



TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

June 12, 2023

6:00PM

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

The public may submit public comments via email, US Mail, or by dropping off written comments at the Town Hall. Emailed comments should be sent to:

TownComments@kitteryme.org.

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

https://us02web.zoom.us/webinar/register/WN_ZpRxsBF_TbKfA1-0j6BRLA

Written comments received by noon on the day of the meeting will become part of the public record and may be read in whole or in summary by the Council Chair.

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes

- April 24, 2023
- May 8, 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.

- a.(060123-01) The Kittery Town Council moves to receive a full assessment on the Town of Kittery Fire Department.

10. PUBLIC HEARINGS

- a.(060123-02) The Kittery Town Council moves to hold a public hearing on the Town Meeting Articles.

11. DISCUSSION

- a. Discussion by members of the public (three minutes per person)
b. Response to public comment directed to a particular Councilor
c. Chairperson's response to public comments

12. UNFINISHED BUSINESS -

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition.
- b.(060123-03) The Kittery Town Council moves to approve an alternative surplus approach for the retired Harbormaster boat, in accordance with the Town Code §3.2.10.D.
- c.(060123-04) The Kittery Town Council moves to accept the resignation of Denise Payne from the Parks Commission.
- d.(060123-05) The Kittery Town Council moves to appoint a Councilor to interview the following candidates, along with the Chair of the Parks Commission, to fulfill the openings of one full term member and two associate members, for a term to expire December 31, 2026.
- Susan Foster
 - Cheryl (Sherry) Evans
 - MaryAlice LaPoint

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: June 8, 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

June 12, 2023

- 1. Bike/Ped Master Plan Demonstration Projects** – Working with SMPDC and the Bicycle Coalition of Maine, and with approval of MaineDOT, the Town will be installing temporary pavement markings and temporary equipment on Shapleigh Road and at John Paul Jones Park to test design recommendations from the Town-wide Pedestrian and Bicycle Plan (“Bike/Ped Master Plan”). The particular projects selected for this year’s demonstrations are straight from the Town’s Bike/Ped Master Plan and were prioritized for safety improvements.

These are called demonstration projects, meaning they provide the opportunity to test outcomes and evaluate the effectiveness of solutions before investing heavily in a permanent installation. The projects will go from the summer into late fall, to give time to evaluate them in both “peak” summer season, during school transit, and normal traffic. An example of a recent demonstration project was the trial year of the one-way on Love Lane.

A public input and Q&A session will be held prior to launch of the demonstration project, on June 14, at 6PM. A wrap up public input session will be held in the fall, date TBD, to inform the evaluation of the projects, determine whether they achieved the desired outcomes, and identify if any unintended negative outcomes occurred.

SMPDC has collected baseline data regarding vehicle speeds and counts on Shapleigh Road. They will be collecting data during the demonstration projects to inform the analysis.

The three projects chosen for this year represent a broad range of objectives from the Bike/Ped Master Plan and include an intersection, establishment of bike/ped lanes, and crosswalks. An ancillary anticipated outcome from at least two of the projects is to reduce vehicle speeds.

The designs for the demonstration projects have been evaluated for vehicle, pedestrian, and cyclist safety by the Town’s engineer, the MDOT engineer, and a representative from the Bicycle Coalition of Maine.

For more information on the projects please visit www.kitteryme.gov/kitterymovesttogether.

- 2. Congratulations on Snow Plow Rodeo** – Please join me in congratulating Alex Marshall and Andrew Ilsley for their 2nd place finish in the team competition, and Jimmy Nightingale for his first place finish in the individual portion of the competition, at the York County Snow Plow Rodeo. This was Alex and Andrew’s first competition and they did so well they were able to move on to the State competition in Skowhegan. Though they did not win the state competition, all of the DPW team did a great job of representing Kittery with their safe and deft driving skills.

The Snow Plow Rodeo is part of Public Works week, celebrated at the end of May. The event features an obstacle course and gives staff the ability to put their snow plow skills to the test along side neighboring communities.

A huge thank you to Kittery Trading Post for being the host site for the York County competition again this year. KTP has been longtime supporters of the annual competition.

3. **Plantings Around Town** – Please help me in thanking the Department of Public Works for their great work with replanting the Memorial Circle and the “welcome” sign at the Route 1 Bypass at the SML Bridge. They worked with our landscape vendor to select sculpted bushes and perennial flowering plants that are salt and drought resistant and will add color to the landscape. The bushes planted include day lilies, candy corn spirea, and bearberry. A combination of weed block fabric, river stone, and mulch will also help to reduce weed growth and reduce maintenance needs.
4. **PFAS Waterline Installation** – The waterline installation is underway. Work is starting on Jewett first, and then continue to Pettigrew and Evergreen. Residents and emergency vehicles will have full egress to and from all properties within the work zone while the work is happening. Ledge is expected in some of the areas which will require hammer rather than blasting removal. Depending on the amount of ledge found, the project is expected to be fully complete by end of the August.

The filter installation for the property on Bolt Hill Road is nearly ready to implement. The delay in this effort has been in finalizing the legal agreement for the ongoing maintenance/replacement of the filter, and what happens if the owner sells the property, or the owner or future owner wants to connect to the water line in the future.

5. **Legion Pond Invasives Removal** – This year’s work at Legion Pond will begin at the end of June. As in prior years, the divers will utilize the DASH technique (diver assisted suction harvesting) to remove curly-leafed pondweed and European naiad which proliferate later in the season.

As a reminder, this work is being done in partnership with DEP through a multi-year grant. DEP is covering approximately \$40,500 for the cost of the divers and equipment.

6. **Rice Public Library Strategic Plan Community Forum** – The Rice Public Library is working on its five-year strategic plan. Public libraries typically have a 3- or 5-year strategic plan in place to guide program and collection development and identify gaps in service for existing and potential patrons. The strategic plans are redone every few years to ensure the direction is reflective of the evolving needs and innovations in library services.

The Library Advisory Committee is working with a consultant who will be on site conducting focus group interviews and a community forum this week. The community forum will be held on June 14, 6PM at the Rice Public Library. The forum is an opportunity for anyone interested in the library services offered to share their thoughts and ideas. The consultants are also conducting focus groups with young adults, volunteers, social service groups, business owners/operators, and staff.

The information collected from these forums and focus groups will help guide the goals and work plan that will be a part of the Strategic Plan.

Upcoming Dates:

- Understanding Diversity, Equity & Inclusion in Kittery Survey Available Now – www.kitteryme.gov/DEISurvey
- Town Hall Closed for Juneteenth – Monday, June 19, 2023

- Town Meeting and School Budget Validation Referendum – Tuesday, June 13, 8AM to 8PM
- Independence Day Celebration - Saturday, June 24, 9AM, Thresher Memorial Park
- Freebie Barn Community Swap - Sunday, June 25, 9AM to 12PM, Kittery Community Center
- There is No Planet B: Climate Change in Kittery – Thursday, June 29, 5PM, Rice Public Library
- Senior Municipal Property Tax Credit Applications Due – July 1, Town Hall

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'K. Amaral', with a long horizontal flourish extending to the right.

Kendra Amaral
Town Manager



SUBSCRIBE



TO TOWN OF KITTERY E-ALERTS

Subscribe to Town of Kittery e-alerts to receive notifications via e-mail about important Town of Kittery news, announcements, events, and much more!





TOWN OF KITTERY



SUMMER 2023

DEMONSTRATION PROJECTS

ABOUT THE PROJECT(S)

The Town of Kittery is excited to announce a series of temporary demonstration projects that will be implemented this summer, aimed at improving safety and infrastructure for pedestrians and cyclists.

The demonstration projects provide an opportunity to test design concepts at prioritized areas identified in the Bicycle and Pedestrian Master Plan before making costly permanent changes.

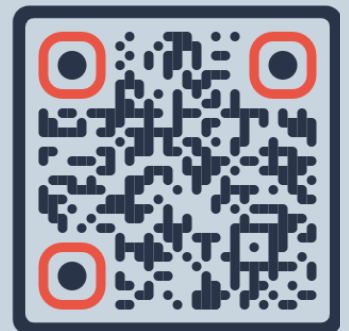


GET INVOLVED

Join Town Staff to learn about the projects before implementation and provide feedback on design outcomes and effectiveness after the implementation:

PUBLIC INFORMATION SESSION: JUNE 14, 2023 | 6 PM

PUBLIC INPUT SESSION: FALL DATE TBD



SCAN ME

FMI: SCAN THE QR CODE OR VISIT: WWW.KITTERYME.GOV/KITTERYMOVESTOGETHER

CREATING HOUSING SOLUTIONS FOR ALL

A WEBINAR SERIES EXPLORING SOLUTIONS TO THE HOUSING CRISIS



JUNE 14 - 12 PM -
SEPT. 13 1 PM

To register, visit the link in caption or the York Public Library website.

Join us for a series of housing webinars by local community speakers, moderated by Amber Harrison, Housing Innovation Manager at YCSA.

June 14

INTRO TO THE HOUSING CRISIS

July 19

HOW TO CREATE A RENTAL UNIT

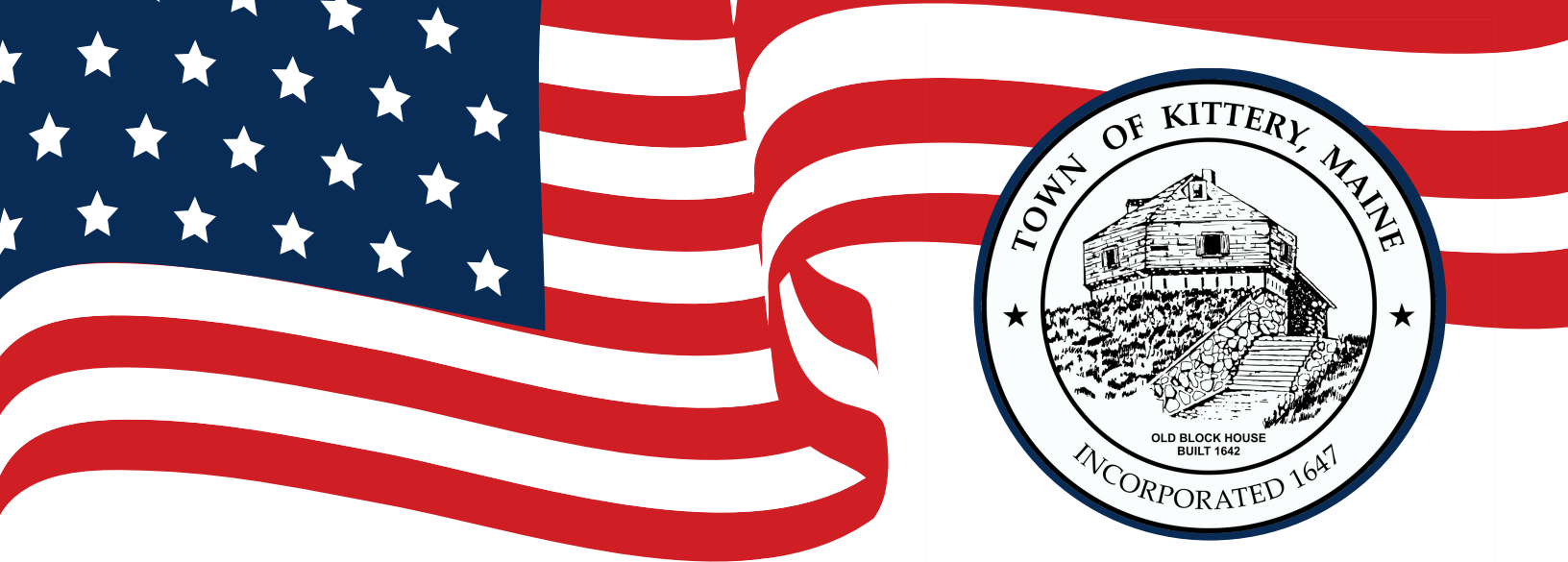
August 16

LANDLORD INCENTIVES

September 13

LEVERAGING ZONING CHANGES INTO HOUSING OPPORTUNITIES IN OUR COMMUNITY





TOWN OF KITTERY

INDEPENDENCE DAY CELEBRATION

JUNE 24, 2023 | 9:00 AM
THRESHER MEMORIAL PARK

Join native son "General William Whipple" as he reads from the Declaration of Independence, which he signed in 1776.

Also joining the celebration are The Piscataqua Rangers Junior Fife and Drum Corps, and the Portsmouth Naval Shipyard Color Guard.



**THE CEREMONY WILL BE FOLLOWED BY A RECEPTION AT
THE KITTERY HISTORICAL AND NAVAL MUSEUM, WHERE
REFRESHMENTS WILL BE AVAILABLE.**

THERE IS NO PLANET B

A COMMUNITY CONVERSATION & WATCHPARTY
ABOUT CLIMATE CHANGE IN KITTERY

Thursday, June 29, 2023 | 5:00 - 6:30 PM
Rice Public Library | 8 Wentworth Street

Learn more about how climate change is impacting Kittery and discuss the actions YOU can take to make a difference.

- Watch a video presentation on climate change in Kittery with Cameron Wake PhD.
- Hear from Kittery Climate Action Now on everyday actions you can take to make a impact.
- Participate in an audience Q&A with the Kittery Climate Adaptation Committee and learn about the Climate Acton Plan next steps.



LIGHT REFRESHMENTS WILL BE PROVIDED

KITTERY TOWN COUNCIL

April 24, 2023

1
2
3
4 1. Call to Order

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

6 2. Introductory

7 3. Pledge of Allegiance

8 4. Roll Call

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

11 Councilors not present: Councilor Dow

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 Outdoor Dining and Call to Artists, Memorial Day Ceremony,
16 Freebie Barn and Bike Workshops, Annual Goals and Comp Plan Goals Report and Fiscal
17 Year 2023 Quarter 3 Financial Report.

18 Upcoming Dates:

19 Absentee Ballot Applications Available – Town Hall and at www.kitteryme.gov/Elections

20 Freebie Barn Community Swap and Bike Repair – April 30

21 Float In – May 2, Pepperrell Cove

22 Com Books and Big Ideas Discussion "Housing for Humans" – May 11

23 Community First Non-Profit Fair – May 3

24 Books and Big Ideas Discussion "Housing for Humans" – May 11

25 Books and Big Ideas Discussion "Paper Things" – May 25

26 Town Meeting and School Budget Validation Referendum – June 13
27

28 Councilor Stevens commented on the Town Council Goals, specifically the second goal in
29 reference to the demands on the Town staff.

30 Chair Spiller commented on the Memorial Day Ceremony.

31 Town Manager responded.
32

33 7. Acceptance of Previous Minutes

- 34 • March 13, 2023
35 • March 27, 2023
36 • April 10, 2023
37

38 All were in favor of accept as presented.
39

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

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

43 10. PUBLIC HEARINGS

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

46 Town Manager gave an overview.

47 Thomas Bickford, 77 Chauncey Creek Road, stated that he does not see the need for a stop
48 sign in the proposed location and suggests a yield sign at Cutts Island Lane be replaced with a
49 stop sign. He went on to state that speed is more of an issue than a stop sign would solve and
50 that walking or bike lanes would be helpful.

51 Chair Spiller read an email from Brian Early, 123 Rogers Rd, reported that he agrees with
52 changing the yield sign to a stop sign but wants further clarification on how a stop sign on
53 Chauncey Creek will help.

54 Chair Spiller moved that in accordance with Titles 30A MRS § 3001 and Town Council Charter
55 § 214, the Town of Kittery hereby ordains amendment to Title 10 of the town code as
56 presented. Seconded by Vice Chair McGuire.

57 Councilor Clark stated that he believes that the stop sign will make that area safer and
58 supports the advice of the Police Chief.

59 Chair Spiller stated that speed is an issue in that area and should be looked at in the future.
60 She also stated that she believes this is a step in the right direction for safety purposes.

61 Motion passes 6-0-0

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

64 Town Manager gave an overview.

65 Chair Spiller moves that in accordance with Titles 30A MRS § 3001 and Town Charter § 2.14,
66 the Town of Kittery hereby ordains amendments to Title 12 of the Town Code as presented.
67 Seconded by Councilor Clark

68 Motion passes 6-0-0

69 11. DISCUSSION

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

71

72 Molly Sampson, 47 Seapoint Road, stated that she hopes that Seapoint Beach closes at 11:00
73 PM and that camping is not allowed.

74

75

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

77 c. Chairperson's response to public comments

78 Chair Spiller responded to Molly Sampson.

79 12. UNFINISHED BUSINESS -

80 13. NEW BUSINESS

81 a. Donations/gifts received for Council disposition.

82 (040223-03) The Kittery Town Council moves to accept a donation from Margaret
83 Mulhearn in the amount of \$25.00 to the Kittery Community Center to be deposited
84 into account #2063.

85 Moved by Councilor Hamm, seconded by Councilor Clark

86 Motion passes 6-0-0

87 (040223-04) The Kittery Town Council moves to accept a donation from KMIF
88 (Kittery Maine Improvement Foundation) in the amount of \$2,840.00, to be
89 deposited into account #2063.

90 Chair Spiller asked the Town Manager to give an overview on what KMIF is.

91 Motion moved by Councilor Stevens, seconded by Councilor Bragg

92 Motion passes 6-0-0

93

94 (040223-05) The Kittery Town Council moves to accept the following donations to
95 the Rice Public Library to be deposited into #5023.

- 96 • \$310 – Retired Navy Wives Book Club
- 97 • \$500 – Lions Club
- 98 • \$2500 – Friends of the Rice Public Library
- 99

100 Motion moved by Councilor Stevens, seconded by Councilor Hamm
101 Motion passes 6-0-0

102
103 b.(040223-06) The Kittery Town Council moves to schedule a public hearing on May
104 8, 2023, on Title 12 – Beach Fires Amendments.

105 Motion moved by Vice Chair McGuire, seconded by Councilor Bragg

106 Motion passes 6-0-0

107 c.(040223-07) The Kittery Town Council moves to discuss a request from Nick
108 Mercier regarding Map 10 Lot 5.

109 Mr. Mercier gave an overview of his request.

110 Councilor Clark gave his opinion on what the Town should do with the lot.

111 Vice Chair McGuire asked the Town Manager about the infrastructure of the lot.

112 Town Manager responded.

113 Councilor Stevens inquired about the down side of selling the lot.

114 Chair Spiller responded.

115 Councilor Clark asked Mr. Mercier about where the access would be.

116 Mr. Mercier responded.

117 Councilor Clark suggested that the Council create a policy on selling Town owned lots

118 Councilor Stevens agreed with Councilor Clark.

119 Councilor Clark suggested putting the vote on hold.

120 Vice Chair McGuire agreed

121 Chair Spiller verified that the Council agreed to put the vote on hold.

122

123 d.(040223-08) The Kittery Town Council moves to approve a pole relocation
124 application from Central Maine Power for Pocahontas Road.

125 Motion moved by Vice Chair McGuire, seconded by Councilor Clark

126 Motion passes 6-0-0

127 e.(040223-09) The Kittery Town Council moves to schedule a public hearing on May
128 22, 2023 to amend Title 12 Shellfish Conservation.

129 Town Manager gave an overview on the amendments.

130 Motion moved by Councilor Clark, seconded by Councilor Bragg

131 Vice Chair McGuire asked the Town Manager when the day passes would become available.

132 Town Manager responded.

133 Motion passes 6-0-0

134 f. (040223-10) The Kittery Town Council moves to approve a request from Great New
135 England Events to host a Craft Fair Festival at the Kittery Premium Outlets on the
136 following dates.

- 137 • May 27 & 28
138 • July 22 & 23
139 • August 19 & 20
140 • September 2 & 3

141
142 Motion moved by Councilor Stevens, seconded by Councilor Hamm

143
144 Motion passes 6-0-0

145
146 g.(040223-11) The Kittery Town Council moves to approve a sign request from Great
147 New England Events to place signage around town for a Food Truck and Craft
148 Festival 5-8 days prior to the event dates and removed within 24 hours after the
149 event dates.

150 Motion moved by Councilor Clark, seconded by Councilor Hamm

151 Motion passes 6-0-0

152 h.(040223-12) The Kittery Town Council moves to approve a request to place a
153 memorial bench at the Shapleigh Track.

154 Town Manager gave an overview about Mr. Arthur Scott.

155 Motion moved by Councilor Stevens, seconded by Councilor Bragg

156 Councilor Stevens spoke about how wonderful Mr. Scott was.

157 Motion passes 6-0-0

158 i. (040223-13) The Kittery Town Council moves to approve a sidewalk sale request
159 from the Kittery Premium Outlets for the following dates:

- 160 • June 10 & 11
- 161 • Aug 12 & 13
- 162

163 Motion moved by Councilor Stevens, seconded by Councilor Hamm

164
165 Motion passes 6-0-0

166
167 Chair Spiller asked for a moment of silence in honor of the passing of Dennis Estes, a former
168 Town Councilor

169
170 14. COUNCILOR ISSUES OR COMMENTS

171 Councilor Hamm spoke in regards to the support of military families attending to Kittery
172 schools.

173 Councilor Bragg spoke about the following upcoming meetings for the following: Youth Ad Hoc
174 Committee, Climate Adaption Committee, KCC Board of Directors.

175 Vice Chair McGuire spoke about the KCC master plan.

176 Chair Spiller spoke about the Kittery Land Trust Film Festival, composting at the Resource
177 Recovery Facility, bonfires and dogs off leash at Seapoint Beach.

178 Chair Spiller requested that additional patrols be conducted at Seapoint.

179 15. COMMITTEE AND OTHER REPORTS

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

182 16. EXECUTIVE SESSION

183 17. ADJOURNMENT

184
185 Motion moved by Councilor Bragg, seconded by Councilor Hamm

186
187 All were in favor.

188
189
190 Submitted by Jillian Richards

191
192 Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst
193 every effort has been made to ensure the accuracy of the information, the minutes are not
194 intended as a verbatim transcript of comments at the meeting, but a refer to the video of the
195 meeting on the Town of Kittery website.

KITTERY TOWN COUNCIL

May 8, 2023

1. Call to Order

2. Introductory

3. Pledge of Allegiance

4. Roll Call

Councilors Present: Councilor Bragg, Councilor Dow, Councilor Clark, Councilor Hamm,
Councilor Stevens, Chair Spiller

Councilors Not Present: Vice Chair McGuire

5. Agenda Amendment and Adoption

Chair Spiller made motion to add the following agenda item under New Business

g. (050223-13) Kittery Town Council moves to provide the correct School Budget numbers.

- Regular Support \$8,242,753.00
- Student Staff Support \$2,388,953.00.

6. Town Manager's Report

The Town Manager reported on: Understanding Diversity, Equity and Inclusion, Float In at
Pepperrell Cove, PFAS and Water Line Project.

Upcoming Dates:

Books and Big Ideas Discussion "Housing for Humans – May 11

Books and Big Ideas Discussion "Paper Things" – May 25

Absentee Ballot Applications Available at Town Hall and online.

Town Meeting and School Budget Validation Referendum June 13

Councilor Stevens asked if the Books and Big Ideas was going to be recorded.

Town Manager responded.

7. Acceptance of Previous Minutes

8. Interviews for the Board of Appeals and Planning Board

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

34 consultants or requested offices.

35 a. (050223-01) The Kittery Town Council moves to receive a presentation from the
36 Town Manger on the FY'24 Municipal Budget.

37 The Town Manager presented the FY'24 Municipal Budget.

38 Councilor Clark asked about the police shortage and increasing the pay.

39 Town Manager responded

40 Councilor Dow asked about the property value in the mixed-use zone and the TIF monies and
41 where it is going to be applied.

42 Town Manager responded

43 Councilor Dow asked about the rent for the sewer department.

44 Town Manager responded.

45 Councilor Dow asked about the increase in budget but decrease in fees in regards to both the
46 Harbormaster and Recreation Departments.

47 Town Manager responded.

48 Councilor Dow asked about the sewer debt and if the new Dennett Rd project with assist with
49 the debt.

50 Town Manager responded

51 Councilor Hamm asked about the Rice Library and increasing the hours.

52 Town Manager responded.

53 Councilor Stevens asked for additional explanation on the harbormaster budget increasing but
54 the fees decreasing.

55 Town Manager responded.

56 Chair Spiller spoke about other area Towns that have higher tax increases.

57 Councilor Dow spoke about the increase valuation amount.

58 Town Manager responded.

59 Councilor Dow asked if we reviewed the valuation every year.

60 Chair Spiller responded and thanked the Town Manager and her staff.

61 10. PUBLIC HEARINGS

62 a.(050223-02) The Kittery Town Council moves to hold a public hearing on Title 12 –
63 Beach Fires Amendments.

64 Chair Spiller asked the Town Manager about the amendments.

65 Town Manager responded

66 Chair Dow moved that in accordance with Tile 30A MRS §3001 and Town Charter §2.14. The
67 Town of Kittery hereby ordains amendments to Title 12 as amended, seconded by Councilor
68 Clark.

69 Motion passes 6-0-0

70 b.(050223-03) The Kittery Town Council moves to hold a public hearing on Title 16 –
71 Stormwater Management.

72 Chair Spiller asked the Town Manager for further clarification.

73 Town Manager responded.

74 Councilor Dow moves that accordance with Title 30.A MRS §3001 and Town Charter §2.14 the
75 Town of Kittery hereby ordains amendments to town code Title 16 Land Use and Development
76 code as presented, seconded by Councilor Hamm.

77 Motion passes 6-0-0

78 c.(050223-04) The Kittery Town Council moves to hold a public hearing on the
79 vacation of a paper street in accordance with 23 MRS §3027.

80 Motion moved by Councilor Clark, seconded by Councilor Hamm

81 Motion passes 6-0-0

82 d.(050223-05) The Kittery Town Council moves to hold a public hearing on a new
83 Special Activity/Amusement permit from Rolling in the Mudd LLC dba When Pigs Fly
84 Restaurant located at 460 Us Rte 1, Kittery.

85 Emma Siegel spoke about the activities the restaurant would be doing.

86 Motion moved by Councilor Clark, Seconded by Councilor Bragg

87 Motion passes 6-0-0

88 11. DISCUSSION

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

90

91 Jeffrey Thomson, 25 Old Post Road, spoke about the passing of Dennis Estes and his thanked
92 him for his service as a Town Councilor.

93

94 Tom Bickford, 77 Chauncey Creek Rd, spoke about climate change causing flooding of Cutts
95 Island Rd and requested that it be raised.

96

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

98

99 Chair Spiller responded to Mr. Bickford.

100

101 c. Chairperson's response to public comments

102 12. UNFINISHED BUSINESS -

103 13. NEW BUSINESS

104 a. Donations/gifts received for Council disposition.

105 (050223-06) The Kittery Town Council moves to approve the following donations to
106 the Kittery Community Center to be deposited into account #2063.

107 • \$400 – John & Cecilia Kane

108 • \$500 – Piscataqua Savings Bank

109

110 Councilor Clark moved motion, seconded by Councilor Hamm

111

112 Motion passes 6-0-0

113

114 (050223-07) The Kittery Town Council moves to approve the following donations to
115 the Rice Public Library to be deposited into account #3600.

116

117 • \$100 – Friends of the Rice Public Library

118 • \$25 – Margaret Elliott

119 • \$500 – Elizabeth Ehrenkranz

120

121 Councilor Stevens moved motion, seconded by Councilor Hamm

122

123 Motion passes 6-0-0

124

125 b.(050223-08) The Kittery Town Council moves to schedule a public hearing on May
126 22, 2023 on the FY'24 Municipal Budgets.

127 Councilor Clark moved motion, seconded by Councilor Hamm

128 All in favor

129 c. (050223-09) The Kittery Town Council moves to schedule a public hearing on May
130 22, 2023 for a new Victualers License for Hot Dog King, 59 Settlement Loop, Kittery
131 ME 03904.

132 Councilor Hamm moved motion, seconded by Councilor Stevens

133 All in favor

134

135 d.(050223-10) The Kittery Town Council moves to schedule a public hearing on June
136 12, 2023 on the Town Meeting Articles.

137

138 Councilor Clark moved motion, seconded Councilor Stevens

139

140 All in favor

141

142 e.(050223-11) The Kittery Town Council moves to appoint Doug Basnett to the Kittery
143 Community Center Board of Directors for a three-year term to expire December 31,
144 2026.

145

146 Councilor Clark moved motion and spoke about Mr. Basnett, seconded by Councilor Bragg

147

148 Motion passes 6-0-0

149

150 f. (050223-12) The Kittery Town Council moves to a set the summer meeting
151 schedule.

152

153 Chair Spiller set the schedule for July 17th and August 21st.

154

155 Councilor Bragg moved motion, seconded Councilor Hamm

156

157 Motion passes 6-0-0

158

159 g.(050223-13) The Kittery Town Council moves to set the correct school budget
160 numbers to the following.

161

162 • Regular Instruction: \$8,248,753

163 • Student Staff Support: \$2,388,951

164

165 Councilor Bragg moved motion, seconded by Councilor Hamm

166

167 Councilor Dow asked how the numbers came to the Councilor

168

169 Chair Spiller responded.

170
171 Motion passes 6-0-0
172

173
174
175
176 14. COUNCILOR ISSUES OR COMMENTS

177 Councilor Stevens thanked the Town Manager and Town Hall staff for the thorough budget
178 presentation. Asked Kittery residents to pay attention to the myths that the Town Manager
179 spoke about. Encouraged Kittery residents to fill out the D.E.I. and Library surveys. She also
180 encouraged residents to vote on June 13th.

181 Councilor Hamm spoke about the 78th anniversary of WWII as well as banks and corporations.

182 Councilor Dow spoke about the presentation of the Town Budget.

183 Councilor Bragg spoke about how her and Councilor Clark will be presenting to the 5th grade
184 class at Shapleigh School.

185 Chair Spiller about the new Whipple Road sidewalks. Inquired about a possibility of a sidewalk
186 between Town Hall and the Kittery Community Center. Spoke about fires at Seapoint Beach.

187

188 15. COMMITTEE AND OTHER REPORTS

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

191 16. EXECUTIVE SESSION

192 17. ADJOURNMENT

193
194 Councilor Hamm moved motion to adjourn at 7:16pm, seconded by Councilor Stevens
195

196 All in favor
197

198
199 Submitted by Jillian Richards
200

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

REPORT ON THE STATE OF THE KITTERY FIRE DEPARTMENT

By: Chief David W. O'Brien



JUNE 12, 2023

Executive Summary

The Town of Kittery has been actively engaged in evaluating and evolving the fire service to meet the ever-changing needs of and availability of resources within the community. Understanding the capabilities and service gaps of the Fire Department and what is needed in the future allows the Town to properly plan for investment in staff, facilities, and equipment for the next decade or more.

Since 2017, the Town has been evaluating its staffing needs for fire and rescue operations, and analyzing whether it would be advantageous to offer emergency medical services in lieu of an outside vendor. The analysis has been shared through the annual budget proposal, in recent facility changes, and in reviews of new private development proposed within the town. This report brings this information together while offering a more in-depth description of the operation and its challenges.

In 2017, the Town began tracking call firefighter response and found the number of available and SCBA qualified call firefighters responding has been steadily decreasing. Using this analysis, the Town implemented a stipend program to pay call-fighters to remain in Kittery and be available on the most challenging days, typically summer weekends, and holidays. The program was found to only slow the ever-growing deficit of response rather than reverse the deficit.

By 2022, it was clear that adding four full-time firefighters was necessary to provide some level of fire and rescue response on weekdays. In 2023, the Town approved the addition of four more full-time firefighters; to a total of 8 full-time firefighters covering some hours each day.

The addition of full-time firefighters is making a difference in Town's ability to provide rapid and effective fire and rescue response. However, it is only a partial step to addressing the actual needs of a growing and aging community, with aging building stock, and growing overall activity. The community cannot continue to expect a call-fire service to be available, unless it is able to increase its population of young people who are able to afford to live and work in the community. This would mean adding affordable housing and welcoming new residents.

In 2022, the Town also began evaluating operating the ambulance service as a possible means to offset the cost of operating a full-time fire service. The analysis, using Kittery's data and a comparable community's run data suggests that until such time as Kittery is able to fully staff the Fire Department with career firefighters; the prospect of offering in-house emergency medical response is cost prohibitive.

KITTERY FIRE DEPARTMENT

FIRE, RESCUE AND EMERGENCY MEDICAL SERVICES

Service Expectation

The composition of fire services is determined by balancing the level of risk against the cost to provide critical services. Kittery should expect a timely response of at least one piece of fire/rescue apparatus on a 24/7 basis. To achieve this minimal level of service the Town should continue to develop strategies and allocate resources to ensure:

- Reduction of response times to calls for service;
- Adequate training to minimize the potential of injury or fatalities of responding firefighters given the risks of the community; and
- Planning for future growth that coincides with the growing needs of the town related to aging population, aging building stock, and ongoing community and economic development growth.

Community Character

The Kittery Fire Department provides fire/rescue services to approximately 10,172 residents and 325 commercial and industrial operations. Services include basic firefighting, automatic alarm response, traffic accident responses, emergency medical assistance, fire permit monitoring and enforcement, among other types of calls. The response area is approximately 17.78 square miles of land area with several more square miles of river, bays, creeks, and ocean area.

Kittery, the 22nd most populated town in the state, includes a diverse mix of residential, commercial, industrial, and agricultural areas. Kittery is also the “Gateway to Maine” which simply means traffic coming into and leaving Maine on Interstate 95 and Route 1 enter and exit through Kittery. A 2019 Traffic study reported a combined total of 92,500 vehicles per day travel on these highways. This volume increases to 140,000 per day on weekends during the summer months. It is estimated that during weekends, Kittery visitors increase significantly as tourists visit the waterfront, vibrant downtown, and shopping centers.

Kittery has a total property valuation of approximately \$2.2 billion, the 21st highest of all cities and towns in the state. This valuation is growing rapidly due to high housing demand, low supply, residential and mixed-use projects currently undergoing construction and more development/redevelopment in the planning stages.

Department Organization/Staffing

The Kittery Fire Department is considered a “combination fire department”. This means that the staff of firefighters consists of both career and on-call personnel. The Fire Chief is a full-time position while the Assistant Fire Chief is a part-time employee. The Fire

Chief has the responsibility of overseeing all operations of the department except for training which is managed by the Assistant Chief.

Currently the department is staffed by 8 career firefighters and 12 on-call firefighters.

Of the 12 call firefighters, 58% are 51 years or older. Approximately 25% are 61 years or older. These older firefighters are second only to the full-time staff responding off-duty, in terms of participating in calls for service.

Age Range	# of Call Firefighters
20-30	1
31-40	2
41-50	2
51-60	4
61-70	2
71-80	1

A fully qualified firefighter must meet the requirements of CFR1910-134, Respiratory Protection Standard. This is a State of Maine requirement and is documented and audited by the Bureau of Labor Standards. CFR1910.134 requires firefighters to be medically qualified and meet rigid training requirements on the use of Self-Contained Breathing Apparatus (SCBA). All 8 career firefighters meet and maintain this requirement while only 5 of the 12 on-call firefighters are CFR1910-134 qualified.

Kittery's on-call department is aging. The average age of Kittery's call firefighters is 52.2 which reflects the town's median age of 51.3.

The 8 career firefighters work 4 ten-hour days/week, 0730 to 1730, for a standard 40-hour week. Overtime is computed after 40 hours. The shift daily manning levels are listed below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	4	4	4	5	5	5

7 of the 8 career firefighters reside in Kittery. The remaining firefighter resides on the border of a neighboring town.

Apparatus and Equipment

Kittery is fortunate to have modern and up to date apparatus and equipment. The department has a strong maintenance program on all rolling stock and high-end equipment such as rescue tools and SCBA's. The department participates in the

Capital Improvement Program and therefore has replacement and modernization plans in place to ensure funding is available when apparatus and equipment needs replacement.

Type	Vechicle Call #	Year	Manufacturer	Cost to Replace	Replacement Due
Engine	1	2004	Pierce	\$ 303,000	FY28
Ladder	2	2009	Pierce	\$ 657,000	FY30
Rescue	3	2001	Pierce	\$ 303,000	FY23*
Engine	5	2019	KME	\$ 563,000	FY39
Tank	6	2007	KME/Mack	\$ 307,000	FY32
Forestry	4	2008	Ford	\$ 56,000	FY29
Utility	8	2016	Ford	\$ 40,000	FY36
Command	C-1	2018	Chevrolet	\$ 63,000	FY25

*The replacement for Rescue 3 is on order with expected delivery by the end of calendar year 2023. The replacement cost is \$743,742.

The Fire Department maintains a large inventory of rescue equipment, personnel protective equipment (PPE), communication equipment and firefighting tools and equipment. Each firefighter is outfitted with 2 sets of full PPE. A standard set of PPE includes boots, pants, coat, helmet, gloves, hood, and traffic vest. One entire ensemble costs approximately \$4,700. Due to the presumptive cancer initiative, firefighters who enter possible carcinogenic areas shall change PPE on scene. They are required to bag and tag their PPE, send it to the station where it is washed in heavy duty extractors and put back in service. Per NFPA code, no PPE shall exceed a life span of 10 years. Due to the increase in call volume and the requirement for several washes per year, PPE usually lasts a busy firefighter between 3 and 4 years.

Each piece of apparatus carries a variety of tools and equipment. This includes hose, nozzles, hand tools, power saws, ventilation fans, etc. Specialized equipment such as rescue tools (jaws of life), air bags, litter baskets, confined space rescue equipment, HAZMAT control items and water removal equipment are stowed on Rescue 3.

SCBA's are carried on all apparatus. As each piece of apparatus has a different function the firefighters need to be able to don breathing apparatus no matter what the incident demands. SCBA are on a 10-year replacement cycle and are due for replacement during FY24. New Scott SCBA's have been ordered and are expected to be delivered in July of 2024. The cost for replacing all the SCBA's is \$224,726.

Stations

Kittery bonded \$2.66 million in 2006 for the replacement of the Walker Street and Lewis Square stations. The two new stations were completed in March of 2007.

The Gorges Road Station, located at 3 Gorges Road, is the Fire Department headquarters where administration is housed. The station has 6 bays which house an engine company, ladder truck, heavy rescue, tank truck, utility pickup, and inland waterways inflatable boat. The building is outfitted with a training tower, training/meeting room, SCBA air compressor fill room, washer/dryer room, locker/shower facility, communications center, and storage rooms. The career firefighters work from this facility. Currently the station has no live in capability due to the lack of bunk rooms.



The Lewis Square station is much smaller than the Gorges Road Station in that there are 3 bays, a small meeting room and communication center. An engine company and forestry unit respond from this station. This building is strictly an on-call staffed facility. Both facilities have 110% of load-capable stand-by generators.



The Walker Street station houses the private, contracted ambulance service. The Town does not currently pay for ambulance service. The ambulance company pays a small fee

for ambulance dispatch services provided by Kittery for service in Kittery and Eliot, and pays for minor maintenance and upkeep of the station.

Kittery voters along with the Town Council approved the sale of the Walker Street Station in 2021 with the sale proceeds being allocated to construction of an addition to the Gorges Road Station. This addition will add bays to house up to 3 ambulances and provide bunk rooms for up to 12 medics and firefighters. Construction is scheduled for completion in November 2023.



Walker Street



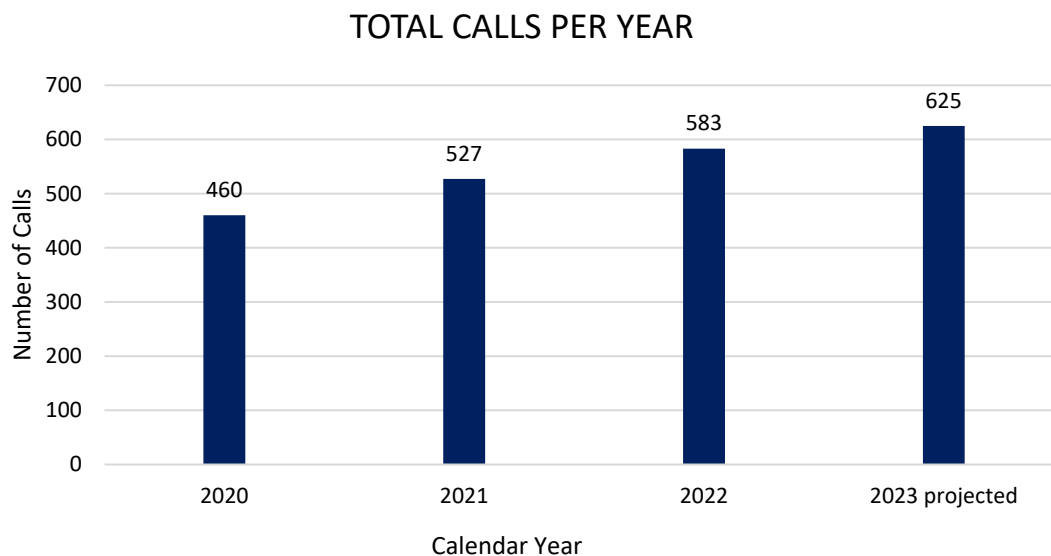
Gorges Road Addition

Department Operations

Kittery continues to grow, and with a rising median age. This is reflected in the summary of response data that is collected through the National Fire Incident Response System. Each of the department's calls result in an incident report which is forwarded to the Maine State Fire Marshal's Office. This data is then forwarded on to the Federal

Government for tabulation and reporting. The following shows the last three years of incident data:

Type of Call	NFIRS Series	2022	2021	2020
Fire	100	45	43	42
Overpressure, explosion, overhear	200	-	1	1
Rescue and EMS assist	300	187	152	133
Hazardous condition	400	132	109	96
Service call	500	58	62	39
Good intent call	600	49	50	51
False alarm/false calls	700	109	107	97
Severe weather, natural disaster	800	3	3	1
TOTAL		583	527	460



Type of Call	NFIRS Series	2022	2021	2020
Structure fire	100	25	21	17
Vehicle fires	100	9	3	6
Motor vehicle crash,	300	94	85	62
Extrication from vehicles	300	3	6	4
Rescue	300	13	7	8
BLS response	300	88	50	55

Mutual Aid	2022	2021	2020
Received	21	16	8
Automatic aid received	16	12	12
Provided	29	24	5
Automatic aid provided	8	7	10
Mutual Aid for Structure Fires	62	44	27
TOTAL	136	103	62

Kittery is part of two major mutual aid agreements. As an active member of Seacoast Chief Fire Officers Mutual Aid District (SCFOMAD), we provide and receive mutual aid to and from neighboring communities. SCFOMAD is an organization of 51 cities and towns from Maine, New Hampshire, and Massachusetts. All member SCFOMAD communities prescribe to the same standard operating procedures and training requirements. SCFOMAD provides specialized teams such as HAZMAT and an Incident Management Team and is also equipped with a modern Command Center and SCBA air fill trailers.



The second mutual aid agreement is with the Town of Eliot for automatic mutual aid. This is an agreement where Kittery's shared dispatch center will dispatch both towns simultaneously to reports of smoke in a building or reported structure fires. This promotes immediate response from both communities, ensuring additional manpower and apparatus is enroute to supplement each town's firefighting force.

While the number of emergency calls is rising steadily the on-call firefighting force response is not. A minimum of 10 on-scene firefighters are required to meet the requirements of the Respiratory Protection Standard when fighting a structure fire. This number is a cumulative total of interior firefighters, pump operators, outside personnel and incident command. The following table shows firefighters per call metrics for the previous six years.

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

In a six-year period the number of responding call firefighters has significantly dropped. Of importance to understand is while the average number of call firefighters responding in 2022 is 5.1 per call, only an average of 2.7 per call are fully qualified firefighters that meet the requirements of CFR1910.134. A major requirement of the Respiratory Protection Standard states that for “every two-man crew in an immediate dangerous to life and health (IDLH) atmosphere requires a two-man crew ready to make entry for rescue”. This requirement commonly called “2 in 2” out and defines the number of fully qualified firefighters needed on scene to start an interior search and/or attack. This

number is not being achieved due to the low number of SCBA qualified on-call firefighter workforce.

The FY22 budget included the addition of Kittery's first career firefighters. Competitive oral, written, and physical testing was used to find the best qualified personnel from within the existing workforce. Four firefighters were selected, offered a competitive salary and benefit package.

They started in October of 2021. Their shift was assigned based on data collected over a five-year period that showed Kittery's lowest firefighter response times in line with the most frequent times and days of calls. They were assigned a shift of Monday-Friday from 0730 to 1630 hours.

The FY23 budget did not include additional firefighter positions when approved in May by the Town Council. The Fire Department had submitted a grant application for eight additional firefighters through the highly competitive Assistance to Firefighters Grant (AFG) program, Staffing for Adequate Fire and Emergency Response (SAFER). Specifically, the grant request was for funding for eight firefighters for three years. The grant request totaled \$2.724 million. The grant was not awarded, therefore the Town Manager brought forth a proposal for supplemental spending during the Town Council meeting that set the FY23 mill rate. The Town Council approved the supplemental spending for four additional firefighters. They were hired in early 2023.

The Fire Department has once again submitted a grant application for SAFER. The grant is requesting \$2.726 million for the hiring of eight additional firefighters. If awarded the firefighter positions will be 100% funded for three years. This includes salary and benefit packages.

The current response data supports the need to continue to move the Fire Department towards more career firefighters. This grant will help the Fire Department move towards this goal while not placing the financial burden on the citizens for three years. SAFER, being a very competitive grant, requires initial acceptance and support from the Town Council and a strong push from the United State Senators. It should be noted that since the inception of the SAFER grant a total of \$5.2 billion has been awarded to fire departments across the country. Maine fire departments have received a total of \$5.2 million or approximately 0.1%.

Public Protection Standard

The Insurance Service Office, commonly referred to as "ISO" provides a Public Protection Standard rating for each community on a scale of one to ten. One is the best protection, while a rating of 10 means that there is no substantive



protection provided. Communities were reviewed on a ten-year cycle until this year when the cycle was changed to five years.

ISO uses a Fire Suppression Rating Schedule (FSRS) in reviewing the fire prevention and fire suppression capabilities of individual communities. The schedule measures the major elements of a community's fire protection system and develops a numerical grading system called the Public Protection Classification.

The FSRS lists a large number of items (facilities, equipment, practices, etc.) that a community should have to fight fires effectively. The assessment is performance-based and assigns credit points for each item. The FSRS considers three main areas of a community's fire suppression system: emergency communications, fire department operations, and water supply. It also includes a section that recognizes community efforts to reduce loss through fire prevention, public fire safety education, and fire investigation.

A maximum of ten points of the total score is based on how well the community receives and dispatches fire alarms,

A maximum of fifty points of the total score is based on fire department operations, and

A maximum of 40 points is based on the community's water supply.

An extra 5.5 points are available for fire prevention, education, and investigation programs.

The total score of 61.39 resulted in Kittery being awarded a class 4/4Y rating, which places the organization in the 12.6 percentile of fire departments in the State of Maine with only 5.1% of the 467 departments having a better rating than Kittery.

It should be noted that 25 years ago Kittery had a rating of 6, improved to a 5 in 2007 and improved once again to a 4 in 2018. This reflects Kittery's efforts to continually improve services.

The following is the results of the 2018 review:

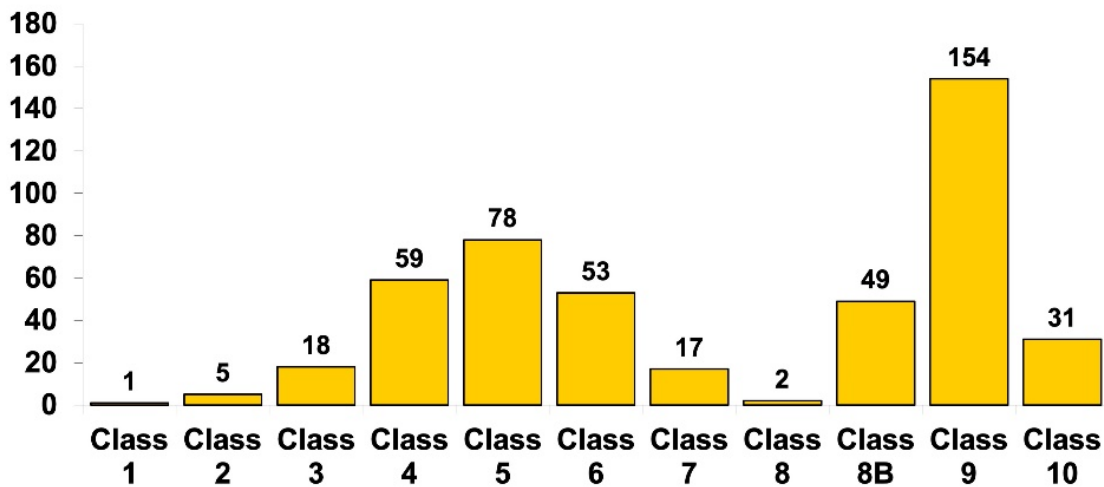
Feature	ISO Credit Available	Kittery Earned Credit
Emergency Communications		
Emergency Reporting	3.00	0.30
Telecommunications	4.00	3.20
Dispatch Circuits	3.00	2.70
Total	10.00	6.20
Fire Department		
Engine Companies	6.00	4.00
Reserve Pumps	0.50	-
Pump Capacity	3.00	3.00
Ladder Service	4.00	4.00
Reserve Ladder and Service Trucks	0.50	-
Deployment Analysis	10.00	4.08
Company Personnel	15.00	4.82
Training	9.00	2.92
Operational Considerations	2.00	2.00
Total	50.00	24.82
Water Supply		
Supply System	30.00	25.35
Hydrants	3.00	3.00
Inspection/Flow Test	7.00	7.00
Total	40.00	35.35
Community Risk Factor	5.50	3.77
Divergence		(7.75)
TOTAL CREDIT	105.50	62.39

Note* Divergence is a factor that mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

While a Class 4 rating is favorable compared to the rest of Maine and Kittery's neighbor-Portsmouth, the review provided areas of improvement. Since the 2018 review, steps have been taken to improve training, improve dispatch capabilities, hire career firefighters, and upgrade the apparatus fleet. These actions should show an

improvement in Dispatch and Fire Department operations which hopefully will lower the negative divergence score.

Maine



A 5-year review was just completed during the months of April and May. We are at this time waiting for the results.

Recruitment and Retention of On-Call Personnel

As previously stated, the on-call firefighter response has reached a critical level. This is not something that Kittery is facing alone. WMTW recently aired a piece addressing this issue of depleted on-call firefighter ranks in the State of Maine. Kittery, at one time, had 70 call firefighters. In fact, there was a waiting list to become a member. Now, on average there are two or fewer recruits seeking to join the on-call fire service in Kittery each year. There are several reasons why this is happening.

- Kittery, with a median age of 51.3, is an older community and as a result the pool of eligible candidates is smaller;
- the scarcity of housing and growing high cost of home ownership prevent eligible candidates from moving to Kittery;
- more of Kittery's residents, who are in the workforce, do not work in the immediate area; and
- the commitment of time and effort required to obtain the certifications necessary to be a firefighter are much longer and harder than in the past.

Of the four reasons listed above, the time and effort to obtain certifications is the hardest to overcome. The following is a short list of the qualifications/certifications required and the commitment it takes to get them:

- Pass a physical exam that proves the recruit will be able to perform the physical and strenuous duties of firefighting.
- Firefighter Level 1 & 2 certification. This is a compilation of multiple facets of firefighter basic training that encompasses 220 hours of classroom and practical learning. Currently this course is held every Saturday beginning in January and ending in June. The curriculum of this course is mandated by the State of Maine.
- Weekly, monthly, and annual requalification training. A firefighter must meet the requirements of Maine Department of Labor, Bureau of Labor Standards Compliance Directive 10-05. This standard requires annual refresher training in the following subjects:

Respiratory Protection Program	1910.134
Hazard Communications	1910.1200
Bloodborne pathogens	1910.1030
Lockout/tagout	1910.147
Hazmat	1910.120
Confined Space rescues	1910.146
Fire Extinguishers	1910.157
PPE	T26 Ch.28 2012 1b
Traffic Control	T26 Ch.28 2012 1e
Training commensurate with duties	T26 Ch.28. 2102 1e
Chain saw, structural, pump operator, ladders, hand tools, etc.	
Driver/Operator	T27A

On-call firefighters are also required to conduct weekly inspections of equipment and apparatus.

The above training and inspections are normally conducted every Tuesday night. Each piece of apparatus and equipment is inspected and logged. After which training begins. Training is held twice a month.

On-call firefighters are paid an hourly wage when they answer fire calls and emergencies. The base pay is \$16.91/hour with graduated steps for higher positions such as driver/operator and officers. On-call firefighters who answer at least one third of the calls during the year are also awarded a \$1,000 bonus.

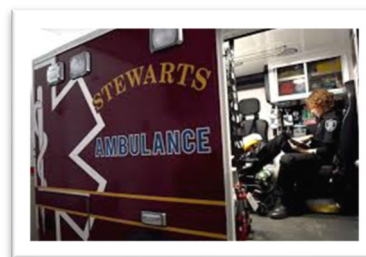
On top of the above-listed duties, it is imperative the on-call firefighter answer fire calls and emergencies. This requires them to leave work, family activities, or lose sleep in order to respond. All firefighters are given a pager that they are expected to have with them at all times. With the projected number of fire calls and emergencies totaling over 600 this year, it is clear this commitment is very difficult and hinders attraction and retention of on-call firefighters. Kittery has successfully trained and onboarded a total of three new firefighters in the last two years, while several of existing members have aged out or resigned.

Emergency Medical Service

The Kittery Fire Department does not operate Emergency Medical Service (EMS). EMS is provided by contract through a private ambulance service. The contract was awarded to Stewart's Ambulance Service out of Meredith, NH. They are currently housed in the old Walker Street Fire Station and supply EMS to both the Town of Kittery and Eliot. They answer approximately 2,200 calls a year, most within Kittery.

The following are a few of the contract requirements:

- Housed at the Walker Street Station where they are responsible for all utilities, maintenance, and repairs. (Separate lease document);
- dispatched by Kittery Dispatch for a fee of \$16,000/year to Kittery;
- one ambulance at the paramedic level full-time;
- one basic level ambulance for one half-time;
- zero cost to either the Town of Kittery or Eliot;
- no ambulance over five years of age or 100,000 miles;
- free response and transport for town employees while at work;
- free standby coverage for major incidents.



With the sale of the Walker Street Fire Station, Stewarts will be moving their operation into the new addition currently under construction at the Gorges Road Fire Station. Negotiations are ongoing as to lease agreements.

The Fire Department has an excellent working relationship with Stewarts and by standard operating procedure (SOP) assists them on difficult medical calls such as cardiac arrests, heavy trauma, bariatric patient lift assists, and difficult removals from tight living spaces. Several of Kittery's firefighters are certified Emergency Medical Technicians (EMT) and work hand in hand with the medics from Stewarts.

EMS operates at two basic levels of service, the first being the standard emergency response and transport, the second being the non-emergency transfer normally between medical facilities. It is a major misconception that EMS is a highly profitable endeavor at the emergency response and transport level. EMS is prohibited from billing patients that are not transported. For example, a response for a routine lift assist where the patient is not transported cannot be invoiced. The same applies to non-transport motor vehicle crashes, or any call where the patient refuses to be transported. Stewarts responded to 1,368 calls in the Town of Kittery in 2022, of which 777 or 56.8% were a billable transport.

Kittery, with a higher-than-average median age, has several Medicare covered citizens. The current Maine Medicare/Medicaid payment schedule is \$404.92 for advanced life support treatment and transport and \$370.22 for basic life support treatment and transport. The provider also receives \$8.02/mile for loaded transport. Regardless of what supplies or services were rendered by the provider, Medicare only pays the provider the fixed amount. Medicare also only pays the provider 80% of the customary rate with the balance to be paid by the patient.

Stewarts, being a privately owned corporation, is not bound to provide their collection data or specifically what their revenues are. However, it is plain to see with what Medicare pays and with Kittery's higher-than-average median age, the company would not be financially stable just running emergency response and transport.

Considering another Southern Maine community that is serviced by the local fire department the following is found.

Insurance Provider	Total Transports	Total Charges	Total Allowable	Total Collected	% Collected	% of Revenue
Blue Cross	861	\$424,598	\$300,022	\$215,815	71.93%	17.77%
Medicaid	646	\$941,561	\$234,062	\$229,282	97.96%	18.88%
Medicare	1,342	\$1,974,056	\$539,525	\$519,462	96.28%	42.78%
Other Ins	1,007	\$269,608	\$221,534	\$183,605	82.88%	15.12%
Subtotal	3,856	\$3,609,823	\$1,295,143	\$1,148,164	88.65%	94.55%
Vet Admin	15	\$27,710	\$28,993	\$29,376	101.32%	2.42%
Facility Prov	20	\$10,033	\$10,033	\$6,750	67.28%	0.56%
Subtotal	35	\$37,743	\$39,026	\$36,126	92.57%	2.97%
Self-Pay	333	\$327,438	\$325,368	\$30,081	9.25%	2.48%
TOTAL	4,224	\$3,975,004	\$1,659,537	\$1,214,371	73.18%	
AVERAGE COLLECTED PER CALL						\$287.49

Kittery has been evaluating whether the ambulance service should become municipally owned and operated.

Considering both Kittery and Eliot transport data and assuming a slightly better collection rate (industry standard is closer to 80%), potential revenue is approximately \$540,000.

The following is known data or best estimates of costs to run an emergency response and transport ambulance:

Number of ambulances needed: 2

Manning needed:

1 medic per shift per ambulance plus 1 basic per shift per

ambulance. The current average number of calls for EMS is 3.75 calls per day. Several of these calls are concurrent therefore the need to have two staffed ambulances. Minimum staffing required to staff fire apparatus and ambulances is 6 firefighters/shift for a total of 18 firefighter/EMS personnel.

Management:

EMS that are operated by fire departments usually have an EMS Chief Officer whose duties include overall management, billing, training, equipment and apparatus maintenance and quality control.

Maintenance/fuel/etc.

The cost to maintain, fuel, service each ambulance per year is estimated at \$6,000.

Supplies:

Replacement of disposable items such as gloves, bag/valve/masks, airways, blankets, drugs, etc. is estimated at \$13,000 annually.

Career firefighter staffing levels required to provide fire and rescue services 24/7 with a minimum of 4 firefighters/shift is 12 firefighters. An additional 6 firefighter/EMS personnel are needed for emergency medical service; for a total of 18 full-time firefighters.

This assigns 2 firefighter/EMS personnel on each shift to staff the primary response ambulance. The remaining 4 firefighters staff the second ambulance and engine company. For the purpose of determining an annual cost to operate the ambulance service, the cost of 10 additional firefighter/EMS personnel is used.

	Cost	Units	Years in Service	Annual
REVENUE				
Billable Transport	\$ 675	1,000		\$675,000
Uncollected		20%		(\$135,000)
Total Revenue				\$540,000
EXPENSE				
<i>Capital</i>				
Ambulance	\$ 215,000	2	7	\$61,429
Equipment	\$ 100,000	2	10	\$20,000
<i>Ambulance Operations</i>				
Firefighters EMT/Paramedics	\$ 67,500	10		\$675,000
Staff Training Time	\$ 5,014	18		\$90,252
EMT Courses	\$ 2,500	18		\$45,000
EMS Command Staff	\$ 90,000	1		\$90,000
Maintenance/Fuel	\$ 6,000	2		\$12,000
Billing Service (based on revenue)		5%		\$27,000
Consumable Supplies	\$ 6,500	2		\$13,000
Total Expense				\$1,033,681
NET				(\$493,681)

The cost to start a municipally operated ambulance in the Town of Kittery for the first year is roughly calculated as follows:

	Cost	Units	Annual
EXPENSE			
<i>Capital</i>			
Ambulance	\$ 215,000	2	\$430,000
Equipment	\$ 100,000	2	\$200,000
<i>Ambulance Operations (excluding staff)</i>			
Training	\$ 23,000	18	\$414,000
Consumable Supplies	\$ 6,500	2	\$13,000
Total Start-Up Costs			\$1,057,000

The loss of \$493,681 annually to have the Fire Department operate an ambulance is not cost effective when the current provider, Stewart's Ambulance Service, charges the Town of Kittery nothing annually and pays \$16,000 for dispatch services. To note, potential revenue for providing emergency services to the Town of Eliot has not been factored into the analysis. Eliot also currently pays nothing for its EMS service. There is a likely future in which both Kittery and Eliot will have to begin paying for emergency medical services, even if it is provided through a private company.

Future

The future of the department is based on developing strategies to meet the three premises of improvement as mentioned:

- Reduction of response times to calls for service;
- Adequate training to minimize the potential of injury or fatalities of responding firefighters given the risks of the community; and
- Planning for future growth that coincides with the growing needs of the town related to aging population, aging building stock, and ongoing community and economic development growth.

With the depletion of the call force, the Town will have to either add firefighters or accept less responsive fire and rescue services. The staffing needs of the Fire Department will likely grow simply to provide adequate fire and rescue services. If the Town does move to a staffing model of 18 career firefighters, incorporating the ambulance service may be more advantageous as the revenue can offset some of the costs. However, the service demands for ambulance service today, will not financially sustain an in-house ambulance service on its own.

In closing, it has been my pleasure to be Chief of the Kittery Fire Department for most of the improvements and changes mentioned in this report. While my time as Chief is quickly coming to a happy ending it is with pride that I look at the progress this department has made and is planning on making in the near future.

Thank you.

Chief David O'Brien

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

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

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

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

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

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

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

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

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

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

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

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

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

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

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

Article 5. Shall the town vote to authorize the Town Council to transfer up to \$80,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$80,000 when necessary for the purpose of covering shortfalls in the town departments' fuel accounts due to the unpredictable fuel pricing markets?

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

Article 6. Shall the town vote to authorize the Town Council to transfer up to \$100,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$100,000 when necessary for the purpose of providing for the town's General Assistance Program as required by town, state, and federal laws in the fiscal year?

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

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

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

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

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

Article 9.

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

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

Article 10.

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

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

Article 11.

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

Town Council Recommends – Vote: Yes 6 No 0

Explanation:

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

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

Article 12.

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

Town Council Recommends – Vote: Yes 6 No 0

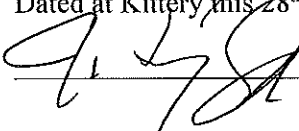
Explanation:

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

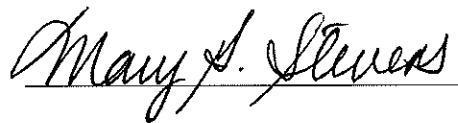
The Registrar of Voters will hold office hours while the polls are open to correct any error in, or change a name or address on, the voting list; to accept registration of any person who becomes 18 years of age on Election Day or after the close of registration prior to it; and to accept new enrollments.

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

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



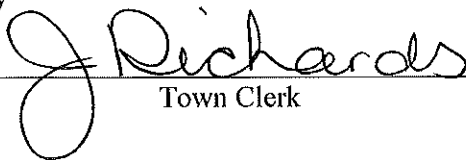




Municipal Officers

A true copy

ATTEST:



Town Clerk

RETURN ON THE WARRANT

County of York
of Maine

State

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of Kittery, qualified as herein expressed, to meet at said time and place, and for the purposes therein named, by posting an attested copy of said warrant at the Kittery and Kittery Point Post Offices, Kittery Municipal Office, Kittery Community Center, and Kittery Resource Recovery Facility in said town, being public and conspicuous places in said town on _____, 2023, being at least seven days before the meeting.

Robert V. Richter

Date



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

REPORT TO TOWN COUNCIL

Date: June 6, 2023
From: Kendra Amaral, Town Manager
CC: Harbormaster John Brosnihan
Subject: Surplus of Older Harbormaster Boat – Alternative Approach
Councilor Sponsor: Chairperson Judy Spiller

OVERVIEW

Town Code §3.2.10 Disposal of property requires any municipally owned real property of value must be disposed of either by trade-in, sealed bid, or auction. The Town is preparing to surplus and dispose of the old Harbormaster boat; now that the new vessel is in the water.

This request, as submitted in partnership with the Piscataqua Youth Sailing Association and the Traip Academy Sailing team, is to allow for a non-competitive sale of the boat for \$10,000. This method of surplus would direct the reuse of the boat for the benefit of Kittery youth and students.

The alternative is to surplus via sealed bids or auction; which could fetch a higher price but will not provide any ancillary benefit to the Town.

The boat is being stripped of town equipment. Regardless of the method, it would be sold as is.

PROPOSED SOLUTION/RECOMMENDATION

Approve the surplus of the boat to the PYSA for \$10,000, for the benefit of the Traip Academy Sailing team and other water-based activities associated with Kittery students and youth.

ATTACHMENTS

- Town Code §3.2.10
- Piscataqua Youth Sailing Association proposal

§ 3.2.10. Disposal of property.

- A. All municipally owned property, real or personal, must be disposed of either by:
- (1) Trade-in on purchase of new equipment. Any item that is offered as a trade-in must also be offered for sale by competitive bid. The higher amount of the two (trade-in allowance or bid) must be accepted;
 - (2) Sealed bids; or
 - (3) Auction.
- B. Monies received from the disposal of property. **[Added 11-10-2014 by Ord. No. 14-07; amended 10-14-2020 by Ord. No. 20-07]**
- (1) Real property obtained through tax foreclosure. Unless otherwise requested by the Town Manager and so directed by the Council, monies received from the disposal of real property obtained through tax foreclosure, pursuant to Subsection A(2) and (3), must be credited to the housing reserve fund, net of taxes owed on the property, fines and fees associated with the foreclosure and sale of the property, and any and all municipal fines and fees associated with the property.
 - (2) Personal property. Unless otherwise requested by the Town Manager and so directed by the Council, monies received from the disposal of personal property pursuant to Subsection A(2) and (3) above must be credited to the vehicle or equipment reserve fund revenue account designated as the current vehicle or equipment fund used by the department for which it was purchased.
 - (3) Other property. Unless otherwise requested by the Town Manager and so directed by the Council, all other monies received from the disposal of property, real or personal, must be credited to the undesignated reserve fund, net of any fines, fees, or taxes associated with the property or its disposal.
- C. This chapter does not apply to disposal of:
- (1) Items commonly termed refuse, waste or trash;
 - (2) Recycled material emanating from the solid waste facility;
 - (3) Compost or sludge materials developed by treatment of sewage;
 - (4) Interdepartmental transfers approved by the Town Manager; or
 - (5) Property whose estimated value is less than \$100.
- D. The above procedure must be followed at all times unless prior approval is obtained from the Town Council.



piscataqua youth

SAILING ASSOCIATION

Launch Proposal for
Kittery Town Council

6/12/2023

Kevin McCoolle, President PYSA

kevinmccoolle94@gmail.com, Cell (207) 703-4691

Introducing the new Traip Academy Sailing Team!





PYSA – Our Mission and Who We Are

- *PYSA is a 501c3 formed in 2020*
- *Our missions include supporting the formation and activities of local high school sailing teams*
- *Donations to date from 20+ local business and 200+ sailors across the seacoast*
- *High Schools now include Traip Academy & Marshwood (2023) and Portsmouth High School (2016)*



PYSA Board of Directors - Left to right:

- *Kevin McCoolle, President (Director of KPYC Sailing School, Past PSA Commodore)*
- *Steve Kosacz, Secretary (Laser Fleet Commodore, Founder of Autoworx)*
- *Tom Brown, VP (PSA Primary Race Officer, Director at Great Bay Marine)*
- *Doug Macdonald, Legal (Partner Keane & Macdonald, Son Jake started PHS team)*
- *Dan Righerink, Treasurer (Current PSA Commodore)*
- *Wendy McCoolle (not pictured), Marketing/PR (Strawberry Bank Marketing Director)*
- *Over 100 years of sailing/boating experience*



2022-23 Investments to Date

- ***New Float c/o Riverside Pickering @cost***
- ***8 420s from US Naval Academy Sailing School***
- ***2 inflatables provided by GBM @cost***
- ***Storage/Service Facilities provided by GBM***
- ***US Sailing Certified Coaches***
- ***Insurance and other financial support***
- ***Future expansion planned as program grows***





Launch Proposal



- *Launch required to safely transport teams to/from their boats*
- *Decommissioned Kittery Harbormaster Launch is the Perfect Vessel*
- *Propose that PYSA purchase for \$10,000*
- *Storage/Upkeep provided by Great Bay Marine*
- *Launch Drivers USCG Licensed*
- *PYSA Launch could potentially support other Kittery on the water student programs*

David Wrocklage,

05/30/2023

Parks Commission Resignation

Hello David,

Please accept this letter as my formal resignation from the Parks Commission. I have enjoyed working for the benefit of the Kittery Parks and sharing that experience with the other members. Please extend my apologies for ending my service before the expiration of my term.

Best Regards,

Denise M. Payne



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

[Home](#) > [Town of Kittery Board & Committee Application](#) > [Webform results](#) > Submission #7

Submission information

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

Submitted by Anonymous (not verified)

February 15, 2022 - 3:21pm

2601:196:180:1c80:1ced:a80d:fd37:42ac

Name:

Susan Foster

Residence:

8 Grover Lane, Kittery, ME 03904

Mailing (if different):**E-Mail Address:**

susanhartmanfoster@gmail.com

Cell Phone Number:

617-877-1494

Home Phone Number:

same

Work Phone Number:

207-725-3277

Board, Committee & Commission Choices

- Board of Appeals
- Celebration Committee
- Comprehensive Plan Committee
- Economic Development Committee
- Educational Scholarship Committee
- Parks Commission
- Planning Board

Rank Choices By Priority

I am opened based on the needs of the Town.

Education/Training:

I have been working in higher education for over 40 years. My experience has been in large, research-based departments and centers, with a high level of strategic, financial, and organizational planning. I've worked at Harvard, MIT, Tufts, Boston University and am presently at Bowdoin College.

Related Experience (Including other Boards and Commissions):

I have not served on municipal boards previously, but have been a member of many executive committees and so on.

Present Employment:

Business Manager, Information Technology, Bowdoin College

Are You a Registered Voter in the Town of Kittery?

Yes

Do You Have Any Conflicts of Interest?

No

Reason for Application to this Board:

My husband and I moved to Kittery almost four years ago, and I would like to get involved and provide some service to the community.

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

Have not

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

Agree

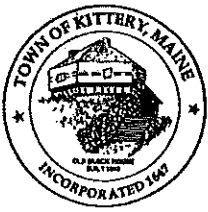
Signature

Susan Foster

Source URL: <https://www.kitteryme.gov/node/71141/submission/13066>

Links

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



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Cheryl Evans (Sherry)

RESIDENCE: 78 Norton Road, #4

MAILING (if different) _____

E-MAIL ADDRESS: sherryevans13@gmail.com

PHONE #: (H) _____ (W) _____ (C) 207-451-8503

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

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

EDUCATION/TRAINING: BA Biology, MLS Library Science

RELATED EXPERIENCE (Including other Boards and Commissions)

21 year resident of Kittery; New Hampshire native, past president & secretary of my condo association (Ashen Woods); Volunteer-yoga in action, Gather Food Pantry and Parks Commission Invasive Species Removal (summer 2022) and others. I have walked every inch of Ft. Foster with my dog, my children, my grandchildren and friends. It is dear to me.

I spent over 30 years as a library manager in various libraries, retired from Portsmouth PL in 2014. I organized, ran and participated in meetings at all levels of city government. Past Director of the Rye PL. I am an avid proponent of the democratic method of decision making.

PRESENT EMPLOYMENT: Yoga teacher (part-time)

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

ANY KNOWN CONFLICT OF INTEREST (please read back of application): _____

None

REASON FOR APPLICATION TO THIS BOARD: Desire to be a part of the future of the town parks.

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

Please read the back of this application before signing.

Cheryl Evans
SIGNATURE OF APPLICANT

7/25/22
DATE

From: [Kittery ME via Kittery ME](#)
To: [Jillian Richards](#); [Jennifer Wheeler](#)
Subject: Form submission from: Town of Kittery Board & Committee Application
Date: Saturday, January 14, 2023 4:05:10 PM

Submitted on Saturday, January 14, 2023 - 4:05pm
Submitted by anonymous user: 2601:196:280:11a0::b989
Submitted values are:

Name: MaryAlice LaPoint
Residence: 115 Pepperrell Road, Kittery Point
Mailing (if different): Box 112
E-Mail Address: maryalicelapoint@comcast.net
Cell Phone Number: 6039570226

Home Phone Number: :

Work Phone Number:

Board, Committee & Commission Choices:

- Board of Appeals
- Board of Assessment Review
- Board of Trustees of Trust Funds
- Climate Adaptation Committee
- Conservation Commission
- Housing Committee
- Kittery Community Center Board of Directors
- Parks Commission
- Planning Board
- Port Authority

Rank Choices By Priority: 1. Parks Commission, 2. Community Center, Open to any others as needed.

Education/Training: BA, Business Owner in Portsmouth for many many years. Currently retired. Digitally proficient, fiscally proficient.

Related Experience (Including other Boards and Commissions): Sat on many boards through the years. Active in many business groups.

Present Employment: Retired.

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

Do You Have Any Conflicts of Interest? No

Reason for Application to this Board: Would like to be involved with local governance.

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

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

Signature: MaryAlice LaPoint

The results of this submission may be viewed at:
<https://www.kitteryme.gov/node/71141/submission/15651>