



TOWN OF KITTERY

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

KITTERY TOWN COUNCIL

February 8, 2021

6:00PM

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.

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_TOhO-NThTgalQ_0JB4lkbQ

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.

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
 - November 9, 2020
 - November 23, 2020
 - December 03, 2020 – Special Meeting
 - December 14, 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.

8. Interviews for the Board of Appeals and Planning Board - None
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.
 - a. (020121-1) The Kittery Town Council moves to receive a presentation from the Town Manager on the 2022-2026 Capital Improvement Plan.
10. PUBLIC HEARINGS –
 - a. (020121-2) The Kittery Town Council moves to hold a public hearing on Title 8 Property Maintenance.
 - b. (020121-3) The Kittery Town Council moves to hold a public hearing regarding the proposed Sewer Expansion on Route 236.
11. 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
13. NEW BUSINESS
 - a. Donations/gifts received for Council disposition

(020121-4) The Kittery Town Council moves to accept a grant in the amount \$50,000 from the Stephen and Tabitha King Foundation to be deposited into the new Rice Public Library Building account.

(020121-5) The Kittery Town Council moves to approve a donation recognition proposal from the Rice Public Library Corporation for:

 - Rosamond Thaxter Foundation
 - The Alvord Family in memory of Graham and Jean Alvord

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.

- b. (020121-6) The Kittery Town Council moves to approve the 2022-2026 Capital Improvement Plan in accordance with Town Charter Section 6.05 and Council Policy, as presented.
- c. (020121-7) The Kittery Town Council moves to accept and endorse the fiscal year 2022 Capital Improvement Plan budget in accordance with Town Charter Section 6.04 (2) and Council Policy, in the amount of \$1,588,900.
- d. (020121-8) The Kittery Town Council moves to approve a renewal Liquor License application from Kittery Food Truck Pod – Paved Paradise, located at 230 US Route 1 Bypass, Kittery.
- e. (020121-9) The Kittery Town Council moves to approve a Special Activity Permit for Kittery Food Truck Pod – Paved Paradise, located at 230 US Route 1 Bypass, Kittery.
- f. (020121-10) The Kittery Town Council moves to approve a renewal Liquor License application from Tasty Thai located at 182 State Road, Kittery.
- g. (020121-11) The Kittery Town Council moves to approve a renewal Liquor License application for Ore Nell’s BBQ located at 2 Badgers Island West, Kittery.
- h. (020121-12) The Kittery Town Council moves to accept the Annual Report from the Kittery Community Center.
- i. (020121-13) The Kittery Town Council moves to appoint a Councilor to interview Maureen Bilodeau along with Chair Rich Demarco for an appointment to the Parks Commission for a three-year term to expire 12/31/2023.
- j. (020121-14) The Kittery Town Council moves to discuss recommendations to the Taylor Building and determine next steps.
- k. (020121-15) The Kittery Town Council moves to schedule a Public Hearing on February 22, 2021 for mid-year transfers in accordance with Town Charter Section 6.09.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

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.

16. EXECUTIVE SESSION - None

17. ADJOURNMENT

Posted: February 4, 2021

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 KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

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

kamaral@kitteryme.org

Town Manager's Report to the Town Council February 8, 2021

- 1. Joint Land Use Implementation Project** – The Implementation Committee for the JLUS Phase 2 project met on Monday, February 1. The Committee includes representatives from PNSY, Kittery, MDOT, NHDOT, SMPDC, Portsmouth, Eliot, York, Sanford, Rochester Planning Commission, and Congressional observers.

The Committee reviewed and discussed the transit gap analysis for both public and private van pool service, ideal zones and characteristics for potential future multi-modal hubs (park-and-ride facilities), affordable housing gap analysis and groundwork for planning, and communications plan development. Attached is the project update flyer.

- 2. Regional Climate Assessment** – This is to provide an update on the Town's collaborative climate adaptation efforts. As a reminder, the Town has joined with five neighboring communities and SMPDC to work collaboratively on climate initiatives that benefit both Kittery and the region.

SMPDC has completed the regional assessment and issued a report that compares common strategies for success, common barriers and challenges, and priorities. The analysis identifies areas where we can share both resources and expertise to accomplish our objectives. Attached is the Regional Climate Assessment report.

The Town is also utilizing this collaborative to advance a community solar initiative that would gain the Town (and other partner towns) access to solar energy, generated by projects built elsewhere in Maine. The agreements are at least cost neutral and often produce savings on electricity costs while supplying renewable energy.

- 3. Fiscal Year 2021 Q2 Report** – Please see attached.

- 4. Upcoming Dates:**

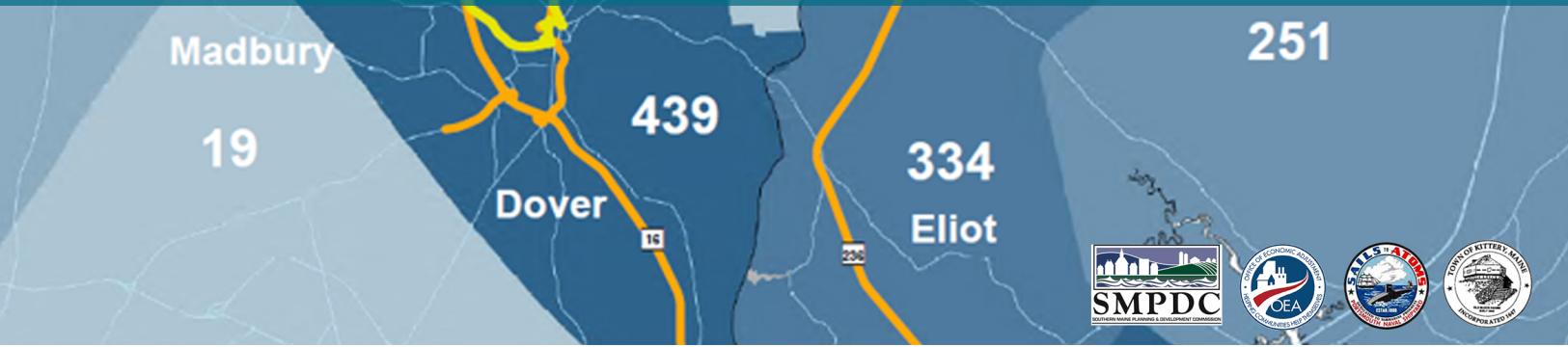
- Heart Aglow Skate Event – Frisbee On Ice at the KCC, February 12 and 13
- Town Hall Closed for Presidents' Day – February 15
- Taylor Building Reopen – February 16
- Real Estate Taxes Due – February 16, Town Hall or Online
- Mooring Renewals Open

Respectfully Submitted,

Kendra Amaral
Town Manager

TOWN OF KITTERY + PORTSMOUTH NAVAL SHIPYARD JLUS IMPLEMENTATION

PROJECT UPDATE #1



The JLUS Implementation Plan carries the momentum from the 2018-2020 Joint Land Use Study to begin developing and putting into action solutions for some of the top identified areas of concern impacting Portsmouth Naval Shipyard, the Town of Kittery, and the region at large. The overall JLUS Implementation effort has been broken down into 4 targeted, in-depth tasks. In the first few months of the study, each task has largely been focused on collecting current data, conducting early analysis, and setting the stage for productive discussions with regional stakeholders and other experts.

PROJECT SUMMARY BY TASK

TASK 2.1- TRANSIT FEASIBILITY ASSESSMENT

- Coordination of transit providers
- Assessment of current demand
- Preliminary market gaps identified

TASK 2.2- MULTIMODAL HUB FEASIBILITY

- Identifying multimodal barriers
- Building multimodal model
- Preliminary hub site identification

TASK 3- HOUSING AFFORDABILITY ANALYSIS

Income Range	Percentage
\$35K - \$49K	14.0%
\$25K - \$34K	8.9%
\$15K - \$24K	6.5%
<\$15K	4.9%
\$200K+	4.9%
\$150K - \$199K	6.6%
\$100K - \$149K	17.5%
\$75K - \$99K	15.1%
\$50K - \$74K	21.7%

- Regional housing affordability update
- Packaging materials for ULI Tech. Assistance Panel
- ULI Panel in May

TASK 4- JOINT COMMUNICATIONS PLAN

Key elements needed for plan:

- Identify gaps in existing communication lines
- Ensure regular exchange of information
- Establish short/long-term procedures
- Identify local/regional points of contact
- Designate responsible party to keep plan updated as a living document

The Implementation Committee members play an important role in helping the team establish and develop connections to support each of the Task topic areas, whether for data and other information, or for building a resource of people and agencies invested in the long-term goals and needs of the region as identified in earlier processes. The remaining steps of the JLUS are as follows:





GETTING THERE FROM HERE:

A BASELINE FOR ADVANCING CLIMATE ACTION IN
SOUTHERN MAINE

Regional Sustainability and Coastal Resilience Assessment



REGIONAL SUSTAINABILITY
AND RESILIENCE PROGRAM –
Southern Maine Planning
and Development
Commission

January 2021

MEMBER TOWNS

Kennebunk
Kennebunkport
Kittery
Ogunquit
Wells
York

Contents

Executive Summary	2
Introduction	1
Detailed Progress by Category	3
Lessons and Best Practices for Achieving Progress	12
Successful Strategies	12
Barriers and Challenges	14
Meaningful Progress through Regional Action	16
Regional Priorities and Next Steps	17
Conclusion	18
Appendix A: Indicators of Progress	19
Appendix B: Town Sustainability and Coastal Resilience Assessments	23

Executive Summary

The Southern Maine Regional Sustainability and Resilience Program was established in 2019 when the towns of Kittery, Kennebunk, Kennebunkport, Ogunquit, Wells, and York sought to create a regional program to support their individual sustainability and coastal resiliency efforts. To establish a baseline of sustainability and coastal resilience efforts and needs in individual communities and the coastal York Country region, the Program conducted a comprehensive assessment of individual town and regional action undertaken to-date.

Each of the Program's six towns was evaluated on identical sustainability and resilience strategies within twelve categories, with strategies grouped into 22 indicators that reflect broadscale sustainability and coastal resilience goals that are relevant to this region. By comparing and synthesizing the results from the individual assessments of each town, the regional assessment identified:

1. Common **Strategies for Success** that enable progress on actions.
2. Common **Barriers and Challenges** that limit the towns' ability to implement actions.
3. **Regional Priorities and Next Steps** identified from common priorities among the towns' future efforts that could benefit from a regional approach.

Findings from the regional assessment are summarized below and expanded upon in the full-length report. This analysis and the identified regional priorities will guide the future work of the SMPDC Regional Sustainability and Resilience Program.

Regional Assessment Key Findings

Strategies for Success:

- **Incorporating the action into town long-term planning priorities.** Towns that have incorporated specific sustainability or resilience goals into their long-term plans are more likely to have made progress on those actions.
- **Having a committee that advises, directs, and champions efforts on the action.** The towns that have formally established municipal committees with clear and documented charges have made more progress on related actions.
- **Outside funding is available for work on the action.** When towns have access to and the ability to pursue grants or other funding sources, they are more likely to make progress on an action.
- **Community partners support the town's efforts on the action.** Local non-profits and land trusts play a key role in supporting town's efforts by providing technical assistance, funding, and capacity.



Barriers and Challenges:

- **Lack of municipal staff expertise, capacity, and training on sustainability and resilience principles.** This results in missed opportunities for sustainability and resilience to be incorporated into municipal projects and day-to-day operations.
- **Low Community Engagement/Participation.** Towns with communities that are less engaged in sustainability and resilience initiatives have pursued fewer actions due to the lack of direction, support, and committee participation.
- **Insufficient outside funding.** Strategies where there is limited access to outside funding tend to not be pursued as often as strategies where funding is readily available.
- **Lack of technical expertise and guidance.** Many sustainability and resilience actions require new and specific expertise, which require guidance from state or regional sources.
- **Minimal State guidance and directives.** To-date, little guidance, direction, or order has been issued or provided by State government to encourage, incentivize, and/or require action at the municipal level.
- **Limited municipal budgets.** Towns struggle to find and allocate scarce financial resources to support sustainability and resilience actions.
- **Low prioritization of issues by municipal governing bodies.** A lack of support for or interest in sustainability and resilience actions by the governing body can significantly hinder towns' progress.
- **Resistance to regulatory approaches.** Utilizing regulatory approaches for addressing climate impacts is a valuable tool for reducing climate impacts to people, property, and the environment, yet has largely been unemployed in the region.

Regional Priorities

To expand upon individual town action, address barriers, and accelerate progress, many efforts would benefit from a regional approach. Potential regional priorities and next steps were identified based on common priorities and needs among the towns' sustainability and resilience efforts.

Regional Priorities include:

1. Understand communitywide GHG emissions for our region to plan and take action on emissions reductions.
2. Understand regional climate change impacts and developing a plan with specific strategies to address those impacts.
3. Prepare for coastal hazards.
4. Help local businesses be sustainable and resilient to climate change.
5. Facilitate regional efforts to procure renewable energy for municipal operations.
6. Provide technical assistance to support sustainable transportation efforts.
7. Ensure municipal and regional climate change goals and priorities align with and support the State of Maine Climate Action Plan.
8. Increase staff and committee capacity for addressing sustainability and resilience in municipal operations.
9. Engage community members on local climate change, sustainability, and resilience issues.
10. Work with committees and local non-profits to collaborate on and promote local events and education campaigns
11. Support watershed health.



The work of Karina Graeter and Abbie Sherwin, co-leaders of the SMPDC Regional Sustainability and Resilience Program, was featured in Maine Won't Wait: A Four-Year Plan for Climate Action as an example of successful regional collaboration to address climate change issues.

Introduction

The Southern Maine Regional Sustainability and Resilience Program (the Program) was established in 2019 when the towns of Kittery, Kennebunk, Kennebunkport, Ogunquit, Wells, and York sought to create a regional program to support their individual sustainability and coastal resiliency efforts. Managed by the Southern Maine Planning and Development Commission (SMPDC), the Program works to foster more sustainable and resilient communities by leveraging regional collaboration to enhance the effectiveness of local government action.

One of the primary objectives of the Program is to establish a baseline of sustainability and coastal resilience efforts and needs in individual communities and the coastal York Country region. To achieve that objective, SMPDC conducted a comprehensive assessment of individual town and regional action on sustainability and resilience undertaken to-date. Town assessments aid the municipalities with identifying specific priorities to help inform municipal planning, policies, and strategies. The regional assessment helps to identify and prioritize areas of current and potential regional collaboration on sustainability and coastal resilience issues. It also serves as a repository of information on individual towns' past efforts to create a resource for all communities to draw from the knowledge and experiences of each other.

To conduct the town assessments, Program staff developed a framework for municipalities to evaluate current and past sustainability and resilience initiatives, select suitable goals and actions, identify tailored objectives and strategies to advance municipal priorities, and access informational resources. Working with municipal staff and committee members, the framework was completed for each town, with existing planning and policy documents reviewed to identify current municipal priorities. Each town was evaluated on identical strategies within twelve categories, with strategies grouped into 22 "Indicators of Progress" that reflect broadscale sustainability and coastal resilience goals that are relevant to this region. Detailed descriptions of the Indicators of Progress are presented in Appendix A. A qualitative assessment of the towns' progress on each indicator, ranging from "Not yet considered" to "Excelling", was completed. Each town's progress on sustainability and resilience action in individual town assessments was synthesized, presented in Appendix B.

What is Sustainability?

Sustainability is when a healthy environment, economic prosperity and social justice are pursued simultaneously to ensure the well-being and quality of life of present and future generations.

What is Resilience?

Community resilience is the capacity of a community to absorb, withstand, recover from, and adapt to changing conditions and disturbances while sustaining key functions, structures, and performance. It involves all dimensions of a system, including social, built, and natural environments within a community.

Coastal resilience refers specifically to disasters and events arising from coastal hazards such as sea level rise, increased flooding, more frequent and intense storm surges, and shoreline erosion. It can be achieved by minimizing vulnerabilities through adaptation and mitigation planning.

Climate resilience is the ability to anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate. Creating climate resilience consists of mitigation (*i.e.* greenhouse gas emissions reductions) and adaptation to climate change impacts.

To conduct the regional assessment, Program staff compared and synthesized the results and findings of the individual town assessments. For each category, the relative progress of the towns on each indicator was assessed and actions frequently pursued by towns were examined. Staff investigated common factors that appeared to enable successful implementation of actions, and determined collective barriers and challenges that the towns faced. Through this process, common priorities for towns' future sustainability and resilience efforts, as well as regional actions that could be taken to accelerate progress while addressing barriers that the towns face, were identified.

Results of the regional assessment are shared in the following sections. First presented is a detailed analysis of regional progress on sustainability and resilience actions by category. Lessons and best practices for making progress across all categories, with specific examples from the towns, are then shared. The final section presents regional priorities and next steps that will guide the work of the Program. By harnessing the power of regional action to build upon individual town efforts, address barriers, and accelerate progress, the Program will strive toward a sustainable and resilient future for coastal York County.

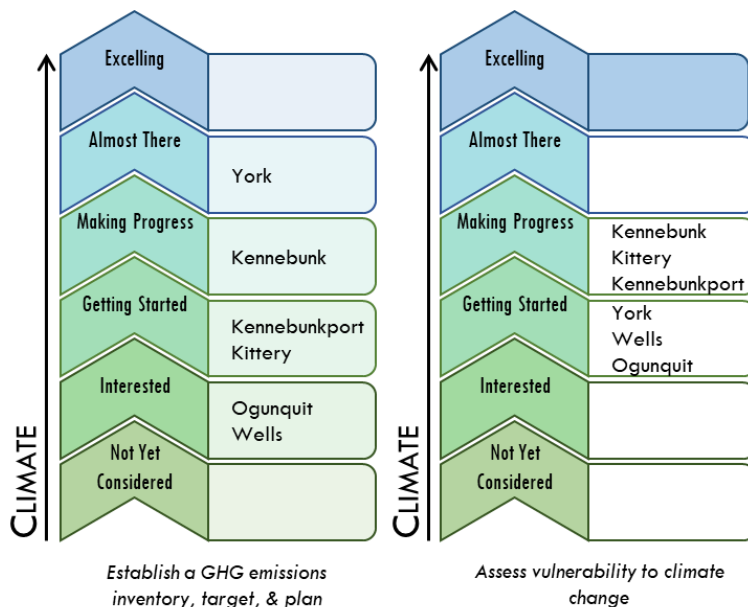
Category	Indicator
Climate	<ul style="list-style-type: none"> ○ Establish a GHG emissions inventory, target, and plan ○ Assess vulnerability to climate change
Coastal Hazards	<ul style="list-style-type: none"> ○ Integrate coastal risk reduction measures in zoning and regulations ○ Incorporate future climatic conditions into land use requirements and municipal policies
Economic Development	<ul style="list-style-type: none"> ○ Promote and support sustainability and resiliency actions for local businesses
Energy	<ul style="list-style-type: none"> ○ Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures ○ Promote energy efficiency for residents and businesses ○ Support development of and access to renewable energy
Land Ecosystems	<ul style="list-style-type: none"> ○ Promote and practice environmentally-friendly and sustainable landscape approaches
Leadership	<ul style="list-style-type: none"> ○ Participate as an active member of a national/regional sustainability and resilience network
Mobility	<ul style="list-style-type: none"> ○ Promote and facilitate transit systems as well as bicycle and pedestrian networks ○ Adopt a complete streets policy ○ Support the electrification of the transportation system, leading by example with the municipal fleet
Municipal Operations	<ul style="list-style-type: none"> ○ Formally adopt sustainability and resilience goals, policies, and strategies ○ Establish local financing strategies for sustainability and resilience activities ○ Incorporate sustainability and resilience criteria in municipal expenditure policies
Sustainable Communities	<ul style="list-style-type: none"> ○ Connect residents to resources and services that support wellbeing and enhance community resilience ○ Actively engage community members in local climate, sustainability, and resilience issues
Sustainable Development	<ul style="list-style-type: none"> ○ Facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability
Waste & Recycling	<ul style="list-style-type: none"> ○ Deliver sustainable and affordable waste management services
Water	<ul style="list-style-type: none"> ○ Include Low Impact Development in performance and design standards ○ Establish and enforce progressive watershed protection measures

Detailed Progress by Category

Climate

Towns in the region have accelerated their work on climate action in the past decade. Progress addressing town greenhouse gas (GHG) emissions varies among the towns. Those towns with the longest standing energy-focused committees have made the most progress (York and Kennebunk). Committees supply volunteer time, expertise, and help to prioritize these issues with the town's governing body. Kennebunk, Kennebunkport and York have hired college students and recent graduates to assist them with their GHG inventory efforts. To-date, towns have primarily funded climate mitigation (i.e. GHG reduction) planning internally, having received very little grant funding. York voters have approved \$150k in funding for a Climate Action Plan, the development of which is starting soon. Towns would benefit from streamlined state or regional assistance on climate mitigation, with resources such as a GHG inventory framework, assistance on standardizing the data collection process, suggested or regionalized goals, and funding for climate action planning.

Climate change adaptation has become a priority issue for the region as towns are already experiencing impacts, including extensive damage and flooding from recent storm events and more frequent nuisance flooding. All towns have taken initial steps to assess their vulnerability to climate change. Much of this work has occurred through grant funded projects, often overseen by partners from planning and research institutions such as SMPDC, Woods Hole Group, or the Wells Reserve. To-date, vulnerability assessments have been focused on coastal issues. There are several ongoing grant-funded projects, including: assessments of the economic and social impacts of sea level rise and storm surge; development of a regional economic resilience plan to prepare for sea level rise and coastal storms; development of a model coastal resilience ordinance; and design of erosion and sedimentation control standards that account for climate change impacts. Further, all of the towns have advanced flood modeling completed by Ransom Engineering. This assessment work is vital for understanding impacts and lays the groundwork for developing and initiating adaptation strategies and reducing vulnerabilities. The region would benefit from the synthesis of these various studies and their results as well as the institutionalization of the adaptation work to push climate adaptation action forward.



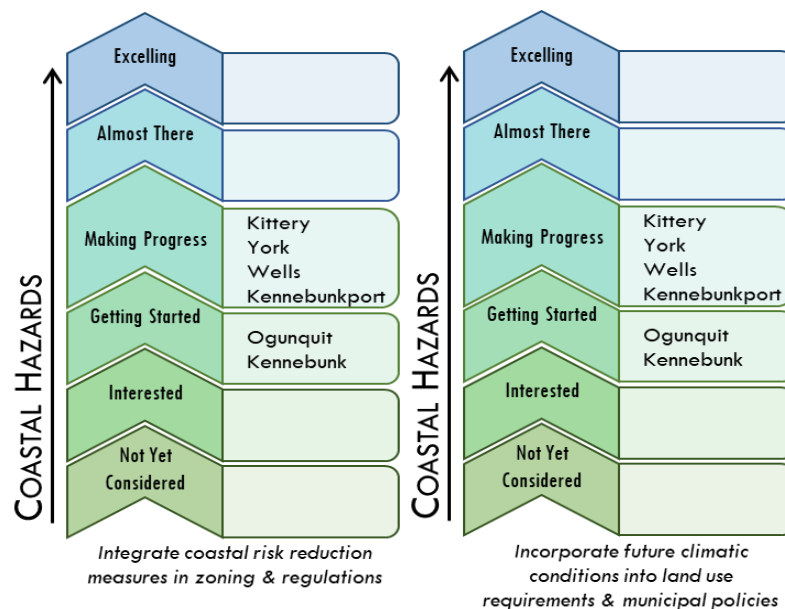
Coastal Hazards

Evaluating and addressing coastal hazards and the risks they pose are priorities for all of the towns. The local and regional economies are heavily dependent on coastal areas and also highly vulnerable to hazards such as flooding and erosion. Economic centers that double as cultural hubs, such as Dock Square, Kennebunk’s lower village, and Long Sands, are at risk of coastal flooding, sea level rise, and beach erosion. Towns are at varying points on the spectrum of planning and action.

While none of the towns explicitly integrate sea level rise or storm surge hazards in their zoning and regulations, each town’s comprehensive plan makes mention of the need to address coastal flood hazards and several towns have entire chapters devoted to certain coastal hazards. Further, several municipalities are undertaking comprehensive plan update processes, offering a timely opportunity to incorporate specific land use measures to address coastal hazards and provide the enabling foundation for adopting regulations to reduce risks. Kittery, for example, has a coastal community resilience chapter that includes a strategy to review and revise Town codes to account for the impacts of sea level rise and climate adaptation.

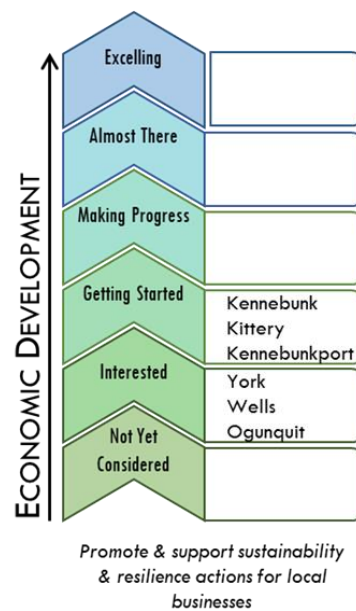
Some towns are beginning to account for climate change in land use codes and municipal policies. Most of the considerations are focused on coastal flooding and sea level rise. York and Kennebunkport require new structures within the regulatory floodplain to be elevated two feet above the base flood elevation (BFE) of the 100-year storm event, which provides more risk reduction for coastal structures than the state minimum of one foot above BFE. Wells also incorporated some flood risk reduction measures in its floodplain management ordinance, including more protective thresholds triggering compliance of development with floodplain development standards.

The Town of Kittery considers climate change impacts in its long-term budgeting and capital improvement plan process. York’s stormwater design standards use higher storm frequencies than those required by state regulations. Additionally, several towns have discussed elevating roads vulnerable to flood hazards and Kennebunk and Kennebunkport have already elevated some roadway sections to reduce flooding. Kennebunk and York have integrated resilience measures in repair work to municipal seawalls and Wells is in the process of pursuing funding to repair and strengthen existing seawalls. Additionally, York, Kennebunk, Wells, and Kittery are involved in grant-funded projects led by SMDPC that are developing specific coastal adaptation and resilience land use and zoning strategies, which will be transferable to all the towns.



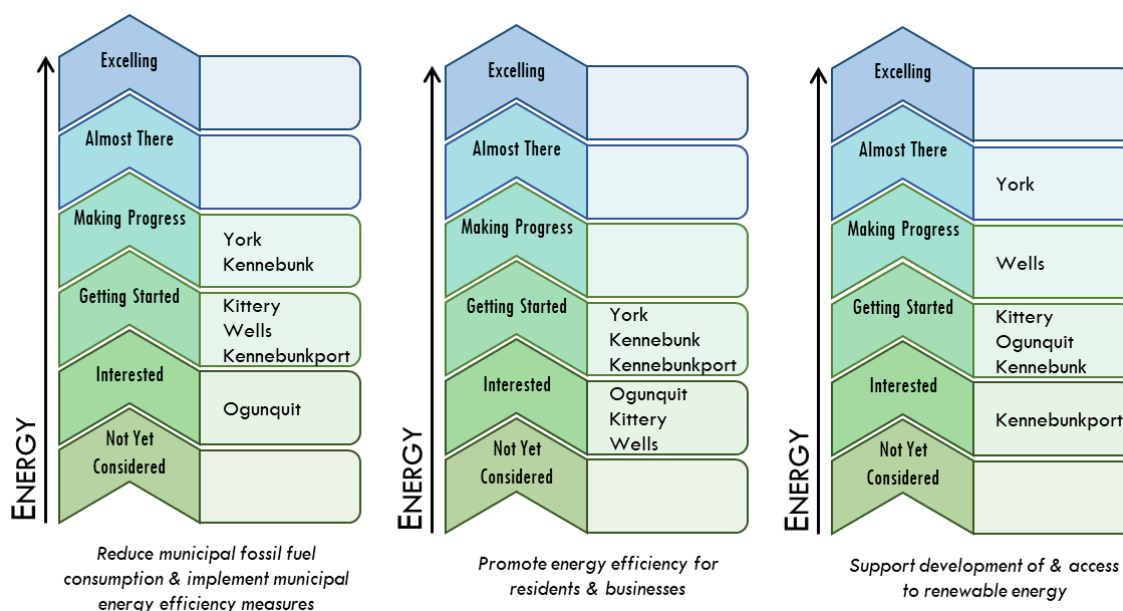
Economic Development

Efforts in the region to promote and support sustainability and resilience action for local businesses have been somewhat limited. Kittery has begun to engage the business community through the KCAC, which requires two members to be representatives of local businesses, one of which must include aquaculture. Kennebunk and Kennebunkport participated in a Wells Reserve led project, “Decreasing Vulnerability for our Beach-Based Businesses”, which worked with local businesses to assess their ability to maintain operations during and after a disaster. The small towns in our region do not necessarily have the economic development capacity to lead this work, but they could benefit from and support a regional outreach and education effort to connect businesses to assistance on sustainability and resilience. The SMPDC economic development department and their EPA Brownfields assistance program is a potential partner for incorporating sustainability and resilience into economic development activities.



Energy

Town efforts in energy-related actions have been primarily focused on reducing municipal energy use and fossil fuel consumption. Singular energy efficiency projects are relatively easy for municipalities to undertake, due to clear and visible ties between reducing energy use and cost savings. With several rebates and grant programs available through Efficiency Maine Trust, there can be little upfront cost for small-scale upgrades. Thus, energy efficiency projects are seen as ‘low hanging fruit’, easily achievable and visible actions that can be highlighted by towns as action that benefits the town’s bottom line while simultaneously reducing climate impact. Upgrading streetlights to LEDs has been a priority for all 6 towns, all of whom have either completed or are in progress of completing upgrades. Energy efficiency upgrades are often incorporated into larger building projects, such as major renovations or new construction. Towns with energy-focused committees (Wells, Kennebunk, and York) have made the most progress. Towns could



benefit from direct technical assistance and funding for energy audits, renewable energy installations, and energy efficiency actions.

Energy efficiency for residents and businesses has been less of a focus for the municipalities. Town energy-related committees have done some outreach about other organization’s weatherization programs. The Maine Climate Action Plan Strategy B calls for Maine to “Modernize Maine’s Buildings: Energy-Efficient, Smart and Cost-Effective Homes and Businesses.” The towns will likely need support to provide weatherization outreach and to community members available through state programs.

Since the Net Energy Billing Program and other state solar laws passed in 2019, all municipalities have started to actively consider solar electricity opportunities. York and Wells have installed roof-top solar on municipal properties and are exploring larger municipal solar efforts on underutilized land. Some of the towns are exploring a collaborative Net Energy Billing Credit Agreement procurement. York has, and Kittery is developing, ordinances permitting the development of small-, medium-, and large-scale solar. Work regarding both municipal and community solar development is generally led by town managers, planning departments, and town committees. Municipalities could benefit from technical assistance in the planning board process for solar developments to ensure that new solar developments have a positive impact on the community. Technical assistance for securing their own renewable energy resources, either through solar on municipal property or through the Net Energy Billing program would be beneficial.

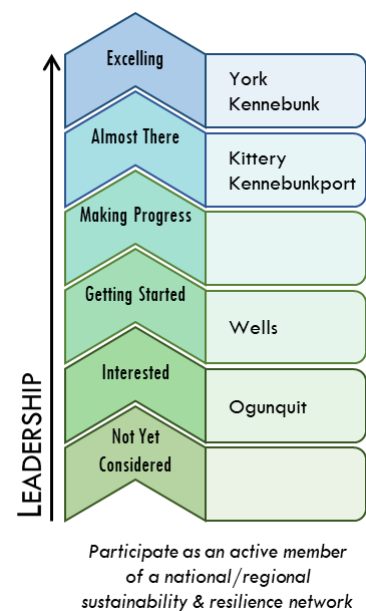
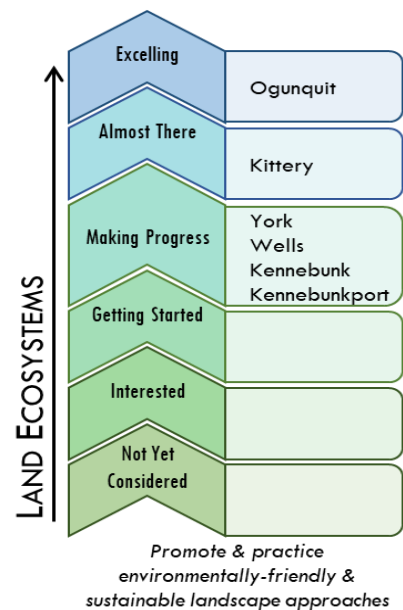
Land Ecosystems

Promoting and practicing environmentally friendly and sustainable landscape approaches have been priorities for our municipalities for many years. As a result, Land Ecosystems is one of the categories where the towns have pursued the most actions. There are several factors that contribute to this sustained action. The towns 1) must manage their own lands and landscapes 2) frequently partner with several strong conservation groups or ecosystem-focused non-profits, and 3) have a strong nature-based tourism culture that supports the local economy. Much of this work is driven by dedicated and knowledgeable municipal staff, including members of the public works and planning departments. To-date, forest management work is the least prominent. This may become an important topic as the State develops plans or programs on forest management for carbon sequestration to meet state carbon neutrality targets.

One common identified issue for towns is pesticide and fertilizer use by residents and businesses. There has been public education and outreach regarding this topic, but towns lack the capacity and authority to enforce community pesticide use regulations and could benefit from statewide guidance and support on this topic.

Leadership

All program towns have demonstrated commitment to leading their communities and the State in sustainability and resilience action. The establishment of the Regional Program is itself an example of the



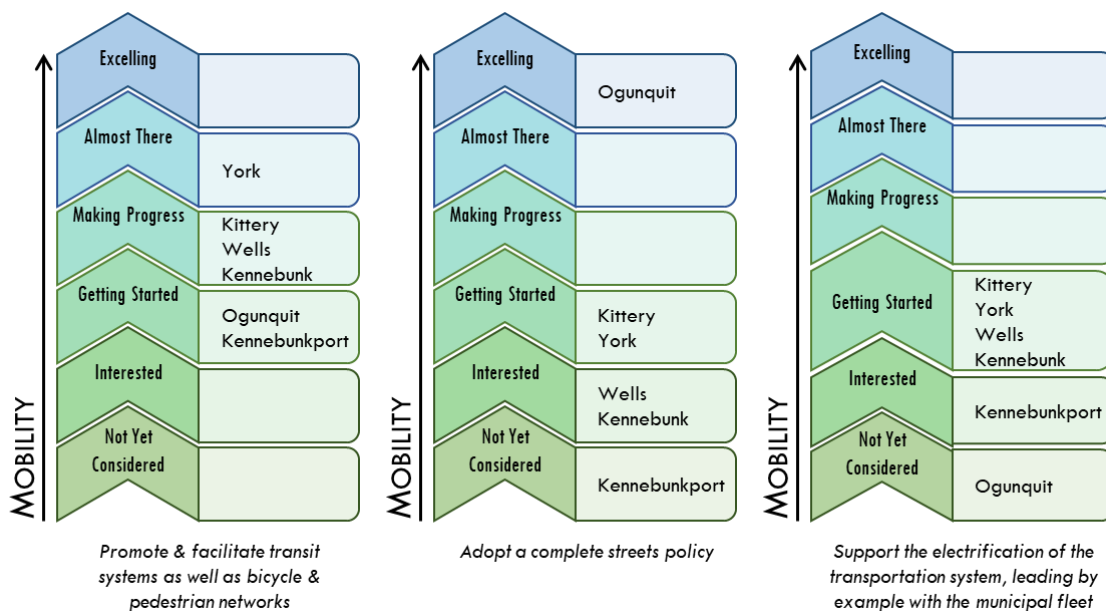
leadership shown by each of the six towns. Most of the towns have partnered with universities and research groups to complete specific projects. Three of the towns have worked with students through the UNH Sustainability Fellow Program. Towns with committees are playing more active roles in regional and national sustainability and resilience networks. The towns will benefit from continuing and expanding collaboration through the Regional Program and working in partnership with other networks to share best practices and participate in peer learning.

Mobility

Efforts related to sustainable transportation vary greatly among the towns. In general, all towns aim to incorporate sidewalks and bike lanes where feasible to increase accessibility and safety. Towns such as York and Ogunquit with Bike and Pedestrian Committees have made more progress on promoting safe and accessible alternative transportation through bicycle and pedestrian planning and complete streets efforts. Only Ogunquit has adopted a Complete Streets policy, but both Kittery and York have identified it as a priority in municipal planning documents. Other towns such as Wells and Kittery have focused more heavily on transit systems. In general, municipal staff share that the lack of transit options is a barrier to alternative transportation for their community members.

All the towns are in the beginning stages of supporting the electrification of the transportation system. Some have installed public EV chargers with the help of Efficiency Maine grants, and a few have started incorporating EVs into the municipal fleets. None have done regulatory work to ensure new developments support EV readiness. There is significant funding and technical expertise available to communities to promote municipal fleet and EV charging infrastructure, but the towns could use direct support to access resources and understand the regulatory implications of EV expansion.

The towns have access to varying levels of regional funding and support for sustainable and resilient transportation initiatives. Kittery and York are part of the Kittery Area Comprehensive Transportation System Metropolitan Planning Organization (KACTS MPO), a committee responsible for planning and programming federally funded transportation projects. The KACTS MPO provides regional coordination, funding, and staff resources for transportation projects in the region. The remaining Towns in the region are supported by Maine Dept. of Transportation (MDOT) rural assistance funds, which are not necessarily tied to regional coordination. The SMPDC transportation department provides primarily staff support for the

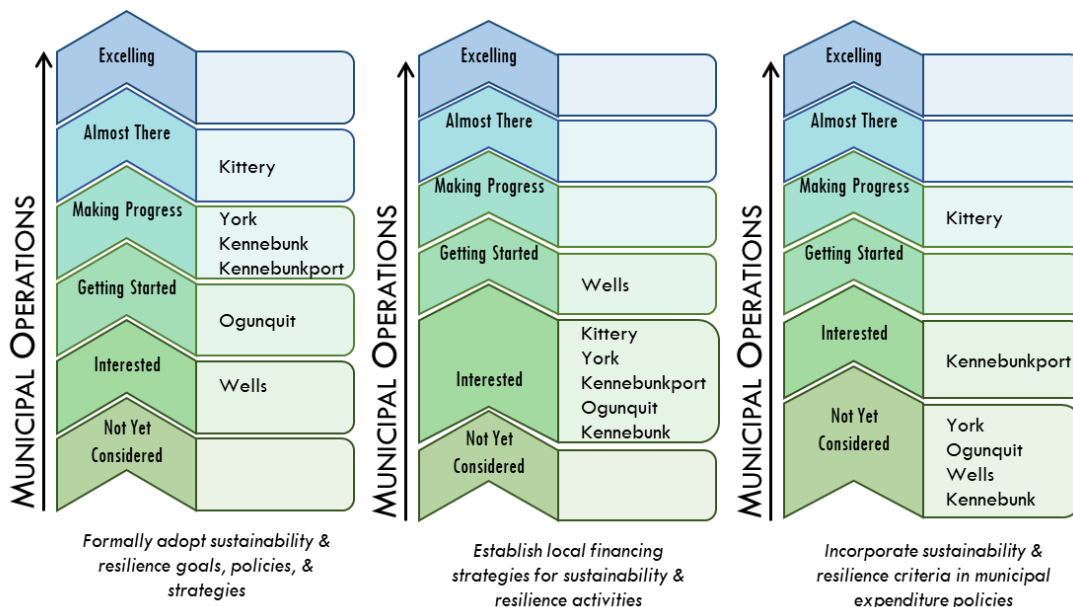


KACTS MPO and administers the MDOT rural assistance funds in York County. This lends itself to future internal coordination between the SMPDC Regional Sustainability and Resilience Program and the SMPDC Transportation Department to increase regional action.

Municipal Operations

Towns are working to formally adopt sustainability and resilience goals, policies, and strategies. Much of this progress relates to whether or not towns have incorporated sustainability and resilience in their comprehensive plans or recently updated their plans to address such issues. Those towns that do have recent updates have all incorporated climate change and sustainability/resilience goals and strategies. All the towns except Kennebunkport have established a municipal committee to advise on sustainability resilience issues, although they are working with the town's Conservation Commission to make climate change a part of their charge. None of the towns have a stand-alone sustainability or resilience plan. Both Kennebunk and York have joined the Global Covenant of Mayors on Climate and Energy. York is the only town to set a GHG reduction target. Kennebunkport has formally adopted climate change goals through the Board of Selectmen.

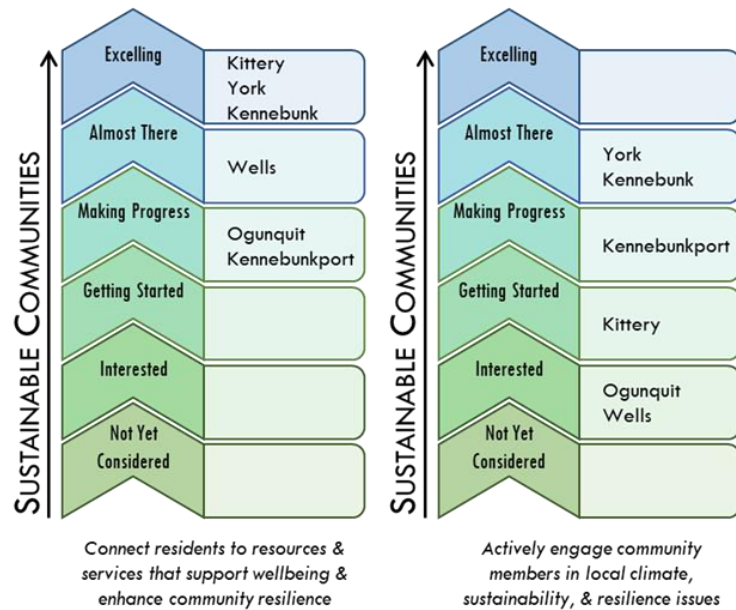
Less work has been done to establish local financing strategies for sustainability and resilience activities. Some of the towns have used Power Purchase Agreements for solar systems and leases for financing EVs, and many have utilized grant funding wherever possible. None of the towns currently have long-term budgeting or planning for energy efficiency upgrades, and none have specific funds set aside for reinvesting cost savings into sustainability or resilience initiatives (i.e. a green revolving fund). Kittery is the only town to begin considering sustainability and resilience criteria for its Capital Improvement Program. Towns could benefit from training and technical support on how to create long-term funding for sustainability and resilience work with municipal budgets and capital improvement plans.



Sustainable Communities

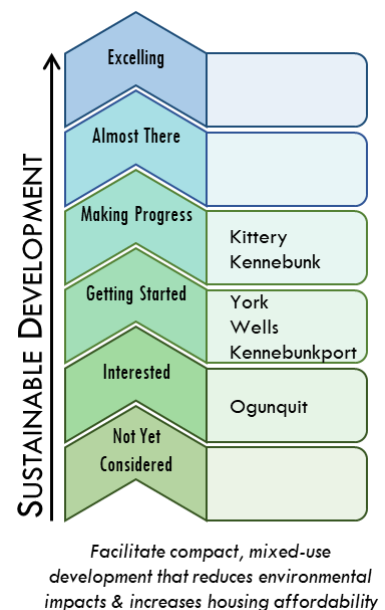
The municipalities are successfully connecting residents to resources and services that support wellbeing and enhance community resilience. Generally, larger towns provide more services than smaller communities, due to larger municipal budgets. This is especially true with supporting access to local foods through sources like farmers markets or community gardens. Regional collaboration could help smaller communities connect residents to services in other towns.

Each town has a vested interest in outreach and engagement on local climate and sustainability issues. For towns with strong committees and other local non-profits, there are many opportunities for residents to engage these issues. Kittery, Kennebunk, and York have grass-roots community groups that engage residents. However, little information is publicly available (e.g. through the town websites) about the towns' efforts to promote sustainability and resilience through municipal operations. Increasing regional collaboration and communication could expand the reach of outreach and engagement efforts to all communities in the region and promote broader understanding of the towns' efforts.



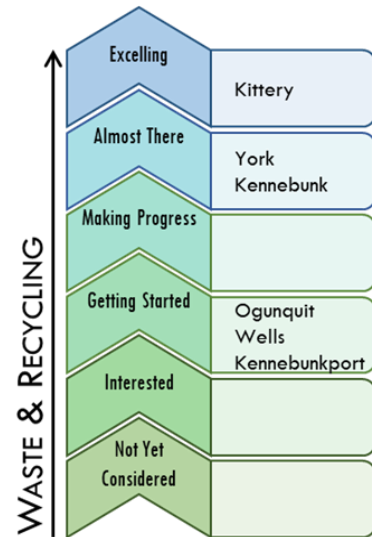
Sustainable Development

Progress varies among towns on sustainable development. Recent increases in development activity and decreases in housing affordability in southern Maine have led many towns to begin facilitating compact, mixed use development that reduces environmental impacts and increases housing affordability. Protecting greenfields and open space has been a priority for the towns for many years. This work is often done through development requirements, such as open space subdivisions, and partnerships with local conservation organizations. Affordable housing has been a particularly important issue in recent years, leading to the formation of an Affordable Housing Committee in Kittery and Kennebunk and zoning regulation changes in York to require affordable housing in new developments. Increased regional coordination on sustainable development could be achieved through partnering with the SMPDC Land Use Planning Department and the SMPDC EPA Brownfields assistance program.



Waste

Each town in the region is responsible for its own waste management services. Waste and recycling have been top priorities for many of the towns. Towns have successfully used ordinances to influence resident behavior and increase recycling rates. Kittery and York have a mandatory recycling ordinance. Kennebunk has an ordinance banning single-use plastic bags, and language in the solid waste ordinance permitting curbside compost pickup. Some towns have a solid waste committee or recycling committee to advise the town on waste issues, while others do not. All the towns have struggled with the recent changes to the U.S. recycling market, particularly those towns that were paying for single-stream curbside recycling. Kennebunkport ceased their curbside recycling program until they could negotiate a new recycling contract. As with other services, the larger towns with more resources have more encompassing waste management services. Waste management efforts in all towns have focused on residential, not commercial waste. Outreach and education on waste tend to be limited to signage and mailers for most communities. Kennebunk and Kennebunkport have used MDEP grant funds to create lobster trap compost bin programs. A regional education and outreach campaign would help the towns encourage waste reduction, recycling and composting by residents, municipal staff and businesses.



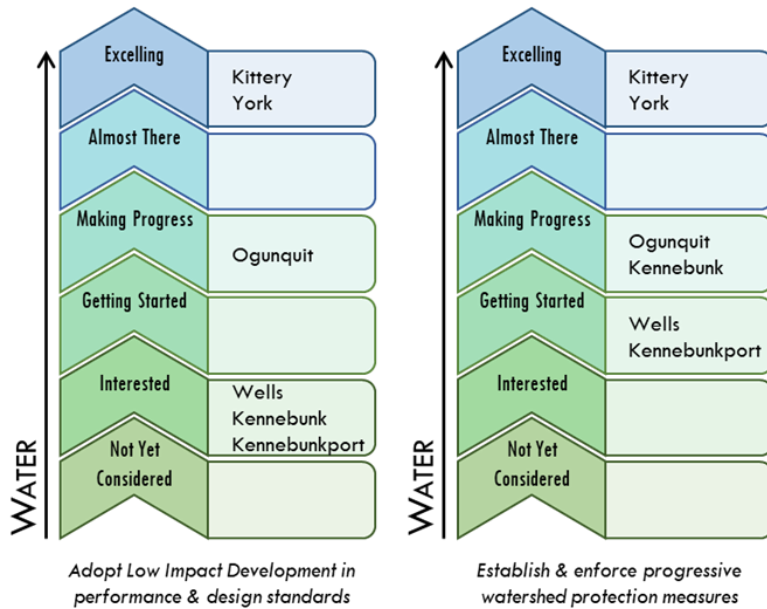
Deliver sustainable & affordable waste management services

Water

Managing stormwater and minimizing water quality impacts of development are top priorities for all the towns, especially in recent years as development pressure in the region has intensified. While towns' interest in employing low impact development (LID) is growing, it is neither widely utilized nor broadly cited in towns' land use requirements. The Town of York is the only one to require LID through its land use ordinance for development projects triggering site plan or subdivision review. York also incentivizes LID by allowing for increased impervious coverage in certain zoning districts if LID is utilized. York's LID provision requires that developers submit proposed LID strategies for stormwater management but does not include any criteria or design standards for LID measures. Kittery is in the process of amending its land use ordinance to require LID for commercial land uses. Both Kittery and York are Municipal Separate Storm Sewer System (MS4) communities, and therefore have enhanced stormwater management requirements and programs that could serve as model examples for other towns. Encouraging and requiring the use of LID techniques regionally would help towns address water quality concerns and precipitation-based flooding events while providing ancillary resilience benefits, including climate mitigation through carbon sequestration by plants, restored aquatic habitat, reduced heat island effect by shading and minimizing impervious surfaces, improved groundwater recharge, enhanced neighborhood beauty, and increased property values.

Watershed-based management is a challenging endeavor, as watershed boundaries seldom follow municipal borders or fall entirely within one town, lending the management style perfectly to a true regional approach. The six towns have made progress on a number of watershed protection efforts and in some cases, have collaborated on watershed-based projects. All towns continue to face development pressure and land use practices that contribute to polluted waters and environmental degradation. All six towns support land conservation efforts to protect water quality and watershed resources. The Rachel Carson National Wildlife Refuge has been a key player for conserving ecologically significant and

environmentally sensitive land in the region. Kennebunk and Kennebunkport recently participated in the Kennebunk River Watershed-based Management planning effort, actively implementing protective zoning measures for the Branch Brook Aquifer and are interested in pursuing improved stormwater management practices for water quality protection. Wells has strong protective measures for groundwater and aquifer recharge areas through its land use code.



Kittery and York have implemented exemplary water quality protection measures, including wetlands and watershed protection ordinances, support for the York River Watershed Wild and Scenic designation process, and watershed-based restoration projects. York also has ordinances requiring the use of low impact development (LID), periodic pump out of septic systems, and open space subdivisions provisions requiring development designs centered around conserving open space, ecological features, and the natural environment. Kittery has implemented green infrastructure projects to manage stormwater runoff on municipal properties. Ogunquit has undertaken watershed protection measures and implemented green infrastructure and low impact development (LID) projects to reduce water pollution from stormwater runoff through the Ogunquit River Watershed Restoration Project. Working with neighboring communities, such as Wells, that have land within the Watershed to address ongoing water quality issues is of the utmost importance for the Town.

Lessons and Best Practices for Achieving Progress

Successful Strategies

Program municipalities have achieved success implementing a range of sustainability and resilience actions. While each town's individual efforts are detailed in the town specific Sustainability and Coastal Resilience Reports (Appendix B), this report outlines a summary of key activities and exemplary efforts in the six-town region. Across the many actions undertaken, there are several common strategies and characteristics that appear to enable progress.

Municipalities tend to make more progress on actions when:

1. **The action is incorporated into town long-term planning priorities.** Towns that have incorporated specific sustainability or resilience goals into their long-term plans are more likely to have made progress on those actions. This is the case for many land ecosystem, sustainable development, and climate strategies.

Examples:

- The Town of Kittery's comprehensive plan (updated in 2015) features a section on Coastal Community Resilience, with the goal to "Establish short, medium, and long term plans to address the effects of climate change...". This goal led to the establishment of the Kittery Climate Adaptation Committee and efforts to assess Kittery's vulnerability to climate change. Kittery's comprehensive plan also incorporates sustainability as a guiding principle, evaluating each topic of the plan on how it aligns with sustainability principles.
- The Town of York has an Energy Chapter in its comprehensive plan and incorporates sustainability as a key theme throughout the plan. The Energy Chapter has guided the work of the York Energy Efficiency Steering Committee and has led to many municipal energy efficiency and renewable energy projects.

2. **The town has a committee that advises, directs, and champions efforts.** The towns that have formally established municipal committees with clear and documented charges have made more progress on related actions. Committees include those focused on topics such as climate, energy, sustainability, bicycle and pedestrian, affordable housing, or solid waste and recycling. Active and engaged conservation commissions can also drive action forward. The longevity and level of involvement of these committees influence the towns' progress on different actions. Additionally, effective coordination with and support from the towns' select boards and/or councils generally enables more success.



Kittery municipal staff and committee members participate in a planning workshop to go through the Maine Flood Resilience Checklist.

Examples:

- Both York and Kennebunk have had energy-related committees since the late 2000s. These long-standing committees they have been able to make significant progress on the towns' energy efficiency and renewable energy efforts.
- The Town of Ogunquit established a Sustainability Committee in 2020. Because the committee is charged with addressing all sustainability issues, it provides flexibility for the committee to work on various sustainability and resilience actions.
- The Town of Kittery established the Kittery Climate Adaptation Committee to advise the town on ways to make Kittery more resilient in the face of risks associated with warming temperatures and rising seas. The committee also has town subcommittees – Built & Natural Landscape Impacts subcommittee and Energy Efficiency subcommittee – to carry out detailed work on specific topics.



The Town of Kittery installed a two port Level 2 EV charging station at the Rice Library.

3. **Outside funding is available for work on the action.** When towns have access to and the ability to pursue grants or other funding sources, they are more likely to make progress on an action. This is the case for energy efficiency projects (that are often supported by rebates), EV charging projects, climate vulnerability assessments, and watershed management efforts.

Examples:

- Ogunquit tapped into federal funding under section 319 of the Clean Water Act and the Maine Coastal Communities Grant Program for multiple projects to study pollutant sources, reduce bacteria levels, and improve water quality in the Ogunquit River Watershed.
- All six towns are participating in grant-funded efforts to assess social and economic impacts of coastal storms and sea level rise and develop targeted and tailored adaptation and mitigation strategies. Much needed coastal vulnerability assessments and related resilience planning activities are



Kittery has worked on the Spruce Creek Watershed Restoration project for over a decade with funding assistance from the Environmental protection agency under section 319 of the Clean Water Act.

occurring through outside funding secured for the towns by SMPDC.

- Through the efforts of its Energy Efficiency Committee, the Town of Kennebunk was able to install EV charging stations with grant funding from Efficiency Maine.

4. **Community partners support the town's efforts.** Local non-profits play a key role in supporting town's efforts, particularly for land ecosystem, water, coastal hazard, and climate actions. They provide technical assistance, funding, and capacity that can make it feasible to act on sustainability and resilience issues.

Examples:

- All the towns have consistently worked with local land trusts to conserve and preserve land and local ecosystems. The Town of Wells, for example, works with its conservation commission and the U.S. Fish and Wildlife Service Rachel Carson National Wildlife Refuge to conserve properties that are vulnerable to flooding or erosion hazards or have ecological significance which it acquires through tax foreclosure.
- Kennebunkport partnered with SMPDC and the local nonprofit Kennebunkport Climate Initiative to advise the Board of Selectmen to set municipal climate change goals.
- The Town of York has partnered with the York Land Trust and York Water District to conserve and protect land surrounding the Town's drinking water source.



The towns of Ogunquit and Wells partner with the Maine Audubon and other agencies to monitor the endangered species such as the Least Tern and Piping plover.

Barriers and Challenges

In addition to the common factors that enable success on sustainability and resilience efforts, there are several common barriers and challenges that limit the towns' ability to implement actions, including:

- **Lack of municipal staff expertise, capacity, and training on sustainability and resilience principles.** Most municipal staff are already stretched thin with existing workloads and job responsibilities and lack the capacity and the expertise to be able to adequately integrate these principles into their work. To date, there has been little to no sustainability and resilience training provided to municipal staff, elected officials, or committee members. This results in missed opportunities for sustainability and resilience to be incorporated into municipal projects and day-to-day operations. This is particularly important for financing actions, which can be easier to budget for when part of a larger or ongoing effort.
- **Low Community Engagement/Participation.** Towns rely on community members for direction, support, and committee participation. Towns with communities that are less engaged in sustainability and resilience initiatives, such as Wells and Ogunquit, have pursued fewer actions. Smaller towns often face a greater challenge engaging the community as they have limited staff capacity for outreach and fewer residents to volunteer on committees.

- **Insufficient outside funding.** Strategies where there is limited access to outside funding tend to not be pursued as often as those strategies where funding is readily available. This is often the case for Waste and Recycling efforts, for which more sustainable practices are often the more expensive option.



When the Town of Ogunquit planted a new garden on the Marginal Way, they created a wildlife friendly design that is a Certified Wildlife Habitat by the National Wildlife Federation.

- **Lack of technical expertise and guidance.** Many sustainability and resilience actions require new and specific knowledge. When municipalities do not have the technical expertise in house to undertake a sustainability or resilience action, they can turn to guidance from state or regional sources. However, these are often limited as well, such as guidance for renewable energy development and procurement, actions to support the electrification of the transportation system, and GHG inventories and climate action planning. As a result, municipalities have been less inclined to pursue these strategies.
- **Minimal State guidance and directives.** To-date, little guidance, direction, or order has been issued or provided by State government to encourage, incentivize, and/or require sustainability and resilience action at the municipal level. With the recent efforts of the Maine Climate Council and release of the State Climate Action Plan, there should be more resources, support, and guidance being provided to towns and regions for advancing climate action.
- **Limited municipal budgets.** Towns have finite financial resources and seemingly ever-growing lists of programs, services, and initiatives to fund. Finding and allocating scarce financial resources to support sustainability and resilience actions, which are largely new investments for towns and therefore can carry a sense of uncertainty, has been challenging.
- **Low prioritization of issues by municipal governing bodies.** As with any elected body, municipal select boards and councils are subject to shifting political winds and priorities. A lack of support for or interest in sustainability and resilience action by the governing body can significantly hinder towns' progress.
- **Resistance to regulatory approaches.** Utilizing regulatory tools to address climate change is a strategy that has been discussed but not yet meaningfully pursued within the six towns. Community discussions about amending existing or developing new regulations can trigger hesitation, insecurity, and opposition. This is especially the case for regulations related to climate change, due to inherent uncertainty associated with exact future climate conditions and impacts, and longstanding support for individual property rights. Regulatory approaches that incorporate climate change are also relatively new and untested in Maine. Additionally, development of sound regulatory strategies grounded in science requires foundational information about anticipated climate impacts, local vulnerabilities, and effective measures for addressing those impacts. Towns are currently in the initial stage of gathering that information.

Meaningful Progress through Regional Action

The SMPDC Regional Sustainability and Resilience Program is building upon towns' individual progress on sustainability and resilience efforts through a collaborative regional approach to advance municipal action. Through this regional partnership, our towns have demonstrated a commitment to effective and meaningful climate action in order to help protect the places, natural resources, and way of life so valued by communities for future generations.

For Program communities, some of the greatest obstacles to mitigating and adapting to climate change are the lack of capacity, strapped financial resources, and uncertainty about what actions to take to make progress on sustainability and resilience issues. A regional strategy is a unique and timely opportunity for addressing these obstacles and advancing efforts. By helping the towns communicate and work together on climate change initiatives, we are capitalizing on peer learning to share knowledge and experiences and leveraging resources for regional initiatives that have a broader impact. To build upon individual municipal action, address barriers, and accelerate progress, the Regional Program is focusing on three primary areas of action:

1. Facilitating regional coordination, advocacy, and outreach.
2. Collecting, synthesizing, and disseminating relevant information and tools.
3. Providing expert support with research assistance and training.

Potential regional next steps to increase the sustainability and resilience of Coastal York County are detailed below. Town-specific potential next steps are listed in the individual town reports (Appendix B).



Solar panels on the roof of the Wells Town Garage reduce municipal electricity emissions and produce utility cost savings.

Regional Priorities and Next Steps

1. Understand communitywide GHG emissions for our region to plan and take action on emissions reductions	<ul style="list-style-type: none">• Develop a framework for communitywide GHG emissions for Maine Municipalities and use that framework to assess communitywide GHG emissions for all towns and the region.
2. Understand regional climate change impacts and developing a plan with specific strategies to address those impacts	<ul style="list-style-type: none">• Assess social and economic vulnerabilities to coastal flooding, sea level rise, and storm surge and develop locally-tailored regulatory and policy strategies to enhance coastal community resilience.
3. Prepare for coastal hazards	<ul style="list-style-type: none">• Assess coastal hazard impacts and local vulnerabilities.• Develop targeted and tailored land use strategies, policy measures, and funding mechanisms that address hazards and local vulnerabilities.
4. Help local businesses be sustainable and resilient to climate change	<ul style="list-style-type: none">• Develop a regional sustainable and resilient business program to provide education, resources, and technical assistance to local businesses.
5. Facilitate regional efforts to procure renewable energy for municipal operations	<ul style="list-style-type: none">• Lead the Southern Maine Solar Collaborative to procure a common Net Energy Billing Credit Agreement for a group of Southern Maine towns to support Maine distributed solar development and reduce municipal energy costs.
6. Provide technical assistance to support sustainable transportation efforts	<ul style="list-style-type: none">• Assist towns in supporting EV adoption through the development and delivery of a Municipal EV Readiness toolkit in partnership with regional transportation organizations.• Collaborate with regional transportation organizations to ensure sustainability and resilience are integral parts of regional transportation efforts.
7. Ensure municipal and regional climate change goals and priorities align with and support the State of Maine Climate Action Plan	<ul style="list-style-type: none">• Facilitate a municipal workshop detailing the Maine Climate Action Plan and its impact on Southern Maine municipalities

Regional Priorities and Next Steps (Continued)

8. Increase staff and committee capacity for addressing sustainability and resilience in municipal operations	•Develop an educational program and outreach materials for municipal staff and committee members.
9. Engage community members on local climate change, sustainability, and resilience issues	•Work with committees and local non-profits to collaborate on and promote local events and education campaigns.
10. Work with committees and local non-profits to collaborate on and promote local events and education campaigns	•Work with committees and local non-profits to expand outreach and education on waste and recycling priorities.
11. Support watershed health	•Pursue watershed-based management approaches and coordinated strategies for protecting water quality, natural resources, and the important activities and livelihoods that depend on them. •Encourage and require low impact development (LID) measures to manage stormwater, improve environmental health, and mitigate climate impacts.

Conclusion

Southern Maine municipalities are on the front lines of climate change. Our towns are already experiencing the impacts of increasingly intense and frequent storms, extreme weather events, and shifting environmental conditions. Strapped financial resources, lack of capacity, and limited technical support and guidance pose significant barriers for municipalities to understand and address climate change. Navigating the world of sustainability and resilience can be an overwhelming challenge for our communities struggling to balance issues of community planning, public welfare and safety, fiscal responsibility, and economic health. The Southern Maine Regional Sustainability and Resilience Program is helping our municipalities move the needle of climate action by leveraging resources, addressing barriers, and providing necessary resources and capacity. The Program is assisting towns with undertaking coordinated and impactful initiatives and providing a roadmap for achieving a sustainable and resilient future, helping towns with 'getting there from here'.

Appendix A: Indicators of Progress

To conduct the individual town assessments, each town was evaluated on identical sustainability and resilience strategies within twelve categories, with strategies grouped into 22 indicators that reflect broadscale goals that are relevant to this region. The categories and indicators are as follows:

Climate

Establish a GHG emissions inventory, target, and plan

Reducing municipal and communitywide greenhouse gas (GHG) emissions are vital to limiting our towns' contributions to climate change. Conducting a GHG emissions inventory, setting GHG reduction targets, and implementing a climate action plan are steps towns can take to ensure they are working toward a low carbon future.

Climate change vulnerability assessment

Our communities are already experiencing the impacts of climate change from rising sea levels, increases in extreme precipitation, and warmer temperatures. Assessing a community's vulnerability to climate change and implementing adaptation strategies increases the town's climate resilience.

Coastal Hazards

Integrate coastal risk reduction measures in zoning and regulations

Coastal hazards such as strong storms, rising seas, and shoreline erosion pose significant and growing threats to the region's coastal communities, where concentrated development of homes, businesses, and municipal infrastructure along the coastline make the area extremely vulnerable. Developing and implementing land use strategies and regulations that reduce risk in vulnerable areas protects people, property, and natural resources while enhancing community-wide resilience.

Incorporate future climatic conditions into land use requirements and municipal policies

Municipal policy making and land use decisions are generally undertaken with an eye toward the future. The impacts of decisions and policies made in the short-term are often not fully realized until the longer-term. Accounting for climate change and projected future conditions in municipal policies and land use decisions can help to ensure that decisions made today minimize vulnerabilities and protect community investments in the future.

Economic Development

Promote and support sustainability and resiliency actions for local businesses

Local businesses are vital to a thriving, sustainable economy. Municipalities play an important role in encouraging local businesses to be more sustainable and to be resilient to coastal and climate impacts through outreach and education.

Energy

Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures

Municipalities are leading the effort to create a sustainable, low carbon future. Municipal efforts to reduce fossil fuel consumption through renewable energy procurement and energy efficiency measures also result in significant savings for municipalities and taxpayers, fostering economic sustainability.

Promote energy efficiency for residents and businesses

Energy efficiency efforts help reduce communitywide GHG emissions and save residents and businesses money on utility costs. Towns can encourage community members to undertake energy efficiency measures through incentives, regulatory changes, and outreach and education.

Support development of and access to renewable energy

Local renewable energy helps decrease communitywide GHG emissions and increase the resilience of the local energy system. Municipalities can support the development of renewable energy by adopting new codes and permitting practices, adapting building and development regulations, supporting renewable energy development on underutilized public and private properties, and conducting education and outreach programs for residents and businesses.

Land Ecosystems

Promote and practice environmentally-friendly and sustainable landscape approaches

Sustainably managing land ecosystems promotes human and ecological health. Municipalities can support sustainable landscape approaches on municipal properties through community forest and landscape management strategies. Towns may also encourage environmentally-friendly landscape practices in the community through incentives, regulations, and education and outreach.

Leadership

Participate as an active member of a national/regional sustainability and resilience network

Municipalities must work collaboratively to lead the way to a more sustainable and resilient future. Collaboration may involve reporting municipal data to regional or national efforts, creating regional plans to achieve sustainability and resilience, and partnering with local schools to undertake sustainability or resilience actions.

Mobility

Promote and facilitate transit systems as well as bicycle and pedestrian networks

Abundant and safe alternative transportation options decrease GHG emissions and promote accessibility. Municipalities may support alternative transportation by increasing bike and pedestrian networks and collaborating to expand transit options.

Adopt a complete streets policy

Complete Streets are streets designed and built for all travelers, creating roads that are safer, more accessible, and encourage alternative forms of transportation that reduce GHG emissions. A Complete Streets policy establishes the foundation for ensuring that all streets in a community serve all users, either through new construction or redesign of existing streets.

Support the electrification of the transportation system, leading by example with the municipal fleet

The broadscale adoption of Electric Vehicles (EVs) and the electrification of the transportation system are key to decreasing communitywide GHG emissions. Municipalities can lead by example by incorporating EVs into municipal fleets and installing public EV charging stations. They can also encourage EV infrastructure development through regulatory changes and development incentives.

Municipal Operations

Formally adopt sustainability and resilience goals, policies, and strategies

Formally adopting goals, policies, and strategies can make sustainability and resilience priorities for the community and establish a foundation for future action. Doing so helps to incorporate these principles into the culture and day-to-day operations of the municipality. This may be done through a standalone sustainability plan or policy, or by incorporating sustainability and resilience as key themes in the town's comprehensive plan.

Establish local financing strategies for sustainability and resilience activities

It can be a challenge for municipalities to find funding for sustainability and resilience actions. While some efforts can be funded through grant projects, long term success depends on establishing local financing strategies. Financing for efforts should be incorporated throughout the municipal budget. Towns can also use unique financing strategies like power purchase agreements, leases, energy saving performance contracts, and green revolving funds to pursue renewable energy and energy efficiency projects.

Incorporate sustainability and resilience criteria in municipal expenditure policies

Municipalities make many purchases and financial decisions each year. These decisions are an opportunity for the town to ensure that municipal decisions are made with sustainability and resilience in mind. Towns that incorporate specific criteria into municipal expenditure policies can work to align expenditures with the town's sustainability and resilience goals and priorities.

Sustainable Communities

Connect residents to resources and services that support wellbeing and enhance community resilience

The health and wellbeing of its residents are vital to a sustainable and resilient community. Municipalities can foster community resilience by being prepared for environmental and public health crises and by connecting residents to human services and local, healthy foods.

Actively engage community members in local climate, sustainability, and resilience issues

Community members play a key role in creating a culture of sustainability and resilience by taking action in their own homes and businesses and by providing support and input into municipal initiatives. Towns can enable individual and community action by actively engaging community members on local climate, sustainability, and resilience issues through education events, the town website, and other communication outlets.

Sustainable Development

Facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability

Sustainable development ensures that as towns grow and change, they do so in a way that reduces environmental impacts and increases community resilience. Municipalities can promote sustainable development through zoning and development regulations, affordable housing initiatives, partnerships with developers, and land use planning.

Waste

Deliver sustainable and affordable waste management services

Sustainable waste management reduces the environmental impact of waste through reduction, reuse, and recycling. Municipalities are responsible for ensuring that residents and businesses have the ability to dispose of their waste properly. Municipalities can strive to operate their waste management services as sustainably as possible, and they can educate community members on the values of waste reduction, recycling, and composting.

Water

Include Low Impact Development in performance and design standards

Employing practices that utilize and mimic natural processes lessens the detrimental impacts of development by protecting water quality, preserving habitat, creating green space, and reducing flood risk. By implementing low impact development (LID) principles and practices, stormwater can be managed in a way that reduces impacts of built areas and helps to improve community resilience today and into the future as precipitation patterns shift and intensify.

Establish and enforce progressive watershed protection measures

Water quality is a top priority for the State and southern Maine region, with implications for drinking water, public health, recreation opportunities, fishing activities, and tourism. Climate change can make it more challenging for communities to protect water quality, provide safe drinking water and wastewater services, and maintain healthy aquatic systems. Implementing watershed-based protection measures that address future climate impacts, including increases in temperatures and precipitation, habitat changes, and saltwater intrusion, can reduce stormwater runoff pollutant transport, protect upstream and downstream water quality, and preserve natural resources.

Appendix B: Town Sustainability and Coastal Resilience Assessments

Assessment order:

1. Kennebunk
2. Kennebunkport
3. Kittery
4. Ogunquit
5. Wells
6. York

TOWN OF KENNEBUNK

2020 Sustainability and Coastal Resilience Assessment

As a 2007 signatory of the U.S. Mayor’s Climate Protection Agreement, the Town of Kennebunk has long been committed to creating a sustainable and resilient community. As part of this commitment, in 2019 Kennebunk joined a coalition of six towns in coastal York County to create the Regional Sustainability and Resilience Program. The program aims to foster more sustainable and resilient communities in coastal York County by leveraging regional collaboration to enhance the effectiveness of local government action. To identify and direct sustainability and resilience efforts, the program is establishing a baseline of sustainability and resilience efforts and needs in individual communities and the Coastal York Country region. Through the work of the Select Board and the Kennebunk Energy Efficiency Advisory Committee (KEEAC), the Town has committed to significant climate change actions as part of the Global Covenant of Mayors for Climate and Energy. Residents and students in Kennebunk are actively engaged in sustainability and resilience issues through KEEAC, RSU 21 school district, and non-profit partners.

Using the SMPDC Sustainability Progress Framework (SPF), Kennebunk was evaluated on many strategies within twelve sustainability and resilience categories. Strategies were grouped into 22 indicators, shown below. Kennebunk’s status on each progress indicator ranges from “Not Yet Considered” to “Excelling”. Explanations for each indicator and suggested next steps are detailed on the following pages.

CATEGORY	INDICATOR	STATUS
Climate	Establish a GHG emissions inventory, target, and plan	Making Progress
	Climate change vulnerability assessment	Getting Started
Coastal Hazards	Integrate coastal risk reduction measures in zoning and regulations	Getting Started
	Incorporate future climatic conditions into land use requirements and municipal policies	Getting Started
Economic Development	Promote and support sustainability and resiliency actions for local businesses	Getting Started
Energy	Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures	Making Progress
	Promote energy efficiency for residents and businesses	Getting Started
	Support development of and access to renewable energy	Getting Started
Land Ecosystems	Promote and practice environmentally-friendly and sustainable landscape approaches	Making Progress
Leadership	Participate as an active member of a national/regional sustainability and resilience network	Excelling
	Promote and facilitate transit systems as well as bicycle and pedestrian networks	Making Progress
Mobility	Adopt a complete streets policy	Interested
	Support the electrification of the transportation system, leading by example with the municipal fleet	Getting Started
Municipal Operations	Formally adopt sustainability and resilience goals, policies, and strategies	Making Progress
	Establish local financing strategies for sustainability and resilience activities	Interested
	Incorporate sustainability and resilience criteria in municipal expenditure policies	Not yet considered
Sustainable Communities	Connect residents to resources and services that support well being and enhance community resilience	Excelling
	Actively engage community members in local climate, sustainability, and resilience issues	Almost there
Sustainable Development	Facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability	Making Progress
Waste & Recycling	Deliver sustainable and affordable waste management services	Almost there
Water	Include Low Impact Development in performance and design standards	Interested
	Establish and enforce progressive watershed protection measures	Making Progress

TOWN OF KENNEBUNK

2020 Sustainability and Coastal Resilience Assessment

Climate: Kennebunk has a long history of leading climate initiatives, signing the U.S. Mayor's Climate Protection Agreement in 2007 and resigning in 2014. Kennebunk also joined the Global Covenant of Mayors for Climate and Energy (GCOM) in 2018. Kennebunk completed a municipal greenhouse gas (GHG) inventory with the help of New School students in 2019 and completed a community-wide GHG inventory with the help of a UNH Sustainability Fellow in 2020.

NEXT STEPS:

- Standardize the municipal GHG inventory data collection process by tracking building energy consumption (i.e. with EnergyStar Portfolio Manager or through the finance department).
- Work through KEEAC to establish a GHG emissions reduction target for municipal and/or community-wide emissions.
- Conduct a climate change vulnerability assessment to evaluate non-coastal vulnerabilities.
- Develop a Climate Action Plan with achievable actions to reduce community emissions and that incorporates climate adaptation measures.

Coastal Hazards: Kennebunk has taken steps to address coastal hazards, including integrating resilience measures in repair work to municipal seawalls and elevating vulnerable roads. The Town is participating in a regional grant project assessing and planning for the economic and social vulnerabilities associated with sea level rise and coastal flood events.

NEXT STEPS:

- Include updated sea level rise projections, coastal erosion rates, and goals to address those hazards in the Town's Comprehensive Plan in order to enable policies and land use measures that protect people, property, and places.
- Establish a coastal hazard overlay zoning district and accompanying development standards to ensure new and redevelopment in areas vulnerable to storm surge and future sea level rise are resilient.
- Amend the floodplain management ordinance to incorporate enhanced flood risk reduction measures such as increased freeboard height requirements and accounting for cumulative improvement costs in the definition of substantial improvement and damage.
- Pursue participation in the Community Rating System to reduce flood risk and flood insurance costs.

Economic Development: Kennebunk participated in a 2016-2018 project through Wells Reserve that focused business resilience with the Lower Village businesses.

NEXT STEPS:

- Engage the business community on climate change and resiliency issues, potentially as part of SMPDC's EDA grant-funded project on coastal economic resilience.
- Support the establishment of a regional business sustainability award or recognition program.

Energy: The Kennebunk Energy Efficiency Advisory Committee (KEEAC) was formed in 2006 to advise on ways for the Town to reduce municipal fossil fuel use and increase energy efficiency. Kennebunk completed energy audits of municipal facilities in 2016 and has been implementing simple energy efficiency measures including LED lighting upgrades and window inserts. Kennebunk has partnered with Kennebunk Light and Power to support energy efficiency measures, and KEEAC promotes energy efficiency resources on its website. Kennebunk has begun supporting the development of renewable energy, adopting a Property Assessed Clean Energy (PACE) ordinance in 2011 and allowing for small wind energy systems as an accessory use in the zoning ordinance.

NEXT STEPS:

- Complete the streetlight LED conversion project, collaborating with Kennebunk Light and Power.
- Work through KEEAC to connect residents and businesses to energy efficiency resources and educate the community about renewable energy options.
- Adopt a renewable energy ordinance prescribing the permitting, standards, and allowable use of renewable energy systems.

2020 Sustainability and Coastal Resilience Assessment

Land Ecosystems: Kennebunk's Dept. of Public Works strives to manage municipal landscapes sustainably, limiting irrigation and mowing and contracting with a pest services company that uses integrated pest management strategies. The Tree Committee actively works to plant trees in locations where they make a direct, positive impact on the community or act as a buffer to filter air and water, limit storm runoff, and stabilize soil. The Conservation Commission works to protect the town's natural resources and to implement Kennebunk's Open Space Plan.

NEXT STEPS:

- Consider adapting the subdivision and development codes to encourage sustainable landscaping in the community.
- Encourage community-wide use of integrated pest management strategies through a pesticide policy and/or community education programs.
- Work through the Conservation Commission, Tree Committee and partnerships with local non-profit organizations to educate the community about the value of trees, native plants, and sustainable landscaping.

Leadership: Through the efforts of the KEEAC and the Select Board, Kennebunk is an active member of ICLEI: Local Governments for Sustainability, and the Global Covenant of Mayors for Climate and Energy (GCOM).

NEXT STEPS:

- Publicly report Kennebunk's community-wide GHG inventory as part of the GCOM commitment.
- Work through KEEAC to actively participate in regional/state networks, such as by reporting local data to advance national and international sustainability efforts.
- Share information about municipal leadership in sustainability and resilience broadly in the community and externally.

Mobility: While Kennebunk has no formal Bike and Pedestrian committee, the Dept of Public Works strives to improve bicycle and pedestrian safety and infrastructure. Community Development, Planning & Codes is currently exploring options for identifying gaps and barriers to bike and pedestrian travel. The Town of Kennebunk, in partnership with York County Community Action Corporation (YCCAC), recently developed the Kennebunk In-Town Transportation (KITT) network, a flex-route bus service that increases access to transit. Kennebunk does not have a Complete Streets policy, but does try to incorporate complete street principles in road redesigns. The town has begun to facilitate the electrification of the transportation system. KEEAC is working to install public EV charging stations, and the town has purchased their first EV as the Fire Chief command vehicle.

NEXT STEPS:

- Identify gaps in the bike and pedestrian networks and create a Bike and Pedestrian Plan to implement strategies for improving connectivity and safety.
- Consider establishing a Complete Streets Policy to ensure access for all road users.
- Continue to pursue public EV charging station installation and collaborate with businesses to develop EV infrastructure.
- Establish a fleet purchasing policy to prioritize electric vehicles and continue exploring EV fleet opportunities.

Municipal Operations: As part of the GCOM commitment, Kennebunk plans to create a climate action plan that will formalize sustainability and resilience goals and strategies. Kennebunk does not have regular financing strategies in place for sustainability and resilience activities outside of committee budgets. Sustainability and resilience criteria are not incorporated into Kennebunk's municipal expenditure policies.

NEXT STEPS:

- Ensure that sustainability and resilience are incorporated into the next Comprehensive Plan update.
- Create a Climate Action Plan with goals and strategies for mitigating and adapting to climate change.
- Budget and plan for long-term energy efficiency equipment upgrades.
- Integrate sustainability and resiliency into capital planning criteria.

2020 Sustainability and Coastal Resilience Assessment

Sustainable Communities: Kennebunk Social Services connects residents to vital community services while the Parks and Rec. Dept. Healthy Kennebunk program promotes community well being. Kennebunk is proposing the adoption of an Emergency Management Agency Ordinance that would enhance community resilience to environmental disasters and public health crises. Kennebunk has a weekly farmers' market that increases access to local foods. The Community Garden Committee works to increase access to local foods by providing garden space and advice on growing. The KEEAC frequently partners with local non-profits to engage community members in local climate, sustainability, and resilience issues.

NEXT STEPS:

- Apply emergency management lessons from Covid-19 pandemic to increase community preparedness and resilience.
- Host events educating the public about climate change and local impacts and how to reduce GHG emissions.

Sustainable Development: Kennebunk strives to facilitate compact, mixed-use development, allowing for mixed-use in many land use zones, and working to implement the strategies in the Open Space Plan. Kennebunk has worked to redevelop underutilized properties such as in the Waterhouse Center Project. Kennebunk's affordable housing committee works to improve the availability of affordable housing.

NEXT STEPS:

- Consider revising and/or developing codes to promote sustainable building and site practices.
- Explore incentives for green building in new construction and re-construction.
- Identify sustainable development priorities in the Comprehensive Plan update.

Waste & Recycling: Kennebunk has a Pay as You Throw (PAYT) trash program, and the fees go directly to paying for curbside trash and recycling. Kennebunk has contracted with We Compost It! to offer curbside composting to residents, designating the business as the acceptable residential compost vendor in the Solid Waste Ordinance. Volunteers run the Treasure Chest, a swap shop at the transfer station to prevent the landfilling of usable goods. Kennebunk lead the state in discouraging single-use plastics, passing an ordinance banning single use plastic carry out bags in 2016 and an ordinance banning the release of balloons. Much of the education and outreach activities on waste and recycling have been coordinated through Casella. Kennebunk is also leading a lobster trap compost bin program promoting residential composting.

NEXT STEPS:

- Provide recycling and composting infrastructure at public places.
- Explore a construction and demolition recycling policy to keep C&D materials out of landfills and ensure they are recycled.
- Continue to partner with the schools to promote education about consumption and waste.
- Consider a mandatory recycling ordinance that applies to single and multifamily residences and businesses.

Water: Kennebunk has implemented water quality protection measures in the Branch Brook aquifer area and Kennebunk River Watershed. The Town participates in the Kennebunk River Watershed Management effort and is interested in pursuing improved stormwater management practices. The Conservation Commission is exploring a wetland mitigation ordinance.

NEXT STEPS:

- Enhance the Town's existing land use regulations and policies by encouraging and/or requiring the use of low impact development and green infrastructure approaches for stormwater management for all development and redevelopment projects requiring site plan review.
- Implement recommendations of the Kennebunk River Watershed Management Plan.
- Collaborate with neighbor municipalities to pursue watershed protection and flood mitigation projects.
- Complete an inventory of septic systems in Town to inform planning and water quality protection efforts.

TOWN OF KENNEBUNKPORT

2020 Sustainability and Coastal Resilience Assessment

As a quaint New England town with abundant natural resources and rich cultural heritage, Kennebunkport strives to foster a sustainable, resilient community for its residents, visitors, and ecosystems. In 2019, Kennebunkport joined a coalition of six towns in coastal York County to create the Regional Sustainability and Resilience Program. The program aims to foster more sustainable and resilient communities in coastal York County by leveraging regional collaboration to enhance the effectiveness of local government action. To identify and direct sustainability and resilience efforts, the program is establishing a baseline of sustainability and resilience efforts and needs in individual communities and the coastal York Country region. Kennebunkport is making climate change a key consideration in the Comprehensive Plan update, ensuring that sustainability and resilience will be priorities in future municipal initiatives.

Using the SMPDC Sustainability Progress Framework (SPF), Kennebunkport was evaluated on many strategies within twelve sustainability and resilience categories. Strategies were grouped into 22 indicators, shown below. Kennebunkport's status on each progress indicator ranges from "Not Yet Considered" to "Excelling". Explanations for each indicator and suggested next steps are detailed on the following pages.

CATEGORY	INDICATOR	STATUS
Climate	Establish a GHG emissions inventory, target, and plan	Getting Started
	Climate change vulnerability assessment	Making Progress
Coastal Hazards	Integrate coastal risk reduction measures in zoning and regulations	Making Progress
	Incorporate future climatic conditions into land use requirements and municipal policies	Getting Started
Economic Development	Promote and support sustainability and resiliency actions for local businesses	Getting Started
	Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures	Getting started
Energy	Promote energy efficiency for residents and businesses	Getting Started
	Support development of and access to renewable energy	Interested
Land Ecosystems	Promote and practice environmentally-friendly and sustainable landscape approaches	Making Progress
Leadership	Participate as an active member of a national/regional sustainability and resilience network	Almost there
	Promote and facilitate transit systems as well as bicycle and pedestrian networks	Getting started
Mobility	Adopt a complete streets policy	Not Yet Considered
	Support the electrification of the transportation system, leading by example with the municipal fleet	Interested
Municipal Operations	Formally adopt sustainability and resilience goals, policies, and strategies	Making Progress
	Establish local financing strategies for sustainability and resilience activities	Interested
	Incorporate sustainability and resilience criteria in municipal expenditure policies	Interested
Sustainable Communities	Connect residents to resources and services that support well being and enhance community resilience	Making Progress
	Actively engage community members in local climate, sustainability, and resilience issues	Making progress
Sustainable Development	Facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability	Getting started
Waste & Recycling	Deliver sustainable and affordable waste management services	Getting Started
Water	Include Low Impact Development in performance and design standards	Interested
	Establish and enforce progressive watershed protection measures	Getting Started

TOWN OF KENNEBUNKPORT

2020 Sustainability and Coastal Resilience Assessment

Climate: Kennebunkport has started prioritizing climate change action in recent years. A municipal greenhouse gas (GHG) inventory was completed in 2019 with the help of a UNH Sustainability Fellow, and Kennebunkport is incorporating climate change impacts throughout all chapters of the new Comprehensive Plan. The Board of Selectmen approved town climate change goals and priorities in 2020. The Town is also partnering with the Kennebunkport Climate Initiative to engage students on climate action and to advance climate change dialogue and planning.

NEXT STEPS:

- Standardize the municipal GHG inventory data collection process by tracking building energy consumption (*i.e.* with EnergyStar Portfolio Manager or through the finance department).
- Measure and monitor GHG emissions for a community-wide GHG inventory.
- Conduct a climate change vulnerability assessment to evaluate non-coastal vulnerabilities.
- Develop a Climate Action Plan with achievable actions to reduce community emissions and that incorporates climate adaptation measures.

Coastal Hazards: Evaluating and adapting to the impacts of coastal hazards are priorities for Kennebunkport. The Town's Dock Square area and beachfront neighborhoods already experience flooding and shoreline erosion issues. Kennebunkport has been working to address its risk to flooding from sea level rise, storm surge and extreme weather. The Town is elevating some of its roadways to reduce flooding and is participating in an EDA grant-funded project assessing and planning for the economic and social vulnerabilities associated with sea level rise and coastal flood events. Kennebunkport also had advanced flood modeling completed by Ransom Engineering.

NEXT STEPS:

- Include updated sea level rise projections, coastal erosion rates, and goals to address those hazards in the Town's Comprehensive Plan in order to enable policies and land use measures that protect people, property, and places.
- Adopt a policy that limits or prohibits municipal funds being used for development in existing and potential future flood hazard areas, unless expressly for adaptation, mitigation, or resilience measures.
- Consider establishing a coastal hazard overlay zoning district and accompanying development standards to ensure new and redevelopment in areas vulnerable to storm surge and future sea level rise are resilient.

Economic Development: Kennebunkport participated in a 2016-2018 project through the Wells Reserve that focused business resilience with the Dock Square businesses.

NEXT STEPS:

- Engage the business community on climate change and resiliency issues, potentially as part of SMPDC's EDA grant-funded project on coastal economic resilience.
- Support the establishment of a regional business sustainability award or recognition program.

Energy: Kennebunkport has begun exploring municipal energy efficiency measures, such as LED lighting upgrades, attic insulation, and energy efficient technology in new buildings. The town is also exploring opportunities to participate in Maine's Net Energy Billing Program to support solar development. Kennebunkport has not yet undertaken any efforts to promote energy efficiency for residents and businesses. Kennebunkport has started to support the development of renewable energy, passing a Property Assessed Clean Energy ordinance and installing solar panels on the fire station roof.

NEXT STEPS:

- Complete the streetlight LED conversion project.
- Continue exploring options for procuring solar electricity for municipal operations, including on and off-site options.
- Work with non-profit partners to connect residents and businesses to energy efficiency resources and educate the community about renewable energy options.
- Adopt a renewable energy ordinance prescribing the permitting, standards, and allowable use of renewable energy systems.



TOWN OF KENNEBUNKPORT

2020 Sustainability and Coastal Resilience Assessment

Land Ecosystems: Kennebunkport's Conservation Commission and Shade Tree Committee lead efforts to promote sustainable, environmentally-friendly landscaping in the Town. The Shade Tree Committee actively works to plant trees in locations where they make a direct, positive impact on the community. The Dept. of Public Works is pursuing forest management plans for town owned lands to ensure climate resilience.

NEXT STEPS:

- Consider adapting the subdivision and development codes to encourage sustainable landscaping in the community.
- Encourage community-wide use of integrated pest management strategies through a pesticide policy and/or community education programs.
- Work through the Conservation Commission, Shade Tree Committee and partnerships with local non-profit organizations to educate the community about the value of trees, native plants, and sustainable landscaping.

Leadership: Kennebunkport does not currently have a committee that leads sustainability and resilience efforts in town. Kennebunkport is a member of ICLEI: Local Governments for Sustainability.

NEXT STEPS:

- Designate a town committee and/or staff members to lead municipal sustainability and resilience efforts.
- Actively participate in regional/state networks, such as by reporting local data to advance national and international sustainability efforts.
- Share information about municipal leadership in sustainability and resilience broadly in the community and externally.

Mobility: While Kennebunkport has no formal Bike and Pedestrian committee, the Department of Public Works strives to improve bicycle and pedestrian safety and infrastructure. Bike and pedestrian planning was recommended in the 2012 Comprehensive Plan, but has not yet taken place. Kennebunkport does not have a Complete Streets policy, but does try to incorporate complete street principles in road redesigns. Kennebunkport is exploring opportunities for both EV fleet vehicles and public EV charging stations.

NEXT STEPS:

- Identify gaps in the bike and pedestrian networks and create a Bike and Pedestrian Plan to implement strategies for improving connectivity and safety.
- Consider establishing a Complete Streets Policy.
- Pursue public EV charging station installation and collaborate with businesses to develop EV infrastructure.
- Establish a fleet purchasing policy to prioritize electric vehicles and continue exploring EV fleet opportunities.

Municipal Operations: As part of the Comprehensive Plan update, Kennebunkport is incorporating climate change impacts throughout the plan. Kennebunkport does not have regular financing strategies in place for sustainability and resilience activities. Sustainability and resilience criteria are not incorporated into Kennebunkport's municipal expenditure policies.

NEXT STEPS:

- Formalize climate change, sustainability, and/or resilience goals and plans for the Town.
- Explore strategies such as PPAs, leases, and EPSCs to finance renewable energy systems and energy efficiency projects for municipal buildings.
- Consider incorporating sustainability and resilience as themes in the Comprehensive Plan update.
- Budget and plan for long-term energy efficiency equipment upgrades.



TOWN OF KENNEBUNKPORT

2020 Sustainability and Coastal Resilience Assessment

Sustainable Communities: Kennebunkport's Public Health Dept. services connects residents to vital community services that enhance wellbeing and promote community resilience. There is currently no farmers's market or community garden in Kennebunkport that would enhance access to local foods. Kennebunkport frequently partners with Kennebunkport Conservation Trust and the Kennebunkport Climate Initiative to host education and outreach events on sustainability, resilience, and climate change for community members.

NEXT STEPS:

- Apply emergency management lessons from Covid-19 pandemic to increase community preparedness and resilience.
- Host events educating the public about climate change and local impacts and how to reduce GHG emissions.
- Support the development of community gardens and increased access to local foods.
- Develop online materials for the community about sustainability initiatives and other allied organizations and government agencies.

Sustainable Development: Kennebunkport is interested in ways to facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability. Open space preservation is a requirement of the subdivision regulations. Preserving and acquiring green space/open space was identified as a priority in the 2012 Comprehensive plan, as was promoting housing affordability. Kennebunkport has recently completed a Village Parcel master plan that recommends compact, affordable development on a parcel of land recently purchased by the municipality.

NEXT STEPS:

- Consider revising and/or developing codes to promote sustainable building and site practices.
- Explore incentives for green building in new construction and re-construction.
- Identify sustainable development priorities in the Comprehensive Plan update.
- Ensure that compact, affordable development is incorporated into the Village Parcel project.

Waste & Recycling: Kennebunkport's waste and recycling efforts are advised by the Solid Waste Committee, which also leads outreach and education efforts. The committee led a successful lobster trap compost bin program promoting residential composting. After disbanding curbside recycling due to escalating costs, Kennebunkport is re-starting a curbside recycling program in 2021. Kennebunkport partners with Kennebunk to offer disposal and recycling for items at the Kennebunk transfer station.

NEXT STEPS:

- Provide recycling and composting infrastructure at public places.
- Continue to explore opportunities for offering composting services for residents and businesses.
- Continue to develop partnerships with the schools to promote education about consumption and waste.
- Consider a mandatory recycling ordinance that applies to single and multifamily residences and businesses.

Water: Kennebunkport protects water quality by supporting watershed conservation efforts, protective zoning for the Branch Brook Aquifer, and participation on the 2020 regional Kennebunk River Watershed Management project. Most properties are served by public water. The Town limits the use of pesticides and fertilizers on municipal property.

NEXT STEPS:



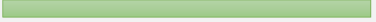










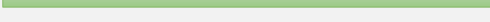
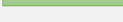
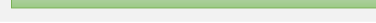

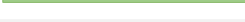
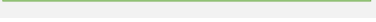
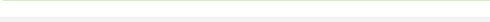
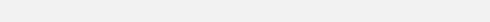
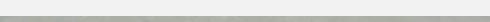
- Implement recommendations of the Kennebunk River Watershed Management Plan.
- Enhance existing land use regulations to require the use of Low Impact Development (LID) for stormwater management for all development and redevelopment projects, and develop associated performance standards and stormwater management criteria.
- Adopt a policy that all municipal development projects will utilize LID techniques and green infrastructure.
- Adopt a septic inspection and pump out ordinance to ensure proper functioning of systems and minimize potential detrimental impacts to water quality and the environment.
- Incorporate wetland impact assessment requirement in land use requirements and enact and enforce policies that preserve, protect, and restore wetlands, including those smaller than the 10-acre threshold used for shoreland zoning.

TOWN OF KITTERY

2020 Sustainability and Coastal Resilience Assessment

The oldest incorporated town in Maine, the Town of Kittery has a long history of supporting the sustainability and resilience of its community. In 2019, Kittery joined a coalition of six towns in coastal York County to create the SMPDC Regional Sustainability and Resilience Program. The program aims to foster more sustainable and resilient communities by leveraging regional collaboration to enhance the effectiveness of local government action. To identify and direct sustainability and resilience efforts, the program is establishing a baseline of sustainability and resilience efforts and needs in individual communities and the Coastal York Country region. Kittery excels in waste management and watershed protection efforts. The Town is also making significant progress on climate change mitigation and adaptation initiatives, including establishing the Kittery Climate Adaptation Committee, incorporating climate resilience into the Comprehensive Plan, and conducting coastal flood vulnerability assessments.

Using the SMPDC Sustainability Progress Framework (SPF), Kittery was evaluated on a variety of sustainability and resilience strategies within twelve categories, with strategies grouped into 22 indicators as shown below. Kittery's status on each progress indicator ranges from "Not Yet Considered" to "Excelling". Explanations for each indicator are detailed on the following pages. Also listed are suggested *Next Steps* for potential future sustainability and resilience efforts that reflect priorities identified by Town staff as well as efforts identified by regional program staff for the Town to consider.

CATEGORY	INDICATOR	STATUS
Climate	Establish a GHG emissions inventory, target, and plan	 Getting Started
	Climate change vulnerability assessment	 Making Progress
Coastal Hazards	Integrate coastal risk reduction measures in zoning and regulations	 Making Progress
	Incorporate future climatic conditions into land use requirements and municipal policies	 Getting Started
Economic Development	Promote and support sustainability and resiliency actions for local businesses	 Getting Started
	Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures	 Getting Started
Energy	Promote energy efficiency for residents and businesses	 Interested
	Support development of and access to renewable energy	 Getting Started
Land Ecosystems	Promote and practice environmentally-friendly and sustainable landscape approaches	 Almost There
Leadership	Participate as an active member of a national/regional sustainability and resilience network	 Almost there
Mobility	Promote and facilitate transit systems as well as bicycle and pedestrian networks	 Making Progress
	Adopt a complete streets policy	 Getting started
	Support the electrification of the transportation system, leading by example with the municipal fleet	 Getting started
	Formally adopt sustainability and resilience goals, policies, and strategies	 Almost there
Municipal Operations	Establish local financing strategies for sustainability and resilience activities	 Interested
	Incorporate sustainability and resilience criteria in municipal expenditure policies	 Making Progress
Sustainable Communities	Connect residents to resources and services that support well being and enhance community resilience	 Excelling
	Actively engage community members in local climate, sustainability, and resilience issues	 Getting started
Sustainable Development	Facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability	 Making Progress
Waste & Recycling	Deliver sustainable and affordable waste management services	 Excelling
Water	Include Low Impact Development in performance and design standards	 Excelling
	Establish and enforce progressive watershed protection measures	 Excelling

TOWN OF KITTERY

2020 Sustainability and Coastal Resilience Assessment

Climate: Kittery's actions on climate are guided by the goals and strategies laid out in the Coastal Community Resilience section in the Town's Comprehensive Plan. The Town is undertaking its first municipal greenhouse gas (GHG) inventory in 2020 and has also begun to address vulnerability to climate change and its impacts. In 2019, Kittery established the Kittery Climate Adaptation Committee (KCAC) to advance the Town's resilience to climate change.

NEXT STEPS:

- Work with KCAC to complete municipal and community-wide GHG inventories and to establish a GHG emissions reduction target for municipal and/or community-wide emissions.
- Assess non-coastal vulnerabilities to climate change.
- Create a climate adaptation or resilience plan and begin implementing climate adaptation strategies.

Coastal Hazards: The Town has recently undertaken several initiatives to evaluate and plan for coastal hazards, including completing the Maine Flood Resilience Checklist in 2020 and participating in an EDA grant-funded project assessing the economic and social vulnerabilities associated with sea level rise and coastal flood events. A UNH Sustainability fellow developed hazard assessment maps with different flooding/sea level rise scenarios and planning recommendations for the Town. Kittery's Comprehensive Plan addresses coastal resilience, providing the enabling foundation for adoption of regulatory and policy actions to make the Town more climate resilient.

NEXT STEPS:

- Establish a coastal hazard overlay zoning district, based on adopted sea level rise scenarios, and accompanying development standards to ensure new and redevelopment in areas vulnerable to storm surge and sea level rise are resilient.
- Amend the floodplain management ordinance to incorporate enhanced flood risk reduction measures such as increased freeboard height requirements and accounting for cumulative improvement costs in the definition of substantial improvement and damage.
- Incorporate future precipitation projections in land use regulations and amend ordinances to require the use of more robust storm frequencies (e.g., 24-hour rainfall of a 30-year storm event) for stormwater management and design standards.

Economic Development: In partnership with the Portsmouth Naval Shipyard, Kittery undertook a Joint Land Use Study to address community growth and military readiness, with a primary objective to provide for sustainable growth in an economically, environmentally, and socially conscious manner. Kittery engages the business community on sustainability and resiliency issues through the KCAC, which requires two members to be representatives of local business, one of which must include aquaculture.

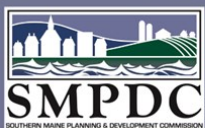
NEXT STEPS:

- Engage the business community on climate change and resiliency issues, potentially as part of SMPDC's EDA grant-funded project on coastal economic resilience.
- Work through KCAC to support the establishment of a regional business sustainability award or recognition program.

Energy: Reducing municipal fossil fuel consumption and implementing energy efficiency measures are both recommendations of Kittery's comprehensive plan. Kittery completed an upgrade to LED streetlights in 2019. The KCAC is working to promote energy efficiency for residents and businesses. Kittery supported the development of renewable energy by adopting a Property Assessed Clean Energy (PACE) ordinance in 2011 and adding a solar stipulation for lot configurations to the Land Use and Development Code in 2015. The town is currently considering a solar energy ordinance prescribing the permitting, standards, and allowable use of roof-top and ground mounted solar.

NEXT STEPS:

- Improve municipal energy efficiency by tracking building energy consumption (i.e. with EnergyStar Portfolio Manager), conducting energy audits of municipal facilities to identify opportunities for energy conservation, and continuing to implement energy efficiency measures as opportunities arise.
- Work through KCAC to connect residents and businesses to energy efficiency resources and renewable energy options.
- Work through KCAC to review and adopt the solar energy ordinance.



TOWN OF KITTERY

2020 Sustainability and Coastal Resilience Assessment

Land Ecosystems: Kittery practices environmentally-friendly landscape practices through the public works Integrated Pest Management (IPM) program and the Spruce Creek Watershed Management Program. Kittery has begun incorporating sustainable landscaping standards into the Title 16: Land Use and Development Code. Kittery has hosted multiple outreach events to connect residents to sustainable landscaping information, such as Yardscaping workshops.

NEXT STEPS:

- Continue working through Conservation Commission to connect residents to sustainable landscaping resources.
- Continue incorporating sustainable landscape requirements into the Title 16: Land Use and Development Code.
- Work through the Conservation Commission to encourage community-wide use of integrated pest management to reduce impacts from fertilizers and pesticides.

Leadership: Kittery is playing an active role in leading sustainability and resilience efforts in Maine. Kittery's sustainability and resilience activities are guided by the Kittery Climate Adaptation Committee (KCAC). Town Manager Kendra Amaral serves on the Maine Climate Council transportation working group, and Kittery joined ICLEI Local Governments for Sustainability in 2020.

NEXT STEPS:

- Continue working through KCAC to actively participate in regional/state sustainability and resilience networks.
- Share information about municipal leadership in sustainability and resilience broadly in the community and externally.

Mobility: Kittery strives to facilitate transit systems and bike and pedestrian networks. The Town is in the process of developing a Bicycle and Pedestrian Plan. Kittery has also worked to extend regional transit and will be further exploring alternative transportation opportunities as part of a Joint Land Use Study (JLUS) Implementation Grant in collaboration with the Portsmouth Naval Shipyard. A complete streets policy is recommended in the Kittery Comprehensive plan. Kittery installed a level 2 EV charging station at Rice Library and is exploring EV charging station incentive opportunities and EV fleet vehicle opportunities. Kittery is in the process of acquiring their first electric vehicle.

NEXT STEPS:

- Complete the Bicycle and Pedestrian plan and begin implementing strategies.
- Ensure alternative transportation projects and initiatives result from the JLUS implementation grant.
- Begin developing a Complete Streets Policy.
- Continue to pursue EV charging station installation at public sites.
- Collaborate with businesses to develop EV infrastructure.
- Establish a fleet purchasing policy to prioritize electric vehicles.

Municipal Operations: Sustainability is a guiding principle of Kittery's Comprehensive plan and the KCAC is charged with addressing Kittery's sustainability and resilience issues. Kittery strives to embed sustainability and resilience into existing operations, financial planning and expenditures. Kittery is in the process of incorporating sustainability criteria into their Capital Improvement Program.

NEXT STEPS:

- Ensure sustainability and resilience criteria are successfully incorporated into the Capital Improvement Program.
- Formalize sustainability and resilience goals and plans for the Town, as recommended by the Comprehensive Plan.
- Explore strategies such as Power Purchase Agreements, leases, and Energy Savings Performance Contracts to finance renewable energy systems and energy efficiency projects for municipal buildings.
- Budget and plan for long-term energy efficiency equipment upgrades (i.e. boilers and chillers for heating and cooling, window, door and rooftop replacements, and modified ductwork).

TOWN OF KITTERY

2020 Sustainability and Coastal Resilience Assessment

Sustainable Communities: Kittery connects residents to vital community services that enhance wellbeing and community resilience through the Kittery Community Center and Kittery Welfare Assistance. The Town also has an Emergency Management Agency Ordinance to prepare for environmental disasters and public health crises. Kittery supports the Kittery Community Market to promote local food access, offering a space in the Kittery Community Center for the winter market. Kittery has begun working through the KCAC to engage residents on local climate, sustainability, and resilience issues.

NEXT STEPS:

- Apply emergency management lessons from the Covid-19 pandemic to increase community preparedness and resilience.
- Collaborate with partner organizations to support community gardens and increased access to local foods.
- Host events educating the public about climate change and local impacts and how to reduce GHG emissions.
- Develop online materials for the community about sustainability initiatives and other allied organizations and government agencies.

Sustainable Development: Kittery is undertaking a recodification of the Title 16: Land Use and Development Code to incorporate sustainable development principles and practices. It is addressing infill development, mixed use zoning, open space preservation, redevelopment of underutilized properties, transit-oriented development, and housing affordability. Kittery is also addressing housing affordability and transit-oriented development through the JLUS implementation grant. In 2020 Kittery approved a number of housing initiatives, establishing a housing reserve fund, creating a process to utilize the proceeds from the sale of tax-foreclosed properties for affordable housing, and formally establishing a Housing Committee to work on affordable housing initiatives.

NEXT STEPS:

- Continue addressing transit-oriented development and housing affordability through the JLUS implementation grant.

Waste & Recycling: Kittery delivers sustainable and affordable waste management services. The town requires mandatory recycling for residents and at the transfer station. Municipal departments are also required to recycle. There is a Freebie Barn at the transfer station for donations, and curbside composting is available to residents and businesses.

NEXT STEPS:

- Explore a construction and demolition recycling policy to keep these materials out of landfills and ensure they are recycled.
- Continue to explore partnerships with the schools to promote education about consumption and waste.

Water: An MS4 community and an active member of the Southern Maine Stormwater Management Group (SMSWG), Kittery has adopted enhanced stormwater management regulations and policies. The Town has implemented water quality protection measures through a wetlands conservation ordinance, the Spruce Creek Watershed project, and green infrastructure projects to manage stormwater runoff on municipal properties. The Town is currently amending its land use ordinance to require low impact development (LID) for commercial land uses.

NEXT STEPS:



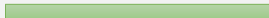



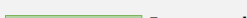
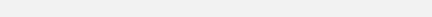

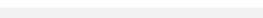



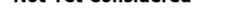

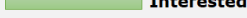



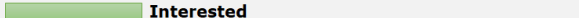
- Enhance the Town's existing land use regulations and policies that encourage and/or require the use of low impact development and green infrastructure approaches for stormwater management for all development and redevelopment projects requiring site plan review.
- Enact a pesticide and fertilizer ordinance.
- Adopt a septic inspection and pump out ordinance to ensure septic systems, especially those in areas vulnerable to current and future flooding, function properly and to minimize potential detrimental impacts to water quality and the environment.

TOWN OF OGUNQUIT

2020 Sustainability and Coastal Resilience Assessment

As the “beautiful place by the sea,” Ogunquit prides itself on its stewardship of natural resources. Ogunquit formed its Sustainability Committee in 2020 to advise on sustainability, climate adaptation and resiliency issues. In 2019, Ogunquit joined a coalition of six towns in coastal York County to create the SMPDC Regional Sustainability and Resilience Program. The program aims to foster more sustainable and resilient communities in coastal York County by leveraging regional collaboration to enhance the effectiveness of local government action. To identify and direct sustainability and resilience efforts, the program is establishing a baseline of sustainability and resilience efforts and needs in individual communities and the Coastal York Country region. Ogunquit excels in promoting sustainable and environmentally friendly landscape approaches, passing a Pesticide Ordinance in 2015 and using integrated pest management and low-impact practices to manage municipal landscapes. Ogunquit is also the only town in the region that has adopted a Complete Streets Policy to ensure safe access for all road users.

Using the SMPDC Sustainability Progress Framework (SPF), Ogunquit was evaluated on many strategies within twelve sustainability and resilience categories. Strategies were grouped into 22 indicators, shown below. Ogunquit’s status on each progress indicator ranges from “Not Yet Considered” to “Excelling”. Explanations for each indicator and suggested next steps are detailed on the following pages.

CATEGORY	INDICATOR	STATUS
Climate	Establish a GHG emissions inventory, target, and plan	 Interested
	Climate change vulnerability assessment	 Getting Started
Coastal Hazards	Integrate coastal risk reduction measures in zoning and regulations	 Getting Started
	Incorporate future climatic conditions into land use requirements and municipal policies	 Interested
Economic Development	Promote and support sustainability and resiliency actions for local businesses	 Interested
Energy	Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures	 Getting Started
	Promote energy efficiency for residents and businesses	 Interested
	Support development of and access to renewable energy	 Getting Started
Land Ecosystems	Promote and practice environmentally-friendly and sustainable landscape approaches	 Excelling
Leadership	Participate as an active member of a national/regional sustainability and resilience network	 Interested
Mobility	Promote and facilitate transit systems as well as bicycle and pedestrian networks	 Getting started
	Adopt a complete streets policy	 Excelling
	Support the electrification of the transportation system, leading by example with the municipal fleet	Not Yet Considered
Municipal Operations	Formally adopt sustainability and resilience goals, policies, and strategies	 Getting started
	Establish local financing strategies for sustainability and resilience activities	 Interested
	Incorporate sustainability and resilience criteria in municipal expenditure policies	Not yet considered
Sustainable Communities	Connect residents to resources and services that support well being and enhance community resilience	 Making Progress
	Actively engage community members in local climate, sustainability, and resilience issues	 Interested
Sustainable Development	Facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability	 Interested
Waste & Recycling	Deliver sustainable and affordable waste management services	 Getting Started
Water	Include Low Impact Development in performance and design standards	 Making Progress
	Establish and enforce progressive watershed protection measures	 Making Progress

TOWN OF OGUNQUIT

2020 Sustainability and Coastal Resilience Assessment

Climate: Ogunquit has not yet begun measuring greenhouse gas (GHG) emissions for municipal or community-wide inventories. Ogunquit is beginning to assess the Town's vulnerability to climate change, participating in a regional project assessing impacts of coastal climate-related hazards.

NEXT STEPS:

- Complete municipal and community-wide GHG inventories.
- Work with the Sustainability Committee to establish a GHG emissions reduction target for municipal and/or community-wide emissions.
- Assess non-coastal vulnerabilities to climate change.

Coastal Hazards: Known for its sandy beaches and quaint seaside village, Ogunquit has culturally and economically significant assets and areas that are already at-risk of coastal flooding and erosion. The Town is beginning efforts to evaluate and plan for coastal climate impacts, including participating in a grant-funded regional project assessing economic and social vulnerabilities associated with sea level rise and coastal flood events.

NEXT STEPS:

- Assess social and economic impacts of sea level rise, storm surge, and coastal erosion on people, property and the natural environment.
- Continue and enhance efforts to incorporate climate resilience measures in repair activities and long-range planning for the Marginal Way and other coastal cultural assets.
- Amend the floodplain management ordinance to incorporate enhanced flood risk reduction measures such as increased freeboard height requirements.
- Include updated sea level rise projections, coastal erosion rates, and goals to address those hazards in the Town's Comprehensive Plan in order to enable policies and land use measures that protect people, property, and places.
- Consider establishing a coastal hazard overlay zoning district and accompanying development standards to direct development away from high-risk areas and ensure new and redevelopment in vulnerable areas are resilient.

Economic Development: Ogunquit has not yet taken specific actions to promote and support sustainability and resiliency actions for local businesses.

NEXT STEPS:

- Engage the business community on climate change and resiliency issues, potentially as part of SMPDC's EDA grant-funded project on coastal economic resilience.
- Support the establishment of a regional business sustainability award or recognition program.

Energy: Ogunquit is interested in municipal energy efficiency measures, and the Town has begun exploring opportunities such as LED street lighting upgrades and the installation of occupancy sensors. Ogunquit has not yet undertaken any efforts to promote energy efficiency for residents and businesses. Ogunquit has worked to support the development of renewable energy, passing a Property Assessed Clean Energy ordinance, and permitting small wind energy systems and freestanding PV solar panel systems as an accessory use in most zoning districts. The town is also exploring opportunities to participate in the Maine Net Solar Energy Billing program for solar development.

NEXT STEPS:

- Work through the Sustainability Committee to connect residents and businesses to energy efficiency resources and educate the community about renewable energy options.
- Conduct energy audits of municipal facilities to identify opportunities for energy conservation.
- Explore opportunities for procuring renewable electricity for municipal operations, including roof-top solar and community solar farms.
- Adopt a renewable energy ordinance prescribing the permitting, standards, and allowable use of renewable energy systems.

2020 Sustainability and Coastal Resilience Assessment

Land Ecosystems: Ogunquit promotes and practices environmentally-friendly and sustainable landscape approaches through municipal operations and the work of the Conservation Commission and Marginal Way Committee. Ogunquit passed a Pesticide Use Ordinance in 2015 and uses integrated pest management and low-impact practices to manage municipal landscapes. A pollinator garden was planted as part of the Marginal Way Garden. Native landscaping is required in many cases throughout the Code of Ordinances when development disturbs vegetation.

NEXT STEPS:

- Work through the Conservation Commission and Marginal Way Committee to continue to educate the community about the value of trees, native plants, and sustainable landscaping.
- Continue to educate and encourage the community to use integrated pest management to reduce impacts from fertilizers and pesticides.
- Strategically plant trees to act as a buffer to filter air and water, limit storm runoff, and stabilize soil.

Leadership: The Town has not yet participated as an active member of national and/or regional sustainability and resilience networks.

NEXT STEPS:

- Participate in regional state, and/or national networks to plan for and achieve sustainability and resilience, such as ICLEI: Local Governments for Sustainability or the New England Municipal Sustainability Network.
- Partner with local universities and schools to identify opportunities for research on sustainability and resilience issues.
- Share information about municipal leadership in sustainability broadly in the community and externally.

Mobility: Ogunquit has a Bike and Pedestrian committee that works to identify gaps in the pedestrian and bicycle networks including crosswalk lighting, dangerous intersections, and bike parking. Ogunquit adopted a Complete Streets Policy in 2020. Ogunquit has not yet explored ways to support the electrification of the transportation system.

NEXT STEPS:

- Explore opportunities for EV charging station installation at public sites and collaborate with businesses to develop EV infrastructure.
- Establish a fleet purchasing policy to prioritize electric vehicles.
- Work with local transportation providers to expand service and service areas and increase ridership.

Municipal Operations: In 2020, Ogunquit created the Sustainability Committee to advise the Select Board on sustainability, climate adaptation, and resiliency issues. Ogunquit does not yet have formal sustainability and resilience goals, policies, or strategies, nor does it have regular financing strategies in place for sustainability and resilience activities outside of committee budgets. Sustainability and resilience criteria are not incorporated into Ogunquit's municipal expenditure policies.

NEXT STEPS:

- Ensure that sustainability and resilience are incorporated into the Comprehensive Plan update.
- Explore strategies such as PPAs, leases, and EPSCs to finance renewable energy systems and energy efficiency projects for municipal buildings.
- Budget and plan for long-term energy efficiency equipment upgrades.
- Integrate sustainability and resiliency into capital planning criteria.

TOWN OF OGUNQUIT

2020 Sustainability and Coastal Resilience Assessment

Sustainable Communities: Ogunquit has created a Covid-19 task force that is working to increase community resilience in response to the public health crisis. Ogunquit also began the Ogunquit Cares program that connects residents to vital community services that enhance wellbeing and community resilience. Ogunquit supports local food access through the Community Garden at Beach Plum Farm. The Sustainability Committee is exploring ways to engage the community on climate, sustainability, and resilience issues.

NEXT STEPS:

- Take emergency management lessons from the Covid-19 pandemic to increase community preparedness and resilience.
- Host events educating the public about climate change and local impacts and how to reduce GHG emissions.
- Develop online materials for the community about sustainability initiatives and other allied organizations and government agencies.

Sustainable Development: Ogunquit is interested in ways to facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability. Preserving and acquiring green space/open space was identified as a priority in the FY21 budget committee workshop.

NEXT STEPS:

- Consider revising and/or developing codes to allow mixed-use development, redevelop underutilized properties, and promote housing diversity and affordability.
- Explore incentives for green building in new construction and re-construction.

Waste & Recycling: Solid waste management efforts in Ogunquit were advised by the recycling committee, although this Committee appears to no longer be active. The Solid Waste Ordinance encourages, but does not require, recycling. Ogunquit currently does not offer curbside recycling or waste disposal. Ogunquit businesses and residents can get curbside composting from Mr. Fox compost in York.

NEXT STEPS:

- Revitalize the Recycling Committee to advise the Select Board on ways to provide sustainable and affordable waste management services and educate residents and businesses on recycling, composting, and waste reduction.
- Explore a PAYT trash program, as well as recycling alternatives to increase recycling and decrease trash.
- Provide recycling and composting infrastructure at public places.
- Develop a mandatory recycling ordinance that applies to single and multifamily residences and businesses.

Water: Water quality is a priority issue for Ogunquit. The Town has undertaken watershed protection measures and implemented green infrastructure and low impact development (LID) projects to reduce water pollution from stormwater runoff through the Ogunquit River Watershed Restoration Project. Continuing to improve stormwater management and incorporating LID practices in land use regulations is an identified area of interest for the Town.

NEXT STEPS:







- Enhance the Town's existing land use regulations and policies by encouraging and/or requiring the use of low impact development (LID) and green infrastructure approaches for stormwater management for all development and redevelopment projects requiring site plan review.
- Amend the Town's pesticide to improve its efficacy and enforceability and adopt a fertilizer ordinance.
- Consider adopting a septic inspection and pump out ordinance to ensure septic systems, especially those in areas vulnerable to current and future flooding, function properly and to minimize potential detrimental impacts to water quality and the environment.

TOWN OF WELLS

2020 Sustainability and Coastal Resilience Assessment

As the “friendliest town in Maine”, Wells is committed to creating a thriving and healthy community for its residents, visitors, and ecosystems. As part of this commitment, in 2019 Wells joined a coalition of six towns in coastal York County to create the Regional Sustainability and Resilience Program. The program aims to foster more sustainable and resilient communities in coastal York County by leveraging regional collaboration to enhance the effectiveness of local government action. To identify and direct sustainability and resilience efforts, the program is establishing a baseline of sustainability and resilience efforts and needs in individual communities and the Coastal York Country region. Wells is working diligently to assess and adapt to coastal hazards and coastal climate change impacts. Through the work of the Wells Energy Advisory Committee, Wells has made substantial progress implementing municipal solar and promoting renewable energy development.

Using the SMPDC Sustainability Progress Framework (SPF), Wells was evaluated on many strategies within twelve sustainability and resilience categories. Strategies were grouped into 22 indicators, shown below. Wells’s status on each progress indicator ranges from “Not Yet Considered” to “Excelling”. Explanations for each indicator and suggested next steps are detailed on the following pages.

CATEGORY	INDICATOR	STATUS
Climate	Establish a GHG emissions inventory, target, and plan	 Interested
	Climate change vulnerability assessment	 Making Progress
Coastal Hazards	Integrate coastal risk reduction measures in zoning and regulations	 Making Progress
	Incorporate future climatic conditions into land use requirements and municipal policies	 Interested
Economic Development	Promote and support sustainability and resiliency actions for local businesses	 Interested
Energy	Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures	 Getting Started
	Promote energy efficiency for residents and businesses	 Interested
	Support development of and access to renewable energy	 Making Progress
Land Ecosystems	Promote and practice environmentally-friendly and sustainable landscape approaches	 Making Progress
Leadership	Participate as an active member of a national/regional sustainability and resilience network	 Getting Started
Mobility	Promote and facilitate transit systems as well as bicycle and pedestrian networks	 Making Progress
	Adopt a complete streets policy	 Interested
	Support the electrification of the transportation system, leading by example with the municipal fleet	 Getting started
Municipal Operations	Formally adopt sustainability and resilience goals, policies, and strategies	 Interested
	Establish local financing strategies for sustainability and resilience activities	 Getting started
	Incorporate sustainability and resilience criteria in municipal expenditure policies	Not yet considered
Sustainable Communities	Connect residents to resources and services that support well being and enhance community resilience	 Almost There
	Actively engage community members in local climate, sustainability, and resilience issues	 Interested
Sustainable Development	Facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability	 Getting started
Waste & Recycling	Deliver sustainable and affordable waste management services	 Getting Started
Water	Include Low Impact Development in performance and design standards	 Interested
	Establish and enforce progressive watershed protection measures	 Getting Started

2020 Sustainability and Coastal Resilience Assessment

Climate: Wells has not yet begun measuring greenhouse gas (GHG) emissions for municipal or community-wide inventories. Wells is participating in a Maine Coastal Communities Grant-funded project assessing the economic and social vulnerabilities associated with sea level rise and coastal flood events. In 2014 a New England Climate Adaptation project lead by Wells Reserve conducted a risk assessment evaluating Wells' vulnerability to climate change.

NEXT STEPS:

- Complete municipal and community-wide GHG inventories.
- Work with the Wells Energy Advisory Committee (WEAC) to establish a GHG emissions reduction target for municipal and/or community-wide emissions.
- Create a climate adaptation or resilience plan and begin implementing climate adaptation strategies.

Coastal Hazards: Known for its expansive barrier beach and coastal wetlands, Wells has sustained significant flood-related damage in the past and has been working to address its flood risk through a series of studies, including updated flood modeling. Wells has completed several initiatives to evaluate and plan for coastal hazards, including completing the Flood Resilience Checklist and participating in grant-funded projects examining the feasibility of a regional dredge to address shoaling in Wells Harbor, assessing the economic and social vulnerabilities associated with sea level rise and coastal flood events, and developing a model coastal resilience ordinance. The Town has already incorporated some flood risk reduction measures in its floodplain management ordinance. Wells has partnered with the Conservation Commission to use proceeds from sales of tax-foreclosed properties to purchase flood-prone land in town.

NEXT STEPS:

- Establish a coastal hazard overlay zoning district and accompanying development standards to ensure new and redevelopment in areas vulnerable to storm surge and future sea level rise are resilient.
- Resume participation in the Community Rating System to reduce flood risk and flood insurance costs.
- Incorporate future precipitation projections in land use regulations and amend ordinances to require the use of more robust storm frequencies (e.g., 24-hour rainfall of a 30-year storm event) for stormwater management and design standards.
- Adopt a policy that limits municipal funds being used for development in flood hazard areas, unless expressly for adaptation, mitigation, or resilience measures.

Economic Development: Wells has not yet taken specific actions to promote and support sustainability and resiliency actions for local businesses.

NEXT STEPS:

- Engage the business community on climate change and resiliency issues, potentially as part of SMPDC's EDA grant-funded project on coastal economic resilience.
- Support the establishment of a regional business sustainability award or recognition program.

Energy: Reducing municipal fossil fuel consumption has been a priority for Wells and the WEAC. The Town has conducted a pilot project to replace current streetlight bulbs with more efficient LED bulbs. Wells installed solar panels at the Town Garage and at the Wells Sanitary District. The Town is currently developing a Request for Proposals (RFP) for a power purchase agreement to procure solar electricity for municipal operations. Wells has not yet undertaken efforts to promote energy efficiency for residents and businesses. The Town has worked to support the development of renewable energy, passing a Property Assessed Clean Energy ordinance and facilitating the development of solar farms on underutilized town-owned properties.

NEXT STEPS:

- Finalize and release the Request for Proposals for the municipal solar project and work with SMPDC to evaluate bids.
- Work through the WEAC to connect residents and businesses to energy efficiency resources and educate the community about renewable energy options.
- Adopt a renewable energy ordinance prescribing the permitting, standards, and allowable use of renewable energy systems.

2020 Sustainability and Coastal Resilience Assessment

Land Ecosystems: Wells strives to practice sustainable landscaping by replacing turf with sustainable landscaping alternatives and use integrated pest management strategies for municipal landscapes to reduce impacts from fertilizers and pesticides. Wells also restricts residential/commercial pesticide application in the Aquifer Protection District. Since 1981, the Wells Conservation Commission has served to protect the town's natural assets, establishing a land bank for residents to invest in the purchase of ecologically significant lands.

NEXT STEPS:

- Work through the Conservation Commission and partnerships with local non-profit organizations to educate the community about the value of trees, native plants, and sustainable landscaping.
- Consider adapting the subdivision and development codes to encourage sustainable landscaping in the community.
- Encourage community-wide use of integrated pest management strategies through a pesticide policy and/or community education programs to reduce fertilizer and pesticide use.

Leadership: Wells has not yet participated as an active member of national and/or regional sustainability and resilience networks. The Town frequently partners with Wells Reserve and local schools to research sustainability and resilience issues in the community.

NEXT STEPS:

- Participate in regional state, and/or national networks to plan for and achieve sustainability and resilience, such as ICLEI: Local Governments for Sustainability or the New England Municipal Sustainability Network.
- Share information about municipal leadership in sustainability broadly in the community and externally.

Mobility: While Wells has no formal Bike and Pedestrian committee, the Public Works Department works to improve bicycle and pedestrian safety and infrastructure. The Wells Transportation Center is a hub for transit in coastal York County, and Wells coordinates with transportation partners to expand transit opportunities. The town does not have a Complete Streets Policy but has begun supporting the electrification of the transportation system by installing EV charging stations at public sites and leasing an Electric Vehicle as part of the municipal fleet.

NEXT STEPS:

- Consider establishing a Bike and Pedestrian Committee to advise on strategies for improving connectivity and safety.
- Consider establishing a Complete Streets Policy to ensure safe access for all users.
- Continue to pursue public EV charging station installation and collaborate with businesses to develop EV infrastructure.
- Establish a fleet purchasing policy to prioritize electric vehicles and continue exploring EV fleet opportunities.

Municipal Operations: Wells has not yet formalized any sustainability and resilience goals, policies, or priorities. While the WEAC does work on some topics regarding sustainability and resiliency, these are not officially part of the Committee's charge. Wells has taken advantage of different financing strategies for renewable energy projects, but the Town does not have regular financing strategies in place for sustainability and resilience activities outside of committee budgets. Sustainability and resilience criteria are not incorporated into the Town's municipal expenditure policies.

NEXT STEPS:

- Ensure that sustainability and resilience are incorporated into the next Comprehensive Plan update.
- Budget and plan for long-term energy efficiency equipment upgrades.
- Integrate sustainability and resiliency into capital planning criteria.

2020 Sustainability and Coastal Resilience Assessment

Sustainable Communities: Many municipal departments link town residents with resources and services that support well being and enhance community resilience, including Emergency Management, Emergency Medical Services, Parks and Recreation, and Wells Volunteers. Wells supports local food access at the Wells Farmers Market. The Town has not yet actively engaged community members in local climate, sustainability, and resilience issues.

NEXT STEPS:

- Take emergency management lessons from the Covid-19 pandemic to increase community preparedness and resilience.
- Work through the WEAC to host events educating the public about climate change, renewable energy, and energy efficiency.
- Support and promote the development of a community garden and increased access to local foods.

Sustainable Development: Wells land use zoning allows for a diverse variety of housing types and emphasizes open space conservation. The Town is prioritizing commercial development in the new Transportation Center District to support the Wells Transportation Center and is supporting the redevelopment of an underutilized and contaminated landfill site and gravel pit for solar farms. There is currently no mixed-use specific zoning to promote walkability and neighborhood development.

NEXT STEPS:

- Modify zoning and building regulations to facilitated mixed-use and infill development.
- Explore incentives for green building in new construction and re-construction.

Waste & Recycling: Wells has a Pay as You Throw program for trash to encourage recycling. The transfer station allows residents and businesses to dispose of hard to recycle items including electronics, construction debris, and bulky items. The Town does not currently have a recycling or solid waste committee. Residential composting services are not currently available in Wells.

NEXT STEPS:

- Consider creating a Solid Waste Committee to advise the Select Board on ways to provide sustainable and affordable waste management services and educate the community about waste reduction, recycling, and composting.
- Provide recycling and composting infrastructure at public places.
- Develop a mandatory recycling ordinance that applies to single and multifamily residences and businesses.
- Work to gain access to curbside composting services for residents and businesses.

Water: Wells is served by the regional Water District KKW. Undeveloped parcels around the headwaters of the Webhannet River Watershed and conserved lands managed by the Rachel Carson Wildlife Refuge near the mouth of the River offer some protection of water quality within Wells. The Town's land use regulations include groundwater protection districts and stormwater management measures for aquifer recharge areas.

NEXT STEPS:







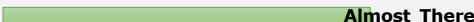









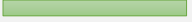

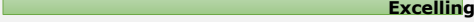
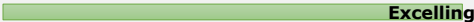
- Enhance the Town's existing land use regulations and policies by encouraging and/or requiring the use of low impact development and green infrastructure approaches for stormwater management for all development and redevelopment projects requiring site plan review.
- Incorporate wetland impact assessment requirement in land use requirements and enact and enforce policies that preserve, protect, and restore wetlands, including those smaller than the 10-acre threshold used for shoreland zoning.
- Enact a pesticide and fertilizer ordinance.
- Complete an inventory of septic systems in Town to inform planning and water quality protection efforts.
- Develop a septic inspection and pump out ordinance to ensure septic systems, especially those in areas vulnerable to current and future flooding, function properly and to minimize potential detrimental impacts to water quality and the environment.

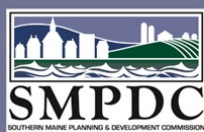
TOWN OF YORK

2020 Sustainability and Coastal Resilience Assessment

The Town of York strives to incorporate sustainability and resilience into all aspects of the community. Sustainability is a key goal of the Town’s Comprehensive Plan. York defines sustainability as “a concept that recognizes the interrelatedness of the energy, environmental, economic, development, and civic health of the Town, and the importance of ensuring that future generations can share in the many of York’s resources that exist today”. In 2019, York joined a coalition of six towns in coastal York County to create the SMPDC Regional Sustainability and Resilience Program. The program aims to foster more sustainable and resilient communities in coastal York County by leveraging regional collaboration to enhance the effectiveness of local government action. To identify and direct sustainability and resilience efforts, the program is establishing a baseline of sustainability and resilience efforts and needs in individual communities and the Coastal York Country region. Through the work of the York Energy Efficiency Steering Committee, York has made significant strides in implementing energy efficiency and renewable energy for municipal operations. The Town has paved the way for renewable energy development with the adoption of the Sustainable Energy Efficient Buildings code. York also excels in watershed management practices and regulations.

Using the SMPDC Sustainability Progress Framework (SPF), York was evaluated on many strategies within twelve sustainability and resilience categories. Strategies were grouped into 22 indicators, shown below. York’s status on each progress indicator ranges from “Not Yet Considered” to “Excelling”. Explanations for each indicator and suggested next steps are detailed on the following pages.

CATEGORY	INDICATOR	STATUS
Climate	Establish a GHG emissions inventory, target, and plan	 Almost There
	Climate change vulnerability assessment	 Getting Started
Coastal Hazards	Integrate coastal risk reduction measures in zoning and regulations	 Making Progress
	Incorporate future climatic conditions into land use requirements and municipal policies	 Interested
Economic Development	Promote and support sustainability and resiliency actions for local businesses	 Interested
Energy	Reduce municipal fossil fuel consumption and implement municipal energy efficiency measures	 Making Progress
	Promote energy efficiency for residents and businesses	 Getting Started
	Support development of and access to renewable energy	 Almost There
Land Ecosystems	Promote and practice environmentally-friendly and sustainable landscape approaches	 Making Progress
Leadership	Participate as an active member of a national/regional sustainability and resilience network	 Excelling
Mobility	Promote and facilitate transit systems as well as bicycle and pedestrian networks	 Almost There
	Adopt a complete streets policy	 Getting started
	Support the electrification of the transportation system, leading by example with the municipal fleet	 Getting started
Municipal Operations	Formally adopt sustainability and resilience goals, policies, and strategies	 Making Progress
	Establish local financing strategies for sustainability and resilience activities	 Interested
	Incorporate sustainability and resilience criteria in municipal expenditure policies	Not yet considered
Sustainable Communities	Connect residents to resources and services that support well being and enhance community resilience	 Excelling
	Actively engage community members in local climate, sustainability, and resilience issues	 Almost there
Sustainable Development	Facilitate compact, mixed-use development that reduces environmental impacts and increases housing affordability	 Getting started
Waste & Recycling	Deliver sustainable and affordable waste management services	 Almost there
Water	Include Low Impact Development in performance and design standards	 Excelling
	Establish and enforce progressive watershed protection measures	 Excelling



2020 Sustainability and Coastal Resilience Assessment

Climate: York has made significant strides towards understanding the Town's greenhouse gas (GHG) emissions, completing both municipal and community-wide GHG inventories. The Town has set targets to reduce community and municipal GHG emissions 50% by 2030 and 100% by 2050 and is beginning to develop a Climate Action Plan that will guide mitigation strategies. A climate change vulnerability assessment and climate adaptation strategies will also be part of the Climate Action Plan.

NEXT STEPS:

- Standardize the municipal GHG inventory data collection process by tracking building energy consumption (i.e. with EnergyStar Portfolio Manager or through the finance department).
- Develop a Climate Action Plan with achievable actions to reduce community emissions.
- Conduct a climate change vulnerability assessment to evaluate non-coastal vulnerabilities.
- Ensure that climate adaptation and community resilience are incorporated into the Climate Action and Comprehensive Plans.

Coastal Hazards: Coastal hazards, especially storm surge and sea level rise, are of particular concern for York. The Town was the first in Maine to have a sea level rise chapter in its Comprehensive Plan and is committed to updating and refining the chapter in its forthcoming Plan update. York is participating in two projects assessing the economic and social impacts of storm surge and sea level rise and is working with DEP to evaluate the impact of its new seawall design on beach sediment dynamics.

NEXT STEPS:

- Incorporate the most recent projections of sea level rise, precipitation, marsh migration, and shoreline change in the forthcoming Comprehensive Plan update.
- Establish a coastal hazard overlay zoning district and accompanying development standards to direct development away from high-risk areas and ensure new and redevelopment in vulnerable areas are resilient.
- Amend the floodplain management ordinance to incorporate enhanced flood risk reduction measures such as accounting for cumulative improvement costs in the definition of substantial improvement and damage.
- Assess impacts of sea level rise and shoreline change on the Town's beaches and subsequent impacts to the local economy.
- Assess impacts of saltwater intrusion and groundwater rise caused by sea level rise on water supplies and infrastructure.

Economic Development: York has not yet taken specific actions to promote and support sustainability and resiliency actions for local businesses.

NEXT STEPS:

- Engage the business community on climate change and resiliency issues, potentially as part of SMPDC's EDA grant-funded project on coastal economic resilience.
- Support the establishment of a regional business sustainability award or recognition program.

Energy: Reducing municipal fossil fuel consumption has been a priority for York and the York Energy Efficiency Steering Committee (YEESC). Since an energy audit in 2011, many energy efficiency projects have been completed including air sealing, insulation, lighting upgrades, and rooftop solar. York requires all new municipal buildings to meet energy efficiency criteria under Article 9: Sustainable Energy Efficient Buildings. The Town has done some work promoting energy efficiency for residents and businesses, such as supporting weatherization programs through York Community Service Association. York has undertaken several strategies to support the development of renewable energy, such as adopting a Property Assessed Clean Energy Ordinance, adopting ordinances that facilitate small windmill and solar installations on private property, and pursuing a municipal solar farm on underutilized town properties.

NEXT STEPS:

- Finalize and release the Request for Proposals for municipal solar farms on the landfill sites.
- Work through the YEESC to connect residents and businesses to energy efficiency resources and educate the community about renewable energy options.
- Explore energy efficiency projects for municipal buildings with longer-term payback (e.g., windows, roofs, ductwork).

2020 Sustainability and Coastal Resilience Assessment

Land Ecosystems: The York Conservation Commission leads efforts to promote and practice environmentally-friendly and sustainable landscape approaches in town. The Commission is currently focused on the Town's beach trash policy, invasive plant strategies, a potential new pesticide policy, and proposing amendments to the Open Space Conservation Subdivision Ordinance.

NEXT STEPS:

- Incorporate sustainable landscape approaches into municipal landscaping, such as: strategically planting trees to act as a buffer to filter air and water, limit stormwater runoff, and stabilize soil, manage lawns using natural products and low-impact practices, use integrated pest management strategies for municipal landscapes to reduce impacts from fertilizers and pesticides, and use native and sustainable landscaping on municipal properties.
- Encourage community-wide use of integrated pest management strategies through a pesticide policy or ordinance and/or community education programs.

Leadership: Through the efforts of the Board of Selectmen and YEESC, York is a member of ICLEI: Local Govts. for Sustainability, Urban Sustainability Directors Network, and the Global Covenant of Mayors for Climate & Energy.

NEXT STEPS:

- Partner with local universities and schools to identify opportunities for research on sustainability issues such as identifying climate change vulnerabilities, supporting local and sustainable food systems, and developing waste reduction strategies
- Share information about municipal sustainability initiatives broadly in the community and externally through events, the town website, and active participation in sustainability and resilience networks.

Mobility: York strives to facilitate alternative transportation. With the support of the Bike and Pedestrian Committee, the Town drafted and adopted a Bike and Pedestrian Master Plan in 2017 and actively pursues strategies to promote bike and pedestrian safety. York coordinates on regional transportation through the Kittery Area Comprehensive Transportation System (KACTS). York is also interested in facilitating the electrification of the transportation system, exploring opportunities for public EV charging station installation and electric fleet vehicles. The Energy Chapter of the Comprehensive Plan recommends the development of a Green Fleet Policy.

NEXT STEPS:

- Continue to promote safe and secure walkability and sidewalks along Route 1 and in the Nubble and beach areas.
- Ensure that Bike lanes or adequate shoulder space for bike safety is integral to all road projects.
- Adopt a Complete Streets policy as recommended in the Bike and Pedestrian Master Plan.
- Develop a Green Fleet Policy to prioritize the purchase of EVs and reduce municipal transportation emissions.
- Investigate local transit needs and opportunities to support an aging population, such as demand-response transit.

Municipal Operations: York formally adopted a sustainability goal in its current Comprehensive Plan (Goal 1.4) and is planning on incorporating sustainability as a key theme in the next Comprehensive Plan update. Many of the Town's sustainability efforts are supported by work of the YEESC, Bike and Pedestrian Committee, and Conservation Commission. A town-wide Sustainability Policy has been drafted, but not yet approved. York does not have regular financing strategies in place for sustainability and resilience activities outside of committee budgets. Sustainability and resilience criteria are not incorporated into York's municipal expenditure policies.

NEXT STEPS:

- Ensure York's sustainability goals remain in the Comprehensive plan update and consider adding resilience as a key theme.
- Explore strategies such as Power Purchase Agreements, leases, and Energy Savings Performance Contracts to finance renewable energy systems and energy efficiency projects for municipal buildings.
- Budget and plan for long-term energy efficiency equipment upgrades (i.e. boilers and chillers for heating and cooling, window, door and rooftop replacements, and modified ductwork).
- Integrate sustainability and resiliency into capital planning criteria by evaluating each project for its influence on York's environmental, economic, and social sustainability and for its resilience to coastal and climate change impacts.

2020 Sustainability and Coastal Resilience Assessment

Sustainable Communities: York partners with York Community Services Association to connect residents to vital community services that enhance wellbeing and community resilience, such as general assistance and family services. The Town supports local food access through the York (Gateway) Farmers' Market and the York Community Garden. The Energy Steering Committee and private organizations lead many outreach and education events about climate, sustainability, and resilience issues.

NEXT STEPS:

- Take emergency management lessons from Covid-19 pandemic to increase community preparedness and resilience, such as revising emergency ordinances, policies and procedures and improving inter-municipal coordination and collaboration.
- Support the acceptance of SNAP/EBT benefits and the York (Gateway) Farmers' Market.
- Develop online materials for the community about sustainability initiatives and allied organizations and govt. agencies.
- Support the York Community Garden to increase accessibility and develop standards for use.

Sustainable Development: York has made significant efforts to promote more affordable housing through the Zoning Ordinance, including a workforce affordable housing requirement in the development standards for subdivisions, provisions for converting buildings to affordable apartments, a York Village Affordable Elderly Housing Overlay District, and a Workforce Affordable Housing Overlay District. The Open Space Conservation Subdivision requirement serves to conserve environmentally important and ecologically significant features.

NEXT STEPS:

- Consider revising and/or developing codes to promote sustainable building and site practices.
- Explore incentives for green building in new construction and re-construction as recommended in the Comprehensive Plan Energy Chapter.

Waste & Recycling: York provides curbside trash and recycling pick up to residents, as well as recycling services at the Town's transfer station. The Town has taken a lead in discouraging single-use plastics, banning plastic bags in 2015 and banning polystyrene foam in 2019. York also has a mandatory recycling ordinance that applies to single and multi-family residences. The Recycling Committee leads outreach and education activities and is actively looking for opportunities for community composting programs.

NEXT STEPS:

- Provide recycling and composting infrastructure at public places.
- Explore a construction and demolition recycling policy to keep these materials out of landfills and ensure they are recycled.
- Continue to explore community composting program (at the York Community Garden, transfer facility or through a third-party) and education to residents and businesses.

Water: As an MS4 community and active member of the Southern Maine Stormwater Management Group, York has adopted enhanced stormwater management regulations and policies. The Town has implemented a number of exemplary water quality protection measures, including wetlands and watershed protection ordinances, the York River Watershed project, and Cape Neddick River Watershed restoration and protection projects. The Town also has ordinances requiring the use of low impact development (LID), periodic pump out of septic systems, and open space subdivisions provisions requiring development designs centered around conserving open space, ecological features, and the natural environment.

NEXT STEPS:

- Enhance existing land use regulations requiring the use of LID for stormwater management for all development and redevelopment projects by developing performance standards and LID criteria.
- Adopt an ordinance limiting and/or prohibiting the use of chemical pesticides and fertilizers.
- Adopt a policy that all municipal development projects will utilize LID techniques and green infrastructure.
- Incorporate future precipitation projections in land use regulations and amend stormwater design standards to address both peak flow and volume.



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

REPORT TO TOWN COUNCIL

Meeting Date: February 8, 2021
From: Kendra Amaral, Town Manager
Subject: Fiscal Year 2021 Financial Update – Quarter 2
Councilor Sponsor: N/A

This is to provide the Council with an update on the Fiscal Year 2021 (FY21) finances at the close of Quarter 2 (Q2) of the fiscal year.

Revenue

Revenue projections are difficult to make at this time. 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 continue to watch for variation from projections as well as year-over-year analysis.

Current revenue from Homestead exemptions is \$310,771, \$10,771 over projection. We typically receive reimbursements from the State in the second half of the fiscal year, which will help offset other areas where revenue is coming in below projections.

Excise tax is tracking is \$30,000 ahead of the prior year. Total collected year-to-date is \$1,069,000, compared to approximately \$1,038,000 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 89% of their projected revenue, for a total of \$199,960 through Q2. High interest in residential development continues in Kittery; indicating that permit activity will remain steady in the second half of the fiscal year.

Parking fee collections revenue reached 100% of projected revenue by the close of Q2, at \$29,865. The implementation of a full-time ACO made it possible to increase enforcement.

Conversely, the KCC revenue remains down significantly, coming in at 3% of projection, approximately \$27,499. 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. At the time of this report, York County had the highest positivity rate for COVID-19 in the state. The likelihood of reopening revenue generating programs in the KCC in Q3 are extremely low.

Sewer collections are starting to fall behind slightly. Billings are at \$1,088,575 for Q2 this fiscal year, falling behind the prior year Q2 billings by approximately \$306,000. Often, billing timing impacts how the revenue collection performs over same-period prior years. The restrictions on restaurants and other businesses due to COVID-19 are proving to have an impact on flow and revenue as well.

Expenditures

We continue making year-end expenditure projections throughout the fiscal year. 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.

To date, COVID-19 related expenses have exceeded \$400,000. Thus far the Town has been successful in identifying grants to carry most of the pandemic related costs year-to-date. State grants to municipalities ended in mid-December. As noted above, York County is still being hard hit by the pandemic, and supplies and support resources continue to be needed despite the elimination of direct funding support from the state. Careful attention is being paid to the federal and state discourse on COVID relief packages being considered.

Based on projections, we remain on track for spending and budget controls so far this year. We are watching a few departments for potential areas of exposure. Staff reductions due to COVID quarantines, isolations, and childcare impacts are still being experienced throughout the organization, impacting both productivity and overtime.

The Police Department's projected deficit is growing to \$151,000. The Police Academy has been closed since mid-March 2020 due to COVID-19. This has impacted how we staff shifts for the first part of the fiscal year. The Academy is reopening which will make two officers unavailable for portions of the remainder of the fiscal year. Long-term absences due to illness or injury have also impacted 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 significant pressure on the overtime budget.

Public Works is projected to have a deficit of approximately \$78,000 as of Q2. As in prior years, the DPW budget projections include a very conservative outlook on snow and ice operations spending. The projection is adjusted throughout the winter, to reflect actual storm event activity. Additionally, we transitioned a slate of historically "seasonal" positions to two full-time positions. The employment market for seasonal laborers has been extremely challenging the past two years,

and even more so this year, resulting in positions remaining unfilled. Combined with ongoing intermittent absences due to COVID, the department's capacity is hampered, and has resulted in the DPW Commissioner, Foreman, and Inspector performing mowing, road maintenance, plowing and shoveling as a means of helping make sure immediate needs are addressed.

While the KCC revenue is down, so are KCC expenses. The KCC is projected to have an operating surplus of \$337,000. Wages alone for preschool teachers made up approximately \$300,000 in costs for the department. The costs for the gap childcare staff, supplies, and materials are being covered by grants and will not impact the operating budget. The Town's annual revenue must at least cover the annual expenses. Any savings achieved through the KCC operations will be nullified by the significant deficit in KCC revenue.

Attachments

Report through Q1:

- General Fund
- Sewer Fund
- Other Funds

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 1
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101110 ADMINISTRATION								
101110 64011	MANAGER SALARY	99,996	0	99,996	52,543.82	.00	47,452.18	52.5%
101110 64014	TOWN CLERK SALARY	79,530	0	79,530	40,179.79	.00	39,350.21	50.5%
101110 64017	CLERKS SALARIES	305,575	0	305,575	155,713.16	.00	149,861.84	51.0%
101110 64018	HUMAN RESOURCES MA	61,482	0	61,482	30,954.60	.00	30,527.40	50.3%
101110 64026	FINANCE DIRECTOR S	110,381	0	110,381	55,573.79	.00	54,807.21	50.3%
101110 64027	CUSTODIAN WAGES	14,119	0	14,119	5,093.70	.00	9,025.30	36.1%
101110 64030	OVERTIME	4,000	0	4,000	56.30	.00	3,943.70	1.4%
101110 64031	SALARY & POSITION	165,000	75,000	240,000	.00	.00	240,000.00	.0%
101110 65010	POSTAGE	13,000	0	13,000	6,804.86	.00	6,195.14	52.3%
101110 65020	TELEPHONE & INTERN	9,000	0	9,000	4,213.94	.00	4,786.06	46.8%
101110 65030	TRANSPORTATION	1,500	0	1,500	.00	.00	1,500.00	.0%
101110 65040	EDUCATIONAL/MEETIN	1,000	0	1,000	615.66	.00	384.34	61.6%
101110 65060	PRINTING	7,000	0	7,000	.00	.00	7,000.00	.0%
101110 65080	LEGAL NOTICES/OTHE	3,000	0	3,000	1,121.52	.00	1,878.48	37.4%
101110 65200	ELECTRICITY	15,000	0	15,000	4,831.95	.00	10,168.05	32.2%
101110 65220	WATER	400	0	400	79.35	.00	320.65	19.8%
101110 65230	FUEL OIL	4,200	0	4,200	1,262.56	.00	2,937.44	30.1%
101110 65240	DUMPSTERS	625	0	625	.00	.00	625.00	.0%
101110 65250	SEWER	325	0	325	149.52	.00	175.48	46.0%
101110 65300	MACHINE & EQUIPMEN	35,000	0	35,000	21,382.14	.00	13,617.86	61.1%
101110 65400	LEGAL SERVICES	60,000	0	60,000	6,739.32	.00	53,260.68	11.2%
101110 65410	COMPUTER SERVICES	45,000	0	45,000	17,563.43	.00	27,436.57	39.0%
101110 65415	WEB PAGE	3,500	0	3,500	4,461.22	.00	-961.22	127.5%*
101110 65430	AUDIT SERVICES	17,500	0	17,500	11,350.00	.00	6,150.00	64.9%
101110 65480	OTHER PROFESSIONAL	31,500	0	31,500	26,628.75	.00	4,871.25	84.5%
101110 65500	MAINTENANCE OF BLD	16,500	0	16,500	3,704.74	.00	12,795.26	22.5%
101110 66010	OFFICE SUPPLIES	7,000	0	7,000	4,290.25	.00	2,709.75	61.3%
101110 66020	BOOKS/SUBSCRIPTION	1,000	0	1,000	1,019.48	.00	-19.48	101.9%*
101110 66025	MAINE MUNICIPAL AS	13,500	0	13,500	.00	.00	13,500.00	.0%
101110 66035	ABSTRACTS & LIENS	9,500	0	9,500	2,831.00	.00	6,669.00	29.8%
101110 66040	JANITORIAL SUPPLIE	2,500	0	2,500	278.56	.00	2,221.44	11.1%
TOTAL ADMINISTRATION		1,137,633	75,000	1,212,633	459,443.41	.00	753,189.59	37.9%
101115 TOWN COUNCIL								
101115 64001	COUNCIL STIPEND	4,000	0	4,000	.00	.00	4,000.00	.0%
101115 65480	OTHER PROF SERV/CO	3,000	0	3,000	45.00	.00	2,955.00	1.5%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 2
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101115 66037 COUNCIL EXPENSES</u>	350	0	350	.00	.00	350.00	.0%
TOTAL TOWN COUNCIL	7,350	0	7,350	45.00	.00	7,305.00	.6%
101130 ELECTIONS							
<u>101130 64020 PART TIME SALARIES</u>	4,500	0	4,500	.00	.00	4,500.00	.0%
<u>101130 65000 ELECTIONS EXPENSES</u>	800	0	800	.00	.00	800.00	.0%
<u>101130 65010 POSTAGE</u>	2,000	0	2,000	.00	.00	2,000.00	.0%
<u>101130 65060 PRINTING</u>	6,500	0	6,500	.00	.00	6,500.00	.0%
<u>101130 65480 OTHER PROFESSIONAL</u>	5,000	0	5,000	.00	.00	5,000.00	.0%
<u>101130 66010 OFFICE SUPPLIES</u>	200	0	200	.00	.00	200.00	.0%
<u>101130 67510 OFFICE FURNITURE &</u>	3,750	0	3,750	.00	.00	3,750.00	.0%
TOTAL ELECTIONS	22,750	0	22,750	.00	.00	22,750.00	.0%
101150 COUNTY TAX							
<u>101150 65480 OTHER PROF SERVICE</u>	935,000	0	935,000	935,483.62	.00	-483.62	100.1%*
TOTAL COUNTY TAX	935,000	0	935,000	935,483.62	.00	-483.62	100.1%
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%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 3
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101230 68257 RUSTLEWOOD FARM IN	3,907	0	3,907	1,985.63	.00	1,921.37	50.8%
101230 68265 2006 FIRE STATION	15,100	0	15,100	8,125.00	.00	6,975.00	53.8%
101230 68268 2015 CIP BONDS INT	24,750	0	24,750	13,500.00	.00	11,250.00	54.5%
101230 68269 KLT BRAVE BOAT HEA	6,349	0	6,349	3,214.03	.00	3,134.97	50.6%
101230 68271 LIBRARY BOND INTER	100,000	0	100,000	.00	.00	100,000.00	.0%
101230 68295 PWD BLDG/SALT SHED	13,503	0	13,503	6,981.25	.00	6,521.75	51.7%
101230 68297 2012 KCC BOND INT	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							
101310 64002 POLICE CHIEF FT S	97,138	0	97,138	50,640.68	.00	46,497.32	52.1%
101310 64012 SERGEANTS SALARIES	321,381	0	321,381	166,178.83	.00	155,202.17	51.7%
101310 64013 SCHOOL RESOURCE OF	67,448	0	67,448	32,927.29	.00	34,520.71	48.8%
101310 64014 DETECTIVES SALARIE	138,153	0	138,153	69,190.96	.00	68,962.04	50.1%
101310 64015 PATROLMEN SALARIES	685,333	0	685,333	362,315.75	.00	323,017.25	52.9%
101310 64016 DISPATCHER SALARIE	291,714	0	291,714	146,307.90	.00	145,406.10	50.2%
101310 64017 ADMINISTRATIVE ASS	94,534	0	94,534	47,336.48	.00	47,197.52	50.1%
101310 64022 ANIMAL CONTROL OFF	67,276	0	67,276	33,390.45	.00	33,885.55	49.6%
101310 64023 LIEUTENANT SALARY	79,207	0	79,207	39,814.76	.00	39,392.24	50.3%
101310 64024 NIGHT DIFFERENTIAL	17,500	0	17,500	7,908.79	.00	9,591.21	45.2%
101310 64027 CUSTODIAN WAGES	15,057	0	15,057	6,617.75	.00	8,439.25	44.0%
101310 64030 OVERTIME	175,000	0	175,000	125,691.61	.00	49,308.39	71.8%
101310 64033 SICK TIME BUY BACK	1,890	0	1,890	.00	.00	1,890.00	.0%
101310 64034 PHYSICAL FITNESS S	4,900	0	4,900	.00	.00	4,900.00	.0%
101310 65010 POSTAGE	530	0	530	435.18	.00	94.82	82.1%
101310 65020 TELEPHONE & INTERN	24,700	0	24,700	12,301.14	.00	12,398.86	49.8%
101310 65030 TRANSPORTATION	2,800	0	2,800	1,400.00	.00	1,400.00	50.0%
101310 65040 EDUCATIONAL/MEETIN	22,000	0	22,000	9,153.31	.00	12,846.69	41.6%
101310 65060 PRINTING	1,400	0	1,400	8,747.16	.00	-7,347.16	624.8%*
101310 65080 LEGAL NOTICES/OTHE	700	0	700	141.28	.00	558.72	20.2%
101310 65200 ELECTRICITY	15,000	0	15,000	6,442.60	.00	8,557.40	43.0%
101310 65220 WATER	545	0	545	105.80	.00	439.20	19.4%
101310 65230 FUEL OIL	5,400	0	5,400	1,683.38	.00	3,716.62	31.2%
101310 65240 DUMPSTERS	750	0	750	.00	.00	750.00	.0%
101310 65250 SEWER	300	0	300	199.36	.00	100.64	66.5%
101310 65300 MACHINE & EQUIPMEN	68,100	0	68,100	44,105.77	.00	23,994.23	64.8%
101310 65310 VEHICLE MAINTENANC	31,000	0	31,000	11,789.78	.00	19,210.22	38.0%
101310 65311 GAS, GREASE, & OIL	45,000	0	45,000	12,282.14	.00	32,717.86	27.3%
101310 65470 DOG EXPENSE	750	0	750	85.00	.00	665.00	11.3%
101310 65480 OTHER PROFESSIONAL	4,200	0	4,200	664.34	.00	3,535.66	15.8%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 4
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101310</u>	<u>65500</u>	<u>MAINTENANCE OF BLD</u>	0	5,000	.00	.00	5,000.00	.0%
<u>101310</u>	<u>65521</u>	<u>UNIFORMS</u>	0	18,500	5,347.66	.00	13,152.34	28.9%
<u>101310</u>	<u>66010</u>	<u>OFFICE SUPPLIES</u>	0	4,000	1,110.81	.00	2,889.19	27.8%
<u>101310</u>	<u>66020</u>	<u>BOOKS/SUBSCRIPTION</u>	0	4,000	1,893.75	.00	2,106.25	47.3%
<u>101310</u>	<u>66030</u>	<u>OTHER SUPPLIES</u>	0	5,100	1,223.34	.00	3,876.66	24.0%
<u>101310</u>	<u>66032</u>	<u>ARMORY SUPPLIES</u>	0	17,000	7,304.03	.00	9,695.97	43.0%
<u>101310</u>	<u>66040</u>	<u>JANITORIAL SUPPLIE</u>	0	3,000	1,440.32	.00	1,559.68	48.0%
<u>101310</u>	<u>67510</u>	<u>OFFICE FURNITURE &</u>	0	1,500	1,100.00	.00	400.00	73.3%
<u>101310</u>	<u>67517</u>	<u>BULLET PROOF VESTS</u>	0	4,000	150.00	.00	3,850.00	3.8%
TOTAL POLICE		2,341,806	0	2,341,806	1,217,427.40	.00	1,124,378.60	52.0%
101320 FIRE								
<u>101320</u>	<u>64003</u>	<u>FIRE CHIEF SALARY</u>	0	90,125	45,537.42	.00	44,587.58	50.5%
<u>101320</u>	<u>64020</u>	<u>PART TIME SALARIES</u>	0	133,925	55,959.35	.00	77,965.65	41.8%
<u>101320</u>	<u>64043</u>	<u>ON-CALL FIREFIGHTE</u>	0	16,320	11,086.70	.00	5,233.30	67.9%
<u>101320</u>	<u>64095</u>	<u>ACCIDENT & HEALTH</u>	0	2,072	2,072.00	.00	.00	100.0%
<u>101320</u>	<u>65010</u>	<u>POSTAGE</u>	0	0	1.15	.00	-1.15	100.0%*
<u>101320</u>	<u>65020</u>	<u>TELEPHONE & INTERN</u>	0	7,728	3,593.88	.00	4,134.12	46.5%
<u>101320</u>	<u>65040</u>	<u>EDUCATIONAL/MEETIN</u>	0	2,235	793.89	.00	1,441.11	35.5%
<u>101320</u>	<u>65045</u>	<u>TRAINING</u>	0	4,650	1,724.25	.00	2,925.75	37.1%
<u>101320</u>	<u>65046</u>	<u>HEALTH/PHYSICAL</u>	0	2,618	1,200.00	.00	1,418.00	45.8%
<u>101320</u>	<u>65200</u>	<u>ELECTRICITY</u>	0	8,688	3,094.84	.00	5,593.16	35.6%
<u>101320</u>	<u>65220</u>	<u>WATER</u>	0	302	146.60	.00	155.40	48.5%
<u>101320</u>	<u>65230</u>	<u>FUEL OIL</u>	0	17,000	3,834.74	.00	13,165.26	22.6%
<u>101320</u>	<u>65250</u>	<u>SEWER</u>	0	400	200.00	.00	200.00	50.0%
<u>101320</u>	<u>65300</u>	<u>MACHINE & EQUIPMEN</u>	0	29,829	32,662.05	.00	-2,833.05	109.5%*
<u>101320</u>	<u>65302</u>	<u>PROTECTIVE & SAFET</u>	0	3,660	797.09	.00	2,862.91	21.8%
<u>101320</u>	<u>65311</u>	<u>GAS, GREASE, & OIL</u>	0	7,185	3,603.69	.00	3,581.31	50.2%
<u>101320</u>	<u>65312</u>	<u>TIRES & TUBES</u>	0	8,000	6,391.83	.00	1,608.17	79.9%
<u>101320</u>	<u>65330</u>	<u>RADIO MAINTENANCE</u>	0	5,117	1,097.00	.00	4,020.00	21.4%
<u>101320</u>	<u>65480</u>	<u>OTHER PROFESSIONAL</u>	0	7,896	6,350.05	.00	1,545.95	80.4%
<u>101320</u>	<u>65500</u>	<u>MAINTENANCE OF BLD</u>	0	15,390	5,736.41	.00	9,653.59	37.3%
<u>101320</u>	<u>66010</u>	<u>OFFICE SUPPLIES</u>	0	672	.00	.00	672.00	.0%
<u>101320</u>	<u>66020</u>	<u>BOOKS/SUBSCRIPTION</u>	0	200	.00	.00	200.00	.0%
<u>101320</u>	<u>66040</u>	<u>JANITORIAL SUPPLIE</u>	0	600	244.47	.00	355.53	40.7%
<u>101320</u>	<u>67500</u>	<u>FIRE CAPITAL OUTLA</u>	0	0	59.58	.00	-59.58	100.0%*
<u>101320</u>	<u>67505</u>	<u>EXTINGUISHER MAINT</u>	0	500	.00	.00	500.00	.0%
<u>101320</u>	<u>67515</u>	<u>LANTERNS & BATTERI</u>	0	200	207.09	.00	-7.09	103.5%*
<u>101320</u>	<u>67520</u>	<u>OPERATING EQUIPMEN</u>	0	8,000	2,704.30	.00	5,295.70	33.8%
TOTAL FIRE		373,312	0	373,312	189,098.38	.00	184,213.62	50.7%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 5
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101330 STREETLIGHTS								
101330 65200	ELECTRICITY - STRE	45,000	0	45,000	6,355.39	.00	38,644.61	14.1%
101330 65300	MACHINE & EQUIPMEN	10,000	0	10,000	7,642.00	.00	2,358.00	76.4%
TOTAL STREETLIGHTS		55,000	0	55,000	13,997.39	.00	41,002.61	25.4%
101340 HYDRANT RENTALS								
101340 65300	HYDRANT RENT MACHI	262,000	0	262,000	255,149.44	.00	6,850.56	97.4%
TOTAL HYDRANT RENTALS		262,000	0	262,000	255,149.44	.00	6,850.56	97.4%
101410 HIGHWAY								
101410 64004	HIGHWAY 35% COMM S	34,094	0	34,094	17,603.17	.00	16,490.83	51.6%
101410 64010	FULL TIME SALARIES	512,863	0	512,863	240,744.44	.00	272,118.56	46.9%
101410 64015	ADMINISTRATIVE ASS	51,443	0	51,443	31,612.23	.00	19,830.77	61.5%
101410 64029	OVERTIME - SNOW &	75,000	0	75,000	11,426.75	.00	63,573.25	15.2%
101410 64030	OVERTIME	7,200	0	7,200	10,810.53	.00	-3,610.53	150.1%*
101410 65010	POSTAGE	500	0	500	94.08	.00	405.92	18.8%
101410 65020	TELEPHONE & INTERN	4,200	0	4,200	2,794.15	.00	1,405.85	66.5%
101410 65030	TRANSPORTATION	750	0	750	13.00	.00	737.00	1.7%
101410 65040	EDUCATIONAL/MEETIN	4,000	0	4,000	216.52	.00	3,783.48	5.4%
101410 65060	PRINTING	600	0	600	138.00	.00	462.00	23.0%
101410 65080	LEGAL NOTICES/OTHE	1,000	0	1,000	113.46	.00	886.54	11.3%
101410 65200	ELECTRICITY	4,100	0	4,100	1,641.47	.00	2,458.53	40.0%
101410 65220	WATER	2,500	0	2,500	1,062.44	.00	1,437.56	42.5%
101410 65230	FUEL OIL	7,000	0	7,000	1,461.31	.00	5,538.69	20.9%
101410 65250	SEWER	350	0	350	200.00	.00	150.00	57.1%
101410 65300	MACHINE & EQUIPMEN	18,000	0	18,000	7,737.02	.00	10,262.98	43.0%
101410 65302	PROTECTIVE & SAFET	3,000	0	3,000	2,027.33	.00	972.67	67.6%
101410 65303	FACILITY SAFETY IN	1,250	0	1,250	.00	.00	1,250.00	.0%
101410 65310	VEHICLE MAINTENANC	18,000	0	18,000	11,527.84	.00	6,472.16	64.0%
101410 65311	GAS, GREASE, & OIL	52,000	0	52,000	18,910.35	.00	33,089.65	36.4%
101410 65312	TIRES & TUBES	8,000	0	8,000	3,506.19	.00	4,493.81	43.8%
101410 65450	TARRING & PATCHING	12,000	0	12,000	18,202.50	.00	-6,202.50	151.7%*
101410 65452	SALT	140,000	0	140,000	16,423.76	.00	123,576.24	11.7%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 6
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101410 65454	SAND	2,100	0	2,100	439.28	.00	1,660.72	20.9%
101410 65456	GRAVEL & FILL	3,000	0	3,000	1,467.49	.00	1,532.51	48.9%
101410 65458	DRAINAGE SUPPLIES	5,000	0	5,000	1,728.72	.00	3,271.28	34.6%
101410 65460	SIGNS	10,000	0	10,000	5,405.81	.00	4,594.19	54.1%
101410 65462	STRIPING	40,000	0	40,000	42,099.20	.00	-2,099.20	105.2%*
101410 65466	SNOW REMOVAL EQUIP	18,500	0	18,500	19,090.02	.00	-590.02	103.2%*
101410 65480	OTHER PROFESSIONAL	30,000	0	30,000	21,370.19	.00	8,629.81	71.2%
101410 65500	MAINTENANCE OF BLD	6,500	0	6,500	7,061.46	.00	-561.46	108.6%*
101410 65501	OTHER PROF SVCS -	0	0	0	1,340.50	.00	-1,340.50	100.0%*
101410 65521	UNIFORMS	4,400	0	4,400	3,754.24	.00	645.76	85.3%
101410 65522	C.D.L PROGRAMS	850	0	850	445.56	.00	404.44	52.4%
101410 66009	SHOP SUPPLIES	16,500	0	16,500	17,963.85	.00	-1,463.85	108.9%*
101410 66010	OFFICE SUPPLIES	800	0	800	464.79	.00	335.21	58.1%
101410 66011	HAND TOOLS	600	0	600	963.14	.00	-363.14	160.5%*
101410 66020	BOOKS/SUBSCRIPTION	1,000	0	1,000	1,244.75	.00	-244.75	124.5%*
101410 66030	OTHER SUPPLIES	400	0	400	.00	.00	400.00	.0%
101410 66040	JANITORIAL SUPPLIE	8,500	0	8,500	2,816.74	.00	5,683.26	33.1%
101410 67514	PLANT EQUIPMENT	1,500	0	1,500	.00	.00	1,500.00	.0%
101410 67518	RENTAL EQUIPMENT	3,000	0	3,000	6,438.78	.00	-3,438.78	214.6%*
101410 67520	OPERATING EQUIPMEN	2,000	0	2,000	1,983.79	.00	16.21	99.2%
101410 67540	IMPROVEMENTS TO BL	2,000	0	2,000	787.87	.00	1,212.13	39.4%
TOTAL HIGHWAY		1,114,500	0	1,114,500	535,132.72	.00	579,367.28	48.0%
101520 GENERAL ASSISTANCE								
101520 65480	OTHER PROF SERVICE	65,000	0	65,000	20,924.66	.00	44,075.34	32.2%
TOTAL GENERAL ASSISTANCE		65,000	0	65,000	20,924.66	.00	44,075.34	32.2%
101530 PUBLIC HEALTH SERVICE								
101530 64020	PART TIME SALARIES	520	0	520	255.70	.00	264.30	49.2%
TOTAL PUBLIC HEALTH SERVICE		520	0	520	255.70	.00	264.30	49.2%
101540 COMMUNITY AGENCIES								
101540 65479	FAIR TIDE	2,000	0	2,000	2,000.00	.00	.00	100.0%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 7
glytddbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101540	65492	YORK COUNTY COMMUN	2,500	0	2,500	2,500.00	.00	100.0%
101540	65497	SO MAINE AREA AGEN	1,400	0	1,400	1,400.00	.00	100.0%
101540	65499	CROSSROADS HOUSE,	2,000	0	2,000	2,000.00	.00	100.0%
TOTAL COMMUNITY AGENCIES		7,900	0	7,900	7,900.00	.00	.00	100.0%
101720 PLANNING BOARD & BOA								
101720	65010	POSTAGE	250	0	250	227.46	.00	91.0%
101720	65040	EDUCATIONAL/MEETIN	1,000	0	1,000	90.00	.00	9.0%
101720	65060	PRINTING	250	0	250	44.00	.00	17.6%
101720	65080	LEGAL NOTICES & OT	1,000	0	1,000	783.32	.00	78.3%
101720	65480	OTHER PROFESSIONAL	2,000	0	2,000	.00	2,000.00	.0%
101720	66010	OFFICE SUPPLIES	150	0	150	.00	150.00	.0%
101720	66026	SMRPC MEMBERSHIP	5,685	0	5,685	5,685.00	.00	100.0%
TOTAL PLANNING BOARD & BOA		10,335	0	10,335	6,829.78	.00	3,505.22	66.1%
101721 PLANNING / CODE								
101721	64005	CODE ENFORCEMENT S	70,702	0	70,702	35,285.98	.00	49.9%
101721	64006	PLANNER SALARY	63,000	0	63,000	31,596.96	.00	50.2%
101721	64010	DEVELOPMENT STAFF	40,126	0	40,126	20,127.63	.00	50.2%
101721	64017	ASSISTANT PLANNER	21,000	0	21,000	12,478.12	.00	59.4%
101721	64018	ASST CODE ENFORCEM	51,328	0	51,328	26,216.24	.00	51.1%
101721	64030	OVERTIME	0	0	0	92.55	.00	100.0%*
101721	64042	DIRECTOR OF PLANNI	100,052	0	100,052	50,547.73	.00	50.5%
101721	65010	POSTAGE	700	0	700	831.81	.00	118.8%*
101721	65020	TELEPHONE & INTERN	1,400	0	1,400	769.92	.00	55.0%
101721	65030	TRANSPORTATION	1,800	0	1,800	.00	1,800.00	.0%
101721	65040	EDUCATIONAL/MEETIN	3,000	0	3,000	115.00	.00	3.8%
101721	65060	PRINTING	650	0	650	.00	650.00	.0%
101721	65300	MACHINE & EQUIPMEN	3,700	0	3,700	3,666.57	.00	99.1%
101721	65310	VEHICLE MAINTENANC	300	0	300	114.02	.00	38.0%
101721	65311	GAS, GREASE, & OIL	600	0	600	247.21	.00	41.2%
101721	65400	LEGAL SERVICES	7,500	0	7,500	.00	7,500.00	.0%
101721	65410	COMPUTER SERVICES	25,635	0	25,635	23,371.00	.00	91.2%
101721	65411	BOARD OF ASSESMEN	200	0	200	.00	200.00	.0%
101721	65423	PERSONAL PROPERTY	6,000	0	6,000	.00	6,000.00	.0%
101721	65480	OTHER PROFESSIONAL	140,000	0	140,000	65,634.98	.00	46.9%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 8
glytddbud

FOR 2021 06

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101721 65521 UNIFORMS</u>	250	0	250	.00	.00	250.00	.0%
<u>101721 66010 OFFICE SUPPLIES</u>	1,000	0	1,000	136.07	.00	863.93	13.6%
<u>101721 66020 BOOKS/SUBSCRIPTION</u>	500	0	500	33.27	.00	466.73	6.7%
<u>101721 66030 OTHER SUPPLIES</u>	250	0	250	.00	.00	250.00	.0%
<u>101721 66035 ABSTRACTS & LIENS</u>	400	0	400	.00	.00	400.00	.0%
<u>101721 67510 OFFICE FURNITURE &</u>	500	0	500	.00	.00	500.00	.0%
TOTAL PLANNING / CODE	540,593	0	540,593	271,265.06	.00	269,327.94	50.2%
101730 IN TOWN PARKS							
<u>101730 64007 PARKS 10% COMM SAL</u>	9,741	0	9,741	5,029.54	.00	4,711.46	51.6%
<u>101730 64010 FULL TIME SALARIES</u>	49,558	0	49,558	38,681.22	.00	10,876.78	78.1%
<u>101730 64020 PART TIME SALARIES</u>	46,800	0	46,800	11,179.99	.00	35,620.01	23.9%
<u>101730 64030 OVERTIME</u>	1,400	0	1,400	27.41	.00	1,372.59	2.0%
<u>101730 65040 EDUCATIONAL/MEETIN</u>	100	0	100	.00	.00	100.00	.0%
<u>101730 65060 PRINTING</u>	100	0	100	.00	.00	100.00	.0%
<u>101730 65080 LEGAL NOTICES/OTHE</u>	150	0	150	.00	.00	150.00	.0%
<u>101730 65200 ELECTRICITY</u>	1,538	0	1,538	626.31	.00	911.69	40.7%
<u>101730 65220 WATER</u>	7,400	0	7,400	3,927.00	.00	3,473.00	53.1%
<u>101730 65300 MACHINE & EQUIPMEN</u>	2,000	0	2,000	829.51	.00	1,170.49	41.5%
<u>101730 65302 PROTECTIVE & SAFET</u>	350	0	350	650.17	.00	-300.17	185.8%*
<u>101730 65303 FACILITY SAFETY IN</u>	625	0	625	.00	.00	625.00	.0%
<u>101730 65310 VEHICLE MAINTENANC</u>	1,200	0	1,200	.00	.00	1,200.00	.0%
<u>101730 65311 GAS, GREASE, & OIL</u>	5,500	0	5,500	1,153.06	.00	4,346.94	21.0%
<u>101730 65312 TIRES & TUBES</u>	1,000	0	1,000	442.83	.00	557.17	44.3%
<u>101730 65457 LOAM & SOD</u>	3,000	0	3,000	.00	.00	3,000.00	.0%
<u>101730 65480 OTHER PROFESSIONAL</u>	30,000	0	30,000	22,348.00	.00	7,652.00	74.5%
<u>101730 65500 MAINTENANCE OF BLD</u>	1,000	0	1,000	172.02	.00	827.98	17.2%
<u>101730 65521 UNIFORMS</u>	800	0	800	800.00	.00	.00	100.0%
<u>101730 66011 HAND TOOLS</u>	150	0	150	77.11	.00	72.89	51.4%
<u>101730 66030 OTHER SUPPLIES</u>	150	0	150	.00	.00	150.00	.0%
<u>101730 66040 JANITORIAL SUPPLIE</u>	500	0	500	.00	.00	500.00	.0%
<u>101730 67520 OPERATING EQUIPMEN</u>	1,000	0	1,000	503.90	.00	496.10	50.4%
TOTAL IN TOWN PARKS	164,062	0	164,062	86,448.07	.00	77,613.93	52.7%
101735 FT FOSTER SEAPOINT & CRESCENT							
<u>101735 64007 PARKS 15% COMM SAL</u>	14,611	0	14,611	7,544.23	.00	7,066.77	51.6%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 9
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101735 64010	FULL TIME SALARIES	51,790	0	51,790	26,436.04	.00	25,353.96	51.0%
101735 64020	PART TIME SALARIES	62,080	0	62,080	28,047.30	.00	34,032.70	45.2%
101735 64030	OVERTIME	7,055	0	7,055	2,122.55	.00	4,932.45	30.1%
101735 65020	TELEPHONE & INTERN	1,400	0	1,400	855.91	.00	544.09	61.1%
101735 65040	EDUCATIONAL/MEETIN	100	0	100	.00	.00	100.00	.0%
101735 65060	PRINTING	3,500	0	3,500	959.00	.00	2,541.00	27.4%
101735 65080	LEGAL NOTICES/OTHE	200	0	200	.00	.00	200.00	.0%
101735 65200	ELECTRICITY	513	0	513	93.32	.00	419.68	18.2%
101735 65220	WATER	600	0	600	.00	.00	600.00	.0%
101735 65300	MACHINE & EQUIPMEN	1,500	0	1,500	163.79	.00	1,336.21	10.9%
101735 65302	PROTECTIVE & SAFET	600	0	600	147.42	.00	452.58	24.6%
101735 65303	FACILITY SAFETY IN	625	0	625	.00	.00	625.00	.0%
101735 65310	VEHICLE MAINTENANC	1,200	0	1,200	.00	.00	1,200.00	.0%
101735 65311	GAS, GREASE, & OIL	5,500	0	5,500	336.02	.00	5,163.98	6.1%
101735 65312	TIRES & TUBES	700	0	700	.00	.00	700.00	.0%
101735 65480	OTHER PROFESSIONAL	4,000	0	4,000	.00	.00	4,000.00	.0%
101735 65500	MAINTENANCE OF BLD	4,500	0	4,500	1,422.41	.00	3,077.59	31.6%
101735 65510	PAINTING	400	0	400	8.26	.00	391.74	2.1%
101735 65521	UNIFORMS	700	0	700	400.00	.00	300.00	57.1%
101735 66011	HAND TOOLS	150	0	150	21.81	.00	128.19	14.5%
101735 66030	OTHER SUPPLIES	900	0	900	.00	.00	900.00	.0%
101735 66040	JANITORIAL SUPPLIE	6,000	0	6,000	.00	.00	6,000.00	.0%
101735 67520	OPERATING EQUIPMEN	1,200	0	1,200	1,218.00	.00	-18.00	101.5%*
101735 67575	SEAPOINT BEACH	200	0	200	.00	.00	200.00	.0%
TOTAL FT FOSTER SEAPOINT & CRESCENT		170,024	0	170,024	69,776.06	.00	100,247.94	41.0%
101740 MISCELLANEOUS ACCOUNTS								
101740 65023	EPA STORMWATER 4 P	19,600	0	19,600	4,065.00	.00	15,535.00	20.7%
101740 65025	COMPUTER REPAIR/RE	65,000	0	65,000	19,243.25	.00	45,756.75	29.6%
101740 65455	MEMORIAL DAY ACTIV	700	0	700	.00	.00	700.00	.0%
101740 68525	MOSQUITO/TICK CONT	38,580	0	38,580	38,580.00	.00	.00	100.0%
101740 69200	PSAP PAID TO YORK	35,000	0	35,000	31,359.25	.00	3,640.75	89.6%
TOTAL MISCELLANEOUS ACCOUNTS		158,880	0	158,880	93,247.50	.00	65,632.50	58.7%
101750 STATE/BANK FEES								
101750 65952	OVERAGE/SHORTAGE	0	0	0	-53.50	.00	53.50	100.0%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 10
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
<u>101750</u>	<u>65954</u>	<u>BANK FEES/CHARGES</u>	600	0	600	37.69	.00	562.31	6.3%
	TOTAL STATE/BANK FEES	600	0	600	-15.81	.00	615.81	-2.6%	
101760 CAPITAL IMPROVEMENT PLAN									
<u>101760</u>	<u>68750</u>	<u>CIP HOLDING DEDICA</u>	530,000	0	530,000	530,000.00	.00	.00	100.0%
<u>101760</u>	<u>68751</u>	<u>CIP DEPT CAPITAL R</u>	625,500	0	625,500	625,500.00	.00	.00	100.0%
<u>101760</u>	<u>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</u>	<u>64010</u>	<u>FULL TIME SALARIES</u>	195,233	0	195,233	98,515.71	.00	96,717.29	50.5%
<u>101810</u>	<u>65002</u>	<u>LIBRARY DIRECTOR</u>	80,126	0	80,126	40,493.63	.00	39,632.37	50.5%
<u>101810</u>	<u>65003</u>	<u>LIBRARY PART TIME</u>	10,140	0	10,140	3,716.13	.00	6,423.87	36.6%
<u>101810</u>	<u>65010</u>	<u>POSTAGE</u>	400	0	400	52.44	.00	347.56	13.1%
<u>101810</u>	<u>65020</u>	<u>TELEPHONE & INTERN</u>	1,200	0	1,200	801.97	.00	398.03	66.8%
<u>101810</u>	<u>65060</u>	<u>PRINTING</u>	400	0	400	.00	.00	400.00	.0%
<u>101810</u>	<u>65200</u>	<u>ELECTRICITY</u>	7,175	0	7,175	3,261.28	.00	3,913.72	45.5%
<u>101810</u>	<u>65220</u>	<u>WATER</u>	600	0	600	146.60	.00	453.40	24.4%
<u>101810</u>	<u>65230</u>	<u>FUEL OIL</u>	9,500	0	9,500	1,294.00	.00	8,206.00	13.6%
<u>101810</u>	<u>65250</u>	<u>SEWER</u>	1,000	0	1,000	400.00	.00	600.00	40.0%
<u>101810</u>	<u>65338</u>	<u>E-BOOKS CHILDREN</u>	1,000	0	1,000	55.00	.00	945.00	5.5%
<u>101810</u>	<u>65339</u>	<u>AV DVD CHILDREN/TE</u>	1,100	0	1,100	642.61	.00	457.39	58.4%
<u>101810</u>	<u>65340</u>	<u>E-BOOKS</u>	6,000	0	6,000	2,004.79	.00	3,995.21	33.4%
<u>101810</u>	<u>65341</u>	<u>AUDIO VISUAL/DVD</u>	14,420	0	14,420	9,354.60	.00	5,065.40	64.9%
<u>101810</u>	<u>65342</u>	<u>LIBRARY COPIER EXP</u>	3,400	0	3,400	1,620.03	.00	1,779.97	47.6%
<u>101810</u>	<u>65431</u>	<u>PROFESSIONAL DUES</u>	1,000	0	1,000	55.00	.00	945.00	5.5%
<u>101810</u>	<u>65432</u>	<u>LIBRARY TECHNOLOGY</u>	13,000	0	13,000	7,353.04	.00	5,646.96	56.6%
<u>101810</u>	<u>65433</u>	<u>LIBRARY PROGRAMS</u>	2,480	0	2,480	843.54	.00	1,636.46	34.0%
<u>101810</u>	<u>65434</u>	<u>LIB PROG CHILD/TEE</u>	10,000	0	10,000	4,552.71	.00	5,447.29	45.5%
<u>101810</u>	<u>65435</u>	<u>CONFERENCES & WORK</u>	200	0	200	35.00	.00	165.00	17.5%
<u>101810</u>	<u>65480</u>	<u>OTHER PROF SERV -</u>	1,700	0	1,700	2,048.60	.00	-348.60	120.5%*
<u>101810</u>	<u>65500</u>	<u>MAINTENANCE OF BLD</u>	6,000	0	6,000	5,449.39	.00	550.61	90.8%
<u>101810</u>	<u>65505</u>	<u>REPAIRS</u>	13,000	0	13,000	3,637.89	.00	9,362.11	28.0%
<u>101810</u>	<u>65803</u>	<u>MISCELLANEOUS</u>	1,650	0	1,650	89.86	.00	1,560.14	5.4%
<u>101810</u>	<u>66010</u>	<u>OFFICE SUPPLIES</u>	700	0	700	926.12	.00	-226.12	132.3%*
<u>101810</u>	<u>66012</u>	<u>LIB PROCESSING SUP</u>	3,400	0	3,400	2,823.17	.00	576.83	83.0%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 11
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101810</u>	<u>66020</u>	<u>BOOKS/SUBSCRIPTION</u>	0	37,249	16,371.58	.00	20,877.42	44.0%
<u>101810</u>	<u>66021</u>	<u>BOOKS CHILD/TEEN</u>	0	14,550	8,700.71	.00	5,849.29	59.8%
<u>101810</u>	<u>67510</u>	<u>OFFICE FURNITURE &</u>	0	2,000	587.12	.00	1,412.88	29.4%
TOTAL LIBRARY			0	438,623	215,832.52	.00	222,790.48	49.2%
101830 RECREATION								
<u>101830</u>	<u>64008</u>	<u>RECREATION DIRECTO</u>	0	81,428	41,440.56	.00	39,987.44	50.9%
<u>101830</u>	<u>64009</u>	<u>ASST DIRECTOR/GEN</u>	0	59,627	29,897.20	.00	29,729.80	50.1%
<u>101830</u>	<u>64010</u>	<u>EARLY CHILDHOOD SU</u>	0	42,920	2,445.89	.00	40,474.11	5.7%
<u>101830</u>	<u>64012</u>	<u>RECREATION SUPERVI</u>	0	46,049	23,095.41	.00	22,953.59	50.2%
<u>101830</u>	<u>64013</u>	<u>ASST EARLY CHILDCA</u>	0	35,313	.00	.00	35,313.00	.0%
<u>101830</u>	<u>64014</u>	<u>LEAD TEACHERS</u>	0	61,235	1,626.63	.00	59,608.37	2.7%
<u>101830</u>	<u>64015</u>	<u>SPORTS COORDINATOR</u>	0	38,089	19,039.66	.00	19,049.34	50.0%
<u>101830</u>	<u>64016</u>	<u>RECEPTIONISTS</u>	0	63,250	21,670.13	.00	41,579.87	34.3%
<u>101830</u>	<u>64017</u>	<u>BOOKKEEPER/SECRETA</u>	0	22,439	14,460.76	.00	7,978.24	64.4%
<u>101830</u>	<u>64020</u>	<u>PT SAFE SCHOOL YEA</u>	0	30,500	20,119.21	.00	10,380.79	66.0%
<u>101830</u>	<u>64021</u>	<u>SAFE SUMMER SALARI</u>	0	13,650	.00	.00	13,650.00	.0%
<u>101830</u>	<u>64024</u>	<u>FT CUSTODIANS</u>	0	37,467	18,888.09	.00	18,578.91	50.4%
<u>101830</u>	<u>64025</u>	<u>PRE-SCHOOL STAFF S</u>	0	162,556	567.85	.00	161,988.15	.3%
<u>101830</u>	<u>64027</u>	<u>CUSTODIAN WAGES</u>	0	33,711	14,962.21	.00	18,748.79	44.4%
<u>101830</u>	<u>64028</u>	<u>THEATRE TECHNICIAN</u>	0	250	.00	.00	250.00	.0%
<u>101830</u>	<u>64030</u>	<u>OVERTIME</u>	0	4,500	950.42	.00	3,549.58	21.1%
<u>101830</u>	<u>64041</u>	<u>FACILITIES MAINT S</u>	0	53,219	27,289.64	.00	25,929.36	51.3%
<u>101830</u>	<u>64060</u>	<u>FICA EMPLOYER SHAR</u>	0	0	181.03	.00	-181.03	100.0%*
<u>101830</u>	<u>65010</u>	<u>POSTAGE</u>	0	1,215	310.08	.00	904.92	25.5%
<u>101830</u>	<u>65020</u>	<u>TELEPHONE & INTERN</u>	0	3,450	1,932.33	.00	1,517.67	56.0%
<u>101830</u>	<u>65030</u>	<u>TRANSPORTATION</u>	0	12,000	116.58	.00	11,883.42	1.0%
<u>101830</u>	<u>65060</u>	<u>PRINTING</u>	0	8,500	1,719.47	.00	6,780.53	20.2%
<u>101830</u>	<u>65200</u>	<u>ELECTRICITY / UTIL</u>	0	36,000	12,357.97	.00	23,642.03	34.3%
<u>101830</u>	<u>65220</u>	<u>WATER</u>	0	3,322	2,126.77	.00	1,195.23	64.0%
<u>101830</u>	<u>65230</u>	<u>NATURAL GAS</u>	0	34,000	3,375.65	.00	30,624.35	9.9%
<u>101830</u>	<u>65250</u>	<u>SEWER</u>	0	3,300	635.29	.00	2,664.71	19.3%
<u>101830</u>	<u>65300</u>	<u>MACHINE & EQUIPMEN</u>	0	4,305	2,547.02	.00	1,757.98	59.2%
<u>101830</u>	<u>65310</u>	<u>VEHICLE MAINTENANC</u>	0	250	.00	.00	250.00	.0%
<u>101830</u>	<u>65478</u>	<u>PROGRAM SERVICES</u>	0	2,500	508.60	.00	1,991.40	20.3%
<u>101830</u>	<u>65480</u>	<u>OTHER PROFESSIONAL</u>	0	2,500	788.00	.00	1,712.00	31.5%
<u>101830</u>	<u>65500</u>	<u>MAINTENANCE OF BLD</u>	0	14,500	13,237.55	.00	1,262.45	91.3%
<u>101830</u>	<u>65521</u>	<u>UNIFORMS</u>	0	0	130.75	.00	-130.75	100.0%*
<u>101830</u>	<u>65610</u>	<u>SAFE SCHOOL YEAR P</u>	0	3,500	3,949.73	.00	-449.73	112.8%*
<u>101830</u>	<u>65615</u>	<u>SAFE SUMMER PROGRA</u>	0	3,000	.00	.00	3,000.00	.0%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 12
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101830 65630</u>	<u>INSTRUCTORS-CONTRA</u>	27,000	0	27,000	5,518.13	.00	21,481.87	20.4%
<u>101830 65640</u>	<u>SPECIAL EVENTS</u>	13,500	0	13,500	4,628.15	.00	8,871.85	34.3%
<u>101830 65650</u>	<u>SENIOR PROGRAMS</u>	1,500	0	1,500	.00	.00	1,500.00	.0%
<u>101830 65670</u>	<u>TEAM EXPENSE</u>	6,750	0	6,750	1,325.61	.00	5,424.39	19.6%
<u>101830 65680</u>	<u>PRESCHOOL PROGRAM</u>	8,000	0	8,000	447.26	.00	7,552.74	5.6%
<u>101830 65801</u>	<u>CONTRACTED SERVICE</u>	49,000	0	49,000	32,157.37	.00	16,842.63	65.6%
<u>101830 65802</u>	<u>ANNEX UTILITIES</u>	2,000	0	2,000	.00	.00	2,000.00	.0%
<u>101830 65803</u>	<u>MISCELLANEOUS</u>	5,500	0	5,500	991.52	.00	4,508.48	18.0%
<u>101830 66010</u>	<u>OFFICE SUPPLIES</u>	3,000	0	3,000	1,190.55	.00	1,809.45	39.7%
<u>101830 66030</u>	<u>OTHER SUPPLIES</u>	3,000	0	3,000	16.98	.00	2,983.02	.6%
<u>101830 66031</u>	<u>THEATRE SUPPLIES</u>	750	0	750	.00	.00	750.00	.0%
<u>101830 66040</u>	<u>JANITORIAL SUPPLIE</u>	15,000	0	15,000	5,360.48	.00	9,639.52	35.7%
TOTAL RECREATION		1,053,545	0	1,053,545	332,006.53	.00	721,538.47	31.5%
<hr/>								
101840 HARBORMASTER-K.P.A								
<u>101840 64010</u>	<u>HARBOR MASTER FULL</u>	57,927	0	57,927	30,027.19	.00	27,899.81	51.8%
<u>101840 64020</u>	<u>PART TIME SALARIES</u>	14,100	0	14,100	10,815.50	.00	3,284.50	76.7%
<u>101840 65010</u>	<u>POSTAGE</u>	250	0	250	132.68	.00	117.32	53.1%
<u>101840 65020</u>	<u>TELEPHONE & INTERN</u>	1,100	0	1,100	851.57	.00	248.43	77.4%
<u>101840 65200</u>	<u>ELECTRICITY</u>	1,800	0	1,800	650.32	.00	1,149.68	36.1%
<u>101840 65220</u>	<u>WATER</u>	500	0	500	136.01	.00	363.99	27.2%
<u>101840 65240</u>	<u>DUMPSTERS/TRASH RE</u>	1,000	0	1,000	513.00	.00	487.00	51.3%
<u>101840 65305</u>	<u>BOAT EQUIPMENT MAI</u>	3,000	0	3,000	3,215.27	.00	-215.27	107.2%*
<u>101840 65311</u>	<u>GAS, GREASE, & OIL</u>	2,000	0	2,000	590.50	.00	1,409.50	29.5%
<u>101840 65452</u>	<u>SAFETY</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>101840 65462</u>	<u>RIGGING</u>	10,000	0	10,000	3,858.50	.00	6,141.50	38.6%
<u>101840 65463</u>	<u>SANITATION</u>	3,500	0	3,500	602.68	.00	2,897.32	17.2%
<u>101840 65470</u>	<u>PROFESSIONAL DEVE</u>	1,000	0	1,000	37.13	.00	962.87	3.7%
<u>101840 65480</u>	<u>OTHER PROFESSIONAL</u>	2,500	0	2,500	1,145.23	.00	1,354.77	45.8%
<u>101840 65500</u>	<u>MAIN BLDG/GROUNDS</u>	6,000	0	6,000	2,117.13	.00	3,882.87	35.3%
<u>101840 65521</u>	<u>UNIFORMS</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>101840 66010</u>	<u>OFFICE SUPPLIES</u>	400	0	400	314.25	.00	85.75	78.6%
<u>101840 66040</u>	<u>JANITORIAL SUPPLIE</u>	500	0	500	11.69	.00	488.31	2.3%
TOTAL HARBORMASTER-K.P.A		107,577	0	107,577	55,018.65	.00	52,558.35	51.1%
<hr/>								
101930 RESOURCE RECOVERY FACILITY								
<u>101930 64009</u>	<u>SOLID WASTE 40% CO</u>	38,964	0	38,964	20,118.14	.00	18,845.86	51.6%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 13
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101930 64010</u>	<u>FULL TIME SALARIES</u>	173,637	0	173,637	85,375.28	.00	88,261.72	49.2%
<u>101930 64030</u>	<u>OVERTIME</u>	8,500	0	8,500	4,151.86	.00	4,348.14	48.8%
<u>101930 65020</u>	<u>TELEPHONE & INTERN</u>	2,000	0	2,000	446.21	.00	1,553.79	22.3%
<u>101930 65030</u>	<u>TRANSPORTATION</u>	200	0	200	.00	.00	200.00	.0%
<u>101930 65040</u>	<u>EDUCATIONAL/MEETIN</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>101930 65060</u>	<u>PRINTING</u>	1,500	0	1,500	1,690.00	.00	-190.00	112.7%*
<u>101930 65090</u>	<u>ZERO WASTE PROGRAM</u>	2,500	0	2,500	.00	.00	2,500.00	.0%
<u>101930 65200</u>	<u>ELECTRICITY</u>	11,275	0	11,275	6,425.23	.00	4,849.77	57.0%
<u>101930 65220</u>	<u>WATER</u>	950	0	950	322.54	.00	627.46	34.0%
<u>101930 65230</u>	<u>FUEL OIL</u>	1,230	0	1,230	.00	.00	1,230.00	.0%
<u>101930 65300</u>	<u>MACHINE & EQUIPMEN</u>	3,500	0	3,500	8,299.31	.00	-4,799.31	237.1%*
<u>101930 65302</u>	<u>PROTECTIVE & SAFET</u>	1,000	0	1,000	1,083.24	.00	-83.24	108.3%*
<u>101930 65303</u>	<u>FACILITY SAFETY IN</u>	1,250	0	1,250	.00	.00	1,250.00	.0%
<u>101930 65311</u>	<u>GAS, GREASE, & OIL</u>	12,000	0	12,000	2,492.57	.00	9,507.43	20.8%
<u>101930 65312</u>	<u>TIRES & TUBES</u>	3,000	0	3,000	290.15	.00	2,709.85	9.7%
<u>101930 65480</u>	<u>OTHER PROFESSIONAL</u>	270,500	0	270,500	126,030.86	.00	144,469.14	46.6%
<u>101930 65500</u>	<u>MAINTENANCE OF BLD</u>	8,000	0	8,000	4,684.48	.00	3,315.52	58.6%
<u>101930 65521</u>	<u>UNIFORMS</u>	2,000	0	2,000	2,000.00	.00	.00	100.0%
<u>101930 66009</u>	<u>SHOP SUPPLIES</u>	6,000	0	6,000	3,414.31	.00	2,585.69	56.9%
<u>101930 66010</u>	<u>OFFICE SUPPLIES</u>	250	0	250	23.09	.00	226.91	9.2%
<u>101930 66011</u>	<u>HAND TOOLS</u>	200	0	200	41.99	.00	158.01	21.0%
<u>101930 66030</u>	<u>OTHER SUPPLIES</u>	250	0	250	.00	.00	250.00	.0%
<u>101930 66040</u>	<u>JANITORIAL SUPPLIE</u>	2,200	0	2,200	687.36	.00	1,512.64	31.2%
<u>101930 67516</u>	<u>PLANT EQUIPMENT MA</u>	12,500	0	12,500	801.14	.00	11,698.86	6.4%
<u>101930 67553</u>	<u>ASPHALT SURFACE MA</u>	7,500	0	7,500	.00	.00	7,500.00	.0%
TOTAL RESOURCE RECOVERY FACILITY		571,906	0	571,906	268,377.76	.00	303,528.24	46.9%
103000 SHARED EXPENSES - OTHER INSURA								
<u>103000 64060</u>	<u>FICA EMPLOYER SHAR</u>	441,891	0	441,891	204,140.27	.00	237,750.73	46.2%
<u>103000 64070</u>	<u>WORKERS' COMP INSU</u>	143,972	0	143,972	39,897.12	.00	104,074.88	27.7%
<u>103000 64090</u>	<u>RETIRED EMP MEDICA</u>	226,535	0	226,535	103,672.24	.00	122,862.76	45.8%
<u>103000 64092</u>	<u>DISABILITY INSURAN</u>	26,419	0	26,419	18,489.77	.00	7,929.23	70.0%
<u>103000 65101</u>	<u>MMA RISK POOL</u>	183,124	0	183,124	92,372.55	.00	90,751.45	50.4%
<u>103000 65115</u>	<u>UNEMPLOYMENT COMPE</u>	5,000	0	5,000	22,091.22	.00	-17,091.22	441.8%*
<u>103000 65150</u>	<u>MISCELLANEOUS INSU</u>	4,994	0	4,994	3,020.10	.00	1,973.90	60.5%
<u>103000 65210</u>	<u>UNION CENTRAL LIFE</u>	3,320	0	3,320	1,268.87	.00	2,051.13	38.2%
TOTAL SHARED EXPENSES - OTHER INSURA		1,035,255	0	1,035,255	484,952.14	.00	550,302.86	46.8%
103001 SHARED EXPENSE - HEALTH/DENTAL								
<u>103001 64090</u>	<u>MAJOR MEDICAL INSU</u>	1,233,556	0	1,233,556	660,972.79	.00	572,583.21	53.6%

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 14
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED		
<u>103001</u>	<u>64091</u>	<u>DENTAL INSURANCE</u>		13,204	0	13,204	6,356.77	.00	6,847.23	48.1%
	TOTAL SHARED EXPENSE - HEALTH/DENTAL			1,246,760	0	1,246,760	667,329.56	.00	579,430.44	53.5%
103002 RETIREMENT										
<u>103002</u>	<u>64050</u>	<u>MAINE STATE RETIRE</u>		574,260	0	574,260	251,470.71	.00	322,789.29	43.8%
<u>103002</u>	<u>64051</u>	<u>ICMA EMPLOYER SHAR</u>		29,351	0	29,351	14,517.63	.00	14,833.37	49.5%
	TOTAL RETIREMENT			603,611	0	603,611	265,988.34	.00	337,622.66	44.1%
108000 ADULT ED										
<u>108000</u>	<u>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</u>	<u>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</u>	<u>43003</u>	<u>PROPERTY TAX ABATEME</u>		0	0	0	14,769.21	.00	-14,769.21	100.0%*
<u>1111</u>	<u>43004</u>	<u>PAYMENT IN LIEU OF T</u>		-3,200	0	-3,200	.00	.00	-3,200.00	.0%*
<u>1111</u>	<u>43006</u>	<u>EXEMPT STATE REIMB F</u>		-300,000	0	-300,000	-310,771.00	.00	10,771.00	103.6%*
<u>1111</u>	<u>43007</u>	<u>TREE GROWTH REVENUE</u>		-2,750	0	-2,750	-1,359.68	.00	-1,390.32	49.4%*
<u>1111</u>	<u>43031</u>	<u>EXCISE TAX AUTOMOBIL</u>		-1,600,000	0	-1,600,000	-1,069,007.36	.00	-530,992.64	66.8%*
<u>1111</u>	<u>43032</u>	<u>EXCISE TAX BOAT</u>		-20,000	0	-20,000	-5,221.10	.00	-14,778.90	26.1%*
<u>1111</u>	<u>43109</u>	<u>SIGN PERMITS</u>		-2,000	0	-2,000	-825.00	.00	-1,175.00	41.3%*
<u>1111</u>	<u>43110</u>	<u>CODE ENFORCEMENT FEE</u>		-225,000	0	-225,000	-199,960.03	.00	-25,039.97	88.9%*
<u>1111</u>	<u>43114</u>	<u>ADDITIONAL LAND USE</u>		-3,000	0	-3,000	-2,825.00	.00	-175.00	94.2%*
<u>1111</u>	<u>43115</u>	<u>PLANNING FEES (SUBDI</u>		-10,000	0	-10,000	-2,503.00	.00	-7,497.00	25.0%*
<u>1111</u>	<u>43120</u>	<u>TOWN CLERK FEES</u>		-24,000	0	-24,000	-11,635.80	.00	-12,364.20	48.5%*
<u>1111</u>	<u>43121</u>	<u>WILDLIFE AGENT FEE</u>		-1,200	0	-1,200	-335.00	.00	-865.00	27.9%*
<u>1111</u>	<u>43122</u>	<u>ANIMAL WELFARE AGENT</u>		-1,600	0	-1,600	-485.00	.00	-1,115.00	30.3%*
<u>1111</u>	<u>43130</u>	<u>TOWN REGISTRATION FE</u>		-25,000	0	-25,000	-21,235.00	.00	-3,765.00	84.9%*
<u>1111</u>	<u>43135</u>	<u>HWY PERMITS & FEES</u>		0	0	0	-548.00	.00	548.00	100.0%
<u>1111</u>	<u>43140</u>	<u>SOLID WASTE PERMITS</u>		-70,000	0	-70,000	-70,454.49	.00	454.49	100.6%*
<u>1111</u>	<u>43145</u>	<u>SOLID WASTE RECYCLIN</u>		-45,000	0	-45,000	-26,296.40	.00	-18,703.60	58.4%*
<u>1111</u>	<u>43147</u>	<u>DINGHY FEES</u>		-10,000	0	-10,000	-490.00	.00	-9,510.00	4.9%*

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 15
glytdbud

FOR 2021 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1111 43148	TRANSIENT SLIP RENTA	-1,500	0	-1,500	-1,563.00	.00	63.00	104.2%
1111 43149	KPA APPLICATION FEES	-500	0	-500	-625.00	.00	125.00	125.0%
1111 43150	MOORING FEES	-80,000	0	-80,000	-41,345.60	.00	-38,654.40	51.7%*
1111 43151	LAUNCH FEE	-12,000	0	-12,000	-7,973.00	.00	-4,027.00	66.4%*
1111 43152	TRANSIENT MOORING	-2,500	0	-2,500	-1,495.55	.00	-1,004.45	59.8%*
1111 43153	WAIT LIST FEE	-1,100	0	-1,100	-40.00	.00	-1,060.00	3.6%*
1111 43154	HARBOR & WATER USAGE	0	0	0	-55.00	.00	55.00	100.0%
1111 43156	PIER USAGE FEE	-1,000	0	-1,000	-450.00	.00	-550.00	45.0%*
1111 43157	MOORING LATE FEE	0	0	0	-250.00	.00	250.00	100.0%
1111 43160	FORT FOSTER FEES	-175,000	0	-175,000	-176,936.50	.00	1,936.50	101.1%
1111 43210	LIEN FEES	-7,000	0	-7,000	-6,435.85	.00	-564.15	91.9%*
1111 43220	PENALTY INTEREST	-38,000	0	-38,000	-30,942.54	.00	-7,057.46	81.4%*
1111 43221	LIBRARY FINES & FEES	-10,000	0	-10,000	-926.75	.00	-9,073.25	9.3%*
1111 43320	RECREATION FEES	-850,000	0	-850,000	-27,449.49	.00	-822,550.51	3.2%*
1111 43330	ANIMAL CONTROL	-4,000	0	-4,000	-960.00	.00	-3,040.00	24.0%*
1111 43335	POSTAGE	0	0	0	-22.45	.00	22.45	100.0%
1111 43336	PHOTO COPIES	-200	0	-200	-115.50	.00	-84.50	57.8%*
1111 43351	ACCIDENT REPORTS	-3,000	0	-3,000	-1,291.00	.00	-1,709.00	43.0%*
1111 43352	PARKING TICKETS	-30,000	0	-30,000	-29,865.00	.00	-135.00	99.6%*
1111 43353	GUN PERMITS	-2,000	0	-2,000	-545.00	.00	-1,455.00	27.3%*
1111 43354	ELIOT DISPATCHING SE	-123,360	0	-123,360	-61,680.00	.00	-61,680.00	50.0%*
1111 43355	ORDINANCE FINES	-350	0	-350	-350.00	.00	.00	100.0%
1111 43356	WITNESS FEES	-300	0	-300	-40.00	.00	-260.00	13.3%*
1111 43358	FALSE ALARMS	-880	0	-880	-440.00	.00	-440.00	50.0%*
1111 43359	AMBULANCE DISPTACH F	-16,000	0	-16,000	-4,000.00	.00	-12,000.00	25.0%*
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	-419,600.91	.00	-30,399.09	93.2%*
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	-704.70	.00	-1,295.30	35.2%*
1111 43470	STATE OF MAINE GENER	-45,000	0	-45,000	-11,651.03	.00	-33,348.97	25.9%*
1111 43480	MARY SAFFORD WILDES	-25,000	0	-25,000	-6,250.00	.00	-18,750.00	25.0%*
1111 43510	INTEREST ON INVESTME	-45,000	0	-45,000	-6,339.39	.00	-38,660.61	14.1%*
1111 43530	MISCELLANEOUS REVENU	-15,000	0	-15,000	-4,364.27	.00	-10,635.73	29.1%*
1111 43540	SEWER DEPT RENT	-22,900	0	-22,900	-5,725.00	.00	-17,175.00	25.0%*
1111 43555	SNOWMOBILE/HANDICAP/	-655	0	-655	.00	.00	-655.00	.0%*
1111 43560	GMH HOUSING	-286,000	0	-286,000	-135,946.53	.00	-150,053.47	47.5%*
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	-55,274.39	.00	7,533.39	115.8%
TOTAL TOWN REVENUE		-14,920,544	-75,000	-14,995,544	-13,074,061.06	.00	-1,921,482.94	87.2%
TOTAL TOWN GENERAL FUND		0	0	0	-4,572,335.73	.00	4,572,335.73	100.0%
TOTAL REVENUES		-14,920,544	-75,000	-14,995,544	-13,074,061.06	.00	-1,921,482.94	
TOTAL EXPENSES		14,920,544	75,000	14,995,544	8,501,725.33	.00	6,493,818.67	

01/07/2021 13:32
220pmoore

TOWN OF KITTEERY - LIVE
YTD GF 12.31.20

P 16
glytdbud

FOR 2021 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-4,572,335.73	.00	4,572,335.73	100.0%

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

01/07/2021 13:56
220pmoore

TOWN OF KITTEERY - LIVE
YTD SEWER 12.31.20

P 1
glytdbud

FOR 2021 06

ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6000 SEWER FUND							
6000 43003 SEWER ADJUSTMENTS	0	0	0	260.30	.00	-260.30	100.0%*
6000 43220 PENALTY INTEREST	-3,000	0	-3,000	-3,003.97	.00	3.97	100.1%*
6000 43360 SPECIAL CONTRACT REV	-10,200	0	-10,200	-6,910.10	.00	-3,289.90	67.7%*
6000 45001 PNSY REVENUE	-585,000	0	-585,000	-119,805.93	.00	-465,194.07	20.5%*
6000 45002 US NAVY HOUSING REV	-123,000	0	-123,000	-51,124.57	.00	-71,875.43	41.6%*
6000 45003 SEPTAGE REVENUE	-45,000	0	-45,000	-141,152.25	.00	96,152.25	313.7%*
6000 45004 TOWN OF ELIOT REVENUE	-205,000	0	-205,000	-43,724.26	.00	-161,275.74	21.3%*
6000 45005 USERS QTRLY REVENUE	-1,500,000	0	-1,500,000	-679,859.20	.00	-820,140.80	45.3%*
6000 45006 EXPANSION ASSESSMENT	-50,000	0	-50,000	-35,570.17	.00	-14,429.83	71.1%*
6000 45007 SEWER INTEREST REVEN	-12,000	0	-12,000	-7,684.57	.00	-4,315.43	64.0%*
TOTAL SEWER FUND	-2,533,200	0	-2,533,200	-1,088,574.72	.00	-1,444,625.28	43.0%
602702 SEWER LINES							
602702 64010 SEWER LINES LABOR	17,327	0	17,327	6,293.83	.00	11,033.17	36.3%
602702 65480 LINES CONTRACT/PRO	28,000	0	28,000	4,686.45	.00	23,313.55	16.7%
602702 65691 LINE SUPPLIES	12,000	0	12,000	1,142.94	.00	10,857.06	9.5%
TOTAL SEWER LINES	57,327	0	57,327	12,123.22	.00	45,203.78	21.1%
602709 PUMP STATIONS							
602709 64010 PUMP STATION LABOR	55,349	0	55,349	20,898.70	.00	34,450.30	37.8%
602709 65015 PUMP STATION TELEP	600	0	600	289.82	.00	310.18	48.3%
602709 65200 ELECTRICITY	50,815	0	50,815	14,180.44	.00	36,634.56	27.9%
602709 65220 WATER	1,200	0	1,200	462.44	.00	737.56	38.5%
602709 65315 PUMP STATION GENER	2,200	0	2,200	.00	.00	2,200.00	.0%
602709 65467 PUMP STATION CONTR	45,000	0	45,000	12,454.05	.00	32,545.95	27.7%
602709 65930 PUMP STATION ALARM	6,700	0	6,700	3,328.70	.00	3,371.30	49.7%
602709 66300 PUMP STATION SUPPL	5,000	0	5,000	778.46	.00	4,221.54	15.6%
602709 66320 PUMP STATION PARTS	20,000	0	20,000	2,663.44	.00	17,336.56	13.3%
TOTAL PUMP STATIONS	186,864	0	186,864	55,056.05	.00	131,807.95	29.5%
602715 PUMP STATION # 6 (PNSY)							
602715 64010 PUMP STATION # 6LA	21,431	0	21,431	4,602.94	.00	16,828.06	21.5%

01/07/2021 13:56
220pmoore

TOWN OF KITTEERY - LIVE
YTD SEWER 12.31.20

P 2
glytdbud

FOR 2021 06

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	3,343.34	.00	11,656.66	22.3%
602715	65220	PUMP STATION # 6 W	1,000	0	1,000	264.50	.00	735.50	26.5%
602715	65315	PUMP STATION GENER	800	0	800	.00	.00	800.00	.0%
602715	65480	PUMP STATION # 6 C	8,000	0	8,000	2,993.25	.00	5,006.75	37.4%
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	34.17	.00	965.83	3.4%
602715	66320	PUMP STATION # 6 P	6,000	0	6,000	1,249.69	.00	4,750.31	20.8%
TOTAL PUMP STATION # 6 (PNSY)			53,531	0	53,531	12,487.89	.00	41,043.11	23.3%
602716 PUMP STATION # 7 (ELIOT)									
602716	64010	PUMP STATION # 7 L	19,830	0	19,830	7,568.91	.00	12,261.09	38.2%
602716	65200	PUMP STATION # 7 E	4,600	0	4,600	1,786.47	.00	2,813.53	38.8%
602716	65220	PUMP STATION # 7 W	230	0	230	117.94	.00	112.06	51.3%
602716	65315	PUMP STATION GENER	425	0	425	.00	.00	425.00	.0%
602716	65480	PUMP STATION # 7 C	6,500	0	6,500	5,344.60	.00	1,155.40	82.2%
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	14,858.13	.00	19,926.87	42.7%
602750 TREATMENT PLANT									
602750	64010	TREATMENT PLANT LA	138,414	0	138,414	102,020.03	.00	36,393.97	73.7%
602750	64019	PLANT MAINT LABOR	53,460	0	53,460	12,186.11	.00	41,273.89	22.8%
602750	64030	OVERTIME	40,000	0	40,000	12,783.14	.00	27,216.86	32.0%
602750	64050	MAINE STATE RETIRE	31,760	0	31,760	16,423.57	.00	15,336.43	51.7%
602750	64060	FICA EMPLOYER SHAR	24,056	0	24,056	12,246.85	.00	11,809.15	50.9%
602750	65020	TREATMENT PLANT TE	3,800	0	3,800	2,039.04	.00	1,760.96	53.7%
602750	65040	TREATMENT PLANT ED	5,000	0	5,000	1,340.00	.00	3,660.00	26.8%
602750	65200	TREATMENT PLANT EL	110,000	0	110,000	41,191.32	.00	68,808.68	37.4%
602750	65220	TREATMENT PLANT WA	5,000	0	5,000	2,115.46	.00	2,884.54	42.3%
602750	65230	TREATMENT PLANT FU	16,000	0	16,000	4,667.19	.00	11,332.81	29.2%
602750	65310	TREATMENT PLANT MO	48,000	0	48,000	4,135.02	.00	43,864.98	8.6%
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	4,697.25	.00	7,302.75	39.1%
602750	65480	TREATMENT PLANT OT	60,000	0	60,000	31,629.62	.00	28,370.38	52.7%
602750	65500	TREATMENT PLANT BL	5,000	0	5,000	2,162.84	.00	2,837.16	43.3%

01/07/2021 13:56
220pmoore

TOWN OF KITTEERY - LIVE
YTD SEWER 12.31.20

P 3
glytdbud

FOR 2021 06

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	0	241.93	.00	-241.93	100.0%*
602750 65930 ALARMS	2,000	0	2,000	107.70	.00	1,892.30	5.4%
602750 65955 TREATMENT PLANT SL	146,000	0	146,000	74,455.36	.00	71,544.64	51.0%
602750 66010 TREATMENT PLANT OF	4,000	0	4,000	1,898.59	.00	2,101.41	47.5%
602750 66300 TREATMENT PLANT SU	32,000	0	32,000	1,673.68	.00	30,326.32	5.2%
602750 66340 LABORATORY CHEMICA	16,000	0	16,000	2,611.19	.00	13,388.81	16.3%
602750 66400 TREATMENT PLANT RE	2,000	0	2,000	560.81	.00	1,439.19	28.0%
602750 66410 TREATMENT PLANT RE	24,000	0	24,000	4,322.82	.00	19,677.18	18.0%
602750 66420 TREATMENT PLANT TO	28,000	0	28,000	3,792.78	.00	24,207.22	13.5%
602750 66450 TREATMENT PLANT CH	106,000	0	106,000	71,646.28	.00	34,353.72	67.6%
602750 66520 TREATMENT PLANT SA	14,000	0	14,000	4,059.75	.00	9,940.25	29.0%
TOTAL TREATMENT PLANT	928,730	0	928,730	415,008.33	.00	513,721.67	44.7%
602760 SEWER GENERAL OPERATING							
602760 64011 TOWN MANAGER SALAR	33,891	0	33,891	17,514.53	.00	16,376.47	51.7%
602760 64012 SUPERINTENDENT SAL	97,138	0	97,138	50,172.64	.00	46,965.36	51.7%
602760 64013 OFFICE CLERK SALAR	48,733	0	48,733	24,443.63	.00	24,289.37	50.2%
602760 64031 SALARY & POSITION	14,120	0	14,120	.00	.00	14,120.00	.0%
602760 64050 MAINE STATE RETIRE	15,175	0	15,175	7,426.03	.00	7,748.97	48.9%
602760 64051 ICMA EMPLOYER SHAR	2,100	0	2,100	1,012.19	.00	1,087.81	48.2%
602760 64060 FICA EMPLOYER SHAR	14,171	0	14,171	6,241.75	.00	7,929.25	44.0%
602760 64070 WORKERS COMPENSATI	20,000	0	20,000	3,579.34	.00	16,420.66	17.9%
602760 64090 MAJOR MEDICAL INSU	148,686	0	148,686	71,790.18	.00	76,895.82	48.3%
602760 64091 DENTAL INSURANCE	1,406	0	1,406	1,304.96	.00	101.04	92.8%
602760 64092 DISABILILTY INSURAN	3,927	0	3,927	.00	.00	3,927.00	.0%
602760 65101 MMA RISK POOL	32,316	0	32,316	15,141.45	.00	17,174.55	46.9%
602760 65350 INDIRECT COSTS	22,900	0	22,900	5,725.00	.00	17,175.00	25.0%
602760 65430 AUDIT SERVICES	4,300	0	4,300	1,000.00	.00	3,300.00	23.3%
602760 66035 ABSTRACTS & LIENS	500	0	500	152.00	.00	348.00	30.4%
602760 68060 SEWER BOND INTERES	139,334	0	139,334	76,240.52	.00	63,093.48	54.7%
602760 68062 SEWER BOND PRINCIP	626,620	0	626,620	462,636.22	.00	163,983.78	73.8%
TOTAL SEWER GENERAL OPERATING	1,225,317	0	1,225,317	744,380.44	.00	480,936.56	60.8%
TOTAL SEWER FUND	-46,646	0	-46,646	165,339.34	.00	-211,985.34	-354.5%
TOTAL REVENUES	-2,533,200	0	-2,533,200	-1,088,574.72	.00	-1,444,625.28	
TOTAL EXPENSES	2,486,554	0	2,486,554	1,253,914.06	.00	1,232,639.94	

01/07/2021 13:56
220pmoore

TOWN OF KITTEERY - LIVE
YTD SEWER 12.31.20

P 4
glytdbud

FOR 2021 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-46,646	0	-46,646	165,339.34	.00	-211,985.34	-354.5%

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

Town of Kittery FISCAL YEAR 2021
Fund Balances - Capital Projects and Special Revenues
For the month ending December 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
Special Revenues (Grants, Designated Accounts, etc)								
SR	2005	Senior Tax Credit Program	55,000.00	-		(51,000.00)		4,000.00
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			(10,208.71)	4,465.00	(3,078.38)
SR	2038	Kittery Block Party	1,595.34					1,595.34
SR	2056	Concerts in the Park	(3.09)			(800.00)		(803.09)
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			(5,023.81)		15,921.20
SR	2066	Police Forfeiture	9,128.59				2,258.66	11,387.25
SR	2068	Fort Foster Bench Donations	11,280.80			(206.44)	50.00	11,124.36
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		(6,029.43)		101,032.01
SR	2074-67502	TIF District #2						-
SR	2086	Spruce Creek PH 5 Grant	1,072.19			(10,107.74)	6,943.34	(2,092.21)
SR	2081	Channel 22 (PEG) Capital Funding	260,947.46			(15,903.78)	49,127.74	294,171.42
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				148,840.00	781,508.76
SR	4001-67502/43602	Whipple Road Improvements	250,601.63					250,601.63
SR	4001-67503/43603	Memorial Circle Improvements	47,760.34			(42,208.68)		5,551.66
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)	30,010.00	69,008.91
SR	2093	LWCF Grant - Emery Field Phase 1	-					-
SR	2094	LWCF Grant - Emery Field Phase 2	83,570.00		300,000.00	(12,825.00)		370,745.00
SR	2210	Ogden KCC Grant	(1,205.06)	(1,194.94)				(2,400.00)
SR	2301	Billable Police Details	14,361.16			(11,188.25)	15,960.00	19,132.91
SR	2303	Grant Supported Police Details	(5,620.84)			(2,937.72)	2,379.43	(6,179.13)
SR	2087	Joint Land Use OEA PH1	(451.93)					(451.93)
SR	4124	Tax Acquired Properties	(40,479.79)	-		(3,698.05)		(44,177.84)

Town of Kittery FISCAL YEAR 2021
Fund Balances - Capital Projects and Special Revenues
For the month ending December 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			(210.00)	550.00	2,364.20
SR	5023	Library Donations	71,448.02	(63,764.87)		(5,664.68)	5,825.39	7,843.86
SR	5500	MMA Grants	181.56			(4,061.00)	2,000.00	(1,879.44)
SR	5501	Mass Transit Reserve Fund	115,000.00			(32,500.00)		82,500.00
SR	5502	Keep Maine Healthy Grant	(1,914.38)			(307,197.09)	200,639.94	(108,471.53)
SR	5503	CTCL Election Grant	-			(34,565.40)	55,000.00	20,434.60
SR	5024	Library Expansion Project - Construction	-	63,764.87		(17,147.86)		46,617.01
Total Special Revenue			2,266,069.41	25,805.06	300,000.00	(577,422.17)	551,409.50	2,565,861.80

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			(35,862.97)		153,059.36
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	(504,022.90)	18,206.18	719,500.68
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	(181,755.98)		253,361.40
CP	4013	Fire Apparatus Reserve	195,591.14					195,591.14
CP	4017	GIS/MS4 Compliance	40,320.31			(34,227.89)		6,092.42
CP	4018	KPA Boat Reserve	24,098.02			(17,210.00)		6,888.02
CP	4019	KCC Equipment Reserve	5,162.82					5,162.82
CP	4020	Municipal Technology Reserve	25,229.76		45,000.00	(14,977.39)		55,252.37
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	(16,272.00)		185,510.50
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			(2,100.00)		1,495.52
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

Town of Kittery FISCAL YEAR 2021
Fund Balances - Capital Projects and Special Revenues
For the month ending December 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	4116	KPA Facility Reserve (was Gov Pier)	12,888.50					12,888.50
CP	4122	Zoning Recodification and GIS Upgrade	23,010.23			(15,372.67)		7,637.56
CP	4060	Rice Rehab/Expansion	224,314.57			(193,623.44)		30,691.13
CP	4123	LED Streetlight Conversion	40,763.58					40,763.58
Total Capital Projects			2,160,611.51	-	1,155,500.00	(1,027,919.72)	18,206.18	2,306,397.97
TOTAL GENERAL OPERATIONS			4,426,680.92	25,805.06	1,455,500.00	(1,605,341.89)	569,615.68	4,872,259.77
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			(896.56)		26,378.88
PF	5003	York Hospital Scholarship	16,161.40					16,161.40
PF	5005	Lester Raynes Fund	9,228.16			(765.90)		8,462.26
PF	5007	Thresher Memorial Fund	9,262.79			(1,999.78)	2,050.00	9,313.01
PF	5010	Kittery Education Scholarship Fund	4,827.38			650.00	4,978.73	10,456.11
PF	5021	Cemetery	0.35					0.35
Total Permanent Funds			125,356.45	-	-	(3,012.24)	7,028.73	129,372.94
Enterprise Fund (Sewer)								
ER	2900	Sewer Impact fees	640,634.06			(44,445.29)	63,400.00	659,588.77
ER	2901	Sewer Betterment	139,862.55			(3,863.57)	57,000.00	192,998.98
ER	2902	Sewer Safety Grants	2,997.86				(2,971.22)	26.64
ECP	4900	Sewer Vehicle Reserve	45,722.80					45,722.80
ECP	4901	Sewer Capital Reserve	301,639.17			(7,896.25)		293,742.92
Total Enterprise Funds			1,130,856.44	-	-	(56,205.11)	117,428.78	1,192,080.11
GRAND TOTAL ALL FUNDS			5,682,893.81	25,805.06	1,455,500.00	(1,664,559.24)	694,073.19	6,193,712.82

KITTERY TOWN COUNCIL Unapproved Minutes

November 9, 2020

Remote Meeting

6:00 PM

1 1. Call to Order

2 2. Introductory

3 3. Pledge of Allegiance

4 4. Oath of Office to Newly Elected Officials

5 The Council thanked Councilor Brock for his many years of serving on the Town
6 Council.

7 Town Clerk. Karen Estee swore in Kenneth Lemont, and George Dow as newly elected
8 Town Council members.

9 5. Roll Call

10 Councilors present: Charles Denault, Jeffrey Pelletier, Jeffrey Thomson, Kenneth
11 Lemont, George Dow, Cyrus Clark and Judith Spiller.

12 6. The Kittery Town Council moves to elect a Chairperson for the ensuing year.

13 Councilor Lemont nominated Councilor Thomson as Chair, seconded by Councilor
14 Denault.

15 Councilor Denault, Councilor Pelletier, Councilor Lemont, Councilor Spiller, Councilor
16 Clark, and Councilor Dow voted for Councilor Thomson as Chair for the Town Council.

17 Councilor Thomson abstained.

18 Motion Carried 6-0-1

19 7. The Kittery Town Council moves to elect a Vice Chairperson for the ensuing year.

20 Councilor Denault nominated Councilor Lemont as Vice Chair, seconded by Councilor
21 Clark.

22 Councilor Denault, Councilor Pelletier, Councilor Thomson, Councilor Spiller, Councilor
23 Clark, and Councilor Dow voted for Councilor Lemont as Vice Chair for Town Council.

24 Councilor Lemont abstained.

25 Motion Carried 6-0-1

26 8. Agenda Amendment and Adoption

27 Chair Thomson moved to accept the agenda as presented, seconded by Councilor
28 Spiller.

29 Motion Carried 7-0-0

30 9. Town Manager's Report

31 The Town Manager reported on: Election, Legion Pond, out of state registrations, adult
32 entertainment, 2020 annual goals Q3 update.

33 Upcoming dates: Town offices closed for Veterans day – November 11, Town offices
34 closed for Thanksgiving – November 26, Letters to Santa – December 1-16, Kittery
35 Community Center, Gingerbread house decorating (take home) – December 8, Kittery
36 Community Center, and Dog registration deadline – January 31, Town Hall.

37 10. Acceptance of Previous Minutes - None

38 11. Interviews for the Board of Appeals and Planning Board

39 a. (110120-1) The Kittery Town Council moves to interview the following candidates for
40 two (2) vacancies on the Board of Appeals for appointment of all terms to expire
41 12/31/2023. The applicants are as follows:

42 • Robert Kaszynski

43 • Frederick Nohmer

44 • Cameron Hamm

45 • Robert Gray

46 Robert Kaszynski did not attend the meeting, but the Council decided to give him the
47 opportunity to attend the 11/23/2020 Council meeting where he would be considered for
48 the Board of Appeals.

49 The Council interviewed candidates Frederick Nohmer, Cameron Hamm, and Robert
50 Gray and asked about their interest in wanting to be on the Board of Appeals, if they
51 were committed to attending the meetings, know the responsibilities of this position, and
52 would show the citizens of Kittery and the Town staff respect. The candidates stated
53 they were willing to accept the responsibilities.

54 The Council decided to only appoint one position at this meeting, due to the absence of
55 Robert Kaszynski.

56 Councilor Denault nominated Robert Gray, seconded by Vice Chair Lemont.

57 Councilor Dow nominated Frederick Nohmer, seconded by Councilor Spiller

58 Councilor Denault, Councilor Spiller, Councilor Clark, Councilor Pelletier, Councilor
59 Dow, Vice Chair Lemont, Chair Thomson voted for Frederick Nohmer.

60 Motion Carried 7-0-0

61 12. All items involving the town attorney, town engineers, town employees or other town
62 consultants or requested offices.

63 13. PUBLIC HEARINGS

64 a. (110120-2) The Kittery Town Council moves to hold a public hearing on a new Liquor
65 License application for Inizia LLC, for AJ's Woodfired Pizza, 68 Wallingford Square,
66 Kittery.

67 Moved by Councilor Pelletier, seconded by Councilor Spiller.

68 Motion Carried 7-0-0

69 b. (110120-3) The Kittery Town Council moves to hold a public hearing on a new
70 Victualer's License for Inizia LLC, for AJ's Woodfired Pizza, 68 Wallingford Square,
71 Kittery.

72 Moved by Councilor Pelletier, seconded by Councilor Spiller.

73 Motion Carried 7-0-0

74 c. (110120-4) The Kittery Town Council moves to hold a public hearing on a new
75 Victualer's License for Scott Choppa of 580 US 1 Bypass, Portsmouth NH, for Sunny's
76 Food Truck, located at Kittery Trading Post lot 301 US 1, Kittery.

77 Moved by Councilor Pelletier, seconded by Councilor Dow.

78 Motion Carried 7-0-0

79 14. DISCUSSION

80 a. The public may submit public comment in writing or raise their hand in the webinar for
81 the DISCUSSION agenda

82 b. Chairperson may read written comments into the public record

83 Chair Thomson stated that a petition was received with 13 signatures for John Paul
84 Jones Park, requesting the park be returned to the gateway and the center of Kittery as
85 it once was. The petition was signed due to the traffic and the noise surrounding the
86 park, and the residents were asking the Council for a resolution.

87 Chair Thomson read an email from Jonel Leake, 9 Chauncey Creek Road, Kittery Point,
88 ME. – Ms. Leake expressed concerns about the customer service employees at the
89 Town Hall not wearing masks.

90 c. Chairperson's response to public comments

91 The Town Manager responded to Ms. Leake's concerns by stating the Town follows the
92 CDC guidelines and the States' Executive order. The Town Manager added that new
93 plexi-glass barriers had been installed to give more protection.

94 Councilor Clark mentioned the online services that are offered on the Town's website as
95 a good option for anyone who has a health concern.

96 The Council and the Town Manager discussed different options to address the traffic
97 concerns surrounding John Paul Jones Park.

98 **15. UNFINISHED BUSINESS**

99 **16. NEW BUSINESS**

100 a. Donations/gifts received for Council disposition.

101 b. (110120-5) The Kittery Town Council moves to discuss Council Rules for the ensuing
102 year.

103 The Town Council discussed the Council Rules for the ensuing year.

104 c. (110120-6) The Kittery Town Council moves to discuss appointments of Council
105 members to standing and ad hoc committees.

106 **Capital Improvement Committee**

107 Charles Denault

108 **Climate Adaptation Committee**

109 Judith Spiller

110 Kenneth Lemont

111 **Comprehensive Plan Implementation Committee**

112 Council Chairperson - Jeffrey Thomson

113 Council Vice Chair - Kenneth Lemont

114 **Economic Development Committee**

115 George Dow

116 **Education Scholarship Selection Committee**

117 Charles Denault

118 Jeffrey Pelletier

119 **Kittery Community Center Board of Directors**

120 Jeffrey Pelletier (Until 3/31/21)

- 121 **Trustees of Trust Funds**
- 122 Chairperson - Jeffrey Thomson
- 123 **Kittery Land Issues Committee**
- 124 Judith Spiller
- 125 **Disbursement Warrant for Town Employee Wages (Primary, Secondary, Tertiary)**
- 126 Jeffrey Thomson
- 127 Cyrus Clark
- 128 Jeffrey Pelletier
- 129 **Disbursement Warrant for Town Expenses (Primary, Secondary, Tertiary)**
- 130 Cyrus Clark
- 131 Charles Denault
- 132 Kenneth Lemont
- 133 **School Warrant for General Disbursements (Primary, Secondary, Tertiary)**
- 134 Jeffrey Pelletier
- 135 Jeffrey Thomson
- 136 Cyrus Clark
- 137 **Taylor Building Committee**
- 138 Former Councilor Matt Brock - Serving as Council Rep
- 139 Jeffrey Thomson
- 140 **Library Building Committee**
- 141 Charles Denault
- 142 Jeffrey Pelletier
- 143 **Celebration Committee**
- 144 Jeffery Thomson
- 145 **Library Advisory Board**
- 146 Judy Spiller
- 147 **Housing Committee**
- 148 Former Councilor Matt Brock - Serving as Council Rep

149 d. (110120-7) The Kittery Town Council moves to schedule a public hearing on
150 amendments to Title 10 Love Lane One Way on November 23, 2020.

151 The Town Manager gave an update on Title 10 Love Lane One Way.

152 Moved by Councilor Spiller, seconded by Councilor Pelletier.

153 Motion Carried 7-0-0

154 e. (110120-8) The Kittery Town Council moves to approve the Memorandum of
155 Understanding for Mutual Aid Assistance for Police and authorize the Town Manager to
156 sign on the Council's behalf.

157 The Town Manager gave an overview of the Memorandum of Understanding for Mutual
158 Aid Assistance for Police and authorize the Town Manager to sign on the Council's
159 behalf.

160 Moved by Councilor Denault, seconded by Councilor Pelletier.

161 Motion Carried 7-0-0

162 f. (110120-9) The Kittery Town Council moves to appoint a Council Representative to
163 meet with the Chair of the Climate Adaptation Committee to interview David Gibson for
164 a term to expire 12/31/2023.

165 Chair Thomson moved for Councilor Spiller to meet with the Chair of the Climate
166 Adaptation Committee to interview David Gibson, seconded by Councilor Denault.

167 Motion Carried 7-0-0

168 17. COUNCILOR ISSUES OR COMMENTS

169 Councilor Denault congratulated Chair Thomson and Vice Chair Lemont, and thanked
170 Councilor Spiller for being the Chair for the last two years. Councilor Denault also
171 mentioned getting a left green arrow at Walker Street and Government Street that will
172 allow citizens to break the traffic coming out of the base.

173 Councilor Dow wanted to thank those residents who voted for him and expressed that
174 he looks forward to serving. Councilor Dow asked if it would be possible to put some of
175 the health and wellness hotlines on channel 22 for those who may be struggling.

176 Councilor Pelletier wanted to thank Councilor Spiller for being a great leader the past
177 two years. Councilor Pelletier thanked Councilor Spiller for serving as Chair for the past
178 two years, and congratulated the Town Manager and Town Clerk for the success of the
179 election. Councilor Pelletier also congratulated Chair Thomson and Vice Chair Lemont,
180 and welcomed Councilor Dow to the Town Council.

181 Councilor Spiller welcomed Chair Thomson and Vice Chair Lemont to the leadership
182 role of the Town Council and welcomed back Councilor Dow.

183 Councilor Clark wanted to congratulate Councilor Dow and Councilor Lemont on being
184 elected to the Town Council.

185 Vice Chair Lemont thanked Councilor Spiller for her leadership role the past two years,
186 and thanked Chair Thomson for taking the leadership role in the coming year. Vice
187 Chair Lemont also thanked the voters for re-electing him, and welcomed Councilor Dow.
188 Vice Chair Lemont asked the Town Manager if she would give the Council an inventory
189 of the properties the Town owns.

190 18. COMMITTEE AND OTHER REPORTS

191 a. Communications from the Chairperson

192 Chair Thomson reported on the number of new COVID-19 cases that were reported.

193 Chair Thomson wanted to learn more about what makes the community function,
194 understanding the municipal budget process.

195 b. Committee Reports

196 19. EXECUTIVE SESSION

197 a. (110120-10) The Kittery Town Council moves to go into Executive Session pursuant
198 to 1 MRS 405(6)(C) and (E) to consult with the Town Attorney to discuss a Credit
199 Enhancement Agreement for 76 Dennett Road, where premature disclosures of the
200 information would prejudice the bargaining position of the Council.

201 Chair Thomson moved to go into Executive Session at 7:47 p.m., seconded by
202 Councilor Pelletier.

203 Motion Carried 7-0-0

204 Chair Thomson moved to come out of Executive Session at 8:05 p.m., seconded by
205 Councilor Pelletier.

206 Motion Carried 7-0-0

207 20. ADJOURNMENT

208 Councilor Pelletier moved to adjourn at 8:06 p.m., seconded by Councilor Spiller.

209 Motion Carried 7-0-0

Submitted by Kim Tackett

Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information, the minutes are not intended as a verbatim transcript of comments at the meeting, but a summary of the discussion and actions that took place. For complete details, please refer to the video of the meeting on the Town of Kittery website.

KITTERY TOWN COUNCIL Unapproved Minutes

November 23, 2020

Remote Meeting

6:00PM

1 1. Call to Order

2 2. Introductory

3 3. Pledge of Allegiance

4 4. Roll Call

5 Councilors present: Charles Denault, Jeffrey Pelletier, Chair Jeffrey Thomson, Vice
6 Chair Kenneth Lemont, George Dow, and Judith Spiller. Councilor Absent: Cyrus Clark.

7 5. Agenda Amendment and Adoption

8 Chair Thomson moved to amend the agenda and postpone the approval of the June 8,
9 2020 and June 15, 2020 minutes, seconded by Councilor Spiller.

10 Motion Carried 6-0-0

11 6. Town Manager's Report

12 The Town Manager reported on: Holiday parade and events, Fort Foster/Pocahontas
13 parking, and Thanksgiving.

14 Upcoming Dates: Town Offices Closed for Thanksgiving – November 26 and
15 November 27, Letters to Santa – December 1-16, Kittery Community Center,
16 Gingerbread House Decorating (Take Home) – December 8, Kittery Community Center,
17 and Dog Registration Deadline – January 31, Town Hall.

18 7. Acceptance of Previous Minutes

19 • June 8, 2020 - Postponed

20 • June 15, 2020 – Postponed

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

22 a. (110220-1) The Kittery Town Council moves to interview the following candidates for
23 one (1) vacancy on the Board of Appeals for appointment of all terms to expire
24 12/31/2023. The applicants are as follows:

25 Robert Kaszynski - Due to the two absences of Mr. Kaszynski, the Council decided to
26 move forward with another appointment to the Board of Appeals.

27 Cameron Hamm (interviewed on 11-9-2020) - Councilor Spiller moved to approve
28 Cameron Hamm's appointment to the Board of Appeals, seconded by Councilor Dow.
29 Motion Carried 6-0-0
30 Robert Gray (interviewed on 11-9-2020) – No action taken
31 9. All items involving the town attorney, town engineers, town employees or other town
32 consultants or requested offices.
33 10. PUBLIC HEARINGS
34 a. (110220-2) The Kittery Town Council moves to hold a public hearing on Title 10 Love
35 Lane One Way.
36 The Town Manager gave an overview of updated information regarding the Love Lane
37 One Way.
38 Nate Hios, 48 Love Lane Kittery, ME – Mr. Hios spoke on behalf of his partitioners at
39 the Church of Christ in opposition of Love Lane being one way.
40 Michael O'Keefe, 43 Love Lane Kittery, ME – Mr. O'Keefe spoke in approval of Love
41 Lane being one way.
42 Marcye and Glen Philbrook, 38 Love Lane, Kittery, ME – The Philbrooks spoke in
43 approval of Love Lane being one way.
44 Emily Bailey, 25 Love Lane, Kittery, ME – Ms. Bailey expressed her approval of turning
45 Love Lane into a one-way street.
46 Terry Enis, 46 Love Lane, Kittery, ME – Ms. Enis stated her family's quality of life has
47 improved since changing Love Lane into a one-way street.
48 Joseph Watts, 27 Love Lane, Kittery, ME – Mr. Watts stated he was in favor of the
49 change on Love Lane.
50 Russell Plante, 14 Lyndon Way, Kittery, ME – Mr. Plante wrote that he was opposed to
51 the changes of Love Lane.
52 Chair Thomson stated there were 27 emails approving the changes to Love Lane and 3
53 emails opposing the changes to Love Lane, stating the road should only be one-way
54 from 4 a.m. to 7a.m. Chair Thomson noted there were also a few emails expressing
55 concern with the increased traffic to the roads surrounding Love Lane.
56 Councilor Dow moved to approve Title 10 Love Lane One Way, seconded by Councilor
57 Lemont.
58 Councilor Spiller expressed her concern for individuals walking on Love Lane during the
59 winter, and asked the Town Manager if there were any plans for this.

60 The Town Manager responded by stating the Town would work on striping, bollards,
61 and pedestrian lanes. The Town Manager also said if this were to become a permanent
62 one-way, the Town would look into doing a sidewalk project.

63 Motion Carried 6-0-0

64 11. DISCUSSION

65 a. The public may submit public comments in writing or raise their hand in the webinar
66 for the DISCUSSION agenda.

67 Nate Hios, 48 Love Lane, Kittery, ME – Mr. Hios stated he respects the Council’s
68 decision on Love Lane and asked if the Town could install directional signs for
69 directions to the Church.

70 Marcye and Glen Philbrook, 38 Love Lane, Kittery, ME – Ms. Philbrook thanked the
71 Council for their decision on Love Lane.

72 b. Chairperson will read written comments into the record.

73 Kate Hartwig, Kittery ME – Ms. Hartwig expressed her approval of not selling passes at
74 the Fort Foster gate.

75 Shaye Robbins, 24 Heron Point Lane, Kittery Point, ME - Ms. Robbins wanted to
76 recognize the improvements made at Fort Foster during the pandemic.

77 c. Chairperson’s response to public comments.

78 Chair Thomson responded to Ms. Hartwig and stated that he’s hoping 2021 will be a
79 better year. Chair Thomson also commented that the Town’s online services have been
80 very helpful through the pandemic.

81 Chair Thomson responded to Ms. Robbins and stated that a number of her comments
82 were addressed or were going to be addressed in this meeting concerning the parking
83 issues at Fort Foster, and dogs at Fort Foster.

84 12. UNFINISHED BUSINESS - None

85 13. NEW BUSINESS

86 a. Donations/gifts received for Council disposition - None

87 b. (110220-3) The Kittery Town Council moves to approve the Standing Committee
88 Appointments.

89 Chair Thomson stated that the only change to the Standing Committee Appointments
90 was Vice Chair Lemont is now on the Kittery Climate Adaptation Committee.

91 Councilor Spiller moved to accept the Standing Committee Appointments, seconded by
92 Councilor Dow.

93 Motion Carried 6-0-0

94 c. (110120-4) The Kittery Town Council moves to approve Council Rules.

95 Moved by Councilor Spiller, seconded by Councilor Pelletier.

96 Motion Carried 6-0-0

97 d. (110220-5) The Kittery Town Council moves to appoint the Animal Control Working

98 Group.

99 Chair Judith Spiller

100 David Wrocklage

101 Dianne Miller

102 Christopher Grimms

103 Mary Thron

104 Michael Johns

105 Ryan Bailey

106 Sally Soule

107 Moved by Chair Thomson, seconded by Councilor Pelletier.

108 Motion Carried 6-0-0

109 e. (110220-6) The Kittery Town Council moves to approve a Credit Enhancement

110 Agreement for 76 Dennett Road and orders the Town Manager to execute the Credit

111 Enhancement Agreement on behalf of the Town of Kittery.

112 The Town Manager gave an overview of the Credit Enhancement Agreement for 76

113 Dennett Road.

114 Councilor Dow moved to approve the Credit Enhancement Agreement for 76 Dennett

115 Road, seconded by Councilor Spiller.

116 Motion Carried 6-0-0

117 f. (110220-7) The Kittery Town Council moves to approve a renewal Liquor License

118 application from The Black Birch located at 2 Government Street, Kittery.

119 Moved by Councilor Denault, seconded by Councilor Spiller.

120 Motion Carried 6-0-0

121 g. (110220-8) The Kittery Town Council moves to adopt a Resolution Authorizing

122 Redemption of the Town's 2010 Bonds and the Issuance of Refunding Bonds in

123 Principal Amount not to Exceed \$3,960,000 and that an attested copy of said

124 Resolution be included with the meeting minutes.

125 The Town Manager gave an overview of the Resolution Authorizing Redemption of the
126 Town's 2010 Bonds and the Issuance of Refunding Bonds.

127 Councilor Dow moved to adopt, seconded by Councilor Pelletier.

128 Motion Carried 6-0-0

129 h. (110220-9) The Kittery Town Council moves to schedule a Public Hearing on
130 December 14, 2020 on Title – 2 Administrative Code – Paid Time Off.

131 The Town Manager gave an overview on Title – 2 Administrative Code – Paid Time Off.

132 Chair Thomson moved to schedule a Public Hearing on December 14, 2020, seconded
133 by Councilor Spiller.

134 Motion Carried 6-0-0

135 i. (110220-10) The Kittery Town Council moves to approve the appointment of David
136 Gibson to the Kittery Climate Adaptation Committee for a three-year term to expire
137 12/31/2023.

138 Moved by Councilor Spiller, seconded by Councilor Pelletier.

139 Motion Carried 6-0-0

140 j. (110220-11) The Kittery Town Council moves to authorize the Town Manager to close
141 departments with the exception of essential personnel, the day after Thanksgiving,
142 November 27, 2020, with the understanding that employees will use their personal
143 accumulated time.

144 Moved by Councilor Spiller, seconded by Councilor Dow.

145 Motion Carried 6-0-0

146 k. (1101220-12) The Kittery Town Council moves to appoint a Councilor to interview
147 Wanda Dorlean along with Chair, Bob Guay for an appointment to the KCC Board of
148 Directors for a three-year term to expire 12/31/2023.

149 Chair Thomson moved to appoint Councilor Denault, seconded by Councilor Dow.

150 Motion Carried 6-0-0

151 l. (110220-13) The Kittery Town Council moves to appoint a to interview Gerry Luke
152 along with Chair, Bob Guay for an appointment to the KCC Board of Directors for a
153 three-year term to expire 12/31/2023.

154 Chair Thomson moved to appoint Vice Chair Lemont, seconded by Councilor Pelletier.

155 Motion Carried 6-0-0

156 m. (110220-14) The Kittery moves to appoint a Councilor to interview Rose Eppard
157 along with Chair, Bob Guay for an appointment to the KCC Board of Directors for three-
158 year term to expire 12/31/2023.

159 Chair Thomson moved to appoint Councilor Pelletier, seconded by Councilor Dow.

160 Motion Carried 6-0-0

161 14. COUNCILOR ISSUES OR COMMENTS

162 Councilor Denault inquired about installing a left turning traffic light in the Foreside's
163 Wallingford Square by the Shipyard main gates, so the public could turn left safely due
164 to the traffic from the Shipyard.

165 Councilor Spiller received a complaint about the flag signs on Rte. 1 by Dunkin Donuts
166 and she stated that it is a violation of the sign ordinance.

167 Councilor Dow asked if the Town still had a cable review board, and Chair Thomson
168 responded no. Councilor Dow also wanted to thank the Council for allowing him to
169 include an article in the FY packet it was on Social Justice is the best way to realize
170 through a Council Manager form of Government.

171 Vice Chair Lemont asked about clamming at Spruce Creek and Brave Boat Harbor and
172 stated it has been held up for three years and was only supposed to take two years for
173 the upgrade for the Sewer Treatment Plant at Pierce Island. Vice Chair Lemont asked if
174 the Town Manager had been able to check on the status. Vice Chair Lemont mentioned
175 he could reach out to Marine Resources. The Town Manager stated it would be one
176 year after the plant was fully operational. Vice Chair Lemont asked about Town-owned
177 property, and if the Council was comfortable with the Town Manager looking into it. Vice
178 Chair Lemont also mentioned that he had a complaint regarding the grass at Memorial
179 Circle and wondered if there was a plan to take care of it due to safety issues. Lastly,
180 Vice Chair Lemont spoke about extending the season at Fort Foster.

181 15. COMMITTEE AND OTHER REPORTS

182 a. Communications from the Chairperson

183 Chair Thomson stated that he was spoke prematurely at the last meeting in mentioning
184 the Budgeting 101 Workshop, stating the Town Manager would be busy with the Library
185 Bond and the workshop would be February 1, 2021. Lastly, he commented about this
186 Thanksgiving being the toughest since the 2nd World War for the citizens, due to
187 COVID-19.

188 b. Committee Reports

189 Councilor Dow reported on the EDC meeting.

190 Councilor Spiller reported on the York River Study Committee.

191 16. EXECUTIVE SESSION

192 a. (110220-15) The Kittery Town Council moves to enter into Executive Session with the
193 Town Attorney in accordance with MRS Title 1 §405(6)(E) to consult on legal rights and
194 duties of the Town Council where premature general public knowledge would clearly
195 place the Town at a substantial disadvantage.

196 Chair Thomson moved to go into Executive Session at 7:48 p.m., seconded by
197 Councilor Spiller.

198 Motion Carried 6-0-0

199 Chair Thomson moved to come out of Executive Session at 8:19 p.m., seconded by
200 Councilor Pelletier

201 Motion Carried 6-0-0

202 17. ADJOURNMENT

203 Councilor Dow moved to adjourn at 8:19 p.m., seconded by Councilor Pelletier.

204 Motion Carried 6-0-0

Submitted by Kim Tackett

Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information, the minutes are not intended as a verbatim transcript of comments at the meeting, but a summary of the discussion and actions that took place. For complete details, please refer to the video of the meeting on the Town of Kittery website.

KITTERY TOWN COUNCIL Unapproved Minutes

Remote Special Meeting

Called by Chairperson Jeffrey Thomson

December 3, 2020 5:00 PM

1 1. Call to Order

2 2. Introductory

3 3. Pledge of Allegiance

4 4. Roll Call

5 Councilors present: Charles Denault, Chair Jeffrey Thomson, Vice Chair Kenneth
6 Lemont, George Dow, and Judith Spiller. Councilors absent: Jeffrey Pelletier, and Cyrus
7 Clark.

8 5. DISCUSSION – Discussion is limited to the matters on the agenda for this meeting
9 only.

10 a. The public may submit public comment in writing or raise their hand in the webinar for
11 the DISCUSSION agenda - None

12 b. Chairperson may read written comments into the public record - None

13 c. Chairperson's response to public comments - None

14 6. NEW BUSINESS

15 a. (120120-1) The Kittery Town Council moves to authorize the Town Manager to
16 approve amendments to liquor licenses until the Maine State of Civil Emergency to
17 Protect Public Health is rescinded or terminated, whichever comes first.

18 The Town Manager gave an overview and the reasons for the authorization: the Town
19 Council would be giving the Town Manager authorization to approve amendments to
20 liquor licenses until the Maine State of Civil Emergency to Protect Public Health is
21 rescinded or terminated, whichever comes first.

22 Moved by Chair Thomson, seconded by Councilor Spiller.

23 Motion Carried 5-0-0

24 7. ADJOURNMENT

25 Councilor Dow moved to adjourn at 5:05 p.m., seconded by Councilor Spiller.

26 Motion Carried 5-0-0

Submitted by Kim Tackett

Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information, the minutes are not intended as a verbatim transcript of comments at the meeting, but a summary of the discussion and actions that took place. For complete details, please refer to the video of the meeting on the Town of Kittery website.

KITTERY TOWN COUNCIL Unapproved Minutes

December 14, 2020

Remote Meeting

6:00 PM

1 1. Call to Order

2 2. Introductory

3 3. Pledge of Allegiance

4 4. Roll Call

5 Councilors present: Charles Denault, Jeffrey Pelletier, Chair Jeffrey Thomson, Vice
6 Chair Kenneth Lemont, George Dow, Cyrus Clark and Judith Spiller.

7 5. Agenda Amendment and Adoption

8 Item 10. b. (120220-5) The Kittery Town Council moves to hold a public hearing on a
9 petition for enactment of an ordinance “License Ordinance for Marijuana
10 Establishments” in accordance with Kittery Town Charter, Section 11.02, was removed
11 from the agenda.

12 Item 13.I. (120220-16) The Kittery Town Council moves appoint Wanda Dorlean, Rose
13 Eppard, and Dr. Gerri Luke to the KCC Board of Director all terms are three years and
14 will expire on 12/31/2023, was added to the agenda.

15 6. Town Manager’s Report

16 The Town Manager reported on: JLUS review, clamming, legislative cloture, marijuana
17 petition, Commercial Street parking both sides, COVID staffing, and sidewalk projects.

18 Upcoming Dates: Santa Parade – Saturday, December 19, 2PM. Visit KCC website for
19 route, Holiday Light Challenge – People’s Choice Vote, December 21 – 23, KCC
20 Facebook Page, Town Hall Closed for Christmas Holiday – Thursday, December 24,
21 Town Hall Closed for New Year’s Holiday – Thursday, December 31, and Dog License
22 Renewal – January 31, Town Hall.

23 7. Acceptance of Previous Minutes

24 • June 8, 2020 - Revised

25 • June 15, 2020 – Revised

26 • June 22, 2020

27 • July 13, 2020 Councilor Lemont stated line 92 should have been wishing Councilor
28 Thomson a happy birthday not Councilor Pelletier.

29 Chair Thomson moved to approve the minutes of June 8, June 15, June 22, 2020 as
30 written and July 13, 2020 as amended, seconded by Councilor Spiller

31 Chair Thomson, Vice Chair Lemont, Councilor Pelletier, Councilor Denault, Councilor
32 Clark, and Councilor Spiller voted to approve.

33 Councilor Dow abstained.

34 Motion Carried 6-0-1

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

36 a. (120220-1) The Kittery Town Council moves to interview and reappoint Charles
37 Denault III to the Board of Appeals for a three-year term to expire 12/31/2023.

38 Chair Thomson asked Charles Denault III, if he felt adequately supported by the Town
39 staff in his role as a member of the Board of Appeals. Mr. Denault responded yes.

40 Moved by Councilor Spiller, seconded by Councilor Pelletier.

41 Motion Carried 7-0-0

42 b. (120220-2) The Kittery Town Council moves to interview and reappoint Russell White
43 to the Planning Board for a three-year term to expire 12/31/2023.

44 Chair Thomson asked Russell White if he felt adequately supported by the Town staff in
45 his role as a member of the Planning Board. Mr. White responded yes.

46 Moved by Councilor Spiller, seconded by Councilor Pelletier.

47 Motion Carried 7-0-0

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

50 a. (120220-3) The Kittery Town Council moves to authorize the Town Manager to work
51 with the Housing Committee on applying to HUD for a Comfort Letter regarding
52 affordable housing on 45 Woodlawn Avenue (aka Cole Street property/Emery Field) and
53 to report back to Council on HUD'S response.

54 The Town Manager and the Chair of the Housing Committee, Matthew Brock gave an
55 overview of applying to HUD for a Comfort Letter regarding affordable housing on 45
56 Woodlawn Avenue (aka Cole Street property/Emery Field) and to report back to Council
57 on HUD'S response.

58 Councilor Spiller stated initially she thought this was a great idea and supports
59 affordable housing in Kittery, but she had concerns regarding green space as the area
60 in question is densely populated.

61 Housing Committee Chair Brock responded to Councilor Spiller by stating that her
62 questions are down the road questions, and encouraged the Council to apply for the
63 Comfort Letter and then look at the options.

64 Councilor Pelletier stated he was in support of sending the Comfort Letter but
65 expressed concerns about construction in this area.

66 Councilor Dow spoke in support of the Comfort Letter and the options it could bring.

67 Chair Thomson spoke in support of the Comfort Letter.

68 Councilor Denault expressed his concerns and stated he would be voting no.

69 Councilor Lemont said he was in support of the Comfort Letter.

70 Moved by Councilor Dow, seconded by Councilor Spiller.

71 Motion Carried 5-2-0

72 Chair Thomson, Vice Chair Lemont, Councilor Dow, Councilor Clark, Councilor Pelletier
73 voted yes.

74 Councilor Spiller, and Councilor Denault voted no.

75 10. PUBLIC HEARINGS

76 a. (120220-4) The Kittery Town Council moves to hold a public hearing on Title 2
77 Administrative Code – Paid Time off.

78 The Town Manager gave an overview of Title 2 Administrative Code – Paid Time off.

79 Moved by Councilor Dow, seconded by Councilor Pelletier.

80 Motion Carried 7-0-0

81 b. (120220-5) The Kittery Town Council moves to hold a public hearing on a petition for
82 enactment of an ordinance “License Ordinance for Marijuana Establishments” in
83 accordance with Kittery Town Charter, Section 11.02.

84 11. DISCUSSION

85 a. The public may submit public comments in writing or raise their hand in the webinar
86 for the DISCUSSION agenda.

87 b. Chairperson will read written comments into the record.

88 c. Chairperson’s response to public comments.

89 12. UNFINISHED BUSINESS

90 13. NEW BUSINESS

91 a. Donations/gifts received for Council disposition

92 b. (120220-6) The Kittery Town Council moves to reappoint the following Board and
93 Committee members as follows, all terms are three years and will expire on 12/31/2023.

94 • Alan Rindler – Board of Assessment Review

95 • Joyce Tobey – Board of Trustees of Trust Funds

96 • Christopher Perkins – Capital Improvement Committee

97 • Richard Demarco – Parks Commission

98 • Gale Turner – Parks Commission

99 • Jeffrey Clifford – Economic Development Committee

100 • Jeff Brake – Education Scholarship Committee

101 Moved by Chair Thomson, seconded by Councilor Spiller.

102 Motion Carried 7-0-0

103 c. (120220-7) The Kittery Town Council moves to approve a renewal liquor license
104 application from Weathervane Seafoods, 306 US Route 1, Kittery.

105 Moved by Councilor Denault, seconded by Councilor Pelletier.

106 Motion Carried 7-0-0

107 d. (120220-8) The Kittery Town Council moves to approve a renewal liquor license
108 application from Robert's Maine Grill, 326 US Route 1, Kittery.

109 Moved by Councilor Pelletier, seconded by Councilor Dow.

110 Motion Carried 7-0-0

111 e. (120220-9) The Kittery Town Council moves to approve a renewal liquor license
112 application from the 518 Noodle Bar, 518 US Route 1, Kittery.

113 Moved by Councilor Pelletier, seconded by Councilor Dow.

114 Motion Carried 7-0-0

115 f. (120220-10) The Kittery Town Council moves to approve a renewal liquor license
116 application from the Blue Mermaid, 10 Shapleigh Road, Kittery.

117 Moved by Councilor Pelletier, seconded by Councilor Dow.

118 Motion Carried 7-0-0

119 g. (120220-11) The Kittery Town Council moves to approve a renewal liquor license
120 application from Loyal Order of Moose #444, 76 US Route 1 Bypass, Kittery.

121 Moved by Councilor Pelletier, seconded by Councilor Dow.

122 Motion Carried 7-0-0

123 h. (120220-12) The Kittery Town Council moves to approve the renewal of a Special
124 Activity-Amusement permit for Loyal Order of Moose #444, 76 US Route 1 Bypass,
125 Kittery.

126 Moved by Councilor Pelletier, seconded by Councilor Dow.

127 Motion Carried 7-0-0

128 i. (120220-13) The Kittery Town Council moves to extend the waiver of enforcement of
129 certain provisions of Title 5.7 Sidewalk Sales until the expiration or termination of the
130 State of Emergency.

131 The Town Manager gave an overview of extending the waiver of enforcement of certain
132 provisions of Title 5.7 Sidewalk Sales until the expiration or termination of the State of
133 Emergency.

134 Moved by Councilor Pelletier, seconded by Councilor Dow.

135 Motion Carried 7-0-0

136 j. (120220-14) The Kittery Town Council moves to schedule a public hearing on Title-16
137 Outdoor Dining on January 11, 2021.

138 The Town Manger gave an overview of Title-16 Outdoor Dining.

139 Moved by Councilor Dow, seconded by Councilor Pelletier.

140 Motion Carried 7-0-0

141 k. (120220-15) The Kittery Town Council moves to discuss a draft of the 2021 Annual
142 Goals.

143 Chair Thomson stated that the draft looked good but he would like to add a few things to
144 the back page.

145 Under Town Assets and Infrastructure: Develop recommendations and (**to add** action
146 plans) for the reuse or disposition of various town owned or tax-acquired properties.

147 Under Develop and Sustain the Professional Staff: Plan for addressing increasing
148 demands for police, fire, (**to add** code enforcement) and public works services.

149 Chair Thomson asked the Council if they would like to send suggestions and comments
150 to the Town Manager and move ahead with adoption at the January 11, 2021 meeting,
151 or have a workshop on January 25, 2021.

152 Councilor Spiller suggested going ahead with the adoption at the January 11, 2021
153 Council meeting.

154 The Council was all in favor.

155 I. (120220-16) The Kittery Town Council moves appoint Wanda Dorlean, Rose Eppard,
156 and Dr. Gerri Luke to the KCC Board of Director all terms are three years and will expire
157 on 12/31/2023.

158 Moved by Councilor Dow, seconded by Councilor Denault.

159 Motion Carried 7-0-0

160 14. COUNCILOR ISSUES OR COMMENTS

161 Councilor Spiller wanted to wish everyone Happy Holidays.

162 Councilor Denault stated that the lights are still out on the west side of Rte 95 and
163 wondered if the Town Manager had heard back from MaineDOT. Councilor Denault also
164 mentioned to the Chair the idea of having a workshop with the various boards and
165 committees to make sure we are all in sync with all the ordinances and brainstorm some
166 ideas about the application process. Councilor Denault wished everyone a Merry
167 Christmas.

168 Councilor Dow stated he completed his training with MMA, and he wished everyone
169 Merry Christmas and Happy Holidays.

170 Councilor Pelletier said Happy New Years and that it can't come soon enough.

171 Vice Chair Lemont spoke about the elections of the Trustees of the Kittery Water District
172 being tied. Vice Chair Lemont wanted to let the public know there would be another
173 election and tell everyone to vote. He also wanted to wish everyone Happy Holidays.

174 15. COMMITTEE AND OTHER REPORTS

175 a. Communications from the Chairperson

176 Chair Thomson stated he had a discussion with the Chair of the School Committee and
177 they settled on a short Zoom meeting on Tuesday, January 5, 2021 to discuss the
178 upcoming budget cycle. The meeting will include the Council and School Committee
179 Chairs, co-Chairs, the Town Manager and the School Superintendent. Chair Thomson
180 also wanted to wish everyone a Happy Holidays.

181 b. Committee Reports

182 Councilor Spiller wanted to give an update on the Animal Control Working Group and
183 the Climate Adaptation Committee.

184 16. EXECUTIVE SESSION - None

185 17. ADJOURNMENT

186 Councilor Pelletier moved to adjourn at 7:27 p.m., seconded by Councilor Denault.

187 Motion Carried 7-0-0

Submitted by Kim Tackett

Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information, the minutes are not intended as a verbatim transcript of comments at the meeting, but a summary of the discussion and actions that took place. For complete details, please refer to the video of the meeting on the Town of Kittery website.



Capital Improvement Plan

Fiscal Years 2022 to 2026

Capital Improvement Committee

- Charles Denault, Council Member
- Eric Lemont, School Committee Member
- Jeff Clifford, Citizen Representative
- Chris Perkins, Citizen Representative
- Kendra Amaral, Town Manager
- Patricia Moore, Finance Director/Asst Town Manager
- Eric Waddell, School Superintendent

Process



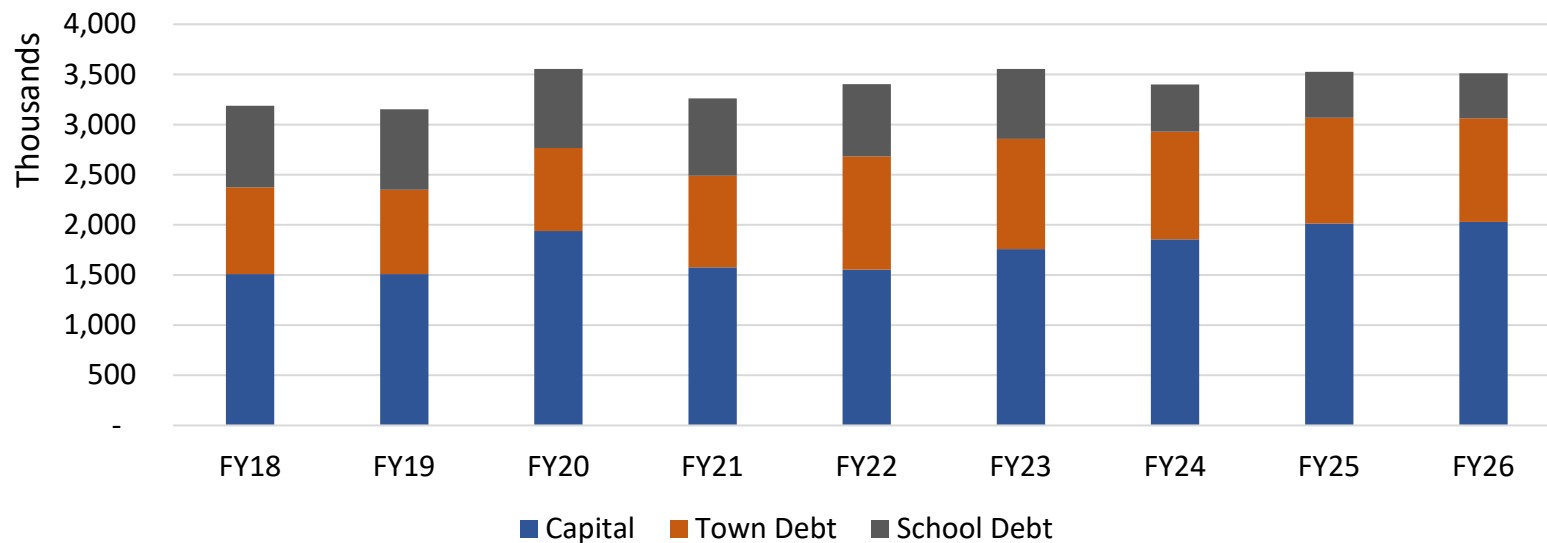
Policy & Program Update

- Policy amendment proposed to incorporate climate resiliency and climate change considerations.
- Added “Projects on the Horizon” for Kittery Port Authority; projects that are currently conceptual and higher cost than is supported by reserve approach.
- Incorporated detailed asset management plan for:
 - Municipal Technology
 - Police Vehicles

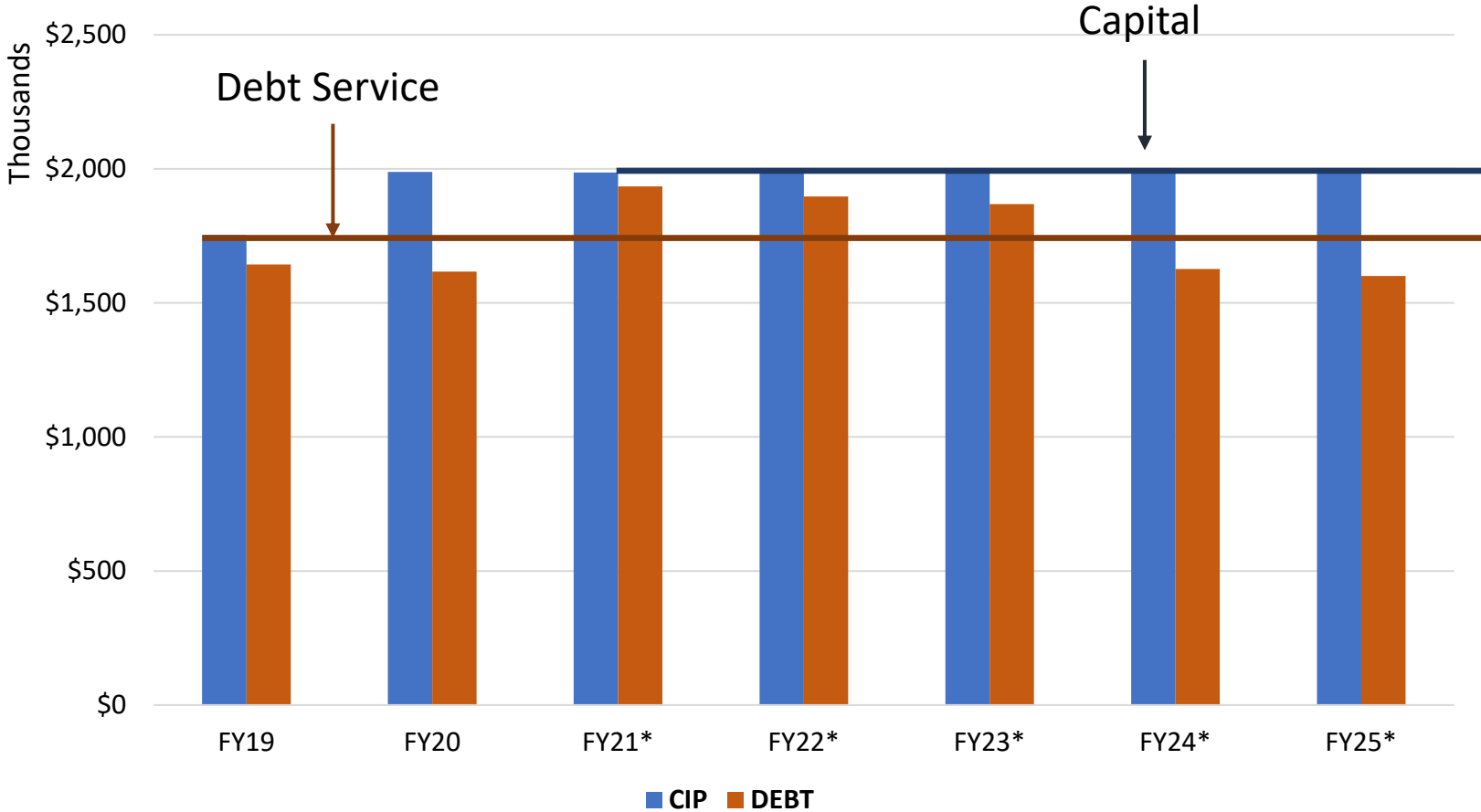
Overview

	Pre-COVID Proposal FY21	Approved FY21	Proposed FY22
Capital Requests	\$1,986,517	\$1,455,500	\$1,588,900
YE Transfers	0	190,850	TBD
Rev & Other Funds Offsets	(35,000)	(35,000)	(35,000)
NET CIP	\$1,951,517	\$1,576,350	\$1,553,900

Combined CIP

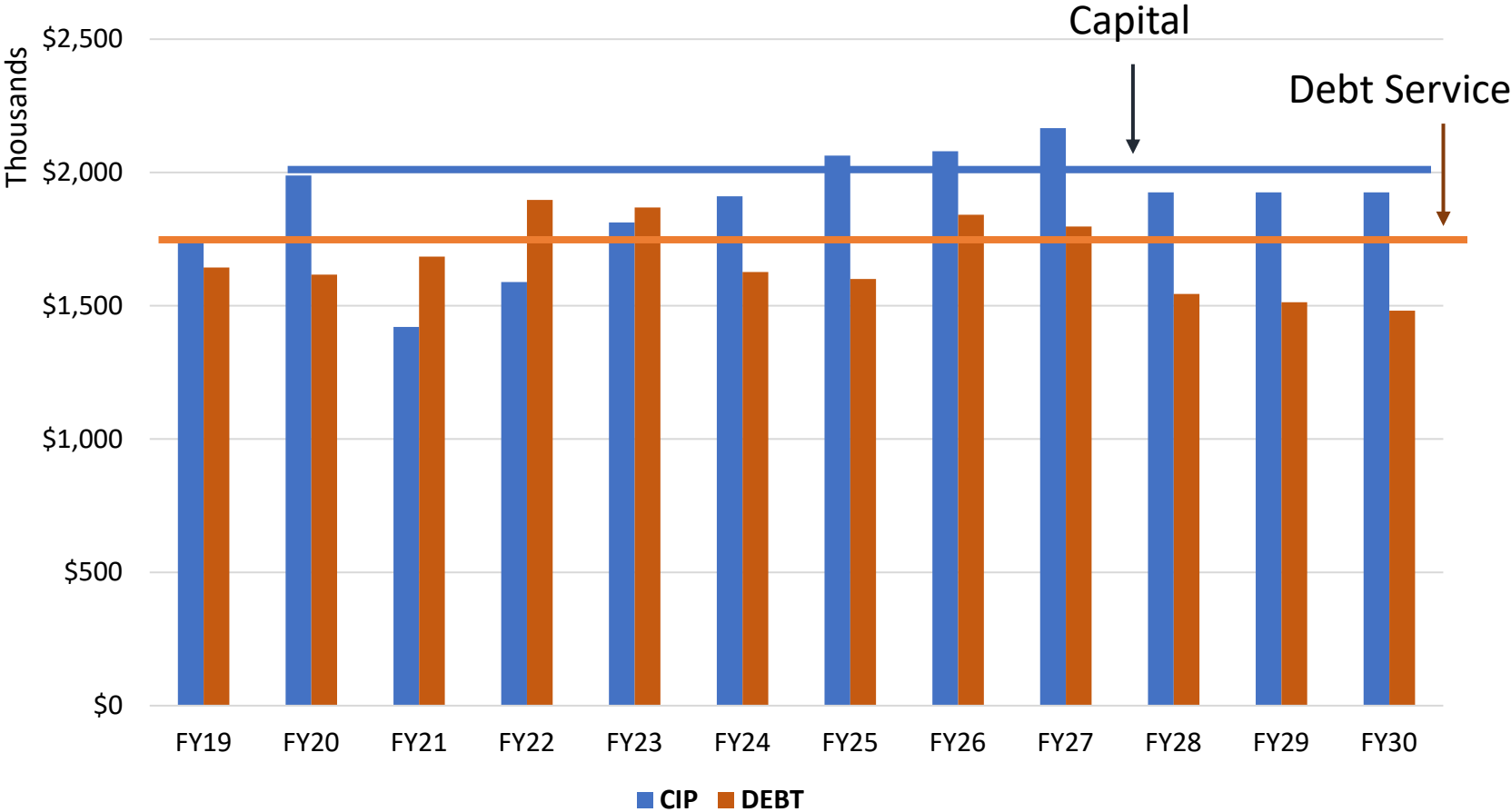


Pre-COVID Plan



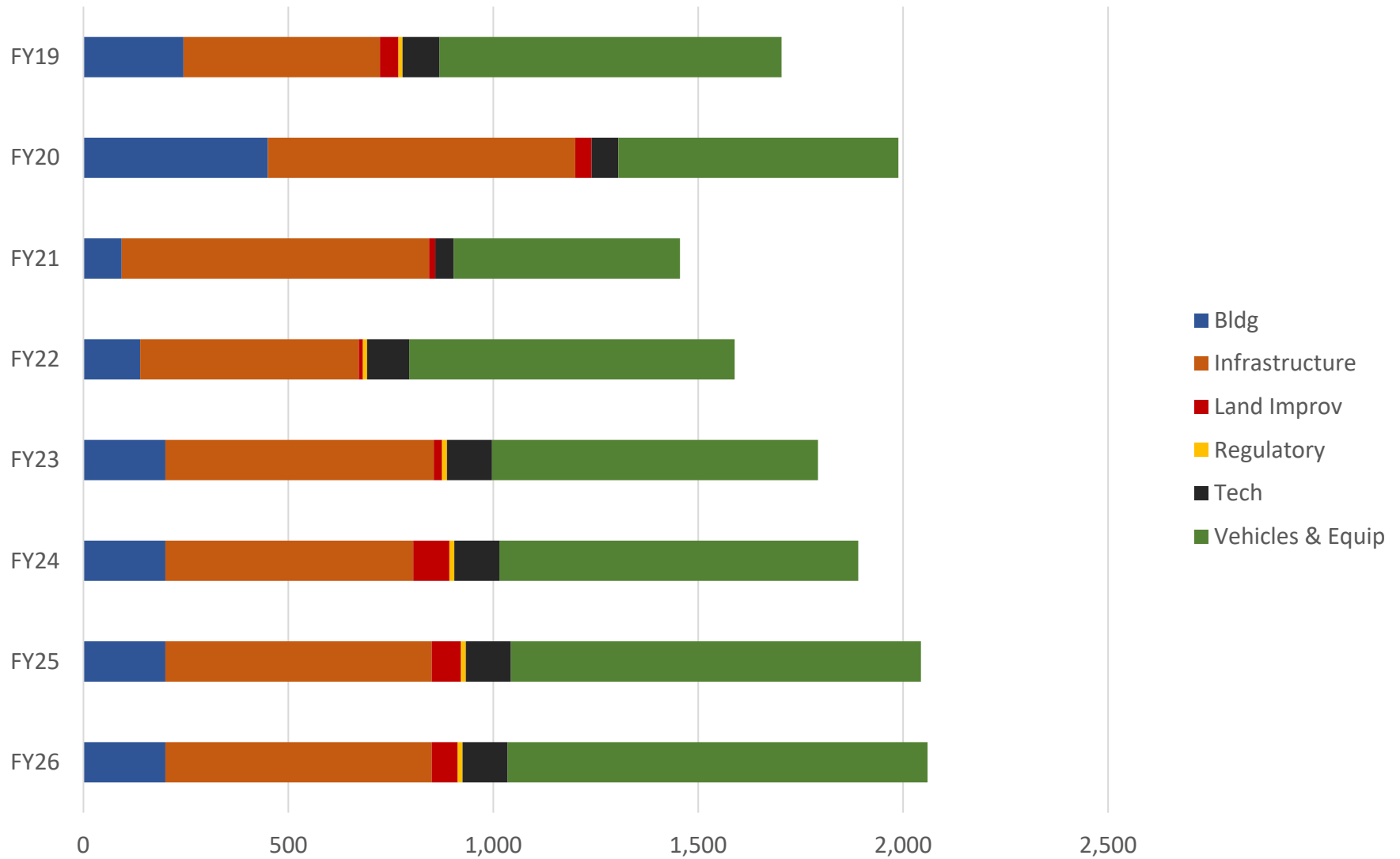
*Bonds exclude Sewer debt; includes projected Library Project Debt

Revised Plan



*Bonds exclude Sewer debt

CIP Funding By Category



Holding Accts

- Right of Way funding supports ongoing implementation of Pavement Management Plan and builds some contingency for Rte 1 paving in FY23.
- Fire Apparatus - rebuilding reserve for next replacements scheduled for FY26 ~ \$840,000.
- Continue to build Municipal Facility reserve for planned future needs.



Other Holding Accounts

- Municipal Facility Reserve will rely on built up reserves for the FY22 program.

Municipal Facility Summary

	2022	2023	2024	2025	2026
AIR CONDITIONING		\$ 84,413			
EMERGENCY POWER	\$ 92,882				
EXTERIOR WALLS		\$ 30,951			
FLOOR COVERINGS					
HEATING SYSTEM		\$ 6,155			
INTERIOR WALLS		\$ 24,761			
POWER DISTRIBUTION					
ROOF SYSTEMS				\$ 5,320	
SITE UTILITIES					
VEHICULAR & PEDESTRIAN MOVEMENT		\$ 50,423			\$ 143,846
VENTILATION UNITS		\$ 3,658			
UNPLANNED PROJECTS	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
FIRE PROTECTION					\$ 32,637
Total Est Projects	\$ 112,882	\$ 220,362	\$ 20,000	\$ 25,320	\$ 196,483

Reserve Accounts

- Most Reserve Accts were not funded in FY21 as a result of COVID-19 budget impacts. FY22 proposal starts to rebuild reserve plan to pre-COVID levels.
- Multi-year Technology Plan includes redesign of network architecture, transition to VoIP, equipment replacement.
- KCC equipment will be integral to service as community resumes normal activities post COVID-19.

FY2022			
Name	Priority	Status	Dependency
BACKUP: Acronis CyberCloud Migration	Medium	Not Started	
KWW Waste Water Virtualization/Network Rebuild	Medium	Not Started	Office 365 Government Community Cloud (GCC) Migration
Domain Reorganization	Low	Planning	Endpoint Security Enhancement
KPD Wireless Upgrade	Medium	Not Started	
SECURITY: Harden Local servers With Department of Defense settings (STIGS)	High	Not Started	New Hosts for Town Administration Office
New Network Switching - All locations	Medium	Not Started	Domain Reorganization
HARDWARE: Police: Evidence PC (Isolated PC)	Low	Not Started	
AUDIT: Business Continuity Review	High	Not Started	Compliance: Upgrade Local Servers to Windows 2019
Upgrade/Replace Windows 7: Year 2	Critical	Planning	
HARDWARE: Obsolete/Out of Warranty PC Replacements	High	Not Started	

Projects & Debt

Projects

- No new projects proposed for FY22

Debt

- Library Expansion and Renovation ~\$350,000/annual
 - 20 Year Bond
 - Interest rate: 1.18% blended
- Refinance 2010 School and DPW bonds
 - \$640,000 savings over the next 10 years



On the Horizon

FY20 Unassigned Fund Balance	\$6,970,748
Policy 2.5 Months of Operating Costs	\$6,998,525
Surplus/(DEFICIT)	(\$27,777)



On the Horizon

Planned	Funded Year	COST	Unassigned Fund	Capital	Annual Debt	Grants
Senior Tax Circuit Breaker	Ongoing	\$50,000	\$ 50,000	\$ -	\$ -	\$ -
Compensated Absences	Ongoing	\$125,000	\$ 125,000	\$ -	\$ -	\$ -
In Evaluation Phase						
Ambulance Relocation ¹	TBD	\$700,000	\$ 700,000	\$ -	\$ -	\$ -
Memorial Field ² - Phase 1	TBD	\$1,000,000	To Be Determined			
Stevenson Sidewalk ³	TBD	\$750,000	To Be Determined			
Removal of Cole Street Bldg	TBD	\$80,000		\$ -	\$ -	\$ -
TOTAL			\$ 875,000	\$ -	\$ -	\$ -
Requested						
Dredge Pepperell Cove - Engineering and Permitting	2022	\$ 292,000	To Be Determined			
Love Lane Sidewalks ³	TBD	1,900,000	To Be Determined			
TOTAL		\$ 4,897,000		\$ -	\$ -	\$ -

* See notes in Capital Improvement Plan

Conclusion

- FY21 CIP allocation was reduced to respond to COVID-19.
- Reserve approach is working, absorbing larger projects without impacting long-term asset management while providing flexibility in lean years.
- Protection of unassigned fund balance, long-term planning, and reserve approach viewed favorably by Rating Agencies.
- Replacement schedules are gaining detail and predictability.
- Five Year CIP will slowly rebuild to resume stabilization.
- FY22 plan drivers:
 - Rebuild reserve account funding incrementally
 - Roads, facilities, technology

TOWN OF KITTERY



CAPITAL IMPROVEMENT
PROGRAM
2022-2026



CIP Committee

Town Councilor – Charles Denault

School Committee Member - Eric Lemont

Citizen Representative - Jeff Clifford

Citizen Representative - Chris Perkins

School Superintendent - Eric Waddell

Town Manager - Kendra Amaral

Finance Director/Assistant Town Manager – Patricia Moore

200 ROGERS ROAD
KITTEY, ME 03904

EXECUTIVE SUMMARY

The Town of Kittery is committed to maintaining a five-year Capital Improvement Plan (CIP), for the purpose of identifying and prioritizing investment in the Town's assets. The assets included in the CIP are critical to delivering core services of the Town government and supporting the community's goals and objectives.

As a communication tool, the CIP informs the Town Council and the public about the Town's efforts to plan for ongoing management of assets including buildings, roadways, equipment, vehicles, technology, and records. A properly developed CIP also guides the development of a debt plan, and identifies potential timing and bundling of higher cost investments for future bonding.

COVID-19 Impact on the Prior Year's CIP

By January of 2020, the CIP was refined to a point that annual funding requirements were projected to stabilize at approximately \$1.95M each year through FY25. This stable annual projection adequately funded planned projects and built reserves for future needs. The stability of the annual CIP funding reduced pressure on the annual operating budget, and provided a relief valve in case the annual budget needed to be decreased in response to a financial or catastrophic emergency. COVID-19 proved to be such an emergency.

The Town Council was cognizant of the economic impacts immediately effecting taxpayers at the early onset of the pandemic in June of 2020. The Council directed that the FY21 general government budget, inclusive of capital funding, have no net increase over the prior year's budget. Accordingly, the FY21 CIP request was reduced from its proposed total of \$1,986,167 to \$1,455,500. Despite the significant reduction in funding, the existing capital reserve balances allowed the town to implement its planned critical capital projects as scheduled.

Fiscal Year 2022 CIP

The Town currently holds \$2.6M in capital reserves for planned and unplanned future needs associated with roadways, equipment, buildings, technology, and land improvements. This "reserve" approach to funding capital allows the Town to make large purchases like a pumper truck in FY19 for \$550,000 without requiring debt or deferring other equally important capital projects each year.

The FY22-FY26 CIP focuses on rebuilding funding to the pre-COVID-19 projected levels at a pace that is measured and appropriate, given the ongoing pandemic and its economic impact on taxpayers. The proposed funding for capital in FY22 is \$1,588,900, representing an increase of \$133,400 over the previous year's COVID-19 adjusted funding. For comparison, the pre-COVID five-year plan called for \$1,951,167 to be funded in FY22. The funding proposed for FY22 will be supplemented by a request for transfers of approximately \$72,000 from remaining balances in completed project accounts to reserve accounts.

Debt service will be \$1,849,834, an increase of \$165,329. In January of 2021, the Town issued bonds to fund the Rice Library expansion and renovation project (\$5M) and refund the 2010 bonds for the Mitchell and Shapleigh Schools and DPW Shed. The refund of the 2010 bonds resulted in approximately \$640,000 in savings over the remaining ten years of the debt; the FY22 savings will be approximately \$64,000, split between the Town and School operating budgets. The Library bond issuance was delayed due to COVID-19. The full debt service for this bond is incorporated into the FY22-FY26 CIP.

The FY22-FY26 CIP projection reflects a measured approach to reestablishing a stable annual capital budget. The Town will likely draw on existing capital reserve balances to complete projects in the near term as reserve account funding is rebuilt slowly over the next five years. The Town is also actively seeking grants to offset costs and support the capital program.

Funding for Holding Accounts is proposed to increase \$98,000 from the prior fiscal year. The Five-Year Pavement Management Plan includes approximately \$500,000 in road and drainage projects. The town will also conduct its five-year road condition assessment, which will be used to update the Pavement Management Plan. This is the third year the CIP has a detailed Facility Management plan incorporated into it; and serves as the basis for the Municipal Facility Reserve account requests. The priority project is to install a generator at Town Hall to prevent service disruption and loss of productivity during power outages.

The Capital Reserve Accounts are projected to increase \$335,400 in FY22. A number of reserve accounts were not funded in FY21 to accommodate the Council's COVID-19 budget goal. The FY22 plan restores reserve funding for most of the accounts including School's KCC, Harbormaster (KPA), and Town Hall Records.

There are no new Capital Projects proposed for FY22. The next possible capital project is projected for FY24 and focuses on rehabilitation of Legion Pond. The project will cost over \$262,000 over six years (unadjusted for escalation), and was proposed in response to Council requests to bring the Pond back to a historic condition that supported neighborhood swimming and fishing.

Included in this plan is the Town's "on the horizon" list which includes potential projects or ideas that could impact the unassigned reserve fund, the capital program, or debt. Also incorporated this year is the Kittery Port Authority's "on the horizon" list which contemplates additional, large, capital project ideas. "On the horizon" projects reflect ideas that may not yet be vetted, prioritized, or approved.

The Capital Improvement Plan process commenced with a review of the Town's Capital Improvement Program policy. The policy was updated this year to reflect the Town's climate resiliency goals. The capital request forms were updated to identify whether a project will reduce greenhouse gas emissions (GHG) and/or improve energy efficiency, and to identify whether an asset is susceptible to impacts of climate change and/or sea level rise.

Department heads submitted their FY22-FY26 requests and presented them to the CIP Committee. Through this process, the CIP Committee asked questions, sought additional information, and proposed amendments to the requests. The CIP Committee then reviewed all of the requests as an assembled plan. They evaluated the projects requested based on justification, priority, need, and impact on the Town's ability to deliver core services to both residents and businesses. This report represents the culmination of their work and the proposed five-year capital improvement plan.

In summary, the FY22-FY26 CIP includes:

- Slow rebuild of the annual capital allocations to pre-COVID-19 levels.
- Incorporate the Town's climate adaptation goals into the policy and ensure the Town is making appropriate investments in assets vulnerable to environmental impacts of sea level change.
- "Projects on the horizon" to enhance long-term planning for use of unassigned reserve, capital funds, and debt. Incorporated Kittery Port Authority "on the horizon" ideas into the plan.

We wish to thank the Committee and the staff who participated in the development of the CIP. Their insight, expertise, and consideration added significant value to the process.

TABLE OF CONTENTS

EXECUTIVE SUMMARY	i
MANDATE.....	1
DEFINITIONS.....	2
COORDINATING COMMITTEE.....	3
PLANNING SCHEDULE	5
CAPITAL IMPROVEMENT POLICIES	6
DEBT POLICIES	6
FIXED ASSET POLICIES	7
PROCESS SUMMARY	8
CAPITAL PROJECT REQUESTS SUMMARY.....	11
DETAILED CAPITAL PROJECT REQUESTS.....	14
Right of Way Reserve.....	15
Fire Apparatus Reserve.....	18
Open Space Reserve	20
Municipal Facility Reserve	21
DPW Vehicles and Equipment Reserve.....	27
MS4 Compliance.....	29
Parks Reserve	30
School Facility Reserve	31
School Vehicle Reserve	32
School Equipment Reserve	33
School Technology Reserve.....	34
Fire Equipment Reserve.....	35
Technology Reserve.....	36
KCC Equipment Reserve.....	38
KCC Facility Reserve.....	39
Kittery Port Authority Boat Reserve	42
Kittery Port Authority Equipment Reserve	44
Kittery Port Authority Facility Reserve	46
Police Vehicle Reserve	49
Police Equipment Reserve	51
Fire Facility Reserve.....	52
Records Preservation.....	53
Legion Pond Restoration.....	54
PROJECTS ON THE HORIZON	56
APPENDIX A - DEBT SCHEDULE.....	58

MANDATE

The Kittery Town Charter mandates a capital program as follows:

“Sec. 6.05. Capital program”

(1) Submission to manager. The town manager shall prepare and submit to the council a 5-year capital program at least 90 calendar days prior to the final date for submission of the proposed budget.

(2) Contents. The capital program shall include:

(a) A clear general summary of its contents;

(b) A list of all capital improvements which are proposed to be undertaken during the 5 fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;

(c) Cost estimates, method of financing and recommended time schedules for each such improvement;

(d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired; and

(e) Recommendations to fund improvements in the established capital program dedicated reserve account; any proposed multi-year capital bonds for voter approval; or any to be addressed as a separate budget line item to be fully funded in the ensuing fiscal year with voter approval. Debt service for voter approved capital bonds and capital improvement program dedicated reserve funds are annual appropriations.

(3) Capital program requirements approved by council to be entirely funded in the ensuing fiscal year, as a separate budget account line item outside the capital program dedicated reserve account, must be submitted to the qualified voters of the town after a public hearing, at a regular or special election, or town meeting as prescribe herein, and are obligated provided a majority of the legal votes cast in such election are in the affirmative.

(4) The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.”

Overview

One of the primary responsibilities of municipal government and school officials is to preserve, maintain, and improve a community’s stock of buildings, roads, parks, sewer facilities, machinery, apparatus and equipment. Planning for capital improvements is a matter of prudent financial management as well as sound development practice.

Kittery’s capital improvement program (CIP) is to be a blueprint for planning capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity and physical development and is a community plan for short and long-range physical development in the form of capital purchases of equipment or facilities. It is intended to link the Town's comprehensive plan and fiscal plan to physical developments.

The capital improvement program is a five-year outlook that includes the upcoming year's proposed spending plan for capital items, the annual funding for reserve and holding accounts that support ongoing maintenance and/or projected future capital outlays, and projected capital expenditures and needed reserves for the four years beyond the capital budget.

The CIP goal is to insure sound fiscal and capital planning through effective leadership with the involvement and cooperation of all municipal departments. The CIP will support the following objectives:

- Developing revenue policies for proposed improvements.
- Determining budgeting methods for projects.
- Promoting inter-department coordination of projects within the town.
- Informing the public of planned capital improvements.
- Facilitating coordination between capital needs and the operating budgets.
- Enhancing the community's credit rating, control of its tax rate, and avoid sudden changes in its debt service requirements.
- Identifying the most advantageous means of financing capital projects.
- Increasing opportunities for obtaining federal and state aid.
- Relating public facilities to other public and private development and redevelopment policies and plans.
- Focusing attention on community objectives and fiscal capacity.
- Keeping the public informed about future needs and projects.
- Coordinating the activities of neighboring and overlapping units of local government to reduce duplication.
- Ensure public capital is resilient to environmental factors such as climate change and sea level rise.

Under GASB 34, the town is required to capitalize and depreciate long-term assets; including such items as equipment, real property, and infrastructure; and report this information in the town's annual financial report.

DEFINITIONS

Accumulated Depreciation The total depreciation expense accumulated since the acquisition date of the fixed assets to the current fiscal year.

Ancillary Costs Costs, in addition to purchase or construction costs, related to placing a fixed asset into its intended state of operation. Normally, ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor ancillary costs, not measurable at the time a fixed asset is recorded in the department's fixed asset inventory system, may be expensed.

Construction in Progress A long-term asset reflecting the cost of construction work undertaken, but not yet completed (usually a capital project).

Capital Improvement Holding Accounts The accounting identifier line in the town chart of accounts grouping the CIP funds dedicated for replacement of assets with a cost above \$25,000 and a life cycle greater than five years.

Capital Improvement Reserve Accounts CIP budget lines maintained by the departments for future demands for, repair, rehabilitation, or replacement, of fixed assets that cost between \$5,000 and \$25,000 and have a useful life more than five years.

Capital Replacement Cost The figure calculated for replacement of an asset. Capital replacement cost may be calculated based on original cost multiplied by the Schedule of Useful Life and an inflation factor, by current replacement costs multiplied by an inflation factor and the remaining Useful Life.

Depreciation Method For the purposes of implementing GASB 34, depreciation will be calculated using the straight-line depreciation method. Straight-line assumes that the asset will depreciate at the same rate each year of its useful life.

Infrastructure Long-lived fixed assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure may include roads, bridges, dams, and similar fixed assets. For capitalization purposes, the town only considers roads and bridges that are the town's responsibility, to be infrastructure. Departments should maintain records for all infrastructure for asset management purposes but should not capitalize or report infrastructure that is not roads or bridges.

Intangible Asset Intangible assets are long-term assets that have no physical substance and are used in operations to produce products or services. Intangible asset costs must be systematically allocated to expenses over their useful life through a process called amortization.

Useful Life The length of time something is expected to last for its intended purpose. For depreciation purposes the useful life will be determined by departments using published guidelines from professional organizations and industries, available information for comparable assets used by similar government agencies, and internal information based on experience.

COORDINATING COMMITTEE

The Town Council establishes and appoints a Capital Improvement Committee composed of one (1) Town Council representative, one (1) School Committee representative, two (2) citizen representatives for three (3) year staggered terms, the School Superintendent or designee, the Finance Director, and the Town Manager.

The Committee is to study proposed capital projects and improvements involving major tangible assets and projects which:

- 1) are purchased or undertaken at intervals of not less than five years;
- 2) have a useful life of at least five years; and
- 3) cost over \$25,000.

The Town Manager, and any applicable boards and committees, including the Council and the School Committee will provide information concerning all anticipated projects requiring June Election voter action during the ensuing five years. The Committee will establish the deadline and form in which information must be provided.

The Committee is to consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation may be voted for a capital improvement unless the proposed capital improvement is considered in the Committee's report, or the Committee first submitted a report to the Town Council explaining the omission.

The Committee will prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following four fiscal years. The report is submitted to the Town Council for its consideration and approval. Upon approval, the Town Council will submit the Capital Improvement Program to the Town Manager as required by the Charter. The Town Manager will incorporate the Capital Improvement Budget into the proposed operating budget for the ensuing fiscal year.

The Committee's report and the Council's recommended Capital Budget is to be published and made available in a manner consistent with budget materials distribution. The Committee submits its original report with the Town Clerk.

PLANNING SCHEDULE

Timetable	Action
Oct – Nov	<p>Status of Previously Approved Projects CIP Committee reviews status of previously approved projects.</p>
Nov – Jan	<p>Solicitation, Compilation and Evaluation of Project Requests Department Managers prepare and submit project requests.</p>
Dec - Jan	<p>Town's Financial Capacity Town Manager prepares financial analysis.</p> <p>Financing Plan Town Manager assembles project list and supporting data; Reserve and depreciation account requests to CIP Committee with preliminary funding source recommendations.</p>
Jan – Feb	<p>Project Prioritization CIP Committee reviews and ranks requests.</p> <p>Capital Improvements Program Development CIP Committee prepares five-year schedule of projects and makes recommendations on method of financing based upon financial analysis.</p>
Feb	<p>Capital Improvement Program Presentation and Approval CIP Committee presents Capital Budget and Capital Program to the Town Council. Council reviews CIP and holds public hearing. Council approves prepared CIP, as may be adjusted/amended.</p> <p>Approved projects scheduled for upcoming year are submitted to the Town Manager for incorporation into budget.</p> <p>Council reviews Capital Budget and prepares recommendation for June Election Warrants.</p>
Jun	<p>Election Voter approval of upcoming year's capital budget warrants and review of capital plan, followed by department head preparation for acquisition and development activities on July.</p>

CAPITAL IMPROVEMENT POLICIES

- The town will make all capital improvements in accordance with an adopted capital improvement program, except as may be necessary under the emergency provisions of the town charter.
- The town will develop and enact an annual capital budget based on the multi-year capital improvement program.
- The town will maintain all its assets at a level adequate to protect the town's capital investment and to minimize future maintenance and replacement costs.
- The town will plan for environmental factors and variations, such as sea level rise and other impacting climate changes, and invest responsibly in infrastructure and infrastructure modifications to ensure the resiliency of the community, public operations, municipal assets.
- The town will determine the most advantageous financing method for all new projects.
- The town will maintain an unassigned fund balance (unencumbered surplus) at a minimum equal to two and a half months of current fiscal year operating budget inclusive of Town and School budgets.
- The town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to June Election Voters for approval.
- Departments will coordinate development of the capital improvement budget with development of the operating budget. Future operating, repair and maintenance costs associated with new capital improvements will be projected and included in operating budget forecasts.
- Departments will project equipment replacement and maintenance needs of \$5,000 or more for the next several years and will update this projection each year. From this projection, a schedule will be developed to establish/maintain budget capital improvement reserve accounts for replacement of fixed assets between \$5,000 and \$25,000 in original cost.
- Departments will address annual operating, repair and maintenance (R&M), and materiel acquisition/replacement costs less than \$5,000 in operating budgets.
- The town will establish/maintain asset depreciation accounts in the capital improvement program.
- The fund established for cable franchise fees shall be utilized to defray the capital and operating cost of providing public, education, and government access through local broadcast and streaming of local proceedings, meetings, events, and programs of interest to the community. The fund balance shall not exceed \$200,000 at the close of each fiscal year. When the fund balance does exceed \$200,000, the excess funds may be transferred to capital holding accounts or capital reserve accounts. The Town Manager will recommend fund transfers to the Town Council in accordance with Charter and Town Ordinance.

DEBT POLICIES

- The town will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues and/or reserves.
- When the town finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- The town annual capital budget and debt service appropriation will not exceed 15 percent of the total combined Town, School and Sewer operating budget.

- Total annual tax revenue supported debt service for will not exceed 8 percent of the approved annual combined Town and School budget.
- Total general-obligation debt will not exceed 2.5 percent of total property valuation, excepting as provided in state statutes.
- Total annual sewer revenue supported debt service for general or revenue obligation debt will be as approved by Town Council.
- Where possible, the town will use special assessment, revenues or other bonds, instead of general obligation bonds.
- The town will not use long-term debt for annual operations.
- The town will maintain regulatory communications with bond rating agencies about its financial condition.
- The town will follow a policy of full disclosure on every financial report and bond prospectus.

FIXED ASSET POLICIES

All assets meeting the definition of a fixed asset or intangible asset are to be considered an inventorial long-term asset and recorded in the town's fixed asset inventory system. Each department is responsible to account for all long-term assets under its jurisdiction. Such assets must be systematically and accurately recorded; properly classified; and adequately documented in their department's asset inventory system. All Departments will establish an internal control structure over long-term assets that provide reasonable assurance of effective and efficient operations, reliable financial reporting and compliance with applicable laws and regulations.

Asset Valuation

Departments will record long-term assets at historic cost or, if the cost is not readily determined, at estimated historic cost. Cost includes applicable ancillary costs. All costs must be documented, including methods and sources used to establish any estimated costs.

Asset Classification

Long-term assets are categorized into the following classes:

- Machinery & Equipment,
- Real Property,
- Infrastructure,
- Technology, or
- Construction in Progress.

These categories are used for reporting cost and depreciation (or amortization) amounts.

Capitalization

For Inventory, Financial Reporting and Depreciation Purposes

All long-term assets with a cost equal to or greater than \$5,000 and a useful life of greater than five years.

Construction in Progress Capitalization:

A construction in progress asset reflects the cost of construction work undertaken, but not yet completed (frequently capital budget items). For construction in progress assets, no depreciation is recorded until the asset is placed in service.

When construction is completed, the asset should be reclassified, capitalized and depreciated.

Depreciation/Amortization for Long-Term Assets

All long-term assets (except for land, certain land improvements, and building in progress) identified in the capitalization policy, will be depreciated/amortized. The Town Manager will be responsible for calculating depreciation/amortization.

Retention

For each long-term asset recorded in the town's asset inventory system, evidential information to support estimated actual costs will be kept permanently and maintained until the asset is disposed of. If the asset is disposed of during a fiscal year, documentation should be maintained until June 30 of that year for audit purposes.

Annual Physical Inventory

All departments will complete a physical inventory of their long-term assets annually. Long-term assets greater than \$5,000 and with a useful life of five or more years are to be included in the annual physical inventory conducted.

Internal Controls

All departments will establish internal controls over long-term assets that provide reasonable assurance of effective and efficient operations, reliable financial reporting and compliance with applicable laws and regulations. The major objective of the internal control over long-term assets is accountability.

Departments will have procedures in place so that assets are adequately safeguarded from loss or theft.

Departments will establish and update their schedule of useful life for each asset or category of asset maintained by the department. The useful life will be determined using published guidelines from professional organizations and industries, available information for similar assets used by comparable government agencies, and internal information based on experience.

PROCESS SUMMARY

Inventory of Existing Facilities

The Town Manager will provide a complete inventory of all town and school properties and assets. The inventory should include the year the asset was placed in service, assigned department as applicable, current condition, anticipated useful life, remaining useful life, and scheduled date for replacement.

Status of Previously Approved Projects

The Town Manager will provide a status of previously approved projects. The update will should include for each active project or account the total available funding, spent year to date, projected remaining cost and highlighted anticipated overages, and anticipated completion date. Projects or accounts with unspent funds not needed for the approved project should be identified for release or reallocation.

Solicitation, Compilation, and Evaluation of Project Requests

The CIP Committee will solicit departmental recommendations for CIP projects. Each department submits requests which include a clear statement of the need and justification for the project, its costs, its net effect on the operating budget, and an implementation schedule. The Committee then evaluates each request by reviewing the project information provided and meeting with the requesting department head, if necessary.

Based on its review, the Committee should summarize its findings in preparation for establishing the Capital Improvement Program.

Town's Financial Capacity

With the assistance of the Town Manager, Finance Director, and School Superintendent or designee, the Committee should analyze the town's ability to afford major expenditures. This analysis should examine recent and anticipated trends in revenues, expenditures, debt and unfunded liabilities such as pension costs. The analysis should be included with the Committee's presentation of the capital budget and program to the Council.

This financial analysis will permit the scheduling of funding sources for capital improvements to:

- Keep the tax rate stable
- Balance debt service and operating expenditures
- Determine available debt capacity and acceptable debt service levels
- Maximize intergovernmental aid for capital expenditures

Project Prioritization

Proposed projects are ranked in priority as objectively as possible. This is perhaps the most difficult aspect of the Committee's duties, although the adoption by the Town Council of Capital Improvement Budget Policies and Debt Policies can provide helpful guidance.

The Committee should review each project utilizing a consistent set of criteria. The Committee should evaluate each project in relation to other projects and determine their relative importance. This will permit the Committee to establish project priorities based on both the community's goals and objective analysis.

Capital Improvement Program Financing Plan

Based upon the adopted debt and CIP policies and the assessment of the town's financial capacity, the Committee will recommend the method of financing each project. There are several ways to finance capital improvement projects. Some of the most common long and short-term financing options are:

Long-Term Financing:

1. General obligation bonds and, for municipal utility improvements only, revenue bonds.
2. State and federal loans and grants.
3. Setting aside money in the capital holding account to pay for all or a portion of a capital project.

Short-Term Financing and other Service Provision options:

1. Appropriation of current revenue or reserves such as free cash.
2. Short-term debt such as bond anticipation notes and grant anticipation notes.
3. Capital outlay expenditure exclusions
4. Contracting/leasing provisions authorized by ordinance and Maine General Laws.

NOTE: The town may enter into a multi-year contract for any period of time which services the best interest of the town; however, payment and performance obligations for succeeding fiscal years is dependent on the availability and appropriation of funds.

Capital Improvement Program Recommendation

Detailed Project Descriptions are prepared by the CIP Committee to reflect its final recommendation on each specific project. It presents all that is known about each project in a manner that is conducive to discussion and decision.

The CIP Committee's completed report should be presented to the Town Council for review and adoption. The report will include a summary of the CIP Committee's recommendations for the upcoming year's Capital Budget and the following years' Capital Program as well as its analysis of the town's fiscal capacity.

The Town Council will hold its own public hearing to present the CIP and solicit further citizen comment. The CIP hearing can be incorporated into the regular budget hearing.

The entire CIP will also be presented at the public hearing held by the Council. This will demonstrate to the community that the Capital Budget is part of a long-range plan to upgrade and maintain the town's infrastructure.

The June Election voter's adoption of capital warrants informs the balance of the community of the commitment to plan for and fund the acquisition and/or development of capital improvements and/or acquisitions.

Monitoring Approved Projects

Once the June Election voters have approved the Capital Warrants and the fiscal year begins, departments are authorized to begin project implementation. Periodic reports by the Town Manager to the Council should indicate changes in the targeted completion dates, identify serious problems, and document the financial status of each project. Those reports may be based on project updates provided by the responsible departments.

Capital Improvement Program Updates

Subsequent annual updating of the Capital Program involves repeating the process to reflect new information, policies and proposed projects. The CIP Committee will review the policies and revise the entire CIP as necessary to reflect its most recent determination of the need and goals of the Town. After the first year has been budgeted, one year is added to the Capital Program and the remainder of the plan updated. This completes the CIP process.

CAPITAL PROJECT REQUESTS SUMMARY

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY21 Approved	Balance as of 12-31-2020	FY22 Plan	FY23 Plan	FY24 Plan	FY25 Plan	FY26 Plan	5 YR Totals	
CAPITAL HOLDING ACCOUNTS															
	HLDG	CP	4002	DPW	Right of Way Reserve	Infrastructure	\$ 450,000	\$ 719,501	\$ 500,000	\$ 600,000	\$ 550,000	\$ 600,000	\$ 600,000	\$ 2,850,000	
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	-	195,591	93,000	150,000	150,000	250,000	284,000	927,000	
	HLDG	CP	2057	GG	Open Space Reserve	Land Improv	-	6,890	-	-	-	-	-	-	
	HLDG	CP	4027	GG	Municipal Facility Reserve	Buildings	80,000	185,511	35,000	100,000	100,000	100,000	100,000	435,000	
	HLDG	CP	2078	GG	Athletic Field Master Plan	Land Improv	-	2,142	-	-	-	-	-	-	
CAPITAL HOLDING ACCOUNTS TOTAL							\$ 530,000	1,109,634	\$ 628,000	\$ 850,000	\$ 800,000	\$ 950,000	\$ 984,000	\$ 4,212,000	
CAPITAL RESERVE ACCOUNTS															
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve	Vehicles & Equip	\$ 361,000	\$ 259,767	\$ 475,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,875,000	
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	-	8,116	25,000	40,000	40,000	40,000	40,000	185,000	
	RES	CP	4043	DPW	Parks Reserve	Land Improv	15,000	52,850	10,000	20,000	20,000	20,000	20,000	90,000	
	RES	CP	SCH	ED	School Facility Reserve	Buildings	-	6,623	50,000	50,000	50,000	50,000	50,000	250,000	
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	-	37,719	-	10,000	10,000	10,000	10,000	40,000	
	RES	CP	SCH	ED	School Equipment Reserve	Vehicles & Equip	-	94,515	20,000	20,000	20,000	20,000	20,000	100,000	
	RES	CP	SCH	ED	School Technology Reserve	Technology	-	34,726	40,000	40,000	40,000	40,000	40,000	200,000	
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	44,000	210,677	40,400	60,400	60,400	60,400	60,405	282,005	
	RES	CP	4020	TM	Municipal Technology Reserve	Technology	45,000	55,252	63,000	70,000	70,000	70,000	70,000	343,000	
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	-	23,050	-	-	-	-	-	-	
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	-	5,163	30,000	30,000	30,000	35,000	35,000	160,000	
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	-	8,546	30,000	25,000	25,000	25,000	25,000	130,000	
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	-	6,888	-	-	25,000	25,000	25,000	75,000	
	RES	CP	4055	KPA	KPA Equipment Reserve	Vehicles & Equip	-	58,141	13,500	25,000	40,000	45,000	50,000	173,500	
	RES	CP	4116	KPA	KPA Facility Reserve	Infrastructure	-	12,889	8,500	15,000	15,000	15,000	15,000	68,500	
	RES	CP	4022	PD	Police Vehicle Reserve	Vehicles & Equip	147,000	204,190	112,000	140,000	175,000	190,000	175,000	792,000	
	RES	CP	NEW	PD	Police Equipment Reserve	Vehicles & Equip	-	-	10,000	10,000	15,000	15,000	15,000	65,000	
	RES	CP	4100	FD	Fire Facility Reserve	Buildings	13,500	13,819	23,500	25,000	25,000	25,000	25,000	123,500	
	RES	CP	4026	GG	Town Hall Records Preservation	Regulatory	-	10	10,000	12,000	12,000	12,000	12,000	58,000	
CAPITAL RESERVE ACCOUNTS TOTAL							\$ 625,500	1,092,941	\$ 960,900	\$ 942,400	\$ 1,022,400	\$ 1,047,400	\$ 1,037,405	\$ 5,010,505	
									\$ 335,400						
CAPITAL PROJECTS															
2018	PRJ	CP	4122	GG	Zoning Recodification and GIS Upgrade	Regulatory	\$ -	\$ 10,315		\$ -	\$ -	\$ -	\$ -	\$ -	
	PRJ	CP	4053	KPA	Paving and Pump Out Station - Pepperrell Cove	Infrastructure	-	3,596		-	-	-	-	-	
2019	PRJ	CP	4060	GG	Rice Rehab and Expansion Design	Buildings	-	51,821		-	-	-	-	-	
2019	PRJ	CP	4123	GG	LED Lighting Conversion	Infrastructure	-	40,764		-	-	-	-	-	
2018	PRJ	CP	2094	DPW	Emery Field Phase 2	Infrastructure	300,000	383,570		-	-	-	-	-	
NEW	PRJ	CP	NEW	DPW	Legion Pond Rehabilitation	Land Improv	-	-	-	-	68,000	51,000	43,000	162,000	
CAPITAL PROJECTS TOTAL							\$ 300,000	490,066	\$ -	\$ -	\$ 68,000	\$ 51,000	\$ 43,000	\$ 162,000	
TOTAL ALL CAPITAL							\$ 1,455,500	2,692,641	\$ 1,588,900	\$ 1,792,400	\$ 1,890,400	\$ 2,048,400	\$ 2,064,405	\$ 9,384,505	
Total Increase(Decrease) from Prior Year									\$ 133,400	\$ 203,500	\$ 98,000	\$ 158,000	\$ 16,005		
Proposed Fort Foster Fees															
Proposed Use of PEG Surplus (Fund 2081)							\$ (35,000)		\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (175,000)	
TOTAL ALL CAPITAL ADJUSTED							\$ 1,420,500	2,692,641	\$ 1,553,900	\$ 1,757,400	\$ 1,855,400	\$ 2,013,400	\$ 2,029,405	\$ 9,209,505	
Increase (Decrease) from Prior Year							\$ (568,017)		\$ 133,400	\$ 203,500	\$ 98,000	\$ 158,000	\$ 16,005		

CIP FY 2022-2026

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY21 Approved	Balance as of 12-31-2020	FY22 Plan	FY23 Plan	FY24 Plan	FY25 Plan	FY26 Plan	5 YR Totals
DEBT SERVICE														
2016	TWN	DEBT		FD	Fire Stations (refinanced 2006 Bonds)	Buildings	\$ 130,100		\$ 127,800	\$ 125,500	\$ 118,250	\$ 116,050	\$ 113,713	\$ 601,313
2021	TWN	DEBT		DPW	Public Works Department (Refunded 2010)	Buildings	48,503		21,974	21,058	20,313	19,825	19,338	102,508
2012	TWN	DEBT		KCC	Community Center	Buildings	357,775		352,275	346,775	341,275	335,088	328,900	1,704,313
2014	TWN	DEBT		KLT	KLT Rustlewood	Other	10,315		10,315	10,315	10,315	10,315	10,315	51,575
2016	TWN	DEBT		KLT	KLT Braveboat	Other	18,090		18,090	18,090	18,090	18,090	18,090	90,450
2016	TWN	DEBT		DPW	Road Improvements	Infrastructure	144,300		141,700	139,100	136,500	133,900	131,300	682,500
2016	TWN	DEBT		KCC	Community Center Annex	Buildings	105,450		103,550	101,650	99,750	97,850	95,950	498,750
2021	TWN	DEBT	NEW	GG	Rice Proposed Expansion/Renovation ⁺	Buildings	100,000		353,133	337,230	330,030	322,830	315,630	1,658,853
2013	SCH	DEBT		SCH	Mitchell School (refinanced 2002 bonds)	Buildings	220,500		216,300	212,100	-	-	-	428,400
2021	SCH	DEBT		SCH	Mitchell & Shapleigh (Refunded 2010)	Buildings	460,672		417,497	400,093	385,938	376,675	367,383	1,947,586
2016	SCH	DEBT		SCH	School Various	Buildings	88,800		87,200	85,600	84,000	82,400	80,800	420,000
TOTAL DEBT SERVICE							\$ 1,684,505	\$ -	\$ 1,849,834	\$ 1,797,511	\$ 1,544,461	\$ 1,513,023	\$ 1,481,419	\$ 8,186,248
Total Town and School Debt Service Increase(Decrease)									\$ 165,329	\$ (52,323)	\$ (253,050)	\$ (31,438)	\$ (31,604)	
TOTAL CAPTIAL + DEBT							\$ 3,105,005		\$ 3,403,734	\$ 3,554,911	\$ 3,399,861	\$ 3,526,423	\$ 3,510,824	\$ 17,395,753
VARIANCE FROM PRIOR YEAR							\$ (450,392)		\$ 298,729	\$ 151,177	\$ (155,050)	\$ 126,562	\$ (15,599)	
SEWER DEBT							\$ 765,954		\$ 764,270	\$ 763,738	\$ 691,937	\$ 865,858	\$ 865,858	\$ 3,951,661

Notes:

²Policy compares FY22 CIP to FY21 budget projections.

POLICY²	FY21	FY22
FY2021 Combined Town & School Operating Budget	\$ 33,592,921	
FY2021 Combined Town, School and Sewer Operating Budget	\$ 36,079,475	
Capital as a % of Combined Budget (Town and School)		4.73%
Debt as a % of Combined Budget (Town and School)	Policy: 10%	5.51%
Capital & Debt as a % of Combined Budget (Town, School & Sewer)	Policy: 15%	11.55%
Capital & Debt as a % of Combined Budget (Town and School)		10.13%
Unassigned Reserve Fund Requirement for 2.5 Months (Town & School)	\$ 6,998,525	
Unassigned Fund Balance as of 6/30/2020	\$ 6,970,748	
Surplus/(Deficit) Unassigned Reserve Fund:	(\$27,777)	

DETAILED CAPITAL PROJECT REQUESTS

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4002):



Date:	November 11, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$ 500,000
Project Title:	Right of Way Reserve	Est. Useful Life (Years):	Varies
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

We currently have 65 miles of roadway, 12 miles of sidewalk, and 5 miles of guardrails, 6 signalized intersections, 883 drainage basins and 26 miles of drainage pipe. The 5-year pavement management plan projects over \$2.6M in needs, (excluding sidewalk, drainage, and intersection improvements), and covers only 1/3 of the town's road miles. FY22 projects included \$472,000 in paving, \$82,000 in drainage, \$80,000 in sidewalk repairs and \$45,000 in fence, ROW cut backs, and guard rails. FY22 will also include the next 5-year pavement reevaluation and engineering, including reassessment of roadway conditions/ratings and updated prioritization of ROW projects by year based on updated condition analysis.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$2,850,000	Town Funding Needed:	\$ 500,000
Amount and Type of Outside Funding Sources:	\$ 500,000	Comments:	State Compact Funds (for state roads only), Highway grant
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	Pavement Management Plan and condition study
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes

FY22	FY23	FY24	FY25	FY26	Total
\$ 500,000	\$ 600,000	\$ 550,000	\$600,000	\$600,000	\$ 2,850,000

Please Provide and/or Attach Additional Project Details

Year	Funding Source	Project	Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate	Project Estimate
2022	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-01	GERRISH ISLAND LN	CUTTS ISLAND LN	State Aid	0.13	1,620.23	79.31	11/2"Overlay	\$9.25	\$14,987.11	\$0.00	\$0.00	\$0.00	\$0.00	\$14,987.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-02	CUTTS ISLAND LN	KIMBALL LN	State Aid	0.43	5,539.30	57.31	11/2"Overlay	\$9.25	\$51,238.55	\$0.00	\$0.00	\$0.00	\$0.00	\$51,239.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-03	KIMBALL LN	EVENTIDE DR	State Aid	0.07	870.99	70.31	11/2"Overlay	\$9.25	\$8,056.63	\$0.00	\$0.00	\$0.00	\$0.00	\$8,057.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-04	EVENTIDE DR	SHEPHERDS WAY	State Aid	0.19	2,492.52	65.31	11/2"Overlay	\$9.25	\$23,055.78	\$0.00	\$0.00	\$0.00	\$0.00	\$23,056.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-05	SHEPHERDS WAY	SHORT FARM RD	State Aid	0.18	2,377.42	70.31	11/2"Overlay	\$9.25	\$21,991.17	\$0.00	\$0.00	\$0.00	\$0.00	\$21,991.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-06	SHORT FARM RD	GAILEY FARM LN	State Aid	0.32	4,108.57	60.31	11/2"Overlay	\$9.25	\$38,004.32	\$0.00	\$0.00	\$0.00	\$0.00	\$38,004.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-07	GAILEY FARM LN	SALT MARSH LN	State Aid	0.28	3,581.74	52.31	11/2"Overlay	\$9.25	\$33,131.11	\$0.00	\$0.00	\$0.00	\$0.00	\$33,131.00
	Town	BRAVE BOAT HARBOR ROAD	BRAVE BOAT HARBOR RD-08	SALT MARSH LN	YORK TL	State Aid	0.26	3,362.78	33.31	11/2"Overlay	\$9.25	\$31,105.75	\$0.00	\$0.00	\$0.00	\$0.00	\$31,106.00
\$221,571.00																	

Year	Funding Source	Project	Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate	Project Estimate
2022	Town	PEPPERRELL ROAD	PEPPERRELL RD-01	CHAUNCEY CREEK RD	KEEN AVE	State Aid	0.06	865.42	73.00	11/2"Overlay	\$9.25	\$8,005.17	\$0.00	\$0.00	\$0.00	\$3,000.00	\$8,005.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-02	KEEN AVE	HALEY RD	State Aid	0.17	2,408.11	55.31	11/2"Overlay	\$9.25	\$22,275.05	\$0.00	\$0.00	\$0.00	\$0.00	\$22,275.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-03	HALEY RD	MOORES ISLAND LN	State Aid	0.18	2,604.70	64.31	11/2"Overlay	\$9.25	\$24,093.43	\$0.00	\$0.00	\$0.00	\$0.00	\$24,093.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-04	MOORES ISLAND LN	BELLAMY LN	State Aid	0.19	2,624.48	60.31	11/2"Overlay	\$9.25	\$24,276.44	\$0.00	\$0.00	\$0.00	\$0.00	\$24,276.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-05	BELLAMY LN	COLEMAN AVE	State Aid	0.13	1,835.83	65.31	11/2"Overlay	\$9.25	\$16,981.45	\$0.00	\$0.00	\$0.00	\$0.00	\$16,981.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-06	COLEMAN AVE	CROCKETTS NECK RD	State Aid	0.22	3,165.87	51.31	11/2"Overlay	\$9.25	\$29,284.31	\$0.00	\$0.00	\$0.00	\$0.00	\$29,284.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-07	CROCKETTS NECK RD	LAWRENCE LN	State Aid	0.26	3,687.51	45.31	11/2"Overlay	\$9.25	\$34,109.47	\$0.00	\$0.00	\$0.00	\$0.00	\$34,109.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-08	SPARHAWK LN	FOLLETT LN	State Aid	0.09	1,218.33	49.32	11/2"Overlay	\$9.25	\$11,269.52	\$0.00	\$0.00	\$0.00	\$0.00	\$11,270.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-09	FOLLETT LN	SPARHAWK LN	State Aid	0.09	1,276.10	49.32	11/2"Overlay	\$9.25	\$11,803.94	\$0.00	\$0.00	\$0.00	\$0.00	\$11,804.00
	Town	PEPPERRELL ROAD	PEPPERRELL RD-10	SPARHAWK LN	DUNCAN WAY	State Aid	0.05	699.11	48.32	11/2"Overlay	\$9.25	\$6,466.80	\$0.00	\$0.00	\$0.00	\$0.00	\$6,467.00
\$188,564.00																	

Year	Funding Source	Project	Street Segment	From Street	To Street	Status	Miles	Square Yards	RSR	Repair	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Estimate	Supplemental Estimate	Police Estimate	Project Estimate	
2022	Town	TENNEY HILL ROAD	TENNEY HILL RD -01	CHAUNCEY CREEK RD	FOG HOLLOW LN	State Aid	0.42	5,395.52	50.31	11/2"Overlay	\$9.25	\$49,908.54	\$0.00	\$0.00	\$0.00	\$0.00	\$49,909.00	
	Town	TENNEY HILL ROAD	TENNEY HILL RD -02	FROG HOLLOW LN	GERRISH ISLAND LN	State Aid	0.10	1,267.88	65.31	11/2"Overlay	\$9.25	\$11,727.92	\$0.00	\$0.00	\$0.00	\$0.00	\$11,728.00	
\$61,637.00																	Total Year 2022	\$471,772.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate	
2023	Town	ROUTE 1	ROUTE 1-03	RT 95 RAMP	RIPLEY RD	State Aid	0.11	3,240.24	75.32	1/2" Shim & 11/2"Overlay	\$12.50	\$40,503.00	0.00	\$0.00	\$0.00	\$0.00	\$40,503.00	
	Town	ROUTE 1	ROUTE 1-04	RIPLEY RD	WILSON RD	State Aid	0.05	1,662.61	74.32	1/2" Shim & 11/2"Overlay	\$12.50	\$20,782.63	0.00	\$0.00	\$0.00	\$0.00	\$20,783.00	
	Town	ROUTE 1	ROUTE 1-05	WILSON RD	COTTAGE WAY	State Aid	0.09	2,640.56	69.31	1/2" Shim & 11/2"Overlay	\$12.50	\$33,007.00	0.00	\$0.00	\$0.00	\$0.00	\$33,007.00	
	Town	ROUTE 1	ROUTE 1-06	COTTAGE WAY	DEXTER LN	State Aid	0.41	12,412.46	69.31	1/2" Shim & 11/2"Overlay	\$12.50	\$155,155.75	0.00	\$0.00	\$0.00	\$0.00	\$155,156.00	
	Town	ROUTE 1	ROUTE 1-07	DEXTER LN	HALEY RD	State Aid	0.26	7,902.50	68.31	1/2" Shim & 11/2"Overlay	\$12.50	\$98,781.25	0.00	\$0.00	\$0.00	\$0.00	\$98,781.00	
	Town	ROUTE 1	ROUTE 1-08	HALEY RD	CUTTS RD	State Aid	0.22	6,686.62	46.31	1/2" Shim & 11/2"Overlay	\$12.50	\$83,582.75	0.00	\$0.00	\$0.00	\$0.00	\$83,583.00	
	Town	ROUTE 1	ROUTE 1-09	CUTTS RD	LEWIS RD	State Aid	0.30	9,047.71	59.31	1/2" Shim & 11/2"Overlay	\$12.50	\$113,096.38	0.00	\$0.00	\$0.00	\$0.00	\$113,096.00	
	Town	ROUTE 1	ROUTE 1-10	LEWIS RD	LEDGEWOOD DR	State Aid	0.41	12,590.36	80.31	1/2" Shim & 11/2"Overlay	\$12.50	\$157,379.50	0.00	\$0.00	\$0.00	\$0.00	\$157,380.00	
	Town	ROUTE 1	ROUTE 1-11	LEDGEWOOD DR	IDLEWOOD LN	State Aid	0.25	7,629.50	80.31	1/2" Shim & 11/2"Overlay	\$12.50	\$95,368.75	0.00	\$0.00	\$0.00	\$0.00	\$95,369.00	
	Town	ROUTE 1	ROUTE 1-12	IDLEWOOD LN	YORK TL	State Aid	0.34	10,387.40	80.31	1/2" Shim & 11/2"Overlay	\$12.50	\$129,842.50	0.00	\$0.00	\$0.00	\$0.00	\$129,843.00	
\$927,501.00																	Total Year 2023	\$927,501.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	GRAY LODGE ROAD	GRAY LODGE RD-01	RT 103	WALKER AVE	Accepted	0.02	319.41	83.00	1" Shim	\$6.00	\$1,916.46	0.00	\$0.00	\$0.00	\$0.00	\$1,916.00
	Town	GRAY LODGE ROAD	GRAY LODGE RD-02	WALKER AVE	HARRIS AVE	Accepted	0.10	1,230.72	77.00	1" Shim	\$6.00	\$7,384.32	0.00	\$0.00	\$0.00	\$0.00	\$7,384.00
	Town	GRAY LODGE ROAD	GRAY LODGE RD-03	HARRIS AVE	BRIDGEVIEW TER	Accepted	0.07	952.61	66.00	1" Shim	\$6.00	\$5,715.66	0.00	\$0.00	\$0.00	\$0.00	\$5,716.00
\$15,016.00																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	LEMONT LANE	LEMONT LN	WOODLAWN AVE	PHILBRICK RD	Accepted	0.13	1,253.97	73.00	1" Shim	\$6.00	\$7,523.82	0.00	\$0.00	\$0.00	\$0.00	\$7,524.00
\$7,524.00																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	PINKHAM AVENUE	PINKHAM AVE	RT 103	HARRIS AVE	Accepted	0.09	1,090.79	76.00	1" Shim	\$6.00	\$6,544.74	0.00	\$0.00	\$0.00	\$0.00	\$6,545.00
\$6,545.00																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	SCHOOL LANE	SCHOOL LN	RT 103	HAYLEY RD	Accepted	0.08	479.51	72.00	1" Shim	\$6.00	\$2,877.06	0.00	\$0.00	\$0.00	\$0.00	\$2,877.00
	Town	SCHOOL LANE	SCHOOL LN	RT 103	HAYLEY RD	Accepted	0.14	2,471.69	73.00	1" Shim	\$6.00	\$14,830.14	0.00	\$0.00	\$0.00	\$0.00	\$14,830.00
\$17,707.00																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	GERRISH ISLAND LANE	GERRISH ISLAND LANE-01	ROUTE 103	CHAUNCEY CREEK ROAD	Accepted	0.21	2,836.98	56.27	1/2" Shim & 11/2"Overlay	\$12.50	\$35,462.25	0.00	\$0.00	\$0.00	\$0.00	\$35,462.25
\$35,462.25																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	HARRIS AVENUE	HARRIS AVE	GRAY LODGE RD	PINKHAM AVE	Accepted	0.06	773.08	70.00	1/2" Shim & 11/2"Overlay	\$12.50	\$9,663.50	0.00	\$0.00	\$0.00	\$0.00	\$9,664.00
\$9,664.00																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	JONES AVENUE	JONES AVE-01	GOVERNMENT ST	RT 103	Accepted	0.05	571.85	56.00	1/2" Shim & 11/2" Overlay	\$12.50	\$7,148.13	0.00	\$0.00	\$0.00	\$0.00	\$7,148.00
	Town	JONES AVENUE	JONES AVE-02	RT 103	MAIN ST	Accepted	0.08	952.32	66.00	1/2" Shim & 11/2" Overlay	\$12.50	\$11,904.00	0.00	\$0.00	\$0.00	\$0.00	\$11,904.00
	Town	JONES AVENUE	JONES AVE-03	MAIN ST	CENTRAL AVE	Accepted	0.04	442.16	82.00	1/2" Shim & 11/2" Overlay	\$12.50	\$5,527.00	0.00	\$0.00	\$0.00	\$0.00	\$5,527.00

\$24,579.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	MAIN STREET	MAIN ST-01	GOVERNMENT ST	E ST	Accepted	0.05	617.37	63.00	1/2" Shim & 11/2" Overlay	\$12.50	\$7,717.13	0.00	\$0.00	\$0.00	\$0.00	\$7,717.00
	Town	MAIN STREET	MAIN ST-02	E ST	RT 103	Accepted	0.05	618.83	58.00	1/2" Shim & 11/2" Overlay	\$12.50	\$7,735.38	0.00	\$0.00	\$0.00	\$0.00	\$7,735.00
	Town	MAIN STREET	MAIN ST-03	RT 103	OTIS AVE	Accepted	0.12	1,535.76	68.00	1/2" Shim & 11/2" Overlay	\$12.50	\$19,197.00	0.00	\$0.00	\$0.00	\$0.00	\$19,197.00
	Town	MAIN STREET	MAIN ST-04	OTIS AVE	JONES AVE	Accepted	0.03	356.93	87.00	1/2" Shim & 11/2" Overlay	\$12.50	\$4,461.63	0.00	\$0.00	\$0.00	\$0.00	\$4,462.00

\$39,111.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	WHIPPLE ROAD	WHIPPLE RD-04	SHAPELEIGH RD RT 236	FRIEND ST	State Aid	0.10	1,968.90	67.00	1/2" Shim & 11/2" Overlay	\$12.50	\$24,611.25	0.00	\$0.00	\$0.00	\$0.00	\$24,611.00
	Town	WHIPPLE ROAD	WHIPPLE RD-05	FRIEND ST	WYMAN AVE	State Aid	0.05	1,033.51	62.00	1/2" Shim & 11/2" Overlay	\$12.50	\$12,918.88	0.00	\$0.00	\$0.00	\$0.00	\$12,919.00
	Town	WHIPPLE ROAD	WHIPPLE RD-06	WYMAN AVE	PHILBRICK RD	State Aid	0.10	2,092.43	67.00	1/2" Shim & 11/2" Overlay	\$12.50	\$26,155.38	0.00	\$0.00	\$0.00	\$0.00	\$26,155.00
	Town	WHIPPLE ROAD	WHIPPLE RD-07	PHILBRICK RD	WYMAN AVE	State Aid	0.05	997.12	65.00	1/2" Shim & 11/2" Overlay	\$12.50	\$12,464.00	0.00	\$0.00	\$0.00	\$0.00	\$12,464.00
	Town	WHIPPLE ROAD	WHIPPLE RD-08	WYMAN AVE	TILTON AVE	State Aid	0.12	2,342.98	62.00	1/2" Shim & 11/2" Overlay	\$12.50	\$29,287.25	0.00	\$0.00	\$0.00	\$0.00	\$29,287.00
	Town	WHIPPLE ROAD	WHIPPLE RD-09	TILTON AVE	NEWSON AVE	State Aid	0.20	3,954.86	70.00	1/2" Shim & 11/2" Overlay	\$12.50	\$49,435.75	0.00	\$0.00	\$0.00	\$0.00	\$49,436.00
	Town	WHIPPLE ROAD	WHIPPLE RD-10	NEWSON AVE	OLD FERRY LN	State Aid	0.15	2,965.48	54.00	1/2" Shim & 11/2" Overlay	\$12.50	\$37,068.50	0.00	\$0.00	\$0.00	\$0.00	\$37,069.00
	Town	WHIPPLE ROAD	WHIPPLE RD-11	OLD FERRY LN	TUDOR DR	State Aid	0.09	1,779.09	63.00	1/2" Shim & 11/2" Overlay	\$12.50	\$22,238.63	0.00	\$0.00	\$0.00	\$0.00	\$22,239.00
	Town	WHIPPLE ROAD	WHIPPLE RD-12	TUDOR DR	BOWEN RD	State Aid	0.11	2,198.07	59.00	1/2" Shim & 11/2" Overlay	\$12.50	\$27,475.88	0.00	\$0.00	\$0.00	\$0.00	\$27,476.00

\$241,656.00

Total Year 2024 \$397,264.25

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2025	Town	MANSON AVENUE	MANSON AVE-01	MEAD ST	MACDOUGAL ST	Accepted	0.1455438	2,561.57	74.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$32,019.63	0.00	\$0.00	\$0.00	\$0.00	\$32,020.00
2025	Town	MANSON AVENUE	MANSON AVE-02	MACDOUGAL ST	HALSTEAD ST	Accepted	0.0994643	1,750.57	58.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$21,882.14	0.00	\$0.00	\$0.00	\$0.00	\$21,882.00
2025	Town	MANSON AVENUE	MANSON AVE-03	HALSTEAD ST	GOODRICH ST	Accepted	0.036693	645.80	69.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$8,072.45	0.00	\$0.00	\$0.00	\$0.00	\$8,072.00
2025	Town	MANSON AVENUE	MANSON AVE-04	GOODRICH ST	DISMUKES ST	Accepted	0.0392218	690.30	90.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$8,628.79	0.00	\$0.00	\$0.00	\$0.00	\$8,629.00
2025	Town	MANSON AVENUE	MANSON AVE-05	DISMUKES ST	CROMWELL ST	Accepted	0.0519809	914.86	66.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$11,435.80	0.00	\$0.00	\$0.00	\$0.00	\$11,436.00
2025	Town	MANSON AVENUE	MANSON AVE-06	CROMWELL ST	BOUSH ST	Accepted	0.0281084	494.71	81.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$6,183.84	0.00	\$0.00	\$0.00	\$0.00	\$6,184.00
2025	Town	MANSON AVENUE	MANSON AVE-07	BOUSH ST	RT 236	Accepted	0.1852045	3,259.60	54.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$40,745.00	0.00	\$0.00	\$0.00	\$0.00	\$40,745.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2025	Town	WHIPPLE ROAD	WHIPPLE RD-01	WENTWORTH ST RT 103	WILLIAMS AVE	State Aid	0.1396121	2,784.80	59.94	1/2" Shim & 1 1/2" Overlay	\$12.50	\$34,809.95	0.00	\$0.00	\$0.00	\$0.00	\$34,810.00
2025	Town	WHIPPLE ROAD	WHIPPLE RD-02	WILLIAMS AVE	WILLIAMS AVE	State Aid	0.0689842	1,376.01	67.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$17,200.07	0.00	\$0.00	\$0.00	\$0.00	\$17,200.00
2025	Town	WHIPPLE ROAD	WHIPPLE RD-03	WILLIAMS AVE	SHAPELEIGH RD RT 236	State Aid	0.0608291	1,213.34	63.96	1/2" Shim & 1 1/2" Overlay	\$12.50	\$15,166.73	0.00	\$0.00	\$0.00	\$0.00	\$15,167.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-01	RT 236	FRIEND ST	Accepted	0.0755	1,151.63	54.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$14,395.34	0.00	\$0.00	\$0.00	\$0.00	\$14,395.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-02	FRIEND ST	LEMONT LN	Accepted	0.1018865	1,554.11	54.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$19,426.36	0.00	\$0.00	\$0.00	\$0.00	\$19,426.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-03	LEMONT LN	CROSS ST	Accepted	0.0536499	818.34	59.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$10,229.24	0.00	\$0.00	\$0.00	\$0.00	\$10,229.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-04	CROSS ST	WAINWRIGHT AVE	Accepted	0.0478629	730.07	68.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$9,125.86	0.00	\$0.00	\$0.00	\$0.00	\$9,126.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-05	WAINWRIGHT AVE	BICKNELL ST	Accepted	0.0380781	580.82	70.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$7,260.23	0.00	\$0.00	\$0.00	\$0.00	\$7,260.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-06	BICKNELL ST	COLE ST	Accepted	0.0389285	593.79	70.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$7,422.37	0.00	\$0.00	\$0.00	\$0.00	\$7,422.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-07	COLE ST	DISMUKES ST	Accepted	0.0412898	629.81	65.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$7,872.59	0.00	\$0.00	\$0.00	\$0.00	\$7,873.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-08	DISMUKES ST	GOODRICH ST	Accepted	0.0431938	658.85	68.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$8,235.62	0.00	\$0.00	\$0.00	\$0.00	\$8,236.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-09	GOODRICH ST	HALSTEAD ST	Accepted	0.0355481	542.23	69.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$6,777.85	0.00	\$0.00	\$0.00	\$0.00	\$6,778.00
2025	Town	WOODLAWN AVENUE	WOODLAWN AVE-10	HALSTEAD ST	MANSON AVE	Accepted	0.0481584	734.58	73.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$9,182.21	0.00	\$0.00	\$0.00	\$0.00	\$9,182.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2025	Town	OLD DENNETT ROAD	OLD DENNETT RD-01	DENNETT RD	SILVER LAKE DR	Accepted	0.1549427	1,999.79	61.90	1/2" Shim & 1 1/2" Overlay	\$12.50	\$24,997.43	0.00	\$0.00	\$0.00	\$0.00	\$24,997.00
2025	Town	OLD DENNETT ROAD	OLD DENNETT RD-02	SILVER LAKE DR	SPINNEY WAY	Accepted	0.2854123	3,683.72	56.90	1/2" Shim & 1 1/2" Overlay	\$12.50	\$46,046.52	0.00	\$0.00	\$0.00	\$0.00	\$46,047.00
2025	Town	OLD DENNETT ROAD	OLD DENNETT RD-03	SPINNEY WAY	EMERY LN	Accepted	0.0617853	797.44	68.90	1/2" Shim & 1 1/2" Overlay	\$12.50	\$9,968.03	0.00	\$0.00	\$0.00	\$0.00	\$9,968.00

Total Year 2025 \$377,084.00

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2026	Town	WILSON ROAD	WILSON RD-01	RT 104	RYLE WAY	State Aid	0.2739827	5,304.30	51.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$66,303.81	0.00	\$0.00	\$0.00	\$0.00	\$66,304.00
2026	Town	WILSON ROAD	WILSON RD-02	RYLE WAY	MANSON RD	State Aid	0.1525394	2,953.16	58.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$36,914.53	0.00	\$0.00	\$0.00	\$0.00	\$36,915.00
2026	Town	WILSON ROAD	WILSON RD-03	MANSON RD	PETTIGREW RD	State Aid	0.1456936	2,820.63	69.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$35,257.84	0.00	\$0.00	\$0.00	\$0.00	\$35,258.00
2026	Town	WILSON ROAD	WILSON RD-04	PETTIGREW RD	DEVON WOODS DR	State Aid	0.5158708	9,987.26	54.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$124,840.74	0.00	\$0.00	\$0.00	\$0.00	\$124,841.00
2026	Town	WILSON ROAD	WILSON RD-05	DEVON WOODS DR	PICKERNELL LN	State Aid	0.2375716	4,599.39	60.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$57,492.32	0.00	\$0.00	\$0.00	\$0.00	\$57,492.00
2026	Town	WILSON ROAD	WILSON RD-06	PICKERNELL LN	ELIOT TL	State Aid	0.5778592	11,187.35	55.95	1/2" Shim & 1 1/2" Overlay	\$12.50	\$139,841.93	0.00	\$0.00	\$0.00	\$0.00	\$139,842.00

Total Year 2026 \$460,652.00

5 Year Total \$2,634,273.25

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4013):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Fire Department	Est. Funding Request:	\$93,000
Project Title:	Fire Apparatus Reserve	Est. Useful Life (Years):	25
Contact:	Chief David O'Brien		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -			
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input checked="" type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Project Description: **Photo (click image to insert):**

The fire apparatus reserve fund ensures capital is available to purchase replacement fire apparatus based on a 25-year life span. The attached amortization schedule is updated each year. The schedule has been adjusted to reflect anticipated needs and to ensure the town is reasonably allocating funds each year to both short-term and long-term needs.

The updated schedule results in sufficient funding through FY58 and covering over \$8.6M in apparatus replacements.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:			
Total Project Cost:	\$ 927,000	Town Funding Needed:	\$93,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$ 20,000	Comments:	

Future Costs & Operating Expenses:			
Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$93,000	\$150,000	\$150,000	\$250,000	\$284,000	\$927,000

Please Provide and/or Attach Additional Project Details

Fire Apparatus Replacement Schedule

				FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40	FY41	
2.3%				2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	
																	0							
Start of Year Balance				\$ 195,591	\$ 288,591	\$ 438,591	\$ 588,591	\$ 838,591	\$ 282,944	\$ 632,944	\$ 932,944	\$ 1,166,757	\$ 777,834	\$ 1,077,834	\$ 835,797	\$ 1,135,797	\$ 32,467	\$ 332,467	\$ 571,328	\$ 855,328	\$ 1,139,328	\$ 1,423,328	\$ 1,707,328	
Add: CY CIP				\$ 93,000	\$ 150,000	\$ 150,000	\$ 250,000	\$ 284,000	\$ 350,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000
Total Available				\$ 288,591	\$ 438,591	\$ 588,591	\$ 838,591	\$ 1,122,591	\$ 632,944	\$ 932,944	\$ 1,232,944	\$ 1,466,757	\$ 1,077,834	\$ 1,377,834	\$ 1,135,797	\$ 1,435,797	\$ 332,467	\$ 616,467	\$ 855,328	\$ 1,139,328	\$ 1,423,328	\$ 1,707,328	\$ 1,991,328	
Unit #	Year	Features	Annual Reserve	Reserve Needed																				
straight line																								
Engine 5	2019	Pumper	\$ 22,656	\$ 67,968																				
Rescue 3	2001	Heavy Rescue	\$ 27,000	\$ 567,000	\$773,674																			
Command	2018	Command	\$ 6,875	\$ 27,500	\$65,973																			
Utility 8	2016	Pickup	\$ 1,400	\$ 8,400																				
Forestry 4	2008	Pickup	\$ 2,300	\$ 32,200																				
Engine 1	2005	Pumper	\$ 22,656	\$ 385,153																				
Tank 6	2007	3000 Gallon Tank	\$ 12,280	\$ 184,200																				
Ladder 2	2009	75 foot Qunit	\$ 30,000	\$ 390,000																				
				\$ 125,167																				
Projected Expenditures				\$ -	\$ -	\$ -	\$ -	\$ 839,647	\$ -	\$ -	\$ 66,186	\$ 688,923	\$ -	\$ 542,037	\$ -	\$ 1,403,331	\$ -	\$ 45,138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess (Shortfall)				\$288,591	\$438,591	\$588,591	\$838,591	\$282,944	\$632,944	\$932,944	\$1,166,757	\$777,834	\$1,077,834	\$835,797	\$1,135,797	\$32,467	\$332,467	\$571,328	\$855,328	\$1,139,328	\$1,423,328	\$1,707,328	\$1,991,328	

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2057):



Date:	November 10, 2020	Dept. Priority (1 of 3, etc.):	3
Department:	Administration	Est. Funding Request:	\$ 0
Project Title:	Open Space Reserve	Est. Useful Life (Years):	N/A
Contact:	Kendra Amaral, Town Manager		
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, when? (FY):	Ongoing

Project Type: Check All That Apply -			
Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<input checked="" type="checkbox"/>

Project Description: **Photo (click image to insert):**

This fund was established as a reserve account in the event the Town seeks to purchase and/or improve open space. There are no anticipated open space acquisition or improvement projects anticipated in the next few years.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$ 0	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4027):



Date:	November 10, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$35,000
Project Title:	Municipal Facility Reserve	Est. Useful Life (Years):	10-30
Contact:	Kendra Amaral, Town Manager		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This reserve is for municipal facility repairs, equipment replacements, and facility rehabs. Projects will include major replacements such as roofs, HVAC/MEP systems, energy efficient upgrades, and expansion as needed. Phase 1 of a facility assessment has been completed and includes a replacement schedule for many of the building envelope, interior, MEP, Life Safety and exterior systems. Utilizing the reserve system, it is anticipated that the buildings will be able to be maintained on an ongoing basis without bonding. This plan does not include full building replacement or expansions. There will be an accompanying transfer request of \$40,353 from inactive capital accounts. That will bring the total allocation to this reserve for FY22 to \$75,353.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$435,000	Town Funding Needed:	\$35,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$35,000	\$100,000	\$100,000	\$100,000	\$100,000	\$435,000

Please Provide and/or Attach Additional Project Details

TOWN OF KITTERY, MAINE
TOP LEVEL - ANNUAL RESERVE ESTIMATES
2022-2026 FACILITY MAINTENANCE RESERVE

EST REPLACEMENT COST ESCALATED	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
AIR CONDITIONING		\$ 84,413									\$ 58,741	\$ 166,385		\$ 20,861							\$ 31,577
EMERGENCY POWER	\$ 92,882																				
EXTERIOR WALLS		\$ 30,951					\$ 15,005														
FLOOR COVERINGS							\$ 32,685														
HEATING SYSTEM		\$ 6,155					\$ 28,705		\$ 4,568	\$ 2,169	\$ 35,245	\$ 18,907				\$ 5,361	\$ 45,034			\$ 127,034	
INTERIOR WALLS		\$ 24,761																			
POWER DISTRIBUTION																					
ROOF SYSTEMS				\$ 5,320			\$ 36,073		\$ 7,407	\$ 206,988		\$ 9,699	\$ 111,998	\$ 64,666		\$ 466,360			\$ 803,999	\$ 207,489	\$ 55,152
SITE UTILITIES																					
VEHICULAR & PEDESTRIAN MOVEMENT		\$ 50,423			\$ 143,846																
VENTILATION UNITS		\$ 3,658																\$ 2,850		\$ 3,024	
UNPLANNED PROJECTS	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
FIRE PROTECTION																					
Total Est Projects	\$ 112,882	\$ 220,362	\$ 20,000	\$ 25,320	\$ 196,483	\$ 56,073	\$ 96,394	\$ 27,407	\$ 231,556	\$ 22,169	\$ 113,986	\$ 214,992	\$ 131,998	\$ 105,527	\$ 20,000	\$ 491,721	\$ 98,174	\$ 131,217	\$ 823,999	\$ 357,546	\$ 106,729
Beginning Balance	\$ 205,863	\$ 127,981	\$ 7,619	\$ 87,619	\$ 162,300	\$ 65,817	\$ 159,744	\$ 213,349	\$ 335,942	\$ 279,386	\$ 432,218	\$ 493,231	\$ 478,240	\$ 546,241	\$ 640,714	\$ 820,714	\$ 528,993	\$ 680,819	\$ 799,603	\$ 225,604	\$ 118,057
CIP Allocation	\$ 35,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 200,000
End Balance	\$127,981	\$7,619	\$87,619	\$162,300	\$65,817	\$159,744	\$213,349	\$335,942	\$279,386	\$432,218	\$493,231	\$478,240	\$546,241	\$640,714	\$820,714	\$528,993	\$680,819	\$799,603	\$225,604	\$118,057	\$211,328

TOWN OF KITTEERY, MAINE
 TOP LEVEL - ANNUAL RESERVE ESTIMATES
 2022-2026 FACILITY MAINTENANCE RESERVE
 Inflation Assumption

PROJECT COMPLETED w/NEW USEFUL LIFE ADDED
 EARLY FAILURE - PULLED IN FOR REPLACEMENT w/NEW LIFE

3%

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST		EST REPLACEMENT COST
			TODAY	ESCALATED	
AIR CONDITIONING	POLICE DEPT RADIO ROOM DMS-3	2035	\$ 6,500	\$	10,431
AIR CONDITIONING	POLICE DEPT SERVER ROOM DMS-4	2035	\$ 6,500	\$	10,431
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-2	2032	\$ 10,000	\$	14,685
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-3	2032	\$ 10,000	\$	14,685
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-4	2032	\$ 10,000	\$	14,685
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-5	2032	\$ 10,000	\$	14,685
AIR CONDITIONING	MUNICIPAL COMPLEX CU-1 POLICE DEPT	2023	\$ 40,000	\$	45,020
AIR CONDITIONING	MUNICIPAL COMPLEX CU-2 POLICE DISPATCH	2023	\$ 35,000	\$	39,393
AIR CONDITIONING	MUNICIPAL COMPLEX CU-3 SCHOOL DEPT	2033	\$ 35,000	\$	52,941
AIR CONDITIONING	MUNICIPAL COMPLEX CU-4 COUNCIL CHAMBERS	2033	\$ 35,000	\$	52,941
AIR CONDITIONING	MUNICIPAL COMPLEX CU-5 TOWN HALL	2033	\$ 40,000	\$	60,504
AIR CONDITIONING	TOWN HALL SERVER ROOM DMS-1	2042	\$ 8,000	\$	15,789
AIR CONDITIONING	COUNCIL CHAMBERS A / V ROOM DMS-2	2042	\$ 8,000	\$	15,789
AIR CONDITIONING	DUCTLESS MINI SPLIT SYSTEMS				
EMERGENCY POWER	TOWN HALL CONNECTION PROJECT	2022	\$ 85,000	\$	92,882
EMERGENCY POWER	POLICE DEPT.				
EMERGENCY POWER	TRANSFER SWITCHES				
EMERGENCY POWER	TRANSFORMERS				
EMERGENCY POWER	SERVICE WIRING				
EXTERIOR WALLS	TRANSFER STATION - HOUSEHOLD WASTE	2069	\$ 50,000	\$	219,195
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 102	2023	\$ 3,500	\$	3,939
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 103	2023	\$ 5,500	\$	6,190
EXTERIOR WALLS	SCHOOL DEPT REAR EXIT # 104	2023	\$ 3,500	\$	3,939
EXTERIOR WALLS	POLICE DEPT REAR EXIT # 107	2023	\$ 3,500	\$	3,939
EXTERIOR WALLS	POLICE DEPT SALLY PORT # 108	2023	\$ 3,500	\$	3,939
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 109	2023	\$ 500	\$	563
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 111	2023	\$ 500	\$	563
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 113	2023	\$ 3,500	\$	3,939
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 114	2023	\$ 3,500	\$	3,939
EXTERIOR WALLS	MECHANICAL ROOM REAR ACCESS # 106	2028	\$ 5,500	\$	7,176
EXTERIOR WALLS	POLICE DEPT GENERATOR SHED # 110	2028	\$ 2,500	\$	3,262
EXTERIOR WALLS	POLICE DEPT TRAINING ROOM # 112	2028	\$ 3,500	\$	4,567
EXTERIOR WALLS	WINDOWS				
EXTERIOR WALLS	SCREENS				

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST		EST REPLACEMENT COST	
			TODAY		ESCALATED	
EXTERIOR WALLS	LOUVERS					
FLOOR COVERINGS	MUNICIPAL COMPLEX-CARPETING	2028	\$	25,050	\$	32,685
FLOOR COVERINGS	MUNICIPAL COMPLEX-VCT	2038	\$	25,683	\$	45,034
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-B	2041	\$	3,149	\$	6,034
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-B	2041	\$	3,149	\$	6,034
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-1	2023	\$	2,735	\$	3,078
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-2	2023	\$	2,735	\$	3,078
HEATING SYSTEM	PUBLIC WORKS - TOWN GARAGE (SHOP)	2028	\$	22,000	\$	28,705
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-2	2030	\$	1,100	\$	1,523
HEATING SYSTEM	MUNICIPAL COMPLEX DHW HEATING P-3	2030	\$	1,100	\$	1,523
HEATING SYSTEM	MUNICIPAL COMPLEX DHW RECIRC BWP-1	2030	\$	1,100	\$	1,523
HEATING SYSTEM	COMMUNITY CENTER P-3 BOILER PRIMARY	2032	\$	8,000	\$	11,748
HEATING SYSTEM	COMMUNITY CENTER P-1 BUILDING DISTRIBUTION	2032	\$	8,000	\$	11,748
HEATING SYSTEM	COMMUNITY CENTER P-2 BUILDING DISTRIBUTION	2032	\$	8,000	\$	11,748
HEATING SYSTEM	PUBLIC WORKS - OFFICE BUILDING	2033	\$	12,500	\$	18,907
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-1	2041	\$	30,000	\$	57,483
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-2	2041	\$	30,000	\$	57,483
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-1	2031	\$	1,521	\$	2,169
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-A	2037	\$	3,149	\$	5,361
HEATING SYSTEM	TRANSFER STATION - HOUSEHOLD WASTE	2038	\$	7,875	\$	13,809
HEATING SYSTEM	TRANSFER STATION - BALER BUILDING	2038	\$	7,875	\$	13,809
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-A	2038	\$	3,149	\$	5,522
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-1	2039	\$	30,000	\$	54,183
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-2	2039	\$	30,000	\$	54,183
HEATING SYSTEM	COMMUNITY CENTER - MAIN BUILDING	2051	\$	75,000	\$	193,131
INTERIOR WALLS	PAINT - TOWN HALL & SCHOOL DEPT	2023	\$	22,000	\$	24,761
INTERIOR WALLS	DOORS					
INTERIOR WALLS	DOOR TRIM					
INTERIOR WALLS	WINDOWS					
INTERIOR WALLS	WINDOW TRIM					
INTERIOR WALLS	WINDOW DRESSING					
INTERIOR WALLS	WALL TRIM					
POWER DISTRIBUTION	MAIN SERVICE ENTRANCE					
POWER DISTRIBUTION	POWER DISTRIBUTION PANELS					
POWER DISTRIBUTION	ELECTRICAL RECEPTACLES					
POWER DISTRIBUTION	LIGHT SWITCHES					
POWER DISTRIBUTION	CIRCUIT BREAKERS					
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2030	\$	35,000	\$	48,448
ROOF SYSTEMS	MEMORIAL FIELD - PARKS GARAGE	2025	\$	4,455	\$	5,320

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST		EST REPLACEMENT COST
			TODAY	ESCALATED	
ROOF SYSTEMS	PUBLIC WORKS - STORAGE GARAGE 3 BAY	2027	\$ 28,477	\$ 36,073	
ROOF SYSTEMS	NEW FREEBIE BARN	2029	\$ 2,499	\$ 3,358	
ROOF SYSTEMS	OLD FREEBIE BARN	2029	\$ 3,012	\$ 4,048	
ROOF SYSTEMS	TRANSFER STATION - HOUSEHOLD WASTE	2030	\$ 114,533	\$ 158,540	
ROOF SYSTEMS	FORT FOSTER - NEW RESTROOM	2033	\$ 6,413	\$ 9,699	
ROOF SYSTEMS	TRANSFER STATION - UNIVERSAL WASTE BUILDING	2034	\$ 48,195	\$ 75,086	
ROOF SYSTEMS	PUBLIC WORKS - OFFICE BUILDING	2034	\$ 23,693	\$ 36,912	
ROOF SYSTEMS	PUBLIC WORKS - SALT / SAND BUILDING	2035	\$ 35,438	\$ 56,867	
ROOF SYSTEMS	PUBLIC WORKS - FRONT STORAGE GARAGE	2035	\$ 4,860	\$ 7,799	
ROOF SYSTEMS	COMMUNITY CENTER - MAIN BUILDING	2037	\$ 210,938	\$ 359,107	
ROOF SYSTEMS	COMMUNITY CENTER - GYMNASIUM	2037	\$ 48,000	\$ 81,717	
ROOF SYSTEMS	COMMUNITY CENTER - FITNESS	2037	\$ 15,000	\$ 25,536	
ROOF SYSTEMS	MUNICIPAL COMPLEX	2040	\$ 212,625	\$ 395,545	
ROOF SYSTEMS	PUBLIC WORKS - TOWN GARAGE (SHOP)	2040	\$ 104,004	\$ 193,478	
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2040	\$ 115,560	\$ 214,976	
ROOF SYSTEMS	COMMUNITY CENTER - EASTWING	2041	\$ 108,287	\$ 207,489	
ROOF SYSTEMS	FORT FOSTER - PAVILION #1	2042	\$ 3,240	\$ 6,394	
ROOF SYSTEMS	FORT FOSTER - PAVILION #2	2042	\$ 10,125	\$ 19,983	
ROOF SYSTEMS	FORT FOSTER - STORAGE GARAGE 2 BAY	2042	\$ 7,290	\$ 14,387	
ROOF SYSTEMS	PUBLIC WORKS - REAR SIGN STORAGE GARAGE	2042	\$ 7,290	\$ 14,387	
SITE UTILITIES	ELECTRICAL LINES				
SITE UTILITIES	COMMUNICATION LINES				
SITE UTILITIES	WATER LINES				
SITE UTILITIES	SEWER LINES				
SITE UTILITIES	NATURAL GAS LINES				
SITE UTILITIES	FUEL TANKS				
SITE UTILITIES	FIRE HYDRANTS				
SITE UTILITIES	STORM WATER DRAINS				
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING MUNICIPAL COMPLEX	2023	\$ 44,800	\$ 50,423	
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING DPW	2026	\$ 63,760	\$ 78,417	
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING COMMUNITY CENTER	2026	\$ 53,200	\$ 65,429	
VEHICULAR & PEDESTRIAN MOVEMENT	SIGNAGE				
VEHICULAR & PEDESTRIAN MOVEMENT	CURBS				
VEHICULAR & PEDESTRIAN MOVEMENT	FIRE LANES				
VEHICULAR & PEDESTRIAN MOVEMENT	SIDEWALKS				
VEHICULAR & PEDESTRIAN MOVEMENT	STEPS, STAIRS				
VEHICULAR & PEDESTRIAN MOVEMENT	HAND RAILS				
VENTILATION UNITS	AHU-2-BLOWER MOTOR	2023	\$ 1,000	\$ 1,126	
VENTILATION UNITS	AHU-3-BLOWER MOTOR	2023	\$ 1,250	\$ 1,407	

CATEGORY	SYSTEM	ANTICIPATED END LIFE	REPLACEMENT COST		EST REPLACEMENT COST
			TODAY	ESCALATED	
VENTILATION UNITS	AHU-4 -BLOWER MOTOR	2023	\$ 1,000	\$	1,126
VENTILATION UNITS	AHU-5-BLOWER MOTOR	2039	\$ 1,578	\$	2,850
VENTILATION UNITS	AHU-1 POLICE DEPT-BLOWER MOTOR	2041	\$ 1,578	\$	3,024
VENTILATION UNITS	AHU-1 POLICE DEPT-ACTUATOR				
VENTILATION UNITS	AHU-1 POLICE DEPT-SPEED CONTROLLER				
VENTILATION UNITS	AHU-2-ACTUATOR				
VENTILATION UNITS	AHU-2-SPEED CONTROLLER				
VENTILATION UNITS	AHU-3-ACTUATOR				
VENTILATION UNITS	AHU-3-SPEED CONTROLLER				
VENTILATION UNITS	AHU-4 -ACTUATOR				
VENTILATION UNITS	AHU-4 -SPEED CONTROLLER				
VENTILATION UNITS	AHU-5-ACTUATOR				
VENTILATION UNITS	AHU-5-SPEED CONTROLLER				
FIRE PROTECTION	MUNICIPAL BUILDING FIRE ALARM SYSTEM	2026	\$ 26,537	\$	32,637

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4012):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$ 475,000
Project Title:	DPW Vehicles and Equipment Reserve	Est. Useful Life (Years):	10 – 25 years
Contact:	David Rich		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This fund is for replacement of DPW equipment and vehicles. Attached is the inventory and the projected replacement schedule.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$1,875,000	Town Funding Needed:	\$475,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year Yes

FY22	FY23	FY24	FY25	FY26	Total
\$475,000	\$ 350,000	\$ 350,000	\$350,000	\$350,000	\$1,875,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4017):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Public Works	Est. Funding Request:	\$ 25,000
Project Title:	MS4 Compliance	Est. Useful Life (Years):	10-20
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Project Type: Check All That Apply -					
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

Through MS4 stormwater permitting requirements, the town is expected to evaluate stormwater infrastructure and track and remediate illicit discharges to the MS4. Evaluation of our infrastructure is done by site visits which require televising and sampling with some modifications to the infrastructure found inadequate requiring new infrastructure to be installed. FY22 projects include the sampling and camera inspection of storm drains and pipes, and replacing basin insert cartridges.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$ 185,000	Town Funding Needed:	\$25,000
Amount and Type of Outside Funding Sources:	\$	Comments:	319, Healthy Community, PREP, Coastal Resiliency grants.
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year

FY22	FY23	FY24	FY25	FY26	Total
\$ 25,000	\$40,000	\$ 40,000	\$40,000	\$ 40,000	\$185,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4043):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Public Works	Est. Funding Request:	\$ 10,000
Project Title:	Parks Reserve	Est. Useful Life (Years):	10-20
Contact:	David Rich		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -			
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input checked="" type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Project Description: **Photo (click image to insert):**

Allocated funds are used for replacement/rehabilitation of field irrigation systems, fences, park buildings etc. as well as Fort Foster infrastructure including the pier, playground, tower bathroom roof, invasive plan, and supplemental reserve funding for future projects.

The final phase of the Fort Foster pier deck replacement is planned for FY21.

The FF Tower bathroom is in need of structural repairs to the roof. Implementation of a comprehensive invasive plant management plan is planned for FY22, and includes both professional work and volunteer efforts. The Town will seek to utilize Wetlands Mitigation funds to support the implementation of the plan.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$ 90,000	Town Funding Needed:	\$10,000
Amount and Type of Outside Funding Sources:	\$ 60,000	Comments:	Wetlands Mitigation Funds
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$20,000	\$90,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):

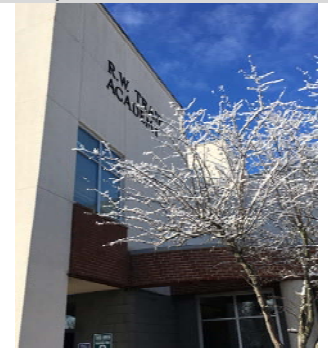


Date:	November 22, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 50,000
Project Title:	School Facility Reserve	Est. Useful Life (Years):	10-30 years
Contact:	Eric Waddell, Superintendent of Schools		
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -					
Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

All purchases through the CIP Facilities Reserve Fund are recommended to the Facilities, Finance, & Safety Committee by the Facilities Director and the Superintendent of Schools and require approval of the Kittery School Committee. Purchases from FY19 and FY20 have included a glass wall system for the Traip Academy library to facilitate small group work without disturbing other library patrons. New cafeteria fixtures at Shapleigh School and Traip Academy, Traip Academy roof repair, cafeteria sound abatement at MPS, and upgrades to the science laboratories at Traip Academy. FY21 CIP Facilities Reserve Fund projects will be presented to the Facilities, Finance, & Safety Committee by the superintendent and facilities director and recommended for approval to the full School Committee. Projects will be prioritized using the District's newly developed Maintenance, Facilities, and Equipment Inventory.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$ 250,000	Town Funding Needed:	\$ 50,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 22, 2020	Dept. Priority (1 of 3, etc.):	3
Department:	Kittery School District	Est. Funding Request:	\$ 0
Project Title:	School Vehicle Reserve	Est. Useful Life (Years):	5 years
Contact:	Eric Waddell, School Superintendent		
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -			
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Project Description:	Photo (click image to insert):
-----------------------------	---------------------------------------

This is a request for the annual allocation from CIP funding to replace the school maintenance vehicle and the 7-passenger school van at the end of their useful life. The maintenance vehicle is a 2014 Ford F-250 purchased in November, 2013. Current mileage is 25,207. The anticipated trade date will be eight to ten years from date of purchase (2023).
 The 7-passenger van is a 2015 Toyota Sienna All-Wheel Drive. It was purchased in August, 2015. Current mileage is 67,000, and the anticipated trade year will be 2022 or approximately 120,000 miles.



Climate Change/Sustainability:	Are the assets vulnerable to climate change or sea level rise? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
---------------------------------------	--

Project Financing:			
Total Project Cost:	\$ 50,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:			
Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:			
Proposed Start Date of Project:			
What Planning Has Been Done for Project?			
Is Funding Necessary for Further Plans/Estimating?			
Can the Project be Phased? If yes, expenditure by year			

FY22	FY23	FY24	FY25	FY26	Total
\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 22, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 20,000
Project Title:	School Equipment Reserve	Est. Useful Life (Years):	5-10 Years
Contact:	Eric Waddell, Superintendent of Schools		
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This account is used to replace or upgrade equipment needs on an as-needed basis as recommended by the District's Facilities, Finance, & Safety Committee. Recent purchases included the Shapleigh School sewer pumps, kitchen equipment, replacement curtains for the Traip Academy stage, grounds keeping equipment (the District stopped contracting out the work of property maintenance in the spring of 2019), large maintenance equipment like backpack vacuums and floor scrubbers, bleacher repairs, and a sophisticated badge maker to integrate proximity cards and photo ID credentials within the District for heightened security and safety. The FY22 equipment purchases will be thoughtfully recommended to the School Committee using a newly developed facilities and equipment inventory managed by the Facilities Director and Superintendent of Schools.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$ 100,000	Town Funding Needed:	\$ 20,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 22, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 40,000
Project Title:	School Technology Reserve	Est. Useful Life (Years):	5 years
Contact:	Eric Waddell, School Superintendent		
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This reserve is available for unanticipated and/or essential technology needs which may include unanticipated repairs and/or replacement of outdated infrastructure or equipment. Technology projects are presented by the Director of Technology and the Superintendent of Schools to the Facilities, Finance, & Safety Committee who then makes recommendations for funding to the full School Committee which must approve CIP Reserve Fund projects. FY20 and FY21 projects focused on equipment purchases (iPads, interactive white boards) and infrastructure improvements/upgrades (switches, network hardware, etc.). FY21 is a 'bridge' year for the MLTI program. The next MLTI contract will be in FY22. The CIP School Technology Reserve Fund will be essential for the District to participate in the longstanding program in Maine.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$200,000	Town Funding Needed:	\$40,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4056):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Fire Department	Est. Funding Request:	\$40,400
Project Title:	Fire Equipment Reserve	Est. Useful Life (Years):	10
Contact:	Chief David O'Brien		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This reserve funds the routine replacement of firefighter protective clothing, firefighter self-contained breathing apparatus (SCBA), radios, and other higher cost equipment as needed. Replacement of the SCBA's is planned for FY23 an estimated to be \$235,000.

Portable radios were replaced in FY20 with the Police Dept. Radios in the seven vehicles (apparatus, trucks, command vehicle) will be replaced in FY21 for approximately \$35,000. The communications tower will be upgraded at the Mitchell School to improve public safety coms in Kittery Point. The tower will be funded through public safety impact fees (one-time fees), with the project being implemented in two phases in the spring and summer of 2021. The remaining balance in the Public Safety Base Radio project (4031) of \$20,845 will be transferred into this fund in FY21.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$ 282,005	Town Funding Needed:	\$ 40,400
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 3,500	Comments:	annual test and certification and repairs
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year

FY22	FY23	FY24	FY25	FY26	Total
\$40,400	\$60,400	\$60,400	\$60,400	\$60,405	\$282,005

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4020):

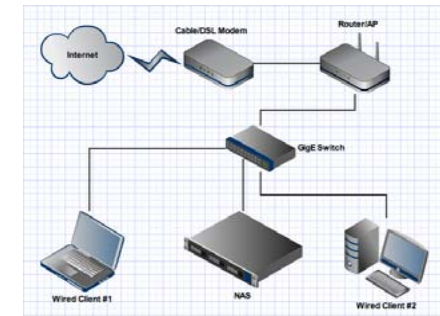


Date:	November 15, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 63,000
Project Title:	Technology Reserve	Est. Useful Life (Years):	5-7
Contact:	Kendra Amaral, Town Manager		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -			
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input checked="" type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Project Description: **Photo (click image to insert):**

The fund is for replacement of aging, failing, or obsolete hardware such as servers, desktops, firewalls, switches and routers, and cabling, replacement of software systems and licenses, and expansion of technology tools used in delivery of service. The Technology Reserve also supports upgrades that improve efficiency and/or functionality and one-time setup/initiation costs for new productivity software. There will be an accompanying transfer request of \$7,637 from inactive capital account. That will bring the total allocation to this reserve for FY22 to \$70,637.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$343,000	Town Funding Needed:	\$63,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	Replacements are typically more energy efficient
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? Consultation with our IT provider.

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$63,000	\$70,000	\$70,000	\$70,000	\$70,000	\$343,000

Please Provide and/or Attach Additional Project Details

Kittery Technology

Recommended Projects - Date Not Defined

Name	Priority	Status	Dependency
Hardware: Harbor Cameras	Medium	Not Started	
Phone System Review	High	Not Started	

FY2021

Name	Priority	Status	Dependency
SECURITY: Firewalls: Town Admin	Critical	Done	
Hardware: Harbor WiFi	Low	In Progress	
Office 365 Government Community Cloud (GCC) Migration	Critical	Planning	
PHYSICAL: Library Site Move	High	Planning	
SharePoint and Teams Implementation	High	Not Started	Office 365 Government Community Cloud (GCC) Migration
FUNCTIONALITY: Standardize Remote Work Process	Medium	Planning	SECURITY: Firewalls: Town Admin
Endpoint Security Enhancement	Critical	Planning	
New Hosts for Town Administration Office	High	Planning	
SECURITY: Harden Local Servers With Department of Defense Settings (STIGS)	High	Not Started	New Hosts for Town Administration Office
Compliance: Upgrade Local Servers to Windows 2019	High	Not Started	New Hosts for Town Administration Office
Network Segmentation	Medium	Not Started	New Hosts for Town Administration Office
Obsolescence: Remove Untangled System	High	Planning	
MS-ISAC Cyber-Security Program	High	Not Started	
Upgrade/Replace Windows 7: Year 1	High	Planning	

FY2022

Name	Priority	Status	Dependency
BACKUP: Acronis CyberCloud Migration	Medium	Not Started	
KWW Waste Water Virtualization/Network Rebuild	Medium	Not Started	Office 365 Government Community Cloud (GCC) Migration
Domain Reorganization	Low	Planning	Endpoint Security Enhancement
KPD Wireless Upgrade	Medium	Not Started	
SECURITY: Harden Local servers With Department of Defense settings (STIGS)	High	Not Started	New Hosts for Town Administration Office
New Network Switching - All locations	Medium	Not Started	Domain Reorganization
HARDWARE: Police: Evidence PC (Isolated PC)	Low	Not Started	
AUDIT: Business Continuity Review	High	Not Started	Compliance: Upgrade Local Servers to Windows 2019
Upgrade/Replace Windows 7: Year 2	Critical	Planning	
HARDWARE: Obsolete/Out of Warranty PC Replacements	High	Not Started	

FY2023

Name	Priority	Status	Dependency
FUNCTIONALITY: Electronic Archive	Low	Not Started	
HARDWARE: Obsolete/Out of Warranty PC Replacements	High	Not Started	

FY2024

Name	Priority	Status	Dependency
Security Revist	Critical	Not Started	Task 12
HARDWARE: Obsolete/Out of Warranty PC Replacements	High	Not Started	

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



Date:	November 10, 2020	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Community Center	Est. Funding Request:	\$30,000
Project Title:	KCC Equipment Reserve	Est. Useful Life (Years):	5-20
Contact:	Jeremy Paul		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input checked="" type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This account funds replacement of fitness, custodial, kitchen, theatre, and playground equipment.

The following projects are being considered for the next five years: Fitness room replacement machines and equipment. STAR Theatre upgrade/expansion of sound capacity and upgrades to the theatrical light system. Kitchen equipment nearing end of useful life and will be replaced including 60" stainless steel range, 2 convection ovens, walk-in cooler and walk-in freezer. Gymnasium sound system to expand its appeal and capabilities for events; and an all-building intercom system to coincide with emergency management plans.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$160,000	Town Funding Needed:	\$ 30,000
Amount and Type of Outside Funding Sources:		Comments:	
Salvage Value of Existing Equipment?		Comments:	

Future Costs & Operating Expenses

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	See KCC annual operating budget
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	Updated equipment will attract more rentals and revenue

Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	Cost estimates obtained
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
30,000	30,000	30,000	35,000	35,000	160,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4051):



Date:	November 10, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Community Center	Est. Funding Request:	\$ 30,000
Project Title:	KCC Facility Reserve	Est. Useful Life (Years):	10-20
Contact:	Jeremy Paul		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

This account is for larger projects/maintenance of the KCC and the East Wing. Project needs include: Replacement of some exterior doors and blown in insulation in the annex, improved insulation of the annex, and conversion of exterior and interior lighting to LED.

The KCC Board of Directors are interested in developing a campus master plan to guide future development of the site including increasing parking, improving the ball fields, and replacing the playground. The campus master plan will ensure outdoor amenities are ideally suited for the operation and the site conditions.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$130,000	Town Funding Needed:	\$ 30,000
Amount and Type of Outside Funding Sources:	\$0	Comments:	Playground donations, investigating grants for master plan
Salvage Value of Existing Equipment?	0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	See KCC Annual operating budget
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project:	Phase in as the account grows
What Planning Has Been Done for Project?	RFP developed for master plan, cost estimates for building improvements
Is Funding Necessary for Further Plans/Estimating?	Yes
Can the Project be Phased? If yes, expenditure by year	

FY22	FY23	FY24	FY25	FY26	Total
\$30,000	\$25,000	\$25,000	\$25,000	\$25,000	\$130,000

Please Provide and/or Attach Additional Project Details



Kittery Community Center
120 Rogers Road, Kittery, ME 03904
(p) 207-439-3800 • (f) 207-439-1780
www.kitterycommunitycenter.org

Director
Assistant Director
Recreation Supervisor

Jeremy Paul
Todd Henley
Valerie Lachapelle

TO: Kendra Amaral, Town Manager
CC: Patricia Moore, Finance Director
FROM: Jeremy Paul, Director Kittery Community Center
DATE: November 10, 2020
RE: FY2022-FY2026 Capital Improvement Plan

Please find the FY2022-FY2026 Capital Improvement Plan update and requests from the Kittery Community Center.

FY21 Project Updates

The replacement of the STAR Theater flooring was the major project in FY20. The project was completed in February and we are very happy with the final product. We are proud to have a floor that will last for many years.

Through the help of State grants, we will be completing a major East Wing heating project. In reviewing the heating system of the East Wing, we found the current one pump system is in poor condition. We will be installing two new heating system pumps, as two pump systems are now the standard in these types of buildings. This will maintain redundancy so that we will always have circulation and will help save energy. This will be beneficial as we continue to support the School Department in their returning children to the classroom. The East Wing houses the Shapleigh students who attend the gap care afterschool program.

FY22-FY26 Project Requests

The majority of these requests are carryovers from the previous requests. Given the current economic impacts of COVID on labor and materials, a 5% escalator was used on estimates obtained in the prior year.

KCC EQUIPMENT RESERVE (CIP FUND 4019)

This account funds replacement of fitness, custodial, kitchen, theatre, and playground equipment. We have reached out to the companies we have received pricing information from in the past and are still waiting for some updated prices.

Fitness Equipment: A number of fitness machines in the fitness suite were donated by York Hospital and are over 20 years old and nearing the end of their usefulness. Replacement cost for the equipment in our Fitness Suite is roughly \$85,000. Grant opportunities are being explored to offset the cost of the replacements.

Kitchen Equipment: We are continually trying to increase our program offerings in our kitchen. With that increased use, we are working to anticipate any possible replacement costs of essential equipment. That would include a stove, convection ovens, and the walk-in refrigerator/freezer unit. One oven is currently not working. The cost to replace those pieces of equipment is roughly \$21,000.

STAR Theater Equipment: The STAR is the crown jewel of the KCC and continues to host a wide variety of events and productions. With over seven years of use, we are aware of the need to upgrade and expand the sound capacity and lighting system. The cost for those items would be approximately \$75,000, but can be

phased in over time. The priority, LED fixtures, would be \$25,000. We are working to develop a better theatre management/preventive maintenance program.

Gym Sound System: Over the years, we have come to realize that we need a sound system in the gymnasium. We have had a number of rentals and other activities in the gym that could have benefitted from a sound system. Conferences, lectures, tournaments that need announcements, special events, etc., that may not be able to be held in the theater could be held in the gymnasium. We have had to improvise by bringing in a portable speaker with microphone for some events. The cost to have a new sound system put in is approximately \$50,000.

Building Wide Intercom: The KCC currently does not have a building-wide intercom system to make announcements, alert the public to any safety issues, etc. Any room that has a phone has the ability to be heard through the system, but any rooms, hallways, common areas, etc., that do not have a phone will not be able to hear any announcements being made. In today's day and age, being able to communicate effectively with as many people as possible is of the utmost importance. The cost to install this public address system is \$14,700.

KCC FACILITY RESERVE (CIP FUND 4019)

Based on the unexpected project involving the STAR floor, we have reevaluated and reprioritized the other projects in this section.

Replacement of Exterior Doors: The KCC has 22 exterior doors throughout the building. For safety and security reasons, there is a need to replace exterior doors #6 and #7. In addition, the three exterior doors to the theatre will need to be replaced. The costs range from \$9,500 to \$11,500.

Increased Parking at KCC: With the number of events at the KCC continuing to grow, there is a dire need to expand/increase parking on site. Larger voting turnouts often result in damage to the field, and there are some conferences that we are unable to have back due to the concerns over parking. The KCC BOD is working on a campus master plan that will include expanded parking. As the plan and suggested locations for the additional parking are still in the works, we don't see an immediate parking project coming forward and can afford to wait for more information.

East Wing Project: As we evaluate the potential future use of the East Wing, we are working on a project that would add ventilation and air conditioning in that area. More specific details are being identified.

With the East Wing housing a number of State licensed childcare programs, there is a need to keep that section warmer during the winter months. Blown-in insulation would help meet that goal. We need to undertake some further investigation to determine the feasibility and cost of the project. Based on the pricing information given to insulate the East Wing, we have come up with a price tag of \$30,000 to insulate the attic of the main KCC building.

The benefits of insulating the building would be reducing energy costs, helping to prevent gradual damage caused by heat and moisture, providing better indoor air quality and indoor comfort, and having less wear and tear on existing HVAC systems.

LED Lighting Conversion: Most of the interior and exterior lights at the KCC are standard bulbs. Conversion to LED lighting both inside and outside will not only reduce annual electricity costs, it will also reduce the Town's overall green house gas emissions.

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4018):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	3
Department:	Harbormaster	Est. Funding Request:	\$ 0
Project Title:	Kittery Port Authority Boat Reserve	Est. Useful Life (Years):	7-10
Contact:	John Brosnihan	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -			
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input checked="" type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Project Description: **Photo (click image to insert):**

Annual funding for replacement of the Harbormaster boats approximately every 7-10 years to reduce the cost of excessive maintenance and ensure maximum productivity and safety. The main Harbormaster Boat was purchased new in FY17 and is a 21' Surfside center console.

The Skiff was replaced in the summer of 2020 and includes a new trailer and outboard.

The main Harbormaster boat is proving insufficient for needs of the Harbormaster's search, rescue, and enforcement operations. Grants are being pursued to replace the boat for one that better suits the broad range of needs on Kittery's waterways.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$75,000	Town Funding Needed:	\$0
Amount and Type of Outside Funding Sources:	\$ TBD	Comments:	Seeking Port Security grant to replace HM primary boat
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: Next purchase planned for 2027 if grant is unsuccessful

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year No

FY22	FY23	FY24	FY25	FY26	Total
\$0	\$0	\$25,000	\$25,000	\$25,000	\$75,000

Please Provide and/or Attach Additional Project Details

Town of Kittery
Harbormaster
BOATS AND VEHICLES 2019 Escalation Factor: **3.0%**

Property	Year Purchased	Model Year	Cost	Replacement Year	Make	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
21' Boat	2017	2013	\$35,000	2025	Surfside Hull	21 foot						44,337								
Outboard	2017	2013	\$13,000	2025	Evinrude E-Tech 115	115 HP Outboard						16,468								
Electronics Pkg	2020	2020	\$5,800	2025	Garmin/Icom	PS Radio/Radar/Gps						7,347								
Work Skiff	2020	2020	\$17,210	2035	Maritime	1480 Skiff														
Outboard	2020	2020	see Work Skiff above	2035		25 HP Outboard														
21' Trailer	2017	2013	\$4,000	2023	Came with Surfside	Trailer						5,067								
Work Skiff Trailer	2020	2020	see Work Skiff above	2035		Maritime Trailer														
HM Truck	2014	2014	\$20,000	2025	Dodge Quad Cab	Used			23,185											
Account Balance							\$6,888	\$6,888	\$6,888	\$8,703	\$33,703	\$68,703	\$2,983	\$10,483	\$17,983	\$25,483	\$32,983	\$40,483	\$47,983	
Cost							-	-	23,185	-	-	73,219	-	-	-	-	-	-	-	-
Trade-In							\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding							\$0	\$0	\$25,000	\$25,000	\$25,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Remaining Account Balance							\$6,888	\$6,888	\$8,703	\$33,703	\$68,703	\$2,983	\$10,483	\$17,983	\$25,483	\$32,983	\$40,483	\$47,983	\$55,483	

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4055):



Date: November 12, 2020
Department: Harbormaster
Project Title: Kittery Port Authority Equipment Reserve
Contact: John Brosnihan
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$13,500
Est. Useful Life (Years): Varies
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

Annual funding to replace or rehab equipment that has reached the end of its service life. The KPA/Harbormaster maintain 25 floats and 5 ramps all of which are of different age and level of wear. Kayak racks are being added to the Traip facility in the current fiscal year. This will increase revenue and access to the water. The KPA prioritized a regrid of the mooring field in the Back Channel which will be performed internally and improve navigation and available moorings. FY22 will continue float redecking efforts, replacement of damaged or worn Town moorings, and rehab of the hoist at Government Street. Seeking grants (SHIP grant) to expand float system at Traip, expanding water access. The remaining balance in the BIG project (2069) with a balance of \$1,583 will be transferred to this reserve.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$173,500	Town Funding Needed:	\$ 13,500
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$13,500	\$25,000	\$40,000	\$45,000	\$50,000	\$173,500

Please Provide and/or Attach Additional Project Details

**Town of Kittery
Harbormaster
EQUIPMENT** Escalation Factor: **3.0%**

Property	Year Purchased	Cost	Replacement Year	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PEPPERRELL COVE															
Float Replacement	Various	\$40,000	Annual	Various					49,195	50,671	52,191	53,757	55,369	57,030	58,741
Float Refurbishment	Various	\$15,000	Annual	Various	16,391	16,883	17,389								
Transient Utilities	2014	\$78,000	As Needed	H20+Electricity											
Mooring Replacement	Various	\$5,000	Annual	Various	5,464		5,796		6,149		6,524				
TRAIP															
Float Replacement	UNK	\$10,000	Annual	Various								13,439	13,842		
Float Refurbishment	UNK	\$10,000	Annual	Various		11,255	11,593								
Kayak Rack System	NEW	\$6,000	NA	NEW											
GOV ST															
Wharf	2019	\$500,000	2049												
MISC															
Hoist Replacement (2)	Various	\$4,000	As Needed		4,371		4,637				5,219				

Account Balance	\$37,811	\$25,085	\$21,947	\$22,532	\$67,532	\$62,188	\$61,517	\$52,583	\$40,387	\$26,175	\$24,145
Cost	\$26,225	\$28,138	\$39,415	\$0	\$55,344	\$50,671	\$63,934	\$67,196	\$69,212	\$57,030	\$58,741
Trade-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$26,225	\$28,138	\$39,415	\$0	\$55,344	\$50,671	\$63,934	\$67,196	\$69,212	\$57,030	\$58,741
CIP Funding	\$13,500	\$25,000	\$40,000	\$45,000	\$50,000	\$50,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
Remaining Account Balance	\$25,085	\$21,947	\$22,532	\$67,532	\$62,188	\$61,517	\$52,583	\$40,387	\$26,175	\$24,145	\$20,404

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4116):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	2
Department:	Harbormaster	Est. Funding Request:	\$8,500
Project Title:	Kittery Port Authority Facility Reserve	Est. Useful Life (Years):	Various
Contact:	John Brosnihan		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

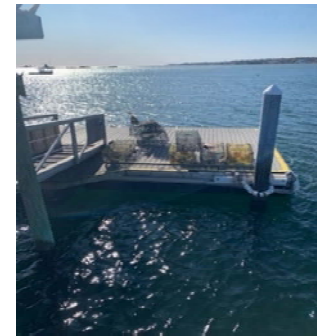
Project Type: Check All That Apply -					
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improv Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

Funds request for replacement and additions to the Kittery working and recreational waterfront facilities to include wharf repair, pier replacement/repair as well as buildings and utilities replacement and repair.

The Pepperrell Cove ramp received welding repairs to extend its useful life. The Frisbee Ramp is undergoing repair to further extend its useful life and improve safety. The parking lot was rehabilitated and repaved by DPW under a separate project number. The work included reinforcing and replacing riprap and a complete grind and repave of the parking lot. Pepperrell Cove Rider pilings that secure the floats will need replacement beginning in the next few years. The plan is to replace one every other year, beginning in FY22.

The balance in the Pepperrell Cove Paving project (4053) of \$1,495 will be transferred for this reserve.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$68,500	Town Funding Needed:	\$8,500
Amount and Type of Outside Funding Sources:		Comments:	Will investigate grant funds to offset some costs
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$.	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	FY20 annual revenues were ~ \$42,000

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$8,500	\$15,000	\$15,000	\$15,000	\$15,000	\$68,500

Please Provide and/or Attach Additional Project Details

**Town of Kittery
Harbormaster
FACILITIES**

2019
Escalation Factor: **3.0%**

Property	Year Purchased	Cost	Replacement Year	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
PEPPERRELL COVE															
Pepperrell Pier	1996	\$58,500	2036	East Pier											
Transient Ramp	2014	\$35,000	2034												
Frisbee Pier	2012	\$450,000	2052	West Pier											
Frisbee Ramp1	UNK	\$18,000	2022					21,493							
Frisbee Ramp2	2012	\$18,000	2032												26,434
Frisbee Ramp 3	UNK	\$13,000	2029									17,471			
HM Office	1997	\$47,000	2040												
Wharf Utilities	2014	\$83,400	2040												
Rider Piling Replacement	Various		Various		12,500		12,500		12,500		12,500				
Seawall	UNK														

TRAIP

HM Shed	2020	\$6,500	NEW												
---------	------	---------	-----	--	--	--	--	--	--	--	--	--	--	--	--

GOV ST

Govt.St. Pier	2019	\$500,000	2059												
---------------	------	-----------	------	--	--	--	--	--	--	--	--	--	--	--	--

RICE AVE

Storage Bldg	Unk	\$15,000	2025					17,911							
--------------	-----	----------	------	--	--	--	--	--------	--	--	--	--	--	--	--

				Account Balance	\$14,384	\$10,384	\$25,384	\$27,884	\$3,480	\$5,980	\$15,980	\$13,480	\$6,009	\$16,009	\$36,009
				Cost	\$12,500	\$0	\$12,500	\$39,404	\$12,500	\$0	\$12,500	\$17,471	\$0	\$0	\$26,434
				Trade-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
				CIP Funding	\$8,500	\$15,000	\$15,000	\$15,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$20,000	\$20,000
				Remaining Account Balance	\$10,384	\$25,384	\$27,884	\$3,480	\$5,980	\$15,980	\$13,480	\$6,009	\$16,009	\$36,009	\$29,575

**Kittery Port Authority
Long-Range Planning**

On the Horizon	KPA Priority	Capital	Anticipated Cost
Regridding of back channel mooring field	1	N	Operational cost
<i>Dredge Pepperrell Cove</i>			
Engineering Study	1		\$ 30,250
Dredge (Not FNP) [approx 6 acres] ¹	1		\$ 242,000
Harbormaster Boat House	2-3	Y	\$ 50,000
Preserve waterfront access	?	?	?
<i>Expand Pepperrell Cove</i>			
Engineering Study	3	Y	\$ 35,000
Construction	3	Y	?
Improve Rice Ave	3	Y	\$ 10,000

1. Assumes \$25/cubic yard

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4022):



Date:	November 11, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Police Department	Est. Funding Request:	\$112,000
Project Title:	Police Vehicle Reserve	Est. Useful Life (Years):	3 - 5
Contact:	Chief Robert Richter	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

The Police fleet is maintained at 13 vehicles. Frontline vehicles are rotated to second line for administration, detective, and back-up vehicles or traded-in/auctioned. The rotation of the vehicles is based upon mileage, operational condition, and the year of the vehicles.

The FY20 vehicle replacements were purchased, still awaiting the delivery of one. COVID has impacted supply and production chains and created a backlog for vehicle orders. The FY21 vehicle purchases are also delayed. These delays strain the ability to rotate front-line vehicles and have the potential to require vehicles be replaced sooner than usual due to the added front-line wear and tear. FY22 proposal includes replacement of two front-line cruisers. The Town intends to transition to hybrid cruisers beginning in FY23. The cost per vehicle will increase \$7,000, though rebates may be available to offset the added cost.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$792,000	Town Funding Needed:	\$112,000
Amount and Type of Outside Funding Sources:	\$0	Comments:	Grants/rebates for hybrids
Salvage Value of Existing Equipment?	\$0	Comments:	Auction surplus

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$112,000	\$140,000	\$175,000	\$190,000	\$175,000	\$792,000

Please Provide and/or Attach Additional Project Details

Town of Kittery
Police
VEHICLES

2022
Escalation Factor: **3.0%**

Vehicle	Model Year	Cost	Replacement		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
			Year	Make												
Front Line Cruiser	2021	\$62,000	3 YR	Ford Explorer			65,776			71,875			78,540			85,822
Front Line Cruiser	2021	\$62,000	3 YR	Ford Explorer			65,776			71,875			78,540			85,822
Front Line Cruiser	2018	\$55,000	3 YR	Ford Explorer	55,000			67,749			74,031			80,896		
Front Line Cruiser	2018	\$55,000	3 YR	Ford Explorer	55,000			67,749			74,031			80,896		
Front Line Cruiser	2018	\$62,000	3 YR	Ford Explorer		63,860			69,782			76,252			83,323	
Front Line Supervisor	2021	\$62,000	3 YR	Ford Explorer			65,776			71,875			78,540			85,822
Animal Control	2020	\$28,644	2029	F150 Pickup								35,229				
Detective	2017		Rotation FL	Ford Explorer												
Detective	2017		Rotation FL	Ford Explorer												
School Resource Officer	2017	\$61,000	Rotation FL	Ford Explorer												
Supervisor - Admin	2018	\$50,000	2023	Ford Explorer - Admin Pkg		51,500										
Supervisor - Admin	2019	\$50,000	2026	Ford Explorer - Admin Pkg					56,275							
Spare Unmarked	2015		Rotation FL	Ford Explorer												
Motorcycle	NEW	\$28,000	2032						37,630						37,630	
Account Balance					\$0	\$2,000	\$26,640	\$4,313	\$58,814	\$70,128	\$29,503	\$46,440	\$99,959	\$29,340	\$32,548	\$76,596
Cost					110,000	115,360	197,327	135,498	163,687	215,625	148,062	111,481	235,619	161,792	120,952	257,467
Trade-In					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding					\$112,000	\$140,000	\$175,000	\$190,000	\$175,000	\$175,000	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000
Remaining Account Balance					\$2,000	\$26,640	\$4,313	\$58,814	\$70,128	\$29,503	\$46,440	\$99,959	\$29,340	\$32,548	\$76,596	(\$15,872)

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	1
Department:	Police Department	Est. Funding Request:	\$10,000
Project Title:	Police Equipment Reserve	Est. Useful Life (Years):	Various
Contact:	Chief Robert Richter		
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If Yes, when? (FY):	FY19, FY20, FY21

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improv Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

Police utilize a variety of equipment in the course of conducting public safety work. Equipment that is maintained and replaced by the department include a finger print machine, firearms and firearm storage equipment, cameras, radios, flashlights, and cruiser equipment. Historically, the Town has not planned for the capital costs of replacing this equipment; resulting in the use of outdated equipment with inconsistent performance.



Evidence storage and file storage is nearing maximum capacity. A high-density records storage system is needed to gain space without having to expand on the Police Dept facility. Total project cost is approximately \$40,000.

Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$65,000	Town Funding Needed:	\$10,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: Storage project proposed to start in FY25. Replacement of other equip will be ongoing.

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY22	FY23	FY24	FY25	FY26	Total
\$10,000	\$10,000	\$15,000	\$15,000	\$15,000	\$65,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4100):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	2
Department:	Fire Department	Est. Funding Request:	\$23,500
Project Title:	Fire Facility Reserve	Est. Useful Life (Years):	100
Contact:	Chief David O'Brien		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annual

Project Type: Check All That Apply -			
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Project Description: **Photo (click image to insert):**

Our two fire stations were built in 2006-2007. They were designed to a 100-year life cycle based on estimated town growth and estimated changes in fire apparatus and equipment. The buildings were constructed to provide a long-term maintenance free exterior. However, like all buildings, maintenance is needed to meet the expected life cycle and also enhance energy efficiencies as they are developed. The past two FY years have funded high efficiency boiler replacement in both stations. The Gorges Road Station is facing repair work to the concrete ramp in front of the apparatus bays and both stations will be in need of apparatus floor repair work in the near future. The Gorges Road should be expanded to house the ambulance service currently operating out of the Walker Street facility, and to prepare for eventual transition to a career firefighting force. A warrant article is being prepared for that effort.



Climate Change/Sustainability: Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:			
Total Project Cost:	\$123,500	Town Funding Needed:	\$23,500
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

Future Costs & Operating Expenses:			
Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:			
Proposed Start Date of Project:			
What Planning Has Been Done for Project?			
Is Funding Necessary for Further Plans/Estimating?			
Can the Project be Phased? If yes, expenditure by year			

FY22	FY23	FY24	FY25	FY26	Total
\$23,500	\$25,000	\$25,000	\$25,000	\$25,000	\$123,500

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4026):



Date:	November 10,2020	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 10,000
Project Title:	Records Preservation	Est. Useful Life (Years):	200-300 years
Contact:	Kendra Amaral, Town Manager		
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when? (FY):	Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Restoration of Town records using a de-acidification process to remove acid from the paper, mending/laminating of the pages if necessary and re-sewing and re-binding the books.

In addition to the marriage records, Selectmen/Council minutes dating back to the early 1960's will also be addressed. Restoring and preserving Town records is critical as old records were instrumental in Kittery winning the land dispute for the Portsmouth Naval Ship Yard back in 2000.

This project is expected to be completed in FY26 with all historic records being preserved. Thereafter, annual costs for preservation of new records will be incorporated into the annual operating budget.

Photo (click image to insert):



Climate Change/Sustainability:

Are the assets vulnerable to climate change or sea level rise? Yes No

Project Financing:

Total Project Cost:	\$ 58,000	Town Funding Needed:	\$ 10,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year
 Yes – In the past we have phased the project over 5 years at \$10,000 per year

FY22	FY23	FY24	FY25	FY26	Total
\$10,000	\$12,000	\$12,000	\$12,000	\$12,000	\$58,000

Please Provide and/or Attach Additional Project Details

2022 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date:	November 12, 2020	Dept. Priority (1 of 3, etc.):	3
Department:	Public Works	Est. Funding Request:	\$0
Project Title:	Legion Pond Restoration	Est. Useful Life (Years):	
Contact:	David Rich		
Previously Presented?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, when? (FY):	

Project Type: Check All That Apply -					
Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input checked="" type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Reduce GHG/Improve Energy Eff	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Improve Public/Staff safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description: **Photo (click image to insert):**

Legion pond has been degraded by invasive plants and nutrient overload. The identified source for the nutrients is avian and decomposition of duckweed and submerged invasive plants. The Town Council has asked for the pond to be prioritized for restoration to historic conditions. This project will focus on enhancement of the area and include permitting, invasive plant removal both uplands and pond skimming of duckweed, removal of debris, and reestablishment of fish populations once invasive plants are addressed.



Climate Change/Sustainability: Is the project vulnerable to climate change or sea level rise? Yes No

Project Financing:			
Total Project Cost:	\$262,000	Town Funding Needed:	\$0
Amount and Type of Outside Funding Sources:	\$	Comments:	Grant application was denied. Seeking other grant options.
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:			
Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:	
Proposed Start Date of Project:	
What Planning Has Been Done for Project?	DEP assessment and recommendations
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes, project is phased over six years starting in FY24

FY22	FY23	FY24	FY25	FY26	Total
\$0	\$0	\$68,000	\$51,000	\$43,000	\$162,000

Please Provide and/or Attach Additional Project Details

Legion Pond Invasive Species Management

Task	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
Professional Services						
Monitoring- plants (invasives/ buffers)	\$ 6,265	\$ 6,265	\$ 6,265	\$ 6,265	\$ 6,265	\$ 6,265
Monitoring- water quality pre and post	\$ 9,890	\$ 9,890	\$ 9,890	\$ 9,890	\$ 9,890	\$ 9,890
Regulatory- permit app's/ compliance	\$ 3,370	\$ 1,195	\$ 1,195	\$ 1,195	\$ 1,195	\$ 1,195
Integrated Vegetation Management (IVM)						
Design IVM Program	\$ 2,580					
Manual cutting/ pulling- buffers	\$ 3,770	\$ 2,890	\$ 2,890	\$ 1,190	\$ 1,190	\$ 1,190
Herbicide applications- buffers	\$ 3,890	\$ 3,555	\$ 2,580	\$ 2,190	\$ 1,995	\$ 1,795
Herbicide applications- aquatic	\$ 19,890	\$ 12,230	\$ 7,410	\$ 3,790	\$ 3,790	\$ 3,790
Pond skimming- duckweed removal (4)	\$ 15,955	\$ 13,995	\$ 11,995	\$ 9,995	\$ 7,995	\$ 5,995
Remove man- made debris	\$ 1,950	\$ 560	\$ 560	\$ 560	\$ 560	\$ 560
TOTAL	\$ 67,560	\$ 50,580	\$ 42,785	\$ 35,075	\$ 32,880	\$ 30,680

PROJECTS ON THE HORIZON

**PROJECTS IMPACTING FINANCIAL POSITION
CAPITAL IMPROVEMENT PLAN
FY22 - FY26**

FY21 Unassigned Fund Balance (Undesignated Reserve)	\$6,970,748
Policy Requirement (2.5 months of Town and School operating budgets)	<u>\$6,998,525</u>
Surplus/(Deficit)	<u>(\$27,777)</u>

Planned	Funded Year	COST	Unassigned Fund	Capital	Annual Debt	Grants
Senior Tax Circuit Breaker	Ongoing	\$50,000	\$ 50,000	\$ -	\$ -	\$ -
Compensated Absences	Ongoing	\$125,000	\$ 125,000	\$ -	\$ -	\$ -
In Evaluation Phase						
Ambulance Relocation ¹	TBD	\$700,000	\$ 700,000	\$ -	\$ -	\$ -
Memorial Field ² - Phase 1	TBD	\$1,000,000		To Be Determined		
Stevenson Sidewalk ³	TBD	\$750,000		To Be Determined		
Removal of Cole Street Bldg	TBD	\$80,000		\$ -	\$ -	\$ -
Legion Pond (grants still be pursued for project)	2024	\$262,000	\$ -	\$ 262,000	\$ -	\$ -
TOTAL			\$ 875,000	\$ 262,000	\$ -	\$ -
Considered						
Dredge Pepperell Cove - Engineering and Permitting (incl.)	2022	\$ 272,250		To Be Determined		
Love Lane Sidewalks ³	TBD	1,900,000		To Be Determined		
TOTAL		\$ 4,877,250		\$ -	\$ -	\$ -

Notes:

1. Proceeds from the sale of Walker Street Station could replenish some of the reserves allocated to the project. Requires a warrant article.
2. Memorial Field Phase 1 includes field renovation, lighting, and parking lot expansion.
3. Estimate based on length and anticipated complexity.
4. Estimate based on broad assumption of acreage and prevailing cost for dredging in Maine. Federal dredging may offset a portion of costs, but not all as a good portion of the project will not be within the FNP.

APPENDIX A - DEBT SCHEDULE

Municipal Debt - Tax Funds

Year Issued Project Total Bonded	2006/2016 Refund Fire Stations		2010/2021 Refund PWD 675,000/175,250		2012 Frisbee - Com Ctr 5,500,000		2016 Roads/KCC Annex 2,258,000		2014A KLT Rustlewood 150,000		2016 KLT Braveboat 275,000		2021 Rice Library		Tax Funds Municipal Total
	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest	
2004															0
2005															0
2006															0
2007		83,742													83,742
2008	155,000	114,469													269,469
2009	155,000	107,881													262,881
2010	155,000	101,294													256,294
2011	155,000	94,706		11,675	0	0									261,381
2012	155,000	88,119		19,825	0	0									262,944
2013	155,000	81,338	35,000	19,475	275,000	126,775									692,588
2014	155,000	74,363	35,000	18,775	275,000	121,275									679,413
2015	155,000	67,388	35,000	18,075	275,000	115,775				4,034					670,272
2016	155,000	60,413	35,000	17,375	275,000	110,275		28,350	6,043	4,272					691,728
2017	125,000	42,213	35,000	16,675	275,000	104,775	233,000	42,830	6,076	4,239		6,318			891,126
2018	125,000	22,100	35,000	15,975	275,000	99,275	225,000	38,250	6,127	4,188	11,352	6,738			864,004
2019	115,000	19,700	35,000	15,231	275,000	93,775	225,000	33,750	6,199	4,116	11,463	6,627			840,861
2020	115,000	17,400	35,000	14,400	275,000	88,275	225,000	29,250	6,292	4,023	11,592	6,498			827,729
2021	115,000	15,100	35,000	6,981	275,000	82,775	225,000	24,750	6,407	3,907	11,741	6,349			808,011
2022	115,000	12,800	16,500	5,474	275,000	77,275	225,000	20,250	6,545	3,770	11,910	6,180	240,000	113,133	1,128,835
2023	115,000	10,500	16,500	4,558	275,000	71,775	225,000	15,750	6,701	3,614	12,101	5,989	240,000	97,230	1,099,717
2024	110,000	8,250	16,250	4,063	275,000	66,275	225,000	11,250	6,874	3,441	12,314	5,776	240,000	90,030	1,074,522
2025	110,000	6,050	16,250	3,575	275,000	60,088	225,000	6,750	7,063	3,252	12,550	5,540	240,000	82,830	1,053,947
2026	110,000	3,713	16,250	3,088	275,000	53,900	225,000	2,250	7,271	3,044	12,807	5,282	240,000	75,630	1,033,234
2027	110,000	1,238	16,250	2,600	275,000	47,025			7,502	2,813	13,088	5,001	240,000	68,430	788,947
2028			16,250	2,113	275,000	40,150			7,757	2,558	13,404	4,685	240,000	61,230	663,147
2029			16,250	1,625	275,000	32,588			8,032	2,283	13,763	4,327	240,000	54,030	647,897
2030			16,250	1,138	275,000	25,025			8,326	1,988	14,158	3,931	240,000	46,830	632,647
2031			16,250	650	275,000	16,913			8,642	1,672	14,585	3,504	240,000	39,630	616,847
2032			16,250	163	275,000	8,663			8,981	1,334	15,043	3,047	235,000	32,430	595,909
2033									9,338	977	15,531	2,558	235,000	30,080	293,484
2034									9,715	600	16,050	2,040	235,000	27,495	290,899
2035									10,111	203	16,597	1,493	235,000	24,793	288,197
2036											17,172	918	235,000	21,855	274,945
2037											17,779	311	235,000	18,683	271,772
2038													235,000	15,275	250,275
2039													235,000	11,633	246,633
2040													235,000	7,873	242,873
2041													235,000	3,995	238,995
TOTAL	2,660,000	1,032,774	494,250	203,506	5,500,000	1,442,650	2,258,000	253,430	150,000	60,328	275,000	93,111	#####	923,113	19,367,662

School Debt - Tax Funds							
Year Issued	2002/2013 Refund		2010/2021 Refund		2016		Tax Funds
Project	MITCHELL		MITCHELL & SHAPLEIGH		CIP Schools		School
Total Bonded	4,220,000		6,525,000/3,405,750		821,000		Total
	Princ	Interest	Princ	Interest			
2004	215,000	264,367					479,367
2005	215,000	158,694					373,694
2006	215,000	151,906					366,906
2007	215,000	144,719					359,719
2008	210,000	137,813					347,813
2009	210,000	130,725					340,725
2010	210,000	123,375					333,375
2011	210,000	116,025		114,465			440,490
2012	210,000	108,150		194,375			512,525
2013	210,000	99,881	325,000	191,125			826,006
2014	210,000	40,399	325,000	184,625			760,024
2015	210,000	32,130	325,000	178,125			745,255
2016	210,000	28,980	325,000	171,625	10,308		745,913
2017	210,000	25,830	325,000	165,125	86,000	15,560	827,515
2018	210,000	22,628	325,000	158,625	85,000	13,850	815,103
2019	210,000	18,900	325,000	151,719	85,000	12,150	802,769
2020	210,000	14,700	325,000	144,000	85,000	10,450	789,150
2021	210,000	10,500	325,000	69,969	80,000	8,800	704,269
2022	210,000	6,300	313,500	103,997	80,000	7,200	720,997
2023	210,000	2,100	313,500	86,593	80,000	5,600	697,793
2024			308,750	77,188	80,000	4,000	469,938
2025			308,750	67,925	80,000	2,400	459,075
2026			308,750	58,663	80,000	800	448,213
2027			308,750	49,400			358,150
2028			308,750	40,138			348,888
2029			308,750	30,875			339,625
2030			308,750	21,613			330,363
2031			308,750	12,350			321,100
2032			308,750	3,088			311,838
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
2039							0
2040							0
2041							0
TOTAL	4,220,000	1,638,120	6,330,750	2,275,605	821,000	91,118	15,376,594

Year Issued Project Total Bonded	Sewer Debt - Other Funds						Other Funds Sewer Total	All Funds Grand Total
	1992, 2003		2010		2016			
	SEWER SRF Refunded		SEWER SRF		SEWER SRF			
	Princ	Interest	Principle	Interest	Princ	Interest		
2004							0	479,367
2005							0	373,694
2006							0	366,906
2007							0	443,461
2008							0	617,281
2009							0	603,606
2010							0	589,669
2011	213,624	7,083	148,452	56,454			425,613	1,127,484
2012	206,541	3,541	149,937	56,528			416,548	1,192,016
2013	265,038	19,879	151,436	38,761			475,113	1,993,707
2014	65,959	11,570	152,950	37,246			267,726	1,707,162
2015	66,919	10,571	154,480	35,717			267,687	1,683,214
2016	67,921	9,440	156,025	34,172			267,558	1,705,198
2017	68,967	8,336	157,585	32,612	377,865	199,810	845,175	2,563,816
2018	70,059	7,215	159,161	31,036	379,594	122,147	769,211	2,448,317
2019	71,197	5,889	160,752	29,444	383,410	118,332	769,024	2,412,653
2020	72,381	3,182	162,360	27,837	387,262	114,478	767,499	2,384,379
2021	71,482	2,535	163,983	26,213	391,155	110,586	765,954	2,278,233
2022	70,474	1,859	165,623	24,573	395,086	106,655	764,270	2,614,103
2023	70,646	1,155	167,279	22,917	399,057	102,684	763,738	2,561,247
2024			168,952	21,244	403,067	98,674	691,937	2,236,397
2025			170,642	19,555	573,589	102,072	865,858	2,378,880
2026			172,348	17,848	579,354	96,308	865,858	2,347,305
2027			174,072	16,125	585,177	90,485	865,859	2,012,956
2028			175,812	14,384	591,058	84,604	865,858	1,877,892
2029			177,571	12,626	596,998	78,663	865,858	1,853,380
2030			179,346	10,850	602,999	72,663	865,859	1,828,868
2031					609,058	66,603	675,661	1,613,608
2032					615,179	60,482	675,661	1,583,408
2033					621,362	54,299	675,662	969,146
2034					627,608	48,053	675,661	966,560
2035					633,915	41,747	675,662	963,858
2036					640,286	35,376	675,662	950,606
2037							0	271,772
2038							0	250,275
2039								
2040								
2041								
TOTAL	1,381,208	92,254	3,268,766	566,145	10,393,077	1,804,721	17,506,171	52,250,427

APPENDIX B - TAX ASSET DETAIL

[Home](#) [ViewAssets](#) [SearchAssets](#) [Reports](#) [Print](#) [Logout](#)

User: Town of Kittery User Kittery State: ME Fiscal Year End: 6/30/2020

Town of Kittery (Gov. Activities)
Capital Plan: Assets by Class and Type
 Fiscal Year End: 6/30/2020

Asset Class/Type	Total Original Cost	Total Replacement Cost	Annual Depreciation	Accumulated Depreciation
Building Improvements				
Building	\$39,618.00	\$0.00	\$3,381.00	\$29,476.00
General	\$1,865,071.00	\$0.00	\$82,706.00	\$638,847.00
Subtotals	\$1,904,689.00	\$0.00	\$86,087.00	\$668,323.00
Buildings				
Building	\$27,637,384.00	\$3,013,610.00	\$267,941.00	\$20,195,152.00
Buildings	\$13,770,662.00	\$7,220,366.00	\$463,951.00	\$6,780,728.00
Subtotals	\$41,408,046.00	\$10,233,976.00	\$731,892.00	\$26,975,880.00
Construction in Progress				
Construction in Progress	\$382,517.00	\$0.00	\$0.00	\$0.00
Subtotals	\$382,517.00	\$0.00	\$0.00	\$0.00
Infrastructure				
Drainage System	\$29,000.00	\$0.00	\$0.00	\$0.00
Infrastructure	\$2,229,222.00	\$846,729.00	\$90,073.00	\$924,437.00
Roads	\$10,408,589.00	\$30,971,630.00	\$202,443.00	\$8,784,426.00
Subtotals	\$12,666,811.00	\$31,818,359.00	\$292,516.00	\$9,708,863.00
Land				
Land	\$10,950,906.00	\$0.00	\$0.00	\$0.00
Subtotals	\$10,950,906.00	\$0.00	\$0.00	\$0.00

Land Improvements

General	\$442,779.00	\$159,408.00	\$12,915.00	\$408,906.00
Land Improvements	\$1,760,855.00	\$400,000.00	\$83,276.00	\$937,290.00
Subtotals	\$2,203,634.00	\$559,408.00	\$96,191.00	\$1,346,196.00

Machinery & Equipment

Audio/Visual	\$27,572.00	\$5,000.00	\$3,939.00	\$27,572.00
Cafeteria Equipment	\$5,689.00	\$0.00	\$569.00	\$1,138.00
Communication Equipment	\$108,523.00	\$0.00	\$0.00	\$0.00
Communications	\$0.00	\$11,800.00	\$0.00	\$0.00
Computer	\$203,094.00	\$203,294.00	\$329.00	\$203,094.00
Computers	\$90,825.00	\$13,118.00	\$3,217.00	\$86,587.00
Equipment	\$1,775,219.00	\$0.00	\$149,498.00	\$989,393.00
Fire Equipment	\$380,701.00	\$219,652.00	\$30,570.00	\$260,897.00
Heavy Equipment	\$617,913.00	\$360,603.00	\$19,136.00	\$284,646.00
Highway Equipment	\$942,508.00	\$849,324.00	\$45,034.00	\$479,153.00
Housekeeping/Maintenance	\$10,246.00	\$0.00	\$0.00	\$0.00
Kitchen Equipment	\$107,229.00	\$0.00	\$3,034.00	\$87,507.00
Miscellaneous Equipment	\$443,478.00	\$38,474.00	\$40,336.00	\$172,424.00
Other	\$11,986.00	\$0.00	\$329.00	\$9,680.00
Photocopier	\$9,099.00	\$0.00	\$0.00	\$9,099.00
Police Equipment	\$129,153.00	\$122,088.00	\$6,707.00	\$94,006.00
Radios & Pagers	\$81,010.00	\$61,173.00	\$7,081.00	\$58,377.00
Technology equipment	\$44,185.00	\$0.00	\$1,008.00	\$2,015.00
Telephone	\$61,000.00	\$5,000.00	\$0.00	\$61,000.00
Subtotals	\$5,049,430.00	\$1,889,526.00	\$310,787.00	\$2,826,588.00

Vehicles

Equipment	\$26,074.00	\$0.00	\$2,967.00	\$8,902.00
Vehicle	\$3,371,849.00	\$2,422,896.00	\$147,219.00	\$2,008,540.00
Vehicle Accessories	\$16,921.00	\$0.00	\$2,171.00	\$4,342.00
Vehicles	\$1,718,389.00	\$95,632.00	\$214,511.00	\$1,095,023.00
Subtotals	\$5,133,233.00	\$2,518,528.00	\$366,868.00	\$3,116,807.00

Totals for Report

\$79,699,266.00

\$47,019,797.00

\$1,884,341.00

\$44,642,657.00

User: Town of Kittery User

© Copyright 2003 • RHR Smith & Company, CPAs • All rights reserved •



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

REPORT TO TOWN COUNCIL

Date: January 25, 2021
Updated: February 8, 2021
From: Kendra Amaral, Town Manager
Subject: Title 8 Property Maintenance
Councilor Sponsor: Chairperson Jeffrey Thomson

EXECUTIVE SUMMARY

The proposed amendments to Title 8.2 Property Maintenance were developed to address known issues with the existing ordinance's unintended exceptions/loopholes, to enhance public safety protections as they relate to dangerous buildings, and to improve the Town's ability to enforce the ordinance.

The intent of this ordinance is to address significant property maintenance issues that directly impact the health, safety, welfare, natural environment, and property values of the Town and neighboring properties. The proposed amendment better defines junk and removes the loophole that allowed junk to be indefinitely defined as "usable" material by the property owner. It also adopts a dangerous-building placard standard, used commonly throughout the nation. Finally, the proposal strengthens the Town's ability to issue and assess fines, and introduces an option that allows the Town and property owner to avoid time consuming and costly court proceedings through a "consent agreement" approach to resolving violations.

It is important to note that the ordinance is not intended to impose a strict "better homes and gardens" aesthetic upon property owners, which generally leads to disproportionate action against low-income and/or elderly residents. It is also not intended to divert municipal resources to resolving civil disputes between private property owners; at the taxpayers' expense. Civil disputes will still need to be resolved privately, by the disputing property owners, at their own cost. The Town staff will err on the side of caution when considering complaints that appear to fall into one of these categories, and will apply the standards consistently.

The amendment was developed with direct assistance from the Town Attorney and conform to both state law and law court decisions addressing property maintenance enforcement throughout the state. The proposal has been reviewed by the Planning and Development Department, Fire Chief, and Police Chief.

PROPOSED TITLE 8 REVISIONS

The Town has had mixed outcomes addressing dangerous, dilapidated properties over the years. The challenges are due in part to the ordinance as written. The proposed amendment is intended to address those challenges.

The definition of Junk is being updated to eliminate the loophole that had allowed owners to claim "items" littering their property had a future purpose and therefore were not junk. The revised definition

sets a timeframe for which the owner must actively use or dispose of the item, ending the indefinite nature of the loophole.

Structure maintenance has been added to address disrepair of buildings that lead to further structural deterioration, squatting, health hazards, and other safety issues that impact occupants, neighbors, and first responders. The ordinance will require buildings to be secured with sides of a uniform material, a roof, and door and window closures.

Vacant building placarding is being proposed for the ordinance. The placard system follows national standards and serves as a vital warning system for firefighters and other public safety personnel when called to respond to emergencies at vacant buildings that have inherent structural deficits.

The violations and penalties amendment introduces the option for a local “consent agreement” approach that allows violations to be addressed without lengthy and costly legal proceedings in court. The amendment also sets a flat rate fine, consistent with the Town’s standing objective to streamline the violation process.

The Town will continue to work with property owners to achieve compliance before taking punitive action; as is best practice in municipal code enforcement services.

UPDATE

Only minor edits have been made to correct grammatical and typographical errors.

PROPOSED SOLUTION/RECOMMENDATION

Approve amendment as proposed.

ATTACHMENTS

- Draft Title 8 Property Maintenance Amendments
- Draft Title 8 Property Maintenance Enactment

Chapter 8.2 Property Maintenance

1. AMEND Title 8.2.2 Definitions as follows:

1 ABUTTING PROPERTY(IES)

2 As used herein solely, any property with a portion of it falling within 150 feet of ~~all the boundaries of a~~
3 boundary line of a property in violation of this chapter.

4 JUNK

5 Includes dilapidated, discarded, junked or worn-out material(s) or objects, including but not limited to
6 ~~such as~~ discarded, worn-out or junked plumbing heating supplies, electronic or industrial equipment,
7 household appliances or furniture; discarded, scrapped and junked lumber; and old or scrap copper,
8 brass, rope, rags, batteries, paper trash, rubber debris, waste and all scrap iron, steel and other scrap
9 ferrous or nonferrous material. An item meeting the categories above is presumed to be junk if it has
10 remained on the ground for more than three months without being put to active use. An item is not
11 considered junk if it is placed in relation to construction or renovation of a structure for which an active
12 town permit or approval exists, and is removed within three months from completion of construction or
13 renovations.

14 VACANT

15 Any previously inhabited building or structure which has been uninhabited for a period of 180 days or
16 longer.

17 2. AMEND § 8.2.4 grounds maintenance as follows:

18 § 8.2.4 Required grounds maintenance

19 A. Required. All property grounds or parts thereof must be maintained in a condition free of any
20 nuisance, unsafe or unsanitary conditions or accumulation of garbage, household trash, rubbish, junk, litter,
21 worn or discarded plumbing, heating supplies, oil or propane tanks, old or scrap copper, brass, rope, rags,
22 batteries, paper trash, rubber, building debris, waste and all scrap iron, steel, other scrap ferrous or nonferrous
23 material, debris, scrap lumber, tires, automobile parts, worn-out or unused or inoperable machinery or parts
24 thereof, glass, unused and/or inoperable appliances, worn and unused furniture, and more than two vehicles
25 not bearing a valid motor vehicle inspection sticker and a valid motor vehicle registration.

26 B. Storage allowed. Materials as listed in Subsection A above, intended for private use of the property
27 owner, occupant or operator, may be stored on the grounds of the property as long as such material is
28 screened from public ways and from abutting properties as provided in Subsection C herein and the material
29 is not otherwise in violation ~~with-of~~ any municipal ordinance or state statute. Private use does not include
30 resale of the material.

31 C. Screening. Where screening is required for the storage of material on property grounds, as provided in

32 this section, the following standards apply:

33 (1) Screening may be accomplished by natural or man-made objects, plantings or fences, any of which
34 must completely screen the stored material from view from any portion of any public way or abutting
35 property throughout the entire calendar year. All screening must be located outside of the ~~public way right-~~
36 ~~of-way limits.~~limits of any public right-of-way.

37 (a) Natural or man-made objects are interpreted to be:

38 [1] Hills, gullies or embankments. Such man-made objects must be constructed to blend with the
39 landscape, with loaming and seeding or other treatment as may be necessary to establish a natural
40 appearance.

41 [2] Buildings or other installations.

42 [3] Combinations of above.

43 (b) Plantings. Trees, shrubs or other vegetation of sufficient height, density and depth of planting or
44 growth to completely screen the stored material may be used.

45 (c) Fences. Fences will be so located and of sufficient height to completely screen the stored material. All
46 fences must be an opaque wall or barrier, constructed and erected in a workmanlike manner and well
47 maintained. Only sound, undamaged material, uniform in appearance, is acceptable.

48 D. Use allowed. This section may not be construed to prevent uses of property grounds allowed by the
49 Land Use and Development Code (Title 16), Garage Sales (Chapter 5.4), or Sidewalk Sales (Chapter 5.7)
50 sections of the Town Code or any other state and/or municipal ordinance or statute, provided that all
51 necessary permits or approvals, when required, are obtained and followed and all other related ordinance
52 requirements are met.

53 **3. ADD § 8.2.7 Structure maintenance:**

54 § 8.2.7 Structure maintenance

55 The exterior of a structure visible from any public way or abutting property must be maintained in good
56 repair, structurally sound, secure and sanitary so as not to pose a threat to the public health, safety or welfare,
57 or a substantial reduction of property values of abutting properties. The following applies to any portion of a
58 structure which is visible from a public way or abutting property:

59 A. Permanent siding of uniform and water-resistant material must be applied to any exterior wall. In the
60 event that a property is found to be in violation of this requirement, the Code Enforcement Officer shall
61 approve the material to be applied.

62 B. Permanent covering such as shingles or standard metal roofing must be applied to the roof. In the event
63 that the property is found to be in violation of this requirement, the Code Enforcement Officer shall approve

64 the material to be applied.

65 C. All entrances must be secured with functioning doors, which remain locked if the structure is vacant.

66 D. There may be no broken windows.

67 E. All structural elements including but not limited to foundations, roofs, stairs, porches, decks, balconies
68 and cupolas must be securely installed and in generally good repair.

69 F. Exception: A building deemed vacant and marked by the Town as such according to §8.2.8 may be
70 secured via permanent means such as boarding, grating, or bars.

71 **4. ADD § 8.2.8 Vacant buildings and renumber subsequent subsections accordingly:**

72 **§ 8.2.8 Vacant Buildings**

73 A. Warning Signs. When the Code Enforcement Officer determines that a vacant or otherwise derelict
74 building may pose a serious and immediate risk to public safety officials, including firefighters, emergency
75 medical technicians, police officers or the like, who may be responding to an emergency call at such
76 premises, the Code Enforcement Officer has the authority, in person or through agents, after providing
77 written notice to the property owner or responsible party to enter into any such property to post highly visible
78 signs on the building which indicate either the building is safe to enter with extreme caution or unsafe to
79 enter as described below.

80 (1) A red sign with a white “X” – fireground operations may be conducted only from the outside due to
81 major interior hazards; or

82 (2) A red sign with a single white diagonal line- fireground operations may be conducted from the interior
83 with extreme caution due to interior hazards.

84 B. Securing a vacant building. When the Code Enforcement Officer determines that a vacant or otherwise
85 derelict building may pose a serious and immediate risk to the general public, the Town may take actions to
86 secure the envelope of the structure to prevent unauthorized access, including but not limited to installing
87 boarding, grating, or bars.

88 C. Recouping costs incurred by the Town. The cost incurred by the Town for installing warning signs or
89 securing a vacant or derelict building may be charged against the owner of the real estate upon which the
90 building was or is located.

91 **5. AMEND §8.2 Enforcing authority as follows:**

92 **§8.2.7-9 Enforcing Authority.**

93 This chapter is enforced by the Code Enforcement Officer ~~(CEO), or~~ designee ~~or the Police Department.~~

94 **6. AMEND §8.2 Notice of violation and order of correction as follows:**

95 **§ 8.2.8-10 Notice of violation and order of correction.**

96 ~~When a violation of this chapter exists,~~ Enforcement of this chapter shall be commenced by the Code
97 Enforcement Officer ~~the CEO must~~ notifying violator(s) by serving a notice of violation and order of

98 correction ("the notice") upon the violator(s). The notice must be in writing, describe the nature of the
99 violation, and direct the violator(s) to take the action necessary to correct the violation, specifying the time
100 period for correction ~~as provided in § 8.2.10~~. The notice must also set forth the fine and/or penalty that could
101 be imposed in the event that the violation exists as set out in the notice and is not abated and corrected within
102 the time period set out in the notice.

103 **7. AMEND §8.2 Violations and penalties as follows:**

104 § 8.2.~~11~~12 **Violations and penalties.**

105 A. When a violation of any provision of this chapter is found to exist and is not corrected within the time
106 period set out in the notice of violation and order of correction, the Town Attorney and the CEO, upon
107 direction from the Town Manager, are authorized to institute a land use citation and complaint pursuant to
108 Maine Rules of Civil Procedure 80K, or any other legal or equitable process that may be appropriate and
109 necessary for the enforcement of the provisions of this chapter, the same to be brought in the name of the
110 Town.

111 B. Prosecution of violations of this chapter may be waived if the violator(s) enter a consent agreement which
112 the Town Manager has authority to execute on behalf of the Town. Such consent agreement will provide for
113 timely abatement of the violations. The agreement may provide that the Town may enter the property to
114 correct the violations and charge the related costs to the violator(s). If any such charge remains unpaid after
115 30 days from invoice, the consent agreement will provide that the Town may assess the costs of remediation
116 to the owner or tenant as a special tax in accordance with 17 M.R.S. § 2853.

117 ~~BC.~~ Any person (including tenants in retail businesses) being the owner or tenant of or having control or
118 use of any building or premises who is found to be in violation of any of the provisions of this chapter is
119 guilty of a civil violation ~~and will be assessed a penalty of \$250. Each day any violation of this Chapter~~
120 continues constitutes a separate offense. The violator is subject to the fines and other sanctions and remedies
121 provided by 30-A M.R.S. § 4452, currently including, without limitation, ~~a penalty of \$100 to \$2,500 for a~~
122 ~~specific violation~~, injunctive relief, and attorneys' fees and costs. If the Town is authorized by law or by court
123 order to enter the property to correct any violation, such remediation costs and related attorneys' fees may be
124 assessed against the violator as a special tax in accordance with 17 M.R.S. § 2853.

**KITTERY TOWN CODE –
TITLE 8
PROPERTY MAINTENANCE**

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’s Property Maintenance Ordinance seeks to set minimum
11 standards for maintenance of property within the Town to protect public health, safety, welfare,
12 the natural environment, and property values; and

13 **WHEREAS**, the ordinance was last reviewed and amended by the Town Council in 2011; and

14 **WHEREAS**, the Town has identified some deficiencies and areas needing clarification in the
15 ordinance in order to ensure it serves its purpose effectively;

16 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN
17 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENTS TO TITLE
18 8.2, PROPERTY MAINTENANCE, OF THE TOWN CODE, AS PRESENTED.

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

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

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



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

REPORT TO TOWN COUNCIL

Date: January 25, 2021
Updated: February 8, 2021
From: Kendra Amaral, Town Manager
Subject: Petition for Sewer Extension – Route 236
Councilor Sponsor: N/A

EXECUTIVE SUMMARY

The developer of a car wash to be located at a parcel at the corner of MacKenzie Lane and Route 236 is seeking approval to extend the sewer main 2,000 feet north along Route 236 from its current terminus at Stevenson/Martin/Rte. 236 to their property. The extension has not been engineered yet, rather the applicant is trying to determine if the extension would be allowed before advancing to the design and costing stage.

Given certain conditions and considerations, this extension can be beneficial to both the property owner and the abutting property owners. The conditions and considerations would include that the applicant pay for the project directly, that the project be a gravity line that meets all of the town's design and performance standards for a public sewer main, and that the main be turned over to the Town upon completion, among other terms.

PROPOSED EXTENSION

The applicant has received Planning Board approval for the development of a car wash on parcel 28-25D. Attached is the Staff Report to the Planning Board regarding the project. It was approved with plans for a septic system for wastewater capture and treatment.

Since receiving Planning Board approval the applicant approached the Town about a possible sewer main extension up Rte. 236 to their site. The Town has no plans to undertake a sewer expansion project at this time. In accordance with Title 13, the applicant is exercising their right to seek an expansion at their own expense through a petition to the Council.

The proposed extension could impact approximately 17 parcels that lay along the proposed line (possibly fewer due to available connection exemption in §13.1.1.11). There is sufficient capacity in the collection and treatment infrastructure to accept the wastewater produced by the applicant and the abutting benefited properties (current and anticipated future uses). The proposal does not negatively impact capacity of the sewer service. The proposal does have the potential to add value to the properties along the extension, enhance environmental protections, and increase development opportunities.

If approved, the applicant would then engage in a design process to determine whether or not to proceed with the project.

The proposed extension should be built as a gravity main and sized accordingly to accept flow from potential future connections. The extension will take up valuable real estate in the underground utility corridor along Rte. 236 and should therefore be built to benefit not only the applicant but the abutting properties' current and future uses.

The proposed extension should be turned over to the Town as a public asset. The Town will assume all ongoing maintenance and replacement costs, and will collect all metered flows through the main in perpetuity.

Per Town Attorney, the abutting parcels would be required to connect to the sewer main and pay the respective impact and entrance fees to the Town. This connection requirement can be postponed until the existing septic system servicing each property exceeds 20 years old. Requirements and exemptions to connect are specified in §13.1.1.11.

Per Town Attorney, the Town is not obligated to recoup the costs of the installation on behalf of the applicant, through a betterment assessment. The Town is required to assess a betterment, however this can be simply the corresponding change in value that access to a public sewer utility affords. Typically, access to a public sewer utility increases the value of property on average 7% and 10%.

UPDATE

The staff and applicant met, prior to the February 8 Council meeting, to discuss their proposal for a force main rather than a gravity line. The staff disagree that a 2" main would sufficiently serve the future development of the corridor, however we do acknowledge that a force main approach is viable if designed appropriately to accommodate the anticipated future growth.

The Council has asked whether the staff recommend the petition for approval. Access to the sewer utility along 236 is generally desirable. The Town of Eliot's recent votes on their sewer expansion confirm that they do not intend to connect down Rte. 236 to the Kittery line; therefore, any expansion on Rte. 236 will be solely on the Kittery side of the town line. Utilizing a force main approach will require property owners to install and maintain individual pumps at each property. Regardless of the approach (force main or gravity) the property owners will need to connect, and in some cases perform a directional bore under Rte. 236 to reach the line.

Approval, if deemed appropriate by the Council, should be made only under certain conditions. Below is a proposed draft motion and conditions.

The Kittery Town Council moves to approve the petition for extension of sewer service on Route 236 to MacKenzie Lane with the following conditions:

- Applicant must bear the full cost of the design, permitting, and installation of the extension ("the project"). Applicant will not be reimbursed for the cost of the extension by the Town or by the benefiting property owners.
- Applicant must build a sewer line to the Town's existing sewer main, in accordance with design and performance standards set by the Sewer Department, and in a manner that supports current and potential future development of the benefiting properties.
- Applicant must legally transfer the assets to the Town within 30 days of the completion of the project.
- Benefited property owners will receive a 90-day notice to connect upon transfer of the assets to the Town. The Town will automatically grant deferrals for any property where their septic system is less than 20-years old per Title 13; however, abutting benefited properties must be permitted to

connect to the project during construction, if they so desire. Those qualifying for an exemption will be notified accordingly.

PROPOSED SOLUTION/RECOMMENDATION

Schedule a public hearing to consider the matter.

The Staff recommend approval of the application with the following conditions:

- Applicant must bear the full cost of the design, permitting, and installation of the extension (“the project”). Applicant will not be reimbursed for the cost of the extension by the Town or by the benefiting property owners.
- Applicant must build a sewer line to the Town’s public sewer main in accordance with design and performance standards set by the Sewer Department.
- Applicant must legally transfer the assets to the Town within 30 days of the completion of the project.
- Benefited property owners will receive a 90-day notice to connect upon transfer of the assets to the Town. The Town will automatically grant deferrals for any property where their septic system is less than 20-years old per Title 13; however, abutting benefited properties must be permitted to connect to the project during construction, if they so desire. Those qualifying for an exemption will be notified accordingly.
- Benefited property owners will be required to obtain a connection permit, and pay permit fees, entrance and impact fees to the Town in accordance with Title 13 and Appendix A.
- Benefited properties along the extension will be reviewed by the Town Assessor upon completion of the project and have a valuation adjustment accordingly.

ATTACHMENTS

- Petition for Sewer Extension
- Staff Report for Planning Board
- Town Attorney opinion on impact to abutting properties
- Title 13

January 4, 2021



Ms. Kendra Amaral
Town Manager
Town of Kittery
200 Rogers Road
Kittery, ME 03904

Re: Petition for Sewer Main Extension – Route 236
Kittery Car Wash (Map 28 Lot 25D)
Reference No. 19-134

Dear Ms. Amaral:

Earlier this year, the Kittery Planning Board approved a site plan application for the construction of a two-bay automatic car wash to be located at the corner of MacKenzie Lane and Route 236 (Tax Map 28 Lot 25D). The development, as currently designed, will include a reclaim system that cleans and reuses gray water from the car wash bays and stores the residual effluent within underground tanks. The residual effluent that can no longer be reclaimed will be hauled off-site via pump trucks for disposal. This reclaim system does not connect to the Town's public sewer system.

At this time, the applicant would like to pursue the option of eliminating the reclaim system by seeking approval from Town Council per §13.1.4 of the Town Code to extend the Town's public sewer system to Map 28 Lot 25D. The nearest sewer manhole is located approximately 2,000 feet southeast of the site along Route 236 at the intersection with Martin and Stevenson Road. Due to the existing topography along the proposed route, it is evident that a gravity sewer main is not a feasible option; therefore, a low-pressure force main is proposed.

Design and Specifications:

The force main will be designed to accommodate not only the Kittery Car Wash, but other abutting property owners along the route. The size of the force main will also factor in estimated flows from potential future development or re-development within the project limits.

The force main and appurtenances shall be designed, installed, inspected and tested in accordance with Town's "Contractor Specifications". Prior to construction, design plans will be submitted to Timothy Babkirk, the Superintendent of the Sewer Services, for review and approval.

Proposed Route:

Based upon preliminary information, it is anticipated that the force main would be directionally drilled under Route 236 from the car wash site to the west side of Route 236. From here the force main would be installed off the side of the paved shoulder and extend to the intersection of Route 236 and Martin/Stevenson Road. The end of the force main would be connected to the 8-inch diameter sewer pipe that is stubbed out of the existing sewer manhole within the intersection.



Figure 1: Route of Proposed Force Main



Ownership:

The proposed force main will become the property of the Town of Kittery once construction is complete and after passing all necessary inspections and testing requirements. Service connections from the car wash and other abutting parcels along the route will be private up to the connection point on the force main. Each private service will require an individual pump, located on private property, in order to connect to the low-pressure force main. No pumps are proposed to be located within the State right-of-way.

Cost of Construction:

The costs of construction will be paid for by the developer in accordance with §13.1.4.2.C.

Treatment Capacity of Kittery Wastewater Treatment Plant

Enclosed is a letter dated November 23, 2020 from Timothy Babkirk, Superintendent of Sewer Services, stating the treatment plant has adequate capacity to handle the additional flows from the car wash.

Petition for Extension

Pursuant to §13.1.4.1, it is the intent of this letter and attachments to act as the petition for extension to Town Council for a proposed force main along Route 236 extending to Tax Map 28 Lot 25D. It is requested that the petition be scheduled for consideration at the January 25, 2020 Town Council meeting.

Please contact me if you have any questions or need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan M. McCarthy".

Ryan M. McCarthy, P.E., P.L.S.

President
Tidewater Engineering & Surveying Inc
(207) 439-2222
ryan@tidewatercivil.com

Cc w/ Enclosure: Bart McDonough – Town Planner
 Timothy Babkirk – Superintendent of Sewer Services
 Aaron Wiswell – Kittery Car Wash



TOWN OF KITTERY, MAINE
SEWER DEPARTMENT
200 Rogers Road, Kittery, ME 03904
Telephone: (207) 439-4646 Fax: (207) 439-2799

November 23, 2020

Mr. Ryan M. McCarthy
President Tidewater Engineering & Surveying Inc

Re: Conditional Approval Letter for the
Proposed Private Force Main -- Route 236
Service for Kittery Car Wash (Map 28 Lot 25D)
Reference No. 19-134

Dear Mr. McCarthy,

This letter is to confirm that there is sanitary sewer service available for the proposed Car Wash at the corner of Mackenzie Lane and Route 236 with the sewer connection being made at the intersection of Route 236 and Martin/Stevenson Road should approval be granted by the Town of Kittery. The sewer system (piping and pumping stations) and the treatment plant will have the capacity and ability to handle the discharge flow estimates of 1,465 Gallons per day of wastewater requiring treatment and disposal.

During Engineering and construction plans may change and if they do consideration for acceptance may change. Please notify me if changes are made.

If you have further questions or concerns please contact me.

Sincerely,

Timothy Babkirk

Timothy Babkirk
Town of Kittery
Superintendent of Sewer Services
1-207-439-4646
tbabkirk@kitteryme.org

Cc: Kendra Amaral -- Town Manager
Bart McDonough -- Town Planner

Final Site Plan Review

**Town of Kittery Maine
Town Planning Board Meeting
September 24 , 2020**

ITEM 1 –Route 236 / MacKenzie Lane – Final Site Plan Review

Action: Continue to a subsequent meeting; approve or deny plan Owner/applicant Robert T. Brennan, Jr. requests consideration of a final site plan for a 1,672 sf 1-story building proposed for a car wash on a 324,233 sf lot located at the corner of Route 236 and MacKenzie Lane (Tax Map 28, Lot 25D) in the Commercial (C-2) Zone. Agent is Ryan McCarthy, Tidewater Engineering, Inc.

PROJECT TRACKING

REQ'D	ACTION	COMMENTS	STATUS
NO	Sketch Plan Review	None.	N/A
YES	Site Visit	July 7, 2020	HELD
YES	Determination of Completeness/Acceptance	June 25, 2020	ACCEPTED
YES	Public Hearing	July 23, 2020; August 27,2020	HELP
YES	Final Plan Review and Decision	September 24, 2020	PENDING

Plan Review Notes reflect comments and recommendations regarding applicability of Town Land Use Development Code, and standard planning and development practices. Only the PB makes final decisions on code compliance and approves, approves with conditions or denies final plans. Prior to the signing of the approved Plan any **Conditions of Approval related to the Findings of Fact along with waivers and variances (by the BOA) must be placed on the Final Plan and recorded at the York County Registry of Deeds. PLACE THE MAP AND LOT NUMBER IN 1/4" HIGH LETTERS AT LOWER RIGHT BORDER OF ALL PLAN SHEETS.** As per Section 16.4.4.L - Grading/Construction Final Plan Required. - Grading or construction of roads, grading of land or lots, or construction of buildings is prohibited until the original copy of the approved final plan endorsed has been duly recorded in the York County registry of deeds when applicable.

Background

The Planning Board (“Board”) has accepted the preliminary plan as complete at their June 25, 2020 Meeting and now is charged to review the final plan submission. The proposed development is a 1,672 sf 24-hour two-bay car wash on an existing vacant lot located in the Commercial C-2 zone. The proposal includes four vacuum bays, one parking space for an employee who will service the business periodically and queuing space for 8-12 cars.

On June 25, 2020, the Board was first introduced to the plan. The questions and topics emanating from that meeting were as follows:

1. Installation of bathroom facilities and type of disposal system to be installed;
2. widening MacKenzie Lane to include a turn lane onto Route 236;
3. backlit signage and its permissibility;
4. extent and constitution of the wetland along MacKenzie Lane; and
5. the operation and maintenance of the business and site.

Subsequent to the June 25, 2020 meeting, the Board held a site walk to orient itself with the site elements. Major topics stemming from that site walk regarded the following:

1. The site’s traffic flow and circulation;
2. Location of, and proximity of utilities and natural features to the road;
3. Location and constitution of the wetland along MacKenzie;
4. Natural features to remain, removed and replaced on the site.

The Planning Board opened the public hearing at their July 23, 2020 meeting. The applicant, responding to Town staff comments from the June 25, 2020 meeting, designed a conceptual 'road expansion' depicting the widening of MacKenzie Lane to accommodate a right-hand turn lane onto Route 236. Before proceeding to an advance design, the applicant sought a preliminary endorsement from the Board to proceed with the road expansion without doing an comprehensive traffic study. The Board agreed with the condition that the remaining comments from the Department of Public Works enumerated in an email correspondent, dated July 23, 2020, be satisfactorily resolved. Other issues that were raised during the hearing regarded the soil composition and its ability to support the proposed building, appurtenant infrastructure as well as the stormwater design component and the permissibility of backlit signage and whether or not a bathroom is required by local and state code. Otherwise, the Board found the site plan to be in a satisfactory state. Due to the pandemic, the Board decided to continue the public hearing to the August 27, 2020 meeting so as to give the public more time to provide comments and the applicant adequate time to provide revise the plan.

At the August 27, 2020, meeting, the Board approved a preliminary site plan as they found the proposed plan resolved all the comments generated at the June 25, 2020 July 23, 2020 and site walk meetings with the exception of a few outstanding issues. To wit, the Board directed the applicant to dig further into the history of the site's usage and its soil characteristic to confirm: (1) the quality of the soils, and (2) the soil's ability to support the proposed infrastructure. Furthermore, the applicant was directed to submit a proposal for an alternative waste disposal system that would comply with state and local regulations, as a bathroom would be required for employees to use, and to confirm whether or not the drainage swale along MacKenzie Lane is considered a wetland.

Staff Review and Comments

An updated plan set was submitted on September 3, 2020 that incorporated revisions as discussed at the August 27, 2020 meeting. The applicant is proposing to remove and most of the existing fill that the proposed structures will resided over with appropriate and clean material. CMA suggested that the applicant go further by removing more fill than proposed to ensure that all the soil the structures touch will be clean, which seems appropriate and reasonable given the goal is to make the site as less contaminated as possible.

As regards the ditch in questioned along MacKenzie Lane, it appears, based on its characteristics, that its essence indeed is a ditch and not a wetland, considering that it is 12 ft. in width and functions as a conveyance of water into the wetland north thereof. Turning to the waste disposal system, the applicant is proposing to install a incinerating toilet that will be used for employees only. Code Enforcement contacted the state to see if this type of system would be permissible in such a development and according to the state regulations, deference is given to the Local Plumbing Inspector in such cases. Conceptually, Code Enforcement agrees that this type of system may be permitted and more detail will need to be provided at the time a building permit is applied for. As for the water from the bathroom sink, Planning staff inquired and confirmed with the Local Plumbing Inspector that the water would be permitted to flow into the proposed holding tank storing the effluent from the car wash and an addition holding tank is unnecessary.

Recommendations

This application appears to be complete and equipped for final site plan approval as planning staff and CMA agree that most of the characteristics of the site's design is satisfactory to move forward. The Board should present any remaining inquiries it may have for the applicant and discuss any additional conditions to be added if a vote to approve is considered. If the Board decides to vote for approval, the following conditions, in addition to the normally applied conditions, are recommend to be appended to the vote:

1. Prior to the issuance of a building permit, the applicant shall execute and record at the York County Registry of Deeds an easement with the Town of Kittery to widen the easement for Mackenzie Lane.
2. Prior to the issuance of a building permit, the applicant shall submit a revised site plan, to be reviewed and approved by the Town's consultant engineer, that depicts and directs the excavation

and removal of the existing soils between the foundation walls under the building and the volume of material between the bottom of the wash water tanks and native soils, and replaced with clean granular soils, as described in a review letter by CMA Engineers Inc., dated September 16, 2020.

Recommended motions

Below are recommended motions based on how the Board would like to proceed. Again, procedurally, the Board needs to vote to continue, approve, approve with conditions, or deny.

Vote to continue

Move to continue the final site plan application dated March 5, 2020 and last revised on September 3, 2020 from owner/applicant Robert T. Brennan, Jr., for a 1,672 sf 1-story building proposed for a car wash on a 324,233 sf lot located at the corner of Route 236 and MacKenzie Lane (Tax Map 289, Lot 25D) in the Commercial (C-2) Zone with the conditions as enumerated in 'Recommendations section of the Planner's Review Notes, dated September 24, 2020.

Vote to approve

Move to approve the final site plan application dated March 5, 2020 and last revised on September 3, 2020 from owner/applicant Robert T. Brennan, Jr., for a 1,672 sf 1-story building proposed for a car wash on a 324,233 sf lot located at the corner of Route 236 and MacKenzie Lane (Tax Map 289, Lot 25D) in the Commercial (C-2) Zone with the conditions as enumerated in 'Recommendations section of the Planner's Review Notes, dated September 24, 2020.

Vote to deny

Move to deny the final site plan application dated March 5, 2020 and last revised on September 3, 2020 from owner/applicant Robert T. Brennan, Jr., for a 1,672 sf 1-story building proposed for a car wash on a 324,233 sf lot located at the corner of Route 236 and MacKenzie Lane (Tax Map 289, Lot 25D) in the Commercial (C-2) Zone.

Final Site Plan Review

**KITTERY PLANNING BOARD
FINDINGS OF FACT
for
Route 236 / MacKenzie Lane
Site Plan Review**

**UNAPPROVED
M28 L25D**

Note: This approval by the Planning Board constitutes an agreement between the Town and the Developer incorporating the Development plan and supporting documentation, the Findings of Fact, and all waivers and/or conditions approved and required by the Planning Board.

WHEREAS: Owner/applicant Robert T. Brennan, Jr. requests consideration of a final site plan for a 1,672 sf 1-story building proposed for a car wash on a 324,233 sf lot located at the corner of Route 236 and MacKenzie Lane (Tax Map 28, Lot 25D) in the Commercial (C-2) Zone. Agent is Ryan McCarthy, Tidewater Engineering, Inc.

Hereinafter the “Development”.

Pursuant to the Plan Review meetings conducted by the Planning Board as duly noted in the Plan Review Notes dated September 24, 2020;

ACTION	COMMENTS	STATUS
Sketch Plan Review	None.	N/A
Site Visit	July 7, 2020	HELD
Determination of Completeness/Acceptance	June 25, 2020	ACCEPTED
Public Hearing	July 23, 2020; August 27,2020	HELD
Final Plan Review and Decision	September 24, 2020	APPROVED

And pursuant to the Application and Plan and other documents considered to be a part of the plan review decision by the Town Planning Board in this Finding of Fact consisting of the following (Hereinafter the “Plan”).

NOW THEREFORE, based on the entire record before the Planning Board as and pursuant to the applicable standards in the Land Use and Development Code, the Planning Board makes the following factual findings and conclusions:

<u>FINDINGS OF FACT</u>
Action by the board shall be based upon findings of fact which certify or waive compliance with all the required standards of this title, and which certify that the development satisfies the following requirements:
A. Development Conforms to Local Ordinances.
Standard: <i>The proposed development conforms to a duly adopted comprehensive plan as per adopted provisions in the Town Code, zoning ordinance, subdivision regulation or ordinance, development plan or land use plan, if any. In making this determination, the municipal reviewing authority may interpret these ordinances and plans.</i>
Finding: The site plan application for a car wash development with associated utilities conforms to applicable Title 16 standards with the waivers and conditions of approval included herein.
Conclusion: This standard appears to be met.
Vote of 7 in favor 0 against 0 abstaining
B. Freshwater Wetlands Identified.
Standard: <i>All freshwater wetlands within the project area have been identified on any maps submitted as part of the application, regardless of the size of these wetlands.</i>
Finding: All wetlands have been identified and no impacts are proposed.
Conclusion: This standard appears to be met.
Vote of 7 in favor 0 against 0 abstaining
C. River, Stream or Brook Identified.
Standard: <i>Any river, stream or brook within or abutting the proposed project area has been identified on any maps submitted as part of the application. For purposes of this section, "river, stream or brook" has the same meaning as in 38 M.R.S. §480-B, Subsection 9.</i>
Finding: No rivers, streams, or brooks have been identified on site.
Conclusion: This standard is not applicable.
Vote of 7 in favor 0 against 0 abstaining
D. Water Supply Sufficient. {and}
Standard: <i>The proposed development has sufficient water available for the reasonably foreseeable needs of the development.</i>
E. Municipal Water Supply Available.
Standard: <i>The proposed development will not cause an unreasonable burden on an existing water supply, if one is to be used.</i>
Finding: The proposed development will not adversely impact the municipal water supply as indicated in a letter, dated March 3, 2020 from the Kittery water district.
Conclusion: This standards appears to be met.
Vote of 7 in favor 0 against 0 abstaining

F. Sewage Disposal Adequate.
Standard: <i>The proposed development will provide for adequate sewage waste disposal and will not cause an unreasonable burden on municipal services if they are utilized.</i>
Finding: The proposed car wash will use an alternative waste disposal system that does not require a septic system, leach field nor any associated subsurface infrastructure.
Conclusion: This standard appears to be met.
Vote of 7 in favor 0 against 0 abstaining
G. Municipal Solid Waste Disposal Available.
Standard: <i>The proposed development will not cause an unreasonable burden on the municipality's ability to dispose of solid waste, if municipal services are to be used.</i>
Finding: The proposed car wash is not connecting into the Town's sewer system.
Conclusion: This standard is not applicable.
Vote of 7 in favor 0 against 0 abstaining
H. Water Body Quality and Shoreline Protected.
Standard: <i>Whenever situated entirely or partially within two hundred fifty (250) feet of any wetland, the proposed development will not adversely affect the quality of that body of water or unreasonably affect the shoreline of that body of water.</i>
Finding: The proposed car wash is not located in the Shoreland or Resource Protection Overlay Zones.
Conclusion: This standard is not applicable.
Vote of 7 in favor 0 against 0 abstaining
I. Groundwater Protected.
Standard: <i>The proposed development will not, alone or in conjunction with existing activities, adversely affect the quality or quantity of groundwater.</i>
Finding: The proposed car wash will not adversely affect groundwater as the gray water from the wash station will be collected, held and pump from a holding tank, and the non-point source runoff from the parking lot will be collected and treated by stormwater infrastructure.
Conclusion: This standard appears to be met.
Vote of 7 in favor 0 against 0 abstaining
J. Flood Areas Identified and Development Conditioned.
Standard: <i>All flood-prone areas within the project area have been identified on maps submitted as part of the application based on the Federal Emergency Management Agency's Flood Boundary and Floodway Maps and Flood Insurance Rate Maps, and information presented by the applicant. If the proposed development, or any part of it, is in such an area, the applicant must determine the one hundred (100) year flood elevation and flood hazard boundaries within the project area. The proposed plan must include a condition of plan approval requiring that principal structures in the development will be constructed with their lowest floor, including the basement, at least one foot above the one hundred (100) year flood elevation.</i>

<p>Finding: There are no flood-prone areas present.</p> <p>Conclusion: This standard is not applicable.</p>
<p>Vote of 7 in favor 0 against 0 abstaining</p>
<p>K. Stormwater Managed.</p>
<p>Standard: <i>Stormwater Managed. The proposed development will provide for adequate stormwater management</i></p>
<p>Finding: The proposed car wash is located on a 7.44-acre lot with a designed stormwater collection and treatment infrastructure that will provide for adequate stormwater management.</p> <p>Conclusion: This standard appears to be met.</p>
<p>Vote of 7 in favor 0 against 0 abstaining</p>
<p>L. Erosion Controlled.</p>
<p>Standard: <i>The proposed development will not cause unreasonable soil erosion or a reduction in the land's capacity to hold water so that a dangerous or unhealthy condition results.</i></p>
<p>Finding: The contractor is following MDEP best management practices for erosion and sedimentation control with site work for the car wash</p> <p>Conclusion: This standard appears to be met.</p>
<p>Vote of 7 in favor 0 against 0 abstaining</p>
<p>M. Traffic Managed.</p>
<p>Standard: <i>The proposed development will:</i></p> <ol style="list-style-type: none"><i>1. Not cause unreasonable highway or public road congestion or unsafe conditions with respect to the use of the highways or public roads existing or proposed; and</i><i>2. Provide adequate traffic circulation, both on-site and off-site.</i>
<p>Finding: The increase in vehicular traffic generated by the car wash is mitigated by two elements: site design and the widening of MacKenzie Lane. Specifically, the site's layout is designed to allow for 11 cars to queue while waiting to use the car wash facility, and (2) the widening of MacKenzie Lane will permit an increase rate of access for right-hand turning traffic onto Route 236, thereby mitigating the queuing of the left-hand turning lane onto Route 236.</p> <p>Conclusion: This standard appears to be met.</p>
<p>Vote of 7 in favor 0 against 0 abstaining</p>
<p>N. Water and Air Pollution Minimized.</p>
<p>Standard: <i>The proposed development will not result in undue water or air pollution. In making this determination, the following must be considered:</i></p> <ol style="list-style-type: none"><i>1. Elevation of the land above sea level and its relation to the floodplains;</i><i>2. Nature of soils and sub-soils and their ability to adequately support waste disposal;</i><i>3. Slope of the land and its effect on effluents;</i><i>4. Availability of streams for disposal of effluents;</i><i>5. Applicable state and local health and water resource rules and regulations; and</i>

6. Safe transportation, disposal and storage of hazardous materials.	
Finding: 1. All proposed development is located outside of a Flood Hazard Area. 2. Addressed in the previous standard on waste disposal. 3 thru 4. Not applicable to the proposed development. 5 thru 6. The applicant shall follow all state rules and regulations on removing gray water and any other hazardous byproducts from the site. In summary, the proposed car wash will not result in undue water or air pollution.	
Conclusion: This standard appears to be met.	
Vote of 7 in favor 0 against 0 abstaining	

O. Aesthetic, Cultural and Natural Values Protected.	
Standard: <i>The proposed development will not have an undue adverse effect on the scenic or natural beauty of the area, aesthetics, historic sites, significant wildlife habitat identified by the department of inland fisheries and wildlife or the municipality, or rare and irreplaceable natural areas or any public rights for physical or visual access to the shoreline.</i>	
Finding: During the initial investigation of the property, the applicant discovered there was a New England Cottontail Rabbit sighting on the property located on the northwest portion of the lot, far away from the proposed car wash location. Considering the proximity between the proposed development and the sighting location of the cotton tail, it appears the car wash will not have an adverse impact on the location of that sighting. The applicant has reached out to Maine Inland Fisheries and Wildlife and has yet to receive a response on the locations significance. The proposed car wash appears it will not impact any significant aesthetic, cultural or natural values that require protection.	
Conclusion: This standard appears to be met.	
Vote of 7 in favor 0 against 0 abstaining	
P. Developer Financially and Technically Capable.	
Standard: <i>Developer is financially and technically capable to meet the standards of this section.</i>	
Finding: The applicant has received financing to construct the proposed car wash.	
Conclusion: This standard appears to be met.	
Vote of 7 in favor 0 against 0 abstaining	

NOW THEREFORE the Kittery Planning Board adopts each of the foregoing Findings of Fact and based on these Findings determines the proposed Development will have no significant detrimental impact, and the Kittery Planning Board hereby grants final approval for the Development at the above referenced property, including any waivers granted or conditions as noted.

Waivers:

1. Section 16.8, Table 1c. 5ft. wide sidewalks not to be required along MacKenzie Lane.

Conditions of Approval: (to be included on the final plan):

3. No changes, erasures, modifications or revisions may be made to any Planning Board approved final plan unless conforming with the provision under §16.10.9.1.2, §16.10.9.2 and §16.10.9.3.
4. Prior to the issuance of a building permit, the applicant shall execute and record at the York County Registry of Deeds an easement with the Town of Kittery to widen the easement for Mackenzie Lane
5. Prior to the issuance of a building permit, the applicant shall submit a revised site plan, to be reviewed and approved by the Town's consultant engineer, that depicts and directs the excavation and removal of the existing soils between the foundation walls under the building and the volume of material between the bottom of the wash water tanks and native soils, and replaced with clean granular soils, as described in a review letter by CMA Engineers Inc., dated September 16, 2020.
6. All Notices to Applicant contained in the Findings of Fact (dated: 9/24/2020).

Notices to Applicant: (not to be included on the final plan)

1. Prior to the release of the signed plans, the applicant must pay all outstanding fees associated with review, including, but not limited to, Town Attorney fees, peer review, newspaper advertisements and abutter notification.
2. State law requires all subdivision and shoreland development plans, and any plans receiving waivers or variances, be recorded at the York County Registry of Deeds within 90 days of the final approval.
3. One (1) mylar copy and one (1) paper copy of the final plan (recorded plan if applicable) and any and all related state/federal permits or legal documents that may be required, must be submitted to the Town Planning Department. Date of Planning Board approval shall be included on the final plan in the Signature Block.
4. This approval by the Town Planning Board constitutes an agreement between the Town and the Developer, incorporating the Plan and supporting documentation, the Findings of Fact, and any Conditions of Approval.

The Planning Board authorizes the Planning Board Chair, or Vice Chair, to sign the Final Plan and the Findings of Fact upon confirmation of compliance with any conditions of approval.

Vote of 7 in favor 0 against 0 abstaining

APPROVED BY THE KITTERY PLANNING BOARD ON September 24, 2020

Dutch Dunkelberger, Planning Board Chair

Appeal of Decision:

1. Per Title 16.6.2.A - An aggrieved party with legal standing may appeal a final decision of the Planning Board to the York County Superior Court in accordance with Maine Rules of Civil Procedures Section 80B, within forty-five (45) days from the date the decision by the Planning Board was rendered.

MEMORANDUM

TO: Kendra Amaral, Town Manager
FROM: Stephen E.F. Langsdorf, Town Attorney
DATE: January 20, 2021
RE: **Guidance for Sewer Extension Petition**

I. Introduction

On January 4, 2021, the Town received a Petition for Sewer Main Extension on Route 236. This proposal is scheduled to be considered at the January 25, 2021 Town Council Meeting. Guidance on relevant Town duties and authority in relation to the project is outlined below.

II. The abutting properties to the new extension will be required to connect to the new force main when determined by the Town.

The abutting properties to the new extension would be required to connect to the new main when determined appropriate by the Town. Pursuant to Kittery Town Ordinance § 13.1.1.11 (a) “Owners of all structures with use requiring the disposal of sewage with public sewer located within 100 feet of the property line . . . are required, at their expense, to install suitable waste effluent [] facilities . . . and to connect such facilities directly to the public sewer . . . within 90 days after the date of official notice to do so.” Additionally, Kittery Town Ordinance § 16.8.7.1 (a) states that “connection to public sewer is required, provided said sewer, located within an abutting public way, is within 100 feet of the property line as measured along the said public way. Individual dwellings and structures . . . where public sewer becomes available . . . must connect per the requirements of Title 13, Chapter 13.1.”

III. The Town may require abutting properties to connect to the new main upon failure of their septic system or within 90 days with an available deferral for any septic system less than 20 years old.

Kittery Town Ordinance § 13.1.5.6 states that “when a public sewer becomes available, the building sewer must be connected to said sewer within 90 days after the date of official notice.” Strict reading of the ordinance indicates that the “date of official notice” is what triggers the 90-day period. Once the project has been completed, the Town can immediately send notice to abutting property owners. Once notice is received, an owner can request an extension for up to 20 years if the septic tank and leach field system is less than 20 years old at the time of the

project completion date. See § 13.1.1.11 (D). If the system has failed the exemption is not available.

IV. The Town of Kittery can collect impact and entrance fees despite the Town not paying for the construction of the extension.

The sewer extension proposal states that “[t]he proposed force main will become the property of the Town of Kittery once construction is complete and after passing all necessary inspections and testing requirements.” (Proposal, p. 3). Once constructed, the line becomes the property and responsibility of the Town. Pursuant to Kittery Town Ordinance § 13.1.1.6, “[t]he Department is responsible for the upkeep and maintenance of the main or common sewer line . . .” Additionally, § 13.1.4.3(B) grants the authority for the Town Council to set fees in main extension projects: “The Town Council has the power to make assessments for the costs of any extensions it approves. The Council may also establish such rates for entrance and other charges for the use of said sewage system against the owners of the property served by said system or to which such service is available as it may deem necessary to help defray cost of maintaining and operating system.” These fees are collected pursuant to § 13.1.4.4 by the Tax Collector. There is no stated or implied exemption based on who constructed the sewer.

V. The Town is compelled to implement an assessment on the bettered properties; the Town is not compelled to implement an assessment on the bettered properties on behalf of the private developer constructing the extension.

The Town is compelled to implement an assessment on the bettered properties. Kittery Town Ordinance § 13.1.4.3 (A) requires municipal officers, once construction is completed, to determine what lots or parcels of land are benefited by the sewer line and the officers must “estimate and assess upon said lots or parcels of land, and against the record owner or owners thereof or against a person against whom the taxes thereon are assessed, a sum not exceeding the benefit . . .” The betterment can be a dollar figure or simply be the change in property value that will occur as a result of the sewer main being accessible to the property.

There is nothing in the ordinance indicating an obligation to implement an assessment on the bettered properties on behalf of the private developer constructing the extension.

SEFL:amm

Chapter 13.1
SEWER SERVICE SYSTEM

ARTICLE I
In General

§ 13.1.1.1. Definitions and abbreviations.

- A. Terms defined. Unless the context specifically indicates otherwise, the meaning of terms used in this chapter are as follows:

BOD (DENOTING BIOCHEMICAL OXYGEN DEMAND) — The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20° C., expressed in milligrams per liter.

BUILDING DRAIN — That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet (1.5 meters) outside the inner face of the building wall.

BUILDING SEWER — The extension from the building drain to the public sewer or other place of disposal.

COMBINED SEWER — A sewer receiving both surface runoff and sewage.

DEVELOPER — Any person or persons who undertake to construct simultaneously or in planned sequence more than one housing unit on a given tract or land subdivision.

EASEMENT — An acquired legal right for the specific use of land owned by others.

ENGINEER — The professional engineer retained as Town Engineer by the Town Council.

FLOATABLE OIL — Oil, fat or grease in physical state such as that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. Wastewater is considered free of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.

GARBAGE — Solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

INDUSTRIAL WASTES — The liquid wastes from industrial manufacturing processes, trade or business as distinct from sanitary sewage.

NATURAL OUTLET — Any outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

pH — The logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

POLLUTANTS — Includes, but are not limited to, dredged spoil, solid waste, junk, sewage sludge, munitions, chemicals, biological or

radiological materials, oil, petroleum products or by-products, heat-wrecked or discarded equipment, rock, sand, dirt and industrial, municipal, domestic, commercial or agricultural waste of any kind.

PROPERLY SHREDDED GARBAGE — The wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch (1.27 centimeters) in any dimension.

PUBLIC SEWER — A sewer in which all owners of abutting properties have equal rights and is controlled by public authority.

SANITARY SEWER — A sewer which carries sewage and to which stormwaters, surface waters and groundwaters are not intentionally admitted.

SEWAGE — A combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such groundwaters, surface waters and stormwaters as may be present.

SEWAGE TREATMENT PLANT — Any arrangement of devices and structures used for treating sewage.

SEWAGE WORKS — All facilities for collecting, pumping, treating and disposing of sewage.

SEWER — A pipe or conduit for carrying sewage.

SLUG — Any discharge of water, sewage or industrial waste which in concentration of any given constituent or in quantity of flow exceeds, for any period of duration longer than 15 minutes, more than five times the average twenty-four-hour concentration or flows during normal operation.

STORM DRAIN (sometimes termed "STORM SEWER") — A sewer which carries stormwaters and surface waters and drainage, but excludes sewage and industrial wastes, other than unpolluted cooling water.

SUPERINTENDENT — The Superintendent of Sewer Services of the Town.¹

SUSPENDED SOLIDS — Total suspended matter that either floats on the surface of, or is in suspension in, water, wastewater or other liquids, and that is removable by laboratory filtering as prescribed in Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association; and referred to as "nonfilterable residue."

UNPOLLUTED WATER — Water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1.1, Code Adoption).

discharge to the sanitary sewers and wastewater treatment facilities provided.

WASTEWATER — The spent water of a community from the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such groundwater, surface water and stormwaters as may be present.

WASTEWATER FACILITIES — The structures, equipment and processes required to collect, carry away and treat domestic and industrial waste and dispose of the effluent.

WASTEWATER TREATMENT WORKS — An arrangement of devices and structures for treating wastewater, industrial waste and sludge.

WATERCOURSE — A natural or artificial channel for the passage of water, either continuously or intermittently.

- B. Abbreviations. For the purpose of this chapter, the following abbreviations have the meanings ascribed to them under this subsection. References to standards of the following organizations refer to the latest edition of same.

ANSI means American National Standards Institute

ASCE means American Society of Civil Engineers

ASME means American Society of Mechanical Engineers

ASTM means American Society for Testing and Materials

cm means centimeter

CS means Commercial Standards

degrees C. means degrees Celsius

degrees F. means degrees Fahrenheit

DEP means Maine Department of Environmental Protection

EPA means United States Environmental Protection Agency

ICR means industrial cost recovery

kg means kilogram

l means liter

m means meter

mg/l means milligrams per liter

NEIWPCC means New England Interstate Wastewater Pollution Control Commission

NPC means National Plumbing Code

ppm means parts per million

Sq. m. means square meter

WPCF means Water Pollution Control Federation

§ 13.1.1.2. Violations and penalties; violator's liability; additional remedies.

- A. Any person found to be violating any of the provisions of this chapter except § 13.1.1.9 is to be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender must, within the period of time stated in such notice, permanently cease all violations. A person who violates any provision of this chapter is subject to penalties set forth in Town Code Title 1, Chapter 1.3, General Penalty.
- B. Any person who continues any such violation beyond the time limit specified in the notice is guilty of a misdemeanor and on conviction thereof is to be fined in the amount not exceeding \$100 for each violation. Each day in which any such violation continues is deemed a separate offense.
- C. Any person violating any of the provisions of this chapter is liable to the Town for any expense, loss or damage occasioned the Town by reason of such violation.
- D. The Town Council, in addition to other remedies, may institute any appropriate action or proceedings, including an injunction, to prevent such unlawful use, construction or maintenance of cesspools, septic tanks, sewage disposal systems, pipes or drains, to restrain, correct or abate such violation and to prevent the occupancy of any building, structure or land where said violations of this chapter are found.

§ 13.1.1.3. Authority to enter properties to make inspections, etc.; limited authority of inquiry.

- A. The Superintendent and other duly authorized employees of the Town bearing proper credentials and identification may be permitted to enter all properties on consent of the owner or occupant thereof for the purposes of inspection, observation, measurements, sampling and testing in accordance with the provisions of this chapter.
- B. The Superintendent has no authority to inquire into any processes, including metallurgical, chemical, oil, refining, ceramic, paper or other industries, beyond that point having a direct bearing on the kind and source of discharge to the sewers or waterways of facilities for waste treatment.
- C. The Superintendent or other duly authorized employees of the Town are authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to wastewater facilities. The industry must establish that the revelation to the public of the information in question might result in an advantage to competitors.

§ 13.1.1.4. Liability for injuries, damages resulting from inspections.

While performing the necessary work on private properties, the Superintendent or duly authorized employees of the Town shall observe all safety rules applicable to the premises established by the company, and the company is held for injury or death to the Town employees, and the Town must indemnify the company against loss or damage to its property by Town employees and against liability claims and demands for personal injury or property damage asserted against the company and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the company to maintain safe conditions as required.

§ 13.1.1.5. Authority to enter easement; terms of easement govern.

The Superintendent and other duly authorized employees of the Town bearing proper credentials and identification may be permitted to enter all private properties upon consent of the owner or occupant thereof through which the Town holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair and maintenance of any portion of the sewage works lying within the easement. All entries and subsequent work, if any, on such easement, must be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

§ 13.1.1.6. Maintenance responsibility of Sewer Department.

The Department is responsible for the upkeep and maintenance of the main or common sewer line only.

§ 13.1.1.7. Rates and charges.

- A. The Town Council shall establish such rates as they deem necessary for the maintenance, operation, repair and improvements to the system, and establish and maintain an unencumbered fund reserve (unencumbered surplus) of an amount equal to the equivalent of 22% of the current year operating budget. Such rates may be changed from time to time as they deem necessary. The user charge and appropriate cost recovery system as set out in Appendix A is to be established in accordance with appropriate federal and state laws, rules and regulations. **[Amended 6-11-2018 by Ord. No. 06-18]**
- B. Sewer charges levied pursuant to this chapter not paid by July 1 of the following year are to be certified to the Treasurer of the Town who is to place the same on the real estate property tax bill for that year with interest and penalties allowed by law and collected as other Town taxes are collected. **[Amended 6-11-2018 by Ord. No. 06-18]**

- C. An interest charge at the same rate as established by the Town Council for uncollected taxes will be made on all bills not paid within 90 days after date of billing.
- D. A special sewer service charge is to be established for any industrial firm or organization who, by virtue of the volume, strength or unusual characteristic of its waste alone, would overload or upset the capacity or efficiency of the sewage works or any part thereof if such waste entered the public sewer, or whose waste disposal situation is such that it would be in the public interest to waive the basic requirements. The Town Council, after appropriate study, and advice from the Engineer, shall establish a special sewer service charge to the industrial firm by separate agreement with said firm. The applicable portions of the preceding sections, as well as the equitable rights of the public, are the basis for such an arrangement.
- E. Rates for nonmeter residential customers are to be as set forth in Town Code Appendix A, or the owner may install an approved meter at owner expense.
- F. Sewer user rate charges in accordance with this section will begin 90 days after notification by Town of the availability of the public sewer to serve parcels and remain in force whether or not the premises are occupied. Parcels not connected to the system are not liable for quarterly usage charges.

§ 13.1.1.8. Basis for decisions of Superintendent.

In making decisions authorized pursuant to the terms of this chapter, the Superintendent shall consider the effect of any proposed action or inaction upon the public health, safety or welfare and the effects of such proposed action or inaction upon the sewer works, processes, equipment and receiving waters.

**§ 13.1.1.9. Damaging or tampering with equipment prohibited.
[Amended 5-30-2018 by Ord. No. 04-18]**

No person may maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the wastewater facilities. Any person violating this provision is subject to arrest under charge of criminal mischief as set forth in Title 17-A M.R.S. § 806, Criminal Mischief.

§ 13.1.1.10. Liability for damage caused by excavation work.

Any person doing excavation work near any mains owned by the Department is responsible for any damage to such mains as a result of the negligence of such person, the person's agents, employees, or servants and is liable for all costs involved in repairing or replacing such damaged pipes.

§ 13.1.1.11. Installation of toilet facilities and connection to public sewer required.

- A. Owners of all structures with use requiring the disposal of sewage with public sewer located within 100 feet of the property line as measured along any public way are required, at their expense, to install suitable waste effluent and/or toilet facilities therein, and to connect such facilities directly to the public sewer in accordance with the provisions of this chapter, within 90 days after the date of official notice to do so. Pursuant to Town Code Title 16, Chapter 16.8, Article VII, Sewage Disposal, connection to the public sewer is required for a commercial or industrial development or a residential subdivision, where public sewer, within an abutting public way, is within 1,000 feet of the property line as measured along said public way.
- B. If an owner can demonstrate to the Town Manager diligent effort in arranging the connection, but is unable to meet the ninety-day connection deadline due to force majeure circumstances, the Town Manager may grant an extension and waive the penalties of Town Code Title 1, Chapter 1.3, General Penalty.
- C. When gravity flow cannot be obtained from the building or the property, connection to said public sewer is not required. However, this does not preclude waste flows from being pumped to the public sewer should the property owner so wish. Properties not required to connect at the time of a main extension project for this reason must do so when the existing septic/leach field system fails or must otherwise be replaced.
- D. Owners of properties with a septic tank and leach field system installed within 20 years of any main extension project completion date may request deferral of connection until the system has reached the 20 years after installation anniversary.

ARTICLE II

Dangerous and Harmful Wastes**§ 13.1.2.1. Effect on special agreements for discharge.**

No statement contained in this article may be construed as preventing any special agreement or arrangement between the Town and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the Town for treatment, subject to payment therefor by the industrial concern.

§ 13.1.2.2. Tests and analyses.

- A. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this chapter are to be determined in accordance with the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, and are to be determined at the control manhole provided or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole is considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected.
- B. Sampling is to be carried out by customarily accepted methods to reflect the effect of constituents upon the sewage works and to determine the existence of hazards to life, limb and property. The particular analyses involved will determine whether a twenty-four-hour composite of all outfalls of a premises is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses are obtained from twenty-four-hour composites of all outfalls whereas pHs are determined from periodic grab samples.
- C. All industries discharging into a public sewer must perform such monitoring of their discharge as the Superintendent and/or other duly authorized employees of the Town may reasonably require, including installation, use and maintenance of monitoring equipment, keeping records and reporting the results of such monitoring to the Superintendent. Such records are to be made available upon request by the Superintendent to other agencies having jurisdiction over discharges to the receiving waters.

§ 13.1.2.3. Discharge of unpolluted drainage into sanitary sewer.

No person may discharge or cause to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water or unpolluted industrial process waters to any sanitary sewer without the consent of the Superintendent.

§ 13.1.2.4. Required discharge of unpolluted drainage.

Stormwater and all other unpolluted drainage is to be discharged to such sewers as are specifically designated as combined sewers or storm sewers or to a natural outlet approved by the Superintendent. Industrial cooling water or unpolluted process waters may be discharged, on approval of the Superintendent, to a storm sewer, combined sewer or natural outlet.

§ 13.1.2.5. Discharge of specific waters, wastes into public sewers prohibited.

No person may discharge or cause to be discharged any of the following described waters or wastes to any public sewers:

- A. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas;
- B. Any waters or pollutants containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a public nuisance or create any hazard in the receiving waters of the wastewater treatment plant;
- C. Any waters or pollutants having a pH lower than 5.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater works; or
- D. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works, such as, but not limited to, ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

§ 13.1.2.6. Superintendent's authority regarding acceptance of harmful wastes.

- A. If any waters or wastes are discharged or are proposed to be discharged into the public sewers, which waters contain the substances or possess the characteristics enumerated in § 13.1.2.5, and which in the judgment of the Superintendent may have a deleterious effect upon the sewage works, processes, equipment or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the Superintendent may:
 - (1) Reject the waters or pollutants;
 - (2) Require pretreatment to an acceptable condition for discharge to the public sewers; and/or

- (3) Require control over the quantities and rates of discharge; and/or
 - (4) Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of § 13.1.2.1.
 - (5) When considering the above alternatives, the Superintendent must give consideration to the economic impact of the last alternative on the discharge.
- B. If the Superintendent permits the pretreatment or equalization of waste flows, the design and installation of the plants and equipment is to be subject to the review and approval of the Superintendent and subject to the requirements of all applicable codes, regulations, laws and municipal waste discharge permit (NPDES).
- C. The Superintendent may require a user of sewer services to provide information needed to determine compliance with this chapter. These requirements include:
- (1) Wastewater discharge peak rate and volume over a specific time period;
 - (2) Chemical analysis of the wastewater;
 - (3) Information on raw materials, processes and products affecting wastewater volume and quality;
 - (4) Quantity and disposition of specific liquid, sludge, oil, solvent or other materials important to sewer use control;
 - (5) A plot plan of the user's property showing sewers and pretreatment facility locations; and
 - (6) Details of systems to prevent and control losses of materials through spills to the municipal sewer.
- D. The Town will develop and the Superintendent will enforce pretreatment regulations for existing and new sources of pollution that are discharged into the municipally owned wastewater treatment facilities, as set forth in Title 40, Chapter I, Part 129 and Part 403 of the rules of the United States Environmental Protection Agency.²

§ 13.1.2.7. Interceptors when required.

- A. Grease, oil and sand interceptors are to be provided when, in the opinion of the Superintendent, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients; except that such interceptors may not be required for private living quarters or dwelling units. All interceptors are to be of a type and capacity

2. **Editor's Note: Amended at time of adoption of Code (see Ch. 1.1, Code Adoption).**

approved by the Superintendent and located as to be readily and easily accessible for cleaning and inspection.

- B. In maintaining these interceptors, the owner(s) are responsible for the proper removal and disposal by appropriate means of the captured material and must maintain records of the dates and means of disposal, which are subject to review by the Superintendent. Any removal and hauling of collected materials not performed by the owner's personnel must be performed by currently licensed waste disposal firms.

§ 13.1.2.8. Maintenance of treatment, flow-equalizing facilities; cost.

Where pretreatment or flow-equalizing facilities are provided for any waters or wastes, they must be maintained continuously in satisfactory and effective operation by the owner at the owner's expense.

§ 13.1.2.9. Manholes.

- A. When required by the Superintendent, the owner of any property serviced by a building sewer carrying industrial wastes must install a suitable structure, together with such necessary meters and other appurtenances, in the building sewer to facilitate observation, sampling and measurement of the wastes.
- B. Such structure, when required, must be accessibly and safely located and constructed in accordance with plans approved by the Superintendent. The structure must be installed by the owner at the owner's expense, and maintained by such owner so as to be safe and accessible at all times.

§ 13.1.2.10. Specific harmful discharges enumerated.

No person may discharge or cause to be discharged the following described substances, materials, waters or wastes if it appears likely in the opinion of the Superintendent that such wastes can harm either the sewers, sewage treatment process or equipment, have an adverse effect on the receiving stream, or can otherwise endanger life, limb, public property or constitute a nuisance. In forming an opinion as to the acceptability of these wastes, the Superintendent will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant and other pertinent factors. The substances prohibited are:

- A. Any liquid or vapor having a temperature higher than 150° F. (65° C.);
- B. Any water or pollutants containing fats, wax, grease or floatable oils;
- C. Any garbage that has not been properly shredded. The installation and operation of any garbage grinder equipped with a motor of three-

- quarter horsepower (0.76 hp metric) or greater is subject to the review and approval of the Superintendent;
- D. Any waters or pollutants containing strong acid iron-pickling pollutants or concentrated plating solutions, whether neutralized or not;
 - E. Any waters or pollutants containing iron, chromium, copper, zinc and similar objectionable or toxic substances; or pollutants exerting an excessive chlorine requirement, to such degree that any such material received in the composite sewage at the sewage treatment works exceeds the limits established by the Superintendent for such materials;
 - F. Any waters or pollutants containing phenols or other taste- or odor-producing substances, in such concentrations exceeding limits which may be established by the Superintendent as necessary, after treatment of the composite sewage to meet the requirements of the state, federal or other public agencies or jurisdiction for such discharge to the receiving waters;
 - G. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the Superintendent in compliance with applicable state and federal regulations;
 - H. Any waters or wastes having a pH in excess of 9.5;
 - I. Materials which exert or cause:
 - (1) Unusual concentrations of inert suspended solids (such as, but not limited to, fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate);
 - (2) Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions);
 - (3) Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment works; or
 - (4) Unusual volume of flow or concentration of wastes constituting "slugs," as defined in § 13.1.1.1.
 - J. Waters or wastes containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters; and
 - K. Wastewater containing more than 25 milligrams per liter of petroleum oil, nonbiodegradable cutting oils or product of mineral oil origin.

ARTICLE III
Building Sewers and Connections

§ 13.1.3.1. Permit required.

- A. No unauthorized person may uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Superintendent.
- B. Any person proposing a new discharge into the system or a substantial change in the volume or character of pollutants that are being discharged into the system must notify the Superintendent at least 45 days prior to the proposed change or connection.

§ 13.1.3.2. Permit classes; application; fee.

- A. There are two classes of building sewer permits:
 - (1) For residential and commercial service; and
 - (2) For service to establishments producing industrial wastes.
- B. In either case, the owner or owner's agent is to make application on a special form furnished by the Town. The permit application is to be supplemented by any plans, specifications or other information considered pertinent in the judgment of the Superintendent.
- C. A permit and inspection fee for a residential or commercial building sewer permit and for an industrial building sewer permit is as set out in Appendix A and paid to the Town at the time the application is filed.

§ 13.1.3.3. Technical codes, specifications to govern building sewer installations.

The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench must all conform to the requirements of the state and town building and plumbing code or other applicable rules and regulations of the Town. In the absence of code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9 apply.

§ 13.1.3.4. Technical specifications.

- A. Code specifications to govern connections. The connection of the building sewer into the public sewer may only be made by one duly authorized to perform such work within the Town and must conform to the requirements of the state and town building and plumbing code or other applicable rules and regulations of the Town or the procedures set forth in appropriate specifications of the ASTM and the WPCF Manual of Practice No. 9.

- B. Deviations from standards. Any deviation from the prescribed procedures and materials must be approved by the Superintendent before installation.
- C. Tightness required. All such connections must be made gastight and watertight.

§ 13.1.3.5. Costs of installation; connection; owner's liability.

All costs and expense incident to the installation and connection of a building sewer are to be borne by the owner.

§ 13.1.3.6. Separate sewer for each building; exception.

A separate and independent building sewer must be provided for every building; except that where one building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.

§ 13.1.3.7. Use of old sewers with new buildings.

Old building sewers may be used in connection with new buildings only when they are found, on examination and test by the Superintendent, to meet all requirements of this chapter.

§ 13.1.3.8. Elevation of building sewer.

Whenever possible, the building sewer is to be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain must be lifted by an approved means and discharged to the building sewer.

§ 13.1.3.9. Excavations for building sewer installation.

All excavations for building sewer installation are to be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work must be restored in a manner satisfactory to the Town.

§ 13.1.3.10. Inspection prior to connection; Superintendent to supervise connection.

The applicant for the building sewer permit must notify the Superintendent when the building sewer is ready for inspection and connection to the public sewer. The connection is only to be made under the supervision of the Superintendent.

§ 13.1.3.11. Specific connections to be approved.

No person may make connection of roof downspouts, exterior foundation drains, areaway drains or other sources of surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer without the consent of the Superintendent.

ARTICLE IV
Main Extensions

§ 13.1.4.1. Council's authority to make changes, extensions.

The Town Council may make such changes and extensions as it deems necessary for the best interests of the public.

§ 13.1.4.2. Extensions generally.

- A. Petitions for extensions. Any person and/or persons may petition to the Town Council for extension or extensions they propose, which petition must be voted upon by the Council.
- B. Authority to make assessments for costs of extensions. The Town Council has the power to make assessments for the costs of any extensions it approves. The council may also establish such rates for entrance and other charges for the use of said sewage system against the owners of the property served by said system or to which such service is available as it may deem necessary to help defray cost of maintaining and operating system.
- C. Construction by property owner, builder or developer. If the Town does not elect to construct a sewer extension under public contract, the property owner, builder or developer may construct the necessary sewer extension if such extension is approved by the Town Council. The person(s) must pay for the entire installation, including all expenses incidental thereto. Each building sewer must be installed and inspected as previously required in Article III of this chapter and the inspection fees paid. The design and construction specifications must bear the signed approval of the Superintendent prior to construction.

§ 13.1.4.3. Assessment.

- A. Determination of benefits. When the sewer line construction has been completed, the municipal officers shall determine what lots or parcels of land, with or without structures thereon, are benefited by said sewer line and estimate and assess upon said lots or parcels of land, and against the record owner or owners thereof or against a person against whom the taxes thereon are assessed, a sum not exceeding the benefit the municipal officers deem fair and equitable towards defraying the expenses of said sewer construction together with any sewage disposal units and appurtenances that may be necessary for the proper operation of said sewer line.
- B. Definitions. For the purposes of this article, the following definitions apply:

ASSESSED PARCEL — A benefited property included in an adopted assessment plan obliging payment of an assessment fee.

BENEFITED PARCEL — A property which has gained direct access to a sewer main extension via frontage or an existing public right-of-way less than 100 feet distant, whether gravity flow is readily achievable or not.

DWELLING UNIT — A room or group of rooms forming a habitable unit for one family with facilities used or intended to be used for living, sleeping, cooking, eating, and sanitary facilities. It comprises at least 650 square feet of habitable floor space and includes any subcategory definition of dwelling as found in Title 16, § 16.2.2 (e.g., inn, accessory dwelling unit).

PER DWELLING UNIT — The basis of calculation of the number of dwelling units for residences assessed in an adopted sewer main extension assessment plan or to be assessed for a sewer special entrance connection fee.

PER UNIT OF OCCUPANCY — The basis of calculation of the number of occupied units for nonresidential structures assessed in an adopted sewer main extension assessment plan or to be assessed for a sewer special entrance connection fee.

UNASSESSED PARCEL — Those parcels of property that were not benefited or assessed when sewer main extension assessments were made; and those parcels that were thereafter found not benefited by such sewers and therefore not subject to such assessments.

UNIT OF OCCUPANCY — The category of property use which carries the unit charge as found in § 13.1.6.5, Sewer impact fee.

- C. Limitation on assessment; formula for determining cost. The whole of the assessments may not exceed 1/2 the cost of the entire project contract price of constructing and completing the sewer line, including all necessary appurtenances and sewage disposal units. The Town Council shall devise and utilize a formula for determining the fair and equitable cost to the owner or owners of land so benefited.
- D. Responsibility for sewer lines. The municipality is responsible for such sewer lines after construction and shall thereafter maintain and keep the same in good repair.
- E. Record of location of sewer line; notification of owner.
 - (1) The municipal officers shall file with the Clerk of the Town the location of the sewer line and sewage disposal units and appurtenances, with a profile description of the same and a statement of the amount assessed upon each lot or parcel of land so assessed and the name of the owner of the lots or parcels of land or person against whom the assessment is made.
 - (2) The Clerk of the Town is to record the assessment in a book kept for that purpose, and within 10 days after filing notice, each person so assessed is to be notified of the assessment by having an authentic copy of the assessment, with an order of notice signed by the Clerk

of the Town stating the time and place for a hearing upon the subject matter of the assessments, given to each person so assessed or left at their usual place of abode in the Town.

- (3) If a person has no place of abode in the Town, then the notice may be given or left at the abode of their tenant or lessee, if the person has one in the Town; if the person has no tenant or lessee in the Town, then by posting the notice in some conspicuous place in the vicinity of the lot or parcel of land so assessed at least 30 days before the hearing. The notice may be given by publishing it three weeks successively in any newspaper published in the Town, the first publication to be at least 30 days before the hearing.
- (4) A return made upon a copy of the notice by any constable in the Town or the production of the paper containing the notice is conclusive evidence that the notice was given; and upon the hearing, the municipal officers have power to revise, increase or diminish any of the assessments, and any revisions, increase or diminution is to be in writing and recorded by the Clerk.

F. Farmland and open space land exempt from assessment.

- (1) Land classified and restricted for use for agricultural, forest/ woodland, open space or wildlife habitat purposes, as defined by 36 M.R.S. § 1102, is exempt from the assessment provided in §13.1.4.3 when no benefits are derived from the common sewer or drain. Owners of such qualified land must notify the municipal officers that their property may qualify for this exception. The municipal officers are to revise the assessments against such land to exempt it from assessment. Any revision of assessment provided by this subsection is to be in writing and recorded by the Clerk.
- (2) When the use of the land is changed from farmland, the owner must, within 60 days, notify the Town Council, in writing, of the change. The Town Council shall assess this land in an amount equal to the assessment which would have been due but for the provisions of this subsection. The municipality must notify the owner of the assessment due, which the owner must pay within 60 days of notice or as provided by the Town Council under its authority in 30-A M.R.S. § 4453.

§ 13.1.4.4. Collection of assessments and charges.

- A. All assessments and charges made pursuant to this article are to be certified by the municipal officers and filed with the Tax Collector for collection. A facsimile of the signatures of the municipal officers imprinted at their direction upon any certification of an assessment or charge under this article has the same validity as their signatures.
- B. The Tax Collector may enter into a written mortgage agreement with the owner(s) of land so assessed and provide the same with a

promissory note and installment payment plan for the amount of the assessment ("assessment payment plan"). This assessment payment plan agreement is to provide for payment of said assessment to the Town over a period not to exceed the shorter of 18 years, or two years shorter than the Town's bond repayment period for the applicable project, at an interest rate to be determined by the municipal officers. Such agreement is also to specify the method of collection in the event that such payment is in default, and, further, the mortgage agreement is to be recorded by the Town in the York County Registry of Deeds.

- C. Owners with household income less than or equal to 50% of the local area median family income, as determined annually by the United States Department of Housing and Urban Development and varied by household size, may request deferral of payment of the assessment without penalty or additional interest incurred for the period of eligibility. Should the Tax Collector find an owner ineligible under those provisions, the Tax Collector may enter into a written agreement with the owner under the same term and terms pursuant to Subsection B above.
- D. Should the Tax Collector decline to enter into such payment agreement, aggrieved owner(s) may appeal the decision to the Board of Appeals pursuant to Chapter 13.2, Sewer Service Decision Appeals.
- E. Payment of the assessment is due in full upon demise of the owner(s); or transfer to any other owner by gift, assignment, devise, sale, or otherwise, except for:
 - (1) Transfers to a spouse or joint tenant, living or surviving, provided the transferee executes a new mortgage agreement, promissory note and installment payment agreement with the Town.
 - (2) Transfers to trusts, providing the trustee executes a new mortgage agreement, promissory note and installment payment agreement with the Town.
 - (3) Such new agreements to be executed for a period not to exceed the final payment date of the original agreement.
- F. The municipal officers shall annually file with the Tax Collector a list of installment payments due the municipality under such written agreements with the owner or owners of land so assessed.
- G. If the person so assessed, within 30 days after written notice of the total amount of such assessment and charges, or annual installment payment and interest, fails, neglects or refuses to pay such municipality the expense thereby incurred, or fails to enter into a written agreement as provided herein for payment of the same, or fails to pay any installment due under a written agreement so entered, then a special tax in the amount of the total unpaid assessment and charge may be assessed by the Municipal Assessor upon each and every lot or parcel of land so assessed and buildings upon the same.

- H. Such assessment is to be included in the next annual warrant to the Tax Collector for collection and collected in the same manner as state, county, and municipal taxes are collected. Interest at a rate of 12% per year on the unpaid portion of assessments and charges due the municipality accrues from the 30th day after written notice to the person assessed and is to be added to and become part of the special tax when committed to the Tax Collector.

§ 13.1.4.5. Materials.

The size and kind of pipe is to be determined by the Department in accordance with conditions surrounding the extension, including the possibility of future extensions or additions, and must conform to all state and local regulations.

ARTICLE V

Private Sewage Disposal**§ 13.1.5.1. Connection to private system required.³**

Where a public sanitary sewer is not available under the provisions of this chapter, the building sewer must be connected to a private disposal system complying with the requirements of the Maine State Department of Health and Welfare dealing with septic tank installations.

§ 13.1.5.2. Permit required to construct system; application; permit and inspection fees.

Before commencement of construction of a private sewage disposal system, the owner must first obtain a written permit signed by the Plumbing Inspector. The application for such permit is to be made on a form furnished by the Town, which the applicant is to supplement by any plans, specifications and other information as is deemed necessary by the Plumbing Inspector. A permit and inspection fee as set out in Appendix A is to be paid at the time the inspection is filed.

§ 13.1.5.3. Effective date of permit; inspections of construction.

A permit for a private sewage disposal system does not become effective until the installation is completed to the satisfaction of the Plumbing Inspector who is allowed to inspect the work at any stage of construction and, in any event, the applicant for the permit is to notify the Plumbing Inspector when the work is ready for final inspections and before any underground portions are covered. The inspection is to be made within 24 hours of the receipt of notice by the Plumbing Inspector.

§ 13.1.5.4. Operation and maintenance of facilities by owner.

The owner must operate and maintain the private sewage disposal facilities in a sanitary manner at all times at no expense to the Town.

§ 13.1.5.5. Effect on additional requirements of Health Officer.

No statement contained in this article may be construed to interfere with any additional requirements that may be imposed by the Health Officer.

§ 13.1.5.6. Connection to public sewer required; cleaning and filling of private system.

When a public sewer becomes available, the building sewer must be connected to said sewer within 90 days after the date of official notice. At the time of connection to the public sewer, any private septic tank or cesspool shall be cleaned of sludge and filled with clean bank-run gravel or dirt.

3. Editor's Note: Amended at time of adoption of Code (see Ch. 1.1, Code Adoption).

§ 13.1.5.7. Contents from private sewage treatment facilities.

A. Generally. The contents from septic tanks, holding tanks or other approved facilities for private wastewater treatment located on properties within the Town or any other town with which a duly negotiated contract has been signed by the Town Council for the purpose of wastewater treatment and disposal may be discharged to the wastewater treatment works at a point designated by the Superintendent under the following conditions:

- (1) The contractor must be licensed by the State of Maine Department of Environmental Protection and record name, address and license number with the Sewer Department on forms supplied by the Department;
- (2) Must submit the owner's name and location of the property from which the tank was pumped prior to discharge;
- (3) The contractor must have a sight glass or other approved means mounted on the truck tank in clear view to show the amount of sludge contained within the tank prior to discharge. In the absence of such equipment, the tank will be considered to be full and charged accordingly;
- (4) All discharges are to be made during normal working hours of the Sewer Department. In emergencies, discharges may be made after normal working hours on approval of the Superintendent. All discharges made after hours are to be charged at the regular rate plus a labor charge as set out in Appendix A;
- (5) The Superintendent has the right to inspect, test and reject any and all discharges which do not comply with the restrictions found in § 13.1.2.5 or in any way appears detrimental to the wastewater treatment works; and
- (6) Facilities used for the purpose of serving industries must submit satisfactory evidence, prior to discharge, that the sludge contains no waste deemed hazardous by the United States Environmental Protection Agency. The Superintendent may request the sludge be analyzed, at the owner's expense, for heavy metals and to ensure compliance with § 13.1.2.10.

B. Rates for discharge.

- (1) Septic tank contents are to be charged at the rate set out in Appendix A.
- (2) Holding tank contents are to be charged at the rate set out in Appendix A.
- (3) All discharges containing less than 1,000 mg/l total suspended solids (0.1%) are considered to be holding tanks. All others are considered septic tanks for the purpose of rate charges.

- (4) All fees are to be paid prior to discharge except when the contractor has made previous arrangements with the Sewer Department to be billed monthly. If fees are more than 60 days in arrears, the contractor's discharge privileges terminate until account is brought up-to-date.
- C. Penalties for violation. Any person who willfully falsifies information or in any other way violates this section loses the right of discharge for a period not to exceed 90 days for each offense.

ARTICLE VI
New Sewer Service Connection Fees

§ 13.1.6.1. Benefited and assessed properties.

Main extension projects include properties established by the Town Council as benefited, and owners are obliged to pay an assessment fee as ordained above. Except as may be required pursuant to §§ 13.1.6.2 and 13.1.6.3 as a result of changes to a benefited and assessed parcel, fees required by this article do not apply to connections to the municipal sewage collection system of any structure existing at the time of adoption of an assessment plan for such benefited and assessed properties.

§ 13.1.6.2. Changes to benefited and assessed properties - impact fee.

An impact fee is assessed when there is a change in the use, character, or size of any structure on a parcel or any other condition that results in additional sewage flow from that parcel. Additional sewage flow is any increase in the number of units of occupancy over that existing at the time of adoption of an assessment plan resulting in an increase in the wastewater discharge over that existing, or reasonably estimated to have existed, as of the date of the benefit assessment plan adoption.

§ 13.1.6.3. New main entrance connection.

Changes in use for benefited properties and all properties not included in a prior main extension assessment plan (not benefited or assessed) requiring a new sewer main entrance connection must pay a special sewer entrance connection fee, as reflected in § 13.1.6.6.

§ 13.1.6.4. Changes to unassessed properties - impact fee.

All properties not included in a prior sewer main extension assessment plan (not benefited or assessed) must pay an impact fee as reflected in § 13.1.6.5, except any which have an easement agreement granted to the Town in lieu of other compensation.

§ 13.1.6.5. Sewer impact fee.

- A. Time payable. Sewer impact fees, payable by the property owner pursuant to this section, must be paid prior to the connection of any sewer line to the municipal sewage collection system; or upon the issuance of any plumbing permit for additional plumbing fixtures; or change in use of any property already connected to the municipal sewage collection system.
- B. Amount determined. The sewer impact fee payable is determined by multiplying the unit charge for the particular category(ies) of property use as set forth in § 13.1.6.5C or D by the sewer impact fee set forth in Town Code Appendix A.

C. Categories of use and unit charge.

- (1) The following categories of property use carry the unit charge set forth herein to be used in the computation of the sewer impact fee as provided above:

Category	Unit Charge
Minimum charge	1/2 unit charge
Single-family dwelling or condominium unit	1 unit charge
Multifamily dwelling or condominium per unit	1 unit charge
3 hotel units (double occupancy)	1 unit charge
5 motel units (double occupancy)	1 unit charge
4 boardinghouses (double occupancy)	1 unit charge
7 cabins	1 unit charge
15 school students (day school)	1 unit charge
4 school students (boarding school)	1 unit charge
2 hospital beds (medical)	1 unit charge
3 nursing home beds	1 unit charge
50 theater seats	1 unit charge
30 employees	1 unit charge
Retail store, per 1,500 gross square feet	1 unit charge
30 full-service restaurant or function room seats	1 unit charge
1 laundromat machine	1 unit charge
1 automobile service station	3 unit charges
Fast-food and/or drive-in service restaurant (15 seats)	1 unit charge
10 yacht or country club members	1 unit charge
50 church members	1 unit charge
Industrial and manufacturing use	Base minimum on domestic use plus any process water usage

Category	Unit Charge
Commercial and retail uses: 5 plumbing fixtures added to existing structures and connected to wastewater collection system	1 unit charge

(2) For any category of use or change in use not specifically set forth above, the enforcing officer determines the total number of unit charges based upon a per-unit load of 300 gallons per day.

D. Proportional factors. When the number of units within a category of use does not exactly correspond to that listed in the schedule above, a proportional factor is to be utilized to calculate the total sewer impact fee. For example, to compute the total sewer impact fee for a seven-unit motel, the following calculation is used:

$$7 \text{ motel units} = 1 \text{ unit charge for } 5 + 2/5 \text{ unit charge for } 2 = \$3,000 + [2/5 \times \$3,000 (\$1,200)] = \$4,200$$

E. Multiple category factors. If two or more categories of use may apply to a particular proposed use, the sewer impact fee is the higher of the two or more calculations. However, when there are multiple uses within a structure, each such use is subject to a separate sewer impact fee.

F. Fee determination. The sewer impact fee due and payable by the property owner is to be calculated and determined by the Code Enforcement Officer.

§ 13.1.6.6. Special sewer entrance connection fee.

A. A special sewer entrance connection fee as set out in Town Code Appendix A is established on a per-dwelling-unit basis for residences and on a per-unit-of-occupancy basis for nonresidential structures for each new sewer entrance connection to a system main.

B. The entrance connection fee is to be paid in full prior to the issuance of a permit for the new connection.

§ 13.1.6.7. Off-premises construction costs.

All costs of extending sewage lines from the property to be serviced to the municipal sewage collection system are to be assumed solely by the owner or party having an interest in the property to be so serviced. No such construction may commence until there is complete compliance with all provisions of this chapter and all other relevant governmental statutes, rules and regulations. Extension of the sewer lines and pumping station must meet the standards of the Town, and capacity must be such as to handle all anticipated sewage flows and allow for flow from all possible future extension or development within the immediate drainage area as determined by the Town.

§ 13.1.6.8. Municipal contracts or agreements and Town property exempted.

This article does not apply to sewage disposal covered by any agreement or contract between the Town and any governmental body, or subdivision thereof, nor does it apply to the treatment of any sewage flow from property owned by the Town.

§ 13.1.6.9. Enforcement.

This article is enforced by the Code Enforcement Officer.

ARTICLE VII

Special Entrance and Impact Fee Fund Accounting**§ 13.1.7.1. Special Entrance and Impact Fee Fund.**

- A. A Wastewater Treatment Department fund account is established and is the depository for all special sewer entrance connection and impact fees collected under the terms of this chapter. Said fund is to be accounted as a Department-designated reserve and used solely and exclusively towards expenses for capital improvements and repair/replacement of capital components of the municipal wastewater treatment system.
- B. The proceeds in this fund may be expended in concert with other revenues and planned expenditures or capital improvement funds of the Town, but only for capital improvements to the municipal wastewater treatment system as distinct from expenses for regular operations, maintenance, and repair. All moneys accumulated in this fund are to be expended by the Town for the specific purposes stated herein within 10 years of their collection and deposit therein, or within the amortization period of any project bond created for the same purpose(s).

Chapter 13.2**SEWER SERVICE DECISION APPEALS****§ 13.2.1. Arbitration appeal of assessment.**

- A. Any person not satisfied with the amount of assessment pursuant to § 13.1.4.3 may appeal within 10 days after a hearing by the municipal officers, pursuant to 30-A M.R.S. § 3443, Arbitration of assessment, to an independent arbitration panel as established by the municipal officers as incorporated in the assessment plan adopted for any main extension project.
- (1) Arbitrators selected. The municipal officers shall nominate six persons who are residents of the municipality. The applicant shall select two of these persons, and these two persons shall select a third person who is a resident of the municipality and who is not one of the six persons nominated by the municipal officers.
 - (2) Arbitration procedure. The three persons selected under Subsection A(1) shall fix the amount to be paid by the applicant. Within 30 days from the hearing before the municipal officers under 30-A M.R.S. § 3442, the arbitrators shall report their findings to the Municipal Clerk, who shall record them. The arbitrators' report is final and binding on all parties.
- B. Appellants are referred to 14 M.R.S. Chapter 706, Uniform Arbitration Act, et seq., for statutory provisions related to such appeals.

§ 13.2.2. Unbuildable parcel appeals.

- A. Definitions. The following definitions apply to this section only:
- UNBUILDABLE — No structure containing or required to contain sanitary facilities may be legally constructed due to zoning restrictions.
- ZONING — Any land use and development statute, ordinance, rule, or regulation promulgated by a federal, state, or local government or agency.
- B. Right to unbuildable parcel appeal. Any person owning a property, included in an adopted assessment plan for a sewer main extension project, not satisfied with the amount assessed pursuant to § 13.1.4.3 may, prior to the assessment fee payment due date and without limitation of time thereafter, appeal the assessed amount to the Board of Appeals (BoA) as an unbuildable parcel, provided that:
- (1) The appellant was the record owner of the assessed property and, excepting spousal or trust inclusions or exclusions, remains so without interruption at time of appeal; and

- (2) The assessed property was vacant, or was improved by structure(s) neither containing nor required to contain sanitary facilities.
- C. Initiating an unbuildable parcel appeal.
- (1) Unbuildable parcel appeals are to be filed in accordance with Town Code Title 16, § 16.6.5, Board of Appeals appeal/request filing procedures. The pertinent provisions of that Code section's protocols for the Board to address such appeals apply.
 - (2) Filed applications must be accompanied by a written statement from the Code Enforcement Officer and Town Planner regarding whether the involved property is developable as defined in this section.

§ 13.2.3. Sewer service administrative decision appeals.

- A. Any person filing a permit application for a sewer special entrance connection, or who is determined by the Code Enforcement Officer to be obliged to pay an impact fee, who may be aggrieved by the provisions set forth herein, may file an administrative decision appeal to the BoA for a review of the determination.
- B. Any person denied a payment plan by the Tax Collector may file an administrative decision appeal to the BoA for such decisions.
- C. Such administrative decision appeals are to be filed in accordance with Town Code Title 16, § 16.6.5, Board of Appeals appeal/request filing procedures. The pertinent provisions of that Code section's protocols for the Board to address such appeals apply.

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

RICE PUBLIC LIBRARY
8 WENTWORTH STREET
KITTERY, ME 03904
207-439-1553

KENNEBUNK SAVINGS BANK
KITTERY BRANCH
KITTERY, ME 03904

3686

52-7450/2112

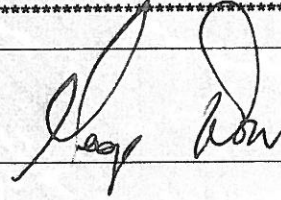
1/22/2021

PAY TO THE
ORDER OF **Town of Kittery**

\$ ****50,000.00**

Fifty Thousand and 00/100*****
DOLLARS

Town of Kittery
200 Rogers Road
Kittery, ME 03904



MEMO: **Re: Grant Donation for Rice Public Library Building P**

AUTHORIZED SIGNATURE

RICE PUBLIC LIBRARY
Town of Kittery

Date Type Reference
1/22/2021 Bill Restoration

Original Amt.
50,000.00

Balance Due
50,000.00

1/22/2021
Discount
Check Amount

3686
Payment
50,000.00
50,000.00

Kennebunk RPL Chec Re: Grant Donation for Rice Public Library Buildi

50,000.00

Rice Public Library Corporation



February 2, 2021

Dear Kittery Town Council:

Please accept this gift of \$50,000 for the Rice Library renovation and expansion project. This sum represents a grant awarded to the Rice Public Library Corporation last fall by the Stephen & Tabitha King Foundation, undesignated, but to be used for the Library project. The King Foundation is not sponsoring any particular location in the Library, and will be recognized on our Donor Wall and in our Book of Benefactors.

Also, please approve the following sponsored spaces:

The first floor turret tower Room:

“Given by the Rosamond Thaxter Foundation”

The second floor turret tower room:

“Given by the Alvord Family in memory of Graham and Jean Alvord”.

These donors will be recognized with a small plaque in the sponsored space, and on the Donor Wall (individual contributions of \$2500 or higher) and in the Book of Benefactors (all individual donors).

Upon acceptance of these sponsored spaces, we will forward a check to the Town of Kittery for \$21,500, representing donations to the Rice Library Campaign for these sponsored spaces.

Thank you for your support of the Rice Public Library and the wonderful expansion and renovation project.

Best regards-

Dianne Fallon
Rice Library Campaign Chair

Cc: Rachel Dennis, RPLC President
Lee Perkins, Director, Rice Public Library

P.O. Box 561 • 8 Wentworth Street • Kittery, ME 03904 • Tel 207-439-1553 • www.rice.lib.me.us

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

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

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

5. Business records are located at the following address:

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

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

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

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

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

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

Yes No

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

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

Yes No

If yes, please provide details: _____

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

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

Name of Business	License Number	Complete Physical Address

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

Full Name	DOB	Place of Birth
Barbara R. Jenny		
Matthew D. Beebe		
Residence address on all the above for previous 5 years		
Name	Address:	
Name	Address:	
Name	Address:	
Name	Address:	

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

Yes No

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

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

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

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

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

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

Name: _____

Distance: _____

Section II: Signature of Applicant(s)


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

Please sign and date in blue ink.

Dated: _____



Signature of Duly Authorized Person



Signature of Duly Authorized Person

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

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

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

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

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

Signature of Officials	Printed Name and Title

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

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

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.

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

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

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

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

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

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

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

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

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

E. A violation of any provision of this Title;

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

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

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

A. Repealed

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

4. Repealed

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

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

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

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

Section V: Fee Schedule

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

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

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

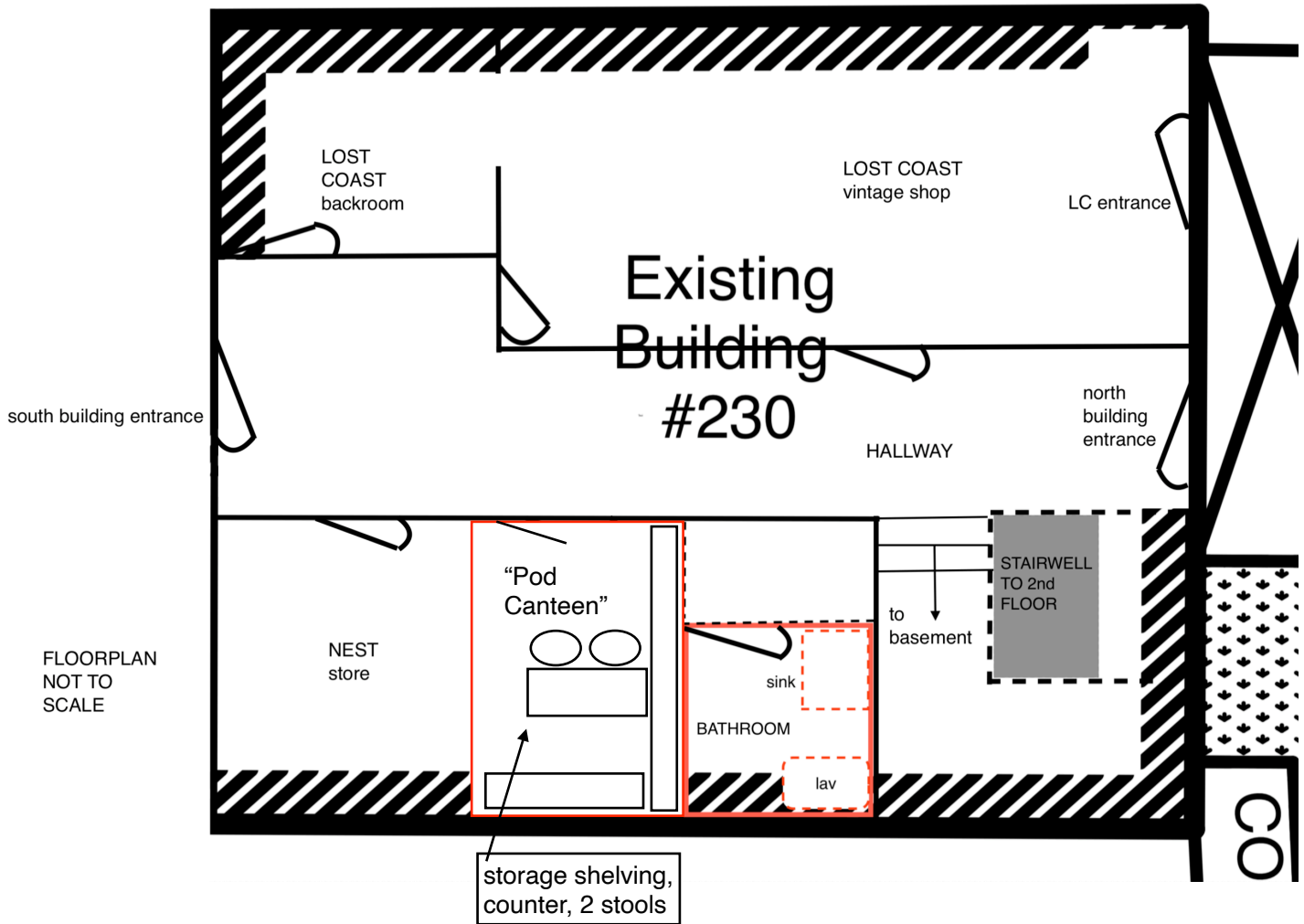
Section VI Premises Floor Plan

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

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

attached

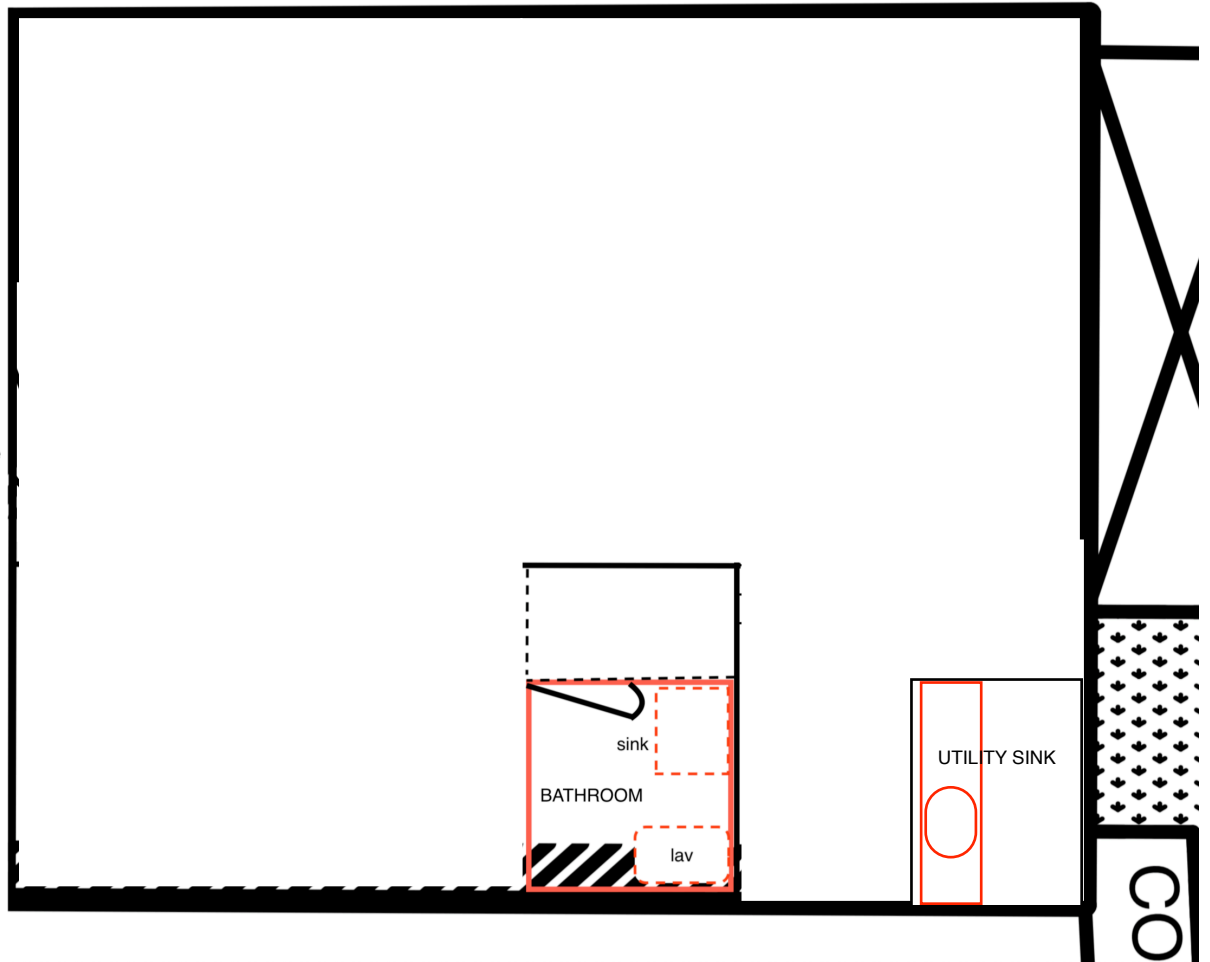
FIRST FLOOR

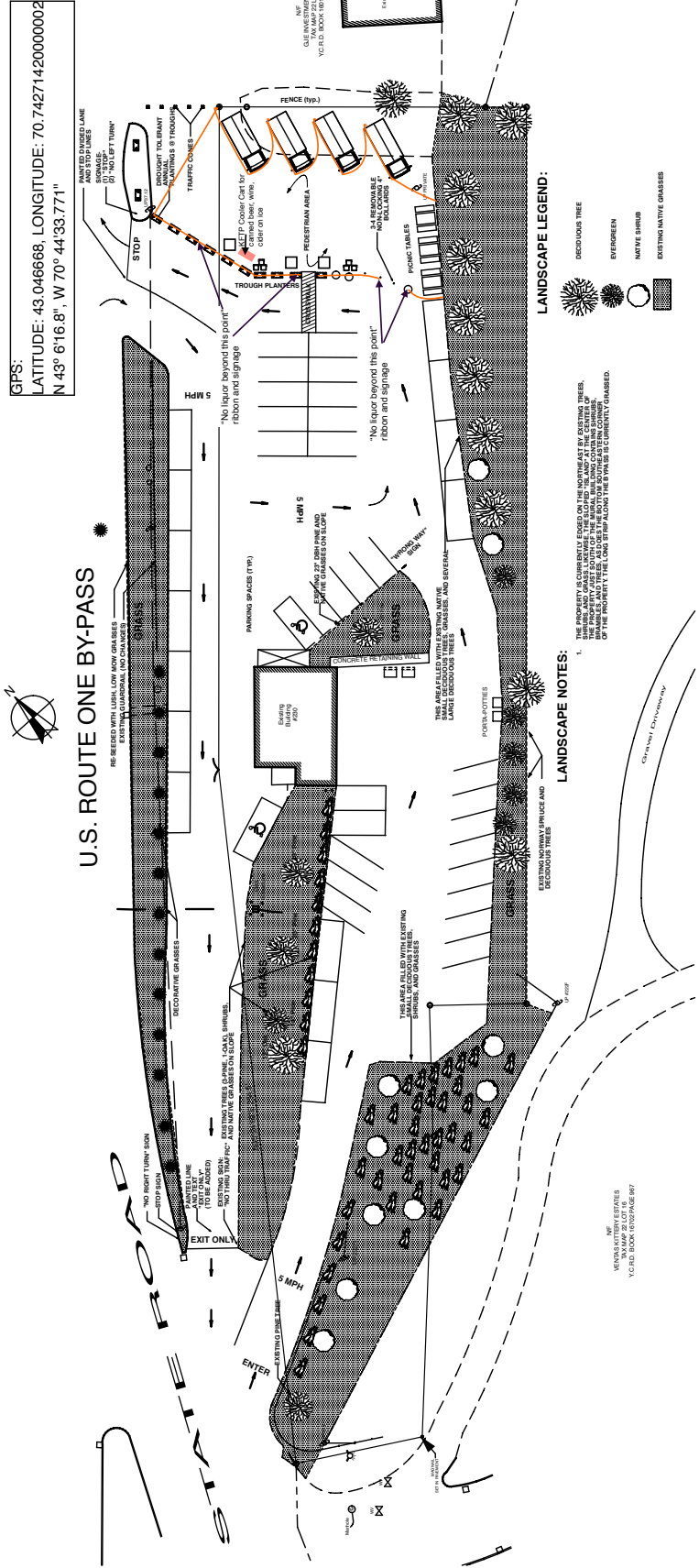


GROUND FLOOR

south building entrance

FLOORPLAN
NOT TO
SCALE





1 PROPOSED SITE PLAN
 SCALE: 1" = 40'

C-1	DATE 2-05-19	OWNER GREENBROOK LLC 94 PLEASANT STREET PORTSMOUTH NH 03801	KITTERY FOOD TRUCK POD @ MURAL BUILDING LOT 230 STATE ROAD, KITTERY, ME 03804	DESCRIPTION/FILE KITTERY FOOD TRUCKS LANDSCAPE PLAN REVISED 4/25/19	DRAWN BY MDB DESIGN LLC 81 LINCOLN AVENUE PORTSMOUTH, NH 03801 603.436.4256	MAP 22 LOT 14
	SCALE 1" = 40'-0"					

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

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

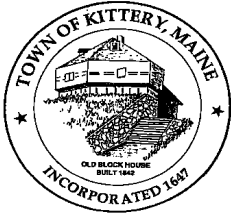
All Questions Must Be Answered Completely. Please print legibly.

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

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

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
	81 Lincoln Ave Portsmouth NH 03801		Managing Member	
	81 Lincoln Ave Portsmouth NH 03801		Managing Member	

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



TOWN OF KITTERY
Office of the Town Clerk
200 Rogers Road
Kittery, Maine 03904
Phone 207-474-1328 Fax 207-439-6806

APPLICATION FOR SPECIAL ACTIVITY/AMUSEMENT PERMIT
(Pursuant to 28-A M.R.S.A. Sec. 1054)

Name, address and legal status of individual(s) or entity seeking to hold permit:

Green Brook LLC DBA Kittery Food Truck Pod - Paved Paradise

230 US-1 Bypass Kittery ME 03904

Name and mailing address of the premises where the special activity/amusement will occur:

Green Brook LLC DBA Kittery Food Truck Pod - Paved Paradise

230 US-1 Bypass Kittery ME 03904

Mailing address and telephone number of owner of the real estate: _____

603-234-7402 94 Pleasant St. Portsmouth NH 03801

Describe the specific portion of the premises where the special activity/amusement will occur:

within the food truck pod area

Set forth the specific time periods between which the special activity/amusement will occur:

between 11 am and 8 pm; note—pod is only open until dark

Describe the specific activity or type of amusement for which the permit is requested:

live music

promotional events for local small businesses or non-profits

Has any individual(s), partner(s), majority shareholder(s) of the business entity, seeking to hold this permit, been convicted of a felony or had any similar type of amusement or activity permit been denied or revoked within the past ten (10) years by any other municipal or state authority, agency or board? Yes ___ No X

If so, give the state of conviction for any felony and describe specifically the circumstances of any such denial or revocation giving the state or city and date of such denial or revocation:

(Over)

Give any additional information to support your request for the permit sought herein:

As part of this application process, the individual or business entity seeking the permit herein acknowledges that the Municipal Officers, pursuant to 28-A M.R.S.A. Subsection 1054(7) may suspend or revoke the permit applied for herein on the grounds that the activity or amusement constitutes a detriment to the public health, safety or welfare, or violates municipal ordinances or regulations.

Give the authority and legal relationship of the applicant signing below to the entity seeking permit:

Managing Member of Green Brook LLC and Manager of the Kittery Food Truck Pod

NOTE: In granting this permit, the Town relies on the accuracy and truth of the facts represented herein. Any misleading or incorrect information set forth in this application shall be grounds for denial or immediate revocation of the permit issued. By signing this application, the applicant represents the truth of the facts herein stated.

DATE OF APPLICATION: Jan 25, 2021

SIGNATURE OF APPLICANT: 

APPLICANT'S NAME: Barbara Jenny

(please print)

ADDRESS: 81 Lincoln Ave Portsmouth NH 03801

(please print)

TELEPHONE NUMBER: 603-234-7402

FEE: \$20.00 per year Must be renewed annually with liquor license.

PLEASE SUBMIT THIS FORM AND APPROPRIATE FEE TO THE TOWN CLERK'S OFFICE



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

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

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

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

Legal Business Entity Applicant Name (corporation, LLC): <u>Tasty Thai, Inc.</u>	Business Name (D/B/A): <u>Tasty Thai</u>
Individual or Sole Proprietor Applicant Name(s): <u>Allan Isaac Pechner</u>	Physical Location: <u>182 State Rd Kittery ME 03904</u>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address: <u>tastythaimaine@gmail.com</u>
Telephone # Fax #: <u>603 393 6185</u>	Business Telephone # Fax #: <u>207-439-9988</u>
Federal Tax Identification Number: <u>47-5648414</u>	Maine Seller Certificate # or Sales Tax #: <u>1176434</u>
Retail Beverage Alcohol Dealers Permit:	Website address: <u>WWW.TASTYTHAIMAINE.COM</u>

1. New license or renewal of existing license? New Renewal

If a renewal, please provide the following information:

Your current license expiration date: 1/25/2021

The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: 258,000 Beer, Wine or Spirits: \$579 Guest Rooms: _____

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

Malt Liquor (beer) Wine Spirits

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

- Restaurant (Class I, II, III, IV) Class A Restaurant/Lounge (Class XI) Class A Lounge (Class X)
- Hotel (Class I, II, III, IV) Hotel – Food Optional (Class I-A) Bed & Breakfast (Class V)
- Golf Course with auxiliary and mobile cart options (Class I, II, III, IV) Tavern (Class IV)
- Qualified Caterer Self-Sponsored Events (Qualified Caterers Only)

Other: _____

Refer to Section V for the License Fee Schedule

4. If application is for a **new** license or the business is under new ownership, indicate starting date:

5. Business records are located at the following address:

182 State Rd. Kittery ME 03904

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

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

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

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

Name of Business	License Number	Complete Physical Address

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

Full Name	DOB	Place of Birth
Allan Isaac Pechner Jr.	5/21/1971	Lynn, MA

Residence address on all the above for previous 5 years

Name	Address:	399 Maplewood Ave #4 Portsmouth, NH 03801
Name	Address:	
Name	Address:	
Name	Address:	

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

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

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

Yes No

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

12. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine? Yes No

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

Yes No

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

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

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

M.A. Parsons & Sons Rumber Company PO. Box 450 York, ME 03901

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

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

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

Name: Kittery Community

Distance: 1/2 mile of school

Section II: Signature; Fee; Delivery of application

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

Please sign and date in blue ink.

Dated: 1/25/2021


Signature of Duly Authorized Person*

Allan Pechner Sr.
Printed Name Duly Authorized Person

Signature of Duly Authorized Person*

Printed Name of Duly Authorized Person

*The person signing this application must appear in Section VII on this application.

**Section III: For use by Municipal Officers and County Commissioners only
Approval of an application for an on-premises liquor license**

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

Check only one: City Town Unorganized Territory

Name of City/Town/Unorganized Territory: _____

Who is approving this application? Municipal Officers
 County Commissioners of _____ County

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

Signature of Officials	Printed Name and Title

This Approval Expires in 60 Days

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

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.

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

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

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

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

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

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

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

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

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

E. A violation of any provision of this Title;

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

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

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

A. Repealed

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

4. Repealed

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

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

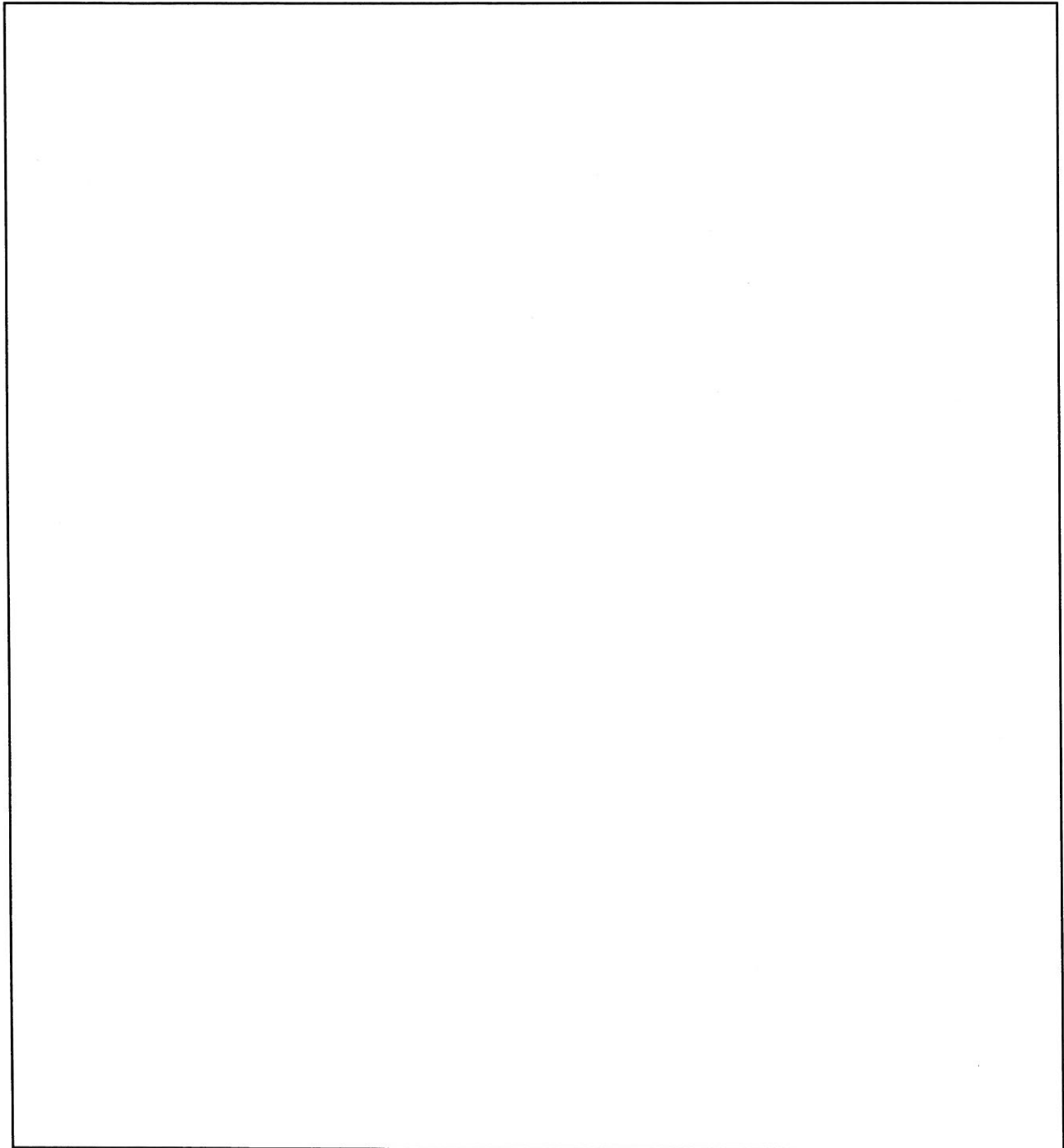
Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

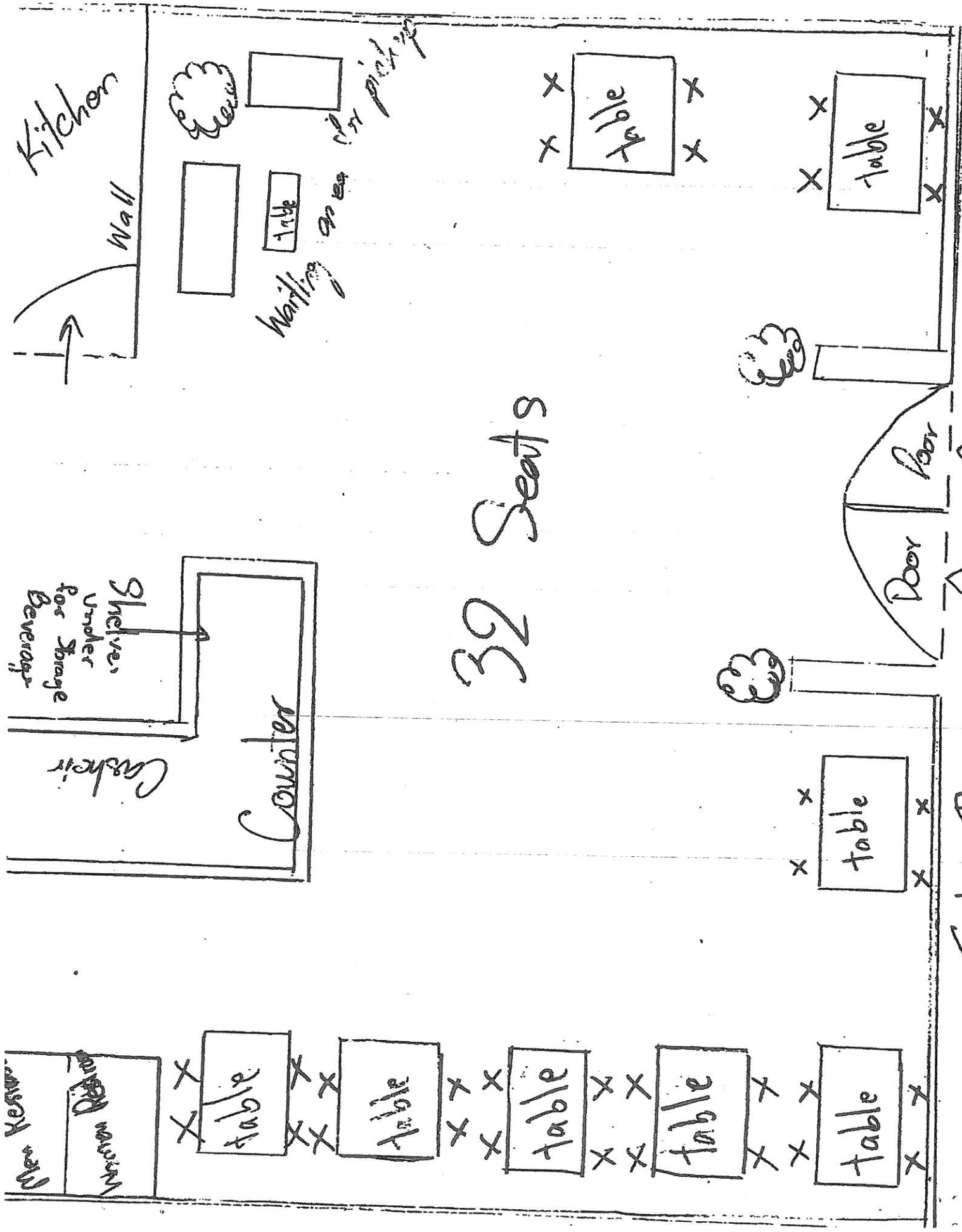
- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau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

Section VI Premises Floor Plan

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

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

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the applicant to draw and label a floor plan of their premises.



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

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

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Tasty Thai INC.
2. Doing Business As, if any: Thai Restaurant.
3. Date of filing with Secretary of State: 12/01/2015 State in which you are formed: NH
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

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

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Allan I Pechner Jr.	399 Maplewood Ave # 4 Portsmouth, NH 03801	05/21/71	Owner	100%

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

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

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

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

5. Business records are located at the following address:

1 Middle Street, Suite 1, Portsmouth, NH 03081

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

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

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

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

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

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

Yes No

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

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

Yes No

If yes, please provide details: _____

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

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

Name of Business	License Number	Complete Physical Address

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

Full Name	DOB	Place of Birth
James McSharry	01/24/1967	Norwalk, CT
David Vargas	11/20/1977	Westminster, CA
Will Myska	03/24/1988	Richmond, TX

Residence address on all the above for previous 5 years

Name Address:
 James McSharry 58 Pleasant Point Drive, Portsmouth, NH 03801

Name Address:
 David Vargas 142 Manson Avenue, Kittery, ME 03904

Name Address:
 Will Myska 3 Silver Street, Apartment A, Dover, NH 03820

Name Address:

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

Yes No

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

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

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

Madison Street, LLC; 113 Hillcrest Road, Concord, MA 01742

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

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

Ore Nell's BBQ is a full service restaurant serving Texas-style barbecue such as ribs, brisket & pulled pork.

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

Name: St. Mark's United Methodist Church

Distance: 0.30

Section II: Signature of Applicant(s)

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

Please sign and date in blue ink.

Dated: January 28, 2021

Signature of Duly Authorized Person

James McSharry
Printed Name Duly Authorized Person

Signature of Duly Authorized Person

David Vargas
Printed Name of Duly Authorized Person

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

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

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

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

Signature of Officials	Printed Name and Title

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

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

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.

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

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

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

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

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

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

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

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

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

E. A violation of any provision of this Title;

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

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

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

A. Repealed

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

4. Repealed

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

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

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

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

Section V: Fee Schedule

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

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

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

Section VI Premises Floor Plan

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

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



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

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

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Stateline Restaurant, LLC
2. Doing Business As, if any: Ore Nell's BBQ
3. Date of filing with Secretary of State: 01/24/2018 State in which you are formed: NH
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: 03/07/2018
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
James McSharry	58 Pleasant Point Drive	01/24/1967	Member	51.0000
	Portsmouth, NH 03801			
David Vargas	142 Manson Avenue	11/20/1977	Member	30.0000
	Kittery, ME 03904			
Will Myska	3 Silver Street, Apt. A	03/24/1988	Member	19.0000
	Dover, NH 03820			

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



January 13, 2020

To: Kittery Town Council

From: Chairman, KCC Board of Directors

Subj: Kittery Community Center Annual Report

Attach: (1) KCC Director's Report

The Board started the year with a new Chairperson and a renewed energy towards our Strategic Plan initiatives to ensure the KCC is providing the highest quality programs and services today and into the future. Our first steps were to prioritize the approximately 30 identified projects on the plan, assign sub-committees as needed and implement as many projects as possible. Our early discussions identified parking and building efficiency as high priority topics.

At our January meeting, Kristi Mathieson volunteered to be our representative on the KCC's Kittery Celebration Committee to celebrate Maine's Bicentennial and Kittery's 375th. We approved a policy for public landscaping requests on the KCC property. The requests shall be no cost to the town or it needs to be elevated for approval. Our Visual Arts Committee was celebrating the very successful "In Slow Mocean" event highlighting the life and times of our local lobstermen, replacement work was starting on the STAR Theatre floor and the Director was booking new events for the space. And planning started for the Annual Kittery Community Auction (with yours truly as the MC!). Then, COVID-19 restrictions shutdown the KCC and prevented the Board from meeting again until July.

Upon our "restart", we worked on new Bylaws to support the merging of two of our related sub-committees, the *Youth Athletic Committee* and the *Kittery Athletic Field Improvement Committee*. The new group is called the *Kittery Athletics & Fields Committee (KAFC)*. The committee is a very dedicated group of approximately 11 members, including a representative from the KCC Board, the KCC Director, the R.W. Traip Academy Athletic Director and the Commissioner of Public Works. They also are seeking up to two students to serve on the Committee. Their Mission is:

"To bring the Town, School Department, sports leagues and other relevant stakeholders together to advocate for, expand and continually improve athletic programming in Kittery, foster collaboration, sharing of resources, and improve the development and management of athletic facilities including fields and courts."

Among their specific duties is to provide oversight of the renovations at Emery Field, with Phase 2 starting soon.

During the Spring and Summer, two long-time members of the Board, who also worked on our Visual Arts Committee, moved out of town and left the Board. We are forever grateful for the long and dedicated volunteer service of Maureen Convery and Jean Lincoln. We presented them with some nice gifts and framed letters of appreciation, courtesy of David Pratt Framer LLC of Kittery. Members of the *Supporting the Arts at the KCC* group also made personal monetary donations for the gifts. We ended 2019 needing two new members and we had four members leave during the year. However, we have had a great response to our requests for new members and are currently down only one, with Kristi Mathieson's departure. As you know she is our newest State Rep! I want to thank the Council members for their time to interview our new members with me via ZOOM. Suzanne Esposito made all the arrangements and Karen Estee did her best to keep me straight on who is "next in line."

Our Visual Arts Committee met every month during 2020, mostly via ZOOM, under the superb leadership of Co-Chairs, Faith Harrington and BJ Glanville. The VAC has approximately 12 members, several added during 2020. The second showing of the film "Claws & Tales" by Jim White, which was shown along with the "In Slow Mocean" exhibit, drew a full house in the STAR Theatre before the KCC was shut down in March. Local artist, Ken Fellows, displayed his artwork in the Morgan Gallery and did an online video about his work - well done! This video has been viewed well over 200 times. See the Virtual Reception link on our website to view the video. Also, our local students as well as other local artists' pieces are displayed in our "Deck the Walls" area. The Morgan Gallery is currently displaying artwork by Gene Galipeau thru March.

As we continue into 2021, and under the new leadership of Steve Workman, we will assist the KCC with prioritizing KCC programming as COVID restrictions are slowly lifted. Then we will identify the Strategic Plan initiatives that can be moved forward in conjunction with those reduced restrictions. It has been frustrating for all of us knowing the potential of the KCC and that we took a step back in 2020 and yet we recognized the KCC played an important role in providing activities for our school kids during these trying times. The KCC Director will discuss the extraordinary work he and his staff did over the last several months in his report, attached.

Respectfully submitted;



Bob Guay

Chair, KCC Board of Directors (2020)



Kittery Community Center
120 Rogers Road, Kittery, ME 03904
(p) 207-439-3800 • (f) 207-439-1780
www.kitterycommunitycenter.org

Director
Assistant Director
Recreation Supervisor

Jeremy Paul
Todd Henley
Valerie Lachapelle

KCC 2020 Recap to BOD

A lot has transpired in 2020. The COVID-19 pandemic has greatly impacted the Kittery Community Center, and we were not able to serve our community in the same capacity as we have in the past. Our doors were closed to the public from March 16th-July 6th, but staff at the KCC were busy working from the office as well as remotely. The constants during that time were patience and flexibility. Kendra and the Town's leadership team were of great assistance during this time. Our focus was on how we could eventually serve our community within the recommendations and guidelines provided by the CDC and State of Maine.

Prior to temporarily closing to the public, we were able to have our STAR Theater floor replaced, complete our KCC Basketball Season, and hold our Annual Family Valentine's Dance. Unfortunately, the timing of the pandemic and closing of the building forced us to cancel two of our bigger Spring events, the Shamrock Shindig, Easter Egg Hunt, and Kittery Community Auction.

From March through July, we focused on how to reinvent ourselves to provide programming and activities to our community without necessarily being able to come together. What resulted was based around CDC and State of Maine guidelines and recommendations. As we were not alone in dealing with the COVID impact, we networked with other area recreation departments for inspiration. March through April involved a number of online programs that included staff recipes, a virtual Easter Egg Hunt, children's activities, puzzles and keeping up with Town updates.

As Spring turned to Summer, we were extremely disappointed not to be able to run Summer Day Camps or a Summer Preschool Session. What did emerge was our Kittery Together Summer Calendar. As part of that programming we partnered with the Portsmouth Naval Shipyard MWR, had our van colorfully wrapped for visits throughout the Town, and ran a few small classes with instructors and patrons who were comfortable with the current social distancing guidelines. The STAR Theater was repurposed for Town Committee meetings to be held with socially distanced protocols in place and we moved fitness equipment to accommodate social distancing protocols as well.

Highlights in programming include:

#KitteryTogether

This included partnering with the PNSY MWR Program to offer a number of family friendly activities on the front field which included; movies, concerts, magicians and more. We also assisted The Dance Hall in their preparations for concerts at John Paul Jones Park. Events were very well attended and were either free or low cost.

Fall Soccer

We were able to offer a more skills-based Fall soccer program by working with the Challenger Soccer Academy to oversee a program for K-3rd graders that ran for 6 weeks. Although different than previous years, parent feedback was very positive and they appreciated having a program.

Classes

We were excited to be able to hold a number of fitness classes in the Fall. Participants and instructors did a great job following guidelines to keep everyone as safe as possible. Based on the success of those classes, we will be moving forward in 2021 with another set of programs.

Gap Care

The biggest change at the KCC involved supporting the Kittery School reopening. We repurposed several classrooms to provide afterschool care for Kittery's students in Grades K-5 from school dismissal time until 6:00pm if possible. Currently, the program ends at 3:30pm and is free for Kittery families at this time. The goal is to be able offer coverage through 6:00pm with the 3:30pm-6:00pm program being fee-based. This program has allowed working parents to maintain their jobs knowing that there are safe alternatives for their children after school. We have been able to support over 70 Kittery families with this program. Unfortunately, this did mean not having a Preschool this year.

Halloween

We held an abbreviated "Drive Thru" Halloween Celebration, partnering again with the PNSY MWR program. It was well attended with over 60 cars coming through packed with 80 children. In addition, we held a pumpkin carving contest where votes were collected on Facebook.

The threat of inclement weather forced us to cancel the movie portion of our Trick or Treating alternative, but we did have various Town Departments on site for drive thru goody bag pick-ups.

Voting

We worked with the Town Clerk's office to host the 2020 election here on November 3rd and everything ran smoothly.

Veteran's Harvest Luncheon

This event was a huge success, serving over 100 meals. The SAFE Gap care program made colorful placemats that accompanied the Veterans' meals. The Portsmouth Herald wrote an article that you can find here: <https://www.seacoastonline.com/story/news/local/portsmouth-herald/2020/11/05/kittery-salutes-veterans-drive-thru-style/6174569002/>

Matterport

We had the KCC "matterported" by Seapoint Digital. The building was photographed to allow for Virtual Tours. It was done as part of a project that Seapoint Digital is working on to help train firefighters so there was no charge to the KCC (it is a \$1200-\$1500 value). It will allow us the opportunity to showcase rental spaces and the STAR.

2020-2021 KCC Basketball Program

Due to the continued COVID situation in our area, we are postponing any basketball program until late Winter/early Spring.

Gingerbread House Pickup

Like the Harvest Luncheon, this year's Gingerbread House event was a drive thru event. We sold out at 125 kits. Santa and The Rotary After Hours club joined us. The Rotary Club gave out books to all those that registered for a kit. A number of families posted pictures of their completed houses on Facebook.

Letters to Santa

We received over 60 letters to Santa here at the KCC. Santa and his elves wrote a personal note back to each child.

Santa Parade

We were very excited to decorate the KCC van and take part in the Santa Parade through Kittery neighborhoods. There was a great turnout and Santa brought a smile to a number of faces lining the streets, both young and not-so-young.

Tree Lights

We have installed lighting on a portion of the trees leading up to the KCC. We are hoping to keep them up through the winter and will look to do this on an annual basis.

Ice Rink

We will be installing a 52' x 104' ice rink on the front field. The purchase was made to provide an outdoor community space for the winter months. We are finalizing some programming and activities for the rink and hope that this will become an annual tradition as well.

I know we all look forward to 2021 being a better year. I would be remiss to not give a huge thank you to all the KCC staff members who have navigated the ups and downs of 2020. Their focus has been on providing as much "community" to the Town of Kittery as we could, and I feel we have been highly successful in doing that. There are several programs and activities that came about because of COVID-19 that we look to continue in our future programming. I would also like to thank Kendra for her support of the KCC during this time. Without that support and understanding it would have been an even more difficult year.

Jeremy

Jeremy Paul, Director





TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED
JAN 09 2019
BY: 9:57 am

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Maureen BILODEAU
RESIDENCE: 5 High Pasture Rd 03905
MAILING (if different) _____
E-MAIL ADDRESS: maureenkpt@gmail.com PHONE #: (Home) 4390403 (Work) _____

Please check your choices:

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Committee | <input type="checkbox"/> Economic Development Committee |
| <input checked="" type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: BS Math, MS
RELATED EXPERIENCE (Including other Boards and Commissions) _____
Board of Appeals - in the 80s

PRESENT EMPLOYMENT: Retired
ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY Yes No

ANY KNOWN CONFLICT OF INTEREST: none

REASON FOR APPLICATION TO THIS BOARD: I enjoy the parks & would like to
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.

participate in decisions

Maureen Bilodeau
SIGNATURE OF APPLICANT

1/9/2019
DATE

**TOWN COUNCIL BOARDS AND COMMITTEES
INTERVIEW FORM**

TO: KITTERY TOWN COUNCIL

FROM: COUNCILOR _____ and _____

RE: APPOINTMENT TO _____

DATE OF INTERVIEW: _____ at _____ a.m./p.m.

We have interviewed _____, 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 _____

Signatures

ATTENDANCE RECORD (for reappointments only)

Excellent _____
Good _____
Poor _____

Report to Council
Fiscal Year 2021
Capital Transfers
Mid-Year Transfers

OTHER FUNDS TRANSFERS

FROM CAPITAL PROJECT			TO CAPITAL RESERVE		
2069	Boat Infrastructure Grant	\$ 1,583	4055	KPA Equipment Reserve	\$ 1,583
2036	Kittery Community Center Bonds	\$ 373	4027	Municipal Facility Reserve	\$ 373
2085	2016 Municipal Projects	\$ 30,949	4027	Municipal Facility Reserve	\$ 30,949
2057	Open Space	\$ 6,889	4027	Municipal Facility Reserve	\$ 6,889
2078	Athletic Field Master Plan (Design)	\$ 2,142	4027	Municipal Facility Reserve	\$ 2,142
4031	Public Safety Base Station Radio	\$ 20,845	4056	Fire Dept Equipment Reserve	\$ 20,845
4053	Pepperrell Cove Paving/Utilities	\$ 1,495	4116	KPA Facility Reserve	\$ 1,495
4122	Zoning Recodification and GIS Upgrade	\$ 7,637	4020	Municipal Technology Reserve	\$ 7,637
Total Other Funds Transfers		\$ 71,913			\$ 71,913