay	\$14.00	\$82,217	\$0	\$0	\$0	\$0	\$74,260
FY27	Local	WILSON ROAD	WILSON RD-02	RYLE WAY	MANSON RD	State Aid	0.15	2953.16	84.51	1/2" Shim & 1 1/2" Overlay	\$14.00	\$45,774	\$0	\$0	\$0	\$0	\$41,344
FY27	Local	WILSON ROAD	WILSON RD-03	MANSON RD	PETTIGREW RD	State Aid	0.15	2820.63	99.86	1/2" Shim & 1 1/2" Overlay	\$14.00	\$43,720	\$0	\$0	\$0	\$0	\$39,489
FY27	Local	WILSON ROAD	WILSON RD-04	PETTIGREW RD	DEVON WOODS DR	State Aid	0.52	9987.26	99.96	1/2" Shim & 1 1/2" Overlay	\$14.00	\$154,803	\$0	\$0	\$0	\$0	\$139,822
FY27	Local	WILSON ROAD	WILSON RD-05	DEVON WOODS DR	PICKERNELL LN	State Aid	0.24	4599.39	98.91	1/2" Shim & 1 1/2" Overlay	\$14.00	\$64,391	\$0	\$0	\$0	\$0	\$64,391
FY27	Local	WILSON ROAD	WILSON RD-06	PICKERNELL LN	ELIOT TL	State Aid	0.58	11187.35	91.28	1/2" Shim & 1 1/2" Overlay	\$14.00	\$156,623	\$0	\$0	\$0	\$0	\$156,623
\$515,929																	
FY27 Total \$515,929																	

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4013):



Date:	December 12, 2021	Dept. Priority (1 of 3, etc.):	1
Department:	Fire Department	Est. Funding Request:	\$0
Project Title:	Fire Apparatus Reserve	Est. Useful Life (Years):	20
Contact:	Chief David O'Brien		
Type of Request?	<input checked="" type="checkbox"/> Ongoing Reserve <input type="checkbox"/> One-time project		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

Rescue 3, a 2001 Pierce Saber Heavy Duty Rescue, was scheduled to be replaced in FY26. However, during the latest annual maintenance and safety inspection, the frame was found to be severely corroded in the rear end area. An \$11,000 patch was done to allow the truck to continue in service for a short while longer. The estimate to replace the frame on this 21 year-old chassis is between \$35,000 and \$40,000. Replacing the frame is not fiscally responsible because the truck is due for retirement in three years. Due to the significant impact on the CIP funding plan, \$460,000 of the \$750,000 cost needed to fund the replacement of Rescue 3 is being sought through a warrant article.



Photo by John Galla www.firenews.org

Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Cost:	\$	CIP Funding Needed:	\$
-------------	----	---------------------	----

Other Funding Sources:

Amount and Type of Other Funding Sources:	\$ 460,000	Comments:	Unassigned Fund Balance via Warrant Article
Salvage Value of Existing Equipment?	\$ 20,000	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$0	\$50,000	\$75,000	\$200,000	\$250,000	\$575,000

Please Provide and/or Attach Additional Project Details

Fire Apparatus Replacement Schedule

FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%

Start of Year Balance	\$ 288,591	\$ (1,409)	\$ 48,591	\$ 248,591	\$ 386,723	\$ 636,723	\$ 886,723	\$ 1,080,757	\$ 610,411	\$ 885,411	\$ 723,454	\$ 998,454
Add: CY CIP	\$ 460,000	\$ 50,000	\$ 200,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000
Total Available	\$ 748,591	\$ 48,591	\$ 248,591	\$ 448,591	\$ 636,723	\$ 886,723	\$ 1,136,723	\$ 1,355,757	\$ 885,411	\$ 1,160,411	\$ 998,454	\$ 1,273,454

Unit #	Year	Make	Model	Features	Annual Reserve straight line												
Engine 5	2019	KME	Predator	Pumper	\$ 51,628												
Rescue 3	2023	Pierce	Saber	Heavy Rescue	\$ 74,643	\$750,000											
Command	2018	Chevrolet	Tahoe	Command	\$ 7,733		\$61,868					\$84,670					
Utility 8	2016	Ford	1/2 Ton	Pickup	\$ 2,331												
Forestry 4	2008	Ford	1 Ton	Pickup	\$ 2,798				\$55,966								
Engine 1	2005	Pierce	Enforcer	Pumper	\$ 29,814					\$745,346							
Tank 6	2007	Mack/KME	Commercial	3000 Gallon Tank	\$ 17,478						\$436,957						
Ladder 2	2009	Pierce	Arrow XT	75 foot Qunit	\$ 46,184							\$ 1,154,591					
					\$ 232,610												
Projected Expenditures					\$ 750,000	\$ -	\$ -	\$ 61,868	\$ -	\$ -	\$ 55,966	\$ 745,346	\$ -	\$ 436,957	\$ -	\$ 1,239,261	
Excess (Shortfall)						(\$1,409)	\$48,591	\$248,591	\$386,723	\$636,723	\$886,723	\$1,080,757	\$610,411	\$885,411	\$723,454	\$998,454	\$34,194

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (2057):



Date: January 19, 2022
Department: Administration
Project Title: Open Space Reserve
Contact: Kendra Amaral, Town Manager
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 3
Est. Funding Request: \$ 0
Est. Useful Life (Years): N/A

Project Type: Check All That Apply -

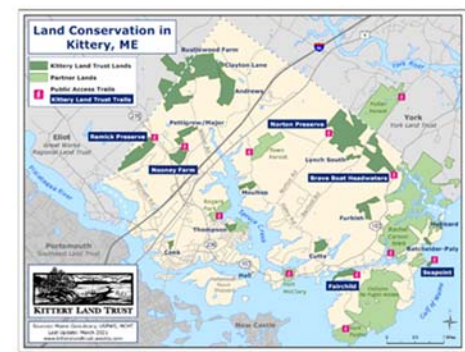
Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Improve Public/Staff safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Photo (click image to insert):

This fund was established as a reserve account in the event the Town seeks to purchase open space. There are no anticipated open space acquisition projects in the next few years.

The Town will work with the Parks Commission, and the Youth Athletic Associations Committee, Climate Adaptation Committee, and Kittery Land Trust to identify unmet needs and opportunities for active and passive recreation, stormwater storage, and natural habitat protection. With this information, a plan of targeted acquisitions can be developed for future implementation.



Climate Change/Sustainability: Is the project vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ Comments: _____
 Salvage Value of Existing Equipment? \$ Comments: _____

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY26	Total
\$0	\$0	\$0	\$0	\$0	\$0

Please Provide and/or Attach Additional Project Details

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4027):



Date: November 22, 2021
Department: Administration
Project Title: **Municipal Facility Reserve**
Contact: Kendra Amaral, Town Manager
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: **\$50,000**
Est. Useful Life (Years): 10-30

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This reserve is for planned and unplanned municipal facility repairs, equipment replacements, and facility rehabs. Due to current price escalations, the escalation/inflation factor for this fund has been increased from 3% to 4.5%. Projects being completed in FY22 include the replacement of heat pumps, replacement of the obsolete fire alarm system in the Town Hall complex, and rehab of the Freebie Barn buildings. The coming year will focus on AC unit replacements, interior painting and wall maintenance, and replacement of air handling units. The emergency power project at the Town Hall Complex has been moved out to 2024, due to the most recent bid (FY22) being 50% over available funding.

Photo (click image to insert):



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ _____ CIP Funding Needed: \$ _____

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ _____ Comments: _____
 Salvage Value of Existing Equipment? \$ _____ Comments: _____

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$50,000	\$75,000	\$125,000	\$150,000	\$100,000	\$500,000

Please Provide and/or Attach Additional Project Details

TOWN OF KITTERY, MAINE
TOP LEVEL - ANNUAL RESERVE ESTIMATES
2023-2027 FACILITY MAINTENANCE RESERVE

EST REPLACEMENT COST ESCALATED	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
AIR CONDITIONING	\$ 89,439									\$ 70,888	\$ 203,714		\$ 26,291							\$ 44,035
EMERGENCY POWER		\$ 171,175																		
EXTERIOR WALLS			\$ 35,812			\$ 17,090														
FLOOR COVERINGS						\$ 37,227														
HEATING SYSTEM	\$ 8,336					\$ 32,694		\$ 5,355		\$ 42,533	\$ 23,149				\$ 6,954	\$ 43,616	\$ 144,703		\$ 174,606	
INTERIOR WALLS	\$ 26,235																			
POWER DISTRIBUTION																				
ROOF SYSTEMS			\$ 5,802		\$ 40,497			\$ 242,670			\$ 11,876	\$ 139,123	\$ 81,496		\$ 617,156			\$ 1,089,221	\$ 285,190	\$ 76,909
SITE UTILITIES																				
VEHICULAR & PEDESTRIAN MOVEMENT				\$ 220,133																
VENTILATION UNITS	\$ 1,193				\$ 1,422						\$ 2,315						\$ 3,806		\$ 4,156	
UNPLANNED PROJECTS	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
FIRE PROTECTION																				
Total Est Projects	\$ 145,203	\$ 191,175	\$ 61,614	\$ 240,133	\$ 61,919	\$ 107,011	\$ 20,000	\$ 268,025	\$ 20,000	\$ 133,421	\$ 261,054	\$ 159,123	\$ 127,787	\$ 20,000	\$ 644,111	\$ 122,888	\$ 168,509	\$ 1,109,221	\$ 483,952	\$ 140,944
Beginning Balance	\$ 268,148	\$ 172,945	\$ 56,770	\$ 120,156	\$ 30,023	\$ 68,105	\$ 111,094	\$ 241,094	\$ 173,069	\$ 353,069	\$ 419,648	\$ 358,594	\$ 424,472	\$ 546,685	\$ 801,685	\$ 432,574	\$ 609,686	\$ 741,177	\$ (18,043)	\$ (151,995)
CIP Allocation	\$ 50,000	\$ 75,000	\$ 125,000	\$ 150,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 225,000	\$ 250,000	\$ 275,000	\$ 275,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 350,000	\$ 350,000
Other Allocation																				
End Balance	\$172,945	\$56,770	\$120,156	\$30,023	\$68,105	\$111,094	\$241,094	\$173,069	\$353,069	\$419,648	\$358,594	\$424,472	\$546,685	\$801,685	\$432,574	\$609,686	\$741,177	(\$18,043)	(\$151,995)	\$57,061

TOWN OF KITTEERY, MAINE
 TOP LEVEL - ANNUAL RESERVE ESTIMATES
 2023-2027 FACILITY MAINTENANCE RESERVE
 Inflation Assumption

PROJECT COMPLETED w/NEW USEFUL LIFE ADDED
 EARLY FAILURE or PULLED IN FOR REPLACEMENT

4.5%

CATEGORY	SYSTEM	ANTICIPATED END	REPLACEMENT COST	EST REPLACEMENT
		LIFE	TODAY	COST ESCALATED
AIR CONDITIONING	POLICE DEPT RADIO ROOM DMS-3	2035	\$6,500	\$13,145
AIR CONDITIONING	POLICE DEPT SERVER ROOM DMS-4	2035	\$6,500	\$13,145
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-2	2032	\$10,000	\$17,722
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-3	2032	\$10,000	\$17,722
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-4	2032	\$10,000	\$17,722
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-5	2032	\$10,000	\$17,722
AIR CONDITIONING	MUNICIPAL COMPLEX CU-1 POLICE DEPT	2023	\$40,000	\$47,701
AIR CONDITIONING	MUNICIPAL COMPLEX CU-2 POLICE DISPATCH	2023	\$35,000	\$41,738
AIR CONDITIONING	MUNICIPAL COMPLEX CU-3 SCHOOL DEPT	2033	\$35,000	\$64,818
AIR CONDITIONING	MUNICIPAL COMPLEX CU-4 COUNCIL CHAMBERS	2033	\$35,000	\$64,818
AIR CONDITIONING	MUNICIPAL COMPLEX CU-5 TOWN HALL	2033	\$40,000	\$74,078
AIR CONDITIONING	TOWN HALL SERVER ROOM DMS-1	2042	\$8,000	\$22,017
AIR CONDITIONING	COUNCIL CHAMBERS A / V ROOM DMS-2	2042	\$8,000	\$22,017
AIR CONDITIONING	DUCTLESS MINI SPLIT SYSTEMS			
EMERGENCY POWER	TOWN HALL CONNECTION PROJECT	2024	\$150,000	\$171,175
EMERGENCY POWER	POLICE DEPT.			
EMERGENCY POWER	TRANSFER SWITCHES			
EMERGENCY POWER	TRANSFORMERS			
EMERGENCY POWER	SERVICE WIRING			
EXTERIOR WALLS	TRANSFER STATION - HOUSEHOLD WASTE	2069	\$50,000	\$451,632
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 102	2025	\$3,500	\$4,558
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 103	2025	\$5,500	\$7,162
EXTERIOR WALLS	SCHOOL DEPT REAR EXIT # 104	2025	\$3,500	\$4,558
EXTERIOR WALLS	POLICE DEPT REAR EXIT # 107	2025	\$3,500	\$4,558
EXTERIOR WALLS	POLICE DEPT SALLY PORT # 108	2025	\$3,500	\$4,558
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 109	2025	\$500	\$651
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 111	2025	\$500	\$651
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 113	2025	\$3,500	\$4,558
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 114	2025	\$3,500	\$4,558
EXTERIOR WALLS	MECHANICAL ROOM REAR ACCESS # 106	2028	\$5,500	\$8,174
EXTERIOR WALLS	POLICE DEPT GENERATOR SHED # 110	2028	\$2,500	\$3,715

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
EXTERIOR WALLS	POLICE DEPT TRAINING ROOM # 112	2028	\$3,500	\$5,201
EXTERIOR WALLS	WINDOWS			
EXTERIOR WALLS	SCREENS			
EXTERIOR WALLS	LOUVERS			
FLOOR COVERINGS	MUNICIPAL COMPLEX-CARPETING	2028	\$25,050	\$37,227
FLOOR COVERINGS	MUNICIPAL COMPLEX-VCT	2038	\$25,683	\$59,272
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-B	2041	\$3,149	\$8,293
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-B	2041	\$3,149	\$8,293
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-1	2023	\$2,735	\$3,261
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-2	2023	\$2,735	\$3,261
HEATING SYSTEM	PUBLIC WORKS - TOWN GARAGE (SHOP)	2028	\$22,000	\$32,694
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-2	2030	\$1,100	\$1,785
HEATING SYSTEM	MUNICIPAL COMPLEX DHW HEATING P-3	2030	\$1,100	\$1,785
HEATING SYSTEM	MUNICIPAL COMPLEX DHW RECIRC BWP-1	2030	\$1,100	\$1,785
HEATING SYSTEM	COMMUNITY CENTER P-3 BOILER PRIMARY	2032	\$8,000	\$14,178
HEATING SYSTEM	COMMUNITY CENTER P-1 BUILDING DISTRIBUTION	2032	\$8,000	\$14,178
HEATING SYSTEM	COMMUNITY CENTER P-2 BUILDING DISTRIBUTION	2032	\$8,000	\$14,178
HEATING SYSTEM	PUBLIC WORKS - OFFICE BUILDING	2033	\$12,500	\$23,149
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-1	2041	\$30,000	\$79,010
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-2	2041	\$30,000	\$79,010
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-1	2023	\$1,521	\$1,814
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-A	2037	\$3,149	\$6,954
HEATING SYSTEM	TRANSFER STATION - HOUSEHOLD WASTE	2038	\$7,875	\$18,174
HEATING SYSTEM	TRANSFER STATION - BALER BUILDING	2038	\$7,875	\$18,174
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-A	2038	\$3,149	\$7,267
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-1	2039	\$30,000	\$72,351
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-2	2039	\$30,000	\$72,351
HEATING SYSTEM	COMMUNITY CENTER - MAIN BUILDING	2051	\$75,000	\$306,749
INTERIOR WALLS	PAINT - TOWN HALL & SCHOOL DEPT	2023	\$22,000	\$26,235
INTERIOR WALLS	DOORS			
INTERIOR WALLS	DOOR TRIM			
INTERIOR WALLS	WINDOWS			
INTERIOR WALLS	WINDOW TRIM			
INTERIOR WALLS	WINDOW DRESSING			
INTERIOR WALLS	WALL TRIM			
POWER DISTRIBUTION	MAIN SERVICE ENTRANCE			

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
POWER DISTRIBUTION	POWER DISTRIBUTION PANELS			
POWER DISTRIBUTION	ELECTRICAL RECEPTACLES			
POWER DISTRIBUTION	LIGHT SWITCHES			
POWER DISTRIBUTION	CIRCUIT BREAKERS			
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2030	\$35,000	\$56,800
ROOF SYSTEMS	MEMORIAL FIELD - PARKS GARAGE	2025	\$4,455	\$5,802
ROOF SYSTEMS	PUBLIC WORKS - STORAGE GARAGE 3 BAY	2027	\$28,477	\$40,497
ROOF SYSTEMS	NEW FREEBIE BARN	2037	\$2,499	\$5,519
ROOF SYSTEMS	OLD FREEBIE BARN	2037	\$3,012	\$6,652
ROOF SYSTEMS	TRANSFER STATION - HOUSEHOLD WASTE	2030	\$114,533	\$185,870
ROOF SYSTEMS	FORT FOSTER - NEW RESTROOM	2033	\$6,413	\$11,876
ROOF SYSTEMS	TRANSFER STATION - UNIVERSAL WASTE BUILDING	2034	\$48,195	\$93,271
ROOF SYSTEMS	PUBLIC WORKS - OFFICE BUILDING	2034	\$23,693	\$45,852
ROOF SYSTEMS	PUBLIC WORKS - SALT / SAND BUILDING	2035	\$35,438	\$71,668
ROOF SYSTEMS	PUBLIC WORKS - FRONT STORAGE GARAGE	2035	\$4,860	\$9,829
ROOF SYSTEMS	COMMUNITY CENTER - MAIN BUILDING	2037	\$210,938	\$465,851
ROOF SYSTEMS	COMMUNITY CENTER - GYMNASIUM	2037	\$48,000	\$106,007
ROOF SYSTEMS	COMMUNITY CENTER - FITNESS	2037	\$15,000	\$33,127
ROOF SYSTEMS	MUNICIPAL COMPLEX	2040	\$212,625	\$535,866
ROOF SYSTEMS	PUBLIC WORKS - TOWN GARAGE (SHOP)	2040	\$104,004	\$262,115
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2040	\$115,560	\$291,239
ROOF SYSTEMS	COMMUNITY CENTER - EASTWING	2041	\$108,287	\$285,190
ROOF SYSTEMS	FORT FOSTER - PAVILION #1	2042	\$3,240	\$8,917
ROOF SYSTEMS	FORT FOSTER - PAVILION #2	2042	\$10,125	\$27,866
ROOF SYSTEMS	FORT FOSTER - STORAGE GARAGE 2 BAY	2042	\$7,290	\$20,063
ROOF SYSTEMS	PUBLIC WORKS - REAR SIGN STORAGE GARAGE	2042	\$7,290	\$20,063
SITE UTILITIES	ELECTRICAL LINES			
SITE UTILITIES	COMMUNICATION LINES			
SITE UTILITIES	WATER LINES			
SITE UTILITIES	SEWER LINES			
SITE UTILITIES	NATURAL GAS LINES			
SITE UTILITIES	FUEL TANKS			
SITE UTILITIES	FIRE HYDRANTS			
SITE UTILITIES	STORM WATER DRAINS			
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING MUNICIPAL COMPLEX	2026	\$44,800	\$60,967
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING DPW	2026	\$63,760	\$86,769

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING COMMUNITY CENTER	2026	\$53,200	\$72,398
VEHICULAR & PEDESTRIAN MOVEMENT	SIGNAGE			
VEHICULAR & PEDESTRIAN MOVEMENT	CURBS			
VEHICULAR & PEDESTRIAN MOVEMENT	FIRE LANES			
VEHICULAR & PEDESTRIAN MOVEMENT	SIDEWALKS			
VEHICULAR & PEDESTRIAN MOVEMENT	STEPS, STAIRS			
VEHICULAR & PEDESTRIAN MOVEMENT	HAND RAILS			
VENTILATION UNITS	AHU-2-BLOWER MOTOR	2023	\$1,000	\$1,193
VENTILATION UNITS	AHU-3-BLOWER MOTOR	2033	\$1,250	\$2,315
VENTILATION UNITS	AHU-4 -BLOWER MOTOR	2027	\$1,000	\$1,422
VENTILATION UNITS	AHU-5-BLOWER MOTOR	2039	\$1,578	\$3,806
VENTILATION UNITS	AHU-1 POLICE DEPT-BLOWER MOTOR	2041	\$1,578	\$4,156
VENTILATION UNITS	AHU-1 POLICE DEPT-ACTUATOR			
VENTILATION UNITS	AHU-1 POLICE DEPT-SPEED CONTROLLER			
VENTILATION UNITS	AHU-2-ACTUATOR			
VENTILATION UNITS	AHU-2-SPEED CONTROLLER			
VENTILATION UNITS	AHU-3-ACTUATOR			
VENTILATION UNITS	AHU-3-SPEED CONTROLLER			
VENTILATION UNITS	AHU-4 -ACTUATOR			
VENTILATION UNITS	AHU-4 -SPEED CONTROLLER			
VENTILATION UNITS	AHU-5-ACTUATOR			
VENTILATION UNITS	AHU-5-SPEED CONTROLLER			
FIRE PROTECTION	MUNICIPAL BUILDING FIRE ALARM SYSTEM	2022	\$26,537	\$30,283

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4012):



Date: November 23, 2021
Department: Kittery Public Works
Project Title: DPW Vehicles and Equipment Reserve
Contact: David Rich
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 340,000
Est. Useful Life (Years): 10 – 25 years

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This fund is for replacement of DPW equipment and vehicles. Attached is the inventory and the projected replacement schedule. Escalation factor has been increased to 4.5% to reflect current inflation trend.

Photo (click image to insert):



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ _____ CIP Funding Needed: \$ _____

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ _____ Comments: _____
 Salvage Value of Existing Equipment? TBD Comments: Trade in and resale proceeds offset costs

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$340,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,740,000

Please Provide and/or Attach Additional Project Details

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4017):



Date: November 23, 2021
Department: Kittery Public Works
Project Title: MS4 Compliance
Contact: David Rich
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 2
Est. Funding Request: \$ 40,000
Est. Useful Life (Years): 10-20

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

The Town, as part of its MS4 permit, is required to evaluate stormwater infrastructure, track and remediate illicit discharges in the stormwater system. Evaluation is conducted through site visits, line inspections through camera inspections, and water sampling. Infrastructure found to be inadequate must be repaired or replaced. FY23 projects include \$25,000 for Spruce Creek water sampling, \$15,000 for inspections, repair, and replacement of basin insert cartridges.

Photo (click image to insert):



Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Cost: \$ _____ CIP Funding Needed: \$ _____

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ _____ Comments: 319, Healthy Community, PREP, Coastal Resiliency grants
 Salvage Value of Existing Equipment? \$ _____ Comments:

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$40,000	\$ 40,000	\$40,000	\$ 40,000	\$ 40,000	\$200,000

Please Provide and/or Attach Additional Project Details

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4043):



Date:	December 15, 2021	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Public Works	Est. Funding Request:	\$ 20,000
Project Title:	Parks Reserve	Est. Useful Life (Years):	10-20
Contact:	David Rich		
Type of Request?	<input checked="" type="checkbox"/> Ongoing Reserve <input type="checkbox"/> One-time project		

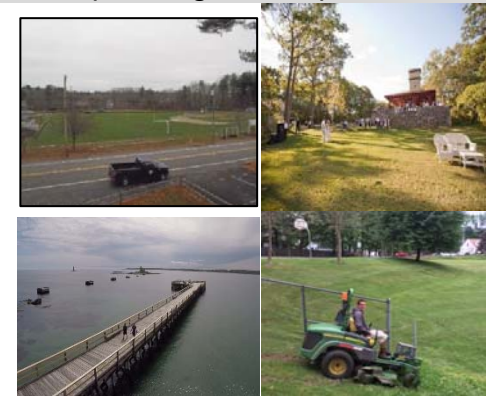
Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Allocated funds are used for replacement/rehabilitation of field irrigation systems, fences, park buildings etc. as well as Fort Foster infrastructure including the pier, playground, tower bathroom roof, invasive plan, and supplemental reserve funding for future projects. Day pass rates were increased to offset the added capital costs. FY23 projects include concrete repairs to deteriorating bunkers, and additional fence along wetlands at Emery Field to prevent game balls etc. from going into the bordering wetlands vegetation.

Photo (click image to insert):



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Cost: \$ _____ CIP Funding Needed: \$ _____

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ _____ Comments: _____

Salvage Value of Existing Equipment? \$ _____ Comments: _____

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$ 20,000	\$ 20,000	\$ 20,000	\$20,000	\$20,000	\$100,000

Please Provide and/or Attach Additional Project Details

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4056):



Date: December 2, 2021
Department: Fire Department
Project Title: Fire Equipment Reserve
Contact: Chief David O'Brien
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$60,400
Est. Useful Life (Years): 10

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This reserve account is used to purchase and replace fire equipment including radios and communication equipment, firefighter protective clothing, and self-contained breathing apparatus (SCBA). Radios and communication equipment were recently replaced as well as ten sets of protective clothing at approximately \$2,500/set which leaves the FD in good shape in these areas. SCBA's are scheduled to be replaced in FY23 at a cost of approximately \$216,000. This year's funding request will start replenishing the reserve for the future purchases.

Photo (click image to insert):



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ Comments: _____
 Salvage Value of Existing Equipment? \$ Comments: _____

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$60,400	\$60,400	\$60,400	\$60,400	\$60,400	\$302,000

Please Provide and/or Attach Additional Project Details

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4020):



Date: November 23, 2021
Department: Administration
Project Title: Technology Reserve
Contact: Kendra Amaral, Town Manager
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 70,000
Est. Useful Life (Years): 5-7

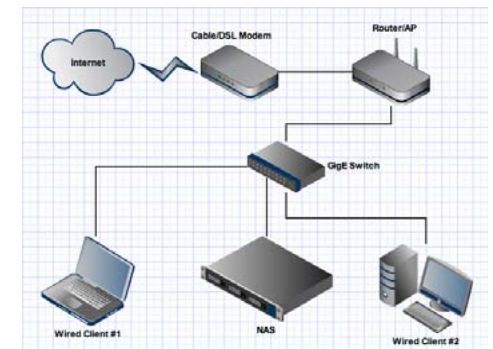
Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This fund is for replacement of aging, failing, or obsolete hardware such as servers, desktops, firewalls, switches and routers, and cabling, replacement of software systems and licenses, and expansion of technology tools used in delivery of service. The Technology Reserve also supports upgrades that improve efficiency and/or functionality and one-time setup/initiation costs for new productivity software. FY22 included the completion of the firewall replacements, replacement of Windows 7 machines, and local server hardening. This has included a rebuild of the public safety network architecture and virtualization of servers for security and continuity of service improvements. FY23 will focus on the archive system and conversion to MS365 productivity suite.

Photo (click image to insert):



Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes No

Financing:

Total Project Cost: \$ CIP Funding Needed: \$70,000

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ Comments:
 Salvage Value of Existing Equipment? \$ Comments:

Project Planning:

Proposed Start Date of Project:
 What Planning Has Been Done for Project? Consultation with our IT provider.
 Is Funding Necessary for Further Plans/Estimating?
 Can the Project be Phased? If yes, expenditure by year

FY23	FY24	FY25	FY26	FY27	Total
\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$350,000

Please Provide and/or Attach Additional Project Details

Kittery-RoadMap

2022

Name	Priority	Status	Tags	Dependency
Upgrade/Replace Windows 7: Year 2	Critical	Planning	Hardware, Obsolescence	
Office 365 Government Community Cloud (GCC) Migration	Critical	Planning	SAAS	
Security: Firewall Hardening via DarkCube	Critical	Not Started	Security	
Governance: Policies and Procedures	High	Not Started	DisasterRecovery, Governance	
SECURITY: Vulnerability Management	High	Not Started	Security	
SECURITY: Shadow IT system	Medium	Not Started	Security	
Obsolescence: Remove Untangled System	Medium	Not Started	Hardware, Security	
KPD Wireless Upgrade	Medium	Waiting on Dependent	Functionality, Hardware, Security	Obsolescence: Remove Untangled System
PHYSICAL: Library Site Move (Ongoing)	Medium	In Progress	Physical	
Phone System Review	Medium	Not Started	Functionality	
SECURITY: User based Cyber Security Training	Medium	Not Started	Security, Compliance	
HARDWARE: Police: Evidence PC (Isolated PC)	Low	Not Started	Functionality, Hardware	
Hardware: Harbor WiFi	Low	Planning	Hardware	
Hardware: Harbor Cameras	Low	Not Started	Hardware, Security	
SECURITY: MS-ISAC Cyber-Security Program	Low	Not Started	SAAS, Security	

2023

Name	Priority	Status	Tags	Dependency
Modernize Remaining servers to Most recent OS	Critical	Not Started	Compliance	New Hosts for Town Administration Office
Update System Security Plan (SSP) and POA&M	High	Waiting on Dependent	Security	Governance: Policies and Procedures
KWW Waste Water Virtualization/Network Rebuild	Medium	Waiting on Dependent	Functionality, Hardware	Office 365 Government Community Cloud (GCC) Migration
Security: Workstation Hardening	Medium	Not Started	Security, Governance	
Domain Reorganization	Medium	Waiting on Dependent	Functionality	SECURITY: Endpoint Security Enhancement
New Network Switching - All locations	Medium	Waiting on Dependent	Hardware	Domain Reorganization
Network Segmentation	Medium	Not Started	Functionality, Security	

2024

Name	Priority	Status	Tags	Dependency
SECURITY: Harden Local Servers With Department of Defense Settings (STIG)	High	Waiting on Dependent	Security	New Hosts for Town Administration Office
SECURITY: Endpoint Security Enhancement	High	Not Started	SAAS, Security	
SharePoint and Teams Implementation	Medium	Waiting on Dependent	SAAS	Office 365 Government Community Cloud (GCC) Migration
FUNCTIONALITY: Electronic Archive	Low	Not Started		

Recommended Projects - Date Not Defined

Name	Priority	Status	Tags	Dependency
BACKUP: Acronis CyberCloud Migration	Medium	Not Started	DisasterRecovery	
Government rated version of Zoom	Low	Not Started		

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



Date:	November 17, 2021	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Community Center	Est. Funding Request:	\$30,000
Project Title:	KCC Equipment Reserve	Est. Useful Life (Years):	5-20
Contact:	Jeremy Paul		
Type of Request?	<input checked="" type="checkbox"/> Ongoing Reserve <input type="checkbox"/> One-time project		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input checked="" type="checkbox"/>		

Project Description:

This account funds replacement of fitness equipment, custodial, kitchen, theatre, and playground equipment.

The following projects are being considered for the next five years: replacement of Fitness Room machines and equipment, STAR Theatre upgrade/expansion of sound capacity and upgrades to the theatrical light system, replacement of kitchen equipment including the walk-in cooler and walk-in freezer, gymnasium sound system for expanded capabilities and uses; and an all-building intercom system to coincide with emergency management plans.

Photo (click image to insert):



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ _____ CIP Funding Needed: \$ _____

Other Funding Sources:

Amount and Type of Other Funding Sources: _____ Comments: _____
 Salvage Value of Existing Equipment? _____ Comments: Varies-some have no salvage value

Project Planning:

Proposed Start Date of Project: _____ We will phase in these improvements and purchase as the account grows
 What Planning Has Been Done for Project? _____ Cost estimates obtained
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$30,000	\$30,000	\$35,000	\$35,000	\$45,000	\$175,000

Please Provide and/or Attach Additional Project Details

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4051):



Date: November 17, 2021
Department: Kittery Community Center
Project Title: KCC Facility Reserve
Contact: Jeremy Paul
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 3
Est. Funding Request: \$ 25,000
Est. Useful Life (Years): 10-20

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This account is for larger projects/maintenance of the KCC and the East Wing.
 Project needs include:

FY22 will include completion of some exterior door replacements. FY23 focus includes completing the analysis and implementation of blown-in insulation in the annex. This fund is also being held to support any improvements that arise out of the KCC Campus Master Plan being developed in 2022.

Photo (click image to insert):



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: \$64,718 Comments: Playground donations
 Salvage Value of Existing Equipment? Comments:

Project Planning:

Proposed Start Date of Project: Phase in as the account grows
 What Planning Has Been Done for Project? RFP developed for master plan, cost estimates for building improvements
 Is Funding Necessary for Further Plans/Estimating? Yes
 Can the Project be Phased? If yes, expenditure by year

FY23	FY24	FY25	FY26	FY27	Total
\$25,000	\$25,000	\$25,000	\$25,000	\$50,000	\$150,000

Please Provide and/or Attach Additional Project Details



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

Director
Recreation Supervisor

Jeremy Paul
Valerie Lachapelle

TO: Kendra Amaral, Town Manager
CC: Patricia Moore, Finance Director
FROM: Jeremy Paul, Director Kittery Community Center
DATE: November 17, 2021
RE: FY2023-FY2027 Capital Improvement Plan

Please find the FY2023-FY2027 Capital Improvement Plan update and requests from the Kittery Community Center.

FY22 Project Updates

In conjunction with the School Nutrition Program, we were able to replace the stove and convection ovens in the kitchen using grant funds. In addition, we now have a rack warmer to use. The School Nutrition program uses our kitchen during the summer months to provide free meals to those 18 and under. Over the course of the last year, they noticed a need for upgraded equipment. Through state funded grants received by the School Department, the School Nutrition Program was able to pay for the new equipment.

We were also able to use some of the Keep Maine Healthy Grant money to improve the heating system in the East Wing. We replaced a single pump system that was in poor condition with a two-pump heating system to make the system more efficient and stabilized.

FY23-FY27 Project Requests

The majority of these requests are carryovers from previous requests. Given the current climate of the Capital Improvement Program, estimated costs were done at a 5% increase from the previous year.

KCC EQUIPMENT RESERVE (CIP FUND 4019)

This account funds replacement of fitness, custodial, kitchen, theatre, and playground equipment. We have reached out to the companies that we have received pricing information from in the past and are still waiting for some updated quotes.

Fitness Equipment: A number of fitness machines in the Fitness Suite were donated by York Hospital and are over 20 years old and nearing the end of their useful life. Replacement cost for the equipment in our Fitness Suite is roughly \$85,000 (see attached).

Kitchen Equipment: We are continually trying to increase the program offerings in our kitchen. In addition to our relationship with the School Nutrition Program, we do have a number of chefs that use the kitchen to prep for farmers markets, etc. As previously stated, we were able to replace some of the equipment this past year. We still need to replace the walk-in fridge/freezer. Potential replacement costs for the walk-in refrigerator/freezer unit are roughly \$17,500 (see attached).

STAR Theatre Equipment: The STAR is the crown jewel of the KCC and continues to host a wide variety of events and productions. With over seven years of use, we are aware of the need to upgrade and expand the sound capacity and lighting system, as well as some other equipment that would make the space more attractive to potential renters. The cost for those items would be approximately \$80,000, but can be phased in

over time. The priority, LED fixtures, would be \$25,000. We are working to develop a better theatre management/preventive maintenance program.

Gym Sound System: Over the years, we have come to realize that we need a sound system in the gymnasium. We have had a number of rentals and other activities in the gym that could have benefitted from a sound system. Conferences, lectures, tournaments that need announcements, special events, etc., that may not be able to be held in the theatre could be held in the gymnasium. We have had to improvise by bringing in a portable speaker with microphone for some events. The cost to have a new sound system put in is approximately \$55,000.

Building Wide Intercom: The KCC currently does not have a building-wide intercom system to make announcements, alert the public to any safety issues, etc. Any room that has a phone has the ability to be heard through the system, but any rooms, hallways, common areas, etc., that does not have a phone will not be able to hear any announcements being made. In today's climate, being able to communicate effectively with as many people as possible is of the utmost importance. The cost to install this public address system is \$15,250.

KCC FACILITY RESERVE (CIP FUND 4019)

Replacement of Exterior Doors: The KCC has 22 exterior doors throughout the building. For safety and security reasons, there is an urgent need to replace exterior doors #6 and #7. In addition, the three exterior doors leading to the theatre will need to be replaced soon. The costs range from \$9,500 to \$11,500.

Campus Improvement Projects:

The KCC Board of Directors is working with staff to engage consulting assistance from a qualified landscape design firm to develop a campus master plan for the Kittery Community Center site. This would enable us to plan for future capital projects and investment in outdoor spaces and amenities to support the strategic goals of the KCC and to address the growing challenges with the site. The master plan will establish the most beneficial layout for passive and active recreation space, adequate parking, and site circulation. The plan will include recommendations for implementation strategies including phasing, and provide budget estimates for each phase or component. Additionally, it will help the Town invest wisely, by providing a comprehensive site layout and a phasing approach that maximizes the investment in each outdoor component. The master plan will also support grant applications and fundraising for implementation.

The costs of possible projects associated with the master plan (playground, expanded parking, playing field improvements, community gardens, etc.) could be well over \$200,000. Putting aside money will allow potential projects to be more feasible when the opportunity arises.

East Wing Project

As we evaluate the potential future use of the East Wing, we are working on a project that would add ventilation and air conditioning in that area. More specific details are being identified.

With the East Wing housing a number of State licensed childcare programs, there is a need to keep that section warmer during the winter months. Blown-in insulation would help to meet that goal. We need to undertake some further investigation to determine the feasibility and cost of the project. Based on the pricing information given to insulate the East Wing, we have come up with a price tag of \$30,000 to insulate the attic of the main KCC building. The benefits of insulating the building would be reducing energy costs, helping to prevent gradual damage caused by heat and moisture, providing better indoor air quality and indoor comfort, and having less wear and tear on existing HVAC systems.

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4018):



Date: November 23, 2021
Department: Harbormaster
Project Title: Kittery Port Authority Boat Reserve
Contact: John Brosnihan
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 3
Est. Funding Request: \$0
Est. Useful Life (Years): 7-10

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This reserve funds replacement of the Harbormaster boats. The boats are generally replaced every 7-10 years, based on wear and tear and/or mission needs. The skiff was replaced in 2020 and includes a new trailer and outboard.

The main boat (21' Surfside center console) is proving to be insufficient for the needs and mission of the Harbormaster, including search and rescue and law enforcement on the water. A Port Security grant application was submitted in 2021 to replace the boat, but was unsuccessful in getting federal funds.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ TBD Comments: Continuing to identify other funding sources

Salvage Value of Existing Equipment? \$ Comments:

Project Planning:

Proposed Start Date of Project:

What Planning Has Been Done for Project?

Is Funding Necessary for Further Plans/Estimating?

Can the Project be Phased? If yes, expenditure by year No

FY23	FY24	FY25	FY26	FY27	Total
\$0	\$150,000	\$10,000	\$10,000	\$15,000	\$185,000

Please Provide and/or Attach Additional Project Details

Town of Kittery
 Harbormaster
 BOATS AND VEHICLES 2019 Escalation Factor: 4.0%

Property	Year Purchased	Model Year	Cost	Replacement Year	Make	Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
21' Boat	2017	2013	\$143,200	2025	ill/REPLACE WITH DIFFERENT E	21 foot		148,928											
Outboard	2017	2013	\$13,000	2025	Evinrude E-Tech 115	115 HP Outboard					17,791								
Electronics Pkg	2020	2020	\$5,800	2025	Garmin/Icom	PS Radio/Radar/Gps					7,938								
Work Skiff	2020	2020	\$17,210	2035	Maritime	1480 Skiff													
Outboard	2020	2020	see Work Skiff above	2035		25 HP Outboard													
21' Trailer	2017	2013	\$4,000	2023	Came with Surfside	Trailer					5,474								
Work Skiff Trailer	2020	2020	see Work Skiff above	2035		Maritime Trailer													
HM Truck	2014	2014	\$20,000	2025	Dodge Quad Cab	Used			25,306										
Account Balance							\$9,288	\$9,288	\$20,360	\$5,054	\$20,054	\$3,850	\$11,350	\$18,850	\$26,350	\$33,850	\$41,350	\$48,850	
Cost							-	148,928	25,306	-	31,203	-	-	-	-	-	-	-	-
Trade-In							\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding							\$0	\$150,000	\$10,000	\$15,000	\$15,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Remaining Account Balance							\$9,288	\$20,360	\$5,054	\$20,054	\$3,850	\$11,350	\$18,850	\$26,350	\$33,850	\$41,350	\$48,850	\$56,350	

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4055):



Date: November 23, 2021
Department: Harbormaster
Project Title: Kittery Port Authority Equipment Reserve
Contact: John Brosnihan
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$3,500
Est. Useful Life (Years): Varies

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This reserve supports the rehab and replacement of equipment that has reached the end of its service life. The KPA/Harbormaster maintain 25 floats and 5 ramps, all of differing ages and level of wear. The equipment also includes hoists used by commercial fishing and kayak racks recently added to the inventory.

FY22 focused on redecking floats to extend their useful life and replacement of Town moorings. The hoist at Government Street pier is also scheduled for replacement.

FY23 will continue with float redecking. Redecking extends the useful life of the floats.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ _____ CIP Funding Needed: \$ _____

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ _____ Comments: _____

Salvage Value of Existing Equipment? \$ _____ Comments: _____

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$3,500	\$25,000	\$25,000	\$30,000	\$30,000	\$113,500

Please Provide and/or Attach Additional Project Details

**Town of Kittery
Harbormaster
EQUIPMENT** Escalation Factor: **4.0%**

Property	Year Purchased	Cost	Replacement Year	Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
PEPPERRELL COVE																
Float Replacement	Various	\$40,000	Annual	Various						56,932	59,210	61,578	64,041	66,603	69,267	72,038
Float Refurbishment	Various	\$15,000	Annual	Various	8,000	10,000	10,000	12,000								
Transient Utilities	2014	\$78,000	As Needed	H2O+Electricity												
Mooring Replacement	Various	\$5,000	Annual	Various				6,580		7,117						
TRAIP																
Float Replacement	UNK	\$10,000	Annual	Various							14,802	15,395				
Float Refurbishment	UNK	\$10,000	Annual	Various	7,000											
Kayak Rack System	NEW	\$6,000	NA	NEW												
GOV ST																
Wharf	2019	\$500,000	2049													
MISC																
Hoist Replacement (2)	Various	\$4,000	As Needed			4,867				5,693						

Account Balance	\$38,542	\$27,042	\$37,175	\$52,175	\$63,595	\$93,595	\$78,853	\$59,841	\$42,868	\$38,827	\$32,224	\$27,957
Cost	\$15,000	\$14,867	\$10,000	\$18,580	\$0	\$69,742	\$74,012	\$76,973	\$64,041	\$66,603	\$69,267	\$72,038
Trade-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$15,000	\$14,867	\$10,000	\$18,580	\$0	\$69,742	\$74,012	\$76,973	\$64,041	\$66,603	\$69,267	\$72,038
CIP Funding	\$3,500	\$25,000	\$25,000	\$30,000	\$30,000	\$55,000	\$55,000	\$60,000	\$60,000	\$60,000	\$65,000	\$55,000
Remaining Account Balance	\$27,042	\$37,175	\$52,175	\$63,595	\$93,595	\$78,853	\$59,841	\$42,868	\$38,827	\$32,224	\$27,957	\$10,919

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4016):



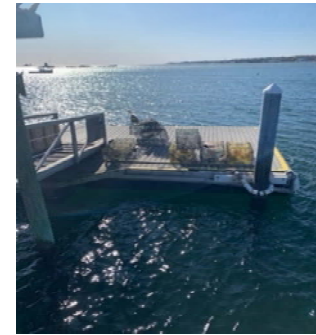
Date:	November 23, 2021	Dept. Priority (1 of 3, etc.):	2
Department:	Harbormaster	Est. Funding Request:	\$8,500
Project Title:	Kittery Port Authority Facility Reserve	Est. Useful Life (Years):	Various
Contact:	John Brosnihan		
Type of Request?	<input checked="" type="checkbox"/> Ongoing Reserve <input type="checkbox"/> One-time project		

Project Type: Check All That Apply -					
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improv Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This reserve funds the replacement and additions to the Town’s working and recreational waterfront facilities to include wharf repair, pier replacement/repair as well as buildings and utilities replacement.

The primary focus of the fund for the next few years is the replacement of rider piles at Pepperrell Cove. The rider piles secure the floats to the wharf and are important for recreational and commercial fishing operations.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ _____ CIP Funding Needed: \$ _____

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ _____ Comments: _____

Salvage Value of Existing Equipment? \$ _____ Comments: _____

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$8,500	\$15,000	\$15,000	\$15,000	\$15,000	\$68,500

Please Provide and/or Attach Additional Project Details

**Town of Kittery
Harbormaster
FACILITIES**

2019
Escalation Factor: 4.0%

Property	Year Purchased	Cost	Replacement Year	Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
PEPPERRELL COVE																
Pepperrell Pier	1996	\$58,500	2036	East Pier												
Transient Ramp	2014	\$35,000	2034													63,033
Frisbee Pier	2012	\$450,000	2052	West Pier												
Frisbee Ramp1	UNK	\$18,000	2022					23,687								
Frisbee Ramp2	2012	\$18,000	2032											29,971		
Frisbee Ramp 3	UNK	\$13,000	2029								19,243					
HM Office	1997	\$47,000	2040													
Wharf Utilities	2014	\$83,400	2040													
Rider Piling Replacement	Various		Various		12,500		12,500		12,500		12,500					
Seawall	UNK															
TRAIP																
HM Shed	2020	\$6,500	NEW													
GOV ST																
Govt.St. Pier	2019	\$500,000	2059													
RICE AVE																
Storage Bldg	Unk	\$15,000	2025					18,980								
				Account Balance	\$22,884	\$18,884	\$33,884	\$17,404	\$8,717	\$11,217	\$26,217	\$4,474	\$14,474	\$34,474	\$24,502	\$54,502
				Cost	\$12,500	\$0	\$31,480	\$23,687	\$12,500	\$0	\$31,743	\$0	\$0	\$29,971	\$0	\$63,033
				Trade-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				CIP Funding	\$8,500	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$10,000	\$10,000	\$20,000	\$20,000	\$30,000	\$35,000
				Remaining Account Balance	\$18,884	\$33,884	\$17,404	\$8,717	\$11,217	\$26,217	\$4,474	\$14,474	\$34,474	\$24,502	\$54,502	\$26,469

Kittery Port Authority
Long-Term Capital Ideas/Goals
Established February 27, 2020

- Existing Facility Repair and Replacement:
 - Pepperrell Cove boat ramp and seawall repair/rebuild - COMPLETE
- Maintain or Improve Draft - Dredge
 - Pepperrell Cove ~ \$250K - \$1M (depending on area to be dredged)
- Improve navigation and mooring capacity – mooring field re-grid
 - Back Channel – Capital not needed
- Provide more access for non-motorized craft
 - Add or formalize boat/kayak/paddleboard launches at other Town owned property - IN PROGRESS
- Preserve commercial fishing access to waterfront
 - Identify strategic areas and desirable parcels to acquire or protect for commercial fishing in town
- Expand Pepperrell Cove facility
 - Investigate opportunities to expand parking over the water, and add decks to expand pedestrian flow around the site ~ \$35,000 for feasibility study, implementation costs TBD
- Create space to store Harbormaster boats and various equipment
- Preserve and improve Rice Ave Facility
 - Protect against encroachment
 - Beautify/add amenities

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4022):



Date: November 23, 2021
Department: Kittery Police Department
Project Title: Police Vehicle Reserve
Contact: Chief Robert Richter
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$140,000
Est. Useful Life (Years): 3 - 5

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This reserve is for replacement of police cruisers and vehicles. Front line vehicles are scheduled to be replaced every three years, with the usable vehicles cycling down for non-patrol operations. Other vehicle replacements are based on condition, mileage, and general wear and tear. The department is transitioning to hybrid cruisers. The inflation factor has been increased to 4% to reflect current market trends.

FY21 and FY22 front-line vehicle replacements have been ordered but, due to supply shortages, are experiencing significant delay in getting on the road. This means cruisers are being cycled down to non-patrol operations with higher mileage and more wear and tear. The replacement schedule for cruisers has been revised to reflect the supply chain delays experienced in FY21 and FY22. The CIP plan has the reserve balance being increased in the next few years, in anticipation of non-patrol vehicles needing replacement sooner than anticipated due to the cycling down delays.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost:	\$ _____	CIP Funding Needed:	\$ _____
Amount and Type of Other Funding Sources:	\$ _____	Comments:	_____
Salvage Value of Existing Equipment?	\$ _____	Comments:	_____

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$140,000	\$130,000	\$165,000	\$165,000	\$165,000	\$765,000

Please Provide and/or Attach Additional Project Details

Town of Kittery
Police
VEHICLES

2022
Escalation Factor: **4.0%**

Vehicle	Model Year	Cost	Replacement		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
			Year	Make											
Front Line Cruiser	2021	\$62,000	3 YR	Ford Explorer			69,742			78,450			88,245		
Front Line Cruiser	2021	\$62,000	3 YR	Ford Explorer			69,742			78,450			88,245		
Front Line Cruiser	2018	\$55,000	3 YR	Ford Explorer					75,432			84,851			95,446
Front Line Cruiser	2018	\$55,000	3 YR	Ford Explorer					75,432			84,851			95,446
Front Line Cruiser	2018	\$62,000	3 YR	Ford Explorer	64,480			72,531			81,588			91,775	
Front Line Supervisor	2021	\$62,000	3 YR	Ford Explorer			69,742			78,450			88,245		
Animal Control	2020	\$29,203	2029	F150 Pickup							38,429				
Detective	2017		Rotation FL	Ford Explorer											
Detective	2017		Rotation FL	Ford Explorer											
School Resource Officer	2017	\$61,000	Rotation FL	Ford Explorer											
Supervisor - Admin	2018	\$50,000	2023	Ford Explorer - Admin Pkg	52,000										
Supervisor - Admin	2019	\$50,000	2026	Ford Explorer - Admin Pkg				58,493							
Spare Unmarked	2015		Rotation FL	Ford Explorer											
Motorcycle	NEW	\$28,000	2026					32,756						41,447	
Account Balance					\$0	\$23,520	\$153,520	\$109,295	\$110,515	\$124,650	\$64,301	\$119,284	\$124,581	\$34,845	\$66,623
Cost					116,480	-	209,225	163,780	150,865	235,349	120,017	169,703	264,736	133,222	190,892
Trade-In					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding					\$140,000	\$130,000	\$165,000	\$165,000	\$165,000	\$175,000	\$175,000	\$175,000	\$175,000	\$165,000	\$165,000
Remaining Account Balance					\$23,520	\$153,520	\$109,295	\$110,515	\$124,650	\$64,301	\$119,284	\$124,581	\$34,845	\$66,623	\$40,731

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4129):



Date:	November 22, 2021	Dept. Priority (1 of 3, etc.):	1
Department:	Police Department	Est. Funding Request:	\$10,000
Project Title:	Police Equipment Reserve	Est. Useful Life (Years):	Various
Contact:	Chief Robert Richter		
Type of Request?	<input checked="" type="checkbox"/> Ongoing Reserve <input type="checkbox"/> One-time project		

Project Type: Check All That Apply -					
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improv Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

Police utilize a variety of equipment in the course of conducting public safety work including the fingerprint machine, firearms and firearm storage equipment, cameras, radios, and cruiser equipment. The service life of firearms, portable radios and electronic control weapons (tasers) is about 7-10 years. Most of this equipment has been upgraded in the past three years. The current projected replacement cost for each is as follows: firearms- \$15,000, portable radios - \$57,500, tasers - \$45,000, patrol rifles - \$22,000.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project Request):

Project Costs: \$ _____ CIP Funding Needed: _____

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ _____ Comments: _____

Salvage Value of Existing Equipment? \$ _____ Comments: _____

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY23	FY24	FY25	FY26	FY27	Total
\$10,000	\$35,000	\$35,000	\$35,000	\$15,000	\$130,000

Please Provide and/or Attach Additional Project Details

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4100):



Date: November 23, 2021
Department: Fire Department
Project Title: Fire Facility Reserve
Contact: Chief David O'Brien
Type of Request? Ongoing Reserve One-time project

Dept. Priority (1 of 3, etc.): 2
Est. Funding Request: \$0
Est. Useful Life (Years): 100

Project Type: Check All That Apply -					
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

Our two fire stations were built in 2006-2007. They were designed for a 100-year life cycle based on estimated town growth and estimated changes in fire apparatus and equipment. The buildings were constructed to provide a long-term maintenance free exterior. However, like all buildings, maintenance is needed to meet the expected life cycle and also enhance energy efficiencies as they are developed. The past two FY years have funded high efficiency boiler replacement in both stations. The Gorges Road Station is facing repair work to the concrete ramp in front of the apparatus bays and both stations will be in need of apparatus floor repair work in the near future. The Gorges Road Station was approved for expansion by Warrant Article in 2021 (associated with sale of Walker Station). The project is being bid now and construction is expected to take place in 2022. The project includes addition of two bays, sleeping quarters and upgrade of kitchen to meet commercial code.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$ CIP Funding Needed: \$

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ Comments:

Salvage Value of Existing Equipment? \$ Comments:

Project Planning:

Proposed Start Date of Project:

What Planning Has Been Done for Project?

Is Funding Necessary for Further Plans/Estimating?

Can the Project be Phased? If yes, expenditure by year

FY23	FY24	FY25	FY26	FY27	Total
\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

Please Provide and/or Attach Additional Project Details

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4026):



Date:	November 23, 2021	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$12,000
Project Title:	Records Preservation	Est. Useful Life (Years):	200-300 years
Contact:	Kendra Amaral, Town Manager		
Type of Request?	<input checked="" type="checkbox"/> Ongoing Reserve <input type="checkbox"/> One-time project		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Restoration of Town records using a de-acidification process to remove acid from the paper, mending/laminating of the pages if necessary and re-sewing and re-binding the books.

In addition to the marriage records, Selectmen/Council minutes dating back to the early 1960's will also be addressed. Restoring and preserving Town records is critical as old records were instrumental in Kittery winning the land dispute for the Portsmouth Naval Ship Yard back in 2000.

This project is expected to be completed in FY26 with all historic records being preserved. Thereafter, annual costs for preservation of new records will be incorporated into the annual operating budget.

Photo (click image to insert):



Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost:	\$	CIP Funding Needed:	
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Other Funding Sources:

Amount and Type of Other Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY23	FY24	FY25	FY26	FY27	Total
\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$48,000

Please Provide and/or Attach Additional Project Details

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



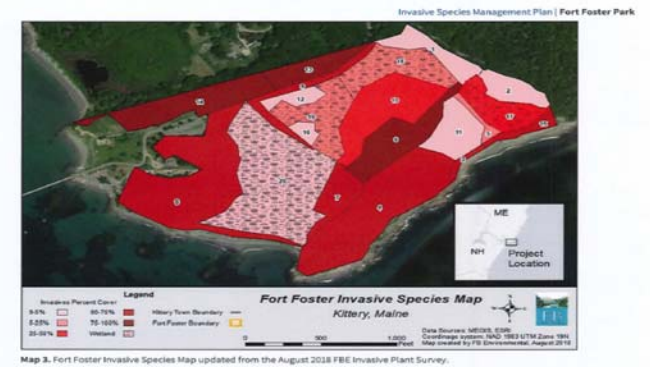
Date:	November 23, 2021	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$37,000
Project Title:	Fort Foster Invasive Plant Management	Est. Useful Life (Years):	
Contact:	David Rich	How Many Years Needed to Complete	6
Type of Request?	<input type="checkbox"/> Ongoing Reserve <input checked="" type="checkbox"/> One-time project		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Improve Public/Staff safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

The invasive plant management program includes a combination of mechanical, chemical, and hand removal of identified invasive plants at Fort Foster. The Contractor will perform all mechanical and chemical removal. The Contractor will also oversee a team of volunteers in the hand-removal of various invasive plants. Year one of the bid was implemented in FY22 and funded through the Wetlands Mitigation Fund.



Climate Change/Sustainability: Is the project vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Project Cost: \$198,000 CIP Funding Needed: \$133,000

Other Funding Sources:

Amount and Type of Other Funding Sources: \$ 65,000 Comments: Wetlands Mitigation Fund
 Salvage Value of Existing Equipment? \$ Comments:

Project Planning:

Proposed Start Date of Project: Started in FY22
 What Planning Has Been Done for Project? Invasive mapping project and invasive management plan development
 Is Funding Necessary for Further Plans/Estimating? No
 Can the Project be Phased? If yes, expenditure by year Phased over six years

FY23	FY24	FY25	FY26	FY27	Total
\$37,000	\$24,000	\$24,000	\$24,000	\$24,000	\$133,000

Please Provide and/or Attach Additional Project Details

Fort Foster Invasive Plant Management

Tasks	FY22	FY23	FY24	FY25	FY26	FY27	Totals
Professional services							
Consultant services	\$ 5,000	\$ 6,265	\$ 6,265	\$ 6,265	\$ 6,265	\$ 6,265	\$ 36,325
Regulatory- permit app's/ compliance	\$ 3,370	\$ 1,195	\$ 1,195	\$ 1,195	\$ 1,195	\$ 1,195	\$ 9,345
Integrated Vegetation Management (IVM)							
Hydraulic mowing with excavator	\$ 19,845	\$ 10,535					\$ 30,380
Manual cutting/ pulling	\$ 15,410	\$ 7,705	\$ 5,561	\$ 5,561	\$ 5,561	\$ 5,561	\$ 45,359
Weed wrenching	\$ 3,551	\$ 3,551	\$ 3,551	\$ 3,551	\$ 3,551	\$ 3,551	\$ 21,306
Herbicide applications- upland	\$ 9,450	\$ 3,555	\$ 3,555	\$ 3,555	\$ 3,555	\$ 3,555	\$ 27,225
Herbicide applications- aquatic	\$ 7,490	\$ 3,790	\$ 3,790	\$ 3,790	\$ 3,790	\$ 3,790	\$ 26,440
Totals	\$ 64,116	\$ 36,596	\$ 23,917	\$ 23,917	\$ 23,917	\$ 23,917	\$ 196,380
Wetlands Mitigation Funds Request	\$ 65,000						
CIP Funds Request		\$ 37,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (NEW):



Date:	December 15, 2021	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Public Works	Est. Funding Request:	\$ 0
Project Title:	Bicycle & Pedestrian Master Plan Implementation	Est. Useful Life (Years):	TBD
Contact:	David Rich	How Many Years Needed to Complete?	TBD
Type of Request?	<input type="checkbox"/> Ongoing Reserve <input checked="" type="checkbox"/> One-time project		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

The Town recently completed a Bicycle & Pedestrian Master Plan. The Plan identifies priority areas for bicycle lanes, crosswalks, intersection improvements, sidewalks, and other measures to improve the safety and comfort of pedestrians and cyclists.

Through this project, the Town will implement the recommendations which may require engineering, construction, and equipment purchases. Projects range in cost from \$15,000 to \$145,000.

Photo (click image to insert):



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing (if One-Time Project):

Total Cost: \$ CIP Funding Needed: \$640,000

Other Funding Sources:

Amount and Type of Other Funding Sources:	\$100,000	Comments:	FY23 funding through ARPA fund allocation per Council
Salvage Value of Existing Equipment?	\$	Comments:	

Project Planning:

Proposed Start Date of Project:	July 2022
What Planning Has Been Done for Project?	Bike/Ped Master Plan
Is Funding Necessary for Further Plans/Estimating?	Yes
Can the Project be Phased? If yes, expenditure by year	Yes

FY23	FY24	FY25	FY26	FY27	Total
\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$150,000

Please Provide and/or Attach Additional Project Details

KITTERY TOWN-WIDE PEDESTRIAN & BICYCLE PLAN (2021)



Implementation Matrix

LOCATION	CATEGORY	TYPE / MODE	IMPROVEMENT	APPROX. MATERIAL COST	IMPLEMENTATION TIMELINE	LEAD AGENCY	SUPPORTING AGENCY
<i>John Paul Jones Park (North Side)</i>	Intersection	Bicycle	Cross-Bike (3)	\$371.25	Short-Term	Kittery	MaineDOT
		Pedestrian	Curb Extension (Flex-Posts) (4)	\$3,299.45	Short-Term	Kittery	MaineDOT
		Pedestrian	Continental Crosswalk (4)	\$450.00	Short-Term	Kittery	MaineDOT
		Pedestrian	ADA Compliant Curb Ramp (8)	\$19,017.78	Mid-Term	Kittery	MaineDOT
		Pedestrian	Curb Extension (Curbing) (1)	\$4,714.80	Long-Term	Kittery	MaineDOT
		Multimodal	Stop Bar (1)	\$45.00	Short-Term	Kittery	MaineDOT
		Pedestrian	Raised Crossing (1)	\$13,339.33	Mid-Term	Kittery	MaineDOT
		Bicycle	Wayfinding Sharrows (2)	\$105.78	Short-Term	Kittery	MaineDOT
		Bicycle	Pocket Bike Lane (1)	\$438.75	Short-Term	Kittery	MaineDOT
<i>John Paul Jones Park (South Side)</i>	Intersection	Bicycle	Cross-Bike (3)	\$253.13	Short-Term	Kittery	MaineDOT
		Pedestrian	Continental Crosswalk (3)	\$240.00	Short-Term	Kittery	MaineDOT
		Pedestrian	ADA Compliant Curb Ramp (6)	\$14,263.33	Mid-Term	Kittery	MaineDOT
		Multimodal	Traffic Diverter (1)	\$5,999.00	Short-Term	Kittery	MaineDOT
		Pedestrian	Curb Extension (Flex-Posts) (2)	\$1,456.90	Short-Term	Kittery	MaineDOT
		Pedestrian	Curb Extension (Curbing) (2)	\$9,429.59	Long-Term	Kittery	MaineDOT
<i>John Paul Jones Park (Accents)</i>	Corridor	Bicycle	Painted Bike Lanes (Green) (3)	\$7,732.13	Short-Term	Kittery	MaineDOT
	Supporting Facilities	Bicycle	Bike Parking Area (Covered)	\$13,294.77	Mid-Term	Kittery	MaineDOT
<i>Shapleigh Rd @ Buckley Way / Manson Ave</i>	Intersection	Pedestrian	Curb Extension (Flex-Posts) (4)	\$2,571.00	Short-Term	Kittery	MaineDOT
		Pedestrian	Continental Crosswalk (2)	\$225.00	Short-Term	Kittery	MaineDOT
		Pedestrian	ADA Compliant Curb Ramp (6)	\$14,263.33	Mid-Term	Kittery	MaineDOT
		Pedestrian	Curb Extension (Curbing) (2)	\$9,429.59	Long-Term	Kittery	MaineDOT
		Pedestrian	Stop Bar (2)	\$60.00	Short-Term	Kittery	MaineDOT



KITTERY TOWN-WIDE PEDESTRIAN & BICYCLE PLAN (2021)

LOCATION	CATEGORY	TYPE / MODE	IMPROVEMENT	APPROX. MATERIAL COST	IMPLEMENTATION TIMELINE	LEAD AGENCY	SUPPORTING AGENCY
		Pedestrian	Advance Warning Signage (MUTCD W11-2) (4)	\$1,824.00	Short-Term	Kittery	MaineDOT
		Multimodal	Warrant & Capacity Analysis for Potential Signal (1)	\$5,000.00	Long-Term	Kittery	MaineDOT
<i>Shapleigh Rd - Between Buckley Way & Walgreen's</i>	Corridor	Bicycle	Wayfinding Sharrows (2)	(Corridor)	Short-Term	Kittery	MaineDOT
		Pedestrian	Pedestrian Lane (Flex-Posts) (1)	(Corridor)	Short-Term	Kittery	MaineDOT
		Pedestrian	Sidewalk (1)	\$45,205.52	Long-Term	Kittery	MaineDOT
<i>Shapleigh Rd @ Walgreen's Driveway</i>	Intersection	Pedestrian	Continental Crosswalk (1)	\$131.25	Short-Term	Kittery	MaineDOT
		Bicycle	Cross-Bike (1)	\$59.06	Short-Term	Kittery	MaineDOT
		Pedestrian	ADA Compliant Curb Ramp (2)	\$4,754.44	Mid-Term	Kittery	MaineDOT
<i>Buckley Way - Between Shapleigh Rd and Rogers Rd</i>	Corridor	Pedestrian	Sidewalk (325 LF)	\$48,169.81	Long-Term	Kittery	MaineDOT
		Pedestrian	Continental Crosswalk (1)	\$90.00	Long-Term	Kittery	MaineDOT
		Pedestrian	ADA Compliant Curb Ramp (2)	\$4,754.44	Long-Term	Kittery	MaineDOT
<i>Route 103 @ Wentworth St / Rogers Rd</i>	Intersection	Pedestrian	Continental Crosswalk (2)	\$356.25	Short-Term	Kittery	MaineDOT
		Pedestrian	Raised Crossing (1)	\$17,785.78	Long-Term	Kittery	MaineDOT
		Pedestrian	ADA Compliant Curb Ramp (4)	\$9,508.89	Mid-Term	Kittery	MaineDOT
		Pedestrian	Curb Extension (Flex-Posts) (1)	\$514.20	Short-Term	Kittery	MaineDOT
		Pedestrian	Curb Extension (Curbing) (1)	\$4,714.80	Long-Term	Kittery	MaineDOT
		Pedestrian	Pedestrian Refuge (Flex-Posts) (1)	\$857.00	Short-Term	Kittery	MaineDOT
		Pedestrian	Pedestrian Refuge (Curbing) (1)	\$10,398.13	Long-Term	Kittery	MaineDOT
Pedestrian	Stop Bar (1)	\$30.00	Short-Term	Kittery	MaineDOT		

KITTERY TOWN-WIDE PEDESTRIAN & BICYCLE PLAN (2021)



LOCATION	CATEGORY	TYPE / MODE	IMPROVEMENT	APPROX. MATERIAL COST	IMPLEMENTATION TIMELINE	LEAD AGENCY	SUPPORTING AGENCY
<i>Route 103 @ Wentworth St / Rogers Rd (Southern Approach)</i>	Corridor	Traffic Calming	Channelizing Triangle (Flex-Posts) (2)	\$339.06	Short-Term	Kittery	MaineDOT
		Traffic Calming	Channelizing Triangle (Curbing) (2)	\$7,105.02	Long-Term	Kittery	MaineDOT
		Traffic Calming	Median (Flex-Posts) (1)	\$754.16	Short-Term	Kittery	MaineDOT
		Traffic Calming	Median (Curbing) (1)	\$10,398.13	Long-Term	Kittery	MaineDOT
<i>Route 103 @ Route 236 @ Woodlawn Ave</i>	Intersection	Pedestrian	Curb Extension (Flex-Posts) (4)	\$3,470.85	Short-Term	Kittery	MaineDOT
		Pedestrian	ADA Compliant Curb Ramp (4)	\$9,508.89	Mid-Term	Kittery	MaineDOT
		Pedestrian	Curb Extension (Curbing) (4)	\$18,859.18	Long-Term	Kittery	MaineDOT
		Bicycle	Cross-Bike (2)	\$278.44	Short-Term	Kittery	MaineDOT
		Pedestrian	Continental Crosswalk (2)	\$337.50	Short-Term	Kittery	MaineDOT
		Multimodal	Stop Bar (2)	\$75.00	Short-Term	Kittery	MaineDOT
		Pedestrian	Pedestrian Refuge (Flex-Posts) (1)	\$1,122.67	Short-Term	Kittery	MaineDOT
		Pedestrian	Pedestrian Refuge (Curbing) (1)	\$11,730.86	Long-Term	Kittery	MaineDOT
		Multimodal	Warrant & Capacity Analysis for Potential Signal (1)	\$10,000.00	Long-Term	Kittery	MaineDOT

KITTERY TOWN-WIDE PEDESTRIAN & BICYCLE PLAN (2021)



LOCATION	CATEGORY	TYPE / MODE	IMPROVEMENT	APPROX. MATERIAL COST	IMPLEMENTATION TIMELINE	LEAD AGENCY	SUPPORTING AGENCY
<i>Main St @ Walker St</i>	Intersection	Pedestrian	Curb Extension (Flex-Posts) (2)	\$1,028.40	Short-Term	Kittery	MaineDOT
		Pedestrian	Curb Extension (Curbing) (2)	\$9,429.59	Long-Term	Kittery	MaineDOT
		Pedestrian	ADA Compliant Curb Ramp (2)	\$4,754.44	Mid-Term	Kittery	MaineDOT
		Pedestrian	Continental Crosswalk (1)	\$93.75	Short-Term	Kittery	MaineDOT
		Pedestrian	Raised Crossing (1)	\$11,116.11	Long-Term	Kittery	MaineDOT
		Pedestrian	Yield to Pedestrians Signage (MUTCD R1-6) (2)	\$480.00	Short-Term	Kittery	MaineDOT
		Pedestrian	Advance Warning Signage (MUTCD W11-2) (4)	\$1,824.00	Mid-Term	Kittery	MaineDOT
		Pedestrian	Turning Vehicles Yield to Pedestrians (MUTCD R10-15) (2)	\$600.00	Mid-Term	Kittery	MaineDOT
<i>Main St @ Walker St</i>	Intersection	Pedestrian	ADA Compliant Curb Ramp (4)	\$9,508.89	Mid-Term	MaineDOT	Kittery
		Pedestrian	Continental Crosswalk (2)	\$225.00	Mid-Term	MaineDOT	Kittery
		Pedestrian	Stop Bar (2)	\$45.00	Mid-Term	MaineDOT	Kittery
<i>Route 103 (Pepperrell Rd)</i>	Corridor	Bicycle	Haley Rd - Fort Rd: Super Greenbacks + Gauntlet of Other Measures (Both Directions)	\$54,380.18	Long-Term	Kittery	MaineDOT
		Bicycle	Fort Rd - Kittery Point Bridge: Super Greenbacks + Gauntlet of Other Measures (Both Directions)	\$83,081.07	Mid-Term	Kittery	MaineDOT
<i>Shapleigh Rd (Route 236)</i>	Corridor	Bicycle	Route 103 (Whipple Rd) - Walgreen's: Protected Bike Lanes (Both Directions)	\$8,782.90	Mid-Term	Kittery	MaineDOT
		Bicycle	Walgreen's - Buckley Way: Pedestrian Lane (SB) + Buffered (No Vertical) Bike Lane (NB)	\$5,872.39	Mid-Term	Kittery	MaineDOT



KITTERY TOWN-WIDE PEDESTRIAN & BICYCLE PLAN (2021)

LOCATION	CATEGORY	TYPE / MODE	IMPROVEMENT	APPROX. MATERIAL COST	IMPLEMENTATION TIMELINE	LEAD AGENCY	SUPPORTING AGENCY
		Bicycle	Buckley Way - Rogers Rd Split: Super Greenbacks + Signage (Both Directions)	\$6,020.27	Short-Term	Kittery	MaineDOT
<i>Rogers Rd (Route 236)</i>	Corridor	Bicycle	Rogers Rd Split - Goodsoe Rd: Conventional Bike Lanes (Both Directions)	\$14,317.25	Short-Term	Kittery	MaineDOT
		Bicycle	Goodsoe Rd - Shepard's Cove Rd: Super Greenbacks + Signage (SB) + Barrier- Separated Bi-Directional Pedestrian Lane (NB)	\$33,802.90	Long-Term	Kittery	MaineDOT
<i>US-1</i>	Corridor	Bicycle	Haley Rd - Lewis Rd: Rumble Strips (Both Directions)	\$15,471.30	Mid-Term	Kittery	MaineDOT
		Bicycle	Lewis Rd - Town Line: Rumble Strips (Both Directions)	\$27,717.68	Mid-Term	Kittery	MaineDOT

2023 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date:	December 28, 2021	Dept. Priority (1 of 3, etc.):	2
Department:	Town Manager	Est. Funding Request:	\$30,000
Project Title:	Memorial Field Assessment	Est. Useful Life (Years):	N/A
Contact:	Kendra Amaral, Town Manager	How Many Years Needed to Complete?	1
Type of Request?	<input type="checkbox"/> Ongoing Reserve <input checked="" type="checkbox"/> One-time project		

Project Type: Check All That Apply -			
Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>
Improve Public/Staff safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Project Description:	Photo (click image to insert):
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The Youth Athletic Advisory Committee (YAAC) has reviewed the Athletic Field Master Plan and have chosen to prioritize Memorial Field as the next area of focus for the town's playing field improvement efforts.

This project will assess Memorial Field for an upgrade that may include an artificial turf field or natural field reconstruction, lights, new field house, and parking improvements.



Climate Change/Sustainability:	Is the project vulnerable to climate change or sea level rise? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Project Financing (if One-Time Project):

Total Project Cost:	\$30,000	CIP Funding Needed:	\$30,000
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Other Funding Sources:

Amount and Type of Other Funding Sources:	\$	Comments:	
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Salvage Value of Existing Equipment?	\$	Comments:	
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Project Planning:

Proposed Start Date of Project:	July 2022
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What Planning Has Been Done for Project?	Athletic Field Master Plan
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Is Funding Necessary for Further Plans/Estimating?	Funding will be necessary for design and construction
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Can the Project be Phased? If yes, expenditure by year	No
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FY23	FY24	FY25	FY26	FY27	Total
\$30,000	\$0	\$0	\$0	\$0	\$30,000

Please Provide and/or Attach Additional Project Details

PROJECTS ON THE HORIZON

**PROJECTS IMPACTING FINANCIAL POSITION
CAPITAL IMPROVEMENT PLAN
FY23 - FY27**

FY22 Unassigned Fund Balance (Undesignated Reserve)	\$8,131,323
Policy Requirement (2.5 months of Town and School operating budgets)	<u>\$7,311,338</u>
Surplus/(Deficit)	\$819,985

Planned	Funded Year	COST	Unassigned Fund	Capital	Annual Debt	Grants
Senior Tax Circuit Breaker	Ongoing	\$50,000	\$ 50,000	\$ -	\$ -	\$ -
Compensated Absences	Ongoing	\$125,000	\$ 125,000	\$ -	\$ -	\$ -
In Evaluation Phase						
Ambulance Relocation ¹						
Memorial Field ²	TBD	\$1,000,000	Assessment funding request for FY23			
Stevenson Sidewalk ³	TBD	\$650,000	\$ 350,000			
Removal of Cole Street Bldg	TBD	\$80,000	Investigating Brownfields Funding through SMPDC			
Legion Pond (grants still be pursued for project) ⁶	2024	\$262,000	To Be Determined			
Bike/Ped Master Plan Implementation	TBD	\$590,000	Includes Mid- and Long- term improvements			
Considered						
Dredge Pepperell Cove - Engineering and Permitting (incl.) ⁴	2022	\$ 272,250	To Be Determined			
Love Lane Sidewalks ⁵	TBD	1,900,000	To Be Determined			
TOTAL		\$ 4,929,250	\$ 175,000	\$ 350,000	\$ -	\$ -

Notes:

1. Warrant article approved June 2021 for Ambulance Relocation
2. Memorial Field Phase 1 includes field renovation, lighting, and parking lot expansion.
3. Estimate based on design. \$400,000 grant application submitted to MDOT; grant not awarded. Will reapply in July 2022.
4. Estimate based on broad assumption of acreage and prevailing cost for dredging in Maine. Federal dredging may offset a portion of costs, but not all as a good portion of the project will not be within the FNP.
5. Striping seems to be sufficient for now.

APPENDIX A - DEBT SCHEDULE

Year Issued Project Total Bonded	Municipal Debt - Tax Funds														Tax Funds Municipal Total
	2006/2016 Refund		2010/2021 Refund		2012		2016		2014A		2016		2021		
	Fire Stations		PWD		Frisbee - Com Ctr		CIP- Roads/KCC Annex		KLT Rustlewood		KLT Braveboat		Rice Library		
	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	
2004															0
2005															0
2006															0
2007		83,742													83,742
2008	155,000	114,469													269,469
2009	155,000	107,881													262,881
2010	155,000	101,294													256,294
2011	155,000	94,706		11,675	0	0									261,381
2012	155,000	88,119		19,825	0	0									262,944
2013	155,000	81,338	35,000	19,475	275,000	126,775									692,588
2014	155,000	74,363	35,000	18,775	275,000	121,275									679,413
2015	155,000	67,388	35,000	18,075	275,000	115,775				4,034					670,272
2016	155,000	60,413	35,000	17,375	275,000	110,275		28,350	6,043	4,272					691,728
2017	125,000	42,213	35,000	16,675	275,000	104,775	233,000	42,830	6,076	4,239		6,318			891,126
2018	125,000	22,100	35,000	15,975	275,000	99,275	225,000	38,250	6,127	4,188	11,352	6,738			864,004
2019	115,000	19,700	35,000	15,231	275,000	93,775	225,000	33,750	6,199	4,116	11,463	6,627			840,861
2020	115,000	17,400	35,000	14,400	275,000	88,275	225,000	29,250	6,292	4,023	11,592	6,498			827,729
2021	115,000	15,100	35,000	6,981	275,000	82,775	225,000	24,750	6,407	3,907	11,741	6,349			808,011
2022	115,000	12,800	16,500	5,474	275,000	77,275	225,000	20,250	6,545	3,770	11,910	6,180	240,000	113,133	1,128,835
2023	115,000	10,500	16,500	4,558	275,000	71,775	225,000	15,750	6,701	3,614	12,101	5,989	240,000	97,230	1,099,717
2024	110,000	8,250	16,250	4,063	275,000	66,275	225,000	11,250	6,874	3,441	12,314	5,776	240,000	90,030	1,074,522
2025	110,000	6,050	16,250	3,575	275,000	60,088	225,000	6,750	7,063	3,252	12,550	5,540	240,000	82,830	1,053,947
2026	110,000	3,713	16,250	3,088	275,000	53,900	225,000	2,250	7,271	3,044	12,807	5,282	240,000	75,630	1,033,234
2027	110,000	1,238	16,250	2,600	275,000	47,025			7,502	2,813	13,088	5,001	240,000	68,430	788,947
2028			16,250	2,113	275,000	40,150			7,757	2,558	13,404	4,685	240,000	61,230	663,147
2029			16,250	1,625	275,000	32,588			8,032	2,283	13,763	4,327	240,000	54,030	647,897
2030			16,250	1,138	275,000	25,025			8,326	1,988	14,158	3,931	240,000	46,830	632,647
2031			16,250	650	275,000	16,913			8,642	1,672	14,585	3,504	240,000	39,630	616,847
2032			16,250	163	275,000	8,663			8,981	1,334	15,043	3,047	235,000	32,430	595,909
2033									9,338	977	15,531	2,558	235,000	30,080	293,484
2034									9,715	600	16,050	2,040	235,000	27,495	290,899
2035									10,111	203	16,597	1,493	235,000	24,793	288,197
2036											17,172	918	235,000	21,855	274,945
2037											17,779	311	235,000	18,683	271,772
2038													235,000	15,275	250,275
2039													235,000	11,633	246,633
2040													235,000	7,873	242,873
2041													235,000	3,995	238,995
TOTAL	2,660,000	1,032,774	494,250	203,506	5,500,000	1,442,650	2,258,000	253,430	150,000	60,328	275,000	93,111	4,750,000	923,113	19,367,662

Year Issued Project Total Bonded	School Debt - Tax Funds						Tax Funds School Total
	2002/2013 Refund		2010/2021 Refund		2016		
	MITCHELL		MITCHELL & SHAPLEIGH		CIP Schools		
	4,220,000		6,525,000/3,405,750		821,000		
	Princ	Interest	Princ	Interest			
2004	215,000	264,367					479,367
2005	215,000	158,694					373,694
2006	215,000	151,906					366,906
2007	215,000	144,719					359,719
2008	210,000	137,813					347,813
2009	210,000	130,725					340,725
2010	210,000	123,375					333,375
2011	210,000	116,025		114,465			440,490
2012	210,000	108,150		194,375			512,525
2013	210,000	99,881	325,000	191,125			826,006
2014	210,000	40,399	325,000	184,625			760,024
2015	210,000	32,130	325,000	178,125			745,255
2016	210,000	28,980	325,000	171,625	10,308		745,913
2017	210,000	25,830	325,000	165,125	86,000	15,560	827,515
2018	210,000	22,628	325,000	158,625	85,000	13,850	815,103
2019	210,000	18,900	325,000	151,719	85,000	12,150	802,769
2020	210,000	14,700	325,000	144,000	85,000	10,450	789,150
2021	210,000	10,500	325,000	139,938	80,000	8,800	774,238
2022	210,000	6,300	313,500	103,997	80,000	7,200	720,997
2023	210,000	2,100	313,500	86,593	80,000	5,600	697,793
2024			308,750	77,188	80,000	4,000	469,938
2025			308,750	67,925	80,000	2,400	459,075
2026			308,750	58,663	80,000	800	448,213
2027			308,750	49,400			358,150
2028			308,750	40,138			348,888
2029			308,750	30,875			339,625
2030			308,750	21,613			330,363
2031			308,750	12,350			321,100
2032			308,750	3,088			311,838
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
2039							0
2040							0
2041							0
TOTAL	4,220,000	1,638,120	6,330,750	2,345,574	821,000	91,118	15,446,562

Year Issued Project Total Bonded	Sewer Debt - Other Funds						Other Funds Sewer Total	All Funds Grand Total
	1992, 2003		2010		2016			
	SEWER SRF Refunded		SEWER SRF		SEWER SRF			
	Princ	Interest	Principle	Interest	Princ	Interest		
2004							0	479,367
2005							0	373,694
2006							0	366,906
2007							0	443,461
2008							0	617,281
2009							0	603,606
2010							0	589,669
2011	213,624	7,083	148,452	56,454			425,613	1,127,484
2012	206,541	3,541	149,937	56,528			416,548	1,192,016
2013	265,038	19,879	151,436	38,761			475,113	1,993,707
2014	65,959	11,570	152,950	37,246			267,726	1,707,162
2015	66,919	10,571	154,480	35,717			267,687	1,683,214
2016	67,921	9,440	156,025	34,172			267,558	1,705,198
2017	68,967	8,336	157,585	32,612	377,865	199,810	845,175	2,563,816
2018	70,059	7,215	159,161	31,036	379,594	122,147	769,211	2,448,317
2019	71,197	5,889	160,752	29,444	383,410	118,332	769,024	2,412,653
2020	72,381	3,182	162,360	27,837	387,262	114,478	767,499	2,384,379
2021	71,482	2,535	163,983	26,213	391,155	110,586	765,954	2,348,202
2022	70,474	1,859	165,623	24,573	395,086	106,655	764,270	2,614,103
2023	70,646	1,155	167,279	22,917	399,057	102,684	763,738	2,561,247
2024			168,952	21,244	403,067	98,674	691,937	2,236,397
2025			170,642	19,555	573,589	102,072	865,858	2,378,880
2026			172,348	17,848	579,354	96,308	865,858	2,347,305
2027			174,072	16,125	585,177	90,485	865,859	2,012,956
2028			175,812	14,384	591,058	84,604	865,858	1,877,892
2029			177,571	12,626	596,998	78,663	865,858	1,853,380
2030			179,346	10,850	602,999	72,663	865,859	1,828,868
2031					609,058	66,603	675,661	1,613,608
2032					615,179	60,482	675,661	1,583,408
2033					621,362	54,299	675,662	969,146
2034					627,608	48,053	675,661	966,560
2035					633,915	41,747	675,662	963,858
2036					640,286	35,376	675,662	950,606
2037							0	271,772
2038							0	250,275
2039								
2040								
2041								
TOTAL	1,381,208	92,254	3,268,766	566,145	10,393,077	1,804,721	17,506,171	52,320,396

APPENDIX B - TAX ASSET DETAIL

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Town of Kittery (Gov. Activities)
Capital Plan: Assets by Class and Department
 Fiscal Year End: 6/30/2021

Asset Class/Dept	Total Original Cost	Total Replacement Cost	Annual Depreciation	Accumulated Depreciation
Building Improvements				
Fire	\$388,408.00	\$0.00	\$15,319.00	\$169,132.00
General Government	\$196,964.00	\$0.00	\$5,525.00	\$33,760.00
Harbormaster	\$37,069.00	\$0.00	\$1,400.00	\$15,920.00
Health and Sanitation	\$34,183.00	\$0.00	\$1,709.00	\$22,219.00
Police	\$37,618.00	\$0.00	\$1,881.00	\$1,881.00
Public Works	\$174,938.00	\$0.00	\$5,022.00	\$71,377.00
Recreation	\$181,416.00	\$0.00	\$6,813.00	\$75,676.00
Rice Public Library	\$87,390.00	\$0.00	\$10,479.00	\$70,267.00
School	\$812,258.00	\$0.00	\$38,992.00	\$295,226.00
Subtotals	\$1,950,244.00	\$0.00	\$87,140.00	\$755,458.00
Buildings				
Fire	\$2,289,800.00	\$0.00	\$61,667.00	\$946,467.00
General Government	\$2,727,000.00	\$0.00	\$90,900.00	\$2,181,600.00
Harbormaster	\$757,579.00	\$0.00	\$28,849.00	\$301,049.00
Health and Sanitation	\$24,000.00	\$0.00	\$800.00	\$19,200.00
Police	\$84,458.00	\$0.00	\$0.00	\$84,458.00
Public Works	\$1,866,645.00	\$811,479.00	\$51,009.00	\$1,379,881.00
Recreation	\$8,831,102.00	\$2,899,969.00	\$131,644.00	\$4,152,707.00
School	\$24,838,445.00	\$6,522,528.00	\$353,234.00	\$18,628,620.00
Subtotals	\$41,419,029.00	\$10,233,976.00	\$718,103.00	\$27,693,982.00
Construction in Progress				

General Government	\$4,240.00	\$0.00	\$0.00	\$0.00
Recreation	\$382,517.00	\$0.00	\$0.00	\$0.00
Rice Public Library	\$1,137,541.00	\$0.00	\$0.00	\$0.00
Subtotals	\$1,524,298.00	\$0.00	\$0.00	\$0.00
Infrastructure				
Harbormaster	\$879,643.00	\$442,276.00	\$33,983.00	\$253,802.00
Public Works	\$12,258,045.00	\$31,376,083.00	\$284,556.00	\$9,758,685.00
Sewer	\$31,529.00	\$0.00	\$2,602.00	\$17,510.00
Subtotals	\$13,169,217.00	\$31,818,359.00	\$321,141.00	\$10,029,997.00
Land				
Fire	\$353,200.00	\$0.00	\$0.00	\$0.00
Public Works	\$8,579,000.00	\$0.00	\$0.00	\$0.00
Recreation	\$1,989,284.00	\$0.00	\$0.00	\$0.00
School	\$29,422.00	\$0.00	\$0.00	\$0.00
Subtotals	\$10,950,906.00	\$0.00	\$0.00	\$0.00
Land Improvements				
General Government	\$9,485.00	\$0.00	\$474.00	\$6,165.00
Harbormaster	\$134,103.00	\$0.00	\$6,705.00	\$87,167.00
Public Works	\$1,559,878.00	\$400,000.00	\$73,227.00	\$889,932.00
Recreation	\$132,114.00	\$74,725.00	\$2,870.00	\$112,028.00
School	\$368,054.00	\$84,683.00	\$5,646.00	\$339,826.00
Subtotals	\$2,203,634.00	\$559,408.00	\$88,922.00	\$1,435,118.00
Machinery & Equipment				
Fire	\$583,567.00	\$69,726.00	\$48,418.00	\$414,767.00
General Government	\$428,946.00	\$178,023.00	\$17,446.00	\$347,294.00
Harbormaster	\$98,133.00	\$0.00	\$8,562.00	\$30,331.00
Police	\$746,010.00	\$136,588.00	\$68,506.00	\$408,942.00
Public Works	\$2,588,773.00	\$490,044.00	\$177,483.00	\$1,093,277.00
Recreation	\$27,660.00	\$0.00	\$0.00	\$19,660.00
Rice Public Library	\$99,136.00	\$0.00	\$7,279.00	\$93,682.00

School	\$955,617.00	\$199,875.00	\$23,460.00	\$544,595.00
School Lunch	\$150,333.00	\$0.00	\$5,411.00	\$108,512.00
Sewer	\$49,397.00	\$10,000.00	\$0.00	\$10,000.00
Subtotals	\$5,727,572.00	\$1,084,256.00	\$356,565.00	\$3,071,060.00
Vehicles				
Fire	\$2,570,884.00	\$1,529,713.00	\$102,971.00	\$1,780,245.00
Harbormaster	\$24,234.00	\$0.00	\$3,462.00	\$24,234.00
Police	\$501,291.00	\$0.00	\$63,893.00	\$225,642.00
Public Works	\$2,064,292.00	\$43,257.00	\$245,185.00	\$1,384,313.00
School	\$125,064.00	\$0.00	\$9,103.00	\$79,931.00
Subtotals	\$5,285,765.00	\$1,572,970.00	\$424,614.00	\$3,494,365.00
Totals for Report	\$82,230,665.00	\$45,268,969.00	\$1,996,485.00	\$46,479,980.00

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User: Town of Kittery User Kittery State: ME Fiscal Year End: 6/30/2021

Town of Kittery (Gov. Activities)
Capital Plan: Assets by Class and Type
 Fiscal Year End: 6/30/2021

Asset Class/Type	Total Original Cost	Total Replacement Cost	Annual Depreciation	Accumulated Depreciation
Building Improvements				
Building	\$39,618.00	\$0.00	\$3,381.00	\$32,856.00
General	\$1,910,626.00	\$0.00	\$83,759.00	\$722,602.00
Subtotals	\$1,950,244.00	\$0.00	\$87,140.00	\$755,458.00
Buildings				
Building	\$27,648,367.00	\$3,013,610.00	\$254,152.00	\$20,449,303.00
Buildings	\$13,770,662.00	\$7,220,366.00	\$463,951.00	\$7,244,679.00
Subtotals	\$41,419,029.00	\$10,233,976.00	\$718,103.00	\$27,693,982.00
Construction in Progress				
Construction in Progress	\$1,524,298.00	\$0.00	\$0.00	\$0.00
Subtotals	\$1,524,298.00	\$0.00	\$0.00	\$0.00
Infrastructure				
Drainage System	\$79,377.00	\$0.00	\$1,450.00	\$1,450.00
Infrastructure	\$2,229,222.00	\$846,729.00	\$95,193.00	\$1,019,625.00
Roads	\$10,817,854.00	\$30,971,630.00	\$224,498.00	\$9,008,922.00
Sidewalks	\$42,764.00	\$0.00	\$0.00	\$0.00
Subtotals	\$13,169,217.00	\$31,818,359.00	\$321,141.00	\$10,029,997.00
Land				
Land	\$10,950,906.00	\$0.00	\$0.00	\$0.00
Subtotals	\$10,950,906.00	\$0.00	\$0.00	\$0.00

Land Improvements

General	\$442,779.00	\$159,408.00	\$5,646.00	\$414,551.00
Land Improvements	\$1,760,855.00	\$400,000.00	\$83,276.00	\$1,020,567.00
Subtotals	\$2,203,634.00	\$559,408.00	\$88,922.00	\$1,435,118.00

Machinery & Equipment

Admin Office Equipment	\$7,190.00	\$0.00	\$0.00	\$0.00
Audio/Visual	\$75,483.00	\$0.00	\$0.00	\$27,572.00
Cafeteria Equipment	\$5,689.00	\$0.00	\$569.00	\$1,707.00
Communication Equipment	\$124,359.00	\$0.00	\$21,705.00	\$21,705.00
Computer	\$203,094.00	\$203,294.00	\$0.00	\$203,094.00
Computer Hardware	\$46,297.00	\$0.00	\$0.00	\$0.00
Computers	\$90,825.00	\$13,118.00	\$3,217.00	\$89,803.00
Equipment	\$1,771,054.00	\$0.00	\$147,975.00	\$1,134,989.00
Fire Equipment	\$375,638.00	\$64,152.00	\$36,542.00	\$292,376.00
Heavy Equipment	\$595,213.00	\$216,953.00	\$29,872.00	\$291,818.00
Highway Equipment	\$865,284.00	\$406,103.00	\$43,636.00	\$438,973.00
Housekeeping/Maintenance	\$18,410.00	\$0.00	\$1,281.00	\$1,281.00
Kitchen Equipment	\$121,327.00	\$0.00	\$3,034.00	\$90,542.00
Miscellaneous Equipment	\$1,022,672.00	\$38,474.00	\$48,938.00	\$223,226.00
Other	\$11,986.00	\$0.00	\$329.00	\$10,010.00
Photocopier	\$9,099.00	\$0.00	\$0.00	\$9,099.00
Police Equipment	\$147,413.00	\$83,088.00	\$7,397.00	\$101,403.00
Pumping Equipment	\$29,704.00	\$0.00	\$0.00	\$0.00
Radios & Pagers	\$81,010.00	\$54,074.00	\$3,233.00	\$61,610.00
Sewer Equipment	\$10,947.00	\$0.00	\$0.00	\$0.00
Technology equipment	\$53,878.00	\$0.00	\$8,837.00	\$10,852.00
Telephone	\$61,000.00	\$5,000.00	\$0.00	\$61,000.00
Subtotals	\$5,727,572.00	\$1,084,256.00	\$356,565.00	\$3,071,060.00

Vehicles

Equipment	\$26,074.00	\$0.00	\$2,967.00	\$11,870.00
Vehicle	\$3,540,874.00	\$1,557,237.00	\$203,752.00	\$2,200,181.00

Vehicle Accessories	\$35,378.00	\$0.00	\$3,384.00	\$7,726.00
Vehicles	\$1,683,439.00	\$15,733.00	\$214,511.00	\$1,274,588.00
Subtotals	\$5,285,765.00	\$1,572,970.00	\$424,614.00	\$3,494,365.00
Totals for Report	\$82,230,665.00	\$45,268,969.00	\$1,996,485.00	\$46,479,980.00

User: Town of Kittery User

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TOWN OF KITTERY
Office of the Town Clerk
200 Rogers Road, Kittery, Maine 03904
Telephone: (207) 475-1313 Fax: (207) 439-6806

**APPLICATION FOR VICTUALERS, INNKEEPERS,
AND LODGING HOUSE OPERATORS LICENSE**

Applicant's Name Lobster Investment Partners LLC
please print

Applicant's Address 660 Main st Saco maine 04072
please print

Applicant's mailing address if different from above: _____

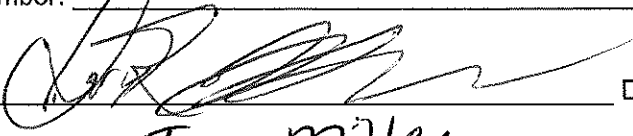
Applicant's Email address (required) ian.seasalt@gmail.com

Date of Birth 09/006/1982 Applicant's Telephone Number: 2076415054

Business Name: Pepper's Landing - mobile Food Unit
please print

Business Address: 340 US - 1, Kittery ME 03904
please print

Business Telephone Number: 2076415054

Signature of Applicant  DATE: 09/14/21
Ian Miller

LICENSE FEE: \$ 50.00

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

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



TOWN OF KITTEBY
Office of the Town Clerk
200 Rogers Road, Kittery, Maine 03904
Telephone: (207) 475-1313 Fax: (207) 439-6806

**APPLICATION FOR VICTUALERS, INNKEEPERS,
AND LODGING HOUSE OPERATORS LICENSE**

Applicant's Name Joshua Enright
please print

Applicant's Address 6 Bay Rd. Unit 5 Newmarket, NH 03857
please print

Applicant's mailing address if different from above: (same)

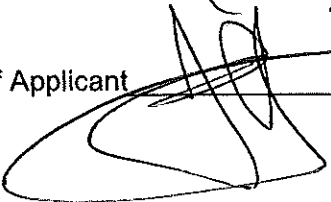
Applicant's Email address (required) jdenright7@gmail.com

Date of Birth 11/09/1975 Applicant's Telephone Number: (603) 854-1538

Business Name: Roots Food Shack - mobile Food Unit
please print

Business Address: 340 US Rte 1 Kittery
please print

Business Telephone Number: (603)

Signature of Applicant  DATE: 1-21-22

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

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



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

REPORT TO TOWN COUNCIL

Date: January 10, 2022
Update: February 14, 2022
From: Kendra Amaral, Town Manager
Subject: Title 16 – Marijuana in the Shoreland Overlay Zone
Councilor Sponsor: N/A

SUMMARY

The Town has a policy that allows an applicant to apply for zoning amendments through the Planning Board. This process is typically used in conjunction with a development project that a private property owner or entity is contemplating in Kittery.

The Planning Board received an application to amend Title 16 to allow marijuana businesses in the Shoreland Overlay Zone. It is currently prohibited.

The Planning Board considered the matter at their December 9, 2021 meeting and voted to have their recommendation to the Council be neutral on the matter.

You may view the discussion of the Planning Board through our video archive available at www.kitteryme.gov.

For convenience and proper procedure, attached is a strike-out-underline of what the amendment would appear as in Title 16.

ATTACHMENTS

- Application for Zoning Amendment
- Title 16 – Draft Amendment



TOWN OF KITTERY MAINE
TOWN PLANNING AND DEVELOPMENT
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1323 Fax: 207-439-6806

Office Use Only Application Fee: [] \$300.00 Date Submitted: _____ Amount Paid: \$ _____

APPLICANT INFORMATION NAME: RYAN T. WARD PHONE: 267-337-0583 FAX: _____ MAILING ADDRESS: 61 Bow St, Unit 3 Portsmouth NH 03801

Zoning Amendment Type [X] Text [] Map

COMPLETE ONLY THE APPLICABLE SECTIONS BELOW

Amendment to Land Use Code (Text Change)

The proposed amendment would be: [] A new provision to the code [X] A change to the existing code

NEW PROVISION TO THE CODE

Provide proposed ordinance language and code section format and numbering in space below

[Blank lines for ordinance language and code section format]

Provide a narrative of why the proposed amendment would be beneficial for the Town in the space provided below. Include benefits and hardship this would address.

[Blank lines for narrative of benefits and hardship]

ADDITIONS AND MODIFICATIONS TO THE EXISTING CODE

Code section number to be amended | 16.3.2.17

Proposed amendment language |

| 16.3.2.17 Shoreland Overlay Zone OZ-SL

| (B) Permitted and special exception land use.

| (10) Commercial - I Zone (C1)

| (b) Special exception uses.

|

| (24) Marijuana Retail Store

|

Provide a narrative of why the proposed amendment would be beneficial for the Town in the space provided below. Include benefits and hardship this would address.

| Attached.

|

|

|

|

|

|

Amendment to the Land Use Zoning Map

Provide a narrative of the proposed change including benefits for the Town, compatibility to the abutting land uses and any supporting information. Also, attach a sketch of the proposed map change with this application.

|

|

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|

|

|

|

Attachment 1- Narrative to change existing code.

Narrative:

It was clear from the month's long discussion by both the Planning Board and the City Council that they intended Marijuana Retail Stores to be allowed as a special exception use in the C-1 zone, including areas covered by the Shoreland Overlay Zone. Repeatedly, in discussing their intent regarding appropriate locations for Marijuana Retail Stores, Council Members referenced outlets located within the Shoreland Overlay Zone within the C-1 Zone. Further, there is no legitimate policy rationale for allowing Marijuana Retail Stores in the C-1 Zone but excluding them from the Shoreland Overlay Zone. Retail uses generally are permitted within the Shoreland Overlay Zone within the C-1 Zone. Marijuana Retail Stores, similar to general retail, do not have any discharge or generate any pollutant that would warrant excluding them from the Shoreland Overlay Zone. The wastewater, sewage, and refuse generated by a marijuana retail store—employee and customer use of the restrooms, daily cleaning and sanitizing, and shipping and packaging materials and waste generated by employee daily activities (e.g., throwing away a snack wrapper)—is identical to that of a general retail store. In fact, a Marijuana Retail Store sitting in the Shoreland Overlay Zone within the C-1 zone would most likely be occupying a space that was formerly general retail with access to town water and sewage and regular disposal by a waste disposal company. However, in what appears to have been an error, the final ordinance that was voted on by the Kittery City Council on August 7, 2021, failed to include Marijuana Retail Stores as a special exception use in the Shoreland Overlay Zone within the C-1 Zone. As a result, people who had been following the Council and Planning Board discussion for months and making decisions, including decisions to enter into leases, in reliance on the clear intent of the Council are being foreclosed from even participating in the lottery for the three retail store licenses. An amendment is necessary to effectuate the intent of the Planning Board and City Council.

December 7, 2021

Sent by email

Dutch Dunkelberger, Chair
Town of Kittery Planning Board
200 Rogers Road
Kittery, Maine 03904

Re: *Proposed Zoning Text Amendment to Allow a Marijuana Retail Store as a Special Exception Use Within the Route 1 Commercial Zone and Shoreland Overlay Zone*

Dear Chair Dunkelberger,

I write on behalf of my client, Ryan Ward,¹ who operates Arcanna Retail, LLC, a marijuana retail business, in support of his application for a zoning text amendment to add “Marijuana Retail Store” to the list of “special exception uses” for parcels that are located within the Route 1 Commercial Zone (“C-1”) and subject to a Shoreland Overlay Zone (“OZ-SL”) through a revision to section 16.3.2.17.B(10)(b) of the Town of Kittery Code (the “Code”). The Board, on November 18, 2021, calendared this matter for a public hearing at its upcoming meeting, which is set for December 9, 2021.²

As this Board is well aware, the Town of Kittery adopted revisions to Title 5 and Title 16 of the Code to allow for limited “Marijuana Operations” within its borders through a vote of the Town Council on August 9, 2021 (the “Marijuana Ordinance”).³

The Marijuana Ordinance allows for a “Marijuana Business” in the C-1, C-2 and C-3 zones as one of several “special exception uses.”⁴ It further limits the establishment of a “Marijuana Retail Store” to one per commercial zone, for a total of three licensees, which were selected earlier this fall through a lottery system.⁵ The Marijuana Ordinance did not modify any language in the Code pertaining to the OZ-SL.

¹ Ward is potential lessee of property in the C-1. Amy Stern, who owns property within the C-1 located at 336 Route 1, supports this request.

² The Board and the Town Council are required to hold a public hearing before any amendment to the zoning ordinance is adopted by the Town. Code § 16.1.9.

³ The Marijuana Ordinance became effective on September 8, 2021. Although the amendments and revisions passed by the Town Council are not an “ordinance” *per se* because they were not organized in a separate, distinct section of the Code, discussing these changes as an ordinance makes sense given that they established a comprehensive scheme for regulating and permitting marijuana businesses.

⁴ Marijuana Ordinance § 5 (modifying Code §§ 16.3.2.11(1)–(3)).

⁵ Marijuana Ordinance § 1 (amending Title 5 of the Code to include § 5.11.9).

When a use is not listed in Code as either permitted or as a special exception, it is prohibited.⁶ Consequently, marijuana businesses, including, but not limited to, marijuana retail stores cannot be operated within *any* portion of a commercial zone that is burdened by the OZ-SL, even though the Marijuana Ordinance expressly authorized marijuana businesses as a special exception use in those base zones.

Mr. Ward’s proposed amendment is limited to expanding the scope of locations available for the single “Marijuana Retail Store” approved for the C-1 to include the parts of that zone subject to the OZ-SL. This would be accomplished by adding “Marijuana Retail Store” as special exception use in the OZ-SL. No other change to the Code would be necessary because a “Marijuana Retail Store” is already a special exception use in the C-1 because it falls into the general category of “Marijuana Business.”⁷

The C-1 is shown below as a green overlay on the Town’s Zoning map with the portion of the C-1 encumbered by the OZ-SL depicted in blue.

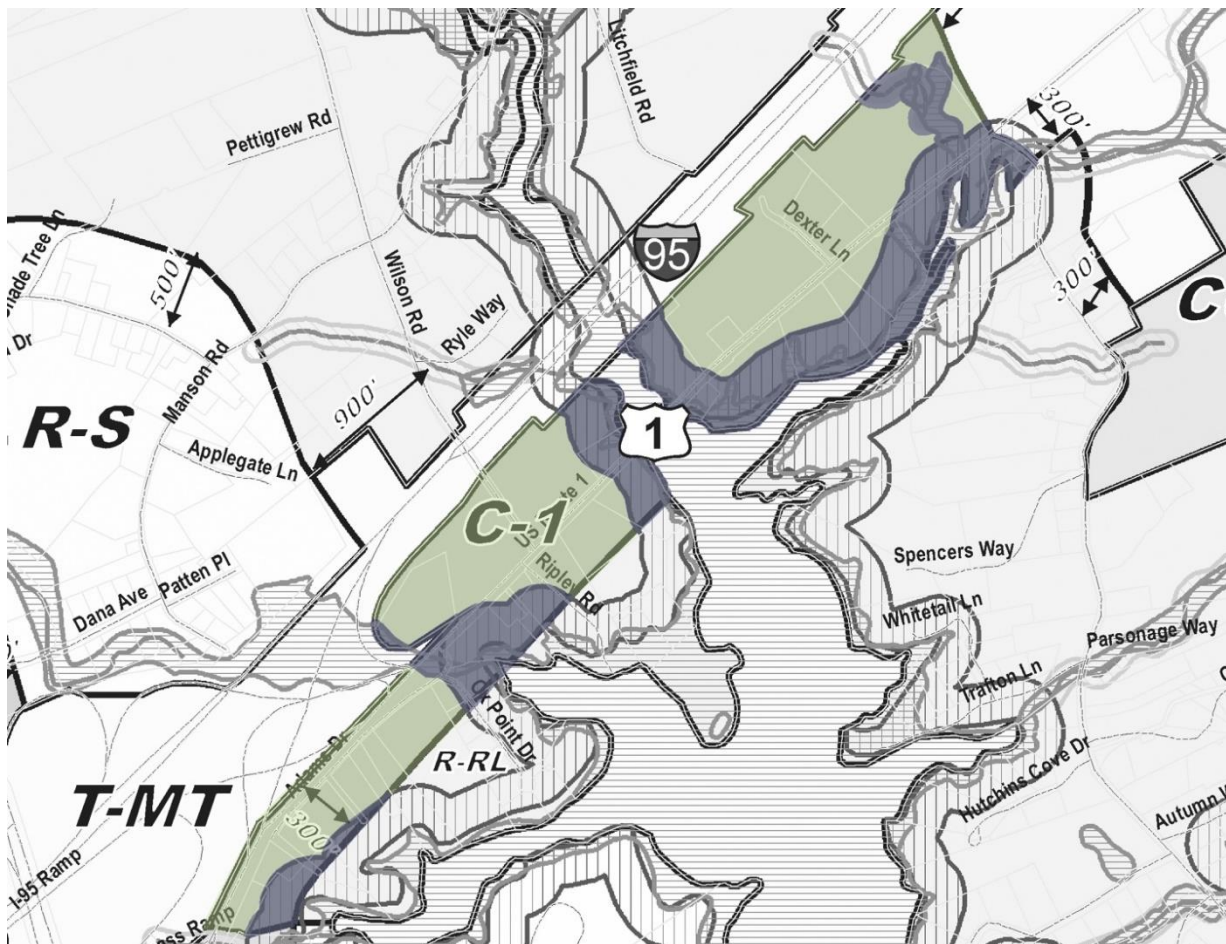


Figure 1: Colorized portion of the Town’s Zoning Map dated May 24, 2010 depicting the C-1/OZ-SL

⁶ Code § 16.3.1.6.

⁷ Code § 16.3.2.11(1)(p) (listing “Marijuana Business, except a Marijuana Cultivation Facility,” as a special exception use in the C-1).

As is evident, a significant portion of the C-1 is burdened by the OZ-SL, which means there is a *de facto* prohibition on the use of a parcel to operate a marijuana retail store on a substantial number of properties located within the C-1. Indeed, out of the twenty-six (26) properties along the Route 1 corridor in the C-1, only seven parcels are not subject to the OZ-SL (the “Permitted Parcels”) while the owners of the remaining nineteen lots (the “Prohibited Parcels”) are barred from requesting a special use exception for a marijuana business, generally, or a marijuana retail store, specifically.

Permitted Parcels			
Tax Lot #	Street Address	Tax Lot #	Street Address
47-4	375 US Route 1	38-13	306 US Route 1
47-3A	355 US Route 1	38-1	335 US Route 1
47-3	8 Dexter Lane	30-41	275 US Route 1
47-1	345 US Route 1		

Prohibited Parcels⁸			
Tax Lot #	Street Address	Tax Lot #	Street Address
47-23A	384 US Route 1	38-12	326 US Route 1
47-23	380 US Route 1	38-13A	318 US Route 1
47-24A	366 US Route 1	38-14	294 US Route 1
47-24	360 US Route 1	31-6	284 US Route 1
47-25A	350 US Route 1	31-4	286 US Route 1
47-25	340 US Route 1	31-2	290 US Route 1
38-2	301 US Route 1	30-44	283 US Route 1
38-11	336 US Route 1	22-14	230 US Route 1
38-7	325 US Route 1	22-13	240 US Route 1
38-5	315 US Route 1		

Ultimately, close to 70% of the landowners along the portion of Route 1 corridor through the C-1 cannot operate a marijuana business or lease space for that purpose, despite the fact that a marijuana business is a special use exception in the base zone.

There is a substantial disconnect, then, between what the Town Council purported to do through adoption of the Marijuana Ordinance (i.e., to provide for marijuana businesses in the C-1 as a special exception use, including a single marijuana retail store) and the net result of its actions (i.e., a

⁸ Lots are listed as “Prohibited Parcels” if some portion of the lot is encumbered by the OZ-SL. I did not determine whether the commercial building now existing on each parcel is itself within the overlay zone. Since I could not locate any language in the Code specifying what zoning regulations apply when a property is not entirely within an overlay zone, I did not endeavor to differentiate between owners of properties in the C-1/OZ-SL that could potentially request a special use exception for a marijuana retail store (because only part of their property is within the OZ-SL) and those who absolutely could not (because their properties are entirely within the OZ-SL).

prohibition on a significant percentage of commercial property owners within the C-1 from submitting a request for a marijuana retail store as a special exception use).

This outcome is particularly perplexing and frustrating to Mr. Ward because the Town Council never even discussed the OZ-SL in its deliberations on the Marijuana Ordinance.⁹

Given that the record is devoid of any reference to the OZ-SL, it is abundantly clear that the Town imposed a prohibition on marijuana businesses, in general, and marijuana retail stores, in particular, on most commercial properties in the C-1 by accident—not as a result of a deliberate process or as a solution to any specific concerns with a marijuana retail store being located in the OZ-SL.

Even if the Town Council had at some point considered whether a prohibition on marijuana businesses in the OZ-SL was warranted, it would have discovered that any such limitation on this use of land would be utterly arbitrary in light of the express purpose of the OZ-SL:

[T]o further the maintenance of safe and healthful conditions; to prevent and control water pollution; to protect fish spawning grounds, aquatic life, bird and other wildlife habitat; to protect buildings and lands from flooding and accelerated erosion; to protect archaeological and historic resources, to protect commercial fishing and maritime industries; to protect freshwater and coastal wetlands; to control building sites, placement of structures and land uses; to conserve shore cover and visual as well as actual points of access to inland and coastal waters; to conserve natural beauty and open space; and to anticipate and respond to the impacts of development in shoreland areas.¹⁰

When the Town Council discussed the draft Marijuana Ordinance at its July 19, 2021 workshop, Councilor Mary Gibbons Stevens astutely noted that the Town needed to put in place rules that serve the public good and avoid arbitrary, burdensome procedures, stating “[w]e want to make sure that whatever limits that we’re putting actually have a . . . purpose for the Town.”¹¹

Here, it is beyond dispute that there is no rational basis for prohibiting marijuana retail stores within the OZ-SL when they are authorized in the C-1 because, in every respect, the use of a space to sell marijuana is identical to the operation of any other retail establishment.¹² The sale of marijuana

⁹ At the November 18th meeting, members of the Board asked whether the prohibition on marijuana businesses operating on parcels within the C-1 and OZ-SL was the result of a purposeful decision by the Town Council or an inadvertent oversight. The records of the meetings and workshop held by the Town Council support the latter conclusion. The Town Council discussed various drafts of the Marijuana Ordinance at its June 28th and August 9th meetings and at the workshop it conducted on July 19th. No member of the council *ever* mentioned the OZ-SL. Instead, the discussions centered around whether the Town should adopt buffers to prevent clustering of marijuana retail stores; if the Town should reduce the total number of licenses from five to three; which zones were best suited to accommodate marijuana retail stores; whether more than one licensee should be allowed in the same zone; and if the Town should put in place a first-come-first-serve system or a lottery system.

¹⁰ Code § 16.3.2.17.A. This language mirrors the minimum shoreland zoning requirements set forth in 06-096 CMR ch. 1000. Those regulations place no limitation on the existence of marijuana retail operations within the state’s shoreland overlay zones.

¹¹ The timestamp for Councilor Stevens comment on the recording of the workshop is 58:30.

¹² Retail uses of property are “permitted uses” within the C-1. Code § 16.3.2.11.B(1)(g).

generates no additional pollutants or byproducts than any other retailer existing within in the OZ-SL. The offering of marijuana for sale does not pose any additional risk to nearby waterways, specifically, or the environment, generally. Even the visual and aesthetic impact of a store selling marijuana is identical to that of neighboring retailers.

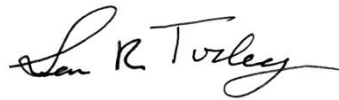
The current regulatory scheme, then, is arbitrary and unfairly penalizes properties owners within the C-1 who may decide to request a special use exception to operate a “Marijuana Retail Store” or to offer their space for lease for that purpose.

To remedy this apparent error, Mr. Ward has put forward a precise, careful solution. He asks only that “Marijuana Retail Store” be listed as a special exception use in the C-1/OZ-SL through an amendment to section 16.3.2.17.B(10)(b) of the Code. This text amendment would not (a) increase the total number of marijuana retail stores allowed under the Marijuana Ordinance; (b) expand the area in which marijuana retail stores may be located in other commercial zones; (c) allow for marijuana businesses, as a class, to be located within the portions of the C-1 subject to the OZ-SL; or (d) change “Marijuana Retail Store” from a special exception use to a permitted use, which means that the Board will maintain its authority to deny a request for a special exception use when the facts before it warrant that decision.¹³

Because Mr. Ward’s proposed text amendment is narrowly tailored to address an arbitrary limitation on the location of a marijuana retail store within the C-1 that resulted from an inadvertent oversight on the part of the Town Council, Mr. Ward respectfully asks that the Board support the proposed text amendment to add a “Marijuana Retail Store” to the list of “special exception uses” in the portions of the C-1 burdened by the OZ-SL by amending 16.3.2.17.B.10.b of the Code.

I look forward to appearing with Mr. Ward at the Board’s December 9 public hearing on this matter and the future hearing before the Town Council. In the interim, please reach out if any questions or concerns arise.

Best Regards,



Sean R. Turley, Bar No. 6351
sturley@mpmlaw.com

MURRAY PLUMB & MURRAY
75 Pearl Street, P.O. Box 9785
Portland, Maine 04104-5085
(207) 773-5651

¹³ Code § 16.1.4.B(6)(b) (“The Board is to . . . [h]ear and decide . . . special exception use requests . . .”).

**TITLE 16
LAND USE ZONE
MARIJUANA BUSINESS IN SHORELAND OVERLAY ZONE**

The applicant is requesting the Council amend Title 16.4.19 as follows:

- 1 § 16.4.19.F Shoreland Overlay Zone OZ-SL-Commercial-1 Zone (C-1)
- 2 2. Special Exception Uses
- 3 [\(cc\) Marijuana Retail Sales](#)

Rice Public Library Corporation

February 4, 2022

Dear Kittery Town Council:

Please approve the following sponsored spaces for the Rice Public Library:



Multimedia Technology:

“Given by the Davis Foundation”

Gallery:

“Given in honor of Guy Petty”

YA Non-fiction (second floor, original Rice Building):

“Given by Janet and Terry Gagner”

YA Study Room:

“Given by Sarah and Edward Brewer”

YA Game Room:

“Given by Rich, Kristina and Christian DeMarco”

Bookcases:

“Given by Altus Engineering”

“Given in honor of Kimberly Green”

“Given by Karen Saltus in memory of Loring, Gayle and Elsie Saltus

“Given by Beth Segers in memory of her mother Elizabeth”

These gifts will be recognized with a plaque (using the language above) in the areas; on the Donor Wall (for individual contributions of \$2500 or higher); and in the Book of Benefactors (all individual donors).

Upon acceptance of these sponsored spaces, we will forward a check to the Town of Kittery for \$85,000, from our Capital Campaign fund.

Thank you for your support of the Rice Public Library and the wonderful expansion and renovation project.

Best regards-

Dianne Fallon

Rice Library Campaign Chair

Cc: Rachel Dennis, RPLC President; Lee Perkins, Director, Rice Public Library



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

REPORT TO TOWN COUNCIL

Meeting Date: February 14, 2022
From: Kendra Amaral, Town Manager
Subject: Community Resilience Partnership
Councilor Sponsor: Chairperson Judy Spiller

OVERVIEW

The Town is seeking to apply for state offered grants to advance our efforts in developing a Climate Action Plan and to fund implementation of goals and objectives established by the Town Council and recommended by the Climate Adaptation Committee.

To be eligible to apply for grants, the Town must first enroll as a Partner. The application for enrollment as a partner requires the attached proclamation be adopted by the Town Council and sent along with information about the Town's priorities and current efforts on climate change and adaptation. We are in the process of assembling this documentation.

Once enrolled as a partner, Kittery will collaborate with SMPDC and the towns of Kennebunk, Kennebunkport, and Biddeford to apply for funding to support the development of our Climate Action Plan. The Town is pursuing a cohort approach to developing our local climate action plan. The cohort approach allows us to reduce costs by sharing resources, to build on each other's experiences, and to identify regional objectives that could have a significant impact on climate change in our region. The Climate Action Plan development process is expected to kick off in the next few months.

RECOMMENDATION

Adopt the proclamation as proposed.

ATTACHMENTS

- Draft Community Resilience Partnership Proclamation
- Information about the State's Community Resilience Partnership Grant program



KITTERY TOWN COUNCIL

PROCLAMATION COMMUNITY RESILIENCE PARTNERSHIP

1 **WHEREAS**, the Town of Kittery has completed the Community Resilience Partnership's
2 Community Resilience Self-Assessment and List of Community Actions; and

3 **WHEREAS**, the Town of Kittery, through its Town Council and its Climate Adaptation
4 Committee have engaged the community in multiple discussions regarding priorities and action
5 areas; and

6 **WHEREAS**, the Town of Kittery, has locally and regionally engaged in projects to map coastal
7 flooding, sea-level rise risks, greenhouse gas inventories, local composting, and other climate
8 action activities;

9 **NOW, BE IT RESOLVED**, the Town of Kittery commits to participating in the Community
10 Resilience Partnership, which supports community leadership in reducing greenhouse gas
11 emissions and increasing resiliency to extreme weather and climate change impacts; and

12 **BE IT FURTHER RESOLVED**, the Town of Kittery designates the Town Manager to coordinate
13 planning, implementation, and monitoring of energy and resilience projects and to be the
14 primary point of contact to the Community Resilience Partnership;

15 **INTRODUCED** and read in a public session of the Town Council on the ____ day of _____,
16 2022, by: _____ {NAME} Motion to approve by Councilor
17 _____ {NAME}, as seconded by Councilor _____ {NAME} and
18 passed by a vote of _____.




COMMUNITY
RESILIENCE PARTNERSHIP



GOVERNOR'S OFFICE OF
Policy Innovation and the Future

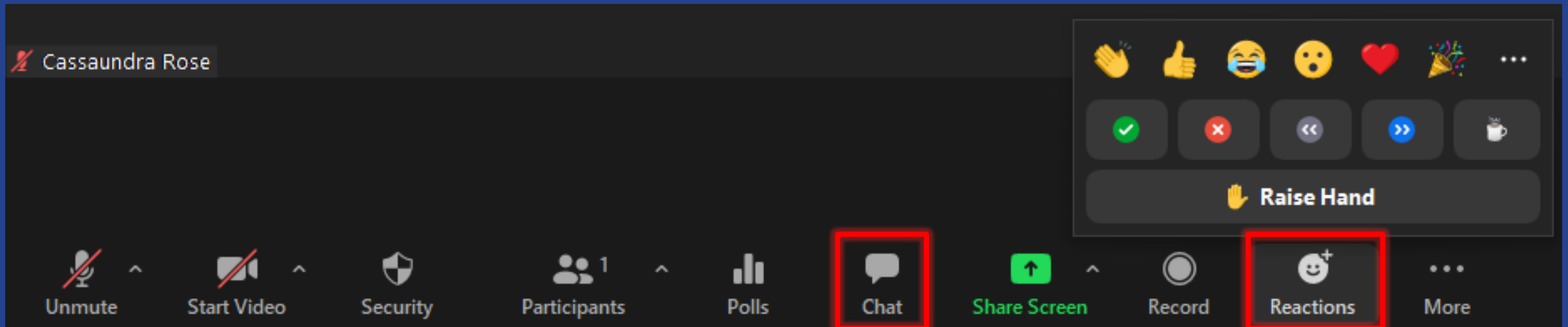
DECEMBER 14, 2021

Brian Ambrette
Senior Climate Resilience Coordinator

Sarah Curran
Deputy Director, Climate Planning and Community Partnerships

Zoom Tech Reminders and How to Pose Questions

- Please remain on mute unless invited to speak
- Questions can be submitted via the chat
- Use the Reactions -> “Raise Hand” button to ask a question live



CLIMATE COUNCIL GOALS



12.01.20
Climate Action Plan
Delivered



ACHIEVE STATE
CARBON NEUTRALITY BY
2045

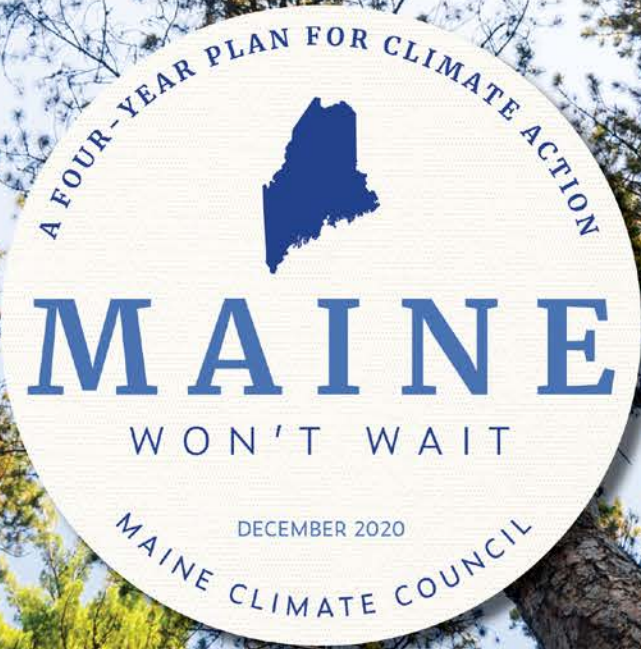
REDUCE MAINE'S GREENHOUSE GAS EMISSIONS
BY TARGETS OUTLINED IN STATE LAW

45%
BELOW 1990 LEVELS
BY 2030

80%
BELOW 1990 LEVELS
BY 2050



ENSURE MAINE PEOPLE, INDUSTRIES, AND COMMUNITIES
ARE RESILIENT TO THE IMPACTS OF CLIMATE CHANGE.



A FOUR-YEAR PLAN FOR CLIMATE ACTION



MAINE

WON'T WAIT

DECEMBER 2020

MAINE CLIMATE COUNCIL

Maine's Climate Action Strategies



A. Embrace the Future of Transportation in Maine



D. Grow Maine's Clean Energy Economy and Good Jobs



G. Invest in Climate-Ready Infrastructure



B. Modernize Maine's Buildings



E. Protect Maine's Environment and Working Lands and Waters, Increase Carbon Sequestration



H. Engage People and Communities in Climate Impacts and Program Opportunities



C. Reduce Carbon Emissions the Energy and Industrial Sectors through Clean Energy Innovation



F. Build Healthy and Resilient Communities



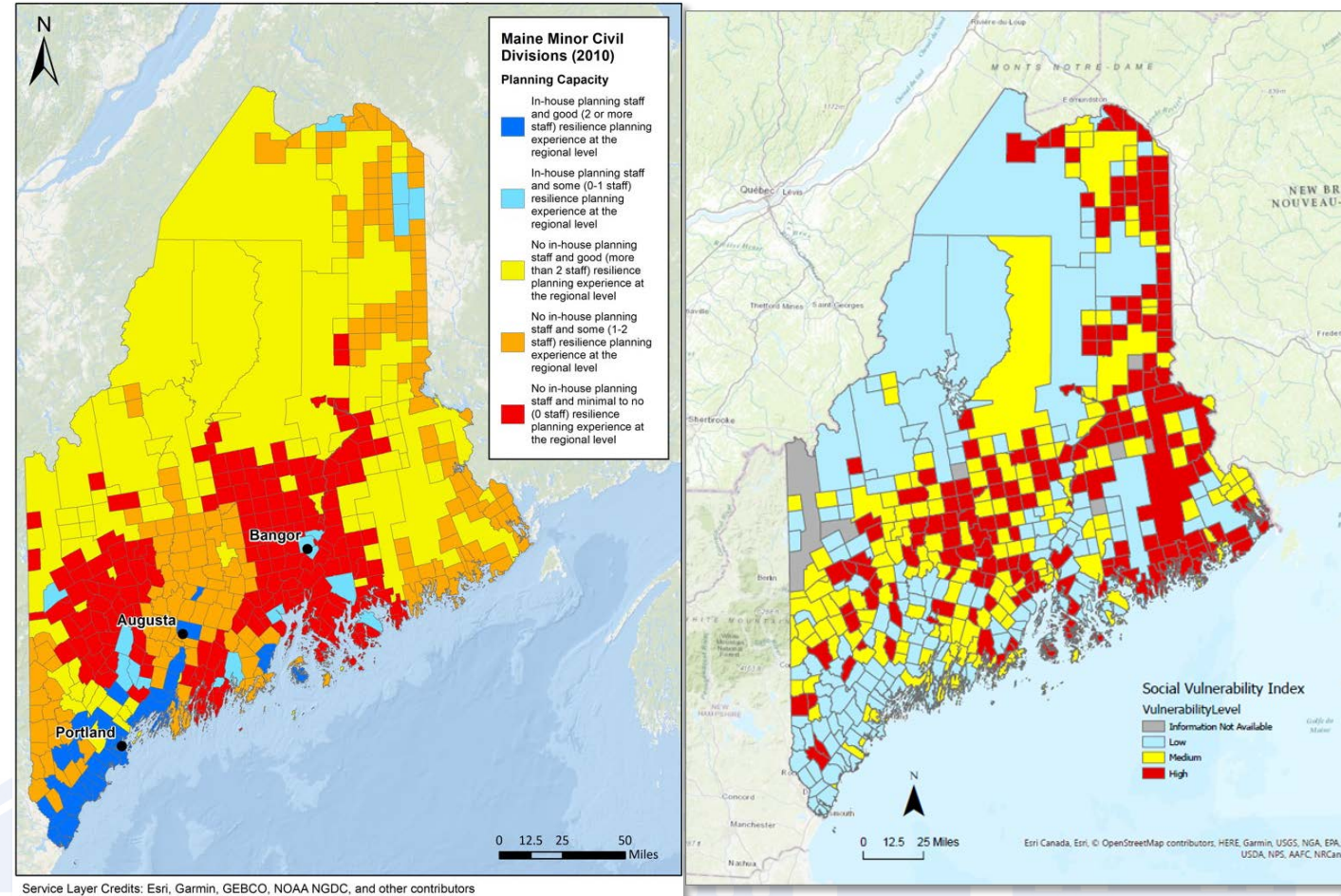
Community Resilience Partnership

www.maine.gov/future/climate/community-resilience-partnership

Purpose

Through grants and technical assistance, the Community Resilience Partnership assists communities to:

- reduce carbon emissions,
- transition to clean energy, and
- become more resilient to climate change effects such as to extreme weather, flooding, rising sea levels, public health impacts, and more.



Community Resilience Partnership

\$4.75 million for local, tribal, and regional grants to reduce carbon emissions and prepare for climate change impacts

3 types of funding opportunities

- **Grants to communities** for planning and implementation
- **Grants to service provider organizations** to help communities get started
- **Contracts with regional coordinators** to support communities in implementation and securing funding



Informational Webinars - December 14

GOPIF is hosting three webinars about the Partnership. Each webinar covers one of the three grants. All webinars will be recorded and posted to the Partnership website for replay.

11:00 a.m. - **Community Action Grants** Informational Webinar

1:00 p.m. - **Service Provider Grants** Informational Webinar

3:00 p.m. - **Regional Coordinators Pilot RFP** Informational Webinar

Recordings accessible at www.maine.gov/future/climate/community-resilience-partnership



Enrolling in the Partnership

1. Pass a municipal resolution or obtain a letter from a tribal chief committing to participate
 - Model language provided
2. Complete two self-assessments
 - List of Community Actions
 - Community Resilience Self-evaluation
3. Hold a community workshop(s) and set priority action items

Rolling enrollment begins January 1, no deadlines.

Need help with the steps? Seek out a service provider.

Community Resilience Partnership
Community Resilience Partnership | Office of Policy Innovation & Future (maine.gov)

Program Contact: Brian Ambrette
 brian.ambrette@maine.gov

Community Resilience Self-Evaluation

Instructions: This tool is intended to help organize your community's approach to increasing resilience to natural hazards and climate change impacts. Answer the questions to the best of your knowledge and seek information from your colleagues in municipal and county government and organizations in your community. Provide any relevant information in the explanation field. If it is difficult to give a clear yes or no response to a question, use the explanation field to explain why. **There are no wrong answers and the responses here will not affect your community's eligibility to receive grants.** Where the response to a question is no, that may indicate an area of opportunity to address through a Community Action Grant.

Community name:

Self-Evaluation responses please include contact info:

Date:

Was this evaluation discussed at a community workshop? Include details of the workshop.

Once the questions on the form are completed, please email the responses to:

What are two things your community is doing well?

What are two areas that could be improved in the short-term?

What is important for your community to address in the long-term?

What specific 3 to 5 action priorities for your community?

Revised December 1, 2021

Community Resilience Partnership
Community Resilience Partnership | Office of Policy Innovation & Future (maine.gov)

Program Contact: Brian Ambrette
 brian.ambrette@maine.gov

List of Community Actions
Revised December 1, 2021

	Strategy Areas & Actions	Additional Resources (\$=funding source)
Strategy Area A: Embrace the Future of Transportation		
Accelerate the Transition to Electric Vehicles (EVs)		
A1	Purchase or lease electric vehicles for municipal or tribal government-owned vehicle fleets. (Grants capped at \$2,000 per light duty EV.)	Efficiency Maine: Municipal EV rebates (\$)
A2	Install EV chargers in public parking areas.	Efficiency Maine: EV supply equipment initiative (\$)
A3	Adopt ordinances to encourage EV charging infrastructure, including at multifamily dwellings, businesses, and public parking areas.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
A4	Adopt an anti-idling ordinance.	Example: Bar Harbor Municipal Code
Improve Mobility and Reduce Vehicle Miles Traveled (VMT)		
A5	Implement strategies that increase public transit ridership and alternative transportation modes, including bike and walking.	
A6	Implement strategies that encourage municipal/tribal employees to commute via carpools, public transit, bike/walk, or other alternatives to single-occupancy vehicles.	
A7	Adopt a telework policy for municipal/tribal government staff positions that can work remotely some days per week.	
A8	Adopt land use and development policies in plans and codes that reduce the need for driving (e.g. locating schools, workplaces, and shopping near where people live; encouraging density of development near housing and transportation).	
A9	Adopt a Complete Streets policy which addresses safety, bike/pedestrian uses, and transit.	Maine DOT Complete Streets
A10	Adopt a broadband plan that reduces the need to drive by increasing access to high speed internet for underserved residents to support telecommuting, access to remote education and telehealth.	Connect Maine planning and infrastructure grants (\$)

Community Action Grants (RFA)

Grants to communities for priority projects that reduce energy use and costs and/or make their community more resilient to climate change effects, such as flooding, extreme weather, drought, and public health impacts.

Intended outcomes:

Emissions reductions and improved community resilience.

Leveraging federal and other funds for larger projects.

Community Action Grants (RFA)

Eligibility

- **Municipalities and federally recognized tribes in Maine** (multi-community applications encouraged)
- Currently enrolled or submitting an enrollment form with Community Action Grant application
- Regional planning organizations (RPOs, COGs, EDOs, and EMAs) may apply on behalf of small (Tier 1) communities with letters of commitment

Community Action Grants (RFA)

Two options

Option 1: No-match grants for one or more activities on the **List of 72 Community Actions that align with **Maine Won't Wait****

	A	B	C	D
1	Community Resilience Partnership			
2	List of Community Actions			
3	Revised December 1, 2021			
4	✓	Strategy Areas & Actions		Additional Resources (\$=funding source)
5	Strategy Area A: Embrace the Future of Transportation			
6	Accelerate the Transition to Electric Vehicles (EVs)			
7		A1	Purchase or lease electric vehicles for municipal or tribal government-owned vehicle fleets. (Grants capped at \$2,000 per light duty EV.)	Efficiency Maine: Municipal EV rebates (\$)
8		A2	Install EV chargers in public parking areas.	Efficiency Maine: EV supply equipment initiative (\$)
9		A3	Adopt ordinances to encourage EV charging infrastructure, including at multifamily dwellings, businesses, and public parking areas.	Municipal Electric Vehicle Readiness Toolkit (Southern Maine Planning and Development Commission)
10		A4	Adopt an anti-idling ordinance.	Example: Bar Harbor Municipal Code
11	Improve Mobility and Reduce Vehicle Miles Traveled (VMT)			
12		A5	Implement strategies that increase public transit ridership and alternative transportation modes, including bike and walking infrastructure.	
13		A6	Implement strategies that encourage municipal/tribal employees to commute via carpools, public transit, bike/walk, or other alternatives to single-occupancy vehicles.	
14		A7	Adopt a telework policy for municipal/tribal government staff positions that can work remotely some days per week.	
15		A8	Adopt land use and development policies in plans and codes that reduce the need for driving (e.g. locating schools, workplaces, and shopping near where people live; encouraging density of development near housing and transportation).	
16		A9	Adopt a Complete Streets policy which addresses safety, bike/pedestrian uses, and transit.	Maine DOT Complete Streets
17		A10	Adopt a broadband plan that reduces the need to drive by increasing access to high speed internet for underserved residents to support telecommuting, access to remote education and telehealth.	Connect Maine planning and infrastructure grants (\$)



Community Action Grants (RFA)

Option 2: Grants for other community-identified climate priorities that support capacity building, planning, and implementation of clean energy, emissions reduction, and community resilience projects (local match required, in-kind allowed)

- 10% local match for Tier 1 and Tier 2 communities
- 20% local match for Tier 3 communities

Community Tiers

- Tier 1 - Population below 4,000
- Tier 2 - Population between 4,000 and 10,000 or state tax assessment less than \$25 million
- Tier 3 - Population above 10,000 and state tax assessment over \$25 million



Community Action Grants (RFA)

Two grant rounds per year: March 22 & September 20 in 2022

Awards capped at \$50,000 for individual communities and \$100,000 for multi-community proposals

Reporting: All funded projects will be required to provide quarterly updates, project deliverables, and a brief project case study that communicates lessons learned.

The applicant(s) should develop and track metrics, both for success of the project and progress toward long-term community goals.

Community Action Grants (RFA)

Equity

- Maine's climate response must ensure shared benefits across diverse populations of Maine people.
- Robust community engagement, for example inclusive planning processes so that diverse community voices are able to participate.
- Applicants should consider the potential benefits of their proposed climate action projects and, if applicable describe how the project distributes those benefits equitably.

Community Action Grants (RFA)

Next application deadline: March 22

Questions due January 18

COMMUNITY RESILIENCE PARTNERSHIP

To Join the Partnership:

Adopt
Resolution of Commitment

Complete
Pair of Self-Assessments

Hold
Community Workshop to
Prioritize Initial Climate Resilience
and Clean Energy Actions

Submit

- Enrollment form
- Documentation of enrollment criteria

Open enrollment, no deadline

If a community needs assistance enrolling, there are grants available to service providers to help them with enrollment and their action grant application.

Once Joined:

Congratulations!
Your community is
eligible for action grants

Apply
for a Community Action Grant

Applications are accepted
Twice a Year: March 22 &
September 20

To Maintain Active Status:

Every 2 Years:

- Reevaluate the pair of self-assessment
- Show evidence of progress



maine.gov/future/climate/community-resilience-partnership

Website and Contact

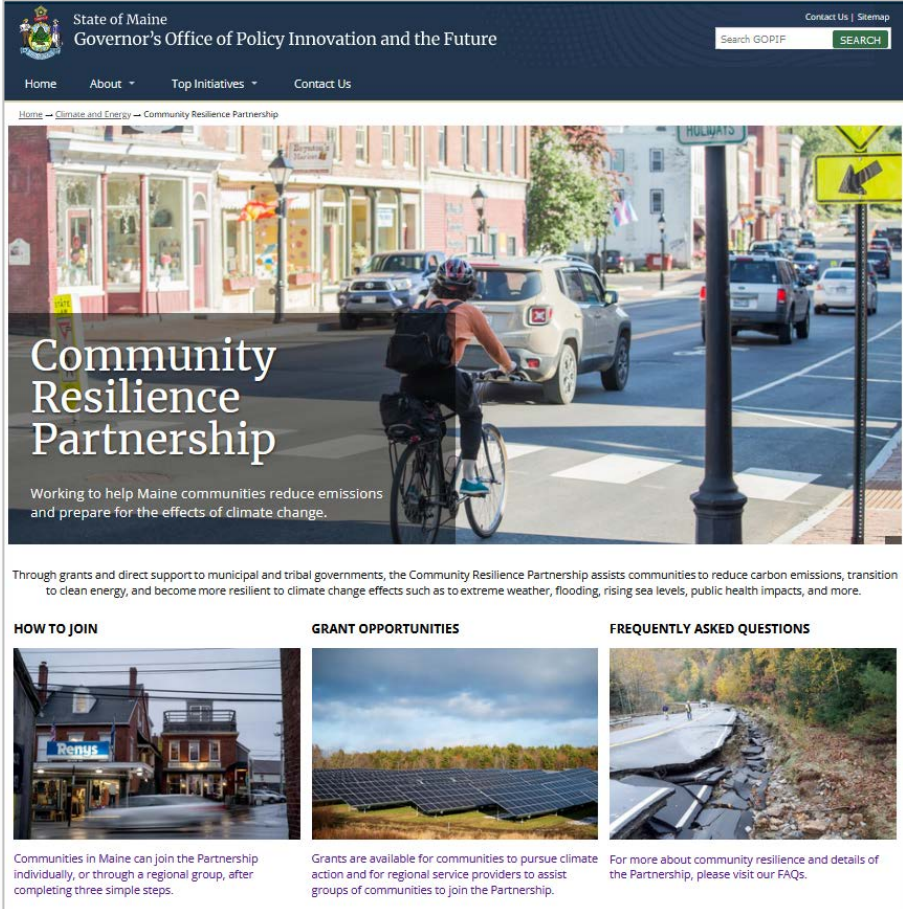
www.maine.gov/future/climate/community-resilience-partnership

- Joining the Partnership
- 3 program applications
- Frequently Asked Questions

Brian Ambrette

Senior Climate Resilience
Coordinator

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The screenshot shows the website for the Community Resilience Partnership. At the top, it features the State of Maine logo and the text "State of Maine Governor's Office of Policy Innovation and the Future". A search bar is located in the top right corner. Below the header, there is a navigation menu with links for "Home", "About", "Top Initiatives", and "Contact Us". The main content area has a breadcrumb trail: "Home → Climate and Energy → Community Resilience Partnership". The central image shows a person riding a bicycle on a city street. Overlaid on this image is the text "Community Resilience Partnership" and a sub-headline: "Working to help Maine communities reduce emissions and prepare for the effects of climate change." Below the image, there is a paragraph of text: "Through grants and direct support to municipal and tribal governments, the Community Resilience Partnership assists communities to reduce carbon emissions, transition to clean energy, and become more resilient to climate change effects such as to extreme weather, flooding, rising sea levels, public health impacts, and more." At the bottom, there are three columns of content: "HOW TO JOIN" with an image of a town street, "GRANT OPPORTUNITIES" with an image of solar panels, and "FREQUENTLY ASKED QUESTIONS" with an image of a damaged road.

Service Provider Grants (RFA)

Grants to regional service providers who recruit groups of two to five communities to join the Partnership, conduct robust community engagement that sets priorities for implementing actions on the List of Community Actions, and apply for Community Action Grants and other funding opportunities to implement community energy and climate priorities.

Intended outcomes:

New enrollments by 2-5 communities. Lists of each community's priority projects and cooperative priorities. Assistance to communities in applying for Community Action Grants.

Service Provider Grants (RFA)

Eligibility

- Regional planning organizations, councils of governments, regional economic development organizations, county governments (including EMAs and soil conservation districts)
- Nonprofits
- Academic institutions and cooperative extension programs
- For-profit enterprises
- In special cases, municipalities that demonstrate robust in-house capacity that is to be provided to smaller communities in the region

Service Provider Grants (RFA)

Two grant rounds per year: February 15 & August 16 in 2022

Awards: Applicants may request up to \$10,000 per community in the group. 15% cost share (in-kind allowed)

- An additional \$2,500 may be requested for each Tier 1 community or each community in the highest social vulnerability category
- Grant period is 12 months. However, service providers are encouraged to prepare communities for the earliest possible enrollment and Community Action Grant deadline

Intend to make at least one award in each region:

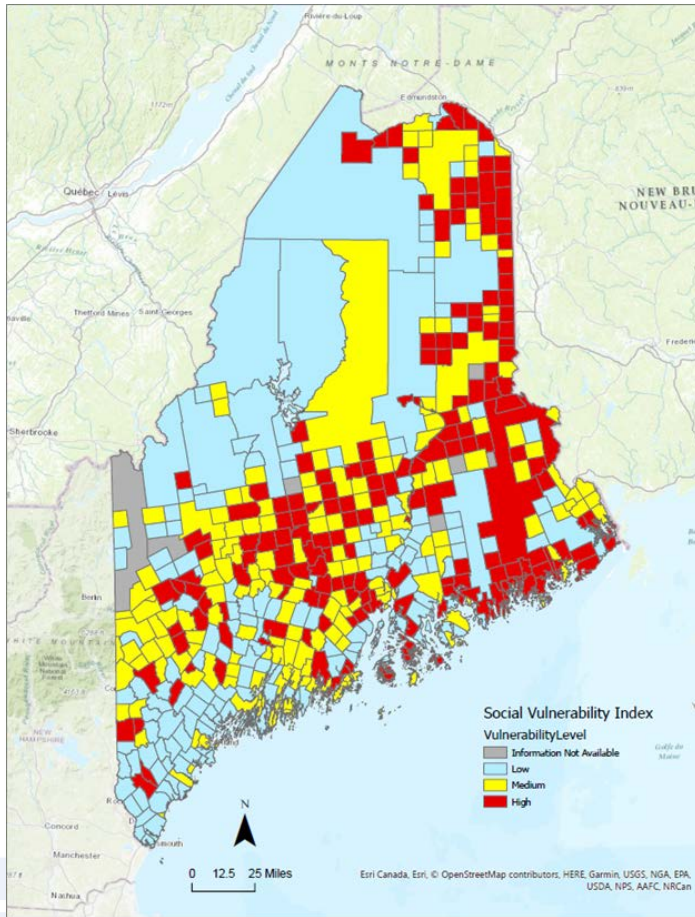
Region 1: York, Cumberland, Sagadahoc, Lincoln, and Knox Counties

Region 2: Waldo, Hancock, and Washington Counties

Region 3: Androscoggin, Oxford, Kennebec, Franklin, and Somerset Counties

Region 4: Piscataquis, Aroostook, and Penobscot Counties

Region 5: Federally recognized Tribes in Maine



Service Provider Grants (RFA)

Tasks for Service Providers

- As part of the grant application, **recruit a group of 2-5 communities** and provide letters of support from each (strongly encouraged to seek letters from municipal officials, local civic leaders, and state legislators)
- Once grant is awarded, assist the communities in the group with **completing the three enrollment activities** and submitting for enrollment within 12 months
- Assist communities in the group with **applying for Community Action Grants** and other funding options for priority actions
- Provide to GOPIF **quarterly updates, project deliverables, and brief case study** on lessons learned

Service Provider Grants (RFA)

Next application deadline: February 15, 2022

Questions due January 11, 2022

COMMUNITY RESILIENCE PARTNERSHIP

For Service Providers

Recruit

a group of 2-5 communities and apply for a Service Provider Grant.

Service provider grant applications are accepted two times per year:

FEBRUARY 15
AUGUST 16

Assist

communities to join the Partnership by completing the 3 criteria

3 CRITERIA:

adopting a resolution of commitment, completing a pair of self-assessments, and holding a community workshop to prioritize initial climate resilience and clean energy actions.

Open enrollment, no deadline

Assist

communities to apply for action grants

Action grant applications are accepted two times per year:

MARCH 22
SEPTEMBER 20



maine.gov/future/climate/community-resilience-partnership

Website and Contact

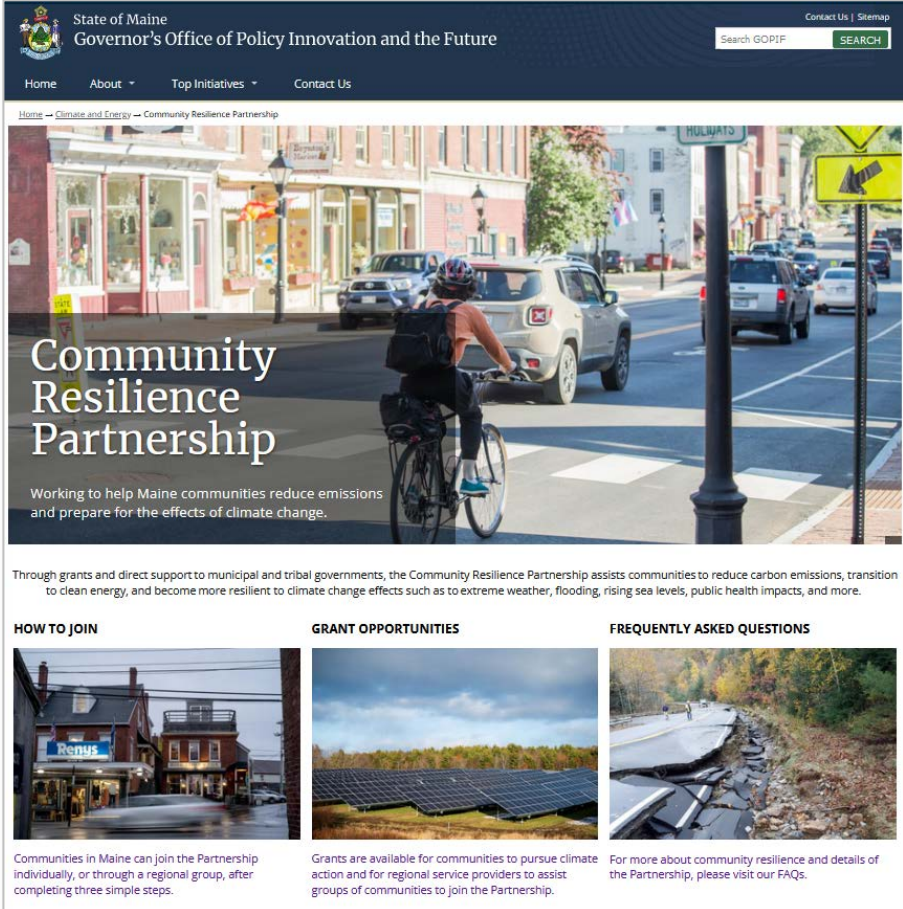
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State of Maine
Governor's Office of Policy Innovation and the Future

Home About Top Initiatives Contact Us

Home → Climate and Energy → Community Resilience Partnership

Community Resilience Partnership

Working to help Maine communities reduce emissions and prepare for the effects of climate change.

Through grants and direct support to municipal and tribal governments, the Community Resilience Partnership assists communities to reduce carbon emissions, transition to clean energy, and become more resilient to climate change effects such as to extreme weather, flooding, rising sea levels, public health impacts, and more.

HOW TO JOIN

Communities in Maine can join the Partnership individually, or through a regional group, after completing three simple steps.

GRANT OPPORTUNITIES

Grants are available for communities to pursue climate action and for regional service providers to assist groups of communities to join the Partnership.

FREQUENTLY ASKED QUESTIONS

For more about community resilience and details of the Partnership, please visit our FAQs.

Regional Coordinators Pilot (RFP)

The State of Maine is seeking proposals to provide technical assistance to communities in Maine to reduce energy use and costs, transition to clean energy and become more resilient to climate change.

This program complements the Service Provider and Community Action grants, with a focus on supporting communities and their service providers to fund and implement priority climate and energy projects.

Regional Coordinators Pilot (RFP)

Intended outcomes:

12-15 communities secure funding and other resources to implement emissions reductions and resilience projects

The project will demonstrate innovative and replicable models for regional technical assistance and will inform efforts to support community and regional climate and energy projects, as recommended in the state climate action plan.

Regional Coordinators Pilot (RFP)

Eligibility

- regional planning organizations, councils of governments, regional economic development organizations, county governments, regional public health agencies
- nonprofit organizations,
- academic institutions and cooperative extension programs,
- for-profit enterprises.

Partnerships between regional entities and other service providers that **create new capacities or increase knowledge exchange** are welcome.

Regional Coordinators Pilot (RFP)

Awards: This is a one-time pilot with two-year funding. Applicants may request up to \$100,000 per year for two years.

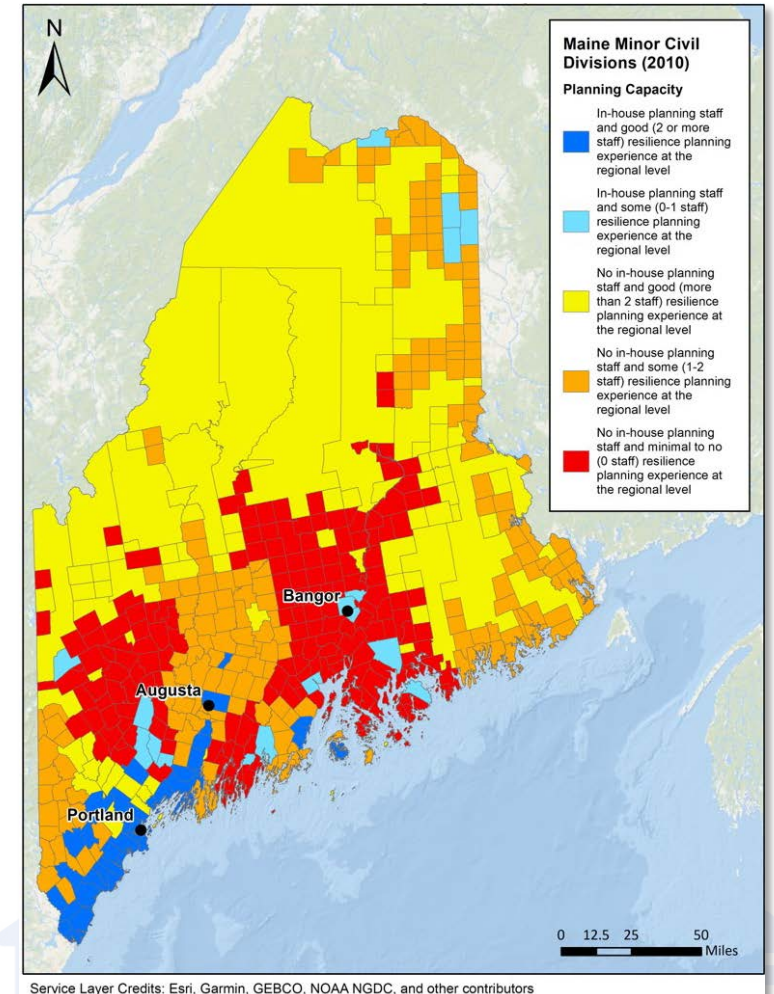
Regions

Region 1: York, Cumberland, Sagadahoc, Lincoln, and Knox Counties.

Region 2: Waldo, Hancock, and Washington Counties.

Region 3: Androscoggin, Oxford, Kennebec, Franklin, and Somerset Counties.

Region 4: Piscataquis, Aroostook, and Penobscot Counties.



Regional Coordinators Pilot (RFP)

Tasks

1. Establish new capacity by creating, recruiting, and filling a new position at your organization to lead these services
2. Assist enrolled communities with implementation of priority actions, with a focus on securing state, federal, and other funding
 - Assistance to at least 15 communities, with at least 12 funding applications submitted
3. Develop and deliver training and peer learning opportunities, case studies, tools, and other resources
 - At least 2 trainings or peer learning activities per year and
 - At least 4 case studies
4. Foster and support collaborative efforts among communities enrolled in the Partnership and service providers
5. Identify and engage communities that have not yet enrolled in the Partnership. Connect them to potential service providers. Assist enrolled communities to maintain active enrollment status.
6. Collaborate with GOPIF and the other regional coordinators to share data, best practices, and lessons learned.
 - Collecting and reporting metrics
 - Quarterly and annual reporting

Regional Coordinators Pilot (RFP)

Proposals due January 25

Questions due January 11

Website and Contact

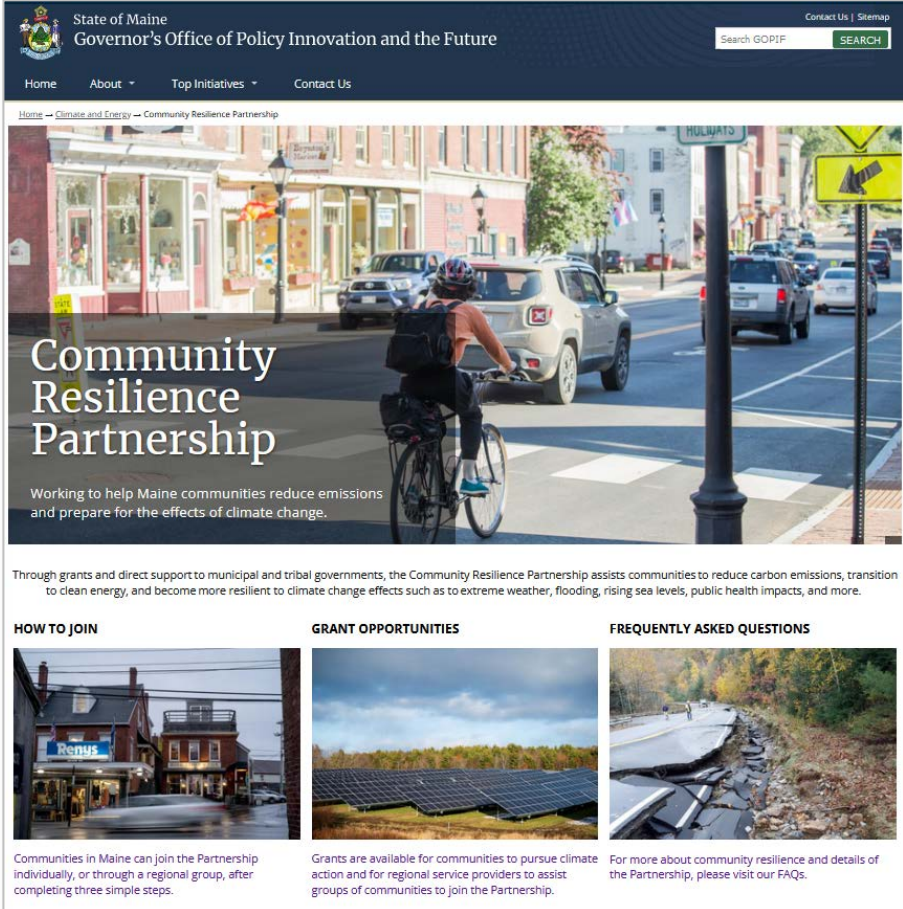
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Questions

Please put questions into the chat

Thank You

www.maine.gov/future/climate/community-resilience-partnership





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

REPORT TO TOWN COUNCIL

Meeting Date: February 14, 2022
From: Beaches Fires Working Group
Subject: Title 12 – Seapoint and Crescent Beaches Fires
Council Sponsor: Chairperson Judy Spiller

EXECUTIVE SUMMARY

The Kittery Town Council formed the Beaches Fires Working Group to provide recommendations to address the neighborhood complaints about debris and late-night noise from the growing number of fires at Seapoint Beach, and the strong community-wide interest in allowing fires to continue at the beaches.

The Beaches Working Group was comprised of five residents and representatives from the Kittery Land Trust, the Parks Commission, Town Council, the Fire and Police Chiefs, the Animal Control officer, and the Town Manager.

The Working Group's review of how beach communities from South Portland to Cape Cod regulate beach fires indicated that communities either do not allow beach fires or carefully regulate them through a permitting system.

The Working Group is recommending the Council adopt regulations that would continue to allow fires at the beaches, while attempting to control debris, trash, and noise. The proposed regulation:

- Establishes an online permitting system that allows for 5 fire permits to be issued per day by the Fire Department from April 1 to November 1;
- Establishes a ban on burning construction debris, pallets, furniture, trash, etc. (only firewood allowed);
- Requires that fires are extinguished with sea water, leaving no burning coals;
- Requires that the permit holder remove all trash.

The Working Group felt that fires at the relatively distant Crescent Beach, the structure of which naturally extinguishes fires with each high tide, not be restricted. The Working Group did agree that fires should be prohibited on the north end of Seapoint, beginning at the northern edge of the lower parking lot, where residences directly adjacent to the beach; and reaffirmed that the marsh area should remain off limits.

The Working Group recommends that residents (transfer station sticker holders) not be charged for fire permits, but non-residents pay fifteen dollars (\$15) per permit. Finally, the Working Group suggests that the policy and resulting regulations, if adopted by Council, be reviewed the year following adoption.

BACKGROUND

The Beaches Fires Working Group was formed by Town Council in spring of 2021, in response to growing complaints about fires on Seapoint Beach. The Working Group met five times from July until December. Its membership included five residents (Michael Blackman, Ed Golden, Mike Murphy, Drika Overton, and Todd Thayer) -- all of whom responded to the Town's solicitation for membership -- as well

as Kittery Land Trust representative Melissa Paly, Parks Commission representative Denise Payne, Town Councilor Judy Spiller, Town Manager Kendra Amaral, Fire Chief David O'Brien, Police Chief Robert Richer, and Animal Control Officer William Walsh.

Complaints about the fires focused on the number of fires occurring at one time, litter (cans, broken bottles, and other debris) associated with the fires, fires still burning the following morning, fire materials such as construction debris, pallets, branches from trees in the marsh, and sometimes, furniture remaining on the beach, and fires built up against the marsh, posing a fire hazard. Daytime beach users complained about the debris from the fires. Residents living adjacent to the beach complained about late-night noise; people relieving themselves on their property; and on some summer nights, so much smoke from the fires that they had to keep their windows closed.

Others in the community argued that the fires are part of a Kittery tradition and that most extinguished their fires and took their trash home. Several commented that beach fires were one of few ways young people could gather safely during the pandemic.

Seapoint is a small beach less than a mile long, bordered on the northwest by private residences and on the west by an extensive salt marsh. There is a low vegetated dune crest along that western border. The only access point is the small parking area at the end of Seapoint Road. During the day, particularly when the weather is warm, a combination of families and others can be found picnicking, sun-bathing, and swimming; there are beach walkers, many with dogs, during the permitted hours; and photographers, bird watchers, and others use the beach as well. Early morning and late in the day, surf fishing is common. Seapoint/Crescent is one of the darkest locations in the Seacoast, attracting those watching the stars when celestial events occur.

The past three summers, however, the number of fires and the number of people at those fires increased significantly, which increased the trash left behind. Last summer, on a typical warm evening, there was at least one fire and sometimes a dozen or more spread the length of the beach though mostly clustered close to the parking lot. The inaccessible nature of Crescent Beach with its steep cobble scarp placed a natural limit on fires. At Crescent, the remains of the few fires were carried away with the next tide.

Policing the area has always presented challenges. The only access is the small parking lot at the end of Seapoint Road. Walking the length of the beach after dark can take twenty minutes or more. Parking is restricted after 11 pm and before 3 am, but some people clearly risk being ticketed and stay beyond that time.

Current regulations do require permission for a fire at Seapoint and Crescent:

§ 12.4.9 Fires.

No person may start or allow any fire to burn within Seapoint or Crescent Beaches except in suitable facilities provided by the municipality or where permission has been obtained from the municipal Fire Chief, Town Forest Fire Warden. A permit will not be required for the use of portable stoves which are fueled by propane gas, sterno or briquettes. In the event that any cooking or other fire or burning herein allowed is undertaken by any person, said person before leaving such fire must totally extinguish the same.

The restriction has not been enforced for many years. It dates from when there was a bathhouse and a road along the marsh. These were washed away by a hurricane in the seventies. Until the last two years, there were not enough fires to merit concern.

COMMITTEE PROCESS

Goal

The Working Group wanted to limit the debris, noise, and bad behaviors associated with the large number of fires, while still retaining the ability to have fires for those who conducted themselves responsibly. Aware of the challenges associated with rule enforcement after dark on a beach on the edge of town, and only accessible by foot, it sought a simple system that provided rules, but was realistic in the enforcement.

Coastal Community Examples

To understand how to control the negative effects of the fires without completely prohibiting them, the Working Group first looked at how other communities address beach fires. It interviewed community representatives from South Portland to Cape Cod. Virtually all either did not allow fires or strictly controlled the number of fires with a limited number of permits. On Cape Cod, restrictions were either lifted or lightened during the winter months.

Consideration of Options

The Working Group then generated a list of options. It agreed that the preferred option would likely be a compromise and should to the extent possible 1) be fair to those wanting the occasional small beach fire, and to residents, abutting the beach; 2) be enforceable; and 3) protect the marsh. The options considered included do nothing, banning fires completely, allowing a limited number of fires by permit, and limiting permits to residents only.

Doing nothing meant that the level of debris, noise, and potential for damage would likely increase. Banning fires meant that the community would be denied an activity they have long enjoyed. While resident-only access to fires seemed attractive, it raised constitutional issues around requiring people to provide identification. Enforcement would be particularly challenging. Further, Kittery's past efforts to restrict parking to resident only at the Pepperrell Cove Wharf and Seapoint ended unsuccessfully for the Town in the courts.

After the above consideration, the Working Group agreed that a permit requirement would increase responsible behavior on the part of the permit holder, be an opportunity to communicate rules, reinforce staying off the marsh, and be a basis for enforcement. The Working Group considered various combinations of permit restrictions, and ultimately are recommending that five permits a day would be a good starting place. Too many permits would simply replicate the problem; too few would not be fair to the community that have enjoyed having fires at the beaches for generations.

The Working Group felt residents and taxpayers should have some advantage, and so it agreed that permits be free for residents, identified by eligibility for a transfer station sticker, and all others should pay a modest fee of \$15.00.

The Working Group considered designating specific areas for fires, using concrete fire rings or some other form of demarcation, but Shoreland Zoning rules prohibit structures within a certain buffer of the water. Some were concerned that fire rings or markers would detract from the beaches' natural beauty. It also concluded that periodic high intensity storms would obliterate markers and wash away fire rings

CONCLUSIONS AND RECOMMENDATIONS

The Working Group is recommending the Council adopt regulations and rules that:

- Prohibit beach fires on Seapoint Beach north of Seapoint Road parking lot (see map)

- Require a permit for a beach fire on Seapoint Beach south of Seapoint Road parking lot (see map) from May 1 to October 31
- There be **no** restriction on fires at Crescent Beach, and from November 1 through April 30 on the south side of Seapoint Beach

Fire Rules

- Only firewood is allowed to be used as fuel for a beach fire. Pallets, construction debris, furniture, trash, and other non-firewood materials are prohibited from being burned on the beach.
- Fires must be completely extinguished with seawater, leaving no visible burning coals, before vacating the beach.

Fire Permits

- Permits will be limited to five permits per day; permits will be issued for a full day (no partial day permits allowed) and will be date specific (i.e. a permit holder will be permitted to have a fire on Monday, May 9).
- Anyone having a fire on the south-side of Seapoint Beach, between May 1 and Oct 31 without a permit will be subject to a fine or summons.
- Permits will be issued by the Fire Department M-F, and will be issued up to one week in advance only.
- Permits will cost \$0 for Kittery “residents” and \$15 for non-residents. “Residents” will be determined the same way eligibility is determined for the Dump Sticker (property owner).

The Working Group recommends any regulations and rules adopted be reviewed one year following enactment to assess effectiveness and outcomes.

The Working Group was concerned about the issue of trash on Seapoint. The Town’s policy is carry-in/carry out – which is consistent with other Seacoast public parks and parkland best practices. Daytime compliance is generally good. At night though making people pick up after themselves presents special challenges. The Working Group would like the Town to be proactive in assuring Seapoint and Crescent remain clean. We considered recommending the Town hiring additional staff to clean the beaches and/or encouraging volunteer groups to continue their ongoing efforts. The Working Group leaves this to the Town Council to determine what if any action should be taken.

ATTACHMENTS

- Draft Title 12 – Seapoint and Crescent Beaches Fires Amendments
- Draft Title 12 – Enactment

TITLE 12
SEAPOINT & CRESCENT BEACHES
BEACH FIRES

1. Amend Seapoint and Crescent Beaches fire regulations as follows:

§ 12.4.9 Fires.

~~No person may start or allow any fire to burn within Seapoint or Crescent Beaches except in suitable facilities provided by the municipality or where permission has been obtained from the municipal Fire Chief, Town Forest Fire Warden. A permit will not be required for the use of portable stoves which are fueled by propane gas, sterno or briquettes. In the event that any cooking or other fire or burning herein allowed is undertaken by any person, said person before leaving such fire must totally extinguish the same.~~

§ 12.4.9.1 Fire Prohibited

Fires are prohibited on the north-side of Seapoint Beach beginning at the public entrance on Seapoint Road.

§ 12.4.9.2 Beach Fire Permit Required

A. Fires are permitted only with a valid permit on the south-side of Seapoint Beach, beginning at the public entrance on Seapoint Road and running south to Seapoint Beach’s southern border with Crescent Beach. Permits may be obtained from the Town of Kittery and are valid only for the day indicated on the permit.

B. Only firewood is to be burned on Seapoint and Crescent beaches. The burning of any other type of fuel such as trash, pallets, furniture, construction debris or materials, or chemically treated wood is prohibited.

C. No person creating a beach fire may leave it burning unattended. Fires must be fully extinguished prior to vacating the beach, by thoroughly dousing the fire with seawater until there are no coals or embers burning.

D. The Town Manager may promulgate, and revise as change in conditions warrant, specific rules and regulations known as the "Beach Fires" to govern the operation of beach fires on Seapoint and Crescent Beaches.

E. Beach Fire Permit fees are established by the town Council and contained in Appendix A.

§ 12.4.9.3 Enforcement, Violations and Penalties.

A. This chapter is enforced by the Fire Department and Police Department.

B. Any violation of this chapter will be assessed a penalty of \$50. Repeat offenders and/or those who fail to pay fines in accordance with this Chapter may be prohibited from obtaining a Beach Fire Permit, and may be issued a no trespass order for Town parks for one year.

§ 12.4.9.4 Review of chapter.

No later than one year from the date of enacting amendments, the Kittery Town Council will receive a report from the Town Manager on the status of compliance with the chapter, to determine if amendments are necessary.

2. Add the following fees to Appendix A:

Chapter 12.4 Seapoint and Crescent Beaches

Beach Fire Permits

Kittery Property Owner \$0

34 Non-Kittery Property Owner \$15

KITTERY TOWN CODE
TITLE 12
SEAPOINT AND CRESCENT BEACHES FIRES

1 **AN ORDINANCE** relating to the municipality's authority for Town governance to give due and
2 proper attention to its many demands pursuant to the Town Charter, Federal law, and Maine
3 Revised Statutes, and more particularly where set forth in Maine Revised Statutes Title 30-A,
4 Municipalities and Counties.

5 **WHEREAS**, the Kittery Town Council is authorized to enact this Ordinance, as specified in
6 Sections 1.01 and 2.07(3) of the Town Charter; 30-A MRS §3001, pursuant to its powers that
7 authorize the town, under certain circumstances, to provide for the public health, welfare,
8 morals, and safety, and does not intend for this Ordinance to conflict with any existing state or
9 federal laws; and

10 **WHEREAS**, the town has experienced a significant increase in recreational fires at Seapoint
11 and Crescent beaches in the past three years; and

12 **WHEREAS**, the increase in recreational fires on the beaches is also leading to increased litter,
13 unextinguished coals that harm other beach users, damage to the surrounding marsh, and
14 negative impacts on the quality of life of residents living adjacent to the beaches; and

15 **WHEREAS**, the Kittery Town Council seeks to establish certain regulations that limit
16 recreational fires on the beaches, and that require those having recreational fires on the
17 beaches to follow certain rules to prevent litter, avoid harm to other beach users, prevent
18 damage to the marsh, and mitigate the impact on the surrounding residents;

19 **NOW THEREFORE**, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN
20 CHARTER §2.14 THE TOWN OF KITTERY HEREBY ORDAINS AN AMENDMENT TO TOWN
21 CODE TITLE 12.4.9 SEAPOINT AND CRESCENT BEACHES – BEACH FIRES, AS
22 PRESENTED.

23 .
24 **INTRODUCED** and read in a public session of the Town Council on the ____ day of _____,
25 20____, by: _____ {NAME} Motion to approve by Councilor
26 _____ {NAME}, as seconded by Councilor _____ {NAME} and
27 passed by a vote of _____.

28 **THIS ORDINANCE IS DULY AND PROPERLY ORDAINED** by the Town Council of Kittery,
29 Maine on the ____ day of _____, 20____, {NAME}, _____, Chairperson

30 **Attest:** {NAME}, _____ Town Clerk



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

REPORT TO TOWN COUNCIL

Date: November 8, 2021
Update: February 14, 2022
From: Kendra Amaral, Town Manager
Subject: Disposition of Taylor Building – Request for Proposals
Councilor Sponsor:

EXECUTIVE SUMMARY

The Taylor Proposals review committee is recommending the Town accept the proposal from the Kittery Art Association for sale of the Taylor building and are also recommending the Council authorize the Town Manager and a Council representative to enter into negotiations in accordance with the request for proposals.

REQUEST FOR PROPOSALS

The Town Council authorized the issuance of a request for proposals (RFP) for the surplus of the Taylor Building in August. The RFP approach allowed the Town to evaluate proposals for their ability to meet the goals articulated for the site, rather than just focus on highest price offer.

The RFP was issued on August 31, 2021 with a deadline of September 30, 2021. The Town received one proposal in response to the RFP. The proposal was received from the Kittery Art Association.

A review committee consisting of Council representative Councilor Jeffrey Thomson, Finance Director/Assistant Town Manager Patricia Moore, Director of Planning and Development Adam Causey, Project Planner Kathy Connor, and me, reviewed the proposal in accordance with the evaluation criteria. We unanimously agreed that the proposal met the objectives and preferences outlined in the RFP and should be recommended to the Council for acceptance.

Per the RFP, the next step would be to enter into negotiations for the sale of the building. Negotiated terms will be brought to the Council for review and approval prior to execution of a sale contract. In accordance with 1 MRS §405(6)(C), discussion of the purchase price and terms will be presented to the Council in an executive session. At the conclusion of negotiations, the Council will need to vote in public on the final agreement.

UPDATE

The Town team met with the KAA twice to negotiate the Purchase and Sale Agreement. Additionally, the KAA conducted their due diligence on the building including having a complete building inspection performed. The P&S requires a few revisions, that are highlighted on the attached. These are non-substantive to the deal and can be completed upon a positive vote of the Council to execute the P&S.

PROPOSED SOLUTION/RECOMMENDATION

Authorize the execution of the Purchase and Sale Agreement with the Kittery Art Association.

ATTACHMENTS

- Draft Purchase and Sale Agreement

DRAFT REVISIONS

PURCHASE AND SALE AGREEMENT

("days" means business days unless otherwise noted, see paragraph 23)

January 3, 2022
Offer Date

_____, _____ Effective Date
Effective Date is defined in Paragraph 23 of this Agreement.

1. PARTIES: This Agreement is made between Kittery Art Association ("Buyer") and The Inhabitants of the Town of Kittery ("Seller").

2. DESCRIPTION: Subject to the terms and conditions hereinafter set forth, Seller agrees to sell and Buyer agrees to buy all part of (if "part of" see para. 26 for explanation) the property situated in municipality of Kittery, County of York, State of Maine, located at 2 Walker St. and described in deed(s) recorded at said County's Registry of Deeds Book(s) 17992, Page(s) 618.

3. FIXTURES: The Buyer and Seller agree that all fixtures, including but not limited to existing storm windows, screens, shades and/or blinds, shutters, curtain rods, built-in appliances, heating sources/systems including gas and/or kerosene-fired heaters and wood/pellet stoves, sump pump, electrical fixtures, hard-wired generators, landscaping, and _____ are included with the sale except for the following: No exceptions. Seller represents that all mechanical components of fixtures will be operational at the time of closing except: No exceptions.

4. PERSONAL PROPERTY: The following items of personal property as viewed on _____ are included with the sale at no additional cost, in "as is" condition with no warranties: None - Reception desk to be removed prior to closing.

5. PURCHASE PRICE/EARNEST MONEY: For such Deed and conveyance Buyer agrees to pay the total purchase price of \$558,700.00. Buyer has delivered; or will deliver to the Agency within 10 days of the Effective Date, a deposit of earnest money in the amount \$ 5,000.00. Buyer agrees that an additional deposit of earnest money in the amount of \$ _____ will be delivered _____. If Buyer fails to deliver the initial or additional deposit in compliance with the above terms Seller may terminate this Agreement. This right to terminate ends once Buyer has delivered said deposit(s). The remainder of the purchase price shall be paid by wire, certified, cashier's or trust account check upon delivery of the Deed.

This Purchase and Sale Agreement is subject to the following conditions:

6. ESCROW AGENT/ACCEPTANCE: Keller Williams Coastal and Lakes & Mountains Realty ("Agency") shall hold said earnest money and act as escrow agent until closing; this offer shall be valid until February 28, 2022 (date) 9pm EST AM PM; and, in the event of non-acceptance, this earnest money shall be returned promptly to Buyer.

7. TITLE AND CLOSING: A deed, conveying good and merchantable title in accordance with the Standards of Title adopted by the Maine Bar Association shall be delivered to Buyer and this transaction shall be closed and Buyer shall pay the balance due and execute all necessary papers on May 31, 2022 (closing date) or before, if agreed in writing by both parties. If Seller is unable to convey in accordance with the provisions of this paragraph, then Seller shall have a reasonable time period, not to exceed 30 calendar days, from the time Seller is notified of the defect, unless otherwise agreed to in writing by both Buyer and Seller, to remedy the title. Seller hereby agrees to make a good-faith effort to cure any title defect during such period. If, at the later of the closing date set forth above or the expiration of such reasonable time period, Seller is unable to remedy the title, Buyer may close and accept the deed with the title defect or may terminate this Agreement in which case the parties shall be relieved of any further obligations hereunder and any earnest money shall be returned to the Buyer.

8. DEED: The property shall be conveyed by a Warranty deed, and shall be free and clear of all encumbrances except covenants, conditions, easements and restrictions of record which do not materially and adversely affect the continued current use of the property.



9. POSSESSION, OCCUPANCY, AND CONDITION: Unless otherwise agreed in writing, possession and occupancy of premises, free of tenants and occupants, shall be given to Buyer immediately at closing. Said premises shall then be broom clean, free of all possessions and debris, and in substantially the same condition as at present, excepting reasonable use and wear. Buyer shall have the right to view the property within 24 hours prior to closing.

10. RISK OF LOSS, DAMAGE, DESTRUCTION AND INSURANCE: Prior to closing, risk of loss, damage, or destruction of premises shall be assumed solely by the Seller. Seller shall keep the premises insured against fire and other extended casualty risks prior to closing. If the premises are damaged or destroyed prior to closing, Buyer may either terminate this Agreement and be refunded the earnest money, or close this transaction and accept the premises "as-is" together with an assignment of the insurance proceeds relating thereto.

11. FUEL/UTILITIES/PRORATIONS: Buyer shall shall not pay Seller at closing for all fuel in any tanks remaining on the property calculated as of the closing date or such earlier date as required to comply with lender requirements, if any. The amount owed, if any, shall be determined using the most recently available cash price of the company that last delivered the fuel. Metered utilities such as electricity, water and sewer will be paid through the date of closing by Seller. The following items, where applicable, shall be prorated as of the date of closing: collected rent, association fees, (other) _____. The day of closing is counted as a Seller day. Real estate taxes shall be prorated as of the date of closing (based on municipality's fiscal year). Seller is responsible for any unpaid taxes for prior years. If the amount of said taxes is not known at the time of closing, they shall be apportioned on the basis of the taxes assessed for the preceding year with a reapportionment as soon as the new tax rate and valuation can be ascertained, which latter provision shall survive closing. Buyer and Seller will each pay their transfer tax as required by State of Maine.

12. DUE DILIGENCE: Neither Seller nor Licensee makes any warranties regarding the condition, permitted use or value of Sellers' real or personal property, or any representations as to compliance with any federal, state or municipal codes, including, but not limited to, fire, life safety, electrical and plumbing. Buyer is encouraged to seek information from professionals regarding any specific issue or concern.

Buyer's obligation to close under this Agreement is not subject to any due diligence investigations. Buyer is relying completely upon Buyer's own opinion as to the condition of the property.

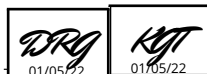
Buyer's obligation to close under this Agreement is subject to Buyer's satisfaction with the results of any due diligence investigations undertaken. Buyer shall have 60 days from the Effective Date of this Agreement to perform such due diligence investigations as Buyer deems necessary which may include, but are not limited to, any or all of the following:

General Building	Square Footage	Zoning	Survey/MLI	Habitat Review/Waterfowl
Sewage Disposal	Code Conformance	Pests	Lead Paint	Shoreland Septic
Water Quality	Registered Farmland	Pool	Flood Plain	Energy Audit
Water Quantity	Environmental Scan	Insurance	Chimney	Lot Size/Acreage
Air Quality	Smoke/CO Detectors	Mold	Tax Status*	Arsenic Wood/Water (see par. 13)

All investigations will be done at Buyer's expense by persons chosen by Buyer in Buyer's sole discretion. Seller agrees to cooperate with Buyer and shall give Buyer and Buyer's agents and consultants reasonable access to the property and its systems and fixtures in order to undertake the above investigations. Buyer agrees to take reasonable steps to return the property to its pre-inspection condition. If the result of any investigation is unsatisfactory to Buyer in Buyer's sole discretion, Buyer may terminate this Agreement by notifying Seller in writing within the specified number of days, and any earnest money shall be returned to Buyer. If the result of any investigation is unsatisfactory to Buyer, and Buyer wishes to pursue remedies other than voiding the Agreement, Buyer must do so to full resolution within the time period set forth above; otherwise this contingency is waived. If Buyer does not notify Seller that an investigation is unsatisfactory within the time period set forth above, or if any investigation under this paragraph is not performed or completed during the period specified in this paragraph, this contingency and the right to conduct an investigation are waived by Buyer.

* If the property is enrolled in the Maine Tree Growth Tax program, Seller agrees to provide Buyer with the current Forest Management and Harvest Plan within _____ days. Yes No

13. PROPERTY DISCLOSURE FORM: Buyer acknowledges receipt of Property Disclosure Form and the information developed by the Maine Center for Disease Control and Prevention regarding arsenic in private water supplies and arsenic in treated wood.



14. FINANCING: Buyer's obligation to close:

Not Subject to Financing

- is not subject to a financing contingency. Buyer has provided Seller with acceptable proof of the funds.
- is not subject to a financing contingency. Buyer shall provide proof of the funds acceptable to Seller within days. If such proof is unacceptable to Seller, Seller may terminate this Agreement no later than days from receipt. If proof of funds is not provided within such time period, Seller may terminate this Agreement which right shall end once such proof is received, however Seller retains the agreed upon time period to terminate if such proof is unacceptable. If Seller terminates in either case, the earnest money shall be returned to Buyer.
- Buyer's ability to purchase is is not subject to the sale of another property. See addendum Yes No.

Subject to Financing

- Buyer's obligation to close is subject to financing as follows:
 - a. Buyer's obligation to close is subject to Buyer obtaining a **Conventional** loan of **50.000** % of the purchase price, at an interest rate not to exceed **market** % and amortized over a period of **25** years. Buyer is under a good faith obligation to seek and obtain financing on these terms. If such financing is not available to Buyer as of the closing date, Buyer is not obligated to close and may terminate this Agreement in which case the earnest money shall be returned to Buyer.
 - b. Buyer to provide Seller with letter from lender showing that Buyer has made application for loan specified in (a) and, subject to verification of information, is qualified for the loan requested within **90** days from the Effective Date of the Agreement. If Buyer fails to provide Seller with such letter within said time period, Seller may terminate this Agreement and the earnest money shall be returned to Buyer. This right to terminate ends once Buyer's letter is received.
 - c. Buyer hereby authorizes, instructs and directs its lender to communicate the status of the Buyer's loan application to Seller, Seller's licensee and Buyer's licensee.
 - d. After (b) is met, if the lender notifies Buyer that it is unable or unwilling to provide said financing, Buyer is obligated to provide Seller with the written documentation of the loan denial within two days of receipt. After notifying Seller, Buyer shall have **10** days to provide Seller with a letter from another lender showing that Buyer has made application for loan specified in (a) and, subject to verification of information, is qualified for the loan requested. If Buyer fails to provide Seller with such letter within said time period, Seller may terminate this Agreement and the earnest money shall be returned to Buyer. This right to terminate ends once Buyer's letter is received.
 - e. Buyer agrees to pay no more than points. Seller agrees to pay up to \$ toward Buyer's actual pre-pays, points and/or closing costs, but no more than allowable by Buyer's lender.
 - f. Buyer's ability to obtain financing is is not subject to the sale of another property. See addendum Yes No.
 - g. Buyer may choose to pay cash instead of obtaining financing. If so, Buyer shall notify Seller in writing including providing proof of funds and the Agreement shall no longer be subject to financing, and Seller's right to terminate pursuant to the provisions of this paragraph shall be void and Seller's obligations pursuant to 14e shall remain in full force and effect.

15. BROKERAGE DISCLOSURE: Buyer and Seller acknowledge they have been advised of the following relationships:

 Alicia Goodwin (**016804**) of **Keller Williams Coastal Realty** (**2073**)
 Licensee MLS ID Agency MLS ID

is a Seller Agent Buyer Agent Disc Dual Agent Transaction Broker

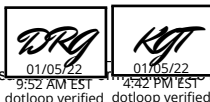
 Alicia Goodwin (**016804**) of **Keller Williams Coastal Realty** (**2073**)
 Licensee MLS ID Agency MLS ID

is a Seller Agent Buyer Agent Disc Dual Agent Transaction Broker

If this transaction involves Disclosed Dual Agency, the Buyer and Seller acknowledge the limited fiduciary duties of the agents and hereby consent to this arrangement. In addition, the Buyer and Seller acknowledge prior receipt and signing of a Disclosed Dual Agency Consent Agreement.

16. DEFAULT/RETURN OF EARNEST MONEY: Buyer's failure to fulfill any of Buyer's obligations hereunder shall constitute a default and Seller may employ all legal and equitable remedies, including without limitation, termination of this Agreement and forfeiture by Buyer of the earnest money. Seller's failure to fulfill any of Seller's obligations hereunder shall constitute a default and Buyer may employ all legal and equitable remedies, including without limitation, termination of this Agreement and return to Buyer of the earnest money. Agency acting as escrow agent has the option to require written releases from both parties prior to disbursing the earnest money to either Buyer or Seller. In the event that the Agency is made a party to any lawsuit by virtue of acting as escrow agent, Agency shall be entitled to recover reasonable attorney's fees and costs which shall be assessed as court costs in favor of the prevailing party.

17. MEDIATION: Earnest money or other disputes within the jurisdictional limit of small claims court will be handled in that forum. All other disputes or claims arising out of or relating to this Agreement or the property addressed in this Agreement (other than requests for injunctive relief) shall be submitted to mediation in accordance with generally accepted mediation practices. Buyer and Seller are bound to mediate in good faith and to each pay half of the mediation fees. If a party fails to submit a dispute or claim to mediation prior to initiating litigation (other than requests for injunctive relief), then that party will be liable for the other party's legal fees in any subsequent litigation regarding that same matter in which the party who failed to first submit the dispute or claim to mediation loses in that subsequent litigation. This clause shall survive the closing of the transaction.



18. PRIOR STATEMENTS: Any representations, statements and agreements are not valid unless contained herein. This Agreement completely expresses the obligations of the parties and may only be amended in writing, signed by both parties.

19. HEIRS/ASSIGNS: This Agreement shall extend to and be obligatory upon heirs, personal representatives, successors, and assigns of the Seller and the assigns of the Buyer.

20. COUNTERPARTS: This Agreement may be signed on any number of identical counterparts with the same binding effect as if the signatures were on one instrument. Original or faxed or other electronically transmitted signatures are binding.

21. SHORELAND ZONE SEPTIC SYSTEM: Seller represents that the property does does not contain a septic system within the Shoreland Zone. If the property does contain a septic system located in the Shoreland Zone, Seller agrees to provide certification at closing indicating whether the system has/had not malfunctioned within 180 calendar days prior to closing.

22. NOTICE: Any notice, communication or document delivery requirements hereunder may be satisfied by providing the required notice, communication or documentation to or from the parties or their Licensee. Only withdrawals of offers and counteroffers will be effective upon communication, verbally or in writing.

23. EFFECTIVE DATE/BUSINESS DAYS: This Agreement is a binding contract when the last party signing has caused a paper or electronic copy of the fully executed agreement to be delivered to the other party which shall be the Effective Date. Licensee is authorized to fill in the Effective Date on Page 1 hereof. Except as expressly set forth to the contrary, the use of the term "days" in this Agreement, including all addenda made a part hereof, shall mean business days defined as excluding Saturdays, Sundays and any observed Maine State/Federal holidays. Deadlines in this Agreement, including all addenda, expressed as "within x days" shall be counted from the Effective Date, unless another starting date is expressly set forth, beginning with the first day after the Effective Date, or such other established starting date, and ending at 5:00 p.m. Eastern Time on the last day counted. Unless expressly stated to the contrary, deadlines in this Agreement, including all addenda, expressed as a specific date shall end at 5:00 p.m. Eastern Time on such date.

24. CONFIDENTIALITY: Buyer and Seller authorize the disclosure of the information herein to the real estate licensees, attorneys, lenders, appraisers, inspectors, investigators and others involved in the transaction necessary for the purpose of closing this transaction. Buyer and Seller authorize the lender and/or closing agent preparing the closing disclosure and/or settlement statement to release a copy of the closing disclosure and/or settlement statement to the parties and their licensees prior to, at and after the closing.

25. ADDENDA: Lead Paint - Yes No ; Other - Yes No Explain: **Sale of Property Not Under Agreement , Parking Agreement Addendum 1**

The Property Disclosure Form is not an addendum and not part of this Agreement.

26. OTHER CONDITIONS: **Property must appraise at or above purchase price. If property does not appraise, Buyer and Seller agree to renegotiate the terms. If no terms are met, this contract is null and void and all earnest monies are returned to the Buyer within 7 business days. Closing is contingent on the completed construction of the new Rice Library addition in Spring 2022 and subject property shall be vacant and free of all contents at the time of closing. Should the timeline of construction exceed May 31st, 2022, this contract will automatically extend the closing date to on or before August 31st, 2022. Buyer and Seller will negotiate satisfactory shared parking terms prior to closing. Buyer grants to Seller option of first right of refusal to purchase the property in any future sale.**

27. GENERAL PROVISIONS:

- a. A copy of this Agreement is to be received by all parties and, by signature, receipt of a copy is hereby acknowledged. If not fully understood, contact an attorney. This is a Maine contract and shall be construed according to the laws of Maine.
- b. Seller acknowledges that State of Maine law requires buyers of property owned by non-resident sellers to withhold a prepayment of capital gains tax unless a waiver has been obtained by Seller from the State of Maine Revenue Services.
- c. Buyer and Seller acknowledge that under Maine law payment of property taxes is the legal responsibility of the person who owns the property on April 1, even if the property is sold before payment is due. If any part of the taxes is not paid when due, the lien will be filed in the name of the owner as of April 1 which could have a negative impact on their credit rating. Buyer and Seller shall agree at closing on their respective obligations regarding actual payment of taxes after closing. Buyer and Seller should make sure they understand their obligations agreed to at closing and what may happen if taxes are not paid as agreed.
- d. Buyer acknowledges that Maine law requires continuing interest in the property and any back up offers to be communicated by the listing agent to the Seller.
- e. Whenever this Agreement provides for earnest money to be returned or released, agency acting as escrow agent must comply with the Maine Real Estate Commission rules which may require written notices or obtaining written releases from both parties.

01/05/22	01/05/22

28. ELECTRONIC SIGNATURES: Pursuant to the Maine Uniform Electronic Transactions Act and Digital Signature Act, the parties authorize and agree to the use of electronic signatures as a method of signing/initialing this Agreement, including all addenda. The parties hereby agree that either party may sign electronically by utilizing an electronic signature service.

Buyer's Mailing address is **8 Coleman Ave, Kittery Point, ME 03905-5105**

<u>Dean R Gallant, President</u>	dotloop verified 01/05/22 9:52 AM EST MMLD-PMLT-LANM-ZPDP	DATE	<u>Kenneth Gilbride, Treasurer</u>	dotloop verified 01/05/22 4:42 PM EST WEOY-POVX-4NDP-UXMP	DATE
BUYER			BUYER		

BUYER	DATE	BUYER	DATE
-------	------	-------	------

Seller accepts the offer and agrees to deliver the above-described property at the price and upon the terms and conditions set forth and agrees to pay agency a commission for services as specified in the listing agreement.

Seller's Mailing address is _____

SELLER The Inhabitants of the Town of Kittery	DATE	SELLER	DATE
--	------	--------	------

SELLER	DATE	SELLER	DATE
--------	------	--------	------

COUNTER-OFFER

Seller agrees to sell on the terms and conditions as detailed herein with the following changes and/or conditions:

The parties acknowledge that until signed by Buyer, Seller's signature constitutes only an offer to sell on the above terms and the offer will expire unless accepted by Buyer's signature with communication of such signature to Seller by (date) _____ (time) _____ AM PM.

SELLER	DATE	SELLER	DATE
--------	------	--------	------

SELLER	DATE	SELLER	DATE
--------	------	--------	------

The Buyer hereby accepts the counter offer set forth above.

BUYER	DATE	BUYER	DATE
-------	------	-------	------

BUYER	DATE	BUYER	DATE
-------	------	-------	------

EXTENSION

The closing date of this Agreement is extended until _____ DATE

SELLER	DATE	SELLER	DATE
--------	------	--------	------

SELLER	DATE	SELLER	DATE
--------	------	--------	------

BUYER	DATE	BUYER	DATE
-------	------	-------	------

BUYER	DATE	BUYER	DATE
-------	------	-------	------

SALE OF PROPERTY ADDENDUM - IF NOT UNDER CONTRACT

To Agreement dated January 3, 2022, between

The Inhabitants of the Town of Kittery

("Seller")

and Kittery Art Association

("Buyer")

for property located at 2 Walker St., Kittery, ME 03904 ("Property #1")

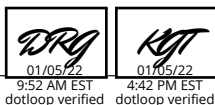
The Purchase and Sale Agreement is further subject to the following terms:

1. Buyer's obligations under the Agreement are subject to closing on the sale of Buyer's property located at: 8 Coleman Ave, Kittery Point, ME 03905-5105 ("Property #2"). If Property #2 is not currently listed for sale, Buyer agrees to list Property #2 with a real estate brokerage agency and submit it to a multiple listing service within _____ days of the Effective Date of this Agreement and in good faith to actively market Property #2 for sale until it is put under contract.
2. a) Buyer shall have until April 29, 2022 (date) to enter into a bona fide purchase and sale agreement for the sale of Property #2. Buyer shall provide Seller with the effective date of such purchase and sale agreement within 24 hours of entering into such agreement. Buyer shall notify Seller in writing if the purchase and sale agreement for Property #2 expires or is terminated. Any failure of Buyer to notify Seller within 2 days of such expiration or termination shall be a default under the Agreement. At any time prior to entering into a purchase and sale agreement for Property #2, Buyer shall have the right to declare the Agreement null and void by written notice to Seller in which case the earnest money, if any, shall be returned to Buyer.

b) Yes No Upon notification to Seller that Buyer has entered into a purchase and sale agreement for the sale of Property #2, Seller's right under any Kick-Out Clause Addendum involving the sale of Property #2 shall be suspended. If Seller is notified that the purchase and sale agreement for Property #2 has expired or has terminated, Seller's rights under any Kick-Out Clause Addendum shall be reinstated.

c) Once notice has been given by Seller under the Kick-Out Clause Addendum, Buyer's ability to place their home under contract and have the terms of the preceding paragraph apply, is terminated.
3. If Property #2 is not submitted to a multiple listing service as required in paragraph 1, above, or upon receipt of notification from Buyer that the purchase and sale agreement for Property #2 has expired or been terminated, Seller shall have the right to declare the Agreement null and void by written notice to Buyer in which case the earnest money, if any, shall be returned to Buyer.
4. Buyer shall have until May 30, 2022 (date) to close on the sale of Property #2. Buyer shall notify Seller that the closing on the sale of Property #2 has occurred within 24 hours after closing.

Buyer Initials _____



Seller Initials _____

For Property Located At: **2 Walker St., Kittery, ME 03904**

5. The closing date on Property #1 described in the TITLE AND CLOSING paragraph of the Agreement shall be 1 days from the closing on the sale of Property #2 or on **May 31, 2022** (date), whichever comes first, or such earlier date as agreed to by both parties.
6. If Buyer does not enter into a bona fide purchase and sale agreement for the sale of Property #2 or close on the sale of Property #2 within the deadlines specified above, Seller shall have the right to declare the Agreement null and void by written notice to Buyer in which case the earnest money, if any, shall be returned to Buyer.
7. Notwithstanding anything to the contrary in the Agreement, all time periods and deadlines for performance set forth in the Agreement, other than those set forth in this Addendum, including the obligation to deliver the earnest money, shall run from the effective date of Buyer's purchase and sale agreement for Property #2 rather than the Effective Date of the Agreement, unless prior to entering into a purchase and sale agreement for Property #2, Buyer agrees to remove the sale of Property #2 as a contingency in which case they shall run from the date the Agreement is amended to remove said contingency.
8. The deadline for completion of the investigations set forth in the DUE DILIGENCE paragraph of the Agreement shall run from either: the date determined under paragraph 7, above, for all of the deadlines in the Agreement, or the Effective Date of the Agreement. (NOTE: This deadline will run from the date determined in paragraph 7, above, if neither of the options in this paragraph is selected.)

<i>Dean R Gallant, President</i>	dotloop verified 01/05/22 9:52 AM EST KJAX-7HJX-PAVM-FESB
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Buyer **Kittery Art Association** _____ Date

Seller **The Inhabitants of the Town of Kittery** _____ Date

<i>Kenneth Gilbride, Treasurer</i>	dotloop verified 01/05/22 4:42 PM EST PZIU-L05V-35ZH-JL7J
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Buyer _____ Date

Seller _____ Date

Buyer _____ Date

Seller _____ Date

Buyer _____ Date

Seller _____ Date



Proposed Parking Addendum

1. The KAA agrees to allow the public to park on the property when the parking lot is not in use by the KAA staff, volunteers, gallery-sitters, renters, or for KAA events or programs. The KAA may establish restrictions and rules on public use of the parking lot including restricting overnight parking and restricting the duration of parking. The KAA parking rules will be communicated through appropriate signage.
2. In exchange for allowing the public to park on the property, the Town will provide routine lot maintenance including patching pot holes, plowing/sanding/salting, and striping. The Town will not be responsible for resurfacing or reconstruction of the parking lot. Winter plowing, sanding and salting will be done in the normal course of the Town's winter storm operations.
3. Violators of the KAA parking restrictions and rules may be towed, at the vehicle owner's expense. The KAA will be responsible for towing a vehicle, including establishing a relationship with a tow company and contacting the tow company when a vehicle is to be towed.

To the Kittery Town Council -

The Kittery Rotary After Hours Club requests that ten signs (no larger than real estate signs) be placed around town in various spots, to advertise their annual St. Patrick's Day dinner.

The dinner will be held on Sunday, March 13, 2022 at the Kittery Fire Station from 3 to 6 pm.

Respectfully request to place these signs in various places around Kittery starting March 1st and will be removed by March 17th.

Thank you,
Debra J Hartman