

TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

January 9, 2023 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_ZpRxsBF_TbKfA1-0j6BRLA

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.
 - a. (010123-01) The Kittery Town Council moves to interview the following candidates for appoint to the Planning Board for three-year terms to expire December 31, 2026.

(2 Vacancies).

- Ethan Bensley
- Earldean Wells
- 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.

(010123-02) The Kittery Town Council moves to accept donations from the following to be deposited into the George Smart Santa Fund, account #1372.

- Southern Maine Fish & Game Club \$100.00
- Sandra Lutts \$100.00
- Cyrus Clark \$300.00
- Eugene and Celestyne Bragg \$100.00
- Judith Spiller \$100.00
- Colin McGuire \$100.00
- b. (010123-03) The Kittery Town Council moves to appoint a Councilor to interview William Peirce, along with the Chair of the Housing Committee for a three-year term to expire December 31,2026.
- c. (010123-04) The Kittery Town Council moves to schedule a public hearing on January 23, 2023, on amendments to Title 10 Badgers Island West Parking.
- d. (010123-05) The Kittery Town Council moves to discuss their 2023 Annual Goals.
- 14. COUNCILOR ISSUES OR COMMENTS
- 15. COMMITTEE AND OTHER REPORTS
 - a. Communications from the Chairperson
 - b. Committee Reports

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: January 5, 2023



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 January 9, 2023

1. Council Representation on Boards, Commissions, and Committees – As requested by Council, I polled Chairs and Vice Chairs of the Boards, Commissions, and Committees with Council representatives regarding their current make-up. I asked them whether they believed there is not enough, too many, or just the right number of Councilors appointed to their board, commission or committee.

The responses were thoughtful and clearly weighed the benefits and potential challenges. The Diversity, Equity, and Inclusion Committee is desiring the three Councilors who have been involved remain involved, though technically the Committee should only have two Councilors. All others desired to have no change to the number of Council representatives.

This poll was done at the Council request, as it desired input on whether to add Councilors or otherwise change Council membership on these various Boards, Commissions, and Committees. I am seeking Councilor direction on whether follow-up actions are wanted, such as amending ordinances to change Council membership on any of the boards, commissions, committees.

2. Freebie Barn – The Freebie Barn opens Wednesday, January 11. Working with the Climate Adaptation Committee and Kittery Climate Action Now (KCAN), the new program to makes a variety of changes that will allow us to focus the types of items that are collected, assist residents with recycling and reutilization of common and urgently needed items, and reduce the number of items that linger at the Freebie Barn and ultimately end up in the waste stream. The Freebie Barn will be partnering with a variety of community organizations throughout the year to find new ways to recycle items that have not been repurposed by residents at the end of each month.

The new program also includes a monthly Community Swap event at the KCC that is open to all (not just Kittery residents) and will further decrease the number of items that end up in the waste stream.

The Town has developed a Resource Guide for residents interested in recycling items for those in need. The Resource Guide includes contact information, accepted items, drop-off information, and links to the partners. These partners serve our community and the region through assistance programs, social services, and other efforts. Recycling with these organizations may also be tax-deductible.

We are still seeking volunteers to help make this program a success! Support on Wednesdays and one Saturday a month is still needed. Please consider volunteering and being a part of our eco-efforts.

For more information or to volunteer visit www.kitteryme.gov/FreebieBarn

3. Grant Status – December was a mixed month for grant results. The Town was notified late December that we did not receive the SAFER grant. This grant would have funded full-time firefighters for three years. In accordance with the Council approval in September, (see September 12, 2022 Mtg) we are

proceeding with hiring four full-time firefighters, bringing our total to 8, and resulting in full-time firefighter coverage 7 days a week. It is important to note, this does not provide 24-hour coverage nor does it provide a full firefighter force for major events. We still rely on our dedicated Call Firefighters to respond when needed.

We are awaiting confirmation, but understand the two Congressional Directed Spending requests submitted to Senator Collins were included in the Omnibus Bill approved in December by Congress. This will provide financial support for capital needs of the forest preschool program at the KCC, Seeds of Wonder, and our Community Outreach Liaison collaborative program with Kittery, Eliot and York Police Departments.

I have received confirmation from MDOT that decisions on the Bike/Ped Program Grant is due this month. The Town is still awaiting a decision on its grant application for \$400,000 (approximately 50% of the cost) for the Stevenson Sidewalk extension program.

Since January of 2022, the Town has successfully secured \$1,090,702 in grant funds for Kittery programs and operations, a 72.7% success rate. The Town has received \$2.73 in grant funds for every dollar match required.

We continue to pursue grants that align with Kittery's goals, objectives and needs. Identifying, applying for and administrating grants is a time-intensive effort. I am grateful for the amazing work our various departments have done in seeking and growing our grant supported efforts.

4. New Town Hall and KRRF Hours – As a quick reminder, the Town began observing new customer service hours for the Town Hall and Kittery Resource Recovery Facility on January 3rd. These new hours are the result of the recruitment and retention work developed collaboratively with staff at the direction of Council. There is no change in the Kittery Community Center hours or the Rice Public Library hours.

Upcoming Dates:

- Town Hall Closed Martin Luther King Jr. Day Monday, January 16
- 2023 Fort Foster Season Passes Available Now Town Hall or www.kitteryme.gov
- Dog License Renewal Deadline January 31, Town Clerk or www.kitteryme.gov
- Valentine's Dance Saturday, February 11, 6PM 8PM, Kittery Community Center

Respectfully Submitted,

Kendra Amaral Town Manager



VOLUNTERS NEEDED

The Town of Kittery is excited to announce the reopening of the Freebie Barn in January 2023.



Volunteers will help operate the Freebie Barn and Community Swap events by reviewing items being dropped off to ensure they are associated with the given month's theme, and determine the acceptability of donated items based on condition/use.



Volunteers needed:

- Wednesdays from 11 AM 2 PM at the Freebie Barn, located at the KRRF.
- Last Saturday of the month from 11 AM 2 PM to transport items from the Freebie Barn to the KCC.
- Last Sunday of the month for a variety of shifts between 7:30 AM 1 PM to assist with last minute item drop offs, event set-up, and event clean-up.

Want to be a part of the new Freebie Barn program? Sign up to be a volunteer today!



For more information, or to sign up, visit: www.kitteryme.gov/freebiebarn or scan the QR code.





COMMUNITY RESOURCES

Thank you for bringing your items in for donation. If the Freebie Barn does not have the capacity to take your donated items at this time. Please consider utilizing one of the many donation resources in our community to ensure that your items may be recycled or repurposed and avoid the waste stream.

York County Shelter Programs

Website: https://www.yorkcountyshelterprograms.com/

Contact: Bonnie at 207-324-1137, ext 109 to schedule a drop off time.

Acceptable items: New or lightly used clothing and shoes for adults, winter coats, and

twin size blankets.

Southern Maine Agency on Aging/Meals on Wheels

Website: https://www.smaaa.org/wellness/meals.html

Contact: Amanda at 207-475-7399 to schedule a drop off time.

Acceptable items: Personal care and cleaning products, winter wear, blankets and

pet supplies.

Hope on Haven Hill

Website: https://www.hopeonhavenhill.org/

Contact: 603-841-5353 to schedule a drop off time.

Acceptable items: Baby equipment/supplies, humidifiers, sound machines/table fans.

Goodwill Portsmouth

Website: https://goodwillnne.org/donate/acceptable-donations/

Contact: 603-430-2040, accepting donations Monday – Saturday, 10:00 AM – 4:00 PM.

Acceptable items: Large variety of household items including small kitchen

appliances, furniture, books, media, tools and sports equipment.

Caring Unlimited

Website: https://www.caring-unlimited.org/

Contact: 207-490-3227 x106 to schedule a drop off time and place.

Acceptable items: Beds/bedding, household items, small kitchen appliances, hygiene

items, and children's items.



COMMUNITY RESOURCES

ReStore

Website: https://www.habitatyorkcounty.org/restore

Contact: 603-750-3200 (Habitat for Humanity), accepting donations Tuesday – Saturday

9:00 AM - 4:30 PM.

Acceptable items: Kitchen/household appliances, air conditioners, furniture, landscaping items, lumber, plumbing parts/supplies, plywood and sheetrock.

FairTide

Website: https://www.fairtide.org/

Contact: 207-439-2427 – Accepting donations Monday - Saturday 10:00 AM – 5:00 PM. **Acceptable items: Gently used clothing and accessories, household goods, small appliances, books, craft items, and children's toys.**

York County Service Association (YCSA)

Website: https://www.ycsame.org/

Contact: 207-363-5504 – Accepting donations Monday - Saturday, 10:00 AM – 5:00 PM and Sunday 12:00 PM – 5:00 PM (items may be left on the side porch after hours). Acceptable items: Clothing and accessories, housewares, home décor, bedding, curtains, toys/games, bicycles and furniture in excellent condition.

Better Together York County (Facebook Group)

Website: https://www.facebook.com/groups/BTYork Connecting those who need specific items with folks who have those items to donate, and vice versa.

For a full list of community resources and items they accept, along with information about the Freebie Barn, and volunteer sign up, please scan the QR code here or visit www.kitteryme.gov/freebiebarn.





GRANTS SUMMARY

Applications Since: January 1, 2022

 Applied for:
 \$4,165,577
 11

 Awarded:
 \$1,090,702
 8

 Match Required:
 \$399,534
 11

 Awaiting Decision:
 \$400,000

 Success Rate:
 72.7%

 Money Multiplier
 \$2.73

			REQUEST	Proposed			A	ward Amount	Aw	ard Match		Line Item Match
Project	Grant Program	Source	(w/o match)	Match	Match Type	Award		w/o match)	Rec	quirement	Contact	Source
Legion Pond	Invasive Aquatic Plant Removal	MDEP	60,720	15,180	Cash	Yes	\$	40,522	\$	8,000	Jessa Kellogg	Operating budget
Housing/Transportation/Climate/Comms ¹	Joint Land Use Program	OLDCC (Dept Defense)	499,122	55,458	Inkind	Yes	\$	499,122	\$	55,458	Steph Carver	Inkind
Bullet Proof Vests	BPV Program	Bureau of Justice	2,366	-	N/A	Yes	\$	2,366	\$	-	Chief Richter	N/A
FT Firefighters ²	SAFER	Federal	816,000	-	N/A	No	\$	-	\$	-	Chief O'Brien	
Stormwater infrastructure - Route 1	Municipal Partnership Initiative	MDOT	234,568	234,568	Cash	Yes	\$	234,568	\$	234,568	Jessa Kellogg	Capital/Reserve
Climate Action Cohort	Community Partnership Program	GOPIF	25,000	-	N/A	Yes	\$	25,000	\$	-	Karina Graeter	N/A
Route 1 Road Diet/Planning	Planning Partnership Initiative	MDOT	70,000	70,000	Cash	Yes	\$	70,000	\$	70,000	Adam Causey	TBD
375th Celebration - Arts Festival	Kennebunk Savings Sponsorship	Kennebunk Savings	4,800	-	N/A	Yes	\$	4,800	\$	-	Jeremy Paul	N/A
Spruce Creek Watershed-Based Mgmt Plan	Watershed Program	MDEP	34,324	31,508	Inkind & Cash	Yes	\$	34,324	\$	31,508	Jessa Kellogg	Inkind/Capital
Outdoor Preschool Program	Congressionally Directed Spending	Sen Collins	100,000	-	N/A	Yes	\$	100,000	\$	-	Kendra Amaral	N/A
Community Outreach Liaison	Congressionally Directed Spending	Sen Collins	80,000	-	N/A	Yes	\$	80,000	\$	-	Kendra Amaral	N/A
Stevenson Road Sidewalk	BikePed Program	MDOT	400,000	381,712	Cash	Awaiting					Kendra Amaral	
Walker/Wentworth Sidewalk Project	DCIP	OLDCC (Dept Defense)	1,838,677	180,808	Cash	No	\$	-	\$	-	Kendra Amaral	
Emery Field Phase 2	Land & Water Conservation	State of Maine	300,000	350,000	Cash	Yes	\$	375,000	\$	350,000	Jessa Kellogg	Capital/Reserve
COVID	American Rescue Plan Act	Treasury	1,037,000	-	N/A	Yes	\$	1,037,000	\$	-	Kendra Amaral	

Notes:

- 1. Joint Land Use Program Grant is a collaborative effort with SMPDC. SMPDC has agreed to serve as the primary applicant for this round.
- 2. Climate Action Cohort Grant is a collaborative effort with SMPDC, Kennebunk, Kennebunkport, and Biddeford. SMDPC is serving as the primary contact.



NEW BUSINESS HOURS AT THE TOWN OF KITTERY

In an effort to meet post-pandemic hiring and retention challenges, the Town of Kittery is excited to announce our new business hours, effective January 3, 2023:

KITTERY TOWN HALL

- Monday Wednesday: 8:30 AM 4:00 PM
- Thursday: 8:30 AM 6:00 PM
- Friday: 8:30 AM 1:30 PM (Customer Service Center only on Fridays)

KITTERY RESOURCE RECOVERY FACILITY

- Monday: Closed
- Tuesday Friday: 9:00 AM 4:00 PM
 - o Hazardous Waste hours are 9:00 AM 4:00 PM on Wednesdays
- Saturday: 7:15 AM 2:15 PM
 - Hazardous Waste hours are 7:15 AM 2:15 PM on Saturdays
- Sunday: Closed



Published on Kittery ME (https://www.kitteryme.gov)

Home > Town of Kittery Board & Committee Application > Webform results > Submission #10

Submission information

Form: Town of Kittery Board & Committee Application [1]

Submitted by Anonymous (not verified)

March 10, 2022 - 6:05pm

2601:196:201:af80:3cf8:b463:c8ed:4e7d

Name:

Ethan Bensley

Residence:

51 Old Dennett Road

Mailing (if different):

E-Mail Address:

ethanbensley@gmail.com

Cell Phone Number:

6034980374

Home Phone Number:

Work Phone Number:

Board, Committee & Commission Choices

Planning Board

Rank Choices By Priority

1. Planning Board

Education/Training:

BS from Rochester Institute of Technology - Mechanical Engineering Technology

Related Experience (Including other Boards and Commissions):

None, besides land/home ownership in this town and a desire to be involved.

Present Employment:

Portsmouth Naval Shipyard - Nuclear Engineering and Planning Department - Shift Refueling Engineer

Are You a Registered Voter in the Town of Kittery?

Yes

Do You Have Any Conflicts of Interest?

NO

Reason for Application to this Board:

A desire to be involved in the town which I grew up in and now currently own a home in.

I have attended at least two meetings of the board for which application is being made:

Have

I agree to attend all meetings, except for illness/emergency & will advise the Chair when unable to attend:

Agree

Signature

Ethan D. Bensley

Source URL: https://www.kitteryme.gov/node/71141/submission/13341

Links

[1] https://www.kitteryme.gov/home/webforms/town-kittery-board-committee-application



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: <u>EARLDEAN</u> WELLS	
NAME: <u>EARLDEAN</u> WELLS RESIDENCE: 104 Whipple Rd - K	1HERY ME. 03904
MAILING (if different)	
E-MAIL ADDRESS: <u>earld GANWELLS @ My Ra</u>	iroint. Let
PHONE #: (H) 439-2787 (W)	
Please check your choices and list in order Board of AppealsConservation CommissionDiversity, Equity & Inclusion CommitteeEducation Scholarship CommitteeParks CommissionPlanning BoardClimate Adaptation Committee	 Board of Assessment Review Board of Trustees of Trust Funds Shellfish Conservation Committee Kittery Port Authority KCC Board of Directors Library Advisory Committee Kittery Housing Committee
EDUCATION/TRAINING: SOME COLLEGE	Other
PRESENT EMPLOYMENT: _ \(\nu / \rho\)	d Commissions) Conservation Commission
ARE YOU A REGISTERED VOTER OF THE TOWN (
ANY KNOWN CONFLICT OF INTEREST (please re	
ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO	
Please read the back of t	his application before signing.
Calle Wells	12/12/2022
SIGNATURE OF APPLICANT	DATE

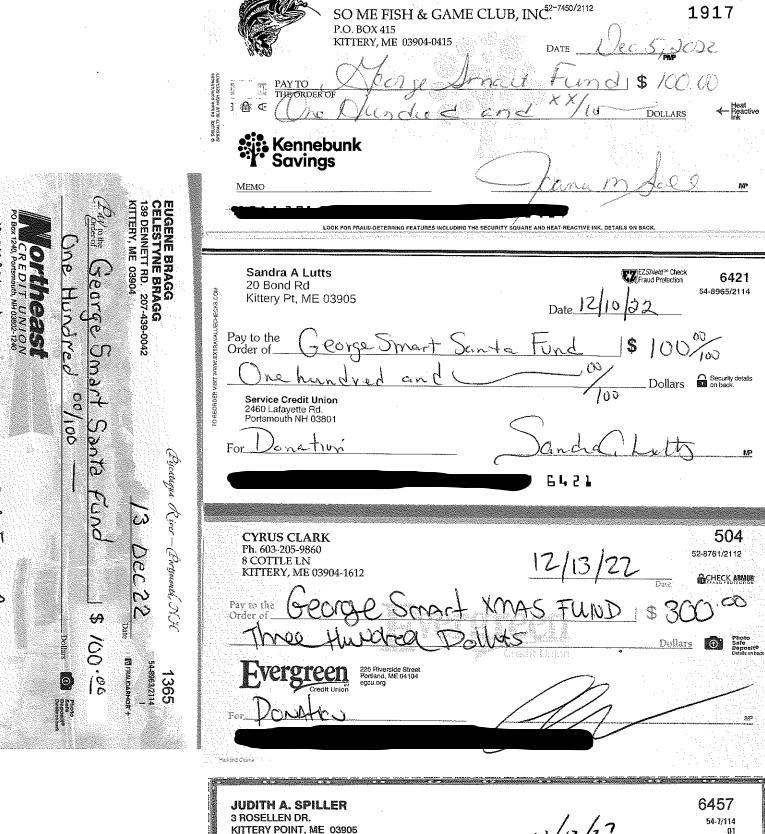
Title 30-A: MUNICIPALITIES AND COUNTIES

§2605. Conflicts of interest

- 1. Voting. The vote of a body is voidable when any official in an official position votes on any question in which that official has a direct or an indirect pecuniary interest.
- 4. Direct or indirect pecuniary interest. In the absence of actual fraud, an official of a body of the municipality, county government or a quasi-municipal corporation involved in a question or in the negotiation or award of a contract is deemed to have a direct or indirect pecuniary interest in a question or in a contract where the official is an officer, director, partner, associate, employee or stockholder of a private corporation, business or other economic entity to which the question relates or with which the unit of municipal, county government or the quasi-municipal corporation contracts only where the official is directly or indirectly the owner of at least 10% of the stock of the private corporation or owns at least a 10% interest in the business or other economic entity.

When an official is deemed to have a direct or indirect pecuniary interest, the vote on the question or the contract is not voidable and actionable if the official makes full disclosure of interest before any action is taken and if the official abstains from voting, from the negotiation or award of the contract and from otherwise attempting to influence a decision in which that official has an interest. The official's disclosure and a notice of abstention from taking part in a decision in which the official has an interest shall be recorded with the clerk or secretary of the municipal or county government or the quasi-municipal corporation.

- A. This subsection does not prohibit a member of a city or town council or a member of a quasi-municipal corporation who is a teacher from making or renewing a teacher employment contract with the municipality or quasi-municipal corporation for which the member serves.
- 6. Avoidance of appearance of conflict of interest. Every municipal and county official shall attempt to avoid the appearance of a conflict of interest by disclosure or by abstention.







TOWN OF KITTERY

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

REPORT TO TOWN COUNCIL

Meeting Date: January 9, 2023

From: Kendra Amaral, Town Manager

Subject: Title 10 – Badgers Island West Parking

Council Sponsor: Chairperson Judy Spiller

OVERVIEW

The Town received a number of parking congestion complaints from residents of Badgers Island West in November. The primary concerns raised by complainants was the effect on-street parking was having on the entrance to Badgers Island West, making it too narrow for larger vehicles, trucks, and public safety apparatus (fire trucks).

Upon receiving the complaints, we scheduled a site walk with the neighborhood to learn more about the challenges and discuss possible solutions. Postcards were sent to all of the property owners and businesses about the site walk.

On December 20, 2022, the Police Chief Richter, Fire Chief O'Brien, and I met with the residents and businesses of Badgers Island West. Approximately 25 people attended. We also received a few emails from those unable to attend in person. We discussed the primary concern area, then walked the entire street to discuss other areas and concerns.

There was consensus that restricting parking to the utility pole located approximately 250 feet into Badgers Island West was reasonable and acceptable to address the primary concerns.

PROPOSED SOLUTION/RECOMMENDATION

Approve amendment as proposed.

ATTACHMENTS

- Proposed Title 10 Badgers Island West Parking
- Map of Impacted Area
- Draft Title 10 Badgers Island West Parking Enactment

TITLE 10 PARKING RESTRICTIONS BADGERS ISLAND WEST

1. ADD to Title 10 Prohibited Parking a section of Badgers Island West as follows:

§ 10.3.1.1 Prohibited at all times.

Parking is prohibited at all hours in the following locations:

Badgers Island West, both sides, from its intersection with Route 1 in a westerly direction for 250 feet.





Title 10 - BIW

Kittery, ME



January 3, 2023

1 inch = 137 Feet

0 137 275 412

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or mis

KITTERY TOWN CODE TITLE 10 BADGERS ISLAND WEST PARKING

- 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
- 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 seeks to improve traffic safety on Badgers Island West and ensure there
- is sufficient space for emergency vehicles to access the buildings on the street, by restricting
- 12 parking where it is most narrow;
- 13 NOW THEREFORE, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN
- 14 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 10
- 15 OF THE TOWN CODE, AS PRESENTED.

16	INTRODUCED and	read in a public se	essio	n of the Town Cour	ncil on the	day of,
17	20, by:	{NA	ME}	Motion to approve	by Councilor	
18		{NAME}, as s	econo	ded by Councilor _		{NAME} and
19	passed by a vote of	f				
20	THIS ORDINANCE	IS DULY AND PR	ROPE	RLY ORDAINED	by the Town Cou	ıncil of Kittery,
21	Maine on the	day of	, 20_	, {NAME},		, Chairperson
22	Attact: (NAME)		To	wn Clerk		

DRAFT: January 9, 2023