



# TOWN OF KITTERY

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

## KITTERY TOWN COUNCIL

October 26, 2020

6:00PM

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The public may submit public comments for the DISCUSSION agenda item via email, US Mail, or by dropping written comments in the Drop Box outside the Town Hall entrance. Emailed comments should be sent to [TownComments@kitteryme.org](mailto:TownComments@kitteryme.org).

The public may also participate in the meeting via Zoom webinar. **Register in advance for the webinar at** [https://us02web.zoom.us/webinar/register/WN\\_fa3hxYI\\_QNyeVVd0T9rtIA](https://us02web.zoom.us/webinar/register/WN_fa3hxYI_QNyeVVd0T9rtIA)

After registering, you will receive a confirmation email containing information about joining the webinar. Webinar participants will be able to submit questions and comments during a public hearing.

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.

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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 – None
8. Interviews for Planning Board and Board of Appeals
  - Planning Board – One Position
    - a. Russell White – Re-Appointment

**Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, this meeting will be held remotely in accordance with LD 2167. The meeting will be broadcast on Channel 22, Facebook, and live broadcast from the Town's website.**

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.
10. PUBLIC HEARINGS –
11. PUBLIC DISCUSSION
  - a. The public may submit public comments in writing or raise their hand in the webinar for the DISCUSSION agenda.
  - b. Chairperson will read written comments into the record.
  - c. Chairperson's response to public comments.
12. UNFINISHED BUSINESS
  - a. (100220-1) The Kittery Town Council moves to approve amendments to Title 16 Affordable Housing.
13. NEW BUSINESS
  - a. Donations/gifts received for Council disposition  
  
(100220-2) The Kittery Town Council moves to accept a donation from Edward and Heather Whitesell in the amount of \$50.00, to be deposited into the Thresher Memorial Account Fund.
  - b. (100220-3) The Kittery Town Council moves to accept a report on the Kittery Climate Adaptation Committee.
  - c. (100220-4) The Kittery Town Council moves to approve a Pole Permit from Central Maine Power.
  - d. (100220-5) The Kittery Town Council moves to appoint Erin Kempster to the Kittery Climate Adaptation Committee for a 3-year term to expire 12/31/2023.
  - e. (100220-6) The Kittery Town Council moves to approve the Warrant for the November 3, 2020 Election.
  - f. (100220-7) The Kittery Town Council moves to accept the resignation of Barry Fitzpatrick from the Board of Appeals effective 10/20/2020.
  - g. (100220-8) The Kittery Town Council moves to extend the waiver of enforcement of certain provisions of Title 5.7 Sidewalk Sales to December 31, 2020.

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- h. (100220-9) The Kittery Town Council moves to discuss the draft response to Seacoast Black Lives Matter.
- i. (100220-10) The Kittery Town Council moves to discuss the Town Manager's annual merit compensation.

14. COUNCILOR ISSUES OR COMMENT

15. EXECUTIVE SESSION - None

16. ADJOURNMENT

Posted: October 22, 2020

**Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, this meeting will be held remotely in accordance with LD 2167. The meeting will be broadcast on Channel 22, Facebook, and live broadcast from the Town's website.**



# TOWN OF KITTEERY

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 October 26, 2020

- 1. Election November 3** – As of October 21, approximately 4,250 absentee ballots have been issued and approximately 2,950 have been returned.

The annual Voter Registration evening will be held on October 28 from 6PM to 8PM at Town Hall. Voters can register to vote, update their registration information (such as address) and vote in-person absentee that evening.

We are also processing absentee ballot requests and in-person absentee voting at Town Hall M-Th 8AM to 6PM. Anyone interested in registering to vote or seeking an absentee ballot, but unable to come to Town Hall, may contact the Town Clerk's Office for assistance at 475-1313.

Absentee ballots can be returned to the ballot collection box right outside of Town Hall, or returned in-person during normal business hours, or during the Voter Registration night. Voters may also mail their ballot to Town Hall. Per state law, ballots must be received by 8PM on November 3rd to be counted. To request an absentee ballot or vote absentee please contact the Clerk's Office at 475-1313.

We have received some questions about "early voting". Early voting and in-person absentee voting are two different processes. Maine does not have early voting; which is when a voter places their completed ballot in the ballot counter. We have in-person absentee voting; which is when the voter seals their ballot in an envelope for it to be opened and counted at the appropriate time with other absentee ballots. The distinction may seem subtle to voters, but is important in the administration of an election.

Absentee ballot processing will begin on Tuesday, October 27. Under the Governor's Emergency Executive Order, and in anticipation of the high absentee voting, processing of absentee ballots may begin up to seven days prior to the election. Processing will take place in Council Chambers, in the area roped off from customer traffic.

The Customer Service Counter will be closed on November 3 for the election. We will reopen the following day for normal business hours. We apologize for any inconvenience in advance.

- 2. Vaccination Planning** – Though the COVID-19 vaccine is not available yet, we are taking every effort to plan for it and be ready to assist in administering the vaccine to our community as quickly as possible. To that end, the Emergency Management team is planning a one-day seasonal flu vaccine event for Town employees. By participating, staff will receive a free seasonal flu shot while we test our pandemic flu clinic plans, including crowd flow, processing, and supply needs.
- 3. Safe Halloween Event** – Please join us at the KCC for the showing of "Hotel Transylvania 2". We are offering the outdoor family-friendly movie as a safe alternative to Trick of Treating.

The movie will be October 30, 6:30PM. We will be handing out treats to the first 100 kids who attend. For more information contact the KCC at 439-3800 or visit [www.kitterycommunitycenter.org](http://www.kitterycommunitycenter.org).

4. **Kittery Housing Committee** – The Town Council appointed the existing members of the Housing Working Group to be the charter members of the newly formed Kittery Housing Committee. Their terms will begin November 14, 2020 and expire December 31, 2021. Enclosed please find the list of members appointed. We will be collecting the appropriate paperwork from members to have on file.
5. **Fiscal Year 2021, Quarter 1 Financial Report** – Please see attached.

**Upcoming Dates:**

- National Drug Take Back Day – October 24, 10AM to 2PM, Police Department
- Pepperrell Cove Float Out – October 28
- Voter Registration Night – October 28, 6PM – 8PM, Town Hall
- Halloween Movie Night – October 30, 6:30PM, KCC
- Animal Control Working Group Application Deadline – October 31, Town Clerk's Office
- Property Taxes Due – November 2
- Presidential/State/Local Election – November 3, 8AM to 8PM, Kittery Community Center
- Town Hall Customer Service Center Closed – November 3
- Town Offices Closed for Veterans Day – November 11

Respectfully Submitted,



Kendra Amaral  
Town Manager

## **Kittery Housing Committee - New**

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### ***Committee Purpose***

The Housing Committee will seek options to make Kittery more affordable by researching and advancing policies and initiatives that will result in an increase in affordable housing supply for a wide array of residents. The Committee will also recommend the use of the Housing Reserve Funds according to Title 3, and approved policies and procedures.

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### ***Committee Membership***

- Councilor Matt Brock
- Russell White, Planning Board
- Drew Fitch, Planning Board, Affordable/Market-rate housing, Economic Development Committee
- Steve Kosacz, Economic Development Committee
- Emily Flinkstrom, Fair Tide, Affordable/Market-rate housing
- Debbie Driscoll, Affordable/Market-rate housing
- Tom Emerson, Affordable/Market-rate housing, Economic Development Committee
- Kendra Amaral, Town Manager

### ***Professional Team***

- Adam Causey, Director of Planning and Development
- Bart McDonough, Town Planner
- Kathy Connor, Project Planner



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**REPORT TO TOWN COUNCIL**

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Meeting Date: October 26, 2020  
From: Kendra Amaral, Town Manager  
Subject: Fiscal Year 2021 Financial Update – Quarter 1  
Councilor Sponsor: N/A

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This is to provide the Council with an update on the Fiscal Year 2021 (FY21) finances at the close of Quarter 1 (Q1) of the fiscal year.

**Revenue**

Revenue projections are difficult to make this early in the fiscal year. Therefore, at this stage we focus on watching revenue activity, and identifying any unanticipated variations. This year we have the added challenge of COVID-19's impacts on the economy and many of our revenue-generating activities. We anticipated lower revenue as a matter of course, when developing the FY21 budget, and will be watching for variation from projections as well as year-over-year analysis.

Homestead exemptions are coming in based on last year's taxes. Current revenue from Homestead exemptions is \$238,705. We typically get a large reconciling payment in August for the prior year, then smaller payments over the course of the current fiscal year. We are cautiously watching this and State Revenue sharing. The State had indicated they are watching their own revenue challenges, and our concern is these challenges may be passed down to municipalities.

Excise tax is tracking close to collections for the same period last year. Total collected year-to-date is \$607,343, compared to approximately \$580,000 for the same period in the prior fiscal year. Due to the extended deadline for registration renewals in the spring, some collections reflect revenue that, if not for COVID-19, would have been collected in the prior fiscal year.

Code enforcement fees are ahead of projections, primarily due to the implementation of permitted housing projects such as the Huntington Run development. Code Enforcement has collected \$114,688, which represents approximately 51% of projected revenue. The hot residential market may continue to drive permit fees for building/construction permits throughout the fiscal year.

Mooring fees will be higher this fiscal year due to the extended mooring permit deadline associated with the pandemic. Mooring fees typically collected in the spring were allowed to be delayed until July 15th which put them into the current fiscal year. This is not typical and will correct itself in FY22.

Parking fee collections are significantly ahead of the prior year. Collections total \$20,770, or 69% of projection through Q1. The parking fee collection for the same period last year was \$13,400. The implementation of a full-time ACO has allowed us to increase parking enforcement at Seapoint, Foreside, and more recently Fort Foster. Recent changes to parking restrictions in the Foreside and Fort Foster (temporary) have contributed to the increase in citations.

Conversely, the KCC revenue is down significantly, coming in at 1% of projection, approximately \$5,956. COVID-19 restrictions have effectively shut-down revenue generating activities at the KCC including theater rentals, classes and programs, and the preschool. At the time the budget was set, the Town had not anticipated the hybrid School schedule and the role the KCC could play in supporting families with children K-5 for gap childcare in the School's hybrid learning model. This led to the indefinite closure of the preschool. The Star Theatre is being used for in-person government meetings (i.e. School Committee) and other spaces are being used for socially distanced staff and committee meetings.

Sewer collections are on track. Billings are at \$294,764 for Q1 this fiscal year, exceeding the prior year Q1 billings by approximately \$80,000. Often, billing timing impacts how the revenue collection performs over same-period prior years. Drought conditions can also contribute to revenue; as sewer flow is tracked through water metering. In drought conditions where a water ban is instituted, revenue drops over the summer months; conversely drought conditions without a water ban can increase revenue as property owners try to protect landscaping and pool levels.

### **Expenditures**

We have already begun making year-end expenditure projections. This is particularly important as we respond to and absorb unanticipated costs that arise throughout the year. As a general note, projected spending is developed using spending cycle calculations, anticipated costs, and other methods as appropriate. Projections are estimates only and may change as additional information becomes available or spending fluctuations occur over the course of the fiscal year.

COVID-19 will have an impact on expenses over the year. We have thus far been successful in identifying grants to carry most of the pandemic related costs year-to-date. It is unclear when these grants may cease. Careful attention is being paid to the federal and state discourse on COVID relief packages.

Based on projections, we are on track for spending and budget controls so far this year. We are watching a few departments for potential areas of exposure, even this early in the fiscal year.

The Police Department is currently projected to have a minor deficit, approximately \$20,000. The Police Academy has been closed since mid-March due to COVID-19. We have one new officer who is not currently certified through the Academy; though he is a certified reserve officer. This has impacted how we staff shifts for the first part of the fiscal year. Adjustments are being made in staffing to address this in Q2. Long-term absences due to illness or injury are also already impacting overtime. To note, the Police Department has a total of 11 Patrol Officers covering seven days a week/24 hours a day. Overtime is part-and-parcel of a Police operation,



but due to our minimal staffing, an absence of any duration puts pressure on the overtime budget.

While the KCC revenue is down, so are KCC expenses. The preschool made up approximately \$300,000 in annual wages alone. These costs are not expected to be incurred. The costs for the gap childcare staff, supplies, and materials are being covered by grants and will not impact the operating budget.

**Attachments**

Report through Q1:

- General Fund
- Sewer Fund
- Other Funds

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TOWN OF KITTEERY - LIVE  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 03

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101110 ADMINISTRATION								
<a href="#">101110 64011</a>	<a href="#">MANAGER SALARY</a>	99,996	0	99,996	23,216.74	.00	76,779.26	23.2%
<a href="#">101110 64014</a>	<a href="#">TOWN CLERK SALARY</a>	79,530	0	79,530	17,695.39	.00	61,834.61	22.2%
<a href="#">101110 64017</a>	<a href="#">CLERKS SALARIES</a>	305,575	0	305,575	68,501.39	.00	237,073.61	22.4%
<a href="#">101110 64018</a>	<a href="#">HUMAN RESOURCES MA</a>	61,482	0	61,482	13,632.58	.00	47,849.42	22.2%
<a href="#">101110 64026</a>	<a href="#">FINANCE DIRECTOR S</a>	110,381	0	110,381	24,474.96	.00	85,906.04	22.2%
<a href="#">101110 64027</a>	<a href="#">CUSTODIAN WAGES</a>	14,119	0	14,119	2,280.58	.00	11,838.42	16.2%
<a href="#">101110 64030</a>	<a href="#">OVERTIME</a>	4,000	0	4,000	1,933.01	.00	2,066.99	48.3%
<a href="#">101110 64031</a>	<a href="#">SALARY &amp; POSITION</a>	165,000	75,000	240,000	.00	.00	240,000.00	.0%
<a href="#">101110 65010</a>	<a href="#">POSTAGE</a>	13,000	0	13,000	3,393.25	.00	9,606.75	26.1%
<a href="#">101110 65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	9,000	0	9,000	2,148.71	.00	6,851.29	23.9%
<a href="#">101110 65030</a>	<a href="#">TRANSPORTATION</a>	1,500	0	1,500	.00	.00	1,500.00	.0%
<a href="#">101110 65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	1,000	0	1,000	276.66	.00	723.34	27.7%
<a href="#">101110 65060</a>	<a href="#">PRINTING</a>	7,000	0	7,000	.00	.00	7,000.00	.0%
<a href="#">101110 65080</a>	<a href="#">LEGAL NOTICES/OTHE</a>	3,000	0	3,000	646.40	.00	2,353.60	21.5%
<a href="#">101110 65200</a>	<a href="#">ELECTRICITY</a>	15,000	0	15,000	2,124.64	.00	12,875.36	14.2%
<a href="#">101110 65220</a>	<a href="#">WATER</a>	400	0	400	.00	.00	400.00	.0%
<a href="#">101110 65230</a>	<a href="#">FUEL OIL</a>	4,200	0	4,200	313.60	.00	3,886.40	7.5%
<a href="#">101110 65240</a>	<a href="#">DUMPSTERS</a>	625	0	625	.00	.00	625.00	.0%
<a href="#">101110 65250</a>	<a href="#">SEWER</a>	325	0	325	74.76	.00	250.24	23.0%
<a href="#">101110 65300</a>	<a href="#">MACHINE &amp; EQUIPMEN</a>	35,000	0	35,000	10,182.14	.00	24,817.86	29.1%
<a href="#">101110 65400</a>	<a href="#">LEGAL SERVICES</a>	60,000	0	60,000	246.72	.00	59,753.28	.4%
<a href="#">101110 65410</a>	<a href="#">COMPUTER SERVICES</a>	45,000	0	45,000	12,281.72	.00	32,718.28	27.3%
<a href="#">101110 65415</a>	<a href="#">WEB PAGE</a>	3,500	0	3,500	4,061.24	.00	-561.24	116.0%*
<a href="#">101110 65430</a>	<a href="#">AUDIT SERVICES</a>	17,500	0	17,500	5,750.00	.00	11,750.00	32.9%
<a href="#">101110 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	31,500	0	31,500	24,705.75	.00	6,794.25	78.4%
<a href="#">101110 65500</a>	<a href="#">MAINTENANCE OF BLD</a>	16,500	0	16,500	2,245.38	.00	14,254.62	13.6%
<a href="#">101110 66010</a>	<a href="#">OFFICE SUPPLIES</a>	7,000	0	7,000	2,848.71	.00	4,151.29	40.7%
<a href="#">101110 66020</a>	<a href="#">BOOKS/SUBSCRIPTION</a>	1,000	0	1,000	800.48	.00	199.52	80.0%
<a href="#">101110 66025</a>	<a href="#">MAINE MUNICIPAL AS</a>	13,500	0	13,500	.00	.00	13,500.00	.0%
<a href="#">101110 66035</a>	<a href="#">ABSTRACTS &amp; LIENS</a>	9,500	0	9,500	253.00	.00	9,247.00	2.7%
<a href="#">101110 66040</a>	<a href="#">JANITORIAL SUPPLIE</a>	2,500	0	2,500	54.54	.00	2,445.46	2.2%
TOTAL ADMINISTRATION		1,137,633	75,000	1,212,633	224,142.35	.00	988,490.65	18.5%
101115 TOWN COUNCIL								
<a href="#">101115 64001</a>	<a href="#">COUNCIL STIPEND</a>	4,000	0	4,000	.00	.00	4,000.00	.0%
<a href="#">101115 65480</a>	<a href="#">OTHER PROF SERV/CO</a>	3,000	0	3,000	.00	.00	3,000.00	.0%

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TOWN OF KITTEERY - LIVE  
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FOR 2021 03

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<u>101115 66037 COUNCIL EXPENSES</u>	350	0	350	.00	.00	350.00	.0%
TOTAL TOWN COUNCIL	7,350	0	7,350	.00	.00	7,350.00	.0%
101130 ELECTIONS							
<u>101130 64020 PART TIME SALARIES</u>	4,500	0	4,500	2,557.68	.00	1,942.32	56.8%
<u>101130 65000 ELECTIONS EXPENSES</u>	800	0	800	.00	.00	800.00	.0%
<u>101130 65010 POSTAGE</u>	2,000	0	2,000	131.00	.00	1,869.00	6.6%
<u>101130 65060 PRINTING</u>	6,500	0	6,500	120.90	.00	6,379.10	1.9%
<u>101130 65480 OTHER PROFESSIONAL</u>	5,000	0	5,000	707.74	.00	4,292.26	14.2%
<u>101130 66010 OFFICE SUPPLIES</u>	200	0	200	192.92	.00	7.08	96.5%
<u>101130 67510 OFFICE FURNITURE &amp;</u>	3,750	0	3,750	894.50	.00	2,855.50	23.9%
TOTAL ELECTIONS	22,750	0	22,750	4,604.74	.00	18,145.26	20.2%
101150 COUNTY TAX							
<u>101150 65480 OTHER PROF SERVICE</u>	935,000	0	935,000	.00	.00	935,000.00	.0%
TOTAL COUNTY TAX	935,000	0	935,000	.00	.00	935,000.00	.0%
101155 TAX INCREMENT FINANCING							
<u>101155 65000 TIF FINANCING PLAN</u>	27,000	0	27,000	27,000.00	.00	.00	100.0%
TOTAL TAX INCREMENT FINANCING	27,000	0	27,000	27,000.00	.00	.00	100.0%
101230 DEBT & INTEREST							
<u>101230 68057 RUSTLEWOOD FARM -</u>	6,407	0	6,407	6,407.20	.00	-.20	100.0%*
<u>101230 68065 2006 FIRE STATION</u>	115,000	0	115,000	115,000.00	.00	.00	100.0%
<u>101230 68066 2010 PW SALT SHED</u>	35,000	0	35,000	35,000.00	.00	.00	100.0%
<u>101230 68067 2012 KCC BOND PRIN</u>	275,000	0	275,000	.00	.00	275,000.00	.0%
<u>101230 68068 2015 CIP BOND PRIN</u>	225,000	0	225,000	225,000.00	.00	.00	100.0%
<u>101230 68069 KLT BRAVE BOAT HEA</u>	11,741	0	11,741	11,740.84	.00	.16	100.0%

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<a href="#">101230 68257</a>	<a href="#">RUSTLEWOOD FARM IN</a>	3,907	0	3,907	1,985.63	.00	1,921.37	50.8%
<a href="#">101230 68265</a>	<a href="#">2006 FIRE STATION</a>	15,100	0	15,100	8,125.00	.00	6,975.00	53.8%
<a href="#">101230 68268</a>	<a href="#">2015 CIP BONDS INT</a>	24,750	0	24,750	13,500.00	.00	11,250.00	54.5%
<a href="#">101230 68269</a>	<a href="#">KLT BRAVE BOAT HEA</a>	6,349	0	6,349	3,214.03	.00	3,134.97	50.6%
<a href="#">101230 68271</a>	<a href="#">LIBRARY BOND INTER</a>	100,000	0	100,000	.00	.00	100,000.00	.0%
<a href="#">101230 68295</a>	<a href="#">PWD BLDG/SALT SHED</a>	13,503	0	13,503	6,981.25	.00	6,521.75	51.7%
<a href="#">101230 68297</a>	<a href="#">2012 KCC BOND INT</a>	82,775	0	82,775	41,387.50	.00	41,387.50	50.0%
TOTAL DEBT & INTEREST		914,532	0	914,532	468,341.45	.00	446,190.55	51.2%
101310 POLICE								
<a href="#">101310 64002</a>	<a href="#">POLICE CHIEF FT S</a>	97,138	0	97,138	21,613.18	.00	75,524.82	22.2%
<a href="#">101310 64012</a>	<a href="#">SERGEANTS SALARIES</a>	321,381	0	321,381	69,823.18	.00	251,557.82	21.7%
<a href="#">101310 64013</a>	<a href="#">SCHOOL RESOURCE OF</a>	67,448	0	67,448	14,189.44	.00	53,258.56	21.0%
<a href="#">101310 64014</a>	<a href="#">DETECTIVES SALARIE</a>	138,153	0	138,153	29,087.83	.00	109,065.17	21.1%
<a href="#">101310 64015</a>	<a href="#">PATROLMEN SALARIES</a>	685,333	0	685,333	147,867.07	.00	537,465.93	21.6%
<a href="#">101310 64016</a>	<a href="#">DISPATCHER SALARIE</a>	291,714	0	291,714	61,190.33	.00	230,523.67	21.0%
<a href="#">101310 64017</a>	<a href="#">ADMINISTRATIVE ASS</a>	94,534	0	94,534	20,918.56	.00	73,615.44	22.1%
<a href="#">101310 64022</a>	<a href="#">ANIMAL CONTROL OFF</a>	67,276	0	67,276	13,958.05	.00	53,317.95	20.7%
<a href="#">101310 64023</a>	<a href="#">LIEUTENANT SALARY</a>	79,207	0	79,207	17,369.81	.00	61,837.19	21.9%
<a href="#">101310 64024</a>	<a href="#">NIGHT DIFFERENTIAL</a>	17,500	0	17,500	3,617.76	.00	13,882.24	20.7%
<a href="#">101310 64027</a>	<a href="#">CUSTODIAN WAGES</a>	15,057	0	15,057	2,905.05	.00	12,151.95	19.3%
<a href="#">101310 64030</a>	<a href="#">OVERTIME</a>	175,000	0	175,000	53,620.31	.00	121,379.69	30.6%
<a href="#">101310 64033</a>	<a href="#">SICK TIME BUY BACK</a>	1,890	0	1,890	.00	.00	1,890.00	.0%
<a href="#">101310 64034</a>	<a href="#">PHYSICAL FITNESS S</a>	4,900	0	4,900	.00	.00	4,900.00	.0%
<a href="#">101310 65010</a>	<a href="#">POSTAGE</a>	530	0	530	149.60	.00	380.40	28.2%
<a href="#">101310 65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	24,700	0	24,700	4,294.18	.00	20,405.82	17.4%
<a href="#">101310 65030</a>	<a href="#">TRANSPORTATION</a>	2,800	0	2,800	600.00	.00	2,200.00	21.4%
<a href="#">101310 65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	22,000	0	22,000	6,205.96	.00	15,794.04	28.2%
<a href="#">101310 65060</a>	<a href="#">PRINTING</a>	1,400	0	1,400	7,953.18	.00	-6,553.18	568.1%*
<a href="#">101310 65080</a>	<a href="#">LEGAL NOTICES/OTHE</a>	700	0	700	.00	.00	700.00	.0%
<a href="#">101310 65200</a>	<a href="#">ELECTRICITY</a>	15,000	0	15,000	2,832.86	.00	12,167.14	18.9%
<a href="#">101310 65220</a>	<a href="#">WATER</a>	545	0	545	.00	.00	545.00	.0%
<a href="#">101310 65230</a>	<a href="#">FUEL OIL</a>	5,400	0	5,400	418.11	.00	4,981.89	7.7%
<a href="#">101310 65240</a>	<a href="#">DUMPSTERS</a>	750	0	750	.00	.00	750.00	.0%
<a href="#">101310 65250</a>	<a href="#">SEWER</a>	300	0	300	99.68	.00	200.32	33.2%
<a href="#">101310 65300</a>	<a href="#">MACHINE &amp; EQUIPMEN</a>	68,100	0	68,100	30,995.09	.00	37,104.91	45.5%
<a href="#">101310 65310</a>	<a href="#">VEHICLE MAINTENANC</a>	31,000	0	31,000	6,533.40	.00	24,466.60	21.1%
<a href="#">101310 65311</a>	<a href="#">GAS, GREASE, &amp; OIL</a>	45,000	0	45,000	7,767.71	.00	37,232.29	17.3%
<a href="#">101310 65470</a>	<a href="#">DOG EXPENSE</a>	750	0	750	.00	.00	750.00	.0%
<a href="#">101310 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	4,200	0	4,200	36.34	.00	4,163.66	.9%

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<u>101310 65500</u>	<u>MAINTENANCE OF BLD</u>	5,000	0	5,000	.00	.00	5,000.00	.0%
<u>101310 65521</u>	<u>UNIFORMS</u>	18,500	0	18,500	2,180.87	.00	16,319.13	11.8%
<u>101310 66010</u>	<u>OFFICE SUPPLIES</u>	4,000	0	4,000	572.66	.00	3,427.34	14.3%
<u>101310 66020</u>	<u>BOOKS/SUBSCRIPTION</u>	4,000	0	4,000	1,733.75	.00	2,266.25	43.3%
<u>101310 66030</u>	<u>OTHER SUPPLIES</u>	5,100	0	5,100	412.86	.00	4,687.14	8.1%
<u>101310 66032</u>	<u>ARMORY SUPPLIES</u>	17,000	0	17,000	6,185.59	.00	10,814.41	36.4%
<u>101310 66040</u>	<u>JANITORIAL SUPPLIE</u>	3,000	0	3,000	426.77	.00	2,573.23	14.2%
<u>101310 67510</u>	<u>OFFICE FURNITURE &amp;</u>	1,500	0	1,500	.00	.00	1,500.00	.0%
<u>101310 67517</u>	<u>BULLET PROOF VESTS</u>	4,000	0	4,000	150.00	.00	3,850.00	3.8%
TOTAL POLICE		2,341,806	0	2,341,806	535,709.18	.00	1,806,096.82	22.9%
101320 FIRE								
<u>101320 64003</u>	<u>FIRE CHIEF SALARY</u>	90,125	0	90,125	20,052.78	.00	70,072.22	22.2%
<u>101320 64020</u>	<u>PART TIME SALARIES</u>	133,925	0	133,925	2,892.50	.00	131,032.50	2.2%
<u>101320 64043</u>	<u>ON-CALL FIREFIGHTE</u>	16,320	0	16,320	11,086.70	.00	5,233.30	67.9%
<u>101320 64095</u>	<u>ACCIDENT &amp; HEALTH</u>	2,072	0	2,072	2,072.00	.00	.00	100.0%
<u>101320 65020</u>	<u>TELEPHONE &amp; INTERN</u>	7,728	0	7,728	1,901.80	.00	5,826.20	24.6%
<u>101320 65040</u>	<u>EDUCATIONAL/MEETIN</u>	2,235	0	2,235	.00	.00	2,235.00	.0%
<u>101320 65045</u>	<u>TRAINING</u>	4,650	0	4,650	224.25	.00	4,425.75	4.8%
<u>101320 65046</u>	<u>HEALTH/PHYSICAL</u>	2,618	0	2,618	.00	.00	2,618.00	.0%
<u>101320 65200</u>	<u>ELECTRICITY</u>	8,688	0	8,688	1,259.51	.00	7,428.49	14.5%
<u>101320 65220</u>	<u>WATER</u>	302	0	302	73.30	.00	228.70	24.3%
<u>101320 65230</u>	<u>FUEL OIL</u>	17,000	0	17,000	.00	.00	17,000.00	.0%
<u>101320 65250</u>	<u>SEWER</u>	400	0	400	100.00	.00	300.00	25.0%
<u>101320 65300</u>	<u>MACHINE &amp; EQUIPMEN</u>	29,829	0	29,829	13,800.07	.00	16,028.93	46.3%
<u>101320 65302</u>	<u>PROTECTIVE &amp; SAFET</u>	3,660	0	3,660	797.09	.00	2,862.91	21.8%
<u>101320 65311</u>	<u>GAS, GREASE, &amp; OIL</u>	7,185	0	7,185	1,508.04	.00	5,676.96	21.0%
<u>101320 65312</u>	<u>TIRES &amp; TUBES</u>	8,000	0	8,000	6,391.83	.00	1,608.17	79.9%
<u>101320 65330</u>	<u>RADIO MAINTENANCE</u>	5,117	0	5,117	897.00	.00	4,220.00	17.5%
<u>101320 65480</u>	<u>OTHER PROFESSIONAL</u>	7,896	0	7,896	5,777.05	.00	2,118.95	73.2%
<u>101320 65500</u>	<u>MAINTENANCE OF BLD</u>	15,390	0	15,390	2,321.00	.00	13,069.00	15.1%
<u>101320 66010</u>	<u>OFFICE SUPPLIES</u>	672	0	672	.00	.00	672.00	.0%
<u>101320 66020</u>	<u>BOOKS/SUBSCRIPTION</u>	200	0	200	.00	.00	200.00	.0%
<u>101320 66040</u>	<u>JANITORIAL SUPPLIE</u>	600	0	600	.00	.00	600.00	.0%
<u>101320 67505</u>	<u>EXTINGUISHER MAINT</u>	500	0	500	.00	.00	500.00	.0%
<u>101320 67515</u>	<u>LANTERNS &amp; BATTERI</u>	200	0	200	207.09	.00	-7.09	103.5%*
<u>101320 67520</u>	<u>OPERATING EQUIPMEN</u>	8,000	0	8,000	.00	.00	8,000.00	.0%
TOTAL FIRE		373,312	0	373,312	71,362.01	.00	301,949.99	19.1%
101330 STREETLIGHTS								
<u>101330 65200</u>	<u>ELECTRICITY - STRE</u>	45,000	0	45,000	2,757.78	.00	42,242.22	6.1%

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<u>101330</u>	<u>65300</u>	<u>MACHINE &amp; EQUIPMEN</u>	10,000	0	10,000	3,962.00	.00	6,038.00	39.6%
	TOTAL STREETLIGHTS	55,000	0	55,000	6,719.78	.00	48,280.22	12.2%	
101340 HYDRANT RENTALS									
<u>101340</u>	<u>65300</u>	<u>HYDRANT RENT MACHI</u>	262,000	0	262,000	.00	.00	262,000.00	.0%
	TOTAL HYDRANT RENTALS	262,000	0	262,000	.00	.00	262,000.00	.0%	
101410 HIGHWAY									
<u>101410</u>	<u>64004</u>	<u>HIGHWAY 35% COMM S</u>	34,094	0	34,094	7,583.44	.00	26,510.56	22.2%
<u>101410</u>	<u>64010</u>	<u>FULL TIME SALARIES</u>	512,863	0	512,863	105,018.66	.00	407,844.34	20.5%
<u>101410</u>	<u>64015</u>	<u>ADMINISTRATIVE ASS</u>	51,443	0	51,443	18,012.82	.00	33,430.18	35.0%
<u>101410</u>	<u>64029</u>	<u>OVERTIME - SNOW &amp;</u>	75,000	0	75,000	.00	.00	75,000.00	.0%
<u>101410</u>	<u>64030</u>	<u>OVERTIME</u>	7,200	0	7,200	4,762.95	.00	2,437.05	66.2%
<u>101410</u>	<u>65010</u>	<u>POSTAGE</u>	500	0	500	7.40	.00	492.60	1.5%
<u>101410</u>	<u>65020</u>	<u>TELEPHONE &amp; INTERN</u>	4,200	0	4,200	895.38	.00	3,304.62	21.3%
<u>101410</u>	<u>65030</u>	<u>TRANSPORTATION</u>	750	0	750	13.00	.00	737.00	1.7%
<u>101410</u>	<u>65040</u>	<u>EDUCATIONAL/MEETIN</u>	4,000	0	4,000	19.02	.00	3,980.98	.5%
<u>101410</u>	<u>65060</u>	<u>PRINTING</u>	600	0	600	138.00	.00	462.00	23.0%
<u>101410</u>	<u>65080</u>	<u>LEGAL NOTICES/OTHE</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>101410</u>	<u>65200</u>	<u>ELECTRICITY</u>	4,100	0	4,100	685.08	.00	3,414.92	16.7%
<u>101410</u>	<u>65220</u>	<u>WATER</u>	2,500	0	2,500	.00	.00	2,500.00	.0%
<u>101410</u>	<u>65230</u>	<u>FUEL OIL</u>	7,000	0	7,000	.00	.00	7,000.00	.0%
<u>101410</u>	<u>65250</u>	<u>SEWER</u>	350	0	350	100.00	.00	250.00	28.6%
<u>101410</u>	<u>65300</u>	<u>MACHINE &amp; EQUIPMEN</u>	18,000	0	18,000	2,544.73	.00	15,455.27	14.1%
<u>101410</u>	<u>65302</u>	<u>PROTECTIVE &amp; SAFET</u>	3,000	0	3,000	464.58	.00	2,535.42	15.5%
<u>101410</u>	<u>65303</u>	<u>FACILITY SAFETY IN</u>	1,250	0	1,250	.00	.00	1,250.00	.0%
<u>101410</u>	<u>65310</u>	<u>VEHICLE MAINTENANC</u>	18,000	0	18,000	1,710.97	.00	16,289.03	9.5%
<u>101410</u>	<u>65311</u>	<u>GAS, GREASE, &amp; OIL</u>	52,000	0	52,000	7,066.22	.00	44,933.78	13.6%
<u>101410</u>	<u>65312</u>	<u>TIRES &amp; TUBES</u>	8,000	0	8,000	2,928.74	.00	5,071.26	36.6%
<u>101410</u>	<u>65450</u>	<u>TARRING &amp; PATCHING</u>	12,000	0	12,000	2,834.14	.00	9,165.86	23.6%
<u>101410</u>	<u>65452</u>	<u>SALT</u>	140,000	0	140,000	.00	.00	140,000.00	.0%
<u>101410</u>	<u>65454</u>	<u>SAND</u>	2,100	0	2,100	.00	.00	2,100.00	.0%
<u>101410</u>	<u>65456</u>	<u>GRAVEL &amp; FILL</u>	3,000	0	3,000	1,467.49	.00	1,532.51	48.9%
<u>101410</u>	<u>65458</u>	<u>DRAINAGE SUPPLIES</u>	5,000	0	5,000	1,052.96	.00	3,947.04	21.1%
<u>101410</u>	<u>65460</u>	<u>SIGNS</u>	10,000	0	10,000	1,541.22	.00	8,458.78	15.4%
<u>101410</u>	<u>65462</u>	<u>STRIPING</u>	40,000	0	40,000	.00	.00	40,000.00	.0%

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<a href="#">101410 65466</a>	<a href="#">SNOW REMOVAL EQUIP</a>	18,500	0	18,500	3,833.19	.00	14,666.81	20.7%
<a href="#">101410 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	30,000	0	30,000	2,858.75	.00	27,141.25	9.5%
<a href="#">101410 65500</a>	<a href="#">MAINTENANCE OF BLD</a>	6,500	0	6,500	2,174.18	.00	4,325.82	33.4%
<a href="#">101410 65501</a>	<a href="#">OTHER PROF SVCS -</a>	0	0	0	350.00	.00	-350.00	100.0%*
<a href="#">101410 65521</a>	<a href="#">UNIFORMS</a>	4,400	0	4,400	3,754.24	.00	645.76	85.3%
<a href="#">101410 65522</a>	<a href="#">C.D.L PROGRAMS</a>	850	0	850	145.56	.00	704.44	17.1%
<a href="#">101410 66009</a>	<a href="#">SHOP SUPPLIES</a>	16,500	0	16,500	11,323.12	.00	5,176.88	68.6%
<a href="#">101410 66010</a>	<a href="#">OFFICE SUPPLIES</a>	800	0	800	238.12	.00	561.88	29.8%
<a href="#">101410 66011</a>	<a href="#">HAND TOOLS</a>	600	0	600	228.30	.00	371.70	38.1%
<a href="#">101410 66020</a>	<a href="#">BOOKS/SUBSCRIPTION</a>	1,000	0	1,000	550.00	.00	450.00	55.0%
<a href="#">101410 66030</a>	<a href="#">OTHER SUPPLIES</a>	400	0	400	.00	.00	400.00	.0%
<a href="#">101410 66040</a>	<a href="#">JANITORIAL SUPPLIE</a>	8,500	0	8,500	1,711.16	.00	6,788.84	20.1%
<a href="#">101410 67514</a>	<a href="#">PLANT EQUIPMENT</a>	1,500	0	1,500	.00	.00	1,500.00	.0%
<a href="#">101410 67518</a>	<a href="#">RENTAL EQUIPMENT</a>	3,000	0	3,000	3,883.13	.00	-883.13	129.4%*
<a href="#">101410 67520</a>	<a href="#">OPERATING EQUIPMEN</a>	2,000	0	2,000	673.85	.00	1,326.15	33.7%
<a href="#">101410 67540</a>	<a href="#">IMPROVEMENTS TO BL</a>	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL HIGHWAY		1,114,500	0	1,114,500	190,570.40	.00	923,929.60	17.1%
101520 GENERAL ASSISTANCE								
<a href="#">101520 65480</a>	<a href="#">OTHER PROF SERVICE</a>	65,000	0	65,000	10,228.84	.00	54,771.16	15.7%
TOTAL GENERAL ASSISTANCE		65,000	0	65,000	10,228.84	.00	54,771.16	15.7%
101530 PUBLIC HEALTH SERVICE								
<a href="#">101530 64020</a>	<a href="#">PART TIME SALARIES</a>	520	0	520	115.70	.00	404.30	22.3%
TOTAL PUBLIC HEALTH SERVICE		520	0	520	115.70	.00	404.30	22.3%
101540 COMMUNITY AGENCIES								
<a href="#">101540 65479</a>	<a href="#">FAIR TIDE</a>	2,000	0	2,000	2,000.00	.00	.00	100.0%
<a href="#">101540 65492</a>	<a href="#">YORK COUNTY COMMUN</a>	2,500	0	2,500	2,500.00	.00	.00	100.0%
<a href="#">101540 65497</a>	<a href="#">SO MAINE AREA AGEN</a>	1,400	0	1,400	1,400.00	.00	.00	100.0%
<a href="#">101540 65499</a>	<a href="#">CROSSROADS HOUSE,</a>	2,000	0	2,000	2,000.00	.00	.00	100.0%
TOTAL COMMUNITY AGENCIES		7,900	0	7,900	7,900.00	.00	.00	100.0%

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101720 PLANNING BOARD & BOA								
<a href="#">101720 65010</a>	<a href="#">POSTAGE</a>	250	0	250	38.80	.00	211.20	15.5%
<a href="#">101720 65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">101720 65060</a>	<a href="#">PRINTING</a>	250	0	250	44.00	.00	206.00	17.6%
<a href="#">101720 65080</a>	<a href="#">LEGAL NOTICES &amp; OT</a>	1,000	0	1,000	783.32	.00	216.68	78.3%
<a href="#">101720 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	2,000	0	2,000	.00	.00	2,000.00	.0%
<a href="#">101720 66010</a>	<a href="#">OFFICE SUPPLIES</a>	150	0	150	.00	.00	150.00	.0%
<a href="#">101720 66026</a>	<a href="#">SMRPC MEMBERSHIP</a>	5,685	0	5,685	5,685.00	.00	.00	100.0%
TOTAL PLANNING BOARD & BOA		10,335	0	10,335	6,551.12	.00	3,783.88	63.4%
101721 PLANNING / CODE								
<a href="#">101721 64005</a>	<a href="#">CODE ENFORCEMENT S</a>	70,702	0	70,702	15,434.39	.00	55,267.61	21.8%
<a href="#">101721 64006</a>	<a href="#">PLANNER SALARY</a>	63,000	0	63,000	14,017.53	.00	48,982.47	22.3%
<a href="#">101721 64010</a>	<a href="#">DEVELOPMENT STAFF</a>	40,126	0	40,126	8,927.42	.00	31,198.58	22.2%
<a href="#">101721 64017</a>	<a href="#">ASSISTANT PLANNER</a>	21,000	0	21,000	5,250.00	.00	15,750.00	25.0%
<a href="#">101721 64018</a>	<a href="#">ASST CODE ENFORCEM</a>	51,328	0	51,328	11,421.90	.00	39,906.10	22.3%
<a href="#">101721 64030</a>	<a href="#">OVERTIME</a>	0	0	0	92.55	.00	-92.55	100.0%*
<a href="#">101721 64042</a>	<a href="#">DIRECTOR OF PLANNI</a>	100,052	0	100,052	22,261.49	.00	77,790.51	22.2%
<a href="#">101721 65010</a>	<a href="#">POSTAGE</a>	700	0	700	332.55	.00	367.45	47.5%
<a href="#">101721 65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	1,400	0	1,400	307.30	.00	1,092.70	22.0%
<a href="#">101721 65030</a>	<a href="#">TRANSPORTATION</a>	1,800	0	1,800	.00	.00	1,800.00	.0%
<a href="#">101721 65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	3,000	0	3,000	70.00	.00	2,930.00	2.3%
<a href="#">101721 65060</a>	<a href="#">PRINTING</a>	650	0	650	.00	.00	650.00	.0%
<a href="#">101721 65300</a>	<a href="#">MACHINE &amp; EQUIPMEN</a>	3,700	0	3,700	3,666.57	.00	33.43	99.1%
<a href="#">101721 65310</a>	<a href="#">VEHICLE MAINTENANC</a>	300	0	300	.00	.00	300.00	.0%
<a href="#">101721 65311</a>	<a href="#">GAS, GREASE, &amp; OIL</a>	600	0	600	158.64	.00	441.36	26.4%
<a href="#">101721 65400</a>	<a href="#">LEGAL SERVICES</a>	7,500	0	7,500	.00	.00	7,500.00	.0%
<a href="#">101721 65410</a>	<a href="#">COMPUTER SERVICES</a>	25,635	0	25,635	23,371.00	.00	2,264.00	91.2%
<a href="#">101721 65411</a>	<a href="#">BOARD OF ASSESMEN</a>	200	0	200	.00	.00	200.00	.0%
<a href="#">101721 65423</a>	<a href="#">PERSONAL PROPERTY</a>	6,000	0	6,000	.00	.00	6,000.00	.0%
<a href="#">101721 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	140,000	0	140,000	32,803.72	.00	107,196.28	23.4%
<a href="#">101721 65521</a>	<a href="#">UNIFORMS</a>	250	0	250	.00	.00	250.00	.0%
<a href="#">101721 66010</a>	<a href="#">OFFICE SUPPLIES</a>	1,000	0	1,000	96.02	.00	903.98	9.6%
<a href="#">101721 66020</a>	<a href="#">BOOKS/SUBSCRIPTION</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">101721 66030</a>	<a href="#">OTHER SUPPLIES</a>	250	0	250	.00	.00	250.00	.0%
<a href="#">101721 66035</a>	<a href="#">ABSTRACTS &amp; LIENS</a>	400	0	400	.00	.00	400.00	.0%
<a href="#">101721 67510</a>	<a href="#">OFFICE FURNITURE &amp;</a>	500	0	500	.00	.00	500.00	.0%



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TOTAL PLANNING / CODE		540,593	0	540,593	138,211.08	.00	402,381.92	25.6%
101730 IN TOWN PARKS								
<a href="#">101730 64007</a>	<a href="#">PARKS 10% COMM SAL</a>	9,741	0	9,741	2,166.72	.00	7,574.28	22.2%
<a href="#">101730 64010</a>	<a href="#">FULL TIME SALARIES</a>	49,558	0	49,558	13,775.32	.00	35,782.68	27.8%
<a href="#">101730 64020</a>	<a href="#">PART TIME SALARIES</a>	46,800	0	46,800	5,513.74	.00	41,286.26	11.8%
<a href="#">101730 64030</a>	<a href="#">OVERTIME</a>	1,400	0	1,400	.00	.00	1,400.00	.0%
<a href="#">101730 65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	100	0	100	.00	.00	100.00	.0%
<a href="#">101730 65060</a>	<a href="#">PRINTING</a>	100	0	100	.00	.00	100.00	.0%
<a href="#">101730 65080</a>	<a href="#">LEGAL NOTICES/OTHE</a>	150	0	150	.00	.00	150.00	.0%
<a href="#">101730 65200</a>	<a href="#">ELECTRICITY</a>	1,538	0	1,538	280.31	.00	1,257.69	18.2%
<a href="#">101730 65220</a>	<a href="#">WATER</a>	7,400	0	7,400	1,021.97	.00	6,378.03	13.8%
<a href="#">101730 65300</a>	<a href="#">MACHINE &amp; EQUIPMEN</a>	2,000	0	2,000	1.67	.00	1,998.33	.1%
<a href="#">101730 65302</a>	<a href="#">PROTECTIVE &amp; SAFET</a>	350	0	350	46.78	.00	303.22	13.4%
<a href="#">101730 65303</a>	<a href="#">FACILITY SAFETY IN</a>	625	0	625	.00	.00	625.00	.0%
<a href="#">101730 65310</a>	<a href="#">VEHICLE MAINTENANC</a>	1,200	0	1,200	.00	.00	1,200.00	.0%
<a href="#">101730 65311</a>	<a href="#">GAS, GREASE, &amp; OIL</a>	5,500	0	5,500	831.05	.00	4,668.95	15.1%
<a href="#">101730 65312</a>	<a href="#">TIRES &amp; TUBES</a>	1,000	0	1,000	317.17	.00	682.83	31.7%
<a href="#">101730 65457</a>	<a href="#">LOAM &amp; SOD</a>	3,000	0	3,000	.00	.00	3,000.00	.0%
<a href="#">101730 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	30,000	0	30,000	12,317.00	.00	17,683.00	41.1%
<a href="#">101730 65500</a>	<a href="#">MAINTENANCE OF BLD</a>	1,000	0	1,000	172.02	.00	827.98	17.2%
<a href="#">101730 65521</a>	<a href="#">UNIFORMS</a>	800	0	800	800.00	.00	.00	100.0%
<a href="#">101730 66011</a>	<a href="#">HAND TOOLS</a>	150	0	150	77.11	.00	72.89	51.4%
<a href="#">101730 66030</a>	<a href="#">OTHER SUPPLIES</a>	150	0	150	.00	.00	150.00	.0%
<a href="#">101730 66040</a>	<a href="#">JANITORIAL SUPPLIE</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">101730 67520</a>	<a href="#">OPERATING EQUIPMEN</a>	1,000	0	1,000	503.90	.00	496.10	50.4%
TOTAL IN TOWN PARKS		164,062	0	164,062	37,824.76	.00	126,237.24	23.1%
101735 FT FOSTER SEAPOINT & CRESCENT								
<a href="#">101735 64007</a>	<a href="#">PARKS 15% COMM SAL</a>	14,611	0	14,611	3,250.01	.00	11,360.99	22.2%
<a href="#">101735 64010</a>	<a href="#">FULL TIME SALARIES</a>	51,790	0	51,790	11,463.58	.00	40,326.42	22.1%
<a href="#">101735 64020</a>	<a href="#">PART TIME SALARIES</a>	62,080	0	62,080	25,119.08	.00	36,960.92	40.5%
<a href="#">101735 64030</a>	<a href="#">OVERTIME</a>	7,055	0	7,055	1,422.21	.00	5,632.79	20.2%
<a href="#">101735 65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	1,400	0	1,400	385.39	.00	1,014.61	27.5%
<a href="#">101735 65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	100	0	100	.00	.00	100.00	.0%
<a href="#">101735 65060</a>	<a href="#">PRINTING</a>	3,500	0	3,500	.00	.00	3,500.00	.0%

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<a href="#">101735 65080 LEGAL NOTICES/OTHE</a>	200	0	200	.00	.00	200.00	.0%
<a href="#">101735 65200 ELECTRICITY</a>	513	0	513	31.52	.00	481.48	6.1%
<a href="#">101735 65220 WATER</a>	600	0	600	.00	.00	600.00	.0%
<a href="#">101735 65300 MACHINE &amp; EQUIPMEN</a>	1,500	0	1,500	78.59	.00	1,421.41	5.2%
<a href="#">101735 65302 PROTECTIVE &amp; SAFET</a>	600	0	600	62.43	.00	537.57	10.4%
<a href="#">101735 65303 FACILITY SAFETY IN</a>	625	0	625	.00	.00	625.00	.0%
<a href="#">101735 65310 VEHICLE MAINTENANC</a>	1,200	0	1,200	.00	.00	1,200.00	.0%
<a href="#">101735 65311 GAS, GREASE, &amp; OIL</a>	5,500	0	5,500	258.67	.00	5,241.33	4.7%
<a href="#">101735 65312 TIRES &amp; TUBES</a>	700	0	700	.00	.00	700.00	.0%
<a href="#">101735 65480 OTHER PROFESSIONAL</a>	4,000	0	4,000	.00	.00	4,000.00	.0%
<a href="#">101735 65500 MAINTENANCE OF BLD</a>	4,500	0	4,500	1,340.83	.00	3,159.17	29.8%
<a href="#">101735 65510 PAINTING</a>	400	0	400	8.26	.00	391.74	2.1%
<a href="#">101735 65521 UNIFORMS</a>	700	0	700	400.00	.00	300.00	57.1%
<a href="#">101735 66011 HAND TOOLS</a>	150	0	150	21.81	.00	128.19	14.5%
<a href="#">101735 66030 OTHER SUPPLIES</a>	900	0	900	.00	.00	900.00	.0%
<a href="#">101735 66040 JANITORIAL SUPPLIE</a>	6,000	0	6,000	.00	.00	6,000.00	.0%
<a href="#">101735 67520 OPERATING EQUIPMEN</a>	1,200	0	1,200	.00	.00	1,200.00	.0%
<a href="#">101735 67575 SEAPOINT BEACH</a>	200	0	200	.00	.00	200.00	.0%
TOTAL FT FOSTER SEAPOINT & CRESCENT	170,024	0	170,024	43,842.38	.00	126,181.62	25.8%
101740 MISCELLANEOUS ACCOUNTS							
<a href="#">101740 65023 EPA STORMWATER 4 P</a>	19,600	0	19,600	4,065.00	.00	15,535.00	20.7%
<a href="#">101740 65025 COMPUTER REPAIR/RE</a>	65,000	0	65,000	10,774.50	.00	54,225.50	16.6%
<a href="#">101740 65455 MEMORIAL DAY ACTIV</a>	700	0	700	.00	.00	700.00	.0%
<a href="#">101740 68525 MOSQUITO/TICK CONT</a>	38,580	0	38,580	32,793.00	.00	5,787.00	85.0%
<a href="#">101740 69200 PSAP PAID TO YORK</a>	35,000	0	35,000	.00	.00	35,000.00	.0%
TOTAL MISCELLANEOUS ACCOUNTS	158,880	0	158,880	47,632.50	.00	111,247.50	30.0%
101750 STATE/BANK FEES							
<a href="#">101750 65952 OVERAGE/SHORTAGE</a>	0	0	0	-13.50	.00	13.50	100.0%
<a href="#">101750 65954 BANK FEES/CHARGES</a>	600	0	600	.00	.00	600.00	.0%
TOTAL STATE/BANK FEES	600	0	600	-13.50	.00	613.50	-2.3%
101760 CAPITAL IMPROVEMENT PLAN							
<a href="#">101760 68750 CIP HOLDING DEDICA</a>	530,000	0	530,000	530,000.00	.00	.00	100.0%

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<u>101760 68751</u>	<u>CIP DEPT CAPITAL R</u>	625,500	0	625,500	625,500.00	.00	.00	100.0%
<u>101760 68752</u>	<u>CIP CAP FUNDING RE</u>	300,000	0	300,000	300,000.00	.00	.00	100.0%
TOTAL CAPITAL IMPROVEMENT PLAN		1,455,500	0	1,455,500	1,455,500.00	.00	.00	100.0%
101810 LIBRARY								
<u>101810 64010</u>	<u>FULL TIME SALARIES</u>	195,233	0	195,233	43,904.48	.00	151,328.52	22.5%
<u>101810 65002</u>	<u>LIBRARY DIRECTOR</u>	80,126	0	80,126	17,827.98	.00	62,298.02	22.2%
<u>101810 65003</u>	<u>LIBRARY PART TIME</u>	10,140	0	10,140	2,158.89	.00	7,981.11	21.3%
<u>101810 65010</u>	<u>POSTAGE</u>	400	0	400	9.29	.00	390.71	2.3%
<u>101810 65020</u>	<u>TELEPHONE &amp; INTERN</u>	1,200	0	1,200	328.93	.00	871.07	27.4%
<u>101810 65060</u>	<u>PRINTING</u>	400	0	400	.00	.00	400.00	.0%
<u>101810 65200</u>	<u>ELECTRICITY</u>	7,175	0	7,175	1,828.15	.00	5,346.85	25.5%
<u>101810 65220</u>	<u>WATER</u>	600	0	600	73.30	.00	526.70	12.2%
<u>101810 65230</u>	<u>FUEL OIL</u>	9,500	0	9,500	.00	.00	9,500.00	.0%
<u>101810 65250</u>	<u>SEWER</u>	1,000	0	1,000	200.00	.00	800.00	20.0%
<u>101810 65338</u>	<u>E-BOOKS CHILDREN</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>101810 65339</u>	<u>AV DVD CHILDREN/TE</u>	1,100	0	1,100	.00	.00	1,100.00	.0%
<u>101810 65340</u>	<u>E-BOOKS</u>	6,000	0	6,000	913.64	.00	5,086.36	15.2%
<u>101810 65341</u>	<u>AUDIO VISUAL/DVD</u>	14,420	0	14,420	4,316.05	.00	10,103.95	29.9%
<u>101810 65342</u>	<u>LIBRARY COPIER EXP</u>	3,400	0	3,400	941.31	.00	2,458.69	27.7%
<u>101810 65431</u>	<u>PROFESSIONAL DUES</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>101810 65432</u>	<u>LIBRARY TECHNOLOGY</u>	13,000	0	13,000	4,020.00	.00	8,980.00	30.9%
<u>101810 65433</u>	<u>LIBRARY PROGRAMS</u>	2,480	0	2,480	843.54	.00	1,636.46	34.0%
<u>101810 65434</u>	<u>LIB PROG CHILD/TEE</u>	10,000	0	10,000	940.83	.00	9,059.17	9.4%
<u>101810 65435</u>	<u>CONFERENCES &amp; WORK</u>	200	0	200	.00	.00	200.00	.0%
<u>101810 65480</u>	<u>OTHER PROF SERV -</u>	1,700	0	1,700	.00	.00	1,700.00	.0%
<u>101810 65500</u>	<u>MAINTENANCE OF BLD</u>	6,000	0	6,000	2,049.42	.00	3,950.58	34.2%
<u>101810 65505</u>	<u>REPAIRS</u>	13,000	0	13,000	1,997.93	.00	11,002.07	15.4%
<u>101810 65803</u>	<u>MISCELLANEOUS</u>	1,650	0	1,650	.00	.00	1,650.00	.0%
<u>101810 66010</u>	<u>OFFICE SUPPLIES</u>	700	0	700	719.49	.00	-19.49	102.8%*
<u>101810 66012</u>	<u>LIB PROCESSING SUP</u>	3,400	0	3,400	55.04	.00	3,344.96	1.6%
<u>101810 66020</u>	<u>BOOKS/SUBSCRIPTION</u>	37,249	0	37,249	4,144.87	.00	33,104.13	11.1%
<u>101810 66021</u>	<u>BOOKS CHILD/TEEN</u>	14,550	0	14,550	4,701.98	.00	9,848.02	32.3%
<u>101810 67510</u>	<u>OFFICE FURNITURE &amp;</u>	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL LIBRARY		438,623	0	438,623	91,975.12	.00	346,647.88	21.0%
101830 RECREATION								
<u>101830 64008</u>	<u>RECREATION DIRECTO</u>	81,428	0	81,428	18,250.63	.00	63,177.37	22.4%

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<a href="#">101830 64009 ASST DIRECTOR/GEN</a>	59,627	0	59,627	13,263.89	.00	46,363.11	22.2%
<a href="#">101830 64010 EARLY CHILDHOOD SU</a>	42,920	0	42,920	2,398.23	.00	40,521.77	5.6%
<a href="#">101830 64012 RECREATION SUPERVI</a>	46,049	0	46,049	10,246.41	.00	35,802.59	22.3%
<a href="#">101830 64013 ASST EARLY CHILDCA</a>	35,313	0	35,313	.00	.00	35,313.00	.0%
<a href="#">101830 64014 LEAD TEACHERS</a>	61,235	0	61,235	.00	.00	61,235.00	.0%
<a href="#">101830 64015 SPORTS COORDINATOR</a>	38,089	0	38,089	8,381.11	.00	29,707.89	22.0%
<a href="#">101830 64016 RECEPTIONISTS</a>	63,250	0	63,250	6,687.42	.00	56,562.58	10.6%
<a href="#">101830 64017 BOOKKEEPER/SECRETA</a>	22,439	0	22,439	6,531.08	.00	15,907.92	29.1%
<a href="#">101830 64020 PT SAFE SCHOOL YEA</a>	30,500	0	30,500	2,124.75	.00	28,375.25	7.0%
<a href="#">101830 64021 SAFE SUMMER SALARI</a>	13,650	0	13,650	.00	.00	13,650.00	.0%
<a href="#">101830 64024 FT CUSTODIANS</a>	37,467	0	37,467	8,335.03	.00	29,131.97	22.2%
<a href="#">101830 64025 PRE-SCHOOL STAFF S</a>	162,556	0	162,556	.00	.00	162,556.00	.0%
<a href="#">101830 64027 CUSTODIAN WAGES</a>	33,711	0	33,711	5,244.54	.00	28,466.46	15.6%
<a href="#">101830 64028 THEATRE TECHNICIAN</a>	.250	0	.250	.00	.00	.250.00	.0%
<a href="#">101830 64030 OVERTIME</a>	4,500	0	4,500	186.24	.00	4,313.76	4.1%
<a href="#">101830 64041 FACILITIES MAINT S</a>	53,219	0	53,219	11,816.22	.00	41,402.78	22.2%
<a href="#">101830 65010 POSTAGE</a>	1,215	0	1,215	241.50	.00	973.50	19.9%
<a href="#">101830 65020 TELEPHONE &amp; INTERN</a>	3,450	0	3,450	965.67	.00	2,484.33	28.0%
<a href="#">101830 65030 TRANSPORTATION</a>	12,000	0	12,000	51.90	.00	11,948.10	.4%
<a href="#">101830 65060 PRINTING</a>	8,500	0	8,500	.00	.00	8,500.00	.0%
<a href="#">101830 65200 ELECTRICITY / UTIL</a>	36,000	0	36,000	5,492.45	.00	30,507.55	15.3%
<a href="#">101830 65220 WATER</a>	3,322	0	3,322	587.97	.00	2,734.03	17.7%
<a href="#">101830 65230 NATURAL GAS</a>	34,000	0	34,000	955.18	.00	33,044.82	2.8%
<a href="#">101830 65250 SEWER</a>	3,300	0	3,300	335.29	.00	2,964.71	10.2%
<a href="#">101830 65300 MACHINE &amp; EQUIPMEN</a>	4,305	0	4,305	2,547.02	.00	1,757.98	59.2%
<a href="#">101830 65310 VEHICLE MAINTENANC</a>	.250	0	.250	.00	.00	.250.00	.0%
<a href="#">101830 65478 PROGRAM SERVICES</a>	2,500	0	2,500	245.96	.00	2,254.04	9.8%
<a href="#">101830 65480 OTHER PROFESSIONAL</a>	2,500	0	2,500	.00	.00	2,500.00	.0%
<a href="#">101830 65500 MAINTENANCE OF BLD</a>	14,500	0	14,500	10,519.96	.00	3,980.04	72.6%
<a href="#">101830 65521 UNIFORMS</a>	0	0	0	130.75	.00	-130.75	100.0%*
<a href="#">101830 65610 SAFE SCHOOL YEAR P</a>	3,500	0	3,500	.00	.00	3,500.00	.0%
<a href="#">101830 65615 SAFE SUMMER PROGRA</a>	3,000	0	3,000	.00	.00	3,000.00	.0%
<a href="#">101830 65630 INSTRUCTORS-CONTRA</a>	27,000	0	27,000	748.00	.00	26,252.00	2.8%
<a href="#">101830 65640 SPECIAL EVENTS</a>	13,500	0	13,500	3,167.28	.00	10,332.72	23.5%
<a href="#">101830 65650 SENIOR PROGRAMS</a>	1,500	0	1,500	.00	.00	1,500.00	.0%
<a href="#">101830 65670 TEAM EXPENSE</a>	6,750	0	6,750	.00	.00	6,750.00	.0%
<a href="#">101830 65680 PRESCHOOL PROGRAM</a>	8,000	0	8,000	447.26	.00	7,552.74	5.6%
<a href="#">101830 65801 CONTRACTED SERVICE</a>	49,000	0	49,000	15,329.49	.00	33,670.51	31.3%
<a href="#">101830 65802 ANNEX UTILITIES</a>	2,000	0	2,000	.00	.00	2,000.00	.0%
<a href="#">101830 65803 MISCELLANEOUS</a>	5,500	0	5,500	75.00	.00	5,425.00	1.4%
<a href="#">101830 66010 OFFICE SUPPLIES</a>	3,000	0	3,000	510.57	.00	2,489.43	17.0%
<a href="#">101830 66030 OTHER SUPPLIES</a>	3,000	0	3,000	16.98	.00	2,983.02	.6%
<a href="#">101830 66031 THEATRE SUPPLIES</a>	750	0	750	.00	.00	750.00	.0%
<a href="#">101830 66040 JANITORIAL SUPPLIE</a>	15,000	0	15,000	3,507.87	.00	11,492.13	23.4%

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TOTAL RECREATION		1,053,545	0	1,053,545	139,341.65	.00	914,203.35	13.2%
101840 HARBORMASTER-K.P.A								
<a href="#">101840 64010</a>	<a href="#">HARBOR MASTER FULL</a>	57,927	0	57,927	12,870.47	.00	45,056.53	22.2%
<a href="#">101840 64020</a>	<a href="#">PART TIME SALARIES</a>	14,100	0	14,100	7,822.00	.00	6,278.00	55.5%
<a href="#">101840 65010</a>	<a href="#">POSTAGE</a>	250	0	250	73.10	.00	176.90	29.2%
<a href="#">101840 65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	1,100	0	1,100	373.97	.00	726.03	34.0%
<a href="#">101840 65200</a>	<a href="#">ELECTRICITY</a>	1,800	0	1,800	259.04	.00	1,540.96	14.4%
<a href="#">101840 65220</a>	<a href="#">WATER</a>	500	0	500	68.77	.00	431.23	13.8%
<a href="#">101840 65240</a>	<a href="#">DUMPSTERS/TRASH RE</a>	1,000	0	1,000	342.00	.00	658.00	34.2%
<a href="#">101840 65305</a>	<a href="#">BOAT EQUIPMENT MAI</a>	3,000	0	3,000	942.64	.00	2,057.36	31.4%
<a href="#">101840 65311</a>	<a href="#">GAS, GREASE, &amp; OIL</a>	2,000	0	2,000	519.40	.00	1,480.60	26.0%
<a href="#">101840 65452</a>	<a href="#">SAFETY</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">101840 65462</a>	<a href="#">RIGGING</a>	10,000	0	10,000	738.50	.00	9,261.50	7.4%
<a href="#">101840 65463</a>	<a href="#">SANITATION</a>	3,500	0	3,500	566.00	.00	2,934.00	16.2%
<a href="#">101840 65470</a>	<a href="#">PROFESSIONAL DEVE</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">101840 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	2,500	0	2,500	830.23	.00	1,669.77	33.2%
<a href="#">101840 65500</a>	<a href="#">MAIN BLDG/GROUNDS</a>	6,000	0	6,000	683.69	.00	5,316.31	11.4%
<a href="#">101840 65521</a>	<a href="#">UNIFORMS</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">101840 66010</a>	<a href="#">OFFICE SUPPLIES</a>	400	0	400	173.77	.00	226.23	43.4%
<a href="#">101840 66040</a>	<a href="#">JANITORIAL SUPPLIE</a>	500	0	500	11.69	.00	488.31	2.3%
TOTAL HARBORMASTER-K.P.A		107,577	0	107,577	26,275.27	.00	81,301.73	24.4%
101930 RESOURCE RECOVERY FACILITY								
<a href="#">101930 64009</a>	<a href="#">SOLID WASTE 40% CO</a>	38,964	0	38,964	8,666.86	.00	30,297.14	22.2%
<a href="#">101930 64010</a>	<a href="#">FULL TIME SALARIES</a>	173,637	0	173,637	36,542.13	.00	137,094.87	21.0%
<a href="#">101930 64030</a>	<a href="#">OVERTIME</a>	8,500	0	8,500	1,131.57	.00	7,368.43	13.3%
<a href="#">101930 65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	2,000	0	2,000	222.95	.00	1,777.05	11.1%
<a href="#">101930 65030</a>	<a href="#">TRANSPORTATION</a>	200	0	200	.00	.00	200.00	.0%
<a href="#">101930 65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">101930 65060</a>	<a href="#">PRINTING</a>	1,500	0	1,500	.00	.00	1,500.00	.0%
<a href="#">101930 65090</a>	<a href="#">ZERO WASTE PROGRAM</a>	2,500	0	2,500	.00	.00	2,500.00	.0%
<a href="#">101930 65200</a>	<a href="#">ELECTRICITY</a>	11,275	0	11,275	2,492.13	.00	8,782.87	22.1%
<a href="#">101930 65220</a>	<a href="#">WATER</a>	950	0	950	156.23	.00	793.77	16.4%
<a href="#">101930 65230</a>	<a href="#">FUEL OIL</a>	1,230	0	1,230	.00	.00	1,230.00	.0%
<a href="#">101930 65300</a>	<a href="#">MACHINE &amp; EQUIPMEN</a>	3,500	0	3,500	3,001.54	.00	498.46	85.8%

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ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">101930 65302 PROTECTIVE &amp; SAFET</a>	1,000	0	1,000	98.86	.00	901.14	9.9%
<a href="#">101930 65303 FACILITY SAFETY IN</a>	1,250	0	1,250	.00	.00	1,250.00	.0%
<a href="#">101930 65311 GAS, GREASE, &amp; OIL</a>	12,000	0	12,000	1,168.90	.00	10,831.10	9.7%
<a href="#">101930 65312 TIRES &amp; TUBES</a>	3,000	0	3,000	290.15	.00	2,709.85	9.7%
<a href="#">101930 65480 OTHER PROFESSIONAL</a>	270,500	0	270,500	48,553.79	.00	221,946.21	17.9%
<a href="#">101930 65500 MAINTENANCE OF BLD</a>	8,000	0	8,000	2,149.45	.00	5,850.55	26.9%
<a href="#">101930 65521 UNIFORMS</a>	2,000	0	2,000	2,000.00	.00	.00	100.0%
<a href="#">101930 66009 SHOP SUPPLIES</a>	6,000	0	6,000	3,197.84	.00	2,802.16	53.3%
<a href="#">101930 66010 OFFICE SUPPLIES</a>	250	0	250	.00	.00	250.00	.0%
<a href="#">101930 66011 HAND TOOLS</a>	200	0	200	25.99	.00	174.01	13.0%
<a href="#">101930 66030 OTHER SUPPLIES</a>	250	0	250	.00	.00	250.00	.0%
<a href="#">101930 66040 JANITORIAL SUPPLIE</a>	2,200	0	2,200	275.46	.00	1,924.54	12.5%
<a href="#">101930 67516 PLANT EQUIPMENT MA</a>	12,500	0	12,500	.00	.00	12,500.00	.0%
<a href="#">101930 67553 ASPHALT SURFACE MA</a>	7,500	0	7,500	.00	.00	7,500.00	.0%
TOTAL RESOURCE RECOVERY FACILITY	571,906	0	571,906	109,973.85	.00	461,932.15	19.2%
103000 SHARED EXPENSES - OTHER INSURA							
<a href="#">103000 64060 FICA EMPLOYER SHAR</a>	441,891	0	441,891	83,928.58	.00	357,962.42	19.0%
<a href="#">103000 64070 WORKERS' COMP INSU</a>	143,972	0	143,972	20,353.56	.00	123,618.44	14.1%
<a href="#">103000 64090 RETIRED EMP MEDICA</a>	226,535	0	226,535	53,982.94	.00	172,552.06	23.8%
<a href="#">103000 64092 DISABILITY INSURAN</a>	26,419	0	26,419	10,424.96	.00	15,994.04	39.5%
<a href="#">103000 65101 MMA RISK POOL</a>	183,124	0	183,124	92,187.55	.00	90,936.45	50.3%
<a href="#">103000 65115 UNEMPLOYMENT COMPE</a>	5,000	0	5,000	.00	.00	5,000.00	.0%
<a href="#">103000 65150 MISCELLANEOUS INSU</a>	4,994	0	4,994	1,568.40	.00	3,425.60	31.4%
<a href="#">103000 65210 UNION CENTRAL LIFE</a>	3,320	0	3,320	647.07	.00	2,672.93	19.5%
TOTAL SHARED EXPENSES - OTHER INSURA	1,035,255	0	1,035,255	263,093.06	.00	772,161.94	25.4%
103001 SHARED EXPENSE - HEALTH/DENTAL							
<a href="#">103001 64090 MAJOR MEDICAL INSU</a>	1,233,556	0	1,233,556	370,823.70	.00	862,732.30	30.1%
<a href="#">103001 64091 DENTAL INSURANCE</a>	13,204	0	13,204	3,057.33	.00	10,146.67	23.2%
TOTAL SHARED EXPENSE - HEALTH/DENTAL	1,246,760	0	1,246,760	373,881.03	.00	872,878.97	30.0%
103002 RETIREMENT							
<a href="#">103002 64050 MAINE STATE RETIRE</a>	574,260	0	574,260	110,648.93	.00	463,611.07	19.3%

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<u>103002 64051</u>	<u>ICMA EMPLOYER SHAR</u>	29,351	0	29,351	6,138.84	.00	23,212.16	20.9%
	TOTAL RETIREMENT	603,611	0	603,611	116,787.77	.00	486,823.23	19.3%
108000 ADULT ED								
<u>108000 69480</u>	<u>ADULT EDUCATION FU</u>	98,970	0	98,970	98,970.00	.00	.00	100.0%
	TOTAL ADULT ED	98,970	0	98,970	98,970.00	.00	.00	100.0%
1111 TOWN REVENUE								
<u>1111 43001</u>	<u>PROPERTY TAX REVENUE</u>	-10,223,033	0	-10,223,033	-10,323,224.96	.00	100,191.96	101.0%
<u>1111 43003</u>	<u>PROPERTY TAX ABATEME</u>	0	0	0	51,000.00	.00	-51,000.00	100.0%*
<u>1111 43004</u>	<u>PAYMENT IN LIEU OF T</u>	-3,200	0	-3,200	.00	.00	-3,200.00	.0%*
<u>1111 43006</u>	<u>EXEMPT STATE REIMB F</u>	-300,000	0	-300,000	-238,705.00	.00	-61,295.00	79.6%*
<u>1111 43007</u>	<u>TREE GROWTH REVENUE</u>	-2,750	0	-2,750	.00	.00	-2,750.00	.0%*
<u>1111 43031</u>	<u>EXCISE TAX AUTOMOBIL</u>	-1,600,000	0	-1,600,000	-607,342.70	.00	-992,657.30	38.0%*
<u>1111 43032</u>	<u>EXCISE TAX BOAT</u>	-20,000	0	-20,000	-4,382.90	.00	-15,617.10	21.9%*
<u>1111 43109</u>	<u>SIGN PERMITS</u>	-2,000	0	-2,000	-325.00	.00	-1,675.00	16.3%*
<u>1111 43110</u>	<u>CODE ENFORCEMENT FEE</u>	-225,000	0	-225,000	-114,688.23	.00	-110,311.77	51.0%*
<u>1111 43114</u>	<u>ADDITIONAL LAND USE</u>	-3,000	0	-3,000	-1,600.00	.00	-1,400.00	53.3%*
<u>1111 43115</u>	<u>PLANNING FEES (SUBDI</u>	-10,000	0	-10,000	-803.00	.00	-9,197.00	8.0%*
<u>1111 43120</u>	<u>TOWN CLERK FEES</u>	-24,000	0	-24,000	-6,306.40	.00	-17,693.60	26.3%*
<u>1111 43121</u>	<u>WILDLIFE AGENT FEE</u>	-1,200	0	-1,200	-239.00	.00	-961.00	19.9%*
<u>1111 43122</u>	<u>ANIMAL WELFARE AGENT</u>	-1,600	0	-1,600	-38.00	.00	-1,562.00	2.4%*
<u>1111 43130</u>	<u>TOWN REGISTRATION FE</u>	-25,000	0	-25,000	-12,817.00	.00	-12,183.00	51.3%*
<u>1111 43135</u>	<u>HWY PERMITS &amp; FEES</u>	0	0	0	-238.00	.00	238.00	100.0%
<u>1111 43140</u>	<u>SOLID WASTE PERMITS</u>	-70,000	0	-70,000	-36,441.00	.00	-33,559.00	52.1%*
<u>1111 43145</u>	<u>SOLID WASTE RECYCLIN</u>	-45,000	0	-45,000	-13,406.72	.00	-31,593.28	29.8%*
<u>1111 43147</u>	<u>DINGHY FEES</u>	-10,000	0	-10,000	-490.00	.00	-9,510.00	4.9%*
<u>1111 43148</u>	<u>TRANSIENT SLIP RENTA</u>	-1,500	0	-1,500	-1,375.00	.00	-125.00	91.7%*
<u>1111 43149</u>	<u>KPA APPLICATION FEES</u>	-500	0	-500	-125.00	.00	-375.00	25.0%*
<u>1111 43150</u>	<u>MOORING FEES</u>	-80,000	0	-80,000	-39,745.60	.00	-40,254.40	49.7%*
<u>1111 43151</u>	<u>LAUNCH FEE</u>	-12,000	0	-12,000	-7,285.00	.00	-4,715.00	60.7%*
<u>1111 43152</u>	<u>TRANSIENT MOORING</u>	-2,500	0	-2,500	-1,020.55	.00	-1,479.45	40.8%*
<u>1111 43153</u>	<u>WAIT LIST FEE</u>	-1,100	0	-1,100	-20.00	.00	-1,080.00	1.8%*
<u>1111 43156</u>	<u>PIER USAGE FEE</u>	-1,000	0	-1,000	-200.00	.00	-800.00	20.0%*
<u>1111 43157</u>	<u>MOORING LATE FEE</u>	0	0	0	-250.00	.00	250.00	100.0%
<u>1111 43160</u>	<u>FORT FOSTER FEES</u>	-175,000	0	-175,000	-175,036.50	.00	36.50	100.0%

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ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1111 43210	LIEN FEES	-7,000	0	-7,000	.00	.00	-7,000.00	.0%*
1111 43220	PENALTY INTEREST	-38,000	0	-38,000	-17,010.56	.00	-20,989.44	44.8%*
1111 43221	LIBRARY FINES & FEES	-10,000	0	-10,000	-468.47	.00	-9,531.53	4.7%*
1111 43320	RECREATION FEES	-850,000	0	-850,000	-5,955.75	.00	-844,044.25	.7%*
1111 43330	ANIMAL CONTROL	-4,000	0	-4,000	-373.00	.00	-3,627.00	9.3%*
1111 43335	POSTAGE	0	0	0	-5.60	.00	5.60	100.0%*
1111 43336	PHOTO COPIES	-200	0	-200	-22.00	.00	-178.00	11.0%*
1111 43351	ACCIDENT REPORTS	-3,000	0	-3,000	-570.00	.00	-2,430.00	19.0%*
1111 43352	PARKING TICKETS	-30,000	0	-30,000	-20,769.90	.00	-9,230.10	69.2%*
1111 43353	GUN PERMITS	-2,000	0	-2,000	-275.00	.00	-1,725.00	13.8%*
1111 43354	ELIOT DISPATCHING SE	-123,360	0	-123,360	.00	.00	-123,360.00	.0%*
1111 43355	ORDINANCE FINES	-350	0	-350	.00	.00	-350.00	.0%*
1111 43356	WITNESS FEES	-300	0	-300	-40.00	.00	-260.00	13.3%*
1111 43358	FALSE ALARMS	-880	0	-880	-140.00	.00	-740.00	15.9%*
1111 43359	AMBULANCE DISPTACH F	-16,000	0	-16,000	.00	.00	-16,000.00	.0%*
1111 43410	MDOT HWY MAINTENANCE	-11,500	0	-11,500	.00	.00	-11,500.00	.0%*
1111 43420	STATE REVENUE SHARIN	-450,000	0	-450,000	-195,843.54	.00	-254,156.46	43.5%*
1111 43421	STATE PARK FEE REV S	-275	0	-275	.00	.00	-275.00	.0%*
1111 43443	RESTITUTION INCOME/U	-2,000	0	-2,000	-468.80	.00	-1,531.20	23.4%*
1111 43470	STATE OF MAINE GENER	-45,000	0	-45,000	.00	.00	-45,000.00	.0%*
1111 43480	MARY SAFFORD WILDES	-25,000	0	-25,000	.00	.00	-25,000.00	.0%*
1111 43510	INTEREST ON INVESTME	-45,000	0	-45,000	-4,613.22	.00	-40,386.78	10.3%*
1111 43530	MISCELLANEOUS REVENU	-15,000	0	-15,000	-9,123.68	.00	-5,876.32	60.8%*
1111 43540	SEWER DEPT RENT	-22,900	0	-22,900	.00	.00	-22,900.00	.0%*
1111 43555	SNOWMOBILE/HANDICAP/	-655	0	-655	.00	.00	-655.00	.0%*
1111 43560	GMH HOUSING	-286,000	0	-286,000	-47,196.30	.00	-238,803.70	16.5%*
1111 43576	TRANSFER IN FROM OTH	-35,000	0	-35,000	.00	.00	-35,000.00	.0%*
1111 43580	USE OF CARRY FORWARD	0	-75,000	-75,000	.00	.00	-75,000.00	.0%*
1111 45020	MMA W/C DIVIDEND	-10,000	0	-10,000	.00	.00	-10,000.00	.0%*
1111 45025	SCHOOL RESOURCE OFFI	-47,741	0	-47,741	.00	.00	-47,741.00	.0%*
TOTAL TOWN REVENUE		-14,920,544	-75,000	-14,995,544	-11,837,981.38	.00	-3,157,562.62	78.9%
TOTAL TOWN GENERAL FUND		0	0	0	-7,341,440.84	.00	7,341,440.84	100.0%
TOTAL REVENUES		-14,920,544	-75,000	-14,995,544	-11,837,981.38	.00	-3,157,562.62	
TOTAL EXPENSES		14,920,544	75,000	14,995,544	4,496,540.54	.00	10,499,003.46	



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-7,341,440.84	.00	7,341,440.84	100.0%

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ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6000 SEWER FUND							
<u>6000 43003 SEWER ADJUSTMENTS</u>	0	0	0	27.04	.00	-27.04	100.0%*
<u>6000 43220 PENALTY INTEREST</u>	-3,000	0	-3,000	-3,226.47	.00	226.47	107.5%
<u>6000 43360 SPECIAL CONTRACT REV</u>	-10,200	0	-10,200	-1,700.00	.00	-8,500.00	16.7%*
<u>6000 45001 PNSY REVENUE</u>	-585,000	0	-585,000	.00	.00	-585,000.00	.0%*
<u>6000 45002 US NAVY HOUSING REV</u>	-123,000	0	-123,000	-21,937.64	.00	-101,062.36	17.8%*
<u>6000 45003 SEPTAGE REVENUE</u>	-45,000	0	-45,000	-68,199.00	.00	23,199.00	151.6%
<u>6000 45004 TOWN OF ELIOT REVENUE</u>	-205,000	0	-205,000	.00	.00	-205,000.00	.0%*
<u>6000 45005 USERS QTRLY REVENUE</u>	-1,500,000	0	-1,500,000	-294,764.45	.00	-1,205,235.55	19.7%*
<u>6000 45006 EXPANSION ASSESSMENT</u>	-50,000	0	-50,000	-27,592.38	.00	-22,407.62	55.2%*
<u>6000 45007 SEWER INTEREST REVEN</u>	-12,000	0	-12,000	-3,252.71	.00	-8,747.29	27.1%*
TOTAL SEWER FUND	-2,533,200	0	-2,533,200	-420,645.61	.00	-2,112,554.39	16.6%
602702 SEWER LINES							
<u>602702 64010 SEWER LINES LABOR</u>	17,327	0	17,327	4,348.72	.00	12,978.28	25.1%
<u>602702 65480 LINES CONTRACT/PRO</u>	28,000	0	28,000	2,050.95	.00	25,949.05	7.3%
<u>602702 65691 LINE SUPPLIES</u>	12,000	0	12,000	597.53	.00	11,402.47	5.0%
TOTAL SEWER LINES	57,327	0	57,327	6,997.20	.00	50,329.80	12.2%
602709 PUMP STATIONS							
<u>602709 64010 PUMP STATION LABOR</u>	55,349	0	55,349	9,673.32	.00	45,675.68	17.5%
<u>602709 65015 PUMP STATION TELEP</u>	600	0	600	115.79	.00	484.21	19.3%
<u>602709 65200 ELECTRICITY</u>	50,815	0	50,815	6,594.62	.00	44,220.38	13.0%
<u>602709 65220 WATER</u>	1,200	0	1,200	231.22	.00	968.78	19.3%
<u>602709 65315 PUMP STATION GENER</u>	2,200	0	2,200	.00	.00	2,200.00	.0%
<u>602709 65467 PUMP STATION CONTR</u>	45,000	0	45,000	5,662.90	.00	39,337.10	12.6%
<u>602709 65480 OTHER PROFESSIONAL</u>	0	0	0	.00	.00	.00	.0%
<u>602709 65930 PUMP STATION ALARM</u>	6,700	0	6,700	1,658.00	.00	5,042.00	24.7%
<u>602709 66300 PUMP STATION SUPPL</u>	5,000	0	5,000	651.38	.00	4,348.62	13.0%
<u>602709 66320 PUMP STATION PARTS</u>	20,000	0	20,000	2,097.29	.00	17,902.71	10.5%
TOTAL PUMP STATIONS	186,864	0	186,864	26,684.52	.00	160,179.48	14.3%
602715 PUMP STATION # 6 (PNSY)							
<u>602715 64010 PUMP STATION # 6LA</u>	21,431	0	21,431	2,516.88	.00	18,914.12	11.7%

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TOWN OF KITTEERY - LIVE  
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FOR 2021 03

ACCOUNTS FOR: 6000	SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602715	65200 PUMP STATION # 6 E	15,000	0	15,000	1,623.61	.00	13,376.39	10.8%
602715	65220 PUMP STATION # 6 W	1,000	0	1,000	.00	.00	1,000.00	.0%
602715	65315 PUMP STATION GENER	800	0	800	.00	.00	800.00	.0%
602715	65480 PUMP STATION # 6 C	8,000	0	8,000	2,176.25	.00	5,823.75	27.2%
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	17.98	.00	982.02	1.8%
602715	66320 PUMP STATION # 6 P	6,000	0	6,000	564.77	.00	5,435.23	9.4%
TOTAL PUMP STATION # 6 (PNSY)		53,531	0	53,531	6,899.49	.00	46,631.51	12.9%
602716 PUMP STATION # 7 (ELIOT)								
602716	64010 PUMP STATION # 7 L	19,830	0	19,830	4,021.80	.00	15,808.20	20.3%
602716	65200 PUMP STATION # 7 E	4,600	0	4,600	746.10	.00	3,853.90	16.2%
602716	65220 PUMP STATION # 7 W	230	0	230	58.97	.00	171.03	25.6%
602716	65315 PUMP STATION GENER	425	0	425	.00	.00	425.00	.0%
602716	65480 PUMP STATION # 7 C	6,500	0	6,500	746.50	.00	5,753.50	11.5%
602716	65930 PUMP STATION # 7 A	300	0	300	.00	.00	300.00	.0%
602716	66300 PUMP STATION # 7 S	400	0	400	.00	.00	400.00	.0%
602716	66320 PUMP STATION # 7 P	2,500	0	2,500	40.21	.00	2,459.79	1.6%
TOTAL PUMP STATION # 7 (ELIOT)		34,785	0	34,785	5,613.58	.00	29,171.42	16.1%
602750 TREATMENT PLANT								
602750	64010 TREATMENT PLANT LA	138,414	0	138,414	39,560.36	.00	98,853.64	28.6%
602750	64019 PLANT MAINT LABOR	53,460	0	53,460	5,206.33	.00	48,253.67	9.7%
602750	64030 OVERTIME	40,000	0	40,000	4,831.23	.00	35,168.77	12.1%
602750	64050 MAINE STATE RETIRE	31,760	0	31,760	7,086.01	.00	24,673.99	22.3%
602750	64060 FICA EMPLOYER SHAR	24,056	0	24,056	5,140.70	.00	18,915.30	21.4%
602750	65020 TREATMENT PLANT TE	3,800	0	3,800	1,033.45	.00	2,766.55	27.2%
602750	65040 TREATMENT PLANT ED	5,000	0	5,000	248.00	.00	4,752.00	5.0%
602750	65200 TREATMENT PLANT EL	110,000	0	110,000	16,545.96	.00	93,454.04	15.0%
602750	65220 TREATMENT PLANT WA	5,000	0	5,000	1,244.93	.00	3,755.07	24.9%
602750	65230 TREATMENT PLANT FU	16,000	0	16,000	.00	.00	16,000.00	.0%
602750	65310 TREATMENT PLANT MO	48,000	0	48,000	1,144.38	.00	46,855.62	2.4%
602750	65316 TREATMENT PLANT GE	2,240	0	2,240	.00	.00	2,240.00	.0%
602750	65410 TREATMENT PLANT CO	12,000	0	12,000	2,314.50	.00	9,685.50	19.3%
602750	65480 TREATMENT PLANT OT	60,000	0	60,000	14,815.54	.00	45,184.46	24.7%
602750	65500 TREATMENT PLANT BL	5,000	0	5,000	432.39	.00	4,567.61	8.6%

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TOWN OF KITTEERY - LIVE  
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FOR 2021 03

ACCOUNTS FOR: 6000	SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602750	65700	TREATMENT PLANT EX	0	0	69.65	.00	-69.65	100.0%*
602750	65930	ALARMS	2,000	0	2,000	.00	1,892.30	5.4%
602750	65955	TREATMENT PLANT SL	146,000	0	146,000	.00	107,428.78	26.4%
602750	66010	TREATMENT PLANT OF	4,000	0	4,000	.00	2,745.22	31.4%
602750	66300	TREATMENT PLANT SU	32,000	0	32,000	.00	30,607.61	4.4%
602750	66340	LABORATORY CHEMICA	16,000	0	16,000	.00	15,092.33	5.7%
602750	66400	TREATMENT PLANT RE	2,000	0	2,000	.00	2,000.00	.0%
602750	66410	TREATMENT PLANT RE	24,000	0	24,000	.00	20,754.00	13.5%
602750	66420	TREATMENT PLANT TO	28,000	0	28,000	.00	26,049.40	7.0%
602750	66450	TREATMENT PLANT CH	106,000	0	106,000	.00	59,534.96	43.8%
602750	66520	TREATMENT PLANT SA	14,000	0	14,000	.00	12,447.67	11.1%
TOTAL TREATMENT PLANT		928,730	0	928,730	195,121.16	.00	733,608.84	21.0%
602760 SEWER GENERAL OPERATING								
602760	64011	TOWN MANAGER SALAR	33,891	0	33,891	.00	26,152.13	22.8%
602760	64012	SUPERINTENDENT SAL	97,138	0	97,138	.00	75,524.87	22.2%
602760	64013	OFFICE CLERK SALAR	48,733	0	48,733	.00	37,889.58	22.3%
602760	64031	SALARY & POSITION	14,120	0	14,120	.00	14,120.00	.0%
602760	64050	MAINE STATE RETIRE	15,175	0	15,175	.00	11,896.87	21.6%
602760	64051	ICMA EMPLOYER SHAR	2,100	0	2,100	.00	1,655.02	21.2%
602760	64060	FICA EMPLOYER SHAR	14,171	0	14,171	.00	11,298.19	20.3%
602760	64070	WORKERS COMPENSATI	20,000	0	20,000	.00	18,210.33	8.9%
602760	64090	MAJOR MEDICAL INSU	148,686	0	148,686	.00	109,150.76	26.6%
602760	64091	DENTAL INSURANCE	1,406	0	1,406	.00	709.29	49.6%
602760	64092	DISABILILTY INSURAN	3,927	0	3,927	.00	3,927.00	.0%
602760	65101	MMA RISK POOL	32,316	0	32,316	.00	17,174.55	46.9%
602760	65350	INDIRECT COSTS	22,900	0	22,900	.00	22,900.00	.0%
602760	65430	AUDIT SERVICES	4,300	0	4,300	.00	3,300.00	23.3%
602760	66035	ABSTRACTS & LIENS	500	0	500	.00	500.00	.0%
602760	68060	SEWER BOND INTERES	139,334	0	139,334	.00	63,093.48	54.7%
602760	68062	SEWER BOND PRINCIP	626,620	0	626,620	.00	163,983.78	73.8%
TOTAL SEWER GENERAL OPERATING		1,225,317	0	1,225,317	643,831.15	.00	581,485.85	52.5%
TOTAL SEWER FUND		-46,646	0	-46,646	464,501.49	.00	-511,147.49	-995.8%
TOTAL REVENUES		-2,533,200	0	-2,533,200	-420,645.61	.00	-2,112,554.39	
TOTAL EXPENSES		2,486,554	0	2,486,554	885,147.10	.00	1,601,406.90	

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TOWN OF KITTERY - LIVE  
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FOR 2021 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-46,646	0	-46,646	464,501.49	.00	-511,147.49	-995.8%

\*\* END OF REPORT - Generated by PATRICIA MOORE \*\*

Town of Kittery FISCAL YEAR 2021  
Fund Balances - Capital Projects and Special Revenues  
For the month ending September 30, 2020

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2020	Transfers FY21	CIP Appropriation 7/1/2020	YTD Expense	YTD Revenue	Ending Fund Balance
<b>Special Revenues (Grants, Designated Accounts, etc)</b>								
SR	2005	Senior Tax Credit Program	55,000.00	-				55,000.00
SR	2006	FEMA Reimbursement	37,277.60					37,277.60
SR	2012	Fire Hazmat Spill Recovery Fees	12,971.25					12,971.25
SR	2014	Police Grants	517.32					517.32
SR	2028	Ballot Machines	6,078.00					6,078.00
SR	2032	ASA Applicant Code	2,665.33			(1,158.65)	4,315.00	5,821.68
SR	2038	Kittery Block Party	1,595.34					1,595.34
SR	2056	Concerts in the Park	(3.09)			(1,350.00)		(1,353.09)
SR	2059	Conservation Comm	912.02			(344.12)		567.90
SR	2060	Wetlands Mitigation	53,343.00				27,360.00	80,703.00
SR	2063	Kittery Community Center (KCC) Donations	20,945.01			(505.16)		20,439.85
SR	2066	Police Forfeiture	9,128.59					9,128.59
SR	2068	Fort Foster Bench Donations	11,280.80			(102.39)	50.00	11,228.41
SR	2069	Boating Infrastructure Grant (BIG)	1,583.71					1,583.71
SR	2071	D.A.R.E	216.03					216.03
SR	2074-67500	TIF District #1						-
SR	2074-67503	TIF District #3	80,061.44	27,000.00		(3,973.83)		103,087.61
SR	2074-67502	TIF District #2						-
SR	2086	Spruce Creek PH 5 Grant	1,072.19			(1,106.43)		(34.24)
SR	2081	Channel 22 (PEG) Capital Funding	260,947.46			(7,615.07)	24,442.10	277,774.49
SR	2082	KCC Playgrounds	64,718.36					64,718.36
SR	2091/67500	FEMA Flood Maps Ins Rate Appeal	-					-
SR	2091/43600	FEMA Flood Maps Ins Rate Appeal - Phase 2	-					-
SR	4001-67500/43600	State Aid to Roads General	632,668.76					632,668.76
SR	4001-67502/43602	Whipple Road Improvements	250,601.63					250,601.63
SR	4001-67503/43603	Memorial Circle Improvements	47,760.34					47,760.34
SR	4001-67508/43608	Walker/Wentworth	200,305.40					200,305.40
SR	4001-67509/43605	Government Street	16,094.50					16,094.50
SR	4030	Public Safety Impact Fees	42,593.32			(3,594.41)	14,670.00	53,668.91
SR	2093	LWCF Grant - Emery Field Phase 1	-					-
SR	2094	LWCF Grant - Emery Field Phase 2	83,570.00		300,000.00			383,570.00
SR	2210	Ogden KCC Grant	(1,205.06)					(1,205.06)
SR	2301	Billable Police Details	14,361.16			(2,332.70)	9,240.00	21,268.46
SR	2303	Grant Supported Police Details	(5,620.84)			(2,937.72)		(8,558.56)
SR	2087	Joint Land Use OEA PH1	(451.93)					(451.93)
SR	4124	Tax Acquired Properties	(40,479.79)	-		(2,601.20)		(43,080.99)

Town of Kittery FISCAL YEAR 2021  
Fund Balances - Capital Projects and Special Revenues  
For the month ending September 30, 2020

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2020	Transfers FY21	CIP Appropriation 7/1/2020	YTD Expense	YTD Revenue	Ending Fund Balance
SR	4125	Fort Foster Restoration (FEMA)	218,822.16	-				218,822.16
SR	4126	KCC Visual Arts Com	2,024.20					2,024.20
SR	5023	Library Donations	71,448.02	(63,764.87)		(5,664.68)	5,055.09	7,073.56
SR	5500	MMA Grants	181.56			(2,061.00)	2,000.00	120.56
SR	5501	Mass Transit Reserve Fund	115,000.00					115,000.00
SR	5502	Keep Maine Healthy Grant	(1,914.38)			(198,725.56)		(200,639.94)
SR	5024	Library Expansion Project - Construction	-	63,764.87		(8,334.00)		55,430.87
<b>Total Special Revenue</b>			<b>2,266,069.41</b>	<b>27,000.00</b>	<b>300,000.00</b>	<b>(242,406.92)</b>	<b>87,132.19</b>	<b>2,437,794.68</b>

CIP Bonds

CP	2036	Kittery Community Center Bonds	373.48					373.48
CP	2085	2016 Municipal Projects	30,949.03					30,949.03

CIP Programs

SR	2022	Compensated Absences	188,922.33					188,922.33
CP	2057	Open space	6,889.64	-				6,889.64
CP	2078	Athletic Fields Master Plan (Design)	2,142.34					2,142.34
CP	4002	Right of Way Reserve	755,317.40		450,000.00	(420,931.09)		784,386.31
CP	4011	KCC Vehicle Reserve	25,121.00			(2,071.34)		23,049.66
CP	4012	Public Works Vehicles/Equipment	74,117.38		361,000.00	(36,826.60)		398,290.78
CP	4013	Fire Apparatus Reserve	195,591.14					195,591.14
CP	4017	GIS/MS4 Compliance	40,320.31			(22,683.39)		17,636.92
CP	4018	KPA Boat Reserve	24,098.02					24,098.02
CP	4019	KCC Equipment Reserve	5,162.82					5,162.82
CP	4020	Municipal Technology Reserve	25,229.76		45,000.00	(10,367.39)		59,862.37
CP	4022	Police Vehicle/Equipment	63,657.49		147,000.00	(6,467.00)		204,190.49
CP	4026	Records Preservation	10.13		-			10.13
CP	4027	Municipal Facility Reserve	121,782.50		80,000.00	(13,416.00)		188,366.50
CP	4031	Public Safety Base Station Radio Replace	20,845.45					20,845.45
CP	4043	Parks Building & Grounds	37,850.05		15,000.00			52,850.05
CP	4051	KCC Facility Reserve	8,545.86					8,545.86
CP	4053	Pepperrell Cove Paving/Utilities	3,595.52					3,595.52
CP	4055	KPA Equipment Reserve	59,037.30			(896.14)		58,141.16
CP	4056	Fire Dept Equipment Reserve	169,736.84		44,000.00	(3,060.00)		210,676.84
CP	4100	Fire Dept Facility Reserve (was Boiler Replacements)	318.84		13,500.00			13,818.84
CP	4110	PW Sign Shed	20.00					20.00
CP	4116	KPA Facility Reserve (was Gov Pier)	12,888.50					12,888.50

Town of Kittery FISCAL YEAR 2021  
Fund Balances - Capital Projects and Special Revenues  
For the month ending September 30, 2020

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2020	Transfers FY21	CIP Appropriation 7/1/2020	YTD Expense	YTD Revenue	Ending Fund Balance
CP	4122	Zoning Recodification and GIS Upgrade	23,010.23			(12,695.17)		10,315.06
CP	4060	Rice Rehab/Expansion	224,314.57			(31,476.57)		192,838.00
CP	4123	LED Streetlight Conversion	40,763.58					40,763.58
<b>Total Capital Projects</b>			<b>2,160,611.51</b>	<b>-</b>	<b>1,155,500.00</b>	<b>(560,890.69)</b>	<b>-</b>	<b>2,755,220.82</b>

<b>TOTAL GENERAL OPERATIONS</b>			<b>4,426,680.92</b>	<b>27,000.00</b>	<b>1,455,500.00</b>	<b>(803,297.61)</b>	<b>87,132.19</b>	<b>5,193,015.50</b>
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**Permanent Funds (Scholarship Funds/Trust Funds)**

PF	5001	Connie Samuels Beautification Fund	58,600.93					58,600.93
PF	5002	Public Health	27,275.44					27,275.44
PF	5003	York Hospital Scholarship	16,161.40					16,161.40
PF	5005	Lester Raynes Fund	9,228.16					9,228.16
PF	5007	Thresher Memorial Fund	9,262.79			(633.75)	2,000.00	10,629.04
PF	5010	Kittery Education Scholarship Fund	4,827.38				2,199.79	7,027.17
PF	5021	Cemetery	0.35					0.35
<b>Total Permanent Funds</b>			<b>125,356.45</b>	<b>-</b>	<b>-</b>	<b>(633.75)</b>	<b>4,199.79</b>	<b>128,922.49</b>

**Enterprise Fund (Sewer)**

ER	2900	Sewer Impact fees	640,634.06			(13,402.29)	53,800.00	681,031.77
ER	2901	Sewer Betterment	139,862.55				54,000.00	193,862.55
ER	2902	Sewer Safety Grants	2,997.86				(1,942.79)	1,055.07
ECP	4900	Sewer Vehicle Reserve	45,722.80					45,722.80
ECP	4901	Sewer Capital Reserve	301,639.17			(5,180.00)		296,459.17
<b>Total Enterprise Funds</b>			<b>1,130,856.44</b>	<b>-</b>	<b>-</b>	<b>(18,582.29)</b>	<b>105,857.21</b>	<b>1,218,131.36</b>

<b>GRAND TOTAL ALL FUNDS</b>			<b>5,682,893.81</b>	<b>27,000.00</b>	<b>1,455,500.00</b>	<b>(822,513.65)</b>	<b>197,189.19</b>	<b>6,540,069.35</b>
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**§ 4.2.4. Planning Board or Board of Appeals interviews and appointments. [Amended 4-27-2015 by Ord. No. 15-03; 2-11-2019 by Ord. No. 19-04]**

- A. Applicants for a vacant position on the Planning Board or Board of Appeals must be interviewed by at least a quorum of the Council at a regular or special Council meeting. A member who is eligible for reappointment may be given first consideration for an interview and appointment by the Council. Thereafter, if the position is not filled by reappointment, the Council will interview interested applicants in order of the date and time the application was received.
- B. Criteria listed in § 4.2.3I(1) through (4) must be considered in evaluating candidates for the Planning Board and the Board of Appeals.
- C. The Council, in open session, shall nominate, with a second, discuss and vote on appointment to the vacant position in accordance with Town Council Rules and Regulations Appointment Procedures.



# TOWN OF KITTELY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED  
BY: \_\_\_\_\_  
SEP 28 2020

**PLEASE CHECK APPROPRIATE BOX:**

**APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**

**APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**

**APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: RUSSELL WHITE

RESIDENCE: 59 GOODWIN ROAD, KITTELY POINT, ME 03903

MAILING ADDRESS IF DIFFERENT FROM ABOVE: P.O. Box 49, K.P., ME 03903

E-MAIL ADDRESS: rwhite@gmail.com

TELEPHONE NUMBERS: (HOME) 207 439 4534 (WORK) 207 956 0363

PRESENT POSITION: \_\_\_\_\_

**PLEASE CHECK APPROPRIATE BOX:**

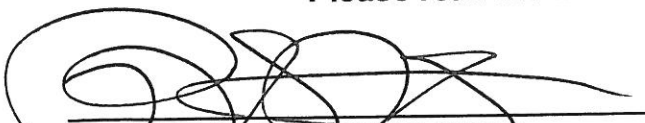
- Board of Appeals
- Conservation Commission
- Board of Assessment Review
- Economic Development Committee
- Comprehensive Plan Committee
- Other \_\_\_\_\_

- Kittery Port Authority
- Planning Board
- Parks Commission
- KCC Board of Directors
- Celebration Committee

- Board of Trustees of Trust Funds
- Shellfish Conservation Committee
- Educational Scholarship Committee
- Kittery Climate Adaptation Committee
- Library Advisory Committee

COMMENTS: I would be pleased and honored to continue another term as a member of the Planning Board

Please read the back of this application before signing.

  
SIGNATURE OF APPLICANT

9/25/2020  
DATE



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

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**REPORT TO TOWN COUNCIL**

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Meeting Date: September 28, 2020  
UPDATE: Workshop October 5, 2020, October 14, 2020, October 26, 2020  
From: Kendra Amaral, Town Manager  
Subject: Affordable Housing Package  
Sponsor: Vice Chairperson Matthew Brock

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**OVERVIEW**

The Housing Working Group was formed in the spring of 2018 to identify solutions and recommendations to address the town's growing challenge of housing affordability. The Working Group is made up of volunteers including Councilor Matt Brock, Planning Board members Drew Fitch and Russell White, and interested residents, non-profit agencies, and business owners including Debbie Driscoll, Emily Flinkstrom, Stephen Kosacz, and Tom Emerson.

One of the Working Group's goals is to recommend and advance ideas to increase housing supply that is accessible for people of low to moderate incomes. It coordinated with the Seacoast Workforce Housing to host a workforce housing workshop in October 2018. The Working Group proposed an ordinance revision for the Accessory Dwelling Unit code which was adopted in late 2019. The Committee has also focused on developing affordable housing amendments to Title 16, and supporting ordinance revisions to advance the generation, conversion, and rehabilitation of affordable housing units in Kittery.

The Working Group has been supported by Town planning staff. Staff have attended their meetings, assisted the members in developing concepts, researching other communities for precedent and model language, and generating draft ordinance language to reflect the Working Group's goals. The Working Group also had discussions with Maine Housing and various municipal and non-profit housing organizations.

**TITLE 16 – AFFORDABLE HOUSING**

The Working Group has developed an extensive Title 16 package to make affordable housing a specific goal of the zoning code, to identify locations ripe for affordable housing opportunities, and to offer incentives for affordable housing development, either for rent or sale.

The proposed Title 16 amendments include defining affordable housing and setting minimum requirements for affordable units on projects of 5 units or more. The package establishes various incentive bonuses for density, fee reductions, and parking. Further it establishes a minimum requirement for affordable housing, and a payment in lieu program (see Affordable Housing Fund below).

The package also includes amending the C-1 and C-3 zones to allow housing, which is current prohibited. With the shifting market for retail malls, and the significant public infrastructure, these zones are ripe for redevelopment. To note, the amendments *add* housing as an allowable use among the list of other allowable uses

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The amendment defines “affordable” as 80% of area median income for the York-Kittery-South-Berwick Maine Metro Fair Market Area. 80% of area median income for our area is currently \$73,120. The Planning Board has reviewed the draft Title 16 package and made amendments that improved clarity, controls and outcomes. The Planning Board also added some use changes to address other items of interest associated with the two targeted zones for Affordable Housing, specifically C-1 and C-3.

Minor updates to the language have been made to address typos and minor inconsistencies.

Councilors have requested the minimum side and rear setback for the C-1 zone’s southern-most extent, north, to properties abutting Ox Point Drive be increased to 40 feet. Additionally, to address a public comment raised during the public hearing, language has been added to enhance buffering between parking lots and existing residential.

### **AFFORDABLE HOUSING FUND**

The proposed Title 16 ordinance gives developers the option to build units or make a payment-in-lieu that is proposed to go into a fund to support affordable housing efforts in town. The Council is being asked to consider the establishment of an Affordable Housing Fund to receive the payments in lieu and other monies such as grants, and sale proceeds for the purpose of supporting the creation, rehabilitation, and retention of affordable housing units in Kittery.

The fund would be used for activities such as financial grants and loans for conversion, rehabilitation, and renovation of existing housing (single family/multi-family), purchase of land, construction of affordable housing units, loans and grants for private development of affordable units, and oversight and administration of projects and activities associated with these efforts.

Examples of uses include revolving loans and grants to qualifying residents to rehabilitate their homes, so they can remain in place, land purchases that can be leased to private/nonprofit developers for the creation of affordable units, bridge loans for qualifying first-time homebuyers.

The funds will be kept separate from the operating funds, and as proposed, can only be spent with approval of the Town Council.

### **TITLE 3 – PROCEEDS FROM SALE OF TAX-FORECLOSED PROPERTIES**

In addition to state and federal grants, and payment-in-lieu funds, the Working Group proposes utilizing proceeds from the sale of property obtained through tax-foreclosure to be directed to the Affordable Housing Fund. Not all tax-foreclosures are the result of financial hardship, though some are. Directing the proceeds of such sales back into the generation and retention of affordable units is a fitting use of the funds and supports the goals of ensuring the Town is affordable to people of all incomes.

### **TITLE 4 – HOUSING COMMITTEE**

The final piece of the package is a proposal to establish a standing Housing Committee to continue work on the affordable housing challenge, and to recommend policy and use of the Housing Fund.

The proposal transitions the Working Group into a full committee with a membership that represents a diversity of expertise and perspective.

### **PROCESS**

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The Working Group drafted the proposed ordinances and policies following extensive research and discussion with other agencies and municipalities working to address affordable housing issues.

The Kittery Land Issues Committee reviewed the draft Affordable Housing Ordinance and the C-1 and C-3 changes in February of 2020.

The Planning Board began its review process on May 28, 2020. The public hearings were held in July and August (July 23, Aug 13 & 27), and a workshop was held on September 15, 2020 with the Working Group and Economic Development Committee to review the proposed Title 16 amendments. The Planning Board voted unanimously to recommend the zoning amendments to the Council at their meeting on September 24, 2020. The written minutes of the meetings are still being developed, but video of all of the meetings are available on the Town's website.

### **RECOMMENDATION**

Schedule a Workshop with the Planning Board and schedule public hearings for each proposed measure.

### **ATTACHMENTS**

- Proposed Title 16 Amendment
- Proposed Title 15 Ordainment

**TITLE 16  
AFFORDABLE HOUSING &  
C-1 AND C-3 ZONES AMENDMENTS**

**NOTE: formatting and numbering will be finalized/fixed by General Code upon adoption.**

**1. ADD §16.12 Affordable Housing as follows:**

1 **16.12 Affordable Housing**

2 **16.12.1 Purpose**

3 Recognizing that the market alone will not provide the range and diversity of housing types needed for a  
4 vibrant community, the Town of Kittery desires to encourage affordable housing for households of  
5 modest means and for all ages. The purpose of this ordinance is to offer incentives to developers to  
6 include affordable housing, either for lease or sale, particularly in those zones that offer utilities and/or  
7 services, and to mitigate the impacts of market-rate housing development on the limited supply of land  
8 available for suitable housing. The Town looks to its comprehensive plan and finds that this ordinance  
9 will assist in meeting housing goals and in promoting the public health, safety and welfare of its  
10 residents.

11 **16.12.2 Applicability**

12 A. Affordable housing regulations are applicable only in zones which explicitly state so and as  
13 follows:

14 1) All development involving three or more new dwelling units. The proposed dwelling units may be  
15 new construction, created through a change of use or created through a renovation, rehabilitation or  
16 remodel. Projects may not be phased or segmented to avoid compliance with these requirements.

17 2) All major subdivisions, including those planned in phases, in all zones that create 5 or more lots.  
18 Minor subdivisions are exempt.

19 3) All developments as described in 1) and 2) above whether the dwelling units proposed are  
20 intended for sale or for lease.

21 B. Affordable housing regulations do not apply to hotels, motels, rooming houses, inns, bed and  
22 breakfasts, residential care facilities or elder care facilities.

23 **16.12.3 Requirements**

24 A. For projects proposing five (5) or more dwelling units, at least 10% of the units, rounded down to  
25 the nearest whole number, must be affordable housing units, as defined by this code. Any fractional unit  
26 obligation left after the rounding results in a proportional payment-in-lieu (see 3) below). For example, if  
27 15 units are proposed, then one affordable unit is required plus 50% of a payment-in-lieu. If an  
28 additional affordable unit is offered for the fractional unit obligation, no payment-in-lieu is required.

29 B. The affordable housing units must remain affordable (via a recorded land use restriction, deed  
30 restriction or other legal instrument, a copy of which must be submitted to the Town prior to issuance of  
31 any building permits) for the longest term permitted under federal, state and local laws and ordinances,  
32 or 30 years, whichever is greater.

33 C. As an alternative to providing affordable housing units, projects may pay a fee in lieu of some or all  
34 of the units. In-lieu fees shall be paid into the Kittery Housing Reserve Fund, as ordained by the Kittery  
35 Town Council. The fee for affordable units not provided must be established by the Kittery Town  
36 Council in the schedule of fees.

37 D. If the developer prefers to provide a payment-in-lieu instead of the required affordable housing  
38 units, that proportional payment will be calculated based on the number of affordable housing units that  
39 are required plus any fractional unit obligation. Using the example above, if 15 units are proposed, the  
40 developer would provide 1.5 times the current rate set by the Town.

41 **16.12.4 Location**

42 A. Required affordable housing may be located either on-site with any market rate dwelling units or  
43 off-site within areas appropriately zoned for residential use. For development proposed in the C-1, C-3,  
44 B-L and B-L1 zones, any off-site affordable housing must be located within one of those zones.

45 B. Off-site affordable housing may be new construction, a rehabilitation, remodel or renovation of an  
46 existing structure, or a change of use from non-residential to residential.

47 C. Developers of market-rate units for sale who seek to provide the required affordable housing units  
48 off-site may opt to provide such dwelling units as rentals, subject to review and approval by the Planning  
49 Board.

50 **16.12.5 Incentives**

51 A. Zoning districts having density incentives may be reviewed under the pertinent zone located in  
52 §16.3 Land Use Zone Regulations.

53 B. The Town will reduce the permitting costs for developments including affordable housing as  
54 follows:

55 1) For developments comprised of 10% – 15% affordable housing units: 10% off total permitting  
56 costs except for sewer connection fees.

57 2) For developments comprised of 16% – 24% affordable housing units: 15% off total permitting  
58 costs except for sewer connection fees.

59 3) For developments comprised of 25% and over affordable housing units: 20% off total permitting  
60 costs except for sewer connection fees.

61 **16.12.6 Standards**

62 A. Affordable housing units must be built in reasonable accordance with any market-rate units such  
63 that at minimum, for every five market rate units built, one affordable unit must be completed. All  
64 affordable housing units in a development must have received a certificate of occupancy before the final  
65 market rate unit receives such. If a development is proposed for five dwelling units, including one  
66 affordable unit, that affordable unit must be completed before the last market rate unit receives its  
67 certificate of occupancy.

68 B. When affordable housing units are part of a development which also includes market rate housing  
69 units, the outside appearance of affordable units must be similar to the market rate units and any  
70 affordable units must be integrated into the development as a whole. Affordable units cannot be confined

71 to one building of a multiple building development except in the cases of cottage clusters, accessory  
72 dwelling units or two-family residences.

73 C. Affordable housing units need not be the same size as market rate housing units but the number of  
74 bedrooms in each such dwelling unit may not be less than 10% of the total number of market rate  
75 bedrooms in the development, rounded up when the fractional portion is .5 or more. For example, a five-  
76 unit multi-family dwelling with four market rate housing units of 2 bedrooms each would be required to  
77 provide one affordable housing unit with one bedroom.

78 1) Studio dwelling units will be counted as a one-bedroom unit. In cases where a development is  
79 providing only studio apartments and one-bedroom apartments, the Planning Board has the authority  
80 to decide whether each required affordable housing unit will be a studio or one-bedroom unit.

81 D. Affordable housing units to be located off-site must be of comparable quality with the same  
82 number of bedrooms (see 3) above) as any new affordable housing units that would be created by the  
83 project on-site. The Town will not accept off-site units that are run-down or show signs of substantial  
84 wear or deterioration. This includes but is not limited to: heating and cooling systems, plumbing, wiring,  
85 appliances, flooring, walls, counters, cabinets, and fixtures as well as roofing, siding, doors and  
86 windows.

87 **16.12.7 Eligibility and Restrictions**

88 A. Affordable housing units or lots that will be owner-occupied must be:

89 1) Restricted to households having an income that does not exceed 120% of the area median income  
90 for the family size having the same number of persons as the subject household for the York-Kittery-  
91 South Berwick, Maine, Metro Fair Market Area (HMFA), as published by the U.S. Department of  
92 Housing and Urban Development as of the date of the buyer's application, and whose housing and  
93 utility costs do not exceed 30 percent of the household's annual gross income; and

94 2) Maintained as affordable housing units through a land use restriction agreement with the Town of  
95 Kittery or its designee for a period no less than the maximum period permitted by Maine law or thirty  
96 (30) years, whichever is longer.

97 B. Affordable housing units that will be leased must be:

98 1) Restricted to households having an income that does not exceed 80% of the area median income  
99 for the family size having the same number of persons as the subject household for the York-Kittery-  
100 South Berwick, Maine, Metro Fair Market Area, as published by the U.S. Department of Housing and  
101 Urban Development as of the date of the household's application, and whose housing and utility costs  
102 do not exceed 30 percent of the household's annual gross income; and

103 2) Maintained as affordable housing units through a land use restriction agreement with the Town of  
104 Kittery or its designee for a period no less than the maximum period permitted Maine law or thirty  
105 (30) years, whichever is longer.

106 C. Subleasing of any leased affordable housing unit is not permitted. Leasing or renting, including  
107 short-term rentals, of any owner-occupied affordable housing unit is not permitted.

108 **16.12.8 Marketing and Pricing**



109 A. Affordable housing units must be actively marketed for sale or lease, as applicable, to eligible  
110 households, which active marketing must include, as a minimum, the following:

111 1) The owner shall provide a notice of availability to the Town of intent to lease or sell an affordable  
112 housing unit. Such notice must be given at least 14 days prior to advertising the unit.

113 2) The owner or their authorized representative shall provide an affidavit to the Town confirming  
114 that household eligibility requirements have been met upon successful sale or lease of an affordable  
115 housing unit. Any lease agreement must be in writing and provided to the Town upon request.

116 3) A non-eligible household may occupy an affordable housing unit if, despite active marketing, an  
117 eligible household is not available to lease the housing unit. If an affordable housing unit is being  
118 offered for lease, a non-eligible household may occupy it under the following conditions:

119 i. The housing unit must be marketed for 90 days after the Town’s receipt of notice of availability.

120 ii. If no eligible household is found, a lease may be signed with a non-eligible household 14 days  
121 after the Town is notified of the failure to lease, with the condition that the next housing unit that  
122 becomes available in the development must be offered as an affordable unit so that the affordable  
123 housing requirements for the development continue to be met.

124 4) If, 120 days after the Town’s receipt of notice of availability, the initial sale of an affordable  
125 housing unit by the developer has not occurred, a non-eligible household may occupy it but that  
126 household may only lease the unit for one year from the developer thus preserving the affordable  
127 restrictions. The unit must again be offered for sale upon termination of the one-year lease. The lease  
128 may not be renewed. The Town must be notified of the failure to sell 14 days before the lease is  
129 signed and of the subsequent lease agreement within 30 days of such lease being signed.

130 B. Initial maximum sale pricing of new affordable units must be set as follows:

131 1) Establish the target percentage of area median income level from the York-Kittery-South Berwick,  
132 Maine, Metro Fair market Area (HMFA), as published by the U.S. Department of Housing and Urban  
133 Development that the unit will be marketed to. For projects being funded privately, that number must  
134 be 110% of area median income. For projects that include state, federal or municipal funding, that  
135 number will be influenced by the stipulations attached to the funding.

136 2) From the table below, determine the minimum household size based on the number of bedrooms  
137 in the unit

	<u>1-bedroom</u> <u>or studio</u>	<u>2-bedroom</u>	<u>3-bedroom</u>	<u>4-bedroom</u>
<u>Minimum</u> <u>Household</u> <u>Size</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>

138 3) Calculate 30% of the gross median income based on the area median income from the York-  
139 Kittery-South Berwick, Maine, Metro Fair market Area (HMFA), as published by the U.S.  
140 Department of Housing and Urban Development for the minimum household size based on the  
141 number of bedrooms.

142 For example: (Household’s 110% AMI x .30)/12 = monthly income available for housing-related  
 143 expenses

144 4) The amount obtained from the formula above must then have other housing-related expenses, such  
 145 as mortgage insurance, real estate taxes, home insurance and any HOA/condominium fees removed.  
 146 Mortgage insurance must be estimated similar to current rates utilized by the Federal Housing  
 147 Administration unless otherwise agreed to by the Town or its designee. What remains after removing  
 148 non-mortgage related housing expenses is that portion of a household’s monthly income which is  
 149 available for a mortgage payment.

150 5) The sale price will then be set based on a 30-year fixed-rate mortgage with a minimum 3.5% down  
 151 payment. Larger down payments will not change the maximum allowable sale price.

152 6) No affordable housing unit may be sold for more than the maximum sale price.

153 C. Affordable housing units located in a development for which a home owner association (HOA) or  
 154 condominium association will be established must obtain the Town’s review and approval of the draft  
 155 budget and condominium/HOA documents. The Town or its designee may request quotes for costs such  
 156 as replacement reserves and insurance. Fees will be shared proportionately based on the Town’s tax  
 157 assessment of the properties or if that information is not available, on the initial sales price of the units.  
 158 Affordable units will be assessed with consideration given to the associated restrictions. The  
 159 condominium/HOA fees may not increase more than 5% any given year and cannot exceed 15% within  
 160 any five-year period without a supermajority 67% vote of the association. The Town may choose to have  
 161 a consultant or the Town Attorney review the condominium/HOA documents, which fee is payable by  
 162 the developer.

163 D. Maximum resale pricing of affordable units must be set as follows:

164 1) Calculate the average percentage change in the area median income used for the initial pricing for  
 165 the relevant minimum household size between the year of purchase and the present.

166 2) Using that percentage number, calculate the new selling price. For example, if the average  
 167 percentage change in area median income over the time the home was owned is 2% then: (original  
 168 purchase price) \* 1.02) = new selling price.

169 E. Monthly rental costs for affordable housing units will be set based on the following:

170 1) Find the minimum household size based on the number of bedrooms from the table below:

	<u>1-bedroom</u> <u>or studio</u>	<u>2-bedroom</u>	<u>3-bedroom</u>	<u>4-bedroom</u>
<u>Minimum</u> <u>Household</u> <u>Size</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>

171 Use the formula below to calculate the monthly rent:

172 0.30 x (annual income based on minimum household size/12) minus utilities = affordable rental unit  
173 rent.

174 F. The Town Manager or designee, with recommendation from the Affordable Housing Committee,  
175 may modify the requirements in 16.12.8 as needed to advance Kittery's affordable housing goals and  
176 objectives.

177 **16.12.9 Supplemental Standards for Approval**

178 A. Prior to submission of any plan for review by a Town land use board such as the Planning Board  
179 or Board of Appeals, the developer shall submit a Housing Plan to the Planning Department outlining the  
180 incentives sought, target median income percentage for the affordable units, proposed location of  
181 affordable housing and standards satisfied from this section.

182 B. The Town must review the plan and certify in writing that the development for which approval is  
183 sought, as described in the Housing Plan, is consistent with all applicable requirements of this Section. If  
184 the plan does not meet the requirements, the Town must notify the developer and the project may not  
185 proceed to the applicable land use board.

186 C. In addition, all housing-related projects in the C-1 zone must undergo master site plan review even  
187 if only one building is proposed. See Chapter 16.6.

188 D. Prior to the submittal of any development application for consideration by a Town land use board,  
189 a pre-application conference between the developer and the Town is required to discuss the application,  
190 site design and relevant requirements of the certified Housing Plan.

191 E. Prior to issuance of a building permit, a land use restriction agreement shall be executed between  
192 the Town Manager and the developer, in a form promulgated by the Town and approved by the Town  
193 Attorney, based on the Housing Plan, which land use restriction agreement sets forth the land use  
194 restrictions required by this section.

195 F. Prior to issuance of the certificate of occupancy for a development subject to this section, the  
196 developer shall provide the Town with a fully executed copy of the land use restriction agreement as  
197 recorded in the real property records maintained by the York County Registry of Deeds.

198

**2. ADD definitions to §16.2 as follows:**

199 **AFFORDABLE**

200 The percentage of income a household is charged in rent and other housing expenses, or must pay in  
201 monthly mortgage payments (including insurance, HOA fees, and taxes), does not exceed 30% of a  
202 household's gross income, or other amount established in town regulations that does not vary  
203 significantly from this amount.

204 **AFFORDABLE HOUSING UNIT**

205 One dwelling unit of either affordable housing for rent or affordable housing for sale.

206 **AFFORDABLE HOUSING FOR RENT**

207 A dwelling unit that may be rented for year-round occupancy for which the rental cost does not exceed  
208 the maximum cost set forth for households making up to 80% of area median income, as determined by  
209 HUD's York-Kittery-South Berwick Metro Fair Market Area (HMFA) limits. Annual rent increases are  
210 limited by deed restriction, lease agreement or other legally binding agreement to the percentage increase

211 in the HUD York-Kittery-South Berwick Metro Fair Market Area (HMFA) median income figures for a  
212 household of that size.

213 AFFORDABLE HOUSING FOR SALE

214 A dwelling unit that may be purchased for year-round occupancy for which the selling price does not  
215 exceed the maximum price set forth for households making up to 120% of area median income, as  
216 determined by HUD's York-Kittery-South Berwick Metro Fair Market Area (HMFA) limits. The resale  
217 price is limited by deed restriction or other legally binding agreement for all future sales of the unit, or a  
218 lesser term if permitted by regulations, to the percentage increase in the HUD York-Kittery-South  
219 Berwick Metro Fair Market Area (HMFA) median income figures for a household of that size.

220 COTTAGE CLUSTER

221 A group of size-restricted single-family detached dwelling units that share a common lot as well as  
222 common open space and may share a parking area and/or accessory structures.

223 DISTRIBUTION CENTER

224 A warehouse or specialized building with refrigeration or climate control, stocked with products to be  
225 shipped to retailers, wholesalers or directly to consumers.

226 FULFILLMENT CENTER

227 A physical location, often a warehouse or a specialized building with automation, from which a  
228 fulfillment provider fills customer orders from multiple e-commerce retailers.

229 IMPERVIOUS SURFACE

230 The total area of a parcel that consists of buildings and any associated structures as well as roads,  
231 driveways, and parking areas, whether paved or unpaved and any additional area that is covered with a  
232 low-permeability material such as asphalt, stone or concrete or compacted through design or use to reduce  
233 permeability.

234 SHOPPING FULFILLMENT CENTERS

235 A physical location that combines a business's retail functions and its warehouse or distribution activities  
236 into one building. These facilities provide customers options for viewing goods and placing orders online  
237 or onsite. Products are stored and orders are processed onsite.

**3. AMEND the definition of Dwelling in §16.2 as follows:**

238 **DWELLING UNIT**

239 A room or group of rooms forming a habitable unit for one family household, with facilities used or  
240 intended to be used for living, sleeping, cooking, eating and sanitary facilities. ~~It comprises at least 650-~~  
241 ~~square feet of habitable floor space, except for elderly housing, an accessory dwelling unit or a~~  
242 ~~temporary, intrafamily dwelling unit. The term does not include a trailer.~~ Such a unit must meet the  
243 building code standards adopted and amended from time to time by Maine's Bureau of Building Codes  
244 and Standards.

**4. AMEND §16.3.2.11 purpose of C ZONES as follows:**

245 § 16.3.2.11 **Commercial (C-1, C-2, C-3).**

246 A. Purpose.

247 (1) The C-1 (Route 1 Commercial) Zone proposes to add a range of uses and building types, including  
248 residential, to a vehicle-dependent predominately retail-oriented shopping area with proximity to several

249 small neighborhoods. The presence of significant existing infrastructure and the opportunity to redevelop  
250 under-utilized properties for a diversity of housing types, restaurants, services and shops with increased  
251 pedestrian access will allow the Town to advance Comprehensive Plan housing and economic  
252 development goals and meet the needs of residents into the future.

253 (2) The purpose of the ~~Commercial (C-1, C-2, C-3)~~ (Route 236 Commercial) Zone is to provide-  
254 ~~general retail sales~~, services, industry and business space within the Town in a locations capable of  
255 conveniently serving community-wide and/or regional trade areas and oriented primarily to ~~automobile-~~  
256 vehicular access.

257 (3) The C-3 (Bypass/Old Post Road Commercial) Zone proposed to introduce a mix of housing,  
258 businesses and services to an area that serves as one of the gateways to and through Kittery. Existing  
259 infrastructure, proximity to residential neighborhoods, and direct access to I-95 give this zone  
260 opportunities for housing and commercial uses, as well as advancing pedestrian access, serving residents  
261 and the region.

262 To reflect the differing character of various parts of the commercial areas, it is divided into three zones  
263 that are shown on the Zoning Map:

C-1	Route 1 Commercial Zone
C-2	Route 236 Commercial Zone
C-3	Bypass/Old Post Road Commercial Zone

264 (24) Where the standards or requirements for the zones vary, the provisions for the zone in which the  
265 parcel is located apply.

**5. ADD §16.3.2.11.B (1) Dwelling Units to §16.3.2.11.B (1) C-1 permitted uses as follows:**

266 (1) C-1 permitted uses.

267 (w) Dwelling, two-family.

**6. AMEND §16.3.2.11.B (3) C-3 permitted uses as follows:**

268 (3) C-3 permitted uses.

269 (a) Public open space recreational uses, recreational facilities and selected commercial recreation;

270 (b) School (including nursery school), hospital, elder-care facility, long-term nursing care facility,  
271 convalescent care facility, municipal or state building or use, church or any other institution of  
272 educational, religious, philanthropic, fraternal, political or social nature;

273 (c) Accessory uses and buildings including minor or major home occupations;

274 (d) Business and professional offices;

- 275 (e) Mass transit station;
- 276 (f) Commercial parking lot or parking garage;
- 277 (g) Retail uses and wholesale businesses, excluding used car lots and junkyards;
- 278 (h) Service establishments;
- 279 (i) Public utility facilities, including substations, pumping stations and sewage treatment facilities;
- 280 (j) Restaurant;
- 281 (k) Veterinary hospital;
- 282 (l) Motel, hotel, rooming house, inn;
- 283 (m) Art studio/gallery;
- 284 (n) Grocery, food store, convenience store;
- 285 (o) Day-care facility;
- 286 (p) Business service;
- 287 (q) Personal service;
- 288 (r) Building materials and garden supply;
- 289 (s) Conference center;
- 290 (t) Repair services;
- 291 ~~(u) New motor vehicle sales;~~
- 292 (~~v~~u) Boatyard;
- 293 (~~w~~y) Mechanical services, excluding junkyard;
- 294 (~~x~~w) Commercial boating and fishing uses and facilities, provided only incidental cleaning and cooking of  
295 seafood occur at the site;
- 296 (~~y~~x) Aquaculture;
- 297 (~~z~~y) Accessory dwelling unit; ~~and~~

298 ~~(aa)~~ Specialty food and/or beverage facility; and

299 (aa) Dwelling, two-family.

**7. AMEND §16.3.2.11.C (1) C-1 special exception uses as follows:**

300 (1) C-1 special exception uses.

301 ~~(a) Used car lot not connected with new car sales;~~

302 ~~(ba)~~ Gasoline sales if: i) not located within 1,000 feet of an existing station or private residence; and ii)  
303 not located within 150 feet of an existing structure;

304 ~~(eb)~~ Funeral home;

305 ~~(ec)~~ Place of assembly, including theater;

306 ~~(ed)~~ Transportation terminal excluding truck stops;

307 ~~(ee)~~ Warehousing and storage;

308 ~~(ef)~~ Mini storage not located within 2,000 feet from an existing mini storage facility located in the same  
309 zoning district;

310 ~~(eg)~~ Research and development;

311 ~~(eh)~~ Manufacturing operations that conform to the provisions of § 16.1.3.2.2 and Chapters 16.8 and 16.9;

312 ~~(ei)~~ Repair garages not located within 150 feet of a private dwelling or existing structure;

313 ~~(ek)~~ Buildings and structures over 40 feet that conform to the provisions of Chapters 16.8 and 16.9.  
314 Buildings and structures, other than multifamily dwellings and dwelling units as part of a mixed-use  
315 building in the C-1 Zone, west of Route 1, which are taller as allowed in 16.3.2.11.D (2)(e), higher  
316 than 40 actual feet from the lowest point of grade to the highest point of the building or structure  
317 must have side, rear and front yards of sufficient depth to adequately protect the health, safety and  
318 welfare of abutting properties and which may not be less than current standards or 50% of actual  
319 height, whichever is greater;

320 ~~(el)~~ Temporary, intrafamily dwelling unit;

321 ~~(em)~~ New motor vehicle sales;

322 ~~(en)~~ Mechanical services, excluding junkyard; ~~and~~



323 ~~(m)~~ Aquaculture-;

324 (n) Cottage cluster;

325 (o) Dwelling, attached single-family;

326 (p) Dwelling, multifamily; and

327 (q) Dwelling units as part of a mixed-use building.

**8. AMEND §16.3.2.11.C (3) C-3 special exception uses as follows:**

328 (3) C-3 special exception uses.

329 ~~(a) Used car lot not connected with new car sales;~~

330 ~~(b)~~ Gasoline sales if: i) not located within 1,000 feet of an existing station or private residence; and ii)  
331 not located within 150 feet of an existing structure;

332 ~~(b)~~ Funeral home;

333 ~~(c)~~ Place of assembly, including theater;

334 ~~(d)~~ Transportation terminal excluding truck stops;

335 ~~(e)~~ Warehousing and storage;

336 ~~(f)~~ Mini storage not located within 2,000 feet from an existing mini storage facility located in the same  
337 zoning district;

338 ~~(g)~~ Research and development;

339 ~~(h)~~ Manufacturing operations that conform to the provisions of § 16.1.3.2.2 and Chapters 16.8 and 16.9;

340 ~~(i)~~ Repair garages not located within 150 feet of a private dwelling or existing structure;

341 ~~(j)~~ Buildings and structures over 40 feet that conform to the provisions of Chapters 16.8 and 16.9.  
342 Buildings and structures, other than multifamily dwellings and dwelling units as part of a mixed-use  
343 building in the C-3 Zone, west of Route 1, which are taller as allowed in 16.3.2.11.D (2)(e), higher  
344 than 40 actual feet from the lowest point of grade to the highest point of the building or structure  
345 must have side, rear and front yards of sufficient depth to adequately protect the health, safety and  
346 welfare of abutting properties, and which may not be less than current standards or 50% of actual  
347 height, whichever is greater;



348 ~~(k)~~ Temporary, intrafamily dwelling unit;

349 ~~(m)~~ Commercial greenhouses;

350 ~~(n) Adult entertainment establishment not located within 1,000 feet of an existing private residence,~~  
351 ~~school or place of worship;~~

352 ~~(om)~~ Shops in pursuit of trade; ~~and~~

353 ~~(pn)~~ Construction services;

354 (o) Cottage cluster;

355 (p) Dwelling, attached single-family;

356 (q) Dwelling, multifamily; and

357 (r) Dwelling units as part of a mixed-use building.

**9. ADD §16.3.2.11.C (4) Undefined Uses as follows:**

358 (4) Undefined Uses in C-1 and C-3 Zones

359 Undefined uses will be considered by the Planning Board based on the following criteria:

360 (a) If the use is consistent with the Comprehensive Plan and zoning district purposes; and

361 (b) If the use meets special exception criteria found in §16.6.4.4.

362 In addition, the undefined use must meet one or both of the following criteria:

363 (a) If the proposed use has substantially similar impacts as a listed use.

364 (b) If the proposed use is compatible with existing uses within the zoning district for which it is  
365 proposed.

**10. AMEND §16.3.2.11.D standards as follows:**

366 D. Standards.

367 (1) C Zone standards. All development and the use of land in the C Zone must meet the following  
368 standards. Kittery's Design Handbook illustrates how these standards can be met. In addition, the  
369 design and performance standards of Chapters 16.8 and 16.9 must be met unless noted otherwise  
370 below.

371 (2) The following space standards apply in the C-1, C-2 and C-3 Zones:

372 (a) Minimum lot size: ~~40,000 square feet.~~ or density:

<u>C-1 and C-3 Zones</u>		<u>C-2 Zone</u>	
<u>Cottage Cluster; Dwelling, Attached Single-Family, Dwelling, Multi-Family, Dwelling, Two-Family, Dwelling Units as part of a Mixed-Use Building *</u>	<u>16 units per acre unless 25% of units are affordable housing units as defined by this code, in which case 20 units per acre are allowed.*</u>	<u>All uses</u>	<u>40,000 square feet</u>
<u>All other uses</u>	<u>40,000 square feet</u>		

373 \*NOTE: These uses are exempt from net residential acreage calculations but are subject to minimum land  
 374 area per dwelling unit requirements as described in § 16.7.8.4 Exemptions to net residential acreage  
 375 calculations.

376 (b) Minimum street frontage: ~~150 feet.~~

<u>C-1 and C-3 Zones</u>		<u>C-2 Zone</u>	
<u>All uses</u>	<u>No minimum*</u>	<u>All uses</u>	<u>150 feet</u>

377 \*NOTE: All lots must meet the requirements of Article XVI Lots unless specifically modified by this  
 378 section (16.3.2.11). Street frontage must provide sufficient vehicular and pedestrian access for the uses  
 379 proposed while meeting public health and safety requirements (e.g. Fire Department, Department of  
 380 Public Works). The applicant must demonstrate to the municipal permitting authority, that the street  
 381 frontage and lot design meet these requirements to the extent practicable.

382 (c) ~~Minimum~~ Maximum front ~~yard: 50 feet.~~ setback:

<u>C-1 and C-3 Zone</u>		<u>C-2 Zone</u>	
<u>All uses</u>	<u>15 feet*</u>	<u>All uses</u>	<u>50 feet</u>

383 \*NOTE: The Planning Board may, at its discretion, allow a greater setback when public amenities such as  
 384 benches, pocket parks, outdoor dining or seating areas are proposed. Properties in the C-3 Zone with  
 385 frontage on Old Post Road, including those lots which also have frontage on Route 1 Bypass, are required  
 386 to have at least a 15-foot setback on Old Post Road.

387 (d) Minimum rear and side ~~yards~~setbacks: -30 feet.

<u>C-1 Zone</u>		<u>C-2 Zone</u>		<u>C-3 Zone</u>	
<u>All uses</u>	<u>10 feet*</u>	<u>All uses</u>	<u>30 feet**</u>	<u>All uses</u>	<u>10 feet***</u>

388 \*NOTE: Except where side and/or rear setbacks of proposed new uses abut a single-family use and/or any  
 389 properties located on the east side of Route 1 from the southernmost extent of the C-1 zone north to  
 390 properties abutting Ox Point Drive in which case a minimum of 30 40 feet is required. See  
 391 16.3.2.11.C.(4).(e) for buffer requirements.

392 (\*\*NOTE: Except as may be required by the buffer provisions of this title, and where the side and/or rear  
 393 yards of the proposed nonresidential use abut a residential zone or use; in which case a minimum of 40  
 394 feet is required.)

395 \*\*\*NOTE: Except where side and/or rear setbacks of proposed new uses abut a single-family use in  
 396 which case a minimum of 15 feet is required.

397 (e) Maximum building height: ~~40 feet.~~

<u>C-1 Zone</u>		<u>C-3 Zone</u>	<u>C-2 Zone</u>	
<u>Dwelling, Multifamily, Dwelling Units as part of a Mixed-Use Building</u>	<u>50 feet on the west side of Route 1, not including solar apparatus* and 40 feet on the east side of Route 1, not including solar apparatus*.</u>	<u>40 feet*</u>	<u>All uses</u>	<u>40 feet</u>
<u>All other uses</u>	<u>40 feet</u>	<u>40 feet</u>		

398 \*NOTE: Flat roofs, proposed to locate heating, cooling, or other such mechanical or electrical apparatus

399 off the ground, are acceptable provided that such apparatus is screened from view and the screening is  
400 designed as an integral part of the building to aid both aesthetics and noise attenuation. Flat roofs  
401 proposed for the purpose of solar array installations are also acceptable.

402 \*\*NOTE: For properties in the C-3 Zone with frontage on Old Post Road, including those lots which also  
403 have frontage on Route 1 Bypass, the setback on Old Post Road must be 15 feet or greater as provided by  
404 section (c) above and building heights must not exceed 25 feet for the first 15 feet beyond the minimum  
405 15-foot setback.

406 (f) ~~Maximum building and outdoor stored material coverage: 40%.~~ Impervious surface:

407 For lots in the C-1 and C-3 zones which are currently developed and for which new multi-family,  
408 attached single-family or two-family dwellings, cottage clusters, or dwelling units as part of mixed-use  
409 building are proposed, either with or without existing or new commercial uses on the same lot, the  
410 maximum impervious surface, including but not limited to driveways, buildings, sidewalks and parking  
411 areas:

412 [1] Is 70%; or

413 [2] The Planning Board may, at its discretion, allow greater than 70% if proof that all  
414 stormwater will be managed on-site, utilizing LID (Low Impact Development) and BMP (Best  
415 Management Practice) systems based on Maine DEP's Maine Stormwater Best Management  
416 Practices Manual, Volumes 1-III as amended from time to time. The stormwater report and plan  
417 demonstrating that this requirement is met must be included with the application at the time of  
418 submission.

419 For lots in the C-3 zone which are currently vacant (no existing structure) and for which new multi-  
420 family, attached single-family, or two-family dwellings, cottage clusters, or dwelling units as part of  
421 mixed-use building are proposed, the maximum impervious surface, including driveways, buildings,  
422 sidewalks and parking areas:

423 [1] Is 60% or

424 [2] The Planning Board may, at its discretion, allow greater than 60% if proof that all  
425 stormwater will be managed on-site utilizing LID (Low Impact Development) and BMP  
426 (Best Management Practice) systems based on Maine DEP's Maine Stormwater Best  
427 Management Practices Manual, Volumes 1-III as amended from time to time. The  
428 stormwater report and plan demonstrating that this requirement is met must be included  
429 with the application at the time of submission.

430 For lots in the C-1 or C-3 zones which are currently developed and for which redevelopment is proposed  
431 with new non-residential structures, the maximum impervious surface, including but not limited to  
432 driveways, buildings, sidewalks and parking areas:

433 [1] Is 70%; and all stormwater must be managed on-site, utilizing LID (Low Impact  
434 Development) and BMP (Best Management Practice) systems based on Maine DEP's  
435 Maine Stormwater Best Management Practices Manual, Volumes 1-III as amended from  
436 time to time. The stormwater report and plan demonstrating that this requirement is met  
437 must be included with the application at the time of submission.

438 For all uses in the C-2 Zone, building and outdoor material coverage must not exceed 40%.

439 (g) ~~Minimum setback from~~ water body ~~and wetland~~ setback for functionally water-dependent uses: zero  
440 feet.

441 (h) Minimum setback from streams, water bodies and wetlands: in accordance with Table 16.9,  
442 § 16.3.2.17 and Appendix A, Fee Schedules.

443 (i) Affordable housing requirements:

444 [1] All requirements in 16.12. Affordable Housing must be met.

445  
446 [2] Density incentives outlined above in (2).(a) may be applied to projects that create  
447 affordable housing units, as defined by this code. No proportional payment-in-lieu is  
448 required if the affordable dwelling unit requirements for the density incentives are met.  
449

450 (j). Mixed-use buildings must have non-residential uses comprising at least 50% of the street-facing  
451 first floor.

452  
453 (k) Underground utilities are required. The Planning Board may allow an alternative but it is incumbent  
454 upon the applicant to demonstrate why such a modification request should be granted.

455 (l) Cottage cluster requirements:

456  
457 [1] Cottage cluster dwelling units must either face the required common open space or the  
458 street. The required open space must be held in common for use by all the cottage cluster  
459 residents and must be immediately accessible to each dwelling unit, via either the front or  
460 the back of each unit.

461  
462 [2] Each cottage cluster dwelling unit must be no greater than 1,200 square feet. Spacing  
463 between units must comply with the requirements of the Fire Department and/or the State  
464 Fire Marshal's office.  
465

466 [3] Shared parking areas must be connected to each dwelling unit via a sidewalk

467 (3) C-1 Zone standards. All development and the use of land except for new multifamily, attached  
468 single-family or two-family dwellings, cottage clusters, or dwelling units as part of a mixed-use  
469 building within the C-1 Zone must meet the following standards:

470 (4) C-1 and C-3 Zone standards for attached single-family dwellings, multi-family dwellings, two-  
471 family dwellings where more than one two-family dwelling is proposed for a single lot, cottage  
472 clusters, and dwelling units as part of a mixed-use building:

473 (a) Design standards.

474 See Kittery's Design Handbook for further information on how these standards can be met.

475 [1] Sidewalks must be installed within the right-of-way to meet minimum requirements as  
476 specified in 16.8 Table 1, subject to review and approval by the Department of Public Works  
477 and MaineDOT if required.

478 [2] Connectivity between new housing development and adjacent existing or new commercial  
479 areas is required. This connectivity must, at minimum, include sidewalks or walkways. In  
480 the C-1 zone, connectivity may also include vehicular access coupled with sidewalks or  
481 walkways between residential and commercial areas. Connectivity must be pedestrian-  
482 friendly with appropriately scaled improvements such as eight-foot wide sidewalks and  
483 human-scaled lighting.

484 [3] On-street parking is encouraged on new or existing private roads off Route 1, and may be  
485 considered as a part of a joint use parking plan when such on-street parking is proposed as  
486 part of a development or redevelopment plan.

487 [4] All service areas for dumpsters, compressors, generators and similar items must be screened  
488 by a fence at least six feet tall, constructed of a material similar to surrounding buildings,  
489 and must surround the service area except for the necessary ingress/egress.

490 [5] Parking must be located behind multifamily dwellings and mixed-use buildings with  
491 residential dwelling units when viewed from the street. The Planning Board may allow  
492 parking to the side or front of such residential or mixed-use buildings at its discretion, but it  
493 is incumbent upon the applicant to demonstrate why rear parking is not feasible.

494 [6] Lighting plans, including lighting fixture designs and photometric plans must be included at  
495 the time of application submission. All fixtures must be cut-off to prevent light trespass and  
496 meet all requirements of Chapter 16.8 Article XXIV.

497 [7] A single new two-family dwelling proposed for a lot, the addition of another dwelling unit to  
498 an existing single-family residence to create a two-family dwelling and the addition of an  
499 ADU (Accessory Dwelling Unit) to a single-family residence is exempt from these design  
500 standards.

501 (b) Open space standards.

502 [1] Open space must be provided as a percentage of the total area of the lot, and may include  
503 wetlands, water bodies, streams, and setbacks. Fifteen percent (15%) of each lot must be  
504 designated as open space.

505 [2] For multifamily dwellings, mixed-use buildings with residential dwelling units and attached  
506 single-family dwellings, in cases where the property does not meet the 15% requirement due  
507 to existing development, and where redevelopment will remain at the same or comprise a

508 lower percentage of the lot, the Planning Board may, at its discretion, allow a smaller  
509 percentage of open space. In granting this concession, the Board may require more intensive  
510 landscape plantings.

511 (c) Parking standards.

512 The following minimum off-street parking requirements must be provided and maintained in  
513 case of new construction, alterations, and changes of use:

514 [1] Parking requirements must be met on site unless an existing building covers so much of the  
515 lot as to make the provision of parking impractical in whole or in part. If meeting the parking  
516 requirements is not practical, then the parking demand may be satisfied off site or through  
517 joint-use agreements as specified herein. Notwithstanding the off-street parking requirements  
518 in Article IX of Chapter 16.8, minimum parking requirements for the uses below are  
519 modified as specified:

520 [a] Dwelling units: 1 parking space per dwelling unit.

521 [b] For multifamily dwellings, if more than ten parking spaces are required, up to 20% of the  
522 parking may be designated for compact cars. See 16.8.9.4 Off-Street Parking Standards.

523 [2] Off-site parking. Required off-street parking may be satisfied at off-site locations, provided  
524 such parking is on other property owned by the applicant or is under the terms of a  
525 contractual agreement that will ensure such parking remains available for the uses served.  
526 Applicant must present evidence of a parking location and a contractual agreement;

527 [3] Joint-use parking. Required off-street parking may also be satisfied by the joint use of  
528 parking space by two or more uses if the applicant can show that parking demand is  
529 nonconflicting and will reasonably provide adequate parking for the multiple uses without  
530 parking overflowing into undesignated areas. Nonconflicting periods may consist of daytime  
531 as opposed to evening hours of operation or weekday as opposed to weekends or seasonal  
532 variation in parking demand.

533 [a] Such joint parking areas must be held under ownership of the applicant or under terms of  
534 a contractual agreement that ensures such parking remains available to all users of the  
535 shared parking spaces;

536 [b] Determination of parking adequacy will be based on a most frequent basis, not a "worst  
537 case" scenario;

538 [c] Joint use parking areas must be located within 1,500 feet of the uses served, but do not  
539 need to be located on the same lot as the uses served;

540 [d] Ease and safety of pedestrian access to shared parking by the users served must be  
541 demonstrated to the municipal permitting authority's satisfaction, including any  
542 proposed improvements, such as crosswalks or shuttle service that may be offered and its  
543 requisite loading/unloading areas;

544 [e] Such joint parking areas must not be located in residential zones of the Town.

545 [4] In making determinations on off-site or joint-use parking under a development plan review,  
546 the municipal permitting authority with jurisdiction to review and approve will make a final



547 determination of the joint-use and/or off-site spaces that constitute an acceptable combination  
548 of spaces to meet the required parking demand.

549 [5] Electric car charging stations are allowed in parking lots but must not interfere with  
550 pedestrian movement on sidewalks.

551 (d) Landscaping and screening

552 [1] For new multi-family, attached single-family, or dwelling units as part of a mixed-use  
553 building or any new residential use that will create more than three dwelling units on a site,  
554 the following standards apply:

555 [a] A landscape plan prepared by a registered landscape architect is a submission  
556 requirement. However, a landscape plan done by other design professionals may be  
557 allowed at the Planning Board's discretion.

558 [b] A minimum of one street tree must be planted for each 25 feet of street frontage. Trees  
559 may be planted in groups or spaced along the frontage. However, trees must be planted  
560 to ensure survival, using silva cells, bioretention cells or tree wells. Trees are to be a  
561 minimum of 2.5-inch caliper and 12 feet high at the time of planting. Existing large  
562 healthy trees must be preserved if practical and will count towards this requirement.  
563 Trees proposed within the right-of-way must remain under 20 feet tall at maturity.

564 [c] Surface parking lots designed for five or more cars that will service multifamily or  
565 mixed-use buildings with dwelling units and which abut a street, **an existing single-**  
566 **family use, or a residential zone,** must provide screening in one of the following ways:

567 i. One tree per 25 feet of street frontage backed by a fence constructed of a  
568 material similar to surrounding buildings which must screen the parking area  
569 from the street except for necessary vehicular and pedestrian access. To  
570 ensure survival, trees must be planted using silva cells, bioretention cells or  
571 tree wells. Trees must be at least 2.5-inch caliper and 12 feet high at the time  
572 of planting. Existing large healthy trees must be preserved if practical and  
573 will count towards this requirement. Trees proposed within the right-of-way  
574 must remain under 20 feet tall at maturity.

575 ii. A combination of trees and shrubs including at least 50% evergreen species,  
576 all at least six feet high at time of planting, in a planting bed at least eight  
577 feet wide. Plantings must be sufficient, as determined by the Planning Board,  
578 to screen the parking area from the street except for necessary vehicular and  
579 pedestrian access. Planting beds may be mulched but no dyed-mulching  
580 material may be used.

581 [d] A minimum of 10% of any surface parking area consisting of 10 or more spaces must  
582 be landscaped with trees and vegetated islands. This requirement is in addition to the  
583 aforementioned screening and street tree requirements.

584 [e] Native trees are preferred and must be drought and salt tolerant when used along  
585 streets. A diversity of tree species (three to five species per every 12 trees) is required  
586 to provide greater resiliency to threats from introduced insect pests and diseases.



587 [f] Any required plantings that do not survive must be replaced within one year. This  
588 requirement does not expire and runs with the land.

589 [g] If 25% of the proposed development will be affordable dwelling units, the Planning  
590 Board may, at its discretion, modify surface parking lot landscaping and screening  
591 requirements under [c] and [d].

592 (e) Buffers.

593 [1] Buffers are required between new residential uses and existing nonresidential uses and  
594 must be at least 10 feet wide. A buffer plan must be prepared in conjunction with the  
595 landscape plan as described in [d].[1].(a) above and consist of:

596 [a] A fence at least six feet high, constructed of material similar to surrounding buildings,  
597 with plantings of trees at least six feet tall at time of planting and shrubs on the new  
598 residential side of the fence.

599 [b] Ground cover plantings such as perennials or ornamental grasses must be used where  
600 appropriate.

601 [c] Plantings must be provided with irrigation to enhance survival unless they are part of a  
602 bioretention cell, rain garden or tree well.

603 [d] Any required plantings that do not survive must be replaced within one year. This  
604 requirement does not expire and runs with the land.

605 [e] If 25% of the proposed development will be affordable housing dwelling units, the  
606 Planning Board may, at its discretion, modify buffer requirements under [a] and [b].

607 [2] Buffers are required between new residential uses and existing single-family uses and must  
608 be at least 10 feet wide. A buffer plan must be prepared in conjunction with the landscape  
609 plan as described in [d].[1].(a) above and consist of:

610 [a] A fence at least six feet high, constructed of material similar to surrounding buildings,  
611 with plantings of trees and shrubs at least six feet tall on the new residential side of the  
612 fence; or

613 [b] Plantings of trees at least six feet tall and shrubs, including at least 50% evergreen  
614 species. Such plantings must ensure adequate buffering and screening is achieved as  
615 determined by the Planning Board.

616 [c] Ground cover plantings, such as perennials or ornamental grasses must be used where  
617 appropriate.

618 [d] Plantings must be provided with irrigation to enhance survival unless they are part of a  
619 bioretention cell, rain garden or tree well.

620 [e] Any required plantings that do not survive must be replaced within one year. This  
621 requirement does not expire and runs with the land.

622 [f] If 25% of the proposed development will be affordable housing dwelling units, the  
 623 Planning Board may, at its discretion, modify buffer requirements under [a], [b] and  
 624 [c].

**11. RENUMBER §16.3.2.11.D (4) C-2 Zone standards to (5) as follows:**

625 ~~(4)~~ C-2 Zone standards.

**12. AMEND §16.3.2.11.D (5) to as follows:**

626 ~~(5)~~ C-3 Zone standards. All development and the use of land except for new multifamily, attached  
 627 single-family or two-family dwellings, cottage clusters or dwelling units as part of a mixed-use  
 628 building, within the C-3 Zone must meet the following standards:

**13. AMEND §16.7.8.4 Exemptions to net residential acreage calculations as follows:**

629 C. The Mixed-Use – Neighborhood Zone (MU-N) and certain residential uses in the C-1 and C-3  
 630 zones as noted in 16.3.2.11 are exempt from § 16.7.8.2, Net residential acreage calculation, but is  
 631 subject to the minimum land area per dwelling unit as defined in Chapter 2, Definitions, except that 50%  
 632 of all wetlands may be subtracted, rather than 100%.

**14. AMEND §16.8.9.4 Off-street parking standards as follows:**

633 Table 2-A Parking Space Design

Compact Car Parking

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u> <u>(Aisle Width)</u>	
To curb	Angle of Parking (degrees)	Stall Width (feet)	Stall Depth (feet)	Stall to Curb (feet)	Skew (feet)	One-Way Traffic (feet)	Two-Way Traffic (feet)
Parallel	0	8	16	8.0	<del>TBD</del> 16.0	12	<del>18</del> 19
Diagonal	45	8	16	<del>TBD</del> 17.0	<del>TBD</del> 5.7	13.5	<del>18</del> 20
Diagonal	<del>46 to</del> 60	8	16	<del>TBD</del> 17.8	<del>TBD</del> 6.9	18	<del>18</del> 20
Perpendicular	<del>61 to</del> 90	8	16	<del>TBD</del> 16.0	<del>TBD</del> 8.0	22	22

**15. ADD §16.8.9.4 Off-street parking standards as follows:**

634 N. Compact-size parking spaces, unless restricted for use by and located adjacent to a dwelling unit,  
 635 must be located in one (1) or more continuous areas and cannot be intermixed with spaces designed for  
 636 full size vehicles.

637 O. Compact-size parking spaces shall be clearly designated by pavement marking and by direction  
 638 signs in conformance with 16.8.10.9.

**KITTERY TOWN CODE –  
TITLE 16  
AFFORDABLE HOUSING**

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

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

10 **WHEREAS**, the Town of Kittery desires to promote and retain a diverse community of residents  
11 who provide essential services to the Town, cultural enrichment, a variety of ages and  
12 backgrounds, or who currently live in Kittery on modest means; and

13 **WHEREAS**, the Town of Kittery recognizes that municipal support provided through a  
14 combination of policy, ordinances, and funds is needed for the creation, rehabilitation, and  
15 retention of affordable housing units in Kittery; and

16 **WHEREAS**, the Town of Kittery seeks to remove barriers and incentivize the creation,  
17 rehabilitation, and retention of affordable housing units through its zoning code;

18 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN  
19 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS TITLE 16, LAND USE and  
20 DEVELOPMENT CODE, AFFORDABLE HOUSING AMENDMENTS OF THE TOWN CODE,  
21 AS PRESENTED.

22 **INTRODUCED** and read in a public session of the Town Council on the \_\_\_\_ day of \_\_\_\_\_,  
23 20\_\_\_\_, by: \_\_\_\_\_ {NAME} Motion to approve by Councilor  
24 \_\_\_\_\_ {NAME}, as seconded by Councilor \_\_\_\_\_ {NAME} and  
25 passed by a vote of \_\_\_\_\_.

26 **THIS ORDINANCE IS DULY AND PROPERLY ORDAINED** by the Town Council of Kittery,  
27 Maine on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, {NAME}, \_\_\_\_\_, Chairperson

28 **Attest:** {NAME}, \_\_\_\_\_ Town Clerk

EDWARD L WHITESELL  
HEATHER H WHITESELL  
29 WORSTER RD.  
ELIOT, ME 03903-1112

52-7450/2112


1008

DATE 10/8/2020

SECURITY SQUARE  
HEAT-REACTIVE INK

PAY TO TOWN OF Kittery \$ 50.00  
THE ORDER OF  
Fifty and 00/100 DOLLARS

Heat  
Reactive  
Ink

  
Kennebunk Savings #5007 Act.  
MEMO Thresher Mem fund

Heather H. Whitesell

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

9310



# Pole Permit Request

09/18/2020

Date:

CHECK REQUEST:

**Check Payable to:**

Town of Kittery  
ATTN: Maryann Place  
200 Rogers Road  
Kittery, ME 03904  
Amount \$10.00  
PO# 4700336487

**Permit documents to be attached with payment.**

RE: Notification #

**City/Town Representative:**  
Enclosed please find a pole permit application and required payment; please fax or email signed pole permit to:  
**lineclerknewservice@cmpco.com**  
**Fax: 629-4752**

Auto Fill Form for:  
4501 - 4502 - 4503

Notification: <input type="text" value="10300678447"/>	<input checked="" type="checkbox"/> Not Published
Work Order: <input type="text" value="801000309253"/>	<input type="checkbox"/> Public Notice of this application has been given by publishing the text of the same
Field Planner Name: <input type="text" value="Elaine Titherington"/>	In: <input type="text"/>
Field Planner Phone #: <input type="text" value="207-242-3803"/>	On: <input type="text"/>
Date: <input type="text" value="09/11/2020"/>	

City / Town <input type="text" value="Kittery"/>
To the: <input type="checkbox"/> City
<input checked="" type="checkbox"/> Town
<input checked="" type="checkbox"/> County of: <input type="text" value="York"/> , Maine

CMP applying for: <input type="checkbox"/> Overhead <input type="checkbox"/> URD
--

1. Starting Point: <input type="text" value="86"/>
2. Road (State & CMP): <input type="text" value="Rte 1/ State Road"/>
3. Direction: <input type="text" value="Northerly &amp; easterly"/>
4. Distance: <input type="text" value="50' &amp; 95'"/> feet
5. Number of Poles: <input type="text" value="2"/>

Consolidated Communications of Northern New England Company, LLC	Refer To Field Planner Web Page for selecting the appropriate Tel Co.: Home Page > Field Planner Resources > Telco Information
TEL CO: <input type="text" value="Northern New England Telephone Operations-LLC-NH"/>	

If you only need 1 copy of the 4502 Form, just click "Print Form" A print dialogue will open, click print to print all 3 forms.

If you need multiple copies of the 4502 Form, click "Print Form" A print dialogue will open, again, click print to print all. After you print all, click "Print Form" again, but this time select print range page "3" only and select the number of copies you need



Notification: 10300678447

Work Order: 801000309253

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Kittery, Maine

To the:  City

Town

County of: York, Maine

Central Maine Power hereby applies for permission to:

Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below. Consolidated Communications of Northern New England

Central Maine Power Company and Northern New England Telephone Operations LLC

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

1. Starting Point: 86

2. Road (State & CMP): Rte 1/ State Road

3. Direction: Northerly & easterly

4. Distance: 50' & 95' feet

5. Number of Poles: 2

Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

Public Notice of this application has been given by publishing the text of the same  Not Published

In: [ ]

On: [ ]

CENTRAL MAINE POWER COMPANY

Consolidated Communications of Northern New England Company, LLC  
Northern New England Telephone Operations LLC

By: Elaine Titherington

Date: 09/11/2020

By: Kimberley Burgess Date: September 16, 2020





Notification: 10300678447

Work Order: 801000309253

LOCATION PERMIT

Consolidated Communications of Northern New England Company, LLC

Upon the Application of Center Maine Power Company and Northern New England Telephone Operations LLC

dated 09/11/2020, asking for permission, in accordance with law, to construct and

maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances

over, under, along or across certain highways and public roads in the location described in said application,

permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location,

said facilities and appurtenances in the City / Town of Kittery

approximately located as follows:

- 1. Starting Point: 86
- 2. Road (State & CMP): Rte 1/ State Road
- 3. Direction: Northerly & easterly
- 4. Distance: 50' & 95' feet
- 5. Number of Poles: 2

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

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Municipal Officers

Office of the \_\_\_\_\_

Received and Recorded in Book \_\_\_\_\_, Page \_\_\_\_\_

Attest: \_\_\_\_\_

Clerk





# TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED  
MAR 11 2019  
7:15 P

## APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Erin Kempster

RESIDENCE: 32 Ridgewood Drive, Kittery, ME 03904

MAILING (if different) \_\_\_\_\_

E-MAIL ADDRESS: ekempster@gmail.com

PHONE #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) 562-708-3188

### 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       |
| <u>2</u> Conservation Commission                         | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Comprehensive Plan Committee    | <u>3</u> 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    |
| <u>1</u> Kittery Climate Adaptation Committee            | <input type="checkbox"/> KCC Board of Directors           |

Other \_\_\_\_\_

EDUCATION/TRAINING: B.A., Master of Arts in Law and Diplomacy, currently energy efficiency consultant

RELATED EXPERIENCE (Including other Boards and Commissions) \_\_\_\_\_

Member of KESAC from mid-2018

PRESENT EMPLOYMENT: energy efficiency consultant

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

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

possible conflict with adaptation committee w/r/t potential work with Efficiency Maine

REASON FOR APPLICATION TO THIS BOARD: Interested citizen, community engagement

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.**

Erin Kempster Digitally signed by Erin Kempster  
Date: 2019.03.11 22:12:23 -04'00'

SIGNATURE OF APPLICANT

3/11/19

DATE

TO: KITTERY TOWN COUNCIL

FROM: COUNCILOR Judy Spiller and Cameron Wake

RE: APPOINTMENT TO Kittery Climate Adaptation Committee

DATE OF INTERVIEW: 10/15/20 at 12 pm a.m./p.m.

We have interviewed Erin Kempster, 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 12/31/23.

ATTENDANCE RECORD: Excellent \_\_\_  
Good \_\_\_  
Poor \_\_\_

[Signature]  
[Signature]  
Signatures

COMMENTS:

**TOWN OF KITTERY  
WARRANT FOR MUNICIPAL ELECTION**

**COUNTY OF YORK, SS**

**STATE OF MAINE**

To Robert Richter, a constable (or resident) of this municipality:

You are hereby required in the name of the State of Maine to notify the voters of the Town of Kittery of the election described in this warrant:

**TO THE VOTERS OF THE TOWN OF KITTERY:**

You are hereby notified that the **MUNICIPAL ELECTION** in this municipality will be held at the **KITTERY COMMUNITY CENTER**, 120 Rogers Road, on **NOVEMBER 3, 2020**, to determine the following:

**To elect two members to the Town Council for three year terms.**

**To elect two members to the School Committee for three year terms.**

**The polls shall be opened at 8:00 a.m. and closed at 8:00 p.m.**

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

The Registrar of Voters will NOT hold office hours while the polls are open to correct any error, or change a name or address on the voting list; to accept the registration of any person who becomes 18 years of age on Election Day or after the close of registration prior to it; and to accept new enrollments. You must come to the Polls. A person who is not registered as a voter may not vote in any election.

Dated at Kittery this 26<sup>th</sup> day of October 2020.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A true copy  
ATTEST: \_\_\_\_\_  
TOWN CLERK

\_\_\_\_\_  
MUNICIPAL OFFICERS



10/20/20

Mr. Arora,

Please be advised that  
as of today 10/20/20, I  
resign from my voluntary  
position on the Town of  
Kitley's appeals board

Barry Fitzpatrick







UPDATED: October 26, 2020

## EMERGENCY WAIVER OUTDOOR RETAIL AND RESTAURANT SALES PANDEMIC COVID-19

**WHEREAS**, COVID-19, also known as coronavirus is a highly infectious virus that poses an imminent disaster to the residents, workers, and visitors to Kittery; and

**WHEREAS**, the Governor of Maine declared a state of civil emergency for Maine on March 15, 2020; and

**WHEREAS**, the Town Manager declared a local disaster existed in Kittery on March 25, 2020 in accordance with the Title 8.3.6 of the Town Code; and

**WHEREAS**, the Town of Kittery, in whole, is deemed vulnerable to the virus; and

**WHEREAS**, the need to prevent further spreading of the virus through person-to-person contact requires actions that include potential regulations and enforcement waivers pertaining to the movement of persons and vehicles, and commerce within and outside of the Town; and

**WHEREAS**, the Governor of Maine has encouraged communities to work with their commercial businesses on outdoor retail and dining to alleviate limitations on business operations resulting from required social distancing and limitations on congregating during the COVID-19 pandemic; and

**WHEREAS**, the Kittery Town Council wishes to support the businesses in town by making outdoor sales and dining possible through streamlined review and approval processes that respond to evolving safety guidelines for safe operations during the COVID-19 pandemic; and

**NOW, THEREFORE**, the Kittery Town Council hereby waives enforcement of the following provisions of Title 5.7 Sidewalk Sales and authorizes the Town Manager to approve Request for Extension of License on Premise applications effective June 1 through **December 31, 2020**, unless otherwise modified by a vote of the Town Council.

- **5.7.5. and 5.7.7 Town Council Approval** - Approvals may be granted administratively upon staff review and approval of an application and site plan.
- **5.7.6.A Four-Day Limitation on Sidewalk Sale Duration** – Sidewalk sale approvals may be valid through July 31, 2020 unless the Council modifies the waiver.
- **5.7.6.B Signature of Five Landlords** – requirement to obtain signatures from five landlords is waived.
- **5.7.10 Review Standards Parking** – Number of obstructed parking spaces may exceed 10%.
- **5.7.13 Temporary Street Closing** – Street closing and public parking obstructions may be approved by the Town Manager.

**Motion to approve made by Councilor \_\_\_\_\_ and seconded by Councilor**

**\_\_\_\_\_, and passed by a vote of \_\_\_\_\_ on the \_\_\_\_\_ day of**

**\_\_\_\_\_, 2020.**

October 20, 2020

To: Tanisha Johnson (tanisha.johnson@blmseacoast.com)  
Black Lives Matter Seacoast  
From: Judy Spiller, chair  
Kittery Town Council

I am writing on behalf of the Kittery Town Council in response to your September 16, 2020, email, inviting our participation in your September 16 event. Our next scheduled Council meeting was September 21, and the timing of the email receipt and event did not allow time for response in a Council meeting.

Please note that the Kittery Town Council remains committed to creating a welcoming and inclusive community for all those who live and visit here. At our June 8, 2020, meeting, we unanimously agreed to the following:

We, the Kittery Town Council, representing Kittery's oldest community and the gateway to Maine, condemn racism in any form. We seek in our deliberations to foster a community of mutual respect and support for all who live, learn, work, and visit here.