



# TOWN OF KITTERY

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

## WORKSHOP

### JLUS IMPLEMENTATION STUDY PLAN

July 27, 2020  
5:30PM

### KITTERY TOWN COUNCIL

July 27, 2020  
6:00PM

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

The public may also participate in the meeting via Zoom webinar. **Register in advance for the webinar at:** [https://us02web.zoom.us/webinar/register/WN\\_WHdYP88XTcmEB2UhThgfJA](https://us02web.zoom.us/webinar/register/WN_WHdYP88XTcmEB2UhThgfJA)

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

**Comments received by noon on the day of the meeting will be read into the record by the Council Chair.**

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1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes

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

- November 13, 2019
- November 25, 2019
- December 09, 2019
- December 16, 2019

8. All items involving the town attorney, town engineers, town employees, or other town consultants or requested office.

9. PUBLIC HEARINGS

a. (070220-1) The Kittery Town Council moves to hold a Public Hearing on Title 10 – Walker/Wentworth Street Parking.

b. (070220-2) The Kittery Town Council moves to hold a Public Hearing on the renaming of Manson Avenue Extension to Buckley Way.

10. DISCUSSION

a. The public may submit public comments in writing via the Q&A feature of the webinar for the DISCUSSION agenda.

b. Chairperson will read written comments into the record.

c. Chairperson's response to public comment.

11. OLD BUSINESS

a. (070220-3) The Kittery Town Council moves to vote on Short Term Rentals.

12. NEW BUSINESS

a. Donations/gifts received for Council disposition –

b. (070220-4) The Kittery Town Council moves to schedule a public hearing on August 24, 2020 on the TIF District Program.

c. (070220-5) The Kittery Town Council moves to schedule a public hearing on August 10, 2020 on Fiscal Year 2020 Transfers.

13. Council Issues or Comment

14. Executive Session

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

15. ADJOURNMENT

Posted: July 23, 2020

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



# TOWN OF 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 July 27, 2020

- 1. July 14 Election** – Congratulations and thanks are due to the Town Clerk, Karen Estee, and her team of dedicated elections workers for their efforts leading up to and through the July 14 election. Administering an election is a fundamental service of municipal government, and is a complex process under normal circumstances. Administering an election during a pandemic and within changing guidelines is another feat entirely.

This election was unlike any other in recent history. Deadlines and guidelines were changing mere weeks before the polling day. Planning for a safe in-person election, properly staffed, and within state guidelines was a new factor added to an already complex election with district voting, primaries, and local measures. Processing the absentee ballot requests quickly once the State ballots were received required many late hours. Despite the challenges, the team did a great job.

Voters overwhelmingly chose absentee balloting this election. Of the total number of ballots cast, 75% were absentee. In total, 1,924 absentee ballots were requested, and 1,882 were returned and accepted. Total number of votes cast in-person on election day were 308.

Planning is already underway for the November election. We anticipate a large number of voters choosing absentee voting again, and ongoing safety protocols for in-person voting.

- 2. Kittery Police Department** – I have been made aware of public comments made at a recent School Committee meeting regarding the training of our Police Officers.

Kittery Police Officers are trained in accordance with Maine certification requirements and national best practices. Our Officers already receive ongoing training in implicit bias, awareness of cultural diversity, crisis intervention and de-escalation, biased based policing, policing culturally diverse communities, and responding to mental health crisis. Training is implemented annually on a rotating basis, ensuring all officers receive instruction on these topics.

The role of a Police Officer has evolved over time and will continue to evolve as we determine how best to be a community that is safe and welcoming for people of all races and backgrounds. Kittery's Police Officers prove each and every day their commitment to working collaboratively with our residents, businesses and visitors to achieve the goals set forth by our community.

- 3. Barriers** – The Town is utilizing the Keep Maine Healthy Grant award to purchase its own barriers for the outdoor restaurant and retail service. As part of the grant, we are seeking artists to paint/beautify the barriers, turning them into temporary public art displays. The grant will pay for the paint and other supplies needed. The barriers will be painted at the KRRF and then setup in the designated areas in the coming weeks. Barriers currently installed are on loan from the PNSY and need to be returned. The application to paint a barrier are on the Town's website.



4. **Concerts at JPJ** – We are working with the Dance Hall on hosting free concerts at John Paul Jones Park for the month of August, and possibly into the fall. Details are still be developed, including safety measures to comply with state guidelines on gatherings, layout and marking of the park, and scheduling. We are grateful to York Hospital for willingness to collaborate on utilizing the 35 Walker Street site for concert-goer parking.
5. **Taylor IFP** – The Taylor Building Committee has re-issued the Taylor Invitation for Proposals (IFP). The IFP seeks proposals from organizations, community groups, businesses, and others interested in proposing options for the re-use, renovation, sale, and/or development of the Taylor Building at 2 Walker Street. This effort is focused on seeking concepts that are capable of being implemented; meaning that there is sufficient substance, possible funding, and/or experience to bring a concept to fruition.

The purpose of this effort is to evaluate a broad range of options for the property including retaining the site for public use to an arms-length sale of the parcel. Upon conclusion of its review of proposals, the Committee will make a recommendation to the Town Council on which option it recommends the Town advance.

6. **Revaluation** - The revaluation of real properties in Town is in its final stage. Notice of new values have been sent to property owners, and the Assessor’s Office is scheduling and conducting informal hearings. A revaluation is required every 10 years or if the certified market value goes below 70% (whichever is first). It appears the last time the Town conducted a revaluation was eight years ago.

The tax rate had been experiencing significant pressure, in part due to assessed values being well below market values. In 2019, the Town launched a property revaluation effort to bring values closer to 99% of market. The Town’s valuation was certified at approximately 79% of market value with the prior year’s budget.

Though the new values may be perceived as a one-year increase, for many it reflects an 8-year correction. The values do not include homestead exemption or other qualified exemptions excepting tree growth exemption. These will be applied when the tax commitment is completed.

The mil rate will decrease as a result of the revaluation. We cannot finalize the mil rate until the informal hearings are completed. At present, the mil rate for FY21 is projected to decrease approximately \$4 per thousand of value. It is important to note that the revaluation does not lower tax bills; it simply redistributes the tax levy allocation to reflect current market values.

The revaluation also does not provide “more money” to the town or school budget. The tax levy is set by the votes on town and school budgets. The revaluation determines how the tax levy is assessed across the various property owners (see attached illustration from FY21 Budget presentation).

7. **In person meetings** – The Star Theater is setup and operating as the site for in-person board and commission meetings. The KPA transitioned to in-person meetings earlier this month. The Board of Appeals will hold its first in-person meeting since COVID later in the week.

The theater has been setup to allow safe distancing for members of the boards and commissions, and the public. Meetings are broadcast on Channel 22. It is at the Council’s discretion whether to continue with remote meetings for the time-being or transition to in-person in the near future.

The KCC is also being used as the site for in-person meetings for non-jurisdictional board, commission and committee meetings, and staff meetings. We are utilizing various classrooms and community spaces to properly distance.

**8. FY20 Year End Report** – Please see attached.

**Upcoming Dates:**

- Nomination Papers Due - August 13, Town Clerk's Office

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'K. Amaral', with a long horizontal flourish extending to the right.

Kendra Amaral  
Town Manager

# Valuation and Mil Rate

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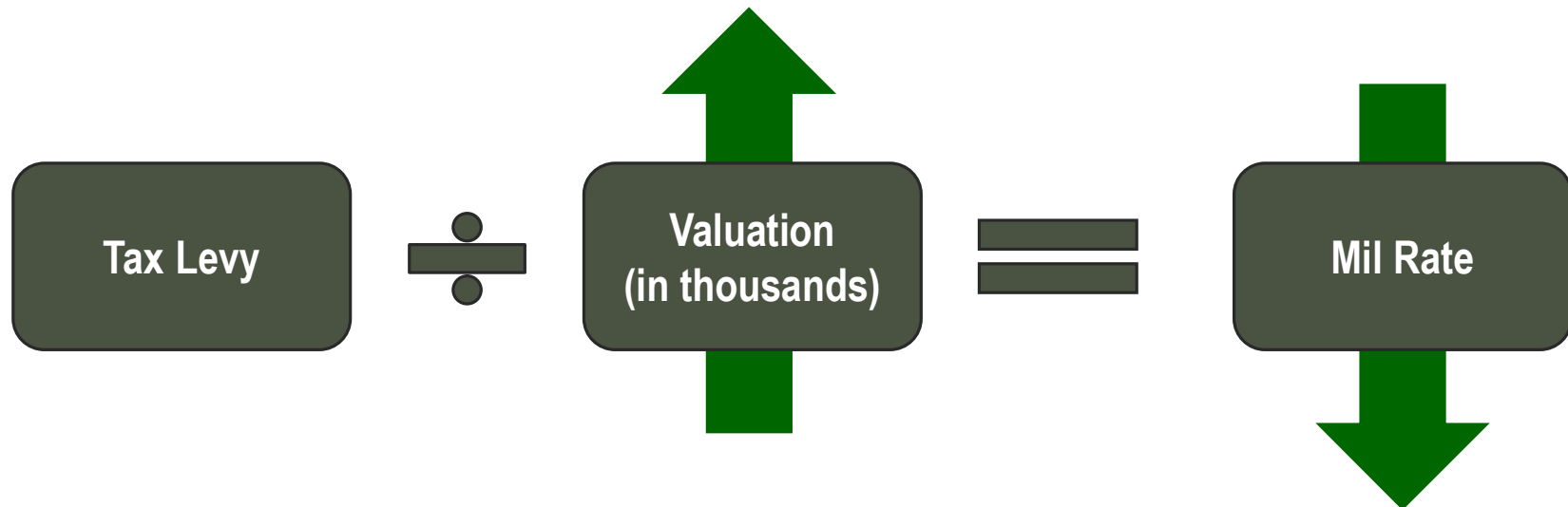
Revaluation and annual development adding \$563M in value

- Annual average typically \$15M

Projected Mil Rate ~ \$13.10, (25%) decrease

Lower Mil Rate means a redistribution of tax levy allocation, not necessarily a tax bill reduction

Revised values will be issued in July



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TOWN OF KITTEERY - LIVE  
FY20 YEAR END

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AS OF 7.21.20

FOR 2020 13

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	50,000	50,000	50,000.00	.00	.00	100.0%
	TOTAL TOWN GENERAL FUND	0	50,000	50,000	50,000.00	.00	.00	100.0%
101110 ADMINISTRATION								
<u>101110</u>	<u>64011</u>							
	MANAGER SALARY	100,703	0	100,703	103,982.29	.00	-3,279.29	103.3%*
<u>101110</u>	<u>64014</u>							
	TOWN CLERK SALARY	65,000	0	65,000	79,489.04	.00	-14,489.04	122.3%*
<u>101110</u>	<u>64017</u>							
	CLERKS SALARIES	322,314	0	322,314	305,654.23	.00	16,659.77	94.8%
<u>101110</u>	<u>64018</u>							
	HUMAN RESOURCES MA	55,860	0	55,860	60,815.21	.00	-4,955.21	108.9%*
<u>101110</u>	<u>64026</u>							
	FINANCE DIRECTOR S	98,386	0	98,386	89,294.49	.00	9,091.51	90.8%
<u>101110</u>	<u>64027</u>							
	CUSTODIAN WAGES	13,775	0	13,775	8,197.39	.00	5,577.61	59.5%
<u>101110</u>	<u>64030</u>							
	OVERTIME	2,000	0	2,000	3,388.63	.00	-1,388.63	169.4%*
<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	13,000	0	13,000	13,628.05	.00	-628.05	104.8%*
<u>101110</u>	<u>65020</u>							
	TELEPHONE & INTERN	9,000	0	9,000	7,884.51	.00	1,115.49	87.6%
<u>101110</u>	<u>65030</u>							
	TRANSPORTATION	1,500	0	1,500	.00	.00	1,500.00	.0%
<u>101110</u>	<u>65040</u>							
	EDUCATIONAL/MEETIN	5,000	0	5,000	2,548.25	.00	2,451.75	51.0%
<u>101110</u>	<u>65060</u>							
	PRINTING	5,000	0	5,000	4,729.71	.00	270.29	94.6%
<u>101110</u>	<u>65080</u>							
	LEGAL NOTICES/OTHE	3,000	0	3,000	714.39	.00	2,285.61	23.8%
<u>101110</u>	<u>65200</u>							
	ELECTRICITY	15,000	0	15,000	9,968.12	.00	5,031.88	66.5%
<u>101110</u>	<u>65220</u>							
	WATER	350	0	350	317.40	.00	32.60	90.7%
<u>101110</u>	<u>65230</u>							
	FUEL OIL	4,200	0	4,200	3,891.89	.00	308.11	92.7%
<u>101110</u>	<u>65240</u>							
	DUMPSTERS	600	0	600	412.72	.00	187.28	68.8%
<u>101110</u>	<u>65250</u>							
	SEWER	240	0	240	299.04	.00	-59.04	124.6%*
<u>101110</u>	<u>65300</u>							
	MACHINE & EQUIPMEN	32,000	0	32,000	38,670.20	.00	-6,670.20	120.8%*
<u>101110</u>	<u>65400</u>							
	LEGAL SERVICES	60,000	0	60,000	37,609.21	.00	22,390.79	62.7%
<u>101110</u>	<u>65410</u>							
	COMPUTER SERVICES	45,000	0	45,000	42,363.99	.00	2,636.01	94.1%
<u>101110</u>	<u>65415</u>							
	WEB PAGE	3,500	0	3,500	3,891.57	.00	-391.57	111.2%*
<u>101110</u>	<u>65430</u>							
	AUDIT SERVICES	16,500	0	16,500	17,000.00	.00	-500.00	103.0%*
<u>101110</u>	<u>65480</u>							
	OTHER PROFESSIONAL	30,000	0	30,000	25,758.84	.00	4,241.16	85.9%
<u>101110</u>	<u>65500</u>							
	MAINTENANCE OF BLD	16,500	0	16,500	7,976.24	.00	8,523.76	48.3%
<u>101110</u>	<u>66010</u>							
	OFFICE SUPPLIES	8,000	0	8,000	7,649.28	.00	350.72	95.6%
<u>101110</u>	<u>66020</u>							
	BOOKS/SUBSCRIPTION	1,000	0	1,000	1,047.46	.00	-47.46	104.7%*
<u>101110</u>	<u>66025</u>							
	MAINE MUNICIPAL AS	12,700	0	12,700	12,928.00	.00	-228.00	101.8%*
<u>101110</u>	<u>66035</u>							
	ABSTRACTS & LIENS	9,500	0	9,500	3,944.00	.00	5,556.00	41.5%
<u>101110</u>	<u>66040</u>							
	JANITORIAL SUPPLIE	1,000	0	1,000	935.34	.00	64.66	93.5%
<u>101110</u>	<u>67510</u>							
	OFFICE FURNITURE &	1,500	0	1,500	2,050.36	.00	-550.36	136.7%*

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TOWN OF KITTEERY - LIVE  
FY20 YEAR END

AS OF 7.21.20

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FOR 2020 13

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL ADMINISTRATION	1,002,128	0	1,002,128	897,039.85	.00	105,088.15	89.5%
101115 TOWN COUNCIL							
<u>101115 64001 COUNCIL STIPEND</u>	4,000	0	4,000	3,440.00	.00	560.00	86.0%
<u>101115 65480 OTHER PROF SERV/CO</u>	3,000	0	3,000	141.38	.00	2,858.62	4.7%
<u>101115 66037 COUNCIL EXPENSES</u>	350	0	350	.00	.00	350.00	.0%
TOTAL TOWN COUNCIL	7,350	0	7,350	3,581.38	.00	3,768.62	48.7%
101130 ELECTIONS							
<u>101130 64020 PART TIME SALARIES</u>	2,500	0	2,500	3,059.22	.00	-559.22	122.4%*
<u>101130 65000 ELECTIONS EXPENSES</u>	0	0	0	188.51	.00	-188.51	100.0%*
<u>101130 65010 POSTAGE</u>	600	0	600	1,572.16	.00	-972.16	262.0%*
<u>101130 65060 PRINTING</u>	4,500	0	4,500	5,228.65	.00	-728.65	116.2%*
<u>101130 65480 OTHER PROFESSIONAL</u>	4,050	0	4,050	3,230.40	.00	819.60	79.8%
<u>101130 66010 OFFICE SUPPLIES</u>	150	0	150	140.20	.00	9.80	93.5%
<u>101130 67510 OFFICE FURNITURE &amp;</u>	0	2,100	2,100	3,475.61	.00	-1,375.61	165.5%*
TOTAL ELECTIONS	11,800	2,100	13,900	16,894.75	.00	-2,994.75	121.5%
101150 COUNTY TAX							
<u>101150 65480 OTHER PROF SERVICE</u>	893,000	0	893,000	894,782.35	.00	-1,782.35	100.2%*
TOTAL COUNTY TAX	893,000	0	893,000	894,782.35	.00	-1,782.35	100.2%
101155 TAX INCREMENT FINANCING							
<u>101155 65000 TIF FINANCING PLAN</u>	236,000	0	236,000	236,000.00	.00	.00	100.0%
TOTAL TAX INCREMENT FINANCING	236,000	0	236,000	236,000.00	.00	.00	100.0%
101230 DEBT & INTEREST							
<u>101230 68057 RUSTLEWOOD FARM -</u>	6,292	0	6,292	6,291.85	.00	.15	100.0%

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TOWN OF KITTEERY - LIVE  
FY20 YEAR END

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AS OF 7.21.20

FOR 2020 13

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101230	68065	2006 FIRE STATION	0	115,000	115,000.00	.00	.00	100.0%
101230	68066	2010 PW SALT SHED	0	35,000	35,000.00	.00	.00	100.0%
101230	68067	2012 KCC BOND PRIN	0	275,000	275,000.00	.00	.00	100.0%
101230	68068	2015 CIP BOND PRIN	0	225,000	225,000.00	.00	.00	100.0%
101230	68069	KLT BRAVE BOAT HEA	0	11,592	11,592.04	.00	-.04	100.0%*
101230	68257	RUSTLEWOOD FARM IN	0	4,023	4,022.85	.00	.15	100.0%
101230	68265	2006 FIRE STATION	0	17,400	17,400.00	.00	.00	100.0%
101230	68268	2015 CIP BONDS INT	0	29,250	29,250.00	.00	.00	100.0%
101230	68269	KLT BRAVE BOAT HEA	0	6,498	6,497.62	.00	.38	100.0%
101230	68295	PWD BLDG/SALT SHED	0	14,400	14,311.75	.00	88.25	99.4%
101230	68297	2012 KCC BOND INT	0	88,275	88,275.00	.00	.00	100.0%
TOTAL DEBT & INTEREST		827,730	0	827,730	827,641.11	.00	88.89	100.0%
101310 POLICE								
101310	64002	POLICE CHIEF FT S	0	97,138	97,940.91	.00	-802.91	100.8%*
101310	64012	SERGEANTS SALARIES	0	318,214	308,055.96	.00	10,158.04	96.8%
101310	64013	SCHOOL RESOURCE OF	0	67,349	43,506.26	.00	23,842.74	64.6%
101310	64014	DETECTIVES SALARIE	0	137,841	139,240.70	.00	-1,399.70	101.0%*
101310	64015	PATROLMEN SALARIES	0	699,475	652,100.00	.00	47,375.00	93.2%
101310	64016	DISPATCHER SALARIE	0	337,892	291,369.67	.00	46,522.33	86.2%
101310	64017	ADMINISTRATIVE ASS	0	47,935	82,049.07	.00	-34,114.07	171.2%*
101310	64022	ANIMAL CONTROL OFF	0	61,693	58,628.65	.00	3,064.35	95.0%
101310	64023	LIEUTENANT SALARY	0	77,498	129,987.71	.00	-52,489.71	167.7%*
101310	64024	NIGHT DIFFERENTIAL	0	17,500	15,845.33	.00	1,654.67	90.5%
101310	64027	CUSTODIAN WAGES	0	14,830	13,191.77	.00	1,638.23	89.0%
101310	64030	OVERTIME	0	175,000	253,734.59	.00	-78,734.59	145.0%*
101310	64033	SICK TIME BUY BACK	0	1,340	.00	.00	1,340.00	.0%
101310	64034	PHYSICAL FITNESS S	0	4,900	3,300.00	.00	1,600.00	67.3%
101310	65010	POSTAGE	0	530	388.45	.00	141.55	73.3%
101310	65020	TELEPHONE & INTERN	0	22,000	23,042.67	.00	-1,042.67	104.7%*
101310	65030	TRANSPORTATION	0	2,000	2,971.49	.00	-971.49	148.6%*
101310	65040	EDUCATIONAL/MEETIN	0	22,000	19,237.97	.00	2,762.03	87.4%
101310	65060	PRINTING	0	1,000	978.43	.00	21.57	97.8%
101310	65080	LEGAL NOTICES/OTHE	0	700	253.52	.00	446.48	36.2%
101310	65200	ELECTRICITY	0	15,000	13,290.78	.00	1,709.22	88.6%
101310	65220	WATER	0	545	423.20	.00	121.80	77.7%
101310	65230	FUEL OIL	0	5,400	5,471.15	.00	-71.15	101.3%*
101310	65240	DUMPSTERS	0	750	670.70	.00	79.30	89.4%
101310	65250	SEWER	0	300	398.72	.00	-98.72	132.9%*
101310	65300	MACHINE & EQUIPMEN	0	68,100	71,642.12	.00	-3,542.12	105.2%*

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AS OF 7.21.20

FOR 2020 13

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">101310 65310</a>	<a href="#">VEHICLE MAINTENANC</a>	31,000	0	31,000	28,483.72	.00	2,516.28	91.9%
<a href="#">101310 65311</a>	<a href="#">GAS, GREASE, &amp; OIL</a>	40,000	0	40,000	32,091.50	.00	7,908.50	80.2%
<a href="#">101310 65470</a>	<a href="#">DOG EXPENSE</a>	750	0	750	.00	.00	750.00	.0%
<a href="#">101310 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	3,000	0	3,000	2,836.62	.00	163.38	94.6%
<a href="#">101310 65500</a>	<a href="#">MAINTENANCE OF BLD</a>	5,000	0	5,000	1,392.87	.00	3,607.13	27.9%
<a href="#">101310 65521</a>	<a href="#">UNIFORMS</a>	19,000	0	19,000	25,009.10	.00	-6,009.10	131.6%*
<a href="#">101310 66010</a>	<a href="#">OFFICE SUPPLIES</a>	4,000	0	4,000	3,472.63	.00	527.37	86.8%
<a href="#">101310 66020</a>	<a href="#">BOOKS/SUBSCRIPTION</a>	4,000	0	4,000	2,941.75	.00	1,058.25	73.5%
<a href="#">101310 66030</a>	<a href="#">OTHER SUPPLIES</a>	3,200	0	3,200	5,191.07	.00	-1,991.07	162.2%*
<a href="#">101310 66032</a>	<a href="#">ARMORY SUPPLIES</a>	12,500	0	12,500	24,204.50	.00	-11,704.50	193.6%*
<a href="#">101310 66040</a>	<a href="#">JANITORIAL SUPPLIE</a>	1,700	0	1,700	1,622.30	.00	77.70	95.4%
<a href="#">101310 67510</a>	<a href="#">OFFICE FURNITURE &amp;</a>	1,000	0	1,000	194.99	.00	805.01	19.5%
<a href="#">101310 67517</a>	<a href="#">BULLET PROOF VESTS</a>	6,200	0	6,200	4,832.22	.00	1,367.78	77.9%
TOTAL POLICE		2,328,280	0	2,328,280	2,359,993.09	.00	-31,713.09	101.4%
101320 FIRE								
<a href="#">101320 64003</a>	<a href="#">FIRE CHIEF SALARY</a>	89,469	0	89,469	90,870.10	.00	-1,401.10	101.6%*
<a href="#">101320 64020</a>	<a href="#">PART TIME SALARIES</a>	120,925	0	120,925	119,920.58	.00	1,004.42	99.2%
<a href="#">101320 64043</a>	<a href="#">ON-CALL FIREFIGHTE</a>	16,320	0	16,320	13,309.30	.00	3,010.70	81.6%
<a href="#">101320 64095</a>	<a href="#">ACCIDENT &amp; HEALTH</a>	2,072	0	2,072	2,072.00	.00	.00	100.0%
<a href="#">101320 65010</a>	<a href="#">POSTAGE</a>	0	0	0	36.28	.00	-36.28	100.0%*
<a href="#">101320 65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	8,160	0	8,160	7,736.34	.00	423.66	94.8%
<a href="#">101320 65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	2,085	0	2,085	1,396.07	.00	688.93	67.0%
<a href="#">101320 65045</a>	<a href="#">TRAINING</a>	4,650	0	4,650	1,595.00	.00	3,055.00	34.3%
<a href="#">101320 65046</a>	<a href="#">HEALTH/PHYSICAL</a>	2,618	0	2,618	1,620.00	.00	998.00	61.9%
<a href="#">101320 65200</a>	<a href="#">ELECTRICITY</a>	8,688	0	8,688	7,727.40	.00	960.60	88.9%
<a href="#">101320 65220</a>	<a href="#">WATER</a>	302	0	302	293.20	.00	8.80	97.1%
<a href="#">101320 65230</a>	<a href="#">FUEL OIL</a>	17,000	0	17,000	13,492.33	.00	3,507.67	79.4%
<a href="#">101320 65250</a>	<a href="#">SEWER</a>	400	0	400	500.00	.00	-100.00	125.0%*
<a href="#">101320 65300</a>	<a href="#">MACHINE &amp; EQUIPMEN</a>	29,029	0	29,029	19,803.78	.00	9,225.22	68.2%
<a href="#">101320 65302</a>	<a href="#">PROTECTIVE &amp; SAFET</a>	3,660	0	3,660	1,565.87	.00	2,094.13	42.8%
<a href="#">101320 65311</a>	<a href="#">GAS, GREASE, &amp; OIL</a>	7,185	0	7,185	5,318.53	.00	1,866.47	74.0%
<a href="#">101320 65312</a>	<a href="#">TIRES &amp; TUBES</a>	1,200	0	1,200	942.60	.00	257.40	78.6%
<a href="#">101320 65330</a>	<a href="#">RADIO MAINTENANCE</a>	4,657	0	4,657	1,476.00	.00	3,181.00	31.7%
<a href="#">101320 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	7,156	0	7,156	6,724.28	.00	431.72	94.0%
<a href="#">101320 65500</a>	<a href="#">MAINTENANCE OF BLD</a>	15,335	0	15,335	10,749.30	.00	4,585.70	70.1%
<a href="#">101320 66010</a>	<a href="#">OFFICE SUPPLIES</a>	672	0	672	406.81	.00	265.19	60.5%
<a href="#">101320 66020</a>	<a href="#">BOOKS/SUBSCRIPTION</a>	200	0	200	79.65	.00	120.35	39.8%
<a href="#">101320 66040</a>	<a href="#">JANITORIAL SUPPLIE</a>	600	0	600	329.43	.00	270.57	54.9%
<a href="#">101320 67505</a>	<a href="#">EXTINGUISHER MAINT</a>	500	0	500	256.45	.00	243.55	51.3%

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<a href="#">101320 67515</a>	<a href="#">LANTERNS &amp; BATTERI</a>	200	0	200	32.99	.00	167.01	16.5%
<a href="#">101320 67520</a>	<a href="#">OPERATING EQUIPMEN</a>	8,000	0	8,000	11,471.96	.00	-3,471.96	143.4%*
TOTAL FIRE		351,083	0	351,083	319,726.25	.00	31,356.75	91.1%
101330 STREETLIGHTS								
<a href="#">101330 65200</a>	<a href="#">ELECTRICITY - STRE</a>	45,000	0	45,000	35,045.08	.00	9,954.92	77.9%
<a href="#">101330 65300</a>	<a href="#">MACHINE &amp; EQUIPMEN</a>	10,000	0	10,000	18,757.00	.00	-8,757.00	187.6%*
TOTAL STREETLIGHTS		55,000	0	55,000	53,802.08	.00	1,197.92	97.8%
101340 HYDRANT RENTALS								
<a href="#">101340 65300</a>	<a href="#">HYDRANT RENT MACHI</a>	261,804	0	261,804	254,179.30	.00	7,624.70	97.1%
TOTAL HYDRANT RENTALS		261,804	0	261,804	254,179.30	.00	7,624.70	97.1%
101410 HIGHWAY								
<a href="#">101410 64004</a>	<a href="#">HIGHWAY 35% COMM S</a>	33,835	0	33,835	34,364.75	.00	-529.75	101.6%*
<a href="#">101410 64010</a>	<a href="#">FULL TIME SALARIES</a>	502,797	0	502,797	478,595.96	.00	24,201.04	95.2%
<a href="#">101410 64015</a>	<a href="#">ADMINISTRATIVE ASS</a>	50,965	0	50,965	51,753.37	.00	-788.37	101.5%*
<a href="#">101410 64020</a>	<a href="#">PART TIME WAGES</a>	0	0	0	5,683.36	.00	-5,683.36	100.0%*
<a href="#">101410 64029</a>	<a href="#">OVERTIME - SNOW &amp;</a>	75,000	0	75,000	57,926.78	.00	17,073.22	77.2%
<a href="#">101410 64030</a>	<a href="#">OVERTIME</a>	7,200	0	7,200	8,193.71	.00	-993.71	113.8%*
<a href="#">101410 65010</a>	<a href="#">POSTAGE</a>	500	0	500	112.88	.00	387.12	22.6%
<a href="#">101410 65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	4,200	0	4,200	4,203.96	.00	-3.96	100.1%*
<a href="#">101410 65030</a>	<a href="#">TRANSPORTATION</a>	750	0	750	560.00	.00	190.00	74.7%
<a href="#">101410 65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	4,000	0	4,000	637.24	.00	3,362.76	15.9%
<a href="#">101410 65060</a>	<a href="#">PRINTING</a>	600	0	600	194.18	.00	405.82	32.4%
<a href="#">101410 65080</a>	<a href="#">LEGAL NOTICES/OTHE</a>	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">101410 65200</a>	<a href="#">ELECTRICITY</a>	4,100	0	4,100	4,556.90	.00	-456.90	111.1%*
<a href="#">101410 65220</a>	<a href="#">WATER</a>	2,500	0	2,500	1,339.34	.00	1,160.66	53.6%
<a href="#">101410 65230</a>	<a href="#">FUEL OIL</a>	7,000	0	7,000	5,432.67	.00	1,567.33	77.6%
<a href="#">101410 65250</a>	<a href="#">SEWER</a>	350	0	350	400.00	.00	-50.00	114.3%*
<a href="#">101410 65300</a>	<a href="#">MACHINE &amp; EQUIPMEN</a>	18,000	0	18,000	14,954.11	.00	3,045.89	83.1%
<a href="#">101410 65302</a>	<a href="#">PROTECTIVE &amp; SAFET</a>	3,000	0	3,000	3,053.36	.00	-53.36	101.8%*



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101410	65303 FACILITY SAFETY IN	1,250	0	1,250	1,490.18	.00	-240.18	119.2%*
101410	65310 VEHICLE MAINTENANC	16,000	0	16,000	21,405.44	.00	-5,405.44	133.8%*
101410	65311 GAS, GREASE, & OIL	52,000	0	52,000	35,861.47	.00	16,138.53	69.0%
101410	65312 TIRES & TUBES	8,000	0	8,000	6,189.71	.00	1,810.29	77.4%
101410	65450 TARRING & PATCHING	12,000	0	12,000	15,565.59	.00	-3,565.59	129.7%*
101410	65452 SALT	140,000	0	140,000	121,898.82	.00	18,101.18	87.1%
101410	65454 SAND	2,100	0	2,100	1,680.00	.00	420.00	80.0%
101410	65456 GRAVEL & FILL	3,000	0	3,000	2,941.51	.00	58.49	98.1%
101410	65458 DRAINAGE SUPPLIES	5,000	0	5,000	4,669.05	.00	330.95	93.4%
101410	65460 SIGNS	10,000	0	10,000	5,998.26	.00	4,001.74	60.0%
101410	65462 STRIPING	38,000	0	38,000	34,223.20	.00	3,776.80	90.1%
101410	65466 SNOW REMOVAL EQUIP	0	18,500	18,500	18,833.56	.00	-333.56	101.8%*
101410	65480 OTHER PROFESSIONAL	28,000	0	28,000	27,366.60	.00	633.40	97.7%
101410	65500 MAINTENANCE OF BLD	6,500	0	6,500	3,992.79	.00	2,507.21	61.4%
101410	65501 OTHER PROF SVCS -	4,400	-4,400	0	.00	.00	.00	.0%
101410	65521 UNIFORMS	18,500	-14,100	4,400	3,600.00	.00	800.00	81.8%
101410	65522 C.D.L PROGRAMS	850	0	850	205.84	.00	644.16	24.2%
101410	66009 SHOP SUPPLIES	16,500	0	16,500	14,848.92	.00	1,651.08	90.0%
101410	66010 OFFICE SUPPLIES	800	0	800	685.90	.00	114.10	85.7%
101410	66011 HAND TOOLS	600	0	600	632.04	.00	-32.04	105.3%*
101410	66020 BOOKS/SUBSCRIPTION	1,000	0	1,000	722.03	.00	277.97	72.2%
101410	66030 OTHER SUPPLIES	400	0	400	.00	.00	400.00	.0%
101410	66040 JANITORIAL SUPPLIE	7,500	0	7,500	11,085.97	.00	-3,585.97	147.8%*
101410	67514 PLANT EQUIPMENT	1,500	0	1,500	1,418.52	.00	81.48	94.6%
101410	67518 RENTAL EQUIPMENT	3,000	0	3,000	2,695.40	.00	304.60	89.8%
101410	67520 OPERATING EQUIPMEN	2,000	0	2,000	129.99	.00	1,870.01	6.5%
101410	67540 IMPROVEMENTS TO BL	2,000	0	2,000	1,905.00	.00	95.00	95.3%
TOTAL HIGHWAY		1,096,697	0	1,096,697	1,012,008.36	.00	84,688.64	92.3%
101520 GENERAL ASSISTANCE								
101520	65480 OTHER PROF SERVICE	50,000	0	50,000	49,228.63	.00	771.37	98.5%
TOTAL GENERAL ASSISTANCE		50,000	0	50,000	49,228.63	.00	771.37	98.5%
101530 PUBLIC HEALTH SERVICE								
101530	64020 PART TIME SALARIES	520	0	520	494.30	.00	25.70	95.1%
TOTAL PUBLIC HEALTH SERVICE		520	0	520	494.30	.00	25.70	95.1%

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101540 COMMUNITY AGENCIES								
<a href="#">101540</a>	<a href="#">65479</a>	<a href="#">FAIR TIDE</a>	1,800	0	1,800	1,800.00	.00	100.0%
<a href="#">101540</a>	<a href="#">65482</a>	<a href="#">AIDS RESPONSE SEAC</a>	965	0	965	965.00	.00	100.0%
<a href="#">101540</a>	<a href="#">65487</a>	<a href="#">CARING UNLIMITED</a>	0	0	0	2,847.00	.00	100.0%*
<a href="#">101540</a>	<a href="#">65492</a>	<a href="#">YORK COUNTY COMMUN</a>	2,500	0	2,500	2,500.00	.00	100.0%
<a href="#">101540</a>	<a href="#">65497</a>	<a href="#">SO MAINE AREA AGEN</a>	1,400	0	1,400	1,400.00	.00	100.0%
<a href="#">101540</a>	<a href="#">65499</a>	<a href="#">CROSSROADS HOUSE,</a>	2,000	0	2,000	2,000.00	.00	100.0%
<a href="#">101540</a>	<a href="#">65526</a>	<a href="#">GARDEN CLUB</a>	300	0	300	.00	300.00	.0%
<a href="#">101540</a>	<a href="#">65528</a>	<a href="#">SO. MAINE VET MEM</a>	200	0	200	200.00	.00	100.0%
TOTAL COMMUNITY AGENCIES			9,165	0	9,165	11,712.00	.00	-2,547.00 127.8%
101720 PLANNING BOARD & BOA								
<a href="#">101720</a>	<a href="#">65010</a>	<a href="#">POSTAGE</a>	300	0	300	152.81	.00	147.19 50.9%
<a href="#">101720</a>	<a href="#">65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	1,500	0	1,500	.00	1,500.00	.0%
<a href="#">101720</a>	<a href="#">65060</a>	<a href="#">PRINTING</a>	300	0	300	.00	300.00	.0%
<a href="#">101720</a>	<a href="#">65080</a>	<a href="#">LEGAL NOTICES &amp; OT</a>	1,750	0	1,750	558.32	1,191.68	31.9%
<a href="#">101720</a>	<a href="#">65480</a>	<a href="#">OTHER PROFESSIONAL</a>	2,500	0	2,500	1,430.00	1,070.00	57.2%
<a href="#">101720</a>	<a href="#">66010</a>	<a href="#">OFFICE SUPPLIES</a>	200	0	200	.00	200.00	.0%
<a href="#">101720</a>	<a href="#">66026</a>	<a href="#">SMRPC MEMBERSHIP</a>	5,500	0	5,500	5,520.00	.00	-20.00 100.4%*
TOTAL PLANNING BOARD & BOA			12,050	0	12,050	7,661.13	.00	4,388.87 63.6%
101721 PLANNING / CODE								
<a href="#">101721</a>	<a href="#">64005</a>	<a href="#">CODE ENFORCEMENT S</a>	66,700	0	66,700	85,713.75	.00	-19,013.75 128.5%*
<a href="#">101721</a>	<a href="#">64006</a>	<a href="#">PLANNER SALARY</a>	61,350	0	61,350	49,543.92	.00	11,806.08 80.8%
<a href="#">101721</a>	<a href="#">64010</a>	<a href="#">DEVELOPMENT STAFF</a>	40,432	0	40,432	35,102.06	.00	5,329.94 86.8%
<a href="#">101721</a>	<a href="#">64018</a>	<a href="#">ASST CODE ENFORCEM</a>	53,302	0	53,302	42,778.10	.00	10,523.90 80.3%
<a href="#">101721</a>	<a href="#">64021</a>	<a href="#">SALARY PROJECT PLA</a>	0	0	0	25,532.50	.00	-25,532.50 100.0%*
<a href="#">101721</a>	<a href="#">64030</a>	<a href="#">OVERTIME</a>	0	0	0	250.13	.00	-250.13 100.0%*
<a href="#">101721</a>	<a href="#">64042</a>	<a href="#">DIRECTOR OF PLANNI</a>	99,323	0	99,323	100,879.02	.00	-1,556.02 101.6%*
<a href="#">101721</a>	<a href="#">65010</a>	<a href="#">POSTAGE</a>	600	0	600	1,059.27	.00	-459.27 176.5%*
<a href="#">101721</a>	<a href="#">65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	1,350	0	1,350	1,538.08	.00	-188.08 113.9%*
<a href="#">101721</a>	<a href="#">65030</a>	<a href="#">TRANSPORTATION</a>	1,000	0	1,000	743.84	.00	256.16 74.4%
<a href="#">101721</a>	<a href="#">65040</a>	<a href="#">EDUCATIONAL/MEETIN</a>	3,000	0	3,000	2,079.32	.00	920.68 69.3%

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101721	65060 PRINTING	800	0	800	191.00	.00	609.00	23.9%
101721	65070 MAPS	3,300	0	3,300	.00	.00	3,300.00	.0%
101721	65080 LEGAL NOTICES & OT	0	0	0	371.97	.00	-371.97	100.0%*
101721	65300 MACHINE & EQUIPMEN	2,000	0	2,000	3,686.21	.00	-1,686.21	184.3%*
101721	65310 VEHICLE MAINTENANC	300	0	300	114.56	.00	185.44	38.2%
101721	65311 GAS, GREASE, & OIL	540	0	540	446.71	.00	93.29	82.7%
101721	65400 LEGAL SERVICES	9,000	0	9,000	843.25	.00	8,156.75	9.4%
101721	65410 COMPUTER SERVICES	14,840	0	14,840	.00	.00	14,840.00	.0%
101721	65411 BOARD OF ASSESSMEN	200	0	200	.00	.00	200.00	.0%
101721	65423 PERSONAL PROPERTY	10,000	0	10,000	6,000.00	.00	4,000.00	60.0%
101721	65425 VISION INTERNET	9,475	0	9,475	8,889.00	.00	586.00	93.8%
101721	65480 OTHER PROFESSIONAL	140,000	0	140,000	132,728.54	.00	7,271.46	94.8%
101721	65521 UNIFORMS	350	0	350	100.00	.00	250.00	28.6%
101721	66010 OFFICE SUPPLIES	1,100	0	1,100	878.46	.00	221.54	79.9%
101721	66020 BOOKS/SUBSCRIPTION	700	0	700	441.11	.00	258.89	63.0%
101721	66030 OTHER SUPPLIES	250	0	250	25.00	.00	225.00	10.0%
101721	66035 ABSTRACTS & LIENS	800	0	800	726.40	.00	73.60	90.8%
101721	67510 OFFICE FURNITURE &	750	0	750	20.59	.00	729.41	2.7%
TOTAL PLANNING / CODE		521,462	0	521,462	500,682.79	.00	20,779.21	96.0%
101730 IN TOWN PARKS								
101730	64007 PARKS 10% COMM SAL	9,667	0	9,667	9,818.56	.00	-151.56	101.6%*
101730	64010 FULL TIME SALARIES	49,270	0	49,270	50,858.82	.00	-1,588.82	103.2%*
101730	64020 PART TIME SALARIES	43,740	0	43,740	8,573.28	.00	35,166.72	19.6%
101730	64030 OVERTIME	1,356	0	1,356	186.55	.00	1,169.45	13.8%
101730	65040 EDUCATIONAL/MEETIN	100	0	100	.00	.00	100.00	.0%
101730	65060 PRINTING	100	0	100	.00	.00	100.00	.0%
101730	65080 LEGAL NOTICES/OTHE	150	0	150	.00	.00	150.00	.0%
101730	65200 ELECTRICITY	1,538	0	1,538	906.82	.00	631.18	59.0%
101730	65220 WATER	7,400	0	7,400	2,619.70	.00	4,780.30	35.4%
101730	65300 MACHINE & EQUIPMEN	2,000	0	2,000	1,065.09	.00	934.91	53.3%
101730	65302 PROTECTIVE & SAFET	350	0	350	257.71	.00	92.29	73.6%
101730	65303 FACILITY SAFETY IN	625	0	625	340.00	.00	285.00	54.4%
101730	65310 VEHICLE MAINTENANC	1,000	0	1,000	948.25	.00	51.75	94.8%
101730	65311 GAS, GREASE, & OIL	5,500	0	5,500	1,939.84	.00	3,560.16	35.3%
101730	65312 TIRES & TUBES	1,000	0	1,000	.00	.00	1,000.00	.0%
101730	65457 LOAM & SOD	3,000	0	3,000	120.00	.00	2,880.00	4.0%
101730	65480 OTHER PROFESSIONAL	26,000	0	26,000	31,225.00	.00	-5,225.00	120.1%*
101730	65500 MAINTENANCE OF BLD	1,000	0	1,000	21,109.41	.00	-20,109.41	2110.9%*
101730	65521 UNIFORMS	400	0	400	400.00	.00	.00	100.0%

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<u>101730 66011</u>	<u>HAND TOOLS</u>	150	0	150	147.94	.00	2.06	98.6%
<u>101730 66030</u>	<u>OTHER SUPPLIES</u>	150	0	150	140.94	.00	9.06	94.0%
<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	.00	.00	1,000.00	.0%
TOTAL IN TOWN PARKS		155,596	0	155,596	130,657.91	.00	24,938.09	84.0%
101735 FT FOSTER SEAPOINT & CRESCENT								
<u>101735 64007</u>	<u>PARKS 15% COMM SAL</u>	14,501	0	14,501	14,727.59	.00	-226.59	101.6%*
<u>101735 64010</u>	<u>FULL TIME SALARIES</u>	51,518	0	51,518	47,174.33	.00	4,343.67	91.6%
<u>101735 64020</u>	<u>PART TIME SALARIES</u>	55,916	0	55,916	38,173.55	.00	17,742.45	68.3%
<u>101735 64030</u>	<u>OVERTIME</u>	6,920	0	6,920	11,185.38	.00	-4,265.38	161.6%*
<u>101735 65020</u>	<u>TELEPHONE &amp; INTERN</u>	1,400	0	1,400	1,443.91	.00	-43.91	103.1%*
<u>101735 65040</u>	<u>EDUCATIONAL/MEETIN</u>	100	0	100	.00	.00	100.00	.0%
<u>101735 65060</u>	<u>PRINTING</u>	3,500	0	3,500	2,649.88	.00	850.12	75.7%
<u>101735 65080</u>	<u>LEGAL NOTICES/OTHE</u>	200	0	200	.00	.00	200.00	.0%
<u>101735 65200</u>	<u>ELECTRICITY</u>	513	0	513	201.89	.00	311.11	39.4%
<u>101735 65220</u>	<u>WATER</u>	600	0	600	.00	.00	600.00	.0%
<u>101735 65300</u>	<u>MACHINE &amp; EQUIPMEN</u>	1,500	0	1,500	54.87	.00	1,445.13	3.7%
<u>101735 65302</u>	<u>PROTECTIVE &amp; SAFET</u>	600	0	600	325.29	.00	274.71	54.2%
<u>101735 65303</u>	<u>FACILITY SAFETY IN</u>	625	0	625	100.00	.00	525.00	16.0%
<u>101735 65310</u>	<u>VEHICLE MAINTENANC</u>	1,000	0	1,000	534.49	.00	465.51	53.4%
<u>101735 65311</u>	<u>GAS, GREASE, &amp; OIL</u>	5,500	0	5,500	478.32	.00	5,021.68	8.7%
<u>101735 65312</u>	<u>TIRES &amp; TUBES</u>	700	0	700	264.50	.00	435.50	37.8%
<u>101735 65480</u>	<u>OTHER PROFESSIONAL</u>	4,000	0	4,000	835.00	.00	3,165.00	20.9%
<u>101735 65500</u>	<u>MAINTENANCE OF BLD</u>	4,500	0	4,500	820.80	.00	3,679.20	18.2%
<u>101735 65510</u>	<u>PAINTING</u>	400	0	400	.00	.00	400.00	.0%
<u>101735 65521</u>	<u>UNIFORMS</u>	700	0	700	400.00	.00	300.00	57.1%
<u>101735 66011</u>	<u>HAND TOOLS</u>	150	0	150	139.98	.00	10.02	93.3%
<u>101735 66030</u>	<u>OTHER SUPPLIES</u>	900	0	900	189.43	.00	710.57	21.0%
<u>101735 66040</u>	<u>JANITORIAL SUPPLIE</u>	4,500	0	4,500	4,984.87	.00	-484.87	110.8%*
<u>101735 67520</u>	<u>OPERATING EQUIPMEN</u>	1,200	0	1,200	986.20	.00	213.80	82.2%
<u>101735 67575</u>	<u>SEAPOINT BEACH</u>	200	0	200	.00	.00	200.00	.0%
TOTAL FT FOSTER SEAPOINT & CRESCENT		161,643	0	161,643	125,670.28	.00	35,972.72	77.7%
101740 MISCELLANEOUS ACCOUNTS								
<u>101740 65023</u>	<u>EPA STORMWATER 4 P</u>	19,600	0	19,600	21,093.88	.00	-1,493.88	107.6%*

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<a href="#">101740 65025 COMPUTER REPAIR/RE</a>	45,000	0	45,000	66,156.43	.00	-21,156.43	147.0%*
<a href="#">101740 65455 MEMORIAL DAY ACTIV</a>	700	0	700	.00	.00	700.00	.0%
<a href="#">101740 65951 SHELLFISH CONSERVA</a>	3,560	0	3,560	1,700.00	.00	1,860.00	47.8%
<a href="#">101740 66036 CONSERVATION COMMI</a>	500	0	500	.00	.00	500.00	.0%
<a href="#">101740 68525 MOSQUITO/TICK CONT</a>	36,750	0	36,750	36,750.00	.00	.00	100.0%
<a href="#">101740 68532 GIS WEB ACCOUNT</a>	3,400	0	3,400	900.00	.00	2,500.00	26.5%
<a href="#">101740 69200 PSAP PAID TO YORK</a>	30,000	0	30,000	31,281.00	.00	-1,281.00	104.3%*
TOTAL MISCELLANEOUS ACCOUNTS	139,510	0	139,510	157,881.31	.00	-18,371.31	113.2%
101750 STATE/BANK FEES							
<a href="#">101750 65952 OVERAGE/SHORTAGE</a>	0	0	0	-19.10	.00	19.10	100.0%
<a href="#">101750 65954 BANK FEES/CHARGES</a>	600	0	600	462.94	.00	137.06	77.2%
TOTAL STATE/BANK FEES	600	0	600	443.84	.00	156.16	74.0%
101760 CAPITAL IMPROVEMENT PLAN							
<a href="#">101760 68750 CIP HOLDING DEDICA</a>	0	665,850	665,850	665,850.00	.00	.00	100.0%
<a href="#">101760 68751 CIP DEPT CAPITAL R</a>	0	682,667	682,667	682,667.00	.00	.00	100.0%
<a href="#">101760 68752 CIP CAP FUNDING RE</a>	0	640,000	640,000	640,000.00	.00	.00	100.0%
TOTAL CAPITAL IMPROVEMENT PLAN	0	1,988,517	1,988,517	1,988,517.00	.00	.00	100.0%
101770 FRISBEE SCHOOL TOWN							
<a href="#">101770 66040 JANITORIAL SUPPLIE</a>	3,500	-3,500	0	.00	.00	.00	.0%
TOTAL FRISBEE SCHOOL TOWN	3,500	-3,500	0	.00	.00	.00	.0%
101810 LIBRARY							
<a href="#">101810 43593 LIBRARY COPIES/SAL</a>	0	0	0	-15.86	.00	15.86	100.0%
<a href="#">101810 64010 FULL TIME SALARIES</a>	179,214	0	179,214	191,696.04	.00	-12,482.04	107.0%*
<a href="#">101810 65002 LIBRARY DIRECTOR</a>	80,126	0	80,126	80,788.37	.00	-662.37	100.8%*

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101810	65003 LIBRARY PART TIME	10,140	0	10,140	8,028.66	.00	2,111.34	79.2%
101810	65010 POSTAGE	1,250	0	1,250	115.59	.00	1,134.41	9.2%
101810	65020 TELEPHONE & INTERN	1,200	0	1,200	1,279.87	.00	-79.87	106.7%*
101810	65060 PRINTING	1,000	0	1,000	.00	.00	1,000.00	.0%
101810	65200 ELECTRICITY	7,175	0	7,175	5,063.17	.00	2,111.83	70.6%
101810	65220 WATER	1,800	0	1,800	293.20	.00	1,506.80	16.3%
101810	65230 FUEL OIL	9,500	0	9,500	7,313.53	.00	2,186.47	77.0%
101810	65250 SEWER	0	0	0	799.87	.00	-799.87	100.0%*
101810	65300 MACHINE & EQUIPMEN	0	0	0	434.84	.00	-434.84	100.0%*
101810	65340 E-BOOKS	2,060	0	2,060	3,448.66	.00	-1,388.66	167.4%*
101810	65341 AUDIO VISUAL/DVD	14,420	0	14,420	11,065.61	.00	3,354.39	76.7%
101810	65342 LIBRARY COPIER EXP	3,000	0	3,000	3,259.58	.00	-259.58	108.7%*
101810	65431 PROFESSIONAL DUES	1,000	0	1,000	351.12	.00	648.88	35.1%
101810	65432 LIBRARY TECHNOLOGY	11,639	0	11,639	11,628.69	.00	10.31	99.9%
101810	65433 LIBRARY PROGRAMS	16,480	0	16,480	8,956.25	.00	7,523.75	54.3%
101810	65435 CONFERENCES & WORK	200	0	200	198.84	.00	1.16	99.4%
101810	65480 OTHER PROF SERV -	1,560	0	1,560	.00	.00	1,560.00	.0%
101810	65500 MAINTENANCE OF BLD	6,000	0	6,000	9,575.45	.00	-3,575.45	159.6%*
101810	65505 REPAIRS	13,000	0	13,000	8,422.56	.00	4,577.44	64.8%
101810	65803 MISCELLANEOUS	1,650	0	1,650	976.26	.00	673.74	59.2%
101810	66010 OFFICE SUPPLIES	2,500	0	2,500	2,549.28	.00	-49.28	102.0%*
101810	66020 BOOKS/SUBSCRIPTION	49,999	0	49,999	37,448.17	.00	12,550.83	74.9%
101810	66021 BOOKS CHILD/TEEN	0	0	0	11.14	.00	-11.14	100.0%*
101810	67510 OFFICE FURNITURE &	3,500	0	3,500	1,175.19	.00	2,324.81	33.6%
TOTAL LIBRARY		418,413	0	418,413	394,864.08	.00	23,548.92	94.4%
101830 RECREATION								
101830	64008 RECREATION DIRECTO	81,172	0	81,172	82,445.52	.00	-1,273.52	101.6%*
101830	64009 ASST DIRECTOR/GEN	59,000	0	59,000	60,215.01	.00	-1,215.01	102.1%*
101830	64010 EARLY CHILDHOOD SU	42,920	0	42,920	42,580.38	.00	339.62	99.2%
101830	64012 RECREATION SUPERVI	46,049	0	46,049	46,432.13	.00	-383.13	100.8%*
101830	64013 ASST EARLY CHILDCA	36,019	0	36,019	25,390.25	.00	10,628.75	70.5%
101830	64014 LEAD TEACHERS	61,833	0	61,833	63,729.65	.00	-1,896.65	103.1%*
101830	64015 SPORTS COORDINATOR	37,467	0	37,467	37,770.62	.00	-303.62	100.8%*
101830	64016 RECEPTIONISTS	54,911	0	54,911	55,241.31	.00	-330.31	100.6%*
101830	64017 BOOKKEEPER/SECRETA	22,277	0	22,277	21,436.89	.00	840.11	96.2%
101830	64020 PT SAFE SCHOOL YEA	23,872	0	23,872	28,977.13	.00	-5,105.13	121.4%*
101830	64021 SAFE SUMMER SALARI	62,958	0	62,958	51,222.18	.00	11,735.82	81.4%
101830	64024 FT CUSTODIANS	37,467	0	37,467	34,168.46	.00	3,298.54	91.2%
101830	64025 PRE-SCHOOL STAFF S	132,294	0	132,294	122,291.14	.00	10,002.86	92.4%

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<a href="#">101830 64026</a>	<a href="#">INSTRUCTORS STIPEN</a>	0	0	0	3,006.25	.00	-3,006.25	100.0%*
<a href="#">101830 64027</a>	<a href="#">CUSTODIAN WAGES</a>	32,929	0	32,929	32,108.44	.00	820.56	97.5%
<a href="#">101830 64028</a>	<a href="#">THEATRE TECHNICIAN</a>	500	0	500	100.00	.00	400.00	20.0%
<a href="#">101830 64030</a>	<a href="#">OVERTIME</a>	6,000	0	6,000	2,144.38	.00	3,855.62	35.7%
<a href="#">101830 64041</a>	<a href="#">FACILITIES MAINT S</a>	52,215	0	52,215	52,641.07	.00	-426.07	100.8%*
<a href="#">101830 64060</a>	<a href="#">FICA EMPLOYER SHAR</a>	0	0	0	240.43	.00	-240.43	100.0%*
<a href="#">101830 65010</a>	<a href="#">POSTAGE</a>	1,500	0	1,500	1,280.18	.00	219.82	85.3%
<a href="#">101830 65020</a>	<a href="#">TELEPHONE &amp; INTERN</a>	3,300	0	3,300	3,824.77	.00	-524.77	115.9%*
<a href="#">101830 65030</a>	<a href="#">TRANSPORTATION</a>	5,400	0	5,400	3,746.98	.00	1,653.02	69.4%
<a href="#">101830 65060</a>	<a href="#">PRINTING</a>	8,500	0	8,500	8,500.00	.00	.00	100.0%
<a href="#">101830 65080</a>	<a href="#">LEGAL NOTICES/OTHE</a>	0	0	0	113.46	.00	-113.46	100.0%*
<a href="#">101830 65200</a>	<a href="#">ELECTRICITY / UTIL</a>	42,000	0	42,000	33,745.82	.00	8,254.18	80.3%
<a href="#">101830 65220</a>	<a href="#">WATER</a>	3,342	0	3,342	3,328.91	.00	13.09	99.6%
<a href="#">101830 65230</a>	<a href="#">NATURAL GAS</a>	34,000	0	34,000	30,700.53	.00	3,299.47	90.3%
<a href="#">101830 65250</a>	<a href="#">SEWER</a>	2,300	0	2,300	3,656.73	.00	-1,356.73	159.0%*
<a href="#">101830 65300</a>	<a href="#">MACHINE &amp; EQUIPMEN</a>	3,500	0	3,500	4,305.54	.00	-805.54	123.0%*
<a href="#">101830 65310</a>	<a href="#">VEHICLE MAINTENANC</a>	250	0	250	12.50	.00	237.50	5.0%
<a href="#">101830 65478</a>	<a href="#">PROGRAM SERVICES</a>	2,500	0	2,500	1,900.52	.00	599.48	76.0%
<a href="#">101830 65480</a>	<a href="#">OTHER PROFESSIONAL</a>	1,500	0	1,500	1,455.73	.00	44.27	97.0%
<a href="#">101830 65500</a>	<a href="#">MAINTENANCE OF BLD</a>	13,000	0	13,000	18,501.05	.00	-5,501.05	142.3%*
<a href="#">101830 65521</a>	<a href="#">UNIFORMS</a>	0	0	0	212.96	.00	-212.96	100.0%*
<a href="#">101830 65610</a>	<a href="#">SAFE SCHOOL YEAR P</a>	3,500	0	3,500	1,109.64	.00	2,390.36	31.7%
<a href="#">101830 65615</a>	<a href="#">SAFE SUMMER PROGRA</a>	38,000	0	38,000	35,061.17	.00	2,938.83	92.3%
<a href="#">101830 65630</a>	<a href="#">INSTRUCTORS-CONTRA</a>	25,500	0	25,500	30,292.15	.00	-4,792.15	118.8%*
<a href="#">101830 65640</a>	<a href="#">SPECIAL EVENTS</a>	8,500	0	8,500	6,107.37	.00	2,392.63	71.9%
<a href="#">101830 65650</a>	<a href="#">SENIOR PROGRAMS</a>	6,000	0	6,000	5,816.08	.00	183.92	96.9%
<a href="#">101830 65670</a>	<a href="#">TEAM EXPENSE</a>	8,000	0	8,000	6,257.26	.00	1,742.74	78.2%
<a href="#">101830 65680</a>	<a href="#">PRESCHOOL PROGRAM</a>	8,000	0	8,000	7,409.34	.00	590.66	92.6%
<a href="#">101830 65801</a>	<a href="#">CONTRACTED SERVICE</a>	46,200	0	46,200	50,932.41	.00	-4,732.41	110.2%*
<a href="#">101830 65802</a>	<a href="#">ANNEX UTILITIES</a>	2,500	0	2,500	982.00	.00	1,518.00	39.3%
<a href="#">101830 65803</a>	<a href="#">MISCELLANEOUS</a>	7,500	0	7,500	3,985.50	.00	3,514.50	53.1%
<a href="#">101830 66010</a>	<a href="#">OFFICE SUPPLIES</a>	3,000	0	3,000	2,554.82	.00	445.18	85.2%
<a href="#">101830 66030</a>	<a href="#">OTHER SUPPLIES</a>	3,500	0	3,500	368.05	.00	3,131.95	10.5%
<a href="#">101830 66031</a>	<a href="#">THEATRE SUPPLIES</a>	1,000	0	1,000	351.49	.00	648.51	35.1%
<a href="#">101830 66040</a>	<a href="#">JANITORIAL SUPPLIE</a>	12,500	0	12,500	12,316.45	.00	183.55	98.5%
TOTAL RECREATION		1,084,675	0	1,084,675	1,040,970.65	.00	43,704.35	96.0%
101840 HARBORMASTER-K.P.A								
<a href="#">101840 64010</a>	<a href="#">HARBOR MASTER FULL</a>	57,424	0	57,424	58,323.13	.00	-899.13	101.6%*
<a href="#">101840 64020</a>	<a href="#">PART TIME SALARIES</a>	14,100	0	14,100	17,146.13	.00	-3,046.13	121.6%*

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<a href="#">101840 65010</a>	POSTAGE	500	0	500	123.78	.00	376.22	24.8%
<a href="#">101840 65020</a>	TELEPHONE & INTERN	1,100	0	1,100	1,756.10	.00	-656.10	159.6%*
<a href="#">101840 65030</a>	TRANSPORTATION	500	0	500	219.30	.00	280.70	43.9%
<a href="#">101840 65052</a>	PETTY CASH REPLENI	0	0	0	-180.00	.00	180.00	100.0%
<a href="#">101840 65200</a>	ELECTRICITY	1,800	0	1,800	1,763.78	.00	36.22	98.0%
<a href="#">101840 65220</a>	WATER	600	0	600	168.60	.00	431.40	28.1%
<a href="#">101840 65240</a>	DUMPSTERS/TRASH RE	1,000	0	1,000	700.55	.00	299.45	70.1%
<a href="#">101840 65250</a>	SEWER	300	0	300	.00	.00	300.00	.0%
<a href="#">101840 65305</a>	BOAT EQUIPMENT MAI	2,500	0	2,500	2,578.72	.00	-78.72	103.1%*
<a href="#">101840 65310</a>	VEHICLE MAINTENANC	0	0	0	3,986.28	.00	-3,986.28	100.0%*
<a href="#">101840 65311</a>	GAS, GREASE, & OIL	1,000	0	1,000	868.33	.00	131.67	86.8%
<a href="#">101840 65452</a>	SAFETY	1,000	0	1,000	.00	.00	1,000.00	.0%
<a href="#">101840 65460</a>	SIGNS	500	0	500	.00	.00	500.00	.0%
<a href="#">101840 65462</a>	RIGGING	10,000	0	10,000	10,919.56	.00	-919.56	109.2%*
<a href="#">101840 65463</a>	SANITATION	3,500	0	3,500	1,302.00	.00	2,198.00	37.2%
<a href="#">101840 65470</a>	PROFESSIONAL DEVE	550	0	550	600.00	.00	-50.00	109.1%*
<a href="#">101840 65480</a>	OTHER PROFESSIONAL	2,500	0	2,500	2,064.77	.00	435.23	82.6%
<a href="#">101840 65500</a>	MAIN BLDG/GROUNDS	6,000	0	6,000	2,818.42	.00	3,181.58	47.0%
<a href="#">101840 65521</a>	UNIFORMS	1,000	0	1,000	206.96	.00	793.04	20.7%
<a href="#">101840 66010</a>	OFFICE SUPPLIES	500	0	500	210.64	.00	289.36	42.1%
<a href="#">101840 66040</a>	JANITORIAL SUPPLIE	200	0	200	.00	.00	200.00	.0%
TOTAL HARBORMASTER-K.P.A		106,574	0	106,574	105,577.05	.00	996.95	99.1%
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101930 RESOURCE RECOVERY FACILITY								
<a href="#">101930 64009</a>	SOLID WASTE 40% CO	38,668	0	38,668	39,274.26	.00	-606.26	101.6%*
<a href="#">101930 64010</a>	FULL TIME SALARIES	178,149	0	178,149	163,547.77	.00	14,601.23	91.8%
<a href="#">101930 64030</a>	OVERTIME	8,500	0	8,500	12,081.67	.00	-3,581.67	142.1%*
<a href="#">101930 65020</a>	TELEPHONE & INTERN	2,000	0	2,000	856.95	.00	1,143.05	42.8%
<a href="#">101930 65030</a>	TRANSPORTATION	200	0	200	.00	.00	200.00	.0%
<a href="#">101930 65040</a>	EDUCATIONAL/MEETIN	1,000	0	1,000	500.00	.00	500.00	50.0%
<a href="#">101930 65060</a>	PRINTING	1,500	0	1,500	2,026.39	.00	-526.39	135.1%*
<a href="#">101930 65090</a>	ZERO WASTE PROGRAM	2,500	0	2,500	.00	.00	2,500.00	.0%
<a href="#">101930 65200</a>	ELECTRICITY	11,275	0	11,275	17,074.11	.00	-5,799.11	151.4%*
<a href="#">101930 65220</a>	WATER	950	0	950	527.14	.00	422.86	55.5%
<a href="#">101930 65230</a>	FUEL OIL	1,230	0	1,230	.00	.00	1,230.00	.0%
<a href="#">101930 65300</a>	MACHINE & EQUIPMEN	3,500	0	3,500	1,903.84	.00	1,596.16	54.4%
<a href="#">101930 65302</a>	PROTECTIVE & SAFET	1,000	0	1,000	749.89	.00	250.11	75.0%
<a href="#">101930 65303</a>	FACILITY SAFETY IN	1,250	0	1,250	391.00	.00	859.00	31.3%
<a href="#">101930 65311</a>	GAS, GREASE, & OIL	12,000	0	12,000	7,508.48	.00	4,491.52	62.6%
<a href="#">101930 65312</a>	TIRES & TUBES	3,000	0	3,000	94.40	.00	2,905.60	3.1%



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ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">101930</a>	<a href="#">65480</a> OTHER PROFESSIONAL	264,500	0	264,500	238,885.88	.00	25,614.12	90.3%
<a href="#">101930</a>	<a href="#">65500</a> MAINTENANCE OF BLD	8,000	0	8,000	1,453.47	.00	6,546.53	18.2%
<a href="#">101930</a>	<a href="#">65521</a> UNIFORMS	2,000	0	2,000	2,800.00	.00	-800.00	140.0%*
<a href="#">101930</a>	<a href="#">66009</a> SHOP SUPPLIES	6,000	0	6,000	2,988.63	.00	3,011.37	49.8%
<a href="#">101930</a>	<a href="#">66010</a> OFFICE SUPPLIES	250	0	250	155.34	.00	94.66	62.1%
<a href="#">101930</a>	<a href="#">66011</a> HAND TOOLS	200	0	200	100.00	.00	100.00	50.0%
<a href="#">101930</a>	<a href="#">66030</a> OTHER SUPPLIES	250	0	250	104.36	.00	145.64	41.7%
<a href="#">101930</a>	<a href="#">66040</a> JANITORIAL SUPPLIE	1,400	0	1,400	1,513.90	.00	-113.90	108.1%*
<a href="#">101930</a>	<a href="#">67516</a> PLANT EQUIPMENT MA	12,500	0	12,500	3,002.59	.00	9,497.41	24.0%
<a href="#">101930</a>	<a href="#">67553</a> ASPHALT SURFACE MA	7,500	0	7,500	.00	.00	7,500.00	.0%
TOTAL RESOURCE RECOVERY FACILITY		569,322	0	569,322	497,540.07	.00	71,781.93	87.4%
103000 SHARED EXPENSES - OTHER INSURA								
<a href="#">103000</a>	<a href="#">64060</a> FICA EMPLOYER SHAR	427,088	0	427,088	404,611.96	.00	22,476.04	94.7%
<a href="#">103000</a>	<a href="#">64070</a> WORKERS' COMP INSU	150,000	0	150,000	145,341.55	.00	4,658.45	96.9%
<a href="#">103000</a>	<a href="#">64090</a> RETIRED EMP MEDICA	202,988	0	202,988	178,574.14	.00	24,413.86	88.0%
<a href="#">103000</a>	<a href="#">64092</a> DISABILITY INSURAN	32,000	0	32,000	32,536.29	.00	-536.29	101.7%*
<a href="#">103000</a>	<a href="#">65101</a> MMA RISK POOL	176,077	0	176,077	172,645.00	.00	3,432.00	98.1%
<a href="#">103000</a>	<a href="#">65115</a> UNEMPLOYMENT COMPE	0	0	0	23,743.93	.00	-23,743.93	100.0%*
<a href="#">103000</a>	<a href="#">65150</a> MISCELLANEOUS INSU	4,600	0	4,600	6,285.00	.00	-1,685.00	136.6%*
<a href="#">103000</a>	<a href="#">65210</a> UNION CENTRAL LIFE	2,800	0	2,800	2,710.56	.00	89.44	96.8%
<a href="#">103000</a>	<a href="#">68427</a> INSURANCE CLAIMS E	0	0	0	2,049.99	.00	-2,049.99	100.0%*
TOTAL SHARED EXPENSES - OTHER INSURA		995,553	0	995,553	968,498.42	.00	27,054.58	97.3%
103001 SHARED EXPENSE - HEALTH/DENTAL								
<a href="#">103001</a>	<a href="#">64090</a> MAJOR MEDICAL INSU	1,160,623	0	1,160,623	1,127,592.12	.00	33,030.88	97.2%
<a href="#">103001</a>	<a href="#">64091</a> DENTAL INSURANCE	13,763	0	13,763	11,416.19	.00	2,346.81	82.9%
TOTAL SHARED EXPENSE - HEALTH/DENTAL		1,174,386	0	1,174,386	1,139,008.31	.00	35,377.69	97.0%
103002 RETIREMENT								
<a href="#">103002</a>	<a href="#">64050</a> MAINE STATE RETIRE	534,577	0	534,577	511,034.10	.00	23,542.90	95.6%
<a href="#">103002</a>	<a href="#">64051</a> ICMA EMPLOYER SHAR	26,710	0	26,710	22,668.92	.00	4,041.08	84.9%

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TOTAL RETIREMENT		561,287	0	561,287	533,703.02	.00	27,583.98	95.1%
108000 ADULT ED								
<u>108000</u>	<u>69480 ADULT EDUCATION FU</u>	98,970	0	98,970	98,970.00	.00	.00	100.0%
TOTAL ADULT ED		98,970	0	98,970	98,970.00	.00	.00	100.0%
1111 TOWN REVENUE								
<u>1111</u>	<u>43001 PROPERTY TAX REVENUE</u>	-9,822,356	0	-9,822,356	-9,951,261.74	.00	128,905.74	101.3%
<u>1111</u>	<u>43003 PROPERTY TAX ABATEME</u>	0	0	0	16,152.42	.00	-16,152.42	100.0%*
<u>1111</u>	<u>43004 PAYMENT IN LIEU OF T</u>	-5,000	0	-5,000	-9,477.10	.00	4,477.10	189.5%
<u>1111</u>	<u>43006 EXEMPT STATE REIMB F</u>	-275,000	0	-275,000	-305,075.00	.00	30,075.00	110.9%
<u>1111</u>	<u>43007 TREE GROWTH REVENUE</u>	-2,758	0	-2,758	-1,432.16	.00	-1,325.84	51.9%*
<u>1111</u>	<u>43031 EXCISE TAX AUTOMOBIL</u>	-1,800,000	0	-1,800,000	-1,974,662.23	.00	174,662.23	109.7%
<u>1111</u>	<u>43032 EXCISE TAX BOAT</u>	-27,500	0	-27,500	-24,242.10	.00	-3,257.90	88.2%*
<u>1111</u>	<u>43109 SIGN PERMITS</u>	-3,000	0	-3,000	-5,841.00	.00	2,841.00	194.7%
<u>1111</u>	<u>43110 CODE ENFORCEMENT FEE</u>	-280,000	0	-280,000	-331,064.02	.00	51,064.02	118.2%
<u>1111</u>	<u>43113 BOARD OF ASSESSMENT</u>	-200	0	-200	.00	.00	-200.00	.0%*
<u>1111</u>	<u>43114 ADDITIONAL LAND USE</u>	-4,400	0	-4,400	-5,870.00	.00	1,470.00	133.4%
<u>1111</u>	<u>43115 PLANNING FEES (SUBDI</u>	-16,000	0	-16,000	-4,734.40	.00	-11,265.60	29.6%*
<u>1111</u>	<u>43120 TOWN CLERK FEES</u>	-24,000	0	-24,000	-22,014.60	.00	-1,985.40	91.7%*
<u>1111</u>	<u>43121 WILDLIFE AGENT FEE</u>	-1,200	0	-1,200	-908.00	.00	-292.00	75.7%*
<u>1111</u>	<u>43122 ANIMAL WELFARE AGENT</u>	-1,600	0	-1,600	-1,699.00	.00	99.00	106.2%
<u>1111</u>	<u>43130 TOWN REGISTRATION FE</u>	-27,000	0	-27,000	-35,062.00	.00	8,062.00	129.9%
<u>1111</u>	<u>43135 HWY PERMITS &amp; FEES</u>	-1,000	0	-1,000	-16,116.71	.00	15,116.71	1611.7%
<u>1111</u>	<u>43140 SOLID WASTE PERMITS</u>	-50,000	0	-50,000	-93,444.50	.00	43,444.50	186.9%
<u>1111</u>	<u>43145 SOLID WASTE RECYCLIN</u>	-120,000	0	-120,000	-32,640.98	.00	-87,359.02	27.2%*
<u>1111</u>	<u>43147 DINGHY FEES</u>	-13,000	0	-13,000	-10,156.60	.00	-2,843.40	78.1%*
<u>1111</u>	<u>43148 TRANSIENT SLIP RENTA</u>	-5,000	0	-5,000	-4,022.00	.00	-978.00	80.4%*
<u>1111</u>	<u>43149 KPA APPLICATION FEES</u>	-1,000	0	-1,000	-1,505.00	.00	505.00	150.5%
<u>1111</u>	<u>43150 MOORING FEES</u>	-97,500	0	-97,500	-97,671.73	.00	171.73	100.2%
<u>1111</u>	<u>43151 LAUNCH FEE</u>	-15,500	0	-15,500	-18,748.68	.00	3,248.68	121.0%
<u>1111</u>	<u>43152 TRANSIENT MOORING</u>	-8,500	0	-8,500	-1,505.00	.00	-6,995.00	17.7%*
<u>1111</u>	<u>43153 WAIT LIST FEE</u>	-1,600	0	-1,600	-811.00	.00	-789.00	50.7%*
<u>1111</u>	<u>43154 HARBOR &amp; WATER USAGE</u>	-5,000	0	-5,000	-4,941.20	.00	-58.80	98.8%*
<u>1111</u>	<u>43156 PIER USAGE FEE</u>	-1,000	0	-1,000	-2,950.00	.00	1,950.00	295.0%
<u>1111</u>	<u>43157 MOORING LATE FEE</u>	-500	0	-500	-400.00	.00	-100.00	80.0%*

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<a href="#">1111 43160</a>	<a href="#">FORT FOSTER FEES</a>	-255,000	0	-255,000	-271,048.16	.00	16,048.16	106.3%
<a href="#">1111 43165</a>	<a href="#">SPRINKLER PERMITS</a>	-250	0	-250	-100.00	.00	-150.00	40.0%*
<a href="#">1111 43210</a>	<a href="#">LIEN FEES</a>	-15,000	0	-15,000	-6,067.38	.00	-8,932.62	40.4%*
<a href="#">1111 43220</a>	<a href="#">PENALTY INTEREST</a>	-38,000	0	-38,000	-32,725.89	.00	-5,274.11	86.1%*
<a href="#">1111 43221</a>	<a href="#">LIBRARY FINES &amp; FEES</a>	-10,200	0	-10,200	-5,912.42	.00	-4,287.58	58.0%*
<a href="#">1111 43222</a>	<a href="#">LIBRARY RENTAL INCOM</a>	-3,600	0	-3,600	-3,300.00	.00	-300.00	91.7%*
<a href="#">1111 43310</a>	<a href="#">SALE OF ORDINANCES,</a>	0	0	0	-2,412.84	.00	2,412.84	100.0%
<a href="#">1111 43320</a>	<a href="#">RECREATION FEES</a>	-1,010,000	0	-1,010,000	-682,312.02	.00	-327,687.98	67.6%*
<a href="#">1111 43330</a>	<a href="#">ANIMAL CONTROL</a>	-6,500	0	-6,500	-3,955.00	.00	-2,545.00	60.8%*
<a href="#">1111 43335</a>	<a href="#">POSTAGE</a>	0	0	0	-91.40	.00	91.40	100.0%
<a href="#">1111 43336</a>	<a href="#">PHOTO COPIES</a>	-350	0	-350	-299.00	.00	-51.00	85.4%*
<a href="#">1111 43351</a>	<a href="#">ACCIDENT REPORTS</a>	-3,000	0	-3,000	-3,585.26	.00	585.26	119.5%
<a href="#">1111 43352</a>	<a href="#">PARKING TICKETS</a>	-19,000	0	-19,000	-46,640.00	.00	27,640.00	245.5%
<a href="#">1111 43353</a>	<a href="#">GUN PERMITS</a>	-2,000	0	-2,000	-537.00	.00	-1,463.00	26.9%*
<a href="#">1111 43354</a>	<a href="#">ELIOT DISPATCHING SE</a>	-108,000	0	-108,000	-122,005.00	.00	14,005.00	113.0%
<a href="#">1111 43355</a>	<a href="#">ORDINANCE FINES</a>	-350	0	-350	-425.00	.00	75.00	121.4%
<a href="#">1111 43356</a>	<a href="#">WITNESS FEES</a>	-300	0	-300	-35.00	.00	-265.00	11.7%*
<a href="#">1111 43358</a>	<a href="#">FALSE ALARMS</a>	-880	0	-880	-1,330.00	.00	450.00	151.1%
<a href="#">1111 43359</a>	<a href="#">AMBULANCE DISPTACH F</a>	-16,000	0	-16,000	-20,000.00	.00	4,000.00	125.0%
<a href="#">1111 43410</a>	<a href="#">MDOT HWY MAINTENANCE</a>	-11,500	0	-11,500	-23,000.00	.00	11,500.00	200.0%
<a href="#">1111 43420</a>	<a href="#">STATE REVENUE SHARIN</a>	-460,000	0	-460,000	-648,211.69	.00	188,211.69	140.9%
<a href="#">1111 43421</a>	<a href="#">STATE PARK FEE REV S</a>	-275	0	-275	-2,616.43	.00	2,341.43	951.4%
<a href="#">1111 43443</a>	<a href="#">RESTITUTION INCOME/U</a>	-3,000	0	-3,000	-3,232.46	.00	232.46	107.7%
<a href="#">1111 43470</a>	<a href="#">STATE OF MAINE GENER</a>	-45,000	0	-45,000	-35,364.75	.00	-9,635.25	78.6%*
<a href="#">1111 43480</a>	<a href="#">MARY SAFFORD WILDES</a>	-25,000	0	-25,000	-33,750.00	.00	8,750.00	135.0%
<a href="#">1111 43510</a>	<a href="#">INTEREST ON INVESTME</a>	-40,000	0	-40,000	-70,807.60	.00	30,807.60	177.0%
<a href="#">1111 43530</a>	<a href="#">MISCELLANEOUS REVENU</a>	-20,000	0	-20,000	-29,931.81	.00	9,931.81	149.7%
<a href="#">1111 43540</a>	<a href="#">SEWER DEPT RENT</a>	-22,900	0	-22,900	-22,900.00	.00	.00	100.0%
<a href="#">1111 43555</a>	<a href="#">SNOWMOBILE/HANDICAP/</a>	-655	0	-655	-642.14	.00	-12.86	98.0%*
<a href="#">1111 43560</a>	<a href="#">GMH HOUSING</a>	-286,000	0	-286,000	-311,222.72	.00	25,222.72	108.8%
<a href="#">1111 43575</a>	<a href="#">SUP APPRO FROM UNDES</a>	0	-50,000	-50,000	.00	.00	-50,000.00	.0%*
<a href="#">1111 43576</a>	<a href="#">TRANSFER IN FROM OTH</a>	-50,000	0	-50,000	-50,000.00	.00	.00	100.0%
<a href="#">1111 43580</a>	<a href="#">USE OF CARRY FORWARD</a>	0	-2,100	-2,100	-2,100.00	.00	.00	100.0%
<a href="#">1111 45020</a>	<a href="#">MMA W/C DIVIDEND</a>	-9,000	0	-9,000	-27,718.00	.00	18,718.00	308.0%
<a href="#">1111 45025</a>	<a href="#">SCHOOL RESOURCE OFFI</a>	-47,741	0	-47,741	-47,741.00	.00	.00	100.0%
TOTAL TOWN REVENUE		-15,119,115	-52,100	-15,171,215	-15,454,124.30	.00	282,909.30	101.9%
TOTAL TOWN GENERAL FUND		-1,985,017	1,985,017	0	-776,394.99	.00	776,394.99	100.0%
TOTAL REVENUES		-15,119,115	-52,100	-15,171,215	-15,454,140.16	.00	282,925.16	
TOTAL EXPENSES		13,134,098	2,037,117	15,171,215	14,677,745.17	.00	493,469.83	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-1,985,017	1,985,017	0	-776,394.99	.00	776,394.99	100.0%

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ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6000 SEWER FUND							
6000 43220 PENALTY INTEREST	-3,000	0	-3,000	-3,479.25	.00	479.25	116.0%
6000 43360 SPECIAL CONTRACT REV	0	0	0	-16,335.08	.00	16,335.08	100.0%
6000 45001 PNSY REVENUE	-585,000	0	-585,000	-530,031.85	.00	-54,968.15	90.6%*
6000 45002 US NAVY HOUSING REV	-123,000	0	-123,000	-91,843.05	.00	-31,156.95	74.7%*
6000 45003 SEPTAGE REVENUE	-45,000	0	-45,000	-152,293.32	.00	107,293.32	338.4%
6000 45004 TOWN OF ELIOT REVENU	-208,000	0	-208,000	-205,468.25	.00	-2,531.75	98.8%*
6000 45005 USERS QTRLY REVENUE	-1,500,000	0	-1,500,000	-1,436,256.44	.00	-63,743.56	95.8%*
6000 45006 EXPANSION ASSESSMENT	-50,000	0	-50,000	-91,358.30	.00	41,358.30	182.7%
6000 45007 SEWER INTEREST REVEN	-15,000	0	-15,000	-12,353.94	.00	-2,646.06	82.4%*
6000 45008 PERMITS & MISC REV	0	0	0	-240.00	.00	240.00	100.0%
TOTAL SEWER FUND	-2,529,000	0	-2,529,000	-2,539,659.48	.00	10,659.48	100.4%
602702 SEWER LINES							
602702 64010 SEWER LINES LABOR	0	17,317	17,317	22,623.17	.00	-5,306.17	130.6%*
602702 65480 LINES CONTRACT/PRO	0	28,350	28,350	13,415.30	.00	14,934.70	47.3%
602702 65691 LINE SUPPLIES	0	12,000	12,000	5,898.11	.00	6,101.89	49.2%
TOTAL SEWER LINES	0	57,667	57,667	41,936.58	.00	15,730.42	72.7%
602709 PUMP STATIONS							
602709 64010 PUMP STATION LABOR	58,879	0	58,879	51,891.01	.00	6,987.99	88.1%
602709 65015 PUMP STATION TELEP	600	0	600	666.29	.00	-66.29	111.0%*
602709 65200 ELECTRICITY	50,815	0	50,815	48,243.17	.00	2,571.83	94.9%
602709 65220 WATER	1,000	0	1,000	1,420.35	.00	-420.35	142.0%*
602709 65315 PUMP STATION GENER	1,000	0	1,000	1,828.99	.00	-828.99	182.9%*
602709 65467 PUMP STATION CONTR	45,000	0	45,000	23,227.04	.00	21,772.96	51.6%
602709 65480 OTHER PROFESSIONAL	28,350	-28,350	0	345.00	.00	-345.00	100.0%*
602709 65691 PUMP STATION LINE	12,000	-12,000	0	189.86	.00	-189.86	100.0%*
602709 65692 LINE LABOR / MISC	17,317	-17,317	0	.00	.00	.00	.0%
602709 65930 PUMP STATION ALARM	6,700	0	6,700	6,273.20	.00	426.80	93.6%
602709 66300 PUMP STATION SUPPL	600	0	600	3,619.46	.00	-3,019.46	603.2%*
602709 66320 PUMP STATION PARTS	14,000	0	14,000	17,607.37	.00	-3,607.37	125.8%*
TOTAL PUMP STATIONS	236,261	-57,667	178,594	155,311.74	.00	23,282.26	87.0%

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ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602715 PUMP STATION # 6 (PNSY)							
<a href="#">602715 64010 PUMP STATION # 6LA</a>	22,000	0	22,000	11,712.63	.00	10,287.37	53.2%
<a href="#">602715 65200 PUMP STATION # 6 E</a>	15,000	0	15,000	12,829.56	.00	2,170.44	85.5%
<a href="#">602715 65220 PUMP STATION # 6 W</a>	1,000	0	1,000	529.00	.00	471.00	52.9%
<a href="#">602715 65315 PUMP STATION GENER</a>	800	0	800	.00	.00	800.00	.0%
<a href="#">602715 65480 PUMP STATION # 6 C</a>	6,000	0	6,000	16,901.53	.00	-10,901.53	281.7%*
<a href="#">602715 65930 PUMP STATION # 6 A</a>	300	0	300	70.00	.00	230.00	23.3%
<a href="#">602715 66300 PUMP STATION # 6 S</a>	1,000	0	1,000	863.97	.00	136.03	86.4%
<a href="#">602715 66320 PUMP STATION # 6 P</a>	4,000	0	4,000	1,553.61	.00	2,446.39	38.8%
TOTAL PUMP STATION # 6 (PNSY)	50,100	0	50,100	44,460.30	.00	5,639.70	88.7%
602716 PUMP STATION # 7 (ELIOT)							
<a href="#">602716 64010 PUMP STATION # 7 L</a>	19,242	0	19,242	20,282.45	.00	-1,040.45	105.4%*
<a href="#">602716 65200 PUMP STATION # 7 E</a>	4,600	0	4,600	4,424.75	.00	175.25	96.2%
<a href="#">602716 65220 PUMP STATION # 7 W</a>	230	0	230	176.91	.00	53.09	76.9%
<a href="#">602716 65315 PUMP STATION GENER</a>	425	0	425	.00	.00	425.00	.0%
<a href="#">602716 65480 PUMP STATION # 7 C</a>	4,784	0	4,784	10,030.00	.00	-5,246.00	209.7%*
<a href="#">602716 65930 PUMP STATION # 7 A</a>	300	0	300	.00	.00	300.00	.0%
<a href="#">602716 66300 PUMP STATION # 7 S</a>	50	0	50	54.01	.00	-4.01	108.0%*
<a href="#">602716 66320 PUMP STATION # 7 P</a>	1,550	0	1,550	201.58	.00	1,348.42	13.0%
TOTAL PUMP STATION # 7 (ELIOT)	31,181	0	31,181	35,169.70	.00	-3,988.70	112.8%
602750 TREATMENT PLANT							
<a href="#">602750 64010 TREATMENT PLANT LA</a>	175,000	0	175,000	193,262.26	.00	-18,262.26	110.4%*
<a href="#">602750 64019 PLANT MAINT LABOR</a>	50,893	0	50,893	29,319.85	.00	21,573.15	57.6%
<a href="#">602750 64030 OVERTIME</a>	45,000	0	45,000	33,291.38	.00	11,708.62	74.0%
<a href="#">602750 64050 MAINE STATE RETIRE</a>	0	0	0	35,821.73	.00	-35,821.73	100.0%*
<a href="#">602750 64060 FICA EMPLOYER SHAR</a>	0	0	0	26,584.47	.00	-26,584.47	100.0%*
<a href="#">602750 65020 TREATMENT PLANT TE</a>	3,400	0	3,400	4,098.01	.00	-698.01	120.5%*
<a href="#">602750 65040 TREATMENT PLANT ED</a>	5,200	0	5,200	1,510.00	.00	3,690.00	29.0%
<a href="#">602750 65200 TREATMENT PLANT EL</a>	105,000	0	105,000	84,247.68	.00	20,752.32	80.2%
<a href="#">602750 65220 TREATMENT PLANT WA</a>	5,006	0	5,006	3,357.32	.00	1,648.68	67.1%
<a href="#">602750 65230 TREATMENT PLANT FU</a>	16,000	0	16,000	11,930.38	.00	4,069.62	74.6%

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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
602750	65310 TREATMENT PLANT MO	48,743	0	48,743	14,662.03	.00	34,080.97	30.1%
602750	65316 TREATMENT PLANT GE	2,240	0	2,240	.00	.00	2,240.00	.0%
602750	65410 TREATMENT PLANT CO	7,998	0	7,998	12,616.26	.00	-4,618.26	157.7%*
602750	65480 TREATMENT PLANT OT	60,000	0	60,000	57,685.82	.00	2,314.18	96.1%
602750	65500 TREATMENT PLANT BL	2,000	0	2,000	2,023.70	.00	-23.70	101.2%*
602750	65700 TREATMENT PLANT EX	2,000	0	2,000	1,955.09	.00	44.91	97.8%
602750	65930 ALARMS	2,000	0	2,000	1,066.90	.00	933.10	53.3%
602750	65955 TREATMENT PLANT SL	136,500	0	136,500	150,233.91	.00	-13,733.91	110.1%*
602750	66010 TREATMENT PLANT OF	24,670	0	24,670	19,549.69	.00	5,120.31	79.2%
602750	66300 TREATMENT PLANT SU	3,000	0	3,000	4,869.75	.00	-1,869.75	162.3%*
602750	66340 LABORATORY CHEMICA	11,945	0	11,945	12,529.85	.00	-584.85	104.9%*
602750	66400 TREATMENT PLANT RE	1,000	0	1,000	693.32	.00	306.68	69.3%
602750	66410 TREATMENT PLANT RE	21,000	0	21,000	18,767.00	.00	2,233.00	89.4%
602750	66420 TREATMENT PLANT TO	27,000	0	27,000	12,454.10	.00	14,545.90	46.1%
602750	66450 TREATMENT PLANT CH	106,000	0	106,000	96,273.03	.00	9,726.97	90.8%
602750	66520 TREATMENT PLANT SA	13,450	0	13,450	13,668.77	.00	-218.77	101.6%*
TOTAL TREATMENT PLANT		875,045	0	875,045	842,472.30	.00	32,572.70	96.3%
602760 SEWER GENERAL OPERATING								
602760	64011 TOWN MANAGER SALAR	33,568	0	33,568	34,660.53	.00	-1,092.53	103.3%*
602760	64012 SUPERINTENDENT SAL	95,000	0	95,000	97,940.87	.00	-2,940.87	103.1%*
602760	64013 OFFICE CLERK SALAR	48,728	0	48,728	49,137.42	.00	-409.42	100.8%*
602760	64031 SALARY & POSITION	5,000	0	5,000	.00	.00	5,000.00	.0%
602760	64050 MAINE STATE RETIRE	48,896	0	48,896	14,711.68	.00	34,184.32	30.1%
602760	64051 ICMA EMPLOYER SHAR	4,327	0	4,327	1,974.25	.00	2,352.75	45.6%
602760	64060 FICA EMPLOYER SHAR	43,270	0	43,270	13,009.50	.00	30,260.50	30.1%
602760	64070 WORKERS COMPENSATI	16,000	0	16,000	15,433.19	.00	566.81	96.5%
602760	64090 MAJOR MEDICAL INSU	124,575	0	124,575	148,201.89	.00	-23,626.89	119.0%*
602760	64091 DENTAL INSURANCE	1,869	0	1,869	2,433.00	.00	-564.00	130.2%*
602760	64092 DISABILTY INSURAN	4,200	0	4,200	.00	.00	4,200.00	.0%
602760	65101 MMA RISK POOL	29,000	0	29,000	29,366.00	.00	-366.00	101.3%*
602760	65350 INDIRECT COSTS	22,900	0	22,900	22,900.00	.00	.00	100.0%
602760	65430 AUDIT SERVICES	3,900	0	3,900	3,900.00	.00	.00	100.0%
602760	66035 ABSTRACTS & LIENS	500	0	500	190.00	.00	310.00	38.0%
602760	68060 SEWER BOND INTERES	7,499	137,998	145,497	145,496.88	.00	.12	100.0%
602760	68062 SEWER BOND PRINCIP	760,000	-137,998	622,002	622,002.54	.00	-.54	100.0%*
TOTAL SEWER GENERAL OPERATING		1,249,232	0	1,249,232	1,201,357.75	.00	47,874.25	96.2%
TOTAL SEWER FUND		-87,181	0	-87,181	-218,951.11	.00	131,770.11	251.1%
TOTAL REVENUES		-2,529,000	0	-2,529,000	-2,539,659.48	.00	10,659.48	
TOTAL EXPENSES		2,441,819	0	2,441,819	2,320,708.37	.00	121,110.63	

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TOWN OF KITTERY - LIVE  
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-87,181	0	-87,181	-218,951.11	.00	131,770.11	251.1%

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



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

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2019	Transfers FY20	CIP Appropriation 7/1/2019	YTD Expense	YTD Revenue	Ending Fund Balance
<b>Special Revenues (Grants, Designated Accounts, etc)</b>								
SR	2005	Senior Tax Credit Program	10,000.00	50,000.00		(55,000.00)		5,000.00
SR	2006	FEMA Reimbursement	40,576.88			(3,244.79)		37,332.09
SR	2012	Fire Hazmat Spill Recovery Fees	2,701.01			(9,073.63)	19,343.87	12,971.25
SR	2014	Police Grants	(2,022.68)			(5,150.75)	7,690.75	517.32
SR	2028	Ballot Machines	6,078.00					6,078.00
SR	2032	ASA Applicant Code	21,767.26			(38,205.00)	24,499.10	8,061.36
SR	2038	Kittery Block Party	19,703.48			(41,062.14)	22,954.00	1,595.34
SR	2056	Concerts in the Park	2,596.91			(2,600.00)		(3.09)
SR	2059	Conservation Comm	912.02					912.02
SR	2060	Wetlands Mitigation	32,258.25			(4,667.25)	25,752.00	53,343.00
SR	2063	Kittery Community Center (KCC) Donations	22,903.48			(6,758.47)	4,800.00	20,945.01
SR	2066	Police Forfeiture	27,812.02			(26,302.08)	7,618.65	9,128.59
SR	2068	Fort Foster Bench Donations	11,199.95			(119.15)	200.00	11,280.80
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	33,755.16	(64,855.16)	31,100.00			-
SR	2074-67503	TIF District #3	83,272.19		16,500.00	(19,249.50)		80,522.69
SR	2074-67502	TIF District #2	404,188.01	(592,588.01)	188,400.00			-
SR	2086	Spruce Creek PH 5 Grant	(6,051.40)			(3,178.73)	9,184.57	(45.56)
SR	2081 (aka: 2040)	Channel 22 (PEG) Capital Funding	261,314.68	(50,000.00)		(52,132.67)	101,765.45	260,947.46
SR	2082	KCC Playgrounds	64,718.36			-	-	64,718.36
SR	2091/67500	FEMA Flood Maps Ins Rate Appeal	(200.05)					(200.05)
SR	2091/43600	FEMA Flood Maps Ins Rate Appeal - Phase 2	-					-
SR	4001-67500/43600	State Aid to Roads General	472,884.76				159,784.00	632,668.76
SR	4001-67502/43602	Whipple Road Improvements	250,416.70			(6,952.13)	7,137.06	250,601.63
SR	4001-67503/43603	Memorial Circle Improvements	47,760.34					47,760.34
SR	4001-67508/43608	Walker/Wentworth	200,305.40					200,305.40
SR	4001-67509/43605	Government Street	69,844.68			(53,750.18)	-	16,094.50
SR	4030	Public Safety Impact Fees	48,947.57			(57,673.57)	56,780.47	48,054.47
SR	2093	LWCF Grant - Emery Field Phase 1	-					-
SR	2094	LWCF Grant - Emery Field Phase 2	54,945.00			(21,375.00)		33,570.00
SR	2210	Ogden KCC Grant	12,000.00			(14,400.00)	1,194.94	(1,205.06)
SR	2301	Billable Police Details	8,176.18			(50,235.02)	56,420.00	14,361.16
SR	2303	Grant Supported Police Details	(9,382.42)			(1,059.28)	4,820.86	(5,620.84)
SR	2087	Joint Land Use OEA PH1	(85,576.84)			(134,874.94)	219,999.85	(451.93)
SR	4124	Tax Acquired Properties	(12,608.85)	-		(26,319.94)		(38,928.79)

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

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2019	Transfers FY20	CIP Appropriation 7/1/2019	YTD Expense	YTD Revenue	Ending Fund Balance
SR	4125	Fort Foster Restoration (FEMA)	336,101.74	-		(117,279.58)		218,822.16
SR	4126	KCC Visual Arts Com	5,000.00			(5,264.30)	2,288.50	2,024.20
SR	5023	Library Donations	-	-		(7,051.08)	78,499.10	71,448.02
SR	5500	MMA Grants	-				181.56	181.56
SR	5501	Mass Transit Reserve Fund	-	115,000.00				115,000.00
SR	5024	Library Expansion Project - Construction	-	63,764.87				63,764.87
<b>Total Special Revenue</b>			<b>2,438,097.53</b>	<b>(478,678.30)</b>	<b>236,000.00</b>	<b>(762,979.18)</b>	<b>810,914.73</b>	<b>2,243,354.78</b>

CIP Bonds

CP	2036	Kittery Community Center Bonds	373.48					373.48
CP	2085	2016 Municipal Projects	28,279.50				2,669.53	30,949.03

CIP Programs

SR	2022	Compensated Absences	109,782.47			(70,860.14)		38,922.33
CP	2057	Open space	6,889.64	-				6,889.64
CP	2078	Athletic Fields Master Plan (Design)	2,142.34					2,142.34
CP	4002	Right of Way Reserve	210,939.49	500,000.00	500,000.00	(462,879.00)	7,256.91	755,317.40
CP	4011	KCC Vehicle Reserve	25,121.00					25,121.00
CP	4012	Public Works Vehicles/Equipment	266,271.62		300,000.00	(511,281.24)	19,127.00	74,117.38
CP	4013	Fire Apparatus Reserve	189,815.19		165,850.00	(325,924.05)		29,741.14
CP	4017	GIS/MS4 Compliance	44,604.65		10,000.00	(14,284.34)		40,320.31
CP	4018	KPA Boat Reserve	24,498.02			(5,861.15)		18,636.87
CP	4019	KCC Equipment Reserve	8,057.82			(2,895.00)		5,162.82
CP	4020	Municipal Technology Reserve	39,413.15		25,000.00	(39,183.39)		25,229.76
CP	4022	Police Vehicle/Equipment	34,419.84		95,000.00	(65,762.35)		63,657.49
CP	4026	Records Preservation	10.13		-	-		10.13
CP	4027	Municipal Facility Reserve	215,095.61		-	(93,313.11)		121,782.50
CP	4031	Public Safety Base Station Radio Replace	20,845.45			(20,845.45)		-
CP	4043	Parks Building & Grounds	16.90		40,000.00	(2,166.85)		37,850.05
CP	4051	KCC Facility Reserve	33,395.86			(24,850.00)		8,545.86
CP	4053	Pepperrell Cove Paving/Utilities	57,461.88			(53,866.36)		3,595.52
CP	4055	KPA Equipment Reserve	60,082.00		15,000.00	(16,044.70)		59,037.30
CP	4056	Fire Dept Equipment Reserve	162,641.94		57,667.00	(50,572.10)		169,736.84
CP	4100	Fire Dept Facility Reserve (was Boiler Replacements)	318.84					318.84
CP	4110	PW Sign Shed	20.00					20.00
CP	4116	KPA Facility Reserve (was Gov Pier)	22,731.16			(9,842.66)		12,888.50
CP	4122	Zoning Recodification and GIS Upgrade	48,947.37	40,000.00		(65,937.14)		23,010.23

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

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2019	Transfers FY20	CIP Appropriation 7/1/2019	YTD Expense	YTD Revenue	Ending Fund Balance
CP	4060	Rice Rehab/Expansion	(30,207.85)		400,000.00	(142,573.57)		227,218.58
CP	4123	LED Streetlight Conversion	(96,830.00)		240,000.00	(102,406.42)		40,763.58
<b>Total Capital Projects</b>			<b>1,485,137.50</b>	<b>540,000.00</b>	<b>1,848,517.00</b>	<b>(2,081,349.02)</b>	<b>29,053.44</b>	<b>1,821,358.92</b>

<b>TOTAL GENERAL OPERATIONS</b>			<b>3,923,235.03</b>	<b>61,321.70</b>	<b>2,084,517.00</b>	<b>(2,844,328.20)</b>	<b>839,968.17</b>	<b>4,064,713.70</b>
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**Permanent Funds (Scholarship Funds/Trust Funds)**

PF	5001	Connie Samuels Beautification Fund	58,600.93					58,600.93
PF	5002	Public Health	27,275.44					27,275.44
PF	5003	York Hospital Scholarship	18,514.65			(22,353.25)	20,000.00	16,161.40
PF	5005	Lester Raynes Fund	9,228.16					9,228.16
PF	5007	Thresher Memorial Fund	8,144.27			(2,237.02)	3,438.00	9,345.25
PF	5010	Kittery Education Scholarship Fund	2,418.26			(7,000.00)	9,409.12	4,827.38
PF	5021	Cemetery	0.35					0.35
<b>Total Permanent Funds</b>			<b>124,182.06</b>	<b>-</b>	<b>-</b>	<b>(31,590.27)</b>	<b>32,847.12</b>	<b>125,438.91</b>

**Enterprise Fund (Sewer)**

ER	2900	Sewer Impact fees	755,020.46			(161,186.40)	46,800.00	640,634.06
ER	2901	Sewer Betterment	188,683.05			(43,720.50)	(5,100.00)	139,862.55
ER	2902	Sewer Safety Grants	2,997.86					2,997.86
ECP	4900	Sewer Vehicle Reserve	92,882.50			(47,159.70)		45,722.80
ECP	4901	Sewer Capital Reserve	325,127.62			(23,488.45)		301,639.17
<b>Total Enterprise Funds</b>			<b>1,364,711.49</b>	<b>-</b>	<b>-</b>	<b>(275,555.05)</b>	<b>41,700.00</b>	<b>1,130,856.44</b>

<b>GRAND TOTAL ALL FUNDS</b>			<b>5,412,128.58</b>	<b>61,321.70</b>	<b>2,084,517.00</b>	<b>(3,151,473.52)</b>	<b>914,515.29</b>	<b>5,321,009.05</b>
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Kittery Town Council UNAPPROVED MINUTES

Regular Meeting

November 13, 2019

Town Hall – Council Chambers.

- 1 1. Call to Order
- 2 2. Introductory
- 3 3. Pledge of Allegiance
- 4 4. Oath of Office to Newly Elected Officials
- 5 Councilor Denault and Councilor Pelletier were sworn in for their new terms.
- 6 5. Roll Call
- 7 Councilors present: Charles Denault, Jeffrey Pelletier, Jeffery Thomson, Kenneth
- 8 Lemont, Cyrus Clark, Vice Chair Matt Brock, and Chair Judith Spiller.
- 9 6. The Kittery Town Council moves to elect a Chairperson for the ensuing year.
- 10 Councilor Pelletier moved to nominate Judith Spiller for Council Chair, seconded by Vice
- 11 Chair Brock.
- 12 Motion Carried 7-0-0
- 13 7. The Kittery Town Council moves to elect a Vice-Chair for the ensuing year.
- 14 Councilor Lemont moved to nominate Matt Brock for Council Vice Chair, seconded by
- 15 Councilor Denault.
- 16 Motion Carried 7-0-0
- 17 8. Agenda Amendment and Adoption
- 18 Chair Spiller cast one vote in favor of adoption.
- 19 9. Town Manager's Report
- 20 The Town Manager reported on: Tanker truck roll over, election, reverse alert system,
- 21 annual goals quarterly report, quarterly financial report, vacation and November 25
- 22 meeting.
- 23 10. Acceptance of Previous Minutes - None
- 24 11. Interviews for the Board of Appeals and Planning Board
- 25 John Perry spoke regarding his qualifications and the reason he wanted to be on the
- 26 Planning Board.

27 Robert Gray spoke regarding his qualifications and the reason he wanted to be on the  
28 Planning Board.

29 Councilor Thomson moved to postpone the decision until the 3<sup>rd</sup> applicant whom wasn't  
30 present at the Council meeting is interviewed, seconded by Councilor Clark.

31 Motion Failed – Councilor Denault, Councilor Lemont, Councilor Clark, Councilor  
32 Pelletier, Vice Chair Brock, and Chair Spiller voted no.

33 Councilor Thomson voted yes.

34 Councilor Denault moved to nominate John Perry to the Planning Board, seconded by  
35 Councilor Thomson.

36 Motion Carried 7-0-0

37 12. All items involving the town attorney, town engineers, town employees or other town  
38 consultants or requested offices. - None

39 13. PUBLIC HEARINGS

40 a. (110119-1) The Kittery Town Council moves to hold a public hearing on Title 4 –  
41 Library Advisory Committee.

42 The Town Manager gave an overview on Title 4 – Library Advisory Committee.

43 Moved by Councilor Thomson, seconded by Councilor Pelletier.

44 Motion Carried 7-0-0

45 14. DISCUSSION

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

47 Rachel Dennis, 11 Colonial Road Kittery, ME - Ms. Dennis expressed her concerns  
48 about no one adopting the ALA policies freedom to read.

49 The Town Manager addressed the concerns of Ms. Dennis.

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

51 c. Chairperson's response to public comments

52 15. UNFINISHED BUSINESS - None

53 16. NEW BUSINESS

54 a. Donations/gifts received for Council disposition.

55 (110119-2) The Kittery Town Council moves to accept donations in the amount of  
56 \$750.00 from the following donors to be deposited in the Thresher Memorial Fund.

57 • Dennis Crowley

58 • Harry Rodgers

59 • John Joyal

60 • David Stevenson  
61 • Scott Dennett  
62 • Northeast Credit Union  
63 Moved by Councilor Thomson, seconded by Councilor Pelletier.  
64 Motion Carried 7-0-0  
65 b. (110119-3) The Kittery Town Council moves to approve the disbursement warrants.  
66 Moved by Councilor Thomson, seconded by Councilor Pelletier.  
67 Motion Carried 7-0-0  
68 c. (110119-4) The Kittery Town Council moves to discuss Council Rules for the ensuing  
69 year.  
70 Moved by Councilor Thomson, seconded by Councilor Denault.  
71 Motion Carried 7-0-0  
72 d. (110119-5) The Kittery Town Council moves to discuss appointment of Council Title  
73 members to on-going Council Committees.  
74 Moved by Councilor Denault to accept the Town Council standing, ADHOC, and  
75 Committee list as written, seconded by Councilor Pelletier.  
76 Motion Carried 7-0-0  
77 e. (110119-6) The Kittery Town Council moves to schedule a public hearing December  
78 9th on Title 10 – Pepperrell Road.  
79 Moved by Councilor Thomson, seconded by Councilor Pelletier.  
80 Motion Carried 7-0-0  
81 f. (110119-7) The Kittery Town Council moves to schedule a public hearing on  
82 December 9th on Title 10 - Badgers Island Parking.  
83 Moved Councilor Thomson, seconded by Councilor Pelletier.  
84 Motion Carried 7-0-0  
85 g. (110119-8) The Kittery Town Council moves to Review and Approve communications  
86 with the Town of York regarding the border.  
87 The Town Manager gave an overview of the communications with the Town of York  
88 regarding the Kittery and York border.  
89 Councilor Pelletier gave a summary of the letter he had written in response to the  
90 communication from the Town of York.  
91 Moved by Councilor Thomson, seconded by Councilor Pelletier.  
92 Motion Carried 7-0-0

93 h. (110119-9) The Kittery Town Council moves to authorize the Town Manager to close  
94 departments with the exception of essential personnel, the day after Thanksgiving,  
95 November 29, 2019, with the understanding that employees will use their personal  
96 accumulated time.

97 Moved by Councilor Thomson, seconded by Councilor Pelletier.

98 Motion Carried 7-0-0

99 i. (110119-10) The Kittery Town Council moves to approve a renewal Liquor License  
100 application from the Loyal Order of Moose #444 76 US Route 1 Bypass, Kittery.

101 Moved by Councilor Thomson, seconded by Councilor Pelletier.

102 Motion Carried 7-0-0

103 j. (110119-11) The Kittery Town Council moves to approve a renewal Special  
104 Amusement Permit for the Loyal Order of Moose #444 76 US Route 1 Bypass Kittery.

105 Moved by Councilor Thomson, seconded by Councilor Pelletier.

106 Motion Carried 7-0-0

107 k. (110119-12) The Kittery Town Council moves to appoint Bob Guay to the Kittery  
108 Community Center Board of Directors for a term of three years to expire 12-31- 2022.

109 Moved by Chair Spiller, seconded by Councilor Thomson.

110 Motion Carried 7-0-0

111 l. (110119-13) The Kittery Town Council moves to appoint Karen Estee as acting town  
112 Manager the week of November 18th, as Town Manager will be on vacation.

113 Moved by Councilor Thomson, seconded by Councilor Pelletier.

114 Motion Carried 7-0-0

115 17. COUNCILOR ISSUES OR COMMENTS

116 Councilor Denault thanked everyone for coming out to vote, congratulated Councilor  
117 Pelletier, he spoke of the election signage being kept at a minimum, he stated the Town  
118 of Eliot voted marijuana in, and voted no on chloramines. Councilor Denault reminded  
119 the Council he received concerns and thanks at the polls about waiting for 11 years on  
120 sidewalks for Route 103, and 35 years at Shapleigh. Councilor Denault also spoke about  
121 pot holes on Badgers Island, asked for an update on LED street lights, and spoke briefly  
122 about a candidate for the Port Authority, Jack True, having some difficulties scheduling  
123 an interview.

124 Councilor Thomson spoke about the new siding at the original solid waste facility, the  
125 MMA Workshop on short term rentals, asked Chair Spiller to get a Council consensus on  
126 the 4-hour parking experiment on Walker Street, and offered gratitude to Kittery Water  
127 District Board of Trustee Members, Bob Wyman and Roger Raymond, for their many  
128 years of service.

129 Councilor Lemont congratulated Chair Spiller and Vice Chair Brock on their re-elected  
130 positions on the Council, and also spoke about the Triap Academy girls' soccer team  
131 winning the State Title. Councilor Lemont also spoke about Council reinstating the  
132 Marijuana Working Group.

133 Vice Chair Brock expressed concern about not being able to vote in the Kittery Water  
134 District election. Vice Chair Brock also spoke of the businesses in the area of  
135 Government Street being happy with the newly paved street, but not with speeding.

136 Chair Spiller stated there were 12 to 15 lobster traps still at Fort Foster and spoke about  
137 options for removing them.

138 18. COMMITTEE AND OTHER REPORTS

139 a. Communications from the Chairperson

140 Chair Spiller spoke about giving recognition to the Traip Academy girls' soccer team at a  
141 Council meeting. Chair Spiller also gave an update on the Climate Adaptation  
142 Committee.

143 b. Committee Reports - None

144 19. EXECUTIVE SESSION - None

145 20. ADJOURNMENT

146 Moved by Councilor Thomson, seconded by Councilor Pelletier.

147 Motion Carried 7-0-0

Submitted by Kim Tackett

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Kittery Town Council UNAPPROVED MINUTES

November 25, 2019

Regular Meeting

Town Hall – Council Chambers

- 1 1. Call to Order
- 2 2. Introductory
- 3 3. Pledge of Allegiance
- 4 4. Roll Call
- 5 Councilors present: Charles Denault, Jeffrey Pelletier, Jeffery Thomson, Kenneth  
6 Lemont, Cyrus Clark, Vice Chair Matt Brock, and Chair Judith Spiller.
- 7 5. Agenda Amendment and Adoption
- 8 Change item 13.c. New Business to 9. c. All items involving the town attorney, town  
9 engineers, town employees or other town consultants or requested offices.
- 10 Removed items e. and f. of New Business, related to Parks Commission positions from  
11 agenda due to lack of information.
- Chair Spiller cast one vote for the agenda as amended.
- 12 6. Town Manager's Report - None
- 13 7. Acceptance of Previous Minutes - None
- 14 8. Interviews for the Board of Appeals and Planning Board - None
- 15 9. All items involving the town attorney, town engineers, town employees or other town  
16 consultants or requested offices.
- 17 a. (110219-1) The Kittery Town Council moves to present a Citation to the Traip  
18 Academy Girls Soccer Team for winning the State Championship.
- 19 Moved by Councilor Pelletier, seconded by Councilor Thomson.
- 20 Motion Carried 7-0-0
- 21 Chair Spiller and Councilor Lemont presented the Citation to the Traip  
22 Academy Girls Soccer Team for winning the State Championship.
- 23 b. (110219-2) The Kittery Town Council moves to receive a presentation regarding the  
24 Kittery Community Center Strategic Plan.

25 Chair of the Kittery Community Center Board of Directors, Kristi Mathieson presented the  
26 Kittery Community Center Strategic Plan.

27 Moved by Councilor Thomson, seconded by Councilor Denault.

28 Motion Carried 7-0-0

29 c. (110219-5) The Kittery Town Council moves to receive a report on the Cole  
30 Street Affordable Housing Viability Project.

31 The Town Manager gave an overview of the Cole Street Affordable Housing Viability  
32 Project.

33 Vice Chair Brock discussed the goals of the Housing Working group.

34 Emily Flinkstrom, Director of Fair Tide spoke about the affordable housing, low income  
35 housing tax credit, and Lytech project application.

Moved by Councilor Thomson, seconded by Councilor Pelletier.

Motion Carried 7-0-0

36 10. PUBLIC HEARINGS - None

37 11. DISCUSSION

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

39 George Dow, 1 Bartlett Road, Kittery – Mr. Dow spoke about the need for affordable  
40 housing and he asked the Council to keep pursuing their efforts in finding locations for  
41 affordable housing.

42 Ryan Pope the treasurer at Fair Tide spoke in support of affordable housing in Kittery.

43 Julia O'Connell, 9 Busdick Drive, Kittery - Ms. O'Connell asked if Town owned property  
44 was being considered for affordable housing.

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

46 c. Chairperson's response to public comments

Chair Spiller commented that the Council was in support and was committed to  
affordable housing. She stated that a lot of town owned properties were too small with  
the exception of Cole Street, and Walker Street.

Vice Chair Brock stated the Housing Working group and the Council was committed to  
affordable housing, but there would be obstacles to overcome.

12. UNFINISHED BUSINESS - None

47 13. NEW BUSINESS

48 a. Donations/gifts received for Council disposition.

49 (110219-3) The Kittery Town Council moves to accept a donation in the amount of  
50 \$115.00 from Justin Kelcourse to be deposited into the Eyes of The World Fund Raising  
51 Program.

52 Moved by Councilor Thomson, seconded by Councilor Pelletier.

53 Motion Carried 7-0-0

54 b. (110219-4) The Kittery Town Council moves to approve the disbursement warrants.

55 Moved by Councilor Thomson, seconded by Councilor Pelletier.

56 Motion Carried 7-0-0

57 c. (110219-6) The Kittery Town Council moves to appoint Susan Goodman to the  
58 Taylor Building Committee.

59 Moved by Councilor Thomson, seconded by Councilor Denault.

60 Motion Carried 7-0-0

61 d. (110219-7) The Kittery Town Council moves to approve a renewal Liquor License  
62 application from the Blue Mermaid 10 Shapleigh Road, Kittery.

Moved by Councilor Thomson, seconded by Councilor Pelletier.

Motion Carried 7-0-0

#### 63 14. COUNCILOR ISSUES OR COMMENTS

64 Councilor Denault spoke about Comcast raising rates. He also recognized individuals  
65 that have passed including: Dr Stanley, and Neil Adams.

66 Councilor Pelletier commented about affordable housing and what market that would be  
67 for.

68 Councilor Thomson spoke about short term rentals, the CIP Committee beginning their  
69 process of FY21, and mentioned the LED Streetlight Project being completed.

70 Chair Spiller spoke to a letter from Comcast about a low-income option for internet  
71 service. Chair Spiller also stated that the Kittery Holiday Parade was scheduled for  
72 December 7, 2019 at 3 pm.

#### 73 15. COMMITTEE AND OTHER REPORTS

74 a. Communications from the Chairperson - None

75 b. Committee Reports

#### 76 16. EXECUTIVE SESSION - None

#### 77 17. ADJOURNMENT

78 Moved by Councilor Thomson, seconded by Councilor Pelletier.

79 Motion Carried 7-0-0

Submitted by Kim Tackett

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Kittery Town Council UNAPPROVED Minutes

December 9, 2019

Regular Meeting

Town Hall - Council Chambers

- 1 1. Call to Order
- 2 2. Introductory
- 3 3. Pledge of Allegiance
- 4 4. Roll Call
- 5 Councilors present: Charles Denault, Jeffrey Pelletier, Jeffery Thomson, Kenneth
- 6 Lemont, Cyrus Clark, Chair Judith Spiller. Councilors absent: Vice Chair Matt Brock.
- 7 5. Agenda Amendment and Adoption
- 8 Adopted Item h. under New Business - Renewal Victualers application Maine Beer Café.
- 9 Replaced 7. Acceptance of Previous Minutes with 8. Audit Presentation
- 10 Amended items under New business d. & e.
- 11 Moved Executive Session to 15., and moved Committees and other reports to 16.
- 12 Chair Spiller cast one vote for agenda adoption and amendments.
- 13 6. Town Manager's Report
- 14 The Town Manager reported on: 2020 calendar goals for Council and Manager, TIF
- 15 overview, Legion Pond, banners, Martin Road speeding, and holiday hours.
- 16 Upcoming Dates: Holiday Toy Drive/w Kittery Police and Fire – December 14, 9AM –
- 17 11AM, Kate's Bakery, Breakfast with Santa – December 21, 8:30AM, Kittery Community
- 18 Center, Dog License Renewal Deadline – January 31, Town Hall, and Town Hall Closes
- 19 at 1PM – December 24 and December 31.
- 20 7. All items involving the town attorney, town engineers, town employees or other town
- 21 consultants or requested offices.
- 22 a. (120119-2) The Kittery Town Council moves to receive the Audit Presentation.
- 23 Christina Howell from RHR Smith & Company, certified public accountants presented
- 24 the Audit Presentation.
- 25 Moved by Councilor Thomson, seconded by Councilor Pelletier.
- 26 Motion Carried 6-0-0

- 27 8. Interviews for the Board of Appeals and Planning Board
- 28 a. (120119-1) The Kittery Town Council moves to interview the following Planning
- 29 Boards Members for reappointment for all terms to expire 12/31/2022. The applicants
- 30 are as follows.
- 31 • Stephen Bellantone
- 32 • Ronald Ledgett
- 33 • Drew Fitch
- 34 Interviews for Mr. Bellantone and Mr. Fitch were postponed until the January meeting.
- 35 Mr. Ledgett spoke about being a member on the Planning Board.
- 36 Moved by Councilor Thomson, seconded by Councilor Pelletier
- 37 Councilor Pelletier, Councilor Thomson, Councilor Clark, Councilor Lemont, and Chair
- 38 Spiller voted yes.
- 39 Councilor Denault voted no.
- 40 Motion Carried, 5 were in favor, 1 opposed.
- 41 9. PUBLIC HEARINGS
- 42 a. (120119-3) The Kittery Town Council moves to hold a public hearing on Title 10 –
- 43 Badger’s Island Parking.
- 44 Chair Spiller read a letter from Cynthia Otton, 7 Woodlawn Avenue, Kittery.
- 45 The Town Manager gave an overview of the proposed title revision.
- 46 Moved by Councilor Thomson, seconded by Councilor Pelletier.
- 47 Motion Carried 6-0-0
- 48 b. (120119-4) The Kittery Town Council moves to hold a public hearing on Title 10 –
- 49 Pepperrell Road.
- 50 The Town Manager gave an overview of proposed title 10 revision.
- 51 Kelly Philbrook, 8 Pepperrell Terrace, Kittery - Ms. Philbrook asked for the Councilor’s
- 52 support on Title 10 – Pepperrell Road.
- 53 Moved by Councilor Thomson, seconded by Councilor Denault.
- 54 Motion Carried 6-0-0
- 55 10. DISCUSSION
- 56 a. Discussion by members of the public (three minutes per person)
- 57 George Dow, 1 Bartlett Road Kittery – Mr. Dow asked if the Council spoke with the Chair
- 58 of the Boards and Committees prior to reappointing a member.

59           b Response to public comment directed to a particular Councilor  
60           c. Chairperson's response to public comments  
61           Chair Spiller stated she was notified from the Planning Board Chair that the reappointed  
62           members were excellent.  
63   11.    UNFINISHED BUSINESS - None  
64   12.    NEW BUSINESS  
65           a. Donations/gifts received for Council disposition - None  
66           b. (120119-5) The Kittery Town Council moves to approve the disbursement warrants.  
67           Moved by Councilor Thomson, seconded by Councilor Pelletier.  
68           Motion Carried 6-0-0  
69           c. (120119-6) The Kittery Town Council moves to appoint Council representatives  
70           to meet with the Chairs of the respective Boards and Commissions to interview and re-  
71           appoint the following for terms to expire 12/31/2022.  
72           • David Wrocklage – Parks Commission Expires  
73           • Kristi Mathieson – KCC Board of Directors Expires  
74           • Steven Workman – KCC Board of Directors Expires  
75           • George Dow – Economic Development Committee Expires  
76           • Stephen Kosacz – Economic Development Committee Expires  
77           • Stephen Hall – Climate Adaptation Committee Expires  
78           • A. David Mann – Board of Trustees of Trust Funds Expires  
79           • Mary Thron – Board of Assessment Review  
80           • Dan O'Reilly – Shellfish Conservation Committee  
81           • Jeffrey Clifford – Capital Improvement Program  
82           Moved by Councilor Thomson for approval, seconded by Councilor Pelletier.  
83           Moved by Councilor Denault to split the question, seconded by Councilor Pelletier for  
84           discussion.  
85           Councilor Denault thought each reappointment member should be voted in separately.  
86           Councilor Denault withdrew his motion to split the question, Councilor Pelletier  
87           withdrew as well.  
88           Jeffrey Pelletier, Jeffery Thomson, Kenneth Lemont, Cyrus Clark, and Chair Judith  
89           Spiller voted yes.  
90           Councilor Denault voted no.

91 Motion Carried, 5 were in favor, 1 opposed.

92 d. (120119-7) The Kittery Town Council moves to change the appointment of Page  
 93 Mead from Full Member of the Parks Commission to Associate Member of the Parks  
 94 Commission for a term to expire 12/31/2022.

95 Moved by Councilor Thomson, seconded by Councilor Pelletier.

96 Motion Carried 6-0-0

97 e. (120119-8) The Kittery Town Council moves change the appointment of George  
 98 Dow from Associate Member of the Parks Commission to a Full Member of the Parks  
 99 Commission for a term to expire 12/31/2020.

100 Moved by Councilor Thomson, seconded by Councilor Pelletier.

101 Motion Carried 6-0-0

102 f. (120119-9) The Kittery Town Council moves to approve a renewal liquor license  
 103 application for Robert's Maine Grill located at 326 US Route 1 Kittery.

104 Moved by Councilor Thomson, seconded by Councilor Pelletier.

105 Motion Carried 6-0-0

106 g. (120119-10) The Kittery Town Council moves to appoint a Council member to  
 107 interview Alan Johnston for the Kittery Port Authority.

108 Chair Spiller moved to select Councilor Denault, seconded by Councilor Thomson.

109 Motion Carried 6-0-0

110 h. The Kittery Town Council moves to hold a public hearing for a Renewal Victualer's  
 111 License application from Maine Beer Cafe located at 439 US Rte. 1 Kittery, Maine.

112 Moved by Councilor Thomson, seconded by Councilor Pelletier.

113 Chair Spiller, Councilor Thomson, Councilor Pelletier, and Councilor Denault voted to  
 114 approve.

115 Councilor Lemont voted to sustain.

116 Motion Carried 4 voted to approve, 1 sustained.

117 14. COUNCILOR ISSUES OR COMMENTS

118 Councilor Thomson asked the Town Manager if Maine DOT were going to revisit the  
 119 speed situation on State Road, when they come for a workshop on September 9, 2019.  
 120 Councilor Thomson asked if that had been done, or if it had been scheduled.

121 The Town Manager stated she had been following up Maine DOT.

122 Councilor Thomson wanted to thank the Department of Public Works for the excellent  
 123 job they had done on the last snow storm.

124 15. EXECUTIVE SESSION –



125 The Town Council went into Executive session at 6:56 P.M.

126 Moved by Councilor Thomson, seconded by Councilor Denault.

127 Motion Carried 6-0-0

128 a. (120119-11) The Kittery Town Council moves to go into Executive Session with the  
129 Town Manager and members of the Board of Appeals in accordance with 1 M.R.S. §405  
130 (6) (A) to discuss or consider complaints regarding appointees, where public discussion  
131 could be reasonably expected to cause damage to an individual's reputation or right to  
132 privacy.

133 Moved by Councilor Thomson to come out of Executive session at 7:39 P.M., seconded  
134 by Councilor Denault.

135 Motion Carried 6-0-0

136 16. COMMITTEE AND OTHER REPORTS

137 a. Communications from the Chairperson

138 Chair Spiller wished everyone Happy Holidays.

139 b. Committee Reports - None

140 17. ADJOURNMENT

141 Moved by Councilor Thomson, seconded by Councilor Pelletier.

142 Motion Carried 6-0-0

Submitted by Kim Tackett

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Kittery Town Council UNAPPROVED Minutes

December 16, 2019

Requested by Chairperson Spiller

Special Meeting Agenda

Town Hall - Council Chambers

- 1 1. Call to Order
- 2 2. Introductory
- 3 3. Pledge of Allegiance
- 4 4. Roll Call
- 5 Councilors present: Charles Denault, Jeffrey Pelletier, Jeffery Thomson, Kenneth Lemont,
- 6 Cyrus Clark, Vice Chair Matt Brock, Chair Judith Spiller.
- 7 5. Discussion
- 8 a. Discussion by members of the public (only pertaining to items # 6 and #7 below and three
- 9 minutes per person) - None
- 10 b. Response to public comment directed to a particular Councilor - None
- 11 c. Chairperson's response to public comments – None
- 12 6. OLD BUSINESS
- 13 a. (120219-1) The Kittery Town Council moves to interview and re-appoint the following
- 14 members of the Planning Board for a 3-year term to expire 12/31/2022.
- 15 • Stephen Bellantone
- 16 • Drew Fitch
- 17 Mr Bellantone spoke about being a member on the Planning Board. Mr. Fitch spoke about being
- 18 a member of the Planning Board.
- 19 Moved by Councilor Thomson, seconded by Councilor Pelletier.
- 20 Motion Carried 7-0-0
- 21 7. NEW BUSINESS
- 22 a. (120219-3) The Kittery Town Council moves to appoint a Council Representative to meet with
- 23 the Chair of the Conservation Commission to interview and re-appoint Stephen Hall for a term to
- 24 expire on 12/31/2022.
- 25 Moved by Councilor Thomson, seconded by Councilor Pelletier.
- 26 Motion Carried 7-0-0

27 8. ADJOURNMENT

28 Moved by Councilor Thomson, seconded by Councilor Pelletier.

29 Motion Carried 7-0-0

Submitted by Kim Tackett

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

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**REPORT TO TOWN COUNCIL**

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Meeting Date: July 13, 2020  
UPDATE: July 27, 2020  
From: Kendra Amaral, Town Manager  
Subject: Title 10 – Walker and Wentworth Street Parking  
Council Sponsor: Councilor Jeff Thomson

---

**PROPOSED TITLE 10 REVISION**

The Council requested further amendments to Title 10 to make all parking on Walker and Wentworth 2-hour parking; thereby eliminating four-hour parking on these streets.

**PROPOSED SOLUTION/RECOMMENDATION**

**ATTACHMENTS**

- Proposed Title 10 – Walker Wentworth Parking
- Map of Impacted Area
- Draft Title 10 Walker Wentworth Parking Enactment

**TITLE 10  
WALKER/WENTWORTH PARKING**

1 **AMEND Title 10 to make 2-hour parking only on the west side of Wentworth Street as follows:**

2 § 10.3.1.1 Prohibited at all times.

3 ~~Wentworth Street, east side, between its two points of intersection with Traip Avenue~~

4 Wentworth Street, east side, from ~~the north corner of the Sugrue Block to the south entrance of Traip~~  
5 ~~Avenue~~ its intersection with Walker Street to its intersection with Whipple Road.

6 § 10.3.1.5 **Four-hour maximum parking.**

7 A. Four-hour parking is permitted from 7:00 a.m. to 6:00 p.m. (unrestricted parking is permitted Sundays  
8 and holidays) in the following locations except as may be prohibited in § 10.3.1.1:

9 ~~Wentworth Street, west side from its intersection with Central Avenue to its intersection with Whipple Road~~

10 § 10.3.1.6 **Time period restrictions.**

11 D. Two-hour parking will be permitted from 7:00 a.m. to 6:00 p.m. (unrestricted parking is permitted on  
12 Sundays and holidays), in the following locations except as may be prohibited in § 10.3.1.1:

13 (5) Wentworth Street, west side, ~~from~~ beginning 90 feet north of its intersection with Walker Street to its  
14 intersection with ~~Central Avenue~~ Love Lane.

15 **AMEND 10.3 to make 2-hour parking only on Walker Street as follows:**

16 § 10.3.1.5 **Four-hour maximum parking.**

17 A. Four-hour parking is permitted from 7:00 a.m. to 6:00 p.m. (unrestricted parking is permitted Sundays  
18 and holidays) in the following locations except as may be prohibited in § 10.3.1.1:

19 ~~Walker Street, south side 314 feet east of its intersection with U.S. Highway No. 1, and 460 feet east of its~~  
20 ~~intersection with U.S. Highway No. 1, to its intersection with Otis Avenue.~~

21 § 10.3.1.6 **Time period restrictions.**

22 D. Two-hour parking will be permitted from 7:00 a.m. to 6:00 p.m. (unrestricted parking is permitted on  
23 Sundays and holidays), in the following locations except as may be prohibited in § 10.3.1.1:

24 (3) Walker Street, south side, beginning 57 feet west of Wentworth Street, in a westerly direction to 314 feet  
25 east of its intersection with ~~Main Street~~ U.S. Highway No. 1.

26 4) Walker Street, north side, beginning 55 feet west of Wentworth Street, in a westerly direction to 460 feet  
27 east of its intersection with ~~Main Street~~ U.S. Highway No. 1.

**KITTERY TOWN CODE**  
**TITLE 10**  
**WALKER STREET AND WENTWORTH STREET**

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 Town seeks to improve traffic safety and customer access to businesses and  
11 public spaces in the Foreside through parking regulations;

12 **NOW THEREFORE**, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN  
13 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 10  
14 OF THE TOWN CODE, AS PRESENTED.

15 **INTRODUCED** and read in a public session of the Town Council on the \_\_\_\_ day of \_\_\_\_\_,  
16 20\_\_\_\_, by: \_\_\_\_\_ {NAME} Motion to approve by Councilor  
17 \_\_\_\_\_ {NAME}, as seconded by Councilor \_\_\_\_\_ {NAME} and  
18 passed by a vote of \_\_\_\_\_.

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

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



Legend



400 ft

# Wentworth Parking

Change from 4-hour parking to 2-hour parking.

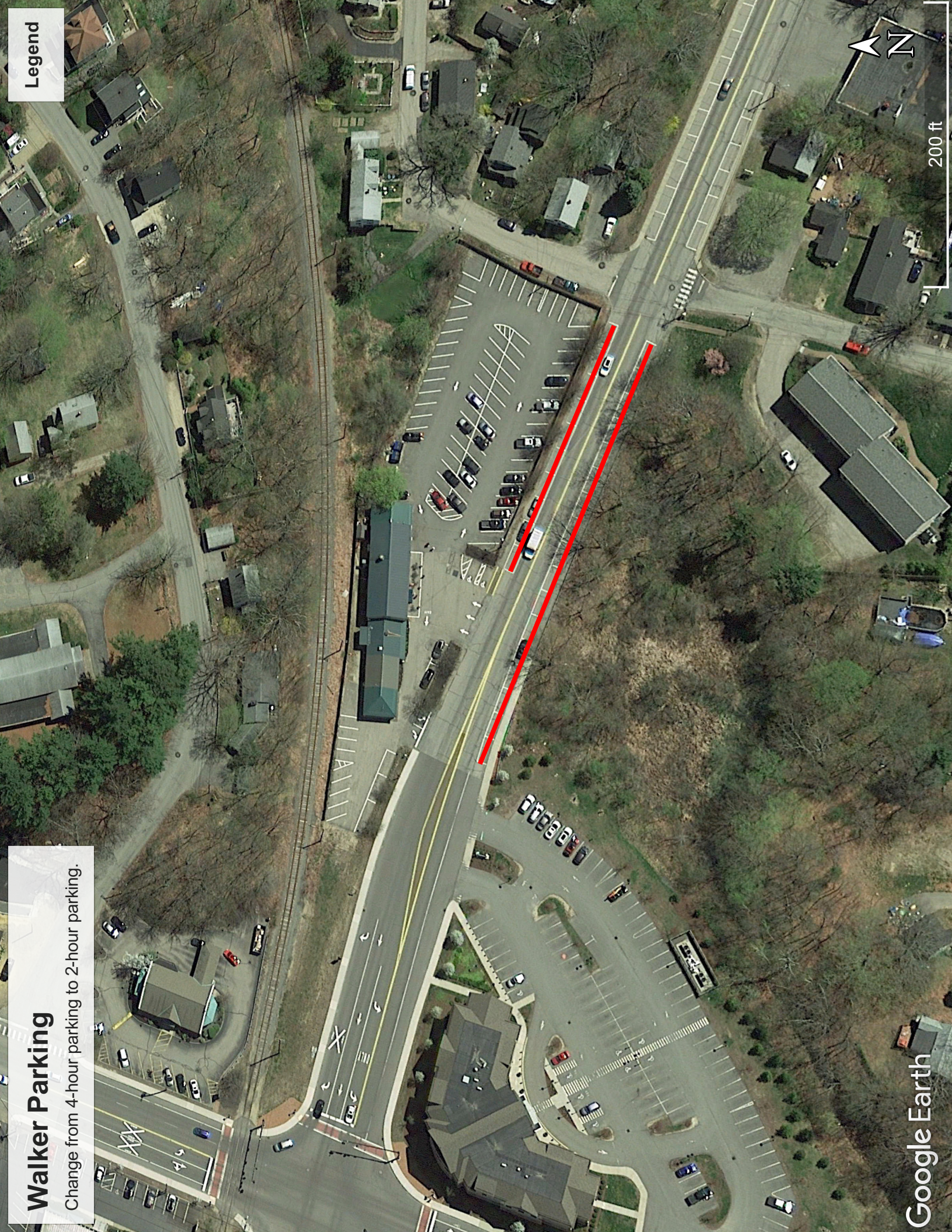




# Walker Parking

Change from 4-hour parking to 2-hour parking.

# Legend





**REPORT to the KITTERY TOWN COUNCIL**  
**Act to rename Manson Ave. Extension**

1 **Responsible Individuals:** Councilors Denault and Lemont

Date: 06-30-2020

2 **Subject:** Act to rename Manson Ave. Extension.

3 **Background:**

4

5 Maine State Law and Town Code specifically state the following:

6 A. No two roads shall be given the same name (ex. Pine Road and Pine Lane).

7 B. No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).

8

9 The primary reason for this is that first responders are able to respond to a road without confusing the  
10 location depleting valuable time from their response. Callers who are in a heightened sense of urgency  
11 may be panicking and may state their location or a dispatcher who has misinterpreted the location and  
12 it may not be road they intended to report. The law was changed well after Kittery named, Philbrick  
13 Rd, Philbrick lane, Philbrick Ave, Adams Rd, Adams Lane, Love lane, Love Lane Extension, Dennett  
14 Road, Dennett Road Extension, Old Dennett Road, Manson Ave, Manson Rd, Manson Rd Extension  
15 and Manson Ave Extension and Rogers Ln, Rogers Road and Rogers Road Extension. There are many  
16 more examples.

17

18 **Current Situation:**

19

20 Manson Ave and Manson Ave Extension is a road the runs between Rogers Rd and Disimukes St. It  
21 was originally a single road and it was intersected or cut thru with Rte 236 or otherwise known as  
22 Shapleigh Road. In this RTC the attached citizen request is for the public safety of all the local  
23 residents, children and citizens who live on Manson Ave. Extension and the like sounding roads such  
24 as, Manson Ave. and Manson Rd. and Manson Rd Extension in Kittery Maine. There are 4 roads that  
25 sound alike and this is clearly what was addressed and prohibited under the State of Maine Law and  
26 the Town Code.

27

28 **Proposed Solution:**

29

A. Conduct a public hearing to Authorize the Town to Rename Manson Ave Extension.

30

- o By renaming this road will provide better addressing and safety for E911 and  
31 it will begin the necessary steps to bring Kittery into compliance with Maine  
32 State law and its own Town Code.

33

B. Change the name of Manson Ave. Extension to Buckley Way.

34

35 **Rationale for the Proposed Solution:**

36

37 Changing the name from a like sounding name to a name that is unique is Maine law and a Town  
38 Ordinance as well as honoring a resident who served in the U.S. Armed Forces, lead an exemplary  
39 life and was a resident and property owner of Manson Ave. Extension and his family are still  
40 property owners and live in homes located on Manson Ave. Extension.

40

41 Attachments. Petition for name change by residents and/or property owners of Manson Ave.  
42 Extension.

**REPORT to the KITTERY TOWN COUNCIL**  
**Act to rename Manson Ave. Extension**

43 **References.**

44 [https://www.maine.gov/maine911/sites/maine.gov.maine911/files/inline-files/AOManualMaster-](https://www.maine.gov/maine911/sites/maine.gov.maine911/files/inline-files/AOManualMaster-NOV2015_2.pdf)  
45 [NOV2015\\_2.pdf](https://www.maine.gov/maine911/sites/maine.gov.maine911/files/inline-files/AOManualMaster-NOV2015_2.pdf)

46 **Do communities have the authority to create physical addresses?**

47 Yes. Every Maine community has the legal authority to create physical addresses under  
48 Municipal Home Rule Powers, Article VIII, Part 2, §1 of the Constitution of the State of  
49 Maine and Title 30-A M.R.S.A §3001. In the unorganized territories, the County has the  
50 authority to create addresses.

51 **Authority**

52 Pursuant to and consistent with Municipal Home Rule Powers as provided for in Article VIII,  
53 Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section

54

55 **Why can the Town issue, or change my, 9-1-1 physical street address?**

56 Every Maine municipality is granted legal authority to assign E9-1-1 physical street addresses by  
57 Municipal Home Rule Powers, as outlined in the State of Maine Constitution Article VIII, Part 2,  
58 Section 1 and MRS Title 30-A §3001.

59 As outlined in 25 MRS §2926, the Emergency Services Communications Bureau (ESCB) has  
60 adopted standards for managing E9-1-1 system. Included in the management of E9-1-1 the ESCB  
61 requires each municipality to designate an Addressing Officer that will inform ESCB/PUC about E9-  
62 1-1 physical street addresses. The ESCB/PUC has published a set of guidelines for Addressing  
63 Officers. Addressing Officers have many responsibilities including:

64  Assigning E9-1-1 physical addresses and communicating physical addresses to the property  
65 owners

66  Providing updates to the Master Street Address Guide (MSAG)/ E9-1-1 GIS which contains the  
67 official, statewide list of street names, street numbers, and street number ranges, etc.

68  Resolving errors or discrepancies in E9-1-1 databases

69

KITTERY RESIDENT PETITION TO RENAME MANSON AVE. EXTENSION TO BUCKLEY AVE.

June 19<sup>th</sup>, 2020

To the Kittery Town Council

Chairperson Councilor Judy Spiller  
 Vice Chair Councilor Matthew Brock  
 Councilor Kenneth Lemont (Sponsor)  
 Councilor Charles Denault (Sponsor)  
 Councilor Jeffery Thomson  
 Councilor Jeffery Pelletier  
 Councilor Gary Beers  
 Councilor Cyrus Clark

We the undersigned Kittery Maine residents of **Manson Ave. Extension** respectfully request that the Town of Kittery rename **Manson Ave. Extension to Buckley Way**. Please accept and act on this petition.

**Reasoning:** The primary reason for this request is for the public safety of all the local residents, children and citizens who live on Manson Ave. Extension and the like sounding roads such as, Manson Ave. and Manson Rd. and Manson Rd Extension in Kittery Maine. Renaming this road will provide better addressing and safety for E911. State Law and Town Code specifically state the following:

- A. No two roads shall be given the same name (ex. Pine Road and Pine Lane).
- B. No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).

**Manson Ave. Extension is similar to Manson Ave. and Manson Rd and Manson Rd. Extension.**

**Resolution:** If approved, we the undersigned believe that it would be fitting and by our signatures formally request that Manson Ave Extension be renamed Buckley Way. The name of **BUCKLEY WAY**. origination is in Honor of the late Naval Chief Petty Officer Bishop L. Buckley Sr. Mr. Buckley is a former resident of Manson Ave extension and a Kittery Resident. His family still resides on Manson Ave Ext.

We also understand that it will be our responsibility to update our addresses with respect to mail deliveries and billings and this is an expectation with any road name changes. Thank you for your consideration of this request and for looking out for the safety of Kittery residents and honoring Bishop Buckley Sr.

**THANK YOU FOR YOUR CONSIDERATION**

Printed Name	Address	EXT.	Signature	Email or Phone
Chester L. Buckley	5	MANSON AVE.	Chester L. Buckley	1-207-439-2086
Lillian Buckley	3	MANSON AVE EXT	Lillian Buckley	207-475-6360
Mandy White	2	MANSON AVE EXT.	Mandy White	207-289-3288
Joseph White	2	MANSON AVE. EXT.	Joe P White	207-289-5233
Kasey Kelley	8	MANSON AVE. EXT	Kasey S Kelley	719-440-5479
IAN BROWNE	8	MANSON AVE. EXT	Ian Browne	207.752.1271
Jay Wilgus	12	MANSON AVE. EXT.	Jay Wilgus	801-573-7768
Emily Flinkstrom	12	MANSON AVE EXT	Emily Flinkstrom	801-652-6077



## KITTERY, Maine — Retired Naval Chief Petty Officer Bishop L. Buckley Sr. of Kittery died Friday, June 19, 2009.

KITTERY, Maine — Retired Naval Chief Petty Officer Bishop L. Buckley Sr. of Kittery died Friday, June 19, 2009.

The youngest of nine children, Chief Buckley was born July 31, 1918, to Luke Buckley and Laura Powell Buckley in Charleston, Miss.

He was married to Jewel Lanier Buckley for 66 years.

In addition to his wife, he is survived by four children, Bishop L. Buckley Jr., Timothy L. Buckley, Chester L. Buckley and Lillian J. Buckley, as well as seven grandchildren and six great-grandchildren. He was predeceased by seven of his nine siblings.

Chief Buckley loved and supported his family and was happiest when he worked. He loved to “pittle” in the yard and in the kitchen. A devout Christian, he will be missed by those who truly knew him.

Interment will be in the Orchard Grove Cemetery, Kittery.





**Town of Kittery, Maine**  
200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1304 Fax: (207) 439-6806  
**Department of the Assessor**

**DO YOU KNOW THE DIFFERENCE BETWEEN YOUR MAILING ADDRESS and  
YOUR 9-1-1 PHYSICAL STREET ADDRESS?**

**What is my mailing address?**

Your mailing address is the address at which you receive mail carried by the United States Postal Service (USPS). You can use your 911 physical street address as your mailing address OR you can use a Post Office box.

**How do I change my mailing address?**

Please contact the Post Office at 439-2018 (Kittery) and 439-4353 (Kittery Point) for a free change of address packet. You can also change your mailing address online at [USPS.com](http://USPS.com).

**I have changed my mailing address with USPS, why can't FedEx or UPS find my new address?**

Fed Ex, UPS, and other shipping companies are not part of the USPS and do not use USPS address data. Instead, shipping companies use a variety of data sources to locate your address. The data they are using may not have your new address listed. Visit [gps.gov](http://gps.gov) for information about how to add your address to data sources that Fed Ex and UPS might use.

**How can my new address be added to Google Maps or other data sources?**

Visit [gps.gov](http://gps.gov) and follow the guidelines listed to update Google Maps, MapQuest, Garmin and other websites.

**How do I know where to put my mailbox?**

Please contact the Post Office at 439-2018 (Kittery) and 439-4353 (Kittery Point) to discuss the location of your mailbox.

**My mailbox is at the end of my road with a group of mailboxes. Does this impact the ability to be found during a 9-1-1 emergency?**

No, placing your street number on your house will help emergency responders find you during an emergency. Make sure your street numbers are at least 3 inches in height and of a contrasting color to the background on which they are attached. Please refer to the Kittery Land Use Code, Title 16.5.7, for the ordinance on street number display.

**Will the Town of Kittery change my mailing address?**

No. The Town of Kittery will notify USPS of the existence only of your new physical address. You must do a change of mailing address form with USPS. You must decide if you want to use a PO BOX or your new physical address for your mailing address.



**Town of Kittery, Maine**  
200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1304 Fax: (207) 439-6806  
**Department of the Assessor**

**What is my 9-1-1 physical street address?**

A 9-1-1 physical address is a permanent, unique address that clearly identifies where a property is physically located. Your 9-1-1 street address is the property address used by emergency responders to locate you during a 9-1-1 emergency.

**Why can the Town issue, or change my, 9-1-1 physical street address?**

Every Maine municipality is granted legal authority to assign E9-1-1 physical street addresses by Municipal Home Rule Powers, as outlined in the State of Maine Constitution Article VIII, Part 2, Section 1 and MRS Title 30-A §3001.

As outlined in 25 MRS §2926, the Emergency Services Communications Bureau (ESCB) has adopted standards for managing E9-1-1 system. Included in the management of E9-1-1 the ESCB requires each municipality to designate an Addressing Officer that will inform ESCB/PUC about E9-1-1 physical street addresses. The ESCB/PUC has published a set of guidelines for Addressing Officers. Addressing Officers have many responsibilities including:

- Assigning E9-1-1 physical addresses and communicating physical addresses to the property owners
- Providing updates to the Master Street Address Guide (MSAG)/ E9-1-1 GIS which contains the official, statewide list of street names, street numbers, and street number ranges, etc.
- Resolving errors or discrepancies in E9-1-1 databases

To learn more please visit [www.maine911.com/forms\\_publications.htm](http://www.maine911.com/forms_publications.htm) or inquire with the Assessing Department.

**Why can't the Post Office give me my address?**

Post Masters are not legally authorized by municipalities to assign addresses, and are therefore not Addressing Officers.

**Who is the ESCB?**

The Emergency Services Communications Bureau (ESCB), established within the Public Utilities Commission, implements and manages Enhanced 9-1-1 including the use of E9-1-1 services. E9-1-1 connects 9-1-1 callers to public safety answering points, known as PSAP facilities (25 MRS §2926). PSAP facilities direct 9-1-1 phone calls to appropriate dispatch or emergency response services.

Please refer to [www.maine911.com](http://www.maine911.com) for more information about E9-1-1.

*Town of Kittery, ME  
Tuesday, June 30, 2020*

## Chapter 8.5. Street Addressing

[HISTORY: Adopted 5-29-2019 by Ord. No. 19-06. Amendments noted where applicable.]

### § 8.5-1. Purpose.

The purpose of this chapter to conform to enhanced 9-1-1 standards, as established by the Maine Public Utilities Commission, and enhance the rapid location of properties in an emergency or call for law enforcement, fire, rescue, and emergency medical services in Kittery.

### § 8.5-2. Authority.

- A. The addressing officer, as designated by the Town Manager, is authorized to assign road names and street numbers to all properties, both on existing and proposed roads in accordance with this chapter. The Town Manager may designate more than one addressing officer as needed.
- B. The addressing officer is responsible for and authorized to provide all required addressing information to the state agency responsible for the implementation of enhanced 9-1-1 service.

### § 8.5-3. Definitions.

For the purpose of this chapter only, the following definitions apply:

#### **BUILDING**

A residential, commercial or industrial building that will be occupied by one or more persons. This excludes sheds and accessory structures that do not contain dwellings or businesses and are not places where the general public gather.

#### **ROAD**

Any highway, road, street, avenue, lane, fire lane, private way, a Planning Board-approved right-of-way or similar paved, gravel, or dirt ways.

#### **STREET NUMBERS**

Addresses assigned for the purpose of physical location and enhanced 9-1-1.

### § 8.5-4. Naming system.

All roads that serve two or more principal buildings will be named regardless of whether the ownership of the road is public or private. Assignment of a road name does not constitute or imply acceptance of the road as a public way. The following criteria will govern the naming system:

- A. No two roads will be given the same or similar name (ex. Pine Road and Pine Lane).
- B. No two roads will have similar sounding names (ex. Beech Lane and Peach Lane, Beech Lane and Beach Lane).
- C. Each road will have the same name throughout its entire length.
- D. Special characters such as hyphens, apostrophes, periods or decimals will not be allowed.
- E. Single-family dwellings and single-lot access driveways will not be named unless road naming is required as part of a Planning Board condition of approval (if required), or if the addressing officer deems it necessary for emergency response purposes.
- F. No road name may duplicate or be similar sounding to road names in the Town of Eliot.

### § 8.5-5. Road name signs.

Road name signs must be in compliance with the following:

- A. Road name signs are to be furnished and installed by the developer of a new public or private road, and by the private road owner(s) for existing private roads.
- B. The material, size, and location of road name signs are to be approved by the Commissioner of Public Works.
- C. Road name signs for private roads will include "private" or an abbreviation thereof on the sign.
- D. Road name signs must be posted at intersections.
- E. Private road owners must maintain the surrounding vegetation to allow for proper visibility of the signs from all directions.
- F. Road name signs must have a name that is approved by the addressing officer.

### § 8.5-6. Numbering system.

- A. Street number system. The following criteria will govern the street numbering system:
  - (1) Odd numbers will appear on the left side of the road, in ascending order. Even numbers will appear on the right side of the road, in ascending order.
  - (2) All numbers will radiate from the center of town, beginning from the intersection of Walker Street, Wentworth Street, and Wallingford Square. Numbering will begin at the intersection nearest to the point of origin.



- (3) For dead-end roads, numbering will originate at the intersection of the adjacent road and terminate at the dead end.
- (4) For all new subdivisions and developments, where possible, street numbers will be assigned every 50 feet along, both sides of the road. In more densely developed areas a twenty-five-foot, or smaller, numbering interval may be used as appropriate.
- (5) Street numbers may not be based on zoning or lot road frontage.
- (6) In cases where using a numbering interval is not possible, the addressing officer will assign the building the most appropriate street number relative to its location and the street numbers of neighboring buildings.
- (7) The number assigned to each building will be that of the numbering interval falling closest to the center of the driveway or to the location of the front door.
- (8) Street numbers for buildings that have a front door facing one road and the driveway accessing another will be determined based on the ease of location for emergency responders.
- (9) Every building with more than one principal use or occupancy, except an accessory dwelling unit, will have a separate number for each use or occupancy. Duplexes will have two separate numbers. Apartment buildings will have one street number with apartment numbers (ex. 235 Maple Road, Apartment 2).
- (10) Fractional numbers (ex. 37 1/2) are prohibited.
- (11) Alpha-numeric (ex. 4A) is not allowed. If new numbers are required on a road that does not conform to 9-1-1 standards, the road will be renumbered subject to approval of the Police Chief.

B. Numbering in special developments.

- (1) Culs-de-sac will be dissected from the middle of the road. Buildings on the left of the cul-de-sac will be numbered with odd numbers. Buildings on the right will be numbered with even numbers. Numbers must not wrap around the cul-de-sac in case of future road extension (ex. all even numbers around the cul-de-sac are prohibited).
- (2) Single-family homes with an approved attached or detached accessory dwelling unit will be required to use the primary residence address and a "Unit A" designation following (ex. 76 Somewhere Road, Unit A).
- (3) A detached secondary dwelling that is not an accessory dwelling unit but located on a shared lot of record must be issued a separate street number. If there are no available numbers on the road, the dwelling will be numbered with a unit number secondary to the primary residence. In such cases an approved sign or post bearing both numbers will be installed and maintained out of the right-of-way, at the intersection of the driveway entrance and at the road servicing the property.
- (4) Apartment buildings will be numbered with one street number followed by apartment numbers. The apartment building number must be clearly displayed on the building exterior. For multiunit buildings with more than one entrance and/or

common area, a sign must be provided at each entrance and must indicate what units are served by the entrance.

- (5) Commercial buildings or offices located in one primary building will be numbered with one number followed by suite or unit numbers.
- C. Street number display. All owners of buildings will display and maintain in a conspicuous place on said building, or near the paved road, the assigned street numbers in the following manner:
- (1) All buildings must bear a distinctive street number in accordance with and as designated upon the street-numbering map on file with the Town's assessing department.
  - (2) No person may affix, or allow to be affixed, a different street number from the one designated on the street-numbering map.
  - (3) The number must be plainly visible from the road.
  - (4) The number must be displayed on the front of the residence or building in the vicinity of the front door or entry and/or the side facing the road.
  - (5) Numbers must be of a color that contrasts with the background color and must be a minimum of four inches in height. Numbers must be visible at all times of the year, night or day, and in all weather conditions.
  - (6) Where the building is over 100 feet from the edge of the road, the assigned number must be displayed:
    - (a) On a post, fence, wall, mailbox, or on some structure at the property line adjacent to the walk or access drive to the building. The post/sign is not considered a structure which must conform to zoning ordinance setbacks.
    - (b) In a visible location outside of the Town's right-of-way unless for unique visibility reasons the sign may be located within the outer right-of-way limits with the written permission of the Commissioner of Public Works prior to installation.
    - (c) Such that vegetation surrounding the sign is maintained to allow for visibility of the sign from all directions.
  - (7) Street number and unit number must be displayed on detached secondary dwelling units that are not an accessory dwelling unit and are located on the same lot as the primary dwelling unit.
  - (8) For multiunit buildings the building number must be displayed on the exterior of the building. If more than one entrance and/or common area exists, a sign must be provided at each entrance and must indicate what units are served by each entrance.

## § 8.5-7. New construction and subdivisions.

A.

A road naming application must be submitted to the addressing officer with the proposed road name prior to a subdivision approval being granted. The applicant will show the approved road name on the subdivision final plan. The applicant will mark on the plan every 50 feet, using lines or dots, in the center of the roadway to aid the assignment of street numbers to buildings subsequently constructed.

- B. Whenever any building is constructed or developed it will be the duty of the property owner to obtain a street number from the addressing officer as soon as the driveway is constructed and construction of the building starts.
- C. A number will be displayed on a temporary post outside of the right-of-way but visible from the road within 30 days of receiving the street number.
- D. Final numbers must be installed prior to issuance of a certificate of occupancy.
- E. If new construction on an unnamed road creates two or more principle buildings on the road, the roadway must be named in accordance with § 8.5.4, and a road naming application must be filed to the addressing officer.

### § 8.5-8. Unnamed existing private roads.

- A. The addressing officer may require private unnamed roads to be named for emergency response purposes. The addressing officer will notify road owner(s). Upon notification the road owner(s) will have 30 days to apply for a road name. If the owner(s) fail to file a road naming application the addressing officer will assign a name to the road in accordance with the provisions of this chapter.
- B. The owner(s) of a private, unnamed road may voluntarily apply to the addressing officer to name the road.

### § 8.5-9. Road name change.

The owner(s) of a private road may apply to change a road name. The property owner(s) must notify all property owners with frontage on the private road of the application.

### § 8.5-10. Effective date of street address.

- A. The addressing officer will notify in writing each affected property owner and the United States Postal Service, emergency services, and Town departments of a new or changed road name or street number.
- B. The road owner(s) and/or property owner(s) assigned a new road name or street number address must post or display the new road name and/or street numbers, within 60 days of issuance of the notification.

### § 8.5-11. Enforcement.

Any person who, after being notified by the addressing officer, any law enforcement officer of the Town, or the Code Enforcement Officer fails to comply with any of the provisions of this chapter will be subject to a fine of \$150 per violation, per day.



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

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**REPORT TO TOWN COUNCIL**

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Meeting Date: March 9, 2020  
UPDATED: June 8, 2020, June 22, 2020, July 27, 2020  
From: Kendra Amaral, Town Manager  
Subject: Title 5 – Short Term Rental  
Councilor Sponsor: Chairperson Judy Spiller

---

**OVERVIEW**

Short Term Rental regulation has been listed on the Town Council's and Planning Board's objectives lists for a number of years. The Accessory Dwelling Unit ordinance amendments recently approved put the Short-Term Rental (STR) effort on a critical path.

The proposed ordinance focuses on tracking and monitoring STRs in town, rather than restricting them. It is not conceived as a land-use regulation, rather a licensing requirement. For this reason, the proposal is to amend Title 5 rather than Title 16.

By adopting this ordinance, the Town will be more informed about where and how many STRs exist. It also provides a mechanism to address quality of life issues that arise as these business operations take place in primarily residential neighborhoods.

**PROCESS**

The STR ordinance was developed utilizing examples from municipalities in Maine and New Hampshire and the Town's own existing licensing code. The proposed ordinance has been reviewed by the Kittery Land Issues Committee, Code Enforcement, and our public safety departments. It has also been the subject of two workshops with the Town Council and Planning Board.

**PROPOSED ORDINANCE**

The STR ordinance was developed to allow short term rental operations in residential dwelling units with the goal of protecting the quality of life of the surrounding residential neighborhood from unreasonable or unsafe intrusions and nuisances inappropriate to a residential setting.

The ordinance applies to any residential dwelling unit, or portion thereof used for a rental period of less than 30 consecutive days. Rentals that exceed thirty consecutive days, hotels, motels, boarding houses, and other types of commercial-lodging operations are exempted.

The ordinance requires property owners to license their short-term rental annually. This will allow the Town to record and track how many short-term rentals are in Kittery. The Town staff will utilize existing analytic technology to determine if there are unlicensed STR units advertised and follow-up with notice and possible enforcement.

The ordinance has generally low-threshold standards for the license including having an emergency contact on file, providing adequate parking for guests, and ensuring homes and/or rooms are not being overcrowded to a level that is unsafe.

The occupancy limit has been set to two guests per bedroom to address concerns of unsafe overcrowding. A higher occupancy limit can be obtained, upon application to the Town, and inspection and approval of the Code Enforcement Officer and the Fire Chief.

A license can be denied (or denied renewal), suspended or revoked if there are three or more substantiated complaints of criminal or ordinance violations associated with the property. This provides some recourse to address the concern of noise, disturbing the neighborhood peace, parking intrusions and other issues that may occur from STR units.

The overall intent is to be as permissive as possible with STRs while providing some level of recourse if STRs are a disproportionate cause of disturbance in a neighborhood.

## **UPDATES**

The language has been edited for grammar, and clarity of language. A section addressing appeals of the Code Enforcement Officer has been added.

Additional changes were made during the Council workshop on July 20.

The new category of “owner occupied” has been added to differentiate the annual license fee. Owner occupied STR license fees will be \$50 annually, non-owner-occupied STR license fees will be \$100 annually.

The “owner occupied” definition is consistent with the State of Maine’s definition of “resident” for income tax purposes, and will be proven by appropriate documentation. There is no intent in this ordinance for the Town to investigate or verify whether the licensee is in fact domiciling at the location at any given time.

A limit on the number of licenses was also incorporated into the revised draft. The ordinance would require all existing operating STRs to obtain a license no later than December 31, 2020. Total number of licenses issued, as of that date, will serve as the baseline for the cap going forward.

The occupancy limit has been revised to be “adults” rather than “guests” to provide more flexibility for visiting families with children.

## **PROPOSED SOLUTION/RECOMMENDATION**

Add Title 5 Short Term Rentals as proposed.

## **ATTACHMENTS**

- Title 5 – Short Term Rental Ordinance
- Draft Title 5 – Short Term Rental Enactment

**ADD 5.12 SHORT TERM RENTAL as follows:**

1 §5.12.1 Purpose

2 The use and intent of these regulations is to ensure that any home-based short-term rental  
3 business operates in a manner that respects the neighborhood in which it is situated. The  
4 regulations allow short term rental operations in residential dwelling units with the intent of  
5 protecting the quality of life of the surrounding residential neighborhood from unreasonable or  
6 unsafe intrusions and nuisances inappropriate to a residential setting.

7  
8 §5.12.2 Definitions

9 **Owner** means a person who is the owner of record of real property as documented by deed or  
10 other document evidencing ownership recorded at the York County Registry of Deeds.

11 **Owner Occupied** means the owner is domiciled at the property for no less than 183 days in a tax  
12 year, as documented by a State of Maine Income Tax Return or other document evidencing  
13 owner occupancy.

14 **Short-term rental** means the use, control, management or operation of a dwelling unit or  
15 accessory dwelling unit, in whole or in part for dwelling, sleeping or lodging purposes for  
16 periods of fewer than 30 consecutive days; for compensation, directly or indirectly.

17 § 5.12.3 Applicability

18 A. This Chapter applies to any residential dwelling unit, room within a dwelling unit, or  
19 accessory dwelling unit that is rented, in whole or in part, for a period of less than thirty  
20 consecutive days, for compensation, directly or indirectly.

21 B. Exclusions. Excluded from this chapter are:

- 22 (1) Dwelling units used, in whole or in part, for dwelling, sleeping or lodging purposes for  
23 periods 30 consecutive days or more.  
24 (2) Lodging establishments such as hotels, motels, bed and breakfasts, inns, boarding or  
25 rooming houses, or temporary housing.

26 C. Nothing contained in this Chapter supersedes any condominium, homeowner, or restrictive  
27 deed covenants that apply to the dwelling unit.

28 § 5.12.4 License Required

29 A. No person may advertise or operate a short-term rental unit without a license issued by the  
30 Code Enforcement Officer. Short-term rental units in operation prior to the adoption of this  
31 ordinance must be licensed no later than December 31, 2020.

32 B. Non-refundable fees for the license are set forth in Appendix A.

33 C. Short-term rental licenses must be renewed on an annual basis. Each license issued under  
34 this chapter expires one year from issuance.

35 D. Each licensee will receive a certificate issued by the Code Enforcement Officer stating the  
36 license number, valid license period, occupancy limit for the unit, the name and emergency

37 contact information of the operator of the short-term rental unit, and the name and contact  
38 information of the property owner if different than the operator.

39 E. A license is not transferrable to any other person, or from location to location, and is valid  
40 only at the location and for the person designated. Any change in ownership of the dwelling unit  
41 will require a new license.

42 § 5.12.5 License Limits

43 A The baseline number of short-term rental licenses available for issuance will be equal to the  
44 total number of licensed short-term rental units as of December 31, 2020 in accordance with  
45 §5.12.4(A).

46 B. The number of licenses issued in calendar year 2021 may not exceed the starting number as  
47 determined by 5.12.5(A) plus 8%.

48 C. The number of licenses issued in calendar year 2022 may not exceed the total number of valid  
49 licenses as of December 31, 2021 plus 8%.

50 D. No later than September 30, 2022, the Kittery Town Council will receive a report from the  
51 Town Manager, regarding the total number of licenses issued and the status of implementation  
52 and compliance with the ordinance, to determine if the total number of available licenses for  
53 issuance per year should adjusted for the ensuing calendar year.

54 E. If a license is cancelled by the license holder or denied or revoked in accordance with §5.12.8,  
55 it will become an available license for issuance in the calendar year it is cancelled, denied or  
56 revoked.

57 F. Owners will have the right to renew their license each year, unless the license is otherwise  
58 denied, revoked or suspended in accordance with §5.12.8.

59 § 5.12.6 Standards

60 A. Owner: Only the owner of the property can apply for the dwelling unit to be used for short-  
61 term rental.

62 B. Occupancy limits.

63 (1) No more than one short-term rental contract is allowed per dwelling unit at any one  
64 time.

65 (2) No more than two adults per bedroom are allowed, unless otherwise approved by the  
66 Code Enforcement Officer and the Fire Chief or their respective designees. Increased  
67 occupancy limits may be granted upon application to the Code Enforcement Officer  
68 and inspection of the dwelling unit.

69 F. Property Taxes Current. No property may be licensed for short-term rental if the property is  
70 subject to an existing foreclosure or lien from the Town for non-payment of taxes.

71 G. Emergency Contact. The owner must provide emergency contact information or identify a  
72 person who will serve as an agent or representative for emergency contact purposes. The



73 emergency contact person must be able to respond within sixty minutes or less to complaints  
74 regarding the condition, safety or operation of the dwelling unit as a short-term rental, or the  
75 conduct of guests, and take remedial action to resolve such complaints. The owner must  
76 notify the Town and provide updated contact information if the contact person or information  
77 changes.

78 H. License number. Licenses will be issued with a unique license number. The license number  
79 must be displayed within the dwelling unit and in all advertising for the short-term rental of  
80 the dwelling unit.

81 I. Parking.

82 (1) The owner must provide sufficient on-site parking to serve the residential dwelling unit(s)  
83 and the short-term rental unit(s) on the property. The total number of on-site parking spaces  
84 will be the calculated as the number of spaces required for the dwelling unit per Chapter  
85 16.8.9.4 plus one parking space for each short-term rental unit on the property.

86 (2) Required on-site parking may be satisfied at off-site locations, provided such parking is  
87 on other property owned by the applicant or is under the terms of a contractual agreement  
88 that will ensure such parking remains available for the uses served. Applicant must present  
89 evidence of a parking location and a contractual agreement indicating the availability of the  
90 parking to the Code Enforcement Officer for review and approval prior to issuance of a  
91 license.

92 § 5.12.7 Complaints

93 Complaints of criminal or ordinance violations associated with the operation of short-term  
94 rentals brought to the attention of the Code Enforcement Officer or Police Department will be  
95 logged and investigated.

97 § 5.12.8 Denial, Suspension, or Revocation of License

98 A. Denial. The Code Enforcement Officer may deny a license or license renewal upon failure of  
99 the applicant to meet all of the requirements of this Chapter, or for three or more  
100 substantiated criminal or ordinance violations associated with the property within the prior  
101 twelve months.

102 B. Suspension or revocation. The Code Enforcement Officer may suspend or revoke a license  
103 for violation of any provisions of this Chapter, or for three or more substantiated criminal or  
104 ordinance violations associated with the property within a twelve-month period.

105 a. A license may be suspended for no longer than six months, during which time the  
106 dwelling unit may not be used as a short-term rental.

107 b. A license may be revoked and cannot be reissued for twelve months. The Code  
108 Enforcement Officer may authorize the reissuance of a license if they find sufficient  
109 corrective action has been taken to prevent violations in the future.

110 § 5.12.9 Appeal  
111 A Code Enforcement Officer decision on denial, suspension, or revocation of a license may be  
112 appealed to the Board of Appeals as provided in §16.6.4A.

113 § 5.12.10 Violations  
114 A. Any violation of this Chapter will be assessed a penalty of \$250. Each day any violation of  
115 this Chapter continues constitutes a separate offense.

116 **AMEND Appendix A as follows:**

117 **Chapter 5.12 SHORT TERM RENTAL**

118 <u>Owner Occupied</u>	<u>\$50/annually</u>
119 <u>Non-Owner Occupied –</u>	<u>\$100/annually</u>
120 <u>Increased occupancy limit application</u>	<u>\$100/one time</u>

**KITTERY TOWN CODE –  
SHORT TERM RENTALS**

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

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

10 **WHEREAS**, the Kittery Town Council seeks to ensure short-term rental businesses operate in a  
11 manner that respects the residential neighborhoods in which they are situated; and

12 **WHEREAS**, the Kittery Town Council seeks to protect the quality of life of the surrounding  
13 residential neighborhoods from unreasonable or unsafe intrusions and nuisances inappropriate  
14 to a residential setting;

15 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN  
16 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS THE ESTABLISHMENT OF  
17 TITLE 5.12 SHORT TERM RENTALS, OF THE TOWN CODE, AS PRESENTED.

18 **INTRODUCED** and read in a public session of the Town Council on the \_\_\_\_ day of \_\_\_\_\_,  
19 20\_\_\_\_, by: \_\_\_\_\_ {NAME} Motion to approve by Councilor  
20 \_\_\_\_\_ {NAME}, as seconded by Councilor \_\_\_\_\_ {NAME} and  
21 passed by a vote of \_\_\_\_\_.

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

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



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

---

**REPORT TO TOWN COUNCIL**

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Meeting Date: July 27, 2020  
From: Kendra Amaral, Town Manager  
Subject: TIF District 3 – District Program Amendment  
Council Sponsor: Chairperson Judy Spiller

---

**OVERVIEW**

Kittery adopted the Tax Increment Financing District #3 at the end of 2010 with the expressed purpose of broadening the tax base, and attracting business development in the designated TIF district. When the Town adopted the TIF District Program it expressly required that 100% of the “tax increment” be diverted to the TIF fund, leaving only the taxes generated from the baseline property value supporting the annual operating budget. The proposed District Program changes will allow the Council to revise the diversion from some percentage below 100%, thereby allowing a portion of the new value created by development to go towards the annual operating budget, providing relief for other taxpayers.

**PROPOSED DISTRICT REVISION**

The recent final plan approval for 76 Dennett signals that long-awaited development in this zone may be realized in the near future. The potential value of the permitted development is upwards of \$58M.

Currently, the District Program requires that 100% of the “new value” of the development, if and when built, will be captured by the TIF. In other words, 100% of the new taxes generated by the project would be allocated to the TIF fund and available only for infrastructure in the TIF District. None of the “new value will be used to offset the cost of the general operating budget.

The proposed District Program amendment allows the Council to vary the percentage of new value, up to 100%, to be captured by the TIF. This distinction will allow the Council to determine how much of the new value should offset the cost of the general operating budget, and divert only that which it deems advantageous to support infrastructure costs needed to implement the project.

Additionally, the proposed District Program amendment would allow the Town to utilize TIF funds from the district for additional “out of district” improvements such as road and traffic control measures and wetlands/watershed mitigation, enhancement, restoration, and reclamation. Specifically, this amendment would make it possible to use TIF #3 funds for improvements along Martin Road.

Attached are illustrations of how the TIF works and the different between the current District Program (100% new value captured) and the potential of the proposed plan, if the Council choose, for example 65% of new value captured. One example shows the impact if no development occurs, the other if the 76 Dennett Road project is built as proposed.

**PROPOSED SOLUTION/RECOMMENDATION**

Adopt the amendment to District Program as proposed.

**ATTACHMENTS**

- Proposed TIF #3 District Program Amendments
- Illustrations

**DRAFT: July 27, 2020**

**DRAFT  
ECONOMIC DEVELOPMENT  
KITTERY, MAINE**

*An Application for an Amendment to a Municipal Development  
And Tax Increment Financing District*

**FIRST AMENDMENT TO  
DISTRICT #3 – BUSINESS PARK**

**AMENDED PER TOWN COUNCIL APPROVAL ON \_\_\_\_\_, 2020**

**PRESENTED TO:  
TOWN OF KITTERY**

**BY:**

**KENDRA AMARAL  
Town Manager  
200 Rogers Road  
Kittery, ME 03904  
207-475-1329  
kamaral@kitteryme.org**

Submitted to:  
State of Maine  
Department of Economic and Community Development  
59 State House Station  
Augusta, Maine 04333-0059

COVER LETTER

TOWN OF KITTERY MAINE

\_\_\_\_\_, 2020

State of Maine  
Department of Economic and Community Development  
59 State House Station  
Augusta, Maine 04333-0059

To whom it may concern,

On behalf of the Town of Kittery, attached please find an application to amend the Municipal Development District #3 (Business Park) District in the Town pursuant to this First Amendment in order to promote economic development.

Thank you for your consideration. Please contact me if you have any questions or concerns.

Sincerely,

Kendra Amaral  
Town Manger

1 **I. INTRODUCTION**

2  
3 The Town of Kittery (the “Town”) created the Municipal Development District #3 (Business Park)  
4 (the “District) and a development program (the “Development Program”) for the District that was approved  
5 by the Kittery Town Council and the Maine Department of Economic and Community Development  
6 (“DECD”) effective on February 8, 2011. The Town now desires to amend the Development Program by  
7 this amendment (the “Amendment”) in order to spur new economic development, provide new employment  
8 opportunities, improve and broaden the tax base, and improve the general economy of the Town and the  
9 State of Maine.

10  
11 For future reference, original Development Program materials are attached as Exhibit D. To the  
12 extent there is a discrepancy between this Amendment and the original Development Program, this  
13 Amendment controls.

14  
15 The District and Development Program are hereby amended as follows:

16  
17 **I. IMPROVEMENTS OUTSIDE TH DISTRICT**

18  
19 **5.3.4.2 Improvements Outside the District**

20 The costs of improvements that are made outside the tax increment financing district but are  
21 directly related to, ~~or are~~ made necessary by the establishment or operation of the District, or  
22 mitigate impacts of the establishment or operation of the District including, but not limited to:

- 23  
24 a. that portion of the costs reasonably related to the construction, alteration or expansion of any  
25 facilities not located within the District that are required due to improvements or activities within  
26 the District, including, but not limited to, roads, traffic control measures, sewage treatment  
27 plants, water treatment plants or other environmental protection devices; storm or sanitary sewer  
28 lines; water lines; improvements to fire stations and amenities on streets; wetlands and/or  
29 watershed enhancement, restoration, mitigation, and reclamation.  
30  
31 b. costs of public safety improvements made necessary by the establishment of the District; and  
32  
33 c. costs of funding to mitigate any adverse impact of the District upon the Town and its  
34 constituents. The facilities financed by the tax increment shall not include any facilities,  
35 buildings or portions of buildings used predominantly for the general conduct of government or  
36 for public recreational purposes, including, but not limited to, town halls and other headquarters  
37 of government where the governing body meets regularly, courthouses, jails, police stations and  
38 other state and local government office buildings, recreation centers, athletic fields and  
39 swimming pools.

40  
41 **II. TERM**

42  
43 **5.5 Program Duration.**

44 The duration of the District will be 30 years from the original date of inception of the District  
45 (approximately 2012 Fiscal Year) and approval by the Maine Department of Economic and  
46 Community Development. ~~beginning of the first tax year after designation of the District and the~~  
47 ~~effective date of the approval of the District by the Maine Department of Economic and~~  
48 ~~Community Development.~~



49  
50 Effective for tax years beginning July 1, 2020 and forward, the Town hereby amends the original  
51 Development Program as follows:

52  
53 **III. INCREASED ASSESSED VALUE CAPTURE**

54  
55 **6.1 Increased Assessed Value Capture**

56 The District is expected to generate certain incremental or additional tax revenues, which will be  
57 captured or retained to pay the costs of this Development Program. The property taxes assessed  
58 upon the portion of the Increased Assessed Value that is captured (the “Captured Assessed  
59 Value”) of property in the District (such property taxes, the “Tax Increment”) will be captured or  
60 used by the Town under the Development Program to pay costs of the Public Facilities,  
61 Improvements and Programs described in Section 5.3 hereof and the Capital Program described  
62 in Section 5.4 hereof.

63  
64 **IV. SOURCES OF ANTICIPATED REVENUES**

65  
66 **6.8 Sources of Anticipated Revenues**

67 The source of the revenue to be used to pay the costs of this Development Program is the Tax  
68 Increment ~~on the Increased Assessed Value~~ of the District. Tax Increment means all Property  
69 Taxes assessed by the Town, in excess of any state, county or special district tax, upon the  
70 ~~Increased~~ Captured Assessed Value of all real property in the District[KAI].

71  
72 **V. TERMS AND CONDITIONS OF CREDIT ENHANCEMENT AGREEMENTS (CEAs)**

73  
74 **6.9 Terms and Conditions of Credit Enhancement Agreements (CEAs)**

75 A description of the terms and conditions of the agreements, contracts and obligations to be  
76 entered by the Town is set forth in the model Credit Enhancement Agreement that may entered  
77 by the Town and one or more Developers which will be in the form attached hereto as Exhibit 1,  
78 with such changes thereto as determined appropriate by the Town Council. The Credit  
79 Enhancement Agreement sets forth the obligations of the Town to pay to the applicable  
80 Developer each year during the term of that Agreement the applicable Tax Increment  
81 (Developer’s Share) described in Section 6.10 hereof. The maximum term of any Credit  
82 Enhancement Agreement shall be 30 years, and the maximum percentage of the Tax Increment  
83 Revenues (Developer’s Share) shall be up to 75 ~~100~~%. The Council may establish lower  
84 limitations as to the term of any Credit Enhancement Agreement and the maximum percentage of  
85 Tax Increment Revenues (Developer Share) and may cap the amount of Tax Increment Revenues  
86 payable to any Developer. The Council shall determine in its discretion whether it is necessary or  
87 appropriate to enter any Credit Enhancement Agreement. No Developer is entitled to any Credit  
88 Enhancement Agreement.

89  
90 **V. CAPTURED ASSESSED VALUE**

91  
92 **6.10 Estimates of Increased Assessed Values Designated, Portion Applied**

93 ~~The Town hereby designates, as Captured Assessed Value, 100% of the Increased Assessed~~  
94 ~~Value as the portion to be applied or retained each year to pay costs of the Capital Improvements~~  
95 ~~and Programs.~~

97 Town hereby designates, as Captured Assessed Value, up to 100% of the Increased Assessed  
98 Value in the District (with the actual Captured Assessed Value percentage to be designated by  
99 formal vote of the Town Council each year, a notice of which shall be provided to DECD  
100 following such designation, provided that the actual Captured Assessed Value percentage for a  
101 given year shall not be less than the Captured Assessed Value percentage for that year stated in  
102 any Credit Enhancement Agreement then in effect with respect to property in the District), and  
103 the Tax Increment based on the Captured Assessed Value shall be applied or retained each year  
104 to pay costs of the Capital Improvements and Programs. If less than 100% of the Increased  
105 Assessed Value is captured as Captured Assessed Value, the tax revenues attributable to the  
106 uncaptured Increased Assessed Value will be designated in the Town’s general fund as non-  
107 restricted funds.

108  
109 **VI. CREDIT ENHANCEMENT AGREEMENT PAYMENT LIMITED**

110  
111  
112 **6.10.1 Credit Enhancement Agreement Payment Limited**

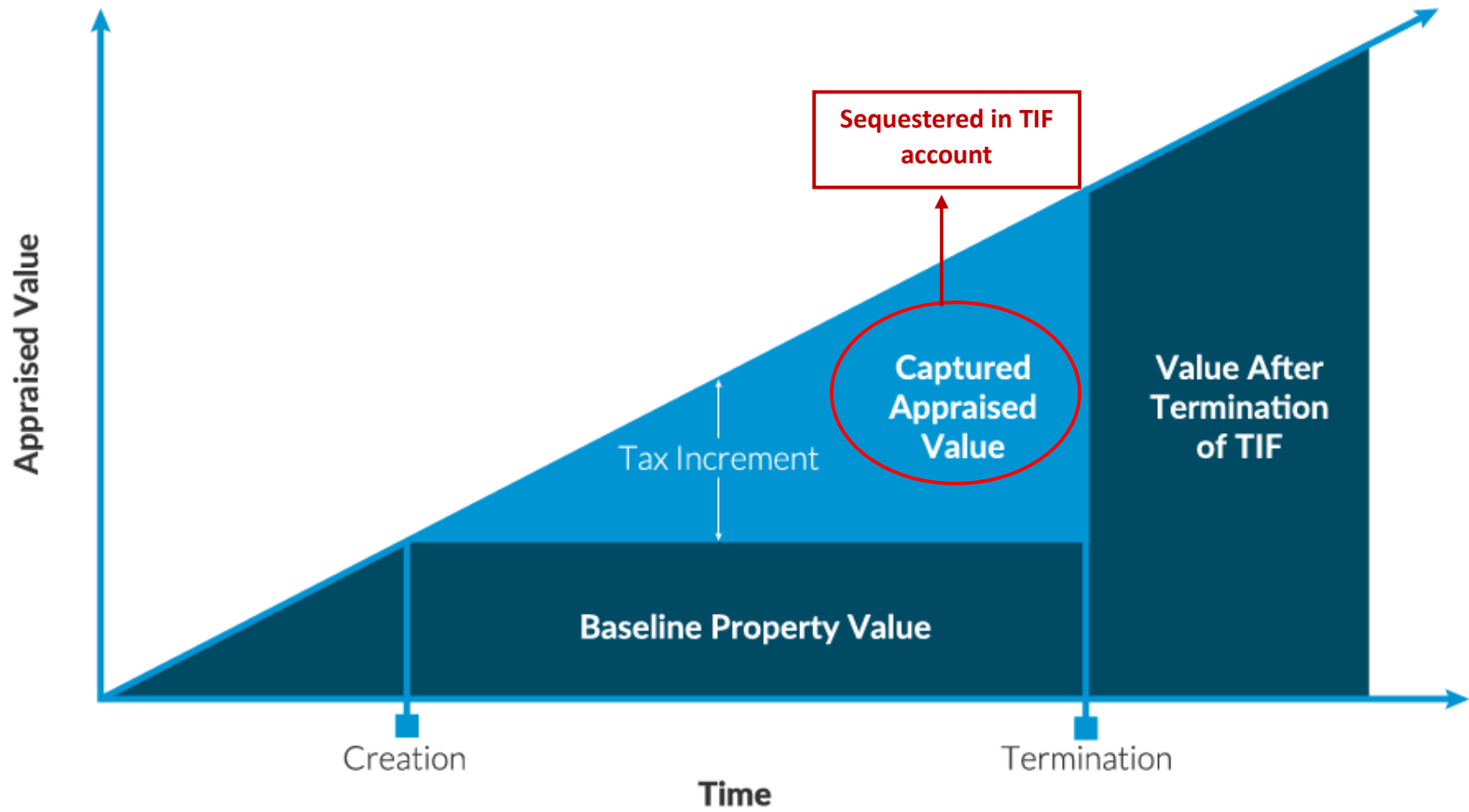
113 ~~The amount of the total Tax Increment that is to be paid each year to any developer under a~~  
114 ~~Credit Enhancement Agreement to pay or reimburse costs of the Capital Program, however, is~~  
115 ~~limited to the percentage as hereafter designated by the Town Council of the Tax Increment from~~  
116 ~~the Increased Assessed Value solely of the assessed value of the real property owned by the~~  
117 ~~developer (or for which it is otherwise obligated to pay property taxes) (hereinafter the “Tax~~  
118 ~~Increment (the Developer’s Share)”) and such Tax Increment (Developer’s Share) specifically~~  
119 ~~excludes any tax increment on any other real estate in the District and on any personal property~~  
120 ~~now or hereafter located in the District.~~

121  
122 Up to 100% of the total Tax Increment created by the Captured Assessed Value may be paid  
123 each year to any developer under a Credit Enhancement Agreement (with the actual percent of  
124 Tax Increment resulting from the Captured Assessed Value being paid to any developer chosen  
125 at the discretion of the Town from year to year, up to 100%, in the applicable Credit  
126 Enhancement Agreement and chosen in a manner consistent with the Development Program) to  
127 pay or reimburse costs of the Capital Program. The Tax Increment is limited to the amount of the  
128 Tax Increment resulting from the Captured Assessed Value solely of the assessed value of the  
129 real property owned by the developer (or for which it is otherwise obligated to pay property taxes  
130 of) (hereinafter the “Tax Increment (the Developer’s Share)”) and such Tax Increment  
131 (Developer’s Share) specifically excludes any tax increment of any other real estate in the  
132 District and any personal property now or hereafter located in the District.

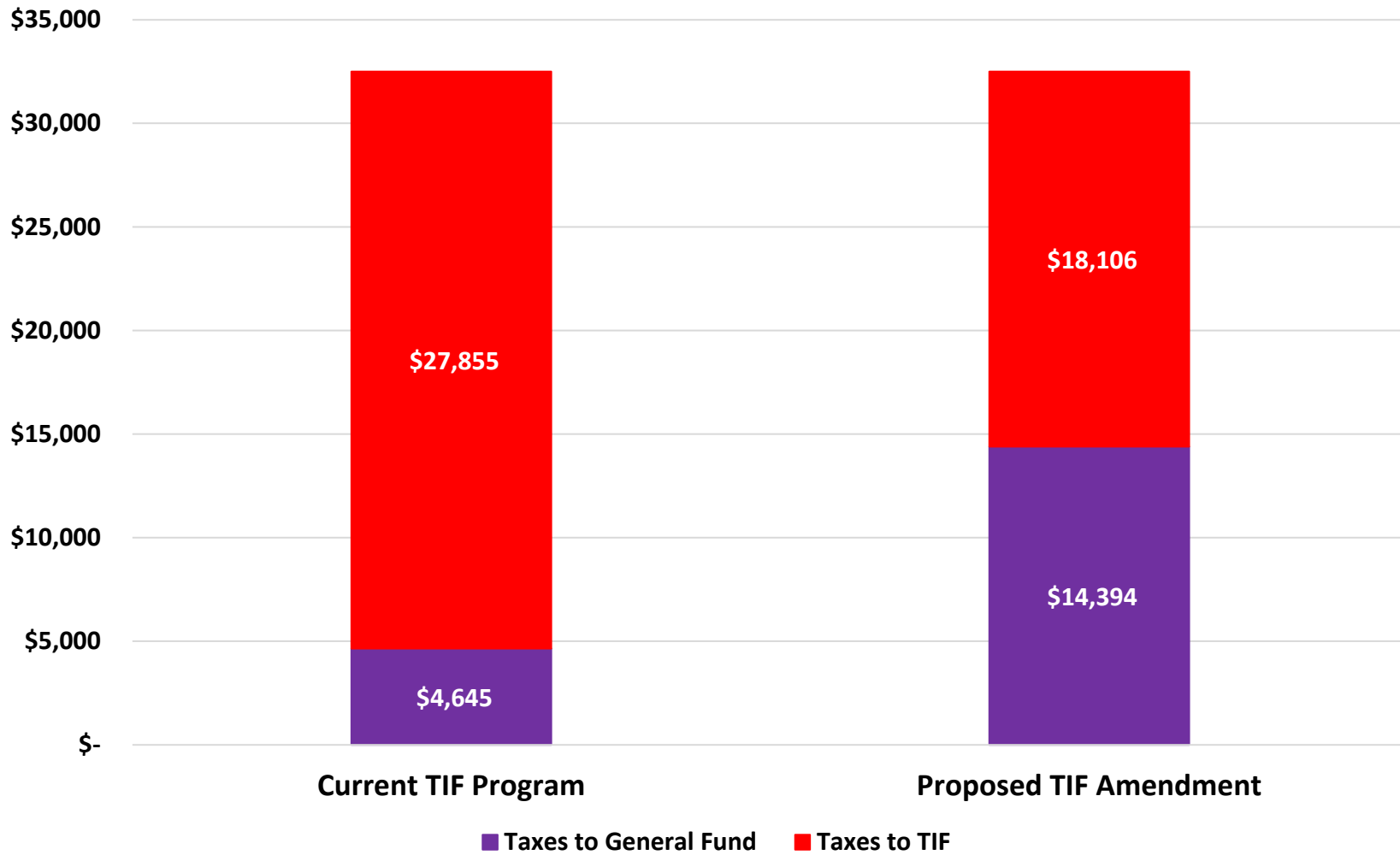
133  
134  
135 **VII. NOTICE OF PUBLIC HEARING AND APPROVAL OF AMENDMENT**

136  
137 Attached hereto as Exhibit A is a certified copy of the Notice of Public Hearing (the “Notice”) held  
138 in accordance with the requirements of 30-A M.R.S.A. § 5226(1). The Notice was published in the  
139 \_\_\_\_\_, a newspaper of general circulation in the Town at least ten (10) days prior to the public  
140 hearing. A public hearing (the “Town Meeting”) held pursuant to such Notice was held on  
141 \_\_\_\_\_, 2020. The minutes of the public hearing are attached hereto as Exhibit B. The results of  
142 the Town Meeting vote approving this Amendment are attached hereto as Exhibit C.

## Tax Increment Financing (TIF)

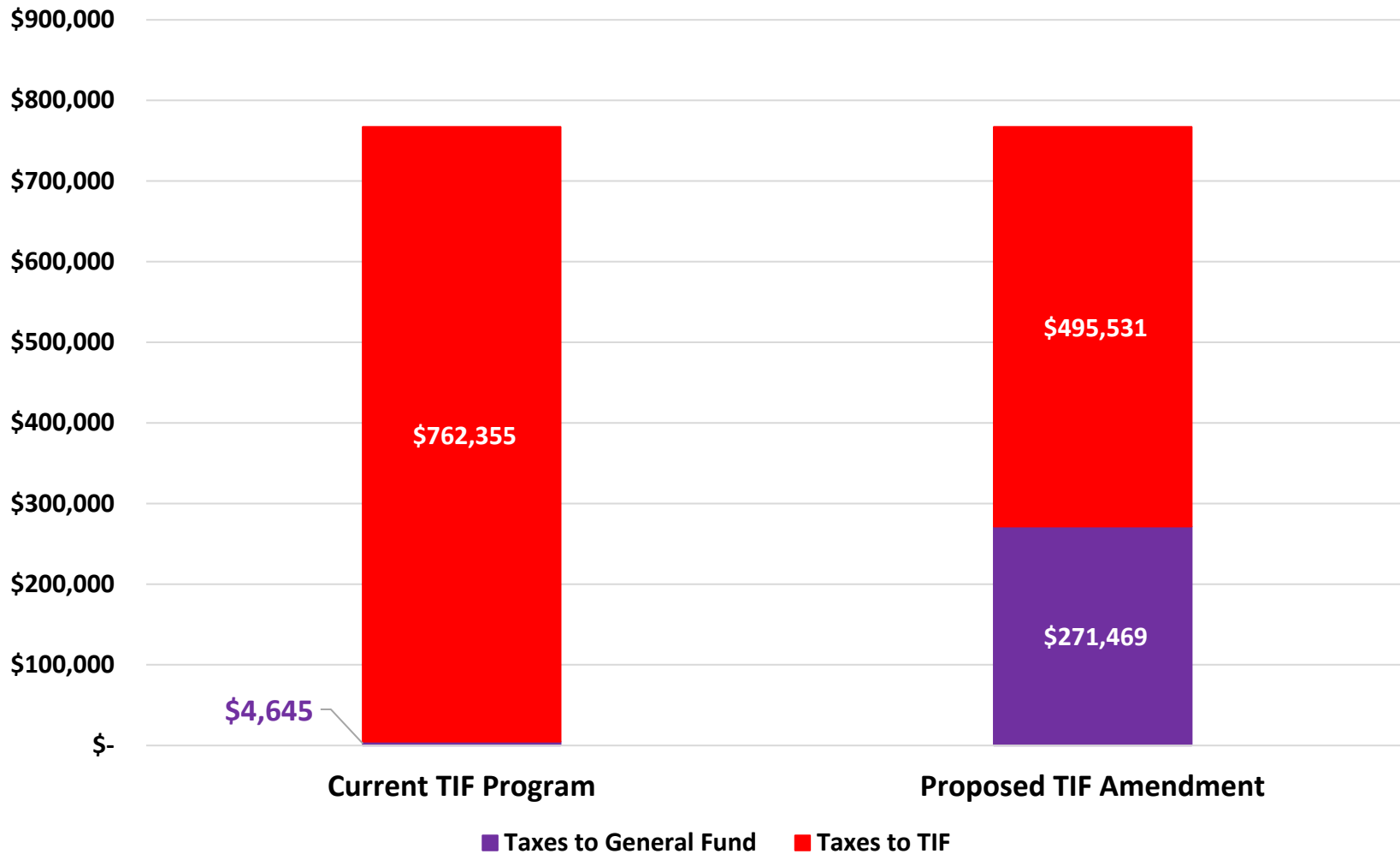


## Property Tax Revenues – Undeveloped Value\* Existing vs. Proposed TIF Program



- Estimated taxes based on FY 2020 value.
- Proposed reflects 65% of value above baseline as Captured Appraised Value.

## Property Tax Revenues – Estimated Developed Value\* Existing vs. Proposed TIF Program



- Estimated taxes based on value provided by the developer.
- Proposed reflects 65% of value above baseline as Captured Appraised Value.



# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

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## REPORT TO TOWN COUNCIL

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Meeting Date: July 27, 2020  
From: Kendra Amaral, Town Manager  
Subject: Transfer Requests for Fiscal Year 2020  
Councilor Sponsor: Chairperson Judy Spiller

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### EXECUTIVE SUMMARY

In accordance with Town Charter 6.09(4) Transfer Appropriation, the following is a request to transfer unencumbered appropriation balances from Fiscal Year 2020 to various accounts and carryforwards as specified below.

I am seeking to utilize approximately \$502,632 of the operating budget surplus for directed needs, rather than pass it through to the undesignated reserve fund.

### STATEMENT OF NEED

As the close of the Fiscal Year 2020 is being prepared, a few departmental deficits have emerged. At the onset of COVID-19 (March 2020), we instituted a strict spending freeze in anticipation of revenue shortfalls. The trajectory of the pandemic was unknown at the time and remains in flux. By the close of FY20, revenue was sufficient to meet the town's expenditures. The operating budget transfers address the minimal deficit budgets and make sure each department has sufficient available funds for the year-end reconciliations and audit adjustments associated with closing the books for the year.

The Other Funds transfers are primarily focused on the compensated absences account, and accounts where a request to transfer from the undesignated reserve would otherwise be necessary. There is also a recommendation to restore some funding proposed in the CIP, but cut in the FY21 budget. Details for each transfer request are below.

### *OPERATING BUDGET*

The transfer requests are rounded up from the actual anticipated deficit to allow for any residual bills from FY20 yet to be received, and for audit adjustments that may occur. The result will be each department will end the fiscal year with no less than a \$5,000 balance. Any remaining surpluses will pass directly to the undesignated reserve fund when the audit is completed.

- **From Administration to Police: \$50,000**

The overage is primarily the result of overtime. Due to Kittery's lean staffing model at the Police Department, a vacancy or long-term absence results in significant overtime costs. In FY20, the

department was staffing for a long-term workers compensation absence (9 months), a vacancy, and a non-work-related long-term medical absence.

COVID has also played a role. Early in the pandemic, a handful of officers and dispatchers were required to self-quarantine due to potential exposures within and outside of work.

The new officer, hired to fill the vacancy noted above, is still unable to attend the Police Academy (Officer certification) due to the pandemic. At present, we are still filling the vacant shift with overtime, until this officer can be certified.

- **From Administration to Planning: \$5,000**

The department is expected to finish the year less than \$1,000 under budget. The transfer will support any final year-end expenditures and audit adjustments that occur in the closing of the FY20 books.

- **From Administration to Various Miscellaneous: \$25,000**

A number of the miscellaneous accounts have minor overages, totaling approximately \$12,194. These accounts include EPA Stormwater, York 911 PSAP, IT, Elections, and Streetlights. The transfer will support any final year-end expenditures and audit adjustments that occur in the closing of the FY20 books.

- **From Administration to Harbormaster: \$5,000**

The department is expected to finish the year less than \$1,900 under budget. The transfer will support any final year-end expenditures and audit adjustments that occur in the closing of the FY20 books.

- **From Health and Dental to County Taxes: \$1,782**

The County Tax budget is based on the estimate provided by York County in the spring. The actual assessment is not finalized and billed until July each year. The FY20 assessment was slightly higher than the budget estimate.

### ***CARRYFORWARDS***

- **From Various to FY21 Salary Adjustments: \$75,000**

This carry forward would provide the funding for a COVID-19 related Hazard payment for our public safety and essential services employees during the State of Maine's stay at home order. The details of the Hazard pay program are still being developed, and the funding requested is expected to cover wages, FICA, retirement, and other ancillary costs that result from wages.

### ***OTHER FUNDS/CAPITAL***

- **From Various to Senior Tax Circuit Breaker: \$50,000**

This account is funded each year through an approved warrant article and a transfer from the undesignated reserve. Rather than have these funds flow from the operating budget to the

undesigned reserve, then back out to the Circuit Breaker reserve, we are looking to streamline the transfer and go straight from budget surplus to the reserve fund. The fund has a balance of \$5,000.

- **From Various to Emery Field: \$50,000**

The approved warrant article allows for funds to be transferred from the undesigned reserve to match the \$300,000 Land and Water Conservation grant. Rather than have these funds flow from the operating budget to the undesigned reserve, then back out to the project fund, we are looking to streamline the transfer and go straight from budget surplus to the project fund. Total project cost estimate for the Phase 2 construction is \$700,000; value engineering should be able to reduce this \$50,000; to \$650,000. Total capital and grant funding are \$600,000.

- **From Overlay to Compensated Absences Reserve: \$150,000**

Consistent with the prior three years' transfer requests, this transfer will rebuild a reserve balance that will be needed to offset future paid-time-off liabilities. Since FY18, we have paid \$374,934 in paid-time-off liabilities, of that \$70,860 was in FY20. The account has been able to handle these expenditures without having to utilize undesigned funds, because the Town Council has agreed to transfers from operating surpluses for the past three years. If approved, the transfer will bring the account balance to \$188,922.

The town is required to pay paid-time-off balances in accordance with Employee Retirement Income Security Act (ERISA), town ordinance, and collective bargaining agreements with the various Teamster units. The annual operating budget does not have sufficient funds to absorb larger payouts from employee departures.

- **From DPW to Fire Apparatus Reserve: \$165,850**

The allocation for the Fire Apparatus Reserve was cut from the capital plan for FY21 due to budget constraints. The Fire Apparatus Fund is scheduled out specifically to allow for replacement of the fire apparatus without the need for debt. Restoring these funds would avoid having to increase the allocation in the ensuing years to catch up.

## **PROPOSED SOLUTION/RECOMMENDATION**

Approve transfers and carryforwards as requested.

## **ATTACHMENTS**

- FY2020 Budget Roll-Up
- FY2020 Year End Transfers

Year End Financial Report is included in the Town Manager's Report.



Report to Council  
 Fiscal Year 2020  
 Year End Transfers & Carry Forwards  
 All Funds

**GENERAL FUND TRANSFERS**

FROM			TO		
101110	Administration	\$ 50,000	101310	Police	\$ 50,000
101110	Administration	\$ 5,000	101721	Planning	\$ 5,000
101110	Administration	\$ 25,000	Various	Miscellaneous	\$ 25,000
101110	Administration	\$ 5,000	101840	Harbormaster	\$ 5,000
103001	Health and Dental	\$ 1,782	101150	County Taxes	\$ 1,782
<b>Total General Funds Transfers</b>					<b>\$ 86,782</b>

**OTHER FUNDS TRANSFERS**

FROM			TO		
103000	Other Insurances	\$ 25,000	2005	Senior Tax Circuit Breaker	\$ 25,000
103002	Retirement	\$ 25,000	2005	Senior Tax Circuit Breaker	\$ 25,000
Various	DPW	\$ 165,850	4013	Fire Apparatus Reserve	\$ 165,850
101160	Overlay	\$ 150,000	2022	Compensated Absences	\$ 150,000
101830	KCC	\$ 25,000	2094	Emery Field Phase 2	\$ 25,000
103001	Health and Dental	\$ 25,000	2094	Emery Field Phase 2	\$ 25,000
<b>Total Other Funds Transfers</b>					<b>\$ 415,850</b>

**UNDESIGNATED RESERVE TRANSFERS**

FROM			TO		

**TRANSFER/CARRYFORWARD**

Account			Purpose
Various	FY21 Salary Adjustments	\$ 75,000	COVID-19 Retro Hazard Pay

Report to Council

Fiscal Year 2020

Budget Roll-Up

	BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	PROJECTION	AVAILABLE	COLLECTED/SPEN			
REVENUE	\$15,119,115	\$0	\$15,119,115	\$15,454,124	(\$70,000)	\$15,384,124	101.8%			
<b>OPERATING FUNDS</b>	<b>BUDGET</b>	<b>TRANSFERS</b>	<b>REVISED BUDGET</b>	<b>YTD ACTUAL</b>	<b>PROJECTION</b>	<b>AVAILABLE</b>	<b>COLLECTED/SPEN</b>	<b>Transfer Out</b>	<b>Transfer In</b>	<b>FINAL</b>
Administration	\$1,002,128	\$0	\$1,002,128	\$897,040	\$5,200	\$99,888	90%	\$ (90,000)		\$ 9,888
Overlay	\$166,618	\$0	\$166,618	\$0	\$0	\$166,618	0%	\$ (160,000)		\$ 6,618
Police	\$2,328,280	\$0	\$2,328,280	\$2,359,993	\$5,450	(\$37,163)	101%	\$ 50,000		\$ 12,837
Fire	\$351,083	\$0	\$351,083	\$319,726	\$10,000	\$21,357	91%	\$ (15,000)		\$ 6,357
DPW	\$1,987,658	(\$4,400)	\$1,983,258	\$1,765,877	\$16,451	\$200,931	89%	\$ (190,850)		\$ 10,081
Planning	\$533,512	\$0	\$533,512	\$508,344	\$23,840	\$468	95%	\$ 5,000		\$ 5,468
Misc	\$635,419	\$2,100	\$637,519	\$647,188	\$2,526	(\$12,194)	102%	\$ 25,000		\$ 12,806
KCC	\$1,084,675	\$0	\$1,084,675	\$1,040,730	\$9,084	\$34,861	96%	\$ (30,000)		\$ 4,861
Harbormaster	\$106,574	\$0	\$106,574	\$105,757	\$2,950	\$1,853	99%	\$ 5,000		\$ 6,853
Health & Dental	\$1,174,386	\$0	\$1,174,386	\$1,139,008	\$0	\$35,378	97%	\$ (26,782)		\$ 8,596
Other Insurances	\$995,553	\$0	\$995,553	\$968,498	\$0	\$29,105	97%	\$ (25,000)		\$ 4,105
Retirement	\$561,287	\$0	\$561,287	\$533,703	\$0	\$27,584	95%	\$ (25,000)		\$ 2,584
Debt Service	\$827,730	\$0	\$827,730	\$827,641	\$0	\$89	100%			\$ 89
Library	\$418,413	\$0	\$418,413	\$394,880	\$111	\$38,422	94%	\$ (15,000)		\$ 23,422
Capital Improvement	\$1,703,281	\$0	\$1,703,281	\$1,703,281	\$0	\$0	100%			\$ -
<b>TOTAL</b>	<b>\$13,876,597</b>	<b>(\$2,300)</b>	<b>\$13,874,297</b>	<b>\$13,211,666</b>	<b>\$75,612</b>	<b>\$607,196</b>	<b>95%</b>	<b>(\$577,632)</b>	<b>\$ 85,000</b>	<b>\$ 114,564</b>
County Tax	\$893,000		\$893,000	\$894,782		(\$1,782)	100%	\$ 1,782		\$ (0)
TIF	\$236,000		\$236,000	\$236,000			100%			\$ -
<b>TOTAL OPERATING BUDGET</b>	<b>\$15,005,597</b>	<b>(\$2,300)</b>	<b>\$15,003,297</b>	<b>\$13,447,666</b>	<b>\$75,612</b>	<b>\$ 605,413</b>	<b>90%</b>	<b>(\$577,632)</b>	<b>\$86,782</b>	<b>\$ 114,563</b>
<b>CARRYFORWARDS</b>										
Salary Adjustment								\$ 75,000		
<b>OTHER FUNDS</b>										
Emery Field Phase 2								\$ 50,000		
Compensated Absences								\$ 150,000		
Fire Apparatus								\$ 165,850		
Senior Tax Circuit Breaker								\$ 50,000		
<b>TOTAL SURPLUS</b>						<b>\$605,413</b>	<b>4.0%</b>	<b>(\$577,632)</b>	<b>\$577,632</b>	<b>\$114,563</b>