

TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1329 | Fax: (207) 439-6806
towncomments@kitteryme.org | www.kitteryme.gov

Kittery Town Council December 11, 2023 | 6:00 PM | Council Chambers & Zoom

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_Zu51yJDWS_Ks874_MoeS_g

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

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.
 - a.(120123-01) The Kittery Town Council moves to receive a presentation from the Chair of the Climate Adaptation Committee on the Climate Action Plan Strategies.
10. PUBLIC HEARINGS
 - a.(120123-02) The Kittery Town Council moves to hold a public hearing on Title 13 – Municipal Property Tax Assistance Maximum.
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.(120123-03) The Kittery Town Council moves to approve the Climate Action Plan Strategies.
 - c.(120123-04) The Kittery Town Council moves to discuss the 2024 Annual Goals.
 - d.(120123-05) The Kittery Town Council moves to appoint Todd Endres to the Kittery Port Authority for a five-year term to expire December 31, 2028.
 - e.(120123-06) The Kittery Town Council moves to appoint a Councilor along with the Chair of the Housing Committee to interview Priscilla Ford for a three-year term on the Housing Committee.
 - f.(120123-07) The Kittery Town Council moves to appoint a Councilor along with the Chair of the Capital Improvement Committee to interview Jeff Thomson for a three-year term on the Capital Improvement Committee.
 - g.(120123-08) The Kittery Town Council moves to appoint a Councilor along with the Chair of the Economic Development Committee to interview Douglas Basnett for a three-year term on the Economic Development

Committee.

h.(120123-09) The Kittery Town Council moves to accept resignations from the following members of the Conservation Committee.

- Karen Saltus
- Edwin Thompson

i. (120123-10) The Kittery Town Council moves to reappoint the following Board and Committee members; all terms are for three years and will expire December 31, 2026 unless otherwise noted.

- Frederick Nohmer – Board of Appeals
- Joyce Tobey – Board of Trustees of Trust Funds
- Erin Kempster – Climate Adaptation
- David Gibson – Climate Adaptation
- Jeffrey Clifford – Capital Improvement Plan
- Gerri Luke – KCC Board of Directors
- Rose Eppard – KCC Board of Directors
- Gale Turner – Parks Commission
- Maureen Bilodeau – Parks Commission
- Russell White – Planning Board
- Charles Patten – Port Authority (5-year term, expires 12/31/2028)
- Steven Lawrence – Port Authority (5-year term, expires 12/31/2028)

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: December 7, 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 | www.kitteryme.gov

Town Manager's Report to Town Council December 11, 2023

- 1. Holiday Parade** – Please help me in thanking the Kiwanis Club, Rotary Club, and all of the volunteers who organized and participated in the holiday parade and tree lighting on Saturday, December 2.

We are equally grateful for the Kittery Police Department and Public Works staff who helped with the parade route safety and lighting of the tree.

This event is a wonderful kick-off to the holiday season and brings the community together in a fun and festive way.

- 2. National Fish and Wildlife Foundation Grant** – I am pleased to share the Town of Kittery is a co-grant awardee with SMPDC for a National Fish and Wildlife Foundation grant. The grant will support the development of a preliminary design of nature-based solutions to enhance coastal resilience of the section of Route 103 adjacent to the Portsmouth Naval Shipyard Gate 2. The project will evaluate design options to address flood risks at this important section of Route 103. This project was proposed and will be implemented in collaboration with SMPDC and the PNS. The award is for \$545,700 of which \$25,800 is the required match.

Attached is the updated grant tracking of our efforts on applying for grants to accomplish the objectives and initiatives of the Town. Since January 1, 2022, the Town has been awarded over \$3M in state and federal grants for transportation, resiliency, building, safety, and efficiency projects. For every dollar of match (both cash and in-kind) the Town is receiving approximately \$4.42 in grant funds.

- 3. Freebie Barn** – The Freebie Barn is closed this month for maintenance and inventory. It will reopen in January.

Since relaunching the Freebie Barn program in January 1, 2023, the volunteers and community have diverted 13,068 pounds of material from the waste stream. That reduction in waste is equivalent to preventing over 19 metric tons of greenhouse gas emissions from being released into our atmosphere.

The Freebie Barn is staffed by volunteers. If you are interested in volunteering please visit kitteryme.gov/freebie-barn for more information and to sign-up.

Upcoming Dates:

- Freebie Barn Closed – Month of December
- Rte 236/Dennett Road Hydrological Study – December 14, 5PM, Town Hall
- Breakfast with Santa – December 16, 8:30AM, at the Kittery Community Center
- Town Hall Closed Holidays – December 25, 2023 and January 1, 2024
- Dog License Renewal Deadline – January 31, 2024, Town Clerk's Office

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



GRANTS SUMMARY

Applications Since: January 1, 2022

Applied for: \$8,122,776
Awarded: \$3,169,604
 Match Required: \$716,464
 Awaiting Decision: \$802,910
 Success Rate (# of Awards): 70.8%
 Money Multiplier \$4.42

Project	Grant Program	Source	REQUEST (w/o match)	Proposed Match	Match Type	Award	Award Amount (w/o match)	Award Match Requirement
Emery Field Phase 2	Land & Water Conservation	State of Maine	\$ 300,000	\$ 350,000	Cash	Yes	\$ 375,000	\$ 350,000
COVID	American Rescue Plan Act	Treasury	1,037,000	-	N/A	Yes	1,037,000	-
Legion Pond	Invasive Aquatic Plant Removal	MaineDEP	60,720	15,180	Cash	Yes	40,522	15,180
Housing/Transportation/Climate/Comms ¹	Joint Land Use Program	OLDCC (Dept Defense)	499,122	55,458	Inkind	Yes	499,122	55,458
Bullet Proof Vests	BPV Program	Bureau of Justice	6,367	-	N/A	Yes	6,367	-
FT Firefighters	SAFER	Federal	816,000	-	N/A	No	-	-
Stormwater infrastructure - Route 1	Municipal Partnership Initiative	MaineDOT	234,568	234,568	Cash	Yes	234,568	234,568
Climate Action Cohort	Community Partnership Program	Maine GOPIF	25,000	-	N/A	Yes	25,000	-
Route 1 Road Diet/Planning	Planning Partnership Initiative	MaineDOT	70,000	70,000	Cash	Yes	70,000	70,000
375th Celebration - Arts Festival	Kennebunk Savings Sponsorship	Kennebunk Savings	4,800	-	N/A	Yes	4,800	-
Spruce Creek Watershed-Based Mgmt Plan	Watershed Program	MaineDEB	34,324	31,508	Inkind & Cash	Yes	34,324	31,508
Outdoor Preschool Program	Congressionally Directed Spending	Federal Congressionally Directed Spending	100,000	-	N/A	Yes	100,000	-
Community Outreach Liaison	Congressionally Directed Spending	Federal Congressionally Directed Spending	80,000	-	N/A	Yes	80,000	-
Stevenson Road Sidewalk	BikePed Program	MDOT	400,000	381,712	Cash	No	-	-
Walker/Wentworth Sidewalk Project	DCIP	OLDCC (Dept Defense)	1,838,677	180,808	Cash	No	-	-
Whipple Stormwater and Sharrows	Municipal Partnership Initiative	MaineDOT	250,086	250,086	Cash	Yes	255,000	255,000
FT Firefighters	SAFER	Federal	878,424	-	N/A	No	-	-
Ergonomics Safety Equipment	Workplace Safety Grant	MMA	3,000	-	Cash	Yes	3,000	-
Whipple Road/Gate 2 Flood Resiliency	National Coastal Resilience Fund	National Fish and Wildlife	519,900	25,800	Inkind	Yes	519,900	25,800
LED Interior Light Conversion	Community Partnership Program	Maine GOPIF	50,000	50,829	Cash	No	-	-
Southern Maine Energy Navigator Pilot	Energy Efficiency & Conservation Block Grant	DOE	950,000	-	Inkind	Yes	800,000	-
Stevenson Road Sidewalk	BikePed Program	MDOT	720,000	247,413	Cash	Awaiting	-	-
42 -44 Old Post Haz Materials Abatement	EPA Brownfields	SMPDC	210,000	-	N/A	Yes	210,000	-
Hydrogen Cyanide Gas Meters	Workplace Safety Grant	MMA	2,878	-	Cash	Yes	1,001	-
Historic Records Preservation	Archival Projects	National Archives	82,910	27,579	Inkind & Cash	Awaiting	-	-
Seapoint Road Flooding Mitigation	Federal Lands Access Program	Federal Highway Administration	286,000	28,950	Inkind & Cash	Yes	286,000	28,950

Notes:

1. Joint Land Use Program Grant is a collaborative effort with SMPDC. SMPDC has agreed to serve as the primary applicant for this round.
2. Climate Action Cohort Grant is a collaborative effort with SMPDC, Kennebunk, Kennebunkport, and Biddeford. SMDPC is serving as the primary contact.

FINAL REPORT PRESENTATION



Highway 236/Dennett Road Hydrological Watershed Study

December 14, 2023 | 5:00 PM
Town Hall Council Chambers

HEAR THE FINAL REPORT & LEARN ABOUT WHAT'S NEXT

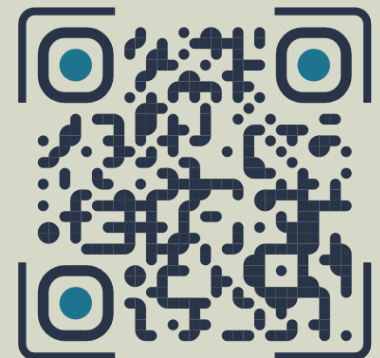
On Thursday, December 14, 2023, hear from the project team as they present their final report of the Hwy 236/Dennett Road Hydrological Watershed Study which includes:

- Evaluations of the existing water quality conditions.
- Three build-out scenario models factoring in extreme storm event/climate change predictions.
- The list of recommended mitigation alternatives for water quality benefits and flood protection.

FOR MORE INFORMATION

For previously presented materials and information, please scan the QR code here or visit our project page at:

www.kitteryme.gov/watershedmeeting



SCAN ME

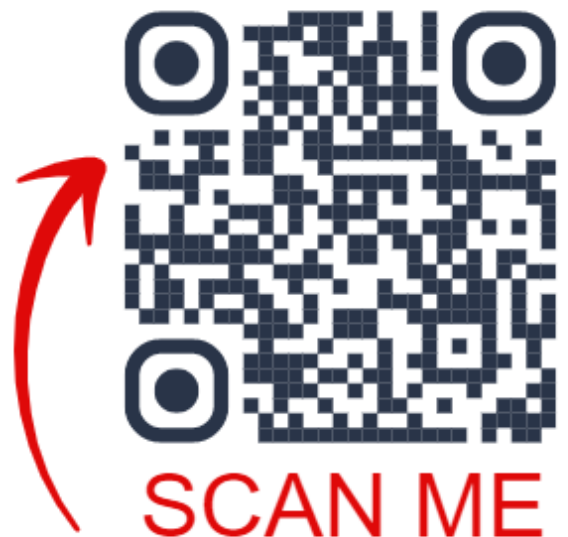


SUBSCRIBE

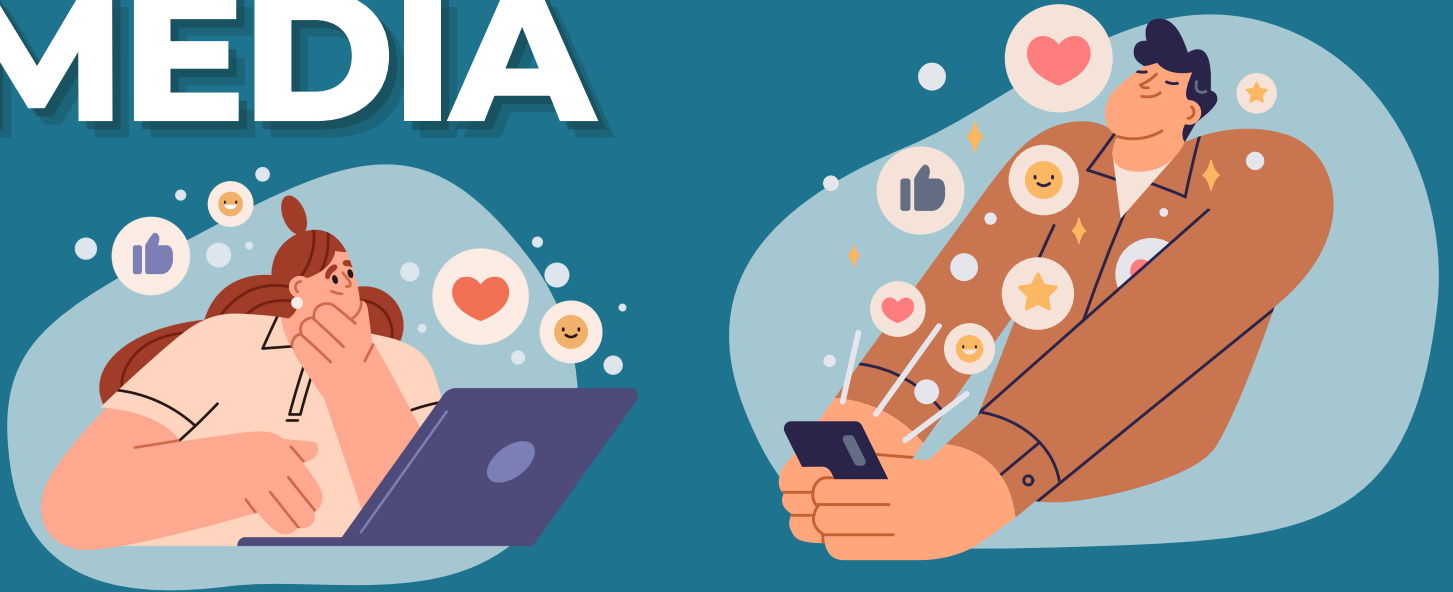


TO TOWN OF KITTERY E-ALERTS

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



FOLLOW US ON SOCIAL MEDIA



Stay connected for the latest and greatest from the Town of Kittery!



on Facebook @KitteryTownHall



on Instagram @KitteryTownHall



on Twitter @TownofKittery



on LinkedIn @town-of-kittery-maine

For more information, please visit www.kitteryme.gov.

Report to Council
Meeting Date: December 11, 2023
Kittery Climate Action Plan Strategies

From: Kittery Climate Action Plan Task Force
Sponsor: Judy Spiller

Overview

The twenty-nine climate action strategies for Council vote were developed over a two-year period and following extensive discussions with residents and Town boards and officials. They address Town vulnerabilities as we face a warming climate with increasing extreme weather; work to reduce climate-warming emissions in alignment with State goals; and include steps Kittery residents may take to address climate change.

Background

The Earth's climate has always changed. However, there is an extensive body of scientific evidence that clearly proves that human activities – mainly the burning of coal, oil, and natural gas – are the primary cause of change in the Earth's climate over the past half century. Overall, Maine has been getting warmer and wetter over the past 50 years with well documented warming atmospheric temperatures (especially in winter), rapidly warming sea surface temperatures in the Gulf of Maine, increasing extreme precipitation events and resulting floods, and rising seas.

The recent Intergovernmental Panel on Climate Change (IPCC) Sixth Assessment report¹ highlights the risks of an ever-warming climate on our health and well-being through an increase in droughts, heatwaves, storms, and floods that lead to the degradation of ecosystems that support life on Earth, increasing food insecurity, reduction in access to freshwater, increasing species extinction, damage to infrastructure, and an increase in infectious disease.

Unless we dramatically reduce global emissions of carbon pollution soon, we can expect that by 2050 Kittery will be warmer (annual temperature increase of 4-5°F) with a twofold increase in the number of extreme heat days in the warm season. The risk of summertime drought will increase, snow cover days will decrease by 20-40%, the number of extreme precipitation events will continue to increase, and relative sea-level will rise by 1-2 feet.¹

In 2019, the Kittery Town Council created the Kittery Climate Adaptation Committee to inform action to help our community address the many challenges presented by a changing climate. The Committee has accomplished much over the past five years, including evaluating Kittery's

vulnerability to coastal flooding, completing a community-wide greenhouse gas emissions inventory in collaboration with Southern Maine Planning and Development Commission (SMPDC), contributing to a Town solar ordinance, promoting the acquisition of electric vehicles and installation of EV charging stations, collaborating with Kittery Climate Action Now to bring composting of kitchen scraps to our Transfer Station, and helping raise over a million dollars in federal and state grants to help build a more climate resilient Kittery.

Over the past 18 months, our committee added members to become the Kittery Climate Action Plan Task Force and focused on the development of a climate action plan for Kittery, in collaboration with the communities of Biddeford, Kennebunk, and Kennebunkport, and SMPDC. Our vision for Kittery's Climate Action Plan is to grow public knowledge and support for a net-zero carbon emission and climate resilient community that includes social well-being, inclusive communities, and robust ecosystems.

We began our effort by engaging residents and Town staff via 30 community conversations where we discussed hopes and aspirations for Kittery and gathered input on what a climate friendly future could look like. We centered public input and engagement as we developed the framework for the plan. With help from SMPDC, we then analyzed dozens of potential strategies that serve to reduce greenhouse gas emissions and adapt to unavoidable climate change. We also collaborated with SMPDC on an updated and expanded *Climate Change Vulnerability Assessment* specifically for Kittery which includes a section on social vulnerability.

We propose to reduce annual carbon dioxide emissions from Kittery (as quantified in our *2019 Greenhouse Gas Emissions Inventory*) from non-Portsmouth Naval Shipyard sources 40% below 2019 levels by 2030. This equates to a reduction from 115,000 metric tons of carbon dioxide equivalent (MTCDE) in 2019 to 69,000 MTCDE in 2030 (the shipyard is establishing their own greenhouse gas reduction targets). Kittery will also strive to achieve net-zero carbon dioxide emissions by 2050 (net-zero emissions means cutting emissions to as close to zero as possible, with any remaining emissions counterbalanced by carbon sinks such as forests, saltmarshes, and soils.)

The 29 strategies that form the core of the Kittery Climate Action Plan are organized into five sectors: Land Use and Natural Environment; Health, Safety, and Well Being; Buildings and Energy Efficiency; Transportation, Roads, and Utilities; and Leadership and Capacity. We have focused our efforts on developing actionable strategies against which progress can be measured. A short description of each of the strategies is provided in the following five pages. We have also identified a suite of three broad cross-cutting categories:

resiliency, electrification, and efficiency (REEf). Strategies categorized as resiliency improve our adaptive capacity to a changing climate. Strategies categorized as electrification and efficiency reduce our greenhouse gas emissions.

The full Climate Action Plan report will provide additional detail on the strategies and also identifies the lead for implementing each of the 29 strategies. Of importance is that the successful implementation of the plan requires by a range of actors including the Town Administration, Town Council, Town Boards and Committees, member of our community (e.g., individuals, families, businesses, and non-profit organizations), regional institutions (Portsmouth Naval Shipyard, SMPDC, York County Emergency Management, York Hospital), and State and Federal governments. Working together we can build a more vibrant, climate-resilient, and low carbon Kittery, now and for the future.

¹ Lemcke-Stampone, MD, CP Wake, E Burakowski (2022) New Hampshire Climate Assessment 2021. *The UNH Sustainability Institute*.
<https://scholars.unh.edu/sustainability/71>

Wake, C., J. Knott, T. Lippmann, M. Stampone, T. Ballestero, D. Bjerklie, E. Burakowski, S. Glidden, I. Hosseini-Shakib, J. Jacobs, 2019: New Hampshire Coastal Flood Risk Summary – Part I: Science. Prepared for the New Hampshire Coastal Flood Risk Science and Technical Advisory Panel. Report published by the University of New Hampshire, Durham, NH, 35 pp., <https://dx.doi.org/10.34051/p/2019.1>.



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1329 | Fax: (207) 439-6806
towncomments@kitteryme.org | www.kitteryme.gov

REPORT TO TOWN COUNCIL

Meeting Date: November 27, 2023
Update: December 11, 2023
From: Kendra Amaral, Town Manager
Subject: Title 13 – Municipal Property Tax Assistance
Councilor Sponsor: Chairperson Judy Spiller

OVERVIEW

When the Council originally adopted Title 13.4.3 Municipal Property Tax Assistance (informally known as “Senior Property Tax Assistance”) it codified in the ordinance a maximum annual credit amount of \$1,000 per household.

In 2022 the Council allocated American Recovery Act Plan (ARPA) funding to increase the available credit to \$2,500 per qualifying household for three years. The final allocation of ARPA funds was applied to this year’s property taxes.

To continue to offer credits up to \$2,500 per household in the coming years, the ordinance will need to be amended.

The proposed amendment goes a step further and places the maximum annual credit allowed in Appendix A. This approach will allow the Council greater ease and flexibility in establishing a maximum annual credit amount that is responsive to inflationary and other economic impacts on qualifying seniors.

UPDATE

None

PROPOSED SOLUTION/RECOMMENDATION

Adopt the amendment as proposed.

ATTACHMENTS

- Title 13 – Municipal Property Tax Assistance Amendments
- Title 13 – Municipal Property Tax Assistance Amendments Enactment
- Senior Property Tax Assistance FAQ

**TITLE 13
MUNICIPAL PROPERTY TAX ASSISTANCE MAXIMUMS**

1. Amend the Senior Tax program to allow increased credits as follows:

- 1 § 13.4.3 **Municipal Property Tax Assistance.**
- 2 § 13.4.3.3 **Determination of benefit amount.**
- 3 Qualifying applicants are eligible to receive a credit on their taxes per household up to
- 4 the amount set out in Appendix A. ~~of up to \$1,000 per household.~~

2. Add the Senior Tax credit maximum to Appendix A as follows:

- 5 **Chapter 13.4.3 MUNICIPAL TAX ASSISTANCE**
- 6 Municipal Property Tax Assistance Benefit maximum per household \$2,500

KITTERY TOWN CODE
CHAPTER 13.4.3
MUNICIPAL PROPERTY TAX ASSISTANCE MAXIMUM

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

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

10 **WHEREAS**, the Town of Kittery seeks to ensure the Municipal Property Tax
11 Assistance maximum is set in a manner that allows for regular revision to reflect
12 current inflationary and economic pressures experienced by qualifying seniors; and

13 **WHEREAS**, Appendix A is an appropriate section of the Town Code for the Council to
14 establish and update dollar amounts associated with corresponding ordinances;

15 **NOW THEREFORE**, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN
16 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENTS TO TITLE
17 13.4.3 OF THE TOWN CODE, AND AMEND APPENDIX A 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
23 Kittery, Maine on the ____ day of _____, 20____, {NAME}, _____ ,
24 Chairperson

25 **Attest:** {NAME}, _____Town Clerk



FREQUENTLY ASKED QUESTIONS

Senior Property Tax Assistance

What is the Senior Property Tax Credit?

If you are 70 years of age or older, with an annual income that does not exceed three hundred percent (300%) of the federal poverty level and have lived in Kittery for 10 consecutive years, you may qualify for a Senior Property Tax Credit of up to \$1,000 per household.

When Can I Apply?

Applications are accepted until the July 1 deadline of each year.

How Do I Apply?

Applicants are required to return a completed application to the Deputy Tax Collector, Pauline Brewster. Applications can be submitted via e-mail to pbrewster@kitteryme.org or in person at Town Hall, located at 200 Rogers Road, Kittery, ME 03904. Along with the application, applicants must provide supporting documentation for household income, ie: tax returns, bank statements etc. Applicants must also provide a copy of a valid ID displaying their date of birth, ie: driver's license, birth certificate, passport, etc. If the applicant is applying as a renter, a copy of the rental lease is also required.

What is the Amount of the Credit?

Qualifying applicants are eligible to receive a credit of up to \$1,000 per household.

When Will I Receive My Credit?

Approved applicants will have the total amount of the credit applied to their real estate taxes by October 1 of the year in which participation is sought.

Can I Apply the Credit to Taxes Owed In a Prior Year?

No, the credit only applies to taxes within the current tax year.

Do I Have to Reapply to Continue Receiving the Credit?

Yes, the Senior Property Tax Credit must be reapplied for each year.

For more information, contact Deputy Tax Collector, Pauline Brewster
Phone: 207-475-1316 | Email: pbrewster@kitteryme.org.



FREQUENTLY ASKED QUESTIONS

Senior Tax Deferral

What is the Senior Property Tax Deferral?

If you are 70 years of age or older, with an annual income that does not exceed three hundred percent (300%) of the federal poverty level and have lived in Kittery for 10 consecutive years, in an eligible homestead, you may qualify to defer your property taxes.

When Can I Apply?

Applications are accepted throughout the calendar year.

How Do I Apply?

Applicants are required to return a completed application to the Deputy Tax Collector, Pauline Brewster. Applications can be submitted via e-mail to pbrewster@kitteryme.org or in person at Town Hall, located at 200 Rogers Road, Kittery, ME 03904. Along with the application, applicants must provide supporting documentation for household income, ie: tax returns, bank statements etc. Applicants must also provide a copy of a valid ID displaying their date of birth, ie: driver's license, birth certificate, passport, etc.

How Long Can My Taxes Be Deferred?

If you qualify, taxes may be deferred until you transfer ownership of your home, or you cease to use it as your primary residence.

How Will I Be Notified About My Approval or Denial?

Applicants will be notified by mail.

Do I Have to Reapply to Continue Receiving the Deferral?

Once approved, no reapplication is needed.

For more information, contact Deputy Tax Collector, Pauline Brewster
Phone: 207-475-1316 | Email: pbrewster@kitteryme.org.

LAND USE & NATURAL ENVIRONMENT

Helping our environment respond to climate change.

1. Direct growth to areas with existing infrastructure and low flood risk



- Implement coastal flood hazard ordinance.
- Refine ordinance to allow increased density in areas with sewer, water, energy transmission, public transit, and other amenities.
- Identify long-term strategies to reclaim coastal land for resiliency and public access.

2. Advance use of Low Impact Development practices



Refine Low Impact Development (LID) ordinance to:

- Allow and promote reduction and/or alternatives to impervious surfaces and stormwater runoff to limit groundwater rise and erosion.
- Require limit on soil disturbance.
- Require preservation and maintenance of natural landscapes with native vegetation.
- Allow and promote nature-based stormwater solutions.



3. Preserve and protect natural areas and local farms/food producers



- Expand protection and preservation of critical ecosystems such as salt and freshwater marshes.
- Direct development away from flood-prone areas.
- Monitor shoreland buffer modifications and fine violators.
- Refine subdivision ordinance to require more open space in zones with no public utilities.
- Add seasonal farmstand definition to ordinance and remove regulatory barriers for establishing seasonal farmstands.

4. Limit use of fertilizers, pesticides, and herbicides



- Advocate for statewide limits on residential use of fertilizers, pesticides, and herbicides, particularly in shoreland areas.
- Amend ordinances to require more climate resilient landscaping.

5. Preserve and revitalize working waterfronts



- Adopt policies and ordinances that limit or remove barriers to access to coastal areas and working waterfront.
- Promote access to the fishing, landing, and processing of sustainable food sources from the waterfront, and encourage development of new/emerging fisheries and aquaculture.
- Support infrastructure at dock and marine facilities to enable electric fleets.
- Support the development of aquaculture.
- Permit only water-dependent uses along the shore.
- Require future coastal development/redevelopment to be climate/flood resilient and energy-efficient.



6. Maintain and increase tree cover and access to shade



- Develop a Town-wide tree program to encourage protection and planting of climate-resilient trees.
- Inventory heat islands, street trees, and shade areas, and develop a plan to plant more trees and install shade areas.

HEALTH, SAFETY & WELL-BEING

Increasing health, safety, & well-being as the climate changes.



7. Provide advisories on health impacts of climate and extreme weather events



- Develop and implement communication strategies for public health advisories about climate-related health risks.
- Develop a plan for "Resilience Hubs" that can provide critical services during a disruption or health event.

8. Enhance planning for disaster response and mitigation for current and emerging climate hazards



- Develop town-level plans for climate hazards including loss of electrical service, extreme precipitation and flooding, extreme temperatures, wildfires, and drought.
- Create a coordinated climate and health response team to address disasters and establish a network for pre- and post-event coordination.
- Enhance collaboration with York County Emergency Management Agency on hazard mitigation planning.

9. Assess potential impacts of groundwater rise on septic systems and wells



Advocate for a regional groundwater modeling effort to identify areas of risk for groundwater rise and saltwater intrusion.



10. Provide education on public health impacts of climate change



- Implement community and school-based programs to educate the community about public health impacts – including vector-borne diseases, low air-quality days, and heat-related illness.
- Ensure education includes additional information-sharing methods for contacting "harder-to-reach" audiences (e.g. vulnerable populations, seasonal workers).

11. Evaluate and update evacuation routes to reflect current and future flood risk areas



Review and update evacuation routes, along with the signage and maps that direct people away from flood hazard areas.

BUILDING & ENERGY EFFICIENCY

Making our buildings and energy systems resilient to climate change.

12. Increase efficiency in public and private buildings



- Support weatherization outreach programs that provide resources and information on efficiency evaluation, Efficiency Maine incentives, contractors, and financing options.
- Create incentives to build energy efficient affordable housing within Town.
- Support the adoption of higher efficiency building codes at a regional level.
- Support monitoring of energy efficiency in municipal and school facilities – along with planning for additional efficiency measures.



13. Support efforts by Efficiency Maine to transition single family homes and other buildings to heat pumps



- Support usage of state and federal heat pump adoption programs for single family homes.
- Support current town plans to transition more municipal buildings to heat pumps. Encourage the school system to consider opportunities to transition to heat pumps.

14. Encourage distributed renewable energy



- Support community solarization programs that provide resources and information on solar evaluation, Efficiency Maine incentives, contractors, and financing options.
- Actively engage in discussions of off-shore wind and other renewable sources at the regional level.
- Continue to evaluate municipal and school property for renewable energy opportunities.

15. Support improved grid resilience



Support regional-level planning in cooperation with utilities to ensure a strong grid in the transition to greater electric dependency and for all potential crises.



16. Promote resilient building designs



- Encourage that building designs and modifications that consider both current and potential future hazards from climate change.
- Ensure critical facilities consider climate-related weather risks in both location and design and ensure they have plans for resiliency.
- Promote reuse or rehabilitation of buildings and homes.

17. Promote hazard disclosure for property transactions



Encourage the State to require flood risk disclosures for all property transactions.

TRANSPORTATION, ROADS & UTILITIES

Making our transportation systems and infrastructure ready for climate change.

18. Expand access to and use of public transportation services



Mount a concerted regional effort towards expansion of public transportation throughout southern Maine.

19. Direct development to areas of town with public utilities, public transportation and essential services



- Modify land use codes to promote infill development.
- Redevelop brownfield sites to increase housing stock.

20. Improve bikeability and walkability



Improve and expand the walkability and bikeability of our roadways with safe, comfortable, and convenient paths, sidewalks, and bikeways.



21. Reduce paved areas in new development and redevelopment projects



- Review and amend parking ordinances to reduce minimum requirements and build in flexibility.
- Review and update minimum parking space dimensions and parking lot design, including compact car spaces where appropriate.



22. Expand electric vehicle charging on public and private land



- Expand public EV charging locations through public/private partnerships – including in existing publicly-accessible but privately-owned lots and on the waterfront and wharfs.
- Require EV chargers or EV-ready parking in new development and redevelopment projects.

23. Increase public and private use of electric vehicles



- Transition municipal, school, and public transit fleets to EVs.
- Ensure the public has user-friendly information and resources to encourage and assist with purchasing EVs.
- Continue to push for EV charging stations along state/interstate highways as well as locally.

24. Protect critical water-related infrastructure



Assess and protect critical assets such as drinking water, wastewater and stormwater management infrastructure that will be impacted by sea level rise, storm surge, flooding and extreme weather events associated with climate change.

25. Assess vulnerability and improve resilience of transportation infrastructure



- Assess impacts of heat, groundwater and sea level rise on local transportation infrastructure (roads, culverts and bridges) to understand vulnerabilities.
- Plan and conduct appropriate upgrades such as raising or relocation of transportation infrastructure.
- Amend road design standards to include climate resilience.
- Adopt a policy stating the Town will only consider adopting roads that meet updated standards.



RESILIENCY



ELECTRIFICATION



EFFICIENCY

LEADERSHIP & CAPACITY

Fostering leadership and support to implement our Climate Action Plan.



26. Ensure municipal decision-making and funding strategies considers resilience and sustainability



- Adopt protocols to account for environmental conditions of today and tomorrow in municipal decision-making.
- Include funding for resilience and sustainability infrastructure investments in annual budgets and capital plans. Provide ongoing funding for staff to plan and implement projects.

27. Grow municipal capacity to support and implement climate adaptation strategies



Provide town departments with the resources, space, staff, and training needed to identify, evaluate, plan, and implement adaptation approaches.

28. Engage the community, schools, and local businesses in ongoing sustainability and resilience efforts



- Encourage more residents and local companies to take action in their own homes and businesses by providing support, education, and programs.
- Maximize composting of organic material, recycling and reuse, and reduce the use of single-use plastic in Town operations.



29. Advocate for resiliency and sustainability education at the state level



- Ensure incorporation of climate change and resiliency into core and project-based learning requirements.
- Provide opportunities for sharing information, successes, and lessons learned throughout the region and state.



RESILIENCY



ELECTRIFICATION



EFFICIENCY



TOWN COUNCIL & TOWN MANAGER

ANNUAL GOALS

2024

DRAFT

Town Council Goals

Council Conduct

- Continue to conduct Council business respectfully as we work toward consensus and capitalize on our experiences and diversity

Affordability

- Continue to support community conversations around understanding affordable housing and its role in Kittery (3.3, 4.1, 4.2, 8.5)
- Direct funding, where appropriate, to the Housing Fund (4.1, 4.2)
- Consider establishing Housing and Transportation TIFs in key areas of Town

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)
- Adopt a Traffic Calming and Parking Management policies (5.4)
- Guide evaluation and funding strategies for the implementation of the Memorial Field Rehabilitation and KCC Master Plan
- Adopt a community calendar that reflects diverse celebrations and support the recognition of the celebrations throughout the community

Climate Resilience

- Create a climate resilience reserve fund to fund implementation of the Climate Action Plan (9.1, 9.2)
- Revise ordinances to require and permit only water-dependent uses along the shore (CAP 5)
- Adopt Low Impact Development ordinance to reduce impervious surfaces and preserve natural landscapes and native vegetation (CAP 2)
- Advance greater electrification of the Town's operations and fleet (9.2)
- Actively engage with regional partners to advocate for:
 - Statewide limits on residential use of fertilizers, pesticides, and herbicides (CAP 4)
 - Expansion of public transit in southern Maine (CAP 18)

Fiscal Responsibility and Town Services

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

Town Manager Goals

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

Launch the Comprehensive Plan Update and include robust public engagement and incorporation of various existing plans and input including the Climate Action Plan, DEI Committee review, Bike/Ped Master Plan, housing goals, Joint Land Use initiatives, Library Strategic Plan, among others.

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)
- Recommend amendments to the Business Park Zone that reflect the hydrological study, community objectives, and market analysis (3.2, 3.5)
- Evaluate opportunities to establish TIF districts for housing and transportation.

Climate Action

- Inventory heat islands, street trees, shade areas, and develop plan to plant more trees and install shade trees. (CAP 6)
- Develop and implement community strategies for public health advisories about climate-related health risks (CAP 7)
- Working with PNS and York County Emergency Management review and update evacuation routes, signage, and maps to direct people away from flood and climate-related hazards (CAP 11)
- Implement DOE Energy Efficiency Block Grant to incentivize and support residential weatherization and energy efficiency improvements for low and mid-income residents (CAP 12)

Social and Racial Equity and Justice

- Develop programs, recognitions, and activities that engage the community and draw attention to the diversity of annual celebrations observed throughout the community
- Assist in the implementation of regular diversity education/engagement programs that bring community members together, celebrates the diversity of Kittery, and increases the sense of belonging for all people

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)
- Propose a budget that sufficiently provides for the public safety needs of the community in the areas of Fire, Police and Dispatch.
- Engage in the upcoming successor collective bargaining agreements with the goal of balancing recruitment and retention of high-quality staff with affordability for the community.

Enhance Municipal Services

- Launch Police Citizens Academy and expand to other areas as appropriate
- Continue to implement short-term recommendations from Bike/Ped Master Plan (5.2, 5.3, 9.1)
- Finish development of the five-year strategic plan for the Library and present recommendations
- Develop a funding plan for the implementation of the Memorial Field Rehabilitation and KCC Master Plan
- Create a youth “club” that offers drop in/unscheduled youth activities at the KCC.

TOWN COUNCIL BOARDS AND COMMITTEES
INTERVIEW FORM

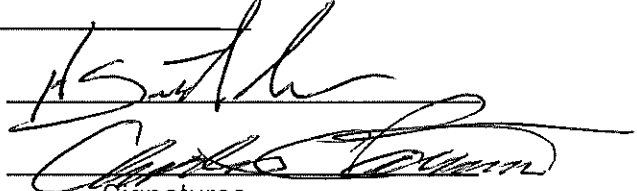
TO: KITTERY TOWN COUNCIL

FROM: COUNCILOR H SCOTT MASON and CHARLICE PATTEN

RE: APPOINTMENT TO KPA

DATE OF INTERVIEW: 10/16/23 at 10:30 a.m./p.m.

We have interviewed TODD ENDRES, 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 _____


Signatures

ATTENDANCE RECORD (for reappointments only)

Excellent _____

Good _____

Poor _____

From: [Kittery ME via Kittery ME](#)
To: [Jillian Richards](#); [Jennifer Wheeler](#)
Subject: Form submission from: Town of Kittery Board & Committee Application
Date: Tuesday, December 20, 2022 5:17:06 PM

Submitted on Tuesday, December 20, 2022 - 5:16pm
Submitted by anonymous user: 2601:196:180:6b0:bd56:d578:f0d1:4f3c
Submitted values are:

Name: Priscilla Ford
Residence: 10 Woodlawn Ave Kittery Maine 03904
Mailing (if different):
E-Mail Address: pford@alandrealty.com
Cell Phone Number: 207-752-4446
Home Phone Number: :
Work Phone Number:
Board, Committee & Commission Choices: Housing Committee
Rank Choices By Priority: I'm only interested in the housing committee as that is my area of knowledge.
Education/Training: 9 years as a local realtor.
Related Experience (Including other Boards and Commissions): I'm a realtor who has helped many first time buyers stay in our town.
Present Employment: Realtor- Aland Realty Kittery
Are You a Registered Voter in the Town of Kittery? Yes
Do You Have Any Conflicts of Interest? No.
Reason for Application to this Board: I feel very passionate about helping members of our community get to stay here. I also am a landlord and have two affordable rental units in the village. I love our town and would be really excited to get involved!
I have attended at least two meetings of the board for which application is being made: Have not
I agree to attend all meetings, except for illness/emergency & will advise the Chair when unable to attend: Agree
Signature: priscilla ford

The results of this submission may be viewed at:
<https://www.kitteryme.gov/node/71141/submission/15551>



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Jeff Thomson

RESIDENCE: 25 Old Post Rd

MAILING (if different) _____

E-MAIL ADDRESS: jeffdtthomson@gmail.com

PHONE #: (H) _____ (W) _____ (C) 207-752-1313

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

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

Other Capital Improvement Committee

EDUCATION/TRAINING: BA Economics, Masters in Public Administration, 30 graduate credits in Economics

RELATED EXPERIENCE (Including other Boards and Commissions) Kittery Town Council (24 yrs) 1976-1979, 1985-1991,

2006-2021, Transfer Station Building Committee (BC) 1986-1997, School Super Search Committee 1990, Traip

Academy BC 1990-1993, Member- Me/NH Interstate Bridge Authority 1997-2004, KCC Building Committee 2010-2012,

KCC Board of Directors 2012-2018, Trustee of Trust Funds 1985-1986, 1988-1991, 2009 - Present

PRESENT EMPLOYMENT: Retired Economist - U.S. Dept. of Labor 30 yrs; High School Educator (Retired) 11 years

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

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

REASON FOR APPLICATION TO THIS BOARD: Continue service to community

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

Please read the back of this application before signing.

Jeff Thomson
SIGNATURE OF APPLICANT

11/27/2023
DATE



RF 1/13/22
11:21

TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Douglas Basnett

RESIDENCE: 37 Mill Pond Rd

MAILING (if different) Same

E-MAIL ADDRESS: doug00@comcast.net

PHONE #: (H) _____ (W) _____ (C) (603) 848-7186

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

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

EDUCATION/TRAINING: Architectural Engineering

RELATED EXPERIENCE (Including other Boards and Commissions) _____

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

Member of Epoch Corporation Board of Directors

PRESENT EMPLOYMENT: Preferred Building Systems

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

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

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

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

Please read the back of this application before signing.

Douglas Basnett
SIGNATURE OF APPLICANT

1/13/22
DATE

From: [Clayton Smith](#)
To: [Jillian Richards](#)
Subject: Conservation Commission member resignations
Date: Tuesday, November 28, 2023 8:41:32 PM

Morning Jillian,

As a followup to our conversation this past Monday regarding the resignation of two Conservation Commission members;

- Both Karen Saltus (member) and Edwin Thompson (assoc. member) have been inactive with the Conservation Commission for more than a year and both of their current term ends on 12/31/2024.
- I had reached out to Ms. Saltus and Mr. Thompson separately on Nov. 18th via email asking about their desire and/or ability to become an active member again in the near future or would they consider resigning from the Commission so that another person could fill their Conservation Commissioner position.
- Both replied via email and confirmed that they still did not have the time to be an active member and were willing to resign.

Given the above, I'm requesting that at the next Town Council meeting, the councilors consider the following new business items;

- That the Kittery Town Council moves to accept the resignation from Karen Saltus from the Conservation Commission.
- That the Kittery Town Council moves to accept the resignation from Edwin Thompson from the Conservation Commission.

Thank you,
Clayton Smith
Chair
Conservation Commission