



# TOWN OF KITTERY

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

April 23, 2018

Council Chambers

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 – **3/26/18 Regular Meeting, 4/09/18 Regular Meeting**
8. Interviews for the Board of Appeals and Planning Board
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.

(040218-1) The Kittery Town Council moves to receive a presentation by Jessa Kellogg, Shoreland Resource Officer/Stormwater Coordinator and Kristie Rabasca from integrates Environmental Engineering on the MS4 Permit for Stormwater Discharges.

10. PUBLIC HEARINGS
11. DISCUSSION
  - a. Discussion by members of the public (three minutes per person)
  - b. Response to public comment directed to a particular Councilor
  - c. Chairperson's response to public comments
12. UNFINISHED BUSINESS
13. NEW BUSINESS

a. Donations/gifts received for Council disposition.

b. (040218-2) The Kittery Town Council moves to approve the disbursement warrants.

c. (040218-3) The Kittery Town Council moves to appoint Cassandra O'Brian to Conservation Commission as an Associate member until 12/31/2021.

d. (040218-4) The Kittery Town Council moves to schedule a public hearing on May 7<sup>th</sup>, 2018 to adopt the recodification of the Kittery Town Code.

- e. (040218-5) The Kittery Town Council moves to schedule a public hearing on May 14<sup>th</sup>, 2018 for the enactment of the Taxpayer Relief Program.
- f. (040218-6) The Kittery Town Council moves to schedule a public hearing on May 7<sup>th</sup>, 2018 on School Budget Ordinances for FY'18.
- g. (040218-7) The Kittery Town Council votes to direct the Town Manager to seek speed limit reductions on cut through roads.
- h. (040218-8) The Kittery Town Council moves to approve a request from Granite State Wheelmen INC, to have a rest stop at Fort McClary for their 2018 Seacoast Century Bicycle Ride on September 22, 2018 thru September 23,2018.
- i. (040218-10) The Kittery Town Council moves to authorize the Kittery Community Market requests to hang 3 banners; (2) at Post Office Square from May 15,2018 to October 15,2018 and (1) banner over Rogers Road, in front of the Kittery Community Center from May 22,2018 until June 21,2018 and to post directional signs at various locations around Kittery and Kittery Point.
- j. (040218-11) The Kittery Town Council moves to approve a renewal application from The Corner Pub, 4 Wallingford Square, Kittery, Maine for a Malt, Vinous and Spirituous Liquor License for The Corner Pub, 4 Wallingford Square.
- k. (040218-12) The Kittery Town Council moves to approve a renewal application from Anju Noodle Bar, 7 Wallingford Square, Kittery, Maine for a Malt, Vinous and Spirituous Liquor License for Anju Noodle Bar, 7 Wallingford Square.
- l. (040218-13) The Kittery Town Council moves to approve the revised Investment Policy.
- m. (040218-14) The Kittery Town Council moves to sign the warrant for the June 12, 2018 Town Meeting/Secret Ballot Election.
- n. (04021815) The Kittery Town Council moves to appoint Nicole Maurice as Registrar of Voters for the Town of Kittery until 12/31/2018.
- o. (040218-16) The Kittery Town Council moves to appoint the election clerks as nominated by the local political parties for the ensuing two years (April 2018- April2020).

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: April 23, 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**  
**April 23, 2018**

1. **Financial Update** – In your packets please find the FY2018 Quarter 3 financial summary report.
2. **Harbormaster Departure** – As the Council is aware, our Harbormaster separated from the Town on April 11<sup>th</sup>. The timing of the departure presented a number of challenges. Mooring renewals are due, the annual installation of the floats at Pepperrell Cove is scheduled for the end of the month, and boaters are preparing for the upcoming boating season.

We have been working directly with the Kittery Port Authority to address the challenges as presented. Members of the KPA are coordinating the Float In and the opening of facilities for the season. My assistant Suzanne Esposito and I have been processing mooring renewals and responding to customers with the assistance of the Town Clerk's staff and the KPA.

The Harbormaster position has been posted and interviews will likely begin in the next few weeks. Peter Walsh has been appointed as Temporary Assistant Harbormaster in the interim and will be available Tuesdays and Thursdays from 10AM to 2PM to answer questions, resolve customer issues, and otherwise assist in keeping up with the boating public's needs.

I am grateful for the patience of the customers, the efforts of the KPA members, and the positive attitude of the staff who have done a tremendous job jumping in to fill the gaps.

3. **Cemetery Perpetual Care** – In accordance with Councilor Beers request for Council consensus, I am planning to establish an ad hoc Town Manager's committee of relevant stakeholders to develop options and recommendations for the town to meet its obligations as it relates to the respectful care of these sites.

**Upcoming Dates:**

- 2015 – 2025 Comp Plan Update Public Hearing – April 24, 6PM, Council Chambers

Respectfully Submitted,

Kendra Amaral  
Town Manager



## TOWN OF KITTERY

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### REPORT TO TOWN COUNCIL

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Meeting Date: April 23, 2018  
From: Kendra Amaral, Town Manager  
Subject: Fiscal Year 2018 Financial Update – Quarter 3  
Councilor Sponsor: N/A

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This is to provide the Council with an update on the Fiscal Year 2018 (FY18) finances at the close of Quarter 3 (Q3) of the fiscal year.

As a general note, projected spending was developed using spending cycle calculations, anticipated costs, and other methods as appropriate. Projections are estimates only and may change as additional information becomes available or spending fluctuations occur.

Additional information is attached.

#### Revenue

Based on collections through Q3, we believe revenues will be on target for our major revenue lines.

We continue to watch solid waste recycling closely. Overall market prices are down, with the greatest impact being on mixed paper waste material. Current Yellow Sheet prices for this material is \$0 per ton; meaning the town is not making any revenue on the material. We are working with our recycling vendor to assess the long-term realities of this market. We are also working with our non-Kittery customers on revised arrangements for accepting their material. When the market was stronger, the town would sell the mixed paper, and the proceeds would cover the cost of processing and baling.

Code Enforcement fees collected through Q3 are continuing the trend saw earlier in the fiscal year. The FY18 projection is \$203,000, and through Q3, we have collected \$325,826.

The Homestead reimbursement from the state came in at \$206,469. This is due to an increase in the exemption amount, more so than an increase in participants.

#### Expenditures

We began making year-end expenditure projections in Q1 and continue to refine them as we progress through the fiscal year. With actual expenditures through March 31<sup>st</sup>, we are projecting a \$60,000 deficit in annual operating budgets. We will also need to resolve a \$107,000 deficit in the TIF accounts which was identified early in FY18 and reported on in the Q1 summary.

I have instituted a spending freeze for the last quarter of the year. As noted last year, this is not a long-term solution and simply delays many expenditures. This is an inherent challenge with a lean budget.

The Administration budget is currently projected to have a \$48,000 surplus. This is entirely due to the Salary Adjustment line item. We will be seeking transfers from this budget to other departments at the close of the fiscal year, to offset overages resulting from the cost of living increases finalized in the fall of 2017.

The Police Department generally average \$3,500 per week for overtime. Through Q3 we are averaging out at \$3,480. If the general average holds for the remainder of the year, Police will be over budget on overtime by approximately \$22,000. We continue to monitor this line item. We are projecting a \$43,000 shortfall in this department.

Snow and ice operations are causing a significant amount of strain on this year's budget. Though the snow accumulation totals are not astronomical, the ice events (freezing of roads) were greater than normal resulting in much higher costs this year. The salt spending was \$201,230 compared to \$124,256 the prior winter. We are projecting a \$97,000 shortfall in this department.

The Miscellaneous budget is projected to have a combined overage of \$16,000; due in large part to the retired employee medical benefits line item which is expected to be \$24,000 over budget.

The Kittery Community Center is projected to have a \$16,000 shortfall; due mostly to the negotiated salary increases.

The FY18 budget was established with projections that were more in line with historic spending allowing us the ability to absorb the unanticipated expenditures slightly better than the prior year. Notwithstanding, we have foregone some planned projects to make unplanned expenditures fit within the bottom line.

### **Sewer**

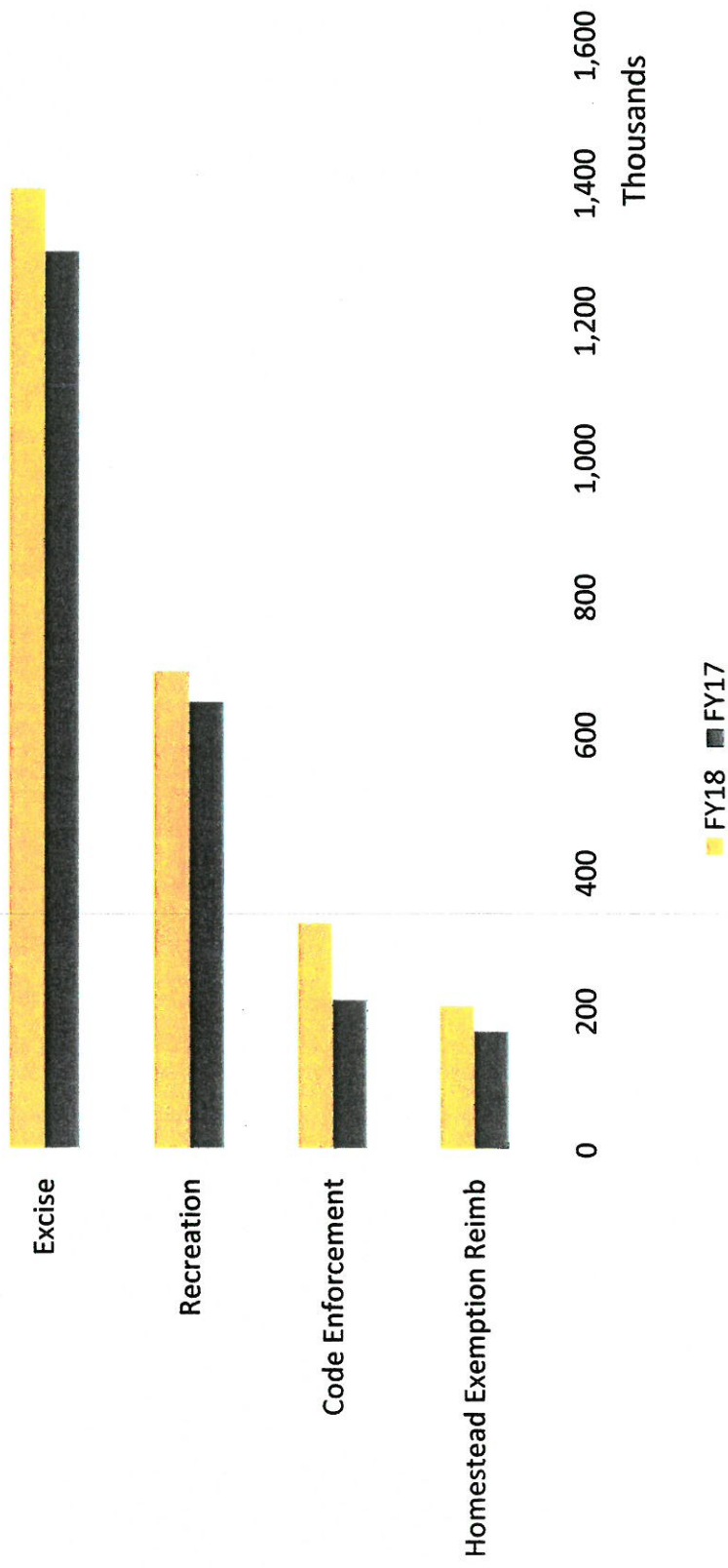
We are working on revisions to the rate proposal presented at the April 9<sup>th</sup> Council workshop. A rate revision is not expected until the start of Fiscal Year 2019.

Sewer collections is down significantly from the same period FY17, specifically \$1.2M. This is mainly a factor of timing for quarterly bills for our major customers. Despite this, we are monitoring this closely to ensure the revenue anticipated is forthcoming. Failure to raise sufficient revenue will result in a greater deficit owed to the general fund.

Expenditures are also down over the same period FY17, approximately \$62,000. This again is in part due to timing. A spending freeze for non-essential expenditures was placed on the department at the beginning of the year, which is also having a small impact.

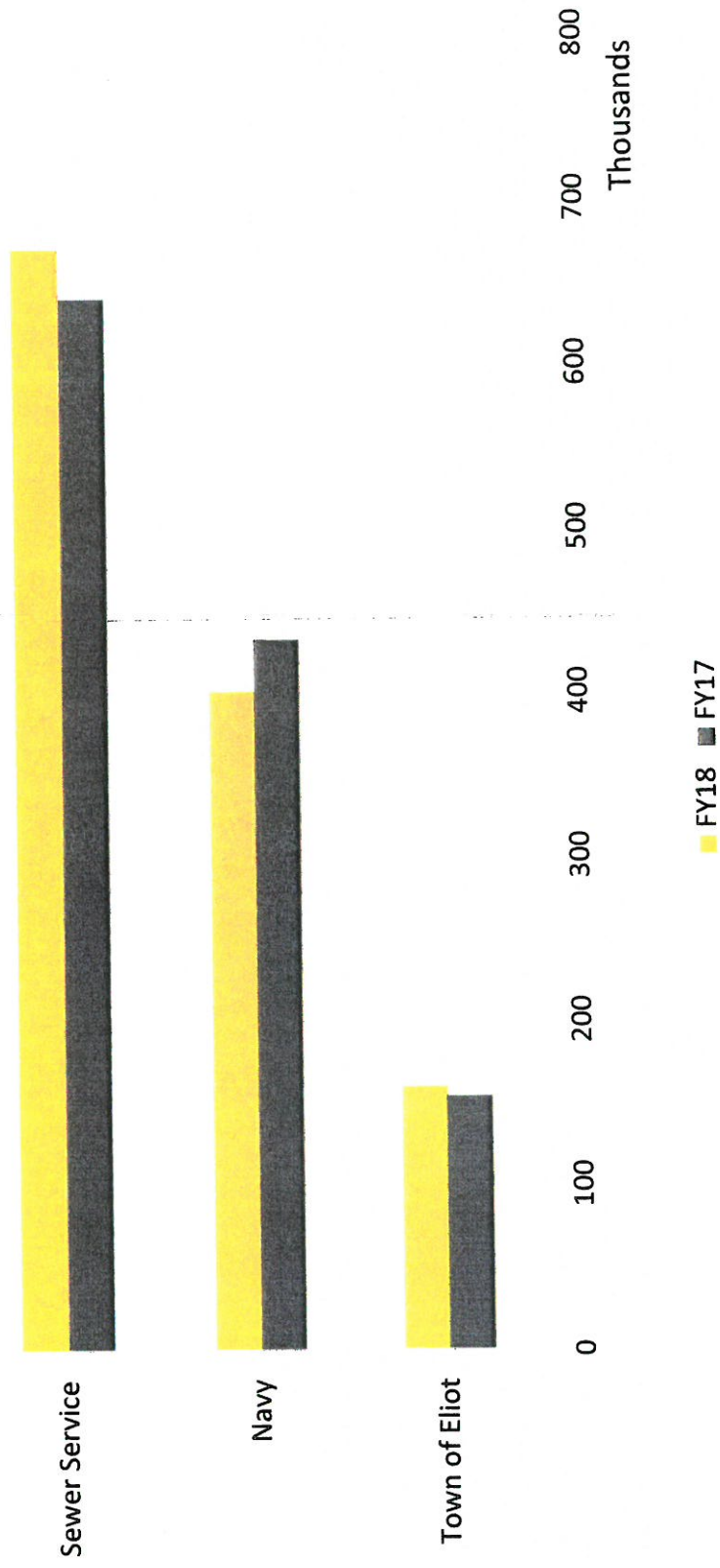
# GENERAL FUNDS Revenues – YTD 2018

Major Revenue Drivers – As of March 30th



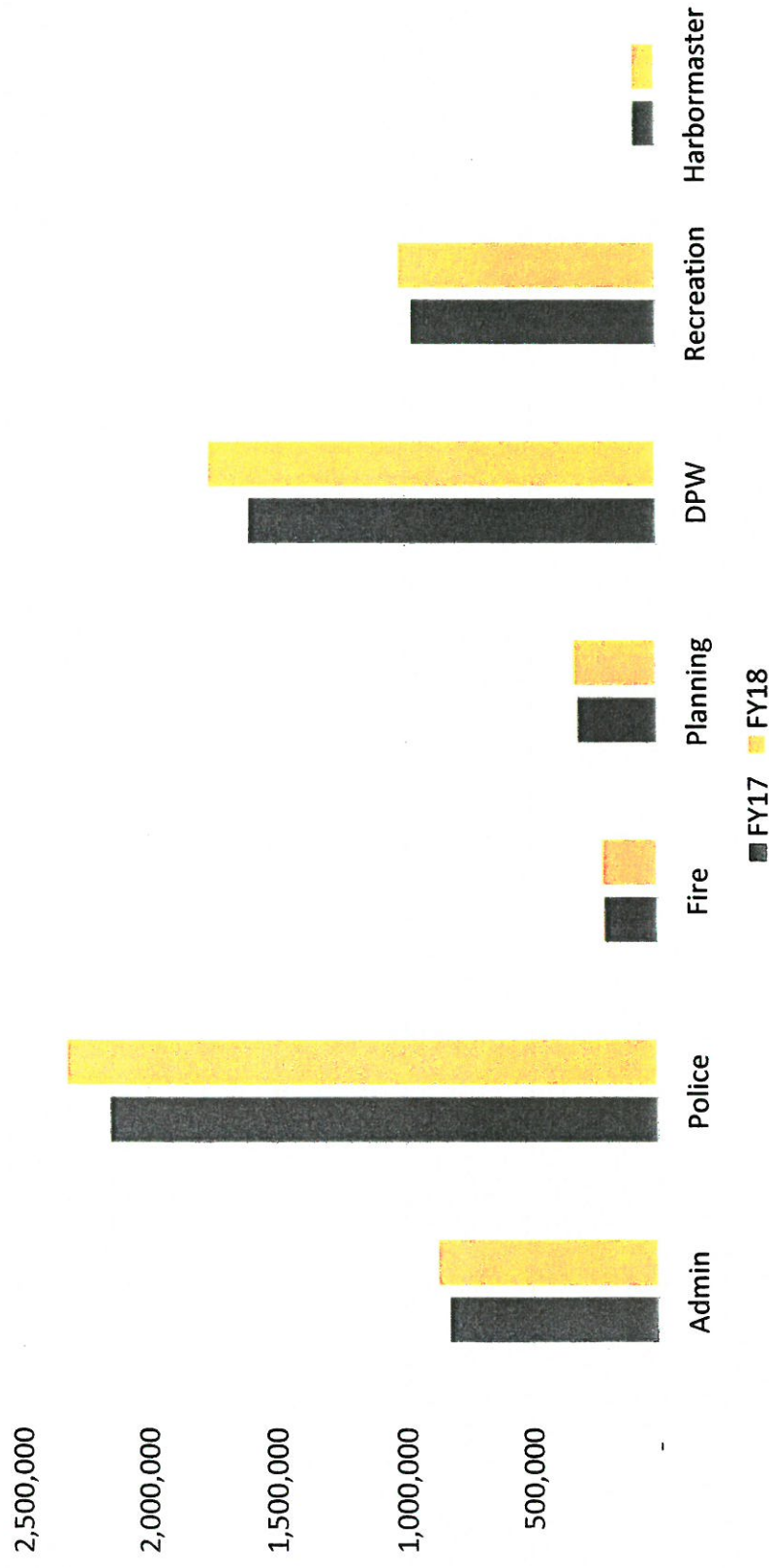
# SEWER Revenues – YTD 2018

Sewer Revenue – As of March 31<sup>st</sup>



# GENERAL FUND Expenses – YTD 2018

Major Cost Centers – As of March 31<sup>st</sup>

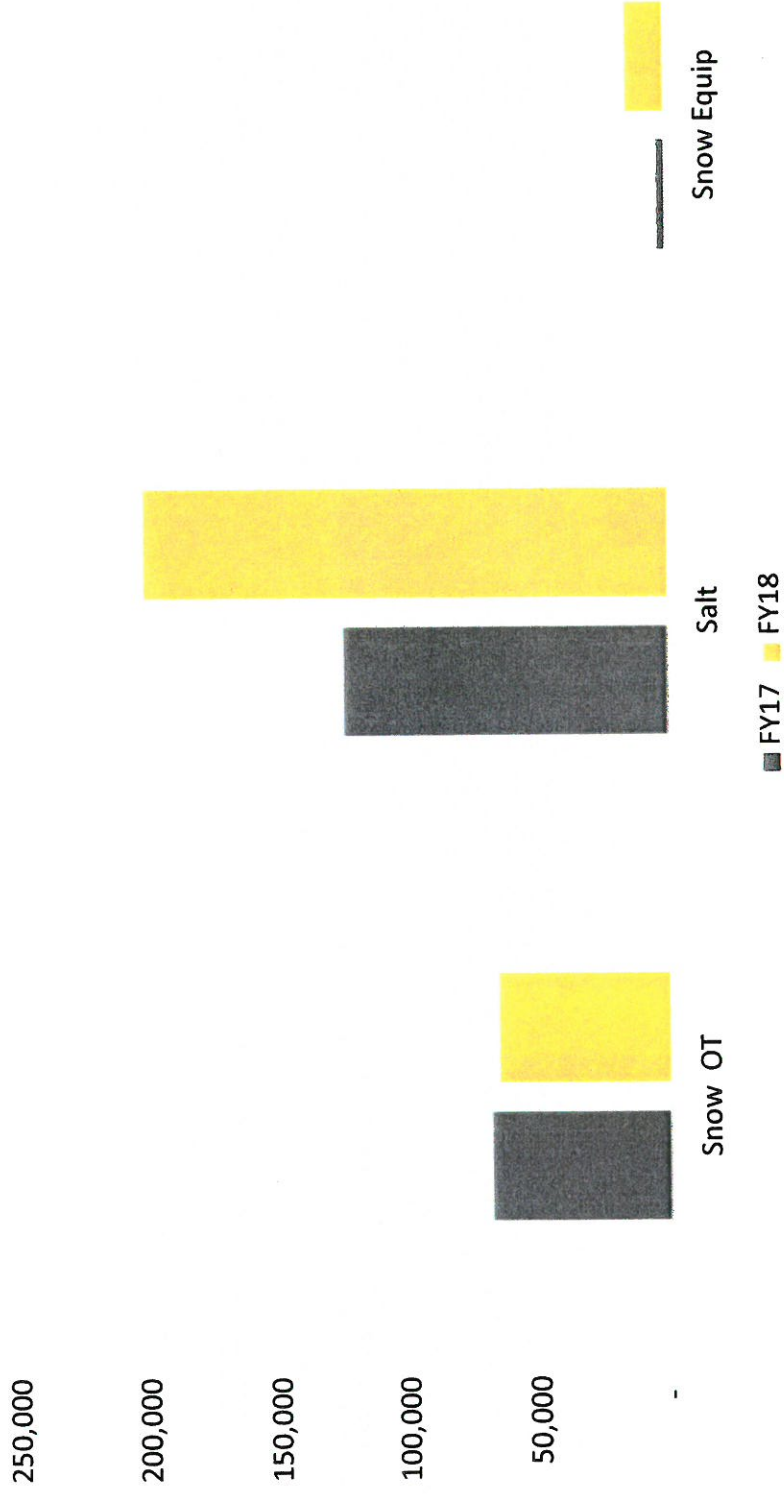


- Police OT is up over prior year due to injuries on duty and unplanned absences that required overtime.
- DPW is up significantly due to salt expenditures. The number of storms year-over-year during the same period vary. See next slide for breakdown.



# Snow & Ice Expenses – YTD 2018

As of March 31<sup>st</sup>





# FY2018 - As of Mar 31st

	BUDGET	REVISED BUDGET	YTD ACTUAL	% of Budget
Revenue	\$13,652,327	\$13,666,327	12,775,687	93%
Administration	\$1,192,391	\$1,192,391	\$877,800	74%
Assessors	143,502	143,502	116,867	81%
Overlay	64,990	64,990	0	0%
Police	2,976,000	2,976,000	2,320,927	78%
Fire	333,629	333,629	214,251	64%
DPW	2,260,089	2,260,089	1,760,484	78%
Planning	448,529	448,529	332,100	74%
Other*	1,826,076	1,840,076	1,689,058	82%
Recreation	1,305,232	1,305,232	1,023,953	78%
Harbormaster	129,885	129,885	88,710	68%
Library	467,380	467,380	311,587	67%
Sewer	1,257,798	1,257,798	497,078	39.5%

- "Other" is not expected to be spent down evenly over the course of the year. This account includes County Tax which is paid in full in October, bond payments which are typically made twice per year, and hydrant rentals which are paid in full in the fall.



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TOWN OF KITTERY  
MARCH MONTH-END FY18 GF/SEWER  
QUARTER 3

FOR 2018 09

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 TOWN GENERAL FUND							
101110 ADMINISTRATION							
101110 64011 MANAGER SALARY	88,620	.00	88,620.00	67,022.74	.00	21,597.26	75.6%
101110 64014 TOWN CLERK SALARY	71,321	.00	71,321.00	55,886.76	.00	15,434.24	78.4%
101110 64017 CLERKS SALARIES	200,961	.00	200,961.00	174,668.89	.00	26,292.11	86.9%
101110 64018 HUMAN RESOURCES MANAG	52,000	.00	52,000.00	39,760.00	.00	12,240.00	76.5%
101110 64020 PART TIME SALARIES	54,080	.00	54,080.00	24,169.28	.00	29,910.72	44.7%
101110 64026 FINANCE DIRECTOR SALA	95,000	.00	95,000.00	72,646.12	.00	22,353.88	76.5%
101110 64027 CUSTODIAN WAGES	7,540	.00	7,540.00	3,982.45	.00	3,557.55	52.8%
101110 64030 OVERTIME	2,000	.00	2,000.00	1,880.90	.00	119.10	94.0%
101110 64031 SALARY & POSITION ADJ	120,000	.00	120,000.00	.00	.00	120,000.00	.0%
101110 64033 SICK TIME BUY BACK	2,057	.00	2,057.00	1,806.56	.00	250.44	87.8%
101110 64050 MAINE STATE RETIREMEN	27,757	.00	27,757.00	30,385.23	.00	-2,628.23	109.5%
101110 64051 ICMA EMPLOYER SHARE	14,899	.00	14,899.00	3,988.82	.00	10,910.18	26.8%
101110 64060 FICA EMPLOYER SHARE	43,879	.00	43,879.00	32,531.17	.00	11,347.83	74.1%
101110 64070 WORKERS COMPENSATION	3,568	.00	3,568.00	1,698.16	.00	1,869.84	47.6%
101110 64090 MAJOR MEDICAL INSURAN	109,915	.00	109,915.00	101,941.87	.00	7,973.13	92.7%
101110 64091 DENTAL INSURANCE	4,053	.00	4,053.00	3,511.40	.00	541.60	86.6%
101110 64092 DISABILITY INSURANCE	3,456	.00	3,456.00	3,484.02	.00	-28.02	100.8%
101110 65010 POSTAGE	12,000	.00	12,000.00	8,895.34	.00	3,104.66	74.1%
101110 65020 TELEPHONE & INTERNET	8,000	.00	8,000.00	4,462.03	.00	3,537.97	55.8%
101110 65030 TRANSPORTATION	1,500	.00	1,500.00	.00	.00	1,500.00	.0%
101110 65040 EDUCATIONAL/MEETING E	5,000	.00	5,000.00	1,365.79	.00	3,634.21	27.3%
101110 65060 PRINTING	5,200	.00	5,200.00	2,717.36	.00	2,482.64	52.3%
101110 65080 LEGAL NOTICES/OTHER A	3,000	.00	3,000.00	415.07	.00	2,584.93	13.8%
101110 65200 ELECTRICITY	16,000	.00	16,000.00	9,147.14	.00	6,852.86	57.2%
101110 65220 WATER	335	.00	335.00	158.70	.00	176.30	47.4%
101110 65230 FUEL OIL	4,200	.00	4,200.00	3,391.54	.00	808.46	80.8%
101110 65240 DUMPSTERS	600	.00	600.00	440.91	.00	159.09	73.5%
101110 65250 SEWER	180	.00	180.00	187.50	.00	-7.50	104.2%
101110 65300 MACHINE & EQUIPMENT M	30,000	.00	30,000.00	39,939.74	.00	-9,939.74	133.1%
101110 65400 LEGAL SERVICES	60,000	.00	60,000.00	45,859.64	.00	14,140.36	76.4%
101110 65410 COMPUTER SERVICES	39,000	.00	39,000.00	40,690.63	.00	-1,690.63	104.3%
101110 65415 WEB PAGE	6,525	.00	6,525.00	7,475.31	.00	-950.31	114.6%
101110 65430 AUDIT SERVICES	16,500	.00	16,500.00	15,500.00	.00	1,000.00	93.9%
101110 65480 OTHER PROFESSIONAL SE	40,000	.00	40,000.00	28,799.49	.00	11,200.51	72.0%
101110 65500 MAINTENANCE OF BLDG/G	12,000	.00	12,000.00	9,941.00	.00	2,059.00	82.8%
101110 65980 PROFESSIONAL SERVICES	0	.00	.00	956.02	.00	-956.02	100.0%
101110 66010 OFFICE SUPPLIES	6,000	.00	6,000.00	12,980.72	.00	-6,980.72	216.3%



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QUARTER 3

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FOR 2018 09

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101110 66020 BOOKS/SUBSCRIPTIONS	745	.00	745.00	1,001.45	.00	-256.45	134.4%*
101110 66025 MAINE MUNICIPAL ASSOC	12,300	.00	12,300.00	12,157.00	.00	143.00	98.8%*
101110 66030 OTHER SUPPLIES	0	.00	.00	860.50	.00	-860.50	100.0%*
101110 66035 ABSTRACTS & LIENS	9,500	.00	9,500.00	7,217.00	.00	2,283.00	76.0%*
101110 66040 JANITORIAL SUPPLIES &	7,700	.00	7,700.00	2,195.97	.00	-1,495.97	313.7%*
101110 67510 OFFICE FURNITURE & EQ	2,000	.00	2,000.00	1,679.92	.00	320.08	84.0%*
TOTAL ADMINISTRATION	1,192,391	.00	1,192,391.00	877,800.14	.00	314,590.86	73.6%
101115 TOWN COUNCIL							
101115 64001 COUNCIL STIPEND	4,000	.00	4,000.00	1,500.00	.00	2,500.00	37.5%
101115 64060 FICA EMPLOYER SHARE	306	.00	306.00	146.08	.00	159.92	47.7%
101115 65480 OTHER PROF SERV/COUNCIL	3,000	.00	3,000.00	522.01	.00	2,477.99	17.4%
101115 66037 COUNCIL EXPENSES	350	.00	350.00	.00	.00	350.00	.0%
TOTAL TOWN COUNCIL	7,656	.00	7,656.00	2,168.09	.00	5,487.91	28.3%
101130 ELECTIONS							
101130 64020 PART TIME SALARIES/VO	2,000	.00	2,000.00	1,089.00	.00	911.00	54.5%
101130 64060 FICA EMPLOYER SHARE	153	.00	153.00	.00	.00	153.00	.0%
101130 65000 ELECTIONS EXPENSES	0	1,000.00	1,000.00	651.43	.00	348.57	65.1%
101130 65010 POSTAGE	600	.00	600.00	179.98	.00	420.02	30.0%
101130 65060 PRINTING	3,500	.00	3,500.00	7,446.36	.00	-3,946.36	212.8%*
101130 65480 OTHER PROFESSIONAL SE	4,050	.00	4,050.00	1,377.51	.00	2,672.49	34.0%
101130 66010 OFFICE SUPPLIES	150	.00	150.00	54.95	.00	95.05	36.6%
TOTAL ELECTIONS	10,453	1,000.00	11,453.00	10,799.23	.00	653.77	94.3%
101150 COUNTY TAX							
101150 65480 OTHER PROF SERVICES -	934,420	.00	934,420.00	930,931.37	.00	3,488.63	99.6%*
TOTAL COUNTY TAX	934,420	.00	934,420.00	930,931.37	.00	3,488.63	99.6%
101155 TAX INCREMENT FINANCING							
101155 65000 TIF FINANCING PLAN AM	60,901	.00	60,901.00	.00	.00	60,901.00	.0%



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MARCH MONTH-END FY18 GF/SEWER  
QUARTER 3

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FOR 2018 09

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL TAX INCREMENT FINANCING	60,901	.00	60,901.00	.00	.00	60,901.00	.0%
101160 OVERLAY							
101160 65480 OTHER PROF SERV - OVE	64,990	.00	64,990.00	.00	.00	64,990.00	.0%
TOTAL OVERLAY	64,990	.00	64,990.00	.00	.00	64,990.00	.0%
101210 ASSESSING							
101210 64010 DEVELOPMENT STAFF CLE	15,051	.00	15,051.00	10,643.97	.00	4,407.03	70.7%
101210 64051 ICWA EMPLOYER SHARE	0	.00	.00	1,125.18	.00	-1,125.18	100.0%*
101210 64060 FICA EMPLOYER SHARE	1,151	.00	1,151.00	871.25	.00	-279.75	75.7%*
101210 64070 WORKERS COMPENSATION	0	.00	.00	1,671.70	.00	-1,671.70	100.0%*
101210 64090 MAJOR MEDICAL INSURAN	0	.00	.00	2,674.10	.00	-2,674.10	100.0%*
101210 65010 POSTAGE	400	.00	400.00	238.40	.00	161.60	59.6%
101210 65030 TRANSPORTATION	250	.00	250.00	250.00	.00	.00	100.0%*
101210 65040 EDUCATIONAL/MEETING E	500	.00	500.00	500.00	.00	.00	100.0%*
101210 65060 PRINTING	300	.00	300.00	.00	.00	300.00	.0%
101210 65070 MAPS	5,000	.00	5,000.00	5,165.25	.00	-165.25	103.3%*
101210 65410 COMPUTER SERVICES	8,000	.00	8,000.00	6,595.00	.00	1,405.00	82.4%*
101210 65411 BOARD OF ASSESSMENT R	200	.00	200.00	15.00	.00	185.00	7.5%
101210 65423 PERSONAL PROPERTY EVA	10,000	.00	10,000.00	10,000.00	.00	.00	100.0%*
101210 65425 VISION INTERNET	2,750	.00	2,750.00	2,250.00	.00	500.00	81.8%*
101210 65480 OTHER PROFESSIONAL SE	98,850	.00	98,850.00	73,874.37	.00	24,975.63	74.7%*
101210 66010 OFFICE SUPPLIES	100	.00	100.00	239.10	.00	-139.10	239.1%*
101210 66020 BOOKS/SUBSCRIPTIONS	200	.00	200.00	.00	.00	200.00	.0%
101210 66035 ABSTRACTS & LIENS TRA	750	.00	750.00	753.95	.00	-3.95	100.5%*
TOTAL ASSESSING	143,502	.00	143,502.00	116,867.27	.00	26,634.73	81.4%
101230 DEBT & INTEREST							
101230 68057 RUSTLEWOOD FARM - PRI	0	.00	.00	6,126.87	.00	-6,126.87	100.0%*
101230 68065 2006 FIRE STATION BON	125,000	.00	125,000.00	125,000.00	.00	.00	100.0%*
101230 68066 2010 PW SALT SHED GO	35,000	.00	35,000.00	35,000.00	.00	.00	100.0%*
101230 68067 2012 KCC BOND PRINC	275,000	.00	275,000.00	275,000.00	.00	.00	100.0%*



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MARCH MONTH-END FY18 GF/SEWER  
QUARTER 3

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FOR 2018 09

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101230 68068 2015 CIP BOND PRINCIP	225,000	.00	225,000.00	225,000.00	.00	.00	100.0%*
101230 68069 KLT BRAVE BOAT HEADWA	0	.00	.00	11,351.62	.00	-11,351.62	100.0%*
101230 68257 RUSTLEWOOD FARM INTER	0	.00	.00	4,187.82	.00	-4,187.82	100.0%*
101230 68265 2006 FIRE STATION BON	48,488	.00	48,488.00	11,675.00	.00	36,813.00	24.1%
101230 68268 2015 CIP BONDS INTERE	38,250	.00	38,250.00	20,250.00	.00	18,000.00	52.9%*
101230 68269 KLT BRAVE BOAT HEADWA	0	.00	.00	6,738.03	.00	-6,738.03	100.0%*
101230 68295 PWD BLDG/SALT SHED BO	15,975	.00	15,975.00	15,975.00	.00	.00	100.0%*
101230 68297 2012 KCC BOND INT	99,275	.00	99,275.00	99,275.00	.00	.00	100.0%*
TOTAL DEBT & INTEREST	861,988	.00	861,988.00	835,579.34	.00	26,408.66	96.9%
101310 POLICE							
101310 64002 POLICE CHIEF FT SALA	97,390	.00	97,390.00	73,515.72	.00	23,874.28	75.5%*
101310 64012 SERGEANTS SALARIES	297,245	.00	297,245.00	229,529.18	.00	67,715.82	77.2%*
101310 64013 SCHOOL RESOURCE OFFIC	61,565	.00	61,565.00	44,536.23	.00	17,028.77	72.3%
101310 64014 DETECTIVES SALARIES	133,464	.00	133,464.00	98,498.06	.00	34,965.94	73.8%
101310 64015 PATROLMEN SALARIES	652,886	.00	652,886.00	496,503.88	.00	156,382.12	76.0%*
101310 64016 DISPATCHER SALARIES	295,826	.00	295,826.00	214,981.88	.00	80,844.12	72.7%*
101310 64017 ADMINISTRATIVE ASSIST	43,950	.00	43,950.00	33,859.69	.00	10,090.31	77.0%*
101310 64022 ANIMAL CONTROL OFFICE	30,160	.00	30,160.00	23,175.00	.00	6,985.00	76.8%*
101310 64023 LIEUTENANT SALARY	72,500	.00	72,500.00	55,426.86	.00	17,073.14	76.5%*
101310 64024 NIGHT DIFFERENTIAL	14,728	.00	14,728.00	11,209.27	.00	3,518.73	76.1%*
101310 64027 CUSTODIAN WAGES	13,104	.00	13,104.00	9,681.56	.00	3,422.44	73.9%*
101310 64030 OVERTIME	160,000	.00	160,000.00	135,741.30	.00	24,258.70	84.8%*
101310 64032 DEB OVERTIME	22,000	.00	22,000.00	14,240.91	.00	7,759.09	64.7%*
101310 64033 SICK TIME BUY BACK	2,485	.00	2,485.00	1,906.80	.00	578.20	76.7%*
101310 64035 OUTSIDE DETAIL	4,956	.00	4,956.00	23,417.06	.00	-18,461.06	472.5%*
101310 64050 MAINE STATE RETIREMEN	220,200	.00	220,200.00	184,471.87	.00	35,728.13	83.8%*
101310 64051 ICMA EMPLOYER SHARE	10,572	.00	10,572.00	7,703.28	.00	2,868.72	72.9%
101310 64060 FICA EMPLOYER SHARE	145,523	.00	145,523.00	108,158.81	.00	37,364.19	74.3%
101310 64070 WORKERS COMPENSATION	55,500	.00	55,500.00	36,622.60	.00	18,877.40	66.0%*
101310 64090 MAJOR MEDICAL INSURAN	411,713	.00	411,713.00	362,470.75	.00	49,242.25	88.0%*
101310 64091 DENTAL INSURANCE	2,762	.00	2,762.00	2,586.64	.00	175.36	93.7%*
101310 64092 DISABILITY INSURANCE	8,832	.00	8,832.00	6,596.12	.00	2,235.88	74.7%
101310 65010 POSTAGE	500	.00	500.00	336.70	.00	163.30	67.3%
101310 65020 TELEPHONE & INTERNET	19,209	.00	19,209.00	13,572.97	.00	5,636.03	70.7%
101310 65030 TRANSPORTATION	1,800	.00	1,800.00	1,400.00	.00	400.00	77.8%*
101310 65040 EDUCATIONAL/MEETING E	14,000	.00	14,000.00	8,889.27	.00	5,110.73	63.5%*
101310 65060 PRINTING	600	.00	600.00	575.50	.00	24.50	95.9%*
101310 65080 LEGAL NOTICES/OTHER A	380	.00	380.00	297.88	.00	82.12	78.4%*
101310 65200 ELECTRICITY	15,000	.00	15,000.00	12,196.14	.00	2,803.86	81.3%*



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101310 65220 WATER	530	.00	530.00	211.60	.00	318.40	39.9%
101310 65230 FUEL OIL	5,400	.00	5,400.00	4,665.97	.00	734.03	86.4%
101310 65240 DUMPSTERS	750	.00	750.00	587.90	.00	162.10	78.4%
101310 65250 SEWER	240	.00	240.00	250.00	.00	-10.00	104.2%
101310 65300 MACHINE & EQUIPMENT M	34,656	.00	34,656.00	28,346.99	.00	6,309.01	81.8%
101310 65310 VEHICLE MAINTENANCE	32,738	.00	32,738.00	16,397.79	.00	16,340.21	50.1%
101310 65311 GAS, GREASE, & OIL	42,356	.00	42,356.00	25,139.28	.00	17,216.72	59.4%
101310 65470 DOG EXPENSE	600	.00	600.00	.00	.00	600.00	.0%
101310 65480 OTHER PROFESSIONAL SE	625	.00	625.00	3,934.50	.00	-3,309.50	629.5%
101310 65500 MAINTENANCE OF BLDG/G	4,400	.00	4,400.00	1,217.03	.00	3,182.97	27.7%
101310 65521 UNIFORMS	17,000	.00	17,000.00	9,702.73	.00	7,297.27	57.1%
101310 66010 OFFICE SUPPLIES	4,000	.00	4,000.00	1,792.98	.00	2,207.02	44.8%
101310 66020 BOOKS/SUBSCRIPTIONS	1,555	.00	1,555.00	2,652.70	.00	-1,097.70	170.6%
101310 66030 OTHER SUPPLIES	2,200	.00	2,200.00	3,226.73	.00	-1,026.73	146.7%
101310 66032 ARMORY SUPPLIES	8,500	.00	8,500.00	7,558.62	.00	941.38	88.9%
101310 66040 JANITORIAL SUPPLIES &	1,200	.00	1,200.00	1,292.66	.00	-92.66	107.7%
101310 67510 OFFICE FURNITURE & EQ	1,000	.00	1,000.00	832.99	.00	167.01	83.3%
101310 67517 BULLET PROOF VESTS	9,400	.00	9,400.00	1,015.00	.00	8,385.00	10.8%
TOTAL POLICE	2,976,000	.00	2,976,000.00	2,320,927.40	.00	655,072.60	78.0%
101320 FIRE							
101320 64003 FIRE CHIEF SALARY	52,788	.00	52,788.00	40,074.70	.00	12,713.30	75.9%
101320 64020 PART TIME SALARIES	132,318	.00	132,318.00	61,071.99	.00	71,246.01	46.2%
101320 64060 FICA EMPLOYER SHARE	14,161	.00	14,161.00	7,737.78	.00	6,423.22	54.6%
101320 64070 WORKERS COMPENSATION	15,562	.00	15,562.00	12,579.84	.00	2,982.16	80.8%
101320 64095 ACCIDENT & HEALTH	1,938	.00	1,938.00	1,938.00	.00	.00	100.0%
101320 65010 POSTAGE	0	.00	.00	5.96	.00	-5.96	100.0%
101320 65020 TELEPHONE & INTERNET	7,680	.00	7,680.00	6,255.66	.00	1,424.34	81.5%
101320 65040 EDUCATIONAL/MEETING E	2,034	.00	2,034.00	954.76	.00	1,079.24	46.9%
101320 65045 TRAINING	5,000	.00	5,000.00	160.74	.00	4,839.26	3.2%
101320 65046 HEALTH/PHYSICAL	2,778	.00	2,778.00	1,200.00	.00	1,578.00	43.2%
101320 65080 LEGAL NOTICES/OTHER A	0	.00	.00	102.57	.00	-102.57	100.0%
101320 65200 ELECTRICITY	10,091	.00	10,091.00	7,108.52	.00	2,982.48	70.4%
101320 65220 WATER	293	.00	293.00	219.90	.00	73.10	75.1%
101320 65230 FUEL OIL	20,000	.00	20,000.00	15,707.61	.00	4,292.39	78.5%
101320 65250 SEWER	300	.00	300.00	225.00	.00	75.00	75.0%
101320 65300 MACHINE & EQUIPMENT M	24,529	.00	24,529.00	32,709.66	.00	-8,180.66	133.4%
101320 65302 PROTECTIVE & SAFETY E	2,892	.00	2,892.00	1,958.49	.00	933.51	67.7%
101320 65311 GAS, GREASE, & OIL	7,250	.00	7,250.00	4,235.61	.00	3,014.39	58.4%
101320 65330 RADIO MAINTENANCE	5,907	.00	5,907.00	2,070.00	.00	3,837.00	35.0%



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101320 65480 OTHER PROFESSIONAL SE	7,016	.00	7,016.00	7,199.78	.00	-183.78	102.6%*
101320 65500 MAINTENANCE OF BLDG/G	15,120	.00	15,120.00	5,505.13	.00	9,614.87	36.4%
101320 66010 OFFICE SUPPLIES	672	.00	672.00	541.87	.00	130.13	80.6%*
101320 66020 BOOKS/SUBSCRIPTIONS/D	200	.00	200.00	.00	.00	200.00	.0%
101320 66040 JANITORIAL SUPPLIES &	600	.00	600.00	218.92	.00	381.08	36.5%
101320 67505 EXTINGUISHER MAINTENA	300	.00	300.00	713.75	.00	-413.75	237.9%*
101320 67515 LANTERNS & BATTERIES	200	.00	200.00	.00	.00	200.00	.0%
101320 67520 OPERATING EQUIPMENT	4,000	.00	4,000.00	3,754.58	.00	245.42	93.9%*
TOTAL FIRE	333,629	.00	333,629.00	214,250.82	.00	119,378.18	64.2%
101330 STREETLIGHTS							
101330 65200 ELECTRICITY - STREETL	120,000	.00	120,000.00	67,089.07	.00	52,910.93	55.9%
101330 65300 MACHINE & EQUIPMENT M	10,000	.00	10,000.00	8,620.00	.00	1,380.00	86.2%*
101330 67500 STREETLIGHTING CAPITA	0	.00	.00	1,136.00	.00	-1,136.00	100.0%*
TOTAL STREETLIGHTS	130,000	.00	130,000.00	76,845.07	.00	53,154.93	59.1%
101340 HYDRANT RENTALS							
101340 65300 HYDRANT RENT MACHINE	254,179	.00	254,179.00	254,179.30	.00	-.30	100.0%*
TOTAL HYDRANT RENTALS	254,179	.00	254,179.00	254,179.30	.00	-.30	100.0%
101350 CIVIL EMERGENCY PREPARDNESS							
101350 65020 TELEPHONE & INTERNET	300	.00	300.00	.00	.00	300.00	.0%
101350 65060 PRINTING	300	.00	300.00	.00	.00	300.00	.0%
101350 66010 OFFICE SUPPLIES	100	.00	100.00	.00	.00	100.00	.0%
TOTAL CIVIL EMERGENCY PREPARDN	700	.00	700.00	.00	.00	700.00	.0%
101410 HIGHWAY							
101410 64004 HIGHWAY 35% COMM SALA	26,250	.00	26,250.00	20,214.80	.00	6,035.20	77.0%*





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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101410 64010 FULL TIME SALARIES	437,884	.00	437,884.00	348,303.07	.00	89,580.93	79.5%*
101410 64015 ADMINISTRATIVE ASSIST	46,322	.00	46,322.00	35,683.64	.00	10,638.36	77.0%*
101410 64020 PART TIME WAGES	49,608	.00	49,608.00	21,419.57	.00	28,188.43	43.2%*
101410 64029 OVERTIME - SNOW & STC	70,000	.00	70,000.00	65,015.65	.00	4,984.35	92.9%*
101410 64030 OVERTIME	5,500	.00	5,500.00	4,920.51	.00	579.49	89.5%*
101410 64050 MAINE STATE RETIREMEN	56,207	.00	56,207.00	47,456.37	.00	8,750.63	84.4%*
101410 64060 FICA EMPLOYER SHARE	48,621	.00	48,621.00	36,313.96	.00	12,307.04	74.7%*
101410 64070 WORKERS COMPENSATION	49,927	.00	49,927.00	29,616.27	.00	20,310.73	59.3%*
101410 64090 MAJOR MEDICAL INSURAN	139,358	.00	139,358.00	143,591.05	.00	-4,233.05	103.0%*
101410 64091 DENTAL INSURANCE	1,079	.00	1,079.00	707.66	.00	371.34	65.6%*
101410 64092 DISABILITY INSURANCE	4,608	.00	4,608.00	4,554.69	.00	53.31	98.8%*
101410 65010 POSTAGE	4,500	.00	4,500.00	132.80	.00	367.20	26.6%*
101410 65020 TELEPHONE & INTERNET	4,000	.00	4,000.00	3,086.55	.00	913.45	77.2%*
101410 65030 TRANSPORTATION	750	.00	750.00	269.00	.00	481.00	35.9%*
101410 65040 EDUCATIONAL/MEETING E	5,000	.00	5,000.00	1,025.89	.00	3,974.11	20.5%*
101410 65060 PRINTING	600	.00	600.00	342.29	.00	257.71	57.0%*
101410 65080 LEGAL NOTICES/OTHER A	1,000	.00	1,000.00	.00	.00	1,000.00	.0%*
101410 65200 ELECTRICITY	4,000	.00	4,000.00	3,792.38	.00	207.62	94.8%*
101410 65220 WATER	2,000	.00	2,000.00	1,191.39	.00	808.61	59.6%*
101410 65230 FUEL OIL	7,350	.00	7,000.00	4,893.48	.00	2,106.52	69.9%*
101410 65250 SEWER	18,000	.00	350.00	225.00	.00	125.00	64.3%*
101410 65300 MACHINE & EQUIPMENT M	2,500	.00	18,000.00	11,072.86	.00	6,927.14	61.5%*
101410 65302 PROTECTIVE & SAFETY E	1,250	.00	2,500.00	3,587.78	.00	-1,087.78	143.5%*
101410 65303 FACILITY SAFETY INSPE	16,000	.00	1,250.00	1,095.24	.00	154.76	87.6%*
101410 65310 VEHICLE MAINTENANCE	48,600	.00	16,000.00	13,936.60	.00	2,063.40	87.1%*
101410 65311 GAS, GREASE, & OIL	8,000	.00	48,600.00	34,356.55	.00	14,243.45	70.7%*
101410 65312 TIRES & TUBES	6,000	.00	8,000.00	3,470.22	.00	4,529.78	43.4%*
101410 65450 TARRING & PATCHING	110,000	.00	6,000.00	9,004.49	.00	-3,004.49	150.1%*
101410 65452 SALT	2,100	.00	110,000.00	201,230.18	.00	-91,230.18	182.9%*
101410 65454 SAND	5,000	.00	2,100.00	.00	.00	2,100.00	.0%*
101410 65456 GRAVEL & FILL	5,000	.00	5,000.00	.00	.00	5,000.00	.0%*
101410 65458 DRAINAGE SUPPLIES	10,000	.00	5,000.00	327.90	.00	4,672.10	6.6%*
101410 65460 SIGNS	30,000	.00	10,000.00	9,565.45	.00	434.55	95.7%*
101410 65462 STRIPING	18,300	.00	30,000.00	28,125.45	.00	1,874.55	93.8%*
101410 65466 SNOW REMOVAL EQUIP/PA	25,000	.00	18,300.00	14,471.49	.00	3,828.51	79.1%*
101410 65480 OTHER PROFESSIONAL SE	3,000	.00	25,000.00	7,421.22	.00	17,578.78	29.7%*
101410 65500 MAINTENANCE OF BLDG/G	4,400	.00	3,000.00	4,302.13	.00	-1,302.13	143.4%*
101410 65521 UNIFORMS	950	.00	4,400.00	3,600.00	.00	800.00	81.8%*
101410 65522 C.D.L PROGRAMS	13,000	.00	950.00	314.00	.00	636.00	33.1%*
101410 66009 SHOP SUPPLIES	800	.00	13,000.00	12,259.38	.00	740.62	94.3%*
101410 66010 OFFICE SUPPLIES	600	.00	800.00	477.62	.00	322.38	59.7%*
101410 66011 HAND TOOLS	600	.00	600.00	727.75	.00	-127.75	121.3%*
101410 66020 BOOKS/SUBSCRIPTIONS	400	.00	600.00	497.28	.00	102.72	82.9%*
101410 66030 OTHER SUPPLIES	400	.00	400.00	127.87	.00	272.13	32.0%*



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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101410 66040 JANITORIAL SUPPLIES &	6,000	.00	6,000.00	5,287.21	.00	712.79	88.1%*
101410 67514 PLANT EQUIPMENT	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
101410 67518 RENTAL EQUIPMENT	3,000	.00	3,000.00	698.85	.00	2,301.15	23.3%
101410 67520 OPERATING EQUIPMENT	1,500	.00	1,500.00	2,065.95	.00	-565.95	137.7%*
101410 67540 IMPROVEMENTS TO BLDGS	2,000	.00	2,000.00	.00	.00	2,000.00	.0%
TOTAL HIGHWAY	1,303,564	.00	1,303,564.00	1,140,779.49	.00	162,784.51	87.5%
101520 GENERAL ASSISTANCE							
101520 65480 OTHER PROF SERVICES-W	50,000	.00	50,000.00	38,438.74	.00	11,561.26	76.9%*
TOTAL GENERAL ASSISTANCE	50,000	.00	50,000.00	38,438.74	.00	11,561.26	76.9%
101530 PUBLIC HEALTH SERVICE							
101530 64020 PART TIME SALARIES	520	.00	520.00	390.00	.00	130.00	75.0%
101530 64051 ICWA EMPLOYER SHARE	31	.00	31.00	23.40	.00	7.60	75.5%*
101530 64060 FICA EMPLOYER SHARE	40	.00	40.00	30.42	.00	9.58	76.1%*
TOTAL PUBLIC HEALTH SERVICE	591	.00	591.00	443.82	.00	147.18	75.1%
101540 COMMUNITY AGENCIES							
101540 65479 FAIR TIDE	1,600	.00	1,600.00	1,600.00	.00	.00	100.0%*
101540 65482 AIDS RESPONSE SEACOAS	965	.00	965.00	965.00	.00	.00	100.0%*
101540 65483 AMERICAN RED CROSS	500	.00	500.00	.00	.00	500.00	.0%
101540 65487 CARING UNLIMITED	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
101540 65492 YORK COUNTY COMMUNITY	2,500	.00	2,500.00	2,500.00	.00	.00	100.0%*
101540 65496 YORK COUNTY SHELTERS	500	.00	500.00	.00	.00	500.00	.0%
101540 65497 SO MAINE AREA AGENCY	1,300	.00	1,300.00	1,300.00	.00	.00	100.0%*
101540 65499 CROSSROADS HOUSE, INC	2,000	.00	2,000.00	.00	.00	2,000.00	.0%
101540 65526 GARDEN CLUB	300	.00	300.00	.00	.00	300.00	.0%
101540 65527 MAINE PUBLIC	100	.00	100.00	.00	.00	100.00	.0%
101540 65528 SO. MAINE VET MEM CEM	1,000	.00	1,000.00	1,000.00	.00	.00	100.0%*
TOTAL COMMUNITY AGENCIES	11,765	.00	11,765.00	7,365.00	.00	4,400.00	62.6%
101720 PLANNING BOARD & BOA							
101720 65010 POSTAGE	500	.00	500.00	33.67	.00	466.33	6.7%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101720 65040 EDUCATIONAL/MEETING E	1,750	.00	1,750.00	.00	.00	1,750.00	.0%
101720 65060 PRINTING	500	.00	500.00	.00	.00	500.00	.0%
101720 65080 LEGAL NOTICES & OTHER	1,500	.00	1,500.00	199.33	.00	1,300.67	13.3%
101720 65480 OTHER PROFESSIONAL SE	7,300	.00	7,300.00	1,518.83	.00	5,781.17	20.8%
101720 66010 OFFICE SUPPLIES	225	.00	225.00	71.93	.00	153.07	32.0%
101720 66026 SMRPC MEMBERSHIP	4,562	.00	4,562.00	4,562.00	.00	.00	100.0%*
TOTAL PLANNING BOARD & BOA	16,337	.00	16,337.00	6,385.76	.00	9,951.24	39.1%
101721 PLANNING / CODE							
101721 64005 CODE ENFORCEMENT SALA	62,546	.00	62,546.00	47,822.58	.00	14,723.42	76.5%*
101721 64006 PLANNER SALARY	75,254	.00	75,254.00	59,723.37	.00	15,530.63	79.4%*
101721 64010 DEVELOPMENT STAFF CLE	22,576	.00	22,576.00	18,123.66	.00	4,452.34	80.3%*
101721 64017 ASSISTANT PLANNER	46,280	.00	46,280.00	18,310.95	.00	27,969.05	39.6%*
101721 64018 ASST CODE ENFORCEMENT	49,057	.00	49,057.00	37,514.85	.00	11,542.15	76.5%*
101721 64020 SHORELAND RESOURCE OF	18,512	.00	18,512.00	13,983.00	.00	4,529.00	75.5%*
101721 64030 OVERTIME	800	.00	800.00	398.67	.00	401.33	49.8%*
101721 64050 MAINE STATE RETIREMEN	6,487	.00	6,487.00	4,944.03	.00	1,542.97	76.2%*
101721 64051 ICMA EMPLOYER SHARE	13,302	.00	13,302.00	7,712.87	.00	5,589.13	58.0%*
101721 64060 FICA EMPLOYER SHARE	21,039	.00	21,039.00	14,807.17	.00	6,231.83	70.4%*
101721 64070 WORKERS COMPENSATION	3,785	.00	3,785.00	2,292.09	.00	1,492.91	60.6%*
101721 64090 MAJOR MEDICAL INSURAN	84,491	.00	84,491.00	59,383.69	.00	25,107.31	70.3%*
101721 64091 DENTAL INSURANCE	1,198	.00	1,198.00	894.34	.00	303.66	74.7%*
101721 64092 DISABILITY INSURANCE	1,920	.00	1,920.00	1,481.20	.00	438.80	77.1%*
101721 65010 POSTAGE	125	.00	125.00	115.41	.00	9.59	92.3%*
101721 65020 TELEPHONE & INTERNET	1,320	.00	1,320.00	904.12	.00	415.88	68.5%*
101721 65030 TRANSPORTATION	1,100	.00	1,100.00	.00	.00	1,100.00	.0%
101721 65040 EDUCATIONAL/MEETING E	2,350	.00	2,350.00	105.00	.00	2,245.00	4.5%*
101721 65060 PRINTING	600	.00	600.00	367.97	.00	232.03	61.3%*
101721 65080 LEGAL NOTICES & OTHER	0	.00	.00	300.00	.00	-300.00	100.0%*
101721 65300 MACHINE & EQUIPMENT M	500	.00	500.00	3,686.21	.00	-3,686.21	100.0%*
101721 65310 VEHICLE MAINTENANCE	600	.00	600.00	.00	.00	500.00	.0%
101721 65311 GAS, GREASE, & OIL	10,000	.00	10,000.00	288.40	.00	311.60	48.1%*
101721 65400 LEGAL SERVICES	5,000	.00	5,000.00	4,020.00	.00	5,980.00	40.2%*
101721 65480 OTHER PROFESSIONAL SE	450	.00	450.00	27,020.99	.00	-22,020.99	540.4%*
101721 65521 UNIFORMS	1,000	.00	1,000.00	221.19	.00	-228.81	49.2%*
101721 66010 OFFICE SUPPLIES	900	.00	900.00	1,016.78	.00	-16.78	101.7%*
101721 66020 BOOKS/SUBSCRIPTIONS/D	500	.00	500.00	105.00	.00	795.00	11.7%*
101721 66030 OTHER SUPPLIES	500	.00	500.00	170.43	.00	329.57	34.1%*
101721 67510 OFFICE FURNITURE & EQ	500	.00	500.00	.00	.00	500.00	.0%
TOTAL PLANNING / CODE	432,192	.00	432,192.00	325,713.97	.00	106,478.03	75.4%



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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101730 IN TOWN PARKS							
101730 64007 PARKS 10% COMM SALARY	7,500	.00	7,500.00	5,775.64	.00	1,724.36	77.0%*
101730 64010 FULL TIME SALARIES	44,278	.00	44,278.00	33,471.16	.00	10,806.84	75.6%*
101730 64020 PART TIME SALARIES	28,080	.00	28,080.00	20,802.43	.00	7,277.57	74.1%
101730 64030 OVERTIME	800	.00	800.00	575.07	.00	224.93	71.9%
101730 64050 MAINE STATE RETIREMEN	4,251	.00	4,251.00	3,822.98	.00	428.02	89.9%*
101730 64060 FICA EMPLOYER SHARE	6,170	.00	6,170.00	4,441.31	.00	1,728.69	72.0%
101730 64070 WORKERS COMPENSATION	2,664	.00	2,664.00	2,098.31	.00	565.69	78.8%*
101730 64090 MAJOR MEDICAL INSURAN	19,291	.00	19,291.00	20,246.19	.00	-955.19	105.0%*
101730 64091 DENTAL INSURANCE	79	.00	79.00	34.10	.00	44.90	43.2%
101730 64092 DISABILITY INSURANCE	444	.00	444.00	370.30	.00	73.70	83.4%*
101730 65040 EDUCATIONAL/MEETING E	200	.00	200.00	.00	.00	200.00	.0%
101730 65060 PRINTING	200	.00	200.00	.00	.00	200.00	.0%
101730 65080 LEGAL NOTICES/OTHER A	250	.00	250.00	.00	.00	250.00	.0%
101730 65200 ELECTRICITY	1,500	.00	1,500.00	746.84	.00	753.16	49.8%
101730 65220 WATER	7,000	.00	7,000.00	2,745.21	.00	4,254.79	39.2%
101730 65300 MACHINE & EQUIPMENT M	2,000	.00	2,000.00	996.52	.00	1,003.48	49.8%
101730 65302 PROTECTIVE & SAFETY E	250	.00	250.00	213.26	.00	36.74	85.3%*
101730 65303 FACILITY SAFETY INSPE	625	.00	625.00	.00	.00	625.00	.0%
101730 65310 VEHICLE MAINTENANCE	1,000	.00	1,000.00	597.95	.00	402.05	59.8%
101730 65311 GAS, GREASE, & OIL	4,000	.00	4,000.00	1,256.77	.00	2,743.23	31.4%
101730 65312 TIRES & TUBES	1,000	.00	1,000.00	573.25	.00	426.75	57.3%
101730 65457 LOAM & SOD	3,000	.00	3,000.00	742.56	.00	2,257.44	24.8%
101730 65480 OTHER PROFESSIONAL SE	25,000	.00	25,000.00	8,844.01	.00	16,155.99	35.4%
101730 65500 MAINTENANCE OF BLDG/G	1,000	.00	1,000.00	428.62	.00	571.38	42.9%*
101730 65521 UNIFORMS	400	.00	400.00	400.00	.00	.00	100.0%*
101730 66011 HAND TOOLS	150	.00	150.00	76.37	.00	73.63	50.9%*
101730 66030 OTHER SUPPLIES	100	.00	100.00	110.55	.00	-10.55	110.6%*
101730 66040 JANITORIAL SUPPLIES &	100	.00	100.00	.00	.00	100.00	.0%
101730 67520 OPERATING EQUIPMENT	1,000	.00	1,000.00	1,141.89	.00	-141.89	114.2%*
TOTAL IN TOWN PARKS	162,332	.00	162,332.00	110,511.29	.00	51,820.71	68.1%

101735 FT POSTER SEAPOINT & CRESCENT							
101735 64007 PARKS 15% COMM SALARY	11,250	.00	11,250.00	8,663.55	.00	2,586.45	77.0%*
101735 64010 FULL TIME SALARIES	48,366	.00	48,366.00	36,563.63	.00	11,802.37	75.6%*
101735 64020 PART TIME SALARIES	54,014	.00	54,014.00	25,233.39	.00	28,780.61	46.7%
101735 64030 OVERTIME	6,500	.00	6,500.00	905.86	.00	5,594.14	13.9%





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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101735 64050 MAINE STATE RETIREMEN	4,643	.00	4,643.00	4,409.88	.00	233.12	95.0%*
101735 64060 FICA EMPLOYER SHARE	9,190	.00	9,190.00	5,350.04	.00	3,839.96	58.2%
101735 64070 WORKERS COMPENSATION	2,664	.00	2,664.00	1,914.43	.00	749.57	71.9%
101735 64090 MAJOR MEDICAL INSURAN	23,575	.00	23,575.00	17,314.93	.00	6,260.07	73.4%
101735 64091 DENTAL INSURANCE	187	.00	187.00	51.09	.00	135.91	27.3%
101735 64092 DISABILITY INSURANCE	444	.00	444.00	370.30	.00	73.70	83.4%*
101735 65020 TELEPHONE & INTERNET	1,400	.00	1,400.00	903.13	.00	496.87	64.5%
101735 65040 EDUCATIONAL/MEETING E	200	.00	200.00	.00	.00	200.00	.0%
101735 65060 PRINTING	2,500	.00	2,500.00	2,305.79	.00	194.21	92.2%*
101735 65080 LEGAL NOTICES/OTHER A	500	.00	500.00	.00	.00	500.00	.0%
101735 65200 ELECTRICITY	500	.00	500.00	173.13	.00	326.87	34.6%
101735 65220 WATER	600	.00	600.00	.00	.00	600.00	.0%
101735 65300 MACHINE & EQUIPMENT M	1,500	.00	1,500.00	128.92	.00	1,371.08	8.6%
101735 65302 PROTECTIVE & SAFETY E	300	.00	300.00	626.27	.00	-326.27	208.8%*
101735 65303 FACILITY SAFETY INSPE	625	.00	625.00	.00	.00	625.00	.0%
101735 65310 VEHICLE MAINTENANCE	1,000	.00	1,000.00	658.28	.00	341.72	65.8%
101735 65311 GAS, GREASE, & OIL	4,000	.00	4,000.00	525.19	.00	3,474.81	13.1%
101735 65312 TIRES & TUBES	700	.00	700.00	.00	.00	700.00	.0%
101735 65480 OTHER PROFESSIONAL SE	4,000	.00	4,000.00	600.00	.00	3,400.00	15.0%
101735 65500 MAINTENANCE OF BLDG/G	4,500	.00	4,500.00	1,626.06	.00	2,873.94	36.1%
101735 65510 PAINTING	400	.00	400.00	450.00	.00	-50.00	112.5%*
101735 65521 UNIFORMS	700	.00	700.00	400.00	.00	300.00	57.1%
101735 66011 HAND TOOLS	150	.00	150.00	179.84	.00	-29.84	119.9%*
101735 66030 OTHER SUPPLIES	900	.00	900.00	114.94	.00	785.06	12.8%
101735 66040 JANITORIAL SUPPLIES &	3,750	.00	3,750.00	2,944.24	.00	805.76	78.5%*
101735 67520 OPERATING EQUIPMENT	1,200	.00	1,200.00	1,198.99	.00	1.01	99.9%*
101735 67575 SEAPoint BEACH	200	.00	200.00	.00	.00	200.00	.0%
TOTAL FT FOSTER SEAPoint & CRE	190,458	.00	190,458.00	113,611.88	.00	76,846.12	59.7%
101740 MISCELLANEOUS ACCOUNTS							
101740 65023 EPA STORMWATER 4 PROG	18,750	.00	18,750.00	9,184.86	.00	9,565.14	49.0%
101740 65025 COMPUTER REPAIR/REPLA	25,000	.00	25,000.00	25,568.86	.00	-568.86	102.3%*
101740 65455 MEMORIAL DAY ACTIVITI	675	.00	675.00	.00	.00	675.00	.0%
101740 65951 SHELLFISH CONSERVATIO	1,600	.00	1,600.00	650.00	.00	950.00	40.6%
101740 66036 CONSERVATION COMMISSI	500	.00	500.00	165.00	.00	335.00	33.0%
101740 68427 SELF INSURANCE CLAIMS	0	13,000.00	13,000.00	9,049.00	.00	3,951.00	69.6%*
101740 68525 MOSQUITO/TICK CONTROL	30,000	.00	30,000.00	37,687.85	.00	-7,687.85	125.6%*
101740 68532 GIS WEB ACCOUNT	3,600	.00	3,600.00	.00	.00	3,600.00	.0%
101740 69200 PSAP PAID TO YORK PD	27,000	.00	27,000.00	.00	.00	27,000.00	.0%
TOTAL MISCELLANEOUS ACCOUNTS	107,125	13,000.00	120,125.00	82,305.57	.00	37,819.43	68.5%



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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101750 STATE/BANK FEES							
101750 65952 OVERAGE/SHORTAGE	0	.00	.00	-7.90	.00	7.90	100.0%
101750 65954 BANK FEES/CHARGES	600	.00	600.00	-30.00	.00	630.00	-5.0%
TOTAL STATE/BANK FEES	600	.00	600.00	-37.90	.00	637.90	-6.3%
101760 CAPITAL IMPROVEMENT PLAN							
101760 68750 CIP HOLDING DEDICATED	434,750	.00	434,750.00	434,750.00	.00	.00	100.0%*
101760 68751 CIP DEPT CAPITAL RESE	967,167	.00	967,167.00	967,167.00	.00	.00	100.0%*
101760 68752 CIP CAP FUNDING REQUE	107,386	.00	107,386.00	107,386.00	.00	.00	100.0%*
TOTAL CAPITAL IMPROVEMENT PLAN	1,509,303	.00	1,509,303.00	1,509,303.00	.00	.00	100.0%
101810 LIBRARY							
101810 65480 OTHER PROF SERV - RIC	467,380	.00	467,380.00	311,586.66	.00	155,793.34	66.7%
TOTAL LIBRARY	467,380	.00	467,380.00	311,586.66	.00	155,793.34	66.7%
101830 RECREATION							
101830 64008 RECREATION DIRECTOR S	78,561	.00	78,561.00	60,502.00	.00	18,059.00	77.0%*
101830 64009 ASST DIRECTOR/GEN MGR	56,969	.00	56,969.00	44,815.68	.00	12,153.32	78.7%*
101830 64010 EARLY CHILDHOOD SUPER	41,036	.00	41,036.00	31,613.09	.00	9,422.91	77.0%*
101830 64012 RECREATION SUPERVISOR	44,908	.00	44,908.00	34,349.25	.00	10,558.75	76.5%*
101830 64013 ASST EARLY CHILDCARE	33,126	.00	33,126.00	25,321.60	.00	7,804.40	76.4%*
101830 64014 LEAD TEACHERS	57,408	.00	57,408.00	37,697.06	.00	19,710.94	65.7%*
101830 64015 SPORTS COORDINATOR	35,134	.00	35,134.00	26,865.23	.00	8,268.77	76.5%*
101830 64016 RECEPTIONISTS	48,047	.00	48,047.00	37,846.05	.00	10,200.95	78.8%*
101830 64017 BOOKKEEPER/SECRETARY	20,390	.00	20,390.00	14,570.47	.00	5,819.53	71.5%*
101830 64020 PT SAFE SCHOOL YEAR S	20,000	.00	20,000.00	15,488.96	.00	4,511.04	77.4%*
101830 64021 SAFE SUMMER SALARIES	30,000	.00	30,000.00	28,999.51	.00	1,000.49	96.7%*
101830 64023 ADVENTURE SUMMER STAF	12,500	.00	12,500.00	10,359.01	.00	2,140.99	82.9%*
101830 64024 FT CUSTODIANS	84,387	.00	84,387.00	50,804.79	.00	33,582.21	60.2%*





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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101830 64025 PRE-SCHOOL STAFF SALA	116,873	.00	116,873.00	92,517.00	.00	24,356.00	79.2%
101830 64026 INSTRUCTORS STIPENDS	20,000	.00	20,000.00	22,359.00	.00	-2,359.00	111.8%
101830 64027 CUSTODIAN WAGES	30,798	.00	30,798.00	19,780.40	.00	11,017.60	64.2%
101830 64028 THEATRE TECHNICIANS	1,000	.00	1,000.00	212.67	.00	787.33	21.3%
101830 64030 OVERTIME	5,000	.00	5,000.00	5,760.97	.00	-760.97	115.2%
101830 64041 FACILITIES MAINT SUPE	0	.00	.00	10,180.24	.00	-10,180.24	100.0%
101830 64050 MAINE STATE RETIREMEN	41,427	.00	41,427.00	29,848.87	.00	11,578.13	72.1%
101830 64060 FICA EMPLOYER SHARE	56,315	.00	56,315.00	41,389.69	.00	14,925.31	73.5%
101830 64070 WORKERS COMPENSATION	18,315	.00	18,315.00	13,524.88	.00	4,790.12	73.8%
101830 64090 MAJOR MEDICAL INSURAN	158,067	.00	158,067.00	146,613.26	.00	11,453.74	92.8%
101830 64091 DENTAL INSURANCE	758	.00	758.00	588.35	.00	169.65	77.6%
101830 64092 DISABILITY INSURANCE	4,443	.00	4,443.00	3,531.19	.00	911.81	79.5%
101830 65010 POSTAGE	1,500	.00	1,500.00	1,252.45	.00	247.55	83.5%
101830 65020 TELEPHONE & INTERNET	5,000	.00	5,000.00	3,210.38	.00	1,789.62	64.2%
101830 65030 TRANSPORTATION	1,000	.00	1,000.00	574.82	.00	425.18	57.5%
101830 65060 PRINTING	7,800	.00	7,800.00	8,195.81	.00	-395.81	105.1%
101830 65080 LEGAL NOTICES/OTHER A	0	.00	.00	175.14	.00	-175.14	100.0%
101830 65200 ELECTRICITY / UTILITI	42,000	.00	42,000.00	30,118.36	.00	11,881.64	71.7%
101830 65220 WATER	3,090	.00	3,090.00	2,734.05	.00	355.95	88.5%
101830 65230 NATURAL GAS	40,000	.00	40,000.00	30,041.82	.00	9,958.18	75.1%
101830 65250 SEWER	2,300	.00	2,300.00	1,775.00	.00	525.00	77.2%
101830 65300 MACHINE & EQUIPMENT M	9,000	.00	9,000.00	3,372.14	.00	5,627.86	37.5%
101830 65310 VEHICLE MAINTENANCE	1,000	.00	1,000.00	112.66	.00	887.34	11.3%
101830 65478 PROGRAM SERVICES	8,000	.00	8,000.00	2,038.99	.00	5,961.01	25.5%
101830 65480 OTHER PROFESSIONAL SE	3,000	.00	3,000.00	625.00	.00	2,375.00	20.8%
101830 65500 MAINTENANCE OF BLDG/G	13,000	.00	13,977.77	13,977.77	.00	-977.77	107.5%
101830 65610 SAFE SCHOOL YEAR PRO	4,000	.00	4,000.00	3,094.28	.00	905.72	77.4%
101830 65615 SAFE SUMMER PROGRAM E	20,000	.00	20,000.00	17,532.11	.00	2,467.89	87.7%
101830 65620 ADVENTURE ADOLESCENT	18,000	.00	18,000.00	18,567.09	.00	-567.09	103.2%
101830 65630 INSTRUCTORS-CONTRACTE	2,500	.00	2,500.00	1,071.00	.00	1,429.00	42.8%
101830 65640 SPECIAL EVENTS	10,000	.00	10,000.00	7,603.60	.00	2,396.40	76.0%
101830 65650 SENIOR PROGRAMS	7,000	.00	7,000.00	9,193.07	.00	-2,193.07	131.3%
101830 65670 TEAM EXPENSE	8,000	.00	8,000.00	5,735.43	.00	2,264.57	71.7%
101830 65680 PRESCHOOL PROGRAM EXP	10,000	.00	10,000.00	8,366.86	.00	1,633.14	83.7%
101830 65801 CONTRACTED SERVICES	39,000	.00	39,000.00	24,644.12	.00	14,355.88	63.2%
101830 65802 ANNEX UTILITIES	5,000	.00	5,000.00	1,697.80	.00	3,302.20	34.0%
101830 65803 MISCELLANEOUS	9,080	.00	9,080.00	6,225.86	.00	2,854.14	68.6%
101830 66010 OFFICE SUPPLIES	3,500	.00	3,500.00	2,142.52	.00	1,357.48	61.2%
101830 66030 OTHER SUPPLIES	4,000	.00	4,000.00	3,699.72	.00	300.28	92.5%
101830 66031 THEATRE SUPPLIES	2,000	.00	2,000.00	155.96	.00	1,844.04	7.8%
101830 66040 JANITORIAL SUPPLIES &	11,000	.00	11,000.00	10,480.96	.00	519.04	95.3%
TOTAL RECREATION	1,305,232	.00	1,305,232.00	1,023,953.99	.00	281,278.01	78.4%
101840 PORT AUTHORITY							
101840 64010 HARBOR MASTER FULL TI	50,000	.00	50,000.00	38,504.34	.00	11,495.66	77.0%





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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101840 64020 PART TIME SALARIES	10,000	.00	10,000.00	4,257.47	.00	5,742.53	42.6%
101840 64050 MAINE STATE RETIREMEN	4,800	.00	4,800.00	.00	.00	4,800.00	0%
101840 64060 FICA EMPLOYER SHARE	4,590	.00	4,590.00	2,987.00	.00	1,603.00	65.1%
101840 64070 WORKERS COMPENSATION	4,440	.00	4,440.00	2,737.50	.00	1,702.50	61.7%
101840 64090 MAJOR MEDICAL INSURAN	18,798	.00	18,798.00	16,040.76	.00	2,757.24	85.3%*
101840 64091 DENTAL INSURANCE	1,198	.00	1,198.00	588.35	.00	609.65	49.1%
101840 64092 DISABILITY INSURANCE	384	.00	384.00	370.30	.00	13.70	96.4%*
101840 65010 POSTAGE	100	.00	100.00	5.19	.00	94.81	5.2%
101840 65020 TELEPHONE & INTERNET	1,000	.00	1,000.00	904.30	.00	95.70	90.4%*
101840 65030 TRANSPORTATION	500	.00	500.00	.00	.00	500.00	0%
101840 65080 LEGAL NOTICES/OTHER A	0	.00	.00	126.76	.00	-126.76	100.0%*
101840 65200 ELECTRICITY	1,800	.00	1,800.00	957.72	.00	842.28	53.2%
101840 65220 WATER	300	.00	300.00	257.42	.00	42.58	85.8%*
101840 65240 DUMPSTERS/TRASH REMOV	1,750	.00	1,300.00	600.00	.00	700.00	46.2%
101840 65305 BOAT EQUIPMENT MAINT	1,000	.00	750.00	493.00	.00	257.00	65.7%
101840 65311 GAS, GREASE, & OIL	1,000	.00	1,000.00	557.20	.00	442.80	55.7%
101840 65452 SAFETY	500	.00	500.00	473.10	.00	526.90	47.3%*
101840 65460 SIGNS	6,500	.00	500.00	487.69	.00	12.31	97.5%*
101840 65462 RIGGING	3,900	.00	3,900.00	5,753.18	.00	746.82	88.5%*
101840 65463 SANITATION	550	.00	550.00	1,299.60	.00	2,600.40	33.3%*
101840 65470 PROFESSIONAL DEVELOP	2,500	.00	2,500.00	562.38	.00	1,818.52	27.3%*
101840 65480 OTHER PROFESSIONAL/CO	3,000	.00	3,000.00	681.48	.00	677.25	27.4%*
101840 65500 MAIN BLDG/GROUNDS WHA	500	.00	500.00	2,322.75	.00	221.90	55.6%
101840 65521 UNIFORMS	2,575	.00	2,575.00	2,278.10	.00	1,045.45	59.4%*
101840 65550 PUBLIC OFFICIALS LIAB	6,150	.00	6,150.00	1,529.55	.00	365.00	94.1%*
101840 65551 MARINE OPERATORS LIAB	1,250	.00	1,250.00	5,785.00	.00	1,240.21	.8%
101840 66010 OFFICE SUPPLIES	500	.00	500.00	9.79	.00	359.84	28.0%
101840 66040 JANITORIAL SUPPLIES &	129,885	.00	129,885.00	140.16	.00	41,174.91	68.3%
TOTAL PORT AUTHORITY				88,710.09	.00		
101930 RESOURCE RECOVERY FACILITY							
101930 64009 SOLID WASTE 40% COMM	30,000	.00	30,000.00	23,102.52	.00	6,897.48	77.0%*
101930 64010 FULL TIME SALARIES	126,734	.00	126,734.00	96,594.52	.00	30,139.48	76.2%*
101930 64020 PART TIME SALARIES	28,080	.00	28,080.00	13,741.13	.00	14,338.87	48.9%
101930 64030 OVERTIME	7,000	.00	7,000.00	3,877.03	.00	3,122.97	55.4%*
101930 64050 MAINE STATE RETIREMEN	12,166	.00	12,166.00	11,870.84	.00	295.16	97.6%*
101930 64060 FICA EMPLOYER SHARE	14,674	.00	14,674.00	10,144.97	.00	4,529.03	69.1%
101930 64070 WORKERS COMPENSATION	11,197	.00	11,197.00	4,737.74	.00	6,459.26	42.3%*
101930 64090 MAJOR MEDICAL INSURAN	54,195	.00	54,195.00	45,323.25	.00	8,871.75	83.6%*
101930 64091 DENTAL INSURANCE	498	.00	498.00	136.30	.00	361.70	27.4%



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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101930 64092 DISABILITY INSURANCE	1,611	.00	1,611.00	1,036.84	.00	574.16	64.4%
101930 65020 TELEPHONE & INTERNET	2,000	.00	2,000.00	603.04	.00	1,396.96	30.2%
101930 65030 TRANSPORTATION	400	.00	400.00	.00	.00	400.00	.0%
101930 65040 EDUCATIONAL/MEETING E	1,500	.00	1,500.00	.00	.00	1,500.00	.0%
101930 65060 PRINTING	3,000	.00	3,000.00	1,716.80	.00	1,283.20	57.2%
101930 65090 ZERO WASTE PROGRAM EX	2,500	.00	2,500.00	.00	.00	2,500.00	.0%
101930 65200 ELECTRICITY	11,000	.00	11,000.00	9,421.45	.00	1,578.55	85.6%
101930 65220 WATER	800	.00	800.00	528.65	.00	271.35	66.1%
101930 65230 FUEL OIL	1,230	.00	1,230.00	1,005.18	.00	224.82	81.7%
101930 65300 MACHINE & EQUIPMENT M	3,500	.00	3,500.00	2,802.95	.00	697.05	80.1%
101930 65302 PROTECTIVE & SAFETY E	1,000	.00	1,000.00	870.90	.00	129.10	87.1%
101930 65303 FACILITY SAFETY INSPE	1,250	.00	1,250.00	631.40	.00	618.60	50.5%
101930 65311 GAS, GREASE, & OIL	10,000	.00	10,000.00	4,476.34	.00	5,523.66	44.8%
101930 65312 TIRES & TUBES	3,000	.00	3,000.00	3,023.00	.00	-23.00	100.8%
101930 65480 OTHER PROFESSIONAL SE	239,000	.00	239,000.00	149,034.29	.00	89,965.71	62.4%
101930 65500 MAINTENANCE OF BLDG/G	10,000	.00	10,000.00	201.62	.00	9,798.38	2.0%
101930 65521 UNIFORMS	2,000	.00	2,000.00	2,000.00	.00	.00	100.0%
101930 66009 SHOP SUPPLIES	3,500	.00	3,500.00	4,942.24	.00	-1,442.24	141.2%
101930 66010 OFFICE SUPPLIES	250	.00	250.00	83.02	.00	166.98	33.2%
101930 66011 HAND TOOLS	200	.00	200.00	.00	.00	200.00	.0%
101930 66030 OTHER SUPPLIES	250	.00	250.00	31.54	.00	218.46	12.6%
101930 66040 JANITORIAL SUPPLIES &	1,200	.00	1,200.00	1,052.05	.00	147.95	87.7%
101930 67516 PLANT EQUIPMENT MAINT	12,500	.00	12,500.00	2,591.50	.00	9,908.50	20.7%
101930 67553 ASPHALT SURFACE MAINT	7,500	.00	7,500.00	.00	.00	7,500.00	.0%
TOTAL RESOURCE RECOVERY FACILI	603,735	.00	603,735.00	395,581.11	.00	208,153.89	65.5%
103000 OTHER INSURANCES							
103000 64090 RETIRED EMP MEDICAL/D	134,847	.00	134,847.00	137,648.33	.00	-2,801.33	102.1%
103000 65101 MMA RISK POOL	164,172	.00	164,172.00	156,767.00	.00	7,405.00	95.5%
103000 65115 UNEMPLOYMENT COMPENSA	4,500	.00	4,500.00	78.27	.00	4,421.73	1.7%
103000 65150 MISCELLANEOUS INSURAN	4,410	.00	4,410.00	3,830.70	.00	579.30	86.9%
103000 65210 UNION CENTRAL LIFE IN	2,500	.00	2,500.00	2,056.34	.00	443.66	82.3%
TOTAL OTHER INSURANCES	310,429	.00	310,429.00	300,380.64	.00	10,048.36	96.8%
108000 ADULT ED							
108000 69480 ADULT EDUCATION FUND-	80,590	.00	80,590.00	80,590.00	.00	.00	100.0%



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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL ADULT ED	80,590	.00	80,590.00	80,590.00	.00	.00	100.0%
1111 TOWN REVENUE							
1111 43001 PROPERTY TAX REVENUE	-8,981,322	.00	-8,981,322.00	-9,005,797.11	.00	24,475.11	100.3%
1111 43003 PROPERTY TAX ABATEMENTS	0	.00	.00	12,640.65	.00	-12,640.65	100.0%
1111 43004 PAYMENT IN LIEU OF TAXE	0	.00	.00	-7,040.84	.00	7,040.84	100.0%
1111 43006 HOMESTEAD EXEMPT STATE	-170,000	.00	-170,000.00	-206,469.00	.00	36,469.00	121.5%
1111 43007 TREE GROWTH REVENUE	-2,758	.00	-2,758.00	-2,967.51	.00	209.51	107.6%
1111 43031 EXCISE TAX AUTOMOBILE	-1,700,000	.00	-1,700,000.00	-1,390,846.36	.00	-309,153.64	81.8%
1111 43032 EXCISE TAX BOAT	-27,500	.00	-27,500.00	-12,326.20	.00	-15,173.80	44.8%
1111 43109 SIGN PERMITS	-3,000	.00	-3,000.00	-2,100.00	.00	-900.00	70.0%
1111 43110 CODE ENFORCEMENT FEES	-203,000	.00	-203,000.00	-325,825.60	.00	122,825.60	160.5%
1111 43113 BOARD OF ASSESSMENT REV	-400	.00	-400.00	.00	.00	-400.00	.0%
1111 43114 ADDITIONAL LAND USE FEE	-4,400	.00	-4,400.00	-3,567.50	.00	-832.50	81.1%
1111 43115 PLANNING FEES (SUBDIVIS	-14,000	.00	-14,000.00	-10,950.41	.00	-3,049.59	78.2%
1111 43120 TOWN CLERK FEES	-22,000	.00	-22,000.00	-17,333.40	.00	-4,666.60	78.8%
1111 43121 WILDLIFE AGENT FEE	-1,200	.00	-1,200.00	-593.00	.00	-607.00	49.4%
1111 43122 ANIMAL WELFARE AGENT FE	-1,600	.00	-1,600.00	-1,573.00	.00	-27.00	98.3%
1111 43130 TOWN REGISTRATION FEES	-27,000	.00	-27,000.00	-19,002.00	.00	-7,998.00	70.4%
1111 43135 HWY PERMITS & FEES	-1,000	.00	-1,000.00	-2,193.73	.00	1,193.73	219.4%
1111 43140 SOLID WASTE PERMITS & F	-48,000	.00	-48,000.00	-59,788.00	.00	11,788.00	124.6%
1111 43145 SOLID WASTE RECYCLING	-140,000	.00	-140,000.00	-68,574.51	.00	-71,425.49	49.0%
1111 43147 DINGHY FEES	-8,500	.00	-8,500.00	-6,350.00	.00	-2,150.00	74.7%
1111 43148 TRANSIENT SLIP RENTAL	-3,000	.00	-3,000.00	-710.00	.00	-2,290.00	23.7%
1111 43149 KPA APPLICATION FEES	-1,000	.00	-1,000.00	-300.00	.00	-700.00	30.0%
1111 43150 MOORING FEES	-84,000	.00	-84,000.00	-38,871.00	.00	-45,129.00	46.3%
1111 43151 LAUNCH FEE	-5,200	.00	-5,200.00	-3,710.00	.00	-1,490.00	97.0%
1111 43152 TRANSIENT MOORING	-750	.00	-750.00	-1,396.00	.00	646.00	186.1%
1111 43154 HARBOR & WATER USAGE FE	-11,000	.00	-11,000.00	-4,993.00	.00	-6,007.00	45.4%
1111 43156 PIER USAGE FEE	0	.00	.00	-1,470.00	.00	1,470.00	100.0%
1111 43160 FORT FOSTER FEES	-183,000	.00	-183,000.00	-132,327.90	.00	-50,672.10	72.3%
1111 43165 SPRINKLER PERMITS	-250	.00	-250.00	-900.00	.00	650.00	360.0%
1111 43210 LIEN FEES	-30,000	.00	-30,000.00	-7,352.90	.00	-22,647.10	24.5%
1111 43220 PENALTY INTEREST	-35,000	.00	-35,000.00	-35,912.05	.00	912.05	102.6%
1111 43320 RECREATION FEES	-874,355	.00	-874,355.00	-689,952.40	.00	-184,402.60	78.9%
1111 43330 ANIMAL CONTROL	-6,500	.00	-6,500.00	-4,696.00	.00	-1,804.00	72.2%
1111 43335 POSTAGE	0	.00	.00	-2.02	.00	2.02	100.0%
1111 43336 PHOTO COPIES	-375	.00	-375.00	-127.75	.00	-247.25	34.1%
1111 43349 DEA OVERTIME REIMBURSEM	-18,000	.00	-18,000.00	.00	.00	-18,000.00	.0%



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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1111 43350 OUTSIDE DETAIL REIMBURS	-15,000	.00	-15,000.00	-30,047.03	.00	15,047.03	200.3%
1111 43351 ACCIDENT REPORTS	-3,000	.00	-3,000.00	-1,787.00	.00	-1,213.00	59.6%
1111 43352 PARKING TICKETS	-14,000	.00	-14,000.00	-11,720.00	.00	-2,280.00	83.7%
1111 43353 GUN PERMITS	-2,000	.00	-2,000.00	-730.00	.00	-1,270.00	36.5%
1111 43354 ELIOT DISPATCHING SERVI	-91,350	.00	-91,350.00	-45,675.00	.00	-45,675.00	50.0%
1111 43355 ORDINANCE FINES	-400	.00	-400.00	.00	.00	-400.00	0%
1111 43356 WITNESS FEES	-500	.00	-500.00	-253.00	.00	-247.00	50.6%
1111 43358 FALSE ALARMS	-1,110	.00	-1,110.00	-630.00	.00	-480.00	56.8%
1111 43359 AMBULANCE DISPATCH FEES	-16,000	.00	-16,000.00	-8,000.00	.00	-8,000.00	50.0%
1111 43410 MDOT HWY MAINTENANCE RE	-11,500	.00	-11,500.00	.00	.00	-11,500.00	0%
1111 43420 STATE REVENUE SHARING	-397,652	.00	-397,652.00	-295,701.14	.00	-101,950.86	74.4%
1111 43421 STATE PARK FEE REV SHAR	-275	.00	-275.00	.00	.00	-275.00	0%
1111 43443 RESTITUTION INCOME/UNAP	-3,000	.00	-3,000.00	-2,220.00	.00	-780.00	74.0%
1111 43470 STATE OF MAINE GENERAL	-45,000	.00	-45,000.00	-22,456.53	.00	-22,543.47	49.9%
1111 43480 MARY SAFFORD WILDES TRU	-30,000	.00	-30,000.00	-22,500.00	.00	-7,500.00	75.0%
1111 43510 INTEREST ON INVESTMENTS	-30,000	.00	-30,000.00	-22,316.66	.00	-7,683.34	74.4%
1111 43530 MISCELLANEOUS REVENUE/U	-25,000	.00	-25,000.00	-9,148.97	.00	-15,851.03	36.6%
1111 43540 SEWER DEPT RENT	-22,900	.00	-22,900.00	-17,175.00	.00	-5,725.00	75.0%
1111 43555 SNOWMOBILE/HANDICAP/ELD	-655	.00	-655.00	-642.14	.00	-12.86	98.0%
1111 43560 GYM HOUSING	-275,875	.00	-275,875.00	-200,136.78	.00	-75,738.22	72.5%
1111 43575 SUP APPRO FROM UNDESIGN	0	.00	-13,000.00	.00	.00	-13,000.00	0%
1111 43580 USE OF CARRY FORWARDS	0	.00	-1,000.00	.00	.00	-1,000.00	0%
1111 45007 INTEREST REVENUE	-2,000	.00	-2,000.00	.00	.00	-2,000.00	0%
1111 45020 MMA W/C DIVIDEND	-9,000	.00	-9,000.00	-8,556.00	.00	-444.00	95.1%
1111 45025 SCHOOL RESOURCE OFFICER	-40,000	.00	-40,000.00	-45,000.00	.00	5,000.00	112.5%
TOTAL TOWN REVENUE	-13,652,327	-14,000.00	-13,666,327.00	-12,805,834.39	.00	-860,492.61	93.7%
TOTAL TOWN GENERAL FUND	0	.00	.00	-1,629,863.25	.00	1,629,863.25	100.0%
TOTAL REVENUES	-13,652,327	-14,000.00	-13,666,327.00	-12,805,834.39	.00	-860,492.61	
TOTAL EXPENSES	13,652,327	14,000.00	13,666,327.00	11,175,971.14	.00	2,490,355.86	
6000 SEWER FUND							
6000 SEWER FUND							
6000 43220 PENALTY INTEREST	-5,000	.00	-5,000.00	-3,629.34	.00	-1,370.66	72.6%
6000 45001 REVENUE US NAVY	-580,695	.00	-580,695.00	-283,255.14	.00	-297,439.86	48.8%
6000 45002 REVENUE US NAVY HOUSING	-93,590	.00	-93,590.00	-51,117.75	.00	-42,472.25	54.6%
6000 45003 REVENUE OTHER	-40,000	.00	-40,000.00	-23,337.89	.00	-16,662.11	58.3%
6000 45004 REVENUE TOWN OF ELIOT	-217,292	.00	-217,292.00	-113,594.28	.00	-103,697.72	52.3%



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6000	SEWER FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6000	45005 REVENUE NEW SEWER	-1,229,399	.00	-1,229,399.00	-669,155.85	.00	-560,243.15	54.4%*
6000	45006 EXPANSION ASSESSMENT RE	-64,000	.00	-64,000.00	3,470.58	.00	-67,470.58	-5.4%*
6000	45007 SEWER INTEREST REVENUE	0	.00	.00	-17,495.34	.00	17,495.34	100.0%*
6000	45008 UNBILLED REVENUE SEWER	-193,613	.00	-193,613.00	.00	.00	-193,613.00	.0%*
	TOTAL SEWER FUND	-2,423,589	.00	-2,423,589.00	-1,158,115.01	.00	-1,265,473.99	47.8%
602702	SEWER LINES							
602702	64010 SEWER LINES LABOR	15,095	.00	15,095.00	15,346.82	.00	-251.82	101.7%*
602702	65480 OTHER PROF SERV/CONTR	22,050	.00	22,050.00	29,652.69	.00	-7,602.69	134.5%*
602702	66300 SUPPLIES - SEWER LINE	4,500	.00	4,500.00	12,505.68	.00	-8,005.68	277.9%*
	TOTAL SEWER LINES	41,645	.00	41,645.00	57,505.19	.00	-15,860.19	138.1%
602710	PUMP STATION # 1							
602710	64010 PUMP STATION # 1 LABO	2,323	.00	2,323.00	2,623.16	.00	-300.16	112.9%*
602710	65200 PUMP STATION # 1 ELEC	5,000	.00	5,000.00	3,811.26	.00	1,188.74	76.2%*
602710	65480 PUMP STATION # 1 CONT	1,000	.00	1,000.00	669.39	.00	330.61	66.9%*
602710	65930 PUMP STATION # 1 ALAR	260	.00	260.00	200.48	.00	59.52	77.1%*
602710	66300 PUMP STATION # 1 SUPP	50	.00	50.00	.00	.00	50.00	.0%*
602710	66320 PUMP STATION # 1 PART	450	.00	450.00	192.68	.00	257.32	42.8%*
	TOTAL PUMP STATION # 1	9,083	.00	9,083.00	7,496.97	.00	1,586.03	82.5%
602711	PUMP STATION # 2							
602711	64010 PUMP STATION # 2 LABO	4,647	.00	4,647.00	2,418.29	.00	2,228.71	52.0%*
602711	65200 PUMP STATION # 2 ELEC	3,800	.00	3,800.00	1,988.53	.00	1,811.47	52.3%*
602711	65480 PUMP STATION # 2 CONT	900	.00	900.00	669.63	.00	230.37	74.4%*
602711	65930 PUMP STATION # 2 ALAR	300	.00	300.00	200.48	.00	99.52	66.8%*
602711	66300 PUMP STATION # 2 SUPP	100	.00	100.00	.00	.00	100.00	.0%*
602711	66320 PUMP STATION # 2 PART	500	.00	500.00	192.80	.00	307.20	38.6%*
	TOTAL PUMP STATION # 2	10,247	.00	10,247.00	5,469.73	.00	4,777.27	53.4%*
602712	PUMP STATION # 3							
602712	64010 PUMP STATION # 3 LABO	3,098	.00	3,098.00	1,298.02	.00	1,799.98	41.9%*



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602712 65200 PUMP STATION # 3 ELEC	2,000	.00	2,000.00	1,386.70	.00	613.30	69.3%
602712 65480 PUMP STATION # 3 CONT	6,000	.00	6,000.00	3,904.13	.00	2,095.87	65.1%
602712 65930 PUMP STATION # 3 ALAR	260	.00	260.00	200.48	.00	59.52	77.1%*
602712 66300 PUMP STATION # 3 SUPP	50	.00	50.00	.00	.00	50.00	.0%
602712 66320 PUMP STATION # 3 PART	650	.00	650.00	257.57	.00	392.43	39.6%
TOTAL PUMP STATION # 3	12,058	.00	12,058.00	7,046.90	.00	5,011.10	58.4%
602713 PUMP STATION # 4							
602713 64010 PUMP STATION # 4 LABO	2,323	.00	2,323.00	1,458.21	.00	864.79	62.8%
602713 65200 PUMP STATION # 4 ELEC	1,450	.00	1,450.00	816.13	.00	633.87	56.3%
602713 65480 PUMP STATION # 4 CONT	1,200	.00	1,200.00	1,975.13	.00	-775.13	164.6%*
602713 65930 PUMP STATION # 4 ALAR	300	.00	300.00	200.48	.00	99.52	66.8%
602713 66300 PUMP STATION # 4 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602713 66320 PUMP STATION # 4 PART	650	.00	650.00	294.74	.00	355.26	45.3%
TOTAL PUMP STATION # 4	5,948	.00	5,948.00	4,744.69	.00	1,203.31	79.8%
602714 PUMP STATION # 5							
602714 64010 PUMP STATION # 5 LABO	2,323	.00	2,323.00	1,763.05	.00	559.95	75.9%*
602714 65200 PUMP STATION # 5 ELEC	1,400	.00	1,400.00	661.02	.00	738.98	47.2%
602714 65480 PUMP STATION # 5 CONT	1,100	.00	1,100.00	669.63	.00	430.37	60.9%
602714 65930 PUMP STATION # 5 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602714 66300 PUMP STATION # 5 SUPP	50	.00	50.00	.00	.00	50.00	.0%
602714 66320 PUMP STATION # 5 PART	450	.00	450.00	294.78	.00	155.22	65.5%
TOTAL PUMP STATION # 5	5,583	.00	5,583.00	3,588.97	.00	1,994.03	64.3%
602715 PUMP STATION # 6							
602715 64010 PUMP STATION # 6 LABO	6,196	.00	6,196.00	13,725.21	.00	-7,529.21	221.5%*
602715 65200 PUMP STATION # 6 ELEC	16,000	.00	16,000.00	8,210.64	.00	7,789.36	51.3%
602715 65220 PUMP STATION # 6 WATE	1,000	.00	1,000.00	529.00	.00	471.00	52.9%
602715 65315 PUMP STATION GENERATO	800	.00	800.00	149.70	.00	650.30	18.7%
602715 65480 PUMP STATION # 6 CONT	4,725	.00	4,725.00	3,219.74	.00	1,505.26	68.1%
602715 65930 PUMP STATION # 6 ALAR	260	.00	260.00	270.49	.00	-10.49	104.0%*



graph solution

P 20  
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TOWN OF KITTERY  
MARCH MONTH-END FY18 GF/SEWER  
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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602715 66300 PUMP STATION # 6 SUPP	1,000	.00	1,000.00	209.60	.00	790.40	21.0%
602715 66320 PUMP STATION # 6 PART	3,050	.00	3,050.00	1,414.32	.00	1,635.68	46.4%
TOTAL PUMP STATION # 6	33,031	.00	33,031.00	27,728.70	.00	5,302.30	83.9%
602716 PUMP STATION # 7 (ELIOT)							
602716 64010 PUMP STATION # 7 LABO	4,647	.00	4,647.00	11,811.37	.00	-7,164.37	254.2%*
602716 65200 PUMP STATION # 7 ELEC	4,860	.00	4,860.00	3,440.51	.00	1,419.49	70.8%
602716 65220 PUMP STATION # 7 WATE	230	.00	230.00	176.91	.00	53.09	76.9%*
602716 65315 PUMP STATION GENERATO	425	.00	425.00	230.00	.00	195.00	54.3%
602716 65330 PUMP STATION # 7 CONT	4,784	.00	4,784.00	24,775.31	.00	-19,991.31	517.9%*
602716 65930 PUMP STATION # 7 ALAR	270	.00	270.00	200.49	.00	69.51	74.3%
602716 66300 PUMP STATION # 7 SUPP	50	.00	50.00	50.00	.00	0.00	100.0%
602716 66320 PUMP STATION # 7 PART	1,550	.00	1,550.00	8,676.07	.00	-7,126.07	559.7%*
TOTAL PUMP STATION # 7 (ELIOT)	16,816	.00	16,816.00	49,080.66	.00	-32,264.66	291.9%
602717 PUMP STATION # 8							
602717 64010 PUMP STATION # 8 LABO	6,196	.00	6,196.00	8,044.82	.00	-1,848.82	129.8%*
602717 65200 PUMP STATION # 8 ELEC	10,000	.00	10,000.00	6,499.88	.00	3,500.12	65.0%
602717 65220 PUMP STATION # 8 WATE	1,000	.00	1,000.00	344.50	.00	655.50	34.5%
602717 65315 PUMP STATION GENERATO	300	.00	300.00	263.50	.00	36.50	87.8%*
602717 65480 PUMP STATION # 8 CONT	8,850	.00	8,850.00	2,685.74	.00	6,164.26	30.3%
602717 65930 PUMP STATION # 8 ALAR	280	.00	280.00	200.49	.00	79.51	71.6%
602717 66300 PUMP STATION # 8 SUPP	500	.00	500.00	500.00	.00	0.00	100.0%
602717 66320 PUMP STATION # 8 PART	2,050	.00	2,050.00	1,168.51	.00	881.49	57.0%
TOTAL PUMP STATION # 8	29,176	.00	29,176.00	19,207.44	.00	9,968.56	65.8%
602718 PUMP STATION # 9							
602718 64010 PUMP STATION # 9 LABO	6,196	.00	6,196.00	2,745.11	.00	3,450.89	44.3%
602718 65020 PUMP STATION # 9 TELEP	600	.00	600.00	270.97	.00	329.03	45.2%
602718 65200 PUMP STATION # 9 ELEC	10,000	.00	10,000.00	4,885.47	.00	5,114.53	48.9%
602718 65220 PUMP STATION # 9 WATE	225	.00	225.00	117.94	.00	107.06	52.4%
602718 65315 PUMP STATION GENERATO	500	.00	500.00	146.64	.00	353.36	29.3%





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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602718 65480 PUMP STATION # 9 CONT	6,060	.00	6,060.00	4,638.97	.00	1,421.03	76.6%*
602718 65930 PUMP STATION # 9 ALAR	280	.00	280.00	200.49	.00	79.51	71.6%
602718 66300 PUMP STATION # 9 SUPP	120	.00	120.00	70.00	.00	50.00	58.3%
602718 66320 PUMP STATION # 9 PART	850	.00	850.00	15.39	.00	834.61	1.8%
TOTAL PUMP STATION # 9	24,831	.00	24,831.00	13,090.98	.00	11,740.02	52.7%
602719 PUMP STATION #10							
602719 64010 PUMP STATION #10 LABO	2,323	.00	2,323.00	2,463.41	.00	-140.41	106.0%*
602719 65200 PUMP STATION #10 ELEC	500	.00	500.00	794.48	.00	-294.48	158.9%*
602719 65480 PUMP STATION #10 CONT	1,000	.00	1,000.00	1,594.63	.00	-594.63	159.5%*
602719 65930 PUMP STATION #10 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602719 66300 PUMP STATION #10 SUPP	50	.00	50.00	.00	.00	50.00	.0%
602719 66320 PUMP STATION #10 PART	500	.00	500.00	1,202.79	.00	-702.79	240.6%*
TOTAL PUMP STATION #10	4,633	.00	4,633.00	6,255.80	.00	-1,622.80	135.0%
602720 PUMP STATION #11							
602720 64010 PUMP STATION #11 LABO	2,323	.00	2,323.00	1,439.11	.00	883.89	62.0%
602720 65200 PUMP STATION #11 ELEC	1,000	.00	1,000.00	759.08	.00	240.92	75.9%*
602720 65480 PUMP STATION #11 CONT	1,000	.00	1,000.00	669.63	.00	330.37	67.0%*
602720 65930 PUMP STATION #11 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602720 66300 PUMP STATION #11 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602720 66320 PUMP STATION #11 PART	550	.00	550.00	407.75	.00	142.25	74.1%
TOTAL PUMP STATION #11	5,158	.00	5,158.00	3,476.06	.00	1,681.94	67.4%
602721 PUMP STATION #12							
602721 64010 PUMP STATION #12 LABO	2,323	.00	2,323.00	1,280.42	.00	1,042.58	55.1%
602721 65200 PUMP STATION #12 ELEC	1,700	.00	1,700.00	441.35	.00	258.65	63.1%
602721 65480 PUMP STATION #12 CONT	1,000	.00	1,000.00	669.63	.00	330.37	67.0%*
602721 65930 PUMP STATION #12 ALAR	260	.00	260.00	745.49	.00	-485.49	286.7%*
602721 66300 PUMP STATION #12 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602721 66320 PUMP STATION #12 PART	400	.00	400.00	192.80	.00	207.20	48.2%
TOTAL PUMP STATION #12	4,708	.00	4,708.00	3,329.69	.00	1,378.31	70.7%



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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602722 PUMP STATION #13							
602722 64010 PUMP STATION #13 LABQ	4,647	.00	4,647.00	1,896.10	.00	2,750.90	40.8%
602722 65200 PUMP STATION #13 ELEC	5,700	.00	5,700.00	4,412.29	.00	1,287.71	77.4%*
602722 65480 PUMP STATION #13 CONT	2,000	.00	2,000.00	1,064.63	.00	935.37	53.2%
602722 65930 PUMP STATION #13 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602722 66300 PUMP STATION #13 SUPP	50	.00	50.00	.00	.00	50.00	.0%
602722 66320 PUMP STATION #13 PART	750	.00	750.00	222.80	.00	527.20	29.7%
TOTAL PUMP STATION #13	13,407	.00	13,407.00	7,796.31	.00	5,610.69	58.2%
602723 PUMP STATION #14							
602723 64010 PUMP STATION #14 LABQ	2,323	.00	2,323.00	755.01	.00	1,567.99	32.5%
602723 65200 PUMP STATION #14 ELEC	750	.00	750.00	624.79	.00	125.21	83.3%*
602723 65480 PUMP STATION #14 CONT	650	.00	650.00	669.63	.00	-19.63	103.0%*
602723 65930 PUMP STATION #14 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602723 66300 PUMP STATION #14 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602723 66320 PUMP STATION #14 PART	400	.00	400.00	294.79	.00	105.21	73.7%
TOTAL PUMP STATION #14	4,408	.00	4,408.00	2,544.71	.00	1,863.29	57.7%
602724 PUMP STATION #15							
602724 64010 PUMP STATION #15 LABQ	2,323	.00	2,323.00	853.87	.00	1,469.13	36.8%
602724 65200 PUMP STATION #15 ELEC	600	.00	600.00	441.50	.00	158.50	73.6%
602724 65480 PUMP STATION #15 CONT	1,000	.00	1,000.00	669.63	.00	330.37	67.0%
602724 65930 PUMP STATION #15 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602724 66300 PUMP STATION #15 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602724 66320 PUMP STATION #15 PART	400	.00	400.00	1,270.18	.00	-870.18	317.5%*
TOTAL PUMP STATION #15	4,608	.00	4,608.00	3,435.67	.00	1,172.33	74.6%
602725 PUMP STATION #16							
602725 64010 PUMP STATION #16 LABQ	2,323	.00	2,323.00	822.54	.00	1,500.46	35.4%



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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602725 65200 PUMP STATION #16 ELEC	700	.00	700.00	627.36	.00	72.64	89.6%*
602725 65480 PUMP STATION #16 CONT	700	.00	700.00	669.63	.00	30.37	95.7%*
602725 65930 PUMP STATION #16 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602725 66300 PUMP STATION #16 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602725 66320 PUMP STATION #16 PART	475	.00	475.00	294.79	.00	180.21	62.1%
TOTAL PUMP STATION #16	4,483	.00	4,483.00	2,614.81	.00	1,868.19	58.3%
602726 PUMP STATION #17							
602726 64010 PUMP STATION #17 LABO	2,323	.00	2,323.00	1,232.32	.00	1,090.68	53.0%
602726 65200 PUMP STATION #17 ELEC	800	.00	800.00	370.45	.00	429.55	46.3%
602726 65480 PUMP STATION #17 CONT	700	.00	700.00	1,052.13	.00	-352.13	150.3%*
602726 65930 PUMP STATION #17 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602726 66300 PUMP STATION #17 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602726 66320 PUMP STATION #17 PART	525	.00	525.00	2,238.26	.00	-1,713.26	426.3%*
TOTAL PUMP STATION #17	4,633	.00	4,633.00	5,093.65	.00	-460.65	109.9%
602727 PUMP STATION #18							
602727 64010 PUMP STATION #18 LABO	2,323	.00	2,323.00	996.65	.00	1,326.35	42.9%
602727 65200 PUMP STATION #18 ELEC	700	.00	700.00	538.71	.00	161.29	77.0%*
602727 65480 PUMP STATION #18 CONT	1,368	.00	1,368.00	669.63	.00	698.37	48.9%
602727 65930 PUMP STATION #18 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602727 66300 PUMP STATION #18 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602727 66320 PUMP STATION #18 PART	650	.00	650.00	294.79	.00	355.21	45.4%
TOTAL PUMP STATION #18	5,326	.00	5,326.00	2,700.27	.00	2,625.73	50.7%
602728 PUMP STATION #19							
602728 64010 PUMP STATION #19 LABO	2,323	.00	2,323.00	1,288.81	.00	1,034.19	55.5%
602728 65200 PUMP STATION #19 ELEC	415	.00	415.00	426.83	.00	-11.83	102.9%*
602728 65480 PUMP STATION #19 CONT	900	.00	900.00	2,094.63	.00	-1,194.63	232.7%*
602728 65930 PUMP STATION #19 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602728 66300 PUMP STATION #19 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602728 66320 PUMP STATION #19 PART	450	.00	450.00	8.40	.00	441.60	1.9%





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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL PUMP STATION #19	4,373	.00	4,373.00	4,019.16	.00	353.84	91.9%
602729 PUMP STATION #20							
602729 64010 PUMP STATION #20 LABO	2,323	.00	2,323.00	783.17	.00	1,539.83	33.7%
602729 65200 PUMP STATION #20 ELEC	200	.00	200.00	263.19	.00	-63.19	131.6%*
602729 65480 PUMP STATION #20 CONT	600	.00	600.00	669.63	.00	-69.63	111.6%*
602729 65930 PUMP STATION #20 ALAR	260	.00	260.00	200.49	.00	59.51	77.1%*
602729 66300 PUMP STATION #20 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602729 66320 PUMP STATION #20 PART	250	.00	250.00	8.40	.00	241.60	3.4%
TOTAL PUMP STATION #20	3,658	.00	3,658.00	1,924.88	.00	1,733.12	52.6%
602730 PUMP STATION #21							
602730 64010 PUMP STATION #21 LABO	3,098	.00	3,098.00	1,462.11	.00	1,635.89	47.2%
602730 65200 PUMP STATION #21 ELEC	2,400	.00	2,400.00	1,951.03	.00	448.97	81.3%*
602730 65315 PUMP STATION GENERATO	0	.00	.00	80.71	.00	-80.71	100.0%*
602730 65480 PUMP STATION #21 CONT	550	.00	550.00	1,050.34	.00	-500.34	191.0%*
602730 65930 PUMP STATION #21 ALAR	260	.00	260.00	745.49	.00	-485.49	286.7%*
602730 66300 PUMP STATION #21 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602730 66320 PUMP STATION #21 PART	450	.00	450.00	705.26	.00	-255.26	156.7%*
TOTAL PUMP STATION #21	6,783	.00	6,783.00	5,994.94	.00	788.06	88.4%
602731 PUMP STATION #22							
602731 64010 PUMP STATION # 22 LAB	4,647	.00	4,647.00	2,613.53	.00	2,033.47	56.2%
602731 65200 PUMP STATION # 22 ELEC	1,200	.00	1,200.00	965.18	.00	234.82	80.4%*
602731 65480 PUMP STATION # 22 CON	600	.00	600.00	1,747.69	.00	-1,147.69	291.3%*
602731 65930 PUMP STATION # 22 ALA	260	.00	260.00	200.49	.00	59.51	77.1%*
602731 66300 PUMP STATION # 22 SUP	25	.00	25.00	35.25	.00	-10.25	141.0%*
602731 66320 PUMP STATION # 22 PAR	500	.00	500.00	8.40	.00	491.60	1.7%
TOTAL PUMP STATION #22	7,232	.00	7,232.00	5,570.54	.00	1,661.46	77.0%
602732 PUMP STATION #23							
602732 64010 PUMP STATION # 23 LAB	2,323	.00	2,323.00	1,649.35	.00	673.65	71.0%



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TOWN OF KITTEERY  
MARCH MONTH-END FY18 GF/SEWER  
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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602732 65200 PUMP STATION # 23 ELE	1,600	.00	1,600.00	527.39	.00	1,072.61	33.0%
602732 65480 PUMP STATION # 23 CON	550	.00	550.00	1,492.74	.00	-942.74	271.4%*
602732 65930 PUMP STATION #23 ALA	260	.00	260.00	200.49	.00	59.51	77.1%*
602732 66300 PUMP STATION #23 SUPP	25	.00	25.00	.00	.00	25.00	.0%
602732 66320 PUMP STATION # 23 PAR	450	.00	450.00	8.40	.00	441.60	1.9%
TOTAL PUMP STATION #23	5,208	.00	5,208.00	3,878.37	.00	1,329.63	74.5%
602733 PUMP STATION #24							
602733 64010 PUMP STATION # 24 LAB	3,098	.00	3,098.00	986.72	.00	2,111.28	31.9%
602733 65200 PUMP STATION # 24 ELE	600	.00	600.00	578.65	.00	21.35	96.4%*
602733 65480 PUMP STATION # 24 CON	550	.00	550.00	792.74	.00	-242.74	144.1%*
602733 65930 PUMP STATION # 24 ALA	260	.00	260.00	200.49	.00	59.51	77.1%*
602733 66300 PUMP STATION # 24 SUP	25	.00	25.00	.00	.00	25.00	.0%
602733 66320 PUMP STATION # 24 PAR	600	.00	600.00	68.25	.00	531.75	11.4%
TOTAL PUMP STATION #24	5,133	.00	5,133.00	2,626.85	.00	2,506.15	51.2%
602750 TREATMENT PLANT							
602750 64010 TREATMENT PLANT LABOR	173,130	.00	173,130.00	132,119.10	.00	41,010.90	76.3%*
602750 64019 PLANT MAINT LABOR	78,106	.00	78,106.00	32,041.95	.00	46,064.05	41.0%
602750 64030 OVERTIME	43,294	.00	43,294.00	20,220.95	.00	23,073.05	46.7%
602750 64050 MAINE STATE RETIREMEN	28,144	.00	28,144.00	25,530.60	.00	2,613.40	90.7%*
602750 64060 FICA EMPLOYER SHARE	21,767	.00	21,767.00	19,404.27	.00	2,362.73	89.1%*
602750 65015 CELLULAR PHONE	0	.00	.00	62.95	.00	-62.95	100.0%*
602750 65020 TREATMENT PLANT TELEP	3,276	.00	3,276.00	2,336.73	.00	939.27	71.3%
602750 65040 TREATMENT PLANT EDUCA	5,200	.00	5,200.00	2,212.31	.00	2,987.69	42.5%
602750 65200 TREATMENT PLANT ELECT	100,000	.00	100,000.00	73,573.27	.00	26,426.73	73.6%
602750 65220 TREATMENT PLANT WATER	4,172	.00	4,172.00	2,439.99	.00	1,732.01	58.5%
602750 65230 TREATMENT PLANT FUEL	15,792	.00	15,792.00	7,239.92	.00	8,552.08	45.8%
602750 65310 TREATMENT PLANT MOTOR	48,743	.00	48,743.00	24,239.00	.00	24,504.00	49.7%
602750 65316 TREATMENT PLANT GENER	2,240	.00	2,240.00	290.74	.00	1,949.26	13.0%
602750 65410 TREATMENT PLANT COMPU	7,998	.00	7,998.00	2,376.11	.00	5,621.89	29.7%
602750 65480 TREATMENT PLANT OTHER	49,600	.00	49,600.00	41,646.73	.00	7,953.27	84.0%*
602750 65500 TREATMENT PLANT BLDG	2,000	.00	2,000.00	545.29	.00	1,454.71	27.3%
602750 65700 TREATMENT PLANT EXPEN	2,000	.00	2,000.00	173.51	.00	1,826.49	8.7%
602750 65930 ALARMS	2,000	.00	2,000.00	200.38	.00	1,799.62	10.0%
602750 65955 TREATMENT PLANT SLUDG	120,645	.00	120,645.00	79,444.93	.00	41,200.07	65.9%



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TOWN OF KITTEERY  
MARCH MONTH-END FY18 GF/SEWER  
QUARTER 3

FOR 2018 09

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602750 66010 TREATMENT PLANT OFFIC	24,670	.00	24,670.00	18,695.27	.00	5,974.73	75.8%*
602750 66300 TREATMENT PLANT SUPPL	2,900	.00	2,900.00	2,090.91	.00	809.09	72.1%
602750 66340 LABORATORY CHEMICALS/	11,945	.00	11,945.00	4,876.54	.00	7,068.46	40.8%*
602750 66400 TREATMENT PLANT REPAI	1,000	.00	1,000.00	1,003.42	.00	-3.42	100.3%*
602750 66410 TREATMENT PLANT REPAI	20,000	.00	20,000.00	21,039.30	.00	-1,039.30	105.2%*
602750 66420 TREATMENT PLANT TOOL/E	25,000	.00	25,000.00	28,781.51	.00	-3,781.51	115.1%*
602750 66450 TREATMENT PLANT CHEMI	100,000	.00	100,000.00	53,944.25	.00	46,055.75	53.9%*
602750 66520 TREATMENT PLANT SAFET	0	.00	.00	13,643.23	.00	-13,643.23	100.0%*
TOTAL TREATMENT PLANT	893,622	.00	893,622.00	610,173.16	.00	283,448.84	68.3%
602760 SEWER GENERAL OPERATING							
602760 64011 TOWN MANAGER SALARY	29,540	.00	29,540.00	22,261.46	.00	7,278.54	75.4%*
602760 64012 SUPERINTENDENT SALARY	83,226	.00	83,226.00	64,072.00	.00	19,154.00	77.0%*
602760 64013 OFFICE CLERK SALARY	45,698	.00	45,698.00	34,948.37	.00	10,749.63	76.5%*
602760 64031 SALARY & POSITION ADJ	14,000	.00	14,000.00	.00	.00	14,000.00	.0%
602760 64050 MAINE STATE RETIREMEN	12,377	.00	12,377.00	9,505.92	.00	2,871.08	76.8%*
602760 64051 ICMA EMPLOYER SHARE	1,772	.00	1,772.00	1,324.92	.00	447.08	74.8%
602760 64060 FICA EMPLOYER SHARE	12,122	.00	12,122.00	8,763.21	.00	3,358.79	72.3%
602760 64070 WORKERS COMPENSATION	14,461	.00	14,461.00	12,574.77	.00	1,886.23	87.0%*
602760 64090 MAJOR MEDICAL INSURAN	130,540	.00	130,540.00	132,518.45	.00	-1,978.45	101.5%*
602760 64091 DENTAL INSURANCE	1,198	.00	1,198.00	1,022.91	.00	175.09	85.4%*
602760 64092 DISABILITY INSURANCE	3,999	.00	3,999.00	2,962.40	.00	1,036.60	74.1%
602760 65101 MMA RISK POOL	33,350	.00	33,350.00	25,226.00	.00	8,124.00	75.6%*
602760 65350 SWEET END RENT	22,900	.00	22,900.00	17,175.00	.00	5,725.00	75.0%
602760 65430 AUDIT SERVICES	3,400	.00	3,400.00	3,900.00	.00	-500.00	114.7%*
602760 66035 ABSTRACTS & LIENS - S	0	.00	.00	426.00	.00	-426.00	100.0%*
602760 68060 DEBT SERVICE	849,215	.00	849,215.00	160,397.29	.00	688,817.71	18.9%
TOTAL SEWER GENERAL OPERATING	1,257,798	.00	1,257,798.00	497,078.70	.00	760,719.30	39.5%
TOTAL SEWER FUND	0	.00	.00	205,358.79	.00	-205,358.79	100.0%
TOTAL REVENUES	-2,423,589	.00	-2,423,589.00	-1,158,115.01	.00	-1,265,473.99	
TOTAL EXPENSES	2,423,589	.00	2,423,589.00	1,363,473.80	.00	1,060,115.20	
GRAND TOTAL	0	.00	.00	-1,424,504.46	.00	1,424,504.46	100.0%

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



Town of Kittery  
Fund Balances - Capital Projects and Special Revenues  
For the month ending March 31, 2018

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2017	Transfers YE FY17	Transfers FY18	CIP Appropriation 7/1/2017	YTD Expense	YTD Revenue	Ending Fund Balance
<b>Special Revenues (Grants, Designated Accounts, etc)</b>									
SR	2006	Additional Snow and Ice Expenses	1,504.29				(1,504.29)		-
SR	2012	Fire Hazmat Spill Recovery Fees	4,236.12				(465.96)		3,770.14
SR	2013	GMH Fire/Police Protection	482.75		(482.75)				-
SR	2014	Police Grants	24.18				(2,502.00)	2,502.00	24.18
SR	2028	Ballot Machines	6,078.00						6,078.00
SR	2032	ASA Applicant Code	30,265.54				(33,938.44)	47,161.49	43,488.59
SR	2038	Kittery Block Party	22,743.97				(24,110.48)	13,725.00	12,358.49
SR	2056	Concerts in the Park	2,846.91				(2,600.00)		246.91
SR	2059	Conservation Comm	972.02						972.02
SR	2060	Wetland mitigation	25,156.00						25,156.00
SR	2063	Kittery Community Center (KCC) Donations	13,617.29				(1,389.07)	15,503.62	27,731.84
SR	2066	Police Forfeiture	59,296.57				(548.08)	894.38	59,642.87
SR	2068	Fort Foster Bench Donations	12,635.11				(1,848.78)	75.00	10,861.33
SR	2069	Boating Infrastructure Grant (BIG)	1,583.71						1,583.71
SR	2071	D.A.R.E	216.03						216.03
SR	2074-43603	TIF District #3	54,279.76				(8,011.24)		46,268.52
SR	2074-67502	TIF District #2	167,627.84						167,627.84
SR	2076	Wave Mitigation - Pepperrell Cove	4,000.00		(4,000.00)				-
SR	2077	Brownfields Grant	(1,372.32)		5,041.15		(3,668.83)		-
SR	2079	Spurce Creek 319 PH4 Grant	687.35				(5,261.50)	6,926.23	2,352.08
SR	2081	Channel 22 (PEG) Capital Funding	431,999.99				(39,119.78)	83,623.57	476,503.78
SR	2082	KCC Playgrounds						64,718.36	64,718.36
SR	2091	FEIMA Flood Maps Ins Rate Appeal	20,000.00				(29,955.00)	8,187.00	-1768
SR	2092	Dispatch Center	(1,000.00)		1,000.00				-
SR	4001-67500/43600	State Aid to Roads General	452,058.26		(128,597.50)		(2,400.00)	155,664.00	476,724.76
SR	4001-67502/43602	Whipple Road Improvements	275,744.70		27,292.10		(1,581.66)		301,455.14
SR	4001-67503/43603	Memorial Circle Improvements	233,109.44		10,000.00		(1,957,124.68)	1,771,736.17	57,720.93
SR	4001-67508/43608	Walker/Wentworth	-		91,305.40				91,305.40
SR	4030	Public Safety Impact Fees	61,461.04				(21,843.65)	57,461.68	97,079.07
SR	2093	LWCF Grant - Emery Field Phase 1	41,230.54				(241,632.24)	163,587.09	(36,814.61)
SR	2210	Ogden KCC Grant	30,000.00				(7,200.00)		22,800.00
SR	2301	Billable Police Details	-				(430.62)	320.00	(110.62)
		<b>Total Special Revenue</b>	<b>1,951,485.09</b>	<b>-</b>	<b>1,558.40</b>	<b>-</b>	<b>(2,387,136.32)</b>	<b>2,392,085.59</b>	<b>1,957,992.76</b>
<b>CIP Bonds</b>									
CP	2036	Kittery Community Center Bonds	373.48						373.48
CP	2085	2016 Municipal Projects	24,255.35					1,474.20	25,729.55
<b>CIP Programs</b>									
SR	2022	Compensated Absences	36,981.90	170,767.00			(59,629.43)		148,119.47
CP	2033	Property Revaluation	3,478.91		(3,478.91)				-
CP	2053	Pier Construction	(69,309.58)			35,646.00			(33,663.58)
CP	2057	Open space	59,047.00						59,047.00

Town of Kittery  
Fund Balances - Capital Projects and Special Revenues  
For the month ending March 31, 2018

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2017	Transfers YE FY17	Transfers FY18	CIP Appropriation 7/1/2017	YTD Expense	YTD Revenue	Ending Fund Balance
CP	2078	Athletic Fields Master Plan (Design)	37,142.34			25,000.00			62,142.34
CP	2080	Comprehensive Plan Update	25,000.00		(25,000.00)				-
CP	4000	KCC Annex & Econ Dev	6,397.12		(6,397.12)				256,848.04
CP	4002	Right of Way Reserve (inc 4005, 4006, 4008, 2090)	813,921.17			200,000.00	(757,073.13)		20,700.00
CP	4011	KCC Vehicle Reserve	14,700.00			6,000.00			103,410.51
CP	4012	Public Works Vehicles/Equipment (inc. 4009, 4014, 4015, 4023)	114,335.79			500,000.00	(510,925.28)		293,165.19
CP	4013	Fire Apparatus Reserve	181,862.19			159,750.00	(48,447.00)		113,360.20
CP	4017	MS4 Compliance Reserve	104,869.40			10,000.00	(1,509.20)		17,098.02
CP	4018	KPA Boat Reserve	1,997.02			7,500.00		7,601.00	5,056.73
CP	4019	KCC Equipment Reserve	7,068.73			5,000.00	(7,012.00)		18,949.77
CP	4020	Municipal Technology Reserve	23,951.39			35,000.00	(40,001.62)		15,179.60
CP	4022	Police Vehicle/Equipment	4,450.94			113,000.00	(104,387.34)	2,116.00	10.13
CP	4026	Records Preservation	12.13			10,000.00	(10,002.00)		200,374.96
CP	4027	Municipal Facility Reserve (was Roof Maintenance)	170,772.47		6,817.63	50,000.00	(27,215.14)		20,845.45
CP	4031	Public Safety Base Station Radio Replace	20,845.45						-
CP	4037	Fire Dept SCBAs	493.02		(493.02)				4,720.64
CP	4043	Parks Building & Grounds (inc 4016)	3,875.47			20,000.00	(19,154.83)		28,573.17
CP	4051	KCC Facility Reserve	23,700.00			10,000.00	(5,126.83)		21,461.88
CP	4053	Pepperell Cove Paving/Utilities	21,461.88			13,000.00	(22,295.00)		28,391.00
CP	4055	Port Authority Equipment Reserve (inc 4052)	37,686.00			57,667.00	(11,539.62)		131,837.72
CP	4056	Fire Dept Equipment Reserve	85,217.32		493.02				-
CP	4057	RT 1 Bypass & RT 1 Two Way Plan	2,500.00		(2,500.00)				(27,758.00)
CP	4100	Fire Dept Facility Reserve (was Boiler Replacements)	36,340.00				(64,098.00)		20.00
CP	4110	PW Sign Shed	20.00						1,057.00
CP	4115	KPA Pepperell Cove Railings & Lights	1,057.00			50,000.00	(7,505.00)		63,354.50
CP	4116	KPA Facility Reserve (was Gov Pier)	6,386.50	10,473.00	4,000.00				70,000.00
CP	4122	Zoning Recodification and GIS Upgrade			25,000.00	45,000.00			10,000.00
CP	4120	Rice and Taylor Lighting				10,000.00			6,740.00
CP	4121	Rice Beam Replacement				6,740.00			
Total Capital Projects			1,800,890.39	181,240.00		1,369,303.00	(1,695,921.42)	11,191.20	1,665,144.77

Town of Kittery  
Fund Balances - Capital Projects and Special Revenues  
For the month ending March 31, 2018

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2017	Transfers YE FY17	Transfers FY18	CIP Appropriation 7/1/2017	YTD Expense	YTD Revenue	Ending Fund Balance
<b>School Capital Projects</b>									
SCH	1001	School Facility Reserve	128,330.13			50,000.00	(44,128.81)		134,204.32
SCH	1002	School Equipment Reserve	102,821.37			40,000.00	(33,581.38)		109,060.01
SCH	1003	School Technology Reserve	26,428.00			40,000.00	(28,386.81)		38,039.19
SCH	1004	School Vehicle Reserve	7,719.07			10,000.00			17,719.07
<b>Total School Capital Projects</b>			<b>265,096.57</b>	<b>-</b>	<b>-</b>	<b>140,000.00</b>	<b>(106,073.98)</b>	<b>-</b>	<b>299,022.59</b>
<b>TOTAL GENERAL OPERATIONS</b>									
			<b>4,017,472.05</b>	<b>181,240.00</b>		<b>1,509,303.00</b>	<b>(4,189,131.72)</b>	<b>2,403,276.79</b>	<b>3,922,160.12</b>
<b>Permanent Funds (Scholarship Funds/Trust Funds)</b>									
PF	5001	Connie Samuels Beautification Fund	58,600.93						58,600.93
PF	5002	Public Health	27,275.44						27,275.44
PF	5003	York Hospital Scholarship	12,188.65				(12,347.00)	18,500.00	18,321.65
PF	5005	Lester Raynes Fund	9,228.16						9,228.16
PF	5007	Thresher Memorial Fund	2,650.10				(1,681.03)	120.00	1,089.07
PF	5010	Kittery Education Scholarship Fund	6,073.60				(5,500.00)	7,846.52	8,220.12
PF	5021	Cemetery	5,297.35				(12,800.00)		(7,302.65)
<b>Total Permanent Funds</b>			<b>121,294.23</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(32,128.03)</b>	<b>26,266.52</b>	<b>115,432.72</b>
<b>Enterprise Fund (Sewer)</b>									
ER	2900	Sewer Impact fees	490,715.46				(3,375.00)	119,115.00	606,455.46
ER	2901	Sewer Betterment	116,946.97					21,636.08	138,583.05
ER	2902	Sewer Safety Grants	-				(1,756.00)	1,756.00	-
ECP	4900	Sewer Vehicle Reserve	166,938.33						166,938.33
ECP	4901	Sewer Depreciation (Capital Reserve)	239,300.51				(85,882.50)		153,418.01
<b>Total Enterprise Funds</b>			<b>1,013,901.27</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(91,013.50)</b>	<b>142,507.08</b>	<b>1,065,394.85</b>
<b>GRAND TOTAL ALL FUNDS</b>			<b>5,152,667.55</b>	<b>181,240.00</b>	<b>-</b>	<b>1,509,303.00</b>	<b>(4,312,273.25)</b>	<b>2,572,050.39</b>	<b>5,102,987.69</b>



**Kittery Town Council  
March 26, 2018  
Regular Meeting – 6:00 p.m.  
Council Chambers**

1. Call to order: Chairperson Lemont called the meeting to order at 6:00 p.m.

2. Introductory: Chairperson Lemont read the introductory.

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

4. Roll call: Answering the roll were Councilors Frank Dennett, Jeffrey Pelletier, Jeffrey Thomson, Matthew Brock, Gary Beers, Vice-Chairperson Charles Denault and Chairperson Kenneth Lemont.

Chairperson Lemont said he would like to take this opportunity to introduce to the Town Council, as well as the public, the new Town Clerk, Nicole Maurice, and asked her if she would care to say a few things. He said he would have to limit her to three minutes.

Nicole Maurice came up to the podium and said that she is excited to be here with everyone and she has big shoes to fill with Maryann. She said this is where she was looking to be and everyone is welcome to come to see her. She said that she has the encyclopedia teaching her with Maryann's 29 years of knowledge and there is a lot, but she is taking it all in.

Chairperson Lemont said he knows he speaks for the entire Council when he says they look forward to working with Ms. Maurice.

5. Agenda Amendment and Adoption: Chairperson Lemont asked if there were any adjustments to the agenda. Vice-Chairperson Denault said he had something, but he will take care of it later. Chairperson Lemont said, without objection, he would cast one vote for acceptance of the agenda as presented.

6. Town Manager's Report:

Town Manager Amaral said that the Comprehensive Plan in Council's packets includes the comments from the Town Council and members of the public following the Council's workshop. She said the updated Executive Summary is also included. She said that public hearing notice has been advertised, as required by State law, for 30 days and the public hearing will be held at 6:00 p.m. on April 24<sup>th</sup>. She said people will be able to provide comments on the overall Comprehensive Plan as well as the Executive Summary. She said the revised version will be sent to the State to make sure nothing has been significantly changed and will be coming back in the summer to put on the November ballot, with Town Council approval.

Town Manager Amaral said the Foreside parking study has been completed and the Working Group will be meeting to develop an action plan. She said they are making progress with the goals set out in the study and members are working on finalizing the plan which will go through the Planning Board for their recommendation to the Town Council for adoption.

Town Manager Amaral said they have a new Director of Planning and Development, which is a new position, Adam Causey, who comes from Georgia, where he served as the Community and Economic Development Director. She said Mr. Causey will be taking a skilled approach to handling the functions

of the office and promoting growth for the town. She said Mr. Causey has a Masters' in Public Administration and will be starting on April 17<sup>th</sup>.

Town Manager Amaral said that the 10<sup>th</sup> Annual Kittery Community Center auction will be held on April 6<sup>th</sup> at 6:00 p.m. in the Regatta Room in Eliot and the 2015-20125 Comp Plan Update Public Hearing will be held on April 24<sup>th</sup> at 6:00 p.m. in the Council Chambers.

Chairperson Lemont asked if Councilors had any questions for the Town Manager.

Councilor Dennett said that if the Comprehensive Plan goes on the ballot in November, and April 24<sup>th</sup> is the public hearing, that is roughly six months before the vote, which seems like a long time.

Town Manager Amaral said the Council will be having a public hearing over the summer.

Councilor Dennett said that there will be two public hearings.

7. Acceptance of Previous Minutes: February 26<sup>th</sup> and March 12<sup>th</sup>, 2018

Chairperson Lemont cast one vote to accept the minutes of February 26, 2018 as amended.

Chairperson Lemont cast one vote to accept the minutes of March 12<sup>th</sup> as amended.

8. Interviews for the Board of Appeals and Planning Board: none

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

(030218-1) The Kittery Town Council moves to recognize the Town Clerk, Maryann Place for 29 years of service and to name the town vault the "Maryann Place Municipal Archives."

**CHAIRPERSON LEMONT MOVED THAT THE KITTERY TOWN COUNCIL RECOGNIZES THE TOWN CLERK, MARYANN PLACE FOR HER 29 YEARS OF SERVICE AND TO NAME THE TOWN VAULT THE "MARYANN PLACE MUNICIPAL ARCHIVES." VICE-CHAIRPERSON DENAULT SECONDED THE MOTION.**

Chairperson Lemont asked if there was any discussion.

Councilor Beers believed the motion should be amended to say "29+" years.

Chairperson Lemont thanked Ms. Place, on behalf of the entire Council, for all the work she has done for the town. He said it was very touching when her grandchildren asked her questions and her daughter spoke at her retirement party. He said he would like to give her a bouquet of flowers and asked that she have her picture taken with the Town Council. He handed the flowers to Ms. Place and the plaque that will go on the wall outside the vault.

**ROLL CALL VOTE WAS TAKEN, 7-0, SEVEN IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

After taking a few photos of Ms. Place with the Town Council and Town Manager, she went to the podium.

Ms. Place said this being her last Town Council meeting, she wanted to thank Council for all the time they have spent working together. She said it has been such a pleasure and she really enjoyed this part of her job duties, doing the agenda, every aspect of her job. She said it has been wonderful to serve the town and it is such an honor to receive the plaque.

10. PUBLIC HEARINGS.

a. (030218-2) The Kittery Town Council moves to approve an application from The View at Pepperrell Cove, LLC, 88 Pepperrell Road, Kittery Point, ME 03905 for a Victualer's License for The View, 88 Pepperrell Road.

Chairperson Lemont said the Code Enforcement Officer has conducted the inspection and determined the establishment is in compliance with the Town Code. He said the public hearing notice has been posted as required.

Chairperson Lemont opened the public hearing at 6:19 p.m. and asked if anyone wished to speak to, for, or against the application. Hearing none, he closed the public hearing.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE AN APPLICATION FROM THE VIEW AT PEPPERRELL COVE LLC, 88 PEPPERRELL ROAD, KITTERY POINT FOR A VICTUALER'S LICENSE FOR THE VIEW, 88 PEPPERRELL ROAD, SECONDED BY COUNCILOR PELLETIER.**

Chairperson Lemont asked if there was any discussion.

Councilor Brock wanted to acknowledge again that this is yet another milestone for the Pepperrell Cove group and said way to go, keep it up and thanked them.

**ROLL CALL VOTE WAS TAKEN, 7-0, SEVEN IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

b. (030218-3) The Kittery Town Council moves to approve an application from Lexie's Seasonal, 56 Lincoln Street, Exeter, NH 03833 for a Victualer's License for Lexie's Burger Bus, 10 Shapleigh Road.

Chairperson Lemont said the public hearing notice has been posted as required. He opened the public hearing at 6:20 p.m. and asked if anyone wished to speak to, for or against the application. Hearing none, he closed the public hearing.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE AN APPLICATION FROM LEXIE'S SEASONAL, 56 LINCOLN STREET, EXETER, NH FOR A VICTUALER'S LICENSE FOR LEXIE'S BURGER BUS, 10 SHAPLEIGH ROAD. COUNCILOR PELLETIER SECONDED THE MOTION.**

Chairperson Lemont asked if there was any discussion.

Councilor Thomson had one quick question. He said on the first line the applicant indicates "LLC" and wanted to know if that should be sole proprietor?

Ms. Place said she will check and see what is there.

**ROLL CALL VOTE WAS TAKEN, 7-0, SEVEN IN FAVOR, NONE OPPOSED, MOTION CARRIES.**



c. (030218-4) The Kittery Town Council moves to approve an application from The View at Pepperrell Cove, LLC 88 Pepperrell Road, Kittery Point, ME 03905 for a Special Activity Amusement Permit for The View, 88 Pepperrell Road.

Chairperson Lemont said the Code Enforcement Officer has conducted an inspection and determined the establishment is in compliance with the Town Code. He said the public hearing notice has been posted as required.

Chairperson Lemont opened the public hearing at 6:22 p.m. and asked if anyone wished to speak to, for or against the application. Hearing none, he closed the public hearing.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE AN APPLICATION FROM THE VIEW, 88 PEPPERRELL ROAD, KITTERY POINT, FOR A SPECIAL ACTIVITY AMUSEMENT PERMIT FOR THE VIEW, 88 PEPPERRELL ROAD. VICE-CHAIRPERSON DENAULT SECONDED THE MOTION.**

Chairperson Lemont asked if there was any discussion.

Councilor Dennett wanted to know if someone representing the applicant is here?

Donna Ryan said she was present.

Councilor Dennett said the question he had relating to the music, was the DJ, or Live Band limited to a specific portion of function space, the building has two floors, but there would not be any music outside the building, is that correct?

Ms. Ryan said they will be performing at Frisbee's Wharf, but that is a different license.

Councilor Dennett said in this entity, there will be no outside entertainment.

Ms. Ryan replied that is correct.

**ROLL CALL VOTE WAS TAKEN, 7-0, SEVEN IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

d. (030218-5) The Kittery Town Council moves to approve an application from BNKittery LLC, 57 State Road, Kittery, ME 03904 for a Special Activity Amusement Permit for The Farm Bar & Grille, 57 State Road.

Chairperson Lemont said the Code Enforcement Officer has conducted the inspection and determined that the establishment is in compliance with the Town Code. He said that the public hearing notice has been posted as required.

Chairperson Lemont opened the public hearing at 6:25 p.m. and asked if anyone wished to speak to, for or against the application. Hearing none, he closed the public hearing.

**COUNCILOR THOMSON MOVED THE KITTERY TOWN COUNCIL APPROVE AN APPLICATION FROM BNKITTERY LLC, 57 STATE ROAD, KITTERY, ME FOR A SPECIAL ACTIVITY AMUSEMENT PERMIT FOR THE FARM BAR & GRILLE, 57 STATE ROAD. COUNCILOR PELLETIER SECONDED THE MOTION.**

Chairperson Lemont asked if there was any discussion.

Councilor Dennett wanted to know if there was anyone present this evening who represents this organization? {There was no one present.}

Councilor Dennett said if not, the question he wanted to ask is will there be any outside entertainment? He said since no one is present to answer his question, he will abstain from voting.

**ROLL CALL VOTE WAS TAKEN. 6-0-1, WITH SIX VOTING IN FAVOR, NONE OPPOSED AND ONE ABSTENTION (COUNCILOR DENNETT). MOTION CARRIES.**

11. DISCUSSION

a. by members of the public

Chairperson Lemont asked if anyone wished to speak about any items on the agenda, and if so, to please respect the three-minute time limit.

Judy Spiller, Kittery Point, said she would like to encourage Council's endorsement of the Parks Management Plan. She said she is speaking on behalf of the Friends of Fort Foster, with almost 200 members of the group. She said they have been meeting for a year and a half and are interested in the stewardship of Fort Foster. She complimented the Parks Commission with their efforts. She said they are out there very day and Officer Hackett helps with the dogs and does a nice job addressing this issue. She said their motto is "stoop to scoop" and there has been little dog poop.

Ms. Spiller hoped that Council would vote in favor of the Parks Management plan.

David Lincoln, Shepard's Cove, had a suggestion for Town Council to consider. He said later in the program they will hear George Dow talk about the Economic Development Committee. He said he has been on that Committee maybe too long but has seen it move from a board where we started spending time with organizational stuff and not getting much done to a very effective group under the chairmanship of George Dow. He said every member of the group has specific knowledge, experience and skill in relevant areas and is willing to be proactive in what they are doing.

Mr. Lincoln said he knows Council has a procedure when they appoint people to fill a vacant position on a Committee has been discussed ad nauseum. He said, several years ago, when Councilor Denault, along with the Chair of the Parks Commission met me at the Irving truck stop and interviewed me in terms of what I could bring to the Parks Commission and had he been to enough Parks Commission meetings. He said that the procedure for having a Councilor and Chair interview applicants is vital to make sure that whoever fills the vacancy, is going to be a part of a very effective team.

Mr. Lincoln suggested that Council should consider modifying the procedure of taking the first person from the list, especially if the Councilor and Chairman of the Economic Development Committee do not feel that the person has the experience, skill or knowledge to participate as part of an effective team, then they should find a way to defer that person's application.

c. Chairperson's response to public comments

Chairperson Lemont asked if anyone else cared to speak at this time, and hearing none, closed the public comments section. He thanked Ms. Spiller for her comments and hoped everyone was listening to what she said. He said he would take her comments under advisement.

Chairperson Lemont said he appreciated Mr. Lincoln's thoughts and comments on the EDC and it sounds like it is an effective group.

Chairperson Lemont said that it may be uncomfortable for the Chair or Councilor to say that the person does not have the skills or experience, but they do have the responsibility to agree or not agree to put someone on a board so that we get the best, qualified people.

12. UNFINISHED BUSINESS – none

13. NEW BUSINESS

a. Donations /gifts received for Council disposition: none

b. (030218-6) The Kittery Town Council moves to approve the disbursement warrants.

Chairperson Lemont asked Councilor Beers if the town and sewer payables were in due form.

Councilor Beers said they were.

Chairperson Lemont asked if the School Payable warrant was in due form and Councilor Thomson said that they were.

**COUNCILOR BEERS MOVED THAT THE FOLLOWING DISBURSEMENT WARRANTS BE PAID: TOWN PAYABLE IN THE AMOUNT OF \$175,752.78; SEWER PAYABLE IN THE AMOUNT OF \$2,540.84 AND SCHOOL PAYABLE IN THE AMOUNT OF \$380,149.41 AND \$141,225.38 FOR A TOTAL OF \$659,668.41, SECONDED BY COUNCILOR THOMSON. ALL WERE IN FAVOR BY A VOICE VOTE, MOTION CARRIES.**

c. (030218-7) The Kittery Town Council moves to approve an application from The View at Pepperrell Cove, LLC, 88 Pepperrell Road, Kittery Point, ME 03905 for a Malt, Vinous and Spirituous Liquor License for The View, 88 Pepperrell Road.

Chairperson Lemont said that the Code Enforcement Officer has conducted the inspection and determined the establishment is in compliance with the Town Code.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE AN APPLICATION FROM THE VIEW AT PEPPERRELL COVE, LLC, 88 PEPPERRELL ROAD, KITTERY POINT FOR A MALT, VINOUS AND SPIRITUOUS LIQUOR LICENSE FOR THE VIEW, 88 PEPPERRELL ROAD. COUNCILOR PELLETIER SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN, SEVEN IN THE AFFIRMATIVE, NONE IN THE NEGATIVE, MOTION CARRIES.**

d. (030218-8) The Kittery Town Council moves to approve a renewal application from JKrestaurants, LLC, 5 Melanies Court, Kittery ME 0-3904 for a Malt, Vinous and Spirituous Liquor License for Rudders Public House, 70 Wallingford Square.

Chairperson Lemont said that the Code Enforcement Officer has conducted the inspection and determined that the establishment is in compliance with the Town Code.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE A RENEWAL APPLICATION FROM JKRESTAURANTS LLC, 5 MELANIES COURT, KITTERY, FOR A MALT, VINOUS AND SPIRITUOUS LIQUOR LICENSE FOR RUDDERS PUBLIC HOUSE, 70 WALLINGFORD SQUARE. COUNCILOR PELLETIER SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN WITH SEVEN IN AFFIRMATIVE, NONE IN THE NEGATIVE, MOTION CARRIES.**



e. (030218-9) The Kittery Town Council moves to receive a report from the Economic Development Committee.

George Dow said let's all thank David Lincoln, who spoke earlier regarding the Committee. He said they have "turned a corner" over the last few years. He said that Mr. Lincoln is a long-time member of the Economic Development Committee and thanked him.

Mr. Dow said the EDC Dashboard, which is in Council's packets, has helped them focus on specific areas in the community, and for those people who are not aware would be the Business Park, Foreside, the Kittery Outlet Malls, Route 1 North and Route 1 By-pass. He said the Town Council's packet is available on line and citizens can look at the EDC's report as well as the EDC dashboard.

Mr. Dow said the Committee is made up of several members, a few are Civil Engineers, who are engaged in the community, and are able to bring that expertise and those individuals are involved in those particular discussions. He said they have business owners who bring their ideas on how to better serve the residents of Kittery in a mindful way.

Mr. Dow said that Tom Emerson presented a discussion on Affordable Workforce Housing and participated with Councilor Brock. He said they have met with SOLBIT Business Works which manufactures solar panels, looking at ways to capture nature's power and putting it back through the grid to benefit the town. He said they have been investigating a business forum and discussing internally, looking at PR for local businesses who have just started up in town. He said they are more of an advocacy group, they do not have authority, but they get behind different developments happening in town.

Mr. Dow said they were involved with the Business Park zoning amendments and that the Town Manager is a fantastic partner, helping to bring the EDC's interests and working with other groups in town not concerned with land use.

Mr. Dow said that he is excited about the new Director of Planning and Economic Development because this individual will be a huge part of the work with planning and the Economic Development Committee. He said it is good to have a person like that, engaged, who can move things forward and thanked the Town Manager.

Mr. Dow said he is looking forward to continue to work with these individuals. He said on behalf of David Lincoln, it has been a great partnership and he encourages people to sign up. He said they have a great group and come to a meeting.

Mr. Dow said that, finally, he would like to thank Maryann Place and that it has been a pleasure, as Councilor and board member, to work with her and he will truly miss her.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL RECEIVE THE QUARTERLY REPORT, WITH GRATITUDE, FROM THE ECONOMIC DEVELOPMENT COMMITTEE, SECONDED BY VICE-CHAIRPERSON DENAULT. ALL WERE IN FAVOR BY A VOICE VOTE, AYE. MOTION CARRIES.**

f. (030218-10) The Kittery Town Council moves to adopt the 5-year Park Management Plan.

**COUNCILOR BEERS MOVED THAT THE KITTERY TOWN COUNCIL ADOPT THE 2018-2023 FIVE-YEAR PARKS MANAGEMENT PLAN, SECONDED BY VICE-CHAIRPERSON DENAULT.**

Chairperson Lemont asked if there was any discussion.

Councilor Thomson said he will for this, and appreciated the work done by the Parks Commission after the workshop that they had last month. He also felt that they cannot wait another five years to discuss the issue, again, of our four-legged friends. He said they should take a lesson from Rye and York and other communities to see what they have done regarding dogs in other recreational spaces. He said he hoped they could come up with a solution for dog owners.

**ALL WERE IN FAVOR BY A VOICE VOTE, AYE. MOTION CARRIES.**

g. (030218-11) The Kittery Town Council moves to appoint a Councilor to serve on the KCC Board of Directors until 12/31/21.

Chairperson Lemont said he spoke with Councilor Pelletier who indicated he would like to serve on this board.

**VICE-CHAIRPERSON DENAULT MOVED THAT THE KITTERY TOWN COUNCIL APPOINT COUNCILOR PELLETIER TO SERVE ON THE KCC BOARD OF DIRECTORS UNTIL 12/31/21, SECONDED BY COUNCILOR BROCK.**

Chairperson Lemont asked if there was any discussion.

Councilor Thomson wanted to say, since he is leaving the Board, that it has been a very fulfilling journey for him personally. He said he hoped everyone saw the article about the addition of the work space which can be utilized at the Center as well as renting conference room space. He said dynamic changes are happening there.

Councilor Thomson said he was going to steal a little of the Town Manager's thunder by mentioning the proposed FY'19 budget for the Kittery Community Center is \$1.2 million dollars, which is a lot; however, on the revenue side \$972,000 will be realized in this coming year, which makes up 81% of the KCC's operating costs. He said for \$228,000 on the tax bill, the citizens of Kittery have a pretty incredible facility available to them.

Councilor Thomson said he is happy to pass the baton to Councilor Pelletier to find the other 19%.

Vice-Chairperson Denault said it may not be the right time but wanted to thank Councilor Thomson for his six years serving on the KCC Board of Directors and a lot of that is his testimony to what he has done as well.

Chairperson Lemont said it is the right time and thanked Councilor Denault for mentioning that.

Councilor Beers wanted to express his gratitude, on behalf of the entire community, to Councilor Thomson over the past several years in his leadership in those endeavors in the course of so many years. He said he was here in 2010-2012 when Frisbee School was converted, thanks to the leadership of Chair Lemont and Councilor Pelletier who were on the School Board at the time and gave us that opportunity to establish a Board of Directors – which has far exceeded their expectations at that time. He thanked Councilor Thomson for his role on the KCC Board.

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

Chairperson Lemont thanked Councilor Pelletier for stepping up to serve on the Board.

h. (030218-12) The Kittery Town Council moves to appoint a representative to meet with the Chair of the KCC Board of Directors to interview Jean Lincoln for her re-appointment to that board until 12/31/21.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL RE-APPOINT JEAN LINCOLN TO THE KCC BOARD OF DIRECTORS UNTIL 12/31/21, WITHOUT BENEFIT OF AN INTERVIEW. COUNCILOR BEERS SECONDED THE MOTION.**

Chairperson Lemont asked if there was any discussion.

Councilor Dennett said he was somewhat surprised by the motion to proceed without an interview and asked Mr. Lincoln how did this stand with him.

Chairperson Lemont asked Councilor Dennett why he was asking a member of the public to respond to this.

Mr. Lincoln asked Councilor Dennett to speak up.

Councilor Dennett read the motion that Councilor Thomson made, which was seconded by Councilor Beers, regarding the reappointment of Jean Lincoln without the necessity of an interview.

Mr. Lincoln replied he thought that motion is out of order, and that an interview should happen. He said there should be a discussion with Mrs. Lincoln as to what her contributions will be in the future. He said he has reservations that she is a very effective member of the Board.

Councilor Dennett said then he will vote yes on her re-appointment.

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

i. (030218-13) The Kittery Town Council moves to authorize the Kittery Fire Station Association to post road signs at locations in the community to advertise the annual Pancake Breakfast and 5K Road Race on Saturday May 19<sup>th</sup>, and Sunday, May 20<sup>th</sup>, 2018 and to hang a banner across Rogers Road advertising the 5K Road Race and a banner on York Hospital's outside wall on the corner of Walker Street and Route 1 to advertise both events from May 1<sup>st</sup> through May 21, 2018.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL AUTHORIZE THE KITTERY FIRE STATION ASSOCIATION TO POST ROAD SIGNS AT LOCATIONS IN THE COMMUNITY TO ADVERTISE THE ANNUAL PANCAKE BREAKFAST AND 5K ROAD RACE ON SATURDAY, MAY 19<sup>TH</sup> AND SUNDAY, MAY 20<sup>TH</sup> 2018 AND TO HANG A BANNER ACROSS ROGERS ROAD ADVERTISING THE 5K ROAD RACE AND A BANNER ON YORK HOSPITAL'S OUTSIDE WALL ON THE CORNER OF WALKER STREET AND ROUTE ONE TO ADVERTISE BOTH EVENTS FROM MAY 1<sup>ST</sup> THROUGH MAY 21<sup>ST</sup>, 2018. COUNCILOR PELLETIER SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

j. (030218-14) The Kittery Town Council moves to appoint John McCollett as the Shellfish Warden until 12/31/21.



**COUNCILOR BEERS MOVED THAT THE KITTERY TOWN COUNCIL APPOINT JOHN MCCOLLETT AS SHELLFISH WARDEN UNTIL 12/31/21, SECONDED BY COUNCILOR THOMSON.**

Chairperson Lemont asked if there was any discussion.

Councilor Dennett said the town has recently gone through recodification as requested by the Town Manager and there is nothing locally in our ordinance or Charter that allows Council to appoint a Shellfish Warden. He said it appears that Council is taking its cue from State law, however, in his opinion, he suggested that they amend Shellfish Conservation Commission on how appointments will be made. He said this does not have to be done immediately, but it will have to come up at some point in the future.

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

k. (030218-15) The Kittery Town Council moves to establish and approve the charges for the three Library Committees.

Chairperson Lemont asked the Town Manager if she would like to comment.

Town Manager Amaral said she met with the Library Board of Directors to talk through a number of items and work out those issues. She said that these three charges have been before Council and what is being proposed is (1) a working group to assist with the transition of the Library as a department of the town; (2) a Library Building Committee, similar to other building committees and (3) the Taylor Building Committee, which will look at what ultimately will be happening with this building.

Town Manager Amaral said they revised the composition of the groups which addressed the concerns made by Councilor Dennett and have gotten a conclusion.

**COUNCILOR THOMSON MOVED THE THREE LIBRARY COMMITTEES BE ESTABLISHED AS RECOMMENDED BY THE TOWN MANAGER. COUNCILOR BEERS SECONDED THE MOTION.**

Chairperson Lemont asked if there were any Councilors who wished to discuss this.

Councilor Brock said he has two issues where clarification would be helpful and the first is under the Taylor Building, "8" the last item: "the Taylor Building Committee will dissolve upon completion of the sale" and suggested adding "or other disposition of the Taylor Building." He said it the sale may be appropriate or maybe another action would be taken and the second change suggested for clarification is the item that the language needs to be adjusted is where it specifies that the Town Manager, Library Director and Finance Director are ex-officio members. He said it was his understanding that they will remain as voting members and it would be helpful to say that. suggested adding "will remain voting members of the Committee." He said those are his two proposed changes.

Councilor Beers seconded the amendment to the motion.

Chairperson Lemont asked for any discussion on the amended motion.

Councilor Dennett said they are dealing with a motion and a second and thanked Councilor Brock for bringing those two things up, however, on the Taylor Building, adding the Finance Director and Town Manager as voting members makes 10 people voting and there is an awful big chance for a tie.

Councilor Brock said his understanding is that everyone will get along but in the unlikely event that might occur, then he is open to suggestions. He said originally there were 9 members, 2 residents, Councilor Thomson proposed 3, but if you need an odd number, go back to the original language.

Councilor Beers said this committee will be making recommendations and if there happens to be a 5-5 tie, it would convey the message of some sort, but to have an actual number, in this case, has no bearing on the outcome.

Chairperson Lemont asked for a vote on the original motion.

**ALL WERE IN FAVOR BY A VOICE VOTE, MOTION CARRIES.**

Chairperson Lemont asked for a roll call vote on the original motion as amended.

**ROLL CALL VOTE WAS TAKEN WITH SIX IN FAVOR, ONE IN THE NEGATIVE (COUNCILOR DENNETT), MOTION CARRIES.**

#### 14. COUNCILOR ISSUES OR COMMENTS

Councilor Brock said they held the forum on Workforce Affordable Housing and comments were well-received. He said they will have to discuss what happens next. He said they are in the process of forming an ad hoc group to get further input and make that happen.

Councilor Thomson said he had one item which he hoped to get Council support. He said they had a workshop with MDOT and MTA engineers regarding the deck of the high-level bridge, which has to be done. He said he understood that and dealing with the detours but what concerns him is that they kept referring to it as the "forever" bridge. He said there is no planning on anybody's radar screen in Augusta regarding the next steps and access to and from seacoast New Hampshire and the State of Maine.

Councilor Thomson said planning for the high-level bridge began in 1962. He said after 22 years that the inter-state bridge came into operation, they realized that what existed was not adequate. He said the first spade of dirt was turned over in 1968 and the high-level bridge opened on November 1<sup>st</sup>, 1972.

Councilor Thomson said look what has taken place with the Sarah Mildred Long bridge replacement, and he hopes it opens, but they only replaced the structure when it had to be replaced. He said there have been no improvements made to the entrance and exit to the State of Maine.

Councilor Thomson said the roads of Kittery this summer, and as far as we can see, will not be any better than what we have seen in recent years. He said the residents are sentenced to a life-time of never leaving their homes on Sundays for 6+ months of the year. He said that he and his wife walk to Portsmouth, which is not the case for a lot of residents. He said businesses such as Carl's, the Golden Harvest, Terra Cotta and Beach Pea as well as the new Mixed-Use neighborhood will be affected by the constant traffic on Sundays.

Councilor Thomson said he cannot get his head around the fact that no one is looking forward to the next steps, which is, at a minimum, a 10-year process, and the permitting that exists today, which didn't exist in the 60's, he dares to say will be longer. He would like to ask the Town Manager, through the Chair, to correspond with the appropriate individuals in Augusta and may be even the Federal highway authorities to see if we can have a session in the Fall to talk about the long-term solutions because there needs to be one. He said this is unacceptable to the residents.

Chairperson Lemont asked the other Councilors and there was a consensus to proceed. He asked that Councilor Thomson meet with the Town Manager to fine tune that.

Vice-Chairperson Denault said he had a few items and this will get sadder as he goes along. He said that he and Councilor Dennett set up a meeting with the Shellfish Conservation Commission members and the Chair but the Chair had to cancel due to an unexpected issue. He said they are trying to get that done this week.

Vice-Chairperson Denault would like to ask the Town Manager, through the Chair, to see if we can get the Boston Cane status, as well as the status of the LED streetlights.

Vice-Chairperson Denault acknowledged the recent passing of several residents: John Pearson, Karen Smith, Michael Smith, Mary Louise Howard Dennett and Richard Bondi.

Vice-Chairperson Denault said he has received a lot of calls about the School budget posted on their website. He said residents are concerned about the additional bus routes and raises for administration which will mean a 50% increase in the mill rate. He said he is looking for feedback and asked Council to go on the School's website. He told residents to remember that Council is here for them and said that Council should ask to have a public hearing sooner rather than later.

15. COMMITTEE AND OTHER REPORTS – None

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

16. EXECUTIVE SESSION - None

17. ADJOURNMENT

**VICE-CHAIRPERSON DENAULT MOVED TO ADJOURN THE MEETING AT 7:14 P.M., SECONDED BY COUNCILOR THOMSON, BUT IN HONOR OF MARYANN PLACE'S DEDICATED YEARS OF SERVICE TO THE TOWN OF KITTERY, REQUESTED A ROLL CALL VOTE BE TAKEN.**

Councilor Dennett said he would rather honor her before they adjourn and thanked Ms. Place.

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

Respectfully submitted,

Barbara Boggiano  
Recording Secretary.



**KITTERY TOWN COUNCIL  
REGULAR MEETING  
APRIL 9, 2018**

1. Call to Order: Chairperson Lemont called the meeting to order at 6:05 p.m.
  2. Introductory: Chairperson Lemont read the introductory.
  3. Pledge of Allegiance: Chairperson Lemont led those present in the Pledge of Allegiance.
  4. Roll Call: Answering the roll were Councilors Frank Dennett, Jeffrey Pelletier, Jeffrey Thomson, Gary Beers, Matthew Brock, Vice-Chair Charles Denault and Chair Kenneth Lemont.
  5. Agenda Amendment and Adoption: Chairperson Lemont cast one vote to accept the agenda as presented.
  6. Town Manager's Report: Town Manager Amaral updated Council on the damage to the path along the beach at Fort Foster, but we have wonderful volunteers who are clearing out the debris. She said the path still needs to be restored at an estimated cost of \$81,400, which is not in the budget nor covered by funds in the Parks Reserve Account. She said the Governor has declared an emergency and FEMA funds will come to the communities for the damage done by the storm for replacement or repair. She said they don't know what the figure is yet but the town did get funds from a couple of years ago. She said because of the delay, FEMA may not release the funds for a year.
- Town Manager Amaral said Chief Soucy, Chief O'Brien and Lt. Desjardins have been meeting with her regarding the implementation of the emergency dispatch protocols for Fire and Emergency Medical and they expect a third mandate from the State for the Police Dept. She said in order to meet the requirements to be compliant they will need to purchase software, estimated at \$34,000 and training for the staff to become certified EFD dispatchers. She said in 2019 they expect to implement the Emergency Police Dispatch protocols, which will require an additional software purchase and certification training.
- Town Manager Amaral said she is happy to report they are on the next phase of the grant and that the Office of Economic Adjustment has assigned a Project Manager to the Joint Land Use Study application between the town and Shipyard for funding to address our traffic planning. She said she will be meeting with her on April 10<sup>th</sup> to make sure that we are consistent with what the Shipyard is looking for. She said we all know a lot of traffic is generated through the Shipyard and they realize they need to help us with planning and coming up with a solution to better serve the residents. She said that it is a good step and Capt. Hunt and his team have been supportive.
- Town Manager Amaral said the appointments to the Library Committees are on the agenda for a vote and she will be advertising on Channel 22 and the town's website for public input. She said they will make recommendations to Council and have a four-week deadline for interested applicants.
- Town Manager Amaral said that Chief O'Brien has been working on the LED Street Light Conversion and has prepared a draft RFP to purchase kits from CMP. She said the payback will be significant, but they have to go through the process.
- Town Manager Amaral said that Councilor Denault had made a request on variable speed signs and she reported that one was donated from New York. She said they will purchase two more. She said they will be looking to identify locations over time.

Town Manager Amaral asked everyone to join her in congratulating Linda Driscoll who has been promoted to Lead Dispatcher. She said that Linda has been with the Police Dept. for 30+ years.

Town Manager Amaral announced a couple of upcoming dates: the Yardscaping/Sustainable Lawn Care Practices Workshop will be on April 12<sup>th</sup> at 6:30 pm, at Traip Academy, sponsored by the Kittery Adult Education and the 2015-2025 Comp Plan Update Public Hearing will be here in the Council Chambers at 6:00 p.m. on April 24<sup>th</sup>.

Chairperson Lemont asked if there were any questions for the Town Manager from the Council.

Councilor Dennett, through the Chair said he presumes the implementation of the emergency dispatch protocols comes down from Augusta, but asked if it is an unfunded mandate?

Town Manager Amaral replied yes, it comes from Augusta and it is a funded mandate for PCAP's. She said we pay York, and York is funded to implement the protocols; however, we are not a PCAP.

Councilor Brock, through the Chair, said, with respect to the damage at Fort Foster, that it is likely it could take a year before the town could get the funds for repair. He said they are going to have a season where people will be walking along the shore and he wanted to know if the path would be safe for people to walk on if it is not fully restored.

Town Manager Amaral responded it is safe for people to walk on.

Councilor Brock asked if she thought that it would be okay and they could get by for a year?

Town Manager Amaral replied yes, they could.

7. Acceptance of Previous Minutes: none

8. Interview for the Board of Appeals and Planning Board: none

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

a. (040918-1) The Kittery Town Council moves to receive a presentation from Eric Waddell, Superintendent of Schools on the FY'19 School Budget.

Chairperson Lemont thanked Supt. Waddell for the workshop with the School Committee held last Monday and said it was very helpful.

Supt. Waddell said he heard Council talk about their high school experiences in Kittery and there has been some time since they have been in the schools, he wanted to show them a brief video of the three schools. He said that Jeremy Clifford helped him with the presentation and set the video to music.

Supt. Waddell said he will give an overview of the budget and handouts which were in Council's packets. He said he will not go through all of them but will reference them for Council's review.

Supt. Waddell read Commitments A & B and said they help to guide them throughout the school year. He gave some examples: the establishment of the Kittery Civil Rights Advisory Council; continued development of the proficiency-based learning model; renewed attention to customized learning to enhance student engagement and a revised graduation policy.

Supt. Waddell said enrollment is right around the 1100 mark with 20% being military students; 17% receiving Special Services and one quarter of the economically disadvantaged students are receiving free or reduced cost lunches. He said enrollment has remained stable since 2006.

Supt. Waddell said there has been a 3.32% increase in expenses from FY'18, which results in a 3.25% increase to taxpayers. He said the total amount of \$554,221.28 is due to an increase in COLA, 1:1 lap tops and the new five-year transportation contract. He said staffing changes reflected in the final \$147,000 made it through the vetting process.

Supt. Waddell highlighted some staffing changes and noted some additions came after an analysis of their and the students' needs. He said they realized a net savings of nearly \$73,000. He said when he joined Traip Academy as Principal he put together a five-year plan so the students are prepared for any job involving critical thinking or collaboration and to assure that the teachers have the resources they need. He said our schools are committed to a high level of learning.

Supt. Waddell thanked the Council and said he would answer any questions.

Chairperson Lemont asked if there were any questions.

Councilor Thomson said he appreciated the video introductions but would have felt more at home if the music was the Beach Boys or the Monkees. He wanted to know how does Supt. Waddell envision the half-time Assistant Principal at Shapleigh?

Supt. Waddell responded that Allyn Hutton first introduced the Assistant Principal and we have had a full-time Assistant Principal at both schools. He said Katelyn Beach will remain at Shapleigh School. He said Allie Gamache can serve as Assistant Principal and have a half-time Assistant Principal at Mitchell, but he is not sure if they will have part-time during the day. He said it will be a unique position but he is hoping it would attract an administrator who is contemplating retirement.

Chairperson Lemont said to follow-up on Councilor Thomson's comments, he would have preferred the Beach Boys if he had a choice, when they went to school. He asked why is there a full-time Assistant Principal at Shapleigh and why not half-time at Shapleigh and half-time at Mitchell School?

Supt. Waddell responded that they tried that model for two years and she never seemed to be in the right building at the right time and we found it was very difficult for her. He said they found they can meet the needs of the schools with the part-time Assistant Principal at Mitchell School.

Vice-Chairperson Denault thanked Supt. Waddell and said he had a couple of quick questions. He said he is concerned about the budget and how Supt. Waddell talked about transportation. He said one of the things he is concerned about is the safety of the children and wanted to know whether this was in the wording of the bus transportation.

Supt. Waddell replied they certainly would not offer a contract to a vendor who was not safe.

Vice-Chairperson Denault asked Supt. Waddell if he was aware of any incidents in 2012 of a bus driver who put the children in jeopardy?

Supt. Waddell responded they did have an incident but worked closely with the company to resolve the issue and staff were eliminated.

Vice-Chairperson Denault asked if he was confident to move forward with this company.



Supt. Waddell said he is confident and this is not unique to Kittery schools, there is a major shortage of bus drivers. He said they tend to move around to different school districts where they can find a higher rate of pay. He said he is more confident with this contract than they have been and that the bus driver's longevity is important.

Vice-Chairperson Denault said he has supported the school budget for many years, and he is talking to Supt. Waddell with deep respect; however, he wants to make sure that my thoughts are out there that he has big concerns with this budget. He said he cannot locate funds that talk about suicide prevention. He said last week a letter was sent to the Town Manager reporting what was read that students considering or attempted suicides dropped in half and are below State average, which is positive. He said the decrease could be contributed to the fact there are less students reporting that they feel sad.

Vice-Chairperson Denault said he looked through the budget to make sure and be proactive going forward with the budget to spell out where that money is so people can track it and to have it in the budget as measured progress. He said the top ten reasons included being bullied, feeling hopeless, and the point he is trying to get across is to address this issue.

Vice-Chairperson Denault said that the School Administrators are getting too big a raise and he was just stating his opinion. He said what he sees is an increase in wages for administrators and the addition of two new positions. He said as a Councilor he feels they are not being fiscally responsible to the taxpayers. He said Allyn Hutton had accomplished this and when asked, she came back with a budget at 1.7%.

Vice-Chairperson said that two weeks ago the budget was coming in at 4.23% higher and was brought to the public's attention and now it is 3.2%. He said he really would want to know what would happen in another two weeks. He said he supports the schools but wanted to know with parents dealing with kids and drugs, and alcohol abuse and suicide, how is that being addressed.

Chairperson Lemont asked if there were any more questions. Hearing none, he thanked Supt. Waddell.

## 10. PUBLIC HEARINGS

a. (040918-2) The Kittery Town Council moves to approve an application from Festina Lente LLC, 1 Government Street, Kittery ME 03904 for a Victualers License for Festina Lente, 1 Government Street.

Chairperson Lemont said that the Code Enforcement Officer has conducted the inspection and the establishment is in compliance with the Town Code.

He opened the public hearing at 6:54 pm and asked if anyone wished to speak to, for or against the application. Hearing none, he closed the public hearing.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE AN APPLICATION FROM FESTINA LENTE LLC, ONE GOVERNMENT STREET, KITTERY, MAINE FOR A VICTUALER'S LICENSE FOR FESTINA LENTE, ONE GOVERNMENT STREET. COUNCILOR PELLETIER SECONDED THE MOTION.**

Chairperson Lemont asked if there was any discussion.

Councilor Dennett said he was surprised when he saw the application. He remembered back when he took Latin at Traip Academy, he wasn't very good with it and barely made it through, but it reminded me of the favorite saying of Caesar Augustus, and the words have stuck with him. He said he is very appreciative.

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

**11. DISCUSSION**

**a. By members of the public**

George Dow, Bartlett Road, Kittery Point thanked Supt. Waddell for his presentation tonight. He said it is very clear that the students have an opportunity to get educated and this is a solid budget. He said the Town Council attended the workshop this evening, and he understood the impact that this may have on certain individuals, but looking at the tax on municipal spending, some might consider taxes to be too high for some taxpayers. He said that being a former Councilor, one thing he felt from a budget standpoint, the responsibility is based on the mill rate.

Mr. Dow said they cannot pass a budget solely on that without looking at the service they are providing. He said they have to look into the marrow of the infrastructure and everyone knows things go up. He said to think about those municipal staff members who provide a service, and going through the budget, must have had foresight to add the CIP program. He said that Councilor Beers started that years ago.

Mr. Dow said not to base this budget solely on a number, or what it will cost without looking at what it will provide to the community and remember that services come at an expense. He thanked the Council.

**c. Chairperson's response to public comments**

Chairperson Lemont thanked Mr. Dow for his thoughts and said Council will take them under advisement.

**12. UNFINISHED BUSINESS - none**

**13. NEW BUSINESS**

**a. Donations/gifts received for Council disposition:**

- The Kittery Town Council moves to accept \$8,187.00 for the FEMA Flood Map Process to be deposited in account #2091-43600 FEMA Flood Maps Ins. Rate Appeal.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL ACCEPT \$8,187.00 FOR THE FEMA FLOOD MAP PROCESS, RECEIVED FROM THE FOLLOWING INDIVIDUALS, BE DEPOSITED IN ACCT. # 2091-43600 FEMA FLOOD MAPS INSURANCE RATE APPEAL:**

- **FERGUS REID, \$1,000**
- **JOANNE MOYNIHAN, \$100**
- **SUZANNE FEDERECK, \$500**
- **SEAWARD FAMILY, \$500**
- **ANDREW DICKINSON, \$187**
- **DONALD CRAIG, \$250**
- **R.W. BISIG, \$200**
- **CONCETTA STRACUZZI, \$100**
- **CRESTONE NEEDLE, \$200**

- JANET CLAUSER, \$250
- KENNETH CRAIG, \$500
- JOYCE TRACKSLER, \$200
- MARY THRON, \$500
- CHRISTINE ROBICHAUD, \$200
- W.D. HOWELLS, \$3,000
- KAREN SALTUS, \$500

**COUNCILOR PELLETIER SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN, SEVEN IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

- b. (040918-3) The Kittery Town Council moves to approve the disbursement warrants.

Chairperson Lemont asked Councilor Beers if the Town and Sewer payables are in due form. Councilor Beers said that they are.

Chairperson Lemont asked Councilor Pelletier if the School payable was in due form and he replied that it is.

Chairperson Lemont read the amounts of the Town, Sewer and School warrants for a total of \$687,349.57.

**COUNCILOR THOMSON MOVED THAT THE DISBURSEMENT WARRANTS BE PAID AS FOLLOWS: TOWN PAYABLE IN THE AMOUNT OF \$335,099.12; SEWER IN THE AMOUNT OF \$20,164.34 AND SCHOOL PAYABLE IN THE AMOUNT OF \$332,086.11. COUNCILOR PELLETIER SECONDED THE MOTION. ALL WERE IN FAVOR BY A VOICE VOTE, MOTION CARRIES.**

- c. (040918-4) The Kittery Town Council moves to give preliminary approval on the FY '19 School Budget and schedule a public hearing on May 7<sup>th</sup> to adopt the FY'19 School Budget and to schedule the Budget Validation Referendum Election for June 12, 2018.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL GIVE PRELIMINARY APPROVAL ON THE FY'19 SCHOOL BUDGET AND SCHEDULE A PUBLIC HEARING ON MAY 7<sup>TH</sup> TO ADOPT THE FY'19 SCHOOL BUDGET IN THE TOTAL AMOUNT OF \$17,229,230.40 AS SUBMITTED THIS EVENING. COUNCILOR PELLETIER SECONDED THE MOTION.**

Chairperson Lemont asked if there were any questions.

Councilor Dennett said the motion should not entirely inclusive of this request and it should be two separate motions, one would be the preliminary approval of the proposed budget and the other would be to schedule a public hearing for the referendum June 12<sup>th</sup>.

Councilor Thomson and Councilor Pelletier were agreeable to two separate motions.

Chairperson Lemont said they can do that and asked for a roll call vote on the Kittery Town Council giving preliminary approval on the FY'19 School Budget.

**ROLL CALL VOTE WAS TAKEN ON THE KITTERY TOWN COUNCIL GIVING PRELIMINARY APPROVAL OF THE FY'19 SCHOOL BUDGET, 5 VOTING IN FAVOR, TWO IN OPPOSITION (COUNCILOR DENNETT AND VICE-CHAIRPERSON DENAULT), MOTION CARRIES.**



Chairperson Lemont asked for a Roll Call vote on the Kittery Town Council scheduling a public hearing on May 7<sup>th</sup> to adopt the FY'19 School Budget in the total amount of \$17,229,230.40 and to place on the ballot for the Budget Validation Referendum Election on June 12<sup>th</sup>.

**ROLL CALL VOTE WAS TAKEN ON THE KITTERY TOWN COUNCIL SCHEDULING A PUBLIC HEARING ON MAY 7<sup>TH</sup> TO ADOPT THE FY 19 SCHOOL BUDGET AND TO PLACE ON THE BALLOT FOR THE JUNE 12<sup>TH</sup> BUDGET VALIDATION REFERENDUM ELECTION, SEVEN IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

Councilor Thomson said, for the record, he will not be in town on May 7<sup>th</sup> for the Special Meeting and if he was, he would vote to move that forward to the June 12<sup>th</sup> ballot, for what it's worth.

d. (040918-5) The Kittery Town Council moves to approve a new application from Festina Lente LLC, 1 Government Street, Kittery, ME for a Malt, Vinous, and Spirituous Liquor License for Festina Lente, 1 Government Street.

**VICE-CHAIRPERSON DENAULT MOVED THAT THE KITTERY TOWN COUNCIL APPROVE THE APPLICATION FROM FESTINA LENTE LLC, ONE GOVERNMENT STREET, KITTERY, ME FOR A MALT, VINOUS AND SPIRITUOUS LIQUOR LICENSE FOR FESTINA LENTE, ONE GOVERNMENT STREET. COUNCILOR THOMSON SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

e. (040918-6) The Kittery Town Council moves to approve a pole permit license for Central Maine Power to erect 1 new pole on Shapleigh Road/Route 236, 98 feet from the start of 1 Dion Avenue.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE THE POLE PERMIT LICENSE FOR CENTRAL MAINE POWER TO ERECT ONE NEW POLE ON SHAPLEIGH ROAD/ROUTE 236 98 FEET FROM THE START OF ONE DION AVENUE, AS REQUESTED. COUNCILOR PELLETIER SECONDED THE MOTION. ALL WERE IN FAVOR BY A VOICE VOTE, AYE. MOTION CARRIES.**

f. (040918-7) The Kittery Town Council moves to review and finalize the wording on the Warrant Articles for the June 12, 2018 Town Meeting Secret Ballot Election and make its recommendations on each article.

**COUNCILOR THOMSON MOVED THAT THE TOWN COUNCIL APPROVE THE WORDING ON WARRANT ARTICLES 2-9 FOR THE JUNE 12, 2018 TOWN MEETING SECRET BALLOT ELECTION, AND KEEPING IN PAST PRACTICE, ALL VOTES BE RECORDED AS 7-0. COUNCILOR BROCK SECONDED THE MOTION.**

**COUNCILOR THOMSON MOVED TO AMEND THE WORDING ON WARRANT ARTICLE 9 SO THAT IT READS: "SHALL THE TOWN VOTE TO AUTHORIZE TOWN COUNCIL TO TRANSFER AN AMOUNT NOT TO EXCEED \$450,000 FROM THE UNASSIGNED FUNDS (UNENCUMBERED SURPLUS) AND TO APPROPRIATE AND EXPEND UP TO \$450,000 FOR THE REPLACEMENT OF THE GOVERNMENT STREET WHARF FOR COMMERCIAL AND LEISURE USE," AND, ALSO, UNDER EXPLANATION, THAT THE SECOND SENTENCE BE AMENDED TO READ: "A WEIGHT RESTRICTION NEEDED TO BE PLACED ON THE PIER FOR SAFETY PURPOSES, REDUCING THE USABILITY AS A WORKING WATERFRONT FOR FISHERMEN, OTHER COMMERCIAL USERS AND THE GENERAL PUBLIC."**

**COUNCILOR PELLETIER SECONDED THE MOTION.**

**ROLL CALL VOTE WAS TAKEN ON THE AMENDED MOTION, 7-0, SEVEN VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

Chairperson Lemont said the main motion is now before us and wanted to know if there was any discussion.

Councilor Dennett said he questions why this item is on the agenda for a vote. He said, according to Sec. 14.3 of the Town Charter, unless there is an emergency appropriation, under 6.09 (2) no appropriation shall be greater than \$125,000 from unencumbered surplus, but this will put us well below 2 ½ months of unencumbered surplus, which we have tried to maintain for the past several years. He said, in his opinion, this item is not viable.

Councilor Beers said that Sec. 14.3 relates to the provisions under Title 30-A, which he read, and cited subparagraph 4. He said he interpretation made by legal counsel in 2009 examined this consideration when they discussed the dedicated reserve funds to purchase a fire truck. He said this is a legitimate request and they have not had 2 ½ months of unencumbered surplus for the last 9 years. He said they used funds for mosquito spraying and that was the same year when Jon Carter introduced the 8 provisions. He said it is the same principle for this expenditure and should let the voters decide.

Councilor Dennett said he must offer a rebuttal to the example of mosquito spraying. He said the limitation of the operating budget only applies to the acquisition of real property, motor vehicles or equipment, or repair, renovation or new construction of buildings or structures, which this is. He said mosquito spraying does not come under that.

Councilor Beers said he does not disagree. He said \$50,000 is appropriated from unencumbered surplus and read §5 any appropriation greater than \$125,000 is actually irrelevant. He said if the Town Council recommends this be put on the Warrant Article to use the unencumbered surplus is a legitimate action.

Councilor Dennett said he agrees to a point, but over the years have gone over our extension and places the unencumbered surplus in a precarious position. He said to proceed will only exacerbate the problem and he thinks it is time to stop.

Councilor Beers said the annual audit for all years since 2009 has approximately two months of unencumbered surplus in the operating budget, which meets the requirements for government accounting and is more than adequate. He said it would not put the town in jeopardy. He said this has been incorporated in the 2002 revision of the Town Charter.

**ROLL CALL VOTE TAKE ON MAIN MOTION – SIX VOTING IN FAVOR, ONE OPPOSITION (COUNCILOR DENNETT), MOTION CARRIES.**

Councilor Thomson said he was confused and asked if Councilor Dennett was referring to Article 9 – the vote was 6-1 or on Warrant Articles 2-8. Councilor Dennett said his vote should be 6-1 on all the issues and he wasn't going to ask to separate them.

Councilor Beers said point of order. Councilor Thomson moved to approve all of them and that the vote reflected a unanimous vote 7-0 and that is how the motion passed, therefore it is proper parliamentary to submit 7-0 in all cases.

Chairperson Lemont thanked Councilor Beers for clarifying that and said that was his understanding.

g. (040918-8) The Kittery Town Council moves to approve a request from Kittery/Eliot VFW Memorial Post 9394 to hold the Memorial Day Parade and Ceremonies on Saturday, May 26<sup>th</sup> beginning at 9:00 a.m. on Walker Street.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE A REQUEST FROM THE KITTERY/ELIOT VFW MEMORIAL POST 9394 TO HOLD THE MEMORIAL DAY PARADE AND CEREMONIES ON SATURDAY, MAY 26<sup>TH</sup> BEGINNING AT 9:00 A.M. ON WALKER STREET. COUNCILOR PELLETIER SECONDED THE MOTION. ALL WERE IN FAVOR BY A VOICE VOTE, AYE. MOTION CARRIES.**

h. (040918-9) The Kittery Town Council moves to appoint Joyce Tobey as Warden and Sandra Lutts as Deputy Warden and the opening of the polls at 8:00 a.m. and the closing at 8:00 p.m. for the June 12, 2018 State Referendum, Town Meeting and School Budget Validation Referendum Elections as recommended by the Town Clerk.

**COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPOINT JOYCE TOBEY AS WARDEN AND SANDRA LUTTS AS DEPUTY WARDEN AND THE OPENING OF THE POLLS AT 8:00 A.M. AND THE CLOSING AT 8:00 P.M. FOR THE JUNE 12, 2018 STATE REFERENDUM, TOWN MEETING, AND SCHOOL BUDGET VALIDATION REFERENDUM ELECTIONS AS RECOMMENDED BY THE TOWN CLERK AND ADD THAT THE POLLING PLACE IS AT THE KITTERY COMMUNITY CENTER. COUNCILOR PELLETIER SECONDED THE MOTION. ALL WERE IN FAVOR BY A VOICE VOTE, MOTION CARRIES.**

i. (040918-10) The Kittery Town Council moves to authorize the Kittery Firefighters Association to post road signs at locations in the community to advertise their annual Ham and Bean Supper. The Firefighters Association is also requesting to hang a banner over Rogers Road across from the KCC, advertising the Ham and Bean Supper from April 29, 2018 until May 6, 2018.

**COUNCILOR THOMSON MOVED TO AUTHORIZE THE KITTERY FIREFIGHTERS ASSOCIATION POST ROAD SIGNS AT LOCATIONS IN THE COMMUNITY TO ADVERTISE THEIR ANNUAL HAM AND BEAN SUPPER AND TO HANG A BANNER OVER ROGERS ROAD ACROSS FROM THE KICC, ADVERTISING THEIR HAM AND BEAN SUPPER FROM APRIL 29, 2018 UNTIL MAY 6, 2018. COUNCILOR PELLETIER SECONDED THE MOTION. ALL WERE IN FAVOR BY A VOICE VOTE, AYE. MOTION CARRIES.**

j. (040918-11) The Kittery Town Council moves to appoint Councilor members to the three new library committees: 2 members for the Library Building Committee; 2 for the Taylor Building Committee and 1 for the Library Transition Committee.

- Library Building Committee
  1. Charles Denault
  2. Jeffrey Pelletier
- Taylor Building Committee
  1. Matthew Brock
  2. Jeffrey Thomson
- Library Transition Committee
  1. Gary Beers

**COUNCILOR THOMSON MOVED TO APPROVE THE APPOINTMENTS OF THE COUNCIL MEMBERS AS RECOMMENDED, SECONDED BY COUNCILOR PELLETIER. ALL WERE IN FAVOR BY A VOICE VOTE, AYE. MOTION CARRIES.**

472  
473 14. COUNCILOR ISSUES OR COMMENTS  
474

475 Councilor Dennett said he spoke to the Town Manager about the highway road way in Wallingford  
476 Square and the huge pothole. He said a vehicle went in it and could not be found again. He said the  
477 hole is still there.

478  
479 Councilor Pelletier congratulated the School Committee and administration for a terrific presentation  
480 tonight. He said it was great to see the schools again as he has not been in them for a long time.  
481 He said he knows how difficult the budget process is. He said as a parent who has been to many  
482 sports events in the schools, they have done a fantastic job of keeping the buildings and facilities  
483 maintained and we should be proud of that. He said it all comes back to the people of this community  
484 who support education in this town. He thanked everyone.

485  
486 Councilor Beers said that the Town Manager included in our packet policy #5, the investment policy.  
487 Councilor Beers said this policy was first alluded to in 2008, but he has never heard of policies 1-4 and  
488 asked if the Chair could work with the Town Manager to make sure if we have policies 1-4?

489  
490 Councilor Beers said it is the 55<sup>th</sup> anniversary of the USS Thresher tomorrow and a ceremony was  
491 conducted on Saturday.

492  
493 Councilor Beers said the Town Manager has asked him to look into the cemetery situation. He said  
494 special funds have been provided and there is information in Council's packets. He said they need to  
495 examine the policy and it is important to consider reaching a consensus on the proposal that the  
496 Manager controls the Cemetery Committee. He said there is a lot of information to process and he will  
497 come back in six months to make a recommendation for a proposal to the Town Council.

498  
499 Vice-Chairperson Denault said that he and Councilor Dennett are still waiting to meet with Dan, the  
500 Chair of the Shellfish Conservation Committee.

501  
502 Vice-Chairperson Denault said he does support the school budget, and the balance to keep people  
503 aware of taxes and spending and to do the best we can for our children.

504  
505 Chairperson Lemont said he received an e-mail from Suzanne Johnson, which she wanted read at the  
506 meeting, but he felt uncomfortable doing that. He apologized to Ms Johnson but said they all received  
507 the letter and he appreciates her concerns.

508  
509 15. COMMITTEE AND OTHER REPORTS

510 a. Communications from the Chairperson

511 b. Committee Reports  
512

513 16. EXECUTIVE SESSION  
514

515 (040918-12) The Kittery Town Council moves to go into executive session in accordance with  
516 1 M.R.S. §405 (6) (A) to discuss a personnel matter.

517  
518 Chairperson Lemont said they will not be taking any action when they come out of Executive Session.

519  
520 **COUNCILOR BEERS MOVED THAT THE KITTERY TOWN COUNCIL GO INTO EXECUTIVE**  
521 **SESSION AT 7:27 P.M., IN ACCORDANCE WITH 1 M.R.S. §405, (6)(A) TO DISCUSS A**  
522 **PERSONNEL MATTER. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, NONE**  
523 **OPPOSED, MOTION CARRIES.**  
524



**COUNCILOR THOMSON MOVED TO COME OUT OF EXECUTIVE SESSION AT 7:33 P.M.,  
SECONDED BY VICE-CHAIRPERSON DENAULT. ROLL CALL VOTE WAS TAKEN WITH SEVEN  
VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

17. ADJOURNMENT

**COUNCILOR THOMSON MOVED TO ADJOURN THE MEETING AT 7:34 P.M., SECONDED BY  
COUNCILOR PELLETIER. ALL WERE IN FAVOR BY A VOICE VOTE, AYE. MOTION CARRIES.  
MEETING ADJOURNED.**

Respectfully submitted,

Barbara Boggiano  
Recording Secretary



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

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**REPORT TO TOWN COUNCIL**

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Meeting Date: April 23, 2018  
From: Jessa Kellogg, Shoreland Resource Officer/Stormwater Coordinator  
Kristie Rabasca, Integrated Environmental Engineering  
Subject: MS4 General Permit for Stormwater Discharges  
Councilor Sponsor:

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**EXECUTIVE SUMMARY**

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

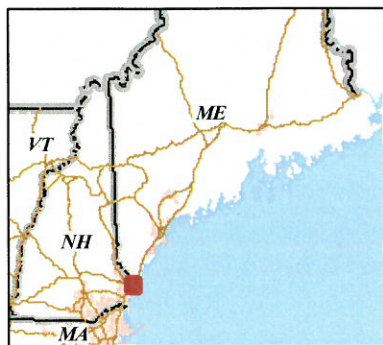
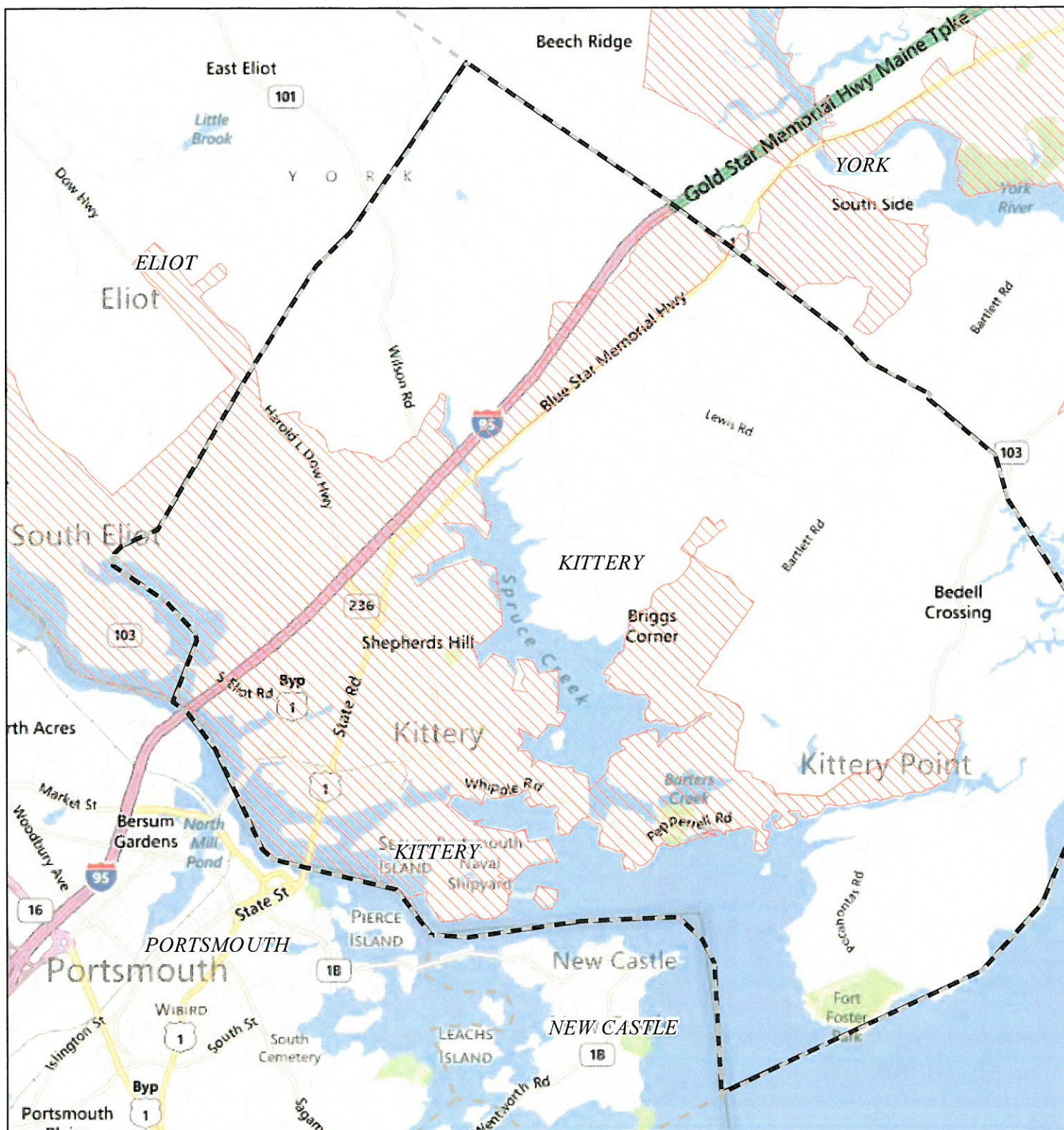
**BACKGROUND**

In 2003 the Town of Kittery became subject to the MS4 General Permit and currently we are in Permit Year 5 of the 2013-2018 General Permit. The MS4 General Permit applies to the "Urbanized Area" of the Town and is designed to reduce the discharge of pollutants from the Town's regulated, separated storm drain system, to protect water quality, and satisfy appropriate requirements of the Clean Water Act.

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

**CURRENT SITUATION**

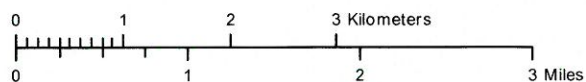
The attached figure shows the Urbanized Area for the Town of Kittery based on US Census data for population density and proximity to population density. The attached brochure provides information on what stormwater and stormwater infrastructure is, what common stormwater pollutants are, outlines the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



## NPDES Phase II Stormwater Program Automatically Designated MS4 Areas

### Kittery ME

 Regulated Area (2000 + 2010 Urbanized Area)



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



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



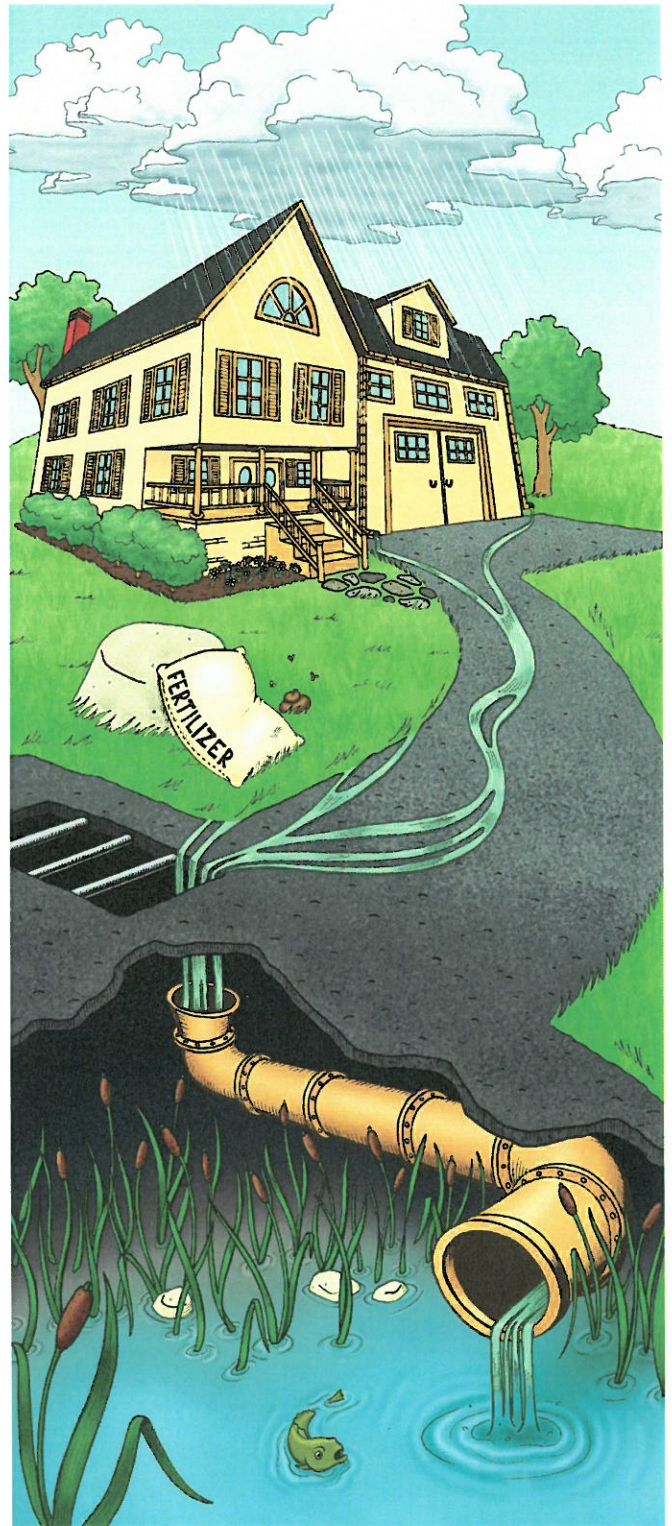
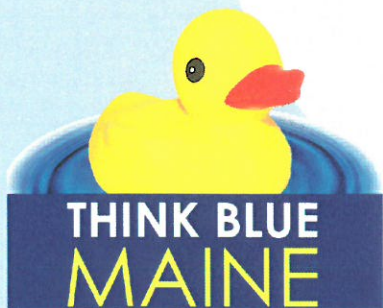
# FOLLOW THE FLOW

## Where does water go?

Not all water that falls on your property soaks into the ground. As water flows off your property, it can wash pollutants such as soil, lawn chemicals and pet waste into where we fish, what we drink and where we swim.

It's up to all of us to protect our local rivers, lakes and bay from polluted runoff.

Learn how at  
[www.ThinkBlueMaine.org](http://www.ThinkBlueMaine.org)





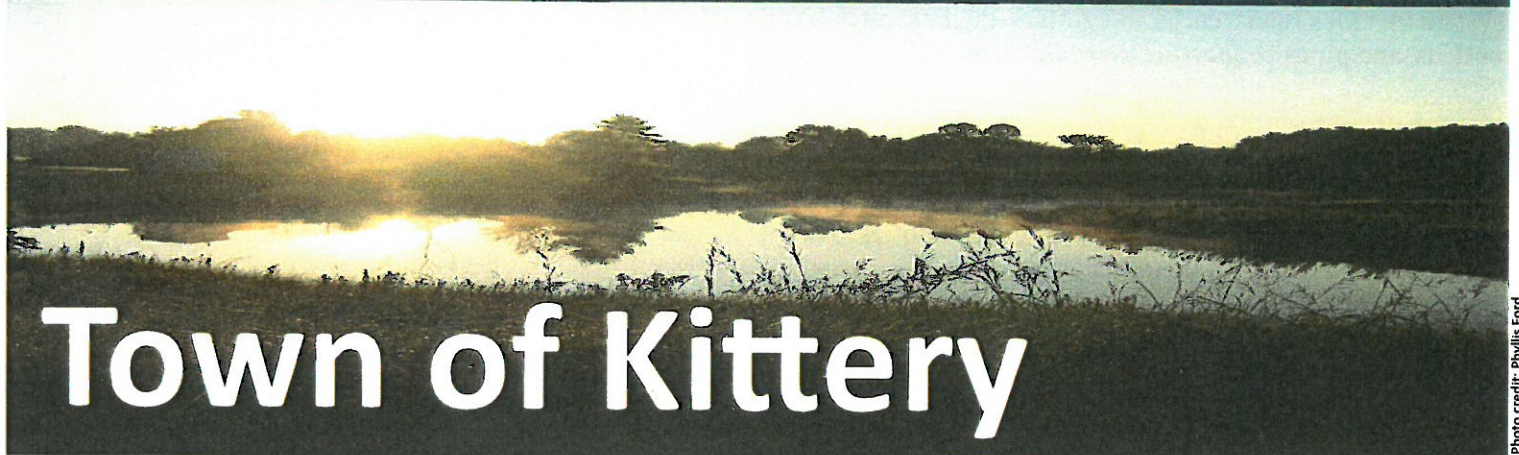


Photo credit: Phyllis Ford

# Town of Kittery

## What is stormwater runoff?



*Stormwater runoff is precipitation (rain or melted snow) that flows over land.*



*Storm drains collect runoff and convey it without treatment directly into water-bodies. Polluted runoff affects drinking water, human health, wildlife, and property values.*

## Why are stormwater drainage systems important?



*This infrastructure provides drainage that protects roads and the built environment from failure and flooding.*



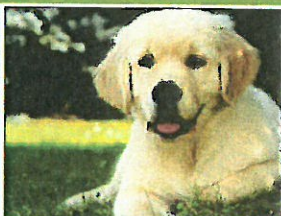
*Adequately sized drainage systems are a critical utility for new development and urban expansion.*

## Why is our work important?



*Drainage systems require periodic rehabilitation, repair, and maintenance to continue to function effectively. In the face of changing frequency and higher intensity storms, drainage systems will be even more critical to our future economy and growth by alleviating flood risks which cause erosion and property damage. Municipalities have an important responsibility in managing and reducing the pollution in stormwater drainage systems.*

## What are common stormwater pollutants?



**Soil, sand, and sediments** cloud the water and smother wildlife habitat.

**Chemicals** (fertilizer, weed & bug killers, vehicle fluids, coal tar pavement sealers, etc.), are carried with runoff and can be toxic to wildlife.

**Pet waste** contains bacteria that can wash into swimming areas and create health hazards, and may contribute to beach closures.

**Salt**, which is spread on roads, sidewalks, and parking lots to melt snow and ice, dissolves in water or snowmelt. Once salt gets into our water it cannot be removed. Salt in our waterways can be toxic to wildlife.

**Debris**, like cigarette butts, household trash, lawn clippings, yard waste, and other forms of litter, is unsightly and can harm wildlife.





## What is an MS4?

**MUNICIPAL SEPARATE STORM SEWER SYSTEM**, or MS4, means a stormwater conveyance that is separated from sanitary sewer systems. The storm sewer system includes roads, curbs and gutters, ditches, catch basins, storm drains, outfalls, and pipes connecting these features.

Kittery is subject to a **CLEAN WATER ACT PERMIT**, administered by the Maine Department of Environmental Protection (DEP), that allows the Town to discharge runoff into waterbodies if measures are taken to minimize pollution from the storm sewer system and municipal facilities and operations. This permit is referred to as the MS4 General Permit.

*Under the Federal **CLEAN WATER ACT**, some municipalities must have a permit that allows them to direct stormwater to waterbodies in their communities, provided that specific steps are taken to minimize pollution.*

**IMPLEMENTATION OF THESE STEPS IS MANDATORY FOR KITTERY**  
*A municipality-wide effort is needed to meet permit requirements.*



## Who is regulated, and what does it mean for Kittery?

Municipalities, transportation agencies, public universities, prisons, military bases, and other state and federal facilities are subject to MS4 General Permit regulation.

Regulated municipalities are determined by population density and proximity to population density, based on US Census Bureau data. The regulated municipalities in the State of Maine are shown on the map to the right.

### As a regulated municipality, Kittery is subject to:

- Full compliance with permit requirements, including six minimum steps outlined in the permit (see opposite page). Permit requirements are subject to change and may increase with each permit cycle.
- Higher costs (operational, permitting, capital improvements, etc.) than non-regulated municipalities.
- Heightened scrutiny from Maine DEP, US EPA, and environmental or citizen action groups.
- Identification and improvement of the municipality's priority waterbody. Kittery's priority waterbody is Spruce Creek.

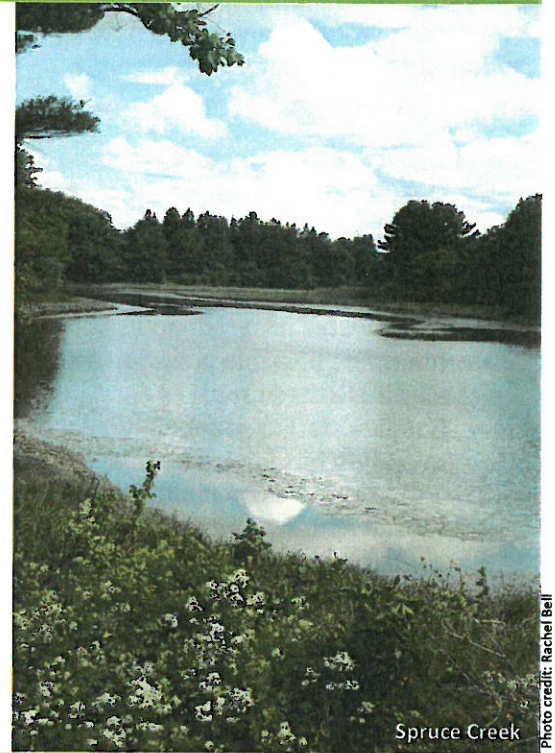
- 
- Auburn
  - Bangor
  - Berwick
  - Biddeford
  - Brewer
  - Cape Elizabeth
  - Cumberland
  - Eliot
  - Falmouth
  - Freeport
  - Gorham
  - Hampden
  - Kittery
  - Lewiston
  - Lisbon
  - Milford
  - Old Orchard Beach
  - Old Town
  - Orono
  - Portland
  - Saco
  - Sabattus
  - Scarborough
  - South Berwick
  - South Portland
  - Veazie
  - Westbrook
  - Windham



## What are the minimum steps required in the MS4 General Permit?

- 1 Implement public education programs to help the community and municipal officials understand their roles in keeping stormwater clean.
- 2 Provide opportunities for the public to participate in program development and implementation.
- 3 Identify and eliminate illegal sewer connections, illicit dumping into stormdrains, and other sources of pollution. Carry out long-term maintenance and mapping of all stormwater infrastructure.
- 4 Ensure that construction on both public and private property do not pollute runoff with sediments and debris.
- 5 Ensure that new development and redevelopment control and treat runoff before it leaves private property.
- 6 Engage in municipal roadway best practices such as cleaning drainage systems, sweeping streets, and ensuring municipal activities do not contribute to stormwater pollution.

**In addition to these minimum steps, Kittery is also required to protect and restore polluted waterbodies within the town.**



Spruce Creek

Photo credit: Rachel Bell

## Consequences for failure to comply with the MS4 General Permit

### Enforcement Action

- Notice of Violation, fines or other penalties
- Consent Order
- Prosecution

### Permit Termination or Revocation

- Permit modification
- Stricter permit limits
- Denial of permit renewal

**...and most importantly—jeopardized Public Health & Safety**

**To meet these requirements, Kittery must adopt increased stormwater standards applicable to:**

- New development, redevelopment, and construction;
- Long-term maintenance and inspection of stormwater infrastructure;
- Preventing pollution from all municipal operations and facilities;
- Improving polluted waterbodies within the municipality, with priority given to Spruce Creek; and
- Raising awareness of stormwater, specifically the appropriate practices that should be used, inspected, and maintained on a regular basis to reduce polluted runoff.

## SPRUCE CREEK MANAGEMENT PLAN

The Spruce Creek Association and the Towns of Kittery and Eliot developed a watershed based management plan for Spruce Creek in 2008, and updated the plan in 2014. This plan serves as a blueprint for restoring and protecting the estuary with established goals, objectives and actions for resolving the most pressing problems identified and includes strategies for monitoring progress and financing implementation.



Trafton Stream



# How is Kittery meeting these Clean Water Act requirements?

The Town of Kittery is working hard to comply with stormwater permit requirements. Responsibilities of departments within Kittery are summarized below.

## Public Works

**Primary Point of Contact: Jessa Kellogg, Stormwater Coordinator**

- Oversees inspection and maintenance of municipal stormwater infrastructure.
- Oversees creation and updating of stormwater infrastructure maps.
- Coordinates implementation of Kittery's Stormwater Management Plan through coordination with all municipal departments and serves as the stormwater program point of contact (POC) with DEP.
- Identifies possible pollution sources within the community and works to eliminate these sources.
- Ensures staff are trained in proper procedures for minimizing pollution, including but not limited to: chemical storage, spill prevention and clean up, and use of erosion control measures.
- Works with Planning and Third-Party reviewers to ensure site plan proposals contain appropriate erosion and sediment control plans, stormwater designs that appropriately collect and treat stormwater, and post construction monitoring plans.
- Requires that a Third-Party inspector review construction activities for compliance with the plans that were submitted and approved.
- Through technical review and permitting follow-up, ensures stormwater systems are maintained and functioning after construction is complete.
- Enforces the non-stormwater discharge ordinance when necessary.
- Conducts opportunistic and regularly scheduled inspections of outfalls and ditches to assess for illicit discharges and maintenance needs.

### Public Works Staff

- Follow pollution prevention measures at the in-town parks, public works garage and transfer station to ensure that municipal operations at these facilities do not pollute nearby water resources.
- Use proper erosion and sedimentation control measures during construction and maintenance.
- Conduct opportunistic and regularly scheduled inspections of catch basins to assess for illicit discharges and maintenance needs.

## Planning

**Primary Point of Contact: Chris DiMatteo, Planner**

- Ensures site plans contain all proper submittals including erosion and sedimentation control plans and stormwater management plans where required.
- Informs developers or applicants of construction and post construction requirements when applicable.
- Informs developers of the benefits of using Low Impact Development, which minimizes environmental impact from development.

## Code Enforcement

**Primary Point of Contact: Robert Marchi, Code Enforcement Officer**

- Inspects small-scale (e.g. single family homes) construction projects (on both public and private property) to ensure proper erosion and sedimentation control practices are being used and pollutants are not entering the Town's MS4.
- Identifies possible pollution sources within the community and notifies the Stormwater Coordinator.
- Informs developers or applicants of construction and post construction requirements when applicable.

## Public Safety

**Primary Points of Contact: James Soucy, Police Chief and David O'Brien, Fire Chief**

- Follow operation and maintenance plans for their facilities to ensure activities do not pollute water resources.
- Identify possible pollution sources within the community and notify Kittery's MS4 POC for DEP.
- Ensure staff are trained for minimizing pollution, including: chemical storage and spill prevention and clean up.

The Southern Maine Stormwater Working Group (SMSWG) is comprised of five MS4 communities in York County, including: Kittery, York, Eliot, South Berwick and Berwick. SMSWG is coordinated by Integrated Environmental Engineering and works cooperatively to meet the MS4 General Permit requirements.





## TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

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### REPORT TO TOWN COUNCIL

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Meeting Date: April 23, 2018  
From: Kendra Amaral, Town Manager  
Subject: Recodification of Town Ordinances  
CC: Town Attorney Duncan McEachern  
Councilor Sponsor: Chairperson Kenneth Lemont

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#### EXECUTIVE SUMMARY

In order to conclude the recodification of Town Code began in 2010, the Council needs to adopt the whole Town Code as amended through 2016. This follows the adoption of the recodified charter, which occurred by ballot in November 2017.

#### BACKGROUND

The recodification project was launched in 2010. Working with former Town Clerk Maryann Place, were able to complete the administration of the project prior to her retirement.

The Council received a paper copy of the recodified Town Code in March. That version incorporated the detailed editorial review completed with the assistance of Councilor Beers and Councilor Dennett in 2010, as well as ordinance revisions through 2016.

#### STATEMENT OF NEED

The editorial review of the code focused on consistency, compliance with state laws, duplications, and inaccuracies; it was not focused on effectiveness of the ordinances. A similar review was conducted for the ordinance enactments of 2011 through 2016 with minor revisions recommended (enclosed with Code).

A supplemental section is being finalized for the 2017 enactments, and the Charter amendments adopted in November of 2017. These will be issued following the adoption of the revisions of Code through 2016.

**Please note this effort is not focused on substance (i.e. whether the ordinances are effective or in the best interest of the Town).**

Once adopted the Code will be made available online using General Code's platform. This platform allows for a more dynamic access to the code, allowing for word and topic searches that span multiple titles, and easy cross-referencing. General Code will also assume responsibility for updating the Code as changes are adopted, both online and in hard copy.

#### PROPOSED SOLUTION/RECOMMENDATION

Approve as presented.

1 **AN ORDINANCE** to revise and codify ordinances of the town of Kittery, Maine.

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

7 **WHEREAS**, the Kittery Town Council caused to have a recodification of the Kittery Town  
8 Code, conducted by General Code in 2010; and

9 **WHEREAS**, the recodification involved a review of Titles 1 through 16 for technical  
10 consistency, proper referencing and cross referencing, and grammatical correction; and

11 **WHEREAS**, the recodification does not result in changes of intent, effect, or meaning of the  
12 Kittery Town Code or any chapter, section or subsection within; and

13 **WHEREAS**, members of the Town Council worked with General Code and the Town Clerk  
14 to review the recodification documentation to ensure there was no change in intent, effect,  
15 or meaning of the Kittery Town Code or any chapter, section, or subsection within;

16 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN CHARTER  
17 §2.14, THE TOWN OF KITTERY HEREBY ORDAINS THE ADOPTION OF THE KITTERY TOWN  
18 CODE, AS PRESENTED.

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

20 20\_\_\_\_, by: \_\_\_\_\_ {NAME} Motion to approve by Councilor

21 \_\_\_\_\_ {NAME}, as seconded by Councilor \_\_\_\_\_ {NAME} and

22 passed by a vote of \_\_\_\_\_.

23 **THIS ORDINANCE IS DULY AND PROPERLY ORDAINED** by the Town Council of Kittery,

24 Maine on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, {NAME}, \_\_\_\_\_, Chairperson

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

26

27 **§ 1.1.1. Legislative intent.**

28 In accordance with 30-A M.R.S. § 3004, the ordinances of the Town of Kittery, as codified  
29 by General Code, and consisting of Titles 1 through 16, Chapters 1.1 through 16.11, are  
30 known collectively as the "Kittery Town Code," hereafter termed the "Code." Wherever  
31 reference is made in any of the ordinances contained in the Kittery Town Code to any other  
32 ordinances appearing in said Code, such reference is to be changed to the appropriate title  
33 number, chapter number, article number, or section number, appearing in the Code as if  
34 such ordinances had been formally amended to so read.

35 **§ 1.1.2. Construal of provisions.**

36 This Code is to be liberally construed so as to give it effect consistent with the ordinary and  
37 reasonable meaning of its provisions and with the provisions of any general or special laws  
38 then in effect adopted by the State of Maine. No provision of this Code is to be construed  
39 to limit the powers and duties of municipal officers, boards, and committees, imposed upon  
40 them by applicable provisions of the general or special laws of the State of Maine.

41 **§ 1.1.3. Citation.**

42 This Code is known as the "Kittery Town Code" and it is sufficient to refer to said Code as  
43 the "Kittery Town Code" in any prosecution for the violation of any provision thereof; or, in  
44 any proceeding at law or equity. It is sufficient to designate any ordinance adding to,  
45 amending, correcting, or repealing, all or any part or portion thereof as an addition to,  
46 amendment to, correction, or repeal, of the "Kittery Town Code." References may be made  
47 to the titles, chapters, sections, and subsections, of the "Kittery Town Code" and such  
48 references apply to those titles, chapters, sections, or subsections, as they appear in the  
49 Code.

50 **§ 1.1.4. Continuation of existing provisions.**

51 The provisions of the Code, insofar as they are substantively the same as those of the  
52 ordinances in force immediately prior to the enactment of the Code by this ordinance, are  
53 intended as a continuation of such ordinances and not as new enactments, and the  
54 effectiveness of such provisions date from the dates of adoption of the prior ordinances. All  
55 such provisions are hereby continued in full force and effect and are hereby reaffirmed as  
56 to their adoption by the Town of Kittery; and, it is the intention of said Town that each such  
57 provision contained within the Code is hereby reaffirmed as it appears in said Code.

58 **§ 1.1.5. Reference to specific ordinances and prior Code.**

59 The provisions of this Code do not in any manner affect matters of record which refer to, or  
60 are otherwise connected with, ordinances which are therein specifically designated by  
61 number or otherwise; and, which are included within the Code, but such reference is  
62 construed to apply to the corresponding provisions contained within this Code. References  
63 in Town forms, documents, and regulations, to the chapters and sections of the former Town  
64 Code are to be construed to apply to the corresponding provisions contained within this Code.

65 **§ 1.1.6. Title, chapter and section headings.**

66 Title, chapter, and section, headings contained herein are not deemed to govern, limit, modify,  
67 or in any manner affect the scope, meaning, or intent, of the provisions of any title, chapter, or  
68 section, hereof.

69 **§ 1.1.7. Repealer.**

70 A. All ordinances, or parts of ordinances, inconsistent with the provisions contained in the  
71 Code adopted by this ordinance are hereby repealed; provided, however, that such repeal is only



72 to the extent of such inconsistency, and any valid legislation of the Town of Kittery which is not in  
73 conflict with the provisions of the Code is deemed to remain in full force and effect.

74 B. When any ordinance repealing a former ordinance, clause, or provision, is itself repealed,  
75 such repeal may not be construed to revive such former ordinance, clause, or provision, unless it  
76 is therein so expressly provided.

77 **§ 1.1.8. Enactments saved from repeal; matters not affected.**

78 The repeal of ordinances provided for in § 1.1.7 of this ordinance does not affect the following  
79 classes of ordinances, rights, and obligations, which are hereby expressly saved from repeal:

80 A. Any right or liability, established, accrued or incurred, under any legislative provision of  
81 the Town of Kittery prior to the effective date of this ordinance; or, any action or proceeding  
82 brought for the enforcement of such right or liability.

83 B. Any offense or act committed or done before the effective date of this ordinance in violation  
84 of any legislative provision of the Town of Kittery or any penalty, punishment, or forfeiture, which  
85 may result therefrom.

86 C. Any prosecution, indictment, action, suit, or other proceeding, pending; or, any judgment  
87 rendered prior to the effective date of this ordinance brought pursuant to any legislative provision  
88 of the Town of Kittery.

89 D. Any agreement entered into, or any franchise, license, right, easement, or privilege,  
90 heretofore granted or conferred by the Town of Kittery.

91 E. Any ordinance of the Town of Kittery providing for the laying out, opening, altering,  
92 widening, relocating, straightening, establishing grade, changing name, improvement,  
93 acceptance or vacation of any right-of-way, easement, street, road, highway, park or other public  
94 place, within the Town of Kittery or any portion thereof.

95 F. Any ordinance of the Town of Kittery appropriating money or transferring funds, promising  
96 or guaranteeing the payment of money or authorizing the issuance and delivery of any bond of  
97 the Town of Kittery or other instruments or evidence of the Town's indebtedness.

98 G. Ordinances authorizing the purchase, sale, lease, or transfer, of property; or, any  
99 lawful contract or obligation.

100 H. The levy or imposition of special assessments or charges.

101 I. The annexation or dedication of property.

102 J. Any ordinances relating to salaries.

103 K. Personnel policies of the Town.

104 L. Any ordinances adopted subsequent to December 31, 2016.

105 **§ 1.1.9. Severability.**

106 If any clause, sentence, paragraph, section, article, chapter, or part, of this ordinance; or, of  
107 any ordinances included in this Code now or through supplementation; is adjudged by any  
108 court of competent jurisdiction to be invalid, such judgment does not affect, impair or  
109 invalidate the remainder thereof, but is confined in its operation to the clause, sentence,  
110 paragraph, section, article, chapter, or part thereof, directly involved in the controversy in  
111 which such judgment was rendered.

112 **§ 1.1.10. Amendments to Code.**

113 Any and all additions, deletions, amendments, or supplements, to any of the ordinances

known collectively as the "Kittery Town Code"; or, any new ordinances, when enacted or adopted in such form as to indicate the intention of the Town to be a part thereof; is deemed to be incorporated into such Code so that reference to the Code is understood and intended to include such additions, deletions, amendments, or supplements. Whenever such additions, deletions, amendments, or supplements, to the Code are enacted or adopted, they must thereafter be printed and, as provided hereunder, inserted in the loose-leaf book containing said Code as amendments and supplements thereto. Nothing contained in this ordinance affects the status of any ordinances contained herein, and such ordinances may be amended, deleted, or changed, from time to time as the Town deems desirable.

**§ 1.1.11. Changes in previously adopted ordinances.**

A. In compiling and preparing the ordinances for publication as the Kittery Town Code, no changes in the meaning or intent of such ordinances have been made, except as provided for in Subsections B and C hereof. Certain grammatical changes and other minor non-substantive changes were made in one or more of said ordinances. It is the intention of the Town that all such changes be adopted as part of the Code as if the ordinances had been previously formally amended to read as such.

B. The following changes are made throughout the Code:

(1) Reference to the General Penalty in the Code (*Title 1, Chapter 1.3.*) has been added or amended in the following sections of the Code: §§ 5.1.3, 5.2.9, 5.3.9, 5.4.12, 5.5.33, 5.6.9, 5.8.10, 5.9.6, 8.3.11, 9.2.5A; 9.3.5; 12.1.8; 12.2.3; 12.3.5; 12.4.17; 12.5.3; 12.7.6; 12.8.3; 13.3.9; 16.8.19.4B.

(2) References to "zoning ordinance" have been revised to refer to "Title 16, Land Use and Development Code."

C. The amendments and/or additions as set forth in Schedule A<sup>1</sup> attached hereto and made a part hereof are made herewith, to become effective upon the effective date of this ordinance. (Chapter and section number references are to the ordinances as they have been renumbered and appear in the Code.)

**§ 1.1.12. Incorporation of provisions into Code.**

The provisions of this ordinance are hereby made Chapter 1.1 of the Kittery Town Code, such ordinance to be titled Chapter 1.1, "Adoption of Code," and the sections of this ordinance numbered §§ 1.1.1 to 1.1.12, inclusive.

**§ 1.1.13. When effective.**

This ordinance takes effect upon adoption by the Town Council of the Town of Kittery pursuant to the Kittery Town Charter, § 2.14. Ordinances in general.

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<sup>1</sup> Editor's Note: Schedule A is on file at the office of the Town Clerk.



## TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

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### REPORT TO TOWN COUNCIL

---

Meeting Date: April 23, 2018  
From: Kendra Amaral, Town Manager  
Subject: Property Tax Relief and Collection Package  
Councilor Sponsor: Chairperson Kenneth Lemont

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#### EXECUTIVE SUMMARY

We are proposing the Council incorporate both 36 MRS §6232 Municipal Property Tax Assistance program and §6271 Tax Deferral for Senior Citizens into our Title 13 under the heading of Taxpayer Relief Programs.

We are also proposing an update to our policy for the collection of unpaid taxes. The purpose of this revision is to bring our policy in line with current state law, create a formal process for establishing payment plans, allow for write-offs of minor amounts owed, and clarify the process for foreclosure.

#### BACKGROUND

Councilor Lemont requested that the administration look into the Municipal Property Tax Assistance program in 36 MRS §6232. In the process of researching the program, we began reviewing our unpaid taxes from prior years, our policy for deferral and collection of unpaid property taxes, and other tax reduction and deferral options available within MRS.

#### STATEMENT OF NEED

Total taxes in lien currently exceeds \$330,000. In some cases, tax liens are more than five years old. The value of the liens range from \$0.37 to over \$13,000.

We are proposing a package of amendments to ordinance and policy that address the matter of unpaid property taxes from multiple angles. We believe this package balances options for those in need with the town's obligation to collect on committed taxes in a fair, consistent, and predictable manner for our property taxpayers.

The Municipal Property Tax Assistance program, as proposed, allows for a credit or reduction of property taxes for residents 70 years of age or older with specific income limitations, and a demonstrated 10-year history of Kittery residence. We are proposing the credit be up to \$1,000 annually per household. This is modeled on other communities in Maine that have successfully adopted and implemented the state law. The program is proposed to be funded by exposed undesignated reserve (unencumbered surplus) by ballot vote each year. The Council has approved of a town warrant article for up to \$50,000 for this program in Fiscal Year 2019.

The Tax Deferral for Senior Citizens program allows seniors to defer their property taxes until such time as the property is sold, transferred, or no longer occupied by the qualifying resident. The taxes



will accrue with interest and be due when a qualifying event occurs. This does not require funding, as the taxes represent deferred revenue.

We are also proposing an update to our Policy for collection of unpaid taxes. This policy will allow us to write off negligible amounts (example \$0.37). It will also make the process of managing liens more straightforward allowing us to work with taxpayers to address outstanding taxes before they balloon. With an approved policy, we will seek to implement it on an annual basis, so as to establish a consistent and predictable calendar of action each year.

It is understood that LD1629 recently came out of the Taxation Legislative Committee with a vote of "Ought to Pass with Amendment". If passed we will update our policies to reflect the new state law effecting persons over 65 with delinquent taxes.

### **PROPOSED SOLUTION/RECOMMENDATION**

Approve as presented.

### **ENCLOSURES**

- Proposed Title 13 Amendments
- Proposed Policy for Collection of Unpaid Property Taxes
- 36 MRS
  - o §942 – Tax Lien Certificate, Procedure
  - o §943 – Tax Lien Mortgage, Redemption, Discharge, Foreclosure
  - o §6232 – Municipal Property Tax Assistance
  - o §6271 – Tax Deferral for Senior Citizens
- Existing Policy for the Disposition of Tax Acquired Property

**Chapter 13.4 ~~EMERGENCY BENEFIT VOLUNTEER PROGRAM~~ TAXPAYER RELIEF**  
**PROGRAMS**

**13.4.1.1 Purpose**

The purpose of enacting this Ordinance is to provide a property tax relief to qualified applicants, with homesteads in the Town of Kittery pursuant to Title 36 of the Maine Revised Statutes.

**13.4.1.2 Definitions**

Homestead: A homestead is the residential dwelling owned, rented or held in trust for the benefit of the qualifying applicant residing therein and seeking the benefit assistance provided by this Ordinance. The dwelling must be the principal place of residence for the qualifying applicant.

Qualifying Applicant: A qualifying applicant is a person who is determined by the Town Manager, after review of a complete application under this Ordinance, to be eligible for one or more of the taxpayer benefits under the terms of this Ordinance.

Volunteer work position: The volunteer work position is the work designated as a volunteer position by the Town Manager and undertaken by the qualifying applicant. In establishing the volunteer work position, the Town Manager may consider among other factors any relevant provisions set out in Section 5.6 of the Town's General Assistance Ordinance dealing with the Municipal Work Program.

**13.4.2 Emergency Benefit Volunteer Program**

**~~13.4.2.1 Purpose.~~**

~~The purpose of enacting this Ordinance is to provide a safety net to qualifying applicants over the age of 60 years who own or rent their occupying residence and are unable to meet their rent payment or pay their real estate taxes and may be threatened with eviction or the loss of their property, but are over income to qualify for the Town's General Assistance Program or an abatement for property owners under 36 M.R.S. § 841(2). Under the program established by this Ordinance, the Town of Kittery will provide to applicants meeting the criteria established in this Ordinance a volunteer work benefit payment up to the amount of \$750 to be applied towards the payment of the qualifying applicant's past due rent or against the oldest past due real estate taxes owed by the qualifying applicant to the Town.~~

**13.4.2.1 Authority.**

This Ordinance is adopted by the Town under the authority of 30-A M.R.S. § 3001 and 36 M.R.S. § 6231 ~~6232~~ *et seq.*

**~~13.4.1.3 Definitions.~~**

~~As used in this Ordinance, the following words or terms are defined as follows:~~

~~Homestead: A homestead is the residential dwelling owned, rented or held in trust for the benefit of the qualifying applicant residing therein and seeking the benefit assistance provided by this Ordinance. The dwelling must be the principal place of residence for the qualifying applicant.~~



~~Qualifying applicant: A qualifying applicant is a person 60 years of age or older who is determined by the Town Manager, after review of a complete application, to be eligible for the benefit payment under the terms of this Ordinance and who meets all the requirements of this Ordinance.~~

~~Volunteer work position: The volunteer work position is the work designated as a volunteer position by the Town Manager and undertaken by the qualifying applicant. In establishing the volunteer work position, the Town Manager may consider among other factors any relevant provisions set out in Section 5.6 of the Town's General Assistance Ordinance dealing with the Municipal Work Program.~~

~~Town Manager: Town Manager includes the manager's designee authorized to assist in carrying out the provisions of this Ordinance.~~

#### **13.4.2.2 Criteria for Participation.**

In order to participate in this Emergency Benefit Volunteer Program, an applicant must demonstrate to the Town Manager that the applicant meets all of the following:

- A. The applicant must be 60 years of age or older at the time of application.
- B. The applicant must maintain a homestead in the Town and have done so for at least five years immediately prior to the time of the application.
- C. The applicant must show evidence that the applicant has received a refund for the most recent eligible year under the provisions of 36 M.R.S. § 6201 ~~et seq.~~
- D. The applicant has completed a Town of Kittery General Assistance Application resulting in an over qualification to receive General Assistance by no more than 15%.

#### **13.4.2.3 Determination of Benefit Amount.**

Qualifying applicants eligible to receive up to \$750 benefit against past due rent payments or past due property taxes must have the value of their benefit determined by multiplying the number of hours worked in the designated volunteer position by the prevailing State of Maine minimum wage rate to arrive at the benefit not to exceed \$750.

#### **13.4.2.4 Program Funding.**

No volunteer benefit work as provided herein may be undertaken by a qualifying applicant unless the Town Manager first certifies that there exists sufficient available monies to fund the volunteer benefit of the qualifying applicant upon completion of the volunteer work. ~~All eligible and approved payments must be made from the Town's available and designated Overlay Account.~~

#### **13.4.2.5 Application of Benefit to Rent or Tax Payment.**

The Town Manager must directly apply the total amount of benefit accrued by the applicant to the applicant's past due rent payment or past due Town real estate taxes, whichever is applicable.

#### **13.4.2.6 Limitations Upon Payments.**

Only one qualifying applicant per household is entitled to receive benefits under this Program



each ~~calendar~~ fiscal year. The right to file an application under this Ordinance is personal to the applicant but the right may be exercised on behalf of an applicant by the applicant's legal guardian or attorney-in-fact.

#### **13.4.2.7 Manager to Establish Program Procedures.**

To facilitate the intent and implementation of the provisions of this ~~Ordinance~~ Program, the Town Manager may establish and adopt additional reasonable regulations, procedures, application forms, or other requirements in the implementation of this benefit Program not otherwise inconsistent with any of the express provisions of this Ordinance.

### **13.4.3 MUNICIPAL PROPERTY TAX ASSISTANCE**

#### **13.4.3.1 Authority.**

This Ordinance is adopted by the Town under the authority of 30-A M.R.S. § 3001 and 36 M.R.S. § 6232.

#### **13.4.3.2 Criteria for Participation.**

In order to participate in this Municipal Property Tax Assistance Program, an applicant must demonstrate to the Town Manager that the applicant meets all of the following:

A. The applicant must be 70 years of age or older at the time of application.

B. The applicant has a household income that does not exceed three hundred percent (300%) of the federal poverty level.

C. The applicant will have a homestead in the Town of Kittery.

D. The applicant must have been a resident of the Town of Kittery for at least ten (10) consecutive years immediately preceding the date of application.

#### **13.4.3.3 Determination of Benefit Amount.**

Qualifying applicants are eligible to receive a credit on their taxes of up to \$1,000 per household.

#### **13.4.3.4 Program Funding.**

Credits under this Program will be conditioned upon the existence of sufficient funds in the fiscal year in which participation is sought. If there are not sufficient funds available to pay all qualifying applicants, credits will be limited to the amount available. In the event a lack of funding results in no credit or less than the full credit to a qualifying applicant, the request will not carry over to the next fiscal year.

#### **13.4.3.5 Application of Benefit to Rent or Tax Payment.**

The Town Manager must directly apply the total amount of benefit accrued by the applicant to the applicant's real estate taxes or rent due, whichever is applicable, no later than October 1<sup>st</sup> of the year in which participation is sought.

#### **13.4.3.6 Limitations Upon Payments.**

Only one qualifying applicant per household is entitled to receive benefits under this Program



each fiscal year. The right to file an application is personal to the applicant but the right may be exercised on behalf of an applicant by the applicant's legal guardian or attorney-in-fact. If the applicant dies after having filed a timely complete application that results in a determination of qualification, the amount determined by the Town Manager will be disbursed to another member of the household as determined by the Town Manager. If the applicant is the only member of a household, then no tax credits will be made under this Program.

#### **13.4.3.7 Manager to Establish Program Procedures.**

To facilitate the intent and implementation of the provisions of this Program, the Town Manager may establish and adopt additional reasonable regulations, procedures, application forms, or other requirements in the implementation of this benefit Program not otherwise inconsistent with any of the express provisions of this Ordinance.

### **13.4.4 TAX DEFERRAL FOR SENIOR CITIZENS**

#### **13.4.4.1 Authority.**

This Ordinance is adopted by the Town under the authority of 30-A M.R.S. § 3001 and 36 M.R.S. § 6271.

#### **13.4.4.2 Criteria for Participation.**

In order to participate in this Tax Deferral for Senior Citizens Program, an applicant must demonstrate to the Town Manager that the applicant meets all of the following:

A. The property is an eligible homestead where the taxpayer has resided.

B. The applicant is an owner of the eligible homestead.

C. The applicant must be 70 years of age or older on April 1<sup>st</sup> of the year of application.

D. The applicant has a household income that does not exceed three hundred percent (300%) of the federal poverty level.

E. The applicant must have been a resident of the Town of Kittery for at least ten (10) consecutive years immediately preceding the date of application.

#### **13.4.4.3 Property Tax Deferral Benefit.**

A qualifying applicant will be allowed to defer property taxes until an event requiring payment of deferred taxes and accrued interest has occurred. Interest on deferred taxes accrues at a rate of one-half percentage points (0.5%) above the otherwise applicable rate for delinquent taxes.

#### **13.4.4.4 Property Tax Deferral Lien.**

If property taxes are deferred under the program, the lien established on the eligible homestead continues for the purpose of protecting the Town of Kittery's interest in the tax-deferred property. In order to preserve the right to enforce the lien, Town Manager will record in the county registry of deeds a list of tax deferred properties listed in the municipal valuation with the name of the taxpayer listed on the valuation. The recording of tax-deferred properties is notice that the Town of Kittery claims a lien against those properties in the amount of the deferred taxes plus interest together with any fees paid to the county registry of deeds in connection with the recording. For a property deleted from the list, the recording



153 serves as notice of release or satisfaction of the lien.

154 When it is determined that one of the events requiring payment of deferred taxes and interest  
155 occurs, and the property is no longer eligible for the Program, the Town Manager will send  
156 notice by certified mail to the taxpayer, or the taxpayer's heirs or devisee's, listing the total  
157 amount of deferred property taxes, including accrued interest and costs for all the years and  
158 establish a due and payable date. For events A, B, and C of Section 13.4.4.5, the payment is  
159 due within forty-five (45) days. For event D, the payment is due five (5) days prior to the date  
160 of removal of the property from the State. If the deferred tax liability has not been satisfied by  
161 the date established, the Town will enforce the lien according to the procedures of M.R.S.  
162 Chapter 105. Partial payments accepted during the 18-month redemption period provided for  
163 in Chapter 105 may not interrupt or extend the redemption period or in any way affect  
164 foreclosure procedures.

165 **13.4.4.5 Notice to Property Owner**

166 The Town Manager will provide a copy of the State Tax Assessor's one-page notice of the effect  
167 of deferral of property taxes to each taxpayer applying to the program at the time of application  
168 and will also annually provide to each taxpayer in the program, in lieu of a property tax bill,  
169 together with an accounting of taxes deferred and interest accrued.

170 **13.4.4.6 Events Requiring the Payment of Deferred Taxes and Interest**

171 All deferred taxes and accrued interest must be paid when:

172 A. The taxpayer dies.

173 B. Some person other than the taxpayer becomes the owner of the property.

174 C. The tax-deferred property is no longer occupied by the taxpayer as a principal residence,  
175 except if the taxpayer is required to be absent from the eligible homestead for health  
176 reasons.

177 D. The tax-deferred property is a mobile home and it is moved out of the State of Maine and  
178 Town of Kittery.

179 If one of the events listed occurs and the ownership of the eligible homestead is transferred  
180 to another member of the same household, the transferee may apply for continuation of the  
181 deferral of taxes if the transferee meets the eligibility requirements of the Program.

182 **13.4.4.7 Manager to Establish Program Procedures.**

183 To facilitate the intent and implementation of the provisions of this Program, the Town  
184 Manager may establish and adopt additional reasonable regulations, procedures, application  
185 forms, or other requirements in the implementation of this Program not otherwise  
186 inconsistent with any of the express provisions of this Ordinance.



## **POLICY FOR COLLECTION OF UNPAID PROPERTY TAXES**

*This policy replaces the Town of Kittery's Policy for the Disposition of Tax-Acquired Property*

The Town of Kittery seeks to establish a fair, consistent, and balanced approach to pursuing and collecting unpaid property taxes. This policy is designed to be consistent with state law and local ordinance.

### **1. Tax Relief for Property Owners**

Property owners will have the opportunity to seek relief for property taxes committed by the Town of Kittery. Qualifications, restrictions, and requirements will be adhered to for each option in accordance with its applicable state or local law. Options for property owners include but are not limited to:

- Maine Resident Homestead Property Tax Exemption –36 MRS §683
- Emergency Benefit Volunteer Program –Town Code Title 13.4.2
- Municipal Property Tax Assistance – Town Code Title 13.4.3
- Municipal Property Tax Deferral for Senior Citizens–Town Code Title 13.4.4
- Abatements – 36 MRS §841

### **2. Delinquent Property Taxes**

- A. Delinquent property taxes are those that have not been paid by the final due date imposed by Town Council (typically May 31<sup>st</sup>).
- B. The town permitting authorities will not issue permits for properties with delinquent property taxes, unless the owner of record has entered into and is current on a delinquent property tax payment plan with the Tax Collector or is in the Municipal Property Tax Deferral for Senior Citizens program.
- C. The Town Manager will advise the Town Council of delinquent property tax status of properties for which the Town Council is considering issuing local permits and licenses.

### **3. Payment Plans for Delinquent Property Taxes**

The Tax Collector may enter into a payment plan for delinquent property taxes with the owner of the property. The payment plan must be established in writing and executed by the owner of record and the Town Manager. Failure to remain current with the payment plan may result in foreclosure by the town in accordance with 36 MRS §943.

### **4. Liens and Foreclosure of Property for Non-Payment of Taxes**

- A. Delinquent taxes of twenty dollars (\$20) or less will be written off in the current year and not pursued for collection.
- B. The Tax Collector may assign another tax collector in accordance with 36 MRS §899 to complete the collection of taxes.
- C. No less than eight (8) months and no more than twelve (12) months from the date the Town Council commits said taxes, the Tax Collector will issue a Demand for Payment of Taxes for any taxes owed in the current year. The town will issue a Demand Notice to the owner of record identified in the town's property records. The Demand Notice will be sent via registered mail, return receipt requested, and first-class mail to the owners' last known address. The owner will have thirty (30) days from the date of the notice to respond to the

demand and make payment in full for delinquent property taxes, interest, and fees or enter into a payment plan with the Tax Collector.

- D. If the owner of record does not make payment in full or enter into an approved payment plan, the town will record a tax lien against the property at the county registry of deeds.
- E. If the owner of record does not make payment in full or enter into an approved payment plan within eighteen (18) months of the recording of the tax lien, a Notice of Foreclosure will be issued via registered mail, return receipt requested, and first-class mail to the owner's last known address. The owner will have sixty (60) days from date of the Notice of Foreclosure to pay all delinquent property taxes, interest and fees. The Tax Collector may grant a thirty (30) day extension upon request.
- F. If the owner of record does not make payment in full in accordance with the Notice of Foreclosure, the town will foreclose on the property in accordance with 36 MRS §943.

#### **5. Disposition of Foreclosed Property for Non-Payment of Taxes**

- A. The Town Manager will seek Town Council approval to dispose of property acquired through foreclosure. Generally, the Town Manager will dispose of the property through a sealed bid sale or public auction. With approval of the Town Council, the Town Manager may dispose of the property through a request for proposal or other alternative method and may establish bid minimums for the sale.
- B. The Town Manager will notify the former owner of record no less than seven (7) days prior to the disposition of the property. The notice will be sent to the last known address on record with the town via registered mail, return receipt requested, and first class mail. Nothing will prohibit the former owner from participating in a bid, auction, or alternative disposal method.
- C. Proceeds from the sale of foreclosed property will be credited to the general revenue of the current fiscal year, unless the Town Council authorizes the proceeds to be credited to another fund.



**KITTERY TOWN CODE TITLE 13, PROPOSED AMENDMENT –  
TAX RELIEF PROGRAMS**

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

**WHEREAS**, the Kittery Town Council is authorized to enact this Ordinance, as specified in Sections 1.01 and 2.07(3) of the Town Charter; 30-A MRS §3001, 36 MRS §6232 and §6271, pursuant to its powers that authorize the town, under certain circumstances, to provide for the public health, welfare, morals, and safety, and does not intend for this Ordinance to conflict with any existing state or federal laws; and

**WHEREAS**, the Kittery Town Council seeks to provide access to property tax relief programs where allowed by state law for those residents who qualify; and

**WHEREAS**, the annual implementation of the programs will be conditioned upon annual funding being appropriated;

**NOW THEREFORE**, IN ACCORDANCE WITH TITLES 30-A MRS §3001, 36 MRS §6232 and §6271, AND TOWN CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 13 OF THE TOWN CODE, AS PRESENTED.

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

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

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



**Maine Revised Statutes**  
**Title 36: TAXATION**  
**Chapter 105: CITIES AND TOWNS**

**§942. TAX LIEN CERTIFICATE; PROCEDURE**

Except as provided in section 942-A, liens on real estate created by section 552, in addition to other methods established by law, may be enforced in the following manner. [1987, c. 358, §3 (AMD).]

The tax collector may, after the expiration of 8 months and within one year after the date of original commitment of a tax or, in the case of deferred taxes pursuant to chapter 908-A, after the due and payable date established pursuant to section 6271, subsection 5, give to the person against whom the tax is assessed, or leave at the person's last and usual place of abode, or send by certified mail, return receipt requested, to the person's last known address, a notice in writing signed by the tax collector or bearing the tax collector's facsimile signature, stating the amount of the tax, describing the real estate on which the tax is assessed, alleging that a lien is claimed on the real estate to secure the payment of the tax, and demanding the payment of the tax within 30 days after service or mailing of the notice with \$3 for the tax collector for making the demand together with the certified mail, return receipt requested, fee. In the case of taxes supplementally assessed, the tax collector may give that notice after the expiration of 8 months and within one year after the date of commitment of the supplementally assessed taxes. If an owner or occupant of real estate to whom the real estate is taxed dies before that demand is made on that owner or occupant, the demand may be made upon the personal representative of that owner's or occupant's estate or upon any of that owner's or occupant's heirs or devisees. [2009, c. 489, §2 (AMD).]

After the expiration of the 30 days and within 10 days thereafter, the tax collector shall record in the registry of deeds of the county or registry district where the real estate is situated a tax lien certificate signed by the tax collector or bearing his facsimile signature, setting forth the amount of the tax, a description of the real estate on which the tax is assessed and an allegation that a lien is claimed on the real estate to secure the payment of the tax, that a demand for payment of the tax has been made in accordance with this section, and that the tax remains unpaid. When the undivided real estate of a deceased person has been assessed to his heirs or devisees without designating any of them by name it will be sufficient to record in said registry a tax lien certificate in the name of the heirs or the devisees of said decedent without designating them by name. [1979, c. 613, §2 (AMD).]

At the time of the recording of the tax lien certificate in the registry of deeds, in all cases the tax collector shall file with the municipal treasurer a true copy of the tax lien certificate and shall hand deliver or send by certified mail, return receipt requested, to each record holder of a mortgage on that real estate, to the holder's last known address, a true copy of the tax lien certificate. If the real estate has not been assessed to its record owner, the tax collector shall send by certified mail, return receipt requested, a true copy of the tax lien certificate to the record owner. [1993, c. 422, §6 (AMD).]

The costs to be paid by the taxpayer are the sum of the fees for recording and discharge of the lien as established by Title 33, section 751, plus \$13, plus the fee established by section 943 for sending a notice 30 to 45 days prior to the foreclosing date of the tax lien mortgage if that notice is actually sent and all certified mail, return receipt requested, fees. In the case of a lien in effect pursuant to chapter 908-A, the costs to be paid include interest in the amount established under section 6271, subsection 3. Upon redemption, the municipality shall prepare and record a discharge of the tax lien mortgage. [2009, c. 489, §3 (AMD).]

The municipality shall pay the tax collector \$3 for the notice, \$1 for filing the tax lien certificate and the amount paid for certified mail, return receipt requested, fees. The fees for recording the tax lien certificate and for discharging the tax lien mortgage must be paid by the municipality to the register of deeds. [1995, c. 57, §6 (AMD).]

**SECTION HISTORY**

1973, c. 536, §26 (AMD). 1975, c. 770, §§203,204 (AMD). 1977, c. 422, §2 (AMD). 1977, c. 479, §§17-18 (AMD). 1977, c. 630, §§7,8 (AMD). 1979, c. 114, (AMD). 1979, c. 613, §§1,2 (AMD). 1983, c. 407, §§2,3 (AMD). 1987, c. 358, §3 (AMD). 1991, c. 846, §9 (AMD). 1993, c. 422, §6 (AMD). 1995, c. 57, §6 (AMD). 2009, c. 489, §§2, 3 (AMD).

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**Maine Revised Statutes**  
**Title 36: TAXATION**  
**Chapter 105: CITIES AND TOWNS**

**§943. TAX LIEN MORTGAGE; REDEMPTION; DISCHARGE; FORECLOSURE**

The filing of the tax lien certificate in the registry of deeds shall create a tax lien mortgage on said real estate to the municipality in which the real estate is situated having priority over all other mortgages, liens, attachments and encumbrances of any nature, and shall give to said municipality all the rights usually incident to a mortgagee, except that the municipality shall not have any right of possession of said real estate until the right of redemption shall have expired.

The filing of the tax lien certificate in the registry of deeds shall be sufficient notice of the existence of the tax lien mortgage.

In the event that the tax, interest and costs underlying the tax lien are paid within the period of redemption, the municipal treasurer or assignee of record shall prepare and record a discharge of the tax lien mortgage in the same manner as is now provided for the discharge of real estate mortgages, except that a facsimile signature of the treasurer or treasurer's assignee may be used. [2011, c. 104, §1 (AMD).]

If the tax lien mortgage, together with interest and costs, shall not be paid within 18 months after the date of the filing of the tax lien certificate in the registry of deeds, the said tax lien mortgage shall be deemed to have been foreclosed and the right of redemption to have expired.

The municipal treasurer shall notify the party named on the tax lien mortgage and each record holder of a mortgage on the real estate not more than 45 days nor less than 30 days before the foreclosing date of the tax lien mortgage, in a writing signed by the treasurer or bearing the treasurer's facsimile signature and left at the holder's last and usual place of abode or sent by certified mail, return receipt requested, to the holder's last known address of the impending automatic foreclosure and indicating the exact date of foreclosure. For sending this notice, the municipality is entitled to receive \$3 plus all certified mail, return receipt requested, fees. These costs must be added to and become a part of the tax. If notice is not given in the time period specified in this section to the party named on the tax lien mortgage or to any record holder of a mortgage, the person not receiving timely notice may redeem the tax lien mortgage until 30 days after the treasurer does provide notice in the manner specified in this section. [1993, c. 422, §7 (AMD).]

Beginning with taxes that are assessed after April 1, 1985, the notice of impending automatic foreclosure must be substantially in the following form:

STATE OF MAINE  
NOTICE OF IMPENDING AUTOMATIC FORECLOSURE  
Title 36, M.R.S.A. Section 943

IMPORTANT: DO NOT DISREGARD  
THIS NOTICE. YOU WILL LOSE  
YOUR PROPERTY UNLESS YOU PAY  
YOUR 20 PROPERTY TAXES,  
INTEREST AND COSTS.

TO:

You are the party named on a tax lien certificate filed on , 20 , and recorded in Book , Page in the County Registry of Deeds. This filing has created a tax lien mortgage on the real estate described therein.

On , 20 , the tax lien mortgage will be foreclosed and your right to recover your property by paying the taxes, interest and costs that are owed will expire.

IF THE TAX LIEN FORECLOSES,



THE MUNICIPALITY WILL OWN  
YOUR PROPERTY.

If you cannot pay the property taxes you owe please contact me to discuss this notice.

Municipal Treasurer

[2017, c. 288, Pt. A, §41 (AMD).]

After the expiration of the 18-month period for redemption, the mortgagee of record of said real estate or his assignee and the owner of record if the said real estate has not been assessed to him or the person claiming under him shall, in the event the notice provided for said mortgagee and said owner has not been given as provided in section 942, have the right to redeem the said real estate within 3 months after receiving actual knowledge of the recording of the tax lien certificate by payment or tender of the amount of the tax lien mortgage, together with interest and costs, and the tax lien mortgage shall then be discharged by the owner thereof in the manner provided.

The tax lien mortgage shall be prima facie evidence in all courts in all proceedings by and against the municipality, its successors and assigns, of the truth of the statements therein and after the period of redemption has expired, of the title of the municipality to the real estate therein described, and of the regularity and validity of all proceedings with reference to the acquisition of title by such tax lien mortgage and the foreclosure thereof.

Whenever the person against whom the tax is assessed shall have died after the tax has been committed and prior to the expiration of the 18-months period of foreclosure and such person shall have left a will offered for probate, the probate judge of the county wherein said will is offered upon petition of any devisee of the real estate on which said tax is unpaid may grant a period of redemption not to exceed 60 days following the final allowance or disallowance of said will. Notice of said petition shall be given to the tax collector of the town wherein said property is located and a certified copy of the court order shall be filed in the registry of deeds of the county wherein the property is located.

A discharge of a municipal tax lien mortgage given after the right of redemption has expired, which discharge has been recorded in the Registry of Deeds for more than one year, terminates all title of the municipality derived from such tax lien mortgage or any other recorded tax lien mortgage for which the right of redemption expired 10 years or more prior to the foreclosure date of this discharged lien, unless the municipality has conveyed any interest based upon the title acquired from any of the affected liens. This paragraph applies to discharges of municipal tax lien mortgages given after October 1, 1935. [1991, c. 245, §1 (AMD); 1991, c. 245, §2 (AFF).]

When a municipality conveys the premises back to the former record titleholder or to a successor of that holder who obtained title before the foreclosure for a consideration of the taxes and costs due, the rights of the other parties claiming an interest of record in the premises at the time of foreclosure, including mortgagees, lien creditors or other secured parties, are revived as if the tax lien mortgage had not been foreclosed. [1993, c. 373, §4 (NEW).]

SECTION HISTORY

1973, c. 368, (AMD). 1975, c. 474, §1 (AMD). 1975, c. 770, §205 (AMD). 1977, c. 630, §9 (AMD). 1981, c. 29, (AMD). 1983, c. 407, §4 (AMD). 1985, c. 364, §1 (NEW). 1985, c. 364, §1 (AMD). 1989, c. 766, (AMD). 1991, c. 245, §1 (AMD). 1991, c. 245, §2 (AFF). 1993, c. 373, §4 (AMD). 1993, c. 422, §7 (AMD). 2011, c. 104, §1 (AMD). 2017, c. 288, Pt. A, §41 (AMD).

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**Maine Revised Statutes**  
**Title 36: TAXATION**  
**Chapter 907-A: MUNICIPAL PROPERTY TAX ASSISTANCE**

**§6232. MUNICIPAL AUTHORITY**

The legislative body of a municipality may by ordinance adopt a program to provide benefits to persons with homesteads in the municipality. A municipality may choose to restrict the program to persons who are at least 62 years of age. [2005, c. 395, §4 (NEW) .]

**1. Conditions of program.** Except as provided in subsection 1-A, a program adopted under this section must:

A. Require that the claimant has a homestead in the municipality; [2005, c. 395, §4 (NEW) .]

B. Provide benefits for both owners and renters of homesteads; and [2005, c. 395, §4 (NEW) .]

C. Calculate benefits in a way that provides greater benefits proportionally to claimants with lower incomes in relation to their property taxes accrued or rent constituting property taxes accrued. [2005, c. 395, §4 (NEW) .]

[ 2007, c. 635, §1 (AMD) .]

**1-A. Volunteer program.** A municipality may by ordinance adopt a program that permits claimants who are at least 60 years of age to earn benefits up to a maximum of \$750 by volunteering to provide services to the municipality. A program adopted under this subsection does not need to meet the requirements of subsection 1, paragraph B or C. Benefits provided under this subsection must be related to the amount of volunteer service provided. Benefits received under this subsection may not be considered income for purposes of Part 8. A municipality may by ordinance establish procedures and additional standards of eligibility for a program adopted under this subsection.

[ 2007, c. 635, §2 (NEW) .]

**2. Relationship to state program.**

[ 2013, c. 455, §2 (RP) .]

**3. Repeal of program.** A municipality that has adopted a program under this section may repeal it through the same procedure by which the program was adopted.

[ 2005, c. 395, §4 (NEW) .]

**SECTION HISTORY**

2005, c. 395, §4 (NEW). 2007, c. 635, §§1, 2 (AMD). 2013, c. 455, §2 (AMD) .

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## Maine Revised Statutes

### Title 36: TAXATION

#### Chapter 908-A: MUNICIPAL PROPERTY TAX DEFERRAL FOR SENIOR CITIZENS

##### §6271. MUNICIPAL AUTHORITY

**1. Definitions.** As used in this chapter, unless the context otherwise indicates, the following terms have the following meanings.

A. "Eligible homestead" means the owner-occupied principal dwelling, either real or personal property, owned by a taxpayer and the land upon which it is located. If the dwelling is located in a multiunit building, the eligible homestead is the portion of the building actually used as the principal dwelling and its percentage of the value of the common elements and of the value of the tax lot upon which it is built. The percentage is the value of the dwelling compared to the total value of the building exclusive of the common elements, if any. [2009, c. 489, §5 (NEW).]

B. "Federal poverty level" means the nonfarm income official poverty line for a family of the size involved, as defined by the federal Office of Management and Budget and revised annually in accordance with the United States Omnibus Budget Reconciliation Act of 1981, Section 673, Subsection 2. [2009, c. 489, §5 (NEW).]

C. "Household income" has the meaning set out in section 6201, subsection 7. [2009, c. 489, §5 (NEW).]

D. "Program" means a tax deferral program adopted by a municipality pursuant to subsection 2. [2009, c. 489, §5 (NEW).]

E. "Tax-deferred property" means the property upon which taxes are deferred under this chapter. [2009, c. 489, §5 (NEW).]

F. "Taxes" or "property taxes" means ad valorem taxes, assessments, fees and charges entered on the assessment and tax roll. [2009, c. 489, §5 (NEW).]

G. "Taxpayer" means an individual who is responsible for payment of property taxes and has applied to participate or is currently participating in the program under this chapter. [2009, c. 489, §5 (NEW).]

[ 2009, c. 489, §5 (NEW) .]

**2. Authority.** The legislative body of a municipality may by ordinance adopt a property tax deferral program for senior citizens, referred to in this section as "the program." Upon application by a taxpayer, a municipality may defer property taxes on property if the following conditions are met:

A. The property is an eligible homestead where the taxpayer has resided for at least 10 years prior to application; [2009, c. 489, §5 (NEW).]

B. The taxpayer is an owner of the eligible homestead, is at least 70 years of age on April 1st of the first year of eligibility and occupies the eligible homestead; and [2009, c. 489, §5 (NEW).]

C. The household income of the taxpayer does not exceed 300% of the federal poverty level. [2009, c. 489, §5 (NEW).]

An application, information submitted in support of an application and files and communications relating to an application for deferral of taxes under the program are confidential. Hearings and proceedings held by a municipality on an application must be held in executive session unless otherwise requested by the applicant. Nothing in this paragraph applies to the recording of liens or lists under subsection 3 or any enforcement proceedings undertaken by the municipality pursuant to this chapter or other applicable law.

The municipality shall make available upon request the most recent list of tax-deferred properties of that municipality required to be filed under subsection 3. The municipality may publish and release as public information statistical summaries concerning the program as long as the release of the information does not jeopardize the confidentiality of individually identifiable information.

[ 2009, c. 489, §5 (NEW) .]

**3. Effect of deferral.** If property taxes are deferred under the program, the lien established on the eligible homestead under section 552 continues for the purpose of protecting the municipal interest in the tax-deferred property. Interest on the deferred taxes accrues at the rate of 0.5 percentage points above the otherwise applicable rate for delinquent taxes. In order to preserve the right to enforce the lien, the municipality shall record in the county registry of deeds a list of the tax-deferred properties of that municipality. The list must contain a description of each tax-deferred property as listed in the municipal valuation together with the name of the taxpayer listed on the valuation. The list must be updated annually to reflect the addition or deletion of tax-deferred properties, the amount of deferred taxes accrued for each property and payments received.

The recording of the tax-deferred properties under this subsection is notice that the municipality claims a lien against those properties in the amount of the deferred taxes plus interest together with any fees paid to the county registry of deeds in connection with the recording. For a property deleted from the list, the recording serves as notice of release or satisfaction of the lien, even though the amount of taxes, interest or fees is not listed.

[ 2017, c. 170, Pt. B, §10 (AMD) .]

**4. Notice.** The State Tax Assessor shall prepare a one-page notice of the effect of the deferral of property taxes under this section, of the right of the municipality to file a tax lien mortgage pursuant to chapter 105 and that the deferred taxes become due and payable as established in subsection 5. This notice must have a readability score, as determined by a recognized instrument for measuring adult literacy levels, equivalent to no higher than a 6th grade reading level. A municipality that adopts the program shall provide a copy of this notice to each taxpayer applying to the program at the time of application and shall also annually provide to each taxpayer in the program, in lieu of a property tax bill, a copy of this notice together with an accounting of taxes deferred and interest accrued.

[ 2009, c. 489, §5 (NEW) .]

**5. Lien.** When it is determined that one of the events set out in subsection 6 has occurred and that a property is no longer eligible for property tax deferral under this chapter, the municipality shall send notice by certified mail to the taxpayer, or the taxpayer's heirs or devisees, listing the total amount of deferred property taxes, including accrued interest and costs of all the years and establishing a due and payable date. For events listed in subsection 6, paragraphs A, B and C, payment is due within 45 days of the date of the notice. When the event listed in subsection 6, paragraph D occurs, the total amount of deferred taxes is due and payable 5 days before the date of removal of the property from the State. The municipality shall include in the notice a statement that the lien enforcement procedures pursuant to chapter 105, subchapter 9 apply.

If the deferred tax liability of a property has not been satisfied by the date established pursuant to this subsection, the municipality may enforce the lien according to procedures in chapter 105, subchapter 9.

Partial payments accepted during the 18-month redemption period provided for in section 943 may not interrupt or extend the redemption period or in any way affect foreclosure procedures.

[ 2009, c. 489, §5 (NEW) .]

**6. Events requiring the payment of deferred tax and interest.** Subject to subsection 7, all deferred taxes and accrued interest must be paid pursuant to subsection 5 when:

A. The taxpayer dies; [2009, c. 489, §5 (NEW) .]



## POLICY FOR THE DISPOSITION OF TAX-ACQUIRED PROPERTY

1. Once the Town of Kittery has initiated an action of foreclosure resulting from non-payment of taxes, and once this action has been properly initiated and completed, the Town of Kittery shall adhere to the following procedure with regard to the disposition of tax-acquired properties:
2. Immediately upon the completion of foreclosure and the transfer of ownership to the Town of Kittery, the Town Manager, upon vote of Council, shall notify the former property owner(s) by certified mail, return receipt requested, that foreclosure for non-payment of taxes has occurred and that the Town of Kittery now owns said property. This notice shall be sent to the former owner's last known address, as indicated by the Town's records.
3. Said notice shall also advise that the former owner(s) has thirty (30) days from the date on which the Town's certified letter is mailed to notify the Town of Kittery of the desire to reclaim said property. The former owner(s) shall send this notification to the Town Manager via certified mail, return receipt requested.
4. If the former owner(s) does properly notify the Town of Kittery as indicated above of intent to reclaim the property, the former owner(s) shall have an additional thirty (30) days from the date on which the Town Manager receives the response to pay the necessary funds to redeem the property, unless the Council finds just cause to extend this 30-day payment date. To secure redemption, the former owner(s) shall pay to the Town of Kittery an amount of money equal to all taxes due, interest accrued on these unpaid taxes, and the Town's costs for necessary mailing and filing fees, after which the Town shall return ownership of said property to the former owner(s). It shall be the responsibility of the former owner(s) to contact the Town of Kittery to determine the amount of the payment necessary to redeem the property.
5. If the former owner(s) fails to comply with the provisions of paragraph four, the Town Council shall determine when to offer said property for sale. Generally, Council shall dispose of said property by either advertising for sealed bids or through public auction. However, Council may, on a case-by-case basis, dispose of selected properties by another method. The Town of Kittery shall so notify the former owner(s), by certified mail, return receipt requested, of its intention to do so. Regardless of the method chosen to dispose of the property, the Town may establish a minimum acceptable bid and shall include this amount in all of its advertising for sale. Specific details governing said request for sealed bids or auction shall be established by the Town Council at the same time that its members establish/approve the minimum acceptable bid. Nothing shall prohibit the former owner(s) from bidding on this property if disposed of via sealed bid or auction.

6. It is expressly noted that only the former owner(s) of said property shall be allowed to redeem it, in the manner described above, prior to the offering for sale by the Town of Kittery via sealed bid or public auction.

7. It is further expressly noted that it is not the purpose of this policy to allow individuals, partnerships, corporations or other organizations owning property within the Town of Kittery and possessing adequate resources to fund the payment of local taxes in a timely manner to profit from the non-payment of taxes and attempting to then redeem said property. It is also not the purpose of this policy to permit individual property owners suffering a hardship to ignore the relief afforded by state statutes and/or local ordinances in the form of hardship abatements or to remove the responsibility from such individuals to seek information on such programs and to file for them in a timely manner.

8. Should a question arise regarding the financial ability of an individual, partnership, corporation, or other organization to pay taxes owed in a timely manner prior to foreclosure, the Town Manager and/or the Town Council have the authority to request information, including financial information, in order to substantiate the fact that there exists a legitimate need and/or a valid reason for the non-payment of taxes in a timely manner. Should such a question arise and should such information be requested, the final decision as to whether or not a property owner qualifies for the privilege of redemption as provided by this policy shall rest with the Town Council.

Approved 2/24/92  
Amended 7/28/03

rev./bb

B. Some person other than the taxpayer becomes the owner of the property; [2009, c. 489, §5 (NEW) .]

C. The tax-deferred property is no longer occupied by the taxpayer as a principal residence, except that this paragraph does not apply if the taxpayer is required to be absent from the eligible homestead for health reasons; or [2009, c. 489, §5 (NEW) .]

D. The tax-deferred property, a mobile home, is moved out of the State. [2009, c. 489, §5 (NEW) .]

[ 2009, c. 489, §5 (NEW) .]

**7. Election to continue deferral.** If one of the events listed in subsection 6 occurs, and the ownership of the eligible homestead is transferred to another member of the same household, the transferee may apply to the municipality for continuation of the deferral of taxes if the transferee meets the conditions in subsection 2, paragraphs B and C.

[ 2009, c. 489, §5 (NEW) .]

**8. Repeal of program.** A municipality that has adopted the program under this section may discontinue it through the same procedure by which the program was adopted; however, any taxes deferred under the program continue to be deferred under the conditions of the program on the date it was ended.

[ 2009, c. 489, §5 (NEW) .]

#### SECTION HISTORY

2009, c. 489, §5 (NEW). 2017, c. 170, Pt. B, §10 (AMD) .

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# TOWN OF KITTERY PUBLIC HEARING NOTICE

In accordance with Section 6.06 (1) of the Town Charter, the Kittery Town Council will hold a public hearing to adopt and approve the 2018-19 School Budget, on Monday, May 7, 2018 at 6:00 p.m. in the Council Chambers, 200 Rogers Road, Kittery, Maine.

## **SUMMARY OF 2018-19 SCHOOL BUDGET RECOMMENDATIONS:**

<u>School Operating Budget:</u>	
Regular Instruction	\$ 6,849,500.46
Special Instruction	\$ 3,569,010.67
Career and Technical Education	\$ 5,152.40
Other Instruction	\$ 344,553.30
Student and Staff Support	\$ 1,800,672.86
System Administration	\$ 609,766.76
School Administration	\$ 1,094,449.88
Transportation	\$ 654,588.83
Facilities Maintenance	\$ 1,383,566.49
Debt	\$ 802,768.75
All Other Expenditures	\$ 115,200.00
Summary of Total Authorized	
General Fund Expenditures	\$17,229,230.40

## **Amounts Raised in Excess of State's Essential Programs and Services Funding Model:**

In addition to other amounts raised in support of the school budget, the School Committee recommends \$3,574,647.81 in additional local funds which exceeds the State's funding model by \$3,574,647.81.

## **Transfer of Year End School Balances to Dedicated Accounts:**

To transfer \$139,555.83 from the school's audited 2016-2017 fiscal year undesignated general fund balance, and be expended as follows:

\$ 0.00	for the School Maintenance Dedicated Account
\$ 0.00	for the School Special Education Dedicated Account
\$119,555.83	for the School Unfunded Liabilities Dedicated Account
\$ 0.00	for the School Technology Dedicated Account
\$ 10,000.00	for the School Co/Extra Curricular Success Dedicated
\$ 10,000.00	for the School Unemployment Dedicate Account
\$139,555.83	Total Transferred

Copies of the proposed School Budget amounts will be available at the Town Office, 200 Rogers Road, Monday – Thursday, 8:00 a.m. – 6:00 p.m.

Posted: April 18, 2018

Municipal Office  
Town Website  
Community Center  
Kittery Post Office  
Kittery Point Post Office



## TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

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### REPORT TO TOWN COUNCIL

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Meeting Date: April 23, 2018  
From: Kendra Amaral, Town Manager  
Subject: Seasonal Traffic Management  
Councilor Sponsor: Chairperson Kenneth Lemont

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#### EXECUTIVE SUMMARY

The working group charged with reviewing the seasonal traffic challenges and developing a plan for the 2018 tourist season has completed their work and is recommending an overall approach to discourage cut-through traffic.

The working group is recommending the Council support speed limit reductions on the roads most likely to serve as cut-through routes for the Turnpike and Route 1 Bypass. Based on the advice gathered from Maine traffic engineers and research of what other communities throughout the country are doing; a reduction in speed limit is appearing to be the most effective and manageable option.

The working group is also recommending the Council seek resolution of a small inventory of streets that are posted inconsistently with MaineDOT's recorded speed limit.

#### BACKGROUND

At the August 14<sup>th</sup> meeting the Town Council directed me to develop a traffic management plan for seasonal cut-through traffic for the coming summer. I advised that this effort is one that requires professional support and requires careful consideration of the implications and spill-over impacts.

I requested two Councilors volunteer to participate in a working group to develop a plan for this season. Chairperson Lemont and Vice Chairperson Denault volunteered. The working group also included Police Chief James Soucy and DPW Commissioner Dave Rich.

In January, I sought advice from the SMPDC Transportation Director and asked for input from traffic engineers from Ty-Lin.

#### STATEMENT OF NEED

As a result of the SML Bridge outage and growing tourism in Maine the town has experienced an increasing issue of cut-through traffic by tourists on local roads; specifically on weekends in the summer season.

During the summer of 2017 the town implemented a temporary “Local Traffic Only, No Through Way” ordinance for one neighborhood to mitigate the impact of cut-through traffic heading to the Memorial Bridge. The effort was generally successful, however it created a spillover effect to other routes and impacted other residential neighborhoods. It also generated a growing request for other roads to be designed “Local Traffic Only”.

It is not reasonable or possible to designate a large number of roads in Kittery as local traffic only. Many of the roads are connector roads which cannot be restricted in such a way. The approach is not appropriate for the broader issue.

Both research and the advice of traffic professionals has confirmed that lower speed limits tend to have a similar effect as “Local Traffic Only” restrictions do with the wayfinding apps. When speeds are lower, generally 20 miles per hour or under, the apps appear to deem the main road speed, even with congestive traffic, as the preferred route and is not likely to direct cut-through traffic as an alternative.

The SML Bridge is now open; providing another route for drivers. Though this should reduce the pressure on some areas of town, we still anticipate cut-through traffic this season and into the future. The Maine Turnpike Authority is planning major repair work on the Dennett Road Bridge which should be concluded in June. The deck work on the Piscataqua Bridge is planned for 2019 through 2020.

As a secondary matter, staff have also found through other efforts, that the town has a handful of roads that posted with speeds inconsistent with MaineDOT speed approvals. We are looking to resolve these inconsistencies in conjunction with this process as a matter of efficiency.

The likelihood of success with MaineDOT is unclear. The agency reviews street speeds for residential roads with caution and uses a set of criteria to evaluate each request. We may not be successful in achieving approval on the secondary roads and some of the residential roads.

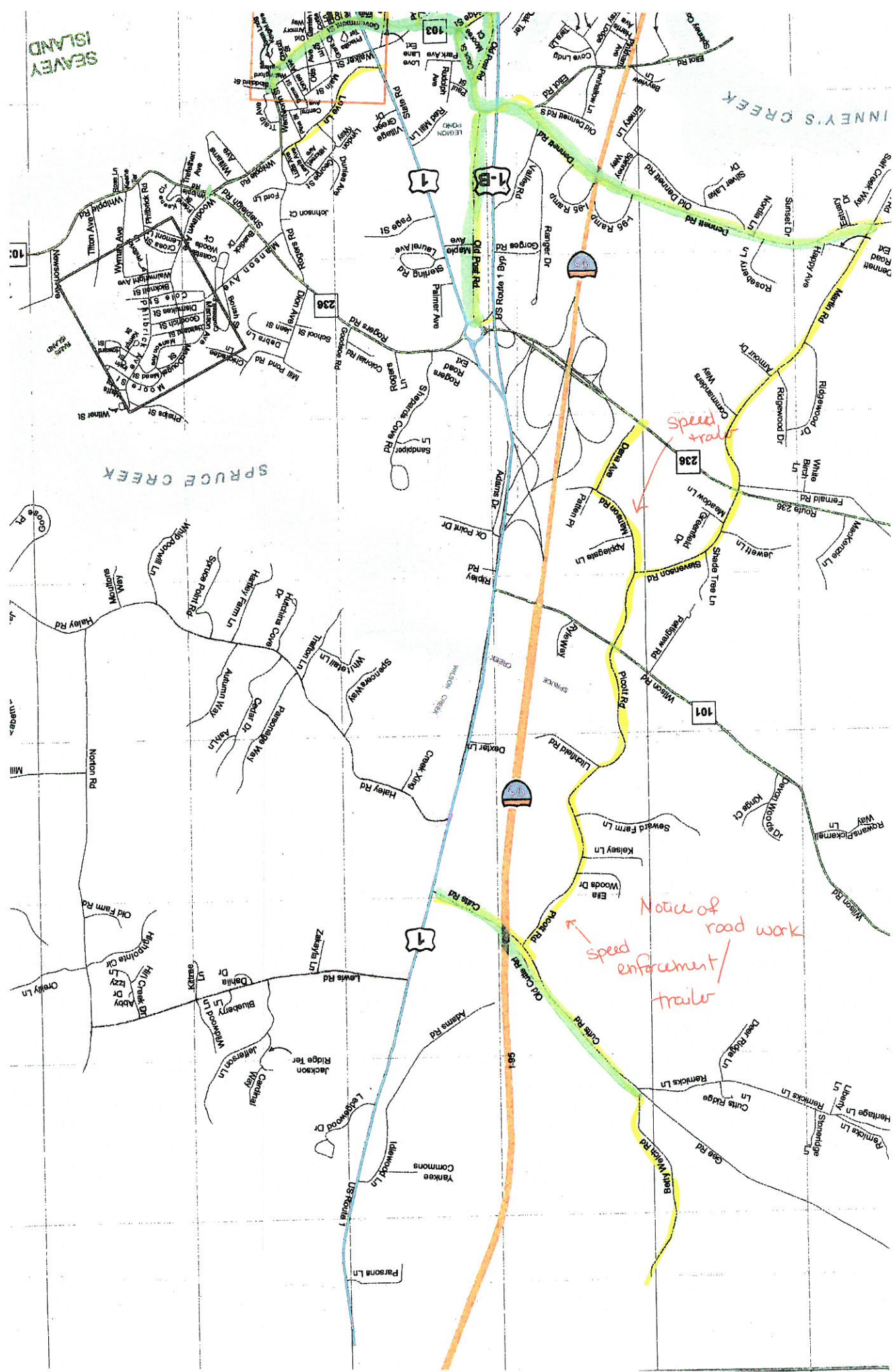
Since the statistical majority of cars on these local roads are Kittery residents, this could create an unanticipated increase in speed violations. However, it is not possible nor safe to have variable speed limits on local roads, depending on days of week or time of year. This was discussed by the working group.

### **PROPOSED SOLUTION/RECOMMENDATION**

Direct the Town Manager to seek speed reductions on the attached list of roads as presented.



	Road	From	To	Category	MaineDOT Limit	Proposed Limit
1	Betty Welch Road	York line	Cutts Road	Local	25/35	20
2	Cutts Road	Betty Welch	Route 1	Local	35	20
3	Picott Road	Cutts Road	Wilson Road	Local	30	20
4	Manson Road	Wilson Road	Dana Ave	Local	25	20
5	Stevenson Road	Manson Road	Route 236	Local	25	20
6	Dana Ave	Manson Road	Route 236	Local	25	20
7	Martin Road	Route 236	Dennett Road	Local	25	20
8	Dennett Road	Eliot Line	Leach Road	State	35	25
9	Dennett Road	Leach Road	Old Dennett Road	State	25	N/A
10	Dennett Road	Old Dennett Road	Valles Road	State	40	25
11	Dennett Road	Valles Road	Eliot Road	State	40	25
12	Dennett Road	Eliot Road	Old Post Road	State	40	25
13	Old Post Road	Traffic Circle	Dennett Road	Local	25	20
14	Old Post Road	Dennett Road	State Road	Local	25	20
15	Cook Street			Local	25	20
16	Bridge Street	Route 1 Bypass	Government Street	Local	25	20
17	Love Lane			Local	25	20
18	Prince Ave			Local	25	20
19	Langton Street			Local	25	20
20	Rice Ave			Local	25	20
21	Stimson Street			Local	25	20
22	Newmarch Street			Local	25	20
23	Hunter Ave			Local	25	20
24	Commercial Street			Local	25	20
25	Pleasant Street			Local	25	20
26	Water Street			Local	25	20
27	Route 103	Old Post Road	Walker Street	State	25	25
28	Haley Road	Route 1	Bartlett Road	Local	35	25
29	Lewis Road	Route 1	Norton Road	Local	40	30



SEAVEY ISLAND

INNEY'S CREEK

SPRUCE CREEK

speed enforcement/trailer

Notice of road work to motor



# Granite State Wheelmen, Inc.

181 Leavitt Road  
Belmont, NH 03220

March 31, 2018

Town Manager, Town of Kittery  
200 Rogers Road  
Kittery, ME 03904

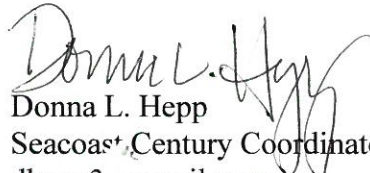
Dear Ms. Amaral:

On behalf of the Granite State Wheelmen bicycle club, please accept our thanks for the excellent support provided by Town staff and the Police Department for our 2017 Seacoast Century Bicycle Ride. Our 2018 Seacoast Century is planned for September 22-23rd.

We have contacted the Kittery Police Department and requested a police detail to assist with traffic and rider safety. Our proposed route and rest stop at the Ft Mc Clary Picnic Area are the same as last year. We have provided the Police Department with the route information and will work with them to arrange a Police Detail at the entrance of the Picnic area. A copy of the certificate of insurance covering the Town is attached and an electronic copy was sent to your Town Clerk earlier this spring.

Again, thank you to Town staff, and citizens of Kittery for your support and assistance in making the Seacoast Century a safe and successful event.

Sincerely yours,

  
Donna L. Hepp  
Seacoast Century Coordinator  
[dhepp3@gmail.com](mailto:dhepp3@gmail.com)  
414-251-3287

File: police detail s-K18





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/25/2018

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

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

<b>PRODUCER</b> American Specialty Insurance & Risk Services, Inc.  7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 260-969-5203 <b>FAX (A/C, No):</b> 260-969-4729 <b>E-MAIL ADDRESS:</b>  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Arch Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> League of American Wheelmen dba League of American Bicyclists 1612 K Street NW, Suite 1102  Washington DC 20006	<b>NAIC #</b> 11150

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b> 1001522170	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER CLUB	Y		SBCGL0054501	02/01/2018	02/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage applies to GRANITE STATE WHEELMEN, 2 TOWNSEND AVE, SALEM, NH 03079.

- The Certificate Holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, and subject to the provisions and limitations of Form 00S GL002900 Additional Insured - Designated Person or Organization Written Contract or Written Agreement, but only with respect to 2018 SEACOAST CENTURY WEEKEND from September 21, 2018 through September 23, 2018.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Kittery  200 Rogers Road Ext.  Kittery NH 03904	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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April 11, 2018

Town of Kittery  
200 Rogers Road  
Kittery, Maine 03904

RE: 2018 Kittery Community Market

Dear Kittery Town Council,

The Kittery Community Market will kick off it's 6th season on Sunday, June 3, 2018 and continue each Sunday through October 7, 2018 at Post Office Square, 10 Shapleigh Road.

Kittery Community Market will feature up to 35 vendors, along with local musicians, Kid's Korner and space is available each week for local non-profits.

The Kittery Community Market carries insurance which will cover any signs or banners the town will allow KCM to erect within the town.

The Kittery Community Market would like permission to hang 3 banners: (2) at Post Office Square from May 15, 2018 to October 15, 2018 and (1) over Rogers Road, in front of the Kittery Community Center from May 22, 2018 to June 21, 2018, or whenever the next banner is requested, whichever is later.

We would also like permission to place directional signs in various locations around Kittery and Kittery Point to direct people to the Kittery Community Market from June 1, 2018 to October 7, 2018. The signs will set in place on Friday or Saturday and be removed on Sunday or Monday each week.

Thank you for considering our request. We would be happy to answer any questions you may have.

We looking forward to another great year and hope to see you all this season at the Kittery Community Market!!

Sundays from 10:00 a.m. - 2:00 p.m.

Thank you for your support!!

Dot Avery, KCM Chairperson

Jeff Backer, KCM Vendor Rep.

Debbie Driscoll, KCM Secretary

Corey Emerson, Vice Chairperson, KCM Vendor Rep.

Lori Gibson, KCM Manager

Maggie Pounds, KCM Vendor Rep.

Ben Whalen, KCM Treasurer, Vendor Rep.





JOHN PAUL JONES PARK

GOVT STREET

GOVT STREET/STATE ROAD

WALLINGFORD SQ/WALKER ST

WENTWORTH ST/WHIPPLE RD/ROGERS RD

WHIPPLE RD/WOODLAWN AVE/SHAPLEIGH RD

WALKER ST/STATE RD

MEMORIAL CIRCLE (OUTSIDE OF CIRCLE)

236/STEVENSON RD/MARTIN RD

ROGERS RD/SHAPLEIGH RD

SHAPLEIGH RD/MANSON RD

HALEY RD/ROUTE ONE

LEWIS SQUARE

PEPPERRELL RD/CROCKETS NECK RD

WHIPPLE RD/GATE 2

OLD POST ROAD/DENNETT RD

PEPPERRELL RD/LADY PEPPERRELL HOUSE; FORT MCCLARY; PEPPERRELL TERRACE

WILSON RD/ROUTE ONE



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

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

NEW application: ☐ Yes ☒ No

PRESENT LICENSE EXPIRES 5-15-18

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)     | <input checked="" 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:		Business Name (D/B/A)	
APPLICANT(S) --(Sole Proprietor)		Physical Location:	
John K. Reed		4 Wallingford Sq	
DOB: 7-26-1956		City/Town	State
		Kittery	Maine
Address		Zip Code	
139 Cass Street		03904	
City/Town	State	City/Town	State
Portsmouth	NH		
Zip Code		Zip Code	
03801			
Telephone Number	Fax Number	Business Telephone Number	Fax Number
603-431-7829		207-439-8822	
Federal I.D. #		Seller Certificate #:	
01-0504958		or Sales Tax #:	4303
Email Address:		Website:	
Please Print enrpub-jr@gmail.com			

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

Requested inspection date: \_\_\_\_\_ Business hours: 10:30 AM - 1:00 AM

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: \_\_\_\_\_
- State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ 15,000. - LIQUOR \$ 102,000. -
- Is applicant a corporation, limited liability company or limited partnership? YES ☐ NO ☒

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

- Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒
- If manager is to be employed, give name: \_\_\_\_\_
- Business records are located at: On Premise
- Is/are applicants(s) citizens of the United States? YES ☒ NO ☐
- Is/are applicant(s) residents of the State of Maine? YES ☐ NO ☒



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

Name in Full (Print Clearly)	DOB	Place of Birth
John Kenneth Reed	7/26/1956	Biddeford ME

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

Portsmouth NH

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: John K Reed Date of Conviction: 1-26-87  
 Offense: Assault Location: Kittery ME  
 Disposition: Guilty (use additional sheet(s) if necessary)

11. Will any law enforcement official benefit financially either directly or indirectly 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: Jest Realty 23 Radon Road Bedford NH 03110

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) 45'x40' Wooden construction, single standing 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? 520'  
 Which of the above is nearest? Church

17. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒  
 If YES, give details: \_\_\_\_\_

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

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

Dated at: Kittery Maine on 4/9, 20 18  
Town/City, State Date

John K. Reed  
Signature of Applicant or Corporate Officer(s)  
John K. Reed  
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 V** Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) ..... \$ 495.00  
**CLASS V:** Clubs without catering privileges.
- Class X** Spirituous, Vinous and Malt – Class A Lounge ..... \$2,200.00  
**CLASS X:** Class A Lounge
- Class XI** Spirituous, Vinous and Malt – Restaurant Lounge ..... \$1,500.00  
**CLASS XI:** Restaurant/Lounge; and OTB.

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

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

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

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

**STATE OF MAINE**

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

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

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

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

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

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

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an



# MAINE DEPT OF PUBLIC SAFETY

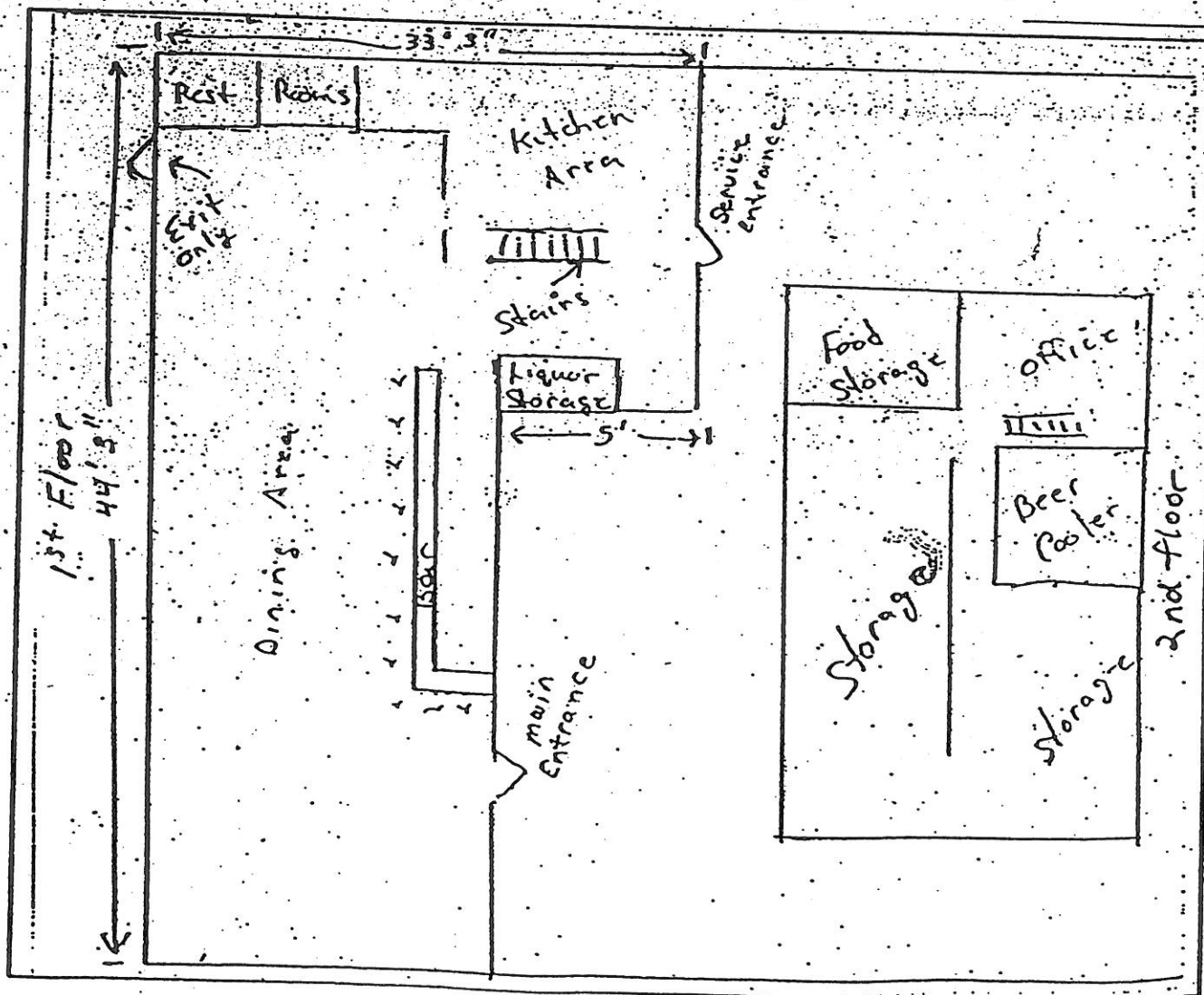
STATE OF MAINE  
Liquor Licensing & Inspection Division  
164 State House Station  
Augusta ME 04333-0164  
Tel: (207) 624-7220 Fax: (207) 287-3424



## SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

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



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

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

NEW application: ☐ Yes ☒ No

PRESENT LICENSE EXPIRES May 1, 2017

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

**INDICATE TYPE OF LICENSE:**

- ☒ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)  
☐ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)  
☐ CLUB w/o Catering (Class V) ☐ CLUB with CATERING (Class I) ☐ GOLF COURSE (Class I,II,III,IV)  
☐ TAVERN (Class IV) ☐ QUALIFIED CATERING ☐ OTHER: \_\_\_\_\_

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

Corporation Name: <u>Sommat LLC</u>		Business Name (D/B/A) <u>Anzo Noodle Bar</u>	
APPLICANT(S) --(Sole Proprietor) <u>Susan Armstrong</u>		Physical Location: <u>7 Wallingford sq unit 102</u>	
DOB: <u>9-25-1981</u>		DOB:	
Address: <u>7 Wallingford sq unit 102</u>		Mailing Address: <u>Sue</u>	
City/Town: <u>Kittery</u>	State: <u>ME</u>	City/Town: <u>Kittery</u>	State: <u>ME</u>
Zip Code: <u>03904</u>	Zip Code: <u>03904</u>	Zip Code: <u>03904</u>	Zip Code: <u>03904</u>
Telephone Number: <u>510 290 8153</u>	Fax Number:	Business Telephone Number: <u>207 703 9298</u>	Fax Number:
Federal I.D. #: <u>96-5034965</u>	Seller Certificate #: or Sales Tax #: <u>1168748</u>		
Email Address: Please Print <u>Sommatfoods@gmail.com</u>	Website: <u>Anzonoodlebar.com</u>		

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

Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: \_\_\_\_\_
2. State amount of gross income from period of last license: ROOMS \$ 0 FOOD \$ 679,000 LIQUOR \$ 375,000
3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐  
 If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you 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.

\_\_\_\_\_  
 License # Name of Business (Use an additional sheet(s) if necessary.)  
 \_\_\_\_\_  
 Physical Location City / Town

5. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒
6. If manager is to be employed, give name: Julian Armstrong
7. Business records are located at: 7 Wallingford sq. unit 102 Kittery, ME
8. Is/are applicant(s) citizens of the United States? YES ☒ NO ☐
9. Is/are applicant(s) residents of the State of Maine? YES ☐ NO ☒
10. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Julian Armstrong	9-25-81	Dover, NH
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
See attached *		

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

Name: Julian Armstrong Date of Conviction: 9.27.2004  
 Offense: Criminal trespassing Location: Robbinston county  
 Disposition: 100 hours community service (use additional sheet(s) if necessary)

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

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

14. Does/do applicant(s) own the premises? Yes ☐ No ☒ If No give name and address of owner: Michael Landis  
315 US Rt 1 Kittery, ME 03904

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

16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
 YES ☒ NO ☐ Applied for: \_\_\_\_\_

17. What is the distance from the premises to the **NEAREST** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? Church, 40 yards  
 Which of the above is nearest? 7

18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐  
 If YES, give details: SBA loan, Eastern Bank





32 Government St. apt` 2 Kittery ME 03904

175 Cabot St. Portsmouth NH 03801

546 Middle St. apt B Portsmouth NH 03801

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

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

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



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

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

**For Office Use Only:**

License #: \_\_\_\_\_

SOS Checked: \_\_\_\_\_

100% Yes ☐ No ☐

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

Please clearly complete this form in its entirety.

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

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Julian Armstrong	see attached	9-25-1981	President	100

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

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



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

Yes ☐ No ☒ If Yes, Name: \_\_\_\_\_ Agency: \_\_\_\_\_

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

Yes ☒ No ☐

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

Name: Julia Armstrong


Date of Conviction: 9-27-04

Offense: Criminal Trespassing

Location of Conviction: Rockingham County

Disposition: 12 Months suspended sentence, 100 hour community service

**Signature:**

 4.12.18  
Signature of Duly Authorized Person Date

Julia Armstrong  
Print Name of Duly Authorized Person

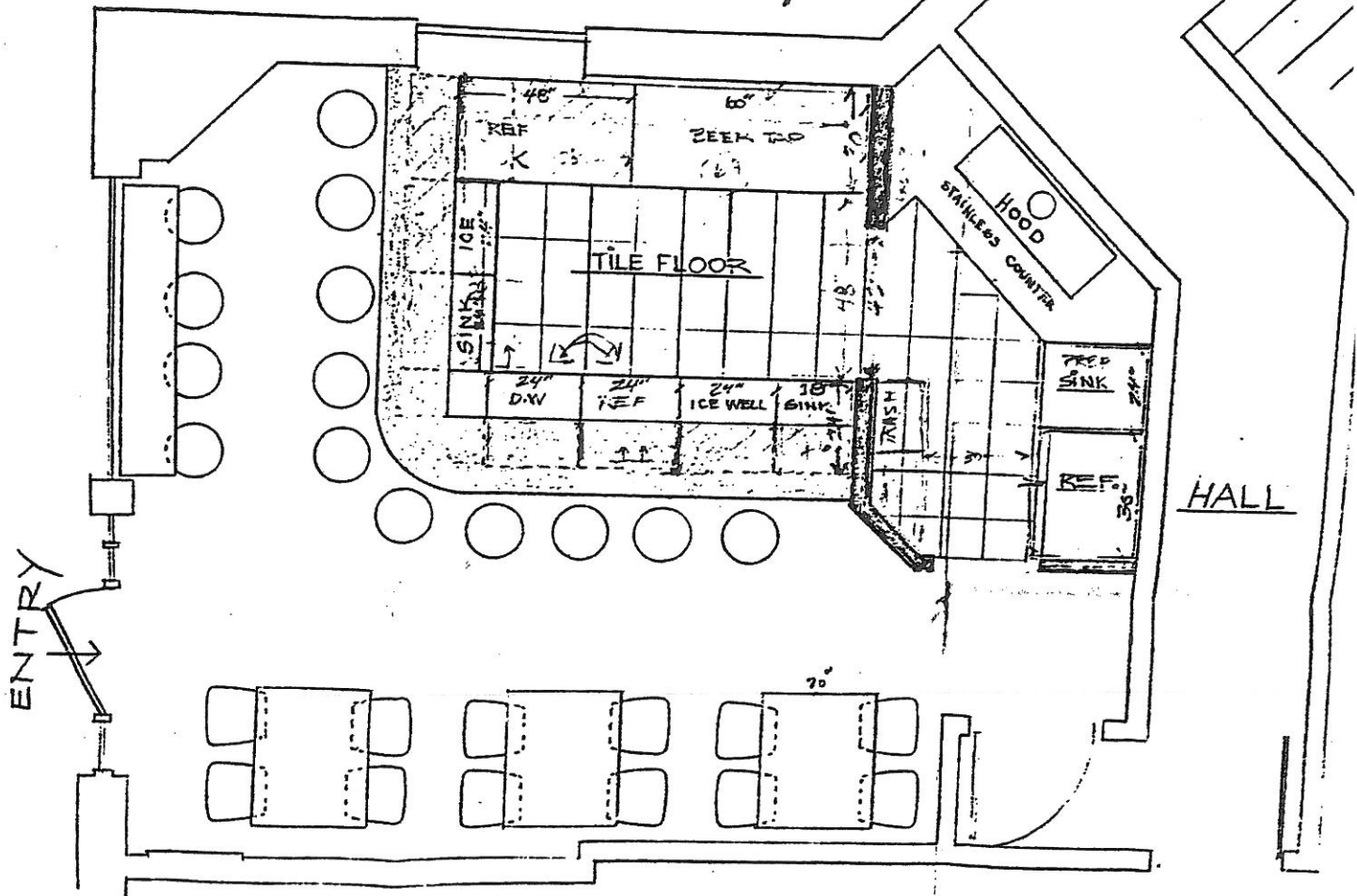
Submit Completed Forms to:

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

# WALLINGFORD SQUARE

## BAR

21" x 70" long  
option 2 J



CLASSIC BUILDING & DESIGN CO.  
CRAFTING TIMELESS LIVING SPACES

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

JANUARY 21

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

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

Dated at: Kittery ME on April 12<sup>th</sup>, 20 18  
Town/City, State Date

**Please sign in blue ink**

Signature of Applicant or Corporate Officer(s)

Sean Armstrong  
Print Name

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 V** Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....\$ 495.00

**CLASS V:** Clubs without catering privileges.

**Class X** Spirituous, Vinous and Malt – Class A Lounge .....\$2,200.00

**CLASS X:** Class A Lounge

**Class XI** Spirituous, Vinous and Malt – Restaurant Lounge .....\$1,500.00

**CLASS XI:** Restaurant/Lounge; and OTB.

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



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

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

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

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

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

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

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

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

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS APPROVAL EXPIRES IN 60 DAYS**

**NOTICE – SPECIAL ATTENTION**

**§653. Hearings; bureau review; appeal**

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

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

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

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]



## TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

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### REPORT TO TOWN COUNCIL

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Meeting Date: April 23, 2018  
From: Kendra Amaral, Town Manager  
Subject: Investment Policy Revisions  
Councilor Sponsor: Chairperson Kenneth Lemont

---

#### EXECUTIVE SUMMARY

The administration is proposing a revision to the Town's investment policy in light of our current and potential investment opportunities.

A review of the policy was conducted in March. The review identified inconsistencies within the policy, inconsistencies with existing town investments, and unnecessarily limited options on investment vehicles and strategies.

The proposed policy reflects our current investments and provides standards that better suit our needs. The policy is more conservative than state law and is appropriate for our size organization.

#### PROPOSED SOLUTION/RECOMMENDATION

Approve as presented.

COUNCIL POLICY #5

TOWN OF KITTERY  
INVESTMENT POLICY

POLICY FOR STATEMENT OF PURPOSE THE INVESTMENT OF TOWN FUNDS

~~The purpose of an investment policy is to establish the investment parameters within which the Town of Kittery's management and its designees will operate. The parameters set forth in this policy are specific enough to guide management into prudent decisions, yet flexible enough to allow for judgment in structuring, administering, and managing the Town's investments.~~

The purpose of this Investment Policy is to establish the investment objectives, principles eligible investments, authority for investing and standards of prudence for the investment of funds of the Town of Kittery. Responsibility for the development, maintenance, and implementation of the investment policy resides with the Town Treasurer. Review and approval of this policy resides with the Town Council.

**1. Investment policy objectives**

The primary objectives of the Town's investment policy are:

1. To ensure that investment of funds is accomplished in a safe and secure manner in accordance with state and federal rules and regulations
2. To limit the Town's exposure to unnecessary risks including but not limited to default, interest rate, liquidity, sovereign, and exchange
3. To provide competitive returns without sacrificing safety or compromising liquidity requirements
4. To insure accountability to the Town Council for all transactions and internal controls on all investment activities

**2. Investment Risk Principles**

The purpose of the following principles is to provide rules that will govern investment decision trade-offs for the Town of Kittery.

**Default:** To provide for safety from loss of principal and interest over liquidity and yield by:

- a) Diversifying assets,
- b) Maintaining a high degree of overall investment quality,
- c) Establishing minimum acceptable standards of creditworthiness for issues of securities, and
- d) Complying with state and federal investment rules and regulations

**Exchange:** To provide insulation from currency fluctuations by investing only in US dollar denominated assets

**Liquidity:** To provide liquidity to meet the ongoing needs of the Town by maintaining an adequate blend of

- a) Fixed income investments maturing at regular intervals and;
- b) High degrees of marketability



**Sovereign:** To provide insulation from foreign political and economic disturbances by investing only in obligations of

- a) The US government, government agencies, or domestic corporations, and
- b) Financial institutions which are domiciled and regulated in the United States

**Yield:** To limit the exposure to the varying interest rate environment, by adhering to a strategy of laddering, to create a system where a portion of the portfolio is available for reinvestment at regular intervals, to the extent feasible. This prudent diversification strategy will provide some protection from interest rate fluctuations, provide predictable interest income and improve the overall yield.

### 3. Responsibility and Authority

The Town Council delegates decision-making authority with respect to specific investments to the Treasurer. The Treasurer ~~/ Deputy Treasurer have~~ has authority to authorize execution of investments ~~up to individual principal amounts of \$100,000 per depository institution excluding direct investments in the Town's banking institution(s) designated by the Treasurer / Deputy Treasurer~~

The Treasurer ~~Deputy Treasurer have~~ has the authority and responsibility to implement and administer the Town's investment policy. The Treasurer ~~/ Deputy Treasurer~~ may call upon the Finance Director and other sources for advice and counsel. ~~The Treasurer / Deputy Treasurer shall nominate, and the Town Council may approve, all committee and staff members who can authorize investment transactions on behalf of the Town, subject to the investment policies contained herein.~~

### 4. Investment Policy

As a municipality, the Town of Kittery will maintain an investment policy on the management of its sources and uses of funds, which insures that it can ~~always~~ best serve the financial needs of the Town.

4.1 These investment constraints will require the Town to operate under a strictly conservative and defensive policy of investment in order to minimize risk of losses. The investment strategies should consider the following:

- a. ~~The s~~Safety of principle and- preservation of capital and risk assessment considering the following factors:

- 1. Credit or principal risk
- 2. Interest rate risk
- 3. Prepayment risk
- 4. Exchange rate risk
- 5. Reinvestment risk
- 6. Concentration risk

- b. Maintenance of sufficient liquidity to meet unexpected cash needs - investments structured to allow for a portion of liquidity to address unanticipated cash needs.

- c. Income generation – adequate return to meet needs:

~~—Adoption of a defensive investment policy should be viewed as conservative. It is intended to preserve the value of principle and to provide stability of income.~~



4.2 The Town of Kittery will invest using a BUY AND HOLD strategy, in which the Town buys investment securities with the intent of holding them until maturity. Distribution of maturities will be monitored and balanced in order to maintain liquidity and limit losses associated with interest rate fluctuations. Three investment portfolios will be constructed balancing the risks of liquidity, maturity, and interest rates. Cash flow allocations to each of the three portfolios will vary over time depending on fluctuations in balances. The three portfolios are as follows:

- a. CASH RESERVE: primary reserves held to provide day to day liquidity for routine operations
- b. SHORT TERM: maturity less than 1 year
- c. INTERMEDIATE TERM: maturity from 1 to less than 5 years

## 5. Maximum Maturities

To the extent possible, the Town of Kittery will attempt to match investments with anticipated cash requirements. ~~Unless matched to a specific cash flow, the Town of Kittery will not directly invest in securities maturing more than one year from date of purchase.~~ However, the Town of Kittery may collateralize its repurchase agreements using longer investments not to exceed five years to maturity.

## 6. Delegation of Authority

Authority to manage the Town of Kittery's investment program is derived from 30-A MRSA §5706 et seq. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures must include explicit delegation of authority to one or more persons responsible for investment transactions or verifications. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. ~~The Treasurer / Deputy Treasurer shall be~~ responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and for periodic reporting to the Town Council.

## 7. Authorized Institutions

The Treasurer ~~/ Deputy~~ or designate(s) is/are responsible for evaluating each investment that the Town is considering for purchase, and will qualify, and approve such investments in advance of investing funds. The credit analysis performed will analyze the safety and soundness of the issuing entity. ~~A list of key quantitative and qualitative factors to be evaluated in an issuer's credit analysis will be developed and maintained by the Treasurer / Deputy Treasurer.~~ ~~Investment principles (see Appendix A). The Treasurer / Deputy Treasurer will also develop and maintain a list of approved brokers/agents (see Appendix B) with whom the Town may invest funds with.~~ All institutions must be approved in advance of investment activity by the Treasurer / ~~Deputy Treasurer~~.

## 8. Authorized Investment Activities

The following investments, as permitted under applicable state and federal laws ~~as well as Town by-laws~~, are specifically authorized for inclusion in the Town's investment portfolios:

- a. Securities issued by the US Treasury,
- b. US Government Agencies
- c. Certificates of deposit ~~(limited to \$100,000 per institution)~~ issued by FDIC/NCUA insured:
  1. domestic commercial banks
  2. savings and loans associations

3. trust companies
4. credit unions (share certificates)

1. Collateralized Money market and checking accounts -or

2. Money market accounts: ~~(limited to \$100,000 per institution)~~

~~2.~~ a. Money market accounts at federally insured:

1. domestic commercial banks
2. savings and loans associations
3. trust companies
4. credit unions
5. brokerage accounts insured by SIPC and an independent insurance company

b. There is no limit on the deposit amount in money market accounts. Independent analysis on all depository institutions with deposits in excess of the FDIC insurance limit of \$250,000 shall be reviewed on a quarterly basis. If the depository institution falls below its peer group average, the Treasurer shall take appropriate defensive action and inform the Town Council on a timely basis. Acceptable sources of independent third-party analysis are:

1. Standard & Poor's
2. Moody's Investor Services
3. Other independent rating service acceptable to the Town 's Treasurer

## 9. Internal Control

The following internal control procedures ~~shall~~ must be adhered to:

1. Security receipts/confirmations received will be verified as the ones purchased
2. All evidence of investment transactions will be maintained on the premises of the Town offices in a secure location
3. The Treasurer ~~/Deputy Treasurer will~~ shall maintain records of income received from each investment

## 10. Policy Exception and Review

This investment policy shall be reviewed periodically by the Treasurer ~~/Deputy Treasurer~~. Any questions or exceptions which may cause this policy to be amended ~~shall~~ must be discussed and approved by the Town Council prior to implementation. All other provisions governing this policy and its activities in Town Charter or ordinance or in State Statute and Federal Code ~~shall~~ must apply.



[Relative/appropriate sections of appendices have been incorporated into the policy-proper or otherwise deemed unnecessary.]

## **APPENDIX A**

### **KEY QUANTITATIVE AND QUALITATIVE FACTORS**

~~1. Securities issued by the US Treasury – must be rated AAA[PM1] by Standard and Poor's or Moody's Investor Services.~~

~~2. US Government Agencies – must be rated AAA by Standard and Poor's or Moody's Investor Services.~~

~~3. Certificates of deposit (limited to \$100,000 per institution) issued by:~~

~~a. domestic commercial banks – Must be FDIC Insured~~

~~b. savings and loans associations – Must be FDIC Insured~~

~~c. trust companies – Must be FDIC Insured~~

~~d. credit unions (share certificates) – Must be NCUA Insured~~

~~4. Money market accounts – No limit on the deposit amount. Independent analysis on all depository institutions with deposits in excess of the FDIC insurance limit of \$100,000 shall be reviewed on a quarterly basis. If the depository institution falls below its peer group average, the Treasurer / Deputy Treasurer shall take appropriate defensive action and inform the Town Council on a timely basis. Acceptable sources of independent third\_ party analysis are:~~

~~a. Standard & Poor's~~

~~b. Moody's Investor Services~~

~~c. Keefe, Bruyette & Woods[PM2]~~

~~d. Fitch Ratings~~

~~e. Highline Data (f.k.a. Sheshunoff Information Services)~~

~~f. IDC Financial Publishing~~

~~g. Other independent rating service acceptable to the Town 's Treasurer / Finance Director~~

~~5. Money market accounts held in Brokerage Account (RBC Dain Rauscher) – No limit on the deposit amount provided brokerage account is insured by SIPC and account(s) is/are fully insured by independent insurance company\_ such as Lloyds of London.~~

~~6. Money market accounts (limited to \$100,000 per institution) at federally insured and /or collateralized in the name of the Town through either an insurance policy or Federal Reserve or other mechanism meeting the approval of the Town Treasurer Auditor :~~

- a. ~~domestic commercial banks~~
- b. ~~savings and loans associations~~
- c. ~~trust companies~~

## **APPENDIX B**

### **APPROVED BROKERS / AGENTS:**

~~Northern Capital Securities Corporation~~

~~200 Brickstone Square~~

~~Andover, MA 01810-1431~~

~~NASD CRD# 40659~~

~~SEC FILE # 8-49130~~

~~MSRB # A4890~~

~~NASD MUNI SYMBOL: NORC~~

~~TAX ID: 04-330-4189~~

~~Meors & Cabot, Inc.~~

~~111 Devonshire Street~~

~~Boston, MA 02109-5483~~

~~Maine Municipal Bond Bank~~

~~P.O. Box 2268~~

~~3 University Drive~~

~~Augusta, ME 04330~~

~~And others approved by the Treasurer with concurrence with Town Council~~

## **Exhibit C**

### **Investment Considerations Principles**

206 ~~\_\_\_\_\_ Risk~~

207 ~~\_\_\_\_\_ Credit or Principal Risk~~

208 ~~\_\_\_\_\_ Marketability/Liquidity Risk~~

209 ~~\_\_\_\_\_ Interest Rate Risk~~

210 ~~\_\_\_\_\_ Prepayment Risk~~

211 ~~\_\_\_\_\_ Extension Risk (MBA/ABS Only)~~

212 ~~\_\_\_\_\_ Exchange Rate Risk~~

213 ~~\_\_\_\_\_ Reinvestment Risk~~

214 ~~\_\_\_\_\_ Concentration Risk~~

215 ~~\_\_\_\_\_ Sovereign Risk~~

216 ~~\_\_\_\_\_ Liquidity~~

217 ~~Ability to meet both anticipated and unanticipated cash demands~~

218 ~~\_\_\_\_\_~~

219 ~~Classification of Investments:~~

220 ~~Held to Maturity~~

221 ~~\_\_\_\_\_ Available for Sale~~

222 ~~\_\_\_\_\_ Trading Account~~

223 ~~\_\_\_\_\_ Investment Principals~~

224 ~~By Using Proper Procedures, Risk is controlled and Safety is Created, Trade Offs for Risk is Yield and~~  
225 ~~Liquidity~~

226 ~~Safety – preservation of capital and risk assessment~~

227 ~~Credit or Principal Risk~~

228 ~~Interest Rate Risk~~

229 ~~Prepayment Risk~~

230 ~~Extension Risk – Mortgage and Asset-backed Securities~~

231 ~~Exchange Rate Risk~~

232 ~~Reinvestment Risk~~



233 Concentration Risk

234 Liquidity

235 Structured to allow for a portion of liquidity in one year or less

236 Ability to address unanticipated cash needs

237 Return

238 Adequate return to meet needs

239 Investments in portfolio of products held to maturity to maximize return

**TOWN OF KITTERY  
TOWN MEETING WARRANT  
JUNE 12, 2018**

To James M. Soucy, a Constable of the Town of Kittery, in the County of York, State of Maine.

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Kittery in said county and state, qualified by law to vote in town affairs:

To meet at the Municipal Complex Council Chambers in said Town on Monday, the 11<sup>th</sup> day of June 2018, at 6:00 p.m. to hold a public hearing on Articles 2 through 8.

To act on Article 1 to elect a moderator by written ballot and to act on Articles 2 through 8 by secret ballot at the Kittery Community Center Gymnasium in said town on Tuesday, the 12<sup>th</sup> day of June, 2018, at 8:00 a.m., as set out below, to wit:

The polls will be open from 8:00 a.m. until 8:00 p.m.

Absentee ballots will be processed centrally at 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:00 p.m., 7:00 p.m. and 8:00 p.m.

Article 1. To elect a moderator to preside at said meeting and to vote by written ballot.

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

Town Council Recommends - Vote: Yes 7   No 0

Explanation: The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) to pay for accrued benefits owed when a municipal employee retires or leaves. The reserve account balance is currently \$148,119. The unassigned fund balance (unencumbered surplus) is currently \$5,217,892.

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

Town Council Recommends - Vote: Yes 7   No 0

Explanation: The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) when and if necessary to pay the deductible and other associated costs on insurance claims that may be made in the fiscal year. The unassigned fund balance (unencumbered surplus) is currently \$5,217,892.

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

Town Council Recommends - Vote: Yes 7 No 0

Explanation: The Town Council expects continued applications to be filed for grants in a variety of areas by different town departments to assist with the operations and capital purchases. These grants, if successful, often require a local match to be raised. The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) when and if necessary for the purpose of meeting grant match requirements. The unassigned fund balance (unencumbered surplus) is currently \$5,217,892.

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

Town Council Recommends - Vote: Yes 7 No 0

Explanation: This account would provide departments, who have exhausted their allocated fuel budgets, access to emergency fuel funds. The Town Council favored keeping the FY'19 fuel and utility accounts as low as possible, with the concept of this article exposing surplus funds as a safety net in case of an unstable market for fuel. The unassigned fund balance (unencumbered surplus) is currently \$5,217,892.

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

Town Council Recommends - Vote: Yes 7 No 0

Explanation: The General Assistance Program is budgeted from the town's operational budget each year. The program assists town citizens with welfare type services by following very strict state and federal guidelines for income eligibility within the General Assistance Ordinance. This article proposes to create a method, as in past years, for the Town Council to keep the General Assistance budget reasonable. If the General Assistance costs exceed the budget, this article would allow the Council to transfer an amount up to \$40,000 from surplus to cover the overage. The unassigned fund balance (unencumbered surplus) is currently \$5,217,892.

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

Town Council Recommends - Vote: Yes 7 No 0

Explanation: Occasionally, repairs to town facilities are needed that have not been budgeted. In addition, energy efficiency projects are being identified to further save the town funds. This Article allows the Town Council the discretion to make emergency facility repairs and undertake energy efficiency projects through the use of the unassigned funds (unencumbered surplus). The unassigned fund balance (unencumbered surplus) is currently \$5,217,892.



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

Town Council Recommends - Vote: Yes 7 No 0

Explanation:

The Town Council wishes to implement the Municipal Property Tax Assistance program allowed by 36 MRS §6232. The program allows taxpayers of over a certain age, income level, and other qualification requirements to receive a credit on their property taxes each year. The program is designed to assist seniors with their property tax obligations and make it easier for them to remain in their homes. The unassigned fund balance (unencumbered surplus) is currently \$5,217,892.

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

Town Council Recommends - Vote: Yes 7 No 0

Explanation:

The Government Street Wharf was built circa 1955. In 2017 the infrastructure was found to be structurally deficient and in need of replacement. A weight restriction needed to be placed on the pier for safety purposes, reducing the usability as a working waterfront for fishermen and other commercial users and the general public. Recent storms have exacerbated the condition of the infrastructure. The town has applied for a Small Harbor Improvement Program (SHIP) grant to offset the costs, however the grant may not be considered and awarded in a sufficient timeframe to prevent further deterioration and restrictions on the pier. The unassigned fund balance is \$5,217,892

The Registrar of Voters will hold office hours while the polls are open to correct any error in, or change a name or address on, the voting list; to accept the registration of any person who becomes 18 years of age on Election Day or after the close of registration prior to it; and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Dated at Kittery this 7<sup>th</sup> day of May 2018.

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Municipal Officers

A true copy

ATTEST: \_\_\_\_\_  
Town Clerk

## RETURN ON THE WARRANT

County of York

State of Maine

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of Kittery, qualified as herein expressed, to meet at said time and place, and for the purposes therein named, by posting an attested copy of said warrant at the Kittery and Kittery Point Post Offices, Kittery Municipal Office, Kittery Community Center and Kittery Resource Recovery Facility in said town, being public and conspicuous places in said town, on \_\_\_\_\_, 2018, being at least seven days before the meeting.

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James M. Soucy

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Date



**MAINE DEMOCRATIC PARTY**

**2018 DEMOCRATIC CAUCUSES**

PO Box 5258 Augusta ME 04332

**Kittery Municipal Chair:**

Kathleen Marra  
23 Pocahontas Rd  
Kittery ME 03905  
marramccarten@yahoo.com  
(207) 703-3983 Mobile

Maryann Place  
200 Rogers Rd  
Kittery ME 03904

This is to notify you that on March 4, 2018 the **Democratic Municipal Committee of Kittery** has officially nominated the following persons to serve as Election Clerks to work at the polls on Election Day for the next two years. State law provides that you should select from this list when you choose Democrats to serve as Election Clerks. In the event that any of those persons listed cannot serve, please notify the Kittery Municipal Chair and another name will be submitted.

**Please consider this an official notice in compliance with state election law.**

<b>Caucus State File ID</b>	<b>Name Address</b>	<b>Email Phone</b>
Kittery 100415451	Linda Conti 13 Drake Ln Kittery ME 03904	Lindaconti@comcast.net (207) 703-2226 Home
Kittery 047201494	Frank Desarro 72 Betty Welch Rd Kittery ME 03904	Frank03904@comcast.net (207) 439-8635 Mobile
Kittery	Monique Dulac 30a Government Street Kittery ME 03904	dulacmonique@gmail.com (303) 526-6666 Mobile
Kittery 100673541	Dean Gallant 116 Pepperrell Rd Kittery ME 03904	deanrgallant@gmail.com (207) 439-1465 Home
Kittery 100261860	H Lauren Gallant 116 Pepperrell Rd Kittery ME 03905	gallant@mit.edu (207) 439-1465 Home (617) 875-2874 Mobile
Kittery 047202490	Ann Grinnell 5 Stimson St Kittery ME 03904	annhgrinnell@icloud.com (207) 439-0564 Home



<b>Caucus State File ID</b>	<b>Name Address</b>	<b>Email Phone</b>
Kittery 100321828	Eva Harman 100 Shepards Cove Rd Kittery ME 03904	jon.harman@ametek.com (603) 903-3603 Mobile
Kittery 100321819	Jonathan Harman 100 Shepards Cove Rd Kittery ME 03904	jon.harman@ametek.com (603) 903-3603 Mobile
Kittery 047203150	Ashley Kehrig 4 Love Ln Kittery ME 03904	awkehrig@gmail.com (603) 498-6272 Mobile
Kittery 047203365	Jan Lamont-Rodonets 42 Pepperrell Rd Kittery ME 03905	wildacrez@gmail.com (207) 439-4873 Home
Kittery 047203905	Kristi Mathieson 26 Haley Rd Kittery ME 03904	kristimathieson@gmail.com (207) 439-1865 Home
Kittery 047204088	Alexandra Mead 24 Gerrish Island Ln Kittery ME 03905	alexandramead@comcast.net (207) 439-0638 Home
Kittery 047204286	Sharon Morrill 5 Friend St Kittery ME 03904	sharonmorrill@comcast.net (207) 439-0946 Home (207) 408-9996 Mobile
Kittery 100542661	Julia Oconnell 9 Busdick Dr Kittery ME 03904	Twojulia@hotmail.com (207) 703-0450 Mobile
Kittery 100380851	Elizabeth Olivolo 5 Philbrick Ln Kittery ME 03904	bettyolivolo@gmail.com (603) 686-1954 Mobile
Kittery 047205438	Suzanne Sayer 1 Prince Ave Kittery ME 03904	suzannesayer8@gmail.com (207) 439-0202 Home
Kittery 047205467	Kenneth Schoman Jr 29 Pocahontas Rd Kittery ME 03905	(207) 439-0599 Home
Kittery 047205468	Sara Schoman 29 Pocahontas Rd Kittery ME 03905	sara@videotapestry.com (207) 439-0599 Home
Kittery 047205948	Gail Stuart 13 Stimson St Kittery ME 03904	gailstuart13@comcast.net (207) 439-5032 Home

<b>Caucus State File ID</b>	<b>Name Address</b>	<b>Email Phone</b>
Kittery	Susan Tredwell 9 Sparhawk Lane Kittery Point ME 03905	susan.tredwell@gmail.com (207) 752-6616 Mobile
Kittery 100059976	Lorene Ulrich 8 Barters Creek Rd Kittery ME 03905	lorene.ulrich@gmail.com (207) 439-2015 Home (540) 230-5916 Mobile
Kittery 047206628	Craig Wilson 22 Charles Hill Rd Kittery ME 03905	cwilson515@aol.com (207) 439-4153 Home
Kittery 100251180	Janis Wolak 17 Jones Ave Kittery ME 03904	Janis.Wolak@gmail.com (603) 285-5841 Mobile

**2018**  
**Democratic Election Clerks**

<b>Geraldine Wheeler</b>	<b>46 Rogers Road</b>	<b>Kittery</b>	<b>439-2693</b>
<b>Wayne Bachner</b>	<b>12 Gerrish Island Lane</b>	<b>Kittery Point</b>	<b>439-1268</b>
<b>Judith Jones</b>	<b>12 Gerrish Island Lane</b>	<b>Kittery Point</b>	<b>439-1268</b>
<b>Debby Ronnquist</b>	<b>611 Haley Road</b>	<b>Kittery</b>	<b>439-3981</b>
<b>Martha Kowal</b>	<b>62 Chauncey Creek Road</b>	<b>Kittery Point</b>	<b>439-5474</b>
<b>Anne Morgan</b>	<b>4 Captain's Way</b>	<b>Kittery Point</b>	<b>439-6689</b>
<b>Sandy Lutts</b>	<b>603 Haley Road</b>	<b>Kittery Point</b>	<b>439-1108</b>
<b>Susan Tennant</b>	<b>19 Old Ferry Lane</b>	<b>Kittery</b>	<b>439-0904</b>
<b>Ellen Fish-Kingsbury</b>	<b>40 Goodwin Road</b>	<b>Kittery Point</b>	<b>439-6449</b>
<b>Hanna Frank</b>	<b>8 Shepherds Way</b>	<b>Kittery Point</b>	<b>439-8432</b>
<b>Flora Welsh</b>	<b>100 Shepards Cove</b>	<b>Kittery</b>	<b>439-7959</b>
<b>Craig Wilson</b>	<b>22 Charles Hill Road</b>	<b>Kittery Point</b>	<b>439-4153</b>
<b>Linda Ruksznis</b>	<b>40 Remicks Lane</b>	<b>Kittery</b>	<b>439-2474</b>
<b>Herbert Kingsbury</b>	<b>100 Shepard Cove #H201</b>	<b>Kittery</b>	<b>439-6449</b>
<b>Marilyn Stebbins</b>	<b>143 Rogers Road #105</b>	<b>Kittery</b>	<b>807-6675</b>
<b>Kathryn Pridham</b>	<b>28 Shapleigh Road</b>	<b>Kittery</b>	<b>439-6338</b>
<b>Bryan Boyle</b>	<b>71 Cutts Road</b>	<b>Kittery</b>	<b>251-6045</b>
<b>Debby Boyle</b>	<b>71 Cutts Road</b>	<b>Kittery</b>	<b>251-6045</b>
<b>Margaret Dube</b>	<b>9 Whitetail Lane</b>	<b>Kittery</b>	<b>439-4762</b>
<b>Ann Pierce</b>	<b>6 Rosellen Drive</b>	<b>Kittery</b>	<b>439-2736</b>
<b>Marcy Philbrook</b>	<b>38 Love Lane</b>	<b>Kittery</b>	<b>439-0721</b>
<b>Barbara O'Brien</b>	<b>136 Norton Road</b>	<b>Kittery</b>	<b>439-2722</b>



<b>Judy Shaw-Kagiliery</b>	<b>61 Manson Road</b>	<b>Kittery</b>	<b>475-4981</b>
<b>Nancy Long-Broughton</b>	<b>14 Mendum Ave</b>	<b>Kittery</b>	<b>439-0150</b>
<b>Mary Jane Rowen</b>	<b>595 Haley Road</b>	<b>Kittery Point</b>	<b>439-3687</b>
<b>Lynn Stacey</b>	<b>1 Idlewood Lane #54</b>	<b>Kittery</b>	<b>603-339-1339</b>
<b>John Navish</b>	<b>21 Wyman Ave</b>	<b>Kittery</b>	<b>439-3314</b>
<b>Rebecca Emerson-Brown</b>	<b>11 Wilson Road</b>	<b>Kittery</b>	<b>603-205-6043</b>
<b>Nancy Hundley</b>	<b>20 Adams Road</b>	<b>Kittery</b>	

**2018**  
**Republican Election Clerks**

Joyce Tobey	167 Rogers Road	Kittery	439-6334
Theresa Gilman	1 Idlewood Lane #48	Kittery	994-9466
Judith Lincoln	15 Sterling Road	Kittery	439-8679
Eric Lemont	11 Park Street	Kittery	457-5472
Joyce Tracksler	97 Goodwin Road	Kittery Point	439-7405
Linda Starbard	162 B. B. Harbor Road	Kittery Point	439-0563
Shirley Anderson	160 B. B. Harbor Road	Kittery Point	438-9557
Lisa Vespa	14 Tilton Ave P.O. Box 933	Kittery	451-0821
Julius Marullo	76 B. B. Harbor Road	Kittery Point	603-502-7600
Elinor (Jane) Brooks	87 Brave Boat Harbor Rd	Kittery Point	439-2982
Mary Jean Labbe	87 Goodwin Road	Kittery Point	439-4839
Carol Cooper	342 Haley Road	Kittery Point	439-3729
Patricia Flynn	74 Goodwin Road	Kittery Point	439-9428
Michael Cocco	620 Haley Road	Kittery Point	439-2931
Karlene Arnold	95 Old Dennett Road	Kittery	439-2764
Gail Lemont	154 Whipple Road	Kittery	439-3698
Sandra Hooper	4 Keene Ave	Kittery	?