

TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

April 24, 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_IFQgQnilSZCBcSMsqXURtA

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

- March 13, 2023
- March 27, 2023

- April 10, 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.(040223-01) The Kittery Town Council moves to hold a public hearing on Title 10 – Cutts Island Lane Traffic Safety.

b.(040223-02) The Kittery Town Council moves to hold a public hearing on Title 12 - Camping

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.

(040223-03) The Kittery Town Council moves to accept a donation from Margaret Mulhearn in the amount of \$25.00 to the Kittery Community Center to be deposited into account #2063.

(040223-04) The Kittery Town Council moves to accept a donation from KMIF (Kittery Maine Improvement Foundation) in the amount of \$2,840.00, to be deposited into account #2063.

(040223-05) The Kittery Town Council moves to accept the following donations to the Rice Public Library to be deposited into #5023.

- \$310 – Retired Navy Wives Book Club
- \$500 – Lions Club
- \$2500 – Friends of the Rice Public Library

b.(040223-06) The Kittery Town Council moves to schedule a public hearing on May 8, 2023, on Title 12 – Beach Fires Amendments.

c.(040223-07) The Kittery Town Council moves to discuss a request from Nick

Mercier regarding Map 10 Lot 5.

- d. (040223-08) The Kittery Town Council moves to approve a pole relocation application from Central Maine Power for Pocahontas Road.
- e. (040223-09) The Kittery Town Council moves to schedule a public hearing on May 22, 2023 to amend Title 12 Shellfish Conservation.
- f. (040223-10) The Kittery Town Council moves to approve a request from Great New England Events to host a Craft Fair Festival at the Kittery Premium Outlets on the following dates.
 - May 27 & 28
 - July 22 & 23
 - August 19 & 20
 - September 2 & 3
- g. (040223-11) The Kittery Town Council moves to approve a sign request from Great New England Events to place signage around town for a Food Truck and Craft Festival 5-8 days prior to the event dates and removed within 24 hours after the event dates.
- h. (040223-12) The Kittery Town Council moves to approve a request to place a memorial bench at the Shapleigh Track.
- i. (040223-13) The Kittery Town Council moves to approve a sidewalk sale request from the Kittery Premium Outlets for the following dates:
 - June 10 & 11
 - Aug 12 & 13

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: April 20, 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

April 24, 2023

- 1. Outdoor Dining and Call to Artists** – As with the prior three years, the Town has begun accepting permit applications for Foreside outdoor dining. We will continue to try to balance the needs of the businesses interested in having outdoor dining with those impacted by the loss of parking. Businesses interested in seasonal outdoor dining in the Foreside may contact the Planning and Development Department for more information and guidance on the application process.

We are also pleased to be bringing back the street barrier beautification project. This entails local artists painting the jersey barriers used for outdoor dining, and more recently at Fort Foster. The Town provides all paint supplies as part of the program.

For more information about the outdoor dining permit process or for artist applications visit www.kitteryme.gov.

- 2. Memorial Day Ceremony** – VFW Post Commander Mel Bates has shared that the VFW is planning the annual Memorial Day Ceremony at Orchard Grove Cemetery on Monday, May 29th. Please note this is a change from prior years, when the ceremony would be held on the Saturday before the holiday.

More information about the ceremony will be shared in the coming weeks. We thank the VFW for their efforts in coordinating and executing the plans for the ceremony.

- 3. Freebie Barn and Bike Workshop** – Please join us Sunday, April 30th from 9AM to noon at the Kittery Community Center for the Freebie Barn Community Swap and Bike Repair workshop with Apex Youth Connection.

Apex will present a Bike Repair Workshop at 9:30AM and then will be available until noon to provide one-on-one bike repair and bike maintenance advice. Bring an old bike you no longer need, a bike in need of repair that you want to keep, or come check out bikes available to take.

- 4. Annual Goals and Comp Plan Goals Report** – Please see attached.
- 5. Fiscal Year 2023 Quarter 3 Financial Report** – Please see attached.

Upcoming Dates:

- Absentee Ballot Applications Available – Town Hall and at www.kitteryme.gov/Elections
- Freebie Barn Community Swap and Bike Repair – April 30, 8AM to 12PM, Kittery Community Center
- Float In – May 2, Pepperrell Cove
- Community First Non-Profit Fair – May 3, 5PM to 6:30PM, Kittery Community Center
- Books and Big Ideas Discussion “Housing for Humans” – May 11, 6PM, Rice Public Library

- Books and Big Ideas Discussion “Paper Things” – May 25, 6PM, Rice Public Library
- Town Meeting and School Budget Validation Referendum – June 13, 8AM to 8PM

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

Town of Kittery

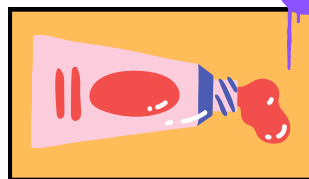
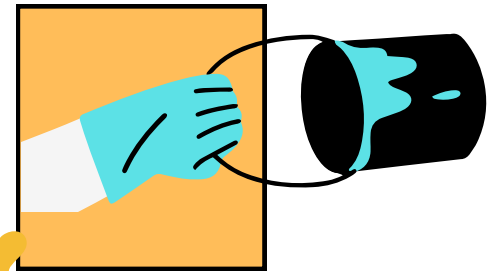
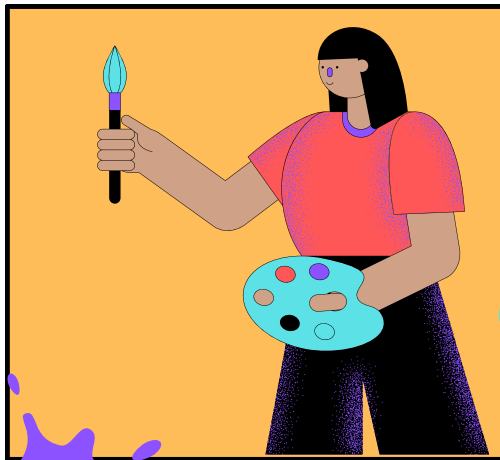


CALLING ALL ARTISTS!

Street Barrier Beautification 2023

Let's Get Creative

The Town of Kittery is once again inviting artists and/or designers to project their imagination and creativity onto concrete barriers used in the Foreside and other areas throughout town, to transform them into public art.

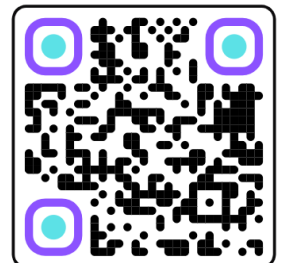


Apply Today!

Artists and designers interested in contributing to this public art effort are encouraged to propose their creative design ideas for the barriers by completing the Street Barrier Beautification application. **Scan the QR code below or visit www.kitteryme.gov/calltoartists for the application.**

Completed applications should be sent to Planning & Development Director Jason Garnham at jgarnham@kitteryme.org or mailed to Town of Kittery Planning Department at 200 Rogers Road, Kittery, ME 03904.

Application Deadline: Thursday, May 18, 2023



SCAN ME



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) – **On hold awaiting disposition of legislation that will delay or alter existing law.**

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. – **In process**
- 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) – **In process**
 - Implementation of bike/ped master plan recommendations (5.2, 5.3) – **In process**
- Assess Memorial Field for potential improvements that will support the demand for high quality playing fields (2.2,7.2) – **In Process**
- Encourage broad citizen involvement in Town governance (7.1) - **Ongoing**
- Explore expanding recreation opportunities in town such as creating a skate park (2.2) – **In process, Youth Ad Hoc Com formed.**

Climate Resilience

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

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) – **Conversations ongoing with local, state and federal entities, initial planning for working waterfront roundtable in process to build state and federal support.**
- Complete Gorges Road expansion project and effect the relocation of the ambulance service to the Gorges Road Fire Station – **Foundations being installed, projected expected to be complete by end of calendar year.**
- Complete analysis of absorbing the ambulance service as a town-run function – **In process, report expected by summer.**
- Complete the review and recommendation process for the Business Park Zone (formerly Mixed Use Neighborhood Zone) (3.2, 3.5) – **consultant proposals being received to lead market analysis and visioning.**
- 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) – **Programs planned through June, including recently launched community book read.**
- Complete the sale of tax foreclosed properties and assist in the implementation of affordable housing on these properties. (4.1, 4.2) – **Rogers Road property under agreement; Phelps to be readvertised in the summer.**

Climate Action

- Implement building LED light conversion (9.2) – **KCC conversion bid awarded, project implementation scheduled for October.**
- 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) – **Assisting the Climate Adaptation Committee with development of Climate Action Plan; pursuing flood resiliency design grant with SMPDC.**

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) – **Updated job descriptions to remove barrier to historically disadvantaged populations, participated in Municipal Career event with Town of Eliot and Kittery Adult Ed.**
- 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) – **In development stage.**

Enhance Municipal Services

- Launch Police Citizens Academy and expand to other areas as appropriate – **On hold due to staffing shortages**
- Implement short-term recommendations from Bike/Ped Master Plan (5.2, 5.3, 9.1) – **Three demonstration projects in application stage with MDOT**
- Complete five-year strategic planning effort for Library and present recommendations – **Strategic Plan in development, survey launched.**
- Advance the integration of general assistance with our local social service agencies
- Complete KCC Campus Master Plan and present recommendations (2.2) – **Draft concept plan presented to public; gathering feedback.**
- Complete Memorial Field Assessment and present recommendations (2.2) – **Existing conditions assessment underway, field survey launched.**
- Assist in the explore expanding recreation opportunities in town such as creating a skate park (2.2) – **Assisting Council's Youth Ad Hoc Committee**

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
PRIMARY OBJECTIVES			
2 – Natural Resources & Recreation	Establish mechanisms to protect visual assets such as creating a photographic documentation of scenic vistas and establishing an historic preservation committee to create a comprehensive inventory of historic resources . These are the first steps in helping to protect and promote those visual assets that contribute to Kittery’s uniqueness. (2.1)	<ul style="list-style-type: none"> • Conduct an inventory of historic resources, including landscapes, archaeological resources and buildings. 	
2 – Natural Resources & Recreation	Review existing hunting regulations and provide public education regarding these to improve the safety of residents especially in the Town Forest, while at the same time protecting resident’s right to carry firearms and hunt. (2.2)	<ul style="list-style-type: none"> • Create signage about hunting safety and regulations at Town Forest & Rogers Park 	Title 6 amendments complete. New signage installed at Fort Foster. Signage designed and ordered for Rogers Park and Seapoint Beach

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
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<p>3 - Economic Development</p>	<p>Engage in targeted outreach to business and industry sectors marketing Kittery's economic development areas. (3.5)</p>	<ul style="list-style-type: none"> • Improve town website and have routine maintenance. • Identify similar business or industry partners who may have insights on what businesses in those sectors are looking for in terms of amenities, infrastructure, costs/revenues, workforce characteristics, etc. • Talk with brokers and real estate agents about marketing property in Kittery. • Work with land owners to actively market properties through websites and brokers. 	<p>Website updated, expanded use of email and social media to share info. Website look refreshed again in 2021. Coordination of design for new flyers, signage, and e-coms with website colors, front, look.</p> <p>Kittery is a member of the Chamber of Commerce and serves on the Exec Board. Kittery staff serve on the SMPDC Exec Board.</p> <p>Regular meetings with Foreside Business Group and outreach to Rte 1 and Bypass businesses.</p> <p>Urban Land Institute study of Rte 1 Mall area. Meeting with multi-use developers.</p>

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
4 – Housing	Undertake to complete a Comprehensive town-wide Housing Plan that will document existing supply and identify needs and ways of meeting these, including methods for encouraging the development of affordable housing (e.g. creation of new types of housing, including workforce housing, and housing for seniors wishing to downsize, etc.). (4.1)	<ul style="list-style-type: none"> • Create a scope and request for proposals to undertake a comprehensive town-wide housing plan. Plan should include in-depth analysis of housing supply, demand, and strategies to encourage a variety of housing types and prices points. • Explore possibility of local regional planning commission undertaking the study on behalf of the town. 	<p>Affordable Housing ordinances implemented; BL & BL-1 amendments adopted JLUS.</p> <p>Housing Com established. Housing fund established and receiving seed funds. ADU grant pilot program approved.</p> <p>Two tax-acquired properties approved for surplus for deed-restricted affordable housing.</p> <p>SMPDC leading regional housing inventory/barriers analysis (JLUS Implementation Phase 2)</p>
5 – Transportation	Evaluate Town-wide current parking conditions and policies and revise to meet development goals by improving management of existing spaces and exploring shared parking and other strategies. (5.4)	<ul style="list-style-type: none"> • Review and revise town code to support goal. 	<p>Title 10 revisions completed for Foreside, Badger’s Island and Pocahontas.</p> <p>JLUS Phase 1 complete. JLUS Implementation Phase 1 project complete. Design of a micro-transit program underway.</p> <p>Walker/Wentworth revisions enacted by Council.</p>

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
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TOPIC AREA	GOAL	ACTION ITEMS	STATUS
7 – Municipal Facilities, Services, & Fiscal Capacity	Increase and improve communication with Town residents. Using a variety of modes including the internet and cable TV in innovative ways will help to keep residents more informed and connected to town government. (7.1)	<ul style="list-style-type: none"> • Become more efficient by streamlining the permitting process. • Update town’s GIS maps and establish a system for continuous update. • Explore ways of reaching the largest number of residents and conduct outreach to actively recruit volunteers, especially representation of demographics that are currently missing or underrepresented. • Develop clear messaging regarding what the boards and committees do, roles and expectations and information regarding opportunities and benefits of participation. 	<p>Online permitting launched. Implemented use of social media to expand resident participation on Boards.</p> <p>GIS upgrade complete.</p> <p>Use of Channel 22, FB, Twitter, and website expanded. Social media presence expanded to new platforms.</p> <p>Council Chambers and Conference Rm A upgraded to support hybrid (in-person/remote) meetings.</p> <p>SeeClickFix launched.</p> <p>Title 4 boards and committees updated to clarify roles and membership.</p> <p>Second phase of GIS update in planning stages.</p>
7 - Municipal Facilities, Services, & Fiscal Capacity	Educate residents about town planning roles and processes and ensure that planning and town management processes are open,	<ul style="list-style-type: none"> • Explore the use of communication technologies to increase the communication between residents and Town government. 	<p>Use of Social Media, Channel 22, and website increased. Website refresh completed. SeeClickFix launched. Town</p>

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
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	transparent, informative, inclusive, respectful and welcoming. (7.1)	<ul style="list-style-type: none"> • Revise Town Code so that regulations are clear and easy to use and are aligned with Comprehensive Plan goals. 	<p>FB page, Insta pages launched.</p> <p>Title 16 recodification approved.</p> <p>E-Alert subscribers increased. Reverse 911 software quotes received and funding being explored.</p>
7 - Municipal Facilities, Services, & Fiscal Capacity	Develop a long-range plan for the library including where the library will be located (renovation and expansion on existing site, new building on another site) and whether the Library should become a Town Department. (7.2)	<ul style="list-style-type: none"> • Explore possibilities and compare and contrast advantages and disadvantages of sites being considered for Library facility. • Consider converting the Library to a Town Department. • Support Library Director’s efforts to support literacy, digitize the library’s collection of photographs, and to provide support and programming for the increasing elderly population. 	<p>Library expansion and renovation complete.</p> <p>Library is now a Town Department.</p> <p>Library Adv Com established. 5-year strategic plan development in process.</p>
7 - Municipal Facilities, Services, & Fiscal Capacity and 8 – Land Use	Guide development to areas already served by public utilities, resulting in a more efficient and cost-effective use of these public services. (7.3) (8.1)	<ul style="list-style-type: none"> • Direct new development where feasible, to vacant or underutilized sites and buildings; direct development away from areas with natural constraints, key wildlife or open space corridors, protected shorelands, and areas where public utilities are not yet available and would be costly to extend. • Add utilities map to GIS. • Establish efficient permitting procedures, especially in areas designated as “growth areas” in Future Land Use Plan. 	<p>Mixed Use Neighborhood rezoning complete. MU-N zone repealed via petition. Revisoning of former Business Park being planned, Route 1 Corridor study launching through MDOT grant.</p>

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
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TOPIC AREA	GOAL	ACTION ITEMS	STATUS
			<p>Affordable housing ordinances enacted.</p> <p>GIS upgrade complete. Online permitting launched.</p>
<p>8 – Land Use</p>	<p>Review, update and incorporate where appropriate, the recommendations from the Foreside Forums. Residents have expressed much enthusiasm for recent improvements in the Foreside and support for future infill development that is appropriate in scale and activity. (8.3)</p>	<ul style="list-style-type: none"> • Study the opportunities and challenges associated with the Foreside area to determine if the zoning district boundaries should change in the future. Identify desired uses. Identify the regulations and infrastructure needed to support the future of the area. 	<p>Foreside Traffic, Parking and Build Out Study complete. 42-44 Old Post being developed for affordable housing by Fair Tide.</p> <p>Reviewing tax acquired and Town owned property for potential beneficial infill</p>

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
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<p>9 - Coastal Community Resilience</p>	<p>Complete a climate adaptation study to plan for the potential impacts of sea level rise and prepare for extreme weather events (9.1)</p>	<ul style="list-style-type: none"> Complete a Climate Adaption Study. 	<p>Climate adaptation committee formed. Flood resiliency checklist complete. Flood vulnerability assessment complete. Kittery joined with regional climate adaptation planning. Kittery a member of ICLEI. EV charging station installed at Town Hall. Sustainability evaluation added to CIP. Town leasing two EVs for fleet. Solar net energy billing credit project approved. Community GHG Inventory complete.</p> <p>Regional Climate Action Planning effort, and local Climate Action Plan development underway.</p>

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
SECONDARY OBJECTIVES			
2- Natural Resources & Recreation	Working with the Kittery Land Trust, develop a strategy for open space acquisition , setting priorities for parcels to be included. (2.1)	<ul style="list-style-type: none"> • Complete an inventory of open spaces in Kittery. • Consider purchase of unprotected open spaces. • Create/amend zoning to prohibit destruction of wetlands (high value, wildlife corridors) and add farmland and unprotected open space for review. • Revisit the inventory of scenic views defined in the 1999 Comprehensive Plan Update, making a photographic record (survey) and updating the inventory, as needed. 	Shoreland overlay zoning amendments adopted. Constructed wetlands zoning amendments in development.
2- Natural Resources & Recreation and 8 – Land Use	Protect existing open lands , including farmlands and wetlands from over-development by implementing effective strategies such as larger minimum lot sizes in the rural residential zone. As one way of preserving Kittery’s rural character, review and revise the cluster zoning ordinance and provide incentives for developers to use the ordinance. (2.1) (8.1) (8.2)	<ul style="list-style-type: none"> • Review/Revise Cluster Zoning Law 	Amendments to zoning adopted.

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 OBJECTIVES

TOPIC AREA	GOAL	ACTION ITEMS	STATUS
2- Natural Resources & Recreation	Reduce dog and horse waste at area open spaces through enhanced enforcement and public education. (2.2)	<ul style="list-style-type: none"> • Increase awareness regarding enforcement of pet waste ordinance, support the efforts of the Police. • Establish Volunteer Dog Patrol. 	<p>Hired full time ACO.</p> <p>Phase 2 Title 6 update complete.</p> <p>New signage at Fort Foster, Seapoint and Rogers Park.</p>
2 – Natural Resources & Recreation and 5 – Transportation and 6 – Marine Resources and 7 - Municipal Facilities, Services, & Fiscal Capacity	Continue to support healthy lifestyle choices and wellness by increasing recreational opportunities for all ages, evaluating the Athletic Fields Master Plan, improving walking and biking infrastructure so that it is safe and pleasant, ensuring appropriate recreational access to the waterfront , and increasing awareness of existing resources. Updating the Sidewalks Conditions Report (5.2.1) and developing a Bike Plan are among the specific steps recommended (2.2) (2.2.6) (5.2) (6.1) (7.2)	<ul style="list-style-type: none"> • Monitor athletic field planning process. • Evaluate opportunities for providing bike infrastructure on roads including bike lanes, wide shoulders and “Share the Road” signs (ex. “sharrows” and stencils). • Develop a sidewalk and pedestrian plan including updating sidewalk conditions report and inventory to identify existing conditions and gaps in the pedestrian network. Identify opportunities for new trails. • Work with schools, Community Center and Town Departments to prioritize sidewalk projects on town-owned facilities and recreational areas. • Update street and publicly owned shade tree inventory. 	<p>Athletic Field Master Plan accepted.</p> <p>Bicycle/Pedestrian Master Plan complete and incorporated into CIP. Application for three demonstration projects in process.</p>

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
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3 – Economic Development	Collaborate with property owners in the area around the Route 1 corridor to identify strategies towards making mutually beneficial changes to the area including exploring options to redevelop commercial properties with mixed use (e.g. retail, housing, office) and consider zoning amendments such as an overlay district to provide more flexibility concerning permitted uses. (3.3) (8.5)	<ul style="list-style-type: none"> • Draft a scope of work for planning, market analysis, and transportation engineering services to re-envision the Route 1 area. 	Urban Land Institute Study (part of JLUS) complete. Grant received from MDOT for corridor study.
6 – Marine Resources and 8 – Land Use	Continue to support Kittery’s maritime based economy including the fishing and shell fishing industry by maintaining access to the working waterfront and creating innovative avenues to better connect fishing to the local economy. (6.2) (8.4)	<ul style="list-style-type: none"> • Conduct poll/outreach/meetings with commercial fishermen and boat operators to determine need (KPA). • Conduct poll/outreach/meetings with commercial fishermen and boat operators to identify areas where navigation is difficult or impossible due to shallow depths (KPA). 	Survey on Pepperrell Cove depths completed. Identifying “piggy back” projects for cost reduction. Identifying funding for engineering. RFP for engineering being developed and ACOE application for FNP dredge being developed Identifying funding and

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			support to prevent working waterfront property from changing to private access to the water.
6 – Marine Resources	Increase awareness in residents and business owners with regard to the effects of pollutants, pesticides, and stormwater runoff and evaluate Town Code regarding the use of pesticides and herbicides with chemicals, in waterfront areas and town-wide . Providing information and incentives for greener practices will help to mitigate these environmental hazards. (6.3)	<ul style="list-style-type: none"> • Prepare easy-to-read materials that summarize Kittery’s water quality challenges and the effects of pollutants and pesticides. Distribute to property and business owners, and post on municipal website. 	Lawn care training conducted. Town transition to environmentally sustainable pesticide treatment complete.
8 – Land Use	Consider an Adaptive Reuse Ordinance to guide redevelopment of existing buildings. By promoting the reuse of existing structures more efficient development can occur in areas already serviced by public utilities and protecting open land from development. (8.1)	<ul style="list-style-type: none"> • Consider adopting a demolition delay ordinance. • Consider adopting Adaptive Reuse Ordinance. 	

KITTERY COMPREHENSIVE PLAN
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<p>9 - Coastal Community Resilience</p>	<p>Develop a Plan for Town facilities and property owners to transition to low and zero impact energy sources (9.2)</p>	<ul style="list-style-type: none"> Establish a timeline for converting all Town-owned buildings to renewable energy. 	<p>Physical constraints of municipal sites make PV challenging.</p> <p>Multi-town community solar project approved.</p> <p>Sustainable and low impact development ordinances in development.</p> <p>Phase 1 LED Building light conversion project funded for KCC.</p>



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

REPORT TO TOWN COUNCIL

Meeting Date: April 24, 2023
From: Kendra Amaral, Town Manager
Subject: Fiscal Year 2023 Financial Update – Quarter 3
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 3 (Q3) of the fiscal year.

Revenue

At this stage of the fiscal year, we consider trends and analyze for anticipated year end revenue projections. We also continue to identify any unanticipated variations.

Despite the prior quarter's projection, the State reimbursement from the Homestead Exemption is coming in over budget, with a healthy Homestead reimbursement received in Q3. State tax reimbursements total \$425,352 through Q3. This amount is based on the total homestead exemptions adjusted for the calculated percentage of assessed values compared to market values. We had originally been projecting the reimbursement would be short approximately \$14,000.

Excise Tax continues to track below projection. Revenue from Auto Excise came in at \$1,202,967 through Q3, or approximately 62%. This is behind Q3 of the prior fiscal year; with the gap growing from \$177,000 to \$280,000.

Code Enforcement fees collected through Q3 total \$227,730 or approximately 65% of projection. This is a variable revenue source that has a seasonality to it. We have seen permit fees pick up as construction season has begun.

Solid Waste recycling and fees are holding strong, coming in at a combined total revenue through Q3 of \$120,870, or approximately 71% of projection.

Fort Foster revenue through Q3 is \$271,498, or approximately 84% of projection. Gate operations will begin in May, assuming sufficient seasonal staff can be hired.

With each Year End Projection analysis, we also work to identify any charges (revenue or expense) that may have a journaling error. The errors identified in the Q2 analysis have been addressed, and revenue has been properly allocated to their respective object code.

Sewer revenue for customer flow is \$968,091. The revenue appears low, due to the shift in billing. Q3 billing for our two largest customers, the Portsmouth Naval Shipyard and Town of Eliot have not been booked yet. We believe we are on track for revenue overall.

Expenditures

We continue to refine year-end expenditure projections as we head into the final quarter of the fiscal 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 remainder of the fiscal year.

Based on projections, we are on track for spending and budget controls so far this year. We are currently projecting a 2.5% surplus. As usual, we are watching a few areas for potential exposure or unplanned spikes in costs.

Projections for snow and ice expenditures have been capped. At this stage of the year, we are filling the salt shed one more time and paying out the annual “on call” stipend to the DPW team. Overall, this year had more icing/salting events, and only a few plowable storms. The winter weather-related line items are expected to end approximately \$85,000 over budget, wages and materials inclusive.

Staff fluctuations continue to have 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 resulting in savings in wages and employee fringe benefit costs.

General Assistance remains the largest budget outlier through Q3. The total annual projection for GA has been reduced from \$195,000 to \$190,000, or approximately 308% over budget. Savings in other accounts and departments will have to cover the difference.

Attachments

Report through Q3:

- General Fund
- Sewer Fund
- Other Funds

TOWN OF KITTERY - LIVE



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FOR 2023 09							
	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	87,450.66	.00	27,749.34	75.9%
101110 64014 TOWN CLERK SALARY	87,961	0	87,961	55,223.38	.00	32,737.62	62.8%
101110 64017 CLERKS SALARIES	322,388	0	322,388	214,839.49	.00	107,548.51	66.6%
101110 64018 HUMAN RESOURCES MA	74,983	0	74,983	55,097.61	.00	19,885.39	73.5%
101110 64026 FINANCE DIRECTOR S	126,576	0	126,576	97,684.43	.00	28,891.57	77.2%
101110 64027 CUSTODIAN WAGES	14,906	0	14,906	7,730.59	.00	7,175.41	51.9%
101110 64030 OVERTIME	4,000	0	4,000	13,272.32	.00	-9,272.32	331.8%*
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	43,220.50	.00	15,834.50	73.2%
101110 64046 COMMUNICATIONS DIR	71,400	0	71,400	45,435.23	.00	25,964.77	63.6%
101110 65010 POSTAGE	8,000	0	8,000	5,909.20	.00	2,090.80	73.9%
101110 65020 TELEPHONE & INTERN	9,000	0	9,000	6,314.93	.00	2,685.07	70.2%
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	3,651.61	.00	1,348.39	73.0%
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	2,270.98	.00	729.02	75.7%
101110 65200 ELECTRICITY	13,440	0	13,440	6,771.79	.00	6,668.21	50.4%
101110 65220 WATER	412	0	412	158.70	.00	253.30	38.5%
101110 65230 FUEL OIL	4,500	0	4,500	4,247.18	.00	252.82	94.4%
101110 65240 DUMPSTERS	727	0	727	664.25	.00	62.75	91.4%
101110 65250 SEWER	325	0	325	246.66	.00	78.34	75.9%
101110 65300 MACHINE & EQUIPMEN	35,000	0	35,000	20,685.55	.00	14,314.45	59.1%
101110 65400 LEGAL SERVICES	65,000	0	65,000	76,388.58	.00	-11,388.58	117.5%*
101110 65410 COMPUTER SERVICES	52,000	0	52,000	35,613.87	.00	16,386.13	68.5%
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	10,600.00	.00	6,900.00	60.6%
101110 65480 OTHER PROFESSIONAL	37,500	0	37,500	56,520.08	.00	-19,020.08	150.7%*
101110 65500 MAINTENANCE OF BLD	16,500	0	16,500	19,430.48	.00	-2,930.48	117.8%*
101110 66010 OFFICE SUPPLIES	8,000	0	8,000	9,084.50	.00	-1,084.50	113.6%*

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FOR 2023 09			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101110	66020	BOOKS/SUBSCRIPTION	1,500	0	1,500	1,416.76	.00	83.24	94.5%
101110	66025	MAINE MUNICIPAL AS	14,564	0	14,564	14,726.00	.00	-162.00	101.1%*
101110	66035	ABSTRACTS & LIENS	9,500	0	9,500	3,273.70	.00	6,226.30	34.5%
101110	66040	JANITORIAL SUPPLIE	2,500	0	2,500	1,542.24	.00	957.76	61.7%
101110	67510	OFFICE FURNITURE &	0	0	0	19.99	.00	-19.99	100.0%*
TOTAL ADMINISTRATION			1,233,937	100,000	1,333,937	907,844.59	.00	426,092.41	68.1%
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



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FOR 2023 09							
	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	16,500.00	.00	.00	100.0%
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	240,000.00	.00	.00	100.0%
101230 68257 RUSTLEWOOD FARM IN	3,614	0	3,614	3,614.08	.00	-.08	100.0%*
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	15,750.00	.00	.00	100.0%
101230 68269 KLT BRAVE BOAT HEA	5,989	0	5,989	10,663.68	.00	-4,674.68	178.1%*
101230 68271 LIBRARY BOND INTER	97,230	0	97,230	97,230.00	.00	.00	100.0%
101230 68295 PWD BLDG/SALT SHED	4,557	0	4,557	4,557.50	.00	-.50	100.0%*
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	1,099,716.86	.00	.14	100.0%
101310 POLICE							
101310 64002 POLICE CHIEF FT S	107,435	0	107,435	79,986.03	.00	27,448.97	74.5%
101310 64012 SERGEANTS SALARIES	356,618	0	356,618	280,311.66	.00	76,306.34	78.6%
101310 64013 SCHOOL RESOURCE OF	71,959	0	71,959	54,697.73	.00	17,261.27	76.0%
101310 64014 DETECTIVES SALARIE	154,296	0	154,296	114,686.73	.00	39,609.27	74.3%
101310 64015 PATROLMEN SALARIES	838,111	0	838,111	598,411.57	.00	239,699.43	71.4%
101310 64016 DISPATCHER SALARIE	329,385	0	329,385	194,864.16	.00	134,520.84	59.2%
101310 64017 ADMINISTRATIVE ASS	101,473	0	101,473	75,743.94	.00	25,729.06	74.6%
101310 64022 ANIMAL CONTROL OFF	76,990	0	76,990	68,021.68	.00	8,968.32	88.4%
101310 64023 LIEUTENANT SALARY	89,830	0	89,830	66,011.14	.00	23,818.86	73.5%
101310 64024 NIGHT DIFFERENTIAL	15,500	0	15,500	11,730.70	.00	3,769.30	75.7%
101310 64027 CUSTODIAN WAGES	16,455	0	16,455	10,256.59	.00	6,198.41	62.3%
101310 64030 OVERTIME	200,000	0	200,000	230,389.78	.00	-30,389.78	115.2%*
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	2,245.24	.00	12,454.76	15.3%
101310 65010 POSTAGE	870	0	870	632.48	.00	237.52	72.7%
101310 65020 TELEPHONE & INTERN	30,000	0	30,000	23,897.61	.00	6,102.39	79.7%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101310 65030 TRANSPORTATION	2,800	0	2,800	2,400.00	.00	400.00	85.7%
101310 65040 EDUCATIONAL/MEETIN	26,500	0	26,500	19,020.04	.00	7,479.96	71.8%
101310 65060 PRINTING	4,450	0	4,450	553.25	.00	3,896.75	12.4%
101310 65080 LEGAL NOTICES/OTHE	850	0	850	.00	.00	850.00	.0%
101310 65200 ELECTRICITY	15,000	0	15,000	8,812.03	.00	6,187.97	58.7%
101310 65220 WATER	545	0	545	185.15	.00	359.85	34.0%
101310 65230 FUEL OIL	5,500	0	5,500	5,662.93	.00	-162.93	103.0%*
101310 65240 DUMPSTERS	970	0	970	661.79	.00	308.21	68.2%
101310 65250 SEWER	400	0	400	328.88	.00	71.12	82.2%
101310 65300 MACHINE & EQUIPMEN	83,000	0	83,000	65,306.84	.00	17,693.16	78.7%
101310 65310 VEHICLE MAINTENANC	31,000	0	31,000	19,027.31	.00	11,972.69	61.4%
101310 65311 GAS, GREASE, & OIL	48,125	0	48,125	39,782.78	.00	8,342.22	82.7%
101310 65470 DOG EXPENSE	750	0	750	155.00	.00	595.00	20.7%
101310 65480 OTHER PROFESSIONAL	3,000	0	3,000	1,122.62	.00	1,877.38	37.4%
101310 65500 MAINTENANCE OF BLD	5,000	0	5,000	2,936.35	.00	2,063.65	58.7%
101310 65521 UNIFORMS	27,000	0	27,000	18,361.64	.00	8,638.36	68.0%
101310 65693 SOCIAL SVCS PARTNE	28,000	0	28,000	13,750.00	.00	14,250.00	49.1%
101310 66010 OFFICE SUPPLIES	4,000	0	4,000	3,624.01	.00	375.99	90.6%
101310 66020 BOOKS/SUBSCRIPTION	5,715	0	5,715	5,188.00	.00	527.00	90.8%
101310 66030 OTHER SUPPLIES	7,800	0	7,800	2,285.51	.00	5,514.49	29.3%
101310 66032 ARMORY SUPPLIES	30,000	0	30,000	22,342.53	.00	7,657.47	74.5%
101310 66040 JANITORIAL SUPPLIE	3,000	0	3,000	664.57	.00	2,335.43	22.2%
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	2,181.32	.00	3,094.68	41.3%
TOTAL POLICE	2,746,211	0	2,746,211	2,046,466.79	.00	699,744.21	74.5%

101320 FIRE

101320 64003 FIRE CHIEF SALARY	107,435	0	107,435	79,172.35	.00	28,262.65	73.7%
101320 64020 PART TIME SALARIES	102,493	0	102,493	48,271.06	.00	54,221.94	47.1%
101320 64030 OVERTIME FT FIREFI	0	0	0	3,407.31	.00	-3,407.31	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	325,000	581,037	244,657.06	.00	336,379.94	42.1%
101320 64045 FT FIREFIGHTER CAL	55,000	0	55,000	8,653.50	.00	46,346.50	15.7%
101320 64095 ACCIDENT & HEALTH	1,766	0	1,766	1,682.00	.00	84.00	95.2%
101320 65010 POSTAGE	0	0	0	26.29	.00	-26.29	100.0%*
101320 65020 TELEPHONE & INTERN	8,374	0	8,374	6,971.36	.00	1,402.64	83.3%
101320 65040 EDUCATIONAL/MEETIN	2,235	0	2,235	2,168.59	.00	66.41	97.0%
101320 65045 TRAINING	4,650	0	4,650	4,599.60	.00	50.40	98.9%
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	5,934.99	.00	3,796.01	61.0%

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			FOR 2023 09						
	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL		
101320 65220	WATER	312	0	312	222.93	.00	89.07	71.5%	
101320 65230	FUEL OIL	22,570	0	22,570	13,806.73	.00	8,763.27	61.2%	
101320 65250	SEWER	400	0	400	325.70	.00	74.30	81.4%	
101320 65300	MACHINE & EQUIPMEN	35,419	0	35,419	30,398.06	.00	5,020.94	85.8%	
101320 65302	PROTECTIVE & SAFET	3,660	0	3,660	1,973.53	.00	1,686.47	53.9%	
101320 65311	GAS, GREASE, & OIL	8,388	0	8,388	10,317.79	.00	-1,929.79	123.0%*	
101320 65330	RADIO MAINTENANCE	2,867	0	2,867	765.00	.00	2,102.00	26.7%	
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	13,172.26	.00	2,217.74	85.6%	
101320 65521	UNIFORMS	5,600	0	5,600	5,600.00	.00	.00	100.0%	
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	978.16	.00	-378.16	163.0%*	
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	4,718.61	.00	3,281.39	59.0%	
TOTAL FIRE			670,715	325,000	995,715	507,568.54	.00	488,146.46	51.0%
101330 STREETLIGHTS									
101330 65200	ELECTRICITY - STRE	35,000	0	35,000	13,492.55	.00	21,507.45	38.6%	
101330 65300	MACHINE & EQUIPMEN	20,000	0	20,000	15,500.00	.00	4,500.00	77.5%	
TOTAL STREETLIGHTS			55,000	0	55,000	28,992.55	.00	26,007.45	52.7%
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	28,137.06	.00	10,835.94	72.2%	
101410 64010	FULL TIME SALARIES	543,165	0	543,165	406,351.68	.00	136,813.32	74.8%	
101410 64015	ADMINISTRATIVE ASS	48,900	0	48,900	34,184.47	.00	14,715.53	69.9%	
101410 64029	OVERTIME - SNOW &	75,000	0	75,000	56,238.88	.00	18,761.12	75.0%	

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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	6,382.01	.00	1,617.99	79.8%
101410 65010 POSTAGE	500	0	500	263.17	.00	236.83	52.6%
101410 65020 TELEPHONE & INTERN	4,200	0	4,200	3,330.63	.00	869.37	79.3%
101410 65030 TRANSPORTATION	750	0	750	700.00	.00	50.00	93.3%
101410 65040 EDUCATIONAL/MEETIN	4,000	0	4,000	7,325.00	.00	-3,325.00	183.1%*
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	3,602.03	.00	997.97	78.3%
101410 65220 WATER	2,500	0	2,500	1,325.99	.00	1,174.01	53.0%
101410 65230 FUEL OIL	7,000	0	7,000	5,800.98	.00	1,199.02	82.9%
101410 65250 SEWER	400	0	400	300.00	.00	100.00	75.0%
101410 65300 MACHINE & EQUIPMEN	18,000	0	18,000	15,123.40	.00	2,876.60	84.0%
101410 65302 PROTECTIVE & SAFET	3,000	0	3,000	1,734.55	.00	1,265.45	57.8%
101410 65303 FACILITY SAFETY IN	1,250	0	1,250	649.41	.00	600.59	52.0%
101410 65310 VEHICLE MAINTENANC	20,000	0	20,000	23,269.61	.00	-3,269.61	116.3%*
101410 65311 GAS, GREASE, & OIL	64,875	0	64,875	47,574.33	.00	17,300.67	73.3%
101410 65312 TIRES & TUBES	8,000	0	8,000	6,195.67	.00	1,804.33	77.4%
101410 65450 TARRING & PATCHING	12,000	0	12,000	29,474.35	.00	-17,474.35	245.6%*
101410 65452 SALT	160,000	0	160,000	207,961.26	.00	-47,961.26	130.0%*
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	1,801.77	.00	3,198.23	36.0%
101410 65460 SIGNS	10,000	0	10,000	7,090.50	.00	2,909.50	70.9%
101410 65462 STRIPING	54,000	0	54,000	52,709.48	.00	1,290.52	97.6%
101410 65466 SNOW REMOVAL EQUIP	22,000	0	22,000	20,933.30	.00	1,066.70	95.2%
101410 65480 OTHER PROFESSIONAL	30,000	0	30,000	25,570.39	.00	4,429.61	85.2%
101410 65500 MAINTENANCE OF BLD	6,500	0	6,500	5,265.23	.00	1,234.77	81.0%
101410 65521 UNIFORMS	4,400	0	4,400	4,475.08	.00	-75.08	101.7%*
101410 65522 C.D.L PROGRAMS	850	0	850	11,045.70	.00	-10,195.70	1299.5%*
101410 66009 SHOP SUPPLIES	19,000	0	19,000	11,917.55	.00	7,082.45	62.7%
101410 66010 OFFICE SUPPLIES	1,000	0	1,000	900.52	.00	99.48	90.1%
101410 66011 HAND TOOLS	600	0	600	634.95	.00	-34.95	105.8%*
101410 66020 BOOKS/SUBSCRIPTION	1,500	0	1,500	664.99	.00	835.01	44.3%
101410 66030 OTHER SUPPLIES	400	0	400	110.63	.00	289.37	27.7%
101410 66040 JANITORIAL SUPPLIE	8,500	0	8,500	6,160.87	.00	2,339.13	72.5%
101410 67514 PLANT EQUIPMENT	1,500	0	1,500	2,464.00	.00	-964.00	164.3%*
101410 67518 RENTAL EQUIPMENT	3,000	0	3,000	.00	.00	3,000.00	.0%
101410 67520 OPERATING EQUIPMEN	2,000	0	2,000	2,437.33	.00	-437.33	121.9%*
101410 67540 IMPROVEMENTS TO BL	5,000	0	5,000	8,652.04	.00	-3,652.04	173.0%*
TOTAL HIGHWAY	1,207,063	0	1,207,063	1,055,593.11	.00	151,469.89	87.5%

101520 GENERAL ASSISTANCE

101520 65480 OTHER PROF SERVICE	50,000	0	50,000	140,444.48	.00	-90,444.48	280.9%*
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
TOTAL GENERAL ASSISTANCE	50,000	0	50,000	140,444.48	.00	-90,444.48	280.9%	
101530 PUBLIC HEALTH SERVICE								
101530 64020 PART TIME SALARIES	520	0	520	722.90	.00	-202.90	139.0%*	
TOTAL PUBLIC HEALTH SERVICE	520	0	520	722.90	.00	-202.90	139.0%	
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	.00	.00	.00	.0%	
TOTAL PLANNING BOARD & BOA	0	0	0	.00	.00	.00	.0%	
101721 PLANNING / CODE								
101721 64005 CODE ENFORCEMENT S	76,595	0	76,595	102,440.93	.00	-25,845.93	133.7%*	
101721 64006 PLANNER SALARY	75,000	0	75,000	26,153.83	.00	48,846.17	34.9%	
101721 64010 DEVELOPMENT STAFF	43,410	0	43,410	31,975.75	.00	11,434.25	73.7%	
101721 64017 ASSISTANT PLANNER	28,822	0	28,822	35,104.45	.00	-6,282.45	121.8%*	
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	76,079.12	.00	36,795.88	67.4%	
101721 65010 POSTAGE	1,550	0	1,550	807.80	.00	742.20	52.1%	
101721 65020 TELEPHONE & INTERN	1,500	0	1,500	628.32	.00	871.68	41.9%	
101721 65030 TRANSPORTATION	600	0	600	.00	.00	600.00	.0%	
101721 65040 EDUCATIONAL/MEETIN	4,000	0	4,000	799.95	.00	3,200.05	20.0%	

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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	470.06	.00	2,529.94	15.7%
101721 65300 MACHINE & EQUIPMEN	3,200	0	3,200	2,817.83	.00	382.17	88.1%
101721 65310 VEHICLE MAINTENANC	500	0	500	.00	.00	500.00	.0%
101721 65314 VEHICLE LEASE	1,885	0	1,885	1,413.54	.00	471.46	75.0%
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 ASSESMEN	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	73,730.82	.00	87,269.18	45.8%
101721 65521 UNIFORMS	300	0	300	400.00	.00	-100.00	133.3%*
101721 66010 OFFICE SUPPLIES	850	0	850	1,212.22	.00	-362.22	142.6%*
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	406,126.50	.00	210,822.50	65.8%

101730 IN TOWN PARKS

101730 64007 PARKS 10% COMM SAL	11,135	0	11,135	8,039.13	.00	3,095.87	72.2%
101730 64010 FULL TIME SALARIES	161,960	0	161,960	120,540.22	.00	41,419.78	74.4%
101730 64030 OVERTIME	1,600	0	1,600	86.99	.00	1,513.01	5.4%
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	775.39	.00	947.61	45.0%
101730 65220 WATER	7,600	0	7,600	3,947.12	.00	3,652.88	51.9%
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	561.78	.00	488.22	53.5%
101730 65303 FACILITY SAFETY IN	625	0	625	.00	.00	625.00	.0%
101730 65310 VEHICLE MAINTENANC	2,400	0	2,400	1,020.35	.00	1,379.65	42.5%
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	34,585.67	.00	10,414.33	76.9%
101730 65500 MAINTENANCE OF BLD	1,000	0	1,000	1,064.28	.00	-64.28	106.4%*
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%*
101730 66040 JANITORIAL SUPPLIE	500	0	500	25.99	.00	474.01	5.2%

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FOR 2023 09								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
101730 67520 OPERATING EQUIPMEN	1,000	0	1,000	.00	.00	1,000.00	.0%	
TOTAL IN TOWN PARKS	253,043	0	253,043	179,803.61	.00	73,239.39	71.1%	
101735 FT FOSTER SEAPOINT & CRESCENT								
101735 64007 PARKS 15% COMM SAL	16,702	0	16,702	12,058.67	.00	4,643.33	72.2%	
101735 64010 FULL TIME SALARIES	46,617	0	46,617	34,939.34	.00	11,677.66	74.9%	
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	1,540.85	.00	-140.85	110.1%*	
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	234.28	.00	340.72	40.7%	
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	561.77	.00	38.23	93.6%	
101735 65303 FACILITY SAFETY IN	625	0	625	152.34	.00	472.66	24.4%	
101735 65310 VEHICLE MAINTENANC	2,400	0	2,400	1,012.94	.00	1,387.06	42.2%	
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	89,753.96	.00	99,615.04	47.4%	
101740 MISCELLANEOUS ACCOUNTS								
101740 65023 EPA STORMWATER 4 P	25,000	0	25,000	14,686.17	.00	10,313.83	58.7%	
101740 65025 COMPUTER REPAIR/RE	65,000	0	65,000	32,578.79	.00	32,421.21	50.1%	
101740 65201 EV CHARGING ELECTR	0	0	0	863.23	.00	-863.23	100.0%*	
101740 65455 MEMORIAL DAY ACTIV	0	0	0	128.00	.00	-128.00	100.0%*	

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FOR 2023 09			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	117,232.94	.00	46,847.06	71.4%
101750 STATE/BANK FEES									
101750	65952	OVERAGE/SHORTAGE	0	0	0	-7.98	.00	7.98	100.0%
101750	65954	BANK FEES/CHARGES	500	0	500	56.57	.00	443.43	11.3%
TOTAL STATE/BANK FEES			500	0	500	48.59	.00	451.41	9.7%
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	64010	FULL TIME SALARIES	215,891	0	215,891	161,866.85	.00	54,024.15	75.0%
101810	65002	LIBRARY DIRECTOR	90,324	0	90,324	66,651.91	.00	23,672.09	73.8%
101810	65003	LIBRARY PART TIME	5,700	0	5,700	12,161.79	.00	-6,461.79	213.4%*
101810	65010	POSTAGE	600	0	600	352.71	.00	247.29	58.8%
101810	65020	TELEPHONE & INTERN	1,200	0	1,200	4,410.05	.00	-3,210.05	367.5%*
101810	65060	PRINTING	400	0	400	.00	.00	400.00	.0%
101810	65200	ELECTRICITY	7,500	0	7,500	9,840.78	.00	-2,340.78	131.2%*
101810	65220	WATER	400	0	400	1,052.30	.00	-652.30	263.1%*
101810	65230	FUEL OIL	9,500	0	9,500	10,528.17	.00	-1,028.17	110.8%*
101810	65250	SEWER	800	0	800	654.87	.00	145.13	81.9%
101810	65338	E-BOOKS CHILDREN	1,000	0	1,000	836.63	.00	163.37	83.7%
101810	65339	AV DVD CHILDREN/TE	1,100	0	1,100	372.14	.00	727.86	33.8%
101810	65340	E-BOOKS	12,000	0	12,000	10,210.57	.00	1,789.43	85.1%
101810	65341	AUDIO VISUAL/DVD	6,420	0	6,420	4,924.55	.00	1,495.45	76.7%
101810	65342	LIBRARY COPIER EXP	3,000	0	3,000	537.23	.00	2,462.77	17.9%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101810 65431 PROFESSIONAL DUES	500	0	500	210.00	.00	290.00	42.0%
101810 65432 LIBRARY TECHNOLOGY	15,000	0	15,000	14,331.41	.00	668.59	95.5%
101810 65433 ADULT LIBRARY PROG	14,000	0	14,000	4,910.22	.00	9,089.78	35.1%
101810 65434 LIB PROG CHILD/TEE	9,000	0	9,000	2,068.26	.00	6,931.74	23.0%
101810 65435 CONFERENCES & WORK	200	0	200	.00	.00	200.00	.0%
101810 65480 OTHER PROF SERV -	4,000	0	4,000	4,371.33	.00	-371.33	109.3%*
101810 65500 MAINTENANCE OF BLD	5,000	0	5,000	13,279.43	.00	-8,279.43	265.6%*
101810 65505 REPAIRS	6,500	0	6,500	3,032.47	.00	3,467.53	46.7%
101810 65803 MISCELLANEOUS	1,250	0	1,250	409.77	.00	840.23	32.8%
101810 66010 OFFICE SUPPLIES	2,000	0	2,000	1,447.03	.00	552.97	72.4%
101810 66012 LIB PROCESSING SUP	3,600	0	3,600	2,475.90	.00	1,124.10	68.8%
101810 66020 BOOKS/SUBSCRIPTION	48,523	0	48,523	39,434.54	.00	9,088.46	81.3%
101810 66021 BOOKS CHILD/TEEN	18,523	0	18,523	8,276.25	.00	10,246.75	44.7%
101810 67510 OFFICE FURNITURE &	1,000	0	1,000	798.43	.00	201.57	79.8%
TOTAL LIBRARY	484,931	0	484,931	379,445.59	.00	105,485.41	78.2%

101830 RECREATION

101830 64008 RECREATION DIRECTO	90,720	0	90,720	69,557.24	.00	21,162.76	76.7%
101830 64012 COMMUNITY PROGRAMS	52,268	0	52,268	31,289.73	.00	20,978.27	59.9%
101830 64015 YOUTH PROGRAMS SUP	53,474	0	53,474	39,769.19	.00	13,704.81	74.4%
101830 64016 RECEPTIONISTS	70,125	0	70,125	53,641.53	.00	16,483.47	76.5%
101830 64017 BOOKKEEPER/SECRETARY	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	39,000.97	.00	16,521.03	70.2%
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	29,848.06	.00	11,490.94	72.2%
101830 64026 INSTRUCTORS STIPEN	7,200	0	7,200	4,612.50	.00	2,587.50	64.1%
101830 64027 CUSTODIAN WAGES	37,321	0	37,321	32,804.37	.00	4,516.63	87.9%
101830 64028 THEATRE TECHNICIAN	250	0	250	200.00	.00	50.00	80.0%
101830 64030 OVERTIME	3,000	0	3,000	1,833.27	.00	1,166.73	61.1%
101830 64038 COMMUNITY CENTER S	51,418	0	51,418	39,200.00	.00	12,218.00	76.2%
101830 64041 FACILITIES MAINT S	0	0	0	255.76	.00	-255.76	100.0%*
101830 65010 POSTAGE	1,325	0	1,325	774.46	.00	550.54	58.4%
101830 65020 TELEPHONE & INTERN	3,860	0	3,860	3,352.44	.00	507.56	86.9%
101830 65030 TRANSPORTATION	10,000	0	10,000	3,845.00	.00	6,155.00	38.5%
101830 65060 PRINTING	9,400	0	9,400	7,197.60	.00	2,202.40	76.6%
101830 65200 ELECTRICITY / UTIL	40,880	0	40,880	21,713.64	.00	19,166.36	53.1%
101830 65220 WATER	3,422	0	3,422	2,679.56	.00	742.44	78.3%
101830 65230 NATURAL GAS	32,000	0	32,000	35,527.96	.00	-3,527.96	111.0%*
101830 65250 SEWER	3,300	0	3,300	1,795.20	.00	1,504.80	54.4%
101830 65300 MACHINE & EQUIPMEN	4,305	0	4,305	1,199.28	.00	3,105.72	27.9%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101830 65310 VEHICLE MAINTENANC	250	0	250	62.25	.00	187.75	24.9%
101830 65478 PROGRAM SERVICES	2,500	0	2,500	2,328.14	.00	171.86	93.1%
101830 65480 OTHER PROFESSIONAL	2,000	0	2,000	1,585.50	.00	414.50	79.3%
101830 65500 MAINTENANCE OF BLD	18,000	0	18,000	29,533.65	.00	-11,533.65	164.1%*
101830 65610 SAFE SCHOOL YEAR P	3,500	0	3,500	1,120.24	.00	2,379.76	32.0%
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	30,200.65	.00	-200.65	100.7%*
101830 65640 SPECIAL EVENTS	7,000	0	7,000	7,295.09	.00	-295.09	104.2%*
101830 65650 SENIOR PROGRAMS	2,000	0	2,000	682.05	.00	1,317.95	34.1%
101830 65670 TEAM EXPENSE	6,500	0	6,500	6,313.23	.00	186.77	97.1%
101830 65801 CONTRACTED SERVICE	67,500	0	67,500	48,116.25	.00	19,383.75	71.3%
101830 65802 ANNEX UTILITIES	2,000	0	2,000	.00	.00	2,000.00	.0%
101830 65803 MISCELLANEOUS	3,500	0	3,500	4,027.53	.00	-527.53	115.1%*
101830 66010 OFFICE SUPPLIES	3,000	0	3,000	1,444.34	.00	1,555.66	48.1%
101830 66030 OTHER SUPPLIES	2,000	0	2,000	738.00	.00	1,262.00	36.9%
101830 66031 THEATRE SUPPLIES	750	0	750	387.15	.00	362.85	51.6%
101830 66040 JANITORIAL SUPPLIE	12,750	0	12,750	7,268.98	.00	5,481.02	57.0%
TOTAL RECREATION	890,025	0	890,025	656,144.40	.00	233,880.60	73.7%

101840 HARBORMASTER-K.P.A

101840 64010 HARBOR MASTER FULL	65,162	0	65,162	47,210.97	.00	17,951.03	72.5%
101840 64020 PART TIME SALARIES	26,967	0	26,967	18,541.28	.00	8,425.72	68.8%
101840 65010 POSTAGE	250	0	250	163.49	.00	86.51	65.4%
101840 65020 TELEPHONE & INTERN	2,000	0	2,000	1,006.65	.00	993.35	50.3%
101840 65200 ELECTRICITY	2,016	0	2,016	1,216.59	.00	799.41	60.3%
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	3,545.94	.00	-45.94	101.3%*
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	2,301.23	.00	-51.23	102.3%*
101840 65462 RIGGING	12,000	0	12,000	9,298.56	.00	2,701.44	77.5%
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	1,462.26	.00	37.74	97.5%
101840 65480 OTHER PROFESSIONAL	3,000	0	3,000	3,992.14	.00	-992.14	133.1%*
101840 65500 MAIN BLDG/GROUNDS	5,500	0	5,500	4,099.40	.00	1,400.60	74.5%
101840 65521 UNIFORMS	1,300	0	1,300	890.93	.00	409.07	68.5%
101840 66010 OFFICE SUPPLIES	300	0	300	33.79	.00	266.21	11.3%
101840 66040 JANITORIAL SUPPLIE	500	0	500	275.01	.00	224.99	55.0%
TOTAL HARBORMASTER-K.P.A	130,760	0	130,760	100,069.86	.00	30,690.14	76.5%

101930 RESOURCE RECOVERY FACILITY

TOWN OF KITTERY - LIVE



GL YTD 03 31 23

FOR 2023 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101930 64009 SOLID WASTE 40% CO	44,540	0	44,540	32,156.38	.00	12,383.62	72.2%
101930 64010 FULL TIME SALARIES	187,728	0	187,728	126,993.01	.00	60,734.99	67.6%
101930 64030 OVERTIME	11,500	0	11,500	11,281.33	.00	218.67	98.1%
101930 65020 TELEPHONE & INTERN	2,000	0	2,000	775.25	.00	1,224.75	38.8%
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	3,212.14	.00	-712.14	128.5%*
101930 65200 ELECTRICITY	12,700	0	12,700	11,762.30	.00	937.70	92.6%
101930 65220 WATER	1,000	0	1,000	454.75	.00	545.25	45.5%
101930 65230 FUEL OIL	1,230	0	1,230	.00	.00	1,230.00	.0%
101930 65300 MACHINE & EQUIPMEN	10,000	0	10,000	14,807.59	.00	-4,807.59	148.1%*
101930 65302 PROTECTIVE & SAFET	1,000	0	1,000	1,000.00	.00	.00	100.0%
101930 65303 FACILITY SAFETY IN	1,250	0	1,250	1,014.23	.00	235.77	81.1%
101930 65311 GAS, GREASE, & OIL	16,275	0	16,275	9,188.19	.00	7,086.81	56.5%
101930 65312 TIRES & TUBES	3,000	0	3,000	.00	.00	3,000.00	.0%
101930 65480 OTHER PROFESSIONAL	336,000	0	336,000	188,131.74	.00	147,868.26	56.0%
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	1,500.00	.00	500.00	75.0%
101930 66009 SHOP SUPPLIES	6,000	0	6,000	3,598.36	.00	2,401.64	60.0%
101930 66010 OFFICE SUPPLIES	250	0	250	235.19	.00	14.81	94.1%
101930 66011 HAND TOOLS	200	0	200	251.92	.00	-51.92	126.0%*
101930 66030 OTHER SUPPLIES	250	0	250	254.54	.00	-4.54	101.8%*
101930 66040 JANITORIAL SUPPLIE	2,200	0	2,200	1,625.58	.00	574.42	73.9%
101930 67516 PLANT EQUIPMENT MA	26,000	0	26,000	22,150.31	.00	3,849.69	85.2%
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	443,881.82	.00	242,441.18	64.7%

103000 SHARED EXPENSES - OTHER INSURA

103000 64060 FICA EMPLOYER SHAR	493,382	35,000	528,382	343,480.11	.00	184,901.89	65.0%
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	152,822.34	.00	47,177.66	76.4%
103000 64092 DISABILITY INSURAN	34,000	0	34,000	27,100.27	.00	6,899.73	79.7%
103000 65101 MMA RISK POOL	198,180	0	198,180	187,598.85	.00	10,581.15	94.7%
103000 65115 UNEMPLOYMENT COMPE	10,000	0	10,000	998.95	.00	9,001.05	10.0%
103000 65150 MISCELLANEOUS INSU	6,200	0	6,200	5,223.15	.00	976.85	84.2%
103000 65210 UNION CENTRAL LIFE	3,320	0	3,320	1,980.32	.00	1,339.68	59.6%
TOTAL SHARED EXPENSES - OTHER INSURA	1,108,333	35,000	1,143,333	831,132.36	.00	312,200.64	72.7%

103001 SHARED EXPENSE - HEALTH/DENTAL

TOWN OF KITTERY - LIVE



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FOR 2023 09								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
103001 64090 MAJOR MEDICAL INSU	1,476,280	110,000	1,586,280	1,202,274.74	.00	384,005.26	75.8%	
103001 64091 DENTAL INSURANCE	17,120	0	17,120	14,684.02	.00	2,435.98	85.8%	
TOTAL SHARED EXPENSE - HEALTH/DENTAL	1,493,400	110,000	1,603,400	1,216,958.76	.00	386,441.24	75.9%	
103002 RETIREMENT								
103002 64050 MAINE STATE RETIRE	537,863	30,000	567,863	424,404.82	.00	143,458.18	74.7%	
103002 64051 ICMA EMPLOYER SHAR	87,555	0	87,555	17,742.54	.00	69,812.46	20.3%	
TOTAL RETIREMENT	625,418	30,000	655,418	442,147.36	.00	213,270.64	67.5%	
108000 ADULT ED								
108000 69480 ADULT EDUCATION FU	105,500	0	105,500	.00	.00	105,500.00	.0%	
TOTAL ADULT ED	105,500	0	105,500	.00	.00	105,500.00	.0%	
1111 TOWN REVENUE								
1111 43001 PROPERTY TAX REVENUE	-10,846,189	500,000	-10,346,189	-11,060,804.33	.00	714,615.33	106.9%	
1111 43003 PROPERTY TAX ABATEME	0	0	0	6,056.26	.00	-6,056.26	100.0%*	
1111 43004 PAYMENT IN LIEU OF T	-3,200	0	-3,200	.00	.00	-3,200.00	.0%*	
1111 43006 EXEMPT STATE REIMB F	-350,000	0	-350,000	-425,352.00	.00	75,352.00	121.5%	
1111 43007 TREE GROWTH REVENUE	-1,300	0	-1,300	-2,258.05	.00	958.05	173.7%	
1111 43031 EXCISE TAX AUTOMOBIL	-1,936,000	0	-1,936,000	-1,202,966.60	.00	-733,033.40	62.1%*	
1111 43032 EXCISE TAX BOAT	-20,000	0	-20,000	-53,104.77	.00	33,104.77	265.5%	
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	-227,730.19	.00	-122,269.81	65.1%*	
1111 43114 ADDITIONAL LAND USE	-4,000	0	-4,000	-3,125.00	.00	-875.00	78.1%*	
1111 43115 PLANNING FEES (SUBDI	-5,000	0	-5,000	-3,400.00	.00	-1,600.00	68.0%*	
1111 43120 TOWN CLERK FEES	-24,000	0	-24,000	-20,427.60	.00	-3,572.40	85.1%*	
1111 43121 WILDLIFE AGENT FEE	-1,200	0	-1,200	-582.90	.00	-617.10	48.6%*	
1111 43122 ANIMAL WELFARE AGENT	-1,600	0	-1,600	-1,513.00	.00	-87.00	94.6%*	
1111 43130 TOWN REGISTRATION FE	-30,000	0	-30,000	-29,400.00	.00	-600.00	98.0%*	
1111 43135 HWY PERMITS & FEES	-1,500	0	-1,500	-173.20	.00	-1,326.80	11.5%*	
1111 43140 SOLID WASTE PERMITS	-80,000	0	-80,000	-62,759.25	.00	-17,240.75	78.4%*	

TOWN OF KITTERY - LIVE



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FOR 2023 09							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1111 43145 SOLID WASTE RECYCLIN	-90,000	0	-90,000	-55,725.58	.00	-34,274.42	61.9%*
1111 43146 SW RECYLING EXPENSE	0	0	0	-2,385.53	.00	2,385.53	100.0%
1111 43147 DINGHY FEES	-11,000	0	-11,000	-6,680.00	.00	-4,320.00	60.7%*
1111 43148 TRANSIENT SLIP RENTA	-8,000	0	-8,000	-15,688.17	.00	7,688.17	196.1%
1111 43149 KPA APPLICATION FEES	-500	0	-500	-125.00	.00	-375.00	25.0%*
1111 43150 MOORING FEES	-100,000	0	-100,000	-48,638.02	.00	-51,361.98	48.6%*
1111 43151 LAUNCH FEE	-14,000	0	-14,000	-10,717.75	.00	-3,282.25	76.6%*
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	-1,758.00	.00	758.00	175.8%
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	-2,616.00	.00	216.00	109.0%
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	-271,497.62	.00	-53,502.38	83.5%*
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	-28,359.79	.00	-13,640.21	67.5%*
1111 43221 LIBRARY FINES & FEES	-2,000	0	-2,000	-2,281.03	.00	281.03	114.1%
1111 43320 RECREATION FEES	-580,000	0	-580,000	-379,870.92	.00	-200,129.08	65.5%*
1111 43330 ANIMAL CONTROL	-2,000	0	-2,000	-2,368.00	.00	368.00	118.4%
1111 43335 POSTAGE	0	0	0	-34.68	.00	34.68	100.0%
1111 43336 PHOTO COPIES	-200	0	-200	-127.75	.00	-72.25	63.9%*
1111 43351 ACCIDENT REPORTS	-3,000	0	-3,000	-1,925.00	.00	-1,075.00	64.2%*
1111 43352 PARKING TICKETS	-25,000	0	-25,000	-15,745.00	.00	-9,255.00	63.0%*
1111 43353 GUN PERMITS	-500	0	-500	-810.00	.00	310.00	162.0%
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	-350.00	.00	.00	100.0%
1111 43356 WITNESS FEES	-300	0	-300	-61.72	.00	-238.28	20.6%*
1111 43358 FALSE ALARMS	-800	0	-800	-540.00	.00	-260.00	67.5%*
1111 43359 AMBULANCE DISPTACH F	-16,000	0	-16,000	-8,000.00	.00	-8,000.00	50.0%*
1111 43410 MDOT HWY MAINTENANCE	-12,000	0	-12,000	-9,001.29	.00	-2,998.71	75.0%*
1111 43420 STATE REVENUE SHARIN	-1,125,000	0	-1,125,000	-1,032,897.46	.00	-92,102.54	91.8%*
1111 43421 STATE PARK FEE REV S	-2,000	0	-2,000	-3,555.70	.00	1,555.70	177.8%
1111 43470 STATE OF MAINE GENER	-20,000	0	-20,000	-104,252.69	.00	84,252.69	521.3%
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	-1,617.35	.00	-18,382.65	8.1%*
1111 43530 MISCELLANEOUS REVENU	-10,000	0	-10,000	-87,089.41	.00	77,089.41	870.9%
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	-675.24	.00	20.24	103.1%
1111 43560 GMH HOUSING	-310,000	0	-310,000	-239,834.84	.00	-70,165.16	77.4%*
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 45007 INTEREST REVENUE	0	0	0	-32.85	.00	32.85	100.0%

TOWN OF KITTERY - LIVE



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FOR 2023 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	-60,000	-16,741,394	-15,692,414.88	.00	-1,048,979.12	93.7%
TOTAL TOWN GENERAL FUND	0	1,000,000	1,000,000	-1,728,437.45	.00	2,728,437.45	-172.8%
TOTAL REVENUES	-16,681,394	-60,000	-16,741,394	-15,692,414.88	.00	-1,048,979.12	
TOTAL EXPENSES	16,681,394	1,060,000	17,741,394	13,963,977.43	.00	3,777,416.57	
GRAND TOTAL	0	1,000,000	1,000,000	-1,728,437.45	.00	2,728,437.45	-172.8%

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

GL YTD 03 31 23

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
GL YTD 03 31 23

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2022/ 1

To Yr/Per: 2023/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/ 9

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

TOWN OF KITTERY - LIVE



SEWER YTD 03 31 23

FOR 2023 09

	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 43220	PENALTY INTEREST	-3,000	0	-3,000	-4,784.64	.00	1,784.64	159.5%
6000 43360	SPECIAL CONTRACT REV	-15,000	0	-15,000	-12,509.80	.00	-2,490.20	83.4%*
6000 45001	PNYS 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	-51,387.64	.00	-53,612.36	48.9%*
6000 45003	SEPTAGE REVENUE	-150,000	0	-150,000	-94,377.92	.00	-55,622.08	62.9%*
6000 45004	TOWN OF ELIOT REVENU	-200,000	0	-200,000	-102,630.57	.00	-97,369.43	51.3%*
6000 45005	USERS QTRLY REVENUE	-1,500,000	0	-1,500,000	-1,198,925.44	.00	-301,074.56	79.9%*
6000 45006	EXPANSION ASSESSMENT	-125,000	0	-125,000	-94,963.36	.00	-30,036.64	76.0%*
6000 45007	SEWER INTEREST REVEN	-7,500	0	-7,500	-4,354.50	.00	-3,145.50	58.1%*
6000 45008	PERMITS & MISC REV	0	0	0	-105.00	.00	105.00	100.0%
TOTAL SEWER FUND		-2,605,500	0	-2,605,500	-1,672,997.23	.00	-932,502.77	64.2%

602702 SEWER LINES

602702 64010	SEWER LINES LABOR	19,962	0	19,962	19,548.78	.00	413.22	97.9%
602702 65480	LINES CONTRACT/PRO	26,000	0	26,000	5,311.35	.00	20,688.65	20.4%
602702 65691	LINE SUPPLIES	14,000	0	14,000	4,635.71	.00	9,364.29	33.1%
TOTAL SEWER LINES		59,962	0	59,962	29,495.84	.00	30,466.16	49.2%

602709 PUMP STATIONS

602709 64010	PUMP STATION LABOR	63,767	0	63,767	49,088.12	.00	14,678.88	77.0%
602709 65015	PUMP STATION TELEP	780	0	780	527.35	.00	252.65	67.6%
602709 65200	ELECTRICITY	50,815	0	50,815	32,178.81	.00	18,636.19	63.3%
602709 65220	WATER	1,420	0	1,420	462.44	.00	957.56	32.6%
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	27,063.28	.00	17,936.72	60.1%
602709 65930	PUMP STATION ALARM	6,700	0	6,700	5,093.00	.00	1,607.00	76.0%
602709 66300	PUMP STATION SUPPL	6,000	0	6,000	3,815.38	.00	2,184.62	63.6%
602709 66320	PUMP STATION PARTS	22,000	0	22,000	15,902.05	.00	6,097.95	72.3%
TOTAL PUMP STATIONS		198,482	0	198,482	136,060.70	.00	62,421.30	68.6%

TOWN OF KITTERY - LIVE



SEWER YTD 03 31 23

FOR 2023 09							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
602715 PUMP STATION # 6 (PNSY)							
602715 64010 PUMP STATION # 6LA	24,691	0	24,691	11,484.30	.00	13,206.70	46.5%
602715 65200 PUMP STATION # 6 E	15,000	0	15,000	6,700.11	.00	8,299.89	44.7%
602715 65220 PUMP STATION # 6 W	1,100	0	1,100	529.00	.00	571.00	48.1%
602715 65315 PUMP STATION GENER	400	0	400	.00	.00	400.00	.0%
602715 65480 PUMP STATION # 6 C	10,000	0	10,000	4,672.58	.00	5,327.42	46.7%
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	451.68	.00	548.32	45.2%
602715 66320 PUMP STATION # 6 P	6,000	0	6,000	3,283.19	.00	2,716.81	54.7%
TOTAL PUMP STATION # 6 (PNSY)	58,491	0	58,491	27,120.86	.00	31,370.14	46.4%
602716 PUMP STATION # 7 (ELIOT)							
602716 64010 PUMP STATION # 7 L	22,846	0	22,846	16,752.30	.00	6,093.70	73.3%
602716 65200 PUMP STATION # 7 E	5,090	0	5,090	3,651.97	.00	1,438.03	71.7%
602716 65220 PUMP STATION # 7 W	240	0	240	176.91	.00	63.09	73.7%
602716 65315 PUMP STATION GENER	300	0	300	.00	.00	300.00	.0%
602716 65480 PUMP STATION # 7 C	10,000	0	10,000	371.16	.00	9,628.84	3.7%
602716 65930 PUMP STATION # 7 A	200	0	200	.00	.00	200.00	.0%
602716 66300 PUMP STATION # 7 S	200	0	200	126.87	.00	73.13	63.4%
602716 66320 PUMP STATION # 7 P	2,500	0	2,500	1,454.71	.00	1,045.29	58.2%
TOTAL PUMP STATION # 7 (ELIOT)	41,376	0	41,376	22,533.92	.00	18,842.08	54.5%
602750 TREATMENT PLANT							
602750 64010 TREATMENT PLANT LA	159,465	0	159,465	114,196.07	.00	45,268.93	71.6%
602750 64019 PLANT MAINT LABOR	61,591	0	61,591	47,302.42	.00	14,288.58	76.8%
602750 64030 OVERTIME	40,000	0	40,000	22,971.22	.00	17,028.78	57.4%
602750 64050 MAINE STATE RETIRE	35,937	0	35,937	28,696.93	.00	7,240.07	79.9%
602750 64060 FICA EMPLOYER SHAR	26,953	0	26,953	20,655.27	.00	6,297.73	76.6%
602750 65015 CELLULAR PHONE	0	0	0	94.18	.00	-94.18	100.0%*
602750 65020 TREATMENT PLANT TE	4,400	0	4,400	2,311.48	.00	2,088.52	52.5%
602750 65040 TREATMENT PLANT ED	5,000	0	5,000	3,598.29	.00	1,401.71	72.0%
602750 65200 TREATMENT PLANT EL	110,000	0	110,000	62,768.32	.00	47,231.68	57.1%
602750 65220 TREATMENT PLANT WA	5,000	0	5,000	2,143.59	.00	2,856.41	42.9%

TOWN OF KITTERY - LIVE



SEWER YTD 03 31 23

			FOR 2023 09						
			ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
602750	65230	TREATMENT PLANT FU	16,000	0	16,000	7,981.42	.00	8,018.58	49.9%
602750	65310	TREATMENT PLANT MO	45,000	0	45,000	17,826.16	.00	27,173.84	39.6%
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	6,384.00	.00	9,616.00	39.9%
602750	65480	TREATMENT PLANT OT	70,000	0	70,000	47,775.69	.00	22,224.31	68.3%
602750	65500	TREATMENT PLANT BL	5,000	0	5,000	1,087.37	.00	3,912.63	21.7%
602750	65930	ALARMS	2,000	0	2,000	350.10	.00	1,649.90	17.5%
602750	65955	TREATMENT PLANT SL	230,000	0	230,000	138,898.61	.00	91,101.39	60.4%
602750	66010	TREATMENT PLANT OF	5,000	0	5,000	2,902.92	.00	2,097.08	58.1%
602750	66300	TREATMENT PLANT SU	32,000	0	32,000	9,427.23	.00	22,572.77	29.5%
602750	66340	LABORATORY CHEMICA	18,000	0	18,000	5,134.67	.00	12,865.33	28.5%
602750	66400	TREATMENT PLANT RE	5,000	0	5,000	1,408.23	.00	3,591.77	28.2%
602750	66410	TREATMENT PLANT RE	28,000	0	28,000	5,433.16	.00	22,566.84	19.4%
602750	66420	TREATMENT PLANT TO	28,000	0	28,000	8,767.33	.00	19,232.67	31.3%
602750	66450	TREATMENT PLANT CH	125,000	0	125,000	95,746.18	.00	29,253.82	76.6%
602750	66520	TREATMENT PLANT SA	14,000	0	14,000	7,614.95	.00	6,385.05	54.4%
TOTAL TREATMENT PLANT			1,089,746	0	1,089,746	661,693.62	.00	428,052.38	60.7%
602760 SEWER GENERAL OPERATING									
602760	64011	TOWN MANAGER SALAR	38,400	0	38,400	29,150.31	.00	9,249.69	75.9%
602760	64012	SUPERINTENDENT SAL	107,896	0	107,896	79,279.86	.00	28,616.14	73.5%
602760	64013	OFFICE CLERK SALAR	52,922	0	52,922	17,656.71	.00	35,265.29	33.4%
602760	64050	MAINE STATE RETIRE	16,404	0	16,404	9,583.10	.00	6,820.90	58.4%
602760	64051	ICMA EMPLOYER SHAR	2,241	0	2,241	1,691.04	.00	549.96	75.5%
602760	64060	FICA EMPLOYER SHAR	15,003	0	15,003	8,957.03	.00	6,045.97	59.7%
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	133,190.80	.00	-7,213.80	105.7%*
602760	64091	DENTAL INSURANCE	1,500	0	1,500	2,047.70	.00	-547.70	136.5%*
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	31,458.15	.00	2,106.85	93.7%
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	1,650.00	.00	2,250.00	42.3%
602760	66035	ABSTRACTS & LIENS	500	0	500	.00	.00	500.00	.0%
602760	68060	SEWER BOND INTERES	126,756	0	126,756	126,305.62	.00	450.38	99.6%
602760	68062	SEWER BOND PRINCIP	636,982	0	636,982	637,432.01	.00	-450.01	100.1%*
TOTAL SEWER GENERAL OPERATING			1,210,672	0	1,210,672	1,091,456.85	.00	119,215.15	90.2%
603000 CAPITAL RESERVE SEWER									
603000	67500	EXPENSE	0	0	0	13,684.17	.00	-13,684.17	100.0%*

TOWN OF KITTERY - LIVE



SEWER YTD 03 31 23

FOR 2023 09								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
TOTAL CAPITAL RESERVE SEWER	0	0	0	13,684.17	.00	-13,684.17	100.0%	
605000 ENTRANCE FEE SEWER								
605000 43600 REVENUE	0	0	0	-3,000.00	.00	3,000.00	100.0%	
605000 67500 EXPENSE	0	0	0	20,526.75	.00	-20,526.75	100.0%*	
TOTAL ENTRANCE FEE SEWER	0	0	0	17,526.75	.00	-17,526.75	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	257,695.79	.00	-257,695.79	100.0%*	
TOTAL IMPACT FEE SEWER	0	0	0	207,295.79	.00	-207,295.79	100.0%	
TOTAL SEWER FUND	53,229	0	53,229	533,871.27	.00	-480,642.27	1003.0%	
TOTAL REVENUES	-2,605,500	0	-2,605,500	-1,726,397.23	.00	-879,102.77		
TOTAL EXPENSES	2,658,729	0	2,658,729	2,260,268.50	.00	398,460.50		
GRAND TOTAL	53,229	0	53,229	533,871.27	.00	-480,642.27	1003.0%	

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

SEWER YTD 03 31 23

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
SEWER YTD 03 31 23

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2022/ 1

To Yr/Per: 2023/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/ 9

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Town of Kittery FISCAL YEAR 2023
Fund Balances - Capital Projects and Special Revenues
Through: April 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)			(6,148.95)	6,367.24	(6,294.35)
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			(19,273.00)	27,925.00	21,866.97
SR	2055	ASA Applicant Code NEW	1,414.20			(47,501.82)	34,404.14	(11,683.48)
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)	4,774.00	8,851.92
SR	2066	Police Forfeiture	2,292.25			(3,580.00)	1,267.27	(20.48)
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	(31,723.04)		113,585.71
SR	2081	Channel 22 (PEG) Capital Funding	226,178.42		(35,000.00)	(56,992.40)	74,879.95	209,065.97
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 Grants	2,351.78			(8,322.30)		(5,970.52)
SR	2094	LWCF Grant - Emery Field Phase 2	350,536.12			(302,666.34)		47,869.78
SR	2301	Billable Police Details	20,879.19			(131,883.68)	162,660.00	51,655.51
SR	2303	Grant Supported Police Details	(21,512.37)			(4,818.64)	18,229.28	(8,101.73)
SR	2087	Joint Land Use OEA PH1	(451.15)		451.15	-	-	-
SR	2904	Legion Pond Invasive	(8,080.00)			(4,450.00)	20,261.00	7,731.00
SR	4001-67500/43600	State Aid to Roads General	851,376.86				453,625.22	1,305,002.08
SR	4001-67502/43602	Whipple Road Improvements	243,537.81			(1,168,270.55)		(924,732.74)
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)		45,177.84	(200.00)		-
SR	4126	KCC Visual Arts Com	4,421.00			(629.10)	820.00	4,611.90
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			(174,963.87)	51,065.00	234,057.29
SR	5023	Library Donations	13,690.75			(11,360.00)	5,606.66	7,937.41
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

Town of Kittery FISCAL YEAR 2023
Fund Balances - Capital Projects and Special Revenues
Through: April 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	5504	ARPA	604,326.02			(163,222.53)		441,103.49
SR	5505	PREPA Grant	(5,390.00)			(2,479.38)	9,920.00	2,050.62
SR	5506	Affordable Housing	150,000.00					150,000.00
SR	5507	PFAS Support	(23,901.86)			(17,309.13)		(41,210.99)
SR	5508	375th Celebration	5,944.00			(23,114.33)	24,177.65	7,007.32
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				1,139,620.16	1,698,133.51
		Total Special Revenue	4,709,889.04	-	35,628.99	(2,256,069.29)	2,035,602.57	4,525,051.31

CIP Programs

CP	2057	Open space	-	-	25,000.00	-	-	25,000.00
CP	2903	Invasives Fort Foster	17,002.00	37,000.00		(31,421.00)		22,581.00
CP	4002	Right of Way Reserve	149,468.22	600,000.00		(597,244.64)	65,473.50	217,697.08
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		(13,590.26)		40,190.78
CP	4018	KPA Boat Reserve	8,706.38	-		(381.70)		8,324.68
CP	4019	KCC Equipment Reserve	22,992.82	30,000.00		(13,913.87)		39,078.95
CP	4020	Municipal Technology Reserve	134,956.23	70,000.00		(58,012.77)		146,943.46
CP	4022	Police Vehicle/Equipment	95,947.62	140,000.00		(126,847.85)		109,099.77
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		(7,532.01)		35,334.84
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		(48,613.96)		367.76
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	-		(647,894.25)	1,386.93	55,453.71
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	5512	Roadside Landscaping	-	-	55,000.00	(10,485.45)		44,514.55
CP	5510	Memorial Field Assessment	-	30,000.00				30,000.00
		Total Capital Projects	1,981,948.19	1,551,400.00	540,000.00	(2,586,703.97)	85,661.43	1,572,305.65

TOTAL GENERAL OPERATIONS			6,691,837.23	1,551,400.00	575,628.99	(4,842,773.26)	2,121,264.00	6,097,356.96
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Town of Kittery FISCAL YEAR 2023
Fund Balances - Capital Projects and Special Revenues
Through: April 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
Permanent Funds (Scholarship Funds/Trust Funds)				-				
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			(20,450.00)	20,000.00	31,951.40
PF	5005	Lester Raynes Fund	8,462.26					8,462.26
PF	5007	Thresher Memorial Fund	5,569.42			(515.00)		5,054.42
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				10,741.15	22,425.38
PF	5021	Cemetery	0.35					0.35
Total Permanent Funds			781,326.46	-	-	(20,965.00)	30,741.15	791,102.61
Enterprise Fund (Sewer)				-				
ER	606000	Entrance Fees	977,247.89			(292,363.64)	53,400.00	738,284.25
ER	605000	Impact Fees	542,771.88			(38,629.75)	3,000.00	507,142.13
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			(13,684.17)		233,097.42
Total Enterprise Funds			1,812,550.80	-	-	(344,677.56)	56,400.00	1,524,273.24
GRAND TOTAL ALL FUNDS			9,285,714.49	1,551,400.00	575,628.99	(5,208,415.82)	2,208,405.15	8,412,732.81

1 **KITTERY TOWN COUNCIL**

2 **March 13, 2023**

3 **6:00PM**

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

11 Councilors present: Councilor Bragg, Councilor Clark, Councilor Stevens, Vice Chair McGuire,
12 Chair Spiller.

13 Councilors absent: Councilor Hamm (Military Leave) and Councilor Dow (Sick)

14 5. Agenda Amendment and Adoption

15 Chair Spiller moves to add item 13. i. The Kittery Town Council moves to send a letter of
16 support to Senator Collins supporting the full FY24 appropriation of the partnership Wild and
17 Scenic Rivers program which will include \$301,00.00 for the newly designated York River.

18 Chair Spiller casts one vote to accept the agenda as amended.

19 6. Town Manager's Report

20 Town Manager reported on the Kittery Citizen, Volunteer and Business of the Year, Books and
21 Big Ideas-Community Book Club, Notary Public Service Available at Town Hall and Sludge
22 Disposal.

23 Upcoming Events:

24 236/Dennett Road Hydrologic Watershed Study Public Input Session – March 22

25 Native American Storytelling – March 22

26 Freebie Barn Community Swap – March 26

27 Youth Ad Hoc Com Applications Due – March 31

28 Easter Egg Hunt – April 1

29 York River Partnership Stewardship Committee Applications Due – April 14

30 Mooring Renewal Deadline – April 15

31
32 Vice Chair Spiller asked if it was unintended consequences of the two legislatures happening
33 at the same time in regards to the sludge issue.

34 Town Manager responded.

35

36 7. Acceptance of Previous Minutes -None

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

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

40 a.(030123-01) The Kittery Town Council moves to accept the presentation of the
41 FY22 Audit.

42 Christina Howe from RHR Smith Company gave a presentation on the audit.

43 Councilor Stevens asked what Intergovernmental revenue was and why the audit is still in draft
44 form.

45 Christina Howe responded.

46

47 Town Manager asked if they were still waiting on the single audit from the school.

48 Christian Howe responded.

49

50

51 b.(030123-02) The Kittery Town Council moves to accept a presentation on the Main
52 Spring project.

53 Emily Flinkstrom, director of Fair Tide, and Megan Shapiro Ross, Director of Footprints, gave a
54 presentation on the Main Spring Project.

55 Chair Spiller stated that Council is very excited about the project.

56 Councilor Stevens asked for more information on the housing and if there is any partnerships
57 with anyone in regards to mental health.

58 Emily Flinkstrom responded.

59

60 Councilor Stevens also asked what Council as a whole can do to support the cause.

61 Emily Flinkstrom responded.

62

63 Councilor Bragg asked about the flex office space and if they had considered having the
64 Veterans Administration come in and speak to veterans in need.

65 Emily Flinkstrom responded.

66

67

68 10. PUBLIC HEARINGS

69 11. DISCUSSION

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

71
72 Chair Spiller read an email from Suzanne Johnson in regards to tree removal in Emery Field
73 Park.

74
75 Chair Spiller read an email from Brian Early in regards to fires at Seapoint Beach.

- 76
77 b. Response to public comment directed to a particular Councilor
78 c. Chairperson's response to public comments

79 Chair Spiller responded to Suzanne Johnson's email.

80 Chair Spiller responded to Brian Early's email.

81 12. UNFINISHED BUSINESS

82 13. NEW BUSINESS

83 a. Donations/gifts received for Council disposition.

- 84 i. (030123-03) The Kittery Town Council moves to accept a donation in the
85 amount of \$4,005.19 from NH Charitable Foundation to be deposited into the
86 George Smart Santa Fund account.

87 Moved to accept by Councilor Clark, seconded by Councilor Bragg.

88 Motion passes 5-0-0

89

- 90 b.(030123-04) The Kittery Town Council moves to approve a request from the Kittery
91 Rotary After Hours Club to place signage around Town from April 20th to May 7th for
92 a Cinco De Mayo dinner.

93 Moved to approve by Vice Chair McGuire, seconded by Councilor Clark.

94 Motion passes 5-0-0

95

- 96 c. (030123-05) The Kittery Town Council moves to appoint Christine Spinella to the
97 Board of Assessment Review for a three-year term to expire December 31, 2026.

98 Moved to appoint by Councilor Stevens, seconded by Vice Chair McGuire.

99 Motion passes 5-0-0

100

- 101 d.(030123-06) The Kittery Town Council moves to receive a report on the Seapoint
102 and Crescent Beaches Fire Permits.

103 Town Manager gave an overview of the report.

104 Councilor Clark stated that his biggest concern with Seapoint Beach is the trash issue. He also
105 asked if there was a fine associated with burning items other than wood. He also stated that he

106 thinks that the permits have helped control the trash problem and does not want to see it
107 change.

108 Councilor Stevens asked if there was a significant cost to complying with the ordinance and if
109 there was, if the fee should be increased for out of town residents. She also asked if there
110 should be an increase in the number of permits issued.

111 Town Manager responded to the questions.

112

113 Councilor Bragg asked if the permit should be made visible while on the beach.

114 Town Manager responded.

115

116 e.(030123-07) The Kittery Town Council moves to schedule a public hearing on March
117 27, 2023, on the June Warrant Articles.

118 Moved to schedule by Vice Chair McGuire, seconded by Councilor Clark.

119 All were in favor.

120

121 f. (030123-08) The Kittery Town Council moves to schedule a public hearing on April
122 10, 2023, on amendments to Title 16 – Stormwater Management.

123 Moved to schedule by Councilor Stevens, seconded by Councilor Clark.

124 All were in favor.

125

126 g.(030123-09) The Kittery Town Council moves to authorize the Town Manager to
127 execute an easement agreement to address encroachment and utility maintenance
128 at 3 Walker Street.

129 Town Manager gave an overview.

130 Moved to authorize by Councilor Clark, seconded by Vice Chair McGuire.

131 Councilor Stevens asked what the fee the property owner will pay the Town.

132 Town Manager responded.

133

134 Motion passes 5-0-0

135

136 h.(030123-10) The Kittery Town Council moves to accept the resignation of John
137 McCollett from the Climate Adaptation Committee.

138 Moved to accept resignation by Councilor Clark, seconded by Councilor Bragg.

139 Motion passes 5-0-0

140

141 i. The Kittery Town Council moves to send a letter of support to Senator Collins
142 supporting the full FY24 appropriation of the partnership Wild and Scenic Rivers
143 program which will include \$301,00.00 for the newly designated York River.

144

145 Moved to transmit the letter by Vice Chair McGuire, seconded by Councilor Clark.
146 Motion passes 5-0-0

147
148

149 14. COUNCILOR ISSUES OR COMMENTS

150 Councilor Stevens encourages people to support Main Spring in any way they can. She also
151 offered her congratulations to Diane Fallon, Seacoast Fridge and Warrens Lobster House for
152 their awards.

153 Councilor Bragg stated that she is excited for Youth Ad Hoc's first meeting in March.

154 Vice Chair McGuire stated that he also encourages everyone to support Main Spring and that
155 the Environmental Film Festival did get rescheduled and looks forward to being able to attend
156 and hopes others will also come out. Lastly, Vice Chair McGuire thanked the DPW in advance
157 for their hard work on the upcoming storm.

158 Chair Spiller stated that she has a communication from the Chairperson who reminded
159 everyone that on Monday, March 27, 2023 at 5 PM the council is meeting with the Climate
160 Planning Task Force.

161 Chair Spiller also stated that she, the Vice Chair and the Town Manager met today with the
162 Chair, Vice Chair and Super Intendent about the school budget that they will bringing before
163 Council on April 10.

164 15. COMMITTEE AND OTHER REPORTS

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

167 16. EXECUTIVE SESSION

168 17. ADJOURNMENT

169

170 Motion to adjourn by Councilor Stevens at 7:29 PM, seconded by Vice Chair McGuire.
171 All were in favor.

172
173

174 Submitted by Jennifer Wheeler

175

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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.

180

1
2 **KITTERY TOWN COUNCIL**
3 **March 27, 2023**
4 **6:00PM**

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

11 Councilors present: Councilor Bragg, Councilor Dow, Councilor Stevens, Councilor Clark, Vice
12 Chair McGuire, Chair Spiller.

13 Councilors absent: Councilor Hamm (Military Leave)

14 5. Agenda Amendment and Adoption

15 Chair Spiller casts one vote in favor of adoption as presented.

16 6. Town Manager's Report

17 Town Manager reported on Emery Field Phase 2 Project, Whipple Road Sidewalk Project,
18 Recycling Scholarship Applications, Route 236/Dennett Road Hydrological Study and March
19 for Meals on Wheels.

20 Upcoming Dates:

21 Youth Ad Hoc Com Applications Due – March 31

22 Easter Egg Hunt – April 1

23 York River Partnership Stewardship Committee Applications Due – April 14

24 Mooring Renewal Deadline – April 15

25
26 Councilor Stevens asked if the meeting on the Hydrological Study was recorded. She also
27 asked if there is a picture model for the Emery Field Project.

28 Town Manager responded.

29
30 Councilor Dow asked about the funding for Emery Field Playground.

31 Town Manager responded.

32
33 Chair Spiller stated that the presentation on the Hydrological Study was very well done and

34 interesting.

35

36

37 7. Acceptance of Previous Minutes

- 38 • January 23, 2023
- 39 • February 13, 2023

40

41 All were in favor of accepting both sets of minutes as presented.

42

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

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

46 10. PUBLIC HEARINGS

47 a.(030223-01) The Kittery Town Council moves to hold a public hearing and vote on
48 the June warrant articles.

49 Chair Spiller gave an overview.

50 Motion to move the warrant article as presented by Councilor Dow, seconded by Councilor
51 Stevens.

52 Councilor Dow has questions and/or changes he would like to make to articles 5, 6 and 9.

53 Councilor Stevens has a question about article 6.

54 Chair Spiller asked Council to vote on all other articles that do not have any questions or
55 changes to be made. After the vote they will open up discussion on the 3 articles in question.

56 Motion passes 6-0-0

57 b.(030223-02) Town Council moves to make recommendations on articles 5, 6 & 9.

58 Moved by Chair Spiller, seconded by Councilor Dow.

59 Councilor Dow stated that he feels article 5 and 6 should be increased to \$80,000.
60 Town Manager responded to the suggestion to increase.

61

62 Vice Chair McGuire asked for clarification on when article 5 is used.

63 Town Manager responded.

64

65 Vice Chair also asked if the Town gets a reimbursement from the state on General Assistance.
66 Town Manager responded.

67
68 Councilor Stevens asked for the difference in what is typically spent on General Assistance in
69 past years as opposed to this year's costs.

70 Town manager responded.

71
72 Councilor Stevens moves to increase the amount in article 5 from \$40,000 to \$80,000 and
73 article 6 from \$40,000 to \$100,000, seconded by Councilor Dow.

74 Motion passes 6-0-0

75
76 Councilor Dow asked for clarification on Article 9 and previous LED lighting projects.

77 Town manager responded.

78
79 Vice Chair McGuire stated that from a CIP perspective, Article 9 is catching up to inflation
80 costs.

81 Town Manager responded.

82
83 Chair Spiller moves to place Council recommendations for articles 5, 6 and 9 on the June
84 ballot, seconded by Vice Chair McGuire.

85 Motion passes 6-0-0

86

87 11. DISCUSSION

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

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

90 c. Chairperson's response to public comments

91 12. UNFINISHED BUSINESS - None

92 13. NEW BUSINESS

93 a. Donations/gifts received for Council disposition.

94 b. (030223-02) The Kittery Town Council moves to appoint a Councilor to interview
95 Douglas Basnett along with the chair of the Kittery Community Center Board of
96 Directors for a three-year term to expire December 31, 2026.

97 Chair Spiller moves to appoint Douglas Basnett, seconded by Councilor Dow.

98 Motion passes 6-0-0

99

100 c. (030223-03) The Kittery Town Council moves to approve a request from Footprints
101 Food Pantry to post signage around Town from May 13, 2023 to May 20, 2023 for
102 the US Post Office Stamp Out Hunger food drive.

103 Moved to approve by Councilor Stevens, seconded by Councilor Dow.

104 Motion passes 6-0-0

105

106 d.(030223-04) The Kittery Town Council moves to support the SAFER grant
107 application.

108 Town Manager gave an overview.

109 Moved to support the application by Councilor Clark, seconded by Councilor Bragg.

110 Councilor Dow asked for clarification for the number of firefighters the Town was looking to
111 acquire with the SAFER Grant and the cost to the Town with seeking 8 additional fire fighters
112 after the grant has expired.

113 Vice Chair McGuire stated that he shared similar concerns to Councilor Dow about seeking 8
114 more fire fighters and the cost to the Town after the grant has expired.

115 Councilor Stevens asked about the anticipated revenue from the ambulance bay.
116 Town Manager responded.

117
118 Councilor Stevens asked if the ambulance bay should continue to be contracted out vs. having
119 the Town take over.

120 Town Manager responded.

121
122 Councilor Stevens stated that she feels more comfortable with having requesting 4 firefighters
123 through the SAFER Grant instead of 8.

124
125 Councilor Clark asked the Town Manager how many fire fighters the Town needs to be
126 considered fully staffed.

127 Town Manager responded.

128
129 Councilor Clark asked about the reliability of contracting the ambulance bay out. He stated that
130 he would feel more comfortable seeking 8 firefighters to cover the public's safety.

131
132 Councilor Dow asked how much as been invested in Gorges Road vs. Walker and if there
133 would be rent charged for the ambulance bay if it continues to be contracted out.

134 Town Manager responded.

135
136 Councilor Bragg stated that she supports seeking 8 fire fighters from the SAFER Grant.

137
138 Vice Chair McGuire asked for clarification around the ambulance services.

139 Town Manager responded.

140
141 Chair Spiller asked the Town Manager if she has looked into similar sized communities when
142 assessing the number of firefighters needed.

143 Town Manager responded.

144
145 Chair Spiller stated that Council is in support of the SAFER Grant and that if the Town gets the
146 Grant that is when they will vote on how many firefighters they will actually seek.

147 Town Manager responded.

148

149 Councilor Stevens asked if the Town would have a better chance at receiving the Grant if we
150 applied for only 4 vs 8.
151 Town Manager responded.
152
153 Motion passes.
154 6-0-0
155

156 14. COUNCILOR ISSUES OR COMMENTS

157 Councilor Stevens stated she had no comments at this time.

158 Councilor Clark stated that he had no comments at this time.

159 Councilor Bragg reminded the community that the Senior Tax credit application is due April 1
160 and to keep the community of the Nashville shooting in their thoughts and prayers.

161 Councilor Dow stated that Emily Flinkstrom was named honoree women of the year for 2022
162 for all her hard work and dedication to serving her community.

163 Vice Chair McGuire stated that he believes very strongly in voting rights and is saddened to
164 hear that legislature in Maine was in support of doing away with ballot drop boxes. He further
165 stated that accessibility for voting is vital and thought the ballot boxes helped many residents
166 vote and hopes to see the use of them continue.

167 Chair Spiller stated that she has no comments at this time.

168 15. COMMITTEE AND OTHER REPORTS

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

171 16. EXECUTIVE SESSION

172 17. ADJOURNMENT

173
174 Motion to adjourn by Councilor Dow at 7:02 PM, seconded by Councilor Stevens.
175 All were in favor.

176
177
178 Submitted by Jennifer Wheeler
179

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

1
2 **KITTERY TOWN COUNCIL**

3 **April 10, 2023**

4 **6:00PM**

5 1. Call to Order

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

7 2. Introductory

8 3. Pledge of Allegiance

9 4. Roll Call

10 Councilors present: Councilor Bragg, Councilor Dow, Councilor Hamm, Councilor Clark,
11 Councilor Stevens, Vice Chair McGuire and Chair Spiller

12 5. Agenda Amendment and Adoption

13 Chair Spiller cast one vote to accept agenda as presented.

14 6. Town Manager's Report

15 Town Manager reported on Homelessness Response Preparedness, Memorial Circle Beach
16 Grass, Kittery Community Center Master Plan, Applications for Absentee Ballots and the April
17 Freebie Barn.

18 Upcoming Dates:

19 Absentee Ballot Applications Available

20 KCC Campus Master Plan Input Session – April 12

21 York River Partnership Stewardship Committee Applications Due – April 14

22 Mooring Renewal Deadline – April 15

23 Observance of Patriots Day – Town Hall Closed – April 17

24 Kittery Education Scholarship Deadline – April 21

25 Seacoast Environmental Film Festival – April 22

26 Freebie Barn Community Swap and Bike Repair – April 30

27 Town Meeting and School Budget Validation Referendum – June 13

28
29 7. Acceptance of Previous Minutes

- 30
 - February 27, 2023

31 All were in favor to accept as presented.

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

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

a.(040123-01) The Kittery Town Council moves to accept a presentation from the Kittery School Department on the FY24 Budget.

Eric Waddell, Superintendent of Schools, gave a presentation for the FY24 School Department Budget.

Councilor Clark asked about the Federal Impact Fee and how many students were receiving it. He stated his disapproval toward the amount of funding from the Federal Government for these students and requested that the Town Manager write a letter to the Congressional Leaders requesting additional funds for these students.

Councilor Stevens asked if there was one Social Worker to serve all districts and if there was a plan to increase that number in the future. Superintendent responded.

Councilor Dow thanked the Superintendent for the presentation. He inquired about the Debt Service Payments and how it is used. Superintendent responded.

Councilor Stevens asked about the Lacrosse Teams that they are deferring. Superintendent responded.

Councilor Hamm thanked the Superintendent for his presentation and asked how many Special Ed students were enrolled in Kittery Schools. He also asked if there is a plan to address the issues with technology within school hours. Superintendent responded.

10. PUBLIC HEARINGS

a.(040123-02) The Kittery Town Council moves to hold a public hearing on Title 16 – Stormwater Management (Will be postponed)

Town Manager asked that the public hearing be postponed until May 8, 2023.

Motion to postpone until May 8, 2023 made by Councilor Dow, seconded by Vice Chair McGuire. Motion passes 7-0-0

11. DISCUSSION

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

- 73 b. Response to public comment directed to a particular Councilor
- 74 c. Chairperson's response to public comments

75 12. UNFINISHED BUSINESS - None

76 13. NEW BUSINESS

- 77 a. Donations/gifts received for Council disposition. None

- 78 b.(040123-03) The Kittery Town Council moves to schedule a public hearing on April
- 79 24, 2023, on Title 12 – Camping.

80 Moved to schedule a public hearing on April 24,2023 by Councilor Dow, seconded by
81 Councilor Bragg.
82 All were in favor.

- 83
- 84 c. (040123-04) The Kittery Town Council moves to schedule a public hearing on April
- 85 24, 2023, on Title 10 – Cutts Island Lane Traffic Safety.

86 Moved to schedule a public hearing on April 24, 2023 by Vice Chair McGuire, seconded by
87 Councilor Hamm
88 All were in favor.

- 89
- 90 d.(040123-05) The Kittery Town Council moves to schedule a public hearing on May
- 91 8, 2023 on the vacation of a paper street in accordance with 23 MRS §3027.

92 Town Manager gave an overview.

93 Moved to schedule a public hearing on May 8, 2023 by Councilor Dow, seconded by Councilor
94 Hamm.
95 Motion passes 7-0-0

- 96
- 97
- 98 e.(040123-06) The Kittery Town Council moves to schedule a public hearing on May
- 99 1, 2023, on the Town Meeting Referendum and School Budget Ordinances.

100 Moved to schedule the public hearing on May 1, 2023 by Councilor Dow, seconded by Vice
101 Chair McGuire.
102 All were in favor.

- 103
- 104 f. (040123-07) The Kittery Town Council moves to schedule a public hearing on May
- 105 8, 2023 on a new Special Activity/Amusement permit from Rolling in the Mudd LLC
- 106 dba When Pigs Fly Restaurant located at 460 US Rte 1, Kittery.

107 Moved to hold a public hearing on May 8, 2023 by Councilor Hamm, seconded by Councilor
108 Stevens.

109 All were in favor.

110

111 g.(040123-08) The Kittery Town Council moves to approve a request from
112 Harbourside Garden Club to post signage around Town from May 20, 2023 to May
113 27, 2023 for their annual plant sale.

114 Moved to approve request by Councilor Stevens, seconded by Councilor Dow.

115 Councilor Dow asked about the rules on signage.

116 Town Manager responded.

117

118 Chair Spiller asked if businesses are allowed to display signs on their property.

119 Town Manager responded

120

121 Motion passes 7-0-0

122 h.(040123-09) The Kittery Town Council moves to appoint Erin Brochu, Scott Simpson
123 Jr and Carol James to the Youth Ad Hoc Committee:

124 Moved to appoint Erin Brochu, Scott Simpson Jr and Carol James by Councilor Dow,
125 seconded by Councilor Clark.

126 Councilor Stevens asked if these were community wide members and if there would be
127 members from other committees.

128 Councilor Bragg responded.

129

130 Motion passes 7-0-0

131

132 14. COUNCILOR ISSUES OR COMMENTS

133 Councilor Bragg stated that she is happy to be moving forward with the Ad Hoc Committee and
134 that she did receive one youth application for the Committee.

135 Councilor Dow thanked the School Department for the presentation and encouraged Traip
136 students to apply for the Recycling Scholarship.

137 Councilor Clark discussed the Federal Impact Fee and its impact on residents.

138 Councilor Hamm stated that he has been over in the Pacific area and he took away how
139 important peace is in our world today. He stated that he is glad to be back.

140 Councilor Stevens stated that she has no comments this evening.

141 Vice Chair McGuire stated that he has no comments this evening.

142 Chair Spiller stated that she has no comments this evening.

143

144 15. COMMITTEE AND OTHER REPORTS- None

145 a. Communications from the Chairperson

146 b. Committee Reports

147 16. EXECUTIVE SESSION

148 17. ADJOURNMENT

149

150 Moved to adjourn by Councilor Stevens at 7:26 PM, seconded by Vice Chair McGuire.

151 All were in favor.

152

153

154 Submitted by Jennifer Wheeler

155

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



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

REPORT TO TOWN COUNCIL

Meeting Date: April 10, 2023
Update: April 24, 2023
From: Kendra Amaral, Town Manager
Subject: Title 10 – Cutts Island Lane Stop Intersection
Council Sponsor: Chairperson Judy Spiller

OVERVIEW

The Town received a request from residents of Chauncey Creek Road to provide traffic calming/speed reduction solutions. We are investigating several short-term options including variable speed signs, flashing stop beacons, and additional intermittent police presence.

In internal discussion regarding traffic calming in this area, the Police Chief recommended that the intersection of Cutts Island Lane and Chauncey Creek Road be changed to a stop intersection (from a yield intersection) to improve safety.

Though this does not directly address the residents' concerns regarding speeds on the other end of Chauncey Creek Road, the proposed amendment will improve safety overall for traffic in that area.

PROPOSED SOLUTION/RECOMMENDATION

Approve the declaration as proposed.

ATTACHMENTS

- Draft Title 10 – Cutts Island Lane Stop Amendment
- Draft Title 10 – Cutts Island Lane Stop Enactment
- Map of impacted area

**TITLE 10
TRAFFIC SAFETY**

1. ADD STOP INTERSECTION in §10.2.2.1 On public ways as follows:

The following intersections are designated as stop intersections and stop signs are to be so erected:

Stop Sign on

At Intersection With

Chauncey Creek Road, southeast

Cutts Island Lane

Cutts Island Lane

Chauncey Creek Road, southeast

2. DELETE YIELD INTERSECTION in §10.2.3 Yield intersections designated as follows:

The following intersections are designated as yield intersections and yield signs are to be so erected:

Yield Sign on

At Intersection with

~~Cutts Island Lane~~

~~Chauncey Creek Road, southeast~~

KITTERY TOWN CODE
TITLE 10
CUTTS ISLAND LANE/CHAUNCEY CREEK ROAD INTERSECTION

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 at the intersection of Cutts Island Lane
11 and Chauncey Creek Road by creating a stop intersection in lieu of the yield intersection
12 currently in effect;

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



Cutts Island Lane

Kittery, ME

1 inch = 137 Feet



www.cai-tech.com

March 22, 2023



	Water-poly		Cemetery		Property Line
	Map - Lot Labels		Property Hook		Public Road
	Right of Way		PWater		

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.



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

REPORT TO TOWN COUNCIL

Meeting Date: April 10, 2023
Update: April 24, 2023
From: Kendra Amaral, Town Manager
Subject: Title 12 - Camping
Council Sponsor: Chairperson Judy Spiller

OVERVIEW

Members of the Town Council have expressed an interest in clarifying and consolidating the ordinances as they relate to camping in public parks, open space, and on public ways.

The proposed ordinance amendments remove individual camping regulations throughout various sections of Title 12 and consolidates them into a single chapter that addresses not just specific parks, but all publicly owned parks, open space, and rights of way.

PROPOSED SOLUTION/RECOMMENDATION

Approve the declaration as proposed.

ATTACHMENTS

- Draft Title 12 – Camping Amendment
- Draft Title 12 – Camping Enactment
- Fort Foster Rules (see special event)

Chapter 12.11 CAMPING

1. Delete Camping from Seapoint and Crescent Beaches as follows:

~~§ 12.4.14 Camping prohibited.~~

~~Camping is prohibited from 11:00 p.m. to 6:00 a.m.~~

2. Delete Camping from Rogers Parks as follows:

~~§ 12.3.3 Restrictions.~~

~~H. — Camping is prohibited from 12:01 a.m. to 6:00 a.m., unless permitted by the Town Council.~~

3. Delete Camping from Town Farm Forest as follows:

~~§ 12.7.3 Restrictions.~~

~~H. — Camping is prohibited from 12:01 a.m. to 6:00 a.m., unless permitted by the Town Council.~~

4. Create a new Title 12.11 Camping as follows:

§ 12.11.1 Definitions

The following terms have the meanings indicated in this section:

CAMPING

Camping is the setting up or occupation of any temporary shelter, tent, lean-to, or other temporary structure intended to provide its occupants with refuge from the weather and natural elements.

§ 12.11.2 Prohibited

A. Camping is prohibited in public open space, on public rights of ways, and in Town parks excepting Fort Foster, from 11:00 p.m. to 6:00 a.m., unless permitted by the Town Council.

B. Camping in Fort Foster is permitted only upon approval of a special event permit, in accordance with Fort Foster rules.

§ 12.11.3 Enforcement

A. This chapter is enforced by the Police Department and the Code Enforcement Officer.

B. The Town may remove any camping structure found in violation of this chapter.

§ 12.11.4 Violation

A. Any violation of this chapter will be assessed a penalty of \$50.

B. Repeat offenders and/or those who fail to pay penalties in accordance with this Title may be issued a no trespass order for one year.

KITTERY TOWN CODE
TITLE 12
CAMPING

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 clarify and achieve consistency regarding its regulations on
11 camping on public property, open space, or rights of way; and

12 **NOW THEREFORE**, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN
13 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENTS TO TITLE 12
14 OF THE TOWN CODE, AS PRESENTED.

15 **INTRODUCED** and read in a public session of the Town Council on the ____ day of _____,
16 20____, by: _____ {NAME} Motion to approve by Councilor
17 _____ {NAME}, as seconded by Councilor _____ {NAME} and
18 passed by a vote of _____.

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

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



FORT FOSTER PARK POLICIES AND REGULATIONS

Fort Foster is a local treasure, steeped in history with trails, beaches, play areas and outdoor function space. Fort Foster is also a complex and vital natural resource providing habitat to native and endangered animals, plants and trees.

Please help the Town of Kittery protect this vital natural resource for our generation and generations to come.

A. SCHEDULE AND HOURS OF OPERATIONS

1. The park bathrooms and parking lots will be open on weekends, from 10AM to sunset, in May before Memorial Day and in September after Labor Day.
2. The park bathrooms and parking lots will be open seven days a week, from 10AM to 8PM or sunset, whichever is earlier, between Memorial Day and Labor Day, inclusive.
3. The park parking lots may be open October through April, excepting when snow or ice events have made the park roads and/or parking lots unsafe for vehicles.

B. PARKING AND VEHICLES

1. The speed limit on all park roads is 5MPH.
2. Parking is allowed in designated areas only.
3. Non-motorized watercraft, windsurfers, sea kayaks and canoes may be brought in on car-tops or trailers. If trailers are used, the trailer must be parked with their vehicle after the visitor has dropped off their watercraft at Windsurfer's Beach.

C. USE OF PARK

1. Use of the park is at own risk at all times.
2. There are no trash receptacles in the park. All litter, trash, and pet waste must be carried out. Littering is prohibited in accordance with Kittery Town Code and State Law.
3. Grills are provided for charcoal use only, and only for the purpose of cooking. Bonfires are not permitted.
4. Consumption of alcoholic beverages are prohibited by State Law.
5. The Town is not responsible for lost or stolen property or items.
6. There are no lifeguards on duty. Swimming is at own risk.
7. There is no swimming or diving allowed from the pier.
8. Non-motorized watercraft, windsurfers, sea kayaks and canoes may only be launched from Windsurfer's Beach.
9. Removal or destruction of any buildings, facilities, flora, or fauna is prohibited.
10. Use of metal detectors is prohibited.
11. Hunting is prohibited.

12. Scuba diving is only permitted at the designated Scuba Beach. Scuba diving is not permitted from the main beach area, or in areas signed as prohibited.
13. The Town Manager may close the beaches when water quality testing determines the water to be unsafe for human contact.

D. DOGS AND OTHER ANIMALS

1. With the exception of dogs, no domestic animals are allowed in the park.
2. Dogs are prohibited on Pier South Beach, as designated by signs, on weekends in May and September, and every day from Memorial Day to Labor Day, inclusive.
3. Dogs must be on leash 10AM to park closing on weekends in May and September, and every day from Memorial Day to Labor Day, inclusive.
4. Dogs must be on leash 10AM to 3PM from the day after Labor Day of one year, to the day before Memorial Day of the next year.
5. The maximum leash length allowed is 10 feet.
6. Visitors must immediately collect and secure pet waste while in the park. Visitors must maintain possession of their pet's waste while on public property; it may not be left behind for future retrieval.
7. Visitors may not bring in more than three dogs at any time while in the park.

E. SEASON and DAY PASSES

1. All pass fees are established by the Town Council in Appendix A of the Kittery Town Code.
2. No visitor may enter the park during park operating hours without a valid Season Pass or a Day Pass.
3. Season Passes are good for the calendar year in which they are issued.
4. Town residents or property owners, except organizations and corporations, may obtain a Resident Season Pass.
5. Proof of residency can be satisfied by one or more of the following showing a Kittery address:
 - a. Maine Driver's License
 - b. State of Maine ID
 - c. Maine vehicle registration
 - d. Utility bill
 - e. Personal check
 - f. Rent or lease agreement
 - g. Buyers order for a new home
 - h. Registered voter in Kittery
6. A season pass may be used by the season pass holder and their immediate family residing within the same household.
7. Town residents or property owners age 62 or older may obtain a Senior Citizen Season Pass.
8. Disabled American Veterans who are 100% disabled may obtain a free season pass upon presentation of a Federally issued 100% Disabled Veteran Identification Card or a Veterans Administration Awards Letter of Entitlement stating 100% disability.
9. All others may obtain a general Season Pass.
10. Season passes are assigned to a vehicle. To apply for a pass the applicant must provide proof of registration for the vehicle that will be associated with the pass. Once issued, the season pass

must be affixed to the vehicle, no higher than 4 inches from the bottom line of the driver's side of the windshield.

11. Failure to affix the Season Pass to the vehicle as directed will result in denied entrance or the requirement to purchase a day pass for that day. No exceptions will be made.
12. Replacement passes may be obtained if lost, for a fee. Receipt of the original pass purchase is required.
13. Up to five "pass cards" will be issued to each season pass holder and allows for entry on foot or bicycle for the pass holder.
14. Vehicles with a capacity of more than 15 passengers may not obtain or use a season pass. These vehicles must use a Day Pass to enter the park.
15. All other means of entry while the park is open will be through the purchase or issuance of a day pass.
16. Only one day pass purchase may be used for credit towards the purchase of a season pass. The day pass must have been purchased in the same calendar year as the season pass.

F. RESERVATION OF PAVILIONS

1. All pavilion reservation fees are established by the Town Council in Appendix A of the Kittery Town Code.
2. The pavilions may be reserved for group-use.
3. The maximum number permitted in any group is one hundred (100) people.
4. Groups may reserve a pavilion only once per season.
5. The reservation fee for a pavilion assures the reservation holder that the pavilion will be reserved for their use.
6. All groups reserving a pavilion must leave the area in as good condition as it was found. Future pavilion reservation or access to the park may be revoked, and/or fees to repair damage may be incurred.
7. All trash and waste must be removed by the group. Waste receptacles will not be provided by the Town.
8. Any group reserving a pavilion must leave the area by 7:00PM, or one hour before posted gate closing, whichever is earlier.
9. Reservation applications for the pavilion are available through the Town.
 - a. January 1 - April 15 - Reservations accepted from any Kittery group on a first come, first serve basis.
 - b. April 16-September 23 – Reservations accepted from the general public.
10. Two signs must be placed by the reservation holder, on the day of their reservation. One must be placed at the intersection of the Pier Road and the Pavilion Road, and the other at the Pavilion stating the following: PAVILION RESERVED TODAY - (NAME OF GROUP). Signs should be 2'X2'. Signs must be removed at the end of the day by the reservation holder.
11. Payment of the pavilion fee does not include the park entrance fee for visitors associated with the reservation. Visitor entrance fees will be collected at the gate.
12. Kittery based civic, social, or non-profit organizations will be allowed into the park for one day per season free of charges provided:
 - a. The reservation is made for weekends in May or September or weekdays from Memorial Day through Labor Day.

- b. The organization submits a written application to reserve the pavilion and for the fees to be waived at least 7 days prior to the desired date.
- c. Traip Class Reunions must be celebrating their 10th, 20th, 25th, or 50th anniversary for fees to be waived.

G. SPECIAL EVENTS

- 1. The park may be used for special events organized by the Town or Kittery-connected non-profits and community organizations upon approval of the Town Manager.
- 2. All special events must be compatible with the mission of the park.
- 3. The Town Manager will seek recommendations on applications for special events from the Parks Commission, Public Works Department, and any other Town department or state entity as may be relevant to the special event application.
- 4. Fees may be charged for special events to cover the costs of Town employees and resources needed for the special event (e.g., providing access to the park, bathroom facilities, etc.). Fees will be determined on a case-by-case basis, specific to the needs and nature of the special event.

H. COMMERCIAL USE

- 1. Commercial activities, such as selling merchandise and providing guided tours or instructional courses where participants pay a fee for the services, are prohibited from the park without prior approval of the Town Council.
- 2. Commercial tours involving non-motorized watercraft (e.g., sea kayak tours) are prohibited from launching within the park.

I. AMENDMENTS

- Approved as amended 06/09/97
- Approved as amended 09/03/97
- Approved as amended 12/20/99
- Approved as amended 04/24/00
- Approved as amended 05/29/02
- Approved as amended 08/23/04
- Approved as amended 06/27/05
- Approved as amended 09/26/05
- Approved as amended 01/28/08
- Approved as amended 04/14/08
- Approved as amended 10/16/13
- Approved as amended 11/24/14
- Approved as amended 06/26/17
- Approved as amended 01/24/19
- Approved as amended 03/28/22

KITTERY COMMUNITY CENTER DEPOSIT

Date: 4/6/23

Receipt # _____

Checks: \$ 25.00

Cash: \$ _____

Total: \$ 25.00

KCC Donations

Account # 2063-43600

Initials: *J*

MARGARET G MULHEARN 1009 52-7450/2112 1534
143 ROGERS ROAD APT 103
KITTERY, ME 03904

DATE 4/5/2023 MP

PAY TO THE ORDER OF Kittery Community Center \$ 25.00

Twenty-five ⁰⁰ ~~00~~ DOLLARS ← Heat Reactive Ink

Kennebunk Savings MEMO DONATION *M. J. ...* MP

⑆ 211274502⑆ [REDACTED] 1534

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

To: Kittery Town Council

From: Ric Public Library

Date: 4/07/23

For your consideration.

The donation shall be deposited into the Library donation fund (Account # 5023/43600). This donation (\$310.00) is from the Retired Navy Wives Book Club in memory of Phyllis Welch. They want these funds to be dedicated for the purchase of travel and culture books on Japan and other travel books.

Thank you,

Lee Perkins



Linda C Cheatham
144 Pepperrell Road
Kittery Point, ME 03905

for the Retired Navy Wives Book Club
12-81 3994

March 31, 2023
Date
Fecha

68-7534/2560
02

CHECK ARMOR

Pay to the Order of
Páguese a la Orden de

The Rice Public Library

\$ *310.00*

Three-hundred-ten-and-no-hundredths
Dollars
Dólares



STATE
DEPARTMENT
FEDERAL CREDIT UNION

1630 King Street
Alexandria, Virginia 22314
www.sdfcu.org

For
Para

donation in memory of
Frank L. [redacted]

Linda C. Cheatham

World Travelers

WORLD TRAVELLERS

To: Kittery Town Council

From: Ric Public Library

Date: 4/07/23

For your consideration.

The donation shall be deposited into the Library donation fund (Account # 5023/43600). This donation (\$500.00) is from the Lions Club. They want these funds to be dedicated for the purchase of large print books

Thank you,

Lee Perkins

KITTERY LIONS CLUB
ACTIVITY ACCOUNT
PO BOX 104
KITTERY, ME 03904-0104

52-7450/2112

1955

DATE 3/8/23

SPECIALTY PAPER HIGH SECURITY



PAY TO Rice Public Library \$ 500.00
THE ORDER OF five hundred xx/100 DOLLARS

Heat Reactive Ink



MEMO Donation

Jerry L. Foe

MP

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

To: Kittery Town Council

From: Ric Public Library

Date: 4/07/23

For your consideration.

The donation shall be deposited into the Library donation fund (Account # 5023/43600). This donation (\$2500.00) is from the Friends of Rice Public Library. They want these funds to be dedicated for the use of the Rice PL Children's summer reading program.

Thank you,

Lee Perkins

Friends of the Rice Public Library

The Board of the Friends of the Rice Public Library and all its members are pleased to present this check in the amount of \$2500.00 to support the children's summer reading program.

Regards,

Donald Craig

Merry B. Craig

Donald and Merry Craig

Treasurers, representing the Board and all the Friends membership.

April 6, 2023

3050



FRIENDS OF THE RICE PUBLIC LIB

2 FOLLETT LN
KITTERY POINT, ME 03905-5103

KENNEBUNK SAVINGS
52-7450/2112

4/6/2023

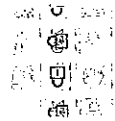
PAY TO THE
ORDER OF Town Of Kittery - Rice PL

\$ **2,500.00

Two Thousand Five Hundred Only*****

DOLLARS

Rice Public Library
8 Wentworth Street
Kittery, Maine 03904



Donald Gray

AUTHORIZED SIGNATURE

MEMO

Children's Summer Reading Program



00010001 / 002-14



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

REPORT TO TOWN COUNCIL

Date: March 13, 2023
Update: April 24, 2023
From: Kendra Amaral, Town Manager
Subject: Seapoint Beach Fire Permits
Councilor Sponsor: Chairperson Judy Spiller

EXECUTIVE SUMMARY

In accordance with §12.4.9.4 of the Seapoint and Crescent Beaches fire ordinance, the Town Manager is required to provide a report to the Town Council no later than one year from the date of enactment on the status of compliance, 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 the first year of implementation of a new ordinance that requires a permit to have a fire, and restricts the number of fires allowed at Seapoint Beach between May and October each year.

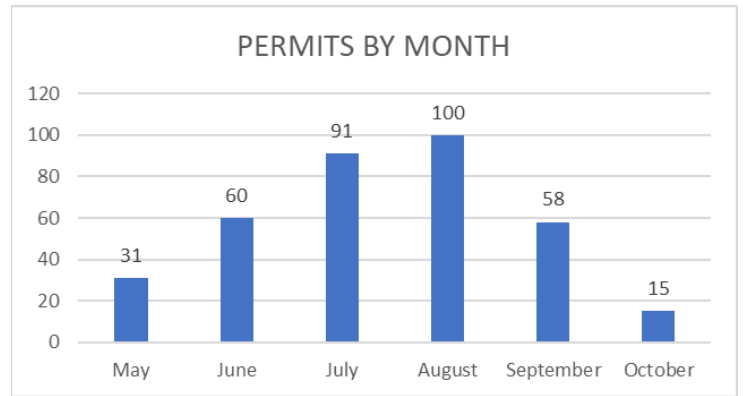
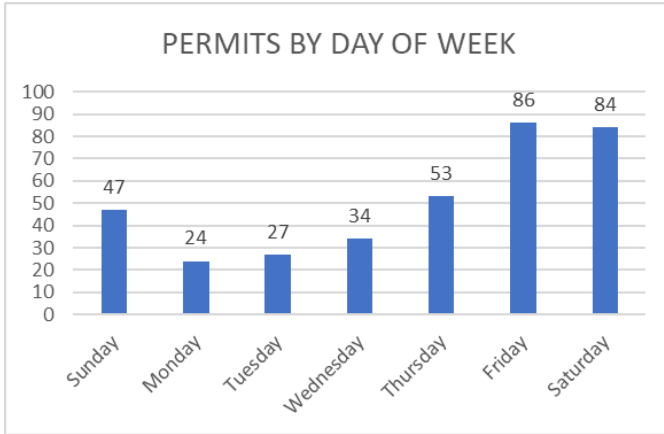
BACKGROUND

The Council adopted amendments to Title 12.4 Seapoint and Crescent Beaches to address the neighborhood complaints about debris and late-night noise from the growing number of fires at Seapoint Beach, and the strong community-wide interest in allowing fires to continue at the beaches.

The Council formed a Beaches Working Group to develop recommendations for addressing the issues. The Beaches Working Group included five citizen members, representatives from the Kittery Land Trust, Parks Commission, Town Council, the Fire and Police Chiefs, the Animal Control Officer, and Town Manager. For more information about the process and recommendations of the Beaches Fires Working Group, please see that attached Report to Council.

OUTCOMES

A total of 355 permits were issued between May and October of 2022 for Seapoint Beach Fires. Of those 270, or approximately 76% were issued to residents. Eighty-five permits were issued to nonresidents. Total revenue generated in this period was \$1,255.



The Public Safety team has responded to complaints regarding fires at the beach 20 times last year. The majority of the calls for service were generated by adjacent land owners. Of the twenty responses, we sent firefighters and apparatus 7 times, the Fire Chief went 9 times alone, and Police Officers responded 4 times.

Eleven of the 20 responses occurred within the six weeks of implementation of the ordinance. This resulted in a report to Council on June 13, 2022, regarding the impact the calls for service were having on our emergency response resources and capabilities. The relevant report is attached.

As an outcome of the report, Council Chair Spiller, Public Safety staff and I met with the resident generating the majority of the calls for service and came to shared understanding of the monitoring limitations and expectations.

Responses to the beaches became much more manageable thereafter with only 9 additional responses needed over the remaining four months of the permitting season.

UPDATE

Following discussion of this report at the Council’s March 13 meeting, the Council reached consensus on amending the ordinance to require, by law, a report on compliance following year two of the program, or no later than April 2024.

PROPOSED SOLUTION/RECOMMENDATION

Considerations for amendments:

- Update §12.4.9.4 of the ordinance to require submission of a report on the status of compliance within two years of enactment or effectively before April 2024.
- Review fees for potential adjustments to reflect the cost of response/compliance monitoring.

ATTACHMENTS

- Draft Title 12 – Beach Fires amendment
- Draft Title 12 – Beach Fires enactment

**TITLE 12
SEAPOINT & CRESCENT BEACHES
BEACH FIRES**

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

1 § 12.4.9.4 Review of chapter.

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

**KITTERY TOWN CODE
TITLE 12
BEACH FIRES REPORTING**

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 revise the ordinance to require a report of beach fire activity and
11 enforcement prior to April 2024 which is no more than two years from the date the original
12 ordinance was enacted;

13 **NOW THEREFORE**, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN
14 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENTS TO TITLE 12
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

Kendra Amaral

From: Nick Mercier <nick@macyind.com>
Sent: Thursday, April 6, 2023 10:03 AM
To: Kendra Amaral
Cc: kmock@kitteryme.org; Jessa Kellogg; David Rich; Jason Garnham; All Town Councilors; Cyrus Clark
Subject: RE: Whipple Road vacant lot improvements

Kendra

Thank you for the detailed response. I will reach out to the Town Councilors and see if they are interested in hearing a proposal from me. My intentions are good, in that I am looking to provide the public with a location that provides water access to the backchannel and an improvement to the parcel with regards to debris and vegetation.

I understand the difficulties that ensue with having this very small town owned parcel becoming another piece of property that requires additional maintenance by DPW. I am hoping that we as a town can find a means to that.

My proposal would include the following.

- Request to for the opportunity to be put on the ballot for a vote
- Provide a Lifetime easement to the town of Kittery (access / drainage / etc...)
- Non-buildable lot

The benefits I see would be

- Removable of invasive species
- Improvement of a parcel of land of trash and debris along a waterway
- Replanting of native species / habitat
- Community usage / access to water
- No cost to the community for maintenance
- Taxable base for the town

Again, I appreciate your response and look forward to speaking with you in the future.

Thank you
Nick Mercier

From: Kendra Amaral <KAmaral@kitteryme.org>
Sent: Thursday, April 6, 2023 9:35 AM
To: Nick Mercier <nick@macyind.com>
Cc: kmock@kitteryme.org; Jessa Kellogg <JKellogg@kitteryme.org>; David Rich <drich@kitteryme.org>; Jason Garnham <JGarnham@kitteryme.org>; All Town Councilors <AllTownCouncilors@kitteryme.org>; Cyrus Clark <cyrusclark@hotmail.com>
Subject: RE: Whipple Road vacant lot improvements

Hello Nick,

I saw a message today that you stopped by yesterday regarding this parcel and that you already have Council support. I appreciate the challenge you are having regarding your neighbors accessing the water through your property. I can imagine the liability issues and concerns that raises.

The staff have reviewed your proposal and considered the dominos that it falls. Though these are not necessarily your concern or on your radar, we are required to consider them. For this reason, as staff we have respectfully declined to advance your offer. However, the Town Council can certainly decide to take up the matter. Our Council is very good at looking at the details, weighing the pros and cons, and being thoughtful in their decision making. If they approved it, we would act accordingly and cooperatively. If you are interested in pursuing Council action, we can seek a Council agenda item on the April 24th meeting for Council to discuss.

The Town of Kittery holds a number of water-adjacent land throughout Town. The control of that land provides natural buffers for stormwater, erosion control, storm surge protection, tree cover, etc. Though I can't discern the rhyme or reason of how the Town decided which lands to hold or obtain over its 375 years of incorporation, there was clearly some thought put into the holdings Kittery has along the water.

The request to clear that land and make a "public" kayak launch would absolutely resolve the matter for you and your immediate neighbors and certainly seems reasonable in that sense. Providing more access to the water is a key objective of the Town, as access is getting scarce, and limited to only those who can afford to live adjacent to the water.

Our concern is your proposal creates an exclusive public benefit for those directly adjacent only, meaning there is no way other members of the general public can utilize the launch due to lack of support facilities (i.e. parking). We have spent considerable time and resources dealing with this in other areas of town, where public open space is available, but as neighbors have changed over time and in such the neighborhood shifts to not wanting the general parking that occurs with accessing the public facilities. We believe this would create another conflict node in the future and are concerned, from experience, the short-term benefit will be overshadowed by the long-term issues.

Additionally, by improving that space for a public launch, we would be responsible for ongoing maintenance and upkeep including addressing erosion, storm damage, safe use, etc. The Town Council would have to consider adding additional staff to our team, as we are already stretched exceptionally thin for our roadside/parks maintenance crew. Though one small space seems ridiculous to require additional staff to maintain, we have incrementally added to the number of public areas the DPW team is trying to maintain, based on the notation "what's one more small space". To divert scarce resources to a limited-use launch, that is not accessible for the town as a whole, is difficult to advocate for as a Town Manager. The Council may decide otherwise.

In terms of selling the property, that would require a ballot vote, per Town Charter. The Council could consider putting it on the November ballot. Please note though, the sale would be open, meaning anyone can buy it and do with it as they please, so long as it is compliant with code. If the Council was to do this, I would also ask them to establish a policy that guides what we do when other property owners adjacent to public land on the water seeks the Town to sell its buffer spaces. It is important the Council is prepared to deal with similar requests to purchase water adjacent parcels owned by the Town in a fair and consistent manner into the future.

Please be assured, we understand the issues you are grappling with both on the legal side and on the side of trying to be a good neighbor; and your willingness to actively address that immediate issue is the mark of a good citizen. Staff declination to pursue the offer is simply because we have a larger community we must be mindful of, and we have experience in how well-intentioned efforts in the present turn into larger issues for the full community in the future.

Again, please advise if you are interested in advancing this to the Council, so I know whether to have this put on the April 24th agenda for discussion.

If you have any questions, please do not hesitate to contact me.

Thank you,
Kendra

From: Nick Mercier <nick@macyind.com>

Sent: Tuesday, March 7, 2023 7:06 AM

To: Kendra Amaral <KAmaral@kitteryme.org>; kmock@kitteryme.org; Jessa Kellogg <JKellogg@kitteryme.org>

Subject: Whipple Road vacant lot improvements

Hello Kendra / Haley / Jessa,

This request was made because neighbors have used our property (without our permission) to access the water going over our seawall with Kayaks and paddle boards over the past couple years. I have since installed a new seawall and I will need to curb people from passing over my property.

There is a town owned vacant lot that is now heavily vegetated, impassable, and full of debris along the base of the water.

When I had our excavator on-site in the fall a neighbor asked if we could clear out the downed trees so he could access the water and that is what spurred the request presented. We would like to make the lot not only visibly appealing but functional if something is going to happen with it. I completely recognize that town DEP is busy with other projects and budgets are tight. I would be more than glad to help participate with the completion of this project with the town's direction in this reconstruction if the town is unable to do so.

All of the proposed improvements are above "HAT" highest annual tide. My engineering team has mentioned to me that we would not need the typical permit requests given that it is a town owned parcel, and we are not looking to construct any "structures". It would be advisable to have the lot surveyed if data is not available.

I have attached the original pdf document that I was given from the neighbor across the street, so it does not have the signatures of the neighbors that have signed it.

If the town is **not** interested in moving forward with this request would the town consider selling me the lot, knowing that it is unbuildable and has usage restrictions? It would at least become a tax base for the town, and I would then consider providing access on my own private land?

Let me know when you have time to discuss further.

Thanks Nick
603 674 8239

Nicholas Mercier

CEO | Macy Industries, Inc.

5 Lehoux Dr. | Hooksett, NH 03106

Phone: 603-623-5568 | Fax: 603-623-1155

Visit us at: www.macyind.com





Request to Surplus

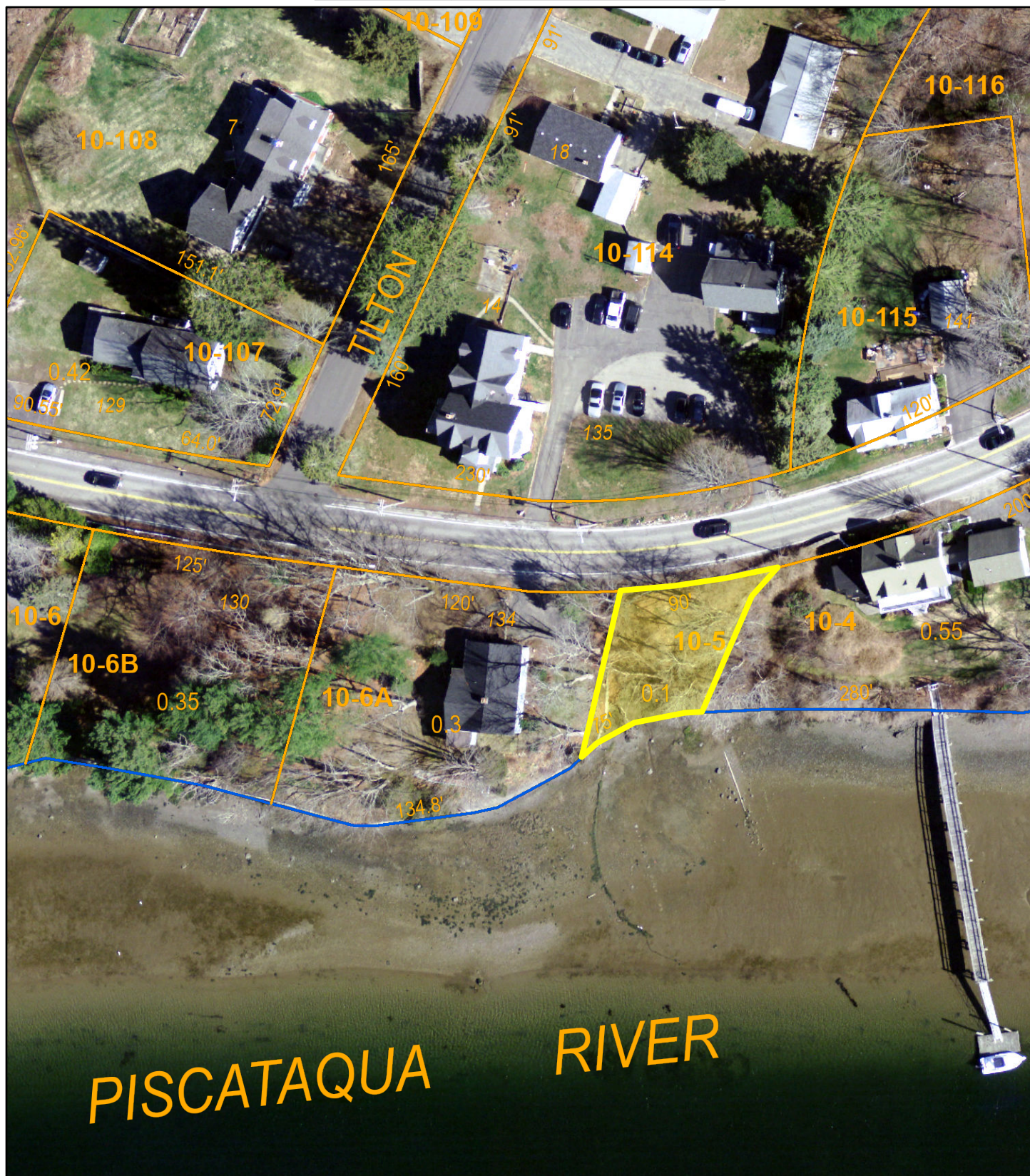
Kittery, ME

1 inch = 68 Feet



www.cai-tech.com

April 19, 2023



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.



Town of Kittery, Maine

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 439-0333 Fax: (207) 439-6118

Date Issued: 3/23/23

TO: Jillian Richards, Town Clerk

FROM: Jessa Kellogg, Department of Public Works

RE: Pole Permit Request

NAME OF APPLICANTS:

Central Maine Power

REQUESTED LOCATION:

5 Pocahontas Road

OF POLES: 1

Location has been approved.

Location has NOT been approved.

Jessa Kellogg
Public Works Inspector

Date: 3/23/23

Notification: 10300838269

Work Order: 801000441677

LOCATION PERMIT

Upon the Application of Center Maine Power Company and Consolidated Communications of Northern New England Company LLC

dated Jan 21, 2022, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Kittery

approximately located as follows:

- 1. Starting Point: Pole 5 Pocahontas Rd
2. Road (State & CMP): Pocahontas Rd
3. Direction: East
4. Distance: 60 feet
5. Number of Poles: 1 (5H)

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By _____

By: _____

By. _____

By: _____

By: _____

Municipal Officers

Office of the _____

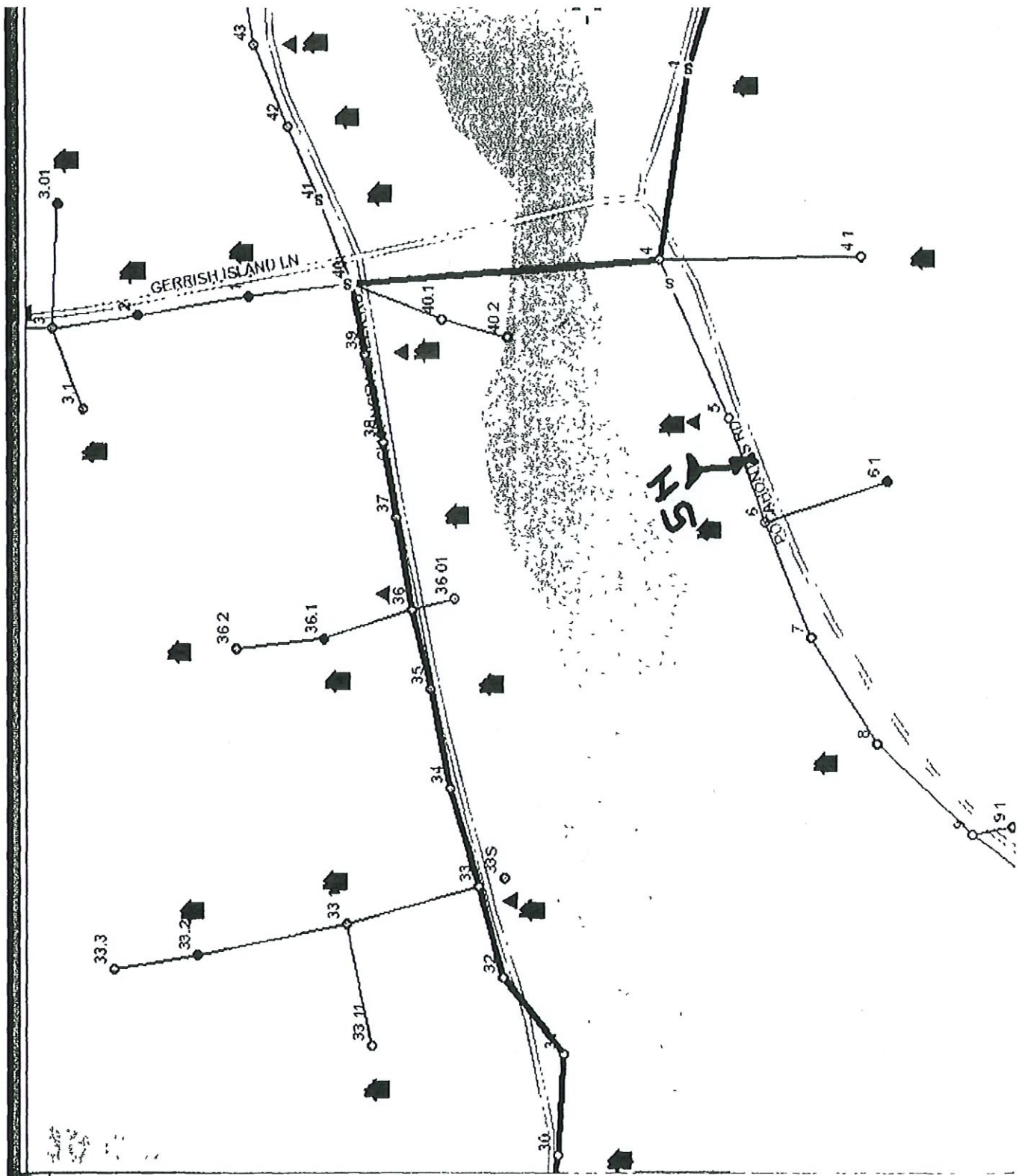
Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

Town Name/Road Name
 CUTTERTON
 MOCAHONTAS ROAD

Find Clear





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

REPORT TO TOWN COUNCIL

Date: April 24, 2023
From: Kendra Amaral, Town Manager
CC: Todd Rollins, Chair Shellfish Conservation Committee, Chuck Moran, Shellfish Warden
Subject: Shellfish Licenses for 2023-2024 Season
Councilor Sponsor: Chairperson Judy Spiller

EXECUTIVE SUMMARY

In accordance with Title 12 – Shellfish Conservation the Town Council is responsible for declaring shellfish harvesting locations open and to establish the shellfish harvest season for the coming year.

SHELLFISH COMMISSION RECOMMENDATIONS

The Shellfish Conservation Committee is recommending Braveboat Harbor be open for shellfish harvesting in accordance with Title 12 as follows:

Season – December 1, 2023 through April 30, 2024

Please see attached report for the number of licenses, by category, that will be available in the coming season with one correction. DMR requires 10% of the “over 70” licenses to be available to non-residents. This will result in 9 “over 70” resident-only licenses and 1 “over 70” non-resident license. Any licenses not purchased within the 90-day issuance period become available to any person regardless of residency status.

The Shellfish Conservation Committee is also recommending adding single day licenses. This requires a minor amendment to Title 12 – Shellfish Conservation. We are also seeking typo corrections that ensure the Shellfish Conservation Committee is consistently referred to throughout the ordinance.

PROPOSED SOLUTION/RECOMMENDATION

Approve as recommended by the Shellfish Conservation Committee and approved by DMR.

ATTACHMENTS

- Notes from Shellfish Conservation Committee meeting detailing season and licenses
- Draft Title 12 – Shellfish Conservation amendments
- Draft Title 12 – Shellfish Conservation enactment

Shellfish Conservation Committee
December 1, 2023 – April 30, 2024 Season
Recommendation to Town Council
April 13, 2023

1. **12.6.8:** *“The number of licenses issued from year to year will vary depending on the annual review of the Town’s shellfish resources, sizes, distribution, and abundance.”*

Committee recommends the following number of licenses for the season December 1, 2023 through April 30, 2024:

Seasonal Licenses

• Resident:	30
• Resident 70 and over:	9
• Resident under 14:	5
• Non-Resident:	5
• Non-Resident over 70:	1
	<hr/>
Total:	50

Single Day Licenses

- 5 per day harvesting is open, first come, first served (open to resident and non-resident)
2. **12.6.9:** *“Each license issued under authority of this chapter expires at midnight on the 30th of November following the date of issuance” except single day licenses issued for a specific date that will expire at sunset on the date for which they are issued.*

Language to be added to address the addition of Day Licenses.

3. **12.6.11:** *“A. The shellfish harvest season shall be established each year by the Town Council, upon recommendation of the Shellfish Conservation Commission and approval of the Commissioner of Marine Resources. The shellfish harvest season may be amended by the Town Council as deemed recommended or needed.”*

The committee recommends the following season be approved:

Commencing, December 1, 2023 and ending April 30, 2024

4. Appendix A:

Fees:

• Resident:	\$15
• Resident 70 and over:	Free
• Resident under 14:	Free
• Non-Resident:	\$30
• Non-Resident over 70:	Free
• Single Day License:	\$15

Chapter 12.6 Shellfish Conservation

1. AMEND Chapter 12.6 Shellfish to correct typos and add day licenses as follows:

§ 12.6.1 Authority.

The ordinance codified in this chapter is enacted in accordance with 12 M.R.S. § 6671.

§ 12.6.2 Purpose.

The purpose of this chapter is to establish a shellfish conservation program for the Town which will ensure the protection and optimum utilization of shellfish resources within its limits. These goals will be achieved by means which may include:

- A. Licensing;
- B. Limiting the number of shellfish harvesters;
- C. Restricting the time and area where digging is permitted;
- D. Limiting the minimum size of shellfish taken; and
- E. Limiting the amount of shellfish taken daily by a harvester.

§ 12.6.3 Definitions.

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

LOT

The total number of shellfish in any bulk pile. Where shellfish are in a box, barrel or other container, the contents of each box, barrel or other container constitutes a separate lot.

NONRESIDENT

Anyone who does not qualify as a resident under this chapter and is:

- a) a property owner in Kittery; or
- b) is domiciled in Maine for at least three months as evidenced by a vehicle registration, voter registration, State of Maine Income Tax return, or other documentation acceptable to the Town Clerk

POSSESS

Dig, take, harvest, ship, transport, hold, buy and sell retail and wholesale shellfish and shellstock.

RESIDENT

A person who has been domiciled in Kittery for at least three months as evidenced by a vehicle registration, voter registration, State of Maine Income Tax return, or other documentation acceptable to the Town Clerk.

29 **SHELLFISH, CLAMS AND INTERTIDAL SHELLFISH RESOURCES**

30 Clams, quahogs, oysters and mussels and includes shellstock and shucked shellfish.

31 **§ 12.6.4 Municipal shellfish digging license required.**

32 It is unlawful for any person to dig or possess shellfish from the shores and flats of Kittery without having a
33 current license issued by the Town.

34 **§ 12.6.5 Designation, scope and qualifications.**

35 A. Residential recreational shellfish license. The license is available to residents and entitles the holder to
36 dig and take possession of no more than one peck of shellfish in any one day for personal use.

37 B. Nonresident recreational shellfish license. The license is available to any person not a resident and
38 entitles the holder to dig and possess not more than one peck of shellfish in any one day for personal
39 use.

40 C. No person may dig and possess shellfish from the shores and flats of Kittery for the purposes of
41 commercial use or commercial sale.

42 **§ 12.6.6 Application procedure.**

43 A. Any person may apply to the Town Clerk for a Shellfish Harvesting License as required by this chapter
44 on forms provided by the Town.

45 B. Misrepresentation. Any person who gives false information on a license application will cause said
46 license to become invalid and void.

47 **§ 12.6.7 Fees.**

48 The annual license fee is set out in Appendix A.

49 **§ 12.6.8 Limitation of diggers.**

50 It is essential that the Town carefully husband its shellfish resources. The number of licenses issued from
51 year to year will vary depending on the annual review of the Town's shellfish resources, sizes, distribution,
52 and abundance.

53 A. The Shellfish Conservation ~~Commission~~Committee, with approval of the Commissioner of Marine
54 Resources, will establish the number of noncommercial licenses to be permitted each year.

55 B. The Shellfish ~~Commission~~Committee will notify the Town Clerk in writing prior to November 1 of the
56 number of licenses to be issued for the ensuing year.

57 C. Notice of the number of licenses to be issued and the procedure for application is to be published in a
58 trade or industry publication, or in a newspaper or combination of newspapers with general circulation,
59 not less than 10 days prior to the period of issuance, and posted in the municipal offices until the period
60 concludes.

61 D. Licenses shall be issued annually, on a first-come-first-served basis. A wait list may be established if all
62 licenses are issued. The wait list will only be valid for the season it is established.

63 E. Licenses may be returned to the Town voluntarily and reissued to another qualifying applicant at the
64 current fee.

65 § 12.6.9 **License expiration date.**

66 Each license issued under authority of this chapter expires at midnight on November 30 following the date of
67 issuance, except single day licenses. Single day licenses expire at sunset on the date for which they are
68 issued.

69 § 12.6.10 **Opening and closing of flats.**

70 A. The Town Council, upon the approval of the Commissioner of Marine Resources, may open and close
71 areas for shellfish harvest. Upon recommendation of the Shellfish Conservation Committee and
72 concurrence of the Department of Marine Resources that the status of shellfish resource and other factors
73 bearing on sound management indicate that an area should be opened or closed, the Town Council may
74 hold a public hearing on the matter, and shall send a copy of the notice to the Department of Marine
75 Resources. The decision of the Town Council to open or close a shellfish harvest area is to be based on
76 findings of fact.

77 § 12.6.11 **Harvesting Season**

78 A. The shellfish harvest season shall be established each year by the Town Council, upon recommendation
79 of the Shellfish Conservation ~~Commission~~-Committee and approval of the Commissioner of Marine
80 Resources. The shellfish harvest season may be amended by the Town Council as deemed recommended
81 or needed.

82 B. Shellfish harvesting may only occur on Sundays and on nationally recognized holidays, between sunrise
83 and sunset, during the harvest season.

84 § 12.6.12 **Minimum legal size of soft-shell clams.**

85 A. It is unlawful for any person to possess soft-shell clams within the Town which are less than two inches
86 in the longest diameter, unless as otherwise provided.

87 B. Any person may possess soft-shell clams that are less than two inches if they comprise less than 10% of
88 any lot. The tolerance is determined by numerical count of not less than one peck nor more than four
89 pecks taken at random from various parts of the lot or by a count of the entire lot if it contains less than
90 one peck.

91 § 12.6.13 **Violation, Revocation and Suspension.**

92 A. The Shellfish Warden, Harbormaster, and Kittery Police Officers are authorized to enforce violations this
93 chapter, to include the issuance of civil violations.

94 B. Any person in violation of this chapter, excluding a violation of §16.6.13.C may be assessed a penalty of
95 \$100 for the first offense, \$150 for the second offense and \$200 for the third and subsequent offenses.

96 C. Any person found taking shellfish from an area not opened by the Town Council for harvesting, or when
97 harvesting is not permitted, may be assessed a penalty of \$500, and may result in the revocation of the
98 individual's shellfish license.

99 D. Repeat offenders and/or those who fail to pay fines within 30 days in accordance with this chapter may

100 have their license suspended or revoked. A license that has been suspended or revoked more than once
101 may be prohibited from receiving a license in the ensuing year.

102 E. Any person who violates this chapter may be charged with a Class D crime in accordance with 12 M.R.S.
103 §6671.

104 § 12.6.14 **Conflict with other laws.**

105 In the event of any conflict in the provisions of this article with the provisions of any present or future statute
106 relating thereto, the most restrictive or that imposing the higher standards governs.

107 **2. AMEND Appendix A Chapter 12.6 SHELLFISH, Shellfish License Fees as follows:**

108	Resident recreational	\$15
109	Residents 70 and over	Free <u>\$0</u>
110	Residents under 14 years of Age	\$0
111	Nonresident recreational	\$30
112	<u>Nonresident 70 and over</u>	<u>\$0</u>
113	<u>Single Day License</u>	<u>\$15</u>

**KITTERY TOWN CODE
CHAPTER 12.6
SHELLFISH**

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 of Kittery seeks to issue single day licenses for shellfish harvesting; and

11 **WHEREAS**, the Town of Kittery seeks to address typos identified upon review of the existing
12 ordinance;

13 **NOW THEREFORE**, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN
14 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENTS TO TITLE
15 12.6 OF THE TOWN CODE, AND AMEND APPENDIX A 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

From: [Great New England Craft & Artisan Shows](#)
To: [Jillian Richards](#)
Subject: Re: Food Truck / Side Walk Sale
Date: Wednesday, April 12, 2023 12:45:18 PM

Hi,
No. We will open at 10am and close at 5pm
Sunday open at 10am and close at 3pm

On Wed, Apr 12, 2023 at 11:47 AM Jillian Richards <JRichards@kitteryme.org> wrote:

Hi,

Will the hours be the same as last year, 11am to 6pm?

Jillian Richards

Town Clerk

Registrar of Voters

General Assistance Administrator

Town of Kittery

200 Rogers Road

Kittery, ME 03904

207-475-1313 JRichards@kitteryme.org

From: Great New England Craft & Artisan Shows <gncraftartisanship@gmail.com>
Sent: Tuesday, April 11, 2023 11:33 AM
To: Jillian Richards <JRichards@kitteryme.org>
Subject: Re: Food Truck / Side Walk Sale

Hi, Please see attached document for the Special Events to be held at the Kittery Outlets on the following dates:

Craft & Artisan Shows- July 22 & 23 and August 19 & 20 (in the parking lot at KPO4 between McDonalds & Nike as we have been for the past two summers)

Food Truck festivals- May 27 & 28 & September 2 & 3 (in the Old Navy parking lot as we were last summer). We raised nearly \$2,000 for Kittery Youth Lacrosse and as such, we now have a middle school lacrosse program in town!! Very proud of that and will continue to use these events to support the program.

Thank you-

Jody Donohue

603-321-9794

On Thu, Mar 30, 2023 at 9:23 AM Jillian Richards <JRichards@kitteryme.org> wrote:

Hi Jodi,

Kendra reached out to me to make sure you get the correct forms you need for your upcoming Food Truck Festivals and Side Walk Sales. Please find both those applications attached. Were any of the food trucks going to be serving alcohol, or are they primarily just food? Were you going to be putting any signage around Town for events as well? If so, please just shoot me an email with all the information and I will get it added to the next Town Council agenda.

Jillian Richards

Town Clerk

Registrar of Voters

General Assistance Administrator

Town of Kittery

200 Rogers Road

Kittery, ME 03904

207-475-1313 JRichards@kitteryme.org

--

Jody & Team

The Great New England Craft & Artisan Shows

www.GNECraftArtisanShows.com

Follow us on facebook~ <https://www.facebook.com/greatnecraftartisanshows/>

The Great New England Food Truck Festivals

www.GNEFoodTruckFest.com

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Jody & Team

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March 11 & 12

Specialty Food & Artisan Show with some St Patrick's Day green fun!!

Hampton, NH at the Rim Sports Complex

April 15 & 16

6th Annual Spring Craft & Artisan Show

Milford, NH at the Hampshire Dome

May 13- Mother's Day Show - Merrimack, NH Outlets Corridors & Center Court

May 27 & 28,- Great New England Food Truck Festival - Kittery Outlets- Rte 1 ME

June 3- Craft & Artisan Show at the Piscataqua Riverfest- Portsmouth

July 8 & 9 - Summer Craft & Artisan Show- Portsmouth, NH - Downtown

July 22 & 23-Summer Craft & Artisan Show - Kittery Outlets Rte 1 ME

August 12 - 8th Annual Great New England Food Truck Festival - Milford, NH

August 19 & 20- Summer Craft & Artisan Show- Kittery Outlets, Rte 1 ME

September 2 & 3- Great New England Food Truck Festival - Kittery Outlets, ME

October 21 & 22- 8th Annual GNE Fall Craft & Artisan Show- Milford, NH

October 27 & 28- GNE hosts at The NH Pumpkin Festival- Laconia, NH

Nov 18 & 19- 4th Annual Holiday Fine Craft & Artisan Show - Seacoast- Hampton NH

Dec 8 & 9- 8th Annual Holiday Shopping Extravaganza - Milford, NH

Additional November and December shows TBD

From: [Great New England Craft & Artisan Shows](#)
To: [Jillian Richards](#)
Subject: Re: Food Truck / Side Walk Sale
Date: Wednesday, April 12, 2023 8:50:06 AM
Attachments: [Kittery Sidewalk Sale application 2023 GNE Events.pdf](#)

Hi, Please see attached document for the Special Events to be held at the Kittery Outlets on the following dates:

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Jody Donohue
603-321-9794

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Jillian Richards

Town Clerk

Registrar of Voters

General Assistance Administrator

Town of Kittery

200 Rogers Road

Kittery, ME 03904

207-475-1313 JRichards@kitteryme.org

--

Jody & Team

The Great New England Craft & Artisan Shows

www.GNECraftArtisanShows.com

Follow us on facebook~ <https://www.facebook.com/greatnecraftartisanshows/>

The Great New England Food Truck Festivals

www.GNEFoodTruckFest.com

Follow us on facebook~ <https://www.facebook.com/GreatNEFoodTruckFest>



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

REPORT TO TOWN COUNCIL

Date: April 24, 2023
From: Kendra Amaral, Town Manager
Subject: Arthur Scott Memorial Bench
Councilor Sponsor: N/A

SUMMARY

The family of the late Arthur V. Scott are seeking to place a memorial bench at Shapleigh Field Track, in remembrance of his many contributions to the community as a coach and mentor. Mr. Scott passed away on May 17, 2022.

Mr. Scott was a longtime Kittery resident. He coached a number of sports, and specifically coached the Track and Cross Country teams for many years. He left an indelible impact on the student athletes he coached and is fondly remembered by so many.

The family selected the location of the Shapleigh Track to honor him and to serve as a continued source of encouragement for those using the track for competition, training, and general exercise.

The family has raised the funds needed for the memorial bench, including installation and engraving. The School Committee supports the installation of the bench at the track. The selected location supports the use of the track and in no way would impact the use of the track or its ongoing maintenance, and potential resurfacing.

The family will work with the Department of Public Works in determining the exact location and in coordinating the installation.

PROPOSED SOLUTION/RECOMMENDATION

Approve the memorial as proposed.

ATTACHMENTS

- Photos indicating location and proposed bench design and engraving
- Arthur V. Scott Obituary

J.S. Pelkey and Son Funeral Home

Arthur Vincent Scott

(August 09, 1943 - May 17, 2022)

Arthur Vincent Scott of Kittery, ME, passed away on Tuesday, May 17th, after a period of declining health. He was 78 years old. Born in Boston and raised in Portsmouth, NH, Art “Scotty” was a talented multi-sport athlete who was professionally scouted in his teenage years as a baseball pitcher/shortstop. At the same time, he was a dominant track and field runner who became the NH state record holder in the mile run. His 4:23 time on a loose cinder track was a mark that stood as the PHS record for several decades. He won many state titles in distance running and broke the course record while winning the New England High School Cross Country Championship in 1960. He continued his running career at Idaho State University, where he ran a 4:09 mile and was timed even faster in relay splits. In Cross Country, Art received the status of Division I first team All-American and was later inducted into the ISU Sports Hall of Fame.



Drafted into the army in 1968, Art served on the front lines of the Vietnam War and received the Purple Heart for being wounded in battle. After the war, Art was stationed in Kansas, where he met Jean Ann Grosdidier. They married and moved back to New England, settling in Kittery, where they raised their 5 sons. An employee of the U.S. Postal Service in Portsmouth until his retirement in 2000, Art also coached youth baseball for 20 years and high school distance running for even longer. Known for his no nonsense coaching style and unconventional expressions, Art had a way of motivating his athletes to exceed their own expectations. He is predeceased by a brother, Vincent, and will be greatly missed by his wife of 52 years, Jean; sons, Derek (Gina), Zach (Marissa), Alex (Carolyn), Brian, Mike (Sima); four grandsons, Corbin, Ben, Gavin, and Sam; a sister, Diana Pearson (Tom); many nieces, nephews, cousins, and friends; and everyone he has ever coached.

Visiting hours will be held on Monday, May 23rd, from 5-7pm at J.S. Pelkey Funeral Home in Kittery and a Funeral Mass will be celebrated on Tuesday, May 24th, at 11am, at St. Raphael's Church, also in Kittery. In lieu of flowers, contributions toward a memorial bench can be made at: <https://everloved.com/life-of/arthur-scott/donate/>

**Arthur V. Scott Memorial Bench
Shapleigh Track**

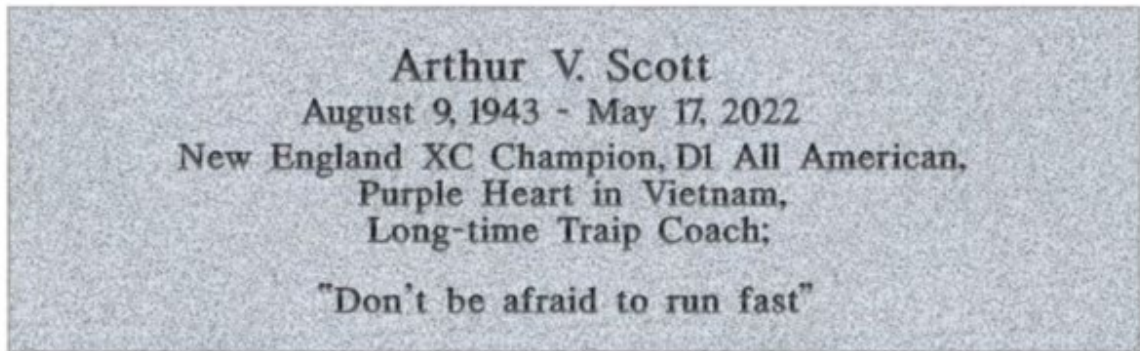
General Location



Example Bench Style



Sample Engraving





TOWN OF KITTEERY, MAINE

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 439-1313 Fax: (207) 439-6806

APPLICATION TO THE KITTEERY TOWN COUNCIL TO APPROVE UP TO FIVE (5) REQUESTED DATES FOR TOWN-WIDE SIDEWALK SALES EVENTS

1. List requested dates and days of the week for up to five (5) sidewalk sales events in this calendar year (each event not to exceed four days):

Event #1: sidewalk / tent sale - June 10-11

Event #2: sidewalk / tent sale - aug. 12-13

Event #3: _____

Event #4: _____

Event #5: _____

2. List the names and show signatures of five (5) merchants primarily engaged in retail trade or landlords of tenants primarily engaged in retail trade supporting this application:

<u>Name:</u>	<u>Affiliation:</u>	<u>Signature:</u>
A. <u>Moose Stash</u>	_____	<u>Shane Scott</u>
B. <u>Hanes Brands</u>	_____	<u>[Signature]</u>
C. <u>Cordelia Wiggin</u>	_____	<u>[Signature]</u>
D. <u>Lucky BRAND</u>	_____	<u>[Signature]</u>
E. <u>Le Creuset</u>	_____	<u>Donna Avery</u>
<u>Conyers / Orosch</u>		<u>[Signature]</u>
<u>Amerita Hall</u>		<u>[Signature]</u>
<u>Talbots</u>		<u>Knigh Ban</u>
<u>Brooks Brothers</u>		<u>[Signature]</u>
<u>Sustenance Herdos Son Pets</u>		<u>Taylor Beach-Damico</u>
<u>Nautica</u>		<u>Don Wood</u>

continued...