

TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

March 27, 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

- January 23, 2023
- February 13, 2023

8. Interviews for the Board of Appeals and Planning Board.
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.
10. PUBLIC HEARINGS
 - a.(030223-01) The Kittery Town Council moves to hold a public hearing and vote on the June warrant articles.
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.
 - b.(030223-02) The Kittery Town Council moves to appoint a Councilor to interview Douglas Basnett along with the chair of the Kittery Community Center Board of Directors for a three-year term to expire December 31, 2026.
 - c.(030223-03) The Kittery Town Council moves to approve a request from Footprints Food Pantry to post signage around Town from May 13, 2023 to May 20, 2023 for the US Post Office Stamp Out Hunger food drive.
 - d.(030223-04) The Kittery Town Council moves to support the SAFER grant application.
14. COUNCILOR ISSUES OR COMMENTS
15. COMMITTEE AND OTHER REPORTS
 - a.Communications from the Chairperson
 - b.Committee Reports
16. EXECUTIVE SESSION
17. ADJOURNMENT

Posted: March 23, 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

March 27, 2023

1. **Emery Field Phase 2 Project**– Construction of Emery Field Phase 2 is currently anticipated to be complete by the end of May, with the exception of the playground equipment. The portions of the project wrapping up are the basketball court, pickleball courts, walking path, and expanded parking.

The playground equipment is delayed due to insufficient funding. The Town received a total of \$725,000 in capital and grant funding for the project. The cost of the playground component exceeded our budget and therefore was postponed until additional funding could be identified.

We received a recently updated quote for the playground as designed. The original estimate was approximately \$154,000; the estimated cost is now \$265,343, due to inflation impacts. I am recommending adding a warrant article to the June ballot to fund the playground installation from the unassigned fund balance. The Council will be asked to decide on this late in the meeting.

2. **Whipple Road Sidewalk Project** – The Whipple Road sidewalk project is expected to be completed by the end of May. The remaining scope of work includes pouring the concrete sidewalks, performing remaining driveway tie-ins, and other minor abutter related components typical at the conclusion of a construction project. Paving of Whipple Road will follow, likely in the fall of this year.
3. **Recycling Scholarship Applications** – The Kittery Education Scholarship Committee is accepting applications through April 21. The fund has approximately \$20,200 available. Last year the Committee awarded \$12,000 in scholarships to Kittery students for college expenses.

For more information or to download the application, please visit www.kitteryme.gov/scholarship.

4. **Route 236/Dennett Road Hydrological Study** – On March 22, the consultant team for the Hydrological Study provided an overview on their preliminary findings and presented initial model data for the project scope area.

Their preliminary findings showed areas of flood risk and the impact of build out on the presence and category of flood risks (low, moderate, high), assuming that such build out is not required to include any stormwater infrastructure. The modeling helps identify stress areas and targeted mitigation options to improve existing and potential future conditions.

Information about this project may be found at the Town's Project page on our website homepage. The Projects page provides easy access to information about specific initiatives or projects occurring in town including reports, surveys, and presentations. For more information about this project or other major projects and initiatives in Town visit www.kitteryme.gov/projects.

5. **March for Meals on Wheels** – Town staff volunteered to be Community Champions for the March for Meals event with Meals on Wheels/Southern Maine Agency on Aging on Tuesday, March 21st. Staff delivered meals to homebound older adults throughout Kittery to raise awareness about food

insecurity and social isolation among elderly adults. Volunteers included Superintendent Eric Waddell, Chief Richter, Lt. Desjardins, Town Clerk Jillian Richards, Communications Director Suzanne Esposito, Project Planner Kathy Connor, Code Enforcement Officer Kearsten Metz, and myself. We have enjoyed participating in this program for over five years.

Upcoming Dates:

- Youth Ad Hoc Com Applications Due – March 31, Town Clerk
- Easter Egg Hunt – April 1, 9AM, Kittery Community Center
- York River Partnership Stewardship Committee Applications Due – April 14, Town Clerk
- Mooring Renewal Deadline – April 15, Harbormaster

Respectfully Submitted,

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

Kendra Amaral
Town Manager



RICE PUBLIC LIBRARY COMMUNITY SURVEY

The Town of Kittery, in partnership with the Library Advisory Board, is developing a five-year strategic plan for the Rice Public Library. The plan will establish a road map of goals and objectives for the library to inform budgeting, program development, collection management, service delivery and more.

NOW WE WANT TO HEAR FROM YOU!

Take the Rice Public Library Community Survey to help shape the future of the library by sharing your input on the Library today, and your ideas for what you'd like to see in the future.



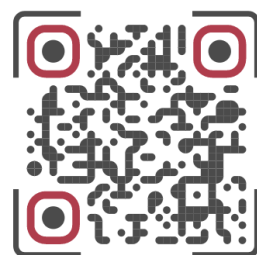
Responses will be collected until April 7, 2023.



Paper copies available at the Rice Public Library.



FMI, please visit www.kitteryme.gov/librarysurvey.



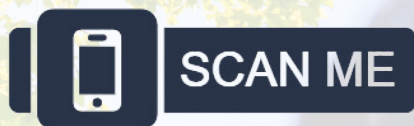
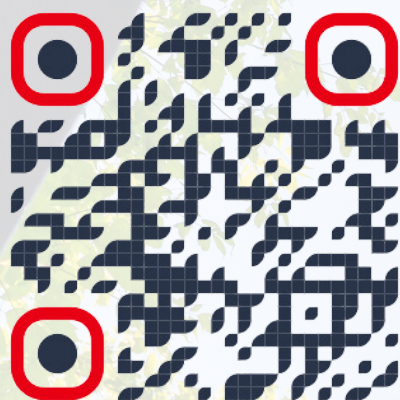
SCAN ME

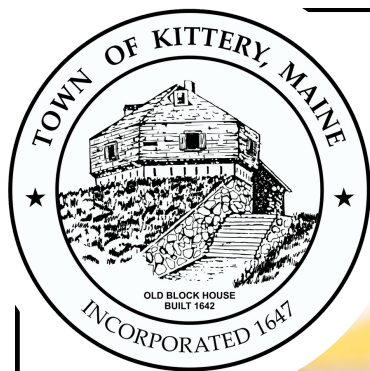


KITTERY EDUCATIONAL SCHOLARSHIP

Funded from generous donations of redeemable containers from Kittery residents at the Kittery Resource Recovery Facility.

- **Applications are available at Town Hall or www.kitteryme.gov/scholarship.**
- **Deadline to apply: April 21, 2023.**





Notary Public Services

Notary Public Services are now available at the Town Hall Customer Service Center, located at 200 Rogers Road in Kittery, Maine.

Services are available during regular business hours:

- **Monday - Wednesday : 8:30 AM - 4:00 PM**
- **Thursday: 8:30 AM - 6:00 PM**
- **Friday: 8:30 AM - 1:30 PM**

The fee for service is \$5.00 per document up to three signatures/seals; thereafter it will be \$2.00 per signature/seal.

FMI: WWW.KITTERYME.GOV/NOTARYSERVICES



TOWN OF KITTERY

YOUTH AD HOC COMMITTEE



ABOUT THE COMMITTEE

The Town Council has established the Kittery Youth Ad Hoc Committee to represent diverse experiences, voices, and interests to assist the Town with assessing the passive recreation needs and interests of Kittery's youth and recommending next steps to implement solutions that address those needs.

GET INVOLVED

The Town is seeking three (3) at-large resident members and two (2) student representative members to join the committee.

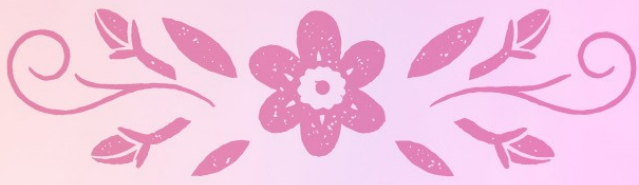
To learn more about the Committee and download the application, please scan the QR code below, or visit us at:
www.kitteryme.gov/youthcommittee.

Completed applications should be sent to the Town Clerk's Office at 200 Rogers Rd, Kittery, ME 03904 or via email to:
jrichards@kitteryme.org.

DEADLINE TO APPLY

The deadline to apply is Friday, March 31, 2023.





Saturday, April 1

Easter Egg Hunt

Ages 2-5: 9:00AM | Ages 6-10: 10:00AM



Will you be lucky
enough to find a
golden egg?



KITTERY LAND TRUST PRESENTS

SEACOAST ENVIRONMENTAL FILM FESTIVAL

New Date: Saturday, April 22, 2023

Kittery Community Center - Star Theatre

GENEROUSLY SUPPORTED BY

Peter Lamb and Faith Harrington; Ralph E. Ogden Foundation
Eldredge Lumber & Hardware, Mr. Fox Composting
Altus Engineering, ARQ Architects

8:30 AM

CAFFEINE KICKOFF

Sponsored by LIL'S CAFE, BEACH PEA BAKING CO. AND WHITE HERON

9:15 AM

WELCOME

9:30 - 11:45 AM

**TRIPLE BOTTOM LINE - Protecting people,
profits and the planet**

IT'S BEAN TOO HOT (36 min)

SEEDING CHANGE (51 min)

Panel Discussion

Sponsored by PLACEWORKS, VERIS WEALTH PARTNERS

12:00 - 1:15 PM

LUNCH BREAK and EXHIBIT HALL

1:30 - 3:15 PM

**SEA FARMING IN MAINE - Using the ocean to produce food,
jobs and climate solutions**

OCEAN SOLUTIONS (14 min)

MAINE COAST HARVEST SEA FARMING SERIES (30 min)

Panel Discussion

Sponsored by OSPREY ECOLOGICAL SERVICES

3:30 - 5:45 PM

TAKING ON BIG AG - Challenging Monsanto to protect food sovereignty

THE SEEDS OF VANDANA SHIVA (81 min)

Panel Discussion

Sponsored by LEAGUE OF CONSERVATION VOTERS NH

Suggested donation \$5 per film or
Day-long VIP pass for all films plus lunch \$50

Additional information and VIP tickets
are available at www.kitterylandtrust.org



KITTERY LAND TRUST



BOOKS & Big Ideas

A KITTERY COMMUNITY READ PROGRAM

By reading and sharing unique perspectives about topics that affect our friends and neighbors, we can foster community understanding and find creative solutions to help Kittery thrive.

Read one of our selected titles and join the conversation at one of our upcoming public events.

For more information about what we're reading and why, please visit:

WWW.KITTERYME.GOV/READS



KITTERY TOWN COUNCIL
January 23, 2023
6:00PM

1.
2.
3.
4.
5.
6. 1. Call to Order

7 Chair Spiller called the meeting to order at 6:00 PM.

8 2. Introductory

9 3. Pledge of Allegiance

10 4. Roll Call Councilors present: Councilor Bragg, Councilor Dow, Councilor Clark, Councilor
11 Stevens, Vice Chair McGuire and Chair Spiller on Zoom.
12 Councilors absent- Councilor Hamm (Military leave)
13

14 5. Agenda Amendment and Adoption

15 Chair Spiller moves to remove Badgers Island Public Hearing.

16 Chair Spiller moves to move up item 13c. The Kittery Town Council moves to accept the
17 resignation of Charles H Denault III, from the Board of Appeals, effective January 9, 2023, up
18 to before item 8 on the agenda.

19 Chair Spiller casts one vote to accept agenda as amended.

20 6. Town Manager's Report

21 Town Manager reports on the expansion of the Gorges Road Fire Station and FY23 Financial
22 Update Q2.

23 Upcoming Dates:

24 2023 Fort Foster Season Passes available now

25 Freebie Barn Community Swap – January 29

26 AARP Tax Aide – Begins February 8

27 Dog License Renewal Deadline – January 31

28 Family Valentine's Dance – Saturday, February 11

29 Tax Bills Due – February 15

30 Town Hall Closed – Observance of Presidents' Day – February 20

31
32 Vice Chair McGuire inquired about the start date of the Fire Station expansion.

33 Town Manager responded.

34
35 Councilor Bragg inquired about the Q2 excise tax amount taken in.

36 Town Manger responded.
37

38 Councilor Stevens inquired about the General Assistance Funds and reimbursement from the
39 State. She also asked about the status of turning over GA to a third party and what the timeline
40 is in doing that.

41 Town Manager responded.

42

43 Chair Spiller extends her thanks to the Town Clerk for administering General Assistance.

44

45 7. Acceptance of Previous Minutes

46

- August 15, 2022 – Regular Meeting

47 All were in favor of acceptance.

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

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

51

- Martha Mason
- Rachel Copeland

52

53

54 Martha Mason spoke about herself and her experience.

55 Chair Spiller interviews Martha Mason.

56

57 Rachel Copeland spoke about herself and her experience.

58 Chair Spiller interviews Rachel Copeland.

59

60 Chair Spiller moves the appointment of Martha Mason to a three-year term expiring on
61 12/31/2026 to the Board of Appeals, seconded by Councilor Dow.

62 Motion passes 6-0-0

63

64 Chair Spiller moves the appointment of Rachel Copeland to a three-year term expiring on
65 12/31/2026 to the Board of Appeals, seconded by Councilor Bragg.

66 Motion passes 6-0-0

67

68

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

71 10. PUBLIC HEARINGS

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

74 Town Manager gave an overview of the changes in the ordinance.

75 Tim Brochu, 6 School Street, Kittery, spoke about Short Term Rentals and the high fees for
76 non-owner occupants.

77 Tom Emerson, 10 Ox Point Drive, Kittery, spoke about Short Term Rentals as well as the
78 reporting and data collection.

79 Erin Brochu, 6 School Street, Kittery, spoke about Short Term Rentals and the high fee for
80 non-owner occupants.

81 Debbie Driscoll, 9 Pepperrell Terrace, Kittery Point, spoke about Short Term Rentals and
82 asked about establishing a limit on this. She also asked about seasonal dwellings.

83 Nathan Ackerman, 9 Prince Ave, Kittery, thanked Council for their work on Short Term Rentals
84 and stated that the proposed non-owner occupant fee is much too higher when comparing to
85 other towns in Maine.

86 Chair Spiller read an email from Jennifer Moore, (no address provided), where she reported
87 that she is in support of Title 5 amendments and lifting the cap on licenses for owner occupied
88 properties.

89 Chair Spiller read an email from Joanna Thomas, 9 Janah Lane, Kittery, where she reported
90 that she was in support of Title 5 amendments and lifting the cap on licenses for owner
91 occupied properties.

92 Chair Spiller read an email from Laura Zike, 7 Stimson Street, Kittery, where she reported on
93 Short Term Rentals and removing the licensing cap for owner occupied or seasonal units as
94 well as the high fee for non-owner occupants.

95 Councilor Dow Moves that in accordance with Title 30A MRS, §3001 in the Town Charter,
96 §2.14, The Town of Kittery hereby ordains amendments to the Town Code Title 5 Short Term
97 Rentals License as presented. Moved by Councilor Clark.

98 Chair Spiller suggests that Council hold off on discussing the licenses amounts, keeping it a
99 separate issue.

100 Town Manager explains that the fees are under Appendix A and procedurally, what the Chair
101 is suggesting, is within policy.

102 Chair Spiller asks the Town Manager to clarify owner occupied dwellings that they live in as
103 well as property that they do not occupy.

104 Town Manager responded.

105

106 Councilor Stevens moves to amend to use the Maine Energy Uniform Code definition of a
107 seasonal dwelling, seconded by Councilor Bragg.

108

109 Vice Chair McGuire inquired about the additional language and if there may be unintended

110 consequences.
111 Town Manager responded.
112
113 Councilor Dow voted yes.
114 Councilor Bragg, Councilor Clark, Councilor Stevens, Vice Chair McGuire and Chair Spiller
115 voted no.
116 Motion fails 1-5-0
117
118 Chair Spiller moves to add to §5 12-5 a new paragraph f. The Kittery Town Council will
119 biannually receive a review from the Town Manager on the number of licenses issued by
120 category and any complaints received. Seconded by Councilor Stevens.
121
122 Councilor Stevens asked if the Town Manager had any input to add as an administrator's point
123 of view.
124 Town Manager responded to the question.
125
126 Motion passes 6-0-0
127
128 Vice Chair McGuire inquired if the data could be collected during new inspections.
129 Town Manager responded.
130
131 Chair Spiller moves to adopt a \$100 fee for owner occupied and \$1500 for non-owner
132 occupied. Seconded by Councilor Clark.
133
134 Councilor Clark asks the Town Manager if the \$1500 fee was a representation of the cost
135 associated with the ordinance.
136 Town Manager responded.
137
138 Councilor Clark moves to lower the non-owner-occupied fee to \$800 and raise the owner-
139 occupied fee to \$150. Seconded by Chair Spiller.
140
141 Councilor Stevens asks about basing the fees on the size of the unit.
142 Chair Spiller responded.
143
144 Councilor Dow inquires as to the reasoning behind increasing the owner-occupied fee.
145 Chair Spiller responds.
146
147 Town Manager asks for a clarification on the fees that are included in the proposed change.
148 Chair Spiller responds.
149
150 Councilor Dow, Councilor Bragg, Councilor Stevens, Councilor Clark, and Vice Chair McGuire
151 vote no.
152 Chair Spiller voted yes.
153 Motion fails 1-5-0
154
155 Councilor Clark moves to change non-owner-occupied fee to \$750 and \$100 for all other
156 categories. Seconded by Councilor Dow.
157
158 Motion passes 6-0-0

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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)

Tom Emerson, 10 Ox Point Dr. Kittery, stated the reason he wanted data collected was so in two years the Town has more information on costs and details.

Debbie Driscoll, 9 Pepperrell Terr. Kittery Point, asked the difference between a duplex and someone who owns two single family homes in town.

Chair Spiller read an email from Suzanne Johnson, address not given, who reported on food banks on Shapleigh Road.

Chair Spiller read an email from Gary Treshinsky, address not given, who reported on the crowing of a rooster on a nearby property.

b. Response to public comment directed to a particular Councilor

c. Chairperson's response to public comments

Chair Spiller responded to Tom Emerson.

Chair Spiller responded to Debbie Driscoll.

Chair Spiller responded to Suzanne Johnson.

Chair Spiller responded Gary Treshinsky.

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.

Move to accept donation by Vice Chair McGuire, seconded by Councilor Clark.
Motion passes 6-0-0

(010223-05) The Kittery Town Council moves to accept a donation from York

195 Hospital in the amount of \$10,000 to be deposited into the Kittery Community
196 Center account #600.

197 Moved to accept donation by Councilor Stevens, seconded by Councilor Clark.
198 Motion passes 6-0-0
199

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

203 Councilor Stevens moves to appoint Chair Spiller to interview John Pratt, seconded by Vice
204 Chair McGuire.
205 Motion passes 6-0-0
206

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

209 Moved by Chair Spiller, seconded by Councilor Stevens.
210 Motion passes 6-0-0
211

212 d.(010223-08) The Kittery Town Council moves to accept the resignation of Earledean
213 Wells, from the Conservation Committee, effective January 9, 2023.

214 Moved to accept resignation by Vice Chair McGuire, seconded by Councilor Clark.
215 Motion passes 6-0-0
216

217 e.(010223-09) The Kittery Town Council moves to adopt the 2023 Annual Goals.

218 Moved to adopt by Councilor Dow, seconded by Vice Chair McGuire.
219 Motion passes 6-0-0
220

221 f.(010223-10) The Kittery Town Council moves to authorize the Kittery Little League
222 to place a banner across Rogers Road in front of the Kittery Community Center
223 between February 1, 2023 and March 1, 2023.

224 Moved to approve by Councilor Clark, seconded by Councilor Stevens.

225 Chair Spiller asks if there are any concerns about the banner being hung during winter months.
226 Town Manager responded.
227

228 Councilor Bragg suggests hanging the sign on the fence at the Kittery Community Center.
229

230 Vice Chair McGuire stated that he does not feel as though Council should change and accept
231 these applications during off season unless there was a change the ordinance.
232

233 Councilor Clark, Councilor Stevens, Vice Chair McGuire and Chair Spiller voted yes.
234 Councilor Dow and Councilor Bragg voted no.

235 Motion passes 4-2-0
236 Chair Spiller asks the Town Manager to draft some language for the ordinance to prohibit
237 requests for signage during particular time frame with no exceptions.
238

239 14. COUNCILOR ISSUES OR COMMENTS

240 Councilor Stevens thanked everyone involved in the Short Term Rental process including the
241 residents who have come to meetings and the workshop. She stated that everyone's input has
242 really helped in implementing the ordinance.

243 Councilor Clark thanked the Town Clerk, Jillian Richards, for all her hard work in assisting
244 residents with General Assistance. He also stated that he read an article about the amount of
245 waste that was saved by having chickens.

246 Councilor Bragg stated that the DEI Committee will be reviewing the executive summary of the
247 comp plan for discussion about timeline and strategy for identifying needs and opportunities to
248 address diversity, equity and inclusion in it's update which is likely to start late 2023 to early
249 2024. She also stated that they are working on distributing a survey to the community. She
250 went on to say that the KCC board met and discussed new equipment.

251 Councilor Dow thanked Mrs. Mason and Mrs. Copeland for joining the Board of Appeals and
252 encouraged more residents to join different boards.

253 Vice Chair McGuire appreciates all the local feedback in regards to Short Term Rentals. He
254 also thanked the Town Employees, specifically the DPW, for all their hard work with all the
255 recent storms.

256 Chair Spiller asked the Town Manager a question about the Village Partnership program.
257 Town Manager responded.
258

259 15. COMMITTEE AND OTHER REPORTS

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

262 Councilor Stevens stated that the Housing Committee is continuing to look at the Housing
263 Reserve Fund and how best to use it.
264 Town Manger spoke about the Genesis fund and their future meeting next week.
265

266 Vice Chair McGuire stated that the CIP committee has reviewed all the proposals from the
267 different departments and would have more for the next meeting.

268 Chair Spiller stated the Climate Committee is continuing with the committee outreach phase.
269 She stated that the Library Committee has a consultant who will be working with the committee
270 on a strategic plan. The Chair noted that the York Wild and Scenic Study Committee, who is in

271 the process of recruiting members for the York Wild and Scenic Stewardship Committee, is in
272 need of two members and an alternate from Kittery. She asked if the Town Manger will post,
273 collect and forward applications to the Stewardship Committee.

274 Vice Chair Spiller asked for a description on who they are looking for to fill these positions.
275 Chair Spiller responded.

276

277

278 16. EXECUTIVE SESSION

279 17. ADJOURNMENT

280

281 Motion to adjourn made by Councilor Clark at 7:48 PM, seconded by Councilor Bragg.
282 All were in favor.

283

284

285 Submitted by Jennifer Wheeler

286

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

KITTERY TOWN COUNCIL
February 13, 2023
6:00PM

1.
2.
3.
4.
5.
6. 1. Call to Order

7 Chair Spiller calls the meeting to order at 6:00 PM.

8 2. Introductory

9 3. Pledge of Allegiance

10 4. Roll Call Councilors present- Councilor Stevens, Councilor Clark, Councilor Dow,
11 Councilor Bragg, Vice Chair McGuire, Chair Spiller.
12 Councilors absent- Councilor Hamm (Military leave)
13

14 5. Agenda Amendment and Adoption

15 Chair Spiller moves to amend to item 13F to include a rain date of April 29th.

16 Chair Spiller casts one vote to accept Agenda as amended.

17 6. Town Manager's Report

18 Town Manager reported on the Property Tax Stabilization Program, The Freebie Barn & The
19 Community Swap as well as the Bike/Ped Master Plan Demonstration Projects.

20 Upcoming Dates:

21 AARP Tax Aide – Begins February 8

22 Town Hall Closed – Observance of Presidents' Day – February 20

23 The Stigma of Substance Abuse Free Lecture – February 23

24 Freebie Barn Community Swap – February 26

25 Municipal Career Event – March 1

26 Seacoast Environmental Film Festival – March 4

27 York River Partnership Stewardship Committee Applications Due – April 14

28
29 Councilor Dow commented on the Municipal Career Event.

30
31 Chair Spiller asked the Town Manger about the Eastern Trail and the possibility of an off-road
32 trail.

33 Town Manager responded.
34
35
36
37

38 7. Acceptance of Previous Minutes

- 39 • September 12, 2022 – Regular Meeting
- 40 • September 26, 2022 – Regular Meeting
- 41 • October 12, 2022 – Regular Meeting
- 42 • October 12, 2022 – Executive Session
- 43 • October 24, 2022 – Regular Meeting
- 44 • November 14, 2022 – Regular Meeting
- 45 • November 14, 2022 – Executive Session
- 46 • November 28, 2022 – Regular Meeting
- 47 • December 12, 2022 – Regular Meeting
- 48 • January 9, 2023 – Regular Meeting
- 49

50 All were in favor of approval as presented.

51

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

53

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

56 a.(020123-01) The Kittery Town Council moves to receive a presentation from the
57 Town Manager on the FY 2024-2028 Capital Improvement Program.

58 Town Manager gave a presentation of the FY 2024-2028 Capital Improvement Plan.

59 Councilor Stevens asked about the Shapleigh Track and previous repairs done.
60 Town Manager responded.

61

62 Councilor Dow asked if the report was adjusted for inflation and questioned the debt service
63 level amount. He also questioned CIP funding by category.

64 Town Manager responded.

65

66 Vice Chair McGuire talked about the amount of work that goes into this report and how much
67 planning is involved and thanked all who were involved.

68

69 Chair Spiller thanked the Town Manager for her hard work on the presentation.

70

71 10. PUBLIC HEARINGS

72 a.(020123-02) The Kittery Town Council moves to hold a public hearing and vote on
73 Title 10 – Badgers Island West Parking.

74 Town Manager gave a review.

75 Darren LaPierre, owner of Badgers Island Marina, stated that he is in full support of Title 10

76 and appreciates the Town Manager, the Police Chief and the Fire Chief for coming down and
77 talking to everyone about their concerns. He also stated that he is getting a lot of questions
78 about bottle necking from condo owners.

79 Councilor Dow moves that in accordance with Title 30A MRS §3001 and Town Charter §2.14,
80 the Town of Kittery hereby ordains the amendment to Title 10 of the Town Code as presented.
81 Seconded by Councilor Clark.

82 Vice Chair McGuire thanked Mr. Lapierre for coming out to speak. He stated that as an
83 observer, it seems as though it was really well run and it is nice to see how everyone came
84 together to work on it.

85 Motion passes 6-0-0

86 11. DISCUSSION

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

88

89 Chair Spiller read an email from Elizabeth Scholes who reported on Short Term Rentals.

90

91 Chair Spiller read an email from Christine Barstow and family in response to a previous
92 concern made by Mr. Treshinsky about roosters and chickens. She reported that she has
93 chickens and enjoys them and has not heard any complaints about them from other neighbors.

94

95 b. Response to public comment directed to a particular Councilor

96 c. Chairperson's response to public comments

97 Chair Spiller responded to Mrs. Barstow's email.

98 12. UNFINISHED BUSINESS - None

99 13. NEW BUSINESS

100 a. Donations/gifts received for Council disposition.

101 b. (020123-03) The Kittery Town Council moves to appoint a Councilor along with the
102 Chair of the Board of Assessment Review to interview Christine Spinella for a three-
103 year term to the Board of Assessment Review.

104 Chair Spiller moves to appoint Councilor Stevens to interview Christine Spinella, seconded by
105 Councilor Clark.

106 All were in favor.

107

108 c. (020123-04) The Kittery Town Council moves to appoint John Pratt to the Kittery
109 Community Center Board of Directors for a three-year term to expire December 31,
110 2026.

111 Chair Spiller moves to appoint John Pratt to the Kittery Community Center Board of Directors
112 for a 3-year term, seconded by Vice Chair McGuire.
113 All were in favor.
114 Motion passes

115
116 d.(020123-05) The Kittery Town Council moves to accept the resignation of Tara Price
117 from the Parks Commission effected immediately.

118 Moved to accept resignation by Councilor Clark, seconded by Vice Chair McGuire.
119 All were in favor. Motion passes

120
121 e.(020123-06) The Kittery Town Council moves to approve a request from the Project
122 Graduation Parent Group to hold a dump toll on April 8, 2023 between 7:15am and
123 2:15pm.

124 Moved to approve the request by Councilor Stevens, seconded by Councilor Dow.
125 Motion passes 6-0-0

126
127 f. (020123-07) The Kittery Town Council moves to approve the FY 2024-2028 Capital
128 Improvement Program in accordance with Town Charter § 6.05 as presented.

129 Moved to implement FY 2024-2028 Capital Improvement Program as presented by Vice Chair
130 McGuire, seconded by Councilor Stevens.
131 Motion passes 6-0-0

132
133 g.(020123-08) The Kittery Town Council moves to accept a report from the Kittery
134 Housing Committee.

135 Town Manager gave an overview of the report.

136 Vice Chair McGuire asked about the grants and the progress in terms of the timelines given.
137 Town Manager responded.

138
139 14. COUNCILOR ISSUES OR COMMENTS

140 Councilor Bragg stated that she stands for the youth of the community and will ask for the
141 approval of the Council to create an Ad Hoc Committee to brainstorm how to continue to
142 support our youth in some way through social recreational opportunities. If approved, she
143 stated, the committee will reach out to the students and parents to see what they would like to
144 see.

145 Councilor Stevens stated that she has looked at the proposal from Councilor Bragg and
146 thanked her for her hard work.

147 Councilor Clark stated he looks forward to working with Councilor Bragg on the Add Hawk
148 Committee.

149 Vice Chair McGuire thanked Councilor Bragg for her advocacy for the youth and the Add Hawk
150 Committee. He also stated that the Seacoast Environmental Film Festival is terrific and very
151 informative, he encouraged residents to check it out. Lastly, he mentioned the Cyber Security
152 concerns and how proactive Kittery has been in this department.

153 Chair Spiller thanked Councilor Bragg for taking action for the youth of our community.

154 15. COMMITTEE AND OTHER REPORTS

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

157 Councilor Stevens spoke about the Housing Committee and the most recent meeting with the
158 Genesis Fund. She also encouraged people to learn more about Maine Spring Project led by
159 Footprints Food Pantry and Fair Tide.

160 Chair Spiller stated that the DEI and the Library Committee are meeting soon and she will
161 have more to report on after those meetings. She asked Council if they would like a formal
162 motion appointing the Climate Adaptation Committee to function as the Task Force for the
163 Climate Action Planning.

164 Vice Chair McGuire and Councilor Stevens agree that it should be a formal appointment.
165 Chair Spiller stated that they will formally appoint at the next meeting.

166

167 16. EXECUTIVE SESSION

168 17. ADJOURNMENT

169

170 Motion to adjourn by Councilor Bragg at 7:16 PM, seconded by Councilor Clark.
171 All were in favor.

172

173

174 Submitted by Jennifer Wheeler

175

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

**TOWN OF KITTERY
TOWN MEETING WARRANT
JUNE 13, 2023**

To Robert V. Richter, a Constable of the Town of Kittery, in the County of York, State of Maine.

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Kittery in said county and state, qualified by law to vote in town affairs:

To meet, in said town, on Monday the 12th day of June 2023, at 6:00 p.m. to hold a public hearing on Articles 2 through 10.

To hold a **Municipal Election** at the Kittery Community Center Gymnasium, in said town, on Tuesday, the 13th day of June, 2023 at 8 a.m. to:

Act on Article 1 to elect a moderator by written ballot and to act on Articles 2 through 10 by secret ballot

The polls will be open from 8:00 a.m. until 8:00 p.m.

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

Article 1. To elect a moderator to preside at said meeting and to vote by written ballot.

Article 2. Shall the town vote to authorize the Town Council to transfer up to \$125,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$125,000 when necessary to maintain a positive fund balance in the Compensated Absences account and to pay for accrued vacation and/or sick leave to settle any unpaid benefits owed to retired or terminated employees in the fiscal year?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) to pay for accrued benefits owed when a municipal employee retires or leaves. The reserve account balance is currently \$289,739. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 3. Shall the town vote to authorize the Town Council to transfer up to \$25,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$25,000 when necessary for the purpose of paying the town's cost on accepted insurance claims against the town?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) to pay the deductible and other associated costs on insurance claims that may be made in the fiscal year. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 4. Shall the town vote to authorize the Town Council to transfer up to \$500,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$500,000 when necessary for the purpose of providing the town's match to federal, state, and non-profit grants?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

Grant applications are filed by different town departments to assist with the operations and capital projects of the Town. These grants, if successful, often require a local match to be raised. The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) when and if necessary, for the purpose of meeting grant match requirements. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 5. Shall the town vote to authorize the Town Council to transfer up to \$40,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$40,000 when necessary for the purpose of covering shortfalls in the town departments' fuel accounts due to the unpredictable fuel pricing markets?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

The purpose of this article is to provide departments, who have exhausted their allocated fuel budgets in the fiscal year, access to funds for fuel needs. The Town Council favored keeping the fiscal year fuel and utility accounts as low as possible, with this article making available surplus funds as a safety net in case of an unstable market for fuel. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 6. Shall the town vote to authorize the Town Council to transfer up to \$40,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$40,000 when necessary for the purpose of providing for the town's General Assistance Program as required by town, state, and federal laws in the fiscal year?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

The General Assistance Program is budgeted from the town's operational budget each year. The program assists town citizens with welfare type services by following very strict state and federal guidelines for income eligibility within the General Assistance Ordinance. The purpose of this article is to create a method for the Town Council to supplement the General Assistance budget if needed. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 7. Shall the town vote to authorize the Town Council to transfer up to \$50,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$50,000 when necessary for the purpose of paying for emergency repairs and energy efficiency improvements to town-owned facilities that are not contemplated in the regular fiscal year operating budget?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

Occasionally, repairs to town facilities are needed that have not been budgeted. In addition, energy efficiency projects are being identified to further save the town funds. The purpose of this article is to allow the Town Council to make unplanned emergency facility repairs and undertake energy efficiency projects that may arise in the fiscal year. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 8. Shall the town vote to authorize the Town Council to transfer up to \$50,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$50,000 for a Municipal Property Tax Assistance program to credit property taxes owed by certain residents that meet the program requirements?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

The Senior Tax Credit program allows for taxpayers that qualify to receive a credit on their property taxes each year. The program assists seniors with their property tax obligations. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 9.

Shall the town vote to authorize the Town Council to transfer up to \$100,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$100,000 to convert the Town Hall Complex light fixtures to efficient LED light fixtures?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

This purpose of this article is to fund the LED conversion of interior and site lighting for the Town Hall Complex (including School Administration Offices, Police, and DPW). Once complete the project is expected to reduce annual electrical consumption for lighting by approximately 70% for these buildings. The average return on investment for the project is 9.32 years. The estimated project cost is net of anticipated rebates and incentives from Efficiency Maine. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 10.

Shall the town vote to authorize the Town Council to transfer up to \$97,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$97,000 to complete the Fort Foster Invasive Plant Management Project?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

The Invasive Plant Management Project was developed in collaboration with the Parks Commission and the Conservation Commission. The project includes a combination of mechanical, chemical, and hand removal of identified invasive plants that are impacting the native plants and animals at Fort Foster. The first two years of the project were funded through the grants and the Capital Improvement Plan. The purpose of this article is to fund the remaining three years of the project implementation. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 11.

Shall the town vote to authorize the Town Council to transfer up to \$250,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$250,000 to resurface the Shapleigh Field running track?

Town Council Recommends – Vote: Yes ____ No ____

Explanation:

The purpose of this article is to fund the resurfacing of the running track at Shapleigh Field at the Shapleigh Middle School. The track is in need of replacement due long-term wear and tear. The Shapleigh Field track is used by students during the school day and for athletic competitions, and by the broader community as a

safe outdoor surface to run and walk on. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

Article 12.

Shall the town vote to authorize the Town Council to transfer up to \$275,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$275,000 to construct the playground at Emery Field park?

Town Council Recommends – Vote: Yes No

Explanation:

The Town is nearly complete with construction of phase 2 of the Emery Field park improvement project. The total project cost, excepting the playground component, is \$717,000 including engineering and change orders. The Town raised at total of \$725,000 in capital funds and grants for the project, however this amount does not cover the cost of the playground component. The most recent cost estimate for the playground equipment and installation is \$265,342. The playground includes equipment for various age groups, and poured in place surfaces that improve accessibility for those with mobility challenges. The unassigned fund balance (unencumbered surplus) is currently \$10,273,357.

The Registrar of Voters will hold office hours while the polls are open to correct any error in, or change a name or address on, the voting list; to accept registration of any person who becomes 18 years of age on Election Day or after the close of registration prior to it; and to accept new enrollments.

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

Dated at Kittery this 28th day of March, 2023.

Municipal Officers

A true copy

ATTEST: Town Clerk

RETURN ON THE WARRANT

County of York
of Maine

State

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of Kittery, qualified as herein expressed, to meet at said time and place, and for the purposes therein named, by posting an attested copy of said warrant at the Kittery and Kittery Point Post Offices, Kittery Municipal Office, Kittery Community Center, and Kittery Resource Recovery Facility in said town, being public and conspicuous places in said town on

_____, 2023, being at least seven days before the meeting.

Robert V. Richter

Date



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Douglas Basnett
RESIDENCE: 37 Mill Pond Rd
MAILING (if different) Same
E-MAIL ADDRESS: doug00@comcast.net
PHONE #: (H) _____ (W) _____ (C) (603) 848-7186

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

- | | |
|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Comprehensive Plan Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input checked="" type="checkbox"/> 2 Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Kittery Port Authority |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Kittery Land Issues Committee |
| <input type="checkbox"/> Kittery Housing Committee | <input type="checkbox"/> Kittery Climate Adaptation Committee |
| <input checked="" type="checkbox"/> 3 KCC Board of Director | <input type="checkbox"/> Library Advisory Committee |
| <input type="checkbox"/> Kittery Celebration Committee | |
| Other _____ | |

EDUCATION/TRAINING: Architectural Engineering

RELATED EXPERIENCE (Including other Boards and Commissions) _____

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

Member of Epoch Corporation Board of Directors

PRESENT EMPLOYMENT: Preferred Building Systems

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

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

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

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

Please read the back of this application before signing.

Douglas Basnett
SIGNATURE OF APPLICANT

1/13/22

DATE



March 20, 2023

Kittery Town Council
200 Rogers Road
Kittery, ME 03904

Re: Yard Signs

Dear Kittery Town Council,

I am writing to request permission to place "POST OFFICE FOOD DRIVE" yard signs out on Kittery property for one week beginning on Sunday, May 7th. The US Post Office Stamp Out Hunger food drive is being held on Saturday, May 13th this year.

I'm happy to discuss in more detail and would appreciate the ability to post these signs in various public locations.

Thanks so much!

Respectfully,

Megan Shapiro-Ross

Footprints Food Pantry
37 Old Post Road
Kittery, ME 03904
207 - 439 - 4673
footprints1992@gmail.com



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

REPORT TO TOWN COUNCIL

Date: March 27, 2023
From: Kendra Amaral, Town Manager
Subject: SAFER Grant Support
Councilor Sponsor: Chairperson Judy Spiller

SUMMARY

The Town of Kittery has applied for the Staffing for Adequate Fire and Emergency Response Grant (SAFER Grant) for the past three years, to support the transition to a full-time, career Fire Department. The Fire Chief is working on applying again in 2023, to support the anticipated needs of the community for fire and emergency response services.

With each application, we have gathered feedback that is helping us make the next version more successful. Though not part of the grant requirements, it has been identified that a vote of the Town Council in support of the grant application is important relative to the evaluation of the grant application.

SAFER GRANT

The Federal Emergency Management Agency offers the SAFER Grant to fund the hiring and retention of firefighters and emergency response personnel for up to three years. It is specifically targeted to increasing the number of community firefighters to industry minimum standards and to support 24-hour firefighter availability in a community, for fire suppression and emergency response.

The Town applied in 2020, 2021, 2022 with the hope of obtaining funding to support the transition to full-time firefighter service in Kittery. The applications were not chosen for awards.

The SAFER grant funds a percentage of personnel costs for three years. The most recent two rounds offered 100% of costs to be federally funded through the grant period, meaning there was no match requirement.

We acknowledge that the eight career firefighters we currently have are important step to providing fire and emergency response for Kittery and greatly improve the safety of the community. With that, we still fall well behind in having adequate 24/7 service for immediate response.

Below is an update of the call firefighter response through calendar year 2022. As is obvious, the availability and response of call firefighters continues to drop off. What is not obvious in the averages provided, are the limitations or restrictions on some of our most reliable and committed call firefighters. To make sure this point is not lost in the averages, we will begin to track call firefighters response relative to SCBA qualified. SCBA qualified means the firefighter can don breathing apparatus and engage in the fire suppression or rescue operation directly. Our non-SCBA-qualified firefighters are long serving first responders and serve a vital role on the team, operating the fire apparatus/trucks, however they cannot enter a building, or engage in the suppression and rescue operations on the scene.

Call Firefighter Response

Month	Firefighters per Call					
	2017	2018	2019	2020*	2021	2022
January	13.2	9.3	9.8	9.5	9.1	5.2
February	12.0	10.2	9.6	7.8	7.8	4.6
March	11.9	9.9	9.1	10.8	8.7	5.8
April	12.7	10.7	8.3	10.6	8.3	5.5
May	11.6	9.1	9.4	10.7	8.2	4.7
June	11.5	9.5	8.2	9.3	7.8	7.0
July	11.5	9.6	8.7	8.3	6.5	5.3
August	9.5	9.5	8.9	8.5	7.2	4.6
September	9.7	8.2	10.8	7.4	7.4	5.9
October	10.0	8.9	8.9	8.6	7.3	5.3
November	9.9	8.4	9.1	10.0	8.2	4.6
December	10.5	9.0	9.5	9.7	8.5	5.1

	2017	2018	2019	2020*	2021	2022
AVG Call Firefighters per Call	11.2	9.4	9.2	9.3	7.9	5.3
AVG SCBA Call Fighters per Call						2.7

The Fire Chief seeks to apply for the 2023 grant round to add between four and eight firefighters to the roster. If awarded, the grant is expected to pay 100% of the base salary, FICA, retirement, and benefits for the firefighters for three years. As noted above, we have eight career firefighters currently, four per shift. Adding four more firefighters will provide more hours of coverage each day, while adding a total of eight more firefighters will provide 24/7 coverage.

With Council support, the Town is able to signal to Reviewers that the Town is committed to achieving industry standard staffing and that it will endeavor to retain any firefighters hired with grant funds. To note, the declaration does not constitute a legal obligation or a multi-year agreement per our Charter.

When we first proposed integrating career firefighters into our service, we discussed bringing the ambulance operation in-house to offset costs. That analysis is still ongoing, but initial results are not encouraging. So far, it appears revenue will likely only cover the cost of the EMS equipment, consumables, and EMS specific operations; and may in fact be a loss leader. Critical to the analysis is Medicare reimbursement rates, which are woefully behind the current cost of providing ambulance transport. We continue to gather more run data and to model options. Once we have enough data to feel confident in the projection, a report will be provided to Council.

PROPOSED SOLUTION/RECOMMENDATION

Approve the declaration as proposed.

ATTACHMENTS

- SAFER Grant declaration



TOWN OF KITTERY
Office of the Town Manager
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806

Staffing for Adequate Fire and Emergency Response Grant

This is to certify that the Kittery Town Council hereby authorizes the Town Manager to apply for financial assistance under the provisions of FEMA's Staffing for Adequate Fire and Emergency Response (SAFER) grant.

This further certifies that the Kittery Town Council recognizes that public safety is an integral part of the quality of life for the community and is committed to ensuring Kittery has the staffing for adequate fire and emergency response for the safety of its residents, businesses, and property.

This further certifies that the Kittery Town Council understands that the Town will be responsible for providing any match funds, as may be required, in the grant agreement with FEMA.

This further certifies that if awarded the SAFER grant, the Town will endeavor to retain any staff hired as a result of the grant.

Approved: March 27, 2023
