



TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

October 12, 2022

6:00PM

Meetings may be watched in person, on Channel 22, the Town's website, or Kittery Channel 22 Facebook page.

The public may 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.

The public may participate in person or via Zoom webinar. **To register for the Zoom webinar, click this link:**

https://us02web.zoom.us/webinar/register/WN_STGEpEk5STe9YyEzGMAMnA

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 and public comment.

Written 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

8. Interviews for the Board of Appeals and Planning Board
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.
10. PUBLIC HEARINGS
11. DISCUSSION
 - a. Discussion by members of the public (three minutes per person)
 - b. Response to public comment directed to a particular Councilor
 - c. Chairperson's response to public comments
12. UNFINISHED BUSINESS
13. NEW BUSINESS
 - a. Donations/gifts received for Council disposition
 - i. (100122-01) – The Kittery Town Council moves to accept a donation from the Rice Public Library Corporation for \$1,300.00 for deposit into account 5023 Library Donations.
 - b. (100122-02) – The Kittery Town Council moves to sign the Warrant for the Municipal and School Election.
 - c. (100122-03) – The Kittery Town Council moves to approve the Annual General Assistance Appendices A-H for the 2022-2023 year.
 - d. (100122-04) – The Kittery Town Council moves to approve the Freedom to Read policy for the Rice Public Library.
 - e. (100122-05) – The Kittery Town Council moves to accept the resignation of Lise Laurin from the Climate Adaptation Committee.
 - f. (100122-06) – The Kittery Town Council moves to appoint a Councilor along with the Chair of the Shellfish Conservation Commission to interview Tessa Corsetti for a three-year term on the Shellfish Conservation Commission.
 - g. (100122-07) - The Kittery Town Council moves to appoint a Councilor along with the Chair of the Kittery Climate Adaptation Committee to interview Roland Scott for a three-year term on the Kittery Climate Adaptation Committee.
14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

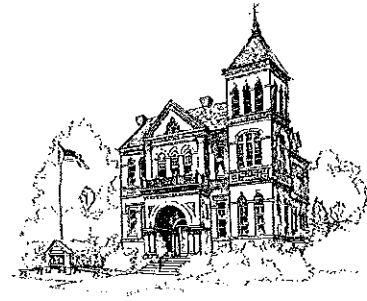
16. EXECUTIVE SESSION

- a. (100122-08) – The Kittery Town Council moves to go into executive session in accordance with MRS §405(6)(A) to conduct the Town Manager’s annual evaluation.

17. ADJOURNMENT

Posted: October 6, 2022

Rice Public Library Corporation



September 28, 2022

Dear Kittery Town Council:

Please accept this gift of \$1,300 from the Rice Public Library Corporation for the purchase of mystery novels as directed by the family of Carol Grover. We received these funds as a memorial in honor of Carol during the past year.

Thank you for your support of the Rice Public Library.

Best Regards,

A handwritten signature in cursive script, appearing to read 'Rachel Dennis'. The signature is fluid and somewhat stylized.

Rachel Dennis

Rice Library, RPLC President

Cc: Lee Perkins, Director, Rice Public Library

RPL CORPORATION
8 WENTWORTH STREET
KITTERY, ME 03904

KENNEBUNK SAVINGS BANK
KITTERY BRANCH
KITTERY, ME 03904

3775

52-7450/2112

9/28/2022

PAY TO THE ORDER OF Rice Public Library Account at Town Hall

\$ **1,300.00

One Thousand Three Hundred and 00/100***** DOLLARS

Rice Public Library Account at Town Hall
200 Rogers Road
Kittery, ME 03904



AUTHORIZED SIGNATURE

MEMO In memory of Carol Grover for LP Mystery Books

RPL CORPORATION

3775

Rice Public Library Account at Town Hall

Date	Type	Reference	Original Amt.	Balance Due	9/28/2022 Discount	Payment
9/28/2022	Bill	Carol Grover Mem	1,300.00	1,300.00		1,300.00
					Check Amount	1,300.00

Kennebunk RPL Chec In memory of Carol Grover for LP Mystery Books

1,300.00



**TOWN OF KITTERY
WARRANT FOR MUNICIPAL and SCHOOL ELECTION
COUNTY OF YORK, STATE OF MAINE**

To Robert Richter, a constable of this municipality:

You are hereby required in the name of the State of Maine to notify the voters of the Town of Kittery of the election described in this warrant:

TO THE VOTERS OF THE TOWN OF KITTERY:

You are hereby notified that the **MUNICIPAL ELECTION** in this municipality will be held at the **KITTERY COMMUNITY CENTER**, 120 Rogers Road, on **NOVEMBER 8, 2022**, to determine the following:

To elect two members to the Town Council for three-year terms.

To elect three members to the School Committee for three-year terms.

The polls shall be opened at 8:00 a.m. and closed at 8:00 p.m.

Absentee ballots will be processed centrally at 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:00 p.m., 7:00 p.m., and 8:00 p.m.

A person who is not registered as a voter may not vote in any election.

Dated at Kittery this 12th day of October, 2022.

Municipal Officers

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A true copy

ATTEST: _____

TOWN CLERK

2022-2023 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, F, G and H* are effective from **October 1, 2022 to September 30, 2023.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
	\$1,237	\$1,293	\$1,699	\$2,194	\$2,934	\$3,009

NOTE: For each additional person add \$75 per month.
 (The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 65.35	\$ 281.00
2	120.00	516.00
3	172.09	740.00
4	218.37	939.00
5	259.53	1,116.00
6	311.40	1,339.00
7	344.19	1,480.00
8	393.26	1,691.00

NOTE: For each additional person add \$211 per month.

APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	\$256	\$1,102	\$284	\$1,222
1	260	1,118	297	1,276
2	342	1,472	390	1,678
3	446	1,917	505	2,170
4	603	2,592	676	2,905

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

APPENDIX G – MILEAGE RATE

The municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel, etc. is \$0.45 per mile.

APPENDIX H – FUNERAL MAXIMUMS

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475.**

FOR MUNICIPAL USE ONLY

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.



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

REPORT TO TOWN COUNCIL

Meeting Date: October 12, 2022
From: Kendra Amaral, Town Manager
CC: Susan Goodman, Chairperson Library Advisory Committee
Subject: Freedom to Read Policy
Councilor Sponsor: Chairperson Judy Spiller

EXECUTIVE SUMMARY

The Rice Public Library was incorporated into the Town organization as a department in 2019. At the time of its incorporation the Rice Public Library Corporation had a standing affirmation of the American Library Association's Freedom to Read Statement, protecting the public's free and unimpeded access to materials and content.

To carry forward this commitment the Town Council is required to adopt a formal town policy. A formal policy is vital to providing guidance to the Library staff and Library Advisory Committee on reviewing and considering challenged materials.

The policy provided was modeled on the American Library Association's Freedom to Read Statement. It was developed by the Library Advisory Committee and unanimously recommended for Council approval at the Library Advisory Committee's September 22, 2022 meeting.

The Library Advisory Committee has also adopted a procedure for receiving and evaluating challenges to materials at the library. The procedure is included for your information.

PROPOSED SOLUTION/RECOMMENDATION

Approve policy as proposed.

ATTACHMENTS

- Draft Freedom to Read Policy
- Challenged Materials Procedures Adopted by Library Advisory Committee



**TOWN OF KITTELY
RICE PUBLIC LIBRARY
FREEDOM TO READ POLICY**

The freedom to read is essential to our democracy. The Town of Kittery is devoted to reading and wishes to assert the public interest in the preservation of the freedom to read. We trust our Kittery residents to recognize propaganda and misinformation and to make their own decisions about what they read and believe. The freedom to read is guaranteed by the Constitution.

In accordance, the Town of Kittery and the Rice Public Library will:

1. Provide the widest diversity of materials

It is in the public interest for the Rice Public Library to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

2. Provide opportunities to read and consider a broad range of viewpoints and ideas.

The Rice Public Library serves the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. Patrons will have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian.

3. Not bar access to materials based on political or personal history

It is contrary to the public interest for the Rice Public Library to bar access to writings on the basis of the personal history or political affiliations of the author.

4. Not restrict the selections made by the patrons

Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, values differ, and values cannot be legislated.

5. No materials shall be labeled as subversive

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others.

6. Allow individuals the freedom to select what they wish to read

It is the responsibility of the Rice Public Library, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.



RICE PUBLIC LIBRARY CHALLENGED MATERIALS PROCEDURES



The library considers material objectionable only if the material taken as a whole lacks serious literary, artistic, political or scientific value. Selected passages or individual sentences or words do not constitute evidence or grounds for deletion from the collection. Only Kittery residents may initiate a challenge to the collection.

In the event that an objection is raised, the following procedure will apply:

1. The objection will be heard first by the person responsible for the acquisition of this item.
2. If an understanding is not reached, the complainant shall be asked to fill out the form "Citizen's Request for Reconsideration of a Book." These forms are available from the library staff.
3. The completed form shall be submitted to the Library Director.
4. The Library Advisory Committee shall examine the material in question and check general acceptance of material by reading reviews, weighing values and faults, weighing evidence of specialists in the field, and form opinions based on the material as a whole and not passages or portions without context.
5. The Library Advisory Committee will meet to discuss individual findings and prepare a written report.
6. If the complaint cannot be resolved, assistance should be sought from professional organizations, such as the Intellectual Freedom Committee of the ALA (American Library Association).
7. The Library Advisory Committee will issue a decision, given no unforeseen circumstances, within approximately four to six weeks.



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: Tessa Corsetti

RESIDENCE: 15 Love Lane, Kittery ME

MAILING (if different) _____

E-MAIL ADDRESS: tessacorsetti@gmail.com

PHONE #: (H) _____ (W) (207) 606-9724 (C) (603) 545-4125

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

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <u>2</u> Conservation Commission | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Comprehensive Plan Committee | <u>1</u> 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 |
| <u>3</u> Kittery Climate Adaptation Committee | <input type="checkbox"/> Library Advisory Committee |
| <input type="checkbox"/> Kittery Celebration Committee | <input type="checkbox"/> Kittery Housing Committee |

EDUCATION/TRAINING: B.S. Wildlife and Conservation Biology Other _____
M.S. Ecology

RELATED EXPERIENCE (Including other Boards and Commissions) _____

I have been a wildlife biologist for almost a decade, working with a variety of species at both the state and federal level. I currently work in the private sector. My experience includes research and conservation of both terrestrial and aquatic species.

I grew up in coastal New England and I am excited to apply my education and background to the responsible management and conservation of Kittery's shellfish populations.

PRESENT EMPLOYMENT: Wildlife Biologist, Stantec

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: Conservation/management of Kittery's resources

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.

Tessa Corsetti
SIGNATURE OF APPLICANT

9/4/2022
DATE



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 H. Scott
SIGNATURE OF APPLICANT

1/11/2022
DATE