



TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

08/21/2023

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_us6GHi6nRHOXZyp9XKof3g

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
 - May, 22 2023
 - June 12, 2023
 - June 26, 2023

8. Interviews for the Board of Appeals and Planning Board
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.
 - a.(080123-01) The Kittery Town Council moves to receive a presentation on the Joint Land Use Study.
10. PUBLIC HEARINGS
 - a.(080123-02) Kittery Town Council moves to hold a public hearing to approve Fiscal Year 2023 year end transfers.
 - b.(080123-03) The Kittery Town Council moves to hold a public hearing on a new Victualers License for Sunday Supper, 21 Litchfield Road, Kittery.
 - c.(080123-04) The Kittery Town Council moves to hold a public hearing on a new Victualers License for Better Management Solutions LLC dba Subway, 290 US Route 1, Kittery.
11. DISCUSSION
 - a. Discussion by members of the public (three minutes per person)
 - b. Response to public comment directed to a particular Councilor
 - c. Chairperson's response to public comments
12. UNFINISHED BUSINESS -
13. NEW BUSINESS
 - a. Donations/gifts received for Council disposition.
 - b.(080123-05) The Kittery Town Council moves to schedule a public hearing on September 11, 2023 on Title 16 – Septic System amendment.
 - c.(080123-06) The Kittery Town Council moves to appoint MaryAlice LaPoint to the Conservation Commission for a three-year term to expire December 31, 2026.
 - d.(080123-07) The Kittery Town Council moves to appoint Susan Foster to the Parks Commission for a three-year term to expire December 31, 2026.
 - e.(080123-08) The Kittery Town Council moves to accept a request from Maine Senior Guide to place signage around Town from October 20, 2023 to November 3,

2023 for their Successful Aging Expo.

- f. (080123-09) The Kittery Town Council moves to approve a letter of support for the Kittery Land Trust application for a Maine Natural Resources Conservation Program grant to help acquire and preserve 14 acres of land in Kittery owned by Kimberly Major.
- g. (080123-10) The Kittery Town Council moves to pledge \$12,000, from the Open Space Reserve fund (2057), for the Kittery Land Trust acquisition of the Major property for the purposes of preservation and protection.
- h. (080123-11) The Kittery Town Council moves to establish an ad-hoc committee for traffic and parking.
- i. (080123-12) The Kittery Town Council moves to accept a request from American Cribbage Congress to hold a cribbage tournament on September 24, 2023 at the Kittery Lions Club.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: August 17, 2023

Corrected: August 18, 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 August 21, 2023

- 1. Pop Up Game Pods** – The Youth Ad Hoc Committee has been working hard on creating new passive recreation opportunities for Kittery's youth. We are excited to share the launch of their Pop Up Game Pods.

The Youth Ad Hoc Committee surveyed Shapleigh and Traip students and developed the concept of the pod to reflect the input and ideas they received. The Pop Up Game Pods are temporary installations that offer a place to play, relax and enjoy.

The Pods can be found at the Kittery Community Center Frisbee Lawn, located at 120 Rogers Road and at Emery Field Park, located at 2 Cole Street. The Pods will be installed through September, and will feature a variety of games including giant tumble blocks (Jenga), Cornhole and giant ConnectFour.

Volunteers will monitor the Pods and replace missing game pieces as needed throughout the installation. There will be a survey to collect feedback and inform other projects the Youth Ad Hoc Committee is working on.

- 2. Foster Off Season Operations Starting Early** – We announced last week that Fort Foster will transition to its off-season operations beginning August 23. During the off-season, the Fort Foster Gate remains open, and access to the main parking lot is available. Portable toilets will be available at the main parking area and the pavilion area.

Fort Foster operations rely on a combination of seasonal staff and one full-time staff member. Seasonal staff operate the gate and work within the park to clean and stock bathrooms, clean the grounds, assist with overflow parking guidance, monitor and clean out grills, and help with landscape maintenance. In the past, Fort Foster has had gate attendants, pavilion rentals, and bathrooms open seven days a week through Labor Day weekend.

We have a wonderful group of repeat seasonal staffers, who have helped keep Fort Foster operating each summer for years. We have two families that provide the majority of seasonal staff for the park, and their commitment to Fort Foster has been invaluable.

However, we do not have a full complement of seasonal staff available for the full season. To fill the gaps, DPW staff members have been diverted from public works projects, and assigned to work overtime to provide the coverage needed for the park. The biggest gap in staffing is for the in-park maintenance role.

We have raised with Council and the Parks Commission the growing challenges of getting seasonal staff for the May/June and September dates. This year we struggled to get consistent full coverage in late August as well.

To resolve the staffing issue, we looked at various operating scenarios and solutions. We increased the hourly wage to a base of \$21/hour to be competitive with other employers seeking seasonal help in the area. That helped to the extent we were able to get enough staff for July through mid-August.

We analyzed operating/staffing the gate only, and not the inside maintenance; but were unable to resolve the safety and logistical challenges of closing the park each night with only one staff person. We considered amending the schedule to coincide with the dates we had sufficient staff available, but felt the variability in operating dates/hours would be frustrating for visitors. In the end, our only viable option was to shift to off-season operations early.

To preserve safe widths for public safety access through September, the Kittery Police will be installing temporary no parking signs along the drive into the main parking lot. In addition to the regular Animal Control Officer patrols, the KPD will be periodically patrolling Fort Foster, as availability allows.

We will be working with the Parks Commission this fall on options and expectations for the future. We will review this year's logs, discuss the challenges, and develop realistic solutions. I expect an update will be presented to the Council early next year.

- 3. Freebie Barn Fall Program** – Representatives from the Kittery Climate Adaptation Committee, staff, and our advising partner Kittery Climate Action Now, met this summer to review the Freebie Barn Program, evaluate successes, and identify opportunities to grow.

The Freebie Barn has been exceptionally successful in diverting over 5,000 pounds of material from the waste stream in just its first six months since reopening. Items have gone to Kittery residents, community partners, those in need, and others in the area.

The community swaps were successful in terms of participation, but logistically challenging for setup, storage, and volunteer availability. Staff are working on options for a future townwide yard sale event in lieu of monthly swaps.

Thanks to our amazing volunteers, the Freebie Barn hours have been extended to 3PM on Wednesday. And beginning in September, the Freebie Barn will open the last Saturday of each month from 9AM to 1PM. As always, hours are pending volunteer availability.

The Freebie Barn will continue utilizing community partners to ensure items that still have useful life can be repurposed by those in need.

If you are interested in volunteering or would like more information about the Freebie Barn visit www.kitteryme.gov/freebiebarn.

- 4. November 7 Election** – Nomination papers for the Council and School Committee are available and will be due September 8th. On the ballot will be two Council seats and two School Committee seats.

The election will be held on **November 7, 2023 from 8AM to 8PM at the Kittery Community Center**. The ballot will include local elected positions and state referenda.

Absentee ballot applications are available at the Town Clerk's Office.

For more information about obtaining nomination papers, registering to vote, or applying for an absentee ballot, please contact Town Clerk Jillian Richards at 207-475-1313 or at jrichards@kitteryme.org.

5. Annual Goals Q2 Report – Please see attached.

Upcoming Dates:

- Applications for Absentee Ballots Available – Beginning August 21, 2023, Town Clerk
- Town Offices Closed in Observance of Labor Day – September 4, 2023
- Town Council & School Committee Nomination Papers Due –September 8, 2023, 1:30PM, Town Clerk
- Shellfish License Issuance Day – September 23, 12PM to 3PM, Traip Boat Launch
- Proposed Climate Actions Open House –September 23, 10AM to 1PM, KCC Star Theatre
- 3rd Annual Taste of Kittery – September 23, 1PM to 4PM, Post Office Square
- Route 1 Corridor Feasibility Study Info Session – September 27, 6PM, Town Hall

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 COUNCIL & TOWN MANAGER ANNUAL GOALS 2023

Town Council Goals

Council Conduct

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

Affordability

- Increase housing stock for those meeting affordability guidelines:
 - Support community conversations around understanding affordable housing and its role in Kittery (3.3, 4.1, 4.2, 8.5) - **In process**
 - Direct funding, where appropriate, to the Housing Fund (4.1, 4.2)
 - Ensure compliance with new state laws relative to affordable housing (aka LD2003) – **Draft amendments under review with KLIC, Housing, and EDC com.**

Community

- Amend where necessary and appropriate, Town ordinances, policies, and practices to assure fairness, equity, and inclusion for all Kittery residents and visitors. (7.1)
 - Support the work of the Diversity, Equity, and Inclusion Committee as they identify barriers and opportunities to achieve the Town’s DEI objectives. – **In process, survey launched, review of Comp Plan for DEI underway.**
- Continue implementation of plans to control traffic, reduce speeds in Kittery neighborhoods, including:
 - Implementation of JLUS recommendations with respect to public transportation and remote satellite parking (5.1, 5.4) – **In process.**
 - Implementation of bike/ped master plan recommendations (5.2, 5.3) – **In process, demonstration projects installed through October.**
- Assess Memorial Field for potential improvements that will support the demand for high quality playing fields (2.2,7.2) – **In process, public presentation of options being planned for early Sep.**
- Encourage broad citizen involvement in Town governance (7.1) – **Ongoing**
- Explore expanding recreation opportunities in town such as creating a skate park (2.2) – **Pop Up Game Pods being launched.**

Climate Resilience

- Support adoption of a comprehensive Kittery Climate Action Plan (9.1, 9.2) – **In process, Climate Action Committee conducted over 30 focus group conversations, working on strategies and next phase of public input.**
- Create a climate resilience reserve fund (9.1, 9.2) -
- Support ordinances to protect the shoreland zone (8.1, 8.2) – **In process**

Fiscal Responsibility and Town Services

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

Town Manager Goals

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

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

Support long term planning and growth management objectives:

- Identify programs, grants, and property acquisitions that retain or increase working waterfront access (6.1, 6.2) – **Working waterfront round table held in June, action items identified including addressing funding, technical support, and expanding access for working waterfront to existing federal and state resources.**
- Complete Gorges Road expansion project and effect the relocation of the ambulance service to the Gorges Road Fire Station – **Construction on schedule and on budget to date; completion expected before end of calendar year.**
- Complete analysis of absorbing the ambulance service as a town-run function – **Report issued to Council.**
- Complete the review and recommendation process for the Business Park Zone (formerly Mixed Use Neighborhood Zone) (3.2, 3.5) – **Market analysis contract awarded and kicking off, hydrological study wrapping up in September.**
- Assist the Kittery Water District in its State Road land use efforts (3.3)
- Implement a program to improve communication around affordable housing needs and options in Kittery (4.1, 4.2) – **Books and Big Ideas launch, Speaker series with York Community Service Agency, photo essay installation, Affordable Housing 101 launch on website.**
- Complete the sale of tax foreclosed properties and assist in the implementation of affordable housing on these properties. (4.1, 4.2) – **Rogers Road property under agreement and grant application for hazardous materials remediation submitted; Phelps on hold due to recent state law and supreme court case.**

Climate Action

- Implement building LED light conversion (9.2) – **conversion project kicked off, application for State grant to help fund remaining buildings submitted.**
- Begin development of a comprehensive multi-year plan to reduce the carbon footprint of municipal operations in accordance with the Climate Action Plan (9.2) – **Assisting the Climate Adaptation Committee with development of Climate Action Plan; pursuing flood resiliency design grant with SMPDC, and regional energy efficiency pilot project.**

Social and Racial Equity and Justice

- Continue efforts to attract a diverse candidate pool for town positions, boards, commissions, and committees (4.1, 4.2) – **Updated job descriptions to remove barrier to historically**

disadvantaged populations, participated in Municipal Career event with Town of Eliot and Kittery Adult Ed.

- Implement changes in Kittery's signage, buildings, and materials to be inclusive and welcoming to all (4.1, 4.2, 7.1, 7.2) - Scheduling presentation of Tribal flags to Kittery in Sep, revised Emery Field playground design to enhance access for those with mobility limitations, assisting DEI com with survey development and outreach.

Enhance Financial Stability

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

Enhance Municipal Services

- Launch Police Citizens Academy and expand to other areas as appropriate – On hold due to staffing shortages
- Implement short-term recommendations from Bike/Ped Master Plan (5.2, 5.3, 9.1) – Three demonstration projects installed through October, public info session held, survey for feedback being developed.
- Complete five-year strategic planning effort for Library and present recommendations – Strategic Plan in development, survey completed, analysis underway.
- Advance the integration of general assistance with our local social service agencies - Research into options complete, planning for transition underway
- Complete KCC Campus Master Plan and present recommendations (2.2) – Complete. Teeing up grant opportunities for implementation in the future.
- Complete Memorial Field Assessment and present recommendations (2.2) – Existing conditions complete, stakeholder survey complete, concepts presented to Com, being refined. Public input session being scheduled for early Sep.
- Assist in the explore expanding recreation opportunities in town such as creating a skate park (2.2) – Pop up game pods being implemented for late summer/fall.

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 OBJECTIVES
 As of: August 21, 2023

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

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

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| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
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| 4 – Housing | Undertake to complete a Comprehensive town-wide Housing Plan that will document existing supply and identify needs and ways of meeting these, including methods for encouraging the development of affordable housing (e.g. creation of new types of housing, including workforce housing, and housing for seniors wishing to downsize, etc.). (4.1) | <ul style="list-style-type: none"> • Create a scope and request for proposals to undertake a comprehensive town-wide housing plan. Plan should include in-depth analysis of housing supply, demand, and strategies to encourage a variety of housing types and prices points. • Explore possibility of local regional planning commission undertaking the study on behalf of the town. | <p>Affordable Housing ordinances implemented; BL & BL-1 amendments adopted. LD2003 compliance amendments under review.</p> <p>Housing Com established. Housing fund established and receiving seed funds. ADU grant pilot program approved.</p> <p>Two tax-acquired properties approved for surplus for deed-restricted affordable housing.</p> <p>SMPDC leading regional housing inventory/barriers analysis (JLUS Implementation Phase 2)</p> |
| 5 – Transportation | Evaluate Town-wide current parking conditions and policies and revise to meet development goals by improving management of existing spaces and exploring shared parking and other strategies. (5.4) | <ul style="list-style-type: none"> • Review and revise town code to support goal. | <p>Title 10 revisions completed for Foreside, Badger’s Island and Pocahontas.</p> <p>JLUS Phase 1 complete. JLUS Implementation Phase 1 project complete. Design of a micro-transit program underway.</p> |

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| | | | <p>Walker/Wentworth revisions enacted by Council.</p> <p>Council considering creating a Traffic/Parking Com to develop a broader policy regarding public parking management, traffic calming strategies, and needs.</p> |
| <p>7 – Municipal Facilities, Services, & Fiscal Capacity</p> | <p>Increase and improve communication with Town residents. Using a variety of modes including the internet and cable TV in innovative ways will help to keep residents more informed and connected to town government. (7.1)</p> | <ul style="list-style-type: none"> • Become more efficient by streamlining the permitting process. • Update town’s GIS maps and establish a system for continuous update. • Explore ways of reaching the largest number of residents and conduct outreach to actively recruit volunteers, especially representation of demographics that are currently missing or underrepresented. • Develop clear messaging regarding what the boards and committees do, roles and expectations and information regarding opportunities and benefits of participation. | <p>Online permitting launched. Implemented use of social media to expand resident participation on Boards.</p> <p>GIS upgrade complete.</p> <p>Use of Channel 22, FB, Twitter, and website expanded. Social media presence expanded to new platforms.</p> <p>Council Chambers and Conference Rm A upgraded to support hybrid (in-person/remote) meetings.</p> <p>SeeClickFix launched.</p> |

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| | | | <p>Title 4 boards and committees updated to clarify roles and membership.</p> <p>Second phase of GIS update in planning stages.</p> |
| <p>7 - Municipal Facilities, Services, & Fiscal Capacity</p> | <p>Educate residents about town planning roles and processes and ensure that planning and town management processes are open, transparent, informative, inclusive, respectful and welcoming. (7.1)</p> | <ul style="list-style-type: none"> • Explore the use of communication technologies to increase the communication between residents and Town government. • Revise Town Code so that regulations are clear and easy to use and are aligned with Comprehensive Plan goals. | <p>Use of Social Media, Channel 22, and website increased. Website refresh completed. SeeClickFix launched. Town FB page, Insta pages launched.</p> <p>Title 16 recodification approved.</p> <p>E-Alert subscribers increased. Reverse 911 software quotes received and funding being explored.</p> |

KITTERY COMPREHENSIVE PLAN
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| 7 - Municipal Facilities, Services, & Fiscal Capacity | Develop a long-range plan for the library including where the library will be located (renovation and expansion on existing site, new building on another site) and whether the Library should become a Town Department. (7.2) | <ul style="list-style-type: none"> • Explore possibilities and compare and contrast advantages and disadvantages of sites being considered for Library facility. • Consider converting the Library to a Town Department. • Support Library Director’s efforts to support literacy, digitize the library’s collection of photographs, and to provide support and programming for the increasing elderly population. | <p>Library expansion and renovation complete.</p> <p>Library is now a Town Department.</p> <p>Library Adv Com established. 5-year strategic plan development in process.</p> |
| 7 - Municipal Facilities, Services, & Fiscal Capacity and 8 – Land Use | Guide development to areas already served by public utilities, resulting in a more efficient and cost-effective use of these public services. (7.3) (8.1) | <ul style="list-style-type: none"> • Direct new development where feasible, to vacant or underutilized sites and buildings; direct development away from areas with natural constraints, key wildlife or open space corridors, protected shorelands, and areas where public utilities are not yet available and would be costly to extend. • Add utilities map to GIS. • Establish efficient permitting procedures, especially in areas designated as “growth areas” in Future Land Use Plan. | <p>Mixed Use Neighborhood rezoning complete. MU-N zone repealed via petition. Revisioning of former Business Park being planned, Route 1 Corridor study launching through MDOT grant. Hydrological study of Business Park area nearing completion.</p> <p>Affordable housing ordinances enacted.</p> <p>GIS upgrade complete. Online permitting launched.</p> |

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| 8 – Land Use | Review, update and incorporate where appropriate, the recommendations from the Foreside Forums. Residents have expressed much enthusiasm for recent improvements in the Foreside and support for future infill development that is appropriate in scale and activity. (8.3) | <ul style="list-style-type: none"> Study the opportunities and challenges associated with the Foreside area to determine if the zoning district boundaries should change in the future. Identify desired uses. Identify the regulations and infrastructure needed to support the future of the area. | Foreside Traffic, Parking and Build Out Study complete. |
| 9 - Coastal Community Resilience | Complete a climate adaptation study to plan for the potential impacts of sea level rise and prepare for extreme weather events (9.1) | <ul style="list-style-type: none"> Complete a Climate Adaption Study. | <p>Climate adaptation committee formed. Flood resiliency checklist complete. Flood vulnerability assessment complete. Kittery joined with regional climate adaptation planning. Kittery a member of ICLEI. EV charging station installed at Town Hall. Sustainability evaluation added to CIP. Town leasing two EVs for fleet. Solar net energy billing credit project approved. Community GHG Inventory complete.</p> <p>Regional Climate Action Planning effort, and local</p> |

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| | | | Climate Action Plan development underway. Grants awarded to engineer road improvements to address sea level rise and storm surge for Seapoint. Grant applications in for Gate 2 area. |

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

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

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

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| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|-----------------------------|---|---|---|
| | | | Identifying funding and support to prevent working waterfront property from changing to private access to the water. Working Waterfront working group developing opportunities to protect working waterfront. |
| 6 – Marine Resources | Increase awareness in residents and business owners with regard to the effects of pollutants, pesticides, and stormwater runoff and evaluate Town Code regarding the use of pesticides and herbicides with chemicals, in waterfront areas and town-wide . Providing information and incentives for greener practices will help to mitigate these environmental hazards. (6.3) | <ul style="list-style-type: none"> Prepare easy-to-read materials that summarize Kittery’s water quality challenges and the effects of pollutants and pesticides. Distribute to property and business owners, and post on municipal website. | Lawn care training conducted. Town transition to environmentally sustainable pesticide treatment complete. Town working with Creek Smart on Smart pledge. |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 OBJECTIVES
 As of: August 21, 2023

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|----------------------------------|---|--|--|
| | | | Yard scaping trainings held annually. |
| 8 – Land Use | Consider an Adaptive Reuse Ordinance to guide redevelopment of existing buildings. By promoting the reuse of existing structures more efficient development can occur in areas already services by public utilities and protecting open land from development. (8.1) | <ul style="list-style-type: none"> • Consider adopting a demolition delay ordinance. • Consider adopting Adaptive Reuse Ordinance. | |
| 9 - Coastal Community Resilience | Develop a Plan for Town facilities and property owners to transition to low and zero impact energy sources (9.2) | <ul style="list-style-type: none"> • Establish a timeline for converting all Town-owned buildings to renewable energy. | Physical constraints of municipal sites make PV challenging. Multi-town community solar project approved. |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 OBJECTIVES
 As of: August 21, 2023

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|---------------|------|--------------|--|
| | | | <p>Sustainable and low impact development ordinances in development.</p> <p>Phase 1 LED Building light conversion project funded for KCC. Grant application submitted to augment funding for conversion of remaining muni buildings.</p> |

The Town of Kittery Youth Ad Hoc Committee Presents

Pop-Up Game Pods



Let's Have Some Fun

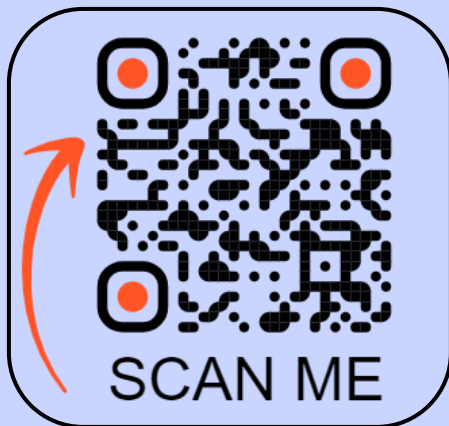
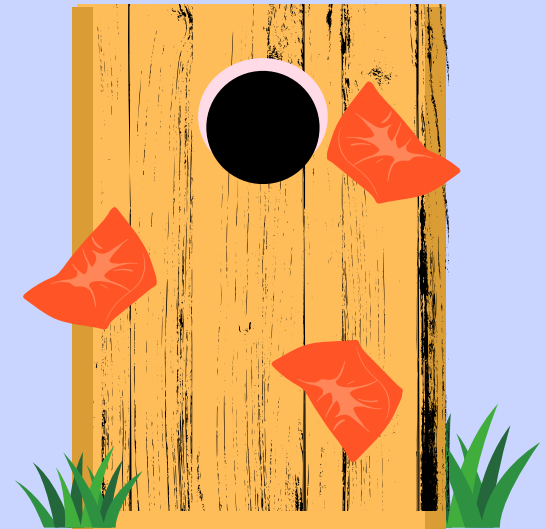
Exciting new Pop-Up Game Pod(s) are coming Kittery, filled with outdoor recreation options for kids, teens and everyone who's young at heart.

Find a Game Pod

Game Pod(s) will feature a variety of games including giant tumble blocks (Jenga), Cornhole and giant ConnectFour!

Game Pod(s) can be found at:

- Emery Field Park (2 Cole Street)
- Kittery Community Center Frisbee Lawn (120 Rogers Road)



Your Move, Kittery

The Town of Kittery Youth Ad Hoc Committee would love to hear about your experience with our Game Pods!

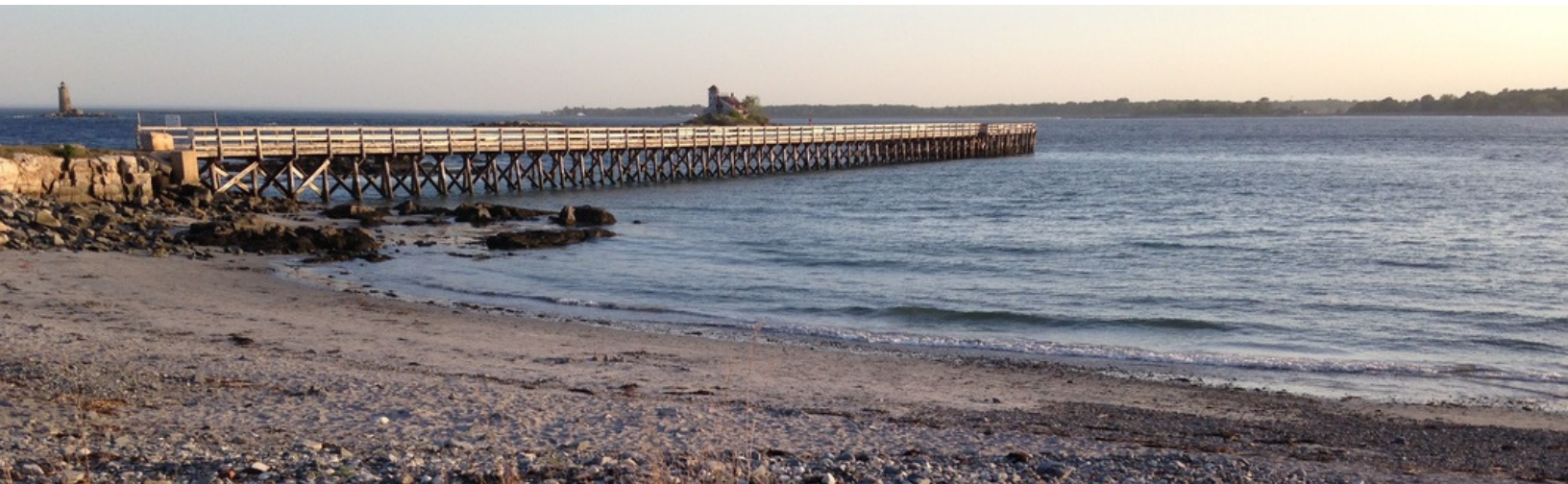
To take a short Pop-Up Game Pod survey, please scan the QR code or visit our website.

FMI: please visit: www.kitteryme.gov/gamepods





FORT FOSTER SEASONAL CHANGES SUMMER/FALL 2023



The fall season is approaching and the Town of Kittery's seasonal staff are returning to high school and college.

Beginning Wednesday, August 23, 2023, the park will begin observing its off-season schedule.

During the off-season, the entrance gate to Fort Foster will remain open and the main parking area will be accessible for vehicles. During this time there will be no attendants at the park. Portable bathrooms will be available.

Whether visiting during the regular season, or off-season, visitors are asked to carry out all litter, trash and pet waste in an effort to protect this vital natural resource for our generation and generations to come.

FMI PLEASE VISIT: WWW.KITTERYME.GOV/FORTFOSTER

TASTE OF *Kittery*

This foodtastic event showcases Kittery's vibrant restaurant community with a delicious mix of sips & bites, live entertainment and fun!

EVENT DETAILS

DATE & TIME



Saturday, September 23, 2023

1:00 PM - 4:00 PM

LOCATION



Post Office Square - 10 Shapleigh Rd
Kittery, Maine 03904

TICKET INFO

PRE-SALE

- \$35 General Admission (no alcohol)
- \$40 Upgraded Entry (ID Required)

DAY OF EVENT

- \$45 General Admission (no alcohol)
- \$50 Upgraded Entry (ID Required)

2023 SPONSORS

IRON CHEF SPONSOR:



TOP CHEF SPONSORS:



KITTERY TRADING POST

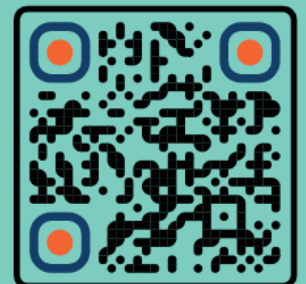
FOODIE SPONSORS:

RENEWAL BY ANDERSEN &
PISCATAQUA SAVINGS BANK

GET TICKETS

To purchase tickets, scan the QR code below or visit our website:

SCAN ME



FMI: WWW.KITTERYCOMMUNITYCENTER.ORG/TASTEOFKITTERY



TOWN OF KITTERY



SUMMER 2023

DEMONSTRATION PROJECTS

ABOUT THE PROJECT(S)

This summer, the Town of Kittery will be implementing a series of temporary demonstration projects throughout town, aimed at improving conditions for pedestrians and cyclists.

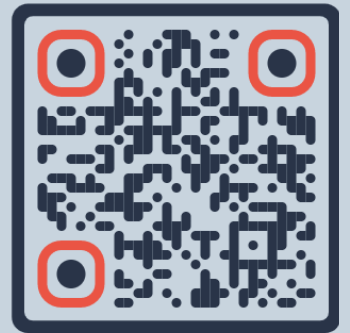


The demonstration projects are an opportunity to test design concepts that were recommended as part of the Bicycle and Pedestrian Master Plan.

GET INVOLVED

Join Town Staff to provide feedback and input on your experiences learn about next steps.

PUBLIC INPUT SESSION: OCTOBER 4, 2023 | 6 PM | COUNCIL CHAMBERS & ZOOM



SCAN ME

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



NEW FOR
SUMMER/FALL 2023

The Freebie Barn Keeps Getting Better

The Town of Kittery, in collaboration with the Climate Adaptation Committee and Kittery Climate Action Now (KCAN), reopened the Freebie Barn Program in 2023 with exciting improvements.

Since it reopened, community members have donated and diverted **over 5,000 lbs.** from the waste stream. But we're not done yet!

WHAT IS THE FREEBIE BARN?

The Freebie Barn is a place to drop off, pick up, and swap common, reusable items. The goal of the Freebie Barn is to prevent items that still have a useful life and purpose, from being put into the waste stream and landfills.



WHAT IS NEW AT THE FREEBIE BARN?

The Freebie Barn will continue to focus on its monthly schedule of themed items, but residents are also welcome to donate or take home items outside of the theme, as space allows.

The Freebie Barn will continue utilizing Community Partners to ensure items that still have useful life can be repurposed by those in need.

The Freebie Barn Community Swap will be discontinued at this time, and replaced with adjusted operating hours. **(More on that below!)**



WHEN IS THE FREEBIE BARN OPEN?

We've been collecting data, talking to our volunteers and listening to YOU. Beginning in August, the Freebie Barn will observe extended hours on Wednesdays, and beginning in September, the Freebie Barn will be open on the last Saturday of the month.

Freebie Barn: Open to the public for item drop-offs and pick-ups at the KRRF:

- Wednesdays from 11 AM - 3 PM **(beginning in August!)**
- Last Saturday of the month from from 9 AM - 1 PM **(beginning in September!)**

Note: The Freebie Barn's hours will be dependent on volunteer availability.



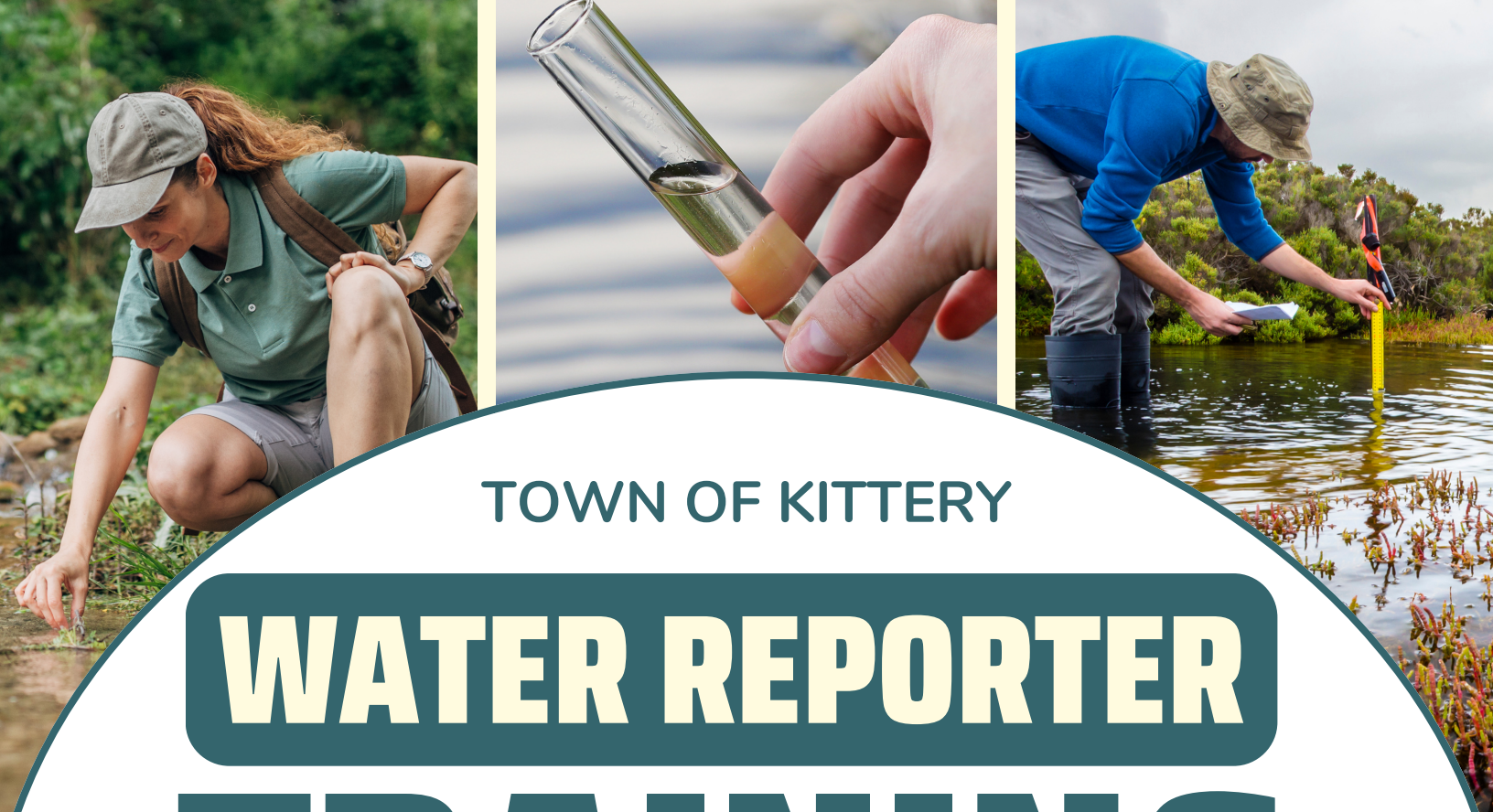
DO YOU STILL NEED VOLUNTEERS?

Yes, every month! The Freebie Barn is a volunteer-operated program and requires engaged citizens like YOU to help make it a success.

For more information, or to sign up to be a Freebie Barn volunteer, scan the QR code here or visit:
www.kitteryme.gov/freebiebarn



SCAN ME



TOWN OF KITTERY

WATER REPORTER TRAINING

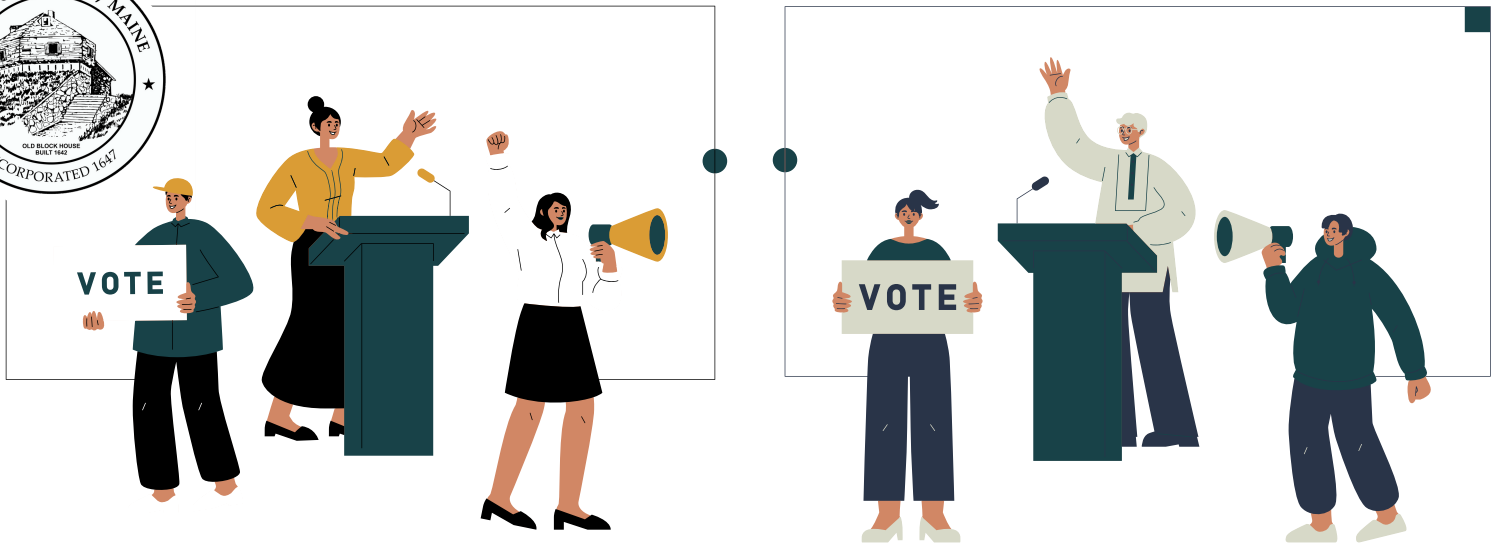
Become a Water Reporter today and make a difference protecting water quality in Kittery!

Sept 12, 2023 | 4:00 PM

Kittery Town Hall Conf Room A & Zoom

The Town, in collaboration with Save Kittery Waters and the Great Bay-Piscataqua Waterkeeper are hosting a free hybrid training on how to use the Water Reporter app and document water conditions throughout town.

FMI & Zoom Link: www.kitteryme.gov/WaterReporter



Tow Council & School Committee Nomination Papers Available Now

Nomination papers for TWO (2) Town Council and TWO (2) School Committee seats are now available at the Town Clerks' office, located at 200 Rogers Road, Kittery, Maine.

Nomination papers may be obtained from the Town Clerk's Office, located at 200 Rogers Road, during the following regular business hours:

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

Completed nomination papers must be returned to the Town Clerk by 1:30 PM on Friday, September 8, 2023. Candidates must meet all the qualifications for that office.

The Municipal & State Referendum Election will be held on Tuesday, November 7, 2023 at the Kittery Community Center from 8:00 AM to 8:00 PM.

FMI: WWW.KITTERYME.GOV/ELECTIONS

TOWN OF KITTERY

STORMWATER MANAGEMENT PLAN CHANGES

Open For Public Comment

New changes have been made to the Stormwater Management Plan that relate to the Public Education, Public Participation and Illicit Discharge elements of the plan.

Documents with proposed changes are available on the Town of Kittery website for a 30-day public comment period.



PUBLIC COMMENT INFORMATION

Public comments on the proposed Stormwater Management Plan and the Illicit Discharge Detection Elimination Plan will be accepted until Friday, September 1, 2023.

To submit comments, please email:

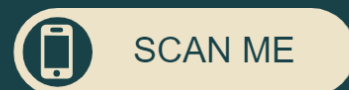
Jessa Kellogg at:

jkellogg@kitteryme.org

Kristie Rabasca at:

krabasca@integratedenv.com

To view documents with proposed changes, please visit our website at: www.kitteryme.gov/SWMPChanges or scan the QR Code below:





Beginning Monday, August 21, 2023, absentee ballot applications will be available for the November 7, 2023 Municipal & State Referendum Election. Voters can request an absentee ballot until 6 PM on November 2, 2023.

- **Request by phone: 207-475-1313**
- **Request online at www.kitteryme.gov/elections.**
- **Request in person at the Customer Service Center:**
 - **Monday - Wednesday: 8:30 AM - 4:00 PM**
 - **Thursday: 8:30 AM - 6:00 PM**
 - **Friday: 8:30 AM - 1:30 PM**

PLEASE NOTE THAT ABSENTEE BALLOTS ARE NOT AVAILABLE AT THIS TIME.

As soon as the Town Clerk receives absentee ballots, they will be mailed out to those who have filed an application, and a notice will be posted online and at Town Hall announcing that they have arrived.

FOR MORE INFORMATION, VISIT: WWW.KITTERYME.GOV/ELECTIONS

YOUR VOTE MATTERS, SO CAST YOUR BALLOT AND LET YOUR VOICE BE HEARD!

1
2 **KITTERY TOWN COUNCIL**
3 **May 22, 2023**
4

5 1. Call to Order

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

7 2. Introductory

8 3. Pledge of Allegiance

9 4. Roll Call

10 Councilor's present- Councilor Bragg, Councilor Dow, Councilor Clark, Councilor Hamm,
11 Councilor Stevens, Vice Chair McGuire, Chair Spiller

12 5. Agenda Amendment and Adoption

13 Vice Chair McGuire moves to add new business item e. The Kittery Town Council moves to
14 accept a request from the Kittery Block Party Committee to place banners at the following
15 locations from May 30 - June 19, 2023: Wallingford Square, Rice Public Library, Second
16 Christian Congregational Church, Fairtide, Corner Pub Wallingford Square Building, Black
17 Birch, Kittery Trading Post, Kennebunk Savings and Lil's Café.

18 Vice Chair McGuire moves to add new business item f. The Kittery Town Council moves to
19 accept a request from the Kittery Block Party Committee to place signage around town
20 including the traffic circle from June 10- June 17, 2023 for the Kittery Block Party.

21 Chair Spiller casts one vote in favor of adopting agenda as amended.

22 6. Town Manager's Report

23 Town Manager reported on the Days Inn Fire, the June 13 Election, Books and Big Ideas:
24 Housing and KEEP Property Payment Plan Applications.

25 Upcoming Dates

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

27 Understanding Diversity, Equity & Inclusion in Kittery Survey Available Now

28 Town Hall Closed in Observance of Memorial Day – May 29, 2023

29 Memorial Day Ceremony at Orchard Grove Cemetery – Monday, May 29

30 Real Estate Property Tax Deadline – May 31, 2023

31 Absentee Ballot Applications Available at Town Hall and online

32 Town Meeting and School Budget Validation Referendum – June 13

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7. Acceptance of Previous Minutes - None

8. Interviews for the Board of Appeals and Planning Board

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

a.(050323-01) The Kittery Town Council moves to receive the Educational Recycling Scholarship recipients' presentation. The recipients are as follows:

- Caroline Reiss
- David Durling
- Emily Sweeney
- Emma Ackerman
- Julia Campion
- Olivia Kallay

Amelia Burke, the newly appointed Chair of the Education Scholarship Committee gave a presentation to recipients.

10. PUBLIC HEARINGS

a.(050323-02) The Kittery Town Council moves to hold a public hearing in accordance with §6.06 (3) of the Kittery Town Charter and hereby ordains and adopts the 'FY24 Municipal and Enterprise Fund Budget with a TIF allocation rate of 65%.

Jeff Thomson, 25 Old Post Road, thanked the Town Manager and the Department heads for putting the budget together. Mr. Thomson stated that he hopes that Council will endorse the work of the Town Manager and Department heads.

Councilor Dow moves the adoption of the 'FY24 Municipal and Enterprise Fund Budget with a TIF allocation rate of 65% as presented, seconded by Vice Chair McGuire.

Motion passes 7-0-0

b.(050323-03) The Kittery Town Council moves to hold a public hearing on Title 12 – Shellfish.

Town Manger gave an overview.

Vice Chair McGuire asked Town Manager for further clarification on single day passes for Shellfish.

Town Manager responded.

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Councilor Dow moves that in accordance with Title 30A MRS §3001 and town charter §2.14 the Town of Kittery hereby ordains amendments to Title 12.6 of the Town Code and amend Appendix A as presented, seconded by Councilor Bragg.

Motion passes 7-0-0

c. (050323-04) The Kittery Town Council moves to hold a public hearing on a new Victualers License application for the Hot Dog King, 59 Settlement Loop, Kittery ME.

Councilor Stevens moved to accept, seconded by Councilor Hamm.

Councilor Dow questioned where 59 Settlement Loop was in Kittery.

Motion passes 7-0-0

11. DISCUSSION

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

Fire Chief Dave O'Brien wrote in thanking the Town of Kittery and the residents for their support from the Days Inn fire.

Christopher Daggett wrote in applauding the Town of Kittery's Public Safety teams.

b. Response to public comment directed to a particular Councilor

c. Chairperson's response to public comments

12. UNFINISHED BUSINESS -

13. NEW BUSINESS

a. Donations/gifts received for Council disposition.

b. (050323-05) The Kittery Town Council moves to interview the following applicants to the York River Stewardship Committee.

- Deane Rykerson
- Sally Harold
- Judy Spiller

Chair Spiller excused herself.

Vice Chair McGuire interviewed Sally Harold and Judy Spiller.

Vice Chair McGuire moved to appoint Sally Harold to a 4-year term, seconded by Councilor

105 Dow

106

107 Councilor Dow moved to appoint Judy Spiller to a 3-year term, seconded by Councilor Stevens

108

109 Councilor Dow moved to appoint Dean Rykerson as an alternate, seconded by Councilor Hamm.

110

111 Motion passes 6-0-1

112

113 Vice Chair McGuire spoke about how fortunate the Town of Kittery is to have such experience around the subject.

114

115 c. (050323-06) The Kittery Town Council moves to appoint Marlee Mickle to the Youth Ad Hoc Committee as a student representative member.

116

117 Councilor Bragg moved, seconded by Councilor Clark.

118

119 Motion passes 7-0-0

120

121 d. (050323-07) The Kittery Town Council moves to open shellfish harvesting in Braveboat Harbor from December 1, 2023 to April 30, 2024, and issue licenses as proposed by the Shellfish Conservation Committee and approved by the Department of Marine Resources.

122

123 Councilor Dow moved to approve, seconded by Vice Chair McGuire.

124

125 Vice Chair McGuire asked for further clarification.

126

127 Vice Chair Spiller responded

128

129 Motion passes 7-0-0

130

131 e. (050323-08) The Kittery Town Council moves to accept a request from the Kittery Block Party Committee to place banners at the following locations from May 30 – June 19, 2023: Wallingford Square, Rice Public Library, Second Christian Congregational Church, Fairtide, Corner Pub Wallingford Square Building, Black Birch, Kittery Trading Post, Kennebunk Savings and Lil's Café.

132

133 Vice Chair McGuire moved to approve, seconded by Councilor Bragg

134

135 Motion Passes 7-0-0

136

137 f. (050323-09) The Kittery Town Council moves to accept a request from the Kittery Block Party Committee to place signage around town including the traffic circle from June 10 – June 17, 2023 for the Kittery Block Party.

138

139 Councilor Dow confirmed no signs will be placed inside the memorial circle.

140 Councilor Dow moved, seconded by Vice Chair McGuire.

141 Motion passes 7-0-0

142 14. COUNCILOR ISSUES OR COMMENTS

143 Councilor Bragg spoke about the Days Inn fire.

144 Councilor Dow spoke about the importance of people getting out to vote; DPW and the hard
145 work that goes into the Recycling Scholarship funds.

146 Councilor Stevens thanked the Town employees that were involved in the recent tragedies in
147 Town; recipients of the Recycling Scholarships; how fortunate the Town is to have such
148 experience in various topics for the local committees.

149 Councilor Clark spoke about having a fully staffed police department.

150 Vice Chair McGuire thanked all the public safety workers and mutual aid communities;
151 importance of getting out to vote; community being in good credit standing.

152 Chair Spiller spoke about fires at Seapoint Beach and recommended an increase in patrols.

153 15. COMMITTEE AND OTHER REPORTS

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

156 Councilor Bragg spoke about the Kittery Community Center Board of Directors meeting; Youth
157 Ad Hoc Committee.

158 Councilor Hamm spoke about the upcoming Housing Committee meeting.

159 Councilor Stevens spoke about the D.E.I. Committee.

160 Chair Spiller spoke about the Climate Adaptation Committee and the Climate Action Plan
161 upcoming meeting.

162 16. EXECUTIVE SESSION

163 17. ADJOURNMENT

164
165 Councilor Hamm moved to adjourn, seconded by Councilor Stevens
166 All were in favor.

167 Submitted by Jillian Richards

168

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

1
2 **KITTERY TOWN COUNCIL**

3 **June 12, 2023**

4 **6:00PM**

5 1. Call to Order

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

7 2. Introductory

8 3. Pledge of Allegiance

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

11 5. Agenda Amendment and Adoption

12 Chair Spiller made a change to item 13. b. by removing Cheryl Evans as an applicant.

13 6. Town Manager's Report

14 Town Manager reported on the Bike/Ped Master Plan Demonstration Projects, Congratulations
15 to Alex Marshall and Andrew Ilsley on the Snow Plow Rodeo, Plantings around town, PFAS
16 Waterline Installation, Legion Pond Invasives Removal and the Rice Public Library Strategic
17 Plan Community Forum.

18 Upcoming Dates:

19
20 Understanding Diversity, Equity & Inclusion in Kittery Survey Available Now

21 Town Hall Closed for Juneteenth – Monday, June 19, 2023

22 Town Meeting and School Budget Validation Referendum – Tuesday, June 13

23 Independence Day Celebration - Saturday, June 24

24 Freebie Barn Community Swap - Sunday, June 25

25 There is No Planet B: Climate Change in Kittery – Thursday, June 29

26 Senior Municipal Property Tax Credit Applications Due – July 1

27
28 7. Acceptance of Previous Minutes

29 • April 24, 2023

30 • May 8, 2023

31
32 All minutes were accepted as presented.

33
34 8. Interviews for the Board of Appeals and Planning Board- None

35
36 9. All items involving the town attorney, town engineers, town employees or other town
37 consultants or requested offices.

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

40 Chief O'Brien gave a presentation.

41 Chair Spiller thanked the Chief for his presentation as well as his service.

42 Council took a brief recess to address sound issues.

43 Chair Spiller asked Chief if he could come back in two weeks to discuss his report with a full
44 Council as the sound issues were not resolved.

45 Councilor Bragg thanked the Chief and his staff for their work on the Dennett Road incident.

46 10. PUBLIC HEARINGS

47 a.(060123-02) The Kittery Town Council moves to hold a public hearing on the Town
48 Meeting Articles. **Public Hearing Notice posted on June 1, 2023.**

49 11. DISCUSSION

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

51
52 Larry Robillard, stated that he was there to support Chuck Moran in retaining the Clam Warden
53 position.

54
55 Frank DeSarro, volunteer coordinator of the Kittery J1 Support group, gave an overview of the
56 group and asked residents and businesses to offer their help and support to the program and
57 to contact him if anyone would like to volunteer housing for the individuals within the program.

58
59 Jane, here on the J1 student program, discussed her living situation.

60
61 Kelly Philbrook, 8 Pepperrell Terr., stated that she was also in support of Chuck Moran as the
62 Clam Warden.

63
64 Dan O'Reilly, 1 O'Reilly Lane, stated that he also supports Chuck Moran for Clam Warden.

65
66 Kim Lightcastle, 129 Brave Boat Harbor Rd, stated that she was in support of Chuck Moran as
67 clam warden.

68
69 Chair Spiller read an email from Bob Guay in regards to the school budget and obtaining more
70 details provided for next year's ballot. He also asked for further clarification on the articles on
71 the ballot as well as the unencumbered surplus.

- 72
73 b. Response to public comment directed to a particular Councilor
74 c. Chairperson's response to public comments

75 Chair Spiller stated that the Clam Warden is a Town position and is not within the Councils
76 purview.

77 Chair Spiller thanked Mr. DeSarro for his work with the J1 and suggested that next year he
78 contact Council and they can put out a town notice asking if people could offer a room.

79 Chair Spiller responded to Mr. Guays questions.

80 Town Manager responded to Mr. Guays questions about unencumbered surplus.

81 12. UNFINISHED BUSINESS - None

82 13. NEW BUSINESS

83 a. Donations/gifts received for Council disposition.

84 b.(060123-03) The Kittery Town Council moves to approve an alternative surplus
85 approach for the retired Harbormaster boat, in accordance with the Town Code
86 §3.2.10.D.

87 Town Manager gave an overview and introduced Mr. McCoole, from the Piscataqua Youth
88 Sailing Association.

89 Mr. McCoole gave a presentation on the association.

90 Councilor Stevens thanked Mr. McCoole for the presentation and thinks it is a great idea and
91 pleased the Town boat can be used to support these kids.

92 Chair Spiller asked if there was a fee to participate in this program.

93 Mr. McCoole stated that there is no fee for the students.

94

95 Move forth the sale of the surplus boat by Councilor Clark, seconded by Councilor Stevens.

96 Motion passes 6-0-0

97

98 c.(060123-04) The Kittery Town Council moves to accept the resignation of Denise
99 Payne from the Parks Commission.

100 Move to accept the resignation with thanks by Councilor Hamm, seconded by Councilor
101 Stevens.

102 Motion passes 6-0-0

103 d.(060123-05) The Kittery Town Council moves to appoint a Councilor to interview the
104 following candidates, along with the Chair of the Parks Commission, to fulfill the
105 openings of one full term member and two associate members, for a term to expire
106 December 31, 2026.

- 107 • Susan Foster
- 108 • Cheryl (Sherry) Evans
- 109 • MaryAlice LaPoint

110
111 Move to appoint Vice Chair to interview by Councilor Hamm, seconded by Councilor Bragg.
112 Motion passes 6-0-0

113

114 14. COUNCILOR ISSUES OR COMMENTS

115 Councilor Bragg read a letter from Benson Briggs, a 3rd grader who participated in a field trip to
116 the Town Hall back in May. In the letter Benson requested that Kittery bring back football
117 within the school. Councilor Bragg stated that this request is not something that the Town
118 Council or the Ad Hoc Committee could help with but encouraged him to bring his passion for
119 football to his parents and school faculty and thanked him for his enthusiasm and well written
120 letter.

121 Councilor Clark stated that Councilor Dow asked him to remind residents how important it is to
122 get out and vote and urged everyone to go to the polls.

123 Councilor Clark then stated that as for himself, he is a big supporter of public safety. He
124 believes that Chief O'Brien was stating that what the fire department really needs is a fully
125 staffed department. Councilor Clark went on to state that we also need to be sure that our
126 Police Department is fully staffed as well because we are nothing if our community is not safe.

127 Councilor Hamm reminded everyone about the Kittery Block Party happening this weekend
128 and also asked that if any residents had the time, they were still in need of volunteers. He also
129 discussed the personal aspect of renting properties to put a more humanized view on the
130 issue.

131 Councilor Stevens stated that she appreciates people coming out to voice their support for
132 Chuck Moran as clam warden but it is not something that Council has any influence over. She
133 also discussed Juneteenth and the meaning behind it.

134 Vice Chair McGuire stated that there is a link to sign up and volunteer for the Block Party. He
135 also stated that he echoed everything Councilor Dow said as well as Councilor Stevens.

136 Chair Spiller stated that the Memorial Day event was very moving and recognized the Traip
137 Academy Band as well as Isabell Piche Andrews for doing a beautiful job at the event.

138

139 15. COMMITTEE AND OTHER REPORTS

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

142 Councilor Stevens stated that the Diversity, Equity & Inclusion Committee is meeting
143 tomorrow, June 13. They are continuing their review on the comprehensive plan and the
144 survey is out for residents to take, it can be found on the town website.

145 Chair Spiller stated that the Climate Action Committee is holding an event on June 29 at the
146 Rice Library featuring a video by Cameron Wake, an internationally climatologist. She also
147 mentioned that they will be working on strategies to meet the State and Town emission goals.
148 A public event to prioritize these strategies will be held on September 23 at the KCC.

149 16. EXECUTIVE SESSION

150 17. ADJOURNMENT

151
152 Motion to adjourn by Councilor Stevens, seconded by Councilor Hamm.
153 All were in favor.

154
155
156 Submitted by Jennifer Wheeler

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

1
2 **KITTERY TOWN COUNCIL**

3 **June 26, 2023**

4 **6:00PM**

5
6 1. Call to Order

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

8 2. Introductory

9 3. Pledge of Allegiance

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

12 5. Agenda Amendment and Adoption

13 Chair Spiller moves to add 13. d. under New Business Kittery Town Council moves to approve
14 placement on Sunday September 10 of signs at the following locations; Fort Foster, Cemetery
15 across from the Congregational Church, Town Recreation recovery Center, approaching the
16 Traffic Circle, small park behind Shipyard entrance on 103, Crockett Neck Road, 103
17 Intersection, John Paul Jones Park and intersection of Haley Road and Pepperrell Road by the
18 gas station by the Kittery Democrats for their annual picnic.

19 Chair Spiller casts one vote for adoption as amended.

20 6. Town Manager's Report

21 Town Manager reported on the following, Election results, Nominations for Elected Positions,
22 Kittery Block Party, Emery Field and Summer Meeting Schedule.

23 Upcoming Dates:

24 Understanding Diversity, Equity & Inclusion in Kittery Survey Available Now

25 There is No Planet B: Climate Change in Kittery – Thursday, June 29

26 Senior Municipal Property Tax Credit Applications Due – July 1

27 Town Hall Closed for 4th of July – Tuesday, July 4

28
29 Councilor Hamm inquired about past summer election attendance and wondered how this
30 year's numbers compared.

31 Town Manager responded.

32
33 Chair Spiller stated that there is a civic duty and responsibility for residents to remember
34 elections happen every year in June and November. She also congratulated the Kittery Block
35 Party on their successful event despite the rain.

36

37 7. Acceptance of Previous Minutes- None

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

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

41 10. PUBLIC HEARINGS

42 11. DISCUSSION

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

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

45 c. Chairperson's response to public comments

46 12. UNFINISHED BUSINESS

47 a.(060223-01) The Kittery Town Council moves to continue the full assessment on the
48 Town of Kittery Fire Department.

49 Chief O'Brien did a brief recap of the presentation given at the June 12, 2023 meeting.

50 Councilor Dow thanked the Chief for coming back. He stated as a Council they made decisions
51 for the ambulance bay based on "what if's" and that they really needed to take a look at the
52 process on how the decisions they make are made and would like to see a cost assessment
53 on the fire department as well as the Police Department so that everyone can see where the
54 costs come from.

55 Chair Spiller clarified that all of Councilor Dows comments were in regard to the Council and
56 not the Chief or his presentation.

57 Councilor Clark stated that he fully supports a fulltime Fire department especially with the
58 growing population and hopes that everyone will vote in favor.

59 Councilor Stevens stated that she really found the Chief's report helpful and would like to see
60 these reports done across the board in all departments. She stated that she felt as though
61 Council approved the ambulance bay as a form of revenue and after seeing the Chief's report,
62 she believes that that is not the case and believes that is what she believes was meant by
63 Councilor Dow's comments. She also asked the Chief to explain how it works with mutual aid
64 did with the Town's most recent fire.

65 Chief responded to Councilor Stevens question and explained the mutual aid agreements
66 between the surrounding communities.

67
68 Councilor Dow asked how many firefighters go to mutual aid calls.
69 Chief responded.

70

70

71 Vice Chair thanked the Chief for the report as well as for everything his team does to protect

72 our community. He also discussed the ambulance bay and thinks that if the Chief's report had
73 come out sooner, it may have influenced the decisions that were made. He also stated the
74 importance of a fully staffed fire department and he appreciates all the info that the Chief
75 provided.

76
77 Chief stated that when he started on the Fire Department back in 1975 there were 70 on call
78 firefighters and he has watched as the numbers continued to drop and he stated that he is very
79 concerned about the number on his team.

80
81 Town Manager stated that it was brought forward to the council on two different occasions with
82 the SAFER Grant what the cost and the need for those firefighters are and at the last vote the
83 Council was not comfortable with the cost of 8.

84
85 Chair Spiller stated that one of the most concerning factors with the Days Inn fire was all the
86 grass fires and her concern with what will happen in our town when the rain does stop. She
87 stated that she has done some research and found that based upon professional standards
88 the Town should have 18 fulltime firefighters on staff. She also asked about the Kittery Point
89 fire station and if anyone was staffed there.

90 Chief responded to the Chair's question.

91
92 Councilor Clark asked about the timeline on the SAFER Grant.

93 Town Manager responded.

94
95 Councilor Clark asked the Council what they were going to do if the Town does not get
96 approved for the Grant.

97
98 Councilor Stevens asked if the Chief had an idea as to why he thinks there has been such a
99 decline in the number of fire fighters.

100 Chief responded to her question.

101

102 13. NEW BUSINESS

103 a. Donations/gifts received for Council disposition.

104 (060223-02) The Kittery Town Council moves to accept a donation from the Officer
105 Sean A. Collier Memorial Fund, Inc in the amount of \$4,500.00 to be deposited into
106 account #3600, to be used towards the RAD (Rape Aggression Defense System)
107 Program.

108 Move to accept by Councilor Hamm, seconded by Councilor Clark
109 Motion passes 7-0-0

110

111 (060223-03) The Kittery Town Council moves to accept a donation from the Rice
112 Public Library Corporation in the amount of \$65,000.00 to be deposited into account
113 #4060.

114 Moved to accept by Councilor Hamm, seconded by Councilor Dow

115 Motion passes 7-0-0

116

117 b.(060223-04) The Kittery Town Council moves to schedule a public hearing on July
118 17· 2023 for Title 16 – Zoning Map Revision

119 Move to schedule the Public Hearing by Vice Chair McGuire, seconded by Councilor Hamm
120 All were in favor

121

122

123 c. (060223-05) The Kittery Town Council moves to submit a letter of support for the
124 National Fish and Wildlife Foundation National Coastal Resilience grant application.

125 Town Manager gave an overview.

126 Move to submit letter of support by Vice Chair McGuire, seconded by Councilor Hamm
127 Motion passes 7-0-0

128

129 d. The Kittery Town Council moves to approve placement of signs one week in
130 advance of the Kittery Democrats September 10 picnic in

131

132 Moved to approve signage by Vice Chair McGuire, seconded by Councilor Hamm
133 Motion passes 7-0-0

134

135

136 14. COUNCILOR ISSUES OR COMMENTS

137 Councilor Stevens stated she does not have anything to add.

138 Councilor Hamm stated that on a national level the Kittery Town Council has more upstanding
139 values in how they conduct themselves than the Supreme Court and that impropriety reigns on
140 the national level which is disappointing.

141 Councilor Clark stated that Councilor Hamm will be performing live tonight after the meeting at
142 the Book in Bar, playing guitar and singing.

143 Councilor Dow stated he had nothing else to say.

144 Councilor Bragg stated that if it was within her power, she would hire all 8 requested
145 firefighters and thanked the Chief and his department for coming to support him tonight.

146 Vice Chair McGuire stated that he echoed Councilor Hamm's comments about the high courts.
147 He also thanked the Town Clerk for the election and the Towns communication surrounding
148 the election. He stated his appreciation on the volunteers with the Block Party preparation and
149 noted that the KCC did an outstanding job.

150 Chair Spiller did not have anything at this time.

151 15. COMMITTEE AND OTHER REPORTS

152 a. Communications from the Chairperson

153 b. Committee Reports

154 Chair Spiller stated that the Climate Adaptation Committee is sponsoring the event at the Rice
155 Public Library this Thursday at 5 pm.

156 16. EXECUTIVE SESSION

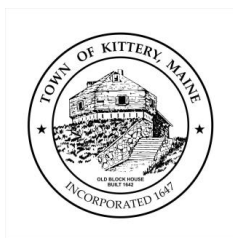
157 17. ADJOURNMENT

158
159 Motion to adjourn by Councilor Bragg, seconded by Councilor Hamm.
160 All were in favor.

161
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163 Submitted by Jennifer Wheeler

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Joint Land Use Study (JLUS) Kittery Council Meeting



August 21, 2023

Agenda

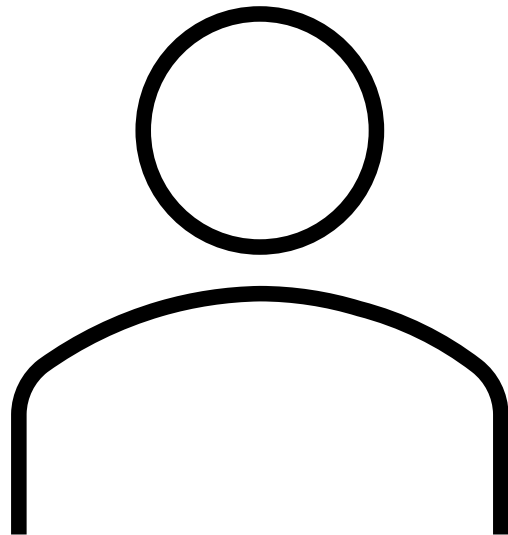
1. JLUS Phase III Project Overview
2. Microtransit Pilot
3. Housing Needs Assessment
4. Data Dashboard
5. Next Steps



1. JLUS Phase III Project Overview

What is a JLUS?

- **Joint Land Use Study**
- **A cooperative planning effort conducted as a joint venture between an active military installation and the surrounding community**

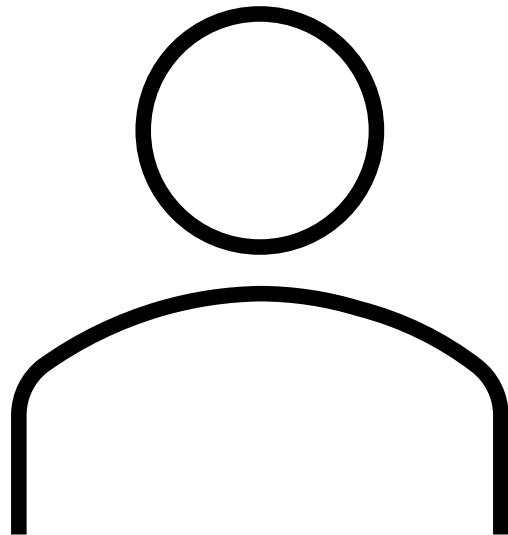


1. JLUS Phase III Project Overview



Phase III addresses key issues that were identified in prior JLUS work:

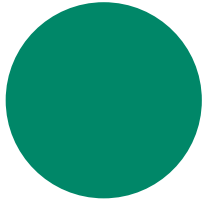
- **Road Capacity and Congestion**
- **Local Housing Availability (and Affordability)**



1. JLUS Phase III Project Overview

- **Microtransit Service Pilot Design**
 - What is Microtransit?
 - ✓ App-based
 - ✓ Operates in a designated zone
 - ✓ Pick-up at door or close location
 - Pilot: Sanford to PNS
- **Regional Housing Assessment**
 - Existing Conditions
 - Challenges and Opportunities
 - Recommendations for creating more, affordable housing

2. Microtransit Pilot



Subcommittee members

YCCAC

PNS

**CITY OF
SANFORD**

**TOWN OF
KITTERY**

**MAINE
DOT**

SMPDC

COAST

Background

The Town of Kittery and Portsmouth Naval Shipyard (PNSY) have completed a Joint Land Use (JLUS) Study to identify potential solutions for transportation challenges in Southern Maine.

Transportation Challenges:

- Limited parking and restricted access at PNS
- Congestion, speed, and safety issues in the foreshore
- Convenience and availability of fixed-route transit service
- Low-density development patterns
- Long commute distances

Goals of Service

1. Reliable
2. Convenient
3. Cost-Competitive

Service Development

- Most common shift time for workers is the 6:30 AM-3:00 PM shift
- Congestion is highest during the 5:30-6:30 AM and 2:00-3:00 PM hours

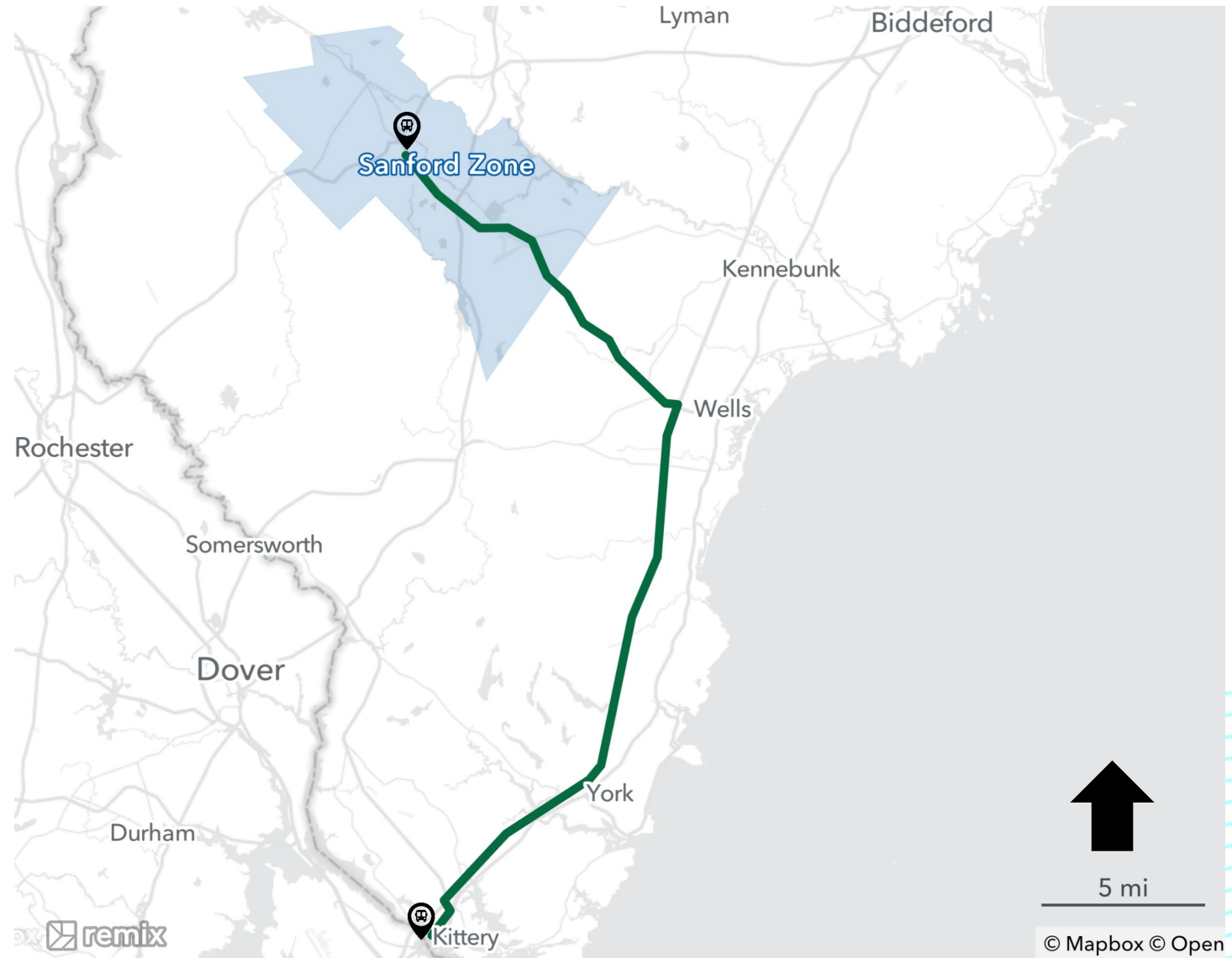
Proposed Service

Assumptions:

- 30 min microtransit service
- 2 min dwell time*
- Serve most congested shift times

- Microtransit Start: 3:50 AM
- First PNS arrival: 5:15 AM
- Afternoon PNS pick up: 2:15 PM
- Microtransit end: 5:30-6:35 PM

**time bus is not in motion; picking up or dropping off passengers*



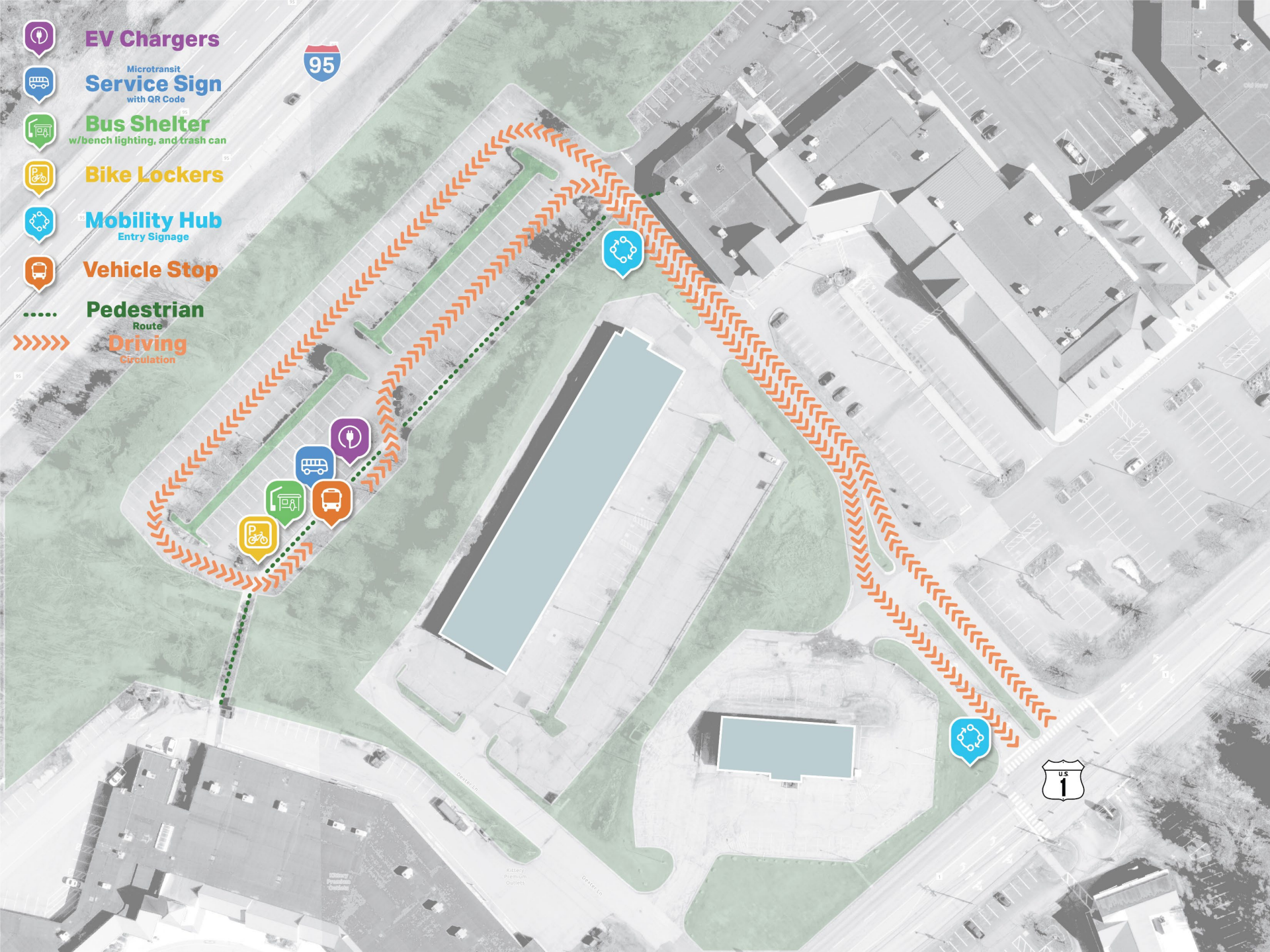
Mobility Hubs

- Identified two (2) sites
- Could each site anchor future microtransit zones if the pilot is a success?
- Serve to facilitate getting PNS workers (and others!) out of their cars and onto other modes

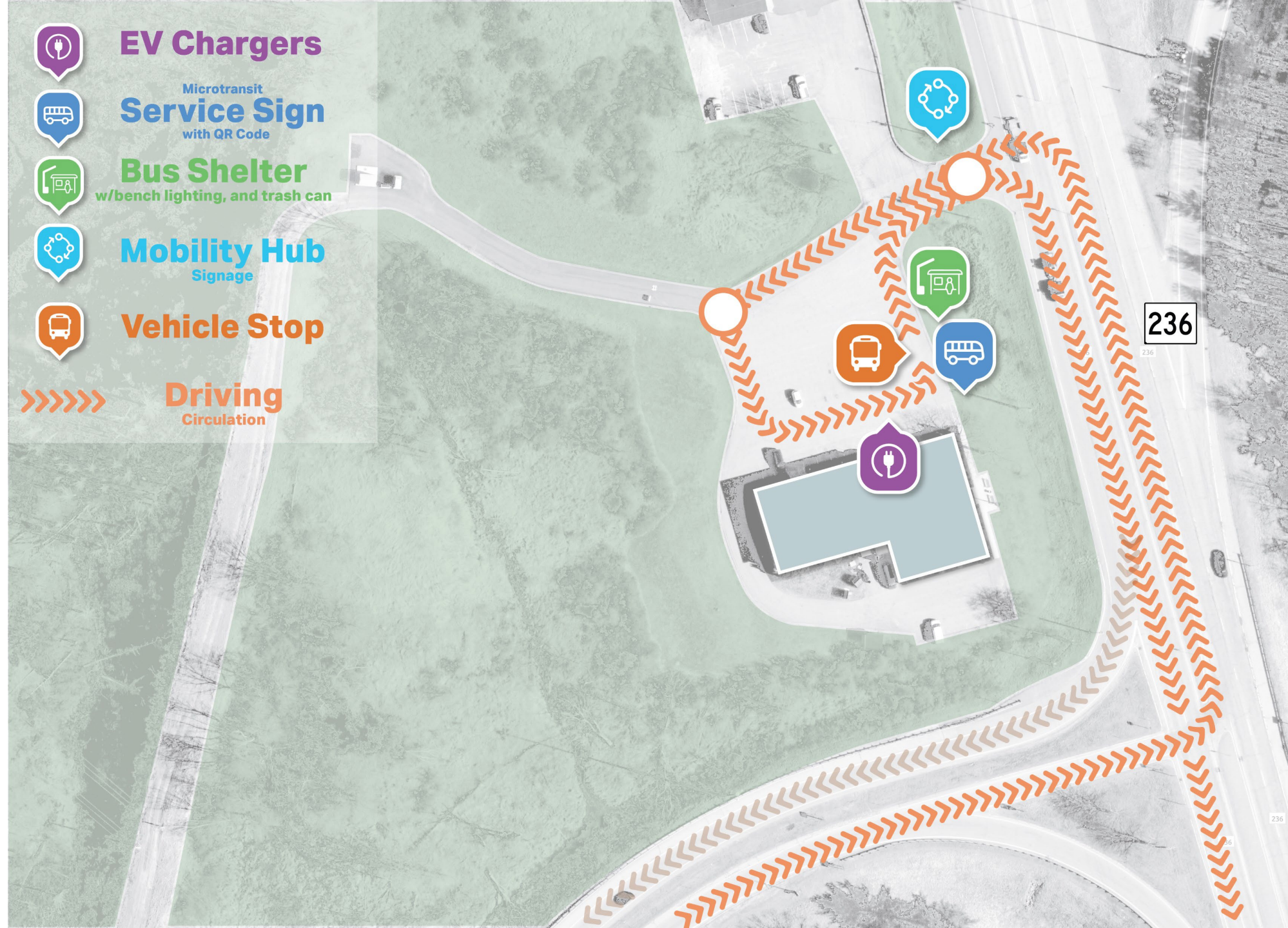


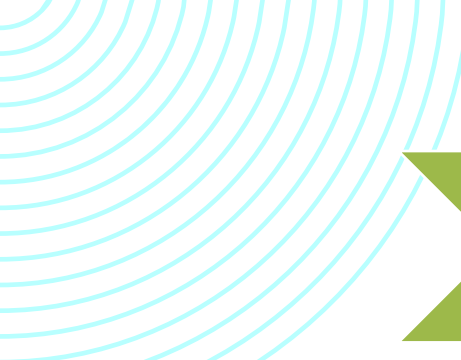
Source: City of Los Angeles, "Mobility Hubs: A Reader's Guide"

Kittery Premium Outlets Mobility hub (Option 1)



1 Route 236 Mobility hub (Option 1)





Estimated Timeline:

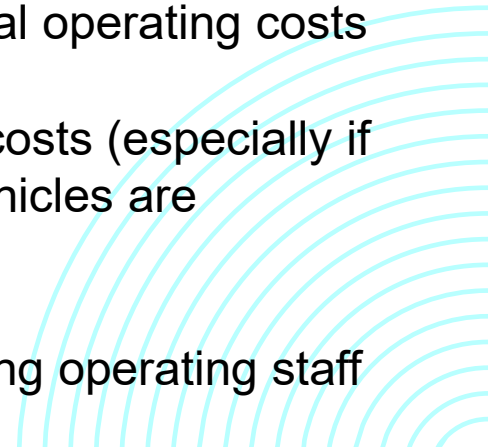
Launch service 2024 Launch service 12 months after Phase 1 12 months after Phase 2

Opportunities:

- Provide an attractive option for PNS workers that is reliable, fast, and convenient
- Connect to regional transportation (C&J)
- Relieve more congestion in Kittery
- Expand the number of destinations accessible
- Connections to Amtrak (Wells)

Challenges:

- Very early shift schedules make it difficult to obtain YCCAC drivers
- Gap between AM and PM microtransit service
- Additional operating costs
- Capital costs (especially if more vehicles are needed)
- Expanding operating staff
- Additional operating costs
- Capital costs (especially if more vehicles are needed)
- Expanding operating staff

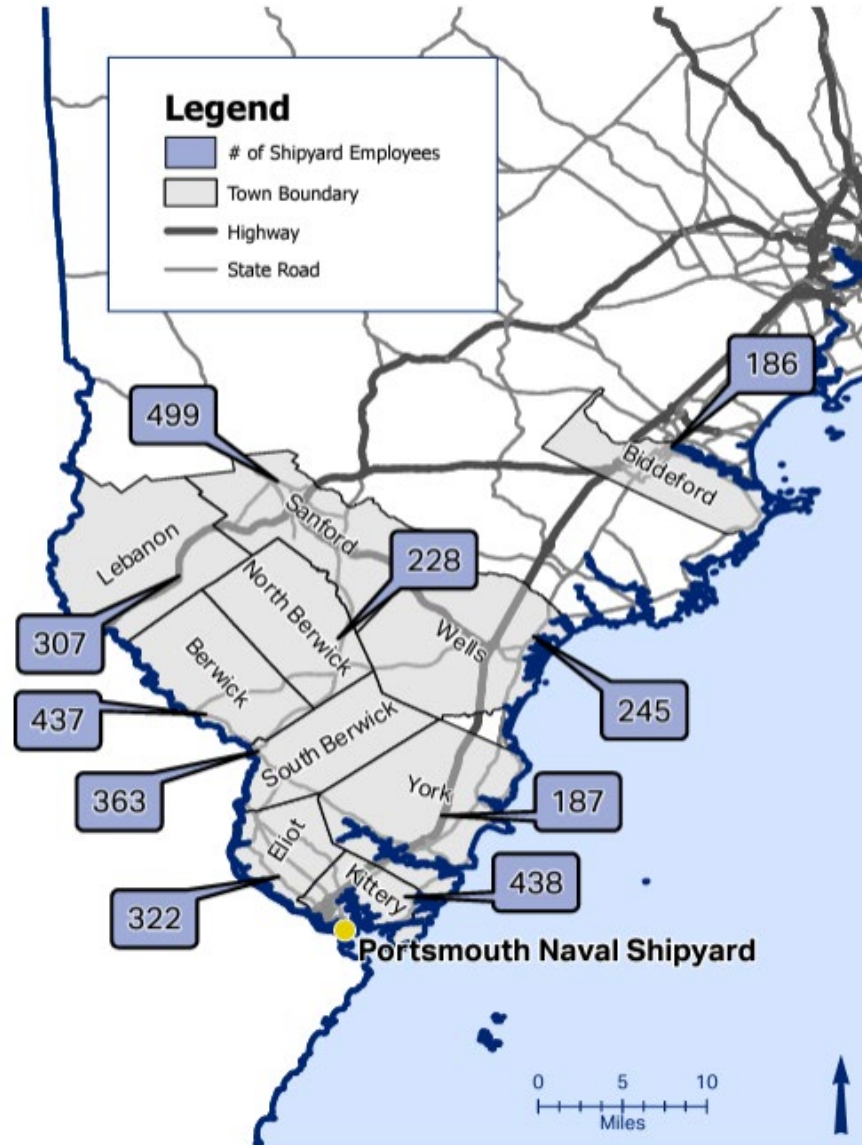


3. Housing Needs Assessment

Overview

- Berwick
- Biddeford
- Eliot
- Kittery
- Lebanon
- North Berwick
- Sanford
- South Berwick
- Wells
- York

Compatible Use Implementation Program Housing Assessment Study Area



Recent Housing Studies Completed in Area

8 Places in York County, Maine
Preliminary and Abbreviated
Target Market Analysis

January 8, 2021

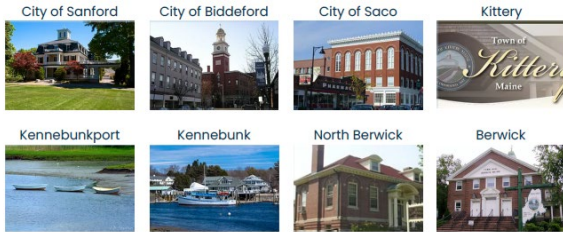
Prepared by:



ULI TECHNICAL ASSISTANCE PANEL REPORT

KITTERY & BERWICK, MAINE

TAP Process MAY 14, 17, & 18, 2021
TAP Report November 2021



ACCEPTED:



Regional Housing Needs Assessment

February 2023

Draft Housing Needs Assessment Outline

Overview of study area & other relevant work

- Regional context- New Hampshire Needs Assessments, Portsmouth survey, Sanford market study
- Sample JLUS findings from other communities

Housing & Zoning characteristics of study area

Trends over time

- Population projections
- Other major employers and data on how their impacts on the market might change

Profile of housing needs of PNS worker pool

Needs assessment

- How do the housing characteristics of the study area align with the need?
- Where are the gaps in the housing supply?

Draft Housing Needs Assessment Outline

Local Housing Actions

- What do local Comprehensive Plans say about housing planning?
- What do developers think is needed to produce workforce housing in the area?

State and Federal Housing Actions

- What is in LD 2003 and other pending state housing legislation?
- What federal actions might help?

Action Recommendations

Housing Recommendation Categories

- More housing is needed to meet demand!
- Allow more density
- Eliminate some requirements on ADUs
- Identify land for more housing
- Consider creative housing finance solutions



Initial Recommendation #1: Make it easier to build in the region

Housing Density

- Allow multifamily housing (2-4 units) in all residential zones
- Avoid increasing lot area for multifamily
- Public health and environmental limits based on science not one-size-fits-all zoning requirements

Accessory Dwelling Units

- Allow ADU's by right
- Eliminate requirements for owner occupancy & occupancy by relatives
- Remove limits on size
- Public health and environmental limits based on science not one-size-fits-all zoning requirements

Initial Recommendation #2: Provide support for housing production

Housing Finance

- Federal agencies should work with local lenders to create financial sources for gap financing for housing production intended for federal workers
- Create Housing Trust Fund(s) to provide place-based resources for affordable and workforce housing
- State sources under consideration should be leveraged in York County

Land to Build On

- Federal land should be surveyed and, if appropriate, offered to developers for housing production for federal workers
- Local governments should inventory available land and offer surplus land for workforce housing



6. Data Dashboard

Data Dashboard



Embed in
SMPDC's
website



Visualize
regional
data trends



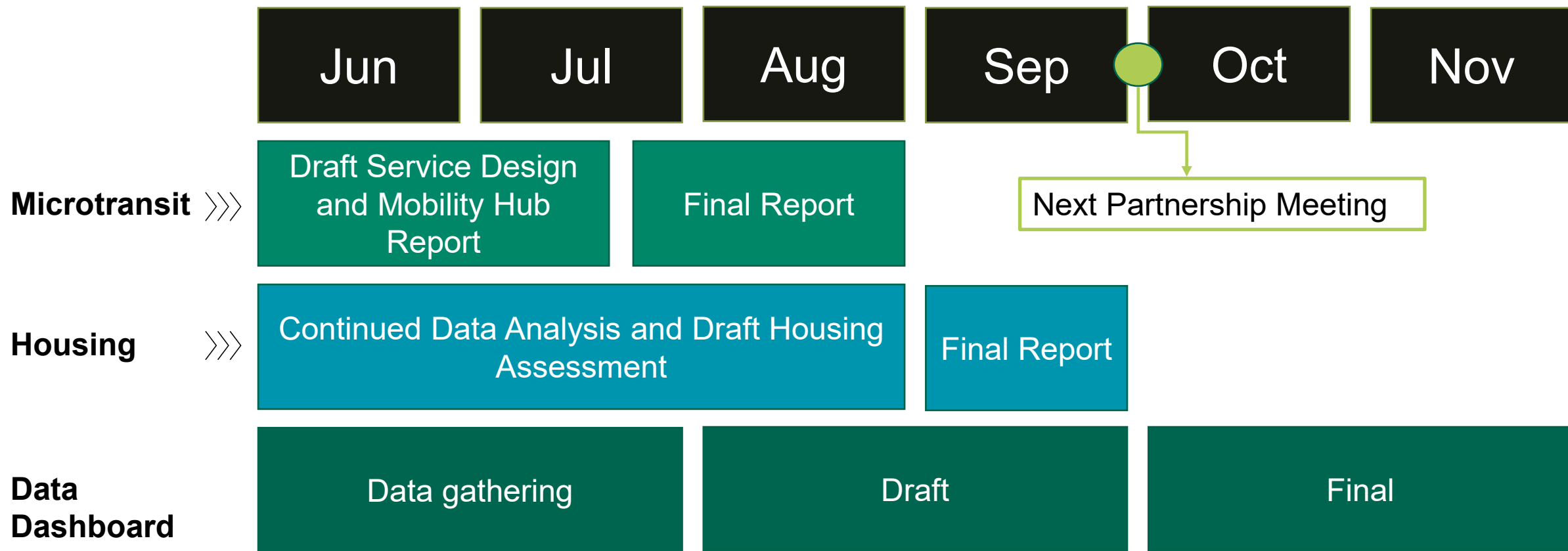
Public
facing



Supports
the need for
funding



7 JLUS Phase III Next Steps



Thank you!

Stephanie Carver

scarver@smpdc.org

Laura Machala

laura.machala@aecom.com



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
Updated: August 21, 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.

UPDATE

Final invoices and journal entries were completed between July 17 and this meeting allowing for updated final surpluses and deficits. Requests have been updated to reflect the final ending balances.

Additionally, Council members have provided requests for transfers to support various objectives and initiatives. The requests have been incorporated into this report. Due to the net amount of requests, the target for funds remaining in each budget was reduced to \$2,000, down from \$5,000.

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 **\$2,000 (reduced from \$5,000)** in department budgets at this point in the YE closure for such final invoices and adjustments.

- **From Overlay to Police: \$73,000**

The Police department is expected to end the year approximately **\$70,264** 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: \$125,000**

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 **\$36,718** 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: \$19,000**

The Harbormaster department is approximately **\$16,358** 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: \$46,000**

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 **Health & Dental** 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.

- **From Fire to Municipal Facility Reserve: \$185,000**

This transfer will fund the hazardous remediation, demolition, and EPA reporting and filings for the removal of the old recreation building on Cole Street. This project has been on the “On Horizon” list for a number of years. The Town was seeking brownfield funding for the project, and successfully received grants to do the Phase 1 & 2 brownfield assessment; however grant applications for the tear down have been unsuccessful. The \$185,000 is based on estimates received in the past three months.

This site is being considered for a recreational use by the Youth Ad Hoc committee. Removal of the building is a necessary step before any new use can be pursued such as a pavilion, shade area, skate park or other use.

- **From Various to KCC Equipment Reserve: \$50,000**

This transfer will fund the build-out of a teen lounge in the east wing of the KCC in accordance with the Youth Ad Hoc objective. The Youth Ad Hoc Committee surveyed Shapleigh and Traip students about what types of activities and spaces would be desired for passive/non-sport related activities. The response overwhelmingly focused on a lounge/hang out area with board/table games, video games, comfortable furniture, foosball, pool, etc.

The cost estimate assumes some renovations of the physical rooms (paint, electrical, split/AC units, data lines), furniture and games and equipment.

- **From Various to Housing Reserve: \$50,000**

This transfer will fund affordable housing programs recommended by the Housing Committee. Currently the Housing Committee has been implementing grants for the construction of accessory dwelling units. Two grants for \$50,000 each have been awarded to date. The Housing Committee is seeking to implement a second round, and possibly increase the grant amount to cover the growing cost of construction.

CARRYFORWARDS

- **Community Agencies: \$75,000**

This carryforward will allow the Town to contribute to the Main Spring capital campaign. The Main Spring project will provide various support services including Fair Tide, Foot Prints, York County Community Action Kittery Office, and others to co-locate at a single location. This provides better service to those seeking support, and allows different agencies to better collaborate on solutions to help Kittery residents in need of food, housing, social work services, and support.

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
- FY2023 Transfer Enactment

**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

Report to Council
Fiscal Year 2023
Transfers & Carry Forwards

DRAFT: July 17, 2023
UPDATED: August 21, 2023

GENERAL FUND TRANSFERS

| FROM | | | TO | | |
|--------------------------------------|-------------------|-------------------|---------|---------------|------------|
| 101160 | Overlay | \$ 73,000 | 101310 | Police | \$ 73,000 |
| 103001 | Health and Dental | \$ 125,000 | Various | Miscellaneous | \$ 125,000 |
| 101110 | Administration | \$ 40,000 | Various | DPW | \$ 40,000 |
| 101721 | Planning | \$ 19,000 | 101840 | Harbormaster | \$ 19,000 |
| 103000 | Other Insurances | \$ 46,000 | 101810 | Library | \$ 46,000 |
| Total General Funds Transfers | | \$ 303,000 | | | |

OTHER FUNDS TRANSFERS

| FROM | | | TO | | |
|------------------------------------|-----------------|-------------------|------|--|------------|
| 103001 | Health & Dental | \$ 100,000 | 2005 | Senior Tax Circuit Breaker | \$ 100,000 |
| 101320 | Fire | \$ 185,000 | 4027 | Municipal Facility Reserve (Demo old Cole St Bldg) | \$ 185,000 |
| | Various | \$ 50,000 | 4019 | KCC Equip Reserve (Teen Lounge at KCC) | \$ 50,000 |
| | Various | \$ 50,000 | 5506 | Housing Reserve | \$ 50,000 |
| | | | | | |
| | | | | | |
| Total Other Funds Transfers | | \$ 385,000 | | | |

CARRYFORWARD

| Account | Purpose | |
|---------------------------|-------------|-----------|
| 101540 Community Agencies | Main Spring | \$ 75,000 |
| | | |
| | | |
| | | |

Report to Council

Fiscal Year 2023

Budget Roll-Up

| | BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | PROJECTION | AVAILABLE | % COLLECTED/SPENT |
|------------------------|---------------------|------------------|-----------------------|---------------------|-------------------|------------------|--------------------------|
| REVENUE | \$16,681,394 | \$560,000 | \$17,241,394 | \$18,111,933 | | \$870,539 | 105.0% |
| OPERATING FUNDS | BUDGET | TRANSFERS | REVISED BUDGET | YTD ACTUAL | PROJECTION | AVAILABLE | % COLLECTED/SPENT |
| Administratior | \$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 | \$2,816,475 | \$0 | (\$70,264) | 103% |
| Fire | \$670,715 | \$325,000 | \$995,715 | \$787,779 | \$0 | \$207,936 | 79% |
| DPW | \$2,335,798 | \$0 | \$2,335,798 | \$2,372,516 | \$0 | (\$36,718) | 102% |
| Planning | \$616,949 | \$0 | \$616,949 | \$576,961 | \$0 | \$39,988 | 94% |
| Misc | \$573,300 | \$0 | \$573,300 | \$690,454 | \$5,787 | (\$122,941) | 120% |
| KCC | \$890,025 | \$0 | \$890,025 | \$884,953 | \$0 | \$5,072 | 99% |
| Harbormaster | \$130,760 | \$0 | \$130,760 | \$147,118 | \$0 | (\$16,358) | 113% |
| Health & Denta | \$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 | \$15,822,460 | \$5,787 | \$526,907 | 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 | \$16,942,949 | \$5,787 | \$526,918 | 97% |

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2023 13 | | | | | | | | | |
|---------------------------------|----------|----------|---------|------------|-----------|--------------|------------|---------|--|
| 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 | 10,102.50 | .50 | -201.64 | 100.6%* | |
| 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 13 | | | | | | | | | |
|---------------------------------------|-------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|---------|
| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL | |
| 101110 | 66035 | ABSTRACTS & LIENS | 9,500 | 0 | 9,500 | 3,550.70 | .00 | 5,949.30 | 37.4% |
| 101110 | 66040 | JANITORIAL SUPPLIE | 2,500 | 0 | 2,500 | 3,641.54 | .00 | -1,141.54 | 145.7%* |
| TOTAL ADMINISTRATION | | | 1,233,937 | 100,000 | 1,333,937 | 1,262,516.13 | 10,102.50 | 61,318.37 | 95.4% |
| 101115 TOWN COUNCIL | | | | | | | | | |
| 101115 | 64001 | COUNCIL STIPEND | 4,000 | 0 | 4,000 | 3,120.00 | .00 | 880.00 | 78.0% |
| 101115 | 65480 | OTHER PROF SERV/CO | 1,500 | 0 | 1,500 | 300.00 | .00 | 1,200.00 | 20.0% |
| 101115 | 66037 | COUNCIL EXPENSES | 150 | 0 | 150 | 45.00 | .00 | 105.00 | 30.0% |
| TOTAL TOWN COUNCIL | | | 5,650 | 0 | 5,650 | 3,465.00 | .00 | 2,185.00 | 61.3% |
| 101130 ELECTIONS | | | | | | | | | |
| 101130 | 64020 | PART TIME SALARIES | 5,000 | 0 | 5,000 | 5,345.38 | .00 | -345.38 | 106.9%* |
| 101130 | 65000 | ELECTIONS EXPENSES | 800 | 0 | 800 | 746.91 | .00 | 53.09 | 93.4% |
| 101130 | 65010 | POSTAGE | 2,200 | 0 | 2,200 | 1,279.20 | .00 | 920.80 | 58.1% |
| 101130 | 65060 | PRINTING | 7,000 | 0 | 7,000 | 6,379.81 | .00 | 620.19 | 91.1% |
| 101130 | 65480 | OTHER PROFESSIONAL | 5,500 | 0 | 5,500 | 1,517.57 | .00 | 3,982.43 | 27.6% |
| 101130 | 66010 | OFFICE SUPPLIES | 200 | 0 | 200 | 18.98 | .00 | 181.02 | 9.5% |
| 101130 | 67510 | OFFICE FURNITURE & | 0 | 0 | 0 | 1,069.99 | .00 | -1,069.99 | 100.0%* |
| TOTAL ELECTIONS | | | 20,700 | 0 | 20,700 | 16,357.84 | .00 | 4,342.16 | 79.0% |
| 101150 COUNTY TAX | | | | | | | | | |
| 101150 | 65480 | OTHER PROF SERVICE | 990,000 | 0 | 990,000 | 989,988.95 | .00 | 11.05 | 100.0% |
| TOTAL COUNTY TAX | | | 990,000 | 0 | 990,000 | 989,988.95 | .00 | 11.05 | 100.0% |
| 101155 TAX INCREMENT FINANCING | | | | | | | | | |
| 101155 | 65000 | TIF FINANCING PLAN | 25,000 | 0 | 25,000 | 25,000.00 | .00 | .00 | 100.0% |
| TOTAL TAX INCREMENT FINANCING | | | 25,000 | 0 | 25,000 | 25,000.00 | .00 | .00 | 100.0% |
| 101160 OVERLAY | | | | | | | | | |

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2023 13 | | | | | | | | | |
|-----------------------------------|-----------|----------|-----------|--------------|--------|--------------|-------------|---------|--|
| ACCOUNTS FOR: | ORIGINAL | TRANFRS/ | REVISED | | | AVAILABLE | PCT | | |
| 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 13

| 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 | 58,055.34 | .00 | -9,930.34 | 120.6%* |
| 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 | 2,816,475.21 | .00 | -70,264.21 | 102.6% |

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 13 | | | 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 | 16,490.95 | .00 | -8,102.95 | 196.6%* |
| 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 | 787,778.76 | .00 | 207,936.24 | 79.1% |
| 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 13

| 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 | 62,829.08 | .00 | 2,045.92 | 96.8% |
| 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 | 1,328,400.07 | .00 | -121,337.07 | 110.1% |

101520 GENERAL ASSISTANCE

| | | | | | | | |
|---------------------------------|--------|---|--------|------------|-----|-------------|---------|
| 101520 65480 OTHER PROF SERVICE | 50,000 | 0 | 50,000 | 170,408.36 | .00 | -120,408.36 | 340.8%* |
|---------------------------------|--------|---|--------|------------|-----|-------------|---------|

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2023 13 | | | | | | | | | |
|-------------------------------------|----------|----------|---------|------------|--------|--------------|-------------|---------|--|
| 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 13

| 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 | 6,477.99 | .00 | 2,622.01 | 71.2% |
| 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 | 286,501.03 | .00 | -33,458.03 | 113.2% |

101735 FT FOSTER SEAPOINT & CRESCENT

| | | | | | | | |
|---------------------------------|--------|---|--------|-----------|-----|--------|-------|
| 101735 64007 PARKS 15% COMM SAL | 16,702 | 0 | 16,702 | 16,482.09 | .00 | 219.91 | 98.7% |
|---------------------------------|--------|---|--------|-----------|-----|--------|-------|

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2023 13 | | | 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 | 2,956.58 | .00 | 6,143.42 | 32.5% |
| 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 | 133,709.67 | .00 | 55,659.33 | 70.6% |
| 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 | -13.98 | .00 | 13.98 | 100.0% |

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2023 13 | | | | | | | | | |
|--|-----------|----------|-----------|--------------|--------|--------------|-----------|---------|--|
| ACCOUNTS FOR: | ORIGINAL | TRANFRS/ | REVISED | | | AVAILABLE | PCT | | |
| 1000 TOWN GENERAL FUND | APPROP | ADJSTMTS | BUDGET | YTD | ACTUAL | ENCUMBRANCES | BUDGET | USE/COL | |
| 101750 65954 BANK FEES/CHARGES | 500 | 0 | 500 | 56.57 | | .00 | 443.43 | 11.3% | |
| TOTAL STATE/BANK FEES | 500 | 0 | 500 | 42.59 | | .00 | 457.41 | 8.5% | |
| 101760 CAPITAL IMPROVEMENT PLAN | | | | | | | | | |
| 101760 68750 CIP HOLDING DEDICA | 650,000 | 0 | 650,000 | 650,000.00 | | .00 | .00 | 100.0% | |
| 101760 68751 CIP DEPT CAPITAL R | 759,400 | 0 | 759,400 | 759,400.00 | | .00 | .00 | 100.0% | |
| 101760 68752 CIP CAP FUNDING RE | 142,000 | 0 | 142,000 | 142,000.00 | | .00 | .00 | 100.0% | |
| TOTAL CAPITAL IMPROVEMENT PLAN | 1,551,400 | 0 | 1,551,400 | 1,551,400.00 | | .00 | .00 | 100.0% | |
| 101810 LIBRARY | | | | | | | | | |
| 101810 64010 FULL TIME SALARIES | 215,891 | 0 | 215,891 | 224,991.89 | | .00 | -9,100.89 | 104.2%* | |
| 101810 65002 LIBRARY DIRECTOR | 90,324 | 0 | 90,324 | 90,892.51 | | .00 | -568.51 | 100.6%* | |
| 101810 65003 LIBRARY PART TIME | 5,700 | 0 | 5,700 | 14,300.83 | | .00 | -8,600.83 | 250.9%* | |
| 101810 65010 POSTAGE | 600 | 0 | 600 | 585.50 | | .00 | 14.50 | 97.6% | |
| 101810 65020 TELEPHONE & INTERN | 1,200 | 0 | 1,200 | 8,012.31 | | .00 | -6,812.31 | 667.7%* | |
| 101810 65060 PRINTING | 400 | 0 | 400 | 468.97 | | .00 | -68.97 | 117.2%* | |
| 101810 65200 ELECTRICITY | 7,500 | 0 | 7,500 | 13,418.60 | | .00 | -5,918.60 | 178.9%* | |
| 101810 65220 WATER | 400 | 0 | 400 | 1,261.20 | | .00 | -861.20 | 315.3%* | |
| 101810 65230 FUEL OIL | 9,500 | 0 | 9,500 | 12,412.45 | | .00 | -2,912.45 | 130.7%* | |
| 101810 65250 SEWER | 800 | 0 | 800 | 754.87 | | .00 | 45.13 | 94.4% | |
| 101810 65338 E-BOOKS CHILDREN | 1,000 | 0 | 1,000 | 836.63 | | .00 | 163.37 | 83.7% | |
| 101810 65339 AV DVD CHILDREN/TE | 1,100 | 0 | 1,100 | 551.93 | | .00 | 548.07 | 50.2% | |
| 101810 65340 E-BOOKS | 12,000 | 0 | 12,000 | 12,262.20 | | .00 | -262.20 | 102.2%* | |
| 101810 65341 AUDIO VISUAL/DVD | 6,420 | 0 | 6,420 | 6,793.65 | | .00 | -373.65 | 105.8%* | |
| 101810 65342 LIBRARY COPIER EXP | 3,000 | 0 | 3,000 | 844.87 | | .00 | 2,155.13 | 28.2% | |
| 101810 65431 PROFESSIONAL DUES | 500 | 0 | 500 | 210.00 | | .00 | 290.00 | 42.0% | |
| 101810 65432 LIBRARY TECHNOLOGY | 15,000 | 0 | 15,000 | 15,422.05 | | .00 | -422.05 | 102.8%* | |
| 101810 65433 ADULT LIBRARY PROG | 14,000 | 0 | 14,000 | 8,015.72 | | .00 | 5,984.28 | 57.3% | |
| 101810 65434 LIB PROG CHLD/TEE | 9,000 | 0 | 9,000 | 8,060.52 | | .00 | 939.48 | 89.6% | |
| 101810 65435 CONFERENCES & WORK | 200 | 0 | 200 | .00 | | .00 | 200.00 | .0% | |
| 101810 65480 OTHER PROF SERV - | 4,000 | 0 | 4,000 | 6,488.83 | | .00 | -2,488.83 | 162.2%* | |
| 101810 65500 MAINTENANCE OF BLD | 5,000 | 0 | 5,000 | 14,983.24 | | .00 | -9,983.24 | 299.7%* | |
| 101810 65505 REPAIRS | 6,500 | 0 | 6,500 | 6,980.85 | | .00 | -480.85 | 107.4%* | |
| 101810 65803 MISCELLANEOUS | 1,250 | 0 | 1,250 | 751.97 | | .00 | 498.03 | 60.2% | |
| 101810 66010 OFFICE SUPPLIES | 2,000 | 0 | 2,000 | 2,312.47 | | .00 | -312.47 | 115.6%* | |
| 101810 66012 LIB PROCESSING SUP | 3,600 | 0 | 3,600 | 4,232.12 | | .00 | -632.12 | 117.6%* | |

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---|--------------------|----------------------|-------------------|-------------------|--------------|---------------------|----------------|
| 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/SECRETARY | 24,808 | 0 | 24,808 | 1,248.22 | .00 | 23,559.78 | 5.0% |
| 101830 64020 PT SAFE SCHOOL YEA | 55,522 | 0 | 55,522 | 53,536.81 | .00 | 1,985.19 | 96.4% |
| 101830 64021 SAFE SUMMER SALARY | 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 STIPEND | 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 & EQUIPMENT | 4,305 | 0 | 4,305 | 1,803.01 | .00 | 2,501.99 | 41.9% |
| 101830 65310 VEHICLE MAINTENANCE | 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 PROGRAM | 42,000 | 0 | 42,000 | 39,147.83 | .00 | 2,852.17 | 93.2% |
| 101830 65630 INSTRUCTORS-CONTRACT | 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%* |
| 101830 65801 CONTRACTED SERVICE | 67,500 | 0 | 67,500 | 65,754.33 | .00 | 1,745.67 | 97.4% |

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2023 13 | | | ORIGINAL | TRANFRS/ | REVISED | | AVAILABLE | PCT | |
|--|-------|--------------------|----------|----------|---------|------------|--------------|------------|---------|
| ACCOUNTS FOR: | TOWN | GENERAL FUND | APPROP | ADJSTMTS | BUDGET | YTD ACTUAL | ENCUMBRANCES | BUDGET | USE/COL |
| 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 | 4,829.70 | .00 | -1,329.70 | 138.0%* |
| 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 | 4,592.96 | .00 | -2,342.96 | 204.1%* |
| 101840 | 65462 | RIGGING | 12,000 | 0 | 12,000 | 19,112.17 | .00 | -7,112.17 | 159.3%* |
| 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 | 475.89 | .00 | 24.11 | 95.2% |
| TOTAL HARBORMASTER-K.P.A | | | 130,760 | 0 | 130,760 | 147,117.87 | .00 | -16,357.87 | 112.5% |
| 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% |
| 101930 | 65040 | EDUCATIONAL/MEETIN | 1,000 | 0 | 1,000 | 50.00 | .00 | 950.00 | 5.0% |

TOWN OF KITTERY - LIVE

YEAR-TO-DATE BUDGET REPORT

| FOR 2023 13 | | | ORIGINAL | TRANFRS/ | REVISED | | AVAILABLE | PCT | |
|--|-------|--------------------|-----------|----------|-----------|--------------|--------------|------------|---------|
| ACCOUNTS FOR: | TOWN | GENERAL FUND | APPROP | ADJSTMTS | BUDGET | YTD ACTUAL | ENCUMBRANCES | BUDGET | USE/COL |
| 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 13 | | | | | | | | | |
|--------------------------------------|-------------|----------|-------------|----------------|--------|------------|---------|--|--|
| 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 | -2,098,986.82 | | 162,986.82 | 108.4% | | |
| 1111 43032 EXCISE TAX BOAT | -20,000 | 0 | -20,000 | -69,722.67 | | 49,722.67 | 348.6% | | |
| 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 | -478,473.42 | | 128,473.42 | 136.7% | | |
| 1111 43114 ADDITIONAL LAND USE | -4,000 | 0 | -4,000 | -5,350.00 | | 1,350.00 | 133.8% | | |
| 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 | -30,284.80 | | 6,284.80 | 126.2% | | |
| 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 | -1,595.00 | | -5.00 | 99.7%* | | |
| 1111 43130 TOWN REGISTRATION FE | -30,000 | 0 | -30,000 | -44,105.00 | | 14,105.00 | 147.0% | | |
| 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

| FOR 2023 13 | | | ORIGINAL | TRANFRS/ | REVISED | | AVAILABLE | PCT |
|---------------|----------------------|------------|----------|------------|---------------|--------------|-------------|---------|
| ACCOUNTS FOR: | 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 | -1,125.00 | .00 | 625.00 | 225.0% |
| 1111 43150 | MOORING FEES | -100,000 | 0 | -100,000 | -102,274.47 | .00 | 2,274.47 | 102.3% |
| 1111 43151 | LAUNCH FEE | -14,000 | 0 | -14,000 | -17,439.75 | .00 | 3,439.75 | 124.6% |
| 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 | -307,062.62 | .00 | -17,937.38 | 94.5%* |
| 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 | -36,458.36 | .00 | -5,541.64 | 86.8%* |
| 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 | -3,304.00 | .00 | 1,304.00 | 165.2% |
| 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 | -27,900.00 | .00 | 2,900.00 | 111.6% |
| 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 | -85,143.72 | .00 | 75,143.72 | 851.4% |
| 1111 43540 | SEWER DEPT RENT | -25,000 | 0 | -25,000 | -25,000.00 | .00 | .00 | 100.0% |
| 1111 43555 | SNOWMOBILE/HANDICAP/ | -655 | 0 | -655 | -675.24 | .00 | 20.24 | 103.1% |
| 1111 43560 | GMP 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% |

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

| 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 | -22,789.00 | .00 | 22,789.00 | 100.0% |
| 1111 45025 | SCHOOL RESOURCE OFFI | -55,000 | 0 | -55,000 | -59,000.00 | .00 | 4,000.00 | 107.3% |
| TOTAL TOWN REVENUE | | -16,681,394 | -711,401 | -17,392,795 | -18,111,932.85 | .00 | 719,137.91 | 104.1% |
| TOTAL TOWN GENERAL FUND | | 0 | -302,802 | -302,802 | -746,484.23 | 10,102.50 | 433,579.85 | 243.2% |
| TOTAL REVENUES | | -16,681,394 | -711,401 | -17,392,795 | -18,111,932.85 | .00 | 719,137.91 | |
| TOTAL EXPENSES | | 16,681,394 | 408,599 | 17,089,993 | 17,365,448.62 | 10,102.50 | -285,558.06 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|-------------|--------------------|----------------------|-------------------|-------------|--------------|---------------------|----------------|
| GRAND TOTAL | 0 | -302,802 | -302,802 | -746,484.23 | 10,102.50 | 433,579.85 | 243.2% |

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

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

| ACCOUNTS FOR: | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---------------|-----------------|------------------|----------------|------------|--------------|------------------|-------------|
|---------------|-----------------|------------------|----------------|------------|--------------|------------------|-------------|

6000 SEWER FUND

| | | | | | | | | |
|------------------|----------------------|------------|---|------------|---------------|-----|------------|--------|
| 6000 43220 | PENALTY INTEREST | -3,000 | 0 | -3,000 | -4,964.43 | .00 | 1,964.43 | 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 | -476,970.85 | .00 | -23,029.15 | 95.4%* |
| 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 | -131,381.32 | .00 | -18,618.68 | 87.6%* |
| 6000 45004 | TOWN OF ELIOT REVENU | -200,000 | 0 | -200,000 | -255,846.81 | .00 | 55,846.81 | 127.9% |
| 6000 45005 | USERS QTRLY REVENUE | -1,500,000 | 0 | -1,500,000 | -1,592,633.33 | .00 | 92,633.33 | 106.2% |
| 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 | -5,172.46 | .00 | -2,327.54 | 69.0%* |
| 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 | -2,670,833.10 | .00 | 65,333.10 | 102.5% |

602702 SEWER LINES

| | | | | | | | | |
|-------------------|--------------------|--------|---|--------|-----------|-----|-----------|---------|
| 602702 64010 | SEWER LINES LABOR | 19,962 | 0 | 19,962 | 24,065.09 | .00 | -4,103.09 | 120.6%* |
| 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 | 46,522.25 | .00 | 13,439.75 | 77.6% |

602709 PUMP STATIONS

| | | | | | | | | |
|---------------------|--------------------|---------|---|---------|------------|-----|-----------|---------|
| 602709 64010 | PUMP STATION LABOR | 63,767 | 0 | 63,767 | 68,934.83 | .00 | -5,167.83 | 108.1%* |
| 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 | 200,918.52 | .00 | -2,436.52 | 101.2% |

602715 PUMP STATION # 6 (PNSY)

| | | | | | | | | |
|--------------|--------------------|--------|---|--------|-----------|-----|----------|-------|
| 602715 64010 | PUMP STATION # 6LA | 24,691 | 0 | 24,691 | 16,696.94 | .00 | 7,994.06 | 67.6% |
|--------------|--------------------|--------|---|--------|-----------|-----|----------|-------|

TOWN OF KITTERY - LIVE



YEAR-TO-DATE BUDGET REPORT

| FOR 2023 13 | | | 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 | 39,385.29 | .00 | 19,105.71 | 67.3% |
| 602716 PUMP STATION # 7 (ELIOT) | | | | | | | | | |
| 602716 | 64010 | PUMP STATION # 7 L | 22,846 | 0 | 22,846 | 24,396.53 | .00 | -1,550.53 | 106.8%* |
| 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 | 39,066.96 | .00 | 2,309.04 | 94.4% |
| 602750 TREATMENT PLANT | | | | | | | | | |
| 602750 | 64010 | TREATMENT PLANT LA | 159,465 | 0 | 159,465 | 167,615.97 | .00 | -8,150.97 | 105.1%* |
| 602750 | 64019 | PLANT MAINT LABOR | 61,591 | 0 | 61,591 | 60,633.58 | .00 | 957.42 | 98.4% |
| 602750 | 64030 | OVERTIME | 40,000 | 0 | 40,000 | 30,544.45 | .00 | 9,455.55 | 76.4% |
| 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 | 29,101.69 | .00 | 15,898.31 | 64.7% |
| 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 13 | | | 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 | 1,019,569.65 | .00 | 70,176.35 | 93.6% |
| 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 | 25,000.00 | .00 | .00 | 100.0% |
| 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 | 1,196,016.41 | .00 | 14,655.59 | 98.8% |
| 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 13 | | | | | | | | | |
|--------------------------------|------------|----------|------------|---------------|--------------|-------------|---------|--|--|
| 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 | -62,520.00 | .00 | 62,520.00 | 100.0% | | |
| 606000 67500 EXPENSE | 0 | 0 | 0 | 330,027.19 | .00 | -330,027.19 | 100.0%* | | |
| TOTAL IMPACT FEE SEWER | 0 | 0 | 0 | 267,507.19 | .00 | -267,507.19 | 100.0% | | |
| TOTAL SEWER FUND | 53,229 | 0 | 53,229 | 261,890.21 | .00 | -208,661.21 | 492.0% | | |
| TOTAL REVENUES | -2,605,500 | 0 | -2,605,500 | -2,739,353.10 | .00 | 133,853.10 | | | |
| TOTAL EXPENSES | 2,658,729 | 0 | 2,658,729 | 3,001,243.31 | .00 | -342,514.31 | | | |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|----------------|
| GRAND TOTAL | 53,229 | 0 | 53,229 | 261,890.21 | .00 | -208,661.21 | 492.0% |

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



TOWN OF KITTEHY
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 Melissa Harrington
please print

Applicant's Address 21 Utchenfield Rd Kittery, ME 03904
please print

Applicant's mailing address if different from above: same

Applicant's Email address (required) Sundaysupper.me@gmail

Date of Birth 12.10.82 Applicant's Telephone Number: 603.762.6064

Business Name: Sunday Supper LLC
please print

Business Address: same as above
please print

Business Telephone Number: same

Signature of Applicant Melissa Harrington DATE: July 10, 2023

LICENSE FEE: \$ 50-

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

Town Manager's Signature: _____

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

KITTEERY, 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



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: Robert Myott please print

Applicant's Address: 388 Mount Hope Rd Sanford, ME 04073 please print

Applicant's mailing address if different from above: 1126 Main St Sanford, ME 04073

Applicant's Email address (required): Myott.bms@gmail.com

Date of Birth: 6/11/87 Applicant's Telephone Number: (207) 459-0747

Business Name: Subway Better Management Solutions LLC please print

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

Business Telephone Number: (207) 439-8511

Signature of Applicant: Robert Myott Date: 7/31/23

LICENSE FEE: \$ 50

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

Town Manager's Signature: _____

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

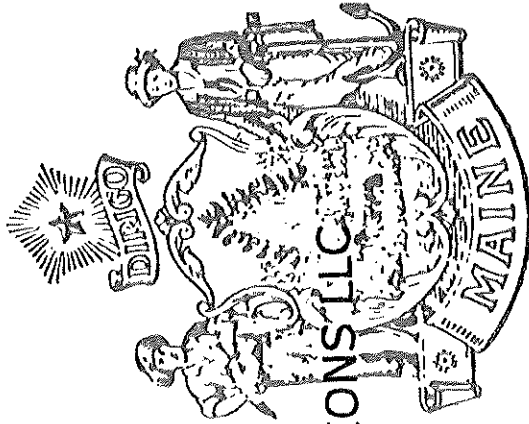
EST ID: 5772

EATING PLACE TIER 1 4 Seats (in)

EXPIRES: 07/05/2024

SUBWAY
290 ROUTE 1
KITTERY ME 03904

ATTN BOB MYOTT
BETTER MANAGEMENT SOLUTIONS LLC
SUBWAY
1126 MAIN ST
SANFORD ME 04073



FEE: \$220.00

Jeanne M. Lombard

Commissioner

NON-TRANSFERABLE

MISCELLANEOUS PAYMENT RECPT#: 761842
TOWN OF KITTEERY
200 ROGERS ROAD

KITTEERY, ME 03904

DATE: 08/03/23 TIME: 15:16:35
CLERK: 220jwheel DEPT:
CUSTOMER#:

PARCEL:

| | | |
|----------------------------|------------|-------|
| CHG: CLERK | CLERK FEES | 50.00 |
| <hr/> | | |
| REVENUE: | | |
| 1 1111 | 43120 | 50.00 |
| TOWN CLERK FEES | | |
| REF1: VIC LIC REF2: | | |
| CASH: | | |
| 1000 | 11011 | 50.00 |
| CHECKING | | |
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AMOUNT PAID: 50.00

PAID BY: SUBWAY
PAYMENT METH: CHECK
 1333

REFERENCE:

AMT TENDERED: 50.00
AMT APPLIED: 50.00
CHANGE: .00

Jillian Richards

From: Kearsten Metz
Sent: Thursday, August 3, 2023 3:37 PM
To: Jillian Richards; Craig Alfis
Subject: RE: New Victualers License Application - Subway / Better Management Solutions LLC

Hi Jill,

This application has received Code Enforcement approval.
Please let me know if you have any questions.

Best,
Kearsten Metz
Code Enforcement Officer
Town of Kittery
207-475-1305

From: Jillian Richards <JRichards@kitteryme.org>
Sent: Thursday, August 3, 2023 3:20 PM
To: Kearsten Metz <KMetz@kitteryme.org>; Craig Alfis <CEO@kitteryme.org>
Subject: New Victualers License Application - Subway / Better Management Solutions LLC

Jillian Richards

*Town Clerk
Registrar of Voters
General Assistance Administrator*
Town of Kittery
200 Rogers Road
Kittery, ME 03904
207-475-1313 JRichards@kitteryme.org



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

REPORT TO TOWN COUNCIL

Meeting Date: August 21, 2023
From: Kendra Amaral, Town Manager
CC: Dutch Dunkelberger, Planning Board Chair
Subject: Title 16 – Septic System
Sponsor: N/A

OVERVIEW

A zoning ordinance change application was received by the Town from applicant James and Tudor Austin to amend Title 16 – Septic Systems to allow variances for first-time septic systems in minimum setback areas. Per Town procedure, the application is reviewed by the Planning Board, through public hearing, for recommendation to the Town Council for action.

The Planning Board held a public hearing on July 13, 2023 on the matter, and voted unanimously not to recommend adoption by the Town Council.

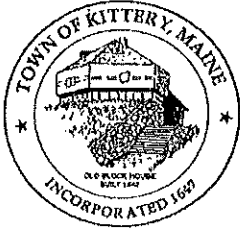
The next phase in the process is for the Council to conduct a public hearing and determine whether or not to adopt the requested amendment.

PROPOSED SOLUTION/RECOMMENDATION

N/A

ATTACHMENTS

- Application
- Staff Review
- July 13, 2023 Planning Board Minutes



TOWN OF KITTERY MAINE
TOWN PLANNING AND DEVELOPMENT
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1323 Fax: 207-439-6806

| | | | |
|-----------------|--|-----------------------|-------------------------------|
| Office Use Only | Application Fee: <input type="checkbox"/> \$300.00 | Date Submitted: _____ | Amount Paid: \$ <u>300.00</u> |
|-----------------|--|-----------------------|-------------------------------|

| | | | |
|-----------------------|-------|----------------------|---|
| APPLICANT INFORMATION | NAME | JAMES + TUDOR AUSTIN | MAILING ADDRESS PO. Box 278 Kittery Point ME 03905 |
| | PHONE | 207-439-0593 | |
| | CITY | 207-475-4254 | |

| | | |
|-----------------------|--|------------------------------|
| Zoning Amendment Type | <input checked="" type="checkbox"/> Text | <input type="checkbox"/> Map |
|-----------------------|--|------------------------------|

COMPLETE ONLY THE APPLICABLE SECTIONS BELOW

Amendment to Land Use Code (Text Change)

The proposed amendment would be: A new provision to the code A change to the existing code

NEW PROVISION TO THE CODE

Provide proposed ordinance language and code section format and numbering in space below

SEE ATTACHED

Provide a narrative of why the proposed amendment would be beneficial for the Town in the space provided below. Include benefits and hardship this would address.

SEE ATTACHED

ADDITIONS AND MODIFICATIONS TO THE EXISTING CODE

Code section number to be amended

Proposed amendment language

SEE ATTACHED

Provide a narrative of why the proposed amendment would be beneficial for the Town in the space provided below. Include benefits and hardship this would address.

SEE ATTACHED

Amendment to the Land Use Zoning Map

Provide a narrative of the proposed change including benefits for the Town, compatibility to the abutting land uses and any supporting information. Also, attach a sketch of the proposed map change with this application.

ADDITIONS AND MODIFICATIONS TO THE EXISTING CODE

Code section number to be amended: 16.8.10.D.(2)(b)[1]

Proposed amendment language

"§ 16.8.10

Performance standards and approval criteria.

D. Sewage disposal.

(2) Subsurface wastewater disposal systems.

(a) The developer shall submit plans for subsurface wastewater disposal designed by a Maine-licensed site evaluator in full compliance with the requirements of the State of Maine Plumbing Code, Subsurface Wastewater Disposal Rules, and this title. Subsurface wastewater disposal systems (SWDS) must be constructed according to the approved plan.

(b) All first-time subsurface wastewater disposal systems must be installed in conformance with State of Maine Subsurface Wastewater Disposal Rules and this title. The following also apply:

[1] The minimum setback distance for a first-time subsurface disposal system may not be reduced by variance. For a site that does not meet the minimum first-time system setback distances in 10-144, Chapter 241, Table 7B, variances must be processed in accordance with Section 7(B) and submitted to the Maine Department of Health and Human Services for a final determination.

[2] Clearing or removal of woody vegetation necessary to site a first-time system, and any associated fill extensions may not extend closer than is allowed in the table in § 16.5.30, Minimum setbacks from wetlands and water bodies, for subsurface sewage disposal."

Provide a narrative of why the proposed amendment would be beneficial for the Town in the space provided below. Include benefits and hardship this would address.

Absolute prohibition of variance for first-time systems would appear to be inconsistent with current technology and unique characteristics of many potential building sites in Kittery (e.g. Wood Island). Consideration of setback limit reductions based on such technology and prospectively eliminate any need for overboard discharge systems.

10-144, Chapter 241, State of Maine, Subsurface Wastewater Disposal Rules, Section 7, Paragraphs B and C (encl 1) delineate the stringent process and criteria set by the Department of Health and Human Services. Engineered design review and reduction limitations to the established setbacks defined in Table 7B (encl 2) offer necessary protection to the environment.

While Local Plumbing Inspector (LPI) review & approval/denial is permitted by these rules with the same criteria, the current ordinance removes any allowance for such consideration. It is submitted that a reasonable compromise in allowing Kittery property owners to, at least, receive consideration of proposals by the LPI, and ensuring external review by the Department sets a fair basis for the owners and environmental protection.

Enclosure 1, Austin Title 16 Amendment Request, 10-144, Chapter 241, State of Maine, Subsurface Wastewater Disposal Rules, Excerpt

SECTION 7 FIRST-TIME SYSTEMS

B. FIRST-TIME SYSTEM VARIANCE REQUESTS

1. Requests for variance: Request for first-time system variance must include a completed application submitted to the Department by the applicant. The completed application must be on a form prescribed by the Department, signed by the LPI and Site Evaluator and accompanied by the appropriate application fee. First time system variances for depth to limiting factor less than nine (9) inches are not allowed.

2. Contents of applications: An application for a first-time system variance must include the following:

(a) permit to install a system or part of a system. It must include complete plans and specifications for the proposed system and other pertinent information as required on the HHE-200 and HHE-204 forms;

(b) Requirements that cannot be met: The application must indicate the section(s) and/or provision(s) of the rules for which a variance is being requested;

(c) Basis for variance request: The reason(s) why the condition(s) set forth in the Rules cannot be met as well as justification for the variance request. Justification must include a discussion of why the variance will not have an impact upon wastewater treatment, including how additional measures may be used to offset reductions to conditions required by the rules;

(d) No conflict with local ordinances: For variances that fall under this Section, the applicant shall provide statement(s) that the completed application has been reviewed and signed by the LPI and Site Evaluator(s) on the HHE-204 form, indicating that the application is complete and does not conflict with local ordinances.

(e) Additional engineering or measures: If pretreatment or additional measures are being proposed the application must show how the proposed system and measures meet applicable sections of the rules, including the pretreatment requirements found in Section 7.

(f) Other information: The Department may request additional information from the applicant for a first-time system variance request. If the applicant fails to provide additional information requested by the Department within 60 days of the request, the variance request will automatically be denied.

3. Municipal Review: This Section authorizes the municipality to review and make a final disposition of a request for a First-Time System Variance through the LPI. The intent of this Section is that all decisions regarding these First-Time System Variances for soil conditions be made at the local level, with no requirement for Department review. However, if a municipality so chooses, it may request, in writing, that the Department make final decisions regarding these First-Time System Variances. When so notified, the Department will review and make final disposition upon all First-Time System Variance requests within a municipality's jurisdiction.

(a) Soil conditions: For a site that does not comply with the minimum soil conditions in Table 4F, the LPI or Department will use the criteria contained in Tables 7C through 7M, to evaluate the potential for a variance, except that sites with less than nine inches over hydraulically restrictive horizon, seasonal water table, or bedrock, will not be considered.

(b) Setbacks: For a site that does not comply with the minimum first-time system setback distances in Table 7B, variances must be processed in accordance with Section 7(B) (Department review required).

4. Disposition by the Department: The Department may approve a variance, deny it, or approve it with conditions. The disposition of the variance request will be in writing and state the specifications and conditions of any approval or the reasons for denial. The conditions may include deed covenants, inspections and mandatory installation of a holding tank if the system fails in the future. The disposition of the variance request comprises authorization, but not an obligation, for the LPI to issue a permit for the subject system design, if approved, or prohibition for the LPI to issue a permit for the subject system design, if denied.

C. CRITERIA USED FOR APPROVAL

1. An application, an HHE-200 Form, a Variance Request Form (HHE-204 Form) and Review Fee must be submitted to the LPI or Department, demonstrating the criteria set forth in this Section.
2. The applicant has demonstrated that there is no practical alternative for wastewater disposal, such as access to public sewer;
3. The applicant has demonstrated that there is no conflict with Shoreland Zoning;
4. The relative suitability of a proposed first-time disposal system is determined by the Department evaluating the potential for malfunctions, well contamination, groundwater contamination or impacts to waterbodies/courses associated with the proposed installation. Tables 7C through 7M will be used as guidance. The phrase "not permitted" means that a property meeting that designation in any Table in this Section is excluded from consideration for a First-Time System Variance. Slopes under the disposal area greater than 33 percent located outside the Shoreland Zone are not permitted. Applications that are determined by the Department to result in unreasonable threats to groundwater quality, drinking water wells, water bodies/courses and public health shall not be approved.
5. Minimum point value for sites within the shoreland zoned areas of major waterbodies/courses: Any proposed first-time disposal system located within the Shoreland Zone must score at least 65 points using Tables 7C through 7M to be considered acceptable, unless a local ordinance requires a higher minimum score. Applications that are determined by the Department to result in unreasonable threats to groundwater quality, drinking water wells, water bodies/courses or public health shall not be approved.
6. Owner's understanding: The owners' signatures affixed on the application for variance means that it is understood that the proposed system is not in total compliance with the Rules. The owner(s) signature also signifies that:
 - (a) The property owner is aware of the variance, its limitations and costs;
 - (b) The property owner is aware that additional engineering has been proposed to overcome limitations of the existing soils, such as increased separation distance for limiting factor, increased design flow, curtain drain, etc.
7. A deed covenant may be required by the Department for any property which obtains additional points for lot size prior to final approval of a First-Time System Variance. The covenant must stipulate that the subject property cannot be subdivided without prior approval from the LPI or the Department.
8. An 8-1/2-by-11-inch-sized map from the Maine Atlas or a U.S.G.S. topographic survey map must accompany each variance request and must indicate sufficient identification to locate the property.
9. A variance must not be approved for a lot that had a disposal site approved during Municipal or Department of Environmental Protection subdivision review unless the applicant can prove that the site requiring a variance will provide equal or better treatment of the wastewater than the previously approved site.

Notes: If the disposal system application meets the requirements of the following note(s) a First-Time System Variance is not required.

[a.] Potable water supply setbacks may be reduced, as prescribed in Section 7(A)(2).

[b.] Additional setbacks may be needed to prevent fill material extensions from encroaching onto abutting property.

[c.] All ground disturbance or clearing of woody vegetation necessary for the installation of a subsurface wastewater disposal system that occurs within 100 feet of the normal high water mark of a major water body/course must maintain a minimum setback of 75 feet from the normal high water mark of the major water body/course and also must comply with these Rules pertaining to work adjacent to or within wetlands and water bodies (for more details see Section 12).

[d.] May be reduced by Site Evaluator to 50 feet, pursuant to water tightness standards found in Section 6(H)(8) or tanks of monolithic construction.

[e.] All ground disturbance or clearing of woody vegetation necessary for the installation of a subsurface wastewater disposal system that occurs within 100 feet of the normal high water mark of a minor water body/course must maintain a minimum setback of 25 feet from the normal high water mark of the minor water body/course, except minor water courses located inside the Shoreland Zone which require a minimum setback for disturbance of 75 feet, and also must comply with these Rules pertaining to work adjacent to or within wetlands and water bodies (for more details see Section 12).

[f.] For sites with sustained slopes steeper than 3 feet horizontal to 1 foot vertical (33%) within 25 feet from a protected natural resource. If a sustained slope of 33% or greater exists less than 25 feet from a protected natural resource, it does not count toward the 25 foot setback. Sustained slopes greater than 3:1 may be part of the 75 foot setback but cannot be counted as part of the 25 foot setback (for more details see Section 12).

[g.] May be reduced to 15 feet, if the disposal area would be located down slope from the lowest point of the foundation footings.

[h.] All ground disturbance or clearing of woody vegetation necessary for the installation of a subsurface wastewater disposal system that occurs within 100 feet of the normal high water mark of a perennial stream must maintain a minimum setback of 25 feet from the normal high water mark of the perennial stream except those perennial streams which have a Shoreland Zone or those located inside the Shoreland Zone of another major waterbody/course which require a minimum setback for disturbance of 75 feet, and also must comply with these Rules pertaining to work adjacent to or within wetlands and water bodies (for more details see Section 12).

[i.] The setback may be reduced to 25 feet if the stormwater structure has an impervious liner and the fill extensions do not encroach onto the stormwater structure.

Enclosure 2, Austin Title 16 Amendment Request, 10-144, Chapter 241, State of Maine,
Subsurface Wastewater Disposal Rules, Excerpt

TABLE 7B
Setback distances for first-time systems

| Site features vs. disposal system components of various sizes | Disposal Fields (total design flow) | | | Treatment Tanks (total design flow) | | |
|--|-------------------------------------|------------------------------|-------------------|-------------------------------------|------------------------------|-------------------|
| | Less than 1,000 gpd | 1,000 to less than 2,000 gpd | 2,000 gpd or more | Less than 1,000 gpd | 1,000 to less than 2,000 gpd | 2,000 gpd or more |
| Wells with water usage of 2000 or more gpd or public water system wells | 300 feet | 300 feet | 300 feet | 150 feet | 150 feet | 150 feet |
| Potable Water Supply | 100 feet [a] | 200 feet | 300 feet | 50 feet | 100 feet | 100 feet |
| Water supply line | 10 feet | 20 feet | 25 feet | 10 feet | 10 feet | 10 feet |
| Water body/course, major [f] [h] | 100 feet [c] | 200 feet [c] | 300 feet [c] | 100 feet [d] | 100 feet [d] | 100 feet [d] |
| Water body/course, minor [e] | 50 feet [e] | 100 feet [e] | 150 feet | 50 feet | 50 feet | 50 feet |
| Drainage ditches | 25 feet | 50 feet | 75 feet | 25 feet | 25 feet | 25 feet |
| Slopes greater than 3:1 | 10 feet [f] | 18 feet [f] | 25 feet [f] | N/A | N/A | N/A |
| No full basement [e.g. slab, columns, posts] | 15 feet | 28 feet | 40 feet | 8 feet | 14 feet | 20 feet |
| Full basement [below grade foundation, frost walls] | 20 feet [g] | 30 feet | 40 feet | 8 feet | 14 feet | 20 feet |
| Property lines | 10 feet [b] | 18 feet [b] | 20 feet [b] | 10 feet | 15 feet | 20 feet |
| Burial sites or graveyard boundaries, measured from the toe of the fill extension | 25 feet | 25 feet | 25 feet | 25 feet | 25 feet | 25 feet |
| Stormwater infiltration systems | 100 feet | 200 feet | 300 feet | 100 feet | 100 feet | 100 feet |
| Wetponds, retention ponds, and detention basins (excavated below grade); Soil filters, underdrained swales, underdrained outlets, and similar structures | 50 feet [i] | 100 feet [i] | 150 feet [i] | 50 feet [i] | 50 feet [i] | 50 feet [i] |
| Stormwater detention basins (basin bottom at or above predevelopment grade) | 25 feet | 50 feet [i] | 75 feet [i] | 25 feet | 25 feet | 25 feet |



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

TO: PLANNING BOARD
FROM: JASON GARNHAM, DIRECTOR OF PLANNING & DEVELOPMENT
SUBJECT: PROPOSED FIRST TIME SEPTIC VARIANCE AMENDMENT TO TITLE 16: PUBLIC HEARING
DATE: JULY 13, 2023

James and Tudor Austin are requesting a change to Title 16's land use ordinance, specifically to §16.8.10 D. which concerns first-time septic variances. The Town's current ordinance prohibits first time septic system variances sought to reduce setback distances. The State allows an applicant to apply for such a variance. The change proposed by the Austins would align Kittery's ordinance with that of the State by referencing the State's statute as the avenue by which an applicant could apply for such a variance. Please see the additional materials provided by the Austins as well as the letter from Kittery's Code Enforcement Officers.

In Kittery, a first-time septic system permit, which is the permit needed for property that does not have a septic system and is not replacing a septic system, must meet minimum setback distances from drinking water wells, wetlands and waterbodies, and if it cannot, the septic system is not allowed.

The Planning Board advises Town Council regarding proposed changes to Title 16, Kittery's Land Use Ordinances. The Board reviewed this proposal and voted to schedule a public hearing during the June 22, 2023 meeting. At this meeting the Board should hold a public hearing, discuss the implications of the proposed changes for future development in Kittery, and, if appropriate, vote on a recommendation to forward to Town Council.

Action:

1. The Planning Board should hear from the applicant and discuss the proposed amendment.
2. Open, hold, and close a public hearing.
3. If appropriate, vote on a recommendation for Town Council.

Motions:

Move to open/ close Public Hearing.

Motion to recommend adoption of the proposed amendments by Town Council

Move to recommend adoption by Town Council of amendments to Kittery Town Code §16.8.10 D to allow first-time septic system variances as proposed by James and Tudor Austin in their petition submitted December 2, 2022 (or as amended).

Staff Comments:

The proposed amendment would enable development of septic systems on certain properties located within Shoreland areas which may currently be undevelopable due to zoning restrictions.

Zoning ordinances are required by state law to be consistent with a comprehensive plan (MRS Title 30-A, Sec. 4352). The following **Goals and Objectives** from **Kittery's Comprehensive Plan 2015-2025** relate to this proposed amendment:

Goal 2: To protect Kittery's Natural Resources including watershed, fresh water, wetlands and vernal pools, agricultural lands, forest resources, open space and recreation

- Objective 2.1: Protect and preserve critical open spaces for passive recreation, visual impact and preservation of wildlife habitats, coastal (saltwater) wetlands, freshwater wetlands, and vernal pools
- Objective 2.2: Increase opportunities for recreation

Goal 6: To protect the town's coastline, the working waterfront, and ENSURE APPROPRIATE access to and enjoyment of the water while protecting it from environmental impacts

State of Maine Goal: To protect the State's marine resources industry, ports and harbors from incompatible development and to promote access to the shore for commercial fishermen and the public

- Objective 6.1. Increase access to the waterfront
- Objective 6.3. Protect marine resources

Goal 8: Ensure that the Town's regulations support desired land uses

Objective 8.1. Update Town code and apply land use regulations to guide desirable development in appropriate locations

- 8.1.3. Review and revise Town codes to account for the impacts of sea level rise and climate adaptation
- 8.1.5. Encourage the protection of open space and landscape features within developments and/ or in the no growth/ limited growth areas

Summary:

Town policies are mixed. Some prioritize preservation of natural resources and open space while others encourage activity in shore areas. Public health, safety, and environmental quality will be maintained via state and local permit processes which require adherence to specific standards. Staff find that the proposed amendment would not result in significant adverse impacts to public health and safety or the environment but could result in incremental development of shoreland or open space areas which policies generally discourage. Staff do not take a strong position in favor of or against the proposed amendment at this time.



TOWN OF KITTRERY
Code Enforcement Officer
200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1308 Fax: (207) 439-6806

January 4, 2023

To: Dutch Dunkelburger, Planning Board Chair
From: Kearsten Metz, Code Enforcement Officer

RE: First-Time Disposal System Variance Amendment

Dear Mr. Dunkelburger,

I am writing at the request of the Planning Department to clarify the changes proposed with the First-Time Disposal System Variance Amendment. Please note that all supporting documentation has been included.

The current ordinance reads as follows: *Chapter 16 §8.10 (D)[2] In no instance may a primary or reserve disposal area be permitted on soils or on a lot requiring a first-time system variance request per the State of Maine Subsurface Wastewater Disposal Rules.* This current language restricts parcels that are unable to meet the current first-time system requirements from installing a non-conforming system.

The proposed amendment to this ordinance would allow first time system variances for parcels that are unable to meet the State of Maine Subsurface Wastewater Disposal Rules. The State rules use a point system to quantify the potential impacts of the issuance of the variance. This system mandates that any proposed system outside of the Shoreland Zone must score a total of 50 points, and systems within the Shoreland Zone must score a total of 65 points. Any system variance scoring lower than the minimum or falling in a “not allowed” category in the scoring matrix would be denied. The proposed ordinance is less stringent than our current ordinance, but the State’s guidelines still provide restrictions to protect the local resources.

In final review, the amendment proposed loosens the restriction first time system variances for subsurface wastewater disposal systems in the Town of Kittery. If the restriction is removed the minimum State of Maine Subsurface Wastewater Rules would still apply . Please let me know if you have any questions or concerns in regards to this matter.

Sincerely,

Kearsten Metz
Code Enforcement Officer

CALL TO ORDER

ROLL CALL

Present: Steve Bellantone, Member, Earldean Wells, Member, Russell White, Member, Ethan Bensley, Member, Robert Doyle, Member, Karen Kalmar, Vice Chair, and Dutch Dunkelberger, Chair

Absent:

Staff: Max Zakian, Town Planner and Jason Garnham, Director of Planning

Advisory:

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC COMMENTS

The public may attend the meeting in person or remotely via Zoom. Attendees via Zoom will be recognized during the public hearings and public comment portion of the meeting. Please note: every effort will be made to make this run smoothly; however, some technical difficulties may occur. To register via Zoom visit <https://us02web.zoom.us/j/88326455329?pwd=MklnVnF2TitkR1FIb0tnN1JGUxFrQT09> or <https://www.kitteryme.gov/planning-board>.

Public comment and opinion are welcome during this meeting. However, comments and opinions related to development projects currently being reviewed by the Planning Board will be heard only during a scheduled public hearing when all interested parties have the opportunity to participate. Those providing comment must state clearly their name and address, and record it in writing at the podium. Further, the public may submit written public comments via email, US Mail, or by hand delivery to Town Hall. Emailed comments should be sent to mzakian@kitteryme.org. 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 Planning Board or Town Staff.

There being no public comments, the Chair closed the public comments.

OLD BUSINESS –

3:20

ITEM 1 – 35 Badgers Island West, Preliminary Site Plan and Shoreland Development Plan Review

Action: approve site plan or continue review. Pursuant to §16.4 Land Use Regulations §16.7 and §16.9.3 Shoreland Development Review requirements of the Town of Kittery Land Use and Development Code, owner B.I.W. Group, LLC and agent John Chagnon with Ambit Engineering request approval to expand a legally non-conforming office building and change its use to 10 residential units at 35 Badgers Island West, Tax Map 1, Lot 34, in the Mixed-Use Badgers Island Zone (MU-BI), Shoreland Overlay Zone (OZ-SL-250'), Resource Protection Overlay Zone (OZ-RP) and the Commercial Fisheries/Maritime Use (OZ-CFMU). This is a continued review after a public hearing held on May 25, 2023.

John Chagnon, Ambit Engineering – Haley Ward, presented the project and reviewed the revisions briefly.

Brandon Holben, Winter Holben Architecture & Design reviewed the building design.

Mr. White moved to approve the preliminary plan. Seconded by Mr. Doyle. The motion passed 7-0-0.

25:35

ITEM 2 – Proposed Amendments to Title 16.8.10.D

Action: Hold a public hearing, continue review: Kittery property owners James and Tudor Austin request a change to §16.8.10-D of Kittery's Land Use and Development Code to allow variances for first-time septic systems in minimum setback areas. §16.8.10-D.2.b.1 currently states that the minimum setback distance for a first-time subsurface disposal system may not be reduced by variance. This item was last reviewed at a planning board meeting held June 22, 2023.

James Austin introduced the item briefly.

Chair Dunkelberger opened the public hearing.

Public comment was heard from: Paula Ledgett, 45 Crockett Neck Road; Lois Marshall, 100 Blackberry Place; Richard Green, Water Quality & Compliance Services Inc.; Rosemary Charlesworth, 37 Cutts Island Lane; Melissa Paly, 8 Old Cart Path; Tudor Austin, 10 Lawrence Lane; Rob Nichols, 102 Goodwin Road; and Jim Austin, 10 Lawrence Lane.

Chair Dunkelberger reported that there were email comments from: Kittery Conservation Commission, Save Kittery Water, and Jeff Clifford. Chair Dunkelberger read an emailed comment from Debbie Driscoll.

Chair Dunkelberger closed the public hearing.
Discussion ensued from the Board.

The Board voted 7-0-0, not to recommend the amendment to Town Council.

NEW BUSINESS-

1:11:08

ITEM 3 – 163 & 165 Rogers Road – Conventional Subdivision – Sketch Plan Review

Action: accept sketch plan or continue review: Engineer Rick Chellman, on behalf of applicant/owners Ruth and Karen Bouffard, is proposing to merge two existing parcels into a single 2.84 acre-lot subdivided by unit into five single-family residential dwellings, all along a shared driveway with individual private septic systems. The proposed subdivision is located on the properties of 163 and 165 Rogers Road, Tax Map 14, Lot 53 & 53-1, in the R-U (Residential-Urban) Zone.

Rick Chellman presented the project to the Board.
Discussion for the requirements of a sketch plan, and septic systems ensued.

Mr. White moved to accept the sketch plan as complete. Seconded by Mr. Bensley. The motion passed 7-0-0.

1:25:22

ITEM 4 – 21 Badgers Island West – Shoreland Development Plan Review

Action: approve shoreland development plan or continue review: Pursuant to §16.9.3 Shoreland Development Review of the Town of Kittery Land Use and Development Code, engineer Cory Belden, on behalf of owner/applicants David and Lisa Daniels, request approval to remove and redevelop an existing single-family residence on a property shared with a working waterfront business, while adding modifications to ensure access on the property for the working waterfront business. The property is located at 21 Badgers Island West, Tax Map 1, Lot 27, in the Mixed-Use Badgers Island (MU-BI) and Shoreland Overlay (OZ-SL-250') Zones, and partially within the Resource Protection (RZ-OP) and Commercial Fisheries (OZ-CFMU) Zones.

Erik Saari, Altus Engineering presented the project to the Board.
David Daniels described the working waterfront businesses to the Board.
Discussion ensued briefly on the stormwater, and parking.

Mr. White moved to accept the application. Seconded by Vice Chair Kalmar. The motion passed 6-0-1, with Ms. Wells abstaining.

The Board discussed dates for a site walk.

A site walk was scheduled for Monday, July 24, 2023 at 4:30 PM.

1:41:02

APPROVAL OF MINUTES

ITEM 5 – June 22, 2023 Meeting Minutes

Line 110: change suit to “suite”

Vice Chair Kalmar moved to approve the minutes as amended. Seconded by Mr. Bensley. The motion passed 6-0-1, with Mr. Bellantone abstaining.

1:42:14

BOARD MEMBER ITEMS-

Subcommittee reports

Mr. Garnham gave an update for KLIC and Housing Committee.

Celestyne Bragg gave an update for the Climate Adaptation Committee.

Mr. White provided an update on the Diversity, Equity & Inclusion Committee.

1:51:50

STAFF MEMBER ITEMS-

1:52:04

Adjournment

Vice Chair Kalmar moved to adjourn. Seconded by Mr. White. The motion passed 7-0-0.

The Kittery Planning Board meeting of July 13, 2023 adjourned at 7:52 p.m.

Submitted by Carrie Varao, Development Staff Clerk on July 18, 2023.

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 summary of the discussion and actions that took place. For complete details, please

**TOWN OF KITTERY, Maine
PLANNING BOARD MEETING
COUNCIL CHAMBERS**

**APPROVED
JULY 13, 2023**

refer to the video of the meeting on the Town of Kittery website at
<http://www.townhallstreams.com/locations/kittery-maine>.

TO: Board or Committee Chair

FROM: Mary Stevens and Clayton Smith

APPOINTMENT TO Conservation Commission

DATE OF INTERVIEW 7/24/23 Time 10:00

We have interviewed Mary Alice LaPoint, on the date and time noted above. We approve recommendation of the applicant and whole heartedly endorse his/her appointment for a term to expire on

12-31-2026

ATTENDANCE RECORD:

Excellent _____ *N/A*
Good _____
Poor _____

Mary Stevens
Clayton Smith
Signatures

COMMENTS:

whole heartedly endorse her appointment to the Conservation Commission - Clayton Smith, V-chair CC

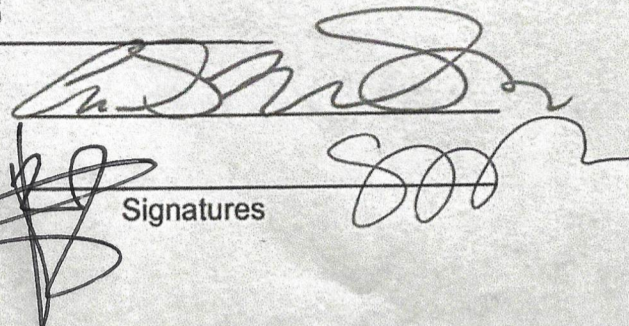
Please put appointment on the agenda for Aug 14 TC meeting

TOWN COUNCIL BOARDS AND COMMITTEES
INTERVIEW FORM

TO: KITTERY TOWN COUNCIL
FROM: COUNCILOR Colin McGuire and David Wrocklage / Sarah Phillips
RE: APPOINTMENT TO the Kittery Parks Commission

DATE OF INTERVIEW: July 17th, 2023 at 10:00 a.m./p.m.

We have interviewed Susan Foster, on the date and time
above. We approve recommendation of the applicant and whole heartedly endorse his/her
appointment for a term to expire on 12/31/2026


Signatures

ATTENDANCE RECORD (for reappointments only)

Excellent _____
Good _____
Poor _____

From: [Deborah McLean](#)
To: [Jillian Richards](#)
Subject: expo signs
Date: Monday, July 10, 2023 4:01:24 PM

Good afternoon! Here is my request for street signs for the November 2 Successful Aging Expo being held from 9 a.m. – 2 p.m. at the Kittery Community Center.

We will put signs out around October 20 and pick them up immediately after the event.

This is our sign map from previous years, which we'll be using again. I'm just listing the Kittery sign locations. Thanks for your help!

Deborah McLean
Maine Senior Guide

Maine Senior Guide
Kittery Expo 2023 signs

Kittery: downtown

John Paul Jones park, which is the intersection of Route one and government street: One of the river end facing traffic coming in from New Hampshire; two at the eastern end along government street

Corner route one and route 103

--Two signs at the diagonal corners

--One between TD Bank and Loco cocos newline one along route one headed towards the river

--One along the fence hiding Loco cocos parking Lot, about 100 yards up from route one (proximity of the Fair Tide thrift store)

Corner of government and Walker streets, at the fork

Along Walker Street between the Fork and Route one junction

Junction of old Post Road and Bennetts Street. Three signs. Two of them near the overpass

Old Post Road, across from Katy's total fitness

Old Post Road across from Kittery Inn and suites, next to town of Kittery Memorial Field sign

Rogers Road, after Jct 103. Little park next to Whipple Road just before you get to the ocean

Rogers Road going out of town just passed the abandoned restaurant on the left. There's a little sign across the street from this for the Kittery Village Center,

Corner of Rogers Road and Shapleigh Road, (On the right) mixed in with a lot of campaign signs
-- Just past highland cemetery

Rogers Road in front of the community center

Rogers Road, just above the bagel caboose. People coming back towards the circle on Rogers Road can see the sign

Back to Kittery, North to the Berwicks:

Pointy piece of land on the north end of Kittery Circle, so you can see it in both directions

Up route 236
Kittery dump road, Mackenzie Lane
Oo

Just across from Mackenzie Lane
X

In front of cannabis cured
X

North on 236, beyond dapper dog across from turnout. Just south of Marshwood middle school
X

In front of Hitchens farmstand South side
X

Near trap range sign, northside
X

By Vaughan Woods State Park sign, entering South Berwick
X

Route 4 east

1 sign in front of Masons
X

Just east of High Point
-- Two signs, one either side
Xx

One sign northbound side across from Maggie's dine and Drive
X

North Berwick Hannaford
-- One sign at each exit
Xx

Deborah McLean, Principal
dmclean@MaineSeniorGuide.com
www.MaineSeniorGuide.com
207-232-7847

Six live Successful Aging Expos in 2023

Southern Maine Successful Aging Expo Wednesday, October 4
Hilton Garden Inn 5 Park St., Freeport, Maine 04032
Gold Sponsor: **COR Health Services**
Silver Sponsor: **Aetna Medicare**

Central Maine Successful Aging Expo Thursday, October 19
Augusta Armory 179 Western Ave., Augusta, Maine 04330

Seacoast Successful Aging Expo Thursday, November 2
Kittery Community Center 120 Rogers Road, Kittery, Maine 03904
Gold Sponsor: **COR Health Services**
Silver Sponsor: **Aetna Medicare**

Past Expos in 2023

Southern Maine Successful Aging Expo Wednesday, April 19
Italian Heritage Center 40 Westland Ave., Portland, Maine 04102
Gold Sponsors: **Avita of Stroudwater/Stroudwater Lodge** and **COR Health Services**
Silver Sponsors: **Aetna Medicare** and **75 State Street**

Midcoast Maine Successful Aging Expo Friday, May 5
Elk's Lodge 210 Rankin St., Rockland, Maine 04841

Andy Valley Successful Aging Expo Friday, June 9
Ramada Inn 490 Pleasant St., Lewiston, Maine 04240



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

August 21, 2023

Dawn Hallowell, Review Committee Chair
Maine Natural Resources Conservation Program
Maine Department of Environmental Protection

Re: Kittery Land Trust: Spruce Creek - Major Preserve

Dear Committee Members,

On behalf of the Kittery Town Council, I am writing to express our strong support for the Kittery Land Trust's (KLT) application for a Maine Natural Resources Conservation Program (MNRC) grant to acquire, enhance and preserve eight (8) acres of a 14-acre parcel owned by Kimberly Major. The KLT is collaborating with Maine Coast Heritage Trust to prepare the application.

The project site is located west of Picott Road and is comprised of undeveloped uplands and mowed wet meadows that were part of the multi-generational Pettigrew family farm. The land also includes a picturesque tidal estuary system associated with a 725-foot section of Spruce Creek running through the property. The view from Picott Road toward the property and Spruce Creek is on the Kittery's Comprehensive Plan's list of valued Scenic Views and Vistas.

The diverse natural features at the site support endangered, threatened, and special concern species, including alewife, New England cottontail, and tidal wading birds and waterfowl habitat. Saltmarsh areas along Spruce Creek are expected to be impacted by raising sea levels, but this property was identified in recent climate resilience and coastal hazard studies as having favorable conditions for saltmarsh migration.

To help enhance the riparian buffer along the existing saltmarsh, KLT proposes to provide a planted buffer strip. KLT will also allow the mowed wet meadow upslope from the planting area to revert to a natural state and monitor the area to respond to potential invasive species. Restoration of natural hydrology at a stress tidal pool is also being assessed for the project.

The Kittery Town Council recognizes the importance of KLT's efforts to Kittery's environment and all of its inhabitants, and are pleased to contribute \$12,000 from our Open Space Reserve Fund towards this project. Supporting the KLT's efforts to preserve, restore and enhance the Major property will protect and restore a valuable aquatic resource and the surrounding ecosystem it supports.

The Kittery Land Trust has an exemplary track record of managing and maintaining conserved lands for public benefit. Through their diligent efforts, they have demonstrated their commitment to preserving natural spaces and providing opportunities for outdoor recreation and education to

residents and visitors alike. We have every confidence that the KLT, in partnership with the Maine Coast Heritage Trust, will continue to uphold these high standards in their stewardship of this land, ensuring its long-term protection and sustainable use.

The ecological value of the Major property and the experienced project team make this project a worthy recipient of your funding. Thank you for the opportunity to express our support.

Sincerely,

Kendra Amaral
Town Manager

cc: Kittery Town Council
Lisa Linehan, Kittery Land Trust



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

REPORT TO TOWN COUNCIL

Meeting Date: August 21, 2023
From: Kendra Amaral, Town Manager
Subject: Traffic and Parking Ad Hoc Committee
Councilor Sponsor: Chairperson Judy Spiller

OVERVIEW

The community requests for traffic calming and parking limitations in neighborhoods have grown significantly over the last year. Staff 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 neighborhood or road and at worst create new unintended problems; others are simply 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.

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. It is recommended an ad hoc Traffic and Parking Committee be established to engage residents and local businesses, subject matter experts, and Council.

The resulting policy recommendation, 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.

PROPOSED SOLUTION/RECOMMENDATION

Establish Ad Hoc Committee as proposed.

ATTACHMENTS

- Draft Traffic and Parking Ad Hoc Committee Charge

TRAFFIC AND PARKING AD HOC COMMITTEE

The **KITTERY TOWN COUNCIL** hereby establishes the Traffic and Parking Ad Hoc Committee (Traffic and Parking Committee) as follows:

1. The Traffic and Parking Committee is charged with the following objectives:
 - a. Working with a professional traffic engineer, evaluate various traffic and parking control measures for applicability and viability in Kittery. These may include:
 - i. Speed humps, bumps, inverts, and tables
 - ii. Variable speed signs, flashing signs, speed limit adjustments
 - iii. Controlled parking, permit parking, metered parking, automated/semi-automated parking enforcement systems
 - iv. Road diets, road striping, street trees, bollards, checanes, other horizontal traffic calming measures
 - v. One-ways, restricted access roads
 - b. Recommend a policy to Town Council for adoption, that identifies which measures are to be used in Kittery, and the criteria or conditions needed for each.
2. The Traffic and Parking Committee will consist of the following members, selected to represent a broad range of interested parties, jurisdictional authorities, and advisory entities in Town:
 - a. Up to 5 at-large residents appointed by the Town Council
 - b. 2 Town Councilors appointed by the Town Council
 - c. Up to 2 representatives from the Kittery business community (own/manage a business or commercial property in Kittery)
 - d. 1 representative each from: Economic Development Committee, Climate Adaptation Committee

Other interested parties that may be asked to engage in the conversation at critical junctures may include:

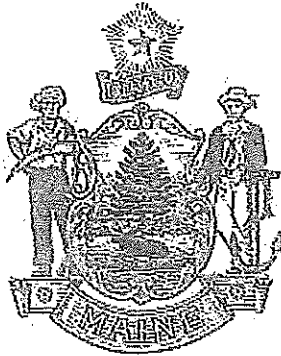
- e. Planning Board
 - f. Housing Committee
 - g. KACTS/SMPDC
 - h. Maine DOT
3. The Council will appoint the resident representatives, as recommended by the two Council members and Town Manager. The recommended resident appointees will be selected from a pool of candidates who apply to be on the Traffic and Parking Committee, who present beneficial perspectives, experiences, insight, and interest in the Town's effort and are available to actively participate in the Committee's work.

4. The Town Manager, Police Chief (or designee), and Town Planner will serve on the committee as ex officio non-voting members.
5. The Council expects the Committee to provide progress reports to the Council at appropriate times.
6. The Committee is expected to encourage input and participation from a broad range of residents and businesses.
7. The Committee will meet as often as it determines necessary to complete its work.
8. The Committee reports to the Town Council as a whole. It has no authority with municipal departments and staff, except as may be requested of, and directed by, the Town Manager. The Town Manager will be responsible for ensuring the meetings, records, and work of the Committee are managed in accordance with State Law, Town Code, and Town policy.
9. The Committee will dissolve upon issuing its recommendations, or upon vote of the Council, whichever occurs first.

Kittay
TOWN CLERK'S
OFFICE

KITTAY COPY SENT

| |
|---------------------|
| FOR OFFICE USE ONLY |
| Check # _____ |
| Amount \$ _____ |



Application to License Games of Chance

MGCU - 5300

****The application (to include the rules for the game(s)) and license fees must be received by the Gambling Control Unit at least ten business days prior to the Game(s) of Chance requested****

Games of Chance (I.E. Poker, Blackjack): \$15 Calendar Week (Monday through Sunday); \$60 Calendar Month; \$700 Calendar Year

Video Poker: \$15 Calendar Week (Monday through Sunday) or \$60 Calendar Month

Cards (Cribbage): \$30 Calendar Year or Portion Thereof

Super Cribbage Tournament Game: \$75.00 Per Tournament

Tournament Game (up to 50 players) (I.E. Texas Hold'em): \$40.00 Per Tournament; \$100.00 Calendar Month (Two Tournaments Per Month); \$750.00 Calendar Year (Two Tournaments Per Month)

Tournament Game (51 to 100 players) (I.E. Texas Hold'em): \$75.00 Per Tournament; \$200.00 Calendar Month (Two Tournaments Per Month); \$1,500 Calendar Year (Two Tournaments Per Month)

Make check payable to Treasurer, State of Maine

Return the completed and signed application to:

Department of Public Safety
Gambling Control Unit
Central Maine Commerce Center
87 State House Station
45 Commerce Drive, Suite 3
Augusta, Maine 04333-0087
(207) 626-3900 – Office
(207) 287-4356 – Fax

1. For what game(s) are you licensing (please indicate number adjacent name and attach rules for the game(s)):

Tournament (Up to 50 Players) _____ Tournament (51 to 100 Players) X

Video Poker _____ Cards (Cribbage) _____ Poker _____ Super Cribbage Tournament X

Other _____ (Specify Name of Game) _____

2. Organization Name: AMERICAN CRIBBAGE CONGRESS

Organization Number (NPO or NOC): _____ Federal Tax ID # (EIN): 56-1275233

Business Address: P.O. Box 565

City: MISSISSAUGUE State: FL Zip Code: 32741

Mailing Address: 124 Millard Phone: (207) 659-6111

City: Dorcham State: ME Zip Code: 04429

3. Current Officers:

| NAME & TITLE | ADDRESS | CITY/ZIP | PHONE | DATE TERM EXPIRES |
|--------------|--------------------------------|--------------|-------|-------------------|
| DAVID KEN UP | 344 Pines COOPERVILLE ME 04934 | 616 401-5311 | | 06-23 |

| NAME & TITLE | ADDRESS | CITY/ZIP | PHONE | DATE TERM EXPIRES |
|-------------------|------------------------------------|----------------|-------|-------------------|
| MARK SULLY E.A.O. | 89 SAM MOORE RD. WASHBURN ME 04500 | (207) 449-9001 | | 06-23 |

| NAME & TITLE | ADDRESS | CITY/ZIP | PHONE | DATE TERM EXPIRES |
|--------------------|-------------------------------------|-------------|-------|-------------------|
| TERRY WOODMAN B.M. | 263 BRADENBURY WAY MADISON ME 05508 | (800) 535-8 | | 06-23 |

| NAME & TITLE | ADDRESS | CITY/ZIP | PHONE | DATE TERM EXPIRES |
|--------------|--|--------------|-------|-------------------|
| MARK BRANTHE | 5821 MILFORD AVE. NISWANAPIDOWS WI 53151 | (715) 594-94 | | 06-23 |

4. Location where Game of Chance is to be conducted:

Kittary Lions Club 117 State St, Kittary ME 03901
BUILDING ADDRESS CITY/ZIP

5. Person responsible for the conduct of the Game(s) of Chance:

Joe Bowen 207 659-6111 SAME
NAME DAYTIME PHONE & EVENING PHONE

E-Mail Address: BOWENMAIN@GMAIL.COM

6. Circle the day(s) of the week you will be conducting Game of Chance:

Mon Tue Wed Thu Fri Sat Sun

7. What time do the doors open? 630 Am What time does the game start? 830AM

8. Dates – Please specify weeks (Monday through Sunday), full calendar months or calendar year.

09/24/2023 _____

9. Does the organization own all the equipment used in operating the Game of Chance? Yes No

If "NO", Attach a sheet of paper to this application explaining the circumstances under which the equipment was acquired. Please write your organization name and number on the sheet.

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine?

Yes No

If "YES" attach a sheet of paper to this application providing the person's name, address, and date and place of conviction or date and location of pending charge. Please write your organization name and number on the sheet.

11. Does the organization have any delinquent / outstanding Disposition of Funds Reports? Yes No

If "YES" include all reports with this application. If the reports are not included, this application is considered incomplete.

12. Fair Association Only: Attach a list of the names and home addresses of the persons operating or assisting in the licensed activity. Please write your organization name and number on the list.

13. Tournament Game Only: Specify the name(s) of the charitable organization(s) that the proceeds of the tournament will benefit.

LIONS CLUB DISTRICT 41 HONOR FLIGHT

14. The following consent must be completed by the municipal officers of the city or town where the Game(s) of Chance will take place unless a separate "Letter of Approval" is attached to this application.

Check here if you have attached a "Letter of Approval". Letters that have an expiration date of greater than five years from the issue date will not be accepted by this office

Municipal Consent to License

The undersigned being municipal officers of the City/Town of KITTANY hereby certify that we consent to the application for licensure by AMERICAN CARIBBEAN CONGRESS to operate Games of Chance in accordance with the provisions of 17 M.R.S.A. Chapter 62 and in accordance with the Rules promulgated by the State of Maine, Department of Public Safety, Gambling Control Unit governing the conduct of Games of Chance.

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

15. The applicant agrees to obey Federal, State of Maine laws, and rules governing Games of Chance promulgated by the Department of Public Safety, Gambling Control Unit. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: [Signature]

Print Name: Joseph T. Bowen Title: FD Director

Date: 07/14/2023 Age 18 or older: Yes No

From: [Joseph Bowen](#)
To: [Jillian Richards](#)
Subject: Re: Cribbage Tournament - Kittery
Date: Wednesday, August 16, 2023 12:03:02 PM

Yes, I would be happy to.

The ACC, American Cribbage Congress, was started in 1980 as a non-profit organization dedicated to making the game of Cribbage fair and fun for people of all ages. The ACC sanctions about 200 tournaments a year across the country. We also have a Board of Directors of 25 players.

At each tournament we donate to a non-profit organization. I reached out to the Kittery Lions Club because of the there Districk 41 Honor Flight program. We have also teamed up with the Elks, Eagles and many other nonprofits in Maine. I also work closely with the State Of Maine for all our licenses.

On Tue, Aug 15, 2023 at 4:02 PM Jillian Richards <JRichards@kitteryme.org> wrote:

Hi Joe,

Since you will not be able to attend our Town Council meeting next week, I was hoping you might be able to write me a short email letting the Councilor's know a little bit about your organization as well as about the cribbage tournament you will be holding at the Kittery Lions Club. I will include it with their packet on Thursday.

Jillian Richards

Town Clerk

Registrar of Voters

General Assistance Administrator

Town of Kittery

200 Rogers Road

Kittery, ME 03904

207-475-1313 JRichards@kitteryme.org