



TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

July 17, 2023

6:00PM

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

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

TownComments@kitteryme.org.

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

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

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

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

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

10. PUBLIC HEARINGS

a.(070123-01) The Kittery Town Council moves to hold a public hearing on Title 16 – Zoning Map Revision.

b.(070123-02) The Kittery Town Council moves to hold a public hearing on a new Victualers License for Spruce Creek Pizza Inc., 290 US Route 1, Kittery ME 03904.

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.

(070123-03) The Kittery Town Council moves to accept a donation from B.R. Fein in the amount of \$2,000 to be deposited into the Rice Public Library account #4060.

b.(070123-04) The Kittery Town Council moves to schedule a public hearing on August 21, 2023 to approve Fiscal Year 2023 year end transfers.

c.(070123-05) The Kittery Town Council moves to approve a letter of commitment for the Energy Efficiency Community Block Grant – Southern Maine Navigator Pilot.

d.(070123-06) The Kittery Town Council moves to consider a request to recognize September as Childhood Cancer Awareness month.

e.(070123-07) The Kittery Town Council moves to appoint full member Conservation Commission member Cassandra Bliss to an associate member role on the Conservation Commission.

f.(070123-08) The Kittery Town Council moves to appoint a Councilor to interview MaryAlice Lapoint, along with the Chair of the Conservation Commission for a three-year term to end December 31, 2026.

g.(070123-09) The Kittery Town Council moves to approve a new Liquor License application from Sunday Supper, located at 21 Litchfield Road, Kittery.

h.(070123-10) The Kittery Town Council moves to appoint Elizabeth Lallemand, Finance Director, as Acting Town Manager from July 22, 2023 to July 30, 2023 while the Town Manager is on vacation.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: July 13, 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

July 17, 2023

- 1. Traffic Calming and Parking** – The community requests for traffic calming and parking limitations in neighborhoods have grown significantly over the last year. Town staff are currently working traffic analysis and evaluation efforts on Badgers Island West, Chauncey Creek Road, Seapoint Road, Rogers Road, Picott and the feeder roads, Brave Boat Harbor Road, Government Street, and Haley Road just to name a few. We regularly field requests for speed bumps, variable speed signs, speed limit reductions, one-way conversions, resident parking only, flashing signage, video surveillance, elimination of on-street parking, and constant police presence.

Each of these options has pros and cons, and the potential to set off down-stream impacts that at best shift the problem to a different location or road and at worst create new unintended problems; while others are not legal. There is a whole science behind traffic calming, road/pedestrian/bicycle/parking infrastructure design and a mountain of regulations at the federal and state levels for traffic control and road infrastructure measures.

Projects the Town has undertaken, such as the Love Lane one-way conversion and the bike/ped demonstration project on Shapleigh, were accomplished in collaboration with MaineDOT, Bicycle Coalition of Maine, engineers, SMPDC, and other transportation professionals; ensuring the resulting projects are compliant with the network of rules and legal “guardrails” that shape traffic management and help the Town retain its insurance coverage.

As we work to address the current and growing list of areas of concern, I believe broader policy direction is necessary to effectively respond. Kittery needs a comprehensive policy on traffic calming and parking alterations that complies with regulations, and is synergistic with Title 16, the Bike/Ped Master Plan, the future Climate Action Plan, and the Comprehensive Plan.

The policy, as envisioned, will identify which tools or solutions will be acceptable in Kittery given certain circumstances, what criteria are necessary to be met to deploy a particular tool or solution, and what process will be used in evaluating and implementing the tool or solution. Through the development of a policy, discussions can occur around effectiveness of each option, expected down-stream impacts, costs, alignment with other Town plans and goals, and operational impacts.

I am requesting Council establish a working group of Councilors, residents and staff to advance this effort. We will also need to engage a traffic engineer consultant to provide the requisite expertise and technical knowledge that will inform the evaluation of tools and solutions, and assist in the policy development process.

- 2. Hydrological/Watershed Study Route 236 Area** – Barton & Loguidice are finishing up their final report on the Hydrological/Watershed Study and are working on scheduling a public presentation of the results. The presentation is expected to be in early August and will be televised and recorded for those unable to attend.

The consultants presented their preliminary findings in March. That presentation focused on areas of flood risk and the impact of build out on said flood risks (low, moderate, high), assuming that such build out is not required to include any stormwater infrastructure.

The final report will include a list of strategies and interventions the Town may pursue to address existing and potential future flooding risks including infrastructure adjustments, stormwater management requirements on private property, and low impact development approaches to effectively address stormwater capture and treatment.

Information on the presentation date and time will be posted online, sent via E-Alert, posted on the Town's Facebook page and various social media accounts, on Channel 22, and via flyers in various municipal locations.

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

- 3. National Night Out** – The Town of Kittery, led by the Kittery Police Department, is hosting its annual National Night Out event on August 1, from 5:30PM to 8:00PM at the Kittery Community Center.

National Night Out is a free community event that shines a spotlight on crime prevention, public safety, and community partnerships. The event will feature local area public safety organizations, including the Kittery Police, Fire, Harbormaster and Public Works Departments, along with the Eliot Police Department, Portsmouth Naval Shipyard Police & Fire and others.

The Kittery Police Department will be serving up free hot dogs, water, and freeze pops for everyone to enjoy. There will be a bouncy house, Shipyard STEM activities, Caricatures by Leona, lawn games from Kids Free to Grow, and more. The night will close with a performance from The Thursday Afternoon Band from 6:30 PM to 8:00 PM.

Meet your local first responders, check out emergency vehicles up close and get ready to have some fun at the Town of Kittery's National Night Out event.

- 4. Nominations for Elected Positions** – Nomination papers for the Council and School Committee will be available July 28th and will be due September 8th. On the ballot will be two Council seats and two School Committee seats.

For more information about obtaining nomination papers and qualifying for the ballot please contact Town Clerk Jillian Richards at 207-475-1313 or at jrichards@kitteryme.org.

- 5. FY23 Financial Report Year End** – Please see attached.

Upcoming Dates:

- Understanding Diversity, Equity & Inclusion in Kittery Survey Available Now – www.kitteryme.gov/DEISurvey
- Free Summer Meals for Kids – Kittery Schools Nutrition Program, every day through August 19
- Concerts in the Common – Every Tuesday, 6:30PM, Kittery Community Center
- Town Council and School Committee Nomination Papers Due – Friday, September 8, 1:30PM
Town Clerk's Office
- National Night Out – Tuesday, August 1, 5:30PM, Kittery Community Center

- Lobster Luncheon – Thursday, August 3, 11:30AM, Kittery Community Center
- Books & Big Ideas Author Event “The Coveted Westside” – Thursday, August 10, 6PM, Rice Public Library

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 KITTEERY

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

REPORT TO TOWN COUNCIL

Meeting Date: July 17, 2023
From: Kendra Amaral, Town Manager
Subject: Fiscal Year 2023 Financial Update – Year End
Councilor Sponsor: N/A

This is to provide the Council with an update on the Fiscal Year 2023 (FY23) finances at the close of the fiscal year. Please note, the Finance team are still making year end journal entries and will do so through the end of the month. Additionally, the year-end audit will result in further adjustments to the journal. These, combined, will produce some variation from the figures presented in the attached report. The variations are typically not material to the overall analysis of the YE budget outcomes, excepting revenue which requires some revenue to be reclassified as deferred for the subsequent fiscal year, resulting in generally lower final revenue figures than indicated in the initial year end reports.

Revenue

The Town collected approximately \$18M in revenue including property tax and excise tax, business-activity revenue, and state reimbursements and funding. Revenue is expected to be approximately \$800,000 above projections or approximately 4%. Revenue from non-property tax sources totaled \$6,568,593, approximately \$527,888 over projections.

The line items that significantly overperformed include Code Enforcement Fees (building permits) at \$119,151 above projection, KCC at \$173,605 above projection, State Revenue Sharing at \$279,494 above projection, and finally State reimbursement for General Assistance at \$105,069 above projection. To note, the General Assistance reimbursement is the result of significantly higher General Assistance costs this year, or put more simply, the excess revenue is wholly offset by expenditures. All other revenue lines performed at slightly above or slightly below projections.

Despite initial tracking of lower than anticipated revenue, the State reimbursement from the Homestead Exemptions ended approximately \$75,474 over the budgeted revenue. Homestead Exemption is impacted by the difference between what the Town calculates the total assessed value of property to be and what the state calculates it as.

Excise Tax finished at just above projection. This line was being watched carefully, as it has been coming in slowly for the first three quarters of the year and was missing the previous years' quarterly benchmarks. Total revenue from Excise Tax is \$1,974,141, approximately \$38,141 over projection.

Solid waste permits and fees finished above budget at \$89,888, while the revenue from the sale of recycled material is likely going to finish below budget projection at \$63,949 or 30% under budget. At

present the town receives no revenue from paper and most plastics. Metal remains strong, and cardboard fluctuates up and down throughout the year.

Fort Foster revenue finished strong, at \$382,508 or \$57,508 above budget. This revenue includes July through August of last year, and gate revenue and season pass sales for 2023 through June. The strong revenue is helpful as the Town experiences significant cost inflation due to seasonal staff.

Sewer revenue is tracking at \$2,427,613 or approximately \$177,887 under projection. This is not the final revenue collection as billing in July and August include revenue from operations in FY23 and get journaled back once the bills are issued.

Expenditures

The operating budget is coming in approximately \$538,510 below budget, or 3%. Historically, we come in around 2% under budget. As a reminder, the budget is a projected spending plan based on the anticipated cost of providing services.

The primary driver of the surplus is from unspent funds associated with the Council's approval to increase funding for the Fire Department to add four full-time firefighters. The total surplus from component is approximately \$200,000 in the Fire Department budget, and \$110,000 in Shared Expenses (insurance benefits).

As Council, may recall, the grant does not pay for already hired staff, so hiring for the positions was not initiated until the final grant decisions were received. Following a recruitment effort, the new Firefighters started in late February, resulting in savings on wages and fringe benefits.

Three departments exceeded their budgets for the fiscal year. Police Department is coming in approximately \$66,389 over budget as a result of the recruitment retention effort and overtime to fill shifts impacted by vacancies and injuries. The recruitment and retention program is funded from the Salary Adjustment line item in the Administration budget.

DPW is over approximately \$31,829 due primarily to the payout for the retirement of a longstanding team member from Parks (James Eldridge) and winter salt. As discussed in prior reports, the "warmer" winter led to less snow and more ice events requiring salt to maintain safe driving conditions on the roads.

Miscellaneous is over budget approximately \$122,942 in aggregate. Though most line items came in under budget, General Assistance finished the year \$120,408 over budget. As a reminder, the Town is legally required to provide General Assistance to qualified applicants based on State determined rates. Additionally, due to the end of support for the Microsoft Exchange server, the Town is transitioning to MS365 and had to pay for the annual licenses upfront at a cost of approximately \$40,000.

Harbormaster came in approximately \$14,859 over budget, driven by the cost of repairs and maintenance to the equipment, hoists, fuel cost increases, and service cost increases.

Finally, the Library budget came in \$43,610 over budget. This was anticipated as the budget was developed prior to the opening of the newly renovated and expanded library facility. There was no baseline with which to anticipate the cost of heating, cooling, technology and electricity for the expanded services and features of the facility.

Sewer is finishing the fiscal year approximately \$120,000 under budget. The savings were achieved as a result of vacant positions.

Attachments

Report through Q4:

- General Fund
- Sewer Fund
- Other Funds

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
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	118,507.84		.00	-3,307.84	102.9%*	
101110 64014 TOWN CLERK SALARY	87,961	0	87,961	74,397.03		.00	13,563.97	84.6%	
101110 64017 CLERKS SALARIES	322,388	0	322,388	297,805.53		.00	24,582.47	92.4%	
101110 64018 HUMAN RESOURCES MA	74,983	0	74,983	75,825.52		.00	-842.52	101.1%*	
101110 64026 FINANCE DIRECTOR S	126,576	0	126,576	128,614.54		.00	-2,038.54	101.6%*	
101110 64027 CUSTODIAN WAGES	14,906	0	14,906	9,535.27		.00	5,370.73	64.0%	
101110 64030 OVERTIME	4,000	0	4,000	14,909.51		.00	-10,909.51	372.7%*	
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	58,962.02		.00	92.98	99.8%	
101110 64046 COMMUNICATIONS DIR	71,400	0	71,400	64,608.87		.00	6,791.13	90.5%	
101110 65010 POSTAGE	8,000	0	8,000	7,756.89		.00	243.11	97.0%	
101110 65020 TELEPHONE & INTERN	9,000	0	9,000	8,720.30		.00	279.70	96.9%	
101110 65030 TRANSPORTATION	2,500	0	2,500	247.49		.00	2,252.51	9.9%	
101110 65040 EDUCATIONAL/MEETIN	5,000	0	5,000	5,700.36		.00	-700.36	114.0%*	
101110 65060 PRINTING	13,000	0	13,000	11,971.93		.00	1,028.07	92.1%	
101110 65080 LEGAL NOTICES/OTHE	3,000	0	3,000	2,273.41		.00	726.59	75.8%	
101110 65200 ELECTRICITY	13,440	0	13,440	10,029.70		.00	3,410.30	74.6%	
101110 65220 WATER	412	0	412	238.05		.00	173.95	57.8%	
101110 65230 FUEL OIL	4,500	0	4,500	5,229.61		.00	-729.61	116.2%*	
101110 65240 DUMPSTERS	727	0	727	941.51		.00	-214.51	129.5%*	
101110 65250 SEWER	325	0	325	321.42		.00	3.58	98.9%	
101110 65300 MACHINE & EQUIPMEN	35,000	0	35,000	25,099.14		.00	9,900.86	71.7%	
101110 65400 LEGAL SERVICES	65,000	0	65,000	88,638.42		.00	-23,638.42	136.4%*	
101110 65410 COMPUTER SERVICES	52,000	0	52,000	46,747.55		.00	5,252.45	89.9%	
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	17,550.00		.00	-50.00	100.3%*	
101110 65480 OTHER PROFESSIONAL	37,500	0	37,500	128,196.29		.00	-90,696.29	341.9%*	
101110 65500 MAINTENANCE OF BLD	16,500	0	16,500	20,868.32		.00	-4,368.32	126.5%*	
101110 66010 OFFICE SUPPLIES	8,000	0	8,000	10,064.77		.00	-2,064.77	125.8%*	
101110 66020 BOOKS/SUBSCRIPTION	1,500	0	1,500	1,646.76		.00	-146.76	109.8%*	
101110 66025 MAINE MUNICIPAL AS	14,564	0	14,564	14,756.00		.00	-192.00	101.3%*	
101110 66030 OTHER SUPPLIES	0	0	0	1,056.75		.00	-1,056.75	100.0%*	

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
1000 TOWN GENERAL FUND	APPROP	ADJSTMNTS	BUDGET	YTD	ACTUAL	BUDGET	USE/COL		
101110 66035 ABSTRACTS & LIENS	9,500	0	9,500	3,550.70		5,949.30	37.4%		
101110 66040 JANITORIAL SUPPLIE	2,500	0	2,500	3,641.54		-1,141.54	145.7%*		
TOTAL ADMINISTRATION	1,233,937	100,000	1,333,937	1,262,516.13		71,420.87	94.6%		
101115 TOWN COUNCIL									
101115 64001 COUNCIL STIPEND	4,000	0	4,000	3,120.00		880.00	78.0%		
101115 65480 OTHER PROF SERV/CO	1,500	0	1,500	300.00		1,200.00	20.0%		
101115 66037 COUNCIL EXPENSES	150	0	150	45.00		105.00	30.0%		
TOTAL TOWN COUNCIL	5,650	0	5,650	3,465.00		2,185.00	61.3%		
101130 ELECTIONS									
101130 64020 PART TIME SALARIES	5,000	0	5,000	5,345.38		-345.38	106.9%*		
101130 65000 ELECTIONS EXPENSES	800	0	800	746.91		53.09	93.4%		
101130 65010 POSTAGE	2,200	0	2,200	1,279.20		920.80	58.1%		
101130 65060 PRINTING	7,000	0	7,000	6,379.81		620.19	91.1%		
101130 65480 OTHER PROFESSIONAL	5,500	0	5,500	1,517.57		3,982.43	27.6%		
101130 66010 OFFICE SUPPLIES	200	0	200	18.98		181.02	9.5%		
101130 67510 OFFICE FURNITURE &	0	0	0	1,069.99		-1,069.99	100.0%*		
TOTAL ELECTIONS	20,700	0	20,700	16,357.84		4,342.16	79.0%		
101150 COUNTY TAX									
101150 65480 OTHER PROF SERVICE	990,000	0	990,000	989,988.95		11.05	100.0%		
TOTAL COUNTY TAX	990,000	0	990,000	989,988.95		11.05	100.0%		
101155 TAX INCREMENT FINANCING									
101155 65000 TIF FINANCING PLAN	25,000	0	25,000	25,000.00		.00	100.0%		
TOTAL TAX INCREMENT FINANCING	25,000	0	25,000	25,000.00		.00	100.0%		
101160 OVERLAY									

TOWN OF KITTERY - LIVE



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FOR 2023 12									
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1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
101160 65480 OTHER PROF SERV -	0	-651,401	-651,401		.00	.00	-651,400.94	.0%*	
TOTAL OVERLAY	0	-651,401	-651,401		.00	.00	-651,400.94	.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	10,500.00		.00	.00	100.0%	
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	5,988.68		.00	.32	100.0%	
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	109,413.31		.00	-1,978.31	101.8%*	
101310 64012 SERGEANTS SALARIES	356,618	0	356,618	365,286.20		.00	-8,668.20	102.4%*	
101310 64013 SCHOOL RESOURCE OF	71,959	0	71,959	73,236.87		.00	-1,277.87	101.8%*	
101310 64014 DETECTIVES SALARIE	154,296	0	154,296	155,346.91		.00	-1,050.91	100.7%*	
101310 64015 PATROLMEN SALARIES	838,111	0	838,111	797,765.94		.00	40,345.06	95.2%	
101310 64016 DISPATCHER SALARIE	329,385	0	329,385	287,492.86		.00	41,892.14	87.3%	
101310 64017 ADMINISTRATIVE ASS	101,473	0	101,473	103,171.51		.00	-1,698.51	101.7%*	
101310 64022 ANIMAL CONTROL OFF	76,990	0	76,990	86,961.14		.00	-9,971.14	113.0%*	
101310 64023 LIEUTENANT SALARY	89,830	0	89,830	90,843.41		.00	-1,013.41	101.1%*	
101310 64024 NIGHT DIFFERENTIAL	15,500	0	15,500	16,045.04		.00	-545.04	103.5%*	
101310 64027 CUSTODIAN WAGES	16,455	0	16,455	14,349.31		.00	2,105.69	87.2%	
101310 64030 OVERTIME	200,000	0	200,000	343,087.95		.00	-143,087.95	171.5%*	
101310 64033 SICK TIME BUY BACK	2,408	0	2,408	1,414.89		.00	993.11	58.8%	
101310 64034 PHYSICAL FITNESS S	14,700	0	14,700	8,552.40		.00	6,147.60	58.2%	

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101310 65010 POSTAGE	870	0	870	798.35	.00	71.65	91.8%
101310 65020 TELEPHONE & INTERN	30,000	0	30,000	37,277.83	.00	-7,277.83	124.3%*
101310 65030 TRANSPORTATION	2,800	0	2,800	3,700.00	.00	-900.00	132.1%*
101310 65040 EDUCATIONAL/MEETIN	26,500	0	26,500	25,756.51	.00	743.49	97.2%
101310 65060 PRINTING	4,450	0	4,450	607.00	.00	3,843.00	13.6%
101310 65080 LEGAL NOTICES/OTHE	850	0	850	78.25	.00	771.75	9.2%
101310 65200 ELECTRICITY	15,000	0	15,000	13,155.91	.00	1,844.09	87.7%
101310 65220 WATER	545	0	545	290.95	.00	254.05	53.4%
101310 65230 FUEL OIL	5,500	0	5,500	6,972.84	.00	-1,472.84	126.8%*
101310 65240 DUMPSTERS	970	0	970	1,031.45	.00	-61.45	106.3%*
101310 65250 SEWER	400	0	400	428.56	.00	-28.56	107.1%*
101310 65300 MACHINE & EQUIPMEN	83,000	0	83,000	74,395.62	.00	8,604.38	89.6%
101310 65310 VEHICLE MAINTENANC	31,000	0	31,000	34,925.35	.00	-3,925.35	112.7%*
101310 65311 GAS, GREASE, & OIL	48,125	0	48,125	54,180.48	.00	-6,055.48	112.6%*
101310 65470 DOG EXPENSE	750	0	750	155.00	.00	595.00	20.7%
101310 65480 OTHER PROFESSIONAL	3,000	0	3,000	4,952.62	.00	-1,952.62	165.1%*
101310 65500 MAINTENANCE OF BLD	5,000	0	5,000	3,065.35	.00	1,934.65	61.3%
101310 65521 UNIFORMS	27,000	0	27,000	30,257.61	.00	-3,257.61	112.1%*
101310 65693 SOCIAL SVCS PARTNE	28,000	0	28,000	20,625.00	.00	7,375.00	73.7%
101310 66010 OFFICE SUPPLIES	4,000	0	4,000	4,255.56	.00	-255.56	106.4%*
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	3,461.60	.00	4,338.40	44.4%
101310 66032 ARMORY SUPPLIES	30,000	0	30,000	28,888.15	.00	1,111.85	96.3%
101310 66040 JANITORIAL SUPPLIE	3,000	0	3,000	709.77	.00	2,290.23	23.7%
101310 67510 OFFICE FURNITURE &	1,500	0	1,500	812.15	.00	687.85	54.1%
101310 67517 BULLET PROOF VESTS	5,276	0	5,276	3,662.70	.00	1,613.30	69.4%
TOTAL POLICE	2,746,211	0	2,746,211	2,812,600.35	.00	-66,389.35	102.4%

101320 FIRE

101320 64003 FIRE CHIEF SALARY	107,435	0	107,435	108,022.63	.00	-587.63	100.5%*
101320 64020 PART TIME SALARIES	102,493	0	102,493	88,532.64	.00	13,960.36	86.4%
101320 64030 OVERTIME FT FIREFI	0	0	0	18,959.00	.00	-18,959.00	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	379,976.81	.00	201,060.19	65.4%
101320 64045 FT FIREFIGHTER CAL	55,000	0	55,000	28,643.78	.00	26,356.22	52.1%
101320 64095 ACCIDENT & HEALTH	1,766	0	1,766	1,682.00	.00	84.00	95.2%
101320 65010 POSTAGE	0	0	0	27.73	.00	-27.73	100.0%*
101320 65020 TELEPHONE & INTERN	8,374	0	8,374	9,590.24	.00	-1,216.24	114.5%*
101320 65040 EDUCATIONAL/MEETIN	2,235	0	2,235	2,649.99	.00	-414.99	118.6%*
101320 65045 TRAINING	4,650	0	4,650	4,599.60	.00	50.40	98.9%

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12			ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
ACCOUNTS FOR:	TOWN	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
101320	65046	HEALTH/PHYSICAL	7,600	0	7,600	1,887.00	.00	5,713.00	24.8%
101320	65200	ELECTRICITY	9,731	0	9,731	9,178.39	.00	552.61	94.3%
101320	65220	WATER	312	0	312	366.07	.00	-54.07	117.3%*
101320	65230	FUEL OIL	22,570	0	22,570	18,748.42	.00	3,821.58	83.1%
101320	65250	SEWER	400	0	400	501.79	.00	-101.79	125.4%*
101320	65300	MACHINE & EQUIPMEN	35,419	0	35,419	41,874.81	.00	-6,455.81	118.2%*
101320	65302	PROTECTIVE & SAFET	3,660	0	3,660	2,158.12	.00	1,501.88	59.0%
101320	65311	GAS, GREASE, & OIL	8,388	0	8,388	15,161.03	.00	-6,773.03	180.7%*
101320	65330	RADIO MAINTENANCE	2,867	0	2,867	1,618.43	.00	1,248.57	56.5%
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	18,498.82	.00	-3,108.82	120.2%*
101320	65521	UNIFORMS	5,600	0	5,600	5,600.00	.00	.00	100.0%
101320	66010	OFFICE SUPPLIES	672	0	672	167.37	.00	504.63	24.9%
101320	66020	BOOKS/SUBSCRIPTION	200	0	200	.00	.00	200.00	.0%
101320	66040	JANITORIAL SUPPLIE	600	0	600	1,419.10	.00	-819.10	236.5%*
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	8,166.00	.00	-166.00	102.1%*
TOTAL FIRE			670,715	325,000	995,715	786,448.84	.00	209,266.16	79.0%
101330 STREETLIGHTS									
101330	65200	ELECTRICITY - STRE	35,000	0	35,000	21,041.53	.00	13,958.47	60.1%
101330	65300	MACHINE & EQUIPMEN	20,000	0	20,000	20,605.00	.00	-605.00	103.0%*
TOTAL STREETLIGHTS			55,000	0	55,000	41,646.53	.00	13,353.47	75.7%
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	38,458.32	.00	514.68	98.7%
101410	64010	FULL TIME SALARIES	543,165	0	543,165	547,655.78	.00	-4,490.78	100.8%*

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101410 64015 ADMINISTRATIVE ASS	48,900	0	48,900	47,219.12	.00	1,680.88	96.6%
101410 64029 OVERTIME - SNOW &	75,000	0	75,000	59,678.88	.00	15,321.12	79.6%
101410 64030 OVERTIME	8,000	0	8,000	12,383.63	.00	-4,383.63	154.8%*
101410 65010 POSTAGE	500	0	500	276.25	.00	223.75	55.3%
101410 65020 TELEPHONE & INTERN	4,200	0	4,200	4,312.71	.00	-112.71	102.7%*
101410 65030 TRANSPORTATION	750	0	750	1,200.00	.00	-450.00	160.0%*
101410 65040 EDUCATIONAL/MEETIN	4,000	0	4,000	7,325.00	.00	-3,325.00	183.1%*
101410 65060 PRINTING	600	0	600	423.23	.00	176.77	70.5%
101410 65080 LEGAL NOTICES/OTHE	1,000	0	1,000	.00	.00	1,000.00	.0%
101410 65200 ELECTRICITY	4,600	0	4,600	5,794.02	.00	-1,194.02	126.0%*
101410 65220 WATER	2,500	0	2,500	1,760.79	.00	739.21	70.4%
101410 65230 FUEL OIL	7,000	0	7,000	6,897.61	.00	102.39	98.5%
101410 65250 SEWER	400	0	400	400.00	.00	.00	100.0%
101410 65300 MACHINE & EQUIPMEN	18,000	0	18,000	17,423.24	.00	576.76	96.8%
101410 65302 PROTECTIVE & SAFET	3,000	0	3,000	2,544.31	.00	455.69	84.8%
101410 65303 FACILITY SAFETY IN	1,250	0	1,250	801.33	.00	448.67	64.1%
101410 65310 VEHICLE MAINTENANC	20,000	0	20,000	31,302.38	.00	-11,302.38	156.5%*
101410 65311 GAS, GREASE, & OIL	64,875	0	64,875	60,263.12	.00	4,611.88	92.9%
101410 65312 TIRES & TUBES	8,000	0	8,000	8,049.13	.00	-49.13	100.6%*
101410 65450 TARRING & PATCHING	12,000	0	12,000	35,832.82	.00	-23,832.82	298.6%*
101410 65452 SALT	160,000	0	160,000	241,135.44	.00	-81,135.44	150.7%*
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	6,683.71	.00	-1,683.71	133.7%*
101410 65460 SIGNS	10,000	0	10,000	10,613.35	.00	-613.35	106.1%*
101410 65462 STRIPING	54,000	0	54,000	53,202.47	.00	797.53	98.5%
101410 65466 SNOW REMOVAL EQUIP	22,000	0	22,000	21,514.00	.00	486.00	97.8%
101410 65480 OTHER PROFESSIONAL	30,000	0	30,000	35,574.37	.00	-5,574.37	118.6%*
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	5,075.08	.00	-675.08	115.3%*
101410 65522 C.D.L PROGRAMS	850	0	850	11,270.81	.00	-10,420.81	1326.0%*
101410 66009 SHOP SUPPLIES	19,000	0	19,000	13,658.16	.00	5,341.84	71.9%
101410 66010 OFFICE SUPPLIES	1,000	0	1,000	1,084.34	.00	-84.34	108.4%*
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	740.70	.00	-340.70	185.2%*
101410 66040 JANITORIAL SUPPLIE	8,500	0	8,500	8,331.63	.00	168.37	98.0%
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	2,774.62	.00	-774.62	138.7%*
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	1,325,834.11	.00	-118,771.11	109.8%

101520 GENERAL ASSISTANCE

101520 65480 OTHER PROF SERVICE	50,000	0	50,000	170,408.36	.00	-120,408.36	340.8%*
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TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
TOTAL GENERAL ASSISTANCE	50,000	0	50,000	170,408.36		.00	-120,408.36	340.8%	
101530 PUBLIC HEALTH SERVICE									
101530 64020 PART TIME SALARIES	520	0	520	1,000.10		.00	-480.10	192.3%*	
TOTAL PUBLIC HEALTH SERVICE	520	0	520	1,000.10		.00	-480.10	192.3%	
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%	
101721 PLANNING / CODE									
101721 64005 CODE ENFORCEMENT S	76,595	0	76,595	141,690.39		.00	-65,095.39	185.0%*	
101721 64006 PLANNER SALARY	75,000	0	75,000	38,099.61		.00	36,900.39	50.8%	
101721 64010 DEVELOPMENT STAFF	43,410	0	43,410	43,555.15		.00	-145.15	100.3%*	
101721 64017 ASSISTANT PLANNER	28,822	0	28,822	43,781.95		.00	-14,959.95	151.9%*	
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	106,961.00		.00	5,914.00	94.8%	
101721 65010 POSTAGE	1,550	0	1,550	1,158.56		.00	391.44	74.7%	
101721 65020 TELEPHONE & INTERN	1,500	0	1,500	942.48		.00	557.52	62.8%	
101721 65030 TRANSPORTATION	600	0	600	.00		.00	600.00	.0%	
101721 65040 EDUCATIONAL/MEETIN	4,000	0	4,000	884.95		.00	3,115.05	22.1%	
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	1,892.58		.00	-7.58	100.4%*	
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	68,534.37		.00	-36,858.37	216.4%*	
101721 65411 BOARD OF ASSESMEN	200	0	200	.00		.00	200.00	.0%	

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101721 65423 PERSONAL PROPERTY	0	0	0	3,800.00	.00	-3,800.00	100.0%*
101721 65480 OTHER PROFESSIONAL	161,000	0	161,000	110,021.66	.00	50,978.34	68.3%
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	724.07	.00	-474.07	289.6%*
101721 67510 OFFICE FURNITURE &	1,000	0	1,000	585.50	.00	414.50	58.6%
TOTAL PLANNING / CODE	616,949	0	616,949	576,961.09	.00	39,987.91	93.5%

101730 IN TOWN PARKS

101730 64007 PARKS 10% COMM SAL	11,135	0	11,135	10,988.12	.00	146.88	98.7%
101730 64010 FULL TIME SALARIES	161,960	0	161,960	202,756.98	.00	-40,796.98	125.2%*
101730 64030 OVERTIME	1,600	0	1,600	154.56	.00	1,445.44	9.7%
101730 65040 EDUCATIONAL/MEETIN	100	0	100	50.00	.00	50.00	50.0%
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	1,084.51	.00	638.49	62.9%
101730 65220 WATER	7,600	0	7,600	4,007.12	.00	3,592.88	52.7%
101730 65300 MACHINE & EQUIPMEN	2,000	0	2,000	3,566.19	.00	-1,566.19	178.3%*
101730 65302 PROTECTIVE & SAFET	1,050	0	1,050	955.11	.00	94.89	91.0%
101730 65303 FACILITY SAFETY IN	625	0	625	.00	.00	625.00	.0%
101730 65310 VEHICLE MAINTENANC	2,400	0	2,400	2,196.43	.00	203.57	91.5%
101730 65311 GAS, GREASE, & OIL	9,100	0	9,100	4,863.71	.00	4,236.29	53.4%
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	168.87	.00	3,331.13	4.8%
101730 65480 OTHER PROFESSIONAL	45,000	0	45,000	49,687.71	.00	-4,687.71	110.4%*
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	215.47	.00	-65.47	143.6%*
101730 66040 JANITORIAL SUPPLIE	500	0	500	25.99	.00	474.01	5.2%
101730 67520 OPERATING EQUIPMEN	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL IN TOWN PARKS	253,043	0	253,043	284,886.75	.00	-31,843.75	112.6%

101735 FT FOSTER SEAPOINT & CRESCENT

101735 64007 PARKS 15% COMM SAL	16,702	0	16,702	16,482.09	.00	219.91	98.7%
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TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
ACCOUNTS FOR:	TOWN	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
101735	64010	FULL TIME SALARIES	46,617	0	46,617	48,101.69	.00	-1,484.69	103.2%*
101735	64020	PART TIME SALARIES	78,500	0	78,500	39,770.59	.00	38,729.41	50.7%
101735	64030	OVERTIME	8,000	0	8,000	8,111.29	.00	-111.29	101.4%*
101735	65020	TELEPHONE & INTERN	1,400	0	1,400	1,970.14	.00	-570.14	140.7%*
101735	65040	EDUCATIONAL/MEETIN	100	0	100	.00	.00	100.00	.0%
101735	65060	PRINTING	3,500	0	3,500	2,562.75	.00	937.25	73.2%
101735	65080	LEGAL NOTICES/OTHE	200	0	200	.00	.00	200.00	.0%
101735	65200	ELECTRICITY	575	0	575	356.57	.00	218.43	62.0%
101735	65220	WATER	600	0	600	.00	.00	600.00	.0%
101735	65300	MACHINE & EQUIPMEN	1,500	0	1,500	1,513.11	.00	-13.11	100.9%*
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	1,491.97	.00	908.03	62.2%
101735	65311	GAS, GREASE, & OIL	9,100	0	9,100	2,247.94	.00	6,852.06	24.7%
101735	65312	TIRES & TUBES	700	0	700	.00	.00	700.00	.0%
101735	65480	OTHER PROFESSIONAL	4,000	0	4,000	4,572.49	.00	-572.49	114.3%*
101735	65500	MAINTENANCE OF BLD	4,500	0	4,500	1,225.92	.00	3,274.08	27.2%
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	83.14	.00	66.86	55.4%
101735	66030	OTHER SUPPLIES	1,000	0	1,000	629.63	.00	370.37	63.0%
101735	66040	JANITORIAL SUPPLIE	6,000	0	6,000	2,030.15	.00	3,969.85	33.8%
101735	67520	OPERATING EQUIPMEN	1,200	0	1,200	233.47	.00	966.53	19.5%
101735	67575	SEAPOINT BEACH	200	0	200	293.99	.00	-93.99	147.0%*
TOTAL FT FOSTER SEAPOINT & CRESCENT			189,369	0	189,369	133,001.03	.00	56,367.97	70.2%
101740 MISCELLANEOUS ACCOUNTS									
101740	65023	EPA STORMWATER 4 P	25,000	0	25,000	25,116.23	.00	-116.23	100.5%*
101740	65025	COMPUTER REPAIR/RE	65,000	0	65,000	87,197.45	.00	-22,197.45	134.1%*
101740	65201	EV CHARGING ELECTR	0	0	0	1,702.82	.00	-1,702.82	100.0%*
101740	65455	MEMORIAL DAY ACTIV	0	0	0	128.00	.00	-128.00	100.0%*
101740	66036	CONSERVATION COMMI	500	0	500	.00	.00	500.00	.0%
101740	68525	MOSQUITO/TICK CONT	38,580	0	38,580	32,793.00	.00	5,787.00	85.0%
101740	69200	PSAP PAID TO YORK	35,000	0	35,000	36,183.75	.00	-1,183.75	103.4%*
TOTAL MISCELLANEOUS ACCOUNTS			164,080	0	164,080	183,121.25	.00	-19,041.25	111.6%
101750 STATE/BANK FEES									
101750	65952	OVERAGE/SHORTAGE	0	0	0	-12.98	.00	12.98	100.0%

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	BUDGET	USE/COL		
101750 65954 BANK FEES/CHARGES	500	0	500	56.57		443.43	11.3%		
TOTAL STATE/BANK FEES	500	0	500	43.59		456.41	8.7%		
101760 CAPITAL IMPROVEMENT PLAN									
101760 68750 CIP HOLDING DEDICA	650,000	0	650,000	650,000.00		.00	100.0%		
101760 68751 CIP DEPT CAPITAL R	759,400	0	759,400	759,400.00		.00	100.0%		
101760 68752 CIP CAP FUNDING RE	142,000	0	142,000	142,000.00		.00	100.0%		
TOTAL CAPITAL IMPROVEMENT PLAN	1,551,400	0	1,551,400	1,551,400.00		.00	100.0%		
101810 LIBRARY									
101810 64010 FULL TIME SALARIES	215,891	0	215,891	224,991.89		-9,100.89	104.2%*		
101810 65002 LIBRARY DIRECTOR	90,324	0	90,324	90,892.51		-568.51	100.6%*		
101810 65003 LIBRARY PART TIME	5,700	0	5,700	14,300.83		-8,600.83	250.9%*		
101810 65010 POSTAGE	600	0	600	585.50		14.50	97.6%		
101810 65020 TELEPHONE & INTERN	1,200	0	1,200	8,012.31		-6,812.31	667.7%*		
101810 65060 PRINTING	400	0	400	468.97		-68.97	117.2%*		
101810 65200 ELECTRICITY	7,500	0	7,500	13,418.60		-5,918.60	178.9%*		
101810 65220 WATER	400	0	400	1,261.20		-861.20	315.3%*		
101810 65230 FUEL OIL	9,500	0	9,500	12,412.45		-2,912.45	130.7%*		
101810 65250 SEWER	800	0	800	754.87		45.13	94.4%		
101810 65300 MACHINE & EQUIPMEN	0	0	0	301.98		-301.98	100.0%*		
101810 65338 E-BOOKS CHILDREN	1,000	0	1,000	836.63		163.37	83.7%		
101810 65339 AV DVD CHILDREN/TE	1,100	0	1,100	551.93		548.07	50.2%		
101810 65340 E-BOOKS	12,000	0	12,000	12,262.20		-262.20	102.2%*		
101810 65341 AUDIO VISUAL/DVD	6,420	0	6,420	6,793.65		-373.65	105.8%*		
101810 65342 LIBRARY COPIER EXP	3,000	0	3,000	844.87		2,155.13	28.2%		
101810 65431 PROFESSIONAL DUES	500	0	500	210.00		290.00	42.0%		
101810 65432 LIBRARY TECHNOLOGY	15,000	0	15,000	15,422.05		-422.05	102.8%*		
101810 65433 ADULT LIBRARY PROG	14,000	0	14,000	8,015.72		5,984.28	57.3%		
101810 65434 LIB PROG CHILD/TEE	9,000	0	9,000	8,060.52		939.48	89.6%		
101810 65435 CONFERENCES & WORK	200	0	200	.00		200.00	.0%		
101810 65480 OTHER PROF SERV -	4,000	0	4,000	6,488.83		-2,488.83	162.2%*		
101810 65500 MAINTENANCE OF BLD	5,000	0	5,000	14,681.26		-9,681.26	293.6%*		
101810 65505 REPAIRS	6,500	0	6,500	6,980.85		-480.85	107.4%*		
101810 65803 MISCELLANEOUS	1,250	0	1,250	751.97		498.03	60.2%		
101810 66010 OFFICE SUPPLIES	2,000	0	2,000	2,312.47		-312.47	115.6%*		

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 1000	TOWN	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
101810	66012	LIB PROCESSING SUP	3,600	0	3,600	4,232.12	.00	-632.12	117.6%*
101810	66020	BOOKS/SUBSCRIPTION	48,523	0	48,523	51,673.78	.00	-3,150.78	106.5%*
101810	66021	BOOKS CHILD/TEEN	18,523	0	18,523	20,119.62	.00	-1,596.62	108.6%*
101810	67510	OFFICE FURNITURE &	1,000	0	1,000	901.39	.00	98.61	90.1%
TOTAL LIBRARY			484,931	0	484,931	528,540.97	.00	-43,609.97	109.0%

101830 RECREATION

101830	64008	RECREATION DIRECTO	90,720	0	90,720	93,919.10	.00	-3,199.10	103.5%*
101830	64012	COMMUNITY PROGRAMS	52,268	0	52,268	44,998.69	.00	7,269.31	86.1%
101830	64015	YOUTH PROGRAMS SUP	53,474	0	53,474	54,026.29	.00	-552.29	101.0%*
101830	64016	RECEPTIONISTS	70,125	0	70,125	72,230.43	.00	-2,105.43	103.0%*
101830	64017	BOOKKEEPER/SECRETA	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	53,536.81	.00	1,985.19	96.4%
101830	64021	SAFE SUMMER SALARI	88,838	0	88,838	80,709.59	.00	8,128.41	90.9%
101830	64024	FT CUSTODIANS	41,339	0	41,339	40,656.09	.00	682.91	98.3%
101830	64026	INSTRUCTORS STIPEN	7,200	0	7,200	6,850.00	.00	350.00	95.1%
101830	64027	CUSTODIAN WAGES	37,321	0	37,321	46,644.80	.00	-9,323.80	125.0%*
101830	64028	THEATRE TECHNICIAN	250	0	250	200.00	.00	50.00	80.0%
101830	64030	OVERTIME	3,000	0	3,000	2,761.69	.00	238.31	92.1%
101830	64038	COMMUNITY CENTER S	51,418	0	51,418	52,908.95	.00	-1,490.95	102.9%*
101830	64041	FACILITIES MAINT S	0	0	0	255.76	.00	-255.76	100.0%*
101830	65010	POSTAGE	1,325	0	1,325	790.18	.00	534.82	59.6%
101830	65020	TELEPHONE & INTERN	3,860	0	3,860	4,590.72	.00	-730.72	118.9%*
101830	65030	TRANSPORTATION	10,000	0	10,000	5,432.00	.00	4,568.00	54.3%
101830	65060	PRINTING	9,400	0	9,400	8,576.85	.00	823.15	91.2%
101830	65200	ELECTRICITY / UTIL	40,880	0	40,880	31,887.25	.00	8,992.75	78.0%
101830	65220	WATER	3,422	0	3,422	3,245.21	.00	176.79	94.8%
101830	65230	NATURAL GAS	32,000	0	32,000	42,921.07	.00	-10,921.07	134.1%*
101830	65250	SEWER	3,300	0	3,300	2,393.60	.00	906.40	72.5%
101830	65300	MACHINE & EQUIPMEN	4,305	0	4,305	1,803.01	.00	2,501.99	41.9%
101830	65310	VEHICLE MAINTENANC	250	0	250	92.73	.00	157.27	37.1%
101830	65478	PROGRAM SERVICES	2,500	0	2,500	2,429.14	.00	70.86	97.2%
101830	65480	OTHER PROFESSIONAL	2,000	0	2,000	1,648.38	.00	351.62	82.4%
101830	65500	MAINTENANCE OF BLD	18,000	0	18,000	42,924.06	.00	-24,924.06	238.5%*
101830	65610	SAFE SCHOOL YEAR P	3,500	0	3,500	2,060.19	.00	1,439.81	58.9%
101830	65615	SAFE SUMMER PROGRA	42,000	0	42,000	39,147.83	.00	2,852.17	93.2%
101830	65630	INSTRUCTORS-CONTRA	30,000	0	30,000	45,476.33	.00	-15,476.33	151.6%*
101830	65640	SPECIAL EVENTS	7,000	0	7,000	7,370.11	.00	-370.11	105.3%*
101830	65650	SENIOR PROGRAMS	2,000	0	2,000	784.39	.00	1,215.61	39.2%
101830	65670	TEAM EXPENSE	6,500	0	6,500	7,230.29	.00	-730.29	111.2%*

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
ACCOUNTS FOR:	TOWN	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
101830	65801	CONTRACTED SERVICE	67,500	0	67,500	65,754.33	.00	1,745.67	97.4%
101830	65802	ANNEX UTILITIES	2,000	0	2,000	.00	.00	2,000.00	.0%
101830	65803	MISCELLANEOUS	3,500	0	3,500	4,090.52	.00	-590.52	116.9%*
101830	66010	OFFICE SUPPLIES	3,000	0	3,000	2,540.48	.00	459.52	84.7%
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	9,692.31	.00	3,057.69	76.0%
TOTAL RECREATION			890,025	0	890,025	884,952.55	.00	5,072.45	99.4%
101840 HARBORMASTER-K.P.A									
101840	64010	HARBOR MASTER FULL	65,162	0	65,162	64,391.13	.00	770.87	98.8%
101840	64020	PART TIME SALARIES	26,967	0	26,967	26,416.40	.00	550.60	98.0%
101840	65010	POSTAGE	250	0	250	232.49	.00	17.51	93.0%
101840	65020	TELEPHONE & INTERN	2,000	0	2,000	1,342.20	.00	657.80	67.1%
101840	65200	ELECTRICITY	2,016	0	2,016	1,909.08	.00	106.92	94.7%
101840	65220	WATER	515	0	515	195.47	.00	319.53	38.0%
101840	65240	DUMPSTERS/TRASH RE	1,000	0	1,000	1,201.24	.00	-201.24	120.1%*
101840	65305	BOAT EQUIPMENT MAI	3,500	0	3,500	4,704.70	.00	-1,204.70	134.4%*
101840	65310	VEHICLE MAINTENANC	1,000	0	1,000	3,295.13	.00	-2,295.13	329.5%*
101840	65311	GAS, GREASE, & OIL	2,250	0	2,250	4,364.29	.00	-2,114.29	194.0%*
101840	65462	RIGGING	12,000	0	12,000	17,972.32	.00	-5,972.32	149.8%*
101840	65463	SANITATION	2,000	0	2,000	2,251.22	.00	-251.22	112.6%*
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	10,210.20	.00	-4,710.20	185.6%*
101840	65521	UNIFORMS	1,300	0	1,300	1,146.56	.00	153.44	88.2%
101840	66010	OFFICE SUPPLIES	300	0	300	61.63	.00	238.37	20.5%
101840	66040	JANITORIAL SUPPLIE	500	0	500	470.62	.00	29.38	94.1%
TOTAL HARBORMASTER-K.P.A			130,760	0	130,760	145,619.08	.00	-14,859.08	111.4%
101930 RESOURCE RECOVERY FACILITY									
101930	64009	SOLID WASTE 40% CO	44,540	0	44,540	43,952.07	.00	587.93	98.7%
101930	64010	FULL TIME SALARIES	187,728	0	187,728	178,209.50	.00	9,518.50	94.9%
101930	64030	OVERTIME	11,500	0	11,500	14,999.05	.00	-3,499.05	130.4%*
101930	65020	TELEPHONE & INTERN	2,000	0	2,000	1,023.95	.00	976.05	51.2%
101930	65030	TRANSPORTATION	200	0	200	.00	.00	200.00	.0%

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
1000 TOWN GENERAL FUND	APPROP	ADJSTMNTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
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		3,693.91	.00	-1,193.91	147.8%*	
101930 65200 ELECTRICITY	12,700	0	12,700		15,820.50	.00	-3,120.50	124.6%*	
101930 65220 WATER	1,000	0	1,000		567.05	.00	432.95	56.7%	
101930 65230 FUEL OIL	1,230	0	1,230		.00	.00	1,230.00	.0%	
101930 65300 MACHINE & EQUIPMEN	10,000	0	10,000		18,612.67	.00	-8,612.67	186.1%*	
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		11,431.05	.00	4,843.95	70.2%	
101930 65312 TIRES & TUBES	3,000	0	3,000		.00	.00	3,000.00	.0%	
101930 65480 OTHER PROFESSIONAL	336,000	0	336,000		288,458.34	.00	47,541.66	85.9%	
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		3,840.06	.00	2,159.94	64.0%	
101930 66010 OFFICE SUPPLIES	250	0	250		245.18	.00	4.82	98.1%	
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		1,977.18	.00	222.82	89.9%	
101930 67516 PLANT EQUIPMENT MA	26,000	0	26,000		23,565.39	.00	2,434.61	90.6%	
101930 67553 ASPHALT SURFACE MA	7,500	0	7,500		.00	.00	7,500.00	.0%	
TOTAL RESOURCE RECOVERY FACILITY	686,323	0	686,323		623,905.60	.00	62,417.40	90.9%	
103000 SHARED EXPENSES - OTHER INSURA									
103000 64060 FICA EMPLOYER SHAR	493,382	35,000	528,382		479,984.84	.00	48,397.16	90.8%	
103000 64070 WORKERS' COMP INSU	163,251	0	163,251		177,623.12	.00	-14,372.12	108.8%*	
103000 64090 RETIRED EMP MEDICA	200,000	0	200,000		174,656.11	.00	25,343.89	87.3%	
103000 64092 DISABILITY INSURAN	34,000	0	34,000		33,269.26	.00	730.74	97.9%	
103000 65101 MMA RISK POOL	198,180	0	198,180		195,266.85	.00	2,913.15	98.5%	
103000 65115 UNEMPLOYMENT COMPE	10,000	0	10,000		2,957.66	.00	7,042.34	29.6%	
103000 65150 MISCELLANEOUS INSU	6,200	0	6,200		6,466.65	.00	-266.65	104.3%*	
103000 65210 UNION CENTRAL LIFE	3,320	0	3,320		2,697.39	.00	622.61	81.2%	
103000 68427 INSURANCE CLAIMS E	0	0	0		1,000.00	.00	-1,000.00	100.0%*	
TOTAL SHARED EXPENSES - OTHER INSURA	1,108,333	35,000	1,143,333		1,073,921.88	.00	69,411.12	93.9%	
103001 SHARED EXPENSE - HEALTH/DENTAL									
103001 64090 MAJOR MEDICAL INSU	1,476,280	110,000	1,586,280		1,359,316.81	.00	226,963.19	85.7%	

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT		
1000 TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	BUDGET	USE/COL		
103001 64091 DENTAL INSURANCE	17,120	0	17,120	17,986.04		-866.04	105.1%*		
TOTAL SHARED EXPENSE - HEALTH/DENTAL	1,493,400	110,000	1,603,400	1,377,302.85		226,097.15	85.9%		
103002 RETIREMENT									
103002 64050 MAINE STATE RETIRE	537,863	30,000	567,863	588,899.98		-21,036.98	103.7%*		
103002 64051 ICMA EMPLOYER SHAR	87,555	0	87,555	26,405.40		61,149.60	30.2%		
TOTAL RETIREMENT	625,418	30,000	655,418	615,305.38		40,112.62	93.9%		
108000 ADULT ED									
108000 69480 ADULT EDUCATION FU	105,500	0	105,500	105,500.00		.00	100.0%		
TOTAL ADULT ED	105,500	0	105,500	105,500.00		.00	100.0%		
1111 TOWN REVENUE									
1111 43001 PROPERTY TAX REVENUE	-10,846,189	-151,401	-10,997,590	-11,060,804.33		63,214.39	100.6%		
1111 43003 PROPERTY TAX ABATEME	0	0	0	10,800.12		-10,800.12	100.0%*		
1111 43004 PAYMENT IN LIEU OF T	-3,200	0	-3,200	.00		-3,200.00	.0%*		
1111 43006 EXEMPT STATE REIMB F	-350,000	0	-350,000	-425,474.00		75,474.00	121.6%		
1111 43007 TREE GROWTH REVENUE	-1,300	0	-1,300	-2,258.05		958.05	173.7%		
1111 43031 EXCISE TAX AUTOMOBIL	-1,936,000	0	-1,936,000	-1,974,141.49		38,141.49	102.0%		
1111 43032 EXCISE TAX BOAT	-20,000	0	-20,000	-66,600.77		46,600.77	333.0%		
1111 43109 SIGN PERMITS	-2,000	0	-2,000	-2,525.00		525.00	126.3%		
1111 43110 CODE ENFORCEMENT FEE	-350,000	0	-350,000	-469,151.32		119,151.32	134.0%		
1111 43114 ADDITIONAL LAND USE	-4,000	0	-4,000	-5,275.00		1,275.00	131.9%		
1111 43115 PLANNING FEES (SUBDI	-5,000	0	-5,000	-8,697.75		3,697.75	174.0%		
1111 43120 TOWN CLERK FEES	-24,000	0	-24,000	-30,412.00		6,412.00	126.7%		
1111 43121 WILDLIFE AGENT FEE	-1,200	0	-1,200	-1,069.90		-130.10	89.2%*		
1111 43122 ANIMAL WELFARE AGENT	-1,600	0	-1,600	-1,596.00		-4.00	99.8%*		
1111 43130 TOWN REGISTRATION FE	-30,000	0	-30,000	-44,120.00		14,120.00	147.1%		
1111 43135 HWY PERMITS & FEES	-1,500	0	-1,500	-17,813.60		16,313.60	1187.6%		
1111 43140 SOLID WASTE PERMITS	-80,000	0	-80,000	-89,887.61		9,887.61	112.4%		
1111 43145 SOLID WASTE RECYCLIN	-90,000	0	-90,000	-63,948.78		-26,051.22	71.1%*		
1111 43147 DINGHY FEES	-11,000	0	-11,000	-13,010.00		2,010.00	118.3%		

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
1000	TOWN GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
1111	43148	TRANSIENT SLIP RENTA	-8,000	0	-8,000	-18,242.17	.00	10,242.17	228.0%
1111	43149	KPA APPLICATION FEES	-500	0	-500	-1,000.00	.00	500.00	200.0%
1111	43150	MOORING FEES	-100,000	0	-100,000	-102,017.07	.00	2,017.07	102.0%
1111	43151	LAUNCH FEE	-14,000	0	-14,000	-17,349.75	.00	3,349.75	123.9%
1111	43152	TRANSIENT MOORING	-8,000	0	-8,000	-13,100.00	.00	5,100.00	163.8%
1111	43153	WAIT LIST FEE	-1,000	0	-1,000	-2,318.00	.00	1,318.00	231.8%
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	-3,036.00	.00	636.00	126.5%
1111	43157	MOORING LATE FEE	-1,000	0	-1,000	-1,917.40	.00	917.40	191.7%
1111	43159	KAYAK RACK RENTAL	-2,700	0	-2,700	-256.00	.00	-2,444.00	9.5%*
1111	43160	FORT FOSTER FEES	-325,000	0	-325,000	-382,507.62	.00	57,507.62	117.7%
1111	43164	BEACH FIRE PERMITS	0	0	0	-900.00	.00	900.00	100.0%
1111	43165	SPRINKLER PERMITS	0	0	0	-400.00	.00	400.00	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	-38,598.79	.00	-3,401.21	91.9%*
1111	43221	LIBRARY FINES & FEES	-2,000	0	-2,000	-3,710.52	.00	1,710.52	185.5%
1111	43310	SALE OF ORDINANCES,	0	0	0	-544.40	.00	544.40	100.0%
1111	43320	RECREATION FEES	-580,000	0	-580,000	-753,605.43	.00	173,605.43	129.9%
1111	43330	ANIMAL CONTROL	-2,000	0	-2,000	-3,306.00	.00	1,306.00	165.3%
1111	43335	POSTAGE	0	0	0	-34.68	.00	34.68	100.0%
1111	43336	PHOTO COPIES	-200	0	-200	-187.60	.00	-12.40	93.8%*
1111	43351	ACCIDENT REPORTS	-3,000	0	-3,000	-2,505.00	.00	-495.00	83.5%*
1111	43352	PARKING TICKETS	-25,000	0	-25,000	-30,350.00	.00	5,350.00	121.4%
1111	43353	GUN PERMITS	-500	0	-500	-1,155.00	.00	655.00	231.0%
1111	43354	ELIOT DISPATCHING SE	-150,000	0	-150,000	-192,650.00	.00	42,650.00	128.4%
1111	43355	ORDINANCE FINES	-350	0	-350	-540.00	.00	190.00	154.3%
1111	43356	WITNESS FEES	-300	0	-300	-361.72	.00	61.72	120.6%
1111	43358	FALSE ALARMS	-800	0	-800	-660.00	.00	-140.00	82.5%*
1111	43359	AMBULANCE DISPTACH F	-16,000	0	-16,000	-16,000.00	.00	.00	100.0%
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	-1,404,493.63	.00	279,493.63	124.8%
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	-125,068.91	.00	105,068.91	625.3%
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	-107,652.66	.00	87,652.66	538.3%
1111	43511	UNREALIZED GAIN/LOSS	0	0	0	6,698.80	.00	-6,698.80	100.0%*
1111	43530	MISCELLANEOUS REVENU	-10,000	0	-10,000	-85,143.73	.00	75,143.73	851.4%
1111	43540	SEWER DEPT RENT	-25,000	0	-25,000	-17,175.00	.00	-7,825.00	68.7%*
1111	43555	SNOWMOBILE/HANDICAP/	-655	0	-655	-675.24	.00	20.24	103.1%
1111	43560	GMH HOUSING	-310,000	0	-310,000	-294,008.06	.00	-15,991.94	94.8%*
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%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
1111 45020	MMA W/C DIVIDEND	0	0	0	-22,666.62	.00	22,666.62	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	-711,401	-17,392,795	-18,046,329.38	.00	653,534.44	103.8%
TOTAL TOWN GENERAL FUND		0	-302,802	-302,802	-692,472.21	.00	389,670.33	228.7%
TOTAL REVENUES		-16,681,394	-711,401	-17,392,795	-18,046,329.38	.00	653,534.44	
TOTAL EXPENSES		16,681,394	408,599	17,089,993	17,353,857.17	.00	-263,864.11	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	-302,802	-302,802	-692,472.21	.00	389,670.33	228.7%

** END OF REPORT - Generated by Kendra Amara **

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
6000 SEWER FUND	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
6000 SEWER FUND									
6000 43220 PENALTY INTEREST	-3,000	0	-3,000	-4,963.52		.00	1,963.52	165.5%	
6000 43360 SPECIAL CONTRACT REV	-15,000	0	-15,000	-17,915.70		.00	2,915.70	119.4%	
6000 45001 PNSY REVENUE	-500,000	0	-500,000	-342,636.62		.00	-157,363.38	68.5%*	
6000 45002 US NAVY HOUSING REV	-105,000	0	-105,000	-80,306.69		.00	-24,693.31	76.5%*	
6000 45003 SEPTAGE REVENUE	-150,000	0	-150,000	-114,517.32		.00	-35,482.68	76.3%*	
6000 45004 TOWN OF ELIOT REVENUE	-200,000	0	-200,000	-171,093.75		.00	-28,906.25	85.5%*	
6000 45005 USERS QTRLY REVENUE	-1,500,000	0	-1,500,000	-1,585,348.79		.00	85,348.79	105.7%	
6000 45006 EXPANSION ASSESSMENT	-125,000	0	-125,000	-105,506.51		.00	-19,493.49	84.4%*	
6000 45007 SEWER INTEREST REVEN	-7,500	0	-7,500	-5,188.77		.00	-2,311.23	69.2%*	
6000 45008 PERMITS & MISC REV	0	0	0	-135.00		.00	135.00	100.0%	
TOTAL SEWER FUND	-2,605,500	0	-2,605,500	-2,427,612.67		.00	-177,887.33	93.2%	
602702 SEWER LINES									
602702 64010 SEWER LINES LABOR	19,962	0	19,962	23,780.39		.00	-3,818.39	119.1%*	
602702 65480 LINES CONTRACT/PRO	26,000	0	26,000	14,992.64		.00	11,007.36	57.7%	
602702 65691 LINE SUPPLIES	14,000	0	14,000	7,464.52		.00	6,535.48	53.3%	
TOTAL SEWER LINES	59,962	0	59,962	46,237.55		.00	13,724.45	77.1%	
602709 PUMP STATIONS									
602709 64010 PUMP STATION LABOR	63,767	0	63,767	67,196.97		.00	-3,429.97	105.4%*	
602709 65015 PUMP STATION TELEP	780	0	780	793.27		.00	-13.27	101.7%*	
602709 65200 ELECTRICITY	50,815	0	50,815	53,557.72		.00	-2,742.72	105.4%*	
602709 65220 WATER	1,420	0	1,420	752.63		.00	667.37	53.0%	
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	42,635.29		.00	2,364.71	94.7%	
602709 65930 PUMP STATION ALARM	6,700	0	6,700	6,734.00		.00	-34.00	100.5%*	
602709 66300 PUMP STATION SUPPL	6,000	0	6,000	4,155.14		.00	1,844.86	69.3%	
602709 66320 PUMP STATION PARTS	22,000	0	22,000	21,425.37		.00	574.63	97.4%	
TOTAL PUMP STATIONS	198,482	0	198,482	199,180.66		.00	-698.66	100.4%	
602715 PUMP STATION # 6 (PNSY)									
602715 64010 PUMP STATION # 6LA	24,691	0	24,691	16,522.16		.00	8,168.84	66.9%	

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12			ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
ACCOUNTS FOR:	SEWER FUND		APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
602715	65200	PUMP STATION # 6 E	15,000	0	15,000	10,282.15	.00	4,717.85	68.5%
602715	65220	PUMP STATION # 6 W	1,100	0	1,100	793.50	.00	306.50	72.1%
602715	65315	PUMP STATION GENER	400	0	400	.00	.00	400.00	.0%
602715	65480	PUMP STATION # 6 C	10,000	0	10,000	7,126.08	.00	2,873.92	71.3%
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	941.51	.00	58.49	94.2%
602715	66320	PUMP STATION # 6 P	6,000	0	6,000	3,545.11	.00	2,454.89	59.1%
TOTAL PUMP STATION # 6 (PNSY)			58,491	0	58,491	39,210.51	.00	19,280.49	67.0%
602716 PUMP STATION # 7 (ELIOT)									
602716	64010	PUMP STATION # 7 L	22,846	0	22,846	24,118.69	.00	-1,272.69	105.6%*
602716	65200	PUMP STATION # 7 E	5,090	0	5,090	5,681.18	.00	-591.18	111.6%*
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	7,218.54	.00	2,781.46	72.2%
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	1,466.93	.00	1,033.07	58.7%
TOTAL PUMP STATION # 7 (ELIOT)			41,376	0	41,376	38,789.12	.00	2,586.88	93.7%
602750 TREATMENT PLANT									
602750	64010	TREATMENT PLANT LA	159,465	0	159,465	170,188.69	.00	-10,723.69	106.7%*
602750	64019	PLANT MAINT LABOR	61,591	0	61,591	59,874.41	.00	1,716.59	97.2%
602750	64030	OVERTIME	40,000	0	40,000	31,206.08	.00	8,793.92	78.0%
602750	64050	MAINE STATE RETIRE	35,937	0	35,937	39,470.97	.00	-3,533.97	109.8%*
602750	64060	FICA EMPLOYER SHAR	26,953	0	26,953	28,846.36	.00	-1,893.36	107.0%*
602750	65015	CELLULAR PHONE	0	0	0	94.18	.00	-94.18	100.0%*
602750	65020	TREATMENT PLANT TE	4,400	0	4,400	3,338.32	.00	1,061.68	75.9%
602750	65040	TREATMENT PLANT ED	5,000	0	5,000	3,988.29	.00	1,011.71	79.8%
602750	65200	TREATMENT PLANT EL	110,000	0	110,000	103,261.26	.00	6,738.74	93.9%
602750	65220	TREATMENT PLANT WA	5,000	0	5,000	2,717.72	.00	2,282.28	54.4%
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	28,616.81	.00	16,383.19	63.6%
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	8,416.50	.00	7,583.50	52.6%
602750	65480	TREATMENT PLANT OT	70,000	0	70,000	57,108.38	.00	12,891.62	81.6%

TOWN OF KITTERY - LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
ACCOUNTS FOR:	SEWER FUND		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
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	263,166.55	.00	-33,166.55	114.4%*
602750	66010	TREATMENT PLANT OF	5,000	0	5,000	5,199.00	.00	-199.00	104.0%*
602750	66300	TREATMENT PLANT SU	32,000	0	32,000	16,620.31	.00	15,379.69	51.9%
602750	66340	LABORATORY CHEMICA	18,000	0	18,000	18,292.95	.00	-292.95	101.6%*
602750	66400	TREATMENT PLANT RE	5,000	0	5,000	1,415.95	.00	3,584.05	28.3%
602750	66410	TREATMENT PLANT RE	28,000	0	28,000	7,470.89	.00	20,529.11	26.7%
602750	66420	TREATMENT PLANT TO	28,000	0	28,000	10,127.87	.00	17,872.13	36.2%
602750	66450	TREATMENT PLANT CH	125,000	0	125,000	142,996.89	.00	-17,996.89	114.4%*
602750	66520	TREATMENT PLANT SA	14,000	0	14,000	9,504.85	.00	4,495.15	67.9%
TOTAL TREATMENT PLANT			1,089,746	0	1,089,746	1,021,559.95	.00	68,186.05	93.7%
602760 SEWER GENERAL OPERATING									
602760	64011	TOWN MANAGER SALAR	38,400	0	38,400	39,502.71	.00	-1,102.71	102.9%*
602760	64012	SUPERINTENDENT SAL	107,896	0	107,896	108,873.65	.00	-977.65	100.9%*
602760	64013	OFFICE CLERK SALAR	52,922	0	52,922	32,001.12	.00	20,920.88	60.5%
602760	64050	MAINE STATE RETIRE	16,404	0	16,404	14,064.70	.00	2,339.30	85.7%
602760	64051	ICMA EMPLOYER SHAR	2,241	0	2,241	2,292.84	.00	-51.84	102.3%*
602760	64060	FICA EMPLOYER SHAR	15,003	0	15,003	12,880.70	.00	2,122.30	85.9%
602760	64070	WORKERS COMPENSATI	11,813	0	11,813	11,368.72	.00	444.28	96.2%
602760	64090	MAJOR MEDICAL INSU	125,977	0	125,977	148,028.95	.00	-22,051.95	117.5%*
602760	64091	DENTAL INSURANCE	1,500	0	1,500	2,457.24	.00	-957.24	163.8%*
602760	64092	DISABILILTY 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	17,175.00	.00	7,825.00	68.7%
602760	65430	AUDIT SERVICES	3,900	0	3,900	4,350.00	.00	-450.00	111.5%*
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	1,188,191.41	.00	22,480.59	98.1%
603000 CAPITAL RESERVE SEWER									
603000	67500	EXPENSE	0	0	0	68,317.29	.00	-68,317.29	100.0%*
TOTAL CAPITAL RESERVE SEWER			0	0	0	68,317.29	.00	-68,317.29	100.0%
605000 ENTRANCE FEE SEWER									

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT		
6000 SEWER FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL		
605000 43600 REVENUE	0	0	0	-6,000.00	.00	6,000.00	100.0%		
605000 67500 EXPENSE	0	0	0	61,419.75	.00	-61,419.75	100.0%*		
TOTAL ENTRANCE FEE SEWER	0	0	0	55,419.75	.00	-55,419.75	100.0%		
606000 IMPACT FEE SEWER									
606000 43600 REVENUE	0	0	0	-56,400.00	.00	56,400.00	100.0%		
606000 67500 EXPENSE	0	0	0	330,027.19	.00	-330,027.19	100.0%*		
TOTAL IMPACT FEE SEWER	0	0	0	273,627.19	.00	-273,627.19	100.0%		
TOTAL SEWER FUND	53,229	0	53,229	502,920.76	.00	-449,691.76	944.8%		
TOTAL REVENUES	-2,605,500	0	-2,605,500	-2,490,012.67	.00	-115,487.33			
TOTAL EXPENSES	2,658,729	0	2,658,729	2,992,933.43	.00	-334,204.43			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	53,229	0	53,229	502,920.76	.00	-449,691.76	944.8%

** END OF REPORT - Generated by Kendra Amara **

Town of Kittery FISCAL YEAR 2023
Fund Balances - Capital Projects and Special Revenues
Through: July 13, 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)			(7,630.33)	6,367.24	(7,775.73)
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			(31,407.17)	53,450.00	35,257.80
SR	2055	ASA Applicant Code NEW	1,414.20			(79,076.76)	54,122.26	(23,540.30)
SR	2056	Concerts in the Park	1,646.91			(4,195.00)		(2,548.09)
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			(9,943.00)	8,738.00	8,342.92
SR	2066	Police Forfeiture	2,292.25			(3,580.00)	1,367.27	79.52
SR	2068	Fort Foster Bench Donations	10,985.80					10,985.80
SR	2071	D.A.R.E	216.03					216.03
SR	2074-67503	TIF District #3	120,308.75		25,000.00	(49,832.05)		95,476.70
SR	2081	Channel 22 (PEG) Capital Funding	226,178.42		(35,000.00)	(73,144.34)	98,761.18	216,795.26
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			(18,623.36)		(16,271.58)
SR	2094	LWCF Grant - Emery Field Phase 2	350,536.12			(664,124.09)		(313,587.97)
SR	2301	Billable Police Details	20,879.19			(149,523.90)	172,740.00	44,095.29
SR	2303	Grant Supported Police Details	(21,512.37)			(6,527.99)	18,707.62	(9,332.74)
SR	2087	Joint Land Use OEA PH1	(451.15)		451.15			-
SR	2904	Legion Pond Invasive	(8,080.00)			(12,768.00)	35,457.00	14,609.00
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			(1,176,311.45)	5,551.66	(927,221.98)
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			(201,550.96)	76,930.00	233,335.20
SR	5023	Library Donations	13,690.75			(13,772.52)	8,417.16	8,335.39
SR	5500	MMA Grants	285.26					285.26
SR	5501	Mass Transit Reserve Fund	50,000.00			(32,500.00)		17,500.00
SR	5502	Keep Maine Healthy Grant	866.89					866.89
SR	5504	ARPA	604,326.02			(163,222.53)		441,103.49

Town of Kittery FISCAL YEAR 2023
Fund Balances - Capital Projects and Special Revenues
Through: July 13, 2023

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2022	CIP Appropriation 7/1/2022	Transfers FY23	YTD Expense	YTD Revenue	Ending Fund Balance
SR	5505	PREPA Grant	(5,390.00)			(2,479.38)	9,920.00	2,050.62
SR	5506	Affordable Housing	150,000.00			(50,000.00)		100,000.00
SR	5507	PFAS Support	(23,901.86)			(149,807.69)		(173,709.55)
SR	5508	375th Celebration	5,944.00			(23,114.33)	21,927.65	4,757.32
SR	5024	COVID-19 Vaccine Clinics	15,156.91			(1,512.00)		13,644.91
SR	5509	Real Estate Transactions	558,513.35				340,412.46	898,925.81
SR	5511	Bike/Ped Master Plan	100,000.00			(2,294.12)		97,705.88
SR	5513	Gorges Road Fire Station				(338,102.00)	818,565.23	480,463.23
Total Special Revenue			4,709,889.04	-	35,628.99	(3,309,113.96)	1,367,314.72	3,141,820.79

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		(670,336.19)	65,473.50	144,605.53
CP	4011	KCC Vehicle Reserve	23,049.66	-				23,049.66
CP	4012	Public Works Vehicles/Equipment	188,409.62	340,000.00		(559,112.44)	18,801.00	(11,901.82)
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)	10,000.00	18,324.68
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		(84,040.65)		120,915.58
CP	4022	Police Vehicle/Equipment	95,947.62	140,000.00		(126,847.85)	1,000.00	110,099.77
CP	4026	Records Preservation	3,510.13	12,000.00				15,510.13
CP	4027	Municipal Facility Reserve	224,722.23	50,000.00		(107,171.53)		167,550.70
CP	4043	Parks Building & Grounds	22,866.85	20,000.00		(16,060.24)		26,806.61
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		(50,286.19)		(1,304.47)
CP	4056	Fire Dept Equipment Reserve	211,793.62	60,400.00		(30,664.48)		241,529.14
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		(10,760.00)		6,362.98
CP	4060	Rice Rehab/Expansion	701,961.03	-		(658,377.03)	75,684.07	119,268.07
CP	4123	LED Streetlight Conversion	36,639.08	75,000.00		(61,952.50)		49,686.58
CP	4129	Police Equipment Reserve	10,000.00	10,000.00		(18,000.00)		2,000.00
CP	5512	Roadside Landscaping	-	-	55,000.00	(18,861.20)		36,138.80
CP	5510	Memorial Field Assessment	-	30,000.00		(22,634.00)		7,366.00
Total Capital Projects			1,981,948.19	1,551,400.00	540,000.00	(2,955,022.27)	170,958.57	1,289,284.49

TOTAL GENERAL OPERATIONS			6,691,837.23	1,551,400.00	575,628.99	(6,264,136.23)	1,538,273.29	4,431,105.28
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Town of Kittery FISCAL YEAR 2023
Fund Balances - Capital Projects and Special Revenues
Through: July 13, 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			(1,639.14)		3,930.28
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				13,995.45	25,679.68
PF	5021	Cemetery	0.35			(0.35)		-
Total Permanent Funds			781,326.46	-	-	3.00	33,995.45	793,232.42
Enterprise Fund (Sewer)				-				
ER	606000	Entrance Fees	977,247.89			(330,027.19)	56,400.00	703,620.70
ER	605000	Impact Fees	542,771.88			(61,419.75)	6,000.00	487,352.13
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			(68,317.29)		178,464.30
Total Enterprise Funds			1,812,550.80	-	-	(459,790.87)	62,400.00	1,415,159.93
GRAND TOTAL ALL FUNDS			9,285,714.49	1,551,400.00	575,628.99	(6,723,924.10)	1,634,668.74	6,639,497.63



**KITTERY SCHOOL NUTRITION
PRESENTS**

FREE SUMMER LUNCH



JUNE 26- AUGUST 19

MONDAY- FRIDAY

HOWARD STREET 11:00 - 11:45 AM

KITTERY COMMUNITY CENTER 11:30 AM-12:00 PM

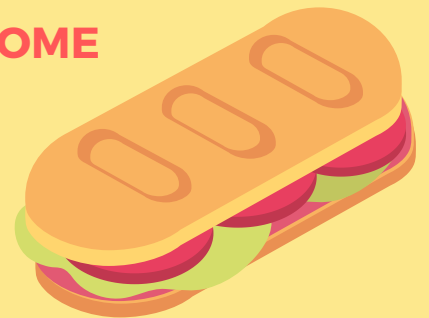


MEALS MUST BE CONSUMED ON SITE

NO GRAB N' GO THIS YEAR



***PICK UP A FREE BACKPACK !
A SCHOOL SUPPLY WILL BE ADDED TO
YOUR BACKPACK EACH DAY YOU COME
FOR LUNCH
(WHILE SUPPLIES LAST)**



THIS ORGANIZATION IS AN EQUAL OPPORTUNITY PROVIDER

TOWN OF KITTERY

NATIONAL NIGHT OUT 2023



POLICE • COMMUNITY PARTNERSHIPS



TUESDAY, AUGUST 1, 2023



5:30 PM - 8:00 PM



KITTERY COMMUNITY CENTER
120 ROGERS ROAD



FUN FOR ALL AGES

- Free hot dogs, chips, water & ice pops!
- Bouncy house fun
- Shipyard STEM activities
- Caricatures by Leona
- Lawn games from Kids Free to Grow
- Hawaiian Jim's Shaved Ice Available for Purchase (free for the first 100 customers)!

Join the Kittery Police, Fire, Harbormaster and Public Works Departments, along with the Eliot Police Department, Portsmouth Naval Shipyard Police & Fire and other local area first responders for National Night Out, a FREE community event that shines a spotlight on crime prevention, safety and community partnerships.

Meet your local first responders, check out emergency vehicles up close and a whole lot more!



DON'T MISS A LIVE PERFORMANCE FROM "THE THURSDAY AFTERNOON BAND" FROM 6:30 PM - 8 PM!

BOOKS & BIG IDEAS INVITES YOU TO

MEET THE

Authors



LISTEN, LEARN & SHARE YOUR PERSPECTIVE

This spring/summer, join your friends and neighbors for a Books & Big Ideas author event. Each event will provide readers with an opportunity to meet the authors, ask questions, and have in-depth discussions about the selected titles.

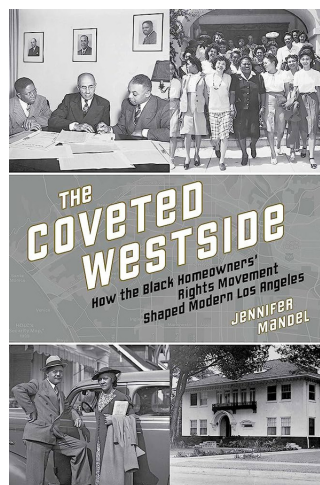
The selected titles have a shared theme of housing insecurity and the importance of "home". Through these stories, we aim to enrich the discussion about affordable housing and its place in our community.

UPCOMING EVENTS

"The Coveted Westside" Featuring Author Jennifer Mandel

Join Author Jennifer Mandel for a discussion about her book and to learn about discriminatory housing practices that segregated American cities.

August 10, 2023 | 6:00 PM
Rice Public Library & Zoom



 SCAN ME

FMI, please scan the QR code or visit: www.kitteryme.gov/reads.



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**



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

SMALL STEPS

CLIMATE ACTIONS FOR INDIVIDUALS AND HOUSEHOLDS

Small changes to day-to-day activities can help make a difference in lowering emissions and building community resilience. Consider some small steps you can take!

AT HOME

- **Improve Insulation**

Upgrading insulation reduces the energy needed to heat a home, reducing emissions and saving you money. Efficiency Maine is offering up to \$9,200 in incentives to homeowners. Learn more at [EfficiencyMaine.com](https://www.efficiencymaine.com).



- **Use LED Lighting**

Switching your home to LEDs will bring long-term savings: LEDs use 90% less energy than incandescent bulbs and half as much as compact fluorescents, they last longer than other bulbs, and they generate very little heat. Universal adoption of LEDs could prevent 7.8 gigatons of carbon emissions, according to Project Drawdown.

- **Electrify Everything**

Cut down on energy use and emissions by installing heat pumps and switching to electric appliances. Mainers can apply for rebates on heat pumps at [EfficiencyMaine.com/Heat-Pumps](https://www.efficiencymaine.com/Heat-Pumps).



- **Compost**

Composting reduces greenhouse gas emissions at landfills, promotes uptake of carbon dioxide by vegetation, and makes our gardens more resilient to the effects of climate change. Kittery residents can compost for free at the transfer station. Learn more at [KitteryME.gov/resource-recovery-facility-transfer-station/pages/kittery-kitchen-composting](https://www.kitteryme.gov/resource-recovery-facility-transfer-station/pages/kittery-kitchen-composting).

- **Eat Less Meat**

Cutting out meat one day per week with a practice like “Meatless Mondays” can shrink your carbon footprint. Try new vegetarian and vegan options that offer all the flavor but less carbon emissions.

HOW YOU EAT

HOW YOU SHOP

- **Buy Less**

Choosing to buy less or not at all is the original mantra for **saving money**. An ecological footprint calculator tool can help you determine your current **ecological footprint** and offer actionable solutions for change, including buying less. Calculate your footprint at ecological-footprint-calculator.climatehero.me.

- **Reduce Packaging**

Packaging accounts for nearly a third of municipal solid waste in the U.S., according to the EPA. Introducing a few simple practices into your life will improve your footprint and might even save you money. **Carry your own reusable bag, water bottle, coffee cup, straw and utensils.** Buy in bulk when you can or buy loose products, such as fruits and vegetables, instead of pre-packaged packs.



- **Shop Green**

Find businesses that have earned Green America's **Green Business Certification** at GreenPages.org. These are organizations that are dedicated to building an economy that works for people and the planet.



HOW YOU TRAVEL

- **Drive Less**

Telecommuting, walking, biking, sharing rides, taking transit, combining trips, or carpooling with family, friends, or coworkers **at least one day per week** can make an impact. Sign up at GoMaine.org to share rides with like-minded travelers – and earn rewards. Learn about **combining trips** at DrCommute.com/trip-chaining-a-new-way-of-commuting.

- **Switch to an Electric Vehicle**

When it's time for a new vehicle, consider going electric. **Rebates for fully electric vehicles** are available from the federal and state government. Some makes and models can be purchased for \$20,000 after rebates. There are also rebates to buy used. Visit EfficiencyMaine.com/additional-ev-financial-incentives and EfficiencyMaine.com/electric-vehicle-rebates for the latest details.

- **Fly Less**

Flying in an airplane is **the most polluting activity** we commonly do. Try being a tourist in your own region and **explore areas within reach of bus, car, or train.** Opt for video conference instead of flying for business. If you do fly, try to fly direct and choose carbon-efficient airlines.

KITTERY'S PATH

DEVELOPING A CLIMATE ACTION PLAN

JUNE 2023

Developing the plan

- Host community conversations
- Draft vision, goals & targets
- Identify & prioritize strategies

Take climate actions!



Final Climate Action Plan

- Revise and finalize plan
- Present plan to Town Council
- Adopt Climate Action Plan

Preparing to Plan

- Kittery's climate actions so far
- Greenhouse gas emissions inventory
- Kittery's climate change vulnerabilities

Honing the plan

- Hold community strategy event
- Draft the plan



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

REPORT TO TOWN COUNCIL

Meeting Date: July 17, 2023
From: Kendra Amaral, Town Manager
Subject: Zoning Map Update
Council Sponsor: Chairperson Judy Spiller

OVERVIEW

The proposed zoning map amendment will address the legal inconsistency of having Title 16 Zoning Code describe a Business Park zone in text despite the official Zoning Map not denoting an area in Kittery designated as the Business Park zone.

In July of 2022 the Council voted to amend Title 16 to remove the Mixed Use Neighborhood, an area of over 100 acres between Dennett Road, Route 236, Martin Road, and Route 95, and revert back to the Business Park zoning language previously in the code. This vote was executed in accordance with Town Charter and resulted in the adoption of zoning code language presented through a widely supported citizen petition.

At the time of the vote, it was identified that the petition did not include a corresponding Zoning Map revision, creating a fatal flaw; the flaw being that the Town had zoning language for a Business Park but no place on the map that it applied to, and had a place on the map designated as a Mixed Use Neighborhood but no zoning code associated with it.

The flaw allowed the Town to enact a 180-day moratorium in accordance with MRS 30-A §4356.1.B. The Town Council extended the moratorium an additional 180-days, as allowed by the law. The moratorium is set to expire on August 7, 2023 and cannot be extended.

Though staff were preparing to conduct a new zoning analysis and work with the various Boards, Commissions, Committees, neighbors and broader community to develop revisions to Title 16 for this area, we were unable to launch the effort in time. A primary point of information desired for that effort is the hydrological study of the Martin Road area watershed which is finishing up this month. It was deemed vital to have that information as a core component of the zoning analysis of the Business Park. Without sufficient time to conduct the zoning analysis process before the expiration of the moratorium, the Town must act to address the legal map/code inconsistency.

The proposed map revision will remove the designation of “Mixed Use Neighborhood” on the official Zoning Map and replace it with “Business Park” as requested by the petitioners.

ATTACHMENTS

- Proposed Amended Land Use Zoning Map
- Zoning Map Adoption Enactment
- Memo from Planning and Development Director



TOWN OF KITTERY
Planning & Development Department
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1307 Fax: 207-439-6806

Jason Garnham, AICP
Director

TO: KENDRA AMARAL, TOWN MANAGER
FROM: JASON GARNHAM, DIRECTOR OF PLANNING AND DEVELOPMENT
SUBJECT: BP- BUSINESS PARK ZONING DISTRICT MAP AMENDMENT
DATE: JUNE 12, 2023

SUMMARY:

Kittery's Planning Board voted 5-0-1 to recommend to the Town Council the adoption of amendments to Kittery's Land Use Zoning Map, specifically replacing the MU-N Mixed-Use Neighborhood zoning district with a BP Business Park zoning district during their May 25, 2023 meeting. This map amendment is required in order for the Town's zoning map to remain consistent with the ordinance in accordance with Maine law.

BACKGROUND:

Kittery's Town Council voted to repeal §16.4.26 Neighborhood Mixed Use zoning in July 13, 2022 in response to a petition from residents and replaced those provisions with the Business Park zoning which preceded them. Council also simultaneously enacted a moratorium on development permits within this zoning district. This moratorium was extended by Council to August 8, 2023 during the December 12, 2022 meeting. The moratoria were intended to provide time for staff, committees, and the Planning Board to devise new Neighborhood Mixed Use zoning provisions for adoption. However, staffing issues at the Town and supporting consultants have delayed the project and the moratorium is set to expire prior to drafting or adoption of updated zoning provisions.

Meanwhile, the zoning map was not amended by Town Council during the July 13, 2022 vote. When the moratorium expires on August 8, the zoning map would contain a zoning district (MU-N) which does not relate to adopted standards in Title 16. The purpose of this amendment is to correct this inconsistency before the moratorium expires.

PROPOSED AMENDMENTS:

Map amendments only. See attached draft zoning map.

REVIEW PROCESS:

Kittery's Planning Board discussed this amendment during the May 11, 2023 meeting and held a public hearing on May 25, 2023. Members of the Land Issues Committee members were advised of this amendment by email on May 15, 2023 and Housing Committee members discussed this amendment during their June 1, 2023 meeting.

EXHIBITS:

Please find attached for your review:

1. Draft Land Use Zoning Map with proposed amendments

OTHER RESOURCES:

May 25, 2023 Planning Board meeting minutes: [planning_board_minutes_5.25.2023.pdf](#)
([kitteryme.gov](#))

May 25, 2023 Planning Board meeting packet: [item_4_zoning_amendment_combined.pdf](#)
([kitteryme.gov](#))

Title 16: [Town of Kittery, ME Title 16: Land Use and Development Code \(ecode360.com\)](#)

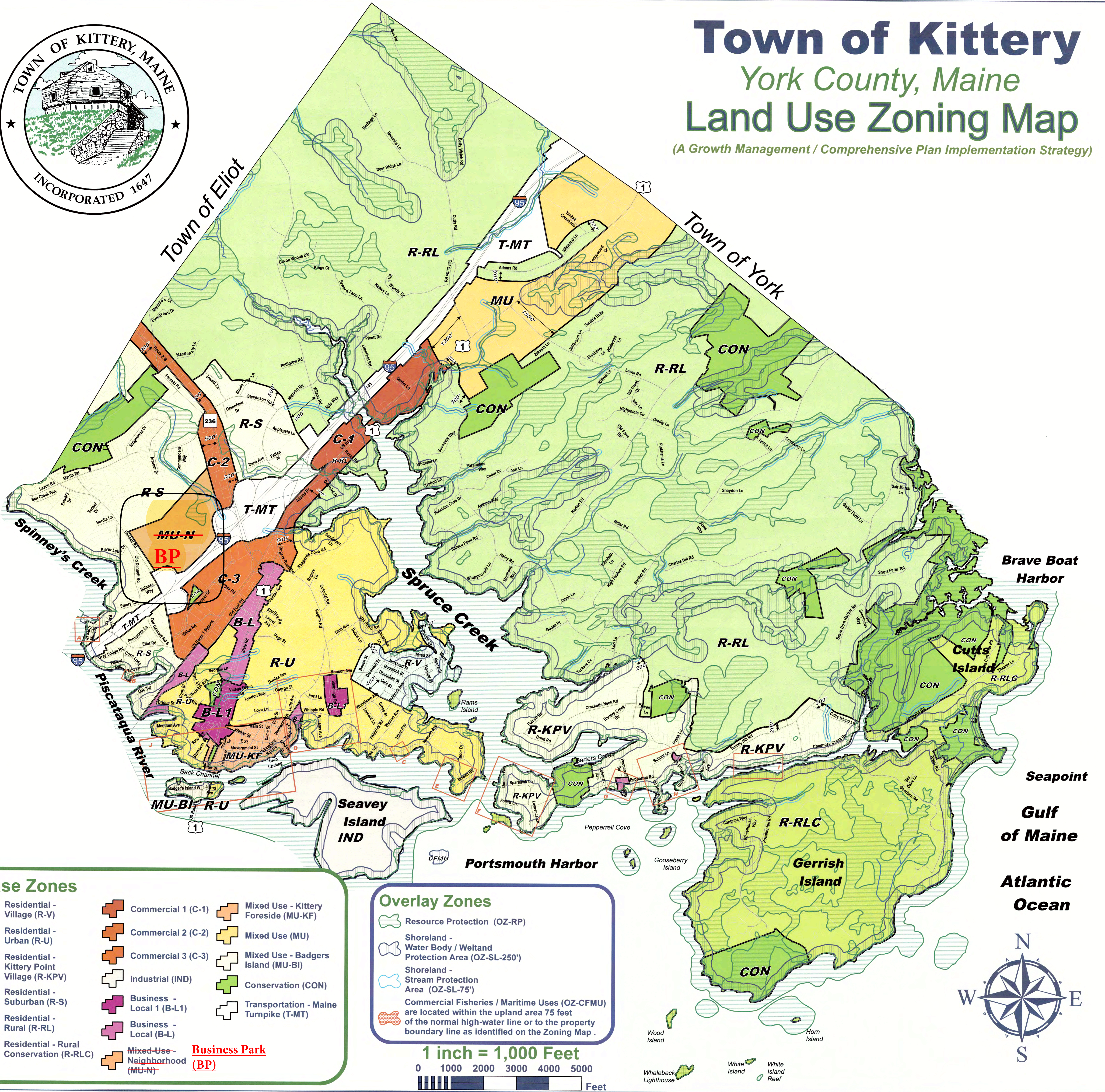


Town of Kittery

York County, Maine

Land Use Zoning Map

(A Growth Management / Comprehensive Plan Implementation Strategy)



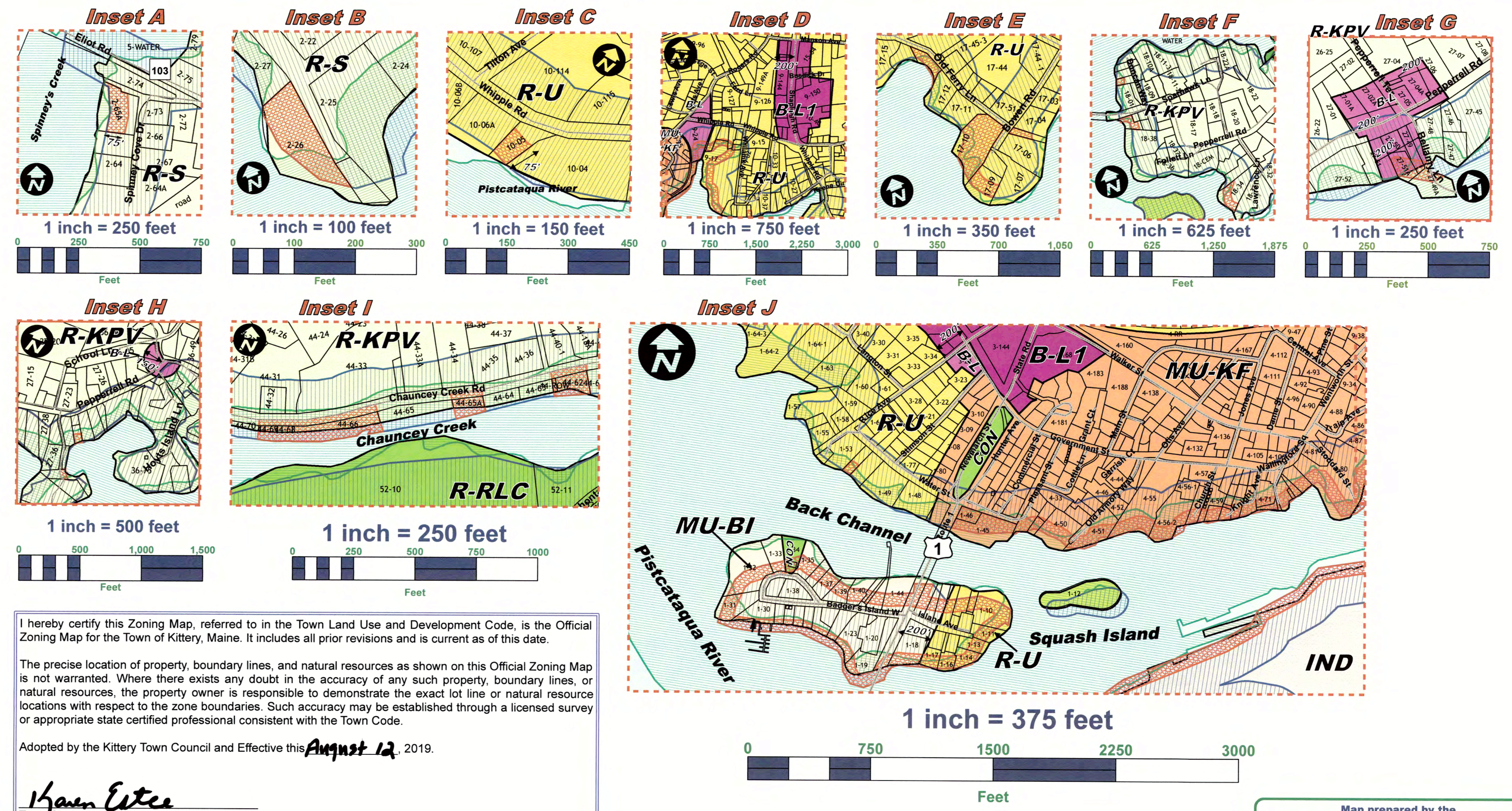
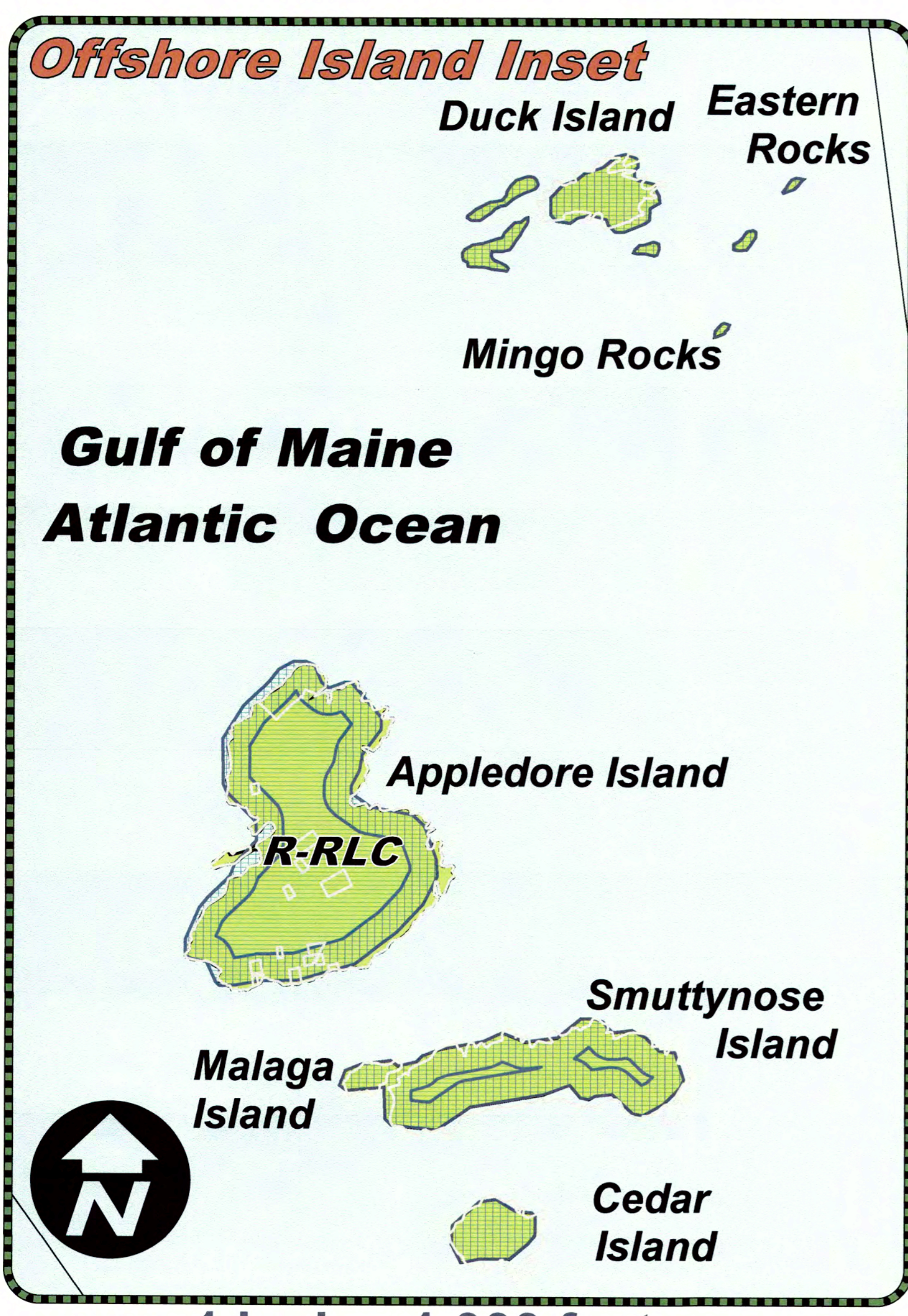
Base Zones

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Overlay Zones

- Resource Protection (OZ-RP)
- Shoreland - Water Body / Wetland Protection Area (OZ-SL-250')
- Shoreland - Stream Protection Area (OZ-SL-75')
- Commercial Fisheries / Maritime Uses (OZ-CFMU) are located within the upland area 75 feet of the normal high-water line or to the property boundary line as identified on the Zoning Map.

1 inch = 1,000 Feet



I hereby certify this Zoning Map, referred to in the Town Land Use and Development Code, is the Official Zoning Map for the Town of Kittery, Maine. It includes all prior revisions and is current as of this date.

The precise location of property, boundary lines, and natural resources as shown on this Official Zoning Map is not warranted. Where there exists any doubt in the accuracy of any such property, boundary lines, or natural resources, the property owner is responsible to demonstrate the exact lot line or natural resource locations with respect to the zone boundaries. Such accuracy may be established through a licensed survey or appropriate state certified professional consistent with the Town Code.

Adopted by the Kittery Town Council and Effective this August 12, 2019.

Kevin Elice
Town Clerk

**KITTERY TOWN CODE –
LAND USE ZONING MAP
BUSINESS PARK**

1 **AN ORDINANCE** relating to the municipality’s authority for Town governance to give due and
2 proper attention to its many demands pursuant to the Town Charter, Federal law, and Maine
3 Revised Statutes, and more particularly where set forth in Maine Revised Statutes Title 30-A,
4 Municipalities and Counties.

5 **WHEREAS**, the Kittery Town Council is authorized to enact this Ordinance, as specified in
6 Sections 1.01 and 2.07(3) of the Town Charter; and 30-A MRS §3001, pursuant to its powers
7 that authorize the town, under certain circumstances, to provide for the public health, welfare,
8 morals, and safety, and does not intend for this Ordinance to conflict with any existing state or
9 federal laws; and

10 **WHEREAS**, Maine Revised Statutes §4352 requires an adopted municipal zoning map
11 describing each zone established or modified; and

12 **WHEREAS**, the Land Use Zoning Map requires updating to reflect the current Land Use and
13 Development Code for the Town of Kittery, inclusive of amendments made since July 2022;

14 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN
15 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS THE LAND USE ZONING
16 MAP, AS PRESENTED.

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

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

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

§4356. Moratoria

Any moratorium adopted by a municipality on the processing or issuance of development permits or licenses must meet the following requirements. [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

1. Necessity. The moratorium must be needed:

A. To prevent a shortage or an overburden of public facilities that would otherwise occur during the effective period of the moratorium or that is reasonably foreseeable as a result of any proposed or anticipated development; or [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

B. Because the application of existing comprehensive plans, land use ordinances or regulations or other applicable laws, if any, is inadequate to prevent serious public harm from residential, commercial or industrial development in the affected geographic area. [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

[PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

2. Definite term. The moratorium must be of a definite term of not more than 180 days. The moratorium may be extended for additional 180-day periods if the municipality adopting the moratorium finds that:

A. The problem giving rise to the need for the moratorium still exists; and [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

B. Reasonable progress is being made to alleviate the problem giving rise to the need for the moratorium. [PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

[PL 1989, c. 104, Pt. A, §45 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).]

3. Extension by select board. In municipalities where the municipal legislative body is the town meeting, the select board may extend the moratorium in compliance with subsection 2 after notice and hearing.

[PL 2021, c. 275, §46 (AMD).]

SECTION HISTORY

PL 1989, c. 104, §§A45,C10 (NEW). PL 2021, c. 275, §46 (AMD).

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KITTERY TOWN COUNCIL
December 12, 2022
6:00PM

1. Call to Order

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

2. Introductory

3. Pledge of Allegiance

4. Roll Call Councilors present: Councilor Stevens, Councilor Hamm, Councilor Clark, Councilor Bragg, Councilor Dow, Vice Chair McGuire and Chair Spiller.

5. Agenda Amendment and Adoption

Chair Spiller moves to add New Business item e. The Kittery Town Council moves to postpone the Public Hearing on Title 5 Short Term Rentals until January 23, 2023.

Chair Spiller stated that Council will deliberate on New Business item e. after item 9 on the agenda.

Chair Spiller cast one vote to adopt the agenda as amended.

6. Town Manager's Report

The Town Manager reported on PFAS Update, George Smart Santa Fund, the Freebie Barn and Getting Involved- Boards, Committees and Commissions.

Upcoming Dates:

Fort Foster Season Passes – Available Now

Dog License Renewal – Deadline January 31

Town Hall - Holiday Closures – Monday, December 26 and Monday - January 2

Councilor Dow inquired about the George Smart Santa Fund.

Town Clerk, Jillian Richards, responded.

Chair Spiller stated that there are many things you are able to do online, such as registering your dog. She also encouraged Council to join her in making a donation to the George Smart Santa Fund to help rebuild it for next year.

Councilor Stevens asked a question about the funds for the George Smart Santa Fund.

Town Clerk, Jillian Richards, responded.

7. Acceptance of Previous Minutes - None

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

a.(120122-01) The Kittery Town Council moves to interview and reappoint Stephen Bellatone to the Planning Board for a three-year term to expire December 31, 2025.

Chair Spiller moves to waive the interview but reappoint Stephen Bellatone to the Planning Board for a three-year term to expire December 31, 2025, seconded by Vice Chair McGuire. Motion passes 7-0-0

b.(120122-02) The Kittery Town Council moves to interview the following two (2) candidates to the Planning Board for a three-year term to expire December 31, 2025.

- Robert Doyle
- Brandon Holben

Chair Spiller interviews Robert Doyle.

Chair Spiller moves to appoint Robert Doyle to Planning Board for a three term to expire December 31, 2025, seconded by Councilor Bragg.

Motion passes 7-0-0

Chair Spiller stated that Brandon Holben withdrew his candidacy due to a change in work schedule.

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

10. PUBLIC HEARINGS

a. (120122-03) Kittery Town Council moves to hold a public hearing on amendments to Title 5 Short Term Rental License.

11. DISCUSSION

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

Tim Brochu, 6 School Street, Kittery, spoke about Short Term Rental Properties.

Jeff Thomson, 25 Old Post Road, Kittery, spoke about Short Term Rentals, the Town's Collective Bargaining Agreements and how the community can get information on Town events, meetings etc.

Tom Emerson, 10 Ox Point Drive, Kittery, spoke about Short Term rentals.

Robin Dite, 161 Haley Road, Kittery, spoke about Short Term Rentals.

Nathan Ackerman, 9 Prince Ave, spoke about Short Term Rentals.

Chair Spiller stated that she has several emails from people pertaining to Short Term Rentals that she will read at the date for the Public Hearing.

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

Chair Spiller responded to comments regarding Short Term Rentals and encouraged people to come back to the rescheduled meeting on January 23, 2023.

12. UNFINISHED BUSINESS -

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition.

(120122-04) The Kittery Town Council moves to accept a donation in the amount of \$100.00 from Robert and Megan Kline, to be deposited into the KCC donations account #2063.

Moved to accept donation by Councilor Hamm, seconded by Councilor Stevens.

Councilor Dow asked a question regarding accounts.
Town Manager responded

Motion passes 7-0-0

(120122-05) The Kittery Town Council moves to accept a donation in the amount of \$99.00 from Hannaford's Bloomin' 4 Good Program, to be deposited into the KCC donations account #2063.

Moved to accept by Councilor Hamm, seconded Councilor Stevens.

Motion passes 7-0-0

(120122-06) The Kittery Town Council moves to accept a donation in the amount of \$100.00 from Jeffrey and Gail Hendrickson, to be deposited into the George Smart Santa Fund account #1372.

Moved to accept by Councilor Stevens, seconded by Councilor Hamm.

Motion passes 7-0-0

- b. (120122-07) The Kittery Town Council moves to reappoint the following Board and Committee members; all terms are for three years and will expire on December 31, 2025.

- Mary Thron – Board of Assessment
- Diane Harvey – Board of Trustees
- Brad Hirst – Board of Trustees
- David Mann – Board of Trustees
- Jeffrey Clifford – CIP Committee
- Kenneth Fellows – Climate Adaptation
- Cameron Wake – Climate Adaptation
- Cassandra Bliss – Conservation Committee
- Nanci Lovett – Conservation Committee
- Donald Moore – Conservation Committee
- Steven Workman – KCC Board
- Robert McDonough – Parks Committee
- Denise Payne – Parks Committee
- David Wrocklage – Parks Committee
- Daniel O'Reilly – Shellfish Committee

Moved to re appoint all by Vice Chair McGuire, seconded by Councilor Clark.
Motion passes 7-0-0

- c. (120122-08) The Kittery Town Council, in accordance with 30 MRS 4356, hereby extends the moratorium on the acceptance of applications or issuance of any permits by the Planning Board or Board of Appeals in the geographic area designated as the Mix Use Neighborhood on the Town's Zoning Map, for a period of 180 days from February 8, 2023.

Moved to extend the moratorium as stated in the agenda by Councilor Stevens, seconded by Councilor Clark.
Motion passes 7-0-0

- d. (120122-09) Kittery Town Council moves to adopt amendments to the Town's Collective Bargaining Agreements.

Town Manager gave an overview of the Town's Collective Bargaining Agreement.

Moved to adopt amendments to the Town's Collective Bargaining Agreements by Vice Chair McGuire, seconded by Councilor Clark.

Vice Chair inquired about the start date of the amendments and thanked the Town Manager on her hard work coming up with effective solutions.

Councilor Stevens thanked the Town Manager on her hard work.

Councilor Bragg asked about current staff's feelings on the changes.
Town Manager responded.

Chair Spiller stated that she believes that these are all positive steps.

Motion passes 7-0-0

14. COUNCILOR ISSUES OR COMMENTS

Councilor Stevens spoke about the Workshop on Short Term Rentals and how beneficial it was. She also wished everyone Happy Holidays.

Councilor Hamm stated that he will be on military leave until April and wished everyone a happy holidays.

Councilor Clark thanked the Town Manager for a gift.

Councilor Bragg thanked the Community for reaching out to her and wished everyone happy holidays and a safe new year.

Councilor Dow spoke about the success of the Sip and Shop event that took place.

Vice Chair McGuire encouraged anyone who can to contribute to George Smart Fund and spoke about the Workshop on Short Term Rentals and how beneficial it was for Council.

Chair Spiller thanked the staff and the Town Manager for all their hard work, as well as the members of the community members who have volunteered. She also wished everyone a safe and happy holiday and reminded the community that Wreaths Across America would be doing their annual wreath laying this coming weekend.

15. COMMITTEE AND OTHER REPORTS

a. Communications from the Chairperson

b. Committee Reports

Chair Spiller stated that in January there will be a process launched to develop a climate action plan and there would be a lot of community outreach to develop the plan.

16. EXECUTIVE SESSION

17. ADJOURNMENT

Councilor Hamm motions to adjourn at 7:03 PM, seconded by Councilor Clark.
All were in favor.

Submitted by Jennifer Wheeler

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

meeting on the Town of Kittery website.



TOWN OF KITTERY

Office of the Town Clerk

200 Rogers Road, Kittery, Maine 03904
Telephone: (207) 475-1313 Fax: (207) 439-6806

APPLICATION FOR VICTUALERS, INNKEEPERS, AND LODGING HOUSE OPERATORS LICENSE

Applicant's Name: Spruce Creek Pizza, Inc
please print

Applicant's Address: 290 US Route 1, Kittery, ME 03904
please print

Applicant's mailing address if different from above: PO Box 630, Kittery, ME 03904

Applicant's Email address (required): office@bobsclamhut.com

Date of Birth: 06/10/1964 Applicant's Telephone Number: 203-434-7205

Business Name: Spruce Creek Pizza
please print

Business Address: 290 US Route 1, Kittery, ME 03904
please print

Business Telephone Number: 207-439-4919 203-434-7205 cell

Signature of Applicant: _____ Date: 05/31/2023

LICENSE FEE: \$ 50.00

FIRST TIME APPLICATIONS: \$50.00
RENEWAL OF LICENSE: \$25.00

Town Manager's Signature: _____

To: Kittery Town Council

From: Rice Public Library

Date: 6/28/23

For your consideration.

The donation shall be deposited into the Library donation fund (Account # 5023/43600). This donation (\$2000.00) is from B.R. Fein. She would like these funds to be dedicated in memory of Hope Neilson for the purchase of books.

Thank you,

A handwritten signature in black ink, appearing to read "Lee Perkins", with a long horizontal flourish extending to the right.

Lee Perkins

RICE PUBLIC LIBRARY

TOWN OF KITTERY						
DATE: 6-28-23						
ACCOUNT:	ORG.	OBJECT	Cash	Check	Charge	Account Totals
GRANTS:	1111	43591				
		R.W. Traip				
		Thaxter				\$0.00
BOOK FUND:	1111	43221				
		Copier & Fax Machine				
		Fines				
		Non-Resident Fees				
		Rental Income				
		Subtotal				\$0.00
	5023	43600		\$2,000.00		\$2,000.00
		Donations				
INCOME			CASH	CHECK	CHARGE	
			\$0.00	\$2,000.00	\$0.00	
Check from B.R. Fein in memory of Hope Neilson						TOTAL DEPOSIT:
						\$2,000.00

B. R. FEIN
4 TREFETHEN AVE
KITTELY ME 03904

8787

52-7445/2112
96

14 June 2023

Date

Pay to the
Order of

Rice Public Library

\$ *2,000*

Two Thousand and 00/100

Dollars



Photo
Safe
Deposit
Details on back



Bank

America's Most Convenient Bank®

For

inventory of books

B.R. Fein

MP



8787



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

REPORT TO TOWN COUNCIL

Meeting Date: July 17, 2023
From: Kendra Amaral, Town Manager
Subject: Transfer Requests for Fiscal Year 2023
Councilor Sponsor: Chairperson Judy Spiller

EXECUTIVE SUMMARY

In accordance with Town Charter 6.09(4) Transfer Appropriation, the following is a request to transfer unencumbered appropriation balances from Fiscal Year 2023 (FY23) to various accounts as specified below.

Total projected operating budget surplus for FY23 is \$538,510. I am seeking to utilize approximately \$100,000 of the operating budget surplus for directed needs, rather than pass it through to the undesignated reserve fund. The projected remainder, approximately \$438,510 will cover audit adjustments and other directed needs that may be identified by the Council.

The calculated undesignated reserve fund balance required to meet Town policy is \$8,176,290 for FY24. After deducting the funds for projects approved on the Town Warrant Articles, and adding projected revenue and expense surpluses from FY23, it is expected the undesignated reserve fund balance will remain just over \$10M. The fiscal year audit will provide the final balance, and usually includes some minor downward adjustments to reflect journal adjustments for pre-paid revenue collections, etc.

STATEMENT OF NEED

As the close of the FY23 is being prepared, a few departmental deficits have emerged. The proposed transfer requests address these deficits.

The only Other Funds transfer request is for the Senior Tax Circuit Breaker program.

OPERATING BUDGET

The transfer requests are rounded up from the actual anticipated deficit to cover any residual bills from FY23 yet to be received, and for audit adjustments that may occur. Any remaining surpluses will pass directly to the undesignated reserve fund when the audit is completed. The general goal is to leave no less than \$5,000 in department budgets at this point in the YE closure for such final invoices and adjustments.

- **From Overlay to Police: \$75,000**

The Police department is expected to end the year approximately \$66,389 over budget. The overage is primarily the result of implementation of the recruitment and retention program and overtime to fill shifts and vacancies.

- **From Health and Dental to Miscellaneous: \$132,000**

The Miscellaneous accounts are projected to end the year approximately \$122,942 over budget. The overage is driven by the extenuating circumstances around the end of the federal rental assistance program. General Assistance cost the Town approximately \$170,408 this year, resulting in an overage of \$120,408. Typically annual General Assistance costs between \$40,000 and \$55,000. Additionally, due to the end of support for the Microsoft Exchange server, the Town is transitioning to MS365 and had to pay for the annual licenses upfront at a cost of approximately \$40,000.

- **From Administration to DPW: \$40,000**

DPW is expected to finish the year approximately \$31,829 over budget. The overage was primarily the result of paid-time-off payout to a retired team member, and the cost of salt during the winter. Salt was \$81,135 over budget, as a result of both higher costs for the material and the number of ice events requiring road treatment over the winter.

- **From Planning to Harbormaster: \$22,000**

The Harbormaster department is approximately \$14,859 over budget. The overage reflects the cost of repairs and maintenance for older equipment and hoists, and increased fuel and service contract costs.

- **From Other Insurances to Library: \$50,000**

The Library budget is approximately \$43,610 over budget. This was anticipated as the budget was developed prior to the opening of the newly renovated and expanded library facility. There was no baseline with which to anticipate the cost of heating, cooling, technology and electricity for the expanded services and features of the facility.

OTHER FUNDS

- **From Various to Senior Tax Circuit Breaker: \$100,000**

This program was designed to be funded from annual surpluses and offers qualified seniors a credit on their property taxes each year. In 2021, the Town chose to dedicate approximately \$400,000 of its ARPA funds to the program, spread over three years. FY24 is the final year with \$100,000 allocated from the remaining ARPA funds. In FY23 the Town issued over \$163,000 in credits to qualified seniors.

This transfer will cover the remaining funding needed for the FY24 program.

CARRYFORWARDS

There are no specific carryforwards proposed for FY24. The Council may wish to revisit its discussion regarding carrying forward any excess in the Fire Department and Shared Expenses, as discussed in September of 2022.

As a reminder, the Council approved additional funding to hire four full-time firefighters if the Town was not successful in its SAFER grant application. At the time, Councilor Dow suggested if the SAFER grant was approved, the Council should consider carrying forward the excess funding not needed because of the SAFER Grant, to FY24 to offset the tax levy in the following year.

The Town did not receive the SAFER Grant. However due to the timing of when the SAFER Grant decision was received, the hiring process for the new Firefighters did not begin until the winter, with the Firefighters officially starting at the end of February. The delayed hiring resulted in a surplus of approximately \$310,000.

As usual, caution is urged when considering using non-recurring funds to cover recurring operating costs. Once those funds are depleted the tax levy will need to increase to cover the costs or the costs will need to be cut from the budget. This can lead to either a spike in taxes or the elimination of desired services.

In the recent past, the municipal budget has included one-time revenues to fund an additional Police Officer (per Council request) with the tax levy increasing the following year to cover the ongoing costs; capital projects (one-time funds for one-time expenditures); and ARPA funds for the Senior Tax Circuit Breaker.

PROPOSED SOLUTION/RECOMMENDATION

Approve transfers as requested.

ATTACHMENTS

- FY2023 Budget Roll-Up
- Transfer Requests
- Town Charter Section 6.09(4)
- Fiscal Year 2023 Transfer Enactment

Report to Council
Fiscal Year 2023
Budget Roll-Up

	BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	PROJECTION	AVAILABLE	YTD % COLLECTED/SPENT
REVENUE	\$16,681,394	\$560,000	\$17,241,394	\$18,046,329		\$804,935	104.7%
OPERATING FUNDS	BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	PROJECTION	AVAILABLE	% COLLECTED/SPENT
Administration	\$1,233,937	\$100,000	\$1,333,937	\$1,262,516	\$0	\$71,421	95%
Overlay	\$156,760	\$0	\$156,760	\$0	\$0	\$156,760	0%
Police	\$2,746,211	\$0	\$2,746,211	\$2,812,600	\$0	(\$66,389)	102%
Fire	\$670,715	\$325,000	\$995,715	\$786,449	\$0	\$209,266	79%
DPW	\$2,335,798	\$0	\$2,335,798	\$2,367,627	\$0	(\$31,829)	101%
Planning	\$616,949	\$0	\$616,949	\$576,961	\$0	\$39,988	94%
Misc	\$573,300	\$0	\$573,300	\$690,455	\$5,787	(\$122,942)	120%
KCC	\$890,025	\$0	\$890,025	\$884,953	\$0	\$5,072	99%
Harbormaster	\$130,760	\$0	\$130,760	\$145,619	\$0	(\$14,859)	111%
Health & Dental	\$1,493,400	\$110,000	\$1,603,400	\$1,377,303	\$0	\$226,097	86%
Other Insurances	\$1,108,333	\$35,000	\$1,143,333	\$1,073,922	\$0	\$69,411	94%
Retirement	\$625,418	\$30,000	\$655,418	\$615,305	\$0	\$40,113	94%
Debt Service	\$1,099,717	\$0	\$1,099,717	\$1,099,717	\$0	\$0	100%
Library	\$484,931	\$0	\$484,931	\$528,541	\$0	(\$43,610)	109%
Capital Improvement	\$1,588,900	\$0	\$1,588,900	\$1,588,900	\$0	\$0	100%
TOTAL	\$15,755,154	\$600,000	\$16,355,154	\$15,810,868	\$5,787	\$538,499	97%
County Tax	\$990,000	\$0	\$990,000	\$989,989	-	\$11	100%
TIF	\$25,000	\$0	\$25,000	\$25,000	-	\$0	100%
Adult Ed	\$105,500	\$0	\$105,500	\$105,500	-	\$0	100%
TOTAL	\$16,875,654	\$600,000	\$17,475,654	\$16,931,357	\$5,787	\$538,510	97%

Report to Council
 Fiscal Year 2023
 Transfers & Carry Forwards

GENERAL FUND TRANSFERS

FROM			TO		
101160	Overlay	\$ 75,000	101310	Police	\$ 75,000
103001	Health and Dental	\$ 132,000	Various	Miscellaneous	\$ 132,000
101110	Administration	\$ 40,000	Various	DPW	\$ 40,000
101721	Planning	\$ 22,000	101840	Harbormaster	\$ 22,000
103000	Other Insurances	\$ 50,000	101810	Library	\$ 50,000
Total General Funds Transfers		\$ 319,000			\$ 319,000

OTHER FUNDS TRANSFERS

FROM			TO		
	Various	\$ 100,000	2005	Senior Tax Circuit Breaker	\$ 100,000
Total Other Funds Transfers		\$ 100,000			\$ 100,000

CARRYFORWARD

Account	Purpose

§ 6.09. Amendments after adoption.

- (1) Supplemental appropriations. If during the fiscal year the manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the council by ordinance may make supplemental appropriations for the year up to the amount of such excess, but not to exceed an aggregate amount of \$125,000.
- (2) Emergency appropriations. To meet a public emergency affecting life, health, property or the public peace, the council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of § 2.15. To the extent that there are no available unappropriated revenues to meet such appropriations, the council may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year must be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.
- (3) Reduction of appropriations. If at any time during the fiscal year it appears probable to the manager that the revenues available will be insufficient to meet the amount appropriated, the manager shall report to the council without delay, indicating the estimated amount of the deficit, any remedial action taken and recommendations as to any other steps to be taken. The council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may, by ordinance, reduce one or more appropriations.
- (4) Transfer of appropriations. At any time during the fiscal year or within 60 days of the fiscal year closure, the manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency and, upon written request by the manager, the council may by ordinance transfer a part or all of any unencumbered appropriation balance from one department, office or agency to another.
- (5) Limitations; effective date. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

**TOWN OF KITTERY
FISCAL YEAR 2023
TRANSFER OF APPROPRIATIONS**

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 6.09(4) 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 Manager has submitted a written request to transfer Fiscal Year 2023
11 appropriations from one department to another to cover typical year end surpluses and deficits
12 within the operating budget; and

13 **WHEREAS**, the Town Manager has submitted a written request to transfer Fiscal Year 2023 to
14 various capital reserve accounts;

15 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001 AND TOWN CHARTER
16 §6.09(4), AND THE APPROVED WARRANT ARTICLE 8 THE TOWN OF KITTERY HEREBY
17 ORDAINS THE FISCAL YEAR 2023 TRANSFER OF FUNDS, AS PRESENTED.

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

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

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



Town Manager

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

July 17, 2023

To the Office of State and Community Energy Programs,

The Town of Kittery is pleased to submit a proposal for the Southern Maine Energy Navigator Pilot to the Department of Energy Efficiency Community Block Grant program. Though the submission is from the Town of Kittery, it represents a collaborative regional effort to assist our community members in accessing energy efficiency improvements for their residences. Improving the energy efficiency of homes not only reduces greenhouse gas emissions within our region, but it also helps housing be more affordable for low-to-moderate-income residents and seniors seeking to age-in-place with comfort.

Kittery is already a member of the successful regional partnerships advancing climate change reduction in Southern Maine. The Town is a founding participant in the SMPDC Regional Sustainability and Resilience Program and is working with SMPDC on several projects around climate resiliency and energy efficiency.

Kittery has been actively working to reduce energy use and emissions generated by the municipality and by our community members. The Town is working with regional partners on developing a Climate Action Plan, it has converted its streetlights to LED, is converting interior building lighting to LED, installed free public EV charging stations in municipal parking lots, launched a new kitchen scraps/household composting program at the transfer station, and is transitioning to hybrid and full EVs for its vehicle fleet.

Through our work, we have frequently heard about the real and perceived barriers community members face in accessing electrification and energy efficiency technologies for their homes. Though the State of Maine has a robust rebate program (Efficiency Maine), utilizing it can be cumbersome for residents. Those who lack support in managing the detailed steps, in the prescribed order, tend to avoid making eligible energy efficiency improvements because they feel it is “too complicated”. Additionally, the rebate programs require applicants to fund the efficiency projects upfront and wait for rebates after. Those who do not have immediate access to thousands of dollars in capital or are unable to take on debt for the upfront costs are effectively excluded from the efficiency rebate programs.

Kittery is eager to reduce these barriers for residents and help them decrease their energy use and utility costs through energy efficiency improvements.

As the prime applicant for the program of the Southern Maine Energy Navigator pilot, the Town of Kittery commits to:

1. Serve as the fiscal agent and administrator for the grant, managing contracting and coordination with DOE and contracting with grant subrecipients;

2. Actively participate in the development and delivery of the project, with appropriate staff members attending project meetings and providing input and support throughout the project workplan;
3. Work collaboratively with all project partners to problem solve challenges and ensure the successful completion of the project objectives;
4. Conduct outreach to Kittery's community members to encourage participation in the Southern Maine Energy Navigator Pilot; and
5. Coordinate with SMPDC and YCCAC on outreach and the delivery of technical assistance and grants to Kittery's community members.

This work will be implemented by Kittery's Administration team led by the Town Manager Kendra Amaral, and including Finance Director Elizabeth Lallemand, Code Enforcement Officer, Kearsten Metz, and others. The work will also be supported by the Kittery Climate Adaptation Committee, and local community partners.

The Kittery Town Council offers this letter in full support and commitment to the application and implementation of the program, if awarded. The Town Council voted on July 17, 2023, to provide this letter of commitment.

Thank you for your thoughtful consideration of the application and the benefits this program can achieve both in Kittery and for Southern Maine.

Sincerely,

Judy Spiller
Chairperson
Kittery Town Council

Control Number: 2988-1525

Title: Southern Maine Energy Navigator Pilot

Applicant Organization: Town of Kittery, Maine

Track: Track 2 – Implementation and Scaling

Federal Budget Requested: \$841,500

Cost Share: Not Applicable

Project Manager:	Kendra Amaral Town Manager Town of Kittery, Maine kamaral@kitteryme.org (207) 475-1329
Business Point of Contact:	Kendra Amaral Town Manager Town of Kittery, Maine kamaral@kitteryme.org (207) 475-1329
Team Members:	Town of Kennebunk, Maine Heather Balsler, Town Manager hbalsler@kennebunkmaine.us Budget allocation: \$0 Town of Kennebunkport, Maine Laurie Smith, Town Manager lsmith@kennebunkportme.gov Budget allocation: \$0 Town of Wells, Maine Mike Pardue, Town Manager mpardue@wellstown.org Budget allocation: \$0 Town of Ogunquit, Maine Matt Buttrick, Town Manager townmanager@ogunquit.gov Budget allocation: \$0
Partner Organizations:	Southern Maine Planning and Development Commission Saco, Maine Karina Graeter, Sustainability Coordinator <i>Project administration and management</i> Budget allocation: \$160,000 York County Community Action Corporation Sanford, Maine Jackie Watson, Director of Energy Services <i>Energy grant administration</i> Budget allocation: \$671,500

Confidentiality Statement: Not applicable

Project Description

Summary of Plan

The Southern Maine Energy Navigator Pilot will be a regional program to increase residential energy efficiency and clean energy upgrades to immediately reduce energy use, energy burdens, and the associated greenhouse gas (GHG) emissions. The program will reduce barriers to accessing existing state and federal incentives and federal tax credits by providing 1) technical assistance 2) revolving grants to cover the upfront costs required for existing rebate programs, and 3) grants to low/moderate income homeowners to minimize the cost of upgrades for disadvantaged community members.

In Maine, substantial financial incentives exist for home energy efficiency and electrification upgrades through The Efficiency Maine Trust (Efficiency Maine) and MaineHousing. The Inflation Reduction Act of 2022 also introduced new tax credits covering up to 30% for energy efficiency upgrades. However, homeowners face significant barriers in accessing these incentives, including:

- 1) *Lack of direct technical assistance:* Limited capacity at Efficiency Maine and MaineHousing for assisting homeowners in navigating the programs, available incentives, contractor options, and financing on their own create significant barriers to participation. Those who may benefit from the program are dissuaded due to lack of clarity, misunderstandings about eligibility, and burdensome program stipulations.
- 2) *Need for upfront capital:* Most Efficiency Maine incentives are reimbursements on incurred approved costs. Many homeowners are already strained by high energy costs and don't have the upfront capital available to make the full investment and wait for a rebate after the fact without taking on debt. These households are on the "edge" meaning they make just enough to make ends meet, which is too much for low income programs, and not enough to take on a new expense.
- 3) *Limitations of low/moderate income programs:* Often, low/moderate income incentives come with strict income limits, project requirements, and grant limits based on the source of their funding. It is easy for many homeowners to fall through the cracks, end up on waitlists, or not receive the total funding needed. This barrier is even greater for households with poor housing conditions when existing programs often require home improvements before installing energy upgrades.

The Southern Maine Energy Navigator Pilot will work to address these barriers to accessing affordable energy efficiency and electrification technologies. To address barrier (1) the project will provide one-on-one technical assistance to homeowners to guide them through the process of identifying, planning, financing, and completing energy upgrade measures. To address barrier (2) the project will provide revolving grants to cover the upfront capital needed for Efficiency Maine rebate-eligible improvements. To address barrier (3) the project will provide grants to

supplement existing incentives for low/moderate income homeowners to close the gap between incentive programs and household resources.

The Southern Maine Energy Navigator Pilot will serve homeowners in the York County, Maine communities of Kittery, Kennebunk, Kennebunkport, Wells, and Ogunquit. These towns make up the Southern Maine Planning and Development Commission (SMPDC) Regional Sustainability and Resilience Program communities, working together since 2019 to implement local and regional climate priorities. SMPDC, as a subcontractor of the Town of Kittery, will manage the pilot program and technical assistance with support from the DOE-sponsored fellow and three Resilience Fellows (three consecutive, 12-month terms) provided through the Greater Portland Council of Governments Resilience Corps, an AmeriCorps partnership. York County Community Action Corporation (YCCAC), as a subcontractor of the Town of Kittery, will manage the energy grants.

Over the three-year pilot period, the project will assist homeowners in the five participating southern Maine communities based on the following timeline:

Project Month	Description
1 – 2	Set up project administration; onboard 1 st Resilience Corps member; onboard DOE fellow; and initial project development.
3 – 7	Project development; energy incentive and public engagement training for DOE fellow and Resilience Corps member; coordinate with community partners; and set up systems for delivering TA and grants.
8	Launch event; initial outreach to eligible homeowners; and initial delivery of TA and grants.
9 - 17	Delivery of TA and grants; continued outreach to eligible homeowners; coordination with community partners; and onboard and training of 2 nd Resilience Corps fellow.
18	Mid-project evaluation; delivery of TA and grants; continued outreach to eligible homeowners; and coordination with community partners.
19 – 32	Delivery of TA and grants; continued outreach to eligible homeowners; coordination with community partners; and onboard and training of 3 rd Resilience Corps Member.
33 - 36	Wrap up of TA and grants; program evaluation; and coordination with state and community partners on next steps.

As a pilot, the project’s purpose is to demonstrate that providing upfront technical assistance and capital funding will increase the number and diversity of homeowners engaging in energy efficiency improvements to their homes. This program will serve as a proof of concept for a regional or statewide Energy Navigator program to complement the existing Efficiency Maine and MaineHousing incentive programs. This may be done by incorporating an Energy Navigator program into the Maine Climate Corps, a new volunteering and service program, or through the state-wide Community Resilience Partnership, a program that provides grants and technical assistance to communities to implement climate actions.

Project Impact

Maine is one of the most energy burdened states in the United States. Homeowners across the state are faced with high and increasing electricity costs, old and inefficient housing stocks, and a longstanding reliance on fuel oil for heating. The Low-Income Energy Affordability Data (LEAD) Tool shows that, within the five participating communities, all households that make less than or equal to the state median income face an energy burden of 6% or more (See Addendum, Figure 1), with energy burdens of 6-10% considered high and 10%+ considered severe.

Residential electricity and heating fuel use also contribute significantly to community-wide greenhouse gas emissions. Residential emissions account for 10% to 32% of community-wide GHG emissions in the region.¹ Fuel oil is the largest source of residential GHG emissions, while electricity is the second (See Addendum, Figure 2). 64% of the homes in the region are heated by fuel oil and 16% by propane – representing a significant opportunity for energy efficiency and emissions improvement.

Despite the clear need for energy efficiency and electrification, only a limited number of households in these communities have taken advantage of available incentive programs. According to data provided by Efficiency Maine, from 2014 – 2020, approximately 1,600 of the region’s households have received an incentive for at least one energy efficiency or electrification upgrade. This represents just 9.4% of all households in the region. Less than 1% of those incentives were provided through Efficiency Maine’s low-income programs.²

In York County, the demand for low/moderate income energy assistance is far greater than available funds. YCCAC, who administers MaineHousing programs in York County, currently have a waitlist of 169 income-eligible homeowners for heat pump upgrades (22 of the homeowners are in the participating communities) and a waitlist of 85 homeowners for weatherization upgrades (11 of the homeowners are in the participating communities).

The Southern Maine Energy Navigator Pilot will significantly increase the number of home energy efficiency projects and heat pump installations in the participating communities.

Proposed outcomes of the project include significant, measurable increases in the number of:

- Homes implementing weatherization upgrades each year within and beyond the project time period, resulting in near- and long-term reduction in fuel oil dependence, greenhouse gas emissions, and utility costs.
- Residential heat pumps installed within and beyond the project time period, resulting in near- and long-term reductions in fuel oil use, greenhouse gas emissions, and utility costs.

¹ Residential emissions are 9.6% of community-wide emissions in Kittery, 17.1% in Kennebunk, and 32.5% in Kennebunkport according to community GHG emissions inventories. Community-wide GHG emission inventories have not been conducted for Ogunquit or Wells.

² Moderate income rebates were not established until after 2020 and so data on their usage is not available.

- Low/moderate income homeowners taking advantage of available incentive programs within and beyond the project, resulting in near- and long-term reductions in energy burdens for disadvantaged community members.
- Low/moderate income homeowners taking advantage of available federal energy tax credits within and beyond the project, resulting in near- and long-term reductions in energy burdens for disadvantaged community members.

This project will also play a key role in meeting local and state climate action goals and targets. The State of Maine’s climate action plan, “Maine Won’t Wait”, includes as a top strategy “Modernize Maine’s Buildings: Energy-Efficient, Smart and Cost-Effective Homes and Businesses”. The towns of Kittery, Kennebunk, and Kennebunkport are also currently in the process of developing local Climate Action Plans (adoption planned winter 2023-2024) with ambitious targets to equitably reduce community GHG emissions. Home energy efficiency and electrification are key to meeting the goals of these plans.

Strength of Team: Team qualifications

Town of Kittery has implemented many energy-related projects including converting town streetlights to LEDs, installation of public EV charging stations, and energy efficiency upgrades in municipal buildings. The Town of Kittery frequently manages large federal grants with many team members and community partners, including two Joint Land Use Study Planning grants totally over \$450,000 in partnership with the Portsmouth Naval Shipyard and SMPDC, and a 2020 National Endowment for Humanities grant for \$500,000.

The **Towns of Kittery, Kennebunk, Kennebunkport, Wells and Ogunquit** have a shared commitment to address climate and energy issues in their communities through the SMPDC Regional Sustainability and Resilience Program. SMPDC and the towns have collaborated on several energy and climate initiatives including:

- Southern Maine Solar Collaborative: a cooperative purchase of solar credits for five municipalities and one sewer district through the Maine Net Energy Billing Program.
- SMPDC Energy Audit Program: A USDA Rural Energy for America Program that provides subsidized energy audits to small businesses and agricultural producers.
- Southern Maine CAP Cohort: A cohort Climate Action Planning process for the communities of Biddeford, Kennebunk, Kennebunkport, and Kittery.

SMPDC has served as the regional planning agency for 39 municipalities for 59 years and has significant capacity and expertise managing project administration and technical assistance. Relevant project examples include: SMPDC EPA Brownfields program, which has provided over \$14 Million in assessment and clean-up grants and loans and the SMPDC Energy Audit Program, providing energy audit grants to rural small businesses and agricultural producers since 2021.

YCCAC is a non-profit social service organization that serves York County, Maine. YCCAC’s Energy Services Department incorporates an array of programs designed to improve the safety,

financial stability, and energy efficiency of low-income York County residents. Its home heating and energy assistance programs include administration of the Federal Low-Income Heating and Energy Assistance Program, Energy Crisis Intervention Program, and the Low-Income Assistance Plan. They also provide variously-funded Weatherization services, including home energy audits and home modifications to improve the safety, energy efficiency and quality of homes; these include the Federal Central Heating Improvement Program and Heat Pump installation, assistance to obtain Rural Development loans and grants for home repairs through the U.S. Department of Agriculture, and Keeping Seniors Home, serving older and/or disabled adults. YCCAC has successfully administered home repair programs across dwelling types for many years. YCCAC home repair programs are subject to State and Federal regulations and must be performed in accordance to performance standards such as Maine Uniform Building Energy Code, local building codes, EPA Lead Renovation, Repair and Painting Rules, Warm, Safe and Dry Standards, HUD Housing Quality Standards, and Accessibility Standards. YCCAC has longstanding relationships with nine energy contractors who have undergone rigorous training and qualifications for federal energy programs.

YCCAC and SMPDC have a long history of partnering on state and federally funded projects including the Maine Connectivity Authority Regional and Tribal Partners Digital Inclusion Plan, Joint Land Use Study grant projects (with the **Town of Kittery**), and ongoing FTA-funded multimodal transit planning.

Budget Details

Budget item	Description	Amount
Grant Administration <i>Town of Kittery</i>	Overall grant administration, including contracting and DOE coordination, subcontracting, and, and project team coordination	\$10,000
Project mgmt. & TA subcontract <i>SMPDC</i>	<ul style="list-style-type: none"> ● Project mgmt.: 0.3 FTE for three years (\$40,000 per year) to oversee project administration, manage DOE fellow and corps members, support client TA, and coordinate with team members and communities. ● Resilience Corps Host site fee: \$8,000/yr for 3 years ● Travel: To and from clients, DOE meetings, etc. ● Supplies: Outreach materials, copies, etc. 	\$120,000 \$24,000 \$10,000 \$6,000
Energy Grant subcontract <i>YCCAC</i>	<ul style="list-style-type: none"> ● Energy Grants: Funds for revolving grants and non-revolving grants to low/moderate income homeowners. ● Project Management – 0.5 FTE of one YCCAC staff member for three years (\$30,000 per year) to oversee project implementation. ● Travel: To and from clients ● Supplies: Outreach materials, copies, etc. 	\$500,000 \$158,000 \$7,500 \$6,000
TOTAL		\$841,500

DOE Funding Impact

The funding provided by DOE would significantly increase the participation residential home energy efficiency and electrification upgrades in the participating communities by removing existing barriers for low/moderate income households. Currently, there is no existing funding or state programs to address the three barriers outlined in the project summary (page 2). DOE funding to support this pilot program would also inform the development and structure of a regional or state program to sustain benefits beyond this project and play a pivotal role in helping the State of Maine meet their clean energy goals.

Measurable Impacts:

This project will target the following energy efficiency and clean energy technologies: home weatherization (i.e., air sealing and insulation) and heat pumps. It will have the following measurable targets:

- Provide technical assistance to at least 100 homes per year
- Provide revolving grants to at least 50 homes per year
- Provide non-revolving grants to at least 50 low/moderate income homes per year

According to data provided by Efficiency Maine, in 2020 approximately 355 households in the participating communities received one or more rebates for weatherization or heat pumps. Assisting an additional 100 homes per year could increase the number of homes installing at least one energy efficiency or clean energy technology by 28% each year.

Community Benefits Plan

Community Engagement:

To build community trust and support for the project, the project team will coordinate with local officials and energy committees in each town. The project team will include municipal and committee input on the design of the project and coordinate with the committees on project outreach to ensure the project meets the needs of each community.

To engage other state energy stakeholders, the Project Team will work with Efficiency Maine on the design and delivery of the project. In addition to providing incentives, Efficiency Maine has longstanding relationships with clean energy companies and extensive experience providing technical assistance on energy upgrades. The Project Team will partner with Efficiency Maine to ensure that the program is designed to maximize existing incentives, utilize qualified contractors for upgrades and installations, and adequately train project staff to deliver effective technical assistance.

Workforce benefits:

Project Team will work with Maine's Clean Energy Partnership (CEP) on the design and delivery of the project. CEP was established to advance Maine's clean energy, climate, economic development, and workforce goals – including more than doubling Maine's clean energy and energy efficiency jobs by 2030. The project team will work closely with the CEP to ensure that the project supports state efforts to build Maine's clean energy workforce.

The project will expand opportunities for qualified clean energy professionals who are contracted to complete the weatherization and heat pump projects. YCCAC currently has partnerships with nine energy contractors who have obtained the qualifications to complete upgrades under federal programs. The project will provide a stable source of revenue for these qualified contractors and will present a new opportunity for additional contractors to obtain the qualifications and skills needed to complete funded energy upgrades.

The project will also advance early career opportunities for members of the clean energy workforce by providing training and experience to the DOE fellow and three Resilience Corps members participating in the project.

Advancing diversity, equity, inclusion, and accessibility:

The project will increase climate equity by providing opportunities and support for community members who are not currently able to take advantage of states programs despite being eligible. The program addresses diversity, equity, inclusion, and accessibility (DEIA) by creating a bridge of support through technical assistance and funding separate from standard banking institutions, which have historically been exclusive in their lending and funding practices, for the upfront costs of energy efficiency improvements. DEIA will also be supported by working with YCCAC's Cultural Brokers, who provide ethnically sensitive support in program navigation, to build trust with disadvantaged community members.

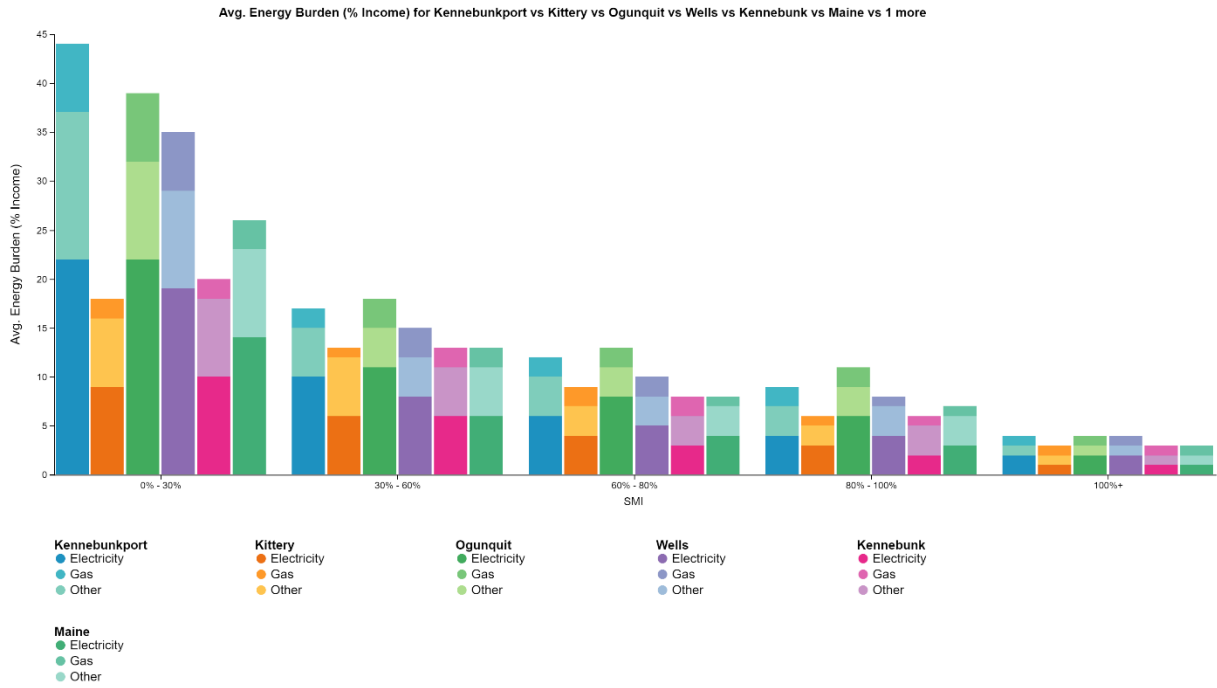
The project team will also work with Greater Portland Council of Governments to ensure Resilience Corps member positions are filled through an accessible and equitable hiring process and that members are supported by an inclusive workplace at SMPDC.

Justice40 initiative contribution:

This program will directly reduce energy costs, fossil fuel use, and greenhouse gas emissions of community members that implement energy efficiency and electrification upgrades through the Southern Maine Energy Navigator Pilot. To ensure that at least 40% of the program benefits flow to disadvantaged communities, non-revolving grant funds (totaling \$500,000, 59% of the program budget) will be reserved for homeowners that face a high energy burden (i.e., pay 6% or more of their income on energy bills).

Addendum

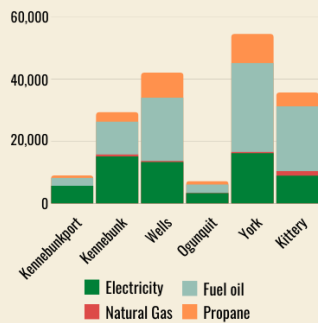
Figure 1: Average energy burden by income (compared to the state median income) across the five participating communities. Data and figure provided by the DOE LEAD Tool



Low-Income Energy Affordability Data Tool Chart Export (<https://lead.openel.org/>)
 Exported On: 5/19/2023
 Building Age: Before 1940, 1940 - 59, 1960 - 79, 1980 - 99, 2000 - 09, 2010+
 Heating Fuel Type: Utility Gas, Bottled Gas, Electricity, Fuel Oil, Coal, Wood, Solar, Other, None
 Building Type: 1 unit detached, 1 unit attached, 2 units, 3 - 4 units, 5 - 9 units, 10 - 19 units, 20 - 49 units, 50+ units, Boat/RV/Van, Mobile/Trailer
 Rent/Own: Renter-occupied, Owner-occupied
 SMI: 0% - 30%, 30% - 60%, 60% - 80%, 80% - 100%, 100%+

Residential Energy Use in Coastal York County

As part of our regional greenhouse gas inventory project, we're looking at the total residential energy use in our 6 town region.



177,6000 Metric Tons of CO2e were emitted from residential heating and electricity in 2018.

Fuel oil use is the largest source of emissions, while electricity is the second. Year-round residents are responsible for the majority of heating emissions, and electricity emissions are the result of both year round and seasonal homes.

What is a metric ton of CO2e?

1 metric ton = 1000 kilograms

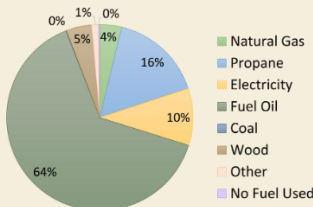
CO2e is the combined warming impact of the potent greenhouse gases carbon dioxide, methane, and nitrous oxide, accounting for the relative atmospheric warming effects of each greenhouse gas.

The actual volume of 1 metric ton of CO2e is the size of a small house. Now multiply that by 177,600!



What causes these emissions?

HEAT SOURCE



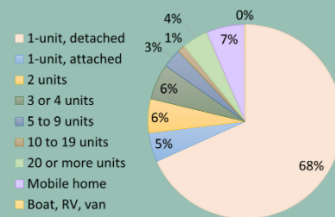
64% of our homes are heated with fuel oil, a relatively inefficient, expensive, and polluting heat source. Fossil fuels (natural gas, propane, fuel oil and coal) make up **84%** of primary residential heat sources.

The most environmentally-friendly home heater is an electric heat pump. Kennebunk currently has the greatest number of homes with electric heat (23%), while Kennebunkport and Kittery have the lowest (8%).

HOUSE TYPE

Larger, single family dwellings require more energy to heat and electrify. **68%** of homes in our region are 1-unit, detached dwellings.

Multifamily dwellings (2+ units) account for only **20%** of homes in the region. Kennebunk, Ogunquit, and Kittery have a higher proportion of multifamily dwellings. Kennebunk and Ogunquit have the highest proportion of large (5+ unit) multifamily homes.



Regional Sustainability and Resilience Program

Learn more about residential energy solutions and incentives at EfficiencyMaine.com

Figure 2: Infographic of residential energy use and GHG emissions. Prepared by SMPDC using US Census American Community Survey data and electric utility data. Published 2021.

From: [Kendra Amaral](#)
To: [Judy Spiller-Personal](#); [Colin McGuire](#)
Cc: [Jillian Richards](#)
Subject: RE: [kitteryme] Childhood Cancer Awareness Month 2023 (Sent by Amy Kindstedt, amykind5356@gmail.com)
Date: Monday, July 3, 2023 11:47:24 AM

-----Original Message-----

From: cmsmailer@civicplus.com <cmsmailer@civicplus.com>
Sent: Monday, July 3, 2023 11:39 AM
To: Kendra Amaral <KAmaral@kitteryme.org>
Subject: [kitteryme] Childhood Cancer Awareness Month 2023 (Sent by Amy Kindstedt,

Hello kamaral,

Amy Kindstedt has sent you a message via your contact form
(<https://www.kitteryme.gov/user/28/contact>) at kitteryme.

-
If you don't want to receive such e-mails, you can change your settings at <https://www.kitteryme.gov/user/28/edit>.

Message: -

Good Morning Kendra!

I hope this email finds you well. My name is Amy Kindstedt, and I am a seventeen-year-old resident of Rye, New Hampshire. I am reaching out today to see if Kittery would be willing to issue a proclamation proclaiming September 2023 as Childhood Cancer Awareness Month. Childhood Cancer is a cause near my heart as I am a two-time childhood cancer survivor. Since my diagnosis, I have become a passionate advocate for the cause and have made it my mission to raise awareness and fight for change for every kid who fights today or will fight tomorrow.

For the last two years, I have worked with the city of Portsmouth to have the Memorial Bridge lit gold during the first night of September in honor of childhood cancer awareness month. Additionally, last year Portsmouth issued a proclamation declaring September as childhood cancer awareness month. Seeing as the Memorial Bridge links Portsmouth and Kittery, I hope Kittery will join in raising awareness for childhood cancer alongside its NH counterpart.

I have attached the proposed language for this proclamation below for your review. Just for your knowledge, pediatric cancer is the leading cause of death by disease in children, and every day 46 children are diagnosed with cancer. Childhood cancer is grossly underfunded in our country, with the National Cancer Institute giving nearly 92% of its funds to adult cancer research leaving only 8% for pediatric cancer. Childhood cancers are unfortunately under-researched, and the treatments are often out of date and not developed with a child's body in mind. With your help, we can continue raising awareness that is so desperately needed in our community. Childhood Cancer affects families across both Maine and New Hampshire, and it is vital to raise awareness.

Please let me know if this is something Kittery would be willing to do or if you have any questions. I look forward to connecting about this further!

Best,

Amy Kindstedt

From: Cassandra <cassandraann34@gmail.com>
Subject: FW: Re: CC Membership was; Re: meeting tonight - 6/15?
Date: June 22, 2023 at 10:32:46 PM EDT
To: clayton@5devonwoods.com

Hello Clayton,

Thank you for your kind words and those of the Commission. I would be happy to stay involved with the Conservation Commission by switching to Associate Member status if this is feasible. I truly enjoy being a part of the Commission as an advocate for wildlife, sustainable and/or environmental matters as I currently do day to day in my professional career, but time constraints are the sole limiting factor to my level of involvement.

Please let me know what I must do to assist in this transition to Associate status if authorized and I will gladly do so.

Many thanks again,
Cassie

Cassandra Bliss

Phone: [\(603\) 969-1175](tel:6039691175)

Email: Cassandraann34@gmail.com

LinkedIn: <https://www.linkedin.com/in/cassandra-a-obrian>

From: [Clayton Smith](#)
To: [Jillian Richards](#)
Cc: [Cassie Bliss](#); [Clayton Smith](#)
Subject: Conservation Commission member change for Town Council approval
Date: Monday, June 26, 2023 11:19:30 AM
Attachments: [Cassie Bliss CC mbrship chg.pdf](#)
[ATT00001.htm](#)

Morning Jillian,

As a follow-up to our phone conversation and on behalf of the Conservation Commission, I respectfully request the Town Council appoint Cassandra Bliss as an associate member on the Conservation Commission for the balance of her latest member term which expires on 12/31/2025.

Ms. Bliss has been a active conservation commission member for more than a few years and would like to continue her involvement, but she finds increased family and work commitments are making it challenging to continue to meet the time commitment of a regular member.

Please see the attached email from Ms. Bliss regarding her willingness to continue working with the conservation commission as an associate member.

I understand that the next available Town Council meeting that this agenda item could be considered is July 17, 2023.

Thank you,
Clayton Smith
Vice chair
Conservation Commission

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>



STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section I: Licensee/Applicant(s) Information;
 Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): <i>Sunday Supper LLC</i>	Business Name (D/B/A): <i>Sunday Supper</i>
Individual or Sole Proprietor Applicant Name(s): <i>Melissa Harrington</i>	Physical Location: <i>21 Litchfield Rd Kittery 03904</i>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address:
Telephone # Fax #: <i>603-762-6064</i>	Business Telephone # Fax #: <i>same</i>
Federal Tax Identification Number: <i>85-3690296</i>	Maine Seller Certificate # or Sales Tax #: <i>1011-2909</i>
Retail Beverage Alcohol Dealers Permit:	Website address: <i>Sundaysupperme.com</i>

1. New license or renewal of existing license? New Expected Start date: *July 16th*
 Renewal Expiration Date: _____

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
 Food: _____ Beer, Wine or Spirits: _____ Guest Rooms: _____

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer) Wine Spirits

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input checked="" type="checkbox"/> Qualified Caterer | <input checked="" type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

21 Litchfield Rd. Kittery, ME 03904

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Melissa Ann Harrington	12.10.82	Springfield, VT

Residence address on all the above for previous 5 years

Name	Address:
Melissa Harrington	21 Litchfield Rd Kittery, ME 03904
Name	Address:
Name	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: Melissa Harrington Date of Conviction: unknown 2004(?)

Offense: DUI Location: Keene, NH

Disposition: plead guilty

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

Chimburg Development LLC 3 Penstock Way Newmarket NH

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

event space located in the barn on the property.
licensed commercial kitchen attached

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Faith Baptist Church

Distance: maybe 1/4 mile (?) 22 Litchfield Rd Kittery
(more than 300 ft)

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: July 9th 2023

Melissa Harrington
Signature of Duly Authorized Person

Signature of Duly Authorized Person

Melissa Harrington
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

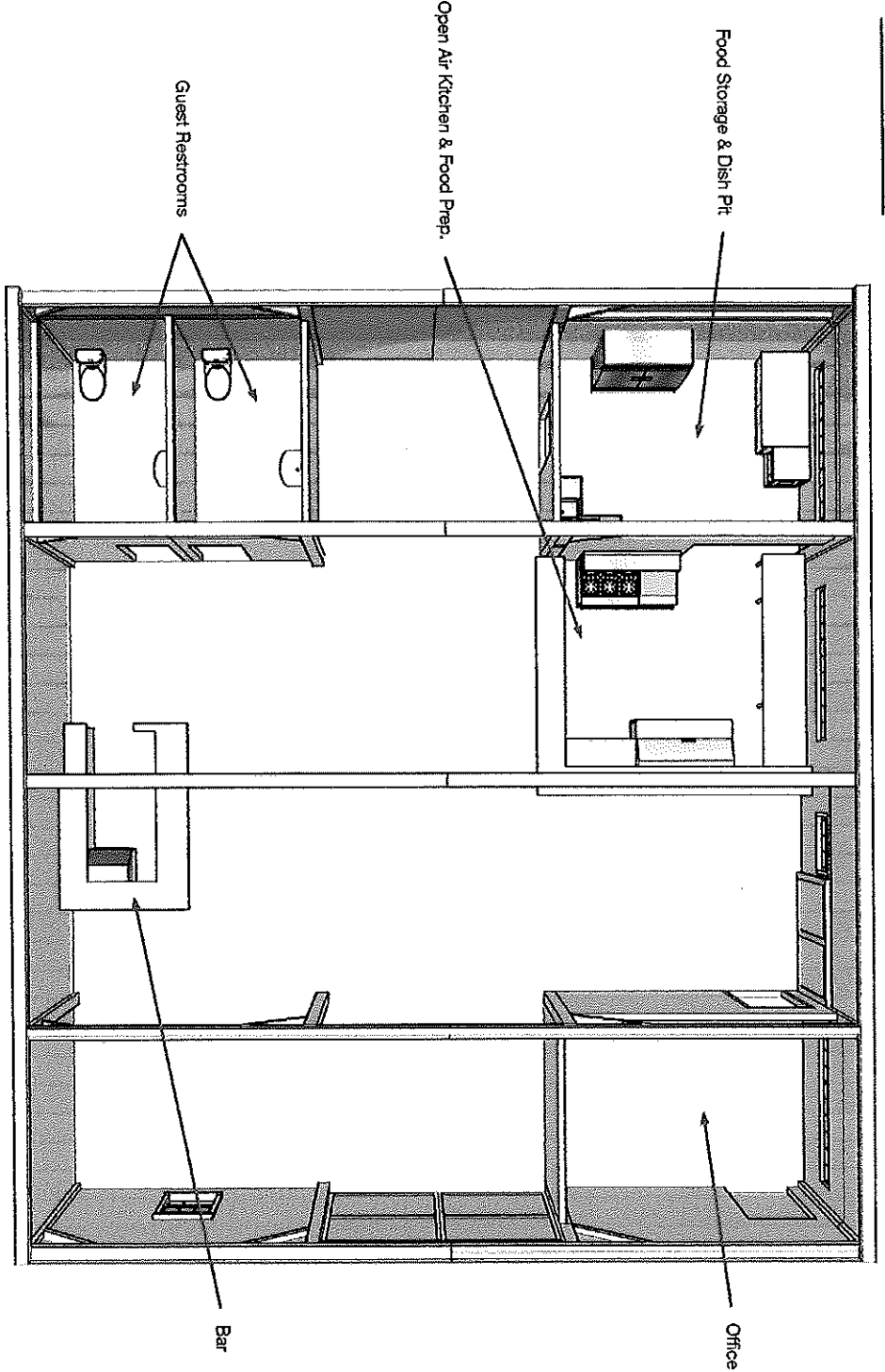
Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.

see attached drawing

Floor Plan



June 21, 2021
MLO

Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership

(Ownership in non-publicly traded companies must add up to 100%.)



**BUREAU OF ALCOHOLIC BEVERAGES AND
 LOTTERY OPERATIONS**
 Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008
 Phone: (207) 624-7220 or Fax: (207) 287-3434

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

**QUALIFIED CATERING
 SELF SPONSORED APPLICATION**

Make check payable for \$700.00 to Treasurer State of Maine

Corporation Name:	Business Name (D/B/A) Sunday Supper
APPLICANT(S) (Sole Proprietor) Melissa Hamington	DOB: 12.10.82
DOB:	Physical Location: 21 Litchfield Rd
Address 21 Litchfield Rd	City/Town State Zip Code Kitteny ME 03904
City/Town State Zip Code Kitteny ME 03904	Mailing Address 21 Litchfield Rd.
City/Town State Zip Code Kitteny ME 03904	City/Town State Zip Code Kitteny ME 03904
Telephone Number 603-762-6064	Fax Number
Fax Number	Business Telephone Number 603-762-6064
Fax Number	Fax Number
Federal I.D. # 85-3690296	Seller Certificate #: or Sales Tax #: 1011-2909
Email Address: Please Print SundaySupper.me@gmail	Website: SundaySupperME.com

1. Do you currently have a Qualified Caters License?

Yes License #: _____ Expiration date: _____

No You must also complete the On-Premise License Application.

Dated at: Kitteny, ME on July 10th, 2023
City / Town Day Year

Melissa Hamington
 Signature(s) of Applicant(s) or Corporate Officer

Melissa Hamington
 Printed Name(s) of Applicant(s) or Corporate Officer

 Signature(s) of Applicant(s) or Corporate Officer

 Printed Name(s) of Applicant(s) or Corporate Officer



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: maineliqor@maine.gov

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
19 Union Street, Suite 301-B
Augusta, ME 04330

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
✓	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693	51 Commerce Dr, Augusta
✓	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671	286 Water St, 3 rd floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624-6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
✓	Federal I.D. Number	www.irs.gov	(800) 829-4933	
✓	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions www.maine.gov/sos/cec	(207) 624-7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882-3277	

MISCELLANEOUS PAYMENT RECPT#: 760248
TOWN OF KITTERY
200 ROGERS ROAD

KITTERY, ME 03904

DATE: 07/10/23 TIME: 14:07:42
CLERK: 220jwheel DEPT:
CUSTOMER#:

PARCEL:

CHG: CLERK	CLERK FEES	100.00
REVENUE:		
1	1111 43120	50.00
	TOWN CLERK FEES	
	REF1: LIQ LIC REF2:	
2	1111 43336	.00
	PHOTO COPIES	
	REF1: REF2:	
3	1111 43335	.00
	POSTAGE	
	REF1: REF2:	
4	1000 22011	.00
	DUE TO STATE VITALS	
	REF1: REF2:	
1	1111 43120	50.00
	TOWN CLERK FEES	
	REF1: VIC LIC REF2:	
2	1111 43336	.00
	PHOTO COPIES	
	REF1: REF2:	
3	1111 43335	.00
	POSTAGE	
	REF1: REF2:	
4	1000 22011	.00
	DUE TO STATE VITALS	
	REF1: REF2:	
CASH:		
	1000 11011	100.00
	CHECKING	

AMOUNT PAID: 100.00

PAID BY: SUNDAY SUPPER LLC
PAYMENT METH: CHECK
 1194

REFERENCE:

AMT TENDERED: 100.00
AMT APPLIED: 100.00
CHANGE: .00