



TOWN OF KITTERY

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

January 28, 2019

Council Chambers

**Workshop
Maine DOT
5:00 p.m.**

Kittery Town Council
Regular Meeting
6:00 p.m.

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 –
 - December 10, 2018- Regular Meeting
8. Interviews for the Board of Appeals and Planning- None
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
10. PUBLIC HEARINGS
 - a. (010219-1) The Kittery Town Council moves to hold a public hearing and ordain amendments to Title 2- Fire Department.
 - b. (010219-2) The Kittery Town Council moves to hold a public hearing to consider an application from The Bistro at Pepperrell Cove LLC, for a Special Activity Amusement permit for Bistro 1828, located at 88 Pepperrell Road, Kittery Point.
 - c. (010219-3) The Kittery Town Council moves to hold a public hearing to consider an application for a Victualers License from The Bistro at Pepperrell Cove LLC for Bistro 1828 located at 88 Pepperrell Road, Kittery Point.
 - d. (010219-4) The Kittery Town Council moves to hold a public hearing to consider an application from The Bistro at Pepperrell Cove LLC, for a malt, vinous and spirituous liquor license for Bistro 1828 located at 88 Pepperrell Road, Kittery Point.

11. DISCUSSION

- a. Discussion by members of the public (three minutes per person)
- b. Response to public comment directed to a particular Councilor
- c. Chairperson's response to public comments

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition.
- b. (010219-5) The Kittery Town Council moves to approve the disbursement warrants
- c. (010219-6) The Kittery Town Council moves to authorize the Town Manager to work with Councilor Brock and the Housing Working Group to develop recommendations for zoning amendments that support the creation of workforce and affordable housing options for Kittery residents, and workers that make up to 80% of the HUD Metro Fairmarket Area median income, in accordance with the Comprehensive Plan Goal 4.
- d. (010219-7) The Kittery Town Council moves to authorize the Town Manager to work with Councilor Brock and the Housing Working Group to investigate and report back on the potential for an affordable/workforce housing project at 45 Woodlawn Avenue (the old Recreation Building).
- e. (010219-8) The Kittery Town Council moves to approve a request from Chick-fil-A for a food truck to be located at the Kittery Premium Outlets parking lot by Ecco (KPO2) on select dates.
- f. (010219-9) The Kittery Town Council moves to schedule a public hearing on February 11, 2019 to discuss proposed amendments to Title 4- Boards, Commissions and Committees and Council Rules.
- g. (010219-10) The Kittery Town Council moves to approve an application from JK restaurants LLC, for a malt, vinous and spirituous liquor license for Rudders Public House located at 70 Wallingford Square, Kittery.
- h. (010219-11) The Kittery Town Council moves to approve an application from Loco Coco's Tacos Corp, for a vinous and spirituous liquor license for Loco Coco's Tacos located at 36 Walker Street, Kittery.
- i. (010219-12) The Kittery Town Council moves to form a climate adaptation committee to study and make recommendation addressing the impacts of warming temperatures and the rising sea level on Kittery.
- j. (010219-13) The Kittery Town Council moves to accept a gift of property, the John Paul Jones Park from the State of Maine.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS
 - a. Communications from the Chairperson
 - b. Committee Reports
16. EXECUTIVE SESSION - NONE
17. ADJOURNMENT

Posted: January 24, 2019



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 January 28, 2019

- 1. York/Kittery Border** – Chairperson Spiller, Vice Chairperson Brock and I will be meeting with the Selectboard leadership and Town Manager of York later this week to discuss the towns' shared border. This matter is being raised by a property owner whose parcel is in both towns and is seeking to develop the property.
- 2. Fiscal Year 2019 Q2 Financial Report** – Please see attached report.
- 3. Finance Director/Assistant Town Manager, Brenda Fox-Howard** – I am pleased to announce that Brenda Fox-Howard will be starting as Kittery's new Finance Director/Assistant Town Manager on January 31st. Ms. Fox-Howard comes to Kittery by way of Peterborough, New Hampshire, where she has served as the Director of Finance since 2016.

Ms. Fox-Howard has an extensive financial background in both the public and private sectors. During her career she has also served as a Finance Director in Connecticut, and as a Finance Manager for the State of Vermont. She has experience with budget development, debt and asset management, and oversight of financial operations. She has a Bachelor's Degree in Business Management and Finance from Colorado Technical University, and is pursuing her Credentialed Manager designation through ICMA.

In posting the position, the title was adjusted to reflect the duties this role has assumed since 2017, in serving as Acting Town Manager in the absence of the Town Manager, and in having greater involvement in the operation of the administration.

Upcoming Dates:

- Coffee with the Chief – January 29, 4PM to 7PM, Kittery Community Center
- Dog License Renewal – January 31
- Family Valentine's Dance – February 9, 6PM, Kittery Community Center
- Kittery Community Auction – April 5, Regatta Room Eliot

Respectfully Submitted,

Kendra Amaral
Town Manager



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

REPORT TO TOWN COUNCIL

Meeting Date: January 28, 2019
From: Kendra Amaral, Town Manager
Subject: Fiscal Year 2019 Financial Update – Quarter 2
Councilor Sponsor: N/A

This is to provide the Council with an update on the Fiscal Year 2019 (FY19) finances at the close of Quarter 2 (Q2) of the fiscal year.

Revenue

Revenue projections are difficult to make at this point in the fiscal year. Therefore, at this stage we focus on watching revenue activity, and identifying any unanticipated variations.

We are slightly ahead over the prior year Q2 for revenue collection (excluding property tax); having collected 54.17% as of December 31st, compared to 53.08% in the prior year. Auto Excise collections are up over the prior year by approximately \$37,000. This does not present a major gain over the prior quarter. Code Enforcement continues to remain on track relative to the FY19 projection, but is falling behind the prior year's total collected YTD. FY19 Code Enforcement fees collected at the end of Q2 are \$163,558 compared to \$251,978 in Q2 of FY18.

Sewer collections are also on track. The increase in “new sewer”, reflecting revenue from direct customers is up approximately \$309,000 over the prior year as a result of the recent rate adjustment. The only account currently tracking less is the Town of Eliot, which is down approximately \$9,000 over the prior year.

Expenditures

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

Based on projections, and in large part due to a dry winter so far, we remain on track for spending and budget management for Q2.

As noted in the Q1 report, the projection of the Police Department coming in on budget this fiscal year would be short-lived. I am now projecting Police will come in approximately \$70,000 over budget. We hired new officers to fill the three vacancies in the fall; two required Academy training, and all three require a Field Training process. This training process is expensive, as we cover both the salaries of the

new employees in training and the overtime for “their” shifts until the new employees are fully certified and trained. There are offsetting savings to turnover, as the new employees come into the organization at a slightly lower rate than those retiring.

I reduced the projected overage in snow operations for DPW from \$220,000 to \$200,000 to reflect the dry winter we have had so far. With this projected overage, DPW is expected to end FY19 \$165,000 over budget. The projected overage will be lowered to reflect actuals through Q3.

Shared services, specifically retirement, health and dental, and other employment costs are currently projected to come in \$150,000 below budget. These budgets are entirely driven by employee choices on benefits, and can fluctuate significantly as employees experience qualifying events.

At this time, any surplus from the FY19 budget will be needed to patch an \$85,000 deficit in Compensated Absences. The Council has been wise to transfer surplus funds from the prior two fiscal years into this account, which significantly lowered the impact from recent retirements. Since July 2017 the Town has paid out \$304,074 in Paid Time Off (PTO) due to departing employees. The pre-planning has allowed the Town to absorb 75% of these costs without deficit. The Council and Unions agreed to revisions to the CBAs to manage future financial impacts of PTO payouts, however the impact of these changes will not be realized in the near term.

Sewer

Sewer expenditures are generally tracking to budget as of the close of Q2. This projection is expected to change dramatically in Q3, as the budget absorbs the retirement of the Sewer Superintendent’s PTO and the expected higher wages needed to attract a new Superintendent.

The plant experienced some added maintenance costs in Q2 as it discovered a water leak that required significant investigation.

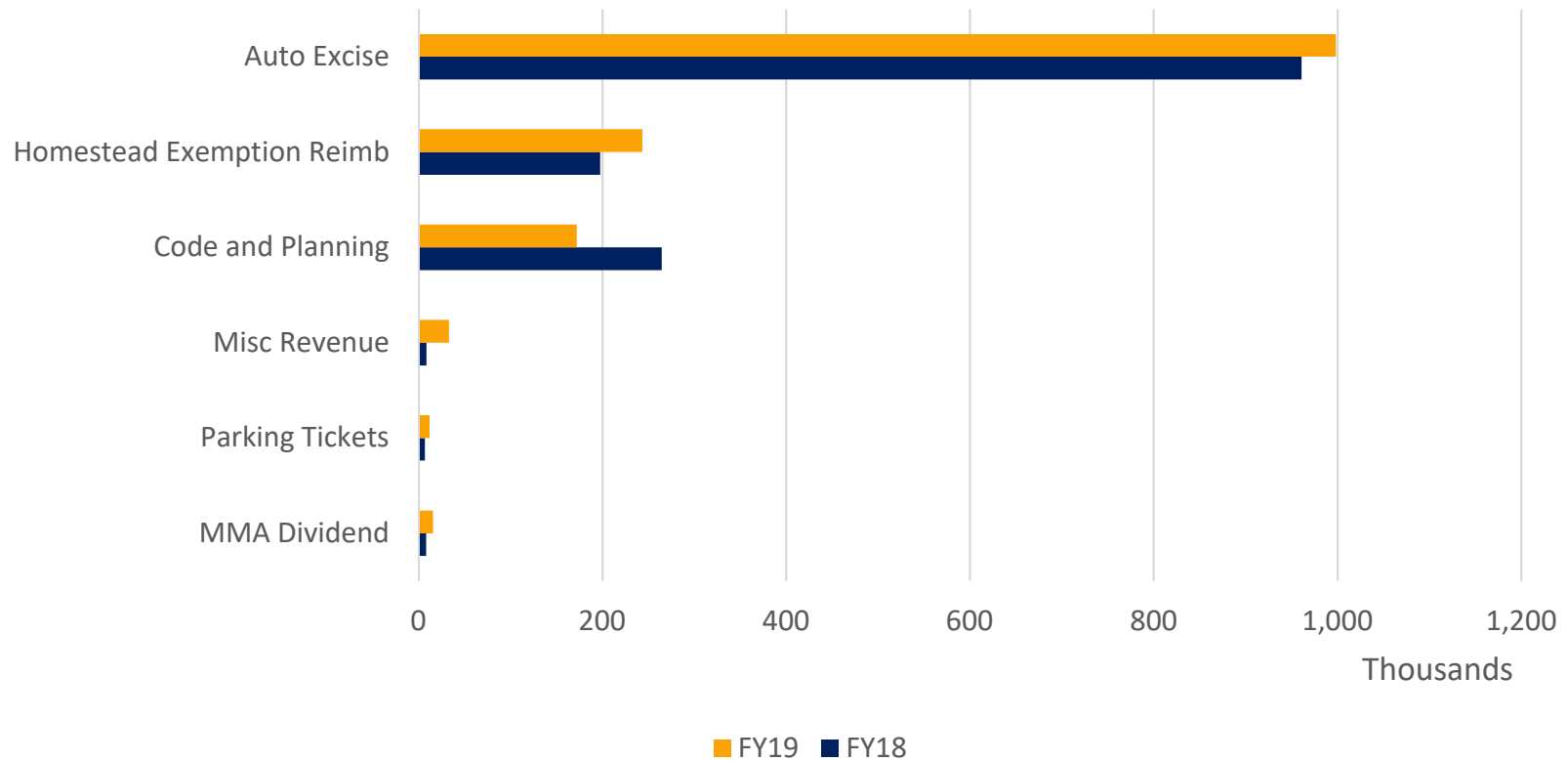
Attachments

Report through Q2:

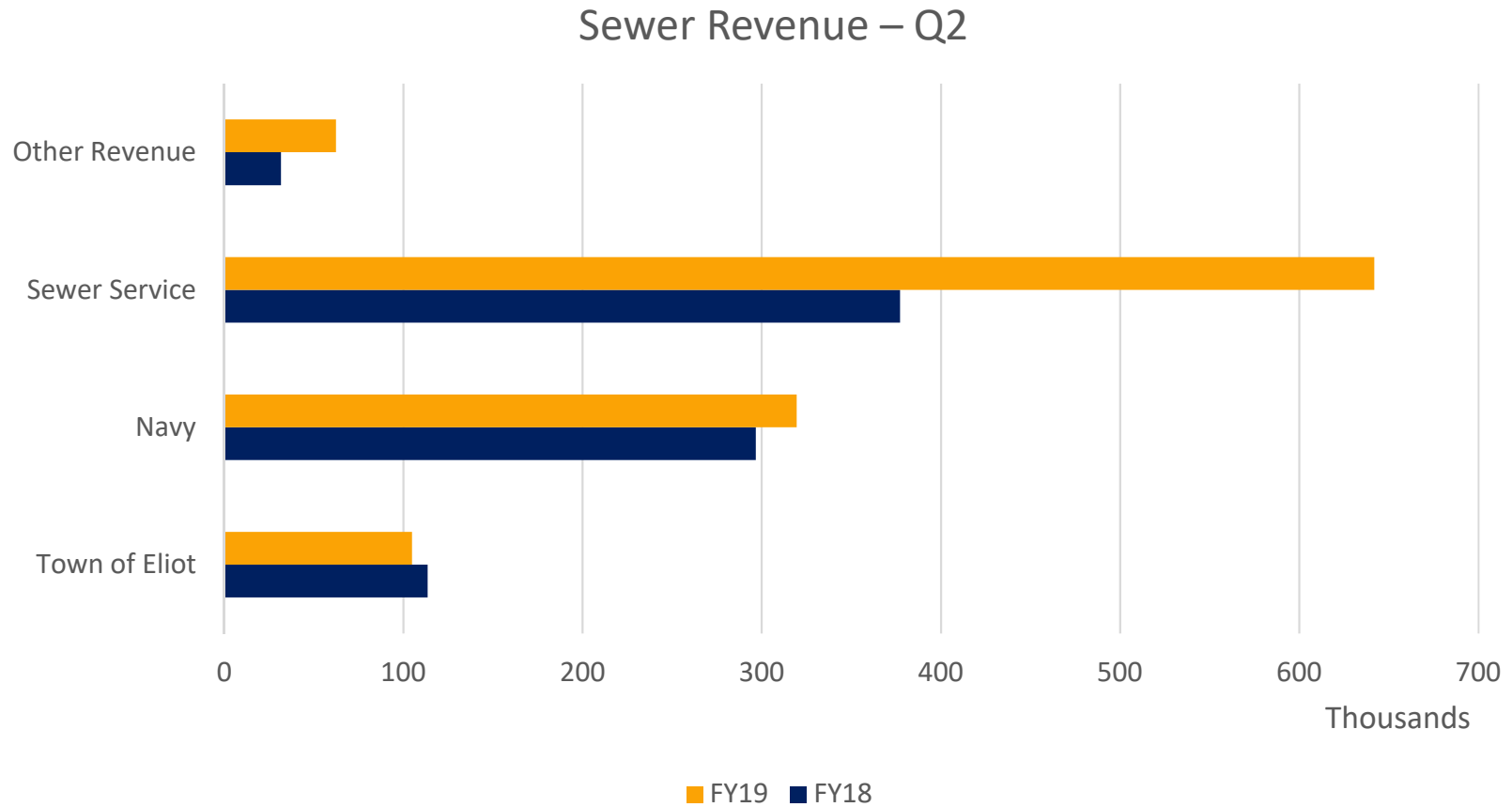
- General Fund
- Sewer Fund
- Other Funds

GENERAL FUNDS Revenues – Q2 2019

Major Revenue Drivers – Q2

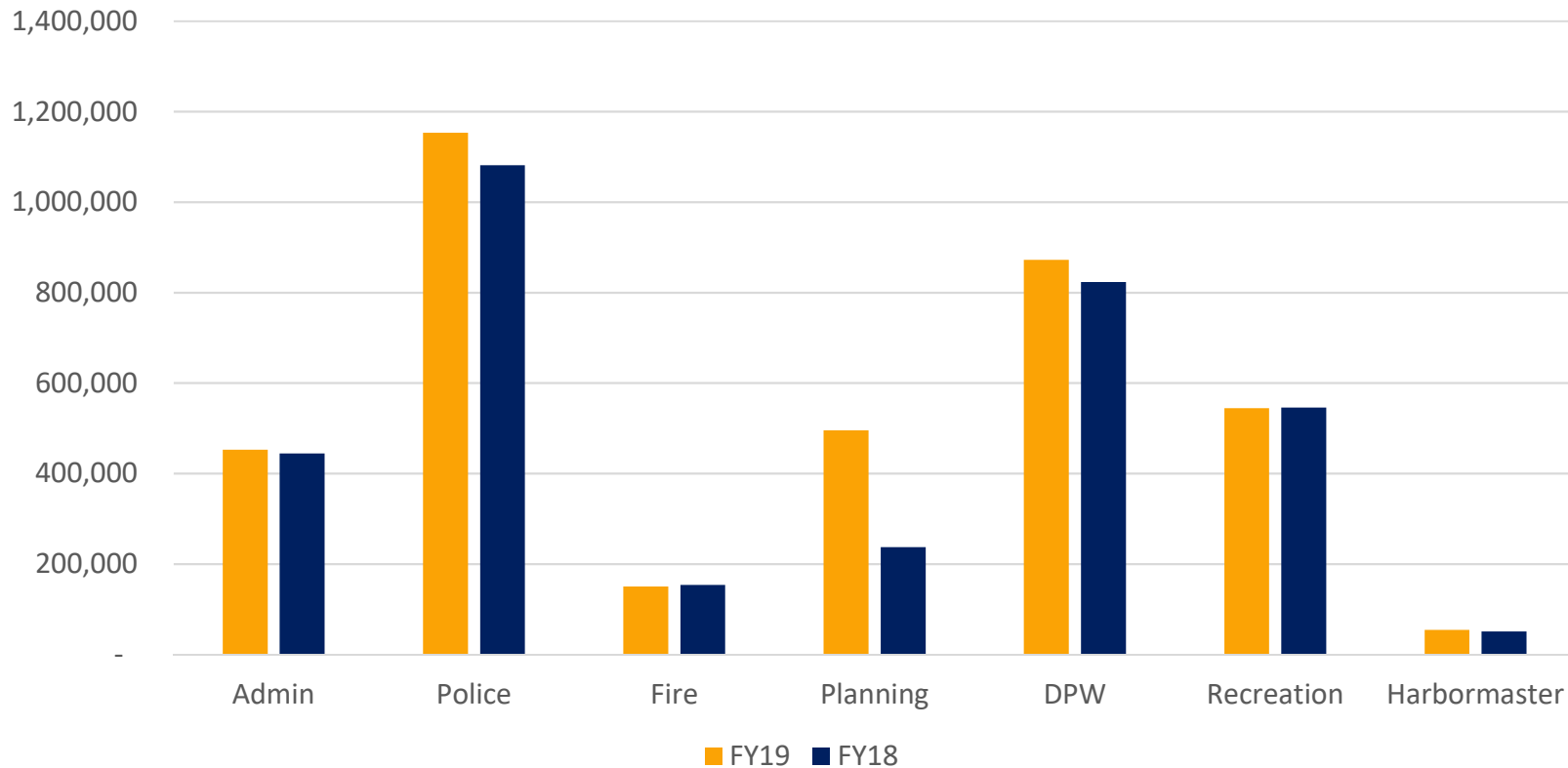


SEWER Revenues – Q2 2019



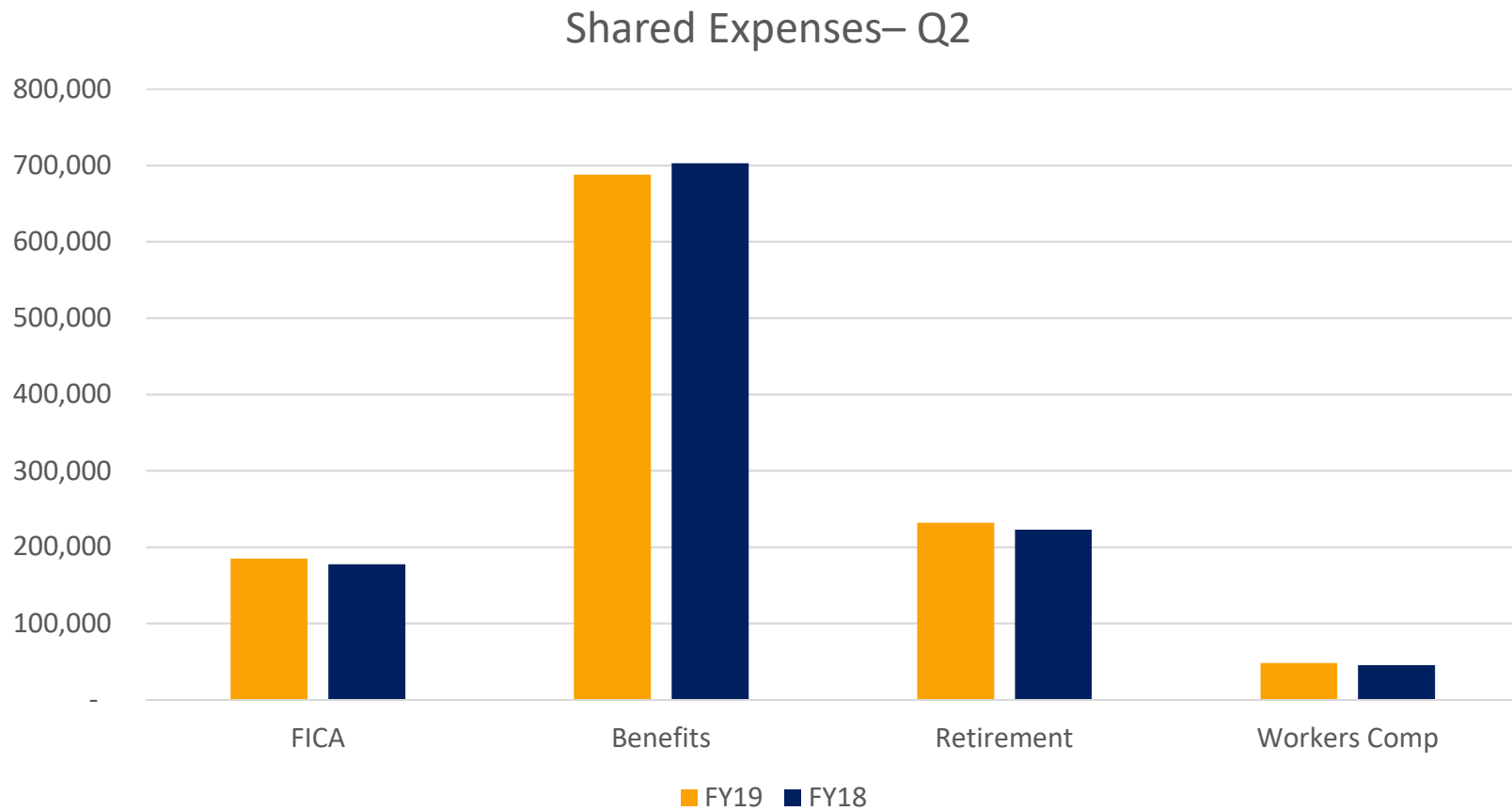
GENERAL FUND Expenses – Q2 2019

Major Cost Centers – Q2



- Shared expenses have been factored out of the FY18 costs to show a more direct comparison.
- Planning variance reflects period of vacancies in the Planning Dept between Oct and May of FY18.
- Police variance reflects turnover costs in FY19.

SHARED Expenses – Q2 2019



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

P 1
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FOR 2019 06

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------|-------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 1000 TOWN GENERAL FUND | | | | | | | | |
| <u>1000</u> | <u>68500</u> | | | | | | | |
| | TRANSFERS IN/OUT WAR | 0 | 450,000 | 450,000 | 450,000.00 | .00 | .00 | 100.0% |
| | TOTAL TOWN GENERAL FUND | 0 | 450,000 | 450,000 | 450,000.00 | .00 | .00 | 100.0% |
| 101110 ADMINISTRATION | | | | | | | | |
| <u>101110</u> | <u>64011</u> | | | | | | | |
| | MANAGER SALARY | 92,910 | 0 | 92,910 | 47,122.43 | .00 | 45,787.57 | 50.7% |
| <u>101110</u> | <u>64014</u> | | | | | | | |
| | TOWN CLERK SALARY | 62,753 | 0 | 62,753 | 30,649.12 | .00 | 32,103.88 | 48.8% |
| <u>101110</u> | <u>64017</u> | | | | | | | |
| | CLERKS SALARIES | 305,082 | 0 | 305,082 | 144,585.30 | .00 | 160,496.70 | 47.4% |
| <u>101110</u> | <u>64018</u> | | | | | | | |
| | HUMAN RESOURCES MA | 54,233 | 0 | 54,233 | 27,285.00 | .00 | 26,948.00 | 50.3% |
| <u>101110</u> | <u>64026</u> | | | | | | | |
| | FINANCE DIRECTOR S | 99,088 | 0 | 99,088 | 38,622.21 | .00 | 60,465.79 | 39.0% |
| <u>101110</u> | <u>64027</u> | | | | | | | |
| | CUSTODIAN WAGES | 7,593 | 0 | 7,593 | 4,210.18 | .00 | 3,382.82 | 55.4% |
| <u>101110</u> | <u>64030</u> | | | | | | | |
| | OVERTIME | 2,000 | 0 | 2,000 | 4,997.53 | .00 | -2,997.53 | 249.9%* |
| <u>101110</u> | <u>64031</u> | | | | | | | |
| | SALARY & POSITION | 50,000 | 0 | 50,000 | .00 | .00 | 50,000.00 | .0% |
| <u>101110</u> | <u>65010</u> | | | | | | | |
| | POSTAGE | 12,000 | 0 | 12,000 | 2,005.29 | .00 | 9,994.71 | 16.7% |
| <u>101110</u> | <u>65020</u> | | | | | | | |
| | TELEPHONE & INTERN | 8,000 | 0 | 8,000 | 2,899.99 | .00 | 5,100.01 | 36.2% |
| <u>101110</u> | <u>65030</u> | | | | | | | |
| | TRANSPORTATION | 1,500 | 0 | 1,500 | 400.35 | .00 | 1,099.65 | 26.7% |
| <u>101110</u> | <u>65040</u> | | | | | | | |
| | EDUCATIONAL/MEETIN | 5,000 | 0 | 5,000 | 1,686.40 | .00 | 3,313.60 | 33.7% |
| <u>101110</u> | <u>65060</u> | | | | | | | |
| | PRINTING | 5,000 | 0 | 5,000 | 2,383.35 | .00 | 2,616.65 | 47.7% |
| <u>101110</u> | <u>65080</u> | | | | | | | |
| | LEGAL NOTICES/OTHE | 3,000 | 0 | 3,000 | 1,758.51 | .00 | 1,241.49 | 58.6% |
| <u>101110</u> | <u>65200</u> | | | | | | | |
| | ELECTRICITY | 16,000 | 0 | 16,000 | 4,837.59 | .00 | 11,162.41 | 30.2% |
| <u>101110</u> | <u>65220</u> | | | | | | | |
| | WATER | 335 | 0 | 335 | 79.35 | .00 | 255.65 | 23.7% |
| <u>101110</u> | <u>65230</u> | | | | | | | |
| | FUEL OIL | 4,200 | 0 | 4,200 | 1,440.81 | .00 | 2,759.19 | 34.3% |
| <u>101110</u> | <u>65240</u> | | | | | | | |
| | DUMPSTERS | 600 | 0 | 600 | 295.62 | .00 | 304.38 | 49.3% |
| <u>101110</u> | <u>65250</u> | | | | | | | |
| | SEWER | 180 | 0 | 180 | 142.26 | .00 | 37.74 | 79.0% |
| <u>101110</u> | <u>65300</u> | | | | | | | |
| | MACHINE & EQUIPMEN | 30,000 | 0 | 30,000 | 22,907.70 | .00 | 7,092.30 | 76.4% |
| <u>101110</u> | <u>65400</u> | | | | | | | |
| | LEGAL SERVICES | 60,000 | 0 | 60,000 | 33,475.09 | .00 | 26,524.91 | 55.8% |
| <u>101110</u> | <u>65410</u> | | | | | | | |
| | COMPUTER SERVICES | 43,332 | 0 | 43,332 | 32,723.79 | .00 | 10,608.21 | 75.5% |
| <u>101110</u> | <u>65415</u> | | | | | | | |
| | WEB PAGE | 3,500 | 0 | 3,500 | 3,275.00 | .00 | 225.00 | 93.6% |
| <u>101110</u> | <u>65430</u> | | | | | | | |
| | AUDIT SERVICES | 16,500 | 0 | 16,500 | 15,400.00 | .00 | 1,100.00 | 93.3% |
| <u>101110</u> | <u>65480</u> | | | | | | | |
| | OTHER PROFESSIONAL | 40,000 | 10,000 | 50,000 | 9,950.93 | .00 | 40,049.07 | 19.9% |
| <u>101110</u> | <u>65500</u> | | | | | | | |
| | MAINTENANCE OF BLD | 16,500 | 0 | 16,500 | 4,409.19 | .00 | 12,090.81 | 26.7% |
| <u>101110</u> | <u>66010</u> | | | | | | | |
| | OFFICE SUPPLIES | 8,000 | 0 | 8,000 | 4,305.18 | .00 | 3,694.82 | 53.8% |
| <u>101110</u> | <u>66020</u> | | | | | | | |
| | BOOKS/SUBSCRIPTION | 1,000 | 0 | 1,000 | 387.00 | .00 | 613.00 | 38.7% |
| <u>101110</u> | <u>66025</u> | | | | | | | |
| | MAINE MUNICIPAL AS | 12,550 | 0 | 12,550 | 90.00 | .00 | 12,460.00 | .7% |
| <u>101110</u> | <u>66030</u> | | | | | | | |
| | OTHER SUPPLIES | 0 | 0 | 0 | 248.00 | .00 | -248.00 | 100.0%* |
| <u>101110</u> | <u>66035</u> | | | | | | | |
| | ABSTRACTS & LIENS | 9,500 | 0 | 9,500 | 4,680.00 | .00 | 4,820.00 | 49.3% |
| <u>101110</u> | <u>66040</u> | | | | | | | |
| | JANITORIAL SUPPLIE | 700 | 0 | 700 | 900.79 | .00 | -200.79 | 128.7%* |

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

P 2
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FOR 2019 06

| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| <u>101110 67510 OFFICE FURNITURE &</u> | 1,000 | 0 | 1,000 | 1,264.86 | .00 | -264.86 | 126.5%* |
| TOTAL ADMINISTRATION | 972,056 | 10,000 | 982,056 | 449,418.82 | .00 | 532,637.18 | 45.8% |
| 101115 TOWN COUNCIL | | | | | | | |
| <u>101115 64001 COUNCIL STIPEND</u> | 4,000 | 0 | 4,000 | .00 | .00 | 4,000.00 | .0% |
| <u>101115 65480 OTHER PROF SERV/CO</u> | 3,000 | 0 | 3,000 | 855.54 | .00 | 2,144.46 | 28.5% |
| <u>101115 66037 COUNCIL EXPENSES</u> | 5,350 | 0 | 5,350 | .00 | .00 | 5,350.00 | .0% |
| TOTAL TOWN COUNCIL | 12,350 | 0 | 12,350 | 855.54 | .00 | 11,494.46 | 6.9% |
| 101130 ELECTIONS | | | | | | | |
| <u>101130 64020 PART TIME SALARIES</u> | 2,500 | 0 | 2,500 | 2,255.00 | .00 | 245.00 | 90.2% |
| <u>101130 65010 POSTAGE</u> | 600 | 0 | 600 | 24.30 | .00 | 575.70 | 4.1% |
| <u>101130 65060 PRINTING</u> | 4,500 | 0 | 4,500 | 2,475.06 | .00 | 2,024.94 | 55.0% |
| <u>101130 65480 OTHER PROFESSIONAL</u> | 4,050 | 0 | 4,050 | 1,140.13 | .00 | 2,909.87 | 28.2% |
| <u>101130 66010 OFFICE SUPPLIES</u> | 150 | 0 | 150 | 133.99 | .00 | 16.01 | 89.3% |
| TOTAL ELECTIONS | 11,800 | 0 | 11,800 | 6,028.48 | .00 | 5,771.52 | 51.1% |
| 101150 COUNTY TAX | | | | | | | |
| <u>101150 65480 OTHER PROF SERVICE</u> | 869,853 | 0 | 869,853 | 863,018.38 | .00 | 6,834.62 | 99.2% |
| TOTAL COUNTY TAX | 869,853 | 0 | 869,853 | 863,018.38 | .00 | 6,834.62 | 99.2% |
| 101155 TAX INCREMENT FINANCING | | | | | | | |
| <u>101155 65000 TIF FINANCING PLAN</u> | 125,000 | 0 | 125,000 | 125,000.00 | .00 | .00 | 100.0% |
| TOTAL TAX INCREMENT FINANCING | 125,000 | 0 | 125,000 | 125,000.00 | .00 | .00 | 100.0% |
| 101160 OVERLAY | | | | | | | |
| <u>101160 65480 OTHER PROF SERV -</u> | 0 | 113,564 | 113,564 | .00 | .00 | 113,564.00 | .0% |

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

P 3
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FOR 2019 06

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED | |
|------------------------|-------------------|------------------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|---------|
| TOTAL OVERLAY | | 0 | 113,564 | 113,564 | .00 | .00 | 113,564.00 | .0% | |
| 101210 ASSESSING | | | | | | | | | |
| <u>101210</u> | <u>64010</u> | <u>DEVELOPMENT STAFF</u> | 14,522 | 0 | 14,522 | 7,255.05 | .00 | 7,266.95 | 50.0% |
| <u>101210</u> | <u>65010</u> | <u>POSTAGE</u> | 400 | 0 | 400 | 6.70 | .00 | 393.30 | 1.7% |
| <u>101210</u> | <u>65030</u> | <u>TRANSPORTATION</u> | 250 | 0 | 250 | 204.93 | .00 | 45.07 | 82.0% |
| <u>101210</u> | <u>65040</u> | <u>EDUCATIONAL/MEETIN</u> | 500 | 0 | 500 | 327.00 | .00 | 173.00 | 65.4% |
| <u>101210</u> | <u>65060</u> | <u>PRINTING</u> | 300 | 0 | 300 | .00 | .00 | 300.00 | .0% |
| <u>101210</u> | <u>65070</u> | <u>MAPS</u> | 5,500 | 0 | 5,500 | 4,660.25 | .00 | 839.75 | 84.7% |
| <u>101210</u> | <u>65410</u> | <u>COMPUTER SERVICES</u> | 8,500 | 0 | 8,500 | 6,380.00 | .00 | 2,120.00 | 75.1% |
| <u>101210</u> | <u>65411</u> | <u>BOARD OF ASSESMEN</u> | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| <u>101210</u> | <u>65423</u> | <u>PERSONAL PROPERTY</u> | 10,000 | 0 | 10,000 | 10,000.00 | .00 | .00 | 100.0% |
| <u>101210</u> | <u>65425</u> | <u>VISION INTERNET</u> | 2,750 | 0 | 2,750 | 2,250.00 | .00 | 500.00 | 81.8% |
| <u>101210</u> | <u>65480</u> | <u>OTHER PROFESSIONAL</u> | 100,000 | 0 | 100,000 | 49,363.01 | .00 | 50,636.99 | 49.4% |
| <u>101210</u> | <u>66010</u> | <u>OFFICE SUPPLIES</u> | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| <u>101210</u> | <u>66020</u> | <u>BOOKS/SUBSCRIPTION</u> | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| <u>101210</u> | <u>66035</u> | <u>ABSTRACTS & LIENS</u> | 800 | 0 | 800 | 370.14 | .00 | 429.86 | 46.3% |
| TOTAL ASSESSING | | 144,022 | 0 | 144,022 | 80,817.08 | .00 | 63,204.92 | 56.1% | |
| 101230 DEBT & INTEREST | | | | | | | | | |
| <u>101230</u> | <u>68057</u> | <u>RUSTLEWOOD FARM -</u> | 6,199 | 0 | 6,199 | 6,199.04 | .00 | -.04 | 100.0%* |
| <u>101230</u> | <u>68065</u> | <u>2006 FIRE STATION</u> | 115,000 | 0 | 115,000 | 115,000.00 | .00 | .00 | 100.0% |
| <u>101230</u> | <u>68066</u> | <u>2010 PW SALT SHED</u> | 35,000 | 0 | 35,000 | 35,000.00 | .00 | .00 | 100.0% |
| <u>101230</u> | <u>68067</u> | <u>2012 KCC BOND PRIN</u> | 275,000 | 0 | 275,000 | .00 | .00 | 275,000.00 | .0% |
| <u>101230</u> | <u>68068</u> | <u>2015 CIP BOND PRIN</u> | 225,000 | 0 | 225,000 | 225,000.00 | .00 | .00 | 100.0% |
| <u>101230</u> | <u>68069</u> | <u>KLT BRAVE BOAT HEA</u> | 11,463 | 0 | 11,463 | 11,462.88 | .00 | .12 | 100.0% |
| <u>101230</u> | <u>68257</u> | <u>RUSTLEWOOD FARM IN</u> | 4,116 | 0 | 4,116 | 2,078.44 | .00 | 2,037.56 | 50.5% |
| <u>101230</u> | <u>68265</u> | <u>2006 FIRE STATION</u> | 19,700 | 0 | 19,700 | 10,425.00 | .00 | 9,275.00 | 52.9% |
| <u>101230</u> | <u>68268</u> | <u>2015 CIP BONDS INT</u> | 33,750 | 0 | 33,750 | 18,000.00 | .00 | 15,750.00 | 53.3% |
| <u>101230</u> | <u>68269</u> | <u>KLT BRAVE BOAT HEA</u> | 6,627 | 0 | 6,627 | 3,343.19 | .00 | 3,283.81 | 50.4% |
| <u>101230</u> | <u>68295</u> | <u>PWD BLDG/SALT SHED</u> | 15,231 | 0 | 15,231 | 7,812.50 | .00 | 7,418.50 | 51.3% |
| <u>101230</u> | <u>68297</u> | <u>2012 KCC BOND INT</u> | 93,775 | 0 | 93,775 | 46,887.50 | .00 | 46,887.50 | 50.0% |
| TOTAL DEBT & INTEREST | | 840,861 | 0 | 840,861 | 481,208.55 | .00 | 359,652.45 | 57.2% | |
| 101310 POLICE | | | | | | | | | |
| <u>101310</u> | <u>64002</u> | <u>POLICE CHIEF FT S</u> | 99,811 | 0 | 99,811 | 24,834.88 | .00 | 74,976.12 | 24.9% |

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TOWN OF KITTEERY - LIVE
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FOR 2019 06

| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 101310 64012 SERGEANTS SALARIES | 310,236 | 0 | 310,236 | 141,541.11 | .00 | 168,694.89 | 45.6% |
| 101310 64013 SCHOOL RESOURCE OF | 64,196 | 0 | 64,196 | 30,332.00 | .00 | 33,864.00 | 47.2% |
| 101310 64014 DETECTIVES SALARIE | 140,188 | 0 | 140,188 | 63,032.10 | .00 | 77,155.90 | 45.0% |
| 101310 64015 PATROLMEN SALARIES | 689,100 | 0 | 689,100 | 324,191.40 | .00 | 364,908.60 | 47.0% |
| 101310 64016 DISPATCHER SALARIE | 323,183 | 0 | 323,183 | 156,172.57 | .00 | 167,010.43 | 48.3% |
| 101310 64017 ADMINISTRATIVE ASS | 46,197 | 0 | 46,197 | 23,238.87 | .00 | 22,958.13 | 50.3% |
| 101310 64022 ANIMAL CONTROL OFF | 31,668 | 0 | 31,668 | 15,863.00 | .00 | 15,805.00 | 50.1% |
| 101310 64023 LIEUTENANT SALARY | 75,608 | 0 | 75,608 | 37,291.96 | .00 | 38,316.04 | 49.3% |
| 101310 64024 NIGHT DIFFERENTIAL | 17,537 | 0 | 17,537 | 7,462.15 | .00 | 10,074.85 | 42.6% |
| 101310 64027 CUSTODIAN WAGES | 14,504 | 0 | 14,504 | 6,714.23 | .00 | 7,789.77 | 46.3% |
| 101310 64030 OVERTIME | 175,000 | 0 | 175,000 | 125,960.71 | .00 | 49,039.29 | 72.0% |
| 101310 64032 DEA OVERTIME | 5,703 | 0 | 5,703 | 7,295.37 | .00 | -1,592.37 | 127.9%* |
| 101310 64033 SICK TIME BUY BACK | 3,015 | 0 | 3,015 | .00 | .00 | 3,015.00 | .0% |
| 101310 64034 PHYSICAL FITNESS S | 5,400 | 0 | 5,400 | 2,100.00 | .00 | 3,300.00 | 38.9% |
| 101310 64035 OUTSIDE DETAIL | 3,736 | 0 | 3,736 | 1,682.34 | .00 | 2,053.66 | 45.0% |
| 101310 64047 OTHER COMPENSATION | 0 | 0 | 0 | 56,919.44 | .00 | -56,919.44 | 100.0%* |
| 101310 65010 POSTAGE | 530 | 0 | 530 | 23.25 | .00 | 506.75 | 4.4% |
| 101310 65020 TELEPHONE & INTERN | 21,025 | 0 | 21,025 | 9,275.84 | .00 | 11,749.16 | 44.1% |
| 101310 65030 TRANSPORTATION | 1,800 | 0 | 1,800 | 3,975.70 | .00 | -2,175.70 | 220.9%* |
| 101310 65040 EDUCATIONAL/MEETIN | 15,000 | 0 | 15,000 | 7,294.48 | .00 | 7,705.52 | 48.6% |
| 101310 65060 PRINTING | 800 | 0 | 800 | 849.18 | .00 | -49.18 | 106.1%* |
| 101310 65080 LEGAL NOTICES/OTHE | 690 | 0 | 690 | .00 | .00 | 690.00 | .0% |
| 101310 65200 ELECTRICITY | 15,000 | 0 | 15,000 | 6,450.11 | .00 | 8,549.89 | 43.0% |
| 101310 65220 WATER | 545 | 0 | 545 | 105.80 | .00 | 439.20 | 19.4% |
| 101310 65230 FUEL OIL | 5,400 | 0 | 5,400 | 2,162.64 | .00 | 3,237.36 | 40.0% |
| 101310 65240 DUMPSTERS | 750 | 0 | 750 | 394.20 | .00 | 355.80 | 52.6% |
| 101310 65250 SEWER | 250 | 0 | 250 | 189.68 | .00 | 60.32 | 75.9% |
| 101310 65300 MACHINE & EQUIPMEN | 39,068 | 0 | 39,068 | 35,357.03 | .00 | 3,710.97 | 90.5% |
| 101310 65310 VEHICLE MAINTENANC | 31,450 | 0 | 31,450 | 11,586.68 | .00 | 19,863.32 | 36.8% |
| 101310 65311 GAS, GREASE, & OIL | 41,926 | 0 | 41,926 | 14,981.46 | .00 | 26,944.54 | 35.7% |
| 101310 65470 DOG EXPENSE | 750 | 0 | 750 | .00 | .00 | 750.00 | .0% |
| 101310 65480 OTHER PROFESSIONAL | 1,425 | 0 | 1,425 | 4,100.00 | .00 | -2,675.00 | 287.7%* |
| 101310 65500 MAINTENANCE OF BLD | 4,900 | 0 | 4,900 | 5,889.35 | .00 | -989.35 | 120.2%* |
| 101310 65521 UNIFORMS | 18,820 | 0 | 18,820 | 11,951.40 | .00 | 6,868.60 | 63.5% |
| 101310 66010 OFFICE SUPPLIES | 4,000 | 0 | 4,000 | 1,477.68 | .00 | 2,522.32 | 36.9% |
| 101310 66020 BOOKS/SUBSCRIPTION | 2,500 | 0 | 2,500 | 2,563.75 | .00 | -63.75 | 102.6%* |
| 101310 66030 OTHER SUPPLIES | 3,200 | 0 | 3,200 | 987.50 | .00 | 2,212.50 | 30.9% |
| 101310 66032 ARMORY SUPPLIES | 8,500 | 0 | 8,500 | 4,800.00 | .00 | 3,700.00 | 56.5% |
| 101310 66040 JANITORIAL SUPPLIE | 1,700 | 0 | 1,700 | 1,101.76 | .00 | 598.24 | 64.8% |
| 101310 67500 POLICE CAPITAL OUT | 0 | 0 | 0 | -315.00 | .00 | 315.00 | 100.0% |
| 101310 67510 OFFICE FURNITURE & | 1,000 | 0 | 1,000 | 549.00 | .00 | 451.00 | 54.9% |
| 101310 67517 BULLET PROOF VESTS | 5,300 | 0 | 5,300 | 2,305.00 | .00 | 2,995.00 | 43.5% |
| TOTAL POLICE | 2,231,411 | 0 | 2,231,411 | 1,152,688.62 | .00 | 1,078,722.38 | 51.7% |

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TOWN OF KITTEERY - LIVE
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FOR 2019 06

| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101320 64003 FIRE CHIEF SALARY | 55,459 | 0 | 55,459 | 27,933.30 | .00 | 27,525.70 | 50.4% |
| 101320 64020 PART TIME SALARIES | 135,296 | 0 | 135,296 | 45,523.22 | .00 | 89,772.78 | 33.6% |
| 101320 64043 ON-CALL FIREFIGHTER | 18,144 | 0 | 18,144 | 12,919.98 | .00 | 5,224.02 | 71.2% |
| 101320 64095 ACCIDENT & HEALTH | 1,938 | 0 | 1,938 | 2,072.00 | .00 | -134.00 | 106.9%* |
| 101320 65020 TELEPHONE & INTERN | 8,340 | 0 | 8,340 | 3,699.80 | .00 | 4,640.20 | 44.4% |
| 101320 65040 EDUCATIONAL/MEETIN | 2,034 | 0 | 2,034 | 484.82 | .00 | 1,549.18 | 23.8% |
| 101320 65045 TRAINING | 5,000 | 0 | 5,000 | 317.89 | .00 | 4,682.11 | 6.4% |
| 101320 65046 HEALTH/PHYSICAL | 2,778 | 0 | 2,778 | 1,200.00 | .00 | 1,578.00 | 43.2% |
| 101320 65080 LEGAL NOTICES/OTHE | 0 | 0 | 0 | 102.57 | .00 | -102.57 | 100.0%* |
| 101320 65200 ELECTRICITY | 10,100 | 0 | 10,100 | 3,295.76 | .00 | 6,804.24 | 32.6% |
| 101320 65220 WATER | 302 | 0 | 302 | 146.60 | .00 | 155.40 | 48.5% |
| 101320 65230 FUEL OIL | 17,000 | 0 | 17,000 | 4,598.43 | .00 | 12,401.57 | 27.0% |
| 101320 65250 SEWER | 300 | 0 | 300 | 200.00 | .00 | 100.00 | 66.7% |
| 101320 65300 MACHINE & EQUIPMEN | 29,029 | 0 | 29,029 | 15,858.78 | .00 | 13,170.22 | 54.6% |
| 101320 65302 PROTECTIVE & SAFET | 3,120 | 0 | 3,120 | 3,006.00 | .00 | 114.00 | 96.3% |
| 101320 65311 GAS, GREASE, & OIL | 7,250 | 0 | 7,250 | 2,407.66 | .00 | 4,842.34 | 33.2% |
| 101320 65312 TIRES & TUBES | 2,600 | 0 | 2,600 | 1,539.14 | .00 | 1,060.86 | 59.2% |
| 101320 65330 RADIO MAINTENANCE | 4,657 | 0 | 4,657 | 3,147.49 | .00 | 1,509.51 | 67.6% |
| 101320 65480 OTHER PROFESSIONAL | 7,056 | 0 | 7,056 | 6,969.78 | .00 | 86.22 | 98.8% |
| 101320 65500 MAINTENANCE OF BLD | 15,335 | 0 | 15,335 | 12,660.09 | .00 | 2,674.91 | 82.6% |
| 101320 66010 OFFICE SUPPLIES | 672 | 0 | 672 | .00 | .00 | 672.00 | .0% |
| 101320 66020 BOOKS/SUBSCRIPTION | 200 | 0 | 200 | 48.60 | .00 | 151.40 | 24.3% |
| 101320 66040 JANITORIAL SUPPLIE | 600 | 0 | 600 | 172.38 | .00 | 427.62 | 28.7% |
| 101320 67505 EXTINGUISHER MAINT | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| 101320 67515 LANTERNS & BATTERI | 200 | 0 | 200 | 120.00 | .00 | 80.00 | 60.0% |
| 101320 67520 OPERATING EQUIPMEN | 4,000 | 0 | 4,000 | 2,135.60 | .00 | 1,864.40 | 53.4% |
| TOTAL FIRE | 331,910 | 0 | 331,910 | 150,559.89 | .00 | 181,350.11 | 45.4% |
| <hr/> | | | | | | | |
| 101330 STREETLIGHTS | | | | | | | |
| 101330 65200 ELECTRICITY - STRE | 110,000 | 0 | 110,000 | 47,382.52 | .00 | 62,617.48 | 43.1% |
| 101330 65300 MACHINE & EQUIPMEN | 10,000 | 0 | 10,000 | 12,741.00 | .00 | -2,741.00 | 127.4%* |
| TOTAL STREETLIGHTS | 120,000 | 0 | 120,000 | 60,123.52 | .00 | 59,876.48 | 50.1% |
| <hr/> | | | | | | | |
| 101340 HYDRANT RENTALS | | | | | | | |
| 101340 65300 HYDRANT RENT MACHI | 261,804 | 0 | 261,804 | 254,179.30 | .00 | 7,624.70 | 97.1% |

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| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| TOTAL HYDRANT RENTALS | 261,804 | 0 | 261,804 | 254,179.30 | .00 | 7,624.70 | 97.1% |
| 101350 CIVIL EMERGENCY PREPARDNESS | | | | | | | |
| <u>101350 65020 TELEPHONE & INTERN</u> | 300 | 0 | 300 | .00 | .00 | 300.00 | .0% |
| <u>101350 65060 PRINTING</u> | 300 | 0 | 300 | .00 | .00 | 300.00 | .0% |
| <u>101350 66010 OFFICE SUPPLIES</u> | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| TOTAL CIVIL EMERGENCY PREPARDNESS | 700 | 0 | 700 | .00 | .00 | 700.00 | .0% |
| 101410 HIGHWAY | | | | | | | |
| <u>101410 64004 HIGHWAY 35% COMM S</u> | 27,961 | 0 | 27,961 | 16,227.80 | .00 | 11,733.20 | 58.0% |
| <u>101410 64010 FULL TIME SALARIES</u> | 441,844 | 0 | 441,844 | 209,614.64 | .00 | 232,229.36 | 47.4% |
| <u>101410 64015 ADMINISTRATIVE ASS</u> | 48,682 | 0 | 48,682 | 24,485.61 | .00 | 24,196.39 | 50.3% |
| <u>101410 64020 PART TIME WAGES</u> | 51,841 | 0 | 51,841 | 14,502.17 | .00 | 37,338.83 | 28.0% |
| <u>101410 64029 OVERTIME - SNOW &</u> | 75,000 | 0 | 75,000 | 10,256.02 | .00 | 64,743.98 | 13.7% |
| <u>101410 64030 OVERTIME</u> | 6,500 | 0 | 6,500 | 5,776.34 | .00 | 723.66 | 88.9% |
| <u>101410 65010 POSTAGE</u> | 500 | 0 | 500 | 36.16 | .00 | 463.84 | 7.2% |
| <u>101410 65020 TELEPHONE & INTERN</u> | 4,200 | 0 | 4,200 | 2,097.22 | .00 | 2,102.78 | 49.9% |
| <u>101410 65030 TRANSPORTATION</u> | 750 | 0 | 750 | 250.00 | .00 | 500.00 | 33.3% |
| <u>101410 65040 EDUCATIONAL/MEETIN</u> | 4,000 | 0 | 4,000 | 1,951.46 | .00 | 2,048.54 | 48.8% |
| <u>101410 65060 PRINTING</u> | 600 | 0 | 600 | 106.93 | .00 | 493.07 | 17.8% |
| <u>101410 65080 LEGAL NOTICES/OTHE</u> | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| <u>101410 65200 ELECTRICITY</u> | 4,000 | 0 | 4,000 | 1,682.75 | .00 | 2,317.25 | 42.1% |
| <u>101410 65220 WATER</u> | 2,300 | 0 | 2,300 | 1,062.44 | .00 | 1,237.56 | 46.2% |
| <u>101410 65230 FUEL OIL</u> | 7,000 | 0 | 7,000 | 2,770.24 | .00 | 4,229.76 | 39.6% |
| <u>101410 65250 SEWER</u> | 350 | 0 | 350 | 175.00 | .00 | 175.00 | 50.0% |
| <u>101410 65300 MACHINE & EQUIPMEN</u> | 18,000 | 0 | 18,000 | 8,852.58 | .00 | 9,147.42 | 49.2% |
| <u>101410 65302 PROTECTIVE & SAFET</u> | 3,000 | 0 | 3,000 | 2,002.25 | .00 | 997.75 | 66.7% |
| <u>101410 65303 FACILITY SAFETY IN</u> | 1,250 | 0 | 1,250 | 1,300.00 | .00 | -50.00 | 104.0%* |
| <u>101410 65310 VEHICLE MAINTENANC</u> | 16,000 | 0 | 16,000 | 11,984.43 | .00 | 4,015.57 | 74.9% |
| <u>101410 65311 GAS, GREASE, & OIL</u> | 48,600 | 0 | 48,600 | 21,654.50 | .00 | 26,945.50 | 44.6% |
| <u>101410 65312 TIRES & TUBES</u> | 8,000 | 0 | 8,000 | 1,910.08 | .00 | 6,089.92 | 23.9% |
| <u>101410 65450 TARRING & PATCHING</u> | 10,000 | 0 | 10,000 | 10,125.36 | .00 | -125.36 | 101.3%* |
| <u>101410 65452 SALT</u> | 140,000 | 0 | 140,000 | 49,502.42 | .00 | 90,497.58 | 35.4% |
| <u>101410 65454 SAND</u> | 2,100 | 0 | 2,100 | .00 | .00 | 2,100.00 | .0% |
| <u>101410 65456 GRAVEL & FILL</u> | 3,000 | 0 | 3,000 | .00 | .00 | 3,000.00 | .0% |
| <u>101410 65458 DRAINAGE SUPPLIES</u> | 5,000 | 0 | 5,000 | 3,763.82 | .00 | 1,236.18 | 75.3% |

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|------------------------------|------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101410 65460 | SIGNS | 10,000 | 0 | 10,000 | 654.59 | .00 | 9,345.41 | 6.5% |
| 101410 65462 | STRIPING | 32,000 | 0 | 32,000 | 32,967.07 | .00 | -967.07 | 103.0%* |
| 101410 65466 | SNOW REMOVAL EQUIP | 18,300 | 0 | 18,300 | 4,043.43 | .00 | 14,256.57 | 22.1% |
| 101410 65480 | OTHER PROFESSIONAL | 25,000 | 0 | 25,000 | 13,739.00 | .00 | 11,261.00 | 55.0% |
| 101410 65500 | MAINTENANCE OF BLD | 6,500 | 0 | 6,500 | 3,881.34 | .00 | 2,618.66 | 59.7% |
| 101410 65521 | UNIFORMS | 4,400 | 0 | 4,400 | 3,200.00 | .00 | 1,200.00 | 72.7% |
| 101410 65522 | C.D.L PROGRAMS | 850 | 0 | 850 | 252.19 | .00 | 597.81 | 29.7% |
| 101410 66009 | SHOP SUPPLIES | 15,000 | 0 | 15,000 | 16,837.49 | .00 | -1,837.49 | 112.2%* |
| 101410 66010 | OFFICE SUPPLIES | 800 | 0 | 800 | 405.05 | .00 | 394.95 | 50.6% |
| 101410 66011 | HAND TOOLS | 600 | 0 | 600 | 137.88 | .00 | 462.12 | 23.0% |
| 101410 66020 | BOOKS/SUBSCRIPTION | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| 101410 66030 | OTHER SUPPLIES | 400 | 0 | 400 | .00 | .00 | 400.00 | .0% |
| 101410 66040 | JANITORIAL SUPPLIE | 6,500 | 0 | 6,500 | 3,911.03 | .00 | 2,588.97 | 60.2% |
| 101410 67514 | PLANT EQUIPMENT | 1,500 | 0 | 1,500 | 1,119.45 | .00 | 380.55 | 74.6% |
| 101410 67518 | RENTAL EQUIPMENT | 3,000 | 0 | 3,000 | 1,680.90 | .00 | 1,319.10 | 56.0% |
| 101410 67520 | OPERATING EQUIPMEN | 2,000 | 0 | 2,000 | .00 | .00 | 2,000.00 | .0% |
| 101410 67540 | IMPROVEMENTS TO BL | 2,000 | 0 | 2,000 | 1,300.33 | .00 | 699.67 | 65.0% |
| TOTAL HIGHWAY | | 1,061,328 | 0 | 1,061,328 | 486,219.97 | .00 | 575,108.03 | 45.8% |
| 101520 GENERAL ASSISTANCE | | | | | | | | |
| 101520 65480 | OTHER PROF SERVICE | 50,000 | 0 | 50,000 | 18,339.13 | .00 | 31,660.87 | 36.7% |
| TOTAL GENERAL ASSISTANCE | | 50,000 | 0 | 50,000 | 18,339.13 | .00 | 31,660.87 | 36.7% |
| 101530 PUBLIC HEALTH SERVICE | | | | | | | | |
| 101530 64020 | PART TIME SALARIES | 520 | 0 | 520 | 260.00 | .00 | 260.00 | 50.0% |
| TOTAL PUBLIC HEALTH SERVICE | | 520 | 0 | 520 | 260.00 | .00 | 260.00 | 50.0% |
| 101540 COMMUNITY AGENCIES | | | | | | | | |
| 101540 65479 | FAIR TIDE | 1,600 | 0 | 1,600 | 1,600.00 | .00 | .00 | 100.0% |
| 101540 65482 | AIDS RESPONSE SEAC | 965 | 0 | 965 | 965.00 | .00 | .00 | 100.0% |
| 101540 65492 | YORK COUNTY COMMUN | 2,500 | 0 | 2,500 | 2,500.00 | .00 | .00 | 100.0% |
| 101540 65496 | YORK COUNTY SHELTE | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |

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TOWN OF KITTEERY - LIVE
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FOR 2019 06

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|-----------------------------|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101540 | 65497 SO MAINE AREA AGEN | 1,300 | 0 | 1,300 | 1,300.00 | .00 | .00 | 100.0% |
| 101540 | 65499 CROSSROADS HOUSE, | 2,000 | 0 | 2,000 | 2,000.00 | .00 | .00 | 100.0% |
| 101540 | 65526 GARDEN CLUB | 300 | 0 | 300 | .00 | .00 | 300.00 | .0% |
| TOTAL COMMUNITY AGENCIES | | 9,165 | 0 | 9,165 | 8,365.00 | .00 | 800.00 | 91.3% |
| 101720 PLANNING BOARD & BOA | | | | | | | | |
| 101720 | 65010 POSTAGE | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| 101720 | 65040 EDUCATIONAL/MEETIN | 1,750 | 0 | 1,750 | .00 | .00 | 1,750.00 | .0% |
| 101720 | 65060 PRINTING | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| 101720 | 65080 LEGAL NOTICES & OT | 1,500 | 0 | 1,500 | 96.76 | .00 | 1,403.24 | 6.5% |
| 101720 | 65480 OTHER PROFESSIONAL | 5,000 | 0 | 5,000 | 826.49 | .00 | 4,173.51 | 16.5% |
| 101720 | 66010 OFFICE SUPPLIES | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101720 | 66026 SMRPC MEMBERSHIP | 4,699 | 0 | 4,699 | 5,018.00 | .00 | -319.00 | 106.8%* |
| TOTAL PLANNING BOARD & BOA | | 14,149 | 0 | 14,149 | 5,941.25 | .00 | 8,207.75 | 42.0% |
| 101721 PLANNING / CODE | | | | | | | | |
| 101721 | 64005 CODE ENFORCEMENT S | 65,806 | 0 | 65,806 | 34,749.12 | .00 | 31,056.88 | 52.8% |
| 101721 | 64006 PLANNER SALARY | 55,000 | 0 | 55,000 | 32,806.73 | .00 | 22,193.27 | 59.6% |
| 101721 | 64010 DEVELOPMENT STAFF | 24,727 | 0 | 24,727 | 12,352.98 | .00 | 12,374.02 | 50.0% |
| 101721 | 64018 ASST CODE ENFORCEM | 51,879 | 0 | 51,879 | 25,769.24 | .00 | 26,109.76 | 49.7% |
| 101721 | 64020 SHORELAND RESOURCE | 19,307 | 0 | 19,307 | 9,668.09 | .00 | 9,638.91 | 50.1% |
| 101721 | 64030 OVERTIME | 0 | 0 | 0 | 1,436.61 | .00 | -1,436.61 | 100.0%* |
| 101721 | 64042 DIRECTOR OF PLANNI | 97,138 | 0 | 97,138 | 48,527.67 | .00 | 48,610.33 | 50.0% |
| 101721 | 64050 MAINE STATE RETIRE | 0 | 0 | 0 | -182.69 | .00 | 182.69 | 100.0% |
| 101721 | 64060 FICA EMPLOYER SHAR | 0 | 0 | 0 | -134.26 | .00 | 134.26 | 100.0% |
| 101721 | 65010 POSTAGE | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101721 | 65020 TELEPHONE & INTERN | 1,350 | 0 | 1,350 | 373.86 | .00 | 976.14 | 27.7% |
| 101721 | 65030 TRANSPORTATION | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| 101721 | 65040 EDUCATIONAL/MEETIN | 2,500 | 0 | 2,500 | 364.68 | .00 | 2,135.32 | 14.6% |
| 101721 | 65060 PRINTING | 600 | 0 | 600 | .00 | .00 | 600.00 | .0% |
| 101721 | 65300 MACHINE & EQUIPMEN | 4,000 | 0 | 4,000 | 3,686.21 | .00 | 313.79 | 92.2% |
| 101721 | 65310 VEHICLE MAINTENANC | 250 | 0 | 250 | .00 | .00 | 250.00 | .0% |
| 101721 | 65311 GAS, GREASE, & OIL | 500 | 0 | 500 | 262.33 | .00 | 237.67 | 52.5% |
| 101721 | 65400 LEGAL SERVICES | 10,000 | 0 | 10,000 | 4,270.00 | .00 | 5,730.00 | 42.7% |
| 101721 | 65480 OTHER PROFESSIONAL | 5,000 | 0 | 5,000 | .00 | .00 | 5,000.00 | .0% |
| 101721 | 65521 UNIFORMS | 450 | 0 | 450 | 150.00 | .00 | 300.00 | 33.3% |

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TOWN OF KITTEERY - LIVE
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| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--------------------------------------|-------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| <u>101721 66010</u> | <u>OFFICE SUPPLIES</u> | 1,000 | 0 | 1,000 | 143.47 | .00 | 856.53 | 14.3% |
| <u>101721 66020</u> | <u>BOOKS/SUBSCRIPTION</u> | 750 | 0 | 750 | 70.00 | .00 | 680.00 | 9.3% |
| <u>101721 66030</u> | <u>OTHER SUPPLIES</u> | 500 | 0 | 500 | 51.09 | .00 | 448.91 | 10.2% |
| <u>101721 67510</u> | <u>OFFICE FURNITURE &</u> | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| TOTAL PLANNING / CODE | | 342,457 | 0 | 342,457 | 174,365.13 | .00 | 168,091.87 | 50.9% |
| 101730 IN TOWN PARKS | | | | | | | | |
| <u>101730 64007</u> | <u>PARKS 10% COMM SAL</u> | 7,989 | 0 | 7,989 | 4,636.56 | .00 | 3,352.44 | 58.0% |
| <u>101730 64010</u> | <u>FULL TIME SALARIES</u> | 46,874 | 0 | 46,874 | 23,179.90 | .00 | 23,694.10 | 49.5% |
| <u>101730 64020</u> | <u>PART TIME SALARIES</u> | 28,600 | 0 | 28,600 | 12,198.35 | .00 | 16,401.65 | 42.7% |
| <u>101730 64030</u> | <u>OVERTIME</u> | 1,330 | 0 | 1,330 | 231.72 | .00 | 1,098.28 | 17.4% |
| <u>101730 65040</u> | <u>EDUCATIONAL/MEETIN</u> | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| <u>101730 65060</u> | <u>PRINTING</u> | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| <u>101730 65080</u> | <u>LEGAL NOTICES/OTHE</u> | 150 | 0 | 150 | .00 | .00 | 150.00 | .0% |
| <u>101730 65200</u> | <u>ELECTRICITY</u> | 1,500 | 0 | 1,500 | 520.70 | .00 | 979.30 | 34.7% |
| <u>101730 65220</u> | <u>WATER</u> | 7,200 | 0 | 7,200 | 3,304.46 | .00 | 3,895.54 | 45.9% |
| <u>101730 65300</u> | <u>MACHINE & EQUIPMEN</u> | 2,000 | 0 | 2,000 | 422.29 | .00 | 1,577.71 | 21.1% |
| <u>101730 65302</u> | <u>PROTECTIVE & SAFET</u> | 350 | 0 | 350 | 156.32 | .00 | 193.68 | 44.7% |
| <u>101730 65303</u> | <u>FACILITY SAFETY IN</u> | 625 | 0 | 625 | .00 | .00 | 625.00 | .0% |
| <u>101730 65310</u> | <u>VEHICLE MAINTENANC</u> | 1,000 | 0 | 1,000 | 146.41 | .00 | 853.59 | 14.6% |
| <u>101730 65311</u> | <u>GAS, GREASE, & OIL</u> | 4,000 | 0 | 4,000 | 1,762.84 | .00 | 2,237.16 | 44.1% |
| <u>101730 65312</u> | <u>TIRES & TUBES</u> | 1,000 | 0 | 1,000 | 620.52 | .00 | 379.48 | 62.1% |
| <u>101730 65457</u> | <u>LOAM & SOD</u> | 3,000 | 0 | 3,000 | 117.00 | .00 | 2,883.00 | 3.9% |
| <u>101730 65480</u> | <u>OTHER PROFESSIONAL</u> | 25,000 | 0 | 25,000 | 12,198.00 | .00 | 12,802.00 | 48.8% |
| <u>101730 65500</u> | <u>MAINTENANCE OF BLD</u> | 1,000 | 0 | 1,000 | 676.17 | .00 | 323.83 | 67.6% |
| <u>101730 65521</u> | <u>UNIFORMS</u> | 400 | 0 | 400 | 400.00 | .00 | .00 | 100.0% |
| <u>101730 66011</u> | <u>HAND TOOLS</u> | 150 | 0 | 150 | 75.51 | .00 | 74.49 | 50.3% |
| <u>101730 66030</u> | <u>OTHER SUPPLIES</u> | 150 | 0 | 150 | .00 | .00 | 150.00 | .0% |
| <u>101730 66040</u> | <u>JANITORIAL SUPPLIE</u> | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| <u>101730 67520</u> | <u>OPERATING EQUIPMEN</u> | 1,000 | 0 | 1,000 | 368.95 | .00 | 631.05 | 36.9% |
| TOTAL IN TOWN PARKS | | 133,618 | 0 | 133,618 | 61,015.70 | .00 | 72,602.30 | 45.7% |
| 101735 FT FOSTER SEAPOINT & CRESCENT | | | | | | | | |
| <u>101735 64007</u> | <u>PARKS 15% COMM SAL</u> | 11,983 | 0 | 11,983 | 6,954.85 | .00 | 5,028.15 | 58.0% |
| <u>101735 64010</u> | <u>FULL TIME SALARIES</u> | 50,498 | 0 | 50,498 | 25,038.44 | .00 | 25,459.56 | 49.6% |
| <u>101735 64020</u> | <u>PART TIME SALARIES</u> | 54,965 | 0 | 54,965 | 36,989.03 | .00 | 17,975.97 | 67.3% |

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| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101735 64030 OVERTIME | 6,765 | 0 | 6,765 | 1,826.78 | .00 | 4,938.22 | 27.0% |
| 101735 64060 FICA EMPLOYER SHAR | 0 | 0 | 0 | -41.31 | .00 | 41.31 | 100.0% |
| 101735 65020 TELEPHONE & INTERN | 1,400 | 0 | 1,400 | 596.05 | .00 | 803.95 | 42.6% |
| 101735 65040 EDUCATIONAL/MEETIN | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| 101735 65060 PRINTING | 3,500 | 0 | 3,500 | 2,020.30 | .00 | 1,479.70 | 57.7% |
| 101735 65080 LEGAL NOTICES/OTHE | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101735 65200 ELECTRICITY | 500 | 0 | 500 | 114.28 | .00 | 385.72 | 22.9% |
| 101735 65220 WATER | 600 | 0 | 600 | .00 | .00 | 600.00 | .0% |
| 101735 65300 MACHINE & EQUIPMEN | 1,500 | 0 | 1,500 | 266.74 | .00 | 1,233.26 | 17.8% |
| 101735 65302 PROTECTIVE & SAFET | 600 | 0 | 600 | 173.79 | .00 | 426.21 | 29.0% |
| 101735 65303 FACILITY SAFETY IN | 625 | 0 | 625 | .00 | .00 | 625.00 | .0% |
| 101735 65310 VEHICLE MAINTENANC | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| 101735 65311 GAS, GREASE, & OIL | 4,000 | 0 | 4,000 | 432.50 | .00 | 3,567.50 | 10.8% |
| 101735 65312 TIRES & TUBES | 700 | 0 | 700 | .00 | .00 | 700.00 | .0% |
| 101735 65480 OTHER PROFESSIONAL | 4,000 | 0 | 4,000 | 2,800.00 | .00 | 1,200.00 | 70.0% |
| 101735 65500 MAINTENANCE OF BLD | 4,500 | 0 | 4,500 | 2,006.61 | .00 | 2,493.39 | 44.6% |
| 101735 65510 PAINTING | 400 | 0 | 400 | 217.19 | .00 | 182.81 | 54.3% |
| 101735 65521 UNIFORMS | 700 | 0 | 700 | 391.20 | .00 | 308.80 | 55.9% |
| 101735 66011 HAND TOOLS | 150 | 0 | 150 | 5.39 | .00 | 144.61 | 3.6% |
| 101735 66030 OTHER SUPPLIES | 900 | 0 | 900 | 38.85 | .00 | 861.15 | 4.3% |
| 101735 66040 JANITORIAL SUPPLIE | 4,500 | 0 | 4,500 | 4,697.03 | .00 | -197.03 | 104.4%* |
| 101735 67520 OPERATING EQUIPMEN | 1,200 | 0 | 1,200 | .00 | .00 | 1,200.00 | .0% |
| 101735 67575 SEAPOINT BEACH | 200 | 0 | 200 | 200.00 | .00 | .00 | 100.0% |
| TOTAL FT FOSTER SEAPOINT & CRESCENT | 155,486 | 0 | 155,486 | 84,727.72 | .00 | 70,758.28 | 54.5% |
| 101740 MISCELLANEOUS ACCOUNTS | | | | | | | |
| 101740 65023 EPA STORMWATER 4 P | 19,600 | 0 | 19,600 | 9,315.58 | .00 | 10,284.42 | 47.5% |
| 101740 65025 COMPUTER REPAIR/RE | 42,000 | 0 | 42,000 | 12,299.51 | .00 | 29,700.49 | 29.3% |
| 101740 65455 MEMORIAL DAY ACTIV | 700 | 0 | 700 | .00 | .00 | 700.00 | .0% |
| 101740 65951 SHELLFISH CONSERVA | 3,560 | 0 | 3,560 | 850.00 | .00 | 2,710.00 | 23.9% |
| 101740 66036 CONSERVATION COMMI | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| 101740 68427 SELF INSURANCE CLA | 0 | 0 | 0 | 1,000.00 | .00 | -1,000.00 | 100.0%* |
| 101740 68525 MOSQUITO/TICK CONT | 35,000 | 0 | 35,000 | 35,000.00 | .00 | .00 | 100.0% |
| 101740 68532 GIS WEB ACCOUNT | 3,600 | 0 | 3,600 | 1,800.00 | .00 | 1,800.00 | 50.0% |
| 101740 69200 PSAP PAID TO YORK | 28,000 | 0 | 28,000 | .00 | .00 | 28,000.00 | .0% |
| TOTAL MISCELLANEOUS ACCOUNTS | 132,960 | 0 | 132,960 | 60,265.09 | .00 | 72,694.91 | 45.3% |
| 101750 STATE/BANK FEES | | | | | | | |
| 101750 65952 OVERAGE/SHORTAGE | 0 | 0 | 0 | .95 | .00 | -.95 | 100.0%* |

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| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| <u>101750 65954 BANK FEES/CHARGES</u> | 600 | 0 | 600 | .00 | .00 | 600.00 | .0% |
| TOTAL STATE/BANK FEES | 600 | 0 | 600 | .95 | .00 | 599.05 | .2% |
| 101760 CAPITAL IMPROVEMENT PLAN | | | | | | | |
| <u>101760 68750 CIP HOLDING DEDICA</u> | 650,900 | 0 | 650,900 | 650,900.00 | .00 | .00 | 100.0% |
| <u>101760 68751 CIP DEPT CAPITAL R</u> | 882,717 | 0 | 882,717 | 882,717.00 | .00 | .00 | 100.0% |
| <u>101760 68752 CIP CAP FUNDING RE</u> | 169,664 | 0 | 169,664 | 169,663.58 | .00 | .42 | 100.0% |
| TOTAL CAPITAL IMPROVEMENT PLAN | 1,703,281 | 0 | 1,703,281 | 1,703,280.58 | .00 | .42 | 100.0% |
| 101810 LIBRARY | | | | | | | |
| <u>101810 65480 OTHER PROF SERV -</u> | 478,901 | 0 | 478,901 | 319,267.34 | .00 | 159,633.66 | 66.7% |
| TOTAL LIBRARY | 478,901 | 0 | 478,901 | 319,267.34 | .00 | 159,633.66 | 66.7% |
| 101830 RECREATION | | | | | | | |
| <u>101830 64008 RECREATION DIRECTO</u> | 78,758 | 0 | 78,758 | 39,061.07 | .00 | 39,696.93 | 49.6% |
| <u>101830 64009 ASST DIRECTOR/GEN</u> | 58,417 | 0 | 58,417 | 28,813.37 | .00 | 29,603.63 | 49.3% |
| <u>101830 64010 EARLY CHILDHOOD SU</u> | 43,595 | 0 | 43,595 | 21,752.43 | .00 | 21,842.57 | 49.9% |
| <u>101830 64012 RECREATION SUPERVI</u> | 46,833 | 0 | 46,833 | 13,661.16 | .00 | 33,171.84 | 29.2% |
| <u>101830 64013 ASST EARLY CHILDCA</u> | 35,219 | 0 | 35,219 | 17,592.43 | .00 | 17,626.57 | 50.0% |
| <u>101830 64014 LEAD TEACHERS</u> | 59,908 | 0 | 59,908 | 30,436.15 | .00 | 29,471.85 | 50.8% |
| <u>101830 64015 SPORTS COORDINATOR</u> | 36,640 | 0 | 36,640 | 18,309.23 | .00 | 18,330.77 | 50.0% |
| <u>101830 64016 RECEPTIONISTS</u> | 50,261 | 0 | 50,261 | 24,256.59 | .00 | 26,004.41 | 48.3% |
| <u>101830 64017 BOOKKEEPER/SECRETA</u> | 21,628 | 0 | 21,628 | 11,056.91 | .00 | 10,571.09 | 51.1% |
| <u>101830 64020 PT SAFE SCHOOL YEA</u> | 21,000 | 0 | 21,000 | 8,029.31 | .00 | 12,970.69 | 38.2% |
| <u>101830 64021 SAFE SUMMER SALARI</u> | 33,822 | 0 | 33,822 | 30,538.08 | .00 | 3,283.92 | 90.3% |
| <u>101830 64023 ADVENTURE SUMMER S</u> | 15,354 | 0 | 15,354 | 13,940.50 | .00 | 1,413.50 | 90.8% |
| <u>101830 64024 FT CUSTODIANS</u> | 36,640 | 0 | 36,640 | 17,945.68 | .00 | 18,694.32 | 49.0% |
| <u>101830 64025 PRE-SCHOOL STAFF S</u> | 125,000 | 0 | 125,000 | 62,120.83 | .00 | 62,879.17 | 49.7% |
| <u>101830 64026 INSTRUCTORS STIPEN</u> | 21,500 | 0 | 21,500 | 10,930.00 | .00 | 10,570.00 | 50.8% |
| <u>101830 64027 CUSTODIAN WAGES</u> | 32,190 | 0 | 32,190 | 15,129.30 | .00 | 17,060.70 | 47.0% |
| <u>101830 64028 THEATRE TECHNICIAN</u> | 500 | 0 | 500 | 120.00 | .00 | 380.00 | 24.0% |
| <u>101830 64030 OVERTIME</u> | 8,000 | 0 | 8,000 | 1,072.23 | .00 | 6,927.77 | 13.4% |

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| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| <u>101830 64041 FACILITIES MAINT S</u> | 51,067 | 0 | 51,067 | 25,510.42 | .00 | 25,556.58 | 50.0% |
| <u>101830 64060 FICA EMPLOYER SHAR</u> | 0 | 0 | 0 | 49.77 | .00 | -49.77 | 100.0%* |
| <u>101830 65010 POSTAGE</u> | 1,500 | 0 | 1,500 | 380.85 | .00 | 1,119.15 | 25.4% |
| <u>101830 65020 TELEPHONE & INTERN</u> | 5,000 | 0 | 5,000 | 1,785.63 | .00 | 3,214.37 | 35.7% |
| <u>101830 65030 TRANSPORTATION</u> | 3,500 | 0 | 3,500 | 1,106.84 | .00 | 2,393.16 | 31.6% |
| <u>101830 65060 PRINTING</u> | 7,800 | 0 | 7,800 | 5,536.80 | .00 | 2,263.20 | 71.0% |
| <u>101830 65200 ELECTRICITY / UTIL</u> | 44,000 | 0 | 44,000 | 16,804.21 | .00 | 27,195.79 | 38.2% |
| <u>101830 65220 WATER</u> | 3,342 | 0 | 3,342 | 2,146.08 | .00 | 1,195.92 | 64.2% |
| <u>101830 65230 NATURAL GAS</u> | 35,000 | 0 | 35,000 | 10,200.29 | .00 | 24,799.71 | 29.1% |
| <u>101830 65250 SEWER</u> | 2,300 | 0 | 2,300 | 1,347.20 | .00 | 952.80 | 58.6% |
| <u>101830 65300 MACHINE & EQUIPMEN</u> | 6,000 | 0 | 6,000 | 2,818.88 | .00 | 3,181.12 | 47.0% |
| <u>101830 65310 VEHICLE MAINTENANC</u> | 1,000 | 0 | 1,000 | 12.50 | .00 | 987.50 | 1.3% |
| <u>101830 65478 PROGRAM SERVICES</u> | 4,000 | 0 | 4,000 | 643.59 | .00 | 3,356.41 | 16.1% |
| <u>101830 65480 OTHER PROFESSIONAL</u> | 2,500 | 0 | 2,500 | 820.50 | .00 | 1,679.50 | 32.8% |
| <u>101830 65500 MAINTENANCE OF BLD</u> | 13,000 | 0 | 13,000 | 8,430.79 | .00 | 4,569.21 | 64.9% |
| <u>101830 65521 UNIFORMS</u> | 0 | 0 | 0 | 448.70 | .00 | -448.70 | 100.0%* |
| <u>101830 65610 SAFE SCHCOOL YEAR</u> | 3,500 | 0 | 3,500 | 1,038.16 | .00 | 2,461.84 | 29.7% |
| <u>101830 65615 SAFE SUMMER PROGRA</u> | 19,000 | 0 | 19,000 | 20,886.93 | .00 | -1,886.93 | 109.9%* |
| <u>101830 65620 ADVENTURE ADOLESCE</u> | 19,000 | 0 | 19,000 | 17,158.48 | .00 | 1,841.52 | 90.3% |
| <u>101830 65630 INSTRUCTORS-CONTRA</u> | 2,800 | 0 | 2,800 | 441.00 | .00 | 2,359.00 | 15.8% |
| <u>101830 65640 SPECIAL EVENTS</u> | 9,500 | 0 | 9,500 | 3,972.13 | .00 | 5,527.87 | 41.8% |
| <u>101830 65650 SENIOR PROGRAMS</u> | 7,000 | 0 | 7,000 | 1,616.60 | .00 | 5,383.40 | 23.1% |
| <u>101830 65670 TEAM EXPENSE</u> | 7,000 | 0 | 7,000 | 2,952.60 | .00 | 4,047.40 | 42.2% |
| <u>101830 65680 PRESCHOOL PROGRAM</u> | 8,500 | 0 | 8,500 | 5,234.28 | .00 | 3,265.72 | 61.6% |
| <u>101830 65801 CONTRACTED SERVICE</u> | 39,800 | 0 | 39,800 | 25,935.02 | .00 | 13,864.98 | 65.2% |
| <u>101830 65802 ANNEX UTILITIES</u> | 4,000 | 0 | 4,000 | 5,109.86 | .00 | -1,109.86 | 127.7%* |
| <u>101830 65803 MISCELLANEOUS</u> | 9,000 | 0 | 9,000 | 4,171.78 | .00 | 4,828.22 | 46.4% |
| <u>101830 66010 OFFICE SUPPLIES</u> | 3,000 | 0 | 3,000 | 2,683.88 | .00 | 316.12 | 89.5% |
| <u>101830 66030 OTHER SUPPLIES</u> | 4,000 | 0 | 4,000 | 2,876.04 | .00 | 1,123.96 | 71.9% |
| <u>101830 66031 THEATRE SUPPLIES</u> | 1,000 | 0 | 1,000 | 396.25 | .00 | 603.75 | 39.6% |
| <u>101830 66040 JANITORIAL SUPPLIE</u> | 12,500 | 0 | 12,500 | 7,399.35 | .00 | 5,100.65 | 59.2% |
| TOTAL RECREATION | 1,054,874 | 0 | 1,054,874 | 544,680.68 | .00 | 510,193.32 | 51.6% |
| 101840 PORT AUTHORITY | | | | | | | |
| <u>101840 64010 HARBOR MASTER FULL</u> | 52,000 | 0 | 52,000 | 28,080.00 | .00 | 23,920.00 | 54.0% |
| <u>101840 64020 PART TIME SALARIES</u> | 14,000 | 0 | 14,000 | 7,476.28 | .00 | 6,523.72 | 53.4% |
| <u>101840 65010 POSTAGE</u> | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| <u>101840 65020 TELEPHONE & INTERN</u> | 1,100 | 0 | 1,100 | 598.26 | .00 | 501.74 | 54.4% |
| <u>101840 65030 TRANSPORTATION</u> | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| <u>101840 65200 ELECTRICITY</u> | 1,500 | 0 | 1,500 | 684.15 | .00 | 815.85 | 45.6% |

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| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-----------------------------------|--------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101840 | 65220 WATER | 600 | 0 | 600 | 163.29 | .00 | 436.71 | 27.2% |
| 101840 | 65240 DUMPSTERS/TRASH RE | 1,300 | 0 | 1,300 | 684.00 | .00 | 616.00 | 52.6% |
| 101840 | 65250 SEWER | 0 | 0 | 0 | 100.00 | .00 | -100.00 | 100.0%* |
| 101840 | 65305 BOAT EQUIPMENT MAI | 750 | 0 | 750 | 3,544.43 | .00 | -2,794.43 | 472.6%* |
| 101840 | 65311 GAS, GREASE, & OIL | 750 | 0 | 750 | 240.24 | .00 | 509.76 | 32.0% |
| 101840 | 65452 SAFETY | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| 101840 | 65460 SIGNS | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| 101840 | 65462 RIGGING | 9,600 | 0 | 9,600 | 5,613.59 | .00 | 3,986.41 | 58.5% |
| 101840 | 65463 SANITATION | 3,900 | 0 | 3,900 | 1,051.00 | .00 | 2,849.00 | 26.9% |
| 101840 | 65470 PROFESSIONAL DEVE | 550 | 0 | 550 | 525.00 | .00 | 25.00 | 95.5% |
| 101840 | 65480 OTHER PROFESSIONAL | 2,500 | 0 | 2,500 | 469.12 | .00 | 2,030.88 | 18.8% |
| 101840 | 65500 MAIN BLDG/GROUNDS | 3,000 | 0 | 3,000 | 4,768.01 | .00 | -1,768.01 | 158.9%* |
| 101840 | 65521 UNIFORMS | 500 | 0 | 500 | 241.04 | .00 | 258.96 | 48.2% |
| 101840 | 66010 OFFICE SUPPLIES | 500 | 0 | 500 | 237.33 | .00 | 262.67 | 47.5% |
| 101840 | 66040 JANITORIAL SUPPLIE | 300 | 0 | 300 | 29.28 | .00 | 270.72 | 9.8% |
| TOTAL PORT AUTHORITY | | 94,950 | 0 | 94,950 | 54,505.02 | .00 | 40,444.98 | 57.4% |
| 101930 RESOURCE RECOVERY FACILITY | | | | | | | | |
| 101930 | 64009 SOLID WASTE 40% CO | 31,956 | 0 | 31,956 | 18,546.14 | .00 | 13,409.86 | 58.0% |
| 101930 | 64010 FULL TIME SALARIES | 171,051 | 0 | 171,051 | 77,596.12 | .00 | 93,454.88 | 45.4% |
| 101930 | 64020 PART TIME SALARIES | 0 | 0 | 0 | 1,512.00 | .00 | -1,512.00 | 100.0%* |
| 101930 | 64030 OVERTIME | 7,000 | 0 | 7,000 | 2,022.14 | .00 | 4,977.86 | 28.9% |
| 101930 | 65020 TELEPHONE & INTERN | 2,000 | 0 | 2,000 | 411.25 | .00 | 1,588.75 | 20.6% |
| 101930 | 65030 TRANSPORTATION | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101930 | 65040 EDUCATIONAL/MEETIN | 1,000 | 0 | 1,000 | 50.00 | .00 | 950.00 | 5.0% |
| 101930 | 65060 PRINTING | 1,500 | 0 | 1,500 | 1,408.28 | .00 | 91.72 | 93.9% |
| 101930 | 65090 ZERO WASTE PROGRAM | 2,500 | 0 | 2,500 | .00 | .00 | 2,500.00 | .0% |
| 101930 | 65200 ELECTRICITY | 11,000 | 0 | 11,000 | 5,735.05 | .00 | 5,264.95 | 52.1% |
| 101930 | 65220 WATER | 950 | 0 | 950 | 396.97 | .00 | 553.03 | 41.8% |
| 101930 | 65230 FUEL OIL | 1,230 | 0 | 1,230 | 410.63 | .00 | 819.37 | 33.4% |
| 101930 | 65300 MACHINE & EQUIPMEN | 3,500 | 0 | 3,500 | 1,434.43 | .00 | 2,065.57 | 41.0% |
| 101930 | 65302 PROTECTIVE & SAFET | 1,000 | 0 | 1,000 | 1,800.87 | .00 | -800.87 | 180.1%* |
| 101930 | 65303 FACILITY SAFETY IN | 1,250 | 0 | 1,250 | .00 | .00 | 1,250.00 | .0% |
| 101930 | 65311 GAS, GREASE, & OIL | 10,000 | 0 | 10,000 | 4,430.47 | .00 | 5,569.53 | 44.3% |
| 101930 | 65312 TIRES & TUBES | 3,000 | 0 | 3,000 | .00 | .00 | 3,000.00 | .0% |
| 101930 | 65480 OTHER PROFESSIONAL | 250,000 | 0 | 250,000 | 106,344.25 | .00 | 143,655.75 | 42.5% |
| 101930 | 65500 MAINTENANCE OF BLD | 8,000 | 0 | 8,000 | 694.65 | .00 | 7,305.35 | 8.7% |
| 101930 | 65521 UNIFORMS | 2,000 | 0 | 2,000 | 2,400.00 | .00 | -400.00 | 120.0%* |
| 101930 | 66009 SHOP SUPPLIES | 6,000 | 0 | 6,000 | 2,998.77 | .00 | 3,001.23 | 50.0%* |
| 101930 | 66010 OFFICE SUPPLIES | 250 | 0 | 250 | .00 | .00 | 250.00 | .0% |

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TOWN OF KITTEERY - LIVE
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| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| <u>101930 66011 HAND TOOLS</u> | 200 | 0 | 200 | 332.95 | .00 | -132.95 | 166.5%* |
| <u>101930 66030 OTHER SUPPLIES</u> | 250 | 0 | 250 | .00 | .00 | 250.00 | .0% |
| <u>101930 66040 JANITORIAL SUPPLIE</u> | 1,400 | 0 | 1,400 | 611.52 | .00 | 788.48 | 43.7% |
| <u>101930 67516 PLANT EQUIPMENT MA</u> | 10,500 | 0 | 10,500 | 11,408.12 | .00 | -908.12 | 108.6%* |
| <u>101930 67553 ASPHALT SURFACE MA</u> | 7,500 | 0 | 7,500 | .00 | .00 | 7,500.00 | .0% |
| TOTAL RESOURCE RECOVERY FACILITY | 535,237 | 0 | 535,237 | 240,544.61 | .00 | 294,692.39 | 44.9% |
| <u>103000 SHARED EXPENSES - OTHER INSURA</u> | | | | | | | |
| <u>103000 64060 FICA EMPLOYER SHAR</u> | 388,905 | 0 | 388,905 | 184,737.24 | .00 | 204,167.76 | 47.5% |
| <u>103000 64070 WORKERS' COMP INSU</u> | 186,587 | 0 | 186,587 | 48,108.67 | .00 | 138,478.33 | 25.8% |
| <u>103000 64090 RETIRED EMP MEDICA</u> | 212,306 | 0 | 212,306 | 105,438.65 | .00 | 106,867.35 | 49.7% |
| <u>103000 64092 DISABILITY INSURAN</u> | 28,756 | 0 | 28,756 | 16,196.09 | .00 | 12,559.91 | 56.3% |
| <u>103000 65101 MMA RISK POOL</u> | 170,949 | 0 | 170,949 | 85,797.00 | .00 | 85,152.00 | 50.2% |
| <u>103000 65115 UNEMPLOYMENT COMPE</u> | 0 | 0 | 0 | 79.22 | .00 | -79.22 | 100.0%* |
| <u>103000 65150 MISCELLANEOUS INSU</u> | 4,600 | 0 | 4,600 | 2,166.30 | .00 | 2,433.70 | 47.1% |
| <u>103000 65210 UNION CENTRAL LIFE</u> | 2,600 | 0 | 2,600 | 1,203.43 | .00 | 1,396.57 | 46.3% |
| TOTAL SHARED EXPENSES - OTHER INSURA | 994,703 | 0 | 994,703 | 443,726.60 | .00 | 550,976.40 | 44.6% |
| <u>103001 SHARED EXPENSE - HEALTH/DENTAL</u> | | | | | | | |
| <u>103001 64090 MAJOR MEDICAL INSU</u> | 1,134,533 | 0 | 1,134,533 | 557,323.23 | .00 | 577,209.77 | 49.1% |
| <u>103001 64091 DENTAL INSURANCE</u> | 13,845 | 0 | 13,845 | 5,514.30 | .00 | 8,330.70 | 39.8% |
| TOTAL SHARED EXPENSE - HEALTH/DENTAL | 1,148,378 | 0 | 1,148,378 | 562,837.53 | .00 | 585,540.47 | 49.0% |
| <u>103002 RETIREMENT</u> | | | | | | | |
| <u>103002 64050 MAINE STATE RETIRE</u> | 479,268 | 0 | 479,268 | 221,568.11 | .00 | 257,699.89 | 46.2% |
| <u>103002 64051 ICMA EMPLOYER SHAR</u> | 28,426 | 0 | 28,426 | 10,436.68 | .00 | 17,989.32 | 36.7% |
| TOTAL RETIREMENT | 507,694 | 0 | 507,694 | 232,004.79 | .00 | 275,689.21 | 45.7% |
| <u>108000 ADULT ED</u> | | | | | | | |
| <u>108000 69480 ADULT EDUCATION FU</u> | 86,765 | 0 | 86,765 | 86,765.00 | .00 | .00 | 100.0% |

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FOR 2019 06

| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|---------------|--------------|---------------------|-------------|
| TOTAL ADULT ED | 86,765 | 0 | 86,765 | 86,765.00 | .00 | .00 | 100.0% |
| 1111 TOWN REVENUE | | | | | | | |
| 1111 43001 PROPERTY TAX REVENUE | -9,240,217 | -113,564 | -9,353,781 | -9,359,438.74 | .00 | 5,657.74 | 100.1% |
| 1111 43003 PROPERTY TAX ABATEME | 0 | 0 | 0 | 49,497.71 | .00 | -49,497.71 | 100.0%* |
| 1111 43004 PAYMENT IN LIEU OF T | -7,000 | 0 | -7,000 | -3,286.00 | .00 | -3,714.00 | 46.9%* |
| 1111 43006 HOMESTEAD EXEMPT STA | -180,000 | 0 | -180,000 | -271,745.00 | .00 | 91,745.00 | 151.0% |
| 1111 43007 TREE GROWTH REVENUE | -2,758 | 0 | -2,758 | -2,771.89 | .00 | 13.89 | 100.5% |
| 1111 43031 EXCISE TAX AUTOMOBIL | -1,750,000 | 0 | -1,750,000 | -998,463.84 | .00 | -751,536.16 | 57.1%* |
| 1111 43032 EXCISE TAX BOAT | -27,500 | 0 | -27,500 | -4,414.36 | .00 | -23,085.64 | 16.1%* |
| 1111 43109 SIGN PERMITS | -3,000 | 0 | -3,000 | -1,350.00 | .00 | -1,650.00 | 45.0%* |
| 1111 43110 CODE ENFORCEMENT FEE | -280,000 | 0 | -280,000 | -163,557.80 | .00 | -116,442.20 | 58.4%* |
| 1111 43113 BOARD OF ASSESSMENT | -200 | 0 | -200 | .00 | .00 | -200.00 | .0%* |
| 1111 43114 ADDITIONAL LAND USE | -4,400 | 0 | -4,400 | -2,385.00 | .00 | -2,015.00 | 54.2%* |
| 1111 43115 PLANNING FEES (SUBDI | -16,000 | 0 | -16,000 | -4,908.00 | .00 | -11,092.00 | 30.7%* |
| 1111 43120 TOWN CLERK FEES | -22,000 | 0 | -22,000 | -13,579.80 | .00 | -8,420.20 | 61.7%* |
| 1111 43121 WILDLIFE AGENT FEE | -1,200 | 0 | -1,200 | -366.00 | .00 | -834.00 | 30.5%* |
| 1111 43122 ANIMAL WELFARE AGENT | -1,600 | 0 | -1,600 | -583.00 | .00 | -1,017.00 | 36.4%* |
| 1111 43130 TOWN REGISTRATION FE | -27,000 | 0 | -27,000 | -13,374.00 | .00 | -13,626.00 | 49.5%* |
| 1111 43135 HWY PERMITS & FEES | -1,000 | 0 | -1,000 | -530.00 | .00 | -470.00 | 53.0%* |
| 1111 43140 SOLID WASTE PERMITS | -55,000 | 0 | -55,000 | -57,745.00 | .00 | 2,745.00 | 105.0% |
| 1111 43145 SOLID WASTE RECYCLIN | -125,000 | 0 | -125,000 | -29,457.04 | .00 | -95,542.96 | 23.6%* |
| 1111 43147 DINGHY FEES | -12,740 | 0 | -12,740 | -430.00 | .00 | -12,310.00 | 3.4%* |
| 1111 43148 TRANSIENT SLIP RENTA | -3,000 | 0 | -3,000 | -4,550.00 | .00 | 1,550.00 | 151.7% |
| 1111 43149 KPA APPLICATION FEES | -1,000 | 0 | -1,000 | -100.00 | .00 | -900.00 | 10.0%* |
| 1111 43150 MOORING FEES | -84,500 | 0 | -84,500 | -3,317.00 | .00 | -81,183.00 | 3.9%* |
| 1111 43151 LAUNCH FEE | -15,500 | 0 | -15,500 | -9,617.75 | .00 | -5,882.25 | 62.1%* |
| 1111 43152 TRANSIENT MOORING | -5,200 | 0 | -5,200 | -6,305.00 | .00 | 1,105.00 | 121.3% |
| 1111 43153 WAIT LIST FEE | -1,450 | 0 | -1,450 | -280.00 | .00 | -1,170.00 | 19.3%* |
| 1111 43154 HARBOR & WATER USAGE | -11,000 | 0 | -11,000 | -208.00 | .00 | -10,792.00 | 1.9%* |
| 1111 43156 PIER USAGE FEE | -750 | 0 | -750 | -300.00 | .00 | -450.00 | 40.0%* |
| 1111 43157 MOORING LATE FEE | 0 | 0 | 0 | -350.00 | .00 | 350.00 | 100.0% |
| 1111 43160 FORT FOSTER FEES | -195,000 | 0 | -195,000 | -126,249.75 | .00 | -68,750.25 | 64.7%* |
| 1111 43165 SPRINKLER PERMITS | -250 | 0 | -250 | -200.00 | .00 | -50.00 | 80.0%* |
| 1111 43210 LIEN FEES | -15,000 | 0 | -15,000 | -5,534.10 | .00 | -9,465.90 | 36.9%* |
| 1111 43220 PENALTY INTEREST | -35,000 | 0 | -35,000 | -20,016.76 | .00 | -14,983.24 | 57.2%* |
| 1111 43320 RECREATION FEES | -987,000 | 0 | -987,000 | -426,002.78 | .00 | -560,997.22 | 43.2%* |
| 1111 43330 ANIMAL CONTROL | -6,500 | 0 | -6,500 | -1,299.00 | .00 | -5,201.00 | 20.0%* |
| 1111 43336 PHOTO COPIES | -350 | 0 | -350 | -78.25 | .00 | -271.75 | 22.4%* |
| 1111 43349 DEA OVERTIME REIMBUR | -5,000 | 0 | -5,000 | .00 | .00 | -5,000.00 | .0%* |

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| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|----------------------------|--------------------------------------|--------------------|----------------------|-------------------|----------------|--------------|---------------------|-------------|
| 1111 43351 | ACCIDENT REPORTS | -3,000 | 0 | -3,000 | -1,465.00 | .00 | -1,535.00 | 48.8%* |
| 1111 43352 | PARKING TICKETS | -15,000 | 0 | -15,000 | -12,250.00 | .00 | -2,750.00 | 81.7%* |
| 1111 43353 | GUN PERMITS | -2,000 | 0 | -2,000 | -360.00 | .00 | -1,640.00 | 18.0%* |
| 1111 43354 | ELIOT DISPATCHING SE | -93,360 | 0 | -93,360 | -46,680.00 | .00 | -46,680.00 | 50.0%* |
| 1111 43355 | ORDINANCE FINES | -100 | 0 | -100 | -1,050.00 | .00 | 950.00 | 1050.0%* |
| 1111 43356 | WITNESS FEES | -500 | 0 | -500 | -55.00 | .00 | -445.00 | 11.0%* |
| 1111 43358 | FALSE ALARMS | -1,100 | 0 | -1,100 | -700.00 | .00 | -400.00 | 63.6%* |
| 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 | -414,000 | 0 | -414,000 | -226,480.65 | .00 | -187,519.35 | 54.7%* |
| 1111 43421 | STATE PARK FEE REV S | -275 | 0 | -275 | .00 | .00 | -275.00 | .0%* |
| 1111 43443 | RESTITUTION INCOME/U | -3,000 | 0 | -3,000 | -1,349.28 | .00 | -1,650.72 | 45.0%* |
| 1111 43470 | STATE OF MAINE GENER | -45,000 | 0 | -45,000 | -9,806.55 | .00 | -35,193.45 | 21.8%* |
| 1111 43480 | MARY SAFFORD WILDES | -30,000 | 0 | -30,000 | -7,500.00 | .00 | -22,500.00 | 25.0%* |
| 1111 43510 | INTEREST ON INVESTME | -50,000 | 0 | -50,000 | -22,353.36 | .00 | -27,646.64 | 44.7%* |
| 1111 43530 | MISCELLANEOUS REVENU | -20,000 | 0 | -20,000 | -33,149.22 | .00 | 13,149.22 | 165.7%* |
| 1111 43540 | SEWER DEPT RENT | -22,900 | 0 | -22,900 | -11,450.00 | .00 | -11,450.00 | 50.0%* |
| 1111 43555 | SNOWMOBILE/HANDICAP/ | -655 | 0 | -655 | .00 | .00 | -655.00 | .0%* |
| 1111 43560 | GMH HOUSING | -275,000 | 0 | -275,000 | -133,424.52 | .00 | -141,575.48 | 48.5%* |
| 1111 43575 | SUP APPRO FROM UNDES | 0 | -450,000 | -450,000 | .00 | .00 | -450,000.00 | .0%* |
| 1111 43576 | TRANSFER IN FROM OTH | -243,978 | 0 | -243,978 | -243,978.00 | .00 | .00 | 100.0%* |
| 1111 43580 | USE OF CARRY FORWARD | 0 | -10,000 | -10,000 | .00 | .00 | -10,000.00 | .0%* |
| 1111 45007 | INTEREST REVENUE | -1,000 | 0 | -1,000 | .00 | .00 | -1,000.00 | .0%* |
| 1111 45015 | FEMA REVENUE | 0 | 0 | 0 | -38.36 | .00 | 38.36 | 100.0%* |
| 1111 45020 | MMA W/C DIVIDEND | -9,000 | 0 | -9,000 | -15,843.00 | .00 | 6,843.00 | 176.0%* |
| 1111 45025 | SCHOOL RESOURCE OFFI | -46,350 | 0 | -46,350 | -45,000.00 | .00 | -1,350.00 | 97.1%* |
| TOTAL TOWN REVENUE | | -14,426,833 | -573,564 | -15,000,397 | -12,300,229.09 | .00 | -2,700,167.91 | 82.0% |
| TOTAL TOWN GENERAL FUND | | 0 | 0 | 0 | -3,139,218.82 | .00 | 3,139,218.82 | 100.0% |
| TOTAL REVENUES | | -14,426,833 | -573,564 | -15,000,397 | -12,300,229.09 | .00 | -2,700,167.91 | |
| TOTAL EXPENSES | | 14,426,833 | 573,564 | 15,000,397 | 9,161,010.27 | .00 | 5,839,386.73 | |

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| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|---------------|--------------|---------------------|-------------|
| GRAND TOTAL | 0 | 0 | 0 | -3,139,218.82 | .00 | 3,139,218.82 | 100.0% |

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

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

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FOR 2019 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 | .82 | .00 | -.82 | 100.0%* |
| 6000 43220 PENALTY INTEREST | 0 | 0 | 0 | -2,920.66 | .00 | 2,920.66 | 100.0% |
| 6000 45001 REVENUE US NAVY | -580,695 | 0 | -580,695 | -133,454.06 | .00 | -447,240.94 | 23.0%* |
| 6000 45002 REVENUE US NAVY HOUS | -93,590 | 0 | -93,590 | -60,017.44 | .00 | -33,572.56 | 64.1%* |
| 6000 45003 REVENUE OTHER | -25,000 | 0 | -25,000 | -27,583.06 | .00 | 2,583.06 | 110.3% |
| 6000 45004 REVENUE TOWN OF ELIO | -177,138 | 0 | -177,138 | -53,578.44 | .00 | -123,559.56 | 30.2%* |
| 6000 45005 REVENUE NEW SEWER | -1,187,079 | 0 | -1,187,079 | -641,867.30 | .00 | -545,211.70 | 54.1%* |
| 6000 45006 EXPANSION ASSESSMENT | -77,000 | 0 | -77,000 | -24,602.84 | .00 | -52,397.16 | 32.0%* |
| 6000 45007 SEWER INTEREST REVEN | 0 | 0 | 0 | -7,231.84 | .00 | 7,231.84 | 100.0% |
| TOTAL SEWER FUND | -2,140,502 | 0 | -2,140,502 | -951,254.82 | .00 | -1,189,247.18 | 44.4% |
| 602702 SEWER LINES | | | | | | | |
| 602702 64010 SEWER LINES LABOR | 18,189 | 0 | 18,189 | 4,680.60 | .00 | 13,508.40 | 25.7% |
| 602702 65480 OTHER PROF SERV/CO | 28,350 | 0 | 28,350 | 11,008.50 | .00 | 17,341.50 | 38.8% |
| 602702 66300 SUPPLIES - SEWER L | 10,000 | 0 | 10,000 | 441.81 | .00 | 9,558.19 | 4.4% |
| TOTAL SEWER LINES | 56,539 | 0 | 56,539 | 16,130.91 | .00 | 40,408.09 | 28.5% |
| 602710 PUMP STATION # 1 | | | | | | | |
| 602710 64010 PUMP STATION # 1 L | 2,728 | 0 | 2,728 | 1,421.69 | .00 | 1,306.31 | 52.1% |
| 602710 65200 PUMP STATION # 1 E | 5,000 | 0 | 5,000 | 205.12 | .00 | 4,794.88 | 4.1% |
| 602710 65480 PUMP STATION # 1 C | 1,000 | 0 | 1,000 | 793.91 | .00 | 206.09 | 79.4% |
| 602710 65930 PUMP STATION # 1 A | 260 | 0 | 260 | 71.12 | .00 | 188.88 | 27.4% |
| 602710 66300 PUMP STATION # 1 S | 50 | 0 | 50 | .00 | .00 | 50.00 | .0% |
| 602710 66320 PUMP STATION # 1 P | 450 | 0 | 450 | 243.73 | .00 | 206.27 | 54.2% |
| TOTAL PUMP STATION # 1 | 9,488 | 0 | 9,488 | 2,735.57 | .00 | 6,752.43 | 28.8% |
| 602711 PUMP STATION # 2 | | | | | | | |
| 602711 64010 PUMP STATION # 2 L | 3,547 | 0 | 3,547 | 1,074.56 | .00 | 2,472.44 | 30.3% |

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TOWN OF KITTEERY - LIVE
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| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|----------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 602711 65200 PUMP STATION # 2 E | 3,800 | 0 | 3,800 | 1,193.77 | .00 | 2,606.23 | 31.4% |
| 602711 65480 PUMP STATION # 2 C | 900 | 0 | 900 | 793.96 | .00 | 106.04 | 88.2% |
| 602711 65930 PUMP STATION # 2 A | 300 | 0 | 300 | 71.12 | .00 | 228.88 | 23.7% |
| 602711 66300 PUMP STATION # 2 S | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| 602711 66320 PUMP STATION # 2 P | 500 | 0 | 500 | 86.00 | .00 | 414.00 | 17.2% |
| TOTAL PUMP STATION # 2 | 9,147 | 0 | 9,147 | 3,219.41 | .00 | 5,927.59 | 35.2% |
| 602712 PUMP STATION # 3 | | | | | | | |
| 602712 64010 PUMP STATION # 3 L | 4,365 | 0 | 4,365 | 1,118.80 | .00 | 3,246.20 | 25.6% |
| 602712 65200 PUMP STATION # 3 E | 2,000 | 0 | 2,000 | 524.61 | .00 | 1,475.39 | 26.2% |
| 602712 65480 PUMP STATION # 3 C | 6,000 | 0 | 6,000 | 1,007.96 | .00 | 4,992.04 | 16.8% |
| 602712 65930 PUMP STATION # 3 A | 260 | 0 | 260 | 71.12 | .00 | 188.88 | 27.4% |
| 602712 66300 PUMP STATION # 3 S | 50 | 0 | 50 | .00 | .00 | 50.00 | .0% |
| 602712 66320 PUMP STATION # 3 P | 650 | 0 | 650 | 243.84 | .00 | 406.16 | 37.5% |
| TOTAL PUMP STATION # 3 | 13,325 | 0 | 13,325 | 2,966.33 | .00 | 10,358.67 | 22.3% |
| 602713 PUMP STATION # 4 | | | | | | | |
| 602713 64010 PUMP STATION # 4 L | 3,274 | 0 | 3,274 | 827.54 | .00 | 2,446.46 | 25.3% |
| 602713 65200 PUMP STATION # 4 E | 1,450 | 0 | 1,450 | 391.34 | .00 | 1,058.66 | 27.0% |
| 602713 65480 PUMP STATION # 4 C | 1,500 | 0 | 1,500 | 793.96 | .00 | 706.04 | 52.9% |
| 602713 65930 PUMP STATION # 4 A | 300 | 0 | 300 | 71.12 | .00 | 228.88 | 23.7% |
| 602713 66300 PUMP STATION # 4 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602713 66320 PUMP STATION # 4 P | 650 | 0 | 650 | 27.07 | .00 | 622.93 | 4.2% |
| TOTAL PUMP STATION # 4 | 7,199 | 0 | 7,199 | 2,111.03 | .00 | 5,087.97 | 29.3% |
| 602714 PUMP STATION # 5 | | | | | | | |
| 602714 64010 PUMP STATION # 5 L | 3,274 | 0 | 3,274 | 793.38 | .00 | 2,480.62 | 24.2% |
| 602714 65200 PUMP STATION # 5 E | 1,400 | 0 | 1,400 | 260.77 | .00 | 1,139.23 | 18.6% |
| 602714 65480 PUMP STATION # 5 C | 1,100 | 0 | 1,100 | 793.96 | .00 | 306.04 | 72.2% |
| 602714 65930 PUMP STATION # 5 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602714 66300 PUMP STATION # 5 S | 50 | 0 | 50 | .00 | .00 | 50.00 | .0% |
| 602714 66320 PUMP STATION # 5 P | 450 | 0 | 450 | 86.00 | .00 | 364.00 | 19.1% |

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| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| TOTAL PUMP STATION # 5 | 6,574 | 0 | 6,574 | 2,005.25 | .00 | 4,568.75 | 30.5% |
| 602715 PUMP STATION # 6 | | | | | | | |
| 602715 64010 PUMP STATION # 6LA | 21,827 | 0 | 21,827 | 10,776.41 | .00 | 11,050.59 | 49.4% |
| 602715 65200 PUMP STATION # 6 E | 16,000 | 0 | 16,000 | 5,027.32 | .00 | 10,972.68 | 31.4% |
| 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 | 279.74 | .00 | 520.26 | 35.0% |
| 602715 65480 PUMP STATION # 6 C | 4,725 | 0 | 4,725 | 8,189.68 | .00 | -3,464.68 | 173.3%* |
| 602715 65930 PUMP STATION # 6 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602715 66300 PUMP STATION # 6 S | 1,000 | 0 | 1,000 | 75.13 | .00 | 924.87 | 7.5% |
| 602715 66320 PUMP STATION # 6 P | 3,050 | 0 | 3,050 | 4,749.03 | .00 | -1,699.03 | 155.7%* |
| TOTAL PUMP STATION # 6 | 48,702 | 0 | 48,702 | 29,432.95 | .00 | 19,269.05 | 60.4% |
| 602716 PUMP STATION # 7 (ELIOT) | | | | | | | |
| 602716 64010 PUMP STATION # 7 L | 18,553 | 0 | 18,553 | 9,218.76 | .00 | 9,334.24 | 49.7% |
| 602716 65200 PUMP STATION # 7 E | 4,860 | 0 | 4,860 | 1,750.92 | .00 | 3,109.08 | 36.0% |
| 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 | 4,784 | 0 | 4,784 | 1,730.64 | .00 | 3,053.36 | 36.2% |
| 602716 65930 PUMP STATION # 7 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602716 66300 PUMP STATION # 7 S | 50 | 0 | 50 | .00 | .00 | 50.00 | .0% |
| 602716 66320 PUMP STATION # 7 P | 1,550 | 0 | 1,550 | 31.46 | .00 | 1,518.54 | 2.0% |
| TOTAL PUMP STATION # 7 (ELIOT) | 30,752 | 0 | 30,752 | 12,920.86 | .00 | 17,831.14 | 42.0% |
| 602717 PUMP STATION # 8 | | | | | | | |
| 602717 64010 PUMP STATION # 8 L | 7,639 | 0 | 7,639 | 2,685.08 | .00 | 4,953.92 | 35.1% |
| 602717 65200 PUMP STATION # 8 E | 10,000 | 0 | 10,000 | 5,042.48 | .00 | 4,957.52 | 50.4% |
| 602717 65220 PUMP STATION # 8 W | 1,000 | 0 | 1,000 | 172.25 | .00 | 827.75 | 17.2% |
| 602717 65315 PUMP STATION GENER | 350 | 0 | 350 | 219.56 | .00 | 130.44 | 62.7% |
| 602717 65480 PUMP STATION # 8 C | 8,850 | 0 | 8,850 | 2,176.46 | .00 | 6,673.54 | 24.6% |
| 602717 65930 PUMP STATION # 8 A | 280 | 0 | 280 | 71.14 | .00 | 208.86 | 25.4% |
| 602717 66300 PUMP STATION # 8 S | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |

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| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| <u>602717 66320 PUMP STATION # 8 P</u> | 2,050 | 0 | 2,050 | 5,331.59 | .00 | -3,281.59 | 260.1%* |
| TOTAL PUMP STATION # 8 | 30,669 | 0 | 30,669 | 15,698.56 | .00 | 14,970.44 | 51.2% |
| <hr/> 602718 PUMP STATION # 9 | | | | | | | |
| <u>602718 64010 PUMP STATION # 9 L</u> | 3,820 | 0 | 3,820 | 1,895.70 | .00 | 1,924.30 | 49.6% |
| <u>602718 65020 PUMP STATION #9 TE</u> | 600 | 0 | 600 | 262.08 | .00 | 337.92 | 43.7% |
| <u>602718 65200 PUMP STATION # 9 E</u> | 10,000 | 0 | 10,000 | 3,143.26 | .00 | 6,856.74 | 31.4% |
| <u>602718 65220 PUMP STATION # 9 W</u> | 225 | 0 | 225 | 58.97 | .00 | 166.03 | 26.2% |
| <u>602718 65315 PUMP STATION GENER</u> | 500 | 0 | 500 | 61.72 | .00 | 438.28 | 12.3% |
| <u>602718 65480 PUMP STATION # 9 C</u> | 6,060 | 0 | 6,060 | 1,300.24 | .00 | 4,759.76 | 21.5% |
| <u>602718 65930 PUMP STATION # 9 A</u> | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| <u>602718 66300 PUMP STATION # 9 S</u> | 120 | 0 | 120 | 128.60 | .00 | -8.60 | 107.2%* |
| <u>602718 66320 PUMP STATION # 9 P</u> | 850 | 0 | 850 | 3,757.11 | .00 | -2,907.11 | 442.0%* |
| TOTAL PUMP STATION # 9 | 22,475 | 0 | 22,475 | 10,678.82 | .00 | 11,796.18 | 47.5% |
| <hr/> 602719 PUMP STATION #10 | | | | | | | |
| <u>602719 64010 PUMP STATION #10 L</u> | 3,820 | 0 | 3,820 | 1,377.55 | .00 | 2,442.45 | 36.1% |
| <u>602719 65200 PUMP STATION #10 E</u> | 600 | 0 | 600 | 399.32 | .00 | 200.68 | 66.6% |
| <u>602719 65480 PUMP STATION #10 C</u> | 2,000 | 0 | 2,000 | 793.96 | .00 | 1,206.04 | 39.7% |
| <u>602719 65930 PUMP STATION #10 A</u> | 260 | 0 | 260 | 71.14 | .00 | 188.86 | 27.4% |
| <u>602719 66300 PUMP STATION #10 S</u> | 50 | 0 | 50 | .00 | .00 | 50.00 | .0% |
| <u>602719 66320 PUMP STATION #10 P</u> | 1,000 | 0 | 1,000 | 40.00 | .00 | 960.00 | 4.0% |
| TOTAL PUMP STATION #10 | 7,730 | 0 | 7,730 | 2,681.97 | .00 | 5,048.03 | 34.7% |
| <hr/> 602720 PUMP STATION #11 | | | | | | | |
| <u>602720 64010 PUMP STATION #11 L</u> | 3,001 | 0 | 3,001 | 928.95 | .00 | 2,072.05 | 31.0% |
| <u>602720 65200 PUMP STATION #11 E</u> | 1,000 | 0 | 1,000 | 305.39 | .00 | 694.61 | 30.5% |
| <u>602720 65480 PUMP STATION #11 C</u> | 1,000 | 0 | 1,000 | 793.96 | .00 | 206.04 | 79.4% |
| <u>602720 65930 PUMP STATION #11 A</u> | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| <u>602720 66300 PUMP STATION #11 S</u> | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| <u>602720 66320 PUMP STATION #11 P</u> | 550 | 0 | 550 | 86.00 | .00 | 464.00 | 15.6% |
| TOTAL PUMP STATION #11 | 5,876 | 0 | 5,876 | 2,185.44 | .00 | 3,690.56 | 37.2% |

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| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 602721 PUMP STATION #12 | | | | | | | |
| 602721 64010 PUMP STATION #12 L | 3,274 | 0 | 3,274 | 1,694.63 | .00 | 1,579.37 | 51.8% |
| 602721 65200 PUMP STATION #12 E | 700 | 0 | 700 | 223.27 | .00 | 476.73 | 31.9% |
| 602721 65480 PUMP STATION #12 C | 1,000 | 0 | 1,000 | 793.96 | .00 | 206.04 | 79.4% |
| 602721 65930 PUMP STATION #12 A | 350 | 0 | 350 | 71.14 | .00 | 278.86 | 20.3% |
| 602721 66300 PUMP STATION #12 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602721 66320 PUMP STATION #12 P | 400 | 0 | 400 | 243.84 | .00 | 156.16 | 61.0% |
| TOTAL PUMP STATION #12 | 5,749 | 0 | 5,749 | 3,026.84 | .00 | 2,722.16 | 52.6% |
| 602722 PUMP STATION #13 | | | | | | | |
| 602722 64010 PUMP STATION #13 L | 4,365 | 0 | 4,365 | 2,807.62 | .00 | 1,557.38 | 64.3% |
| 602722 65200 PUMP STATION #13 E | 5,700 | 0 | 5,700 | 1,147.36 | .00 | 4,552.64 | 20.1% |
| 602722 65480 PUMP STATION #13 C | 2,000 | 0 | 2,000 | 3,934.46 | .00 | -1,934.46 | 196.7%* |
| 602722 65930 PUMP STATION #13 A | 300 | 0 | 300 | 628.14 | .00 | -328.14 | 209.4%* |
| 602722 66300 PUMP STATION #13 S | 50 | 0 | 50 | .00 | .00 | 50.00 | .0% |
| 602722 66320 PUMP STATION #13 P | 750 | 0 | 750 | 1,277.75 | .00 | -527.75 | 170.4%* |
| TOTAL PUMP STATION #13 | 13,165 | 0 | 13,165 | 9,795.33 | .00 | 3,369.67 | 74.4% |
| 602723 PUMP STATION #14 | | | | | | | |
| 602723 64010 PUMP STATION #14 L | 3,001 | 0 | 3,001 | 723.40 | .00 | 2,277.60 | 24.1% |
| 602723 65200 PUMP STATION #14 E | 750 | 0 | 750 | 175.69 | .00 | 574.31 | 23.4% |
| 602723 65480 PUMP STATION #14 C | 1,000 | 0 | 1,000 | 793.96 | .00 | 206.04 | 79.4% |
| 602723 65930 PUMP STATION #14 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602723 66300 PUMP STATION #14 S | 25 | 0 | 25 | 63.98 | .00 | -38.98 | 255.9%* |
| 602723 66320 PUMP STATION #14 P | 400 | 0 | 400 | 86.00 | .00 | 314.00 | 21.5% |
| TOTAL PUMP STATION #14 | 5,476 | 0 | 5,476 | 1,914.17 | .00 | 3,561.83 | 35.0% |
| 602724 PUMP STATION #15 | | | | | | | |
| 602724 64010 PUMP STATION #15 L | 2,183 | 0 | 2,183 | 603.87 | .00 | 1,579.13 | 27.7% |

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| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 602724 65200 PUMP STATION #15 E | 600 | 0 | 600 | 136.84 | .00 | 463.16 | 22.8% |
| 602724 65480 PUMP STATION #15 C | 1,000 | 0 | 1,000 | 793.96 | .00 | 206.04 | 79.4% |
| 602724 65930 PUMP STATION #15 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602724 66300 PUMP STATION #15 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602724 66320 PUMP STATION #15 P | 500 | 0 | 500 | 86.00 | .00 | 414.00 | 17.2% |
| TOTAL PUMP STATION #15 | 4,608 | 0 | 4,608 | 1,691.81 | .00 | 2,916.19 | 36.7% |
| <hr/> 602725 PUMP STATION #16 | | | | | | | |
| 602725 64010 PUMP STATION #16 L | 2,728 | 0 | 2,728 | 1,145.15 | .00 | 1,582.85 | 42.0% |
| 602725 65200 PUMP STATION #16 E | 700 | 0 | 700 | 227.95 | .00 | 472.05 | 32.6% |
| 602725 65480 PUMP STATION #16 C | 700 | 0 | 700 | 1,299.72 | .00 | -599.72 | 185.7%* |
| 602725 65930 PUMP STATION #16 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602725 66300 PUMP STATION #16 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602725 66320 PUMP STATION #16 P | 475 | 0 | 475 | 86.00 | .00 | 389.00 | 18.1% |
| TOTAL PUMP STATION #16 | 4,928 | 0 | 4,928 | 2,829.96 | .00 | 2,098.04 | 57.4% |
| <hr/> 602726 PUMP STATION #17 | | | | | | | |
| 602726 64010 PUMP STATION #17 L | 2,456 | 0 | 2,456 | 701.32 | .00 | 1,754.68 | 28.6% |
| 602726 65200 PUMP STATION #17 E | 800 | 0 | 800 | 196.10 | .00 | 603.90 | 24.5% |
| 602726 65480 PUMP STATION #17 C | 700 | 0 | 700 | 819.72 | .00 | -119.72 | 117.1%* |
| 602726 65930 PUMP STATION #17 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602726 66300 PUMP STATION #17 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602726 66320 PUMP STATION #17 P | 525 | 0 | 525 | 86.00 | .00 | 439.00 | 16.4% |
| TOTAL PUMP STATION #17 | 4,806 | 0 | 4,806 | 1,874.28 | .00 | 2,931.72 | 39.0% |
| <hr/> 602727 PUMP STATION #18 | | | | | | | |
| 602727 64010 PUMP STATION #18 L | 2,183 | 0 | 2,183 | 649.21 | .00 | 1,533.79 | 29.7% |
| 602727 65200 PUMP STATION #18 E | 700 | 0 | 700 | 213.47 | .00 | 486.53 | 30.5% |
| 602727 65480 PUMP STATION #18 C | 1,368 | 0 | 1,368 | 793.96 | .00 | 574.04 | 58.0% |
| 602727 65930 PUMP STATION #18 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602727 66300 PUMP STATION #18 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602727 66320 PUMP STATION #18 P | 650 | 0 | 650 | 86.00 | .00 | 564.00 | 13.2% |

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| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| TOTAL PUMP STATION #18 | 5,226 | 0 | 5,226 | 1,813.78 | .00 | 3,412.22 | 34.7% |
| 602728 PUMP STATION #19 | | | | | | | |
| 602728 64010 PUMP STATION #19 L | 2,183 | 0 | 2,183 | 1,380.06 | .00 | 802.94 | 63.2% |
| 602728 65200 PUMP STATION #19 E | 415 | 0 | 415 | 119.45 | .00 | 295.55 | 28.8% |
| 602728 65480 PUMP STATION #19 C | 1,000 | 0 | 1,000 | 819.72 | .00 | 180.28 | 82.0% |
| 602728 65930 PUMP STATION #19 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602728 66300 PUMP STATION #19 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602728 66320 PUMP STATION #19 P | 450 | 0 | 450 | 27.07 | .00 | 422.93 | 6.0% |
| TOTAL PUMP STATION #19 | 4,373 | 0 | 4,373 | 2,417.44 | .00 | 1,955.56 | 55.3% |
| 602729 PUMP STATION #20 | | | | | | | |
| 602729 64010 PUMP STATION #20 L | 1,910 | 0 | 1,910 | 530.12 | .00 | 1,379.88 | 27.8% |
| 602729 65200 PUMP STATION #20 E | 0 | 0 | 0 | 57.70 | .00 | -57.70 | 100.0%* |
| 602729 65480 PUMP STATION #20 C | 1,000 | 0 | 1,000 | 819.72 | .00 | 180.28 | 82.0% |
| 602729 65930 PUMP STATION #20 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602729 66300 PUMP STATION #20 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602729 66320 PUMP STATION #20 P | 250 | 0 | 250 | 27.07 | .00 | 222.93 | 10.8% |
| TOTAL PUMP STATION #20 | 3,485 | 0 | 3,485 | 1,505.75 | .00 | 1,979.25 | 43.2% |
| 602730 PUMP STATION #21 | | | | | | | |
| 602730 64010 PUMP STATION #21 L | 3,274 | 0 | 3,274 | 1,180.44 | .00 | 2,093.56 | 36.1% |
| 602730 65200 PUMP STATION #21 E | 2,400 | 0 | 2,400 | 891.59 | .00 | 1,508.41 | 37.1% |
| 602730 65315 PUMP STATION GENER | 200 | 0 | 200 | 103.79 | .00 | 96.21 | 51.9% |
| 602730 65480 PUMP STATION #21 C | 1,300 | 0 | 1,300 | 1,030.24 | .00 | 269.76 | 79.2% |
| 602730 65930 PUMP STATION #21 A | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602730 66300 PUMP STATION #21 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602730 66320 PUMP STATION #21 P | 450 | 0 | 450 | 449.70 | .00 | .30 | 99.9% |
| TOTAL PUMP STATION #21 | 7,949 | 0 | 7,949 | 3,726.90 | .00 | 4,222.10 | 46.9% |
| 602731 PUMP STATION #22 | | | | | | | |
| 602731 64010 PUMP STATION # 22 | 1,910 | 0 | 1,910 | 480.13 | .00 | 1,429.87 | 25.1% |

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| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 602731 65200 PUMP STATION # 22 | 1,200 | 0 | 1,200 | 353.35 | .00 | 846.65 | 29.4% |
| 602731 65480 PUMP STATION # 22 | 600 | 0 | 600 | 1,141.07 | .00 | -541.07 | 190.2%* |
| 602731 65930 PUMP STATION # 22 | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602731 66300 PUMP STATION # 22 | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602731 66320 PUMP STATION # 22 | 500 | 0 | 500 | 880.07 | .00 | -380.07 | 176.0%* |
| TOTAL PUMP STATION #22 | 4,535 | 0 | 4,535 | 2,925.76 | .00 | 1,609.24 | 64.5% |
| <hr/> 602732 PUMP STATION #23 | | | | | | | |
| 602732 64010 PUMP STATION # 23 | 1,910 | 0 | 1,910 | 2,958.28 | .00 | -1,048.28 | 154.9%* |
| 602732 65200 PUMP STATION # 23 | 1,000 | 0 | 1,000 | 272.42 | .00 | 727.58 | 27.2% |
| 602732 65480 PUMP STATION # 23 | 550 | 0 | 550 | 1,900.92 | .00 | -1,350.92 | 345.6%* |
| 602732 65930 PUMP STATION #23 | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602732 66300 PUMP STATION #23 S | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602732 66320 PUMP STATION # 23 | 450 | 0 | 450 | 803.13 | .00 | -353.13 | 178.5%* |
| TOTAL PUMP STATION #23 | 4,235 | 0 | 4,235 | 6,005.89 | .00 | -1,770.89 | 141.8% |
| <hr/> 602733 PUMP STATION #24 | | | | | | | |
| 602733 64010 PUMP STATION # 24 | 1,910 | 0 | 1,910 | 1,881.78 | .00 | 28.22 | 98.5% |
| 602733 65200 PUMP STATION # 24 | 600 | 0 | 600 | 256.90 | .00 | 343.10 | 42.8% |
| 602733 65480 PUMP STATION # 24 | 550 | 0 | 550 | 1,564.16 | .00 | -1,014.16 | 284.4%* |
| 602733 65930 PUMP STATION # 24 | 300 | 0 | 300 | 71.14 | .00 | 228.86 | 23.7% |
| 602733 66300 PUMP STATION # 24 | 25 | 0 | 25 | .00 | .00 | 25.00 | .0% |
| 602733 66320 PUMP STATION # 24 | 600 | 0 | 600 | 774.95 | .00 | -174.95 | 129.2%* |
| TOTAL PUMP STATION #24 | 3,985 | 0 | 3,985 | 4,548.93 | .00 | -563.93 | 114.2% |
| <hr/> 602750 TREATMENT PLANT | | | | | | | |
| 602750 64010 TREATMENT PLANT LA | 171,982 | 0 | 171,982 | 82,130.15 | .00 | 89,851.85 | 47.8% |
| 602750 64019 PLANT MAINT LABOR | 56,322 | 0 | 56,322 | 30,122.95 | .00 | 26,199.05 | 53.5% |
| 602750 64030 OVERTIME | 50,000 | 0 | 50,000 | 19,503.93 | .00 | 30,496.07 | 39.0% |
| 602750 64050 MAINE STATE RETIRE | 33,675 | 0 | 33,675 | 18,499.92 | .00 | 15,175.08 | 54.9% |
| 602750 64051 ICMA EMPLOYER SHAR | 2,324 | 0 | 2,324 | .00 | .00 | 2,324.00 | .0% |
| 602750 64060 FICA EMPLOYER SHAR | 19,676 | 0 | 19,676 | 13,539.76 | .00 | 6,136.24 | 68.8% |

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| ACCOUNTS FOR: 6000 | SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED | |
|--------------------------------|------------|---------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|---------|
| 602750 | 65020 | TREATMENT PLANT TE | 3,400 | 0 | 3,400 | 1,581.91 | .00 | 1,818.09 | 46.5% |
| 602750 | 65040 | TREATMENT PLANT ED | 5,200 | 0 | 5,200 | 4,061.02 | .00 | 1,138.98 | 78.1% |
| 602750 | 65200 | TREATMENT PLANT EL | 105,000 | 0 | 105,000 | 37,837.51 | .00 | 67,162.49 | 36.0% |
| 602750 | 65220 | TREATMENT PLANT WA | 4,172 | 0 | 4,172 | 3,316.66 | .00 | 855.34 | 79.5% |
| 602750 | 65230 | TREATMENT PLANT FU | 15,000 | 0 | 15,000 | 4,831.46 | .00 | 10,168.54 | 32.2% |
| 602750 | 65310 | TREATMENT PLANT MO | 48,743 | 0 | 48,743 | 20,437.97 | .00 | 28,305.03 | 41.9% |
| 602750 | 65316 | TREATMENT PLANT GE | 2,240 | 0 | 2,240 | 1,157.52 | .00 | 1,082.48 | 51.7% |
| 602750 | 65410 | TREATMENT PLANT CO | 7,998 | 0 | 7,998 | 2,863.08 | .00 | 5,134.92 | 35.8% |
| 602750 | 65480 | TREATMENT PLANT OT | 55,076 | 0 | 55,076 | 55,275.74 | .00 | -199.74 | 100.4%* |
| 602750 | 65500 | TREATMENT PLANT BL | 2,000 | 0 | 2,000 | 189.99 | .00 | 1,810.01 | 9.5% |
| 602750 | 65700 | TREATMENT PLANT EX | 2,000 | 0 | 2,000 | 252.25 | .00 | 1,747.75 | 12.6% |
| 602750 | 65930 | ALARMS | 2,000 | 0 | 2,000 | 319.12 | .00 | 1,680.88 | 16.0% |
| 602750 | 65955 | TREATMENT PLANT SL | 130,000 | 0 | 130,000 | 56,680.52 | .00 | 73,319.48 | 43.6% |
| 602750 | 66010 | TREATMENT PLANT OF | 24,670 | 0 | 24,670 | 13,223.49 | .00 | 11,446.51 | 53.6% |
| 602750 | 66300 | TREATMENT PLANT SU | 3,000 | 0 | 3,000 | 1,896.70 | .00 | 1,103.30 | 63.2% |
| 602750 | 66340 | LABORATORY CHEMICA | 11,945 | 0 | 11,945 | 4,076.66 | .00 | 7,868.34 | 34.1% |
| 602750 | 66400 | TREATMENT PLANT RE | 1,000 | 0 | 1,000 | 30.81 | .00 | 969.19 | 3.1% |
| 602750 | 66410 | TREATMENT PLANT RE | 21,000 | 0 | 21,000 | 13,790.10 | .00 | 7,209.90 | 65.7% |
| 602750 | 66420 | TREATMENT PLANTTOO | 26,000 | 0 | 26,000 | 31,343.45 | .00 | -5,343.45 | 120.6%* |
| 602750 | 66450 | TREATMENT PLANT CH | 106,000 | 0 | 106,000 | 56,396.81 | .00 | 49,603.19 | 53.2% |
| 602750 | 66520 | TREATMENT PLANT SA | 12,450 | 0 | 12,450 | 7,451.62 | .00 | 4,998.38 | 59.9% |
| TOTAL TREATMENT PLANT | | 922,873 | 0 | 922,873 | 480,811.10 | .00 | 442,061.90 | 52.1% | |
| 602760 SEWER GENERAL OPERATING | | | | | | | | | |
| 602760 | 64011 | TOWN MANAGER SALAR | 30,970 | 0 | 30,970 | 15,707.45 | .00 | 15,262.55 | 50.7% |
| 602760 | 64012 | SUPERINTENDENT SAL | 88,557 | 0 | 88,557 | 44,297.21 | .00 | 44,259.79 | 50.0% |
| 602760 | 64013 | OFFICE CLERK SALAR | 26,032 | 0 | 26,032 | 11,568.77 | .00 | 14,463.23 | 44.4% |
| 602760 | 64031 | SALARY & POSITION | 5,000 | 0 | 5,000 | .00 | .00 | 5,000.00 | .0% |
| 602760 | 64050 | MAINE STATE RETIRE | 8,856 | 0 | 8,856 | 4,956.04 | .00 | 3,899.96 | 56.0% |
| 602760 | 64051 | ICMA EMPLOYER SHAR | 1,858 | 0 | 1,858 | 891.67 | .00 | 966.33 | 48.0% |
| 602760 | 64060 | FICA EMPLOYER SHAR | 11,518 | 0 | 11,518 | 4,828.95 | .00 | 6,689.05 | 41.9% |
| 602760 | 64070 | WORKERS COMPENSATI | 20,237 | 0 | 20,237 | 5,673.92 | .00 | 14,563.08 | 28.0% |
| 602760 | 64090 | MAJOR MEDICAL INSU | 124,345 | 0 | 124,345 | 76,257.52 | .00 | 48,087.48 | 61.3% |
| 602760 | 64091 | DENTAL INSURANCE | 1,495 | 0 | 1,495 | 668.89 | .00 | 826.11 | 44.7% |
| 602760 | 64092 | DISABILILTY INSURAN | 4,200 | 0 | 4,200 | .00 | .00 | 4,200.00 | .0% |
| 602760 | 65101 | MMA RISK POOL | 26,740 | 0 | 26,740 | 14,077.50 | .00 | 12,662.50 | 52.6% |
| 602760 | 65350 | SWEET END RENT | 22,900 | 0 | 22,900 | 11,450.00 | .00 | 11,450.00 | 50.0% |
| 602760 | 65430 | AUDIT SERVICES | 3,900 | 0 | 3,900 | 1,900.00 | .00 | 2,000.00 | 48.7% |
| 602760 | 68060 | SEWER BOND INTERES | 153,665 | 0 | 153,665 | 83,664.04 | .00 | 70,000.96 | 54.4% |
| 602760 | 68062 | SEWER BOND PRINCIP | 615,359 | 0 | 615,359 | 454,606.81 | .00 | 160,752.19 | 73.9% |

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220kamar

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

P 10
glytdbud

FOR 2019 06

| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| <u>602760 68749 CAPITAL - SEWER FU</u> | 200,000 | 0 | 200,000 | 50,000.00 | .00 | 150,000.00 | 25.0% |
| TOTAL SEWER GENERAL OPERATING | 1,345,632 | 0 | 1,345,632 | 780,548.77 | .00 | 565,083.23 | 58.0% |
| TOTAL SEWER FUND | 448,999 | 0 | 448,999 | 456,948.99 | .00 | -7,949.99 | 101.8% |
| TOTAL REVENUES | -2,140,502 | 0 | -2,140,502 | -951,254.82 | .00 | -1,189,247.18 | |
| TOTAL EXPENSES | 2,589,501 | 0 | 2,589,501 | 1,408,203.81 | .00 | 1,181,297.19 | |

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220kamar

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

P 11
glytddbud

FOR 2019 06

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 448,999 | 0 | 448,999 | 456,948.99 | .00 | -7,949.99 | 101.8% |

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

Town of Kittery

Fund Balances - Capital Projects and Special Revenues

For the month ending December 31, 2018

| Fund Type | New # | Account Name | Ending Fund Balance 6/30/2018 | Transfers YE FY18 | Transfers FY19 | CIP Appropriation 7/1/2018 | YTD Expense | YTD Revenue | Ending Fund Balance |
|--|------------------|---|-------------------------------|-------------------|--------------------|----------------------------|---------------------|-------------------|---------------------|
| Special Revenues (Grants, Designated Accounts, etc) | | | | | | | | | |
| SR | 2012 | Fire Hazmat Spill Recovery Fees | 3,185.67 | | | | (1,850.30) | | 1,335.37 |
| SR | 2014 | Police Grants | (3,293.75) | | | | (1,160.00) | 1,010.00 | (3,443.75) |
| SR | 2028 | Ballot Machines | 6,078.00 | | | | | | 6,078.00 |
| SR | 2032 | ASA Applicant Code | 36,272.87 | | | | (7,416.06) | 5,050.00 | 33,906.81 |
| SR | 2038 | Kittery Block Party | 23,756.59 | | | | (22,703.60) | 1,100.00 | 2,152.99 |
| SR | 2056 | Concerts in the Park | (753.09) | | | | (1,450.00) | 2,400.00 | 196.91 |
| SR | 2059 | Conservation Comm | 972.02 | | | | (50.00) | | 922.02 |
| SR | 2060 | Wetland mitigation | 37,620.00 | | | | (3,705.00) | | 33,915.00 |
| SR | 2063 | Kittery Community Center (KCC) Donations | 32,001.07 | | | | (18,311.77) | 4,700.00 | 18,389.30 |
| SR | 2066 | Police Forfeiture | 58,773.33 | | | | | 5,229.09 | 64,002.42 |
| SR | 2068 | Fort Foster Bench Donations | 10,877.02 | | | | (219.45) | 325.00 | 10,982.57 |
| 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 | - | 7,324.63 | 12,096.53 | | | | 19,421.16 |
| SR | 2074-67503 | TIF District #3 | 59,561.98 | 9,337.86 | 14,372.35 | | | | 83,272.19 |
| SR | 2074-67502 | TIF District #2 | 215,235.38 | 90,421.51 | 98,531.12 | | | | 404,188.01 |
| SR | 2077 | Brownfields Grant | - | | | | | | - |
| SR | 2079 | Spruce Creek 319 PH4 Grant | 2,352.08 | | | | | 9,902.40 | 12,254.48 |
| SR | 2086 | Spruce Creek PH 5 Grant | (1,699.35) | | | | (8,966.30) | - | (10,665.65) |
| SR | 2081 | Channel 22 (PEG) Capital Funding | 486,413.76 | | (243,978.00) | | (20,198.82) | 52,574.95 | 274,811.89 |
| SR | 2082 | KCC Playgrounds | 64,718.36 | | | | | | 64,718.36 |
| SR | 2091/67500 | FEMA Flood Maps Ins Rate Appeal | (11,240.00) | | | | (200.00) | 347.00 | (11,093.00) |
| SR | 2091/43600 | FEMA Flood Maps Ins Rate Appeal - Phase 2 | 8,187.00 | | | | (24,670.05) | | (16,483.05) |
| SR | 4001-67500/43600 | State Aid to Roads General | 476,724.76 | | (50,000.00) | | | 155,160.00 | 581,884.76 |
| SR | 4001-67502/43602 | Whipple Road Improvements | 302,170.51 | | | | (499.02) | | 301,671.49 |
| SR | 4001-67503/43603 | Memorial Circle Improvements | 44,219.98 | | | | (84,021.62) | | (39,801.64) |
| SR | 4001-67508/43608 | Walker/Wentworth | 91,305.40 | | | | | | 91,305.40 |
| SR | 4001-67509/43605 | Government Street | - | | 50,000.00 | | | | 50,000.00 |
| SR | 4030 | Public Safety Impact Fees | 85,630.51 | | | | (47,270.94) | 21,818.00 | 60,177.57 |
| SR | 2093 | LWCF Grant - Emery Field Phase 1 | (36,814.61) | | 52,157.36 | | (30,685.50) | | (15,342.75) |
| SR | 2094 | LWCF Grant - Emery Field Phase 2 | - | | | | (4,405.00) | | (4,405.00) |
| SR | 2210 | Ogden KCC Grant | 23,200.00 | | | | (12,000.00) | 20,000.00 | 31,200.00 |
| SR | 2301 | Billable Police Details | 4,582.84 | | | | (8,426.39) | 8,920.00 | 5,076.45 |
| SR | 2303 | Grant Supported Police Details | (13,063.02) | | | | (12,429.45) | 21,014.45 | (4,478.02) |
| SR | 2087 | Joint Land Use OEA PH1 | - | | | | (1,622.59) | | (1,622.59) |
| Total Special Revenue | | | 2,008,775.05 | 107,084.00 | (66,820.64) | - | (312,261.86) | 309,550.89 | 2,046,327.44 |

CIP Bonds

| | | | | | | | | | |
|----|------|--------------------------------|-----------|--|--|--|--|-------|-----------|
| CP | 2036 | Kittery Community Center Bonds | 373.48 | | | | | | 373.48 |
| CP | 2085 | 2016 Municipal Projects | 25,925.66 | | | | | 38.94 | 25,964.60 |

CIP Programs

| | | | | | | | | | |
|----|------|----------------------|-----------|-----------|--|--|--------------|--|-------------|
| SR | 2022 | Compensated Absences | 96,730.50 | 31,108.00 | | | (193,056.03) | | (65,217.53) |
|----|------|----------------------|-----------|-----------|--|--|--------------|--|-------------|

Town of Kittery

Fund Balances - Capital Projects and Special Revenues

For the month ending December 31, 2018

| Fund Type | New # | Account Name | Ending Fund Balance 6/30/2018 | Transfers YE FY18 | Transfers FY19 | CIP Appropriation 7/1/2018 | YTD Expense | YTD Revenue | Ending Fund Balance |
|-------------------------------|-------|--|-------------------------------|-------------------|-------------------|----------------------------|-----------------------|------------------|---------------------|
| CP | 2053 | Pier Construction | (33,663.58) | | | 33,663.58 | | | - |
| CP | 2057 | Open space | 59,047.00 | | (52,157.36) | | | | 6,889.64 |
| CP | 2078 | Athletic Fields Master Plan (Design) | 62,142.34 | | | 25,000.00 | | | 87,142.34 |
| CP | 4002 | Right of Way Reserve | 184,691.58 | | | 400,000.00 | (316,382.27) | | 268,309.31 |
| CP | 4011 | KCC Vehicle Reserve | 20,700.00 | | | 8,650.00 | (28,949.00) | 28,660.00 | 29,061.00 |
| CP | 4012 | Public Works Vehicles/Equipment | 102,679.51 | | | 400,000.00 | (214,222.56) | | 288,456.95 |
| CP | 4013 | Fire Apparatus Reserve | 293,165.19 | | | 175,900.00 | (281,519.00) | | 187,546.19 |
| CP | 4017 | MS4 Compliance Reserve | 107,447.20 | | | 10,000.00 | (65,429.80) | | 52,017.40 |
| CP | 4018 | KPA Boat Reserve | 17,098.02 | | | 5,000.00 | | | 22,098.02 |
| CP | 4019 | KCC Equipment Reserve | 5,056.73 | | | 8,400.00 | | | 13,456.73 |
| CP | 4020 | Municipal Technology Reserve | 13,742.74 | | | 50,000.00 | (22,347.11) | | 41,395.63 |
| CP | 4022 | Police Vehicle/Equipment | 9,207.75 | | | 116,000.00 | (91,188.73) | | 34,019.02 |
| CP | 4026 | Records Preservation | 10.13 | | | 10,000.00 | | | 10,010.13 |
| CP | 4027 | Municipal Facility Reserve | 200,374.96 | | | 50,000.00 | (26,870.00) | | 223,504.96 |
| CP | 4031 | Public Safety Base Station Radio Replace | 20,845.45 | | | | | | 20,845.45 |
| CP | 4037 | Fire Dept SCBAs | - | | | | | | - |
| CP | 4043 | Parks Building & Grounds | 3,770.64 | | | 20,000.00 | (17,200.40) | | 6,570.24 |
| CP | 4051 | KCC Facility Reserve | 28,826.83 | | | 25,000.00 | (6,800.00) | | 47,026.83 |
| CP | 4053 | Pepperrell Cove Paving/Utilities | 21,461.88 | | | 36,000.00 | | | 57,461.88 |
| CP | 4055 | KPA Equipment Reserve | 28,391.00 | 17,691.00 | | 13,000.00 | | 1,000.00 | 60,082.00 |
| CP | 4056 | Fire Dept Equipment Reserve | 128,957.72 | | | 57,667.00 | (2,180.00) | | 184,444.72 |
| CP | 4100 | Fire Dept Facility Reserve (was Boiler Replacements) | (25,758.00) | 25,758.00 | | 19,000.00 | (18,681.16) | | 318.84 |
| CP | 4110 | PW Sign Shed | 20.00 | | | | | | 20.00 |
| CP | 4115 | KPA Pepperrell Cove Railings & Lights | 1,057.00 | | | | | | 1,057.00 |
| CP | 4116 | KPA Facility Reserve (was Gov Pier) | 53,964.50 | | 450,000.00 | | (34,290.25) | | 469,674.25 |
| CP | 4122 | Zoning Recodification and GIS Upgrade | 70,000.00 | | | | (1,591.49) | | 68,408.51 |
| CP | 4120 | Rice and Taylor Lighting | 10,000.00 | | | | (10,000.00) | | - |
| CP | 4121 | Rice Beam Replacement | 6,740.00 | | | | | | 6,740.00 |
| CP | 4060 | Rice Rehab/Expansion | - | | | 100,000.00 | (552.50) | | 99,447.50 |
| Total Capital Projects | | | 1,513,006.23 | 74,557.00 | 397,842.64 | 1,563,280.58 | (1,331,260.30) | 29,698.94 | 2,247,125.09 |

School Capital Projects

| | | | | | | | | | |
|--------------------------------------|------|---------------------------|-------------------|----------|----------|-------------------|--------------------|----------|-------------------|
| SCH | 1001 | School Facility Reserve | 86,628.25 | | | 50,000.00 | (13,194.00) | | 123,434.25 |
| SCH | 1002 | School Equipment Reserve | 96,504.01 | | | 40,000.00 | - | | 136,504.01 |
| SCH | 1003 | School Technology Reserve | 36,197.87 | | | 40,000.00 | - | | 76,197.87 |
| SCH | 1004 | School Vehicle Reserve | 17,719.07 | | | 10,000.00 | - | | 27,719.07 |
| Total School Capital Projects | | | 237,049.20 | - | - | 140,000.00 | (13,194.00) | - | 363,855.20 |

| | | | | | | | | | |
|---------------------------------|--|--|---------------------|-------------------|-------------------|---------------------|-----------------------|-------------------|---------------------|
| TOTAL GENERAL OPERATIONS | | | 3,758,830.48 | 181,641.00 | 331,022.00 | 1,703,280.58 | (1,656,716.16) | 339,249.83 | 4,657,307.73 |
|---------------------------------|--|--|---------------------|-------------------|-------------------|---------------------|-----------------------|-------------------|---------------------|

Permanent Funds (Scholarship Funds/Trust Funds)

| | | | | | | | | | |
|----|------|------------------------------------|-----------|--|--|--|--|--|-----------|
| PF | 5001 | Connie Samuels Beautification Fund | 58,600.93 | | | | | | 58,600.93 |
| PF | 5002 | Public Health | 27,275.44 | | | | | | 27,275.44 |

Town of Kittery

Fund Balances - Capital Projects and Special Revenues

For the month ending December 31, 2018

| Fund Type | New # | Account Name | Ending Fund Balance 6/30/2018 | Transfers YE FY18 | Transfers FY19 | CIP Appropriation 7/1/2018 | YTD Expense | YTD Revenue | Ending Fund Balance |
|--------------------------------|-------|--------------------------------------|-------------------------------|-------------------|-------------------|----------------------------|-----------------------|-------------------|---------------------|
| PF | 5003 | York Hospital Scholarship | 18,321.65 | | | | | 9,250.00 | 27,571.65 |
| PF | 5005 | Lester Raynes Fund | 9,228.16 | | | | | | 9,228.16 |
| PF | 5007 | Thresher Memorial Fund | 1,089.07 | | | | (771.87) | 130.30 | 447.50 |
| PF | 5010 | Kittery Education Scholarship Fund | 6,629.46 | | | | | 4,480.12 | 11,109.58 |
| PF | 5021 | Cemetery | (15,327.65) | | | | (14,000.00) | | (29,327.65) |
| Total Permanent Funds | | | 105,817.06 | - | - | - | (14,771.87) | 13,860.42 | 104,905.61 |
| Enterprise Fund (Sewer) | | | | | | | | | |
| ER | 2900 | Sewer Impact fees | 685,055.46 | | | | (7,230.96) | 45,015.00 | 722,839.50 |
| ER | 2901 | Sewer Betterment | 138,583.05 | | | | | 26,100.00 | 164,683.05 |
| ER | 2902 | Sewer Safety Grants | 2,000.00 | | | | | | 2,000.00 |
| ECP | 4900 | Sewer Vehicle Reserve | 166,938.33 | | | | | | 166,938.33 |
| ECP | 4901 | Sewer Depreciation (Capital Reserve) | 153,418.01 | | 50,000.00 | | (28,290.39) | | 175,127.62 |
| Total Enterprise Funds | | | 1,145,994.85 | - | 50,000.00 | - | (35,521.35) | 71,115.00 | 1,231,588.50 |
| GRAND TOTAL ALL FUNDS | | | 5,010,642.39 | 181,641.00 | 381,022.00 | 1,703,280.58 | (1,707,009.38) | 424,225.25 | 5,993,801.84 |

1

2 **Kittery Town Council**

3 **December 10, 2018**

4 **Regular Meeting – 6:00 p.m.**

5 **Town Council Chambers**

6

7 1. Call to Order: Chairperson Spiller called the meeting to order at 6:00 p.m.

8

9 2. Introductory: Chairperson Spiller read the introductory.

10

11 3. Pledge of Allegiance: Chairperson Spiller led those present in the Pledge of Allegiance.

12

13 4. Roll call: Answering the roll were Councilors Charles Denault, Jeffrey Pelletier, Jeffrey Thomson, Cyrus Clark, Kenneth Lemont, Vice-Chairperson Matthew Brock and Chairperson Judith Spiller.

14

15

16

17 5. Agenda Amendment and Adoption: Chairperson Spiller asked if any Councilor wished to amend the agenda? Hearing none, she cast one vote in favor of adopting the agenda as presented.

18

19

20 6. Town Manager’s Report:

21

22 Town Manager Amaral announced the Town Hall would be closing at 1:00 pm on Christmas Eve and New Year’s Eve.

23

24

25 Town Manager Amaral said the Land Use Study is being funded by a grant received from the Office of Economic Development for \$247,000+ working on an analysis of transportation management plans which will help address the traffic issues and encroachment from the Shipyard. She said a meeting was held on Nov. 27th with representatives from MDOT and NHDOT, the Towns of Eliot and York and the City of Portsmouth as well as various agencies and Federal and State delegations.

26

27

28

29

30

31 Town Manager Amaral said the Shipyard Commander gave a brief overview and is looking forward to the process. She said that Stantec has been selected to conduct the study analysis.

32

33

34 Library updates: The Library Building Committee received nine proposals for renovation and expansion design and selected three firms this week for interviews. She said the contract negotiations will be funded through this year’s CIP program.

35

36

37

38 The Library Transition Committee completed an inventory on an analysis of staff benefits versus town employees. She said the Library Board of Trustees will have to vote to decide: if they want to keep their 501c3 designation or to become a town department and do they want to retain management of the cash assets or have them be incorporated into the town’s “other funds” accounts. She said they are seeking the town to bond \$4 million dollars which she is comfortable in doing if they are a 501c3 organization. She said they are considering it and need to make a decision by February.

39

40

41

42

43

44

45 The Taylor Building Committee launched the Foreside survey and have received over 550 responses. She said they will review and identify what the next steps will be, and it is tied into what work will be going on with the Rice Library Building. She said that the timing of that work will be impacted.

46

47

48

49 Walker/Wentworth Sidewalks: Town Manager Amaral said they received additional funding for sidewalks to go from State Road to Wallingford Square as well as receiving preliminary plans, which they have reviewed. She said they also want to create more crosswalks on Walker Street, which includes pedestrian vehicles and sidewalks on both sides of Wentworth.

50

51

52

53 Town Manager Amaral said this project is slated for 2021.

54

55 Town Manager Amaral said that they are still trying to get utility easements from the property owners on
56 the Whipple Road sidewalk project, and they hope to be done soon. She said that DOT will pick up on
57 the right-of-way work. She said this is an 80/20 project which means that the State provides 80% of the
58 funding. She said it will not impact the town's operating budget or the CIP program.

59

60 Town Manager Amaral said, regarding the bus issue, that Atty. Dale has ordered Mr. Dineen to clean up
61 the property or face additional jail time. She said the Police Dept. is keeping an eye on the situation to
62 make sure he is in compliance.

63

64 Upcoming dates: Town Hall will be closing at 1:00 pm on Dec. 24th and 31st; George Kathios's
65 retirement party is January 3rd at the STAR theatre at 6:00 p.m. and Breakfast with Santa is on Saturday,
66 Dec. 15th 8:30 am at the KCC.

67

68 Town Manager Amaral wished everyone a happy holiday!

69

70 7. Acceptance of Previous Minutes:

71

- 72 • October 10th, 2018 – Regular Meeting – Chairperson Spiller cast one vote to accept the minutes
73 as amended
- 74 • October 22nd, 2018 – Regular Meeting – Chairperson Spiller cast one vote to accept the minutes
75 as presented
- 76 • October 22nd, 2018 – Special Meeting – Chairperson Spiller cast one vote to accept the minutes
77 as presented

78

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

80

81 Chairperson Spiller said that they have two appointments for the Board of Appeals until December 31,
82 2021, Vern Gardner and Suzanne Dwyer-Jones. She said she will ask each candidate four questions,
83 beginning with Mr. Gardner.

84

85 Chairperson Spiller asked if Mr. Gardner could give Council a snapshot of what he thought the Board of
86 Appeals does?

87

88 Mr. Gardner replied that their role is to hear and decide variance requests and miscellaneous appeal
89 applications and to support their understanding of the problem.

90

91 Chairperson Spiller asked Mr. Gardner if he has served on other town boards?

92

93 He answered he has served on the Board of Appeals under the chairmanship of Patrick Bedard, the
94 Cable Rate Regulation Board under the Chairmanship of Norm Leon, the Comprehensive Plan Update
95 Committee, to name a few, as well as the Economic Development Committee many years ago. He said
96 he was Chair of the BOA for seven years.

97

98 Chairperson Spiller asked about his skills and experience?

99

100 Mr. Gardner responded he is a Real Estate appraiser and serves as the Court representative.

101 Chairperson Spiller wanted to know if Mr. Gardner would be available, and have time, for the meetings?

102

103 Mr. Gardner replied "Absolutely!"

104

105 Chairperson Spiller asked Ms. Dwyer-Jones what she thought is the role of the Board of Appeals?

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Ms. Dwyer-Jones responded the Board of Appeals hears appeals and issues Notice of Decision letters and making sure the four different elements are met when a variance is brought forth.

Chairperson Spiller wanted to know about Ms. Dwyer-Jones' skill set and experience.

Ms. Dwyer-Jones replied that she has worked as an attorney for 22 years and has does some real estate. She said she has done appellate work for the Massachusetts courts for 14 years.

Chairperson Spiller asked if Ms. Dwyer-Jones would be available for meetings?

Ms. Dwyer-Jones responded yes, she would.

COUNCILOR THOMSON MOVED TO APPOINT VERN GARDNER AND SUZANNE DWYER-JONES TO THE BOARD OF APPEALS UNTIL 12/31/21, SECONDED BY COUNCILOR PELLETIER. ROLL CALL VOTE WAS TAKEN, WITH ALL IN FAVOR 7-0, NONE OPPOSED, MOTION CARRIES.

Chairperson Spiller said that one applicant will fill Craig Wilson's distinguished seat, and the other applicant will fill her vacant seat. She told Mr. Gardner and Ms. Dwyer-Jones to make sure they meet with the Town Clerk to get sworn in.

Chairperson Spiller asked the Town Manager if they can send a letter to Mr. Wilson thanking him for his service?

Town Manager Amaral responded yes, she would.

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

(120118-1) The Kittery Town Council moves to accept the FY'18 Audit Report.

Town Manager Amaral said that Christina Howe from Ron Smith & Company is here to speak about the audit. She said this is a draft and that the audit is due by December 31st to the Dept. of Education.

Ms. Howe highlighted areas for the Town Council: page 2 is a snapshot of the balances at the end of June, which gives the breakout of the different types of fund balances. She reviewed the three-year comparison of the General Fund assets and liabilities. She said every year the unassigned fund balance goes up and it went up just over 15%. She said these are healthy balances and the town is in a good spot.

Ms. Howe said that the revenue came in higher than expected and taxes make up the majority of the revenue for the town. She said, with expenditures, most departments came in under budget. She said they are within 2% of the budgeted amount, which is pretty good. She said the comparison schedule was not that big a change in what the town spends year-to-year and the actual

Ms. Howe said this relates to special revenue, CIP and permitted funds and the fund balances decreased about 35%. She said CIP accounts were consolidated, some were closed out and combined and some were transferred over to Special Revenue funds.

Ms. Howe asked if there were any questions?

Vice-Chair Brock wanted to know if they are being asked to approve this and did she expect any substantial changes?

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Ms. Howe responded no.

COUNCILOR THOMSON MOVED THE TOWN COUNCIL ACCEPT THE FY'18 AUDIT REPORT AND TO EXPRESS GRATITUDE TO THE TOWN MANAGER AND, UNFORTUNATELY, THEIR DEPARTED FINANCIAL DIRECTOR FOR THEIR WORK, SECONDED BY COUNCILOR PELLETIER. ROLL CALL VOTE WAS TAKEN WITH SEVEN VOTING IN FAVOR, NONE OPPOSED. MOTION CARRIES.

10. PUBLIC HEARINGS:

a. (120118-2) The Kittery Town Council moves to hold a public hearing and ordain amendments to Title 16.8 – signs.

Chairperson Spiller opened the public hearing at 6:27 p.m.

Councilor Thomson through the Chair, asked the Town Manager what is the purpose of this amendment?

Town Manager Amaral said that the amendments were on the Planning Board's "To Do" list and wanted to clarify issues addressing lighting and illuminated signs as well as larger properties with significant frontage and attempt to improve the ordinance with non-substantive changes. She said they are recommending striking the proposed addition in line 293-295 because it is inconsistent with the Board of Appeals' authority. She said that was pointed out.

Chairperson Spiller wanted to know if they are striking out lines 292-294 on the copy that is in their packet?

Town Manager Amaral replied yes.

Chairperson Spiller asked if anyone wished to comment?

Hearing none, Chairperson Spiller said she would entertain a motion.

COUNCILOR THOMSON MOVED, IN ACCORDANCE WITH TITLE 30-A, M.R.S. §3001, AND SECTION 2.07 (3) OF THE KITTEERY TOWN CHARTER, THE TOWN COUNCIL HEREBY ORDAINS AMENDMENTS TO TITLE 16 – SIGNS, AS PUBLICLY HEARD – TO THE KITTEERY TOWN CODE. COUNCILOR CLARK SECONDED THE MOTION.

Chairperson Spiller asked if there was any discussion.

Councilor Denault said he is concerned – they do have a grandfather clause – and he would like to see feather flags allowed by permit. He said they have only three, and a lot of have disappeared, but he thought they should control it. He said a review of the business and they could put it out that the sign could be a little taller and not block views or not be put out when it's windy.

Councilor Denault was referring to line 149 in their updated version and would like Council consensus to strike the word "prohibited" so that it reads: "Feather Flags are allowed by permit only..." and put the control back to the town. He said they could still say "no" but it allows for some of the business owners who have invested money in the flags and have them could come down to the Town Hall and get a permit for them.

COUNCILOR DENAULT MOVED TO AMEND THE MOTION THAT FEATHER FLAGS ARE ALLOWED BY PERMIT ONLY (LINE 149). THERE WAS NO SECOND – MOTION FAILS.

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Councilor Thomson had a question for the Town Manager about temporary signs, referring to lines 136-139 on page 4 and read it.

Councilor Thomson wanted to know what does this do about the pottery sale signs which appear, or the mattress sale signs, or his personal favorite, the Helicopter Easter Egg Drop signs which appear every year? He pointed out that the Garden Club, Fire Dept., Farmers' Market and other organizations submit a formal request to the Town Council, which they approve and then they have this area – where signs just appear. He said he is looking for consistency.

Town Manager Amaral replied they are prohibited and when they see them, they are pulled and this amendment does not change that.

Councilor Denault wanted to piggyback off of Councilor Thomson's comment by saying they keep pulling them and they keep coming back. He wanted to know if they can charge these people a fine – give them something other than a warning? He said the Officer or whomever has to stop and pull the signs and wanted to know if the ordinance can allow us to follow-up with a summons?

Town Manager Amaral said they would have to go to Court and quantify that with staff and seek a violation through the court.

Councilor Thomson said perhaps the Town Manager could contact the Town Manager in Eliot and ask if they could post on their website and also announce at the Select Board meetings that people should not put up their signs in Kittery.

Vice-Chair Brock wanted to know, other than the one change discussed, and the deletion of those three lines, are there any differences between the updated version and the one in our packet?

Town Manager Amaral yes, line 232 recommended adding words to clarify what is the intent, which mentions permitted signs through the Town Office and adding words to make it clear. She said that they re-arranged the sentence (line 276).

Councilor Thomson asked if line 275 now reads "Town Manager designee shall approve and issue"?

Town Manager Amaral answered yes, line 275, after "approve" they added "and issue" and the sentence now ends after the word "submission" and delete the rest of the sentence, 293-94, omit, and line 232, page 7, add "no signs requiring a permit are permitted in public right-of-way" as last.

COUNCILOR THOMSON MOVED TO AMEND THE MOTION TO INCLUDE THE FOLLOWING ADDING "AND ISSUE" AFTER "APPROVE" ON PG. 8, LINE 275 AND END THE SENTENCE WITH "SUBMISSION" DELETING THE REST OF THE SENTENCE; OMITTING LINES 293-294 AND PG. 7, ADD LAST ITEM "NO SIGNS REQUIRING A PERMIT ARE PERMITTED IN PUBLIC RIGHT-OF-WAY." COUNCILOR PELLETIER SECONDED THE AMENDED MOTION.

ROLL CALL VOTE WAS TAKEN ON THE AMENDMENT WITH SEVEN VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.

ROLL CALL VOTE WAS TAKEN ON THE MAIN MOTION, SEVEN VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.

b. (120118-3) The Kittery Town Council moves to hold a public hearing and ordain amendments to Title 16 – Shoreland and Resource Protection (Overlay) Zones.

265 Chairperson Spiller asked if the Town Manager could give Council a brief overview of the proposed
266 changes.

267
268 Town Manager Amaral said this was on the staff's and Planning Board's list, which addresses pre-
269 existing, non-conforming structures in the Shoreland Protection zones. She said projects keep coming
270 up and the Board and staff had identified "gray" areas and inconsistencies that were creating challenges
271 in evaluating projects. She said these amendments will bring the ordinance current in State law in terms
272 of Resource Protection and Shoreland Protection overlays.

273
274 Chairperson Spiller asked if any changes need to be highlighted?

275
276 Town Manager Amaral replied no, there were no changes made after the drafts were put in Council's
277 packets.

278
279 Councilor Thomson had a question for the Town Manager, through the Chair. He said Council Denault
280 had received an e-mail which he passed on to him and he passed on to the Town Manager regarding
281 roof pitch. He wanted to know if the second paragraph on the first page addresses this issue?

282
283 Town Manager Amaral said only in these overlay zones.

284
285 Chairperson Spiller said they were referring to line 83.

286
287 Chairperson Spiller opened the public hearing at 6:43 p.m. and asked if anyone wished to comment?

288
289 Tom Emerson, Ox Point Drive, said he is representing himself who designs a lot of buildings in the
290 Shoreland Protection zone and not as a member of any Board or Committee that he is on. He said he is
291 in favor of the amendments and that these amendments will bring the town in line with the State as well
292 as makes it easier for the staff.

293
294 Mr. Emerson said in the Executive Summary it mentions unintended consequences would be eliminating
295 roof decks, but he thought there were more significant reasons than that. He said there is no magic in an
296 8 x 12 roof pitch but it does not necessarily promote good design. He said it also puts us in conflict with
297 design guidelines because you cannot build a properly proportioned Federal, Colonial or classical
298 designed home with an 8 x 12 roof pitch. He said most buildings could not be built again, like the Lady
299 Pepperrell House or the Federal building where Lil's is because they have a shallow roof pitch.

300
301 Mr. Emerson said when you work in the Shoreland, you can only build as high as the existing building
302 already is, and if you go higher, you are creating a steeper roof pitch, which drives the eaves down, so it
303 becomes a more inefficient and expensive design. He said flatter rooves allow you to properly orientate
304 solar panels.

305
306 Shaye Robbins said she agrees with the drainage structures definition being added to the ordinance, but
307 she sees some conflict with the way the setbacks are written regarding storm water drainage. She said
308 she is on KOSAC and they are looking at the recodification. She said they have asked the Shoreland
309 person at North Star, their consultant, to take a look at this draft language.

310
311 Ms. Robbins said she lives next to a stormwater structured system, and she feels there is another step
312 that needs to be taken before this is added to the code and that is her recommendation.

313
314 Chairperson Spiller closed the public hearing at 6:48 p.m.

315
316 **COUNCILOR THOMSON MOVED, IN ACCORDANCE WITH TITLE 30-A, M.R.S., §3001 AND SEC.**
317 **2.07 (3) OF THE TOWN CHARTER, THE KITTEERY TOWN COUNCIL HEREBY ORDAINS**

318 **AMENDMENTS TO TITLE 16 – SHORELAND AND RESOURCE PROTECTION OVERLAY ZONES,**
319 **AS PUBLICLY HEARD THIS EVENING, SECONDED BY COUNCILOR PELLETIER.**
320

321 Chairperson Spiller said to clarify they are striking roof slope in line 83.

322
323 Town Manager Amaral said they are removing “roof slope must not be less than 8 x 12 pitch”.

324
325 Councilor Denault, through the Chair, wanted to know if he could ask Mr. Emerson a question?

326
327 Chairperson Spiller consented.

328
329 Councilor Denault wanted to know if Mr. Emerson was satisfied with the striking of that sentence?

330
331 Mr. Emerson responded within the Shoreland Zone.

332
333 Councilor Denault thanked Chairperson Spiller and said that takes care of the e-mail with us.

334
335 Councilor Thomson had a question for the Town Manager, through the Chair, which was raised by Ms.
336 Robbins and would like her to comment or clarify if there is something they need to look at.

337
338 Town Manager Amaral said there are two things and she was not quite certain where Councilor
339 Thomson was point out. She said the recodification will take 18 months and they could not put
340 everything on hold, so they are tweaking the ordinance and this is where the process is going on. She
341 said the Planning Board has been asking for clarification.

342
343 Vice-Chair Brock said he had a question for Ms. Robbins regarding the specific issue he heard and
344 asked, through the Chair, if she could address her concern?

345
346 Ms. Robbins responded no, she left her notes on the counter. She said if they look at the setbacks they
347 have different setbacks for the water types outside the Shoreland Zone or the land protection zone. She
348 said there is a dramatic difference from 501 ft. and less in a water body and an internal stream, 10 ft.
349 versys 75 ft. which can be over a short amount of time in the same water body.

350
351 Ms. Robbins said to look at the specific storm water pond sized for a 24-hour storm. She drew a diagram
352 on the whiteboard. She said her recommendation is that the State change the sizing of the ponds. She
353 said if they keep one at a 24-hour storm number and do not size up the pond, the likelihood of flooding
354 from a 10 ft. setback from the water body is greater than if you had a setback of 25 ft. She said a 25-
355 year storm would be filling up their storm water ponds faster and not keeping the water clean and safe.

356
357 Chairperson Spiller said that is a great topic to pursue, but for now we do have our Planning Board and
358 staff which have done the best they can do with amending the ordinance. She said they may
359 subsequently be re-visiting this ordinance.

360
361 Vice-Chair Brock said the Chair is correct, based on the professionalism and the process, but he liked
362 what Ms. Robbins had mentioned. He said if they determine if it needs to be modified, they can re-visit it,
363 but they need to go with it.

364
365 Chairperson Spiller asked if there was any further discussion? Hearing none, she asked for a roll call.

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367 **ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, 7-0, NONE OPPOSED, MOTION**
368 **CARRIES.**

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370 11. DISCUSSION:

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

Suzanne Johnson said that Admiralty Village is devoid of wildlife due to poor planning. She read her statement which essentially asked Council to help stop hunting in Kittery and Kittery Point and address non-lethal means of controlling wildlife. She said she has sent letters to the Chair of the Conservation Commission but she isn't sure they have been read.

Ms. Johnson pleaded to stop using the watershed alleys for hunting. She said no one returns her calls and the Town Council has not allowed her letters to be read aloud at the meetings.

Ms. Johnson also said the Council should halt the use of fireworks in Kittery as they frighten and kill pets and birds

Ms. Johnson said there should be a foot access on the Sarah Mildred Long bridge and rest areas are needed on both ends.

Ms. Johnson said that the Shipyard lighting illuminates their homes day and night and prevents citizens from seeing the stars.

Shana McDonough said she agrees with Suzanne Johnson on the fireworks issue. She said they go off for hours on Woodlawn and Manson and kids are shooting them off from the middle of the street. She said the trees are right there and could catch fire.

Ms. McDonough said this past July 4th, the animals were scattered and hid and it is annoying for humans. She said her cat, Toby, was ill and he passed away the day after July 4th. She said she opposes fireworks in residential areas in Kittery.

Ms. Robbins said she likes how our budgets are written these days and would like to suggest there is an area on how you want to address environmental goals, and cost savings areas in the budget, such as highway lights and electricity. She noted that under "Professional Fees" at \$250,000 a year, this keeps going up even though they have the "pay as you throw" program. She asked if they could take a look at that again.

Frank Dennett, Bartlett Road said he is aggrieved to hear how the town has received a notice from the Town of York that they may dispute the boundary between Kittery and York and hopes that this can be settled amicably. He said if it should come to maritime defense, he would like Council to consider appointing Councilor Lemont as Admiral of the Fleet.

Mr. Dennett called Council's attention to the minutes of Oct. 22nd which have been approved and apologized to Councilor Clark that his address was listed as 4 Bicknell Street, not Codell Street.

Councilor Clark said he moved on Saturday to 8 Codell Street.

Mr. Dennett apologized for his error.

Mr. Dennett said that also in the Oct. 22nd minutes, page 7, line 335, states "Councilor Beers moved the Town Council accept a check in the amount of \$130.30 from the Kittery Maine Improvement Foundation to be deposited in acct. 5007, Thresher Memorial Fund" but he did not see a second to the motion or a vote. He said in his notes, he has that Vice-Chairperson Denault seconded the motion and the vote was 7-0. He said he hoped the records would be corrected.

c. Chairperson's response to public comments:

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Chairperson Spiller thanked Frank Dennett and said she will reply in reverse order. She said that the York Town Manager has set up a meeting with the Chair and Vice-Chair of the Select Board and Town Manager Amaral, Vice-Chair Brock and herself (regarding the boundary) and, if they have to raise arms, she will appoint Councilor Dennett to engage the forces.

Chairperson Spiller addressed Ms. Robbins and said that the Town Manager is working on replacing the street lights with LED lighting. She said she is aware of the costs associated with Highway and General lines and savings.

Chairperson Spiller said that UNH did an exhaustive study on the pay-per-throw program and there was a 40-52% savings for communities that have set up this program. She said they may look at it again.

Chairperson Spiller addressed Ms. McDonough and asked if it was legal to set off fireworks in the road?

Ms. McDonough responded she called the Police Dept. on July 4th.

Chairperson Spiller asked if they were still in the street, setting off fireworks?

Ms. McDonough replied yes, and Dispatch told her they can have them any time of year, but have to stop at midnight.

Chairperson Spiller asked the Town Manager if she could speak with the Police Chief, and if the ordinance says "any time" they may be interested in changing that. She said if fireworks are not legal, we should put a stop to it.

Ms. McDonough said she heard conflicting information.

Chairperson Spiller told her that she should call one of the members on the Town Council.

Chairperson Spiller addressed Ms. Johnson and said that she had raised a number of issues, but the lights on the Shipyard will be addressed under the Land Use study. She said there has been an increase in public transportation in this area.

Chairperson Spiller asked if Ms. Johnson could provide information to the Town Manager regarding protecting squirrels?

Chairperson Spiller said the letters were read when she was Chair of the Town Council and she reads Ms. Johnson's letters. She said she does not see any problem if you ask if your letter could be read, she would read it. She said she will contact the chair of the Conservation Commission and remind her to respond to citizens.

Chairperson Spiller said that there has been hunting around the York River and that is the way the law is written and the Study Committee members are not allowed to change any local land use regulations. She said they can recommend to the town governing body but they cannot change any ordinances.

Councilor Thomson wanted to comment regarding Frank Dennett. He said in the world of public service, there is a certain amount of protocol. He said a former Councilor should be referred to, based on the highest office they were appointed to, and Mr. Dennett should be referred to as "Councilor Dennett."

Chairperson Spiller said she did refer to him as "Councilor."

12. UNFINISHED BUSINESS: none

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13. NEW BUSINESS:

- a. Donations/gifts received for Council disposition. (none)
- b. (120118-4) The Kittery Town Council moves to approve the disbursement warrants.

Chairperson Spiller asked Councilor Clark if the Town and Sewer payables were in appropriate order.

Councilor Clark replied yes, they were.

Chairperson Spiller asked Councilor Pelletier if the School payable was in appropriate order.

Councilor Pelletier answered yes, it is in a format suitable for approval.

Chairperson Spiller read the amounts: Town - \$170,768.42; Sewer - \$49,142.15 and School - \$482,937.47.

COUNCILOR THOMSON MOVED THAT THE DISBURSEMENT WARRANTS BE PAID AS PRESENTED, SECONDED BY COUNCILOR DENAULT. ALL WERE IN FAVOR BY A VOICE VOTE, 7-0, NONE OPPOSED, MOTION CARRIES.

- c. (120118-5) The Kittery Town Council moves to approve a renewal application from First Serve Hospitality Group, 326 U.S. Route 1, Kittery for a Malt, Vinous and Spirituous Liquor License for Robert's Maine Grill, 326 U.S. Route 1.

Chairperson Spiller said the Code Enforcement Officer has conducted the inspection of the establishment and it was found to be in compliance with the Town code.

COUNCILOR DENAULT MOVED THAT THE TOWN COUNCIL APPROVE THE RENEWAL APPLICATION FROM FIRST SERVE HOSPITALITY GROUP, 326 U.S. ROUTE ONE, KITTERY FOR A MALT, VINOUS AND SPIRITUOUS LIQUOR LICENSE FOR ROBERT'S MAINE GRILL, 326 U.S. ROUTE ONE. COUNCILOR PELLETIER SECONDED THE MOTION.

Chairperson Spiller asked for any discussion.

Councilor Thomson wanted to know, on page 4 of 9, shouldn't there be a signature on #8?

Ms. Maurice, Town Clerk, replied the applicant came in and updated the application, and that is what is being circulated.

ROLL CALL VOTE WAS TAKEN WITH SEVEN VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.

- d. (120118-6) The Kittery Town Council moves to approve and sign the School Department policy on Disbursement Warrants for School Employee Wages and Benefits, designating three School Committee members who may review, approve and sign such warrants to expire on November 30, 2019.

COUNCILOR THOMSON MOVED TO APPROVE AND SIGN THE SCHOOL DEPT. POLICY ON DISBURSEMENT WARRANTS FOR SCHOOL EMPLOYEE WAGES AND BENEFITS, DESIGNATING SCHOOL COMMITTEE MEMBERS WHO MAY REVIEW, APPROVE AND SIGN SUCH WARRANTS, TO EXPIRE ON NOVEMBER 30, 2019. COUNCILOR PELLETIER SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, 7-0. MOTION CARRIES.

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New Business items e, f, h, I and j: Councilor Thomson said in the interest of expediency to bear with him and he will make one motion that will cover a number of items to reappoint without the benefit of an interview.

COUNCILOR THOMSON MOVED TO RE-APPOINT THE FOLLOWING MEMBERS WITHOUT BENEFIT OF AN INTERVIEW, FOR TERMS THAT WILL EXPIRE ON DECEMBER 31ST, 2021: KAREN SALTUS TO THE CONSERVATION COMMISSION; EARLDEAN WELLS TO CONSERVATION COMMISSION; THOMAS BATTOCK-EMERSON TO THE ECONOMIC DEVELOPMENT COMMITTEE; JOSEPH AFIENKO TO THE BOARD OF ASSESSMENT REVIEW AND DANIEL CLAPP TO THE SHELLFISH CONSERVATION COMMITTEE. COUNCILOR DENAULT SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN WITH SEVEN VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.

e. (120118-7) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Karen Saltus for reappointment to that board until 12/31/21.

f. (120118-8) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Earldean Wells for reappointment to that board until 12/31/21.

h. (120118-10) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Economic Development Committee to interview Thomas Battcock-Emerson for reappointment to that board until 12/31/21.

i. (120118-11) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Board of Assessment Review to interview Joseph Afienko for reappointment to that board until 12/31/21.

j. (120118-12) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Shellfish Conservation Committee to interview Daniel Clapp for re-appointment to that board until 12/31/21.

g. (120118-9) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Trustees of Trust Funds to interview Jeffrey Thomson for reappointment to that board until 12/31/21.

CHAIRPERSON SPILLER MOVED TO WAIVE COUNCIL RULES FOR AN INTERVIEW AND RE-APPOINT COUNCILOR THOMSON TO THE TRUSTEES OF TRUST FUNDS UNTIL 12/31/21. COUNCILOR DENAULT SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, NONE OPPOSED. MOTION CARRIES.

k. (120118-13) The Kittery Town Council moves to schedule a public hearing on Monday, January 14, 2019 to discuss proposed amendments to Title 8, Blasting Ordinance.

COUNCILOR THOMSON MOVED THAT THE TOWN COUNCIL SCHEDULE THE PUBLIC HEARING AS PROPOSED, SECONDED BY COUNCILOR DENAULT. ALL WERE IN FAVOR BY A VOICE VOTE, AYE. MOTION CARRIES.

l. (120118-14) The Kittery Town Council moves to approve the amendment to the Town Manager's contract.

583 Chairperson Spiller said the Council has agreed to extend the Town Manager's contract for an additional
584 two years and the proposed salary adjustments during that period of time.
585

586 COUNCILOR DENAULT MOVED THAT THE TOWN COUNCIL APPROVE THE AMENDMENT TO THE
587 TOWN MANAGER'S CONTRACT AS PRESENTED FOR AN ADDITIONAL TWO YEARS, SECONDED
588 BY COUNCILOR CLARK.
589

590 Chairperson Spiller asked for any discussion.

591
592 Councilor Lemont wanted to know was #6 changed on page 2?
593

594 Chairperson Spiller said they did discuss it but she does not have a copy.
595

596 Councilor Thomson said he believed the additional maximum 10 days would be carried over for
597 whenever date, but paid out at the end of each contract year.
598

599 Councilor Lemont said that was his understanding.
600

601 **ROLL CALL VOTE WAS TAKEN, WITH SEVEN VOTING IN FAVOR, NONE OPPOSED, MOTION**
602 **CARRIES.**
603

604 m. (120118-15) The Kittery Town Council moves to adopt the charge for the Comprehensive
605 Plan Committee.
606

607 Chairperson Spiller said that she and the Vice-Chair have put together a charge to extend the life of the
608 Comprehensive Plan Update Committee, with a focus on making sure implementation occurs in an
609 appropriate and timely manner.
610

611 **COUNCILOR THOMSON MOVED THAT THE TOWN COUNCIL ADOPT THE CHARGE FOR THE**
612 **COMPREHENSIVE PLAN UPDATE COMMITTEE, SECONDED BY COUNCILOR DENAULT.**
613

614 Councilor Thomson said under the Comprehensive Plan Update Committee date, 11-6-16 should be
615 changed to 11-6-18.
616

617 Chairperson Spiller said yes, the date should be changed.
618

619 Councilor Lemont said he had no problem with the Chair and Vice-Chair serving on the Committee, but
620 do they want to be specific? He said they should be looking at the future?
621

622 Chairperson Spiller said that she does not want to minimize the importance of their role on the
623 Committee. She said the Vice-Chair and Chair have a strong voice on what goes on.
624

625 **ROLL CALL VOTE WAS TAKEN, WITH SEVEN VOTING IN FAVOR, NONE OPPOSED, MOTION**
626 **CARRIES.**
627

628 14. COUNCILOR ISSUES OR COMMENTS:
629

630 Councilor Thomson said he received a copy of the correspondence from the Dept. of Marine Resources
631 to the Town of Kittery and he has not been served by snail mail since 1966.
632

633 Councilor Thomson said last week they saw the funeral for a part-time Maine resident, the 41st President,
634 which gave him time to pause. He said he did not agree with everything the late President Bush did, but
635 he can recall a time when politics was a kinder and friendlier place.

636

637 Councilor Thomson said he saw a demonstration on Route 1 by the Kittery Trading Post and people
638 have a right to voice their 1st and 2nd amendment rights, but a Confederate flag has nothing to do with the
639 1st and 2nd amendments.

640

641 Councilor Thomson said the Boston Police Commissioner's face was posted on Facebook and this is
642 where the American Civil Liberties Union got in trouble. He said the issue needs attention. He asked
643 what is happening in the work day regarding social media.

644

645 Councilor Thomson would like the town to frame some kind of social media policy for elected officials and
646 staff. He said they have one at York Hospital for staff and they could use that as a guide.

647

648 Councilor Denault said all of us got notified that DMR is re-opening the aquaculture lease hearing held in
649 Kittery, which was attended on both sides. He thought that shows that sometimes the State does listen,
650 especially when they heard from all sides. He said the public hearing will be held at 5:00 pm on January
651 8th, 2019 at the STAR Theatre for the riparian shore front land owners.

652

653 Councilor Denault said the only problem he has is it was addressed to the Harbor Master on December
654 6th, but anyone interested in attending to support your neighbors should come and listen to the issue. He
655 hoped this notice could be put on the town's website.

656

657 Chairperson Spiller said she was at the first public hearing at Rice Library. She wished everyone a
658 happy, healthy and safe holiday!

659

660 Chairperson Spiller reminded people there are two documented ways to increase your psychological
661 well-being during these short, gray days of winter: Donate money or services, or food, to help those less
662 fortunate and to spend at least 10 minutes a day outside.

663

664 15. COMMITTEE AND OTHER REPORTS: none

665

666 16. EXECUTIVE SESSION: none

667

668 17. ADJOURNMENT:

669

670 **COUNCILOR THOMSON MOVED TO ADJOURN THE MEETING AT 7:33 P.M., SECONDED BY**
671 **COUNCILOR DENAULT. ALL WERE IN FAVOR BY A VOICE VOTE, AYE, 7-0. MOTION CARRIES.**

672

673 Respectfully submitted,

674

675 Barbara Boggiano

676 Recording Secretary



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

REPORT TO TOWN COUNCIL

Meeting Date: January 14, 2019
Updated: January 28, 2019
From: Kendra Amaral, Town Manager
Subject: Title 2 – Fire Department
Council Sponsor: Chairperson Judy Spiller

The Kittery Fire Station Association has been considering changes to the process of selecting officers for the Fire Department. The changes would reflect an appointment approach that focuses on the importance of having the skills, training, and experience necessary to lead.

OVERVIEW

In order to transition to a qualifications-based process for selecting officers for the Fire Department, the Kittery Fire Station Association is seeking to eliminate the “election” requirement for officers.

The Association held a vote on November 5, 2018 to recommend the elimination of section 2.2.5 of Town Code requiring elections, and to advance development of the new promotion policy. The Fire Chief supports this change and will work with the Association on this effort.

PROPOSED SOLUTION/RECOMMENDATION

Approve as presented.

ATTACHMENTS

- Proposed Title 2 Amendments
- Proposed Title 2 Enactment
- Kittery Fire Association Minutes, November 5, 2018
- Working Draft of Promotion Policy

Fire Department

1 **DELETE 2.2.5 Election of Fire Department Officers:**

2 § 2.2.1 **Purpose.**

3 The purpose of this chapter is to recognize and establish the Kittery Fire Department as the municipal
4 firefighting unit within the Town pursuant to 30-A M.R.S. § 3151, and to vest the Fire Department with
5 all the rights, responsibilities, and obligations of a municipal fire department as created under said statute.

6 § 2.2.2 **Establishment.**

7 The Fire Department is established as the organized firefighting unit for the Town for the principal
8 purpose of preventing and extinguishing fires and related activities as provided by 30-A M.R.S. § 3151.

9 § 2.2.3 **Fire Chief.**

10 The Fire Chief is the administrative head of the Fire Department and is responsible for the management of
11 the Department. The duties and scope of employment of the Fire Chief are as defined in the Personnel
12 Code, Chapters 2.3, 2.4 and 2.5. The Fire Chief is appointed by and is directly accountable to the Town
13 Manager. In addition, the Fire Chief is responsible for promulgating and enforcing rules, policies and
14 regulations of the Fire Department. In addition to all other duties and responsibilities, the Fire Chief
15 prepares the annual budget in a manner and form as the Manager deems desirable or the Council requires,
16 consistent with the Town Charter.

17 § 2.2.4 **Pending matters.**

18 All rights, claims, actions, contracts, mutual aid agreements and other legal or administrative proceedings
19 taken by or affecting the Fire Department in its said capacity, and all Town ordinances, resolutions, orders
20 and regulations adopted by the Town, and the policies, rules and regulations of the Fire Department
21 remain in full force and effect and are adopted, ratified and become incorporated into and binding on the
22 Fire Department as herein established as if the same were repeated and fully set forth and incorporated by
23 reference herein. In addition, the Fire Department has all rights, obligations and legal authority consistent
24 with the Town Charter and state statutes.

25 ~~§ 2.2.5 Election of Fire Department officers.~~

26 ~~Each district of the Fire Department has subordinate officers consisting of a Deputy Chief, one or more~~
27 ~~Captains and one or more Lieutenants, and they are to be elected or reelected for one year terms in the~~
28 ~~following manner:~~

29 ~~A. A nominating committee from each district is to propose one or more candidates for each office from~~
30 ~~among those firefighters who have met the officer candidate qualifications established by each~~
31 ~~district.~~

32 ~~B. The list of candidates is to be submitted to the Town Manager via the Fire Chief. Within 10 days~~
33 ~~after the list is submitted to the Fire Chief, either the Fire Chief or the Town Manager may reject any~~
34 ~~candidate for cause relating to previous performance or other serious problems. Candidates who are~~
35 ~~rejected are to be given a reason in writing for the rejection and are entitled to request a hearing~~
36 ~~before a board consisting of the Town Manager, the Fire Chief and the nominating committee, to be~~
37 ~~held within 10 days of rejection. The decision of the Town Manager after such a hearing is final.~~

38 ~~C. The election is held in the month of December on a date determined by the members of each district,~~
39 ~~and the candidates with the most votes for each office are officially appointed to office by the Fire~~
40 ~~Chief.~~

**KITTERY TOWN CODE TITLE 2
FIRE DEPARTMENT SELECTION OF OFFICERS**

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; 30-A MRS §3001, pursuant to its powers that
7 authorize the town, under certain circumstances, to provide for the public health, welfare,
8 morals, and safety, and does not intend for this Ordinance to conflict with any existing state or
9 federal laws; and

10 **WHEREAS**, the Fire Service is a technical and challenging profession, requiring extensive
11 training and a deep understanding of fire science and life safety principles; and

12 **WHEREAS**, instituting a selection process that enables the most qualified members to be
13 promoted, based on skills, experience, and training benefits both the Town and the employees;
14 and

15 **WHEREAS**, the Kittery Fire Station Association has recommended and approved of this
16 amendment;

17 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001 AND TOWN CHARTER
18 §2.07(3), THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 2 OF THE
19 TOWN CODE, AS PRESENTED.

20

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

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

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

KITTERY FIRE STATION ASSOCIATION
REGULAR MEETING 5TH OF NOVEMBER 2018

Meeting Called to Order: 1904

Attendees: 20

Absent: 04

Excused: 08

First Roll Call

Salute to Colors

Reading of Previous Meeting and Treasurers Report:

- Motioned by Al Beckwith, Seconded by Lucas Edwards

Treasurers Report:

- Motioned to postpone by Noah Laster, Seconded by Lucas Edwards

Secretary's Report:

- Nothing Reportable

Collections of Fines and Dues:

- Read and no one has paid

Communications from the F.D.

Chief

- We need to get more Christmas lights for the tree and pick a date to have them up before the parade ASAP. Welcomed Kellie Huddleston to the department and her big brother is Al Beckwith. All of the radios are done. SCBA and hose testing are done. Raffle Patriots tickets from Bob Adams. Eban Carr is the new contracted painter for the stations, 3 end command tape is the only thing that should be put on the walls from here on out. Deputy Chiefs position is going away and Craig Alfis is being trained to take over as Chief and is moving up to Assistant Chief.

Assistant Chief Alfis

- 12th of November from 12-1700 the Blood Drive will be taken place at Gorges Road. Volunteers and Blood Givers needed. Make sure to be here the 9th of December if you did not make the previous annual training. Still working with IAR still working on text paging.

Captain Paisley

- Hose testing completed and a 4 inch failed, 1 3/4 is lost, and 4 inch is up for grabs. Check hose packs on trucks, may not have been put back just as right. Harbor Masters boat will be returning to Gorges Road soon. Generator on Eng1 is OOS.
- - Hall Committee – Chris Saiuski and Jimmy Nightingale

Captain Doucette

- Nothing Reportable

LT Erhard

- Excused

LT White

- Nothing Reportable

LT Corcoran

- Nothing Reportable

LT Teddy Edwards

- Excused

LT Lucas Edwards

- Forestry has been winterized, if flowing water let an officer know.

Report of Committees**Sick Committee**

- Nothing Reportable

Finance Committee

- Nothing Reportable

Election Committee

- Paisley suggested that at Section 02 Part I - to specify Kittery Fire Department.
- Lucas Edwards asked about annual reviews in regards to officers receiving feedback and Craig Alfis will look into further.
- Craig Alfis stated that this is just a recommendation and moving forward looking for a motion to move forward with the deletion of the town charter and then it will require for us to sit down and really go through it and make changes to how we want it. This policy is an example of 90% of what we are working towards.
 - o Motion: For the officer selection policy committee to move forward with the recommendation of the deletion of policy 2.2.5 from town charter. Seconded by David Clark. Association voted unanimously, 20 votes for, 0 votes against, 0 members abstained.

Unfinished or Misc Business

- Nothing Reportable

New Business

- Mark Bitomski inquired about a Awards Night. Craig Alfis commented that the offer is still on the table if someone takes the lead. Ryan Doucette and Lucas will form a committee and looking at hopefully Spring.
- 5k domain named expires on the 2nd of December as reported by Dan Hale. Agreed to let it expire.

Halloween Committee

Kittery Fire Department Promotional Policy

1. Scope

- a. This policy will provide a systematic method for the selection of department members for promotion from firefighter to a higher ranking position. This method will be used to select the most qualified member for promotion to a vacant officer position. This selection is to be based on merit and a member's ability to fulfill the obligation of the position.

2. Selection Process

- a. Notification: The Chief of Department shall announce to the department membership, in addition to posting a written notice that applications will be accepted for a leadership position vacancy. A date shall be established as a deadline for the submission of an application.
- b. Application: Members wishing to apply for the position shall submit a letter of intent and submit a resume of not more than two pages in length.
- c. Record Review: The Assistant Chief shall review the submitted applications and the applicant's personnel record, comparing the information with the minimum requirements of the position applied for. Applicants meeting the minimum requirements will be added to the list of interviewees and their applications will be forwarded to the Chief of Department.
 - i. Minimum Requirements:
 1. Lieutenant:
 - a. Has served a minimum of 3 years on the Department
 - b. Have achieved certification at the Firefighter I or II level
 - c. Possesses a valid driver's license
 - d. Possesses a high school diploma or equivalent
 2. Captain:
 - a. Meets all requirements of the lieutenant position
 - b. Has served a minimum of two (years) at the lieutenant level
- d. Peer Performance Ranking: All non-probationary members of the fire department shall be given an opportunity to rank the candidates in order of promotional preference based on ability to fulfill the obligation of the position. This will be conducted through an anonymous process administered by the Assistant Chief.
- e. Oral Board Interview: An oral board will be formed, consisting of the Fire Chief or Assistant Fire Chief, an area fire chief or officer and one (1) Kittery firefighter. This oral board shall meet to determine interview questions tailored to the vacant position and administer these questions in a standardized interview to the selected interviewees. The Board shall rank the applicants based on their performance in the interview, taking into account the peer performance rankings. The ranked list shall then be submitted to the Chief of Department for consideration.
- f. Recommendation/Approval: The Chief of Department, at his/her discretion, may interview the candidate(s) and shall then approve or deny the recommendation made

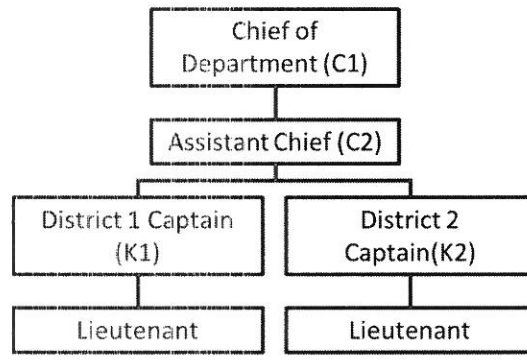
by the oral board. The Chief of Department has the authority to hire the candidate he/she feels will be most beneficial for the department. The Chief of Department may also decide to not fill a vacancy if he/she decides none of the prospective candidates are qualified to fill the vacant position. If approval/selection is achieved, the name of the applicant for promotion will be submitted by the Chief of Department to the Town Manager.

3. **Selected & Incumbent Officers**

- a. **Probationary Period:** Each newly promoted officer will be placed on a probationary evaluation period of six (6) months. Failure to adequately meet fundamental and ancillary responsibilities shall be cause for return to their previously held position.
- b. **Voluntary Demotion:** If an officer later decides to request a voluntary demotion to a subordinate position, he/she must do so in writing with at least a two-week notice.

4. **Fire Department Organizational Structure**

- a. The Chief of Department and Assistant Chief shall have the ability to make changes to the number of officers within the Department and to change the organizational structure to fill the current need of the Department and Town. The Fire Department leadership shall consist of one or more front line officers (Lieutenants and Captains) for each active district of the department. The ultimate authority to determine the number of leadership positions shall lie with the Chief of Department.
- b. **Sample Organizational Chart:**





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:

Henry and Eides Ares managers of 1828 bistro at Pepperrell Cove LLC
87 Whipple Rd Kittery Maine 03904

Name and mailing address of the premises where the special activity/amusement will occur:
Bistro 1828 Po Box 67 88 pepperrell Rd Kittery Point Maine 03905

Mailing address and telephone number of owner of the real estate:
Chatham st LLC Chatham MA 617 538 1097

Describe the specific portion of the premises where the special activity/amusement will occur:

First and Third floors

Set forth the specific time periods between which the special activity/amusement will occur:
5pm to 10pm

Describe the specific activity or type of amusement for which the permit is requested:

Acoustic Guitar, Jazz Combo

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___ NoX___

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:

Music for the pleasure of our dinning customers


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:

Manager of LLC that owns the business

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: 12/20/2018

SIGNATURE OF APPLICANT: 

APPLICANT'S NAME: Henry Ares
(please print)

ADDRESS: - 87 Whipple Rd Kittery
ME -----
(please print)

TELEPHONE NUMBER: - 207 703 2028 -----

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



TOWN OF KITTERY
Office of the Town Clerk
200 Rogers Road, Kittery, Maine 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

**APPLICATION FOR VICTUALERS, INNKEEPERS,
AND LODGING HOUSE OPERATORS LICENSE**

Applicant (Sole Proprietor, Corporation, Limited Liability Co.): The Bistrot at Pepperrell Cove LLC
(please print)

Applicant Address: 88 Pepperrell Rd Kittery Point ME 03905
(please print)

Applicant's mailing address if different from above: PO BOX 67 Kittery Point ME 03905

Date of Birth (Sole Proprietor): _____ Applicant's Telephone Number: 207 703 2028

Business Name: 1828 Bistro at Pepperrell Cove LLC
(please print)

Business Address: 88 Pepperrell Rd Kittery Point ME 03905
(please print)

Business Telephone Number: 207 703 2028

Signature of Applicant: Henry Ares DATE: 12/20/18
HENRY
Ares

Applicant's Name: Ares
(please print)

LICENSE FEE: \$ 50.00

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

PLEASE SUBMIT THIS FORM WITH THE APPROPRIATE FEE TO THE TOWN CLERK'S OFFICE

DEPARTMENT OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
 WATER STREET, HALLOWELL, ME 04347
 TEL: (207) 624-7220 FAX: (207) 287-3434
 EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

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

NEW application: Yes No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> 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"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

| | |
|--|---|
| Corporation Name: The Bistro at Pepperrell Cove LLC | Business Name (D/B/A) Bistro 1828 |
| APPLICANT(S) –(Sole Proprietor) Henry Ares | DOB: 05/13/1968 |
| Physical Location: 88 Pepperrell Rd | City/Town State Zip Code Kittery Point ME 03905 |
| Address 87 Whipple Rd | Mailing Address PO BOX 67 |
| City/Town State Zip Code Kittery ME 03904 | City/Town State Zip Code Kittery POINT ME 03905 |
| Telephone Number Fax Number 207 703 2028 | Business Telephone Number Fax Number 207 703 2028 |
| Federal I.D. # 82-3484486 | Seller Certificate #: or Sales Tax #: |
| Email Address: Please Print henry@pepperrellcove.com | Website: pepperrellcove.com |

If business is NEW or under new ownership, indicate starting date: 11/28/2017

Requested inspection date: _____ Business hours: 9AM - 1:00 AM

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____
- Is applicant a corporation, limited liability company or limited partnership? YES NO
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you own or have any interest in any another Maine Liquor License? Yes No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

RES-2014-7889 AJ's Wood Grill Pizza LLC (Use an additional sheet(s) if necessary.)

| | |
|--------------------------|-----------------------------------|
| License # | Name of Business |
| 68 Wallingford Sq | Kittery AJ's Wood Grill Pizza LLC |
| Physical Location | City / Town |
| <u>68 Wallingford Sq</u> | <u>KITTERY</u> |

1/28

5. Do you permit dancing or entertainment on the licensed premises? YES NO

6. If manager is to be employed, give name: _____

7. Business records are located at: 88 Pepperrell Rd Kittery Poine ME 03905

8. Is/are applicants(s) citizens of the United States? YES NO

9. Is/are applicant(s) residents of the State of Maine? YES NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

| Name in Full (Print Clearly) | DOB | Place of Birth |
|---|------------|----------------|
| Henry Ares | 05/13/1968 | Kittery ME |
| Eides Ares | 09/04/1984 | Brazil |
| Residence address on all of the above for previous 5 years (Limit answer to city & state) | | |
| 87 Whipple Rd Kittery ME 03905 | | |
| | | |
| | | |
| | | |

11. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

12. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes No If Yes, give name: _____

13. Has/have applicant(s) formerly held a Maine liquor license? YES NO

14. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: Chaham st LLC Sagus MA

15. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: 12/20/2018

17. 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? 1/2 mile

Which of the above is nearest? school

18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: friends and Bank loans

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

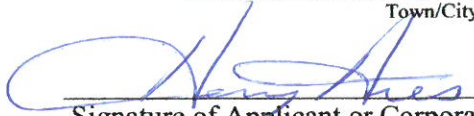
NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: _____ on _____, 20____

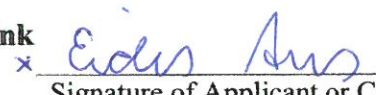
Town/City, State

Date

Please sign in blue ink



 Signature of Applicant or Corporate Officer(s)

 * Eides Ares

 Signature of Applicant or Corporate Officer(s)

Henry Ares

 Print Name

Eides Ares

 Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)..... \$ 10.00

Class I Spirituous, Vinous and Malt \$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only) \$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.

Class II Spirituous Only \$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III Vinous Only \$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV Malt Liquor Only \$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) \$ 495.00
CLASS V: Clubs without catering privileges.

Class X Spirituous, Vinous and Malt – Class A Lounge \$2,200.00
CLASS X: Class A Lounge

Class XI Spirituous, Vinous and Malt – Restaurant Lounge \$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008.

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§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. [1993, c. 730, §27 (AMD).]

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. [1995, c. 140, §4 (AMD).]

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. [2003, c. 213, §1 (AMD).]

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. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

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; [1987, c.45, Pt. A, §4 (NEW).]

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; [1987, c. 45, Pt. A, §4 (NEW).]

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; [1993, c. 730, §27 (AMD).]

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; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

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 [2009, c. 81, §2 (AMD).]

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. [2009, c. 81, §3 (NEW).]
[2009, c. 81, §§1-3 (AMD) .]

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. [1993, c. 730, §27 (RP).]

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. [1993, c.730, §27 (AMD) .]
[1995, c.140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

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.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

Please be sure to include the following with your application:

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

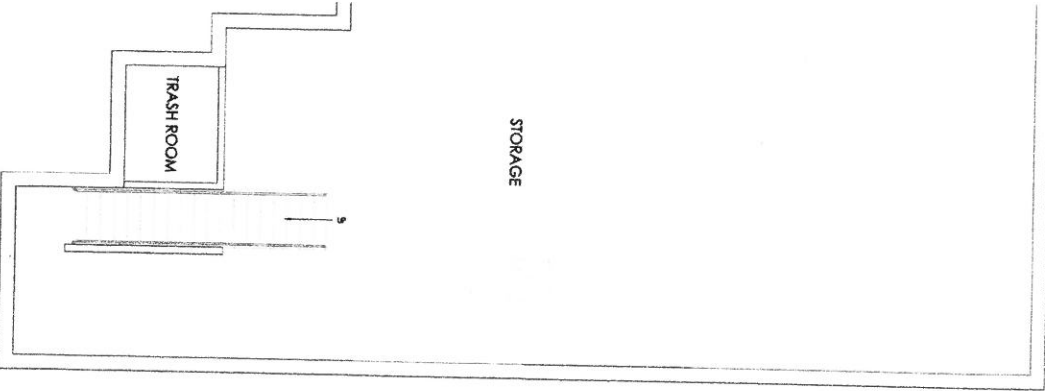
Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

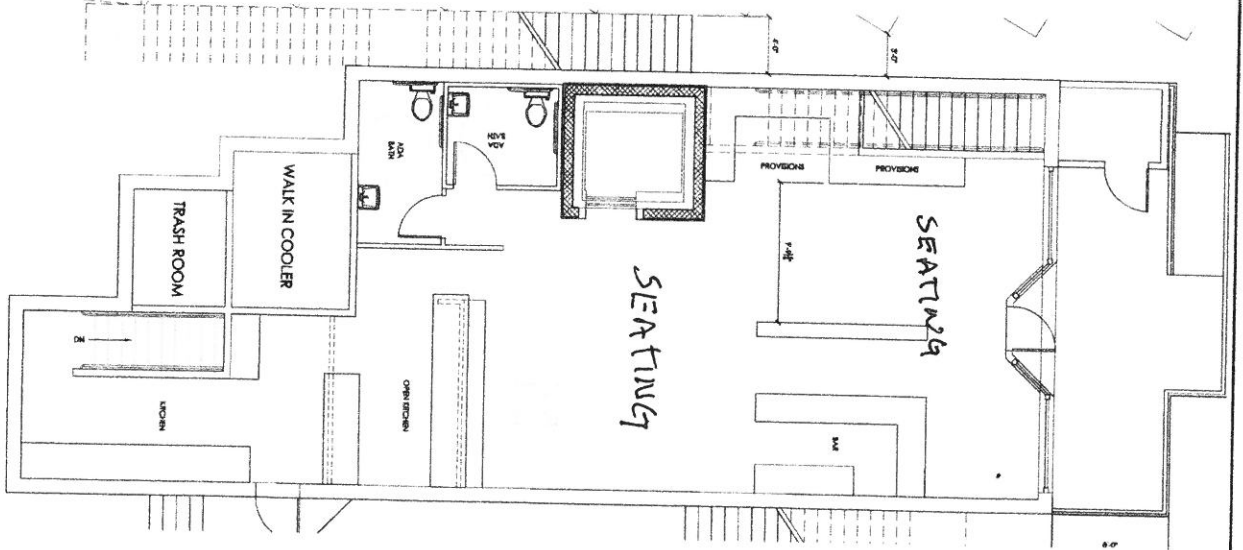
Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

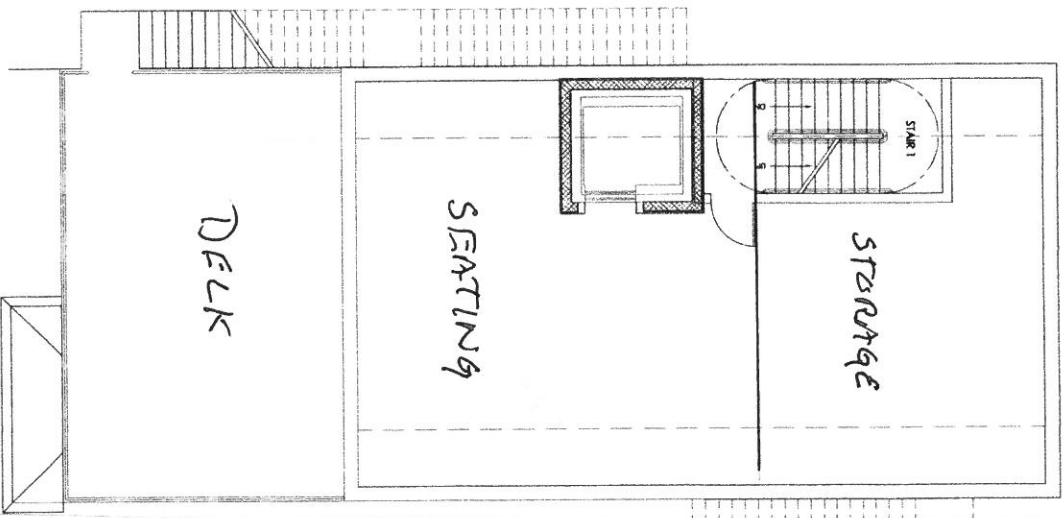
If you have any questions regarding your application, please contact us at (207) 624-7220.



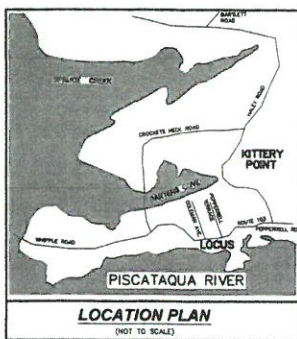
LOWER LEVEL PLAN
1/4" = 1'-0"



FIRST FLOOR PLAN
1/4" = 1'-0"



THIRD FLOOR PLAN
1/4" = 1'-0"



LEGEND:

- 8" DIA. IRON PIPE
- 4" DIA. IRON PIPE
- 2" DIA. IRON PIPE
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*Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov*

| |
|---------------------------------------|
| DIVISION USE ONLY |
| <input type="checkbox"/> Approved |
| <input type="checkbox"/> Not Approved |
| BY: |

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.



Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

| | |
|-----------------------------|--|
| For Office Use Only: | |
| License #: | _____ |
| SOS Checked: | _____ |
| 100% | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: The Bistro at Pepperrell Cove LLC

2. Doing Business As, if any: Bistro 1828

3. Date of filing with Secretary of State: 5/15/2017 State in which you are formed: Maine

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 and list the percentage ownership: (attach additional sheets as needed)

| NAME | ADDRESS (5 YEARS) | Date of Birth | TITLE | Ownership % |
|------------|--------------------------------|---------------|---------|-------------|
| Henry Ares | 87 Whipple rd Kittery ME 03904 | 5/13/1968 | Manager | 50% |
| Eides Ares | 87 Whipple rd Kittery ME 03904 | 9/4/1984 | member | 50% |
| | | | | |
| | | | | |

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

6. If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes No If Yes, Name: _____ Agency: _____

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes No

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

 12/20/18
Signature of Duly Authorized Person Date

Henry Ares
Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



DRAFT

Town of Kittery, Maine
200 Rogers Road, Kittery, Maine
(207) 439-6807

Conditional Certificate of Occupancy

This Conditional Certificate of Occupancy is being issued to:

Chatham Street, LLC

For property located at:

88 Pepperell Road, Tax Map 27 Lot 49

Project description:

Renovations to The Bistro building areas including the first floor, the second-floor landing and stairways, the third floor, basement, exterior decks, stairs and ramps and parking areas as approved by the Kittery Board of Appeals and Kittery Planning Board.

Conditions of Approval:

This Conditional Certificate of Occupancy applies to The Bistro building areas including the first floor, the second-floor landing and stairways, the third floor, basement, exterior decks, stairs and ramps. This document allows the interim use of the parking areas pending the compliance with the requirements listed on the attached decisions of the Kittery Board of Appeals and Planning Board. This Certificate will expire May 15, 2019, at which time if all required improvements to the required parking have been completed the Code Officer will issue a new unconditional Certificate of Occupancy for the project, excepting the second-floor apartment area if it is still not complete.

All work, except as listed in the above conditions, for permit number 237 has been completed per local ordinances.

Date

Code Enforcement Officer

DRAFT

January 16, 2019

Chatham Street, LLC
5 Milano Drive
Saugus, MA 01906

Re: Conditional Certificate of Occupancy for The Bistro and Ski Club at 88 Pepperell Road,
Kittery, ME

Dear Chatham Street, LLC,

This letter clarifies the list of conditions to the issuance of the attached Conditional Certificate of Occupancy. Due to system limitations I am unable to issue a Certificate of Occupancy through our ViewPoint permitting software for Permit #237 because the online permit must apply to the entire building. As you are not completing the second floor at this time, I am issuing a paper Conditional Certificate of Occupancy for the first and third floor uses. I am conditioning this approval on your timely compliance with all the conditions listed on the attached Findings of Fact and Notice of Decisions from the Board of Appeals and Planning Board.

You have until May 15, 2019, to comply with all of the attached conditions. If there are issues or delays, I am relying on you and your staff to be in contact with Code Enforcement and Planning Department staff so that we may work towards a solution that is acceptable to the residents of the Town of Kittery. If you fail to comply with the attached conditions, or if violations of approvals occur, I will be forced to revoke your Conditional Certificate of Occupancy and/or issue a notice of violation, which may result in the closing of the effected business(s). I trust this will not be the outcome but, due to the unusual circumstances of this approval, I feel it is only right to spell out these consequences. I do hope you and your partners are successful and continue to be a contributing asset to the Town.

Attached please find the signed Conditional Certificate of Occupancy for The Bistro and Ski Club spaces.

Yours truly,

Steve Wilson
CEO/LPI Town of Kittery



TOWN OF KITTEERY MAINE
Town Planning and Development Department
200 Rogers Rd. Kittery, Maine 03904
(207) 475-1323

NOTICE OF DECISION

| | |
|--------------------|---|
| PROPERTY OWNER: | Chatham Street, LLC, |
| APPLICANT: | Ann Kendall |
| MAILING ADDRESS: | P.O. Box 67, 88 Pepperrell Road, Kittery, ME 03905 |
| PROPERTY LOCATION: | 87 & 88 Pepperrell Road, Kittery ME 03905 |
| MAP LOT: | MAP 27 LOTS 2A & 49 |
| APPLICATION: | Business Use Change |
| ZONE(S): | Business Local (B-L) & Residential – |
| DATE: | Kittery Point Village (R-KPV) January 10, 2019 |

Per Section 16.4.3.E of the Town of Kittery Land Use and Development Code, the Town Planner and Code Enforcement Officer are to review and approve, or refer to the Planning Board for action all Business Use Changes which occur that fall below Planning Board review thresholds as outlined in Sections 16.10.3.2 and 16.10.3.6. Approval must be based on compliance with all requirements of this Code.

The review of “The Bistro” was to consider if the proposed change from retail (Frisbee’s Market) to restaurant (the Bistro) is significantly different in intensity of use per Section 16.10.3.6.C. The application was referred by the Town Planner to the Planning Board for its consideration at the October 17, 2017 meeting. After considerable discussion regarding the business use change at that meeting, the Planning Board voted to return the applicant to the Town Planner and the Code Enforcement Officer as a business use change but not of such intensity that requires Planning Board perview with the condition that the applicant prior to opening the final project the Wharf come back with a detailed plan for parking for the entire project. Since that time, the applicant has changed the order of the opening of the new businesses with the Bistro now being the final project.

A detailed parking plan has been submitted which was considered by the Planning Board at the meetings of December 13, 2018 and January 13, 2019.

At the meeting of January 10, 2019 the Planning Board approved the parking plan with the following conditions:

- 1) Curb stops must be installed for each parking space and securely anchored in place except in the parallel spaces in the paved portion of the lot.
- 2) Any parking signs placed in the interior of the parking lot must be affixed to a wooden post – no metal sign posts are allowed.
- 3) The applicant shall design and construct pedestrian improvements subject to Department of Public Works review and approval.

- 4) The applicant shall work with CMP to install adequate screening or shielding on any existing street pole mounted lights utilized by the businesses. Any new permanent lighting added will be CMP approved cut-off fixtures with adequate shielding to direct light down and away from adjacent properties.
- 5) Food and beverage service for The Wharf is restricted to the area designated in the approved liquor license.
- 6) Restoration of the crushed seashell area to its previous limit must be performed to the satisfaction of the Shoreland Resource Officer prior to the opening of The Wharf in the spring.
- 7) A parking management plan shall be developed in conjunction with staff which will be reviewed annually and certified as to compliance by April 1st of every year.

This Notice of Decision IS NOT a building permit or a sign permit.

Any proposed field changes, diversion or revisions to the plan and construction documents after approval shall be reported to the Code Enforcement Officer prior to proceeding with the proposed changes. Any site changes not approved in this Notice of Decision will be in violation of State law and Town Codes.

Sincerely:

Jamie Steffen
Town Planner

Stephen Wilson
Code Enforcement Officer

Ann Grinnell
Planning Board Chair



TOWN OF KITTEERY, MAINE

200 Rogers Road – Kittery, ME 03904

Phone: 207-439-1308 Fax: 207-439-6806

www.kitteryme.gov

KITTEERY BOARD OF APPEALS

January 15, 2019

Chatham Street, LLC
5 Milano Drive
Saugus, MA 01906

Ann Kendall
P.O. Box 67
Kittery, ME 03904

Dear Chatham Street, LLC & Ann Kendall,

Your application requesting variations regarding off-street parking standards in Land Use Code Section 16.8.9.4. & through subsections G & K, located at 88 Pepperrell Road, in the Business-Local & Shoreland Overlay zones, was heard Tuesday evening, January 8, 2019.

Motions were made as follows:

- Motion to grant request from 16.8.9.4.G. with condition that arborvitae plantings no shorter than 4' in height are installed along the eastern and western property lines of the parking lot located at 87 Pepperrell Road.
Passed 5-1 (*Aye: Denault, Fitzpatrick, Timko, Leontakianakos, Dwyer-Jones; No: Gardner*)
- Motion to grant request from 16.8.9.4.K.(2) with condition that the existing subgrade and compaction level are to be maintained.
Passed 6-0 (*Aye: Denault, Fitzpatrick, Timko, Leontakianakos, Dwyer-Jones, Gardner*)
- Motion to grant request from 16.8.9.4.K.(3)
Passed 6-0 (*Aye: Denault, Fitzpatrick, Timko, Leontakianakos, Dwyer-Jones, Gardner*)
- Motion to grant request from 16.8.9.4.K.(4) with condition that any lighting plan be approved by the Planning Board.
Passed 5-1 (*Aye: Denault, Fitzpatrick, Timko, Leontakianakos, Dwyer-Jones; No: Gardner*)

- Motion to grant request from 16.8.9.4.K.(5) with condition that existing pavement is to remain as-is.
Passed 6-0 (*Aye: Denault, Fitzpatrick, Timko, Leontakianakos, Dwyer-Jones, Gardner*)

FINDINGS OF FACT

- Chatham Street, LLC, Owner, Ann Kendall, applicant, for business located 88 Pepperrell Road. Property is located in the Business-Local & Shoreland Overlay zones.
- Requesting variation regarding off-street parking standards in Land Use Code Section 16.8.9.4 and through subsections G & K.
- The applicant gave a presentation about the reasons they were seeking relief including a description of a specific hardship that would be caused to the applicant by strict enforcement of the requirements.
- There were a number of members of the public speak, largely in favor of the overall proposal, however, raising some concerns and requesting certain conditions.
- There would be a negative impact to the environment by requiring paving of the parking lot and potentially could be negative impacts based on the decisions around lighting.
- There are no safety issues associated with granting these particular requests for relief.
- There are no current violations for this property.

The Board moved to accept the Findings of Fact.

Motion passes 6-0 (*Aye: Denault, Fitzpatrick, Timko, Leontakianakos, Dwyer-Jones, Gardner*)

CONCLUSIONS OF LAW

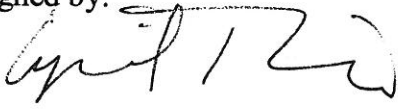
The Board has the authority to hear this Miscellaneous Variation Request pursuant to Title 16.6.4.C.2. In addition, the Board considered the basis for decision the conditions set forth in 16.6.6.A & also considered the factors for consideration in making its determination set forth in 16.6.6.B, inclusive.

The Board determined specifically that due to the size and layout of the existing lot, meeting the particular landscaping requirements set forth in 16.8.9.4.G would cause a loss of required parking, create additional issues with congestion in the area, and could impact the historic nature of the parking lot and the grave site to the north of the lot. The Board determined that waiving the particular requirements of landscaping was appropriate but did include requirements that evergreen plantings be placed on the east and west borders of the lot located at 87 Pepperrell Road.

Related to sections 16.8.9.4.K, the applicant withdrew their request for relief relative to subsection 1. Relative to subsection 2., the Board found, considering the factors set forth in the basis for decision in 16.6.6.A & 16.6.6.B, that the requests to section K.2-5 were appropriately granted with the condition for section K.4. that the lighting plan be approved by the Planning Board.

This approval is not the granting of a building/regulated activity permit, and any aggrieved party may appeal this decision to Superior Court within 45 days.

Signed by:

A handwritten signature in black ink, appearing to be "M. T. Z.", written over a horizontal line.

Board of Appeals, Town of Kittery



January 7, 2019

To Whom It May Concern,

Sandra Backstrom of Chick-fil-A informed me that she is currently seeking a permit to be at Kittery in February and asked for me to reach out to the town clerk.

Currently, we are in negotiations to have them at the Outlets on one or several of the following dates:

February 8 – 11am to 6PM
February 9 – 11am to 6PM
February 15 – 11am to 6PM
February 16 – 11am to 6PM
February 22 – 11am to 6PM
February 23 – 11am to 6PM

The truck will be positioned at our KPO2 location in the parking lot by Ecco.

Please let me know if you need anything further from me to expedite this process.

Thank you for your assistance with this matter.

Sincerely,

Jose Romero
413-243-2063
Area Director of Marketing & Business Development



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

REPORT TO TOWN COUNCIL

Meeting Date: January 28, 2019
From: Kendra Amaral, Town Manager
Sponsor: Chairperson Spiller
Subject: Title 4 – Boards, Commissions, and Committees

The Town Council and Town Manager have had as a long-standing objective to update Title 4 to clarify, simplify, and enumerate the charges of the various boards, commissions, and committees of the Town.

The proposed amendments address the recommendations of the Committee on Appointments, and ensures all of the permanent boards, commissions, and committees are incorporated into Title 4. The proposal also recommends incorporation of voting procedures into the Town Council rules.

The proposed amendments also seek to address the Council and public's distaste for the current Planning Board and Board of Appeals appointments, while retaining the intent of the process which is to ensure the members of these critical boards receive a broader vetting by the full Town Council.

OVERVIEW

The proposed amendments to Title 4 and the Town Council Rules fall into one of 4 categories:

- Address the identified issues with the appointment process for Planning Board (PB) and Board of Appeals (BOA) members;
- Eliminate redundancy of language throughout Title 4
- Remove duties or powers that conflict with Town Council or Town Manager authority established by Town Charter;
- Enumerate existing boards, commissions, or committees not currently in Title 4, remove defunct boards; and update duties and powers to reflect current duties and roles

The attached draft incorporates the feedback received from the various chairs of the boards, commissions, and committees. The procedures section of the ordinance has also been reviewed by the Town Attorney for consistency with the Town Charter.

Address the Identified Issues with Appointment Process

The volunteering residents, Town Council, and existing members of the PB and BOA have expressed frustration with and debated the requirements of the appointment process for the PB and BOA. The current process requires members for reappointment be considered equally with new applicants. It also requires the Council to vote "Yes" or "No" on all nominations, and allows for appointment by coin toss.

Charter requires a quorum of the Council to interview the applicants to the PB and BOA; it does not require that all applicants be interviewed. The proposed revisions allow the Council to give first consideration to members seeking reappointment on these two boards; and only if the vacancy is not filled

by reappointment consider other applicants. This eliminates new applicants spending time before the Council unnecessarily.

The Council rule revisions proposed requires the Council name the nominated candidate they support for appointment, rather than vote “yes” or “no” on each nominated candidate. This will dramatically reduce the likelihood of a tie, and presents a better public approach to considering multiple qualified candidates.

Because the procedure is being proposed for incorporation into the Council Rules (and recommended to be applied to Council Leadership positions as well), it can be refined and revised as needed by the sitting Council.

Eliminate Redundancy

The proposed amendment moves repetitive language to §4.2.3. Examples of repetitive language includes the calculation of terms when a ½ term is served, who appoints for unexpired terms, and that members serve until their successors are appointed.

Remove Conflict with Charter Granted Authority

In some cases, the duties and powers of the boards listed conflict with Charter established Town Council and Town Manager authority, specifically relative to financial management, budget development and implementation, expenditures, and direction of administrative operations. The proposed amendment addresses these conflicts.

Enumerate Existing Boards and Remove Non-Existent Boards and Updates Duties and Roles

The proposal adds the following existing, standing boards, commissions and committees and removes those no-longer in existence:

- Capital Improvement Committee – existing
- Personnel Board – removed to reflect recent Charter changes (Nov 2017)
- Economic Development Committee – made a standing committee (2017)
- Educational Scholarship Selection Committee – existing
- Kittery Land Issues Committee – was Kittery Open Space Advisory, revised to reflect additional role for reviewing land use code.
- Comprehensive Plan Committee – new (Dec 2018)

RECOMMENDATIONS FROM COMMITTEE ON APPOINTMENTS

In 2015, the Town Council received a memo with recommendations from the “Committee on Appointments”. Some of their recommendations were incorporated into Title 4 in previous amendment efforts. Other recommendations are addressed by this proposed amendment.

1. **Service on Multiple Boards** – addressed in current code by 4.2.3.B
2. **Appointment Notification** – implemented administratively; the notification process is administered through the Town Clerk’s office.
3. **Term Limits** – Given the desire to engage more residents in the participation of government, the recommendation is not incorporated into the proposed amendment.
4. **Term Expiration** – Addressed in the proposed amendment.
5. **Conflict of Interest** – implemented administratively, the conflict of interest statement is on the application. This proposal does not recommend the addition of employees being appointed as resident members.
6. **Removal Procedure** – addressed in current code by 4.2.3.K

7. **Maintenance of Lists** – Requiring someone to fill out multiple duplicate applications can be a barrier to volunteering, the issue can be addressed administratively. Proposed amendment includes a 5-year retention schedule for applications.
8. **Appointment Exceptions** – Proposed amendment addresses conflict with Charter
9. **Kittery Port Authority** - addressed in current code 4.11, updated to reflect Charter change in 2017. KPA language should be removed from Title 16 during the recodification.
10. **Relocation of Section 4.2 to Council Rules** – partially addressed in the amendment. Certain parts of Section 4.2 are appropriate to remain in the Ordinance.

NEXT STEPS

- January – Council to schedule Public Hearing
- February – Public Hearing and Vote

ATTACHMENTS

- Proposed Title 4 Amendments
- Proposed Title 4 Enactment
- Proposed Council Rules Amendments
- Committee on Appointments Report, March 17, 2015

**KITTERY TOWN CODE TITLE 4
BOARDS, COMMISSIONS, AUTHORITIES, AND COMMITTEES**

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; 30-A MRS §3001, pursuant to its powers that
7 authorize the town, under certain circumstances, to provide for the public health, welfare,
8 morals, and safety, and does not intend for this Ordinance to conflict with any existing state or
9 federal laws; and

10 **WHEREAS**, the Kittery Town Council seeks to encourage public engagement in boards,
11 commissions, authorities, and committees through accessible and consistent application and
12 appoint processes;

13 **WHEREAS**, the slate of boards, commissions, authorities, and committees, their charges, and
14 membership composition have changed over time, and periodic updates to the ordinance are
15 required;

16 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001 AND TOWN CHARTER
17 §2.07(3), THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 4 OF THE
18 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

AMEND Title 4 as follows:

1 § 4.2.1 **Purpose.**

2 When subject to Council appointment, members of Town boards, which term includes authorities,
3 commissions, committees (both standing and ad hoc) and trusts, are selected using the following
4 procedures.

5 § 4.2.2 **Objectives.**

6 There are certain general objectives which are critical to the successful functioning of Council-appointed
7 boards; among these are:

8 A. That boards always have available to them candidates for membership who are qualified for the
9 unique needs of that board;

10 B. That each board maintain the independent posture needed to encourage the free and open dialogue
11 crucial to its function; and

12 C. That all volunteers are shown the appreciation of the community regardless of whether or not they
13 are appointed to a particular board.

14 § 4.2.3 **Procedures.**

15 Unless otherwise specified in this Title, the Town Council makes the appointment of qualified resident
16 voters to Town boards for open or unexpired vacant terms.

17 ~~To achieve these goals, t~~The following procedures for the selection of board members are adopted:

18 A. A list of applicants will be maintained by the Town Clerk. Applications will be retained for five
19 years or until the applicant withdraws or is appointed, whichever is sooner.-

20 B. ~~Volunteers must complete an application for each board they wish to serve.~~ Applicants will be listed
21 in order by the date-time of receipt of the completed application by the Town Clerk.

22 C. Applicants are eligible to serve only one primary board at a time (unless acting as an official
23 designee to another board). Primary boards are defined as follows: Board of Appeals, Board of
24 Assessment Review, Capital Improvement Program, Conservation Commission, Parks Commission,
25 Planning Board, and Port Authority. All other boards are considered secondary. Service on
26 secondary boards is limited to no more than three.

27 ~~D.~~ No Town employees may be appointed to a Board, except when attendance is required in their
28 official capacity.

29 ~~D~~E. Except for Planning Board and Board of Appeals applicants, the next listed board applicant will be
30 polled for interest for serving on a board when an opening occurs. Those declining will be removed
31 from the applicant list for that board as of the date of declining.

32 F. A member whose term is expiring is given first consideration for reappointment ~~first~~, subject to term
33 limitations for the position, if any. Service for more than 1/2 of a term is considered a full term for
34 the purpose of calculating term limits. Alternates or associates on a board will be given ~~first~~ second
35 consideration for appointment when an opening occurs, in order of length of service.

36 ~~F~~G. Except for Planning Board and Board of Appeals applicants, the Council may waive the interview
37 requirement for reappointments, alternates applying for full membership, and full members applying
38 for alternate status.

- 39 ~~G~~H. With the exception of the Planning Board and Board of Appeals, eligible applicants are interviewed
40 for a specific board appointment prior to consideration by the full Council.
- 41 (1) The interview is conducted by the chairperson ~~(or designated regular member(s))~~ of the applicable
42 board and by one Council member designated by the Council. Councilor interviewing assignments
43 are rotated so that no one Councilor would be involved in successive interviews for the same board.
44 In event neither the ~~Board-board Chairperson-chairperson~~ nor a designated permanent member is
45 available, the sitting Council may determine an alternate interview protocol.
- 46 (2) Interviews are considered private.
- 47 (3) Only one interview is conducted with each applicant for each position.
- 48 (4) ~~Both~~interviewers must agree to the acceptability of the candidate in order for that candidate's name
49 to be considered by the full Council.
- 50 ~~(5) Applicants not recommended to the Council may opt to remain on the list(s) if they so desire. They~~
51 ~~must notify the Town Clerk in writing of their interest within one week of being notified of the~~
52 ~~nonappointment, and they will be placed at the bottom of the list. Otherwise, they will be removed~~
53 ~~from the list.~~
- 54 HI. The following criteria are ~~used~~will be considered in evaluating candidates:
- 55 (1) Education.
- 56 (2) Training and experience.
- 57 (3) Related experiences.
- 58 (4) Any potential for conflict of interest.
- 59 (5) For reappointments or changes from alternate to full member, attendance (rated as excellent, good or
60 poor) is to be provided by the Chairperson of the board on the interview form.
- 61 IJ. Applicants not recommended to or appointed by the Council may opt to remain on the applicant list
62 if they so desire. They must notify the Town Clerk in writing of their interest within one week of
63 being notified of the nonappointment, and they will be placed at the bottom of the list. Otherwise,
64 they will be removed from the list.
- 65 K. Unless otherwise specified in this Title, applicants must be qualified to serve in accordance with
66 Town Charter and remain qualified throughout their appointment.
- 67 L. For the purpose of aligning term ending dates to December 31st, the Council may make
68 appointments no more than one year in excess of the specified term, unless prohibited by Charter.
- 69 M. Any appointed board member may be dismissed for cause by the Town Council pursuant to Section
70 2.07(1) and 2.07(2) of the Town Charter.
- 71 N. Unless prohibited by Charter or otherwise specified in this Title, members serve until their successors
72 are appointed and qualified.

73 § 4.2.4 **Planning Board or Board of Appeals interviews ~~and appointments.~~**

74 ~~A. Applicants for a vacant position will be interviewed for the~~ on the Planning Board or Board of Appeals
75 must be interviewed with at least a quorum present at a regular or special Council meeting. A member
76 whose is eligible for reappointment is given first consideration, and will be interviewed by the
77 Council. Thereafter, if the position is not filled by reappointment the Council will interview
78 interested applicants. ~~If there are multiple applicants for a board, they will be interviewed by Council~~
79 ~~as a group, including applicant(s) already interviewed.~~

80 B. Criteria listed in § 4.2.3H (1-4) must be ~~used in considering~~ considered in evaluating candidates for
81 the Planning Board and the Board of Appeals.

82 C. ~~After the interviews are completed, The~~ Council, in open session, ~~and by the following meeting,~~
83 shall nominate, with a second, discuss and vote on appointment to the candidate(s) for the open the
84 ~~vacancy~~ vacant position in accordance with Town Council Rules and Regulations Appointment
85 Procedures.

86 ~~D. A tie vote on an appointment shall be voted on by Council twice. Following the second tie vote, the~~
87 ~~Council Chairperson shall determine the winner by lot by a coin toss.~~

88 ~~E. Interviewed applicants not appointed may remain on the list if they so desire. They must notify the~~
89 ~~Town Clerk in writing of their interest within one week of being notified of the nonappointment, and~~
90 ~~they will be placed back on the list. Otherwise, they will be removed from the list.~~

91 § 4.2.5 **Appointment exceptions.**

92 The sitting Town Council shall determine appointment procedures for all Ad Hoc, Special and other
93 Boards, Commissions and Committees.

94 ~~A. Building Committee: when Council appointed membership is involved, appointment procedure is~~
95 ~~determined by the sitting Council.~~

96 ~~B. Charter Commission: procedure is determined by the sitting Council.~~

97 ~~C. Christmas Parade Committee: members recommended by sponsoring group.~~

98 ~~D. Rice Public Library Board of Trustees: application and interview procedure applies, but appointment~~
99 ~~is made by Library Trustees.~~

100 ~~E. Boards formed after November 1, 2000: procedure is determined by the sitting Council.~~

101 ~~F. For the purpose of aligning term ending dates, the Council may make appointments in excess of~~
102 ~~three years (but no more than four years) with term dates ending December 31st.~~

103 ~~§ 4.2.6 Other appointments.~~

104 ~~The following appointments are subject to the provisions indicated:~~

105 ~~A. Town Manager, including related positions held by Manager: interview by Council as part of hiring~~
106 ~~procedure.~~

107 ~~B. Individual positions not enumerated: procedure determined by sitting Council.~~

108 **Chapter 4.4 Kittery Community Center Board of Directors**109 § 4.4.1 **Appointment and composition.**

- 110 A. ~~Pursuant to the provisions of the Town Charter, Section 2.07(1), the Town Council establishes a~~The
111 Board of Directors for the Kittery Community Center at Frisbee Common ~~to~~oversees those aspects
112 of center operations and facilities as delineated in this chapter.
- 113 B. The Board consists of eleven (11) nine-voting members. ~~Seven~~Nine (9) are Kittery residents,
114 serving staggered terms of office of three years each, plus the Town Manager and ~~a Council-~~
115 ~~appointed a~~ Town Councillor. ~~For the purpose of aligning term ending dates, the Council may make~~
116 ~~appointments in excess of three years (but no more than four years).~~The Recreation-Community
117 Center Director ~~and Town Planner are~~ is an ex officio members without voting rights.
- 118 C. Resident appointments are to be comprised of individuals with demonstrable experience or
119 association with recreation (no less than three); arts and culture (no less than two); economic or
120 community development (no less than one); plus, a member-at-large (no less than one).
- 121 D. ~~The initial appointment of one recreation member, one arts and culture member, and the economic or~~
122 ~~community development member are for three years. The second recreation and arts and culture-~~
123 ~~initial appointments are for two years, with the remaining two appointments for one year. All~~
124 ~~subsequent~~ resident appointments, or reappointments, are to be for three-year periods, except as
125 ~~provided in Subsection I~~otherwise specified.
- 126 ~~E.—Members of the Board are appointed by the Town Council.—~~
- 127 ~~F.—Municipal officers or officials, or a spouse thereof, may not serve as a resident member of the Board.—~~
- 128 ~~G.—Members serve until their successors are appointed and qualified.—~~
- 129 ~~H.—A member of the Board may be dismissed for cause by the Town Council before the expiration of~~
130 ~~such member's term after notice and hearing.—~~
- 131 ~~I.—Vacancies are filled by Town Council appointment for the unexpired term.—~~

132 § 4.4.2 **Powers and duties**Duties.

- 133 ~~A.—The Board shall elect annually a Chairperson, Vice Chairperson, and Secretary from its membership.~~
134 ~~It is the duty of the Secretary to keep and maintain a permanent record of all meetings of the Board~~
135 ~~and show the vote of each member upon each question.—~~
- 136 ~~B.—A quorum consists of five or more members. All decisions must be made by a minimum of five like~~
137 ~~votes, except on procedural matters.—~~
- 138 ~~C~~A. ~~The Board shall propose~~To establish bylaws ~~for Town Council adoption~~ to govern routine Board
139 proceedings.
- 140 ~~D.—The Board shall set agendas and hold meetings to perform duties.—~~
- 141 ~~E.—Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a~~
142 ~~member from voting thereon is decided by a majority vote of the members present, subject to~~
143 ~~Subsection B above, except the member who is being challenged, who may not vote on the issue.—~~
- 144 ~~F.—All records of the Board are public records, except as excluded under 1 M.R.S. §402, Subdivision~~

145 ~~3A through O, the Maine Freedom of Access (Right to Know) Statute.~~

146 ~~G. The Board is to:~~

147 B. (1) Prepare and recommend a long-range (five-year) Community Center development plan for
148 Council adoption, updated annually, and monitor and report on plan implementation progress;

149 C. (2) Develop operational policies and ~~approve~~ operating procedure protocols recommended by
150 administration;

151 D. (3) Review and endorse an annual operating budget proposal for operations and facilities maintenance
152 developed by administration;

153 E. (4) ~~Develop and annually~~ Review and endorse an annual ~~recommend a~~ capital program to the Capital
154 Improvement Program Committee; and

155 F. (5) Report ~~quarterly for the first year of operation, then annually or at~~ at such intervals as the Town
156 Council may direct ~~thereafter~~, on programs, use, growth, and new activity at the center. Such report
157 may include elements to satisfy the plan implementation progress report.

158 Chapter 4.5 ~~(Reserved)~~ Voter Registration Appeals Board
159 As provided by State Statute, 21-A MRS, §103.

160 Chapter 4.6 **Board of Trustees of Trust Funds**

161 § 4.6.1 **Creation of Board; duties.**

162 A Board of Trustees of Trust Funds is created to have the care and management of the Mary Stafford
163 Wildes Estate, George Smart Trust or any other similar restricted Trust Funds managed by the
164 Town funds.

165 § 4.6.2 **Membership.**

166 The Board consists of ~~five members~~, the Chairperson of the Town Council and the Town Clerk to be ex
167 officio members and the Clerk to be treasurer of said fund, and three (3) additional citizen at-large
168 members to be appointed ~~by the moderator for one, two and three years respectively; and hereafter each~~
169 ~~year one member is to be appointed~~ by the Town Council for a three-year term and thereafter for
170 successive three-year terms. ~~Appointed members serve until their successors are appointed and qualified.~~
171 ~~For the purpose of aligning term ending dates, the Council may make appointments in excess of three~~
172 ~~years (but no more than four years). Appointed member vacancies are filled by Town Council~~
173 ~~appointment for the unexpired term.~~

174 ~~Chapter 4.7 Personnel Board~~

175 ~~§ 4.7.1 Established; composition; qualifications, terms, removal, compensation of members; filling~~ 176 ~~of vacancies; duties.~~

177 ~~A. A Personnel Board is established, consisting of five members appointed by the Town Council. No~~
178 ~~member of the Board may be employed by the Town nor hold or be a candidate for any elective~~
179 ~~office. Members of the Board serve terms of three years and until their successors are appointed and~~
180 ~~qualified; provided, however, that, of the members originally appointed, one shall serve for a term of~~
181 ~~one year, two for a term of two years, and two for a term of three years. All terms expire on the same~~

182 ~~date in their respective years. Members serve conditioned only upon good behavior and may be~~
183 ~~removed for cause after notice and hearing. However, no member of the Board may serve for more~~
184 ~~than two consecutive three year terms. Vacancies occurring during a term are filled by the Town~~
185 ~~Council for the balance of the term. Members of the Board serve without compensation, but funds~~
186 ~~will be provided for reasonable and necessary expenses. The Board elects its own Chairperson.~~

187 ~~B. In addition to the duties set forth elsewhere in this chapter, the Board is to:~~

188 ~~(1) Advise the Town Manager on matters of personnel policy and problems of personnel administration,~~
189 ~~including the development of personnel rules, a job classification plan, and a uniform pay plan;~~

190 ~~(2) Represent the public interest in the improvement of personnel administration in the Town service;~~
191 ~~and~~

192 ~~(3) Make any inquiry which it may consider desirable concerning personnel administration in the Town~~
193 ~~service and make advisory recommendations to the Town Manager with respect thereto.~~

194 ~~§ 4.7.2 Personnel Board responsible for hearing grievances.~~

195 ~~The Personnel Board is responsible for hearing grievances involving employees covered by this chapter~~
196 ~~in the manner and under the provisions specified by this chapter.~~

197 ~~§ 4.7.3 Opinions and decisions of Personnel Board.~~

198 ~~All opinions and decisions issued by the Personnel Board are advisory in nature and are issued to the~~
199 ~~Town Manager and to the employee(s) requesting the grievance hearing or separation/demotion hearing.~~

200 ~~§ 4.7.4 Function of Personnel Board generally.~~

201 ~~It is not the Personnel Board's function to exclusively represent the interests of the employee or the~~
202 ~~employer; it is the Board's function to fairly and impartially represent the interests of both parties and to~~
203 ~~clearly and continually work for the development of mutual respect, understanding and cooperation~~
204 ~~between the parties.~~

205 **Chapter 4.8 Shellfish Conservation Committee**

206 **§ 4.8.1 Establishment.**

207 The Shellfish Conservation Program for the Town is administered by the Shellfish Conservation
208 Committee, ~~consisting of seven full members and two alternate members appointed by the Town~~
209 ~~Council for terms of three years. Members serve until their successors are appointed and qualified. For~~
210 ~~the purpose of aligning term ending dates, the Council may make appointments in excess of three years~~
211 ~~(but no more than four years). Vacancies are filled by Town Council appointment for the unexpired term.~~

212 **§ 4.8.2 Responsibilities.**

213 The Committee's responsibilities include:

214 A. Establishing annually in conjunction with the Department of Marine Resources the number of
215 shellfish digging licenses to be issued;

216 B. Surveying each clam-producing area at least once every three years to establish size distribution and
217 density, and annually estimating the status of the Town's shellfish resources;

218 C. Submitting to the Town ~~Council~~ Manager proposals for the expenditures of funds for the purpose of
219 shellfish conservation;

- 220 D. ~~Keeping Chapter 12.6, Shellfish, under r~~Reviewing and making recommendations for ~~its~~
221 amendments to Chapter 12.6 Shellfish;
- 222 E. Securing and maintaining records of shellfish harvest from the Town's managed shellfish areas and
223 closed areas that are conditionally opened by the Department of Marine Resources;
- 224 F. Recommending conservation closures and openings to the Town Council in conjunction with the
225 area biologists of the Department of Marine Resources; and
- 226 G. Submitting an annual report to the municipality and the Department of Marine Resources covering
227 the above topics and all other committee activities.

228 §4.8.3 Membership

229 The Committee shall consist of seven (7) members and two (2) alternate members appointed by the
230 Town Council for terms of three years.

231 **Chapter 4.9 Conservation Commission**

232 § 4.9.1 ~~Appointment; purpose.~~Purpose

233 Pursuant to the provisions of 30-A M.R.S. § 3261, the Town Council is to appoint a Conservation
234 Commission for the protection and use of the natural resources located within the territorial limits of the
235 Town.

236 § 4.9.2 **Duties.**

237 The Commission is to:

- 238 A. Keep an index of all open areas within the municipality, whether publicly or privately owned,
239 including open marshlands, swamps and other wetlands, for the purpose of obtaining information
240 relating to the proper protection, development or use of those open areas. The Commission may
241 recommend to the municipal officers or any municipal body or board, or any body politic or public
242 agency of the state, a program for the better protection, development or use of those areas, which
243 may include the acquisition of conservation easements;
- 244 B. Conduct research, in conjunction with the Planning Board, into the local land areas;
- 245 C. Keep records of its meetings, ~~finances~~ and activities and make an annual report to the municipality;
246 and
- 247 D. Seek to coordinate the activities of conservation bodies organized for similar purposes.

248 § 4.9.3 **Powers.**

249 The Commission may:

- 250 A. Make recommendations for use of land to the Planning Board and Parks Commission;
- 251 B. Prepare and print books, charts, maps and plans as it deems necessary;
- 252 C. Serve as an advisory body to the Public Works Department to review and advise, at least twice a
253 year, at the call of the Town Manager, in conjunction with the management plan and maintenance of
254 public parks and shade trees in public parks;

255 D. With the approval of the majority of the Town Council, receive gifts in the municipality's name for
256 any of the Commission's purposes and administer the gift for those purposes, subject to the terms of
257 the gift; acquire land or easements and trusts and accept gifts of land or money or easements for
258 conservation purposes; and

259 E. Develop and implement a management plan for Rogers Park, with approval of the Town Council.

260 § 4.9.4 **Membership.**

261 A. The Town Council may appoint at least three (3), but not more than seven (7), Conservation
262 Commissioners. ~~The Commissioners are selected from the qualified resident voters of the Town.~~
263 Members are initially appointed for terms of one, two and three years, such that the terms of
264 approximately 1/3 of the members will expire each year. ~~Their successors are appointed for~~ terms of
265 three years each. ~~Members serve until their successors are appointed and qualified. For the purpose~~
266 ~~of aligning term ending dates, the Council may make appointments in excess of three years (but no~~
267 ~~more than four years). Vacancies are filled by Town Council appointment for the unexpired term.~~

268 B. The Commission may recommend to the municipal officers that associate members be appointed to
269 assist the Commission as the Commission requires. Associate members are nonvoting members,
270 except when a quorum is absent. Their terms of office are to be for one, two or three years. ~~Associate~~
271 ~~members are selected from the qualified resident voters of the Town.~~

272 **Chapter 4.10 Parks Commission**

273 § 4.10.1 **Purpose.**

274 The Town Council may appoint a Parks Commission to provide ongoing citizen recommendations
275 relating to the improvement or development of Town-owned property that is or is likely to be developed
276 into Town parks to ensure the preservation, beauty and protection of these most valuable sites.

277 § 4.10.2 **Duties.**

278 The Commission is to:

279 A. Recommend to the Town Council an overall park management plan for the identification, protection,
280 development or use of park lands and facilities;

281 B. Meet with the Town Manager to review and advise, at least twice a year, on the status and progress
282 of the park management plan and other pertinent issues;

283 C. Coordinate its activities with those of the park, recreation, school and conservation bodies organized
284 for similar purposes;

285 D. Keep records of Commission ~~finances and~~ activities, post agendas and minutes of meetings ~~and~~
286 ~~make an annual report to the municipality;~~

287 E. Assure that any recommended changes affecting municipal park properties are made in conjunction
288 with the Conservation Commission; and

289 ~~F. Formulate a Commission budget to be presented to the Town Council for approval.~~

290 § 4.10.3 **Powers.**

291 The Commission may:

- 292 A. Make recommendations for use of the parks and park facilities to the Town Manager ~~and/or the~~
293 ~~Planning Board~~;
- 294 B. Prepare and print books, maps and plans as it deems necessary;
- 295 C. With the approval of the majority of the Town Council, apply for grants or receive gifts in the
296 municipality's name for any of the Commission's purposes and administer these grants or gifts for
297 those stated purposes, as specified by the terms of the grant or gift consistent with all appropriate
298 state statutes; and
- 299 D. Make recommendations to the Town Council for revisions to the park fee policy and rate schedules.

300 § 4.10.4 **Membership.**

- 301 A. The Commission consists of seven (7) members, ~~qualified under Sec. 2.07(2) of the Town Charter,~~
302 who have demonstrated an interest in the Town parks and facilities. Members are ~~initially appointed~~
303 ~~for terms of one, two and three years, such that the terms of approximately 1/3 of the members will~~
304 ~~expire each year. Their successors will be~~ appointed for terms of three years each. ~~Members serve~~
305 ~~until their successors are appointed and qualified. For the purpose of aligning term ending dates, the~~
306 ~~Council may make appointments in excess of three years (but no more than four years). Vacancies~~
307 ~~are filled by Town Council appointment for the unexpired term.~~
- 308 B. The Commission may recommend to the municipal officers that up to two (2) associate members be
309 appointed to assist the Commission, as the Commission requires. Associate members are nonvoting
310 members except when a quorum is absent. Their terms of office are to be for one, two or three years.
311 ~~Associate members are selected from the qualified resident voters of the Town.~~

312 Chapter 4.11 **Kittery Port Authority**

313 § 4.11.1 **Establishment.**

314 The Port Authority is established by ~~Maine Private and Special Law 1961, Chapter 163, as amended, and~~
315 Town Charter, Article IX.

316 § 4.11.2 **Appointment and composition.**

317 A. The Port Authority consists of seven members, one (1) of which will have experience as a
318 commercial boater or fisherman, who are Kittery residents serving staggered terms of office of five
319 years.

320 ~~B. Six members of the Port Authority are appointed by the Town Council, and the Planning Board~~
321 ~~Chair appoints one representative to serve on the board.~~

322 ~~C. A municipal officer, or spouse thereof, may not serve as a member of the Port Authority.~~

323 ~~D. Members serve until their successors are appointed and qualified.~~

324 ~~E~~B. No member may serve more than two consecutive terms of five years. Any member who has served
325 two consecutive terms of five years is ineligible to serve on the board for a period of one year.
326 Computation of term limits commences with the first term of five years following the effective date
327 of this provision. ~~Service for more than 1/2 of a term is considered a full term for the purpose of~~
328 ~~calculating term limits.~~ Computation of term limits does not include service prior to the effective
329 date of this provision ~~nor to terms of fewer than five years after the effective date.~~

330 ~~F. Vacancies are filled by Town Council appointments for the unexpired term.~~

331 Chapter 4.12 Capital Improvement Committee

332 § 4.12.1 Purpose

333 The Town Council may appoint a Capital Improvement Committee to study proposed capital projects and
334 improvements involving major tangible assets and projects which are purchased or undertaken in intervals
335 of not less than five years, have a useful life of at least five years, and cost over \$25,000.

336 § 4.12.2 Duties

337 The Committee may:

338 A. Consider the relative need, impact, timing and cost of these expenditures and the effect will have
339 on the financial position of the town.

340 B. Prepare an annual report recommend a Capital Improvement Budget for the next fiscal year, and a
341 Capital Improvement Program including recommended capital improvements for the following
342 four fiscal years.

343 § 4.12.3 Membership

344 The Committee consists of one (1) Town Council representative, one (1) School Committee
345 representative, two (2) citizen at-large members appointed for three (3) year staggered terms by the Town
346 Council, the School Superintendent or designee, the Finance Director, and the Town Manager.

347 Chapter 4.13 Economic Development Committee

348 § 4.13.1 Purpose

349 The Town Council may appoint an Economic Development Committee to advise, provide input,
350 guidance, and information to the Planning Board, Town Council, and Town administration on
351 opportunities, challenges, and impacts of economic development within Kittery.

352 § 4.13.2 Duties

353 The Committee may:

354 A. Serve as advocates for appropriate growth and planning activities; provide comment on potential
355 projects, related development, zoning impact and potential financial investment by the Town of
356 Kittery to support said projects.

357 B. Provide ongoing evaluation of the town's economic-development related processes; provide
358 comment and recommendations which support economic development.

359 C. Develop and maintain an inventory of developable/re-developable land and buildings working
360 with area real estate agents, landowners, and developers; develop an understanding of the types of
361 businesses looking for land and buildings in the area.

362 D. Recommend and develop content for economic development communications including the
363 content of the EDC webpage on the town's website, printed materials such as permitting guides,
364 and marketing related communications that promote the town as a good place to do business.

365 E. Assist in the updates and implementation of the Town's Comprehensive Plan and long-range
366 community goals as they relate to economic development.

367 F. Where appropriate, coordinate with regional organizations and neighboring groups seeking to
368 promote economic development and business growth in the area.

369 G. Provide quarterly updates to Town Council on committee activities.

370 **§ 4.13.3 Membership**
371 The Committee consists of one (1) Town Council representative, three (3) business or industry
372 representatives which may include Kittery property owners on which a business is located and/or a
373 designated representative of a business located in Kittery, three (3) citizens at-large members, the Town
374 Manager. Business and citizen members are appointed for terms of three (3) years.

375 **Chapter 4.14 Educational Scholarship Selection Committee**

376 **§ 4.14.1 Purpose**
377 The Educational Scholarship Selection Committee administers the scholarship fund and selects recipients
378 for scholarship awards.

379 **§ 4.14.2 Duties**
380 The Committee may:

- 381 A. Prepare annual scholarship applications and publicize the availability of scholarships.
- 382 B. Review applications and select recipients
- 383 C. Announce scholarship recipients at a regular meeting of the Town Council.
- 384 D. Arrange with the Treasurer disbursement of scholarship funds to awarded recipients.

385 **§ 4.14.3 Membership**
386 The Committee consists of two (2) Town Council representatives and three (3) citizens at-large members.
387 Citizen members are appointed for terms of two (2) years.

388 **Chapter 4.15 Kittery Land Issues Committee**

389 **§ 4.15.1 Purpose**
390 The Town Manager is authorized to establish the Kittery Land Issues Committee to assist in the
391 development of land use ordinances and ordinance revisions, and the identification and adoption of
392 policies and strategies to acquire, preserve and/or conserve open space.

393 **§ 4.15.2 Duties**
394 The Committee may:

- 395 A. Develop, review, and advise on proposed land use ordinance and land use ordinance revisions that
396 impact the utilization, development, and preservation of land.
- 397 B. Develop, review, and advise on policies and strategies to acquire, preserve and/or conserve open
398 space in the Town, and coordinate the respective organizational interests to implement the policies
399 and strategies.

400 **§ 4.15.3 Membership**
401 The Committee consists of one (1) Town Council representative, one (1) Planning Board representative,
402 one (1) Board of Appeals representative, one (1) Parks Commission representative, one (1) Economic
403 Development Committee representative, one (1) Conservation Commission representative, one (1) Kittery
404 Land Trust representative, and two (2) citizen at-large members. Citizen members are appointed for three
405 (3) year staggered terms by the Town Manager.

406 Chapter 4.16 Comprehensive Plan Committee

407 § 4.16.1 Purpose

408 The Comprehensive Plan Committee will oversee the implementation of the 2015-2025 Kittery
409 Comprehensive Plan.

410 § 4.15.2 Duties

411 The Committee may:

412 A. Review and assess the priorities, goals and action steps of the Comprehensive Plan, and the town’s
413 progress in achieving the goals and implementing the action steps

414 B. Specify revisions to the priorities, goals and objectives and recommend options to address
415 challenges in implementation.

416 C. Identify specific issues in the Comprehensive Plan that require further exploration, and
417 recommend to the Town Council strategies to address those issues.

418 D. Provide an written report to the Town Council each January summarizing the Comprehensive Plan
419 progress, identifying challenges, and recommending strategies to achieve goals.

420 § 4.15.3 Membership

421 The Committee consists of the seven (7) voting members and three (3) non-voting members. Voting
422 members are the Chairperson and Vice Chairperson of the Town Council, one representative from each of
423 the following boards: Board of Appeals, Economic Development Committee, Planning Board, Port
424 Authority, and School Committee, and three (3) citizen at-large members. Citizen members are appointed
425 for three (3) year terms. Non-voting members are the Town Manager, Superintendent of Schools, and
426 Director of Planning and Development.

SECTION ELEVEN. VOTING:

Voting is by a randomly sequenced roll call. Councilors shall indicate their vote by a yes or no, or by abstention, when polled. No Councilor may be excluded from participation in debate on any question except as required by Town Charter or state statute, (currently Section 12.01 and 30-A MRS §2605, respectively). Councilors have the right to change their vote up to the time the vote is announced by the Chairperson.

Voting on Council Chairperson, Vice Chairperson, and for appointment to the Planning Board and Board of Appeals will be conducted in the following way:

- Nomination will require a motion and second
- Councilors shall indicate their vote by stating the name of one nominee or by abstention
- In case of a tie, the vote will be taken again. In the case of a second tie vote, the Council may either take another vote or continue the matter to the next Council meeting.

The vote must be recorded in the minutes of the meeting to indicate each Councilor's vote, or abstention.

SECTION TWELVE. AGENDA:

In order that advance notice of the matters to be discussed at Council meetings be afforded interested parties, all meetings of the Council will be conducted according to the agenda.

An agenda will be prepared for each regular meeting and posted by the Thursday preceding said meeting. Posting will be in a public area of the municipal building and of the U.S. Post Offices in Kittery and Kittery Point.

When practicable, an agenda will be prepared at least twelve hours in advance of a special meeting; delivered to all Council members and posted as previously provided.

All Town Manager's memoranda of interest to the Council members will be delivered to them at least seventy-two hours before a regular meeting.

All reports or proposals made to the Council, which require or request that an action be taken by the Council, are to be submitted in written form. The content will consist of the following, as appropriate:

- Executive Summary
- Statement of Need
- Background
- Facts Bearing on the Equation
- Current Situation
- Proposed Solution / Recommendation
- Rationale for the Proposed Solution (including costs)

The agenda consists of the following categories:

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

| DIVISION USE ONLY | |
|--|-----|
| License No: | |
| Class: | By: |
| Deposit Date: | |
| Amt. Deposited: | |
| Cash Ck Mo: | |
| Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/> | |

PRESENT LICENSE EXPIRES: 4-17-2019

NEW application: Yes No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|--|--|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input checked="" type="checkbox"/> 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 (Class I,II,III,IV) | <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING |
| <input type="checkbox"/> OTHER: _____ | | |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

| | |
|---|---|
| Corporation Name: <u>JK restaurants LLC</u> | Business Name (D/B/A) <u>Rudders Public House</u> |
| APPLICANT(S) –(Sole Proprietor) <u>Jacqueline Kilty</u> DOB: <u>10/29/67</u> | Physical Location: <u>70 Wallingford Square</u> |
| DOB: _____ | City/Town State Zip Code <u>Kittery ME 03904</u> |
| Address <u>5 melanies CT</u> | Mailing Address |
| City/Town State Zip Code <u>Kittery ME 03904</u> | City/Town State Zip Code |
| Telephone Number Fax Number <u>603-767-5691</u> | Business Telephone Number Fax Number <u>207-703-2324</u> |
| Federal I.D. # <u>46-2212350</u> | Seller Certificate #: or Sales Tax #: <u>1161509</u> |
| Email Address: Please Print <u>JKrestaurants1@gmail.com</u> | Website: <u>www.Rudderspublichouse.com</u> |

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A

2. State amount of gross income from period of last license:

ROOMS \$ _____ FOOD \$ 460,171.⁰⁰ LIQUOR \$ 523,632.⁰⁰

3. Is applicant a corporation, limited liability company or limited partnership? YES NO
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES NO

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5. Do you own or have any interest in any another Maine Liquor License? Yes No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # _____ Name of Business _____

Physical Location _____ City/Town _____

6. If manager is to be employed, give name: Joseph Kaszuba

7. Business records are located at: 5 Melanies Ct. Kittery, ME 03904

8. Is/are applicant(s) citizens of the United States? YES NO

9. Is/are applicant(s) residents of the State of Maine? YES NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

| Full Name (Please Print) | DOB | Place of Birth |
|--------------------------|----------|----------------|
| Jacqueline Kilty | 10/29/67 | RYE, N.Y. |
| Joseph Kaszuba | 1/3/65 | FPSWICH, MA |
| | | |

11. Residence address on all of the above for previous 5 years (Limit answer to city & state)

| | | |
|-------------------------------|----------------------------|------------------|
| Name: <u>Jacqueline Kilty</u> | City: <u>Kittery</u> | State: <u>ME</u> |
| Name: <u>Joseph Kaszuba</u> | City: <u>South Berwick</u> | State: <u>ME</u> |
| Name: _____ | City: _____ | State: _____ |

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes No If Yes, give name: _____

14. Has/have applicant(s) formerly held a Maine liquor license? YES NO

15. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) 1 Room Restaurant/Lounge (Diagram on File)

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES NO Applied for: _____

18. 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? 1/2

Which of the above is nearest? Church

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Kittery, Maine on Jan 14, 20 19
Town/City, State Date

Please sign in blue ink

Jacal Killy
Signature of Applicant or Corporate Officer(s)
Jacqueline Killy
Print Name

Signature of Applicant or Corporate Officer(s)

Print Name

FEE SCHEDULE

| | |
|--|-------------------|
| FILING FEE: (must be <u>included</u> on all applications)..... | \$ 10.00 |
| Class I Spirituous, Vinous and Malt | \$ 900.00 |
| CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB. | |
| Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only) | \$1,100.00 |
| CLASS I-A: Hotels only that do not serve three meals a day. | |
| Class II Spirituous Only | \$ 550.00 |
| CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels. | |
| Class III Vinous Only | \$ 220.00 |
| CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts. | |
| Class IV Malt Liquor Only | \$ 220.00 |
| CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts. | |
| Class III & IV Malt & Vinous Only | \$ 440.00 |
| CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts. | |
| Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) | \$ 495.00 |
| CLASS V: Clubs without catering privileges. | |
| Class X Spirituous, Vinous and Malt – Class A Lounge | \$2,200.00 |
| CLASS X: Class A Lounge | |
| Class XI Spirituous, Vinous and Malt – Restaurant Lounge | \$1,500.00 |
| CLASS XI: Restaurant/Lounge; and OTB. | |

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.**

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:
Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§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. [1993, c. 730, §27 (AMD).]

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. [1995, c. 140, §4 (AMD).]

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. [2003, c. 213, §1 (AMD).]

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. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

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; [1987, c. 45, Pt. A, §4 (NEW).]

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; [1987, c. 45, Pt. A, §4 (NEW).]

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; [1993, c. 730, §27 (AMD).]

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; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

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 [2009, c. 81, §2 (AMD) .]

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. [2009, c. 81, §3 (NEW) .]

[2009, c. 81, §§1-3 (AMD) .]

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. [1993, c. 730, §27 (RP).]

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. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

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.

[1995, c. 140, §7 (AMD) ; 1999, c. 547, Pt. B, §78 (AMD) ; 1999, c. 547, Pt. B, §80 (AFF) .]

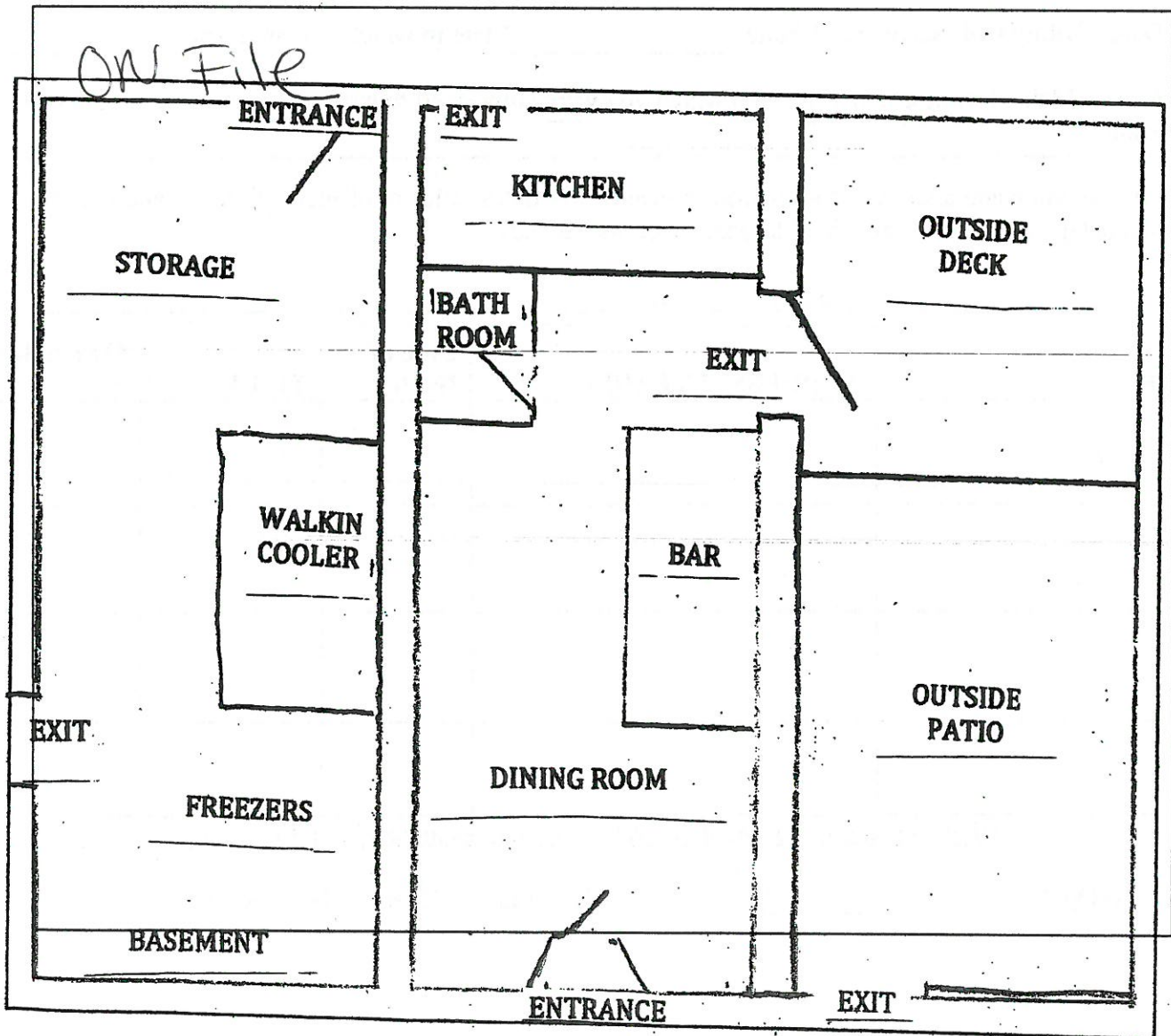
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347 (overnight)
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov



ON PREMISE DIAGRAM (Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.





Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

| | |
|-----------------------------|--|
| For Office Use Only: | |
| License #: | _____ |
| SOS Checked: | _____ |
| 100% Yes | <input type="checkbox"/> No <input type="checkbox"/> |

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: JK restaurants LLC.
- Doing Business As, if any: Rudders Public House
- Date of filing with Secretary of State: _____ State in which you are formed: _____
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

| NAME | ADDRESS (5 YEARS) | Date of Birth | TITLE | Ownership % |
|------------------|--|---------------|---------------------|-------------|
| Jacqueline Kilty | 5 Melanies Ct. Kittery, ME 03904 | 10/29/67 | owner/ President | 100 |
| | | | | |
| | | | | |
| | | | | |

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

- If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States? Yes No

8. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____


Date of Conviction: _____


Offense: _____

Location of Conviction: _____

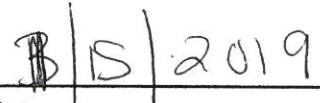
Disposition: _____

Signature:



Signature of Owner or Corporate Officer


Print Name of Owner or Corporate Officer



Date

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

| DIVISION USE ONLY | |
|-------------------|--|
| License No: | |
| Class: | By: |
| Deposit Date: | |
| Amt. Deposited: | |
| Cash Ck Mo: | |
| Good SOS & DBA: | YES <input type="checkbox"/> NO <input type="checkbox"/> |

PRESENT LICENSE EXPIRES: _____

NEW application: Yes No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date : _____ Business hours: 7 days 11-9

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- RESTAURANT (Class I,II,III,IV) 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 (Class I,II,III,IV) TAVERN (Class IV) QUALIFIED CATERING
 OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

| | |
|--|--|
| Corporation Name: <u>Loco Cocos Tacos Corp</u> | Business Name (D/B/A) <u>Loco Cocos Tacos</u> |
| APPLICANT(S) –(Sole Proprietor) <u>Luis Valdez</u> DOB: <u>01-26-66</u> | Physical Location: <u>36 Walker St</u> |
| <u>RAMONA Valdez</u> DOB: <u>08-29-56</u> | City/Town State Zip Code <u>Kittery ME 03904</u> |
| Address <u>36 Walker St</u> | Mailing Address |
| City/Town State Zip Code <u>Kittery ME 03904</u> | City/Town State Zip Code |
| Telephone Number Fax Number <u>(207) 438-9322 (207) 438-9289</u> | Business Telephone Number Fax Number <u>207-438-9322 207-438-9289</u> |
| Federal I.D. # <u>20-1162173</u> | Seller Certificate #: or Sales Tax #: <u>1079200</u> |
| Email Address: Please Print <u>management@locococos.com</u> | Website: <u>www.locococos.com</u> |

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A

2. State amount of gross income from period of last license:
 ROOMS \$ N/A FOOD \$ 25 mil LIQUOR \$ 8500,000

3. Is applicant a corporation, limited liability company or limited partnership? YES NO
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES NO

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5. Do you own or have any interest in any other Maine Liquor License? Yes No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

License # _____ Name of Business _____

Physical Location _____ City/Town JAMI SCARDINA

6. If manager is to be employed, give name: _____

7. Business records are located at: 36 Walker St

8. Is/are applicants(s) citizens of the United States? YES NO

9. Is/are applicant(s) residents of the State of Maine? YES NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

| Full Name (Please Print) | DOB | Place of Birth |
|--------------------------|----------|----------------|
| Luis Valdez | 01-26-66 | Tijuana, Mex |
| Ramona Valdez | 08-29-56 | Biddeford, ME |
| Jami Scardina | 10-07-76 | Portsmouth, NH |

11. Residence address on all of the above for previous 5 years (Limit answer to city & state)

| | | |
|-----------------------|---------------|--------------|
| Name: Luis and Ramona | City: Eliot | State: ME |
| Name: Jami | City: Kittery | State: ME |
| Name: _____ | City: _____ | State: _____ |

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued? Yes No If Yes, give name: _____

14. Has/have applicant(s) formerly held a Maine liquor license? YES NO

15. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) See ATTACHED

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services? YES NO Applied for: _____

18. 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? 1/4 mile

Which of the above is nearest? church

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: Kennebunk Savings Bank

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: KITTERY ME on JAN 14, 20 19
Town/City/State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Luis A Valdez

Print Name

Signature of Applicant or Corporate Officer(s)

Ramona G. Valdez

Print Name

FEE SCHEDULE

| | |
|--|-------------------|
| FILING FEE: (must be included on all applications) | \$ 10.00 |
| Class I Spirituous, Vinous and Malt | \$ 900.00 |
| CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB. | |
| Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only) | \$1,100.00 |
| CLASS I-A: Hotels only that do not serve three meals a day. | |
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| CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels. | |
| Class III Vinous Only | \$ 220.00 |
| CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts. | |
| Class IV Malt Liquor Only | \$ 220.00 |
| CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts. | |
| Class III & IV Malt & Vinous Only | \$ 440.00 |
| CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts. | |
| Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) | \$ 495.00 |
| CLASS V: Clubs without catering privileges. | |
| Class X Spirituous, Vinous and Malt – Class A Lounge | \$2,200.00 |
| CLASS X: Class A Lounge | |
| Class XI Spirituous, Vinous and Malt – Restaurant Lounge | \$1,500.00 |
| CLASS XI: Restaurant/Lounge; and OTB. | |

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Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§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. [1993, c. 730, §27 (AMD).]

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. [1995, c. 140, §4 (AMD).]

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. [2003, c. 213, §1 (AMD).]

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. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

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; [1987, c. 45, Pt. A, §4 (NEW).]

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; [1987, c. 45, Pt. A, §4 (NEW).]

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; [1993, c. 730, §27 (AMD).]

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; [1989, c. 592, §3 (AMD) .]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

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 [2009, c. 81, §2 (AMD).]

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. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD) .]

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. [1993, c. 730, §27 (RP).]

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. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

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.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF).]



Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

| | |
|-----------------------------|--|
| For Office Use Only: | |
| License #: | _____ |
| SOS Checked: | _____ |
| 100% | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: Loco Coco's Tacos, Corp
- Doing Business As, if any: Loco Coco's Tacos
- Date of filing with Secretary of State: 5/18/2004 State in which you are formed: ME
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

| NAME | ADDRESS (5 YEARS) | Date of Birth | TITLE | Ownership % |
|---------------|-----------------------------------|---------------|-------|-------------|
| Luis Valdez | 9 Eliot Shores Eliot, ME 03903 | 01-26-1966 | owner | 60 |
| Ramona Valdez | 9 Eliot Shores Eliot, ME 03903 | 08-29-1956 | owner | 40 |
| | | | | |
| | | | | |

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

- If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States? Yes No

8. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:



Signature of Owner or Corporate Officer

Jan. 14 2019

Date

Luis A. Valdez

Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

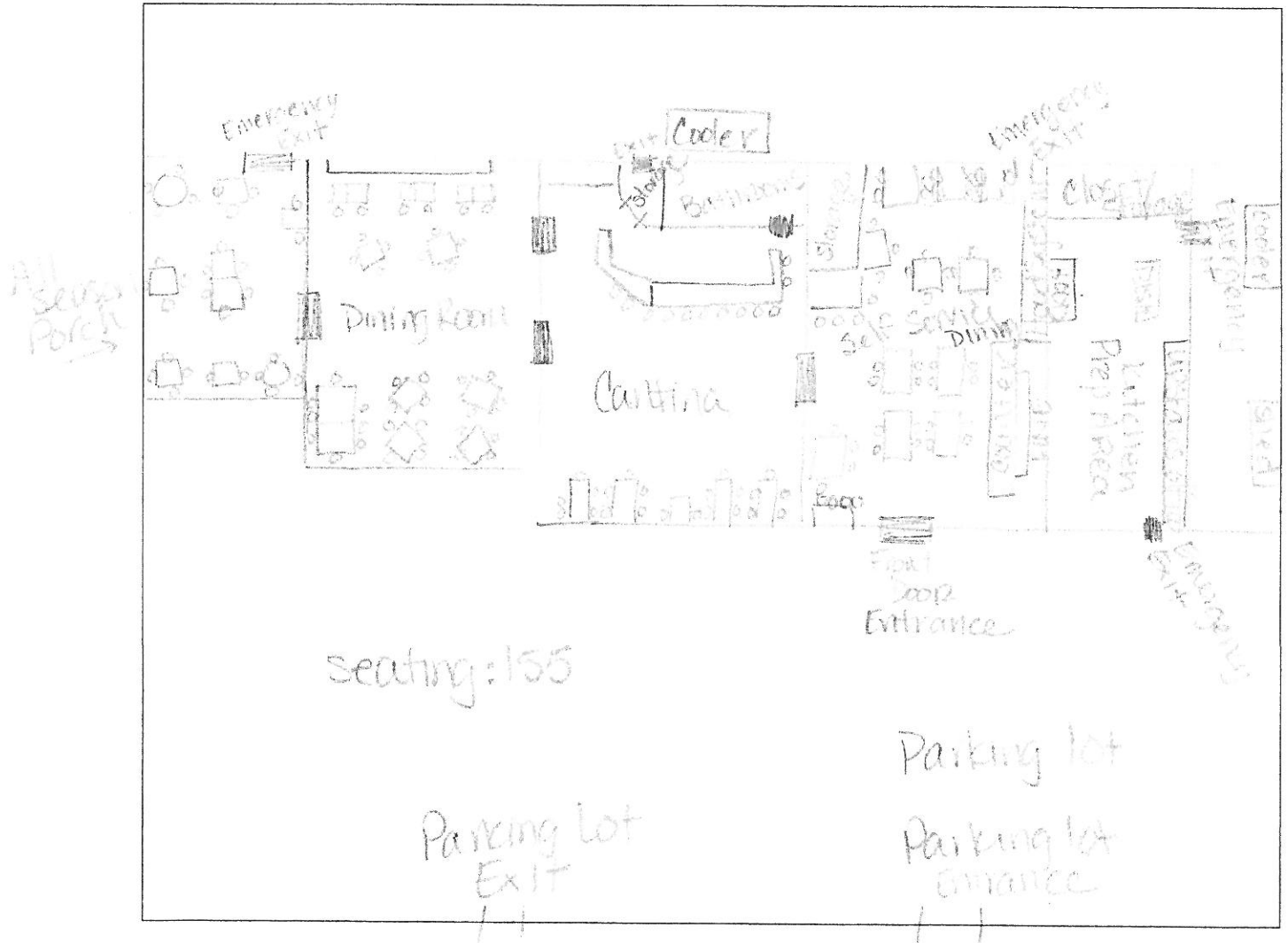
Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008
 10 Water Street, Hallowell, ME 04347
 Tel: (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov

| DIVISION USE ONLY | |
|--------------------------|--------------|
| <input type="checkbox"/> | Approved |
| <input type="checkbox"/> | Not Approved |
| BY: | |

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restroom decks and all areas that you are requesting approval from the Division for liquor consumption.



1 Kittery Climate Adaptation Committee Charge

2
3

4 **Meeting Date: January 28, 2019**
5 **From: Councilors Vice Chair Brock and Chair Spiller**
6 **Subject: Formation of a Kittery Climate Adaptation Committee**
7 **Council Sponsors: Vice Chair Brock and Chair Spiller**

8
9

Background and Summary

10 Average global temperature continues to increase with attendant sea level rise. The effects on the
11 New England region will be particularly significant. Gulf of Maine sea surface temperatures are rising
12 faster than in any world ocean body except the Barents Sea. Our New England climate is becoming
13 more unpredictable with more extreme heat days and summer droughts. And NOAA projections have
14 New England showing the greatest increase in frequency and amount of precipitation of any US
15 region.

16

17 The combination of more frequent and intense storms and rising sea level is already increasing storm
18 surge penetration along our coast, eroding shore land and degrading roads. Housing growth rates in
19 Maine are three times faster in these high-risk coastal areas. Fisheries traditionally associated with
20 the Gulf of Maine are changing as cold water species seek colder water. Warmer temperatures also
21 are expanding the range of pest species, carrying disease vectors that pose new public health
22 dangers. Yet our built environment, and our town codes, public health standards, and our economy
23 are all based on a cooler and dryer environment.

24

Statement of Need

25
26 These changes are occurring now. Without education, planning and response, towns like Kittery will
27 experience deleterious impacts to town assets, private property, treasured natural and historic
28 resources, and the economic underpinnings of our community.

29

30 We propose the formation a Town Council committee to focus on climate adaptation for Kittery. The
31 recently voter-approved Kittery Comprehensive Plan called for building such community resilience in
32 response to a changing climate. The proposed committee will be under the Comprehensive Plan
33 committee umbrella, allowing the Town to address these issues in a coordinated and timely fashion
34 while also positioning the Town to obtain planning and other funds address the impacts of a rapidly
35 changing climate.

36

Committee Charge

37
38 The committee will seek options to make Kittery more resilient in the face of risks associated with
39 warming temperatures and rising seas. It will inventory, make recommendations and seek funds to
40 address actions to make Town properties safer and more energy efficient; and identify risks to public
41 health and safety; and anticipate changes to the local economy, including fisheries associated with
42 climate change. It will realize its charge through coordinating and advancing the efforts and
43 recommendations of three subcommittees: Built and Natural Landscape Impacts; Energy Efficiency;
44 and Public Health and Safety. The committee will, where appropriate, collaborate with surrounding
45 communities and the State. Annually, it will report to Town Council on its, and five years after its
46 formation, the Town Council will evaluate its continued existence.

47

Subcommittees

48

49 Built and Natural Landscape Impacts Subcommittee

50 Goal: Identify risks, including mapping and recommending responses to Kittery's built and
51 natural landscape and local economy, including town assets to improve planning and protect
52 public and private property

53 Actions:

54 Identify vulnerabilities (spatial and temporal) for Town properties, including roads

55 Map impacts

56 Examine economic impacts of changes on local economy, including fisheries

57 Recommend

- 58 • More sustainable practices in coordination with the Energy Efficiency Subcommittee;
- 59 • Ordinances that build risk tolerances into design
- 60 • Responses to future impacts in coordination with the Public Health and Safety
61 Subcommittee;
- 62 • Strategies to monitor and alert the public about health risks in coordination with the
63 Public Health and Safety Subcommittee
- 64 • Plan for economic impacts

65

66 Energy Efficiency Subcommittee

67 Goal: Assist Town in achieving cost effective energy efficiency measures to reduce energy
68 consumption and lower reliance on carbon-based fossil fuel

69 Actions:

70 Inventory current energy use in Town assets

71 Evaluate energy efficiency in those assets

72 Vet plans for increased Town energy efficiency

73 Research options to fund energy efficiencies

74 Educate public on issues associated with improved energy

75 Recommend options and actions to increase energy efficiency

76

77 Public Health and Safety Subcommittee

78 Goal: Identify risks to Town residents associated resulting from extreme climate events and
79 expansion of pest-borne vectors and develop responses to those risks

80 Kittery Water district

81 Actions:

82 Develop response plans for high heat and cold events

83 Identify strategies associated with pest borne vectors, including eradication and control

84 Collaborate with surrounding communities, the Kittery Water District and the State

85 Establish strategies for alerting the vulnerable public, including those with chronic illness
86 sensitive to climate extremes, the very young and the very old

87 Work in coordination with Built and Natural Landscape Impacts Subcommittee

88 on any proposed changes to Town ordinances

89 Monitor outdoor recreation facilities for vector borne diseases

90 Coordinate with Kittery Water District on stability of town water supply

91 Monitor health of Town water bodies

92 Educate public on response plans

93

94 **Membership**

95 The proposed committee would play that role with representation from Town Councilors (2);

96 Planning Board (1); Conservation Commission (1); Economic Development Committee; Parks

97 Commission (1); and School Committee (1); Kittery residents (5); local business owners (2), including
98 from the fishing industry; the Town Manger. Core membership will include representation from the
99 Comprehensive Plan Implementation Committee. Other members may be added to the
100 subcommittees as needed and with the approval of the full committee.

101

102 1/24/19