



TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

January 23, 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_IFQgQniISZCBcSMsqXURtA

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
 - August 15, 2022 – Regular Meeting
8. Interviews for the Board of Appeals and Planning Board.

a.(010223-01) The Kittery Town Council moves to interview the following candidates for two (2) vacancies on the Board of Appeals for a three-year term.

- Martha Mason
- Rachel Copeland

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

10. PUBLIC HEARINGS

a.(010223-02) The Kittery Town Council moves to hold a public hearing and vote on Title 5 – Short Term Rentals.

b.(010223-03) The Kittery Town Council moves to hold a public hearing and vote Title 10 – Badgers Island West Parking.

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.

(010223-04) The Kittery Town Council moves to accept a donation from Kenneth Bartuka in the amount of \$100 to be deposited into the Rice Public Library book fund account #600.

(010223-05) The Kittery Town Council moves to accept a donation from York Hospital in the amount of \$10,000 to be deposited into the Kittery Community Center account #600.

b.(010223-06) The Kittery Town Council moves to appoint a Councilor along with the Chair of the Kittery Community Center Board of Directors to interview John Pratt for a three-year term on the Kittery Community Center Board of Directors.

c.(010223-07) The Kittery Town Council moves to accept the resignation of Charles H Denault III, from the Board of Appeals, effective January 9, 2023.

- d.(010223-08) The Kittery Town Council moves to accept the resignation of Earldean Wells, from the Conservation Committee, effective January 9, 2023.
- e.(010223-09) The Kittery Town Council moves to adopt the 2023 Annual Goals.
- f. (010223-10) The Kittery Town Council moves to authorize the Kittery Little League to place a banner across Rogers Road in front of the Kittery Community Center between February 1, 2023 and March 1, 2023.

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 19, 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 23, 2023

- 1. Expansion of the Gorges Road Fire Station**– We received new bids for the expansion of the Gorges Road Fire Station, approved by the voters through a warrant article in June of 2021. As a reminder, the objective of this project is to relocate the ambulance service from the heart of the Foreside to the Gorges Road Fire Station. The project will add garage bays for the ambulances, create office space for the ambulance administration, create bunk space for firefighters as we grow full-time firefighter coverage for the community, and upgrade the kitchen facilities to meet code. We originally bid the project in 2022, with bids coming in at approximately \$1.3M. In preparing to rebid the project, we anticipated the costs to be \$1.5M, with inflation.

We were authorized to use the sale proceeds of the Walker Street Fire Station through the approved warrant article. The Walker Street Fire Station real estate sale closed on January 6 for \$864,000. After fees and closing settlements, the Town netted \$818,565.23. In September 2022, the Council authorized the use of an additional \$700,000 from the proceeds of sales from other property to cover the construction cost gap, leaving a total of approximately \$1.5M in available funds.

The new bids for the Gorges Road Fire Station came in within budget. The contract is being awarded to H.L. Patten for a cost of \$1,388,000. We are working on drafting and executing the agreement with H.L. Patten over the next week. We plan to hold the \$112,000 difference as an owner-controlled contingency, which is consistent with standard practice of holding a 8% -12% contingency.

- 2. FY23 Financial Update Q2** – See attached.

Upcoming Dates:

- 2023 Fort Foster Season Passes Available Now – Town Hall or www.kitteryme.gov
- Freebie Barn Community Swap – January 29, 9AM – 12PM, Kittery Community Center
- AARP Tax Aide – Begins February 8, Kittery Community Center, www.kitterycommunitycenter.org
- Dog License Renewal Deadline – January 31, Town Clerk or www.kitteryme.gov
- Family Valentine's Dance – Saturday, February 11, 6PM – 8PM, Kittery Community Center
- Tax Bills Due – February 15, Town Hall
- Town Hall Closed – Observance of Presidents' Day – February 20

Respectfully Submitted,

Kendra Amaral
Town Manager



TOWN OF KITTEERY
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REPORT TO TOWN COUNCIL

Meeting Date: January 23, 2023
From: Kendra Amaral, Town Manager
Subject: Fiscal Year 2023 Financial Update – Quarter 2
Councilor Sponsor: N/A

This is to provide the Council with an update on the Fiscal Year 2023 (FY23) finances at the close of Quarter 2 (Q2) of the fiscal year.

Revenue

At this stage of the fiscal year, we focus on watching revenue activity, and identifying any unanticipated variations.

State reimbursement from the Homestead Exemption will end the year approximately \$14,000 below projection, or 4%. This amount is based on the total homestead exemptions adjusted for the calculated percentage of assessed values compared to market values. This is not a surprise, as we see the gap reemerge between assessed value and market value as determined by the State.

We are watching our Auto Excise tax as one of our highest business revenue generators. Revenue from Auto Excise came in at \$857,728 through Q2, or approximately 44%. This is behind Q2 of the prior fiscal year; with the gap being \$177,000. We continue to watch this closely as the gap has grown from Q1.

Code Enforcement fees are coming in at \$139,659 or approximately 40% of projection. This is a variable revenue source that has a seasonality to it. It is expected to pick up in the spring.

Solid Waste recycling and fees are holding strong, coming in at a combined total revenue through Q2 of \$99,157, or approximately 58% of projection. Some of the recycling material resale market is remaining positive (cardboard and metal) while other segments are costing us to recycle. The State has enacted law to reimburse collectors (municipalities) for the cost of disposing/recycling packaging. The rules for the program are not expected to be complete until December 2023, meaning implementation of the reimbursement program will not likely begin until 2024. We continue to track the launch of the program.

Fort Foster revenue through Q2 is at \$178,897, or approximately 55% of projection. This is \$21,272 ahead of the prior year. We expected this to be a strong number given the dry summer we experienced in 2022.

With each Year End Projection analysis, we also work to identify any charges (revenue or expense) that may have a journaling error. We have a few in our revenue section this quarter, including the MDOT HWY Maintenance Revenue (should be in State Aid to Roads Fund 4001), and the Misc. Revenue (portion should be in GMA Housing Revenue line). These will be corrected by Q3.

Quarterly sewer revenue for customer flow is \$329,457. The revenue appears low, due to the shift in billing due dates each year. We believe we are on track for revenue overall.

Expenditures

We have already begun making year-end expenditure projections. This is particularly important as we respond to and absorb unanticipated costs that arise throughout the year. As a general note, projected spending is developed using spending cycle calculations, anticipated costs, and other methods as appropriate. Projections are estimates only and may change as additional information becomes available or spending fluctuations occur over the course of the fiscal year.

Based on projections, we are on track for spending and budget controls so far this year. As usual, we are watching a few areas for potential exposure. The projections also retain the full “worst case scenario” for snow and ice operations. We had a mild start to the winter, with very few snow or ice events through December. However, as was experienced in 2015, mild starts can lead to catastrophic ends.

Staff fluctuations are having the most significant impact on projections at this phase of the fiscal year. Departments that are short-staffed are utilizing overtime and part-time hours more heavily than planned; conversely open positions are offsetting wages in operating budgets and our Shared Services budget that carries employee fringe benefit costs

The new recruitment retention program did not go into effect until January 1. Financial impacts of the program’s implementation will begin to be seen in Q3.

With the “worst case scenario” snow and ice projections built into DPW’s budget; we are anticipating DPW will be over budget projections by approximately \$76,000. This will change as we progress through the winter, and book actual storm and sanding event costs.

The Library is projected to have an approximately \$11,000 overage. The cost of operating the new building was projected as best possible but not able to be exact. With the opening of the new building, we are seeing an increase in use, and an increase in costs related to utilities to run the modern systems and increased space.

General Assistance remains the largest budget outlier through Q2. GA is currently projected to be \$195,000 for the year, or approximately 95% over budget. Savings in other accounts and departments will help cover the difference.

Attachments

Report through Q2:

- General Fund

- Sewer Fund
- Other Funds

TOWN OF KITTERY - LIVE



GL YTD 12 31 22

FOR 2023 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1000 TOWN GENERAL FUND							
1000 TOWN GENERAL FUND							
1000 68500 TRANSFERS IN/OUT WAR	0	460,000	460,000	460,000.00	.00	.00	100.0%
TOTAL TOWN GENERAL FUND	0	460,000	460,000	460,000.00	.00	.00	100.0%
101110 ADMINISTRATION							
101110 64011 MANAGER SALARY	115,200	0	115,200	58,276.71	.00	56,923.29	50.6%
101110 64014 TOWN CLERK SALARY	87,961	0	87,961	37,249.74	.00	50,711.26	42.3%
101110 64017 CLERKS SALARIES	322,388	0	322,388	136,268.33	.00	186,119.67	42.3%
101110 64018 HUMAN RESOURCES MA	74,983	0	74,983	35,737.67	.00	39,245.33	47.7%
101110 64026 FINANCE DIRECTOR S	126,576	0	126,576	68,690.11	.00	57,885.89	54.3%
101110 64027 CUSTODIAN WAGES	14,906	0	14,906	5,148.94	.00	9,757.06	34.5%
101110 64030 OVERTIME	4,000	0	4,000	8,182.39	.00	-4,182.39	204.6%*
101110 64031 SALARY & POSITION	30,000	100,000	130,000	.00	.00	130,000.00	.0%
101110 64041 FACILITIES MAINT S	59,055	0	59,055	28,455.90	.00	30,599.10	48.2%
101110 64046 COMMUNICATIONS DIR	71,400	0	71,400	27,461.60	.00	43,938.40	38.5%
101110 65010 POSTAGE	8,000	0	8,000	3,251.20	.00	4,748.80	40.6%
101110 65020 TELEPHONE & INTERN	9,000	0	9,000	3,570.01	.00	5,429.99	39.7%
101110 65030 TRANSPORTATION	2,500	0	2,500	133.75	.00	2,366.25	5.4%
101110 65040 EDUCATIONAL/MEETIN	5,000	0	5,000	3,416.61	.00	1,583.39	68.3%
101110 65060 PRINTING	13,000	0	13,000	4,116.49	.00	8,883.51	31.7%
101110 65080 LEGAL NOTICES/OTHE	3,000	0	3,000	1,584.41	.00	1,415.59	52.8%
101110 65200 ELECTRICITY	13,440	0	13,440	4,252.04	.00	9,187.96	31.6%
101110 65220 WATER	412	0	412	79.35	.00	332.65	19.3%
101110 65230 FUEL OIL	4,500	0	4,500	1,690.73	.00	2,809.27	37.6%
101110 65240 DUMPSTERS	727	0	727	520.95	.00	206.05	71.7%
101110 65250 SEWER	325	0	325	171.90	.00	153.10	52.9%
101110 65300 MACHINE & EQUIPMEN	35,000	0	35,000	20,296.41	.00	14,703.59	58.0%
101110 65400 LEGAL SERVICES	65,000	0	65,000	44,380.11	.00	20,619.89	68.3%
101110 65410 COMPUTER SERVICES	52,000	0	52,000	19,457.88	.00	32,542.12	37.4%
101110 65415 WEB PAGE	8,000	0	8,000	4,103.09	.00	3,896.91	51.3%
101110 65430 AUDIT SERVICES	17,500	0	17,500	10,500.00	.00	7,000.00	60.0%
101110 65480 OTHER PROFESSIONAL	37,500	0	37,500	28,051.34	.00	9,448.66	74.8%
101110 65500 MAINTENANCE OF BLD	16,500	0	16,500	15,141.67	.00	1,358.33	91.8%
101110 66010 OFFICE SUPPLIES	8,000	0	8,000	7,572.92	.00	427.08	94.7%

TOWN OF KITTERY - LIVE



GL YTD 12 31 22

FOR 2023 06			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101110	66020	BOOKS/SUBSCRIPTION	1,500	0	1,500	967.89	.00	532.11	64.5%
101110	66025	MAINE MUNICIPAL AS	14,564	0	14,564	.00	.00	14,564.00	.0%
101110	66035	ABSTRACTS & LIENS	9,500	0	9,500	2,665.70	.00	6,834.30	28.1%
101110	66040	JANITORIAL SUPPLIE	2,500	0	2,500	1,120.32	.00	1,379.68	44.8%
101110	67510	OFFICE FURNITURE &	0	0	0	19.99	.00	-19.99	100.0%*
TOTAL ADMINISTRATION			1,233,937	100,000	1,333,937	582,536.15	.00	751,400.85	43.7%
101115 TOWN COUNCIL									
101115	64001	COUNCIL STIPEND	4,000	0	4,000	1,520.00	.00	2,480.00	38.0%
101115	65480	OTHER PROF SERV/CO	1,500	0	1,500	35.00	.00	1,465.00	2.3%
101115	66037	COUNCIL EXPENSES	150	0	150	45.00	.00	105.00	30.0%
TOTAL TOWN COUNCIL			5,650	0	5,650	1,600.00	.00	4,050.00	28.3%
101130 ELECTIONS									
101130	64020	PART TIME SALARIES	5,000	0	5,000	4,048.18	.00	951.82	81.0%
101130	65000	ELECTIONS EXPENSES	800	0	800	499.18	.00	300.82	62.4%
101130	65010	POSTAGE	2,200	0	2,200	1,213.08	.00	986.92	55.1%
101130	65060	PRINTING	7,000	0	7,000	4,631.42	.00	2,368.58	66.2%
101130	65480	OTHER PROFESSIONAL	5,500	0	5,500	.00	.00	5,500.00	.0%
101130	66010	OFFICE SUPPLIES	200	0	200	18.98	.00	181.02	9.5%
101130	67510	OFFICE FURNITURE &	0	0	0	1,069.99	.00	-1,069.99	100.0%*
TOTAL ELECTIONS			20,700	0	20,700	11,480.83	.00	9,219.17	55.5%
101150 COUNTY TAX									
101150	65480	OTHER PROF SERVICE	990,000	0	990,000	989,988.95	.00	11.05	100.0%
TOTAL COUNTY TAX			990,000	0	990,000	989,988.95	.00	11.05	100.0%
101155 TAX INCREMENT FINANCING									
101155	65000	TIF FINANCING PLAN	25,000	0	25,000	25,000.00	.00	.00	100.0%

TOWN OF KITTERY - LIVE



GL YTD 12 31 22

FOR 2023 06								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
TOTAL TAX INCREMENT FINANCING	25,000	0	25,000	25,000.00	.00	.00	100.0%	
101230 DEBT & INTEREST								
101230 68057 RUSTLEWOOD FARM -	6,701	0	6,701	6,700.62	.00	.38	100.0%	
101230 68065 2006 FIRE STATION	115,000	0	115,000	115,000.00	.00	.00	100.0%	
101230 68066 2010 PW SALT SHED	16,500	0	16,500	.00	.00	16,500.00	.0%	
101230 68067 2012 KCC BOND PRIN	275,000	0	275,000	275,000.00	.00	.00	100.0%	
101230 68068 2015 CIP BOND PRIN	225,000	0	225,000	225,000.00	.00	.00	100.0%	
101230 68069 KLT BRAVE BOAT HEA	12,101	0	12,101	12,100.98	.00	.02	100.0%	
101230 68071 LIBRARY BOND PRINC	240,000	0	240,000	.00	.00	240,000.00	.0%	
101230 68257 RUSTLEWOOD FARM IN	3,614	0	3,614	1,848.25	.00	1,765.75	51.1%	
101230 68265 2006 FIRE STATION	10,500	0	10,500	5,825.00	.00	4,675.00	55.5%	
101230 68268 2015 CIP BONDS INT	15,750	0	15,750	9,000.00	.00	6,750.00	57.1%	
101230 68269 KLT BRAVE BOAT HEA	5,989	0	5,989	3,044.86	.00	2,944.14	50.8%	
101230 68271 LIBRARY BOND INTER	97,230	0	97,230	48,615.00	.00	48,615.00	50.0%	
101230 68295 PWD BLDG/SALT SHED	4,557	0	4,557	2,278.75	.00	2,278.25	50.0%	
101230 68297 2012 KCC BOND INT	71,775	0	71,775	71,775.00	.00	.00	100.0%	
TOTAL DEBT & INTEREST	1,099,717	0	1,099,717	776,188.46	.00	323,528.54	70.6%	
101310 POLICE								
101310 64002 POLICE CHIEF FT S	107,435	0	107,435	52,235.21	.00	55,199.79	48.6%	
101310 64012 SERGEANTS SALARIES	356,618	0	356,618	186,028.66	.00	170,589.34	52.2%	
101310 64013 SCHOOL RESOURCE OF	71,959	0	71,959	36,196.24	.00	35,762.76	50.3%	
101310 64014 DETECTIVES SALARIE	154,296	0	154,296	73,224.26	.00	81,071.74	47.5%	
101310 64015 PATROLMEN SALARIES	838,111	0	838,111	361,032.38	.00	477,078.62	43.1%	
101310 64016 DISPATCHER SALARIE	329,385	0	329,385	112,149.15	.00	217,235.85	34.0%	
101310 64017 ADMINISTRATIVE ASS	101,473	0	101,473	50,018.71	.00	51,454.29	49.3%	
101310 64022 ANIMAL CONTROL OFF	76,990	0	76,990	35,766.14	.00	41,223.86	46.5%	
101310 64023 LIEUTENANT SALARY	89,830	0	89,830	42,817.71	.00	47,012.29	47.7%	
101310 64024 NIGHT DIFFERENTIAL	15,500	0	15,500	7,613.08	.00	7,886.92	49.1%	
101310 64027 CUSTODIAN WAGES	16,455	0	16,455	6,797.13	.00	9,657.87	41.3%	
101310 64030 OVERTIME	200,000	0	200,000	139,746.38	.00	60,253.62	69.9%	
101310 64033 SICK TIME BUY BACK	2,408	0	2,408	227.20	.00	2,180.80	9.4%	
101310 64034 PHYSICAL FITNESS S	14,700	0	14,700	900.72	.00	13,799.28	6.1%	
101310 65010 POSTAGE	870	0	870	404.19	.00	465.81	46.5%	
101310 65020 TELEPHONE & INTERN	30,000	0	30,000	17,948.49	.00	12,051.51	59.8%	

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FOR 2023 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101310 65030 TRANSPORTATION	2,800	0	2,800	1,600.00	.00	1,200.00	57.1%
101310 65040 EDUCATIONAL/MEETIN	26,500	0	26,500	11,564.32	.00	14,935.68	43.6%
101310 65060 PRINTING	4,450	0	4,450	467.25	.00	3,982.75	10.5%
101310 65080 LEGAL NOTICES/OTHE	850	0	850	.00	.00	850.00	.0%
101310 65200 ELECTRICITY	15,000	0	15,000	5,452.37	.00	9,547.63	36.3%
101310 65220 WATER	545	0	545	105.80	.00	439.20	19.4%
101310 65230 FUEL OIL	5,500	0	5,500	2,254.31	.00	3,245.69	41.0%
101310 65240 DUMPSTERS	970	0	970	470.73	.00	499.27	48.5%
101310 65250 SEWER	400	0	400	229.20	.00	170.80	57.3%
101310 65300 MACHINE & EQUIPMEN	83,000	0	83,000	48,724.92	.00	34,275.08	58.7%
101310 65310 VEHICLE MAINTENANC	31,000	0	31,000	11,833.49	.00	19,166.51	38.2%
101310 65311 GAS, GREASE, & OIL	48,125	0	48,125	24,934.39	.00	23,190.61	51.8%
101310 65470 DOG EXPENSE	750	0	750	155.00	.00	595.00	20.7%
101310 65480 OTHER PROFESSIONAL	3,000	0	3,000	847.62	.00	2,152.38	28.3%
101310 65500 MAINTENANCE OF BLD	5,000	0	5,000	2,766.24	.00	2,233.76	55.3%
101310 65521 UNIFORMS	27,000	0	27,000	14,018.72	.00	12,981.28	51.9%
101310 65693 SOCIAL SVCS PARTNE	28,000	0	28,000	6,875.00	.00	21,125.00	24.6%
101310 66010 OFFICE SUPPLIES	4,000	0	4,000	2,831.10	.00	1,168.90	70.8%
101310 66020 BOOKS/SUBSCRIPTION	5,715	0	5,715	4,020.00	.00	1,695.00	70.3%
101310 66030 OTHER SUPPLIES	7,800	0	7,800	2,155.70	.00	5,644.30	27.6%
101310 66032 ARMORY SUPPLIES	30,000	0	30,000	10,050.00	.00	19,950.00	33.5%
101310 66040 JANITORIAL SUPPLIE	3,000	0	3,000	41.97	.00	2,958.03	1.4%
101310 67510 OFFICE FURNITURE &	1,500	0	1,500	.00	.00	1,500.00	.0%
101310 67517 BULLET PROOF VESTS	5,276	0	5,276	685.30	.00	4,590.70	13.0%
TOTAL POLICE	2,746,211	0	2,746,211	1,275,189.08	.00	1,471,021.92	46.4%

101320 FIRE

101320 64003 FIRE CHIEF SALARY	107,435	0	107,435	52,127.70	.00	55,307.30	48.5%
101320 64020 PART TIME SALARIES	102,493	0	102,493	40,142.31	.00	62,350.69	39.2%
101320 64030 OVERTIME FT FIREFI	0	0	0	1,400.04	.00	-1,400.04	100.0%*
101320 64043 ON-CALL FIREFIGHTE	2,720	0	2,720	11,645.00	.00	-8,925.00	428.1%*
101320 64044 FULL TIME FIREFIGH	256,037	0	256,037	141,347.63	.00	114,689.37	55.2%
101320 64045 FT FIREFIGHTER CAL	55,000	0	55,000	12,058.60	.00	42,941.40	21.9%
101320 64095 ACCIDENT & HEALTH	1,766	0	1,766	1,682.00	.00	84.00	95.2%
101320 65020 TELEPHONE & INTERN	8,374	0	8,374	4,302.63	.00	4,071.37	51.4%
101320 65040 EDUCATIONAL/MEETIN	2,235	0	2,235	1,566.11	.00	668.89	70.1%
101320 65045 TRAINING	4,650	0	4,650	2,400.00	.00	2,250.00	51.6%
101320 65046 HEALTH/PHYSICAL	7,600	0	7,600	1,200.00	.00	6,400.00	15.8%
101320 65200 ELECTRICITY	9,731	0	9,731	3,334.81	.00	6,396.19	34.3%
101320 65220 WATER	312	0	312	146.60	.00	165.40	47.0%

TOWN OF KITTERY - LIVE



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FOR 2023 06			ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
			APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
101320	65230	FUEL OIL	22,570	0	22,570	5,371.49	.00	17,198.51	23.8%
101320	65250	SEWER	400	0	400	201.97	.00	198.03	50.5%
101320	65300	MACHINE & EQUIPMEN	35,419	0	35,419	21,893.24	.00	13,525.76	61.8%
101320	65302	PROTECTIVE & SAFET	3,660	0	3,660	1,856.10	.00	1,803.90	50.7%
101320	65311	GAS, GREASE, & OIL	8,388	0	8,388	5,940.03	.00	2,447.97	70.8%
101320	65330	RADIO MAINTENANCE	2,867	0	2,867	525.00	.00	2,342.00	18.3%
101320	65480	OTHER PROFESSIONAL	7,896	0	7,896	6,157.99	.00	1,738.01	78.0%
101320	65500	MAINTENANCE OF BLD	15,390	0	15,390	9,423.46	.00	5,966.54	61.2%
101320	65521	UNIFORMS	5,600	0	5,600	2,800.00	.00	2,800.00	50.0%
101320	66010	OFFICE SUPPLIES	672	0	672	126.59	.00	545.41	18.8%
101320	66020	BOOKS/SUBSCRIPTION	200	0	200	.00	.00	200.00	.0%
101320	66040	JANITORIAL SUPPLIE	600	0	600	377.29	.00	222.71	62.9%
101320	67505	EXTINGUISHER MAINT	500	0	500	616.08	.00	-116.08	123.2%*
101320	67515	LANTERNS & BATTERI	200	0	200	.00	.00	200.00	.0%
101320	67520	OPERATING EQUIPMEN	8,000	0	8,000	2,132.90	.00	5,867.10	26.7%
101320	67530	VEHICLES	0	0	0	2,236.61	.00	-2,236.61	100.0%*
TOTAL FIRE			670,715	0	670,715	333,012.18	.00	337,702.82	49.7%
101330 STREETLIGHTS									
101330	65200	ELECTRICITY - STRE	35,000	0	35,000	8,025.75	.00	26,974.25	22.9%
101330	65300	MACHINE & EQUIPMEN	20,000	0	20,000	10,314.00	.00	9,686.00	51.6%
TOTAL STREETLIGHTS			55,000	0	55,000	18,339.75	.00	36,660.25	33.3%
101340 HYDRANT RENTALS									
101340	65300	HYDRANT RENT MACHI	268,950	0	268,950	269,912.08	.00	-962.08	100.4%*
TOTAL HYDRANT RENTALS			268,950	0	268,950	269,912.08	.00	-962.08	100.4%
101410 HIGHWAY									
101410	64004	HIGHWAY 35% COMM S	38,973	0	38,973	18,461.76	.00	20,511.24	47.4%
101410	64010	FULL TIME SALARIES	543,165	0	543,165	264,698.33	.00	278,466.67	48.7%
101410	64015	ADMINISTRATIVE ASS	48,900	0	48,900	21,958.67	.00	26,941.33	44.9%
101410	64029	OVERTIME - SNOW &	75,000	0	75,000	6,085.50	.00	68,914.50	8.1%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101410 64030 OVERTIME	8,000	0	8,000	4,080.85	.00	3,919.15	51.0%
101410 65010 POSTAGE	500	0	500	217.86	.00	282.14	43.6%
101410 65020 TELEPHONE & INTERN	4,200	0	4,200	2,231.43	.00	1,968.57	53.1%
101410 65030 TRANSPORTATION	750	0	750	250.00	.00	500.00	33.3%
101410 65040 EDUCATIONAL/MEETIN	4,000	0	4,000	8,285.00	.00	-4,285.00	207.1%*
101410 65060 PRINTING	600	0	600	341.75	.00	258.25	57.0%
101410 65080 LEGAL NOTICES/OTHE	1,000	0	1,000	.00	.00	1,000.00	.0%
101410 65200 ELECTRICITY	4,600	0	4,600	1,745.14	.00	2,854.86	37.9%
101410 65220 WATER	2,500	0	2,500	1,062.44	.00	1,437.56	42.5%
101410 65230 FUEL OIL	7,000	0	7,000	564.92	.00	6,435.08	8.1%
101410 65250 SEWER	400	0	400	200.00	.00	200.00	50.0%
101410 65300 MACHINE & EQUIPMEN	18,000	0	18,000	13,131.10	.00	4,868.90	73.0%
101410 65302 PROTECTIVE & SAFET	3,000	0	3,000	946.92	.00	2,053.08	31.6%
101410 65303 FACILITY SAFETY IN	1,250	0	1,250	464.41	.00	785.59	37.2%
101410 65310 VEHICLE MAINTENANC	20,000	0	20,000	11,013.44	.00	8,986.56	55.1%
101410 65311 GAS, GREASE, & OIL	64,875	0	64,875	25,229.53	.00	39,645.47	38.9%
101410 65312 TIRES & TUBES	8,000	0	8,000	3,687.61	.00	4,312.39	46.1%
101410 65450 TARRING & PATCHING	12,000	0	12,000	24,937.70	.00	-12,937.70	207.8%*
101410 65452 SALT	160,000	0	160,000	.00	.00	160,000.00	.0%
101410 65454 SAND	2,100	0	2,100	.00	.00	2,100.00	.0%
101410 65456 GRAVEL & FILL	3,000	0	3,000	6,492.55	.00	-3,492.55	216.4%*
101410 65458 DRAINAGE SUPPLIES	5,000	0	5,000	2,268.84	.00	2,731.16	45.4%
101410 65460 SIGNS	10,000	0	10,000	6,651.60	.00	3,348.40	66.5%
101410 65462 STRIPING	54,000	0	54,000	758.40	.00	53,241.60	1.4%
101410 65466 SNOW REMOVAL EQUIP	22,000	0	22,000	16,701.10	.00	5,298.90	75.9%
101410 65480 OTHER PROFESSIONAL	30,000	0	30,000	18,031.13	.00	11,968.87	60.1%
101410 65500 MAINTENANCE OF BLD	6,500	0	6,500	2,028.33	.00	4,471.67	31.2%
101410 65521 UNIFORMS	4,400	0	4,400	3,575.08	.00	824.92	81.3%
101410 65522 C.D.L PROGRAMS	850	0	850	566.50	.00	283.50	66.6%
101410 66009 SHOP SUPPLIES	19,000	0	19,000	9,556.99	.00	9,443.01	50.3%
101410 66010 OFFICE SUPPLIES	1,000	0	1,000	447.40	.00	552.60	44.7%
101410 66011 HAND TOOLS	600	0	600	337.95	.00	262.05	56.3%
101410 66020 BOOKS/SUBSCRIPTION	1,500	0	1,500	664.99	.00	835.01	44.3%
101410 66030 OTHER SUPPLIES	400	0	400	87.13	.00	312.87	21.8%
101410 66040 JANITORIAL SUPPLIE	8,500	0	8,500	4,082.66	.00	4,417.34	48.0%
101410 67514 PLANT EQUIPMENT	1,500	0	1,500	.00	.00	1,500.00	.0%
101410 67518 RENTAL EQUIPMENT	3,000	0	3,000	.00	.00	3,000.00	.0%
101410 67520 OPERATING EQUIPMEN	2,000	0	2,000	980.49	.00	1,019.51	49.0%
101410 67540 IMPROVEMENTS TO BL	5,000	0	5,000	373.31	.00	4,626.69	7.5%
TOTAL HIGHWAY	1,207,063	0	1,207,063	483,198.81	.00	723,864.19	40.0%

101520 GENERAL ASSISTANCE

101520 65480 OTHER PROF SERVICE	50,000	0	50,000	97,507.55	.00	-47,507.55	195.0%*
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FOR 2023 06								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
TOTAL GENERAL ASSISTANCE	50,000	0	50,000	97,507.55	.00	-47,507.55	195.0%	
101530 PUBLIC HEALTH SERVICE								
101530 64020 PART TIME SALARIES	520	0	520	462.90	.00	57.10	89.0%	
TOTAL PUBLIC HEALTH SERVICE	520	0	520	462.90	.00	57.10	89.0%	
101540 COMMUNITY AGENCIES								
101540 65479 FAIR TIDE	2,000	0	2,000	2,000.00	.00	.00	100.0%	
101540 65492 YORK COUNTY COMMUN	2,500	0	2,500	2,500.00	.00	.00	100.0%	
101540 65497 SO MAINE AREA AGEN	1,400	0	1,400	.00	.00	1,400.00	.0%	
101540 65499 CROSSROADS HOUSE,	2,000	0	2,000	.00	.00	2,000.00	.0%	
TOTAL COMMUNITY AGENCIES	7,900	0	7,900	4,500.00	.00	3,400.00	57.0%	
101720 PLANNING BOARD & BOA								
101720 65040 EDUCATIONAL/MEETIN	0	0	0	559.95	.00	-559.95	100.0%*	
TOTAL PLANNING BOARD & BOA	0	0	0	559.95	.00	-559.95	100.0%	
101721 PLANNING / CODE								
101721 64005 CODE ENFORCEMENT S	76,595	0	76,595	65,627.12	.00	10,967.88	85.7%	
101721 64006 PLANNER SALARY	75,000	0	75,000	21,538.45	.00	53,461.55	28.7%	
101721 64010 DEVELOPMENT STAFF	43,410	0	43,410	21,115.13	.00	22,294.87	48.6%	
101721 64017 ASSISTANT PLANNER	28,822	0	28,822	22,838.95	.00	5,983.05	79.2%	
101721 64018 ASST CODE ENFORCEM	57,930	0	57,930	2,460.29	.00	55,469.71	4.2%	
101721 64042 DIRECTOR OF PLANNI	112,875	0	112,875	47,130.02	.00	65,744.98	41.8%	
101721 65010 POSTAGE	1,550	0	1,550	387.78	.00	1,162.22	25.0%	
101721 65020 TELEPHONE & INTERN	1,500	0	1,500	392.70	.00	1,107.30	26.2%	
101721 65030 TRANSPORTATION	600	0	600	.00	.00	600.00	.0%	
101721 65040 EDUCATIONAL/MEETIN	4,000	0	4,000	70.00	.00	3,930.00	1.8%	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101721 65060 PRINTING	450	0	450	.00	.00	450.00	.0%
101721 65080 LEGAL NOTICES & OT	3,000	0	3,000	301.06	.00	2,698.94	10.0%
101721 65300 MACHINE & EQUIPMEN	3,200	0	3,200	.00	.00	3,200.00	.0%
101721 65310 VEHICLE MAINTENANC	500	0	500	.00	.00	500.00	.0%
101721 65314 VEHICLE LEASE	1,885	0	1,885	942.36	.00	942.64	50.0%
101721 65400 LEGAL SERVICES	4,000	0	4,000	756.00	.00	3,244.00	18.9%
101721 65410 COMPUTER SERVICES	31,676	0	31,676	40,836.18	.00	-9,160.18	128.9%*
101721 65411 BOARD OF ASSESSMEN	200	0	200	.00	.00	200.00	.0%
101721 65423 PERSONAL PROPERTY	0	0	0	1,800.00	.00	-1,800.00	100.0%*
101721 65480 OTHER PROFESSIONAL	161,000	0	161,000	55,655.93	.00	105,344.07	34.6%
101721 65521 UNIFORMS	300	0	300	.00	.00	300.00	.0%
101721 66010 OFFICE SUPPLIES	850	0	850	1,093.32	.00	-243.32	128.6%*
101721 66020 BOOKS/SUBSCRIPTION	500	0	500	356.42	.00	143.58	71.3%
101721 66026 SMPDC MEMBERSHIP	5,856	0	5,856	5,856.00	.00	.00	100.0%
101721 66030 OTHER SUPPLIES	250	0	250	26.99	.00	223.01	10.8%
101721 67510 OFFICE FURNITURE &	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL PLANNING / CODE	616,949	0	616,949	289,184.70	.00	327,764.30	46.9%

101730 IN TOWN PARKS

101730 64007 PARKS 10% COMM SAL	11,135	0	11,135	5,274.71	.00	5,860.29	47.4%
101730 64010 FULL TIME SALARIES	161,960	0	161,960	77,539.38	.00	84,420.62	47.9%
101730 64030 OVERTIME	1,600	0	1,600	46.35	.00	1,553.65	2.9%
101730 65020 TELEPHONE & INTERN	0	0	0	77.79	.00	-77.79	100.0%*
101730 65040 EDUCATIONAL/MEETIN	100	0	100	.00	.00	100.00	.0%
101730 65060 PRINTING	100	0	100	122.75	.00	-22.75	122.8%*
101730 65080 LEGAL NOTICES/OTHE	150	0	150	.00	.00	150.00	.0%
101730 65200 ELECTRICITY	1,723	0	1,723	537.44	.00	1,185.56	31.2%
101730 65220 WATER	7,600	0	7,600	3,674.47	.00	3,925.53	48.3%
101730 65300 MACHINE & EQUIPMEN	2,000	0	2,000	2,130.27	.00	-130.27	106.5%*
101730 65302 PROTECTIVE & SAFET	1,050	0	1,050	.00	.00	1,050.00	.0%
101730 65303 FACILITY SAFETY IN	625	0	625	.00	.00	625.00	.0%
101730 65310 VEHICLE MAINTENANC	2,400	0	2,400	812.94	.00	1,587.06	33.9%
101730 65311 GAS, GREASE, & OIL	9,100	0	9,100	3,724.24	.00	5,375.76	40.9%
101730 65312 TIRES & TUBES	1,000	0	1,000	971.02	.00	28.98	97.1%
101730 65457 LOAM & SOD	3,500	0	3,500	.00	.00	3,500.00	.0%
101730 65480 OTHER PROFESSIONAL	45,000	0	45,000	33,540.97	.00	11,459.03	74.5%
101730 65500 MAINTENANCE OF BLD	1,000	0	1,000	496.72	.00	503.28	49.7%
101730 65521 UNIFORMS	1,200	0	1,200	1,800.00	.00	-600.00	150.0%*
101730 66011 HAND TOOLS	150	0	150	207.93	.00	-57.93	138.6%*
101730 66030 OTHER SUPPLIES	150	0	150	200.48	.00	-50.48	133.7%*

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FOR 2023 06			ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
			APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
101730	66040	JANITORIAL SUPPLIE	500	0	500	25.99	.00	474.01	5.2%
101730	67520	OPERATING EQUIPMEN	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL IN TOWN PARKS			253,043	0	253,043	131,183.45	.00	121,859.55	51.8%
101735 FT FOSTER SEAPOINT & CRESCENT									
101735	64007	PARKS 15% COMM SAL	16,702	0	16,702	7,912.09	.00	8,789.91	47.4%
101735	64010	FULL TIME SALARIES	46,617	0	46,617	22,823.78	.00	23,793.22	49.0%
101735	64020	PART TIME SALARIES	78,500	0	78,500	26,191.42	.00	52,308.58	33.4%
101735	64030	OVERTIME	8,000	0	8,000	1,038.14	.00	6,961.86	13.0%
101735	65020	TELEPHONE & INTERN	1,400	0	1,400	935.81	.00	464.19	66.8%
101735	65040	EDUCATIONAL/MEETIN	100	0	100	.00	.00	100.00	.0%
101735	65060	PRINTING	3,500	0	3,500	2,387.75	.00	1,112.25	68.2%
101735	65080	LEGAL NOTICES/OTHE	200	0	200	.00	.00	200.00	.0%
101735	65200	ELECTRICITY	575	0	575	162.77	.00	412.23	28.3%
101735	65220	WATER	600	0	600	.00	.00	600.00	.0%
101735	65300	MACHINE & EQUIPMEN	1,500	0	1,500	1,222.87	.00	277.13	81.5%
101735	65302	PROTECTIVE & SAFET	600	0	600	.00	.00	600.00	.0%
101735	65303	FACILITY SAFETY IN	625	0	625	152.34	.00	472.66	24.4%
101735	65310	VEHICLE MAINTENANC	2,400	0	2,400	478.37	.00	1,921.63	19.9%
101735	65311	GAS, GREASE, & OIL	9,100	0	9,100	1,264.24	.00	7,835.76	13.9%
101735	65312	TIRES & TUBES	700	0	700	.00	.00	700.00	.0%
101735	65480	OTHER PROFESSIONAL	4,000	0	4,000	3,092.49	.00	907.51	77.3%
101735	65500	MAINTENANCE OF BLD	4,500	0	4,500	965.19	.00	3,534.81	21.4%
101735	65510	PAINTING	400	0	400	9.99	.00	390.01	2.5%
101735	65521	UNIFORMS	800	0	800	600.00	.00	200.00	75.0%
101735	66011	HAND TOOLS	150	0	150	31.98	.00	118.02	21.3%
101735	66030	OTHER SUPPLIES	1,000	0	1,000	431.62	.00	568.38	43.2%
101735	66040	JANITORIAL SUPPLIE	6,000	0	6,000	1,724.09	.00	4,275.91	28.7%
101735	67520	OPERATING EQUIPMEN	1,200	0	1,200	.00	.00	1,200.00	.0%
101735	67575	SEAPOINT BEACH	200	0	200	293.99	.00	-93.99	147.0%*
TOTAL FT FOSTER SEAPOINT & CRESCENT			189,369	0	189,369	71,718.93	.00	117,650.07	37.9%
101740 MISCELLANEOUS ACCOUNTS									
101740	65023	EPA STORMWATER 4 P	25,000	0	25,000	6,552.87	.00	18,447.13	26.2%
101740	65025	COMPUTER REPAIR/RE	65,000	0	65,000	26,359.24	.00	38,640.76	40.6%
101740	65201	EV CHARGING ELECTR	0	0	0	518.75	.00	-518.75	100.0%*

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FOR 2023 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101740 65455 MEMORIAL DAY ACTIV	0	0	0	128.00	.00	-128.00	100.0%*
101740 66036 CONSERVATION COMMI	500	0	500	.00	.00	500.00	.0%
101740 68525 MOSQUITO/TICK CONT	38,580	0	38,580	32,793.00	.00	5,787.00	85.0%
101740 69200 PSAP PAID TO YORK	35,000	0	35,000	36,183.75	.00	-1,183.75	103.4%*
TOTAL MISCELLANEOUS ACCOUNTS	164,080	0	164,080	102,535.61	.00	61,544.39	62.5%
101750 STATE/BANK FEES							
101750 65954 BANK FEES/CHARGES	500	0	500	56.57	.00	443.43	11.3%
TOTAL STATE/BANK FEES	500	0	500	56.57	.00	443.43	11.3%
101760 CAPITAL IMPROVEMENT PLAN							
101760 68750 CIP HOLDING DEDICA	650,000	0	650,000	650,000.00	.00	.00	100.0%
101760 68751 CIP DEPT CAPITAL R	759,400	0	759,400	759,400.00	.00	.00	100.0%
101760 68752 CIP CAP FUNDING RE	142,000	0	142,000	142,000.00	.00	.00	100.0%
TOTAL CAPITAL IMPROVEMENT PLAN	1,551,400	0	1,551,400	1,551,400.00	.00	.00	100.0%
101810 LIBRARY							
101810 43591 LIBRARY GRANTS & D	0	0	0	-350.00	.00	350.00	100.0%
101810 64010 FULL TIME SALARIES	215,891	0	215,891	89,893.43	.00	125,997.57	41.6%
101810 65002 LIBRARY DIRECTOR	90,324	0	90,324	43,914.55	.00	46,409.45	48.6%
101810 65003 LIBRARY PART TIME	5,700	0	5,700	10,356.63	.00	-4,656.63	181.7%*
101810 65010 POSTAGE	600	0	600	24.81	.00	575.19	4.1%
101810 65020 TELEPHONE & INTERN	1,200	0	1,200	3,098.46	.00	-1,898.46	258.2%*
101810 65060 PRINTING	400	0	400	.00	.00	400.00	.0%
101810 65200 ELECTRICITY	7,500	0	7,500	6,521.63	.00	978.37	87.0%
101810 65220 WATER	400	0	400	843.40	.00	-443.40	210.9%*
101810 65230 FUEL OIL	9,500	0	9,500	4,105.88	.00	5,394.12	43.2%
101810 65250 SEWER	800	0	800	554.87	.00	245.13	69.4%
101810 65338 E-BOOKS CHILDREN	1,000	0	1,000	.00	.00	1,000.00	.0%
101810 65339 AV DVD CHILDREN/TE	1,100	0	1,100	211.28	.00	888.72	19.2%
101810 65340 E-BOOKS	12,000	0	12,000	5,222.72	.00	6,777.28	43.5%
101810 65341 AUDIO VISUAL/DVD	6,420	0	6,420	3,133.55	.00	3,286.45	48.8%

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FOR 2023 06			ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101810	65342	LIBRARY COPIER EXP	3,000	0	3,000	-259.73	.00	3,259.73	-8.7%
101810	65431	PROFESSIONAL DUES	500	0	500	155.00	.00	345.00	31.0%
101810	65432	LIBRARY TECHNOLOGY	15,000	0	15,000	10,692.68	.00	4,307.32	71.3%
101810	65433	ADULT LIBRARY PROG	14,000	0	14,000	3,227.87	.00	10,772.13	23.1%
101810	65434	LIB PROG CHILD/TEE	9,000	0	9,000	490.89	.00	8,509.11	5.5%
101810	65435	CONFERENCES & WORK	200	0	200	.00	.00	200.00	.0%
101810	65480	OTHER PROF SERV -	4,000	0	4,000	2,294.94	.00	1,705.06	57.4%
101810	65500	MAINTENANCE OF BLD	5,000	0	5,000	3,635.32	.00	1,364.68	72.7%
101810	65505	REPAIRS	6,500	0	6,500	1,595.49	.00	4,904.51	24.5%
101810	65803	MISCELLANEOUS	1,250	0	1,250	409.77	.00	840.23	32.8%
101810	66010	OFFICE SUPPLIES	2,000	0	2,000	733.25	.00	1,266.75	36.7%
101810	66012	LIB PROCESSING SUP	3,600	0	3,600	44.10	.00	3,555.90	1.2%
101810	66020	BOOKS/SUBSCRIPTION	48,523	0	48,523	31,325.91	.00	17,197.09	64.6%
101810	66021	BOOKS CHILD/TEEN	18,523	0	18,523	3,557.71	.00	14,965.29	19.2%
101810	67510	OFFICE FURNITURE &	1,000	0	1,000	530.89	.00	469.11	53.1%
TOTAL LIBRARY			484,931	0	484,931	225,965.30	.00	258,965.70	46.6%

101830 RECREATION

101830	64008	RECREATION DIRECTO	90,720	0	90,720	44,103.16	.00	46,616.84	48.6%
101830	64012	COMMUNITY PROGRAMS	52,268	0	52,268	17,438.96	.00	34,829.04	33.4%
101830	64015	YOUTH PROGRAMS SUP	53,474	0	53,474	26,001.30	.00	27,472.70	48.6%
101830	64016	RECEPTIONISTS	70,125	0	70,125	33,176.16	.00	36,948.84	47.3%
101830	64017	BOOKKEEPER/SECRET	24,808	0	24,808	1,248.22	.00	23,559.78	5.0%
101830	64020	PT SAFE SCHOOL YEA	55,522	0	55,522	21,853.86	.00	33,668.14	39.4%
101830	64021	SAFE SUMMER SALARI	88,838	0	88,838	60,012.58	.00	28,825.42	67.6%
101830	64024	FT CUSTODIANS	41,339	0	41,339	19,710.85	.00	21,628.15	47.7%
101830	64026	INSTRUCTORS STIPEN	7,200	0	7,200	2,075.00	.00	5,125.00	28.8%
101830	64027	CUSTODIAN WAGES	37,321	0	37,321	20,218.00	.00	17,103.00	54.2%
101830	64028	THEATRE TECHNICIAN	250	0	250	200.00	.00	50.00	80.0%
101830	64030	OVERTIME	3,000	0	3,000	1,210.83	.00	1,789.17	40.4%
101830	64038	COMMUNITY CENTER S	51,418	0	51,418	25,000.07	.00	26,417.93	48.6%
101830	64041	FACILITIES MAINT S	0	0	0	255.76	.00	-255.76	100.0%*
101830	65010	POSTAGE	1,325	0	1,325	735.03	.00	589.97	55.5%
101830	65020	TELEPHONE & INTERN	3,860	0	3,860	1,984.44	.00	1,875.56	51.4%
101830	65030	TRANSPORTATION	10,000	0	10,000	805.00	.00	9,195.00	8.1%
101830	65060	PRINTING	9,400	0	9,400	4,553.60	.00	4,846.40	48.4%
101830	65200	ELECTRICITY / UTIL	40,880	0	40,880	14,063.85	.00	26,816.15	34.4%
101830	65220	WATER	3,422	0	3,422	2,113.91	.00	1,308.09	61.8%
101830	65230	NATURAL GAS	32,000	0	32,000	10,119.19	.00	21,880.81	31.6%
101830	65250	SEWER	3,300	0	3,300	1,122.20	.00	2,177.80	34.0%

TOWN OF KITTERY - LIVE



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			FOR 2023 06						
			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101830	65300	MACHINE & EQUIPMEN	4,305	0	4,305	-253.53	.00	4,558.53	-5.9%
101830	65310	VEHICLE MAINTENANC	250	0	250	62.25	.00	187.75	24.9%
101830	65478	PROGRAM SERVICES	2,500	0	2,500	2,015.04	.00	484.96	80.6%
101830	65480	OTHER PROFESSIONAL	2,000	0	2,000	1,951.50	.00	48.50	97.6%
101830	65500	MAINTENANCE OF BLD	18,000	0	18,000	19,780.91	.00	-1,780.91	109.9%*
101830	65521	UNIFORMS	0	0	0	94.99	.00	-94.99	100.0%*
101830	65610	SAFE SCHOOL YEAR P	3,500	0	3,500	68.94	.00	3,431.06	2.0%
101830	65615	SAFE SUMMER PROGRA	42,000	0	42,000	33,682.79	.00	8,317.21	80.2%
101830	65630	INSTRUCTORS-CONTRA	30,000	0	30,000	18,653.20	.00	11,346.80	62.2%
101830	65640	SPECIAL EVENTS	7,000	0	7,000	5,107.91	.00	1,892.09	73.0%
101830	65650	SENIOR PROGRAMS	2,000	0	2,000	772.08	.00	1,227.92	38.6%
101830	65670	TEAM EXPENSE	6,500	0	6,500	5,204.04	.00	1,295.96	80.1%
101830	65801	CONTRACTED SERVICE	67,500	0	67,500	33,199.78	.00	34,300.22	49.2%
101830	65802	ANNEX UTILITIES	2,000	0	2,000	.00	.00	2,000.00	.0%
101830	65803	MISCELLANEOUS	3,500	0	3,500	2,138.35	.00	1,361.65	61.1%
101830	66010	OFFICE SUPPLIES	3,000	0	3,000	650.25	.00	2,349.75	21.7%
101830	66030	OTHER SUPPLIES	2,000	0	2,000	.00	.00	2,000.00	.0%
101830	66031	THEATRE SUPPLIES	750	0	750	255.20	.00	494.80	34.0%
101830	66040	JANITORIAL SUPPLIE	12,750	0	12,750	5,377.37	.00	7,372.63	42.2%
TOTAL RECREATION			890,025	0	890,025	436,763.04	.00	453,261.96	49.1%
101840 HARBORMASTER-K.P.A									
101840	64010	HARBOR MASTER FULL	65,162	0	65,162	31,106.05	.00	34,055.95	47.7%
101840	64020	PART TIME SALARIES	26,967	0	26,967	17,207.26	.00	9,759.74	63.8%
101840	65010	POSTAGE	250	0	250	29.80	.00	220.20	11.9%
101840	65020	TELEPHONE & INTERN	2,000	0	2,000	671.10	.00	1,328.90	33.6%
101840	65200	ELECTRICITY	2,016	0	2,016	588.55	.00	1,427.45	29.2%
101840	65220	WATER	515	0	515	175.47	.00	339.53	34.1%
101840	65240	DUMPSTERS/TRASH RE	1,000	0	1,000	919.80	.00	80.20	92.0%
101840	65305	BOAT EQUIPMENT MAI	3,500	0	3,500	3,437.94	.00	62.06	98.2%
101840	65310	VEHICLE MAINTENANC	1,000	0	1,000	3,205.13	.00	-2,205.13	320.5%*
101840	65311	GAS, GREASE, & OIL	2,250	0	2,250	1,768.36	.00	481.64	78.6%
101840	65462	RIGGING	12,000	0	12,000	6,679.10	.00	5,320.90	55.7%
101840	65463	SANITATION	2,000	0	2,000	1,731.22	.00	268.78	86.6%
101840	65470	PROFESSIONAL DEVE	1,500	0	1,500	.00	.00	1,500.00	.0%
101840	65480	OTHER PROFESSIONAL	3,000	0	3,000	2,305.73	.00	694.27	76.9%
101840	65500	MAIN BLDG/GROUNDS	5,500	0	5,500	2,867.84	.00	2,632.16	52.1%
101840	65521	UNIFORMS	1,300	0	1,300	890.93	.00	409.07	68.5%
101840	66010	OFFICE SUPPLIES	300	0	300	.00	.00	300.00	.0%
101840	66040	JANITORIAL SUPPLIE	500	0	500	275.01	.00	224.99	55.0%

TOWN OF KITTERY - LIVE



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FOR 2023 06								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
TOTAL HARBORMASTER-K.P.A	130,760	0	130,760	73,859.29	.00	56,900.71	56.5%	
101930 RESOURCE RECOVERY FACILITY								
101930 64009 SOLID WASTE 40% CO	44,540	0	44,540	21,098.93	.00	23,441.07	47.4%	
101930 64010 FULL TIME SALARIES	187,728	0	187,728	77,716.27	.00	110,011.73	41.4%	
101930 64030 OVERTIME	11,500	0	11,500	7,003.45	.00	4,496.55	60.9%	
101930 65020 TELEPHONE & INTERN	2,000	0	2,000	526.55	.00	1,473.45	26.3%	
101930 65030 TRANSPORTATION	200	0	200	.00	.00	200.00	.0%	
101930 65040 EDUCATIONAL/MEETIN	1,000	0	1,000	50.00	.00	950.00	5.0%	
101930 65060 PRINTING	2,000	0	2,000	1,974.75	.00	25.25	98.7%	
101930 65090 ZERO WASTE PROGRAM	2,500	0	2,500	1,749.87	.00	750.13	70.0%	
101930 65200 ELECTRICITY	12,700	0	12,700	7,041.74	.00	5,658.26	55.4%	
101930 65220 WATER	1,000	0	1,000	362.45	.00	637.55	36.2%	
101930 65230 FUEL OIL	1,230	0	1,230	.00	.00	1,230.00	.0%	
101930 65300 MACHINE & EQUIPMEN	10,000	0	10,000	8,077.15	.00	1,922.85	80.8%	
101930 65302 PROTECTIVE & SAFET	1,000	0	1,000	795.46	.00	204.54	79.5%	
101930 65303 FACILITY SAFETY IN	1,250	0	1,250	847.84	.00	402.16	67.8%	
101930 65311 GAS, GREASE, & OIL	16,275	0	16,275	6,291.29	.00	9,983.71	38.7%	
101930 65312 TIRES & TUBES	3,000	0	3,000	.00	.00	3,000.00	.0%	
101930 65480 OTHER PROFESSIONAL	336,000	0	336,000	119,151.98	.00	216,848.02	35.5%	
101930 65500 MAINTENANCE OF BLD	8,000	0	8,000	11,464.26	.00	-3,464.26	143.3%*	
101930 65521 UNIFORMS	2,000	0	2,000	900.00	.00	1,100.00	45.0%	
101930 66009 SHOP SUPPLIES	6,000	0	6,000	2,626.47	.00	3,373.53	43.8%	
101930 66010 OFFICE SUPPLIES	250	0	250	141.66	.00	108.34	56.7%	
101930 66011 HAND TOOLS	200	0	200	251.92	.00	-51.92	126.0%*	
101930 66030 OTHER SUPPLIES	250	0	250	207.90	.00	42.10	83.2%	
101930 66040 JANITORIAL SUPPLIE	2,200	0	2,200	778.41	.00	1,421.59	35.4%	
101930 67516 PLANT EQUIPMENT MA	26,000	0	26,000	14,980.92	.00	11,019.08	57.6%	
101930 67553 ASPHALT SURFACE MA	7,500	0	7,500	.00	.00	7,500.00	.0%	
TOTAL RESOURCE RECOVERY FACILITY	686,323	0	686,323	284,039.27	.00	402,283.73	41.4%	
103000 SHARED EXPENSES - OTHER INSURA								
103000 64060 FICA EMPLOYER SHAR	493,382	0	493,382	217,623.06	.00	275,758.94	44.1%	
103000 64070 WORKERS' COMP INSU	163,251	0	163,251	111,928.37	.00	51,322.63	68.6%	
103000 64090 RETIRED EMP MEDICA	200,000	0	200,000	109,569.62	.00	90,430.38	54.8%	
103000 64092 DISABILITY INSURAN	34,000	0	34,000	18,648.33	.00	15,351.67	54.8%	

TOWN OF KITTERY - LIVE



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FOR 2023 06									
			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
			APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	BUDGET	USE/COL
103000	65101	MMA RISK POOL	198,180	0	198,180	217,994.00		-19,814.00	110.0%*
103000	65115	UNEMPLOYMENT COMPE	10,000	0	10,000	.00		10,000.00	.0%
103000	65150	MISCELLANEOUS INSU	6,200	0	6,200	3,542.10		2,657.90	57.1%
103000	65210	UNION CENTRAL LIFE	3,320	0	3,320	1,266.05		2,053.95	38.1%
		TOTAL SHARED EXPENSES - OTHER INSURA	1,108,333	0	1,108,333	680,571.53		427,761.47	61.4%
103001 SHARED EXPENSE - HEALTH/DENTAL									
103001	64090	MAJOR MEDICAL INSU	1,476,280	0	1,476,280	861,570.70		614,709.30	58.4%
103001	64091	DENTAL INSURANCE	17,120	0	17,120	10,000.89		7,119.11	58.4%
		TOTAL SHARED EXPENSE - HEALTH/DENTAL	1,493,400	0	1,493,400	871,571.59		621,828.41	58.4%
103002 RETIREMENT									
103002	64050	MAINE STATE RETIRE	537,863	0	537,863	267,327.37		270,535.63	49.7%
103002	64051	ICMA EMPLOYER SHAR	87,555	0	87,555	11,004.40		76,550.60	12.6%
		TOTAL RETIREMENT	625,418	0	625,418	278,331.77		347,086.23	44.5%
108000 ADULT ED									
108000	69480	ADULT EDUCATION FU	105,500	0	105,500	.00		105,500.00	.0%
		TOTAL ADULT ED	105,500	0	105,500	.00		105,500.00	.0%
1111 TOWN REVENUE									
1111	43001	PROPERTY TAX REVENUE	-10,846,189	0	-10,846,189	-11,060,153.04		213,964.04	102.0%
1111	43003	PROPERTY TAX ABATEME	0	0	0	1,111.00		-1,111.00	100.0%*
1111	43004	PAYMENT IN LIEU OF T	-3,200	0	-3,200	.00		-3,200.00	.0%*
1111	43006	EXEMPT STATE REIMB F	-350,000	0	-350,000	-336,348.00		-13,652.00	96.1%*
1111	43007	TREE GROWTH REVENUE	-1,300	0	-1,300	-2,258.05		958.05	173.7%
1111	43031	EXCISE TAX AUTOMOBIL	-1,936,000	0	-1,936,000	-857,728.68		-1,078,271.32	44.3%*
1111	43032	EXCISE TAX BOAT	-20,000	0	-20,000	-41,993.37		21,993.37	210.0%

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FOR 2023 06			ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
			APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
1111	43109	SIGN PERMITS	-2,000	0	-2,000	-650.00	.00	-1,350.00	32.5%*
1111	43110	CODE ENFORCEMENT FEE	-350,000	0	-350,000	-139,659.29	.00	-210,340.71	39.9%*
1111	43114	ADDITIONAL LAND USE	-4,000	0	-4,000	-2,900.00	.00	-1,100.00	72.5%*
1111	43115	PLANNING FEES (SUBDI	-5,000	0	-5,000	-2,100.00	.00	-2,900.00	42.0%*
1111	43120	TOWN CLERK FEES	-24,000	0	-24,000	-16,098.60	.00	-7,901.40	67.1%*
1111	43121	WILDLIFE AGENT FEE	-1,200	0	-1,200	-277.00	.00	-923.00	23.1%*
1111	43122	ANIMAL WELFARE AGENT	-1,600	0	-1,600	-157.00	.00	-1,443.00	9.8%*
1111	43130	TOWN REGISTRATION FE	-30,000	0	-30,000	-20,200.00	.00	-9,800.00	67.3%*
1111	43135	HWY PERMITS & FEES	-1,500	0	-1,500	-98.20	.00	-1,401.80	6.5%*
1111	43140	SOLID WASTE PERMITS	-80,000	0	-80,000	-46,321.25	.00	-33,678.75	57.9%*
1111	43145	SOLID WASTE RECYCLIN	-90,000	0	-90,000	-52,836.19	.00	-37,163.81	58.7%*
1111	43146	SW RECYCLING EXPENSE	0	0	0	-2,385.53	.00	2,385.53	100.0%*
1111	43147	DINGHY FEES	-11,000	0	-11,000	-100.00	.00	-10,900.00	.9%*
1111	43148	TRANSIENT SLIP RENTA	-8,000	0	-8,000	-15,653.17	.00	7,653.17	195.7%
1111	43149	KPA APPLICATION FEES	-500	0	-500	-125.00	.00	-375.00	25.0%*
1111	43150	MOORING FEES	-100,000	0	-100,000	-244.00	.00	-99,756.00	.2%*
1111	43151	LAUNCH FEE	-14,000	0	-14,000	-8,763.75	.00	-5,236.25	62.6%*
1111	43152	TRANSIENT MOORING	-8,000	0	-8,000	-12,795.00	.00	4,795.00	159.9%*
1111	43153	WAIT LIST FEE	-1,000	0	-1,000	-460.00	.00	-540.00	46.0%*
1111	43155	CLAM LICENSE FEE	0	0	0	-555.00	.00	555.00	100.0%*
1111	43156	PIER USAGE FEE	-2,400	0	-2,400	-1,708.00	.00	-692.00	71.2%*
1111	43157	MOORING LATE FEE	-1,000	0	-1,000	.00	.00	-1,000.00	.0%*
1111	43159	KAYAK RACK RENTAL	-2,700	0	-2,700	-112.00	.00	-2,588.00	4.1%*
1111	43160	FORT FOSTER FEES	-325,000	0	-325,000	-179,896.62	.00	-145,103.38	55.4%*
1111	43164	BEACH FIRE PERMITS	0	0	0	-900.00	.00	900.00	100.0%*
1111	43210	LIEN FEES	-7,000	0	-7,000	-23,260.86	.00	16,260.86	332.3%
1111	43220	PENALTY INTEREST	-42,000	0	-42,000	-18,526.28	.00	-23,473.72	44.1%*
1111	43221	LIBRARY FINES & FEES	-2,000	0	-2,000	-1,571.92	.00	-428.08	78.6%*
1111	43320	RECREATION FEES	-580,000	0	-580,000	-168,655.88	.00	-411,344.12	29.1%*
1111	43330	ANIMAL CONTROL	-2,000	0	-2,000	-830.00	.00	-1,170.00	41.5%*
1111	43335	POSTAGE	0	0	0	-34.68	.00	34.68	100.0%*
1111	43336	PHOTO COPIES	-200	0	-200	-79.50	.00	-120.50	39.8%*
1111	43351	ACCIDENT REPORTS	-3,000	0	-3,000	-1,295.00	.00	-1,705.00	43.2%*
1111	43352	PARKING TICKETS	-25,000	0	-25,000	-11,240.00	.00	-13,760.00	45.0%*
1111	43353	GUN PERMITS	-500	0	-500	-520.00	.00	20.00	104.0%*
1111	43354	ELIOT DISPATCHING SE	-150,000	0	-150,000	-96,325.00	.00	-53,675.00	64.2%*
1111	43355	ORDINANCE FINES	-350	0	-350	-100.00	.00	-250.00	28.6%*
1111	43356	WITNESS FEES	-300	0	-300	-61.72	.00	-238.28	20.6%*
1111	43358	FALSE ALARMS	-800	0	-800	-260.00	.00	-540.00	32.5%*
1111	43359	AMBULANCE DISPTACH F	-16,000	0	-16,000	-4,000.00	.00	-12,000.00	25.0%*
1111	43410	MDOT HWY MAINTENANCE	-12,000	0	-12,000	-298,352.51	.00	286,352.51	2486.3%
1111	43420	STATE REVENUE SHARIN	-1,125,000	0	-1,125,000	-718,843.72	.00	-406,156.28	63.9%*
1111	43421	STATE PARK FEE REV S	-2,000	0	-2,000	.00	.00	-2,000.00	.0%*
1111	43470	STATE OF MAINE GENER	-20,000	0	-20,000	-21,425.07	.00	1,425.07	107.1%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1111 43480 MARY SAFFORD WILDES	-18,000	0	-18,000	-12,500.00	.00	-5,500.00	69.4%*
1111 43510 INTEREST ON INVESTME	-20,000	0	-20,000	-772.16	.00	-19,227.84	3.9%*
1111 43530 MISCELLANEOUS REVENU	-10,000	0	-10,000	-100,720.21	.00	90,720.21	1007.2%
1111 43532 CRF COVID CHILDCARE	0	0	0	-155.00	.00	155.00	100.0%
1111 43540 SEWER DEPT RENT	-25,000	0	-25,000	-5,725.00	.00	-19,275.00	22.9%*
1111 43555 SNOWMOBILE/HANDICAP/	-655	0	-655	.00	.00	-655.00	.0%*
1111 43560 GMH HOUSING	-310,000	0	-310,000	-105,979.65	.00	-204,020.35	34.2%*
1111 43575 SUP APPRO FROM UNDES	0	-460,000	-460,000	.00	.00	-460,000.00	.0%*
1111 43576 TRANSFER IN FROM OTH	-35,000	0	-35,000	-35,000.00	.00	.00	100.0%
1111 43580 USE OF CARRY FORWARD	0	-100,000	-100,000	.00	.00	-100,000.00	.0%*
1111 43609 LITIGATION REIMBURSE	0	0	0	-64,830.22	.00	64,830.22	100.0%
1111 45007 INTEREST REVENUE	0	0	0	-32.85	.00	32.85	100.0%
1111 45020 MMA W/C DIVIDEND	0	0	0	-22,789.00	.00	22,789.00	100.0%
1111 45025 SCHOOL RESOURCE OFFI	-55,000	0	-55,000	-59,000.00	.00	4,000.00	107.3%
TOTAL TOWN REVENUE	-16,681,394	-560,000	-17,241,394	-14,575,251.97	.00	-2,666,142.03	84.5%
TOTAL TOWN GENERAL FUND	0	0	0	-4,248,594.23	.00	4,248,594.23	100.0%
TOTAL REVENUES	-16,681,394	-560,000	-17,241,394	-14,575,601.97	.00	-2,665,792.03	
TOTAL EXPENSES	16,681,394	560,000	17,241,394	10,327,007.74	.00	6,914,386.26	
GRAND TOTAL	0	0	0	-4,248,594.23	.00	4,248,594.23	100.0%
** END OF REPORT - Generated by ELIZABETH LALLEMAND **							

TOWN OF KITTERY - LIVE



SEWER YTD 12 31 22

FOR 2023 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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6000 SEWER FUND

6000 SEWER FUND

6000 43003 SEWER ADJUSTMENTS	0	0	0	1.26	.00	-1.26	100.0%*
6000 43220 PENALTY INTEREST	-3,000	0	-3,000	-4,635.48	.00	1,635.48	154.5%
6000 43360 SPECIAL CONTRACT REV	-15,000	0	-15,000	-5,579.80	.00	-9,420.20	37.2%*
6000 45001 PNSY REVENUE	-500,000	0	-500,000	-108,958.36	.00	-391,041.64	21.8%*
6000 45002 US NAVY HOUSING REV	-105,000	0	-105,000	-42,244.85	.00	-62,755.15	40.2%*
6000 45003 SEPTAGE REVENUE	-150,000	0	-150,000	-70,926.92	.00	-79,073.08	47.3%*
6000 45004 TOWN OF ELIOT REVENU	-200,000	0	-200,000	-45,901.88	.00	-154,098.12	23.0%*
6000 45005 USERS QTRLY REVENUE	-1,500,000	0	-1,500,000	-329,457.31	.00	-1,170,542.69	22.0%*
6000 45006 EXPANSION ASSESSMENT	-125,000	0	-125,000	-89,389.77	.00	-35,610.23	71.5%*
6000 45007 SEWER INTEREST REVEN	-7,500	0	-7,500	-3,012.98	.00	-4,487.02	40.2%*
6000 45008 PERMITS & MISC REV	0	0	0	-90.00	.00	90.00	100.0%
TOTAL SEWER FUND	-2,605,500	0	-2,605,500	-700,196.09	.00	-1,905,303.91	26.9%

602702 SEWER LINES

602702 64010 SEWER LINES LABOR	19,962	0	19,962	10,805.69	.00	9,156.31	54.1%
602702 65480 LINES CONTRACT/PRO	26,000	0	26,000	3,646.23	.00	22,353.77	14.0%
602702 65691 LINE SUPPLIES	14,000	0	14,000	4,448.00	.00	9,552.00	31.8%
TOTAL SEWER LINES	59,962	0	59,962	18,899.92	.00	41,062.08	31.5%

602709 PUMP STATIONS

602709 64010 PUMP STATION LABOR	63,767	0	63,767	26,462.80	.00	37,304.20	41.5%
602709 65015 PUMP STATION TELEP	780	0	780	330.22	.00	449.78	42.3%
602709 65200 ELECTRICITY	50,815	0	50,815	12,732.50	.00	38,082.50	25.1%
602709 65220 WATER	1,420	0	1,420	231.22	.00	1,188.78	16.3%
602709 65315 PUMP STATION GENER	2,000	0	2,000	1,930.27	.00	69.73	96.5%
602709 65467 PUMP STATION CONTR	45,000	0	45,000	24,701.28	.00	20,298.72	54.9%
602709 65930 PUMP STATION ALARM	6,700	0	6,700	3,452.00	.00	3,248.00	51.5%
602709 66300 PUMP STATION SUPPL	6,000	0	6,000	1,914.23	.00	4,085.77	31.9%
602709 66320 PUMP STATION PARTS	22,000	0	22,000	10,199.06	.00	11,800.94	46.4%

TOWN OF KITTERY - LIVE



SEWER YTD 12 31 22

FOR 2023 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL PUMP STATIONS	198,482	0	198,482	81,953.58	.00	116,528.42	41.3%
602715 PUMP STATION # 6 (PNSY)							
602715 64010 PUMP STATION # 6LA	24,691	0	24,691	7,279.46	.00	17,411.54	29.5%
602715 65200 PUMP STATION # 6 E	15,000	0	15,000	3,322.19	.00	11,677.81	22.1%
602715 65220 PUMP STATION # 6 W	1,100	0	1,100	264.50	.00	835.50	24.0%
602715 65315 PUMP STATION GENER	400	0	400	.00	.00	400.00	.0%
602715 65480 PUMP STATION # 6 C	10,000	0	10,000	755.00	.00	9,245.00	7.6%
602715 65930 PUMP STATION # 6 A	300	0	300	.00	.00	300.00	.0%
602715 66300 PUMP STATION # 6 S	1,000	0	1,000	175.42	.00	824.58	17.5%
602715 66320 PUMP STATION # 6 P	6,000	0	6,000	462.14	.00	5,537.86	7.7%
TOTAL PUMP STATION # 6 (PNSY)	58,491	0	58,491	12,258.71	.00	46,232.29	21.0%
602716 PUMP STATION # 7 (ELIOT)							
602716 64010 PUMP STATION # 7 L	22,846	0	22,846	10,961.71	.00	11,884.29	48.0%
602716 65200 PUMP STATION # 7 E	5,090	0	5,090	1,810.02	.00	3,279.98	35.6%
602716 65220 PUMP STATION # 7 W	240	0	240	117.94	.00	122.06	49.1%
602716 65315 PUMP STATION GENER	300	0	300	.00	.00	300.00	.0%
602716 65480 PUMP STATION # 7 C	10,000	0	10,000	.00	.00	10,000.00	.0%
602716 65930 PUMP STATION # 7 A	200	0	200	.00	.00	200.00	.0%
602716 66300 PUMP STATION # 7 S	200	0	200	101.58	.00	98.42	50.8%
602716 66320 PUMP STATION # 7 P	2,500	0	2,500	111.73	.00	2,388.27	4.5%
TOTAL PUMP STATION # 7 (ELIOT)	41,376	0	41,376	13,102.98	.00	28,273.02	31.7%
602750 TREATMENT PLANT							
602750 64010 TREATMENT PLANT LA	159,465	0	159,465	79,117.12	.00	80,347.88	49.6%
602750 64019 PLANT MAINT LABOR	61,591	0	61,591	33,732.15	.00	27,858.85	54.8%
602750 64030 OVERTIME	40,000	0	40,000	14,178.15	.00	25,821.85	35.4%
602750 64050 MAINE STATE RETIRE	35,937	0	35,937	18,618.70	.00	17,318.30	51.8%
602750 64060 FICA EMPLOYER SHAR	26,953	0	26,953	13,327.80	.00	13,625.20	49.4%
602750 65015 CELLULAR PHONE	0	0	0	94.18	.00	-94.18	100.0%*
602750 65020 TREATMENT PLANT TE	4,400	0	4,400	1,571.36	.00	2,828.64	35.7%

TOWN OF KITTERY - LIVE



SEWER YTD 12 31 22

FOR 2023 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
602750 65040 TREATMENT PLANT ED	5,000	0	5,000	1,599.00	.00	3,401.00	32.0%
602750 65200 TREATMENT PLANT EL	110,000	0	110,000	33,300.56	.00	76,699.44	30.3%
602750 65220 TREATMENT PLANT WA	5,000	0	5,000	1,522.66	.00	3,477.34	30.5%
602750 65230 TREATMENT PLANT FU	16,000	0	16,000	6,113.42	.00	9,886.58	38.2%
602750 65310 TREATMENT PLANT MO	45,000	0	45,000	7,221.96	.00	37,778.04	16.0%
602750 65316 TREATMENT PLANT GE	2,400	0	2,400	217.83	.00	2,182.17	9.1%
602750 65410 TREATMENT PLANT CO	16,000	0	16,000	4,351.50	.00	11,648.50	27.2%
602750 65480 TREATMENT PLANT OT	70,000	0	70,000	37,365.85	.00	32,634.15	53.4%
602750 65500 TREATMENT PLANT BL	5,000	0	5,000	105.66	.00	4,894.34	2.1%
602750 65930 ALARMS	2,000	0	2,000	233.40	.00	1,766.60	11.7%
602750 65955 TREATMENT PLANT SL	230,000	0	230,000	90,707.21	.00	139,292.79	39.4%
602750 66010 TREATMENT PLANT OF	5,000	0	5,000	1,474.48	.00	3,525.52	29.5%
602750 66300 TREATMENT PLANT SU	32,000	0	32,000	6,577.09	.00	25,422.91	20.6%
602750 66340 LABORATORY CHEMICA	18,000	0	18,000	2,408.20	.00	15,591.80	13.4%
602750 66400 TREATMENT PLANT RE	5,000	0	5,000	69.85	.00	4,930.15	1.4%
602750 66410 TREATMENT PLANT RE	28,000	0	28,000	4,546.66	.00	23,453.34	16.2%
602750 66420 TREATMENT PLANT TO	28,000	0	28,000	6,624.47	.00	21,375.53	23.7%
602750 66450 TREATMENT PLANT CH	125,000	0	125,000	60,297.04	.00	64,702.96	48.2%
602750 66520 TREATMENT PLANT SA	14,000	0	14,000	4,299.15	.00	9,700.85	30.7%
TOTAL TREATMENT PLANT	1,089,746	0	1,089,746	429,675.45	.00	660,070.55	39.4%

602760 SEWER GENERAL OPERATING

602760 64011 TOWN MANAGER SALAR	38,400	0	38,400	19,425.62	.00	18,974.38	50.6%
602760 64012 SUPERINTENDENT SAL	107,896	0	107,896	52,235.21	.00	55,660.79	48.4%
602760 64013 OFFICE CLERK SALAR	52,922	0	52,922	13,516.91	.00	39,405.09	25.5%
602760 64050 MAINE STATE RETIRE	16,404	0	16,404	6,402.28	.00	10,001.72	39.0%
602760 64051 ICMA EMPLOYER SHAR	2,241	0	2,241	1,126.90	.00	1,114.10	50.3%
602760 64060 FICA EMPLOYER SHAR	15,003	0	15,003	6,019.37	.00	8,983.63	40.1%
602760 64070 WORKERS COMPENSATI	11,813	0	11,813	7,329.52	.00	4,483.48	62.0%
602760 64090 MAJOR MEDICAL INSU	125,977	0	125,977	94,869.79	.00	31,107.21	75.3%
602760 64091 DENTAL INSURANCE	1,500	0	1,500	1,433.39	.00	66.61	95.6%
602760 64092 DISABILTY INSURAN	11,813	0	11,813	.00	.00	11,813.00	.0%
602760 65101 MMA RISK POOL	33,565	0	33,565	.00	.00	33,565.00	.0%
602760 65350 INDIRECT COSTS	25,000	0	25,000	5,725.00	.00	19,275.00	22.9%
602760 65430 AUDIT SERVICES	3,900	0	3,900	1,250.00	.00	2,650.00	32.1%
602760 66035 ABSTRACTS & LIENS	500	0	500	.00	.00	500.00	.0%
602760 68060 SEWER BOND INTERES	126,756	0	126,756	70,346.87	.00	56,409.13	55.5%
602760 68062 SEWER BOND PRINCIP	636,982	0	636,982	470,152.52	.00	166,829.48	73.8%
TOTAL SEWER GENERAL OPERATING	1,210,672	0	1,210,672	749,833.38	.00	460,838.62	61.9%

605000 ENTRANCE FEE SEWER

SEWER YTD 12 31 22

FOR 2023 06									
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL		
605000 43600 REVENUE	0	0	0	-3,000.00	.00	3,000.00	100.0%		
605000 67500 EXPENSE	0	0	0	12,296.75	.00	-12,296.75	100.0%*		
TOTAL ENTRANCE FEE SEWER	0	0	0	9,296.75	.00	-9,296.75	100.0%		
606000 IMPACT FEE SEWER									
606000 43600 REVENUE	0	0	0	-50,400.00	.00	50,400.00	100.0%		
606000 67500 EXPENSE	0	0	0	97,483.71	.00	-97,483.71	100.0%*		
TOTAL IMPACT FEE SEWER	0	0	0	47,083.71	.00	-47,083.71	100.0%		
TOTAL SEWER FUND	53,229	0	53,229	661,908.39	.00	-608,679.39	1243.5%		
TOTAL REVENUES	-2,605,500	0	-2,605,500	-753,596.09	.00	-1,851,903.91			
TOTAL EXPENSES	2,658,729	0	2,658,729	1,415,504.48	.00	1,243,224.52			
GRAND TOTAL	53,229	0	53,229	661,908.39	.00	-608,679.39	1243.5%		

** END OF REPORT - Generated by ELIZABETH LALLEMAND **

Town of Kittery FISCAL YEAR 2023
Fund Balances - Capital Projects and Special Revenues
Through: January 19, 2023

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2022	CIP Appropriation 7/1/2022	Transfers FY23	YTD Expense	YTD Revenue	Ending Fund Balance
Special Revenues (Grants, Designated Accounts, etc)								
SR	2005	Senior Tax Credit Program	4,000.00					4,000.00
SR	2006	FEMA Reimbursement	37,277.60					37,277.60
SR	2012	Fire Hazmat Spill Recovery Fees	11,226.60			(4,070.80)		7,155.80
SR	2014	Police Grants	(6,512.64)			(685.31)	4,337.00	(2,860.95)
SR	2022	Compensated Absences	289,739.36			(33,619.43)		256,119.93
SR	2028	Ballot Machines	6,078.00					6,078.00
SR	2038	Kittery Block Party	13,214.97			(15,173.00)	4,850.00	2,891.97
SR	2055	ASA Applicant Code NEW	1,414.20			(19,716.77)	27,285.33	8,982.76
SR	2056	Concerts in the Park	1,646.91			(1,500.00)		146.91
SR	2059	Conservation Comm	567.90					567.90
SR	2060	Wetlands Mitigation	16,703.00					16,703.00
SR	2063	Kittery Community Center (KCC) Donations	9,547.92			(5,470.00)	4,749.00	8,826.92
SR	2066	Police Forfeiture	2,292.25				1,267.27	3,559.52
SR	2068	Fort Foster Bench Donations	10,985.80					10,985.80
SR	2071	D.A.R.E	216.03					216.03
SR	2074-67503	TIF District #3	120,308.75		25,000.00	(1,326.00)		143,982.75
SR	2081	Channel 22 (PEG) Capital Funding	226,178.42		(35,000.00)	(48,044.94)	50,004.63	193,138.11
SR	2082	KCC Playgrounds	64,718.36					64,718.36
SR	2083	One-time Grants	39,187.67					39,187.67
SR	2086	Spruce Creek PH 5 Grant	2,351.78					2,351.78
SR	2094	LWCF Grant - Emery Field Phase 2	350,536.12			(118,933.00)		231,603.12
SR	2301	Billable Police Details	20,879.19			(129,498.56)	134,580.00	25,960.63
SR	2303	Grant Supported Police Details	(21,512.37)			(3,844.80)	18,229.28	(7,127.89)
SR	2087	Joint Land Use OEA PH1	(451.15)		451.15		(14,975.00)	(14,975.00)
SR	2904	Legion Pond Invasive	(8,080.00)				15,196.00	7,116.00
SR	4001-67500/43600	State Aid to Roads General	851,376.86				164,274.00	1,015,650.86
SR	4001-67502/43602	Whipple Road Improvements	243,537.81			(863,896.21)		(620,358.40)
SR	4001-67503/43603	Memorial Circle Improvements	5,551.66					5,551.66
SR	4001-67508/43608	Walker/Wentworth	300,305.40					300,305.40
SR	4124	Tax Acquired Properties	(44,977.84)		44,977.84	(200.00)	(44,977.84)	(45,177.84)
SR	4126	KCC Visual Arts Com	4,421.00				820.00	5,241.00
SR	4127	Reserve for Abatement Litigation	264,712.00					264,712.00
SR	4128	Climate Action Plan	65,000.00					65,000.00
SR	4030	Public Safety Impact Fees	357,956.16			(145,857.68)	24,865.00	236,963.48
SR	5023	Library Donations	13,690.75			(1,215.00)	4,355.66	16,831.41
SR	5500	MMA Grants	285.26					285.26
SR	5501	Mass Transit Reserve Fund	50,000.00			(32,500.00)		17,500.00
SR	5502	Keep Maine Healthy Grant	866.89					866.89
SR	5504	ARPA	604,326.02			(163,222.53)		441,103.49

Town of Kittery FISCAL YEAR 2023
Fund Balances - Capital Projects and Special Revenues
Through: January 19, 2023

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2022	CIP Appropriation 7/1/2022	Transfers FY23	YTD Expense	YTD Revenue	Ending Fund Balance
SR	5505	PREPA Grant	(5,390.00)			(2,030.00)		(7,420.00)
SR	5506	Affordable Housing	150,000.00					150,000.00
SR	5507	PFAS Support	(23,901.86)			(6,233.41)		(30,135.27)
SR	5508	375th Celebration	5,944.00			(22,958.33)	22,627.80	5,613.47
SR	5024	COVID-19 Vaccine Clinics	15,156.91					15,156.91
SR	5511	Bike/Ped Master Plan	100,000.00					100,000.00
SR	5509	Real Estate Transactions	558,513.35				1,119,967.78	1,678,481.13
Total Special Revenue			4,709,889.04	-	35,428.99	(1,619,995.77)	1,537,455.91	4,662,778.17

CIP Programs

CP	2057	Open space	-	-	25,000.00	-	-	25,000.00
CP	2903	Invasives Fort Foster	17,002.00	37,000.00				54,002.00
CP	4002	Right of Way Reserve	149,468.22	600,000.00		(555,241.70)	65,473.50	259,700.02
CP	4011	KCC Vehicle Reserve	23,049.66	-				23,049.66
CP	4012	Public Works Vehicles/Equipment	188,409.62	340,000.00		(537,722.67)	18,801.00	9,487.95
CP	4013	Fire Apparatus Reserve	591.14	-	460,000.00	(460,591.14)		-
CP	4017	GIS/MS4 Compliance	13,781.04	40,000.00		(12,227.94)		41,553.10
CP	4018	KPA Boat Reserve	8,706.38	-		(381.70)		8,324.68
CP	4019	KCC Equipment Reserve	22,992.82	30,000.00				52,992.82
CP	4020	Municipal Technology Reserve	134,956.23	70,000.00		(37,813.77)		167,142.46
CP	4022	Police Vehicle/Equipment	95,947.62	140,000.00		(92,379.05)		143,568.57
CP	4026	Records Preservation	3,510.13	12,000.00				15,510.13
CP	4027	Municipal Facility Reserve	224,722.23	50,000.00		(14,452.40)		260,269.83
CP	4043	Parks Building & Grounds	22,866.85	20,000.00		(3,600.00)		39,266.85
CP	4051	KCC Facility Reserve	24,106.98	25,000.00				49,106.98
CP	4055	KPA Equipment Reserve	45,481.72	3,500.00		(13,112.61)		35,869.11
CP	4056	Fire Dept Equipment Reserve	211,793.62	60,400.00				272,193.62
CP	4100	Fire Dept Facility Reserve	37,318.84	-				37,318.84
CP	4110	PW Sign Shed	20.00	-				20.00
CP	4116	KPA Facility Reserve	8,622.98	8,500.00				17,122.98
CP	4060	Rice Rehab/Expansion	701,961.03	-		(634,021.25)	1,386.93	69,326.71
CP	4123	LED Streetlight Conversion	36,639.08	75,000.00				111,639.08
CP	4129	Police Equipment Reserve	10,000.00	10,000.00		(18,000.00)		2,000.00
CP	NEW	Roadside Landscaping	-	-	55,000.00			55,000.00
CP	NEW	Memorial Field Assessment	-	30,000.00				30,000.00
Total Capital Projects			1,981,948.19	1,551,400.00	540,000.00	(2,379,544.23)	85,661.43	1,779,465.39

TOTAL GENERAL OPERATIONS			6,691,837.23	1,551,400.00	575,428.99	(3,999,540.00)	1,623,117.34	6,442,243.56
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Permanent Funds (Scholarship Funds/Trust Funds)

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Town of Kittery FISCAL YEAR 2023
Fund Balances - Capital Projects and Special Revenues
Through: January 19, 2023

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2022	CIP Appropriation 7/1/2022	Transfers FY23	YTD Expense	YTD Revenue	Ending Fund Balance
PF	5001	Connie Samuels Beautification Fund	58,600.93					58,600.93
PF	5002	Public Health	26,378.88					26,378.88
PF	5003	York Hospital Scholarship	32,401.40				10,000.00	42,401.40
PF	5005	Lester Raynes Fund	8,462.26					8,462.26
PF	5007	Thresher Memorial Fund	5,569.42			(224.55)		5,344.87
PF	5008	Mary Safford Wildes Trust	632,825.15					632,825.15
PF	5009	George Smart Santa Fund	5,403.84					5,403.84
PF	5010	Kittery Education Scholarship Fund-Recycling	11,684.23				3,402.05	15,086.28
PF	5021	Cemetery	0.35					0.35
Total Permanent Funds			781,326.46	-	-	(224.55)	13,402.05	794,503.96
Enterprise Fund (Sewer)				-				
ER	606000	Entrance Fees	977,247.89			(58,283.13)	50,400.00	969,364.76
ER	605000	Impact Fees	542,771.88			(12,296.75)	3,000.00	533,475.13
ER	2902	Sewer Safety Grants	26.64					26.64
ECP	604000	Vehicle Reserve	45,722.80					45,722.80
ECP	603000	Capital Reserve	246,781.59					246,781.59
Total Enterprise Funds			1,812,550.80	-	-	(70,579.88)	53,400.00	1,795,370.92
GRAND TOTAL ALL FUNDS			9,285,714.49	1,551,400.00	575,428.99	(4,070,344.43)	1,689,919.39	9,032,118.44

1 KITTERY TOWN COUNCIL MINUTES

2 August 15, 2022

3 6:00pm

4
5
6
7 1. Call to Order

8
9 Vice Chair Dow called the meeting to order at 6:00 pm.

10
11 2. Introductory

12
13 3. Pledge of Allegiance

14
15 4. Roll Call Councilors present: Councilor Jeffrey Pelletier, Councilor Colin McGuire,
16 Councilor Cyrus Clark, Councilor Cameron Ham, Councilor Mary Stevens on Zoom,
17 Vice Chair George Dow.

18 Councilors absent: Chair Judy Spiller.

19
20 5. Agenda Amendment and Adoption

21
22 Vice Chair Dow cast one vote to postpone the discussion on BL-BL1 until September
23 12, 2022 when full Council will be present.

24
25 6. Town Manager's Report

26
27 The Town Manager reported on: Frank Dennett's passing, National Night Out, officer
28 Molly Bossi, tax on foreclosed properties, Walker Street fire station, Business Park
29 Zone, Property Tax Stabilization program and absentee ballots availability.

30 Upcoming Dates: Kittery 375th Arts Festival every Thursday through August 18th.

31
32 7. Acceptance of Previous Minutes

- 33
34
 - June 27, 2022 – Regular Meeting
 - 35 • July 11, 2022 – Special Meeting
 - 36 • July 18, 2022 – Regular Meeting

37
38 Vice Chair Dow cast 1 vote to accept all three sets of minutes.

39
40 8. Interviews for the Board of Appeals and Planning Board- None

41
42
43 9. All items involving the town attorney, town engineers, town employees or other
44 town consultants or requested officials. - None

45
46
47 10. PUBLIC HEARINGS

- 48
49 a. (080122-1) The Kittery Town Council moves to hold a public hearing to
50 approve Year End Transfers.

51
52 Town Manager gave an over view of Year End Transfers.

53
54 Moved by Vice Chair Dow, seconded by Councilor Ham.

55
56 Motion carried 6-0-0

57
58 b. (080122-2) The Kittery Town Council moves to hold a public hearing on
59 Marijuana License for Tree Tips 3 LLC., located at 8 Dexter Lane, Kittery
60 Maine.

61
62 Councilor Clark recused himself from this part of the public hearing.

63
64 Town Manager gave an overview on the approval.

65
66 Nick Freidman, 52 Lyndon St, New Haven, CT. Principal at Tree Tips 3 LLC stated
67 where he is in the process of licensing with the state.

68
69 Moved by Councilor Ham, seconded by Councilor McGuire.

70
71 Motion carried 5-0-0

72
73 Councilor Clark recused himself from the vote.

74
75 11. DISCUSSION

76
77 a. Discussion by members of the public (three minutes per person)

78
79 Ronald Ledgett, 45 Crockett Neck Road, Kittery, gave his opinion on an approach to
80 reach consensus on BL & BL1.

81
82 Jeff Thompson, 25 Old Post Rd, Kittery, spoke about the passing of Frank Dennett.

83
84 Vice Chair Dow read statements from the following:

85
86 Shaye Robbins, 24 Heron Point Lane, Kittery, thanked members of Council, Town
87 Manager, Town Planner and members of the Planning Board for their professionalism at
88 the last meeting regarding zoning concerns.

89
90 Karen Kalmar, 191 Brave Boat Harbor Rd, Kittery, commented on the BL Zone
91 Amendment.

92
93 James Knowles, 2 Estuary Drive, Kittery, commented on the BL Zone Amendment.

94
95 Danielle Hoffman, 8 Chickadee Lane, Kittery, commented on equality and racial justice.

96
97
98 b. Response to public comment directed to a particular Councilor
99 c. Chairperson's response to public comments

100
101 Vice Chair Dow asked Mr. Ledgett if his reports were his personal thoughts or Planning
102 Boards. Mr. Ledgett responded that they are all post Planning Board review.

103 Vice Chair Dow spoke about Frank Dennett.

104

105 12. UNFINISHED BUSINESS

106

107 a. (080122-3) The Kittery Town Council moves to vote on Title 16 – Affordable
108 Housing BL-BL1 amendments.

109

110 13. NEW BUSINESS

111

112 a. Donations/gifts received for Council disposition

113

114 (080122-4) The Kittery Town Council moves to accept a donation in the
115 amount of \$40.00 to be deposited into the Giving Tree Fundraiser account
116 #2063.

117

118 Moved by Councilor Clark, seconded by Councilor Ham.

119 Motion carried 6-0-0

120

121 b. (080122-5) The Kittery Town Council moves to appoint John Corgan to the
122 Parks Commission for a three-year term.

123

124 Moved by Councilor McGuire, seconded by Councilor Clark.

125 Motion carried 6-0-0

126

127 c. (080122-6) The Kittery Town Council moves to accept the resignation of Kelly
128 Philbrook, of the Kittery Port Authority, effective August 8, 2022.

129

130 Moved by Councilor Clark, seconded by Councilor Hamm.

131 Motion carried 6-0-0

132

133 14. COUNCILOR ISSUES OR COMMENTS

134

135 Councilor Hamm discussed BL & BL1 and shared his perspective on the matter.

136

137 Councilor Clark encouraged residents to step away from their screens and enjoy the
138 rest of summer.

139

140 Councilor McGuire encouraged residents to continue to have faith in public institutions
141 and to remember that people with different views can work together effectively.

142

143 Vice Chair Dow encouraged residents to review documents on BL & BL1 as it is
144 important for our community.

145

146 15. COMMITTEE AND OTHER REPORTS

147

148 a. Communications from the Chairperson

149 b. Committee Reports

150

151 16. EXECUTIVE SESSION

152

153 17. ADJOURNMENT

154

155 Councilor Clark made a motion to adjourn, seconded by Councilor McGuire.

156

157 All were in favor.

158

159

160 Submitted by Jennifer Wheeler

161 Disclaimer: The following minutes constitute the author's understanding of the meeting.

162 Whilst every effort has been made to ensure the accuracy of the information, the

163 minutes are not intended as a verbatim transcript of comments at the meeting, but a

164 refer to the video of the meeting on the Town of Kittery website.

From: [Kittery ME via Kittery ME](#)
To: [Jillian Richards](#); [Jennifer Wheeler](#)
Subject: Form submission from: Town of Kittery Board & Committee Application
Date: Wednesday, January 11, 2023 11:05:08 AM

Submitted on Wednesday, January 11, 2023 - 11:04am

Submitted by anonymous user: 70.16.78.123

Submitted values are:

Name: Martha Mason

Residence: 13 Tenney Hill Rd

Mailing (if different):

E-Mail Address: mmason421@gmail.com

Cell Phone Number: 6173880184

Home Phone Number: :

Work Phone Number:

Board, Committee & Commission Choices:

- Board of Appeals

- Planning Board

Rank Choices By Priority:

Planning

Appeals

Education/Training:

BS: Colby College - Psychology/Sociology

Related Experience (Including other Boards and Commissions):

Former Board Member Dover Main St, Dover NH

Vol Dover Mounted Police 13 yrs

this would be my first position directly with town government

Present Employment: Strategic Environmental Services (Environmental Remediation & Construction)

Are You a Registered Voter in the Town of Kittery? Yes

Do You Have Any Conflicts of Interest? not that I can think of

Reason for Application to this Board: I would like to get more involved in my community. I have only lived in Kittery for 4.5yrs, but I really love it - the people, the natural resources, etc.

We are so fortunate to have almost everything available to us and still live in a relatively small town! I enjoyed working with the City of Dover as a Board Member for the Dover Main St organization and now that Kittery is my home, it's time to get involved here as well

I have attended at least two meetings of the board for which application is being made: Have not

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

Signature: Martha Mason

The results of this submission may be viewed at:

<https://www.kitteryme.gov/node/71141/submission/15626>

From: [Kittery ME via Kittery ME](#)
To: [Jillian Richards](#); [Jennifer Wheeler](#)
Subject: Form submission from: Town of Kittery Board & Committee Application
Date: Wednesday, January 11, 2023 3:11:05 PM

Submitted on Wednesday, January 11, 2023 - 3:11pm

Submitted by anonymous user: 167.211.174.17

Submitted values are:

Name: Rachel Copeland

Residence: 142 Dennett Road, Kittery

Mailing (if different):

E-Mail Address: cglasshnr@gmail.com

Cell Phone Number: 978-457-9132

Home Phone Number: :

Work Phone Number: 978-499-1454

Board, Committee & Commission Choices:

- Board of Appeals

- Board of Assessment Review

Rank Choices By Priority: I am open to either. Whichever has the greatest need.

Education/Training:

Southern New Hampshire University, Manchester, NH

2019, Master of Business Administration: Org Leadership SUMA CUM LAUDE

2016, Bachelor of Science, Business Studies: Org Leadership SUMA CUM LAUDE

Northern Essex Community College, Haverhill, MA

2014, Associate of Arts, Liberal Arts, CUM LAUDE

Associate of Science, Business Management, CUM LAUDE

Associate of Science, Business Transfer, CUM LAUDE

2013, Associate of Science, General Studies, CUM LAUDE

1998, Associate of Science, Paralegal

Related Experience (Including other Boards and Commissions): I do not have any direct experience with this type of Board. However, I am currently on the Board of Directors for Pope Memorial Humane Society, Cocheco Valley in Dover. I am the Secretary for the Executive committee and have been an active Board member since March, 2016.

Present Employment: Director of Operations, Freedom Fertility Pharmacy, Byfield, MA (a division of Cigna Healthcare)

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: I received an email regarding openings. I have been looking for a way to support/be an active member in my community and have lived in Kittery for more than 14 years. I would also like to learn more about the process for the Board of Appeals and Assessment Review

I have attended at least two meetings of the board for which application is being made: Have not

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

Signature: Rachel Copeland

The results of this submission may be viewed at:

<https://www.kitteryme.gov/node/71141/submission/15636>



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

REPORT TO TOWN COUNCIL

Date: September 26, 2022
 Update: October 24, 2022, January 23, 2023
 From: Kendra Amaral, Town Manager
 Subject: Short Term Rental Report
 Councilor Sponsor: Chairperson Judy Spiller

EXECUTIVE SUMMARY

In accordance with §5.12.5.D of the Short Term Rental License ordinance, the Town Manager is required to provide a report to the Town Council no later than September 30, 2022 regarding the total number of licenses issued and the status of the implementation and compliance with the ordinance, to determine if the total number of available licenses for issuance per year should be adjusted for the ensuing year.

The data in this report represents a snapshot of the status as of August 31, 2022. The Council has received intermittent reports on the number of licenses, waitlisted applications, and revenues since adoption of the ordinance. Please review Town Manager reports from January 25, 2021 and June 28, 2021.

NUMBER OF LICENSES

§5.12.5.A establishes a baseline of short-term rental license available for issuance equal to the total number of units as of December 31, 2020. After adjusting for applications received by the deadline but still in process, we calculated 89 licenses as the baseline. Each year the number of available licenses grow by 8%.

As of August 31, 2022 the total available licenses are 104. 102 are issued and 1 is in process. There are 45 applicants on the waiting list.

Of those with licenses, 14 property owners hold more than one license for their property(ies). Approximately 90% of the licenses are issued to single family properties; the remaining 10% are for multi-family units on a property. Of the multi-family units, 8 have two units on the property licensed for STRs.

Revenue collections were as follows:

	FY21	FY22	FY23
New	\$ 7,450	\$ 1,250	\$ -
Renewal	\$ -	\$ 6,750	\$ 1,800
Increase Occupancy	\$ 200	\$ -	\$ -
TOTAL	\$ 7,650	\$ 8,000	\$ 1,800

IMPLEMENTATION AND COMPLIANCE

When licensing was first launched, the Town purchased a license for a technology solution to assist with identifying unlicensed STRs for enforcement action. After multiple solutions were evaluated and

interviewed, a provider was selected and engaged. The cost of the service was \$13,000 for the year. The other solution considered was approximately \$20,000 per year.

The software solution was expected to scrape the web of listings in Kittery and cross reference them against licensed STRs and report any discrepancies. The software can also analyze if listings are inconsistent with local ordinance for durations and other specific factors.

Though the expectation was high, the results of working with the software was not great. The lists of addresses for STRs provided by the software were predominately wrong, requiring a significant amount of staff time to research and correct the information.

We have had six complaints and issued four notices of violation for unlicensed STRs. Two were brought into compliance through the waiting list process. The other two are still in the enforcement phase.

We have one complaint from a neighbor about people from an adjacent STR walking across her driveway/yard. We do not have any other records of complaints from Code Enforcement or the Police Department.

UPDATE

At the September 26 meeting, the Council requested additional information about the wait-listed applications. Additionally, the Council reached consensus on desired amendments to the licensing ordinance.

WAIT LIST

As of October 19, there are 51 applications on the wait list. Below is a breakdown of the wait list applications:

Total Waitlist Applications in Queue	Total Waitlist Applications Kittery Owners	Total Waitlist Applications Multiple Apps/Licenses Per Property
51	36	7
	70%	14%

Attached is a summary list wait list applications by street name. Please note, some streets have multiple unique properties on the wait list (e.g., 21, 26 and 116 Rogers Road).

UPDATE – DRAFT ORDINANCE AMENDMENTS

Per the Council’s direction at the September 26 meeting, attached are proposed amendments to Title 5 – Short Term Rental Licenses. The proposed amendments seek to accomplish the following:

- Remove the review provision incorporated into the original adoption of the ordinance; the review has been conducted as reflected by this report.
- Add a cap on the number of units in a structure or building that can be licensed for short term rentals. This effectively would prevent a property owner from turning a multi-unit building into a pseudo hotel or rooming house of all short-term rentals.
- Increase the fine for violation from \$250 to \$500
- Increase the non-owner occupied license fee from \$100 to \$200

Per the Council’s direction following its workshop on December 5, and subsequent input from Councilors, the draft amendments have been further refined to accomplish the following in addition to the amendments above:

- Ensure the “owner occupied” category applies to additional units within the owner’s building or property.
- Eliminate the cap on the number of licenses that can be issued to owner occupied and seasonal dwelling units.
- Cap the number of non-owner occupied/non-seasonal units. The proposed baseline to include all existing licenses of that category and all licenses in the waiting list as of January 24, 2023.
- Define and establish a license fee for seasonal dwellings, being those that are historically not year-round residences, and therefore are not capable of being “owner-occupied”.
- Structure license fees such that they favor owner-occupied and existing seasonal dwellings:
 - Fee for owner-occupied and seasonal dwelling units: \$100
 - Fee for non-owner occupied: \$1,500
 - Fee for increased occupancy limit application: \$150 one time

There are currently 60 applications in the wait list, of which approximately 23 are in the non-owner occupied-category, some of which may qualify as seasonal dwellings; the remaining 37 wait list applications appear to be in the owner-occupied-category.

PROPOSED SOLUTION/RECOMMENDATION

Adopt amendments as proposed.

ATTACHMENTS

- Draft Title 5 - Short Term Rental Amendment
- Draft Title 5 – Short Term Rental Enactment

**TITLE 5
SHORT TERM RENTAL LICENSE**

1. AMEND §5.12 Short Term Rentals as follows:

1 § 5.12-1 **Purpose.**

2 The use and intent of these regulations is to ensure that any home-based short-term rental business operates
3 in a manner that respects the neighborhood in which it is situated. The regulations allow short term rental
4 operations in residential dwelling units with the intent of protecting the quality of life of the surrounding
5 residential neighborhood from unreasonable or unsafe intrusions and nuisances inappropriate to a residential
6 setting.

7 § 5.12-2 **Definitions.**

8 As used in this chapter, the following terms shall have the meanings indicated:

9 **OWNER**

10 A person who is the owner of record of real property as documented by deed or other document
11 evidencing ownership recorded at the York County Registry of Deeds.

12 **OWNER OCCUPIED**

13 The owner is domiciled at the property for no less than 183 days in a tax year, as documented by a State
14 of Maine Income Tax Return or other document evidencing owner occupancy. For the purpose of this
15 Title, the designation of owner occupied may apply to the unit in which the owner is domiciled and up
16 to one additional unit on the same property.

17 **SEASONAL DWELLING**

18 A building that is not occupied more than 180 days within any calendar year, and meets the minimum
19 requirements of the Maine Uniform Building and Energy Code (MUBEC).

20 **SHORT-TERM RENTAL**

21 The use, control, management or operation of a dwelling unit or accessory dwelling unit, in whole or in
22 part for dwelling, sleeping or lodging purposes for periods of fewer than 30 consecutive days; for
23 compensation, directly or indirectly.

24 § 5.12-3 **Applicability.**

25 A. This chapter applies to any residential dwelling unit, room within a dwelling unit, or accessory dwelling
26 unit that is rented, in whole or in part, for a period of less than 30 consecutive days, for compensation,
27 directly or indirectly.

28 B. Exclusions. Excluded from this chapter are:

29 (1) Dwelling units used, in whole or in part, for dwelling, sleeping or lodging purposes for periods 30
30 consecutive days or more.

31 (2) Lodging establishments such as hotels, motels, bed and breakfasts, inns, boarding or rooming houses, or
32 temporary housing.

33 C. Nothing contained in this chapter supersedes any condominium, homeowner, or restrictive deed
34 covenants that apply to the dwelling unit.

35 § 5.12-4 License required.

- 36 A. No person may advertise or operate a short-term rental unit without a license issued by the Code
37 Enforcement Officer. ~~Short-term rental units in operation prior to the adoption of this chapter must be~~
38 ~~licensed no later than December 31, 2020.~~
- 39 B. Nonrefundable fees for the license are set forth in Appendix A.
- 40 C. Short-term rental licenses must be renewed on an annual basis. Each license issued under this chapter
41 expires one year from issuance.
- 42 D. Each licensee will receive a certificate issued by the Code Enforcement Officer stating the license
43 number, valid license period, occupancy limit for the unit, the name and emergency contact information
44 of the operator of the short-term rental unit, and the name and contact information of the property owner
45 if different than the operator.
- 46 E. A license is not transferrable to any other person, or from location to location, and is valid only at the
47 location and for the person designated. Any change in ownership of the dwelling unit will require a new
48 license.

49 § 5.12-5 License limits.

- 50 ~~A. The baseline number of short-term rental licenses available for issuance will be equal to the total~~
51 ~~number of licensed short-term rental units as of December 31, 2020 in accordance with § 5.12.4A.~~
- 52 ~~B. The number of licenses issued in calendar year 2021 may not exceed the starting number as determined~~
53 ~~by § 5.12.5A plus 8%.~~
- 54 ~~C. The number of licenses issued in calendar year 2022 may not exceed the total number of valid licenses~~
55 ~~as of December 31, 2021 plus 8%.~~
- 56 ~~D. No later than September 30, 2022, the Kittery Town Council will receive a report from the Town~~
57 ~~Manager, regarding the total number of licenses issued and the status of implementation and compliance~~
58 ~~with the ordinance, to determine if the total number of available licenses for issuance per year should~~
59 ~~adjusted for the ensuing calendar year.~~
- 60 ~~A. A building or structure may have no more than 2 licensed short term rental units in it at any given time.~~
- 61 ~~B. There is to be no cap on the number of short-term rental licenses issued to owner occupied units and~~
62 ~~seasonal dwellings as defined by this Title.~~
- 63 ~~C. There is to be a cap on the number of short-term rental licenses issued to all other types of units as~~
64 ~~follows:~~
- 65 ~~(1) The baseline number of licenses available will be equal to the total number of valid non-owner-occupied~~
66 ~~licenses issued as of January 24, 2023, inclusive of valid applications on the waiting list as of this date.~~
- 67 ~~(2) The number of licenses issued in each subsequent calendar year may not exceed the total number of~~
68 ~~valid non-owner occupied licenses as of December 31 of the preceding year plus 10%, rounded down.~~
- 69 ~~D. If a license is cancelled by the license holder or denied or revoked in accordance with § 5.12.8, it will~~
70 ~~become an available license for issuance in the calendar year it is cancelled, denied or revoked.~~

71 ~~EE~~. Owners will have the right to renew their license each year, unless the license is otherwise denied,
72 revoked or suspended in accordance with § 5.12.8.

73 § 5.12-6 **Standards.**

74 A. Owner: Only the owner of the property can apply for the dwelling unit to be used for short-term rental.

75 B. Occupancy limits.

76 (1) No more than one short-term rental contract is allowed per dwelling unit at any one time.

77 (2) No more than two adults per bedroom are allowed, unless otherwise approved by the Code Enforcement
78 Officer and the Fire Chief or their respective designees. Increased occupancy limits may be granted
79 upon application to the Code Enforcement Officer and inspection of the dwelling unit.

80 C. Property taxes current. No property may be licensed for short-term rental if the property is subject to an
81 existing foreclosure or lien from the Town for non-payment of taxes.

82 D. Emergency contact. The owner must provide emergency contact information or identify a person who
83 will serve as the agent or representative for emergency contact purposes. Multiple emergency contact
84 people may be identified. One of the emergency contact people must be able to respond within 60
85 minutes or less to complaints regarding the condition, safety or operation of the dwelling unit as a short-
86 term rental, or the conduct of guests, and take remedial action to resolve such complaints. The owner
87 must notify the Town and provide updated contact information if a contact person or information
88 changes.

89 E. License number. Licenses will be issued with a unique license number. The license number must be
90 displayed within the dwelling unit and in all advertising for the short-term rental of the dwelling unit.

91 F. Parking.

92 (1) The owner must provide sufficient on-site parking to serve the residential dwelling unit(s) and the short-
93 term rental unit(s) on the property. The total number of on-site parking spaces will be the calculated as
94 the number of spaces required for the dwelling unit per § 16.8.9.4 plus one parking space for each short-
95 term rental unit on the property. Tandem parking is permitted.

96 (2) Required on-site parking may be satisfied at off-site locations, provided such parking is on other
97 property owned by the applicant or is under the terms of a contractual agreement that will ensure such
98 parking remains available for the uses served. Applicant must present evidence of a parking location and
99 a contractual agreement indicating the availability of the parking to the Code Enforcement Officer for
100 review and approval prior to issuance of a license.

101 § 5.12-7 **Complaints.**

102 Complaints of criminal or ordinance violations associated with the operation of short-term rentals brought to
103 the attention of the Code Enforcement Officer or Police Department will be logged and investigated.

104 § 5.12-8 **Denial, suspension, or revocation of license.**

105 A. Denial. The Code Enforcement Officer may deny a license or license renewal upon failure of the
106 applicant to meet all of the requirements of this chapter, or for three or more substantiated criminal or
107 ordinance violations associated with the property within the prior 12 months.

108 B. Suspension or revocation. The Code Enforcement Officer may suspend or revoke a license for violation

109 of any provisions of this Chapter, or for three or more substantiated criminal or ordinance violations
110 associated with the property within a twelve-month period.

111 (1) A license may be suspended for no longer than six months, during which time the dwelling unit may not
112 be used as a short-term rental.

113 (2) A license may be revoked and cannot be reissued for 12 months. The Code Enforcement Officer may
114 authorize the reissuance of a license if they find sufficient corrective action has been taken to prevent
115 violations in the future.

116 § 5.12-9 **Appeal.**

117 A Code Enforcement Officer decision on denial, suspension, or revocation of a license may be appealed to
118 the Board of Appeals as provided in § 16.6.4A.

119 § 5.12-10 **Violations.**

120 A. Any violation of this chapter will be assessed a penalty of ~~\$250~~\$500. Each day any violation of this
121 chapter continues constitutes a separate offense.

122 **2. AMEND Appendix A as follows:**

123 § A-4 **Schedules.**

124 B. Schedule 5. Business licenses.

Chapter 5.12 SHORT-TERM RENTAL

Owner-occupied (<u>up to two licenses</u>)	<u>\$50-100</u> annually
<u>Seasonal Dwelling</u>	<u>\$100</u> annually
Non-owner-occupied	<u>\$100-1,500</u> annually
Increased occupancy limit application	<u>\$100-150</u> one time

**KITTERY TOWN CODE –
TITLE 5
SHORT TERM RENTAL LICENSE**

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; and 30-A MRS §3001, pursuant to its powers
7 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 Council conducted a review of Title 5.12 Short Term Rental License as
11 required by §5.12.5.D; and

12 **WHEREAS**, the Town Council identified in the review opportunities to refine the ordinance to
13 reflect the Town’s housing objectives, **manage the challenge of long-term rental units being**
14 **diverted to short-term rental enterprises**, and protect residential neighborhoods;

15 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN
16 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENTS TO TOWN
17 CODE, TITLE 5, SHORT TERM RENTAL LICENSE AS PRESENTED.

18 **INTRODUCED** and read in a public session of the Town Council on the ____ day of _____,
19 20____, by: _____ {NAME} Motion to approve by Councilor
20 _____ {NAME}, as seconded by Councilor _____ {NAME} and
21 passed by a vote of _____.

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

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



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
Update: January 23, 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.

UPDATE

We have identified an unintended error in process. The public hearing notice for this item was not posted as required by the Charter. A public hearing notice must be posted no less than seven days prior to the public hearing (Charter §2.14(2)).

In order for us to cure the procedural error, I am requesting the Council postpone the public hearing to February 13, 2023.

PROPOSED SOLUTION/RECOMMENDATION

Reschedule the public hearing for February 13, 2023 and 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.](#)

**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
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 seeks to improve traffic safety on Badgers Island West and ensure there
11 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 session of the Town Council on the ____ day of _____,
17 20____, by: _____ {NAME} Motion to approve by Councilor
18 _____ {NAME}, as seconded by Councilor _____ {NAME} and
19 passed by a vote of _____.

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

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



Proposed No Parking 

Title 10 - BIW

Kittery, ME



January 3, 2023

1 inch = 137 Feet



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 misrepresentation of this map.

To: Kittery Town Council

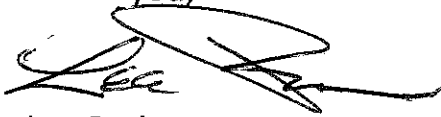
From: Rice Public Library

Date: 01/10/23

For your consideration,

The donation of \$100.00 shall be deposited into the library book fund (Account # [REDACTED] 600). This donation is from Kenneth Bartuka. He wishes these funds to be dedicated for the purchase of Rice PL large print book collection.

Thank you,



Lee Perkins

KENNETH BARTUKA
100 SHEPARD'S ROVE ROAD H-304
KITTERY, ME 03904

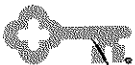
426
52-60/112
148

12.30.22
Date

Pay to the
Order of

Rice Public Library \$100
One hundred + 00/100 Dollars

 Photo
Safe
Deposit®
Details on back

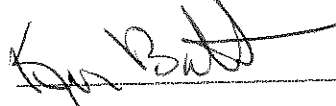


KeyBank National Association
1-800-KEY2YOU® Key.com®

Key Privilege

For

[REDACTED]



BP

Council YH Scholarship Account

KITTERY COMMUNITY CENTER DEPOSIT

Date: 1/11/2023

Receipt # _____

Checks: \$ 10,000

Cash: \$ _____

Total: \$ 10,000

Account #: [REDACTED] 00

Initials: [Signature]

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON

York Hospital
LOVING KINDNESS
15 Hospital Drive
York ME 03909

KENNEBUNK SAVINGS BANK
KENNEBUNK, ME 04043

N^o 106887

DATE
12/27/2022

CHECK AMOUNT
10,000.00

Ten Thousand And 00/100 Dollars*****

PAY TO THE ORDER OF KITTERY COMMUNITY CENTER

KITTERY COMMUNITY CENTER
120 ROGERS ROAD
KITTERY, ME 03904



[Signature] MP
[Signature] MP
TWO SIGNATURES REQUIRED FOR AMOUNTS OVER \$5000
VOID AFTER 180 DAYS

[REDACTED]

Security features included. Details on back.

From: [Craig Alfis](#)
To: [Jillian Richards](#)
Subject: FW: Resignation from BOA
Date: Tuesday, January 17, 2023 10:54:00 AM

Hi Jillian!

As requested, see below for Charles' resignation email. Thanks!

Craig Alfis
Code Enforcement Officer
Town of Kittery
207-475-1308

<https://www.kitteryme.gov/code-enforcement>

From: Charles Denault <charles@charlesdenault.com>
Sent: Monday, January 9, 2023 10:34 AM
To: Craig Alfis <CEO@kitteryme.org>; April Timko <apriltimko@gmail.com>
Subject: Resignation from BOA

Good morning,

I hope you both enjoyed your holiday season! I apologize for my delayed response in getting back regarding tomorrow's meeting.

I regrettably need to let you know that I have to resign from the Board of Appeals. I just recently closed on a lengthy sale of my company and entered into a new employment agreement with our acquirer. My involvement on the board is complicated from a practical standpoint, as I'm traveling a significant amount of the time, but also from a legal perspective due to restrictions in my employment agreement.

I've sincerely enjoyed my time serving on the Board and getting to know everyone. I wish I was able to provide more notice but it's been a bit of a whirlwind! I'm happy to hop on a call if it's helpful. Please let me know if you need something more formal.

Thank you both very much for your understanding.

Thanks,
Charles

Earldean Wells
104 Whipple Road
Kittery, Maine 03904

Date: January 17, 2023

To: Jillian Richards, Town Clerk

Re: Resignation from Conservation Commission

Dear Jillian,

Please accept this letter as my resignation from the Kittery Conservation Commission where I have served since 1997. I leave now to serve on the Planning Board.

Thank you.

Sincerely,

Earldean Wells



TOWN COUNCIL & TOWN MANAGER ANNUAL GOALS 2023

Town Council Goals

Council Conduct

- Continue to conduct Council business respectfully as we work toward consensus and capitalize on our experiences and diversity
- Work to keep the demands we place on the Town Manager and her staff at a manageable level and maintain an open line of communication with the Manager regarding questions and demands

Affordability

- Increase housing stock for those meeting affordability guidelines:
 - Support community conversations around understanding affordable housing and its role in Kittery (3.3, 4.1, 4.2, 8.5)
 - Direct funding, where appropriate, to the Housing Fund (4.1, 4.2)
 - Ensure compliance with new state laws relative to affordable housing (aka LD2003)

Community

- Amend where necessary and appropriate, Town ordinances, policies, and practices to assure fairness, equity, and inclusion for all Kittery residents and visitors. (7.1)
 - Support the work of the Diversity, Equity, and Inclusion Committee as they identify barriers and opportunities to achieve the Town's DEI objectives.
- Continue implementation of plans to control traffic, reduce speeds in Kittery neighborhoods, including:
 - Implementation of JLUS recommendations with respect to public transportation and remote satellite parking (5.1, 5.4)
 - Implementation of bike/ped master plan recommendations (5.2, 5.3)
- Assess Memorial Field for potential improvements that will support the demand for high quality playing fields (2.2,7.2)
- Encourage broad citizen involvement in Town governance (7.1)
- Explore expanding recreation opportunities in town such as creating a skate park (2.2)

Climate Resilience

- Support adoption of a comprehensive Kittery Climate Action Plan (9.1, 9.2)
- Create a climate resilience reserve fund (9.1, 9.2)
- Support ordinances to protect the shoreland zone (8.1, 8.2)

Fiscal Responsibility and Town Services

- Adopt a budget that is progressive, responsible, responsive to community expectations and needs (7.4)
 - Encourage the Town Manager's continued assessment of the effectiveness of Town service delivery (7.1)
-

Town Manager Goals

Support Council's efforts to implement the Comprehensive Plan 5 Year Action Plan (see Council Goals)

Develop and propose a plan for the Comprehensive Plan Update due in 2025.

Support long term planning and growth management objectives:

- Identify programs, grants, and property acquisitions that retain or increase working waterfront access (6.1, 6.2)
- Complete Gorges Road expansion project and effect the relocation of the ambulance service to the Gorges Road Fire Station
- Complete analysis of absorbing the ambulance service as a town-run function
- Complete the review and recommendation process for the Business Park Zone (formerly Mixed Use Neighborhood Zone) (3.2, 3.5)
- Assist the Kittery Water District in its State Road land use efforts (3.3)
- Implement a program to improve communication around affordable housing needs and options in Kittery (4.1, 4.2)
- Complete the sale of tax foreclosed properties and assist in the implementation of affordable housing on these properties. (4.1, 4.2)

Climate Action

- Implement building LED light conversion (9.2)
- Begin development of a comprehensive multi-year plan to reduce the carbon footprint of municipal operations in accordance with the Climate Action Plan (9.2)

Social and Racial Equity and Justice

- Continue efforts to attract a diverse candidate pool for town positions, boards, commissions, and committees (4.1, 4.2)
- Implement changes in Kittery's signage, buildings, and materials to be inclusive and welcoming to all (4.1, 4.2, 7.1, 7.2)

Enhance Financial Stability

- Produce a 2024 budget that seeks to respond to service expectations of the community, and appropriately addresses unmet needs and responds to growing inflation (7.4)

Enhance Municipal Services

- Launch Police Citizens Academy and expand to other areas as appropriate
- Implement short-term recommendations from Bike/Ped Master Plan (5.2, 5.3, 9.1)
- Complete five-year strategic planning effort for Library and present recommendations
- Advance the integration of general assistance with our local social service agencies
- Complete KCC Campus Master Plan and present recommendations (2.2)
- Complete Memorial Field Assessment and present recommendations (2.2)
- Assist in the exploration of expanding recreation opportunities in town such as creating a skate park (2.2)



Town of Kittery
200 Rogers Road
Kittery, Maine 03904
PH: 207-439-0452 Fax: 207-439-6806

Banner Installation Application

Banner Information:

Organization requesting: _____

Event description: _____

Installation Information:

Installation date: _____

Removal date: _____

Contact Information:


Name: _____

Address: _____

Phone: _____

Email: _____

Signature on this form indicates the requesting organization agrees to the Town of Kittery Policy regarding "Banners over Public Roads". (attached)

Signature:  _____ Date: _____

Town of Kittery Approval: _____ Date: _____

Policy for Banners Over Public Roads

Banners may be installed temporarily over public roads in accordance with this policy. Banners are permitted across Rogers Road adjacent to the Kittery Community Center site. Banners are not allowed to be hung over any other public roads, unless approved by Town Council.

Town Departments, Town sponsored events, and non-profit corporations with a primary place of business in Kittery may have a banner installed temporarily over a public road. Other entities are not permitted to have a banner temporarily installed over a public road, unless otherwise approved by Town Council.

Banner installation applications will be made on forms provided by the Town Manager. If the application meets the Town's policy, it may be approved by the Town Manager. All other applications must be approved by the Town Council.

The banner must be provided by the applicant and meet the following specification:

- Banners must be fourteen (14) feet long and three (3) feet in height.
- Banners must have a minimum of eight (8) reinforced grommets on the top and bottom of the banner.
- The grommets must have an inside diameter no smaller than ½ inch.
- Each corner of the banner must have a grommet.
- Banner fabric must have wind slits.
- Back to back banners will not be installed.

Banners that do not comply with this policy will not be installed.

Banners may be temporarily installed between April 15 through November 01 each year. A banner may be installed for no less than two weeks at a time. Installations and removal of banners will occur when Fire Department personnel and equipment is available, and may not directly align with applicants' requests. Banners approved for installation must be provided to the Fire Department no less than one week prior to the installation date requested. Banners must be collected by the owner no less than one week from the date it is removed. Banners not collected by the owner may be disposed of by the Town.

The Town is not responsible for the condition, wear and tear, or damage to installed banners. The Town is not responsible for the long-term storage of banners. The Town may reject banners that appear to be in disrepair, do not meet the specifications contained in the policy, or have content that may be deemed to be offensive or inappropriate.

Applications that are inconsistent with this policy and/or banners that may be deemed to be offensive or inappropriate may receive approval from the Town Council to be installed.