



TOWN OF KITTELY

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

November 26, 2018

Council Chambers

WORKSHOP Parks Commission 5:00 p.m.

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

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

Planning Board – three positions effective immediately until 12/31/21

- Alan Rindler
- Karen Kalmar
- Mark Alesse
- Dutch Dunkelberger
- Pamela Edwards

Board of Appeals – two positions effective immediately until 12/31/21

- Vern Gardner
- Suzanne Dwyer-Jones
- Pamela Edwards

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

(080218-1) The Kittery Town Council moves to ordain zoning amendments to Title 16- Land Use and Development Code Title 16.3.2.10- Business Park

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition.
- b. (110218-1) The Kittery Town Council moves to approve the disbursement warrants.
- c. (110218-2) The Kittery Town Council moves to accept the resignation of Fran Farr from the Rice Library Building Committee.
- d. (110218-3) The Kittery Town Council moves to approve a renewal application from Bedrock Restaurant ENT. INC., 10 Shapleigh Rd., Kittery, Maine for a Malt, Vinous and Spirituous License for the Loyal Order of Moose No.444, 76 US Route 1 Bypass.
- e. (110218-4) The Kittery Town Council moves to approve a renewal application from the Loyal Order of Moose No.444., 76 US Route 1 Bypass, Kittery, Maine for a Malt, Vinous and Spirituous License for The Blue Mermaid, 10 Shapleigh Rd.
- f. (110218-5) The Kittery Town Council moves to appoint Council members to On-going Council Committees.
- g. (110218-6) The Kittery Town Council moves to adopt Council Rules for the ensuing year
- h. (110218-7) The Kittery Town Council moves to propose a York River Resolution.
- i. (110218-8) The Kittery Town Council moves to approve and sign the policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits, designating three Councilors, who may review, approve and sign such warrants, to expire on November 30, 2019.
- j. (110218-9) The Kittery Town Council moves to approve and sign the policy on Treasurer's Disbursement Warrants for Municipal Expenses, designating three Councilors who may review, approve and sign such warrants, to expire on November 30, 2019.
- k. (110218-10) The Kittery Town Council approve and sign the School Department policy on General Disbursement Warrants for Educational Expenses, designating three Councilors who may review, approve and sign such warrants, to expire on November 30, 2019.
- l. (110218-11) The Kittery Town Council moves to appoint Brian Kilroy to serve as a full member on the Kittery Community Center Board of Directors until 12/31/2021.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

(110218-12) The Kittery Town Council moves to go in to Executive Session in accordance with 1 M.R.S. §405 (6) (D) to discuss Town Manager's contract.

17. ADJOURNMENT

Posted: November 21, 2018



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 November 26, 2018

- 1. Welcome Police Chief Robert Richter** – Please help me in welcoming Chief Robert Richter. Chief Richter has over 33 years of full-time police experience, with progressively increasing leadership responsibility. For the past twelve years he has served as the Deputy Police Chief for the Town of Wilmington, MA. Mr. Richter has a Bachelor's Degree in Criminal Justice from Western New England University, and is a graduate of the FBI National Academy.
- 2. Welcome Pauline Brewster** – Please help me in welcoming Pauline Brewster, our new Sewer Bookkeeper. Ms. Brewster replaces Lisa Harkin, who is now the School's Accounting Manager. Ms. Brewster comes to Kittery with a wealth of experience serving as the Office Manager for the South Berwick Water District. Prior to that she was self-employed as an Officer Manager and Bookkeeper, assisting various business owners with their office operations.
- 3. Welcome New Kittery Police Officers** – Please help me in welcoming Officer Cory Blancato and Officer Michael Webster as the Town's new officers. The new Officers were hired following the retirements of Detective Steve Hamel and Detective Ray Hazen. Officer Blancato is an Army Veteran and has served as an Officer in Raymond and Barrington New Hampshire. Officer Webster is also an Army Veteran and Purple Heart recipient and has experience in law enforcement with the Department of Defense.
- 4. Welcome Andrew Noyes** – Please help me in welcoming Andrew Noyes to the position of Dispatcher. Mr. Noyes replaces Sean Remick who is now a Police Officer for another community. Mr. Noyes is an experienced dispatcher, having worked for South Berwick in their Public Safety Dispatch operation.
- 5. Congratulations to our new Detectives** – Congratulations to Brian Cummer and Ryan Sanford on their recent assignments to the role of Detective. Detective Cummer has served on the KPD since 2006 and most recently as the Town's community liaison officer. Detective Sanford has been with the KPD since 2013 and is currently serving as a Cadre at the Maine Criminal Justice Academy.

Upcoming Dates:

- Kittery Holiday Parade and Tree Lighting – December 1, 3PM
- Holly Jolly Trolley – December 7, Rice Public Library
- Breakfast with Santa – December 15, 8:30AM, Kittery Community Center

Respectfully Submitted,

Kendra Amaral
Town Manager



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
DEC 29 2016

BY: 11:30 AM

Contacted 10/31/17
Asked to stay in
Pool currently on
the Board of
Assessment Review
10:30 AM

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: ALAN RINDLER

RESIDENCE: 4 SEA POINT Rd

MAILING (if different) _____

E-MAIL ADDRESS: arindler2@gmail.com PHONE #: (Home) 207-703-2447 (Work) 617-645-0921

Please check one choice:

- Board of Appeals
- Conservation Commission
- Comprehensive Plan Update Committee
- Education Scholarship Committee
- Parks Commission
- Port Authority
- Personnel Board
- Board of Assessment Review
- Mary Safford Wildes Trust
- Shellfish Conservation Committee
- CIP Committee
- Open Space Committee
- Planning Board
- Other _____

EDUCATION/TRAINING: Abby@law 1976-2013

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Purchased 50 acres in Bedford, NH, surveyed, presented plan approved in 1980

PRESENT EMPLOYMENT: Retired

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

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

NO

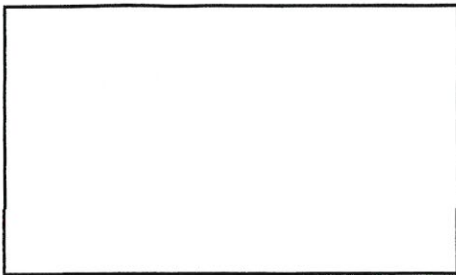
REASON FOR APPLICATION TO THIS BOARD: Volunteer to help, interested

I HAVE / HAVE NOT ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.

Alan Rindler
SIGNATURE OF APPLICANT

12/29/2016
DATE



RECEIVED

OCT 16 2018

BY: W.M.

TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

PLEASE CHECK APPROPRIATE BOX:

+ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Karen Kalmar

RESIDENCE: 191 Brave Boat Harbor Rd.

MAILING ADDRESS IF DIFFERENT FROM ABOVE: P.O. Box 217 KP 03905

E-MAIL ADDRESS: those7@comcast.net

TELEPHONE NUMBERS: (HOME) 439-6497 (WORK) _____

PRESENT POSITION: Planning Board member

PLEASE CHECK APPROPRIATE BOX:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> +Planning Board | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Educational Scholarship Committee |
| <input type="checkbox"/> Comp Plan Update Committee | <input type="checkbox"/> Other _____ | |

COMMENTS: I am honored to have been entrusted with this important position and would be grateful to be allowed to continue my service to the Town in this capacity.

Karen Kalmar

Oct 16, 2018

SIGNATURE OF APPLICANT

DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED

OCT 17 2018

BY: MEM

PLEASE CHECK APPROPRIATE BOX:

APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: Mark Alesse

RESIDENCE: 176 Brave Boat Harbor Rd

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: mark.alesse@gmail.com

TELEPHONE NUMBERS: (HOME) 703-2054 (WORK) 518 210-3544

PRESENT POSITION: Planning Board

PLEASE CHECK APPROPRIATE BOX:

- | | | |
|---|--|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Conservation Commission | <input checked="" type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Commission |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Economic Development Committee | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Educational Scholarship Committee |
| <input type="checkbox"/> Comp Plan Update Committee | <input type="checkbox"/> Other _____ | |

COMMENTS: _____

Please read the back of this application before signing.

Mark Alesse
SIGNATURE OF APPLICANT

Oct 17, 2018
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED

OCT 30 2018

BY: MEM

PLEASE CHECK THE APPROPRIATE SQUARE:

APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

NAME: Dutch Dunkelberger

RESIDENCE: 100 Sandpiper Ln, Unit C1, Kittery, ME 03904

MAILING (if different): PO Box 315, Kittery, ME

E-MAIL ADDRESS: dutchdunkelberger@gmail.com

PHONE #: (Home): (207)439-7653 (Work) (603)205-4683 (cell)

PRESENT POSITION: Planning Board Secretary

PLEASE CHECK APPROPRIATE SQUARE:

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other: _____ |

Please read the back of this application before signing.

COMMENTS: *I wish to continue another full term on the Planning Board. Thank you.*

Dutch Dunkelberger
SIGNATURE OF APPLICANT

30 October 2018
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

APR 30 2018
BY: 4:45 pm EG

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Pamela A. Edwards

RESIDENCE: 4 Newson Ave, Kittery ME 03904

MAILING (if different) _____

E-MAIL ADDRESS: pamster.e@gmail.com PHONE #: (Home) 603 969 966 (Work) _____

Please check your choice:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: B.A., Law, Insurance Adjuster 30 States

RELATED EXPERIENCE (Including other Boards and Commissions) _____
Interpreting various insurance law, computer skills.

PRESENT EMPLOYMENT: Allianz Resolution Management

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

ANY KNOWN CONFLICT OF INTEREST (please read back of application): _____
No

REASON FOR APPLICATION TO THIS BOARD: To contribute my experience by helping mold the shape of Kittery's future.

I HAVE / HAVE NOT _____ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.

Pamela Edwards
SIGNATURE OF APPLICANT

4-30-18
DATE

Pam Edwards

4 Newson Ave, Kittery Maine 03904 (603) 969-8966 pamster.e@gmail.com

Dear Sir or Madam:

This letter is to introduce myself and to let you know of my interest in becoming a part of the town Appeal or Planning Boards. The enclosed application will furnish you with information concerning my overall employment background, training, education, experience and skills.

In each of my previous job experiences, I have performed my work with a high degree of skill and professionalism. My current objective is to obtain a position that will utilize my skills and offer an opportunity for continued professional growth. I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any goals. My positive attitude and willingness to give 150% makes me a valuable asset to any organization that would employ me. I am confident that my skills will be an asset and have a favorable impact in your organization.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which I hope to learn more about the town, its' goals and plans and how I may be able to contribute to its continued success and growth. Thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads "Pam Edwards". The signature is written in black ink and is positioned above the printed name.

Pam Edwards



TOWN OF KITTELY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED
BY: 10:34 AM
DEC 20 2017

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: VERN GARDNER Contacted me 2/13/18 and requested to remain in the pool (MP)

RESIDENCE: 2 TUCKER Cove, KITTELY, ME

MAILING (if different) P.O. Box 214, PORTSMOUTH, N.H.
VERN GARDNER & COMPANY, LLC

E-MAIL ADDRESS: _____ PHONE #: (Home) 439-4359 (Work) 439-9699

Please check one choice:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input type="checkbox"/> CIP Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Planning Board | |

EDUCATION/TRAINING: BA, BUSINESS, MASSON COLLEGE (1970)
INDEPENDENT STUDIES, UNH, ECONOMICS

RELATED EXPERIENCE (Including other Boards and Commissions) BOARD OF APPEAL
(CHAIR-7 YRS), COMPREHENSIVE PLAN (CHAIR 3 YRS)
CABLE BOARD, ECONOMIC DEVELOPMENT

PRESENT EMPLOYMENT: SELF - REAL ESTATE APPRAISER

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

ANY KNOWN CONFLICT OF INTEREST (please read back of application):
NONE KNOWN

REASON FOR APPLICATION TO THIS BOARD: SERVICE KITTELY

I HAVE /HAVE NOT ___ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.

Vern Gardner
SIGNATURE OF APPLICANT

12/20/17
DATE

Maryann Place

From: Vern Gardner <verngardner@comcast.net>
Sent: Tuesday, February 13, 2018 8:58 AM
To: Maryann Place
Subject: RE: Board of Appeals Interviews

Good morning Maryann:
Would you place my application back into the pool of candidates.
Good luck in your retirement
Thanks
Vern Gardner

From: Maryann Place [mailto:MPlace@kitteryme.org]
Sent: Monday, February 12, 2018 10:26 AM
To: Judy Spiller <judyspiller43@gmail.com>; Vern Gardner <verngardner@comcast.net>; Drew Fitch <drew@atlanticdev.net>; tprollins . <tprollins@gmail.com>; suzanne8esq@gmail.com
Subject: Board of Appeals Interviews

Hi Everyone,

Just a reminder that Board of Appeals interviews will be held tonight in the Council Chambers. Please note the Council meeting begins at 6:00 p.m.

Maryann

Maryann Place, CCM
Kittery Town Clerk
200 Rogers Road
Kittery, ME 03904
Phone: 207-475-1328
Fax: 207-439-6806
Email: mplace@kitteryme.org



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED
BY 1:25 PM
JAN 08 2018

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Suzanne Dwyer-Jones

RESIDENCE: 6 Cutts Road, Kittery, Maine 03904, #41

MAILING (if different) _____

E-MAIL ADDRESS: suzanne8esq@gmail.com PHONE #: (Home) 2074756138 (Work) 2073632900

Requested to
keep application
in the pool for
the Board of
Appeals.
2/13/18
mp

Please check one choice:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input type="checkbox"/> CIP Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: Juris Doctorate, MSL, B.A. Colby College

RELATED EXPERIENCE (Including other Boards and Commissions) _____

~~See attached resume~~

PRESENT EMPLOYMENT: solo practitioner Law Office of Suzanne Dwyer Jones

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

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

no known conflict of
interest _____

REASON FOR APPLICATION TO THIS BOARD: interested in becoming involved with the town and its developments and giving back to the community

HAVE ___/HAVE NOT XX__ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.


SIGNATURE OF APPLICANT


DATE

Title 30-A: MUNICIPALITIES AND COUNTIES

§2605. Conflicts of interest

1. Voting. The vote of a body is voidable when any official in an official position votes on any question in which that official has a direct or an indirect pecuniary interest.

4. Direct or indirect pecuniary interest. In the absence of actual fraud, an official of a body of the municipality, county government or a quasi-municipal corporation involved in a question or in the negotiation or award of a contract is deemed to have a direct or indirect pecuniary interest in a question or in a contract where the official is an officer, director, partner, associate, employee or stockholder of a private corporation, business or other economic entity to which the question relates or with which the unit of municipal, county government or the quasi-municipal corporation contracts only where the official is directly or indirectly the owner of at least 10% of the stock of the private corporation or owns at least a 10% interest in the business or other economic entity.

When an official is deemed to have a direct or indirect pecuniary interest, the vote on the question or the contract is not voidable and actionable if the official makes full disclosure of interest before any action is taken and if the official abstains from voting, from the negotiation or award of the contract and from otherwise attempting to influence a decision in which that official has an interest. The official's disclosure and a notice of abstention from taking part in a decision in which the official has an interest shall be recorded with the clerk or secretary of the municipal or county government or the quasi-municipal corporation.

A. This subsection does not prohibit a member of a city or town council or a member of a quasi-municipal corporation who is a teacher from making or renewing a teacher employment contract with the municipality or quasi-municipal corporation for which the member serves.

6. Avoidance of appearance of conflict of interest. Every municipal and county official shall attempt to avoid the appearance of a conflict of interest by disclosure or by abstention.

Maryann Place

From: suzanne dwyer jones <suzanne8esq@gmail.com>
Sent: Tuesday, February 13, 2018 1:06 PM
To: Maryann Place
Subject: Re: Opening on the Planning Board

I wish to remain on the pool of applicants. Also heard last night you are retiring. Congratulations and I am sure you will be missed terribly. Thank you, Suzanne.

Suzanne Dwyer Jones
Strater & Strater, P. A.
P.O. Box 69
York, Maine 03909
207-363-2900
207-475-6139

Sent from my iPhone

On Feb 13, 2018, at 10:14 AM, Maryann Place <MPlace@kitteryme.org> wrote:

Hi Everyone,

If you would like to remain in the pool of applicants for the Board of Appeals, please email me and I will put your application back in the pool.

We also have a Planning Board opening coming up, so if you are interested in that position, I have attached an application for you to fill out and return to me.

Thank you.

Maryann

Maryann Place, CCM
Kittery Town Clerk
200 Rogers Road
Kittery, ME 03904
Phone: 207-475-1328
Fax: 207-439-6806
Email: mplace@kitteryme.org

<Appointment Application for Town Boards.doc>



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

APR 30 2018
BY: 4:45 pm EE

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Pamela A. Edwards

RESIDENCE: 4 Newson Ave, Kittery ME 03904

MAILING (if different) _____

E-MAIL ADDRESS: pamster.e@gmail.com PHONE #: (Home) 603 9698966 (Work) _____

Please check your choice:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: B.A., Law, Insurance Adjuster 30 States

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Interpreting various insurance law, computer skills.

PRESENT EMPLOYMENT: Allianz Resolution Management

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

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

No

REASON FOR APPLICATION TO THIS BOARD: To contribute my experience by helping mold the shape of Kittery's future.

I HAVE / HAVE NOT ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.

Pamela Edwards
SIGNATURE OF APPLICANT

4-30-18
DATE

Pam Edwards

4 Newson Ave, Kittery Maine 03904 (603) 969-8966 pamster.e@gmail.com

Dear Sir or Madam:

This letter is to introduce myself and to let you know of my interest in becoming a part of the town Appeal or Planning Boards. The enclosed application will furnish you with information concerning my overall employment background, training, education, experience and skills.

In each of my previous job experiences, I have performed my work with a high degree of skill and professionalism. My current objective is to obtain a position that will utilize my skills and offer an opportunity for continued professional growth. I believe in excellence and have always dedicated myself, my talents and my creative abilities to assure the successful accomplishment of any goals. My positive attitude and willingness to give 150% makes me a valuable asset to any organization that would employ me. I am confident that my skills will be an asset and have a favorable impact in your organization.

I look forward to hearing from you in the near future and hopefully to schedule an interview in which I hope to learn more about the town, its' goals and plans and how I may be able to contribute to its continued success and growth. Thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads "Pam Edwards". The signature is written in black ink and is positioned above the printed name.

Pam Edwards



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

REPORT TO TOWN COUNCIL

Meeting Date: September 24, 2018
UPDATED: November 26, 2018
From: Kendra Amaral, Town Manager
Subject: Neighborhood Mixed Use Zone (Business Park Zone)
Councilor Sponsor: Chairperson Kenneth Lemont

Following an extensive review and development process, the administration, in collaboration with the Kittery Open Space Advisory Committee (repurposed for this effort), and the Economic Development Committee, is pleased to be advancing zoning amendments to the former Business Park Zone. These amendments were developed to support investment in and build-out of one of Kittery's primary "target growth areas".

OVERVIEW

Business Park Use Study

In 2016, the Economic Development Committee was fielding information from a parcel owner within the Business Park Zone about potential development opportunities. The owner was seeking town support to utilize the Tax Incentive Financing district to invest in roads, water, and power access to his parcel. At the time, the EDC wished to better understand the opportunities and challenges with development of the whole zone, prior to providing the Council with a recommendation on the specific request. The EDC and Council agreed to pursue a land-use study as a prudent next step.

In 2017, Southern Maine Planning and Development Commission was engaged to conduct the land-use study. The scope included identifying the build-out options for the full zone and determine the best possible layout for roads, access to water, and three-phase power to support that build-out. The consultant team, working with staff and the owners of the parcels, evaluated the physical conditions of the land, the zoning regulations, and the market opportunities.

The study was completed in August of 2017. Its primary conclusion was that the wetlands and vernal pools serve as the most significant impediment to development in the zone. The zoning regulations further restricted the site, such that beneficial development was all but stifled. Recommendations included adjusting zoning to maximize the limited pockets of developable land that existed between the wetlands.

The complete study was provided to the Council and is available on our Projects tab on our website.

Zoning Amendment Development

In July of 2017, the Council was advised of the plan to utilize the Kittery Open Space Committee as a working group to develop ideas on zoning amendments for the Business Park zone. KOSAC includes representatives from a majority of the land-use focused boards, commissions, and

committees in town including Council, Planning, Board of Appeals, Conservation Commission, Economic Development Committee, Parks Commission, Kittery Land Trust, and the Comp Plan Update Committee. Over the fall and winter, KOSAC worked with staff on the zoning amendment. The result is a new “Neighborhood Mixed-Use” zone in place of the Business Park Zone.

KOSAC’s work was guided by the understanding that the zone is designated as a targeted growth area, the majority of the land is undevelopable due to wetlands, and this particular area of town is truly a fitting place for new growth given its location, its natural buffers with other neighborhoods, and its access to major road systems. KOSAC finalized their process in February, supporting the main principals of the zoning amendment being brought forward.

Neighborhood Mixed-Use (Business Park Zone)

Attached is the draft zoning for the Neighborhood Mixed Use. Our goal is to see an area that attracts a diverse demographic of residents, workers and visitors. The zone:

- Establishes pockets of population and street-level activity surrounded by large amounts of natural open space;
- Incentivizes Best Management Practices (BMPs) and Low Impact Development (LIDs) practices for stormwater management through wetland setback bonuses;
- Supports the town’s interests in wetland protection and eliminates drawn out disputes and costly peer reviews of wetland evaluations by requiring the wetland professional on a project to be selected by the town;
- Maximizes the limited uplands for development through higher density options;
- Allows mixed-use and multi-unit residential development instead of single-family units;
- Encourages vibrant street-level activity through setback standards, incentivized parking under buildings, and “liner-building” buffers;
- Incentivizes paths and trails through parking requirement bonuses.

Also attached is the draft zoning boundary amendment proposal. Our primary goal with the boundary amendment is to have parcels be entirely in a single zone rather than two (Commercial-2 and the proposed new zone). We are also proposing adding parcels to the zone, based on requests from the specific parcel owners.

Planning Board Review

The Planning Board discussed the proposed amendments at a number of meetings, and held a public hearing on June 14, 2018. The Planning Board sought increases in density, and expressed divergent opinions on the height allowance (50 feet, or up to 70 feet if parking is constructed under the building). The Planning Board also discussed whether affordable housing incentives could be incorporated into the zone.

The Planning Board voted 4-2 in favor of recommending the zoning amendment to the Town Council.

The Council has conducted its workshop with the Planning Board on the proposed amendment to Title 16, and gathered public input. The comments overwhelmingly focused on building height and proposed zoning boundaries. Please note the zoning boundaries are not part of the Council’s

consideration at this time, but are provided simply as informational. The Council will be asked to consider the zone boundaries at a future meeting.

The building height in the original zoning proposal was 50 feet maximum unless parking was contained within the building footprint (meaning under the building), in which case the building could go up to 70 feet maximum. If building heights were to be 70 feet, the town would need to replace its fire aerial (ladder truck) with a model that could service the higher buildings. Currently our fire aerial is appropriate for a maximum 50 feet building height.

The revised proposal has eliminated the 70 feet maximum height allowance. All buildings within the zone will have a 50 feet height maximum.

UPDATE

The staff have met with members of the Martin Road neighborhood over the past month, and conducted a public forum on October 29. The primary concerns raised by the Martin Road neighborhood are proximity of development and the impact on their enjoyment of adjacent lands, wetlands filling on private property, the 2014-2015 sewer expansion project and the breakdown in trust that represented.

The wetland filing and adjacent private development have been confirmed as being legal and code compliant. Though not part of this proposal, the staff have committed to not seek the boundary of the zone expanded to Martin Road. As a further measure, to increase neighborhood comfort, the setback from Martin Road has been increased from 50' to 100'.

PROPOSED SOLUTION/RECOMMENDATION

Approve as presented.

ATTACHMENTS

- Proposed Title 16 Amendments
- Proposed Title 16 Enactment

KITTERY TOWN CODE TITLE 16
REZONING OF BUSINESS PARK TO MIXED USE - NEIGHBORHOOD

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

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

10 **WHEREAS**, the Town has identified a certain zone as a target development area for over a
11 decade; and

12 **WHEREAS**, following a development study in 2017 it was determined that the current land use
13 regulations for the zone were serving as critical impediments to achieving the development
14 associated with a target development area; and

15 **WHEREAS**, the Kittery Town Council seeks to rezone the area to support the type of
16 development appropriate for the location and topographical conditions of the targeted
17 development area;

18 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001 AND TOWN CHARTER
19 §2.07(3), THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 16 OF THE
20 TOWN CODE, AS PRESENTED.

21

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

1 **REPLACE in 16.2 DEFINITIONS Best Management Practice**

2 **Best Management Practice (BMP)**

3 ~~Schedules of activities, prohibitions of practices, maintenance procedures, and other~~
4 ~~management practices to prevent or reduce the pollution of water bodies. BMPs also include~~
5 ~~treatment requirements, operating procedures, and practices to control plant site runoff, spillage~~
6 ~~or leaks, sludge or waste disposal, or drainage from raw material storage.~~

7 Best Management Practice (BMP) means a structure or practice designed to minimize the
8 flushing by stormwater and the discharge of pollutants to waterbodies by temporarily storing and
9 treating urban runoff. BMPs must be used to achieve four stormwater management objectives
10 identified by Maine DEP: effective pollutant removal, cooling, channel protection and flood
11 control.

12 **ADD to 16.2 DEFINITIONS Liner Building and Low Impact Development**

13 Liner building means a building that lines the edge of a street or other public space. Liner
14 buildings are typically used to shield public space, like a street or sidewalk, from something less
15 desirable to view, such as a parking garage. They can also be used to enclose a space such as
16 protecting a courtyard from a busy street. Where allowed, a liner building must be a minimum of
17 8 feet deep and a maximum of 14 feet deep.

18 Low Impact Development (LID) means the site-based process of developing land while
19 minimizing impacts on water resources and infrastructure. LID replicates the natural hydrology
20 of a site.

21 **AMEND 16.3 Table of Zones**

22 **16.3.1.2 Establishment of zones.**

23 To implement the provision of this title, the Town is divided into the following base and overlay
24 zones:

25 A. Base zones.

~~Business—Park~~Mixed Use – Neighborhood

~~B-PK~~MU-N

26 **DELETE 16.3.2.10 Business – Park - BP and REPLACE with the following:**

27 **16.3.2.10 Mixed Use – Neighborhood (MU-N)**

28 **A. Purpose:** To encourage higher density, mixed-use development that provides increased
29 housing opportunities and a desirable setting for business while balancing such increased
30 development with environmentally-conscious and ecologically-sensitive use of land.

31 **B. Permitted Uses.**

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- 32 1. Accessory buildings and uses including minor or major home occupations;
- 33 2. Art studio/gallery;
- 34 3. Business and professional offices;
- 35 4. Business Services;
- 36 5. Conference Center;
- 37 6. Convalescent care facility,
- 38 7. Convenience Store, neighborhood grocery facilities excluding the sale of gasoline;
- 39 8. Day care facility;
- 40 9. Dwellings, limited to the following:
 - 41 i. Multiunit residential;
 - 42 ii. Dwelling units on the upper floors of a mixed-use building that is served by public
 - 43 sewer;
- 44 10. Eldercare facility, attached dwelling units only
- 45 11. Elderly daycare facility;
- 46 12. Food Store;
- 47 13. Grocery store;
- 48 14. Hospital;
- 49 15. Hotel;
- 50 16. Industry, light (less than or equal to twenty thousand (20,000) square feet in gross floor
- 51 area);
- 52 17. Inn;
- 53 18. Liner buildings, as part of a mixed-use building;
- 54 19. Low intensity recreation;
- 55 20. Nursing care facility, long term;
- 56 21. Personal services;
- 57 22. Public open space or recreation;
- 58 23. Public utility facilities including substations, pumping stations, and treatment facilities;
- 59 24. Repair service;
- 60 25. Research and development;
- 61 26. Restaurant;
- 62 27. Retail use, not to exceed thirty thousand (30,000) square feet in gross floor area unless part
- 63 of a mixed-use building;
- 64 28. Selected commercial recreation, except shooting and archery ranges;
- 65 29. Shop in pursuit of trades;
- 66 30. Specialty food and/or beverage facility.
- 67 31. Theater;
- 68 32. Veterinary hospital;

69 **C. Special Exception Uses.**

- 70 1. Commercial kennel;

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- 71 2. Commercial parking lot or garage
- 72 3. Construction services
- 73 4. Equipment sales and rentals (only on lots with frontage on Route 236)
- 74 5. Gas service station (only on lots with frontage on Route 236);
- 75 6. Industry, light (greater than twenty thousand (20,000) square feet in gross floor area);
- 76 7. Mass transit station;
- 77 8. Mechanical service;
- 78 9. New or used motor vehicle sales, (only on lots with frontage on Route 236);
- 79 10. Repair garage; (only on lots with frontage on Route 236)
- 80 11. Retail use, greater than thirty thousand (30,000) square feet in gross floor area and less than
- 81 fifty thousand (50,000) square feet in gross floor area;
- 82 12. Undefined Use; additional commercial/business uses not defined by 16.2

83 Undefined Uses uses may be considered if:

- 84 1. ~~The use is not defined by 16.2.~~

85 Such uses will be considered special exceptions uses and must be reviewed by the Planning Board

86 based on the following criteria:

- 87 1. If the use is consistent with the Comprehensive Plan and zoning district purposes and
- 88 2. If the use meets special exception criteria found in 16.6.4.4.

89 In addition, the Undefined Use use must meet one or both of the following criteria:

- 90 1. If the proposed use has substantially similar impacts as a listed use.
- 91 2. If the proposed use is compatible with existing uses within the zoning district for which it
- 92 is proposed.

93 [NOTE to Council (not part of ordinance proposal): Planning Board has jurisdiction over special

94 exception uses where site plan is required. When site plan is not required Board of Appeals has

95 jurisdiction (16.4.6). An applicant wishing to appeal the Planning Board or the BOA must go to

96 Superior Court (16.6.2). The other option available to the Council is to eliminate the Undefined

97 Uses (lines 83 through 92) until the recodification can be complete. Recodification is expected to

98 address the general issues of use definition]

99 **D. Standards.**

- 100 1. All development and the use of land in the MU-N zone must meet the following standards.
- 101 Kittery's Design Handbook illustrates how these standards can be met. In addition, the
- 102 design and performance standards of Chapters 16.8 and 16.9 must be met unless noted
- 103 otherwise below.

104 All submissions must include a lighting plan. Hours of operation and number of employees

105 for businesses must also be provided.

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106 2. The following space standards apply:
Minimum land area per dwelling unit – mixed-use building: 4,000 square feet for first residential unit plus 3,000 square feet for each additional unit, no minimum land area for business or commercial uses when combined in a building with residential uses except that the total lot size must be at least 20,000 square feet.*

107 **NOTE:**
108 *1) ADA-compliant units may be located on the first floor
109 through a special exception permit by the Planning Board but only
110 50% of the first floor may be such ADA- compliant residential units.

Minimum land area per dwelling unit – multiunit residential: 4,000 square feet for first unit, plus 2,500 square feet for each additional unit up to 16 units per acre of lot size. Total lot size must be a minimum of 20,000 square feet.

111 Mixed-use or multiunit residential buildings which encompass at least 50% of required parking within the building Two additional residential units may be added to each story above the parking with no additional land area required

112 Mixed-use buildings which encompass at least 50% of required parking within the building and include a liner building for non-residential uses buffering parking from the street: One additional residential unit may be added to each story with no additional land area required.

113 Minimum land area per bed for long-term nursing care and

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| | | |
|-----|---|---------------------------|
| 114 | <u>convalescent care facilities that are connected to public sewer</u> | <u>2,000 square feet</u> |
| 115 | <u>Minimum land area per residential unit for eldercare facilities that</u> | |
| 116 | <u>are connected to public sewer</u> | <u>3,000 square feet</u> |
| 117 | <u>Minimum lot size</u> | <u>20,000 square feet</u> |
| 118 | <u>Minimum street frontage</u> | <u>75 feet</u> |
| 119 | <u>Minimum front setback on Route 236</u> | <u>30 feet</u> |
| 120 | <u>Minimum front setback on Dennett Road</u> | <u>4050 feet</u> |
| 121 | <u>Minimum front setback on Martin Road</u> | <u>40 50100 feet</u> |
| 122 | <u>Maximum front setback all other roads</u> | <u>20 feet</u> |
| 123 | <u>Spacing between buildings</u> | <u>15 feet*</u> |
| 124 | <u>Maximum rear and side setbacks</u> | <u>20 feet**</u> |

125 **NOTES:**

126 * Or as required by the Fire Department or State Fire Marshal's office.

127 ** Except as may be required by the buffer provisions

128 of Code. See Landscaping, Screening and Buffers 16.3.2.10.E.8.

Maximum building height 50 feet (exclusive of solar apparatus)

129 Maximum impervious and outdoor stored material coverage 70%*

130 ***NOTE:**

131 1) With Best Management Practices (BMPs) and Low Impact
132 Development Practices (LIDs) as defined in 16.2 and based on Maine
133 DEP's Maine Stormwater Best Management Practices Manual,
134 Volumes I - III, as amended from time to time, incorporated in site
135 design, otherwise 60%. Maximum on-site stormwater infiltration is the
136 desired and measurable outcome.

137 Minimum setback from streams, water bodies and wetlands in accordance with
138 Table 16.9*

139 *NOTES:

140 1) With Best Management Practices (BMPs) and Low Impact
141 Development Practices (LIDs) as defined in 16.2 and based on Maine
142 DEP’s Maine Stormwater Best Management Practices Manual,
143 Volumes I - III, as amended from time to time, incorporated in site
144 design, then wetland setbacks pursuant only to Maine Department of
145 Environmental Protection (MDEP) Rules Chapters 305 and 310.

146 Without Best Management Practices (BMPs) and Low Impact
147 Development Practices (LIDs) as defined in 16.2 and based on Maine
148 DEP’s Maine Stormwater Best Management Practices Manual,
149 Volumes I - III, as amended from time to time, incorporated in site
150 design, wetland setbacks pursuant to Kittery Town Code Title 16,
151 Table 16.9.

152 2) The Town shall retain expert consultation (qualified wetland
153 scientist and/or Maine-certified soil scientist) to determine wetland
154 delineations and classifications and to perform soil testing as needed,
155 all of which shall be paid for by the applicant at the time of sketch plan.
156 The qualified wetlands scientist and/or Maine certified soil scientist
157 shall determine through field investigation the presence, location and
158 configuration of wetlands on the area proposed for use. Any wetland
159 alterations proposed must also be reviewed by the Town’s consultant(s)
160 at the applicant’s expense. These requirements are in addition to
161 engineering, stormwater management/BMPs, traffic or other types of
162 peer review that may also be required.

163 Minimum open space:

| | | |
|-----|--|--------------------|
| 164 | <u>Lot size less than 100,000 square feet</u> | <u>15 percent*</u> |
| 165 | <u>Lot size greater than 100,000 square feet</u> | <u>25 percent*</u> |

166 *NOTE:

167 1) This requirement may be met by a payment-in-lieu to the Wetland Mitigation Fund. These
168 fees shall be set by Town Council. Landscaping, screening and buffer requirements must still
169 be met.

170 3. Parking:

171 Parking is encouraged within buildings. New or revised surface parking areas, garages, and
172 entrances to parking within buildings must be located to the rear of buildings. If a rear
173 location is not achievable, as determined by the Planning Board, parking, garages and
174 entrances to parking must be located to the side of the building. Screening and/or fencing is
175 required for surface parking areas along a street. See 8. Landscaping, Screening and Buffers.

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176 Parking requirements are based on the Institute of Transportation Engineers (ITE) parking
 177 generation rates.

178 Joint use agreements (between businesses and residences) for parking are encouraged. A plan
 179 describing how joint use parking needs will be met is required as part of any development that
 180 proposes such parking and must be reviewed and approved by the Planning Board.

181 Parking requirements for non-residential uses may be met partially or in full by parking on the
 182 street except that no parking is allowed on Route 236, Dennett Road, or Martin Road. Such
 183 on-street parking plans must be reviewed by planning staff prior to submission and then
 184 reviewed and approved by the Planning Board.

185 Electric car charging stations are allowed in parking lots but must not interfere with pedestrian
 186 movement on sidewalks.

187 a. Parking for development that includes trails and low intensity recreation:

188 Development that includes the creation of public trails and low intensity recreational
 189 opportunities such as wildlife observation stations or boardwalks may apply the pertinent
 190 off-street parking standards below. All other off-street parking standards as found in
 191 16.8.9.4 shall apply.
 192

| | |
|---|---|
| <u>Multiunit residential buildings and mixed-use buildings that include residential</u> | <u>1 parking space for studio and one bedroom dwelling units</u> |
| | <u>1.5 parking spaces for two bedroom dwelling units plus 1 guest parking space per every 4 dwelling units.</u> |
| | <u>2 parking spaces for more than two bedroom dwelling units</u> |

193 4. Loading Docks, Overhead Doors, Service Areas and Outdoor Storage Areas:

194 Loading docks and overhead doors must be located on the rear or side of the building.
 195 Loading docks must be screened from view by adjacent residential uses. This screening must
 196 consist of the following:

197 a. A fence, constructed of a material similar to surrounding buildings, of sufficient
 198 height as determined by the Planning Board to accomplish the screening. No fence
 199 may be less than six feet tall.

200 All service areas for dumpsters, compressors, generators and similar items as well as any
 201 outdoor storage areas must be screened by a fence at least six feet tall, constructed of a
 202 material similar to surrounding buildings, and must surround the service or storage area
 203 except for the necessary ingress/egress.

204 5. Site Design

205 Site design and building placement must be attentive to the surrounding environment
206 including sun, wind and shade patterns related to proposed and existing buildings. A
207 sun/shade analysis may be required by the Planning Board.

208 6. Energy and Sustainability

209 Energy efficiency is allowed and encouraged through the use of solar power, geothermal, and
210 other alternative and sustainable power sources.

211 7. Building Design Standards

212 New buildings must meet the general design principles set forth in the Design Handbook
213 except as noted below. In general, buildings should be oriented to the street from which they
214 derive frontage, with the front of the building facing the street. The front façade must contain
215 the following:

216 a. A front door for pedestrian access

217 b. Windows

218 Flat roofs, proposed to locate heating, cooling, or other such mechanical or electrical
219 apparatus off the ground, are acceptable provided that such apparatus are screened from view
220 and the screening is designed as an integral part of the building to aid both aesthetics and
221 noise attenuation. Flat roofs proposed for the purpose of solar array installations are also
222 acceptable.

223 8. Landscaping, Screening and Buffers:

224 A landscape plan prepared by a registered landscape architect is a submission requirement.
225 However, a landscape plan done by other design professionals may be allowed at the
226 Planning Board’s discretion.

227 Native trees, shrubs and herbaceous plantings are preferred and must be drought and salt
228 tolerant when used along streets. A diversity of tree species (3-5 species per every 12 trees) is
229 required to provide greater resiliency to threats from introduced insect pests and diseases.

230 Any required plantings approved by the Planning Board that do not survive must be replaced
231 within one year.

232 a. Landscaping along the street frontage of each building must consist of one of the
233 following:

234 i. Street Trees. A minimum of one street tree must be planted for each 20 feet of street
235 frontage. Trees may be planted in groups or spaced along the frontage. However,
236 trees must be planted to ensure survival, using silva cells, bioretention cells or tree
237 wells. Trees are to be a minimum of 2.5”caliper and 12 feet high at the time of

238 planting. Existing large healthy trees must be preserved if practical and will count
239 towards this requirement.

240 ii. Pocket Park. The park must be at least 200 square feet. A minimum of three trees and
241 a bench for sitting are required. Park must be vegetated with ground cover except for
242 walkways.

243 b. Surface parking areas that abut a street must provide screening in one of the following
244 ways:

245 i. One tree per 25 feet of street frontage backed by a fence constructed of a material
246 similar to surrounding buildings which must screen the parking area from the street
247 except for necessary vehicular and pedestrian access. Trees must be at least
248 2.5”caliper and 12 feet high at the time of planting

249 ii. A combination of trees and shrubs including at least 50% evergreen species, all at
250 least 6 feet high at time of planting, in a planting bed at least 8 feet wide. Plantings
251 must be sufficient, as determined by the Planning Board, to screen the parking area
252 from the street except for necessary vehicular and pedestrian access. Planting beds
253 may be mulched but no orange or red-dyed mulching material may be used.

254 c. A minimum of 10% of any surface parking area consisting of 10 or more parking spaces
255 must be landscaped with trees and vegetated islands. This requirement is in addition to
256 the screening requirements in b. above if the parking area abuts a street. Bioretention
257 cells and rain gardens may be utilized to meet the landscaping requirements and perform
258 stormwater management.

259 d. Buffers required between residential uses and mixed use or non-residential uses, and
260 between adjacent residential zones and this zone must be **fortyfifty feet (4050’)** wide and
261 consist of one of the following as determined by the Planning Board:

262 i. Existing natural woodland and vegetation

263 ii. Existing natural woodland augmented by the planting of additional trees consisting
264 of a variety of species at least 2.5”caliper and 12 feet high

265 iii. A fence at least six feet high, constructed of material similar to surrounding
266 buildings, with plantings of trees and shrubs at least 6 feet tall on either side of the
267 fence.

268 9. Open Space

269 Open space must be provided as a percentage of the total parcel area including freshwater
270 wetlands, water bodies, streams and setbacks. Required open space must be shown on the site
271 plan with a note dedicating it as open space. The open space must be situated to protect
272 significant natural features and resources, minimize environmental impacts and promote an
273 aesthetically pleasing site.

- 274 a. Wherever possible, large healthy trees and areas with mature tree cover must be included
- 275 in the open space.
- 276 b. Location of open space must promote the continuity of open space networks across
- 277 adjacent parcels
- 278 c. Where possible, open space and open space networks must include public trails and low
- 279 intensity recreational opportunities.

280 10. Special Situations

281 Expansions or modifications of 1,000 square feet or less to existing uses are exempt from

282 landscaping, screening and buffer requirements.

283 11. Conditions for Approving Special Exception Uses in the Neighborhood Mixed Use Zone

284 All applications must include a narrative describing why the use proposed will promote the

285 general welfare (specifics may be found in Chapter 2 Definitions for **special exception**) of

286 the Town of Kittery, how the use proposed will meet the special exception criteria found in

287 16.6.4.4 and how the proposed development will adapt and relate to the natural

288 environmental conditions found on the site.

289 **REMOVE from 16.3.2.17 the Business Park Zone and renumber subsequent sections**

290 **16.3.2.17 Shoreland Overlay Zone OZ-SL.**

291 ~~(10) Business—Park Zone (B-PK):~~

292 ~~(a) Permitted uses:~~

293 ~~[1] The following land uses are permitted for projects that are cluster mixed use developments:~~

294 ~~[a] Art studio/gallery;~~

295 ~~[b] Mass transit station;~~

296 ~~[c] Public open space recreational uses, recreational facilities, and selected commercial~~

297 ~~recreation;~~

298 ~~[d] Research and development; and~~

299 ~~[e] Public utility facilities, including substations, pumping stations, and sewage treatment~~

300 ~~facilities.~~

301 ~~[2] The following land uses are permitted for projects that are not cluster mixed use~~

302 ~~developments:~~

303 ~~[a] Accessory uses and buildings.~~

304 ~~(b) Special exception uses. The following uses are permitted in a cluster mixed use~~

305 ~~development as a special exception:~~

306 ~~[1] Business and professional offices;~~

307 ~~[2] Business services;~~

308 ~~[3] Commercial parking lot or parking garage;~~

309 ~~[4] Conference center;~~

310 ~~[5] Cluster residential development;~~

311 ~~[6] Grocery, food store, convenience store, including gas station;~~

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- 312 ~~[7] Mechanical services, excluding junkyard;~~
- 313 ~~[8] Motel, hotel, rooming house, inn;~~
- 314 ~~[9] Personal service;~~
- 315 ~~[10] Place of public assembly, including theater;~~
- 316 ~~[11] Repair services;~~
- 317 ~~[12] Restaurant;~~
- 318 ~~[13] Retail uses and wholesale businesses, excluding used car lots and junkyards;~~
- 319 ~~[14] School (including day nursery), university, museum, hospital, municipal or state building or~~
- 320 ~~use, church, or any other institution of educational, religious, philanthropic, fraternal,~~
- 321 ~~political or social nature;~~
- 322 ~~[15] Shops in pursuit of trade;~~
- 323 ~~[16] Veterinary hospital;~~
- 324 ~~[17] Warehousing and storage; and~~
- 325 ~~[18] Specialty food and/or beverage facility.~~

326 **REMOVE from 16.3.2.19 the Business Park Zone**

327 **16.3.2.19 Resource Protection Overlay Zone OZ-RP**

- 328 ~~(10) Business Park Zone (B-PK).~~
- 329 ~~(a) Permitted uses — cluster and noncluster development.~~
- 330 ~~[1] Public open space recreational use.~~
- 331 ~~(b) Special exception uses — cluster development.~~
- 332 ~~[1] Public utility facilities, including substations, pumping stations and sewage treatment~~
- 333 ~~facilities.~~
- 334 ~~(c) Special exception uses — noncluster. Special exception uses for projects not designed as a~~
- 335 ~~cluster mixed use development include:~~
- 336 ~~[1] Accessory uses and buildings.~~

337 **ADD NEW SUBSECTION to 16.7.8.4 Exemptions to Net Residential Acreage Calculations**

338 **16.7.8.4 Exemptions to Net Residential Acreage Calculations**

- 339 A. The maximum number of dwelling units for residential development not subject to
- 340 subdivision is based on minimum land area per dwelling unit defined in Chapter 2
- 341 Definitions of this Title.

- 342 B. The creation of dwelling units subject to subdivision within existing buildings that are
- 343 connected to town sewer and are located in the Mixed Use -Kittery Foreside; Mixed Use-
- 344 Badgers Island; Residential Village; Business Local; or Business Local -1 zones are exempt
- 345 from the net residential acreage calculations in 16.7.8.4. Total number of dwelling units
- 346 permitted is determined by dividing the gross lot area by the minimum land area per dwelling
- 347 unit allowed in the zone. The exemption is allowed in the above base zones when subject to
- 348 the Shoreland Overlay Zone.

- 349 C. The Mixed-Use – Neighborhood Zone (MU-N) is exempt from Title 16.7.8.2 Net Residential
- 350 Acreage Calculation but is subject to the minimum land area per dwelling unit as defined

351 in Chapter 2 Definitions except that 50% of all wetlands may be subtracted, rather than
352 100%.

353
354 **REMOVE from 16.8.11.2 the Business Park zone**

355 **16.8.11.2 Permitted zones.**

356 A. Cluster residential development is permitted in various zones as indicated in Chapter 16.3.

357 ~~B. Cluster mixed-use development is permitted only in the Business Park (B-P) Zone.~~

358 **REMOVE from 16.8.11.6 the Business Park Zone**

359 **16.8.11.6 Standards.**

360 E. Open space requirements.

361 (5) Open space must also be for preserving large trees, tree groves, woods, ponds, streams,
362 glens, rock outcrops, native plant life, and wildlife cover as identified in the applicant's written
363 statement. In the ~~Business Park (BP)~~Mixed Use - Neighborhood Zone, open space may be both
364 man-made and natural. Man-made open space must be for the development of recreational areas,
365 pedestrian ways and aesthetics that serve to interconnect and unify the built and natural
366 environments.

367 ~~F. In the Business Park (BP) Zone, the maximum building height is 40 feet. If the Planning~~
368 ~~Board finds that provisions for firesafety are adequate to allow buildings of greater height, then~~
369 ~~the Board may allow a building height of up to 60 feet as a part of the development plan review~~
370 ~~and approval process.~~

371 **REMOVE from 16.8.11.7 the Business Park Zone**

372 **16.8.11.7 Open space dedication and maintenance.**

373 C. If any, or all, of the open space is to be reserved for ownership by the residents and/or by
374 commercial entities, the bylaws of the proposed homeowners' or similar governing
375 association for commercial owners (~~in the Business Park Zone~~) and/or the recorded
376 covenants must specify maintenance responsibilities and be submitted to the Planning
377 Board prior to approval. See Subsection A above.

11/26

Nicole Maurice

From: Kendra Amaral
Sent: Tuesday, November 13, 2018 7:37 PM
To: Nicole Maurice
Subject: FW: REVISED: Rice Library Bldg Com Upcoming Dates

For the November 26 meeting please.

K

From: FranFarr <franfarr522@gmail.com>
Sent: Tuesday, November 13, 2018 1:44 PM
To: Kendra Amaral <KAmaral@kitteryme.org>
Cc: jim.anderson@wsp.com; Lee Perkins <lperkins001@hotmail.com>
Subject: Re: REVISED: Rice Library Bldg Com Upcoming Dates

Kendra and Jim,

It is with deepest regret that I tender my resignation from the Rice Library Building Committee. Unfortunately, my husband has been in and out of the hospital since the beginning of September. His latest hospitalization and rehab was due to a fall resulting in a fractured hip. He returned from rehab on Thursday and is now recuperating at home. The myriad of doctors', PT and OT appointments and his inability to drive have left me overwhelmed! As I said to Lee today, I felt quite inadequate in the initial Library meetings and was so looking forward to getting into the design and building phase. However, at this point in time, my life is in overload.

I wish you well with your planning and decisions and look forward to watching the expanded facility grow and change!

Again, my apologies and thanks for your understanding.

Sincerely,

Fran Farr

11/26

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 | NO |

PRESENT LICENSE EXPIRES: 12/13/18

NEW application: Yes No

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

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

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

| | | | |
|--|---|--|--------------|
| Corporation Name: <u>BEDROCK RESTAURANT ENT. INC</u> | | Business Name (D/B/A) <u>BLUE MERMAID</u> | |
| APPLICANT(S) -(Sole Proprietor) DOB: | | Physical Location: <u>10 SHAPLEIGH ROAD</u> | |
| DOB: | | City/Town | State |
| | | <u>KITTERY</u> | <u>MAINE</u> |
| | | Zip Code | <u>03904</u> |
| Address <u>10 SHAPLEIGH RD.</u> | | Mailing Address <u>10 SHAPLEIGH ROAD</u> | |
| City/Town | State | City/Town | State |
| <u>KITTERY</u> | <u>MAINE</u> | <u>KITTERY</u> | <u>MAINE</u> |
| Zip Code | <u>03904</u> | Zip Code | <u>03904</u> |
| Telephone Number | Fax Number | Business Telephone Number | Fax Number |
| <u>207.703.2754</u> | | <u>207.703.2754</u> | |
| Federal I.D. # <u>02-0470449</u> | Seller Certificate #: or Sales Tax #: <u>1187752</u> | | |
| Email Address: Please Print <u>logans@bluemermaid.com</u> | Website: <u>bluemermaid.com</u> | | |

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 678,140 LIQUOR \$ 459,503
- 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
- Do you permit dancing or entertainment on the licensed premises? YES NO

6. 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 _____

7. If manager is to be employed, give name: BREANNA AUBULEWICZ
 8. Business records are located at: 10 SHAPLEIGH ROAD KITTERY MAINE 03904
 9. Is/are applicants(s) citizens of the United States? YES NO
 10. Is/are applicant(s) residents of the State of Maine? YES NO
 11. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

| Full Name (Please Print) | DOB | Place of Birth |
|--------------------------|-----------|----------------|
| SCOTT LOGAN | 7/14/1960 | WELLSBORO PA |
| KAREN LOGAN | 3/3/1962 | MANCHESTER, NH |
| BREANNA AUBULEWICZ | 11/1/1989 | DOVER, NH |

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

| | | |
|--------------------------|-----------------------------|-----------|
| Name: SCOTT LOGAN | City: ELIOT | State: ME |
| Name: KAREN LOGAN | City: ELIOT | State: ME |
| Name: BREANNA AUBULEWICZ | City: ELIOT / SOUTH BERWICK | State: ME |

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

Name: _____ Date of Conviction: _____
 Offense: _____ Location: _____
 Disposition: _____ (use additional sheet(s) if necessary)

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

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

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: DANIEL REALTY, 5 SHAPLEIGH ROAD KITTERY, MAINE 03904

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

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

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 MILE
 Which of the above is nearest? SCHOOL

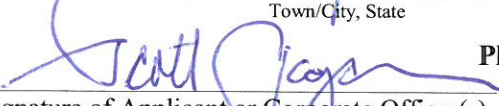
20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: COMMERCIAL LOAN THROUGH KENNERBANK SAVINGS BANK

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

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

Dated at: KITTERY MAINE on NOVEMBER, 13, 20 18
Town/City, State Date


Signature of Applicant or Corporate Officer(s)
SCOTT LOGAN
Print Name

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

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

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

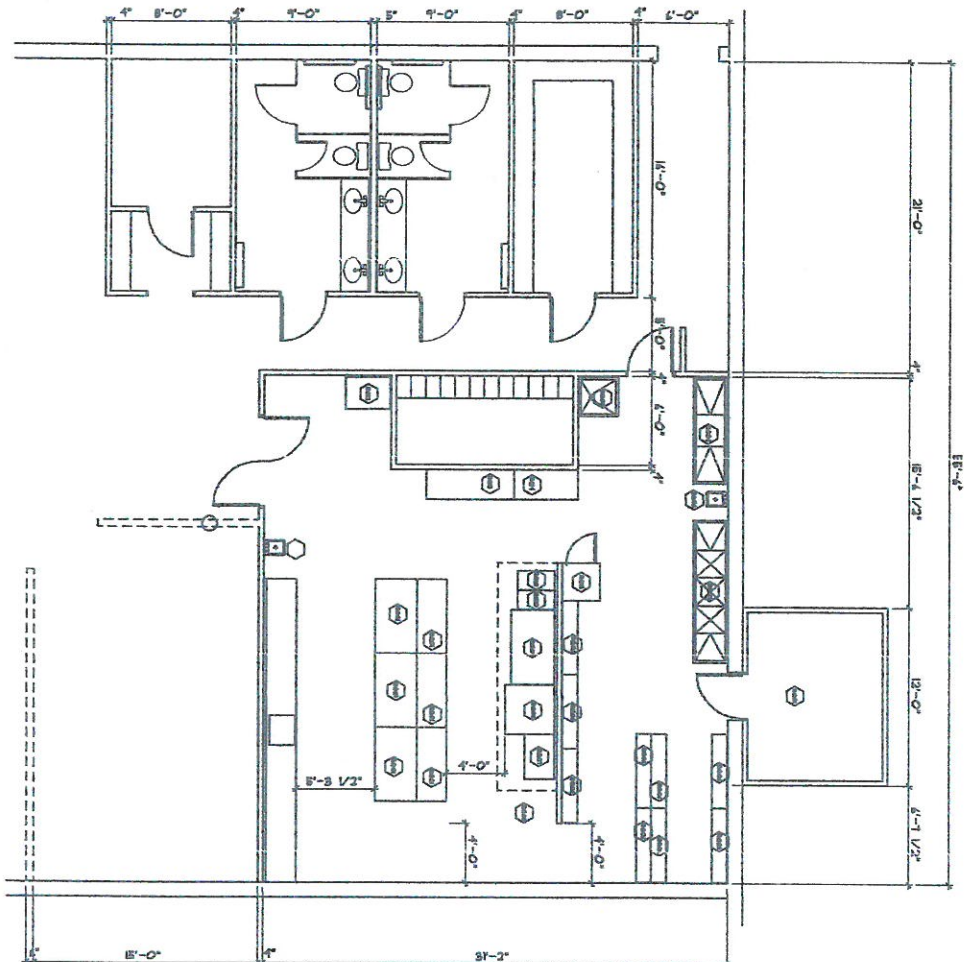


ON PREMISE DIAGRAM
(Facility Drawing/ Floor Plan)

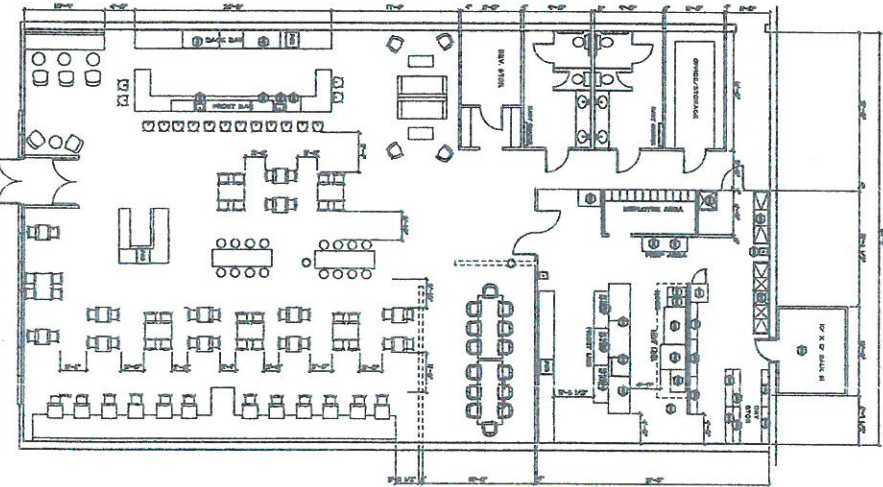
In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

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

A large, empty rectangular box with a thin black border, intended for the applicant to draw a facility drawing or floor plan.



ENLARGED KITCHEN PLAN
SCALE 1/4" = 1'-0"



DINING ROOM PLAN
SCALE 1/4" = 1'-0"

| ITEM | DESCRIPTION | QTY | SIZE | UNIT | MARK | DATE | APPROVAL |
|------|--------------------------|-----|-----------|------|------|------|----------|
| 1001 | STAINLESS STEEL SINK | 1 | 30" x 18" | EA | Y | | |
| 1002 | STAINLESS STEEL STOVE | 1 | 30" x 24" | EA | Y | | |
| 1003 | STAINLESS STEEL REFRIG | 1 | 30" x 60" | EA | Y | | |
| 1004 | STAINLESS STEEL COUNTER | 1 | 10' x 30" | EA | Y | | |
| 1005 | STAINLESS STEEL ISLAND | 1 | 6' x 30" | EA | Y | | |
| 1006 | STAINLESS STEEL SEAT | 12 | 18" x 18" | EA | Y | | |
| 1007 | STAINLESS STEEL BAR | 1 | 6' x 30" | EA | Y | | |
| 1008 | STAINLESS STEEL BAR SEAT | 6 | 18" x 18" | EA | Y | | |
| 1009 | STAINLESS STEEL BAR | 1 | 6' x 30" | EA | Y | | |
| 1010 | STAINLESS STEEL BAR SEAT | 6 | 18" x 18" | EA | Y | | |
| 1011 | STAINLESS STEEL BAR | 1 | 6' x 30" | EA | Y | | |
| 1012 | STAINLESS STEEL BAR SEAT | 6 | 18" x 18" | EA | Y | | |
| 1013 | STAINLESS STEEL BAR | 1 | 6' x 30" | EA | Y | | |
| 1014 | STAINLESS STEEL BAR SEAT | 6 | 18" x 18" | EA | Y | | |
| 1015 | STAINLESS STEEL BAR | 1 | 6' x 30" | EA | Y | | |
| 1016 | STAINLESS STEEL BAR SEAT | 6 | 18" x 18" | EA | Y | | |
| 1017 | STAINLESS STEEL BAR | 1 | 6' x 30" | EA | Y | | |
| 1018 | STAINLESS STEEL BAR SEAT | 6 | 18" x 18" | EA | Y | | |
| 1019 | STAINLESS STEEL BAR | 1 | 6' x 30" | EA | Y | | |
| 1020 | STAINLESS STEEL BAR SEAT | 6 | 18" x 18" | EA | Y | | |

| | | | | |
|---|--|-----------|-------------------------|------|
| ARCHITECT Gleason Architects P.O. BOX 586 STRATHAM, NEW HAMPSHIRE 03865 603 772-7370 | THE BLUE MERRMAID 10 SHAPLEIGH ROAD, UNIT B/C KITTERY, MAINE | NO. 1 | DESCRIPTION OF REVISION | DATE |
| | | | | |
| ENGINEER DAVE MERRITT PROJECT NO. 230728 SHEET NO. | A-1 | OF SHEETS | | |



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

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

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

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: BEDROCK RESTAURANT ENTERPRISES INC.
- Doing Business As, if any: BLUE MERMAID
- Date of filing with Secretary of State: 7/11/17 State in which you are formed: NH
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: 7/11/17
- 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 % |
|--------------|------------------------------------|---------------|-----------|-------------|
| SCOTT LOLAN | 105 HOWDE ROAD, ELIOT, ME | 7/14/60 | PRESIDENT | 81% |
| DONNA LENCKI | 265 KINGS HIGHWAY KENNEBUNK, ME | 3/25/59 | NONE | 19% |
| | | | | |
| | | | | |

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

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

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

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

Name: _____

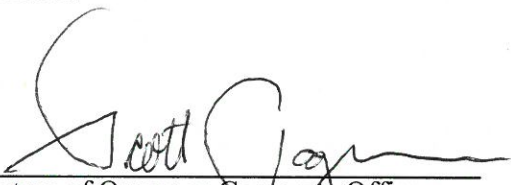
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:



Signature of Owner or Corporate Officer

11/13/2018

Date

SCOTT LOGAN

Print Name of Owner or Corporate Officer

Submit Completed Forms to:

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

BUREAU OF 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 w/ DBA: | <input type="checkbox"/> Yes <input type="checkbox"/> No |

CLUB APPLICATION

NEW application: Yes No Business hours: Wen-Sat 3:00-11:00

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

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

PRESENT LICENSE EXPIRES 1/10/19

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE: \$10.00 Filing Fee (must be included on all applications)

\$495.00 Club w/o Catering (Class V – Malt, Vinous & Spirituous)

- Club with Catering : Malt, Vinous, & Spirituous-Class I (\$900.00) Spirituous Only-Class II (\$550.00)
 Vinous Only-Class III (\$220.00) Malt Only-Class IV (\$220.00)
 Malt & Vinous Only-Class III & IV Combination (\$440.00)

ALL QUESTIONS MUST BE ANSWERED IN FULL

| | |
|--|--|
| Corporation Name: <u>Loyal Order of Moose 444</u> | Business Name (D/B/A) <u>Loyal Order of Moose 444</u> |
| APPLICANT(S) –(Sole Proprietor) <u>Loyal order of moose 444</u> | DOB: DOB: |
| Address <u>76 US RTE 1 Bypass</u> | Mailing Address <u>PO Box 968</u> |
| City/Town <u>K. Hwy</u> | State <u>Maine</u> |
| Zip Code <u>03904</u> | City/Town <u>Portsmouth</u> |
| Telephone Number <u>207-703-0899</u> | State <u>N.H.</u> |
| Fax Number <u>207-703-0899</u> | Zip Code <u>03802</u> |
| Federal I.D. # <u>02-0219930</u> | Business Telephone Number <u>207-703-0899</u> |
| Email Address: Please Print <u>lodge444@mooseunits.org</u> | Fax Number <u>207-703-0899</u> |
| | Seller Certificate #: or Sales Tax #: <u>1183183</u> |
| | Website: |

1. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ 16,356.20

2. 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.

3. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License # _____ Name of Business _____

Physical Location _____

City / Town _____

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

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

6. Business records are located at: 76 US Rte one bypass

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

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

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

| Full Name (Please Print) | DOB | Place of Birth |
|--------------------------|------------|----------------|
| John Wentworth | 01-26-1969 | Dover, N.H. |
| | | |

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

| | | |
|----------------------|------------------|--------------|
| Name: John Wentworth | City: Portsmouth | State: N.H. |
| Name: _____ | City: _____ | State: _____ |
| Name: _____ | City: _____ | State: _____ |

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

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

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

Yes No If Yes, give name: _____

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

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

14. Describe in detail the premises to be licensed: (**Diagram Required**) 2500 Sq foot Building

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

YES NO Applied for: _____

16. 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? 2 miles

Which of the above is nearest? Shepleigh School

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: _____

**Bureau of Alcoholic Beverages
 Division of Liquor Licensing & Enforcement
 8 State House Station
 Augusta, ME 04333-0008
 Tel: (207) 624-7220 Fax: (207) 387-3434**

SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS

1. Legal Club Name: Loyal Order of Moose # 444
2. D/B/A Name: _____
3. Complete Title, name, date of birth and telephone number for each principal officer of the club:

| Title | Name | Birth Date | Telephone |
|-------------|----------------|------------|--------------|
| Governor | John Wentworth | 1/26/69 | 603-828-8735 |
| Jr Governor | Jeff Bell | 7/20/64 | 603-834-4907 |
| Treasurer | Tom Follum | 8/1/63 | 603-817-5525 |
| | | | |
| | | | |

4. Date Club was incorporated: 2/3/91
5. Purpose of Club: Social Recreational Patriotic Fraternal
6. Date regular meetings are held: 1st and 3rd Tuesdays Monthly
7. Date of election of Club Officers: March
8. Date elected officers are installed: April 1st
9. Total Membership: 205 Annual Dues: \$40.00 Payable When: Annually
10. Does the Club cater to the public or to groups of non-members on the premises? Yes No
11. Excluding salaries, will any person, other than the Club, receive any of the financial profits from the sales of liquors? Yes No
12. If a manager or steward is employed, complete the following:

Name: John Wentworth Date of Birth: 1/26/69

John Wentworth Admin Sign in blue ink 11/16/18
 Signature & Title of Club Officer Date

John Wentworth Admin
 Print Name & Title of Club Officer

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: K. Hery Maine on November 16, 2018
Town/City, State Date

Jeffrey T Bell JRCOV
Signature of Applicant or Corporate Officer(s)
JEFFREY T BELL
Print Name

Please sign in blue ink

John Wentworth
Signature of Applicant or Corporate Officer(s)
John Wentworth
Print Name

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. Please 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

TOWN COUNCIL STANDING, ADHOC & COMMITTEE LIST

COUNCIL CHAIRPERSON / VICE CHAIR – 1ST ORDER OF BUSINESS AFTER SWEARING IN

Judith Spiller, Chair
Matthew Brock, Vice Chair

CIP COMMITTEE (1 Council Rep)

Charles Denault

COMPREHENSIVE PLAN UPDATE COMMITTEE (Needs a Charge) (1 Council Rep)

Matthew Brock

ECONOMIC DEVELOPMENT COMMITTEE (1 Council Rep – charge amended 2/11/13)

Kenneth Lemont

EDUCATION SCHOLARSHIP SELECTION COMMITTEE (2 Council Reps)

Charles Denault
Jeffrey Pelletier

KITTERY COMMUNITY CENTER BOARD OF DIRECTORS (1 Council Rep)

Jeffrey Pelletier (Until 3/31/21)

TRUSTEES OF TRUST FUNDS (Council Chair serves as ex-officio member)

Judith Spiller

OPEN SPACE ADVISORY COMMITTEE (1 Council Rep)

Judith Spiller

DISBURSEMENT WARRANT FOR TOWN EMPLOYEE WAGES

Jeffrey Thomson
Cyrus Clark
Jeffrey Pelletier

DISBURSEMENT WARRANT FOR TOWN EXPENSES

Cyrus Clark
Charles Denault
Kenneth Lemont

SCHOOL WARRANT FOR GENERAL DISBURSEMENTS

Jeffrey Pelletier
Jeffrey Thomson
Matthew Brock

YORK RIVER STUDY COMMITTEE

Judy Spiller

TAYLOR BUILDING COMMITTEE

Matthew Brock
Jeffrey Thomson

LIBRARY BUILDING COMMITTEE

Charles Denault
Jeffrey Pelletier

LIBRARY TRANSITION COMMITTEE

Gary Beers

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 PRIMARY OBJECTIVES

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|------------------------------------|---|---|--------|
| PRIMARY OBJECTIVES | | | |
| 2 – Natural Resources & Recreation | Establish mechanisms to protect visual assets such as creating a photographic documentation of scenic vistas and establishing an historic preservation committee to create a comprehensive inventory of historic resources . These are the first steps in helping to protect and promote those visual assets that contribute to Kittery’s uniqueness. (2.1) | <ul style="list-style-type: none"> • Conduct an inventory of historic resources, including landscapes, archaeological resources and buildings. | |
| 2 – Natural Resources & Recreation | Review existing hunting regulations and provide public education regarding these to improve the safety of residents especially in the Town Forest, while at the same time protecting resident’s right to carry firearms and hunt. (2.2) | <ul style="list-style-type: none"> • Create signage about hunting safety and regulations at Town Forest & Rogers Park | |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 PRIMARY OBJECTIVES

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|--------------------------|---|---|--------|
| 3 - Economic Development | Engage in targeted outreach to business and industry sectors marketing Kittery's economic development areas. (3.5) | <ul style="list-style-type: none"> • Improve town website and have routine maintenance. • Identify similar business or industry partners who may have insights on what businesses in those sectors are looking for in terms of amenities, infrastructure, costs/revenues, workforce characteristics, etc. • Talk with brokers and real estate agents about marketing property in Kittery. • Work with land owners to actively market properties through websites and brokers. | |
| 4 – Housing | Undertake to complete a Comprehensive town-wide Housing Plan that will document existing supply and identify needs and ways of meeting these, including methods for encouraging the development of affordable housing (e.g. creation of new types of housing, including workforce housing, and housing for seniors wishing to downsize, etc.). (4.1) | <ul style="list-style-type: none"> • Create a scope and request for proposals to undertake a comprehensive town-wide housing plan. Plan should include in-depth analysis of housing supply, demand, and strategies to encourage a variety of housing types and prices points. • Explore possibility of local regional planning commission undertaking the study on behalf of the town. | |
| 5 – Transportation | Evaluate Town-wide current parking conditions and policies and revise to meet development goals by improving management of existing spaces and exploring shared parking and other strategies. (5.4) | <ul style="list-style-type: none"> • Review and revise town code to support goal. | |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 PRIMARY OBJECTIVES

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|---|--|--|--------|
| 7 - Municipal Facilities, Services, & Fiscal Capacity | Increase and improve communication with Town residents. Using a variety of modes including the internet and cable TV in innovative ways will help to keep residents more informed and connected to town government. (7.1) | <ul style="list-style-type: none"> • Become more efficient by streamlining the permitting process. • Update town’s GIS maps and establish a system for continuous update. • Explore ways of reaching the largest number of residents and conduct outreach to actively recruit volunteers, especially representation of demographics that are currently missing or underrepresented. • Develop clear messaging regarding what the boards and committees do, roles and expectations and information regarding opportunities and benefits of participation. | |
| 7 - Municipal Facilities, Services, & Fiscal Capacity | Educate residents about town planning roles and processes and ensure that planning and town management processes are open, transparent, informative, inclusive, respectful and welcoming. (7.1) | <ul style="list-style-type: none"> • Explore the use of communication technologies to increase the communication between residents and Town government. • Revise Town Code so that regulations are clear and easy to use and are aligned with Comprehensive Plan goals. | |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 PRIMARY OBJECTIVES

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|---|--|--|--------|
| 7 - Municipal Facilities, Services, & Fiscal Capacity | Develop a long-range plan for the library including where the library will be located (renovation and expansion on existing site, new building on another site) and whether the Library should become a Town Department. (7.2) | <ul style="list-style-type: none"> • Explore possibilities and compare and contrast advantages and disadvantages of sites being considered for Library facility. • Consider converting the Library to a Town Department. • Support Library Director’s efforts to support literacy, digitize the library’s collection of photographs, and to provide support and programming for the increasing elderly population. | |
| 7 - Municipal Facilities, Services, & Fiscal Capacity and 8 – Land Use | Guide development to areas already served by public utilities, resulting in a more efficient and cost-effective use of these public services. (7.3) (8.1) | <ul style="list-style-type: none"> • Direct new development where feasible, to vacant or underutilized sites and buildings; direct development away from areas with natural constraints, key wildlife or open space corridors, protected shorelands, and areas where public utilities are not yet available and would be costly to extend. • Add utilities map to GIS. • Establish efficient permitting procedures, especially in areas designated as “growth areas” in Future Land Use Plan. | |
| 8 – Land Use | Review, update and incorporate where appropriate, the recommendations from the Foreside Forums. Residents have expressed much enthusiasm for recent improvements in the Foreside and support for future infill development that is appropriate in scale and activity. (8.3) | <ul style="list-style-type: none"> • Study the opportunities and challenges associated with the Foreside area to determine if the zoning district boundaries should change in the future. Identify desired uses. Identify the regulations and infrastructure needed to support the future of the area. | |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 PRIMARY OBJECTIVES

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|--|---|--|--------|
| 9 - Coastal Community Resilience | Complete a climate adaptation study to plan for the potential impacts of sea level rise and prepare for extreme weather events (9.1) | <ul style="list-style-type: none"> • Complete a Climate Adaption Study. | |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 SECONDARY OBJECTIVES

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|--|--|--|--------|
| SECONDARY OBJECTIVES | | | |
| 2- Natural Resources & Recreation | Working with the Kittery Land Trust, develop a strategy for open space acquisition , setting priorities for parcels to be included. (2.1) | <ul style="list-style-type: none"> • Complete an inventory of open spaces in Kittery. • Consider purchase of unprotected open spaces. • Create/amend zoning to prohibit destruction of wetlands (high value, wildlife corridors) and add farmland and unprotected open space for review. • Revisit the inventory of scenic views defined in the 1999 Comprehensive Plan Update, making a photographic record (survey) and updating the inventory, as needed. | |
| 2- Natural Resources & Recreation and 8 – Land Use | Protect existing open lands , including farmlands and wetlands from over-development by implementing effective strategies such as larger minimum lot sizes in the rural residential zone. As one way of preserving Kittery’s rural character, review and revise the cluster zoning ordinance and provide incentives for developers to use the ordinance. (2.1) (8.1) (8.2) | <ul style="list-style-type: none"> • Review/Revise Cluster Zoning Law | |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 SECONDARY OBJECTIVES

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|--|--|--|--------|
| 2- Natural Resources & Recreation | Reduce dog and horse waste at area open spaces through enhanced enforcement and public education. (2.2) | <ul style="list-style-type: none"> • Increase awareness regarding enforcement of pet waste ordinance, support the efforts of the Police. • Establish Volunteer Dog Patrol. | |
| 2 – Natural Resources & Recreation and 5 – Transportation and 6 – Marine Resources and 7 - Municipal Facilities, Services, & Fiscal Capacity | Continue to support healthy lifestyle choices and wellness by increasing recreational opportunities for all ages, evaluating the Athletic Fields Master Plan, improving walking and biking infrastructure so that it is safe and pleasant, ensuring appropriate recreational access to the waterfront , and increasing awareness of existing resources. Updating the Sidewalks Conditions Report (5.2.1) and developing a Bike Plan are among the specific steps recommended (2.2) (2.2.6) (5.2) (6.1) (7.2) | <ul style="list-style-type: none"> • Monitor athletic field planning process. • Evaluate opportunities for providing bike infrastructure on roads including bike lanes, wide shoulders and “Share the Road” signs (ex. “sharrows” and stencils). • Develop a sidewalk and pedestrian plan including updating sidewalk conditions report and inventory to identify existing conditions and gaps in the pedestrian network. Identify opportunities for new trails. • Work with schools, Community Center and Town Departments to prioritize sidewalk projects on town-owned facilities and recreational areas. • Update street and publicly owned shade tree inventory. | |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 SECONDARY OBJECTIVES

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|--|--|--|--------|
| 3 - Economic Development | Collaborate with property owners in the area around the Route 1 corridor to identify strategies towards making mutually beneficial changes to the area including exploring options to redevelop commercial properties with mixed use (e.g. retail, housing, office) and consider zoning amendments such as an overlay district to provide more flexibility concerning permitted uses. (3.3) (8.5) | <ul style="list-style-type: none"> • Draft a scope of work for planning, market analysis, and transportation engineering services to re-envision the Route 1 area. | |
| 6 – Marine Resources and 8 – Land Use | Continue to support Kittery’s maritime based economy including the fishing and shell fishing industry by maintaining access to the working waterfront and creating innovative avenues to better connect fishing to the local economy. (6.2) (8.4) | <ul style="list-style-type: none"> • Conduct poll/outreach/meetings with commercial fishermen and boat operators to determine need (KPA). • Conduct poll/outreach/meetings with commercial fishermen and boat operators to identify areas where navigation is difficult or impossible due to shallow depths (KPA). | |
| 6 – Marine Resources | Increase awareness in residents and business owners with regard to the effects of pollutants, pesticides, and stormwater runoff and evaluate Town Code regarding the use of pesticides and herbicides with chemicals, in waterfront areas and town-wide . Providing information and incentives for greener practices will help to mitigate these environmental hazards. (6.3) | <ul style="list-style-type: none"> • Prepare easy-to-read materials that summarize Kittery’s water quality challenges and the effects of pollutants and pesticides. Distribute to property and business owners, and post on municipal website. | |

KITTERY COMPREHENSIVE PLAN
 5 YEAR ACTION PLAN
 SECONDARY OBJECTIVES

| TOPIC AREA | GOAL | ACTION ITEMS | STATUS |
|----------------------------------|---|--|--------|
| 8 – Land Use | Consider an Adaptive Reuse Ordinance to guide redevelopment of existing buildings. By promoting the reuse of existing structures more efficient development can occur in areas already services by public utilities and protecting open land from development. (8.1) | <ul style="list-style-type: none"> • Consider adopting a demolition delay ordinance. • Consider adopting Adaptive Reuse Ordinance. | |
| 9 - Coastal Community Resilience | Develop a Plan for Town facilities and property owners to transition to low and zero impact energy sources (9.2) | <ul style="list-style-type: none"> • Establish a timeline for converting all Town-owned buildings to renewable energy. | |

COUNCIL RULES

Except as superseded by these rules, Robert's Rules of Order, Newly Revised, ~~10th Edition~~ 11th Edition, govern the conduct of meetings.

SECTION ONE. REGULAR MEETINGS:

The regular meetings of the Council are held in the Council Chambers of the Town Hall on either the second or fourth Monday of each calendar month, or both. Routinely, only one regular meeting will be scheduled in July, August and December, except if the Chairperson and Town Manager deem it necessary to hold a second. Public proceedings commence at 6:00 p.m. whether or not preceded by an executive session.

When said meeting falls on a holiday or is otherwise postponed, the regular meeting is held on the following Wednesday, at the same time and place.

The date and venue of any regular meeting may be changed upon the vote of the Council, provided, however, that said change in date, or venue, will still provide for at least one regular meeting in each month.

SECTION TWO. SPECIAL MEETINGS:

Special meetings may be called by the Chairperson or by four members of the Town Council. Notice of such meeting must, when possible, be given at least twelve hours before the time for holding the meeting. The call for the meeting must set forth the matters to be acted upon and nothing else may be considered.

Special meetings include public comment time as provided at regular Council meetings, but such public comment is limited to the matters on the agenda for the meeting. Notices of such meetings must include the name(s) of the person(s) requesting the meeting.

SECTION THREE. COUNCIL ACTION:

The Town Council shall act only by ordinance, order, resolve, and by consensus.

Actions of the Council are recorded in the minutes of the Council meeting.

SECTION FOUR. EFFECTIVE DATE OF COUNCIL ACTIONS:

All actions of the Council, except ordinances, take effect immediately upon passage.

The effective date of ordinances is governed by Section 2.14, Paragraph 3 of the Town Charter.

SECTION FIVE. DUTIES OF THE CHAIRPERSON.

The Chairperson shall assume the chair at the time appointed for the meeting; call the members to order; provide for introductory and pledge of allegiance; cause the roll to be called; and, a quorum being present, proceed to conduct the business of the Council according to the published agenda.

The Chairperson shall preserve decorum and order; speak to points of order in preference to other members; and, decide all questions of order subject to an appeal to the Council by motion regularly made and seconded, and no other business is in order until the question on appeal be decided.

The Chairperson shall declare all votes, but if any member doubts a vote, the Chairperson shall cause a return of the members voting in the affirmative and in the negative without debate.

All persons wishing to speak, whether they be Council members or members of the general public must first be recognized by the Chairperson.

The Chairperson enjoys the same rights and privileges as other members of the Council, including the introduction and seconding of motions and participation in debate.

SECTION SIX. VICE CHAIRPERSON.

The position of Vice Chairperson is hereby established. The provisions of Charter Sec. 2.05 (1) apply for election to this position.

In the temporary absence or disability of the Chairperson, Charter Sec. 2.05 (3) and Section Five of these Council Rules govern the duties of the Vice Chairperson.

SECTION SEVEN. RECONSIDERATION OF THE VOTE.

When a vote is concluded, it is in order for any member who voted on the prevailing side to move a reconsideration thereof at the same or next regular meeting.

SECTION EIGHT. CONDUCT IN ADDRESSING THE COUNCIL.

Proper decorum, befitting the gravity of their solemn duties, is expected of all Councilors during the conduct of meetings.

Councilors wishing to speak shall respectfully address the Chairperson, and confine their comments to the question under debate, or the issue the Councilor wants to raise.

No member may be interrupted by another, but for a point of order or to correct a mistake, and only upon recognition by the Chairperson.

SECTION NINE. MOTIONS IN WRITING

Motions must be reduced to writing if the Chairperson so directs.

SECTION TEN. SUSPENSION OF THE RULES.

The rules may not be dispensed with, or suspended, unless five members of the Council consent thereto. No rules may be adopted, amended, or deleted without notice in writing being given at the preceding regular meeting.

SECTION ELEVEN. VOTING:

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

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

SECTION TWELVE. AGENDA:

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

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

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

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

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

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

The agenda consists of the following categories:

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 Planning Board and Board of Appeals.
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.

Persons who are represented by legal or engineering consultants, who are present and wish to address the Council, shall notify the Chairperson prior to the Council Call to Order of the subject they wish to speak on and will be heard at this time.

10. Public hearings
11. Discussion
 - a. Discussion by members of the public (3 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
 13. a. Donations/gifts received for Council disposition
14. Councilor issues or comment
15. Committee and other reports
 - a. Communications from the Chairperson
 - b. Committee reports
16. Executive session, if required
17. Adjournment

To the extent possible, matters to be discussed at a meeting by the town manager or Chairperson will be listed on the agenda under Chairperson Communications, or Town Manager's Report, respectively.

The category of Unfinished Business is specifically reserved for Council business discussed at a previous meeting that has been postponed or continued to the meeting for which the present agenda is prepared.

The New Business section of the agenda is reserved for those matters which a Councilor wishes to introduce anew.

Except as provided in Charter Article XI, no proposal for ordinances enactment, repeal, or amendment may lie before the Council unless introduced by a Council member.

In keeping with the policy regarding advance notice, Councilors are encouraged and requested to submit to the Town Clerk those matters which they wish to introduce under New Business by 4:00 p.m. on the Tuesday preceding the Thursday that the agenda is to be posted. The Town Clerk shall then place those matters on the agenda.

Immediately following the roll call, the Chairperson may amend and must adopt the agenda, except no matter requiring public notice may be added without such notice. Agenda amendment after adoption may be made only by majority vote.

SECTION THIRTEEN. DISCUSSION.

A. Discussion by members of the public (3 minutes per person)

Any person wishing to address the Town Council will be given an opportunity to do so in accordance with the following procedures.

1. The Public Discussion section of the agenda is reserved for members of the public who wish to address the Council on any matters listed on the agenda or on other matters they wish to bring to the Council's attention.
2. Any person wishing to have an item listed on the agenda under Public Discussion shall submit the matter to be discussed in writing to the Town Clerk by 4:00 p.m. on the Tuesday preceding the Thursday that the agenda is to be posted.
3. Persons wishing to address the Council during public discussion will signify their desire by raising their hand and, when recognized by the Chairperson, request permission to address the Council, giving their name and address, then designating the subject matter on which they desire to address the Council.
4. Members of the public, addressing the Council during the public discussion section of the agenda shall limit their statements to the Council, to no more than three minutes per person unless the Chairperson finds it necessary to allow more time.
5. Persons wishing to address the Council on an item which appears on the agenda after public discussion shall wait until the Chairperson announces the consideration of such item, at which time, after being recognized, they may address the Council on that particular item.

However, once the Council has begun its deliberation on the item, no person is permitted to address the Council unless the Chairperson, having determined that the Council's deliberations appear finished, and that the item under consideration is of great concern to members of the public gathered, permits persons in the audience to address the Council before closing the discussion and calling for Council vote.

B. Response to public comments.

In order to assure that the Council is speaking as one voice when responding to public comments all general responses shall be made by the Council Chairperson.

The Chairperson is responsible for any subsequent follow-up response to the speakers. In the event a member of the public addresses an issue to a particular Councilor, the Chairperson will invite such Councilor to respond directly, if that Councilor so desires.

SECTION FOURTEEN. COUNCIL POLICIES:

The Town Clerk shall maintain copies of Council rules and policies and provide same to the Rice Public Library.

To allow for the opportunity for full attendance, all workshops held by the Council will be scheduled for a Monday. When this is impossible to do, another night will be chosen by the Council at a regular Monday meeting.

No member of the Council may request a legal opinion relative to Town business from the Town's appointed attorneys without prior approval of a majority vote of the Council. All such requests must be made through the Town Manager.

SECTION FIFTEEN. STANDING COMMITTEES

In accordance with the Kittery Town Charter, Sec. 2.10(2) the Council establishes two standing committees consisting of the entire Council, as follows:

Financial

All budgetary matters
Any appropriation ordinance
Administrative relations
Grants, bequests, etc.

Legislative

Approvals: Permits, licenses
All non-appropriation ordinances
Appointments
Property transfers

SECTION SIXTEEN. COPY COSTS:

The cost charged by the Town for making copies of any materials, excluding those produced by the Planning Department, access to which the public is entitled, is twenty-five (25) cents a copy. Copies of the Council packets are to be made available to the media at ten (10) cents a page.

SECTION SEVENTEEN. COUNCILOR AWARENESS

The Council realizes that Councilors should make an effort to broaden and increase their knowledge of information and skills directly related to their responsibility to govern the Town, and that efforts should be made to appropriate funds for this purpose.

Prior to incurring and requesting reimbursement for such expenses, however, individual Councilors must obtain the approval of the Council. Such approval is required for any individual expense that would be paid from the Council Contingency or the Council Expense accounts.

| | | | |
|-------------------|------------------|----------------------------------|------------------|
| Approved 02/27/89 | Amended 09/27/99 | Amended 12/17/01 | Amended 09/27/10 |
| Amended 12/28/92 | Amended 11/22/99 | Amended 09/16/02 | Amended 01/09/12 |
| Amended 06/26/95 | Amended 05/31/00 | Amended 10/28/02 | Amended 09/10/12 |
| Amended 010/3/96 | Amended 10/30/00 | Amended 08/24/09 | Amended 02/11/13 |
| Amended 01/10/96 | Amended 03/19/01 | Amended 11/23/09 | Amended 03/25/13 |
| Amended 12/09/96 | Amended 07/02/01 | Amended 08/23/10 | Amended 01/27/14 |
| Amended 11/28/16 | Amended 01/08/18 | Amended 11/14/18 | |



**PARTNERSHIP WILD AND SCENIC RIVER
YORK RIVER
RESOLUTION**

Kittery Town Council Resolution endorsing Designation of the York River and its major tributaries as a Partnership Wild and Scenic River under the 1968 Wild and Scenic Rivers Act (16 USC 1271-1287) and further, endorsing the York River Study Committee's proposed York River Watershed Stewardship Plan.

Whereas, the York River is an iconic feature of our region with unique biological, historical, and economic features; and

Whereas, the locally-appointed York River Study Committee's three-year study of the York River watershed documents the importance of the York River's features to our region;

Whereas, the York River and its tributaries require long-term protection best accomplished through coordinated oversight by the four watershed communities (Kittery, Eliot, South Berwick, and York) with representatives appointed by those communities; and

Whereas, designation does not include any federal acquisition or management of lands; public access on private lands; any changes in land use regulation unless approved by each community; nor any financial obligation on the watershed communities;

Now, therefore, be it resolved that the Kittery Town Council supports designation of the York River and its major tributaries as a Partnership Wild and Scenic River under the 1968 Wild and Scenic Rivers Act and further, the adoption of the York River Study Committee's proposed York River Watershed Stewardship Plan.

Adopted by the Kittery Town Council on the _____ day of _____, 2018.

TOWN OF KITTEERY
POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR MUNICIPAL EMPLOYEE WAGES & BENEFITS

Purpose: This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for wages and benefits only.

This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of Authority: Pursuant to Title 30-A, M.R.S., Section 5603(2)(A), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits only.

Current municipal officers: The municipal officers in office at the time of execution of this policy are: Judith Spiller; Cyrus Clark; Jeffrey Thomson; Matthew Brock; Kenneth Lemont; Jeffery Pelletier and Charles Denault.

During weeks when no regular Council meeting is held, either **Jeffrey Thomson** or **Cyrus Clark** or **Jeffrey Pelletier**, acting alone may review, approve, and sign such warrants.

Effective Date: This policy becomes effective on the date indicated below.

Copies: The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and municipal treasurer. If the clerk and treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse: **This policy lapses November 30, 2019, if not sooner amended or canceled.**

Renewal: This policy shall be renewed annually, in November after municipal elections. Thereafter, it may be amended at any time.

Reminder: If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original: The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: November 26, 2018:

MUNICIPAL OFFICERS:

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TOWN OF KITTERY
POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR MUNICIPAL EXPENSES

Purpose: This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants for municipal expenses.

This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant.

Delegation of Authority: Pursuant to Title 30-A, M.R.S., Section 5603(2) (A), the following authority is granted with respect to treasurer's disbursement warrants for municipal expenses.

Current municipal officers: The municipal officers in office at the time of execution of this policy are: Judith Spiller; Cyrus Clark; Jeffrey Thomson; Matthew Brock; Kenneth Lemont; Jeffrey Pelletier and Charles Denault. During weeks when no regular Council meeting is held, either **Cyrus Clark** or **Charles Denault** or **Kenneth Lemont** acting alone may review, approve, and sign such warrants.

Effective Date: This policy becomes effective on the date indicated below.

Copies: The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and municipal treasurer. If the clerk and treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse: This policy lapses November 30, 2019, if not sooner amended or canceled.

Renewal: This policy shall be renewed annually, in November after municipal elections. Thereafter, it may be amended at any time.

Reminder: If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original: The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: November 26, 2018:

MUNICIPAL OFFICERS:

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**TOWN OF KITTEERY
POLICY ON GENERAL DISBURSEMENT WARRANTS
FOR EDUCATIONAL EXPENSES**

Purpose: This policy allows designated municipal officers, acting on behalf of the full board of municipal officers, to review, approve, and sign School Disbursement Warrants for educational expenses.

This policy is in addition to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant.

Delegation of Authority: Pursuant to Title 30-A, M.R.S., Section 5603(2)(A), the following authority is granted with respect to the general disbursement warrants for educational expenses.

Current municipal officers: The members in office at the time of execution of this policy are: Judith Spiller; Cyrus Clark; Jeffrey Thomson; Matthew Brock; Kenneth Lemont; Jeffrey Pelletier and Charles Denault. During the weeks when either no regular Council meeting is held or the Council meeting is held on a Wednesday evening because of a Monday holiday, either **Jeffrey Pelletier** or **Jeffrey Thomson** or **Matthew Brock**, acting alone may review, approve and sign the general disbursement warrants for educational expenses, having been duly approved, and signed, by the Superintendent of Schools and a majority of the members of the School Committee.

Effective Date: This policy becomes effective on the date indicated below.

Copies: The Chair of the Municipal Officers will furnish copies of this policy to the municipal clerk and municipal treasurer. If the clerk and treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse: **This policy lapses November 30, 2019, if not sooner amended or canceled.**

Renewal: This policy shall be renewed annually, in November after municipal elections. Thereafter, it may be amended at any time.

Reminder: If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original: The Chair of the Municipal Officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: November 26, 2018:

MUNICIPAL OFFICERS:

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| _____ | _____ |



TOWN OF KITTERY, MAINE
TOWN CLERK'S OFFICE
 200 Rogers Road, Kittery, ME 03904
 Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
 OCT 19 2018
 BY: MJE 9:18

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: BRIAN KILROY (B. JOSEPH KILROY)
 RESIDENCE: 100 SHEPARD'S COVE RD. H 204
 MAILING (if different) KITTERY ME 03904
 E-MAIL ADDRESS: theregemcat@gmail.com PHONE #: (Home) 207 210 0786 (Work) _____

Please check your choices:

- | | |
|--|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input checked="" type="checkbox"/> Other <u>Kittery Community Center BOB.</u> |

EDUCATION/TRAINING: KITTERY COMMUNITY CENTER
 RELATED EXPERIENCE (Including other Boards and Commissions) _____

HOLY MARTYRS CHURCH PARISH COUNCIL (FARMOUTH, ME)

HAMPDEN COMMUNITY POOL BOARD OF TRUSTEES (HAMPDEN, ME)

PRESENT EMPLOYMENT: RETIRED
 ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY Yes No

ANY KNOWN CONFLICT OF INTEREST: NONE

REASON FOR APPLICATION TO THIS BOARD: _____
 I HAVE HAVE NOT ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the back of this application before signing.

1:30 11/20/18

B. Joseph Kilroy
 SIGNATURE OF APPLICANT 10/6/18
DATE

MAINE CHILDRENS TRUST FUND BOARD OF TRUSTEE (STATE OF MAINE)
 PRIVATE INDUSTRY COUNCIL (TRAINING + DEVELOPMENT CORP.)
 FOR PENOBSCOT, PISCATAQUIS, HANCOCK COUNTIES (MAINE)
 RETIRED DIRECTOR OF COLLECTIVE BARGAINING + RESEARCH
 FOR MAINE EDUCATION ASSOCIATION