

TOWN OF KITTERY

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

WORKSHOP

Kittery Athletic Field Improvement Committee Workshop 5:00pm

April 22, 2019

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

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes
8. Interviews for the Board of Appeals and Planning Board
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.

(040219-1) The Kittery Town Council moves to receive a presentation by Jessa Kellogg, Shoreland Resource Officer/Stormwater Coordinator and Kristie Rabasca from Integrates Environmental Engineering on the MS4 Permit for Stormwater Discharges.

10. PUBLIC HEARINGS

(040219-2) The Kittery Town Council moves to hold a public hearing for a New Victualer's License application for El Grand Rodeo, 230 US Route 1 Bypass Kittery, Maine.

(040219-3) The Kittery Town Council moves to hold a public hearing for a New Victualer's License application for LoveBird's Donuts 450 US Route 1 Kittery, Maine.

(040219-4) The Kittery Town Council moves to hold a public hearing regarding Title1-KPA Fines.

11. DISCUSSION

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

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition.

(040219-5) The Kittery Town Council moves to accept donations in the amount of \$4,370 to be deposited into the Thresher Memorial Fund.

- John Pearson & Elinor Lamson
- Perry Plumbing & Heating, Inc.
- Terence Malloy
- Randall and Sharen Spratt
- Bib and Karen Longcrier
- David and Carol Ogilvie
- Arnold and Cathering Harrison
- Walter Allen
- John Robbins and Shaye McGann
- Michael Fiandaca
- Thomas and Pamela Clairmont
- Two Sons, LLC
- Anne and Steven Barton
- Patricia and Vaughn Kailian
- Bob McGinness
- H. Lauren Gallant
- Irene and David Couture
- Sophia Scontras
- William and Constance Parsons
- Alalia and Frederick Thaler
- Richard and Suzanne Bicknell
- Gail Tanner
- Alfred and Cynthia Benton
- Lorraine Wheeler-Salt River Farm
- The Fabulous Find

- b. (040219-6) The Kittery Town Council moves to approve the disbursement warrants.

- c. (040219-7) The Kittery Town Council moves to schedule a public hearing for May 29, 2019 for Title 8 E-911 Street naming.

- d. (040219-8) The Kittery Town Council moves to approve a request from the Veterans of Foreign Wars, Kittery/Eliot Memorial Post 9394 to hold their Memorial Day Parade and Ceremonies on May 25, 2019.

- e. (040219-9) The Kittery Town Council moves to approve a request from the National Multiple Sclerosis Society, Greater New England Market, Bike MS event. Their cyclists will be biking through Kittery, Saturday, August 24, 2019.

- f. (040219-10) The Kittery Town Council moves to approve a renewal Liquor License application from Anju Noodle Bar 7 Wallingford Square Unit 102, Kittery. Enclosed in your packet is a copy of the license.

- g. (040219-11) The Kittery Town Council moves to appropriate \$50,000 of Unassigned Funds in accordance with Warrant Article 7, approved on June 12, 2018 for the LED Street Lighting conversion project.
- h. (040119-12) The Kittery Town Council moves approve the Emergency Management Plan.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURMENT

Posted: April 18, 2019



TOWN OF KITTERY
Office of the Town Manager
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806
kamaral@kitteryme.org

Town Manager's Report to the Town Council
April 22, 2019

1. **Shared Dispatch Services** – The agreement with the Town of Eliot for dispatch services has been extended for three-years and covers funding for both operations and capital support for the Public Safety Dispatch. Both Towns are in the process of reviewing and updating policies and working to integrate policies for consistency and efficiency.
2. **Financial Report** – Attached please find the FY2019 quarterly financial report.
3. **Annual Goals Report** – Attached please find the 2019 annual goals quarterly report.
4. **Fort Foster Path Repair** – FEMA approved the additional funding for mitigation at Fort Foster to protect the beach paths from future storm damage. This funding is in addition to the restoration funding approved last month.

There will be large equipment, moving in and out of Fort Foster throughout the project. To keep the workers and public safe, and to keep the construction moving as quickly as possible, we will be closing Fort Foster to visitors on weekdays through May. Fort Foster will be open on weekends as normally scheduled. Work will begin in the spring and cover both Large Beach and Dive Beach. If work cannot be completed before June, then the remainder will be completed in the fall. The park will open for summer hours as normal starting Memorial Day.

Upcoming Dates:

- Library Design Workshop – April 24, 6PM, Kittery Community Center
- Drug Take-Back Day – April 27, 10AM – 2PM, Kittery Police Department

Respectfully Submitted,

Kendra Amaral
Town Manager

**TOWN COUNCIL GOALS
2019**

Quarter 1 UPDATE

Work together respectfully toward consensus, capitalizing on our experiences and diversity. – **On going**

Continue to work towards sharing services with neighboring towns. – **Three-year extension on shared dispatch services executed.**

Address proposals for Charter, Ordinance, and Policy changes for improving efficiency and effectiveness of the Town operations including:

- Title 4 - Boards, Commissions, Committees - **Complete**
- Title 5 - Business License Regulations- **Draft being developed for the fall**

Advance the Comprehensive Plan 5 Year Action Plan, specifically the following:

- Launch a Climate Adaptation Study – **Committee being formed**
- Develop Housing Plan/Affordable Housing Strategies – **Zoning amendments being developed**
- Address Transportation through Improved Parking Strategies and Traffic Management – **Meeting with Badgers Island complete, analysis of Foreside change impact being conducted.**
- Title 16 recodification to achieve development goals – **First stakeholder meeting complete.**

Adopt a budget that is progressive, responsible, and visionary – moving the community forward. – **In development**

Give attention to Councilor expressed items, including:

- Impacts of Shipyard and State transportation infrastructure on local traffic – **JLUS study underway**
- Energy efficiency efforts – **LED Lighting Project incorporated into FY20 CIP**
- Rice Public Library incorporation as a Town Department - **Complete**
- Rice Public Library Building renovation and expansion plans – **Schematic design underway**
- Support the development of a strategy for the reuse or disposition of the Taylor Building – **public input plan in development**
- Legion Pond management – **Testing starting in April**
- 236 Traffic Safety – **Plan being developed**
- Explore local option tax proposals – **In process**
- Ensure effective communication with the public – **In process**
- Short-term-rental ordinance – **Planning Board notified of priority.**

**TOWN MANAGER ANNUAL GOALS
STATUS REPORT – Q1 2019**

2019 GOALS	STATUS	Update
Support Long Term Planning and Growth Management Objectives		
Work with local and regional organizations to attract and sustain appropriate local economic investment	On going	Sowrby parcel sold and plans approved for redevelopment. Beginning pre-application review of Mixed-Use Neighborhood development plans. Investigating EDA grant opportunities to enhance commercial/industrial development.
Propose and implement zoning amendments that support desired growth in the targeted growth areas including Route 1, and the Route 1 Bypass	On going	Advancing zoning review associated with affordable housing effort. Letters to property owners issued to advise them of the effort and invite them to join the discussion.
Advance the Title 16 recodification effort to draft stage	On going	Stakeholder meetings complete. Draft framework being refined, and reorganization of code text underway.
Enhance Financial Stability		
Produce a 2020 budget that seeks to maintain a stable tax rate, and that is adequately justifiable in comparison to appropriate economic indicators, comparable communities, and supports implementation of town objectives	In process	Budget will be submitted May 13 for Council consideration.
Implement tax lien policy and address tax liens from prior years	In process	Notice of foreclosure action sent to 12 property owners. Motion for Quiet Deed for each property will be filed in court mid-April.
Improve Organizational Efficiency		
Improve organizational efficiency through implementation of technology and amendments to Charter, Ordinance and Policy	In process	Working to identify a new GIS service provider with enhanced features to meet staff and public needs. Launched Online Moorings for customers to renew marine related permits, pay online, and track approval process.

**TOWN MANAGER ANNUAL GOALS
STATUS REPORT – Q1 2019**

Implement the Comprehensive Plan 5 Year Action Plan, specifically focused on the following		
Launch of a Climate Adaptation Study	In process	Council is forming its Climate Adaption Committee.
Develop amendments to ADU ordinance and develop an affordable housing overlay zone to increase variety of housing stock	In process	ADU amendments being reviewed by Planning Board. Public hearing is complete. Recommendation expected to reach the Council in June.
Complete the Joint Land Use Study and identify traffic management solutions for implementation	In process	Stakeholder interviews and data collection phases are complete. Solutions development phase underway.
Resolve the matter of the Library becoming a town department	Complete	Town Council accepted the gift of assets in March. The transition of the Library to a town department is underway, and will become effective July 1, 2019.
Support the development of a strategy for reuse or disposition of the Taylor Building	In process	The Taylor Com is working on a public input process to gather initial ideas. Input phase will continue through October of 2019.
Advance the Rice Library renovation and expansion planning	In process	Programming and existing conditions reports drafted and under review. Schematic design phase is underway.
Evaluate transitioning the Fire Chief position from Part-Time to Full-Time		
Transition the Fire Chief position from Part-Time to Full-Time	Complete	Chief was made full-time effective Jan 1, and has assumed the role of Emergency Management Director as part of the transition.
2018 GOALS – CONTINUED FROM PRIOR YEAR		
Continue to Improve Organizational Efficiency		STATUS
Continue to propose and implement Charter, Ordinance, and Rule changes that improve efficiency and effectiveness of town operations.	On going	Town Council to vote on changes to Title 2 to reflect renaming of Recreation department; Title 4 completed. Parks Com and Conservation Com are working with the administration to develop recommendations on Title 6.
<ul style="list-style-type: none"> ○ Title 2 – Personnel ○ Title 4 – Boards and Commissions ○ Title 5 – Business Licenses and Regulations 		Update

**TOWN MANAGER ANNUAL GOALS
STATUS REPORT – Q1 2019**

<ul style="list-style-type: none"> ○ Title 6 – Animals 		
<p>Prioritize employee safety and reduction of workers compensation costs, take steps to begin reducing the town's current experience modification factor of 1.23.</p>	<p>Complete</p>	<p>Safety Committee is meeting regularly. Committee releases quarterly safety advisories and reviews claims. Awarded grants for safety equipment, and recent W/C and Liability inspections have had minimal corrective action identified. Mod rate has been reduced to .94 for the 2019 policy year.</p>



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

REPORT TO TOWN COUNCIL

Meeting Date: April 22, 2019
From: Kendra Amaral, Town Manager
Subject: Fiscal Year 2019 Financial Update – Quarter 3
Councilor Sponsor: N/A

This is to provide the Council with an update on the Fiscal Year 2019 (FY19) finances at the close of Quarter 3 (Q3) of the fiscal year.

Revenue

Current revenue collections are generally on track to meet projections for the fiscal year. Property tax collections have exceeded projections, due in part to the collection of owed taxes assessed in prior years. Recreation fees are also expected to exceed projection. The fees collected in FY19 Q3 exceed the prior year Q3 by \$107,860.

Auto Excise Tax is approximately \$41,627 ahead of the prior year. State Revenue Share is \$23,604 up over the same period last year. Parking ticket revenue is up 50% compared to the same period last year.

Code Enforcement continues to remain behind the prior year's total collected YTD. FY19 Code Enforcement fees collected at the end of Q3 are \$206,282 compared to \$325,825 in Q3 of FY18. A number of projects have recently been approved by the Planning Board and Board of Appeals, which should result in building permit applications in the last quarter of the fiscal year.

Sewer collections are expected to exceed projections by approximately \$175,000. The increase in "new sewer", reflecting revenue from direct customers is up approximately \$336,000 over the prior year as a result of the recent rate adjustment.

Expenditures

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

Based on projections, and in large part due to the dryer winter, we remain on track to complete the year with a small surplus.

The Police Department is expected to be over budget approximately \$50,000, which is down from the \$70,000 overage projected in the prior quarter. Overtime costs related to vacancies, injuries and

assignments are a significant factor. The department is expected to be back to full strength before the end of the fiscal year, releasing some pressure off the staff and the overtime line.

The projected overage in snow operations for DPW is approximately \$55,000. The winter had fewer snow and ice events than prior years, allowing some reprieve in spending. The overage includes the refilling of the salt shed, which puts us ahead for the next week. In total, DPW is expected to end FY19 approximately \$85,000 over budget.

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

Overall, we are projecting a minor surplus, sufficient to patch the \$85,000 deficit in Compensated Absences and the \$26,000 deficit in the FEMA Firm Map project. Any remaining excess funds will be slated for transfer into the Compensated Absence fund to begin rebuilding a balance. The wave of retirements is still advancing and being prepared to cover compensated absences is important to the operation.

Sewer

Sewer expenditures are projected to have a minor deficit, approximately \$100,000 as expected. Mr. Kathios' compensated absences were paid out in Q3, and reflect an unbudgeted cost. We are currently looking at establishing a Compensated Absence reserve for the Sewer fund. Higher than anticipated maintenance costs, and issues related to the sludge treatment equipment have also impacted spending.

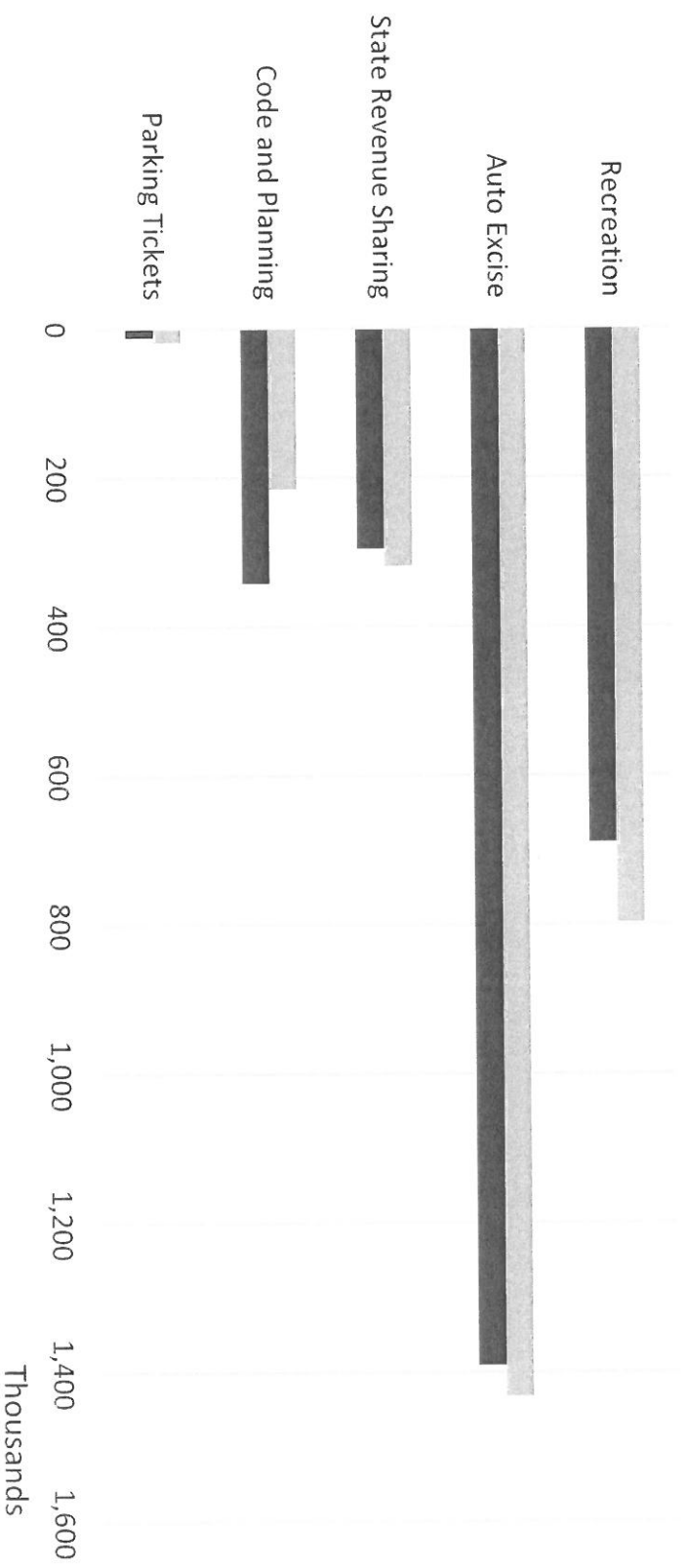
Attachments

Report through Q3:

- General Fund
- Sewer Fund
- Other Funds

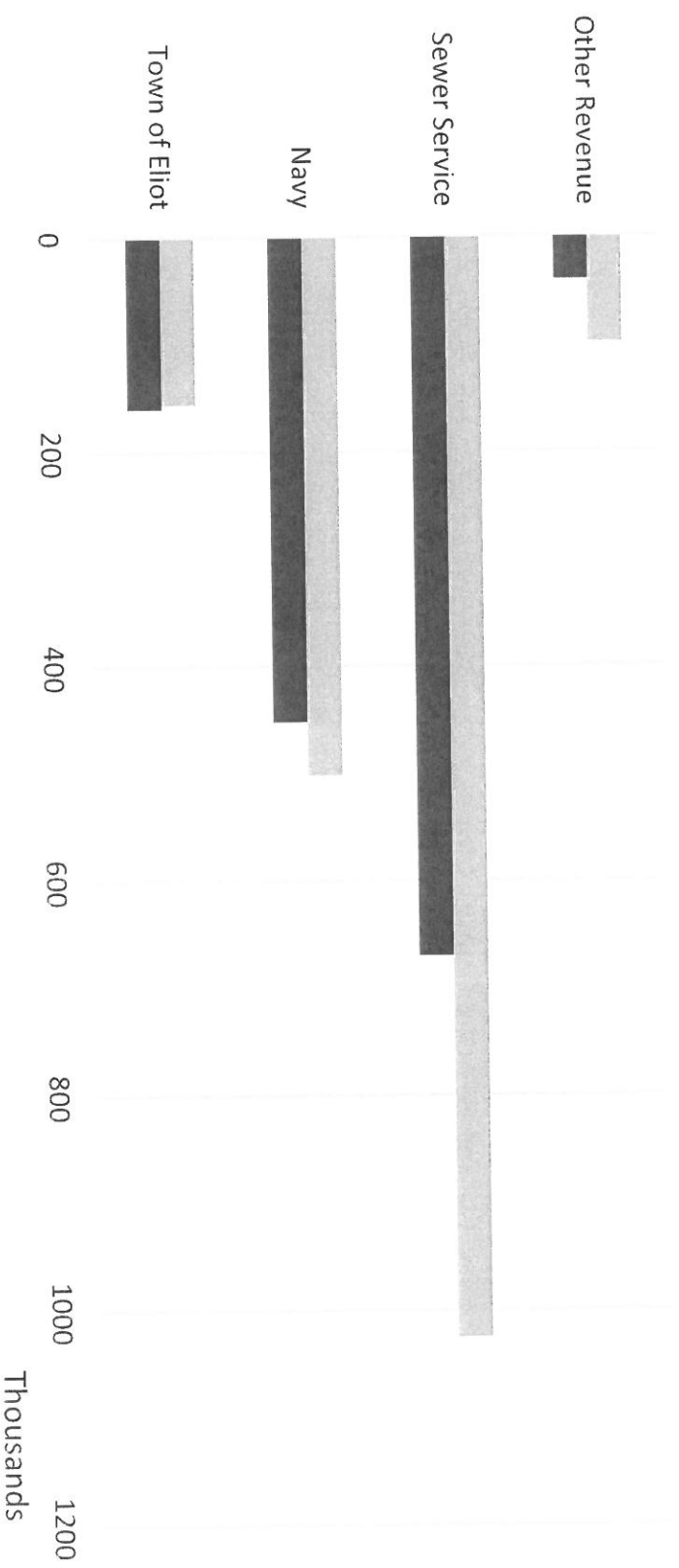
GENERAL FUNDS Revenues – Q3 2019

Major Revenue Drivers – Q3



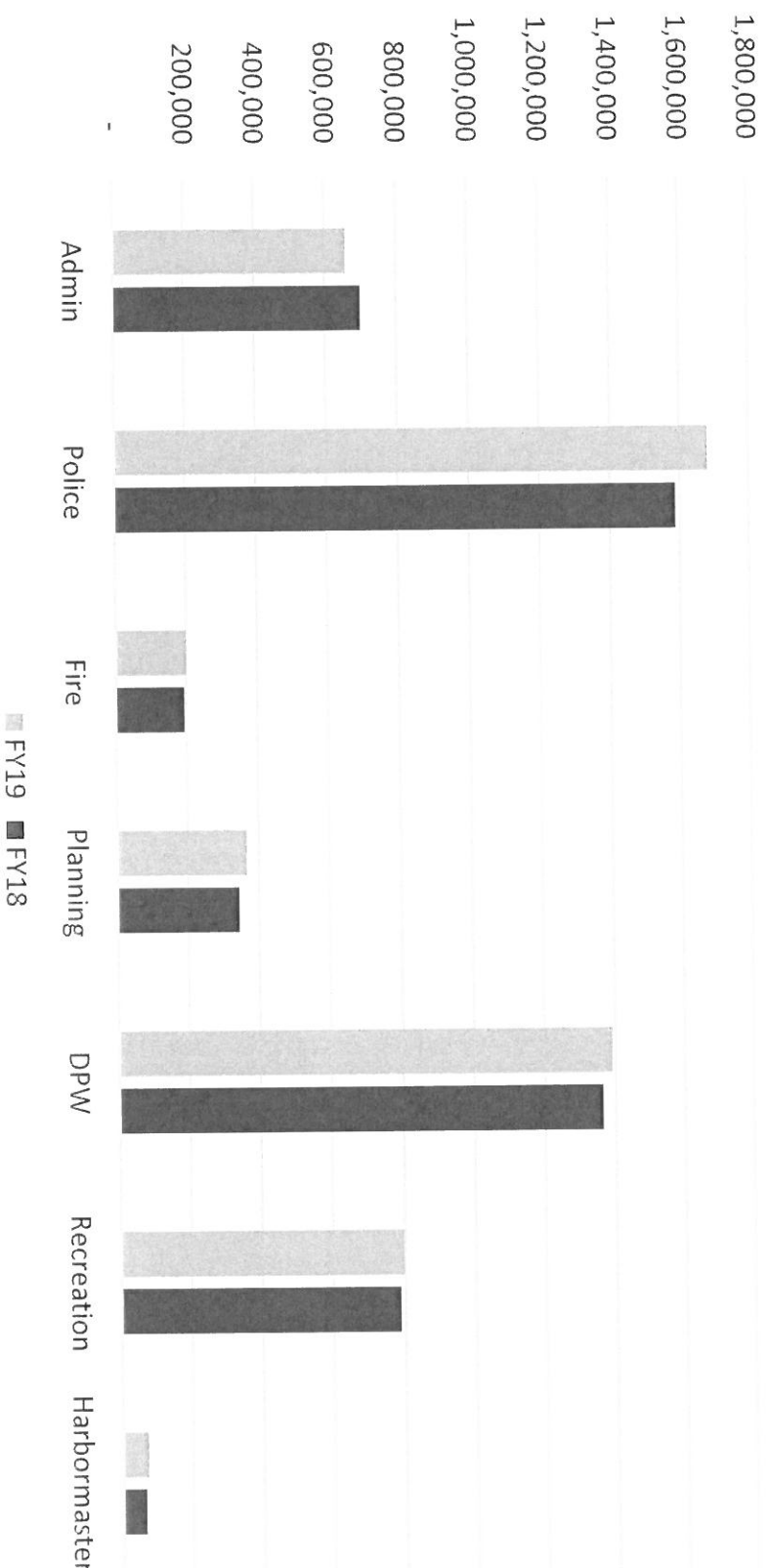
SEWER Revenues – Q3 2019

Sewer Revenue – Q3



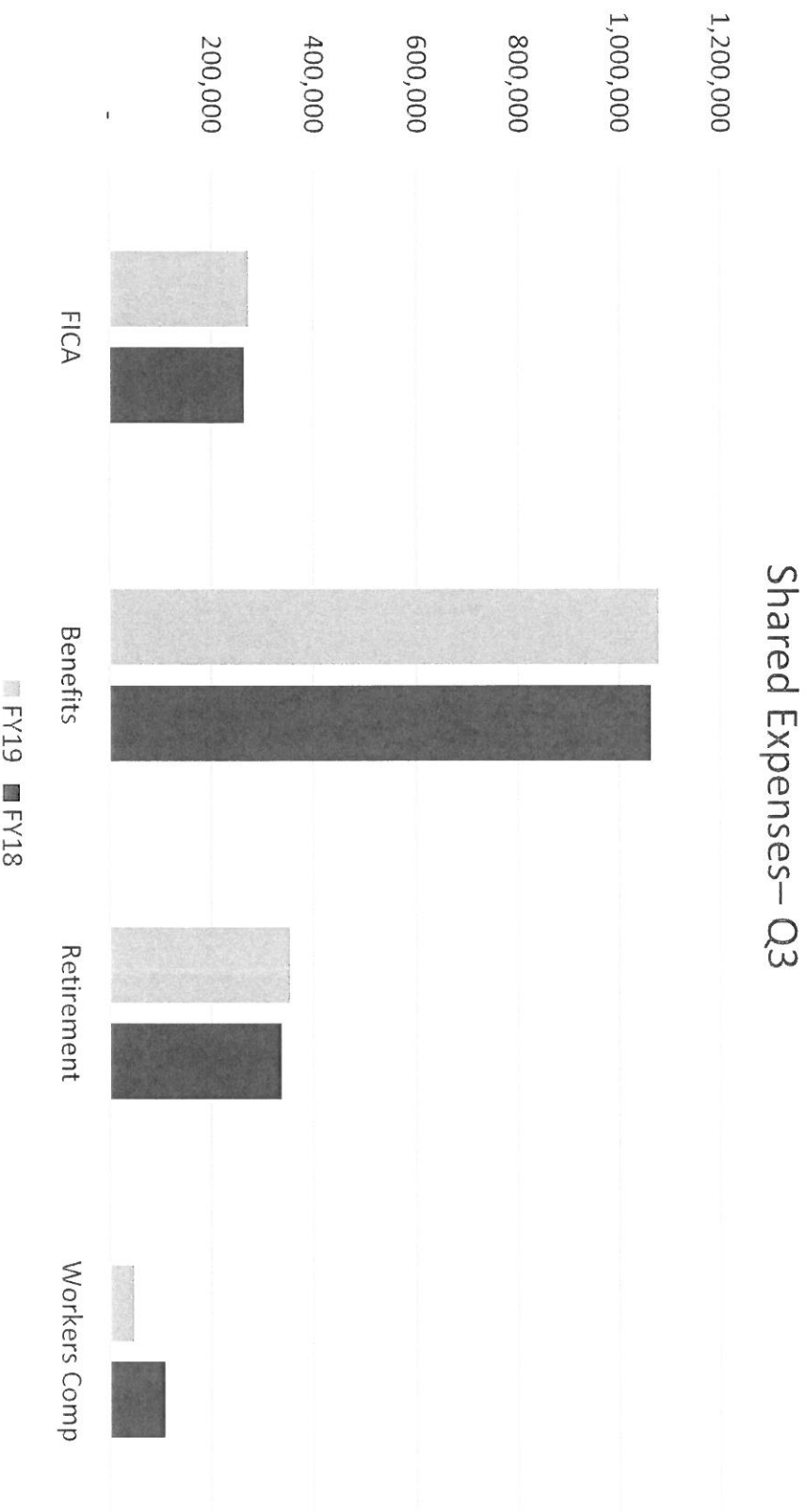
GENERAL FUND Expenses – Q3 2019

Major Cost Centers – Q3



- Shared expenses have been factored out of the FY18 costs to show a more direct comparison.
- Police variance reflects OT costs to fill shifts for vacancies (retirements) and injuries.

SHARED Expenses – Q3 2019



- FY19 Workers Comp Q3 invoice paid in April (Q4).

FOR 2019 09

ACCOUNTS FOR: ORIGINAL APPROP TRANSFRS/ ADJUSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

1000 TOWN GENERAL FUND

1000	68500	TRANSFERS IN/OUT WAR	0	450,000	450,000	450,000.00	.00	.00	100.0%
		TOTAL TOWN GENERAL FUND	0	450,000	450,000	450,000.00	.00	.00	100.0%

101110 ADMINISTRATION

101110	64011	MANAGER SALARY	92,910	0	92,910	70,663.30	.00	22,246.70	76.1%
101110	64014	TOWN CLERK SALARY	62,753	0	62,753	51,177.84	.00	11,575.16	81.6%
101110	64017	CLERKS SALARIES	305,082	0	305,082	220,089.73	.00	84,992.27	72.1%
101110	64018	HUMAN RESOURCES MA	54,233	0	54,233	40,942.80	.00	13,290.20	75.5%
101110	64026	FINANCE DIRECTOR S	99,088	0	99,088	51,278.47	.00	47,809.53	51.8%
101110	64027	CUSTODIAN WAGES	7,593	0	7,593	6,580.51	.00	1,012.49	86.7%
101110	64030	OVERTIME	2,000	0	2,000	6,928.16	.00	-4,928.16	346.4%*
101110	64031	SALARY & POSITION	50,000	0	50,000	.00	.00	50,000.00	.0%
101110	65010	POSTAGE	12,000	0	12,000	13,217.31	.00	-1,217.31	110.1%*
101110	65020	TELEPHONE & INTERN	8,000	0	8,000	4,914.54	.00	3,085.46	61.4%
101110	65030	TRANSPORTATION	1,500	0	1,500	400.35	.00	1,099.65	26.7%
101110	65040	EDUCATIONAL/MEETIN	5,000	0	5,000	2,156.15	.00	2,843.85	43.1%
101110	65060	PRINTING	5,000	0	5,000	5,474.40	.00	-474.40	109.5%*
101110	65080	LEGAL NOTICES/OTHE	3,000	0	3,000	1,861.08	.00	1,138.92	62.0%
101110	65200	ELECTRICITY	16,000	0	16,000	6,999.10	.00	9,000.90	43.7%
101110	65220	WATER	16,000	0	16,000	158.70	.00	1,761.30	47.4%
101110	65230	FUEL OIL	4,200	0	4,200	3,557.37	.00	642.63	84.7%
101110	65240	DUMPSTERS	600	0	600	441.63	.00	158.37	73.6%
101110	65250	SEWER	180	0	180	217.02	.00	-37.02	120.6%*
101110	65300	MACHINE & EQUIPMEN	30,000	0	30,000	23,308.03	.00	6,691.97	77.7%
101110	65400	LEGAL SERVICES	60,000	0	60,000	42,872.02	.00	17,127.98	71.5%
101110	65410	COMPUTER SERVICES	43,332	0	43,332	41,143.41	.00	2,188.59	94.9%
101110	65415	WEB PAGE	3,500	0	3,500	3,275.00	.00	225.00	93.6%
101110	65430	AUDIT SERVICES	16,500	0	16,500	15,500.00	.00	1,000.00	93.9%
101110	65480	OTHER PROFESSIONAL	40,000	0	40,000	12,563.78	.00	27,436.22	25.1%
101110	65500	MAINTENANCE OF BID	16,500	10,000	50,000	12,423.34	.00	9,076.66	45.0%
101110	66010	OFFICE SUPPLIES	8,000	0	8,000	5,328.93	.00	2,671.07	66.6%
101110	66020	BOOKS/SUBSCRIPTION	1,000	0	1,000	337.00	.00	663.00	33.7%
101110	66025	MAINE MUNICIPAL AS	12,550	0	12,550	12,451.00	.00	99.00	99.2%
101110	66030	OTHER SUPPLIES	0	0	0	284.00	.00	-284.00	100.0%*
101110	66035	ABSTRACTS & LIENS	9,500	0	9,500	5,744.00	.00	3,756.00	60.5%
101110	66040	JANITORIAL SUPPLIE	700	0	700	1,156.29	.00	-456.29	165.2%*



FOR 2019 09

ACCOUNTS FOR:
TOWN GENERAL FUND
1000

ORIGINAL APPROP TRANSFRS/ ADJUSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

101110 67510 OFFICE FURNITURE & TOTAL ADMINISTRATION 1,000 0 1,000 1,264.86 .00 -264.86 126.5%*

101115 TOWN COUNCIL

101115 64001 COUNCIL STIPEND 4,000 0 4,000 2,560.00 .00 1,440.00 64.0%
 101115 65480 OTHER PROF SERV/CO 3,000 0 3,000 1,098.42 .00 1,901.58 36.6%
 101115 66037 COUNCIL EXPENSES 5,350 0 5,350 .00 .00 5,350.00 .0%
 TOTAL TOWN COUNCIL 12,350 0 12,350 3,658.42 .00 8,691.58 29.6%

101130 ELECTIONS

101130 64020 PART TIME SALARIES 2,500 0 2,500 2,255.00 .00 245.00 90.2%
 101130 65010 POSTAGE 600 0 600 24.30 .00 575.70 4.1%
 101130 65060 PRINTING 4,500 0 4,500 2,475.06 .00 2,024.94 55.0%
 101130 65480 OTHER PROFESSIONAL 4,050 0 4,050 1,140.13 .00 2,909.87 28.2%
 101130 66010 OFFICE SUPPLIES 150 0 150 133.99 .00 16.01 89.3%
 TOTAL ELECTIONS 11,800 0 11,800 6,028.48 .00 5,771.52 51.1%

101150 COUNTY TAX

101150 65480 OTHER PROF SERVICE 869,853 0 869,853 863,018.38 .00 6,834.62 99.2%
 TOTAL COUNTY TAX 869,853 0 869,853 863,018.38 .00 6,834.62 99.2%

101155 TAX INCREMENT FINANCING

101155 65000 TIF FINANCING PLAN 125,000 0 125,000 125,000.00 .00 .00 100.0%
 TOTAL TAX INCREMENT FINANCING 125,000 0 125,000 125,000.00 .00 .00 100.0%

101160 OVERLAY

101160 65480 OTHER PROF SERV - 0 113,564 113,564 .00 .00 113,564.00 .0%

FOR 2019 09

ACCOUNTS FOR: TOWN GENERAL FUND ORIGINAL APPROP TRANSFRS/ ADJUSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

TOTAL OVERLAY 0 113,564 113,564 .00 .00 113,564.00 .0%

101210 ASSESSING

101210 64010	DEVELOPMENT STAFF	14,522	0	14,522	10,885.68	.00	3,636.32	75.0%
101210 65010	POSTAGE	400	0	400	6.70	.00	393.30	1.7%
101210 65030	TRANSPORTATION	250	0	250	204.93	.00	45.07	82.0%
101210 65040	EDUCATIONAL/MEETIN	500	0	500	416.00	.00	84.00	83.2%
101210 65060	PRINTING	300	0	300	.00	.00	300.00	.0%
101210 65070	MAPS	5,500	0	5,500	4,660.25	.00	839.75	84.7%
101210 65410	COMPUTER SERVICES	8,500	0	8,500	6,380.00	.00	2,120.00	75.1%
101210 65411	BOARD OF ASSESSMEN	200	0	200	.00	.00	200.00	.0%
101210 65423	PERSONAL PROPERTY	10,000	0	10,000	10,000.00	.00	.00	100.0%
101210 65425	VISION INTERNET	2,750	0	2,750	2,250.00	.00	500.00	81.8%
101210 65480	OTHER PROFESSIONAL	100,000	0	100,000	74,075.87	.00	25,924.13	74.1%
101210 66010	OFFICE SUPPLIES	100	0	100	.00	.00	100.00	.0%
101210 66020	BOOKS/SUBSCRIPTION	200	0	200	.00	.00	200.00	.0%
101210 66035	ABSTRACTS & LIENS	800	0	800	595.51	.00	204.49	74.4%
TOTAL ASSESSING		144,022	0	144,022	109,474.94	.00	34,547.06	76.0%

101230 DEBT & INTEREST

101230 68057	RUSTLEWOOD FARM -	6,199	0	6,199	6,199.04	.00	-.04	100.0%*
101230 68065	2006 FIRE STATION	115,000	0	115,000	115,000.00	.00	.00	100.0%
101230 68066	2010 PW SALT SHED	35,000	0	35,000	35,000.00	.00	.00	100.0%
101230 68067	2012 KCC BOND PRIN	275,000	0	275,000	275,000.00	.00	.00	100.0%
101230 68068	2015 CIP BOND PRIN	225,000	0	225,000	225,000.00	.00	.00	100.0%
101230 68069	KLT BRAVE BOAT HEA	11,463	0	11,463	11,462.88	.00	.00	100.0%
101230 68257	RUSTLEWOOD FARM IN	4,116	0	4,116	4,115.66	.00	.34	100.0%
101230 68265	2006 FIRE STATION	19,700	0	19,700	10,425.00	.00	9,275.00	52.3%
101230 68268	2015 CIP BONDS INT	33,750	0	33,750	18,000.00	.00	15,750.00	53.9%
101230 68269	KLT BRAVE BOAT HEA	6,627	0	6,627	6,626.78	.00	.22	100.0%
101230 68295	PMD BLDG/SALT SHED	15,231	0	15,231	15,231.25	.00	-.25	100.0%*
101230 68297	2012 KCC BOND INT	93,775	0	93,775	93,775.00	.00	.00	100.0%
TOTAL DEBT & INTEREST		840,861	0	840,861	815,835.61	.00	25,025.39	97.0%

101310 POLICE

101310 64002	POLICE CHIEF FT S	99,811	0	99,811	48,584.84	.00	51,226.16	48.7%
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FOR 2019 09

ACCOUNTS FOR: TOWN GENERAL FUND 1000	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101310 64012	SERGEANTS SALARIES	310,236	310,236	218,943.87	.00	91,292.13	70.6%
101310 64013	SCHOOL RESOURCE OF	64,196	64,196	45,510.81	.00	18,685.19	70.9%
101310 64014	DETECTIVES SALARIE	140,188	140,188	94,973.10	.00	45,214.90	67.7%
101310 64015	PATROLMEN SALARIES	689,100	689,100	477,530.99	.00	211,569.01	69.3%
101310 64016	DISPATCHER SALARIE	323,183	323,183	237,095.90	.00	86,087.10	73.4%
101310 64017	ADMINISTRATIVE ASS	46,197	46,197	34,871.28	.00	11,325.72	75.5%
101310 64022	ANIMAL CONTROL OFF	31,668	31,668	23,802.62	.00	7,865.38	75.2%
101310 64023	LIEUTENANT SALARY	75,608	75,608	56,240.12	.00	19,367.88	74.4%
101310 64024	NIGHT DIFFERENTIAL	17,537	17,537	11,177.50	.00	6,359.50	63.7%
101310 64027	CUSTODIAN WAGES	14,504	14,504	9,927.55	.00	4,576.45	68.4%
101310 64030	OVERTIME	175,000	175,000	168,461.68	.00	6,538.32	96.3%
101310 64032	DEA OVERTIME	5,703	5,703	7,295.37	.00	-1,592.37	127.9%*
101310 64033	SICK TIME BUY BACK	3,015	3,015	.00	.00	3,015.00	.0%
101310 64034	PHYSICAL FITNESS S	5,400	5,400	2,100.00	.00	3,300.00	38.9%
101310 64035	OUTSIDE DETAIL	3,736	3,736	1,682.34	.00	2,053.66	45.0%
101310 64047	OTHER COMPENSATION	0	0	56,919.44	.00	-56,919.44	100.0%*
101310 65010	POSTAGE	530	530	23.25	.00	506.75	4.4%
101310 65020	TELEPHONE & INTERN	21,025	21,025	15,304.68	.00	5,720.32	72.8%
101310 65030	TRANSPORTATION	1,800	1,800	4,775.70	.00	-2,975.70	265.3%*
101310 65040	EDUCATIONAL/MEETIN	15,000	15,000	13,138.00	.00	1,862.00	87.6%
101310 65060	PRINTING	800	800	901.18	.00	-101.18	112.6%*
101310 65080	LEGAL NOTICES/OTHE	690	690	.00	.00	690.00	.0%
101310 65220	ELECTRICITY	15,000	15,000	9,332.13	.00	5,667.87	62.2%
101310 65220	WATER	545	545	211.60	.00	333.40	38.8%
101310 65230	FUEL OIL	5,400	5,400	5,233.19	.00	166.81	96.9%
101310 65240	DUMPSTERS	750	750	588.90	.00	161.10	78.5%
101310 65250	SEWER	250	250	289.36	.00	-39.36	115.7%*
101310 65300	MACHINE & EQUIPMEN	39,068	39,068	43,748.58	.00	-4,680.58	112.0%*
101310 65310	VEHICLE MAINTENANC	31,450	31,450	18,803.13	.00	12,646.87	59.8%
101310 65311	GAS, GREASE, & OIL	41,926	41,926	25,620.97	.00	16,305.03	61.1%
101310 65470	DOG EXPENSE	750	750	120.00	.00	630.00	16.0%
101310 65480	OTHER PROFESSIONAL	1,425	1,425	4,425.00	.00	-3,000.00	310.5%*
101310 65500	MAINTENANCE OF BID	4,900	4,900	6,380.86	.00	-1,480.86	130.2%*
101310 65521	UNIFORMS	18,820	18,820	18,744.22	.00	75.78	99.6%
101310 66010	OFFICE SUPPLIES	4,000	4,000	3,120.14	.00	879.86	78.0%
101310 66020	BOOKS/SUBSCRIPTION	2,500	2,500	2,788.75	.00	-288.75	111.6%*
101310 66030	OTHER SUPPLIES	3,200	3,200	2,272.75	.00	927.25	71.0%
101310 66032	ARMORY SUPPLIES	8,500	8,500	4,800.00	.00	3,700.00	56.5%
101310 66040	JANITORIAL SUPPLIE	1,700	1,700	1,358.38	.00	341.62	79.9%
101310 67500	POLICE CAPITAL OUT	0	0	549.00	.00	315.00	100.0%
101310 67510	OFFICE FURNITURE &	1,000	1,000	1,147.00	.00	451.00	54.9%
101310 67517	BULLET PROOF VESTS	5,300	5,300	3,147.00	.00	2,153.00	59.4%
TOTAL POLICE		2,231,411	2,231,411	1,680,479.18	.00	550,931.82	75.3%
101320 FIRE							

FOR 2019 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANSRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101320 64003 FIRE CHIEF SALARY	55,459	0	55,459	48,125.58	.00	7,333.42	86.8%
101320 64020 PART TIME SALARIES	135,296	0	135,296	47,000.85	.00	88,295.15	34.7%
101320 64043 ON-CALL FIREFIGHTER	18,144	0	18,144	12,919.98	.00	5,224.02	71.2%
101320 64095 ACCIDENT & HEALTH	1,938	0	1,938	2,072.00	.00	-134.00	106.9%*
101320 65020 TELEPHONE & INTERN	8,340	0	8,340	5,974.09	.00	2,365.91	71.6%
101320 65040 EDUCATIONAL/MEETIN	2,034	0	2,034	1,377.32	.00	656.68	67.7%
101320 65045 TRAINING	5,000	0	5,000	1,890.89	.00	3,109.11	37.8%
101320 65046 HEALTH/PHYSICAL	2,778	0	2,778	1,969.20	.00	808.80	70.9%
101320 65080 LEGAL NOTICES/OTHE	0	0	0	102.57	.00	-102.57	100.0%*
101320 65200 WATER	10,100	0	10,100	5,503.42	.00	4,596.58	54.5%
101320 65220 ELECTRICITY	302	0	302	219.90	.00	82.10	72.8%
101320 65230 FUEL OIL	17,000	0	17,000	12,145.58	.00	4,854.42	71.4%
101320 65250 SEWER	300	0	300	300.00	.00	.00	100.0%
101320 65300 MACHINE & EQUIPMEN	29,029	0	29,029	19,136.97	.00	9,892.03	65.9%
101320 65302 PROTECTIVE & SAFETY	3,120	0	3,120	3,133.00	.00	-13.00	100.4%*
101320 65311 GAS, GREASE, & OIL	7,250	0	7,250	4,442.57	.00	2,807.43	61.3%
101320 65312 TIRES & TUBES	2,600	0	2,600	1,539.14	.00	1,060.86	59.2%
101320 65330 RADIO MAINTENANCE	4,657	0	4,657	3,217.29	.00	1,439.71	69.1%
101320 65480 OTHER PROFESSIONAL	7,056	0	7,056	7,167.03	.00	-111.03	101.6%*
101320 65500 MAINTENANCE OF BLD	15,335	0	15,335	16,669.70	.00	-1,334.70	108.7%*
101320 66010 OFFICE SUPPLIES	672	0	672	90.38	.00	581.62	13.4%
101320 66020 BOOKS/SUBSCRIPTION	200	0	200	48.60	.00	151.40	24.3%
101320 66040 JANITORIAL SUPPLIE	600	0	600	638.23	.00	-38.23	106.4%*
101320 67505 EXTINGUISHER MAINT	500	0	500	264.71	.00	235.29	52.9%
101320 67515 LANTERNS & BATTERI	200	0	200	120.00	.00	80.00	60.0%
101320 67520 OPERATING EQUIPMEN	4,000	0	4,000	2,363.83	.00	1,636.17	59.1%
TOTAL FIRE	331,910	0	331,910	198,432.83	.00	133,477.17	59.8%
101330 STREETLIGHTS							
101330 65200 ELECTRICITY - STRE	110,000	0	110,000	75,681.69	.00	34,318.31	68.8%
101330 65300 MACHINE & EQUIPMEN	10,000	0	10,000	21,773.00	.00	-11,773.00	217.7%*
TOTAL STREETLIGHTS	120,000	0	120,000	97,454.69	.00	22,545.31	81.2%
101340 HYDRANT RENTALS							
101340 65300 HYDRANT RENT MACHI	261,804	0	261,804	254,179.30	.00	7,624.70	97.1%



FOR 2019 09

ACCOUNTS FOR:
TOWN GENERAL FUND

ORIGINAL APPROP TRANSFRS/ ADJUSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

TOTAL HYDRANT RENTALS 261,804 0 261,804 254,179.30 .00 7,624.70 97.1%

101350 CIVIL EMERGENCY PREPARDNESS

101350 65020 TELEPHONE & INTERN 300 0 300 .00 .00 300.00 .0%

101350 65060 PRINTING 300 0 300 .00 .00 300.00 .0%

101350 66010 OFFICE SUPPLIES 100 0 100 .00 .00 100.00 .0%

TOTAL CIVIL EMERGENCY PREPARDNESS 700 0 700 .00 .00 700.00 .0%

101410 HIGHWAY

101410 64004 HIGHWAY 35% COMM. S	27,961	0	27,961	24,500.36	.00	3,460.64	87.6%
101410 64010 FULL TIME SALARIES	441,844	0	441,844	319,519.70	.00	122,324.30	72.3%
101410 64015 ADMINISTRATIVE ASS	48,682	0	48,682	36,742.02	.00	11,939.98	75.5%
101410 64020 PART TIME WAGES	51,841	0	51,841	21,931.69	.00	29,909.31	42.3%
101410 64029 OVERTIME - SNOW &	75,000	0	75,000	59,246.85	.00	15,753.15	79.0%
101410 64030 OVERTIME	6,500	0	6,500	6,117.18	.00	382.82	94.1%
101410 65010 POSTAGE	500	0	500	36.16	.00	463.84	7.2%
101410 65020 TELEPHONE & INTERN	4,200	0	4,200	3,434.82	.00	765.18	81.8%
101410 65030 TRANSPORTATION	750	0	750	258.00	.00	492.00	34.4%
101410 65040 EDUCATIONAL/MEETIN	4,000	0	4,000	2,201.46	.00	1,798.54	55.0%
101410 65060 PRINTING	600	0	600	525.23	.00	74.77	87.5%
101410 65080 LEGAL NOTICES/OTHE	1,000	0	1,000	.00	.00	1,000.00	.0%
101410 65200 ELECTRICITY	4,000	0	4,000	3,293.30	.00	706.70	82.3%
101410 65220 WATER	2,300	0	2,300	1,154.74	.00	1,145.26	50.2%
101410 65230 FUEL, OIL	7,000	0	7,000	6,234.19	.00	765.81	89.1%
101410 65250 SEWER	350	0	350	275.00	.00	75.00	78.6%
101410 65300 MACHINE & EQUIPMEN	18,000	0	18,000	12,589.55	.00	5,410.45	69.9%
101410 65302 PROTECTIVE & SAFT	3,000	0	3,000	2,441.09	.00	558.91	81.4%
101410 65303 FACILITY SAFETY IN	1,250	0	1,250	1,300.00	.00	-50.00	104.0%*
101410 65310 VEHICLE MAINTENANC	16,000	0	16,000	15,058.46	.00	941.54	94.1%
101410 65311 GAS, GREASE, & OIL	48,600	0	48,600	38,718.07	.00	9,881.93	79.7%
101410 65312 TIRES & TUBES	8,000	0	8,000	3,451.34	.00	4,548.66	43.1%
101410 65450 TARRING & PATCHING	10,000	0	10,000	13,450.21	.00	-3,450.21	134.5%*
101410 65452 SALT	140,000	0	140,000	155,994.55	.00	-15,994.55	111.4%*
101410 65454 SAND	2,100	0	2,100	.00	.00	2,100.00	.0%
101410 65456 GRAVEL & FILL	3,000	0	3,000	.00	.00	3,000.00	.0%
101410 65458 DRAINAGE SUPPLIES	5,000	0	5,000	3,763.82	.00	1,236.18	75.3%

FOR 2019 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101410 65460 SIGNS	10,000	0	10,000	5,234.19	.00	4,765.81	52.3%
101410 65462 STRIPING	32,000	0	32,000	32,967.07	.00	-967.07	103.0%*
101410 65466 SNOW REMOVAL EQUIP	18,300	0	18,300	19,899.68	.00	-1,599.68	108.7%*
101410 65480 OTHER PROFESSIONAL	25,000	0	25,000	21,774.00	.00	3,226.00	87.1%
101410 65500 MAINTENANCE OF BLD	6,500	0	6,500	7,811.49	.00	-1,311.49	120.2%*
101410 65521 UNIFORMS	4,400	0	4,400	3,200.00	.00	1,200.00	72.7%
101410 65522 C.D.I PROGRAMS	850	0	850	252.19	.00	597.81	29.7%
101410 66009 SHOP SUPPLIES	15,000	0	15,000	18,246.67	.00	-3,246.67	121.6%*
101410 66010 OFFICE SUPPLIES	800	0	800	711.52	.00	88.48	88.9%
101410 66011 HAND TOOLS	600	0	600	638.62	.00	-38.62	106.4%*
101410 66020 BOOKS/SUBSCRIPTION	1,000	0	1,000	585.03	.00	414.97	58.5%
101410 66030 OTHER SUPPLIES	400	0	400	.00	.00	400.00	0%
101410 66040 JANITORIAL SUPPLIE	6,500	0	6,500	5,657.52	.00	842.48	87.0%
101410 67514 PLANT EQUIPMENT	1,500	0	1,500	1,459.41	.00	40.59	97.3%
101410 67518 RENTAL EQUIPMENT	3,000	0	3,000	1,680.90	.00	1,319.10	56.0%
101410 67520 OPERATING EQUIPME	2,000	0	2,000	159.00	.00	1,841.00	8.0%
101410 67540 IMPROVEMENTS TO BL	2,000	0	2,000	1,300.33	.00	699.67	65.0%
TOTAL HIGHWAY	1,061,328	0	1,061,328	853,815.41	.00	207,512.59	80.4%
101520 GENERAL ASSISTANCE							
101520 65480 OTHER PROF SERVICE	50,000	0	50,000	34,602.81	.00	15,397.19	69.2%
TOTAL GENERAL ASSISTANCE	50,000	0	50,000	34,602.81	.00	15,397.19	69.2%
101530 PUBLIC HEALTH SERVICE							
101530 64020 PART TIME SALARIES	520	0	520	390.00	.00	130.00	75.0%
TOTAL PUBLIC HEALTH SERVICE	520	0	520	390.00	.00	130.00	75.0%
101540 COMMUNITY AGENCIES							
101540 65479 FAIR TIDE	1,600	0	1,600	1,600.00	.00	.00	100.0%
101540 65482 AIDS RESPONSE SEAC	965	0	965	965.00	.00	.00	100.0%
101540 65492 YORK COUNTY COMMUN	2,500	0	2,500	2,500.00	.00	.00	100.0%
101540 65496 YORK COUNTY SHELLE	500	0	500	.00	.00	500.00	.0%

FOR 2019 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101540 65497 SO MAINE AREA AGEN	1,300	0	1,300	1,300.00	.00	.00	100.0%
101540 65499 CROSSROADS HOUSEL	2,000	0	2,000	2,000.00	.00	.00	100.0%
101540 65526 GARDEN CLUB	300	0	300	.00	.00	300.00	.0%
TOTAL COMMUNITY AGENCIES	9,165	0	9,165	8,365.00	.00	800.00	91.3%
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101720 PLANNING BOARD & BOA							
101720 65010 POSTAGE	500	0	500	.00	.00	500.00	.0%
101720 65040 EDUCATIONAL/MEETIN	1,750	0	1,750	.00	.00	1,750.00	.0%
101720 65060 PRINTING	500	0	500	.00	.00	500.00	.0%
101720 65080 LEGAL NOTICES & OT	1,500	0	1,500	96.76	.00	1,403.24	6.5%
101720 65480 OTHER PROFESSIONAL	5,000	0	5,000	826.49	.00	4,173.51	16.5%
101720 66010 OFFICE SUPPLIES	200	0	200	.00	.00	200.00	.0%
101720 66026 SMRPC MEMBERSHIP	4,699	0	4,699	5,018.00	.00	-319.00	106.8%*
TOTAL PLANNING BOARD & BOA	14,149	0	14,149	5,941.25	.00	8,207.75	42.0%
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101721 PLANNING / CODE							
101721 64005 CODE ENFORCEMENT S	65,806	0	65,806	45,029.42	.00	20,776.58	68.4%
101721 64006 PLANNER SALARY	55,000	0	55,000	47,806.78	.00	7,193.22	86.9%
101721 64010 DEVELOPMENT STAFF	24,727	0	24,727	18,534.76	.00	6,192.24	75.0%
101721 64018 ASST CODE ENFORCEM	51,879	0	51,879	38,805.67	.00	13,073.33	74.8%
101721 64020 SHORELAND RESOURCE	19,307	0	19,307	14,621.11	.00	4,685.89	75.7%
101721 64030 OVERTIME	0	0	0	1,436.61	.00	-1,436.61	100.0%*
101721 64042 DIRECTOR OF PLANNI	97,138	0	97,138	72,812.06	.00	24,325.94	75.0%
101721 64050 MAINE STATE RETIRE	0	0	0	-182.69	.00	182.69	100.0%
101721 64060 FICA EMPLOYER SHAR	0	0	0	-134.26	.00	134.26	100.0%
101721 65010 POSTAGE	200	0	200	.00	.00	200.00	.0%
101721 65020 TELEPHONE & INTERN	1,350	0	1,350	561.27	.00	788.73	41.6%
101721 65030 TRANSPORTATION	1,000	0	1,000	65.08	.00	934.92	6.5%
101721 65040 EDUCATIONAL/MEETIN	2,500	0	2,500	364.68	.00	2,135.32	14.6%
101721 65060 PRINTING	600	0	600	.00	.00	600.00	.0%
101721 65300 MACHINE & EQUIPMEN	4,000	0	4,000	3,686.21	.00	313.79	92.2%
101721 65310 VEHICLE MAINTENANC	250	0	250	.00	.00	250.00	.0%
101721 65311 GAS, GREASE, & OIL	500	0	500	347.94	.00	152.06	69.6%
101721 65400 LEGAL SERVICES	10,000	0	10,000	5,415.00	.00	4,585.00	54.2%
101721 65480 OTHER PROFESSIONAL	5,000	0	5,000	.00	.00	5,000.00	.0%
101721 65521 UNIFORMS	450	0	450	150.00	.00	300.00	33.3%

FOR 2019 09

ACCOUNTS FOR:
1000 TOWN GENERAL FUND

ORIGINAL
APPROP

TRANSERS/
ADJUSTMTS

REVISED
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

101721 66010	OFFICE SUPPLIES	1,000	0	1,000	143.47	.00	856.53	14.3%
101721 66020	BOOKS/SUBSCRIPTION	750	0	750	70.00	.00	680.00	9.3%
101721 66030	OTHER SUPPLIES	500	0	500	51.09	.00	448.91	10.2%
101721 67510	OFFICE FURNITURE &	500	0	500	.00	.00	500.00	.0%

TOTAL PLANNING / CODE

342,457

342,457

249,584.20

.00

92,872.80

72.9%

101730 IN TOWN PARKS

101730 64007	PARKS 10% COMM SAL	7,989	0	7,989	7,000.21	.00	988.79	87.6%
101730 64010	FULL TIME SALARIES	46,874	0	46,874	34,682.30	.00	12,191.70	74.0%
101730 64020	PART TIME SALARIES	28,600	0	28,600	12,879.70	.00	15,720.30	45.0%
101730 64030	OVERTIME	1,330	0	1,330	231.72	.00	1,098.28	17.4%
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	1,500	0	1,500	713.93	.00	786.07	47.6%
101730 65220	WATER	7,200	0	7,200	3,356.68	.00	3,843.32	46.6%
101730 65300	MACHINE & EQUIPMEN	2,000	0	2,000	422.29	.00	1,577.71	21.1%
101730 65302	PROTECTIVE & SAFET	350	0	350	166.20	.00	183.80	47.5%
101730 65303	FACILITY SAFETY IN	350	0	350	.00	.00	350.00	.0%
101730 65310	VEHICLE MAINTENANC	625	0	625	.00	.00	625.00	.0%
101730 65311	GAS, GREASE, & OIL	1,000	0	1,000	205.03	.00	794.97	20.5%
101730 65312	TIRES & TUBES	4,000	0	4,000	1,762.84	.00	2,237.16	44.1%
101730 65457	LOAM & SOD	1,000	0	1,000	620.52	.00	379.48	62.1%
101730 65480	OTHER PROFESSIONAL	3,000	0	3,000	117.00	.00	2,883.00	3.9%
101730 65500	MAINTENANCE OF BLD	25,000	0	25,000	12,398.00	.00	12,602.00	49.6%
101730 65521	UNIFORMS	1,000	0	1,000	676.17	.00	323.83	67.6%
101730 66011	HAND TOOLS	400	0	400	400.00	.00	29.53	100.0%
101730 66030	OTHER SUPPLIES	150	0	150	120.47	.00	150.00	80.3%
101730 66040	JANITORIAL SUPPLIE	150	0	150	.00	.00	150.00	.0%
101730 67520	OPERATING EQUIPMEN	1,000	0	1,000	.00	.00	100.00	.0%

TOTAL IN TOWN PARKS

133,618

133,618

76,221.98

.00

57,396.02

57.0%

101735 FT FOSTER SEAPPOINT & CRESCENT

101735 64007	PARKS 15% COMM SAL	11,983	0	11,983	10,500.21	.00	1,482.79	87.6%
101735 64010	FULL TIME SALARIES	50,498	0	50,498	37,840.79	.00	12,657.21	74.9%
101735 64020	PART TIME SALARIES	54,965	0	54,965	36,989.03	.00	17,975.97	67.3%

11,983

11,983

10,500.21

.00

1,482.79

87.6%

FOR 2019 09

ACCOUNTS FOR:
1000 TOWN GENERAL FUND

	ORIGINAL APPROP	TRANSERS/ADJUSTM	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101735 64030 OVERTIME	6,765	0	6,765	1,826.78	.00	4,938.22	27.0%
101735 64060 FICA EMPLOYER SHAR	0	0	0	-41.31	.00	41.31	100.0%
101735 65020 TELEPHONE & INTERN	1,400	0	1,400	1,046.64	.00	353.36	74.8%
101735 65040 EDUCATIONAL/MEETIN	1,000	0	1,000	.00	.00	100.00	.0%
101735 65060 PRINTING	3,500	0	3,500	2,957.08	.00	542.92	84.5%
101735 65080 LEGAL NOTICES/OTHE	200	0	200	.00	.00	200.00	.0%
101735 65200 ELECTRICITY	500	0	500	171.98	.00	328.02	34.4%
101735 65220 WATER	600	0	600	.00	.00	600.00	.0%
101735 65300 MACHINE & EQUIPMEN	1,500	0	1,500	266.74	.00	1,233.26	17.8%
101735 65302 PROTECTIVE & SAFET	600	0	600	183.67	.00	416.33	30.6%
101735 65303 FACILITY SAFETY IN	625	0	625	.00	.00	625.00	.0%
101735 65310 VEHICLE MAINTENANC	1,000	0	1,000	.00	.00	1,000.00	.0%
101735 65311 GAS, GREASE, & OIL	4,000	0	4,000	432.50	.00	3,567.50	10.8%
101735 65312 TIRES & TUBES	700	0	700	.00	.00	700.00	.0%
101735 65480 OTHER PROFESSIONAL	4,000	0	4,000	2,880.00	.00	1,120.00	72.0%
101735 65500 MAINTENANCE OF BLD	4,500	0	4,500	2,031.36	.00	2,468.64	45.1%
101735 65510 PAINTING	400	0	400	217.19	.00	182.81	54.3%
101735 65521 UNIFORMS	700	0	700	391.20	.00	308.80	55.9%
101735 66011 HAND TOOLS	150	0	150	164.39	.00	-14.39	109.6%*
101735 66030 OTHER SUPPLIES	900	0	900	544.83	.00	355.17	60.5%
101735 66040 JANITORIAL SUPPLIE	4,500	0	4,500	4,697.03	.00	-197.03	104.4%*
101735 67520 OPERATING EQUIPMEN	1,200	0	1,200	.00	.00	1,200.00	.0%
101735 67575 SEAPOINT BEACH	200	0	200	200.00	.00	.00	100.0%
TOTAL FT FOSTER SEAPOINT & CRESCENT	155,486	0	155,486	103,300.11	.00	52,185.89	66.4%

101740 MISCELLANEOUS ACCOUNTS

101740 65023 EPA STORMWATER 4 P	19,600	0	19,600	12,836.41	.00	6,763.59	65.5%
101740 65025 COMPUTER REPAIR/RE	42,000	0	42,000	22,107.73	.00	19,892.27	52.6%
101740 65455 MEMORIAL DAY ACTIV	700	0	700	.00	.00	700.00	.0%
101740 65951 SHELLFISH CONSERVA	3,560	0	3,560	1,950.00	.00	1,610.00	54.8%
101740 66036 CONSERVATION COMM	500	0	500	.00	.00	500.00	.0%
101740 68427 SELF INSURANCE CIA	0	0	0	2,000.00	.00	-2,000.00	100.0%*
101740 68525 MOSQUITO/TICK CONT	35,000	0	35,000	35,193.80	.00	-193.80	100.6%*
101740 68532 GIS WEB ACCOUNT	3,600	0	3,600	2,700.00	.00	900.00	75.0%
101740 69200 PSAP PAID TO YORK	28,000	0	28,000	.00	.00	28,000.00	.0%
TOTAL MISCELLANEOUS ACCOUNTS	132,960	0	132,960	76,787.94	.00	56,172.06	57.8%

101750 STATE/BANK FEES

101750 65952 OVERAGE/SHORTAGE	0	0	0	-.05	.00	.05	100.0%
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FOR 2019 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101750 65954 BANK FEES/CHARGES	600	0	600	.00	.00	600.00	.0%
TOTAL STATE/BANK FEES	600	0	600	-.05	.00	600.05	.0%
<hr/>							
101760 CAPITAL IMPROVEMENT PLAN							
101760 68750 CIP HOLDING DEDICA	650,900	0	650,900	650,900.00	.00	.00	100.0%
101760 68751 CIP DEPT CAPITAL R	882,717	0	882,717	882,717.00	.00	.00	100.0%
101760 68752 CIP CAP FUNDING RE	169,664	0	169,664	169,663.58	.00	.42	100.0%
TOTAL CAPITAL IMPROVEMENT PLAN	1,703,281	0	1,703,281	1,703,280.58	.00	.42	100.0%
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101810 LIBRARY							
101810 65480 OTHER PROF SERV -	478,901	0	478,901	478,901.01	.00	-.01	100.0%*
TOTAL LIBRARY	478,901	0	478,901	478,901.01	.00	-.01	100.0%
<hr/>							
101830 RECREATION							
101830 64008 RECREATION DIRECTO	78,758	0	78,758	58,608.16	.00	20,149.84	74.4%
101830 64009 ASST DIRECTOR/GEN	58,417	0	58,417	44,034.26	.00	14,382.74	75.4%
101830 64010 EARLY CHILDHOOD SU	43,595	0	43,595	36,754.22	.00	6,840.78	84.3%
101830 64012 RECREATION SUPERVT	46,833	0	46,833	24,919.17	.00	21,913.83	53.2%
101830 64013 ASST EARLY CHILDCA	35,219	0	35,219	19,624.03	.00	15,594.97	55.7%
101830 64014 LEAD TEACHERS	59,908	0	59,908	51,157.81	.00	8,750.19	85.4%
101830 64015 SPORTS COORDINATOR	36,640	0	36,640	27,471.64	.00	9,168.36	75.0%
101830 64016 RECEPTIONISTS	50,261	0	50,261	36,287.30	.00	13,973.70	72.2%
101830 64017 BOOKKEEPER/SECRET	21,628	0	21,628	16,063.58	.00	5,564.42	74.3%
101830 64020 PT SAFE SCHOOL YEA	21,000	0	21,000	15,793.25	.00	5,206.75	75.2%
101830 64021 SAFE SUMMER SALARI	33,822	0	33,822	31,385.83	.00	2,436.17	92.8%
101830 64023 ADVENTURE SUMMER S	15,354	0	15,354	13,940.50	.00	1,413.50	90.8%
101830 64024 FT CUSTODIANS	125,000	0	125,000	26,926.11	.00	9,713.89	73.5%
101830 64025 PRE-SCHOOL STAFF S	36,640	0	36,640	24,319.11	.00	12,320.89	66.4%
101830 64026 INSTRUCTORS STIPEN	21,500	0	21,500	21,028.37	.00	471.63	97.8%
101830 64027 CUSTODIAN WAGES	32,190	0	32,190	22,811.27	.00	9,378.73	70.9%
101830 64028 THEATRE TECHNICIAN	500	0	500	120.00	.00	380.00	24.0%
101830 64030 OVERTIME	8,000	0	8,000	1,318.65	.00	6,681.35	16.5%



FOR 2019 09

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101830 64041 FACILITIES MAINT S	51,067	0	51,067	38,276.43	.00	12,790.57	75.0%*
101830 64060 FICA EMPLOYER SHAR	0	0	0	71.63	.00	-71.63	100.0%*
101830 65010 POSTAGE	1,500	0	1,500	762.28	.00	737.72	50.8%*
101830 65020 TELEPHONE & INTERN	5,000	0	5,000	2,739.52	.00	2,260.48	54.8%*
101830 65030 TRANSPORTATION	3,500	0	3,500	5,038.55	.00	-1,538.55	144.0%*
101830 65060 PRINTING	7,800	0	7,800	7,800.00	.00	.00	100.0%*
101830 65200 ELECTRICITY / UTIL	44,000	0	44,000	25,403.38	.00	18,596.62	57.7%*
101830 65220 WATER	3,342	0	3,342	2,734.05	.00	607.95	81.8%*
101830 65230 NATURAL GAS	35,000	0	35,000	31,371.12	.00	3,628.88	93.6%*
101830 65250 SEWER	2,300	0	2,300	2,142.99	.00	157.01	89.2%*
101830 65300 MACHINE & EQUIPMEN	6,000	0	6,000	3,624.47	.00	2,375.53	60.4%*
101830 65310 VEHICLE MAINTENANC	1,000	0	1,000	12.50	.00	987.50	1.3%*
101830 65478 PROGRAM SERVICES	4,000	0	4,000	1,328.35	.00	2,671.65	33.2%*
101830 65480 OTHER PROFESSIONAL	2,500	0	2,500	1,374.91	.00	1,125.09	55.0%*
101830 65500 MAINTENANCE OF BLD	13,000	0	13,000	11,512.33	.00	1,487.67	88.6%*
101830 65521 UNIFORMS	0	0	0	448.70	.00	-448.70	100.0%*
101830 65610 SAFE SCHOOL YEAR	3,500	0	3,500	1,957.56	.00	1,542.44	55.9%*
101830 65615 SAFE SUMMER PROGRA	19,000	0	19,000	20,886.93	.00	-1,886.93	109.9%*
101830 65620 ADVENTURE ADOLSCHE	19,000	0	19,000	17,158.48	.00	1,841.52	90.3%*
101830 65630 INSTRUCTORS-CONTRA	2,800	0	2,800	441.00	.00	2,359.00	15.8%*
101830 65640 SPECIAL EVENTS	9,500	0	9,500	7,521.52	.00	1,978.48	29.2%*
101830 65650 SENIOR PROGRAMS	7,000	0	7,000	2,064.15	.00	4,935.85	29.5%*
101830 65670 TEAM EXPENSE	7,000	0	7,000	7,238.50	.00	-238.50	103.4%*
101830 65680 PRESCHOOL PROGRAM	8,500	0	8,500	7,284.19	.00	1,215.81	85.7%*
101830 65801 CONTRACTED SERVICE	39,800	0	39,800	34,785.49	.00	5,014.51	87.4%*
101830 65802 ANNEX UTILITIES	4,000	0	4,000	142.86	.00	3,857.14	3.6%*
101830 65803 MISCELLANEOUS	9,000	0	9,000	4,540.74	.00	4,459.26	50.5%*
101830 66010 OFFICE SUPPLIES	3,000	0	3,000	3,030.46	.00	-30.46	101.0%*
101830 66030 OTHER SUPPLIES	4,000	0	4,000	3,141.88	.00	858.12	78.5%*
101830 66031 THEATRE SUPPLIES	1,000	0	1,000	683.91	.00	316.09	68.4%*
101830 66040 JANITORIAL SUPPLIE	12,500	0	12,500	9,392.19	.00	3,107.81	75.1%*
TOTAL RECREATION	1,054,874	0	1,054,874	797,474.33	.00	257,399.67	75.6%*
101840 PORT AUTHORITY							
101840 64010 HARBOR MASTER FULL	52,000	0	52,000	42,120.00	.00	9,880.00	81.0%*
101840 64020 PART TIME SALARIES	14,000	0	14,000	7,476.28	.00	6,523.72	53.4%*
101840 65010 POSTAGE	100	0	100	.00	.00	100.00	0%*
101840 65020 TELEPHONE & INTERN	1,100	0	1,100	1,016.37	.00	83.63	92.4%*
101840 65030 TRANSPORTATION	500	0	500	.00	.00	500.00	0%*
101840 65200 ELECTRICITY	1,500	0	1,500	1,368.57	.00	131.43	91.2%*

FOR 2019 09

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTM	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101840	65220	WATER	600	0	600	163.29	436.71	27.2%
101840	65240	DUMESTERS/TRASH RE	1,300	0	1,300	684.00	616.00	52.0%
101840	65250	SEWER	0	0	0	100.00	-100.00	100.0%*
101840	65305	BOAT EQUIPMENT MAI	750	0	750	3,544.43	-2,794.43	472.6%*
101840	65311	GAS, GREASE, & OIL	750	0	750	240.24	509.76	32.0%
101840	65452	SAFETY	1,000	0	1,000	.00	1,000.00	.0%
101840	65460	SIGNS	500	0	500	.00	500.00	.0%
101840	65462	RIGGING	9,600	0	9,600	6,229.72	3,370.28	64.9%
101840	65463	SANITATION	3,900	0	3,900	1,251.00	2,649.00	32.1%
101840	65470	PROFESSIONAL DEVE	550	0	550	525.00	25.00	95.5%
101840	65480	OTHER PROFESSIONAL	2,500	0	2,500	1,929.14	570.86	77.2%
101840	65500	MAIN BLDG/GROUNDS	3,000	0	3,000	5,512.95	-2,512.95	183.8%*
101840	65521	UNIFORMS	500	0	500	241.04	258.96	48.2%
101840	66010	OFFICE SUPPLIES	500	0	500	237.33	262.67	47.5%
101840	66040	JANITORIAL SUPPLIE	300	0	300	29.28	270.72	9.8%
TOTAL PORT AUTHORITY			94,950	0	94,950	72,668.64	22,281.36	76.5%
101930 RESOURCE RECOVERY FACILITY								
101930	64009	SOLID WASTE 40% CO	31,956	0	31,956	28,000.52	3,955.48	87.6%
101930	64010	FULL TIME SALARIES	171,051	0	171,051	119,820.15	51,230.85	70.0%
101930	64020	PART TIME SALARIES	0	0	0	1,512.00	-1,512.00	100.0%*
101930	64030	OVERTIME	7,000	0	7,000	3,726.38	3,273.62	53.2%
101930	65020	TELEPHONE & INTERN	2,000	0	2,000	632.99	1,367.01	31.6%
101930	65030	TRANSPORTATION	200	0	200	.00	200.00	.0%
101930	65040	EDUCATIONAL/MEETIN	1,000	0	1,000	50.00	950.00	5.0%
101930	65060	PRINTING	1,500	0	1,500	1,408.28	91.72	93.9%
101930	65090	ZERO WASTE PROGRAM	2,500	0	2,500	.00	2,500.00	.0%
101930	65200	ELECTRICITY	11,000	0	11,000	10,066.10	933.90	91.5%
101930	65220	WATER	950	0	950	489.27	460.73	51.5%
101930	65230	FUEL OIL	1,230	0	1,230	410.63	819.37	33.4%
101930	65300	MACHINE & EQUIPMEN	3,500	0	3,500	2,333.58	1,166.42	66.7%
101930	65303	PROTECTIVE & SAFET	1,000	0	1,000	1,860.15	-860.15	186.0%*
101930	65304	FACILITY SAFETY IN	1,250	0	1,250	79.99	1,170.01	6.9%
101930	65311	GAS, GREASE, & OIL	10,000	0	10,000	6,685.46	3,314.54	66.4%
101930	65312	TIRES & TUBES	3,000	0	3,000	.00	3,000.00	.0%
101930	65480	OTHER PROFESSIONAL	250,000	0	250,000	160,295.12	89,704.88	64.1%
101930	65500	MAINTENANCE OF BLD	8,000	0	8,000	2,692.65	5,307.35	33.7%
101930	65521	UNIFORMS	2,000	0	2,000	2,400.00	-400.00	120.0%*
101930	66009	SHOP SUPPLIES	6,000	0	6,000	3,034.48	2,965.52	50.6%
101930	66010	OFFICE SUPPLIES	250	0	250	.00	250.00	.0%

FOR 2019 09

ACCOUNTS FOR: TOWN GENERAL FUND ORIGINAL APPROP TRANSFRS/ADJUSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

101930 66011	HAND TOOLS	200	0	200	332.95	.00	-132.95	166.5%*
101930 66030	OTHER SUPPLIES	250	0	250	66.23	.00	183.77	26.5%
101930 66040	JANITORIAL SUPPLIE	1,400	0	1,400	1,063.56	.00	336.44	76.0%
101930 67516	PLANT EQUIPMENT MA	10,500	0	10,500	11,408.12	.00	-908.12	108.6%*
101930 67553	ASPHALT SURFACE MA	7,500	0	7,500	.00	.00	7,500.00	.0%

TOTAL RESOURCE RECOVERY FACILITY 535,237 0 535,237 358,368.61 .00 176,868.39 67.0%

103000 SHARED EXPENSES - OTHER INSURA

103000 64060	FICA EMPLOYER SHAR	388,905	0	388,905	273,994.61	.00	114,910.39	70.5%
103000 64070	WORKERS' COMP INSU	186,587	0	186,587	48,108.67	.00	138,478.33	25.8%
103000 64090	RETIRED EMP MEDICA	212,306	0	212,306	165,051.01	.00	47,254.99	77.7%
103000 64092	DISABILITY INSURAN	28,756	0	28,756	23,913.47	.00	4,842.53	83.2%
103000 65101	MMA RISK POOL	170,949	0	170,949	166,525.62	.00	4,423.38	97.4%
103000 65115	UNEMPLOYMENT COMPE	0	0	0	532.07	.00	-532.07	100.0%*
103000 65150	MISCELLANEOUS INSU	4,600	0	4,600	3,953.40	.00	646.60	85.9%
103000 65210	UNION CENTRAL LIFE	2,600	0	2,600	1,846.74	.00	753.26	71.0%

TOTAL SHARED EXPENSES - OTHER INSURA 994,703 0 994,703 683,925.59 .00 310,777.41 68.8%

103001 SHARED EXPENSE - HEALTH/DENTAL

103001 64090	MAJOR MEDICAL INSU	1,134,533	0	1,134,533	903,935.47	.00	230,597.53	79.7%
103001 64091	DENTAL INSURANCE	13,845	0	13,845	8,899.52	.00	4,945.48	64.3%

TOTAL SHARED EXPENSE - HEALTH/DENTAL 1,148,378 0 1,148,378 912,834.99 .00 235,543.01 79.5%

103002 RETIREMENT

103002 64050	MAINE STATE RETIRE	479,268	0	479,268	338,158.29	.00	141,109.71	70.6%
103002 64051	ICMA EMPLOYER SHAR	28,426	0	28,426	16,148.13	.00	12,277.87	56.8%

TOTAL RETIREMENT 507,694 0 507,694 354,306.42 .00 153,387.58 69.8%

108000 ADULT ED

108000 69480	ADULT EDUCATION FU	86,765	0	86,765	86,765.00	.00	.00	100.0%
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FOR 2019 09

ACCOUNTS FOR:
1000 TOWN GENERAL FUND

ORIGINAL APPROP TRANSFRS/ ADJUSTMNTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

TOTAL ADULT ED 86,765 0 86,765 86,765.00 .00 .00 100.0%

1111 TOWN REVENUE

1111 43001	PROPERTY TAX REVENUE	-9,240,217	-113,564	-9,353,781	-9,366,125.20	.00	12,344.20	100.1%
1111 43003	PROPERTY TAX ABATEME	0	0	0	59,251.79	.00	-59,251.79	100.0%**
1111 43004	PAYMENT IN LIEU OF T	-7,000	0	-7,000	-3,286.00	.00	-3,714.00	46.9%**
1111 43006	HOMESTEAD EXEMPT STA	-180,000	0	-180,000	-271,745.00	.00	91,745.00	151.0%
1111 43007	TREE GROWTH REVENUE	-2,758	0	-2,758	-2,771.89	.00	13.89	100.5%
1111 43031	EXCISE TAX AUTOMOBIL	-1,750,000	0	-1,750,000	-1,432,472.68	.00	-317,527.32	81.9%**
1111 43032	EXCISE TAX BOAT	-27,500	0	-27,500	-14,614.10	.00	-12,885.90	53.18%**
1111 43109	SIGN PERMITS	-3,000	0	-3,000	-1,550.00	.00	-1,450.00	51.7%**
1111 43110	CODE ENFORCEMENT FEE	-280,000	0	-280,000	-206,282.05	.00	-73,717.95	73.7%**
1111 43113	BOARD OF ASSESSMENT	-200	0	-200	.00	.00	-200.00	.0%**
1111 43114	ADDITIONAL LAND USE	-4,400	0	-4,400	-3,460.00	.00	-940.00	78.6%**
1111 43115	PLANNING FEES (SUBDI	-16,000	0	-16,000	-5,908.00	.00	-10,092.00	36.9%**
1111 43120	TOWN CLERK FEES	-22,000	0	-22,000	-17,306.60	.00	-4,693.40	78.7%**
1111 43121	WILDLIFE AGENT FEE	-1,200	0	-1,200	-674.00	.00	-526.00	56.2%**
1111 43122	ANIMAL WELFARE AGENT	-1,600	0	-1,600	-1,475.00	.00	-125.00	92.2%**
1111 43130	TOWN REGISTRATION FE	-27,000	0	-27,000	-19,486.00	.00	-7,514.00	72.2%**
1111 43135	HWY PERMITS & FEES	-1,000	0	-1,000	-530.00	.00	-470.00	53.0%**
1111 43140	SOLID WASTE PERMITS	-55,000	0	-55,000	-71,942.00	.00	16,942.00	130.8%**
1111 43145	SOLID WASTE RECYCLIN	-125,000	0	-125,000	-47,603.10	.00	-77,396.90	38.1%**
1111 43147	DINGHY FEES	-12,740	0	-12,740	-6,040.00	.00	-6,700.00	47.4%**
1111 43148	TRANSIENT SLIP RENTA	-3,000	0	-3,000	-4,550.00	.00	1,550.00	151.7%**
1111 43149	KPA APPLICATION FEES	-1,000	0	-1,000	-300.00	.00	-700.00	30.0%**
1111 43151	LAUNCH FEE	-84,500	0	-84,500	-45,445.90	.00	-39,054.10	53.8%**
1111 43152	TRANSIENT MOORING	-15,500	0	-15,500	-9,657.75	.00	-5,842.25	62.3%**
1111 43153	WAIT LIST FEE	-5,200	0	-5,200	-6,305.00	.00	1,105.00	121.3%**
1111 43154	HARBOR & WATER USAGE	-11,450	0	-11,450	-748.00	.00	-702.00	51.6%**
1111 43156	PIER USAGE FEE	-11,000	0	-11,000	-208.00	.00	-10,792.00	1.9%**
1111 43157	MOORING LATE FEE	0	0	0	-1,200.00	.00	450.00	160.0%**
1111 43160	FORT FOSTER FEES	-195,000	0	-195,000	-350.00	.00	350.00	100.0%
1111 43165	SPRINKLER PERMITS	-250	0	-250	-135,709.25	.00	-59,290.75	69.6%**
1111 43210	LIEN FEES	-15,000	0	-15,000	-5,534.10	.00	-9,465.90	36.9%**
1111 43220	PENALTY INTEREST	-35,000	0	-35,000	-30,324.81	.00	-4,675.19	86.6%**
1111 43320	RECREATION FEES	-987,000	0	-987,000	-797,812.42	.00	-189,187.58	80.8%**
1111 43330	ANIMAL CONTROL	-6,500	0	-6,500	-3,740.00	.00	-2,760.00	57.5%**
1111 43336	PHOTO COPIES	-350	0	-350	-143.75	.00	-206.25	41.1%**
1111 43349	DEA OVERTIME REIMBUR	-5,000	0	-5,000	.00	.00	-5,000.00	.0%**



FOR 2019 09

ACCOUNTS FOR: TOWN GENERAL FUND 1000	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1111 43351 ACCIDENT REPORTS	-3,000	0	-3,000	-2,385.00	.00	-615.00	79.5%*
1111 43352 PARKING TICKETS	-15,000	0	-15,000	-18,430.00	.00	3,430.00	122.9%*
1111 43353 GUN PERMITS	-2,000	0	-2,000	-565.00	.00	-1,435.00	28.3%*
1111 43354 ELIOT DISPATCHING SE	-93,360	0	-93,360	-46,680.00	.00	-46,680.00	50.0%*
1111 43355 ORDINANCE FINES	-100	0	-100	-1,250.00	.00	1,150.00	1250.0%*
1111 43356 WITNESS FEES	-500	0	-500	-55.00	.00	-445.00	11.0%*
1111 43358 FALSE ALARMS	-1,100	0	-1,100	-880.00	.00	-220.00	80.0%*
1111 43359 AMBULANCE DISPATCH F	-16,000	0	-16,000	-8,000.00	.00	-8,000.00	50.0%*
1111 43410 MDOT HWY MAINTENANCE	-11,500	0	-11,500	.00	.00	-11,500.00	.0%*
1111 43420 STATE REVENUE SHARIN	-414,000	0	-414,000	-319,305.28	.00	-94,694.72	77.1%*
1111 43421 STATE PARK FEE REV S	-275	0	-275	.00	.00	-275.00	.0%*
1111 43443 RESSTITUTION INCOME/U	-3,000	0	-3,000	-2,025.42	.00	-974.58	67.5%*
1111 43470 STATE OF MAINE GENER	-45,000	0	-45,000	-16,202.91	.00	-28,797.09	36.0%*
1111 43480 MARY SAFORD WILDES	-30,000	0	-30,000	-15,000.00	.00	-15,000.00	50.0%*
1111 43510 INTEREST ON INVESTME	-50,000	0	-50,000	-38,054.43	.00	-11,945.57	76.1%*
1111 43530 MISCELLANEOUS REVENU	-20,000	0	-20,000	-16,417.26	.00	-3,582.74	82.1%*
1111 43540 SEWER DEPT RENT	-22,900	0	-22,900	-11,450.00	.00	-11,450.00	50.0%*
1111 43555 SNOWMOBILE/HANDICAP/	-655	0	-655	-615.66	.00	-39.34	94.0%*
1111 43560 GMH HOUSING	-275,000	0	-275,000	-177,899.36	.00	-97,100.64	64.7%*
1111 43575 SUP APPRO FROM UNDES	0	0	-450,000	.00	.00	-450,000.00	.0%*
1111 43576 TRANSFER IN FROM OTH	-243,978	0	-243,978	-243,978.00	.00	-10,000.00	100.0%*
1111 43580 USE OF CARRY FORWARD	0	0	-10,000	.00	.00	-10,000.00	.0%*
1111 45007 INTEREST REVENUE	-1,000	0	-1,000	.00	.00	-1,000.00	.0%*
1111 45015 FEMA REVENUE	0	0	0	-38.36	.00	38.36	100.0%*
1111 45020 MMA W/C DIVIDEND	-9,000	0	-9,000	-24,750.40	.00	15,750.40	275.0%*
1111 45025 SCHOOL RESOURCE OFFI	-46,350	0	-46,350	-45,000.00	.00	-1,350.00	97.1%*
TOTAL TOWN REVENUE	-14,426,833	-573,564	-15,000,397	-13,445,330.89	.00	-1,555,066.11	89.6%*
TOTAL TOWN GENERAL FUND	0	0	0	-1,324,525.12	.00	1,324,525.12	100.0%*
TOTAL REVENUES	-14,426,833	-573,564	-15,000,397	-13,445,330.89	.00	-1,555,066.11	
TOTAL EXPENSES	14,426,833	573,564	15,000,397	12,120,805.77	.00	2,879,591.23	



FOR 2019 09

	ORIGINAL APPROP	TRANSRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-1,324,525.12	.00	1,324,525.12	100.0%

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

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

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FOR 2019 09

ACCOUNTS FOR:
6000 SEWER FUND

ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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6000 SEWER FUND

6000 43003 SEWER ADJUSTMENTS	0	0	0	0	-82	100.0%*
6000 43220 PENALTY INTEREST	0	0	-3,084.10	0.00	3,084.10	100.0%*
6000 45001 REVENUE US NAVY	-580,695	-580,695	-259,492.04	0.00	-321,202.96	44.7%*
6000 45002 REVENUE US NAVY HOUS	-93,590	-93,590	-92,525.78	0.00	-1,064.22	98.9%*
6000 45003 REVENUE OTHER	-25,000	-25,000	-40,199.31	0.00	15,199.31	160.8%*
6000 45004 REVENUE TOWN OF ELTIO	-177,138	-177,138	-104,912.70	0.00	-72,225.30	59.2%*
6000 45005 REVENUE NEW SEWER	-1,187,079	-1,187,079	-1,025,595.78	0.00	-161,483.22	86.4%*
6000 45006 EXPANSION ASSESSMENT	-77,000	-77,000	-44,026.60	0.00	-32,973.40	57.2%*
6000 45007 SEWER INTEREST REVEN	0	0	-11,945.80	0.00	11,945.80	100.0%*
TOTAL SEWER FUND	-2,140,502	-2,140,502	-1,581,781.29	0.00	-558,720.71	73.9%

602702 SEWER LINES

602702 64010 SEWER LINES LABOR	18,189	18,189	6,758.83	0.00	11,430.17	37.2%
602702 65480 OTHER PROF SERV/CO	28,350	28,350	11,008.50	0.00	17,341.50	38.8%
602702 66300 SUPPLIES - SEWER L	10,000	10,000	841.61	0.00	9,158.39	8.4%
TOTAL SEWER LINES	56,539	56,539	18,608.94	0.00	37,930.06	32.9%

602710 PUMP STATION # 1

602710 64010 PUMP STATION # 1 L	2,728	2,728	2,105.19	0.00	622.81	77.2%
602710 65200 PUMP STATION # 1 E	5,000	5,000	563.26	0.00	4,436.74	11.3%
602710 65480 PUMP STATION # 1 C	1,000	1,000	883.98	0.00	116.02	88.4%
602710 65930 PUMP STATION # 1 A	260	260	137.94	0.00	122.06	53.1%
602710 66300 PUMP STATION # 1 S	50	50	.00	0.00	50.00	.0%
602710 66320 PUMP STATION # 1 P	450	450	243.73	0.00	206.27	54.2%
TOTAL PUMP STATION # 1	9,488	9,488	3,934.10	0.00	5,553.90	41.5%

602711 PUMP STATION # 2

602711 64010 PUMP STATION # 2 L	3,547	3,547	1,833.92	0.00	1,713.08	51.7%
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FOR 2019 09

ACCOUNTS FOR:
6000 SEWER FUND

ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602711 PUMP STATION # 2							
602711 65200 PUMP STATION # 2 E	3,800	0	3,800	2,485.67	.00	1,314.33	65.4%
602711 65480 PUMP STATION # 2 C	900	0	900	884.29	.00	15.71	98.3%
602711 65930 PUMP STATION # 2 A	300	0	300	137.94	.00	162.06	46.0%
602711 66300 PUMP STATION # 2 S	100	0	100	.00	.00	100.00	.0%
602711 66320 PUMP STATION # 2 P	500	0	500	86.00	.00	414.00	17.2%
TOTAL PUMP STATION # 2	9,147	0	9,147	5,427.82	.00	3,719.18	59.3%
602712 PUMP STATION # 3							
602712 64010 PUMP STATION # 3 L	4,365	0	4,365	1,925.28	.00	2,439.72	44.1%
602712 65200 PUMP STATION # 3 E	2,000	0	2,000	1,263.32	.00	736.68	63.2%
602712 65480 PUMP STATION # 3 C	6,000	0	6,000	1,098.29	.00	4,901.71	18.3%
602712 65930 PUMP STATION # 3 A	260	0	260	137.94	.00	122.06	53.1%
602712 66300 PUMP STATION # 3 S	50	0	50	.00	.00	50.00	.0%
602712 66320 PUMP STATION # 3 P	650	0	650	243.84	.00	406.16	37.5%
TOTAL PUMP STATION # 3	13,325	0	13,325	4,668.67	.00	8,656.33	35.0%
602713 PUMP STATION # 4							
602713 64010 PUMP STATION # 4 L	3,274	0	3,274	1,777.72	.00	1,496.28	54.3%
602713 65200 PUMP STATION # 4 E	1,450	0	1,450	944.69	.00	505.31	65.2%
602713 65480 PUMP STATION # 4 C	1,500	0	1,500	884.29	.00	615.71	59.0%
602713 65930 PUMP STATION # 4 A	300	0	300	137.94	.00	162.06	46.0%
602713 66300 PUMP STATION # 4 S	25	0	25	.00	.00	25.00	.0%
602713 66320 PUMP STATION # 4 P	650	0	650	885.69	.00	-235.69	136.3%*
TOTAL PUMP STATION # 4	7,199	0	7,199	4,630.33	.00	2,568.67	64.3%
602714 PUMP STATION # 5							
602714 64010 PUMP STATION # 5 L	3,274	0	3,274	1,339.92	.00	1,934.08	40.9%
602714 65200 PUMP STATION # 5 E	1,400	0	1,400	837.28	.00	562.72	59.8%
602714 65480 PUMP STATION # 5 C	1,100	0	1,100	884.29	.00	215.71	80.4%
602714 65930 PUMP STATION # 5 A	300	0	300	137.97	.00	162.03	46.0%
602714 66300 PUMP STATION # 5 S	50	0	50	.00	.00	50.00	.0%
602714 66320 PUMP STATION # 5 P	450	0	450	86.00	.00	364.00	19.1%

FOR 2019 09

ACCOUNTS FOR: SEWER FUND
6000

ORIGINAL APPROP TRANSFRS/ADJUSTMS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

TOTAL PUMP STATION # 5 6,574 0 6,574 3,285.46 .00 3,288.54 50.0%

602715 PUMP STATION # 6

602715	64010	PUMP STATION # 6IA	21,827	0	21,827	16,416.10	.00	5,410.90	75.2%
602715	65200	PUMP STATION # 6E	16,000	0	16,000	9,539.18	.00	6,460.82	59.6%
602715	65220	PUMP STATION # 6W	1,000	0	1,000	529.00	.00	471.00	52.9%
602715	65315	PUMP STATION GEMER	800	0	800	279.74	.00	520.26	35.0%
602715	65480	PUMP STATION # 6C	4,725	0	4,725	8,464.68	.00	-3,739.68	179.1%*
602715	65930	PUMP STATION # 6A	300	0	300	137.97	.00	162.03	46.0%
602715	66300	PUMP STATION # 6S	1,000	0	1,000	75.13	.00	924.87	7.5%
602715	66320	PUMP STATION # 6P	3,050	0	3,050	5,415.83	.00	-2,365.83	177.6%*
TOTAL PUMP STATION # 6			48,702	0	48,702	40,857.63	.00	7,844.37	83.9%

602716 PUMP STATION # 7 (ELLIOT)

602716	64010	PUMP STATION # 7L	18,553	0	18,553	14,473.95	.00	4,079.05	78.0%
602716	65200	PUMP STATION # 7E	4,860	0	4,860	3,191.11	.00	1,668.89	65.7%
602716	65220	PUMP STATION # 7W	230	0	230	176.91	.00	53.09	76.9%
602716	65315	PUMP STATION GEMER	425	0	425	.00	.00	425.00	.0%
602716	65480	PUMP STATION # 7C	4,784	0	4,784	1,855.64	.00	2,928.36	38.8%
602716	65930	PUMP STATION # 7A	300	0	300	137.97	.00	162.03	46.0%
602716	66300	PUMP STATION # 7S	50	0	50	.00	.00	50.00	.0%
602716	66320	PUMP STATION # 7P	1,550	0	1,550	2,285.46	.00	-735.46	147.4%*
TOTAL PUMP STATION # 7 (ELLIOT)			30,752	0	30,752	22,121.04	.00	8,630.96	71.9%

602717 PUMP STATION # 8

602717	64010	PUMP STATION # 8L	7,639	0	7,639	3,620.61	.00	4,018.39	47.4%
602717	65200	PUMP STATION # 8E	10,000	0	10,000	9,209.95	.00	790.05	92.1%
602717	65220	PUMP STATION # 8W	1,000	0	1,000	344.50	.00	655.50	34.5%
602717	65315	PUMP STATION GEMER	350	0	350	219.56	.00	130.44	62.7%
602717	65480	PUMP STATION # 8C	8,850	0	8,850	3,216.46	.00	5,633.54	36.3%
602717	65930	PUMP STATION # 8A	280	0	280	137.97	.00	142.03	49.3%
602717	66300	PUMP STATION # 8S	500	0	500	.00	.00	500.00	.0%

FOR 2019 09

ACCOUNTS FOR: SEWER FUND ORIGINAL APPROP TRANSFRS/ADJSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

602717	66320	PUMP STATION # 8 P	2,050	0	2,050	5,874.24	.00	-3,824.24	286.5%*
TOTAL PUMP STATION # 8			30,669	0	30,669	22,623.29	.00	8,045.71	73.8%

602718 PUMP STATION # 9									
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602718	64010	PUMP STATION # 9 L	3,820	0	3,820	2,727.29	.00	1,092.71	71.4%
602718	65020	PUMP STATION #9 TE	600	0	600	419.81	.00	180.19	70.0%
602718	65200	PUMP STATION # 9 E	10,000	0	10,000	6,006.42	.00	3,993.58	60.1%
602718	65220	PUMP STATION # 9 W	225	0	225	117.94	.00	107.06	52.4%
602718	65315	PUMP STATION GEMER	500	0	500	61.72	.00	438.28	12.3%
602718	65480	PUMP STATION # 9 C	6,060	0	6,060	4,970.24	.00	1,089.76	82.0%
602718	65930	PUMP STATION # 9 A	300	0	300	137.97	.00	162.03	46.0%
602718	66300	PUMP STATION # 9 S	120	0	120	128.60	.00	-8.60	107.2%*
602718	66320	PUMP STATION # 9 P	850	0	850	3,828.44	.00	-2,978.44	450.4%*
TOTAL PUMP STATION # 9			22,475	0	22,475	18,398.43	.00	4,076.57	81.9%

602719 PUMP STATION #10									
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602719	64010	PUMP STATION #10 L	3,820	0	3,820	2,659.42	.00	1,160.58	69.6%
602719	65200	PUMP STATION #10 E	600	0	600	1,177.40	.00	-577.40	196.2%*
602719	65480	PUMP STATION #10 C	2,000	0	2,000	884.29	.00	1,115.71	44.2%
602719	65930	PUMP STATION #10 A	260	0	260	137.97	.00	122.03	53.1%
602719	66300	PUMP STATION #10 S	50	0	50	.00	.00	50.00	.0%
602719	66320	PUMP STATION #10 P	1,000	0	1,000	205.20	.00	794.80	20.5%
TOTAL PUMP STATION #10			7,730	0	7,730	5,064.28	.00	2,665.72	65.5%

602720 PUMP STATION #11									
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602720	64010	PUMP STATION #11 L	3,001	0	3,001	1,856.40	.00	1,144.60	61.9%
602720	65200	PUMP STATION #11 E	1,000	0	1,000	1,018.97	.00	-18.97	101.9%*
602720	65480	PUMP STATION #11 C	1,000	0	1,000	884.29	.00	115.71	88.4%
602720	65930	PUMP STATION #11 A	300	0	300	137.97	.00	162.03	46.0%
602720	66300	PUMP STATION #11 S	25	0	25	.00	.00	25.00	.0%
602720	66320	PUMP STATION #11 P	550	0	550	209.56	.00	340.44	38.1%
TOTAL PUMP STATION #11			5,876	0	5,876	4,107.19	.00	1,768.81	69.9%

FOR 2019 09

ACCOUNTS FOR: SEWER FUND
6000

ORIGINAL APPROP TRANSFERS/ADJUSTMENTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

602721 PUMP STATION #12

602721 64010	PUMP STATION #12 L	3,274	0	3,274	2,922.36	.00	351.64	89.3%
602721 65200	PUMP STATION #12 E	700	0	700	599.25	.00	100.75	85.6%
602721 65480	PUMP STATION #12 C	1,000	0	1,000	884.29	.00	115.71	88.4%
602721 65930	PUMP STATION #12 A	350	0	350	137.97	.00	212.03	39.4%
602721 66300	PUMP STATION #12 S	25	0	25	.00	.00	25.00	.0%
602721 66320	PUMP STATION #12 P	400	0	400	243.84	.00	156.16	61.0%
TOTAL PUMP STATION #12		5,749	0	5,749	4,787.71	.00	961.29	83.3%

602722 PUMP STATION #13

602722 64010	PUMP STATION #13 L	4,365	0	4,365	3,495.86	.00	869.14	80.1%
602722 65200	PUMP STATION #13 E	5,700	0	5,700	1,831.18	.00	3,868.82	32.1%
602722 65480	PUMP STATION #13 C	2,000	0	2,000	4,024.79	.00	-2,024.79	201.2%*
602722 65930	PUMP STATION #13 A	300	0	300	694.97	.00	-394.97	231.7%*
602722 66300	PUMP STATION #13 S	50	0	50	.00	.00	50.00	.0%
602722 66320	PUMP STATION #13 P	750	0	750	1,277.75	.00	-527.75	170.4%*
TOTAL PUMP STATION #13		13,165	0	13,165	11,324.55	.00	1,840.45	86.0%

602723 PUMP STATION #14

602723 64010	PUMP STATION #14 L	3,001	0	3,001	1,064.05	.00	1,936.95	35.5%
602723 65200	PUMP STATION #14 E	750	0	750	481.45	.00	268.55	64.2%
602723 65480	PUMP STATION #14 C	1,000	0	1,000	884.29	.00	115.71	88.4%
602723 65930	PUMP STATION #14 A	300	0	300	137.97	.00	162.03	46.0%
602723 66300	PUMP STATION #14 S	25	0	25	63.98	.00	-38.98	255.9%*
602723 66320	PUMP STATION #14 P	400	0	400	86.00	.00	314.00	21.5%
TOTAL PUMP STATION #14		5,476	0	5,476	2,717.74	.00	2,758.26	49.6%

602724 PUMP STATION #15

602724 64010	PUMP STATION #15 L	2,183	0	2,183	951.29	.00	1,231.71	43.6%
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TOWN OF KITTERY - LIVE
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 09

ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602724 65200 PUMP STATION #15 E	600	0	600	375.21	.00	224.79	62.5%
602724 65480 PUMP STATION #15 C	1,000	0	1,000	884.29	.00	115.71	88.4%
602724 65930 PUMP STATION #15 A	300	0	300	137.97	.00	162.03	46.0%
602724 66300 PUMP STATION #15 S	25	0	25	.00	.00	25.00	.0%
602724 66320 PUMP STATION #15 P	500	0	500	86.00	.00	414.00	17.2%
TOTAL PUMP STATION #15	4,608	0	4,608	2,434.76	.00	2,173.24	52.8%
602725 PUMP STATION #16							
602725 64010 PUMP STATION #16 L	2,728	0	2,728	1,467.92	.00	1,260.08	53.8%
602725 65200 PUMP STATION #16 E	700	0	700	675.66	.00	24.34	96.5%
602725 65480 PUMP STATION #16 C	700	0	700	1,390.05	.00	-690.05	198.6%*
602725 65930 PUMP STATION #16 A	300	0	300	694.97	.00	-394.97	231.7%*
602725 66300 PUMP STATION #16 S	25	0	25	.00	.00	25.00	.0%
602725 66320 PUMP STATION #16 P	475	0	475	86.00	.00	389.00	18.1%
TOTAL PUMP STATION #16	4,928	0	4,928	4,314.60	.00	613.40	87.6%
602726 PUMP STATION #17							
602726 64010 PUMP STATION #17 L	2,456	0	2,456	1,313.93	.00	1,142.07	53.5%
602726 65200 PUMP STATION #17 E	800	0	800	527.15	.00	272.85	65.9%
602726 65480 PUMP STATION #17 C	700	0	700	910.05	.00	-210.05	130.0%*
602726 65930 PUMP STATION #17 A	300	0	300	137.97	.00	162.03	46.0%
602726 66300 PUMP STATION #17 S	25	0	25	.00	.00	25.00	.0%
602726 66320 PUMP STATION #17 P	525	0	525	86.00	.00	439.00	16.4%
TOTAL PUMP STATION #17	4,806	0	4,806	2,975.10	.00	1,830.90	61.9%
602727 PUMP STATION #18							
602727 64010 PUMP STATION #18 L	2,183	0	2,183	940.22	.00	1,242.78	43.1%
602727 65200 PUMP STATION #18 E	700	0	700	602.80	.00	97.20	86.1%
602727 65480 PUMP STATION #18 C	1,368	0	1,368	884.29	.00	483.71	64.6%
602727 65930 PUMP STATION #18 A	300	0	300	137.97	.00	162.03	46.0%
602727 66300 PUMP STATION #18 S	25	0	25	.00	.00	25.00	.0%
602727 66320 PUMP STATION #18 P	650	0	650	86.00	.00	564.00	13.2%



FOR 2019 09

ACCOUNTS FOR: SEWER FUND
6000

ORIGINAL APPROP TRANSFRS/ ADJSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

TOTAL PUMP STATION #18 5,226 0 5,226 2,651.28 .00 2,574.72 50.7%

602728 PUMP STATION #19

602728	64010	PUMP STATION #19 L	2,183	0	2,183	1,727.68	.00	455.32	79.1%
602728	65200	PUMP STATION #19 E	415	0	415	450.23	.00	-35.23	108.5%*
602728	65480	PUMP STATION #19 C	1,000	0	1,000	910.05	.00	89.95	91.0%
602728	65930	PUMP STATION #19 A	300	0	300	137.97	.00	162.03	46.0%
602728	66300	PUMP STATION #19 S	25	0	25	.00	.00	25.00	.0%
602728	66320	PUMP STATION #19 P	450	0	450	27.07	.00	422.93	6.0%
TOTAL PUMP STATION #19			4,373	0	4,373	3,253.00	.00	1,120.00	74.4%

602729 PUMP STATION #20

602729	64010	PUMP STATION #20 L	1,910	0	1,910	812.37	.00	1,097.63	42.5%
602729	65200	PUMP STATION #20 E	0	0	0	296.30	.00	-296.30	100.0%*
602729	65480	PUMP STATION #20 C	1,000	0	1,000	910.05	.00	89.95	91.0%
602729	65930	PUMP STATION #20 A	300	0	300	137.97	.00	162.03	46.0%
602729	66300	PUMP STATION #20 S	25	0	25	.00	.00	25.00	.0%
602729	66320	PUMP STATION #20 P	250	0	250	27.07	.00	222.93	10.8%
TOTAL PUMP STATION #20			3,485	0	3,485	2,183.76	.00	1,301.24	62.7%

602730 PUMP STATION #21

602730	64010	PUMP STATION #21 L	3,274	0	3,274	1,896.77	.00	1,377.23	57.9%
602730	65200	PUMP STATION #21 E	2,400	0	2,400	1,766.62	.00	633.38	73.6%
602730	65315	PUMP STATION #21 G	200	0	200	103.79	.00	96.21	51.9%
602730	65480	PUMP STATION #21 C	1,300	0	1,300	1,505.24	.00	-205.24	115.8%*
602730	65930	PUMP STATION #21 A	300	0	300	137.97	.00	162.03	46.0%
602730	66300	PUMP STATION #21 S	25	0	25	.00	.00	25.00	.0%
602730	66320	PUMP STATION #21 P	450	0	450	449.70	.00	.30	99.9%
TOTAL PUMP STATION #21			7,949	0	7,949	5,860.09	.00	2,088.91	73.7%

602731 PUMP STATION #22

602731	64010	PUMP STATION # 22	1,910	0	1,910	721.25	.00	1,188.75	37.8%
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04/12/2019 13:31
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TOWN OF KITTERY - LIVE
YEAR-TO-DATE BUDGET REPORT

FOR 2019 09

ACCOUNTS FOR: SEWER FUND ORIGINAL APPROP TRANSFRS/ ADJSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

602731	65200	PUMP STATION # 22	1,200	0	1,200	856.56	.00	343.44	71.4%
602731	65480	PUMP STATION # 22	600	0	600	1,406.07	.00	-806.07	234.3%*
602731	65930	PUMP STATION # 22	300	0	300	137.97	.00	162.03	46.0%
602731	66300	PUMP STATION # 22	25	0	25	.00	.00	25.00	.0%
602731	66320	PUMP STATION # 22	500	0	500	880.07	.00	-380.07	176.0%*
TOTAL PUMP STATION #22			4,535	0	4,535	4,001.92	.00	533.08	88.2%

602732 PUMP STATION #23			4,235	0	4,235	7,168.44	.00	-2,933.44	169.3%
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602732	64010	PUMP STATION # 23	1,910	0	1,910	3,676.53	.00	-1,766.53	192.5%*
602732	65200	PUMP STATION # 23	1,000	0	1,000	524.89	.00	475.11	52.5%
602732	65480	PUMP STATION # 23	550	0	550	2,025.92	.00	-1,475.92	368.3%*
602732	65930	PUMP STATION #23	300	0	300	137.97	.00	162.03	46.0%
602732	66300	PUMP STATION #23	25	0	25	.00	.00	25.00	.0%
602732	66320	PUMP STATION # 23	450	0	450	803.13	.00	-353.13	178.5%*
TOTAL PUMP STATION #23			4,235	0	4,235	7,168.44	.00	-2,933.44	169.3%

602733 PUMP STATION #24			3,985	0	3,985	6,514.12	.00	-2,529.12	163.5%
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602733	64010	PUMP STATION # 24	1,910	0	1,910	2,435.47	.00	-525.47	127.5%*
602733	65200	PUMP STATION # 24	600	0	600	566.75	.00	33.25	94.5%
602733	65480	PUMP STATION # 24	550	0	550	1,971.98	.00	-1,421.98	358.5%*
602733	65930	PUMP STATION # 24	300	0	300	764.97	.00	-464.97	255.0%*
602733	66300	PUMP STATION # 24	25	0	25	.00	.00	25.00	.0%
602733	66320	PUMP STATION # 24	600	0	600	774.95	.00	-174.95	129.2%*
TOTAL PUMP STATION #24			3,985	0	3,985	6,514.12	.00	-2,529.12	163.5%

602750 TREATMENT PLANT			171,982	0	171,982	131,279.33	.00	40,702.67	76.3%
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602750	64010	TREATMENT PLANT IA	171,982	0	171,982	39,619.10	.00	16,702.90	70.3%
602750	64019	PLANT MAINT LABOR	56,322	0	56,322	28,894.10	.00	21,105.90	57.8%
602750	64030	OVERTIME	50,000	0	50,000	28,042.03	.00	5,632.97	83.3%
602750	64050	MAINE STATE RETIRE	33,675	0	33,675	.00	.00	2,324.00	.0%
602750	64051	ICMA EMPLOYER SHAR	2,324	0	2,324	.00	.00	-850.13	104.3%*
602750	64060	FICA EMPLOYER SHAR	19,676	0	19,676	20,526.13	.00		

FOR 2019 09

ACCOUNTS FOR: SEWER FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602750 65020	3,400	0	3,400	2,531.59	.00	868.41	74.5%
602750 65040	5,200	0	5,200	4,721.66	.00	478.34	90.8%
602750 65200	105,000	0	105,000	61,095.18	.00	43,904.82	58.2%
602750 65220	4,172	0	4,172	4,421.19	.00	-249.19	106.0%*
602750 65230	15,000	0	15,000	11,666.00	.00	3,934.00	73.8%
602750 65310	48,743	0	48,743	24,819.26	.00	23,923.74	50.9%
602750 65316	2,240	0	2,240	1,157.52	.00	1,082.48	51.7%
602750 65410	7,998	0	7,998	5,549.28	.00	2,448.72	69.4%
602750 65480	55,076	0	55,076	72,200.98	.00	-17,124.98	131.1%*
602750 65500	2,000	0	2,000	303.30	.00	1,696.70	15.2%
602750 65700	2,000	0	2,000	269.92	.00	1,730.08	13.5%
602750 65930	2,000	0	2,000	385.94	.00	1,614.06	19.3%
602750 65955	130,000	0	130,000	92,916.22	.00	37,083.78	71.5%
602750 66010	24,670	0	24,670	18,696.29	.00	5,973.71	75.8%
602750 66300	3,000	0	3,000	3,010.49	.00	-10.49	100.3%*
602750 66340	11,945	0	11,945	5,081.13	.00	6,863.87	42.5%
602750 66400	1,000	0	1,000	30.81	.00	969.19	3.1%
602750 66410	21,000	0	21,000	14,864.57	.00	6,135.43	70.8%
602750 66420	26,000	0	26,000	35,160.09	.00	-9,160.09	135.2%*
602750 66450	106,000	0	106,000	75,839.62	.00	30,160.38	71.5%
602750 66520	12,450	0	12,450	10,559.34	.00	1,890.66	84.8%
TOTAL TREATMENT PLANT	922,873	0	922,873	693,041.07	.00	229,831.93	75.1%
602760 SEWER GENERAL OPERATING							
602760 64011	30,970	0	30,970	23,554.34	.00	7,415.66	76.1%
602760 64012	88,557	0	88,557	125,617.17	.00	-37,060.17	141.8%*
602760 64013	26,032	0	26,032	23,482.00	.00	2,550.00	90.2%
602760 64031	5,000	0	5,000	.00	.00	5,000.00	.0%
602760 64050	8,856	0	8,856	9,219.97	.00	-363.97	104.1%*
602760 64051	1,858	0	1,858	1,358.89	.00	499.11	73.1%
602760 64060	11,518	0	11,518	12,434.81	.00	-916.81	108.0%*
602760 64070	20,237	0	20,237	5,673.92	.00	14,563.08	28.0%
602760 64090	124,345	0	124,345	130,813.16	.00	-6,468.16	105.2%*
602760 64091	1,495	0	1,495	1,153.31	.00	341.69	77.1%
602760 64092	4,200	0	4,200	.00	.00	4,200.00	.0%
602760 65101	26,740	0	26,740	27,323.38	.00	-583.38	102.2%*
602760 65350	22,900	0	22,900	11,450.00	.00	11,450.00	50.0%
602760 65430	3,900	0	3,900	2,000.00	.00	1,900.00	51.3%
602760 66035	0	0	0	228.00	.00	-228.00	100.0%*
602760 68060	153,665	0	153,665	153,664.69	.00	.31	100.0%

04/12/2019 13:31
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TOWN OF KITTERY - LIVE
YEAR-TO-DATE BUDGET REPORT



FOR 2019 09

ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602760 68062 SEWER BOND PRINCIP	615,359	0	615,359	454,606.81	.00	160,752.19	73.9%
602760 68749 CAPITAL - SEWER FU	200,000	0	200,000	116,916.71	.00	83,083.29	58.5%
TOTAL SEWER GENERAL OPERATING	1,345,632	0	1,345,632	1,099,497.16	.00	246,134.84	81.7%
TOTAL SEWER FUND	448,999	0	448,999	424,671.19	.00	24,327.81	94.6%
TOTAL REVENUES	-2,140,502	0	-2,140,502	-1,581,781.29	.00	-558,720.71	
TOTAL EXPENSES	2,589,501	0	2,589,501	2,006,452.48	.00	583,048.52	

04/12/2019 13:31
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TOWN OF KITTERY - LIVE
 YEAR-TO-DATE BUDGET REPORT

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FOR 2019 09

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	448,999	0	448,999	424,671.19	.00	24,327.81	94.6%

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

Town of Kittery
Fund Balances - Capital Projects and Special Revenues
For the month ending March 31, 2019

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2018	Transfers FY 19	CIP Appropriation 7/1/2018	YTD Expense	YTD Revenue	Ending Fund Balance
Special Revenues (Grants, Designated Accounts, etc)								
SR	2006	2019 FEMA Reimbursement	-				25,987.28	25,987.28
SR	2012	Fire Hazmat Spill Recovery Fees	3,185.67			(1,850.30)		1,335.37
SR	2014	Police Grants	(3,293.75)			(1,740.00)	4,900.00	(133.75)
SR	2028	Ballot Machines	6,078.00					6,078.00
SR	2032	ASA Applicant Code	36,272.87			(22,905.71)	14,611.76	27,978.92
SR	2038	Kittery Block Party	23,756.59			(22,927.00)	21,375.00	22,204.59
SR	2056	Concerts in the Park	(753.09)			(1,450.00)	2,400.00	196.91
SR	2059	Conservation Comm	972.02			(60.00)		912.02
SR	2060	Wetland mitigation	37,620.00			(3,705.00)		33,915.00
SR	2063	Kittery Community Center (KCC) Donations	32,001.07			(23,826.29)	7,067.97	15,242.75
SR	2066	Police Forfeiture	58,773.33			(37,124.81)	6,439.14	28,087.66
SR	2068	Fort Foster Bench Donations	10,877.02			(233.85)	425.00	11,068.17
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	-	12,096.53				19,421.16
SR	2074-67503	TIF District #3	59,561.98	14,372.35				83,272.19
SR	2074-67502	TIF District #2	215,235.38	98,531.12				404,188.01
SR	2079	Spruce Creek 319 PH4 Grant	2,352.08				-	2,352.08
SR	2086	Spruce Creek PH 5 Grant	(1,699.35)			(9,338.55)	9,902.40	(1,135.50)
SR	2081	Channel 22 (PEG) Capital Funding	486,413.76	(243,978.00)		(73,891.54)	78,813.06	247,357.28
SR	2082	KCC Playgrounds	64,718.36					64,718.36
SR	2091/67500	FEMA Flood Maps Ins Rate Appeal	(11,240.00)			(200.00)		(11,440.00)
SR	2091/43600	FEMA Flood Maps Ins Rate Appeal - Phase 2	8,187.00			(24,670.05)	347.00	(16,136.05)
SR	4001-67500/43600	State Aid to Roads General	476,724.76	(50,000.00)		(499.02)	105,160.00	531,884.76
SR	4001-67502/43602	Whipple Road Improvements	302,170.51					301,671.49
SR	4001-67503/43603	Memorial Circle Improvements	44,219.98			(84,021.62)	68,413.63	28,611.99
SR	4001-67508/43608	Walker/Wentworth	91,305.40					91,305.40
SR	4001-67509/43605	Government Street	-	50,000.00				50,000.00
SR	4030	Public Safety/Impact Fees	85,630.51			(47,270.94)	23,068.00	61,427.57
SR	2093	LWCF Grant - Emery Field Phase 1	(36,814.61)	52,157.36		(30,685.50)	15,342.75	-
SR	2094	LWCF Grant - Emery Field Phase 2	-			(25,780.00)		(25,780.00)
SR	2210	Ogden KCC Grant	23,200.00			(19,200.00)	20,000.00	24,000.00
SR	2301	Billable Police Details	4,582.84			(12,703.05)	15,760.00	7,639.79
SR	2303	Grant Supported Police Details	(13,063.02)			(12,694.13)	21,014.45	(4,742.70)
SR	2087	Joint Land Use OEA PH1	-			(44,409.17)		(44,409.17)
Total Special Revenue			2,008,775.05	(66,820.64)	-	(501,186.53)	465,040.16	2,012,892.04
CIP Bonds								
CP	2036	Kittery Community Center Bonds	373.48					373.48
CP	2085	2016 Municipal Projects	25,925.66				38.94	25,964.60

Town of Kittery
Fund Balances - Capital Projects and Special Revenues
For the month ending March 31, 2019

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2018	Transfers FY19	CIP Appropriation 7/1/2018	YTD Expense	YTD Revenue	Ending Fund Balance
CIP Programs								
SR	2022	Compensated Absences	96,730.50			(193,056.03)		(65,217.53)
CP	2053	Pier Construction	(33,663.58)		33,663.58		33,663.58	33,663.58
CP	2057	Open space	59,047.00	(52,157.36)				6,889.64
CP	2078	Athletic Fields Master Plan (Design)	62,142.34		25,000.00			87,142.34
CP	4002	Right of Way Reserve	184,691.58		400,000.00	(325,150.27)	400,000.00	659,541.31
CP	4011	KCC Vehicle Reserve	20,700.00		8,650.00	(28,949.00)	37,310.00	37,711.00
CP	4012	Public Works Vehicles/Equipment	102,679.51		400,000.00	(239,372.56)		263,306.95
CP	4013	Fire Apparatus Reserve	293,165.19		175,900.00	(281,519.00)		187,546.19
CP	4017	MS4 Compliance Reserve	107,447.20		10,000.00	(65,429.80)		52,017.40
CP	4018	KPA Boat Reserve	17,098.02		5,000.00			22,098.02
CP	4019	KCC Equipment Reserve	5,056.73		8,400.00	(1,932.11)		11,524.62
CP	4020	Municipal Technology Reserve	13,742.74		50,000.00	(22,347.11)		41,395.63
CP	4022	Police Vehicle/Equipment	9,207.75		116,000.00	(116,787.91)		8,419.84
CP	4026	Records Preservation	10.13		10,000.00	(10,000.00)		10.13
CP	4027	Municipal Facility Reserve	200,374.96		50,000.00	(26,870.00)		223,504.96
CP	4031	Public Safety Base Station Radio Replace	20,845.45					20,845.45
CP	4037	Fire Dept SCBAs	-					-
CP	4043	Parks Building & Grounds	3,770.64		20,000.00	(19,840.60)		3,930.04
CP	4051	KCC Facility Reserve	28,826.83		25,000.00	(15,917.00)		37,909.83
CP	4053	Pepperell Cove Paving/Utilities	21,461.88		36,000.00			57,461.88
CP	4055	KPA Equipment Reserve	28,391.00	1,000.00	13,000.00			60,082.00
CP	4056	Fire Dept Equipment Reserve	128,957.72		57,667.00	(21,421.50)		165,203.22
CP	4100	Fire Dept Facility Reserve (was Boiler Replacements)	(25,758.00)		19,000.00	(18,681.16)		318.84
CP	4110	PW Sign Shed	20.00					20.00
CP	4115	KPA Pepperell Cove Railings & Lights	1,057.00					1,057.00
CP	4116	KPA Facility Reserve (was Gov Pier)	53,964.50	450,000.00		(140,952.45)		363,012.05
CP	4122	Zoning Recodification and GIS Upgrade	70,000.00			(9,683.89)		60,316.11
CP	4120	Rice and Taylor Lighting	10,000.00			(10,000.00)		-
CP	4121	Rice Beam Replacement	6,740.00					6,740.00
CP	4060	Rice Rehab/Expansion	-		100,000.00	(21,778.19)		78,221.81
		Total Capital Projects	1,513,006.23	398,842.64	1,563,280.58	(1,569,688.58)	471,012.52	2,451,010.39
School Capital Projects								
SCH	1001	School Facility Reserve	86,628.25		50,000.00	-		136,628.25
SCH	1002	School Equipment Reserve	96,504.01		40,000.00	-		136,504.01
SCH	1003	School Technology Reserve	36,197.87		40,000.00	-		76,197.87
SCH	1004	School Vehicle Reserve	17,719.07		10,000.00	-		27,719.07
		Total School Capital Projects	237,049.20	-	140,000.00	-	-	377,049.20
TOTAL GENERAL OPERATIONS			3,758,830.48	332,022.00	1,703,280.58	(2,070,875.11)	936,052.68	4,840,951.63

Town of Kittery
Fund Balances - Capital Projects and Special Revenues
For the month ending March 31, 2019

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2018	Transfers FY19	CIP Appropriation 7/1/2018	YTD Expense	YTD Revenue	Ending Fund Balance
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	18,321.65			(18,307.00)	18,500.00	18,514.65
PF	5005	Lester Raynes Fund	9,228.16					9,228.16
PF	5007	Thresher Memorial Fund	1,089.07			(1,800.52)	284.54	(426.91)
PF	5010	Kittery Education Scholarship Fund	6,629.46			(875.00)	5,931.91	11,686.37
PF	5021	Cemetery	(15,327.65)			(14,000.00)		(29,327.65)
Total Permanent Funds			105,817.06	-	-	(34,982.52)	24,716.45	95,550.99
Enterprise Fund (Sewer)								
ER	2900	Sewer Impact fees	636,741.74			-	69,015.00	705,756.74
ER	2901	Sewer Betterment	138,583.05				44,100.00	182,683.05
ER	2902	Sewer Safety Grants	2,000.00				2,000.00	2,000.00
ECP	4900	Sewer Vehicle Reserve	166,938.33			(28,290.39)		166,938.33
ECP	4901	Sewer Depreciation (Capital Reserve)	153,418.01	50,000.00				175,127.62
Total Enterprise Funds			1,097,681.13	50,000.00	-	(28,290.39)	113,115.00	1,232,505.74
GRAND TOTAL ALL FUNDS			4,962,328.67	382,022.00	1,703,280.58	(2,134,148.02)	1,073,884.13	6,169,008.36



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

REPORT TO TOWN COUNCIL

Meeting Date: April 22, 2019
From: Jessa Kellogg, Shoreland Resource Officer/Stormwater Coordinator
Kristie Rabasca, Integrated Environmental Engineering
Subject: MS4 General Permit for Stormwater Discharges
Councilor Sponsor:

EXECUTIVE SUMMARY

The Town of Kittery is subject to the 2013-2018 General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4 General Permit), a federally mandated program under the Clean Water Act administered by the Maine Department of Environmental Protection. One of the permit requirements specifies that certain municipal staff and elected officials be made aware of the MS4 General Permit and its requirements on an annual basis.

BACKGROUND

In 2003 the Town of Kittery became subject to the MS4 General Permit. The 2013-2018 General Permit has been administratively continued and currently we are in Permit Year 6. The MS4 General Permit applies to the "Urbanized Area" of the Town and is designed to reduce the discharge of pollutants from the Town's regulated, separated storm drain system, to protect water quality, and satisfy appropriate requirements of the Clean Water Act.

33 U.S.C 1251 Section 402(p) of the Clean Water Act
40 CFR 122.26 Stormwater discharges (applicable to State NPDES programs)
38 M.R.S.A §413 Maine Water Pollution Control Law

CURRENT SITUATION

The attached figure shows the Urbanized Area for the Town of Kittery based on US Census data for population density and proximity to population density. The attached brochure provides information on what stormwater and stormwater infrastructure is, what common stormwater pollutants are, outlines the different permit requirements, and details how Kittery is meeting these requirements.

The MS4 Permit requires that Town staff complete many different tasks. The following is a listing of a few of them:

- Annually provide information about stormwater and the MS4 General Permit to members of the Town Council, Planning Board, Conservation Commission, Shellfish Committee and certain municipal staff.
- Prepare a Five Year Stormwater Program Management Plan describing how the Town will implement the Permit from 2013 to 2018 (available on the Town Website in the Town Documents section).
- Educate the public about stormwater issues to raise their awareness. The Town teams with four other communities in York County, in a group called the Southern Maine Stormwater Working Group, and with other communities in the state (using the www.thinkbluemaine.org website) to implement many of the public education programs more cost effectively than if the Town had to implement them alone.
- Encourage the public to change their behaviors so that they are more protective of stormwater.
- Involve the public in stormwater protection efforts by conducting programs such as stream clean-ups, storm drain stenciling, or attendance at workshops.
- Prepare and maintain a map of the storm drain system and use it to conduct inspections of catch basins, outfalls and ditches to evaluate them for signs of illicit discharges (i.e. sewage, litter, lawn clippings, pet waste, oil). The inspections are also used to identify needed maintenance issues. The storm drain system map can be accessed from the Town website homepage by clicking on the GIS Maps link.
- Conduct inspections at construction sites for sediment and erosion control issues.
- Perform street sweeping, catch basin cleaning and maintenance of the storm drain system.
- Implement good housekeeping practices at all municipal operations where stormwater can become polluted.
- Prepare annual reports documenting this information and provide it to the Maine DEP annually.

The following people are primarily responsible for implementing the MS4 General Permit and can be contacted for more information:

Jessa Kellogg – Shoreland Resource Officer/Stormwater Coordinator

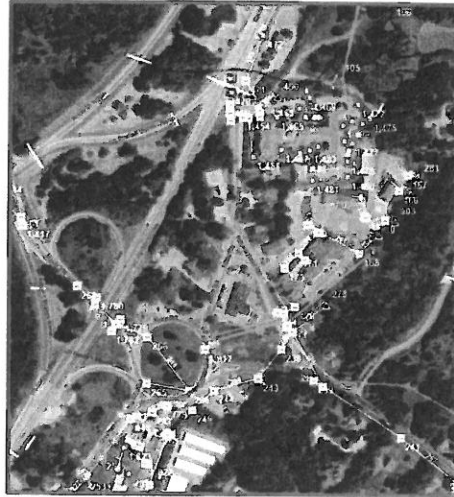
David Rich – Commissioner of Public Works

Kendra Amaral – Town Manager

Town of Kittery, Maine Stormwater Program Update for Town Council 4/22/2019



This is a snapshot of the mapping program installed on the IPAD in use by Public Works to inspect stormwater infrastructure in town. The infrastructure is color-coded to allow public works to differentiate private from public infrastructure, and to allow them to inspect all catch basins and outfalls each year. Typically, at the beginning of the year, the catch basins are coded yellow (needs inspection), then as they are inspected, they automatically change color to green.



The Town of Kittery is subject to the General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4s)

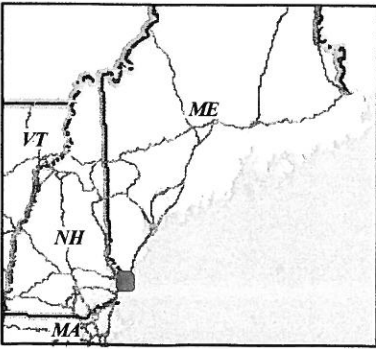
Status of the MS4 General Permit

The MS4 General Permit was supposed to expire at the end of June 2018, whereupon the DEP was supposed to issue a new one. The 2013-2018 General Permit was extended until the DEP can finalize a new permit. Six Drafts have been prepared and commented on by MS4s and other interested parties and the DEP is still working through the comments. Significant issues that are holding up the issuance include:

- General Process and administration issues related to allowing public comment, and ensuring the permit has “clear specific and measurable” requirements while still allowing MS4s the flexibility to implement the requirements in a way that is most efficient and effective.
- Wet weather monitoring of outfalls
- Addressing impaired waters (waters that do not meet their fishable/swimmable standards)


The Town has been reviewing drafts of the Permit and working with other regulated towns to comment on the content to help minimize impacts to the Town’s budget. At this time, we are not sure when the next permit will be issued. A statewide stakeholder meeting will be held with DEP on 4/25/2019, all regulated MS4s and the other parties that have been commenting on the permit. After the meeting, we will have more information in the status of these items and hopefully a date for the new permit.

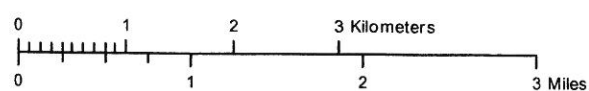
In the meantime, the Town continues to conduct street sweeping, catch basin cleaning and implement other aspects of the current permit.



**NPDES Phase II Stormwater Program
Automatically Designated MS4 Areas**

Kittery ME

 Regulated Area (2000 + 2010 Urbanized Area)



Town Population: **9945**
 Regulated Population: **7034**
 (Populations estimated from 2010 Census)



Urbanized Areas, Town Boundaries:
 US Census (2000, 2010)
 Base map © 2010 Microsoft Corporation
 and its data suppliers

4-27
12/5/2014



TOWN OF KITTEERY
Office of the Town Clerk
200 Rogers Road, Kittery, Maine 03904
Telephone: (207) 475-1313 Fax: (207) 439-6806

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

Applicant (Sole Proprietor, Corporation, Limited Liability Co.): El Grand Rodeo Corp.
(please print)

Applicant Address: 23 Sage Brush Dr., Scarborough, ME 04074
(please print) ~~04106~~

Applicant's mailing address if different from above: _____

Date of Birth (Sole Proprietor): _____ Applicant's Telephone Number: 614-254-4976

Business Name: El Grand Rodeo (dba) El Rodeo
(please print)

Business Address: 147 Western ave, South Portland ME 04106
(please print)

Business Telephone Number: 207-773-8851

Signature of Applicant: [Signature] DATE: 03/03/2019

Applicant's Name: Olse Fernandez [Olse Fernandez]
(please print)

LICENSE FEE: \$ 50.00

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

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



TOWN OF KITTERY
Office of the Town Clerk
200 Rogers Road, Kittery, Maine 03904
Telephone: (207) 475-1313 Fax: (207) 439-6806

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

Applicant (Sole Proprietor, Corporation, Limited Liability Co.): Firebrand, LLC
(please print)

Applicant Address: ~~450 U.S. Rte One~~, 9 Yale Ave, Cape Neddick, ME 03904
(please print)

Applicant's mailing address if different from above: _____

Date of Birth (Sole Proprietor): 12/16/1981 Applicant's Telephone Number: 607-455-1702

Business Name: Lovebirds Donuts
(please print)

Business Address: 450 U.S. Rte One Kittery, ME 03904
(please print)

Business Telephone Number: _____

Signature of Applicant: [Signature] DATE: 4/3/2019

Applicant's Name: Ryan MacDougall
(please print)

LICENSE FEE: \$ 50

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

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



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

REPORT TO TOWN COUNCIL

Meeting Date: April 8, 2019
UPDATED: April 22, 2019
From: Kendra Amaral, Town Manager
CC: Kelly Philbrook, KPA Chair
Subject: Title 1 - Kittery Port Authority Fines
Council Sponsor: Chairperson Judy Spiller

The Kittery Port Authority recently updated their Rules and Regulations. The revisions were the result of countless hours of review and discussion about the intent and practical application of the rules as they stood, and the vision for the use of marine facilities into the future.

The review process was carried out over the course of six months and involved three Port Authority workshops, discussion at a number of regular meetings of the Port Authority, and a public hearing. Councilor Ken Lemont participated informally and provided significant insight from his experience as a commercial fisherman and as a lawmaker. Harbormaster John Brosnihan and I were actively engaged in the process and offered our experience and perspective on implementation and enforcement. The revised Rules and Regulations were adopted on February 7, 2019.

Per the Town Charter the Port Authority has the powers and duties to make the rules and regulations, and set a fee schedule for use thereof (Charter 9.2.4). The Port Authority does not have the legal authority to set fines.

As the Council is the only legal body authorized in Kittery to establish enforceable fines, the Council needs to incorporate the KPA's Rules and Regulations fines into Title 1 for them to have the full force of law. As written, the ordinance empowers the KPA to add to and adjust their fines without requiring confirmation from the Council. If the KPA was to eliminate their fines, a blanket \$50 fine will be in effect for violation of the KPA rules and regulations. This ordinance does not prohibit the Harbormaster from issuing a criminal citation for violations of State Law.

PROPOSED SOLUTION/RECOMMENDATION

Approve as proposed.

ATTACHMENTS

- Proposed Title 1 Amendment
- Proposed Enactment for Title 1 Amendment
- KPA Appendix A

KPA Rules and Regulations are available online

AMEND 1.3 to include Violations of Kittery Port Authority Rules and Regulations

1 **§ 1.3.1 General enforcement.**

2 Any person who violates any specific provision of this Code ~~or the Kittery Port Authority Rules and~~
3 Regulations, wherein a violation penalty provision is made in the title ~~or Rules and Regulations~~
4 addressing such, must be penalized as specified ~~in said title~~. Each day any such violation ~~of any provision~~
5 ~~of this Code~~ continues constitutes a separate offense. All fines collected hereunder accrue to the benefit of
6 the Town.

7 **§ 1.3.2 Violations and penalties; continuing violations.**

8 Whenever in this Code or in any ordinance of the Town any act is prohibited or is made or declared to be
9 unlawful or an offense, or a civil violation, or whenever in such Code or ordinance the doing of any act is
10 required or the failure to do any act is declared to be unlawful, or a civil violation or an offense, where no
11 specific penalty is provided therefor, the violation of any such provision of this Code or any ordinance
12 must be punished by a fine of not more than \$500. Each day any violation of any provisions of this Code
13 or of any ordinance continues constitutes a separate offense. All fines collected hereunder accrue to the
14 benefit of the Town.

15 **§ 1.3.3 Violations and penalties; Kittery Port Authority Rules and Regulations; continuing**
16 **violations.**

17 The Kittery Port Authority Rules and Regulations are promulgated by the Port Authority in accordance
18 with Article IX Section 9.02 of the Town of Kittery Charter; and are to be construed as having the force
19 and effect of law as municipal ordinances in accordance with Title 38 Maine Revised Statutes (MRS).
20 Whenever in the Rules and Regulations any act is prohibited or is made or declared to be unlawful or an
21 offense, or a civil violation, or whenever in such Rules and Regulations the doing of any act is required or
22 the failure to do any act is declared to be unlawful, or a civil violation or an offense, where no specific
23 penalty is provided therefor in the Rules and Regulations, the violation of any such provision must be
24 punished by a fine of \$50. Each day any violation of any provisions of the Rules and Regulations
25 continues constitutes a separate offense. All fines collected hereunder accrue to the benefit of the Town.
26

27 **§ 1.3.3-4 Nuisances declared.**

28 Any violation of this Code is deemed to be a nuisance.

**KITTERY TOWN CODE TITLE 1 PROPOSED AMENDMENT –
KITTERY PORT AUTHORITY FINES**

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

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

10 **WHEREAS**, the Town of Kittery through its Charter has charged the Kittery Port Authority with
11 responsibility for establishing rules and regulations for the use of Kittery waters and public
12 marine facilities; and

13 **WHEREAS**, the Kittery Port Authority is intended to also have the authority to determine
14 appropriate fines for the violation of the Rules and Regulations they establish in accordance
15 with Town Charter; and

16 **WHEREAS**, Title 1 of the Kittery Town Code should recognize the fines established by the
17 Kittery Port Authority as having the full effect of local ordinance for the proper enforcement of
18 said rules and regulations;

19 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN
20 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS TITLE 1, CHAPTER 1.3
21 GENERAL PENALTY AS PRESENTED.

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

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

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



**KITTERY PORT AUTHORITY
RULES & REGULATIONS**

**APPENDIX A
PORT and HARBOR FEE SCHEDULE**

A. Fines

- | | |
|---|-------|
| 1. Rules and Regulations violation unless otherwise specified | \$50 |
| 2. Failure to remove dinghy by float-out | \$100 |

B. Mooring Site Fees

- | | |
|---|--|
| 1. Mooring Sites | \$8 per foot; Minimum \$200 |
| 2. Non-Municipal Transient Mooring Sites | \$8 per foot; Minimum \$300 |
| 3. Rental Mooring Sites* | \$8 per foot; Minimum \$300 |
| 4. Mooring Renewal Late Fee | \$50 |
| 5. Moored Floats | Same as mooring fees above for each vessel |
| 6. Public Mooring Sites (Approval required) | No Fee |

* Marinas and others authorized as a result of grandfathering or KPA Motion

NOTE: If, with the permission of the KPA and any other agency with jurisdiction, one side is used for rental, the fees noted in 2 and 3 above apply to the rented side. The Harbormaster may approve occasional use of an unused side by a visiting vessel at his discretion.

C. Facility Use Permits

Kittery Mooring Holders are exempt

- | | |
|--|-----------------|
| 1. Kittery Resident Commercial Vessels | |
| a. Single Use | \$50 per visit |
| b. Seasonal Use | \$10 per foot |
| 2. Non-Kittery Resident Commercial Vessels | |
| a. Single Use | \$150 per visit |
| b. Seasonal Use | \$30 per foot |

- | | |
|--------------------------------|--------------|
| D. Harbor Water Use Fee | \$200 |
|--------------------------------|--------------|

NOTE: Vessels principally moored at **private docks or private marinas** in Kittery waters, for forty-five (45) days or more in a calendar year must obtain a Harbor Use Permit. Kittery residents are exempt from the Harbor Use Permit requirement.

E. Transient Mooring and Slip Fees

Maximum 14 consecutive days or at the discretion of the Harbormaster

- 1. Town Transient Mooring Rental \$35 per night
- 2. Town Transient Slip Rental Per Night:
 - a. Off Season from Float-In to June 14 and Labor Day to Float-Out \$45 per night
 - b. In Season June 15 to Labor Day \$2 per foot; Minimum \$65 per night
- 3. Receptacle Hook-Up
 - a. First two consecutive nights \$15
 - b. Each consecutive night thereafter \$10

F. Boat Launch Ramp Fees

Passes must be visible on trailer or vehicle dashboard

- 1. Season Launch Fee
 - a. Resident \$50
 - b. Non-Resident \$125
 - c. Elders (65 and over) and Active Duty Military \$40
- 2. Daily Launch Fee
 - a. Non-Motorized \$5
 - b. Resident Motorized \$10
 - c. Non-Resident Motorized \$20

G. Dinghy Fees

Seasonal tie-up to Town facilities

- 1. Resident \$50
- 2. Non-Resident \$120

NOTE: Only mooring holders may tie up dinghies on a seasonal basis.

H. Other Fees

- 1. Outhaul No Fee
- 2. Mooring Site Wait List (Annual)
 - a. Applicants on the Wait List prior to January 1, 2019 \$10
 - b. All Others \$20
- 3. Town Storage of Vessels, Mooring Tackle, or Equipment \$50 per day

NOTE: Owner is responsible to pay removal costs incurred by the Harbormaster, in addition to Town storage fee prior to reclaiming vessels, mooring tackle, or equipment.

I. Pier, Ramp, and Float Application Fees

- 1. Application Fee \$125
- 2. Applicant Service Account (Minimum) \$145

NOTE: Pursuant to Town Code Title 3, Chapter 3.3, applicants requesting appeals, approvals, licenses, or permits, which involve services as listed therein, are required to establish an Applicant Service Account with the Town Treasurer. Such funds are to be used to pay other direct costs necessary to complete the application process, not including application fees as shown in this Appendix.

RICHARD B BICKNELL
SUZANNE C BICKNELL
PH. 207-703-2322
26 CASLYN DR.
ELIOT, ME 03903

Advantage



52-7450/2112

4010

DATE

09/09/19

PAY TO THE ORDER OF U.S. Thresher Memorial Fund \$ 400.00
Four Hundred ⁰⁰/₁₀₀ DOLLARS

Heat Reactive Ink

Kennebunk Savings

MEMO

donation

Richard B Bicknell MP

⑆011274502⑆ 43 016256 4010

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

GAIL A TANNER 08-81
~~XXXXXXXXXX~~
10 RIVERSIDE DRIVE
DOVER, NH 03820

2754

54-7/14
07

4-9-2019

Date

Pay to the Order of Thresher Memorial Fund \$ 50.00
Fifty dollars ⁰⁰/₁₀₀ Dollars

Photo Safe Deposit®
Details on back



America's Most Convenient Bank®

Memory For PEO Joseph L O'Bara

Gail A Tanner MP

⑆01140007⑆ 0023509539 2754

ALFRED L BENTON
CYNTHIA L BENTON
585 PORTLAND ST
ROCHESTER NH 03867-2429

1790

54-49/114 NH
1160

APRIL 10, 2019

Date

Pay To The Order Of THRESHER MEMORIAL FUND \$ 100.00
ONE HUNDRED Dollars

Photo Safe Deposit®
Details on back



ACH R/T 011400495

For Donation

Carol Benton MP

⑆011400495⑆ 388001355585 1790

Harland Clarke

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

A Caring Community 08/10
The Fabulous Find
139 State Rd
Kittery, ME 03904
(207) 439-8669

KENNEBUNK SAVINGS BANK
KITTERY, ME 03904
52-7450/2112

11275

3/31/2019

THE OF USS Thresher Memorial Fund

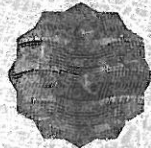
\$ **400.00

Four Hundred and 00/100 ***** DOLLARS

PROTECTED AGAINST FRAUD

USS Thresher Memorial Fund
C/O Town of Kittery
200 Rogers Road
Kittery, ME 03904

Flag Fund



Debra Higgins



01 275 21 274 502 44 002 167

Details on Back Intuit® CheckLock™ Secure Check

LORRAINE W. WHEELER
SALT RIVER FARM
21 DEPOT ROAD
STRATHAM, NH 03885

1323
51-7218/2211
442

Apr. 7, 2019
Date

CHECK AHEAD
FRAUD PROTECTION

Pay to the Order of *USS Thresher Memorial Fund* \$ *100.00*
One Hundred Dollars Dollars

People's United Bank
peoples.com

For *Marcy's father (Julius)* *Lorraine Wheeler*

01 221 172 186 04 202 136 70 1323

Photo Safe Deposit®
Details on back

WILLIAM E. PARSONS, JR.
CONSTANCE M. PARSONS
70 FIELDSTONE ESTATES RD.
YORK, ME 03909

52-7450/2112

5060

DATE 4-8-19 FMP

PAY TO
THE ORDER OF

USS Thresher Memorial Fund \$ 25.00
Twenty five and 00/100 DOLLARS

Heat
Reactive
Ink

© DELIVER ONLINE CONDITIONS
SPECIFICALLY REFER TO SECURITY

Kennebunk Savings


MEMO

donation

Constance Parsons RP

⑆ 2211 2745024 43 0427510 5060

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

ALALIA KEMPNER THALER FREDERICK K THALER 92 SEABURY RD YORK, ME 03909-5103		9041 51-7218/2211 404
		<u>4-8-19</u> Date
Pay to the Order of	<u>USS THRESHER MEMORIAL FUND</u>	\$ <u>25.00</u>
	<u>TWENTY FIVE AND 00/100</u>	Dollars  <small>Photo Safe Deposit® Details on back</small>
People's United Bank peoples.com		
For	<u>DONATION</u>	<u>[Signature]</u> <small>RP</small>
⑆ 2211 72186 00430264370 9041		

H LAUREN GALLANT
PO BOX 34
KITTERY POINT, ME 03905

52-7450/2112

1511

DATE 4/9/19 PWP

© DELUXE BANK CORPORATION
SECURITY BLUE HIGH SECURITY

PAY TO THE ORDER OF USS Thresher Memorial Fund \$ 50 ⁰⁰/₁₀₀
Fifty and no/100 DOLLARS

Heat Reactive Ink

 Kennebunk Savings

MEMO

H. Lauren Gallant RP

⑆211274502⑆ 55 013300⑈ 1511

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

IRENE C COUTURE
DAVID P COUTURE
10 STRAFFORD RD
DOVER, NH 03820

949

54-7/114
07

4/9/2019
Date

Pay to the Order of USS THRESHER Memorial Fund \$ 200.00
Two hundred & 00/100 Dollars



Bank

America's Most Convenient Bank®

Photo Safe Deposit® Details on back

For _____

Irene C. Couture RP

⑆01140007⑆ 3501368606⑈ 0949


SOPHIA B SCONTRAS
30 LOVE LN
KITTERY ME 03904-1733

7954

52-36/112 ME
493

9 April 2019
Date

Pay to the Order of USS Thresher Memorial Fund \$ 100. ⁰⁰/₁₀₀
one hundred and 00 Dollars

Bank of America 

ACH R/T 011200365

Photo Safe Deposit® Details on back

For _____

Sophia Scontras RP

⑆011200365⑆ 00001313201⑈ 7954

JOHN HALE PEARSON
ELINOR ELIZABETH LAMSON
1343 SACRAMENTO ST.
BERKELEY, CA 94702

1322
90-203/1211

4/3/19

Date

CHECK ARMOR
FRAUD PROTECTION

Pay to the
Order of

USS Thresher Memorial Fund

\$ 100.00

One hundred and no hundredths

Dollars



Photo Safe Deposit
Details on back

Mechanics Bank
www.mechanicsbank.com

For

C. C. Lamson

MP

Marked Check

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM

PERRY PLUMBING & HEATING, INC.
21 AUTUMN POND PARK
GREENLAND, NH 03840
PH: (603) 430-8581

TD BANK
AMERICA'S MOST CONVENIENT BANK

4/5/20

PAY TO THE
ORDER OF

USS Thresher Memorial Fund

\$ **720.00

Seven Hundred Twenty and 00/100*****

USS Thresher Memorial Fund
c/o Town of Kittery
200 Rogers Rd.
Kittery, Maine 03904

MEMO

New flag for memorial in honor of Buddy Marullo



Debra Perry

AUTHORIZED SIGNATURE

TERENCE P MALLOY
HOLLY A MALLOY
7 PORTWALK PLACE #1506
PORTSMOUTH, NH 03801

5108
52-36/112 ME
476

Apr 1, 2019 Date

Pay To The Order Of USS Thresher Memorial Fund | \$ 250.-
Two hundred fifty & 00/100 Dollars



Bank of America

ACH R/T 011200365

For Donation Holly A Malloy RP

Harland Clarke

RANDALL N SPRATT
SHAREN EIDELBERG SPRATT
135 BOW ST UNIT 1
PORTSMOUTH NH 03801-3855

327
54-49/114 NH
1145

3/31/19 Date

Pay To The Order Of USS Thresher Memorial Fund | \$ 250.00
Two hundred fifty and 00/100 Dollars



Bank of America

ACH R/T 011400495

For _____ Sharen Eidelberg RP

Harland Clarke

Bibb G. Longcrier
Karen Longcrier
47 Betty Welch Rd 207-363-6299
Kittery, ME 03904

National Park Foundation.

9068

54-8955/2114
35

3 Apr 2019 Date

FRAUDARMOR +

Pay to the Order of USS Thresher Memorial Fund | \$ 100.00
One hundred dollars and 00/100 Dollars



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For _____ Karen Longcrier RP



DAVID M. OGILVIE
 CAROL A. OGILVIE
 55 DOVER NECK RD. 603-742-5945
 DOVER, NH 03820

54-7001/2114

4516

DATE 01 APRIL 2019

PAY TO THE ORDER OF TOWN OF KITTERY, ME \$ 100⁰⁰

ONE HUNDRED DOLLARS

FEDERAL SAVINGS BANK
 DOVER, NEW HAMPSHIRE 03820

MEMO THRESHER FUND ACCT.

David M. Ogilvie MP

DELUXE @Home.com/checks SAFETY PAPER

Security Features Included. Details on back.

ARNOLD P HARRISON
 CATHERINE M HARRISON
 PH. 207-363-4851
 10 RAYDON RD
 YORK, ME 03909

3689

April 1, 2019 51-7218/2211
 Date 404

PAY TO THE ORDER OF USS Thresher Memorial Fund \$ 25.00

twenty five and 00/100 Dollars

People's United Bank
 peoples.com

For _____ *Catherine M. Harrison*

CHECK ARMOR FRAUD PROTECTION

Photo Safe Deposit Details on back

Holland Clark

MARCOON SHEPHERD™

1 SAGAMORE GROVE RD
PORTSMOUTH, NH 03801

APR 15 2019

54-8832/114
CHECK NUMBER

149

Pay to the order of THE RESERVE MEMORIAL FUND

\$ 300.00

THANK HUBBARD ANDROS

Northeast
CREDIT UNION
PO Box 1240, Portsmouth, NH 03802-1240

For _____

John Robbins

Handwritten Card

JOHN M ROBBINS 0706
SHAYE K MCGANN
PH. 207-703-0353

402 HAILEY RD.
KITTEERY POINT, ME 03905-5625

52-7450/2112

3401

DATE

April 11 2019

PAY TO THE ORDER OF *Memorial Trustfund*
One hundred and no/100

\$ 100.00
DOLLARS

Heat Sensitive Ink

Kennebunk Savings

MEMO

55 281951 3101

Shaye K McGann

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



MICHAEL A. FIANDACA
PH. (608)778-6146
6 AULTUNN LANE
EAST KINGSTON NH 0388273076

5345
68-74872560

PAY TO THE ORDER OF

Sharon Memorial Fund
One hundred and no/100

\$ 100.00

DOLLARS

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NAVY FEDERAL
Credit Union

FOR 2019 Donor

Michael A Fiandaca

THOMAS P CLAIMMONT JR OR
PAMELA S CLAIMMONT
575 F W HARTFORD DR
PORTSMOUTH, NH 03801

APRIL 1 2019
Date

1150
54-7/114
92

Pay to the Order of USS THRESTER MEMORIAL FUND \$ 100.00
ONE HUNDRED 00/100 Dollars



In Memory of
For Peter Dibella
1150

MEMO CARD

GUARDIAN SHEET 19 BELOW

Two Sons, LLC
26, Rt 236
Kittery, ME 03904
(207) 439-3430

PAY TO THE ORDER OF

House of Kittery
20 Five Hundred and xx/xx

\$ *500.-*
DOLLARS

DATE *04-03-19* 52-7450/2112

FOR *FOR THRESHER PARK FUNG*

⑆005734⑆ ⑆211274502⑆ 66 05 508 2⑆

[Signature]

TWO SONS, LLC

DEPOSIT

APR 03 2019

BY: _____

KENDRA AMARAL, MGR.
TOWN OF KITTEERY
THRESHER PARK FLAG

ANNE BARTON
STEVEN M. BARTON
40 WILSON RD.
PORTSMOUTH, NH 03801

April 7, 2019

3425

56-7/114
02

Pay to the
Order of

USS Thresher Memorial Fund \$ *50.00*



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For

Anne Barton

⑆0110007⑆ 9211528663⑆ 3425

MP

PATRICIA D KAILIAN
VAUGHN M KAILIAN
PO BOX 211
KITTEERY POINT, ME 03905

1785
52-7445/2112
06

4/8/19

Date

Pay to the Order of *USS Thresher Memorial Fund* \$ 200.00
Two hundred dollars

Dollars



Bank
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Patricia Kailian
RP

Handed Check

2112744507 2427543853 1785

COASTAL VIEWS[®]

BOB MCGINNESS

\$ 20.00
CASH

4-9-19



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

REPORT TO TOWN COUNCIL

Meeting Date: April 22, 2019
From: Kendra Amaral, Town Manager
CC: Dutch Dunkelberger, Planning Board Chair
Subject: Title 8 – E-911 Street Naming
Sponsor: Chairperson Judith Spiller

EXECUTIVE SUMMARY

The State of Maine Emergency Services Communication Bureau recommends communities adopt an Addressing Ordinance that clearly defines local standards for the addressing of streets and buildings to comply with/enhance emergency response capabilities. The Town of Kittery currently does not have an addressing ordinance. Municipal authority to address is granted under the Home Rule Powers in Title 30-A.

The proposed ordinance establishes a framework for addressing in Kittery that is tied directly to the State's E 9-1-1 addressing requirements, and establishes the "Addressing Officer" as the authority for making naming decisions consistent with the ordinance.

OVERVIEW

To best protect the public, and the personnel involved in providing police, fire and emergency medical services, the Town should set street addresses in a manner that is grounded in model "addressing" practices for E 9-1-1. Confusing addressing such as like-street names, inconsistency in numbering patterns, and other challenges impacts response times for emergency services. This is particularly important as we utilize GIS and Computer Aided Dispatch to provide emergency services, and as more and more residents are seeking services using cellular technology rather than land lines.

The issue of standards for addressing were brought to the forefront as the Town was working with a property developer on their street name plans. It was pointed out to the Town that absent an Addressing Officer and ordinance, street naming requirements are merely advisory. This ordinance addresses the gap identified.

The ordinance was developed using the Enhanced E 9-1-1 Addressing Officer Manual, Seventh Edition as a source reference. It has been reviewed and refined by the Police Chief, Fire Chief, DPW Commissioner, and the team in the Planning and Development Office.

Though this doesn't necessarily create a conflict with Title 16, 16.8.3 in terms of new street names, it does create an overlapping process. We will work with the Planning Board to determine whether that should be addressed immediately, or wait for the recodification to resolve.

PROPOSED SOLUTION/RECOMMENDATION

Approve as presented.

ATTACHMENTS

- Proposed Title 8 Amendment
- Proposed Enactment

For more information about the Enhanced 9-1-1 Addressing Officer Manual visit www.maine.gov/maine911

1 **ADD: Chapter 8.4. Street Addressing** as follows:

2 **CHAPTER 8.4 Street Addressing**

3 **8.4.1. Purpose**

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

8 **8.4.2. Authority**

9 A. The Addressing Officer, as designated by the Town Manager, is authorized to assign
10 road names and street numbers to all properties, both on existing and proposed roads
11 in accordance with this ordinance. The Town Manager may designate more than one
12 Addressing Officer as needed.

13 B. The Addressing Officer is responsible for and authorized to provide all required
14 addressing information to the state agency responsible for the implementation of
15 Enhanced 9-1-1 service.

16 **8.4.3. Definitions**

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

18 **Road** means any highway, road, street, avenue, lane, fire lane, private way, a Planning
19 Board approved right-of-way or similar paved, gravel, or dirt thoroughfare.

20 **Street Numbers** means addresses assigned for the purpose of physical location and
21 Enhanced 9-1-1

22 **Structure** means a residential, commercial or industrial building that will be occupied by
23 one or more persons. This excludes sheds and accessory structures that do not contain
24 dwelling or businesses and are not places where the general public gather.

25 **8.4.4. Street Naming System**

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

30 A. No two roads will be given the same or similar name (Ex. Pine Road and Pine
31 Lane).

32 B. No two roads will have similar sounding names (Ex. Beech Lane and Peach Lane,
33 Beech Lane and Beach Lane).

34 C. Each road will have the same name throughout its entire length.

35 D. Special characters such as hyphens, apostrophes, periods or decimals will not be
36 allowed.

- 37 E. Roads which join or are in alignment with roads abutting, or neighboring properties,
38 must bear the same name.
- 39 F. Single family dwellings and single lot access driveways will not be named unless
40 road naming is required as part of a Planning Board condition of approval (if
41 required), or if the Addressing Officer deems it necessary for emergency response
42 purposes.
- 43 G. No road name may duplicate or be similar sounding to road names in the Town of
44 Eliot.

45 **8.4.5. Road Name Signs**

46 Road name signs must be in compliance with the following:

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

57 **8.4.6. Numbering System**

58 **8.4.6.1 Street Number System**

59 The following criteria will govern the street numbering system:

- 60 A. Odd numbers will appear on the left side of the road, in ascending order. Even
61 numbers will appear on the right side of the road, in ascending order.
- 62 B. All numbers will radiate from the center of town, beginning from the intersection of
63 Walker Street, Wentworth Street, and Wallingford Square. Numbering will begin at
64 the intersection nearest to the point of origin.
- 65 C. For dead end roads, numbering will originate at the intersection of the adjacent road
66 and terminate at the dead end.
- 67 D. For all new subdivisions and developments where possible, street numbers will be
68 assigned every 50 (fifty) feet along both sides of the road. In more densely
69 developed areas a 25 (twenty five) foot, or smaller, numbering interval may be used
70 as appropriate.
- 71 E. Street numbers may not be based on zoning or lot road frontage.
- 72 F. In cases where using a numbering interval is not possible, the Addressing Officer will
73 assign the structure the most appropriate street number relative to its location and
74 the street numbers of neighboring structures.
- 75 G. The number assigned to each structure will be that of the numbering interval falling
76 closest to the center of the driveway or to the location of the front door.

- 77 H. Street numbers for structures that have a front door facing one road and the
78 driveway accessing another will be determined based on the ease of location for
79 emergency responders.
- 80 I. Every structure with more than one principle use or occupancy, except an Accessory
81 Dwelling Unit, will have a separate number for each use or occupancy. Duplexes will
82 have two separate numbers. Apartment buildings will have one street number with
83 apartment numbers (Ex. 235 Maple Road, Apt #2.)
- 84 J. Fractional numbers (Ex. 37 ½) are prohibited.
- 85 K. Alpha-numeric (Ex. 4A) is not allowed. If new numbers are required on a road that
86 does not conform to 9-1-1 standards, the road will be renumbered subject to
87 approval of the Police Chief.

88 8.4.6.2. Numbering in Special Developments

- 89 A. Cul-de-sacs will be dissected from the middle of the road. Structures on the left of
90 the cul-de-sac will be numbered with odd numbers. Structures on the right will be
91 numbered with even numbers. Numbers must not wrap around the cul-de-sac in
92 case of future road extension (Ex. all even numbers around the cul-de-sac are
93 prohibited).
- 94 B. Single family homes with an approved attached or detached Accessory Dwelling
95 Unit will be required to use the primary residence address and a “Unit A”
96 designation following. (Ex. 76 Somewhere Road, Unit A).
- 97 C. A detached secondary dwelling that is not an Accessory Dwelling Unit but located
98 on a shared lot of record must be issued a separate street number. If there are no
99 available numbers on the road, the dwelling will be numbered with a unit number
100 secondary to the primary residence. In such cases an approved sign or post
101 bearing both numbers will be installed and maintained out of the right of way, at the
102 intersection of the driveway entrance and at the road servicing the property.
- 103 D. Apartment Buildings will be numbered with one street number followed by
104 apartment numbers. The apartment building number must be clearly displayed on
105 the building exterior. For multi-unit buildings with more than one entrance and/or
106 common area, a sign must be provided at each entrance and must indicate what
107 units are served by the entrance.
- 108 E. Commercial Buildings or Offices located in one primary structure will be numbered
109 with one number followed by suite or unit numbers.

110 8.4.6.3. Street Number Display

111 All owners of structures will display and maintain a conspicuous place on said structure
112 the assigned street numbers in the following manner:

- 113 A. All buildings must bear a distinctive street number in accordance with and as
114 designated upon the street numbering map on file with the Town’s assessing
115 department.
- 116 B. No person may affix, or allow to be affixed, a different street number from the one
117 designated on the street-numbering map.

- 118 C. The number must be plainly visible from the road.
119 D. The number must be displayed on the front of the residence or structure in the
120 vicinity of the front door or entry and/or the side facing the road.
121 E. Numbers must be of a color that contrasts with the background color and must be
122 a minimum of 4 inches in height. Numbers must be visible from the road at all
123 times of the year, night or day, and in all weather conditions.
124 F. Where the structure is over 100 (one hundred) feet from the edge of the road, the
125 assigned number must be displayed:
126 (1) on a post, fence, wall, mailbox, or on some structure at the property line
127 adjacent to the walk or access drive to the structure. The post/sign is not
128 considered a structure which must conform to zoning ordinance setbacks.
129 (2) in a visible location outside of the Town's right-of-way unless for unique
130 visibility reasons the sign may be located within the outer right of way limits
131 with the written permission of the Commissioner of Public Works prior to
132 installation.
133 (3) such that vegetation surrounding the sign is maintained to allow for visibility
134 of the sign from all directions.
135 G. Street number and unit number must be displayed on detached secondary
136 dwelling units that are not an Accessory Dwelling Unit and are located on the
137 same lot as the primary dwelling unit.
138 H. For multi-unit buildings the building number must be displayed on the exterior of
139 the building. If more than one entrance and/or common area exists, a sign must
140 be provided at each entrance and must indicate what units are served by each
141 entrance.

142 **8.4.7. New Construction and Subdivisions**

- 143 A. A Road Naming application must be submitted to the Addressing Officer with the
144 proposed road name prior to a sub-division approval being granted. The applicant will
145 show the approved road name on the subdivision final plan. The applicant will mark on
146 the plan every 50 (fifty) feet, using lines or dots, in the center of the roadway to aid the
147 assignment of street numbers to structures subsequently constructed.

148 B. Whenever any structure is constructed or developed it will be the duty of the property
149 owner to obtain a street number from the Addressing Officer as soon as the driveway is
150 constructed and construction of the structure starts.

151 C. A temporary number will be displayed on a temporary post outside of the right of way
152 but visible from the road within 30 days of receiving the street number.

153 D. Final numbers must be installed prior to issuance of a Certificate of Occupancy.

154 E. If new construction on an unnamed road creates two or more principle structures on
155 the road, the roadway must be named in accordance with Section 8.4.4. and a Road
156 Naming application must be filed to the Addressing Officer.

157 **8.4.8. Unnamed Existing Private Roads.**

158 A. The Addressing Officer may require private unnamed roads to be named for
159 emergency response purposes. The Addressing Officer will notify road owner(s). Upon
160 notification the road owner(s) will have 30 days to apply for a road name. If the owner(s)
161 fail to file a Road Naming application the Addressing Officer will assign a name to the
162 road in accordance with the provisions of this ordinance.

163 B. The owner(s) of a private, unnamed road may voluntarily apply to the Addressing
164 Officer to name the road.

165 **8.4.9. Road Name Change.**

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

169 **8.4.10. Effective Date of Street Address**

170 A. The Addressing Officer will notify in writing each affected property owner and the US
171 Postal Service, Emergency Services, and Town Departments of a new or changed road
172 name or street number.

173 B. The road owner(s) and/or property owner(s) assigned a new road name or street
174 number address must post or display the new street name and/or numbers, within 60
175 (sixty) days of issuance of the notification.

176 **8.4.11. Enforcement**

177 Any person who, after being notified by the Addressing Officer, any law enforcement
178 officer of the Town, or the Code Enforcement Officer fails to comply with any of the
179 provisions of this chapter will be subject to a fine of \$150.00 (one hundred fifty dollars)
180 per violation, per day.

**KITTERY TOWN CODE TITLE 8 PROPOSED AMENDMENT –
STREET ADDRESSING**

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

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

10 **WHEREAS**, the Town of Kittery seeks to maintain its addressing in accordance with state
11 standards for enhanced 9-1-1 emergency communication operations; and

12 **WHEREAS**, an ordinance is needed to establish an Addressing Officer and to enact regulations
13 that direct how street addressing will occur; and

14 **WHEREAS**, the ordinance proposed aligns with the Maine Public Utilities Commission
15 Emergency Services Communication Bureau Manual;

16 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN
17 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS TITLE 8, CHAPTER 8.4
18 STREET ADDRESSING.

19 **INTRODUCED** and read in a public session of the Town Council on the ____ day of _____,

20 20____, by: _____ {NAME} Motion to approve by Councilor

21 _____ {NAME}, as seconded by Councilor _____ {NAME} and

22 passed by a vote of _____.

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

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

From: **Allen Carter** kty9394vfw@hotmail.com
Subject: Copy of Memorial Day parade letter to Town
Date: Yesterday at 7:32 PM
To: Mel Bates eagle7eliot@gmail.com

RECEIVED
MAR 25 2019
By 9:20 AM SE

KITTERY/ELIOT MEMORIAL POST 9394
of the
VETERANS OF FOREIGN WARS

24 March 2019

Kittery Town Council
% Town Manager
200 Rogers Road
Kittery, Me. 03904

Dear Council members:

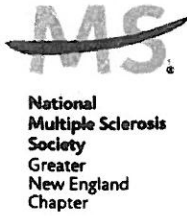
The officers and members of Kittery/Eliot Memorial Post 9394 formally request your permission to hold our Memorial Day parade and ceremonies on 25 May 2019.

We will step off at 0900 hours from Walker Street; turn left onto Wentworth Street, right onto Whipple Road, left onto Shapleigh Road, passing the reviewing stand in front of Ace Hardware and onto Orchard Grove cemetery for our final ceremonies.

At this time we invite all town officials to join us either on Walker St. no later than 0845 hours, the reviewing stand, or Orchard Grove cemetery no later than 0930hrs.

We will be flagging the local cemeteries during the week of the 25th, hopefully, with the help of Scout Troop 307 of Kittery.

Please call if you have any questions.



February 22, 2019

Ms. Kendra Amaral, Town Manager
Town of Kittery
200 Rogers Rd
Kittery, ME 03904

Dear Ms. Amaral,

On behalf of the National Multiple Sclerosis Society, Greater New England Market, I would like to extend our heartfelt gratitude for the continuous support and cooperation the Town of Kittery has shown for our annual Bike MS event. The funds raised from this charity bike ride will continue to be used to advance our support of national research and to support local programming for the more than 25,000 people within Greater New England who are affected by multiple sclerosis.

The 2019 Bike MS: New Hampshire Seacoast Escape event is scheduled to take place on Saturday, August 24. We anticipate that we will have approximately 200 participants for this event that will once again start and finish at Stratham Hill Park in Stratham, NH. Our cyclists will be passing through Kittery on Saturday between 8 a.m. and 4 p.m. I have included written riding directions for your review, and we will thoroughly mark the route and make arrangements to have police details where appropriate.

Our routes feature safety stops every 10-15 miles, so that our cyclists remain hydrated and nourished. All cyclists agree to follow the rules of the road and are directed to ride single file. We issue one warning to cyclists not following the rules of the road. On the next infraction, we pull them from the ride and require they ride to the finish in one of our safety vehicles.

We mark our route with small cardboard signs attached to utility poles or stakes. We will begin marking the route on August 22. A volunteer will follow the route on the day of the ride and remove all signs after the final cyclist has passed.

We operate a support team consisting of medical personnel, bicycle mechanics, and amateur (HAM) radio operators. Our lead HAM radio operator monitors all emergency radio frequencies, so that we can close or redirect our route should that become necessary.

We respectfully ask permission from the Town of Kittery to use town roads for this event and to provide notice of the route through the town. If we can have your permission, please return one signed copy of this letter to me. Please let me know if there are additional steps, permits or permissions I must take to assure approval for this event.

I thank you in advance for your support and please feel free to contact me with any questions or concerns.

Sincerely,

Samantha Boland
Logistics Specialist
781.693.5125



National
Multiple Sclerosis
Society
Greater
New England
Chapter

The National Multiple Sclerosis Society of Greater New England has informed the Town of Kittery, Town Manager of its intent to hold a charity bicycle ride on town roads through Kittery on Saturday, August 24, 2019. The Town of Kittery grants the National MS Society approval:

Sign: _____

Name: _____

Title: _____

Date: _____

Please return this form to Samantha Boland at the National MS Society:

- **Mail:** 101A First Ave, Suite 6, Waltham, MA 02451
- **Email:** samantha.boland@nmss.org
- **Fax:** 781.890.2089

2019 Bike MS NH Seacoast Escape - 60 mile route (8/24/2019)

Miles	Direction	Description	Go	Town:
0.00	L	out of Stratham Hill Park onto Route 33	0.60	
0.60	R	onto Squamscott Road	1.10	
1.70	R	onto Route 108	1.00	Newfields
2.70	R	onto New Road @ Ship to Shore Restaurant	0.10	Newmarket
2.80		Caution: Narrow wooden bridge	2.30	
5.10	R	stop sign onto Route 108 (use caution entering town center)	0.60	
5.70	Sharp R	onto Bay Road	0.40	
6.10	BL	to stay on Bay Road	7.00	Durham
13.10	BR	onto Route 108	0.30	
13.40		REST STOP -- Durham Town Offices --Route 108 (on left)		
13.40	BL	out of rest stop ROUTE SPLITS	0.10	
13.50	R	at traffic light to continue on Route 108	0.60	
14.10		pass under Route 4	2.30	Madbury
16.40	S	through light	1.00	Dover
17.40	S	through light on Route 108 Caution: busy area	0.10	
17.50	S	through 2 lights, passing under Spaulding Turnpike	0.30	
17.80	BL	to stay on Route 108	0.40	
18.20	S	through light, continue on Route 108	0.30	
18.50	BR	at traffic light, following signs for Routes 4,9 and 108	0.10	
18.60	BL	staying on path for Routes 4,9 and 108	0.10	
18.70	R	onto Portland Avenue	0.10	
18.80	BR	onto unmarked Cocheco Street (towards water)	0.30	
19.10	S	through stop sign	0.40	
19.50	BR	at yield sign onto Gulf Road	1.80	
21.30	X	bridge over water	1.20	Eliot, ME
22.50	R	at light onto Route 236 South	0.40	
22.90	R	onto Route 103 East	1.50	
24.40	R	onto River Road	2.90	
27.30	BR	at onto Old Road	0.70	
28.00	R	after stop sign onto Route 103 East	0.30	
28.30		REST STOP -- Eliot Elementary School - 1298 State Road (on left)		
28.30	L	out of rest stop, staying on Route 103	0.10	
29.35	R	staying on Route 103 East	0.90	
30.25	S	through yellow blinking light	1.70	Kittery, ME
31.95		Pass under I-95	0.30	
32.25	R	staying on Route 103 East	0.40	
32.65	L	onto Bridge Street	0.10	
32.75	BR	up hill on Government Street	0.20	
32.95	R	onto Route 1 South/Newmarket Street	0.10	
33.05		Cross bridge back to New Hampshire (stay on sidewalk)	0.50	Portsmouth
33.55	SR	onto Harbour Place which becomes State Street	0.10	
33.65		*Follow signs for Strawberry Banke*		
33.45	L	onto Marcy Street	0.30	
33.75	L	onto Route 1B South	1.50	
35.25		Caution: crossing bridge		
35.25		Caution: crossing bridge		Newcastle
35.25	BL	to stay on Route 1B South/Cranfield Street	1.60	Rye
36.85		Walk bike over bridge on wooden walkway	1.10	Portsmouth
37.95	L	at stop sign onto Route 1A South	0.50	
38.45	L	at rotary to stay on Route 1A South	1.80	
40.25		REST STOP - Odiorne State Park -- Route 1A (on left)		
40.25	L	out of rest stop, pass Rye Harbor St.Park	7.50	North Hampton
47.75	R	onto Route 111/Atlantic Ave.	3.20	
51.85	S	thru traffic light, continue onto Route 111	0.50	
52.35	L	at stop sign	0.10	
52.45	R	at stop sign onto Route 151N	0.10	
52.55	L	onto Walnut Ave.	1.70	
54.25	R	onto Lovering Road	1.40	
55.65	L	onto Post Road	0.10	
55.75	L	onto Winnicut Road	1.70	
57.45	X	Union Road	2.20	Stratham
59.65	R	Onto Route 33/Portsmouth Ave.	1.00	
60.65	S	through stop light	0.30	
60.95	R	into Stratham Hill Park	0.00	
	FINISH	Finish Line - Congratulations! You made it!		

Route closes at 3:00PM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/21/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 445 SOUTH STREET MORRISTOWN, NJ 07960-6454 Attn: Morristown.CertRequest@marsh.com Fax: 212-948-0979		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):	
INSURED NATIONAL MULTIPLE SCLEROSIS SOCIETY GREATER NEW ENGLAND CHAPTER 101A FIRST AVENUE SUITE 6 WALTHAM, MA 02451		INSURER(S) AFFORDING COVERAGE INSURER A : Federal Insurance Company NAIC # 20281 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** NYC-00989931-16 **REVISION NUMBER:** 3

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			3583-33-49	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7353-02-37	12/31/2018	12/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll Deductible \$ 1,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			9364-93-75	12/31/2018	12/31/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			71763467	12/31/2018	12/31/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Kittery is added as an Additional Insured excluding Workers' Compensation and Employer's Liability policy as required by written contract but limited to the operations of the Insured under said contract and always subject to the policy terms, conditions and exclusions.

CERTIFICATE HOLDER TOWN OF KITTERY 200 ROGERS ROAD EXT. KITTERY, ME 03904	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
---	--

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

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

PRESENT LICENSE EXPIRES: 5/1/19

NEW application: Yes No

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

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

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) | <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING |
| <input type="checkbox"/> OTHER: _____ | | |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>Sonmat, LLC SonMAT, LLC</u>		Business Name (D/B/A) <u>Amz Noodle Bar</u>	
APPLICANT(S) --(Sole Proprietor) DOB: <u>Julia Armstrong</u>		Physical Location: <u>7 Wallingford sq unit 102</u>	
DOB:		City/Town <u>Kittery</u>	State <u>ME</u>
Address: <u>7 Wallingford sq unit 102</u>		Zip Code <u>03904</u>	
City/Town <u>Kittery</u>	State <u>ME</u>	City/Town	State
Zip Code <u>03904</u>		Zip Code	
Telephone Number <u>510 290 8153</u>	Fax Number	Business Telephone Number <u>207 703 4298</u>	Fax Number
Federal I.D. # <u>46-5034965</u>		Seller Certificate #: or Sales Tax #: <u>1168748</u>	
Email Address: Please Print <u>Sonmatfoods@gmail.com</u>		Website: <u>AmzNoodleBar.com</u>	

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A
- State amount of gross income from period of last license:
 ROOMS \$ N/A FOOD \$ 700,000 LIQUOR \$ 400,000
- Is applicant a corporation, limited liability company or limited partnership? YES NO
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you permit dancing or entertainment on the licensed premises? YES NO

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

License # _____ Name of Business _____

- Physical Location _____ City/Town _____
6. If manager is to be employed, give name: Julian Armstrong
7. Business records are located at: 7 Wallingford sq. unit 102 Kittery ME 03904
8. Is/are applicants(s) citizens of the United States? YES NO
9. Is/are applicant(s) residents of the State of Maine? YES NO
10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
<u>Julian Armstrong</u>	<u>9.25.1981</u>	<u>Dover, NH</u>

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

Name: <u>See attached</u>	City: _____	State: _____
Name: _____	City: _____	State: _____
Name: _____	City: _____	State: _____

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

Name: Julian Armstrong Date of Conviction: _____

Offense: Criminal Trespassing Location: Rockingham County

Disposition: 100 hours community service (use additional sheet(s) if necessary)

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

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

15. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: Michael Indgarden 315 us Rt. 1 Kittery ME 03904

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

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

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? Church 40 yards

Which of the above is nearest? Church

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

If YES, give details: SBA loan

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

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

Dated at: Kittery ME on 4/10, 20 19
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

Selma Armstrong
 Print Name

 Print Name

FEE SCHEDULE

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

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

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

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

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

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

On: _____
Date

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending

renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c.45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD) .]

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

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]

[2009, c. 81, §§1-3 (AMD) .]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]

[1995, c. 140, §6 (AMD) .]

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

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

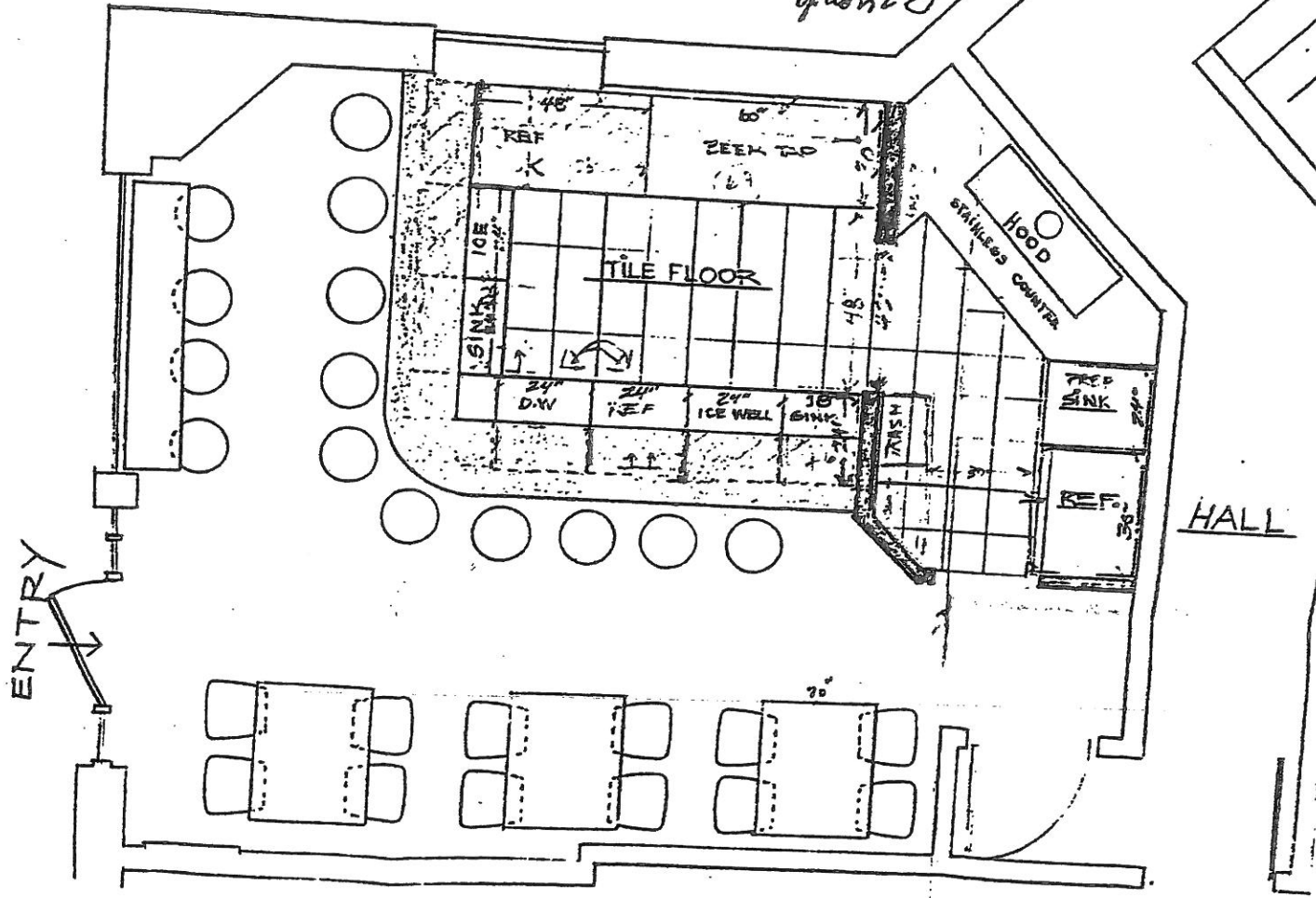
An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

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

WALLINGFORD SQUARE

BAR

21' x 70' long
option 2



SCALE $\frac{1}{2}'' = 1\text{FT}$



CLASSIC BUILDING & DESIGN CO.
CRAFTING TIMELESS LIVING SPACES

JANUARY 21



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

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

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

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

Please clearly complete this form in its entirety.

- Exact legal name: Sunmat, Inc.
- Doing Business As, if any: AWB Noodle Bar
- Date of filing with Secretary of State: 3/1/14 State in which you are formed: ME
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
<u>Bulah Armstrong</u>	<u>see attached</u>	<u>9-25-1981</u>	<u>President</u>	<u>100</u>

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

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

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

8. If Yes to Question 7, please complete the following: (attached additional sheets as needed)

Name: Julia Armstrong
Date of Conviction: 9-27-04
Offense: Criminal Trespassing
Location of Conviction: Roxburyham County
Disposition: 12 months suspended sentence (as has community service

Signature:



Signature of Owner or Corporate Officer

9-10-19
Date

Julia Armstrong
Print Name of Owner or Corporate Officer

Submit Completed Forms to:

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

On Aug 2nd, 2005 Julian Armstrong pleaded guilty of 2 misdemeanor chargers at the Rockingham County Community Superior Court for a transgression happening on Sept. 27th 2004.

Theft by unauthorized taking: 12 months sentencing all suspended. Restitution. 100 hours community service.

Criminal Trespassing: 6 months sentencing all suspended. Restitution. \$500



32 Government St. apt` 2 Kittery ME 03904
175 Cabot St. Portsmouth NH 03801
546 Middle St. apt B Portsmouth NH 03801



TOWN OF KITTEERY

200 Rogers Road, Kittery, ME 03904

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

REPORT TO TOWN COUNCIL

Meeting Date: April 22, 2019
From: Kendra Amaral, Town Manager
Subject: Appropriation of Unassigned Funds – Energy Efficiency
Councilor Sponsor: Chairperson Judy Spiller

EXECUTIVE SUMMARY

In accordance with Town Meeting Warrant Article 7, the Town Council may appropriate up to \$50,000 from unassigned funds for energy efficiency improvements to town-owned facilities. This request is seeking such approval to advance the LED Streetlight conversion project immediately rather than wait until July 1 for the fiscal year appropriation.

Allowing the project to begin now, with the purchase of the streetlights from CMP, should result in the conversion being substantially complete within the first two months of the fiscal year. The sooner the conversion occurs, the quicker the savings on electricity will be realized.

BACKGROUND

The Kittery voters authorized the Town Council to appropriate and expend up to \$50,000 when necessary for energy efficiency improvements. Voters approved the authorizing article in June 2018 for the 2019 fiscal year, with 1,602 voting yes, to 241 voting no.

The FY2020 capital budget includes \$240,000 for the LED streetlight conversion project. The Town Council unanimously approved the capital plan in February of 2019, and expressed in particular support for this project.

The project requires multiple steps, including purchasing the streetlights from CMP, an inventory audit, manufacturing and installation. The process with CMP is already underway. CMP is determining the “net book value” (price) for the town to purchase their streetlight infrastructure. This step is required prior to installation of new energy efficient fixtures.

Through the inventory audit, our vendor, Affinity LED Lighting, will help the Town identify invalid accounts (lights that don't exist), lights that are unnecessary, and lights that should be privately owned. Anomalies will be addressed on a case by case basis. A final inventory will be determined and ordered for manufacturing.

Installation will take between two and four weeks to complete, once the lights are manufactured and received.

The \$50,000 authorization combined with the \$240,000 included in the FY2020 CIP exceeds the anticipated costs for the project. The resulting surplus will be returned to the unassigned fund at the end of FY2020. The goal is to have a minimal if not neutral impact on the unassigned fund balance at the conclusion of FY2020. This authorization simply allows the launch of the project prior to the start of the next fiscal year.

PROPOSED SOLUTION/RECOMMENDATION

Approve the appropriation as proposed.

ATTACHMENTS

- 2018 Town Meeting Warrant results
- Streetlighting analysis (also included in the FY2020 – 2024 CIP)

**CERTIFICATE OF ELECTION
TOWN MEETING
JUNE 12, 2018**

I, Joyce Tobey, duly elected Moderator, do hereby certify the following to be the true results of the Town Meeting Election held in Kittery on Tuesday, June 12, 2018. Said election was held in accordance with the provisions of M.R.S. 30-A.

TOTAL VOTES CAST 1939

Article 2: Shall the town vote to authorize Town Council to transfer up to \$125,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$125,000 when necessary into account #2022 Compensated Absences, to maintain a positive fund balance to pay for accrued vacation and /or sick leave to settle any unpaid benefits owed to retiring employees in FY'19?

Town Council Recommends - Vote: Yes 7 No 0

YES 1622 NO 259 BLANK 58

Article 3: Shall the town vote to authorize Town Council to transfer up to \$25,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$25,000 when necessary for the purpose of paying the town's cost on accepted insurance claims against the town?

Town Council Recommends - Vote: Yes 7 No 0

YES 1614 NO 252 BLANK 73

Article 4: Shall the town vote to authorize Town Council to transfer up to \$100,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$100,000 when necessary for the purpose of providing the town's match to federal, state and non-profit grants?

Town Council Recommends - Vote: Yes 7 No 0

YES 1659 NO 218 BLANK 62

Article 5: Shall the town vote to authorize Town Council to transfer up to \$40,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$40,000 when necessary for the purpose of covering shortfalls in the FY'19 town departments' fuel accounts due to the unpredictable fuel pricing markets?

Town Council Recommends - Vote: Yes 7 No 0

YES 1653 NO 226 BLANK 60

Article 6: Shall the town vote to authorize Town Council to transfer up to \$40,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$40,000 when necessary for the purpose of providing the town's General Assistance Program as required by town, state and federal laws in FY'19?

Town Council Recommends - Vote: Yes 7 No 0

YES 1646 NO 202 BLANK 91

Article 7: Shall the Town vote to authorize Town Council to transfer up to \$50,000 from the unassigned funds (unencumbered surplus) and to appropriate and expend up to \$50,000 when necessary for the purpose of paying for emergency repairs and energy efficiency improvements to town-owned facilities that are not contemplated in the regular FY'19 operating budget?

Town Council Recommends - Vote: Yes 7 No 0

YES 1602 NO 241 BLANK 96

Article 8: Shall the Town vote to authorize Town Council to transfer an amount not to exceed \$50,000 from the unassigned funds (unencumbered surplus) and appropriate and expend said amount for a Municipal Property Tax Assistance program to credit property taxes owed for certain residents that meet the program requirements?

Town Council Recommends - Vote: Yes 7 No 0

YES 1674 NO 182 BLANK 83

Article 9: Shall the Town vote to authorize Town Council to transfer an amount not to exceed \$450,000 from the unassigned funds (unencumbered surplus) and to appropriate and expend up to \$450,000 for the replacement of the Government Street Wharf for commercial and leisure use?

Town Council Recommends - Vote: Yes 7 No 0

YES 1554 NO 294 BLANK 91

A true copy

ATTEST: -


Town Clerk



Town of Kittery, Maine

Fire Department

3 Gorges Road
Kittery, Maine 03904
Tel (207) 439-2262

Chief David O'Brien
firechief@kitteryme.org

To: Town Manager Kendra Amaral

26 August 2018

Subj: LED Lighting RFP Submittal Review

Kendra:

On Thursday, 23 August 2018, subject proposals were opened at 2:00 pm in Conference Room A at Kittery Town Hall. I have reviewed the six proposals for completeness and conformance with the specifications to the RFP and addendums as issued. Please find below the results of my review:

In alphabetical order by company name.

Affinity LED Light LLC
133 Islington Street
Portsmouth, NH 03801

Net Book Value		\$ 47,591
Project Cost (includes fuse holder, fuse holder install LED fixture and LED fixture install)		<u>190,248</u>
	Total	\$237,839

Add on SMART Technology at install	\$88,766	\$326,605
Add on SMART Technology later date	\$107,996	\$345,835

Proposal includes requested warranties (two and ten), insurances,
Existing equipment audit, GIS review and references

Estimated Annual Savings
\$103,188 - \$10,417 = \$92,771

Estimated Project Payback
Without SMART Technology \$237,839/\$92,771 = 2.56 years
With SMART Technology \$326,605/\$92,771 = 3.52 years

PowerSecure
1609 Heritage Commerce Court
Wake Forest, NC 27587

Net Book Value	\$ 47,591
Project Cost (includes fuse holder, fuse older install LED fixture and LED fixture install	<u>\$240,256</u>
Total	\$287,797

SMART Technology not cost proposed

Proposal includes, insurances, GIS Review, existing equipment audit and references. Warranties are two on workmanship and manufacturers Warranties on material (five years)

Estimated Annual Savings
\$103,292 - \$9,327 = \$93,965

Estimated Project Payback
Without SMART Technology $\$287,839/\$93,965 = 3.06$ years

RealTerm Energy
201 West Street
Suite 200
Annapolis, MD 21401

Net Book Value	\$ 47,591
Project Cost with Photocells	<u>\$274,282</u>
Total	\$321,873

Net Book Value	\$ 47,591
Project Cost with SMART Technology	<u>\$332,258</u>
Total	\$379,849

Proposal includes, insurances, existing equipment audit, GIS review and references. Warranties are unclear (nothing found on workmanship, five years with a ten year option on materials)

Estimated Annual Savings
\$104,349 - \$20,279 = \$84,070

Estimated Project Payback
Without SMART Technology $\$321,873/\$84,070 = 3.83$ years
With SMART Technology $\$379,849/\$84,070 = 4.52$ years

Seimans Mobility, Inc.- ITS
 8 Progress Road
 Billerica, MA 01821

Net Book Value		\$ 47,591
Fuse and Fuse Install		\$ 32,351
LED fixture and fixture install		<u>\$262,170</u>
	Total	\$342,112

Add on SMART Technology at install	\$74,412	\$416,524
Add on SMART Technology later date	\$98,112	\$440,024

Proposal includes requested, insurances, existing equipment audit, GIS review and references. Warranties are two year on workmanship, unknown on material (no cut sheets provided)

Estimated Annual Savings
 $\$102,993 - \$12,121 = \$90,872$

Estimated Project Payback
 Without SMART Technology $\$342,112/\$90,872 = 3.77$ years
 With SMART Technology $\$416,524/\$90,872 = 4.58$ years

Tanko Streetlighting, Inc.
 220 Bayshore Boulevard
 San Francisco, CA 94124

This proposal included three different manufacturers of LED fixtures. They are Cooper, Philips, and GE. Philips is the lowest estimate provided. Below is the estimate using Philips LED fixtures.

Net Book Value		\$ 47,591
Project Cost		\$213,155
Fuse Holders		28,845
	Total	\$289,591

Add on SMART Technology	\$96,150	\$385,741
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Proposal includes requested insurances, equipment audit GIS review, and references. Warranties two and ten
 As requested

Estimated Annual Savings
 $\$100,087 - \$7,882 = \$92,205$

Payback

Without SMART Technology	\$246,740/\$92,205 = 2.67 years
With SMART Technology	\$342,890/\$92,205 = 3.72 years

TEN Connected Solutions

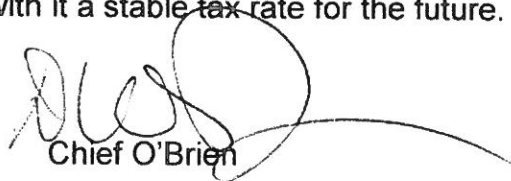
1501 Reedsdale Street, Suite 401
Pittsburgh, PA 15233

Net Book Value (quoted, \$57,690)		\$ 47,591
Project Cost (includes, fuse, LED fixture and install)		<u>\$277,250</u>
	Total	\$324,841
Add on SMART Technology	\$99,355	\$424,196
Add on SMART Technology later date	\$149,000	\$473,841

Proposal includes requested insurances, equipment audit
GIS review, and references. Warranties are unclear as workmanship
and either five or ten years for equipment based on the fixture.

After careful review of the proposals, I recommend the low bidder, Affinity LED Light, LLC. They are a local company who have experience in Maine, have provided Kittery with the lowest cost for the project and meet all of the expectations outlined in the RFP. Crucial to the success of this project is our ability to interact routinely with the contractor to ensure the project meets our expectations. A local company enhances this ability and will be able to provide repair services long after the two-year warranty on labor has expired.

Thank you for the opportunity to assist with this project. I believe this project and in the future more of similar scope will help our community understand the efforts being put forward by the town employees and with it a stable tax rate for the future.


Chief O'Brien



TOWN OF KITTELY

EMERGENCY OPERATION ACTION PLAN

**TOWN OF KITTERY
EMERGENCY OPERATION ACTION PLAN**

The Emergency Operation Action Plan for the Town of Kittery is approved by:

_____ Town Council Chair Judy Spiller	_____ Date
_____ Town Council Vice Chair Matt Brock	_____ Date
_____ Town Councilor Cyrus Clark	_____ Date
_____ Town Councilor Charles Denault	_____ Date
_____ Town Councilor Kenneth Lemont	_____ Date
_____ Town Councilor Jeffrey Pelletier	_____ Date
_____ Town Councilor Jeffrey D. Thomson	_____ Date
_____ Town Manager Kendra Amaral	_____ Date

TOWN OF KITTEERY EMERGENCY OPERATION ACTION PLAN

TABLE OF CONTENTS

CONTENTS	PAGE/TAB
PURPOSE	3
CONTACTS	4
DEFINITIONS	5
PROCEDURE	6-9
TRAINING	10
DISASTER EVENT SOG's	(Appendix "A")
Active Shooter	A
Aircraft Accident	B
Civil Disorder	C
Earthquake	D
Explosive Hazard	E
Fixed Facility Chemical Spill	F
Flooding	G
Hurricane	H
Major Power Failure	I
Nuclear Accident	J
Terrorist Threat	K
Tornado	L
Transportation Chemical Spill	M
Wildfire	N
Winter Storm/Ice Storm	O
ICS FORMS (Fillable Forms)	P

PURPOSE

The Emergency Management Action Plan is in place to provide a framework for Town of Kittery Officials to utilize in the event of a natural disaster. It provides operational guidelines for preparedness, response, mitigation and recovery actions necessary to minimize injury, loss of life and property damage. Used in conjunction with the National Incident Management System (NIMS), the plan provides the necessary steps to establish a functional incident management system through the use of emergency management teams with established goals.

CONTACTS

Position	Name	Office/Cell Telephone	Email
Town Manager	Kendra Amaral	475-1329 (978) 994-0552	kamaral@kitteryme.org
Town Council Chair	Judy Spiller	439-0637	
Town Council Vice Chair	Matt Brock	752-2223	
Town Councilor	Cyrus Clark	(603) 205-9860	
Town Councilor	Charles Denault	439-4718	
Town Councilor	Kenneth Lemont	439-3698	
Town Councilor	Jeffrey Pelletier	703-8842	
Town Councilor	Jeffrey D. Thomson	752-1313	
Town Clerk	Karen Estee	475-1328	kestee@kitteryme.org
Public Information Officer (PIO)	Kendra Amaral	475-1329 (978) 994-0052	kamaral@kitteryme.org
Emergency Management Director	David O'Brien	252-4334	firechief@kitteryme.org
Fire Chief	David O'Brien	252-4334	firechief@kitteryme.org
Police Chief	Robert Richter	439-1638 (978) 479-1503	rrichter@kitterypolice.com
Public Works Commissioner	David Rich	439-0333	drich@kitteryme.org
Planning and Development Director	Adam Causey	475-1307	acausey@kitteryme.org
Community Center Director	Jeremy Paul	439-3800	jpaul@kitterycommunitycenter.org
Sewer Superintendent	Timothy Babkirk	439-4646	tbabkirk@kitteryme.org
School Superintendent	Eric Waddell	475-1334	ewaddell@kitteryschools.com
Harbor Master	John Brosnihan	475-1301	jbrosnihan@kitterypolice.com
Water District Superintendent	Michael Rogers	451-8316	mikerkwd@comcast.net
Code Enforcement Officer	Stephen Wilson	475-1308	swilson@kitteryme.org
Finance Director	Brenda Fox-Howard	475-1315	bfox@kitteryme.org

PROCEDURE

1. Overview:

- 1.1. The following is the Emergency Management Action Plan for the Town of Kittery. It outlines how Kittery's government agencies will coordinate support from an Emergency Operations Center (EOC) and, if necessary, direct actions from an Incident Command Post (ICP). This is not a tactical plan for first responders. This document details general municipal Emergency Management activities.
- 1.2 The following Town of Kittery officials and contractors are responsible for the formulation and maintenance of this plan. This group of officials will be known as the Emergency Management Team (EMT).
 - Emergency Management Director
 - Town Manager
 - Fire Chief
 - Police Chief
 - EMS Chief
 - Public Works Department Superintendent
 - Finance Director
 - Sewer Department Superintendent
 - Superintendent of Schools

2. Normal Operations

- 2.1. Town officials receive information from many sources, including television, radio, websites, dispatch and personal interactions and observations. Fire, Police and Public Works personnel are the primary information collectors. This information is shared with appropriate stakeholders to assist in town wide decision making. Responding organizations will not normally alert others to incidents that do not exceed their capabilities. For example, the Fire Chief will not notify the Town Manager of every fire and emergency response.
- 2.2 As an incident develops and appears to be growing in complexity, the Incident Commander (IC) must make a determination of the severity of the situation and assess the risk to the town which may require the need for broader coordination from the Emergency Management Team. The IC will notify the Emergency Management Director of the situation. The Emergency Management Director may at his/her discretion activate the Emergency Management Team. In the absence of the Emergency Management Director, any member of the Emergency Management Team may call for activation of the team.

3. Municipal Emergency Management Team Activation.

- 3.1 The Emergency Management Team may activate when there is an incident or potential of an incident that may require significant coordination between responders, municipal officials and/or residents of the community. The team will assemble at an Emergency Operations Center. The following are common reasons to activate the Emergency Management Team:
- Request from an Incident Commander
 - Request from Public Works Road Foreman
 - Direction from the Town Manager
 - Weather forecast that may lead to widespread damage, power outages and road closures
 - Civil unrest
 - Large scale situations in neighboring communities or the Shipyard
- 3.2 The Emergency Management Director or his designee shall select the Emergency Operation Center location. The following are established Emergency Operations Center locations:
- Primary: Town Office, Conference Room "A"
 - Alternate: Gorges Road Fire Station, Chief's Conference Room
 - Alternate: Lewis Square Fire Station, Training Room
 - Alternate: Kittery Police Department, Training Room
- 3.3 Each incident will have an Incident Commander in charge of the response. The Emergency Management Team may not be activated for emergencies or situations where the on-scene incident command structure may handle internally. When multiple incidents are ongoing the EMT may be required to activate and provide support to the Incident Commanders. Large scale situations such as natural disasters may require the Emergency Operations Center and Emergency Management Team to assume command of the overall situation. At all times the National Incident Management System (NIMS) will be used.
- 3.4 The Emergency Management Team, once assembled at the Emergency Operations Center will maintain situational awareness by:
- 3.4.1. Establishing a plan of action using the appropriate Disaster Event Suggest Operational Guidance (SOG) checklist found in Appendix "A".
 - 3.4.1.1. Use the appropriate checklist when time allows for appropriate planning such as preparing for a major winter event.
 - 3.4.1.2. When an event occurs with little or no advance warning such as an earthquake or tornado, the appropriate checklist may

provide guidance to the Emergency Management Team to ensure rapid response and actions are being taken.

3.4.2. Tracking and Monitoring Events and Response.

3.4.2.1. An Operations Log of all significant decisions, activities and communications shall be kept.

3.4.2.2. An Operations Map may be utilized to graphically track events.

3.4.2.3. An Information Request Tracker will be kept providing a list of information requests and their status/answers.

3.4.2.4. A Damage Report will be kept which lists public infrastructure damage, public utility outages and other pertinent information necessary to assist in decision making recovery efforts.

3.4.3. Coordinating Resource Requests.

3.4.3.1. The Emergency Management Team will record and make every effort to fulfill resource needs as identified by the Incident Commanders.

3.4.3.2. The Emergency Management Team may purchase supplies, equipment, and services as required in support of ongoing incidents. The Town Manager, in conjunction with the Finance Director, shall authorize the spending of town funds as necessary to help mitigate incidents and provide recovery services as needed. Documentation for expenses including materials, personnel, contracted services and equipment is required.

3.4.4. Providing and Monitoring Public Information.

3.4.4.1. The Emergency Management Team shall ensure public awareness and safety information is disseminated when necessary to the residents of the Town of Kittery. This may be done using the York County Emergency Management Agency "RAVE" notification system, social media, public radio or television notices, or if required door to door notification. The team may also monitor incoming media information to help in decision making.

3.4.4.2. The Emergency Management Team will ensure contact is maintained with facilities that serve vulnerable residents in the community such as nursing homes, elderly care facilities and senior housing centers. If there are residents at risk, the team will monitor

their status and if required coordinate support for them until their situation stabilizes.

3.4.4.3. The Emergency Management Team, if necessary, may direct the opening of a daytime warming shelter. The team may also work with York County Emergency Management Agency and other agencies such as the Red Cross to provide for overnight sheltering.

- 3.5. The Emergency Management Team may conduct full update briefings on a regular occurring basis as needed. This may occur several times a day to set goals for the day, synchronize activities, review the day's events and determine progress in mitigation. The team will determine the need for off-hours staffing. The normal format for briefings is as follows:

- Overview
- Current situation
- Resource deployment and issues
- Individual incident/operation updates and issues
- Priorities and general comments

- 3.6. The Emergency Management Team will make the determination to demobilize based on situation and operational objectives. The demobilization process is as follows:

- Notify appropriate officials of demobilization
- Collect and file all EMT documentation for the incident.
- Establish date and time for formal review of the incident.
- Appoint a recovery officer, if needed, to ensure recovery efforts are continued.
- Provide damage assessment with associated costs to York County Emergency Management, Maine Emergency Management and/or Federal Emergency Management as required.

TRAINING

Overview

Training on this plan and in the skills necessary to make the proper decisions and complete tasks during an incident will help ensure the Town of Kittery minimizes damages and recovers quickly.

1.0 Training Requirements

- 1.1 Department Heads, Town Manager and other selected employees shall have as a minimum completed the following NIMS courses:

ICS-100; Introduction to the Incident Command System

IS-700B; An Introduction to the National Incident Management System

- 1.2 Town Councilors shall have as a minimum completed the following NIMS courses:

G-402 (ICS-402); Incident Command System (ICS) Overview for Executives/Senior Officials

G-191; Incident Command System/Emergency Operations Center Interface

2.0 Incident/Scenario training exercises

- 2.1 Incident training shall be conducted bi-annually to test the operational ability of the plan and the skills and abilities of personnel. The training may consist of a tabletop exercise, a functional exercise or a combination of the two. The training shall utilize one of the disaster event scenarios and shall include all personnel that normally would be involved in a real event.
- 2.2 A formal review shall take place at the completion of the exercise. The review will focus on what was done right and what may be done differently in the future. The review will provide corrective actions, such as additional training or revision of the Emergency Management Plan, when necessary.

DISASTER EVENT SOG'S

ACTIVE SHOOTER

PLANNING:

The Town of Kittery School Department has in place an active shooter emergency plan.
The Town of Kittery Community Center has in place an active shooter emergency plan.

RESPONSE:

During the active shooter event, EM Director should:

- Identify type of Active Shooter incident (i.e., chemical, biological, explosive, etc.)
- Identify immediate action or response requirements.
 - Police
 - EMT
 - Fire/EMS
- Ensure response forces have as much information as possible.
- EMS/Fire may activate mass casualty plan if appropriate.
- Hospitals may activate radiation contamination or other contamination plans if appropriate.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Establish on-scene unified command with Police, Fire and EMS representatives. Add resources as needed.
- Activate the EOC's as appropriate.
 - Local
 - School
 - County
 - On scene IC Vehicle
 - Primary – Seacoast Chief Fire Officers Command Vehicle
 - Secondary – York County EMA Command Vehicle
- Organize or establish the EOC, based on operational procedure.
- Establish a media briefing zone.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
 - RAVE
 - IAR
- On order, evacuate affected areas with assistance from available response forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
 - Fire/Police
- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured (if any)
 - *General boundary of the affected area
 - *The general extent of devastation (if any)
 - *The general extent of traffic route disruption
 - *The general extent of power or other utility disruption
 - *Immediate needs of response forces
 - *If voluntary evacuations of the population have begun
 - *Location of any congregate care area established or ad hoc care area
- Communicate with York County EMA regarding the overall county situation.
- Request hazardous materials team, START, response if appropriate.
- Maintain situational awareness at all times.
- Establish communications with and request a liaison from state transportation, state and federal law enforcement and electric and gas utilities as necessary.
- Establish communications with area schools and/or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).

— ACTIVE SHOOTER EVENT

— Page 2

- Establish a schedule for briefings.
- Brief town officials, York County EMA, utilities and PIO with updated information.
- Establish, as appropriate a Joint Information Center (JIC) with the state and federal response agencies.
- Provide response forces with updated information, as quickly as possible.
- Utilizing the county emergency alert system (or local school notification system), cause public information to be released via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an IAP/events log.
- Activate formal resource request procedure and resource tracking according to policy and guidelines.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the active shooter event has occurred, EM Director should:

- Gather damage assessment information from damage assessment teams.
- Obtain information from technical sources regarding health (mental and physical) effects duration.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Obtain information from law enforcement regarding safety of the area.
- Assess citizen/community needs for mental health counseling.
- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved with the response
 - *Time sheets or log sheets
 - *Supplies used
 - *Contracts issued
 - *Purchase orders issued
 - *Any other expenditures
 - *Damages to public buildings, equipment, utilities, etc
 - *Loss of life of any public servant
 - *Documents regarding economic impact
- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Perform an incident review as soon as possible with all possible resource organizations.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

AIRCRAFT ACCIDENT

PLANNING:

Prior to the aircraft accident event, EM Director should:

Aircraft accident events are unforeseen events and unpredictable, therefore prior planning is somewhat different than other disaster events.

- According to Maine State Statute 37B, Maine State Police are by law the state entity which oversees all aircraft incidents.

RESPONSE:

During the aircraft accident event, EM Director should:

- Alert Responders and Establish ICS and communicate plan with team. (ensure communication is maintained or use backup systems)
- Establish on-scene unified command with Police, Fire and EMS representatives. Add resources as needed.
- Call for mutual aid
- Activate EOC
- Request regional IMT and Command Vehicle to the scene
 - Primary: Seacoast Chief Fire Officers IMT and Command Vehicle
 - Secondary: York County EMA IMT and Command Vehicle
- Maintain situational awareness at all times/ start immediate situation assessments / injuries or deaths/ impact to residents on ground/ damage assessments.
- Alert department heads and assess resources that may be needed.
- Inform town officials of specific damages occurring or that have occurred.
- Maintain communications with city/town officials and York County EMA.
- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured
 - *General boundary of the affected area
 - *The general extent of damages
 - *The general extent of power or other utility disruption
 - *Immediate needs of response forces
 - *If voluntary evacuations of the population have begun
 - *Location of any triage area
 - *Location of any congregate care area established or ad hoc
- Communicate with York County EMA regarding the Federal Aviation Administration and/or NTSB or military as appropriate.
- Identify the primary liaison from the airline, airport or military.
- Activate financial tracking plan as appropriate; track resource usage, personnel, financial expenditures, etc.
- Activate an events log.
- List any shelters that are open and routes to get there.
- Update York County EMA of the situation and request any resources needed.
- Conduct the first staff briefing as soon as practical after EOC activation.
- Establish 24/7 duty roster for the EOC and/or command post.
- Activate or establish rumor control through the PIO.

AIRCRAFT ACCIDENT
Page 2

- Provide the PIO with updated information to utilize the county emergency alert system and provide public information.
- Establish a schedule for briefings.
- Assess the need for evacuations and or sheltering in place.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Communicate with York County EMA for reported damages to utilities and an estimate on service restoration.
- Activate formal resource request procedure and resource tracking.

NOTE: It is advisable to note the pilot is always in command of the aircraft and it is his/her responsibility, even after an accident, until the pilot is duly and properly relieved of that responsibility by the owner or company agent.

RECOVERY:

After the aircraft accident event, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information regarding number of sheltered and support necessary for continued operation.
- Make estimate for duration period for continued shelter operations, if any.
- Assess citizen/community needs for individual assistance and or public assistance if applicable.
- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved in the response.
 - *Time sheets or time logs.
 - *Supplies used.
 - *Contracts issued.
 - *Any other expenditures
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact.

Notation: Most costs associated with an aircraft accident are borne by the airline, the aircraft owner or pilot in command and are billable as such.

- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

CIVIL DISORDER

PLANNING:

Prior to a civil disorder event, EM Director should:

- Ensure public officials are well informed regarding the potential for civil unrest.
- Confer with local, state and federal law enforcement to monitor the potential for civil unrest or disturbance.
- Estimate need for auxiliary forces.
- Ensure the appropriate information network is in place to inform officials of potential civil unrest prior to an occurrence.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation, if such activation becomes necessary.
- Negotiate mutual aid agreements.
- Prepare to assist law enforcement with support resources.
- Maintain resource listings.
- Conduct hazard analysis of vital facilities and the impact of a civil unrest or riot incident on one or more of those facilities.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Coordinate with volunteer groups or organizations regarding the opening and staffing of shelters.

RESPONSE:

During the civil disorder event, EM Director should:

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC and EMT as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured (if any)
 - *General boundary of the affected area
 - *The general extent of damages
 - *The general extent of power or other utility disruption
 - *Immediate needs of response forces
 - *If there are any fires in the area
 - *If any looting has or is occurring
 - *Location of any triage or congregate care area established
- Communicate with York County EMA regarding the overall county situation.
- Establish communications with and request a liaison from electric and gas utilities as appropriate.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command and command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.

CIVIL DISORDER

Page 2

- On order, evacuate affected areas using available response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief town officials, York County EMA, utilities and PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Utilizing the county emergency alert system, cause public information to be released via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Activate formal resource request procedure and resource tracking according to policy and guidelines.
- Inventory additional resources that may be used or called upon for use.
- Coordinate all resource requests being forwarded to the York County EMA.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the civil disorder event has occurred, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from law enforcement regarding any potential for additional or prolonged incidents.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen/community needs for individual assistance and or public assistance.
- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved with the response
 - *Time sheets or log sheets
 - *Supplies used
 - *Contracts issued
 - *Purchase orders issued
 - *Any other expenditures
 - *Damages to public buildings, equipment, utilities, etc
 - *Loss of life of any public servant
 - *Documents regarding economic impact
- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports

CIVIL DISORDER

Page 3

- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Local civil unrest issues are unlikely to lead to a Presidential Declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Perform an incident review as soon as possible with all possible resource organizations.
- Identify and correct any deficiencies of the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

EARTHQUAKE

PLANNING:

Prior to the earthquake event, EM Director should:

Earthquakes are unforeseen events and unpredictable therefore prior planning is somewhat different than other disaster events.

- Plan for immediate opening of EOC and manning phones and response activities.
- Inform city/town officials and York County EMA of the plan for immediate response.
- Coordinate with department heads so they know their responsibility if an event occurs.
- Plan to utilize the county emergency alert system to inform citizens about the severity and damages and what they can expect.
- Communicate with the public information officer (PIO) regarding public information messaging. (pre-planned)
- Monitor the local broadcast media regarding Emergency Alert System activation.
- Communicate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency training actions prior to an earthquake.
- Monitor the US Geological Survey briefings for timely information affecting local jurisdictions.
- Determine the availability of shelters and obtain shelter agreements if already not in place.
- Communicate with local volunteer groups or organizations which will staff the shelter and pet shelter.
- Communicate with York County EMA regarding electrical utilities and power outages.
- Inventory supply kits: portable radios, lights, medical supplies, drinking water, food.
- Establish shelter in place or evacuation plan including routes. (evacuation plans will be situation dependent)
- Ensure public works has a plan to deploy detour signage. (situation dependent and will need immediate response)
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.
- Communicate earthquake response plans with town officials, York County EMA, special teams and the volunteer groups or organizations which will staff shelters and pet shelters.

RESPONSE:

During the earthquake event, EM Director should:

- Activate the EOC and EMT.
- Establish ICS and communicate plan with team. (ensure communication is maintained or use backup systems)
- Maintain situational awareness at all times/ start immediate damage assessments and record details.
- Inform town officials and York County EMA of specific damages occurring or that has occurred.
- Utilizing the county emergency alert system, issue alert and warning to general public based on procedure, as warranted.
- Maintain communications with York County EMA and with special response teams.
- Through communications with responding agencies determine as quickly as possible:
 - *Number of killed or injured
 - *General boundary of the affected area
 - *The general extent of damages
 - *The general extent of power or other utility disruption

EARTHQUAKE
Page 2

- *Immediate needs of response forces
- *If voluntary evacuations of the population have begun
- *Location of any triage area
- *Location of any congregate care area established or ad hoc

- Monitor overall county situation.
- Establish ongoing reporting from the special response teams and private agencies.
- Establish incident command team and command post(s) as needed.
- On order, evacuate affected areas with assistance from special response teams or organizations.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief town officials, York County EMA, and PIO with updated information.
- Provide special response teams with updated information, as appropriate.
- Utilizing the county emergency alert system, cause public information to be released, via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the York County EMA.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing and discuss with and present to your relief, the incident action plan for the next 12 hours.
- Track resource usage, personnel, financial expenditures, etc.
- Continue public information messaging with county emergency alert system.
- List any shelters that are open and routes to get there.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.

RECOVERY:

After the earthquake event has occurred, EM Director should:

- Inform town officials and department heads of the situation.
- Perform damage assessment activities.
- Update York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Assess the need for evacuations and or sheltering in place.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - *Personnel that responded and the time involved in the response.
 - *Time sheets or time logs.
 - *Supplies used.
 - *Contracts issued.
 - *Purchase orders issued.

EARTHQUAKE
Page 3

- *Any other expenditures.
- *Damages to public buildings, equipment, utilities, etc.
- *Loss of life of any public servant.
- *Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports.
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Ascertain the number of injured and deceased from medical personnel.
- If a Presidential declaration of disaster is made, file “Request for Public Assistance” to apply for assistance as soon as possible with the state.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Utilizing the county emergency alert system, the PIO will ensure the general public is made aware of the assistance application process, if applicable.
- Contact water district to establish whether or not water is safe to drink.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Ascertain the number of injured and deceased from medical personnel.

DISASTER EVENT SOG'S

EXPLOSIVE HAZARD

PLANNING:

Prior to the explosive hazard event, EM Director should:

- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions regarding an explosive hazard.
- Conduct hazard analysis of vital facilities and the impact of an explosion incident in or near one or more of those facilities.
- Determine the availability of mobile and/or portable mortuary services.
- Coordinate with law enforcement for response and information.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, rescue, mortuary, etc.
- Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
- Ensure other resource such as explosive ordinance disposal units are available and the necessary agreements are in place to obtain those resources.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Coordinate with volunteer groups or organizations regarding the opening and staffing of shelters.

RESPONSE:

During the explosive hazard event, EM Director should:

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured (if any)
 - *General boundary of the affected area
 - *The general extent of damages
 - *The general extent of power or other utility disruption
 - *Immediate needs of response forces
 - *If voluntary evacuations of the population have begun
 - *Location of any established triage area
 - *Location of any congregate care area established or ad hoc care area
- Communicate with York County EMA regarding the overall county situation.

EXPLOSIVE HAZARD

Page 2

- Establish communications with the facility reporting the explosion, if applicable.
- Request a technical liaison from law enforcement, familiar with explosive hazard, report to the EOC if practical to do so. Bombs, bomb threats, explosive devices intentionally set are criminal matters. Be aware that these may also present a terrorist threat.
- Establish communications with municipal agencies and York County EMA.
- Request explosive disposal unit, hazardous materials team or other specialized response forces if appropriate.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish communications with area schools and/or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command and command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief town officials, York County EMA, utilities and PIO with updated information.
- Establish, as appropriate a Joint Information Center (JIC) with the facility.
- Provide response forces with updated information, as appropriate.
- Utilizing the county emergency alert system, cause public information to be released via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Activate formal resource request procedure and resource tracking according to policy and guidelines.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the explosive hazard event has occurred, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding explosive effects or demolition effects duration.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen/community needs for individual assistance and or public assistance.
- Gather financial information from the Finance Officer.
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.

EXPLOSIVE HAZARD
Page 3

- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved with the response
 - *Time sheets or log sheets
 - *Supplies used
 - *Contracts issued
 - *Purchase orders issued
 - *Any other expenditures.
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact
- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- It will be unlikely if a small, localized explosion will cause a Presidential declaration of disaster, but if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Perform an incident review as soon as possible with all possible resource organizations.
- Review agency and self-performance.
- Identify and correct any deficiencies of the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S
FIXED FACILITY CHEMICAL SPILL

PLANNING:

Prior to the fixed facility chemical spill event, EM Director should:

- Coordinate with local plants, businesses or other facilities that receive hazardous materials and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- Provide an avenue for such facilities to report chemical spills.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with Chemtrec (800-424-9300) for timely information regarding spills.
- Coordinate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to a chemical spill or accident.
- Coordinate with planning board and inspections departments regarding building codes and code enforcement to minimize potential release of hazardous materials.
- Coordinate with State Title III Compliance department.
- Conduct hazard analysis of vital facilities and the impact of a major chemical spill on one or more of those facilities.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- Determine the location of the nearest hazmat response team and their capability.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Coordinate with volunteer groups or organizations regarding the opening and staffing of shelters.

RESPONSE:

During the fixed facility chemical spill event, EM Director should:

- Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- Refer to the facility listing for Extremely Hazardous Substances in York County if needed.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured (if any)
 - *General boundary of the affected area
 - *The general extent of damages
 - *The general extent of power or other utility disruption
 - *Immediate needs of response forces
 - *If voluntary evacuations of the population have begun
 - *Location of any congregate care area established or ad hoc care area

FIXED FACILITY CHEMICAL SPILL

Page 2

- Communicate with York County EMA regarding the overall county situation.
- Establish communications with the facility reporting the spill or leak.
- Request a technical liaison from the facility to report to the EOC (or command post)
- Request hazardous materials team response if appropriate.
- Maintain situational awareness at all times.
- Maintain communications with municipal agencies, York County EMA and any electric or gas utilities if necessary.
- Establish communications with area schools and/or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command and command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief town officials, York County EMA, utilities and PIO with updated information.
- Establish, as appropriate a Joint Information Center (JIC) with the carrier or manufacturer if appropriate.
- Provide response forces with updated information, as appropriate.
- Utilizing the county emergency alert system, cause public information to be released via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Activate formal resource request procedure and resource tracking according to policy and guidelines.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the fixed facility chemical spill event has occurred, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health effects duration.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen/community needs for individual assistance and or public assistance.
- Gather financial information from the Finance Officer.
-

FIXED FACILITY CHEMICAL SPILL
Page 3

- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved with the response
 - *Time sheets or log sheets
 - *Supplies used
 - *Contracts issued
 - *Purchase orders issued
 - *Any other expenditures.
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact

Notation: In most cases the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.

- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Perform an incident review as soon as possible with all possible resource organizations.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

FLOODING

PLANNING:

Flood events may occur with little notice if a storm produces significant amounts of rainfall in a short period of time.

FLOOD WARNINGS:

Warnings are issued when flooding is imminent or occurring. Forecasts will typically advise of expected severity of the flooding, areas that may be affected and approximate timing of events.

Prior to the flooding event, EM Director should:

- Determine the need for/timing of opening EOC.
- Inform city/town officials, department heads and York County EMA of the plan.
- Coordinate with department heads.
- Monitor the National Weather Service regarding timely watches and warnings affecting local jurisdictions.
- Utilizing the county emergency alert system, ensure the public is well informed regarding flood watches and warnings.
- Communicate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to a flooding event.
- Communicate with the public information officer (PIO) regarding public information messaging.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Communicate with volunteer groups or organizations which will staff shelters and pet shelter.
- Consider stocking emergency supply kits: portable radios, lights, medical supplies, drinking water, food.
- Establish evacuation plan including routes.
- If necessary, evacuate low lying areas to higher ground.
- Contact public works to deploy detour signage.
- Communicate with York County EMA regarding public information messages about electric utilities and power outages.
- Determine locations where sandbags can be obtained and a plan of who/when to fill them.
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.

RESPONSE:

During the flooding event, EM Director should:

- Activate the EOC as appropriate.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- Establish ICS and communicate plan with team.
- Establish communications with York County EMA and responding agencies.
- Monitor overall county situation.
- Maintain situational awareness at all times.
- Maintain communications with municipal agencies and York County EMA.
- Identify liaison from electric, gas, water and sewer utilities if necessary.
- Establish ongoing reporting from the special response teams.
- Establish incident command and command post(s) as needed.

FLOODING Page 2

- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured (if any)
 - *General boundary of the affected area
 - *The general extent of damages
 - *The general extent of power or other utility disruption
 - *Immediate needs of response forces
 - *If voluntary evacuations of the population have begun
 - *Location of any congregate care area established or ad hoc
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate effected areas with assistance from special response teams.
- List any shelters that are open and routes to get there.
- Conduct first staff briefing as soon as practical after EOC activation.
- Utilizing the county emergency alert system, cause public information to be released via the PIO as soon as practical.
- Activate or establish rumor control through the PIO.
- Establish a schedule for briefings.
- Brief town officials and York County EMA.
- Utilizing the county emergency alert system, continue public information messaging through the PIO.
- Provide PIO with updated information and the special response teams, as appropriate.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Activate formal resource request procedure and resource tracking according to policy and guidelines.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Track resource usage, personnel, financial expenditures, etc.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.
- Conduct a "second shift" or relieving shift briefing and discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the flooding event has occurred, EM Director should:

- Inform town officials and department heads.
- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Update York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Assess citizen/community needs for individual assistance and or public assistance.
- Gather financial information from the Finance Officer.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.

FLOODING
Page 3

- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved with the response
 - *Time sheets or log sheets
 - *Supplies used
 - *Contracts issued
 - *Purchase orders issued
 - *Any other expenditures.
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact
- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Evacuate people and animals who may be stranded in flooded areas.
- Contact water district to establish whether or not water is safe to drink.
- Communicate with York County EMA regarding power outages and restoration estimates.
- Ascertain the number of injured and deceased from medical personnel.
- Coordinate recovery organizations including private or volunteer relief organizations.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the state.
- Ensure town officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.

DISASTER EVENT SOG'S

HURRICANE

PLANNING:

HURRICANE WARNINGS:

Warnings are issued 72 hours ahead of time. Once hurricanes travel north of Cape Hatteras they pick up speed which will reduce our preparation time.

Prior to hurricane, EM Director should:

- Closely track the storm's path and plan decisions based on estimated timing of arrival.
- Determine the need for/timing of opening EOC.
- Inform town officials, departments and York County EMA of town's plan.
- Coordinate with department heads.
- Plan to open shelters and communicate with volunteer groups or organizations which will staff them.
- Communicate with the public information officer (PIO) regarding public information messaging utilizing the county emergency alert system.
- Inform citizens:
 - *Evacuation routes and how the message will get out should they need to evacuate.
 - *House preparation- close windows, doors and hurricane shutters and/or board up windows, clearing yards, disaster kits.
 - *The attached "Hurricane Information for General Public" lists recommendations for citizens.
- Consider stocking supply kits: portable radios, lights, medical supplies, drinking water, and food.
- Call YCEMA at 207-324-1578 to obtain Hurricane Preparation Conference Call schedule for the coming days.
- Establish overall evacuation plan including evacuation routes.
- Coordinate with inland jurisdictions to host evacuating population.
- Contact public works to deploy detour signage.
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.
- Communicate with/stage special teams, volunteer organizations, etc. to staff shelters and pet shelters.

RESPONSE:

During the hurricane event, EM Director should:

- Activate the EOC as appropriate.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas.
- Establish traffic control and security with law enforcement.
- Establish ongoing reporting with the city/town officials, response forces and York County EMA.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).

HURRICANE

Page 2

- Establish a schedule for briefings.
- Brief town officials, response forces and York County EMA.
- Provide PIO with updated information.
- Establish 24/7 duty roster for the EOC and/or command post.
- Activate an events log.
- List any shelters that are open and routes to get there.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the County.
- Activate financial tracking plan and track resource usage, personnel, financial expenditures, etc.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.

RECOVERY:

After hurricane has occurred, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Update town officials and York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Evacuate people and animals who may be stranded in damaged areas.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Contact water district to establish whether or not water is safe to drink.
- Assess citizen/community needs for individual assistance and or public assistance.
- As appropriate gather additional information to include:
 - *Personnel that responded and the time involved in the response.
 - *Time sheets or time logs.
 - *Supplies used.
 - *Contracts issued.
 - *Purchase orders issued.
 - *Any other expenditures.
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant.
 - *Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - *Town Officials and York County EMA
 - *Others requiring or requesting reports.
- Coordinate recovery organizations including private or volunteer relief organizations.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.

HURRICANE

Page 3

- Perform an incident review as soon as possible with all possible response organizations.
- Ascertain the number of injured and deceased from medical personnel.
- Deliver post-hurricane safety tips to public:
 - *Listen to local officials for updates and instructions.
 - *Check-in with family and friends by texting or using social media.
 - *Return home only when authorities indicate it is safe.
 - *Watch out for debris and downed power lines.
 - *Avoid walking or driving through flood waters. Just 6 inches of moving water can knock you down and fast-moving water can sweep your vehicle away.
 - *Avoid flood water as it may be electrically charged from underground or downed power lines and may hide dangerous debris or places where the ground is washed away.
 - *Photograph the damage to your property in order to assist in filing an insurance claim.
 - *Do what you can to prevent further damage to your property, (e.g., putting a tarp on a damaged roof), as insurance may not cover additional damage that occurs after the storm.
- Review agency and self-performance.
- Identify and correct any deficiencies of the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

MAJOR POWER FAILURE

PLANNING:

Prior to a major power failure, EM Director should:

- Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.
- Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Determine the availability of shelters and obtain shelter agreements if not already obtained.
- Coordinate with volunteer groups or organizations regarding shelter operations and staffing for the shelters.

RESPONSE:

Notation: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause/event checklis: .

During the major power failure, EM Director should:

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning utilizing the county emergency alert system based on procedure, as warranted.
- Establish communications with responding agencies.
- Through those communications, determine as quickly as possible:
 - *General boundary of the affected area.
 - *The general extent of power or other utility disruption.
 - *Immediate needs of response forces or utilities.
 - *Estimated time of repair or duration of outage.
 - *Estimated population affected.
- Communicate with York County EMA regarding the overall county situation.
- Monitor the National Weather Service forecasts for information regarding estimated duration of conditions related to the major power failure.
- Establish ongoing reporting from the response forces and utilities.
- Establish incident command.
- Coordinate with volunteer groups or organizations regarding opening and staffing of shelters in the appropriate areas, based on shelter procedures.
- Conduct first staff briefing as soon as practical after EOC activation.

MAJOR POWER FAILURE

Page 2

- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief town officials and the York County EMA of the situation and request any resources needed.
- Provide the PIO with updated information.
- Provide the response forces with updated information, as appropriate.
- Cause public information to be released via the PIO utilizing the county emergency alert system as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and activate formal resource procurement procedures and resource tracking.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedures.
- Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the major power failure event, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Gather information from York County EMA regarding potential for prolonged outages.
- Obtain information regarding number of sheltered and support necessary for continued operation.
- Make estimate for duration period for continued shelter operations, if any.
- Assess citizen/community needs for individual assistance and or public assistance if applicable.
- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved in the response.
 - *Time sheets or time logs.
 - *Supplies used.
 - *Contracts or purchase orders issued.
 - *Any other expenditures.
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact.
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Perform an incident review as soon as possible with all response organizations.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

NUCLEAR ACCIDENT

PLANNING:

Prior to the nuclear accident event, EM Director should:

- Ensure the public living in the area is kept well informed regarding potential hazards associated with a nuclear facility or nuclear materials.
- Coordinate with the nuclear facility owner or the Nuclear Regulatory Commission as appropriate for timely information affecting local jurisdictions.
- Coordinate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to a potential nuclear accident, if it is likely to affect such a facility.
- Ensure evacuation routes are clearly established and well-marked.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Ensure that the warning systems in place at the facility are appropriate, meet regulations and are coordinated with the county.
- Ensure that all facilities that hold nuclear materials, including medical facilities are known and properly placarded.
- Pre-determine locations for reception, congregate care and decontamination areas for the public or evacuation population.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Communicate with local volunteer groups or organizations which will staff shelters and pet shelters.
- Pre-determine traffic control and security road block locations and requirements for each affected area.
- Ensure that surrounding counties are coordinated in mutual aid responses.
- Carry out other planning actions necessary under NUREG, FEMA or state guidance.

RESPONSE:

During the nuclear accident event, EM Director should:

- Upon notification, activate the EOC as appropriate.
- Follow EOC Operational Procedure.
- Establish communications with the nuclear facility owner/operator.
- Establish communications with the York County EMA and the state.
- Establish incident command.
- Ensure appropriate radiation procedures are followed.
- Ensure that appropriate established procedures are followed as appropriate to the facility condition.
- Establish command posts, traffic control points and security road blocks where planned.
- Establish communications with EAS stations following the Alert and Warning procedure.
- Establish communications with responding agencies.
- Communicate with York County EMA regarding overall county effect and calculations on plume pathway if applicable.
- Assist the Radiological officer to assess initial potential for radiation exposure to the general population in the immediate or affected area.
- Ensure EALs (Emergency Action Levels) are current. (Nuclear power stations)
- Coordinate the opening of appropriate number of shelters and decontamination stations in the appropriate areas, in anticipation of evacuation.

NUCLEAR ACCIDENT

Page 2

- If schools are in session, discuss evacuation procedures and prepare to evacuate such schools if recommended to do so.
- Establish communications with area schools, and/or businesses that might be affected.
- Ensure that all actions are coordinated with facility, state and federal agencies and surrounding counties.
- Communicate with York County EMA regarding overall county situation.
- Request a technical liaison from the facility report to the EOC (or command post).
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct the first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief town officials and York County EMA.
- Provide PIO and response forces with updated information.
- Establish as appropriate, a Joint Information Center (JIC) with the facility.
- Utilizing the county emergency alert system, cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log and complete ICS forms.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the York County EMA.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing to discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the nuclear accident event, EM Director should:

- Coordinate emergency worker decon and ensure all returning equipment is properly decontaminated.
- Obtain information from the facility owner regarding length of repair, safety, etc.
- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health effects duration.
- Obtain information regarding number of sheltered and support necessary for continued operation.
- Obtain an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair safety, etc.
- Assess citizen/community needs for individual assistance and or public assistance.

NUCLEAR ACCIDENT

Page 3

- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved in the response.
 - *Time sheets or time logs.
 - *Supplies used.
 - *Contracts issued.
 - *Purchase orders issued.
 - *Any other expenditures.
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact.

Notation: In most cases the facility responsible for a radiological event and radiation incidents are responsible for all costs associated with response. Volunteer resources may not be reimbursable unless under contract. Documentation is essential.

- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Coordinate recovery organizations and private or volunteer relief organizations.
- If Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the state.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident review as soon as possible with all possible resource organizations.
- Identify and correct any deficiencies in the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

TERRORIST EVENT

PLANNING:

Prior to the terrorist event, EM Director should:

- Ensure the public is well informed regarding the factual potential for terrorist incidents.
- Coordinate with business, government agencies, schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a terrorist incident.
- Coordinate with the Department of Homeland Security, FBI, Center for Disease Control and other federal agencies for information and warnings affecting local jurisdictions. Also coordinate with state emergency management, public health and others for similar warnings and information.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Coordinate with volunteer groups or organizations regarding the opening and staffing of shelters.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.

RESPONSE:

During the terrorist event, EM Director should:

- Identify type of terrorist incident (i.e., chemical, biological, explosive, etc.)
- Identify immediate action or response requirements.
- Ensure response forces have as much information as possible.
- EMS may activate mass casualty plan if appropriate.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from available response forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured (if any)
 - *General boundary of the affected area
 - *The general extent of devastation (if any)
 - *The general extent of traffic route disruption
 - *The general extent of power or other utility disruption
 - *Immediate needs of response forces
 - *If voluntary evacuations of the population have begun
 - *Location of any congregate care area established or ad hoc care area
- Communicate with York County EMA regarding the overall county situation.
- Request a technical liaison from law enforcement, both knowledgeable of terrorist activity, report to the EOC (or command post).

TERRORIST EVENT

Page 2

- Request hazardous materials team response if appropriate. (START)
- Maintain situational awareness at all times.
- Establish communications with and request a liaison from state transportation, state and federal law enforcement and electric and gas utilities as necessary.
- Establish communications with area schools and/or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command and command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief town officials, York County EMA, utilities and PIO with updated information.
- Establish, as appropriate a Joint Information Center (JIC) with the state and federal response agencies.
- Provide response forces with updated information, as quickly as possible.
- Utilizing the county emergency alert system, cause public information to be released via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Activate formal resource request procedure and resource tracking according to policy and guidelines.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12-hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the terrorist event has occurred, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health (mental and physical) effects duration.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Obtain information from law enforcement regarding safety of the area.
- Assess citizen/community needs for individual assistance and or public assistance.
- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved with the response
 - *Time sheets or log sheets
 - *Supplies used
 - *Contracts issued
 - *Purchase orders issued

TERRORIST EVENT

Page 3

- *Any other expenditures
- *Damages to public buildings, equipment, utilities, etc
- *Loss of life of any public servant
- *Documents regarding economic impact
- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Perform an incident review as soon as possible with all possible resource organizations.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

TORNADO

PLANNING:

TORNADO WARNINGS:

A tornado is a violent storm with whirling winds of tremendous speed. It appears as a rotating, funnel-shaped cloud that extends toward the ground from the base of a thundercloud. It spins like a top and may sound like a roaring train.

Tornado Watch: Conditions are favorable for a tornado to develop.

***NOTE:** Because tornadoes form very quickly, all alert and warning actions need to begin at the watch stage*

Tornado Warning: A tornado is imminent, has been indicated on radar or has actually been sighted.

Prior to tornado, EM Director should:

***NOTE:** A tornado event can happen very quickly and there may not always be time to plan far in advance for this type of hazard*

- Inform citizens of tornado watches and warnings; send out immediate alerts.
- Maintain situational awareness of National Weather Service updates and recommendations.
- Coordinate public information messaging- news release, social media, county PIO, etc. Ensure timely and accurate Emergency Action System activation.
- Inform town officials, departments and York County EMA of town's plan.
- Determine the need for opening EOC if time allows.
- Coordinate with department heads.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a tornado.
- Locate and prepare a safe room within the building in the event that staff needs to seek shelter.
- Consider stocking supply kits: portable radios, lights, medical supplies, drinking water, food.
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.
- Determine the availability of shelters and obtain shelter agreements if not previously done.
- Communicate with volunteer groups or organizations which will staff the shelters and pet shelters.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- Conduct hazard analysis of vital facilities and the impact of a tornado on one or more of those facilities.

RESPONSE:

During the tornado event, EM Director should:

- Seek shelter in a safe room such as a basement or the most interior room of the building.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Organize or establish the EOC, based on operational procedure.
- Activate the EOC as appropriate.
- Establish ICS and communicate plan with team.
- Maintain situational awareness at all times.

TORNADO

Page 2

- Maintain communications with municipal and regional agencies and York County EMA.
- Issue alert and warnings utilizing the county emergency alert system based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response forces.
- Establish traffic control and security with law enforcement.
- Establish communications with responding agencies.
- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured (if any)
 - *General boundary of affected area
 - *The general extent of damages
 - *The general extent of power or other utility disruption
 - *Immediate needs of response forces
 - *If voluntary evacuations of the population have begun
 - *Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Monitor communications from the National Weather Service.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Coordinate with public agencies regarding the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief town/county/agency/utility executives.
- Provide PIO and response forces with updated information.
- Cause public information to be released utilizing the county emergency alert system, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Track resource usage, personnel, financial expenditures, etc. according to financial tracking plan from Finance Officer.
- Coordinate all resource requests being forwarded to the State.
- Continue public information messaging including open shelters and routes to get there.
- Activate damage assessment and follow damage assessment procedure.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

TORNADO
Page 3

RECOVERY:

After tornado has occurred EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from public agencies regarding number of sheltered, support necessary for continued operation and estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen/community needs for individual assistance and or public assistance.
- Inform community officials and department heads of updates.
- Update York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Contact water district to establish whether or not water is safe to drink.
- Contact power companies for reported damages and an estimate on service restoration.
- Gather financial information from the Finance Officer.
- As appropriate, gather information to include:
 - *Personnel that responded and the time involved in the response
 - *Time sheets or time logs
 - *Supplies used
 - *Contracts issued
 - *Purchase orders issued
 - *Any other expenditures
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact
- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Coordinate recovery organizations including private or volunteer relief organizations.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Ascertain the number of injured and deceased from medical personnel.
- Perform an incident review as soon as possible with all possible response organizations.
- Review agency and identify and correct any deficiencies in the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials with updated information and disaster recovery progress.

DISASTER EVENT SOG'S
TRANSPORTATION CHEMICAL SPILL

PLANNING:

Prior to the transportation chemical spill event, EM Director should:

- Ensure the public is well informed regarding transportation issues regarding hazardous materials.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with local plants, businesses or other facilities that receive hazardous materials and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- Provide an avenue for transient transportation companies to report chemical spills – i.e., 911.
- Coordinate with Chemtrec (800-424-9300) for timely information regarding spills.
- Coordinate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to a transportation chemical spill or accident.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
- Determine the location of the nearest hazmat response team and their capability. (START)
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Coordinate with volunteer groups or organizations regarding the opening and staffing of shelters.

RESPONSE:

During the transportation chemical spill event, EM Director should:

- Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured (if any)
 - *General boundary of the affected area
 - *The general extent of the spill
 - *The general extent of traffic route disruption
 - *Immediate needs of response forces
 - *If voluntary evacuations of the population have begun
 - *Location of any congregate care area established or ad hoc care area

TRANSPORTATION CHEMICAL SPILL

Page 2

- Coordinate with the shipping company for response and information.
- Communicate with York County EMA regarding overall county situation.
- Establish communications with the transporter reporting the spill or leak.
- Request a technical liaison from the facility report to the EOC (or command post).
- Request hazardous materials team response if appropriate.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish communications with area schools, and/or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command and command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the Public Information Officer (PIO).
- Establish a schedule for briefings.
- Brief town officials, York County EMA and PIO with updated information.
- Establish, as appropriate, a Joint Information Center (JIC) with the carrier or manufacturer if appropriate.
- Provide response forces with updated information, as appropriate.
- Utilizing the county emergency alert system, continue public information messaging through the PIO.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Activate formal resource request procedure and resource tracking according to policy and guidelines.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Track resource usage, personnel, financial expenditures, etc.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.
- Conduct a "second shift" or relieving shift briefing and discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY:

After the transportation chemical spill, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health effects duration.
- Assess shelter activities: how many are open, the need to remain open or demobilize and an estimate for how long and what resources are needed for both.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen/community needs for individual assistance and or public assistance.
- Gather financial information from the Finance Officer.

TRANSPORTATION CHEMICAL SPILL
Page 3

- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved with the response
 - *Time sheets or log sheets
 - *Supplies used
 - *Contracts issued
 - *Purchase orders issued
 - *Any other expenditures
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact

Notation: In most cases, the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.

- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Perform an incident review as soon as possible with all possible response organizations.
- Identify and correct any deficiencies of the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S

WILDFIRE

PLANNING:

WILDFIRE WARNINGS: Warnings are issued when fire threat is elevated. The warnings may be based on the level of threat from the National Fire Danger Rating System Description: 1. Low (green), 2. Moderate (blue), 3. High (yellow), 4. Very high (orange), 5. Extreme (red).

Prior to wildfire, EM Director should:

- Ensure the public is well informed regarding fire potential, especially during drought conditions.
- Coordinate with fire department regarding response capability and the resources they will need to fight such fires.
- Coordinate with state and federal fire-fighting agencies as appropriate. Acquire planning assistance from the Maine Forest Service.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from major fires.
- Coordinate public information messaging:
 - Clean roof and gutters
 - Maintain an area approximately 30' away from your home that is free of anything that will burn, such as wood piles, dried leaves, newspapers and other brush
 - Connect garden hoses long enough to reach any area of the home and fill garbage cans, tubs, or other large containers with water.
 - Review your homeowner's insurance policy and also prepare/update a list of your home's contents
 - Listen to local news stations, weather radios, social media, etc. for latest updates
- Consider stocking supply kits: portable radios, lights, medical supplies, drinking water and food.
- Ensure internal staff/volunteer preparedness: supply kits at home, fuel in cars, generators fueled, etc. to reduce worry about their own families and allow for full engagement in disaster response effort.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation.
- Determine the availability of shelters and obtain shelter agreements if appropriate.
- Coordinate with public agencies, special teams, local volunteer organizations, etc. to staff shelters and pet shelters.

RESPONSE:

During the wildfire event, EM Director should:

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Inform town officials and York County EMA of town's plan.
- Coordinate with department heads.
- Utilizing the county emergency alert system, issue alert and warning based on procedure, as warranted.
- Determine need for preplanned evacuations.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish ICS and communicate plan with team.

WILDFIRE
Page 2

- Establish communication with responding agencies.
- Establish communications with Maine Forest Service and/or fire scene commander.
- Maintain situational awareness at all times. Keep track of fire lines, wind direction and speed.
- Evacuate areas before fire approaches (manage evacuation routes).
- Establish traffic control and security with law enforcement.
- Maintain communications with municipal and regional agencies and York County EMA.
- Through communications with responding agencies, determine as quickly as possible:
 - *Number of killed or injured (if any)
 - *General boundary of the affected area
 - *The general extent of fire and exposures
 - *The general extent of traffic route disruption
 - *Immediate needs of response forces
 - *If voluntary evacuations of the population have begun
 - *Location of any congregate care area established
- Track resource usage, personnel, financial expenditures, etc.
- Continue public information messaging.
- List any shelters that are open and routes to get there.
- Keep track of areas that were evacuated and the location to which citizens were evacuated.
- Coordinate with the fire scene commander for information.
- Establish communications with area schools, and/or businesses that might be affected.
- Establish ongoing reporting with the town officials, response forces and York County EMA.
- Establish incident command if not already established by Maine Forest Service.
- Establish command post(s) as needed.
- Coordinate opening the appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate financial tracking plan.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a “second shift” or relieving staff briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

RECOVERY

After wildfire has occurred, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams or Maine Forest Service.

WILDFIRE

Page 3

- Obtain information from CDC/EPA regarding health effects (i.e., smoke) duration.
- Obtain information regarding number of sheltered, estimated duration period for shelter operations and support and supplies necessary for continued operations.
- Obtain information regarding power outages, length of repair, safety, etc.
- Assess citizen/community needs for individual assistance and/or public assistance.
- Update town officials, department heads and York County EMA of the situation and request any resources needed.
- Coordinate with mutual aid partners.
- Gather financial information.
- As appropriate gather additional information to include:
 - *Personnel that responded and the time involved in the response
 - *Time sheets or time logs
 - *Supplies used
 - *Contracts issued
 - *Purchase orders issued
 - *Any other expenditure
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact
- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Coordinate recovery organizations including private or volunteer relief organizations.
- It is unlikely a Presidential declaration of disaster will be declared for local fires. However, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Ascertain the number of injured and deceased from medical personnel.
- Perform an incident review as soon as possible with all possible response organizations.
- Identify and correct any deficiencies of the plan.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief town officials and York County EMA with updated information and disaster recovery progress.

DISASTER EVENT SOG'S
WINTER STORM/ICE STORM

PLANNING:

Prior to the winter storm or ice storm event, EM Director should:

- Ensure the public is well informed regarding winter storm and ice storm watches and warnings.
- Monitor the National Weather Service for timely watches and warnings affecting local jurisdictions.
- Monitor the local broadcast media regarding Emergency Alert System activation.
- Inform town officials, departments and county EMA of town's plan for immediate response.
- Coordinate with department heads so they know their responsibility if an event occurs.
- Plan for informing citizens about the severity and what they can expect.
- Communicate with the public information officer (PIO) regarding public information messaging.
- Communicate with schools, daycare centers, hospitals, etc. regarding proper precautions and emergency actions prior to winter storms.
- Consider stocking supply kits: portable radios, lights, medical supplies, drinking water and food.
- Plan for staffing the EOC.
- Determine the availability of shelters and obtain shelter agreements if not already in place.
- Communicate with local volunteer groups or organizations which will staff shelters and pet shelters.
- Communicate with York County EMA to obtain Maine Department of Transportation (MDOT) information regarding road conditions and local power utilities information concerning power outages and restoration estimates.

RESPONSE:

During the winter storm or ice storm event, EM Director should:

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Organize, establish and activate the EOC, based on operational procedure.
- Utilizing the County emergency alert system, issue alert and warning based on procedure, as warranted.
- Alert department heads and assess resources that may be needed.
- Inform town officials of specific damages occurring or that has occurred.
- Maintain communications with municipal and regional agencies and York County EMA.
- Establish traffic control, motorist assistance and security with law enforcement if necessary.
- Activate formal resource request procedure and resource tracking.
- Through communications with agencies, determine as quickly as possible:
 - *Number of injured or killed (if any)
 - *General boundary of the affected area (community wide?)
 - *The general extent of damages
 - *The general extent of power outages or other utility disruption
 - *Immediate needs of special response teams – fire, police, public works, etc.
- Evaluate overall community situation.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command and command post(s) as needed.
- Coordinate the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings

WINTER STORM/ICE STORM

Page 2

- Brief town officials and York County EMA.
- Provide PIO and response forces with updated information.
- Cause public information to be released, via the PIO as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure, resource tracking and financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing and present and discuss the incident action plan for the next 12 hours.

RECOVERY:

After the winter storm or ice storm event, EM Director should:

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information regarding number of sheltered and support necessary for continued operation.
- Make estimate for duration period for continued shelter operations, if any.
- If there are power outages, obtain information from utilities or York County EMA regarding outages, estimated restoration timeframe and any safety concerns.
- Assess citizen/community needs for individual assistance and or public assistance if applicable.
- Gather financial information from the Finance Officer.
- As appropriate, gather additional information to include:
 - *Personnel that responded and the time involved in the response.
 - *Time sheets or time logs.
 - *Supplies used.
 - *Contracts or purchase orders issued.
 - *Any other expenditures.
 - *Damages to public buildings, equipment, utilities, etc.
 - *Loss of life of any public servant
 - *Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - *Town Manager
 - *Local elected officials
 - *York County EMA
 - *Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.
- Brief town officials with updated information and disaster recovery progress.
- Review the agency, self-performance and deficiencies of the plan.
- Correct any deficiencies with new policy or procedures or training.
- Implement hazard mitigation or modify hazard mitigation accordingly.

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated <ul style="list-style-type: none"> • Date, Time 	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	<ul style="list-style-type: none"> • Resource 	Enter the number and appropriate category, kind, or type of resource ordered.
	<ul style="list-style-type: none"> • Resource Identifier 	Enter the relevant agency designator and/or resource designator (if any).
	<ul style="list-style-type: none"> • Date/Time Ordered 	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	<ul style="list-style-type: none"> • ETA 	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	<ul style="list-style-type: none"> • Arrived 	Enter an "X" or a checkmark upon arrival to the incident.
	<ul style="list-style-type: none"> • Notes (location/assignment/status) 	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.		
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 1	Date/Time: _____	

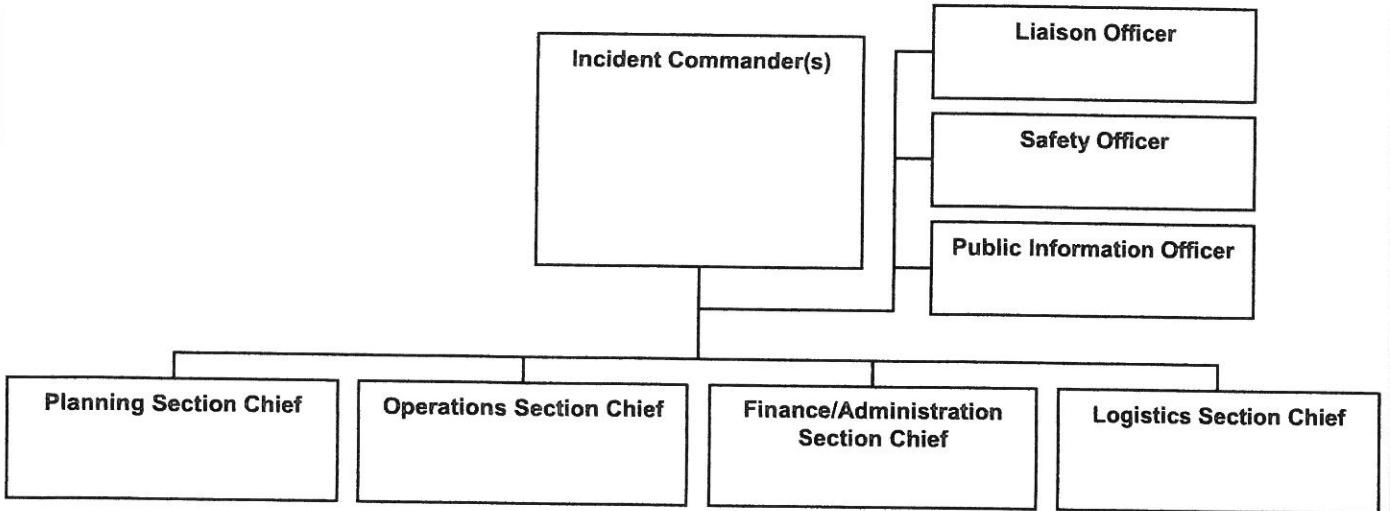
INCIDENT BRIEFING (ICS 201)

1. Incident Name:

2. Incident Number:

3. Date/Time Initiated:
Date: _____ Time: _____

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
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10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	

6. Prepared by: Name: _____	Position/Title: _____	Signature: _____
ICS 201, Page 4	Date/Time: _____	

ICS 202 Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: <u>S</u> pecific – Is the wording precise and unambiguous? <u>M</u> easurable – How will achievements be measured? <u>A</u> ction-oriented – Is an action verb used to describe expected accomplishments? <u>R</u> ealistic – Is the outcome achievable with given available resources? <u>T</u> ime-sensitive – What is the timeframe?
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	<p>Incident Action Plan (the items checked below are included in this Incident Action Plan):</p> <ul style="list-style-type: none"> <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/ Tides/Currents <p><u>Other Attachments:</u></p>	<p>Check appropriate forms and list other relevant documents that are included in the IAP.</p> <ul style="list-style-type: none"> <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	<p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>
8	<p>Approved by Incident Commander</p> <ul style="list-style-type: none"> • Name • Signature • Date/Time 	<p>In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.</p>

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From:	Date To:
	Time From:	Time To:
3. Objective(s):		
4. Operational Period Command Emphasis:		
General Situational Awareness		
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Approved Site Safety Plan(s) Located at:		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan):		
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	Other Attachments:
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
8. Approved by Incident Commander: Name: _____ Signature: _____		
ICS 202	IAP Page _____	Date/Time: _____

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none">• IC/UCs• Deputy• Safety Officer• Public Information Officer• Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none">• Agency/Organization• Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none">• Chief• Deputy• Resources Unit• Situation Unit• Documentation Unit• Demobilization Unit• Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	<p>Logistics Section</p> <ul style="list-style-type: none"> • Chief • Deputy <p>Support Branch</p> <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit <p>Service Branch</p> <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	<p>Operations Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Staging Area <p>Branch</p> <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group <p>Air Operations Branch</p> <ul style="list-style-type: none"> • Air Operations Branch Director 	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	<p>Finance/Administration Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	<p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____		Position/Title: _____ Signature: _____	
ICS 203	IAP Page _____	Date/Time: _____	

ICS 204 Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ASSIGNMENT LIST (ICS 204)

1. Incident Name: _____	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	3. Branch: _____ Division: _____ Group: _____ Staging Area: _____																																																																	
4. Operations Personnel: Name _____ Contact Number(s) _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____																																																																			
5. Resources Assigned: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 25%;">Resource Identifier</th> <th style="width: 20%;">Leader</th> <th style="width: 10%;"># of Persons</th> <th style="width: 30%;">Contact (e.g., phone, pager, radio frequency, etc.)</th> <th style="width: 15%;">Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information																																																													
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8. Communications (radio and/or phone contact numbers needed for this assignment): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 40%;">Name/Function</th> <th style="width: 60%;">Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</th> </tr> <tr> <td>_____ / _____</td> <td>_____</td> </tr> <tr> <td>_____ / _____</td> <td>_____</td> </tr> <tr> <td>_____ / _____</td> <td>_____</td> </tr> <tr> <td>_____ / _____</td> <td>_____</td> </tr> </table>			Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	_____ / _____	_____	_____ / _____	_____	_____ / _____	_____	_____ / _____	_____																																																							
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9. Prepared by: Name: _____ Position/Title: _____ Signature: _____																																																																			
ICS 204	IAP Page _____	Date/Time: _____																																																																	

ICS 205 Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 206 Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	<ul style="list-style-type: none"> Hospital Name 	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	<ul style="list-style-type: none"> Address, Latitude & Longitude if Helipad 	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	<ul style="list-style-type: none"> Contact Number(s)/ Frequency 	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	<ul style="list-style-type: none"> Travel Time <ul style="list-style-type: none"> Air Ground 	Enter the travel time by air and ground from the incident to the hospital.
	<ul style="list-style-type: none"> Trauma Center <input type="checkbox"/> Yes Level: _____ 	Indicate yes and the trauma level if the hospital has a trauma center.
	<ul style="list-style-type: none"> Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a burn center.
	<ul style="list-style-type: none"> Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) <ul style="list-style-type: none"> Name Signature 	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) <ul style="list-style-type: none"> Name Signature Date/Time 	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____		Time From: _____ Time To: _____			
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206	IAP Page _____	Date/Time: _____					

ICS 207 Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

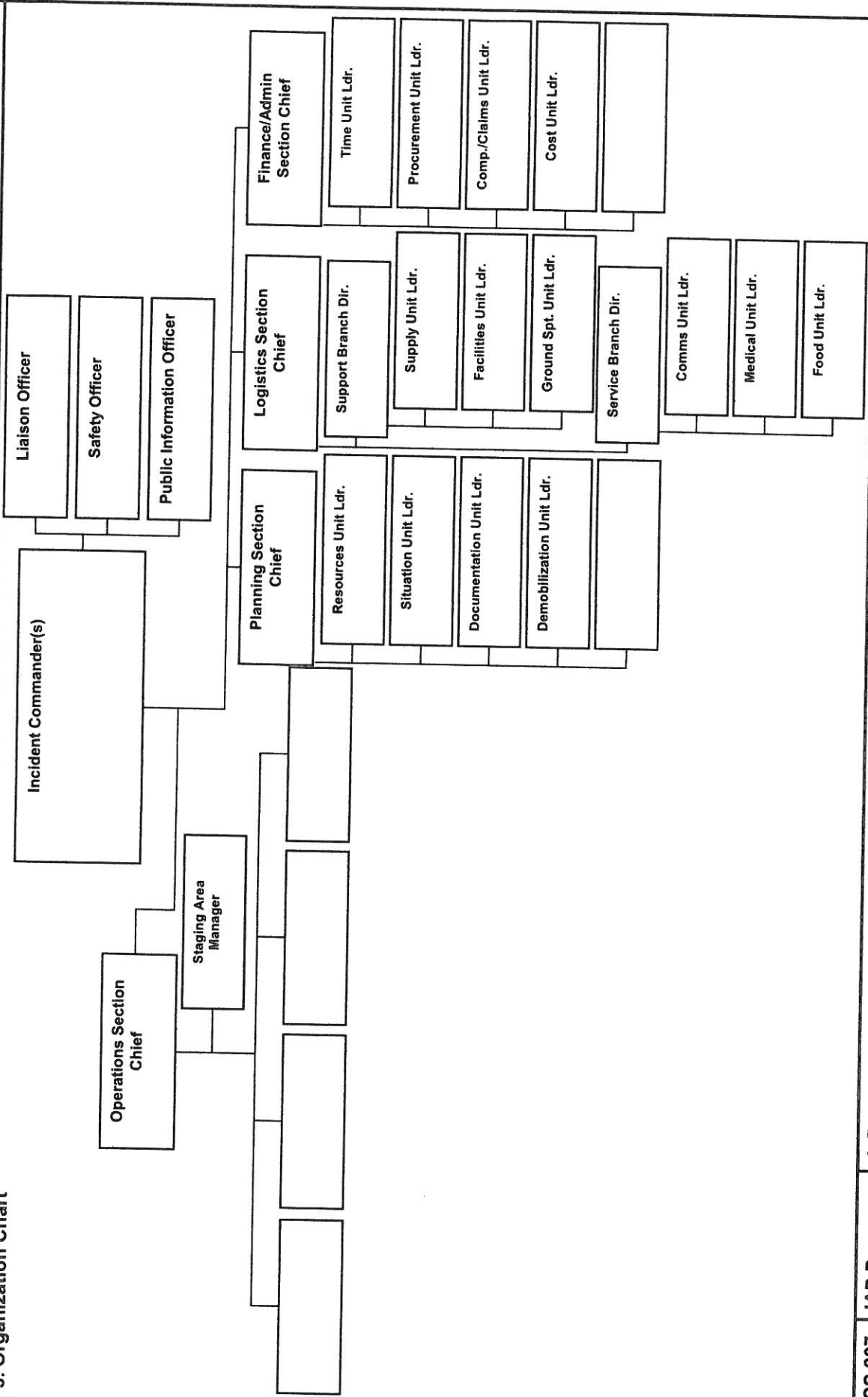
Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul style="list-style-type: none"> • Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:

2. Operational Period: Date From: _____ Date To: _____
Time From: _____ Time To: _____

3. Organization Chart



INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final	*4. Incident Commander(s) & Agency or Organization: _____ Completed _____		5. Incident Management Organization: _____
			*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"):	8. Percent (%) Contained _____ Completed _____	*9. Incident Definition: _____	10. Incident Complexity Level: _____
*11. For Time Period: From Date/Time: _____ To Date/Time: _____			

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To: _____

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

* Required when applicable.

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:
---------------------------	----------------------------

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>		

33. Life, Safety, and Health Status/Threat Remarks:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; padding: 5px;">*34. Life, Safety, and Health Threat Management:</th> <th style="width: 20%; padding: 5px;">A. Check if Active</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">A. No Likely Threat</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">B. Potential Future Threat</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">C. Mass Notifications in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">D. Mass Notifications Completed</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">E. No Evacuation(s) Imminent</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">F. Planning for Evacuation</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">G. Planning for Shelter-in-Place</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">H. Evacuation(s) in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">I. Shelter-in-Place in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">J. Repopulation in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">K. Mass Immunization in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">L. Mass Immunization Complete</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">M. Quarantine in Progress</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;">N. Area Restriction in Effect</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="padding: 5px;"> </td><td style="text-align: center;"><input type="checkbox"/></td></tr> </tbody> </table>	*34. Life, Safety, and Health Threat Management:	A. Check if Active	A. No Likely Threat	<input type="checkbox"/>	B. Potential Future Threat	<input type="checkbox"/>	C. Mass Notifications in Progress	<input type="checkbox"/>	D. Mass Notifications Completed	<input type="checkbox"/>	E. No Evacuation(s) Imminent	<input type="checkbox"/>	F. Planning for Evacuation	<input type="checkbox"/>	G. Planning for Shelter-in-Place	<input type="checkbox"/>	H. Evacuation(s) in Progress	<input type="checkbox"/>	I. Shelter-in-Place in Progress	<input type="checkbox"/>	J. Repopulation in Progress	<input type="checkbox"/>	K. Mass Immunization in Progress	<input type="checkbox"/>	L. Mass Immunization Complete	<input type="checkbox"/>	M. Quarantine in Progress	<input type="checkbox"/>	N. Area Restriction in Effect	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
*34. Life, Safety, and Health Threat Management:	A. Check if Active																																						
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C. Mass Notifications in Progress	<input type="checkbox"/>																																						
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E. No Evacuation(s) Imminent	<input type="checkbox"/>																																						
F. Planning for Evacuation	<input type="checkbox"/>																																						
G. Planning for Shelter-in-Place	<input type="checkbox"/>																																						
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L. Mass Immunization Complete	<input type="checkbox"/>																																						
M. Quarantine in Progress	<input type="checkbox"/>																																						
N. Area Restriction in Effect	<input type="checkbox"/>																																						
	<input type="checkbox"/>																																						
	<input type="checkbox"/>																																						
	<input type="checkbox"/>																																						
	<input type="checkbox"/>																																						
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):																																							

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):

INCIDENT STATUS SUMMARY (ICS 209)

***1. Incident Name:**

2. Incident Number:

Additional Incident Decision Support Information (continued)

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

OPERATIONAL PLANNING WORKSHEET (ICS 215)

1. Incident Name:		2. Operational Period:		Date To: Time To:		Date From: Time From:	

SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

1. Incident Name:	2. Incident Number:	3. Date/Time Prepared:		4. Vehicle/Equipment Category:							
		Date:	Time:								
5. Vehicle/Equipment Information											
Order Request Number	Incident ID No.	Vehicle or Equipment Classification	Vehicle or Equipment Make	Category/Kind/Type, Capacity, or Size	Vehicle or Equipment Features	Agency or Owner	Operator Name or Contact	Vehicle License or ID No.	Incident Assignment	Incident Start Date and Time	Incident Release Date and Time
6. Prepared by: Name:										Position/Title:	Signature:

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name: _____		2. Incident Number: _____	
3. Planned Release Date/Time: Date: _____ Time: _____	4. Resource or Personnel Released: _____	5. Order Request Number: _____	

6. Resource or Personnel:
 You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).

LOGISTICS SECTION

	Unit/Manager	Remarks	Name	Signature
<input type="checkbox"/>	Supply Unit			
<input type="checkbox"/>	Communications Unit			
<input type="checkbox"/>	Facilities Unit			
<input type="checkbox"/>	Ground Support Unit			
<input type="checkbox"/>	Security Manager			
<input type="checkbox"/>				

FINANCE/ADMINISTRATION SECTION

	Unit/Leader	Remarks	Name	Signature
<input type="checkbox"/>	Time Unit			
<input type="checkbox"/>				
<input type="checkbox"/>				

OTHER SECTION/STAFF

	Unit/Other	Remarks	Name	Signature
<input type="checkbox"/>				
<input type="checkbox"/>				

PLANNING SECTION

	Unit/Leader	Remarks	Name	Signature
<input type="checkbox"/>				
<input type="checkbox"/>	Documentation Leader			
<input type="checkbox"/>	Demobilization Leader			

7. Remarks:

8. Travel Information:

Estimated Time of Departure: _____	Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No
Destination: _____	Actual Release Date/Time: _____
Travel Method: _____	Estimated Time of Arrival: _____
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Information While Traveling: _____
Number: _____	Area/Agency/Region Notified: _____

9. Reassignment Information: Yes No

Incident Name: _____	Incident Number: _____
Location: _____	Order Request Number: _____

10. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 221

Date/Time: _____