



TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

April 11, 2022

6:00PM

The public may submit public comments via email, US Mail, or by dropping off written comments at the Town Hall. Emailed comments should be sent to:
TownComments@kitteryme.org.

The public may participate in the meeting via Zoom webinar. **Register in advance for the webinar at:**

https://us02web.zoom.us/webinar/register/WN_EidtvejBRzSSnBhxipRsOA

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 and public comment.

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.

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
 - March 28, 2022 Regular Meeting
8. Interviews for the Board of Appeals and Planning Board

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
 - a. (040122-1) The Kittery Town Council moves to receive the FY'23 School Budget Presentation and to take a preliminary vote on the FY'23 School Budget for the June 14, 2022 Town Meeting.
 - b. (040122-2) The Kittery Town Council moves to receive a presentation from Save the Kittery Waters group.

10. PUBLIC HEARINGS

- a. (040122-3) The Kittery Town Council moves to hold a public hearing to Authorize the Lease of Fire Apparatus.
- b. (040122-4) The Kittery Town Council moves to hold a public hearing on Title 16 - Solar Energy Systems Amendments.
- c. (040122-5) The Kittery Town Council moves to hold a public hearing on Title 16 – Affordable Housing BL and BL1 Amendments.
- d. (040122-6) The Kittery Town Council moves to hold a public hearing on a new Victualer's License application from The Sandwich Monstahh – Mobile Food Unit, located at 3 Ann Avenue, Salem, NH.

11. DISCUSSION

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

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition
 - (040122-7) The Kittery Town Council moves to accept a donation in the amount of \$2,500.00 from Friends of the Rice Public Library for the Summer Reading Program.
 - b. (040122-8) The Kittery Town Council moves to schedule a Public Hearing on May 2, 2022 to vote on the school Budget, (11 Cost Centers) and School Ordinances.
 - c. (040122-9) The Kittery Town Council moves to approve the Town Meeting Warrant Articles.

- d. (040122-10) The Kittery Town Council moves to approve a request from Tributary Brewing Company located at 10 Shapleigh Road, Kittery, to hold a special event for the release of Mott the Lessor on Saturday April 23, 2022 from 12pm to 7pm.
- e. (040122-11) The Kittery Town Council moves to approve a renewal Liquor License application from Anju Noodle Bar located at 7 Wallingford Square Unit 102, Kittery
- f. (040122-12) The Kittery Town Council moves to appoint Robert McDonough to the Parks Commission for a term to expire 12/31/2022.
- g. (040122-13) The Kittery Town Council moves to appoint John Corgan to the Economic Development Committee for a term to expire 12/31/2025.
- h. (040122-14) The Kittery Town Council moves to appoint H. Scott Mason to the Economic Development Committee for a term to expire 12/31/2025.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: April 7, 2022



TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

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

kamaral@kitteryme.org

Town Manager's Report to the Town Council April 11, 2022

- 1. Attorney General Response to Marijuana License Process** – Town Attorney Collins received the long-anticipated response from the Assistant Attorney General regarding the marijuana license lottery process. The response was short, but confirmed that the Town did not violate state law in utilizing a lottery process to establish the application order for licenses.

Applicants are at various stages of the Planning Board's site plan review process. The Town Council should expect to begin hearings on the licenses in the coming weeks.

- 2. PFAS Update** – The test results from the four wells on Wilson have come back without elevated PFAS or other compounds. An additional property was identified as being inadvertently excluded on Fernald; the well was tested two weeks ago, and results are expected by early May.

We have assembled and submitted to DEP information about the potential water line extension project scope. This project shows the potential expansion of Kittery Water District water mains and/or residential connections to Jewett, Pettigrew, and Evergreen. The anticipated cost is \$750,000 and includes connections directly to the homes. DEP will review this information and determine what financial support will be available through their mitigation funds.

We have also issued a survey to those who are using their well water for human consumption, to get a sense of their desired approach to mitigation depending on funding availability. The survey seeks their interest level for being on KWD water, installing a water filter, or doing nothing given certain criteria such as having no cost, partial cost sharing, or totally funded by the property owner. Primarily this survey will help us understand whether the full scope of the water expansion is actually desired by the residents on the potential new water lines.

Once we hear back from DEP on funding and have collected the survey results, I will seek a Council Workshop to discuss the Town's options, costs, funding sources.

- 3. Foreside Outdoor Dining** – We know outdoor dining and the public art painted on jersey barriers created a great vibe in the Foreside the past two years. However, with COVID restrictions lifted, the question we have faced is what to do this coming summer.

Outdoor dining is still very much possible in the Foreside without having to bring back all of the concrete barriers that blocked parking. A public art display is also possible without having to use the jersey barriers as the "canvas".

To help determine a path forward, we have been in discussions with Foreside business group for a number of months. We have had conversations with various individual businesses and commercial property

owners. We sent a survey through the Foreside business group to gather input as well. The survey results of this effort were mixed at best, and did not indicate an overwhelming desire to have the jersey barriers back this year. We had a “regroup” meeting with the businesses on Tuesday, April 5th to try and work out a path forward that would satisfy the Town’s interests and the businesses.

Two businesses are interested in outdoor dining. Two businesses are opposed to blocking parking. The remaining are somewhere in between, and supportive of a compromise approach.

Therefore, based on the conversations and input gathering, we propose the following:

- allowing individual businesses to apply for outdoor dining, with a potential “parklet” component.
- Town staff will work with the applicants to determine whether there is sufficient space to accommodate their outdoor dining needs and ADA sidewalk clearance without closing off parking.
- If parking must be closed off and a temporary “parklet” created, staff propose either implementing moveable sidewalk barriers that block the parking only when the business is open, leaving the parking available for customers of other businesses the rest of the time; or blocking no more than one or two spots with jersey barriers and leaving the rest of the parking unimpeded.

I am seeking Council consensus on the approach for blocking parking; specifically, whether temporary sidewalk barriers that are moved daily by the applicant business, or long-term installation of jersey barriers is the desired approach. We would not be able to place jersey barriers until mid-June due to the scheduling limitations with other DPW projects and priorities this spring, and bandwidth issues with coordinating the artwork component.

I am also seeking Council consensus on amending Title 5 to codify outdoor dining on public property going forward. If this is desired, we can develop amendments to Title 5 for Council consideration and in early May.

Freebie Barn Next Steps – We had a very positive conversation with leadership of the Climate Adaptation Committee and Kittery Climate Action Now (KCAN) representatives about how the Freebie Barn can be incorporated into our broader climate adaptation activities. We have already had tremendous success with the compost collection; and are looking to the Freebie Barn as the next component in this broader waste reduction effort.

We discussed how recycling behaviors have changed, and the growth of the thrift/reuse market has expanded since the Freebie Barn originally opened. We brainstormed a number of ideas about curating the materials accepted at the Freebie Barn, opportunities for it to serve as a hub for collecting materials that can be recycled through specialists, and determining how to engage volunteers in meaningful ways to promote waste reduction, composting, and climate action.

In the end, we concluded the appropriate next step is to conduct a gap analysis survey with residents that will help identify what is and is not being diverted from the waste stream now, what residents are interested in diverting if the option becomes available, and what the barriers are to diverting more material (i.e. convenience, cost, etc.). From the survey we will develop a program for the Freebie Barn that maximizes its role in reducing waste going to the landfill or incinerator. We can also use this information to identify beneficial partners, and in seeking volunteers to help implement the Freebie Barn program.

4. **FY2022 Q3 Financial Report** – Please see attached.

5. **2022 Annual Goals Q1 Update** – Please see attached.

Upcoming Dates:

- Absentee Ballot Applications Available Now – Town Clerk’s Office, www.kitteryme.gov/elections
- Kittery Landscaping Workshop – April 14, 7PM, www.kitteryme.gov/landscaping
- Education Scholarship Applications Due – April 14, www.kitteryme.gov/scholarship
- Mooring Renewals Due April 15 – Harbormaster, www.kitteryme.gov/onlinemooring
- Kittery Easter Egg Hunt (rescheduled) – April 16, 2022, Kittery Community Center
- Town Hall Closed for Patriots Day Holiday – April 18, 2022
- KEEP Property Tax Payment Plan Applications Due – June 1, 2022, Town Hall
- Voter Registration Night – June 8, 2022, 6PM - 7PM, Town Hall
- Town Meeting/School Budget Validation Referendum/State Primary Election – June 14, 2022, 8AM - 8PM, Kittery Community Center
- Senior Tax Credit Application Due – July 1, 2022, Town Hall, www.kitteryme.gov/taxpaymentassistance

Respectfully Submitted,



Kendra Amaral
Town Manager

AARON M. FREY
ATTORNEY GENERAL



STATE OF MAINE
OFFICE OF THE ATTORNEY GENERAL
6 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0006

TEL: (207) 626-8800
TTY USERS CALL MAINE RELAY 711

REGIONAL OFFICES
84 HARLOW ST. 2ND FLOOR
BANGOR, MAINE 04401
TEL: (207) 941-3070
FAX: (207) 941-3075

125 PRESUMPCOT ST., SUITE 26
PORTLAND, MAINE 04103
TEL: (207) 822-0260
FAX: (207) 822-0259

14 ACCESS HIGHWAY, STE. 1
CARIBOU, MAINE 04736
TEL: (207) 496-3792
FAX: (207) 496-3291

March 31, 2022

Kristin M. Collins, Esq.
Preti, Flaherty, Beliveau & Pachios
45 Memorial Circle
Augusta, ME 04330

Re: Lottery for Marijuana Retail Store Licenses

Dear Ms. Collins:

Thank you for your letter dated January 26, 2022, that responded to our questions regarding the lottery conducted by the Town of Kittery on October 28, 2021, relating to the issuance of licenses to operate marijuana retail stores within the Town.

We have reviewed the information that you provided as well as information obtained from other sources and have analyzed this information under existing Maine law. Although there is no express legislative authority for a municipality to conduct such a lottery, because of the specific facts of this case, the Office of the Attorney General does not currently intend to pursue legal action in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Katie W. Johnson".

Katie W. Johnson
Assistant Attorney General

cc: Andrew L. Black, AAG, Chief of Professional and Financial Regulation Division

Kittery YardScaping

A virtual workshop in collaboration with the Town of Kittery

Thursday April 14, 2022 | 7 to 8 pm | Zoom



Whether you love your lawn or not, come learn some new tips about how to have a beautiful healthy yard that relies on fewer chemicals, helping to keep our waters fishable and swimmable! Get access to lists of climate-resilient native plants.

Register in advance via Zoom: <https://bit.ly/yardscapingkittery>





TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

REPORT TO TOWN COUNCIL

Meeting Date: April 11, 2022
From: Kendra Amaral, Town Manager
Subject: Fiscal Year 2022 Financial Update – Quarter 3
Councilor Sponsor: N/A

This is to provide the Council with an update on the Fiscal Year 2022 (FY22) finances at the close of Quarter 3 (Q3) of the fiscal year.

Revenue

At this stage of the fiscal year, we consider trends and project for anticipated year end revenue projections. We also continue to identify any unanticipated variations. Overall, revenue collections from business activities (excluding property taxes) are at 90% of projection at the end of Q3. However, at the line-item level, there are significant variations in revenue collection performance compared to Q3 in prior years. We believe COVID remains a volatile variable in our business activities.

Year end revenue projections are tracking at approximately \$528,000 above budgeted projections. If the marijuana license revenue is excluded (considered prior to the Attorney General's recent letter); the year end projection would be below what was budgeted. We try to budget revenue conservatively, to ensure we can absorb unanticipated changes in business activity and still fund annual operations. If the fiscal year finishes as projected, we will have been a little too close for general comfort.

Excise tax finished the third quarter at \$1,486,074; or 76% of projected revenue. Though this amount is approximately 46,000 behind FY21 Q3, it is on par with third quarter revenues for FY20 and FY19. We continue to note that revenue collection in Q1 FY21 was the result of delayed registration renewals due to the COVID declaration of a state of emergency. It is unclear whether the lack of new vehicle inventories is also impacting Excise tax collection. If excise revenue continues to track with FY20 and FY19, we can expect to just hit our revenue projection.

Code Enforcement fees are now triple the projected amount. The Marijuana Retail license lottery, which was just found by the AG to not be a violation of law, is responsible for over \$500,000 of the \$996,000 in revenue. The Town has also collected a portion of the building permit fees for 76 Dennett Road and Phase 1 of the Homestead project.

KCC revenue has picked up considerably, with collections coming in at \$328,895 or approximately 60% of projection. Summer camp registration is ongoing and the building is seeing a surge of programs and reservations as COVID-19 safety measures ease.

Parking ticket revenue is at \$25,007, or 63% of projection. Collection has picked-up, but remains behind the prior year. We believe this is a combination of the steady parking enforcement and towing,

and changes in parking regulations on Walker and Wentworth, reducing the use of parking during weekdays by PNSY employees.

Sewer collections are starting to slip. Billings are at \$1,745,322 for Q3 this fiscal year. Projections through the end of the fiscal year expect collections to be approximately \$50,000 under budgeted revenue. We have identified a few factors for the lower sewer flow including reductions from a manufacturing customer that has all but halted some of its production efforts, and reductions of flow on the PNSY.

Expenditures

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

Based on projections, we are still expecting to come in approximately 2% under budget. We are watching a few areas for potential exposure. We are through snow and ice season and have only a few costs remaining to expense to winter operations.

The Police Department deficit projection has reduced to \$61,000. Approximately \$65,000 is the resulting cost increases from the ratified union contracts, which will be covered by Salary Adjustments in the Administration budget. Officers OT is leveling off with the stabilization of staff availability. Conversely, Dispatcher OT has taken a large hit due absences from COVID and vacancies. Hiring for the Dispatch team is just about complete; residual OT is needed to train new Dispatchers before they can be counted as filling a shift.

DPW is the only other department currently projecting a noticeable deficit, approximately \$40,000. As with Police, this is in large part due to the recent union contract ratification, which is expected to result in increased labor costs of approximately \$45,000. Similarly with Police, this will be made up through the Salary Adjustment line in the Administration budget. Snow and Ice operations are currently totaling \$231,138. This will go up approximately \$30,000 for the winter operations stipends for staff and the final refill of the salt shed. We try to refill the salt shed at the end of the season to take advantage of the lower rate in the current year and to get ahead for the next year's snow & ice operations.

Attachments

Report through Q3:

- General Fund
- Sewer Fund
- Other Funds

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TOWN OF KITTEERY - LIVE
GENERAL FUND

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THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101110 ADMINISTRATION | | | | | | | | |
| 101110 64011 | MANAGER SALARY | 105,896 | 0 | 105,896 | 81,355.00 | .00 | 24,541.00 | 76.8% |
| 101110 64014 | TOWN CLERK SALARY | 81,717 | 0 | 81,717 | 62,646.05 | .00 | 19,070.95 | 76.7% |
| 101110 64017 | CLERKS SALARIES | 319,904 | 0 | 319,904 | 244,780.32 | .00 | 75,123.68 | 76.5% |
| 101110 64018 | HUMAN RESOURCES MA | 65,498 | 0 | 65,498 | 52,341.77 | .00 | 13,156.23 | 79.9% |
| 101110 64026 | FINANCE DIRECTOR S | 117,591 | 0 | 117,591 | 88,380.58 | .00 | 29,210.42 | 75.2% |
| 101110 64027 | CUSTODIAN WAGES | 14,329 | 0 | 14,329 | 7,747.67 | .00 | 6,581.33 | 54.1% |
| 101110 64030 | OVERTIME | 4,000 | 0 | 4,000 | 1,040.74 | .00 | 2,959.26 | 26.0% |
| 101110 64031 | SALARY & POSITION | 195,000 | 0 | 195,000 | .00 | .00 | 195,000.00 | .0% |
| 101110 65010 | POSTAGE | 13,000 | 0 | 13,000 | 6,034.86 | .00 | 6,965.14 | 46.4% |
| 101110 65020 | TELEPHONE & INTERN | 9,000 | 0 | 9,000 | 5,721.50 | .00 | 3,278.50 | 63.6% |
| 101110 65030 | TRANSPORTATION | 2,500 | 0 | 2,500 | .00 | .00 | 2,500.00 | .0% |
| 101110 65040 | EDUCATIONAL/MEETIN | 5,000 | 0 | 5,000 | 1,333.80 | .00 | 3,666.20 | 26.7% |
| 101110 65060 | PRINTING | 7,000 | 0 | 7,000 | 8,072.19 | .00 | -1,072.19 | 115.3%* |
| 101110 65080 | LEGAL NOTICES/OTHE | 3,000 | 0 | 3,000 | 121.24 | .00 | 2,878.76 | 4.0% |
| 101110 65200 | ELECTRICITY | 12,000 | 0 | 12,000 | 7,585.28 | .00 | 4,414.72 | 63.2% |
| 101110 65220 | WATER | 400 | 0 | 400 | 158.70 | .00 | 241.30 | 39.7% |
| 101110 65230 | FUEL OIL | 4,200 | 0 | 4,200 | 3,461.82 | .00 | 738.18 | 82.4% |
| 101110 65240 | DUMPSTERS | 625 | 0 | 625 | 491.25 | .00 | 133.75 | 78.6% |
| 101110 65250 | SEWER | 325 | 0 | 325 | 246.60 | .00 | 78.40 | 75.9% |
| 101110 65300 | MACHINE & EQUIPMEN | 35,000 | 0 | 35,000 | 26,345.14 | .00 | 8,654.86 | 75.3% |
| 101110 65400 | LEGAL SERVICES | 60,000 | 0 | 60,000 | 58,943.03 | .00 | 1,056.97 | 98.2% |
| 101110 65410 | COMPUTER SERVICES | 45,000 | 0 | 45,000 | 42,605.10 | .00 | 2,394.90 | 94.7% |
| 101110 65415 | WEB PAGE | 4,000 | 0 | 4,000 | 7,719.62 | .00 | -3,719.62 | 193.0%* |
| 101110 65430 | AUDIT SERVICES | 17,500 | 0 | 17,500 | 7,250.00 | .00 | 10,250.00 | 41.4% |
| 101110 65480 | OTHER PROFESSIONAL | 37,500 | 0 | 37,500 | 27,011.51 | .00 | 10,488.49 | 72.0% |
| 101110 65500 | MAINTENANCE OF BLD | 16,500 | 0 | 16,500 | 7,500.48 | .00 | 8,999.52 | 45.5% |
| 101110 66010 | OFFICE SUPPLIES | 7,000 | 0 | 7,000 | 6,317.35 | .00 | 682.65 | 90.2% |
| 101110 66020 | BOOKS/SUBSCRIPTION | 1,100 | 0 | 1,100 | 1,167.88 | .00 | -67.88 | 106.2%* |
| 101110 66025 | MAINE MUNICIPAL AS | 13,500 | 0 | 13,500 | 14,004.00 | .00 | -504.00 | 103.7%* |
| 101110 66035 | ABSTRACTS & LIENS | 9,500 | 0 | 9,500 | 4,666.00 | .00 | 4,834.00 | 49.1% |
| 101110 66040 | JANITORIAL SUPPLIE | 2,500 | 0 | 2,500 | 579.30 | .00 | 1,920.70 | 23.2% |
| 101110 67510 | OFFICE FURNITURE & | 0 | 0 | 0 | 1,614.00 | .00 | -1,614.00 | 100.0%* |
| TOTAL ADMINISTRATION | | 1,210,085 | 0 | 1,210,085 | 777,242.78 | .00 | 432,842.22 | 64.2% |
| 101115 TOWN COUNCIL | | | | | | | | |
| 101115 64001 | COUNCIL STIPEND | 4,000 | 0 | 4,000 | 1,360.00 | .00 | 2,640.00 | 34.0% |

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TOWN OF KITTEERY - LIVE
GENERAL FUND

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THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| <u>101115 65480 OTHER PROF SERV/CO</u> | 3,000 | 0 | 3,000 | .00 | .00 | 3,000.00 | .0% |
| <u>101115 66037 COUNCIL EXPENSES</u> | 350 | 0 | 350 | 45.00 | .00 | 305.00 | 12.9% |
| TOTAL TOWN COUNCIL | 7,350 | 0 | 7,350 | 1,405.00 | .00 | 5,945.00 | 19.1% |
| <hr/> 101130 ELECTIONS | | | | | | | |
| <u>101130 64020 PART TIME SALARIES</u> | 5,000 | 0 | 5,000 | 1,594.73 | .00 | 3,405.27 | 31.9% |
| <u>101130 65000 ELECTIONS EXPENSES</u> | 800 | 0 | 800 | 206.71 | .00 | 593.29 | 25.8% |
| <u>101130 65010 POSTAGE</u> | 2,100 | 0 | 2,100 | 394.58 | .00 | 1,705.42 | 18.8% |
| <u>101130 65060 PRINTING</u> | 6,500 | 0 | 6,500 | 2,507.12 | .00 | 3,992.88 | 38.6% |
| <u>101130 65480 OTHER PROFESSIONAL</u> | 5,000 | 0 | 5,000 | 1,000.00 | .00 | 4,000.00 | 20.0% |
| <u>101130 66010 OFFICE SUPPLIES</u> | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| <u>101130 67510 OFFICE FURNITURE &</u> | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| TOTAL ELECTIONS | 20,600 | 0 | 20,600 | 5,703.14 | .00 | 14,896.86 | 27.7% |
| <hr/> 101150 COUNTY TAX | | | | | | | |
| <u>101150 65480 OTHER PROF SERVICE</u> | 1,006,515 | 0 | 1,006,515 | 1,005,789.92 | .00 | 725.08 | 99.9% |
| TOTAL COUNTY TAX | 1,006,515 | 0 | 1,006,515 | 1,005,789.92 | .00 | 725.08 | 99.9% |
| <hr/> 101155 TAX INCREMENT FINANCING | | | | | | | |
| <u>101155 65000 TIF FINANCING PLAN</u> | 20,000 | 0 | 20,000 | .00 | .00 | 20,000.00 | .0% |
| TOTAL TAX INCREMENT FINANCING | 20,000 | 0 | 20,000 | .00 | .00 | 20,000.00 | .0% |
| <hr/> 101160 OVERLAY | | | | | | | |
| <u>101160 65480 OTHER PROF SERV -</u> | 0 | 157,292 | 157,292 | .00 | .00 | 157,291.59 | .0% |
| TOTAL OVERLAY | 0 | 157,292 | 157,292 | .00 | .00 | 157,291.59 | .0% |
| <hr/> 101230 DEBT & INTEREST | | | | | | | |
| <u>101230 68057 RUSTLEWOOD FARM -</u> | 6,545 | 0 | 6,545 | 6,544.57 | .00 | .43 | 100.0% |

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TOWN OF KITTYRY - LIVE
GENERAL FUND

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THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-----------------------|--------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 101230 | 68065 2006 FIRE STATION | 115,000 | 0 | 115,000 | 115,000.00 | .00 | .00 | 100.0% |
| 101230 | 68066 2010 PW SALT SHED | 16,500 | 0 | 16,500 | 16,500.00 | .00 | .00 | 100.0% |
| 101230 | 68067 2012 KCC BOND PRIN | 275,000 | 0 | 275,000 | 275,000.00 | .00 | .00 | 100.0% |
| 101230 | 68068 2015 CIP BOND PRIN | 225,000 | 0 | 225,000 | 225,000.00 | .00 | .00 | 100.0% |
| 101230 | 68069 KLT BRAVE BOAT HEA | 11,910 | 0 | 11,910 | 11,910.01 | .00 | -.01 | 100.0%* |
| 101230 | 68071 LIBRARY BOND PRINC | 240,000 | 0 | 240,000 | 240,000.00 | .00 | .00 | 100.0% |
| 101230 | 68257 RUSTLEWOOD FARM IN | 3,771 | 0 | 3,771 | 3,770.12 | .00 | .88 | 100.0% |
| 101230 | 68265 2006 FIRE STATION | 12,800 | 0 | 12,800 | 12,800.00 | .00 | .00 | 100.0% |
| 101230 | 68268 2015 CIP BONDS INT | 20,250 | 0 | 20,250 | 20,250.00 | .00 | .00 | 100.0% |
| 101230 | 68269 KLT BRAVE BOAT HEA | 6,180 | 0 | 6,180 | 6,179.64 | .00 | .36 | 100.0% |
| 101230 | 68271 LIBRARY BOND INTER | 113,133 | 0 | 113,133 | 113,132.52 | .00 | .48 | 100.0% |
| 101230 | 68295 PWD BLDG/SALT SHED | 5,474 | 0 | 5,474 | 5,473.54 | .00 | .46 | 100.0% |
| 101230 | 68297 2012 KCC BOND INT | 77,275 | 0 | 77,275 | 77,275.00 | .00 | .00 | 100.0% |
| TOTAL DEBT & INTEREST | | 1,128,838 | 0 | 1,128,838 | 1,128,835.40 | .00 | 2.60 | 100.0% |
| 101310 POLICE | | | | | | | | |
| 101310 | 64002 POLICE CHIEF FT S | 99,809 | 0 | 99,809 | 76,526.53 | .00 | 23,282.47 | 76.7% |
| 101310 | 64012 SERGEANTS SALARIES | 329,211 | 0 | 329,211 | 247,417.52 | .00 | 81,793.48 | 75.2% |
| 101310 | 64013 SCHOOL RESOURCE OF | 68,791 | 0 | 68,791 | 40,821.09 | .00 | 27,969.91 | 59.3% |
| 101310 | 64014 DETECTIVES SALARIE | 140,909 | 0 | 140,909 | 107,128.34 | .00 | 33,780.66 | 76.0% |
| 101310 | 64015 PATROLMEN SALARIES | 705,120 | 62,238 | 767,358 | 570,653.81 | .00 | 196,704.19 | 74.4% |
| 101310 | 64016 DISPATCHER SALARIE | 296,420 | 0 | 296,420 | 220,232.53 | .00 | 76,187.47 | 74.3% |
| 101310 | 64017 ADMINISTRATIVE ASS | 95,895 | 0 | 95,895 | 73,537.78 | .00 | 22,357.22 | 76.7% |
| 101310 | 64022 ANIMAL CONTROL OFF | 68,939 | 0 | 68,939 | 52,009.17 | .00 | 16,929.83 | 75.4% |
| 101310 | 64023 LIEUTENANT SALARY | 83,454 | 0 | 83,454 | 62,732.02 | .00 | 20,721.98 | 75.2% |
| 101310 | 64024 NIGHT DIFFERENTIAL | 17,000 | 0 | 17,000 | 11,216.10 | .00 | 5,783.90 | 66.0% |
| 101310 | 64027 CUSTODIAN WAGES | 15,433 | 0 | 15,433 | 10,386.85 | .00 | 5,046.15 | 67.3% |
| 101310 | 64030 OVERTIME | 185,000 | 3,710 | 188,710 | 186,429.79 | .00 | 2,280.21 | 98.8% |
| 101310 | 64033 SICK TIME BUY BACK | 2,083 | 0 | 2,083 | .00 | .00 | 2,083.00 | .0% |
| 101310 | 64034 PHYSICAL FITNESS S | 5,700 | 0 | 5,700 | .00 | .00 | 5,700.00 | .0% |
| 101310 | 64037 GYM MEMBERSHIP STI | 0 | 0 | 0 | 1,524.35 | .00 | -1,524.35 | 100.0%* |
| 101310 | 65010 POSTAGE | 870 | 0 | 870 | 613.91 | .00 | 256.09 | 70.6% |
| 101310 | 65020 TELEPHONE & INTERN | 24,700 | 0 | 24,700 | 19,314.08 | .00 | 5,385.92 | 78.2% |
| 101310 | 65030 TRANSPORTATION | 2,800 | 0 | 2,800 | 2,015.00 | .00 | 785.00 | 72.0% |
| 101310 | 65040 EDUCATIONAL/MEETIN | 24,000 | 2,500 | 26,500 | 21,002.68 | .00 | 5,497.32 | 79.3% |
| 101310 | 65060 PRINTING | 3,600 | 50 | 3,650 | 909.25 | .00 | 2,740.75 | 24.9% |
| 101310 | 65080 LEGAL NOTICES/OTHE | 700 | 310 | 1,010 | .00 | .00 | 1,010.00 | .0% |
| 101310 | 65200 ELECTRICITY | 15,000 | 0 | 15,000 | 10,113.69 | .00 | 4,886.31 | 67.4% |
| 101310 | 65220 WATER | 545 | 0 | 545 | 211.60 | .00 | 333.40 | 38.8% |
| 101310 | 65230 FUEL OIL | 5,400 | 0 | 5,400 | 4,802.48 | .00 | 597.52 | 88.9% |

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TOWN OF KITTYRY - LIVE
GENERAL FUND

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THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------|--------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 101310 65240 | DUMPSTERS | 750 | 0 | 750 | 655.02 | .00 | 94.98 | 87.3% |
| 101310 65250 | SEWER | 300 | 0 | 300 | 328.90 | .00 | -28.90 | 109.6%* |
| 101310 65300 | MACHINE & EQUIPMEN | 72,500 | 0 | 72,500 | 54,048.23 | .00 | 18,451.77 | 74.5% |
| 101310 65310 | VEHICLE MAINTENANC | 31,000 | 0 | 31,000 | 27,103.72 | .00 | 3,896.28 | 87.4% |
| 101310 65311 | GAS, GREASE, & OIL | 45,000 | 0 | 45,000 | 25,688.05 | .00 | 19,311.95 | 57.1% |
| 101310 65470 | DOG EXPENSE | 750 | 0 | 750 | 422.00 | .00 | 328.00 | 56.3% |
| 101310 65480 | OTHER PROFESSIONAL | 6,700 | 1,025 | 7,725 | 34,807.36 | .00 | -27,082.36 | 450.6%* |
| 101310 65500 | MAINTENANCE OF BLD | 5,000 | 0 | 5,000 | 4,455.19 | .00 | 544.81 | 89.1% |
| 101310 65521 | UNIFORMS | 24,000 | 3,060 | 27,060 | 20,037.69 | .00 | 7,022.31 | 74.0% |
| 101310 65693 | SOCIAL SVCS PARTNE | 0 | 20,000 | 20,000 | .00 | .00 | 20,000.00 | .0% |
| 101310 66010 | OFFICE SUPPLIES | 4,000 | 0 | 4,000 | 2,651.60 | .00 | 1,348.40 | 66.3% |
| 101310 66020 | BOOKS/SUBSCRIPTION | 5,000 | 80 | 5,080 | 3,052.50 | .00 | 2,027.50 | 60.1% |
| 101310 66030 | OTHER SUPPLIES | 7,800 | 0 | 7,800 | 3,058.11 | .00 | 4,741.89 | 39.2% |
| 101310 66032 | ARMORY SUPPLIES | 22,357 | 3,327 | 25,684 | 21,334.61 | .00 | 4,349.39 | 83.1% |
| 101310 66040 | JANITORIAL SUPPLIE | 3,000 | 0 | 3,000 | 1,503.88 | .00 | 1,496.12 | 50.1% |
| 101310 67510 | OFFICE FURNITURE & | 1,500 | 0 | 1,500 | .00 | .00 | 1,500.00 | .0% |
| 101310 67517 | BULLET PROOF VESTS | 4,700 | 1,175 | 5,875 | 1,945.13 | .00 | 3,929.87 | 33.1% |
| TOTAL POLICE | | 2,425,736 | 97,475 | 2,523,211 | 1,920,690.56 | .00 | 602,520.44 | 76.1% |
| 101320 FIRE | | | | | | | | |
| 101320 64003 | FIRE CHIEF SALARY | 92,604 | 0 | 92,604 | 71,577.09 | .00 | 21,026.91 | 77.3% |
| 101320 64020 | PART TIME SALARIES | 111,056 | 0 | 111,056 | 54,230.32 | .00 | 56,825.68 | 48.8% |
| 101320 64030 | OVERTIME FT FIREFI | 0 | 0 | 0 | 2,590.85 | .00 | -2,590.85 | 100.0%* |
| 101320 64043 | ON-CALL FIREFIGHTE | 16,728 | 0 | 16,728 | 12,155.00 | .00 | 4,573.00 | 72.7% |
| 101320 64044 | FULL TIME FIREFIGH | 242,944 | 0 | 242,944 | 116,765.16 | .00 | 126,178.84 | 48.1% |
| 101320 64045 | FT FIREFIGHTER CAL | 29,883 | 0 | 29,883 | 16,390.97 | .00 | 13,492.03 | 54.9% |
| 101320 64095 | ACCIDENT & HEALTH | 2,208 | 0 | 2,208 | 1,682.00 | .00 | 526.00 | 76.2% |
| 101320 65010 | POSTAGE | 0 | 0 | 0 | 31.14 | .00 | -31.14 | 100.0%* |
| 101320 65020 | TELEPHONE & INTERN | 7,728 | 0 | 7,728 | 6,398.99 | .00 | 1,329.01 | 82.8% |
| 101320 65040 | EDUCATIONAL/MEETIN | 2,235 | 0 | 2,235 | 1,914.27 | .00 | 320.73 | 85.6% |
| 101320 65045 | TRAINING | 4,650 | 0 | 4,650 | 3,148.82 | .00 | 1,501.18 | 67.7% |
| 101320 65046 | HEALTH/PHYSICAL | 2,618 | 0 | 2,618 | 1,200.00 | .00 | 1,418.00 | 45.8% |
| 101320 65080 | LEGAL NOTICES/OTHE | 0 | 0 | 0 | 168.32 | .00 | -168.32 | 100.0%* |
| 101320 65200 | ELECTRICITY | 8,688 | 0 | 8,688 | 5,741.49 | .00 | 2,946.51 | 66.1% |
| 101320 65220 | WATER | 302 | 0 | 302 | 224.71 | .00 | 77.29 | 74.4% |
| 101320 65230 | FUEL OIL | 19,398 | 0 | 19,398 | 15,898.01 | .00 | 3,499.99 | 82.0% |
| 101320 65250 | SEWER | 400 | 0 | 400 | 200.00 | .00 | 200.00 | 50.0% |
| 101320 65300 | MACHINE & EQUIPMEN | 33,829 | 0 | 33,829 | 33,650.27 | .00 | 178.73 | 99.5% |
| 101320 65302 | PROTECTIVE & SAFET | 3,660 | 0 | 3,660 | 2,300.67 | .00 | 1,359.33 | 62.9% |
| 101320 65311 | GAS, GREASE, & OIL | 7,185 | 0 | 7,185 | 4,106.10 | .00 | 3,078.90 | 57.1% |

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TOWN OF KITTEERY - LIVE
GENERAL FUND

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THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101320 65330 RADIO MAINTENANCE | 5,117 | 0 | 5,117 | 1,078.00 | .00 | 4,039.00 | 21.1% |
| 101320 65480 OTHER PROFESSIONAL | 7,896 | 0 | 7,896 | 7,554.62 | .00 | 341.38 | 95.7% |
| 101320 65500 MAINTENANCE OF BLD | 15,390 | 0 | 15,390 | 11,573.96 | .00 | 3,816.04 | 75.2% |
| 101320 65521 UNIFORMS | 800 | 0 | 800 | 2,800.00 | .00 | -2,000.00 | 350.0%* |
| 101320 66010 OFFICE SUPPLIES | 672 | 0 | 672 | 211.20 | .00 | 460.80 | 31.4% |
| 101320 66020 BOOKS/SUBSCRIPTION | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101320 66040 JANITORIAL SUPPLIE | 600 | 0 | 600 | 495.31 | .00 | 104.69 | 82.6% |
| 101320 67505 EXTINGUISHER MAINT | 500 | 0 | 500 | 319.93 | .00 | 180.07 | 64.0% |
| 101320 67515 LANTERNS & BATTERI | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101320 67520 OPERATING EQUIPMEN | 8,000 | 0 | 8,000 | 6,972.29 | .00 | 1,027.71 | 87.2% |
| TOTAL FIRE | 625,491 | 0 | 625,491 | 381,379.49 | .00 | 244,111.51 | 61.0% |
| 101330 STREETLIGHTS | | | | | | | |
| 101330 65200 ELECTRICITY - STRE | 45,000 | 0 | 45,000 | 11,432.92 | .00 | 33,567.08 | 25.4% |
| 101330 65300 MACHINE & EQUIPMEN | 10,000 | 0 | 10,000 | 20,323.50 | .00 | -10,323.50 | 203.2%* |
| TOTAL STREETLIGHTS | 55,000 | 0 | 55,000 | 31,756.42 | .00 | 23,243.58 | 57.7% |
| 101340 HYDRANT RENTALS | | | | | | | |
| 101340 65300 HYDRANT RENT MACHI | 255,000 | 0 | 255,000 | 255,149.44 | .00 | -149.44 | 100.1%* |
| TOTAL HYDRANT RENTALS | 255,000 | 0 | 255,000 | 255,149.44 | .00 | -149.44 | 100.1% |
| 101410 HIGHWAY | | | | | | | |
| 101410 64004 HIGHWAY 35% COMM S | 35,020 | 0 | 35,020 | 26,851.00 | .00 | 8,169.00 | 76.7% |
| 101410 64010 FULL TIME SALARIES | 529,033 | 0 | 529,033 | 361,408.57 | .00 | 167,624.43 | 68.3% |
| 101410 64015 ADMINISTRATIVE ASS | 48,797 | 0 | 48,797 | 34,634.15 | .00 | 14,162.85 | 71.0% |
| 101410 64029 OVERTIME - SNOW & | 75,000 | 0 | 75,000 | 45,787.14 | .00 | 29,212.86 | 61.0% |
| 101410 64030 OVERTIME | 7,200 | 0 | 7,200 | 9,404.98 | .00 | -2,204.98 | 130.6%* |
| 101410 65010 POSTAGE | 500 | 0 | 500 | 98.79 | .00 | 401.21 | 19.8% |
| 101410 65020 TELEPHONE & INTERN | 4,200 | 0 | 4,200 | 3,292.40 | .00 | 907.60 | 78.4% |
| 101410 65030 TRANSPORTATION | 750 | 0 | 750 | 500.00 | .00 | 250.00 | 66.7% |
| 101410 65040 EDUCATIONAL/MEETIN | 4,000 | 0 | 4,000 | 234.00 | .00 | 3,766.00 | 5.9% |
| 101410 65060 PRINTING | 600 | 0 | 600 | 283.00 | .00 | 317.00 | 47.2% |

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TOWN OF KITTYRY - LIVE
GENERAL FUND

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FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101410 65080 | LEGAL NOTICES/OTHE | 1,000 | 0 | 1,000 | 679.16 | .00 | 320.84 | 67.9% |
| 101410 65200 | ELECTRICITY | 4,100 | 0 | 4,100 | 3,918.89 | .00 | 181.11 | 95.6% |
| 101410 65220 | WATER | 2,500 | 0 | 2,500 | 1,247.04 | .00 | 1,252.96 | 49.9% |
| 101410 65230 | FUEL OIL | 7,000 | 0 | 7,000 | 3,865.20 | .00 | 3,134.80 | 55.2% |
| 101410 65250 | SEWER | 350 | 0 | 350 | 300.00 | .00 | 50.00 | 85.7% |
| 101410 65300 | MACHINE & EQUIPMEN | 18,000 | 0 | 18,000 | 12,185.39 | .00 | 5,814.61 | 67.7% |
| 101410 65302 | PROTECTIVE & SAFET | 3,000 | 0 | 3,000 | 2,646.22 | .00 | 353.78 | 88.2% |
| 101410 65303 | FACILITY SAFETY IN | 1,250 | 0 | 1,250 | 648.04 | .00 | 601.96 | 51.8% |
| 101410 65310 | VEHICLE MAINTENANC | 18,000 | 0 | 18,000 | 22,725.27 | .00 | -4,725.27 | 126.3%* |
| 101410 65311 | GAS, GREASE, & OIL | 52,000 | 0 | 52,000 | 24,793.37 | .00 | 27,206.63 | 47.7% |
| 101410 65312 | TIRES & TUBES | 8,000 | 0 | 8,000 | 7,252.28 | .00 | 747.72 | 90.7% |
| 101410 65450 | TARRING & PATCHING | 12,000 | 0 | 12,000 | 14,099.80 | .00 | -2,099.80 | 117.5%* |
| 101410 65452 | SALT | 140,000 | 0 | 140,000 | 212,530.31 | .00 | -72,530.31 | 151.8%* |
| 101410 65454 | SAND | 2,100 | 0 | 2,100 | .00 | .00 | 2,100.00 | .0% |
| 101410 65456 | GRAVEL & FILL | 3,000 | 0 | 3,000 | 2,751.60 | .00 | 248.40 | 91.7% |
| 101410 65458 | DRAINAGE SUPPLIES | 5,000 | 0 | 5,000 | 340.29 | .00 | 4,659.71 | 6.8% |
| 101410 65460 | SIGNS | 10,000 | 0 | 10,000 | 1,545.34 | .00 | 8,454.66 | 15.5% |
| 101410 65462 | STRIPING | 45,000 | 0 | 45,000 | 42,720.39 | .00 | 2,279.61 | 94.9% |
| 101410 65466 | SNOW REMOVAL EQUIP | 19,000 | 0 | 19,000 | 18,607.96 | .00 | 392.04 | 97.9% |
| 101410 65480 | OTHER PROFESSIONAL | 30,000 | 0 | 30,000 | 21,728.64 | .00 | 8,271.36 | 72.4% |
| 101410 65500 | MAINTENANCE OF BLD | 6,500 | 0 | 6,500 | 10,576.33 | .00 | -4,076.33 | 162.7%* |
| 101410 65521 | UNIFORMS | 4,400 | 0 | 4,400 | 3,200.89 | .00 | 1,199.11 | 72.7% |
| 101410 65522 | C.D.L PROGRAMS | 850 | 0 | 850 | 871.38 | .00 | -21.38 | 102.5%* |
| 101410 66009 | SHOP SUPPLIES | 17,000 | 0 | 17,000 | 16,592.38 | .00 | 407.62 | 97.6% |
| 101410 66010 | OFFICE SUPPLIES | 800 | 0 | 800 | 1,090.11 | .00 | -290.11 | 136.3%* |
| 101410 66011 | HAND TOOLS | 600 | 0 | 600 | 742.22 | .00 | -142.22 | 123.7%* |
| 101410 66020 | BOOKS/SUBSCRIPTION | 1,000 | 0 | 1,000 | 1,410.30 | .00 | -410.30 | 141.0%* |
| 101410 66030 | OTHER SUPPLIES | 400 | 0 | 400 | 354.04 | .00 | 45.96 | 88.5% |
| 101410 66040 | JANITORIAL SUPPLIE | 8,500 | 0 | 8,500 | 4,916.19 | .00 | 3,583.81 | 57.8% |
| 101410 67514 | PLANT EQUIPMENT | 1,500 | 0 | 1,500 | 249.99 | .00 | 1,250.01 | 16.7% |
| 101410 67518 | RENTAL EQUIPMENT | 3,000 | 0 | 3,000 | 384.45 | .00 | 2,615.55 | 12.8% |
| 101410 67520 | OPERATING EQUIPMEN | 2,000 | 0 | 2,000 | 1,595.22 | .00 | 404.78 | 79.8% |
| 101410 67540 | IMPROVEMENTS TO BL | 2,000 | 40,000 | 42,000 | .00 | .00 | 42,000.00 | .0% |
| TOTAL HIGHWAY | | 1,134,950 | 40,000 | 1,174,950 | 919,062.72 | .00 | 255,887.28 | 78.2% |
| 101520 GENERAL ASSISTANCE | | | | | | | | |
| 101520 65480 | OTHER PROF SERVICE | 60,000 | 0 | 60,000 | 33,593.07 | .00 | 26,406.93 | 56.0% |
| TOTAL GENERAL ASSISTANCE | | 60,000 | 0 | 60,000 | 33,593.07 | .00 | 26,406.93 | 56.0% |
| 101530 PUBLIC HEALTH SERVICE | | | | | | | | |
| 101530 64020 | PART TIME SALARIES | 520 | 0 | 520 | 384.30 | .00 | 135.70 | 73.9% |

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TOWN OF KITTEERY - LIVE
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FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| TOTAL PUBLIC HEALTH SERVICE | | 520 | 0 | 520 | 384.30 | .00 | 135.70 | 73.9% |
| 101540 COMMUNITY AGENCIES | | | | | | | | |
| 101540 65479 | FAIR TIDE | 2,000 | 0 | 2,000 | 2,000.00 | .00 | .00 | 100.0% |
| 101540 65492 | YORK COUNTY COMMUN | 2,500 | 0 | 2,500 | 2,500.00 | .00 | .00 | 100.0% |
| 101540 65497 | SO MAINE AREA AGEN | 1,400 | 0 | 1,400 | 1,400.00 | .00 | .00 | 100.0% |
| 101540 65499 | CROSSROADS HOUSE, | 2,000 | 0 | 2,000 | 2,000.00 | .00 | .00 | 100.0% |
| TOTAL COMMUNITY AGENCIES | | 7,900 | 0 | 7,900 | 7,900.00 | .00 | .00 | 100.0% |
| 101720 PLANNING BOARD & BOA | | | | | | | | |
| 101720 65010 | POSTAGE | 450 | 0 | 450 | 7.42 | .00 | 442.58 | 1.6% |
| 101720 65040 | EDUCATIONAL/MEETIN | 1,000 | 0 | 1,000 | 405.00 | .00 | 595.00 | 40.5% |
| 101720 65060 | PRINTING | 250 | 0 | 250 | .00 | .00 | 250.00 | .0% |
| 101720 65080 | LEGAL NOTICES & OT | 1,250 | 0 | 1,250 | 1,373.06 | .00 | -123.06 | 109.8%* |
| 101720 65480 | OTHER PROFESSIONAL | 2,000 | 0 | 2,000 | .00 | .00 | 2,000.00 | .0% |
| 101720 66010 | OFFICE SUPPLIES | 150 | 0 | 150 | .00 | .00 | 150.00 | .0% |
| 101720 66026 | SMRPC MEMBERSHIP | 5,685 | 0 | 5,685 | 5,685.00 | .00 | .00 | 100.0% |
| TOTAL PLANNING BOARD & BOA | | 10,785 | 0 | 10,785 | 7,470.48 | .00 | 3,314.52 | 69.3% |
| 101721 PLANNING / CODE | | | | | | | | |
| 101721 64005 | CODE ENFORCEMENT S | 72,119 | 0 | 72,119 | 53,863.79 | .00 | 18,255.21 | 74.7% |
| 101721 64006 | PLANNER SALARY | 64,260 | 0 | 64,260 | 49,263.18 | .00 | 14,996.82 | 76.7% |
| 101721 64010 | DEVELOPMENT STAFF | 40,934 | 0 | 40,934 | 31,154.80 | .00 | 9,779.20 | 76.1% |
| 101721 64017 | ASSISTANT PLANNER | 26,970 | 0 | 26,970 | 18,561.73 | .00 | 8,408.27 | 68.8% |
| 101721 64018 | ASST CODE ENFORCEM | 52,349 | 0 | 52,349 | 41,570.65 | .00 | 10,778.35 | 79.4% |
| 101721 64030 | OVERTIME | 0 | 0 | 0 | 500.56 | .00 | -500.56 | 100.0%* |
| 101721 64042 | DIRECTOR OF PLANNI | 103,239 | 0 | 103,239 | 78,811.17 | .00 | 24,427.83 | 76.3% |
| 101721 65010 | POSTAGE | 1,250 | 0 | 1,250 | 866.33 | .00 | 383.67 | 69.3% |
| 101721 65020 | TELEPHONE & INTERN | 1,500 | 0 | 1,500 | 1,627.95 | .00 | -127.95 | 108.5%* |
| 101721 65030 | TRANSPORTATION | 600 | 0 | 600 | 470.40 | .00 | 129.60 | 78.4% |
| 101721 65040 | EDUCATIONAL/MEETIN | 3,000 | 0 | 3,000 | 2,362.76 | .00 | 637.24 | 78.8% |
| 101721 65060 | PRINTING | 500 | 0 | 500 | 10.00 | .00 | 490.00 | 2.0% |

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TOWN OF KITTYRY - LIVE
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FOR 2022 09

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|-----------------------|-------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|---------|
| 101721 | 65080 | LEGAL NOTICES & OT | 500 | 0 | 500 | 2,445.32 | .00 | -1,945.32 | 489.1%* |
| 101721 | 65300 | MACHINE & EQUIPMEN | 3,700 | 0 | 3,700 | 3,130.55 | .00 | 569.45 | 84.6% |
| 101721 | 65310 | VEHICLE MAINTENANC | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| 101721 | 65311 | GAS, GREASE, & OIL | 450 | 0 | 450 | .00 | .00 | 450.00 | .0% |
| 101721 | 65314 | VEHICLE LEASE | 1,900 | 0 | 1,900 | 1,413.54 | .00 | 486.46 | 74.4% |
| 101721 | 65400 | LEGAL SERVICES | 5,000 | 0 | 5,000 | 3,723.90 | .00 | 1,276.10 | 74.5% |
| 101721 | 65410 | COMPUTER SERVICES | 31,362 | 0 | 31,362 | 30,161.80 | .00 | 1,200.20 | 96.2% |
| 101721 | 65411 | BOARD OF ASSESSMEN | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101721 | 65423 | PERSONAL PROPERTY | 6,000 | 0 | 6,000 | 6,000.00 | .00 | .00 | 100.0% |
| 101721 | 65480 | OTHER PROFESSIONAL | 135,820 | 0 | 135,820 | 103,207.21 | .00 | 32,612.79 | 76.0% |
| 101721 | 65521 | UNIFORMS | 250 | 0 | 250 | 334.99 | .00 | -84.99 | 134.0%* |
| 101721 | 66010 | OFFICE SUPPLIES | 850 | 0 | 850 | 593.88 | .00 | 256.12 | 69.9% |
| 101721 | 66020 | BOOKS/SUBSCRIPTION | 400 | 0 | 400 | 113.50 | .00 | 286.50 | 28.4% |
| 101721 | 66030 | OTHER SUPPLIES | 250 | 0 | 250 | 31.54 | .00 | 218.46 | 12.6% |
| 101721 | 67510 | OFFICE FURNITURE & | 2,000 | 0 | 2,000 | 1,678.50 | .00 | 321.50 | 83.9% |
| TOTAL PLANNING / CODE | | 555,903 | 0 | 555,903 | 431,898.05 | .00 | 124,004.95 | 77.7% | |
| 101730 IN TOWN PARKS | | | | | | | | | |
| 101730 | 64007 | PARKS 10% COMM SAL | 10,006 | 0 | 10,006 | 7,671.85 | .00 | 2,334.15 | 76.7% |
| 101730 | 64010 | FULL TIME SALARIES | 131,898 | 0 | 131,898 | 107,236.25 | .00 | 24,661.75 | 81.3% |
| 101730 | 64030 | OVERTIME | 1,000 | 0 | 1,000 | 222.90 | .00 | 777.10 | 22.3% |
| 101730 | 65020 | TELEPHONE & INTERN | 0 | 0 | 0 | 57.34 | .00 | -57.34 | 100.0%* |
| 101730 | 65040 | EDUCATIONAL/MEETIN | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| 101730 | 65060 | PRINTING | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| 101730 | 65080 | LEGAL NOTICES/OTHE | 150 | 0 | 150 | .00 | .00 | 150.00 | .0% |
| 101730 | 65200 | ELECTRICITY | 1,538 | 0 | 1,538 | 1,011.28 | .00 | 526.72 | 65.8% |
| 101730 | 65220 | WATER | 7,400 | 0 | 7,400 | 3,906.06 | .00 | 3,493.94 | 52.8% |
| 101730 | 65300 | MACHINE & EQUIPMEN | 2,000 | 0 | 2,000 | 1,785.28 | .00 | 214.72 | 89.3% |
| 101730 | 65302 | PROTECTIVE & SAFET | 1,050 | 0 | 1,050 | .00 | .00 | 1,050.00 | .0% |
| 101730 | 65303 | FACILITY SAFETY IN | 625 | 0 | 625 | 12.55 | .00 | 612.45 | 2.0% |
| 101730 | 65310 | VEHICLE MAINTENANC | 1,200 | 0 | 1,200 | 2,910.87 | .00 | -1,710.87 | 242.6%* |
| 101730 | 65311 | GAS, GREASE, & OIL | 5,500 | 0 | 5,500 | 1,384.32 | .00 | 4,115.68 | 25.2% |
| 101730 | 65312 | TIRES & TUBES | 1,000 | 0 | 1,000 | 731.04 | .00 | 268.96 | 73.1% |
| 101730 | 65457 | LOAM & SOD | 3,000 | 0 | 3,000 | 3,232.00 | .00 | -232.00 | 107.7%* |
| 101730 | 65480 | OTHER PROFESSIONAL | 31,200 | 0 | 31,200 | 22,802.95 | .00 | 8,397.05 | 73.1% |
| 101730 | 65500 | MAINTENANCE OF BLD | 1,000 | 0 | 1,000 | 41.94 | .00 | 958.06 | 4.2% |
| 101730 | 65510 | PAINTING | 0 | 0 | 0 | 17.52 | .00 | -17.52 | 100.0%* |
| 101730 | 65521 | UNIFORMS | 1,200 | 0 | 1,200 | 1,116.00 | .00 | 84.00 | 93.0% |
| 101730 | 66011 | HAND TOOLS | 150 | 0 | 150 | .00 | .00 | 150.00 | .0% |
| 101730 | 66030 | OTHER SUPPLIES | 150 | 0 | 150 | 98.53 | .00 | 51.47 | 65.7% |

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TOWN OF KITTYRY - LIVE
GENERAL FUND

P 9
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THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--------------------------------------|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101730 66040 | JANITORIAL SUPPLIE | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| 101730 67520 | OPERATING EQUIPMEN | 1,000 | 0 | 1,000 | 569.95 | .00 | 430.05 | 57.0% |
| 101730 67575 | SEAPOINT BEACH | 0 | 0 | 0 | 10.04 | .00 | -10.04 | 100.0%* |
| TOTAL IN TOWN PARKS | | 201,767 | 0 | 201,767 | 154,818.67 | .00 | 46,948.33 | 76.7% |
| 101735 FT FOSTER SEAPOINT & CRESCENT | | | | | | | | |
| 101735 64007 | PARKS 15% COMM SAL | 15,009 | 0 | 15,009 | 11,507.61 | .00 | 3,501.39 | 76.7% |
| 101735 64010 | FULL TIME SALARIES | 53,561 | 0 | 53,561 | 25,573.32 | .00 | 27,987.68 | 47.7% |
| 101735 64020 | PART TIME SALARIES | 64,625 | 0 | 64,625 | 28,770.94 | .00 | 35,854.06 | 44.5% |
| 101735 64030 | OVERTIME | 7,200 | 0 | 7,200 | 3,450.45 | .00 | 3,749.55 | 47.9% |
| 101735 65020 | TELEPHONE & INTERN | 1,400 | 0 | 1,400 | 1,236.08 | .00 | 163.92 | 88.3% |
| 101735 65040 | EDUCATIONAL/MEETIN | 100 | 0 | 100 | .00 | .00 | 100.00 | .0% |
| 101735 65060 | PRINTING | 3,500 | 0 | 3,500 | 1,447.14 | .00 | 2,052.86 | 41.3% |
| 101735 65080 | LEGAL NOTICES/OTHE | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101735 65200 | ELECTRICITY | 513 | 0 | 513 | 217.39 | .00 | 295.61 | 42.4% |
| 101735 65220 | WATER | 600 | 0 | 600 | .00 | .00 | 600.00 | .0% |
| 101735 65300 | MACHINE & EQUIPMEN | 1,500 | 0 | 1,500 | 401.22 | .00 | 1,098.78 | 26.7% |
| 101735 65302 | PROTECTIVE & SAFET | 600 | 0 | 600 | 214.98 | .00 | 385.02 | 35.8% |
| 101735 65303 | FACILITY SAFETY IN | 625 | 0 | 625 | 39.99 | .00 | 585.01 | 6.4% |
| 101735 65310 | VEHICLE MAINTENANC | 1,200 | 0 | 1,200 | 1,382.20 | .00 | -182.20 | 115.2%* |
| 101735 65311 | GAS, GREASE, & OIL | 5,500 | 0 | 5,500 | 1,092.52 | .00 | 4,407.48 | 19.9% |
| 101735 65312 | TIRES & TUBES | 700 | 0 | 700 | .00 | .00 | 700.00 | .0% |
| 101735 65480 | OTHER PROFESSIONAL | 4,000 | 0 | 4,000 | 1,066.21 | .00 | 2,933.79 | 26.7% |
| 101735 65500 | MAINTENANCE OF BLD | 4,500 | 0 | 4,500 | 874.79 | .00 | 3,625.21 | 19.4% |
| 101735 65510 | PAINTING | 400 | 0 | 400 | 328.90 | .00 | 71.10 | 82.2% |
| 101735 65521 | UNIFORMS | 700 | 0 | 700 | 372.00 | .00 | 328.00 | 53.1% |
| 101735 66011 | HAND TOOLS | 150 | 0 | 150 | .00 | .00 | 150.00 | .0% |
| 101735 66030 | OTHER SUPPLIES | 900 | 20,000 | 20,900 | 165.59 | .00 | 20,734.41 | .8% |
| 101735 66040 | JANITORIAL SUPPLIE | 6,000 | 0 | 6,000 | 1,336.76 | .00 | 4,663.24 | 22.3% |
| 101735 67520 | OPERATING EQUIPMEN | 1,200 | 0 | 1,200 | .00 | .00 | 1,200.00 | .0% |
| 101735 67575 | SEAPOINT BEACH | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| TOTAL FT FOSTER SEAPOINT & CRESCENT | | 174,883 | 20,000 | 194,883 | 79,478.09 | .00 | 115,404.91 | 40.8% |
| 101740 MISCELLANEOUS ACCOUNTS | | | | | | | | |
| 101740 65023 | EPA STORMWATER 4 P | 20,000 | 0 | 20,000 | 16,803.62 | .00 | 3,196.38 | 84.0% |
| 101740 65025 | COMPUTER REPAIR/RE | 65,000 | 0 | 65,000 | 39,976.46 | .00 | 25,023.54 | 61.5% |

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TOWN OF KITTYRY - LIVE
GENERAL FUND

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THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------|--|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| 101740 65201 | EV CHARGING ELECTR | 0 | 0 | 0 | 276.18 | .00 | -276.18 | 100.0%* |
| 101740 66036 | CONSERVATION COMMI | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| 101740 68525 | MOSQUITO/TICK CONT | 40,000 | 0 | 40,000 | 38,580.00 | .00 | 1,420.00 | 96.5% |
| 101740 69200 | PSAP PAID TO YORK | 35,000 | 0 | 35,000 | 33,771.50 | .00 | 1,228.50 | 96.5% |
| TOTAL MISCELLANEOUS ACCOUNTS | | 160,500 | 0 | 160,500 | 129,407.76 | .00 | 31,092.24 | 80.6% |
| 101750 STATE/BANK FEES | | | | | | | | |
| 101750 65952 | OVERAGE/SHORTAGE | 0 | 0 | 0 | 62.00 | .00 | -62.00 | 100.0%* |
| 101750 65954 | BANK FEES/CHARGES | 500 | 0 | 500 | 30.00 | .00 | 470.00 | 6.0% |
| TOTAL STATE/BANK FEES | | 500 | 0 | 500 | 92.00 | .00 | 408.00 | 18.4% |
| 101760 CAPITAL IMPROVEMENT PLAN | | | | | | | | |
| 101760 68750 | CIP HOLDING DEDICA | 628,000 | 0 | 628,000 | 628,000.00 | .00 | .00 | 100.0% |
| 101760 68751 | CIP DEPT CAPITAL R | 960,900 | 0 | 960,900 | 960,900.00 | .00 | .00 | 100.0% |
| TOTAL CAPITAL IMPROVEMENT PLAN | | 1,588,900 | 0 | 1,588,900 | 1,588,900.00 | .00 | .00 | 100.0% |
| 101810 LIBRARY | | | | | | | | |
| 101810 64010 | FULL TIME SALARIES | 200,071 | 0 | 200,071 | 153,194.98 | .00 | 46,876.02 | 76.6% |
| 101810 65002 | LIBRARY DIRECTOR | 83,364 | 0 | 83,364 | 63,787.16 | .00 | 19,576.84 | 76.5% |
| 101810 65003 | LIBRARY PART TIME | 4,140 | 0 | 4,140 | 3,358.57 | .00 | 781.43 | 81.1% |
| 101810 65010 | POSTAGE | 600 | 0 | 600 | 58.41 | .00 | 541.59 | 9.7% |
| 101810 65020 | TELEPHONE & INTERN | 1,200 | 0 | 1,200 | 1,277.61 | .00 | -77.61 | 106.5%* |
| 101810 65060 | PRINTING | 200 | 0 | 200 | 47.50 | .00 | 152.50 | 23.8% |
| 101810 65200 | ELECTRICITY | 4,500 | 0 | 4,500 | 3,156.89 | .00 | 1,343.11 | 70.2% |
| 101810 65220 | WATER | 200 | 0 | 200 | 109.95 | .00 | 90.05 | 55.0% |
| 101810 65230 | FUEL OIL | 3,000 | 0 | 3,000 | 2,320.56 | .00 | 679.44 | 77.4% |
| 101810 65250 | SEWER | 400 | 0 | 400 | 300.00 | .00 | 100.00 | 75.0% |
| 101810 65338 | E-BOOKS CHILDREN | 1,000 | 0 | 1,000 | 999.00 | .00 | 1.00 | 99.9% |
| 101810 65339 | AV DVD CHILDREN/TE | 1,100 | 0 | 1,100 | 806.82 | .00 | 293.18 | 73.3% |
| 101810 65340 | E-BOOKS | 4,000 | 0 | 4,000 | 3,947.63 | .00 | 52.37 | 98.7% |
| 101810 65341 | AUDIO VISUAL/DVD | 14,420 | 0 | 14,420 | 8,370.24 | .00 | 6,049.76 | 58.0% |
| 101810 65342 | LIBRARY COPIER EXP | 3,000 | 0 | 3,000 | 1,235.30 | .00 | 1,764.70 | 41.2% |

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TOWN OF KITTEERY - LIVE
GENERAL FUND

THROUGH 3/31/22

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FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED | |
|-----------------------|-------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|---------|
| 101810 | 65431 | PROFESSIONAL DUES | 500 | 0 | 500 | 474.56 | .00 | 25.44 | 94.9% |
| 101810 | 65432 | LIBRARY TECHNOLOGY | 13,000 | 0 | 13,000 | 14,354.98 | .00 | -1,354.98 | 110.4%* |
| 101810 | 65433 | LIBRARY PROGRAMS | 5,000 | 0 | 5,000 | 2,484.84 | .00 | 2,515.16 | 49.7% |
| 101810 | 65434 | LIB PROG CHILD/TEE | 6,000 | 0 | 6,000 | 9,013.48 | .00 | -3,013.48 | 150.2%* |
| 101810 | 65435 | CONFERENCES & WORK | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101810 | 65480 | OTHER PROF SERV - | 2,000 | 0 | 2,000 | 2,448.72 | .00 | -448.72 | 122.4%* |
| 101810 | 65500 | MAINTENANCE OF BLD | 3,000 | 0 | 3,000 | 3,144.04 | .00 | -144.04 | 104.8%* |
| 101810 | 65505 | REPAIRS | 6,500 | 0 | 6,500 | 6,340.65 | .00 | 159.35 | 97.5% |
| 101810 | 65803 | MISCELLANEOUS | 1,250 | 0 | 1,250 | 361.41 | .00 | 888.59 | 28.9% |
| 101810 | 66010 | OFFICE SUPPLIES | 1,000 | 0 | 1,000 | 689.91 | .00 | 310.09 | 69.0% |
| 101810 | 66012 | LIB PROCESSING SUP | 3,600 | 0 | 3,600 | 2,071.19 | .00 | 1,528.81 | 57.5% |
| 101810 | 66020 | BOOKS/SUBSCRIPTION | 39,249 | 0 | 39,249 | 36,759.52 | .00 | 2,489.48 | 93.7% |
| 101810 | 66021 | BOOKS CHILD/TEEN | 14,550 | 0 | 14,550 | 12,249.52 | .00 | 2,300.48 | 84.2% |
| 101810 | 67510 | OFFICE FURNITURE & | 1,000 | 0 | 1,000 | 1,253.48 | .00 | -253.48 | 125.3%* |
| TOTAL LIBRARY | | 418,044 | 0 | 418,044 | 334,616.92 | .00 | 83,427.08 | 80.0% | |
| 101830 RECREATION | | | | | | | | | |
| 101830 | 64008 | RECREATION DIRECTO | 84,282 | 0 | 84,282 | 67,134.18 | .00 | 17,147.82 | 79.7% |
| 101830 | 64009 | ASST DIRECTOR/GEN | 57,366 | 0 | 57,366 | .00 | .00 | 57,366.00 | .0% |
| 101830 | 64012 | RECREATION SUPERVI | 46,972 | 0 | 46,972 | 35,547.23 | .00 | 11,424.77 | 75.7% |
| 101830 | 64015 | SAFE/SPORTS COORDI | 38,959 | 0 | 38,959 | 38,403.10 | .00 | 555.90 | 98.6% |
| 101830 | 64016 | RECEPTIONISTS | 65,200 | 0 | 65,200 | 48,831.37 | .00 | 16,368.63 | 74.9% |
| 101830 | 64017 | BOOKKEEPER/SECRETA | 23,790 | 0 | 23,790 | 15,616.87 | .00 | 8,173.13 | 65.6% |
| 101830 | 64020 | PT SAFE SCHOOL YEA | 35,650 | 0 | 35,650 | 40,635.99 | .00 | -4,985.99 | 114.0%* |
| 101830 | 64021 | SAFE SUMMER SALARI | 86,000 | 0 | 86,000 | 57,335.40 | .00 | 28,664.60 | 66.7% |
| 101830 | 64024 | FT CUSTODIANS | 38,210 | 0 | 38,210 | 29,086.11 | .00 | 9,123.89 | 76.1% |
| 101830 | 64026 | INSTRUCTORS STIPEN | 0 | 0 | 0 | 4,625.00 | .00 | -4,625.00 | 100.0%* |
| 101830 | 64027 | CUSTODIAN WAGES | 34,500 | 0 | 34,500 | 27,200.70 | .00 | 7,299.30 | 78.8% |
| 101830 | 64028 | THEATRE TECHNICIAN | 250 | 0 | 250 | .00 | .00 | 250.00 | .0% |
| 101830 | 64030 | OVERTIME | 3,000 | 0 | 3,000 | 2,331.46 | .00 | 668.54 | 77.7% |
| 101830 | 64041 | FACILITIES MAINT S | 54,296 | 0 | 54,296 | 42,624.16 | .00 | 11,671.84 | 78.5% |
| 101830 | 65010 | POSTAGE | 1,215 | 0 | 1,215 | 1,157.40 | .00 | 57.60 | 95.3% |
| 101830 | 65020 | TELEPHONE & INTERN | 3,880 | 0 | 3,880 | 2,845.71 | .00 | 1,034.29 | 73.3% |
| 101830 | 65030 | TRANSPORTATION | 10,000 | 0 | 10,000 | 4,250.00 | .00 | 5,750.00 | 42.5% |
| 101830 | 65060 | PRINTING | 8,500 | 0 | 8,500 | 7,339.53 | .00 | 1,160.47 | 86.3% |
| 101830 | 65200 | ELECTRICITY / UTIL | 34,500 | 0 | 34,500 | 22,489.38 | .00 | 12,010.62 | 65.2% |
| 101830 | 65220 | WATER | 3,322 | 0 | 3,322 | 2,636.64 | .00 | 685.36 | 79.4% |
| 101830 | 65230 | NATURAL GAS | 31,500 | 0 | 31,500 | 18,688.69 | .00 | 12,811.31 | 59.3% |
| 101830 | 65250 | SEWER | 3,300 | 0 | 3,300 | 1,347.60 | .00 | 1,952.40 | 40.8% |
| 101830 | 65300 | MACHINE & EQUIPMEN | 4,305 | 0 | 4,305 | 1,886.56 | .00 | 2,418.44 | 43.8% |

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TOWN OF KITTYRY - LIVE
GENERAL FUND

THROUGH 3/31/22

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glytdbud

FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101830 65310 | VEHICLE MAINTENANC | 250 | 0 | 250 | 18.04 | .00 | 231.96 | 7.2% |
| 101830 65478 | PROGRAM SERVICES | 2,500 | 0 | 2,500 | 2,406.20 | .00 | 93.80 | 96.2% |
| 101830 65480 | OTHER PROFESSIONAL | 2,500 | 0 | 2,500 | 1,151.00 | .00 | 1,349.00 | 46.0% |
| 101830 65500 | MAINTENANCE OF BLD | 15,500 | 0 | 15,500 | 17,382.83 | .00 | -1,882.83 | 112.1%* |
| 101830 65521 | UNIFORMS | 0 | 0 | 0 | 338.97 | .00 | -338.97 | 100.0%* |
| 101830 65610 | SAFE SCHOOL YEAR P | 3,500 | 0 | 3,500 | 79.74 | .00 | 3,420.26 | 2.3% |
| 101830 65615 | SAFE SUMMER PROGRA | 40,000 | 0 | 40,000 | 22,360.20 | .00 | 17,639.80 | 55.9% |
| 101830 65630 | INSTRUCTORS-CONTRA | 27,000 | 0 | 27,000 | 24,985.75 | .00 | 2,014.25 | 92.5% |
| 101830 65640 | SPECIAL EVENTS | 7,000 | 0 | 7,000 | 4,806.68 | .00 | 2,193.32 | 68.7% |
| 101830 65650 | SENIOR PROGRAMS | 1,500 | 0 | 1,500 | .00 | .00 | 1,500.00 | .0% |
| 101830 65670 | TEAM EXPENSE | 6,500 | 0 | 6,500 | 4,304.73 | .00 | 2,195.27 | 66.2% |
| 101830 65801 | CONTRACTED SERVICE | 63,000 | 0 | 63,000 | 45,589.89 | .00 | 17,410.11 | 72.4% |
| 101830 65802 | ANNEX UTILITIES | 2,000 | 0 | 2,000 | 2,628.50 | .00 | -628.50 | 131.4%* |
| 101830 65803 | MISCELLANEOUS | 4,000 | 0 | 4,000 | 3,183.09 | .00 | 816.91 | 79.6% |
| 101830 66010 | OFFICE SUPPLIES | 3,000 | 0 | 3,000 | 1,703.97 | .00 | 1,296.03 | 56.8% |
| 101830 66030 | OTHER SUPPLIES | 2,500 | 0 | 2,500 | 248.34 | .00 | 2,251.66 | 9.9% |
| 101830 66031 | THEATRE SUPPLIES | 750 | 0 | 750 | 591.99 | .00 | 158.01 | 78.9% |
| 101830 66040 | JANITORIAL SUPPLIE | 14,000 | 0 | 14,000 | 5,035.44 | .00 | 8,964.56 | 36.0% |
| TOTAL RECREATION | | 864,497 | 0 | 864,497 | 608,828.44 | .00 | 255,668.56 | 70.4% |
| 101840 HARBORMASTER-K.P.A | | | | | | | | |
| 101840 64010 | HARBOR MASTER FULL | 60,536 | 0 | 60,536 | 45,579.54 | .00 | 14,956.46 | 75.3% |
| 101840 64020 | PART TIME SALARIES | 19,042 | 0 | 19,042 | 11,891.44 | .00 | 7,150.56 | 62.4% |
| 101840 65010 | POSTAGE | 250 | 0 | 250 | 93.96 | .00 | 156.04 | 37.6% |
| 101840 65020 | TELEPHONE & INTERN | 1,950 | 0 | 1,950 | 1,443.33 | .00 | 506.67 | 74.0% |
| 101840 65200 | ELECTRICITY | 1,800 | 0 | 1,800 | 1,220.13 | .00 | 579.87 | 67.8% |
| 101840 65220 | WATER | 500 | 0 | 500 | 155.20 | .00 | 344.80 | 31.0% |
| 101840 65240 | DUMPSTERS/TRASH RE | 1,000 | 0 | 1,000 | 684.00 | .00 | 316.00 | 68.4% |
| 101840 65305 | BOAT EQUIPMENT MAI | 3,500 | 0 | 3,500 | 3,982.15 | .00 | -482.15 | 113.8%* |
| 101840 65310 | VEHICLE MAINTENANC | 1,500 | 0 | 1,500 | 2,324.00 | .00 | -824.00 | 154.9%* |
| 101840 65311 | GAS, GREASE, & OIL | 1,500 | 0 | 1,500 | 759.83 | .00 | 740.17 | 50.7% |
| 101840 65462 | RIGGING | 11,000 | 0 | 11,000 | 7,579.71 | .00 | 3,420.29 | 68.9% |
| 101840 65463 | SANITATION | 2,500 | 0 | 2,500 | 1,074.00 | .00 | 1,426.00 | 43.0% |
| 101840 65470 | PROFESSIONAL DEVE | 1,500 | 0 | 1,500 | 734.95 | .00 | 765.05 | 49.0% |
| 101840 65480 | OTHER PROFESSIONAL | 3,000 | 0 | 3,000 | 645.54 | .00 | 2,354.46 | 21.5% |
| 101840 65500 | MAIN BLDG/GROUNDS | 5,000 | 0 | 5,000 | 3,106.73 | .00 | 1,893.27 | 62.1% |
| 101840 65521 | UNIFORMS | 1,000 | 0 | 1,000 | 569.88 | .00 | 430.12 | 57.0% |
| 101840 66010 | OFFICE SUPPLIES | 300 | 0 | 300 | .00 | .00 | 300.00 | .0% |
| 101840 66040 | JANITORIAL SUPPLIE | 500 | 0 | 500 | 108.88 | .00 | 391.12 | 21.8% |
| TOTAL HARBORMASTER-K.P.A | | 116,378 | 0 | 116,378 | 81,953.27 | .00 | 34,424.73 | 70.4% |

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TOWN OF KITTYRY - LIVE
GENERAL FUND

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glytdbud

THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------------|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 101930 RESOURCE RECOVERY FACILITY | | | | | | | | |
| 101930 64009 | SOLID WASTE 40% CO | 40,023 | 0 | 40,023 | 30,687.07 | .00 | 9,335.93 | 76.7% |
| 101930 64010 | FULL TIME SALARIES | 180,279 | 0 | 180,279 | 119,741.17 | .00 | 60,537.83 | 66.4% |
| 101930 64030 | OVERTIME | 6,500 | 0 | 6,500 | 14,799.39 | .00 | -8,299.39 | 227.7%* |
| 101930 65020 | TELEPHONE & INTERN | 2,000 | 0 | 2,000 | 920.84 | .00 | 1,079.16 | 46.0% |
| 101930 65030 | TRANSPORTATION | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101930 65040 | EDUCATIONAL/MEETIN | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| 101930 65060 | PRINTING | 1,500 | 0 | 1,500 | 2,592.00 | .00 | -1,092.00 | 172.8%* |
| 101930 65090 | ZERO WASTE PROGRAM | 2,500 | 0 | 2,500 | 1,599.33 | .00 | 900.67 | 64.0% |
| 101930 65200 | ELECTRICITY | 11,275 | 0 | 11,275 | 12,373.04 | .00 | -1,098.04 | 109.7%* |
| 101930 65220 | WATER | 950 | 0 | 950 | 385.10 | .00 | 564.90 | 40.5% |
| 101930 65230 | FUEL OIL | 1,230 | 0 | 1,230 | 311.61 | .00 | 918.39 | 25.3% |
| 101930 65300 | MACHINE & EQUIPMEN | 10,000 | 0 | 10,000 | 2,501.50 | .00 | 7,498.50 | 25.0% |
| 101930 65302 | PROTECTIVE & SAFET | 1,000 | 0 | 1,000 | 1,660.65 | .00 | -660.65 | 166.1%* |
| 101930 65303 | FACILITY SAFETY IN | 1,250 | 0 | 1,250 | 13.98 | .00 | 1,236.02 | 1.1% |
| 101930 65311 | GAS, GREASE, & OIL | 12,000 | 0 | 12,000 | 3,542.97 | .00 | 8,457.03 | 29.5% |
| 101930 65312 | TIRES & TUBES | 3,000 | 0 | 3,000 | 130.05 | .00 | 2,869.95 | 4.3% |
| 101930 65480 | OTHER PROFESSIONAL | 280,500 | 0 | 280,500 | 190,618.35 | .00 | 89,881.65 | 68.0% |
| 101930 65500 | MAINTENANCE OF BLD | 8,000 | 0 | 8,000 | 8,736.54 | .00 | -736.54 | 109.2%* |
| 101930 65521 | UNIFORMS | 2,000 | 0 | 2,000 | 1,795.99 | .00 | 204.01 | 89.8% |
| 101930 66009 | SHOP SUPPLIES | 6,000 | 0 | 6,000 | 5,641.70 | .00 | 358.30 | 94.0% |
| 101930 66010 | OFFICE SUPPLIES | 250 | 0 | 250 | 163.08 | .00 | 86.92 | 65.2% |
| 101930 66011 | HAND TOOLS | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 101930 66030 | OTHER SUPPLIES | 250 | 0 | 250 | 264.99 | .00 | -14.99 | 106.0%* |
| 101930 66040 | JANITORIAL SUPPLIE | 2,200 | 0 | 2,200 | 2,195.75 | .00 | 4.25 | 99.8% |
| 101930 67516 | PLANT EQUIPMENT MA | 6,000 | 0 | 6,000 | 6,252.52 | .00 | -252.52 | 104.2%* |
| 101930 67553 | ASPHALT SURFACE MA | 7,500 | 0 | 7,500 | .00 | .00 | 7,500.00 | .0% |
| TOTAL RESOURCE RECOVERY FACILITY | | 587,607 | 0 | 587,607 | 406,927.62 | .00 | 180,679.38 | 69.3% |
| 103000 SHARED EXPENSES - OTHER INSURA | | | | | | | | |
| 103000 64060 | FICA EMPLOYER SHAR | 466,816 | 5,045 | 471,861 | 310,613.86 | .00 | 161,247.14 | 65.8% |
| 103000 64070 | WORKERS' COMP INSU | 148,208 | 0 | 148,208 | 99,097.87 | .00 | 49,110.13 | 66.9% |
| 103000 64090 | RETIRED EMP MEDICA | 205,816 | 0 | 205,816 | 174,435.28 | .00 | 31,380.72 | 84.8% |
| 103000 64092 | DISABILITY INSURAN | 37,000 | 0 | 37,000 | 26,765.42 | .00 | 10,234.58 | 72.3% |
| 103000 65101 | MMA RISK POOL | 185,950 | 0 | 185,950 | 186,764.80 | .00 | -814.80 | 100.4%* |
| 103000 65115 | UNEMPLOYMENT COMPE | 5,000 | 0 | 5,000 | 8,854.32 | .00 | -3,854.32 | 177.1%* |
| 103000 65150 | MISCELLANEOUS INSU | 6,200 | 0 | 6,200 | 4,595.40 | .00 | 1,604.60 | 74.1% |

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TOWN OF KITTEERY - LIVE
GENERAL FUND

P 14
glytddbud

THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|----------------|--------------|---------------------|-------------|
| <u>103000 65210 UNION CENTRAL LIFE</u> | 3,320 | 0 | 3,320 | 1,974.18 | .00 | 1,345.82 | 59.5% |
| TOTAL SHARED EXPENSES - OTHER INSURA | 1,058,310 | 5,045 | 1,063,355 | 813,101.13 | .00 | 250,253.87 | 76.5% |
| <u>103001 SHARED EXPENSE - HEALTH/DENTAL</u> | | | | | | | |
| <u>103001 64090 MAJOR MEDICAL INSU</u> | 1,383,280 | 25,480 | 1,408,760 | 1,191,594.77 | .00 | 217,165.23 | 84.6% |
| <u>103001 64091 DENTAL INSURANCE</u> | 19,536 | 0 | 19,536 | 12,999.99 | .00 | 6,536.01 | 66.5% |
| TOTAL SHARED EXPENSE - HEALTH/DENTAL | 1,402,816 | 25,480 | 1,428,296 | 1,204,594.76 | .00 | 223,701.24 | 84.3% |
| <u>103002 RETIREMENT</u> | | | | | | | |
| <u>103002 64050 MAINE STATE RETIRE</u> | 578,671 | 0 | 578,671 | 402,887.29 | .00 | 175,783.71 | 69.6% |
| <u>103002 64051 ICMA EMPLOYER SHAR</u> | 30,545 | 0 | 30,545 | 19,101.45 | .00 | 11,443.55 | 62.5% |
| TOTAL RETIREMENT | 609,216 | 0 | 609,216 | 421,988.74 | .00 | 187,227.26 | 69.3% |
| <u>108000 ADULT ED</u> | | | | | | | |
| <u>108000 69480 ADULT EDUCATION FU</u> | 101,579 | 0 | 101,579 | 101,579.00 | .00 | .00 | 100.0% |
| TOTAL ADULT ED | 101,579 | 0 | 101,579 | 101,579.00 | .00 | .00 | 100.0% |
| <u>1111 TOWN REVENUE</u> | | | | | | | |
| <u>1111 43001 PROPERTY TAX REVENUE</u> | -10,524,025 | 143,708 | -10,380,317 | -10,382,306.12 | .00 | 1,989.53 | 100.0% |
| <u>1111 43003 PROPERTY TAX ABATEME</u> | 0 | 0 | 0 | 19,935.50 | .00 | -19,935.50 | 100.0%* |
| <u>1111 43004 PAYMENT IN LIEU OF T</u> | -3,200 | 0 | -3,200 | .00 | .00 | -3,200.00 | .0%* |
| <u>1111 43006 EXEMPT STATE REIMB F</u> | -400,000 | 0 | -400,000 | -338,809.00 | .00 | -61,191.00 | 84.7%* |
| <u>1111 43007 TREE GROWTH REVENUE</u> | -1,300 | 0 | -1,300 | -1,883.42 | .00 | 583.42 | 144.9% |
| <u>1111 43031 EXCISE TAX AUTOMOBIL</u> | -1,820,000 | -116,000 | -1,936,000 | -1,486,074.48 | .00 | -449,925.52 | 76.8%* |
| <u>1111 43032 EXCISE TAX BOAT</u> | -20,000 | 0 | -20,000 | -25,355.73 | .00 | 5,355.73 | 126.8% |
| <u>1111 43109 SIGN PERMITS</u> | -2,000 | 0 | -2,000 | -925.00 | .00 | -1,075.00 | 46.3%* |
| <u>1111 43110 CODE ENFORCEMENT FEE</u> | -300,000 | 0 | -300,000 | -995,056.00 | .00 | 695,056.00 | 331.7% |
| <u>1111 43114 ADDITIONAL LAND USE</u> | -4,000 | 0 | -4,000 | -3,385.00 | .00 | -615.00 | 84.6%* |

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TOWN OF KITTEERY - LIVE
GENERAL FUND

P 15
glyttdbud

THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-----------------------|-------------------|----------------------|----------------------|-------------------|-------------|--------------|---------------------|-------------|
| 1111 | 43115 | PLANNING FEES (SUBDI | | -5,000 | -4,825.50 | .00 | -174.50 | 96.5%* |
| 1111 | 43120 | TOWN CLERK FEES | | -24,000 | -19,668.80 | .00 | -4,331.20 | 82.0%* |
| 1111 | 43121 | WILDLIFE AGENT FEE | | -1,200 | -478.00 | .00 | -722.00 | 39.8%* |
| 1111 | 43122 | ANIMAL WELFARE AGENT | | -1,600 | -999.00 | .00 | -601.00 | 62.4%* |
| 1111 | 43130 | TOWN REGISTRATION FE | | -28,000 | -30,324.00 | .00 | 2,324.00 | 108.3% |
| 1111 | 43135 | HWY PERMITS & FEES | | 0 | -5,518.00 | .00 | 5,518.00 | 100.0% |
| 1111 | 43140 | SOLID WASTE PERMITS | | -80,000 | -74,400.44 | .00 | -5,599.56 | 93.0%* |
| 1111 | 43145 | SOLID WASTE RECYCLIN | | -45,000 | -113,408.93 | .00 | 68,408.93 | 252.0% |
| 1111 | 43147 | DINGHY FEES | | -10,000 | -5,610.00 | .00 | -4,390.00 | 56.1%* |
| 1111 | 43148 | TRANSIENT SLIP RENTA | | -7,000 | -16,266.00 | .00 | 9,266.00 | 232.4% |
| 1111 | 43149 | KPA APPLICATION FEES | | -500 | -1,250.00 | .00 | 750.00 | 250.0% |
| 1111 | 43150 | MOORING FEES | | -100,000 | -48,108.08 | .00 | -51,891.92 | 48.1%* |
| 1111 | 43151 | LAUNCH FEE | | -14,000 | -9,958.95 | .00 | -4,041.05 | 71.1%* |
| 1111 | 43152 | TRANSIENT MOORING | | -4,000 | -13,198.00 | .00 | 9,198.00 | 330.0% |
| 1111 | 43153 | WAIT LIST FEE | | -800 | -1,950.00 | .00 | 1,150.00 | 243.8% |
| 1111 | 43156 | PIER USAGE FEE | | -2,400 | -2,838.00 | .00 | 438.00 | 118.3% |
| 1111 | 43159 | KAYAK RACK RENTAL | | 0 | -332.00 | .00 | 332.00 | 100.0% |
| 1111 | 43160 | FORT FOSTER FEES | | -240,000 | -175,054.78 | .00 | -124,945.22 | 58.4%* |
| 1111 | 43210 | LIEN FEES | -60,000 | -7,000 | -7,102.17 | .00 | 102.17 | 101.5% |
| 1111 | 43220 | PENALTY INTEREST | | -40,000 | -41,304.06 | .00 | 1,304.06 | 103.3% |
| 1111 | 43221 | LIBRARY FINES & FEES | | -2,000 | -1,653.83 | .00 | -346.17 | 82.7%* |
| 1111 | 43320 | RECREATION FEES | | -550,000 | -328,894.79 | .00 | -221,105.21 | 59.8%* |
| 1111 | 43330 | ANIMAL CONTROL | | -4,000 | -2,796.00 | .00 | -1,204.00 | 69.9%* |
| 1111 | 43335 | POSTAGE | | 0 | -28.82 | .00 | 28.82 | 100.0% |
| 1111 | 43336 | PHOTO COPIES | | -200 | -88.50 | .00 | -111.50 | 44.3%* |
| 1111 | 43351 | ACCIDENT REPORTS | | -3,000 | -2,290.00 | .00 | -710.00 | 76.3%* |
| 1111 | 43352 | PARKING TICKETS | | -40,000 | -25,007.00 | .00 | -14,993.00 | 62.5%* |
| 1111 | 43353 | GUN PERMITS | | -1,000 | -475.00 | .00 | -525.00 | 47.5%* |
| 1111 | 43354 | ELIOT DISPATCHING SE | | -138,360 | -69,180.00 | .00 | -69,180.00 | 50.0%* |
| 1111 | 43355 | ORDINANCE FINES | | -350 | -50.00 | .00 | -300.00 | 14.3%* |
| 1111 | 43356 | WITNESS FEES | | -300 | .00 | .00 | -300.00 | .0%* |
| 1111 | 43358 | FALSE ALARMS | | -880 | -600.00 | .00 | -280.00 | 68.2%* |
| 1111 | 43359 | AMBULANCE DISPTACH F | | -16,000 | -12,000.00 | .00 | -4,000.00 | 75.0%* |
| 1111 | 43410 | MDOT HWY MAINTENANCE | | -12,000 | -12,000.00 | .00 | .00 | 100.0% |
| 1111 | 43420 | STATE REVENUE SHARIN | -125,000 | -775,000 | -803,378.92 | .00 | 28,378.92 | 103.7% |
| 1111 | 43421 | STATE PARK FEE REV S | | -2,000 | -2,723.12 | .00 | 723.12 | 136.2% |
| 1111 | 43470 | STATE OF MAINE GENER | | -45,000 | -6,252.35 | .00 | -38,747.65 | 13.9%* |
| 1111 | 43480 | MARY SAFFORD WILDES | | -25,000 | -12,500.00 | .00 | -12,500.00 | 50.0%* |
| 1111 | 43510 | INTEREST ON INVESTME | | -25,000 | -9,942.87 | .00 | -15,057.13 | 39.8%* |
| 1111 | 43530 | MISCELLANEOUS REVENU | | -10,000 | -6,335.76 | .00 | -3,664.24 | 63.4%* |
| 1111 | 43531 | AMERICAN RESCUE PLAN | | -175,000 | -175,000.00 | .00 | .00 | 100.0% |
| 1111 | 43540 | SEWER DEPT RENT | | -22,900 | -11,450.00 | .00 | -11,450.00 | 50.0%* |
| 1111 | 43555 | SNOWMOBILE/HANDICAP/ | | -655 | -628.90 | .00 | -26.10 | 96.0%* |
| 1111 | 43560 | GMH HOUSING | | -306,000 | -232,849.37 | .00 | -73,150.63 | 76.1%* |

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TOWN OF KITTEERY - LIVE
GENERAL FUND

P 16
glytdbud

THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 1000 | TOWN GENERAL FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|----------------------------|--------------------------------------|--------------------|----------------------|-------------------|----------------|--------------|---------------------|-------------|
| 1111 43576 | TRANSFER IN FROM OTH | -35,000 | 0 | -35,000 | -35,000.00 | .00 | .00 | 100.0% |
| 1111 43580 | USE OF CARRY FORWARD | 0 | -188,000 | -188,000 | .00 | .00 | -188,000.00 | .0%* |
| 1111 45020 | MMA W/C DIVIDEND | -10,000 | 0 | -10,000 | .00 | .00 | -10,000.00 | .0%* |
| 1111 45025 | SCHOOL RESOURCE OFFI | -50,000 | 0 | -50,000 | -55,274.39 | .00 | 5,274.39 | 110.5% |
| TOTAL TOWN REVENUE | | -15,809,670 | -345,292 | -16,154,962 | -15,592,853.58 | .00 | -562,108.01 | 96.5% |
| TOTAL TOWN GENERAL FUND | | 0 | 0 | 0 | -2,758,306.41 | .00 | 2,758,306.41 | 100.0% |
| TOTAL REVENUES | | -15,809,670 | -345,292 | -16,154,962 | -15,592,853.58 | .00 | -562,108.01 | |
| TOTAL EXPENSES | | 15,809,670 | 345,292 | 16,154,962 | 12,834,547.17 | .00 | 3,320,414.42 | |

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TOWN OF KITTERY - LIVE
GENERAL FUND

THROUGH 3/31/22

P 17
glytdbud

FOR 2022 09

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|---------------|--------------|---------------------|-------------|
| GRAND TOTAL | 0 | 0 | 0 | -2,758,306.41 | .00 | 2,758,306.41 | 100.0% |

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

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TOWN OF KITTEERY - LIVE
SEWER FUND

P 1
glytddb

THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|---------------|--------------|---------------------|-------------|
| 6000 SEWER FUND | | | | | | | |
| 6000 43003 SEWER ADJUSTMENTS | 0 | 0 | 0 | 218.01 | .00 | -218.01 | 100.0%* |
| 6000 43220 PENALTY INTEREST | -3,000 | 0 | -3,000 | -4,220.36 | .00 | 1,220.36 | 140.7% |
| 6000 43360 SPECIAL CONTRACT REV | -12,000 | 0 | -12,000 | -7,000.00 | .00 | -5,000.00 | 58.3%* |
| 6000 45001 PNSY REVENUE | -550,000 | 0 | -550,000 | -266,039.90 | .00 | -283,960.10 | 48.4%* |
| 6000 45002 US NAVY HOUSING REV | -120,000 | 0 | -120,000 | -80,365.80 | .00 | -39,634.20 | 67.0%* |
| 6000 45003 SEPTAGE REVENUE | -100,000 | 0 | -100,000 | -196,292.90 | .00 | 96,292.90 | 196.3% |
| 6000 45004 TOWN OF ELIOT REVENUE | -200,000 | 0 | -200,000 | -103,978.76 | .00 | -96,021.24 | 52.0%* |
| 6000 45005 USERS QTRLY REVENUE | -1,500,000 | 0 | -1,500,000 | -1,022,636.52 | .00 | -477,363.48 | 68.2%* |
| 6000 45006 EXPANSION ASSESSMENT | -50,000 | 0 | -50,000 | -48,200.36 | .00 | -1,799.64 | 96.4%* |
| 6000 45007 SEWER INTEREST REVEN | -12,000 | 0 | -12,000 | -3,248.27 | .00 | -8,751.73 | 27.1%* |
| TOTAL SEWER FUND | -2,547,000 | 0 | -2,547,000 | -1,731,764.86 | .00 | -815,235.14 | 68.0% |
| 602702 SEWER LINES | | | | | | | |
| 602702 64010 SEWER LINES LABOR | 18,187 | 0 | 18,187 | 13,345.68 | .00 | 4,841.32 | 73.4% |
| 602702 65480 LINES CONTRACT/PRO | 26,000 | 0 | 26,000 | 1,715.00 | .00 | 24,285.00 | 6.6% |
| 602702 65691 LINE SUPPLIES | 12,000 | 0 | 12,000 | 228.94 | .00 | 11,771.06 | 1.9% |
| TOTAL SEWER LINES | 56,187 | 0 | 56,187 | 15,289.62 | .00 | 40,897.38 | 27.2% |
| 602709 PUMP STATIONS | | | | | | | |
| 602709 64010 PUMP STATION LABOR | 58,095 | 0 | 58,095 | 30,712.01 | .00 | 27,382.99 | 52.9% |
| 602709 65015 PUMP STATION TELEP | 670 | 0 | 670 | 501.16 | .00 | 168.84 | 74.8% |
| 602709 65200 ELECTRICITY | 50,815 | 0 | 50,815 | 32,028.47 | .00 | 18,786.53 | 63.0% |
| 602709 65220 WATER | 1,420 | 0 | 1,420 | 462.44 | .00 | 957.56 | 32.6% |
| 602709 65315 PUMP STATION GENER | 2,000 | 0 | 2,000 | 688.46 | .00 | 1,311.54 | 34.4% |
| 602709 65467 PUMP STATION CONTR | 45,000 | 0 | 45,000 | 16,989.67 | .00 | 28,010.33 | 37.8% |
| 602709 65930 PUMP STATION ALARM | 6,700 | 0 | 6,700 | 5,454.70 | .00 | 1,245.30 | 81.4% |
| 602709 66300 PUMP STATION SUPPL | 5,000 | 0 | 5,000 | 4,332.95 | .00 | 667.05 | 86.7% |
| 602709 66320 PUMP STATION PARTS | 20,000 | 0 | 20,000 | 6,967.35 | .00 | 13,032.65 | 34.8% |
| TOTAL PUMP STATIONS | 189,700 | 0 | 189,700 | 98,137.21 | .00 | 91,562.79 | 51.7% |
| 602715 PUMP STATION # 6 (PNSY) | | | | | | | |
| 602715 64010 PUMP STATION # 6LA | 22,494 | 0 | 22,494 | 8,792.06 | .00 | 13,701.94 | 39.1% |

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TOWN OF KITTEERY - LIVE
SEWER FUND

P 2
glytdbud

THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 6000 | SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------|------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 602715 | 65200 | 15,000 | 0 | 15,000 | 7,148.33 | .00 | 7,851.67 | 47.7% |
| 602715 | 65220 | 1,000 | 0 | 1,000 | 529.00 | .00 | 471.00 | 52.9% |
| 602715 | 65315 | 400 | 0 | 400 | 617.40 | .00 | -217.40 | 154.4%* |
| 602715 | 65480 | 8,000 | 0 | 8,000 | 6,908.26 | .00 | 1,091.74 | 86.4% |
| 602715 | 65930 | 300 | 0 | 300 | 107.70 | .00 | 192.30 | 35.9% |
| 602715 | 66300 | 1,000 | 0 | 1,000 | 473.25 | .00 | 526.75 | 47.3% |
| 602715 | 66320 | 6,000 | 0 | 6,000 | 1,140.85 | .00 | 4,859.15 | 19.0% |
| TOTAL PUMP STATION # 6 (PNSY) | | 54,194 | 0 | 54,194 | 25,716.85 | .00 | 28,477.15 | 47.5% |
| 602716 PUMP STATION # 7 (ELIOT) | | | | | | | | |
| 602716 | 64010 | 20,814 | 0 | 20,814 | 12,830.55 | .00 | 7,983.45 | 61.6% |
| 602716 | 65200 | 4,600 | 0 | 4,600 | 3,954.68 | .00 | 645.32 | 86.0% |
| 602716 | 65220 | 230 | 0 | 230 | 176.91 | .00 | 53.09 | 76.9% |
| 602716 | 65315 | 300 | 0 | 300 | .00 | .00 | 300.00 | .0% |
| 602716 | 65480 | 10,000 | 0 | 10,000 | 1,419.25 | .00 | 8,580.75 | 14.2% |
| 602716 | 65930 | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| 602716 | 66300 | 200 | 0 | 200 | 181.89 | .00 | 18.11 | 90.9% |
| 602716 | 66320 | 2,500 | 0 | 2,500 | 326.16 | .00 | 2,173.84 | 13.0% |
| TOTAL PUMP STATION # 7 (ELIOT) | | 38,844 | 0 | 38,844 | 18,889.44 | .00 | 19,954.56 | 48.6% |
| 602750 TREATMENT PLANT | | | | | | | | |
| 602750 | 64010 | 145,280 | 0 | 145,280 | 171,285.60 | .00 | -26,005.60 | 117.9%* |
| 602750 | 64019 | 56,113 | 0 | 56,113 | 25,891.91 | .00 | 30,221.09 | 46.1% |
| 602750 | 64030 | 40,000 | 0 | 40,000 | 20,710.62 | .00 | 19,289.38 | 51.8% |
| 602750 | 64050 | 34,176 | 0 | 34,176 | 25,292.26 | .00 | 8,883.74 | 74.0% |
| 602750 | 64060 | 25,384 | 0 | 25,384 | 20,863.18 | .00 | 4,520.82 | 82.2% |
| 602750 | 65015 | 0 | 0 | 0 | 214.54 | .00 | -214.54 | 100.0%* |
| 602750 | 65020 | 4,000 | 0 | 4,000 | 2,471.86 | .00 | 1,528.14 | 61.8% |
| 602750 | 65040 | 5,000 | 0 | 5,000 | 1,349.00 | .00 | 3,651.00 | 27.0% |
| 602750 | 65200 | 110,000 | 0 | 110,000 | 68,110.80 | .00 | 41,889.20 | 61.9% |
| 602750 | 65220 | 5,000 | 0 | 5,000 | 2,627.19 | .00 | 2,372.81 | 52.5% |
| 602750 | 65230 | 16,000 | 0 | 16,000 | 10,656.02 | .00 | 5,343.98 | 66.6% |
| 602750 | 65310 | 45,000 | 0 | 45,000 | 11,855.19 | .00 | 33,144.81 | 26.3% |
| 602750 | 65316 | 2,240 | 0 | 2,240 | 791.82 | .00 | 1,448.18 | 35.3% |
| 602750 | 65410 | 16,000 | 0 | 16,000 | 7,438.25 | .00 | 8,561.75 | 46.5% |
| 602750 | 65480 | 60,000 | 0 | 60,000 | 45,843.00 | .00 | 14,157.00 | 76.4% |

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220pmoore

TOWN OF KITTEERY - LIVE
SEWER FUND

P 3
glytdbud

THROUGH 3/31/22

FOR 2022 09

| ACCOUNTS FOR: 6000 SEWER FUND | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|----------------------------------|--------------------|----------------------|-------------------|---------------|--------------|---------------------|-------------|
| 602750 65500 TREATMENT PLANT BL | 5,000 | 0 | 5,000 | 1,643.50 | .00 | 3,356.50 | 32.9% |
| 602750 65930 ALARMS | 2,000 | 0 | 2,000 | .00 | .00 | 2,000.00 | .0% |
| 602750 65955 TREATMENT PLANT SL | 165,000 | 0 | 165,000 | 109,643.92 | .00 | 55,356.08 | 66.5% |
| 602750 66010 TREATMENT PLANT OF | 4,000 | 0 | 4,000 | 2,910.95 | .00 | 1,089.05 | 72.8% |
| 602750 66300 TREATMENT PLANT SU | 32,000 | 0 | 32,000 | 6,044.38 | .00 | 25,955.62 | 18.9% |
| 602750 66340 LABORATORY CHEMICA | 16,000 | 0 | 16,000 | 7,817.72 | .00 | 8,182.28 | 48.9% |
| 602750 66400 TREATMENT PLANT RE | 2,500 | 0 | 2,500 | 1,430.63 | .00 | 1,069.37 | 57.2% |
| 602750 66410 TREATMENT PLANT RE | 24,000 | 0 | 24,000 | 14,739.25 | .00 | 9,260.75 | 61.4% |
| 602750 66420 TREATMENT PLANT TO | 28,000 | 0 | 28,000 | 9,841.96 | .00 | 18,158.04 | 35.1% |
| 602750 66450 TREATMENT PLANT CH | 111,000 | 0 | 111,000 | 80,829.20 | .00 | 30,170.80 | 72.8% |
| 602750 66520 TREATMENT PLANT SA | 14,000 | 0 | 14,000 | 7,963.26 | .00 | 6,036.74 | 56.9% |
| TOTAL TREATMENT PLANT | 967,693 | 0 | 967,693 | 658,266.01 | .00 | 309,426.99 | 68.0% |
| 602760 SEWER GENERAL OPERATING | | | | | | | |
| 602760 64011 TOWN MANAGER SALAR | 35,299 | 0 | 35,299 | 27,118.40 | .00 | 8,180.60 | 76.8% |
| 602760 64012 SUPERINTENDENT SAL | 99,549 | 0 | 99,549 | 76,526.53 | .00 | 23,022.47 | 76.9% |
| 602760 64013 OFFICE CLERK SALAR | 49,712 | 0 | 49,712 | 37,840.72 | .00 | 11,871.28 | 76.1% |
| 602760 64031 SALARY & POSITION | 17,378 | 0 | 17,378 | .00 | .00 | 17,378.00 | .0% |
| 602760 64050 MAINE STATE RETIRE | 15,835 | 0 | 15,835 | 11,779.86 | .00 | 4,055.14 | 74.4% |
| 602760 64051 ICMA EMPLOYER SHAR | 2,211 | 0 | 2,211 | 1,569.12 | .00 | 641.88 | 71.0% |
| 602760 64060 FICA EMPLOYER SHAR | 14,542 | 0 | 14,542 | 10,024.56 | .00 | 4,517.44 | 68.9% |
| 602760 64070 WORKERS COMPENSATI | 14,079 | 0 | 14,079 | 8,070.01 | .00 | 6,008.99 | 57.3% |
| 602760 64090 MAJOR MEDICAL INSU | 135,777 | 0 | 135,777 | 116,997.77 | .00 | 18,779.23 | 86.2% |
| 602760 64091 DENTAL INSURANCE | 1,426 | 0 | 1,426 | 2,035.58 | .00 | -609.58 | 142.7%* |
| 602760 64092 DISABILILTY INSURAN | 3,927 | 0 | 3,927 | .00 | .00 | 3,927.00 | .0% |
| 602760 65101 MMA RISK POOL | 32,815 | 0 | 32,815 | 31,630.20 | .00 | 1,184.80 | 96.4% |
| 602760 65350 INDIRECT COSTS | 22,900 | 0 | 22,900 | 11,450.00 | .00 | 11,450.00 | 50.0% |
| 602760 65430 AUDIT SERVICES | 3,900 | 0 | 3,900 | 500.00 | .00 | 3,400.00 | 12.8% |
| 602760 66035 ABSTRACTS & LIENS | 500 | 0 | 500 | .00 | .00 | 500.00 | .0% |
| 602760 68060 SEWER BOND INTERES | 133,087 | 0 | 133,087 | 133,087.59 | .00 | -.59 | 100.0%* |
| 602760 68062 SEWER BOND PRINCIP | 631,183 | 0 | 631,183 | 631,182.86 | .00 | .14 | 100.0% |
| TOTAL SEWER GENERAL OPERATING | 1,214,120 | 0 | 1,214,120 | 1,099,813.20 | .00 | 114,306.80 | 90.6% |
| TOTAL SEWER FUND | -26,262 | 0 | -26,262 | 184,347.47 | .00 | -210,609.47 | -702.0% |
| TOTAL REVENUES | -2,547,000 | 0 | -2,547,000 | -1,731,764.86 | .00 | -815,235.14 | |
| TOTAL EXPENSES | 2,520,738 | 0 | 2,520,738 | 1,916,112.33 | .00 | 604,625.67 | |

04/04/2022 14:40
220pmoore

TOWN OF KITTERY - LIVE
SEWER FUND

THROUGH 3/31/22

P 4
glytbdud

FOR 2022 09

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | -26,262 | 0 | -26,262 | 184,347.47 | .00 | -210,609.47 | -702.0% |

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

Town of Kittery FISCAL YEAR 2022
Fund Balances - Capital Projects and Special Revenues
For the month ending March 31, 2022

| Fund Type | New # | Account Name | Ending Fund Balance 6/30/2021 | CIP Appropriation 7/1/2021 | Transfers FY22 | YTD Expense | YTD Revenue | Ending Fund Balance |
|--|------------------|---|-------------------------------|----------------------------|----------------|-------------|-------------|---------------------|
| Special Revenues (Grants, Designated Accounts, etc) | | | | | | | | |
| SR | 2005 | Senior Tax Credit Program | 4,000.00 | | | | | 4,000.00 |
| SR | 2006 | FEMA Reimbursement | 37,277.60 | | | | | 37,277.60 |
| SR | 2012 | Fire Hazmat Spill Recovery Fees | 11,266.60 | | | | | 11,266.60 |
| SR | 2014 | Police Grants | 517.32 | | | (6,344.61) | | (5,827.29) |
| SR | 2022 | Compensated Absences | 289,739.36 | | | | | 289,739.36 |
| SR | 2028 | Ballot Machines | 6,078.00 | | | | | 6,078.00 |
| SR | 2038 | Kittery Block Party | 887.34 | | | (1,600.00) | 22,150.00 | 21,437.34 |
| SR | 2055 | ASA Applicant Code NEW | 30,998.86 | | | (9,088.04) | 4,016.50 | 25,927.32 |
| SR | 2056 | Concerts in the Park | 296.91 | | | (2,900.00) | 4,800.00 | 2,196.91 |
| SR | 2059 | Conservation Comm | 567.90 | | | | | 567.90 |
| SR | 2060 | Wetlands Mitigation | 80,703.00 | | (64,000.00) | | | 16,703.00 |
| SR | 2063 | Kittery Community Center (KCC) Donations | 15,177.22 | | | (7,218.21) | 2,090.00 | 10,049.01 |
| SR | 2066 | Police Forfeiture | 11,387.25 | | | (9,095.00) | | 2,292.25 |
| SR | 2068 | Fort Foster Bench Donations | 10,985.80 | | | | | 10,985.80 |
| SR | 2069 | Boating Infrastructure Grant (BIG) | - | | | | | - |
| SR | 2071 | D.A.R.E | 216.03 | | | | | 216.03 |
| SR | 2074-67503 | TIF District #3 | 100,308.75 | | | | | 100,308.75 |
| SR | 2081 | Channel 22 (PEG) Capital Funding | 285,125.88 | | | (67,221.74) | 74,278.54 | 292,182.68 |
| SR | 2082 | KCC Playgrounds | 64,718.36 | | | | | 64,718.36 |
| SR | 2083 | One-time Grants | 42,757.67 | | | (6,070.00) | 2,500.00 | 39,187.67 |
| SR | 2086 | Spruce Creek PH 5 Grant | 2,351.78 | | | | | 2,351.78 |
| SR | 2091/67500 | FEMA Flood Maps Ins Rate Appeal | - | | | | | - |
| SR | 2091/43600 | FEMA Flood Maps Ins Rate Appeal - Phase 2 | - | | | | | - |
| SR | 2093 | LWCF Grant - Emery Field Phase 1 | - | | | | | - |
| SR | 2094 | LWCF Grant - Emery Field Phase 2 | 370,745.00 | | | | (20,092.50) | 350,652.50 |
| SR | 2301 | Billable Police Details | 27,405.21 | | | (33,461.91) | 35,859.60 | 29,802.90 |
| SR | 2303 | Grant Supported Police Details | (7,770.25) | | | (14,222.04) | 1,888.65 | (20,103.64) |
| SR | 2087 | Joint Land Use OEA PH1 | (107,157.39) | | | (91,291.76) | 183,023.00 | (15,426.15) |
| SR | 4001-67500/43600 | State Aid to Roads General | 781,218.36 | | (83,905.50) | | 154,064.00 | 851,376.86 |
| SR | 4001-67502/43602 | Whipple Road Improvements | 249,854.89 | | | (5,540.14) | | 244,314.75 |
| SR | 4001-67503/43603 | Memorial Circle Improvements | 5,551.66 | | | | | 5,551.66 |
| SR | 4001-67508/43608 | Walker/Wentworth | 200,305.40 | | 100,000.00 | | | 300,305.40 |
| SR | 4001-67509/43605 | Government Street | 16,094.50 | | (16,094.50) | | | - |
| SR | 4124 | Tax Acquired Properties | (44,177.84) | | - | | | (44,177.84) |
| SR | 4125 | Fort Foster Restoration (FEMA) | - | | | | | - |
| SR | 4126 | KCC Visual Arts Com | 2,364.20 | | | | 2,769.80 | 5,134.00 |
| SR | 4127 | Reserve for Abatement Litigation | 214,712.00 | | | | | 214,712.00 |

Town of Kittery FISCAL YEAR 2022
Fund Balances - Capital Projects and Special Revenues
For the month ending March 31, 2022

| Fund Type | New # | Account Name | Ending Fund Balance 6/30/2021 | CIP Appropriation 7/1/2021 | Transfers FY22 | YTD Expense | YTD Revenue | Ending Fund Balance |
|------------------------------|-------|---------------------------|-------------------------------|----------------------------|--------------------|---------------------|---------------------|---------------------|
| SR | 4128 | Climate Action Plan | 65,000.00 | | | | | 65,000.00 |
| SR | 4030 | Public Safety Impact Fees | 89,312.05 | | | (51,784.89) | 345,620.00 | 383,147.16 |
| SR | 5023 | Library Donations | 11,426.31 | | | (1,556.97) | 1,321.41 | 11,190.75 |
| SR | 5500 | MMA Grants | 120.56 | | | (3,910.91) | 4,075.61 | 285.26 |
| SR | 5501 | Mass Transit Reserve Fund | 82,500.00 | | | (32,500.00) | | 50,000.00 |
| SR | 5502 | Keep Maine Healthy Grant | 866.89 | | | | | 866.89 |
| SR | 5503 | CTCL Election Grant | - | | | | | - |
| SR | 5504 | ARPA | - | | | (458,920.40) | 519,123.21 | 60,202.81 |
| SR | 5505 | PREPA Grant | - | | | (3,045.00) | | (3,045.00) |
| SR | 5506 | Affordable Housing | - | | | | 150,000.00 | 150,000.00 |
| SR | 5507 | PFAS Support | - | | | (1,830.96) | | (1,830.96) |
| SR | 5024 | COVID-19 Vaccine Clinics | 7,016.91 | | | (10,065.00) | 18,205.00 | 15,156.91 |
| Total Special Revenue | | | 2,960,750.09 | - | (64,000.00) | (817,667.58) | 1,505,692.82 | 3,584,775.33 |

CIP Bonds

| | | | | | | | | |
|----|------|--------------------------------|----------|--|------------|--|--|---|
| CP | 2036 | Kittery Community Center Bonds | - | | | | | - |
| CP | 2085 | 2016 Municipal Projects | 3,999.82 | | (3,999.82) | | | - |

CIP Programs

| | | | | | | | | |
|----|------|--|------------|------------|-----------|--------------|-----------|------------|
| CP | 2057 | Open space | - | | | | | - |
| CP | 2078 | Athletic Fields Master Plan (Design) | - | | | | | - |
| CP | 2903 | Invasives Fort Foster | - | | 64,000.00 | (29,833.00) | | 34,167.00 |
| CP | 4002 | Right of Way Reserve | 589,999.49 | 500,000.00 | | (830,082.00) | | 259,917.49 |
| CP | 4011 | KCC Vehicle Reserve | 23,049.66 | | | | | 23,049.66 |
| CP | 4012 | Public Works Vehicles/Equipment | 85,370.40 | 475,000.00 | | (143,850.78) | | 416,519.62 |
| CP | 4013 | Fire Apparatus Reserve | 195,591.14 | 93,000.00 | | | | 288,591.14 |
| CP | 4017 | GIS/MS4 Compliance | 4,847.40 | 25,000.00 | | (15,777.08) | | 14,070.32 |
| CP | 4018 | KPA Boat Reserve | 9,288.78 | | | (582.40) | | 8,706.38 |
| CP | 4019 | KCC Equipment Reserve | 5,162.82 | 30,000.00 | | (3,570.00) | | 31,592.82 |
| CP | 4020 | Municipal Technology Reserve | 50,285.43 | 63,000.00 | | (14,039.20) | | 99,246.23 |
| CP | 4022 | Police Vehicle/Equipment | 81,354.40 | 112,000.00 | | (28,039.07) | | 165,315.33 |
| CP | 4026 | Records Preservation | 10.13 | 10,000.00 | | (6,500.00) | | 3,510.13 |
| CP | 4027 | Municipal Facility Reserve | 218,430.49 | 35,000.00 | 3,999.82 | (32,708.08) | | 224,722.23 |
| CP | 4031 | Public Safety Base Station Radio Replace | - | | | | | - |
| CP | 4043 | Parks Building & Grounds | 41,920.59 | 10,000.00 | | (22,905.22) | | 29,015.37 |
| CP | 4051 | KCC Facility Reserve | 6,045.86 | 30,000.00 | | (11,938.88) | | 24,106.98 |
| CP | 4055 | KPA Equipment Reserve | 53,296.94 | 13,500.00 | | (20,937.58) | | 45,859.36 |
| CP | 4056 | Fire Dept Equipment Reserve | 210,676.84 | 40,400.00 | | (36,213.39) | 15,000.00 | 229,863.45 |
| CP | 4100 | Fire Dept Facility Reserve | 13,818.84 | 23,500.00 | | | | 37,318.84 |

Town of Kittery FISCAL YEAR 2022
Fund Balances - Capital Projects and Special Revenues
For the month ending March 31, 2022

| Fund Type | New # | Account Name | Ending Fund Balance 6/30/2021 | CIP Appropriation 7/1/2021 | Transfers FY22 | YTD Expense | YTD Revenue | Ending Fund Balance |
|--|-------|--|-------------------------------|----------------------------|------------------|-----------------------|---------------------|---------------------|
| CP | 4110 | PW Sign Shed | 20.00 | | | | | 20.00 |
| CP | 4116 | KPA Facility Reserve | 7,578.80 | 8,500.00 | | (7,455.82) | | 8,622.98 |
| CP | 4060 | Rice Rehab/Expansion | 4,438,050.83 | | | (3,157,401.64) | 382,375.16 | 1,663,024.35 |
| CP | 4123 | LED Streetlight Conversion | 36,639.08 | | | | | 36,639.08 |
| CP | 4129 | Police Equipment Reserve | - | 10,000.00 | | | | 10,000.00 |
| Total Capital Projects | | | 6,075,437.74 | 1,478,900.00 | 64,000.00 | (4,361,834.14) | 397,375.16 | 3,653,878.76 |
| TOTAL GENERAL OPERATIONS | | | 9,036,187.83 | 1,478,900.00 | - | (5,179,501.72) | 1,903,067.98 | 7,238,654.09 |
| Permanent Funds (Scholarship Funds/Trust Funds) | | | | | | | | |
| PF | 5001 | Connie Samuels Beautification Fund | 58,600.93 | | | | | 58,600.93 |
| PF | 5002 | Public Health | 26,378.88 | | | | | 26,378.88 |
| PF | 5003 | York Hospital Scholarship | 13,201.40 | | | (800.00) | 20,000.00 | 32,401.40 |
| PF | 5005 | Lester Raynes Fund | 8,462.26 | | | | | 8,462.26 |
| PF | 5007 | Thresher Memorial Fund | 7,526.41 | | | (3,462.69) | 750.00 | 4,813.72 |
| PF | 5008 | Mary Safford Wildes Trust | 745,635.99 | | | | | 745,635.99 |
| PF | 5009 | George Smart Santa Fund | 6,518.39 | | | | | 6,518.39 |
| PF | 5010 | Kittery Education Scholarship Fund-Recycling | 7,854.04 | | | | 13,359.34 | 21,213.38 |
| PF | 5021 | Cemetery | 14,680.35 | | | (14,680.00) | | 0.35 |
| Total Permanent Funds | | | 888,858.65 | - | - | (18,942.69) | 34,109.34 | 904,025.30 |
| Enterprise Fund (Sewer) | | | | | | | | |
| ER | 2900 | Sewer Impact Fees | 654,702.07 | | | (92,891.57) | 65,600.00 | 627,410.50 |
| ER | 2901 | Sewer Entrance Fees | 204,998.98 | | | (14,883.09) | 120,000.00 | 310,115.89 |
| ER | 2902 | Sewer Safety Grants | 26.64 | | | | | 26.64 |
| ECP | 4900 | Sewer Vehicle Reserve | 45,722.80 | | | | | 45,722.80 |
| ECP | 4901 | Sewer Capital Reserve | 272,467.92 | | | (21,433.41) | | 251,034.51 |
| Total Enterprise Funds | | | 1,177,918.41 | - | - | (129,208.07) | 185,600.00 | 1,234,310.34 |
| GRAND TOTAL ALL FUNDS | | | 11,102,964.89 | 1,478,900.00 | - | (5,327,652.48) | 2,122,777.32 | 9,376,989.73 |



TOWN COUNCIL & TOWN MANAGER ANNUAL GOALS 2022

Q1 Update: April 11, 2022

Town Council Goals

Council Conduct

- Continue to conduct Council business respectfully as we work toward consensus and capitalize on our experiences and diversity
- Work to keep the demands we place on the Town Manager and her staff at a manageable level and maintain an open line of communication with the Manager regarding questions and demands

Affordability

- Increase housing stock for those meeting affordability guidelines:
 - Support proposed zoning changes to make developing affordable housing more cost competitive (3.3, 4.1, 4.2, 8.5) – Title 16 amendments to BL & BL-1 Zone being reviewed by Council April 11. Draft amendments for MU-N zone being considered by Planning Board.
 - Direct funding, where appropriate, to the Housing Fund (4.1, 4.2)
- Promote weatherization for low-income residents (4.1, 4.2, 9.2, 9.3)
- Investigate options for tax relief for low-income property owners and develop a plan for implementation and funding (4.1, 4.2) – Investigated tax relief plans for residents, information about Property Tax Fairness program added to website and notices.

Community

- Develop a plan to review and change, where necessary and appropriate, Town ordinances, policies, and practices to assure fairness, equity, and inclusion for all Kittery residents and visitors. Establish a Council Committee to this end, working with the Town Manager to identify a process, experts, and resources to assist. (7.1) – Council adopted DEI Ad Hoc Committee charge, formation of the Ad Hoc Committee underway.
- Continue implementation of plans to control traffic, reduce speeds in Kittery neighborhoods, including:
 - Implementation of JLUS recommendations with respect to public transportation and remote satellite parking (5.1, 5.4) – Park & Ride agreement being completed with Rt 1 property; PNSY updated TIPs program to support use of remote parking facilities within 10 miles; Round 3 JLUS grant application in development.
 - Implementation of bike/ped master plan recommendations (5.2, 5.3)
- Assess Memorial Field for potential improvements that will support the demand for high quality playing fields (2.2,7.2) – Incorporated in FY23 CIP.
- Expand use of social media to communicate with residents, business owners, and visitors (7.1)
- Increase citizen involvement in Town governance – Call for volunteers ongoing; SeeClickFix launch scheduled for mid-April.

Climate Resilience

- Support development of a comprehensive Kittery Climate Action Plan (9.1, 9.2)- **Grant application submitted for cohort CAP development plan with State.**
- Create a climate resilience reserve fund (9.1, 9.2)
- Support ordinances to protect the shoreland zone (8.1, 8.2) – **draft ordinance in development.**

Fiscal Responsibility and Town Services

- Adopt a budget that is progressive, responsible, responsive to community expectations and needs (7.4)
- Investigate costs, benefits, and effectiveness of:
 - growing the full-time Fire Department (7.3)
 - increasing the Police embedded social worker program to full-time status (7.3)
- Encourage the Town Manager’s continued assessment of the effectiveness of Town service delivery (7.1)

Town Manager Goals

Support Council’s efforts to implement the Comprehensive Plan 5 Year Action Plan (see Council Goals)

Support long term planning and growth management objectives:

- Obtain funding to advance JLUS implementation strategies including micro- and mass-transit, housing, and communication with PNSY – **Grant application in development.**
- Propose and implement a property surplus strategy for 2 Walker
- Identify programs, grants, and property acquisitions that retain or increase working waterfront access
- Complete Gorges Road expansion project and implement surplus strategy for Walker Street Fire Station – **architect being engaged to review and value engineer drawings.**
- Complete land agreement and transfer of Taylor Building – **P&S signed.**

Climate Action

- Propose and implement additional strategies and projects to reduce municipal greenhouse gas emissions

Social and Racial Equity and Justice

- Develop strategies to attract a diverse candidate pool for town positions, boards, commissions, and committees

Enhance Financial Stability

- Produce a 2023 budget that seeks to respond to service expectations of the community, and appropriately addresses unmet needs and responds to growing inflation
- Develop and implement enhancements to the investment strategies to maximize returns without significantly increasing risk – **Draft revisions to financial policies in development.**

Enhance Municipal Services

- Increase Town's presence on social media platforms
- Implement tech-based interactive resident request system (SeeClickFix) – **scheduled for mid-April launch**
- Launch Police Citizens Academy and expand to other areas as appropriate
- Implement short-term recommendations from Bike/Ped Master Plan
- Launch five-year strategic planning effort for Library
- Advance the integration of general assistance with our local social service agencies
- Working with partners, develop a plan to reestablish a preschool/daycare program at the KCC – **implementation plan in development with partners**

KITTERY TOWN COUNCIL Unapproved Minutes

COUNCIL CHAMBERS

March 28, 2022, 6:00PM

1 1. Call to Order

2 Chair Spiller called the meeting to order at 6:31pm.

3 2. Introductory

4 3. Pledge of Allegiance

5 4. Roll Call

6 Councilors present: Chair Judith Spiller, Vice Chair George Dow, Councilor Cyrus Clark,
7 Councilor Cameron Hamm, Councilor Jeffrey Pelletier, and Councilor Mary Stevens was
8 a late arrival. Councilors present on ZOOM: Councilor Colin McGuire.

9 5. Agenda Amendment and Adoption

10 Chair Spiller cast one vote for the agenda as presented.

11 6. Town Manager's Report

12 The Town Manager reported on: York verses Kittery border, Rice Library Project final
13 stages, Diversity, Equity and Inclusion Ad Hoc Committee, and March for Meals.
14 Upcoming Dates: Education Scholarship applications are due April 14, 2022, available
15 online at www.kitteryme.gov/scholarship, Mooring renewals are due April 15, 2022, at
16 the Harbormaster's office, or online at www.kitteryme.gov/online_mooring, the Easter
17 Egg Hunt will be on April 9, 2022 located at the Kittery Community Center, AARP Tax
18 Aide is by appointment, on Wednesdays & Thursdays, February 2 – April 14, 2022,
19 located at the Kittery Community Center, KEEP Property Tax Payment Plan
20 applications are due – June 1, 2022 at the Town Hall, Senior Tax Credit applications are
21 due – July 1, 2022, and are available at the Town Hall, or
22 www.kitteryme.gov/taxpaymentassistance.

23 7. Acceptance of Previous Minutes

24 • March 14, 2022 Regular Meeting

25 Chair Spiller cast one vote to approve the March 14, 2022 minutes as written.

26 8. Interviews for the Board of Appeals and Planning Board - None

27 9. All items involving the town attorney, town engineers, town employees or other
28 town consultants or requested officials. - None

29 10. PUBLIC HEARINGS

30 a. (030222-1) The Kittery Town Council moves to hold a public hearing on a new
31 Victualer's License application from Crepe & Karak Mobile Food Unit, located at 154
32 Brackett Street, Westbrook, Maine.

33 Moved by Vice Chair Dow, seconded by Councilor Hamm.

34 Motion Carried 6-0-0

35 b. (030222-2) The Kittery Town Council moves to hold a public hearing on a new
36 Victualer's License application from Red's Good Vibes Mobile Food Unit, located at 438
37 Portsmouth Avenue, Greenland, NH.

38 Caitlin McGrath-Levesque, owner of Red's Good Vibes food truck spoke about the food
39 truck and its purpose, and asked for the Council's support.

40 Whitney Blethen, 3 Ryle Way, Kittery spoke in support of Red's Good Vibes food truck.

41 Moved by Vice Chair Dow, seconded by Councilor Clark.

42 Motion Carried 7-0-0

43 c. (030222-3) The Kittery Town Council moves to hold a public hearing on Title12.4.9 -
44 Seapoint and Crescent Beach Fires.

45 The Town Manager gave an overview of Title12.4.9 - Seapoint and Crescent Beach
46 Fires.

47 Brian Early, 123 Rogers Road, Kittery had expressed some concerns with Title12.4.9 -
48 Seapoint and Crescent Beach Fires.

49 Todd Thayer, 8 Thaxter Lane, Kittery spoke about being a member of the Beach
50 working group and tried to address some of Brian Early's concerns.

51 Lois Marshal, 100 Blackberry Place, Kittery stated she assisted with the beach clean-up
52 and was disturbed by all the fire pits at Seapoint Beach.

53 Debbie Thayer, 8 Thaxter Lane, Kittery spoke in support of the proposed rules requiring
54 permits for fires at Seapoint beach.

55 Dave and Barbara Durling, 29 Adams Drive, Kittery asked if there was an age limit for a
56 fire permit, how are the fire permits going to be monitored, and asked, would it be
57 possible to have designated fire pits.

58 Michael Blackman, 47 Seapoint Road, Kittery Point, spoke about the increase of fires
59 on Seapoint Beach in the past five to seven years, the trash being left, cars peeling out,
60 and driving out drunk. Title 12.4.9 - Seapoint and Crescent Beach Fires gives the town a
61 year to gain some control and make the adjustments where it is needed.

62 Moved by Vice Chair Dow, seconded by Councilor Stevens.

63 Motion Carried 7-0-0

64 11. DISCUSSION

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

66 Brian Early, 123 Rogers Road, Kittery requested the minutes from the Beach Working
67 Group be posted on the website. He also wanted to express his disappointment on
68 some COVID related issues such as the blanket emergency not being able to meet in
69 person and wasn't stated why.

70 Filomena Knowles, 2 Estuary Drive, Kittery expressed concerns about over
71 development of housing and the impact it would have on Kittery and mentioned the
72 Council should intervene when the Planning board gives approval on applications that
73 will greatly increase the town's population.

74 Suzanne Johnson, 13 Cromwell Street, Kittery wrote she had received an email
75 invitation to apply for the DEI and was in awe that she would be asked, since she has
76 never been chosen for any board, she has applied for, although she was and remains
77 qualified for each board which rejected her.

78 John Werner, 8 Pearson Place, Kittery wrote in and gave three recommendations for
79 the Affordable housing at 900-unit Kittery Dennett Landing project for the Council to
80 consider.

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

82 c. Chairperson's response to public comments.

83 Chair Spiller responded to Mr. Early and stated having meetings remotely was due to
84 a peak in COVID, the last two years have been an adventure trying to figure out how
85 to keep the public safe referring to Mr. Early's concerns regarding masks.

86 Chair Spiller responded to Ms. Knowles and said it is illegal for the town to intervene
87 with the Planning Boards decisions.

88 Chair Spiller responded to Ms. Johnson and stated the town is looking for ways to keep
89 the population safe. Chair Spiller encouraged Ms. Johnson to apply for the Diversity,
90 Equity, and Inclusion committee.

91 Chair Spiller responded to Mr. Werner and said the town is looking into electric vehicle
92 charging stations, roof top solar installations, and solar system, but it would take time.

93 12. UNFINISHED BUSINESS - None

94 13. NEW BUSINESS

95 a. Donations/gifts received for Council disposition. - None

96 b. (030222-4) The Kittery Town Council moves to execute Amendment 1 to the
97 Intermunicipal Agreement between the Town of Kittery and the Town of Eliot for an
98 additional 200,000 gallons per day of guaranteed flow.

99 The Town Manager gave an overview of Amendment 1 to the Intermunicipal Agreement
100 between the Town of Kittery and the Town of Eliot for an additional 200,000 gallons per
101 day of guaranteed flow.

102 Moved by Vice Chair Dow, seconded by Councilor Clark.

103 Motion Carried 7-0-0

104 c. (030222-5) The Kittery Town Council moves to schedule a public hearing on April 11,
105 2022 to Authorize the Lease of Fire Apparatus.

106 The Town Manager gave an overview of the Lease of Fire Apparatus.

107 Moved to schedule a public hearing on April 11, 2022, by Councilor Stevens, seconded
108 by Councilor Clark.

109 Motion Carried 7-0-0

110 d. (030222-6) The Kittery Town Council moves to review the Town Meeting warrant
111 articles for the June 14, 2022 election.

112 Moved to review by Councilor Clark, seconded by Vice Chair Dow.

113 No Action required.

- 114 e. (030222-7) The Kittery Town Council moves to review and approve the Fort Foster
115 Rules Update.
- 116 The Town Manager gave an overview of the Fort Foster rules update.
- 117 Moved by Councilor Clark, seconded by Councilor Hamm.
- 118 Motion Carried 7-0-0
- 119 f. (030222-8) The Kittery Town Council moves to approve the increase of the Wetland
120 Impact Fees.
- 121 Moved by Vice Chair Dow, seconded by Councilor Clark.
- 122 Motion Carried 7-0-0
- 123 g. (030222-9) The Kittery Town Council moves to approve the appointments of Warden,
124 Deputy Warden, and Election Workers for the ensuing elections.
- 125 Moved by Vice Chair Dow, seconded by Councilor Hamm.
- 126 Motion Carried 7-0-0
- 127 h. (030222-10) The Kittery Town Council moves to approve a renewal Liquor License
128 application from Maine Beer Café, located at 439 US Route 1, Kittery.
- 129 Moved by Councilor Stevens, seconded by Councilor Hamm.
- 130 Motion Carried 7-0-0
- 131 i. (030222-11) The Kittery Town Council moves to approve the collective bargaining
132 agreement for the following.
- 133 • Technical Unit
- 134 Moved by Councilor Clark, seconded by Vice Chair Dow.
- 135 Motion Carried 7-0-0
- 136 j. (030222-12) The Kittery Town Council moves to support an application for
137 Congressionally Directed Spending for the reestablishment of a nature based childcare
138 program at the KCC.

139 The Town Manager gave an overview of the Congressionally Directed Spending for the
140 reestablishment of a nature based childcare program at the KCC.

141 Moved by Vice Chair Dow, seconded by Councilor Stevens.

142 Motion Carried 7-0-0

143 k. (030222-13) The Kittery Town Council moves to support an application for
144 Congressionally Directed Spending for the support of the Police Community Outreach
145 Liaison program.

146 The Police Chief Robert Richter gave an overview of the Congressionally Directed
147 Spending for the support of the Police Community Outreach Liaison program.

148 Moved by Councilor Clark, seconded by Councilor Hamm.

149 Motion Carried 7-0-0

150 14. COUNCILOR ISSUES OR COMMENTS

151 Councilor McGuire spoke about the Kittery Land Trust putting on the Seacoast
152 Environmental film festival at the Star Theater on 4/9/2022. He also mentioned needing
153 applicants for the Diversity, Equity, and Inclusion Ad Hoc Committee.

154 Councilor Stevens mentioned on 5/13/2022, at the Kittery Community Center there will
155 be an opening for an art show called "29 Mainers."

156 15. COMMITTEE AND OTHER REPORTS

157 a. Communications from the Chairperson

158 Chair Spiller read a communication from the York County Budget committee and they
159 are looking for a Town Councilor to serve on the Budget committee. Councilor Hamm
160 volunteered.

161 b. Committee Reports

162 16. EXECUTIVE SESSION - None

163 17. ADJOURNMENT

164 Vice Chair Dow moved to adjourn at 8:18 p.m., seconded by Councilor Clark.

165 All were in favor.

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.

Kittery School District

Truth & Knowledge

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R.W. Traip Academy*

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TO: KITTERY TOWN COUNCIL
FROM: ERIC WADDELL 
DATE: APRIL 5, 2022
RE: FY23 SCHOOL BUDGET

I am pleased to provide you with the FY23 school budget as adopted by the School Committee at the March 29, 2022 business meeting. The budget reflects a tremendous amount of work from the Leadership Team, the Finance and Human Resources Departments, the Facilities, Finance, & Safety Committee, and the School Committee as a whole. I am especially appreciative of the input of School Committee officers, Chairwoman Dow and Vice Chair Bedard. I hope you will agree that the adopted FY23 budget meets the educational needs of the nearly 1000 students of the Kittery School District while respecting the ongoing support of the tax-paying residents and business owners of Kittery.

As I said at the School Committee's March 1st Budget Workshop with the District Leadership Team, an outstanding public school system is the backbone of a successful and vibrant community and impacts property value, economic growth, and the quality of life for all citizens. We recently marked the second anniversary of the arrival of COVID-19 in Maine; we must acknowledge the critically important role public education plays in getting Maine back on its feet after a most tumultuous 24 months.

Keeping our draft **Core Beliefs** close at hand during this budget-building process has been very helpful. The community collaboration behind the District's next Vision created a road map for the School Committee, and when questions arose or when we found ourselves at a crossroads, we were reminded of the Core Beliefs that helped to keep priorities straight:

- *We believe the Kittery School District is a community that respects, values, and welcomes all individuals. We strive to create a sense of belonging for all community members by seeking diversity, pursuing equity, and celebrating the value of the many different lived experiences among us.*

- *We believe in the importance of building strong, positive relationships within our school, our community, our country, and our world. Using local and global resources, we aim to provide students with engaging and connected learning opportunities.*
- *We believe in a curriculum that is personally relevant to students and reflects diverse perspectives and experiences. Through innovation and adaptability, we strive to empower students to develop a sense of identity, empathy, and thoughtful local and global citizenship.*
- *We believe it is our responsibility to meet the academic and social-emotional needs of all students. We aim to foster and practice resilience, flexibility, a growth mindset, and empathy so that all students feel valued.*
- *We believe in structuring an educational environment that reflects the growth mindset and prepares students for success beyond K-12. We emphasize agency by involving students in the development and direction of their own education.*

The School Committee also kept the following **four considerations** close at hand as we began our budget work following Thanksgiving:

1. *Ensuring that our team of hardworking professional, paraprofessionals, support staff, and leaders are **paid a competitive wage** in order to keep them here and to capitalize on the investments that we have made in them. We further recognize that this effort is more important than ever before, given the stresses placed upon school personnel from the two-year-long pandemic.*
2. *Providing a **top quality education** to our nearly 1000 Kittery students so they become citizens who want to live here and contribute to the Kittery community, and recognizing that in doing so, we are investing in our community. Furthermore, we recognize that the educational interruptions caused by the pandemic have caused gaps in student achievement for some.*
3. *Understanding that an outstanding school system is the **backbone of a successful community** and impacts property values, economic growth, and quality of life for all citizens.*
4. *Being **fiscally responsible to the taxpayers** in Kittery and understanding that the State of Maine School Funding Formula identifies Kittery as a property-rich community with a rising property valuation. As a result, the State of Maine provides the District with no funding beyond a minimum level for special education costs. Many Kittery residents, particularly our large military-connected population (the largest in Maine) live modestly on a fixed income, making a tax increase problematic.*

Aside from those Core Beliefs and considerations, our budget-building process is driven also by several factors including:

- **Collective bargaining agreements** for our professional and support staff. The School Committee is currently working with the Kittery Education Association on a successor collective bargaining agreement for Units A and C, so the School Committee had to budget accordingly in order to negotiate in good faith.
- The importance of ensuring that our administrators and others who are employed under an **individual work agreement** are paid a fair and competitive wage.
- A five-year **transportation contract** (FY23 will be year five)
- **Debt service** on school renovation projects and the school facilities improvement bond that will continue through FY32.
- Escalating costs for **special education** along with rising student mental health issues that may prevent students from accessing their educational program without added support (a regional and national factor) or without an out-of-District placement (if only temporarily).
- A significant **military-connected student population** (the largest in the State of Maine) that we are exceedingly proud of and that also escalates costs with minimal **Federal Impact Aid** to offset those costs.

The School Committee began their work following Thanksgiving break with new proposals for the FY23 budget that we reviewed during the budget workshop process. These new proposals represent an ongoing program review of all three Kittery schools. The budget-building season gives the School Committee the window of opportunity not only to introduce new programs in our schools, but also to review existing programs and services to ensure that they are meeting our students' needs.

I've provided you with an updated summary of those new proposals including which ones made it into the FY23 adopted budget. It is not uncommon for new proposals to be considered for several years by the School Committee before they either fall off the list for consideration or before they are included at some level in the proposed budget. New proposals that do not get funded in FY23 may very likely be considered for FY24.

Allow me to review the staff/programming changes that will result from the FY23 School Committee-adopted budget:

ADDITIONS

- **Ed. Tech. II (Math & Reading Intervention Support) ~ SHAPLEIGH SCHOOL**
 - Students who have experienced interruptions in learning in recent years need extra support, routines, and practices in place to build skills and confidence. This new position will assist our interventionists at Shapleigh School to deliver this extra support effectively.

- **Shapleigh Field and Memorial Field Maintenance ~ SHAPLEIGH SCHOOL & TRAIPI ACADEMY**
 - Although these athletic fields are owned and managed by the municipality, they also serve as the home facilities for interscholastic athletics at Shapleigh School and Traip Academy. As such, our visiting teams (and our own athletes and their families) expect an acceptable degree of maintenance for these fields. The current municipal staff is unable to meet that standard; therefore, municipal officials have recommended that the District assume responsibility for the maintenance of these fields.

- **Ed. Tech. II (2) ~ SHAPLEIGH SCHOOL**
 - These two positions were recommended by Principal Ellis and Ms. Durgin earlier in the current school year in order to meet the growing demands of our special education population at Shapleigh School. The FF&S Committee supported the recommendation, and the School Committee approved the additional two positions in FY22. However, we must now budget for these two positions in FY23 so that the cost is not once again covered by the special education contingency fund.

- **Human Resources Generalist ~ CENTRAL OFFICE**
 - I recommended this position earlier in the current school year in order to provide additional support to the Finance and HR Departments within the Central Office. The growing volume of work was barely manageable, and it was certainly not sustainable with the existing staff. The pandemic introduced new and complex work to both departments which will be our reality for years to come. The departure of the previous HR Manager in the fall amplified the need to introduce organizational structures in the Central Office that helped to shore up work flow and ensure that even with an interruption in staffing, the complex responsibilities of both departments is not compromised. The FF&S Committee supported the recommendation, and the School Committee approved the additional position in FY22. However, we must now budget for this position in FY23.

- **CIP Replacement ~ DISTRICT**
 - The Municipal Capital Improvement Program Committee removed the School District from the program. Historically, the District received

\$140,000 from CIP for 4 CIP Funds. The addition of \$140,000 in the FY23 budget accounts for the loss of CIP funding from the municipality.

- **Technologist ~ SHAPLEIGH SCHOOL**
 - Currently, Shapleigh School's Technologist works 215 days. The growing technology demands of the school and the District require this position to be full time (260 days).

REDUCTIONS

- **Kindergarten Teacher ~ MITCHELL PRIMARY SCHOOL**
 - By eliminating a kindergarten teacher through attrition, the school will continue to maintain excellent student-teacher ratios of 13.5 with an estimated kindergarten enrollment of 81 students (a three-year average).

The adopted FY23 budget seeks a tax revenue contribution from the Kittery taxpayers of **\$17,511,685.35**. This represents a 4.27% increase (or \$717,381.40) over FY22. Overall, the FY23 budget reflects a 3.61% expense increase. It is important to note that School Committee was also faced with an 8.45% decrease in State subsidy. Full details of FY23 Expenses and Revenue Projections are attached.

HEALTH & DENTAL INSURANCE RATES

The one final expense that remains an estimate is the District's contribution to FY23 increases to employees' **health and dental insurance benefit**. The School Committee has budgeted for a 5% increase based on an analysis of our past Medical/Loss Ratios and corresponding rate increases. The District is obligated to cover up to an 8% rate increase. Anything over an 8% increase is picked up by the employees. The MEA Benefits Trust voted on March 25th to set the maximum rate for the July 1, 2022 renewal at an 8% increase.

Actual rate increases to the health and dental insurance for FY23 will not be released until April 8th which makes this an expense variable. If the rate increase for FY23 is less than 5%, the savings will remain in the budget at the end of FY23. It will show up in the **Unassigned Fund Balance** in the FY23 financial audit.

The Unassigned Fund Balance will be allocated to **Carry Forward Revenue** in the FY25 budget or to the **dedicated reserve funds**, or it may be held for future use for up to three years in accordance with State statute. Effective October 18, 2021, school units may carry forward up to 9% (through FY25) of the prior fiscal year's budget for future use and to use those funds for school purposes during the next three years. Beginning in FY26, that carry forward amount is reduced to 5%.

Finally, included in these materials are the following:

- FY23 New Proposals
- FY23 Expense & Revenue Projections
- October 1st Enrollment History (1983 – present)
- Kittery School District Demographics

efw040522

FY23 BUDGET ~ NEW PROPOSAL REQUESTS ~ FEBRUARY 8, 2022

| SCHOOL/DEPT. | ADMIN. | DESCRIPTION | COST | FUNDING SOURCE | Action Taken by LT |
|--------------------|----------|---|-----------------------|-----------------------|--|
| Shapleigh School | Ellis | Ed Tech III Math/Reading Interventionist | \$51,000.00 | Operational Budget | INCLUDE in FY23 Budget |
| Shapleigh School | Ellis | Ed Tech III Math/Reading Interventionist | \$51,000.00 | Operational Budget | Defer to FY24 New Proposals |
| Shapleigh School | Ellis | Social Emotional Learning Program/Brown Center | \$10,000.00 | Operational Budget | Seeking Grant Funding |
| Traip Academy | Drisko | Addition of 1/5th Life Science position | \$16,535.16 | Operational Budget | Defer to FY24 New Proposals |
| Traip Academy | Drisko | Addition of 2/5ths School Counseling position | \$31,698.19 | Operational Budget | Defer to FY24 New Proposals |
| Traip Academy | Drisko | Addition of 2/5ths World Language position | \$28,220.47 | Operational Budget | Defer to FY24 New Proposals |
| Athletic Fields | Roberge | Shapleigh/Memorial Field Maintenance | \$30,000.00 | Operational Budget | INCLUDE in FY23 Budget |
| Special Services | Durgin | Ed Tech II at Shapleigh | \$44,732.73 | Operational Budget | INCLUDE in FY23 Budget |
| Special Services | Durgin | Ed Tech II at Shapleigh | \$44,732.73 | Operational Budget | INCLUDE in FY23 Budget |
| Special Services | Durgin | Behavior Strategist Assistant * | \$24,215.85 | Operational Budget | Defer to FY24 New Proposals *Difference between current Ed Tech II & Teacher cost |
| District | Waddell | HR Generalist | \$68,250.00 | Operational Budget | INCLUDE in FY23 Budget |
| District | Waddell | CIP Replacement | \$140,000.00 | Operational Budget | INCLUDE in FY23 Budget |
| District | Waddell | Pre-Kindergarten Program | \$331,607.51 | Operational Budget | Defer to FY24 New Proposals |
| | | | \$508,473.49 | Pre-K Expansion Grant | Defer to FY24 New Proposals |
| Technology | Woodside | Increasing the Data Manager position to 260 days (FTE); increase from 215 to 260 days | \$18,000.00 | Operational Budget | Defer to FY24 New Proposals |
| Technology | Woodside | Increasing the Shapleigh Technologist position from 205 days to year-round (260) days | \$21,690.00 | Operational Budget | INCLUDE in FY23 Budget |
| ESL District Wide | Woodside | Additional 1/2 time ESL teacher or full time Educational Technician | \$52,600.00 | Operational Budget | Defer to FY24 New Proposals |
| District | Woodside | Coordinator of Special Projects | \$83,000.00 | ESSERF III | Grant Funded |
| TOTAL COST: | | | \$1,555,756.13 | | TOTAL: \$400,405.46 (Include in FY23 Budget) |

L

EXPENSES
FISCAL YEAR 2023 SCHOOL BUDGET

| Row Labels | Sum of FY23 BUDGET | Sum of FY22 BUDGET | Sum of \$ CHANGE | Sum of % CHANGE |
|----------------------------|----------------------|----------------------|----------------------|---------------------------------------|
| 01-REGULAR INSTRUCTION | 7,992,346.00 | 7,830,842.00 | \$ 161,504.00 | 2.06% |
| 02-SPECIAL INSTRUCTION | 4,392,472.00 | 4,368,640.00 | \$ 23,832.00 | 0.55% includes 200K Contingency |
| 03-CTE (VOC) | 6,752.00 | 6,752.00 | \$ - | 0.00% |
| 04-OTHER INSTRUCTION | 366,157.00 | 368,606.00 | \$ (2,449.00) | -0.66% |
| 05-STUDENT & STAFF SUPPORT | 2,212,623.00 | 2,067,537.00 | \$ 145,086.00 | 7.02% |
| 06-SYSTEM ADMINISTRATION | 832,571.00 | 748,914.00 | \$ 83,657.00 | 11.17% |
| 07-SCHOOL ADMINISTRATION | 1,112,698.00 | 1,080,586.00 | \$ 32,112.00 | 2.97% |
| 08-TRANSPORTATION | 715,541.00 | 686,979.00 | \$ 28,562.00 | 4.16% |
| 09-FACILITIES | 1,411,669.00 | 1,304,899.00 | \$ 106,770.00 | 8.18% Includes 30K for Field Maint |
| 10-DEBT | 697,793.00 | 720,997.00 | \$ (23,204.00) | -3.22% |
| 11-SCHOOL NUTRITION/OTHER | 240,000.00 | 100,000.00 | \$ 140,000.00 | 140.00% includes 140K transfer to CIP |
| Grand Total | 19,980,622.00 | 19,284,752.00 | \$ 695,870.00 | 3.61% |

printed: 3/15/22

**REVENUE
FISCAL YEAR 2023 SCHOOL BUDGET**

| Description | 2023 Budget | 2022 Budget | Budget Change | % Change |
|--------------------------------|-------------------------|-------------------------|----------------------|--------------|
| LOCAL EPS ALLOCATION-GEN FUND | \$ 11,741,869.00 | \$ 11,176,374.00 | \$ 565,495.00 | 5.06% |
| ADDITIONAL LOCAL FUNDS-GEN FUN | \$ 5,072,023.35 | \$ 4,896,932.95 | \$ 175,090.40 | 3.58% |
| LOCAL DEBT SERVICE-GEN FUND | \$ 697,793.00 | \$ 720,997.00 | \$ (23,204.00) | -3.22% |
| | \$ 17,511,685.35 | \$ 16,794,303.95 | \$ 717,381.40 | 4.27% |
| | \$ - | \$ - | 0.00 | |

| | 2023 Budget | 2022 Budget | Budget Change | % Change |
|-------------------------------|-------------------------|-------------------------|-----------------------|---------------|
| STATE EPS ALLOCATION-GEN FUND | \$ 1,578,236.65 | \$ 1,723,871.28 | \$ (145,634.63) | -8.45% |
| CARRY FORWARD BAL-GEN FUND | \$ 500,000.00 | \$ 325,877.00 | \$ 174,123.00 | 53.43% |
| IMPACT AID-GEN FUND | \$ 350,000.00 | \$ 400,000.00 | \$ (50,000.00) | -12.50% |
| MAINECARE/MEDICAID-GEN FUND | \$ 30,000.00 | \$ 30,000.00 | \$ - | 0.00% |
| CO/XTRA-CUR INCOME K-8-GF | \$ 2,500.00 | \$ 2,500.00 | \$ - | 0.00% |
| CO/XTRA-CUR INCOME 9-12-GF | \$ 5,000.00 | \$ 5,000.00 | \$ - | 0.00% |
| RENTAL OF PROPERTY-GEN FUND | \$ - | \$ - | \$ - | 0.00% |
| MISC SALES & REFUNDS-GEN FUND | \$ 3,200.00 | \$ 3,200.00 | \$ - | 0.00% |
| TOTALS | \$ 2,468,936.65 | \$ 2,490,448.28 | \$ (21,511.63) | -0.86% |
| EXPENSES | \$ 19,980,622.00 | \$ 19,284,752.23 | \$ 695,869.77 | 3.61% |
| AMOUNT FROM TAXPAYERS | \$ 17,511,685.35 | \$ 16,794,303.95 | \$ 717,381.40 | 4.27% |

printed: 3/15/22

| | | |
|------------------------------|-----------------|---------------|
| CARRY FORWARD | \$ 500,000.00 | \$ 325,877.00 |
| FOR FUTURE USE | \$ 573,623.00 | |
| TRANSFER TO RESERVE ACCOUNTS | \$ 700,000.00 | \$ 205,000.00 |
| Per FY21 Audit Unassigned | \$ 1,773,623.00 | \$ 530,877.00 |

OCTOBER 1st Enrollment ~ (Students attending Kittery Schools)

| YEAR | SpEd | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Elem. | Sec. | TOTAL |
|---------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|-------|------|-------|
| 2021-22 | -- | 73 | 66 | 88 | 66 | 75 | 76 | 79 | 84 | 72 | 87 | 69 | 55 | 66 | 679 | 277 | 956 |
| 2020-21 | -- | 63 | 83 | 66 | 69 | 78 | 74 | 82 | 69 | 96 | 73 | 54 | 69 | 67 | 680 | 263 | 943 |
| 2019-20 | -- | 100 | 70 | 82 | 82 | 78 | 85 | 73 | 97 | 82 | 62 | 74 | 70 | 71 | 749 | 277 | 1026 |
| 2018-19 | -- | 76 | 85 | 78 | 78 | 86 | 72 | 96 | 90 | 69 | 72 | 69 | 77 | 50 | 730 | 268 | 998 |
| 2017-18 | -- | 96 | 86 | 82 | 99 | 76 | 100 | 89 | 79 | 77 | 71 | 79 | 50 | 58 | 784 | 258 | 1042 |
| 2016-17 | -- | 90 | 86 | 88 | 77 | 101 | 91 | 81 | 78 | 81 | 75 | 56 | 61 | 60 | 773 | 252 | 1025 |
| 2015-16 | -- | 91 | 97 | 90 | 101 | 91 | 88 | 74 | 85 | 78 | 62 | 72 | 61 | 73 | 795 | 268 | 1063 |
| 2014-15 | -- | 95 | 98 | 103 | 97 | 88 | 84 | 81 | 87 | 71 | 76 | 70 | 72 | 62 | 804 | 280 | 1084 |
| 2013-14 | -- | 105 | 104 | 101 | 95 | 87 | 80 | 86 | 76 | 73 | 83 | 78 | 55 | 59 | 807 | 275 | 1082 |
| 2012-13 | -- | 109 | 98 | 100 | 89 | 79 | 89 | 77 | 77 | 82 | 77 | 72 | 70 | 63 | 800 | 282 | 1082 |
| 2011-12 | -- | 107 | 102 | 88 | 81 | 84 | 64 | 72 | 76 | 66 | 69 | 74 | 67 | 63 | 740 | 273 | 1013 |
| 2010-11 | -- | 100 | 92 | 84 | 99 | 59 | 78 | 86 | 69 | 70 | 70 | 68 | 59 | 80 | 737 | 277 | 1014 |
| 2009-10 | -- | 96 | 78 | 90 | 64 | 78 | 76 | 66 | 76 | 69 | 70 | 74 | 72 | 62 | 693 | 278 | 971 |
| 2008-09 | -- | 90 | 87 | 69 | 77 | 74 | 67 | 81 | 78 | 64 | 70 | 84 | 72 | 88 | 687 | 314 | 1001 |
| 2007-08 | -- | 88 | 70 | 78 | 79 | 72 | 77 | 83 | 64 | 78 | 95 | 79 | 96 | 89 | 689 | 359 | 1048 |
| 2006-07 | -- | 76 | 77 | 82 | 83 | 80 | 82 | 69 | 75 | 98 | 83 | 94 | 90 | 88 | 722 | 355 | 1077 |
| 2005-06 | -- | 79 | 93 | 86 | 74 | 81 | 70 | 73 | 105 | 80 | 105 | 91 | 87 | 58 | 741 | 341 | 1082 |
| 2004-05 | -- | 87 | 97 | 84 | 85 | 68 | 78 | 103 | 81 | 113 | 101 | 93 | 65 | 65 | 796 | 324 | 1120 |
| 2003-04 | -- | 97 | 85 | 99 | 62 | 79 | 99 | 86 | 112 | 108 | 113 | 65 | 66 | 96 | 827 | 340 | 1167 |
| 2002-03 | 6 | 96 | 88 | 57 | 86 | 101 | 88 | 111 | 110 | 118 | 80 | 88 | 93 | 71 | 861 | 332 | 1193 |
| 2001-02 | 8 | 94 | 68 | 85 | 104 | 94 | 122 | 116 | 122 | 71 | 105 | 101 | 76 | 74 | 884 | 356 | 1240 |
| 2000-01 | 5 | 78 | 82 | 106 | 94 | 121 | 120 | 122 | 73 | 89 | 119 | 70 | 78 | 87 | 890 | 354 | 1244 |
| 1999-00 | 6 | 82 | 99 | 94 | 117 | 106 | 105 | 65 | 87 | 109 | 86 | 95 | 81 | 77 | 870 | 339 | 1209 |
| 1998-99 | -- | 89 | 96 | 108 | 105 | 108 | 71 | 76 | 105 | 82 | 102 | 85 | 70 | 87 | 840 | 344 | 1184 |
| 1997-98 | 6 | 91 | 111 | 112 | 114 | 71 | 78 | 100 | 90 | 84 | 109 | 74 | 77 | 63 | 857 | 323 | 1180 |
| 1996-97 | -- | 121 | 111 | 129 | 76 | 82 | 117 | 82 | 93 | 87 | 86 | 96 | 67 | 74 | 898 | 323 | 1221 |
| 1995-96 | -- | 118 | 115 | 81 | 86 | 125 | 77 | 100 | 97 | 81 | 103 | 76 | 83 | 85 | 880 | 347 | 1227 |
| 1994-95 | -- | 129 | 91 | 100 | 129 | 91 | 95 | 100 | 88 | 91 | 79 | 95 | 89 | 65 | 914 | 328 | 1242 |
| 1993-94 | -- | 93 | 104 | 130 | 104 | 112 | 108 | 86 | 93 | 69 | 97 | 100 | 69 | 81 | 899 | 347 | 1246 |
| 1992-93 | -- | 103 | 137 | 103 | 116 | 105 | 93 | 91 | 90 | 93 | 98 | 77 | 82 | 79 | 931 | 336 | 1267 |
| 1991-92 | -- | 150 | 114 | 132 | 112 | 104 | 99 | 97 | 88 | 100 | 75 | 79 | 77 | 88 | 996 | 319 | 1315 |
| 1990-91 | -- | 117 | 138 | 117 | 100 | 99 | 99 | 87 | 103 | 81 | 94 | 84 | 84 | 74 | 941 | 336 | 1277 |
| 1989-90 | 1 | 119 | 137 | 108 | 99 | 109 | 96 | 93 | 83 | 69 | 98 | 92 | 82 | 74 | 914 | 346 | 1260 |
| 1988-89 | 3 | 142 | 124 | 114 | 119 | 103 | 97 | 86 | 75 | 90 | 94 | 88 | 72 | 82 | 953 | 336 | 1289 |
| 1987-88 | 11 | 127 | 119 | 121 | 109 | 101 | 82 | 78 | 101 | 86 | 93 | 81 | 93 | 86 | 935 | 353 | 1288 |
| 1986-87 | 17 | 131 | 132 | 127 | 101 | 89 | 77 | 112 | 94 | 97 | 99 | 92 | 90 | 78 | 977 | 359 | 1336 |
| 1985-86 | 16 | 135 | 118 | 119 | 87 | 87 | 103 | 91 | 89 | 81 | 102 | 101 | 82 | 81 | 926 | 366 | 1292 |
| 1984-85 | 17 | 126 | 114 | 100 | 87 | 103 | 88 | 92 | 83 | 93 | 115 | 91 | 88 | 93 | 903 | 387 | 1290 |
| 1983-84 | 17 | 119 | 95 | 93 | 106 | 96 | 91 | 73 | 110 | 111 | 101 | 95 | 105 | 98 | 911 | 399 | 1310 |

Enrollment Kittery School District 03/31/22

| | Enrollment 03-21-22 | Military Family | | Employed on Federal Property | | Special Education | | Economically Disadvantaged | | Home Instruction Students | * |
|--|--------------------------------|----------------------------|-----|---|-----|------------------------------|-----|---------------------------------------|-----|--|----------|
| Mitchell Primary School | 303 | 76 | 25% | 49 | 16% | 55 | 18% | 65 | 21% | 9 | + 3% |
| Shapleigh School | 380 | 60 | 16% | 44 | 12% | 86 | 23% | 84 | 22% | 20 | + 5% |
| Traip Academy | 270 | 19 | 7% | 38 | 14% | 64 | 24% | 47 | 17% | 6 | + 2% |
| Total | 953 | 155 | 16% | 131 | 14% | 205 | 22% | 196 | 21% | 35 | + 4% |

** This percentage represents the impact to the enrollment if these students were locally enrolled.*

**SAVE
KITTERY
WATERS**



Tonight's Agenda

- Welcome and Introductions
- Video – Kittery, We Have an Algae Problem
- Discussion – Why Saving Kittery's Waters Matters
- How you can help!
- Q & A

KITTERY, WE HAVE AN ALGAE PROBLEM

and we need your help



Why Saving Kittery's Waters Matters

Kittery's Enviably Quality of Life



Down East Magazine

Changing Kittery to Save It - Kittery, Maine

In a decade, median home prices in Kittery have increased 75 percent, versus 54 percent statewide, according to Maine State Housing Authority data,...

Jun 7, 2021



Is driven by interdependent and evolving factors

- Vibrant and growing small business community
- Good schools
- Increasing property values
- Stunning and accessible natural resources
- Engaged citizens



New England Fishmongers
November 6 at 7:26 PM

Holy mackerel, were we busy at the shop today... we had our best day yet! Thank you to everyone that came out for lunch and filled up our parking lot. We're all headed home with tired legs 😊 We so appreciate everyone's support. Thank you!





But, Kittery's Waters Have a Problem

An aerial photograph showing a large body of water almost entirely covered with thick, green algal mats. The mats are dense and appear to be floating on the surface, with some darker, possibly rocky or submerged areas visible through the green. The overall scene depicts a significant environmental issue related to algal blooms.

Ulva Intestinalis: The Good, The Bad & The Ugly

- Algae blooms have been observed in nearly every Kittery water body – most extensively in Spruce Creek.
- Ulva blooms are fast spreading, thrive in waters polluted with fertilizer and storm water runoff brought on by climate change.
- These algal mats are hard to eradicate once established and produce noxious fumes when decomposing.
- Algal mats destroy mudflat habitats for shellfish and other burrowing creatures reducing biodiversity and fishing.



Kittery's
Algae Problem:
3 Reasons it's a
BIG deal

1 It negatively impacts our quality of life

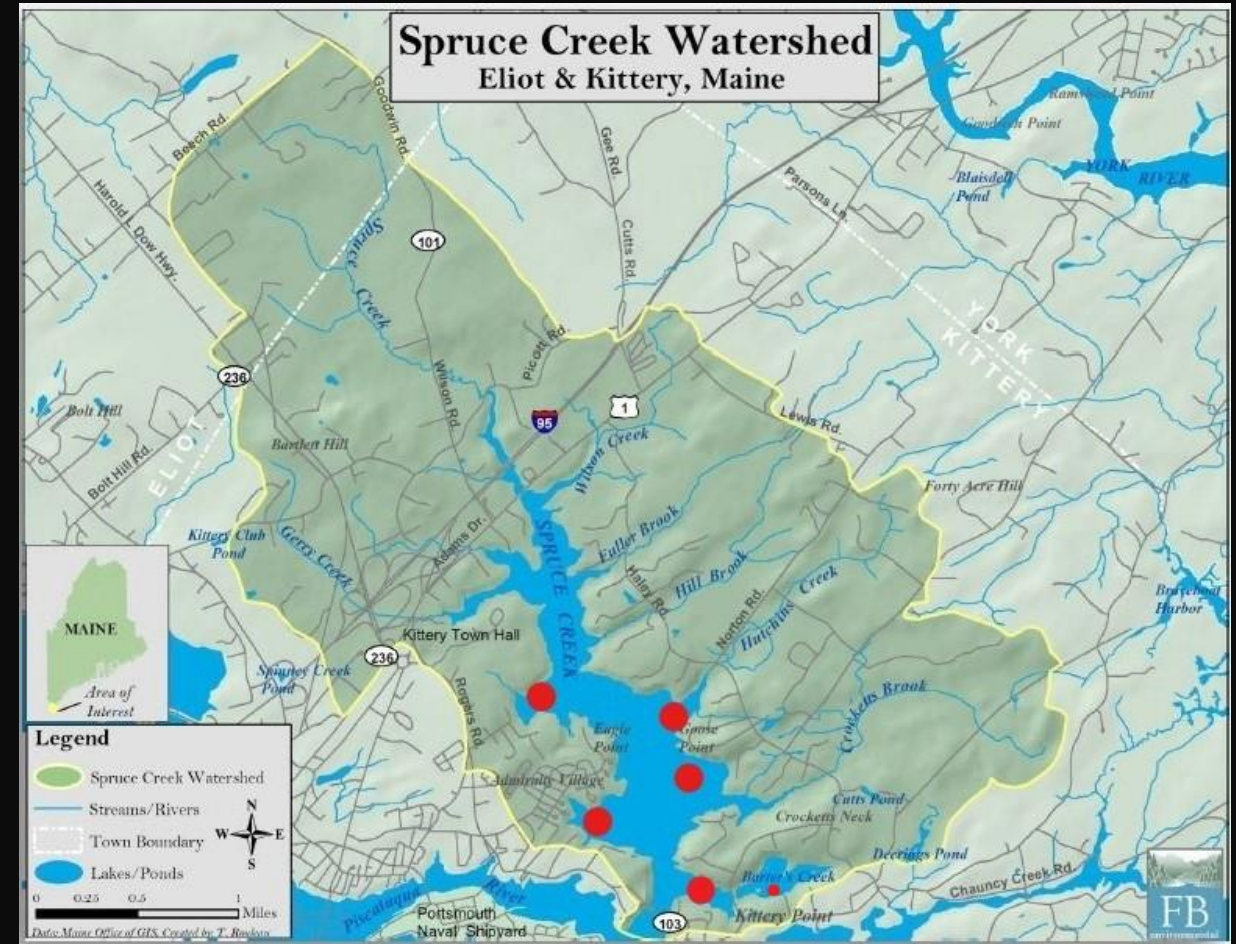
- Clogged and polluted waters diminish property values and make investments in economic development less attractive.
- Algae blooms spread quickly and easily, turn into decaying masses that pollute the shoreline, smell terribly and ruin recreational enjoyment.



2 It harms healthy biodiversity

- “*Ulva Intestinalis*” mats and blooms “suffocate” mudflats, driving away native organisms and the fish, plants and birds that feed on them—leading to putrefied waterways.
- Opportunistic and self-sufficient, smaller blooms detach, carrying their own nutrients with them to spread to new estuarial areas.
- Contrary to popular belief, *Ulva Intestinalis* is not “cyclical” – it’s invasive when allowed to spread unchecked.

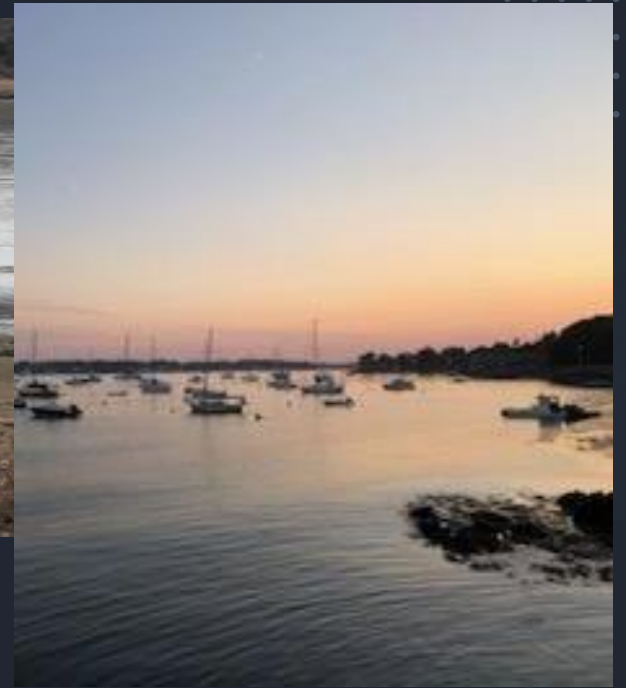
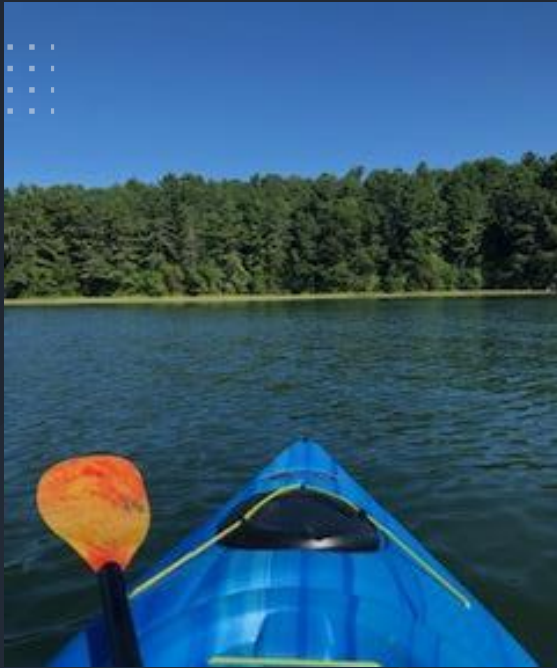
Observed algal spread – Spruce Creek Summer 2021



3 It's here,
and coming to
a water body
near you.

- Kittery waters are part of the larger Piscataqua Water Basin ecosystem. Impacts in one area eventually impact the creeks, rivers and estuaries of the others.
- Paddles, propellers and people are in danger of getting caught up and stranded in the tangled masses.
- Protecting our natural resources must go “hand in hand” with planning for Kittery’s future.

The only way to prevent algae from spreading further, is to control it now.



What can you do?

Homeowners, residents and the town can

- Reduce the use of fertilizer, pesticides and contaminants
- Adopt and reward best practices for clean coastal waters
- Advocate for growth and building that carefully blends economic development with conservation

Get Involved!

Join Save Kittery Waters –
volunteer, advocate, donate

- Spread the word!
- Attend and/or promote an upcoming event:
 - Town Council –April 11th
 - Yardscaping Workshop – April 14th
- Volunteer to assist with future advocacy or survey efforts
- Contribute to our social media content!
 - Pictures, stories, reflections



Conservation is a cause that has no end.
There is no point at which we will say our
work is finished.

~Rachel Carson, author
Silent Spring

Kittery's waters and quality of life
need our help and protection.



www.savekitterywaters.org



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

REPORT TO TOWN COUNCIL

Date: March 28, 2022
Update: April 11, 2022
From: Kendra Amaral, Town Manager
Subject: Fire Apparatus Rescue 3 Lease/Purchase
Councilor Sponsor: Chairperson Judy Spiller

EXECUTIVE SUMMARY

The current Rescue 3 apparatus was purchased in 2001 and scheduled for replacement in FY2026. The estimated cost for replacement (with normal inflation) was projected to be \$773,674 in 2026. The funds needed to replace it would have been secured by FY2026 in accordance with the CIP funding schedule.

However, during the latest annual maintenance and safety inspection, the frame was found to be severely corroded in the rear end area. Repairs have been made to keep the vehicle safe for operating in the short-term; but the repairs will not last the four years needed to keep to the CIP schedule of ordering the replacement in FY2026.

The FY2023 – FY2027 Capital Improvement Plan, adopted by the Council in February, noted a warrant article will be proposed to purchase the apparatus currently priced at \$760,659. That warrant article is being considered by the Council concurrently with this request and is intended to go hand-in-hand with the lease/purchase proposal.

Lead times for the manufacturing of fire apparatus is typically 12 months; however, shortages of materials and labor are stretching that up to 24 months. If the Town approves the lease/purchase we will be able to order the apparatus now and get a guaranteed 13-month delivery timeframe based on our place in the manufacturing queue.

The manufacturers are also experiencing rapid inflation, as is everyone else. If the Town approves the lease/purchase we will lock in the bid price of \$760,659. If the Town waits until the warrant article is decided we will need to rebid and can reasonably expect the price will go up.

These conditions create a viable scenario for a lease/purchase agreement, where the Town utilizes a lease to lock in the price and the place in the manufacturer's queue, while we await a vote on the warrant article. It also allows us to take advantage of a prepayment discount of \$17,184 off the bid price. If the warrant article is approved, the Town can then pay off the lease in its entirety on July 1.

The lease/purchase will:

- lock in the current price of \$760,659 and avoid further price inflation
- take advantage of the discount for upfront payment equating to \$17,184
- allow full pay-off of the lease in July if the warrant article is approved by the voters; payoff penalty is 0.5% of the borrowed amount ~ \$2,277
- Net savings ~ \$14,907 or approximately 1.9%

If the warrant article is not approved in June, the Council could transfer funds from other reserves or projects (for example ARPA funds) to cover the lease payment in FY2023 and fund the subsequent two years of lease payments in the CIP beginning in FY2024. The Council could also choose to cancel the order, at a cost of \$2,277. Cancellation will likely result in higher replacement costs and a delay in delivery of a replacement apparatus.

UPDATE

Staff are proposing entering in the 3-year lease/purchase option. This is consistent with our original timing for the replacement of the apparatus and being able to fully fund it.

PROPOSED SOLUTION/RECOMMENDATION

Approve the Town Manager to enter into a 3-year lease agreement for a new fire apparatus to replace Rescue 3.

ATTACHMENTS

- Lease Authorization Enactment
- Lease Price Sheets and details



2525 West State Road 114
Rochester, IN 46975
(800) 700-7878
Fax: (800) 865-8517

www.republicfirstnational.com

March 14, 2022

To: Patty Moore
Vendor: Bulldog Fire Apparatus
From: Angie Deming

Customer: Town of Kittery

Thanks for the opportunity to give you a quote on your latest project!

Equipment: One (1) New Fire Apparatus

Unit Cost: \$ 760,659.00
Down Payment / Discount: \$ 305,184.40 (\$288,000 Down Payment + \$17,184.40 Prepay Discount)
Net Financed: \$ 455,474.60
Frequency of Payments: Annual

| | | | |
|----------------|---------------|---------------|--------------|
| Term in Years: | <u>3</u> | <u>4</u> | <u>5</u> |
| Payments: | \$ 160,248.69 | \$ 121,873.43 | \$ 98,851.13 |
| Factor: | 0.35183 | 0.26757 | 0.21703 |
| APR: | 2.75% | 2.77% | 2.79% |

Delivery Date: To be determined
First Lease Payment Due: March, 2023

- * To qualify for the quoted rates, audited financial statements required.
- * This is a proposal only and not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.
- * This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- * Lessee's total amount of tax exempt debt to be issued in this calendar year will not exceed the \$10,000,000 limit.
- * Payments and rates reflect pre-application of escrow earnings and manufacturer discounts, if any.

Sincerely,
Republic First National Corporation

Angie Deming
angie@rfnonline.com

"Our Experts, Your Needs, Financing Done Right"

**KITTERY TOWN CODE –
FIRE APPARATUS – RESCUE 3 REPLACEMENT
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 needs to purchase a new rescue vehicle for the Fire
11 Department, to replace the existing Rescue 3; and

12 **WHEREAS**, by entering into a lease agreement the Town can lock in the existing price and take
13 advantage of discounts while it awaits a June warrant article seeking approval to appropriate
14 funds to purchase the apparatus outright; and

15 **WHEREAS**, the Town understand that if the warrant article to appropriate the amount needed to
16 buy out the lease immediate, it can remain in the lease and pay annually, or cancel the lease
17 and the apparatus build order;

18 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN
19 CHARTER §§2.14 and 6.11(3), THE TOWN OF KITTERY HEREBY ORDAINS APPROVAL
20 FOR THE TOWN MANAGER TO EXECUTE LEASE AGREEMENT FOR A FIRE APPARATUS
21 – RESCUE 3 REPLACEMENT.

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

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

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



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

REPORT TO TOWN COUNCIL

Date: March 14, 2022
Update: April 11, 2022
From: Kendra Amaral, Town Manager
CC: Dutch Dunkelberger, Planning Board Chair, Cameron Wake, Climate Adaptation
Committee Chair
Subject: Title 16 – Solar Energy Systems
Councilor Sponsor: Chairperson Judy Spiller

SUMMARY

Please see the attached report from Adam Causey, Director of Planning and Development.

UPDATE

The proposed ordinance language has been updated to reflect the discussion at the Council/Planning Board Workshop including addressing the cutting of mature trees and adding references to the design guide. The draft has also been amended to include energy storage systems.

Attached is an update memo from Mr. Causey.

PROPOSED SOLUTION/RECOMMENDATION

Adopt amendment to Title 16 as proposed.

ATTACHMENTS

- Staff Memo outlining updates to the draft ordinance
- Draft Title 16 – Solar Energy Systems
- Draft Title 16 – Solar Energy Systems Enactment
- Staff Memo summarizing the changes and process



TOWN OF KITTERY
Planning and Development Department
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1307

TO: KENDRA AMARAL, TOWN MANAGER
FROM: ADAM CAUSEY, DIRECTOR OF PLANNING AND DEVELOPMENT
SUBJECT: SOLAR ORDINANCE UPDATES
DATE: APRIL 5, 2022

Below is an overview of the proposed modifications relating to solar energy systems based on the workshop between the Town Council and Planning Board as well as comments from the Fire Department and Code Enforcement:

16.1 General Provisions

Nonconforming structures:

1. Inserted additional language allowing for legally nonconforming structures in certain situations to install or replace an energy storage system without obtaining relief from the Planning Board or Board of Appeals.

16.3 Definitions

1. Added definitions related to energy storage systems in order to better regulate their use. A definition of a 'parking garage' was added as well to codify that it is a building not just a structure, thereby allowing for building integrated systems to exist thereon. Definitions and standards came from the National Fire Protection Association, which was determined to be the most comprehensive.

16.4 Land Use Zone Regulations

1. Added different scaled solar energy systems to various zones as permitted or special exception uses. The uses are as follows:

- a. Energy Storage System, Commercial
- b. Energy Storage System, Dedicated-Use Building
- c. Energy Storage System, Residential

16.5 General Performance Standards

1. Added clarifying language and elaborated on the review authority for differently scaled solar energy systems.

2. Added safety measures such as providing the Fire Department access to an onsite Knox Box; information on the exact location to such down any solar or energy storage system; directing the applicant to comply with NFPA standards; and specifying the minimum height for a fence.
3. Added a new performance standard section that regulates energy storage systems
4. Included additional language directing the applicant to use best management practices for soil erosion.
5. Added language requiring an applicant prior to removing any trees to accommodate a solar energy system to provide an analysis that identifies all trees that would impact the solar energy system. Applicants may not remove any tree for the system unless it is demonstrated the efficacy of the system is degraded by more than 10%.

16.7 Site Plan Review

1. Added language directing all building-dedicated energy storage systems to go through the major site plan review process.

TITLE 16
GENERAL PERFORMANCE STANDARDS
SOLAR ENERGY SYSTEMS

1 **1. AMEND §16.1.8.C Nonconformance to include solar energy systems as follows:**

2 §16.1.8.C Nonconformance

3 b. Nonconforming structure repair and/or expansion.

4 i. The Code Enforcement Officer may approve the repair and/or expansion of a nonconforming
5 structure provided the proposed expansion is not located in the base zone setback of the Shoreland
6 Overlay Zone or at any location in the Resource Protection Overlay Zone and meets either of the
7 following criteria:

8 a. A vertical expansion that follows the existing building footprint;

9 b Will not result in setbacks less than those existing;

10 c. Installation or replacement of solar energy systems and energy storage systems.

11 **2. AMEND §16.3 Definitions to include solar energy systems as follows:**

12 **HEIGHT OF BUILDING**

13 The vertical measurement from the average grade between the highest and lowest elevation of the original
14 ground level to the highest point of the roof beams in flat roofs; to the highest point on the deck of mansard
15 roofs; to a level midway between the level of the eaves and highest point of pitched roofs or hip roofs; or to a
16 level 2/3 of the distance from the level of the eaves to the highest point of gambrel roofs. For this purpose,
17 the level of the eaves is taken to mean the highest level where the plane of the roof intersects the plane of the
18 outside wall on a side containing the eaves. This is not intended to include weather-vanes, roof mounted or
19 building integrated solar energy systems, or residential antennas that protrude from a roof, but does include
20 all towers, excepting those utilized for amateur radio communications, and other structures. Building height
21 restrictions do not apply to roadside utility poles approved by the Town Council of less than 45 feet in height
22 above ground.

23 **HEIGHT OF STRUCTURE**

24 The vertical distance between the mean original grade at the downhill side of the structure and the highest
25 point of the structure, excluding chimneys, steeples, antennas, roof mounted or building integrated solar
26 energy systems, and similar appurtenances which have no floor area.

27 **PUBLIC UTILITY FACILITY**

28 Buildings, structures, and facilities, including generating and switching stations, poles, lines, pipes, pumping
29 stations, repeaters, antennas, transmitters and receivers, valves, and all buildings and structures relating to the
30 furnishing of utility services, such as electric, gas, telephone, water and sewer, to the public. This definition
31 excludes solar energy and energy storage systems facilities.

32 **3. ADD the following definitions to §16.3:**

33 **BENEFICIAL HABITAT**

34 An area of land that provides native perennial vegetation and foraging habitat fitting for game birds.

35 songbirds, pollinators and other symbiotic species.

36 ENERGY STORAGE SYSTEM

37 One or more devices, assembled together, capable of storing energy in order to supply electrical energy at a
38 future time to the local power loads, utility grid, or for grid support.

39 ENERGY STORAGE SYSTEM, COMMERCIAL

40 Energy storage system installations exceeding the one-and two-family and townhouse standards, excluding
41 energy storage system dedicated use buildings, pursuant to NFPA 855 Standards for the Installation of
42 Stationary Energy Storage Systems, as amended.

43 ENERGY STORAGE SYSTEM, DEDICATED USE BUILDING

44 A building constructed on-site that is only used for energy storage, energy generation, or electrical grid-
45 related operations, pursuant to NFPA 855 Standards for the Installation of Stationary Energy Storage
46 Systems, as amended.

47 ENERGY STORAGE SYSTEM, MOBILE

48 An energy storage system capable of being moved and utilized as a temporary source of power

49 ENERGY STORAGE SYSTEM, RESIDENTIAL

50 Energy storage system installations associated with one-and two-family dwellings and townhouse dwelling
51 units pursuant to NFPA 855 Standards for the Installation of Stationary Energy Storage Systems, as
52 amended.

53 PARKING GARAGE

54 A building constructed and used for the parking and storage of motor vehicles.

55 POLLINATOR

56 Bees, birds, bats, and other insects or wildlife that pollinate flowering plants, and includes both wild and
57 managed insects.

58 SOLAR ACCESS

59 Space open to the sun and clear of overhangs or shade so as to permit either or both the use of active and
60 passive solar energy systems on individual properties.

61 SOLAR COLLECTOR

62 A solar photovoltaic cell, panel, or array or solar thermal collector device, that relies upon solar radiation as
63 an energy source for the generation of electricity or transfer of stored heat.

64 SOLAR ENERGY

65 Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

66 SOLAR ENERGY SYSTEM

67 A device or structural design feature, a substantial purpose of which is to provide daylight for interior
68 lighting or provide for the collection, storage and distribution of solar energy for space heating or cooling,
69 electricity generation, or water heating

70 SOLAR ENERGY SYSTEM, ACTIVE

71 A solar energy system whose primary purpose is to harvest energy by transforming solar energy into another
72 form of energy or transferring heat from a collector to another medium using mechanical, electrical, or
73 chemical means.

74 SOLAR ENERGY SYSTEM, BUILDING-INTEGRATED

75 Photovoltaic materials that are used to replace conventional building materials in parts of a building envelope

76 SOLAR ENERGY SYSTEM, EQUIPMENT

77 Electrical material, hardware, inverters, conduit, storage devices, or other electrical and photovoltaic
78 apparatuses associated with the production of electricity.

79 SOLAR ENERGY SYSTEM, GLARE

80 The effect by reflections of light with intensity sufficient as determined in a commercially reasonable manner
81 to cause annoyance, discomfort, or loss in visual performance and visibility in any material respects.

82 SOLAR ENERGY SYSTEM, GROUND-MOUNTED

83 An active solar energy system that is structurally mounted to the ground and is not roof-mounted nor a
84 component of a building; may be of any size (small-, medium-or large-scale).

85 SOLAR ENERGY SYSTEM, LARGE SCALE

86 An Active Solar Energy System whose physical size based on total airspace projected over the ground is
87 greater than 5,000 square feet.

88 SOLAR ENERGY SYSTEM, MEDIUM-SCALE

89 An Active Solar Energy System whose physical size based on total airspace projected over the ground is
90 greater than 1,000 square feet but less than or equal to 5,000 square feet.

91 SOLAR ENERGY SYSTEM, ROOF-MOUNTED

92 An Active Solar Energy System that is mounted on the roof of a building or structure.

93 SOLAR ENERGY SYSTEM, SMALL-SCALE

94 An Active Solar Energy System whose physical size based on total airspace projected over the ground is
95 equal to or less than 1,000 square feet

96 VEGETATION, NATIVE

97 Vegetation that is native to Maine and does not include invasive species.

98 VEGETATION MANAGEMENT PLAN

99 Either or both a written document and site plan that includes short-and long-term site management practices
100 that will provide and maintain native and naturalized vegetation, and in the instances of a dual-use
101 application, the reestablishment of prime agricultural land in the instance fertile land becomes discontinued
102 from agricultural production to accommodate the solar energy system.

103 **4. AMEND §16.4 Land Use Zone to include solar energy systems in specific zones as follows:**

104 **16.4.10 Residential-Rural (R-RL)**

105 B. Permitted uses

106 (19) Energy Storage System, Residential

107 (20) Solar Energy System, Building-Integrated and Roof-Mounted

108 (21) Solar Energy System, Ground-Mounted Small-, Medium- & Large-Scale (under 20,000-sf)

109 C. Special exception use:

110 (18) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

111 E. Shoreland Overlay Zone OZ-SL

112 (1) Permitted uses

113 (e) Energy Storage System, Residential

114 (f) Solar Energy System, Building-Integrated and Roof-Mounted

115 (g) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

116 (2) Special exception uses

117 (p) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

118 F. Resource Protection Overlay Zone OZ-RP

119 (1) Permitted uses

120 (c) Energy Storage System, Residential

121 (d) Solar Energy System, Building-Integrated and Roof-Mounted

122 (2) Special exception uses

123 (k) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

124 **16.4.11 Residential-Suburban (R-S)**

125 B. Permitted uses

126 (23) Energy Storage System, Residential

127 (24) Solar Energy System, Building-Integrated and Roof-Mounted

128 (25) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

129 C. Special exception uses

130 (10) Solar Energy System, Ground-Mounted Large-scale (above 20,000-sf)

131 E. Shoreland Overlay Zone OZ-SL

132

133 (1) Permitted uses

134 (e) Energy Storage System, Residential

135 (f) Solar Energy System, Building-Integrated and Roof-Mounted

136 (g) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

137 (2) Special exception uses

138 (m) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

139 F. Resource Protection Overlay Zone OZ-RP

140 (1) Permitted uses

141 (b) Energy Storage System, Residential

142 (c) Solar Energy System, Building-Integrated and Roof-Mounted

143 (2) Special exception uses

144 (h) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

145 **16.4.12 Residential-Kittery Point Village (R-KPV)**

146 B. Permitted uses

147 (18) Energy Storage System, Residential

148 (19) Solar Energy System, Building-Integrated and Roof-Mounted

149 (20) Solar Energy System, Ground-Mounted Small-Scale

150 C. Special exception uses

151 (9) Solar Energy System, Ground-Mounted Medium-and Large-Scale (under 20,000-sf)

152 E. Shoreland Overlay Zone OZ-SL

153 (1) Permitted uses

154 (e) Energy Storage System, Residential

155 (f) Solar Energy System, Building-Integrated and Roof-Mounted

156 (g) Solar Energy System, Ground-Mounted Small-Scale

157 (2) Special exception uses

158 (j) Solar Energy System, Ground-Mounted Medium- and Large-Scale (under 20,000-sf)

159 F. Resource Protection Overlay Zone OZ-RP

160 (1) Permitted uses

161 (b) Energy Storage System, Residential

162 (c) Solar Energy System, Building-Integrated and Roof-Mounted

163 (2) Special exception uses

164 (g) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

165 **16.4.13 Residential-Urban (R-U)**

166 B. Permitted uses

167 (22) Energy Storage System, Residential

168 (23) Solar Energy System, Building-Integrated and Roof-Mounted

169 (24) Solar Energy System, Ground-Mounted Small-Scale

170 C. Special exception uses

171 (13) Solar Energy System, Ground-Mounted Medium-and Large-Scale (under 20,000-sf)

172 E. Shoreland Overlay Zone OZ-SL

173 (1) Permitted uses

174 (e) Energy Storage System, Residential

175 (f) Solar Energy System, Building-Integrated and Roof-Mounted

176 (g) Solar Energy System, Ground-Mounted Small-Scale

177 (2) Special exception uses

178 (p) Solar Energy System, Ground-Mounted Medium- and Large-Scale (under 20,000-sf)

179 F. Resource Protection Overlay Zone OZ-RP

180 (1) Permitted uses

181 (b) Energy Storage System, Residential

182 (c) Solar Energy System, Building-Integrated and Roof-Mounted

183 (2) Special exception uses

184 (f) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

185 **16.4.14 Residential-Village (R-V)**

186 B. Permitted uses

187 (13) Energy Storage System, Residential

188 (14) Solar Energy System, Building-Integrated and Roof-Mounted

189 (15) Solar Energy System, Ground-Mounted Small-Scale

190 C. Special exception uses

191 (5) Solar Energy System, Ground-Mounted Medium-and Large-Scale (under 20,000-sf)

192 E. Shoreland Overlay Zone OZ-SL

193 (1) Permitted uses

194 (e) Energy Storage System, Residential

195 (f) Solar Energy System, Building-Integrated and Roof-Mounted

196 (g) Solar Energy System, Ground-Mounted Small-Scale

197 (2) Special exception uses

198 (f) Solar Energy System, Ground-Mounted Medium- and Large-Scale (under 20,000-sf)

199 F. Resource Protection Overlay Zone OZ-RP

200 (1) Permitted uses

201 (a) Energy Storage System, Residential

202 (b) Solar Energy System, Building-Integrated and Roof-Mounted

203 (2) Special exception uses

204 (f) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

205 **16.4.15 Residential-Rural Conservation (R-RC)**

206 B. Permitted uses

207 (11) Energy Storage System, Residential

208 (12) Solar Energy System, Building-Integrated and Roof-Mounted

209 (13) Solar Energy System, Ground-Mounted Small-Scale

210 C. Special exception uses

211 (13) Solar Energy System, Ground-Mounted Medium-and Large-Scale (under 20,000-sf)

212 E. Shoreland Overlay Zone OZ-SL

213 (1) Permitted uses

214 [\(g\) Energy Storage System, Residential](#)

215 [\(h\) Solar Energy System, Building-Integrated and Roof-Mounted](#)

216 [\(i\) Solar Energy System, Ground-Mounted Small-Scale](#)

217 (2) Special exception uses

218 [\(k\) Solar Energy System, Ground-Mounted Medium- and Large-Scale \(under 20,000-sf\)](#)

219 F. Resource Protection Overlay Zone OZ-RP

220 (1) Permitted uses

221 [\(d\) Energy Storage System, Residential](#)

222 [\(e\) Solar Energy System, Building-Integrated and Roof-Mounted](#)

223 (2) Special exception uses

224 [\(i\) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale \(under 20,000-sf\)](#)

225 **16.4.16 Residential-Conservation (R-CON)**

226 B. Permitted uses

227 [\(6\) Energy Storage System, Residential](#)

228 [\(7\) Solar Energy System, Building-Integrated and Roof-Mounted](#)

229 [\(8\) Solar Energy System, Ground-Mounted Small-Scale](#)

230 C. Special exception uses

231 [\(2\) Solar Energy System, Ground-Mounted Medium-and Large-Scale \(under 20,000-sf\)](#)

232 E. Shoreland Overlay Zone OZ-SL

233 (1) Permitted uses

234 [\(f\) Energy Storage System, Residential](#)

235 [\(g\) Solar Energy System, Building-Integrated and Roof-Mounted](#)

236 [\(h\) Solar Energy System, Ground-Mounted Small-Scale](#)

237 (2) Special exception uses

238 [\(b\) Solar Energy System, Ground-Mounted Medium- and Large-Scale \(under 20,000-sf\)](#)

239 F. Resource Protection Overlay Zone OZ-RP

240 (1) Permitted uses

241 (a) Energy Storage System, Residential

242 (b) Solar Energy System, Building-Integrated and Roof-Mounted

243 (2) Special exception uses

244 (b) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

245 **16.4.17 Business-Local (B-L)**

246 B. Permitted uses

247 (36) Energy Storage System, Commercial

248 (37) Energy Storage System, Residential

249 (38) Solar Energy System, Building-Integrated and Roof-Mounted

250 (39) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

251 E. Shoreland Overlay Zone OZ-SL

252 (1) Permitted uses

253 (d) Energy Storage System, Residential

254 (e) Solar Energy System, Building-Integrated and Roof-Mounted

255 (f) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

256 F. Resource Protection Overlay Zone OZ-RP

257 (1) Permitted uses

258 (b) Energy Storage System, Residential

259 (c) Solar Energy System, Building-Integrated and Roof-Mounted

260 (2) Special exception uses

261 (g) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

262 **16.4.18 Business-Local 1 (B-L1)**

263 B. Permitted uses

264 (35) Energy Storage System, Commercial

265 (36) Energy Storage System, Residential

266 (37) Solar Energy System, Building-Integrated and Roof-Mounted

267 (38) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

268 E. Shoreland Overlay Zone OZ-SL

269 (1) Permitted uses

270 (d) Energy Storage System, Residential

271 (e) Solar Energy System, Building-Integrated and Roof-Mounted

272 (f) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

273 F. Resource Protection Overlay Zone OZ-RP

274 (1) Permitted uses

275 (b) Energy Storage System, Residential

276 (c) Solar Energy System, Building-Integrated and Roof-Mounted

277 (2) Special exception uses

278 (f) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

279 **16.4.19 Commercial 1, Route 1 Commercial Zone (C-1)**

280 B. Permitted uses

281 (40) Energy Storage System, Commercial

282 (41) Energy Storage System, Residential

283 (42) Solar Energy System, Building-Integrated and Roof-Mounted

284 (43) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

285 C. Special exception uses _____

286 (19) Energy Storage System, Dedicated-Use Building

287 (20) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

288 F. Shoreland Overlay Zone OZ-SL

289 (1) Permitted uses

290 (q) Energy Storage System, Residential

291 (r) Solar Energy System, Building-Integrated and Roof-Mounted

292 (s) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

293 (2) Special exception uses

294 (cc) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

295 G. Resource Protection Overlay Zone OZ-RP

296 (1) Permitted uses

297 (b) Energy Storage System, Residential

298 (c) Solar Energy System, Building-Integrated and Roof-Mounted

299 (2) Special exception uses

300 (g) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

301 **16.4.20 Commercial 2, Route 236 Commercial Zone (C-2)**

302 B. Permitted uses

303 (44) Energy Storage System, Commercial

304 (45) Energy Storage System, Residential

305 (46) Solar Energy System, Building-Integrated and Roof-Mounted

306 (47) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

307 C. Special Exceptions

308 (18) Energy Storage System, Dedicated-Use Building

309 E. Shoreland Overlay Zone OZ-SL

310 (1) Permitted uses

311 (r) Energy Storage System, Commercial

312 (s) Energy Storage System, Residential

313 (t) Solar Energy System, Building-Integrated and Roof-Mounted

314 (u) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

315 F. Resource Protection Overlay Zone OZ-RP

316 (1) Permitted uses

317 (b) Energy Storage System, Residential

318 (c) Solar Energy System, Building-Integrated and Roof-Mounted

319 (2) Special exception uses

320 (d) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

321 **16.4.21 Commercial 3, Bypass/Old Post Road Commercial Zone (C-3)**

322 B. Permitted uses

323 (45) Energy Storage System, Commercial

324 (46) Energy Storage System, Residential

325 (47) Solar Energy System, Building-Integrated and Roof-Mounted

326 (48) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

327 C. Special exception uses

328 (20) Energy Storage System, Dedicated-Use Building

329 (21) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

330 F. Shoreland Overlay Zone OZ-SL

331 (1) Permitted uses

332 (s) Energy Storage System, Residential

333 (t) Solar Energy System, Building-Integrated and Roof-Mounted

334 (u) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

335 (2) Special exception uses

336 (dd) Energy Storage System, Dedicated-Use Building

337 (ee) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

338 F. Resource Protection Overlay Zone OZ-RP

339 (1) Permitted uses

340 (b) Energy Storage System, Residential

341 (c) Solar Energy System, Building-Integrated and Roof-Mounted

342 (2) Special exception uses

343 (f) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

344 **16.4.22 Industrial (IND)**

345 B. Permitted uses

346 (6) Energy Storage System, Commercial

347 (7) Energy Storage System, Dedicated-Use Building

348 (8) Solar Energy System, Building-Integrated and Roof-Mounted

349 (9) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

350 (10) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

351 E. Shoreland Overlay Zone OZ-SL

352 (1) Permitted uses

353 (e) Energy Storage System, Commercial

354 (f) Solar Energy System, Building-Integrated and Roof-Mounted

355 (g) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

356 (h) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

357 F. Resource Protection Overlay Zone OZ-RP

358 (1) Permitted uses

359 (b) Solar Energy System, Building-Integrated and Roof-Mounted

360 (2) Special exception uses

361 (f) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

362 **16.4.24 Mixed-Use (MU)**

363 B. Permitted uses

364 (39) Energy Storage System, Commercial

365 (40) Energy Storage System, Residential

366 (41) Solar Energy System, Building-Integrated and Roof-Mounted

367 (42) Solar Energy System, Ground-Mounted Small-Scale

368 C. Special exception uses

369 (21) Energy Storage System, Dedicated-Use Building

370 (22) Solar Energy System, Ground-Mounted Medium-and Large-Scale (~~under~~above 20,000-sf)

371 E. Shoreland Overlay Zone OZ-SL

372 (1) Permitted uses

373 (l) Energy Storage System, Residential

374 (m) Solar Energy System, Building-Integrated and Roof-Mounted

375 (n) Solar Energy System, Ground-Mounted Small-Scale

376 (2) Special exception uses

377 (hh) Solar Energy System, Ground-Mounted Medium-and Large-Scale (under 20,000-sf)

378 F. Resource Protection Overlay Zone OZ-RP

379 (1) Permitted uses

380 [\(c\) Energy Storage System, Residential](#)

381 [\(d\) Solar Energy System, Building-Integrated and Roof-Mounted](#)

382 (2) Special exception uses

383 [\(g\) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale \(under 20,000-sf\)](#)

384 **16.4.24 Mixed-Use—Badgers Island (MU-BI)**

385 B. Permitted uses

386 [\(30\) Energy Storage System, Commercial](#)

387 [\(31\) Energy Storage System, Residential](#)

388 [\(32\) Solar Energy System, Building-Integrated and Roof-Mounted](#)

389 [\(33\) Solar Energy System, Ground-Mounted Small-Scale](#)

390 C. Special exception uses

391 [\(6\) Solar Energy System, Ground-Mounted Medium-and Large-Scale \(under 20,000-sf\)](#)

392 E. Shoreland Overlay Zone OZ-SL

393 (1) Permitted uses

394 [\(f\) Energy Storage System, Residential](#)

395 [\(g\) Solar Energy System, Building-Integrated and Roof-Mounted](#)

396 [\(h\) Solar Energy System, Ground-Mounted Small-Scale](#)

397 (2) Special exception uses

398 [\(z\) Solar Energy System, Ground-Mounted Medium-and Large-Scale \(under 20,000-sf\)](#)

399 F. Resource Protection Overlay Zone OZ-RP

400 (1) Permitted uses

401 [\(c\) Energy Storage System, Residential](#)

402 [\(d\) Solar Energy System, Building-Integrated and Roof-Mounted](#)

403 (2) Special exception uses

404 [\(f\) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale \(under 20,000-sf\)](#)

405 **16.4.25 Mixed-Use—Kittery Foreside (MU-KF)**

406 B. Permitted uses

407 [\(34\) Energy Storage System, Commercial](#)

408 (35) Energy Storage System, Residential

409 (36) Solar Energy System, Building-Integrated and Roof-Mounted

410 (37) Solar Energy System, Ground-Mounted Small-Scale

411 C. Special exception uses

412 (3) Solar Energy System, Ground-Mounted Medium-and Large-Scale (under 20,000-sf)

413 E. Shoreland Overlay Zone OZ-SL

414 (1) Permitted uses

415 (c) Energy Storage System, Residential

416 (d) Solar Energy System, Building-Integrated and Roof-Mounted

417 (e) Solar Energy System, Ground-Mounted Small-Scale

418 (2) Special exception uses

419 (s) Solar Energy System, Ground-Mounted Medium-and Large-Scale (under 20,000-sf)

420 F. Resource Protection Overlay Zone OZ-RP

421 (1) Permitted uses

422 (b) Energy Storage System, Residential

423 (c) Solar Energy System, Building-Integrated and Roof-Mounted

424 (2) Special exception uses

425 (f) Solar Energy System, Ground-Mounted Small-, Medium- and Large-Scale (under 20,000-sf)

426 **16.4.26 Mixed-Use—Neighborhood (MU-N)**

427 B. Permitted uses

428 (36) Energy Storage System, Commercial

429 (37) Energy Storage System, Residential

430 (38) Solar Energy System, Building-Integrated and Roof-Mounted

431 (39) Solar Energy System, Ground-Mounted Small-,Medium-and Large-Scale (under 20,000-sf)

432 C. Special exception uses

433 (14) Solar Energy System, Ground-Mounted Large-Scale (above 20,000-sf)

434 **5. ADD to §16.5 General Performance Standards the following regulations regarding Solar Energy**
435 **Systems (Solar fields) as follows:**

436 **§16.5.34 Solar Energy System, Ground-Mounted**

437 A. Purpose

438 (1) Pursuant to the land use and coastal community resilience goals of the Town of Kittery's
439 Comprehensive Plan, it is deemed to be in the public interest to promote, integrate and regulate
440 sustainable, renewable, non-polluting energy systems that foster the generation, usage and distribution of
441 clean energy; offset demand from the regional power system, and eliminate fossil fuel dependency and
442 emissions.

443 (2) The purpose of this section is to encourage the development of ground-mounted solar energy systems
444 while protecting the health, safety and welfare of the public. The standards herein shall include, but not
445 limited to the site location, development, construction, operation, monitoring, modification and removal
446 of such installations that address public safety, minimize impacts on scenic, natural and historic
447 resources, protect residential neighborhoods and properties, and secure as applicable adequate financial
448 assurance for the eventual decommissioning of installations.

449 B. Review and Application Classification.

450 The review and approval authority for ground-mounted solar energy systems shall depend on the
451 classification of the project as described below:

452 (1) Small-scale solar energy system, not to exceed 1,000-sf and not a special exception use: Code
453 Enforcement Officer

454 (2) Small-and medium- scale solar energy system, above 1,000 but not to exceed 5,000-sf and not a
455 special exception use: Technical Review Committee

456 (3) Large-scale solar energy systems: Planning Board

457 C. Applicability and Standards

458 (1) Applicability

459 (a). Notwithstanding the provision of 1 M.R.S. Section 302 or any other law to the contrary, the
460 requirements under §16.5.34 shall apply to all ground-mounted solar energy systems modified or
461 installed after the date of its enactment.

462 (b). All solar energy systems shall be designed, erected, and installed in accordance with all
463 applicable local, state and federal codes, regulations and standards.

464 (c). Any upgrade, modification or structural change that materially alters the size, placement or
465 output of an existing solar energy system shall comply with the provisions of §16.7.13.C

466 (2) General Standards

467 (a). Small-, medium- and large-scale (under 20,000-sf.) solar energy systems shall comply with the
468 following:

469 [1] Emergency services. The applicant shall provide, at the minimum, a copy of the project
470 summary, electrical schematic, and site plan to the Code Enforcement Officer and Fire Chief.

471 Upon request, the applicant shall cooperate with the Fire Department in developing an
472 emergency response plan. All means of shutting down the system shall be clearly marked **A**and
473 its location reported to the Fire Department prior to the activation of the system. A Knox Box
474 shall be installed at the entrance to the site and furnished with keys to fences and all other areas
475 of controlled access.

476 [2] Fencing. Where fencing is used, fences shall be constructed to the dimensional standards of a
477 Solid Lock Game Fence that consists of 8-inch x 12-inch openings at the fence's base with
478 progressively small openings at the top. An alternative fence may be use that is elevated at a
479 minimum of 5-inches from the ground with the purpose of allowing the passage of small
480 terrestrial animals. Additionally, at least one (1) corner of the fence's perimeter shall have the
481 placement of five-inch or larger diameter wooded escape poles as an alternative means for
482 wildlife escape.

483 [3] Glare. Solar panels are designed specifically to absorb only sun light and are by their very
484 nature less reflective than other varnished or glass exterior housing pieces. Nevertheless, all solar
485 panels shall contain an anti-reflective coating and a copy of the solar panel's design specification
486 shall be provided, which shall include at the minimum data on the amount of glare intended to
487 project from the solar panels. Moreover, the applicant shall submit information on the methods
488 used to determine the best location of the solar panels for the purpose of averting the
489 encroachment of solar glare onto abutting properties or roadways to the maximum extent
490 practicable.

491 [4] Land clearing, soil erosion, and habitat impacts. Clearing of natural vegetation shall be
492 limited to what is necessary for the construction, operation and maintenance of ground-mounted
493 solar energy systems or as otherwise prescribed by applicable laws, regulations, and Title 16.
494 Adherence to the provisions of the Maine Department of Environmental Protection's Maine
495 Erosion and Sediment Control Best Management Practices is mandatory. **Ground-mounted**
496 facilities shall minimize mowing to the extent practicable. **Removal of mature trees shall be**
497 avoided to the extent possible. Native, pollinator-friendly seed mixtures shall be used to the
498 extent possible for revegetation and the mowing of pollinator-friendly vegetation shall be
499 minimized to the extent practicable. Herbicide and pesticide use is prohibited, unless
500 demonstrated by the applicant as unequivocally necessary to manage vegetation growth.
501 Removal of mature trees shall be avoided to the extent possible. In the event tree removal is
502 proposed to accommodate a solar energy system, to qualify, the applicant must demonstrate that
503 a specific tree or a group of trees degrade the functionality of the entire solar energy system by
504 more than 10%. No prime agricultural soil or significant volume of topsoil shall be removed
505 from the site to install the ground-mounted system or its appurtenant infrastructure.

506 [5] Laws, Ordinances, and Regulations. The construction and operation of ground mounted solar
507 energy systems in conjunction with their appurtenant structures shall adhere to all applicable
508 building and NFPA codes as well as other local, state, and federal regulations and requirements,
509 including but not limited to safety, construction, electrical, and communication requirements.

510 [6] Natural Resources and Wildlife. No large-scale solar energy system shall be located within
511 areas identified as “Significant Wildlife Habitats” under Maine’s Natural Resources Protection
512 Act nor within critical habitat areas as designated by Maine Department of Inland Fisheries and
513 Wildlife.

514 [7] Safety. Where permitted, If if energy storage systems batteries are located on site as a
515 component part of the solar energy system, they shall adhere to the requirements of §16.5.36
516 Energy Storage Systems. any applicable fire prevention and building code provision when in use
517 and, when no longer used, shall be disposed of in accordance with applicable federal, state and
518 local laws and regulations.

519 [8] Utility connections. All on-site utility lines, excluding the main service connection at the
520 utility right-of-way shall be underground within the facility unless demonstrated by the applicant
521 to be physically impracticable.

522 (b). Large-scale solar energy systems (above 20,000-sf.) shall comply with the following:

523 [1] Emergency services. The applicant proposing a large-scale ground-mounted solar energy
524 system larger shall provide, at a minimal, a copy of the project summary, electrical schematic,
525 and site plan to the Code Enforcement Officer and Fire Chief. Upon request, the applicant shall
526 cooperate with the Fire Department in developing an emergency response plan. All means of
527 shutting down the system shall be clearly marked and its location reported to the Fire Department
528 prior to the activation of the system. The applicant shall provide to the Fire Chief and Code
529 Enforcement Officer the name and contact information of a responsible person for public
530 inquires throughout the life of the installation. A Knox Box shall be installed at the entrance to
531 the site and furnished with keys to fences and all other areas of controlled access.

532 [2] Financial surety. The deposit, executions, or filing with the Town Clerk of cash, bond, or
533 other form of security reasonably acceptable to the Town of Kittery, shall be in an amount
534 sufficient to ensure the good faith performance of the terms and conditions of the permit issued
535 pursuant hereto and to provide for the removal and restorations of the site subsequent to removal.
536 The amount of the bond or security shall be 125 % of the cost of removal of the large-scale solar
537 energy system and restoration of the property with an escalator of [2] % annually for the life of
538 the solar energy system. The decommissioning amount shall be reduced by the amount of the
539 estimated salvage value of the solar energy system. In the event of default upon performance of
540 such conditions, after proper notice and expiration of any cure periods, the cash deposit, bond, or
541 security shall be forfeited to the Town of Kittery, which shall be entitled to maintain an action
542 thereon. The cash deposit, bond, or security shall remain in full force and effect until restoration
543 of the property as set forth in the decommissioning plan is completed. In the event of default or
544 abandonment of the solar energy system, the system shall be decommissioned as set forth in
545 §16.5.34.B(2)(d) herein.

546 [3] Fencing. Where fencing is used, fences shall be at a minimum 6-ft in height and constructed
547 to the dimensional standards of a Solid Lock Game Fence that consists of 8-inch x 12-inch

548 openings at the fence’s base with progressively small openings at the top. Alternatively, the
549 Planning Board may modify this standard by permitting a different type of fence that is elevated
550 at a minimum of 5-inches from the ground with the purpose of allowing the passage of small
551 terrestrial animals. Additionally, at least four (4) corners of the fence’s perimeter shall have the
552 placement of five-inch or larger diameter wooded escape poles as an alternative means for
553 wildlife escape.

554 [4] Glare. Solar panels are designed specifically to absorb only sun light and are by their very
555 nature less reflective than other varnished or glass exterior housing pieces. Nevertheless, all solar
556 panels shall contain an anti-reflective coating and a copy of the solar panel’s design specification
557 shall be provided, which shall include at the minimum data on the amount of glare intended to
558 project from the solar panels. Moreover, the applicant shall submit information on methods used
559 to determine the best location of the solar panels for the purpose of averting the encroachment of
560 solar glare onto abutting properties or roadways to the maximum extent practicable.

561 [5] Land clearing and erosion control. Clearing of natural vegetation shall be limited to what is
562 necessary for the construction, operation and maintenance of ground-mounted solar energy
563 systems or as otherwise prescribed by applicable laws, regulations, and standards within Title 16.
564 Adherence to the provisions of the Maine Department of Environmental Protection’s Maine
565 Erosion and Sediment Control Best Management Practices is mandatory. Herbicide and pesticide
566 use is prohibited, unless demonstrated unequivocally as necessary to manage vegetation growth.
567 No prime agricultural soil or significant volume of topsoil shall be removed from the site to
568 install the ground-mounted system or its appurtenant infrastructure. Removal of mature trees is
569 discouraged and the imposition of mitigation measures or restrictions on tree clearing shall be
570 prescribed by the Planning Board in order to prevent habitat fragmentation of existing forested
571 landscapes and to protect hydrological regimes and other essential ecosystem functions. In the
572 instance a site’s vegetation is disturbed or must be remove to provide for solar access during the
573 construction of the project, a vegetation management plan is required, demonstrating the creation
574 of a beneficial habitat by using native or noninvasive vegetation in all disturbed areas of the site
575 not used to achieve operational efficacy of the solar energy system. Nevertheless, the Planning
576 Board may approve an alternative vegetation plan that uses native or noninvasive vegetation, but
577 does not necessarily establish a beneficial habitat.

578 [6] Laws, Ordinances, and Regulations. The construction and operation of ground mounted solar
579 energy systems in conjunction with their appurtenant structures shall adhere to all applicable
580 local, state, and federal regulations and requirements, including but not limited to safety,
581 construction, electrical, and communication requirements, NFPA 1 Fire Code and NFPA 70,
582 National Electric Code.

583 [7] Natural Resources and Wildlife. No large-scale solar energy system shall be located within
584 areas identified as “Significant Wildlife Habitats” under Maine’s Natural Resources Protection
585 Act nor within critical habitat areas as designated by Maine Department of Inland Fisheries and
586 Wildlife. Moreover, no

587 [8] Operation and Maintenance Plan. A large-scale ground mounted application shall include a
588 plan for the operation and maintenance of the proposed large-scale ground-mounted solar energy
589 system, which shall include, but not limited to measures for maintaining safe access to the
590 installation, stormwater controls, general procedures for operational maintenance of the
591 installation and a vegetation management plan.

592 [9] Safety. The solar energy system owner or applicant ~~project proponent~~ shall provide a copy of
593 the site plan review application to the Fire Chief for review and comment. The Fire Chief shall
594 base any recommendations of the application upon review of the fire safety of the proposed
595 system. The solar energy systems shall be maintained in good working order and in accordance
596 with ~~industry~~ NFPA 1 Fire Code and NFPA 70 National Electric Code standards. Site access
597 shall be maintained, including snow removal at a level acceptable to the Fire Department. ~~Where~~
598 ~~permitted, If~~ if an energy storage system ~~batteries are is~~ located as part of the solar energy
599 system, they shall meet the requirements of §16.5.36 Energy Storage Systems ~~any applicable fire~~
600 ~~prevention and building code when in use and, when no longer used, shall be disposed of in~~
601 ~~accordance with applicable federal, state and local laws or regulations.~~

602 [10] Signage. A sign shall be placed on a large-scale solar energy system to identify the owner
603 and provide a 24-hour emergency contact phone number.

604 [11] Utility connections. All on-site utility lines, excluding the main service connection at the
605 utility right-of-way, shall be underground within the facility unless demonstrated by the applicant
606 to be physically impracticable or as prescribed by the public utility provider.

607 [12] Use type. Large-scale ground-mounted solar energy systems greater than 20,000-sf. Shall
608 not be considered as an accessory use.

609 [13] Visual Impact. Reasonable effort, as determined by the Planning Board, shall be made to
610 minimize undue visual impacts by preserving native vegetation, screening abutting properties, or
611 other appropriate measures, including adherence to height standards and setback requirements.
612 To demonstrate compliance with this standard, an analysis of the potential visual impacts from
613 the project including solar panels, roads and fencing along with measures used to avoid,
614 minimize, or mitigate inappropriate visual effects is required. Furthermore, all appurtenant
615 structures, including but not limited to equipment, shelters, storage facilities, transformers, ~~and~~
616 substations, ~~and energy storage systems~~ shall be architecturally compatible with each other ~~in~~
617 ~~accordance with the Kittery Design Handbook.~~

618 (c). Additional standards for solar energy systems.

619 [1] In addition to the standards under §16.5.34.B(2) the following standards shall be followed:

620 [a] In the instance a solar energy system is proposed to be located on agricultural land, a
621 solar energy system shall be designed with the objective of prioritizing primary agricultural
622 activity and constructed in a manner that avoids, to the extent practicable, the
623 discontinuance of agricultural land identified by the Natural Resources Conservation

624 Services as “Prime Farmland” or “Farmland of Statewide Importance”, or otherwise cause
625 productive farmland to be removed from production.

626 [b] In the instant the applicant satisfactorily demonstrates that prime agricultural land is
627 incapable of being preserved, a vegetation management plan shall be provided to the
628 Planning Board for approval.

629 (d). Change of ownership, decommissioning, and abandonment of large-scale solar energy systems.

630 [1] Ownership change. If the owner or operator of the solar energy system changes or the owner
631 of the property changes, the approved site plan shall remain in effect, provided that the successor
632 owner or operator assumes in writing all of the obligations of the site plan approval. A new
633 owner or operator of the solar energy system shall notify the Code Enforcement Officer of such
634 change in ownership or operator within 30 days of the ownership change.

635 [2] Decommissioning. Solar energy systems that have reached the end of their useful life or are
636 abandoned shall be removed. The owner or operator shall physically remove the installation no
637 more than 180 days after the date of discontinued operations. The owner or operator shall notify
638 the Code Enforcement Officer by certified mail of the propose date of discontinued operations
639 and plans for removal. Notification of discontinuance shall be no less than 180-days prior to the
640 anticipated date of discontinuance. Decommissioning shall consist of the following:

641 [a] Physical removal of all solar energy systems, structures, equipment, security barriers,
642 and transmission lines from the site.

643 [b] Disposal of all solid and hazardous waste in accordance with local, state and federal
644 waste disposal regulations.

645 [c] Stabilization or re-vegetation for the site as necessary to minimize erosion and restore
646 disturbed habitat in accordance with the site’s vegetation management plan.

647 [3] Absent notice of proposed date of decommissioning or written notice of extenuating
648 circumstances, a large-scale ground-mounted solar energy system shall be considered abandoned
649 when it fails to operate for more than one (1) year without having first obtained the written
650 consent of the Code Enforcement Officer.

651 [4] If the owner or operator of the solar energy system fails to remove the installation within 180
652 days of abandonment or the proposed date of decommissioning, the Town of Kittery retains the
653 right to use all available means to cause an abandoned, hazardous, or decommissioned large-
654 scale ground-mounted solar energy system to be removed.

655 C. Dimensional Standards

656 (1) Small- and medium-scale solar energy systems shall comply with the following dimensional
657 standards:

658 (a). Setbacks. Notwithstanding any other provision in this title to the contrary, the setbacks for

659 ground-mounted solar energy systems shall be as follows:

660 [1] Minimal front yard

661 [a] Residential Zones

662 i. For residential zoning districts, no part of the ground-mounted solar energy system
663 may be placed closer to the front property line (and side property line in a case of a
664 corner lot) than the principal structure to the street.

665 ii. Notwithstanding §16.5.34.C(1)(a)[1][a][i], the Planning Board may permit a ground-
666 mounted solar energy system to be closer to the front property line than the principle
667 building under the following conditions:

668 [A]. There is no other suitable location on the property for the ground-mounted
669 solar energy system.

670 [B]. The front setback is maintained.

671 iii. In the instance no building nor distinct principal building is present on the lot or
672 multiple lots, the ground mounted solar energy system shall adhere to the base zone
673 setback and buffered from the road.

674 [b] Commercial, Business and Mixed-Use Zones

675 i. Whatever the front yard setback for the zoning district, but no less than 10 ft.

676 [2] Minimum rear yard and side yard

677 i. Whatever the back yard setback for the zoning district, but no less than 10 ft.

678 (b). Lot coverage. Solar energy systems that have vegetation or pervious materials underneath are
679 exempt from lot coverage standards.

680 (c). Height. No taller than 10-ft. in height or a height equal to ½ the distance to the nearest lot line, to
681 a maximum of 20-ft.

682 [1] Additional setbacks may be required to mitigate visual and functional impacts.

683 (2) Large-scale solar energy systems shall comply with the following dimensional standards

684 (a). Setbacks. Notwithstanding any other provision in this title to the contrary, the setbacks for large-
685 scale ground-mounted solar energy systems shall be as follows:

686 [1] Minimal front yard

687 [a] For residential zoning districts, no part of the ground-mounted solar energy system
688 may be placed closer to the front property line (and side property line in a case of a corner
689 lot) than the principal structure to the street.

690 i. Notwithstanding §16.5.34.C(2)(a)[1][a], the Planning Board may permit a ground-

691 mounted solar energy system to be closer to the front property line than the principle
692 building under the following conditions:

693 [A]. There is no other suitable location on the property for the ground-mounted
694 solar energy system.

695 [B]. The front setback is maintained.

696 [b] In the instance no building nor distinct principal building is present on the lot or
697 multiple lots, the ground mounted solar energy system shall be setback at least 100-ft and
698 buffered from the road.

699 [c] Commercial, Business and Mixed-Use Zones

700 i. No part of the ground-mounted solar energy system may be placed closer to the front
701 property line (and side property line in a case of a corner lot) than the principal structure
702 to the street. In the instance no building nor distinct principal building is present on the
703 lot or multiple lots, the ground mounted solar energy system shall be setback at least 75-
704 ft and buffered from the road.

705 [2] Minimum rear and side yard: 50-ft.

706 [3] Lot coverage. Solar energy systems that have vegetation or ~~pervious-~~ permeable materials
707 underneath are exempt from lot coverage standards.

708 [4] Height. Shall not exceed 20-ft. in height. ~~In determining T~~the height of any solar panel from
709 the ground level shall not exceed 20-ft.

710 [5] Additional setbacks may be required to mitigate visual and functional impacts.

711 §16.5.35 Solar Energy System, Roof-Mounted and Building-Integrated

712 A. Applicability

713 (1) Roof-mounted, building-mounted and building-integrated solar energy systems and equipment are
714 permitted by-right, unless they are deemed by the Code Enforcement Officer, with input from the Fire
715 Chief, to present one or more unreasonable safety risks, including but not limited to, the following:

716 (a) Weight load;

717 (b) Wind resistance;

718 (c) Ingress or egress in the event of fire or other emergency; or

719 (d) Proximity of a ground-mounted system relative to buildings.

720 B. General requirements

721 (1) All solar energy systems installations shall be installed in compliance with the photovoltaic systems
722 standards of the latest addition of the ~~NFPA 1 Fire Code National Fire Protection Association (NFPA 1)~~
723 and ~~of the National Electrical Code (NEPA 70)~~ National Electrical Code, as adopted, pursuant to

724 §16.2.8.F(5)(c).

725 (2) Roof-mounted solar energy systems shall not extend more than 10-ft. above the highest point of the
 726 roof.

727 C. Inspections

728 (1) Prior to operation, electrical connections must be inspected and approved by the Code Enforcement
 729 Officer, State of Maine Electrical Inspector, or designee.

730 16.5.36 Energy Storage Systems

731 A. Applicability

732 (1) Energy storage systems are a permitted use in all applicable zones, pursuant to 16.4 Land Use
 733 Regulations of the Kittery Town Code.

734 B. General Requirements

735 (1) Energy storage systems shall adhere to all standards under NFPA 1 Fire Code, NFPA 70
 736 National Electric Code and NFPA 855 Standards for the Installation of Stationary Energy Storage
 737 Systems, as amended, as well as all other applicable local, state and federal regulations so as to
 738 protect the health, safety and welfare.

739 (2) Mobile Energy Storage Systems shall comply with the provisions of NFPA 855 Standards for
 740 the Installation of Stationary Energy Systems, Chapter 4.5.

741 C. Inspections

742 (1) Prior to operation, the following inspections and approvals must occur:

743 (a) On-site safety inspection by the Fire Chief, or designee; and

744 (b) Electrical connection inspection by the Code Enforcement Officer, State of Maine
 745 Electrical Inspector, or designee.

746 **6. ADD solar energy systems to Table 16.5.28 Minimum Setbacks from Wetlands and Waterbodies as**
 747 **follows:**

| Structure/Activity | Less than 501 square feet (feet) | 501 square feet to 1 acre and Intermittent Streams (feet) | Greater than 1 acre (feet) |
|-----------------------------|----------------------------------|---|----------------------------|
| <u>Solar Energy Systems</u> | <u>0</u> | <u>50</u> | <u>100</u> |

748

749 **7. AMEND §16.7.3 Site Plan Review to incorporate solar energy systems as follows:**

750 §16.7.3 Applicability

751 C. Unless subject to a shoreland development plan review or Right of Way Plan per § 16.7.3A, the

752 following do not require Planning Board approval:

753 (1) Single and duplex family dwellings.

754 (2) Division of land into lots (i.e., two lots), which division is not otherwise subject to Planning
755 Board review as a subdivision.

756 (3) Business use as provided in § 16.2.6.D.

757 (4) Small-scale ground-mounted solar energy systems below or equal to one thousand (1,000) square
758 feet in area.

759 §16.7.6. Classification of Projects

760 (1) Minor Site Plans shall include the following

761 (d) Projects that involve ground mounted solar energy systems greater than one thousand (1,000) square
762 feet, but less than five thousand (5,000) square feet in area.

763 (2) Major Site Plans shall include projects involving:

764 h. Projects that involve ground-mounted solar energy systems equal to and above five thousand (5,000)
765 square-feet in area.

766 i. Projects that involve a building dedicated to the storage of an energy storage system, as defined in
767 §16.3 Definitions.

**KITTERY TOWN CODE –
TITLE 16
SOLAR ENERGY SYSTEMS**

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

5 **WHEREAS**, the Kittery Town Council is authorized to enact this Ordinance, as specified in
6 Sections 1.01 and 2.07(3) of the Town Charter; and 30-A MRS §3001 and §4352, pursuant to its
7 powers that authorize the town, under certain circumstances, to provide for the public health,
8 welfare, morals, zoning, and safety, and does not intend for this Ordinance to conflict with any
9 existing state or federal laws; and

10 **WHEREAS**, the Town of Kittery’s Comprehensive Plan identifies in its coastal community
11 resilience goals and land use goals the promotion, integration and regulation of sustainable,
12 renewable, non-polluting energy systems that foster the generation, usage, and distribution of
13 clean energy, offset demand from the regional power system, and eliminate fossil fuel
14 dependency and emissions; and

15 **WHEREAS**, the Town of Kittery seeks to establish land use regulations that encourage the
16 development of ground-mounted solar energy systems, while protecting the health, safety, and
17 welfare of the public; and

18 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001 and §4352, AND
19 TOWN CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS THE AMENDMENT
20 OF TITLE 16, LAND USE and DEVELOPMENT CODE, §16.4 and §16.5 AS PRESENTED.

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

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

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



TOWN OF KITTERY
Planning and Development Department
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1307

TO: KENDRA AMARAL
FROM: ADAM CAUSEY, DIRECTOR OF PLANNING & DEVELOPMENT
SUBJECT: TITLE 16 AMENDMENTS RELATED TO SOLAR ENERGY SYSTEMS
DATE: MARCH 3, 2022

Solar energy systems, sometimes referred as “solar farms,” are devices or systems used to collect, store, and distribute solar energy. You may have seen these being developed in other areas of the country or here in Maine more recently. Kittery’s current land use code does not provide for the regulation of solar energy systems, other than small roof-mounted systems for a single residential use. Changes to state law have made these systems easier to develop on a larger scale. Solar energy collection is becoming a more efficient and standardized way to power homes and businesses and is part of the state’s strategy in reducing greenhouse gas emissions. Staff have prepared zoning amendments to regulate ground and building mounted systems.

The Climate Adaptation Committee, and the Kittery Land Issues Committee was engaged in the development and review of the proposed ordinance amendment.

At their February 24, 2022 regular meeting, the Planning Board voted unanimously to recommend that Title 16 be amended to provide regulations for the development of solar energy systems.

Below is a summary of the changes proposed for Title 16 Land Use & Development Code:

16.1 General Provisions

Nonconforming structures:

1. Given the excess of legally nonconforming structures in Kittery, the possibility of dimensional standards becoming more restrictive, and the importance of allowing solar energy systems to exist, this provision will allow for such systems to be vested in its use, replacement, and expansion if proven to become less nonconforming.

16.3 Definitions

1. Creates new environmental definitions related to habitat and its inhabitants.
2. Identifies the different scales, type of equipment, and effects of solar energy system.
3. Amends an existing definition of Public Utility Facility so as to clarify that a solar energy system is considered a separate entity and is to be regulated differently.

16.4 Land Use Zone Regulations

1. Indicates the location solar energy systems are to be permitted within the town.
2. For the sake of brevity, a land use table was used to illustrate the use, zoning districts and level of permissibility.

16.5 General Performance Standards

1. Creates two new sections:
 - A. Ground-Mounted; and
 - B. Roof / building integrated solar energy systems
2. Within those sections are performance standards that guide how solar energy systems are built and decommissioned.

16.7 Site Plan Review

1. Establishes the thresholds for review and determines which land use board / permitting entity has jurisdiction.

RECOMMENDATION



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

REPORT TO TOWN COUNCIL

Date: March 14, 2022
Update: April 11, 2022
From: Kendra Amaral, Town Manager
CC: Dutch Dunkelberger, Planning Board Chair, Matt Brock, Housing Committee Chair
Subject: Title 16 – Affordable Housing BL & BL-1 Zones
Councilor Sponsor: Chairperson Judy Spiller

SUMMARY

Please see the attached report from Adam Causey, Director of Planning and Development.

PROPOSED SOLUTION/RECOMMENDATION

Adopt amendment to Title 16 as proposed.

ATTACHMENTS

- Staff Memo summarizing the changes and process
- Draft Title 16 – Affordable Housing Business Local (BL) Zone
- Draft Title 16 – Affordable Housing Business – Local 1 (BL-1) Zone
- Draft Title 16 – Affordable Housing Enactment



TOWN OF KITTERY
Planning and Development Department
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1307

TO: KENDRA AMARAL, TOWN MANAGER
FROM: ADAM CAUSEY, DIRECTOR OF PLANNING & DEVELOPMENT
SUBJECT: BUSINESS-LOCAL AND BUSINESS LOCAL-1 ZONES
DATE: MARCH 3, 2022

This memo outlines the changes being proposed to the B-L and B-L1 zoning districts. For details on these zone locations, please consult the Town's zoning map, available through the Town's on-line GIS here: <https://www.axisgis.com/KitteryME/>. Click "agree" and select Layers on the left and then click the Zoning checkbox.

The intent of these amendments is to encourage and incentivize a variety of housing types, including modestly priced housing for sale or rent, within these zones. The zones currently allow multi-family and/or mixed-use structures, along with various types of commercial uses, but setbacks and density requirements make it difficult to develop housing projects in reality. With these amendments, the Town's affordable housing policy becomes a requirement in these zones, such that any development that includes five or more dwelling units will be required to provide affordable housing or a payment-in-lieu. It is important to note that these changes make a distinction between those areas that are on Town sewer. Areas within these zones that are not connected to public sewer will not be able to take advantage of increased density standards.

Highlights include:

- Multi-family dwellings of 3-4 dwelling units are permitted by minor site plan review
- Density incentive for a mixed-use building that proposes 5 or more units of housing and at least one commercial use on the first floor
- Density incentive for affordable housing
- Setback adjustments
- Reduced parking for studio and one-bedroom dwelling units or affordable units
- Reduced parking if within ¼ mile of public transit stop in the B-L1 zone
- Impervious surface limits replace building coverage limits
- Stormwater standards strengthened
- Landscaping requirements clarified

These amendments have been reviewed by the Housing Committee, the Economic Development Committee, and the Kittery Land Use Issues Committee within the last 18 months with subsequent

suggestions incorporated. The Planning Board reviewed these proposed changes at their February 24, 2022 meeting and voted unanimously to recommend it for adoption by Town Council.

TITLE 16
AFFORDABLE HOUSING
BUSINESS LOCAL ZONE

1. AMEND §16.4.17 Business – Local (B-L) to include affordable housing provisions as follows:

1 16.4.17 Business – Local Zone (B-L)

2 A. Purpose

3 The purpose of the Business – Local B-L Zone is to provide local sales retail, services, and business
4 space as well as a variety of housing types within a walkable context. Much of this zone serves a well-
5 traveled corridor through Kittery with many buildings, including residential structures, oriented within
6 the Town. to Route 1. Other portions of the zone serve as business hubs for the neighborhoods they are
7 situated in.

8 B. Permitted uses

9 The following uses are permitted in the B-L Zone:

- (1) Accessory Dwelling Unit
(2) Dwelling, Attached Single-Family
(3) Dwelling, Manufactured Housing
(4) Dwelling, Multi-Family
a. Development proposing three or four dwelling units are permitted through minor site plan review;
(4)b. Development proposing five or more dwelling units are permitted through major site plan review;
(5) Dwelling, Single-Family
(6) Dwellings Two-Family
(6)(7) Dwelling Units as part of a Mixed-Use Building
(7)(8) Convalescent Care Facility
(8)(9) Nursing Care Facility, Long-term
(9)(10) Residential Care Facility
(10)(11) Accessory Buildings, Structures, and Uses
(11)(12) Home Occupation, Major
(12)(13) Home Occupation, Minor
(13)(14) Day Care Facility
(14)(15) Hospital
(15)(16) Nursery School
(16)(17) Private Assembly
(17)(18) Public Facility
(18)(19) Public or Private School
(19)(20) Religious Use
(20)(21) Recreation, Public Open Space

- 35 ~~(21)~~(22) Aquaculture
- 36 ~~(22)~~(23) Commercial Fisheries/Maritime Activities (provided only incidental cleaning and
- 37 cooking of seafood occur at the site)
- 38 ~~(23)~~(24) Commercial School
- 39 ~~(24)~~(25) Art Studio or Gallery
- 40 ~~(25)~~(26) Business & Professional Offices
- 41 ~~(26)~~(27) Business Service
- 42 ~~(27)~~(28) Conference Center
- 43 ~~(28)~~(29) Personal Service
- 44 ~~(29)~~(30) Restaurant
- 45 ~~(30)~~(31) Retail Sales (excluding those of which the principal activity entails outdoor sales and/or
- 46 storage and excluding those specifically mentioned under Subsection C of this section)
- 47 ~~(31)~~(32) Retail Sales, Building Materials & Garden Supply (excluding those of which the
- 48 principal activity entails outdoor sales and/or storage)
- 49 ~~(32)~~(33) Retail Sales, Convenience
- 50 ~~(33)~~(34) Specialty Food and/or Beverage Facility
- 51 ~~(34)~~(35) Mass Transit Station
- 52 ~~(35)~~(36) Parking Area

53 C. Special exception uses

54 The following uses are permitted as special exception uses in the B-L Zone:

55 (1) Dwellings, cottage cluster

- 56 ~~(1)~~(2) Motel
- 57 ~~(2)~~(3) Hotel
- 58 ~~(3)~~(4) Inn
- 59 ~~(4)~~(5) Rooming House
- 60 ~~(5)~~(6) Funeral Home
- 61 ~~(6)~~(7) Gasoline Service Station
- 62 ~~(7)~~(8) Public Assembly Area
- 63 ~~(8)~~(9) Theater
- 64 ~~(9)~~(10) Public Utility Facility
- 65 ~~(10)~~(11) Mechanical Service
- 66 ~~(11) Residential Dwelling Units, as part of a mixed-use building~~

67 D. Standards.

68 All development and the use of land in the B-L Zone must meet the following standards. Kittery's
69 Design Handbook illustrates how these standards can be met. In addition, the design and performance
70 standards of Chapters §16.5, §16.7 and §16.8 must be met.

71 (1) The following space and dimensional standards apply:

72 (a) Minimum land area per dwelling unit:

73 [1] If served by on-site sewage disposal: 20,000 square feet;

74 [2] If served by the public sewerage system and:

75 [a] All floors are residential: 3,000 square feet; or

76 [b] When less than five dwelling units are proposed with, at minimum, one
77 nonresidential use to be located on the first floor facing State Road or Route 1
78 Bypass such that the use will be visible from the street:3,000 square feet. Such a
79 nonresidential use or uses need not occupy the entire first floor but must be an
80 independent nonresidential use, e.g., not a home office marketed with a dwelling
81 unit as a work/live unit.

82 [c] When five or more dwelling units are proposed with, at minimum, one
83 nonresidential use to be located on the first floor facing State Road or Route 1
84 Bypass such that the use will be visible from the street: 2,500 square feet. Such a
85 nonresidential use or uses need not occupy the entire first floor but must be an
86 independent nonresidential use, e.g. not a home office marketed with a dwelling
87 unit as a work/live unit; or

88 [d] 25% or more of the dwelling units will be affordable housing units as defined by
89 this code: 2,000 square feet.

90 Note: Except as otherwise required by the buffer provisions of this title.

91 ~~(b)(4) Parking. One row of parking spaces and a related access drive may be located between the~~
92 ~~front property line and the front wall of the building extending the full width of the lot. All~~
93 ~~other parking must be located to the side and/or rear of the building. All new or revised~~
94 ~~parking must be visually screened through the use of landscaping, earthen berms and/or~~
95 ~~fencing from adjacent public streets or residential properties. (See the Design Handbook for~~
96 ~~appropriate examples.)~~ Parking requirements are to be met on site. If meeting the parking
97 requirements is not possible, the parking demand may be satisfied off site or through joint-
98 use agreements as specified herein. Notwithstanding the off-street parking requirements in §
99 16.7.11.F(4), minimum parking requirements for the uses below are modified as specified:

100 [1] Dwelling units: 1.5 parking space per dwelling unit; unless:

101 [a] Affordable housing as defined by this code is proposed in which case the parking
102 requirements may be reduced to one parking space per dwelling unit at the
103 Planning Board's discretion; and/or

104 [b] Some or all of the proposed dwelling units are one-bedroom or studio type units in
105 which case parking requirements for these types of units may be reduced to one
106 parking space for each unit so described.

107 [2] For multifamily dwellings, if more than ten parking spaces are required, up to 20% of
108 the parking may be designated for compact cars. See § 16.7.11.F(4) Off-Street Parking
109 Standards.

110 [3] Electric car charging stations are allowed and encouraged in parking lots but must not
111 interfere with pedestrian movement on sidewalks.

112 (c) Off-site parking. Required off-street parking may be satisfied at off-site locations, provided
113 such parking is on other property owned by the applicant or is under the terms of a contractual
114 agreement that will ensure such parking remains available for the uses served. Applicant
115 must present evidence of a parking location and a contractual agreement prior to final

116 approval and file the same with Planning and Code office each time the contract is renewed.
117 Any changes to the contractual agreement must be reviewed by the Code Enforcement
118 Officer and if the location of the off-site parking changes, will require approval from the
119 municipal permitting authority which originally approved the off-site parking.

120 (d) Joint-use parking. Required off-street parking may also be satisfied by the joint use of parking
121 space by two or more uses if the applicant can show that parking demand is nonconflicting
122 and will reasonably provide adequate parking for the multiple uses without parking
123 overflowing into undesignated areas. Nonconflicting periods may consist of daytime as
124 opposed to evening hours of operation or weekday as opposed to weekends or seasonal
125 variation in parking demand.

126 [1] Such joint parking areas must be held under ownership of the applicant or under terms
127 of a contractual agreement that ensures such parking remains available to all users of
128 the shared parking spaces. Applicant must present evidence of the parking location and
129 a contractual agreement prior to final approval and file the same with the Planning and
130 Code office each time the contract is renewed. Any changes to the contractual agreement
131 must be reviewed by the Code Enforcement Officer and if the municipal permitting
132 authority which originally approved the off-site parking.

133 [2] Determination of parking adequacy will be based on a most frequent basis, not a "worst
134 case" scenario;

135 [3] Joint use parking areas must be located within 1,500 feet to the use served, but do not
136 need to be located on the same lot as the uses served;

137 [4] Ease and safety of pedestrian access to shared parking by the users served must be
138 demonstrated, including any proposed improvements or shuttle service that may be
139 offered and its requisite loading/unloading areas;

140 [5] Such joint parking areas must not be located in residential zones of the Town.

141 (e) In making determinations on off-site or joint-use parking under a development plan review,
142 the municipal permitting authority with jurisdiction to review and approve will make a final
143 determination of the joint-use and/or off-site spaces that constitute an acceptable combination
144 of spaces to meet the required parking demand.

145 (f) Special parking and access situations.

146 [1] In instances where one row of parking spaces and/or a related access drive is located
147 between the front property line and the front wall of the building extending the full width
148 of the lot and was utilized in accordance with previous permits or approvals, for parking,
149 display, storage, building or necessary vehicle circulation, the Planning Board may
150 allow such improvements to remain provided all other parking meets the location
151 requirements and provided that a landscaping plan for the property frontage is reviewed
152 and approved by the Planning Board.

153 (g) Minimum lot size: none.

154 NOTE: Except that all screening, open space, buffering and landscaping requirements must
155 be met or in instances where the Planning Board may modify such requirements, such
156 modifications must be found satisfactory by the Board.

157 (h) Minimum street frontage: none.

158 NOTE: All lots must meet the requirements of § 16.5.13 Lots unless specifically modified
159 by this section (§ 16.4.17). Street frontage must provide sufficient vehicular and pedestrian
160 access for the uses proposed while meeting public health and safety requirements (e.g. Fire
161 Department, Department of Public Works). The applicant must demonstrate to the municipal

162 permitting authority that the street frontage and lot design meet these requirements to the
163 extent practicable.

164 (i) Maximum-front setback: 20 feet.

165 NOTE: Except when a multistory building comprising 1) three or more residential dwelling
166 units; 2) nonresidential uses or 3) a combination of residential and nonresidential uses is
167 proposed directly across the street from a residential district or single-family use; in which
168 case a minimum of 15 is required.

169 Note: The Planning Board may, at its discretion, allow a greater setback when public
170 amenities such as pocket parks, outdoor dining or seating areas are proposed within the front
171 setback. Pocket parks must be at least 200 square feet with a minimum of three trees and a
172 bench for sitting required. Park must be vegetated with ground cover except for walkways.
173 Outdoor dining areas must meet any additional requirements specific to that use. Parking is
174 prohibited in the front setback except as allowed in subsection (1).(f).[1] above.).

175 (j) Minimum rear and side: setbacks: 10 feet.

176 NOTE: Except as otherwise required by the buffer provisions of this title, and except where
177 the side and/or rear setbacks about a residential district or single-family use; in which case a
178 minimum of 15 feet or 50% of the building height is required, whichever is greater.

179 (k) Maximum building height: 40 feet. Solar apparatus is excluded from height determinations.

180 NOTE: Except that height standards for single- and two-family residential uses are the same
181 as for those of the Urban Residential District.

182 (l) Impervious surface: No maximum allowable, but all open space, landscaping, setbacks,
183 buffers, screening and street tree requirements apply. For development that is proposing 70%
184 or more impervious surface, the stormwater requirements in (m) below may not be modified.

185 (m) Stormwater: All new development must use LID (Low Impact Development) and BMP (Best
186 Management Practices), based on Maine DEP's Maine Stormwater Best Management
187 Practices Manual Volumes 1-III as amended from time to time, to manage 100% of the total
188 stormwater generated on-site. The stormwater report and plan demonstrating that this
189 requirement is met must be included with the application at the time of submission. A request
190 for a modification may be submitted to the Planning Board but it is incumbent on the
191 applicant to prove to the Planning Board's satisfaction that such a modification is necessary.
192 The Town reserves the right to submit such modification requests for independent
193 engineering review at the applicant's expense. The Board may also require additional
194 landscaping/plantings and/or LID-design features when granting such concessions.

195 (n) A minimum of fifteen percent of each lot must be designated as open space. See subsection
196 (4).(e).

197 (o) Minimum setback from functionally water dependent uses: zero feet.

198 (p) Minimum setback from streams, water bodies and wetlands: in accordance with § 16.5.30
199 and Appendix A, Fee Schedules.

200 (2) Parking design.

201 (a) Parking must be located to the side or rear of the building. If all parking cannot be located to
202 the rear or side, the Planning Board may allow limited parking in front of the building, but it
203 is incumbent upon the applicant to demonstrate why such a modification request should be
204 granted. In granting this concession, the Board may require more intensive landscape
205 plantings and/or LID-design features.

206 (b) Shared access between buildings and/or lots must be provided where feasible. Feasibility
207 criteria include:

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- [1] Fewer curb cuts required;
- [2] Improved or new pedestrian access between buildings or lots;
- [3] Improved internal circulation between buildings or lots; and
- [4] Improved overall site design with shared access.

(c) Screening through the use of plantings and/or fencing is required for all new or revised parking abutting public streets and/or single-family uses or residential zones. Such screening does not require that the parking lot and vehicles within it be completely obscured from view, rather the screening must provide visual interest and distraction from the parking area beyond, as well as buffer vehicle headlight trespass.

[1] A landscape plan showing screening and other landscaping requirements prepared by a registered landscape architect is a submission requirement. However, a landscape plan done by other design professionals may be allowed at the Planning Board’s discretion.

[2] Any required plantings that do not survive must be replaced within one year. This requirement does not expire and runs with the land.

[3] Surface parking lots designed for five or more cars that will service multi-family or mixed-use buildings with dwelling units and which abut a street, single-family use or residential zone must provide screening in one of the following ways:

[a] Any combination of trees, shrubs, tall ornamental grasses or perennial plants in a planting bed at least eight (8) feet wide. Climate-change tolerant Northeastern native plants are preferred. Plantings must be sufficient, as determined by the Planning Board, to screen the parking area from the street except for necessary vehicular and pedestrian access. Planting beds may be mulched but no dyed mulching material may be used. Drip irrigation is recommended.

[b] One tree per 25 feet of street frontage within a planting bed at least eight (8) feet wide which will include other plantings such as perennials. Plantings must be sufficient to screen the parking area from the street except for necessary vehicular and pedestrian access. To ensure survival, trees must be planted using silva cells, bioretention cells or tree wells. Trees must be at least 2.5-inch caliper and 12 feet high at the time of planting. Existing large healthy trees must be preserved if practical and will count towards this requirement. Trees proposed within the public right-of-way must remain under 20 feet tall at maturity. Trees native to the Northeast, selected for climate change tolerance, are preferred and must be drought and salt tolerant when used along streets. A diversity of tree species (three to five species per every 12 trees) is required to provide greater resiliency to threats from introduced insect pests and diseases. Planting beds may be mulched but no dyed mulching material may be used. Drip irrigation is recommended for plantings proposed to accompany the trees.

[c] Fencing, no taller than six (6) feet, of a type that screens rather than blocks a view and made of a material compatible with surrounding buildings. Chain link fences are not allowed unless they have a PVC color coating to blend in with surroundings. Stockade fences may only be allowed to buffer a parking lot along

249 the lot line that abuts a single-family use or residential zone. A planting bed at least
 250 six (6) feet wide, including the fence, is required, with a combination of trees,
 251 shrubs and perennials located on the proposed development's side of the fence.
 252 Planting beds may be mulched but no dyed mulching material may be used. Drip
 253 irrigation is recommended.

254 (d) A minimum of 10% of any surface parking area consisting of 10 or more spaces must be
 255 landscaped with trees and vegetated islands. This requirement is in addition to other required
 256 landscaping and street tree requirements.

257 (e) If 20% or more of the proposed development will be affordable dwelling units built rather
 258 than using payment-in-lieu for required units, the Planning Board may, at its discretion,
 259 modify surface parking lot screening and landscaping requirements under subsections (c) and
 260 (d).

261 **A(3)** Building design standards. Kittery's characteristic buildings reflect its historic seacoast past. The
 262 primary architectural styles are New England Colonial (such as Cape Cod and saltbox), Georgian,
 263 Federal and Classical Revival. New buildings must be compatible with Kittery's characteristic
 264 styles in form, scale, material and color. In general, buildings should be oriented with the front
 265 of the building facing the street on which the building is located. The front or street facade must
 266 be designed as the front of the building. The front elevation must contain one or more of the
 267 following elements: 1) a "front door," although other provisions for access to the building may
 268 be provided; 2) windows; or 3) display cases. (See Design Handbook for examples of acceptable
 269 materials and designs.) Strict imitation is not required. Design techniques can be used to maintain
 270 compatibility with characteristic styles and still leave enough flexibility for architectural variety.
 271 To achieve this purpose, the following design standards apply to new and modified existing
 272 building projects:

273 (a) Exterior building materials and details. Building materials and details strongly define a
 274 project's architectural style and overall character. (See Design Handbook for examples of
 275 acceptable materials, building scale and designs.) "One-sided" schemes are prohibited; similar
 276 materials and details must be used on all sides of a building to achieve continuity and
 277 completeness of design. Predominant exterior building materials must be of good quality and
 278 characteristic of Kittery, such as horizontal wood board siding, vertical wood boards, wood
 279 shakes, brick, stone or simulated stone, glass and vinyl, or metal clapboard.

280 (b) Roofs. A building's prominent roofs must be pitched a minimum of 4:12 unless demonstrated
 281 to the Planning Board's satisfaction that this is not practicable. Acceptable roof styles are
 282 gabled, gambrel, and hipped roofs. Flat roofs, shed roofs and roof facades (such as "stuck on"
 283 mansards) are not acceptable as prominent roof forms except as provided above. Roof colors
 284 must be muted. (See Design Handbook for examples.) The roof design must screen or
 285 camouflage rooftop protrusions to minimize the visual impact of air-conditioning units, air-
 286 handler units, exhaust vents, transformer boxes, and the like. (See Design Handbook for
 287 examples of appropriate treatments.)

288 (c) Loading docks and overhead doors. Loading docks and overhead doors must be located on
 289 the side or rear of the building and screened from view from adjacent properties in residential
 290 use.

291 ~~(e)~~(d) Lighting plans, including outdoor lighting fixture designs and photometric plans, must be
 292 included at the time of application submission. All lighting fixtures must be cutoff (dark sky

293 compliant).

294 (4) Landscaping and site design standards. A landscape plan prepared by a registered landscape
 295 architect is a submission requirement. However, a landscape plan done by other design
 296 professionals may be allowed at the Planning Board's discretion. To achieve attractive and
 297 environmentally sound site design ~~and appropriate screening of parking areas~~, in addition to the
 298 landscaping standards contained in ~~Chapters 16.7 and 16.8~~ 16.5, the following landscaping
 299 requirements apply to new and modified existing developments:

300 ~~B~~

301 (a) Landscape planter strip. A vegetated landscape planter strip must be provided a minimum of
 302 15 feet in depth adjacent to the right-of-way of all public roads or the sidewalk if it already
 303 exists. If a sidewalk does not yet exist on-site but sidewalks do exist on adjacent properties,
 304 the planting strip must be located so that it does not interfere with connectivity to existing
 305 sidewalks. Planting strips which demonstrate LID functionality to assist in stormwater capture
 306 are preferred. The Planning Board may reduce the required ~~depth~~ width of the landscape
 307 planter ~~ing~~ strip ~~if a sidewalk~~ is provided in front of the parcel and the area between the front
 308 property line and the front wall of the building will be designed and used as a pedestrian space,
 309 outdoor dining as defined by this title, or a seating area. The landscape planter ~~ing~~ strip must
 310 include the following landscape elements:

311 ~~(a)~~

312 [1] ~~Ground cover~~ Plantings. The entire landscape planter ~~ing~~ strip must be vegetated with a
 313 combination of shrubs, perennials, and ornamental grasses except for approved
 314 driveways, walkways, bikeways and screened utility equipment. Climate-change tolerant
 315 Northeastern native plants are preferred. Planting beds may be mulched but no dyed
 316 mulching material may be used. Street trees required below may be included in this
 317 planting strip. Drip irrigation is recommended.

318 ~~(b)~~

319 [2] Street-side trees. A minimum of one tree must be planted for each 25 feet of street
 320 frontage. The trees may be spaced along the frontage or grouped or clustered to enhance
 321 the visual quality of the site. (See Design Handbook for examples.) The trees must be a
 322 minimum ~~two and one half inch~~ 2.5-inch caliper and be at least 12 feet high at the time
 323 of planting. Trees must be planted to ensure survival, using silva cells, bioretention cells
 324 or tree wells. The species must be selected from the ~~A~~ list of ~~approved~~ street-side trees
 325 can be found in the Design Handbook. Trees native to the Northeast, selected for climate
 326 change tolerance, are preferred and must be drought and salt tolerant when used along
 327 streets. A diversity of tree species (three to five species per every 12 trees) is required to
 328 provide greater resiliency to threats from introduced insect pests and diseases. Existing
 329 large healthy trees must be preserved if practical and will count toward this requirement.
 330 Trees located within the public right-of-way must not exceed 20 feet in height at maturity.

331 [3] Any required plantings that do not survive must be replaced within one year. This
 332 requirement does not expire and runs with the land.

333 ~~(e)(b)~~ Special situations.

334 ~~H~~. [a]. Expansions of less than 1,000 square feet to existing uses including single-family
 335 or two-family dwellings are exempt from the landscaping standard of this
 336 subsection.

337 ~~{2}.[b].~~ Depth Width-of landscape planter strip. In instances where the required minimum
 338 depth width of the landscape planter strip is legally utilized in accordance with
 339 previous permits or approvals, for parking, display, storage, building or necessary
 340 vehicle circulation, the depth width may be narrowed by the Planning Board to the
 341 minimum extent necessary to achieve the objective of the proposed project,
 342 provided that shrubs and perennials are planted along the street frontage to soften
 343 the appearance of the development from the public street.

344 ~~{3}.[c].~~ Additions and changes in use. For additions to existing buildings and changes of
 345 residential structures to a nonresidential use, one street-side tree (see list of street
 346 trees in Design Handbook) is required to be planted for every 1,000 square feet of
 347 additional gross floor area added or converted to nonresidential use. In instances
 348 where parking, display area, storage, building or necessary vehicle circulation
 349 exists ~~at the time of enactment of this section~~, the required trees may be clustered
 350 and/or relocated away from the road as is necessary to be practicable. The
 351 preservation of existing large trees is encouraged; therefore, the Planning Board
 352 may permit the preservation of existing healthy, large, mature trees within the
 353 landscape planter ering strip or other developed-landscaping areas of the site to be
 354 substituted for the planting of new trees.

355 (c). Outdoor service and storage areas. Service and storage areas must be located to the side or rear
 356 of the building. ~~Facilities for waste storage such as dumpsters must be located within an~~
 357 ~~enclosure and be visually buffered by fencing, landscaping and/or other treatments. (See~~
 358 ~~Design Handbook for examples of appropriate buffering.)~~ All service areas for dumpsters,
 359 compressors, generators and similar items must be screened by a fence at least six feet tall,
 360 constructed of a material similar to surrounding buildings, and must surround the service area
 361 except for the necessary ingress/egress.

362 ~~€(d)~~ Traffic and circulation standards. Sidewalks and roadways must be provided ~~within the site~~ to
 363 internally join abutting properties that are determined by the Planning Board using the criteria
 364 in subsection D.(2).(b). ~~to be compatible.~~ In addition, safe pedestrian route(s) must be provided
 365 to allow pedestrians to move within the site and between the principal customer entrance and
 366 the front lot line where a sidewalk exists or will be provided or where the Planning Board
 367 determines that such a route is needed for adequate pedestrian safety and movement. (See
 368 Design Handbook for appropriate examples.)

369 (e) Open space standards. A minimum of fifteen percent of the total area of a lot must be provided
 370 as oOpen space ~~must be provided as a percentage of the total area of the lot~~, including freshwater
 371 wetlands, water bodies, streams and setbacks. ~~Fifteen percent of each lot must be designated as~~
 372 ~~open space. Required open space must be shown on the plan with a note dedicating it as "open~~
 373 ~~space."~~ The open space must be located to create an attractive environment on the site, minimize
 374 environmental impacts, protect significant natural features or resources on the site and maintain
 375 wildlife habitat. Individual large, healthy trees and areas with mature tree cover should be
 376 included in the open space. Where possible, the open space must be located to allow the creation
 377 of continuous open space networks in conjunction with existing or potential open space on
 378 adjacent properties. The required amount of designated open space is reduced to 10% of each
 379 lot that is less than 40,000 square feet in size.

380 ~~D—~~[1] In cases where creating or preserving open space to meet the 15% requirement above
 381 is not practicable, the Planning Board may allow the required landscaping in 4.(a) above

382 to count towards meeting the open space requirement provided the proposed landscaped
383 planting strip is expanded beyond the required width and the Planning Board finds that
384 all criteria for open space above has been met to the greatest extent possible.

385 ~~E—The following space standards apply:~~

386 ~~(a)—Minimum land area per dwelling unit when all floors are residential: 20,000 square feet if~~
387 ~~served by on-site sewage disposal; 8,000 square feet if served by the public sewerage system.~~

388 ~~(NOTE: Except as otherwise required by the buffer provisions of this title, and except where the~~
389 ~~side and/or rear yards abut a residential district or use; in which case a minimum of 15 feet or~~
390 ~~50% of the building height is required.)~~

391 ~~(b).—Minimum land area per dwelling unit when the entire first floor is used for nonresidential~~
392 ~~uses: 20,000 square feet if served by on-site sewage disposal; 4,000 square feet if served by the~~
393 ~~public sewerage system.~~

394 ~~(c).—Minimum lot size: none.~~

395 ~~(NOTE: Except as otherwise required by the buffer provisions of this title, and except where the~~
396 ~~side and/or rear yards abut a residential district or use; in which case a minimum of 15 feet or~~
397 ~~50% of the building height is required.)~~

398 ~~(d).—Minimum street frontage: none.~~

399 ~~(NOTE: Except as otherwise required by the buffer provisions of this title, and except where the~~
400 ~~side and/or rear yards abut a residential district or use; in which case a minimum of 15 feet or~~
401 ~~50% of the building height is required.)~~

402 ~~(e).—Minimum front yard: 15 feet.~~

403 ~~(NOTE: Except as otherwise required by the buffer provisions of this title, and except where the~~
404 ~~side and/or rear yards abut a residential district or use; in which case a minimum of 15 feet or~~
405 ~~50% of the building height is required.)~~

406 ~~(f).—Maximum front setback of the principal building: 60 feet.~~

407 ~~(g).—Minimum rear and side yards: 10 feet.~~

408 ~~(NOTE: Except as otherwise required by the buffer provisions of this title, and except where the~~
409 ~~side and/or rear yards abut a residential district or use; in which case a minimum of 15 feet or~~
410 ~~50% of the building height is required.)~~

411 ~~(h).—Maximum building height: 40 feet.~~

412 ~~(NOTE: Except that space standards for single and two-family residential uses are the same as~~
413 ~~for those of the Urban Residential District.)~~

414 ~~(i).—Maximum building and outdoor stored material coverage: none, except that side, rear and~~
415 ~~front yards must be maintained~~

416 ~~(j).—Minimum water body setback for functionally water-dependent uses: zero feet.~~

417 ~~(k).—Minimum setback from streams, water bodies and wetlands: in accordance with Table~~
418 ~~16.5.30, § 16.4.28 and Appendix A, Fee Schedules.~~

419 (5) Cottage cluster requirements:

420 (a) Cottage cluster dwelling units must either face the required common open space or the street.

421 The required open space must be held in common for use by all the cottage cluster residents
422 and must be immediately accessible to each dwelling unit, via either the front or the back of
423 each unit.

- 424 (b) Each cottage cluster dwelling unit must be no greater than 1,200 square feet. Spacing between
425 units must comply with the requirements of the Fire Department and/or the State Fire
426 Marshall's office.
- 427 (c) Shared parking areas must be connected to each dwelling unit via a sidewalk.
- 428 (6) Affordable housing requirements:
- 429 (a) All requirements in § 16.5.4 Affordable Housing must be met.
430
- 431 (b) Density incentives outlined above in subsection D.(1).(a).[2].[d] may be applied to projects that
432 create affordable housing units, as defined by this code. No proportional payment-in-lieu is
433 required if the affordable dwelling unit requirements for the density incentives are met.
- 434 ~~(4)~~(7) Gasoline Sales
- 435 (a). Gasoline Sales must not be located within 1,000 feet of an existing station;
436 (b). not be located within 1,000 feet of any private residence; and
437 ~~(a)~~(c). not be located within 150 feet of any existing structure.
- 438 E. Shoreland Overlay Zone OZ-SL – Business – Local Zone (B-L)
- 439 (1) Permitted uses.
- 440 (a) Accessory Buildings, Structures, and Uses
- 441 (b) Dwellings if located farther than 100 feet from the normal high-water line of any water
442 bodies, or the upland edge of a wetland
- 443 [1] Dwelling, Attached Single-family
444 [2] Dwelling, Manufactured housing
445 [3] Dwelling, Multi-family
446 [4] Dwelling, Single-family
447 [5] Dwelling, Two-Family
- 448 ~~(b)~~(c) Recreation, Public Open Space
- 449 (2) Special exception uses.
- 450 (a). Art Studio or Gallery
451 (b). Retail Sales, Building Materials & Garden Supply (excluding those of which the principal
452 activity entails outdoor sales and/or storage)
453 (c). Business Services
454 (d). Business & Professional Offices
455 (e). Commercial Fisheries/Maritime Activities (provided only incidental cleaning and cooking of
456 seafood occur at the site)
457 (f). Parking Area
458 (g). Conference Center
459 (h). Retail Sales, Convenience
460 (i). Home Occupation, Major
461 (j). Home Occupation, Minor
462 (k). Mass Transit Station

- 463 (l). Motel
- 464 (m). Hotel
- 465 (n). Inn
- 466 (o). Rooming House
- 467 (p). Personal Services
- 468 (q). Public Assembly Area
- 469 (r). Theater
- 470 (s). Public Utility Facility
- 471 (t). Restaurant
- 472 (u). Retail Sales, but (excluding those of which the principal activity entails outdoor sales and/or
- 473 storage)
- 474 (v). Commercial School
- 475 (w). Public or Private School
- 476 (x). Nursery School
- 477 (y). Day Care Facility
- 478 (z). Elder Care Facility
- 479 (aa). Hospital
- 480 (bb). Nursing Care Facility, Long-term
- 481 (cc). Convalescent Care Facility
- 482 (dd). Public Facility
- 483 (ee). Religious Use
- 484 (ff). Private Assembly
- 485 (gg). Specialty Food and/or Beverage Facility

486 (3) See § 16.4.28 for purpose and standards in the Shoreland Overlay Zone OZ-SL

487 E. Resource Protection Overlay Zone OZ-RP – Business – Local (B-L).

488 (1) Permitted Uses.

489 (a) Recreation, Public Open Space

490 (2) Special Exception Uses.

491 (a) Accessory Uses & Buildings

492 (b) Aquaculture

493 (c) Home Occupations, Major

494 (d) Home Occupations, Minor

495 (e) Public Utility Facilities,

496 (f) Dwelling, Single-Family

497 (3) See § 16.4.29 for purpose and standards in the Resource Protection Overlay Zone RP-SL

**TITLE 16
AFFORDABLE HOUSING
BUSINESS – LOCAL 1 ZONE**

1. AMEND §16.4.18 Business – Local 1 (B-L1) to) to include affordable housing provisions as follows:

1 16.4.18 Business – Local 1 (B-L1)

2 A. Purpose

3 The purpose of the Business – Local 1 B-L1 Zone is to encourage a compact village ~~smart growth/urban~~
4 design pattern that will serve as a focal point for the provision of local sales, urban residences, services
5 and business space. The goal of this section is to create an attractive, functional and vibrant pedestrian-
6 scaled neighborhood supporting a mix of commercial and residential uses. ~~This type of development~~
7 ~~reflects a traditional New England pattern of building, where commercial uses are located on the first~~
8 ~~floor and housing on the upper floors.~~

9 B. Permitted uses

10 The following uses are permitted in the B-L1 Zone:

- 11 (1) Accessory Dwelling Unit
- 12 (2) Dwelling, Attached Single-Family
- 13 (3) Dwelling, Manufactured Housing
- 14 (4) Dwelling, Multi-Family
 - 15 (a) Development proposing three or four dwelling units are permitted through minor site plan
 - 16 review;
 - 17 (b) Development proposing five or more dwelling units are permitted through major site plan
 - 18 review;
- 19 (5) Dwelling, Single-Family
- 20 (6) Dwelling, Two-Family
- 21 ~~(6)~~(7) Dwelling Units as part of a Mixed-Use Building
- 22 ~~(7)~~(8) Convalescent Care Facility
- 23 ~~(8)~~(9) Nursing Care Facility, Long-term
- 24 ~~(9)~~(10) Residential Care Facility
- 25 ~~(10)~~(11) Accessory Buildings, Structures, and Uses
- 26 ~~(11)~~(12) Home Occupation, Major
- 27 ~~(12)~~(13) Home Occupation, Minor
- 28 ~~(13)~~(14) Inn
- 29 ~~(14)~~(15) Day Care Facility
- 30 ~~(15)~~(16) Hospital
- 31 ~~(16)~~(17) Nursery School
- 32 ~~(17)~~(18) Private Assembly

- 33 ~~(18)~~(19) Public Facility
- 34 ~~(19)~~(20) Public or Private School
- 35 ~~(20)~~(21) Religious Use
- 36 ~~(21)~~(22) Recreation, Public Open Space
- 37 ~~(22)~~(23) Commercial School
- 38 ~~(23)~~(24) Art Studio or Gallery
- 39 ~~(24)~~(25) Business & Professional Offices
- 40 ~~(25)~~(26) Business Services
- 41 ~~(26)~~(27) Conference Center
- 42 ~~(27)~~(28) Personal Services
- 43 ~~(28)~~(29) Restaurant
- 44 ~~(29)~~(30) Retail Sales (excluding those of which the principal activity entails outdoor sales and/or storage and excluding those specifically mentioned under Subsection C of this section)
- 45
- 46 ~~(30)~~(31) Retail Sales, Building Materials & Garden Supply (excluding those of which the principal activity entails outdoor sales and/or storage)
- 47
- 48 ~~(31)~~(32) Retail Sales, Convenience
- 49 ~~(32)~~(33) Specialty Food and/or Beverage Facility
- 50 ~~(33)~~(34) Mass Transit Station
- 51 ~~(34)~~(35) Parking Area

52 C. Special exception uses

53 The following uses are permitted as special exception uses in the B-L1 Zone:

- 54 (1) Motel
- 55 (2) Hotel
- 56 (3) Rooming House
- 57 (4) Funeral Home
- 58 (5) Gasoline Service Station
- 59 (6) Public Assembly Area
- 60 (7) Theater
- 61 (8) Public Utility Facility
- 62 (9) Farmers Market
- 63 (10) Mechanical service
- 64 (11) Dwellings, cottage cluster; and
- 65 ~~(10)~~(12) Buildings and structures over 40 feet that conform to the provisions of Title 16.

66 D. Standards

67 All development and the use of land in the B-L1 Zone must meet the following standards. Kittery's
68 Design Handbook illustrates how these standards can be met. In addition, the design and performance
69 standards of Chapter § 16.5, 16.7 and 16.8 must be met.

70

71 (1) The following space and dimensional standards apply:

72 (a) Minimum land area per dwelling unit:

73 [1] When all floors are residential: ~~8,000~~2,500 square feet

74 [2] When less than five dwelling units are proposed with, at minimum, one nonresidential
75 use to be located on the first floor facing State Road or Shapleigh Road such that the use
76 will be visible from the street: 2,500 square feet. Such a nonresidential use or uses need
77 not occupy the entire first floor but must be an independent nonresidential use, e.g., not a
78 home office marketed with a dwelling unit as a work/live unit.~~When the entire first floor~~
79 ~~is in nonresidential use: 3,500 square feet.~~

80 [3] When five or more dwelling units are proposed with, at minimum, one nonresidential use
81 to be located on the first floor facing State Road or Shapleigh Road such that the use will
82 be visible from the street: 2,000 square feet. Such a nonresidential use or uses need not
83 occupy the entire first floor but must be an independent nonresidential use, e.g., not a
84 home office marketed with a dwelling unit as a work/live unit.

85 ~~[2]~~[4] When 25% or more of the dwelling units will be affordable housing units as
86 defined by this code, the minimum land area per dwelling unit is: 1,500 square feet.

87 (b) Parking:

88 Parking requirements are to be met on-site. If meeting the parking requirements is not
89 possible, the parking demand may be satisfied off-site or through joint-use agreements as
90 specified in 16.4.17.D.(1).(c) - 16.4.17.D.(1).(e) under the B-L Zone. Notwithstanding the
91 off-street parking requirements in 16.7.11.F.(4), minimum parking requirements for the uses
92 below are modified as specified:

93 [1] Dwelling units: 1.5 parking spaces per dwelling unit; unless:

94 [i] Affordable housing as defined by this code is proposed in which case the parking
95 requirements may be reduced to a minimum of 1/2 spaces per dwelling unit at the
96 Planning Board's discretion; and/or

97 [ii] Housing is proposed within ¼ mile of a public transit stop, in which case the parking
98 requirements may be reduced to a minimum of 1/2 spaces per dwelling unit at the
99 Planning Board's discretion; and/or

100 [iii] Some or all of the proposed dwelling units are one-bedroom or studio type units in
101 which case parking requirements for these types of units are reduced to one parking space
102 for each unit so described.

103 [2] For multifamily dwellings, if more than ten parking spaces are required, up to 20% of
104 the parking may be designated for compact cars. See 16.7.11.F.(4) Off-Street Parking
105 Standards.

106 ~~(b)~~ [3] Electric car charging stations are allowed and encouraged in parking lots but must not
107 interfere with pedestrian movement on sidewalks.~~Minimum parking spaces per dwelling~~
108 ~~unit: 1.5.~~

109 (c) Minimum lot size: ~~20,000 square feet~~None. (NOTE: Except that all screening, open space,
110 buffering and landscaping requirements must be met or in instances where the Planning
111 Board may approve modifications to such requirements, such modifications must be found
112 satisfactory by the Board.

113 (d) Minimum street frontage per ~~building~~lot: 50 feet.

- 114 (e) Maximum front ~~yard~~setback: ~~30~~20 feet.
- 115 (NOTE: This area must be designed to promote a pedestrian public space, which includes,
- 116 but is not limited to, landscaping, sidewalks and sitting areas. The Planning Board may, at its
- 117 discretion, allow a greater setback when public amenities such as pocket parks, outdoor
- 118 dining or seating areas are proposed within the front setback. Pocket parks must be at least
- 119 200 square feet with a minimum of three trees and a bench for sitting required. Park must be
- 120 vegetated with ground cover except for walkways. Outdoor dining areas must meet any
- 121 additional requirements specific to that use. ~~Parking and outdoor~~Outdoor storage ~~are~~is
- 122 prohibited anywhere in the front yard of the structure, except for seasonal sales items.
- 123 Parking is also prohibited in the front setback except as allowed in subsection (2).(e)
- 124 below).)
- 125 (f) Minimum rear and side ~~yards~~setbacks: 10 feet.
- 126 (NOTE: Except as otherwise required by the buffer provisions of this title, and except where
- 127 the side and/or rear ~~yards~~setbacks abut a residential zone or single-family use; in which case
- 128 a minimum of 15 feet or 50% of the building height, whichever is greater, is required.)
- 129 (g) Maximum building height: 40 feet. Solar apparatus is excluded from height determinations.
- 130 Buildings and structures higher than 40 actual feet from the lowest point of grade to the
- 131 highest point of the building or structure (see Height of Building in 16.3), permitted as a
- 132 special exception, must have side, rear and front setbacks of sufficient depth to adequately
- 133 protect the health, safety and welfare of abutting properties, which may not be less than 50%
- 134 of the actual height of the proposed building.
- 135 (h) ~~Maximum building and outdoor stored material coverage: 50%~~ The maximum impervious
- 136 surface is:-
- 137 [1] 70%; or
- 138 [2] The Planning Board may, at its discretion, allow greater than 70% if:
- 139 (i) Additional landscaped or natural areas are proposed or preserved and such areas are
- 140 integrated into the site design in an environmentally conscious way utilizing LID to
- 141 provide stormwater filtration and/or water quality improvements. Such areas must exceed
- 142 the requirement that 15% of the lot be landscaped or natural. See (4) Landscaping/Site
- 143 Improvements. When granting such a concession, the Board must find that the proposed
- 144 additional landscaping and/or natural areas and the site design provide enough benefit to
- 145 outweigh the impact of greater impervious surface; or
- 146 (ii) Affordable housing to be built, rather than a payment-in-lieu, is proposed.
- 147 ~~(h)~~ Note: If using either option above, the stormwater requirements in (i) below may not
- 148 be modified.
- 149 (i) Stormwater: All new development must use LID (Low Impact Development) and BMP (Best
- 150 Management Practices), based on Maine DEP's Maine Stormwater Best Management
- 151 Practices Manual Volumes I-III as amended from time to time, to manage 100% of the total
- 152 stormwater generated on-site. The stormwater report and plan demonstrating that this
- 153 requirement is met must be included with the application at the time of submission. A request
- 154 for a modification may be submitted to the Planning Board but it is incumbent on the
- 155 applicant to prove to the Planning Board's satisfaction that such a modification is necessary.
- 156 The Town reserves the right to submit such modification requests for independent
- 157 engineering review at the applicant's expense. The Board may also require additional

158 landscaping/plantings and/or LID features when granting such concessions.

159 (j) Minimum area dedicated to landscaped or natural areas: 15%.

160 [1] For the purposes of this zone, a natural area is an area that is not regularly mowed, and
 161 contains trees and/or shrubs which may not have been deliberately planted. Invasive plants,
 162 as defined by the State of Maine, must be removed.

163 (+) [2] For multifamily dwellings, mixed-use buildings with dwelling units and attached
 164 single-family dwellings, in cases where the property cannot meet the 15% requirement due to
 165 existing development (including parking areas), and where redevelopment will remain at the
 166 same or a lower percentage of the lot, the Planning Board may, at its discretion, allow a
 167 smaller percentage of landscaped and/or natural area. In granting this concession, the Board
 168 may require more intensive landscape plantings and/or LID-designed features.

169 (+) (k) Hours of operation must be noted on the final site plan and are determined by the
 170 Planning Board on a case-by-case basis. All lighting other than designated security lighting
 171 must be extinguished outside of noted hours of operation.

172 (+) (l) Minimum ~~water body~~ setback for functionally water-dependent uses: zero feet.

173 (+) (m) Minimum setback from streams, water bodies and wetlands: in accordance with Table
 174 16.5.30, § 16.4.28 and Appendix A, Fee Schedules.

175 ~~(m) Gasoline Sales must a) not be located within 1,000 feet of an existing station; (b) not be~~
 176 ~~located within 1,000 feet of any private residence; and (c) not be located within 150 feet of~~
 177 ~~any existing structure.~~

178 (2) Parking design.

179 (a) Parking must be located ~~on~~ to the side or ~~back~~ rear of the building yard; If all parking cannot
 180 be located to the rear or side, the Planning Board may allow limited parking in front of the
 181 building but it is incumbent upon the applicant to demonstrate why such a modification
 182 request should be granted. In granting this concession, the Board may require more intensive
 183 landscape plantings and/or LID-designed features.

184 (b) Shared access between buildings and/or lots must be provided where feasible; ~~and~~
 185 Feasibility criteria include:

186 [1] Fewer curb cuts required;

187 [2] Improved or new pedestrian access between buildings or lots;

188 [3] Improved internal circulation between buildings or lots; and

189 ~~(b)~~ [4] Improved overall site design with shared access.

190 (c) Screening through the use of plantings and/or fencing is required for all new or revised
 191 parking abutting public streets and/or single-family uses or residential zones. Such screening
 192 does not require that the parking lot and vehicles within it be completely obscured from view,
 193 rather the screening must provide visual interest and distraction from the parking area
 194 beyond, as well as buffer vehicle headlight trespass. ~~New or revised parking must be~~
 195 ~~visually screened through the use of landscaping, earthen berms and/or fencing from adjacent~~
 196 ~~public streets or residential properties. (See the Design Handbook for appropriate examples.)~~

197 [1] A landscape plan showing screening and other landscaping requirements prepared by a
 198 registered landscape architect is a submission requirement. However, a landscape plan done
 199 by other design professionals may be allowed at the Planning Board's discretion.

200 [2] Any required plantings that do not survive must be replaced within one year. This

201 requirement does not expire and runs with the land.

202 [3] Surface parking areas designed for less than five cars must use solid fencing, berms
203 and/or stone walls along the parking lot where it abuts any single-family use or residential
204 zone must be used to prevent vehicle headlights trespass. from shining on any abutting
205 residential property. Incorporating flowering vines and other plantings such as trees and
206 shrubs on next to fences and blank exterior walls is encouraged.

207 [4] Surface parking lots designed for five or more cars that will service multi-family or
208 mixed-use buildings with dwelling units and which abut a street, single-family use or
209 residential zone must provide screening in one of the following ways:

210 i. Any combination of trees, shrubs, tall ornamental grasses or perennial plants in a
211 planting bed at least eight (8) feet wide. Plantings must be sufficient, as determined by
212 the Planning Board, to screen the parking area from the street except for necessary
213 vehicular and pedestrian access. Climate-change tolerant Northeastern native plants are
214 preferred. Planting beds may be mulched but no dyed mulching material may be used.
215 Drip irrigation is recommended.

216 ii. One tree per 25 feet of street frontage within a planting bed at least eight (8) feet
217 wide which will include other plantings such as perennials. Plantings must be sufficient,
218 as determined by the Planning Board, to screen the parking area from the street except
219 for necessary vehicular and pedestrian access. To ensure survival, trees must be planted
220 using silva cells, bioretention cells or tree wells. Trees must be at least 2.5-inch caliper
221 and 12 feet high at the time of planting. Existing large healthy trees must be preserved if
222 practical and will count towards this requirement. Trees proposed within the public
223 right-of-way must remain under 20 feet tall at maturity. Trees native to the Northeast,
224 selected for climate change tolerance, are preferred and must be drought and salt tolerant
225 when used along streets. A diversity of tree species (three to five species per every 12
226 trees) is required to provide greater resiliency to threats from introduced insect pests and
227 diseases. Planting beds may be mulched but no dyed mulching material may be used.
228 Drip irrigation is recommended for plantings proposed to accompany the trees.

229 iii. Fencing, no taller than six (6) feet, of a type that screens rather than blocks a view
230 and made of a material compatible with surrounding buildings. Chain link fences are not
231 allowed unless they have a PVC color coating to blend in with surroundings. Stockade
232 fences may only be allowed to buffer a parking lot along the lot line that abuts a single-
233 family use or residential zone. A planting bed at least six (6) feet wide, including the
234 fence, is required, with a combination of trees, shrubs and perennials located on the
235 proposed development's side of the fence. Climate-change tolerant Northeastern native
236 plants are preferred. Planting beds may be mulched but no dyed mulching material may
237 be used. Drip irrigation is recommended.

238 (d) A minimum of 10% of any surface parking area consisting of 10 or more spaces must be
239 landscaped with trees and vegetated islands. This requirement is in addition to other required
240 landscaping and street tree requirements.

241 (e) In instances where one row of parking spaces and/or a related access drive is located
242 between the front property line and the front wall of the building extending the full width of the
243 lot and was utilized in accordance with previous permits or approvals, for parking, display,
244 storage, building or necessary vehicle circulation, the Planning Board may allow such
245 improvements to remain provided all other parking meets the location requirements and

246 provided that a landscaping plan for the property frontage is reviewed and approved by the
 247 Planning Board.

248 (f) If 20% or more of the proposed development will be affordable dwelling units built rather
 249 than using payment-in-lieu for required units, the Planning Board may, at its discretion, modify
 250 surface parking lot screening and landscaping requirements under subsections (c) and (d).

251 (3) Building design standards

252 Kittery's characteristic buildings reflect its historic seacoast past. The primary architectural styles
 253 are New England Colonial (such as Cape Cod and saltbox), Georgian, Federal and Classical
 254 Revival. New buildings must be compatible with Kittery's characteristic styles in form, scale,
 255 material and color. In general, buildings should be oriented to the street with the front of the
 256 building facing the street from which the building derives its street frontage. Architectural design
 257 and structure location must reinforce the human scale and pedestrian nature of the neighborhood
 258 by using orientation and building massing, exterior building materials, and roofing as set forth
 259 below. The front or street facade must be designed as the front of the building. The front
 260 elevation must contain one or more of the following elements: 1) a "front door," although other
 261 provisions for access to the building may be provided; 2) windows; or 3) display cases. (See
 262 Design Handbook for examples of acceptable materials and designs.) Main entries should be
 263 clearly visible from the street and provide adequate cover from the weather. Strict imitation is
 264 not required. Design techniques can be used to maintain compatibility with characteristic styles
 265 and still leave enough flexibility for architectural variety. To achieve this purpose, the following
 266 design standards apply to new and modified existing building projects:

267 (a) Exterior building materials and details. Building materials and details strongly define a
 268 project's architectural style and overall character. (See Design Handbook for examples of
 269 acceptable materials, building scale, and designs.) "One-sided" schemes are prohibited;
 270 similar materials and details must be used on all sides of a building to achieve continuity and
 271 completeness of design. Predominant exterior building materials must be of good quality and
 272 characteristic of Kittery, such as horizontal wood board siding, vertical wood boards, wood
 273 shakes, brick, stone or simulated stone, glass and vinyl, or metal clapboard.

274 (b) Roofs. ~~A building's prominent roofs must be pitched a minimum of 4:12 unless demonstrated~~
 275 ~~to the Planning Board's satisfaction that this is not practicable. Acceptable roof~~ Roof styles
 276 ~~are such as~~ gabled, gambrel and hipped roofs are preferred. ~~Flat roofs, shed~~ Shed roofs and
 277 roof facades (such as "stuck on" mansards) are not acceptable as prominent roof forms unless
 278 demonstrated to the Planning Board' satisfaction that another design is not practicable, except
 279 ~~as provided above~~. Roof colors must be muted. (See Design Handbook for examples.) Flat
 280 roofs proposed to locate heating, cooling, or other such mechanical or electrical apparatus off
 281 the ground, are acceptable provided that such apparatus are screened from view and the
 282 screening is designed as an integral part of the building to aid both aesthetics and noise
 283 attenuation. Flat roofs proposed for the purpose of solar array installations are also
 284 acceptable. The roof design must screen or camouflage rooftop protrusions to minimize the
 285 visual impact of air conditioning units, air handler units, exhaust vents, transformer boxes
 286 and the like. (See Design Handbook for examples of appropriate treatments.)

287 (c) Loading docks and overhead doors. Loading docks and overhead doors must be located on
 288 the side or rear of the building and must be screened from view from adjacent properties in
 289 residential use.

290 (d) Lighting plans, including outdoor lighting fixture designs and photometric plans, must be

291 included at the time of application submission. All lighting fixtures must be cutoff (dark sky
 292 compliant).

293 (4) Landscaping/site improvements.

294 A landscape plan prepared by a registered landscape architect is a submission requirement.

295 However, a landscape plan done by other design professionals may be allowed at the Planning
 296 Board's discretion. Climate change-tolerant Northeastern native plants are preferred. To achieve
 297 attractive and environmentally sound site design ~~and appropriate screening of parking areas~~, in
 298 addition to the landscaping standards contained in § 16.75 ~~and § 16.8~~, the following landscaping
 299 requirements apply to new and modified existing developments:

300 (a) Fifteen percent of site area must be landscaped and/or in a natural state as described in
 301 D.(1).(j).[1], unless otherwise provided above;

302 (b) Outdoor spaces must be created to reinforce commercial and community activities and
 303 pedestrian-friendly access. Outdoor spaces are encouraged throughout the site ~~with special~~
 304 ~~attention along~~ especially in those areas to the front and sides of buildings when viewed from
 305 the sidewalk and street. Architectural features such as decorative pavers, planters and
 306 ~~benches~~ seating areas, as well as outdoor dining where applicable, are encouraged in the
 307 creation of these spaces;

308 (c) The ~~space~~ setback between the ~~roadway~~ street and any buildings must be attractively
 309 landscaped using trees, ~~flowers~~, shrubs, perennials, ornamental grasses, fencing or stone
 310 walls to reinforce the site's unique character and building design and complement the public
 311 use of the space;

312 (d) ~~A-Required~~ buffer setbacks that function as buffers between commercial and residential
 313 zones/single-family uses must be ~~established and be~~ landscaped at minimum with a
 314 combination of trees and shrubs in a planting bed at least six (6) feet wide. Planting beds may
 315 be mulched but no dyed mulching material may be used; ~~visually pleasing mixed planting~~
 316 ~~type;~~

317 (e) ~~Solid fencing, berms and/or stone walls must be used to prevent headlights from shining on~~
 318 ~~abutting residential property. Incorporating flowering vines and other plantings on fences and~~
 319 ~~blank exterior walls is encouraged;~~

320 (f)(e) Provide street trees in a pattern reflecting the existing streetscape. For new buildings, a
 321 minimum of one street tree must be planted for each 25 feet of street frontage. The trees may
 322 be spaced along the frontage or grouped or clustered to enhance the visual quality of the site.
 323 (See Design Handbook for examples.) The trees must be a minimum two-and-one-half-inch
 324 caliper and be at least 12 feet high at the time of planting. ~~The species must be selected from~~
 325 ~~the A~~ list of approved street trees may be found in the Design Handbook. Trees native to the
 326 Northeast, selected for climate change tolerance, are preferred and must be drought and salt
 327 tolerant when used along streets. A diversity of tree species (three to five species per every
 328 12 trees) is required to provide greater resiliency to threats from introduced insect pests and
 329 diseases. Trees located within the public right-of-way must not exceed 20 feet at maturity.
 330 Existing large healthy trees must be preserved if practical and will count toward this
 331 requirement.

332 (g)(f) For additions to existing buildings and changes of residential structures to a
 333 nonresidential use, one street-side tree (see list of street trees in Design Handbook) is
 334 required to be planted for every 1,000 square feet of additional gross floor area added or
 335 converted to nonresidential use. In instances where parking, display area, storage, building or

336 necessary vehicle circulation exists at the time of enactment of this section, the required trees
 337 may be clustered and/or relocated away from the road as is necessary to be practicable. The
 338 preservation of existing large trees is encouraged; therefore, the Planning Board may permit
 339 the preservation of existing healthy, large, mature trees within developed areas of the site to
 340 be substituted for the planting of new trees;

341 ~~(h)~~(g) Service and storage areas must be located to the rear of the building ~~and be shielded using~~
 342 ~~plantings and/or fencing. Facilities for waste storage such as dumpsters must be located~~
 343 ~~within an enclosure and be visually buffered by fencing, landscaping and/or other treatments~~
 344 ~~(see Design Handbook for examples of appropriate buffering);~~ All service areas for
 345 dumpsters, compressors, generators and similar items must be screened by a fence at least six
 346 feet tall, constructed of a material similar to surrounding buildings, and must surround the
 347 service area except for the necessary ingress/egress.

348 ~~(i)~~(h) No storage may be in front of buildings except seasonal sales items;

349 ~~(j)~~(i) Lighting, including lighting fixture designs and photometric plans, and landscape plans
 350 must be provided and approved as a part of final plan; and

351 (j) Lighting along the street must be of a pedestrian scale using a full cutoff fixture in an
 352 architectural style fixture appropriate to the neighborhood.

353 (k) Any required plantings that do not survive must be replaced within one year. This
 354 requirement does not expire and runs with the land.

355 ~~(k)~~ (l) If 15% or more of the proposed development will be affordable dwelling units,
 356 the Planning Board may, at its discretion, modify landscaping requirements under [c], [d] and [e]
 357 above.

358 (5) Traffic and circulation standards.

359 Sidewalks and roadways must be provided ~~within the site~~ to internally join abutting properties
 360 ~~that are~~ determined by the Planning Board using the criteria in subsection D.(2).(b).to be
 361 ~~compatible~~. In addition, safe pedestrian route(s) must be provided to allow pedestrians to move
 362 within the site and between the principal customer entrance and the front lot line where a
 363 sidewalk exists or will be provided or where the Planning Board determines that such a route is
 364 needed for adequate pedestrian safety and movement. (See Design Handbook for appropriate
 365 examples.)

366 (6) Cottage cluster requirements:

367 (a) Cottage cluster dwelling units must either face the required common open space or the
 368 street. The required open space must be held in common for use by all the cottage cluster
 369 residents and must be immediately accessible to each dwelling unit, via either the front or the
 370 back of each unit.

371 (b) Each cottage cluster dwelling unit must be no greater than 1,200 square feet. Spacing
 372 between units must comply with the requirements of the Fire Department and/or the State Fire
 373 Marshall's office.

374 (c) Shared parking areas must be connected to each dwelling unit via a sidewalk.

375 (7) Affordable housing requirements:

376 (a) All requirements in 16.5.4 Affordable Housing must be met.

377 (b) Density incentives outlined above in subsection D.(1).(a).[4] may be applied to projects
 378 that create affordable housing units, as defined by this code. No proportional payment-in-lieu is

379 required if the affordable dwelling unit requirements for the density incentives are met.

380 (8) Gasoline Sales must a) not be located within 1,000 feet of an existing station; (b) not be located
381 within 1,000 feet of any private residence; and (c) not be located within 150 feet of any existing
382 structure.

383 E. Shoreland Overlay Zone OZ-SL – Business Local Zone (B-L1)

384 (1) Permitted uses

385 (a) Accessory Uses & Building

386 (b) Aquaculture

387 (c) Recreation, Public Open Space

388 (2) Special exception uses

389 (a) Art Studio or Gallery

390 (b) Business & Professional Offices

391 (c) Business Services

392 (d) Retail Sales, Building Materials & Garden Supply (excluding those of which the principal
393 activity entails outdoor sales and/or storage)

394 (e) Conference Center

395 (f) Retail Sales, Convenience

396 (g) Commercial Fisheries/Maritime Activities (provided only incidental cleaning and cooking of
397 seafood occur at the site)

398 (h) Parking Area

399 (i) Dwelling, Manufactured Housing

400 (j) Dwelling, Single-Family

401 (k) Dwelling, Two-Family

402 (l) Farmers market

403 (m) Funeral Home

404 (n) Home Occupation, Major

405 (o) Home Occupation, Minor

406 (p) Inn

407 (q) Mass Transit Station

408 (r) Motel

409 (s) Hotel

410 (t) Inn

411 (u) Rooming House

412 (v) Personal Service

413 (w) Public Assembly Area

414 (x) Theater

415 (y) Public Utility Facility

416 (z) Restaurant

417 (aa) Retail Sales (excluding those of which the principal activity entails outdoor sales and/or
418 storage)

419 (bb) Specialty Food and/or Beverage Facility

420 (3) See § 16.4.28 for purpose and standards in the Shoreland Overlay Zone OZ-SL

421 F. Resource Protection Overlay Zone OZ-RP – Business – Local Zone (B-L1)

- 422 (1) Permitted Uses
- 423 (a) Recreation, Public Open Space
- 424 (2) Special Exception Uses
- 425 (a) Accessory Uses & Buildings
- 426 (b) Home Occupations, Major
- 427 (c) Home Occupations, Minor
- 428 (d) Public Utility Facility
- 429 (e) Dwelling, Single-Family, including modular homes
- 430 (3) See § 16.4.29 for purpose and standards in the Resource Protection Overlay Zone OZ-RP

**KITTERY TOWN CODE –
TITLE 16
AFFORDABLE HOUSING**

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

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

10 **WHEREAS**, the Town of Kittery desires to promote and retain a diverse community of residents
11 who provide essential services to the Town, cultural enrichment, a variety of ages and
12 backgrounds, or who currently live in Kittery on modest means; and

13 **WHEREAS**, the Town of Kittery recognizes that municipal support provided through a
14 combination of policy, ordinances, and funds is needed for the creation, rehabilitation, and
15 retention of affordable housing units in Kittery; and

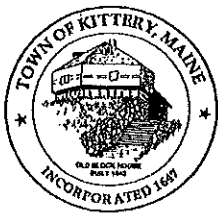
16 **WHEREAS**, the Town of Kittery seeks to remove barriers and incentivize the creation,
17 rehabilitation, and retention of affordable housing units through its zoning code;

18 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001, AND TOWN
19 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENTS TO TOWN
20 CODE, TITLE 16, LAND USE and DEVELOPMENT CODE, BUSINESS LOCAL AND
21 BUSINESS LOCAL-1 ZONES, AS PRESENTED.

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

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

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



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

7072 MAR 28 AM 11:42

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

Applicant's Name Marie Sacco
please print

Applicant's Address 3 Ann ave Salem, NH 03079
please print

Applicant's mailing address if different from above: _____

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

Date of Birth 10-9-70 Applicant's Telephone Number: 603-235-1320

Business Name: The Sandwich Monstahh
please print

Business Address: 3 Ann ave Salem NH 03079
please print

Business Telephone Number: 603-235-1320

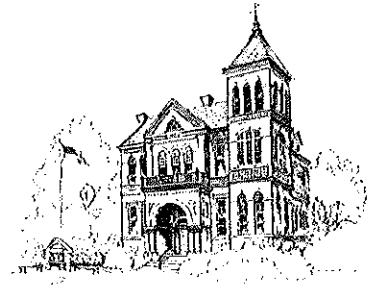
Signature of Applicant Marie Sacco DATE: 3-25-22

LICENSE FEE: \$ 50⁰⁰

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

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

Friends of Rice Public Library



April 1, 2021

Dear Kittery Town Council:

Please accept this gift of \$2,500 from the **Friends of Rice Public Library**

This gift encompasses the following:

- A gift is to support the Summer Reading Program at Rice PL

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

Best regards-

A handwritten signature in black ink, appearing to read 'Don Craig'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Don Craig
Treasurer
Friends of Rice Public Library

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER. INK-SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.

3017

FRIENDS OF THE RICE PUBLIC LIB

2 FOLLETT LN
KITTERY POINT, ME 03905-5103

KENNEBUNK SAVINGS
52-7450/2112

3/25/2022

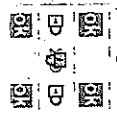
PAY TO THE
ORDER OF **Town Of Kittery - Rice PL**

\$ **2,500.00

Two Thousand Five Hundred Only*****

DOLLARS

Rice Public Library
8 Wentworth Street
Kittery, Maine 03904



[Handwritten Signature]

AUTHORIZED SIGNATURE

Security features. Details on back.

MEMO

For the Rice-PL Summer Reading Program

PDF 1091/112-18

**NOTICE OF AMOUNTS ADOPTED AT TOWN COUNCIL MEETING
FOR VOTERS AT SCHOOL BUDGET
VALIDATION REFERENDUM**

TO: Clerk of Town of Kittery, State of Maine

Pursuant to 20-A M.R.S.A. §1486 (2) and 2307 this Notice is to be displayed at all polling places for the school budget validation referendum to be held on **June 14, 2022**, to assist the voters in voting on whether to ratify the school budget approved at the **May 2, 2022** Town Council Meeting.

| Cost Center Summary Budget Category | Amount Recommended by School Committee |
|--|--|
| 01-Regular Instruction | \$7,992,346.00 |
| 02-Special Instruction | \$4,392,472.00 |
| 03-Career & Technical Education | \$6,752.00 |
| 04-Other Instruction | \$366,157.00 |
| 05-Student & Staff Support | \$2,212,623.00 |
| 06-System Administration | \$832,571.00 |
| 07-School Administration | \$1,112,698.00 |
| 08-Transportation | \$715,541.00 |
| 09-Facilities Maintenance | \$1,411,669.00 |
| 10-Debt | \$697,793.00 |
| 11-All Other Expenditures | \$240,000.00 |
| Summary of Total Authorized General Fund Expenditures | \$19,980,622.00 |

The amount approved for the school budget at the Town Council meeting includes locally raised funds over and above the Town's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act.

| | |
|---|---|
| <p><u>Julie D. Dow</u></p> <p><u>Kimberly Bedard</u></p> <p><u>Ann Marie Green</u></p> <p><u>Shirley Comiskey</u></p> <p><u>G. J. [Signature]</u></p> | <p><u>[Signature]</u></p> <p>_____</p> <p>_____</p> |
|---|---|

A majority of the School Committee

Completed and countersigned by: _____ / _____ /2022

A true copy of the Notice, attest: [Signature], Town Clerk of Kittery

Town of Kittery
Ordinance Approving Transfer of Year-End Balances to Dedicated Accounts
for Fiscal Year 2022-2023

The Town of Kittery hereby ordains that \$ 700,000.00 be transferred from the school's audited 2020-2021 fiscal year undesignated general fund balance, and be expended as follows:

\$ 250,000.00 for the School Maintenance Dedicated Account

\$ 100,000.00 for the School Unfunded Liabilities Dedicated Account

\$ 100,000.00 for the School Technology Dedicated Account

\$ - for the School Unemployment Dedicated Account

\$ 250,000.00 for the School Special Education Dedicated Account

Town of Kittery
Ordinance Approving Additional Local Funds for School Budget
for Fiscal Year 2022-2023

(Note: If State's EPS Funding model is exceeded, State law requires a separate, recorded vote with a majority of full council in favor)

The Town of Kittery hereby ordains in accordance with the separate approval requirement of Title 20-A, section 15671-A(5)(B) that \$ 5,072,023.35 be raised and appropriated in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$ 5,072,023.35 as required to fund the budget recommended by the School Committee.

The School Committee recommends:

\$ 5,072,023.35 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$ 5,072,023.35

\$ 5,072,023.35 is needed in order to sustain educational services and programs for all students K-12. These funds support teachers, staff development, guidance counselors, nurses, co-curricular activities, auxiliary personnel and administrators to maintain class sizes and quality of educational services as expected by the town. Additionally the school district actively pursues all available avenues to collaborate and consolidate services in order to offset the escalating costs of utilities, insurance and other fixed costs.

State Mandated Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the school department budget for educational programs.

**Town of Kittery
Ordinance Approving School Budget for
Fiscal Year 2022-2023**

The Town of Kittery hereby ordains pursuant to Title 20-A, sections 1485 and 15690, that:

1. The following school budget articles be adopted and approved for Fiscal Year 2022-2023

| | |
|--|------------------|
| For Regular Instruction | \$7,992,346.00 |
| For Special Education | \$4,392,472.00 |
| For Career and Technical Education | \$6,752.00 |
| For Other Instruction | \$366,157.00 |
| For Student and Staff Support | \$2,212,623.00 |
| For System Administration | \$832,571.00 |
| For School Administration | \$1,112,698.00 |
| For Transportation and Buses | \$715,541.00 |
| For Facilities Maintenance | \$1,411,669.00 |
| For Debt Service and Other Commitments | \$697,793.00 and |
| For All Other Expenses | \$240,000.00 |

2. The sum of **\$13,320,105.65** be appropriated for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and the sum of **\$11,741,869.00** be raised as the Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688;

State Mandated Explanation: The Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that the Town must raise in order to receive the full amount of state dollars.

3. The sum of **\$ 697,793.00** be raised and appropriated for the annual payments on debt service previously approved by the Town's legislative body for non-state-funded school construction projects, and non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the Town's contribution to the total cost of funding public education from kindergarten to grade 12;

State Mandated Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the Town's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.

4. The School Committee be authorized to expend **\$19,980,622.00** for the fiscal year beginning **July 1, 2022 and ending June 30, 2023** from the Town's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.
5. The School Committee be authorized to expend State, Federal and other grants, aid, donations, gifts and other revenues for the fiscal year **July 1, 2022 through June 30, 2023** in addition to the school's general fund operating budget.

**TOWN OF KITTERY
TOWN MEETING WARRANT
JUNE 14, 2022**

To Robert V. Richter, a Constable of the Town of Kittery, in the County of York, State of Maine.

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Kittery in said county and state, qualified by law to vote in town affairs:

To meet, in said town, on Monday the 13th day of June 2022, at 6:00 p.m. to hold a public hearing on Articles 2 through 10.

To hold a **Municipal Election** at the Kittery Community Center Gymnasium, in said town, on Tuesday, the 14th day of June, 2022 at 8 a.m. to:

Act on Article 1 to elect a moderator by written ballot and to act on Articles 2 through 10 by secret ballot

The polls will be open from 8:00 a.m. until 8:00 p.m.

Absentee ballots will be processed centrally at 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 1:00 p.m., 2:00 p.m., 3:00 p.m., 4:00 p.m., 5:00 p.m., 6:00 p.m., 7:00 p.m., and 8:00 p.m.

Article 1. To elect a moderator to preside at said meeting and to vote by written ballot.

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

Town Council Recommends – Vote: Yes ___ No ___

Explanation:

The purpose of this article is to provide funds from the town’s unassigned funds (unencumbered surplus) to pay for accrued benefits owed when a municipal employee retires or leaves. The reserve account balance is currently \$289,739. The unassigned fund balance (unencumbered surplus) is currently \$8,131,323.

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

Town Council Recommends – Vote: Yes ___ No ___

Explanation:

The purpose of this article is to provide funds from the town’s unassigned funds (unencumbered surplus) to pay the deductible and other associated costs on insurance claims that may be made in the fiscal year. The unassigned fund balance (unencumbered surplus) is currently \$8,131,323.

Article 4. Shall the town vote to authorize the Town Council to transfer up to \$500,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$500,000 when necessary for the purpose of providing the town’s match to federal, state, and non-profit grants?

Town Council Recommends – Vote: Yes ___ No ___

Explanation:

Grant applications are filed by different town departments to assist with the operations and capital purchases. These grants, if successful, often require a local match to be raised. The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) when and if necessary, for the purpose of meeting grant match requirements. The unassigned fund balance (unencumbered surplus) is currently \$8,131,323.

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

Town Council Recommends – Vote: Yes ___ No ___

Explanation:

The purpose of this article is to provide departments, who have exhausted their allocated fuel budgets in the fiscal year, access to funds for fuel needs. The Town Council favored keeping the fiscal year fuel and utility accounts as low as possible, with this article making available surplus funds as a safety net in case of an unstable market for fuel. The unassigned fund balance (unencumbered surplus) is currently \$8,131,323.

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

Town Council Recommends – Vote: Yes ___ No ___

Explanation:

The General Assistance Program is budgeted from the town's operational budget each year. The program assists town citizens with welfare type services by following very strict state and federal guidelines for income eligibility within the General Assistance Ordinance. The purpose of this article is to create a method for the Town Council to supplement the General Assistance budget if needed. The unassigned fund balance (unencumbered surplus) is currently \$8,131,323.

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

Town Council Recommends – Vote: Yes ___ No ___

Explanation:

Occasionally, repairs to town facilities are needed that have not been budgeted. In addition, energy efficiency projects are being identified to further save the town funds. The purpose of this article is to allow the Town Council to make unplanned emergency facility repairs and undertake energy efficiency projects that may arise in the fiscal year. The unassigned fund balance (unencumbered surplus) is currently \$8,131,323.

Article 8. Shall the town vote to authorize the Town Council to transfer up to \$50,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$50,000 for a Municipal Property Tax Assistance program to credit property taxes owed by certain residents that meet the program requirements?

Town Council Recommends – Vote: Yes ___ No ___

Explanation:

The Senior Tax Credit program allows for taxpayers that qualify to receive a credit on their property taxes each year. The program assists seniors with their property tax obligations. The unassigned fund balance (unencumbered surplus) is currently \$8,131,323.

Article 9. Shall the town vote to authorize the expenditure of up to \$460,000 from unassigned funds (unencumbered surplus) for the purchase of a fire rescue vehicle for the replacement of Rescue 3, the Kittery Fire Department’s primary fire apparatus?

Town Council Recommends – Vote: Yes ___ No ___

Explanation:

The current Rescue 3 apparatus was purchased in 2001 and scheduled for replacement in FY2026. The estimated cost for replacement, with normal inflation, was \$773,674 in FY2026. The funds needed to replace it would have been secured by FY2026 in accordance with the CIP funding schedule. However, during the latest annual maintenance and safety inspection, the frame was found to be severely corroded in the rear end area. Repairs have been made to keep the vehicle safe for operating in the short-term; but the repairs will not last for four years (FY2026). The purpose of this article is to allow the Town to replace the fire apparatus now and avoid a reduction in service response from the Fire Department. Due to rapid inflation of parts, materials, and labor, the cost to replace the apparatus based on a current bid is approximately \$746,000. The Fire Apparatus Holding Account has a balance of \$288,591. The unassigned fund balance (unencumbered surplus) is currently \$8,131,323.

The Registrar of Voters will hold office hours while the polls are open to correct any error in, or change a name or address on, the voting list; to accept registration of any person who becomes 18 years of age on Election Day or after the close of registration prior to it; and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Dated at Kittery this 28th day of March, 2022.

Municipal Officers

A true copy

ATTEST: _____
Town Clerk

RETURN ON THE WARRANT

County of York
of Maine

State

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of Kittery, qualified as herein expressed, to meet at said time and place, and for the purposes therein named, by posting an attested copy of said warrant at the Kittery and Kittery Point Post Offices, Kittery Municipal Office, Kittery Community Center, and Kittery Resource Recovery Facility in said town, being public and conspicuous places in said town on

_____, 2022, being at least seven days before the meeting.

Robert V. Richter

Date

March 29, 2022

Town of Kittery
Attn: Town Council
200 Rogers Road Ext.
Kittery, ME 03904

Dear Sirs and Madams,

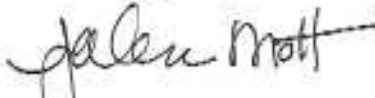
We are writing to request permission to hold a special event for the release of Mott the Lesser on Saturday, April 23, 12 noon to 7 pm.

It is necessary to gain the Town of Kittery's permission in order to get a permit from the State of Maine to extend the bonded area to a tent outside our tasting room. Our landlord, Driscoll Realty, has given us approval and is prepared to write a letter to this effect.

Tributary will have a 20' x 20' tent, porto potty, and one day food vendor(s). We will hire a police detail for the event. We will also notify our business & immediate residential neighbors of the event.

We respectfully submit this request.

Sincerely yours,



Glen & Tod Mott
Owners
Tributary Brewing Co.

April 4, 2022

Town of Kittery
Town Council
200 Rogers Road
Kittery, Maine 03904

RE: TRIBUTARY BREWING COMPANY ~ EVENT APRIL 23.2022

Dear Kittery Town Council,
10 Shapleigh Road LLC. hereby gives permission to Tributary Brewing Company to host it's Spring Release of "Mott the Lesser" at Post Office Square, 10 Shapleigh Road, Kittery on Saturday, April 23,2022.

Thank you for your support,

Scott Logan
Property Manager
10 Shapleigh Road LLC.
(603) 781-7121



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

| Division Use Only | |
|--|-----|
| License No: | |
| Class: | By: |
| Deposit Date: | |
| Amt. Deposited: | |
| Payment Type: | |
| OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/> | |

**Section I: Licensee/Applicant(s) Information;
 Type of License and Status**

| | |
|--|--|
| Legal Business Entity Applicant Name (corporation, LLC): <u>Sonnat, Inc</u> | Business Name (D/B/A): <u>Am30 Noodle Bar</u> |
| Individual or Sole Proprietor Applicant Name(s): <u>Julian Armstrong</u> | Physical Location: <u>7 Wallingford Sq. unit 102, Kittery, ME</u> |
| Individual or Sole Proprietor Applicant Name(s): | Mailing address, if different: |
| Mailing address, if different from DBA address: | Email Address: <u>Sonnatfoods@gmail.com</u> |
| Telephone # Fax #: <u>207 703 4298</u> | Business Telephone # Fax #: |
| Federal Tax Identification Number: <u>46-5034965</u> | Maine Seller Certificate # or Sales Tax #: <u>1168748</u> |
| Retail Beverage Alcohol Dealers Permit: <u>NO</u> | Website address: <u>am30noodlebar.com</u> |

1. New license or renewal of existing license? New Renewal

If a renewal, please provide the following information:

Your current license expiration date: 5/1/22

The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: 1,000,000 Beer, Wine or Spirits: 350,000 Guest Rooms: _____

2. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer) Wine Spirits

3. Indicate the type of license applying for: (choose only one)

- Restaurant (Class I, II, III, IV) Class A Restaurant/Lounge (Class XI) Class A Lounge (Class X)
- Hotel (Class I, II, III, IV) Hotel – Food Optional (Class I-A) Bed & Breakfast (Class V)
- Golf Course with auxiliary and mobile cart options (Class I, II, III, IV) Tavern (Class IV)
- Qualified Caterer Self-Sponsored Events (Qualified Caterers Only)
- Other: _____

Refer to Section V for the License Fee Schedule

4. If application is for a **new** license or the business is under new ownership, indicate starting date:

5. Business records are located at the following address:

7 Wallingford Sq. Unit 102 Kittery, ME 03904

6. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If **Yes**, complete Section VII at the end of this application

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

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

| Name of Business | License Number | Complete Physical Address |
|------------------|----------------|---------------------------|
| | | |
| | | |

8. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

| Full Name | DOB | Place of Birth |
|------------------|-----------|----------------|
| Julian Armstrong | 9/25/1981 | Dover, NH |

Residence address on all the above for previous 5 years

| | | | |
|------|------------------|----------|---------------------------------------|
| Name | Julian Armstrong | Address: | 37 coffins ct. Portsmouth, NH 03801 |
| Name | | Address: | 232 Bartlett st. Portsmouth, NH 03801 |
| Name | | Address: | 236 middle st. Portsmouth, NH 03801 |
| Name | | Address: | |

9. Is the licensee/applicant(s) citizens of the United States? Yes No

10. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

11. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

12. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine? Yes No

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: Julian Armstrong Date of Conviction: Sept. 27 2004

Offense: Criminal trespassing Location: Poltsmouth, NH

Disposition: 6m suspended sentencing Misdemeanor

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Second Christian Church

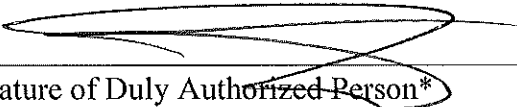
Distance: .3 miles

Section II: Signature; Fee; Delivery of application

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 4/4/22


Signature of Duly Authorized Person*

Signature of Duly Authorized Person*

Julia Armstrong
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

*The person signing this application must appear in Section VII on this application.

Section III: For use by Municipal Officers and County Commissioners only
Approval of an application for an on-premises liquor license

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application on this date: _____.

Check only one: City Town Unorganized Territory

Name of City/Town/Unorganized Territory: _____

Who is approving this application? Municipal Officers
 County Commissioners of _____ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

| Signature of Officials | Printed Name and Title |
|------------------------|------------------------|
| | |
| | |
| | |
| | |
| | |

This Approval Expires in 60 Days

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.

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

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

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

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

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

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

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

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

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

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

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

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

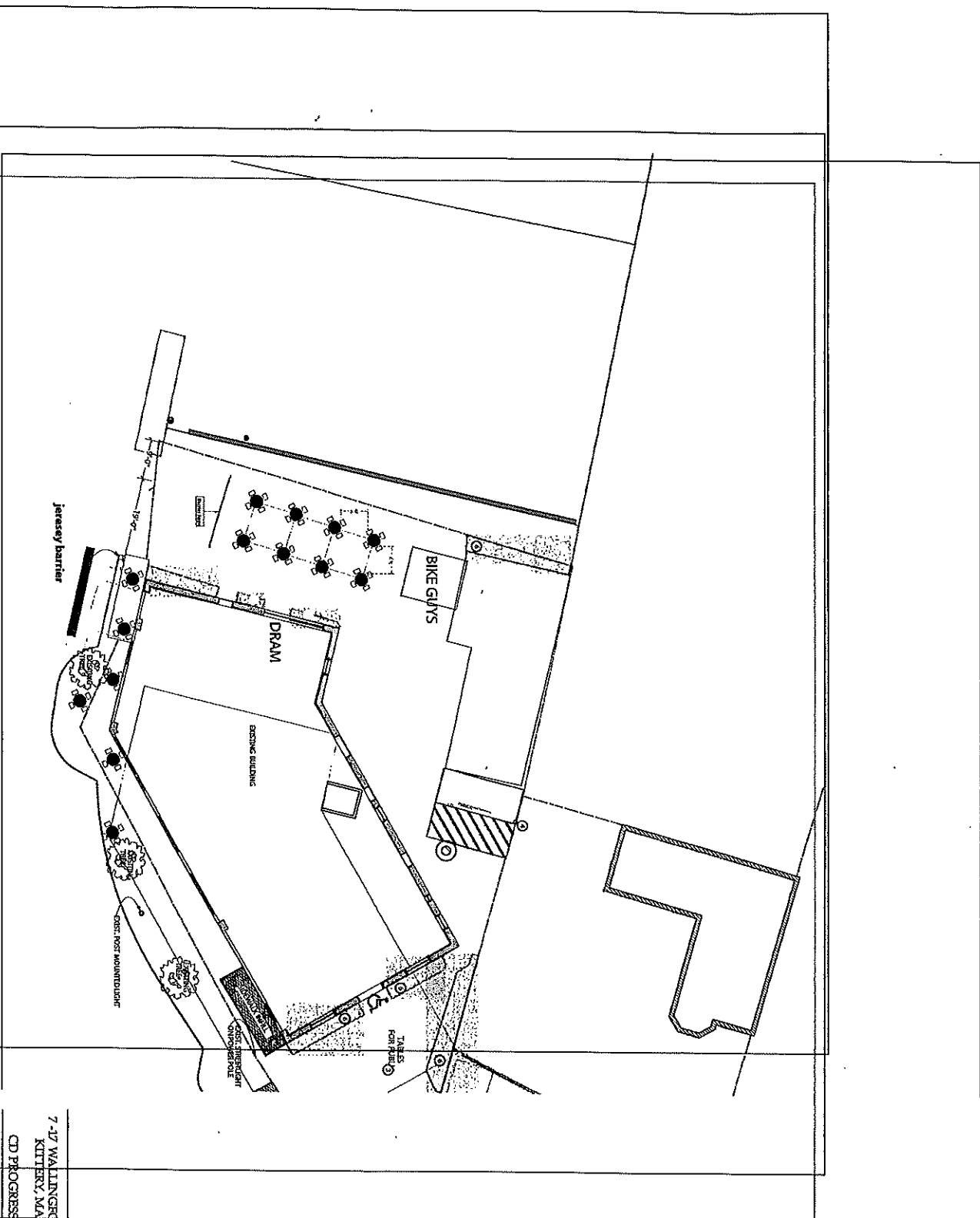
- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

| Class of License | Type of liquor/Establishments included | Fee |
|------------------------------|--|------------|
| Class I | For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers | \$ 900.00 |
| Class I-A | For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day. | \$1,100.00 |
| Class II | For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels. | \$ 550.00 |
| Class III | For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts. | \$ 220.00 |
| Class IV | For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts. | \$ 220.00 |
| Class III and IV | For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts. | \$ 440.00 |
| Class V | For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges. | \$ 495.00 |
| Class X | For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge | \$2,200.00 |
| Class XI | For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge | \$1,500.00 |
| Self-Sponsored Events | This class is for Qualified Caterers Only | \$ 700.00 |

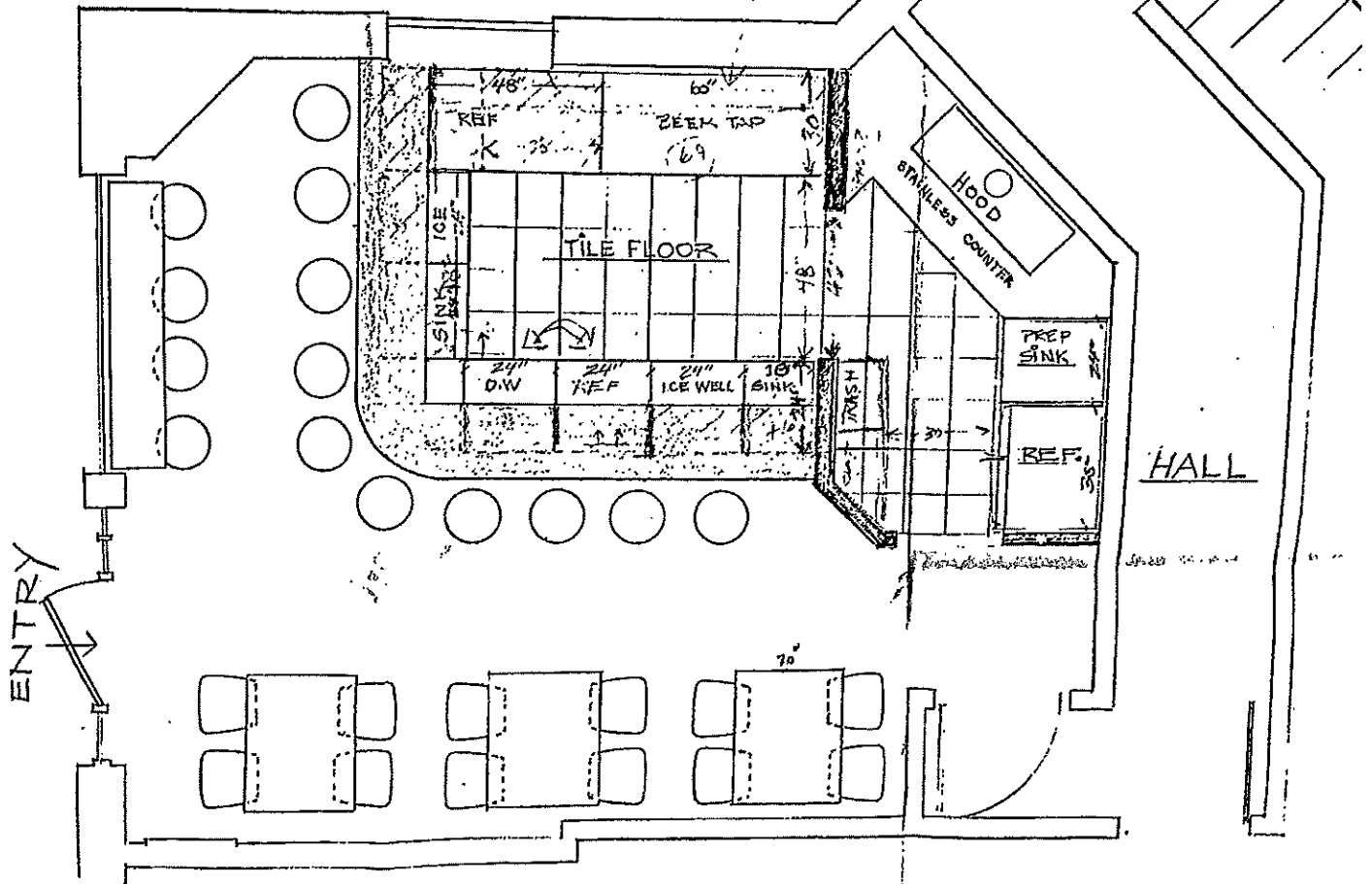


7-17 WASHINGTON SQ.
 KITTERY, MAINE
 CD PROGRESS SET

WALLINGFORD SQUARE

BAR

24" x 90" Long
option 2 J



CLASSIC BUILDING & DESIGN CO.
CRAFTING TIMELESS LIVING SPACES

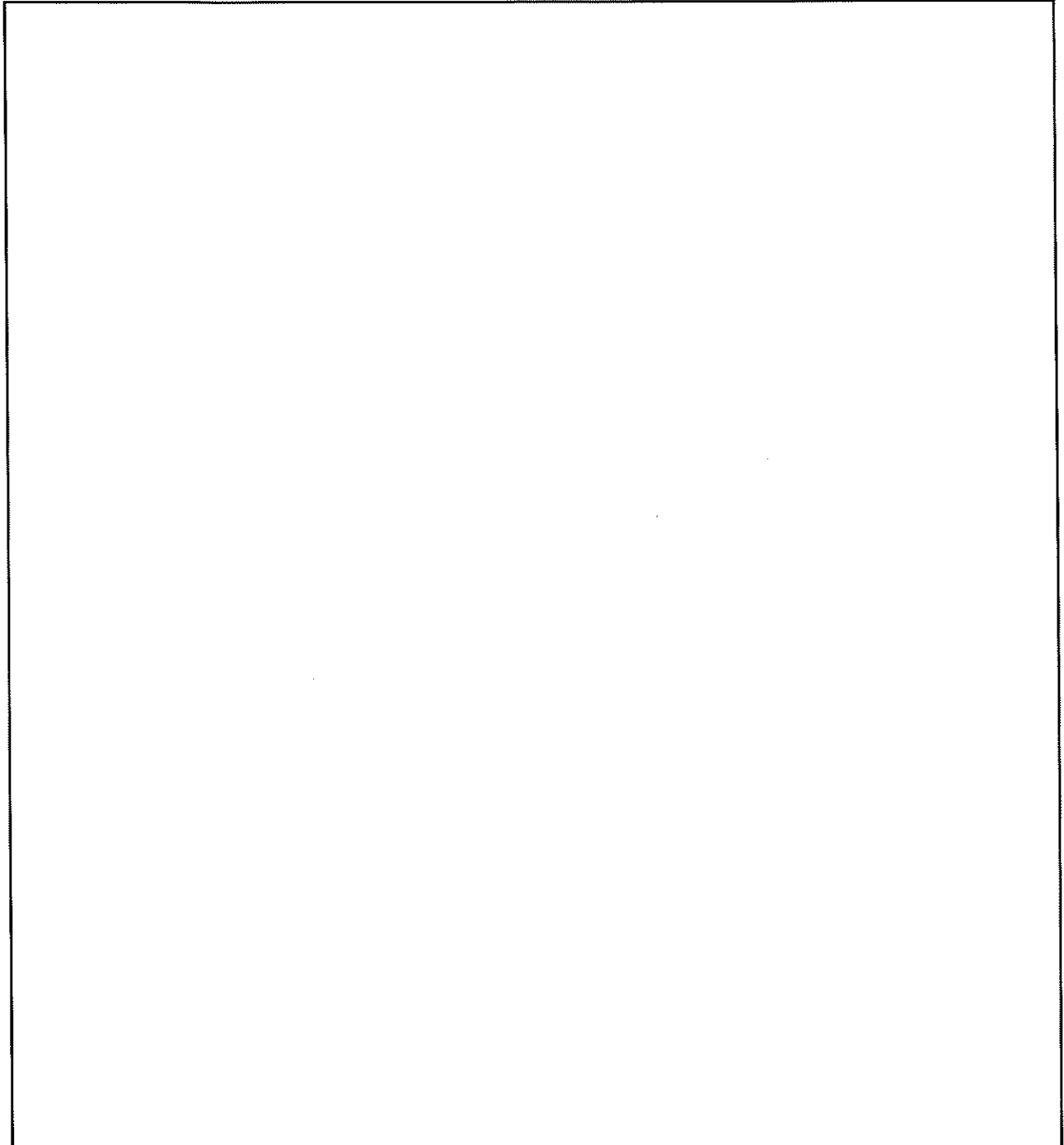
SCALE $\frac{1}{2}$ " = 1 FT

JANUARY 21 20

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Sonnaf, Inc
2. Doing Business As, if any: Anzo Needle Bar
3. Date of filing with Secretary of State: 4/15/2014 State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

| Name | Address (5 Years) | Date of Birth | Title | Percentage of Ownership |
|-----------------|--|---------------|-------|-------------------------|
| Johan Armstrong | 37 Coffin Court <small>Portsmouth NH 0381</small> | 9/25/81 | Pres. | 100 |
| | 232 Middle St Portsmouth | | | |
| | | | | |
| | | | | |
| | | | | |

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

TOWN COUNCIL BOARDS AND COMMITTEES
INTERVIEW FORM

TO: KITTERY TOWN COUNCIL
FROM: COUNCILOR Pellegrini and R. Demaree
RE: APPOINTMENT TO PARKS Commission

DATE OF INTERVIEW: 3/9/22 at 7:45 a.m./p.m.

We have interviewed ROBERT Mc DONALD, on the date and time above. We approve recommendation of the applicant and whole heartedly endorse his/her appointment for a term to expire on _____

[Signature]
Signatures

~~ATTENDANCE RECORD (for reappointments only)~~

~~Excellent _____
Good _____
Poor _____~~

TOWN COUNCIL BOARDS AND COMMITTEES
INTERVIEW FORM

TO: KITTERY TOWN COUNCIL
FROM: COUNCILOR MARY GIBBONS SPENCER and GEORGE DUN-CHAIK EDC
RE: APPOINTMENT TO Economic Development Committee

DATE OF INTERVIEW: APRIL 4th, 2022 at 4:20 a.m./p.m.

We have interviewed John Corgan, on the date and time above. We approve recommendation of the applicant and whole heartedly endorse his/her appointment for a term to expire on 12/31/2025

Mary Gibbons Spencer
George Dun-Chaik
Signatures

ATTENDANCE RECORD (for reappointments only)

Excellent _____
Good _____
Poor _____

TOWN COUNCIL BOARDS AND COMMITTEES
INTERVIEW FORM

TO: KITTERY TOWN COUNCIL

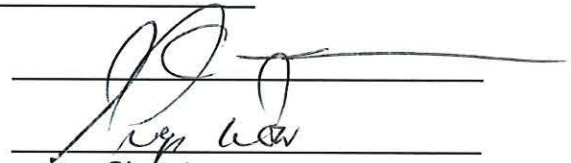
FROM: COUNCILOR CAMERON HAMA and GEORGE DEW - EAC CHAIR

RE: APPOINTMENT TO Economic Development Committee

DATE OF INTERVIEW: April 5th, 2022 at 3:15 a.m./(p.m.)

We have interviewed H. Scott Mason, on the date and time

above. We approve recommendation of the applicant and whole heartedly endorse his/her
appointment for a term to expire on 12/31/2025



Signatures

ATTENDANCE RECORD (for reappointments only)

Excellent _____

Good _____

Poor _____