



# TOWN OF KITTERY

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

## KITTERY TOWN COUNCIL COUNCIL CHAMBERS

May 24, 2021

6:00PM

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The public may attend the meeting in person or remotely via Zoom.

Safety precautions are in place in Town Hall for all meeting attendees including wearing masks at all times while in the building.

Attendees via Zoom will be recognized during the public hearings and public comment portion of the meeting. Please note, the Town is testing its hybrid meeting technology. Every effort will be made to make this run smoothly, however some technical difficulties may occur as the Town implements this new approach. **To register via Zoom:**

[https://us02web.zoom.us/webinar/register/WN\\_sfpvw7M8T2m21vLh9B\\_TXw](https://us02web.zoom.us/webinar/register/WN_sfpvw7M8T2m21vLh9B_TXw)

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

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

Comments received by **noon on the day of the meeting** will become part of the public record and may be read in whole or in summary by the Council Chair.

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

- May 10, 2021 Regular Meeting

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

a. (050321-1) The Kittery Town Council moves to interview the following candidates for one (1) vacancy on the Board of Appeals for a term to expire December 31, 2023. The applicants are as follows:

- Amelia Burke

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

a. (050321-2) The Kittery Town Council moves to receive the Educational Recycling Scholarship recipients' presentation.

10. PUBLIC HEARINGS

a. (050321-3) The Kittery Town Council moves to hold a public hearing in accordance with Sec. 6.06(3) of the Kittery Town Charter and hereby ordains and adopts the 2021-2022 Municipal and Enterprise Fund Budget.

b. (050321-4) The Kittery Town Council moves to hold a public hearing to authorize the Town Manager to enter into a lease agreement for copiers and plotters.

c. (050321-5) The Kittery Town Council moves to hold a public hearing on a new Victualer's License application from Amelia Jule, 3 Collinsport Way, York, Maine, for Everyday Boost mobile food unit.

11. DISCUSSION

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

b. Chairperson may read written comments into the record.

c. Chairperson's response to public comments.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

a. Donations/gifts received for Council disposition.

(050321-6) The Kittery Town Council moves to accept a donation in the amount of \$22,500, to be deposited into account #4060-43602.

- b. (050321-7) The Kittery Town Council moves to approve an Amusement Device License from Delta Amusement, 3 Tobey Street Hampton, NH for Navy Yard Bar & Billiard located at 182 State Road, Kittery.
- c. (050321-8) The Kittery Town Council moves to approve the annual renewal of the Victualer's License applications for 2021.
- d. (050321-9) The Kittery Town Council moves to schedule a public hearing on June 7, 2021 for Title-12, Prohibition of Fires at Seapoint & Crescent Beaches.
- e. (050321-10) The Kittery Town Council moves to appoint a Councilor to interview Erin Kempster along with the Chair, Todd Rollins of the Shellfish Conservation Committee for a 3-year term to expire 12/31/2024.
- f. (050321-11) The Kittery Town Council moves to approve a sign request from Kittery Community Market for their 2021 season.
- g. (050321-12) The Kittery Town Council moves to accept the resignation of Brian Kilroy from the Kittery Community Center Board of Directors.
- h. (050321-13) The Kittery Town Council moves to approve a Release Deed for 475 Haley Road Unit #3, Kittery.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION -

17. ADJOURNMENT

Posted: May 20, 2021



# 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 May 24, 2021

- 1. Maine COVID-19 Guidelines** – Governor Mills announced that Maine will be adopting the federal CDC guidelines for distancing, occupancy limits, and masks effective May 24th. The new guidelines state that vaccinated people are no longer required to wear masks indoors; while those still unvaccinated should continue to wear masks indoors.

York County is still showing elevated infection rates compared to the state average. Our county is second in the state for case rates. For this reason, I am planning to ease into the new guidelines for our public buildings. **Effective June 14**, municipal buildings will transition from “mask required” to “mask encouraged”. We will not question customers or visitors about their vaccination status in relation to mask wearing.

Vaccinations are readily available in our area. York Hospital and area pharmacies are providing same day/walk-in vaccination appointments. FEMA is in the planning stages of hosting a Mobile Vaccination effort in Kittery in late June as well. It is our hope that residents and visitors take advantage of the availability of the vaccine and do everything they can to protect themselves and their neighbors.

- 2. Marijuana Ordinance** – The Planning Board voted on its recommendations on the revised Title 16 amendment for recreational and medical marijuana businesses.

The original intent was to present a draft to the Council this evening and seek a June 28 public hearing. However, in order to ensure the current version of the proposed ordinance is still fully compliant with state law, I am having the Town Attorney review the draft before presenting it to Council.

The Town Council will be holding a Special Meeting on June 7 for the Warrant Articles. I respectfully request the Council use that meeting to also schedule the public hearing on the marijuana ordinance for June 28. This will allow sufficient time for the Town Attorney to complete their review and to have adequate public notice, all while keeping the intended public hearing date unchanged.

- 3. Memorial Day Ceremony** – The public are invited to join the Veterans of Foreign Wars Post 9394 for a ceremony in remembrance of our fallen servicemembers on Monday, May 31, 9AM at Orchard Grove Cemetery. Attendees will be asked to respect and follow safety guidelines. There will not be a parade this year.
- 4. Urban Land Institute (JLUS)** – The Urban Land Institute presented their findings and recommendations to the Towns of Kittery and Berwick, and the JLUS Implementation Committee. Over 35 members of the public viewed the zoom presentation, and Q&A session. The zoom presentation is available on the Town's website, Channel 22, and Channel 22 Facebook page.

ULI's presentation was only able to touch on a few highlights of their work looking at three properties, two in Kittery and one in Berwick, for potential affordable housing opportunities. They will be issuing a written report that will provide additional details on their analysis and recommendations.

We are grateful to the ULI team and to the property owners who accommodated this effort to guide and inform us as we seek to address affordable housing needs in the area.

- 5. Election, School Budget Validation and Town Warrants** – The Town Councilor election and ballot referendums are taking place June 8 at the Kittery Community Center. Polling will be open from 8AM to 8PM. Absentee ballots are available now at the Town Hall.

The Customer Service Center at Town Hall will be closed on polling day, so we can adequately staff the election. Vehicle registration renewals, dog license registrations, Fort Foster passes, and other service are available on the Town website. We will reopen for normal business hours on June 9. We apologize for the inconvenience in advance.

- 6. Promotion of Charlie Morrow** – Please help me in congratulating Charlie Morrow on his recent promotion to DPW Foreman. Mr. Morrow has been a member of the DPW team since 2015 serving most recently as an Equipment Operator. Mr. Morrow also has prior management experience, having served as a Deputy Police Chief in Tennessee prior to retiring and relocating to Maine. We wish him great success in his new role.

**Upcoming Dates:**

- Town Hall Closed for Memorial Day – May 31
- Memorial Day Ceremony – May 31, 9AM, Orchard Grove Cemetery
- Property Taxes Due – June 1
- KEEP Property Tax Payment Applications Due - June 1, Town Hall and online
- Voter Registration Night – June 2, 6PM – 7PM, Town Hall
- Town Meeting, School Budget Referendum and Council Election – June 8, 8AM – 8PM, KCC
- Senior Tax Credit Applications Due – July 1, Town Hall and online

Respectfully Submitted,



Kendra Amaral  
Town Manager

## KITTERY TOWN COUNCIL Unapproved Minutes

May 10, 2021 Council Chambers

6:00PM

1 1. Call to Order

2 Chair Thomson called meeting to order at 6:00 p.m.

3 2. Introductory

4 3. Pledge of Allegiance

5 4. Roll Call

6 Councilors present: Chair Jeffrey Thomson, Jeffrey Pelletier, George Dow, Vice Chair  
7 pro tempore Judith Spiller, and Cyrus Clark.

8 5. Agenda Amendment and Adoption

9 Under New Business item c. changed (050221-8) The Kittery Town Council moves to  
10 schedule a Public Hearing on May 24, 2021 to take action on the FY'22 Municipal  
11 Budget.

12 Chair Thomson cast one vote to approve the agenda as amended.

13 6. Town Manager's Report

14 The Town Manager reported on: Fort Foster's walk-in/bike passes, Seapoint and  
15 Crescent Beaches, Marijuana Petition and JLUS – Urban Land Institute & Affordable  
16 Housing. Upcoming Dates: Absentee ballot applications available at the Town Clerk's  
17 office and online, KEEP property tax payment applications due June 1, 2021 at the  
18 Town Hall and online, Senior tax credit applications due July 1, 2021 at the Town Hall  
19 and online, Drive Thru Luau Luncheon May 13, 2021 at the Kittery Community Center,  
20 Urban Land Institute Technical Assistance Panel presentation May 18, 2021, at 6PM,  
21 Zoom webinar, the Town Hall will be closed for Memorial Day May 31, 2021, voter  
22 registration night is June 2, 2021 from 6PM – 7PM, at the Town Hall, and the Town  
23 Meeting, School Budget Referendum and Town Council Election is June 8, 2021 from  
24 8AM – 8PM, at the Kittery Community Center Gymnasium.

25 7. Acceptance of Previous Minutes

26 April 26, 2021 Regular Meeting

27 May 3, 2021 Special Meeting

28 Chair Thomson cast one vote to accept the April 26, and May 3, 2021 Council minutes  
29 as presented.

30 8. Interviews for the Board of Appeals and Planning Board

31 9. All items involving the town attorney, town engineers, town employees or other town  
32 consultants or requested offices.

33 a. (050221-1) The Kittery Town Council moves to receive a presentation from the Town  
34 Manager Kendra Amaral on the FY'22 Municipal Budget.

35 The Town Manager gave a presentation on the FY'22 Municipal Budget.

## 36 10. PUBLIC HEARINGS

37 a. (050221-2) The Kittery Town Council moves to hold a public hearing on Title 6 –  
38 Animal Control Amendments.

39 Vice Chair pro tempore Spiller gave an overview on Title 6 – Animal Control  
40 Amendments.

41 The Town Manager also mentioned the small revisions that had been made to Title 6 –  
42 Animal Control Amendments.

43 Steve Hall, 4 Bond Road, Kittery Point, Maine, spoke in support of Title 6 – Animal  
44 Control Amendments. Mr. Hall also suggested the Town Farm Forest have the same  
45 rules and restrictions as the other Town parks.

46 Earledean Wells, 104 Whipple Road, Kittery, Maine, spoke in support of the Town Farm  
47 Forest also, to have the same rules and restrictions as the other the Town parks.

48 Brandon Smith, 57 Cutts Island Lane, Kittery Point, Maine, asked about the signage at  
49 the Town parks.

50 Councilor Dow moved in accordance with Titles 30-A MRS §3001 and Town Charter  
51 §2.14, the Town of Kittery hereby ordains amendments to Title 6 of the Town Code, as  
52 presented, seconded by Councilor Clark.

53 Motion Carried 5-0-0

54 b. (050221-3) The Kittery Town Council moves to hold a public hearing on a new  
55 Victualer's License application from Catrina Muolo, 131 Haley Road, Kittery for  
56 PLANTED located at 64 Government Street, Kittery.

57 Moved by Vice Chair pro tempore Spiller, seconded by Councilor Pelletier.

58 Motion Carried 5-0-0

59 c. (050221-4) The Kittery Town Council moves to hold a public hearing on a new  
60 Victualer's License application from Macij Gorski, 1248 Carl Broggi Highway Lebanon  
61 Maine, for Kasha's Kitchen located at 425 US Route 1 Kittery, Maine.

62 Moved by Councilor Dow, seconded by Councilor Pelletier.

63 Motion Carried 5-0-0

64 11. DISCUSSION

65 a. The public may submit public comments in writing or raise their hand in the webinar  
66 for the DISCUSSION agenda. Discussion by members of the public in person (three  
67 minutes per person).

68 b. Chairperson will read written comments into the record.

69 Shaye Robbins, 24 Heron Point Lane, Kittery, Maine, wrote about topics which  
70 concerned her about the Town parks such as, fairness in payment and residents with no  
71 priority or privilege for taxes paid. Ms. Robbins stated that the community has been and  
72 will continue to be generous and that not all dog owners are equally responsible and  
73 made some suggestions.

74 Deb Hartman, 144 Norton Road, Kittery, Maine, expressed her concerns regarding the  
75 parking at the Kittery Land Trust on Norton Road.

76 Todd Thayer, 8 Thaxter Lane, Kittery Point, Maine, expressed his concerns regarding  
77 fires at Seapoint Beach.

78 c. Chairperson's response to public comments.

79 Chair Thomson responded to the concerns of Ms. Robbins, Ms. Hartman, and Mr.  
80 Thayer, and stated that these issues were already being addressed through the proper  
81 channels.

82 12. UNFINISHED BUSINESS

83 13. NEW BUSINESS

84 a. Donations/gifts received for Council disposition.

85 (050221-5) The Kittery Town Council moves to approve the following sponsored spaces  
86 for the Rice Public Library.

87 Given in honor of the Island Girls Book Club.

88 Given in memory of Armi, Louise and Will Dennett.

89 Given in honor of Mary Kelley Fallon.

90 Given in memory of Thomas H. Olbricht, PhD, Theologian.

91 Moved by Vice Chair pro tempore Spiller, seconded by Councilor Pelletier.

92

93 Motion Carried 5-0-0

94 (050221-6) The Kittery Town Council moves to accept a donation from the Friends of  
95 Rice Public Library in the amount of \$2500.00 to be deposited into the Rice Public  
96 Library fund.

97 Moved by Councilor Dow, seconded by Vice Chair pro tempore Spiller.

98 Motion Carried 5-0-0



99 b. (050221-7) The Kittery Town Council moves to approve a renewal Liquor License  
100 application from Town Pizza located at 15 Wentworth Street, Kittery.

101 Moved by Councilor Pelletier, seconded by Vice Chair pro tempore Spiller.

102 Motion Carried 5-0-0

103 c. (050221-8) The Kittery Town Council moves to schedule a Public Hearing on May 24,  
104 2021 to take action on the FY'22 Municipal Budget.

105 Moved by Councilor Pelletier, seconded by Councilor Clark.

106 Motion Carried 5-0-0

107 d. (050221-9) The Kittery Town Council moves to appoint Amelia Burke to the  
108 Educational Recycling Scholarship Committee for a three-year term to expire 12-31-  
109 2024.

110 Moved by Dow, seconded by Councilor Pelletier.

111 Motion Carried 5-0-0

112 e. (050221-10) The Kittery Town Council moves to schedule a public hearing on May  
113 24, 2021 to authorize the Town Manager to enter into a lease agreement for copiers  
114 and plotters.

115 The Town Manager gave an overview of the lease agreement for copiers and plotters.

116 Moved by Councilor Pelletier, seconded by Councilor Dow.

117 Motion Carried 5-0-0

118 f. (050221-11) The Kittery Town Council moves to accept the resignation of Jeff Brake  
119 from the Board of Appeals and the Kittery Educational Recycling Scholarship  
120 Committee.

121 Moved by Councilor Dow, seconded by Councilor Pelletier.

122 Motion Carried 5-0-0

#### 123 14. COUNCILOR ISSUES OR COMMENTS

124 Vice Chair pro tempore Spiller stated how nice it was to be having meetings in person.

125 Chair Thomson encouraged the residents to visit the Town's website if the residents  
126 wanted to look at the FY'22 Municipal Budget. Chair Thomson stated that if anyone had  
127 any questions or concerns, they could be addressed at the Public Hearing on May 24,  
128 2021.

#### 129 COMMITTEE AND OTHER REPORTS - None

130 a. Communications from the Chairperson - None

- 131 b. Committee Reports - None  
132 16. EXECUTIVE SESSION - None  
133 17. ADJOURNMENT  
134 Councilor Pelletier moved to adjourn at 7:29 p.m., seconded by Councilor Dow.  
135 Motion Carried 5-0-0.

Submitted by Kim Tackett

Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information, the minutes are not intended as a verbatim transcript of comments at the meeting, but a summary of the discussion and actions that took place. For complete details, please refer to the video of the meeting on the Town of Kittery website.



# TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

## APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Amelia Burke

RESIDENCE: 15 Woodlawn Ave

MAILING (if different) \_\_\_\_\_

E-MAIL ADDRESS: amelia@ff.international

PHONE #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) 860-307-7824

### Please check your choices and list in order of priority by marking 1,2,3, etc.:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Board of Appeals                  | <input type="checkbox"/> Board of Assessment Review          |
| <input type="checkbox"/> Conservation Commission                      | <input type="checkbox"/> Board of Trustees of Trust Funds    |
| <input type="checkbox"/> Comprehensive Plan Committee                 | <input type="checkbox"/> Shellfish Conservation Committee    |
| <input checked="" type="checkbox"/> 1 Education Scholarship Committee | <input type="checkbox"/> Economic Development Committee      |
| <input checked="" type="checkbox"/> 2 Parks Commission                | <input type="checkbox"/> Kittery Port Authority              |
| <input type="checkbox"/> Planning Board                               | <input checked="" type="checkbox"/> 4 KCC Board of Directors |
| <input type="checkbox"/> Kittery Climate Adaptation Committee         | <input type="checkbox"/> Library Advisory Committee          |
| <input type="checkbox"/> Kittery Celebration Committee                | Other _____  |

EDUCATION/TRAINING: Bachelors in French and Global Studies from Salve Regina University, Masters in International Education from SIT Graduate Institute

RELATED EXPERIENCE (Including other Boards and Commissions) \_\_\_\_\_

I currently work with young people (15-30) at my job at Friends Forever International. We run leadership programs for primarily youth and our alumni. Also, working at FFI has given me hands-on nonprofit experience and how to work with a governing board.

PRESENT EMPLOYMENT: Friends Forever Internation:

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

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

No

REASON FOR APPLICATION TO THIS BOARD: Be more involved with young people in Kittery

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

Please read the back of this application before signing.

SIGNATURE OF APPLICANT

1/27/2021

DATE



**Recipients of the Educational Recycling Scholarship 2021 as follows, each student will receive \$1,000.00 towards their higher learning education.**

**Jared Johnson – Rochester Institute of Technology – Studying 3D Digital Design.**

**Lilly Kemp – Wheaton College – Studying, History and Hispanic Studies.**

**Emma Ackerman – American University – Studying, Justice Law as a major and a minor in Psychology.**

**Rachel Jones – University of Southern Maine – Studying, Nursing with minors in Psychology and Biology.**

**Olivia Kallay – Undecided, either Vassar, Trinity or Colby Colleges – Studying undecided, likely Mathematics and Statistics.**

**Mary Lombardi – Worcester Polytechnic Institute – Studying, Biomedical Engineering.**

**Eliza Pereira – University of Vermont or Villanova – Studying, undecided.**

**FY22 BUDGET VOTE WORKSHEET  
GENERAL FUND**

GENERAL FUND	ACTUAL FY18	ACTUAL FY19	ACTUAL FY20	ADJ BUDGET FY21	PROPOSED FY22	Town Council Vote 5/24/21
<b>GENERAL GOVERNMENT</b>						
Admin	888,228	913,285	897,490	1,212,633	1,210,085	
Council	4,093	5,345	3,581	7,350	7,350	
Elections	15,490	9,730	16,895	22,750	20,600	
<b>Total General Government</b>	<b>907,810</b>	<b>928,360</b>	<b>917,966</b>	<b>1,242,733</b>	<b>1,238,035</b>	
<b>SHARED EXPENSES</b>						
Employee Benefits & Insurance	2,336,159	2,467,238	2,641,210	2,885,625	3,070,342	
Debt Service	864,005	840,811	827,641	914,532	1,128,838	
<b>Total Shared Expenses</b>	<b>3,200,164</b>	<b>3,308,048</b>	<b>3,468,851</b>	<b>3,800,157</b>	<b>4,199,180</b>	
<b>PLANNING &amp; CODE ENFORCEMENT</b>						
Planning Board & BOA	8,234	7,612	7,661	10,335	10,785	
Planning & Code Enforcement	449,844	485,458	500,768	540,593	555,903	
Misc Exp - Public Health	520	491	494	520	520	
<b>Total Planning &amp; Code Enforcement</b>	<b>458,598</b>	<b>493,562</b>	<b>508,924</b>	<b>551,448</b>	<b>567,208</b>	
<b>PUBLIC SAFETY</b>						
Fire	298,052	309,921	322,071	373,312	625,491	
Police	2,108,854	2,247,677	2,365,602	2,341,806	2,425,736	
<b>Public Safety</b>	<b>2,406,905</b>	<b>2,557,598</b>	<b>2,687,672</b>	<b>2,715,118</b>	<b>3,051,227</b>	
<b>PUBLIC WORKS</b>						
Highway	1,073,135	1,069,346	1,018,046	1,114,500	1,134,950	
Resource Recovery	447,847	501,275	497,540	571,906	587,607	
In Town Parks	114,957	110,167	132,717	164,062	201,767	
Fort Foster/Seapoint/Crescent Beach	122,415	148,875	125,923	170,024	174,883	
<b>Public Works</b>	<b>1,758,354</b>	<b>1,829,662</b>	<b>1,774,225</b>	<b>2,020,492</b>	<b>2,099,208</b>	

**FY22 BUDGET VOTE WORKSHEET  
GENERAL FUND**

	<b>ACTUAL FY18</b>	<b>ACTUAL FY19</b>	<b>ACTUAL FY20</b>	<b>ADJ BUDGET FY21</b>	<b>PROPOSED FY22</b>	<b>Town Council Vote 5/24/21</b>
<b>COMMUNITY &amp; HUMAN SERVICES</b>						
Library	467,380	478,901	395,715	438,623	418,044	
Harbormaster	87,371	100,903	106,217	107,577	116,378	
Recreation	1,042,317	1,054,269	1,041,778	1,053,545	864,497	
Misc Exp - General Assistance	47,976	49,070	49,229	65,000	60,000	
Community Agencies	10,865	8,365	11,712	7,900	7,900	
Adult Education	80,590	86,765	98,970	98,970	101,579	
<b>Community and Human Services</b>	<b>1,736,499</b>	<b>1,778,273</b>	<b>1,703,621</b>	<b>1,771,615</b>	<b>1,568,397</b>	
<b>MISC EXPENSES - OTHER</b>						
County Tax	930,931	863,018	894,782	935,000	1,006,515	
Streetlights & Machine/Equip. Maint.	127,180	131,070	53,802	55,000	55,000	
Hydrant Rental	254,179	254,179	254,179	262,000	255,000	
TIF	167,985	139,334	236,000	27,000	20,000	
Other Miscellaneous	147,807	133,871	158,325	159,480	161,000	
<b>Other</b>	<b>1,628,083</b>	<b>1,521,473</b>	<b>1,597,089</b>	<b>1,438,480</b>	<b>1,497,515</b>	
<b>TOTAL MUNICIPAL BUDGET</b>	<b>12,096,414</b>	<b>12,416,976</b>	<b>12,658,347</b>	<b>13,540,042</b>	<b>14,220,770</b>	
<b>CAPITAL IMPROVEMENT BUDGET</b>	<b>1,509,303</b>	<b>1,703,281</b>	<b>2,188,517</b>	<b>1,455,500</b>	<b>1,588,900</b>	



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

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**REPORT TO TOWN COUNCIL**

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Date: May 10, 2021  
Updated: May 24, 2021  
From: Kendra Amaral, Town Manager  
Subject: Copiers, Printers, and Plotter – 5 Year Lease  
Councilor Sponsor: Chairperson Jeffrey Thomson

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**EXECUTIVE SUMMARY**

The Town of Kittery's copier, printer, and plotter leases are due to expire in this calendar year. In an effort to lower costs, improve service, and simplify maintenance, the Town is seeking to enter into a five-year lease agreement with one vendor for all of the machine replacement and maintenance needed for the business operations across multiple departments. Total estimated cost savings is \$16,737 annually.

**LEASE DETAILS**

The proposed lease is for five years and will replace 16 machines (copiers, printers, and a plotter) in the Town Hall, KCC, Fire Department, DPW, Police Department, Library, and Sewer. The lease will transition the Town to one manufacturer, Ricoh, and one master lease making management, tracking, and service more efficient. The Town will also enter into an annual service and toner supply agreement that will lower operating costs.

Five high volume desktop printers have been added to save on toner and service; while two printers are not being replaced due to lack of need.

The lease package was bid competitively by SPC, our management vendor. More than three bids were received. A summary of the winning bid is attached.

**PROPOSED SOLUTION/RECOMMENDATION**

Approve the Town Manager to enter into the five-year lease agreement for the copiers, printers, and plotter.

**ATTACHMENTS**

- Lease Authorization Enactment
- Winning bid details and recommendation

**KITTERY TOWN CODE –  
COPIERS, PRINTERS, AND PLOTTER  
LEASE AUTHORIZATION**

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

5 **WHEREAS**, the Kittery Town Council is authorized to enact this Ordinance, as specified in  
6 Sections 1.01, 2.07(3), and 6.11(3) of the Town Charter; and 30-A MRS §3001, pursuant to its  
7 powers that authorize the town, under certain circumstances, to provide for the public health,  
8 welfare, morals, and safety, and does not intend for this Ordinance to conflict with any existing  
9 state or federal laws; and

10 **WHEREAS**, the Town of Kittery leases copiers, printers and plotters for the business operations  
11 of its various departments; and

12 **WHEREAS**, the existing leases will be expired no later than June 30, 2021;

13 **WHEREAS**, the Town of Kittery issued a request for proposals and evaluated the proposals  
14 received for the most advantageous for the Town;

15 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN  
16 CHARTER §§2.14 and 6.11(3), THE TOWN OF KITTERY HEREBY ORDAINS APPROVAL  
17 FOR THE TOWN MANAGER TO EXECUTE A FIVE-YEAR LEASE AGREEMENT FOR THE  
18 TOWNS COPIERS, PRINTERS, AND PLOTTERS.

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



**Town of Kittery**  
**Kendra Amaral**  
**200 Rogers Road**  
**Kittery, ME 03904**

**Five-Year Basis beginning with the 2021/2022 Fiscal Year**

**Copies-per-Year: 561,476**

**Present vs. Proposed Recommendations as of 7/1/2021**

**PRESENT SITUATION**

- 1) Guarantees on Photocopiers: **<One Year**
  - 2) Annual Price Ceilings Left: **<One Year**
  - 3) Copiers with 3 million plus: **2**
  - 4) Units to be Traded: **18**
  - 5) Photocopiers: **6**
  - 6) Color Photocopiers: **5**
  - 7) MFPs: **5, 1 of which is Color**
  - 8) Printers: **7, 2 of which are Color**
  - 9) Duplexers: **16**
  - 10) Finishers: **6**
  - 11) Wide Format: **1**
- Total number of Units: **19**

**PROPOSED SITUATION**

- 1) Guarantees for both New, Recons & Used Machines: **Five + Years**
  - 2) 5% or CPI Annual Ceilings, whichever is less: **Five + Years**
  - 3) Copiers with 3 Million plus: **2**
  - 4) Replaced: **16 New**
  - 5) Photocopiers: **6 with Secure Print/Confidential Mailbox**
  - 6) Color Photocopiers: **5**
  - 7) MFPs: **4, 1 of which is Color**
  - 8) Printers: **5**
  - 9) Duplexers: **16**
  - 10) Finishers: **6**
  - 11) Wide Format: **1**
- Total number of Units: **16 (Closing out 2 to right size equipment)**

**Overall Description of Equipment Fleet:**

**Presently**, you have **three manufacturers with 12 different models**. The **new arrangement** will shift to one manufacturer **with one vendor** servicing everything.

**Print Management:** STARDoc for all devices.

**Capital:**

Presently, you have **one** municipal lease that is already paid off. You also have a commercial lease at the Library that will end on June 30<sup>th</sup>, 2021. With the new arrangement, you will have **one** municipal master lease at 3.29% interest. Your first of five annual lease payments will be due on **August 1<sup>st</sup>, 2021**.

**Council Approval Date: May 10, 2021**

**Service & Supplies:**

Considering all of your consumable cost centers including service you are averaging **\$0.009181 for black and \$0.057099 for Color**. The new contract will come in at a CPC of **\$0.004177 for Black and \$0.035471 for Color with Ricoh**.

**Vendor Packages:**

SPC will bring you multiple different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bids combination for your Town: **Ricoh**

<u>Cost Center</u>	<u>Present</u>	<u>Ricoh</u>
1. <b>Service &amp; Supplies Color:</b>	<b>\$8,780.46</b>	<b>\$5,454.63</b>
2. <b>Service &amp; Supplies Black:</b>	<b>\$3,743.30</b>	<b>\$1,703.06</b>
3. <b>Annual Muni Lease &amp;:</b>	<b>\$19,770.70</b>	<b>\$9,579.69</b>
4. <b>Forced Upgrades (7 Owned Devices):</b>	<b>\$1,500.00</b>	<b>\$00.00</b>
<b>Totals:</b>	<b>\$33,794.46</b>	<b>\$16,737.38</b>

**The successful bidders** will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy CPC billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30<sup>th</sup>, 2022**. A contract extension has been negotiated for four more years, which will have an annual price ceiling of five percent or CPI, whichever is less. You however, only commit funds for one-year at a time to the servicing vendor. And even this scenario allows you to upgrade, lowering the service costs, if it is to your advantage to go out to bid at any time. SPC will set up both the service- supply contracts and the warranty cards with the successful bidding vendors.

**Security package:** Hard Drive Wipes are included in these prices.

**RICOH BID**

1st Year Equipment	Device Count	Machine Type	Proposed Equipment	Retail Price	Intro Date	Bid Price	Phase 2 Bid Price	Black CPC	Color CPC	Black Volume	Color Volume	Notes
Black MFP Table Top 40-49 CPM~ RADF Duplex 500 Sheets Max paper 8 1/2 X 14 Sort Scan-Fax-Post Script-Airprint	1	Black Laser MFP	Ricoh IM 430F	0.00	2019-04-01	245.00	0.00	0.005800	0.000000	15409		
Black Network Printer 30-39 PPM ~ Duplex 300 Paper Supply Sort-Post Script-Airprint	5	Black Network Printer	Ricoh SP3710DN	0.00	2018-11-01	239.00	0.00	0.003700	0.000000	57188	0	
Black Photo 40-49 CPM ~ RADF Duplex 4-Paper Drawer Internal Finisher 3-Hole Punch CIF-Print-Scan-Fax-Post Script-Hard Drive for Secure Print-Airprint	1	Black Photocopier	Ricoh MP5055SP	21491.47	2019-04-01	3863.00	0.00	0.003700	0.000000	6218	0	Ricoh's MP5055SP-50PPM machine is less expensive than MP4055SP- 40 PPM machine so model has been upgraded.
Color MFP with Stand 30-39 CPM~ RADF Duplex 500 Sheets Max paper 8 1/2 X 14 Sort-Scan-Fax-Post Script-Hard Drive for Secure-Airprint Print	1	Color Laser MFP	Ricoh IMC300F	0.00	2019-12-01	158.00	0.00	0.005800	0.045000	20248	15220	
Color Photo 30-39 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Internal Finisher 3-Hole Punch-Scan-Fax-Post Script-Hard Drive for Secure Print-Airprint	1	Color Photocopier	Ricoh IMC4500	24428.00	2019-01-01	3649.00	0.00	0.003700	0.029900	18869	8916	Ricoh's IMC4500-45PPM machine is less expensive than IMC3000- 30 PPM machine so model has been upgraded.
Color Photo 40-49 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Internal Finisher 3-Hole Punch-	1	Color Photocopier	Ricoh IMC4500	24228.00	2019-01-01	3649.00	0.00	0.003700	0.029900	57084	18786	

1st Year Equipment	Device Count	Machine Type	Proposed Equipment	Retail Price	Intro Date	Bid Price	Phase 2 Bid Price	Black CPC	Color CPC	Black Volume	Color Volume	Notes
Scan-Fax-Post Script-Hard Drive for Secure Print-Airprint												
Color Photo 40-49 CPM~ RADF Duplex 4-Paper Drawer 11 X 17 Internal Finisher 3-Hole Punch-Scan-Post Script-Hard Drive for Secure Print-Airprint	1	Color Photocopier	Ricoh IMC4500	23133.00	2019-01-01	3251.00	0.00	0.003700	0.029900	61658	40290	
Color Photo 60-69 CPM~ RADF Duplex LCT-Paper 11 X 17 External Finisher 3-Hole Punch-Scan-Fax-Post Script-Hard Drive for Secure Print-Airprint	2	Color Photocopier	Ricoh IMC6000	28959.00	2019-01-01	5208.00	0.00	0.003700	0.029900	166777	70563	
Recon Black MFP Table Top 30-39 CPM~ RADF Duplex 500 Sheets Max paper 8 1/2 X 14 Sort Scan-Fax-Post Script-Airprint	2	Black Laser MFP	Ricoh IM350F	0.00	2019-04-01	161.00	0.00	0.005800	0.000000	4250	0	
Wide Format 36" Wide Printing-Copy-Print-Scan-6 Colors	1	Color Photocopier	Ricoh MP CW2201SP	16715.00	2021-04-01	5248.00	0.00	0.016500	0.050800			***This is a 4 color device

## Town of Kittery Amort Schedule 2021

Compound Period ..... : Annual

Nominal Annual Rate .... : 3.290 %

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	07/01/2021	44,817.56	1		
2 Payment	08/01/2021	9,579.69	5	Annual	08/01/2025

## AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	07/01/2021				44,817.56
1	08/01/2021	9,579.69	125.23	9,454.46	35,363.10
2021 Totals		9,579.69	125.23	9,454.46	
2	08/01/2022	9,579.69	1,163.45	8,416.24	26,946.86
2022 Totals		9,579.69	1,163.45	8,416.24	
3	08/01/2023	9,579.69	886.55	8,693.14	18,253.72
2023 Totals		9,579.69	886.55	8,693.14	
4	08/01/2024	9,579.69	600.55	8,979.14	9,274.58
2024 Totals		9,579.69	600.55	8,979.14	
5	08/01/2025	9,579.69	305.11	9,274.58	0.00
2025 Totals		9,579.69	305.11	9,274.58	
Grand Totals		47,898.45	3,080.89	44,817.56	



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

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

Applicant's Name Amelia Jule  
*please print*

Applicant's Address 3 Collinsport Way York Maine 03909  
*please print*

Applicant's mailing address if different from above: PO Box 14 Eliot Maine 03903

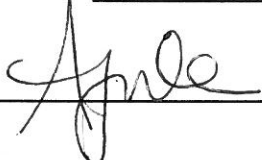
Applicant's Email address (required) info@everydayboost.org

Date of Birth 12/11/1994 Applicant's Telephone Number: 207-450-2760

Business Name: Everyday Boost  
*please print*

Business Address: 279 Main Street South Berwick ME 03908  
*please print* \* various locations \*  
In Kittery

Business Telephone Number: 207-450-2760

Signature of Applicant  DATE: 4/16/2021

LICENSE FEE: \$ 50

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

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

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

**RPL CORPORATION**  
8 WENTWORTH STREET  
KITTERY, ME 03904

**KENNEBUNK SAVINGS BANK**  
KITTERY BRANCH  
KITTERY, ME 03904

52-7450/2112

3710

5/11/2021

PAY TO THE ORDER OF Town of Kittery

\$ \*\*22,500.00

Twenty-Two Thousand Five Hundred and 00/100\*\*\*\*\* DOLLARS

Town of Kittery  
200 Rogers Road  
Kittery, ME 03904



AUTHORIZED SIGNATURE

MEMO Bookcases & Peoples Bank

**RPL CORPORATION**

3710

Date	Type	Reference
5/11/2021	Bill	Library Renovation

Original Amt.  
22,500.00

Balance Due  
22,500.00

5/11/2021	Discount
Check Amount	

Payment
22,500.00
22,500.00

4060/43602

2,500 Peoples Bank  
20,000 Bookcases

**Rice Public Library Corporation**



May 12, 2021

Dear Kittery Town Council:

Please accept this gift of \$22,500 from the Rice Public Library Corporation.

This gift encompasses the following:

- A \$2,500 gift from People's Bank.
- Private donations for the four sponsored book stacks approved at your May 10, 2021 meeting:
  - "In honor of Island Girls Book Club"
  - "In memory of Armi, Louise, and Will Dennett"
  - "In honor of Mary Kelley Fallon"
  - "In memory of Thomas H. Olbricht, PhD, Theologian"

There is no sponsorship associated with the People's Bank gift, which will be recognized on our Donor Wall.

Thank you for your support of the Rice Public Library and the wonderful expansion and renovation project.

Best regards-

Dianne Fallon  
Rice Library Campaign Chair

Cc: Rachel Dennis, RPLC President  
Lee Perkins, Director, Rice Public Library



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

**APPLICATION FOR AMUSEMENT DEVICE LICENSE**

Name of applicant: Delta Amusement Inc.  
 (please print)

Address: 182 State Rd Kittery Me. Telephone No: 207-439-7137/508-331123  
 (please print)

Business Name: NAVY YARD BAR + BILLIARD Address: 182 State Rd Kittery Me 03904  
 (please print) (please print)

Principal Officers: Joseph E Sugden Address: 3 Tobey St Hampton NH 03842  
 (please print) (please print)

Anthony Borelli Address: 1 Alderbrook Ln Methuen Mass  
 (please print) (please print)

\_\_\_\_\_  
 (please print) Address: \_\_\_\_\_  
 (please print)

Type of Business: Tavern

Description of Amusement Devices to be licensed: 5 pool Tables, 2 Pin Ball, 1 Touch Tone Music

Number of Amusement Devices to be licensed: 8 Age of Operator of Establishment: 67

Address of Premises where Devices are to be operated: 182 State Rd Kittery Me 03904

Have you ever had a license to conduct such a business denied or revoked? Yes \_\_\_ No ✓

If so, describe the circumstances specifically, and indicate whether the applicant, including all partners or corporate officers, has ever been convicted of a felony.

If there has been a conviction of a felony by any of the above describe specifically those circumstances:

Yes Petty Larceny 1978, Disturbing The Peace 1975  
DUI 1980

\$400.<sup>00</sup> License Fee: 1-3 Machines, \$50; 4 or more machines, \$50 per machine extra

SIGNATURE OF APPLICANT: Joseph E Sugden DATE: 5/3/21

APPLICANT'S NAME: Joseph E Sugden - C. Delta Amusement Inc.  
 (please print)

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





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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name DARREN LaPIERRE / Island Marine Service  
please print

Applicant's Address 27 Badger's Island WEST Kittery ME 03904  
please print

Applicant's mailing address if different from above: 32 Route 236 Kittery ME 03904

Applicant's Email address (required) accounting.145@comcast.net

Date of Birth 4/22/67 Applicant's Telephone Number: 207 439-3810

Business Name: Island Marine Service  
please print

Business Address: 32 Route 236 Kittery ME 03904  
please print

Business Telephone Number: 207 439-3810

Signature of Applicant  DATE: 4-1-21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name SANJEEV RAI  
*please print*

Applicant's Address 2 SHAPLEIGH RD KITTERY, ME 03904  
*please print*

Applicant's mailing address if different from above: AS ABOVE

Applicant's Email address (required) sanjeevrai1@yahoo.com

Date of Birth 03/04/1967 Applicant's Telephone Number: 207-439-0666

Business Name: KITTERY FOOD MART  
*please print*

Business Address: 2 SHAPLEIGH RD KITTERY, ME 03904  
*please print*

Business Telephone Number: 207-439-0666

Signature of Applicant *Sanjeev Rai* DATE: 4/22/2021

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Laurence Salomon  
*please print*

Applicant's Address 22 High Pasture Rd. Kittery  
*please print*

Applicant's mailing address if different from above: Po Box 277 03905

Applicant's Email address (required) GetGok@aol.com

Date of Birth 1/2/45 Applicant's Telephone Number: 207-451-8482

Business Name: KITTERY Dairy Queen  
*please print*

Business Address: 174 STATE Rd.  
*please print*

Business Telephone Number: 207. 439. 4949

Signature of Applicant Laurence Salomon DATE: 4-26-21

LICENSE FEE: \$ 25- RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

Applicant (Sole Proprietor, Corporation, Limited Liability Co.): Green Brook LLC DBA Kittery Food Truck Pod  
*(please print)*

Applicant Address: 230 US 1 Bypass. Kittery ME 03904  
*(please print)*

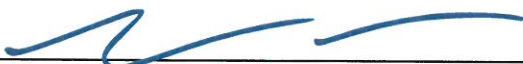
Applicant's mailing address if different from above: 94 Pleasant St. Portsmouth NH 03801

Date of Birth (Sole Proprietor): \_\_\_\_\_ Applicant's Telephone Number: 603-234-7402

Business Name: Kittery Food Truck Pod - Paved Paradise  
*(please print)*

Business Address: 230 US 1 Bypass. Kittery ME 03904  
*(please print)*

Business Telephone Number: 603-234-7402

Signature of Applicant:  DATE: April 5, 2021.

Applicant's Name: Barbara Jenny, Managing Member  
*(please print)*

LICENSE FEE: \$ 25.00

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

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



# TOWN OF KITTEBY

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

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

All Renewal Applications and Fees are Due no later than May 6, 2021

Applicant's Name Ken Koehler  
please print

Applicant's Address 340 US RT 1, Kittery, ME 03904  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) Ksone'sThai.Kittery@gmail.com

Date of Birth 11/04/58 Applicant's Telephone Number: 207-281-3268

Business Name: K'sone's Thai  
please print

Business Address: 340 US RT 1, Kittery, ME  
please print

Business Telephone Number: 207-994-3080

Signature of Applicant [Signature] DATE: 4/1/21

LICENSE FEE: \$ 75.00 RENEWAL OF LICENSE: \$25.00

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

\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\*



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

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

Applicant's Name Luis G Velez Ortiz  
please print

Applicant's Address 58 A Bradstreet Ln Eliot ME 03907  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) gveloz276@comcast.net

Date of Birth 5/18/76 Applicant's Telephone Number: 941 585 1899

Business Name: La Casita LLC  
please print

Business Address: 181 state Rd Kittery ME 03904  
please print

Business Telephone Number: 207 703 2653

Signature of Applicant [Signature] DATE: 4/8/21

LICENSE FEE: \$ 25.00

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

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



# TOWN OF KITTEERY

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name

Kerry Cargill

please print

Applicant's Address

please print

199 High St. Exeter NH 03833

Applicant's mailing address if different from above:

Applicant's Email address (required)

kc@peaceandloveburgers.com

Date of Birth

5/6/79

Applicant's Telephone Number:

978 914 0884

Business Name:

Lexies Seasonal LLC

please print

Business Address:

16 Kingston Rd. Unit 5 Exeter NH 03833

please print

Business Telephone Number:

978 914 0884

Signature of Applicant

[Handwritten Signature]

DATE:

4/1/21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name JAMI SCARDINA  
*please print*

Applicant's Address 3 APPLGATE LANE KITTERY, ME 03904  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_  
 Jamiscardina@

Applicant's Email address (required) management@locococos.com / ymail.com

Date of Birth 10/7/76 Applicant's Telephone Number: 207-752-4144

Business Name: 52 RESTAURANT GROUP dba Loco Loco's Tacos  
*please print*

Business Address: 36 WALKER ST  
*please print*

Business Telephone Number: 207-438-9322

Signature of Applicant Jami Scardina DATE: 4/4/21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***





# TOWN OF KITTEERY

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Ryan MacDougall  
*please print*

Applicant's Address 4 Yale Ave  
*please print*

Applicant's mailing address if different from above: Cape Neddick, ME 03902  
PO Box 55

York Beach, ME 03910

Applicant's Email address (required) ryan@lovebirdsdonuts.com

Date of Birth 12/16/1981 Applicant's Telephone Number: 607-755-7022

Business Name: Firebrand LLC dba. Lovebirds Donuts  
*please print*

Business Address: 450 US. Rte. 1, Kittery, ME 03904  
*please print*

Business Telephone Number: 607-755-7022

Signature of Applicant [Signature] DATE: 3/31/2021

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Loyal order of moose #444  
*please print*

Applicant's Address 76 US Rte 1 bypass Kittery, ME 03904  
*please print*

Applicant's mailing address if different from above: PO Box 968 Portsmouth, NH, 03802-0968

Applicant's Email address (required) Lodge 444 @ moose units. Org.

Date of Birth \_\_\_\_\_ Applicant's Telephone Number: 207-703-0899

Business Name: Loyal order of moose #444  
*please print*

Business Address: 76 US Rte 1 bypass Kittery, ME 03904  
*please print*

Business Telephone Number: 207-703-0899

Signature of Applicant Bryce [Signature] DATE: 4/6/01

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name David D'Auteuil  
please print

Applicant's Address 439 US RT Ste 1  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) dave@dmainebiercafe.com

Date of Birth 2/6/71 Applicant's Telephone Number: 207-703-8060

Business Name: York Harbor Brewing Corp Iba Maine Beer Cafe  
please print

Business Address: 439 US RT 1 Ste 1  
please print

Business Telephone Number: 207-475-5655

Signature of Applicant [Handwritten Signature] DATE: 4/26/2021

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Jarrod Spangler  
*please print*

Applicant's Address 8 Colborne Rd Kittery  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) inquire@memeat.com

Date of Birth 4/24/81 Applicant's Telephone Number: 207-703-0219

Business Name: Maine Meat (MEAT)  
*please print*

Business Address: 7 Wallingford Sq #104  
*please print*

Business Telephone Number: 207-703-0219

Signature of Applicant [Signature] DATE: 4/7/21

LICENSE FEE: \$ 25- RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



# TOWN OF KITTERY

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Portland Juicery LLC  
*please print*

Applicant's Address 125 Aviation Ave Suite 202 Portsmouth NH  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_


Applicant's Email address (required) accounting@juicery.com

Date of Birth \_\_\_\_\_ Applicant's Telephone Number: 603-591-5947

Business Name: Maine Squeeze  
*please print*

Business Address: 7 Wallingford Square #113 Kittery, Me  
*please print*

Business Telephone Number: 207-703-2079

Signature of Applicant X  DATE: 4/6/21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

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

Vendor # 20103  
Store # 6902  
Per 4  
Pay Date 4.7.21  
Inv # VCLIC20216902  
Inv Date - 4/1/21 576.01 2500

**RECEIVED**  
APR 02 2021

**APPLICATION FOR VICTUALERS, INNKEEPERS,  
AND LODGING HOUSE OPERATORS LICENSE** APR 06 2021

By                      **All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Peter S. Napoli  
*please print*

Applicant's Address 5 Overlook Drive, Amherst, N.H. 03031  
*please print*

Applicant's mailing address if different from above: PO Box 6300, Amherst, N.H. 03031

Applicant's Email address (required) napoliapdept@gmail.com

Date of Birth                      Applicant's Telephone Number: 603-732-0864

Business Name: Napoli PSC Series DBA: CNF ME LLC - McDonald's  
*please print*

Business Address: 335 US Route 1, Kittery, ME 03904  
*please print*

Business Telephone Number: 207-439-0301

Signature of Applicant *Peter S. Napoli* DATE: 4/6/21

LICENSE FEE: \$ 25<sup>00</sup> RENEWAL OF LICENSE: \$25.00

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

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Donna McGarry  
please print

Applicant's Address 11 Badgers Island West Kittery, Me 03904  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) TDMCGARRY@Comcast.net

Date of Birth 10/30/45 Applicant's Telephone Number: 207-439-2501

Business Name: MORRISON'S Lobsters LLC  
please print

Business Address: 11 Badgers Island West Kittery Me 03904  
please print

Business Telephone Number: 207-439-2501

Signature of Applicant Donna M. McGarry DATE: 4/4/21

LICENSE FEE: \$ 25.00/00 RENEWAL OF LICENSE: \$25.00

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

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Derek Dove  
*please print*

Applicant's Address 20 Summit Ave Amesbury, MA 01913  
*please print*

Applicant's mailing address if different from above: (New address)  
*same*

Applicant's Email address (required) kitteryicecream@gmail.com

Date of Birth 3/4/1975 Applicant's Telephone Number: 978 609 7175

Business Name: Mrs & Me Ice Creams  
*please print*

Business Address: 400 US Route 1 Kittery, ME  
*please print*

Business Telephone Number: 207 703 0169

Signature of Applicant Derek Dove DATE: 4/28/2021

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

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**TOWN OF KITTERY**  
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Telephone: (207) 475-1313 Fax: (207) 439-6806

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Delta AMUSEMENT INC.  
*please print*

Applicant's Address 182 STATE Rd K. Hery ME. 03904  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) Joe SUGDEN 65 A G-MAIL.COM

Date of Birth 1-30-54 Applicant's Telephone Number: 508 331-1259

Business Name: NAVY YARD BAR + BILLIARD  
*please print*

Business Address: 182 STATE Rd K. Hery ME 03904  
*please print*

Business Telephone Number: 207-439-7137

Signature of Applicant *Joseph A. Sugden* DATE: 5-3-21

LICENSE FEE: \$ 25 RENEWAL OF LICENSE: \$25.00

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

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**TOWN OF KITTERY**  
Office of the Town Clerk  
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Telephone: (207) 475-1313 Fax: (207) 439-6806

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

Applicant's Name James McSharry  
*please print*

Applicant's Address 1 Middle Street, Suite 1, Portsmouth, NH 03801  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) staci@jumpinjays.com

Date of Birth 01/24/1967 Applicant's Telephone Number: 603-498-6476

Business Name: Stateline Restaurant, LLC (dba Ore Nell's BBQ)  
*please print*

Business Address: 2 Badgers Island West, Kittery, ME 03904  
*please print*

Business Telephone Number: 207-703-2340

Signature of Applicant  DATE: 04/23/2021

LICENSE FEE: \$ 25.00

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

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



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Lemont and Sons, Inc.  
*please print*

Applicant's Address 435 U.S. Rte. 1, Kittery, ME 03904  
*please print*

Applicant's mailing address if different from above: P.O. Box 58, Kittery, ME 03904

Applicant's Email address (required) pinetreestore@yahoo.com

Date of Birth \_\_\_\_\_ Applicant's Telephone Number: 207-439-6566

Business Name: Pine Tree Country Store  
*please print*

Business Address: 435 U.S. Rte. 1, Kittery, ME 03904  
*please print*

Business Telephone Number: 207-439-2212

Signature of Applicant *[Handwritten Signature]* DATE: 5/4/21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

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**TOWN OF KITTEERY**  
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**APPLICATION FOR VICTUALERS, INNKEEPERS,  
AND LODGING HOUSE OPERATORS LICENSE**

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Edward Sargent  
*please print*

Applicant's Address 42 Blueberry Hill Road Raymond, NH 03077  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) hellopressed for time @ gmail.com

Date of Birth 03/04/1977 Applicant's Telephone Number: 603 425-9442

Business Name: Pressed for Time Mobile Cafe  
*please print*

Business Address: Same as Above  
*please print*

Business Telephone Number: 603 395-3256 (Text only)

Signature of Applicant Edward Sargent DATE: 05-02-2021

LICENSE FEE: \$ 25 RENEWAL OF LICENSE: \$25.00

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

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name First Serve Hospitality Inc  
*please print*

Applicant's Address 326 US Route 1, Kittery  
*please print*

Applicant's mailing address if different from above: ME 03904

Applicant's Email address (required) shiva.knat@gmail.com

Date of Birth 6/10/1964 Applicant's Telephone Number: 203.434.7205

Business Name: Robert's Maine Grill  
*please print*

Business Address: 326 Route 1, Kittery ME 03904  
*please print*

Business Telephone Number: 207.439.0300

Signature of Applicant [Signature] DATE: 4/8/21

LICENSE FEE: \$ \_\_\_\_\_ RENEWAL OF LICENSE: \$25.00

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

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**TOWN OF KITTEERY**  
Office of the Town Clerk  
200 Rogers Road, Kittery, Maine 03904  
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**APPLICATION FOR VICTUALERS, INNKEEPERS,  
AND LODGING HOUSE OPERATORS LICENSE**

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name ROSE NICKELL  
*please print*

Applicant's Address 50 Woodlawn Ave, Kittery, ME 03904  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) rosesspringrolls@gmail.com

Date of Birth 10/12/1984 Applicant's Telephone Number: 207 602 0779

Business Name: ROSE'S SPRING ROLLS LLC  
*please print*

Business Address: \_\_\_\_\_  
*please print*

Business Telephone Number: \_\_\_\_\_

Signature of Applicant  DATE: 5-5-21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Jacqueline Kilty  
*please print*

Applicant's Address 5 melanies CT. Kittery ME  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) JKrestaurants1@gmail.com

Date of Birth 10/29/67 Applicant's Telephone Number: 603-767-5691

Business Name: Rudders Public House  
*please print*

Business Address: 70 Wallingford Square Kittery ME  
*please print*

Business Telephone Number: 207-703-2324

Signature of Applicant Jacqueline Kilty DATE: April 2, 2021

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name JANDI GAMBOA FOR STARBUCKS CORPORATION  
*please print*

Applicant's Address PO BOX 34442, S-TAX 2 SEATTLE, WA 98124  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) LICENSESERVICES@STARBUCKS.COM

Date of Birth 8/16/1988 Applicant's Telephone Number: 206-318-7290

Business Name: STARBUCKS COFFEE #7907  
*please print*

Business Address: 306 US ROUTE 1 03904  
*please print*

Business Telephone Number: 207-451-9701

Signature of Applicant  DATE: 4/22/2021

LICENSE FEE: \$ 75.00 RENEWAL OF LICENSE: \$25.00

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

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

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

Applicant's Name Peter Lamandia  
please print

Applicant's Address 27 Westworth St KITTERY ME 03904  
please print

Applicant's mailing address if different from above: 29 Westworth St Kittery ME  
03904

Applicant's Email address (required) peterlamandia@gmail.com

Date of Birth 10.19.57 Applicant's Telephone Number: 207 439.1489

Business Name: STARRY NIGHTS B&B  
please print

Business Address: 27 WENTWORTH ST KITTERY ME 03904  
please print

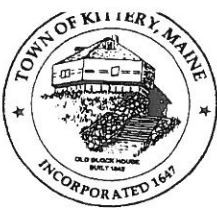
Business Telephone Number: 207 439.1489

Signature of Applicant Peter Lamandia DATE: 4.12.21

LICENSE FEE: \$ 25-

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

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



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Loren Goodridge  
please print

Applicant's Address 352 Warren Ave Ste 7 Portland ME 04103  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) angela@mainesubway.com

Date of Birth \_\_\_\_\_ Applicant's Telephone Number: 207-878-1595

Business Name: Subway / Maine Subs  
please print

Business Address: 290 US RT 1 Kittery ME 03904  
please print

Business Telephone Number: 207-439-8511

Signature of Applicant Loren Goodridge DATE: 4/5/2021

LICENSE FEE: \$ 25 RENEWAL OF LICENSE: \$25.00

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

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Susan G. Allen  
*please print*

Applicant's Address 159 River St. Sanford, Me. 04073  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) Susansseafood@gmail.com

Date of Birth 9-13-57 Applicant's Telephone Number: 207-206-4246

Business Name: Sue's Seafood  
*please print*

Business Address: 33 OLD POST ROAD  
*please print*

Business Telephone Number: 207-439-5608

Signature of Applicant Susan Allen DATE: \_\_\_\_\_

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

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# TOWN OF KITTEKY

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Sunny's Food Truck / Scott M. Choppa  
please print  
Applicant's Address 58045 highway bypass #1, Portsmouth, NH.  
please print  
Applicant's mailing address if different from above: Same as Above  
Applicant's Email address (required) Scott@Chillcatering.com  
Date of Birth 2/27/65 Applicant's Telephone Number: 603.988.9859  
Business Name: Sunny's Food Truck  
please print  
Business Address: Same as above.  
please print  
Business Telephone Number: Same as above  
Signature of Applicant Scott M. Choppa DATE: 4.7.21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

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**TOWN OF KITTERY**

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name MARTIN P CONNOR  
*please print*

Applicant's Address 11 ESSEX ST DOVER NH 03820  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) Sunrisegrill92@Gmail.com

Date of Birth 07/04/1965 Applicant's Telephone Number: 207 450 5239

Business Name:

Sunrise Grill INC  
*please print*

Business Address:

182 State RD Kittery me 03904  
*please print*

Business Telephone Number:

207 439 5748

Signature of Applicant

*Martin P Connor*

DATE:

4/7/2021

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Allan Issac Pechner Jr.

Applicant's Address 399 Maplewood Ave #4 Portsmouth, NH 03801  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) tastythai@gmail.com

Date of Birth 5/21/1971 Applicant's Telephone Number: 603 373 6185

Business Name: Tasty Thai Inc.  
please print

Business Address: 182 State Rd Kittery ME 03801  
please print

Business Telephone Number: 207 439 9988

Signature of Applicant *Allan Pechner* DATE: 4/28/21

LICENSE FEE: \$ 25 RENEWAL OF LICENSE: \$25.00

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

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# TOWN OF KITTERY

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name The Black Birch Inc.

*please print*

Applicant's Address 2 Government Street

*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) gavinbeaudry@theblackbirch.com

Date of Birth 03/26/1981 Applicant's Telephone Number: 207-703-2294

Business Name: The Black Birch

*please print*

Business Address: 2 Government Street

*please print*

Business Telephone Number: 207-703-2294

Signature of Applicant *Gavin Beaudry* DATE: 3/31/21

LICENSE FEE: \$ 25<sup>00</sup> RENEWAL OF LICENSE: \$25.00

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

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name GLEN JOSEPH JODIN  
please print

Applicant's Address 42 WASHINGTON RD RYE NH 03870  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) GLEN@CORNERPUBKITTEY.COM

Date of Birth 7/10/02 Applicant's Telephone Number: 603-498-6250

Business Name: THE CORNER PUB  
please print

Business Address: 4 WALLENFORD SQ KITTERY ME 03904  
please print

Business Telephone Number: \_\_\_\_\_

Signature of Applicant [Signature] DATE: \_\_\_\_\_

LICENSE FEE: \$ 25 RENEWAL OF LICENSE: \$25.00

**PLEASE SUBMIT THIS FORM WITH THE FEE TO THE TOWN CLERK'S OFFICE**  
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**TOWN OF KITTERY**  
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Telephone: (207) 475-1313 Fax: (207) 439-6806

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

Applicant's Name Kittery Trading Post Shops, LLC  
*please print*

Applicant's Address 301 US Route One, Kittery ME 03904  
*please print*

Applicant's mailing address if different from above: PO Box 904 Kittery ME 03904

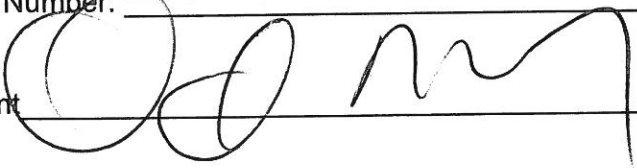
Applicant's Email address (required) kkagiliery@ktp.com

Date of Birth \_\_\_\_\_ Applicant's Telephone Number: 207-752-9059

Business Name: The Lobster Pot  
*please print*

Business Address: 301 US Route One, Kittery ME 03904  
*please print*

Business Telephone Number: 207-439-9222

Signature of Applicant  DATE: 03/31/21

LICENSE FEE: \$ 25.00

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

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



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Maine Ocean lobster d/b/a The Pointe  
please print

Applicant's Address 31 Badgers Island West, Kittery ME 03904  
please print

Applicant's mailing address if different from above: P.O. Box 904, Kittery ME 03904

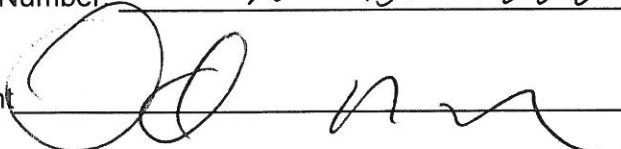
Applicant's Email address (required) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Applicant's Telephone Number: \_\_\_\_\_

Business Name: The Pointe  
please print

Business Address: 31 Badgers Island West, Kittery ME 03904  
please print

Business Telephone Number: 207-439-9222

Signature of Applicant  DATE: 4-7-21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Eides Ares  
please print

Applicant's Address 87 Whipple Road Kittery ME 03904  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) Eides@pepperrellcove.com

Date of Birth 9-4-84 Applicant's Telephone Number: 603-988-7332

Business Name: The View LLC  
please print

Business Address: 88 Pepperrell Rd Kittery Pt ME 03905 - PO BOX 67  
please print

Business Telephone Number: 207-703-2028

Signature of Applicant Eides Ares DATE: 4.21.21

LICENSE FEE: \$ 25.- RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

Applicant's Name Elizabeth Beebe  
*please print*

Applicant's Address 36 Love Lane, Kittery Me 03904  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) ForAllLLC@gmail.com

Date of Birth 03/11/1981 Applicant's Telephone Number: 323.333.7910

Business Name: For All LLC (dba TACOCAT)  
*please print*

Business Address: 230 State Rd, Kittery Maine 03904  
*please print*

Business Telephone Number: 207.200.1106

Signature of Applicant  DATE: 4/6/21

LICENSE FEE: \$ 25

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

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



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name EHIOS PIZZA INC  
*please print*

Applicant's Address 49 GRIFFIN RD PORTSMOUTH N.H 03801  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) \_\_\_\_\_

Date of Birth 9-30-43 Applicant's Telephone Number: 603 436 1061

Business Name: TOWN PIZZA RESTAURANT  
*please print*

Business Address: 15 WENTWORTH ST KITTELY ME 03904  
*please print*

Business Telephone Number: 207 439 1265

Signature of Applicant STAMATIA MIMINOS DATE: APR 15-2021

LICENSE FEE: \$ 25<sup>00</sup> RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Tributary Brewing Co., LLC  
*please print*

Applicant's Address 5 Winding Brooke Ln., South Berwick 03908  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) galen@tributarybrewingcompany.com

Date of Birth 11/13/1959 Applicant's Telephone Number: 207-703-0093

Business Name: Tributary Brewing Co.  
*please print*

Business Address: 10 Shapleigh Rd., Ste. A, Kittery, ME 03904  
*please print*

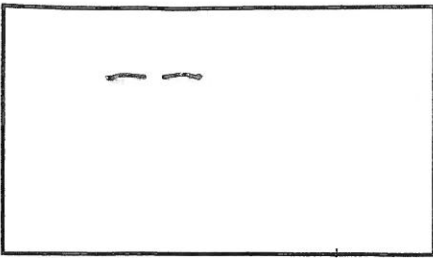
Business Telephone Number: (207) 703-0093

Signature of Applicant galen mott DATE: 4/16/21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

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**TOWN OF KITTERY**

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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name DIVINE CUISINES LLC

*please print*

Applicant's Address 20 WALKER ST. KITTERY, ME 03904-1724

*please print*

Applicant's mailing address if different from above:

Applicant's Email address (required) TULSIMAINE@GMAIL.COM

Date of Birth 08/13/1975 Applicant's Telephone Number: 207-752-7657

Business Name: TULSI INDIAN RESTAURANT  
*please print*

Business Address: 20 WALKER STREET KITTERY, ME 03904-1724

*please print*

Business Telephone Number: 207-451-9511

*25.00 Fee Paid*



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Eli Cayer  
*please print*

Applicant's Address 200 Anderson St Portland ME 04101  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) Operations@fermentary.com

Date of Birth 7/7/73 Applicant's Telephone Number: 207 653-7406

Business Name: Urban Farm Fermentary  
*please print*

Business Address: 200 Anderson St Portland ME 04101  
*please print*

Business Telephone Number: 207 329-5048

Signature of Applicant Eli Cayer DATE: 4-28-21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***





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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name James McSharry  
*please print*

Applicant's Address 1 Middle Street, Suite 1, Portsmouth, NH 03801  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) staci@jumpinjays.com

Date of Birth 01-24-1967 Applicant's Telephone Number: 603-498-1814

Business Name: Vida Cantina, LLC  
*please print*

Business Address: 2456 Lafayette Road, Portsmouth, NH 03801  
*please print*

Business Telephone Number: 603-501-0648

Signature of Applicant \_\_\_\_\_ DATE: 05-03-2021

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Brad Cunningham Warren's Lobster  
*please print*

Applicant's Address 149 Mendum's Landing  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_


Applicant's Email address (required) bcunningham@lobsterhouse.com

Date of Birth 9/25/1966 Applicant's Telephone Number: \_\_\_\_\_

Business Name: WLH Management Corporation  
*please print*

Business Address: 11 Water St, Kittery, ME 03904  
*please print*

Business Telephone Number: 207-439-2058

Signature of Applicant  DATE: 4/5/21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name James McSharry  
*please print*

Applicant's Address 1 Middle Street, Suite 1, Portsmouth, NH 03801  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) staei@jumpinjays.com

Date of Birth 01/24/1967 Applicant's Telephone Number: 603-498-6476

Business Name: Water Street Inn LLC  
*please print*

Business Address: 6 Water Street, Kittery, ME 03904  
*please print*

Business Telephone Number: 207-994-9735

Signature of Applicant \_\_\_\_\_ DATE: 4/12/21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Weatherwane Seafoods  
*please print*

Applicant's Address 306 US Route One, Kittery, ME 03904  
*please print*

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) \_\_\_\_\_

Date of Birth N/A Applicant's Telephone Number: 207-439-0335

Business Name: Weatherwane Seafoods  
*please print*

Business Address: 306 US Route One, Kittery, ME 03904  
*please print*

Business Telephone Number: 207-439-0335

Signature of Applicant William J. Kuhel DATE: 4/7/21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name Andrew Sigel  
please print

Applicant's Address 15 Roms Head Ln York ME 03909  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) Info@Seedbread.com

Date of Birth 3-3-62 Applicant's Telephone Number: 207-450-1145

Business Name: <sup>DBA</sup> When B1bs Fly - Rolling In the Mud  
please print

Business Address: 460 US Route 1 Kittery ME 03909  
please print

Business Telephone Number: 207-438-7036

Signature of Applicant [Signature] DATE: 4/28/21

LICENSE FEE: \$ 75.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



**TOWN OF KITTERY**

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

APPLICATION FOR VICTUALERS, INNKEEPERS,  
AND LODGING HOUSE OPERATORS LICENSE

All Renewal Applications and Fees are Due no later than May 6, 2021

Applicant's Name Arthur (Chip) Andrews  
*please print*

Applicant's Address 28 Andy's Lane Kittery Me  
*please print* 03904

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) andrewsats@comcast.net

Date of Birth 10/13/64 Applicant's Telephone Number: 207-252-3872

Business Name: Wicked Mini Donuts  
*please print*

Business Address: 999 Islington Street, Portsmouth NH  
*please print* 03801

Business Telephone Number: 603-294-0697

Signature of Applicant Arthur Andrews DATE: 3/31/2021

\* Food truck located @ outlets of Kittery  
283 US Rt. 1  
Kittery, Me 03904



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

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

**All Renewal Applications and Fees are Due no later than May 6, 2021**

Applicant's Name WOODLAND FARMS BREWERY / PATRICK ROWAN

Applicant's Address 9 ROWANS WAY  
please print  
~~306 US ROUTE 1, S.E. KITTERY~~  
please print

Applicant's mailing address if different from above: \_\_\_\_\_

Applicant's Email address (required) ROWAN@WFBREWERY.COM

Date of Birth 4/25/1975 Applicant's Telephone Number: 207.994.3911

Business Name: WOODLAND FARMS BREWERY LLC  
please print

Business Address: 306 US ROUTE 1, KITTERY ME  
please print

Business Telephone Number: 207 994 3911

Signature of Applicant [Signature] DATE: 5-5-21

LICENSE FEE: \$ 25.00 RENEWAL OF LICENSE: \$25.00

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

**\* If you have any question or concerns please call 207-475-1312 or 207-475-1313\***



**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: May 24, 2021  
From: Kendra Amaral, Town Manager  
Subject: Title 12 – Fires at Seapoint and Crescent Beaches  
Council Sponsor: Vice Chair Judy Spiller

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**EXECUTIVE SUMMARY**

The Town Council has requested a proposal to amend Title 12 to address the growing complaints from abutters and beachgoers regarding fires at the beaches. The neighbors have been reporting a growing prevalence of fires, burning embers, and the associated litter and noise that comes with the fires.

**BACKGROUND**

Regulations for Seapoint and Crescent Beaches are contained in Title 12. The existing regulations cover what types of activities are prohibited such as camping, jet skis, and disturbing the topography. Title 12 also contains regulations regarding parking for residents and non-residents, and the hours of operation.

The Town currently does not require a permit for fires for cooking and warming. This means fires are not expressly prohibited at the beaches. Bonfires at the beaches have occurred for many years, though the care of the fires, frequency, size and numbers of fires are growing. COVID-19 has increased regional interest in the Town's beaches causing a greater impact on abutters and visitors.

The staff are not recommending implementing a permit program for fires on the beaches. The resources required to manage a robust permitting program with sufficient compliance and enforcement efforts is outside of our existing capacity.

The Fire Chief reviewed the ten-year fire call data. He indicates the data does not indicate that the fires at Seapoint and Crescent beaches represent a fire danger. The Fire Department has responded fourteen times to fire calls in ten years, of which ten (71.4%) were categorized "Rescue Calls". The four remaining calls were categorized "Fire Calls". Two were unfounded calls and two were actual calls where the FD extinguished the fire.

The Fire Chief advises that a ban on open fires at the beach is likely to cause an increase in fire calls until the general public is made well aware of the ordinance. This could include calls to extinguish harmless warming or cooking fires where people do not understand or follow the rules.

The definition of the term "Open Burning" is as follows:

*"Open Burning" is the burning of any type of combustible material in the open (ambient) air without being completely enclosed and where the smoke goes directly into the ambient air without passing through a stack, chimney, duct or other device or structure."*



This means a full ban on fires including use of charcoal will not be allowed at the beach if banned.

The Police are able to enforce the existing hours of operation (4AM to 11PM). Violations are enforced in accordance with Title 1, which requires a summons.

The majority of issues are in the late evening/early morning hours. Police staffing is limited on this shift, making a guarantee of regular police presence each night is not possible. The Police Chief is working to have directed patrols at the beaches and have a greater presence as much as practicable.

### **OPTIONS**

The Council may want to consider the following options:

- No change, wait and see with increase directed patrols.
- Amend the violation section of the ordinance to allow for direct citations for violation of the existing regulations.
- Amend the ordinance to ban fires and the violation sections.

In all cases, additional enforcement action will be needed from the Police Department to make an impact.

### **ATTACHMENTS**

- Draft Title 12 Amendment
- Draft Title 12 Enactment
- Title 12 Seapoint and Crescent Beaches Ordinance - Current

## Chapter 12.4 Prohibit Fires at Seapoint and Crescent Beaches

**AMEND to prohibit fires at all times as follows:**

1 § 12.4.9 **Fires.**

2 No person may start or allow any fire to burn within Seapoint or Crescent Beaches, ~~except in suitable~~  
3 ~~facilities provided by the municipality or where permission has been obtained from the municipal Fire Chief,~~  
4 ~~Town Forest Fire Warden. A permit will not be required for the use of portable stoves which are fueled by~~  
5 ~~propane gas, sterno or briquettes. In the event that any cooking or other fire or burning herein allowed is~~  
6 ~~undertaken by any person, said person before leaving such fire must totally extinguish the same.~~

7 **AMEND Violations to enhance enforcement options as follows:**

8 § 12.4.17 **Enforcement; violations and penalties.**

9 ~~This chapter is enforced by the Police Department. Any violation of this chapter will be assessed a penalty~~  
10 ~~under Title 1, Chapter 1.3. All penalties recovered accrue to the benefit of the Town.~~ Any violation of this  
11 chapter will be assessed a penalty of \$100.

**KITTERY TOWN CODE  
TITLE 12  
FIRES ON SEAPOINT AND CRESCENT BEACHES**

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

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

10 **WHEREAS**, the Town of Kittery seeks to address the nuisances resulting from fires at Seapoint  
11 and Crescent beaches and improve safety for visitors;

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

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

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

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

## Chapter 12.4

### SEAPOINT AND CRESCENT BEACHES

#### § 12.4.1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

CRESCENT BEACH — Includes all land bounded within the following: south and east by the Atlantic Ocean, northerly by the salt marsh and Seapoint Beach and westerly by other owners.

SEAPOINT BEACH — Includes all land bounded within the following: on the south and east by the Atlantic Ocean, on the north by the land now or formerly of Albert Kerr, on the west by the salt marsh, other owners and the easterly edge of Cutts Island Road. Seapoint Beach includes that area known as Thaxter's Point.

#### § 12.4.2. Disorderly conduct.

No person may engage in disorderly conduct within Seapoint or Crescent Beach. Disorderly conduct as used herein includes but is not limited to the making of loud and unreasonable noises; the activating of any device or explosive substance which releases noxious or offensive odors; knowingly accosting, insulting, taunting or challenging any person with offensive, derisive or annoying words or gestures, or other physical conduct which would in fact have a direct tendency to cause a violent response by an ordinary person in the situation of a person so accosted, insulted, taunted or challenged.

#### § 12.4.3. Vehicular use; parking restrictions. [Amended 9-26-2011 by Ord. No. 11-12; 10-23-2017 by Ord. No. 17-15]

No person may drive or park any motor vehicle other than an authorized vehicle on Seapoint or Crescent Beaches, shore or bank. No bus may be operated, driven or parked anywhere within the area defined as Seapoint and Crescent Beaches.

- A. Parking in all designated parking areas for Seapoint and Crescent Beaches is available for Town residents and nonresidents in accordance with Title 10 of Town Code.

#### § 12.4.4. Indecent conduct.<sup>1</sup>

No person may engage in indecent conduct within Seapoint or Crescent Beaches. As used in this chapter, "indecent conduct" is defined as set forth in Title 17-A, § 854 of the Maine Criminal Code.

---

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1.1, Code Adoption).

**§ 12.4.5. Littering.**

No person may throw, drop, deposit, discard or otherwise dispose of litter within Seapoint and Crescent Beaches except in a litter receptacle.

**§ 12.4.6. Disturbing topography.**

No person may remove, molest, injure or otherwise damage anything natural or physical within Seapoint and Crescent Beaches. This provision is not intended to regulate the removal of seashells and driftwood, seaweed and scientific samples.

**§ 12.4.7. Drinking.**

No person may drink or consume any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors and mix liquors upon Seapoint and Crescent Beaches.

**§ 12.4.8. Animals. [RECENT REVISIONS NOT REFLECTED]**

- A. No domestic animal is allowed within Seapoint or Crescent Beaches, except that dogs, while under the control of their owner or keeper, are allowed on Crescent and Seapoint Beaches at times other than between the hours of 10:00 a.m. to 5:00 p.m. from June 15 through September 10 of each year. This limitation does not apply to guide or seeing eye dogs when used as such. At no time may the owner or keeper of any dog allow that dog to run at large on Crescent or Seapoint Beaches or enter upon any publicly owned salt marsh immediately adjacent to Seapoint or Crescent Beach. From May 15 to September 30, inclusive, only dogs licensed to Town residents are allowed on Seapoint and Crescent Beaches.
- B. A pooper-scooper rule is in effect for dogs. Owners and keepers must properly dispose of animal waste either by placing it in supplied receptacle(s) or, if one is not supplied, by taking it with them when leaving the beaches.

**§ 12.4.9. Fires.**

No person may start or allow any fire to burn within Seapoint or Crescent Beaches except in suitable facilities provided by the municipality or where permission has been obtained from the municipal Fire Chief, Town Forest Fire Warden. A permit will not be required for the use of portable stoves which are fueled by propane gas, sterno or briquettes. In the event that any cooking or other fire or burning herein allowed is undertaken by any person, said person before leaving such fire must totally extinguish the same.

**§ 12.4.10. Entering upon salt marsh.**

- A. No person may trespass or enter upon the publicly owned salt marsh immediately adjacent to Seapoint or Crescent Beaches except for

educational or scientific purposes and only after approval is granted by the Town Council or its duly designated agent(s). Requests may be made to the Town Clerk, who is to refer all such requests to the Town Council or its duly designated agent(s).

- B. Public notice is to be given by locating signs conspicuously along the salt marsh, notifying the public of this limitation.

**§ 12.4.11. Windsurfers prohibited.**

No person may engage in windsurfing in the waters of Crescent and Seapoint Beaches between June 15 and September 10 of each year except in those areas duly authorized and designated by the Town Council. Public notice of such designated areas is to be conspicuously posted in the beach parking lot or other conspicuous place or places.

**§ 12.4.12. Jet skis prohibited.**

Jet skis are prohibited on the shore or in the waters of Crescent and Seapoint Beaches.

**§ 12.4.13. Selling prohibited.**

The selling of merchandise or services is prohibited at Seapoint and Crescent Beaches.

**§ 12.4.14. Camping prohibited.**

Camping is prohibited from 11:00 p.m. to 6:00 a.m.

**§ 12.4.15. Hours of operation.**

- A. Seapoint and Crescent Beaches and all parking areas are closed to the general public between the hours of 11:00 p.m. and 3:00 a.m., with the exception of vehicles used in their official capacity by agents or employees of:
- (1) The Town;
  - (2) Public utilities;
  - (3) Emergency services; and
  - (4) Contractors providing service to or on behalf of the above.
- B. The owners or operators of any motor vehicles found in violation of this section will be summoned, and the vehicle will be towed at the owner's expense, as provided in § 10.3.11.

**§ 12.4.16. Beach closure.**

The Town Manager is authorized to close the beaches to bathing when quality testing determines the water to be unhealthy for humans. The

enforcement and penalty portion of this chapter does not apply to this section.

**§ 12.4.17. Enforcement; violations and penalties.**

This chapter is enforced by the Police Department. Any violation of this chapter will be assessed a penalty under Title 1, Chapter 1.3. All penalties recovered accrue to the benefit of the Town.



# TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED  
MAR 11 2019  
7:15 P

## APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Erin Kempster

RESIDENCE: 32 Ridgewood Drive, Kittery, ME 03904

MAILING (if different) \_\_\_\_\_

E-MAIL ADDRESS: ekempster@gmail.com

PHONE #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) 562-708-3188

**Please check your choices and list in order of priority by marking 1,2,3, etc.:**

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Appeals                | <input type="checkbox"/> Board of Assessment Review       |
| <u>2</u> Conservation Commission                         | <input type="checkbox"/> Board of Trustees of Trust Funds |
| <input type="checkbox"/> Comprehensive Plan Committee    | <u>3</u> Shellfish Conservation Committee                 |
| <input type="checkbox"/> Education Scholarship Committee | <input type="checkbox"/> Economic Development Committee   |
| <input type="checkbox"/> Parks Commission                | <input type="checkbox"/> Kittery Port Authority           |
| <input type="checkbox"/> Planning Board                  | <input type="checkbox"/> Kittery Land Issues Committee    |
| <u>1</u> Kittery Climate Adaptation Committee            | <input type="checkbox"/> KCC Board of Directors           |

Other \_\_\_\_\_

EDUCATION/TRAINING: B.A., Master of Arts in Law and Diplomacy, currently energy efficiency consultant

RELATED EXPERIENCE (Including other Boards and Commissions) \_\_\_\_\_

Member of KESAC from mid-2018

PRESENT EMPLOYMENT: energy efficiency consultant

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

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

possible conflict with adaptation committee w/r/t potential work with Efficiency Maine

REASON FOR APPLICATION TO THIS BOARD: Interested citizen, community engagement

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

**Please read the back of this application before signing.**

Erin Kempster Digitally signed by Erin Kempster  
Date: 2019.03.11 22:12:23 -04'00'

3/11/19

SIGNATURE OF APPLICANT

DATE



May 11, 2021  
Town of Kittery  
200 Rogers Road  
Kittery, Maine 03904  
RE: 2021 Kittery Community Market

Dear Kittery Town Council, The Kittery Community Market will kick off its 9th season on Sunday, June 6, 2021 and continue each Sunday through November 7, 2021 at Post Office Square, 10 Shapleigh Road. Kittery Community Market will feature up to 35 vendors, along with local musicians, Kids 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 2 banners: (2) at Post Office Square from May 15, 2021 to November 15, 2021.

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, 2021 to November 7, 2021. 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  
Michelle Gill, KCM Manager D  
Debbie Driscoll, KCM Treasurer

Received 05/13/2021

Hi Steve,

Regretfully, I have to resign my position on the KCC BOD at this time.

I have very much enjoyed serving on the BOD over the past few years and enjoyed getting to know many of the wonderful Kittery community members who serve(d) on the BOD, the various committees, the Town Council, and the dedicated managers and staff members who make great things happen at the KCC through the many programs, activities, and cultural events that take place over the course of the weeks, months, and four seasons of each year.

I believe the KCC continues to head in an excellent direction with a sound vision and strategic plan and wish you all great success in your various roles. The KCC is a wonderful example, in my opinion, of what can happen in a community where various stakeholders coordinate and cooperate, plan well, work together, and continually assess their successes and modify programs and activities to meet the changing needs of their community.

Thank you for the opportunity to serve on the BOD. I had a grand time.

Best wishes,  
Brian Kilroy



# 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: May 24, 2021  
From: Kendra Amaral, Town Manager  
Subject: Release Deed Map 42 Lot 22-3  
Councilor Sponsor: Chairperson Jeffrey Thomson

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### **EXECUTIVE SUMMARY**

The Town Council is being requested to execute a Release Deed for Map 42 Lot 22-3, 475 Haley Road #3 in order to resolve outstanding liens so the property.

### **BACKGROUND**

The property was foreclosed on for unpaid 2015, 2016, 2017, and 2018 taxes. Total taxes owed were \$12,992.40. All back taxes have been paid in full.

The property is planning to be sold and the seller and buyer wish to clear the title for the transaction. There are no outstanding taxes due on this property.

### **PROPOSED SOLUTION/RECOMMENDATION**

Approve the Release Deed as presented.

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## MUNICIPAL RELEASE DEED

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The TOWN OF KITTERY (the 'Town'), a municipal corporation existing under the laws of the State of Maine and located in the County of York, State of Maine, releases to  
CHERYL A. STACK AND WILLIAM L. STACK

with a mailing address of 111 ELMWOOD STREET, AMESBURY, MASSACHUSETTS

any interest the Town may have in a certain lot or parcel of land with any improvements located thereon, located in the Town of Kittery, County of York and State of Maine, now or formerly owned by JANE W. WILLIAMS and further shown as

Map / Lot 42-22-3 on the Town of Kittery Assessor's Tax Maps, as may have been acquired by the Town by virtue of any of the following Tax Lien Certificates on record in said Registry of Deeds:

1. Tax Lien Certificate recorded on September 10, 2015 in Book 17095, Page 59. Release recorded November 5, 2020 in Book 18440, Page 90.
2. Tax Lien Certificate recorded on August 15, 2016 in Book 17298, Page 878. Release recorded November 5, 2020 in Book 18440, Page 91.
3. Tax Lien Certificate recorded on August 24, 2017 in Book 17545, Page 241. Release recorded November 5, 2020 in Book 18440, Page 92.
4. Tax Lien Certificate recorded September 29, 2018 in Book 17789, Page 96. Release recorded November 5, 2020 in Book 18440, Page 93.

The sole purpose of this Municipal Release Deed is to release to the Grantee herein any interest which the Town may have acquired in the property described by virtue of delinquent taxes through and including the current taxes due.

IN WITNESS WHEREOF, the Town of Kittery, acting through its municipal officers, has caused this Municipal Release Deed to be signed.

DATE: \_\_\_\_\_

TOWN OF KITTERY

\_\_\_\_\_  
WITNESS

By \_\_\_\_\_

JEFFREY D. THOMSON

\_\_\_\_\_  
JUDY SPILLER

\_\_\_\_\_  
JEFFREY PELLETIER

\_\_\_\_\_  
CYRUS CLARK

\_\_\_\_\_  
GEORGE DOW

STATE OF MAINE  
YORK, ss.

Personally appeared the above named Municipal Officers and acknowledged the foregoing instrument to be their free act and deed in said capacity and the free act and deed of the Town of Kittery, Maine.

Before me,

\_\_\_\_\_  
Print Name: Karen Estee

Notary Public

My commission expires August 4, 2023