



TOWN OF KITTELY

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

KITTELY TOWN COUNCIL

REMOTE MEETING

January 24, 2022

6:00PM

Due to the current public health emergency this meeting will be held remotely in accordance with 1 MRS §403-B and Town Policy. The public may participate in the meeting via Zoom webinar. **Register in advance for the webinar at:**

https://us02web.zoom.us/webinar/register/WN_kPb41KOuS9OvW5gHZtg8GA

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

The public may also 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.

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
 - January 10, 2022 – Regular Meeting

8. Interviews for the Board of Appeals and Planning Board.
 - a. (010222-1) The Kittery Town Council moves to interview the following candidates for one (1) vacancy on the Board of Appeals for a three-year term to expire 12/31/2025.
 - Roland Scott
 - Douglas Basnett
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested offices.
 - a. (010222-2) The Kittery Town Council moves to receive a presentation from Karina Graeter from SMPDC on the Town's Greenhouse Gas Emission inventory.
10. PUBLIC HEARINGS
 - a. (010222-3) The Kittery Town Council moves to hold a public hearing on Title 2- Paid Time Off amendments.
 - b. (010222-4) The Kittery Town Council moves to hold a public hearing on Title 16 - Recodification.
 - c. (010222-5) The Kittery Town Council moves to hold a public hearing on Titles 5 and 13 to conform with Title 16.
11. DISCUSSION
 - a. Discussion by members of the public (three minutes per person).
 - b. Chairperson may read written comments into the record.
 - c. Chairperson's response to public comments.
12. UNFINISHED BUSINESS
13. NEW BUSINESS
 - a. Donations/gifts received for Council disposition
 - b. (010222-6) The Kittery Town Council moves to approve a renewal Liquor License application from the Bistro 1828 located at 88 Pepperrell Road, Kittery Point, Maine.

- c. (010222-7) The Kittery Town Council moves to approve a renewal Liquor License application from Sunrise Grill located at 182 State Road, Kittery, Maine.
- d. (010222-8) The Kittery Town Council moves to approve an Extension of Premise for Sunrise Grill located at 182 State Road, Kittery, Maine
- e. (010222-9) The Kittery Town Council moves to approve an application from the Kittery Outlets for their 2022 annual Sidewalk Sales Events

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

- a. (010222-10) The Kittery Town Council moves go into Executive Session in accordance with 1 M.R.S. § 405(6)(C). To discuss the disposition of the Taylor Building, with members of the Taylor Building Negotiation team.

17. ADJOURNMENT

Posted: January 20, 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 January 24, 2022

1. **COVID Update** – York County's positivity rate continues to move upwards, with the current rate being approximately 13%. Reports are suggesting the surge peaked in the last two weeks; however positivity rates still remain high.

The Kittery Fire Department has concluded its last booster clinic for the time being. In total they administered vaccine to approximately 1,500 people over the course of three clinics. The Kittery Fire Department continues to be recognized by the region for its successful clinics.

The best ways to reduce the chance of getting or spreading COVID is to wear a mask in public spaces, avoid large indoor gatherings, and stay home if you feel sick. The best way to reduce the chance of hospitalization and death is to get the vaccine and booster shots. For more information about getting vaccinated please visit <https://www.maine.gov/covid19/vaccines>.

2. **KRRF & PFAS** – The DEP has received the five initial water tests back from Jewett Lane and Wilson Road. Of them, only one site on Jewett Lane was found to have PFAS in the drinking water at a level exceeding the State's interim standards. The water tests did identify elevated levels of sodium, arsenic, and other compounds. Additional investigation and monitoring is needed to determine the source of the compounds (natural, KRRF, or other).

We are working on scheduling the initial tests on Pettigrew, Shade Tree, one remaining property on Jewett Lane, and Nooney Farm.

DEP met with the Jewett Lane neighborhood and Kittery Land Trust (owner of Nooney Farm) on January 18th. The meeting was productive and offered a great opportunity for detailed questions and answers about the initial test results, the state and federal drinking water regulations, the process and possible next steps. We plan to loop back with this group once the additional test results are received.

We had a productive meeting with the KWD about options to extend water to Jewett and Pettigrew. We are awaiting additional information about feasibility and cost.

3. **2022 Fiscal Year Q2 Report** – Please see attached.

Upcoming Dates:

- Dog License Renewals Deadline – January 31, Town Hall and www.kitteryme.gov
- Mooring Renewals Open – www.kitteryme.gov/onlinemooring
- Tax Bills Due – February 15, 2022

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'K. Amaral', with a long horizontal flourish extending to the right.

Kendra Amaral
Town Manager



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

REPORT TO TOWN COUNCIL

Meeting Date: January 24, 2022
From: Kendra Amaral, Town Manager
Subject: Fiscal Year 2022 Financial Update – Quarter 2
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 2 (Q2) of the fiscal year.

Revenue

At this stage of the fiscal year, we focus on watching revenue activity, and identifying any unanticipated variations. Overall, revenue collections from business activities (excluding property taxes) are at 61% of projection at the end of Q2. However, at the line-item level, there are significant variations in revenue collection performance compared to Q2 in prior years. We believe COVID remains a volatile variable in our business activities.

Homestead Reimbursement from the State is already at 85% of projection. The State typically sends the second reimbursement payment at the end of the fiscal year, which we believe will capture the remaining revenue anticipated.

Excise tax finished the second quarter at \$1,034,996; or 54% of projected revenue. This remains approximately \$25,000 less than the same period for the average of the prior three fiscal years. It is recognized that summer revenue collection in FY21 was the result of delayed 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. This will be carefully watched in the coming months.

Code Enforcement fees are already double the projected amount. This is primarily due to the Marijuana Retail license lottery. Revenue in this line is expected to grow again in the second half of the year, as large development projects apply for their building permits; specifically, 76 Dennett Road and Phase 1 of the Homestead project.

Solid Waste fees and revenue are approximately \$32,000 over projection for their combined line items. The recycling market is making a comeback on some materials resulting in higher-than-expected revenue from the sale of recycled materials such as metals and plastics.

The KCC remains behind on revenue, with collections coming in at \$195,667, or approximately 36% of projection. The holiday surge of COVID is further impacting their rentals and programs. It is unclear when the KCC will be able to resume its pre-pandemic service levels.

Parking ticket revenue is at \$15,467, or 39% of projection. This is significantly lower than the years prior. We believe this is a combination of the steady parking enforcement and towing, and recent changes in parking regulations on Walker and Wentworth, reducing the use of parking during weekdays by PNSY employees.

Sewer collections are on track. Billings are at \$1,086,093 for Q2 this fiscal year, consistent with the prior year Q2 billings.

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 and continue to carry excess projections for “worse case scenario” snow and ice operations. As usual, the snow and ice cost projections will be dialed back based on actual storm activity as we progress through the winter.

The Police Department deficit projection is growing to \$85,000. 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. The Dispatch team is stretched excessively thin. Dispatchers and Officers have been stepping up to fill the gaps in shifts and really deserve a tremendous amount of credit for all that they have done to ensure continuity of dispatch services during the last two months.

Health and Dental insurance are no longer projecting a deficit. As noted in the Q1 report, I did not anticipate this deficit will ultimately materialize at the end of the fiscal year; as transitions and qualifying events create variability in the monthly billing.

DPW is the only other department currently projecting a noticeable deficit, approximately \$66,000. 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.

Attachments

Report through Q2:

- General Fund
- Sewer Fund
- Other Funds

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TOWN OF KITTEERY - LIVE
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GENERAL FUND AND SEWER

FOR 2022 06

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	53,387.54	.00	52,508.46	50.4%
101110 64014	TOWN CLERK SALARY	81,717	0	81,717	41,450.72	.00	40,266.28	50.7%
101110 64017	CLERKS SALARIES	319,904	0	319,904	157,389.18	.00	162,514.82	49.2%
101110 64018	HUMAN RESOURCES MA	65,498	0	65,498	34,627.97	.00	30,870.03	52.9%
101110 64026	FINANCE DIRECTOR S	117,591	0	117,591	58,478.34	.00	59,112.66	49.7%
101110 64027	CUSTODIAN WAGES	14,329	0	14,329	4,918.52	.00	9,410.48	34.3%
101110 64030	OVERTIME	4,000	0	4,000	924.76	.00	3,075.24	23.1%
101110 64031	SALARY & POSITION	195,000	0	195,000	.00	.00	195,000.00	.0%
101110 65010	POSTAGE	13,000	0	13,000	8,189.30	.00	4,810.70	63.0%
101110 65020	TELEPHONE & INTERN	9,000	0	9,000	3,570.77	.00	5,429.23	39.7%
101110 65030	TRANSPORTATION	2,500	0	2,500	.00	.00	2,500.00	.0%
101110 65040	EDUCATIONAL/MEETIN	5,000	0	5,000	1,153.80	.00	3,846.20	23.1%
101110 65060	PRINTING	7,000	0	7,000	143.55	.00	6,856.45	2.1%
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	5,217.25	.00	6,782.75	43.5%
101110 65220	WATER	400	0	400	79.35	.00	320.65	19.8%
101110 65230	FUEL OIL	4,200	0	4,200	1,261.46	.00	2,938.54	30.0%
101110 65240	DUMPSTERS	625	0	625	309.54	.00	315.46	49.5%
101110 65250	SEWER	325	0	325	149.46	.00	175.54	46.0%
101110 65300	MACHINE & EQUIPMEN	35,000	0	35,000	19,658.85	.00	15,341.15	56.2%
101110 65400	LEGAL SERVICES	60,000	0	60,000	41,354.48	.00	18,645.52	68.9%
101110 65410	COMPUTER SERVICES	45,000	0	45,000	25,121.30	.00	19,878.70	55.8%
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	30,598.21	.00	6,901.79	81.6%
101110 65500	MAINTENANCE OF BLD	16,500	0	16,500	3,674.16	.00	12,825.84	22.3%
101110 66010	OFFICE SUPPLIES	7,000	0	7,000	4,458.67	.00	2,541.33	63.7%
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	.00	.00	13,500.00	.0%
101110 66035	ABSTRACTS & LIENS	9,500	0	9,500	3,982.00	.00	5,518.00	41.9%
101110 66040	JANITORIAL SUPPLIE	2,500	0	2,500	405.52	.00	2,094.48	16.2%
TOTAL ADMINISTRATION		1,210,085	0	1,210,085	516,763.44	.00	693,321.56	42.7%
101115 TOWN COUNCIL								
101115 64001	COUNCIL STIPEND	4,000	0	4,000	.00	.00	4,000.00	.0%
101115 65480	OTHER PROF SERV/CO	3,000	0	3,000	.00	.00	3,000.00	.0%

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TOWN OF KITTEERY - LIVE
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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101115 66037 COUNCIL EXPENSES</u>	350	0	350	45.00	.00	305.00	12.9%
TOTAL TOWN COUNCIL	7,350	0	7,350	45.00	.00	7,305.00	.6%
101130 ELECTIONS							
<u>101130 64020 PART TIME SALARIES</u>	5,000	0	5,000	1,442.85	.00	3,557.15	28.9%
<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	390.08	.00	1,709.92	18.6%
<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	5,546.76	.00	15,053.24	26.9%
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%
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%
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%
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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DECEMBER YTD

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GENERAL FUND AND SEWER

FOR 2022 06

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	.00	.00	16,500.00	.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	.00	.00	240,000.00	.0%
101230 68257 RUSTLEWOOD FARM IN	3,771	0	3,771	1,921.87	.00	1,849.13	51.0%
101230 68265 2006 FIRE STATION	12,800	0	12,800	6,975.00	.00	5,825.00	54.5%
101230 68268 2015 CIP BONDS INT	20,250	0	20,250	11,250.00	.00	9,000.00	55.6%
101230 68269 KLT BRAVE BOAT HEA	6,180	0	6,180	3,134.78	.00	3,045.22	50.7%
101230 68271 LIBRARY BOND INTER	113,133	0	113,133	60,917.52	.00	52,215.48	53.8%
101230 68295 PWD BLDG/SALT SHED	5,474	0	5,474	2,947.29	.00	2,526.71	53.8%
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	797,876.04	.00	330,961.96	70.7%
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101310 POLICE							
101310 64002 POLICE CHIEF FT S	99,809	0	99,809	50,638.59	.00	49,170.41	50.7%
101310 64012 SERGEANTS SALARIES	329,211	0	329,211	164,899.37	.00	164,311.63	50.1%
101310 64013 SCHOOL RESOURCE OF	68,791	0	68,791	24,654.29	.00	44,136.71	35.8%
101310 64014 DETECTIVES SALARIE	140,909	0	140,909	72,033.39	.00	68,875.61	51.1%
101310 64015 PATROLMEN SALARIES	705,120	62,238	767,358	372,341.99	.00	395,016.01	48.5%
101310 64016 DISPATCHER SALARIE	296,420	0	296,420	149,161.62	.00	147,258.38	50.3%
101310 64017 ADMINISTRATIVE ASS	95,895	0	95,895	47,990.42	.00	47,904.58	50.0%
101310 64022 ANIMAL CONTROL OFF	68,939	0	68,939	34,708.67	.00	34,230.33	50.3%
101310 64023 LIEUTENANT SALARY	83,454	0	83,454	41,510.56	.00	41,943.44	49.7%
101310 64024 NIGHT DIFFERENTIAL	17,000	0	17,000	7,345.10	.00	9,654.90	43.2%
101310 64027 CUSTODIAN WAGES	15,433	0	15,433	6,813.26	.00	8,619.74	44.1%
101310 64030 OVERTIME	185,000	3,710	188,710	146,275.05	.00	42,434.95	77.5%
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 65010 POSTAGE	870	0	870	383.93	.00	486.07	44.1%
101310 65020 TELEPHONE & INTERN	24,700	0	24,700	12,865.02	.00	11,834.98	52.1%
101310 65030 TRANSPORTATION	2,800	0	2,800	1,206.00	.00	1,594.00	43.1%
101310 65040 EDUCATIONAL/MEETIN	24,000	2,500	26,500	12,233.97	.00	14,266.03	46.2%
101310 65060 PRINTING	3,600	50	3,650	769.75	.00	2,880.25	21.1%
101310 65080 LEGAL NOTICES/OTHE	700	310	1,010	.00	.00	1,010.00	.0%
101310 65200 ELECTRICITY	15,000	0	15,000	6,956.33	.00	8,043.67	46.4%
101310 65220 WATER	545	0	545	105.80	.00	439.20	19.4%
101310 65230 FUEL OIL	5,400	0	5,400	1,868.67	.00	3,531.33	34.6%
101310 65240 DUMPSTERS	750	0	750	412.74	.00	337.26	55.0%

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DECEMBER YTD

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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101310	65250 SEWER	300	0	300	199.38	.00	100.62	66.5%
101310	65300 MACHINE & EQUIPMEN	72,500	0	72,500	43,672.93	.00	28,827.07	60.2%
101310	65310 VEHICLE MAINTENANC	31,000	0	31,000	21,330.56	.00	9,669.44	68.8%
101310	65311 GAS, GREASE, & OIL	45,000	0	45,000	10,637.52	.00	34,362.48	23.6%
101310	65470 DOG EXPENSE	750	0	750	-190.00	.00	940.00	-25.3%
101310	65480 OTHER PROFESSIONAL	6,700	1,025	7,725	25,985.00	.00	-18,260.00	336.4%*
101310	65500 MAINTENANCE OF BLD	5,000	0	5,000	1,852.46	.00	3,147.54	37.0%
101310	65521 UNIFORMS	24,000	3,060	27,060	15,270.69	.00	11,789.31	56.4%
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	1,934.77	.00	2,065.23	48.4%
101310	66020 BOOKS/SUBSCRIPTION	5,000	80	5,080	2,067.50	.00	3,012.50	40.7%
101310	66030 OTHER SUPPLIES	7,800	0	7,800	2,596.01	.00	5,203.99	33.3%
101310	66032 ARMORY SUPPLIES	22,357	3,327	25,684	17,299.65	.00	8,384.35	67.4%
101310	66040 JANITORIAL SUPPLIE	3,000	0	3,000	933.70	.00	2,066.30	31.1%
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	1,259.98	.00	4,615.02	21.4%
TOTAL POLICE		2,425,736	97,475	2,523,211	1,300,024.67	.00	1,223,186.33	51.5%
101320 FIRE								
101320	64003 FIRE CHIEF SALARY	92,604	0	92,604	46,982.99	.00	45,621.01	50.7%
101320	64020 PART TIME SALARIES	111,056	0	111,056	50,765.82	.00	60,290.18	45.7%
101320	64030 OVERTIME FT FIREFI	0	0	0	743.18	.00	-743.18	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	50,332.56	.00	192,611.44	20.7%
101320	64045 FT FIREFIGHTER CAL	29,883	0	29,883	8,436.77	.00	21,446.23	28.2%
101320	64095 ACCIDENT & HEALTH	2,208	0	2,208	1,682.00	.00	526.00	76.2%
101320	65010 POSTAGE	0	0	0	24.54	.00	-24.54	100.0%*
101320	65020 TELEPHONE & INTERN	7,728	0	7,728	4,127.45	.00	3,600.55	53.4%
101320	65040 EDUCATIONAL/MEETIN	2,235	0	2,235	989.77	.00	1,245.23	44.3%
101320	65045 TRAINING	4,650	0	4,650	123.82	.00	4,526.18	2.7%
101320	65046 HEALTH/PHYSICAL	2,618	0	2,618	1,200.00	.00	1,418.00	45.8%
101320	65200 ELECTRICITY	8,688	0	8,688	3,257.07	.00	5,430.93	37.5%
101320	65220 WATER	302	0	302	146.60	.00	155.40	48.5%
101320	65230 FUEL OIL	19,398	0	19,398	5,229.98	.00	14,168.02	27.0%
101320	65250 SEWER	400	0	400	200.00	.00	200.00	50.0%
101320	65300 MACHINE & EQUIPMEN	33,829	0	33,829	26,663.10	.00	7,165.90	78.8%
101320	65302 PROTECTIVE & SAFET	3,660	0	3,660	1,702.67	.00	1,957.33	46.5%
101320	65311 GAS, GREASE, & OIL	7,185	0	7,185	2,468.34	.00	4,716.66	34.4%
101320	65330 RADIO MAINTENANCE	5,117	0	5,117	718.00	.00	4,399.00	14.0%
101320	65480 OTHER PROFESSIONAL	7,896	0	7,896	6,981.62	.00	914.38	88.4%

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TOWN OF KITTEERY - LIVE
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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101320 65500</u>	<u>MAINTENANCE OF BLD</u>	15,390	0	15,390	6,226.03	.00	9,163.97	40.5%
<u>101320 65521</u>	<u>UNIFORMS</u>	800	0	800	2,800.00	.00	-2,000.00	350.0%*
<u>101320 66010</u>	<u>OFFICE SUPPLIES</u>	672	0	672	169.43	.00	502.57	25.2%
<u>101320 66020</u>	<u>BOOKS/SUBSCRIPTION</u>	200	0	200	.00	.00	200.00	.0%
<u>101320 66040</u>	<u>JANITORIAL SUPPLIE</u>	600	0	600	495.31	.00	104.69	82.6%
<u>101320 67505</u>	<u>EXTINGUISHER MAINT</u>	500	0	500	69.58	.00	430.42	13.9%
<u>101320 67515</u>	<u>LANTERNS & BATTERI</u>	200	0	200	.00	.00	200.00	.0%
<u>101320 67520</u>	<u>OPERATING EQUIPMEN</u>	8,000	0	8,000	5,360.77	.00	2,639.23	67.0%
TOTAL FIRE		625,491	0	625,491	240,052.40	.00	385,438.60	38.4%
101330 STREETLIGHTS								
<u>101330 65200</u>	<u>ELECTRICITY - STRE</u>	45,000	0	45,000	6,474.54	.00	38,525.46	14.4%
<u>101330 65300</u>	<u>MACHINE & EQUIPMEN</u>	10,000	0	10,000	5,825.50	.00	4,174.50	58.3%
TOTAL STREETLIGHTS		55,000	0	55,000	12,300.04	.00	42,699.96	22.4%
101340 HYDRANT RENTALS								
<u>101340 65300</u>	<u>HYDRANT RENT MACHI</u>	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								
<u>101410 64004</u>	<u>HIGHWAY 35% COMM S</u>	35,020	0	35,020	17,767.64	.00	17,252.36	50.7%
<u>101410 64010</u>	<u>FULL TIME SALARIES</u>	529,033	0	529,033	248,173.09	.00	280,859.91	46.9%
<u>101410 64015</u>	<u>ADMINISTRATIVE ASS</u>	48,797	0	48,797	22,850.95	.00	25,946.05	46.8%
<u>101410 64029</u>	<u>OVERTIME - SNOW &</u>	75,000	0	75,000	10,784.26	.00	64,215.74	14.4%
<u>101410 64030</u>	<u>OVERTIME</u>	7,200	0	7,200	8,583.78	.00	-1,383.78	119.2%*
<u>101410 65010</u>	<u>POSTAGE</u>	500	0	500	51.94	.00	448.06	10.4%
<u>101410 65020</u>	<u>TELEPHONE & INTERN</u>	4,200	0	4,200	2,103.56	.00	2,096.44	50.1%
<u>101410 65030</u>	<u>TRANSPORTATION</u>	750	0	750	250.00	.00	500.00	33.3%
<u>101410 65040</u>	<u>EDUCATIONAL/MEETIN</u>	4,000	0	4,000	234.00	.00	3,766.00	5.9%
<u>101410 65060</u>	<u>PRINTING</u>	600	0	600	214.00	.00	386.00	35.7%
<u>101410 65080</u>	<u>LEGAL NOTICES/OTHE</u>	1,000	0	1,000	427.21	.00	572.79	42.7%
<u>101410 65200</u>	<u>ELECTRICITY</u>	4,100	0	4,100	2,141.77	.00	1,958.23	52.2%

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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101410 65220</u>	<u>WATER</u>	2,500	0	2,500	1,062.44	.00	1,437.56	42.5%
<u>101410 65230</u>	<u>FUEL OIL</u>	7,000	0	7,000	1,422.43	.00	5,577.57	20.3%
<u>101410 65250</u>	<u>SEWER</u>	350	0	350	200.00	.00	150.00	57.1%
<u>101410 65300</u>	<u>MACHINE & EQUIPMEN</u>	18,000	0	18,000	9,083.52	.00	8,916.48	50.5%
<u>101410 65302</u>	<u>PROTECTIVE & SAFET</u>	3,000	0	3,000	1,888.03	.00	1,111.97	62.9%
<u>101410 65303</u>	<u>FACILITY SAFETY IN</u>	1,250	0	1,250	445.19	.00	804.81	35.6%
<u>101410 65310</u>	<u>VEHICLE MAINTENANC</u>	18,000	0	18,000	9,546.14	.00	8,453.86	53.0%
<u>101410 65311</u>	<u>GAS, GREASE, & OIL</u>	52,000	0	52,000	11,855.52	.00	40,144.48	22.8%
<u>101410 65312</u>	<u>TIRES & TUBES</u>	8,000	0	8,000	3,297.84	.00	4,702.16	41.2%
<u>101410 65450</u>	<u>TARRING & PATCHING</u>	12,000	0	12,000	9,128.60	.00	2,871.40	76.1%
<u>101410 65452</u>	<u>SALT</u>	140,000	0	140,000	2,188.82	.00	137,811.18	1.6%
<u>101410 65454</u>	<u>SAND</u>	2,100	0	2,100	.00	.00	2,100.00	.0%
<u>101410 65456</u>	<u>GRAVEL & FILL</u>	3,000	0	3,000	2,751.60	.00	248.40	91.7%
<u>101410 65458</u>	<u>DRAINAGE SUPPLIES</u>	5,000	0	5,000	340.29	.00	4,659.71	6.8%
<u>101410 65460</u>	<u>SIGNS</u>	10,000	0	10,000	1,432.42	.00	8,567.58	14.3%
<u>101410 65462</u>	<u>STRIPING</u>	45,000	0	45,000	42,720.39	.00	2,279.61	94.9%
<u>101410 65466</u>	<u>SNOW REMOVAL EQUIP</u>	19,000	0	19,000	18,543.21	.00	456.79	97.6%
<u>101410 65480</u>	<u>OTHER PROFESSIONAL</u>	30,000	0	30,000	2,203.64	.00	27,796.36	7.3%
<u>101410 65500</u>	<u>MAINTENANCE OF BLD</u>	6,500	0	6,500	9,421.33	.00	-2,921.33	144.9%*
<u>101410 65501</u>	<u>OTHER PROF SVCS -</u>	0	0	0	10,000.00	.00	-10,000.00	100.0%*
<u>101410 65521</u>	<u>UNIFORMS</u>	4,400	0	4,400	1,800.89	.00	2,599.11	40.9%
<u>101410 65522</u>	<u>C.D.L PROGRAMS</u>	850	0	850	414.96	.00	435.04	48.8%
<u>101410 66009</u>	<u>SHOP SUPPLIES</u>	17,000	0	17,000	11,876.53	.00	5,123.47	69.9%
<u>101410 66010</u>	<u>OFFICE SUPPLIES</u>	800	0	800	982.87	.00	-182.87	122.9%*
<u>101410 66011</u>	<u>HAND TOOLS</u>	600	0	600	191.16	.00	408.84	31.9%
<u>101410 66020</u>	<u>BOOKS/SUBSCRIPTION</u>	1,000	0	1,000	1,410.30	.00	-410.30	141.0%*
<u>101410 66030</u>	<u>OTHER SUPPLIES</u>	400	0	400	169.57	.00	230.43	42.4%
<u>101410 66040</u>	<u>JANITORIAL SUPPLIE</u>	8,500	0	8,500	2,308.19	.00	6,191.81	27.2%
<u>101410 67514</u>	<u>PLANT EQUIPMENT</u>	1,500	0	1,500	249.99	.00	1,250.01	16.7%
<u>101410 67518</u>	<u>RENTAL EQUIPMENT</u>	3,000	0	3,000	384.45	.00	2,615.55	12.8%
<u>101410 67520</u>	<u>OPERATING EQUIPMEN</u>	2,000	0	2,000	1,277.36	.00	722.64	63.9%
<u>101410 67540</u>	<u>IMPROVEMENTS TO BL</u>	2,000	40,000	42,000	.00	.00	42,000.00	.0%
TOTAL HIGHWAY		1,134,950	40,000	1,174,950	472,179.88	.00	702,770.12	40.2%
101520 GENERAL ASSISTANCE								
<u>101520 65480</u>	<u>OTHER PROF SERVICE</u>	60,000	0	60,000	15,073.14	.00	44,926.86	25.1%
TOTAL GENERAL ASSISTANCE		60,000	0	60,000	15,073.14	.00	44,926.86	25.1%
101530 PUBLIC HEALTH SERVICE								
<u>101530 64020</u>	<u>PART TIME SALARIES</u>	520	0	520	254.30	.00	265.70	48.9%

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GENERAL FUND AND SEWER

FOR 2022 06

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	254.30	.00	265.70	48.9%
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	360.00	.00	640.00	36.0%
101720 65060	PRINTING	250	0	250	.00	.00	250.00	.0%
101720 65080	LEGAL NOTICES & OT	1,250	0	1,250	.00	.00	1,250.00	.0%
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	6,052.42	.00	4,732.58	56.1%
101721 PLANNING / CODE								
101721 64005	CODE ENFORCEMENT S	72,119	0	72,119	34,605.14	.00	37,513.86	48.0%
101721 64006	PLANNER SALARY	64,260	0	64,260	32,595.75	.00	31,664.25	50.7%
101721 64010	DEVELOPMENT STAFF	40,934	0	40,934	20,018.50	.00	20,915.50	48.9%
101721 64017	ASSISTANT PLANNER	26,970	0	26,970	11,845.93	.00	15,124.07	43.9%
101721 64018	ASST CODE ENFORCEM	52,349	0	52,349	25,602.92	.00	26,746.08	48.9%
101721 64030	OVERTIME	0	0	0	500.56	.00	-500.56	100.0%*
101721 64042	DIRECTOR OF PLANNI	103,239	0	103,239	52,146.61	.00	51,092.39	50.5%
101721 65010	POSTAGE	1,250	0	1,250	537.09	.00	712.91	43.0%
101721 65020	TELEPHONE & INTERN	1,500	0	1,500	1,085.25	.00	414.75	72.4%
101721 65030	TRANSPORTATION	600	0	600	470.40	.00	129.60	78.4%
101721 65040	EDUCATIONAL/MEETIN	3,000	0	3,000	1,755.76	.00	1,244.24	58.5%
101721 65060	PRINTING	500	0	500	10.00	.00	490.00	2.0%

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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
101721	65080	LEGAL NOTICES & OT	500	0	500	2,166.03	.00	-1,666.03	433.2%*
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	942.36	.00	957.64	49.6%
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	69,125.12	.00	66,694.88	50.9%
101721	65521	UNIFORMS	250	0	250	284.99	.00	-34.99	114.0%*
101721	66010	OFFICE SUPPLIES	850	0	850	161.41	.00	688.59	19.0%
101721	66020	BOOKS/SUBSCRIPTION	400	0	400	.00	.00	400.00	.0%
101721	66030	OTHER SUPPLIES	250	0	250	31.54	.00	218.46	12.6%
101721	67510	OFFICE FURNITURE &	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL PLANNING / CODE		555,903	0	555,903	296,901.61	.00	259,001.39	53.4%	
101730 IN TOWN PARKS									
101730	64007	PARKS 10% COMM SAL	10,006	0	10,006	5,076.53	.00	4,929.47	50.7%
101730	64010	FULL TIME SALARIES	131,898	0	131,898	70,030.26	.00	61,867.74	53.1%
101730	64030	OVERTIME	1,000	0	1,000	204.87	.00	795.13	20.5%
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	811.51	.00	726.49	52.8%
101730	65220	WATER	7,400	0	7,400	3,853.84	.00	3,546.16	52.1%
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	2,885.84	.00	-1,685.84	240.5%*
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	22,722.00	.00	8,478.00	72.8%
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	516.00	.00	684.00	43.0%
101730	66011	HAND TOOLS	150	0	150	.00	.00	150.00	.0%
101730	66030	OTHER SUPPLIES	150	0	150	.00	.00	150.00	.0%
101730	66040	JANITORIAL SUPPLIE	500	0	500	.00	.00	500.00	.0%

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TOWN OF KITTEERY - LIVE
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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101730 67520 OPERATING EQUIPMEN</u>	1,000	0	1,000	569.95	.00	430.05	57.0%
TOTAL IN TOWN PARKS	201,767	0	201,767	113,875.45	.00	87,891.55	56.4%
101735 FT FOSTER SEAPOINT & CRESCENT							
<u>101735 64007 PARKS 15% COMM SAL</u>	15,009	0	15,009	7,614.75	.00	7,394.25	50.7%
<u>101735 64010 FULL TIME SALARIES</u>	53,561	0	53,561	19,707.29	.00	33,853.71	36.8%
<u>101735 64020 PART TIME SALARIES</u>	64,625	0	64,625	28,770.94	.00	35,854.06	44.5%
<u>101735 64030 OVERTIME</u>	7,200	0	7,200	3,450.45	.00	3,749.55	47.9%
<u>101735 65020 TELEPHONE & INTERN</u>	1,400	0	1,400	827.52	.00	572.48	59.1%
<u>101735 65040 EDUCATIONAL/MEETIN</u>	100	0	100	.00	.00	100.00	.0%
<u>101735 65060 PRINTING</u>	3,500	0	3,500	1,447.14	.00	2,052.86	41.3%
<u>101735 65080 LEGAL NOTICES/OTHE</u>	200	0	200	.00	.00	200.00	.0%
<u>101735 65200 ELECTRICITY</u>	513	0	513	141.52	.00	371.48	27.6%
<u>101735 65220 WATER</u>	600	0	600	.00	.00	600.00	.0%
<u>101735 65300 MACHINE & EQUIPMEN</u>	1,500	0	1,500	201.56	.00	1,298.44	13.4%
<u>101735 65302 PROTECTIVE & SAFET</u>	600	0	600	214.98	.00	385.02	35.8%
<u>101735 65303 FACILITY SAFETY IN</u>	625	0	625	39.99	.00	585.01	6.4%
<u>101735 65310 VEHICLE MAINTENANC</u>	1,200	0	1,200	893.20	.00	306.80	74.4%
<u>101735 65311 GAS, GREASE, & OIL</u>	5,500	0	5,500	1,092.52	.00	4,407.48	19.9%
<u>101735 65312 TIRES & TUBES</u>	700	0	700	.00	.00	700.00	.0%
<u>101735 65480 OTHER PROFESSIONAL</u>	4,000	0	4,000	1,066.21	.00	2,933.79	26.7%
<u>101735 65500 MAINTENANCE OF BLD</u>	4,500	0	4,500	512.22	.00	3,987.78	11.4%
<u>101735 65510 PAINTING</u>	400	0	400	328.90	.00	71.10	82.2%
<u>101735 65521 UNIFORMS</u>	700	0	700	172.00	.00	528.00	24.6%
<u>101735 66011 HAND TOOLS</u>	150	0	150	.00	.00	150.00	.0%
<u>101735 66030 OTHER SUPPLIES</u>	900	20,000	20,900	67.06	.00	20,832.94	.3%
<u>101735 66040 JANITORIAL SUPPLIE</u>	6,000	0	6,000	1,336.76	.00	4,663.24	22.3%
<u>101735 67520 OPERATING EQUIPMEN</u>	1,200	0	1,200	.00	.00	1,200.00	.0%
<u>101735 67575 SEAPOINT BEACH</u>	200	0	200	.00	.00	200.00	.0%
TOTAL FT FOSTER SEAPOINT & CRESCENT	174,883	20,000	194,883	67,885.01	.00	126,997.99	34.8%
101740 MISCELLANEOUS ACCOUNTS							
<u>101740 65023 EPA STORMWATER 4 P</u>	20,000	0	20,000	15,538.62	.00	4,461.38	77.7%
<u>101740 65025 COMPUTER REPAIR/RE</u>	65,000	0	65,000	26,607.71	.00	38,392.29	40.9%
<u>101740 65201 EV CHARGING ELECTR</u>	0	0	0	144.26	.00	-144.26	100.0%*
<u>101740 66036 CONSERVATION COMMI</u>	500	0	500	.00	.00	500.00	.0%

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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101740 68525</u>	<u>MOSQUITO/TICK CONT</u>	40,000	0	40,000	21,219.00	.00	18,781.00	53.0%
<u>101740 69200</u>	<u>PSAP PAID TO YORK</u>	35,000	0	35,000	33,771.50	.00	1,228.50	96.5%
TOTAL MISCELLANEOUS ACCOUNTS		160,500	0	160,500	97,281.09	.00	63,218.91	60.6%
101750 STATE/BANK FEES								
<u>101750 65952</u>	<u>OVERAGE/SHORTAGE</u>	0	0	0	65.00	.00	-65.00	100.0%*
<u>101750 65954</u>	<u>BANK FEES/CHARGES</u>	500	0	500	30.00	.00	470.00	6.0%
TOTAL STATE/BANK FEES		500	0	500	95.00	.00	405.00	19.0%
101760 CAPITAL IMPROVEMENT PLAN								
<u>101760 68750</u>	<u>CIP HOLDING DEDICA</u>	628,000	0	628,000	628,000.00	.00	.00	100.0%
<u>101760 68751</u>	<u>CIP DEPT CAPITAL R</u>	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								
<u>101810 64010</u>	<u>FULL TIME SALARIES</u>	200,071	0	200,071	97,687.79	.00	102,383.21	48.8%
<u>101810 65002</u>	<u>LIBRARY DIRECTOR</u>	83,364	0	83,364	42,022.30	.00	41,341.70	50.4%
<u>101810 65003</u>	<u>LIBRARY PART TIME</u>	4,140	0	4,140	1,958.20	.00	2,181.80	47.3%
<u>101810 65010</u>	<u>POSTAGE</u>	600	0	600	30.28	.00	569.72	5.0%
<u>101810 65020</u>	<u>TELEPHONE & INTERN</u>	1,200	0	1,200	776.38	.00	423.62	64.7%
<u>101810 65060</u>	<u>PRINTING</u>	200	0	200	.00	.00	200.00	.0%
<u>101810 65200</u>	<u>ELECTRICITY</u>	4,500	0	4,500	2,254.82	.00	2,245.18	50.1%
<u>101810 65220</u>	<u>WATER</u>	200	0	200	173.30	.00	26.70	86.7%
<u>101810 65230</u>	<u>FUEL OIL</u>	3,000	0	3,000	412.69	.00	2,587.31	13.8%
<u>101810 65250</u>	<u>SEWER</u>	400	0	400	100.00	.00	300.00	25.0%
<u>101810 65338</u>	<u>E-BOOKS CHILDREN</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>101810 65339</u>	<u>AV DVD CHILDREN/TE</u>	1,100	0	1,100	726.97	.00	373.03	66.1%
<u>101810 65340</u>	<u>E-BOOKS</u>	4,000	0	4,000	1,670.25	.00	2,329.75	41.8%
<u>101810 65341</u>	<u>AUDIO VISUAL/DVD</u>	14,420	0	14,420	5,706.28	.00	8,713.72	39.6%
<u>101810 65342</u>	<u>LIBRARY COPIER EXP</u>	3,000	0	3,000	677.98	.00	2,322.02	22.6%
<u>101810 65431</u>	<u>PROFESSIONAL DUES</u>	500	0	500	474.56	.00	25.44	94.9%
<u>101810 65432</u>	<u>LIBRARY TECHNOLOGY</u>	13,000	0	13,000	10,196.38	.00	2,803.62	78.4%

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FOR 2022 06

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101810 65433 LIBRARY PROGRAMS	5,000	0	5,000	980.55	.00	4,019.45	19.6%
101810 65434 LIB PROG CHILD/TEE	6,000	0	6,000	4,730.67	.00	1,269.33	78.8%
101810 65435 CONFERENCES & WORK	200	0	200	.00	.00	200.00	.0%
101810 65480 OTHER PROF SERV -	2,000	0	2,000	1,875.72	.00	124.28	93.8%
101810 65500 MAINTENANCE OF BLD	3,000	0	3,000	1,459.32	.00	1,540.68	48.6%
101810 65505 REPAIRS	6,500	0	6,500	5,500.63	.00	999.37	84.6%
101810 65803 MISCELLANEOUS	1,250	0	1,250	286.35	.00	963.65	22.9%
101810 66010 OFFICE SUPPLIES	1,000	0	1,000	158.43	.00	841.57	15.8%
101810 66012 LIB PROCESSING SUP	3,600	0	3,600	806.77	.00	2,793.23	22.4%
101810 66020 BOOKS/SUBSCRIPTION	39,249	0	39,249	23,256.99	.00	15,992.01	59.3%
101810 66021 BOOKS CHILD/TEEN	14,550	0	14,550	10,596.98	.00	3,953.02	72.8%
101810 67510 OFFICE FURNITURE &	1,000	0	1,000	1,253.48	.00	-253.48	125.3%*
TOTAL LIBRARY	418,044	0	418,044	215,774.07	.00	202,269.93	51.6%
101830 RECREATION							
101830 64008 RECREATION DIRECTO	84,282	0	84,282	42,751.41	.00	41,530.59	50.7%
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	22,968.46	.00	24,003.54	48.9%
101830 64015 SAFE/SPORTS COORDI	38,959	0	38,959	19,052.17	.00	19,906.83	48.9%
101830 64016 RECEPTIONISTS	65,200	0	65,200	31,382.51	.00	33,817.49	48.1%
101830 64017 BOOKKEEPER/SECRETA	23,790	0	23,790	10,309.55	.00	13,480.45	43.3%
101830 64020 PT SAFE SCHOOL YEA	35,650	0	35,650	23,386.03	.00	12,263.97	65.6%
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	18,686.01	.00	19,523.99	48.9%
101830 64026 INSTRUCTORS STIPEN	0	0	0	2,075.00	.00	-2,075.00	100.0%*
101830 64027 CUSTODIAN WAGES	34,500	0	34,500	17,056.81	.00	17,443.19	49.4%
101830 64028 THEATRE TECHNICIAN	250	0	250	.00	.00	250.00	.0%
101830 64030 OVERTIME	3,000	0	3,000	1,539.70	.00	1,460.30	51.3%
101830 64041 FACILITIES MAINT S	54,296	0	54,296	26,548.94	.00	27,747.06	48.9%
101830 65010 POSTAGE	1,215	0	1,215	666.14	.00	548.86	54.8%
101830 65020 TELEPHONE & INTERN	3,880	0	3,880	1,768.45	.00	2,111.55	45.6%
101830 65030 TRANSPORTATION	10,000	0	10,000	1,550.00	.00	8,450.00	15.5%
101830 65060 PRINTING	8,500	0	8,500	3,871.53	.00	4,628.47	45.5%
101830 65200 ELECTRICITY / UTIL	34,500	0	34,500	14,826.90	.00	19,673.10	43.0%
101830 65220 WATER	3,322	0	3,322	2,070.99	.00	1,251.01	62.3%
101830 65230 NATURAL GAS	31,500	0	31,500	3,523.60	.00	27,976.40	11.2%
101830 65250 SEWER	3,300	0	3,300	898.40	.00	2,401.60	27.2%
101830 65300 MACHINE & EQUIPMEN	4,305	0	4,305	1,103.88	.00	3,201.12	25.6%
101830 65310 VEHICLE MAINTENANC	250	0	250	.00	.00	250.00	.0%
101830 65478 PROGRAM SERVICES	2,500	0	2,500	1,928.56	.00	571.44	77.1%

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ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101830 65480</u>	<u>OTHER PROFESSIONAL</u>	2,500	0	2,500	125.00	.00	2,375.00	5.0%
<u>101830 65500</u>	<u>MAINTENANCE OF BLD</u>	15,500	0	15,500	7,971.06	.00	7,528.94	51.4%
<u>101830 65610</u>	<u>SAFE SCHOOL YEAR P</u>	3,500	0	3,500	79.74	.00	3,420.26	2.3%
<u>101830 65615</u>	<u>SAFE SUMMER PROGRA</u>	40,000	0	40,000	22,360.20	.00	17,639.80	55.9%
<u>101830 65630</u>	<u>INSTRUCTORS-CONTRA</u>	27,000	0	27,000	17,976.90	.00	9,023.10	66.6%
<u>101830 65640</u>	<u>SPECIAL EVENTS</u>	7,000	0	7,000	2,928.96	.00	4,071.04	41.8%
<u>101830 65650</u>	<u>SENIOR PROGRAMS</u>	1,500	0	1,500	.00	.00	1,500.00	.0%
<u>101830 65670</u>	<u>TEAM EXPENSE</u>	6,500	0	6,500	3,697.99	.00	2,802.01	56.9%
<u>101830 65801</u>	<u>CONTRACTED SERVICE</u>	63,000	0	63,000	29,383.73	.00	33,616.27	46.6%
<u>101830 65802</u>	<u>ANNEX UTILITIES</u>	2,000	0	2,000	.00	.00	2,000.00	.0%
<u>101830 65803</u>	<u>MISCELLANEOUS</u>	4,000	0	4,000	1,317.20	.00	2,682.80	32.9%
<u>101830 66010</u>	<u>OFFICE SUPPLIES</u>	3,000	0	3,000	1,515.64	.00	1,484.36	50.5%
<u>101830 66030</u>	<u>OTHER SUPPLIES</u>	2,500	0	2,500	.00	.00	2,500.00	.0%
<u>101830 66031</u>	<u>THEATRE SUPPLIES</u>	750	0	750	591.99	.00	158.01	78.9%
<u>101830 66040</u>	<u>JANITORIAL SUPPLIE</u>	14,000	0	14,000	3,090.52	.00	10,909.48	22.1%
TOTAL RECREATION		864,497	0	864,497	396,339.37	.00	468,157.63	45.8%
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101840	HARBORMASTER-K.P.A							
<u>101840 64010</u>	<u>HARBOR MASTER FULL</u>	60,536	0	60,536	30,163.49	.00	30,372.51	49.8%
<u>101840 64020</u>	<u>PART TIME SALARIES</u>	19,042	0	19,042	9,741.44	.00	9,300.56	51.2%
<u>101840 65010</u>	<u>POSTAGE</u>	250	0	250	14.74	.00	235.26	5.9%
<u>101840 65020</u>	<u>TELEPHONE & INTERN</u>	1,950	0	1,950	955.17	.00	994.83	49.0%
<u>101840 65200</u>	<u>ELECTRICITY</u>	1,800	0	1,800	588.99	.00	1,211.01	32.7%
<u>101840 65220</u>	<u>WATER</u>	500	0	500	155.20	.00	344.80	31.0%
<u>101840 65240</u>	<u>DUMPSTERS/TRASH RE</u>	1,000	0	1,000	684.00	.00	316.00	68.4%
<u>101840 65305</u>	<u>BOAT EQUIPMENT MAI</u>	3,500	0	3,500	3,243.63	.00	256.37	92.7%
<u>101840 65310</u>	<u>VEHICLE MAINTENANC</u>	1,500	0	1,500	2,281.51	.00	-781.51	152.1%*
<u>101840 65311</u>	<u>GAS, GREASE, & OIL</u>	1,500	0	1,500	637.69	.00	862.31	42.5%
<u>101840 65462</u>	<u>RIGGING</u>	11,000	0	11,000	7,479.71	.00	3,520.29	68.0%
<u>101840 65463</u>	<u>SANITATION</u>	2,500	0	2,500	1,074.00	.00	1,426.00	43.0%
<u>101840 65470</u>	<u>PROFESSIONAL DEVE</u>	1,500	0	1,500	975.00	.00	525.00	65.0%
<u>101840 65480</u>	<u>OTHER PROFESSIONAL</u>	3,000	0	3,000	.00	.00	3,000.00	.0%
<u>101840 65500</u>	<u>MAIN BLDG/GROUNDS</u>	5,000	0	5,000	2,889.66	.00	2,110.34	57.8%
<u>101840 65521</u>	<u>UNIFORMS</u>	1,000	0	1,000	390.98	.00	609.02	39.1%
<u>101840 66010</u>	<u>OFFICE SUPPLIES</u>	300	0	300	.00	.00	300.00	.0%
<u>101840 66040</u>	<u>JANITORIAL SUPPLIE</u>	500	0	500	108.88	.00	391.12	21.8%
TOTAL HARBORMASTER-K.P.A		116,378	0	116,378	61,384.09	.00	54,993.91	52.7%
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101930	RESOURCE RECOVERY FACILITY							
<u>101930 64009</u>	<u>SOLID WASTE 40% CO</u>	40,023	0	40,023	20,306.05	.00	19,716.95	50.7%

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ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>101930 64010 FULL TIME SALARIES</u>	180,279	0	180,279	84,003.34	.00	96,275.66	46.6%
<u>101930 64030 OVERTIME</u>	6,500	0	6,500	10,736.23	.00	-4,236.23	165.2%*
<u>101930 65020 TELEPHONE & INTERN</u>	2,000	0	2,000	531.34	.00	1,468.66	26.6%
<u>101930 65030 TRANSPORTATION</u>	200	0	200	.00	.00	200.00	.0%
<u>101930 65040 EDUCATIONAL/MEETIN</u>	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>101930 65060 PRINTING</u>	1,500	0	1,500	2,592.00	.00	-1,092.00	172.8%*
<u>101930 65090 ZERO WASTE PROGRAM</u>	2,500	0	2,500	685.65	.00	1,814.35	27.4%
<u>101930 65200 ELECTRICITY</u>	11,275	0	11,275	7,307.06	.00	3,967.94	64.8%
<u>101930 65220 WATER</u>	950	0	950	385.10	.00	564.90	40.5%
<u>101930 65230 FUEL OIL</u>	1,230	0	1,230	311.61	.00	918.39	25.3%
<u>101930 65300 MACHINE & EQUIPMEN</u>	10,000	0	10,000	2,501.50	.00	7,498.50	25.0%
<u>101930 65302 PROTECTIVE & SAFET</u>	1,000	0	1,000	1,080.13	.00	-80.13	108.0%*
<u>101930 65303 FACILITY SAFETY IN</u>	1,250	0	1,250	13.98	.00	1,236.02	1.1%
<u>101930 65311 GAS, GREASE, & OIL</u>	12,000	0	12,000	2,328.53	.00	9,671.47	19.4%
<u>101930 65312 TIRES & TUBES</u>	3,000	0	3,000	130.05	.00	2,869.95	4.3%
<u>101930 65480 OTHER PROFESSIONAL</u>	280,500	0	280,500	125,016.35	.00	155,483.65	44.6%
<u>101930 65500 MAINTENANCE OF BLD</u>	8,000	0	8,000	8,478.54	.00	-478.54	106.0%*
<u>101930 65521 UNIFORMS</u>	2,000	0	2,000	1,488.00	.00	512.00	74.4%
<u>101930 66009 SHOP SUPPLIES</u>	6,000	0	6,000	5,371.18	.00	628.82	89.5%
<u>101930 66010 OFFICE SUPPLIES</u>	250	0	250	.00	.00	250.00	.0%
<u>101930 66011 HAND TOOLS</u>	200	0	200	.00	.00	200.00	.0%
<u>101930 66030 OTHER SUPPLIES</u>	250	0	250	.00	.00	250.00	.0%
<u>101930 66040 JANITORIAL SUPPLIE</u>	2,200	0	2,200	1,318.61	.00	881.39	59.9%
<u>101930 67516 PLANT EQUIPMENT MA</u>	6,000	0	6,000	870.00	.00	5,130.00	14.5%
<u>101930 67553 ASPHALT SURFACE MA</u>	7,500	0	7,500	.00	.00	7,500.00	.0%
TOTAL RESOURCE RECOVERY FACILITY	587,607	0	587,607	275,455.25	.00	312,151.75	46.9%
103000 SHARED EXPENSES - OTHER INSURA							
<u>103000 64060 FICA EMPLOYER SHAR</u>	466,816	5,045	471,861	206,354.12	.00	265,506.88	43.7%
<u>103000 64070 WORKERS' COMP INSU</u>	148,208	0	148,208	39,733.96	.00	108,474.04	26.8%
<u>103000 64090 RETIRED EMP MEDICA</u>	205,816	0	205,816	111,488.38	.00	94,327.62	54.2%
<u>103000 64092 DISABILITY INSURAN</u>	37,000	0	37,000	15,867.05	.00	21,132.95	42.9%
<u>103000 65101 MMA RISK POOL</u>	185,950	0	185,950	186,764.80	.00	-814.80	100.4%*
<u>103000 65115 UNEMPLOYMENT COMPE</u>	5,000	0	5,000	3,645.28	.00	1,354.72	72.9%
<u>103000 65150 MISCELLANEOUS INSU</u>	6,200	0	6,200	2,716.80	.00	3,483.20	43.8%
<u>103000 65210 UNION CENTRAL LIFE</u>	3,320	0	3,320	1,302.92	.00	2,017.08	39.2%
TOTAL SHARED EXPENSES - OTHER INSURA	1,058,310	5,045	1,063,355	567,873.31	.00	495,481.69	53.4%
103001 SHARED EXPENSE - HEALTH/DENTAL							
<u>103001 64090 MAJOR MEDICAL INSU</u>	1,383,280	25,480	1,408,760	743,043.19	.00	665,716.81	52.7%

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ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>103001 64091 DENTAL INSURANCE</u>	19,536	0	19,536	7,459.51	.00	12,076.49	38.2%
TOTAL SHARED EXPENSE - HEALTH/DENTAL	1,402,816	25,480	1,428,296	750,502.70	.00	677,793.30	52.5%
103002 RETIREMENT							
<u>103002 64050 MAINE STATE RETIRE</u>	578,671	0	578,671	263,163.42	.00	315,507.58	45.5%
<u>103002 64051 ICMA EMPLOYER SHAR</u>	30,545	0	30,545	12,923.57	.00	17,621.43	42.3%
TOTAL RETIREMENT	609,216	0	609,216	276,086.99	.00	333,129.01	45.3%
108000 ADULT ED							
<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%
1111 TOWN REVENUE							
<u>1111 43001 PROPERTY TAX REVENUE</u>	-10,524,025	143,708	-10,380,317	-10,363,046.12	.00	-17,270.47	99.8%*
<u>1111 43003 PROPERTY TAX ABATEME</u>	0	0	0	17,917.90	.00	-17,917.90	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	-1,034,996.55	.00	-901,003.45	53.5%*
<u>1111 43032 EXCISE TAX BOAT</u>	-20,000	0	-20,000	-2,577.80	.00	-17,422.20	12.9%*
<u>1111 43109 SIGN PERMITS</u>	-2,000	0	-2,000	-625.00	.00	-1,375.00	31.3%*
<u>1111 43110 CODE ENFORCEMENT FEE</u>	-300,000	0	-300,000	-667,324.80	.00	367,324.80	222.4%*
<u>1111 43114 ADDITIONAL LAND USE</u>	-4,000	0	-4,000	-2,360.00	.00	-1,640.00	59.0%*
<u>1111 43115 PLANNING FEES (SUBDI</u>	-5,000	0	-5,000	-1,400.00	.00	-3,600.00	28.0%*
<u>1111 43120 TOWN CLERK FEES</u>	-24,000	0	-24,000	-14,894.40	.00	-9,105.60	62.1%*
<u>1111 43121 WILDLIFE AGENT FEE</u>	-1,200	0	-1,200	-250.00	.00	-950.00	20.8%*
<u>1111 43122 ANIMAL WELFARE AGENT</u>	-1,600	0	-1,600	-557.00	.00	-1,043.00	34.8%*
<u>1111 43130 TOWN REGISTRATION FE</u>	-28,000	0	-28,000	-20,818.00	.00	-7,182.00	74.4%*
<u>1111 43135 HWY PERMITS & FEES</u>	0	0	0	-4,993.00	.00	4,993.00	100.0%
<u>1111 43140 SOLID WASTE PERMITS</u>	-80,000	0	-80,000	-60,589.44	.00	-19,410.56	75.7%*
<u>1111 43145 SOLID WASTE RECYCLIN</u>	-45,000	0	-45,000	-96,392.00	.00	51,392.00	214.2%*
<u>1111 43147 DINGHY FEES</u>	-10,000	0	-10,000	-290.00	.00	-9,710.00	2.9%*

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TOWN OF KITTEERY - LIVE
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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 1000	TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1111 43148	TRANSIENT SLIP RENTA	-7,000	0	-7,000	-16,266.00	.00	9,266.00	232.4%
1111 43149	KPA APPLICATION FEES	-500	0	-500	-625.00	.00	125.00	125.0%
1111 43150	MOORING FEES	-100,000	0	-100,000	-606.00	.00	-99,394.00	.6%*
1111 43151	LAUNCH FEE	-14,000	0	-14,000	-7,679.75	.00	-6,320.25	54.9%*
1111 43152	TRANSIENT MOORING	-4,000	0	-4,000	-13,175.00	.00	9,175.00	329.4%
1111 43153	WAIT LIST FEE	-800	0	-800	-418.00	.00	-382.00	52.3%*
1111 43156	PIER USAGE FEE	-2,400	0	-2,400	-1,998.00	.00	-402.00	83.3%*
1111 43160	FORT FOSTER FEES	-240,000	-60,000	-300,000	-158,064.78	.00	-141,935.22	52.7%*
1111 43210	LIEN FEES	-7,000	0	-7,000	-7,180.49	.00	180.49	102.6%
1111 43220	PENALTY INTEREST	-40,000	0	-40,000	-32,631.92	.00	-7,368.08	81.6%*
1111 43221	LIBRARY FINES & FEES	-2,000	0	-2,000	-970.79	.00	-1,029.21	48.5%*
1111 43320	RECREATION FEES	-550,000	0	-550,000	-195,666.91	.00	-354,333.09	35.6%*
1111 43330	ANIMAL CONTROL	-4,000	0	-4,000	-1,088.00	.00	-2,912.00	27.2%*
1111 43335	POSTAGE	0	0	0	-28.29	.00	28.29	100.0%
1111 43336	PHOTO COPIES	-200	0	-200	-73.50	.00	-126.50	36.8%*
1111 43351	ACCIDENT REPORTS	-3,000	0	-3,000	-1,470.00	.00	-1,530.00	49.0%*
1111 43352	PARKING TICKETS	-40,000	0	-40,000	-15,467.00	.00	-24,533.00	38.7%*
1111 43353	GUN PERMITS	-1,000	0	-1,000	-415.00	.00	-585.00	41.5%*
1111 43354	ELIOT DISPATCHING SE	-138,360	0	-138,360	-69,180.00	.00	-69,180.00	50.0%*
1111 43355	ORDINANCE FINES	-350	0	-350	.00	.00	-350.00	.0%*
1111 43356	WITNESS FEES	-300	0	-300	.00	.00	-300.00	.0%*
1111 43358	FALSE ALARMS	-880	0	-880	-440.00	.00	-440.00	50.0%*
1111 43359	AMBULANCE DISPTACH F	-16,000	0	-16,000	-8,000.00	.00	-8,000.00	50.0%*
1111 43410	MDOT HWY MAINTENANCE	-12,000	0	-12,000	-12,000.00	.00	.00	100.0%
1111 43420	STATE REVENUE SHARIN	-650,000	-125,000	-775,000	-564,449.97	.00	-210,550.03	72.8%*
1111 43421	STATE PARK FEE REV S	-2,000	0	-2,000	.00	.00	-2,000.00	.0%*
1111 43470	STATE OF MAINE GENER	-45,000	0	-45,000	-6,252.35	.00	-38,747.65	13.9%*
1111 43480	MARY SAFFORD WILDES	-25,000	0	-25,000	-6,250.00	.00	-18,750.00	25.0%*
1111 43510	INTEREST ON INVESTME	-25,000	0	-25,000	-6,515.89	.00	-18,484.11	26.1%*
1111 43530	MISCELLANEOUS REVENU	-10,000	0	-10,000	-1,983.37	.00	-8,016.63	19.8%*
1111 43531	AMERICAN RESCUE PLAN	-175,000	0	-175,000	-175,000.00	.00	.00	100.0%
1111 43540	SEWER DEPT RENT	-22,900	0	-22,900	-5,725.00	.00	-17,175.00	25.0%*
1111 43555	SNOWMOBILE/HANDICAP/	-655	0	-655	.00	.00	-655.00	.0%*
1111 43560	GMH HOUSING	-306,000	0	-306,000	-153,956.33	.00	-152,043.67	50.3%*
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	-14,147,740.36	.00	-2,007,221.23	87.6%
TOTAL TOWN GENERAL FUND		0	0	0	-4,702,799.97	.00	4,702,799.97	100.0%
TOTAL REVENUES		-15,809,670	-345,292	-16,154,962	-14,147,740.36	.00	-2,007,221.23	
TOTAL EXPENSES		15,809,670	345,292	16,154,962	9,444,940.39	.00	6,710,021.20	

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TOWN OF KITTERY - LIVE
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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
6000 SEWER FUND							
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6000 43003 SEWER ADJUSTMENTS	0	0	0	218.01	.00	-218.01	100.0%*
6000 43220 PENALTY INTEREST	-3,000	0	-3,000	-4,018.02	.00	1,018.02	133.9%
6000 43360 SPECIAL CONTRACT REV	-12,000	0	-12,000	-5,000.00	.00	-7,000.00	41.7%*
6000 45001 PNSY REVENUE	-550,000	0	-550,000	-143,888.93	.00	-406,111.07	26.2%*
6000 45002 US NAVY HOUSING REV	-120,000	0	-120,000	-49,724.07	.00	-70,275.93	41.4%*
6000 45003 SEPTAGE REVENUE	-100,000	0	-100,000	-145,918.90	.00	45,918.90	145.9%
6000 45004 TOWN OF ELIOT REVENUE	-200,000	0	-200,000	-53,712.91	.00	-146,287.09	26.9%*
6000 45005 USERS QTRLY REVENUE	-1,500,000	0	-1,500,000	-649,654.85	.00	-850,345.15	43.3%*
6000 45006 EXPANSION ASSESSMENT	-50,000	0	-50,000	-32,324.62	.00	-17,675.38	64.6%*
6000 45007 SEWER INTEREST REVEN	-12,000	0	-12,000	-2,068.45	.00	-9,931.55	17.2%*
TOTAL SEWER FUND	-2,547,000	0	-2,547,000	-1,086,092.74	.00	-1,460,907.26	42.6%
<hr/>							
602702 SEWER LINES							
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602702 64010 SEWER LINES LABOR	18,187	0	18,187	8,383.71	.00	9,803.29	46.1%
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	-99.08	.00	12,099.08	-.8%
TOTAL SEWER LINES	56,187	0	56,187	9,999.63	.00	46,187.37	17.8%
<hr/>							
602709 PUMP STATIONS							
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602709 64010 PUMP STATION LABOR	58,095	0	58,095	15,603.48	.00	42,491.52	26.9%
602709 65015 PUMP STATION TELEP	670	0	670	314.40	.00	355.60	46.9%
602709 65200 ELECTRICITY	50,815	0	50,815	17,709.31	.00	33,105.69	34.9%
602709 65220 WATER	1,420	0	1,420	231.22	.00	1,188.78	16.3%
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	14,276.97	.00	30,723.03	31.7%
602709 65930 PUMP STATION ALARM	6,700	0	6,700	3,813.70	.00	2,886.30	56.9%
602709 66300 PUMP STATION SUPPL	5,000	0	5,000	1,741.71	.00	3,258.29	34.8%
602709 66320 PUMP STATION PARTS	20,000	0	20,000	4,006.43	.00	15,993.57	20.0%
TOTAL PUMP STATIONS	189,700	0	189,700	58,385.68	.00	131,314.32	30.8%
<hr/>							
602715 PUMP STATION # 6 (PNSY)							
<hr/>							
602715 64010 PUMP STATION # 6LA	22,494	0	22,494	5,133.00	.00	17,361.00	22.8%

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TOWN OF KITTEERY - LIVE
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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602715 65200 PUMP STATION # 6 E	15,000	0	15,000	4,385.07	.00	10,614.93	29.2%
602715 65220 PUMP STATION # 6 W	1,000	0	1,000	264.50	.00	735.50	26.5%
602715 65315 PUMP STATION GENER	400	0	400	617.40	.00	-217.40	154.4%*
602715 65480 PUMP STATION # 6 C	8,000	0	8,000	6,858.26	.00	1,141.74	85.7%
602715 65930 PUMP STATION # 6 A	300	0	300	.00	.00	300.00	.0%
602715 66300 PUMP STATION # 6 S	1,000	0	1,000	76.96	.00	923.04	7.7%
602715 66320 PUMP STATION # 6 P	6,000	0	6,000	1,099.86	.00	4,900.14	18.3%
TOTAL PUMP STATION # 6 (PNSY)	54,194	0	54,194	18,435.05	.00	35,758.95	34.0%
602716 PUMP STATION # 7 (ELIOT)							
602716 64010 PUMP STATION # 7 L	20,814	0	20,814	7,475.83	.00	13,338.17	35.9%
602716 65200 PUMP STATION # 7 E	4,600	0	4,600	2,378.94	.00	2,221.06	51.7%
602716 65220 PUMP STATION # 7 W	230	0	230	117.94	.00	112.06	51.3%
602716 65315 PUMP STATION GENER	300	0	300	.00	.00	300.00	.0%
602716 65480 PUMP STATION # 7 C	10,000	0	10,000	300.00	.00	9,700.00	3.0%
602716 65930 PUMP STATION # 7 A	200	0	200	.00	.00	200.00	.0%
602716 66300 PUMP STATION # 7 S	200	0	200	23.93	.00	176.07	12.0%
602716 66320 PUMP STATION # 7 P	2,500	0	2,500	326.16	.00	2,173.84	13.0%
TOTAL PUMP STATION # 7 (ELIOT)	38,844	0	38,844	10,622.80	.00	28,221.20	27.3%
602750 TREATMENT PLANT							
602750 64010 TREATMENT PLANT LA	145,280	0	145,280	93,564.89	.00	51,715.11	64.4%
602750 64019 PLANT MAINT LABOR	56,113	0	56,113	14,877.08	.00	41,235.92	26.5%
602750 64030 OVERTIME	40,000	0	40,000	14,667.54	.00	25,332.46	36.7%
602750 64050 MAINE STATE RETIRE	34,176	0	34,176	16,449.52	.00	17,726.48	48.1%
602750 64060 FICA EMPLOYER SHAR	25,384	0	25,384	11,669.13	.00	13,714.87	46.0%
602750 65020 TREATMENT PLANT TE	4,000	0	4,000	2,064.01	.00	1,935.99	51.6%
602750 65040 TREATMENT PLANT ED	5,000	0	5,000	410.00	.00	4,590.00	8.2%
602750 65200 TREATMENT PLANT EL	110,000	0	110,000	43,702.93	.00	66,297.07	39.7%
602750 65220 TREATMENT PLANT WA	5,000	0	5,000	1,834.66	.00	3,165.34	36.7%
602750 65230 TREATMENT PLANT FU	16,000	0	16,000	2,290.93	.00	13,709.07	14.3%
602750 65310 TREATMENT PLANT MO	45,000	0	45,000	6,942.05	.00	38,057.95	15.4%
602750 65316 TREATMENT PLANT GE	2,240	0	2,240	791.82	.00	1,448.18	35.3%
602750 65410 TREATMENT PLANT CO	16,000	0	16,000	5,025.50	.00	10,974.50	31.4%
602750 65480 TREATMENT PLANT OT	60,000	0	60,000	27,402.26	.00	32,597.74	45.7%
602750 65500 TREATMENT PLANT BL	5,000	0	5,000	681.39	.00	4,318.61	13.6%

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TOWN OF KITTEERY - LIVE
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GENERAL FUND AND SEWER

FOR 2022 06

ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602750 65930 ALARMS	2,000	0	2,000	.00	.00	2,000.00	.0%
602750 65955 TREATMENT PLANT SL	165,000	0	165,000	73,946.31	.00	91,053.69	44.8%
602750 66010 TREATMENT PLANT OF	4,000	0	4,000	1,920.55	.00	2,079.45	48.0%
602750 66300 TREATMENT PLANT SU	32,000	0	32,000	4,254.61	.00	27,745.39	13.3%
602750 66340 LABORATORY CHEMICA	16,000	0	16,000	4,337.33	.00	11,662.67	27.1%
602750 66400 TREATMENT PLANT RE	2,500	0	2,500	1,168.05	.00	1,331.95	46.7%
602750 66410 TREATMENT PLANT RE	24,000	0	24,000	14,518.16	.00	9,481.84	60.5%
602750 66420 TREATMENT PLANT TO	28,000	0	28,000	2,974.26	.00	25,025.74	10.6%
602750 66450 TREATMENT PLANT CH	111,000	0	111,000	55,792.79	.00	55,207.21	50.3%
602750 66520 TREATMENT PLANT SA	14,000	0	14,000	4,283.75	.00	9,716.25	30.6%
TOTAL TREATMENT PLANT	967,693	0	967,693	405,569.52	.00	562,123.48	41.9%
602760 SEWER GENERAL OPERATING							
602760 64011 TOWN MANAGER SALAR	35,299	0	35,299	17,795.87	.00	17,503.13	50.4%
602760 64012 SUPERINTENDENT SAL	99,549	0	99,549	50,638.59	.00	48,910.41	50.9%
602760 64013 OFFICE CLERK SALAR	49,712	0	49,712	24,311.12	.00	25,400.88	48.9%
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	7,719.87	.00	8,115.13	48.8%
602760 64051 ICMA EMPLOYER SHAR	2,211	0	2,211	1,029.10	.00	1,181.90	46.5%
602760 64060 FICA EMPLOYER SHAR	14,542	0	14,542	6,564.99	.00	7,977.01	45.1%
602760 64070 WORKERS COMPENSATI	14,079	0	14,079	3,774.48	.00	10,304.52	26.8%
602760 64090 MAJOR MEDICAL INSU	135,777	0	135,777	73,904.01	.00	61,872.99	54.4%
602760 64091 DENTAL INSURANCE	1,426	0	1,426	1,304.96	.00	121.04	91.5%
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	5,725.00	.00	17,175.00	25.0%
602760 65430 AUDIT SERVICES	3,900	0	3,900	400.00	.00	3,500.00	10.3%
602760 66035 ABSTRACTS & LIENS	500	0	500	.00	.00	500.00	.0%
602760 68060 SEWER BOND INTERES	133,087	0	133,087	73,532.30	.00	59,554.70	55.3%
602760 68062 SEWER BOND PRINCIP	631,183	0	631,183	465,559.60	.00	165,623.40	73.8%
TOTAL SEWER GENERAL OPERATING	1,214,120	0	1,214,120	763,890.09	.00	450,229.91	62.9%
TOTAL SEWER FUND	-26,262	0	-26,262	180,810.03	.00	-207,072.03	-688.5%
TOTAL REVENUES	-2,547,000	0	-2,547,000	-1,086,092.74	.00	-1,460,907.26	
TOTAL EXPENSES	2,520,738	0	2,520,738	1,266,902.77	.00	1,253,835.23	

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TOWN OF KITTERY - LIVE
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GENERAL FUND AND SEWER

FOR 2022 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-26,262	0	-26,262	-4,521,989.94	.00	4,495,727.94	*****%

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

Town of Kittery FISCAL YEAR 2022
Fund Balances - Capital Projects and Special Revenues
For the month ending December 31, 2021

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			(3,504.97)		(2,987.65)
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				4,000.00	4,887.34
SR	2055	ASA Applicant Code NEW	30,998.86			(7,084.37)	250.30	24,164.79
SR	2056	Concerts in the Park	296.91			(2,900.00)	2,400.00	(203.09)
SR	2059	Conservation Comm	567.90					567.90
SR	2060	Wetlands Mitigation	80,703.00					80,703.00
SR	2063	Kittery Community Center (KCC) Donations	15,177.22			(7,572.21)	2,090.00	9,695.01
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			(48,941.90)	49,380.98	285,564.96
SR	2082	KCC Playgrounds	64,718.36					64,718.36
SR	2083	One-time Grants	42,757.67			(3,570.00)	2,500.00	41,687.67
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					370,745.00
SR	2301	Billable Police Details	27,405.21			(22,830.02)	30,680.00	35,255.19
SR	2303	Grant Supported Police Details	(7,770.25)			(1,054.38)	1,888.65	(6,935.98)
SR	2087	Joint Land Use OEA PH1	(107,157.39)			(76,317.10)	91,649.00	(91,825.49)
SR	4001-67500/43600	State Aid to Roads General	781,218.36				154,064.00	935,282.36
SR	4001-67502/43602	Whipple Road Improvements	249,854.89					249,854.89
SR	4001-67503/43603	Memorial Circle Improvements	5,551.66					5,551.66
SR	4001-67508/43608	Walker/Wentworth	200,305.40					200,305.40
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 December 31, 2021

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			(20,000.00)	14,310.00	83,622.05
SR	5023	Library Donations	11,426.31			(1,556.97)	676.41	10,545.75
SR	5500	MMA Grants	120.56					120.56
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	5024	COVID 19 Clinics						
SR	5504	ARPA	-			(458,920.40)	518,520.78	59,600.38
SR	5505	PREPA Grant	-			(1,225.00)		(1,225.00)
SR	5506	Affordable Housing	-				150,000.00	150,000.00
SR	5024	COVID-19 Vaccine Clinics	7,016.91					7,016.91
Total Special Revenue			2,960,750.09	-	-	(697,072.32)	1,025,179.92	3,288,857.69

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	4002	Right of Way Reserve	589,999.49	500,000.00		(810,725.20)		279,274.29
CP	4011	KCC Vehicle Reserve	23,049.66					23,049.66
CP	4012	Public Works Vehicles/Equipment	85,370.40	475,000.00		(128,850.78)		431,519.62
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		(475.00)		34,687.82
CP	4020	Municipal Technology Reserve	50,285.43	63,000.00		(13,019.20)		100,266.23
CP	4022	Police Vehicle/Equipment	81,354.40	112,000.00		(18,553.31)		174,801.09
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		(26,921.16)		226,509.33
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		(7,638.88)		28,406.98
CP	4055	KPA Equipment Reserve	53,296.94	13,500.00		(3,757.40)		63,039.54
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
CP	4110	PW Sign Shed	20.00					20.00

Town of Kittery FISCAL YEAR 2022
Fund Balances - Capital Projects and Special Revenues
For the month ending December 31, 2021

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	4116	KPA Facility Reserve	7,578.80	8,500.00		(7,187.82)		8,890.98
CP	4060	Rice Rehab/Expansion	4,438,050.83			(2,265,843.29)	172,188.61	2,344,396.15
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	-	(3,364,950.13)	187,188.61	4,376,576.22

TOTAL GENERAL OPERATIONS			9,036,187.83	1,478,900.00	-	(4,062,022.45)	1,212,368.53	7,665,433.91
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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				10,000.00	23,201.40
PF	5005	Lester Raynes Fund	8,462.26					8,462.26
PF	5007	Thresher Memorial Fund	7,526.41			(1,128.69)	750.00	7,147.72
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				5,876.74	13,730.78
PF	5021	Cemetery	14,680.35			(14,680.00)		0.35
Total Permanent Funds			888,858.65	-	-	(15,808.69)	16,626.74	889,676.70

Enterprise Fund (Sewer)

-								
ER	2900	Sewer Impact fees	654,702.07			(92,891.57)	33,600.00	595,410.50
ER	2901	Sewer Betterment (Entrance)	204,998.98			(5,908.09)	27,000.00	226,090.89
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	-	-	(120,233.07)	60,600.00	1,118,285.34

GRAND TOTAL ALL FUNDS			11,102,964.89	1,478,900.00	-	(4,198,064.21)	1,289,595.27	9,673,395.95
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KITTERY TOWN COUNCIL Unapproved Minutes

January 10, 2022, Remote

6:00PM

- 1 1. Call to Order
- 2 Chair Spiller called the meeting to order at 6 p.m.
- 3 Chair Spiller recognized the passing of Malcom Foss and Steve Estes with a moment of
- 4 silence.
- 5 Chair Spiller also thanked the Town Manager and staff for organizing this remote
- 6 meeting in such a short notice.
- 7 2. Introductory
- 8 3. Pledge of Allegiance
- 9 4. Roll Call
- 10 Councilors present: Chair Judith Spiller, Vice Chair George Dow, Jeffrey Pelletier,
- 11 Cameron Hamm, Cyrus Clark, Mary Gibbons Stevens and Colin McGuire
- 12 5. Agenda Amendment and Adoption
- 13 Under 13. NEW BUSINESS added item m. (010122-16) The Kittery Town Council
- 14 moves to appoint Lois Marshall to the Conservation Commission for a three-year term
- 15 to expire 12/31/2024, item n. (010122-17) The Kittery Town Council moves to provide a
- 16 letter of support for a grant from the Maine Humanities Council for a proposal from Jim
- 17 White, and Dean Rykerson to produce a video titled Sir William Pepperrell “The
- 18 Unvarnished Truth”.
- 19 Chair Spiller cast one vote to approve the agenda as amended.
- 20 6. Town Manager’s Report
- 21 The Town Manager reported on: COVID Update, York County Jail Diversion, and 2021
- 22 Year End Goals Report. Upcoming Dates: Dog License renewals deadline – January
- 23 31, 2022 at the Town Hall and online www.kittery.me.gov, COVID Booster Clinic –
- 24 January 12, 2022 from 10AM to 6PM, Gorges Road Fire Station, and the Town Hall will
- 25 be closed MLK Holiday – January 17, 2022.
- 26 7. Acceptance of Previous Minutes
- 27 December 13, 2021 – Regular Meeting

28 Chair Spiller cast one vote to approve the December 13, 2021 minutes as presented.

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

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

32 a. (010122-01) The Kittery Town Council moves to receive a presentation from
33 Matthew Young to discuss PFAS at the KRRF.

34 The Town Manager gave an overview on the reason for the presentation.

35 Matthew R. Young, Project Manager - Landfill Closure and Remediation Program
36 Division of Remediation, from Maine Department of Environmental Protection
37 conducted a presentation to the Council and discussed PFAS at the KRRF.

38 10. PUBLIC HEARINGS

39 a. (010122-02) The Kittery Town Council moves to approve a new Victualer's
40 License application from Carl's Meat Market, located at 25 State Road, Kittery.

41 Moved By Vice Chair Dow, seconded by Councilor McGuire.
42 Motion Carried 7-0-0

43 b. (010122-03) The Kittery Town Council moves to approve a new Victualer's
44 License application from The Golden Harvest, located at 47 State Road, Kittery.

45 Moved by Councilor Hamm, seconded by Vice Chair Dow.
46 Motion Carried 7-0-0

47 11. DISCUSSION

48 a. Discussion by members of the public (three minutes per person). - None

49 b. Chairperson may read written comments into the record.

50 Suzanne Sayer, 1 Prince Avenue, Kittery, ME., questioned why only 1 out of the 5
51 candidates running for Town Council asked about her petition and why none of them
52 asked Chair Spiller, or others that had set up tables. What the petitions were about at
53 the November 2, 2021 Election. Ms. Sayer also asked where in the Town she could
54 collect signatures for petitions.

55 Darius Gerald and Katharine Thomas, requested the Council not to authorize any final
56 Cannabis licenses for the Adult Use market as a result of the lottery.

57 Mike Kingston, 9 Jewett Lane, Kittery, ME, commented in support of Chairperson
58 Spillers neighbors regarding the poorly handled communication from the DEP and the
59 Town of Kittery regarding the current PFAS testing on their road.

60 Kerrin Duffy 8 Jewett Lane, Kittery, ME., requested to know exactly when the PFAS was
61 detected at the landfill, and how often it has been tested, as well as the first date of
62 detection.

63 c. Chairperson's response to public comments.

64 Chair Spiller responded to Ms. Sayer by requesting the Council to raise their hands if
65 they were in favor of allowing signatures for petitions on Town property, no Councilors
66 were in favor.

67 Chair Spiller responded to Darius Gerald and Katharine Thomas and stated the
68 marijuana lottery results would not change.

69 Chair Spiller apologized to Mike Kingston about the lack of communication.

70 Chair Spiller said the Town Manager would like to arrange a meeting with Maine DEP
71 and the residents of Jewett Lane.

72 12. UNFINISHED BUSINESS - None

73 13. NEW BUSINESS

74 a. Donations/gifts received for Council disposition
75 (010122-04) The Kittery Town Council moves to accept a donation in the amount
76 of \$100.00 from Meetinghouse Village to be deposited into account #2063 KCC
77 donations.

78 Moved by Vice Chair Dow, seconded by Councilor Hamm
79 Motion Carried 7-0-0

80 b. (010122-05) The Kittery Town Council moves to accept a donation in the amount
81 of \$154.00 from Hannaford's Bloomin' 4 Good Program to be deposited into account
82 #2063 KCC donations.

83 Moved by Vice Chair Dow, seconded by Councilor Stevens.
84 Motion Carried 7-0-0

85 c. (010122-06) The Kittery Town Council moves to accept a donation in the amount
86 of \$10,000 from York Hospital to be deposited in Kittery Community Center account
87 #5003.

88 Moved by Councilor Hamm, seconded by Councilor Clark.
89 Motion Carried 7-0-0

90 d. (010122-07) The Kittery Town Council moves to accept a donation in the amount
91 of \$85,000 from RPL Corporation to be deposited into Rice Public Library account
92 #4060/43602.

93 Moved by Councilor Stevens with great appreciation, seconded by Councilor McGuire.
94 Motion Carried 7-0-0

95 e. (010122-08) The Kittery Town Council moves to finalize and approve their annual
96 and budget goals.

97 Chair Spiller gave an overview of the Council's annual and budget goals.

98 Moved by Vice Chair Dow, seconded by Councilor Hamm.
99 Motion Carried 7-0-0

100 f. (010122-09) The Kittery Town Council moves to schedule a public hearing on
101 January 24, 2022 on Title 2 Amendments – Paid Time Off.

102 Moved by Vice Chair Dow, seconded by Councilor Hamm.
103 Motion Carried 7-0-0

104 g. (010122-10) The Kittery Town Council moves to schedule a public hearing on
105 January 24, 2022 to update Titles 5 and 13 to conform with Title 16.

106 Moved by Councilor Stevens, seconded by Vice Chair Dow.
107 All were in favor.

108 h. (010122-11) The Kittery Town Council moves to schedule a public hearing on
109 February 14, 2022 on Title 16 – Marijuana Zoning Amendments.

110 Moved by Vice Chair Dow, seconded by Councilor Hamm.
111 Motion Carried 6-0-1

112 Chair Spiller, Vice Chair Dow, Councilor Pelletier, Councilor Hamm, Councilor Stevens,
113 and Councilor McGuire voted yes.

114 Councilor Clark abstained.

115 i. (010122-12) The Kittery Town Council moves to approve a renewal Liquor
116 License application from Woodland Farms Brewery, located at 306 US Route 1
117 Kittery.

- 118 Moved by Councilor McGuire, seconded by Councilor Stevens.
119 Motion Carried 7-0-0
- 120 j. (010122-13) The Kittery Town Council moves to approve a renewal Liquor
121 License application from 518 Noodle Bar located at 518 US Route 1, Kittery.
- 122 Moved by Councilor Stevens, seconded by Councilor Hamm.
123 Motion Carried 7-0-0
- 124 k. (010122-14) The Kittery Town Council moves to appoint Celestyne Bragg to the
125 Economic Development Committee for a three-year term to expire 12/31/2024.
- 126 Moved by Councilor McGuire, seconded by Vice Chair Dow.
127 Motion Carried 7-0-0
- 128 i. (010122-15) The Kittery Town Council moves to approve a request from Kittery
129 Little League to hang a banner across Rogers Road from 2/1/2022 until 3/1/2022.
- 130 Moved by Vice Chair Dow, seconded by Councilor Clark.
131 Motion Carried 7-0-0
- 132 m. (010122-16) The Kittery Town Council moves to appoint Lois Marshall to the
133 Conservation Commission for a three-year term to expire 12/31/2024.
- 134 Moved by Chair Spiller, seconded by Vice Chair Dow.
135 Motion Carried 7-0-0
- 136 n. (010122-17) The Kittery Town Council moves to issue a letter of support in regards to
137 a grant from the Maine Humanities Council, for a proposal from Jim White and Dean
138 Rykerson to produce a video titled Sir William Pepperrell “The Unvarnished Truth”.
- 139 Moved by Councilor Stevens, seconded by Councilor Hamm.
140 Motion Carried 6-0-1
- 141 Chair Spiller, Vice Chair Dow, Councilor Clark, Councilor Hamm, Councilor Stevens,
142 and Councilor McGuire were in support of the letter.
143 Councilor Pelletier abstained.
- 144 14. COUNCILOR ISSUES OR COMMENTS
- 145 Vice Chair Dow wanted to thank the Town Manager, her staff, the School
146 Superintendent and the administrative staff for all the work they are doing in managing
147 COVID in our community.

148 15. COMMITTEE AND OTHER REPORTS

149 a. Communications from the Chairperson

150 Chair Spiller stated that on Wednesday, January 12, 2022 Vice Chair Dow, the Town
151 Manager, and herself would be meeting with the Chair of the School Committee, and
152 the Superintendent of schools to talk about the school budget.

153 Chair Spiller mentioned she and the Town Manager met with the representatives from
154 Protect Kittery Waters in reference to Spruce Creek. She also stated the Climate Action
155 Committee endorsed collaborations between the Town and Protect Kittery Waters.

156 Chair Spiller stated that during the January 24, 2022 meeting there will be a Town and
157 Community wide presentation of Kittery's Greenhouse Gas Emissions inventory from
158 Karina Graeter with SMPDC.

159 b. Committee Reports - None

160 16. EXECUTIVE SESSION - None

161 17. ADJOURNMENT

162 Vice Chair Dow moved to adjourn at 7:31 p.m., seconded by Councilor Hamm.

163 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 refer to the video of the meeting on the Town of Kittery website.



REC. 1/13/22
11:12

TOWN OF KITTEERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Roland Scott

RESIDENCE: 8 Dahlia Dr

MAILING (if different) _____

E-MAIL ADDRESS: rscott3100@gmail.com

PHONE #: (H) same (W) same (C) 6165403100

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

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

EDUCATION/TRAINING: BS and MS in Engineering, MBA

RELATED EXPERIENCE (Including other Boards and Commissions) _____

On the board of several startups and a management consultant. Currently mentor many companies in CleanTech. Energy expert, tech and economics, NYSERDA EIR. NEPOOL member.

PRESENT EMPLOYMENT: retired, Entrepreneur in Res

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

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

REASON FOR APPLICATION TO THIS BOARD: Give back to community

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

Please read the back of this application before signing.

Roland H. Scott
SIGNATURE OF APPLICANT

1/11/2022
DATE



RF 1/13/22
11:21

TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1313 Fax: (207) 439-6806

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Douglas Basnett

RESIDENCE: 37 Mill Pond Rd

MAILING (if different) Same

E-MAIL ADDRESS: doug00@comcast.net

PHONE #: (H) _____ (W) _____ (C) (603) 848-7186

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

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

EDUCATION/TRAINING: Architectural Engineering

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Board member for Special Olympics of NH, President of Epoch Corporation

Member of Epoch Corporation Board of Directors

PRESENT EMPLOYMENT: Preferred Building Systems

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

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

REASON FOR APPLICATION TO THIS BOARD: Looking for a way to help the Kittery community

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

Please read the back of this application before signing.

Douglas Basnett
SIGNATURE OF APPLICANT

1/13/22
DATE

GREENHOUSE GAS INVENTORY

Town of Kittery

Prepared by Southern Maine
Planning and Development
Commission

January 2022



Karina Graeter, Southern Maine Planning &
Development Commission

Kendra Amaral, Town Manager, Town of Kittery

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Executive Summary

The Town of Kittery has made substantial progress on laying the foundation to address both the causes and impacts of climate change. These efforts are guided by the Coastal Community Resilience section (Topic Area 9) in the [Kittery 2015-2025 Comprehensive Plan](#). The Kittery Town Council established the Kittery Climate Adaptation Committee in 2019 and also joined the SMPDC Regional Sustainability and Resilience Program. In June 2021, the Kittery Town Council approved a resolution to increase energy efficiency in municipal operations and raise awareness among residents and businesses about ways to reduce reliance on greenhouse gases. Kittery has already pursued many actions to reduce its reliance on fossil fuels, including installing energy-saving LED streetlights, purchasing electric vehicles, weatherizing municipal buildings, and purchasing solar energy for municipal electricity use. Kittery is also preparing for the impacts of climate change. The Town completed the [Maine Flood Resilience Checklist](#) and conducted a [Coastal Hazards Planning Best Practices Assessment](#).

This greenhouse gas (GHG) inventory establishes a baseline of GHG emissions in the Town of Kittery. It identifies the activities and major sources of emissions, enabling the town to identify areas to focus emission reduction efforts, establish goals and track progress towards those goals, and facilitate decision-making about future policies and strategies.

This report contains two inventories for the Town of Kittery: A *community-wide inventory* and a *municipal inventory*. These inventories were conducted by the Town of Kittery and Southern Maine Planning and Development Commission. The community-wide inventory estimates the GHG emissions due to Kittery's sources and activities, including those of Kittery's residents, workforce, visitors, and economy. It was conducted using the methodology laid out in the [SMPDC Greenhouse Gas Inventory Protocol for Southern Maine Cities and Towns](#) for the year 2019. The municipal inventory accounts for the GHG emissions due to the municipal operations of the Town of Kittery, including municipal buildings, vehicles, and employee activities as well as the Kittery School District. It was prepared using the [Local Government Operations Protocol for the quantification and reporting of greenhouse gas emissions inventories](#) for the year 2019.

Community-wide emissions for Kittery in 2019 were estimated as 200,668 Metric Tons CO₂ equivalent (Metric Tons CO₂e; Figure A), corresponding to 19.9 MT/CO₂e per capita emissions based on the Kittery 2020 Census population. This emissions estimate is equivalent to the annual emissions of 43,641 passenger cars or annual emissions from energy use in 24,165 homes. The majority of these emissions (66%) came from stationary emission sources including electricity, natural gas, and discrete fuel use and transmission/distribution losses. Transportation emissions were the second largest sector at 34% of the total emissions inventory. Waste emissions from municipal solid waste and wastewater only made up 1% of the inventory.

The subsectors responsible for the most emissions were (Figure B):

1. **Industrial Stationary Energy (42.7%):** In particular, 26% of community-wide emissions resulted from natural gas use at the Portsmouth Naval Shipyard (PNSY) combined heat and power plant. Fifteen percent of community-wide emissions resulted from industrial electricity use and PNSY and other industrial facilities.
2. **Passenger vehicles (24%)**
3. **Commercial Stationary Energy (13.5%)**
4. **Residential Stationary Energy (9.6%)**

To support the GHG inventory, this report also includes *Additional Indicators of Climate Action*, other metrics that may be used to develop emissions reduction initiatives and set measurable goals. These stationary energy, transportation, and waste metrics may be used to measure progress on efforts that have an indirect impact on emissions, such as activities like educating residents and businesses about renewable energy or community building and environmental justice initiatives. These are critical activities that research has shown are vital to driving down GHG emissions across many sectors.

FIGURE A. KITTERY COMMUNITY-WIDE GHG INVENTORY GROUPED BY SECTOR.

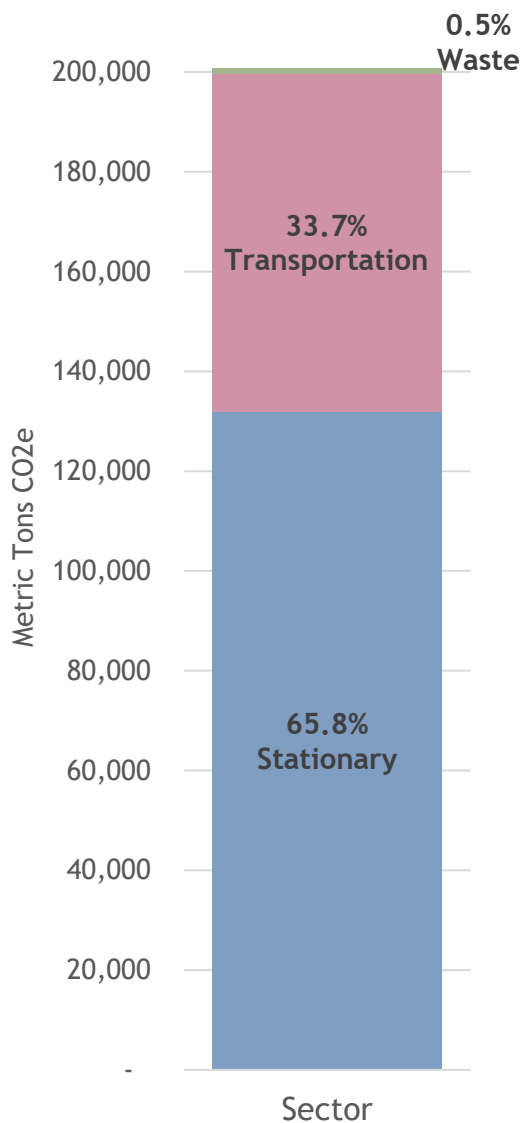
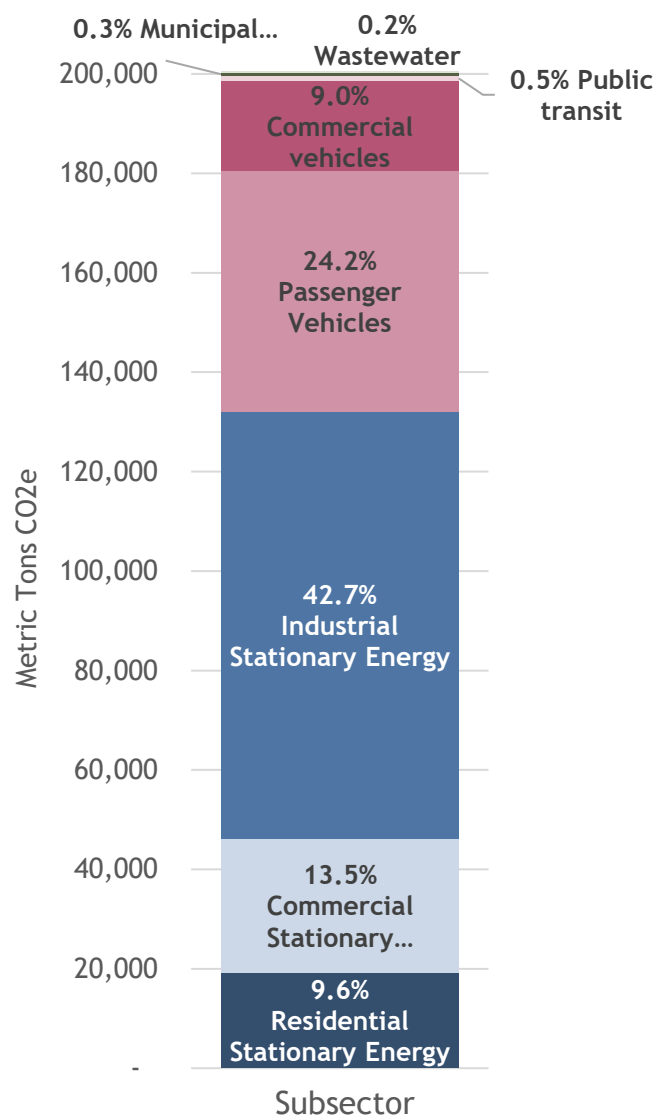


FIGURE B. KITTERY COMMUNITY-WIDE GHG INVENTORY GROUPED BY END USE AND SECTOR.



Municipal emissions for 2019 were estimated as 2,656 MT CO₂e (Figure C), corresponding to 0.264 MT CO₂e per capita based on the Kittery 2020 Census population. Estimated municipal emissions are comparable to only 1.3% of community-wide emissions. The largest sector was the stationary energy sector (43%), resulting from electricity, natural gas, and discrete fuel use in municipal buildings and facilities. Waste emissions were the second largest sector at 30% and transportation emissions compromised 27% of the estimated emissions.

The subsectors responsible for the most emissions were (Figure D):

1. **Building & Facilities (42.43%)**
2. **Wastewater Treatment (30.16%)**
3. **Vehicle Fleet (17.80%)**

FIGURE C. KITTERY MUNICIPAL GHG INVENTORY BY SECTOR.

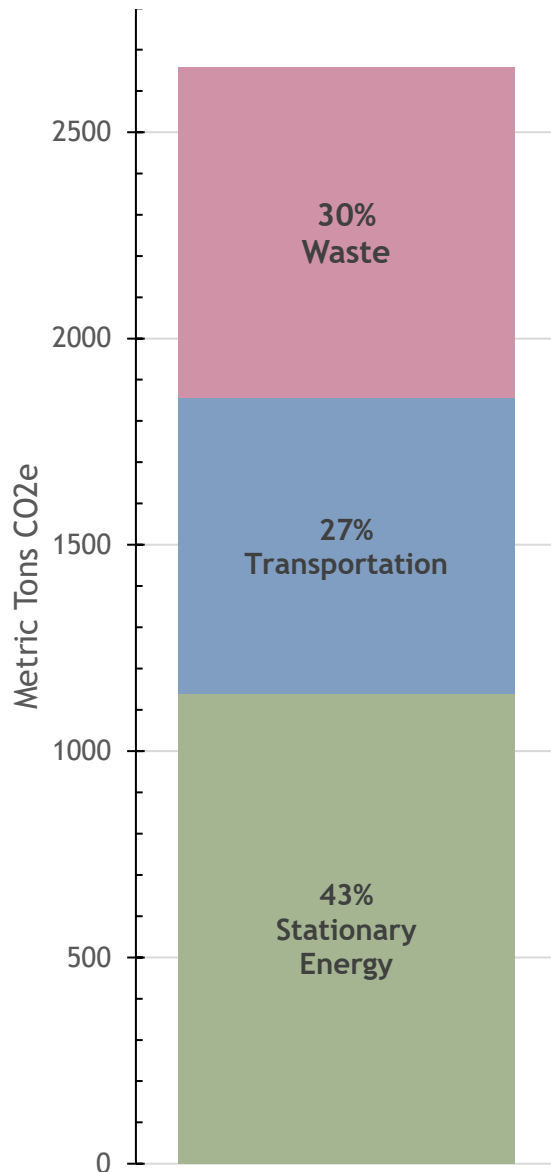
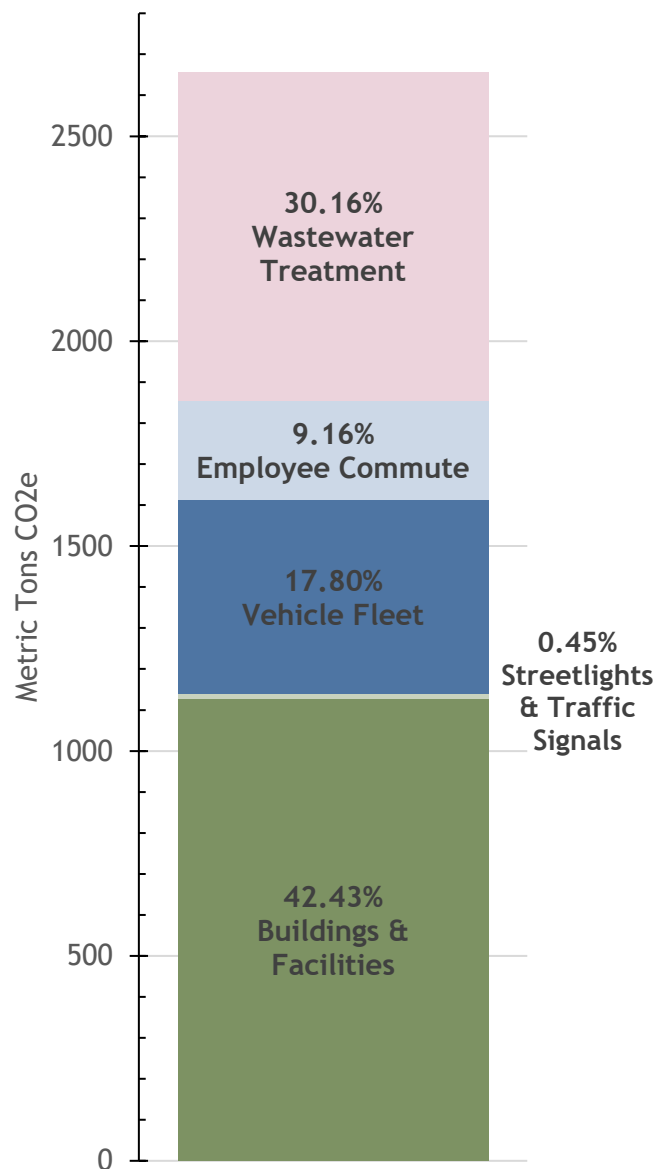


FIGURE D. KITTERY MUNICIPAL GHG INVENTORY BY SECTOR AND SUBSECTOR.



The Town of Kittery's community-wide and municipal GHG inventories can serve as a foundation to develop a climate action plan for reducing carbon emissions and adapting to the impacts of climate change. Future GHG inventories in two or three years may be used to evaluate Kittery's progress on emissions reductions efforts and toward identified goals. The following is a list of recommendations to improve the quality of a future GHG inventory:

Community-wide GHG inventory

- Survey residents to get a better estimate of annual discrete fuel use for home heating and other purposes.
- Survey businesses to get a better estimate of annual discrete fuel use for building heating and other purposes.
- Survey residents to get an estimate of annual air travel.
- Consider working with PNSY and other marine fleet owners to estimate emissions from marine vessels.
- Survey businesses about their waste volumes and management practices to improve estimates of MSW.
- Consider using ICLEI LEARN tool or other method to estimate emissions and sequestration of GHG from land use changes.
- Collect data on more *Additional Indicators of Climate Action*, including:
 - Number of solar panels installed
 - Hours of using of public EV charging stations
 - Number of private EV charging stations
 - Public transit ridership and number of routes
 - Number of residents composting at home
 - Amount of kitchen compost collected at the Kittery Resource Recovery Center
 - Reuse economy statistics
 - Business waste management practices

Municipal GHG inventory

- Streamline and standardize invoicing and record keeping of municipal discrete fuel and transportation fuel use to improve data accuracy.
- Conduct a survey of municipal employee commuting behavior to improve the estimate of employee commute emissions and add in employee business travel emissions.
- Begin to collect data on municipally-generated MSW to be able to estimate Waste - MSW emissions.

Introduction

Climate Action in Kittery

The oldest incorporated town in Maine, the Town of Kittery is a community of 10,070 people, encompassing 17 square miles of land and 57 square miles of water in the southernmost portion of the state.¹ Over the past decade, Kittery has made substantial progress on laying the foundation to address both the causes and impacts of climate change. The Town's actions on climate are guided by the Coastal Community Resilience section (Topic Area 9) in the [Kittery 2015-2025 Comprehensive Plan](#), which establishes the following goals and objectives:

9) Coastal Community Resilience Goal Statement: Establish short-, medium-, and long-term plans to address the effect of climate change, including increased storm frequency and strength, coastal erosion and rising ocean levels, and transition of both public and private energy consumption to low and zero impact methods.

- **Objective 9.1.** Establish plans to address the effects of climate change.
- **Objective 9.2.** Reduce energy consumption and transition to low and zero impact methods.
- **Objective 9.3.** Provide education and incentives to protect the environment and improve quality of life.

To meet the goal and objectives, the Kittery Town Council established the Kittery Climate Adaptation Committee in 2019 and also joined the SMPDC Regional Sustainability and Resilience Program. In June 2021, the Kittery Town Council approved a resolution to increase energy efficiency in municipal operations and raise awareness among residents and businesses about ways to reduce reliance on greenhouse gases. Kittery has already pursued many actions to reduce its reliance on fossil, including installing energy-saving LED streetlights, purchasing electric vehicles, weatherizing municipal buildings, and purchasing solar energy for municipal electricity use. Kittery is also preparing for the impacts of climate change. The Town completed the [Maine Flood Resilience Checklist](#) and conducted a [Coastal Hazards Planning Best Practices Assessment](#). It is also participating in an EDA grant-funded project assessing the economic and social vulnerabilities associated with sea level rise and coastal flood events and has been funded by the [Piscataqua Regions Estuary Project](#) to develop maps of flooding associated with sea-level rise and storm surge that will form the basis of floodplain development requirements and ordinance standards.

Why Greenhouse Gas Inventories Matter

The town of Kittery is already experiencing the impacts of climate change, including warmer air and ocean temperatures, shorter winters, and new pests and diseases.² These

¹ Population based on the 2020 Census

² MCC STS. 2020. *Scientific Assessment of Climate Change and Its Effects in Maine*. A Report by the Scientific and Technical Subcommittee (STS) of the Maine Climate Council (MCC). Augusta, Maine. 370 pp. http://climatecouncil.maine.gov/future/sites/maine.gov.future/files/inline-files/GOPIF_STS_REPORT_092320.pdf

changes are primarily driven by an increase of carbon dioxide (CO₂) and other greenhouse gases (GHGs) in the atmosphere, largely due to the combustion and use of fossil fuels. These GHGs trap heat in the Earth's atmosphere. They let short-wave sunlight pass through the atmosphere but prevent some of the long-wave radiation emitted from the earth from leaving, thereby warming the atmosphere. As we burn more and more fossil fuels, GHGs continue to build up in the atmosphere, trapping an ever-greater amount of heat.

A greenhouse gas inventory is an account of all the GHG emissions from sources within a community. It is a tool to help communities:

- Understand ongoing activities and major sources of emissions
- Identify areas to focus emission reduction efforts
- Establish goals and track progress towards those goals
- Facilitate decision-making about future policies and strategies

An inventory is usually calculated for a specific analysis year. Subsequent inventories every 3-5 years can aid local decision-makers and municipal staff in prioritizing and evaluating emission reduction strategies.

This report contains two inventories for the Town of Kittery: *A community-wide inventory* and a *municipal inventory*. A community-wide GHG inventory estimates the amount of GHG emissions associated with community sources and activities, meaning those of a municipality's residents, workforce, visitors, and economy. A municipal GHG inventory estimates only the emissions occurring because of local government operations, including those from government buildings and facilities, government fleet vehicles, wastewater treatment and potable water treatment facilities, landfill facilities, and other operations. There are benefits and weaknesses to both types of inventories, summarized in Table 1.

What Greenhouse Gases are Included

The primary GHGs included in a GHG inventory are carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O). Each GHG contributes differently to warming in the atmosphere, where some are far more potent than others in the same quantities.³ Because CH₄ and N₂O absorb far more energy than CO₂ in the atmosphere, global warming potentials (GWP) are needed to account for the warming impact of each gas. A GWP is a measure of how much energy the emissions of 1 ton of a gas will absorb over a given period of time, relative to the emissions of 1 ton of CO₂. To show the total emissions impact, emissions of CH₄ and N₂O are converted to metric tons of CO₂ equivalent (MT CO₂e) using each gas' GWP.

³ IPCC, 2021: Climate Change 2021: The Physical Science Basis. Contribution of Working Group I to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change [Masson-Delmotte, V., P. Zhai, A. Pirani, S.L. Connors, C. Péan, S. Berger, N. Caud, Y. Chen, L. Goldfarb, M.I. Gomis, M. Huang, K. Leitzell, E. Lonnoy, J.B.R. Matthews, T.K. Maycock, T. Waterfield, O. Yelekçi, R. Yu, and B. Zhou (eds.)]. Cambridge University Press. In Press.

TABLE 1. PROS AND CONS OF COMMUNITY-WIDE AND MUNICIPAL GHG INVENTORIES

	Community-wide GHG inventory	Municipal GHG inventory
Pros	<ul style="list-style-type: none"> • Comprehensive view of all emissions occurring in the community • Provides insight into regulatory/educational/community emission reduction strategies • Helps set community-wide targets and strategies that can be implemented by the local government, residents, businesses, and region 	<ul style="list-style-type: none"> • Provides clear picture of emissions directly controlled by the local government • Leads to concrete and implementable strategies for reducing municipal emissions • Easier and faster to complete
Cons	<ul style="list-style-type: none"> • More complex and time consuming to complete • Relies more heavily on modeled data and regional/national averages, as opposed to actual energy use data in the community 	<ul style="list-style-type: none"> • Only a small portion of a community's overall emissions are quantified • Limited impact of resulting emission reduction strategies on community-wide emissions • Doesn't provide insight on regulatory/educational/community emission reduction strategies

There are many other types of greenhouse gases, including perfluorocarbons, hydrofluorocarbons, sulfur hexafluoride, and nitrogen trifluoride. This protocol does not address these gases because they occur in much smaller quantities and are difficult to estimate for community-wide and municipal sources.

Emission Scopes

GHG emissions are also categorized by scope. Scopes designate the location and control of the emissions. Emission scopes aid communities in understanding emission sources and in inventory reporting and disclosure. They are defined as follows:⁴

Scope 1 emissions are those that physically occur within the boundary of the community or municipality's operations (such as the combustion of fossil fuels for home heating).

Scope 2 emissions are those that result from energy use within the boundary of the community or municipal operations but whose emissions occur outside the boundary (such as grid-supplied electricity).

Scope 3 emissions occur outside of the community or municipal operations boundary but are driven by activities within the community (such as landfilling community waste outside the community).

⁴ Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories, Greenhouse Gas Protocol, 2014. <https://ghgprotocol.org/greenhouse-gas-protocol-accounting-reporting-standard-cities>



Community-wide Inventory

Overview

The community-wide inventory estimates the GHG emissions due to Kittery's sources and activities, including those of Kittery's residents, workforce, visitors, and economy. It was estimated using the following inventory boundaries.

Inventory Year: This inventory was calculated for all emissions activities occurring in 2019. In the case where 2019 data was not available, 2017, 2018, or 2020 data were used as a substitute. The coverage year for specific data sources is indicated in the detailed inventory in Appendix A.

Inventory Boundary: The inventory boundary is the geographic extent of Kittery's jurisdictional boundary. All emissions that originated inside Kittery's jurisdictional boundary are included and classified as Scope 1. All emissions that happened outside the jurisdictional boundary as a direct result of community activity within the boundary (i.e., electricity use, landfilling of waste) are also included in the inventory, but classified as either Scope 2 or Scope 3. Emissions from Portsmouth Naval Shipyard (PNSY) are included within the community-wide GHG inventory but are not considered local government emissions.

Methodology

This inventory was conducted using the methodology laid out in the [SMPDC Greenhouse Gas Inventory Protocol for Southern Maine Cities and Towns](#). This is a standardized and simplified protocol for community-wide GHG inventories. The protocol is based on the [2014 Global Protocol for Community-Scale Greenhouse Gas Inventories](#). It is also informed by the [ICLEI - Local Governments for Sustainability U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions](#), and the [Metropolitan Area Planning Council Greenhouse Gas Inventories for Massachusetts Cities and Towns](#). The ICLEI ClearPath reporting platform was used for emissions calculations and accounting.

Community-wide GHG emissions may be either directly created (e.g., through household heating or vehicle fuel combustion) or indirectly created (e.g., through grid electricity use)

by community members. For the inventory, emission types are divided into different sectors and subsectors. Table 2 shows the sectors and subsectors *included* in the Kittery GHG inventory.

There are several sectors and subsectors of emission sources that were *excluded* from Kittery's community-wide inventory (Table 3). In some cases, it is because these categories are not applicable to the Town of Kittery. In others, it is because data for emissions in those categories are less readily available, are likely inaccurate given current methodologies, and/or have little relevance to municipal climate action planning.

TABLE 2. SECTORS AND SUBSECTORS INCLUDED IN THE KITTERY COMMUNITY-WIDE GHG INVENTORY.

SECTOR	SUBSECTOR	EMISSIONS SOURCES	ENERGY TYPE/END USE
STATIONARY ENERGY	Residential	Energy used in buildings as well as losses from distribution systems	Electricity
			Natural Gas
		Energy used in buildings	Discrete Fuel
	Commercial	Energy used in commercial, government, and institutional buildings as well as losses from distribution systems	Electricity
			Natural Gas
	Industrial	Energy used in commercial, government, and institutional buildings	Discrete Fuel
			Energy used in manufacturing and industrial facilities as well as losses from distribution systems
Energy used in manufacturing and industrial facilities		Natural Gas	
TRANSPORTATION	Passenger Vehicles	Fuel combusted from all passenger vehicle trips that are attributable to the community	Gasoline, Diesel, Electricity
	Commercial Vehicles	Fuel combusted from all commercial vehicle trips that are attributable to the community	Gasoline, Diesel, Electricity
	Public Transit	Fuel combusted due to passenger miles travelled on public transit	Gasoline, Diesel, Electricity
WASTE	Municipal Solid Waste - Incineration	GHG emissions resulting from the incineration of all trash generated by residential and commercial activity in the community that is sent to an incineration plant	Incineration Emissions
	Wastewater - Septic	Emissions from wastewater processed in Kittery Septic Systems	Aerobic and Anaerobic Digestion
	Wastewater - Wastewater Treatment Plant	Emissions from wastewater treated at Kittery WWTP	Aerobic and Anaerobic Digestion
	Wastewater- Effluent Discharge	Emissions from wastewater effluent from Kittery WWTP	Aerobic and Anaerobic Digestion

TABLE 3. SECTORS AND SUBSECTORS EXCLUDED FROM THE KITTERY COMMUNITY-WIDE GHG INVENTORY.

SECTOR	SUBSECTOR	EMISSIONS SOURCES	ENERGY TYPE/ END USE	REASON
TRANSPORTATION	Passenger Rail	Fuel combusted due to passenger miles travelled on passenger rail	Gasoline, Diesel, Electricity	Not applicable in Kittery
	Freight Rail	Emissions from the movement of freight on rail lines through a community	Gasoline, Diesel, Electricity	Data availability, not relevant for municipalities
	Off-Road Equipment	Emissions that result from airport equipment, agricultural tractors, chain saws, forklifts, snowmobiles, etc.	Gasoline, Diesel, Electricity	Data availability
	Aviation	Fuel combusted from passenger and commercial air travel	Jet Fuel	Data availability
	Marine Vessels	Fuel combusted by boats that are refueled at community harbors	Gasoline, Diesel	Data availability, methodology
WASTE	Municipal Solid Waste - Landfilling	Landfill gas emissions resulting from all trash generated by residential and commercial activity in the community and sent to landfill	Landfill Gas	Not applicable in Kittery
	Compost	GHG emissions resulting from the breakdown of all composted material generated by residential, commercial, and schools	Aerobic and Anaerobic Digestion	Data availability, methodology
INDUSTRIAL	Industrial Process Emissions	Process and fugitive emissions from industrial facilities	Combustion and other Chemical Emissions	Data availability
	Product Use	Emissions from the use of products such as refrigerants, foams, or aerosol cans	Combustion and other Chemical Emissions	Data availability
AGRICULTURE, FORESTRY, MARINE	Livestock	Emissions from manure management and enteric fermentation	Enteric fermentation and manure management	Data availability
	Land	Emissions and sequestration of GHGs from land use changes	Soil and Land Management Changes	Data availability, methodology

The Kittery GHG inventories presented here are *sector-based* inventories, which categorize emissions based on their source. As a result, the inventory excludes many of the direct and lifecycle GHG emissions of the goods and services consumed by Kittery’s residents and economy (such as food, clothing, electronic equipment, etc.). It is likely that the GHG emissions impact of Kittery’s consumption is even greater than the emission estimates reported here. Therefore, the emissions estimates presented in this report can be considered a lower bound of Kittery’s true impact on the generation of GHG emissions within and beyond Kittery.

Collecting the data

Community-wide emissions are calculated for each activity by multiplying activity data (e.g., fuel consumption) by the corresponding emission factors (e.g., tons CO₂ emitted per gallon of fuel combusted). The quality and availability of fuel consumption data varies across sectors and subsectors. This inventory is based on the highest quality data available according to the following hierarchy:

1. Real consumption data for each fuel type or activity, disaggregated by subsector.
2. A representative sample set of real consumption data from surveys.
3. Modeled energy consumption/activity data.
4. Regional or national fuel consumption data scaled down using population or other indicators.

The quality of available data may reduce the confidence in the GHG emissions estimate for some subsectors of emissions. Similarly, the current scientific understanding and/or simplifications that must be made may also reduce confidence in the emissions factors used to convert activity data to emissions estimates (particularly for waste and electricity end uses as well as transmission and distribution losses). To provide a broad measure of these uncertainties, the level of confidence of the data quality in each subsector is indicated as either low, medium, or high according to the guidelines provided in the [2014 Global Protocol for Community-Scale Greenhouse Gas Inventories](#) (Table 4).

TABLE 4. DATA QUALITY DESCRIPTIONS FROM TABLE 5.3 IN [2014 GLOBAL PROTOCOL FOR COMMUNITY-SCALE GREENHOUSE GAS INVENTORIES](#).

Data Quality	Activity Data	Emission Factor
High	Detailed activity data	Specific emission factors
Medium	Partial or modeled activity data using robust assumptions	More general emission factors
Low	Highly-modeled or uncertain activity data	Default emission factors



Inventory

Summary

Figures 1 and 2 summarize Kittery’s 2019 community-wide GHG inventory. Community-wide emissions for 2019 were estimated as 200,668 Metric Tons CO₂ equivalent (Metric Tons CO₂e). The majority of these emissions (66%) came from stationary emission sources including electricity, natural gas, and discrete fuel use and transmission/distribution losses. Transportation emissions were the second largest sector at 34% of the total emissions inventory. Waste emissions from municipal solid waste and wastewater only made up 1% of the inventory.

FIGURE 1. KITTERY COMMUNITY-WIDE GHG INVENTORY GROUPED BY SECTOR.

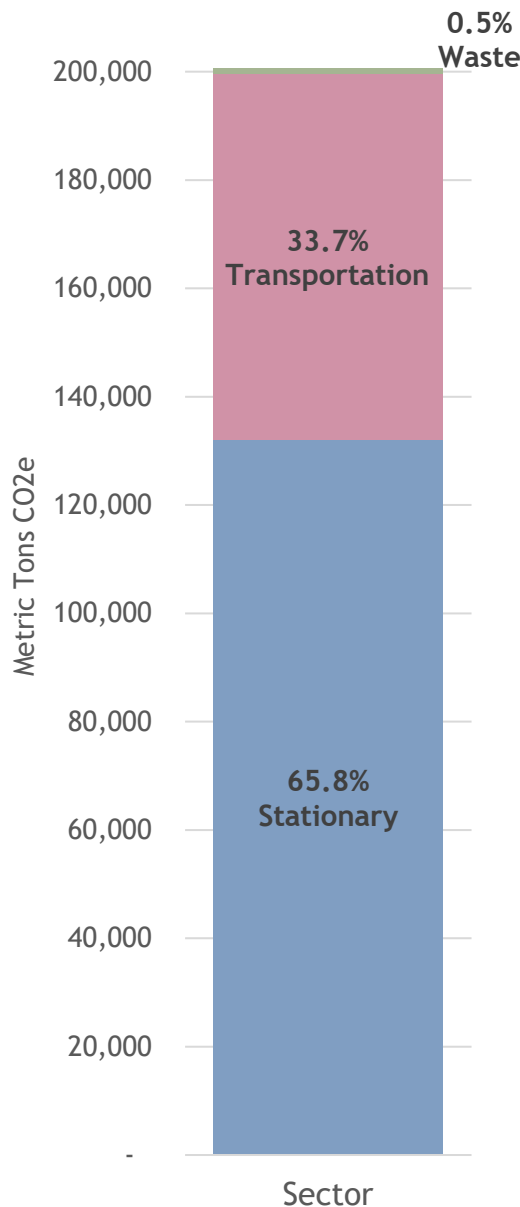
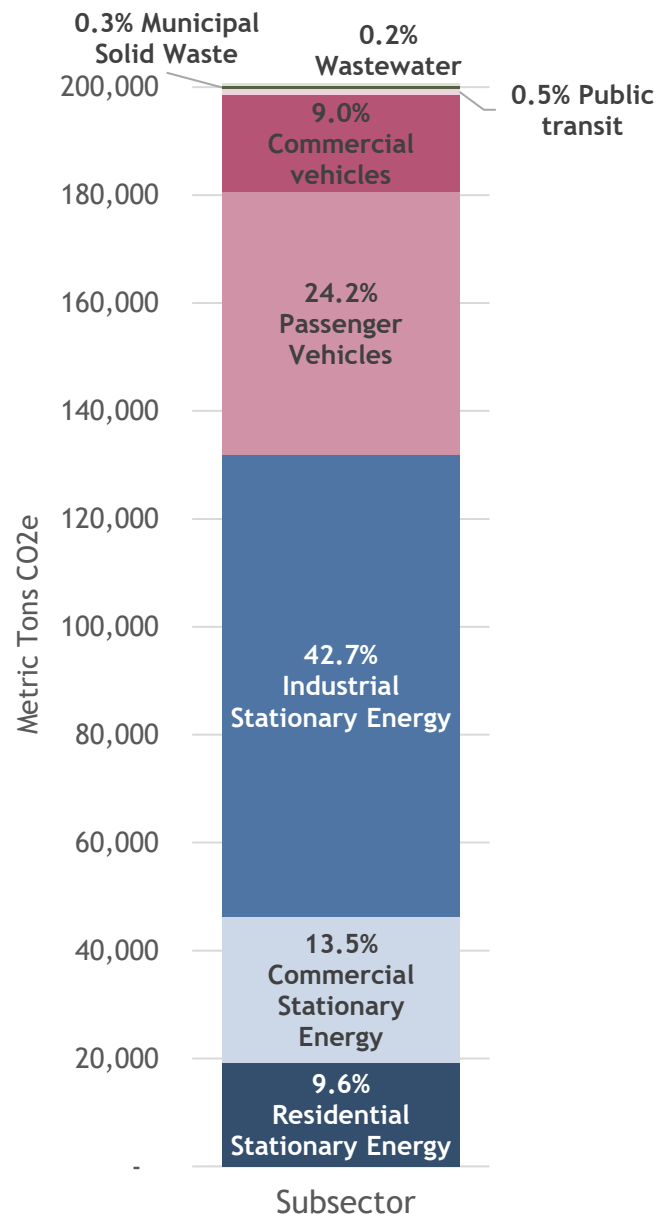


FIGURE 2. KITTERY COMMUNITY-WIDE GHG INVENTORY GROUPED BY END USE AND SECTOR.



The subsectors responsible for the most emissions were:

1. **Industrial Stationary Energy (42.7%):** In particular, 26% of community-wide emissions resulted from natural gas use at the Portsmouth Naval Shipyard (PNSY) combined heat and power plant. 15% of community-wide emissions resulted from industrial electricity use and PNSY and other industrial facilities.
2. **Passenger vehicles (24%)**
3. **Commercial Stationary Energy (13.5%)**
4. **Residential Stationary Energy (9.6%)**



Stationary Energy

The Stationary Energy sector includes GHG emissions resulting from energy use by buildings and industries. It includes the direct emissions from the combustion of fossil fuels (Scope 1) and the indirect emissions from the consumption of grid-supplied electricity (Scope 2). It also includes the losses from the transmission and distribution systems of grid-supplied electricity and natural gas (Scope 3). Data Sources for Kittery's Stationary Energy sector are presented in Table 5.

Overall, industrial natural gas and industrial electricity use were the largest end uses for the Stationary Energy sector (Figure 3 and Table 6). The industrial natural gas subsector specifically accounted for the natural gas that was used to power the PSNY combined heat and power plant. The industrial electricity emissions were likely dominated by PSNY electricity use as well. Overall, industrial energy use accounted for 65% of Kittery's stationary emissions and 42.7% of all community-wide emissions. The commercial subsector was the second largest, accounting for 20.5% of the stationary emissions. The residential subsector was the smallest at 14.5%.

TABLE 5. STATIONARY ENERGY SUBSECTORS AND DATA SOURCES

SUBSECTOR	EMISSIONS SOURCES	END USE/ENERGY TYPE	SCOPE	DATA SOURCE	DATA QUALITY
RESIDENTIAL	Energy used in buildings as well as losses from distribution systems	Electricity	2 and 3	Real consumption data from Central Maine Power (CMP)	High (use) Low (losses)
		Natural Gas	1 and 3	Real consumption data from Unitil	High
	Energy used in buildings	Discrete Fuel	1	Scaled down fuel consumption data from state datasets	Low
COMMERCIAL	Energy used in commercial, government, and institutional buildings as well as losses from distribution systems	Electricity	2 and 3	Real consumption data from Central Maine Power (CMP)	High (use) Low (losses)
		Natural Gas	1 and 3	Real consumption data from Unitil. Includes some industrial natural gas	High
	Energy used in commercial, government, and institutional buildings	Discrete Fuel	1	Scaled down fuel consumption data from state datasets and includes some industrial discrete fuel use	Low
INDUSTRIAL	Energy used in manufacturing and industrial facilities as well as losses from distribution systems	Electricity	2 and 3	Real consumption data from Central Maine Power (CMP)	High (use) Low (losses)
		Natural Gas	1 and 3	Real consumption data from EPA	Medium
	Energy used in manufacturing and industrial facilities	Discrete Fuel	1	Real consumption data from EPA	Medium

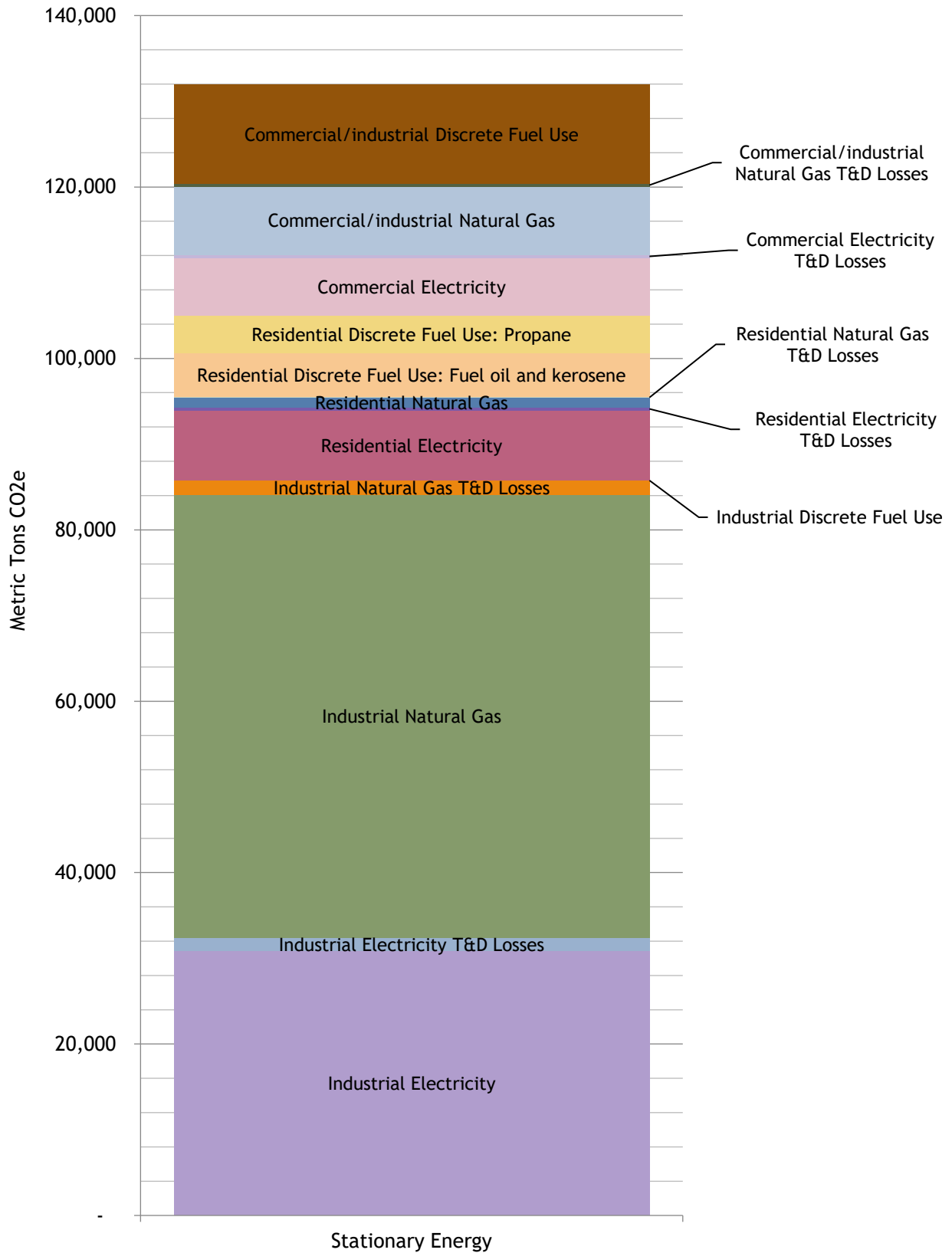


FIGURE 3. SUMMARY OF STATIONARY EMISSIONS FOR KITTERY COMMUNITY-WIDE GHG INVENTORY.

TABLE 6. STATIONARY EMISSIONS BY END USE AND SECTOR.

End Use and subsector	Emissions (MT CO ₂ e)	Percent of stationary emissions (%)
Industrial Electricity	30,869	23.4%
Industrial Electricity T&D Losses	1,574	1.2%
Industrial Natural Gas	51,615	39.1%
Industrial Natural Gas T&D Losses	1,687	1.3%
Industrial Discrete Fuel Use	30	0.0%
Residential Electricity	8,124	6.2%
Residential Electricity T&D Losses	414	0.3%
Residential Natural Gas	1,106	0.8%
Residential Natural Gas T&D Losses	36	0.0%
Residential Discrete Fuel Use: Fuel oil and kerosene	5,183	3.9%
Residential Discrete Fuel Use: Propane	4,320	3.3%
Commercial Electricity	6,765	5.1%
Commercial Electricity T&D Losses	345	0.3%
Commercial/industrial Natural Gas	8,016	6.1%
Commercial/industrial Natural Gas T&D Losses	261	0.2%
Commercial/industrial Discrete Fuel Use	11,615	8.8%

Data Quality Considerations

While data quality for electricity and natural gas are high, data quality for discrete fuel use is low. This is because the discrete fuel use estimates were based on statewide energy use data and national survey results. Additionally, the lack of real consumption data and need to rely on state surveys and average energy use data mean that discrete fuel use estimates are not available for every year, making it hard to measure year to year changes in fuel use. As a result, it is difficult to determine whether discrete fuel use is or is not a higher source of stationary emissions than electricity in the commercial and residential subsectors. Despite the lack of high-quality data, it is clear that discrete fuel use is a significant source of emissions for the Town of Kittery that may be targeted through local emission reduction strategies.



Transportation

The Transportation sector includes emissions from all on-road transportation sources, including passenger vehicles, commercial vehicles, and public transit. Due to limited data availability, it excludes emissions from marine vessels, freight rail, passenger rail, off-road equipment, and aviation. There is currently no quality data source for freight rail or off-road equipment for Maine communities. Passenger rail emissions are not relevant to the Town of Kittery where there is no passenger rail station. Aviation emissions and marine vessel emissions are excluded as well due to lack of data. Data Sources for Kittery's Transportation sector are presented in Table 7 and emissions estimates are presented in Figure 4 and Table 8.

On-road transportation emissions were calculated using modelled vehicle mileage data and regional vehicle population data. This methodology is detailed in the report, [Estimating On-Road Transportation Emissions in York County, Maine](#). The process starts by calculating the total number of miles driven by vehicles (vehicle miles travelled or VMT) using Streetlight Data, a cloud-based transportation data and analysis platform that uses records from smartphones and navigation devices in connected cars and trucks. VMT were estimated using the *activity-based VMT* methodology. Under this methodology, the VMT is based on all trips that occur because of people travelling to, from, and within a community. The activity-based VMT methodology provides an estimate of on-road transportation GHG emissions that is actionable and specifically excludes emissions from vehicles that pass through - but do not stop in - the community (such as those vehicles driving through on I-95 without stopping in Kittery). On-road transportation emissions are divided into scope 1 emissions (those miles driven within Kittery's jurisdictional boundary) and scope 3 emissions (those miles driven outside of Kittery's jurisdictional boundary).

Emissions from passenger vehicles accounted for most transportation emissions (71.8%). This is likely due to the high daily travel of passenger vehicles as well as the significant prevalence of low fuel efficiency SUVs and light-duty trucks in the region's vehicle population. Commercial vehicles were the second largest source of emissions (26.6%) and

public transit only accounted for a small fraction (1.6%) of the transportation emissions. The small number of electric vehicles (EVs) in the regional vehicle population (<1% of vehicles) had a negligible impact on the transportation emissions.

TABLE 7. TRANSPORTATION EMISSIONS SUBSECTORS AND DATA SOURCES.

SECTOR	SUBSECTOR	EMISSIONS SOURCES	ENERGY TYPE	SCOPE	DATA SOURCE	DATA QUALITY
TRANSPORTATION	Passenger Vehicles	Fuel combusted from all passenger vehicle trips that are attributable to the municipality	Gasoline, Diesel, Electricity	1 and 3	Modeled energy consumption/activity data based on real activity data	Medium
	Commercial Vehicles	Fuel combusted from all commercial vehicle trips that are attributable to the municipality	Gasoline, Diesel, Electricity	1 and 3	Modeled energy consumption/activity data based on real activity data	Medium
	Public Transit	Fuel combusted due to passenger miles travelled on public transit	Gasoline, Diesel, Electricity	1 and 3	Modeled energy consumption/activity data based on real activity data	Medium

TABLE 8. TRANSPORTATION EMISSIONS BY SUBSECTOR.

Subsector	Emissions (MT CO ₂ e)	Percent of transportation emissions (%)
Passenger Vehicles	48,594	71.8%
Commercial Vehicles	18,006	26.6%
Public Transit	1,081	1.6%

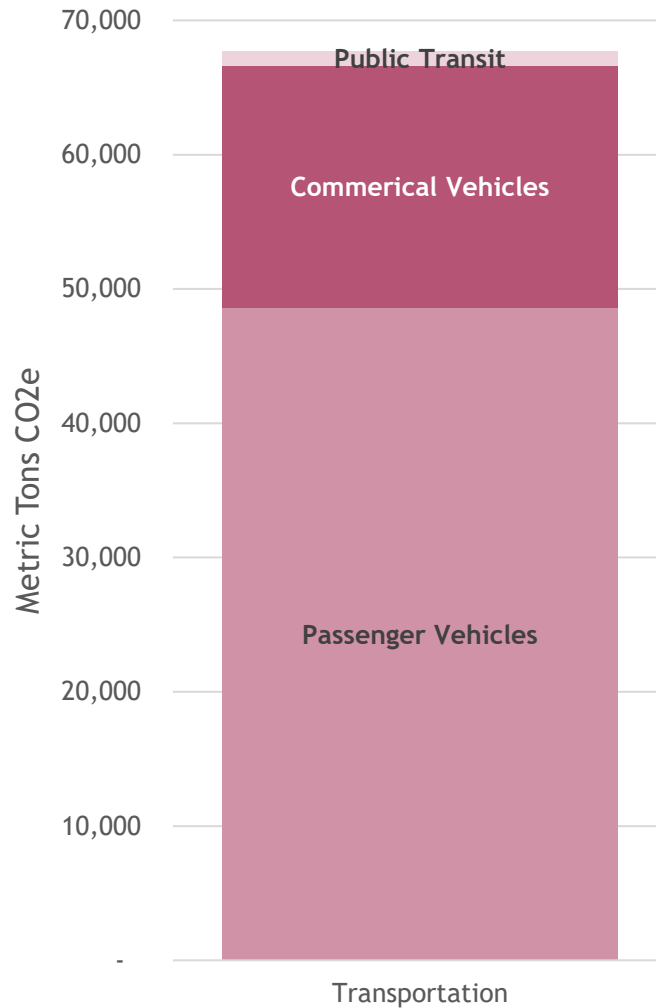


FIGURE 4. SUMMARY OF TRANSPORTATION EMISSIONS FOR KITTERY'S COMMUNITY-WIDE GHG INVENTORY.

Data Quality Considerations

SMPDC's approach to modelling vehicle miles traveled using Streetlight Data allows for a fuller and more accurate measure of on-road transportation emissions assigned to the Town of Kittery. However, without the inclusion of other forms of transportation, the picture of Kittery's transportation emissions remains incomplete. Marine emissions are likely a significant portion of Kittery's transportation emissions given the presence of the PNSY within the town's jurisdiction as well as the town's fishing and recreational boat fleets. Similarly, aviation is likely a significant source of Scope 3 emissions from the air travel of Kittery's residents and visitors. Aviation emissions may be estimated using a community-wide survey question asking about annual air travel by residents. An alternative metric for understanding the impact of aviation emissions could be the average or median number of flights flown by Kittery residents each year. Marine emissions might be harder to ascertain and might require the cooperation of the PNSY or other marine fleet owners.

Waste

The management of solid waste and wastewater results in GHG emissions through the decay of waste with biologic constituents or the burning of waste. The waste sector includes all emissions from the disposal and treatment of waste generated within the Town of Kittery, whether treated inside or outside of the municipal boundary. It also includes the treatment of waste generated outside of Kittery but imported into and processed at a wastewater facility within the municipality boundary. Data sources for Kittery's Waste sector are presented in Table 9. The Town of Kittery disposes of municipal solid waste through incineration, composting, and recycling. MSW - Incineration emissions include those from trash generated by residents and some commercial entities that is taken from the town transfer station to the EcoMaine waste-to-energy plant in Portland, Maine. Avoided emissions from composting and recycling excluded from this inventory because they are minimal and difficult to quantify. Wastewater treatment emission sources in Kittery include septic systems, the Kittery Wastewater Treatment Plant, and effluent discharge from the Kittery Wastewater Treatment Plant.

Figure 5 and Table 10 show the emission estimates for the Waste sector. Waste emissions made up just 1% of Kittery's community-wide GHG emissions. The majority of these (59.4%) were from the incineration of municipal solid waste. The second largest waste subsector was septic system emissions (34%).

TABLE 9. WASTE EMISSIONS SUBSECTORS AND DATA SOURCES.

SECTOR	SUBSECTOR	EMISSIONS SOURCES	ENERGY TYPE	SCOPE	DATA SOURCE	DATA QUALITY
WASTE	MSW - Incineration	Emissions resulting from the incineration of all trash generated by residential and commercial activity in the community that is sent to an incineration plant	Incineration Emissions	3	Kittery transfer MSW tonnage and EcoMaine emissions data from EPA	Medium
	Wastewater - Septic	Emissions from wastewater processed in Kittery Septic Systems	Aerobic and Anaerobic Digestion	1	Modeled emissions data based on number of septic systems	Low
	Wastewater - Wastewater Treatment Plant	Emissions from wastewater treated at Kittery WWTP	Aerobic and Anaerobic Digestion	1	Modeled emissions data based on number of sewer connections and population	Low
	Wastewater- Effluent Discharge	Emissions from wastewater effluent from Kittery WWTP	Aerobic and Anaerobic Digestion	1	Modeled emissions data based on number of sewer connections and population	Low

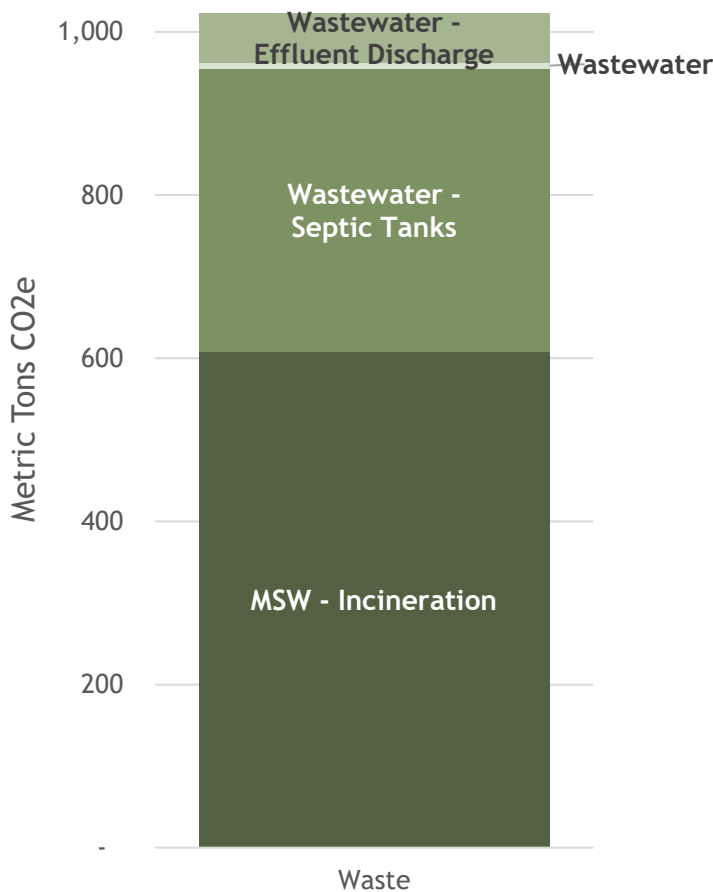


FIGURE 5. SUMMARY OF WASTE EMISSIONS FOR KITTERY'S COMMUNITY-WIDE GHG INVENTORY.

TABLE 10. WASTE EMISSIONS BY SUBSECTOR.

Subsector	Emissions (MT CO ₂ e)	Percent of Waste emissions (%)
MSW - Incineration	608	59.4%
Wastewater - Septic Tanks	348	34.0%
Wastewater - WWTP	7	0.7%
Wastewater - Effluent Discharge	61	6.0%

Data Quality Considerations

Emissions data from waste tend to be low quality due to both lack of activity data and uncertainty in emissions calculations. Because municipalities are responsible for transfer stations, residential waste options, and wastewater treatment plants, they often have good records of residential MSW and wastewater volumes. However, it is often unclear how much of the commercial and industrial waste streams are captured in municipal MSW. The Town of Kittery does allow commercial waste to be dropped off at their transfer station, but many businesses choose to pay for their waste to be picked up by private haulers. This indicates that MSW emissions are likely underestimated. To get a clearer picture of commercial waste volumes, Kittery could survey businesses about their waste volumes and management practices.

Additional Indicators of Climate Action

The process of calculating and inventorying GHG emissions from community-wide activities is a vital step for communities to understand the sources of their emissions and identify priority actions for reducing emissions. But due to the need to sometimes rely on statewide, national, or modelled data for GHG inventories, it can be hard to quantify the specific impact of mitigation efforts on the emissions calculated in the inventory. This is especially true for those efforts that have an indirect impact on emissions, such as activities like educating residents and businesses about renewable energy or community building and environmental justice initiatives. These are critical activities that research has shown are vital to driving down GHG emissions across many sectors.

Presented here, *Additional Indicators of Climate Action* are alternative metrics that may be used to develop emissions reduction initiatives and set measurable goals without the need to quantify their impact in MT CO₂e.

Stationary Energy

Indicators for stationary energy can provide a clearer picture of community efforts to increase energy efficiency and reduce reliance on fossil fuels in homes and businesses.

Heat pump and weatherization rebates

The number of heat pump and weatherization rebates show how many residents are taking advantage of [Efficiency Maine](#) programs to increase energy efficiency and decrease fossil fuel use. Overall, Kittery residents have claimed **153 heat pump rebates** and **109 weatherization rebates** from 2015-2020. The most popular weatherization rebates are those for air sealing and attic insulation.

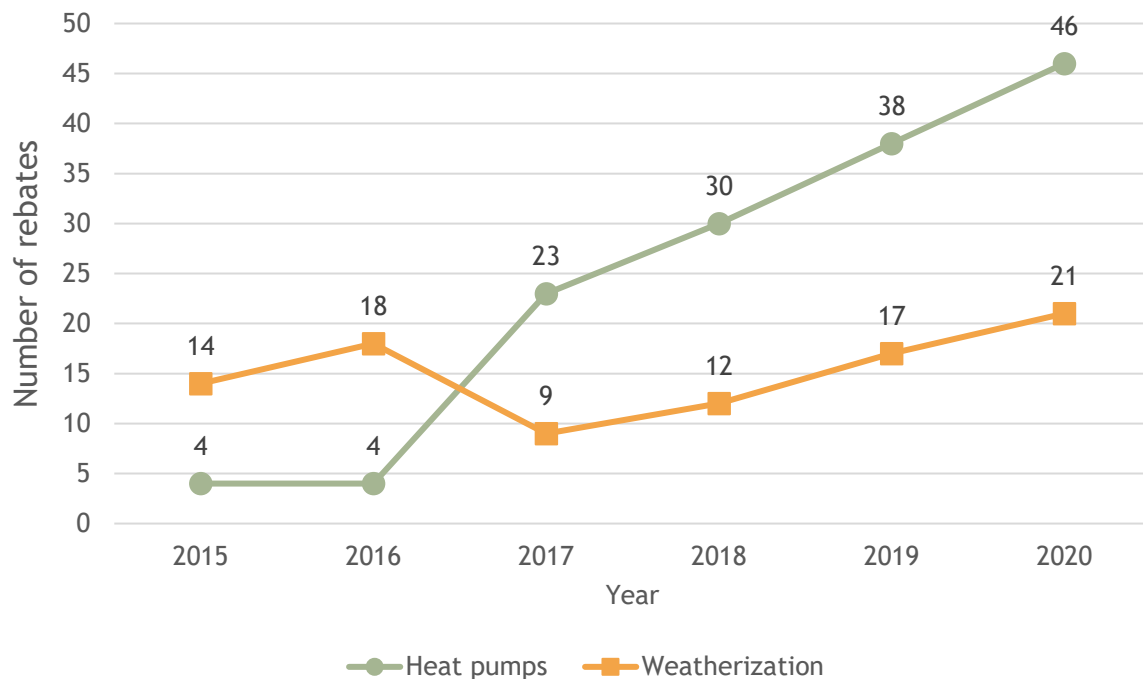


FIGURE 6. NUMBER OF EFFICIENCY MAINE HEAT PUMP AND WEATHERIZATION REBATES FOR THE TOWN OF KITTERY.

Electricity use per household

Tracking the electricity use per household can help Kittery set goals for energy efficiency. Average annual household electricity use for the Town of Kittery was **7,100 KWH per year** for 2017-2019. This is lower than the U.S. national average of 10,715 KWH per year in 2020, likely due to lower reliance on air conditioning in Kittery compared to the U.S. average.

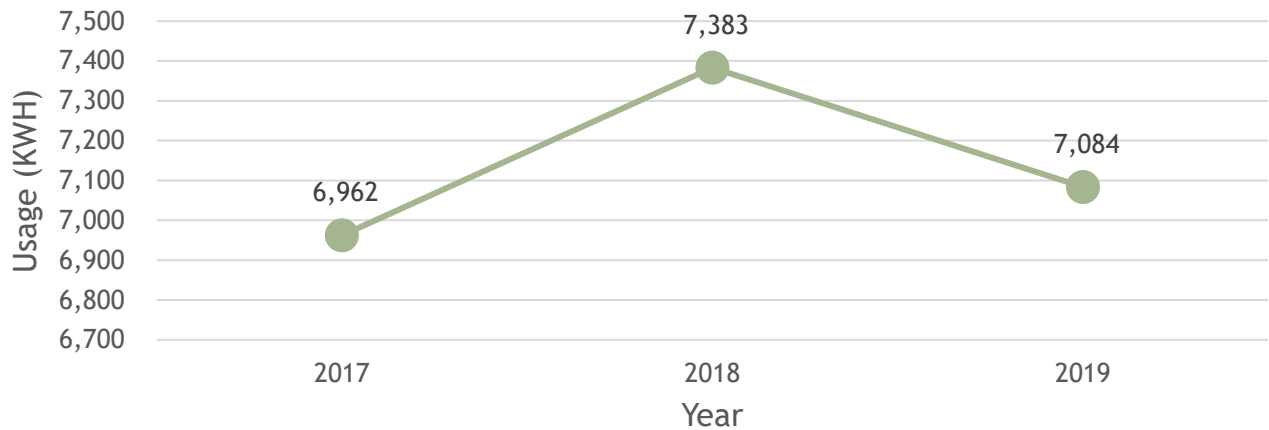


FIGURE 7. AVERAGE ANNUAL HOUSEHOLD ELECTRICITY USAGE FOR THE TOWN OF KITTERY. DATA OBTAINED FROM CENTRAL MAINE POWER.

Household energy burden

Kittery can track the impact of initiatives to support accessible renewable energy and energy efficiency by measuring the energy burden (percentage of household income devoted to energy expenditures) of average and low-income households. Kittery's **household energy burden was less than the Maine average** energy burden across all income levels. However, Kittery households with 0 - 60% of the area median income still faced a **severe energy burden** (10% or greater) and households 60-80% of the area median income faced a **high energy burden** (6%-10%).

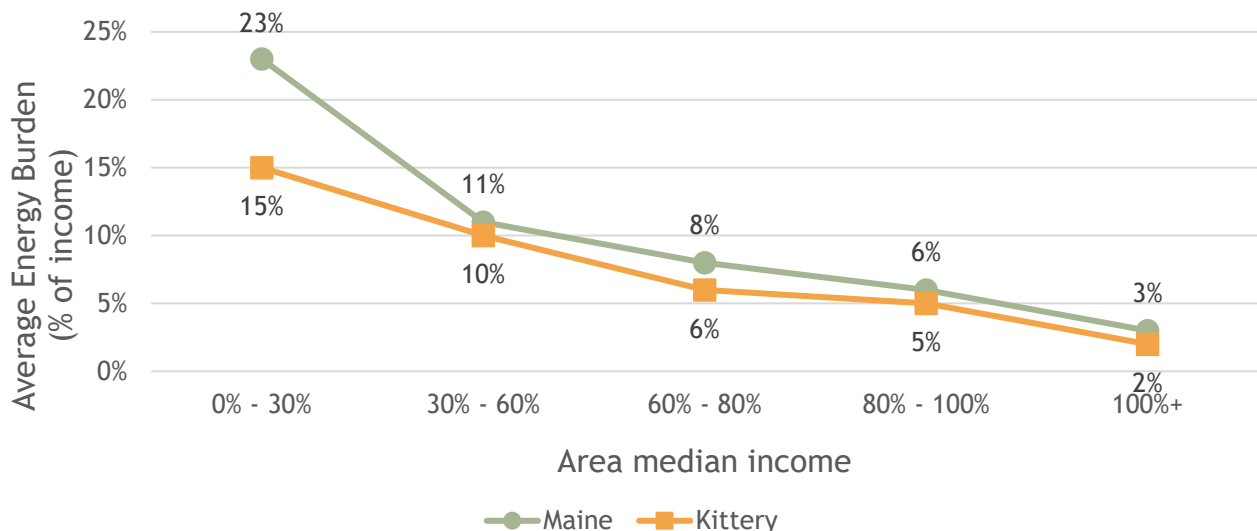


FIGURE 8. AVERAGE ENERGY BURDEN BY INCOME FOR THE STATE OF MAINE AND KITTERY. DATA OBTAINED FROM THE [U.S. DEPARTMENT OF ENERGY'S LOW-INCOME ENERGY AFFORDABILITY TOOL](#).

Transportation

Indicators for transportation can help the community track efforts to increase electric vehicle adoption, walk/bike-ability, and use of public transit.

Number of EVs and Hybrids in local vehicle population

The number of electric vehicles (EVs) and hybrids registered in Kittery may be used to track community efforts to increase the number of residents or businesses driving EVs. From 2015 to 2019, the number of EVs and PHEVs registered in Kittery **increased from 1 to 32 vehicles**. In 2019, EVs and PHEVs currently made up **less than 1%** of Kittery's registered vehicle population.

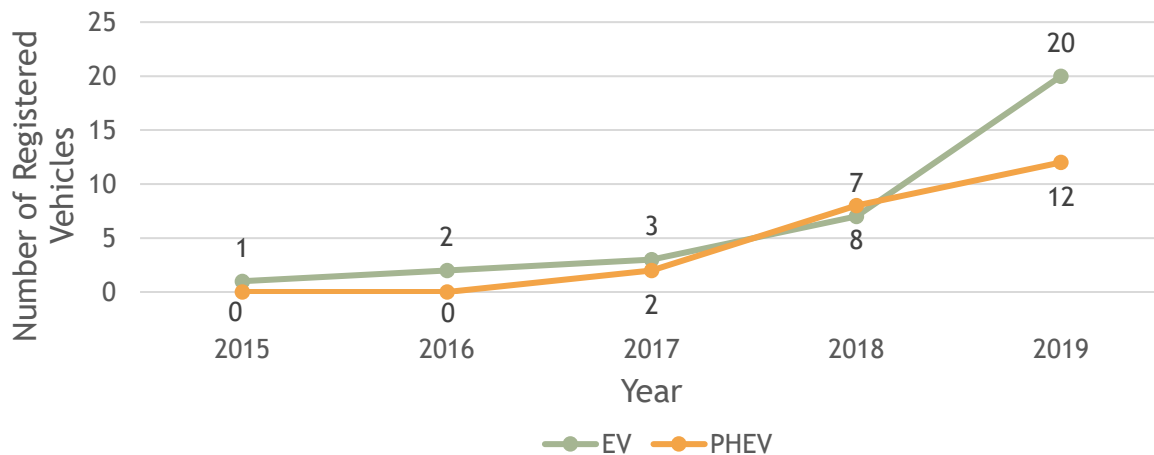


FIGURE 9. NUMBER OF ELECTRIC VEHICLES (EVs) AND PLUG-IN HYBRID ELECTRIC VEHICLES (PHEVs) REGISTERED IN THE TOWN OF KITTERY BY YEAR. DATA OBTAINED FROM THE [MDEP VEHICLE POPULATION AND GREENHOUSE GAS DATA PORTAL](#).

Number of Public EV charging stations

The number of public EV charging stations is a way to estimate Kittery's accessibility to EV drivers. There were **sixteen public EV chargers** in Kittery as of December 2021: Four at Town Hall, eight at Kittery Premium Outlets, two at Rice Library, and two at Tributary Brewery and Blue Mermaid Restaurant (But according to Plugshare.com, these chargers are for patrons only).

Average Commutes

The average commute of residents and local employees helps Kittery track initiatives to improve workforce/affordable housing as well as remote work initiatives. According to the American Community Survey, the average commute for Kittery residents from 2015-2019 was **23.5 minutes**. This is slightly lower than the Maine average commute of 24.2 minutes and the U.S. average commute of 27.6 minutes.



FIGURE 10. PUBLIC EV CHARGING STATIONS AT KITTERY TOWN HALL.

Waste

Municipal solid waste disposal and wastewater treatment only accounted for 1% of Kittery's emissions. However, reducing, reusing, and recycling waste are vital strategies for reducing or avoiding emissions from the consumption of goods and foods which have impacts beyond Kittery's waste sector of the GHG inventory. Indicators for waste management help Kittery track efforts to reduce consumption and increase waste diversion.

Number of residents and businesses using curbside composting

Curbside composting offers an alternative to home composting for residents, apartment dwellers, and businesses. In Kittery, Mr. Fox Composting offers curbside composting for Kittery's residents and businesses. According to Mr. Fox Composting customer service, Kittery had **four commercial composters and 98 residential composters** utilizing their curbside composting services as of Oct. 2021.

Additionally, kitchen compost can now be brought to [Kittery's Resource Recovery Center](#) and dropped in a bin provided by Mr. Fox. Since implementation in September 2021, the number of 67 gallon bins available for kitchen compost has **increased from one to four** in December 2021.

Municipal Inventory

Overview

The municipal inventory accounts for the GHG emissions due to the municipal operations of the Town of Kittery, including municipal buildings, vehicles, and employee activities as well as those of the Kittery School District. It was estimated using the following inventory boundaries.

Inventory Year: This inventory was calculated for all emissions activities occurring in 2019. In the case where 2019 data was not available, 2017, 2018, or 2020 data were used as a substitute. The data coverage year for specific data sources are indicated in the detailed inventory in Appendix B.

Inventory Boundary: The boundary of this inventory is Kittery's operational control boundary. This includes any emissions sources that the municipality has full authority over their operating policies. All emissions that occur from sources owned or operated by the municipality are included and classified as Scope 1. All emissions that happen indirectly as a result of municipal activities (i.e. electricity and employee commute) are also included in the inventory, but classified as either Scope 2 or Scope 3.

Methodology

This inventory was prepared using the [Local Government Operations Protocol for the quantification and reporting of greenhouse gas emissions inventories](#). Developed in partnership by the California Air Resources Board, California Climate Action Registry, and ICLEI - Local Governments for Sustainability, the protocol provides step-by-step guidance on developing a municipal GHG inventory.

Municipal GHG emissions may be either directly created (e.g., through building heating or vehicle fuel combustion) or indirectly created (e.g., through grid electricity use) by municipal operations. For the municipal inventory, emission types are divided into different sectors and subsectors. Table 11 shows the sectors and subsectors *included* in the Kittery municipal GHG inventory.

There are several subsectors of emission sources that were *excluded* from Kittery's municipal inventory. Kittery does not operate a transit fleet or a school bus fleet, and so these subsectors were excluded. Similarly, the Kittery Water District is a special district, a political subdivision to provide a single public service over which the Town of Kittery does not have operational control. Because of this, the water treatment subsector was excluded (although it's electricity use is captured in the community-wide inventory). Due to lack of municipally-generated waste data, the waste - municipal solid waste (MSW) subsector was excluded. Table 12 shows the sectors excluded from Kittery's municipal GHG inventory.

Collecting the data

Municipal emissions were calculated by multiplying activity data (e.g., fuel consumption) by the corresponding emission factors (e.g., tons CO₂ emitted per gallon of fuel combusted) for each activity. This activity data was compiled by municipal staff from vendor invoices

and utility data platforms. Similar to the community-wide GHG inventory, confidence of the data quality in each subsector was indicated as either low, medium, or high according to the guidelines provided in the [2014 Global Protocol for Community-Scale Greenhouse Gas Inventories](#) (Table 4).

TABLE 11. SECTORS AND SUBSECTORS INCLUDED IN KITTERY'S MUNICIPAL GHG INVENTORY.

SECTOR	SUBSECTOR	EMISSIONS SOURCES	ENERGY TYPE/END USE
STATIONARY ENERGY	Buildings and Facilities	Energy used in town offices, school buildings, fire stations, police stations, and parks and recreation facilities	Electricity
			Natural Gas
	Streetlights and Traffic Signals	Energy used in town street lighting and traffic signals	Electricity
TRANSPORTATION	Vehicle Fleet	Fuel combusted by municipally-owned vehicles	Gasoline, Diesel
	Employee Commute	Fuel combusted from vehicles used by municipal employees as they commute to and from work	Gasoline, Diesel
WASTE	Wastewater Treatment	Emissions from wastewater treated at Kittery WWTP	Aerobic and Anaerobic Digestion
		Emissions from wastewater treated in community septic systems	Aerobic and Anaerobic Digestion
		Energy used in wastewater processing at the WWTP and pump stations	Electricity

TABLE 12. SECTORS EXCLUDED FROM KITTERY'S MUNICIPAL GHG INVENTORY.

SECTOR	SUBSECTOR	EMISSIONS SOURCES	ENERGY TYPE/END USE	REASON
STATIONARY ENERGY	Water treatment	Emissions from energy used to treat drinking water	Electricity	Not applicable to Kittery
TRANSPORTATION	Transit Fleet	Fuel combusted in transit vehicles.	Diesel	Not applicable to Kittery
	School Buses	Fuel combusted in school buses	Diesel	Not applicable to Kittery
WASTE AND WASTEWATER	Waste - MSW	Emissions from the incineration of municipal solid waste generated by municipal operations	Incineration Emissions	Data availability

Inventory

Summary

The summary of Kittery's Municipal GHG inventory is presented in Figures 10 and 11. Municipal emissions for 2019 were estimated as 2,656 MT CO₂e. Estimated municipal emissions are comparable to only 1.3% of community-wide emissions. The largest sector was the stationary energy sector (43%), resulting from electricity, natural gas, and discrete fuel use in municipal buildings and facilities. Waste emissions were the second largest sector at 30% and transportation emissions compromised 27% of the estimated emissions. The subsectors responsible for the most emissions were:

1. Building & Facilities (42.43%)
2. Wastewater Treatment (30.16%)
3. Vehicle Fleet (17.80%)

FIGURE 11. KITTERY'S 2019 MUNICIPAL GHG INVENTORY BY SECTOR.

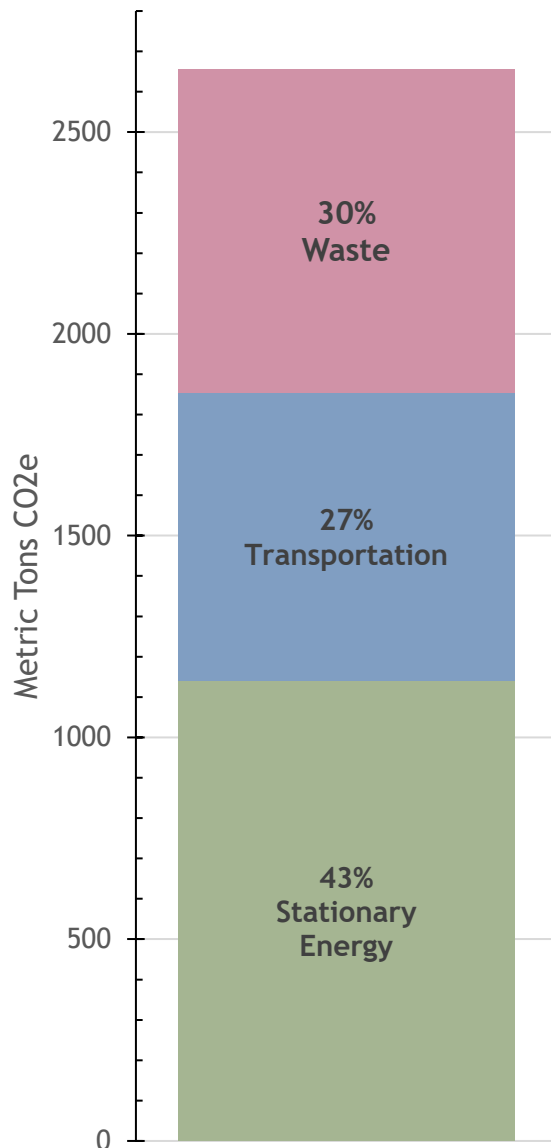
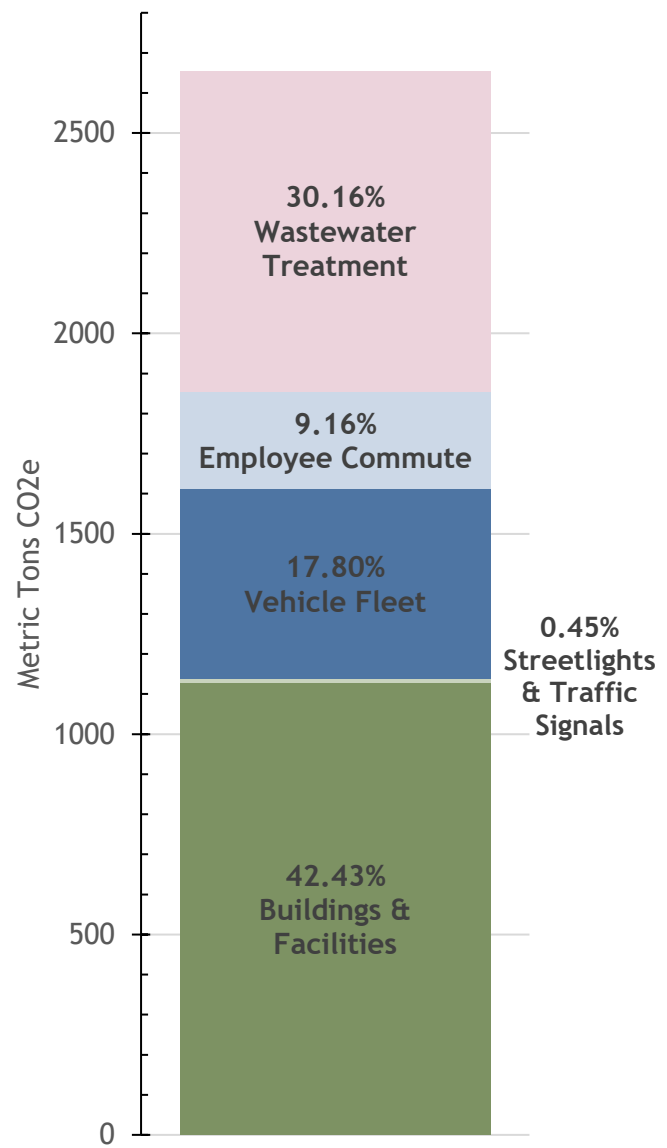


FIGURE 12. KITTERY'S 2019 MUNICIPAL GHG INVENTORY BY SECTOR AND SUBSECTOR.



Stationary Energy

The Stationary Energy sector includes GHG emissions resulting from energy use by municipal buildings and facilities as well as streetlights and traffic signals. It includes the direct emissions from the combustion of fossil fuels (Scope 1) and the indirect emissions from the consumption of grid-supplied electricity (Scope 2). The stationary energy subsectors and data sources are presented in Table 13. Table 14 lists the buildings included in the Kittery municipal GHG inventory. The Rice Public Library and Taylor Building annex were not included in the inventory because they were not municipally-owned in 2019. The old Kittery Community Center - Cole Street building was excluded because this building was shut down in 2020 and will be demolished shortly. Table 15 lists the area lighting included in the Kittery municipal GHG inventory.

Municipal stationary emissions were estimated as 1,139 MT CO₂e (Figure 13 and Table 16). Over 98% of these emissions came from building energy use, including electricity, natural gas, and discrete fuel use. Building - natural gas was the largest emissions energy type in the stationary sector (45%), followed by building - electricity.

TABLE 13. SUBSECTORS AND DATA SOURCES FOR MUNICIPAL STATIONARY ENERGY SECTOR.

SUBSECTOR	EMISSIONS SOURCES	ENERGY TYPE/END USE	SCOPE	DATA SOURCE	DATA QUALITY
BUILDINGS AND FACILITIES	Energy used in town offices, school buildings, fire stations, police stations, and parks and recreation facilities	Electricity	2	Real consumption data from Central Maine Power (CMP)	High
		Natural Gas	1	Real consumption data from Unitil	High
		Discrete Fuel	1	Real consumption data from vendor invoices	Medium
STREETLIGHTS AND TRAFFIC SIGNALS	Energy used in town street lighting and traffic signals	Electricity	2	Real consumption data from Central Maine Power (CMP)	High

TABLE 14. BUILDINGS/FACILITIES INCLUDED IN KITTERY'S MUNICIPAL GHG INVENTORY AND THEIR ENERGY USES.

Buildings and Facilities	Electricity	Heating
Town Hall Complex	Yes	Natural Gas
Kittery Community Center	Yes	Natural Gas
Gorges Road Fire Station	Yes	Propane
Kittery Point Fire Station	Yes	Heating Oil
Public Works Office	Yes	Heating Oil
Transfer Station	Yes	Kerosene
Traip Academy	Yes	Natural Gas
Mitchell School	Yes	Propane
Shapleigh School	Yes	Natural Gas

TABLE 15. AREA LIGHTING INCLUDED IN KITTERY’S MUNICIPAL GHG INVENTORY.

Area Lighting
Kittery Community Center Field Lights
Traip Academy Shed/Boat Launch
Shapleigh Field Lights
Government Street Pier Lights
Haley Road Field Lights
Litchfield Road Field Lights
Memorial Field Lights
Pepperrell Cove Lights

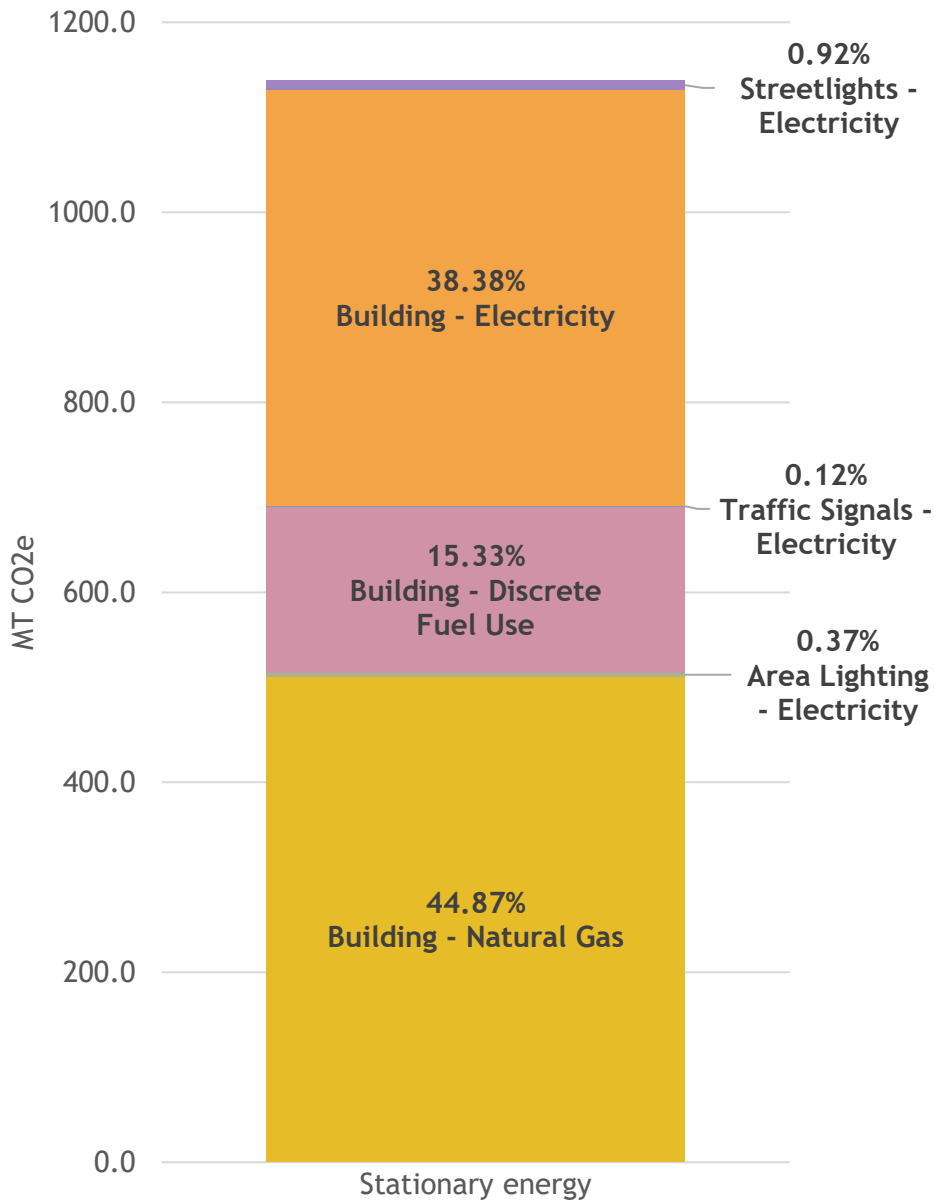


FIGURE 13. STATIONARY ENERGY EMISSIONS BY SUBSECTOR AND END USE FOR KITTERY’S MUNICIPAL GHG INVENTORY.

TABLE 16. KITTERY MUNICIPAL GHG INVENTORY STATIONARY EMISSIONS BY SUBSECTOR AND END USE.

Subsector and End Use	Emissions (MT CO ₂ e)	Percent of Stationary Energy Emissions
Area Lighting - Electricity	4.2	0.37%
Building - Electricity	437.2	38.38%
Building - Natural Gas	511.1	44.87%
Building - Discrete Fuel Use	174.6	15.33%
Streetlights - Electricity	10.5	0.92%
Traffic Signals - Electricity	1.4	0.12%

Figure 14 and Table 17 show municipal stationary energy emissions grouped by facility locations, including both building and area lighting. Kittery's school facilities (Shapleigh School, Traip Academy, and Mitchell School) were responsible for 60.6% of municipal stationary energy emissions. Shapleigh school emissions were slightly higher than Traip Academy emissions due to greater electricity usage. The top 6 highest emissions buildings were responsible for over 95% of municipal stationary emissions. The remaining facilities each account for less than 2% of the municipal stationary emissions, with facilities that have only area lighting (such as the field complexes) accounting for the least emissions.

TABLE 17. KITTERY MUNICIPAL GHG INVENTORY STATIONARY EMISSIONS GROUPED BY FACILITY LOCATION.

Facility	Emissions (MT CO ₂ e)	Percent of Stationary Energy Emissions
Shapleigh School	267.3	23.47%
Traip Academy	244.8	21.49%
Kittery Community Center	244.3	21.45%
Mitchell School	178.0	15.63%
Town Hall Complex	103.1	9.05%
Gorges Road Fire Station	48.4	4.25%
Transfer Station	18.2	1.60%
Kittery Point Fire Station	17.3	1.52%
Streetlights	10.5	0.92%
Pepperrell Cove	2.6	0.23%
Public Works Office	1.9	0.17%
Traffic Signals	1.4	0.12%
Government Street Pier	0.5	0.04%
Memorial Field	0.3	0.03%
Haley Road Field	0.2	0.02%
Litchfield Road Field	0.1	0.01%

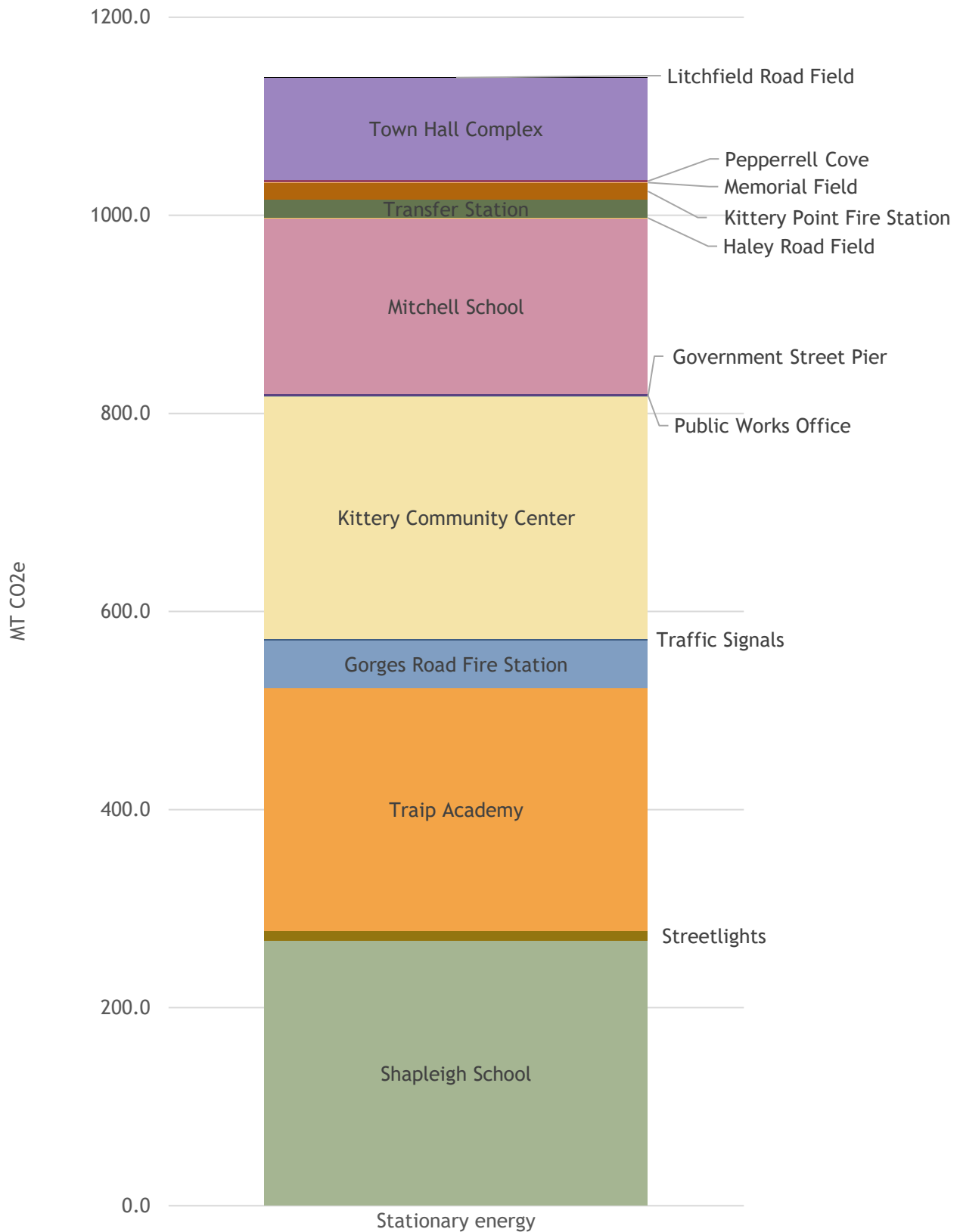


FIGURE 14. KITTERY MUNICIPAL GHG INVENTORY STATIONARY ENERGY EMISSIONS GROUPED BY FACILITY LOCATION.

Data Quality Considerations

For all end uses in the stationary energy sector, activity data came from real consumption records. In the case of electricity and natural gas, these records were provided by their respective utilities who keep extensive online data records. As a result, these are complete and high-quality data sources. For the different types of discrete fuel used for heating Kittery's municipal buildings, activity data was obtained from past invoices from several vendors. Because there is a reasonable likelihood that some invoices were misplaced or accidentally excluded from inventory, discrete fuel use estimates are considered medium quality and likely slightly under-represent actual discrete fuel use.

Transportation

The transportation sector includes all the emissions from fuel combusted in the local vehicle fleet, such as passenger vehicles, light, medium, and heavy-duty trucks, and any other vehicles. Because Kittery contracts out their school bus service to a private company, the emissions from school buses were not included. Vehicle fleet emissions estimates were based on the record of fuel used at the Department of Public Works fueling facility. However, due to lack of data, diesel consumption values are from fiscal year 2018 rather than calendar year 2019. Transportation subsectors and data sources are presented in Table 18. The Transportation sector also includes emissions from vehicle travel as municipal employees commute to and from Kittery, which are classified as Scope 3.

Municipal transportation emissions were estimated as 716 MT CO₂e (Figure 15 and Table 19). Approximately 1/3 of transportation emissions came from each of the vehicle fleet - gasoline, vehicle fleet - diesel, and employee commute - gasoline end uses. Employee commute - diesel made up less than 1% of municipal transportation emissions.

TABLE 18. TRANSPORTATION SUBSECTORS AND DATA SOURCES FOR KITTERY'S MUNICIPAL GHG INVENTORY.

SUBSECTOR	EMISSIONS SOURCES	ENERGY TYPE/END USE	SCOPE	DATA SOURCE	DATA QUALITY
VEHICLE FLEET	Fuel combusted by municipally-owned vehicles	Gasoline, Diesel	1	Real consumption data from vendor invoices	Medium
EMPLOYEE COMMUTE	Fuel combusted as employees commute to Kittery	Gasoline, Diesel	3	Estimated average and national fuel consumption data	Low

TABLE 19. TRANSPORTATION EMISSIONS BY SUBSECTOR AND END USE FOR KITTERY'S MUNICIPAL GHG INVENTORY.

Subsector and end use	Emissions (MT CO ₂ e)	Percent of Transportation Emissions
Vehicle Fleet - Gasoline	245.3	34.3%
Vehicle Fleet - Diesel	227.5	31.8%
Employee Commute - Gasoline	240.2	33.5%
Employee Commute - Diesel	3.2	0.4%

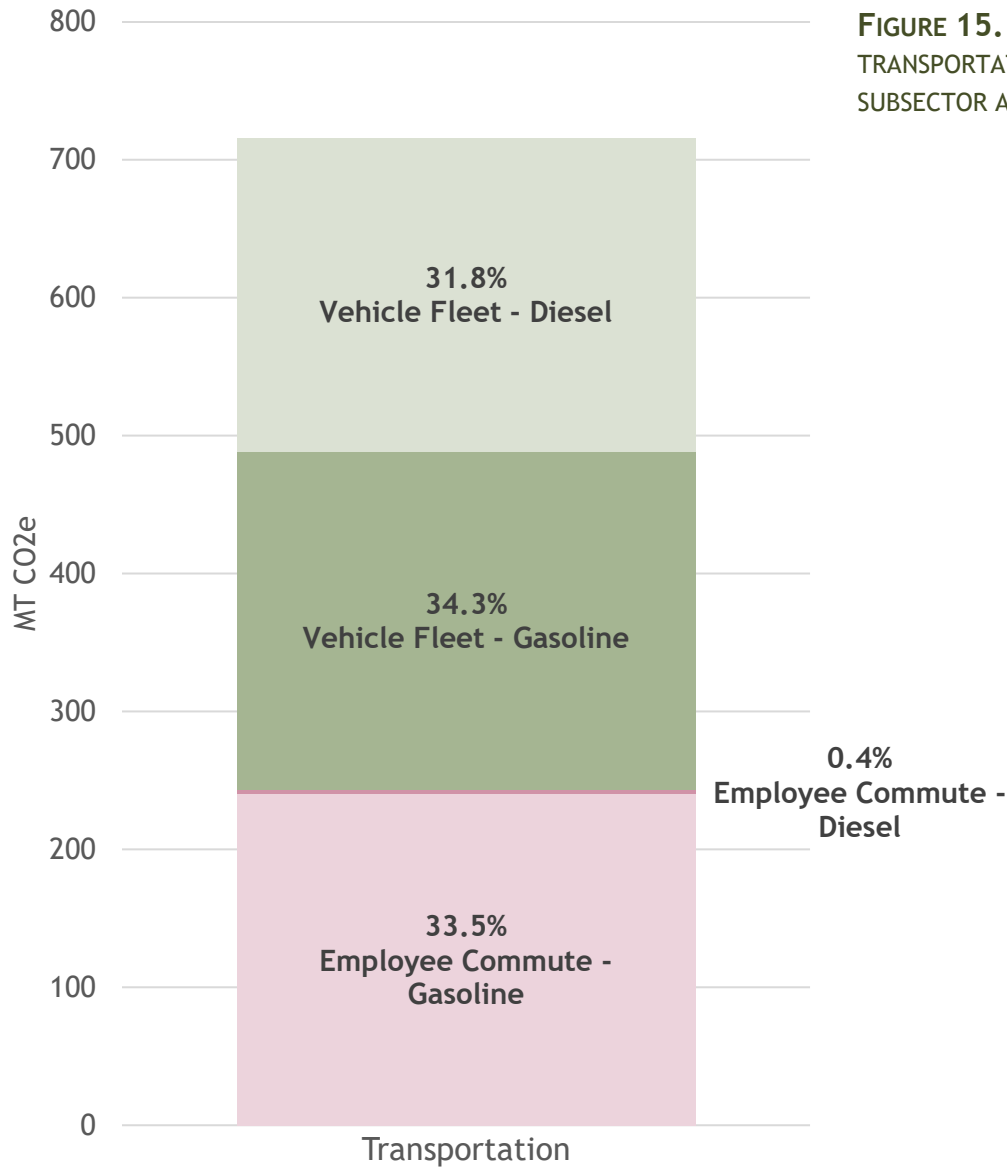


FIGURE 15. KITTERY MUNICIPAL TRANSPORTATION EMISSIONS BY SUBSECTOR AND END USE.

Data Quality Considerations

Activity data for the vehicle fleet subsector come from real consumption data from vendor invoices. However, the difference in time period covered by the vehicle fleet - gasoline record (calendar year 2019) and the vehicle fleet - diesel record (fiscal year 2018), make it difficult to compare the relative use and emissions of the two fuel types across the vehicle fleet. Estimates of emissions for the employee commute subsector are low quality. Due to time and capacity constraints, employee commute emissions were estimated roughly based on 1) an average commute distance, 2) the number of full time equivalent municipal employees, and 3) the vehicle population of York County. In the future, a more detailed estimate of employee commute could be made using a survey of employee commuting behaviors.

Waste

The waste sector includes all the emissions from the treatment of waste occurring within the municipal operational control boundary. The subsector and data sources included in the Waste sector are presented in Table 20. The sector includes emissions from electricity used in the Kittery Wastewater Treatment Plant (WWTP) and the pump stations in the sewer system. It also includes the emissions from aerobic and anaerobic digestion both during treatment in the WWTP and from effluent discharge. Additionally, it includes the emissions from septic tanks within the Town of Kittery. While the municipality does not maintain these septic systems, it does have regulatory control over the tanks and the sewer system. The waste sector does not include emissions estimates for municipal solid waste (MSW). Kittery operates a transfer station for municipal solid waste, but no landfill or waste treatment facilities. While Kittery's municipal operations do generate MSW, there currently is no data available about the amount of waste generated within municipal buildings and facilities.

Municipal waste emissions were estimated as 801 MT CO₂e (Figure 16 and Table 21). Septic tank emissions were the largest source of waste emissions (43%). Electricity use at the pump stations and the WWTP together made up 39% of waste emissions, with anaerobic/aerobic digestion emissions accounting for 18% of the waste emissions.

TABLE 20. WASTE SUBSECTORS AND DATA SOURCE FOR KITTERY'S MUNICIPAL GHG INVENTORY.

SUBSECTOR	EMISSIONS SOURCES	ENERGY TYPE/END USE	SCOPE	DATA SOURCE	DATA QUALITY
WASTE	Wastewater Treatment	Emissions from wastewater treated at Kittery WWTP	Aerobic and Anaerobic Digestion	Modeled emissions data based on number of sewer connections and population	Low
		Emissions from wastewater treated in community septic systems	Aerobic and Anaerobic Digestion	Modeled emissions data based on number of septic systems	Low
		Energy used in wastewater processing at the WWTP and pump stations	Electricity	Real consumption data from Central Maine Power (CMP)	High

TABLE 21. KITTERY MUNICIPAL GHG INVENTORY WASTE EMISSIONS BY END USE.

End use	Emissions (MT CO ₂ e)	Percent of Waste Emissions
Pump Stations - Electricity	114.5	14%
WWTP - Electricity	199.1	25%
WWTP - Anerobic Digestion	6.9	1%
Effluent Discharge	133.0	17%
Septic Tanks	347.6	43%

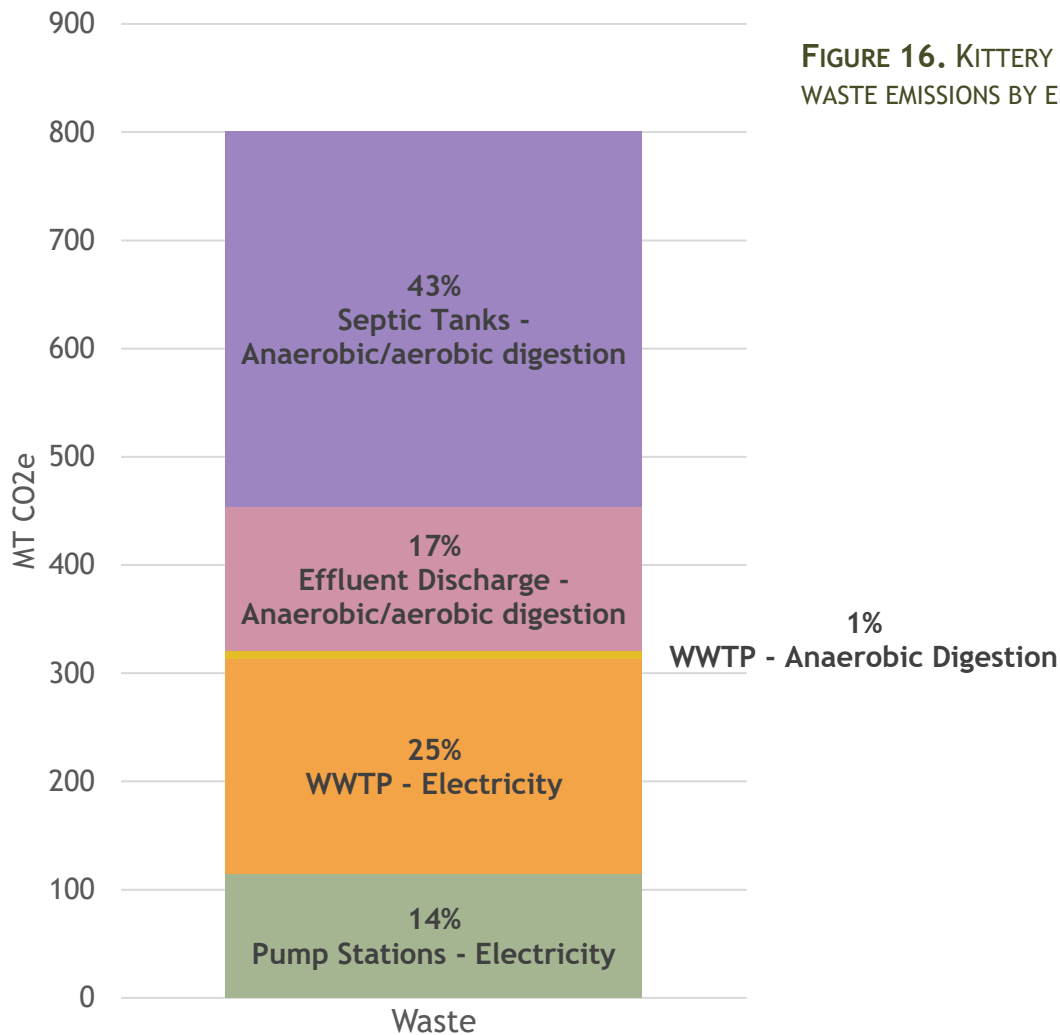


FIGURE 16. KITTERY MUNICIPAL WASTE EMISSIONS BY END USE.

Data Quality Considerations

The waste sector is the sector with the lowest quality data and highest uncertainty. While electricity data for the pump stations and WWTP are high quality, emissions data from aerobic/anaerobic digestion are low quality due to both lack of activity data and uncertainty in emissions calculations that are very process specific. Thus, the relatively high septic emissions (13% of the total municipal GHG inventory estimate) should be considered to have high uncertainty.

This inventory does not include estimates for emissions from municipally-generated or school-generated MSW. Town-wide Kittery MSW is transported from the transfer station to the EcoMaine Waste-to-energy plant in Portland. Town-wide Kittery MSW emissions are included in the community-wide GHG inventory. Municipal and school activities likely generate enough MSW to result in non-negligible MSW emissions from waste incineration at EcoMaine. For future municipal GHG inventories, Kittery could measure/estimate the tonnage of municipally-generated and school-generated MSW for inclusion in the waste sector. For now, the exclusion of the MSW subsector should not prohibit the development of waste management strategies to help the Town of Kittery reduce consumption and increase waste diversion.



Conclusion and Recommendations

The Town of Kittery's first GHG inventory summarizes the ongoing activities and the major sources of emissions in the community and in municipal operations for 2019. This inventory can serve as a foundation to help Kittery meet its Coastal Community Resilience Goal and the following objectives of the Kittery Comprehensive Plan:

- **Objective 9.1.** Establish plans to address the effects of climate change.
- **Objective 9.2.** Reduce energy consumption and transition to low and zero impact methods.

The GHG inventory can be used to develop a Kittery climate action plan for reducing carbon emissions and adapting to the impacts of climate change. The data provided in both the community-wide and municipal inventories may be used to:

1. Identify areas to focus emission reduction efforts
2. Establish goals and targets and track progress towards them
3. Facilitate decision-making about future policies and strategies

Future GHG inventories in two or three years may be used to evaluate Kittery's progress on emissions reductions efforts and toward identified goals. The following is a list of recommendations to improve the quality of a future GHG inventory:

Community-wide GHG inventory

- Survey residents to get a better estimate of annual discrete fuel use for home heating and other purposes (Stationary Energy - Residential Discrete Fuel Use).
- Survey businesses to get a better estimate of annual discrete fuel use for building heating and other purposes (Stationary Energy - Commercial and Industrial Discrete Fuel Use).
- Survey residents to get an estimate of annual air travel (Transportation - Aviation).

- Consider working with PNSY and other marine fleet owners to estimate emissions from marine vessels.
- Survey businesses about their waste volumes and management practices to improve estimates of MSW.
- Consider using ICLEI LEARN tool or other method to estimate emissions and sequestration of GHG from land use changes (Agriculture, Forestry, Marine - Land).
- Collect data on more *Additional Indicators of Climate Action*, including:
 - Number of solar panels installed (potentially using data from code enforcement)
 - Hours of using of public EV charging stations (using data from EV charging station providers)
 - Number of private EV charging stations (using data from code enforcement)
 - Public transit ridership and number of routes (using data from local transit authorities)
 - Number of residents composting at home (using a survey)
 - Amount of kitchen compost collected at the Kittery Resource Recovery Center (using weight data from KRRC or Mr. Fox)
 - Reuse economy statistics (using data from re-use businesses)
 - Business waste management practices (using a survey of businesses)

Municipal GHG inventory

- Streamline and standardize invoicing and record keeping of municipal discrete fuel and transportation fuel use to improve data accuracy.
- Conduct a survey of municipal employee commuting behavior to improve the estimate of employee commute emissions and add in employee business travel emissions.
- Begin to collect data on municipally-generated MSW to be able to estimate Waste MSW emissions.

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Appendix A - Community-wide GHG inventory data table

ClearPath Inventory Record	ClearPath Calculator Used	ClearPath Category	Record time period	Sector	Subsector	End use	Scope	CO2 (MT)	CH4 (MT)	N2O (MT)	CO2e (MT)	Data Quality	Notes
Kittery Residential Electricity 2019	Emissions from Grid Electricity	Residential Energy	CY 2019	Stationary Energy	Residential	Electricity	Scope 2	8045.17	1.27	0.16	8124.26	High	Kittery Electricity data provided by Central Maine Power.
Kittery Residential Electricity LOSSES 2019	Emissions from Electric Power Transmission and Distribution Losses	Upstream Impacts of Activities	CY 2019	Stationary Energy	Residential	Electricity	Scope 3	410.30	0.06	0.01	414.34	High	Calculated using the EGRID Grid Gross Loss Factor for the eastern power grid in the U.S. (5.1%) and Kittery's residential electricity usage from CMP data.
Kittery Residential Natural Gas 2020	Emissions from Stationary Fuel Combustion	Residential Energy	CY 2020	Stationary Energy	Residential	Natural Gas	Scope 1	1102.68	0.10	0.00	1106.15	High	Natural Gas usage data provided by Unitil. Unitil data separates out usage into two sectors: Residential and combined Commercial and Industrial. Meter reclassification (meters at PNSY) in 2019 shifts a significant portion of natural gas usage from C&I to Residential. To account for this shift, using 2020 data rather than 2019 data for the inventory. Only a 2% difference in total natural gas usage between 2019 and 2020.
Kittery Residential Natural Gas LOSSES 2020	Fugitive Emissions from Natural Gas Distribution	Process & Fugitive Emissions	CY 2020	Stationary Energy	Residential	Natural Gas	Scope 3	0.01	1.29	0.00	36.08	Low	Calculated using the Kittery 2020 residential natural gas usage data from Unitil and the generic calculation inputs for leakage rate, natural gas energy density, natural gas density, natural gas % CH4 and Natural Gas % CO2.
Kittery Residential "Bottled, tank, or LP gas" 2018	Emissions from Stationary Fuel Combustion	Residential Energy	CY 2018	Stationary Energy	Residential	Discrete Fuel Use	Scope 1	4278.63	0.77	0.08	4320.32	Low	Estimated using EIA 2018 average Maine consumption. 2019 data not yet available.
Kittery Residential "Fuel oil, kerosene, etc." 2018	Emissions from Stationary Fuel Combustion	Residential Energy	CY 2018	Stationary Energy	Residential	Discrete Fuel Use	Scope 1	5148.84	0.76	0.05	5183.39	Low	Estimated using EIA 2018 Maine residential consumption figures. 2019 data not yet available.
Kittery Commercial Electricity 2019	Emissions from Grid Electricity	Commercial Energy	CY 2019	Stationary Energy	Commercial	Electricity	Scope 2	6698.96	1.06	0.14	6764.82	High	Electricity data provided by Central Maine Power.
Kittery Commercial Electricity LOSSES 2019	Emissions from Electric Power Transmission and Distribution Losses	Upstream Impacts of Activities	CY 2019	Stationary Energy	Commercial	Electricity	Scope 3	341.65	0.05	0.01	345.01	High	Calculated using the EGRID Grid Gross Loss Factor for the eastern power grid in the U.S. (5.1%) and Kittery's commercial electricity usage from CMP data.
Kittery Commercial Natural Gas 2020	Emissions from Stationary Fuel Combustion	Commercial Energy	CY 2020	Stationary Energy	Commercial/Industrial	Natural Gas	Scope 1	7991.06	0.75	0.02	8016.16	High	Natural Gas usage data provided by Unitil. Unitil data separates out usage into two sectors: Residential and Combined Commercial and Industrial. Meter reclassification (meters at PNSY) in 2019 shifts a significant portion of natural gas usage from C&I to Residential. To account for this shift, using 2020 data rather than 2019 data for the inventory. Only a 2% difference in total natural gas usage between 2019 and 2020. Commercial Natural Gas usage estimated by taking the Unitil C&I natural gas usage and subtracting the Industrial Natural Gas Usage Provided for PNSY by the EPA Flight tool.
Kittery Commercial Natural Gas LOSSES 2020	Fugitive Emissions from Natural Gas Distribution	Process & Fugitive Emissions	CY 2020	Stationary Energy	Commercial/Industrial	Natural Gas	Scope 3	0.10	9.34	0.00	261.49	Low	Calculated using the Kittery 2020 Commercial/Industrial natural gas usage data from Unitil and the generic calculation inputs for leakage rate, natural gas energy density, natural gas density, natural gas % CH4 and Natural Gas % CO2.

Kittery Commercial Fuel Oil 2019	Emissions from Stationary Fuel Combustion	Commercial Energy	CY 2019	Stationary Energy	Commercial/Industrial	Discrete Fuel Use	Scope 1	11537.78	1.70	0.11	11615.22	Low	This data set is an estimate of all commercial and industrial heating emissions excluding natural gas usage and EXCLUDING the heating fuel used for the PNSY heating plant. We assume that all properties that don't use natural gas (i.e. the total number of establishments minus the number of C&I natural gas meters) use heating fuel oil no. 2, as it is the most popular heating fuel in Maine. This likely somewhat overestimates the emissions from those establishments with propane heating.
Kittery Industrial Electricity 2019	Emissions from Grid Electricity	Industrial Energy	CY 2019	Stationary Energy	Industrial	Electricity	Scope 2	30568.97	4.81	0.63	30869.48	High	Data provided by Central Maine Power. Unclear exactly what the source is of the high industrial electricity usage. Confirmed with CMP representatives that all electricity generated by the PNSY combined heat and power plant are "behind the meter" and therefore excluded from CMP's usage measurements.
Kittery Industrial Electricity LOSSES 2019	Emissions from Electric Power Transmission and Distribution Losses	Upstream Impacts of Activities	CY 2019	Stationary Energy	Industrial	Electricity	Scope 3	1559.02	0.25	0.03	1574.34	High	Calculated using the EGRID Grid Gross Loss Factor for the eastern power grid in the U.S. (5.1%) and Kittery's industrial electricity usage from CMP data.
Kittery Industrial Natural Gas LOSSES 2019	Fugitive Emissions from Natural Gas Distribution	Process & Fugitive Emissions	CY 2019	Stationary Energy	Industrial	Natural Gas	Scope 3	0.64	60.24	0.00	1687.24	Low	Calculated using the Kittery 2019 PNSY natural gas usage data from EPA and the generic calculation inputs for leakage rate, natural gas energy density, natural gas density, natural gas % CH4 and Natural Gas % CO2.
Kittery Industrial PNSY Power Plant Natural Gas 2019	Emissions from Stationary Fuel Combustion at Energy Industries	Industrial Energy	CY 2019	Stationary Energy	Industrial	Natural Gas	Scope 1	51561.99	0.97	0.10	51614.99	Medium	Natural Gas Usage at PNSY power plant. 2019 usage data provided by the EPA Greenhouse Gas Emissions from Large Facilities (FLIGHT) tool: https://ghgdata.epa.gov/ghgp/service/html/2019?id=1004698&et=undefined .
Kittery Industrial PNSY Power Plant Distillate Fuel Oil 2019	Emissions from Stationary Fuel Combustion at Energy Industries	Industrial Energy	CY 2019	Stationary Energy	Industrial	Discrete Fuel Use	Scope 1	29.95	0.00	0.00	30.06	Medium	Data on fuel use at PNSY power plant collected from EPA Mandatory reporting. 2019 data provided by the EPA Greenhouse Gas Emissions from Large Facilities (FLIGHT) tool: https://ghgdata.epa.gov/ghgp/service/facilityDetail/2019?id=1004698&ds=E&et=&popup=true
Kittery Commercial On Road Transportation 2019	On Road Transportation	Transportation & Mobile Sources	CY 2019	Transportation	Commercial Vehicles	Gasoline and Diesel	Scope 1 and 3	17946.24	0.73	0.15	18006.43	Medium	Kittery Commercial On Road Transportation emissions. Emissions estimates calculated by SMPDC using an origin-destination methodology. Methodology and results available at https://smpdc.org/sustainable_transportation . Percent of trips that are commercial were estimated based on the percent of York County 2017 vehicle population that consists of single unit and combination trucks.
Kittery Passenger Vehicle Emissions 2019	On Road Transportation	Transportation & Mobile Sources	CY 2019	Transportation	Passenger Vehicles	Gasoline and Diesel	Scope 1 and 3	48427.87	2.07	0.41	48594.48	Medium	Emissions estimates calculated by SMPDC using an origin-destination methodology. Methodology and results available at https://smpdc.org/sustainable_transportation . 9% of VMT (and emissions) come from internal trips while 91% are regional (between Kittery and another nearby town or county)
Kittery Public Transit On Road Transportation 2019	On Road Transportation	Transportation & Mobile Sources	CY 2019	Transportation	Public Transit	Diesel	Scope 1 and 3	1043.32	0.46	0.09	1080.91	Medium	Emissions from Passenger transit are based upon VMT for all Bus types. Emissions estimates calculated by SMPDC using an origin-destination methodology. Methodology and results available at https://smpdc.org/sustainable_transportation . This includes school buses.

Kittery Municipal Solid Waste 2019	Combustion of Solid Waste Generated by the Community	Solid Waste	CY 2019	Waste	MSW - Incineration	Incineration Emissions	Scope 3	575.50	0.51	0.07	607.59	Medium	Calculated using EcoMaine reported GHG data available here: https://ghgdata.epa.gov/ghgp/service/html/2019?id=1005673&et=undefined . 2019 total MSW incinerated at EcoMaine obtained from The 2019 EcoMaine Annual Report (page 5, https://www.ecomaine.org/wp-content/uploads/2020/06/2019-ecomaine-Annual-Report-Spread.pdf)
Kittery Septic Emissions 2019	Fugitive Emissions from Septic Systems	Water & Wastewater	CY 2019	Waste	Wastewater	Aerobic and Anaerobic Digestion	Scope 1	0.00	12.41	0.00	347.60	Low	Estimate of number of septic systems (1316 systems) provided by Kittery Sewer Dept. Number of septic systems converted to population served using US Census data for Kittery for 2019 population and 2015-2019 number of households (https://www.census.gov/quickfacts/kitterytownyorkcountymaine). Make the assumption that all septic systems are for households, not commercial operations.
Kittery Wastewater Process N2O emissions 2019	Process N2O Emissions from Wastewater Treatment	Water & Wastewater	CY 2019	Waste	Wastewater	Aerobic and Anaerobic Digestion	Scope 1	0.00	0.00	0.03	6.90	Low	Number of sewer connections (3200) provided by Kittery Sewer District. Sewer District also supplied information that PNSY contributes approx. 17% to annual flow as an industrial user. Converted to population served using Census data for Kittery 2019 population and 2015-2019 number of households: https://www.census.gov/quickfacts/kitterytownyorkcountymaine .
Kittery Wastewater Fugitive N2O emissions from effluent discharge 2019	Process N2O from Effluent Discharge to Rivers and Estuaries	Water & Wastewater	CY 2019	Waste	Wastewater	Aerobic and Anaerobic Digestion	Scope 1	0.00	0.00	0.23	61.16	Low	Number of sewer connections (3200) provided by Kittery Sewer District. Sewer District also supplied info that PNSY contributes approx. 17% to annual flow as an industrial user. Converted to population served using Census data for Kittery 2019 population and 2015-2019 number of households: https://www.census.gov/quickfacts/kitterytownyorkcountymaine .

Appendix B - Municipal GHG Inventory Data Table

ClearPath Inventory Record	ClearPath Calculator Used	ClearPath Category	Record time period	Sector	Subsector	End use	Scope	CO2 (MT)	CH4 (MT)	N2O (MT)	CO2e (MT)	Data Quality	Notes
Kittery Point Fire Station - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	3.40	0.00	0.00	3.43	High	Data for Jan - Dec 2019. Source is CMP billing.
Town Hall Complex - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	72.82	0.01	0.00	73.53	High	Data for Jan - Dec 2019. Source is CMP billing.
Traip Academy - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	90.03	0.01	0.00	90.92	High	Data for Jan - Dec 2019. Source is CMP billing.
Memorial Field - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	0.30	0.00	0.00	0.30	High	Data for Jan - Dec 2019. Source is CMP billing.
Shapleigh School - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	112.86	0.02	0.00	113.97	High	Data for Jan - Dec 2019. Source is CMP billing.
KCC Field - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	0.07	0.00	0.00	0.07	High	Data for Jan - Dec 2019. Source is CMP billing.
Shapleigh Field - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	0.02	0.00	0.00	0.02	High	Data for Jan - Dec 2019. Source is CMP billing.
Government Street Pier - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	0.46	0.00	0.00	0.47	High	Lights, hoist for commercial fishing operations. Data for Jan - Dec 2019. Source is CMP billing.
Mitchell School - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	59.77	0.01	0.00	60.36	High	Data for Jan - Dec 2019. Source is CMP billing.
Public Works Office - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	0.22	0.00	0.00	0.23	High	Data for Jan - Dec 2019. Source is CMP billing.
Traip Shed/Boat Launch - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	0.42	0.00	0.00	0.43	High	Data for Jan - Dec 2019. Source is CMP billing.
Litchfield Rd Field - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	0.09	0.00	0.00	0.09	High	Data for Jan - Dec 2019. Source is CMP billing.
Gorges Road Fire Station - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	9.62	0.00	0.00	9.71	High	Fire station used on a variable basis depending on Fire Service calls during a given week or month. Data for Jan - Dec 2019. Source is CMP billing.
Pepperrell Cove - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	2.61	0.00	0.00	2.64	High	Data for Jan - Dec 2019. Source is CMP billing.
KCC - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	68.80	0.01	0.00	69.47	High	Data for Jan - Dec 2019. Source is CMP billing.
Haley Road Field - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	0.20	0.00	0.00	0.20	High	Data for Jan - Dec 2019. Source is CMP billing.
Transfer Station - Electricity - 2019	Emissions from Grid Electricity	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Electricity	Scope 2	15.43	0.00	0.00	15.59	High	Data for Jan - Dec 2019. Source is CMP billing.
Gorges Road Fire Station - Propane - 2019	Emissions from Stationary Fuel Combustion	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Discrete Fuel Use	Scope 1	38.34	0.01	0.00	38.71	Medium	Source: Estes Oil & Propane bills Jan to Dec 2019

Public Works Office - Heating Fuel - 2019	Emissions from Stationary Fuel Combustion	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Discrete Fuel Use	Scope 1	1.68	0.00	0.00	1.69	Medium	Data for Jan - Dec 2019. Source is vendor billing.
KCC - Natural Gas - 2019	Emissions from Stationary Fuel Combustion	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Natural Gas	Scope 1	174.25	0.02	0.00	174.79	High	Data for Jan - Dec 2019. Source is Unitil billing.
Traip Academy - Natural Gas - 2019	Emissions from Stationary Fuel Combustion	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Natural Gas	Scope 1	153.00	0.01	0.00	153.48	High	Data for Jan - Dec 2019. Source is Unitil billing.
Shapleigh School - Natural Gas - 2019	Emissions from Stationary Fuel Combustion	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Natural Gas	Scope 1	152.82	0.01	0.00	153.30	High	Data for Jan - Dec 2019. Source is Unitil billing.
Mitchell School - Propane - 2019	Emissions from Stationary Fuel Combustion	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Propane	Scope 1	116.56	0.02	0.00	117.69	Medium	Data for Jan - Dec 2019. Source is vendor billing.
Town Hall Complex - Natural Gas - 2019	Emissions from Stationary Fuel Combustion	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Natural Gas	Scope 1	29.43	0.00	0.00	29.52	High	Data for Jan - Dec 2019. Source is Unitil billing.
Transfer Station - Kerosene - 2019	Emissions from Stationary Fuel Combustion	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Kerosene	Scope 1	2.58	0.00	0.00	2.60	Medium	Data for Jan - Dec 2019. Source is vendor billing.
Kittery Point Fire Station - Propane - 2019	Emissions from Stationary Fuel Combustion	Buildings & Facilities	CY 2019	Stationary Energy	Buildings & Facilities	Propane	Scope 1	13.76	0.00	0.00	13.89	Medium	Source: Estes Oil & Propane bills Jan to Dec 2019
Traffic Signals	Emissions from Grid Electricity	Street Lights & Traffic Signals	CY 2019	Stationary Energy	Street Lights & Traffic Signals	Electricity	Scope 2	1.41	0.00	0.00	1.42	High	Data for Jan - Dec 2019. Source is CMP billing.
Streetlights	Emissions from Grid Electricity	Street Lights & Traffic Signals	CY 2019	Stationary Energy	Street Lights & Traffic Signals	Electricity	Scope 2	10.40	0.00	0.00	10.50	High	Converted to LED in 2019. Data for Jan - Dec 2019. Source is CMP billing.
Gasoline Fleet	Fleet Vehicle Emissions	Vehicle Fleet	CY 2019	Transportation	Vehicle Fleet	Gasoline	Scope 1	245.28	0.00	0.00	245.28	Medium	Source is municipal Records
Diesel Fleet - FY18	Fleet Vehicle Emissions	Vehicle Fleet	FY 2018	Transportation	Vehicle Fleet	Diesel	Scope 1	227.47	0.00	0.00	227.47	Medium	Data entered in municipal records for 2019 appeared off (1913 gallons) so added in Fiscal year 2018 data instead (July 17 to June 18) from "Kittery Energy Study Worksheet 090120".
Pump Stations - Electricity - 2019	Emissions from Grid Electricity	Water & Wastewater Treatment Facilities	CY 2019	Waste	Wastewater Treatment	Electricity	Scope 2	113.43	0.02	0.00	114.55	High	Data for Jan - Dec 2019. Source is CMP billing.
Wastewater Treatment Plant - Electricity - 2019	Emissions from Grid Electricity	Water & Wastewater Treatment Facilities	CY 2019	Waste	Wastewater Treatment	Electricity	Scope 2	197.14	0.03	0.00	199.08	High	Data for Jan - Dec 2019. Source is CMP billing.
Kittery Septic Emissions 2019	Fugitive Emissions from Septic Systems	Water & Wastewater Treatment Facilities	CY 2019	Waste	Wastewater Treatment	Aerobic and Anaerobic Digestion	Scope 1	0.0	12.41	0.0	347.60	Low	Estimate of number of septic systems (1316 systems) provided by Kittery Sewer Dept. Number of Septic systems converted to population served using US Census data for Kittery for 2019 population and 2015-2019 number of households (https://www.census.gov/quickfacts/kitterytownyorkcountymaine). Made the assumption that all septic systems are for households, not commercial operations.

Kittery Wastewater Process N2O emissions 2019	Process N2O Emissions from Wastewater Treatment	Water & Wastewater Treatment Facilities	CY 2019	Waste	Wastewater Treatment	Aerobic and Anaerobic Digestion	Scope 1	0.0	0.0	0.03	6.90	Low	Number of Sewer connections (3200) provided by Kittery Sewer District. Sewer District also supplied info that PNSY contributes Approx. 17% to annual flow as an industrial user. Converted to population served using Census data for Kittery 2019 population and 2015-2019 number of households: https://www.census.gov/quickfacts/kitterytownyorkcountymaine .
Kittery Wastewater Fugitive N2O emissions from effluent discharge 2019	Process N2O from Effluent Discharge to Rivers and Estuaries	Water & Wastewater Treatment Facilities	CY 2019	Waste	Wastewater Treatment	Aerobic and Anaerobic Digestion	Scope 1	0.0	0.0	0.50	132.99	Low	Number of Sewer connections (3200) provided by Kittery Sewer District. Sewer District also supplied info that PNSY contributes Approx. 17% to annual flow as an industrial user. Converted to population served using Census data for Kittery 2019 population and 2015-2019 number of households: https://www.census.gov/quickfacts/kitterytownyorkcountymaine .
Kittery Employee commute 2019 - Gasoline	Employee Commute	Employee Commute	CY 2019	Transportation	Employee Commute	Gasoline	Scope 3	238.14	0.01	0.01	240.17	Low	Calculated based on estimate Kittery FTE (120) and estimated one way commute distance (10 miles). Estimate average employee commutes to work 230 days a year: 230 days * 120 employees *10 miles *2 ways = 552,000 miles annually. Calculation in "Kittery employee commute calc" spreadsheet
Kittery Employee commute 2019 - Diesel	Employee Commute	Employee Commute	CY 2019	Transportation	Employee Commute	Diesel	Scope 3	3.20	0.00	0.00	3.20	Low	Calculated based on estimate Kittery FTE (120) and estimated one way commute distance (10 miles). Estimate average employee commutes to work 230 days a year: 230 days * 120 employees *10 miles *2 ways = 552,000 miles annually. Calculation in "Kittery employee commute calc" spreadsheet



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

REPORT TO TOWN COUNCIL

Meeting Date: January 10, 2022
Update: January 24, 2022
From: Kendra Amaral, Town Manager
Subject: Title 2 Amendments – Paid Time Off
Councilor Sponsor: Chairperson Judy Spiller

OVERVIEW

This proposal is to make two changes to the paid-time-off allocations for non-union staff specifically 1) add Juneteenth to the list of observed holidays, and 2) achieve parity on personal days with union staff members.

Juneteenth was made a national holiday in 2021. The ordinance amendment will codify the observation of the holiday for staff.

The Town is working to bring paid-time-off allocations more in line with private industry standards. This amendment will bring non-union staff members in line with union members, and also ensure compliance with State law requiring every employer grant a certain amount of unrestricted paid time off for every 40 hours worked.

PROPOSED SOLUTION/RECOMMENDATION

Adopt the ordinance amendment as proposed.

ATTACHMENTS

- Draft Title 2 Paid-Time-Off Amendment
- Draft Title 2 Paid-Time-Off Enactment

**TITLE 2
ADMINISTRATIVE CODE
HOLIDAYS & PERSONAL DAYS**

Amend Holidays to add Juneteenth and increase the number of personal days as follows:

- 1 § 2.3.16 Basic workweek; fringe benefits.
- 2 E. Legal holidays.
- 3 (1) Town employees are entitled to 12 legal holidays. The 12 holidays are New Year's Day, Martin Luther
- 4 King Day, Presidents Day, Patriots Day, Memorial Day, Juneteenth, Independence Day, Labor Day,
- 5 Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day. Town employees are entitled to~~and~~
- 6 three personal days.

**KITTERY TOWN CODE
TITLE 2
PAID TIME OFF**

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

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

10 **WHEREAS**, the Town Council seeks update the paid time off provisions for staff governed by
11 Title 2.3 Personnel System including adding the new federal holiday Juneteenth and increasing
12 the number of personal days to three;

13 **NOW THEREFORE**, IN ACCORDANCE WITH TITLES 30-A MRS §3001 AND TOWN
14 CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 2
15 OF THE TOWN CODE, AS PRESENTED.

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

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

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



TOWN OF KITTEERY
200 Rogers Road, Kittery, ME 03904
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REPORT TO TOWN COUNCIL

Date: December 13, 2021
Update: January 24, 2022
From: Kendra Amaral, Town Manager
Subject: Title 16 Recodification
Councilor Sponsor: Chairperson Judy Spiller

SUMMARY

The Recodification of Title 16 was launched in January of 2019 with the goal of ensuring the Land Use Code reflects the professional, transparent, and informative service approach desired in the Comprehensive Plan. After two years, countless meetings, line-by-line reviews, and Planning Board recommendation to adopt, the Recodification is ready for its final review and vote.

The Recodification project focused on a comprehensive review of Title 16 Land Use Code, and developed recommendations to address areas of inconsistency and vagueness that have arisen from incremental amendments to Title 16 over the years. Integral in the process was the Kittery Land Issues Committee, which reviewed and recommended the organizational structure, identified solutions to address the known and discovered inconsistencies, and agreed to process amendments that provide clear direction to property owners and developers.

To clarify, the Recodification was an effort to reorganize the land use code; it was not a rewrite. Most of the text is unchanged from its original text; it is just likely in a different section within the proposed Title 16. Policy matters such as what uses are allowed in various zones, what the design standards such as lot coverage, parking requirements, etc. are not being impacted with the Recodification.

The Recodification accomplishes a number of goals:

- removes performance standard “easter eggs” hiding in unexpected sections of the Code (ex: design standards enumerated in definitions); and places them in their respective appropriate sections;
- removes redundant terminology and contradictory use of terminology;
- addresses questions and inconsistent language regarding which permitting authority proceeds the other, in a site plan review process;
- makes clearer and in some cases simplifies the application and review process for development; and
- categorizes and organizes restrictions, standards, and requirements in a manner that is intuitive and comprehensive.

The Recodification does not include substantive or “policy level” changes to the Code; though throughout the project policy items for future consideration were identified and catalogued.

PROPOSAL FOR ADOPTION

At its heart, this project was a complete reorganization of 436 pages of Land Use Code. For this reason, a “strike out/underline” of the existing code was not feasible or productive. Therefore, the recommendation to the Council is to vote to delete in its entirety and replace Title 16 Land Use Code.

The Kittery Land Issues Committee (KLIC) served as the project working group. KLIC includes a representative from each of the land-interested Boards, Commissions and Committees. Focused discussions were held with Council, Planning Board, Board of Appeals, Port Authority, Conservation Commission, local developers, architects and engineers, to gather input on areas of concern in the existing code language. These entities were followed up with at the end of the drafting process, to gather feedback and address any issues. The Planning Board held no fewer than 12 meetings and workshops, in many cases going through a line-by-line review of the proposed text. Three of these meetings were public hearings.

Every effort was made to follow the Town Code formatting. However, MS Word gets glitchy when there are a significant number of levels of indexing. General Code, our ordinance maintenance vendor, will address all formatting issues and will identify any areas where references may need updating based on the formatting effort when the new language is incorporated into the full Town Code.

The Town Attorney is conducting a final review of the text to confirm it is compliant with State law. We expect to have their written opinion on that before the Council votes. We do not anticipate any issues with compliance, as that has been forefront in the development of the new language from the beginning. The opinion will simply provide written confirmation.

The Town Attorney has conducted a review of the Recodification and has provided feedback. She has affirmed the proposed recodification is compliant with State law. Technical corrections identified by the Town Attorney have been made to the draft. She has also identified a number of items for potential amendment to further streamline or improve the use of the land use code. These proposed amendments are generally policy related, which is not in the scope of the Recodification. As such these items are being catalogued for review and action in the future.

All updates to the draft ordinance language have been highlighted in yellow.

PROPOSED SOLUTION/RECOMMENDATION

Adopt the new Title 16 Code as proposed.

ATTACHMENTS

- Staff Memo summarizing the changes and process
- Draft Title 16 (in separate file due to size of file)
- Draft Title 16 Enactment

**KITTERY TOWN CODE –
TITLE 16
RECODIFICATION**

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 articulates a community goal to improve
11 the town’s economic and development processes and reflect a more professional, transparent,
12 and informative planning effort; and

13 **WHEREAS**, to accomplish this goal the Town conducted a review and recodification of Title 16
14 Land Use and Development Code that resulted in a proposal to wholesale change Title 16; and

15 **WHEREAS**, the proposed wholesale change of Title 16 categorizes and organizes restrictions,
16 standards, and requirements in a manner that is intuitive and comprehensive, eliminates
17 redundant terminology and inconsistent use of terminology, simplifies and clarifies application
18 and development review processes, and addresses long-standing questions about multi-
19 jurisdictional review processes; and

20 **WHEREAS**, the proposed wholesale change of Title 16 does not incorporate substantive or
21 policy-level changes to the Town’s zoning ordinance;

22 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001 and §4352, AND
23 TOWN CHARTER §2.14, THE TOWN OF KITTERY HEREBY ORDAINS THE DELETION AND
24 REPLACEMENT OF TITLE 16, LAND USE and DEVELOPMENT CODE, IN WHOLE, AS
25 PRESENTED.

26 **INTRODUCED** and read in a public session of the Town Council on the ____ day of _____,
27 20____, by: _____ {NAME} Motion to approve by Councilor
28 _____ {NAME}, as seconded by Councilor _____ {NAME} and
29 passed by a vote of _____.

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

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



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: TITLE 16 RECODIFICATION
DATE: DECEMBER 7, 2021

This memo follows the October 6, 2021 and November 17, 2021 memos previously presented to the Planning Board (attached below).

After the Planning Board workshop on November 9, 2021, the Planning Board reviewed the Title 16 Recodification project at a public hearing on November 18, 2021. At that meeting, the Planning Board recommended the proposed draft Title 16 with changes as discussed at the workshop be sent to Town Council for review.

To recap, Planning Department staff, the Kittery Land Issues Committee (KLIC), and the Planning Board have spent many hours reviewing proposed language changes and formatting for the proposed code. Staff is grateful for the Planning Board's attention and willingness to thoroughly review and consider these changes, understanding that they use this ordinance regularly during their service to the Town. The Planning Board have held public hearings on this draft code on October 14, 2021, October 28, 2021, and November 18, 2021. Prior to these public hearings, the Planning Board discussed the Title 16 Recodification projects at the following meetings:

October 8, 2020, October 22, 2020, November 12, 2020; December 10, 2020; January 14, 2021; January 28, 2021; February 11, 2021; February 25, 2021; March 11, 2021

Staff has incorporated the changes discussed at the workshop and the November 18 Planning Board meeting into a final draft document that is ready for Town Council review.

Thank you,

Adam Causey, AICP
Planning & Development Director



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

TO: PLANNING BOARD
FROM: ADAM CAUSEY, DIRECTOR OF PLANNING & DEVELOPMENT
SUBJECT: TITLE 16 RECODIFICATION
DATE: NOVEMBER 17, 2021

This memo is a companion to the October 6, 2021 memo previously presented to the Planning Board. This separate memo deals with comments from the Planning Board since their October 28, 2020 meeting. However, the larger intent and context of the Recodification project has not changed since the last meeting, so I will refer back to the original memo for those who want a more comprehensive view of the initial changes proposed.

To recap, Planning Department staff, the Kittery Land Issues Committee (KLIC), and the Planning Board have spent many hours reviewing proposed language changes and formatting for the proposed code. Staff is grateful for the Planning Board's attention and willingness to thoroughly review and consider these changes, understanding that they use this ordinance regularly during their service to the Town. The Planning Board have held public hearings on this draft code on October 14, 2021, October 28, 2021, and November 18, 2021 (scheduled). Prior to these public hearings, the Planning Board discussed the Title 16 Recodification projects at the following meetings:

October 8, 2020, October 22, 2020, November 12, 2020; December 10, 2020; January 14, 2021; January 28, 2021; February 11, 2021; February 25, 2021; March 11, 2021

The Planning Board held a workshop on November 9, 2021 to review their submitted comments and hear from staff on how to incorporate any potential changes. A review of those comments submitted to staff and the resolution from the workshop is provided on the following pages.

Staff believes the proposed draft of Title 16 with the amendments outlined below is ready for the Planning Board to recommend to Town Council. Whenever the Planning Board elects to move forward, a separate workshop with Town Council will be scheduled.

Thank you,

Adam Causey, AICP
Planning & Development Director

Section reviewed: 16.1

Submitted comment: Some of the text in the existing code (current code Section 16.7) is not included in the recodification code Section 16.1.8. Specifically:

- at line 280 paragraph [2] on page 16.7:10 of the existing code is not included
- at line 289 the last eight lines of existing code are not include
- at line 295 the last two lines of existing text are not included,
- at line 310 the designation of a separate paragraph 5 is eliminated and the text added to paragraph 4, changing the meaning of the requirement,
- at line 314 the last two lines of existing text are not included,
- at lines 327 through 341 some existing text is not included and some existing wording has been changed

These omissions and changes are substantive. For the record, please identify the origin of these changes and how they got past the review process.

Workshop review: During the workshop, the Planning Board had concerns over the deletion and relocation of certain language from the nonconformance section of 16.1.8 General Development Requirements. The Board opined that moving forward with such changes would constitute as a major policy amendment outside the scope of the recodification process. Ultimately, the Board agreed to reinstate the language as it is currently written under the current section 16.7, where applicable.

Staff response: Staff agrees that certain segments of the code under 16.1.8 were inappropriately amended, necessitating the reinstatement of its current content and syntax under 16.7. Although there are certain amendments made to this section that staff have found to be appropriate, as those changes reduce redundancy and remove misplaced standards (e.g., removes new construction standards from the nonconformance section). Staff, in general, is neutral on the reversion to the original construction / placement of those standards in the instance the Board wants the original text reinstated.

Section reviewed: 16.1 General Provisions

Submitted comment: In Section 16.1.6, please add the word “must” to shall at Line 62 and fix grammar.

Workshop review: Discussion on the use of “must” to convey the intent of required elements of the code.

Staff response: Staff will amend Section 16.1.6 at Line 62 to read:

E. The words “must” and “shall” ~~is~~ are mandatory, the word “may” is permissive;

Section reviewed: 16.2 Administration and Enforcement

Submitted comments: On proposed code Section 16.2, while not complete there are text duplications and omissions in 16.2.4 Port Authority in both paragraphs A and B. Also, I have not found where existing code paragraphs 16.5.5 and 16.5.6 are located in recodification code. There are text duplications and omissions in 16.2.4 Port Authority.

Workshop review: Lines 115 through 122 are duplicative and should be removed. Some omissions from Port Authority language, and there was discussion to not conflict or duplicate with sections of the Charter or code Title 4 referencing the Port Authority.

Staff response: “Temporary Housing standards” previously contained in 16.5.5 and 16.5.6. can now be found in proposed code Section 16.5.28. The duplications on Lines 115 through 122 will be removed and replaced with the following:

A. Appointment and composition.

(1). ~~The Port Authority is established by Maine Private and Special Law, Chapter, as amended, and Town Charter, Article IX. The Port Authority is established by Maine Private and Special Law 1961, Chapter 163, as amended, and Town Charter, Article IX.~~

(2). ~~The Port Authority consists of seven members, who are Kittery residents, serving staggered terms of office of five years. The Port Authority consists of seven members, who are Kittery residents, serving staggered terms of office of five years.~~

(3). ~~The Port Authority consists of seven members, who are Kittery residents, serving staggered terms of office of five years. Members of the Port Authority are appointed by the Town Council.~~

(4). ~~The Port Authority consists of seven members, who are Kittery residents, serving staggered terms of office of five years. A municipal officer, or spouse thereof, may not serve as a member of the Port Authority.~~

(5). Members serve until their successors are appointed and qualified.

(6). No member shall serve more than two consecutive terms of five years. Any member who has served two consecutive terms of five years is ineligible to serve on the Board for a period of one year. Computation of term limits commences with the first term of five years following the effective date of this provision. Computation of term limits does not include service prior to the effective date of this provision nor to terms of fewer than five years after the effective date.

(7). A member of the Port Authority may be dismissed for cause by the Town Council before the expiration of such member's term after notice and hearing.

(8). Vacancies are filled by Town Council appointment for the unexpired term.

Section reviewed: 16.2 Administration and Enforcement

Submitted comments: Clarify title of single-family residential commencement and completion rules to Section 16.2.8

Workshop review: General discussion on adding clarifying language that covers activities described in subdivision, site plan, and other development plan sections.

Staff response:

Staff will make the following changes to Section 16.2.8 at Line 223:

16.2.8. Building/Regulated Activity Permits and Requirements

Section reviewed: 16.2 Administration and Enforcement

Submitted comments: The Basis of Decision code section is used by the Planning Board when reviewing Special Exception Use requests but the section only makes reference to the Board of Appeals.

Workshop review: Discussed making the language broader to cover all jurisdictional boards.

Staff response: Staff recommends to alter relevant language in Section 16.2 to change certain references of only the “Board of Appeals” to “appropriate jurisdictional Board”.

Section reviewed: 16.3 Definitions

Submitted comments:

- Add definition for “AADT – Annual Average Daily Traffic”
- Add “Dwelling, Cottage Cluster” to definitions (keeping the same format and naming strategy as for other dwellings).
- Delete Cottage Cluster
- Modify “Cluster Residential Development” definition based on review of Section 16.8 (see later in this document on Page 14)
- Clarify “Master Site Development Plan” and ensure conformance with Section 16.6

Workshop review:

- Discussion regarding some definitions that are missing, including several types of the term “glare.”
- Discussion of “marina” and what constitutes uses allowed in such a development.

Staff response: Part of the recodification effort is to reduce the number of terms in the Definition section due to obsolescence or redundancy and to remove any performance standards that had often been written into definitions, which are best contained to Section 16.5 Performance Standards. Staff combined certain individual terms like “Grocery Store” with other retail uses as “Retail Sales.” Part of the feedback from users of the code was that the current definition section is too lengthy and contains too many typical terms that can be defined by a dictionary. Performance standards (the “how” you do something) do not belong in definitions since that contributes to flipping back and forth within the code and can lead to conflict if both Definitions and Performance Standards aren’t updated uniformly.

- Staff recommends not reverting any of the terms previously removed or consolidated.
- Staff will add “Annual Average Daily Traffic (AADT)” as the following:
A measure of the total volume of vehicular traffic on a street or road for a year divided by 365 days.
- Staff will add and alphabetize all Dwelling Unit terms
- Staff will clarify “Master Site Development Plan” to read:

A conceptual, integrated design and infrastructure plan for the development of a master planned property, in which:

A. The development standards are applied to the land as defined by its perimeter, rather than by the individual lots, tracts and parcels into which the land may be divided; and

B. The standards are applied to the ~~zone~~ proposed master development boundary rather than to individual lots, tracts and parcels ~~within the zone~~.

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: A preference to have uses alphabetized within each zoning district.

Workshop review: Discussion regarding ease of use if items are in alphabetical order within sections. Though this could prove difficult in certain situations once the code is amended, staff agrees to start out the new code this way.

Staff response: Staff proposes to alphabetize uses currently listed within Section 16.4 but notes they cannot guarantee that future amendments are alphabetized in the same manner.

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: Which professionals are certified to challenge or redefine OZ-SL & RP zone boundaries in Section 16.4.6?

Workshop review: Discussion regarding what types of “Maine State professional” is allowed to certify boundaries for wetlands and shoreland.

Staff response:

- Staff proposes the following amendment to Section 16.4.6(4) on Line 91:

(4). Where there is uncertainty regarding a zone boundary, the Planning Board is the local decision authority as to the exact location of said boundary. In the Shoreland and Resource Protection Overlay Zones, boundary redefinition must be supported by documentation from an appropriate certified Maine ~~state professional~~ land surveyor.

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: Clarify language in Lines 176, 324, 479, 600, 726, 811, 1140, 1296, 3213, 3709, and 3996 to show we mean the already defined term “functionally water-dependent uses.”

Workshop review: No discussion.

Staff response:

- Staff proposes the following amendments to various parts of Section 16.4. on Lines 176, 324, 479, 600, 726, 811, 1140, 1296, 3213, 3709, and 3996:

...functionally ~~and wetland~~ water-dependent uses...

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: Maintain conformity withing zones on the “Accessory Use” language as it was changed to “Accessory Use and Building” from “Accessory Buildings and Structures.”

Workshop review: Discussion to make sure the code is consistent with regard to uses listed in permitted use language.

Staff response:

- Staff proposes the following amendments to various permitted and special exception use segments of Section 16.4:

Accessory Buildings, Structures, and Uses ~~Use and Building~~

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: Dwelling, two family. Currently there’s no duplex option in the zone, just an option for an ADU. Would three housing units on lots in the Rural Conservation zone be in line with the purpose statement that says RC “require(s) special measures to ensure low-density development”?

Workshop review: While not discussed during the workshop, this was discussed at the previous Planning Board meeting on October 28.

Staff response:

- Staff proposes the following amendments to Section 16.4.15 at Line 768:

(5). ~~Dwelling, Two Family~~

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: The BL & BL1 gasoline spacing provisions aren’t in the current online Code. Is it a new add or has it been enacted recently?

Workshop review: No discussion.

Staff response: The gasoline spacing provisions are in the existing Title 16 in both the B-L and B-L1 zones under Special Exception Uses. The language was included in the recodification draft on Line 1144 (B-L) and Line 1300 (B-L1). There is a formatting error on Line 1144 that should be adjusted to maintain consistency accordingly:

(7). ~~Gasoline Sales~~

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

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: In the BL and BL-1 zones, current OZ-SL rules limit dwellings to single-family or duplexes. They're both SEs. The new OZ-SL permitted dwelling use in BL is "Dwellings, if farther than 100ft from..." the resource. There is no mention of any dwelling types or number of dwellings in BL's SEs. Yet dwellings are called out in BL-1's SEs.

Perhaps this was just an oversight in BL? And, is much of the either BL zone in the OZ-SL? Haven't had time to look at Zoning map.

Workshop review: No discussion.

Staff response: These sections were rewritten prior to the adoption of the 2019 amendments which permit dwelling outside the base zone setback of the Shoreland Overlay Zone and prohibits new structures by right within the base zone setback. The recodification draft contains inconsistencies relative to that update. Staff will make the following amendments to the Permitted Use sections of all OZ-SL zones, where applicable to mirror the existing permitted residential (dwelling) uses:

c. Dwellings if located farther than 100 feet from the normal high-water line of any water bodies, or the upland edge of a wetland:

(1) Dwelling, Single-Family

(2) Dwelling, Two-Family

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: On Line 1309 there appear to be new BL-1 parking requirements that aren't in the current code. Please mention at meeting if newly enacted or are a proposed change.

Workshop review: No discussion.

Staff response: This was a copy error. Parking standards are included in Section 16.7. Staff recommends the following amendment to Section 16.4.18 at Line 1309:

~~*d. Each parking space is to contain a rectangular area at least 19 feet long and nine feet wide. Lines demarcating parking spaces may be drawn at various angles in relation to curbs or aisles, so long as the parking spaces so created contain within them the rectangular area required by this section. This is exclusive of drives or aisles giving access thereto, accessible from streets or aisles leading to streets, and usable for the storage or parking of passenger vehicles. Parking spaces or access thereto must be constructed as to be usable year round.*~~

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: On Line 1431 (and others), is “parking area” meant to replace “commercial parking lot or parking garage”? Does it infer garage? Does it need a definition in 16.3?

Workshop review: No discussion.

Staff response: This was an intentional change reflected in the new definitions (Section 16.3 Line 1102). A “Parking area” includes a parking garage.

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: In the MU district, on Line 3500, gas station is conditioned on a 2,000-foot separation?

Workshop review: No discussion.

Staff response: This is from the existing language contained in the MU zone regulations under §16.3.2.13D(10)(c).

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: In the MU-BI district, why was grocery store/food store taken out of the MU-BI zone?

Workshop review: No discussion.

Staff response: Grocery store was combined with “Retail sales” and would be permitted per the new 16.4.24.B.(24).

Section reviewed: 16.4 Land Use Zone Regulations

Submitted comments: “Buffers” are included in the MU-N “surface parking” section. There’s no connection. Might it be separated out as #9, and change Open Space to 10, etc. to end (which is currently 11)?

Workshop review: No discussion.

Staff response: Staff agrees that this is a formatting error and proposes the following amendment to Section 16.4.26.D.(8) on Line 4471:

iv. f. Buffers required between residential uses and mixed use or nonresidential uses, and between adjacent residential zones and this zone must be 50 feet wide and consist of one of the following as determined by the Planning Board:

- ~~1.i.~~ Existing natural woodland and vegetation.
- 2.ii. Existing natural woodland augmented by the planting of additional trees consisting of a variety of species at least 2.5-inch caliper and 12 feet high.
- ~~3.~~ iii. A fence at least six feet high, constructed of material similar to surrounding buildings, with plantings of trees and shrubs at least six feet tall on either side of the fence.

Section reviewed: 16.5. General Performance Standards

Submitted comments: It's imperative that we increase the stormwater management criteria to a 100-year level for major developments. It's clear that there have been, and will likely be, more major storms as the climate continues to warm. Why wait to increase this requirement?

Workshop review: Discussed other Town efforts to regulate stormwater and floodplain management, including updates to the C zones earlier this year that were coupled with incentives to use low-impact development strategies and best management practices.

Staff response: There are several areas the current standards could be made stronger, such as requiring 15-inch minimum on all new culverts, including new driveway culverts not regulated by Title 16, designing for the 50- or 100-year storm, prohibiting any increase in post-construction runoff quantities, or requiring all subdivisions to meet DEP stormwater quantity and quality standards, even if they don't meet DEP permitting thresholds. Other Town departments and committees are doing work on the standards necessary to alleviate the impacts of storm surge and flooding from more frequent or heavier weather events. Those recommendations should be given a full review before being codified in Title 16.

Section reviewed: 16.6

Submitted comments: Master Site Plan Development definition and description needs to be clarified.

Workshop review: The Planning Board reviewed the Master Site Development Plan Review and discussed adding a Preliminary Plan step in the process.

Staff response: Staff recommends the following amendment to 16.6.1 on Line 22:

B. The standards are applied to the ~~zone~~ proposed master development boundary rather than to individual lots, tracts and parcels ~~within the zone~~.

Staff also recommends adding a Preliminary Plan step to 16.6.3, either referencing or mirroring the language located in the existing Site Plan section.

Section reviewed: 16.7

Submitted comments: The review authority for Minor Site Plans has changed to the staff's Technical Review Committee. Since a small staff committee will be reviewing plans that encompass projects up to 5,000sf, might we include abutter notification and create an opportunity for abutter input?

Workshop review: Planning Board reviewed the proposed Minor Site Plan vs Major Site Plan thresholds and consensus was reached on developments between 1,000-5,000sf would fall under Minor Site Plan review. Consensus was for some notification to abutters for filed Minor Site Plans.

Staff response: Staff agrees regarding abutter notification and proposes the following be added in Section 16.7.10.D.(4) at Line 841:

f. The applicant shall demonstrate they have sent written notice of their filing for Minor Site Plan review by postage paid, first-class mail (cost to be paid by the applicant) to all owners of abutting property, as herein defined (within 150 feet of the property).

Section reviewed: 16.7

Submitted comments: Improve waiver and modification language per the following:

- Include a reference citation to Basis for Decision (now in 16.2 starting at line 675) and please add any additional criteria needed to guide the Planning Board toward consistent reasoning and action. These older regs may be inadequate to meet the challenge for the many performance standards throughout Title 16.
- List any performance standards that should never be waived or modified
- Include that waiving or modifying any standards based on consideration of cost is not permitted. It's in the current Code & it should be included with waiver authority, wherever it's listed. For the sake of fairness, applicants and Board alike should know what waivers and modification requests can be made, and what the Board is meant to consider before it makes a decision.
- As of now, waiver/modification authority is only in site plan and subdivision chapters. Shouldn't they also be in new 16.5., 16.6, 16.7, and 16.8 for ease of use? Or, perhaps move the waiver authority (as 16.1.8.C) after the 16.1 Conformity sections, then Nonconformance would start as 16.1.8.D.?

Workshop review: Discussion on waivers and modifications, which standards could be waived or modified, and how the Planning Board arrives at any decision to waive or modify standards.

Staff response: Staff believes the separate waiver/modification provisions should remain in Site Plan (16.7) and Subdivision (16.8) sections, as those contain different processes for approvals, which include steps for potential waivers and modifications for each applicant type. The process

for Site Plan review is better served if a Site Plan applicant can review all standards and processes within the Site Plan section, and the same for an applicant for Subdivision review. Staff had difficulty identifying firm rules for which standards are never waived or modified, since waiver and modification requests are tied to submitted plans with individual context and circumstance. A review of other seacoast Maine municipality ordinances revealed waiver language very consistent with Kittery's and also broadly written as to not identify discrete elements that could be waived or those that should never be waived. Since the Planning Board has expressed interest in determining the scope of their waiver authority, staff believes this is a policy question best discussed with Town Council before any substantive changes are made. However, some tweaks to the current language could put the onus on the applicant to explain how a waiver or modification does not harm the public, rather than its current iteration.

- Staff suggest the following language, if the Planning Board wishes to amend at this time, at Section 16.7.8 on Line 254:

A. Waiver authorization.

~~*Where the Planning Board finds, due to special circumstances of a particular plan, certain required improvements or performance standards do not promote the interest of public health, safety and general welfare, , upon written request, it may waive or modify such requirements, subject to appropriate conditions as determined by the Planning Board.*~~

Upon written request, the Planning Board may waive or modify certain required improvements, due to special circumstances of a particular plan, if the applicant demonstrates that the interest of public health, safety, the natural environment, and general welfare are not harmed, or if those improvements are inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the proposed development, subject to appropriate conditions as determined by the Planning Board, and provided the waivers do not have the effect of nullifying the intent and purpose of the Comprehensive Plan and Title 16.

...

C. Objectives secured. In granting modifications or waivers, the Planning Board must require such conditions as will, in its judgment, secure substantially the objectives of the requirements so waived or modified. The Planning Board shall consider the provisions in Section 16.2.12.F. Basis for Decisions when reviewing waiver or modification requests.

- Similar language could also be added to Section 16.8.7 beginning at Line 127:

~~*A. Waiver authorization. Where the Planning Board finds, due to special circumstances of a particular plan, certain required improvements do not promote the interest of public health, safety and general welfare, or are inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the proposed development, upon written request, it may waive or modify such requirements, subject to appropriate conditions as determined by the Planning Board.*~~

Upon written request, the Planning Board may waive or modify certain required improvements, due to special circumstances of a particular plan, if the applicant demonstrates that the interest of public health, safety, the natural environment, and general welfare are not harmed, or if those improvements are inappropriate because of inadequacy or lack of connecting facilities adjacent or in proximity to the proposed development, subject to appropriate conditions as determined by the Planning Board, and provided the waivers do not have the effect of nullifying the intent and purpose of the Comprehensive Plan and Title 16.

B. Objectives secured. In granting modifications or waivers ~~from requirements in 16.5 General Performance Standards or 16.8.10 Performance Standards and Approval Criteria, below,~~ the Planning Board must require such conditions as will, in its judgment, secure substantially the objectives of the requirements so waived or modified. The Planning Board shall consider the provisions in Section 16.2.12.F. Basis for Decisions when reviewing such waiver or modification requests.

(1). Any waivers granted must improve the ability of the project to take the property's pre-development natural features into consideration. Natural features include but are not limited to topography, location of water bodies, location of unique or valuable natural resources, and relation to abutting properties or land uses.

Sections reviewed: 16.8

Submitted comments: Water supply (somewhere near Line 1048) really must have language that ensures that where there's no town water line, a development SHALL NOT cause an adverse impact on water volume or quality on surrounding properties.

Workshop review: Discussion centered on properties not connected to Town water but utilize wells and take from local aquifers/ground water.

Staff response: Staff agrees with the intent of the request but has concerns about the analysis needed to determine adverse impacts on water supply. Further discussion and analysis are necessary to determine the best policies and ordinance language that would improve development outcomes, which could include mandatory connections to public water within some distance of existing development (like the language in the sewer connection requirement). Staff recommends this become a separate policy issue to evaluate. Note: water quality standards and type of service (public, private or shared private) are part of the proposed Conservation Subdivision amendments and related Chapter 16.8 changes the Board will have occasion next year to discuss.

Sections reviewed: 16.8

Submitted comments: Add language that dictates that only four distinct dimensional standards of lots – to lot area, lot coverage, frontage and setbacks – may be modified by the Planning Board in review of Cluster Residential Subdivisions.

Workshop review: Discussion of aligning Town language with state law on cluster regulations, to limit what dimensional standards can actually be modified. Note that this change is also anticipated to be made to the proposed Conservation Subdivision changes the Planning Board will see next year.

Staff response: Staff agrees and proposes the following amendment to Section 16.8.10.H.(3) on Line 1664:

Dimension standards modifications. Notwithstanding other provisions of this title relating to dimensional standards, the Planning Board, in reviewing and approving proposed residential development under this article, may modify ~~said~~ certain dimensional standards limited to lot area, lot coverage, frontage and setback requirements to permit flexibility in approaches to site design in accordance with the standards of this title. The Board may allow subdivision or site development with the limited modified dimensional standards listed above where the Board determines the benefit of a cluster development is consistent with this title. Such modifications may not be construed as granting variances to relieve hardship.

Staff also recommends amending the Definitions section for Cluster Residential Development in Section 16.3.2. on Line 248 with the following:

CLUSTER RESIDENTIAL DEVELOPMENT

A form of land use improvements and/or change in which ~~the~~ dimensional requirements limited to lot area, lot coverage, frontage and setback requirements ~~are~~ may be reduced below that normally required in the zoning district in which the land use improvements and/or change is located in return for the provision to set aside a portion of the tract as of permanent open space and other environmental enhancements owned and maintained jointly in common by individual lot/unit owners, the Town, or a land conservation organization.

Sections reviewed: 16.9

Submitted comments:

- Review 16.9.3.D. for structure and clarity.

Workshop review: Requested staff look at Lines 209 through 244 as the construction of that passage does not seem correct.

Staff proposal: Staff agrees and will modify the passage at 16.9.3.D. as follows:

D. ~~Exempt and non-exempt uses.~~ Exempt uses and development not requiring shoreland development review by the Planning Board:

~~1.~~ Proposed development of principal and accessory structures in compliance with §16.4.28.D, when not subject to Planning Board review as explicitly required elsewhere in this title, shall be reviewed and approved by the Code Enforcement Officer (CEO) prior to issuing a building permit, subject to, but not limited to the following requirement:

~~i.~~ a. The total devegetated area of the lot (that portion within the Shoreland Overlay Zone) shall be calculated by the applicant and verified by the CEO and recorded in the Town's property records.

(2). Clearing of vegetation for activities other than timber harvesting. These are subject to review and approval by the Shoreland Resource Officer or Code Enforcement Officer.

(3). Division of a conforming parcel that is not subject to subdivision as defined in §16.3.

(4). A permit is not required for the replacement of an existing road culvert, provided the replacement culvert is not:

a. More than one standard culvert size larger in diameter than the culvert being replaced;

b. More than 25% longer than the culvert being replaced; and

c. Longer than 75 feet.

~~(5).~~ d. When replacing an existing culvert, the watercourse must be protected so that the crossing does not block fish passage, and adequate erosion control measures must be taken to prevent sedimentation of the water in the watercourse.

(65). A permit is not required for an archaeological excavation, provided the excavation is conducted by an archaeologist listed on the State Historic Preservation Officer's Level 1 or Level 2 approved list and unreasonable erosion and sedimentation is prevented by means of adequate and timely temporary and permanent stabilization measure

Sections reviewed: N/A - general construction issues

Submitted comments:

- Alphabetize sections for ease of reference
- Add reference numbers to

Workshop review: General discussion on the formatting of the new document.

Staff proposal: Staff commits to do the following:

- Alphabetize terms and uses within each section (with some minor inconsistencies that may be necessary within subsections)
- Add reference points to each physical page or set of pages. Some of these references will be dictated by the format required by our online code vendor, eCode, but staff will push for ease of navigation within each section.



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

TO: PLANNING BOARD
FROM: ADAM CAUSEY, DIRECTOR OF PLANNING & DEVELOPMENT
SUBJECT: TITLE 16 RECODIFICATION
DATE: OCTOBER 6, 2021

I am excited to move forward with the approval process for the new Title 16 Land Use & Development Code. Planning staff, Kittery Land Issues Committee (KLIC) members, Planning Board members, and our consultants North Star Planning worked diligently – amidst significant pandemic-related delays – to reorganize and update the Town’s zoning code.

This work involved restructuring the entire ordinance to make it easier to navigate and locate relevant standards, procedures, and requirements. Our team reorganized the existing elements of Title 16 so that all of the administration and enforcement provisions are in one place, all of the performance standards are in another, approval standards for development applications are in their own places, and land use zone regulations for each district are all together.

We also made updates to the processes, standards, and definitions in the ordinance, all with deep review and input from KLIC and the Planning Board. All uses are defined, new uses have been added, and terms that do not need definitions have been removed. A use table and dimensional table have been created to provide an “at a glance” view of zoning district regulations. Where applicable, standards have been removed from definitions and moved to the Performance Standards section. Approval standards for subdivision and site plan review have been clarified, a new Minor Site Plan classification has been created, and application procedures and submission requirements have been updated.

Summary of restructuring:

Our rule of thumb for the reorganization effort was to group similar ordinance elements together. At the highest level, this work resulted in the reconfiguration of Title 16 from eleven to nine chapters.

Existing Title 16	New Title 16
16.1 General Provisions	16.1 General Provisions
16.2 Definitions	16.2 Administration & Enforcement
16.3 Land Use Zone Regulations	16.3 Definitions

16.4 Administration & Enforcement	16.4 Land Use Zone Regulations
16.5 Building/Regulated Activity Permits	16.5 General Performance Standards
16.6 Decision Appeal, Variance and Other Requests	16.6 Master Site Development Plan Review
16.7 General Development Requirements	16.7 Site Plan Review
16.8 Design and Performance Standards for Built Environment	16.8 Subdivision Review
16.9 Design and Performance Standards for Natural Environment	16.9 Other Development Review
16.10 Development Plan Application and Review	
16.11 Marine-Related Development	

Below is a list of what remained the same, was added, or was moved around in the new draft code.

16.1 General Provisions

Same: As it does today, this section contains the basic legal framework for Title 16, and instructions on how to interpret the Title, how to handle conflicts within the Title and with other regulations, and it describes the process to amend Title 16.

Added: Elements of the ordinance that deal with conformity and nonconforming structures, uses, and lots (from existing 16.7). Added Rules of Construction section to assist with interpretation.

Moved: Elements related to Planning Board, Board of Appeals and Port Authority (to Administration and Enforcement).

16.2 Administration and Enforcement

Same: This section corresponds with the existing Administration and Enforcement section. It defines the roles and authority of the Town Planner and Code Enforcement Officer and details how provisions of the Title are to be enforced.

Added: Ordinance elements defining roles and authority of the Planning Board, Board of Appeals and the Port Authority, sections related to permits issued by Code Enforcement, how to appeal decisions and request variances.

Moved: Regulations on Performance Guarantees have been moved to the applicable development review sections.

16.3 Definitions

The following changes were made to definitions and there are a few definitions removed that, as stated in the ordinance §16.1.6, shall have their customary dictionary meaning.

Abuts definition changed to reference performance standard:

“That which is contiguous to, or shares, a common boundary line. The owner of a property that is contiguous to or shares a common boundary line is an abutter. See § 16.5.2, §16.7.10.C(2)c and § 16.8.9.C(3)c on abutter notification process when a new development or redevelopment is proposed.”

Abutter definition removed and language combined with “Abuts” definition

Abutting Property definition and figure moved to performance standard section 16.5.2

Accessory Dwelling Unit definition edited and referenced performance standard

“An apartment which is part of an existing structure on the property where the owner of the property occupies one of the units. See § 16.5.3 for Accessory Dwelling Unit general performance standards.”

Accessory Use added reference to **Principal Use**

“A use customarily incidental and subordinate to a Principal Use and located on the same lot with such Principal Use. See Principal Use definition.”

Acre definition removed, standard measurement

Acreage definition removed, standard measurement

Age-Restricted Housing definition and term edited from Elderly Housing

“A residential use occupied principally by residents who are at least 55 years of age (or in the case of a couple, at least one of whom is at least 55 years of age) in which the accommodations are all dwelling units with private bathrooms and cooking facilities. Occupants of this residential use may also include handicapped individuals of any age. Age-Restricted Housing does not include Residential Care Facilities that are typically referred to as independent living units, congregate care units, assisted living units, dementia or Alzheimer's units or hospice units, or a nursing care or convalescent care facility that provides nursing services.”

Agriculture definition edited

“The production, storage, keeping, harvesting, grading, packaging, processing, boarding, or maintenance for sale, lease, or personal use of plants and/or animals, including but not limited to: forages and sod crops; grains and seed crops; dairy animals and dairy products; poultry and poultry products; livestock, including beef cattle, sheep, swine, horse, ponies, mules, or goats or any mutations or hybrids thereof, including the breeding and grazing of any or all such animals; bees and apiary products; fur animals; trees, and forest berries; vegetables; nursery, floral, ornamental, and greenhouse products; but excluding marijuana. Agriculture does not include forestry or sawmills, as defined in this Ordinance. See § 16.5.4 for Agriculture general performance standards.”

Agriculture, Piggery definition added

“A premises, area, fenced enclosure, building or structure, or portion thereof, used or designed for the keeping of pigs. See § 16.5.5 for Agriculture, Piggery general performance standards.”

Agriculture, Poultry Facility definition added

“A premises, area, fenced enclosure, building or structure, or portion thereof, used or designed for the keeping of poultry or fowl. See § 16.5.6 for Agriculture, Poultry Facility general performance standards.”

Apartment Unit definition removed, dwelling unit definition covers an apartment unit

Apartment Building definition removed, multi-unit dwelling definition covers apartment

Basement definition edited

“An area below the first floor having a floor-to-ceiling height of six feet or more and 50% of its volume below the existing ground.”

Boathouse definition added

“A nonresidential structure designed exclusively for the protection, storage, repairing and maintenance of boats for noncommercial purposes.”

Buffer Area definition removed, covered in Buffer definition

Building Materials and Supplies term edited to **Retail Sales**,

Building Materials and Supplies and moved to be in alphabetical order

Cemetery and Burying Ground term shortened to **Cemetery**

Cluster Mixed-Use Development definition removed, no longer a permitted use

Convenience Store, Neighborhood Grocery Facility term changed to **Retail Sales, Convenience**

Commercial School definition added

“A building or buildings which is principally used to conduct commercial educational classes including, but not limited to trade schools, schools of art, beauty, business, dancing, driving, music, martial arts, but not including private nursery, elementary or secondary schools. Retail sales of items related to the school are allowed as an accessory use to commercial schools.”

Corner Lot definition edited

“A lot or parcel of land abutting on two or more streets at their intersection or on two parts of the same street forming an interior angle of less than 135 degrees.

In zones where yards are required:

- (1). Such corner lots, located at the intersection of two streets, are deemed to have a side rather than a front yard between the principal building and the side street. Such side yard may not be less than the front yard requirements of uses located on the side street.*
- (2). Such corner lots, located at the intersection of two streets, are deemed to have a side rather than a rear yard between the principal building and the abutting property on the side street. Such side yard may not be less than the side yard requirements of uses located on the side street.*
- (3). All such side yards described above must conform to the specific regulations related to yard space and related building height contained in the district provisions of this title.”*

Day Care Facility definition edited to remove state requirement

“A house or other place conducted or maintained by anyone who provides on a regular basis and for consideration, care and protection for three or more unrelated children under 16 years of age, who are unattended by their parent(s) or guardian(s), for

any part of a day. Any facility, the chief purpose of which is to provide education, is not considered a Day Care Facility.”

Drive-through Facility definition added

“Any portion of a structure from which business is transacted, or is capable of being transacted, directly with customers located in a motor vehicle during such business transaction.”

Dwelling, Attached Single-Family definition added

“A dwelling unit, located on its own lot that shares one or more common or abutting walls with one or more dwelling units. The common or abutting wall must be shared for at least 25 percent of the length of the side of the dwelling.”

Dwelling, Manufactured Housing definition edited

“Manufactured housing shall be defined according to 30-A, M.R.S.A. § 4358, as amended from time to time. See § 16.5.14 for Manufactured Housing general performance standards.”

Dwelling, Multi-family definition added **Multiunit Residential** definition removed, combined in below

“A structure that contains three (3) or more dwelling units that share common walls or floors/ceilings with one or more units. The land underneath the structure is not divided into separate lots.”

Dwelling, Single-Family definition added

“A detached dwelling unit located on its own lot.”

Dwelling, Two-Family definition added

“A building that contains two primary dwelling units on one lot. The units must share a common wall or common floor/ceiling.”

Dwelling Unit definition edited to remove Temporary, Intrafamily Dwelling Unit

Elder Care Facility definition edited and term changed to
Residential Care Facility

“RESIDENTIAL CARE FACILITY

A house or other place that, for consideration, is maintained wholly or partly for the purpose of providing residents with assisted living services. Residential Care Facilities provide housing and services to residents in private or semi-private bedrooms in buildings with common living areas and dining areas. “Residential Care Facility” does not include a licensed nursing home or supportive living arrangement certified by the State.”

Elderly Housing definition edited and term changed to **Age-Restricted Housing** *see above

Fast-food Outlets, Drive-in Restaurant, or snack bar definition removed to clarify permitted uses regarding food service/restaurants

Farmers Market definition added

“An event where farmers, ranchers, and other agricultural producers sell food, plants, flowers, marine-products, and added-value products, such as jams and jellies or handmade crafts, they have grown, raised, caught, or prepared for retail sale. In addition, some vendors sell food that is available for immediate consumption on site, and some may be community groups, services, or other vendors or organizations. Farmers Markets occur on a regular basis in the same location. They are free and open to the public. Some markets are seasonal, while others occur year-round.”

Food Store definition removed, Retail Sales definition covers this use

Gambling or Gaming definition edited

“Any banking or percentage game played for money, property, or any representative of value with cards, dice, or any device or machine and located exclusively within a facility licensed for such activity.”

Gambling Casino definition edited

“A room or rooms in which legal gaming or gambling is conducted.”

Gambling Device definition removed, not necessary as gambling casino or gaming is not a permitted use

Game of Chance definition removed, not necessary as gambling casino or gaming is not a permitted use

Game of Skill definition removed, not necessary as gambling casino or gaming is not a permitted use

Glare definition removed

Direct Glare definition removed **Disability Glare** definition removed
Discomfort Glare Definition removed

Grocery Store definition removed, Retail Sales definition covers this use

Industrial definition removed; language added to Industrial Activity definition **Industrial Activity** definition edited

“The assembling, fabrication, finishing, manufacturing, packaging or processing of goods, or the extraction of minerals. For the purposes of stormwater regulation, means activity or activities subject to National Pollutant Discharge Elimination System industrial permits as defined in 40 CFR 122.26(b)(14).”

Industry, Heavy term retained with a modification to the definition

“A facility and/or site used in the basic processing and manufacturing of materials or products predominantly from extracted or raw materials, or a use engaged in storage of or manufacturing processes using flammable or explosive materials, or storage or manufacturing processes that potentially involve hazardous or commonly recognized offensive conditions.”

Industry, Light term retained with a modification to the definition

“A facility used in the manufacture, predominantly from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment, blending, packaging, inside an enclosed structure. Basic industrial processing, such as paper manufacturing, petroleum processing, manufacture of explosives, production of chemicals or fertilizer, are not light industrial uses.”

Legally Nonconforming moved to be in alphabetical order with other Nonconforming definitions

Marijuana terms added to read as follows, while retaining their original definitions as codified by Town Council on August 9, 2021:

Marijuana, Adult Use Store

“Means a facility licensed under 28-B MRS Chapter 1 to purchase adult use marijuana, immature marijuana plants and seedlings from a cultivation facility, and to sell adult use marijuana, adult use marijuana products, immature marijuana plants and seedlings to consumers.”

Marijuana, Business

“Means an Adult Use Marijuana Store, Marijuana Cultivation Facility, Medical Marijuana Registered Dispensary, Medical Marijuana Caregiver Retail Store, Marijuana Manufacturing Facility, or Marijuana Testing Facility.”

Marijuana, Cultivation Facility

“Means a facility licensed by the State of Maine to purchase marijuana plants and seeds from other cultivation facilities; to cultivate, prepare and package marijuana; to sell marijuana, marijuana seedlings, plants and seeds to products manufacturing facilities, marijuana stores, caregivers or other cultivation facilities.

- Tier 1: Up to 500 square feet of plant canopy*
- Tier 2: Up to 2,000 square feet of plant canopy*
- Tier 3: Up to 7,000 square feet of plant canopy*
- Tier 4: Up to 20,000 square feet of plant canopy”*

Marijuana, Manufacturing Facility

“Means (1) a registered tier 1 or tier 2 manufacturing facility, as designated by state law, or a person authorized to engage in marijuana extraction under 22 MRS §2423- F; or (2) a facility licensed under M.R.S. 28-B, Subchapter 2 to purchase marijuana from a cultivation facility or another products manufacturing facility; to manufacture, label and package marijuana and marijuana products; and to sell marijuana and marijuana products to marijuana stores and to other products manufacturing facilities.”

Marijuana, Medical Caregiver Retail Store

“Means a store that has attributes generally associated with retail stores, including, but not limited to, a fixed location, a sign, regular business hours, accessibility to the public and sales of goods or services directly to a consumer, and that is used by a registered caregiver to offer marijuana plants or harvested marijuana for sale to qualifying patients.”

Marijuana, Medical Registered Caregiver

“Means a person or an assistant of that person registered in accordance with state law to provide care for a qualifying patient in accordance with state law”

Marijuana, Medical Registered Caregiver Home Establishment

“Means a medical marijuana registered caregiver business operating on the property of a dwelling unit serving as the primary residence of the Registered Caregiver.”

Marijuana, Medical Registered Dispensary

“Means an entity registered under 22 M.R.S. § 2425-A that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies or dispenses marijuana plants or harvested marijuana or related supplies and educational materials to qualifying patients and the caregivers of those patients.”

Marijuana, Testing Facility

“Means a public or private laboratory that is authorized and accredited in accordance with state law for the research and analysis of marijuana, marijuana products or other substances for contaminants, safety or potency.”

Marina definition edited

“A facility used exclusively or in part for the storing, servicing, fueling, berthing, and securing of boats and which may include eating, sleeping, and retail facilities for owners, crews, and guests.”

Mobile Home Park definition edited

“Manufactured housing shall be defined according to 30-A, M.R.S.A. § 4358, as amended from time to time. See § 16.5.16.”

Mobile Home Park Lot definition removed, referenced state definitions via Manufactured Housing definition

Mobile Homes definition removed, referenced state definitions via Manufactured Housing definition

Modular Home definition removed, referenced state definitions via Manufactured Housing definition

Parking Lot term changed to **Parking Area** definition edited

“Any public or private area, under, within or outside of a building or structure, designed and used for parking motor vehicles, including parking lots, garages, private driveways, and legally designated areas of public streets.”

Parking Space definition removed, added to performance standards

Private Assembly definition added

“A building which is owned and used as a meeting place for private or semi-private social organization and clubs such as grange halls, fraternal organizations, religious institutions, etc. in which the principal use is exclusively for members. Rental of the facilities to outside groups is clearly incidental to the principle use and shall not significantly increase the intensity of the use of the site, especially regarding parking.”

Public Assembly Area definition added

“Any area where large numbers of individuals collect to participate or to observe programs of participation.”

Public or Private School definition added

“A building or buildings and its associated grounds which is principally used to conduct educational classes including public and private elementary schools and nursery schools, including post-secondary schools, but not including commercial schools.”

Public Utility Facility definition added

“Buildings, structures, and facilities, including generating and switching stations, poles, lines, pipes, pumping stations, repeaters, antennas, transmitters and receivers, valves, and all buildings and structures relating to the furnishing of utility services, such as electric, gas, telephone, water and sewer, to the public, excluding solar energy systems.”

Public Recreation term changed to **Recreation, Public Facility** and placed in proper alphabetical order

Recreation, Public Open Space definition added

Low Intensity Recreation term changed to **Recreation, Passive** and placed in proper alphabetical order

Selected Commercial Recreation term changed to **Recreation, Commercial Indoor and Recreation, Commercial Outdoor** and placed in proper alphabetical order

“RECREATION, COMMERCIAL INDOOR

The use of a building for play, sports, games, fitness, and other similar diversions operated as a business and open to the public for a fee.

“RECREATION, COMMERCIAL OUTDOOR

The use of a land outside of a fully enclosed building, as defined, for play, sports, games, and other similar diversions operated as a business and open to the public for a fee.”

Recreational Vehicle definition edited

“A vehicle or an attachment to a vehicle designed to be towed, hauled, or driven and is primarily designed as temporary living accommodations for one or more persons. The vehicle must be registered with the State Division of Motor Vehicles.”

Recreational Vehicle Park definition added

“Any lot or parcel of land upon which two or more sites are located, established, or maintained for occupancy by recreational vehicle for a fee as temporary living quarters for recreation or vacation purposes.”

Religious Use definition added

“A structure or place in which worship, ceremonies, rituals, and education pertaining to a particular system of beliefs are held.”

Retail Use term changed to **Retail Sales**

Roulette definition removed, not necessary as gambling casino or gaming is not a permitted use

Sawmill, Permanent definition added

“A facility where logs are cut into boards or timbers; a mill or machine for sawing logs or producing firewood that is in operation on a permanent basis. Sawmill operations may be subject to State regulations.”

Sawmill, Temporary definition added

“A facility where logs are cut into boards or timbers, a mill or machine for sawing logs or producing firewood that is in operation for a cumulative duration of two (2) months or fewer in any twelve (12)

*month period. Sawmill operations may be subject to State regulations.
This definition does not include the use of handheld chainsaws.*

Slot Machine definition removed, not necessary as gambling casino or gaming is not a permitted use

Something of Value definition removed, not necessary as gambling casino or gaming is not a permitted use

Temporary, Intrafamily Dwelling Unit definition removed, Accessory Dwelling Unit is an allowed use in all zones Temporary, Intrafamily Dwelling Unit would have been allowed

Theater, Drive-in definition added

“An open lot devoted primarily to the showing of motion pictures and theatrical productions on a paid admission basis to patrons seated in automobiles”.

Trailer definition removed, referenced state definitions via Manufactured Housing definition

Trailer Park definition removed, referenced state definitions via Manufactured Housing definition

Yard definition removed, other Yard definitions cover this Dwelling definitions moved to be in alphabetical order under *Dwelling*

Wetland definitions moved to be in alphabetical order under *Wetlands*
Flood definitions moved to be in alphabetical order under *Flood*

16.4 Land Use Regulations

Same: This section enumerates the town's zoning districts, including permitted and special exception uses, dimensional standards and district standards by zone.

Added/Moved: This project did not move new elements into or out of this section. There are no substantive changes to this section, only organizational. The biggest organizational change was to move all of the shoreland zone regulations for each zone so they are grouped with other regulations and standards for each zone.

16.5 General Performance Standards

This section contains performance standards that apply town-wide, regardless of context or location, and include standards for:

- defined uses, like Agriculture, Home Occupation, or Wireless Communications Services Facilities
- regulatory topics like Floodplain Management, Net Residential Acreage, and Sprinkler Systems

This section is made up of standards found in the current ordinance sections for Performance Standards for the Built Environment and Performance Standards for the Natural Environment, as well as drawing out performance standards from existing definitions.

Also note that there were some standards in the existing standards sections that were not related to uses or regulatory topics, but were in fact approval criteria for projects going through a development review process. They contained the approval criteria that projects must meet and are used by the Planning Board and others when making decisions on voting to approve projects or not. These standards include things like Water Supply, Sewage Disposal, and Exterior Lighting, and are now located in the proposed Site Plan Review and Subdivision Review sections. The following are notable changes in 16.5:

Abutter Notice: language removed from definitions and add performance standards for applicability and *Figure 1. Formula for Determining Ownership of Intertidal Land as a Guide for Identifying Abutters*. Also included other Abutter Notice language from throughout the code, specific to Planning Board acceptance and review.

Accessory Dwelling Unit: performance standard taken out of definition and added to applicability of the Accessory Dwelling Units. *“The accessory dwelling unit may be rented so that the owner-occupant may benefit from the additional income. The owner may also elect to occupy the accessory dwelling unit and rent the principal unit.”*

Affordable Housing: the standards that were ratified by Town Council were added.

Agriculture, Piggery: performance standards added:

A. *“Number of animals. There may be no more than three (3) pigs allowed on a lot.*

B. *Setbacks. The following distances are from the identified use to the nearest property not owned or controlled by the operator/owner of the piggery:*

(1) *Structures:* 50 feet

(2) *Feed lots, pens, and extensively used areas:* 100 feet

C. *Erosion and Sediment Control. The property owner shall demonstrate to the Code Enforcement Officer that erosion and sediment runoff will not enter an abutting property.*

D. *Spreading or Disposal of Manure. All spreading or disposal of manure shall be accomplished in conformance with the, “Manual of Best Management Practices for Maine Agriculture,” published by the Maine Department of Agriculture in January 2007, and as this may be amended or superseded.”*

Agriculture, Poultry Facility: performance standards added...

A. *“Number of Animals. These standards apply to the keeping of thirteen (10) or more poultry animals that are six (6) months old or older in zoning districts in which Agriculture, Poultry Facility is either a permitted use or a special exception use. These standards do not apply to the raising and selling of any number of poultry that are under six (6) months of age.*

B. *Setbacks. The following distances are from the identified nearest property not owned or controlled by the operator/owner of the poultry facility:*

(1) *Structure, including Barn or Coops:* 50 feet

(2) *Feed lots, pens and extensively used areas:* 100 feet

C. *Erosion and Sediment Control. The property owner shall demonstrate to the Code Enforcement Officer that erosion and sediment runoff will not enter an abutting property.*

D. *Spreading or Disposal of Manure. All spreading or disposal of manure shall be accomplished in conformance with the, “Manual of Best Management Practices for Maine Agriculture,” published by the Maine Department of Agriculture in January 2007, and as this may be amended or superseded.”*

Mobile Home Parks, Recreational Vehicle Park or Campground: language adjusted to reflect updated definitions and terms including “*Recreational Vehicle Park*” rather than “*seasonal trailer park*” and “*Recreational Vehicles*” rather than “*trailers*”.

Temporary Intrafamily Dwelling Unit: standards removed to be consistent with removal of the use. This use was removed because Accessory Dwelling Units are a similar use with fewer restrictions, permitted in more zones than Temporary Intrafamily Dwelling Units.

Marijuana Standards: added as ratified by Town Council at their August 9, 2021 meeting.

16.6 Master Site Development Plan Review

This section and the following two proposed ordinance sections were split out of the existing Development Plan Application and Review. Because the purpose of these sections and the procedures for each are so different, dividing these out adds clarity to the review process for applicants, review boards and staff. This small section remains essentially the same based on existing requirements and process, though there should be discussion later on what thresholds to set for projects that qualify.

16.7 Site Plan Review

Most of the changes in this section was not related to moving existing ordinance elements around. The changes here are more substantive regarding the creation of Minor Site Plan and Major Site Plan review processes, grouping Performance Standards and Approval Criteria together as discussed above, and adding new language to clarify post approval activities like recording plans and how performance guarantees are established and released.

Added: New wording regarding applicability to make it clearer which types of projects are subject to Site Plan Review, and specifies those that are not. Generally, these are projects subject to review are of 1,000 square feet or more of floor area, or projects that involve the development of 25,000 square feet or more of land, or more than 1 acre of development cumulatively within 5 years.

Added: Distinction between Minor and Major Site Plans:

- o Minor Site Plans are developments between 1,000 and 2,500 square feet, or 25,000 square feet of developed area, but less than 1 acre of developed area in the instance of the establishment of a new nonresidential use. These Plans are reviewed and approved by Planning staff.

o Major Site Plans, which are above 2,500 square feet or more or more than an acre of developed area in the instance of the establishment of a new nonresidential use. These Plans are reviewed and approved by the Planning Board.

Added: Wording regarding the purpose of the optional Sketch Plan review stage.

Removed: The requirement for a high-intensity soil survey as a Sketch Plan submission item.

Modified: Changed submission requirements to require an electronic copy of the complete submission.

Modified: Clarification on which review stages are optional and which are required for Major and Minor Site Plans:

- o Pre-application meeting – optional for Major and Minor
- o Sketch Plan Review – optional for Major, N/A for Minor
- o Preliminary Plan Review – required for Major, N/A for Minor
- o Final Plan Review – required for Major, required for Minor

Removed: Performance guarantee has been removed from the Additional Requirements the Board may require at Preliminary Plan.

Modified: Updated Findings of Fact section to reflect the Review and Approval Criteria for Site Plan Review.

- o Performance standards for Floodplain mapping have been moved out of the Findings of Fact to the Water quality and wastewater pollution approval criteria section.
- o New Parking and Loading finding for that review criteria.
- o New Utilities finding
- o New Environmental Considerations finding covers Exterior Lighting, Air Pollution, Noise Abatement, Radiation, Storage of Materials review criteria.
- o New utilization of the site finding, to cover considerations around that review criteria, primarily related to the natural capacities/constraints of soils, slopes, aquifers, etc. Note that there are several items in the review criteria that are addressed in the Aesthetics findings (scenic areas, endangered and unique plants, animals, habitats, etc.)

Added: GIS file submission requirement at Final Plan Stage

Moved: Shoreland Development Review and Right of Way Plan review sections are now in proposed section 16.9, the proposed 16.7 Site Plan Review and 16.8 Subdivision Review have been divided out from the existing Development Plan Application and Review section, and all submission requirements and review procedures for each application stage in all sections are grouped together.

16.8 Subdivision Review

Added: Wording in the waiver section to make it clearer that the Planning Board has the authority to waive any provisions of General Performance Standards or the Subdivision submission requirements or performance standards. At the same time, the following has been added:

Added: Any waiver granted must improve the ability of the project to take the property's pre-development natural features into consideration. Natural features include but are not limited to, topography, location of water bodies, location of unique or valuable natural resources, and relation to abutting properties or land uses.

Added: Clarification that the Planning Board is "accepting" Sketch Plans, not "approving" or "classifying" as noted in Preliminary Plan, Planning Board review schedule; Preliminary Plan, Planning Board review and decision; and Final Plan, Process, Final Plan application.

Added: Wording for electronic submission in PDF format for all submission materials at each submission stage.

Removed: Wording that gives the Planning Board the ability to make requirements around the "period of maintenance sureties" and "the amount of all guarantees which may be required." These functions best left to staff as part of Post approval activities.

Added: Require applicant to submit street names approved by the public safety officials and the assessor as part of Final Plan requirements.

Removed: language related to Performance Guarantees from Final Plan review stage. This is now in Post approval activities. New recommended Final Plan submission requirement is for "an itemized estimate of the total value of all public improvements to be covered by a performance guarantee."

Modified: Updated Findings of Fact to mirror requirements in state statute, as follows:

- o Added Farmland;
- o Added Spaghetti-lots;
- o Added Lake phosphorus concentrations;
- o Added Impact on adjoining municipality;
- o Added lands subject to liquidation harvesting;
- o Updated the existing traffic criteria to match the statute wording;
- o Reordered standards so that they match the order in statute; and

o Removed any wording beyond the state standards, such as, “In making this determination...” or “If the proposed development...” All the information the Board needs to make determinations on these standards should be located in the Performance Standards and Approval Criteria section.

Removed: Requirement for submission of mylar copies of the plan to reflect state law to have only paper copies submitted to the Registry.

Modified: Simplified the Vehicular Traffic performance standards as many of the specific design standards for streets/sidewalks are now in 16.5 General Performance Standards.

Removed: Standards related to Subdivision Noise Pollution Buffer are proposed to be removed because they are vague and of questionable value in actually attenuating noise impacts from the subdivision on surrounding uses or vice versa.

Removed: The ability for parties to challenge the findings of a soils report submitted as part of the review process.

Removed: Wording requiring staff to notify the Planning Board of construction inspection issues.

Removed: The category of Major Field Change has been removed from the Post-Approval section. That kind of change would need to go back to the Planning Board for review and approval.

Added: Wording has been added to the Post-Approval section:

o No plans to be released until performance guarantee received. Hold for 1 year before plan expiration.

o Performance Guarantees

- Types of Guarantees
- Contents of Guarantees
- Provisions for the release of guarantees
- Procedures for collecting on the guarantee with the applicant is in default

o Applicant responsibility for maintenance. Made the following change: “The developer, or owner, is required to maintain all improvements and provide for snow removal on streets and pedestrian ways/sidewalks unless and until the improvements have been accepted by the Town Council or responsibility for ongoing maintenance is transferred to a Home Owners Association.

16.9 Other Plan Development Review

This section incorporates the Maritime and Shoreland Related Development sections, as well as the existing Right of Way Plan review procedures.

Added: Clarified the review process, submission requirements, and findings of fact for Shoreland Development and Right of Way Plan Reviews.

Policy discussions for future updates:

The following topics represent areas of discussion that are beyond the scope of this project. Each topic will require dedicated time from staff and conversations with Town committees, jurisdictional boards, Town Council, and the community to determine the right path forward. These topics are not presented in priority order but represent a running list of items identified for further discussion.

Agriculture, Piggery & Agriculture, Poultry Facility definitions and performance standards. These specific Agriculture uses have a high potential for impacts on surrounding properties. There should be additional conversations about where such uses would be appropriate in Kittery and what kinds of standards would adequately protect or buffer surrounding properties from impacts.

Master Site Development Plan Review. Thresholds that require the need for such master planning should be reviewed. The current trigger threshold is for projects one acre or more in size, which even for a multi-building phased project could be too low. A threshold for requiring this extra master planning process might be more appropriately set for project of a minimum of 3 acres or 5 acres in size.

Potential need for additional waiver direction within the ordinance. The Planning Board has the authority to consider waivers from the Subdivision and Site Plan Performance Standards and Approval Criteria, and the General Performance Standards. Additional direction is provided with the suggested wording, “Any waiver granted must improve the ability of the project to take the property’s pre-development natural features into consideration.” The Town should consider additional direction and standards around waiver requests.

Signed Plan requirements. The Town should consider moving from signed hardcopies of approved plans to electronically signing PDFs of approved plans to save physical filing space and facilitate easier access to approved site and subdivision plans.

Strengthen local stormwater standards. There are several areas the current standards could be made stronger, such as requiring 15-inch minimum on all new culverts, including new driveway culverts not regulated by Title 16, designing for the 50- or 100-year storm, prohibiting any increase in post-construction runoff quantities, or requiring all subdivisions to meet DEP stormwater quantity and quality standards, even if they don’t meet DEP permitting thresholds. Other Town departments and committees are also doing work on the standards necessary to alleviate the impacts of storm surge and flooding from more frequent or heavier weather events. Those recommendations eventually should be codified in Title 16.

Soil Suitability Performance Standard in Subdivision Review. The draft ordinance proposes to remove review procedures regarding challenges to soil reports but this section consists of information that is either required in the Sewage Disposal standards or are simply submission requirements. Additionally, the Town should consider making medium-intensity soil surveys the default submission requirement with high-intensity soil surveys reserved only for sites with complex or diverse soil conditions.

Consider Site Plan Review only for multi-family developments that currently require both Site Plan Review and Subdivision Review. State law allows communities like Kittery to simplify the review process for multi-family development as long as the Site Plan Review process is stringent enough to meet state standards. This would make it somewhat easier to do these types of projects in town.

Reviewing Authority for Various Land Use Approvals. The Planning Board and Board of Appeals (BOA) are the jurisdictional boards that deal with land use issues. BOA's traditionally act when there is an appeal of the decision of the Code Enforcement Officer, or to grant relief on dimensional standards where there is a hardship (granting of variances). Kittery's current zoning code requires the BOA to review and approve certain uses, such as home occupations, that are typically more in line with a Planning Board's purview to review developments via a site plan process. Staff should conduct an examination of which entity should be the reviewing authority for various approvals.

Dimensional Standards Review for Zoning Districts. Town staff, committees, and the Planning Board have begun this process with some of the recent housing-related zoning amendments. Every one of the Town's zoning districts has some dimensional standard or requirement that complicates or prohibits desired development or property improvement. A comprehensive review of these outdated standards should be done per zoning district.

Contract Zoning. Kittery does not allow "contract zoning," which is a process where a property owner, in consideration of rezoning a property, agrees to the imposition of certain conditions or restrictions not imposed on other similarly zoned properties. It is a way to tailor a specific use or site plan to a property when the underlying zoning would otherwise not allow the project. Contract zoning has been used by several Maine communities to create flexibility of design and gain desired development that otherwise would not happen. But contract zoning can also be abused and should be considered carefully. The debate on whether to allow this flexibility in the zoning code has been broached recently by at least one Town committee.

Timeline:

Planning Department staff, KLIC, and the Planning Board reviewed these proposed changes line by line over the past year and several months. The Planning Board held a public hearing for the draft Title 16 recodification on Thursday, September 23rd and continued the public hearing to the Thursday, October 14, 2021 meeting. Depending on the Board's discussion and recommendation

at that meeting, I expect Town Council could hold a workshop and public hearing in November 2021.

Thank you,

Adam Causey, AICP
Director of Planning & Development



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

REPORT TO TOWN COUNCIL

Date: January 10, 2022
Update: January 24, 2022
From: Kendra Amaral, Town Manager
Subject: Various Title References - Title 16 Recodification Project
Councilor Sponsor: Chairperson Judy Spiller

SUMMARY

The recodification of Title 16 was launched in January of 2019 with the goal of ensuring the Land Use Code reflects the professional, transparent, and informative service approach desired in the Comprehensive Plan. After two years, countless meetings, line-by-line reviews, and Planning Board recommendation to adopt, the recodification is ready for its final review and vote by the Council.

If adopted, the recodification of Title 16 will result in renumbering of the sections and subsections of the Chapter. This will create incorrect references elsewhere in the Town Code to specific sections and subsections of Title 16.

The proposed ordinance amendments correct the references to the new sections and subsection numbers of the recodified Title 16.

PROPOSED SOLUTION/RECOMMENDATION

Approve the amendments as proposed if the recodification is adopted.

ATTACHMENTS

- Draft Title 5 and Title 13 Amendments
- Draft Title 5 and Title 13 Enactment

**VARIOUS TITLES
TITLE 16 REFERENCES
RECODIFICATION PROJECT**

1 **1. Amend the following Chapters and Sections to reference the appropriate section of the recodified**
2 **Title 16:**

3
4 **Chapter 5.7 Sidewalk Sales**

5 **§ 5.7.12 Permits required for signs, tents and other structures.**

6 B. All temporary signs and banners must be permitted by the Code Enforcement Officer in accordance with
7 ~~Article X of Chapter 16.8~~ §16.5.23. One temporary sign or banner per participating site in addition to
8 that normally allowed may be permitted for each sidewalk sales event. Sign applications, accompanied
9 by application fees, for such additional signage are to be made to the Code Enforcement Officer well in
10 advance of the actual sidewalk sales event.

11 **Chapter 5.9 Viewing Booths in Adult Entertainment Establishments**

12 **§ 5.9.1 Definitions.**

13 Except as specifically defined in this section, the words and phrases used in this chapter carry their
14 customary dictionary meanings unless otherwise clearly indicated by the text.

15 **ADULT ENTERTAINMENT ESTABLISHMENT**

16 Defined as set forth in §16.3.2 ~~§16.2.2~~ of the Town Code.

17 **VIEWING BOOTH**

18 Any booth, cubicle, room or stall within the premises of an adult entertainment establishment used to
19 view or display any adult-oriented materials, including but not limited to films, movies, photographs,
20 books, magazines, slides, periodicals or other printed matter, DVDs, videocassettes or reproductions of
21 any kind, or for the use of any devices or paraphernalia which are designed for or used in connection
22 with specified sexual activities as defined in §16.3.2 ~~§16.2.2~~ of the Town Code.

23 **Chapter 5.10 Use of the Public Way**

24 **§ 5.10.3 Definitions.**

25 Terms, phrases and words in this chapter have the meanings given herein or, if not defined, are given their
26 ordinary accepted meanings:

27 **SITE FURNISHINGS**

28 Those elements and site amenities that are shown on the sketch plan that accompanies the use of the
29 public way permit application and approved by the Code Enforcement Officer (CEO) and Town
30 Planner. Such elements may include, but are not limited to: benches, tables, chairs, umbrellas, bicycle
31 racks, and trash receptacles. Excluded elements include: vending and soda machines, refrigerated
32 cabinets, ice machines, freezer chests and other like appliances. There may be no signage and/or
33 advertising associated with the site furnishings unless as reviewed and approved by the CEO and Town
34 Planner per Town Code §16.5.23.A ~~§16.8.10.1~~ et seq.

35 **Chapter 5.12 Short-Term Rental**

36 §5.12.6 Standards

37 F. Parking.

38 (1) The owner must provide sufficient on-site parking to serve the residential dwelling unit(s) and the short-
39 term rental unit(s) on the property. The total number of on-site parking spaces will be the calculated as
40 the number of spaces required for the dwelling unit per §16.7.11.F(7) ~~§16.8.9.4~~ plus one parking space
41 for each short-term rental unit on the property. Tandem parking is permitted.

42 **Chapter 5.12 Short-Term Rental**

43 §5.12.9 Appeal

44 A Code Enforcement Officer decision on denial, suspension, or revocation of a license may be appealed to
45 the Board of Appeals as provided in §16.2.12.D ~~§16.6.4A~~.

46 **Chapter 13.1 Sewer Service System**

47 §13.1.1.11 Installation of toilet facilities and connection to public sewer required.

48 B. ~~A.~~ Owners of all structures with use requiring the disposal of sewage with public sewer located within
49 100 feet of the property line as measured along any public way are required, at their expense, to
50 install suitable waste effluent and/or toilet facilities therein, and to connect such facilities directly to
51 the public sewer in accordance with the provisions of this chapter, within 90 days after the date of
52 official notice to do so. Pursuant to Town Code ~~Title 16, Chapter 16.8, Article VII~~ §16.7.11.B,
53 ~~Sewage Disposal~~ and §16.8.10.D, connection to the public sewer is required for a commercial or
54 industrial development or a residential subdivision, where public sewer, within an abutting public
55 way, is within 1,000 feet of the property line as measured along said public way.

56 §13.1.4.3 Main Extensions

57 B. Definitions. For the purposes of this article, the following definitions apply:

58 **DWELLING UNIT**

59 A room or group of rooms forming a habitable unit for one family with facilities used or intended to be
60 used for living, sleeping, cooking, eating, and sanitary facilities. It comprises at least 650 square feet of
61 habitable floor space and includes any subcategory definition of dwelling as found in ~~Title 16, §16.3.2~~ ~~§~~
62 ~~16.2.2~~ (e.g., inn, accessory dwelling unit).

63 **Chapter 13.2 Sewer Service Decision Appeals**

64 §13.2.2.C (1) Unbuildable parcel appeals.

65 C. Initiating an unbuildable parcel appeal.

66 (1) Unbuildable parcel appeals are to be filed in accordance with Town Code §16.2.12 ~~Title 16, §16.6.5,~~
67 Board of Appeals appeal/request filing procedures. The pertinent provisions of that Code section's protocols
68 for the Board to address such appeals apply.

69 §13.2.3 Sewer service administrative decision appeals.
70 C. Such administrative decision appeals are to be filed in accordance with Town Code §16.2.12 ~~Title 16, §~~
71 ~~16.6.5~~, Board of Appeals appeal/request filing procedures. The pertinent provisions of that Code section's
72 protocols for the Board to address such appeals apply.

**KITTERY TOWN CODE –
VARIOUS TITLES
REFERENCE TO RECODIFIED TITLE 16**

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 is enacting a recodification of Title 16 to categorize and
11 organize restrictions, standards, and requirements in a manner that is intuitive and
12 comprehensive, eliminate redundant terminology and inconsistent use of terminology, simplify
13 and clarify application and development review processes, and address long-standing questions
14 about multi-jurisdictional review processes; and

15 **WHEREAS**, the act of recodifying Title 16 includes renumbering sections and subsections of the
16 Chapter that will result in incorrect references elsewhere in the Town Code; and

17 **WHEREAS**, the proposed amendments correct reference elsewhere in the Town Code to the
18 new Title 16 sections and subsection numbers established as a result of the recodification.

19 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001 AND TOWN CHARTER
20 §2.14, THE TOWN OF KITTERY HEREBY ORDAINS THE AMENDMENT OF TITLE 5 AND
21 TITLE 13, 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

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input checked="" type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

88 Pepperrell Road Kittery Point, ME 03905

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. 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

9. 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

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. 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
Bistro 1828 Pepperrell Cove LLC		88 Pepperrell Rd Kittery Point, ME 03905

12. 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
Henry Ares	05/31/2068	Kittery, Maine
Eides Ares	09/04/1984	Brazil

Residence address on all the above for previous 5 years

Name Address:
 Henry Ares 87 Whipple Road Kittery, ME 03904

Name Address:
 Eides Ares 87 Whipple Road Kittery, ME 03904

Name Address:

Name Address:

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: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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:

Stanton/McBurney Trust PO BOX 754 New Castle NH 03854

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)

The first and 3rd floors of 88 Pepperrell Road Kittery Point, ME 03905. The business is a fine dining establishment with dining on the first floor. The third floor has dining inside as well as a seasonal deck. Both floors serve a full bar of wine, beer and spirits.

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: Mitchell School

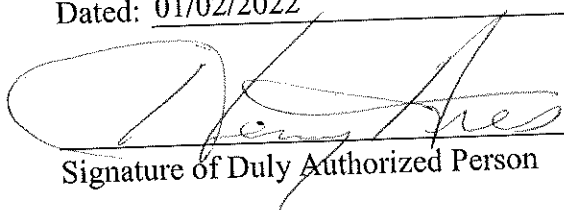
Distance: _____

Section II: Signature of Applicant(s)

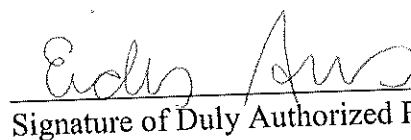
By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 01/02/2022


Signature of Duly Authorized Person

Henry Ares
Printed Name Duly Authorized Person


Signature of Duly Authorized Person

Eides Ares
Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

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.

Dated: _____

Who is approving this application? Municipal Officers of _____

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 Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

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.

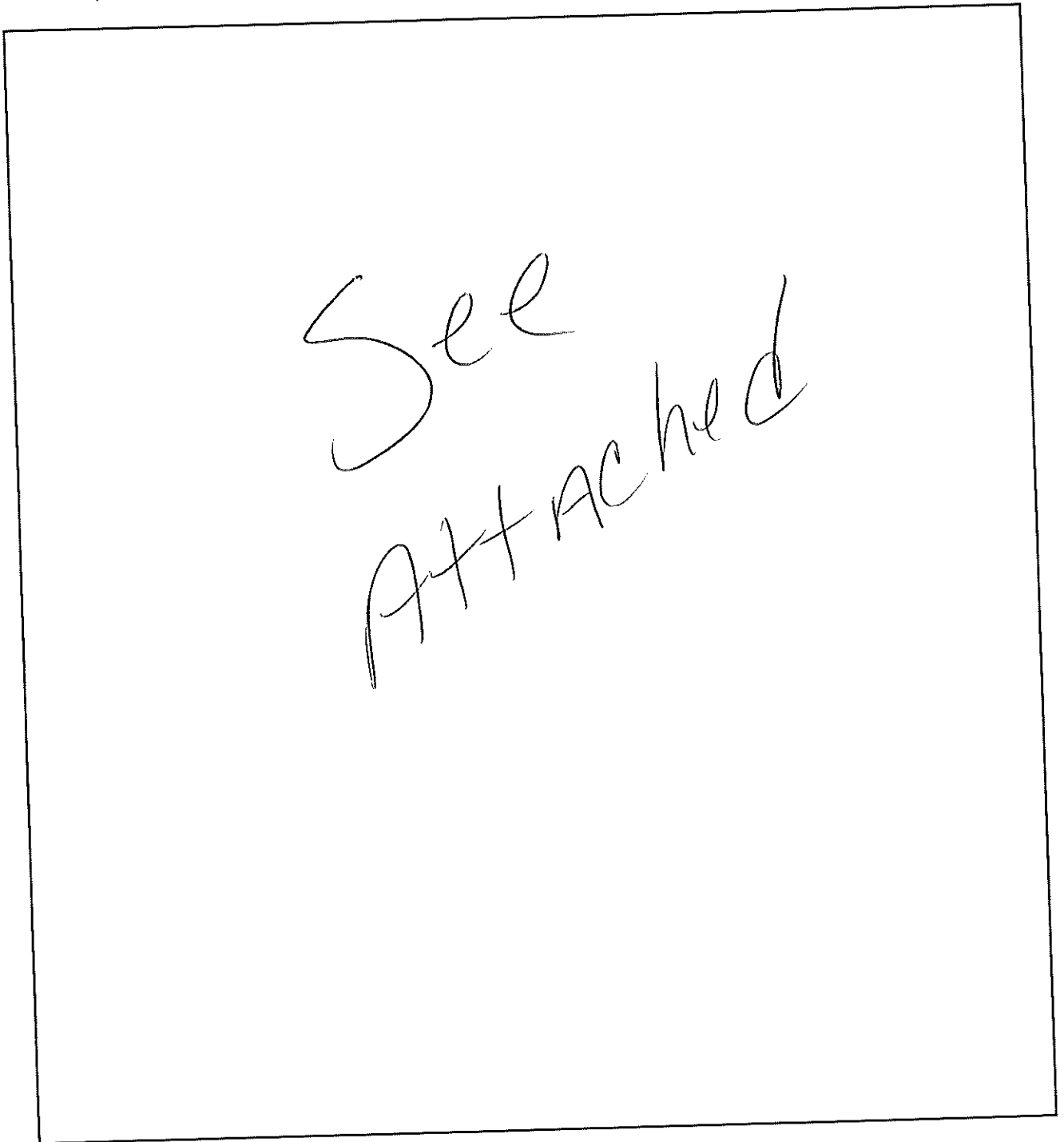
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

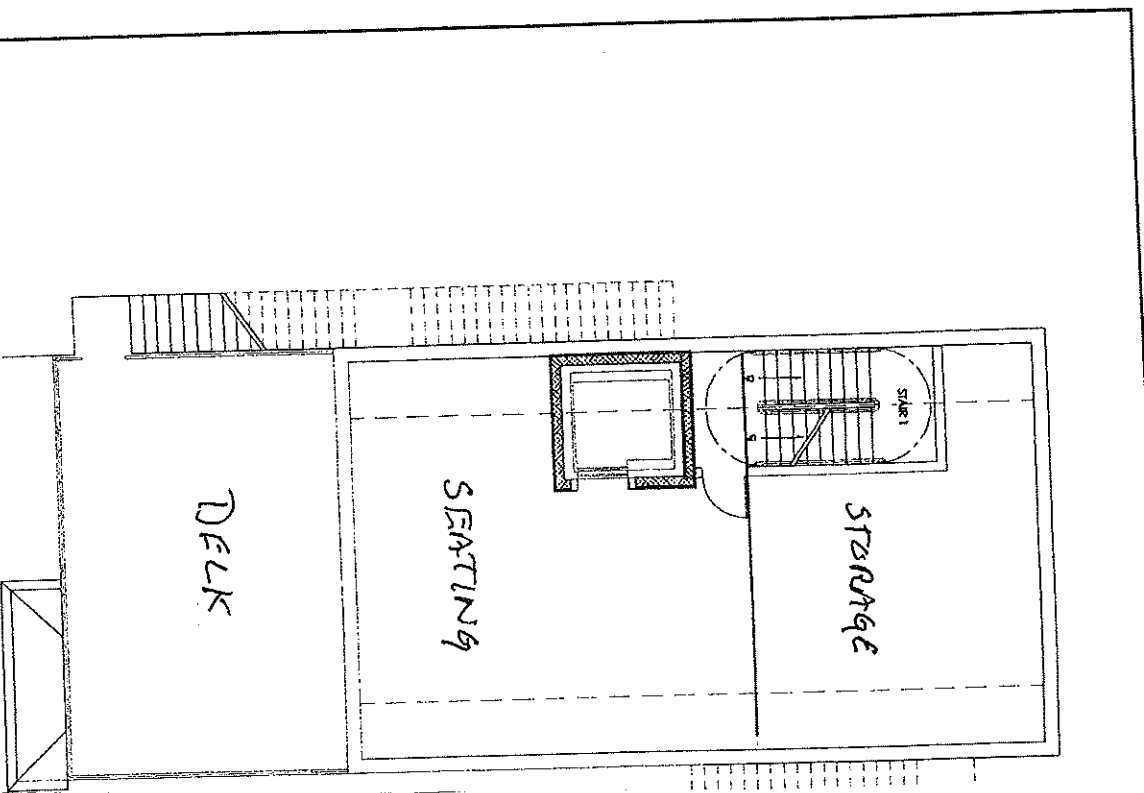
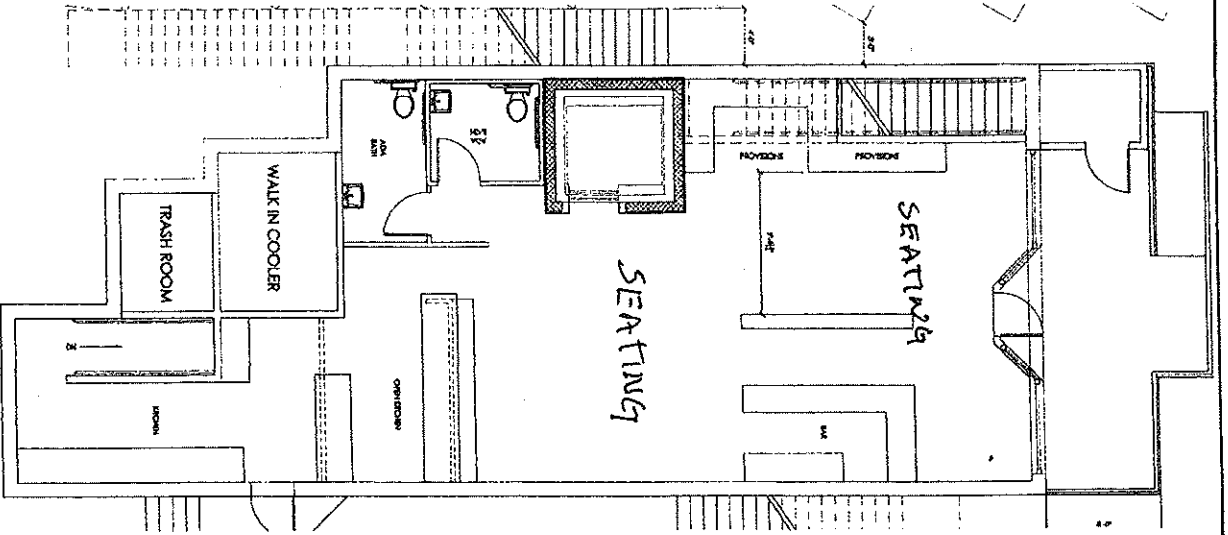
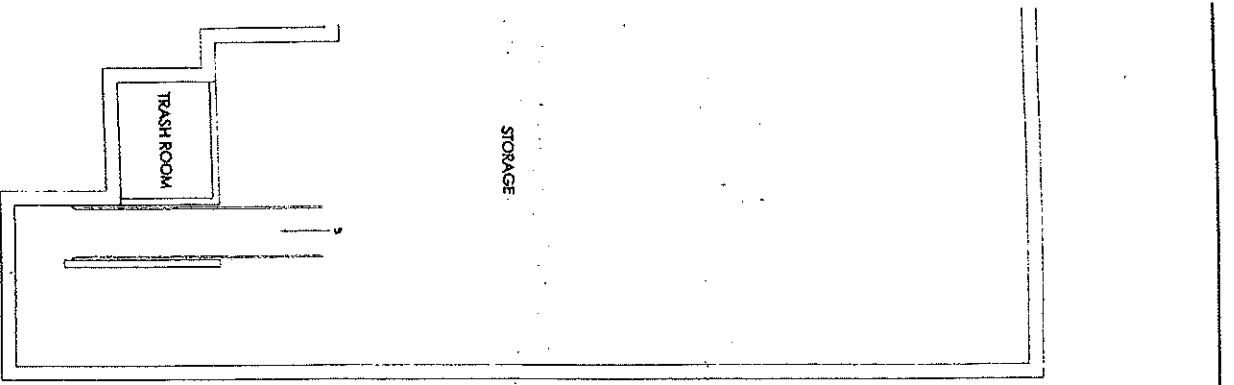
Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis 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

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: Bistro 1828 at Pepperrell Cove LLC
2. Doing Business As, if any: 1828 Bistro
3. Date of filing with Secretary of State: 05/15/2017 State in which you are formed: Maine
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
Henry Ares	87 Whipple Rd Kittery, ME 03904	05/31/2068	Managing Men	50.0000
Eides Ares	87 WhippIr Rd Kittery, ME 03904	09/04/1984	Managing Men	50.0000

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

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

182 State RD Kitty ME 03904

6. Is the licensee/applicant(s) citizens of the United States? Yes No
7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. 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

9. 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

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: MARTIN P CONNOR Date of Conviction: 1999

Offense: DWI Location: Hudson, MA

Disposition: Five / Loss License

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:

M.H. Parsons and Son's PO Box 450 York ME 03909

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)

(70) Seat dining area with counter

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: Trip Academy

Distance: 1.3 miles

Section II: Signature of Applicant(s)

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: 4/13/2022

Matt P. [Signature]
Signature of Duly Authorized Person

Matt P. [Signature]
Signature of Duly Authorized Person

MATTHEW P. CONNOR
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

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.

Dated: _____

Who is approving this application? Municipal Officers of _____

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 Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

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.

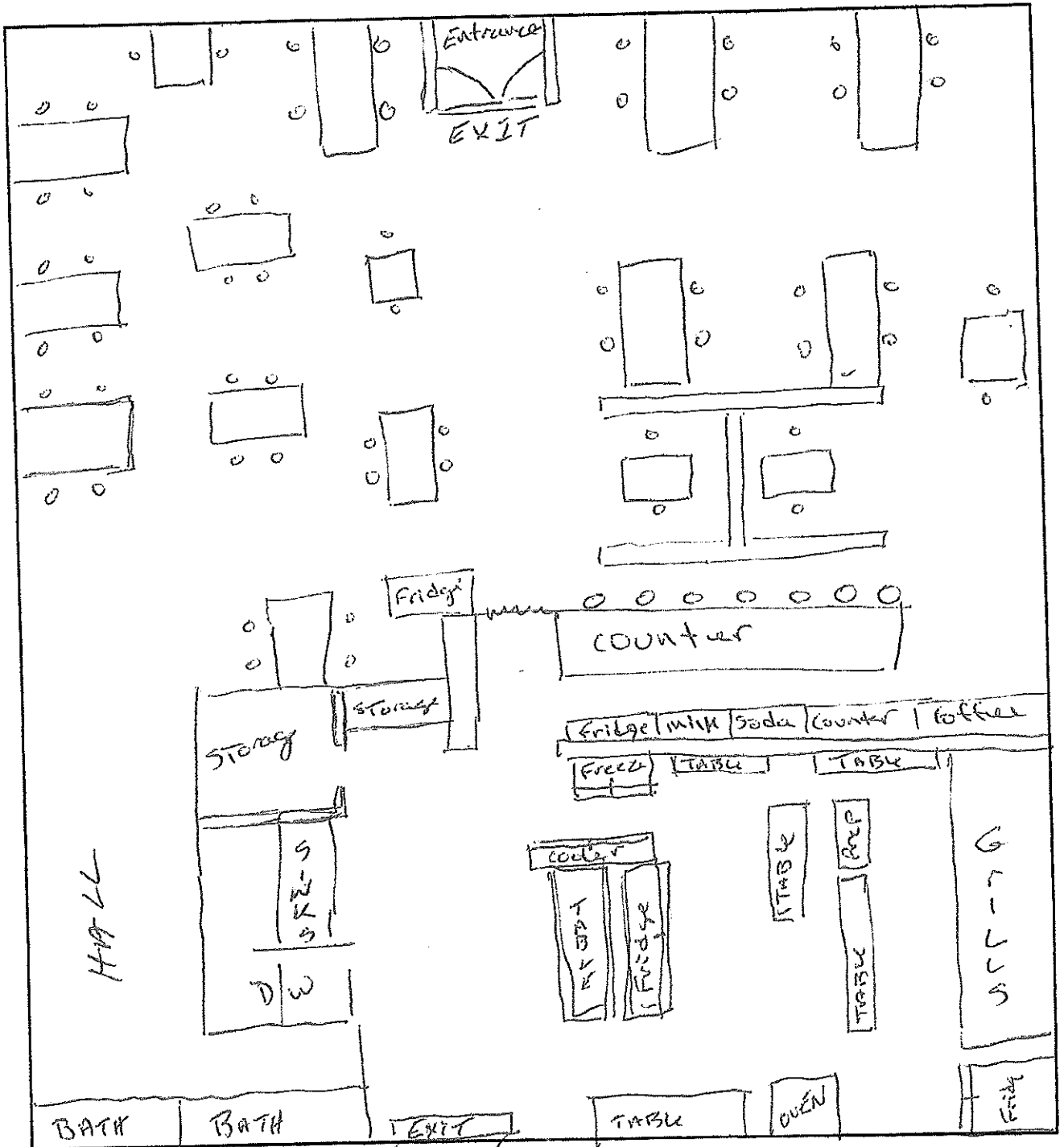
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<u>Class of License</u>	<u>Type of liquor/Establishments included</u>	<u>Fee</u>
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

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: Sunrise Grill Inc.
2. Doing Business As, if any: Sunrise Grill
3. Date of filing with Secretary of State: 4/12/2002 State in which you are formed: Maine
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
MURKIN P CONNOR	11 ESSEX ST DOVER NH 03820	7/4/1965	President	100%

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



STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Request for Extension of License Privileges for an On-Premises Establishment

Section I: Licensee Information:

Legal Business Entity Licensee Name (corporation, LLC): <u>Sunrise Grill Inc</u>	Business Name (D/B/A): <u>Sunrise Grill</u>
Individual or Sole Proprietor Licensee Name(s):	Physical Location: <u>182 State RD</u>
License Number: <u>CAR-2020-12439</u>	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address: <u>Sunrisegrill92@gmail.com</u>
Telephone # Fax #: <u>207 450 5239</u>	Business Telephone # Fax #: <u>207 439 5748</u>

Section II: Extension of Privileges Information:

1. Name, Address, and Contact Information of Property Owner (if property is rented or leased, please provide a copy of rental/lease agreement):

Name: M.H. Parsons & Sons

Complete mailing address: P.O. Box 450
York ME 03909

Telephone/Mobile Number: 207 363 3173

Email Address: N/A

2. Type of Extension of Privileges: (check only one)

- a. Temporary Inside Outside
- b. Permanent Inside Outside

continue to next page

3. Start Date: 1/1/2022 End Date (if applicable): 12/31/2022

4. Will dancing be permitted in this area? Yes No
a. If yes, does the establishment have a dance license? Yes No
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

5. Will there be live entertainment in this area? Yes No

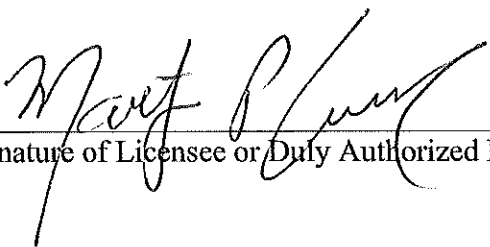
6. Reason for this request: Primarily for summer/spring/fall service @ outdoor seating area.

Section III: Signature of Licensee

By signing this application, the licensee 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: 1/9/2022



Signature of Licensee or Duly Authorized Person

Printed Name of Licensee or Duly Authorized Person

Submit completed forms to: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008
Courier delivery: 19 Union Street, 3rd floor, Suite 301-B,
Augusta, ME 04330

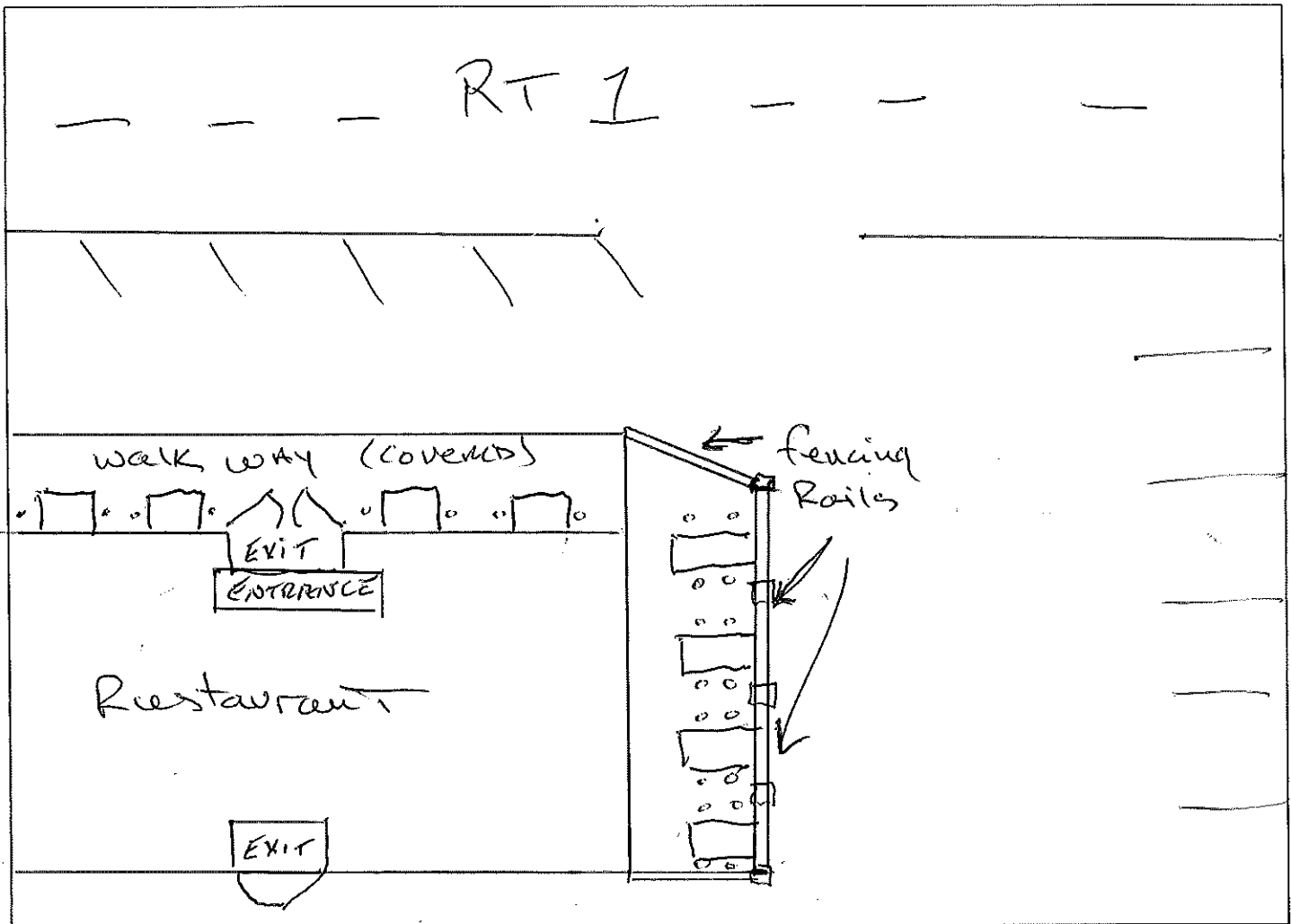
(continue to next page)

Diagram for Extension of Privileges Area

The following restrictions apply to outdoor extension of privileges:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the extension area of premises who would be able to control and monitor the area.

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your where consumption will occur including methods of monitoring and containment of the area(s).



For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

Approved Not Approved

APPLICATION TO THE KITTELY TOWN COUNCIL
TO APPROVE UP TO FIVE (5) REQUESTED DATES
FOR TOWN-WIDE SIDEWALK SALES EVENTS

2022

1. List requested dates and days of the week for up to five (5) sidewalk sales events in this calendar year (each event not to exceed four days):

Event #1: Memorial Day Sale Event May 27-30

Event #2: Fourth of July Sale Event July 1-4

Event #3: Back to School Aug. 12-15

Event #4: Labor Day Sale Event Sept. 2-5

Event #5: Columbus Day Sale Event Oct. 7-10

2. List the names and show signatures of five (5) merchants primarily engaged in retail trade or landlords of tenants primarily engaged in retail trade supporting this application:

<u>Name:</u>	<u>Affiliation:</u>	<u>Signature:</u>
A. <u>MEG Cloud</u>	<u>Weatheruane</u>	<u>[Signature]</u>
B. <u>Jeremy Gagner</u>	<u>Owner</u>	<u>[Signature]</u>
C. <u>Lynn Smith</u>	<u>Marketing Retail</u>	<u>[Signature]</u>
D. <u>Amy Steen</u>	<u>OWNER</u>	<u>[Signature]</u>
E. <u>Deb Stalton</u>	<u>owner</u>	<u>[Signature]</u>

continued...

**APPLICATION TO THE KITTERY TOWN COUNCIL TO APPROVE UP TO FIVE (5)
REQUESTED DATES FOR TOWN-WIDE SIDEWALK SALES EVENTS (Continued)**

Indicate means of informing the Kittery business community of the opportunity to participate in the town-wide sidewalk sales event(s) should it be approved:

(Please circle at least one "yes" response)

Yes No Post notices in conspicuous locations around town, including on KOA's website and at the Town Office, stating the dates of the event and the requirement for a town-approved sidewalk sales site plan for merchants to participate.

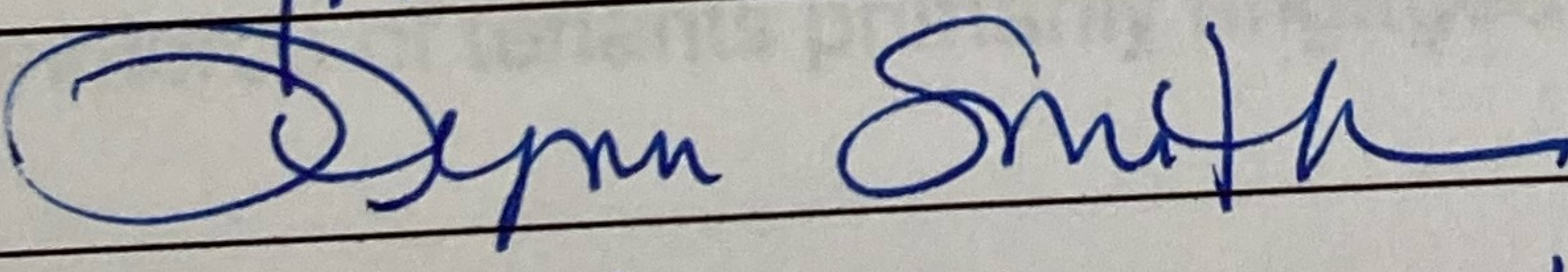
Yes No Insert a notice or article in the Greater York Chamber of Commerce newsletter or website.

Yes No Place a legal notice in a newspaper of general circulation at least ten (10) days preceding the event.

Other methods: _____

Name of applicant/contact person coordinating the event(s):

NAME: Lynn Smith

SIGNATURE: 

ADDRESS: PO Box 357 Kittery ME 03904

TELEPHONE #: 439.4367

E-MAIL : Erica@theKitteryoutlets.com

Report to Town Council

Meeting Date: January 24, 2022
From: Cameron Wake, chair, Kittery Climate Adaptation Committee
Subject: Kittery Climate Adaptation Committee Annual Report

Introduction

The Kittery Town Council formed the Climate Adaptation Committee Town in 2019 to identify and address: 1. the impacts of a changing and uncertain climate on Kittery and 2. the opportunities for the Town and community to reduce its reliance on greenhouse gases. The Committee's work is carried out by three subcommittees: Built and Natural Landscape Impacts; Energy; and Health and Public Safety. The committee meets on the first Tuesday of each month, and its membership currently includes representatives from Town Council, Conservation Commission, Planning Board, and Traip Academy, as well as five residents at large, including two local business owners. The Committee works closely and collaboratively with the Town Manager and is supported by the Project Planner in Kittery Planning and Development. Current membership and pertinent documents may be found at <https://www.kitteryme.gov/climate-adaptation-committee>.

In its first year, the Committee surveyed residents on their climate-related concerns. A majority expressed concern (extremely to concerned) about possible impacts on Kittery; the need for the Town to take action; and finally, the desire for information on impacts to private property and options, including financing, to increase residential energy efficiency. These results continue to guide the Committee's work.

2021

In June, Town Council's adoption of a climate statement was a Committee milestone. Council endorsed Maine Climate Action Plan goals and development of a Kittery Climate Action Plan. The Committee is now in the early stages of the Town-wide plan.

The Committee continued to identify and map flood hazard areas, begun in 2020, and collaborate with the Town's Land Use Issues Committee (KLIC) on land protection strategies. Working with the Southern Maine Planning and Development Commission (SMPDC), the Committee completed a Town (municipal, schools, and community) greenhouse house gas (GHG) inventory for 2019 – the most recent year for which data were available. The inventory will be presented to Town Council in January 2022. This past year, the Town added two electric vehicles (EVs) and two electric charging stations and intends, where feasible, to continue replacing vehicles with EVs. Other accomplishments included Moody's, the bond rating agency, citing the Climate Adaptation Committee as an important factor in increasing the Town's bond rating to Aa1. Further, greenhouse gas emission impacts were incorporated in the Town's Capital Improvement Program planning. With Committee encouragement, the Town Manager worked with SMPDC to craft a regional municipal approach for purchasing community solar for

municipal facilities. In July, Town Council approved the Town Manager's proposal to enter into a net energy billing agreement, based on that effort. The 20-year contract will provide for a 27.5% discount each year with regional energy credits (RECs). Once operational, 77% of the Town's municipal energy will come from Maine solar. The Committee also worked with the Town Manager and Kittery Climate Action Now (KCAN) to set up household waste collection at the Town's Resource Reclamation Center. In addition, the Committee has secured permanent display space for community outreach in the Kittery Community Center. Much of the committee's work, however, occurred in its subcommittees.

Built and Natural Landscape Subcommittee

This past year, the subcommittee has refined the flood vulnerability assessment begun on 2019-2020. The flood projections were further evaluated in a UNH senior sustainability capstone project last spring. The students estimated the total value of Town property at risk under the three sea level rise and storm surge scenarios used by the State in their planning: 3.9 ft - \$424 million; 6.1 ft - \$485 million; 10.9 ft - \$687 million. Considerably more refinement needs to go into their assessment and resulting estimates, but the report points to the areas where the Town of Kittery, individual residents, business owners need to focus attention.

Our work to date has identified key vulnerable areas in Kittery: the area around Naval Shipyard Gate 2; Rt. 103 in Kittery Point - an evacuation roadway -, including Lewis Square at Pepperrell and Haley Roads; the three Spruce Creek bridges (I-95, Rt. 1, and Rt. 103); the Seapoint Road causeway at the Rachel Carson Wildlife Preserve; Payne Road; and much of our working waterfront.

With committee support, the Town received a Piscataqua Region Estuaries Partnership (PREP) grant to work in coordination with SMPDC. The project is refining mapping of sea level rise and storm surge scenarios as a foundation for establishing an ordinance-level flood hazard zone.

The subcommittee also looked at land use issues associated with a proposed solar ordinance for Kittery; increase in the freeboard standard; and a revision of the 25-year flood standard to reflect more accurately the increasingly high rate, volume, and frequency of rainfall.

Since the spring, the Committee has displayed at the Kittery Community Center maps showing the extent of projected sea level and storm surge flooding on Kittery properties. The maps include property boundaries and allow residents to pinpoint the location of their properties.

Energy Subcommittee

The Energy Subcommittee has pursued several areas. It identified resources for residents to make their homes more energy efficient and expand ownership of EVs. Last March, the subcommittee held a virtual meeting for residents on those topics with Efficiency Maine. Over 40 people attended, and the program video was shown on Channel 22. Topics covered included Efficiency Maine rebates for EVs, charges, heat pumps and water heaters and its programs for low-income financing, a listing of contractors for energy efficient installations and retrofits, and other resources. The subcommittee added information on Efficiency Maine programs as well as

more general information, covering greenhouse gases and climate change, increasing energy efficiency, and achieving cost savings in everyday life to the Climate Committee [webpage \(https://www.kitteryme.gov/climate-adaptation-committee\)](https://www.kitteryme.gov/climate-adaptation-committee) under FAQs (frequently asked questions).

The second area, mentioned above, has been the Town-wide greenhouse gas inventory. Of note, is that roughly 40% of the greenhouse gas produced in 2019 came from transportation, consistent with State-wide estimates. In addition to EV promotion, the group began consideration encouraging public and other modes of transportation.

The final area dealt with promoting options for low-income residents to weatherize their homes and seek financing at low interest rates. At the end of the year, the group began discussion about planning for infrastructure to support the coming need for expanded electrification.

Public Health and Safety Subcommittee

The subcommittee did very preliminary work on issues of extreme heat, including locations in Kittery where we might have high heat drop-in centers.

The Coming Year

The Committee will continue its focus on the flood hazard mapping and zoning amendments to address protections in the areas of potential flooding; ordinance changes to promote solar energy; promotion of Efficiency Maine programs; infrastructure needs such as microgrids for managing electricity use; continuing community education on energy efficiency options, including for financial support for residents on limited incomes to switch to non-carbon based sources of energy; building capacity to evaluate impacts on the working waterfront and opportunities to develop aquaculture; and most importantly, developing a climate action plan that includes broad community participation.

01.19.22