



TOWN OF KITTERY

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

KITTERY TOWN COUNCIL COUNCIL CHAMBERS

July 18, 2022

6:00PM

Meetings may be watched in person, on Channel 22, the Town's website, or Kittery Channel 22 Facebook page.

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

TownComments@kitteryme.org.

The public may participate in person or via Zoom webinar. **To register for the Zoom webinar, click this link:**

https://us02web.zoom.us/webinar/register/WN_FNykhkb7SrC-r51G9IEgRQ

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

Written 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
 - June 13, 2022 – Regular Meeting
8. Interviews for the Board of Appeals and Planning Board

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials
10. PUBLIC HEARINGS
11. DISCUSSION
 - a. Discussion by members of the public (three minutes per person)
 - b. Response to public comment directed to a particular Councilor
 - c. Chairperson's response to public comments
12. UNFINISHED BUSINESS
 - a. (070322-1) The Kittery Town Council moves to vote on Title 16 – Affordable Housing BL-BL1 amendments.
13. NEW BUSINESS
 - a. Donations/gifts received for Council disposition
 - b. (070322-2) The Kittery Town Council moves to schedule a public hearing on August 15, 2022 to approve the Year End Transfers.
 - c. (070322-3) The Kittery Town Council moves to vote for Kendra Amaral to serve on the Maine Municipal Association's Legislative Policy Committee.
 - d. (070322-4) The Kittery Town Council moves to appoint Adam Causey, Director of Planning and Development as Acting Town Manager from July 25, 2022 through July 28, 2022 while Town Manager is on vacation.
14. COUNCILOR ISSUES OR COMMENTS
15. COMMITTEE AND OTHER REPORTS
 - a. Communications from the Chairperson
 - b. Committee Reports
16. EXECUTIVE SESSION
17. ADJOURNMENT

Posted: July 14, 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 July 18, 2022

1. **Whipple Sidewalk Project** – We are continuing to work with the awarded contractor, MDOT, and our resident engineer on finalizing the construction schedule for the Whipple Sidewalk project.

Utility work is scheduled to begin along the project area in the next two or three weeks. It is our expectation that heavy construction work will begin in August, and will be complete before the end of construction season this calendar year.

Due to the width of the roadway and the space required for the construction, the contractor is not able to create a safe temporary-pedestrian-path around the construction area. We recognize this will impact pedestrian access and bike safety while the project is being implemented. We appreciate pedestrians and cyclists' patience as we work to complete this project.

2. **Senior Tax Circuit Breaker** – We received 62 qualified applications for the Senior Tax Circuit Breaker program. Utilizing ARPA funds, as proposed the prior year and updated in June, we will be able to offer up to \$2,500 in tax relief per applicant this year. Letters will be going out to the approved applicants in the coming weeks.

Total cost of the circuit breaker program for this year is approximately \$155,000. This is being funded wholly by the Town's ARPA funds.

3. **Paving Projects this Season** – The Town is preparing its paving projects for this construction season. Per our Pavement Management Plan, the next three years of right-of-way work will be focused on the Admiralty Village area.

MaineDOT is planning to pave a portion of Route 1, between the Mall area and York line. MDOT is working with the Town team on coordination of this effort.

We will post on our website, and through E-Alerts, information and updates about paving work including any detour or driver disruptions anticipated with the work. To sign up for E-Alerts, please visit www.kitteryme.gov/subscribe.

4. **FY2022 Financial Report** – Please see attached FY2022 Year End Report.

Upcoming Dates:

- Kittery 375th Arts Festival – Every Thursday through August 18, www.kittery375th.com
- ADU Grant Applications Due – August 1, Planning Department
- National Night Out – August 2, 5:30PM, Kittery Community Center
- Council and School Committee Nomination Papers Due – August 8, Town Hall

Respectfully Submitted,

A handwritten signature in dark ink, appearing to be '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: July 18, 2022
From: Kendra Amaral, Town Manager
Subject: Fiscal Year 2022 Financial Update – Year End
Councilor Sponsor: N/A

This is to provide the Council with an update on the Fiscal Year 2022 (FY22) finances at Year End (YE) of the fiscal year. Please note, the Town is still processing FY22 invoices and will continue to do so through July 20. Additionally, the year-end audit will result in further adjustments to the journal. These, combined, will produce some variation from the figures presented in the attached report. The variations are typically not material to the overall analysis of the YE budget outcomes, excepting revenue which requires some revenue to be reclassified as deferred for the subsequent fiscal year, resulting in generally larger reductions in the final revenue figures when the books are closed.

Revenue

Revenue will be booked at approximately \$18M. This is 11.2% over projections. The significant drivers of the high revenue were one-time transactions. Approximately \$1.1M of the excess was from building permits for the Homestead and 76 Dennett Road projects. An additional \$500,000 was received for the marijuana lottery. When factoring out these one-time sources, total normal operating revenue came in 0.7% over projection; reflecting an exceptionally slim margin.

We approached FY22 revenue projections pessimistically; with projections lower than the prior year's revenue collections. In a number of cases the expectation of lower revenue was appropriate, albeit not as significantly as projected. The one notable exception is State Revenue Sharing, that was significantly higher than the prior year and projections.

Code Enforcement Fees (building permits) came in \$1.6M over projection. Again, this is primarily driven by two projects that had received Planning Board approval pre-COVID; and the marijuana lottery. Without these projects, Code Enforcement fees would have been just \$15,000 over projection.

Excise tax eventually met expectation in the last month of the fiscal year. As you may recall, we have been watching this closely for residual impact from the 2020/2021 pandemic timing, and the shortage of new vehicle sales in the second and third quarter of this fiscal year. Total excise collection was \$2,066,975, or approximately \$130,975 over projection; but still approximately \$45,000 less than auto excise revenue the year prior.

Boat excise significantly exceeded projections, coming in 50% higher than projected, at \$40,949. Unlike most summer-activity based revenue, boat excise comes in early, meaning this excise tax collection reflects boat registrations this year. It was anticipated that the high price of gas may drive registrations

downward; however, that did not appear to be the case. Boat excise revenue the year prior was \$33,6660

Solid waste permits and fees also outperformed projections. Combined, the Town collected \$240,933, or approximately \$115,933 over projections. The primary driver was the resale of recyclable materials. The market has rebounded on metals and cardboard this past year. Total combined revenue the year prior was \$199,057.

Port Authority related fees including transient slips and moorings, launch fees, and moorings came in at \$185,063, or approximately \$46,363 over projection. The Harbormaster has been steadily increasing the utilizations of the transient infrastructure which is having a large impact on the revenue collections. The total revenue collection was down from the prior year by approximately \$20,000.

Fort Foster revenue will end the year approximately \$21,000 under projection, with a total revenue of approximately \$278,999. The majority of Fort Foster revenue is generated in the first two months of the fiscal. Total revenue being down is consistent with the relatively wet and cool summer we had in 2021.

Recreation revenue made their projection, with a total of \$558,342 in revenue. This is 2% more than projected and a sign of the KCC team's efforts to rebuild after the impacts of the pandemic. The summer program registration, which begins in May and June helped revenue meet projections.

Parking ticket revenue remained below projections, coming in at \$30,362, or 76% of projection. Collection picked-up in the last two quarters, but remained \$19,000 behind the prior year. We believe this is a combination of the steady parking enforcement that has deterred violations, and changes in parking regulations on Walker and Wentworth, reducing the use of parking during weekdays by PNSY employees.

State revenue sharing far exceeded projections. The combination of the Legislature's approval of the Governor's budget increasing the revenue sharing percentage, and strong revenue projection on the state's part, countered our pessimistic outlook. Total state revenue sharing revenue was \$1,139,122, or approximately 47% over projection.

Sewer collections, unadjusted for the fiscal year transition are projected to end at slightly above projections. Revenue came in at \$2,692,633, approximately \$145,633 over projection. To note, revenue from metered sewer flow fell below projection by approximately \$90,000. Septage hauler rates and sewer expansion assessment revenue made up the difference. This will be an important point as we evaluate the impact recent legislation is having on sludge disposal costs, and the programmed balloon of the sewer debt scheduled in 2025. A rate review is going to be necessary in the coming year.

Expenditures

The operating budget is coming in approximately \$436,000 below budget, or 3%. Historically, we come in around 2% under budget. As a reminder, the budget is a projected spending plan based on the anticipated cost of providing services. We did not get the opportunity to implement the Memorial Circle/Beachgrass replacement project, which represents \$40,000 of the unspent funds.

The Police Department deficit went from a projected \$60,000 to a final projected deficit of \$132,846. Approximately \$65,000 is the resulting cost increases from the ratified union contracts, which are accounted for by the Salary Adjustment line in the Administration budget. Between Q3 and the YE, Kittery lost two Police Officers due to relocation further north. The Dispatch team is also short-staffed as employees leave for higher pay, or more flexible opportunities. There is a deficit of candidates for both Officer and Dispatcher roles, which is not only harming Kittery but our fellow agencies.

Other departments are also struggling with market competition and labor shortages. Communities and employers in the general area are increasing wages, offering hiring bonuses, and providing more flexible work conditions to attract and recruit employees. This is an issue not unique to Kittery or to any profession or line of work. I have reached out to the Union Business Agent to begin a discussion about options, and we are looking at adopting flexible work policies that align with private sector and competing employers.

Planning and Library departments are showing deficits; though these are directly the result of the implementation of the contract negotiations. Again, these are accounted for in the Salary Adjustment line item in the Administration budget.

The Harbormaster budget came in \$6,231 over budget, approximately 5%, in large part due to the reinstitution of the separate Shellfish Warden position and the cost-of-living increases. Additional hours were also added for the Deputy Harbormasters, to assist in meeting the service demands of the season. Total non-personnel expenses were \$1,007 under budget.

Attachments

Report through YE pre-closing of the books:

- General Fund
- Sewer Fund
- Other Funds

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TOWN OF KITTEERY - LIVE
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 13

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	110,797.07	.00	-4,901.07	104.6%*
101110 64014 TOWN CLERK SALARY	81,717	0	81,717	84,998.98	.00	-3,281.98	104.0%*
101110 64017 CLERKS SALARIES	319,904	0	319,904	333,518.69	.00	-13,614.69	104.3%*
101110 64018 HUMAN RESOURCES MA	65,498	0	65,498	71,023.02	.00	-5,525.02	108.4%*
101110 64026 FINANCE DIRECTOR S	117,591	0	117,591	119,915.93	.00	-2,324.93	102.0%*
101110 64027 CUSTODIAN WAGES	14,329	0	14,329	10,539.04	.00	3,789.96	73.6%
101110 64030 OVERTIME	4,000	0	4,000	1,850.76	.00	2,149.24	46.3%
101110 64031 SALARY & POSITION	195,000	0	195,000	.00	.00	195,000.00	.0%
101110 64041 FACILITIES MAINT S	0	0	0	161.26	.00	-161.26	100.0%*
101110 65010 POSTAGE	13,000	0	13,000	9,378.75	.00	3,621.25	72.1%
101110 65020 TELEPHONE & INTERN	9,000	0	9,000	7,849.59	.00	1,150.41	87.2%
101110 65030 TRANSPORTATION	2,500	0	2,500	.00	.00	2,500.00	.0%
101110 65040 EDUCATIONAL/MEETIN	5,000	0	5,000	4,207.15	.00	792.85	84.1%
101110 65060 PRINTING	7,000	0	7,000	11,676.61	.00	-4,676.61	166.8%*
101110 65080 LEGAL NOTICES/OTHE	3,000	0	3,000	271.48	.00	2,728.52	9.0%
101110 65200 ELECTRICITY	12,000	0	12,000	10,875.27	.00	1,124.73	90.6%
101110 65220 WATER	400	0	400	238.05	.00	161.95	59.5%
101110 65230 FUEL OIL	4,200	0	4,200	4,486.66	.00	-286.66	106.8%*
101110 65240 DUMPSTERS	625	0	625	682.65	.00	-57.65	109.2%*
101110 65250 SEWER	325	0	325	343.74	.00	-18.74	105.8%*
101110 65300 MACHINE & EQUIPMEN	35,000	0	35,000	34,165.64	.00	834.36	97.6%
101110 65400 LEGAL SERVICES	60,000	0	60,000	96,114.57	.00	-36,114.57	160.2%*
101110 65410 COMPUTER SERVICES	45,000	0	45,000	52,681.79	.00	-7,681.79	117.1%*
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	16,750.00	.00	750.00	95.7%
101110 65480 OTHER PROFESSIONAL	37,500	0	37,500	44,699.03	.00	-7,199.03	119.2%*
101110 65500 MAINTENANCE OF BLD	16,500	0	16,500	9,066.20	.00	7,433.80	54.9%
101110 66010 OFFICE SUPPLIES	7,000	0	7,000	6,719.44	.00	280.56	96.0%
101110 66020 BOOKS/SUBSCRIPTION	1,100	0	1,100	1,202.88	.00	-102.88	109.4%*
101110 66025 MAINE MUNICIPAL AS	13,500	0	13,500	14,004.00	.00	-504.00	103.7%*
101110 66030 OTHER SUPPLIES	0	0	0	679.99	.00	-679.99	100.0%*
101110 66035 ABSTRACTS & LIENS	9,500	0	9,500	4,951.00	.00	4,549.00	52.1%
101110 66040 JANITORIAL SUPPLIE	2,500	0	2,500	793.27	.00	1,706.73	31.7%
TOTAL ADMINISTRATION	1,210,085	0	1,210,085	1,072,362.13	.00	137,722.87	88.6%
101115 TOWN COUNCIL							
101115 64001 COUNCIL STIPEND	4,000	0	4,000	2,820.00	.00	1,180.00	70.5%

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TOWN OF KITTELY - LIVE
YEAR-TO-DATE BUDGET REPORT

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FOR 2022 13

ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101115 65480 OTHER PROF SERV/CO	3,000	0	3,000	.00	.00	3,000.00	.0%
101115 66037 COUNCIL EXPENSES	350	0	350	45.00	.00	305.00	12.9%
TOTAL TOWN COUNCIL	7,350	0	7,350	2,865.00	.00	4,485.00	39.0%
101130 ELECTIONS							
101130 64020 PART TIME SALARIES	5,000	0	5,000	3,137.53	.00	1,862.47	62.8%
101130 65000 ELECTIONS EXPENSES	800	0	800	206.71	.00	593.29	25.8%
101130 65010 POSTAGE	2,100	0	2,100	609.80	.00	1,490.20	29.0%
101130 65060 PRINTING	6,500	0	6,500	4,189.83	.00	2,310.17	64.5%
101130 65480 OTHER PROFESSIONAL	5,000	0	5,000	2,806.85	.00	2,193.15	56.1%
101130 66010 OFFICE SUPPLIES	200	0	200	.00	.00	200.00	.0%
101130 67510 OFFICE FURNITURE &	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL ELECTIONS	20,600	0	20,600	10,950.72	.00	9,649.28	53.2%
101150 COUNTY TAX							
101150 65480 OTHER PROF SERVICE	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							
101155 65000 TIF FINANCING PLAN	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							
101160 65480 OTHER PROF SERV -	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							
101230 68057 RUSTLEWOOD FARM -	6,545	0	6,545	6,544.57	.00	.43	100.0%

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TOWN OF KITTEERY - LIVE
 YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101230 68065 2006 FIRE STATION	115,000	0	115,000	115,000.00	.00	.00	100.0%
101230 68066 2010 PW SALT SHED	16,500	0	16,500	16,500.00	.00	.00	100.0%
101230 68067 2012 KCC BOND PRIN	275,000	0	275,000	275,000.00	.00	.00	100.0%
101230 68068 2015 CIP BOND PRIN	225,000	0	225,000	225,000.00	.00	.00	100.0%
101230 68069 KLT BRAVE BOAT HEA	11,910	0	11,910	11,910.01	.00	-.01	100.0%*
101230 68071 LIBRARY BOND PRINC	240,000	0	240,000	240,000.00	.00	.00	100.0%
101230 68257 RUSTLEWOOD FARM IN	3,771	0	3,771	3,770.12	.00	.88	100.0%
101230 68265 2006 FIRE STATION	12,800	0	12,800	12,800.00	.00	.00	100.0%
101230 68268 2015 CIP BONDS INT	20,250	0	20,250	20,250.00	.00	.00	100.0%
101230 68269 KLT BRAVE BOAT HEA	6,180	0	6,180	6,179.64	.00	.36	100.0%
101230 68271 LIBRARY BOND INTER	113,133	0	113,133	113,132.52	.00	.48	100.0%
101230 68295 PWD BLDG/SALT SHED	5,474	0	5,474	5,473.54	.00	.46	100.0%
101230 68297 2012 KCC BOND INT	77,275	0	77,275	77,275.00	.00	.00	100.0%
TOTAL DEBT & INTEREST	1,128,838	0	1,128,838	1,128,835.40	.00	2.60	100.0%
101310 POLICE							
101310 64002 POLICE CHIEF FT S	99,809	0	99,809	103,836.83	.00	-4,027.83	104.0%*
101310 64012 SERGEANTS SALARIES	329,211	0	329,211	334,012.25	.00	-4,801.25	101.5%*
101310 64013 SCHOOL RESOURCE OF	68,791	0	68,791	57,891.86	.00	10,899.14	84.2%
101310 64014 DETECTIVES SALARIE	140,909	0	140,909	144,267.28	.00	-3,358.28	102.4%*
101310 64015 PATROLMEN SALARIES	705,120	62,238	767,358	771,712.41	.00	-4,354.41	100.6%*
101310 64016 DISPATCHER SALARIE	296,420	0	296,420	335,472.86	.00	-39,052.86	113.2%*
101310 64017 ADMINISTRATIVE ASS	95,895	0	95,895	99,782.45	.00	-3,887.45	104.1%*
101310 64022 ANIMAL CONTROL OFF	68,939	0	68,939	70,971.09	.00	-2,032.09	102.9%*
101310 64023 LIEUTENANT SALARY	83,454	0	83,454	85,121.20	.00	-1,667.20	102.0%*
101310 64024 NIGHT DIFFERENTIAL	17,000	0	17,000	15,215.20	.00	1,784.80	89.5%
101310 64027 CUSTODIAN WAGES	15,433	0	15,433	14,170.82	.00	1,262.18	91.8%
101310 64030 OVERTIME	185,000	3,710	188,710	250,903.63	.00	-62,193.63	133.0%*
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	2,400.00	.00	3,300.00	42.1%
101310 64037 GYM MEMBERSHIP STI	0	0	0	5,540.47	.00	-5,540.47	100.0%*
101310 65010 POSTAGE	870	0	870	1,030.04	.00	-160.04	118.4%*
101310 65020 TELEPHONE & INTERN	24,700	0	24,700	32,694.07	.00	-7,994.07	132.4%*
101310 65030 TRANSPORTATION	2,800	0	2,800	2,818.00	.00	-18.00	100.6%*
101310 65040 EDUCATIONAL/MEETIN	24,000	2,500	26,500	27,313.09	.00	-813.09	103.1%*
101310 65060 PRINTING	3,600	50	3,650	909.25	.00	2,740.75	24.9%
101310 65080 LEGAL NOTICES/OTHE	700	310	1,010	.00	.00	1,010.00	.0%
101310 65200 ELECTRICITY	15,000	0	15,000	14,500.33	.00	499.67	96.7%
101310 65220 WATER	545	0	545	317.40	.00	227.60	58.2%
101310 65230 FUEL OIL	5,400	0	5,400	6,168.94	.00	-768.94	114.2%*

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YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101310 65240 DUMPSTERS	750	0	750	910.23	.00	-160.23	121.4%*
101310 65250 SEWER	300	0	300	458.42	.00	-158.42	152.8%*
101310 65300 MACHINE & EQUIPMEN	72,500	0	72,500	69,388.01	.00	3,111.99	95.7%
101310 65310 VEHICLE MAINTENANC	31,000	0	31,000	32,083.98	.00	-1,083.98	103.5%*
101310 65311 GAS, GREASE, & OIL	45,000	0	45,000	40,243.66	.00	4,756.34	89.4%
101310 65470 DOG EXPENSE	750	0	750	422.00	.00	328.00	56.3%
101310 65480 OTHER PROFESSIONAL	6,700	1,025	7,725	35,117.36	.00	-27,392.36	454.6%*
101310 65500 MAINTENANCE OF BLD	5,000	0	5,000	6,138.54	.00	-1,138.54	122.8%*
101310 65521 UNIFORMS	24,000	3,060	27,060	29,764.51	.00	-2,704.51	110.0%*
101310 65693 SOCIAL SVCS PARTNE	0	20,000	20,000	6,875.00	.00	13,125.00	34.4%
101310 66010 OFFICE SUPPLIES	4,000	0	4,000	3,789.94	.00	210.06	94.7%
101310 66020 BOOKS/SUBSCRIPTION	5,000	80	5,080	3,052.50	.00	2,027.50	60.1%
101310 66030 OTHER SUPPLIES	7,800	0	7,800	5,771.01	.00	2,028.99	74.0%
101310 66032 ARMORY SUPPLIES	22,357	3,327	25,684	23,862.61	.00	1,821.39	92.9%
101310 66040 JANITORIAL SUPPLIE	3,000	0	3,000	2,652.03	.00	347.97	88.4%
101310 67510 OFFICE FURNITURE &	1,500	0	1,500	1,384.00	.00	116.00	92.3%
101310 67517 BULLET PROOF VESTS	4,700	1,175	5,875	3,968.49	.00	1,906.51	67.5%
TOTAL POLICE	2,425,736	97,475	2,523,211	2,642,931.76	.00	-119,720.76	104.7%
101320 FIRE							
101320 64003 FIRE CHIEF SALARY	92,604	0	92,604	98,887.39	.00	-6,283.39	106.8%*
101320 64020 PART TIME SALARIES	111,056	0	111,056	97,464.72	.00	13,591.28	87.8%
101320 64030 OVERTIME FT FIREFI	0	0	0	7,371.68	.00	-7,371.68	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	186,851.82	.00	56,092.18	76.9%
101320 64045 FT FIREFIGHTER CAL	29,883	0	29,883	24,970.50	.00	4,912.50	83.6%
101320 64095 ACCIDENT & HEALTH	2,208	0	2,208	1,682.00	.00	526.00	76.2%
101320 65010 POSTAGE	0	0	0	31.67	.00	-31.67	100.0%*
101320 65020 TELEPHONE & INTERN	7,728	0	7,728	9,132.40	.00	-1,404.40	118.2%*
101320 65040 EDUCATIONAL/MEETIN	2,235	0	2,235	2,085.28	.00	149.72	93.3%
101320 65045 TRAINING	4,650	0	4,650	1,188.82	.00	3,461.18	25.6%
101320 65046 HEALTH/PHYSICAL	2,618	0	2,618	1,200.00	.00	1,418.00	45.8%
101320 65080 LEGAL NOTICES/OTHE	0	0	0	275.31	.00	-275.31	100.0%*
101320 65200 ELECTRICITY	8,688	0	8,688	8,846.69	.00	-158.69	101.8%*
101320 65220 WATER	302	0	302	364.65	.00	-62.65	120.7%*
101320 65230 FUEL OIL	19,398	0	19,398	19,470.62	.00	-72.62	100.4%*
101320 65250 SEWER	400	0	400	663.51	.00	-263.51	165.9%*
101320 65300 MACHINE & EQUIPMEN	33,829	0	33,829	41,374.19	.00	-7,545.19	122.3%*
101320 65302 PROTECTIVE & SAFET	3,660	0	3,660	5,528.73	.00	-1,868.73	151.1%*
101320 65311 GAS, GREASE, & OIL	7,185	0	7,185	6,795.60	.00	389.40	94.6%

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ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101320 65330 RADIO MAINTENANCE	5,117	0	5,117	1,158.00	.00	3,959.00	22.6%
101320 65480 OTHER PROFESSIONAL	7,896	0	7,896	7,954.62	.00	-58.62	100.7%*
101320 65500 MAINTENANCE OF BLD	15,390	0	15,390	13,738.96	.00	1,651.04	89.3%
101320 65521 UNIFORMS	800	0	800	2,800.00	.00	-2,000.00	350.0%*
101320 66010 OFFICE SUPPLIES	672	0	672	329.86	.00	342.14	49.1%
101320 66020 BOOKS/SUBSCRIPTION	200	0	200	.00	.00	200.00	.0%
101320 66040 JANITORIAL SUPPLIE	600	0	600	695.85	.00	-95.85	116.0%*
101320 67505 EXTINGUISHER MAINT	500	0	500	319.93	.00	180.07	64.0%
101320 67515 LANTERNS & BATTERI	200	0	200	.00	.00	200.00	.0%
101320 67520 OPERATING EQUIPMEN	8,000	0	8,000	18,887.60	.00	-10,887.60	236.1%*
TOTAL FIRE	625,491	0	625,491	572,225.40	.00	53,265.60	91.5%
101330 STREETLIGHTS							
101330 65200 ELECTRICITY - STRE	45,000	0	45,000	18,250.52	.00	26,749.48	40.6%
101330 65300 MACHINE & EQUIPMEN	10,000	0	10,000	13,890.70	.00	-3,890.70	138.9%*
TOTAL STREETLIGHTS	55,000	0	55,000	32,141.22	.00	22,858.78	58.4%
101340 HYDRANT RENTALS							
101340 65300 HYDRANT RENT MACHI	255,000	0	255,000	255,149.44	.00	-149.44	100.1%*
TOTAL HYDRANT RENTALS	255,000	0	255,000	255,149.44	.00	-149.44	100.1%
101410 HIGHWAY							
101410 64004 HIGHWAY 35% COMM S	35,020	0	35,020	36,433.44	.00	-1,413.44	104.0%*
101410 64010 FULL TIME SALARIES	529,033	0	529,033	493,922.34	.00	35,110.66	93.4%
101410 64015 ADMINISTRATIVE ASS	48,797	0	48,797	46,436.95	.00	2,360.05	95.2%
101410 64029 OVERTIME - SNOW &	75,000	0	75,000	48,747.14	.00	26,252.86	65.0%
101410 64030 OVERTIME	7,200	0	7,200	12,117.40	.00	-4,917.40	168.3%*
101410 65010 POSTAGE	500	0	500	124.13	.00	375.87	24.8%
101410 65020 TELEPHONE & INTERN	4,200	0	4,200	5,361.35	.00	-1,161.35	127.7%*
101410 65030 TRANSPORTATION	750	0	750	500.00	.00	250.00	66.7%
101410 65040 EDUCATIONAL/MEETIN	4,000	0	4,000	254.00	.00	3,746.00	6.4%
101410 65060 PRINTING	600	0	600	283.00	.00	317.00	47.2%

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101410 65080 LEGAL NOTICES/OTHE	1,000	0	1,000	789.28	.00	210.72	78.9%
101410 65200 ELECTRICITY	4,100	0	4,100	5,915.75	.00	-1,815.75	144.3%*
101410 65220 WATER	2,500	0	2,500	1,339.34	.00	1,160.66	53.6%
101410 65230 FUEL OIL	7,000	0	7,000	5,242.54	.00	1,757.46	74.9%
101410 65250 SEWER	350	0	350	400.00	.00	-50.00	114.3%*
101410 65300 MACHINE & EQUIPMEN	18,000	0	18,000	14,145.81	.00	3,854.19	78.6%
101410 65302 PROTECTIVE & SAFET	3,000	0	3,000	3,207.70	.00	-207.70	106.9%*
101410 65303 FACILITY SAFETY IN	1,250	0	1,250	648.04	.00	601.96	51.8%
101410 65310 VEHICLE MAINTENANC	18,000	0	18,000	24,442.80	.00	-6,442.80	135.8%*
101410 65311 GAS, GREASE, & OIL	52,000	0	52,000	35,965.88	.00	16,034.12	69.2%
101410 65312 TIRES & TUBES	8,000	0	8,000	7,298.50	.00	701.50	91.2%
101410 65450 TARRING & PATCHING	12,000	0	12,000	18,233.38	.00	-6,233.38	151.9%*
101410 65452 SALT	140,000	0	140,000	254,201.79	.00	-114,201.79	181.6%*
101410 65454 SAND	2,100	0	2,100	.00	.00	2,100.00	.0%
101410 65456 GRAVEL & FILL	3,000	0	3,000	2,751.60	.00	248.40	91.7%
101410 65458 DRAINAGE SUPPLIES	5,000	0	5,000	3,429.99	.00	1,570.01	68.6%
101410 65460 SIGNS	10,000	0	10,000	3,250.39	.00	6,749.61	32.5%
101410 65462 STRIPING	45,000	0	45,000	42,740.37	.00	2,259.63	95.0%
101410 65466 SNOW REMOVAL EQUIP	19,000	0	19,000	18,666.82	.00	333.18	98.2%
101410 65480 OTHER PROFESSIONAL	30,000	0	30,000	24,275.14	.00	5,724.86	80.9%
101410 65500 MAINTENANCE OF BLD	6,500	0	6,500	11,146.33	.00	-4,646.33	171.5%*
101410 65521 UNIFORMS	4,400	0	4,400	3,700.51	.00	699.49	84.1%
101410 65522 C.D.L PROGRAMS	850	0	850	933.58	.00	-83.58	109.8%*
101410 66009 SHOP SUPPLIES	17,000	0	17,000	17,329.99	.00	-329.99	101.9%*
101410 66010 OFFICE SUPPLIES	800	0	800	1,090.11	.00	-290.11	136.3%*
101410 66011 HAND TOOLS	600	0	600	742.22	.00	-142.22	123.7%*
101410 66020 BOOKS/SUBSCRIPTION	1,000	0	1,000	1,410.30	.00	-410.30	141.0%*
101410 66030 OTHER SUPPLIES	400	0	400	395.63	.00	4.37	98.9%
101410 66040 JANITORIAL SUPPLIE	8,500	0	8,500	7,752.51	.00	747.49	91.2%
101410 67514 PLANT EQUIPMENT	1,500	0	1,500	1,024.99	.00	475.01	68.3%
101410 67518 RENTAL EQUIPMENT	3,000	0	3,000	7,883.10	.00	-4,883.10	262.8%*
101410 67520 OPERATING EQUIPMEN	2,000	0	2,000	1,595.22	.00	404.78	79.8%
101410 67540 IMPROVEMENTS TO BL	2,000	40,000	42,000	1,860.00	.00	40,140.00	4.4%
TOTAL HIGHWAY	1,134,950	40,000	1,174,950	1,167,989.36	.00	6,960.64	99.4%
101520 GENERAL ASSISTANCE							
101520 65480 OTHER PROF SERVICE	60,000	0	60,000	58,537.06	.00	1,462.94	97.6%
TOTAL GENERAL ASSISTANCE	60,000	0	60,000	58,537.06	.00	1,462.94	97.6%
101530 PUBLIC HEALTH SERVICE							
101530 64020 PART TIME SALARIES	520	0	520	521.40	.00	-1.40	100.3%*

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TOTAL PUBLIC HEALTH SERVICE	520	0	520	521.40	.00	-1.40	100.3%
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	14.84	.00	435.16	3.3%
101720 65040 EDUCATIONAL/MEETIN	1,000	0	1,000	405.00	.00	595.00	40.5%
101720 65060 PRINTING	250	0	250	.00	.00	250.00	.0%
101720 65080 LEGAL NOTICES & OT	1,250	0	1,250	3,308.54	.00	-2,058.54	264.7%*
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	9,413.38	.00	1,371.62	87.3%
101721 PLANNING / CODE							
101721 64005 CODE ENFORCEMENT S	72,119	0	72,119	73,079.73	.00	-960.73	101.3%*
101721 64006 PLANNER SALARY	64,260	0	64,260	56,667.37	.00	7,592.63	88.2%
101721 64010 DEVELOPMENT STAFF	40,934	0	40,934	42,270.89	.00	-1,336.89	103.3%*
101721 64017 ASSISTANT PLANNER	26,970	0	26,970	26,881.88	.00	88.12	99.7%
101721 64018 ASST CODE ENFORCEM	52,349	0	52,349	61,654.96	.00	-9,305.96	117.8%*
101721 64030 OVERTIME	0	0	0	500.56	.00	-500.56	100.0%*
101721 64042 DIRECTOR OF PLANNI	103,239	0	103,239	106,932.03	.00	-3,693.03	103.6%*
101721 65010 POSTAGE	1,250	0	1,250	1,129.84	.00	120.16	90.4%
101721 65020 TELEPHONE & INTERN	1,500	0	1,500	1,820.36	.00	-320.36	121.4%*
101721 65030 TRANSPORTATION	600	0	600	663.45	.00	-63.45	110.6%*
101721 65040 EDUCATIONAL/MEETIN	3,000	0	3,000	2,654.04	.00	345.96	88.5%
101721 65060 PRINTING	500	0	500	10.00	.00	490.00	2.0%

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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	2,699.32	.00	-2,199.32	539.9%*
101721 65300 MACHINE & EQUIPMEN	3,700	0	3,700	3,130.55	.00	569.45	84.6%
101721 65310 VEHICLE MAINTENANC	500	0	500	.00	.00	500.00	.0%
101721 65311 GAS, GREASE, & OIL	450	0	450	.00	.00	450.00	.0%
101721 65314 VEHICLE LEASE	1,900	0	1,900	1,892.58	.00	7.42	99.6%
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	182.85	.00	17.15	91.4%
101721 65423 PERSONAL PROPERTY	6,000	0	6,000	7,500.00	.00	-1,500.00	125.0%*
101721 65480 OTHER PROFESSIONAL	135,820	0	135,820	138,036.00	.00	-2,216.00	101.6%*
101721 65521 UNIFORMS	250	0	250	334.99	.00	-84.99	134.0%*
101721 66010 OFFICE SUPPLIES	850	0	850	629.59	.00	220.41	74.1%
101721 66020 BOOKS/SUBSCRIPTION	400	0	400	213.50	.00	186.50	53.4%
101721 66030 OTHER SUPPLIES	250	0	250	101.53	.00	148.47	40.6%
101721 67510 OFFICE FURNITURE &	2,000	0	2,000	1,678.50	.00	321.50	83.9%
TOTAL PLANNING / CODE	555,903	0	555,903	564,550.22	.00	-8,647.22	101.6%

101730 IN TOWN PARKS

101730 64007 PARKS 10% COMM SAL	10,006	0	10,006	10,409.75	.00	-403.75	104.0%*
101730 64010 FULL TIME SALARIES	131,898	0	131,898	147,373.73	.00	-15,475.73	111.7%*
101730 64030 OVERTIME	1,000	0	1,000	710.40	.00	289.60	71.0%
101730 65040 EDUCATIONAL/MEETIN	100	0	100	60.00	.00	40.00	60.0%
101730 65060 PRINTING	100	0	100	.00	.00	100.00	.0%
101730 65080 LEGAL NOTICES/OTHE	150	0	150	.00	.00	150.00	.0%
101730 65200 ELECTRICITY	1,538	0	1,538	1,266.73	.00	271.27	82.4%
101730 65220 WATER	7,400	0	7,400	3,966.06	.00	3,433.94	53.6%
101730 65300 MACHINE & EQUIPMEN	2,000	0	2,000	2,610.19	.00	-610.19	130.5%*
101730 65302 PROTECTIVE & SAFET	1,050	0	1,050	1,050.00	.00	.00	100.0%
101730 65303 FACILITY SAFETY IN	625	0	625	12.55	.00	612.45	2.0%
101730 65310 VEHICLE MAINTENANC	1,200	0	1,200	3,119.12	.00	-1,919.12	259.9%*
101730 65311 GAS, GREASE, & OIL	5,500	0	5,500	2,325.55	.00	3,174.45	42.3%
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	1,570.90	.00	1,429.10	52.4%
101730 65480 OTHER PROFESSIONAL	31,200	0	31,200	41,739.28	.00	-10,539.28	133.8%*
101730 65500 MAINTENANCE OF BLD	1,000	0	1,000	193.92	.00	806.08	19.4%
101730 65510 PAINTING	0	0	0	17.52	.00	-17.52	100.0%*
101730 65521 UNIFORMS	1,200	0	1,200	1,116.00	.00	84.00	93.0%
101730 66011 HAND TOOLS	150	0	150	55.97	.00	94.03	37.3%
101730 66030 OTHER SUPPLIES	150	0	150	149.78	.00	.22	99.9%
101730 66040 JANITORIAL SUPPLIE	500	0	500	.00	.00	500.00	.0%

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101730 67520 OPERATING EQUIPMEN	1,000	0	1,000	569.95	.00	430.05	57.0%
101730 67575 SEAPOINT BEACH	0	0	0	10.04	.00	-10.04	100.0%*
TOTAL IN TOWN PARKS	201,767	0	201,767	219,058.48	.00	-17,291.48	108.6%
101735 FT FOSTER SEAPOINT & CRESCENT							
101735 64007 PARKS 15% COMM SAL	15,009	0	15,009	15,614.35	.00	-605.35	104.0%*
101735 64010 FULL TIME SALARIES	53,561	0	53,561	35,163.30	.00	18,397.70	65.7%
101735 64020 PART TIME SALARIES	64,625	0	64,625	42,847.02	.00	21,777.98	66.3%
101735 64030 OVERTIME	7,200	0	7,200	5,294.95	.00	1,905.05	73.5%
101735 65020 TELEPHONE & INTERN	1,400	0	1,400	1,759.32	.00	-359.32	125.7%*
101735 65040 EDUCATIONAL/MEETIN	100	0	100	.00	.00	100.00	.0%
101735 65060 PRINTING	3,500	0	3,500	1,932.13	.00	1,567.87	55.2%
101735 65080 LEGAL NOTICES/OTHE	200	0	200	.00	.00	200.00	.0%
101735 65200 ELECTRICITY	513	0	513	312.24	.00	200.76	60.9%
101735 65220 WATER	600	0	600	.00	.00	600.00	.0%
101735 65300 MACHINE & EQUIPMEN	1,500	0	1,500	2,694.54	.00	-1,194.54	179.6%*
101735 65302 PROTECTIVE & SAFET	600	0	600	599.98	.00	.02	100.0%
101735 65303 FACILITY SAFETY IN	625	0	625	39.99	.00	585.01	6.4%
101735 65310 VEHICLE MAINTENANC	1,200	0	1,200	2,036.53	.00	-836.53	169.7%*
101735 65311 GAS, GREASE, & OIL	5,500	0	5,500	1,361.03	.00	4,138.97	24.7%
101735 65312 TIRES & TUBES	700	0	700	1,307.10	.00	-607.10	186.7%*
101735 65480 OTHER PROFESSIONAL	4,000	0	4,000	3,743.69	.00	256.31	93.6%
101735 65500 MAINTENANCE OF BLD	4,500	0	4,500	2,132.26	.00	2,367.74	47.4%
101735 65510 PAINTING	400	0	400	328.90	.00	71.10	82.2%
101735 65521 UNIFORMS	700	0	700	372.00	.00	328.00	53.1%
101735 66011 HAND TOOLS	150	0	150	28.78	.00	121.22	19.2%
101735 66030 OTHER SUPPLIES	900	20,000	20,900	15,042.45	.00	5,857.55	72.0%
101735 66040 JANITORIAL SUPPLIE	6,000	0	6,000	2,069.27	.00	3,930.73	34.5%
101735 67520 OPERATING EQUIPMEN	1,200	0	1,200	1,499.94	.00	-299.94	125.0%*
101735 67575 SEAPOINT BEACH	200	0	200	.00	.00	200.00	.0%
TOTAL FT FOSTER SEAPOINT & CRESCENT	174,883	20,000	194,883	136,179.77	.00	58,703.23	69.9%
101740 MISCELLANEOUS ACCOUNTS							
101740 65023 EPA STORMWATER 4 P	20,000	0	20,000	21,467.12	.00	-1,467.12	107.3%*
101740 65025 COMPUTER REPAIR/RE	65,000	0	65,000	53,787.44	.00	11,212.56	82.7%
101740 65201 EV CHARGING ELECTR	0	0	0	474.64	.00	-474.64	100.0%*

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101740 66036 CONSERVATION COMMI	500	0	500	.00	.00	500.00	.0%
101740 68525 MOSQUITO/TICK CONT	40,000	0	40,000	38,580.00	.00	1,420.00	96.5%
101740 69200 PSAP PAID TO YORK	35,000	0	35,000	33,771.50	.00	1,228.50	96.5%
TOTAL MISCELLANEOUS ACCOUNTS	160,500	0	160,500	148,080.70	.00	12,419.30	92.3%
101750 STATE/BANK FEES							
101750 65952 OVERAGE/SHORTAGE	0	0	0	60.00	.00	-60.00	100.0%*
101750 65954 BANK FEES/CHARGES	500	0	500	85.58	.00	414.42	17.1%
TOTAL STATE/BANK FEES	500	0	500	145.58	.00	354.42	29.1%
101760 CAPITAL IMPROVEMENT PLAN							
101760 68750 CIP HOLDING DEDICA	628,000	0	628,000	628,000.00	.00	.00	100.0%
101760 68751 CIP DEPT CAPITAL R	960,900	0	960,900	960,900.00	.00	.00	100.0%
TOTAL CAPITAL IMPROVEMENT PLAN	1,588,900	0	1,588,900	1,588,900.00	.00	.00	100.0%
101810 LIBRARY							
101810 64010 FULL TIME SALARIES	200,071	0	200,071	208,420.47	.00	-8,349.47	104.2%*
101810 65002 LIBRARY DIRECTOR	83,364	0	83,364	86,744.29	.00	-3,380.29	104.1%*
101810 65003 LIBRARY PART TIME	4,140	0	4,140	9,209.58	.00	-5,069.58	222.5%*
101810 65010 POSTAGE	600	0	600	87.47	.00	512.53	14.6%
101810 65020 TELEPHONE & INTERN	1,200	0	1,200	2,606.17	.00	-1,406.17	217.2%*
101810 65060 PRINTING	200	0	200	47.50	.00	152.50	23.8%
101810 65200 ELECTRICITY	4,500	0	4,500	4,817.08	.00	-317.08	107.0%*
101810 65220 WATER	200	0	200	183.25	.00	16.75	91.6%
101810 65230 FUEL OIL	3,000	0	3,000	2,320.56	.00	679.44	77.4%
101810 65250 SEWER	400	0	400	500.00	.00	-100.00	125.0%*
101810 65338 E-BOOKS CHILDREN	1,000	0	1,000	999.00	.00	1.00	99.9%
101810 65339 AV DVD CHILDREN/TE	1,100	0	1,100	826.78	.00	273.22	75.2%
101810 65340 E-BOOKS	4,000	0	4,000	4,647.63	.00	-647.63	116.2%*
101810 65341 AUDIO VISUAL/DVD	14,420	0	14,420	9,967.60	.00	4,452.40	69.1%
101810 65342 LIBRARY COPIER EXP	3,000	0	3,000	1,235.30	.00	1,764.70	41.2%
101810 65431 PROFESSIONAL DUES	500	0	500	474.56	.00	25.44	94.9%

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ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101810 65432 LIBRARY TECHNOLOGY	13,000	0	13,000	14,504.57	.00	-1,504.57	111.6%*
101810 65433 ADULT LIBRARY PROG	5,000	0	5,000	3,653.84	.00	1,346.16	73.1%
101810 65434 LIB PROG CHILD/TEE	6,000	0	6,000	9,558.57	.00	-3,558.57	159.3%*
101810 65435 CONFERENCES & WORK	200	0	200	35.00	.00	165.00	17.5%
101810 65480 OTHER PROF SERV -	2,000	0	2,000	2,448.72	.00	-448.72	122.4%*
101810 65500 MAINTENANCE OF BLD	3,000	0	3,000	3,476.03	.00	-476.03	115.9%*
101810 65505 REPAIRS	6,500	0	6,500	7,501.10	.00	-1,001.10	115.4%*
101810 65803 MISCELLANEOUS	1,250	0	1,250	382.17	.00	867.83	30.6%
101810 66010 OFFICE SUPPLIES	1,000	0	1,000	934.51	.00	65.49	93.5%
101810 66012 LIB PROCESSING SUP	3,600	0	3,600	2,130.63	.00	1,469.37	59.2%
101810 66020 BOOKS/SUBSCRIPTION	39,249	0	39,249	39,266.77	.00	-17.77	100.0%*
101810 66021 BOOKS CHILD/TEEN	14,550	0	14,550	14,912.65	.00	-362.65	102.5%*
101810 67510 OFFICE FURNITURE &	1,000	0	1,000	1,253.48	.00	-253.48	125.3%*
TOTAL LIBRARY	418,044	0	418,044	433,145.28	.00	-15,101.28	103.6%

101830 RECREATION

101830 64008 RECREATION DIRECTO	84,282	0	84,282	90,188.50	.00	-5,906.50	107.0%*
101830 64009 ASST DIRECTOR/GEN	57,366	0	57,366	.00	.00	57,366.00	.0%
101830 64012 COMMUNITY PROGRAMS	46,972	0	46,972	46,767.00	.00	205.00	99.6%
101830 64015 YOUTH PROGRAMS SUP	38,959	0	38,959	52,095.42	.00	-13,136.42	133.7%*
101830 64016 RECEPTIONISTS	65,200	0	65,200	66,226.81	.00	-1,026.81	101.6%*
101830 64017 BOOKKEEPER/SECRETA	23,790	0	23,790	21,705.73	.00	2,084.27	91.2%
101830 64020 PT SAFE SCHOOL YEA	35,650	0	35,650	55,854.11	.00	-20,204.11	156.7%*
101830 64021 SAFE SUMMER SALARI	86,000	0	86,000	74,015.47	.00	11,984.53	86.1%
101830 64024 FT CUSTODIANS	38,210	0	38,210	39,465.07	.00	-1,255.07	103.3%*
101830 64026 INSTRUCTORS STIPEN	0	0	0	6,925.00	.00	-6,925.00	100.0%*
101830 64027 CUSTODIAN WAGES	34,500	0	34,500	37,802.68	.00	-3,302.68	109.6%*
101830 64028 THEATRE TECHNICIAN	250	0	250	.00	.00	250.00	.0%
101830 64030 OVERTIME	3,000	0	3,000	2,711.40	.00	288.60	90.4%
101830 64038 COMMUNITY CENTER S	0	0	0	6,445.69	.00	-6,445.69	100.0%*
101830 64041 FACILITIES MAINT S	54,296	0	54,296	57,581.52	.00	-3,285.52	106.1%*
101830 65010 POSTAGE	1,215	0	1,215	1,158.46	.00	56.54	95.3%
101830 65020 TELEPHONE & INTERN	3,880	0	3,880	3,696.95	.00	183.05	95.3%
101830 65030 TRANSPORTATION	10,000	0	10,000	11,318.50	.00	-1,318.50	113.2%*
101830 65060 PRINTING	8,500	0	8,500	8,280.03	.00	219.97	97.4%
101830 65200 ELECTRICITY / UTIL	34,500	0	34,500	32,715.17	.00	1,784.83	94.8%
101830 65220 WATER	3,322	0	3,322	3,202.29	.00	119.71	96.4%
101830 65230 NATURAL GAS	31,500	0	31,500	27,268.55	.00	4,231.45	86.6%
101830 65250 SEWER	3,300	0	3,300	1,796.80	.00	1,503.20	54.4%
101830 65300 MACHINE & EQUIPMEN	4,305	0	4,305	1,886.56	.00	2,418.44	43.8%

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101830 65310 VEHICLE MAINTENANC	250	0	250	18.04	.00	231.96	7.2%
101830 65478 PROGRAM SERVICES	2,500	0	2,500	2,516.20	.00	-16.20	100.6%*
101830 65480 OTHER PROFESSIONAL	2,500	0	2,500	2,076.00	.00	424.00	83.0%
101830 65500 MAINTENANCE OF BLD	15,500	0	15,500	20,536.57	.00	-5,036.57	132.5%*
101830 65521 UNIFORMS	0	0	0	338.97	.00	-338.97	100.0%*
101830 65610 SAFE SCHOOL YEAR P	3,500	0	3,500	159.50	.00	3,340.50	4.6%
101830 65615 SAFE SUMMER PROGRA	40,000	0	40,000	25,743.92	.00	14,256.08	64.4%
101830 65630 INSTRUCTORS-CONTRA	27,000	0	27,000	36,216.40	.00	-9,216.40	134.1%*
101830 65640 SPECIAL EVENTS	7,000	0	7,000	7,379.25	.00	-379.25	105.4%*
101830 65650 SENIOR PROGRAMS	1,500	0	1,500	.00	.00	1,500.00	.0%
101830 65670 TEAM EXPENSE	6,500	0	6,500	4,489.61	.00	2,010.39	69.1%
101830 65801 CONTRACTED SERVICE	63,000	0	63,000	59,872.17	.00	3,127.83	95.0%
101830 65802 ANNEX UTILITIES	2,000	0	2,000	2,628.50	.00	-628.50	131.4%*
101830 65803 MISCELLANEOUS	4,000	0	4,000	4,603.75	.00	-603.75	115.1%*
101830 66010 OFFICE SUPPLIES	3,000	0	3,000	2,569.68	.00	430.32	85.7%
101830 66030 OTHER SUPPLIES	2,500	0	2,500	248.34	.00	2,251.66	9.9%
101830 66031 THEATRE SUPPLIES	750	0	750	649.31	.00	100.69	86.6%
101830 66040 JANITORIAL SUPPLIE	14,000	0	14,000	7,119.69	.00	6,880.31	50.9%
TOTAL RECREATION	864,497	0	864,497	826,273.61	.00	38,223.39	95.6%
101840 HARBORMASTER-K.P.A							
101840 64010 HARBOR MASTER FULL	60,536	0	60,536	61,847.64	.00	-1,311.64	102.2%*
101840 64020 PART TIME SALARIES	19,042	0	19,042	24,968.86	.00	-5,926.86	131.1%*
101840 65010 POSTAGE	250	0	250	209.85	.00	40.15	83.9%
101840 65020 TELEPHONE & INTERN	1,950	0	1,950	2,180.60	.00	-230.60	111.8%*
101840 65080 LEGAL NOTICES/OTHE	0	0	0	88.21	.00	-88.21	100.0%*
101840 65200 ELECTRICITY	1,800	0	1,800	1,726.46	.00	73.54	95.9%
101840 65220 WATER	500	0	500	175.20	.00	324.80	35.0%
101840 65240 DUMPSTERS/TRASH RE	1,000	0	1,000	1,118.23	.00	-118.23	111.8%*
101840 65305 BOAT EQUIPMENT MAI	3,500	0	3,500	4,797.59	.00	-1,297.59	137.1%*
101840 65310 VEHICLE MAINTENANC	1,500	0	1,500	2,324.00	.00	-824.00	154.9%*
101840 65311 GAS, GREASE, & OIL	1,500	0	1,500	1,272.20	.00	227.80	84.8%
101840 65462 RIGGING	11,000	0	11,000	12,349.75	.00	-1,349.75	112.3%*
101840 65463 SANITATION	2,500	0	2,500	1,761.49	.00	738.51	70.5%
101840 65470 PROFESSIONAL DEVE	1,500	0	1,500	1,060.87	.00	439.13	70.7%
101840 65480 OTHER PROFESSIONAL	3,000	0	3,000	2,005.54	.00	994.46	66.9%
101840 65500 MAIN BLDG/GROUNDS	5,000	0	5,000	3,494.54	.00	1,505.46	69.9%
101840 65521 UNIFORMS	1,000	0	1,000	713.88	.00	286.12	71.4%
101840 66010 OFFICE SUPPLIES	300	0	300	72.46	.00	227.54	24.2%
101840 66040 JANITORIAL SUPPLIE	500	0	500	441.69	.00	58.31	88.3%

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TOTAL HARBORMASTER-K.P.A	116,378	0	116,378	122,609.06	.00	-6,231.06	105.4%
101930 RESOURCE RECOVERY FACILITY							
101930 64009 SOLID WASTE 40% CO	40,023	0	40,023	41,638.46	.00	-1,615.46	104.0%*
101930 64010 FULL TIME SALARIES	180,279	0	180,279	164,500.23	.00	15,778.77	91.2%
101930 64030 OVERTIME	6,500	0	6,500	17,110.11	.00	-10,610.11	263.2%*
101930 65020 TELEPHONE & INTERN	2,000	0	2,000	1,561.53	.00	438.47	78.1%
101930 65030 TRANSPORTATION	200	0	200	.00	.00	200.00	.0%
101930 65040 EDUCATIONAL/MEETIN	1,000	0	1,000	200.63	.00	799.37	20.1%
101930 65060 PRINTING	1,500	0	1,500	2,592.00	.00	-1,092.00	172.8%*
101930 65090 ZERO WASTE PROGRAM	2,500	0	2,500	2,817.57	.00	-317.57	112.7%*
101930 65200 ELECTRICITY	11,275	0	11,275	17,202.57	.00	-5,927.57	152.6%*
101930 65220 WATER	950	0	950	497.40	.00	452.60	52.4%
101930 65230 FUEL OIL	1,230	0	1,230	311.61	.00	918.39	25.3%
101930 65300 MACHINE & EQUIPMEN	10,000	0	10,000	9,472.48	.00	527.52	94.7%
101930 65302 PROTECTIVE & SAFET	1,000	0	1,000	1,720.14	.00	-720.14	172.0%*
101930 65303 FACILITY SAFETY IN	1,250	0	1,250	639.94	.00	610.06	51.2%
101930 65311 GAS, GREASE, & OIL	12,000	0	12,000	6,740.25	.00	5,259.75	56.2%
101930 65312 TIRES & TUBES	3,000	0	3,000	2,524.11	.00	475.89	84.1%
101930 65480 OTHER PROFESSIONAL	280,500	0	280,500	270,704.62	.00	9,795.38	96.5%
101930 65500 MAINTENANCE OF BLD	8,000	0	8,000	8,994.54	.00	-994.54	112.4%*
101930 65521 UNIFORMS	2,000	0	2,000	2,120.71	.00	-120.71	106.0%*
101930 66009 SHOP SUPPLIES	6,000	0	6,000	5,933.46	.00	66.54	98.9%
101930 66010 OFFICE SUPPLIES	250	0	250	235.62	.00	14.38	94.2%
101930 66011 HAND TOOLS	200	0	200	.00	.00	200.00	.0%
101930 66030 OTHER SUPPLIES	250	0	250	264.99	.00	-14.99	106.0%*
101930 66040 JANITORIAL SUPPLIE	2,200	0	2,200	2,751.60	.00	-551.60	125.1%*
101930 67516 PLANT EQUIPMENT MA	6,000	0	6,000	6,252.52	.00	-252.52	104.2%*
101930 67553 ASPHALT SURFACE MA	7,500	0	7,500	.00	.00	7,500.00	.0%
TOTAL RESOURCE RECOVERY FACILITY	587,607	0	587,607	566,787.09	.00	20,819.91	96.5%
103000 SHARED EXPENSES - OTHER INSURA							
103000 64060 FICA EMPLOYER SHAR	466,816	5,045	471,861	429,671.01	.00	42,189.99	91.1%
103000 64070 WORKERS' COMP INSU	148,208	0	148,208	146,691.80	.00	1,516.20	99.0%
103000 64090 RETIRED EMP MEDICA	205,816	0	205,816	196,032.16	.00	9,783.84	95.2%
103000 64092 DISABILITY INSURAN	37,000	0	37,000	32,264.29	.00	4,735.71	87.2%

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103000 65101 MMA RISK POOL	185,950	0	185,950	186,764.80	.00	-814.80	100.4%*
103000 65115 UNEMPLOYMENT COMPE	5,000	0	5,000	10,483.98	.00	-5,483.98	209.7%*
103000 65150 MISCELLANEOUS INSU	6,200	0	6,200	5,538.00	.00	662.00	89.3%
103000 65210 UNION CENTRAL LIFE	3,320	0	3,320	2,590.59	.00	729.41	78.0%
TOTAL SHARED EXPENSES - OTHER INSURA	1,058,310	5,045	1,063,355	1,010,036.63	.00	53,318.37	95.0%
103001 SHARED EXPENSE - HEALTH/DENTAL							
103001 64090 MAJOR MEDICAL INSU	1,383,280	25,480	1,408,760	1,329,010.47	.00	79,749.53	94.3%
103001 64091 DENTAL INSURANCE	19,536	0	19,536	15,649.27	.00	3,886.73	80.1%
TOTAL SHARED EXPENSE - HEALTH/DENTAL	1,402,816	25,480	1,428,296	1,344,659.74	.00	83,636.26	94.1%
103002 RETIREMENT							
103002 64050 MAINE STATE RETIRE	578,671	0	578,671	549,095.29	.00	29,575.71	94.9%
103002 64051 ICMA EMPLOYER SHAR	30,545	0	30,545	27,294.31	.00	3,250.69	89.4%
TOTAL RETIREMENT	609,216	0	609,216	576,389.60	.00	32,826.40	94.6%
108000 ADULT ED							
108000 69480 ADULT EDUCATION FU	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							
1111 43001 PROPERTY TAX REVENUE	-10,524,025	143,708	-10,380,317	-10,381,484.62	.00	1,168.03	100.0%
1111 43003 PROPERTY TAX ABATEME	0	0	0	33,506.20	.00	-33,506.20	100.0%*
1111 43004 PAYMENT IN LIEU OF T	-3,200	0	-3,200	-6,276.12	.00	3,076.12	196.1%
1111 43006 EXEMPT STATE REIMB F	-400,000	0	-400,000	-338,913.00	.00	-61,087.00	84.7%*
1111 43007 TREE GROWTH REVENUE	-1,300	0	-1,300	-1,883.42	.00	583.42	144.9%
1111 43031 EXCISE TAX AUTOMOBIL	-1,820,000	-116,000	-1,936,000	-2,066,974.72	.00	130,974.72	106.8%
1111 43032 EXCISE TAX BOAT	-20,000	0	-20,000	-40,949.13	.00	20,949.13	204.7%

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1111 43109 SIGN PERMITS	-2,000	0	-2,000	-1,725.00	.00	-275.00	86.3%*
1111 43110 CODE ENFORCEMENT FEE	-300,000	0	-300,000	-1,915,206.20	.00	1,615,206.20	638.4%
1111 43113 BOARD OF ASSESSMENT	0	0	0	-100.00	.00	100.00	100.0%
1111 43114 ADDITIONAL LAND USE	-4,000	0	-4,000	-4,835.00	.00	835.00	120.9%
1111 43115 PLANNING FEES (SUBDI	-5,000	0	-5,000	-8,175.90	.00	3,175.90	163.5%
1111 43120 TOWN CLERK FEES	-24,000	0	-24,000	-28,056.00	.00	4,056.00	116.9%
1111 43121 WILDLIFE AGENT FEE	-1,200	0	-1,200	-1,025.60	.00	-174.40	85.5%*
1111 43122 ANIMAL WELFARE AGENT	-1,600	0	-1,600	-1,098.00	.00	-502.00	68.6%*
1111 43130 TOWN REGISTRATION FE	-28,000	0	-28,000	-44,593.31	.00	16,593.31	159.3%
1111 43135 HWY PERMITS & FEES	0	0	0	-5,997.00	.00	5,997.00	100.0%
1111 43140 SOLID WASTE PERMITS	-80,000	0	-80,000	-105,402.44	.00	25,402.44	131.8%
1111 43145 SOLID WASTE RECYCLIN	-45,000	0	-45,000	-135,530.94	.00	90,530.94	301.2%
1111 43147 DINGHY FEES	-10,000	0	-10,000	-14,813.40	.00	4,813.40	148.1%
1111 43148 TRANSIENT SLIP RENTA	-7,000	0	-7,000	-17,925.00	.00	10,925.00	256.1%
1111 43149 KPA APPLICATION FEES	-500	0	-500	-1,750.00	.00	1,250.00	350.0%
1111 43150 MOORING FEES	-100,000	0	-100,000	-109,827.83	.00	9,827.83	109.8%
1111 43151 LAUNCH FEE	-14,000	0	-14,000	-16,927.08	.00	2,927.08	120.9%
1111 43152 TRANSIENT MOORING	-4,000	0	-4,000	-14,439.00	.00	10,439.00	361.0%
1111 43153 WAIT LIST FEE	-800	0	-800	-2,429.00	.00	1,629.00	303.6%
1111 43156 PIER USAGE FEE	-2,400	0	-2,400	-5,372.00	.00	2,972.00	223.8%
1111 43157 MOORING LATE FEE	0	0	0	-150.00	.00	150.00	100.0%
1111 43159 KAYAK RACK RENTAL	0	0	0	-1,430.00	.00	1,430.00	100.0%
1111 43160 FORT FOSTER FEES	-240,000	-60,000	-300,000	-278,998.60	.00	-21,001.40	93.0%*
1111 43164 BEACH FIRE PERMITS	0	0	0	-345.00	.00	345.00	100.0%
1111 43165 SPRINKLER PERMITS	0	0	0	-200.00	.00	200.00	100.0%
1111 43210 LIEN FEES	-7,000	0	-7,000	-7,102.17	.00	102.17	101.5%
1111 43220 PENALTY INTEREST	-40,000	0	-40,000	-50,944.69	.00	10,944.69	127.4%
1111 43221 LIBRARY FINES & FEES	-2,000	0	-2,000	-2,250.56	.00	250.56	112.5%
1111 43320 RECREATION FEES	-550,000	0	-550,000	-558,342.49	.00	8,342.49	101.5%
1111 43330 ANIMAL CONTROL	-4,000	0	-4,000	-3,946.00	.00	-54.00	98.7%*
1111 43335 POSTAGE	0	0	0	-29.35	.00	29.35	100.0%
1111 43336 PHOTO COPIES	-200	0	-200	-122.75	.00	-77.25	61.4%*
1111 43351 ACCIDENT REPORTS	-3,000	0	-3,000	-2,890.00	.00	-110.00	96.3%*
1111 43352 PARKING TICKETS	-40,000	0	-40,000	-30,362.00	.00	-9,638.00	75.9%*
1111 43353 GUN PERMITS	-1,000	0	-1,000	-565.00	.00	-435.00	56.5%*
1111 43354 ELIOT DISPATCHING SE	-138,360	0	-138,360	-138,360.00	.00	.00	100.0%
1111 43355 ORDINANCE FINES	-350	0	-350	-100.00	.00	-250.00	28.6%*
1111 43356 WITNESS FEES	-300	0	-300	-200.00	.00	-100.00	66.7%*
1111 43358 FALSE ALARMS	-880	0	-880	-780.00	.00	-100.00	88.6%*
1111 43359 AMBULANCE DISPTACH F	-16,000	0	-16,000	-16,000.00	.00	.00	100.0%
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	-1,139,121.69	.00	364,121.69	147.0%
1111 43421 STATE PARK FEE REV S	-2,000	0	-2,000	-2,723.12	.00	723.12	136.2%
1111 43470 STATE OF MAINE GENER	-45,000	0	-45,000	-24,685.04	.00	-20,314.96	54.9%*

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ACCOUNTS FOR: 1000 TOWN GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1111 43480 MARY SAFFORD WILDES	-25,000	0	-25,000	-12,500.00	.00	-12,500.00	50.0%*
1111 43510 INTEREST ON INVESTME	-25,000	0	-25,000	-12,227.47	.00	-12,772.53	48.9%*
1111 43530 MISCELLANEOUS REVENU	-10,000	0	-10,000	-10,946.72	.00	946.72	109.5%
1111 43531 AMERICAN RESCUE PLAN	-175,000	0	-175,000	.00	.00	-175,000.00	.0%*
1111 43540 SEWER DEPT RENT	-22,900	0	-22,900	-22,900.00	.00	.00	100.0%
1111 43555 SNOWMOBILE/HANDICAP/	-655	0	-655	-628.90	.00	-26.10	96.0%*
1111 43560 GMH HOUSING	-306,000	0	-306,000	-311,742.41	.00	5,742.41	101.9%
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	-17,971,071.86	.00	1,816,110.27	111.2%
TOTAL TOWN GENERAL FUND	0	0	0	-2,365,064.91	.00	2,365,064.91	100.0%
TOTAL REVENUES	-15,809,670	-345,292	-16,154,962	-17,971,071.86	.00	1,816,110.27	
TOTAL EXPENSES	15,809,670	345,292	16,154,962	15,606,006.95	.00	548,954.64	

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TOWN OF KITTEERY - LIVE
 YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-2,365,064.91	.00	2,365,064.91	100.0%

** END OF REPORT - Generated by Kendra Amaral **

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TOWN OF KITTEERY - LIVE
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ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6000 SEWER FUND							
6000 43003 SEWER ADJUSTMENTS	0	0	0	265.46	.00	-265.46	100.0%*
6000 43220 PENALTY INTEREST	-3,000	0	-3,000	-4,355.06	.00	1,355.06	145.2%
6000 43360 SPECIAL CONTRACT REV	-12,000	0	-12,000	-13,129.28	.00	1,129.28	109.4%
6000 45001 PNSY REVENUE	-550,000	0	-550,000	-547,251.76	.00	-2,748.24	99.5%*
6000 45002 US NAVY HOUSING REV	-120,000	0	-120,000	-110,175.42	.00	-9,824.58	91.8%*
6000 45003 SEPTAGE REVENUE	-100,000	0	-100,000	-261,913.70	.00	161,913.70	261.9%
6000 45004 TOWN OF ELIOT REVENUE	-200,000	0	-200,000	-218,803.11	.00	18,803.11	109.4%
6000 45005 USERS QTRLY REVENUE	-1,500,000	0	-1,500,000	-1,401,664.67	.00	-98,335.33	93.4%*
6000 45006 EXPANSION ASSESSMENT	-50,000	0	-50,000	-131,336.36	.00	81,336.36	262.7%
6000 45007 SEWER INTEREST REVEN	-12,000	0	-12,000	-4,268.82	.00	-7,731.18	35.6%*
TOTAL SEWER FUND	-2,547,000	0	-2,547,000	-2,692,632.72	.00	145,632.72	105.7%
602702 SEWER LINES							
602702 64010 SEWER LINES LABOR	18,187	0	18,187	21,566.00	.00	-3,379.00	118.6%*
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	8,245.73	.00	3,754.27	68.7%
TOTAL SEWER LINES	56,187	0	56,187	31,526.73	.00	24,660.27	56.1%
602709 PUMP STATIONS							
602709 64010 PUMP STATION LABOR	58,095	0	58,095	57,827.96	.00	267.04	99.5%
602709 65015 PUMP STATION TELEP	670	0	670	751.59	.00	-81.59	112.2%*
602709 65200 ELECTRICITY	50,815	0	50,815	52,060.90	.00	-1,245.90	102.5%*
602709 65220 WATER	1,420	0	1,420	693.66	.00	726.34	48.8%
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	18,391.44	.00	26,608.56	40.9%
602709 65930 PUMP STATION ALARM	6,700	0	6,700	5,454.70	.00	1,245.30	81.4%
602709 66300 PUMP STATION SUPPL	5,000	0	5,000	4,349.25	.00	650.75	87.0%
602709 66320 PUMP STATION PARTS	20,000	0	20,000	8,584.09	.00	11,415.91	42.9%
TOTAL PUMP STATIONS	189,700	0	189,700	148,802.05	.00	40,897.95	78.4%
602715 PUMP STATION # 6 (PNSY)							
602715 64010 PUMP STATION # 6LA	22,494	0	22,494	19,332.38	.00	3,161.62	85.9%

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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	10,355.29	.00	4,644.71	69.0%
602715 65220 PUMP STATION # 6 W	1,000	0	1,000	793.50	.00	206.50	79.4%
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	6,908.26	.00	1,091.74	86.4%
602715 65930 PUMP STATION # 6 A	300	0	300	107.70	.00	192.30	35.9%
602715 66300 PUMP STATION # 6 S	1,000	0	1,000	629.90	.00	370.10	63.0%
602715 66320 PUMP STATION # 6 P	6,000	0	6,000	1,220.75	.00	4,779.25	20.3%
TOTAL PUMP STATION # 6 (PNSY)	54,194	0	54,194	39,965.18	.00	14,228.82	73.7%
602716 PUMP STATION # 7 (ELIOT)							
602716 64010 PUMP STATION # 7 L	20,814	0	20,814	24,813.51	.00	-3,999.51	119.2%*
602716 65200 PUMP STATION # 7 E	4,600	0	4,600	5,988.21	.00	-1,388.21	130.2%*
602716 65220 PUMP STATION # 7 W	230	0	230	235.88	.00	-5.88	102.6%*
602716 65315 PUMP STATION GENER	300	0	300	.00	.00	300.00	.0%
602716 65480 PUMP STATION # 7 C	10,000	0	10,000	1,419.25	.00	8,580.75	14.2%
602716 65930 PUMP STATION # 7 A	200	0	200	116.70	.00	83.30	58.4%
602716 66300 PUMP STATION # 7 S	200	0	200	181.89	.00	18.11	90.9%
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	33,081.60	.00	5,762.40	85.2%
602750 TREATMENT PLANT							
602750 64010 TREATMENT PLANT LA	145,280	0	145,280	170,089.73	.00	-24,809.73	117.1%*
602750 64019 PLANT MAINT LABOR	56,113	0	56,113	64,542.27	.00	-8,429.27	115.0%*
602750 64030 OVERTIME	40,000	0	40,000	19,041.01	.00	20,958.99	47.6%
602750 64050 MAINE STATE RETIRE	34,176	0	34,176	34,762.93	.00	-586.93	101.7%*
602750 64060 FICA EMPLOYER SHAR	25,384	0	25,384	27,760.65	.00	-2,376.65	109.4%*
602750 65015 CELLULAR PHONE	0	0	0	214.54	.00	-214.54	100.0%*
602750 65020 TREATMENT PLANT TE	4,000	0	4,000	4,790.60	.00	-790.60	119.8%*
602750 65040 TREATMENT PLANT ED	5,000	0	5,000	3,280.10	.00	1,719.90	65.6%
602750 65200 TREATMENT PLANT EL	110,000	0	110,000	103,693.86	.00	6,306.14	94.3%
602750 65220 TREATMENT PLANT WA	5,000	0	5,000	3,435.32	.00	1,564.68	68.7%
602750 65230 TREATMENT PLANT FU	16,000	0	16,000	11,898.87	.00	4,101.13	74.4%
602750 65310 TREATMENT PLANT MO	45,000	0	45,000	15,668.37	.00	29,331.63	34.8%
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	9,892.25	.00	6,107.75	61.8%
602750 65480 TREATMENT PLANT OT	60,000	0	60,000	59,892.49	.00	107.51	99.8%

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ACCOUNTS FOR: 6000 SEWER FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
602750 65500 TREATMENT PLANT BL	5,000	0	5,000	1,713.48	.00	3,286.52	34.3%
602750 65930 ALARMS	2,000	0	2,000	1,641.00	.00	359.00	82.1%
602750 65955 TREATMENT PLANT SL	165,000	0	165,000	146,998.99	.00	18,001.01	89.1%
602750 66010 TREATMENT PLANT OF	4,000	0	4,000	4,076.66	.00	-76.66	101.9%*
602750 66300 TREATMENT PLANT SU	32,000	0	32,000	18,023.79	.00	13,976.21	56.3%
602750 66340 LABORATORY CHEMICA	16,000	0	16,000	16,101.49	.00	-101.49	100.6%*
602750 66400 TREATMENT PLANT RE	2,500	0	2,500	1,430.63	.00	1,069.37	57.2%
602750 66410 TREATMENT PLANT RE	24,000	0	24,000	14,739.25	.00	9,260.75	61.4%
602750 66420 TREATMENT PLANT TO	28,000	0	28,000	10,298.63	.00	17,701.37	36.8%
602750 66450 TREATMENT PLANT CH	111,000	0	111,000	139,535.61	.00	-28,535.61	125.7%*
602750 66520 TREATMENT PLANT SA	14,000	0	14,000	10,337.40	.00	3,662.60	73.8%
TOTAL TREATMENT PLANT	967,693	0	967,693	894,651.74	.00	73,041.26	92.5%
602760 SEWER GENERAL OPERATING							
602760 64011 TOWN MANAGER SALAR	35,299	0	35,299	36,932.47	.00	-1,633.47	104.6%*
602760 64012 SUPERINTENDENT SAL	99,549	0	99,549	103,836.83	.00	-4,287.83	104.3%*
602760 64013 OFFICE CLERK SALAR	49,712	0	49,712	51,342.36	.00	-1,630.36	103.3%*
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	15,981.31	.00	-146.31	100.9%*
602760 64051 ICMA EMPLOYER SHAR	2,211	0	2,211	2,138.63	.00	72.37	96.7%
602760 64060 FICA EMPLOYER SHAR	14,542	0	14,542	13,614.21	.00	927.79	93.6%
602760 64070 WORKERS COMPENSATI	14,079	0	14,079	8,392.66	.00	5,686.34	59.6%
602760 64090 MAJOR MEDICAL INSU	135,777	0	135,777	130,962.30	.00	4,814.70	96.5%
602760 64091 DENTAL INSURANCE	1,426	0	1,426	2,445.12	.00	-1,019.12	171.5%*
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	22,900.00	.00	.00	100.0%
602760 65430 AUDIT SERVICES	3,900	0	3,900	2,250.00	.00	1,650.00	57.7%
602760 66035 ABSTRACTS & LIENS	500	0	500	.00	.00	500.00	.0%
602760 68060 SEWER BOND INTERES	133,087	0	133,087	133,087.59	.00	-.59	100.0%*
602760 68062 SEWER BOND PRINCIP	631,183	0	631,183	631,182.86	.00	.14	100.0%
TOTAL SEWER GENERAL OPERATING	1,214,120	0	1,214,120	1,186,696.54	.00	27,423.46	97.7%
TOTAL SEWER FUND	-26,262	0	-26,262	-357,908.88	.00	331,646.88	1362.8%
TOTAL REVENUES	-2,547,000	0	-2,547,000	-2,692,632.72	.00	145,632.72	
TOTAL EXPENSES	2,520,738	0	2,520,738	2,334,723.84	.00	186,014.16	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-26,262	0	-26,262	-357,908.88	.00	331,646.88	1362.8%

** END OF REPORT - Generated by Kendra Amaral **

Town of Kittery FISCAL YEAR 2022
Fund Balances - Capital Projects and Special Revenues
For the month ending June 30, 2022

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2021	CIP Appropriation 7/1/2021	Transfers FY22	YTD Expense	YTD Revenue	Ending Fund Balance
Special Revenues (Grants, Designated Accounts, etc)								
SR	2005	Senior Tax Credit Program	4,000.00					4,000.00
SR	2006	FEMA Reimbursement	37,277.60					37,277.60
SR	2012	Fire Hazmat Spill Recovery Fees	11,266.60					11,266.60
SR	2014	Police Grants	517.32			(7,029.96)		(6,512.64)
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			(18,797.37)	32,175.00	14,264.97
SR	2055	ASA Applicant Code NEW	30,998.86			(35,811.67)	12,845.33	8,032.52
SR	2056	Concerts in the Park	296.91			(6,350.00)	7,700.00	1,646.91
SR	2059	Conservation Comm	567.90					567.90
SR	2060	Wetlands Mitigation	80,703.00		(64,000.00)			16,703.00
SR	2063	Kittery Community Center (KCC) Donations	15,177.22			(7,719.30)	2,090.00	9,547.92
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			(129,900.11)	98,947.64	254,173.41
SR	2082	KCC Playgrounds	64,718.36					64,718.36
SR	2083	One-time Grants	42,757.67			(6,070.00)	2,500.00	39,187.67
SR	2086	Spruce Creek PH 5 Grant	2,351.78					2,351.78
SR	2091/67500	FEMA Flood Maps Ins Rate Appeal	-					-
SR	2091/43600	FEMA Flood Maps Ins Rate Appeal - Phase 2	-					-
SR	2093	LWCF Grant - Emery Field Phase 1	-					-
SR	2094	LWCF Grant - Emery Field Phase 2	370,745.00				(20,208.88)	350,536.12
SR	2301	Billable Police Details	27,405.21			(53,032.34)	51,081.91	25,454.78
SR	2303	Grant Supported Police Details	(7,770.25)			(23,479.08)	9,736.96	(21,512.37)
SR	2087	Joint Land Use OEA PH1	(107,157.39)			(91,291.76)	197,998.00	(451.15)
SR	2904	Legion Pond Invasive	-			(8,080.00)		(8,080.00)
SR	4001-67500/43600	State Aid to Roads General	781,218.36		(83,905.50)		154,064.00	851,376.86
SR	4001-67502/43602	Whipple Road Improvements	249,854.89			(9,510.43)	4,664.43	245,008.89
SR	4001-67503/43603	Memorial Circle Improvements	5,551.66					5,551.66
SR	4001-67508/43608	Walker/Wentworth	200,305.40		100,000.00			300,305.40
SR	4001-67509/43605	Government Street	16,094.50		(16,094.50)			-
SR	4124	Tax Acquired Properties	(44,177.84)		-	(800.00)		(44,977.84)
SR	4125	Fort Foster Restoration (FEMA)	-					-
SR	4126	KCC Visual Arts Com	2,364.20			(968.00)	3,024.80	4,421.00
SR	4127	Reserve for Abatement Litigation	214,712.00					214,712.00
SR	4128	Climate Action Plan	65,000.00					65,000.00

Town of Kittery FISCAL YEAR 2022
Fund Balances - Capital Projects and Special Revenues
For the month ending June 30, 2022

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2021	CIP Appropriation 7/1/2021	Transfers FY22	YTD Expense	YTD Revenue	Ending Fund Balance
SR	4030	Public Safety Impact Fees	89,312.05			(128,885.89)	393,455.00	353,881.16
SR	5023	Library Donations	11,426.31			(1,556.97)	3,821.41	13,690.75
SR	5500	MMA Grants	120.56			(3,910.91)	4,075.61	285.26
SR	5501	Mass Transit Reserve Fund	82,500.00			(32,500.00)		50,000.00
SR	5502	Keep Maine Healthy Grant	866.89					866.89
SR	5503	CTCL Election Grant	-					-
SR	5504	ARPA	-			(433,920.40)	1,038,246.42	604,326.02
SR	5505	PREPA Grant	-			(5,390.00)		(5,390.00)
SR	5506	Affordable Housing	-				150,000.00	150,000.00
SR	5507	PFAS Support	-			(23,383.12)		(23,383.12)
SR	5508	375th Celebration	-			(8,856.00)		(8,856.00)
SR	5024	COVID-19 Vaccine Clinics	7,016.91			(10,065.00)	18,205.00	15,156.91
SR	5511	Bike/Ped Master Plan					100,000.00	100,000.00
SR	5509	Real Estate Transactions	-				558,513.35	558,513.35
Total Special Revenue			2,960,750.09	-	(64,000.00)	(1,056,403.31)	2,822,935.98	4,663,282.76

CIP Bonds

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

CIP Programs

CP	2057	Open space	-					-
CP	2078	Athletic Fields Master Plan (Design)	-					-
CP	2903	Invasives Fort Foster	-		64,000.00	(46,998.00)		17,002.00
CP	4002	Right of Way Reserve	589,999.49	500,000.00		(1,090,531.27)		(531.78)
CP	4011	KCC Vehicle Reserve	23,049.66					23,049.66
CP	4012	Public Works Vehicles/Equipment	85,370.40	475,000.00		(375,310.78)	3,350.00	188,409.62
CP	4013	Fire Apparatus Reserve	195,591.14	93,000.00		(288,000.00)		591.14
CP	4017	GIS/MS4 Compliance	4,847.40	25,000.00		(16,066.36)		13,781.04
CP	4018	KPA Boat Reserve	9,288.78			(582.40)		8,706.38
CP	4019	KCC Equipment Reserve	5,162.82	30,000.00		(12,170.00)		22,992.82
CP	4020	Municipal Technology Reserve	50,285.43	63,000.00		(23,934.20)	50,000.00	139,351.23
CP	4022	Police Vehicle/Equipment	81,354.40	112,000.00		(37,520.83)		155,833.57
CP	4026	Records Preservation	10.13	10,000.00		(6,500.00)		3,510.13
CP	4027	Municipal Facility Reserve	218,430.49	35,000.00	3,999.82	(32,708.08)		224,722.23
CP	4031	Public Safety Base Station Radio Replace	-					-
CP	4043	Parks Building & Grounds	41,920.59	10,000.00		(29,053.74)		22,866.85
CP	4051	KCC Facility Reserve	6,045.86	30,000.00		(11,938.88)		24,106.98
CP	4055	KPA Equipment Reserve	53,296.94	13,500.00		(21,315.22)		45,481.72
CP	4056	Fire Dept Equipment Reserve	210,676.84	40,400.00		(54,283.22)	15,000.00	211,793.62
CP	4100	Fire Dept Facility Reserve	13,818.84	23,500.00				37,318.84

Town of Kittery FISCAL YEAR 2022
Fund Balances - Capital Projects and Special Revenues
For the month ending June 30, 2022

Fund Type	New #	Account Name	Ending Fund Balance 6/30/2021	CIP Appropriation 7/1/2021	Transfers FY22	YTD Expense	YTD Revenue	Ending Fund Balance
CP	4110	PW Sign Shed	20.00					20.00
CP	4116	KPA Facility Reserve	7,578.80	8,500.00		(7,455.82)		8,622.98
CP	4060	Rice Rehab/Expansion	4,438,050.83			(4,342,457.09)	627,736.62	723,330.36
CP	4123	LED Streetlight Conversion	36,639.08					36,639.08
CP	4129	Police Equipment Reserve	-	10,000.00				10,000.00
Total Capital Projects			6,075,437.74	1,478,900.00	64,000.00	(6,396,825.89)	696,086.62	1,917,598.47

TOTAL GENERAL OPERATIONS			9,036,187.83	1,478,900.00	-	(7,453,229.20)	3,519,022.60	6,580,881.23
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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			(800.00)	20,000.00	32,401.40
PF	5005	Lester Raynes Fund	8,462.26					8,462.26
PF	5007	Thresher Memorial Fund	7,526.41			(3,706.99)	1,750.00	5,569.42
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			(12,000.00)	15,830.19	11,684.23
PF	5021	Cemetery	14,680.35			(14,680.00)		0.35
Total Permanent Funds			888,858.65	-	-	(31,186.99)	37,580.19	895,251.85

Enterprise Fund (Sewer)

			-					
ER	2900	Sewer Impact Fees	654,702.07			(101,005.57)	65,600.00	619,296.50
ER	2901	Sewer Entrance Fees	204,998.98			(14,883.09)	789,000.00	979,115.89
ER	2902	Sewer Safety Grants	26.64					26.64
ECP	4900	Sewer Vehicle Reserve	45,722.80					45,722.80
ECP	4901	Sewer Capital Reserve	272,467.92			(25,090.08)		247,377.84
Total Enterprise Funds			1,177,918.41	-	-	(140,978.74)	854,600.00	1,891,539.67

GRAND TOTAL ALL FUNDS			11,102,964.89	1,478,900.00	-	(7,625,394.93)	4,411,202.79	9,367,672.75
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KITTERY TOWN COUNCIL Unapproved Minutes

June 13, 2022, 6:00PM

COUNCIL CHAMBERS

1 1. Call to Order

2 Chair Spiller called the meeting to order at 6:00 P.M.

3 2. Introductory

4 3. Pledge of Allegiance

5 4. Roll Call

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

9 5. Agenda Amendment and Adoption

10 Under Public Hearing item e. replaced Victualer's license with Liquor license.

11 6. Town Manager's Report

12 The Town Manager reported on: PFAS Update, ADU Grant Launched, Seapoint Beach
13 Fires, New Park and Ride, Children's Garden Design Input, BL & BL-1 Affordable
14 Housing Public Discussion, and Town Hall Customer Service Center Closed June 14,
15 2022.

16 Upcoming Dates:

17 Town Hall Service Center will be closed – June 14, 2022 due to the Town
18 Meeting/School Budget Validation Referendum/State Primary Election from 8AM –
19 8PM, at the Kittery Community Center.

20 The Children's Garden Design input will be on June 15, 2022 at 4:30PM, located at the
21 Rice Public Library.

22 The Kittery Block Party is scheduled on June 18, 2022 from 10AM to 4PM, in the
23 Foreside.

24 The Town Hall will be closed in Observance of Juneteenth – June 20, 2022.

25 The Independence Day Celebration will on June 25, 2022 at 9AM, located at the
26 Thresher Memorial Park behind the Town Hall.

27 7. Acceptance of Previous Minutes

28 May 23, 2022 – Regular Meeting

29 The Town Council approved the May 23, 2022 Regular meeting minutes as written.

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

31 9. All items involving the town attorney, town engineers, town employees or other

32 town consultants or requested officials.

33 10. PUBLIC HEARINGS

34 a. (060122-1) The Kittery Town Council moves to hold a public hearing on the Town

35 Meeting Articles.

36 No actions taken.

37 Bob Guay, 45 Betty Welch Road, Kittery, wrote in with questions and concerns

38 regarding the Municipal and School budget.

39 Chair Spiller and the Town Manager responded to Mr. Guay's concerns regarding the

40 Municipal and School budget.

41 b. (060122-2) The Kittery Town Council moves to hold a public hearing on Title 10

42 Gorges Road Parking.

43 The Town Manager gave an overview on Title 10 Gorges Road Parking.

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

45 Motion Carried 6-0-0

46 c. (060122-3) The Kittery Town Council moves to hold a public hearing on Title 12

47 Shellfish.

48 The Town Manager gave an overview on Title 12 Shellfish.

49 Moved by Vice Chair Dow, seconded by Councilor McGuire.

50 Motion Carried 6-0-0

51 d. (060122-4) The Kittery Town Council moves to hold a public hearing on Title 16

52 Affordable Housing Mixed Use Neighborhood.

53 The Director of Planning and Development Adam Causey gave an overview on Title 16

54 Affordable Housing Mixed Use Neighborhood.

55 Chair Spiller moved to postpone this item until the July 18th Town Council meeting,

56 seconded by Councilor Clark.

57 Motion Carried 6-0-0

58 e. (060122-5) The Kittery Town Council moves to hold a public hearing on a new Liquor
59 License application from the Buoy Shack, located at 1 Badgers Island West, Unit 5,
60 Kittery.

61 Moved by Councilor Clark, seconded by Councilor McGuire.

62 Motion Carried 6-0-0

63 f. (060122-6) The Kittery Town Council moves to hold a public hearing on a new
64 Victualer's License application from the Buoy Shack, located at 1 Badgers Island West,
65 unit 5, Kittery.

66 Moved by Councilor Clark, seconded by Councilor Stevens.

67 Motion Carried 6-0-0

68 g. (060122-7) The Kittery Town Council moves to hold a public hearing on a new Retail
69 Sales application of wine, spirits or malt liquor at the Kittery Community Market.

70 Deborah Driscoll, 9 Pepperrell Terrace, Kittery, asked the council to approve the
71 application, she also asked when it would be signed so the application could be sent to
72 the state. Ms. Driscoll asked of the town would require the vendors to obtain approval
73 from the Town.

74 Moved by Councilor Clark, seconded by Councilor Stevens.

75 The Town Clerk, Karen Estee responded to Ms. Driscoll's question by stating the state
76 license supersedes the Town license, and stated the signed application would be
77 available for pick-up on Wednesday.

78 Moved Carried 6-0-0

79 h. (060122-8) The Kittery Town Council moves to hold a public hearing on a new
80 Special Activity Amusement permit from The Black Birch, located at 2 Government
81 Street, Kittery.

82 Moved by Councilor Clark, seconded by Councilor McGuire.

83 Motion Carried 6-0-0

84 i. (060122-9) The Kittery Town Council moves to hold a public hearing on a new
85 Liquor License application from Siam Mellow Tasty, located at 182 State Road
86 Kittery.

87 Moved by Councilor Clark, seconded by Councilor Stevens.

88 Motion Carried 6-0-0

89 j. (060122-10) The Kittery Town Council moves to hold a public hearing on a new Liquor
90 License application from Tributary Brewing Company, located at 10 Shapleigh Road
91 Kittery.

92 Moved by Councilor Pelletier, seconded by Councilor McGuire.

93 Motion Carried 6-0-0

94 11. DISCUSSION

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

96 Jeff Thomson, 25 Old Post Road, Kittery, spoke about how fantastic the Rice Library
97 looks, also thanked the Town Manager, and the Building Committee for all of their hard
98 work.

99 Jeff Thomson thanked Chair Spiller for the idea for the library working group. He also
100 mentioned properties that were in violation of the property maintenance ordinance.
101 Finally, Mr. Thomson spoke about Impact Aid the Town of Kittery receives for the
102 Military children that are educated in Kittery.

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

104 c. Chairperson's response to public comments

105 Chair Spiller stated the library was a success.

106 The Town Manager stated she had spoken about Impact Aid for the Town of Kittery with
107 Senator Collins and King's office while in Washington D.C.

108 12. UNFINISHED BUSINESS

109 13. NEW BUSINESS

110 a. Donations/gifts received for Council disposition

111 b. (060122-11) The Kittery Town Council moves to appoint a Councilor along with the
112 Chair from the Parks Commission to interview John Corgan for a three-year term.

113 Councilor Stevens moved to appoint Councilor McGuire, seconded by Councilor Clark.

114 Motion Carried 5-0-0

115 c. (060122-12) The Kittery Town Council moves to appoint a Councilor along with the
116 Chair of the Kittery Community Center Board of Directors to interview Leela Pahl for a
117 three-year term.

118 Councilor Stevens moved to appoint Vice Chair Dow, seconded by Councilor McGuire.

119 Motion Carried 6-0-0

120 d. (060122-13) The Kittery Town Council moves to appoint a Councilor along with the
121 Chair of the Kittery Community Center Board of Directors to interview Kathleen Starkey
122 for a three-year term.

123 Councilor Stevens moved to appoint Councilor Pelletier, seconded by Vice Chair Dow.

124 Motion Carried 6-0-0

125 e. (060122-14) The Kittery Town Council moves to accept the resignation of Alan
126 Rindler from the Board of Assessment Review.

127 Moved by Councilor Pelletier, seconded by Councilor McGuire.

128 Motion Carried 6-0-0

129 f. (060122-15) The Kittery Town Council moves to approve a Pole Permit request from
130 Central Maine Power to install a Pole South Bound side of roadway between Old Ferry
131 Lane and Wyman Avenue.

132 Moved by Councilor McGuire, seconded by Councilor Clark.

133 Motion Carried 6-0-0

134 g. (060122-16) The Kittery Town Council moves to approve a sign request from Kittery
135 Adult Education to place signs about Town to advertise their HiSET (High School
136 Equivalency Test) exam completion campaign.

137 Moved by Councilor Stevens, seconded by Councilor McGuire.

138 Motion Carried 6-0-0

139 14. COUNCILOR ISSUES OR COMMENTS

140 Chair Spiller read a letter from Councilor Hamm which spoke about the need for
141 affordable housing in Kittery.

142 Councilor Stevens mentioned on June 4th she went to the soft opening of the Rice
143 Public library and stated how beautiful and welcoming it was. Councilor Stevens said
144 she and the Town Manager walked to the Second Congregational Church and
145 participated in the Black Heritage Trail of New Hampshire's first foray into Maine, where
146 Chair Spiller representing the Town of Kittery spoke at the ceremony, Lillian Buckley
147 was the Master of Ceremony, and Brad Hirst was the Host.

148 Councilor Clark asked God for good weather on Saturday for the Kittery Block Party.
149 Councilor McGuire mentioned the Town Meeting/School Budget Validation
150 Referendum/State Primary Election on June 14th and asked everyone to participate, he
151 also spoke about the Kittery Block Party, and the BL & BL-1 Affordable Housing Public
152 Discussion on June 29th.
153 Vice Chair Dow encouraged everyone to get out and vote.
154 15. COMMITTEE AND OTHER REPORTS
155 a. Communications from the Chairperson
156 b. Committee Reports
157 16. EXECUTIVE SESSION
158 17. ADJOURNMENT
159 Councilor Stevens moved to adjourn at 7:20 p.m., seconded by Councilor Clark
160 All were in favor.

Submitted by Kim Tackett

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



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

REPORT TO TOWN COUNCIL

Date: March 14, 2022
Update: April 11, 2022, May 23, 2022, July 18, 2022
From: Kendra Amaral, Town Manager
CC: Dutch Dunkelberger, Planning Board Chair, Matt Brock, Housing Committee Chair
Subject: Title 16 – Affordable Housing BL & BL-1 Zones
Councilor Sponsor: Chairperson Judy Spiller

SUMMARY

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

UPDATE

The Council held a workshop with the Planning Board and Housing Committee. The discussion focused on the payment in lieu, the front-yard setbacks, density, and affordability requirement. At the conclusion of the workshop the Council requested the following be prepared:

- Written responses to the workshop questions
- Increased payment in lieu recommendation
- Draft of revision that required all units to be affordable (100% affordable) to qualify for density bonuses
- Bring forward the affordable housing amendment for the Mixed Use-Neighborhood that was just recommended by the Planning Board (separate agenda item for the 5/23/22 meeting)

The Town held a webinar information and Q&A session on June 29 to review the background and details of the proposed amendments. Presenters included staff, Tom Emerson from the Housing Committee, and Clyde Barr from Maine Housing. Approximately 35 attendees signed on including members of the Council and Planning Board.

PROPOSED SOLUTION/RECOMMENDATION

Adopt amendment to Title 16 as proposed.

ATTACHMENTS

- Staff Memo summarizing the changes and process
- Draft Title 16 – Affordable Housing Business Local (BL) Zone
- Draft Title 16 – Affordable Housing Business – Local 1 (BL-1) Zone
- Draft Title 16 – Affordable Housing Enactment
- Written Responses to Workshop Questions
- 100% AFFORDABLE OPTION: Revised Drafts of BL and BL-1 Zone amendments
- June 29 Webinar Slides



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

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

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

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

Highlights include:

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

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

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

TITLE 16
AFFORDABLE HOUSING
BUSINESS LOCAL ZONE

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

16.4.17 Business – Local Zone (B-L)

A. Purpose

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

B. Permitted uses

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

(1) Accessory Dwelling Unit

(2) Dwelling, Attached Single-Family

(3) Dwelling, Manufactured Housing

(4) Dwelling, Multi-Family

a. Development proposing three or four dwelling units are permitted through minor site plan review;

~~(4)~~b. Development proposing five or more dwelling units are permitted through major site plan review;

(5) Dwelling, Single-Family

(6) Dwellings Two-Family

~~(6)~~(7) Dwelling Units as part of a Mixed-Use Building

~~(7)~~(8) Convalescent Care Facility

~~(8)~~(9) Nursing Care Facility, Long-term

~~(9)~~(10) Residential Care Facility

~~(10)~~(11) Accessory Buildings, Structures, and Uses

~~(11)~~(12) Home Occupation, Major

~~(12)~~(13) Home Occupation, Minor

~~(13)~~(14) Day Care Facility

~~(14)~~(15) Hospital

~~(15)~~(16) Nursery School

~~(16)~~(17) Private Assembly

~~(17)~~(18) Public Facility

~~(18)~~(19) Public or Private School

~~(19)~~(20) Religious Use

~~(20)~~(21) Recreation, Public Open Space

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

53 C. Special exception uses

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

55 (1) Dwellings, cottage cluster

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

67 D. Standards.

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

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

72 (a) Minimum land area per dwelling unit:

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

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

- [a] All floors are residential: 3,000 square feet; or
- [b] When less than five dwelling units are proposed with, at minimum, one nonresidential use to be located on the first floor facing State Road or Route 1 Bypass such that the use will be visible from the street: 3,000 square feet. Such a nonresidential use or uses need not occupy the entire first floor but must be an independent nonresidential use, e.g., not a home office marketed with a dwelling unit as a work/live unit.
- [c] When five or more dwelling units are proposed with, at minimum, one nonresidential use to be located on the first floor facing State Road or Route 1 Bypass such that the use will be visible from the street: 2,500 square feet. Such a nonresidential use or uses need not occupy the entire first floor but must be an independent nonresidential use, e.g. not a home office marketed with a dwelling unit as a work/live unit; or
- [d] 25% or more of the dwelling units will be affordable housing units as defined by this code: 2,000 square feet.

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

~~(b)(1) Parking. One row of parking spaces and a related access drive may be located between the front property line and the front wall of the building extending the full width of the lot. All other parking must be located to the side and/or rear of the building. All new or revised parking must be visually screened through the use of landscaping, earthen berms and/or fencing from adjacent public streets or residential properties. (See the Design Handbook for appropriate examples.)~~ Parking requirements are to be met on site. If meeting the parking requirements is not possible, the parking demand may be satisfied off site or through joint-use agreements as specified herein. Notwithstanding the off-street parking requirements in § 16.7.11.F(4), minimum parking requirements for the uses below are modified as specified:

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

- [a] Affordable housing as defined by this code is proposed in which case the parking requirements may be reduced to one parking space per dwelling unit at the Planning Board's discretion; and/or
- [b] Some or all of the proposed dwelling units are one-bedroom or studio type units in which case parking requirements for these types of units may be reduced to one parking space for each unit so described.

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

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

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

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

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

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

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

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

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

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

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

(f) Special parking and access situations.

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

(g) Minimum lot size: none.

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

(h) Minimum street frontage: none.

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

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

(i) Maximum-front setback: 20 feet.

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

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

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

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

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

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

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

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

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

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

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

(2) Parking design.

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

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

[1] Fewer curb cuts required;

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

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

[4] Improved overall site design with shared access.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

compliant).

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

~~B~~

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

~~(a)~~

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

~~(b)~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~(c).—Minimum lot size: none.~~

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

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

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

~~(e).—Minimum front yard: 15 feet.~~

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

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

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

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

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

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

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

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

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

(5) Cottage cluster requirements:

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

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

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

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

(6) Affordable housing requirements:

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

(b) Density incentives outlined above in subsection D.(1).(a).[2].[d] may be applied to projects that create affordable housing units, as defined by this code. No proportional payment-in-lieu is required if the affordable dwelling unit requirements for the density incentives are met.

~~(4)~~(7) Gasoline Sales

(a). Gasoline Sales must not be located within 1,000 feet of an existing station;

(b). not be located within 1,000 feet of any private residence; and

~~(a)-(c).~~ not be located within 150 feet of any existing structure.

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

(1) Permitted uses.

(a) Accessory Buildings, Structures, and Uses

(b) 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, Attached Single-family

[2] Dwelling, Manufactured housing

[3] Dwelling, Multi-family

[4] Dwelling, Single-family

[5] Dwelling, Two-Family

~~(b)-(c)~~ Recreation, Public Open Space

(2) Special exception uses.

(a). Art Studio or Gallery

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

(c). Business Services

(d). Business & Professional Offices

(e). Commercial Fisheries/Maritime Activities (provided only incidental cleaning and cooking of seafood occur at the site)

(f). Parking Area

(g). Conference Center

(h). Retail Sales, Convenience

(i). Home Occupation, Major

(j). Home Occupation, Minor

(k). Mass Transit Station

- (l). Motel
- (m). Hotel
- (n). Inn
- (o). Rooming House
- (p). Personal Services
- (q). Public Assembly Area
- (r). Theater
- (s). Public Utility Facility
- (t). Restaurant
- (u). Retail Sales, but (excluding those of which the principal activity entails outdoor sales and/or storage)
- (v). Commercial School
- (w). Public or Private School
- (x). Nursery School
- (y). Day Care Facility
- (z). Elder Care Facility
- (aa). Hospital
- (bb). Nursing Care Facility, Long-term
- (cc). Convalescent Care Facility
- (dd). Public Facility
- (ee). Religious Use
- (ff). Private Assembly
- (gg). Specialty Food and/or Beverage Facility

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

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

(1) Permitted Uses.

- (a) Recreation, Public Open Space

(2) Special Exception Uses.

- (a) Accessory Uses & Buildings
- (b) Aquaculture
- (c) Home Occupations, Major
- (d) Home Occupations, Minor
- (e) Public Utility Facilities,
- (f) Dwelling, Single-Family

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

TITLE 16
AFFORDABLE HOUSING
BUSINESS – LOCAL 1 ZONE

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

16.4.18 Business – Local 1 (B-L1)

A. Purpose

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

B. Permitted uses

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

(1) Accessory Dwelling Unit

(2) Dwelling, Attached Single-Family

(3) Dwelling, Manufactured Housing

(4) Dwelling, Multi-Family

(a) Development proposing three or four dwelling units are permitted through minor site plan review;

(b) Development proposing five or more dwelling units are permitted through major site plan review;

(5) Dwelling, Single-Family

(6) Dwelling, Two-Family

~~(6)~~(7) Dwelling Units as part of a Mixed-Use Building

~~(7)~~(8) Convalescent Care Facility

~~(8)~~(9) Nursing Care Facility, Long-term

~~(9)~~(10) Residential Care Facility

~~(10)~~(11) Accessory Buildings, Structures, and Uses

~~(11)~~(12) Home Occupation, Major

~~(12)~~(13) Home Occupation, Minor

~~(13)~~(14) Inn

~~(14)~~(15) Day Care Facility

~~(15)~~(16) Hospital

~~(16)~~(17) Nursery School

~~(17)~~(18) Private Assembly

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

52 C. Special exception uses

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

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

66 D. Standards

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

70

(1) The following space and dimensional standards apply:

(a) Minimum land area per dwelling unit:

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

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

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

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

(b) Parking:

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

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

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

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

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

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

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

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

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

- (e) Maximum front ~~yard~~setback: ~~30~~20 feet.

(NOTE: This area must be designed to promote a pedestrian public space, which includes, but is not limited to, landscaping, sidewalks and sitting areas. The Planning Board may, at its discretion, allow a greater setback when public amenities such as pocket parks, outdoor dining or seating areas are proposed within the front setback. Pocket parks must be at least 200 square feet with a minimum of three trees and a bench for sitting required. Park must be vegetated with ground cover except for walkways. Outdoor dining areas must meet any additional requirements specific to that use. ~~Parking and outdoor~~ Outdoor storage ~~are~~ is prohibited anywhere in the front yard of the structure, except for seasonal sales items. Parking is also prohibited in the front setback except as allowed in subsection (2).(e) below).)

- (f) Minimum rear and side ~~yards~~setbacks: 10 feet.

(NOTE: Except as otherwise required by the buffer provisions of this title, and except where the side and/or rear ~~yards~~setbacks abut a residential zone or single-family use; in which case a minimum of 15 feet or 50% of the building height, whichever is greater, is required.)

- (g) Maximum building height: 40 feet. Solar apparatus is excluded from height determinations. Buildings and structures higher than 40 actual feet from the lowest point of grade to the highest point of the building or structure (see Height of Building in 16.3), permitted as a special exception, must have side, rear and front setbacks of sufficient depth to adequately protect the health, safety and welfare of abutting properties, which may not be less than 50% of the actual height of the proposed building.

- ~~(h) Maximum building and outdoor stored material coverage: 50%~~ The maximum impervious surface is:-

[1] 70%; or

[2] The Planning Board may, at its discretion, allow greater than 70% if:

(i) Additional landscaped or natural areas are proposed or preserved and such areas are integrated into the site design in an environmentally conscious way utilizing LID to provide stormwater filtration and/or water quality improvements. Such areas must exceed the requirement that 15% of the lot be landscaped or natural. See (4) Landscaping/Site Improvements. When granting such a concession, the Board must find that the proposed additional landscaping and/or natural areas and the site design provide enough benefit to outweigh the impact of greater impervious surface; or

(ii) Affordable housing to be built, rather than a payment-in-lieu, is proposed.

~~(h)~~ Note: If using either option above, the stormwater requirements in (i) below may not be modified.

- (i) Stormwater: All new development must use LID (Low Impact Development) and BMP (Best Management Practices), based on Maine DEP's Maine Stormwater Best Management Practices Manual Volumes I-III as amended from time to time, to manage 100% of the total stormwater generated on-site. The stormwater report and plan demonstrating that this requirement is met must be included with the application at the time of submission. A request for a modification may be submitted to the Planning Board but it is incumbent on the applicant to prove to the Planning Board's satisfaction that such a modification is necessary. The Town reserves the right to submit such modification requests for independent engineering review at the applicant's expense. The Board may also require additional

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

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

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

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

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

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

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

~~(m) 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.~~

(2) Parking design.

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

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

[1] Fewer curb cuts required;

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

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

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

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

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

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

requirement does not expire and runs with the land.

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

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

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

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

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

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

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

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

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

(3) Building design standards

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

- (a) Exterior building materials and details. Building materials and details strongly define a project's architectural style and overall character. (See Design Handbook for examples of acceptable materials, building scale, and designs.) "One-sided" schemes are prohibited; similar materials and details must be used on all sides of a building to achieve continuity and completeness of design. Predominant exterior building materials must be of good quality and characteristic of Kittery, such as horizontal wood board siding, vertical wood boards, wood shakes, brick, stone or simulated stone, glass and vinyl, or metal clapboard.
- (b) Roofs. ~~A building's prominent roofs must be pitched a minimum of 4:12 unless demonstrated to the Planning Board's satisfaction that this is not practicable. Acceptable roof styles are such as gabled, gambrel and hipped roofs are preferred. Flat roofs, shed roofs and roof facades (such as "stuck on" mansards) are not acceptable as prominent roof forms unless demonstrated to the Planning Board's satisfaction that another design is not practicable, except as provided above.~~ Roof colors must be muted. (See Design Handbook for examples.) Flat roofs proposed to locate heating, cooling, or other such mechanical or electrical apparatus off the ground, are acceptable provided that such apparatus are screened from view and the screening is designed as an integral part of the building to aid both aesthetics and noise attenuation. Flat roofs proposed for the purpose of solar array installations are also acceptable. The roof design must screen or camouflage rooftop protrusions to minimize the visual impact of air conditioning units, air handler units, exhaust vents, transformer boxes and the like. (See Design Handbook for examples of appropriate treatments.)
- (c) Loading docks and overhead doors. Loading docks and overhead doors must be located on the side or rear of the building and must be screened from view from adjacent properties in residential use.

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

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

(4) Landscaping/site improvements.

A landscape plan prepared by a registered landscape architect is a submission requirement. However, a landscape plan done by other design professionals may be allowed at the Planning Board's discretion. Climate change-tolerant Northeastern native plants are preferred. To achieve attractive and environmentally sound site design ~~and appropriate screening of parking areas~~, in addition to the landscaping standards contained in § 16.7-5 ~~and § 16.8~~, the following landscaping requirements apply to new and modified existing developments:

- (a) Fifteen percent of site area must be landscaped and/or in a natural state as described in D.(1).(j).[1], unless otherwise provided above;
- (b) Outdoor spaces must be created to reinforce commercial and community activities and pedestrian-friendly access. Outdoor spaces are encouraged throughout the site ~~with special attention along~~ especially in those areas to the front and sides of buildings when viewed from the sidewalk and street. Architectural features such as decorative pavers, planters and benches ~~seating areas, as well as outdoor dining where applicable,~~ are encouraged in the creation of these spaces;
- (c) The ~~space~~ setback between the ~~roadway~~ street and any buildings must be attractively landscaped using trees, ~~flowers~~, shrubs, perennials, ornamental grasses, fencing or stone walls to reinforce the site's unique character and building design and complement the public use of the space;
- (d) ~~A-Required~~ buffer setbacks that function as buffers between commercial and residential zones/single-family uses must be ~~established and be~~ landscaped at minimum with a combination of trees and shrubs in a planting bed at least six (6) feet wide. Planting beds may be mulched but no dyed mulching material may be used; ~~visually pleasing mixed planting type;~~
- ~~(e) Solid fencing, berms and/or stone walls must be used to prevent headlights from shining on abutting residential property. Incorporating flowering vines and other plantings on fences and blank exterior walls is encouraged;~~
- ~~(f)~~ (e) Provide street trees in a pattern reflecting the existing streetscape. For new buildings, a minimum of one street tree must be planted for each 25 feet of street frontage. The trees may be spaced along the frontage or grouped or clustered to enhance the visual quality of the site. (See Design Handbook for examples.) The trees must be a minimum two-and-one-half-inch caliper and be at least 12 feet high at the time of planting. ~~The species must be selected from the A~~ list of approved street trees may be found in the Design Handbook. Trees native to the Northeast, selected for climate change tolerance, are preferred and must be drought and salt tolerant when used along streets. A diversity of tree species (three to five species per every 12 trees) is required to provide greater resiliency to threats from introduced insect pests and diseases. Trees located within the public right-of-way must not exceed 20 feet at maturity. Existing large healthy trees must be preserved if practical and will count toward this requirement.
- ~~(g)~~ (f) For additions to existing buildings and changes of residential structures to a nonresidential use, one street-side tree (see list of street trees in Design Handbook) is required to be planted for every 1,000 square feet of additional gross floor area added or converted to nonresidential use. In instances where parking, display area, storage, building or

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

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

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

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

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

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

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

(5) Traffic and circulation standards.

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

(6) Cottage cluster requirements:

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

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

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

(7) Affordable housing requirements:

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

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

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

(8) 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.

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

(1) Permitted uses

- (a) Accessory Uses & Building
- (b) Aquaculture
- (c) Recreation, Public Open Space

(2) Special exception uses

- (a) Art Studio or Gallery
- (b) Business & Professional Offices
- (c) Business Services
- (d) Retail Sales, Building Materials & Garden Supply (excluding those of which the principal activity entails outdoor sales and/or storage)
- (e) Conference Center
- (f) Retail Sales, Convenience
- (g) Commercial Fisheries/Maritime Activities (provided only incidental cleaning and cooking of seafood occur at the site)
- (h) Parking Area
- (i) Dwelling, Manufactured Housing
- (j) Dwelling, Single-Family
- (k) Dwelling, Two-Family
- (l) Farmers market
- (m) Funeral Home
- (n) Home Occupation, Major
- (o) Home Occupation, Minor
- (p) Inn
- (q) Mass Transit Station
- (r) Motel
- (s) Hotel
- (t) Inn
- (u) Rooming House
- (v) Personal Service
- (w) Public Assembly Area
- (x) Theater
- (y) Public Utility Facility
- (z) Restaurant
- (aa) Retail Sales (excluding those of which the principal activity entails outdoor sales and/or storage)
- (bb) Specialty Food and/or Beverage Facility

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

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

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

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

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

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

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

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

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

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

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

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

Attest: {NAME}, _____ Town Clerk

Affordable Housing BL, BL-1 Zone - Workshop Questions

1. Are the primary goals of these amendments to create affordable housing?

- Yes, the amendments are developed to create affordable housing.
- Housing prices, whether they be purchase price or rental are skyrocketing due to high demand and low supply.
- Affordable housing means both income-restricted (aka: “big A Affordable”) and affordable as a result of natural market conditions such as sufficient supply, variety of unit sizes (studio, 1/2/3 bedrooms), and variety of types (rental, condo, multi-family, single family).
- “Big A Affordable” is defined in Title 16 as up to 80% of area median income, which is currently in the mid-\$80,000 per year for a family of four. The area median income is updated annually.
- The proposed amendments reduce the barriers to creating more housing in these zones which will add supply, and also require big “A” Affordable housing via income-restricted units or payment in lieu.

2. Can we increase the payment in lieu fee?

- Yes. The Housing Committee recommended that rate, knowing it may be low. The concern was setting it too high deterring housing projects that add both supply and affordable units.
- The payment in lieu fee was made an “Appendix A” component specifically to ensure Council could amend it relatively quickly as needed or desired.

OPTION A: Increase the Payment in Lieu fee to \$75,000 per unit; and/or

OPTION B: Allow no more than 50% of the units to be achieved through Payment in Lieu

3. If both zones were developed to their greatest density, how many units would result?

- Determining how many units is not possible within the scope of the staff resources. As part of the JLUS grant, the Town conducted a build-out exercise of a parcel along the Route 1 – Mall corridor and at the Water District. The Town also conducted a build-out exercise of the Walker Street Fire Station, through a Workforce Housing Coalition of Greater Seacoast charrette. These were done by consultants and volunteers in the architectural/developer/construction/financing industries, not staff. See Workforce Housing Coalition of Greater Seacoast report, and Urban Land Institute Technical Assistance Panel report.
- Each parcel has constraints specific to its own shape, topography, and site conditions. These constraints always reduce the developable acreage and therefore the size of the structure that can be placed on the parcel.
- To understand what **net density** will be on a particular site take the gross acreage and then subtract out:
 - Front, side, rear setbacks
 - Wetland setbacks
 - Buffering, landscape and parking requirements
 - Road access location and traffic egress routes

- Lot coverage limitations (aka: impervious surface limitations)
 - Required site improvements
-

4. How can we be sure that the residential wouldn't out compete and so exclude commercial as has happened in parts of Portsmouth?

- We cannot guarantee exactly what a property owner will chose to do with their private property; planning is a guiding mechanism that describes what can happen and what is desired to happen.
- Housing of all types are already allowed in the BL and BL-1 zones; yet only one project with housing has occurred in the past 8 years.
- The existing zoning density for housing, if served by public sewer is:
 - BL: 8,000 sqft, 4,000 sqft if entire first floor is non-residential
 - BL-1: 8,000 sqft, 3,500 sqft if entire first floor is non-residential.
- The proposed zoning makes housing more viable by increasing the density allowed, incentivizing mixed use, and further incentivizing affordable unit generation beyond the required 10%.
- The proposed zoning density for housing, if served by public sewer is:
 - BL: 3,000 sqft; 2,500 sqft if 5+ units and minimum of one nonresidential use on the first floor facing State Road or Route 1 Bypass, 2,000 sqft if 25% of units are affordable
 - BL-1: 2,500 sqft; 2,000 sqft if 5+ units and minimum of one nonresidential use on the first floor facing Shapleigh Road, State Road or Route 1, 1,500 sqft if 25% of units are affordable
- The Housing Committee spent a great deal of time discussing the impacts of commercial space requirements on affordable housing projects. Requiring commercial space as part of an affordable housing project adds barriers to the project including:
 - Commercial portion is ineligible for certain types of financing, and tax credits used in affordable housing developments.
 - If the entire first floor was required to be commercial, then an elevator could be required to meet ADA standards for affordable housing financing, which drives up the costs which in turn makes a project less financially viable for affordable housing.

OPTION: Require a portion of the first floor be commercial on State Road and Route 1 Bypass

5. What would State and Post Roads look like with 40' buildings with minimal setbacks on both sides of the road?

- See attached images.
-

6. Review what is proposed for Mixed Use Building that proposes 5 or more units of housing and at least one commercial unit on first floor.

- Proposed for BL, if served by public sewer: 2,500 sqft per unit with 10% of units restricted affordable or payment in lieu; ~ 17 units per **gross acre**.
- Proposed for BL-1, if served by public sewer: 2,000 sqft unit if 25% of units are restricted affordable or payment in lieu; ~ 22 units per **gross acre**

- See Q3 for an understanding of how gross acreage is reduced to actual developable land by parcel (net acreage).
-

7. How would it look if both sides of the road had forty-foot structures? Is there a way to require top level to be tiered to create more open-air space or require a ten-foot setback for the forty-foot structures?

- See attached images.
- Existing code: Minimum 15 ft front yard setback.
- Proposed code: Maximum 20 ft front yard setback.
- Both the tiered top floor and a minimum setback are possible, both would produce different outcomes.
- Requiring the top level to be tiered would impact space efficiency of building layout, may not feel “open air” as desired for the pedestrian on the street level, and reduces opportunities for roof mounted solar.
- The purpose for little to no front yard setback is to obtain that street activation that notably enjoyed in areas like the Foreside.

OPTION A: Amend front yard setback to have a minimum 15 feet; and/or

OPTION B: Increase the maximum setback to 40 feet

8. The “new” building on the corner of Love Lane and State Road has a scale and design that works with the setting. Something two or three times larger with greatly reduced setback seems like it would be out of scale for Kittery?

- There appears to be confusion between density and lot coverage. Density says how much you can put into the structure, lot coverage says how big of a structure, given all other constraints being met (setbacks, parking, landscaping, etc.) can be built. They are not synonymous.
 - Existing code and proposed amendments do not change height limitations. Maximum is 40 feet excluding solar panels.
 - Using the building noted above as an example, the building size would not change. However, rather than five luxury oversized condos it could have more than five units, modestly sized, thereby adding to the supply of housing, and the variability of housing types.
-

9. Why not create a new zone for the Kittery Point BL-1? Without sewer it cannot take advantage of the increased density. Even if it were sewered would we want that density there? Would creating a new zone BL-KP better protect the areas combination of working waterfront and residential?

- The Pepperrell Cove and Lewis Square areas of Kittery Point are designated BL, presumably, because it resembles the other areas of Town included in BL in terms of mix and characteristics of existing buildings and uses.
- The densities proposed in the BL amendment would not apply to Kittery Point due to a lack of sewer. Sewer would be very expensive for a private developer to achieve due to underground conditions, shoreland regulations, and water crossing requirements. The Town does not have plans to extend sewer to Kittery Point.

- The Planning Board has set a goal of limiting the number of unique zones in Kittery; this would add a new unique zone.
 - Adding a new unique zone is certainly possible, but a significantly larger scope of work than planned for with implementation of the Affordable Housing effort. It would likely take two years to complete the neighborhood planning effort involved in this.
-

10. Please address the build out scenario raised for the parcel on State Road?

- The example provided in the letter sent to the Council and included in public comment is a thought experiment that ignores any site or zoning code constraints.
 - When these constraints are incorporated into the letter writer's imagined redevelopment of that site, the acreage subject to the density calculation shrinks to approximately 48,000 square feet due to the presence of wetlands.
 - The site will also be limited by building height restrictions, open space and landscaping, and driveways and parking spaces that would constrain the size of any new building and thus reduce the net density further.
 - Please see Q3 for more information about gross acreage vs. net.
-

11. How will the market likely respond to these changes and what will it mean for the character of the area and our community?

- To date the market has not enthusiastically responded to current zoning.
 - One new project has occurred on State Road, and one is in the permitting stage and includes no residential. No projects are in the permitting stage for the Route 1 Bypass.
 - The Town conducted a Foreside Land Use, Parking and Transportation Study. In that study (completed December 2017) the study concluded that the pedestrian scale of the Foreside is desired up the length of Gourmet Alley.
 - If the zoning as currently in place is not producing the results desired, given the strong economy of the past eight years, it can be considered a signal that the requirements are not conducive to achieving the desired results; change in the zoning is needed.
 - The zoning was designed to accomplish the Foreside feel along State Road (aka: Gourmet Alley)
-

12. How do the amendments link to our Comprehensive Plan?

- The proposed amendments link to the following:
 - Comprehensive Plan:
 1. Housing: create housing that is affordable to younger, single-person, and family households; create housing that is affordable to seniors and accessible to amenities;
 2. Primary Economic Development Areas: Route 1 Bypass, Gourmet Alley
 - Foreside Land Use, Parking, and Transportation Study: extend the pedestrian scale of the Foreside up Gourmet Alley
 - Joint Land Use Study: Provide more housing for area workers to reduce traffic congestion and reliance on single occupancy vehicles (SOVs) to the PNSY.

13. The bulk, if not all, of the increased housing stock allowed by the ordinance will not be capital “A” affordable. Can staff make the case, given the relatively small payment in lieu fee, that there will be a significant amount of “Affordable” housing created? I’d suggest renaming this ordinance if not

- The Town cannot expect to address the challenge a housing shortage creates relative to affordability without addressing both the supply of housing and the requirement for income restricted housing (aka: “big A affordable”).
- Supply, and more importantly supply that is not all large single-family homes on large lots, is a necessary component of making housing generally more affordable in Kittery.

14. If the money from the payment in lieu fund is to be used, will Kittery need to buy land for Affordable housing? And will the Town be the entity that hires contractors to build it? Or as suggested at the last PB meeting, might the money go to other projects that may help existing homeowners but not directly increase Affordable housing?

- There are a lot of factors that go into generating big “A” Affordable housing. They include acquisition costs, construction costs, zoning and density, tax-incentivized financing and tax credits, site constraints, etc.
- The State of Maine has \$20M in tax credits for Affordable housing each year, and typically only funds 4 or 5 projects state wide.
- Payment in lieu funds can be used to add supply and assist those struggling to stay in their homes through:
 - Grants or revolving low/no interest loans to Affordable housing developers; funds can be used to offset acquisition costs, projects costs, and add valuable points to the Maine Housing tax credit scoring sheet.
 - Fund smaller rehabs and renovations that help those who would qualify for big A affordable, are currently housed, but are struggling to stay in their homes.
 - Fund Accessory Dwelling Units development, which is being piloted this summer using ARPA seed funding.

15. How was the scale of the density increase arrived at by the Housing Committee and Staff?

- The Housing Committee began as an ad hoc effort. It started with a presentation by housing experts at the KCC, then launched into the Workforce Housing Coalition of Greater Seacoast charrette effort.
- Following that, the Housing Committee gathered information from:
 - Maine Housing
 - Community Housing of Maine (a non-profit affordable housing developer)
 - Other communities and state agencies in New England with affordable housing initiatives
 - Local banks who fund housing projects
 - AVESTA Housing (a non-profit affordable housing developer)
- Conversations with affordable housing developers indicated a minimum density of 16 units per acre to achieve economically viable projects, or about 2,700 sqft per unit in Kittery’s code language.
- Staff and the committee tweaked that figure to arrive at more tailored standards for Kittery.

- In addition to the research, the Housing Committee includes broad representation from those in the housing and affordable housing space including representatives from a local housing advocacy group, an architect, a former housing developer, Planning Board members (past and current), and Councilors (past and current)
 - All of this information and expertise was synthesized, discussed at length, and used to develop the Affordable Housing zoning ordinance adopted in 2020.
 - The proposed amendments for the BL and BL-1 zones were developed in the Housing Committee, then reviewed and amended by the Kittery Land Issues Committee (with representation from the Planning Board, Council, Conservation Commission, Parks Commission, Economic Development Committee, Kittery Land Trust, and citizens)
-

16. Would you explain why we need so much more housing in our business zones?

- Kittery generally needs more housing to ebb the tide of gentrification, keep up with the demand, to ensure socio-economic diversity, to support local businesses employee and customer needs, to be a place where multiple generations can live.
 - The zones being focused on for increased housing offer the following:
 - Already built out, does not require new lots be developed
 - Already have infrastructure such as roads and utilities to support them
 - Access to hubs of services and amenities and employment
 - Support of and access to multi-modal transportation options (reducing GHG from single-occupancy car use)
-

17. Neither the Land Use Committee nor the Planning Board has been given an example of how many units of housing a particular lot or group of lots might yield. There are many lots that appear that they could support a large number of units. Example: J&J Villas (2 lots/5ac+ in total) is adjacent to the Lions Club (2 ac). Both appear to have no impediments to development. If both were purchased, how many units could be created under the currently proposed rules? How many units could the 15-acre Water District land yield?

- Please see Q3.
 - The Water District site is 7 acres and adjacent to wetlands that require a 100-foot setback. The net density allowed would yield fewer units than simply applying the density to the entire parcel's area.
-

18. How will this ordinance affect the value of properties in the Business zones? Do you anticipate an increase to the property tax in the zones, given the opportunity to create far more units of housing than currently allowed?

- The property value generally will not change unless the property has a site plan approval from the Planning Board or is under construction.
- Municipal finance is such that increases in property values do not generate "more taxes". Property values determine how much of the municipal and school budgets each property is responsible for. More value drives down the mil rate.

- Development along these roads would result in one time revenue from permit fees, and may increase sewer revenue with additional units.

19. Given Shipyard traffic in the area, was traffic increase a consideration when deciding the appropriate level of density?

- The Joint Land Use Study and Implementation Report concluded that a significant amount of the PNSY traffic is due to employees not having affordable housing options in the immediate area. This causes them to have to drive in from Rochester, Sanford, etc.
- An increase in local housing that has a mix of types and price ranges, and located in a manner that makes the PNSY accessible through non-SOV (single occupancy vehicles) or transit (e.g., COAST bus or shuttle bus), or active transit (walking, biking) would actually **reduce peak shipyard traffic** and GHG emissions in Kittery.

20. What if we made 100% of units required to be affordable?

- That is possible, though it will likely prove an insurmountable barrier to all but two possible project types:
 - Town funded
 - Projects with significant grant funds to offset the high costs of acquisition and construction.

OPTION A: Allow higher density only if 100% of units are affordable (see 100% Affordable Option)

Please visit www.kitteryme.gov/affordable-housing-reports for quick access to the source materials for this effort including:

- 10 Year Comprehensive Plan 2015 – 2025 – Executive Summary
- Foreside Land Use, Parking and Transportation Study
- Workforce Housing Coalition of Greater Seacoast - Workforce Housing Charrette Walker Street Fire Station
- Joint Land Use Study – Executive Summary
- Joint Land Use Implementation Report
- Urban Land Institute – Technical Assistance Panel Report - Kittery and Berwick
- Kittery Inclusionary/Workforce Housing Initiative







Figure 46 – Proposed Conditions Meeting Code: Route 1 Opportunity Site Across from York Hospital Site



Figure 49 – Proposed Infill Development on Government Street Not Meeting Zoning by Exceeding 1,500 SF (4,000 SF shown)



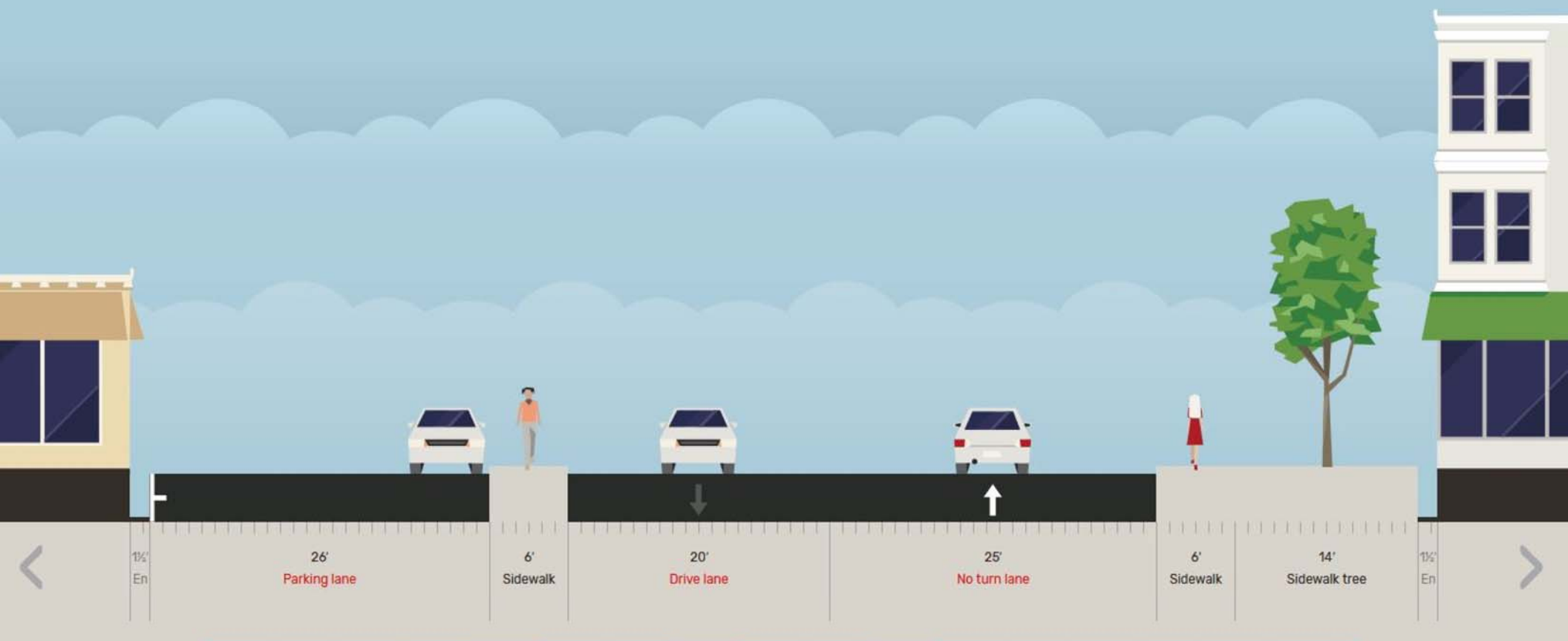
People-Oriented Street
vs.
Auto-Oriented Street



www.strongtowns.org/slowthecars

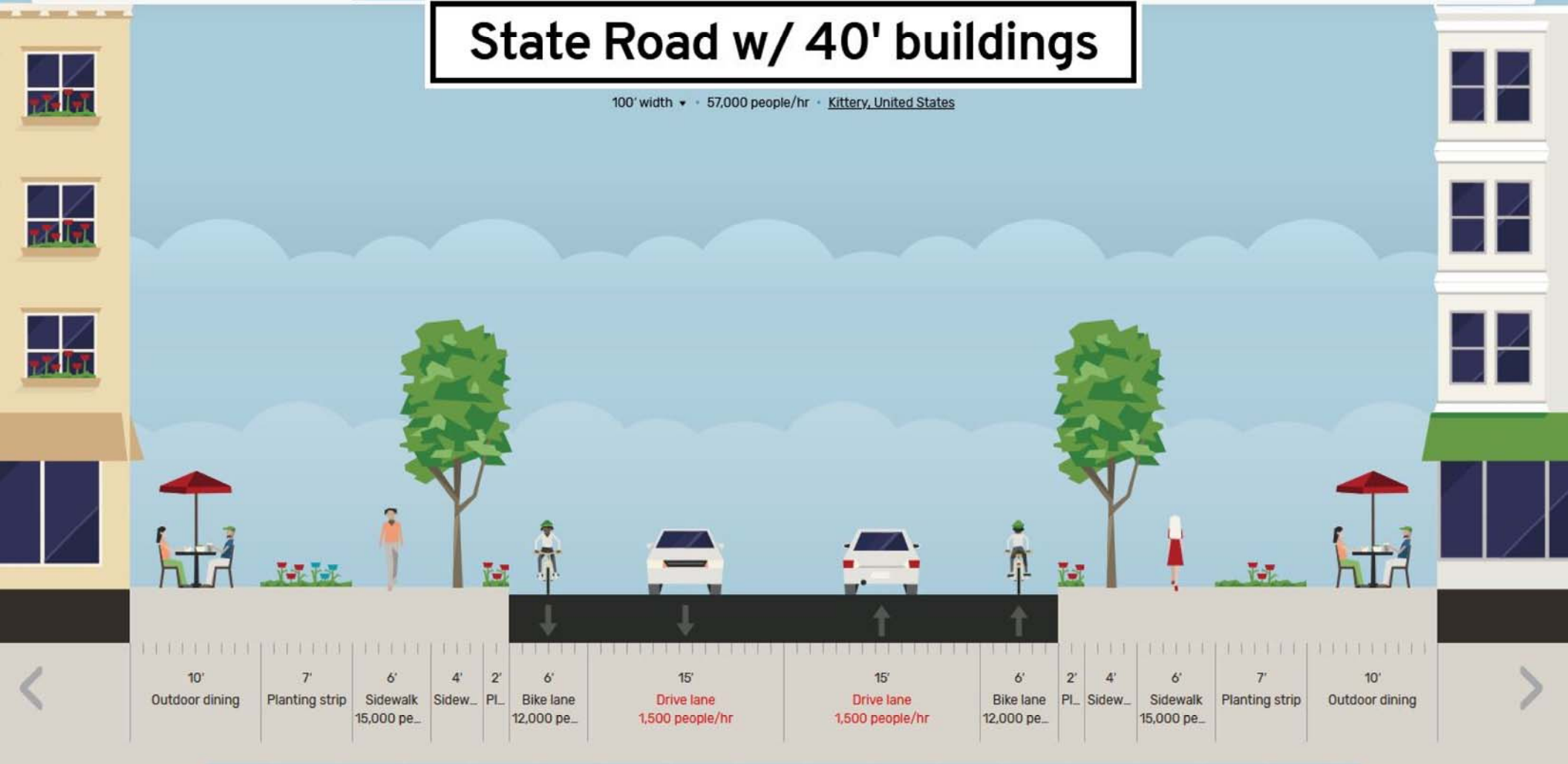
State Road

100' width (3' room) ▾ • [Kittery, United States](#)



State Road w/ 40' buildings

100' width ▾ • 57,000 people/hr • [Kittery, United States](#)





No setbacks
Less than 40' heights



Dexter, Maine. Main Street showing Gerry Block.

TITLE 16
AFFORDABLE HOUSING
100% AFFORDABLE ONLY OPTION
BL & BL-1 ZONES

1. Business Local (B-L) replace lines 67 through 90:

A. Standards.

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

(1) The following space and dimensional standards apply:

(a) Minimum land area per dwelling unit:

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

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

[a] All floors are residential: 8,000 3,000 square feet; or

[b] The entire first floor is a nonresidential use or uses: 4,000 square feet; or

[c] 100% of the dwelling units will be affordable housing units as defined by this code: 2,000 square feet.

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

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

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

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

2. Business Local 1 (B-L1) replace lines 71 through 86:

B. Standards

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

(1) The following space and dimensional standards apply:

(a) Minimum land area per dwelling unit:

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

[2] When the entire first floor is in nonresidential use: 3,500 square feet; or

~~[2]~~[3] When 100% of the dwelling units will be affordable housing units as defined by this code, the minimum land area per dwelling unit is: 1,500 square feet.

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

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

~~[3]~~[6] When 25% or more of the dwelling units will be affordable housing units as defined by this code, the minimum land area per dwelling unit is: 1,500 square feet.



Proposed BL & BL-1

Zoning Amendments

Agenda

- Guiding Principles for Proposed Amendment – Kittery Housing Committee
- Overview of Housing in Kittery - Maine Housing
- Housing Reserve Program– Tom Emerson, Architect, Planning and Development Consultant, Kittery Housing Committee Member
- Review Proposed Ordinance Amendments
- Questions and Discussion

Guiding Principles for Proposed Amendment

REPRESENTING KITTERY HOUSING
COMMITTEE

Kittery Housing Committee

The Housing Committee has accomplished the following:

- ADU ordinance amendments, model ordinance
- Established mandatory affordable housing component
- Housing as an allowable use in C-2 and C-3 zones
- Establishment of Housing Reserve Fund and requirement that proceeds from sale of tax acquired properties to go to Housing Reserve Fund (unless otherwise allocated by Council)
- Launched ADU Grant Program

Kittery Housing Committee

The Committee is guided by various reports and studies, each of which was developed with community input and engagement.

- 2015 – 2025 Comprehensive Plan
- Foreside Parking, Transportation and Land Use Study
- Seacoast Area Coalition for Workforce Housing
- Joint Land Use Study

What does a Comprehensive Plan look at?

- Identifies features to preserve
- Identifies what needs to change
- Identifies resident concerns
- Identifies needed improvements
- Ensures that Kittery's desirable features are preserved and challenges are addressed

KITTERY VOICES: PUBLIC PROCESS

Kittery's residents, business owners and town officials were invited to participate in a variety of forums including town-wide public workshops and on-line forum, a survey, and interviews with a range of individuals. Their input was used to develop the vision and goals. This then formed the basis for the Comprehensive Plan.

PUBLIC FORUMS

- 3 town-wide public forums
- 1 on-line survey
- continuous on-line conversation
- website
- teen visioning session
- 10 Steering Committee meetings
- 4 Joint Workshops: Planning Board/Steering Committee
- Meetings with Town Department Heads
- 32 leadership interviews

THREE UNDERLYING THEMES

The following three themes were identified as underlying much of the community conversation:

- Preserve the town's character
- Increase and improve multi-modal transportation
- Promote a multi-generational Kittery

Preserve the town's character

One of the main underlying themes of the community conversation was that of a desire to "protect and maintain what we have rather than spend resources on acquiring more."

- Preserve open space and other natural features, working waterfront, and historic buildings -
- while guiding additional development to desirable locations.
- Ensure that the diversity of people in terms of socio-economics can continue to live in Kittery (affordable housing and jobs)
- Support the diversity of land uses that make up the Town ("wild" landscapes, Foreside, outlets, working waterfront, quiet residential neighborhoods, etc.)

Responses from March 12, 2016

Visioning Forum Favorite Things

- Cultural and historical assets
- Foreside
- Recreational access to natural assets
- Coastline

Also:

- Public parks
- Rural character
- Demographic diversity
- Sense of community

Least Favorite Things

- Dysfunctional town government
- Not pedestrian-friendly
- Traffic

Also:

- Biking is difficult
- Lack of parking
- Town codes
- School system
- Lack of protection of historic and natural resources

Increase and improve connections

- Safer and more pleasant walking and biking physical connections
- Communication and access to information
- Provide more opportunities for social connections by providing opportunities for community gathering (through an enhanced Foreside, a 21st century library, expanded programming at the KCC, support public access to waterfront areas, and improved walking and biking infrastructure)

Promote a multi-generational Kittery

- Wholesome activities for youth (including improved and increased recreational opportunities, safe ways of getting around town and more youth involvement in planning for the future)
- Support healthy aging in place (with affordable housing appropriately sized and located for seniors, as well as activities and transportation geared to this population)
- Provide opportunities for multi-generational activities

A summary of the public's comments is provided in the Introduction to this report. More detailed documentation of the public process is compiled in **Volume III: Summary of Public Input**.

Responses from March 12, 2016 Visioning Forum

If you could do one thing to improve Kittery... what would it be?

- Sidewalks and bike lanes
- Improve Town planning process
- Improve school system
- Increase sustainability
- Improve town government

Also:

- Support affordable housing
- Resolve and complete library plan
- Support business development
- Parking plan
- Historic preservation
- Preserve open space
- More public spaces
- Increase recreational opportunities





Kittery's Demographics

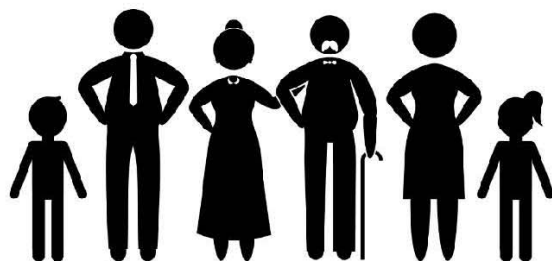
3

POPULATION AND DEMOGRAPHICS

- Total population for Kittery has remained relatively stable since 1970, and that trend is projected to remain stable, possibly declining slightly, through the year 2032 (US Census, State of Maine Projections)
- Kittery is an aging community; between 2000 and 2014, residents ages 55 to 64 increased by 65 percent (US Census)
- The number of family households in Kittery with children under the age of eighteen has declined since 2000 (US Census)
- School enrollment in Kittery has remained stable with the exception of fluctuations due to military families moving to Kittery for short term assignments at the Naval Shipyard. During the 2014/15 school year, approximately 18 percent of children enrolled in the Kittery school system were from military families (Kittery School District)
- The current population in Kittery is stable, with over 86 percent of residents living in the same home they did a year ago (US Census)
- The median age of those immigrating to live in Kittery was seventy-two (US Census)
- Since 2000, the median household income in Kittery has grown from \$45,067 to \$60,205 in 2014 (US Census)

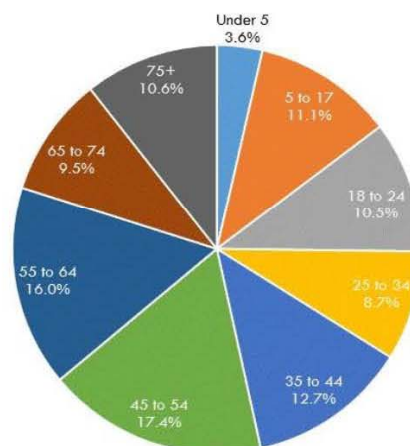


Kittery's estimated population
in 2014 was 9,649 (US Census)



Total population is projected to
decline by 6 percent through
the year 2032 (State of Maine)

Kittery's Population by Age



WHAT DOES IT MEAN?

- According to US Census data, Kittery's population has not grown in over 45 years
- The senior population is increasing as existing residents are getting older, which may require more targeted housing for seniors
- The Town should consider ways to attract and retain a younger population to help fill jobs, support local businesses, and support the town's tax base.



Kittery's Housing Resources

4

HOUSING RESOURCES

- For 2014, the American Community Survey estimates the total number of housing units in Kittery to be 5,144 (2010-2014 ACS)
- Sixty-five percent of Kittery's housing stock is owner-occupied which is lower than many surrounding towns with the exception of Portsmouth (2010-2014 ACS)
- Kittery has a relatively young housing stock, with 74 percent of residential structures built after 1940 (2010-2014 ACS)
- The American Community Survey estimates median owner-occupied housing value at \$292,200 and median monthly rent of \$1,232 (2010-2014 ACS)
- The Town has a number of age-restricted housing options for residents over fifty-five



Kittery has a diversified housing stock in a desirable location

Household size is shrinking,
and the number of residents
over 65 is growing in Kittery.



What implications does this
have for future housing needs?

4%

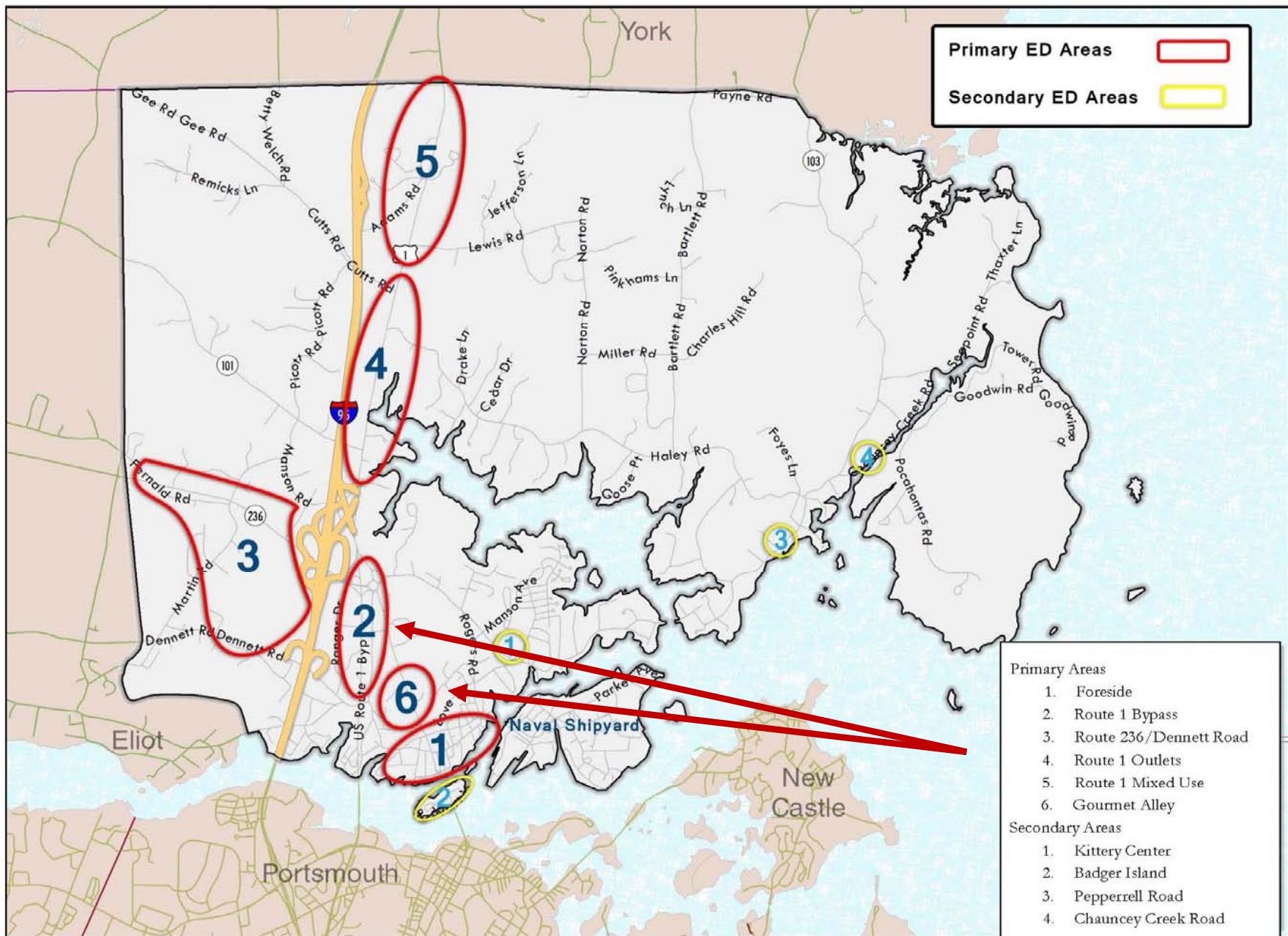
Percentage Kittery's median
home values have increased
between 2010 and 2015

7%

Percentage Kittery's median
rent values have increased
between 2010 and 2015

WHAT DOES IT MEAN?

- Kittery's housing prices are increasing, making it harder for residents to afford to live in Kittery
- Housing that is affordable for younger single-person and family households is an important component of maintaining the Town's workforce and stimulating economic development
- With a growing senior population, the Town should consider ways to create housing that is affordable, accessible, and located in places with access to amenities



Kittery Foreside Land Use, Parking, and Transportation Study

Kittery, Maine

FINAL REPORT | July 2018




TYLININTERNATIONAL
engineers | planners | scientists

MRLD
Landscape Architecture + Urbanism

SECTION 7.0 PUBLIC OUTREACH

- Staff Kick-Off Meeting – January 10, 2017
- Public #1 Kick-Off Meeting – February 8, 2017
- Kick-Off Working Group Meeting #1 Site Walk – March 6, 2017
- Working Group Meeting #2 to Review Existing Conditions – May 3, 2017
- Public Meeting #2 Listening Session and Design Workshop – June 15, 2017
- Working Group Meeting #4 to Review Draft Recommendations– August 23, 2017
- Working Group Meeting # to Review Draft Recommendations – October 2, 2017
- Public Meeting #3 – October 25, 2017
- Present Draft Recommendations to Planning Board – November 9, 2017
- Present Draft Recommendations to Town Council – December 2017
- Present Final Draft Recommendations to Working Group – December 2017

6.3.1: Key Zoning / Design Strategies

1. Extend walkability and character of the Foreside to Route 1.
2. Where feasible, require on-street parking, street trees, street lights, and sidewalks on Walker, Government, Whipple and Route 1.
3. Create a more uniform, village like, safe, and attractive Route 1 from the river north through Gourmet Alley.
4. Promote infill development along Route 1 as depicted on **Figures 44 and 46**. 
5. Reconcile uses between MU-KF, BL-1, and BL and grandfather/sunset certain uses:
 - Mass Transit
 - Building Materials
 - Garden Supply
 - Conference Center
 - Funeral Home
 - Gas Station
 - Mechanical Service
 - Parking Lots as Primary Use
 - DO NOT allow drive-thru facilities anywhere in the new zone
4. Reconcile standards between MU-KF and BL-1 (extend MU-KF standards to Route 1). Allow for greater densities, increased net residential densities, lot coverage, relaxed parking ratios, and 0' front setbacks in what is now zoned BL-1.
5. Allow larger buildings on parcels with frontage on the Route 1 corridor north of the Government Street intersection
6. Allow smaller buildings (development/redevelopment) east of Route 1 following current zoning: 1,000 to 4,500 +/-
7. Coordinate short-term and long-term implementation of parking, mobility, and zoning recommendations to encourage growth while promoting walkability and “Streets and Squares” placemaking
8. Design and zone for what the community wants for the future, not only for what exists today (this is most applicable to Route 1 north of the park through Gourmet Alley).
9. Allow flat roofs on buildings that are a minimum of two occupied floors. Building massing shall be articulated with a cornice.

This approach to unifying the Study Area into one zone combined with right sizing streets and intersections leads to an overall urban design/primary street network/wayfinding squares noted on **Figure 56**.



Figure 44 – The Water District Site and the Walker / Route 1 Intersection (courtesy Sustain Southern Maine)

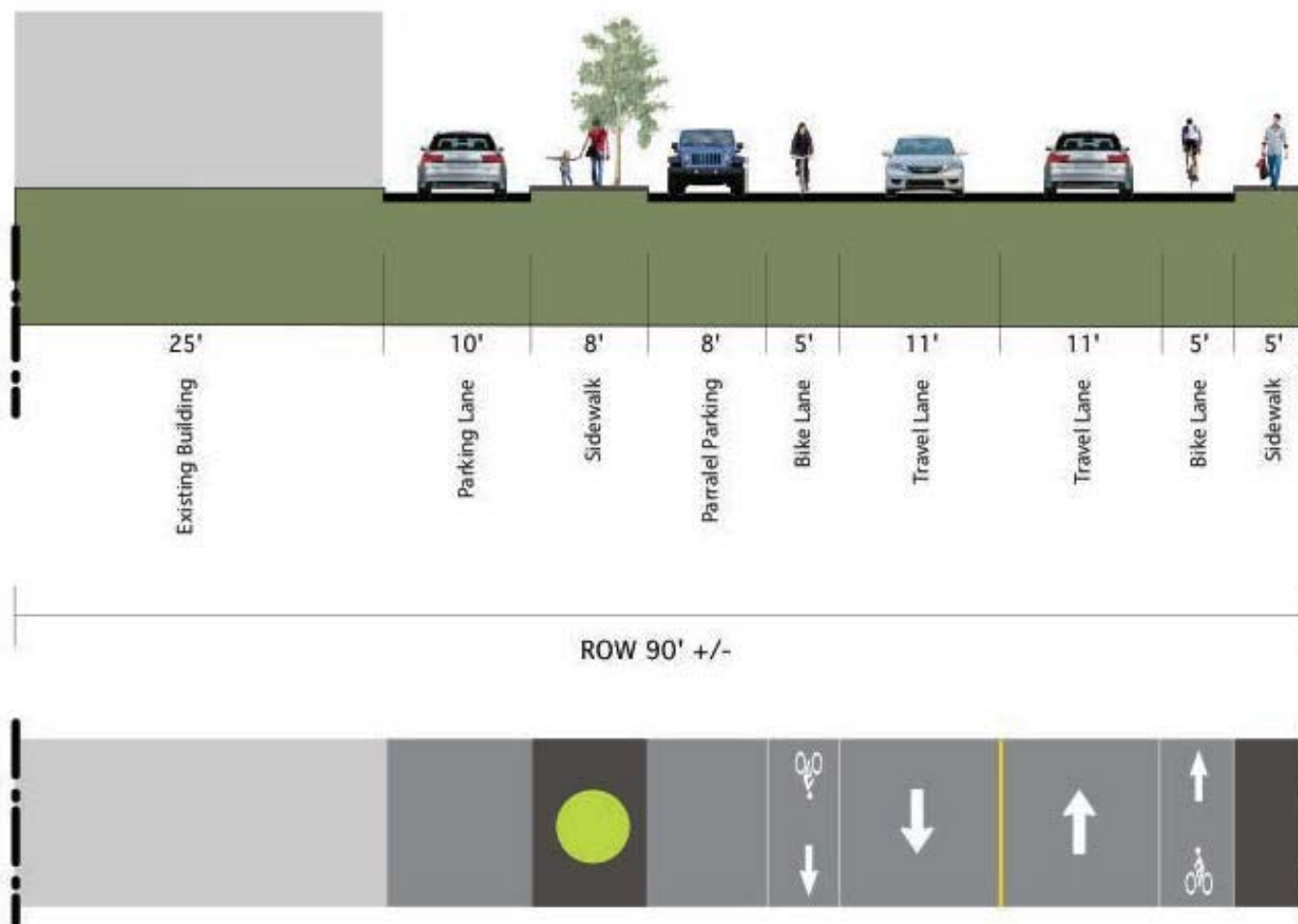


Figure 34 – Proposed Cross Section at Gourmet Alley



Figure 45 – Existing Conditions: Route 1 Opportunity Site Across from York Hospital Site



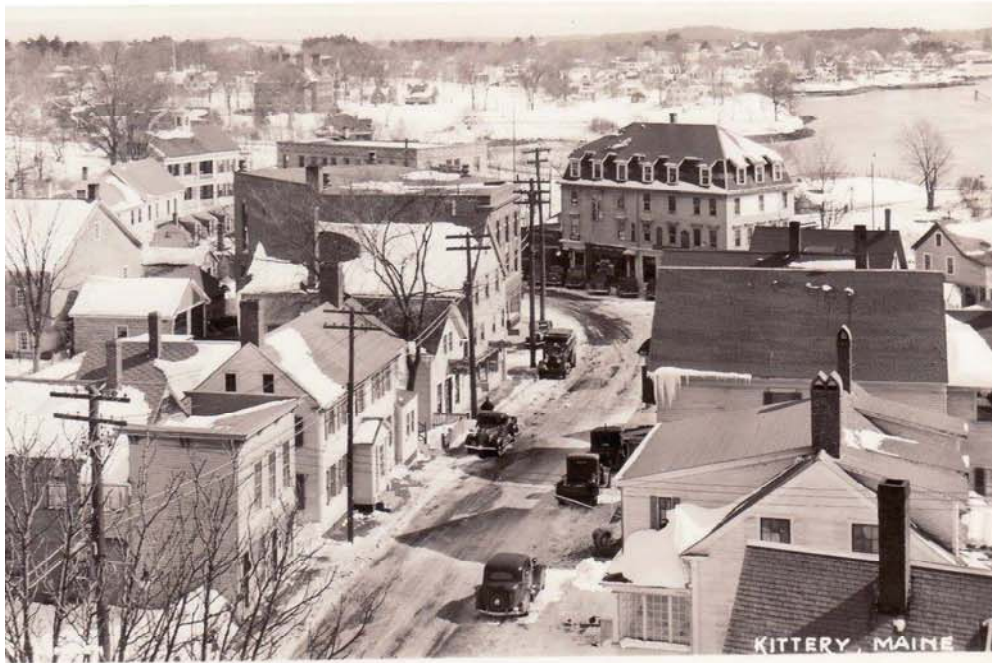
Figure 46 – Proposed Conditions Meeting Code: Route 1 Opportunity Site Across from York Hospital Site



Kittery Housing Workshop

A Workforce Housing Coalition Design Charrette

October 24th and 26th 2018



Community Listening Session

Input from stakeholders is a critical part of the charrette process. Kittery residents, business owners, and local leaders were invited to share their ideas, hopes, and concerns about workforce housing in Kittery via online survey before the charrette, during the site "walk and talk" in early October, and during the site walk and listening session on the first day of the Kittery Housing Workshop. Here is a sample of what the charrette team heard from Kittery.

Design

Kittery community members expressed support for:

- A building of 3-4 stories that is appropriate to the scale of Kittery Foreside;
- Apartments, as well as cottages, condominiums, and townhouses;
- A mix of very small units including studio and one-bedroom units;
- A design that is compatible with the existing context and character of the Foreside;
- Increased density to maximize units per acre on the site;
- Including green space and public gathering spaces, including safe play space for children;
- Providing privacy for abutters to the site;
- A design, which accommodates parking on the site, but also considers approaches to reduce the need for parking;
- And a design that uses clean energy approaches.

People

Kittery community members expressed support for housing that is affordable to those with low- to moderate-incomes who work locally, as well as families, young professionals, seniors, military, and those who are homeless and disabled.

Zoning

Kittery community members expressed support for changes to the existing zoning in order to maximize the opportunities at the site.

Affordability

Kittery community members expressed support for a design that focuses on units that are affordable to low and moderate income earners.

Mixed Income

Kittery community members expressed support for a design that includes housing for people with a mix of incomes.

Transportation

Kittery community members expressed support for a design that includes transportation planning in an effort to address traffic issues in the area of the site.

Flexible Mix of Uses

Participants were amenable to both residential-only and mixed-use development and sought flexibility with how the first floor will be used.

Neighborhood

Kittery community members expressed support for a design that takes advantage of the walkable neighborhood and proximity to Foreside, and improving area infrastructure, such as sidewalks, street lamps, and benches.

"Out of the Box" Ideas

Kittery community members expressed support for "out of the box" ideas, such as forming a cooperative.

Finally, Kittery community members expressed a desire that the lessons learned from this process be applied elsewhere in town.

Notable quotes:

"People who work in the [Foreside] businesses can't afford to live here and drive long distances"

"It is nice to see people who live here doing things here, like walking their dogs through town"

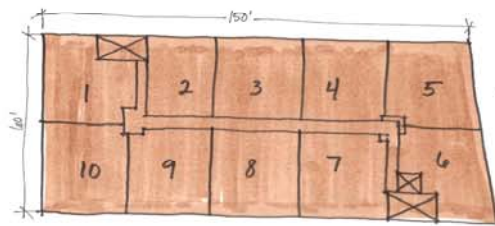
It is "neat" when people live and work in close proximity because it reduces transit"

"I think most people in the community will support workforce housing [in the Foreside]"

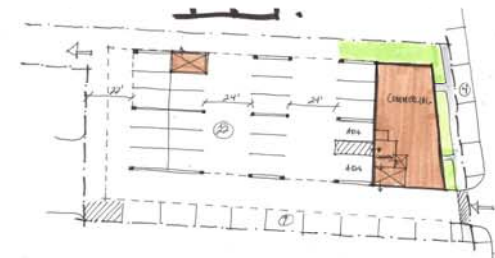
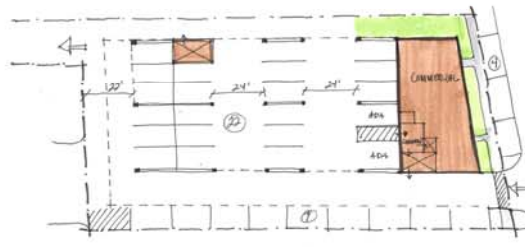
Apartments for Families

The charrette team attempted to max out the site. This rendering includes a mix of unit sizes,

- 4 stories, 30 units total, average size of 900 square feet each, total footprint is about 9,300 square feet (more than 50% of the site).
 - 3 3BR renting for \$1,100 - \$1,500
 - 10 2BR renting for \$1,000 - \$1,300
 - 10 1BR renting for \$850 - \$1,100
 - 7 studios renting for \$800 - \$950
- Parking: 22 garage spaces underneath, 9 parking spaces on side, 4 new parking spaces on street.
- In order to qualify for LIHTC, 3-bedroom units are required.
 - 2- and 3-bedroom units must make up 50 percent of total units.
- Commercial on the street on first floor, 3 floors of housing above (approximately 10 units per floor).
- This option is the most urban and stretches current zoning.
- Alternative transportation (such as a rental car) should be provided on the site.
- Renting at an average of \$900 per unit per month (affordable to renters making up to 50 percent of the AMI) results in a return on investment of just 5.5 percent, which would only be appealing to a nonprofit developer. More density is needed to make this financially feasible for a for-profit developer.
- Scoring is not competitive due to high total construction costs.
- Underground parking contributes to high development costs.
- Zoning changes needed: total number of units from 3 to 30; parking at 1:1 ratio.



Floor 2, 3 + 4



Floor 1 @ stairs

Recommendations for Next Steps

Foreside is beloved by the community, but it could not be replicated today under current zoning. Much of Foreside is non-conforming and current zoning does not reflect historical development patterns in the Foreside. The charrette was an opportunity to collect information about housing and affordability generally and the hope is that lessons learned through this process can be replicated elsewhere in town. Below are several recommendations for amending current zoning in Foreside and recommendations for how to move forward.

Recommendations for Zoning Ordinance Amendments:

Look at Foreside today and create zoning that matches what Kittery already has and loves. Use regulatory tools to replicate the historical fabric of the downtown, promote walkability and connectivity by placing amenities closer to one another, promote small-scale commercial uses (such as ground floor retail), slow traffic, increase housing choices, and enhance parking options.

- Consider eliminating front setbacks and allow buildings up to sidewalk
- Increase sidewalk widths
- Reduce or eliminate side setbacks
- Reduce or eliminate density limitations
- Require all off-street parking to be behind buildings or shield off street parking that meets the street or back of sidewalk with a solid structure between four and six feet
- Work with property owners to bring building up to code when changing use of building
- Reduce or eliminate minimum lot size
- Reconsider lot coverage maximums (currently 60 percent, but existing buildings are much higher)
- Consider implementing a flexible approach to land use code, which focuses on building design and character, rather than use.

Recommendations for Next Steps:

- Consider a public-private partnership to ensure affordability is maintained at the site of 25 Walker Street.
- Explore the use of density bonuses, or other regulatory tools, for ensuring affordability is included in all future housing developments.
- Continue to engage Kittery residents on the issue of workforce housing to ensure public support when it is time to implement future amendments.
- Be flexible and creative with parking requirements, including connecting with nearby businesses to explore how to address the parking misperceptions in Kittery.
- Charge the housing working group with the task of ensuring this discussion continues.
- Continue to communicate and partner with the Workforce Housing Coalition of the Greater Seacoast moving forward.





TOWN OF KITTERY AND PORTSMOUTH NAVAL SHIPYARD **JOINT LAND USE STUDY**

EXECUTIVE SUMMARY - JANUARY 2020



JLUS PROCESS AND PUBLIC OUTREACH

The JLUS process is designed to create a locally relevant document that builds consensus and obtains support from the various stakeholders involved. It becomes a roadmap for future studies, grant applications, and implementation actions. To achieve the JLUS goals and objectives, the process included a public outreach program with a variety of participation opportunities for interested and affected parties.

Two committees, comprised of municipal, regional, state, and federal representatives guided the development of the JLUS:

- A **Policy Committee** provided overall guidance and approval, meeting quarterly through 2019.
- A **Working Group** comprised of technical staff from each policy member organization met regularly throughout the course of the study to guide data collection, review findings, deliberate strategies, and review materials shared with the policy committee and the public.

From the beginning of the study, local and regional stakeholders were engaged to inform their constituents about the JLUS and involve them in understanding, addressing, and resolving the most important issues. Stakeholders include individuals, groups, organizations, and governmental entities interested in, affected by, or affecting the outcome of the JLUS findings and recommendations.

WHO WE SPOKE TO

COMMITTEES

- Policy Committee
- Working Group

STAKEHOLDERS

- Local Jurisdictions (counties and cities)
- Department of Defense (DOD) officials (including Office of Economic Adjustment representatives)
- Portsmouth Naval Shipyard
- Local, regional, and state planning agencies
- Local, regional, and state transportation agencies
- Local, regional, and state government representatives
- Military organizations
- Non-governmental organizations
- The general public (including residents and landowners)



HOW WE COMMUNICATED

MEETINGS

- Targeted roundtables
 - Transportation
 - Regional Governance
 - Planning
 - Kittery neighbors
- Stakeholder interviews
- Public open houses
- Shipyard visit

OTHER METHODS

- Project updates and fact sheets
- Project website
- Media articles
- Surveys



KEY FINDINGS

THE REGION IS GROWING WITH THE HIGHEST LEVELS OF GROWTH FURTHER INLAND

Between 2010 and 2017, populations have increased in most towns in the region surrounding PNSY, with Kittery, York and Portsmouth growing between 2-6%. The population of Kittery in 2018 was approximately 9,500.

Towns further west from PNSY have -- and are expected to continue to see -- the highest growth in the next 15 years. From 2010-2017, towns such as Eliot and Wells grew between 6 and 14%. These inland communities are not along the region's major highway and transit corridors.



Source: Woodland Commons

AVAILABILITY OF AFFORDABLE HOUSING IS CAUSING PNSY WORKERS TO MOVE FARTHER AWAY

The growth in housing cost is arguably the largest contributor to regional congestion impacts from the PNSY. While the majority of PNSY workers once lived within walking distance, Kittery housing prices today are not affordable for over 70% of its residents. Less than 7% of shipyard workers live in Kittery today, with thousands pushed toward inland towns with lower housing costs, such as Sanford, Berwick and Rochester, NH.



ROADWAY CONGESTION IS IMPACTING LENGTHS OF COMMUTE TIMES FOR PNSY WORKERS

Nearest its two gates, shipyard traffic makes up the vast majority of cars in both the AM and PM peak periods on streets within the Town of Kittery, such as Walker Street, Government Street, and Shapleigh Road. Outside Kittery, PNSY traffic is a notable portion of regional traffic on some roadways, particularly Rt. 226, though shipyard workers travel an hour or more before the peak hour of other regional traffic.



Source: Campanella

Affordable Housing Kittery



MaineHousing
MAINE STATE HOUSING AUTHORITY

About MaineHousing:



Envisions a Maine where everyone can afford a good, safe home.



Serves more than 90,000 households each year.

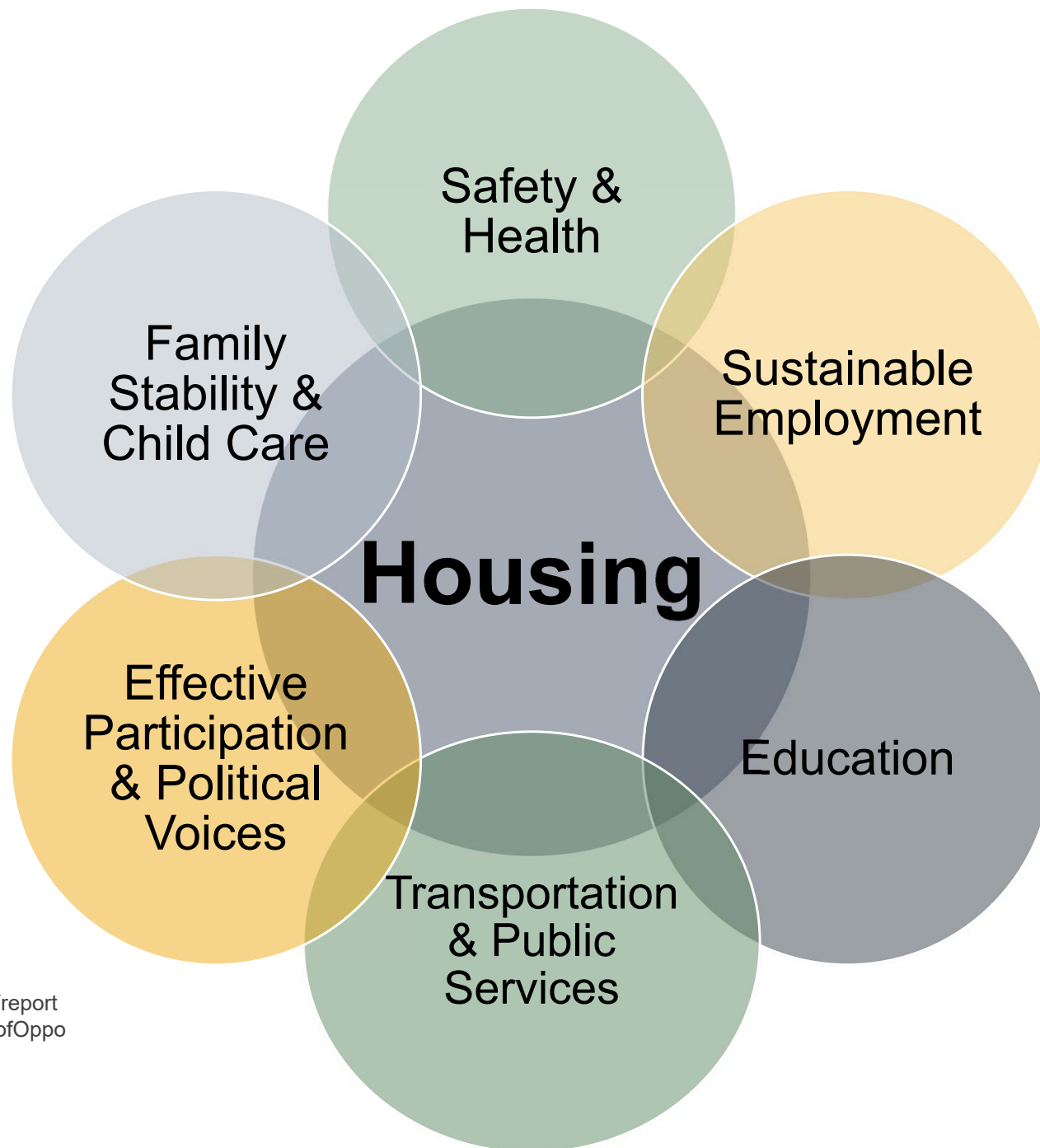


Invests more than \$300 million in Maine's economy each year.



Why is housing important?





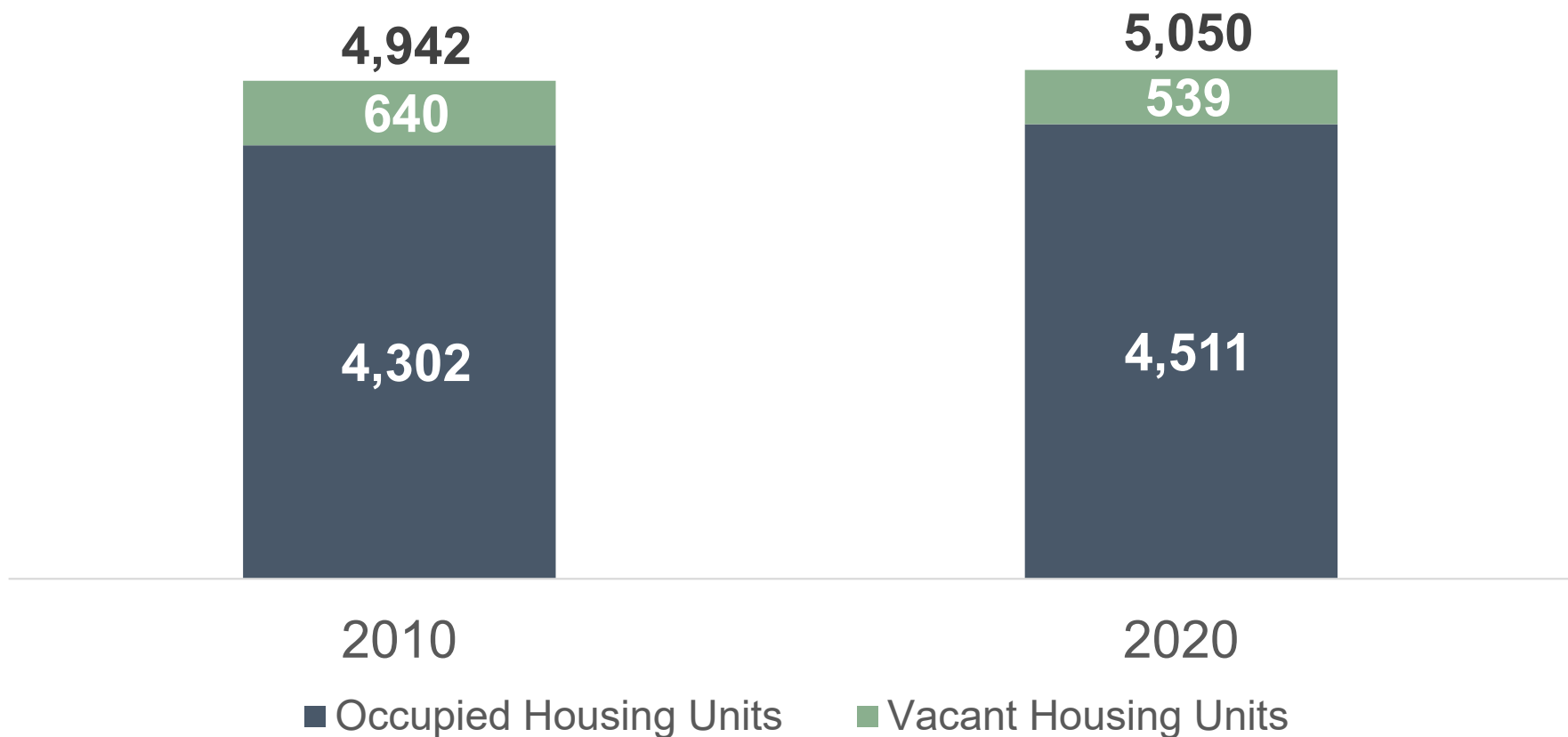
Source: Kirwan Institute:
http://kirwaninstitute.osu.edu/reports/2009/01_2009_GeographyofOpportunityMassachusetts.pdf



Housing Affordability



Housing Occupancy: Kittery



Source: US Decennial Census 2010 and 2020



Housing Cost Burden

Geography	Owner Cost Burden		Renter Cost Burden	
	#	%	#	%
Kittery	635	21.3%	697	44.6%
York County	15,788	25.1%	9,849	46.8%
Maine	88,698	22.3%	64,179	46.5%

Source: 2020: ACS 5-Year DP04

A household is housing cost burdened when they pay more than 30% of their income on housing related costs.



Financial Characteristics

Geography	Median HH Income	Owner-Median HH income	Renter-Median HH Income
Kittery	\$78,451	\$92,788	\$51,379
York County	\$67,830	\$80,560	\$39,041
Maine	\$57,918	\$70,344	\$32,235

Source: 2020: ACS 5-Year S2503

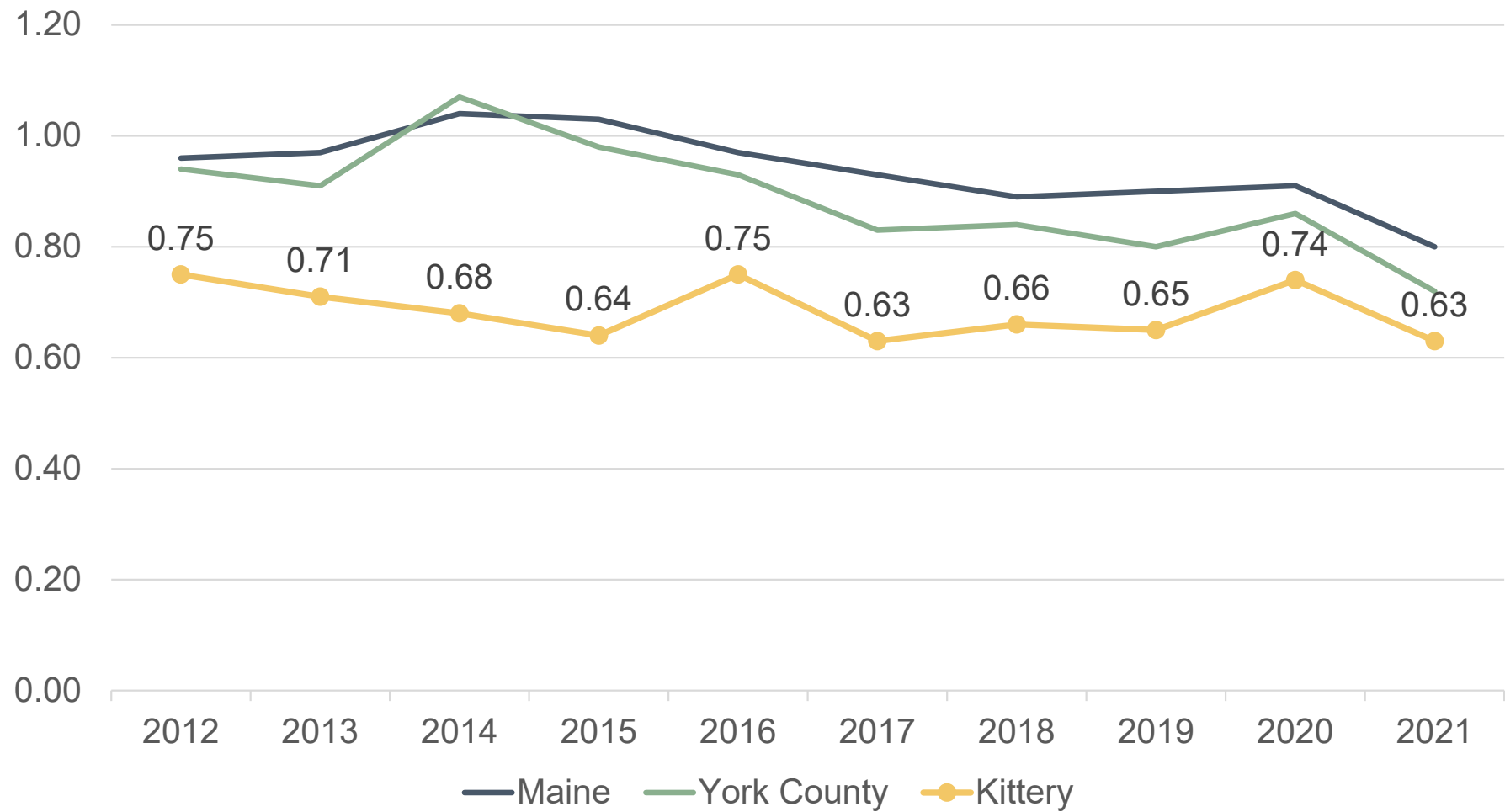




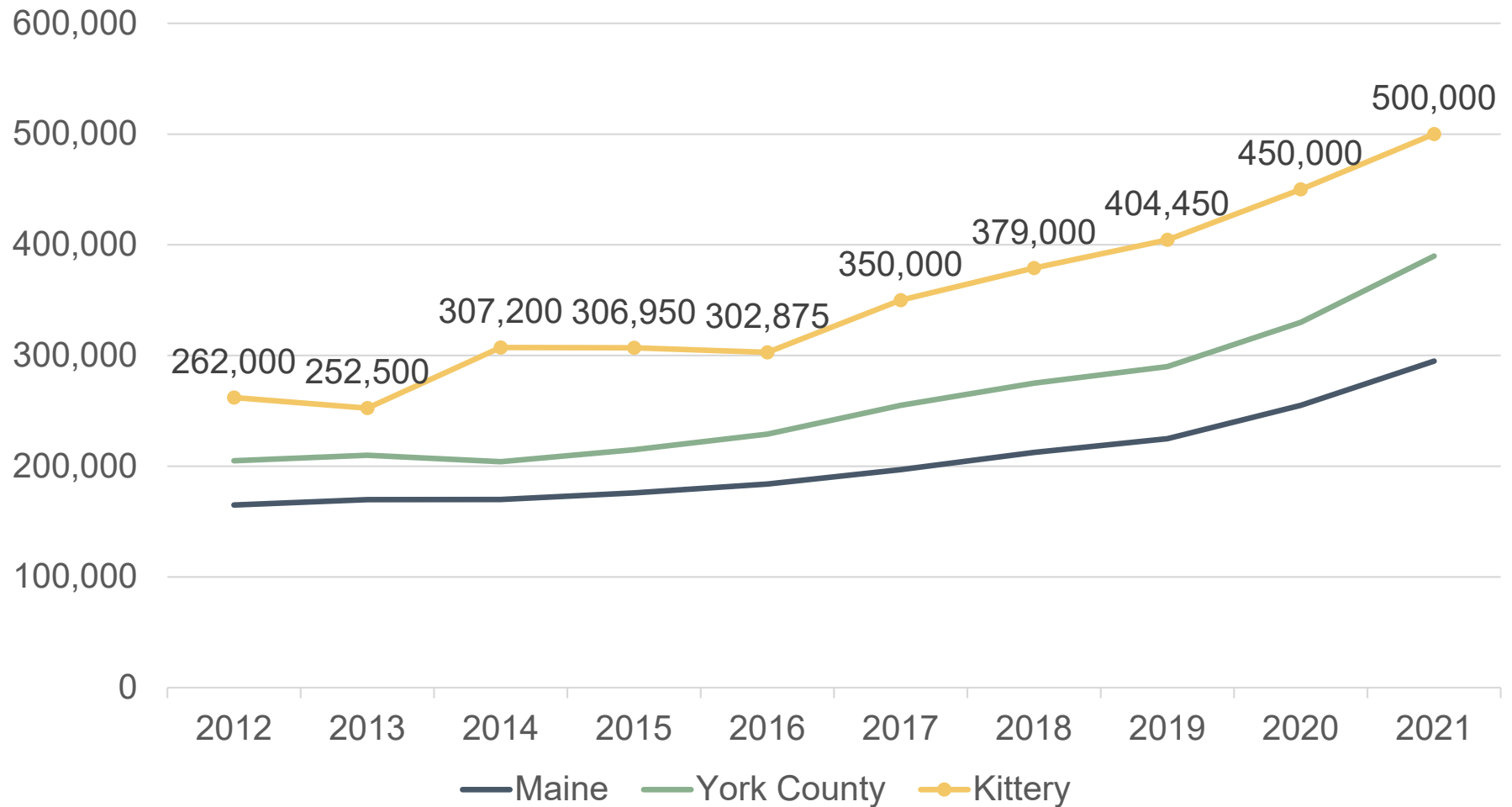
An average-priced home is unaffordable to average income households in Kittery and York County.



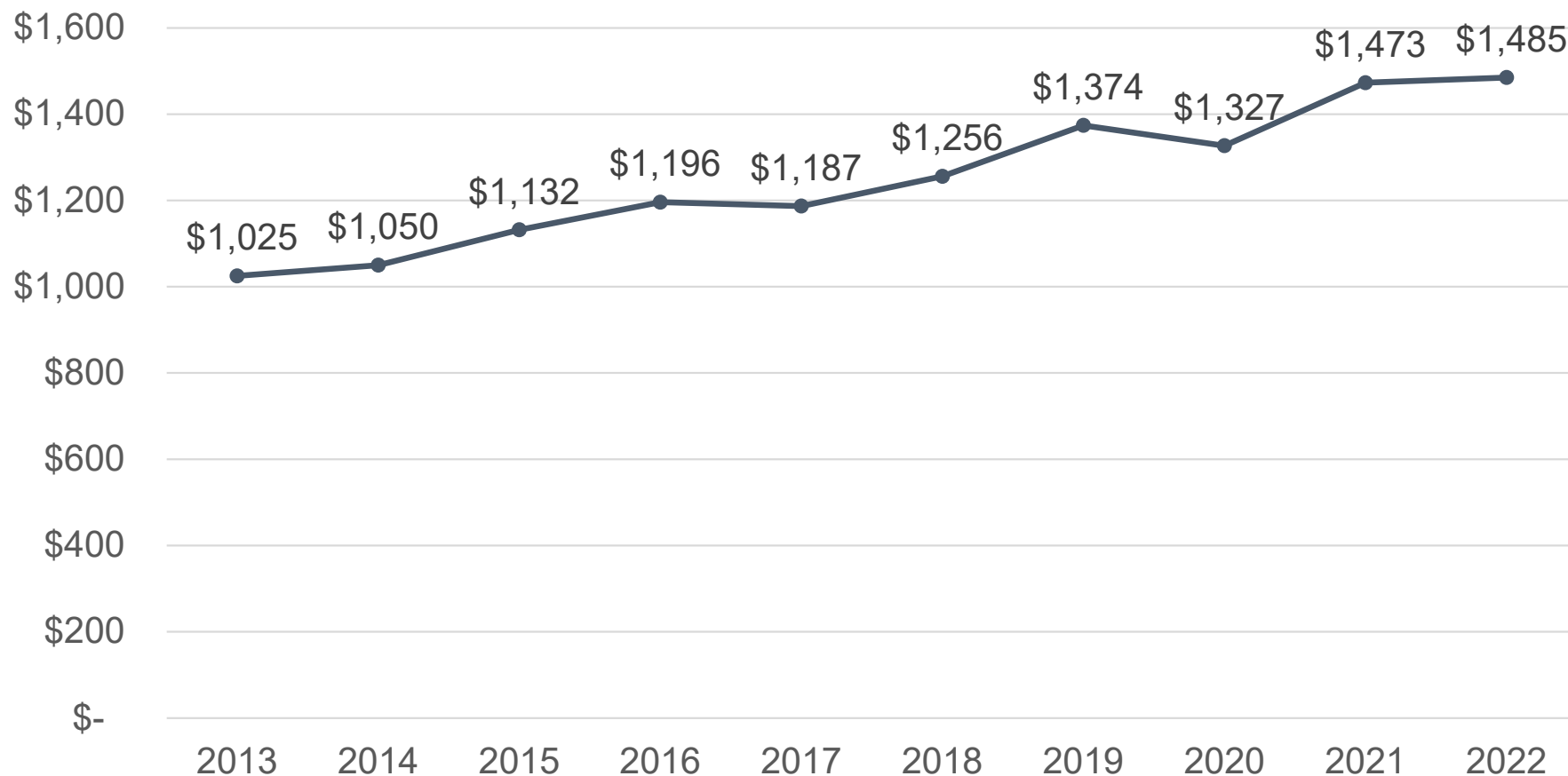
Homeownership Affordability Index 2012 - 2021



Median Home Price 2012 - 2021: Selected Maine Geographies



2-bedroom Fair Market Rent York-Kittery-South Berwick: FY2013 – FY2022



Rent and utilities affordable to median Kittery renter
\$1,285



164 Rent-restricted units needed in Kittery



204 family units



243 older adult units

*Households that have an income of 40-60% Area Median
Income that would qualify to live in a MaineHousing financed
LIHTC project.*



Area Median Income – York-Kittery-South Berwick

	Family Size			
	One	Two	Three	Four
Extremely Low-income (30% AMI)	24,150	27,600	31,050	34,500
Very Low-income (50% AMI)	40,250	46,000	51,750	57,500
60% AMI	48,300	55,200	62,100	69,000
Low-income (80% AMI)	64,400	73,600	82,800	92,000

Full time minimum wage is \$26,520 annually



Best Practices to Encourage Housing Development



Building Community Together

■ [2022 Community Solutions Grant](#)

MaineHousing's 2022 Community Solutions Grant provides matching grants to municipalities or Native American tribes in Maine that are taking a lead role in creating or preserving affordable housing in their communities. The grants are flexible and locally driven; each successful municipality or tribe determines how best to address their affordable housing needs.

■ [Housing Development Toolkit](#)

10/03/2016 - The White House released the "Housing Development Toolkit" which highlights actions state and local jurisdictions can take to encourage housing development. The white paper, released on September 26, argues that restrictive zoning contributes to high rents, exacerbates wealth inequality, and slows the U.S. economy.

■ [Local Housing Solutions](#)

LocalHousingSolutions.org provides resources to help cities, towns and counties develop comprehensive and balanced local housing strategies that enhance affordability, protect low-income residents from displacement, and foster inclusive neighborhoods. The non-partisan site was developed through the **National Community of Practice (CoP) on Local Housing Policy**, a project of the NYU Furman Center and Abt Associates.

■ [Joint Center for Housing Studies of Harvard University](#)

The Harvard Joint Center for Housing Studies helps leaders in government, business, and the civic sectors make decisions that effectively address the need of cities and communities.

■ [Opportunity 360](#)

Opportunity 360 is a comprehensive approach to understanding and addressing community challenges by identifying pathways to greater opportunities using cross-sector data, community engagement and measurement tools. With this insight, partners in community development will be better positioned to make smart investments and create collaborative solutions that transform communities across the country.

■ [Urban Institute](#)

The Urban Institute is the trusted source for unbiased, authoritative insights that inform consequential choices about the well-being of people and places in the United States. They have two policy centers that focus on housing, [Housing Finance Policy Center](#) and [Metropolitan Housing and Communities Policy Center](#).



Housing development toolkit



By-right development



Streamline permitting



Inclusionary Zoning



Tax abatements



Eliminate off street
parking requirements



High density and MF zoning



ADUs



Maine Housing Programs





First Home Loan

The most affordable way to buy your first home or return to home ownership:

- Below market interest rates (*4.5% as of 6/28/2022*)
- Low to no down payment required
- Down payment and closing cost assistance
- Eligible for owner occupied multi-family





Low Income housing Tax Credit Program (LIHTC)

Provides 30% to 70% of equity for eligible costs.

Can be combined with other public financing:

- Federal HOME
- State HOME
- CDBG
- TIF
- and others





Rural Affordable Housing Program

Funding for areas and at a size where traditional LIHTC are not generally feasible.

Smaller scale (5 to 18 units) affordable rental housing projects.

Affordability up to 80% AMI for 45 years.

Funded in part by the Maine Jobs and Recovery Plan.





Affordable Homeownership Program

An ongoing effort to increase the supply of moderately-priced homes available to Mainers, the State of Maine is making \$10 million available to facilitate the development of subdivisions with affordable single family homes.





Recovery Housing Program

To help combat the record numbers of overdoses and deaths from substance abuse.

The Recovery Housing Program (RHP) is a pilot program funded by the SUPPORT for Patients and Communities Act.





Supportive Housing Program

Provides developers funding for the creation of housing for persons with specific housing needs at **30% of AMI or less.**

Funding sources may include the National Housing Trust Fund as well as other federal and state resources.





Community Solutions Grant

Flexible locally driven matching grants to municipalities, ethnic and community-based organizations, or Native American tribes in Maine **that are taking a lead role in *creating or preserving affordable housing in their communities.***



Other housing programs



Home Accessibility and Repair Program



Aging in Place



Weatherization



Pre-1976 mobile home replacement



Clyde Barr
Policy Analyst

cbarr@mainehousing.org



Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330-6046; 1-800-452-4668 (voice in state only), (207) 626-4600 (voice), or Maine Relay 711.



Housing Reserve Program

TOM EMERSON, ARCHITECT, PLANNING &
DEVELOPMENT CONSULTANT, KITTERY
HOUSING COMMITTEE MEMBER

Housing Reserve Program

Definition: Funds held by a community for the purpose of supporting the creation of affordable housing.

Sources:

- Payment in Lieu
- Sale of foreclosed property
- Grants
- Philanthropy

Approval to Use Funds: Town Council, upon recommendation of Housing Committee.

Housing Reserve Program

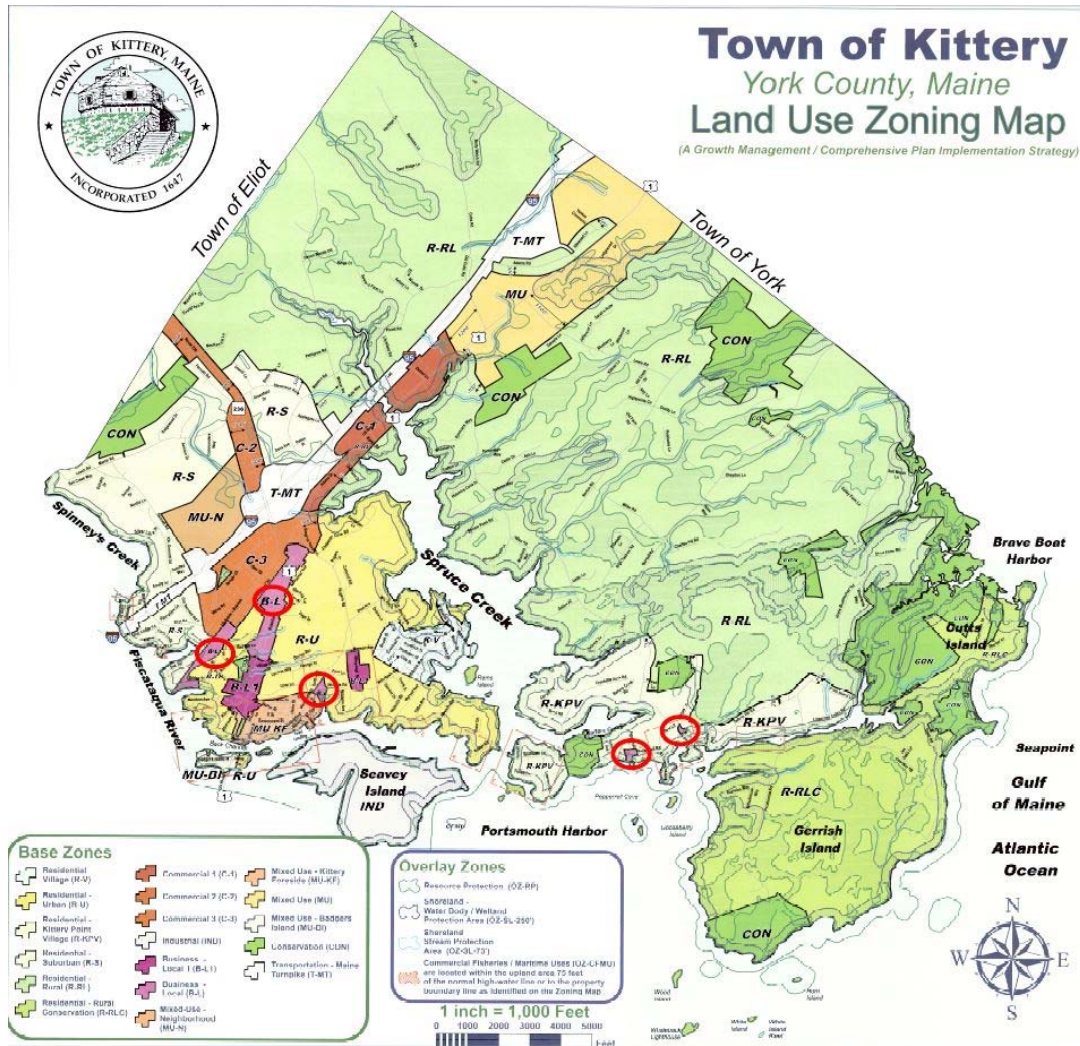
Uses for Housing Reserve Funds:

- Affordable and Transitional Housing Projects - Grants or loans for land acquisition, planning, pre-development, & construction.
- Homeownership Programs
 - Down payment assistance
 - Home repairs and rehabilitations
 - Development of ADUs
- Other
 - Trainings and workshops for local landowners on developing their property for affordable housing
 - Grant application assistance
 - Feasibility studies

BL & BL-1 Proposed Amendments

ADAM CAUSEY, DIRECTOR OF
PLANNING AND DEVELOPMENT

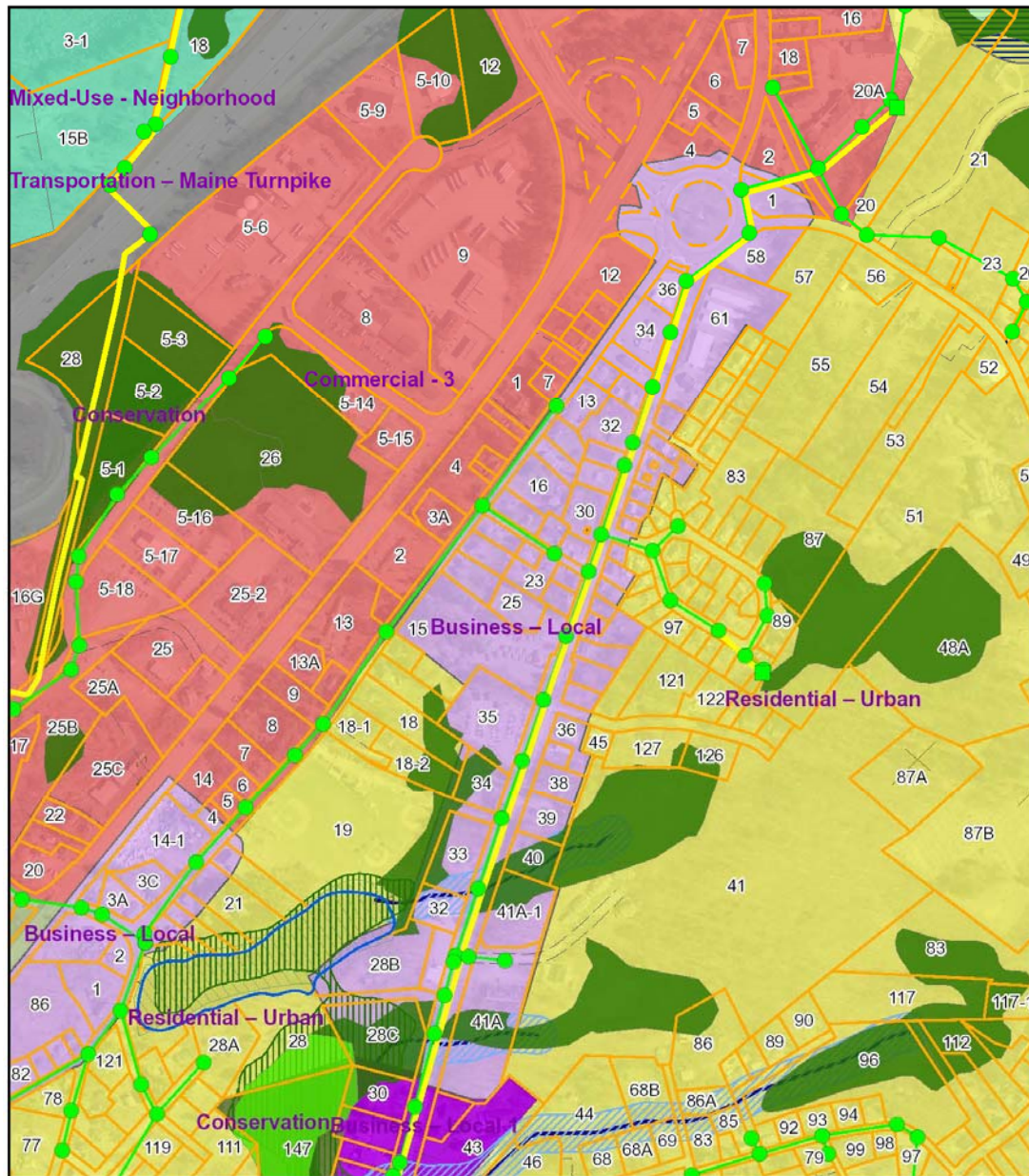
BUSINESS LOCAL (BL) ZONE LOCATIONS



- State Road (north end)
- Whipple/Wentworth
- US 1 Bypass (south end)
- Old Post Road & Dennett intersection
- Pepperrell Cove
- Lewis Square

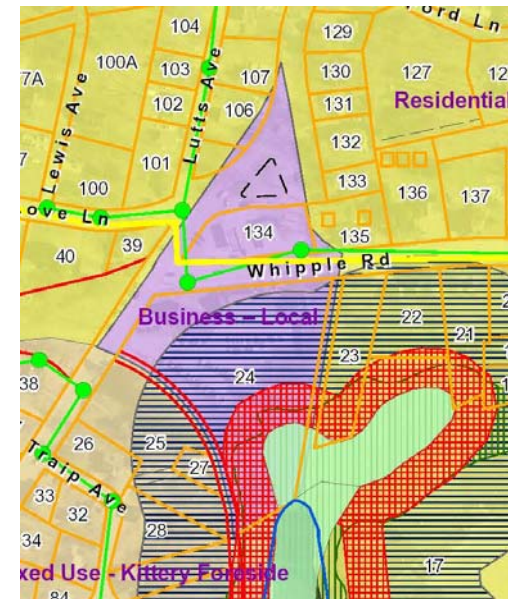
Business-Local (B-L) standards

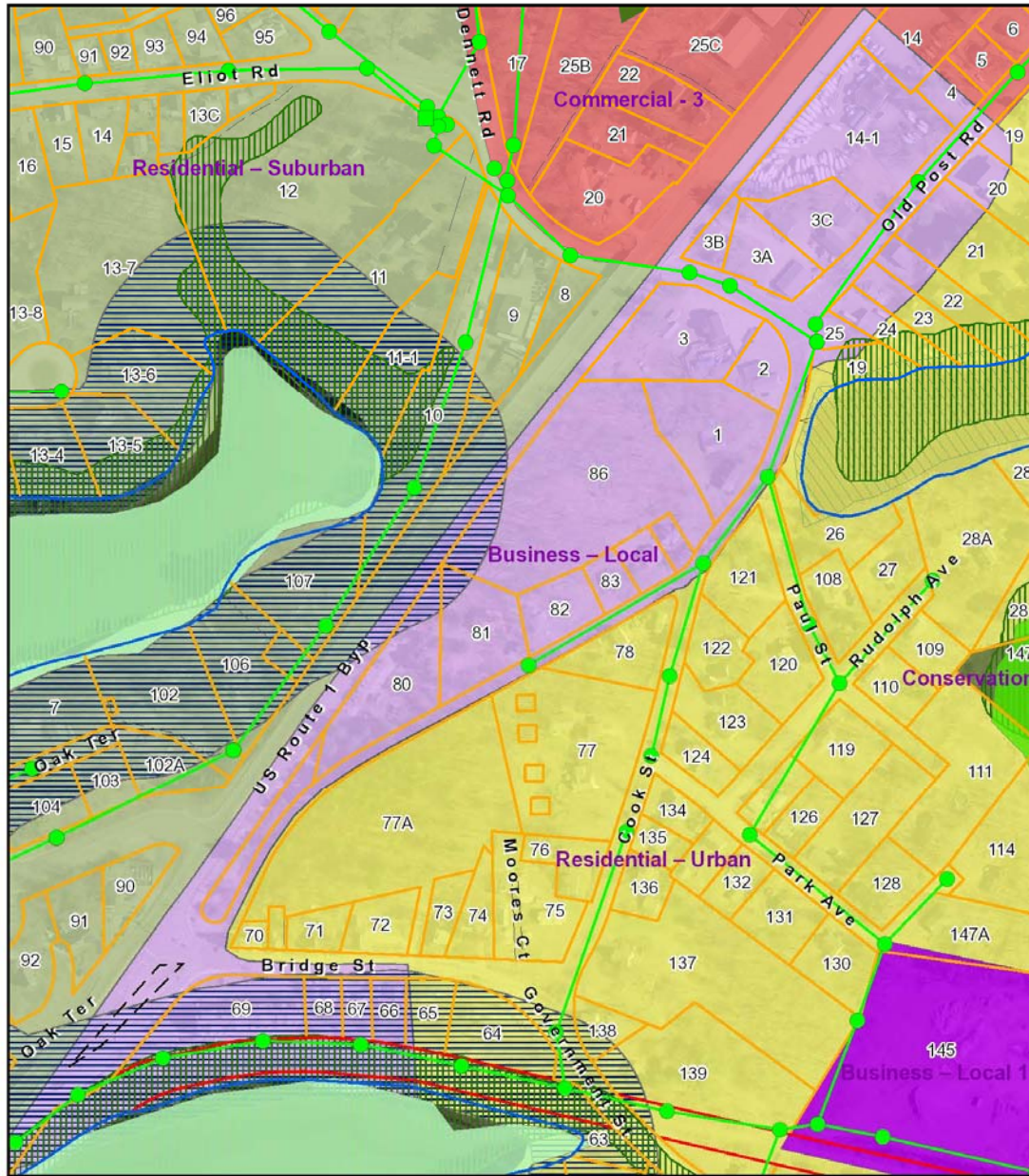
CURRENT	PROPOSED	ALTERNATE OPTION
20,000sf per dwelling unit (DU) if no public sewer	No change: NO DENSITY INCREASE EXCEPT AREAS WITH PUBLIC SEWER	
8,000sf per DU with public sewer	3,000sf per DU with public sewer	8,000sf per DU with public sewer
4,000sf per DU with 1 st floor commercial	No change	
No affordable requirement	Subject to affordable regs, incentive for 25% affordable (2,000sf per DU)	Subject to affordable regs, incentive for 100% affordable (2,000sf per DU)
Building height: 40 foot maximum	No change	
Front setback: 15 feet minimum	Front setback: 20 feet maximum	
Side/Rear setback: 10 feet	No change	



State Road (north end) & Whipple/Wentworth

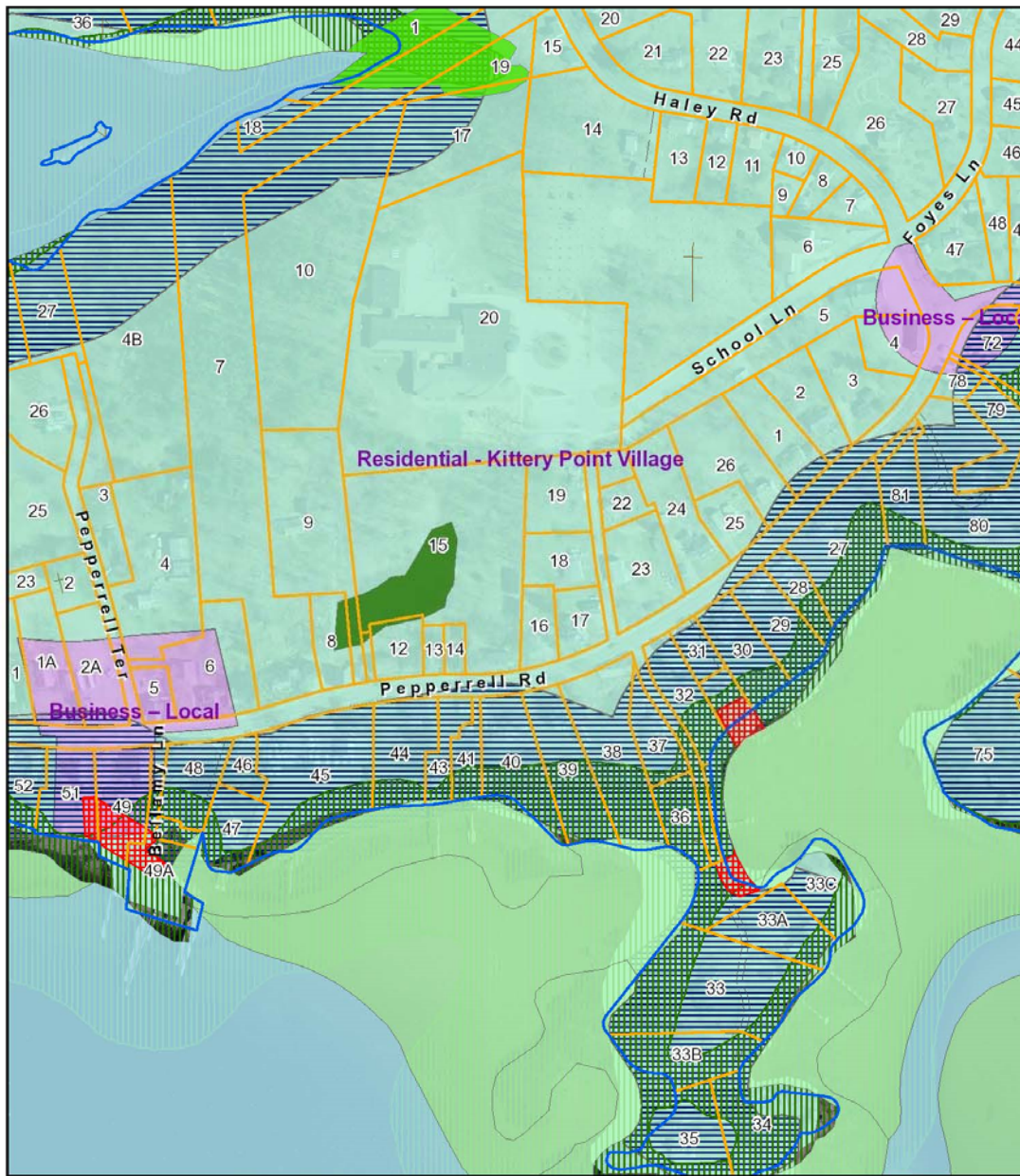
- On public sewer
- Some overlay zone impacts on southern end
- Commercial and residential





US 1 Bypass (south end) & Old Post and Dennett Rds

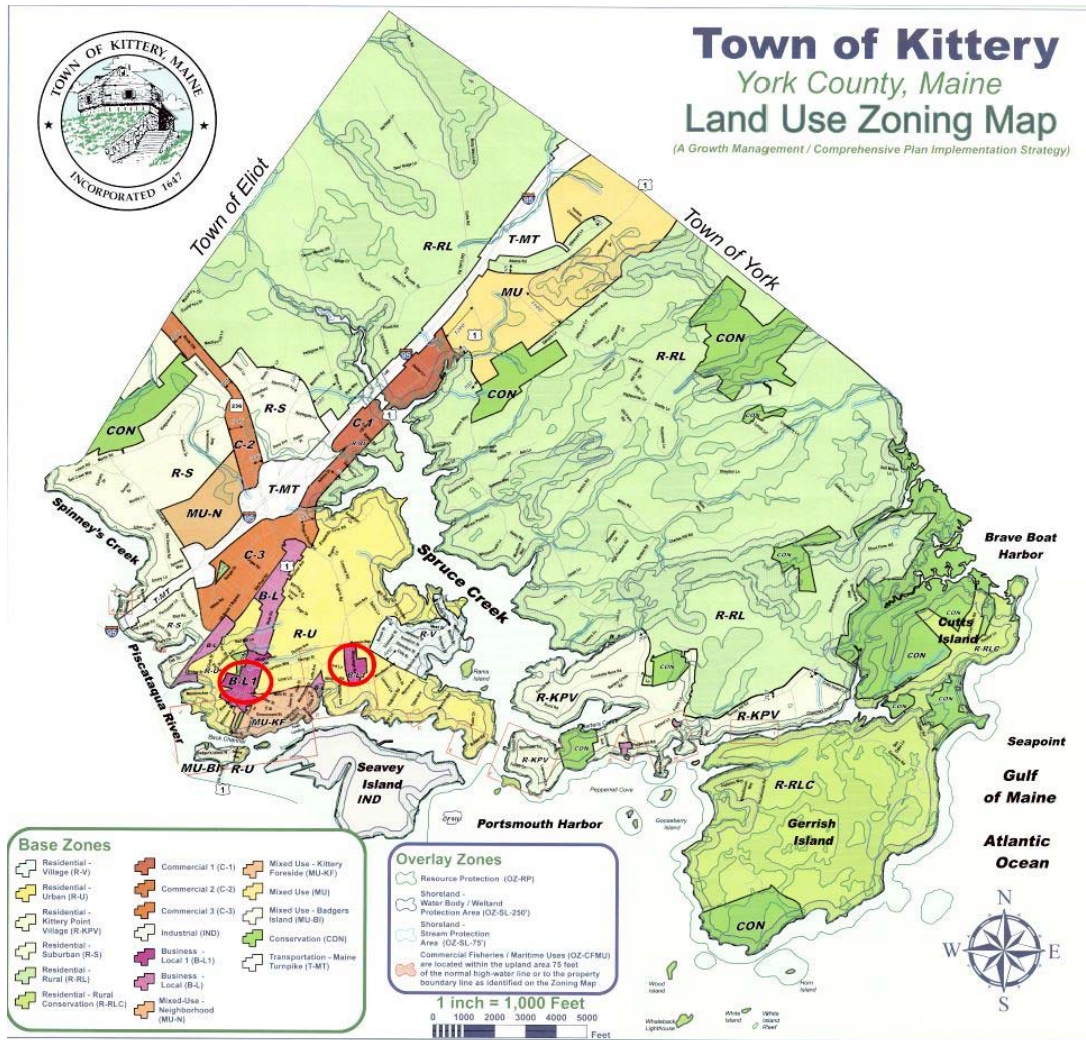
- On public sewer
- Some overlay zone impacts
- Commercial and residential



Pepperrell Cove & Lewis Square

- NOT on public sewer
- Overlay zone impacts
- Commercial and residential

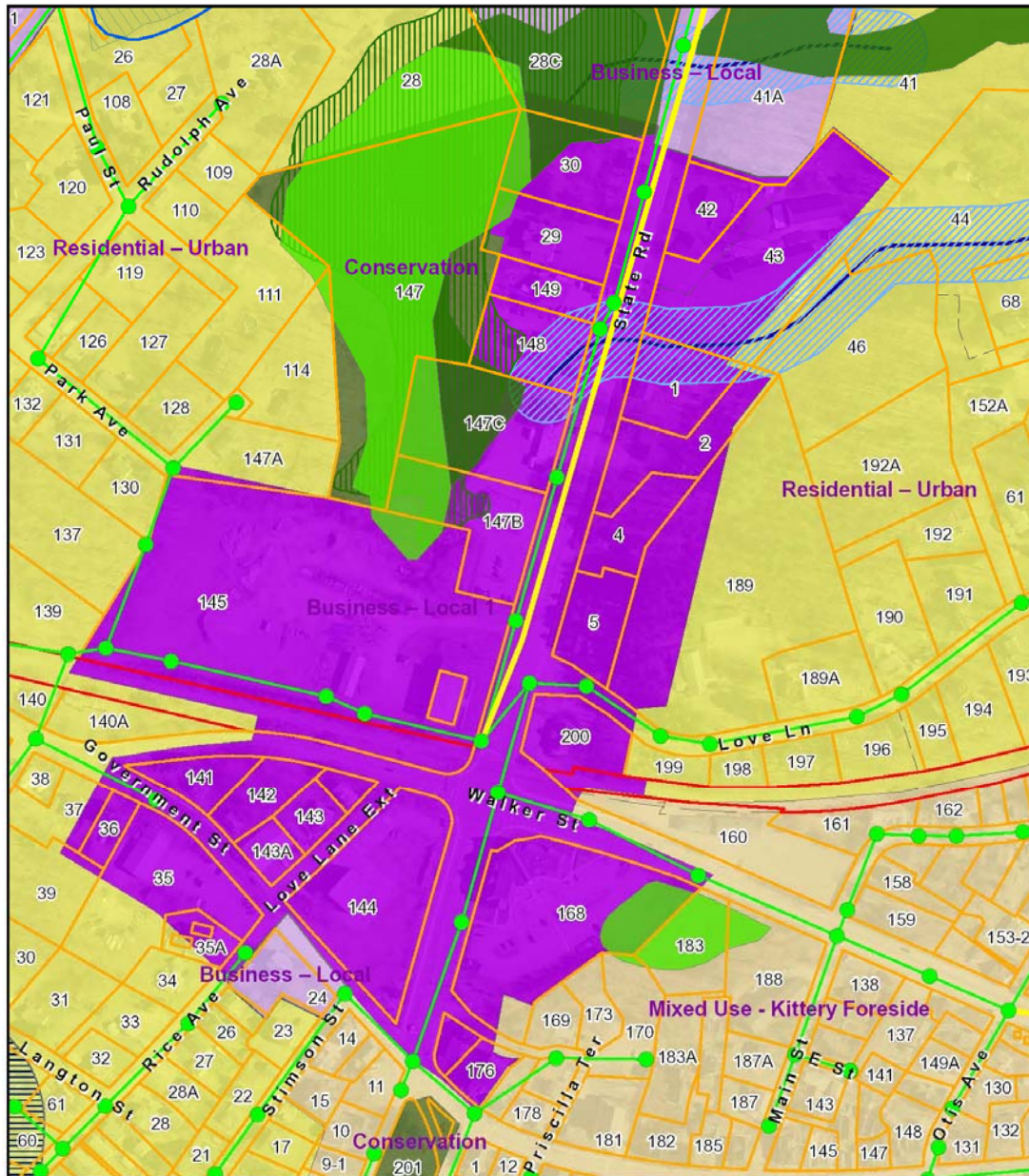
BUSINESS-LOCAL 1 (B-L1) ZONE LOCATIONS



- State Road (south end), “Gourmet Alley”
- Post Office Square, Shapleigh Road

Business-Local 1 (B-L1) standards

CURRENT	PROPOSED	ALTERNATE OPTION
8,000sf per dwelling unit (DU)	2,500sf per DU	8,000sf per dwelling unit (DU)
3,500sf per DU with 1 st floor commercial	2,000sf per DU with 1 st floor commercial	3,500sf per DU with 1 st floor commercial
No affordable requirement	Subject to affordable regs, incentive for 25% affordable (1,500sf per DU)	Subject to affordable regs, incentive for 100% affordable (1,500sf per DU)
Building height: 40 feet maximum	Buildings height: 40 feet maximum but can be higher with Planning Board approval	
Front setback: 30 feet maximum	Front setback: 20 feet maximum	
Side/Rear setback: 10 feet	No change	

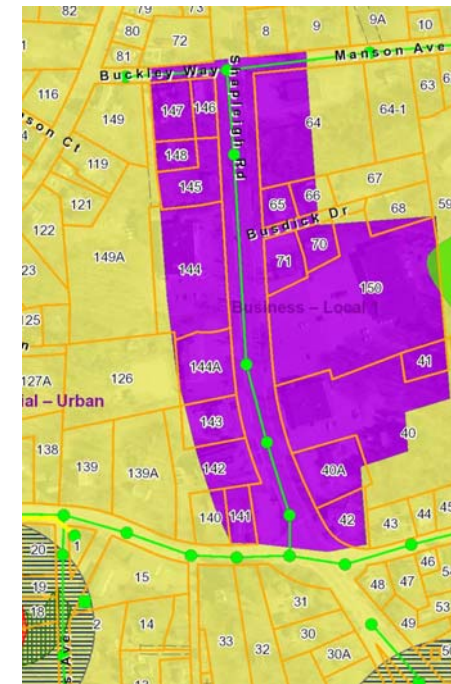


State Road (south end/Gourmet Alley)

- On public sewer
- Some overlay zone impacts
- Commercial and residential

Post Office Square/Shapleigh Road

- On public sewer
- Commercial and residential



QUESTIONS

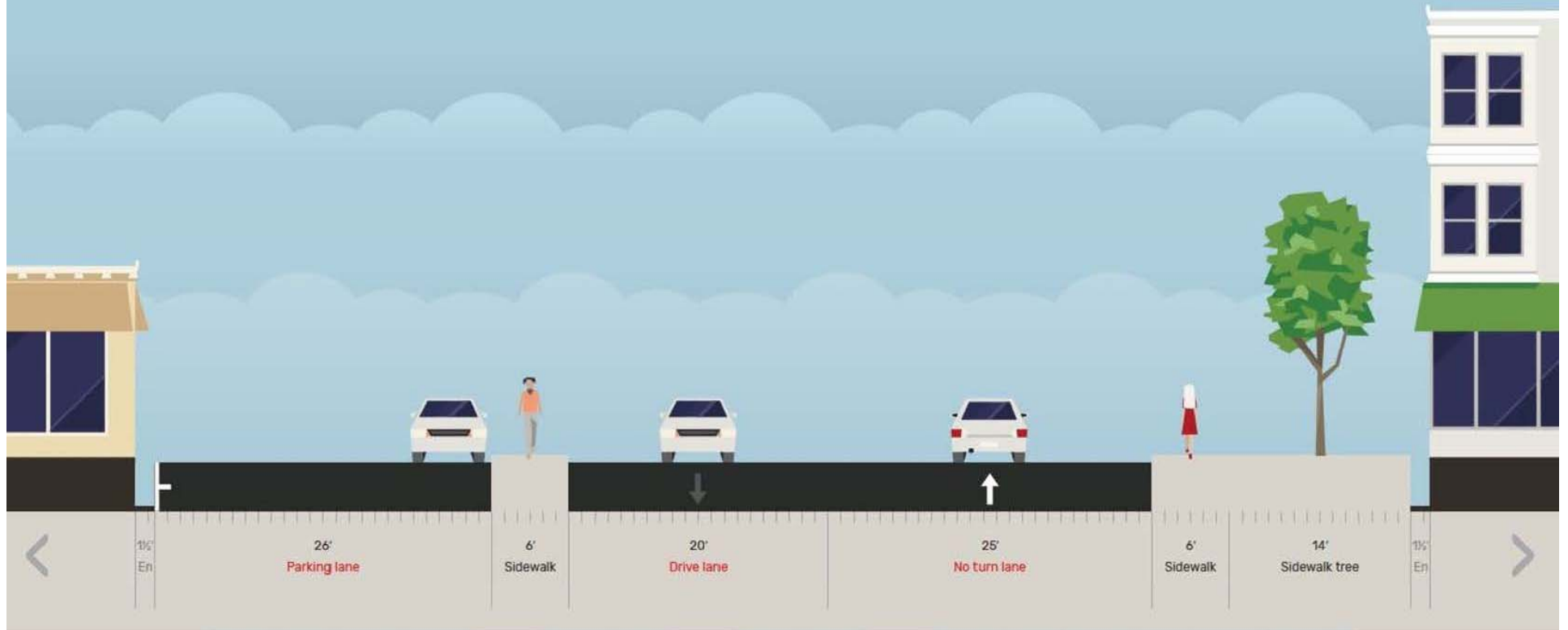
- Please use the “Raise Hand” feature or type in the Q&A box on your webinar screen.

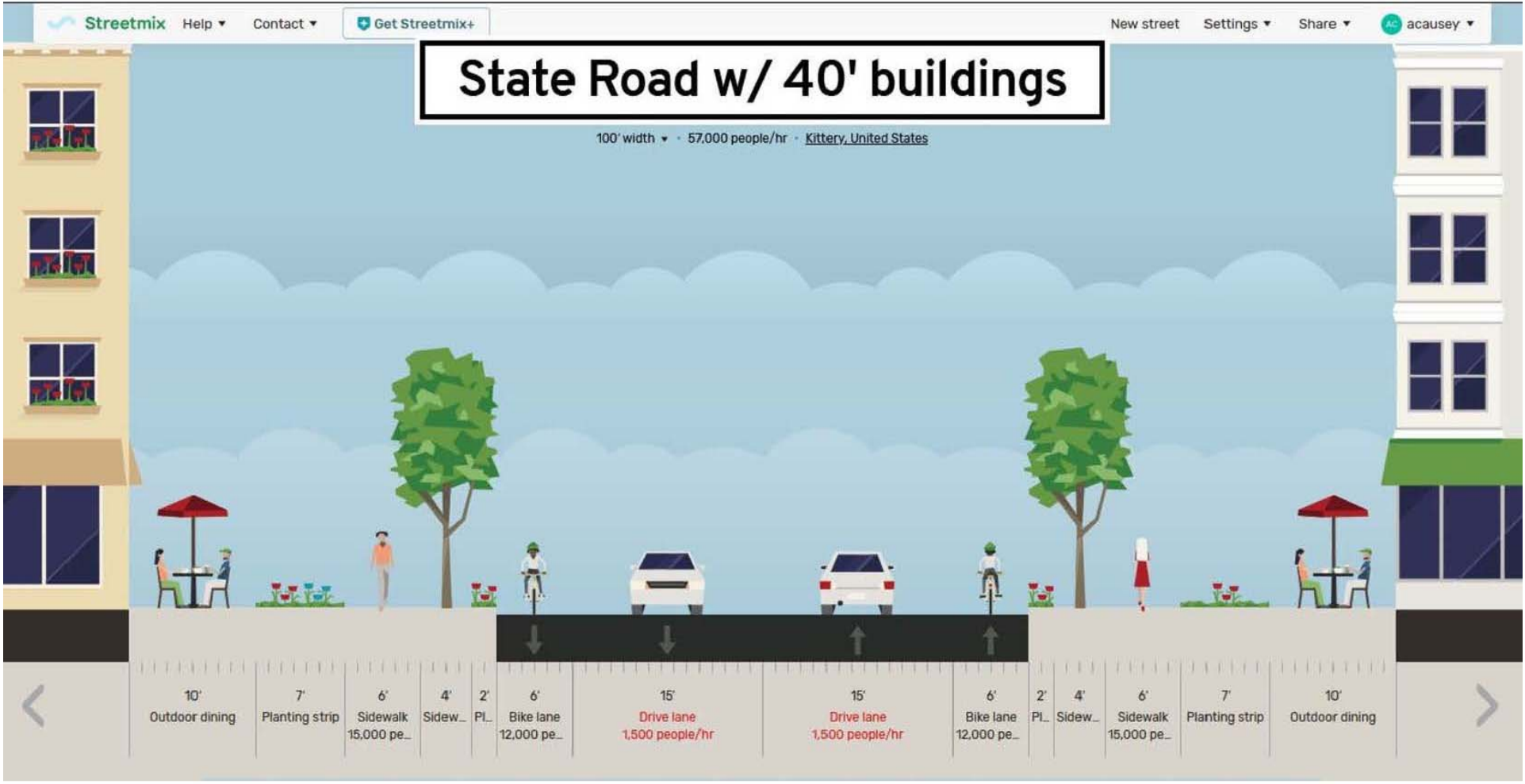
Addlt Images



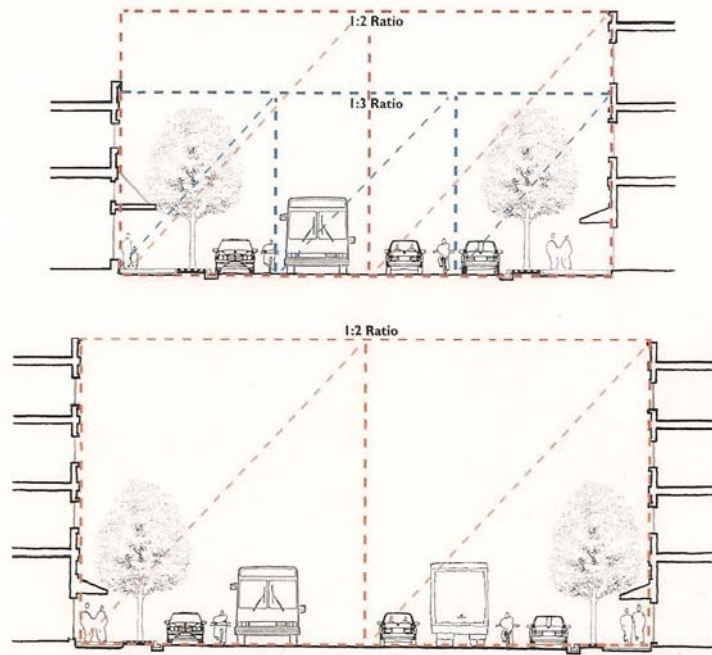
State Road

100' width (3' room) ▾ · [Kittery, United States](#)



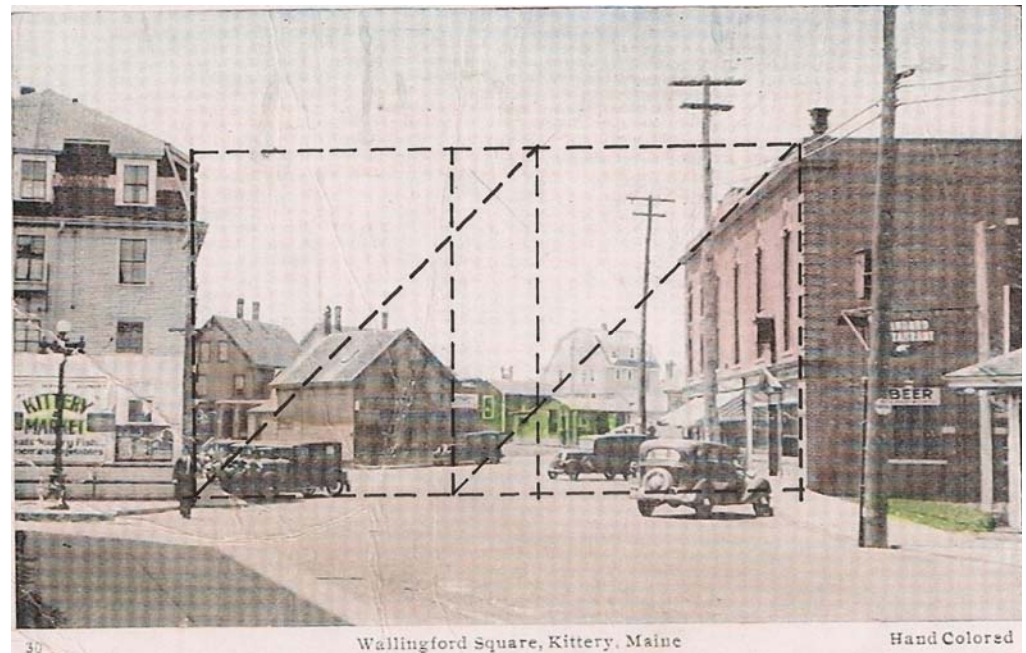
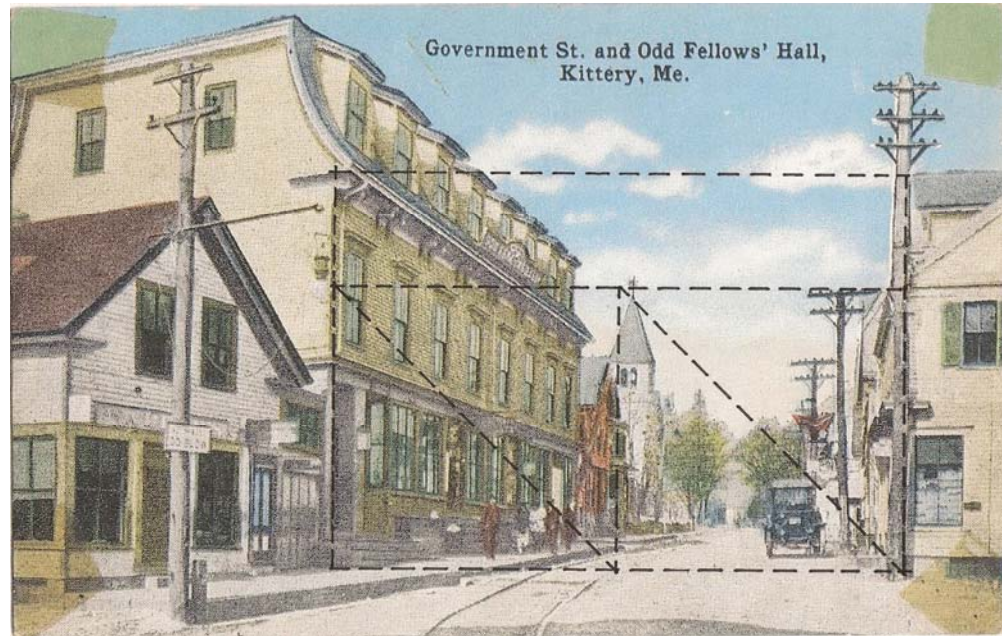


Street Enclosure



- Building height to thoroughfare width ratios:
 - 1:4 suburban
 - 1:2-1:3 urban
- Pedestrians first perceive enclosure at a 1:4 ratio

From: **Context Sensitive Solutions in Designing Major Urban Thoroughfares for Walkable Communities**
 A joint effort:
 Institute of Transportation Engineers
 Congress for the New Urbanism

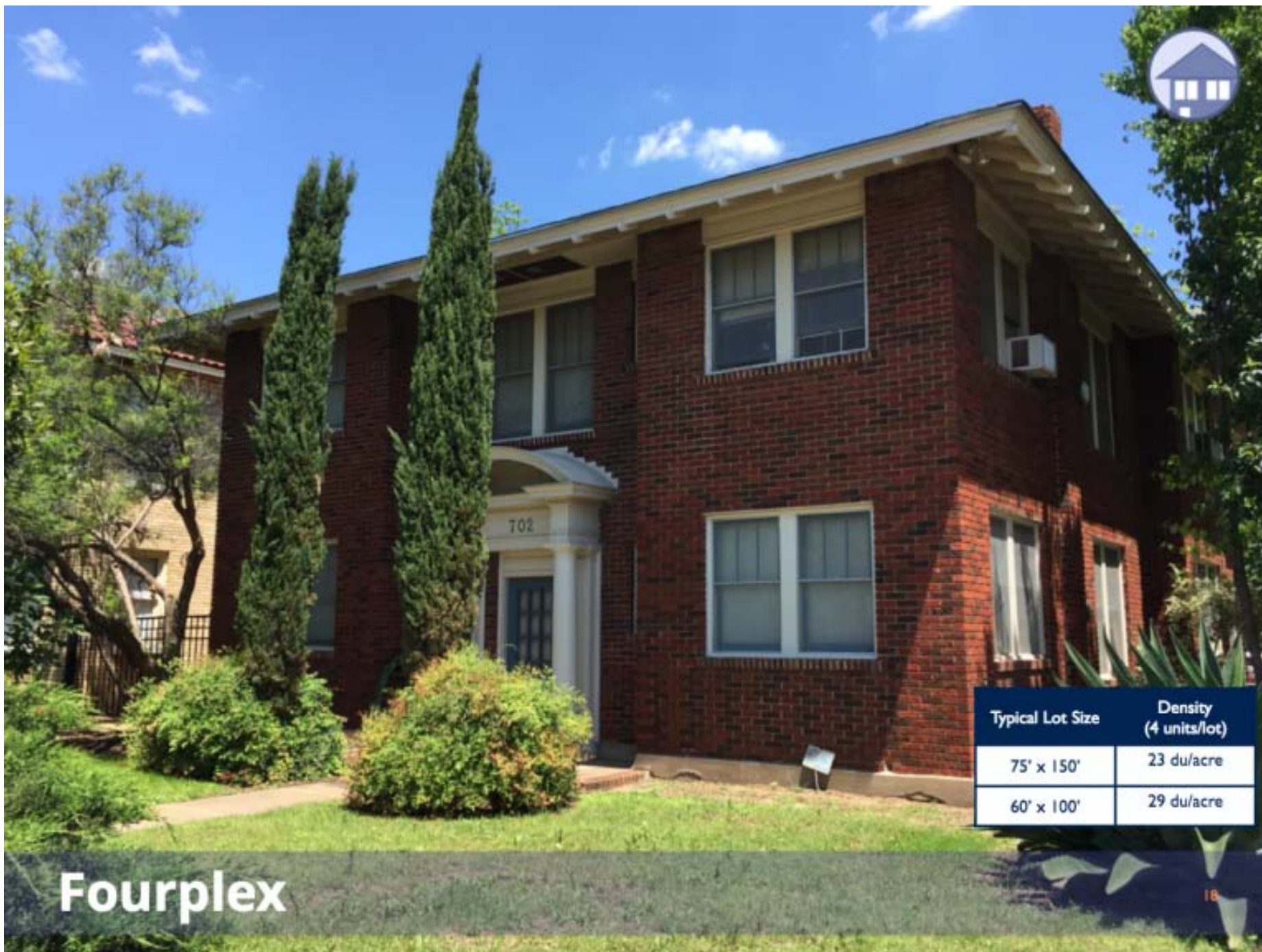


Four/Sixplexes



This type is ubiquitous in most historic neighborhoods: four units for two stories or six for three stories is typical.

Typical Lot Size	Density (4 units/lot)	Density (6 units/lot)
75' x 125'	18 DU/Acre	27 DU/Acre
60' x 125'	24 DU/Acre	35 DU/Acre
60' x 100'	28 DU/Acre	NA

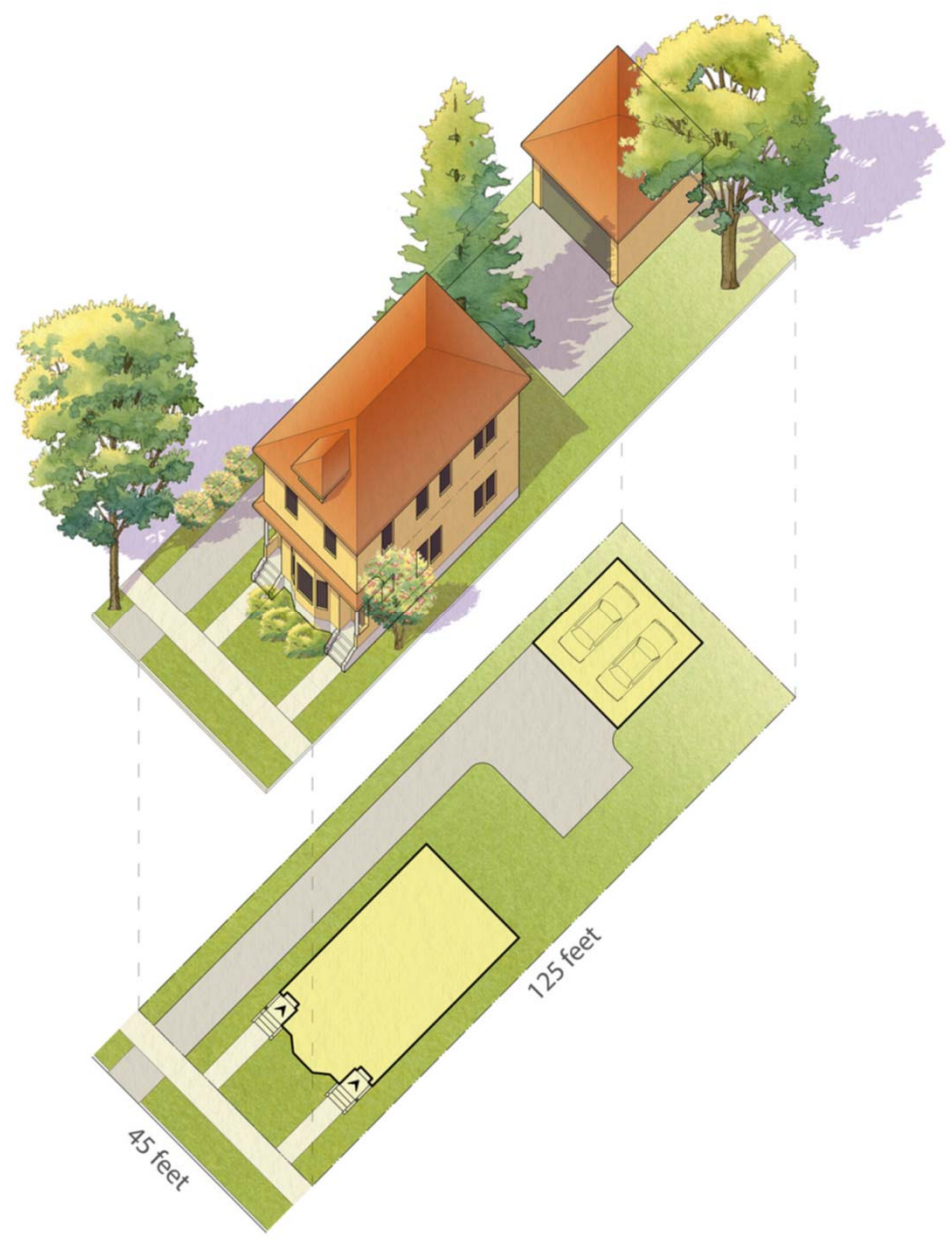


Typical Lot Size	Density (4 units/lot)
75' x 150'	23 du/acre
60' x 100'	29 du/acre

Fourplex

















TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904

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

REPORT TO TOWN COUNCIL

Meeting Date: July 18, 2022
From: Kendra Amaral, Town Manager
Subject: Transfer Requests for Fiscal Year 2022
Councilor Sponsor: Chairperson Judy Spiller

EXECUTIVE SUMMARY

In accordance with Town Charter 6.09(4) Transfer Appropriation, the following is a request to transfer unencumbered appropriation balances from Fiscal Year 2022 (FY22) to various accounts and carryforwards as specified below.

I am seeking to utilize approximately \$250,451 of the operating budget surplus for directed needs, rather than pass it through to the undesignated reserve fund. The projected remainder, approximately \$186,044, may be left to cover audit adjustments and other, directed needs that may be identified by the Council.

The calculated undesignated fund balance required to meet Town policy is \$7,637,920. The excess revenue from one-time activity in FY22 (see FY22 YE Financial Report) is expected to be sufficient to ensure the Town meets its policy of having 2.5 months of Town and School operating costs in reserve.

STATEMENT OF NEED

As the close of the FY22 is being prepared, a few departmental deficits have emerged. The proposed transfer requests are primarily driven by the implementation of collective bargaining agreements and wage costs. This is wholly anticipated when the Town and its unions are in a negotiation phase, which we were in FY22.

The one carryforward request is for a targeted effort that was not completed in FY22 but still deemed worthwhile to advance in the coming fiscal year.

The Other Funds transfers are heavily weighted to Right of Way, due to the rapidly increasing costs of labor and materials for roadwork.

OPERATING BUDGET

The transfer requests are rounded up from the actual anticipated deficit to cover any residual bills from FY22 yet to be received, and for audit adjustments that may occur. Any remaining surpluses will pass directly to the undesignated reserve fund when the audit is completed. The

general goal is to leave no less than \$5,000 in department budgets at this point in the YE closure for such final invoices and adjustments.

- **From Various to Police: \$145,000**

The Police department is expected to end the year approximately \$132,846 over budget. The overage is primarily the result of implementation of collective bargaining agreements and overtime to fill shifts and vacancies from Police Officers and Dispatchers leaving for higher paying opportunities and lower cost-of-living areas.

- **From Administration to Planning: \$15,000**

The Planning department is expected to finish the year approximately \$7,276 over budget. The overage is primarily the result of the implementation of collective bargaining agreements, and the departure of our Assistant CEO for a higher paying position.

- **From Administration to Harbormaster: \$15,000**

The Harbormaster is expected to finish the year approximately \$6,231 over budget. The transfer covers the increased wages from cost-of-living increases, the reestablishment of the Shellfish Warden and additional part-time hours for the Deputy Harbormasters.

- **From Administration to Library: \$22,000**

The Library is expected to finish the year approximately \$15,101 over budget. The overage is primarily the result of the implementation of collective bargaining agreements.

CARRYFORWARDS

- **From FY22 DPW to FY23 DPW: \$40,000**

This carryforward will continue to make available the funding to implement landscaping at the approaches to the Memorial Traffic Circle. Though the beach grass has not caused safety issues, it is a perennial complaint of residents and has become overrun with weeds. MDOT turned the site over to the Town in 2021, effectively releasing the Town to alter the landscaping to meet our objectives. This project was queued up and funded in FY22 with a carryforward; however, we were unable to implement due to issues and initiatives requiring staff focus.

OTHER FUNDS

- **From Fire to Joint Land Use: \$451**

This transfer will clear Phases 1 and 2 of the Joint Land Use study. The costs are associated with supplies that were counted towards the Town's match requirement. All other match requirements were met with in-kind staff time. Total JLUS funding exceeded \$500,000 over the two phases.

- **From Fire to 375th Celebration: \$10,000**

The celebration of Kittery's incorporation as a town 375 years ago is about to wrap up. The celebration has included a number of events including the first ever Taste of Kittery, Garden Tours, release of a Kittery Cookbook, and much more. The Town did not establish a budget for these activities, with the expectation that a transfer at the conclusion would be needed to offset costs not covered by ticket sales and merch.

- **Overlay to Abatement Litigation: \$50,000**

The Town began transferring a portion of the Overlay to abatement reserve in FY21 in anticipation of rulings on abatement appeals from the commercial property owners in the mall area. To date the Town has been successful in its defense of these cases. As the after-shock of the pandemic continues to play out for commercial owners, it remains appropriate to continue to hedge against unfavorable rulings. This transfer will bring the reserve balance to approximately \$264,000; sufficient to offset a reduction in valuation of approximately \$17M.

- **Various to Right of Way: \$150,000**

We have been operating with a small buffer in the ROW account for the past five years, for unanticipated needs and minor cost fluctuations. The rapid inflation of the past year has completely eliminated that buffer. Though the CIP has allocated \$600,000 in FY23 for ROW, it is advisable to add to that to ensure there are sufficient funds to cover the rapidly increasing costs of road and stormwater construction.

We have not requested a carryforward or transfer for the water line implementation for PFAS. It is too early to tell if this will be needed, and there are other sources to access first to cover the costs of implementation of the new water lines.

After the requested transfers there will be approximately \$186,044 remaining in unspent budgeted funds. I recommend a significant amount of that be left in place to cover final invoices and year end adjustments.

We will be reviewing the revenue projections for FY23 and updating them based on the year end data from FY22. Revenue collections were 11% over projection in FY22; however, the vast majority of that can be tied to three specific “one-time” activities. When these are adjusted out, the total general revenue was at 0.7% over projection. That equates to approximately \$42,000 over a \$6M business revenue projection. This margin is precariously thin.

PROPOSED SOLUTION/RECOMMENDATION

Approve transfers and carryforwards as requested.

ATTACHMENTS

- FY2022 Budget Roll-Up

Report to Council
Fiscal Year 2022
Year End Transfers & Carry Forwards
All Funds

GENERAL FUND TRANSFERS

FROM				TO		
103001	Health and Dental	\$ 75,000		101310	Police	\$ 75,000
103000	Other Insurances	\$ 32,000		101310	Police	\$ 32,000
101110	Administration	\$ 38,000		101310	Police	\$ 38,000
101110	Administration	\$ 15,000		101720	Planning	\$ 15,000
101110	Administration	\$ 15,000		101840	Harbormaster	\$ 15,000
101110	Administration	\$ 22,000		101810	Library	\$ 22,000
Total General Funds Transfers		\$ 197,000		\$ 197,000		

OTHER FUNDS TRANSFERS

FROM				TO		
101320	Fire	\$ 451		2087	Joint Land Use OEA	\$ 451
101320	Fire	\$ 10,000		5508	375th Celebration	\$ 10,000
101160	Overlay	\$ 50,000		4127	Abatement Litigation	\$ 50,000
101160	Overlay	\$ 100,000		4002	Right of Way	\$ 100,000
	Miscellaneous	\$ 25,000		4002	Right of Way	\$ 25,000
103002	Retirement	\$ 25,000		4002	Right of Way	\$ 25,000
Total Other Funds Transfers		\$ 210,451		\$ 210,451		

CARRYFORWARD

Account	Purpose	
101410 DPW - Improvements to Bldgs/Grounds	Complete Traffic Circle landscape	\$ 40,000

Report to Council

Fiscal Year 2022

Budget Roll-Up

	BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	PROJECTION	AVAILABLE	% COLLECTED/SPENT
REVENUE	\$15,809,670	\$345,292	\$16,154,962	\$17,965,334			111.2%
OPERATING FUNDS	BUDGET	TRANSFERS	REVISED BUDGET	YTD ACTUAL	PROJECTION	AVAILABLE	% COLLECTED/SPENT
Administration	\$1,210,085	\$0	\$1,210,085	\$1,072,523	\$41,078	\$96,484	89%
Overlay	\$157,292	\$0	\$157,292	\$0	\$0	\$157,292	0%
Police	\$2,425,736	\$97,475	\$2,523,211	\$2,642,932	\$13,125	(\$132,846)	105%
Fire	\$625,491	\$0	\$625,491	\$572,225	\$0	\$53,266	91%
DPW	\$2,099,207	\$60,000	\$2,159,207	\$2,087,933	\$24,000	\$47,274	97%
Planning	\$566,688	\$0	\$566,688	\$573,964	\$0	(\$7,276)	101%
Misc	\$567,370	\$0	\$567,370	\$516,291	\$1,920	\$49,159	91%
KCC	\$864,497	\$0	\$864,497	\$826,274	\$14,256	\$23,967	96%
Harbormaster	\$116,378	\$0	\$116,378	\$122,609	\$0	(\$6,231)	105%
Health & Dental	\$1,402,816	\$25,480	\$1,428,296	\$1,344,660	\$0	\$83,636	94%
Other Insurances	\$1,058,310	\$5,045	\$1,063,355	\$1,010,037	\$0	\$53,318	95%
Retirement	\$609,216	\$0	\$609,216	\$576,390	\$0	\$32,826	95%
Debt Service	\$1,128,838	\$0	\$1,128,838	\$1,128,835	\$2	\$1	100%
Library	\$418,044	\$0	\$418,044	\$433,145	\$0	(\$15,101)	104%
Capital Improvement	\$1,588,900	\$0	\$1,588,900	\$1,588,900	\$0	\$0	100%
TOTAL	\$14,838,868	\$188,000	\$15,026,868	\$14,496,717	\$94,380	\$435,770	96%
County Tax	\$1,006,515	\$0	\$1,006,515	\$1,005,790	-	\$725	100%
TIF	\$20,000	\$0	\$20,000		20,000	\$0	0%
Adult Ed	\$101,579	\$0	\$101,579	\$101,579	-	\$0	100%
TOTAL	\$15,966,962	\$188,000	\$16,154,962	\$15,604,086	\$114,380	\$436,495	97%

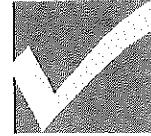


Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

Memorandum

To: Key Municipal Officials of MMA's Member Municipalities
From: James Bennett, President, Maine Municipal Association
Date: June 23, 2022
Re: Ballot for Election to MMA's Legislative Policy Committee



MMA's member municipalities have made their nominations for the 2022-2024 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town/City Council of your municipality.

Number of votes

A majority of municipalities are being asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. ***You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.***

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person's name in. The write-in candidate need not be from your municipality but must be an elected or appointed official from a municipality in your Senate/LPC District. ***Check to be sure the write-in candidate is willing to serve if elected!*** Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return to ballot by 5:00 p.m. on **August 11, 2022** to Laura Ellis either in the enclosed envelope, via email (lellis@memun.org) or FAX: 624-0129

Your participation is important – Thank You!

OFFICIAL BALLOT – District 35

Maine Municipal Association's Legislative Policy Committee

July 1, 2022 – June 30, 2024

VOTE FOR TWO:

- ☐ Jeff Minihan, Town Councilor, Town of South Berwick
- ☐ Christine Bennett, Planning Board Member, Town of Eliot
- ☐ Kendra Amaral, Town Manager, Town of Kittery
- ☐ _____ (name) _____ (position) _____ (municipality) (✍ write in)

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

✍ BY SELECTMEN/COUNCILORS:

signature

print name

signature

print name

signature

print name

signature

print name

signature

print name

Return by 5:00 p.m., August 11, 2022 to:

Laura Ellis, Maine Municipal Association
lellis@memun.org
Fax: 624-0129

LPC Senate District 35

Eliot
Kittery

Ogunquit
South Berwick

York

Candidate Profile:

Jeff Minihan has served as Councilor for the Town of South Berwick for the past year and previously was appointed to terms on the Planning Board and Conservation Commission. Jeff served this past year on the LPC and would like to continue his service because he found it to be a great resource for understanding state activities that would impact his district. His intention is to better serve his entire district if elected.

Christine Bennett has served as a Planning Board member in the Town of Eliot for the past six years, including three years as Vice Chair. She served five years on the Eliot Energy Committee and spent 14 years working with Planning Boards, Conservation Commissions and Town Managers in her roles as Executive Director of the Kittery Land Trust and Development Director Great Works Regional Land Trust as well as member of the Mount Agamenticus to the Sea Conservation Initiative Steering Committee. She attended LPC meetings as an interested party during the past year and would like to serve on the LPC because she has a broad understanding of the issues facing her district and experience working with several towns in southern Maine, as well as state agencies and the Legislature. She would like to facilitate communication with municipal officials in her district and advocate for MMA positions that support the goals of the towns she serves.

Kendra Amaral has served as Manager in the Town of Kittery for the past six years. Prior municipal experience in Massachusetts includes Assistant Town Manager in Wilmington; Deputy Director of Planning and Development in Lowell and Chief of Staff in Amesbury. She has served on the MMA Nominating Committee for the Executive Committee's Vice President. Her reason for wanting to serve on the LPC is because legislation impacts communities in very tangible ways. She believes as policy implementation practitioners, the LPC members must engage in the state legislative process to advocate for laws that actually benefit residents and businesses at the local level. She hopes to have the opportunity to serve to be engaged in the difficult work of advocating for feasible, effective, truly beneficial laws that serve the communities in her district.