



TOWN OF KITTERY

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

February 11, 2019

Council Chambers

Kittery Town Council
Regular Meeting
6:00 p.m.

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes –
 - January 14, 2019 Regular Meeting
8. Interviews for the Board of Appeals and Planning Board-
Planning Board (one appointment until 12/31/19)
 - Robert J. Kaszynski
 - Stephen J. Bellantone
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
 - a. (020119-1) The Kittery Town Council moves to present a proclamation honoring Ann Grinnell for her years of dedication and service to the Town of Kittery.
 - b. (020119-2) The Kittery Town Council moves to receive a presentation from the Town Manager on the 2020-2024 Capital Improvement Program.
10. PUBLIC HEARINGS
 - a. (020119-3) The Kittery Town Council moves to hold a public hearing and ordain amendments to Title 4- Boards, Commissions and Committees and to amend Council Rules.
11. DISCUSSION
 - a. Discussion by members of the public (three minutes per person)
 - b. Response to public comment directed to a particular Councilor
 - c. Chairperson's response to public comments
12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition.
 - The Kittery Town Council moves to accept a Donation from York Hospital in the amount of \$9,250 to be deposited into account # 5003-43600 York Hospital Scholarship Fund.
- b. (020119-4) The Kittery Town Council moves to approve the disbursement warrants
- c. (020119-5) The Kittery Town Council moves to approve the 2020-2024 Capital Improvement Program in accordance with Town Charter Section 6.05 as presented.
- d. (020119-6) The Kittery Town Council moves to approve the fiscal year 2020 Capital Improvement Program budget in accordance with Town Charter Section 6.04(2) in the amount of \$1,988,517.
- e. (020119-7) The Kittery Town Council moves to affirm that requests for MMA Legal Services are restricted as presented.
- f. (020119-8) The Kittery Town Council moves to appoint David Batchelder to the Library Building Committee with a term ending with the completion of work of that board.
- g. (020119-9) The Kittery Town Council moves to appoint George Dow as an associate member to the Parks Commission to a term expiring on 12/31/19.
- h. (020119-10) The Kittery Town Council moves to appoint a representative to meet with the chair of the Parks Commission to interview Shaye Robbins to be appointed to that board to fill an unexpired term that expires on 12/31/19.
- i. (020119-11) The Kittery Town Council moves to approve a request from the Kittery Harbourside Garden Club to place signage throughout Kittery, seven to ten business days prior to the event, to advertise their annual plant sale to be held on May 25, 2019.
- j. (020119-12) The Kittery Town Council moves to approve a request from the Kittery Rotary After Hours to place 10 signs at various locations throughout Kittery to advertise their St. Patrick's Day Dinner at the Kittery Fire Station on Sunday, March 17, 2019. Signs will be placed March 1, 2019 and removed on March 19, 2019.
- k. (020119-13) The Kittery Town Council moves to approve a request from Kittery Little League to hang a banner over Rogers Road in front of the Community Center from February 25, 2019 until March 8, 2019 to promote open registration for the League.
- l. (020119-14) The Kittery Town Council moves to approve a request from the Kittery Land Trust to hang a banner across Rogers Road from March 17, 2019 until March 31, 2019 to coincide with their annual March membership drive.

m. (020119-15) The Kittery Town Council moves to approve a request from the Project Graduation Committee to hold a dump toll on Saturday, April 20, 2019 from 9am to 5pm with a rain date on Saturday, May 4, 2019 from 9am until 5pm, and to place signage.

14. COUNCILOR ISSUES OR COMMENTS

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION - NONE

17. ADJOURNMENT

Posted: February 07, 2019



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 February 11, 2019

1. Introduce Brenda Fox-Howard

- 2. Draft Memorandum of Understanding Rice Public Library** –The Library Board of Directors and the Library Transition Committee have been hard at work on the transition planning for the Library to become a town department. We are finishing up the detailed staff wage/benefits plan and resolving various items that as a collective make up the whole of the transition process including addressing standing vendor contracts, finalizing asset inventories, drafting ordinance proposals, etc. The Library Board has decided to remain a 501c3, in order to be eligible for charitable contributions, retain certain assets, and support the strategic goals of the Library.

We will be seeking formal Council action to approve and execute the MOU at the February 25 meeting. The MOU has been reviewed by both the Town Attorney and Mr. Beers who continues to serve as the Council representative to the Transition Committee. Attached is the draft MOU.

- 3. Rogers Road Approach to Memorial Circle** – A number of Councilors have inquired about the ripple in Rogers Road where it approaches Memorial Circle. The ripple was identified this winter, and is believed to be the result of settling of the structural fill under the road. Repairs may be possible, but not until the ground has thawed and the asphalt plants are reopened. We will continue to monitor the conditions and reassess in the spring.
- 4. Adopt-a-Road Program-** The Council requested that I work with the Conservation Commission members on updating the safety checklist for the Adopt-a-Road program. We have reviewed the checklist and the procedures, agreed on minor changes, and finalized the forms which have been uploaded to the website. Anyone interested in participating in this highly beneficial and community-focused program should visit www.kitteryme.org/AAR.
- 5. Senior Property Tax Credit** – Applications for the Senior Property Tax credit are now available at Town Hall and on the Town's website. Residents 70-years of age or older may qualify for up to \$1,000 credit on their property taxes. For more information about criteria and the application process please contact Town Hall at 207-475-1316 or visit www.kitteryme.org.
- 6. Seeking Candidates for Boards, Commissions and Committees** – The town is seeking volunteers for a number of boards, commissions, and committees. We will be promoting these volunteer opportunities over the coming months to increase interest in local service, and replenish the candidate lists. Please join me in encouraging residents to get involved and apply to serve on a

board, commission or committee in town. Those interested in learning more should contact Town Clerk Nicole Maurice.

Upcoming Dates:

- Family Valentine's Dance – February 9, 6PM, Kittery Community Center
- Property Taxes Due – February 15
- Kittery Community Auction – April 5, Regatta Room Eliot

Respectfully Submitted,

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

Kendra Amaral
Town Manager

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM (hereinafter the “Memorandum”) is intended to set forth the understanding between the **RICE PUBLIC LIBRARY**, a nonprofit corporation duly organized and existing under the laws of the State of Maine with a place of business at Kittery, County of York and State of Maine (hereinafter the “Library”), acting by and through its duly constituted Board of Directors, and **THE INHABITANTS OF THE TOWN OF KITTEERY**, a body politic and incorporated subdivision of the State of Maine in Kittery (hereinafter the “Town”) acting by and through its duly appointed Town Manager and duly elected Town Council.

Background:

Under the Last Will and Testament of Arabella Rice, funds were set aside for the creation of a free public library for the inhabitants of the Town of Kittery. From those funds and other sources, a parcel of land was acquired on Wentworth Street in the Town of Kittery and a free public library known as the Rice Public Library was constructed and furnished. Although the Library for most of its existence was financially self-supporting, at a point in time, as the Library evolved into a modern institution with professional staff and expanded services, it became necessary to seek financial assistance from the Town. At the present time, the Town provides most of the financial support necessary for maintenance of the Library properties and for payment of salaries and other expenses of the Library.

Most recently the Library has sought to consolidate its operations in one location better designed to meet the needs of the residents of Kittery. In a non-binding referendum question submitted to the voters of Kittery on November 7, 2017, it was the consensus of the voters to locate the operations of the Library at its original location on Wentworth Street with an expansion of the existing building.

Due to the anticipated renovation and expansion of the Rice building and the anticipated reliance on municipal funds for the renovation and expansion, discussions have commenced concerning the transfer of certain property of the Library to the Town and employment of Library personnel by the Town.

Purpose:

The purpose of this Memorandum is to set forth the understanding of the parties hereto concerning transfer of Library property to the Town, employment of Library personnel by the Town, operation of the Library by the Town as a line department and the role of the nonprofit corporation following the transfer of Library property and personnel to the Town.

Principles:

1. The Library will continue its current operation of a free public library for the Town at its Walker and Wentworth street locations as the Town works to implement the renovation and expansion project of the Rice Library building.

2. The premises and library-owned appurtenances, books and equipment at 2 Walker Street and 8 Wentworth Street, including the books and equipment located therein and used in the operation of a public library, will be contributed/transferred to the Town on or about July 1, 2019.
3. Prior to transfer of the buildings, the Board of Directors will contract for a professional appraisal of the Taylor Building property located on Walker and Wentworth streets.
4. The appraised value of the Taylor Building property will be the Library's primary financial contribution to the renovation project.
5. The Library will become a Town department and the current staff and personnel of the Library will become employees of the Town, with commensurate compensation at the time of transfer of the assets described in Section 2 of the Library to the Town, on or about July 1, 2019.
6. The nonprofit corporation Rice Public Library shall continue to exist as a nonprofit corporation in the State of Maine and shall maintain its status as a Section 501(c)(3) organization under the Internal Revenue Code. The following cash and related assets remain the property of the nonprofit corporation for its purposes:
 - a. Cash excluding any operating reserve funds, and including donations from the Annual Appeal and other charitable contributions to the Rice Public Library.
 - b. Stock
 - c. Varney Bequest (2017)
 - d. Other: Antiques now on permanent loan to the Kittery Historical & Naval Society, as documented in the letters of agreement between the KHNS and Rice Public Library (circa 2011).
7. The Board of Directors of the nonprofit corporation will develop and monitor long-range and strategic plans, goals, and programmatic policies of a free public library for Council to consider for adoption and may engage in fundraising and other activities designed to further the purposes of the Library.
8. Every effort will be made to minimize the impact of library operations and services in both the Rice Building and Taylor Building until the renovation and expansion of the Rice Building is complete. The Taylor Building, being integral to the library's operation and services, will not be repurposed or disposed of until the renovation of the Rice Building is complete and both adult and youth services are operational in the Rice Building.
9. This Understanding is contingent upon the Town Council acceptance of the Rice Public Library's gift of the assets no later than March 25, 2019.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum and confirmed its purpose and the principles set forth above.

INHABITANTS OF THE TOWN OF KITTERY
By its Town Council

RICE PUBLIC LIBRARY
By its Board of Directors

Judy Spiller, Chair

Rachel J. Dennis, President

Matt Brock

David Harris

Charles Denault

George Dow

Kenneth E. Lemont

Dianne Fallon

Jeffrey D. Thomson

Doug Greene

Jeffrey Pelletier

Bill Tredwell

Cyrus Clark

DRAFT

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**Kittery Town Council
Regular Meeting
January 14, 2019 – 6:00 p.m.
Town Council Chambers**

7 1. Call to Order: Chairperson Spiller called the meeting to order at 6:00 p.m.

8
9 2. Introductory: Chairperson Spiller read the introductory.

10
11 3. Pledge of Allegiance: Chairperson Spiller led those present in the Pledge of Allegiance.

12
13 4. Roll Call: Answering the roll were Councilors Charles Denault, Jeffrey Pelletier, Jeffrey
14 Thomson, Kenneth Lemont, Cyrus Clark, Vice-Chair Matthew Brock and Chairperson Judy Spiller.

15
16 5. Agenda Amendment and Adoption: Chairperson Spiller asked if there were any changes to the
17 agenda? Hearing none, she cast one vote in favor of approving the agenda as written.

18
19 6. Town Manager’s Report: Town Manager Amaral reviewed how they did with the 2018 Town
20 Manager and Town Council goals, what has been accomplished and what is still being worked on.
21 She said they passed zoning amendments for the transition of the Business Park to the Mixed-Use
22 neighborhood, approved parking amendments and hopefully simplified Title 16 recodification so the
23 applicants will no what is expected of them.

24
25 Town Manager Amaral said 5 people have applied for the Circuit Breaker Program and they are working
26 on what is the next step regarding foreclosure on the properties. She said the State changed the tax lien
27 law and added steps, so they need to go back through the town’s policies so they reflect the current law
28 in place.

29
30 Town Manager Amaral said they are working on Title 4 which covers Boards and Committees and the
31 proposed changes have been sent out.

32
33 Town Manager Amaral said they are prioritizing employee safety and the MOD rate is 1.23, and they are
34 trying to get that figure below one to reduce the costs of Workers’ Comp.

35
36 Town Manager Amaral addressed the 2019 goals and said they are working on a joint land use study
37 with the Shipyard legislation and the delegation of planning agencies in the Seacoast area. She said the
38 two groups are working together and will leave the Shipyard at the same time the employees’ shifts end,
39 so they can get an idea of the impact of the traffic.

40
41 Town Manager Amaral said that Scott Design Architects have been chosen for the expansion of the
42 library and they are finalizing the contract. She said they will be kicking off the project this month. She
43 said she has reviewed the draft Memorandum of Understanding and the library is doing an internal
44 review so they understand what happens to their assets and their staff.

45
46 Town Manager Amaral said that the Rte. 236 traffic study is being funded through K.A.C.T.S. to address
47 the situation they have seen. She said this will be a joint project with the Town of Eliot.

48
49 Town Manager Amaral said that with the new State administration and Legislative delegation, there is an
50 opportunity for the town to connect with the leaders in Augusta to establish a collaboration. She said she
51 would like to send a letter to Governor Mills to open the lines of communication. She said she is asking
52 for Council consensus to send the letter. She said she will schedule a time for local representatives
53 Meyer and Rykerson and Senator Lawrence to meet with the Town Council.

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Town Manager Amaral said that she was contacted by Leanne Timberlake at MDOT and the workshop requested by Councilor Thomson is scheduled for January 28th, where she will provide an update on the major high-level bridge project.

Town Manager Amaral said that Police Chief Richter is having “Coffee with the Chief” on January 29th at the Kittery Community Center. She said he is planning on having these sessions later in the afternoon or evenings so more people will be able to attend and meet him. She said it will be 4:00 pm – 7:00 pm and all are invited.

Town Manager Amaral reminded dog owners that the dog license renewals are due by January 31st.

Chairperson Spiller thanked Town Manager Amaral for an update on last year’s goals and asked Council if they had any questions.

Councilor Lemont said, through the Chair, to the Town Manager that he liked the idea and that Governor Mills received 480 letters. He said he cannot speak for Sen. Lawrence, but he thought that he should be invited.

Town Manager Amaral said he will be invited to Augusta.

Chairperson Spiller thought it was a good idea too.

Councilor Thomson asked the Town Manager, through the Chair, if she could give us the status on the Sewer Superintendent search as well as the Finance Director?

Town Manager Amaral responded that they made an offer to the candidate for the Finance Director and this person will start the first week of February. She said she does not intend to announce the name until that person shows up.

Town Manager Amaral said she is having a challenge with the Superintendent of Sewer Services. She said they are required to have a Grade 4 License. She said they have had conversations with local engineering firms to get a part-time support person in the meantime.

Chairperson Spiller requested an update on the John Paul Jones Park.

Town Manager Amaral said that, to those who know where it is, the State is signing off on the Park over to the town. She said she has not reached out to the Governor’s office. She said it is not finalized under the prior administration, but is on the list.

Town Manager Amaral said in the interim, the State has fixed up the bronze Memorial and will paint the flagpole.

Chairperson Spiller said she believed that several of us have spoken with Rep. Rykerson to move ahead with that. She asked what about the recodification workshop?

Town Manager Amaral replied that they are still finalizing that.

Councilor Denault, to the Town Manager, through the Chair, wanted to know if there is a way they can explain to the public the benefits of this? He said he has received e-mails from residents who are concerned, asking what is the benefit to the Town of Kittery with the \$12,000 repair of the monument? He said it does not bring anything into the tax base. He said they should get information out to the public

107 because he cannot answer that question. He said if they take it over, the town will get saddled with the
108 cost for maintaining the park and they use it for the tree lighting.
109

110 Vice-Chair Brock said he had a follow-up question, to the Town Manager, through the Chair, regarding
111 the recodification of Title 4. He said he is a little unclear of the purpose and wanted to know if they were
112 making it more user-friendly? He said they have a process and asked if these amendments are deep,
113 substantial changes in the ordinance?
114

115 Town Manager Amaral responded they are making it more user-friendly. She said they are looking at the
116 allowable use and the setbacks to find a better way to make it clearer, especially in getting waivers, and
117 what conditions need to be met, etc.
118

119 Vice-Chair Brock said if there are any substantive changes, to highlight them for Council.
120

121 Town Manager Amaral said that she would do that.
122

123 Councilor Lemont said he wanted to be proactive and contacted the Governor's office and was assured
124 that Governor Mills would follow-up on the Legislation passed regarding the John Paul Jones Park and
125 he should have an answer by the end of the week.
126

127 Councilor Lemont said he wanted to echo Councilor Denault's comments regarding what is the benefit to
128 the town if they take over the Park? He said they will have to take care of any damage, downed trees,
129 etc. and we can use it any time we want to now.
130

131 Chairperson Spiller said she thought they were doing the maintenance.
132

133 Councilor Lemont said that if the State was pressured to do something, they would have to do it.
134

135 Councilor Thomson said he believed there was a formal maintenance agreement between the Town and
136 the State but it has expired and has not been renewed.
137

138 Councilor Lemont thanked Council Thomson.
139

140 7. Acceptance of Previous Minutes:
141

- 142 • November 14, 2018 Regular Minutes - corrections were made.
143

144 All in favor by a voice vote to accept the minutes of November 14th as amended.
145

- 146 • November 26, 2018 Regular Minutes – corrections were made.
147

148 All in favor by a voice vote to accept the minutes of November 26th as amended.
149

150 8. Interviews for the Board of Appeals and Planning Board: none
151

152 9. All items involving the Town Attorney, town engineers, town employees or other town consultants
153 or requested officials.
154

155 (010119-1) The Kittery Town Council moves to hear a report from a member of the Kittery
156 Conservation Commission on the town of Kittery's Adopt-A-Road Program.
157

158 Chairperson Spiller said that Susan Emery, co-founder of the Adopt-a-Road program, has given Town
159 Council documents and will give us a presentation.
160

161 Ms. Emery said that, in the Fall of 2017, after 21 years, she and Janet Gourley, Co-Chairs of the Kittery
162 Adopt-a-Road Program, remanded the program back to the Conservation Commission. She said at the
163 time of there last report, they had 32 confirmed adopters cleaning 46 roads or road sections with 4 other
164 adopters cleaning 13 roads or road sections still needing to be tracked down. She said that 2017 had
165 been a banner year with 7 new adopters adopting 10 roads or sections.
166

167 Ms. Emery said that each new adopter was provided with a copy of the program summary sheet, the
168 adoption agreement, which included a great deal of safety information, which had to be reviewed before
169 the agreement was signed as well as a Safety Checklist which had to be reviewed with the clean-up
170 group prior to cleaning and a Safety Signature Sheet which had to be signed by all.
171

172 Ms. Emery said she had a few concerns: first, the Groups Process Form to be signed on clean-up day
173 after reviewing the safety guidelines have been eliminated. She said that Chairperson Spiller mentioned
174 there has been no group clean-up's in 7-8 years. She said groups have been a big part of the clean-up
175 over the years.
176

177 Ms. Emery said, secondly, the new process says "clean at least 2-3 times a year." She said the original
178 version specified "three times a year: April (Earth Day month); August (remove summer litter) and
179 November (before winter). She thinks that volunteers need specific guidelines.
180

181 Ms. Emery noted that there is no termination form for anyone who wants to leave the program. She
182 requested that all the documents she provided be entered into the record.
183

184 Chairperson Spiller said when she spoke with Ms. Emery on the phone, she did not think there had been
185 any clean-up's that she was aware of. She asked Earledean Wells, Chair of the Conservation
186 Commission if she would like to come to the podium to speak.
187

188 Ms. Wells said that in November 2017 the KCC, as a group, decided to get the Adopt-A-Road list
189 computerized and made available to all members and get all the information on the town's website. She
190 thanked Suzanne Esposito for her help in enabling them to do that so if anyone was interested in the
191 Adopt-a-Road program, they should go to the town's website.
192

193 Ms. Wells said that although Ms. Emery had called her to say she had signed waivers, she never got
194 any, so they had sent out new ones to have them signed and returned. She said there are several
195 adopters who are groups, such as Beach Pea, and other organizations, so maybe, they did not do it
196 right. She said there is a communication person for each of the groups and if that person needs to sign
197 the waiver, they can send it out this week. She asked that Council look at it and let them know if they
198 have to re-do it. She said they reduced the documents down to 14 pages.
199

200 Chairperson Spiller asked the Town Manager if she provides the "Waiver of Liability"?
201

202 Town Manager Amaral responded it was provided. She said she contacted Maine Municipal Association
203 to get their guidance on the form and will use it on the waivers.
204

205 Councilor Denault asked Ms. Wells if the KCC has reached out to Ms. Emery to get her institutional
206 knowledge.
207

208 Ms. Wells responded they have reached out – and to staff – on a number of occasions.
209

210 Councilor Thomson wanted to know how active is this program?
211

212 Ms. Wells responded they have three mandatory clean-up's. She said that people clean up consistently
213 while on their walks.
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Councilor Thomson said he has never seen anyone cleaning up on Cook Street or on Old Post Road.

Ms. Wells said she was not aware of it.

Councilor Thomson said there is an "Adopt-A-Road" sign by his mailbox and asked if it is active as indicated?

Ms. Wells replied if they find out someone has given up a road, then they indicate that. She said there is a gentleman who is working on a map which will tell us all the roads that are available and the ones which have been adopted.

Councilor Clark indicated to Ms. Emery he did not have the 2 major pieces she pointed out.

Ms. Emery said that Council was supposed to have gotten a copy of the old plan.

Councilor Clark said okay.

Ms. Emery went on to indicate the forms that were included and said that her biggest concern was she did not think all the details were being specifically spelled out in the new version, especially involving safety issues. She said the other concern was that clean-up would take place three times a year, in April, August and November. She did not think it should be eliminated but it was up to the current team.

Chairperson Spiller suggested adding the Safety Checklist to the website so people can be aware. She also asked that the KCC work with any of the groups to make sure when they go out, all the people volunteering sign the waiver.

Chairperson Spiller asked the Town Manager to work with Earledean Wells and the Conservation Commission to get this reviewed and decide what needed to be added to the packet.

10. PUBLIC HEARINGS:

a. (010119-2) The Kittery Town Council moves to hold a public hearing and ordain amendments to Title 8 – Blasting.

Chairperson Spiller asked the Town Manager to give Council some background on the changes.

Town Manager Amaral said these changes were brought forward by the Fire Chief to create consistencies and refers to State requirements and industry standards for safe blasting operations.

Town Manager Amaral said they heard issues brought forth by residents of Martin Road with the Business Park /Mixed-Use Zone and concerns about blasting for the sewer expansion project.

Chairperson Spiller opened the public hearing at 6:54 pm and asked if anyone wished to speak to, for or against the changes. Hearing none, she closed the public hearing.

COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL, IN ACCORDANCE WITH TITLE 30-A, M.R.S. §3001 AND SEC. 2.07 (3) OF THE TOWN CHARTER, HEREBY ORDAINS AMENDMENTS TO TITLE 8: BLASTING, AS PUBLICLY HEARD AND PRESENTED THIS EVENING, SECONDED BY COUNCILOR DENAULT. ROLL CALL VOTE WAS TAKEN 7-0, SEVEN IN FAVOR, NONE OPPOSED, MOTION CARRIES.

267 b. (010119-3) The Kittery Town Council moves to hold a public hearing to consider an
268 application from the Loyal Order of Moose Lodge #444 for a Special Activity Amusement Permit for The
269 Loyal Order of Moose Lodge #444, 76 U.S. Route 1 Bypass, Kittery.

270
271 Chairperson Spiller said the Code Enforcement Officer has conducted an inspection of the establishment
272 and found it is in compliance with the Kittery Town Code.

273
274 Chairperson Spiller opened the public hearing at 6:55 pm and asked if anyone wished to speak to, for or
275 against the application. Hearing none, she closed the public hearing.

276
277 **COUNCILOR THOMSON MOVED THAT THE KITTEERY TOWN COUNCIL APPROVE THE**
278 **APPLICATION FROM THE LOYAL ORDER OF MOOSE LODGE #444 FOR A SPECIAL ACTIVITY**
279 **AMUSEMENT PERMIT FOR THE LOYAL ORDER OF MOOSE LODGE #444, 76 U.S. ROUTE ONE**
280 **BYPASS, KITTEERY. COUNCILOR DENAULT SECONDED THE MOTION. ROLL CALL VOTE WAS**
281 **TAKEN, SEVEN VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

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283 c. (010119-4) The Kittery Town Council moves to hold a public hearing to consider an
284 application for a Victualer's License from Chick-fil-A, 286 Turnpike Road, Westboro, MA 01581 for Chick-
285 fil-A (mobile food truck).

286
287 Chairperson Spiller opened the public hearing at 6:56 p.m. and asked if anyone wished to speak to, for
288 or against the application. Hearing none, she closed the public hearing.

289
290 **COUNCILOR DENAULT MOVED THAT THE TOWN COUNCIL APPROVE THE APPLICATION FOR A**
291 **VICTUALER'S LICENSE FROM CHICK-FIL-A, 286 TURNPIKE ROAD, WESTBORO, MA FOR THE**
292 **CHICK-FIL-A (MOBILE FOOD TRUCK), SECONDED BY COUNCILOR CLARK.**

293
294 Chairperson Spiller asked if there was any discussion?

295
296 Councilor Lemont said that the Town Council was always notified of where the mobile truck was going to
297 be located and wanted to know if this is a year-round business?

298
299 Ms. Maurice said the license is for one year and once she gets permission from the property owners, she
300 will bring that information forth to the Town Council.

301
302 Councilor Lemont wanted to know if they have a location at this time.

303
304 Ms. Maurice replied no, there is no location at this time.

305
306 Councilor Lemont said he sees this as a way for someone to avoid property taxes and reduce overhead.

307
308 Councilor Thomson said when these other businesses came before us for similar licenses, they listed the
309 actual location of where they will be.

310
311 Ms. Maurice said that is where it varies – Mobile Food Units have specific times and locations where they
312 travel throughout the day and this will be for a specific time for that day.

313
314 Councilor Denault said he has received 3-4 e-mails from people interested in this. He said Chick-Fil-A is
315 a big organization and he does not see any problems with it.

316
317 Councilor Lemont said there is no way this business should be able to come into town and not follow the
318 process. He said he shares Councilor Thomson's concerns, and, going forward, Ms. Maurice should get
319 more information for the Town Council.

320

321 **ROLL CALL VOTE WAS TAKEN WITH FIVE VOTING IN FAVOR, TWO IN OPPOSITION**
322 **(COUNCILOR THOMSON AND COUNCILOR LEMONT), 5-2, MOTION CARRIES.**
323

324 11. DISCUSSION:

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

326 Chairperson Spiller opened the floor and asked if anyone wishing to speak please go to the podium and
327 give us your name and address.

328 Julie O’Connell asked if Council will be discussing the increase rates for Fort Foster?
329

330 Chairperson Spiller replied that is on the agenda.
331

332 Ms. O’Connell wanted to know that the rate is going from \$10 to \$20 for a car, if that is correct?
333

334 Chairperson Spiller responded yes.
335

336 Ms. O’Connell said \$20 to go to a park is high, and asked why not \$15? She said if this was
337 Massachusetts, it would be reasonable, but this is not Massachusetts. She said this will discourage
338 people from going to Fort Foster and that it seems like it would impact people from town and not so much
339 tourists.
340

341 Chairperson Spiller said they will be discussing this later on but it is important to note that the fees are for
342 non-residents. She said last summer, they had 31,000 adults with 2,700 dogs.
343

344 12. UNFINISHED BUSINESS: none

345 13. NEW BUSINESS:

- 346 a. Donations/gifts received for Council disposition:

347 (010119-5) The Kittery Town Council moves to accept a donation in the amount of \$300.00 from
348 Staritch Foundation Inc. to be deposited into the Kittery Community Center Fundraising Acct. #2063.
349

350 **COUNCILOR THOMSON MOVED THAT THE TOWN COUNCIL ACCEPT A DONTION IN THE**
351 **AMOUNT OF \$300.00 FROM STARITCH FOUNDATION INC., TO BE DEPOSITED INTO THE**
352 **KITTERY COMMUNITY CENTER FUNDRAISING ACCT. #2063, WITH THE APPROPRIATE THANK**
353 **YOU, SECONDED BY COUNCILOR PELLETIER.**
354

355 Chairperson Spiller asked for any discussion?
356

357 Councilor Lemont said he “googled” Staritch Foundation and could not find out much about this
358 organization. He said it would be nice to know in the future who these people are.
359

360 **ALL WERE IN FAVOR BY A VOICE VOTE, AYE, 7-0, NONE OPPOSED, MOTION CARRIES.**

- 361 b. (010119-6) The Kittery Town Council moves to approve the disbursement warrants.
362

363 Chairperson Spiller asked Councilor Clark if the Town and Sewer payables reviewed by him were in
364 appropriate form and he replied that they were.
365

366 Chairperson Spiller asked Councilor Pelletier if the School payables reviewed were in appropriate form.
367
368
369
370
371
372
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374

375 Councilor Pelletier responded yes, they were.

376

377 Chairperson Spiller read the amounts as follows: Town = \$205,544.71; Sewer = \$4,732.26; and School
378 = \$120,244.26; \$442,993.64; \$65,452.82 for a total \$838,967.69.

379

380 **COUNCILOR THOMSON MOVED THAT THE DISBURSEMENT WARRANTS BE PAID AS**
381 **PRESENTED, SECONDED BY COUNCILOR PELLETIER. ALL WERE IN FAVOR BY A VOICE**
382 **VOTE, 7-0, SEVEN IN FAVOR, NONE OPPOSED, MOTION CARRIES.**

383

384 c. (010119-7) The Kittery Town Council moves to approve a (renewal) application from
385 Weathervane Seafoods, Inc. for a Malt, Vinous and Spirituous Liquor License for Weathervane
386 Seafoods, 306 U.S. Route 1, Kittery.

387

388 Chairperson Spiller said the Code Enforcement Officer has inspected the establishment and found it to
389 be in compliance with the Kittery Town Code.

390

391 **COUNCILOR THOMSON MOVED THAT THE KITTEY TOWN COUNCIL APPROVE THE RENEWAL**
392 **APPLICATION FROM WEATHERVANE SEAFOODS, INC. FOR A MALT, VINOUS AND SPIRITUOUS**
393 **LIQUOR LICENSE FOR WEATHERVANE SEAFOODS, 306 U.S. ROUTE ONE, KITTEY.**
394 **COUNCILOR PELLETIER SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN WITH ALL**
395 **VOTING IN FAVOR, 7-0, NONE OPPOSED, MOTION CARRIES.**

396

397 d. (010119-8) The Kittery Town Council moves to approve a (renewal) application from The
398 Ares, LLC, for a Malt and Vinous Liquor License for AJ's Wood Grill Pizza, 68 Wallingford Square,
399 Kittery.

400

401 Chairperson Spiller said the Code Enforcement Officer has inspected the establishment and found it to
402 be in compliance with the Kittery Town Code.

403

404 **COUNCILOR THOMSON MOVED THAT THE KITTEY TOWN COUNCIL APPROVE THE RENEWAL**
405 **APPLICATION FROM THE ARES, LLC FOR A MALT AND VINOUS LIQUOR LICENSE FOR AJ'S**
406 **WOOD GRILL PIZZA, 68 WALLINGFORD SQUARE, KITTEY. ROLL CALL VOTE WAS TAKEN**
407 **WITH ALL VOTING IN FAVOR, 7-0, NONE OPPOSED, MOTION CARRIES.**

408

409 e. (010119-9) The Kittery Town Council moves to release funds in the amount of \$1,000 from
410 unassigned surplus and deposit said amount into account #101740-28247 – Expense Self-Insurance
411 Claims Coverage, to cover the cost of the deductible for an insurance claim.

412

413 **COUNCILOR THOMSON MOVED THAT THE TOWN COUNCIL RELEASE FUNDS IN THE AMOUNT**
414 **OF \$1,000 FROM UNASSIGNED SURPLUS AND DEPOSIT SAID AMOUNT INTO ACCOUNT**
415 **#101740-28247 – EXPENSE SELF-INSURANCE CLAIMS COVERAGE, TO COVER THE COST OF**
416 **THE DEDUCTIBLE FOR AN INSURANCE CLAIM, SECONDED BY COUNCILOR PELLETIER. ROLL**
417 **CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, 7-0, NONE OPPOSED, MOTION**
418 **CARRIES.**

419

420 f. (010119-10) The Kittery Town Council moves to schedule a public hearing on proposed
421 amendments to Title 2 – Fire Department.

422

423 **COUNCILOR THOMSON MOVED TO SCHEDULE THE PUBLIC HEARING FOR JANUARY 28TH ON**
424 **THE PROPOSED AMENDMENTS TO TITLE 2 – FIRE DEPT., SECONDED BY COUNCILOR**
425 **PELLETIER. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, 7-0, NONE**
426 **OPPOSED, MOTION CARRIES.**

427

428

429 g. (010119-11) The Kittery Town Council moves to approve the 2019 Town Council and Town
430 Manager Goals, and FY '20 Budget Goals.

431

432 Chairperson Spiller said they all have a copy of the goals and she said she would read them very quickly.
433 She asked if anyone had any comments?

434

435 **COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE THE 2019**
436 **TOWN COUNCIL GOALS, SECONDED BY COUNCILOR PELLETIER.**

437

438 Chairperson Spiller asked if there was any discussion.

439

440 Vice-Chair Brock said the three library committees are listed under the Town Council goals, but the
441 Taylor Building Committee is not included under the goals. He wanted to know why isn't the Taylor
442 Building Committee a part of the goals.

443

444 Chairperson Spiller asked Vice-Chair Brock if he would like to amend the motion to include the Taylor
445 Building Committee?

446

447 Vice-Chair Brock said it should be included under the Town Manager's goals.

448

449 Chairperson Spiller asked the maker of the motion and the second if they would approve including that
450 language in the motion?

451

452 Both Councilor Thomson and Councilor Pelletier agreed.

453

454 **COUNCILOR THOMSON MOVED TO AMEND THE MOTION TO APPROVE THE 2019 TOWN**
455 **COUNCIL GOALS, WITH THE ADDITION OF THE TAYLOR BUILDING COMMITTEE, SECONDED**
456 **BY COUNCILOR PELLETIER. ALL WERE IN FAVOR BY A VOICE VOTE, 7-0, NONE OPPOSED,**
457 **MOTION CARRIES.**

458

459 Chairperson Spiller read the 2019 Town Manager's goals.

460

461 Councilor Thomson noted that the Fire Chief's position would be moving from part-time to full-time and
462 they should attempt to accomplish this and start work reasonably soon.

463

464 **COUNCILOR THOMSON MOVED THE KITTERY TOWN COUNCIL ENDORSE THE 2019 TOWN**
465 **MANAGER'S GOALS, SECONDED BY COUNCILOR DENAULT.**

466

467 Chairperson Spiller asked for discussion.

468

469 Councilor Lemont noted one correction on line 26, the word "evaluation" should be changed to
470 "evaluate."

471

472 **ALL WERE IN FAVOR BY A VOICE VOTE, AYE, 7-0, NONE OPPOSED, MOTION CARRIES.**

473

474 Chairperson Spiller read the FY '20 Budget Goals.

475

476 **COUNCILOR THOMSON MOVED THE KITTERY TOWN COUNCIL ENDORSE THE FY'20 BUDGET**
477 **GOALS, SECONDED BY COUNCILOR PELLETIER. ALL WERE IN FAVOR BY A VOICE VOTE,**
478 **AYE, 7-0, MOTION CARRIES.**

479

480 h. (010119-12) The Kittery Town Council moves to appoint a representative to meet with the
481 Chair of the Shellfish Conservation Committee to interview Jean Treacy for reappointment to that board
482 until 12/31/21.

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COUNCILOR THOMSON MOVED TO RE-APPOINT JEAN TREACY TO THE SHELLFISH CONSERVATION COMMISSION WITHOUT THE BENEFIT OF AN INTERVIEW, HER TERM TO EXPIRE ON 12/31/21. COUNCILOR DENAULT SECONDED THE MOTION. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, 7-0, NONE OPPOSED, MOTION CARRIES.

i. (010119-13) The Kittery Town Council moves to approve amendments to Appendix A – Fort Foster Fees.

Chairperson Spiller asked the Town Manager to give Council some background on this.

Town Manager Amaral said the Parks Commission has spent a great deal of time looking at fees and visitors as well as the Park Management Plan and had several discussions. She said the members agreed that there needed to be some increase in fees to support the Capital Improvement projects at the park and upkeep. She said Rich DeMarco is here tonight.

Mr. DeMarco said they discussed the projects and how they will be done, some would be in-kind, but they were not certain how much the first year. He said they looked at Schedule A, and they decided to add to the fees.

COUNCILOR THOMSON MOVED THE KITTEERY TOWN COUNCIL APPROVE THE RESTRUCTURING OF THE FEE SCHEDULE FOR FORT FOSTER AS PRESENTED, SECONDED BY COUNCILOR PELLETIER.

Chairperson Spiller asked for discussion.

Councilor Thomson said through the Chair, to the Town Manager that he wanted to amend season passes to add “6” regarding a pass for a non-resident bringing a dog would be \$30 day and a season pass would be \$125, duplicate or replacement passes would be “\$10 with a dog” and for a non-resident “\$50” with a dog, and the single day pass for a vehicle and occupants with a dog would be \$35, for an adult with a dog or a child with a dog, 19-passenger recreational vehicle with a dog, \$75.

Councilor Thomson further stated that the small pavilion rental for 35 people would be \$175 and if they bring one or more dogs, would be \$50 a dog and it would be \$425 for the larger pavilion with 100 people and dogs.

Chairperson Spiller asked Councilor Thomson what about senior residents bringing dogs?

Councilor Thomson said that would be \$10 for the dog.

Town Manager Amaral said that the small and large pavilion rental do not include the entrance fees. She asked would they have to pay that?

Councilor Thomson said he would give her that one.

Councilor Pelletier said he would second the motion to support the discussion.

COUNCILOR THOMSON MOVED TO AMEND THE FEE SCHEDULE FOR SEASON PASSES TO ADD “6” REGARDING A PASS FOR A NON-RESIDENT BRINGING A DOG WOULD BE \$30 DAY AND A SEASON PASS WOULD BE \$125, DUPLICATE OR REPLACEMENT PASSES WOULD BE “\$10 WITH A DOG” AND FOR A NON-RESIDENT “\$50” WITH A DOG, AND THE SINGLE DAY PASS FOR A VEHICLE AND OCCUPANTS WITH A DOG WOULD BE \$35, FOR AN ADULT WITH A DOG OR A CHILD WITH A DOG, 19-PASSENGER RECREATIONAL VEHICLE WITH A DOG, \$75. SENIOR RESIDENTS WITH DOG \$10. THE SMALL PAVILION RENTAL FOR 35 PEOPLE WOULD

537 **BE \$175 AND IF THEY BRING ONE OR MORE DOGS, WOULD BE \$50 A DOG AND IT WOULD BE**
538 **\$425 FOR THE LARGER PAVILION WITH 100 PEOPLE AND DOGS. COUNCILOR PELLETIER**
539 **SECONDED THE MOTION.**
540

541 Councilor Thomson said the reason why he initiated the amendment is because when they meet
542 periodically with the Parks Commission to discuss fees they spend time talking about dogs. He said, he
543 will report again that Fort Foster is a human recreation area and if we allow dogs, we will need more
544 police and waste disposal bins. He said this amendment would provide additional revenue for this. He
545 said people going to Fort Foster who do not have a dog can enjoy the park without it being diminished by
546 people with dogs.
547

548 Councilor Denault said he likes the approach, but was wondering if there should not be a set number,
549 say a 25% surcharge for people with dogs.
550

551 Councilor Lemont asked if Rich DeMarco could come back up to the podium so they could ask
552 questions.
553

554 Vice-Chair Brock said he does not support the fee schedule offered by Councilor Thomson. He thought
555 that what he had proposed in the past was waste disposal bins but that went nowhere. He said there
556 has been significantly better compliance than 10 years ago. He said he favors giving people more
557 opportunity to comply, possibly diminishing the experience of the non-dog owner, but that is speculative.
558

559 Vice-Chair Brock said Councilor Thomson did not offer a foundation for his amendment, other than he
560 does not want dogs at the park. Having said that, he said there was discussion about regular
561 enforcement at Fort Foster, but he did not know the cost for an additional officer and if the fees proposed
562 would cover that. He thought that compliance with park rules is good, not just dogs. He thought it is
563 wrong to put the burden on the backs of dog owners.
564

565 Rich DeMarco said, for clarification, a duplicate fee is not only for a lost pass, but also if someone has a
566 second vehicle, and instead of buying two passes for the same family, they can buy a duplicate. He said
567 that in 2000, the number of dogs mentioned the day pass visitors as 3,000 for the season, but after doing
568 more research and getting data to report back to Council at the end of the year, more directed toward
569 dogs, he would like to revisit that.
570

571 Mr. DeMarco said the Parks Commission will set up joint meetings to discuss this and make a
572 recommendation.
573

574 Vice-Chair Brock asked if an additional Police Officer is being considered?
575

576 Mr. DeMarco said the increase in fees would relate to Public Works and the Police Dept., he would defer
577 to the Town Manager for more details.
578

579 Councilor Thomson said if it meets the agreement of the second for the motion, he wanted to talk about
580 this issue, and thought may sticker shock would make some folks address this problem. He said he
581 would like to withdraw his amendment.
582

583 Councilor Pelletier, as the Second for the motion, agreed with the withdrawal.
584

585 **COUNCILOR THOMSON WITHDREW HIS MOTION. COUNCILOR PELLETIER WITHDREW HIS**
586 **SECOND TO THE MOTION.**
587

588 Councilor Pelletier said he does not own a dog, but family members do, and take the dogs to Fort Foster.
589 He said as a parent of a grown child with a dog at Fort Foster, he appreciates both sides and would not
590 support the motion to increase the fees. He thought they should engage in looking at the issue rather

591 than penalizing everyone, and as conversations continue on enforcement, consider less onerous
592 restrictions on pet owners and more enforcement of the rules. He said if a dog is off leash, the owner
593 and dog should be expelled from the park, and if it continues, they should be banned from the park, but
594 don't penalize those owners who have their dogs on a leash.
595

596 Chairperson Spiller said this year, there will be more enforcement at Fort Foster because it is still a
597 problem. She said banning dogs is effective, but it is centered around enforcement. She said to all who
598 visit with dogs – clean up after your dog!
599

600 **ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, 7-0, NONE OPPOSED, MOTION**
601 **CARRIES.**
602

603 j. (010119-14) The Kittery Town Council moves to appoint Nicole Maurice as Registrar of
604 Voters until 12/31/20.
605

606 **COUNCILOR THOMSON MOVED THE TOWN COUNCIL APPOINT NICOLE MAURICE AS**
607 **REGISTRAR OF VOTERS UNTIL 12/31/20, SECONDED BY COUNCILOR CLARK. ROLL CALL**
608 **VOTE WAS TAKEN WITH ALL VOTING IN FAVOR, 7-0, NONE OPPOSED, MOTION CARRIES.**
609

610 k. (010119-15) The Kittery Town Council moves to approve an application from the Kittery
611 Outlets for their 2019 Sales Events:
612

- 613 • Memorial Day Sale – May 24-27
- 614 • July 4th Sale Weekend – July 4-7
- 615 • Back to School Event – August 9-12
- 616 • Labor Day Sale Event – August 30 – September 2
- 617 • Columbus Day Sale – October 11-14
618

619 **COUNCILOR THOMSON MOVED THE TOWN COUNCIL APPROVED THE PROPOSED DATES FOR**
620 **THE KITTEERY OUTLETS 2019 SALES EVENTS, SECONDED BY COUNCILOR DENAULT. ALL**
621 **WERE IN FAVOR BY A VOICE VOTE, AYE, 7-0, NONE OPPOSED, MOTION CARRIES.**
622

623 l. (010119-16) The Kittery Town Council moves to authorize the release of funds in the amount
624 of \$6,380.00 from the Wetlands Preservation Fee fund for phase 2 of the Fort Foster Invasive Species
625 Management Plan.
626

627 Chairperson Spiller said that Council has a copy of a letter from the Town Manager with comments from
628 Shaye Robbins, who has provided information. She said there was a second public hearing to authorize
629 using Wetlands Mitigation Funds.
630

631 **COUNCILOR THOMSON MOVED THAT THE TOWN COUNCIL AUTHORIZE THE RELEASE OF**
632 **FUNDS IN THE AMOUNT OF \$6,380 FROM THE WETLANDS PRESERVATION FEE FUND FOR**
633 **PHASE TWO OF THE FORT FOSTER INVASIVE SPECIES MANAGEMENT PLAN, AS REQUESTED.**
634 **COUNCILOR PELLETIER SECONDED THE MOTION.**
635

636 Chairperson Spiller asked Ms. Robbins why is it important to remove and control the invasive species.
637

638 Ms. Robbins replied so the native plants will have more space to grow. She said there are different types
639 of invasive species and they encroach upon the native plants and do not allow them to rejuvenate.
640

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

643 m. (010119-17) The Kittery Town Council moves to appoint a representative to meet with the
644 Chair of the Conservation Commission to interview Cassandra O'Brian to move from an associate
645 member to a full member of that board with her term expiring on 12/31/22.
646

647 Chairperson Spiller recognized Councilor Thomson.

648
649 Councilor Thomson asked if the appointment date should not be 12/31/21 and was "22" a typo?
650

651 Chairperson Spiller said she thought it was a typo.
652

653 **COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPOINT CASSANDRA**
654 **O'BRIAN AS A FULL MEMBER, MOVING FROM AN ASSOCIATE MEMBERSHIP ON THE**
655 **CONSERVATION COMMISSION, WITHOUT THE BENEFIT OF AN INTERVIEW, UNTIL 12/31/21.**
656 **COUNCILOR PELLETIER SECONDED MOTION. ROLL CALL VOTE WAS TAKEN WITH SEVEN**
657 **VOTING IN FAVOR, NONE OPPOSED, MOTION CARRIES.**
658

659 n. (010119-18) The Kittery Town Council moves to approve a application from BNKittery LLC,
660 for a Malt, Vinous and Spirituous Liquor License for The Farm Bar and Grille, 57 State Road, Kittery.
661

662 Chairperson Spiller said that the Code Enforcement Officer has inspected the establishment and found it
663 to be in compliance with the Kittery Town Code.
664

665 **COUNCILOR THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE THE**
666 **APPLICATION FROM BNKITTERY LLC FOR A MALT, VINOUS AND SPIRITUOUS LIQUOR**
667 **LICENSE FOR THE FARM BAR AND GRILLE, 57 STATE ROAD, KITTERY, SECONDED BY**
668 **COUNCILOR PELLETIER.**
669

670 Chairperson Spiller asked for any discussion.
671

672 Councilor Denault said he would like to echo the words of former Councilor Frank Dennett and ask if this
673 is a new application? He said the box stating "yes" or "no" is not checked off. He said #2, Gross Income
674 is correctly filled out. He asked if this could be corrected?
675

676 Chairperson Spiller said the application is not complete and wanted to know if they should postpone
677 taking action on it?
678

679 Councilor Pelletier said they should move forward with this application.
680

681 Chairperson Spiller noted it says expires 1/25/19 on the application, so it is not a new application.
682

683 Councilor Pelletier we should indicate our desire that the applications be complete in the future.
684

685 **ROLL CALL VOTE WAS TAKEN WITH SEVEN VOTING IN FAVOR, NONE OPPOSED, MOTION**
686 **CARRIES.**
687

688 o. (010119-19) The Kittery Town Council moves to approve a application from Tasty Thai Inc.
689 for a Malt, Vinous and Spirituous Liquor License for Tasty Thai, 182 State Road, Kittery.
690

691 Chairperson Spiller said the Code Enforcement Officer has inspected the establishment and found it to
692 be in compliance with the Kittery Town Code.
693

694 **COUNCILOR THOMSON MOVED THAT THE TOWN COUNCIL APPROVE THE APPLICATION**
695 **FROM TASTY THAI INC. FOR A MALT, VINOUS AND SPIRITUOUS LIQUOR LICENSE FOR TASTY**
696 **THAI, 182 STATE ROAD, KITTERY, SECONDED BY COUNCILOR PELLETIER.**

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

14. COUNCILOR ISSUES OR COMMENTS:

Councilor Lemont wanted to know if the workshop that is scheduled for Feb. 25th on Adult Use Medical Marijuana is restricted to only medical marijuana and not retail?

Chairperson Spiller said that Council will be talking about all marijuana.

Councilor Lemont said Council took action in August 2017 not to allow retail marijuana in town, and the voters approved the non-binding referendum to allow retail stores for marijuana. He said he still objects to this because there will be no revenue coming from the State. He said if we have this workshop, people could read into this concern that the Legislators are watching this. He hoped they did not move forward and recognize there is a hardship with this and wanted to know if they are ready for impacts on public safety and infrastructure?

Chairperson Spiller said as a private citizen she agreed with Councilor Lemont, but the town has voted to consider retail stores and she thought they would have to respond.

Councilor Denault wanted to know, through the Chair, to the Town Manager, the date specific for when the Boston Post Cane is awarded?

Town Manager Amaral said it is awarded to the oldest resident in town and stays with that person until he/she passes away. She said they then put a notice out that the town is looking for the oldest resident and advertise.

Councilor Thomson wanted to follow up on Councilor Lemont's comments and wanted to know if the municipality has to opt in to retail (marijuana) establishments and is that something the Council would vote on? He said he knows the community had a non-binding vote, but if nothing else happens, he wanted to know if status quo remains, is this correct?

Town Manager Amaral replied yes.

Councilor Thomson said a great job on Badger's Island but people are not hitting the button to make the light flash at the crosswalk.

Councilor Thomson said he was approached by a few people regarding recycling plastics at the Solid Waste Transfer Facility. He said they feel badly because they are putting things in the wrong bins and this causes extra work for the attendants. He wanted to know if the committee might be able to make up a better sign with examples of the plastics and instructions for the people?

Councilor Thomson said could they address violations of the property maintenance ordinance? He said there is one property in Kittery that has at least 2 dozen snowmobiles on the front lawn and another that has scrap metal on their lawn.

Chairperson Spiller spoke to the Seacoast Environmental Film Festival, which was a huge success!

Chairperson Spiller said that the Town of Eliot has compost bins at the Transfer Station and asked the Town Manager if she could check with the Public Works Director to see if bins couldn't be provided?

Chairperson Spiller said that on Jan. 25th at 5:30 pm at the York Library there is a video on renewable energy and a movie at 3:00 p.m. on Jan. 20th at the York Library on Dr. Martin Luther King Jr.

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15. COMMITTEE AND OTHER REPORTS:

Chairperson Spiller said that she and Vice-Chair Brock will come back to Council with a charge and scope of membership for the Climate Committee. She said that KOSAC is making arrangements with Eldridge Ace Hardware for LED lighting.

16. EXECUTIVE SESSION: NONE

17. ADJOURNMENT:

COUNCILOR THOMSON MOVED TO ADJOURN THE MEETING AT 7:56 P.M., SECONDED BY COUNCILOR DENAULT. ALL WERE IN FAVOR BY A VOICE VOTE, AYE, 7-0. MOTION CARRIES.



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED

DEC 10 2018

BY: *MEM @ 80am*

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Robert J. Kaszynski

RESIDENCE: 4 COVE LANDING ; KITTERY, ME 03904

MAILING (if different) _____

E-MAIL ADDRESS: RKASZ@COMCAST.NET PHONE #: (Home) ²⁰⁷ 439-1768 (Work) ^{CELL 603} 566-0360

Please check your choice:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Education Scholarship Committee | <input checked="" type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input checked="" type="checkbox"/> Port Authority | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: BA degree; US Army (LTJG); US Postal Inspector

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Past; Board of Appeals member; PERSONNEL BOARD member

PRESENT EMPLOYMENT: Retired (Federal Law Enforcement)

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

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

REASON FOR APPLICATION TO THIS BOARD: Community Involvement + Assistance

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

Please read the back of this application before signing.

Robert J. Kaszynski
SIGNATURE OF APPLICANT

12-6-18
DATE

Original App



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED
FEB 15 2019
BY: 2:32 pm

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: STEPHEN J. BELLANTONIS
RESIDENCE: 21 FERNARD RD, KITTERY ME 03904
MAILING (if different) _____

E-MAIL ADDRESS: stevebellantoni@gmail.com PHONE #: (Home) 207.475.5735 (Work) SAME

Please check your choices:

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: BS CIVIL ENGINEERING MS EDUCATION
RELATED EXPERIENCE (Including other Boards and Commissions) _____

SERVED ON PLANNING BOARD, CHICHESTER NH. OWNED/OPERATED SURVEYING ENGINEERING COMPANY, PRESENTED SUBDIVISION PLANS TO PLANNING BOARDS.

PRESENT EMPLOYMENT: RETIRED TEACHER, FORMER PE.
ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY Yes No

ANY KNOWN CONFLICT OF INTEREST: NONE

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

Please read the back of this application before signing.

Stephen Bellantonis
SIGNATURE OF APPLICANT

2/4/2019
DATE



KITTERY TOWN COUNCIL

PROCLAMATION HONORING THE SERVICE AND DEDICATION OF ANN H. GRINNELL

Whereas, the Kittery Town Council wishes to recognize Ann H. Grinnell for her dedicated service to Kittery and its citizens;

Whereas, Ann H. Grinnell served the Town for over seventeen years, including nine years on the Kittery Town Council, with two years as Chair, and eight and one half years on the Kittery Planning Board, with four and a half years as Chair;

Whereas, Ann H. Grinnell demonstrated a high level of integrity through her service on the Kittery Town Council and Kittery Planning Board;

Whereas, Ann H. Grinnell served a critical leadership role in successfully supporting the continuing operation of the Portsmouth Naval Shipyard;

Whereas, Ann H. Grinnell strived to preserve and protect the character of the Town through her leadership on the Planning Board; and

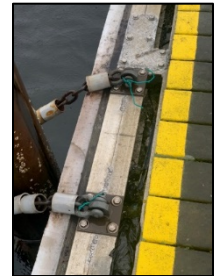
Whereas, Ann Grinnell spent many years instructing Kittery children to be skilled and confident swimmers;

Now, therefore, on this day, **Monday, February 11, 2019**, we, the Kittery Town Council, recognize and honor Ann H. Grinnell for her many years of service and her contributions to the Town of Kittery

TOWN OF KITTERY



CAPITAL IMPROVEMENT
PROGRAM
2020-2024



CIP Committee

Town Councilor – Charles Denault

School Committee Member - Nicholas Chalupa

Citizen Representative - Jeff Clifford

Citizen Representative - Chris Perkins

School Superintendent - Eric Waddell

Town Manager - Kendra Amaral

200 ROGERS ROAD
KITTERY, ME 03904

EXECUTIVE SUMMARY

The Town of Kittery is committed to maintaining a five-year Capital Improvement Plan (CIP), for the purpose of identifying and prioritizing investment in the Town's assets. The assets included in the CIP are critical to delivering core functions of the Town government and supporting the community's goals and objectives.

As a communication tool, the CIP informs the Town Council and the public about the Town's efforts to plan for on-going management of assets including buildings, roadways, equipment, vehicles, technology, and records. A properly developed CIP also guides the development of a debt plan, and identifies potential timing and bundling of higher cost investments for future bonding.

The Fiscal Year 2020 to Fiscal Year 2024 Capital Improvement Plan (FY20-FY24 CIP) incorporates a number of new and highly detailed replacement/management plans for various assets, including municipal facilities and the town's marine-based infrastructure. Effort is underway to add a similar level of specificity and long-range planning to the Kittery Community Center equipment, police equipment, and technology categories. The amount of detail and forethought being applied to the replacement schedules affords the CIP Committee and the Town an enhanced ability to manage annual capital funding needs and plan for future projects.

Since 2012, the Capital Improvement Program has supported the completion of \$19M of projects through capital appropriation and bonding. The Town currently holds \$2.6M in capital reserves for planned and unplanned future needs associated with roadways, equipment, buildings, technology, and land improvements. This "reserve" approach to funding capital has allowed the Town to make large purchases like a pumper truck in FY19 for \$550,000, and make annual investments in the roads without requiring annual debt, or deferring other equally important projects each year.

The proposed funding for capital and reserves in FY20 is \$1,988,517, representing an increase of \$285,236 over the previous year. Town and School debt service decreases \$26,750 to \$1,616,880 in FY20. The property-tax supported portion of the combined capital and debt allocation increases \$454,214.

The annual funding requirements for the CIP is nearing a point of stabilization, due in large part to the incorporation of detailed, long-range asset management plans established for each category of asset. At this time the average annual funding need for capital reserve allocation is between \$1.8M and \$1.9M. Funding at this level should be sufficient for the management of existing town assets for at least the next five years. This figure excludes larger projects such as new buildings, rebuilding or replacement of school buildings, or significant unforeseen projects that would likely require debt service to support. This stabilization in the CIP is beneficial to the annual operating budget and work plan development.

The FY20-FY24 CIP projection is driven primarily by three short-term projects; LED streetlight conversion (FY20), Rice Library renovation and expansion design (FY20), and Emery Field Phase 2 (potentially FY21). Combined, these three projects represent \$940,000 in costs not associated with long-term reserve accounts. FY20 funding from a number of reserve accounts is being diverted to these projects. The diversions do not hamper the overall asset management strategies because of the reserve approach the Town adopted in 2012. The reserve accounts can accommodate a year of zero funding, without losing ground on the overall asset management programs.

Funding for Holding Accounts is proposed to increase \$14,950 from the prior fiscal year. The Five-Year Pavement Management Plan includes approximately \$500,000 in projects for FY20. The five-year plan includes the repaving of Route 1, which will be accomplished by combining CIP funding with Compact Road funding (Other Funds) and TIF funding. New to the CIP is a detailed Facility Management plan which now serves as the basis for the Municipal Facility Reserve account requests. The plan includes replacement schedules for heating and cooling, building envelope (windows and roofs), interior finishes, electrical systems, life safety systems, and parking lots.

The Capital Reserve Accounts are projected to decrease \$200,050 in FY20. The DPW Vehicle reserve was reduced \$100,000 to accommodate other needs within the CIP. A number of other reserve accounts do not have funding requests or have lower than usual funding requests for FY20, also to accommodate the large projects on the schedule.

As with the Holding Accounts, the zero funding of various reserve accounts for FY20 is manageable and does not negatively impact the Town's asset management plans, so long as the five-year funding plan is followed through FY24. Work is underway to develop detailed KCC equipment, Police equipment, and municipal technology plans. The FY20-FY24 CIP includes a newly developed detailed marine infrastructure plan which encompasses piers, wharves, floats, boats, ramps, and other assets used to support the Harbormaster operations.

Capital Projects are increasing by \$470,336. The LED Street Light project will convert the lamps to lower-energy, high performance street lights. The anticipated return on investment is 2.6 years, and equates to annual operating savings of approximately \$92,000 each year for the life of the lamps. This project is highly recommended due to the significant and immediate savings-potential. The design of the renovation and expansion of the Rice Public Library has been consolidated from a three-year phasing to a two-year phasing schedule; due in large part to the planning done by the Library Building Committee. The design contract calls for work to progress through schematic design, followed by a bond vote. If the voters approve the construction bond, the remaining design will be completed; if not, design activity will be halted so the Town can assess the vote results and determine next steps. The anticipated timing for the bond vote is November 2019. The CIP plan also shows projected debt service for the Library project, starting in FY21 and with a maximum limit of \$5M for the bond.

Other projects proposed and designated as appropriate "Public Safety Impact Fund" projects include additional variable speed radar signs (pole mounted) and purchase of an electronic fingerprint machine that is directly tied into state and federal databases.

The Capital Improvement Plan process commenced with a review of the Town's Capital Improvement Program policy. No changes are proposed to the policy at this time.

Department heads submitted their FY20-FY24 requests and presented them to the CIP Committee. Through this process, the CIP Committee asked questions, sought additional information, and proposed amendments to the requests. The CIP Committee then reviewed all of the requests as an assembled plan. They evaluated the projects requested based on justification, priority, need, and impact on the Town's ability to deliver core services to both residents and businesses. This report represents the culmination of their work and the proposed five-year capital improvement plan.

In summary, the FY20-FY24 CIP includes:

- Updated Right of Way request based on the current 5-year pavement management plan;
- Incorporation of detailed facility management and marine infrastructure management plans;
- Inclusion of a project to convert street lights to LEDs, which is anticipated to produce annual savings of \$92,000 in electricity costs;
- The remaining funding for design services for the Rice Library renovation and expansion project.

We wish to thank the Committee and the staff who participated in the development of the CIP. Their insight, expertise, and consideration added significant value to the process.

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MANDATE

The Kittery Town Charter mandates a capital program as follows:

“Sec. 6.05. Capital program”

- (1) Submission to manager. The Town Manager shall prepare and submit to the Council a 5-year capital program at least 90 calendar days prior to the final date for submission of the proposed budget. (Amended by vote of the people 11-7-17)
- (2) Contents. The capital program shall include:
 - (a) A clear general summary of its contents;
 - (b) A list of all capital improvements which are proposed to be undertaken during the 5 fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
 - (c) Cost estimates, method of financing and recommended time schedules for each such improvement; and
 - (d) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
 - (e) Recommendations to fund improvements in the established capital improvement program dedicated reserves account; any proposed multi-year capital bonds for voter approval; or, any to be addressed as a separate budget line item to be fully funded in the ensuing fiscal year with voter approval. Debt service for voter-approved capital bonds and capital improvement program dedicated reserve funds are annual appropriations.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

OVERVIEW OF CAPITAL IMPROVEMENT PROGRAM

One of the primary responsibilities of municipal government and school officials is to preserve, maintain, and improve a community’s stock of buildings, roads, parks, sewer facilities, machinery, apparatus and equipment. Planning for capital improvements is a matter of prudent financial management as well as sound development practice.

Kittery’s capital improvement program (CIP) is to be a blueprint for planning capital expenditures and is one of the most important responsibilities of local government officials. It coordinates community planning, financial capacity and physical development and is a community plan for short and long-range physical development in the form of capital purchases of equipment or facilities. It is intended to link the Town’s comprehensive plan and fiscal plan to physical developments.

The capital improvement program is a five-year outlook that includes the upcoming year’s proposed spending plan for capital items, the annual funding for reserve and holding accounts that support on-going maintenance and/or projected future capital outlays, and projected capital expenditures, as well as needed reserves for the four years beyond the capital budget.

The CIP goal is to insure sound fiscal and capital planning through effective leadership with the involvement and cooperation of all municipal departments. The CIP will support the following objectives:

- Developing revenue policies for proposed improvements.
- Determining budgeting methods for projects.
- Promoting inter-department coordination of projects within the Town.
- Informing the public of planned capital improvements.
- Facilitating coordination between capital needs and the operating budgets.

- Enhancing the community's credit rating, control of its tax rate, and avoiding sudden changes in its debt service requirements.
- Identifying the most economical means of financing capital projects.
- Increasing opportunities for obtaining federal and state aid.
- Relating public facilities to other public and private development and redevelopment policies and plans.
- Focusing attention on community objectives and fiscal capacity.
- Keeping the public informed about future needs and projects.
- Coordinating the activities of neighboring and overlapping units of local government to reduce duplication.

Under GASB 34, the Town is required to capitalize and depreciate long-term assets; including such items as equipment, real property, and infrastructure; and report this information in the Town's annual financial report.

DEFINITIONS

Accumulated Depreciation - The total depreciation expense accumulated since the acquisition date of the fixed assets to the current fiscal year.

Ancillary Costs - Costs, in addition to purchase or construction costs, related to placing a fixed asset into its intended state of operation. Normally, ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor ancillary costs, not measurable at the time a fixed asset is recorded in the department's fixed asset inventory system, may be expensed.

Construction in Progress - A long-term asset reflecting the cost of construction work undertaken, but not yet completed (usually a capital project).

Capital Improvement Holding Accounts - The accounting identifier line in the Town chart of accounts grouping the CIP funds dedicated for replacement of assets with a cost above \$25,000 and a life cycle greater than five years.

Capital Improvement Reserve Accounts - CIP budget lines maintained by departments for future demands for, repair, rehabilitation, or replacement, of fixed assets that cost between \$5,000 and \$25,000 and have a useful life of more than five years.

Capital Replacement Cost - The figure calculated for replacement of an asset. Capital replacement cost may be calculated based on original cost multiplied by the Schedule of Useful Life and an inflation factor, by current replacement costs multiplied by an inflation factor and the remaining useful life.

Depreciation Method - For the purposes of implementing GASB 34, depreciation will be calculated using the straight-line depreciation method. Straight-line assumes that the asset will depreciate at the same rate each year of its useful life.

Infrastructure - Long-lived fixed assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure may include roads, bridges, dams, and similar fixed assets. For capitalization purposes, the Town only considers roads and bridges that are the Town's responsibility, to be infrastructure. Departments should maintain records for all infrastructure for asset management purposes but should not capitalize or report infrastructure that is not roads or bridges.

Intangible Asset - Intangible assets are long-term assets that have no physical substance and are used in operations to produce products or services. Intangible asset costs must be systematically allocated to expenses over their useful life through a process called amortization.

Useful Life - The length of time something is expected to last for its intended purpose. For depreciation purposes the useful life will be determined by departments using published guidelines from professional organizations and industries, available information for comparable assets used by similar government agencies, and internal information based on experience.

COORDINATING COMMITTEE

The Town Council establishes and appoints a Capital Improvement Committee composed of one (1) Town Council representative, one (1) School Committee representative, two (2) citizen representatives for three (3) year staggered terms, the School Superintendent or designee, the Finance Director, and the Town Manager.

The Committee is to study proposed capital projects and improvements involving major tangible assets and projects which:

- 1) are purchased or undertaken at intervals of not less than five years;
- 2) have a useful life of at least five years; and
- 3) cost over \$25,000.

The Town Manager, and any applicable boards and committees, including the Council and the School Committee will provide information concerning all anticipated projects requiring June election voter action during the ensuing five years. The Committee will establish the deadline and form in which information must be provided.

The Committee is to consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the Town. No appropriation may be voted on for a capital improvement unless the proposed capital improvement is considered in the Committee's report, or the Committee first submitted a report to the Town Council explaining the omission.

The Committee will prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following four fiscal years. The report is submitted to the Town Council for its consideration and approval. Upon approval, the Town Council will submit the Capital Improvement Program to the Town Manager as required by the Charter. The Town Manager will incorporate the Capital Improvement Budget into the proposed operating budget for the ensuing fiscal year.

The Committee's report and the Council's recommended Capital Budget is to be published and made available in a manner consistent with budget materials distribution. The Committee submits its original report with the Town Clerk.

PLANNING SCHEDULE

Timetable	Action
Nov – Jan	<p>Solicitation, Compilation and Evaluation of Project Requests Department Managers prepare and submit project requests.</p>
Dec - Jan	<p>Town's Financial Capacity Town Manager prepares financial analysis.</p> <p>Financing Plan Town Manager assembles project list and supporting data; Reserve and depreciation account requests to CIP Committee with preliminary funding source recommendations.</p>
Jan – Feb	<p>Project Prioritization CIP Committee reviews and ranks requests.</p> <p>Capital Improvements Program Development CIP Committee prepares five-year schedule of projects and makes recommendations on method of financing based upon financial analysis.</p>
Feb	<p>Capital Improvement Program Presentation and Approval CIP Committee presents Capital Budget and Capital Program to the Town Council. Council reviews CIP and holds public hearing. Council approves prepared CIP, as may be adjusted/amended.</p> <p>Approved projects scheduled for upcoming year are submitted to the Town Manager for incorporation into budget.</p> <p>Council reviews Capital Budget and prepares recommendation for June election Warrants.</p>
Jun	<p>Election Voter approval of upcoming year's Capital Budget Warrants and review of capital plan, followed by department head preparation for acquisition and development activities in July.</p>

CAPITAL IMPROVEMENT POLICIES

- The Town will make all capital improvements in accordance with an adopted capital improvement program, except as may be necessary under the emergency provisions of the Town charter.
- The Town will develop and enact an annual capital budget based on the multi-year capital improvement program.
- The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
- The Town will determine the most advantageous financing method for all new projects.
- The Town will maintain an unassigned fund balance (unencumbered surplus) at a minimum equal to two and a half months of current fiscal year operating budget, inclusive of Town and School budgets.
- The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to June Election Voters for approval.
- Departments will coordinate development of the capital improvement budget with development of the operating budget. Future operating, repair and maintenance costs associated with new capital improvements will be projected and included in operating budget forecasts.
- Departments will project equipment replacement and maintenance needs of \$5,000 or more for the next several years and will update this projection each year. From this projection, a schedule will be developed to establish/maintain budget capital improvement reserve accounts for replacement of fixed assets between \$5,000 and \$25,000 in original cost.
- Departments will address annual operating, repair and maintenance (R&M), and material acquisition/replacement costs less than \$5,000 in operating budgets.
- The Town will establish/maintain asset depreciation accounts in the capital improvement program.
- The fund established for cable franchise fees shall be utilized to defray the capital and operating cost of providing public, education, and government access through local broadcast and streaming of local proceedings, meetings, events, and programs of interest to the community. If the fund balance exceeds \$200,000, the excess funds may be transferred to capital holding accounts, capital reserve accounts, or capital projects. The Town Manager will recommend fund transfers to the Town Council in accordance with Charter and Town Ordinance.

DEBT POLICIES

- The Town will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues and/or reserves.
- When the Town finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- The Town annual capital budget and debt service appropriation will not exceed 15 percent of the total combined Town, School and Sewer operating budget.

- Total annual tax revenue supported debt service will not exceed 10 percent of the approved annual combined Town and School budget.
- Total general-obligation debt will not exceed 2.5 percent of total property valuation, except as provided in state statutes.
- Total annual Sewer revenue supported debt service for general or revenue obligation debt will be as approved by Town Council.
- Where possible, the Town will use special assessment, revenues or other bonds, instead of general obligation bonds.
- The Town will not use long-term debt for annual operations.
- The Town will maintain regulatory communications with bond rating agencies about its financial condition.
- The Town will follow a policy of full disclosure on every financial report and bond prospectus.

FIXED ASSET POLICIES

All assets meeting the definition of a fixed asset or intangible asset are to be considered an inventorial long-term asset and recorded in the Town's fixed asset inventory system. Each department is responsible to account for all long-term assets under its jurisdiction. Such assets must be systematically and accurately recorded; properly classified; and adequately documented in their department's asset inventory system. All departments will establish an internal control structure over long-term assets that provide reasonable assurance of effective and efficient operations, reliable financial reporting and compliance with applicable laws and regulations.

Asset Valuation

Departments will record long-term assets at historic cost or, if the cost is not readily determined, at estimated historic cost. Cost will include applicable ancillary costs. All costs must be documented, including methods and sources used to establish any estimated costs.

Asset Classification

Long-term assets are categorized into the following classes:

- Machinery & Equipment,
- Real Property,
- Infrastructure,
- Technology, or
- Construction in Progress.

These categories are used for reporting cost and depreciation (or amortization) amounts.

Capitalization

For Inventory, Financial Reporting and Depreciation Purposes

All long-term assets with a cost equal to or greater than \$5,000 and a useful life of greater than five years.

Construction in Progress Capitalization:

A construction in progress asset reflects the cost of construction work undertaken, but not yet completed (frequently capital budget items). For construction in progress assets, no depreciation is recorded until the asset is placed in service. When construction is completed, the asset should be reclassified, capitalized and depreciated.

Depreciation/Amortization for Long-Term Assets

All long-term assets (except for land, certain land improvements, and building in progress) identified in the capitalization policy, will be depreciated/amortized. The Town Manager will be responsible for calculating depreciation/amortization.

Retention

For each long-term asset recorded in the Town's asset inventory system, evidential information to support estimated actual costs will be permanently kept and maintained until the asset is disposed of. If the asset is disposed of during a fiscal year, documentation should be maintained until June 30 of that year for audit purposes.

Annual Physical Inventory

All departments will complete a physical inventory of their long-term assets annually. Long-term assets greater than \$5,000 and with a useful life of five or more years are to be included in the annual physical inventory conducted.

Internal Controls

All departments will establish internal controls over long-term assets that provide reasonable assurance of effective and efficient operations, reliable financial reporting and compliance with applicable laws and regulations. The major objective of the internal control over long-term assets is accountability.

Departments will have procedures in place so that assets are adequately safeguarded from loss or theft.

Departments will establish and update their schedule of useful life for each asset or category of asset maintained by the department. The useful life will be determined using published guidelines from professional organizations and industries, available information for similar assets used by comparable government agencies, and internal information based on experience.

PROCESS SUMMARY

Inventory of Existing Facilities

The Town Manager will provide a complete inventory of all Town and School properties and assets. The inventory should include the year the asset was placed in service, assigned department as applicable, current condition, anticipated useful life, remaining useful life, and scheduled date for replacement.

Status of Previously Approved Projects

The Town Manager will provide a status of previously approved projects. The update will include for each active project or account: the total available funding, total spent year to date, projected remaining cost and highlighted anticipated overages, and anticipated completion date. Projects or accounts with unspent funds not needed for the approved project should be identified for release or reallocation.

Solicitation, Compilation, and Evaluation of Project Requests

The CIP Committee will solicit departmental recommendations for CIP projects. Each department submits requests which include a clear statement of the need and justification for the project, its costs, its net effect on the operating budget, and an implementation schedule. The Committee then evaluates each request by reviewing the project information provided and meeting with the requesting department head, if necessary.

Based on its review, the Committee should summarize its findings in preparation for establishing the Capital Improvement Program.

Town's Financial Capacity

With the assistance of the Town Manager, Finance Director, and School Superintendent or designee, the Committee should analyze the Town's ability to afford major expenditures. This analysis should examine recent and anticipated trends in revenues, expenditures, debt and unfunded liabilities such as pension costs. The analysis should be included with the Committee's presentation of the capital budget and program to the Council.

This financial analysis will permit the scheduling of funding sources for capital improvements to:

- Keep the tax rate stable.
- Balance debt service and operating expenditures.
- Determine available debt capacity and acceptable debt service levels.
- Maximize intergovernmental aid for capital expenditures.

Project Prioritization

Proposed projects are ranked in priority as objectively as possible. This is perhaps the most difficult aspect of the Committee's duties, although the adoption by the Town Council of Capital Improvement Budget Policies and Debt Policies can provide helpful guidance.

The Committee should review each project utilizing a consistent set of criteria. The Committee should evaluate each project in relation to other projects and determine their relative importance. This will permit the Committee to establish project priorities based on both the community's goals and objective analysis.

Capital Improvement Program Financing Plan

Based upon the adopted debt and CIP policies and the assessment of the Town's financial capacity, the Committee will recommend the method of financing each project. There are several ways to finance capital improvement projects. Some of the most common long and short-term financing options are:

Long-Term Financing:

1. General obligation bonds and, for municipal utility improvements only, revenue bonds.
2. State and federal loans and grants.
3. Setting aside money in the capital holding account to pay for all or a portion of a capital project.

Short-Term Financing and other Service Provision options:

1. Appropriation of current revenue or reserves such as free cash.
2. Short-term debt such as bond anticipation notes and grant anticipation notes.
3. Capital outlay expenditure exclusions
4. Contracting/leasing provisions authorized by ordinance and Maine General Laws.

NOTE: The Town may enter into a multi-year contract for any period of time which services the best interest of the Town; however, payment and performance obligations for succeeding fiscal years is dependent on the availability and appropriation of funds.

Capital Improvement Program Recommendation

Detailed Project Descriptions are prepared by the CIP Committee to reflect its final recommendation on each specific project. It presents all that is known about each project in a manner that is conducive to discussion and decision.

The CIP Committee's completed report should be presented to the Town Council for review and adoption. The report will include a summary of the CIP Committee's recommendations for the upcoming year's Capital Budget and the following years' Capital Program as well as its analysis of the Town's fiscal capacity.

The Town Council will hold its own public hearing to present the CIP and solicit further citizen comment. The CIP hearing can be incorporated into the regular budget hearing.

The entire CIP will also be presented at the public hearing held by the Council. This will demonstrate to the community that the Capital Budget is part of a long-range plan to upgrade and maintain the Town's infrastructure.

Monitoring Approved Projects

Once the June election voters have approved the Capital Warrants and the fiscal year begins, departments are authorized to begin project implementation. Periodic reports by the Town Manager to the Council should indicate changes in the targeted completion dates, identify serious problems, and document the financial status of each project. Those reports may be based on project updates provided by the responsible departments.

Capital Improvement Program Updates

Subsequent annual updating of the Capital Program involves repeating the process to reflect new information, policies and proposed projects. The CIP Committee will review the policies and revise the entire CIP as necessary to reflect its most recent determination of the needs and goals of the Town. After the first year has been budgeted, one year is added to the Capital Program and the remainder of the plan updated. This completes the CIP process.

CAPITAL PROJECT REQUESTS SUMMARY

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY19 Approved	Balance as of 12-31-18	FY20 Plan	FY21 Plan	FY22 Plan	FY23 Plan	FY24 Plan	5 YR Totals
CAPITAL HOLDING ACCOUNTS														
	HLDG	CP	4002	DPW	Right of Way Reserve	Infrastructure	\$ 400,000	\$ 268,309	\$ 500,000	\$ 400,000	\$ 472,000	\$ 500,000	\$ 500,000	\$ 2,372,000
	HLDG	CP	4013	FD	Fire Apparatus & Vehicle Reserve	Vehicles & Equip	175,900	187,546	165,850	165,850	165,850	165,850	165,850	829,250
	HLDG	CP	2057	GG	Open Space Reserve	Land Improv	-	6,890	-	-	25,000	25,000	25,000	75,000
	HLDG	CP	4027	GG	Municipal Facility Reserve	Buildings	50,000	223,505	-	80,000	90,000	100,000	90,000	360,000
	HLDG	CP	2078	GG	Athletic Field Master Plan	Land Improv	25,000	87,142	-	300,000	-	25,000	25,000	350,000
CAPITAL HOLDING ACCOUNTS TOTAL							\$ 650,900	773,392	\$ 665,850	\$ 945,850	\$ 752,850	\$ 815,850	\$ 805,850	\$ 3,986,250
Increase (Decrease) from Prior Year									\$ 14,950					
CAPITAL RESERVE ACCOUNTS														
	RES	CP	4012	DPW	DPW Vehicles & Equipment Reserve	Vehicles & Equip	\$ 400,000	\$ 288,457	\$ 300,000	\$ 500,000	\$ 500,000	\$ 400,000	\$ 300,000	\$ 2,000,000
	RES	CP	4017	DPW	MS4 Compliance Reserve	Infrastructure	10,000	52,017	10,000	10,000	10,000	10,000	10,000	50,000
	RES	CP	4043	DPW	Parks Reserve	Land Improv	20,000	6,570	40,000	40,000	60,000	60,000	60,000	260,000
	RES	CP	SCH	ED	School Facility Reserve	Buildings	50,000	123,434	50,000	50,000	50,000	50,000	50,000	250,000
	RES	CP	SCH	ED	School Vehicle Reserve	Vehicles & Equip	10,000	27,719	10,000	10,000	10,000	10,000	10,000	50,000
	RES	CP	SCH	ED	School Equipment Reserve	Vehicles & Equip	40,000	136,504	40,000	40,000	40,000	40,000	40,000	200,000
	RES	CP	SCH	ED	School Technology Reserve	Technology	40,000	76,198	40,000	40,000	40,000	40,000	40,000	200,000
	RES	CP	4056	FD	Fire Equipment Reserve	Vehicles & Equip	57,667	188,445	57,667	57,667	57,667	57,667	57,667	288,335
	RES	CP	4020	TM	Municipal Technology Reserve	Technology	50,000	41,396	25,000	35,000	70,000	60,000	60,000	250,000
	RES	CP	4011	KCC	KCC Vehicle Reserve	Vehicles & Equip	8,650	29,061	-	-	-	-	-	-
	RES	CP	4019	KCC	KCC Equipment Reserve	Vehicles & Equip	8,400	13,457	-	25,000	30,000	30,000	30,000	115,000
	RES	CP	4051	KCC	KCC Facility Reserve	Buildings	25,000	14,027	-	20,000	30,000	25,000	15,000	90,000
	RES	CP	4018	KPA	KPA Boat Reserve	Vehicles & Equip	5,000	22,098	-	-	10,000	15,000	15,000	40,000
	RES	CP	4055	KPA	KPA Equipment Reserve	Vehicles & Equip	13,000	60,082	15,000	45,000	60,000	50,000	40,000	210,000
	RES	CP	4116	KPA	KPA Facility Reserve	Infrastructure	-	469,674	-	10,000	15,000	10,000	10,000	45,000
	RES	CP	4022	PD	Police Vehicle Reserve	Vehicles & Equip	116,000	34,019	95,000	147,000	107,000	110,000	157,000	616,000
	RES	CP	NEW	PD	Police Equipment Reserve	Vehicles & Equip	-	-	-	7,500	10,000	10,000	10,000	37,500
	RES	CP	4100	FD	Fire Facility Reserve (was Boiler Replacement)	Buildings	19,000	319	-	13,500	23,500	25,000	25,000	87,000
	RES	CP	4026	GG	Town Hall Records Preservation	Regulatory	10,000	10,010	-	15,000	15,000	10,000	10,000	50,000
CAPITAL RESERVE ACCOUNTS TOTAL							\$ 882,717	1,593,487	\$ 682,667	\$ 1,065,667	\$ 1,138,167	\$ 1,012,667	\$ 939,667	\$ 4,838,835
Increase (Decrease) from Prior Year									\$ (200,050)					
CAPITAL PROJECTS														
2018	PRJ	CP	4122	GG	Zoning Recodification and GIS Upgrade	Regulatory	\$ -	\$ 68,409	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	PRJ	CP	2053	KPA	Frisbee Wharf Town Pier (Reimb)	Infrastructure	33,664	-	-	-	-	-	-	-
	PRJ	CP	4053	KPA	Paving and Pump Out Station - Pepperrell Cove	Infrastructure	36,000	57,462	-	-	-	-	-	-
	PRJ	CP	4120	LIB	Rice and Taylor Lighting	Buildings	-	-	-	-	-	-	-	-
2018	PRJ	CP	4121	LIB	Rice Beam Replacement	Buildings	-	6,740	-	-	-	-	-	-
	PRJ	CP	4060	GG	Rice Rehab and Expansion Design	Buildings	100,000	99,448	400,000	-	-	-	-	400,000
	PRJ	CP	NEW	GG	LED Lighting Conversion	Infrastructure	-	-	240,000	-	-	-	-	240,000
CAPITAL PROJECTS TOTAL							\$ 169,664	232,058	\$ 640,000	\$ -	\$ -	\$ -	\$ -	\$ 640,000
Increase (Decrease) from Prior Year									\$ 470,336					
TOTAL ALL CAPITAL							\$ 1,703,281	2,598,937	\$ 1,988,517	\$ 2,011,517	\$ 1,891,017	\$ 1,828,517	\$ 1,745,517	\$ 9,465,085
Total Increase(Decrease) from Prior Year									\$ 285,236	\$ 23,000	\$ (120,500)	\$ (62,500)	\$ (83,000)	
Proposed Fort Foster Fees									(40,000)					
Proposed Use of PEG Surplus (Fund 2081)							\$ (243,978)		(35,000)	\$ (35,000)				\$ (70,000)
TOTAL ALL CAPITAL ADJUSTED							\$ 1,459,303	2,598,937	\$ 1,913,517	\$ 1,976,517	\$ 1,891,017	\$ 1,828,517	\$ 1,745,517	\$ 9,395,085
Increase (Decrease) from Prior Year									\$ 454,214	\$ 63,000	\$ (85,500)	\$ (62,500)	\$ (83,000)	

YEAR	CAP TYPE	FUND TYPE	FUND CODE	DEPT	Project Name	TYPE	FY19 Approved	Balance as of 12-31-18	FY20 Plan	FY21 Plan	FY22 Plan	FY23 Plan	FY24 Plan	5 YR Totals
DEBT SERVICE														
2016	TWN	DEBT		FD	Fire Stations (refinanced 2006 Bonds)	Buildings	\$ 134,700		\$ 132,400	\$ 130,100	\$ 127,800	\$ 125,500	\$ 118,250	\$ 634,050
2010	TWN	DEBT		DPW	Public Works Department	Buildings	50,231		49,400	48,503	47,563	46,556	45,484	237,506
2012	TWN	DEBT		KCC	Community Center	Buildings	368,775		363,275	357,775	352,275	346,775	341,275	1,761,375
2014	TWN	DEBT		KLT	KLT Rustlewood	Other	10,315		10,315	10,315	10,315	10,315	10,315	51,575
2016	TWN	DEBT		KLT	KLT Braveboat	Other	18,090		18,090	18,090	18,090	18,090	18,090	90,450
2016	TWN	DEBT		DPW	Road Improvements	Infrastructure	149,500		146,900	144,300	141,700	139,100	136,500	708,500
2016	TWN	DEBT		KCC	Community Center Annex	Buildings	109,250		107,350	105,450	103,550	101,650	99,750	517,750
2021	TWN	DEBT	NEW	GG	Rice Proposed Expansion/Renovation ¹	Buildings	-		-	372,497	372,497	372,497	372,497	1,489,986
2013	SCH	DEBT		SCH	Mitchell School (refinanced 2002 bonds)	Buildings	228,900		224,700	220,500	216,300	212,100	-	873,600
2010	SCH	DEBT		SCH	Mitchell & Shapleigh	Buildings	476,719		469,000	460,672	451,938	442,594	432,641	2,256,844
2016	SCH	DEBT		SCH	School Various	Buildings	97,150		95,450	88,800	87,200	85,600	84,000	441,050
TOTAL DEBT SERVICE							\$ 1,643,630	\$ -	\$ 1,616,880	\$ 1,957,002	\$ 1,929,227	\$ 1,900,777	\$ 1,658,802	\$ 9,062,686
Total Town and School Debt Service Increase(Decrease)									\$ (26,750)	\$ 340,122	\$ (27,775)	\$ (28,450)	\$ (241,975)	
TOTAL CAPTIAL + DEBT							\$ 3,346,911		\$ 3,605,397	\$ 3,968,519	\$ 3,820,244	\$ 3,729,294	\$ 3,404,319	\$ 18,527,771
VARIANCE FROM PRIOR YEAR							\$ 260,795		\$ 258,486	\$ 363,122	\$ (148,275)	\$ (90,950)	\$ (324,975)	
SEWER DEBT							\$ 769,024		\$ 767,499	\$ 765,954	\$ 764,270	\$ 763,738	\$ 691,937	\$ 3,753,398

Notes:

¹Assumes \$5M, 20 years, 4%. Includes estimated issuance costs.

²Policy compares FY20 CIP to FY19 budget projections.

POLICY²		FY19	FY20
FY2019 Combined Town & School Operating Budget		\$ 31,656,063	
FY2019 Combined Town, School and Sewer Operating Budget		\$ 34,245,564	
Capital as a % of Combined Budget (Town and School)			6.28%
Debt as a % of Combined Budget (Town and School)	Policy: 10%		5.11%
Capital & Debt as a % of Combined Budget (Town, School & Sewer)	Policy: 15%		12.77%
Capital & Debt as a % of Combined Budget (Town and School)			11.39%
Unassigned Reserve Fund Requirement for 2.5 Months		\$ 6,595,013	
Unassigned Fund Balance as of 6/30/2018		\$ 6,739,964	

DETAILED CAPITAL PROJECT REQUESTS

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4002):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$ 500,000
Project Title:	RIGHT OF WAY RESERVE	Est. Useful Life (Years):	
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

The town currently maintains 65 miles of roadway (reconstruction \$450,000 per mile), 12 miles of sidewalk (Up to \$285 per foot of sidewalk with curb), 5 miles of guard rails (\$50 per foot), 6 signalized intersections (\$100,000-\$200,000 per intersection), 883 drainage basins (\$1,500 per basin for repairs), and 26 miles of drainage pipes (\$20 per foot to replace). The Town also maintains several public parking lots. The 5-year pavement management plan projects over \$2.6M in needs, (excluding sidewalk, drainage, and intersection improvements), and covers only 1/3 of the town's road miles.

The FY20 plan includes some sidewalk and drainage improvements in addition to paving.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$2,622,286	Town Funding Needed:	\$ 500,000
Amount and Type of Outside Funding Sources:	\$ 600,000	Comments:	State Compact Funds (for state roads only)
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project:	
What Planning Has Been Done for Project?	Pavement Management Plan and condition study
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes

FY20	FY21	FY22	FY23	FY24	Total
\$ 500,000	\$ 400,000	\$ 472,000	\$500,000	\$500,000	\$2,372,000

	Town	JONES AVENUE	JONES AVE-02	RT 103	MAIN ST	Accepted	0.08	952.32	66.00	1/2" Shim & 11/2"Overlay	\$12.50	\$11,904.00	0.00	\$0.00	\$0.00	\$0.00	\$11,904.00
	Town	JONES AVENUE	JONES AVE-03	MAIN ST	CENTRAL AVE	Accepted	0.04	442.16	82.00	1/2" Shim & 11/2"Overlay	\$12.50	\$5,527.00	0.00	\$0.00	\$0.00	\$0.00	\$5,527.00
\$24,579.00																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	MAIN STREET	MAIN ST-01	GOVERNMENT ST	E ST	Accepted	0.05	617.37	63.00	1/2" Shim & 11/2"Overlay	\$12.50	\$7,717.13	0.00	\$0.00	\$0.00	\$0.00	\$7,717.00
	Town	MAIN STREET	MAIN ST-02	E ST	RT 103	Accepted	0.05	618.83	58.00	1/2" Shim & 11/2"Overlay	\$12.50	\$7,735.38	0.00	\$0.00	\$0.00	\$0.00	\$7,735.00
	Town	MAIN STREET	MAIN ST-03	RT 103	OTIS AVE	Accepted	0.12	1,535.76	68.00	1/2" Shim & 11/2"Overlay	\$12.50	\$19,197.00	0.00	\$0.00	\$0.00	\$0.00	\$19,197.00
	Town	MAIN STREET	MAIN ST-04	OTIS AVE	JONES AVE	Accepted	0.03	356.93	87.00	1/2" Shim & 11/2"Overlay	\$12.50	\$4,461.63	0.00	\$0.00	\$0.00	\$0.00	\$4,462.00
\$39,111.00																	

Year	Funding Source	Project	Segment Name	From Street	To Street	Status	Miles	Square Yards	RSR	Repair Method	Unit Cost	Repair Estimate	Contingency Estimate	Sidewalk Cost	Supplemental Cost	Police Estimate	Project Estimate
2024	Town	WHIPPLE ROAD	WHIPPLE RD-04	SHAPELEIGH RD RT 236	FRIEND ST	State Aid	0.10	1,968.90	67.00	1/2" Shim & 11/2"Overlay	\$12.50	\$24,611.25	0.00	\$0.00	\$0.00	\$0.00	\$24,611.00
	Town	WHIPPLE ROAD	WHIPPLE RD-05	FRIEND ST	WYMAN AVE	State Aid	0.05	1,033.51	62.00	1/2" Shim & 11/2"Overlay	\$12.50	\$12,918.88	0.00	\$0.00	\$0.00	\$0.00	\$12,919.00
	Town	WHIPPLE ROAD	WHIPPLE RD-06	WYMAN AVE	PHILBRICK RD	State Aid	0.10	2,092.43	67.00	1/2" Shim & 11/2"Overlay	\$12.50	\$26,155.38	0.00	\$0.00	\$0.00	\$0.00	\$26,155.00
	Town	WHIPPLE ROAD	WHIPPLE RD-07	PHILBRICK RD	WYMAN AVE	State Aid	0.05	997.12	65.00	1/2" Shim & 11/2"Overlay	\$12.50	\$12,464.00	0.00	\$0.00	\$0.00	\$0.00	\$12,464.00
	Town	WHIPPLE ROAD	WHIPPLE RD-08	WYMAN AVE	TILTON AVE	State Aid	0.12	2,342.98	62.00	1/2" Shim & 11/2"Overlay	\$12.50	\$29,287.25	0.00	\$0.00	\$0.00	\$0.00	\$29,287.00
	Town	WHIPPLE ROAD	WHIPPLE RD-09	TILTON AVE	NEWSON AVE	State Aid	0.20	3,954.86	70.00	1/2" Shim & 11/2"Overlay	\$12.50	\$49,435.75	0.00	\$0.00	\$0.00	\$0.00	\$49,436.00
	Town	WHIPPLE ROAD	WHIPPLE RD-10	NEWSON AVE	OLD FERRY LN	State Aid	0.15	2,965.48	54.00	1/2" Shim & 11/2"Overlay	\$12.50	\$37,068.50	0.00	\$0.00	\$0.00	\$0.00	\$37,069.00
	Town	WHIPPLE ROAD	WHIPPLE RD-11	OLD FERRY LN	TUDOR DR	State Aid	0.09	1,779.09	63.00	1/2" Shim & 11/2"Overlay	\$12.50	\$22,238.63	0.00	\$0.00	\$0.00	\$0.00	\$22,239.00
	Town	WHIPPLE ROAD	WHIPPLE RD-12	TUDOR DR	BOWEN RD	State Aid	0.11	2,198.07	59.00	1/2" Shim & 11/2"Overlay	\$12.50	\$27,475.88	0.00	\$0.00	\$0.00	\$0.00	\$27,476.00

\$241,656.00

Total Year 2024 \$397,264.25

5 Year Total \$2,622,286.25

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4013):



Date:	November 2, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Fire Department	Est. Funding Request:	\$ 165,850
Project Title:	FIRE APPARATUS RESERVE	Est. Useful Life (Years):	25
Contact:	Chief David O'Brien	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

The fire apparatus reserve fund ensures capital is available to purchase replacement fire apparatus based on a 25-year life span. The attached amortization schedule is upgraded yearly to reflect recent purchases and to provide a calculated estimate for the future. Due to a potential costly repair to Engine 1, it was decided to commence the process for replacement a year early with the actual delivery of the truck in the early FY20 timeframe. The amortization schedule reflects the 50% upfront payment for the truck during the FY19 period and also shows the balance being debited during FY20. FY20 also has an estimated \$40K being applied towards Engine 5. This is an estimate for a mid-range refurbishment of the truck. Engine 5 is the workhorse of the fleet and in order to be able to meet the 25-year life span, I recommend this refurbishment be done in FY20. This cost should well fall within the current projected amortization schedule as the replacement cost for Engine 1 is roughly \$40K less than the estimated cost of replacement and the department will be selling current Engine 1 after the refurbishment of Engine 5.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 829,250	Town Funding Needed:	\$ 165,850
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project:	ongoing
What Planning Has Been Done for Project?	
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	

FY20	FY21	FY22	FY23	FY24	Total
\$ 165,850	\$165,850	\$ 165,850	\$ 165,850	\$ 165,850	\$ 829,250

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2057):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	3
Department:	Administration	Est. Funding Request:	\$ 0
Project Title:	OPEN SPACE RESERVE	Est. Useful Life (Years):	NA
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	Ongoing
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This fund was established as a reserve account in the event the Town seeks to purchase and/or improve open space. In 2015, Town Council approved a \$75,000 distribution from this account to the Kittery Land Trust in support of the Brave Boat Headwaters project. In 2017, \$50,000 was approved for the Emery Field Phase 1 project.

There are no current open space acquisition or improvement projects anticipated in the next few years.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 0	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$0	\$25,000	\$25,000	\$25,000	\$75,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4027):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Administration	Est. Funding Request:	\$ 0
Project Title:	MUNICIPAL FACILITY RESERVE	Est. Useful Life (Years):	10-30
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This reserve is for municipal facility repairs, equipment replacements, and facility rehabs. Projects will include major replacements such as roofs, HVAC/MEP systems, energy efficient upgrades, and expansion as needed. Phase 1 of a facility assessment has been completed and includes a replacement schedule for many of the building envelope, interior, MEP, Life Safety and exterior systems. Utilizing the reserve system, it is anticipated that the buildings will be able to be maintained on an ongoing basis without bonding. This plan does not include full building replacement or expansions.

The reserve request for FY20 has been zeroed out to shift funding to other priority projects. The plan can sustain this without impacting the long-term management of the facilities, so long as the allocation is appropriately adjusted and maintained in the remaining years.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$360,000	Town Funding Needed:	\$0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$0	\$80,000	\$90,000	\$100,000	\$90,000	\$360,000

**TOWN OF KITTERY, MAINE
TOP LEVEL - ANNUAL RESERVE ESTIMATES
2020-2024 FACILITY MAINTENANCE RESERVE**

Sum of EST REPLACEMENT COST ESCALATED	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
AIR CONDITIONING	\$ 13,390												\$ 58,741	\$ 279,829	
COMMUNICATION SYSTEMS															
EMERGENCY POWER															
EXTERIOR WALLS				\$ 30,951					\$ 15,005						
FLOOR COVERINGS									\$ 32,685						
HEATING SYSTEM		\$ 6,682		\$ 6,155					\$ 28,705		\$ 4,568		\$ 35,245	\$ 18,907	
INTERIOR WALLS				\$ 24,761											
POWER DISTRIBUTION															
ROOF SYSTEMS						\$ 5,320		\$ 36,073	\$ 793	\$ 7,407	\$ 158,540			\$ 9,699	\$ 111,998
SITE UTILITIES															
VEHICULAR & PEDESTRIAN MOVEMENT				\$ 182,062											
VENTILATION UNITS				\$ 3,658											
UNPLANNED PROJECTS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Grand Total	\$ 28,390	\$ 21,682	\$ 15,000	\$ 262,588	\$ 15,000	\$ 25,320	\$ 20,000	\$ 56,073	\$ 97,187	\$ 27,407	\$ 183,108	\$ 20,000	\$ 113,986	\$ 328,436	\$ 131,998
Beginning Balance	\$ 65,375	\$ 36,985	\$ 95,303	\$ 170,303	\$ 7,715	\$ 82,715	\$ 152,396	\$ 227,396	\$ 266,322	\$ 269,135	\$ 341,729	\$ 258,621	\$ 338,621	\$ 324,634	\$ 96,198
CIP Allocation	\$ -	\$ 80,000	\$ 90,000	\$ 100,000	\$ 90,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Est Projects	\$ 28,390	\$ 21,682	\$ 15,000	\$ 262,588	\$ 15,000	\$ 25,320	\$ 20,000	\$ 56,073	\$ 97,187	\$ 27,407	\$ 183,108	\$ 20,000	\$ 113,986	\$ 328,436	\$ 131,998
Ending Balance	\$36,985	\$95,303	\$170,303	\$7,715	\$82,715	\$152,396	\$227,396	\$266,322	\$269,135	\$341,729	\$258,621	\$338,621	\$324,634	\$96,198	\$64,200

TOWN OF KITTERY, MAINE
TOP LEVEL - ANNUAL RESERVE ESTIMATES
2020-2024 FACILITY MAINTENANCE RESERVE
Inflation Assumption

3%

CATEGORY	SYSTEM	ANTICIPATED END LIFE	EST REPLACEMENT COST	
			ESTIMATED COST TODAY	ESCALATED
AIR CONDITIONING	POLICE DEPT RADIO ROOM DMS-3	2020	\$ 6,500	\$ 6,695
AIR CONDITIONING	POLICE DEPT SERVER ROOM DMS-4	2020	\$ 6,500	\$ 6,695
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-2	2032	\$ 10,000	\$ 14,685
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-3	2032	\$ 10,000	\$ 14,685
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-4	2032	\$ 10,000	\$ 14,685
AIR CONDITIONING	COMMUNITY CENTER CONDENSING UNIT CU-5	2032	\$ 10,000	\$ 14,685
AIR CONDITIONING	MUNICIPAL COMPLEX CU-1 POLICE DEPT	2033	\$ 40,000	\$ 60,504
AIR CONDITIONING	MUNICIPAL COMPLEX CU-2 POLICE DISPATCH	2033	\$ 35,000	\$ 52,941
AIR CONDITIONING	MUNICIPAL COMPLEX CU-3 SCHOOL DEPT	2033	\$ 35,000	\$ 52,941
AIR CONDITIONING	MUNICIPAL COMPLEX CU-4 COUNCIL CHAMBERS	2033	\$ 35,000	\$ 52,941
AIR CONDITIONING	MUNICIPAL COMPLEX CU-5 TOWN HALL	2033	\$ 40,000	\$ 60,504
AIR CONDITIONING	TOWN HALL SERVER ROOM DMS-1	2042	\$ 8,000	\$ 15,789
AIR CONDITIONING	COUNCIL CHAMBERS A / V ROOM DMS-2	2042	\$ 8,000	\$ 15,789
AIR CONDITIONING	DUCTLESS MINI SPLIT SYSTEMS			
COMMUNICATION SYSTEMS	SERVERS			
COMMUNICATION SYSTEMS	ANTENNAS			
EMERGENCY POWER	TOWN HALL CONNECTION PROJECT	2019	\$ 85,000	\$ 85,000
EMERGENCY POWER	POLICE DEPT.			
EMERGENCY POWER	TRANSFER SWITCHES			
EMERGENCY POWER	TRANSFORMERS			
EMERGENCY POWER	SERVICE WIRING			
EXTERIOR WALLS	PUBLIC WORKS - SHOP AND GARAGE	2019	\$ 50,000	\$ 50,000
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 102	2023	\$ 3,500	\$ 3,939
EXTERIOR WALLS	TOWN HALL REAR EXIT DOOR # 103	2023	\$ 5,500	\$ 6,190
EXTERIOR WALLS	SCHOOL DEPT REAR EXIT # 104	2023	\$ 3,500	\$ 3,939
EXTERIOR WALLS	POLICE DEPT REAR EXIT # 107	2023	\$ 3,500	\$ 3,939
EXTERIOR WALLS	POLICE DEPT SALLY PORT # 108	2023	\$ 3,500	\$ 3,939
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 109	2023	\$ 500	\$ 563
EXTERIOR WALLS	POLICE DEPT SALLY PORT OVERHEAD # 111	2023	\$ 500	\$ 563
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 113	2023	\$ 3,500	\$ 3,939
EXTERIOR WALLS	POLICE DEPT FRONT VESTIBULE # 114	2023	\$ 3,500	\$ 3,939
EXTERIOR WALLS	MECHANICAL ROOM REAR ACCESS # 106	2028	\$ 5,500	\$ 7,176
EXTERIOR WALLS	POLICE DEPT GENERATOR SHED # 110	2028	\$ 2,500	\$ 3,262
EXTERIOR WALLS	POLICE DEPT TRAINING ROOM # 112	2028	\$ 3,500	\$ 4,567
EXTERIOR WALLS	WINDOWS			
EXTERIOR WALLS	SCREENS			
EXTERIOR WALLS	LOUVERS			
FLOOR COVERINGS	MUNICIPAL COMPLEX-CARPETING	2028	\$ 25,050	\$ 32,685
FLOOR COVERINGS	MUNICIPAL COMPLEX-VCT	2038	\$ 25,683	\$ 45,034
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-B	2021	\$ 3,149	\$ 3,341
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-B	2021	\$ 3,149	\$ 3,341
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-1	2023	\$ 2,735	\$ 3,078
HEATING SYSTEM	POLICE DEPT SALLY PORT UH-2	2023	\$ 2,735	\$ 3,078
HEATING SYSTEM	PUBLIC WORKS - TOWN GARAGE (SHOP)	2028	\$ 22,000	\$ 28,705
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-2	2030	\$ 1,100	\$ 1,523
HEATING SYSTEM	MUNICIPAL COMPLEX DHW HEATING P-3	2030	\$ 1,100	\$ 1,523
HEATING SYSTEM	MUNICIPAL COMPLEX DHW RECIRC BWP-1	2030	\$ 1,100	\$ 1,523
HEATING SYSTEM	COMMUNITY CENTER P-3 BOILER PRIMARY	2032	\$ 8,000	\$ 11,748
HEATING SYSTEM	COMMUNITY CENTER P-1 BUILDING DISTRIBUTION	2032	\$ 8,000	\$ 11,748
HEATING SYSTEM	COMMUNITY CENTER P-2 BUILDING DISTRIBUTION	2032	\$ 8,000	\$ 11,748
HEATING SYSTEM	PUBLIC WORKS - OFFICE BUILDING	2033	\$ 12,500	\$ 18,907
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-1	2035	\$ 30,000	\$ 48,141
HEATING SYSTEM	MUNICIPAL COMPLEX - BOILER B-2	2035	\$ 30,000	\$ 48,141
HEATING SYSTEM	MUNICIPAL COMPLEX BOILER CIRC B-1	2037	\$ 1,100	\$ 1,873
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P2-A	2037	\$ 3,149	\$ 5,361
HEATING SYSTEM	TRANSFER STATION - HOUSEHOLD WASTE	2038	\$ 7,875	\$ 13,809

CATEGORY	SYSTEM	ANTICIPATED END LIFE	EST	
			ESTIMATED REPLACEMENT COST TODAY	REPLACEMENT COST ESCALATED
HEATING SYSTEM	TRANSFER STATION - BALER BUILDING	2038	\$ 7,875	\$ 13,809
HEATING SYSTEM	MUNICIPAL COMPLEX LOOP HEAT CIRC P1-A	2038	\$ 3,149	\$ 5,522
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-1	2039	\$ 30,000	\$ 54,183
HEATING SYSTEM	COMMUNITY CENTER - EASTWING BOILER B-2	2039	\$ 30,000	\$ 54,183
HEATING SYSTEM	COMMUNITY CENTER - MAIN BUILDING	2051	\$ 75,000	\$ 193,131
INTERIOR WALLS	PAINT - TOWN HALL & SCHOOL DEPT	2023	\$ 22,000	\$ 24,761
INTERIOR WALLS	DOORS			
INTERIOR WALLS	DOOR TRIM			
INTERIOR WALLS	WINDOWS			
INTERIOR WALLS	WINDOW TRIM			
INTERIOR WALLS	WINDOW DRESSING			
INTERIOR WALLS	WALL TRIM			
POWER DISTRIBUTION	MAIN SERVICE ENTRANCE			
POWER DISTRIBUTION	POWER DISTRIBUTION PANELS			
POWER DISTRIBUTION	ELECTRICAL RECEPTACLES			
POWER DISTRIBUTION	LIGHT SWITCHES			
POWER DISTRIBUTION	CIRCUIT BREAKERS			
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2019	\$ 35,000	\$ 35,000
ROOF SYSTEMS	MEMORIAL FIELD - PARKS GARAGE	2025	\$ 4,455	\$ 5,320
ROOF SYSTEMS	PUBLIC WORKS - STORAGE GARAGE 3 BAY	2027	\$ 28,477	\$ 36,073
ROOF SYSTEMS	TRANSFER STATION - ASH BIN	2028	\$ 608	\$ 793
ROOF SYSTEMS	NEW FREEBIE BARN	2029	\$ 2,499	\$ 3,358
ROOF SYSTEMS	OLD FREEBIE BARN	2029	\$ 3,012	\$ 4,048
ROOF SYSTEMS	TRANSFER STATION - HOUSEHOLD WASTE	2030	\$ 114,533	\$ 158,540
ROOF SYSTEMS	FORT FOSTER - NEW RESTROOM	2033	\$ 6,413	\$ 9,699
ROOF SYSTEMS	TRANSFER STATION - UNIVERSAL WASTE BUILDING	2034	\$ 48,195	\$ 75,086
ROOF SYSTEMS	PUBLIC WORKS - OFFICE BUILDING	2034	\$ 23,693	\$ 36,912
ROOF SYSTEMS	PUBLIC WORKS - SALT / SAND BUILDING	2035	\$ 35,438	\$ 56,867
ROOF SYSTEMS	PUBLIC WORKS - FRONT STORAGE GARAGE	2035	\$ 4,860	\$ 7,799
ROOF SYSTEMS	COMMUNITY CENTER - MAIN BUILDING	2037	\$ 210,938	\$ 359,107
ROOF SYSTEMS	COMMUNITY CENTER - GYMNASIUM	2037	\$ 48,000	\$ 81,717
ROOF SYSTEMS	COMMUNITY CENTER - FITNESS	2037	\$ 15,000	\$ 25,536
ROOF SYSTEMS	MUNICIPAL COMPLEX	2040	\$ 212,625	\$ 395,545
ROOF SYSTEMS	PUBLIC WORKS - TOWN GARAGE (SHOP)	2040	\$ 104,004	\$ 193,478
ROOF SYSTEMS	TRANSFER STATION - BALER BUILDING	2040	\$ 115,560	\$ 214,976
ROOF SYSTEMS	COMMUNITY CENTER - EASTWING	2041	\$ 108,287	\$ 207,489
ROOF SYSTEMS	FORT FOSTER - PAVILION #1	2042	\$ 3,240	\$ 6,394
ROOF SYSTEMS	FORT FOSTER - PAVILION #2	2042	\$ 10,125	\$ 19,983
ROOF SYSTEMS	FORT FOSTER - STORAGE GARAGE 2 BAY	2042	\$ 7,290	\$ 14,387
ROOF SYSTEMS	PUBLIC WORKS - REAR SIGN STORAGE GARAGE	2042	\$ 7,290	\$ 14,387
SITE UTILITIES	ELECTRICAL LINES			
SITE UTILITIES	COMMUNICATION LINES			
SITE UTILITIES	WATER LINES			
SITE UTILITIES	SEWER LINES			
SITE UTILITIES	NATURAL GAS LINES			
SITE UTILITIES	FUEL TANKS			
SITE UTILITIES	FIRE HYDRANTS			
SITE UTILITIES	STORM WATER DRAINS			
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING MUNICIPAL COMPLEX	2023	\$ 44,800	\$ 50,423
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING DPW	2023	\$ 63,760	\$ 71,762
VEHICULAR & PEDESTRIAN MOVEMENT	PARKING LOT PAVING COMMUNITY CENTER	2023	\$ 53,200	\$ 59,877
VEHICULAR & PEDESTRIAN MOVEMENT	SIGNAGE			
VEHICULAR & PEDESTRIAN MOVEMENT	CURBS			
VEHICULAR & PEDESTRIAN MOVEMENT	FIRE LANES			
VEHICULAR & PEDESTRIAN MOVEMENT	SIDEWALKS			
VEHICULAR & PEDESTRIAN MOVEMENT	STEPS, STAIRS			
VEHICULAR & PEDESTRIAN MOVEMENT	HAND RAILS			
VENTILATION UNITS	AHU-2-BLOWER MOTOR	2023	\$ 1,000	\$ 1,126
VENTILATION UNITS	AHU-3-BLOWER MOTOR	2023	\$ 1,250	\$ 1,407
VENTILATION UNITS	AHU-4 -BLOWER MOTOR	2023	\$ 1,000	\$ 1,126
VENTILATION UNITS	AHU-5-BLOWER MOTOR	2039	\$ 1,578	\$ 2,850

CATEGORY	SYSTEM	ANTICIPATED END LIFE	ESTIMATED REPLACEMENT COST TODAY	EST REPLACEMENT COST ESCALATED
VENTILATION UNITS	AHU-1 POLICE DEPT-BLOWER MOTOR	2041	\$ 1,578	\$ 3,024
VENTILATION UNITS	AHU-1 POLICE DEPT-ACTUATOR			
VENTILATION UNITS	AHU-1 POLICE DEPT-SPEED CONTROLLER			
VENTILATION UNITS	AHU-2-ACTUATOR			
VENTILATION UNITS	AHU-2-SPEED CONTROLLER			
VENTILATION UNITS	AHU-3-ACTUATOR			
VENTILATION UNITS	AHU-3-SPEED CONTROLLER			
VENTILATION UNITS	AHU-4 -ACTUATOR			
VENTILATION UNITS	AHU-4 -SPEED CONTROLLER			
VENTILATION UNITS	AHU-5-ACTUATOR			
VENTILATION UNITS	AHU-5-SPEED CONTROLLER			

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (2078):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Administration	Est. Funding Request:	\$ 0
Project Title:	ATHLETIC FIELDS MASTER PLAN RESERVE	Est. Useful Life (Years):	10-20 years
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	FY 2018
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Phase 1 of the Emery Field improvement was completed in 2018 at a cost of \$380,000. Through discussion with the Kittery Athletic Field Improvement Committee and the KPS Athletic Director, phase 2 of Emery Field was identified as the next priority project. Phase 2 will include demo and remediation of the old recreation building, construction of a new building for bathrooms/concession/maintenance storage, and improvements to the parking lot. Total estimated cost is \$695,450. We have applied for another LWCF grant for \$300,000. Due in part to the government shutdown of 2019, LWCF allocations are expected to be delayed a year. Partial funding may be needed at the end of FY20 to start construction if this project is awarded a grant through LWCF.

Funding in the later years is for design of the next priority project.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 610,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$300,000	Comments:	Land and Water Conservation Fund
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? Athletic Fields Master Plan

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$300,000	\$ 0	\$ 25,000	\$25,000	\$350,000

**Emery Field Phase 2
Preliminary Estimate**

Estimated Project Costs

Engineering (design, bid, resident)	\$	85,500
Demolition of old Rec Bldg		74,500
Asbestos Inspection		5,000
Fill & regrade site		20,000
Overhaul and expand parking area		150,000
Field house (bathrooms, concession, storage)		225,000
Walkway		80,000
Subtotal		640,000
Contingency 10%		55,450
Total Cost	\$	695,450

LWCF Share (50% up to \$300K)	300,000
Town Share (excluding design)	309,950

Funds Available for Town Share Match as of Nov 1, 2018

Open Space Reserve	6,890
Athletic Field Master Plan	87,143
Less: Design ¹	(85,500)
Total Available for Match	8,533
Variance	301,417

All Possible Addtl Sources

CIP 2020 Allocation ²	\$	300,000
Unencumbered for Match 2019 ³		Up to \$100,000
Unencumbered for Match 2020 ³		Up to \$100,000

Notes:

- Design costs are not part of the LWCF grant. The town must cover the full cost of design on its own.
- CIP 2020 Allocation based on FY19 - FY23 CIP. May be adjusted through the development of the FY20 - FY24 plan.
- Unencumbered for Match available per Town Article approved June 2018, and proposed for Town Article in June 2019.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4012):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$ 300,000
Project Title:	VEHICLES AND EQUIPMENT RESERVE	Est. Useful Life (Years):	10 – 25 years
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This fund is for replacement of DPW equipment and vehicles. Attached is the inventory and the projected replacement schedule.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$2,000,000	Town Funding Needed:	\$300,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year

FY20	FY21	FY22	FY23	FY24	Total
\$300,000	\$ 500,000	\$ 500,000	\$400,000	\$300,000	\$2,000,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4017):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery Public Works	Est. Funding Request:	\$ 10,000
Project Title:	MS4 COMPLIANCE	Est. Useful Life (Years):	10-20
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Through stormwater permitting the town is expected to complete a number of objectives, including an evaluation of all municipal properties for stormwater retrofit-potential/reduction in impervious cover; and preparation and maintenance of a list of five (5) target properties to be retrofitted with stormwater quality and quantity treatment infrastructure. As each property is retrofitted and removed from the list a new property must be added. Retrofits are expected to cost between \$20,000 to \$50,000 per acre of impervious cover. Criteria for prioritizing the projects are part of the MS4 permit. Projects completed late in FY18 and early FY19 include Dennett Road and Old Dennett Road.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 50,000	Town Funding Needed:	\$10,000
Amount and Type of Outside Funding Sources:	\$	Comments:	319, Healthy Community, PREP, Coastal Resiliency grants.
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year

FY20	FY21	FY22	FY23	FY24	Total
\$ 10,000	\$10,000	\$ 10,000	\$10,000	\$ 10,000	\$50,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4043):



Date:	November 12, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Public Works	Est. Funding Request:	\$ 40,000
Project Title:	PARKS RESERVE	Est. Useful Life (Years):	10-20
Contact:	David Rich	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Funds replacement, rehabilitation, and repair for various cemeteries, field irrigation systems, fences, and park buildings, and Fort Foster infrastructure including the pier, playground, etc.

The FY20 request will fund Parks Commission priorities for Fort Foster including repair of the Tower Bathroom roof, development of a landscape plan, and supplemental reserve funding for future projects. Day pass rates are being increased to offset the added capital costs.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 260,000	Town Funding Needed:	\$ 40,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 40,000	\$ 40,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 260,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date: November 13, 2018
Department: Kittery School District
Project Title: SCHOOL FACILITY RESERVE
Contact: Eric Waddell, Superintendent of Schools
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 50,000
Est. Useful Life (Years): 10-30 years
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This is a request for the annual allocation for facility needs, which may include unanticipated repairs and/or replacement of outdated infrastructure. Facilities-related projects for FY20 include the following: Digital marquee at Traip Academy (\$15,000 with a \$5000 gift from the Centennial Committee); Mitchell Primary School Cafeteria sound abatement tiles (\$9,500); exterior painting project at Mitchell Primary School (\$20,000); Shapleigh School classroom/office/hall carpet replacement project (\$25,000); interior painting projects at Traip Academy including the gymnasium (\$38,600); roofing repair/replacement project at Traip Academy (\$15,000); slate/flashing roof repairs at Traip Academy (\$10,000); replace the aging and obsolete scoreboards at the Shapleigh and Memorial Fields with LED devices that are more efficient and do not require bulb replacement, and are highly functioning (\$10,000).

Photo (click image to insert):



Project Financing:

Total Project Cost: \$ 250,000 Town Funding Needed: \$ 50,000
 Amount and Type of Outside Funding Sources: \$ Comments:
 Salvage Value of Existing Equipment? \$ Comments:

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance \$ Comments:
 Estimated Net Effect on Operating Cost, Revenues, Staffing? \$ Comments:

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 13, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 10,000
Project Title:	SCHOOL VEHICLE RESERVE	Est. Useful Life (Years):	5 years
Contact:	Eric Waddell, School Superintendent	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This is a request for the annual allocation from CIP funding to replace the school maintenance vehicle and the 7-passenger school van at the end of their useful life. The maintenance vehicle is a 2014 Ford F-250 purchased in November, 2013. Current mileage is 21,358. The anticipated trade date will be eight to ten years from date of purchase (2023).

The 7-passenger van is a 2015 Toyota Sienna All-Wheel Drive. It was purchased in August, 2015. Current mileage is 54,000, and the anticipated trade year will be 2022 or approximately 120,000 miles.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 50,000	Town Funding Needed:	\$10,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date:	November 13, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Kittery School District	Est. Funding Request:	\$ 40,000
Project Title:	SCHOOL EQUIPMENT RESERVE	Est. Useful Life (Years):	5-10 Years
Contact:	Eric Waddell, Superintendent of Schools	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This is a request for the annual allocation from CIP funding to maintain an account which is available for replacement equipment, as needed. The account is used to replace or upgrade equipment needs on an as needed basis. Current plans for FY20 equipment expenditures from the CIP Equipment Reserve include the following: floor auto scrubber at Shapleigh School and Traip Academy (\$20,000); replace the air conditioning unit in the computer server room at Shapleigh School (\$13,230); install an existing boiler at Shapleigh School to boost the existing boilers on especially cold days (\$8,500); upgrades to the Traip Academy Fitness Center aerobic equipment (\$10,000); domestic water boosters pumps (2) at Shapleigh School (\$25,000); 2,500 pound utility trailer for the maintenance department to transport heavy equipment among the three schools including the hydraulic lift (\$5,500).

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 200,000	Town Funding Needed:	\$40,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (SCH):



Date: November 13, 2018
Department: Kittery School District
Project Title: SCHOOL TECHNOLOGY RESERVE
Contact: Eric Waddell, School Superintendent
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 40,000
Est. Useful Life (Years): 5 years
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This is a request for the annual allocation from CIP funding to maintain an account which is available for unexpected and/or technology needs, which may include unanticipated repairs and/or replacement of outdated infrastructure or equipment. Anticipated classroom technology needs for FY20 including the following: wireless infrastructure network replacement (\$24,000); replace switches with new Meraki switches (may be partially funded through E-rate--\$8000); possible technology upgrades to security/surveillance system; various classroom technology needs including Promethean Board upgrades. The District has a technology plan which drives our technology upgrades and purchases. The CIP Technology Reserve enables the District to execute that plan.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$200,000	Town Funding Needed:	\$40,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

2019 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4056):



Date:	November 2, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Fire Department	Est. Funding Request:	\$ 57,667
Project Title:	FIRE EQUIPMENT RESERVE	Est. Useful Life (Years):	10
Contact:	Chief David O'Brien	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

The Fire Equipment Reserve account is in place to fund the routine replacement of firefighter protective clothing, firefighter self-contained breathing apparatus (SCBA) and other large dollar equipment as needed. As stated in previous project descriptions for this account the estimated cost to replace the SCBA's in FY23 is approaching \$235K. In previous years, protective clothing has been replaced on an as needed basis with an NFPA requirement of ten year replacement. I am proud to say that Kittery has adopted the CDC recommendations concerning cancer among firefighters and is now supplying two sets of protective clothing to each certified structural firefighter. The process mandates that once exposed to potential carcinogens the firefighter will remove the protective ensemble at the scene of the incident and change into the reserve set of clothing.



Project Financing:

Total Project Cost:	\$ 288,335	Town Funding Needed:	\$57,667
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 3,500	Comments:	Annual test and certification and repairs
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$ 0	Comments:	

Project Planning:

Proposed Start Date of Project:	Continuation
What Planning Has Been Done for Project?	See attached project description
Is Funding Necessary for Further Plans/Estimating?	
Can the Project be Phased? If yes, expenditure by year	Yes

FY20	FY21	FY22	FY23	FY24	Total
\$ 57,667	\$57,667	\$57,667	\$57,667	\$57,667	\$288,335

Project Description (continued)

The contaminated clothing is bagged and tagged at the scene. This ensures contamination is limited to the scene and not to the apparatus seating, or back at the fire stations. The contaminated gear is washed by an extractor and air dried which takes up to two days of down time for the clothing. We were able to meet this goal with some older clothing and purchasing new clothing. I expect I will be purchasing at least ten more complete sets in FY19 and into FY20 at an expected cost of \$30,000. I am also proud to say that this account will support this initiative and is funded at the proper level at this time.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4020):



Date: November 12, 2018
Department: Administration
Project Title: Technology Reserve
Contact: Kendra Amaral, Town Manager
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 25,000
Est. Useful Life (Years): 5-7
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

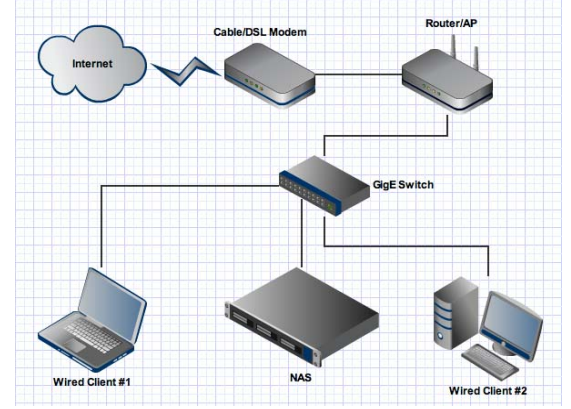
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

The fund is for replacement of aging, failing, or obsolete hardware such as servers, desktops, firewalls, switches and routers, and cabling, replacement of software systems and licenses, and expansion of technology tools used in delivery of service. The Technology Reserve also supports upgrades that improve efficiency and/or functionality and one-time setup/initiation costs for new productivity software.

In FY19, the fund has supported the implementation of new back-up and storage systems, server repair and computer replacement. We have been having a number of hardware issues specifically with our virtual servers this year which are diverting effort and funding from the VOIP conversion.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$250,000	Town Funding Needed:	\$ 25,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	Replacements are typically more energy efficient
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? Consultation with our IT provider.
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 25,000	\$ 35,000	\$ 70,000	\$ 60,000	\$ 60,000	\$250,000

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4019):



Date:	November 13, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Community Center	Est. Funding Request:	\$0
Project Title:	KCC EQUIPMENT RESERVE	Est. Useful Life (Years):	5-10
Contact:	Jeremy Paul, Director	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input checked="" type="checkbox"/>		

Project Description:

This account funds replacement of fitness, custodial, kitchen, theatre, and playground equipment.

The following projects are being considered for the next five years: weight machines in the fitness room that are over 20 years old. STAR Theatre needs an upgrade/expansion of sound capacity and upgrades to the theatrical light system. Kitchen equipment is nearing the end of useful life and will need replacement, including 60" stainless steel range, 2 convection ovens, walk-in cooler and walk-in freezer. The KCC is looking into adding a sound system to the gym to expand its appeal and capabilities for events; and an all building intercom system to coincide with emergency management plans. Broken or worn out playground equipment also needs replacement.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 115,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	Would be added to routine maintenance schedule
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	Updated equipment will attract more rentals and revenue

Project Planning:

Proposed Start Date of Project: We will phase these improvements and purchase as the account grows.

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year Yes, over the next five years these projects can be accomplished if enough money is approved.

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$25,000	\$30,000	\$30,000	\$30,000	\$115,000



Kittery Community Center
 120 Rogers Road, Kittery, ME 03904
 (p) 207-439-3800 • (f) 207-439-1780
 www.kitterycommunitycenter.org

Director
Assistant Director
Recreation Supervisor
Early Childhood Supervisor

Jeremy Paul
Todd Henley
Valerie Lachapelle
Dawn Jenkins

KCC EQUIPMENT RESERVE (CIP FUND 4019)

This account funds replacement of fitness, custodial, kitchen, theatre, and playground equipment.

Fitness Equipment: A number of fitness machines in the fitness suite that were donated by York Hospital are over 20 years and nearing the end of their usefulness. The cost to replace those machines is \$37,068.



Kitchen Equipment: In reviewing the equipment in the kitchen, we realized there weren't prices estimated in previous requests for things such as the stove, convection ovens, and the walk-in refrigerator/freezer unit if they were to be replaced. The cost to replace those pieces of equipment is roughly \$20,000.

STAR Theatre Equipment: As we now have six years of experience and feedback from users of the STAR facility, we are aware of the need to upgrade and expand the sound capacity and lighting system. The cost for those items would be approximately \$66,000, but can be phased in over the years. The priority LED fixtures would be \$22,000. In addition, we need to consider a better theatre management/preventive maintenance procedure.

Playground Equipment: The playground in the back of the building is in need of repair and upgrades. Most of the equipment currently on the playground was installed when that playground was constructed around 2000. This playground houses the public as well as our daycare programs. As our Board of Directors looks into an overall campus plan, the location of the playground may change, but that may be years down the road. With our state licensed daycare programs using the playground, we need to make the facility safer. The cost to repair/replace various items is \$1,331.



Gym Sound System: Over the years, we have come to realize that we need a sound system in the gymnasium. We have had a number of rentals and other activities in the gym that could have benefitted from a sound system. Conferences, lectures, tournaments that need announcements, special events, etc., that may not be able to be held in the theater could be held in the gymnasium without skipping a beat. We have had to make due with a portable speaker with microphone for some events. The cost to have a new sound system put in is approximately \$48,000. Please see the attached.

Building Wide Intercom: The KCC currently does not have a building-wide intercom system to make announcements, alert the public to any safety issues, etc. Any room that has a phone has the ability to be heard thru the system, but any rooms, hallways, common areas, etc., that do not have a phone will not be able to hear any announcements being made. Being able to communicate effectively with as many people as possible is of the utmost importance in case of emergency. We are currently working on getting pricing information on this system.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4051):



Date:	November 13, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Kittery Community Center	Est. Funding Request:	\$ 0
Project Title:	KCC FACILITY RESERVE	Est. Useful Life (Years):	10-20
Contact:	Jeremy Paul, Director	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This account will be for larger projects/maintenance of the KCC and the East Wing. Examples include: Blown in insulation in the annex which would be of great value now that this area is renovated, replacement of exterior doors, and insulation in the attic at KCC. In addition, evaluating the heating system in the East Wing has led us to look into installing a two heat pump systems to replace the current one pump system that is in poor condition and not efficiently meeting the needs of the space.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 90,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	part of PM program in east wing for heating system
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	insulation will increase heating efficiency

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$20,000	\$30,000	\$25,000	\$15,000	\$90,000



Kittery Community Center
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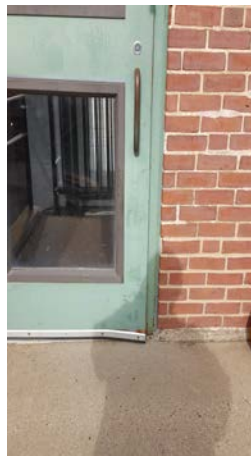
KCC FACILITY RESERVE (CIP FUND 4051)

Insulation of the East Wing: With the East Wing housing a number of State licensed childcare programs, there is a need to keep that section warmer during the winter months. Blown in insulation would help meet that goal.

Insulation in the attic at KCC: Based on the pricing information given to insulate the East Wing, we have come up with a cost estimate \$30,000 to insulate the attic of the main KCC building.

The benefits of insulating the building would be reducing energy costs, helping to prevent gradual damage caused by heat and moisture fluxation, providing better indoor air quality and indoor comfort, and having less wear and tear on HVAC systems.

Replacement of Exterior Doors: There is a need to replace exterior doors. The current priority for safety and security is for doors #6 and #7 to be replaced. Based on pricing information provided for similar doors at the Kittery Police Department, the price would be \$3,500 per door.



Increased Parking at KCC: With the number of large events here at the KCC, there is a dire need to expand/increase parking on site. The recent Election Day on November 6th, resulted in using the front field as extra parking and the attached photos show the damage to the field. The broader overall campus plan taken on by the KCC Board of Directors will include expanded parking. Based on an estimate from 2017, a price to do the top portion of the field would now cost an estimated \$16,000.



East Wing Heating System: In reviewing the heating system of the East Wing, we found that the current single-pump system is in poor condition. The cost to install two new heating system pumps is \$16,956. Two pump systems are now standard in these types of buildings. This will maintain redundancy so that we will always have circulation and will help save energy.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4018):



Date:	November 27, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Harbormaster	Est. Funding Request:	\$ 0
Project Title:	KITTERY PORT AUTHORITY BOAT RESERVE	Est. Useful Life (Years):	7-10
Contact:	John Brosnihan, Harbormaster	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This account provides annual funding for replacement of the Harbormaster boats approximately every 7-10 years to reduce the cost of excessive maintenance and ensure maximum productivity and safety. The main Harbormaster Boat was purchased new in FY17 and is a 21' Surfside center console. The other boat used by the Port Authority staff is a 16' Carolina skiff used for shallow water patrols and assistance. In 2018, the Carolina Skiff had restoration work on the hull and service work on the Yamaha engine. This work will continue in order to lengthen the useful life of the boat. The trailer for the Carolina Skiff is in desperate need of replacement due to extensive rust and electrical problems. The Surfside needs some outfitting with heavier service fittings and updated electronics as it was used by the former owner for strictly civilian use.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$40,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	As needed
Salvage Value of Existing Equipment?	\$ 10,000	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 2,000	Comments:	Fuel and general maintenance
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year

FY20	FY21	FY22	FY23	FY24	Total
\$0	\$0	\$10,000	\$15,000	\$15,000	\$40,000

Town of Kittery
Harbor Master
BOATS AND VEHICLES Escalation Factor: **3%**
Harbor Master

Property	Year Purchased	Model Year	Cost	Replacement Year	Make	Description	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034		
21' Boat	2017	2013	\$23,000	2025	Surfside Hull (out of business)	21 foot							27,463											
Outboard	2017	2013	\$11,000	2025	Evinrude E-Tech 115	115 HP Outboard							13,135											
Electronics Pkg	UNK	UNK	\$3,400	2021					3,607															
16' Boat	UNK	UNK	\$8,000	2021	Carolina Skiff	16 foot			8,487															
Outboard	2015	2015	\$2,800	2021	Yamaha	25 HP Outboard			2,971															
21' Trailer	2017	2013	\$4,000	2023	Came with Surfside						4,502			4,919										
16' Trailer	Unk	Unk	\$1,800	ASAP	Homemade		1,800																	
HM Truck	2019	2001	\$9,000	2023	Ford	Used					10,130													
Account Balance							\$22,098	\$20,298	\$20,298	\$5,233	\$15,233	\$15,602	\$30,602	\$4	\$5,084	\$15,084	\$22,584	\$30,084	\$37,584	\$45,084	\$52,584	\$60,084		
Cost							1,800	-	15,065	-	14,632	-	40,598	4,919	-	-	-	-	-	-	-	-	-	
Trade-In							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost							\$1,800	\$0	\$15,065	\$0	\$14,632	\$0	\$40,598	\$4,919	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding							\$0	\$0	\$0	\$10,000	\$15,000	\$15,000	\$10,000	\$10,000	\$10,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Remaining Account Balance							\$20,298	\$20,298	\$5,233	\$15,233	\$15,602	\$30,602	\$4	\$5,084	\$15,084	\$22,584	\$30,084	\$37,584	\$45,084	\$52,584	\$60,084	\$67,584		

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4055):



Date: December 10, 2018
Department: Harbormaster
Project Title: KITTERY PORT AUTHORITY EQUIPMENT RESERVE
Contact: John Brosnihan, Harbormaster
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 15,000
Est. Useful Life (Years): 5
If Yes, when? (FY): Annually

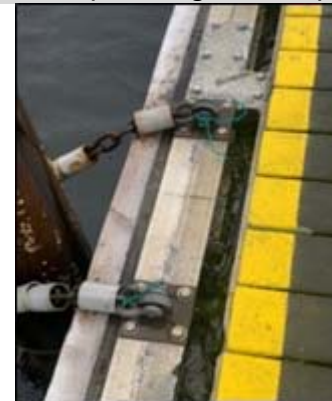
Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input checked="" type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This account provides annual funding to replace equipment that has reached the end of its service life as well as keep a stock of spare equipment in the event that an unexpected failure beyond repair occurs. Floats (docks) and ramps are currently the highest cost equipment expenses. The "Frisbee float" otherwise referred to as the commercial float is 20+ years old and is an aluminum frame heavy duty float. Because of its location to the prevailing weather and age, it has required repeated structural repair on the above water portion. It is unknown what degree of wear and damage exist to the frame and floatation below the waterline as this float stays in the water 8 to 9 months a year and is only moved to the ramp area and not hauled out during the remaining 4 months. The KPA/Harbormaster maintain 25 floats and 5 ramps all of which are of different age and level of wear. Included with this request is a spreadsheet with an estimated replacement schedule of all equipment.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 210,000	Town Funding Needed:	\$ 15,000
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$ 3,000	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year Yes

FY20	FY21	FY22	FY23	FY24	Total
\$15,000	\$45,000	\$60,000	\$50,000	\$40,000	\$210,000

Town of Kittery Harbor Master EQUIPMENT Escalation Factor: **3%**

Property	Year Purchased	Cost	Replacement Year	Make	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PEPPERRELL COVE																			
T.Float 1	2014	\$25,000	2023	ALL T FLOATS	16x30				28,138										
T.Float 2	2014	\$25,000	2024	INC ELECTRIC	16.32					28,982									
T.Float 3	2014	\$25,000	2020	WATER	12x32	25,750													
T.Float 4	2014	\$25,000	2021	RAMP	12x32		26,523												
T.Float 5	2014	\$25,000	2025	B.I.G	10x32						29,851								
T.Float 6	2014	\$10,000	2019	Grant	8x24														
T. Utilities	2014	\$78,000	As Needed		H20+Electricity														
T. Dinghy F1	2017	\$9,000	2023		6x24				10,130										
T.Dinghy F2	2017	\$9,000	2023		6x30				10,130										
T.Dinghy F3	UNK	\$9,000	2021		8X30		9,548												
T. Mooring 1	2014	\$2,500	waiting for rigging est		8000 lb														
T.Mooring 2	2014	\$2,500	waiting for rigging est		7000 lb														
T.Mooring 3	2014	\$2,500	waiting for rigging est		7000 lb														
T.Mooring 4	2014	\$2,500	waiting for rigging est		7000 lb														
T. Mooring 5	2014	\$2,500	waiting for rigging est		7000 lb														
T.Mooring 6	2014	\$2,500	waiting for rigging est		7000 lb														
Frisbee Float	UNK	\$45,000	2020			46,350													
Frisb Dinghy F1	2016	\$12,000	2022		12x22			13,113											
Frisb Dinghy F2	2016	\$12,000	2022		12x24			13,113											
Frisb Dinghy F3	UNK	\$12,000	will be replaced with f		12x12														
Frisb Dinghy F4	2018	\$8,875	2028										11,243						
Frisb Dinghy F5	2018	\$8,875	2028										11,243						
Frisb Dinghy F6	UNK	\$10,000	2028		12x19								12,668						
Frisb Dinghy F7	UNK	\$10,000	2028		10x24								12,668						
Frisb Dinghy F8	UNK	\$10,000	2028		10x24								12,668						
Frisb Hoist	2015	\$3,500	2025 Lodestar 1 Ton Chain								4,179								
TRAIP																			
Traip Facility		\$11,000																	
Traip Float 1	UNK	\$9,500	2022						10,692										
Traip Float 2	UNK	\$9,500	2022						10,692										
Traip Float 3	UNK	\$9,500	2021					10,381											
Traip Float 4	UNK	\$9,500	2021					10,381											
Traip Float 5	2014	\$10,300																	
Traip Float 6	2014	\$10,300																	
Traip Float 7	2014	\$10,300																	
GOV ST																			
Govt. St. Hoist	2015	\$3,500	2025 Loadstar 1 Ton Chair		1 Ton						4,179								
MISC																			
Spare Hoist		\$3,500	Lodestar 1 Ton Chair		Need to Purchase														
Dock Boxes 2		\$1,000			Need to Purchase														
Shed for Traip		\$6,500	Home Depot		Need to Purchase														
Laptop	2017	\$2,500	2021 Panasonic Toughbook		CF-31		2,652												

Account Balance	\$60,082	\$2,982	\$9,259	\$22,272	\$2,490	\$13,508	\$5,299	\$35,299	(\$189)	\$9,811	\$19,811	\$29,811	\$39,811	\$49,811
Cost	\$72,100	\$38,723	\$46,987	\$69,782	\$28,982	\$38,210	\$0	\$60,488	\$0	\$0	\$0	\$0	\$0	\$0
Trade-In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost	\$72,100	\$38,723	\$46,987	\$69,782	\$28,982	\$38,210	\$0	\$60,488	\$0	\$0	\$0	\$0	\$0	\$0
CIP Funding	\$15,000	\$45,000	\$60,000	\$50,000	\$40,000	\$30,000	\$30,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Remaining Account Balance	\$2,982	\$9,259	\$22,272	\$2,490	\$13,508	\$5,299	\$35,299	(\$189)	\$9,811	\$19,811	\$29,811	\$39,811	\$49,811	\$59,811

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4116):



Date:	November 20, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Port Authority	Est. Funding Request:	\$0
Project Title:	KITTERY PORT AUTHORITY FACILITY RESERVE	Est. Useful Life (Years):	20 – 50 years
Contact:	John Brosnihan, Harbormaster	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

These funds are for replacement and additions to the Kittery working and recreational waterfront facilities to include wharf repair, pier replacement/repair as well as buildings and utilities. Plans include the addition of a small structure for the harbormaster assistant and dock attendant at the Traip facility to work from. The construction of several seasonal rental kayak racks at the Pepperrell Cove Facility as well as the Traip Ave. Facility to increase revenue and lower the tax burden on residents. The ramp or gangway to the Frisbee float is nearing the end of its useful life, is not ADA compliant and is in need of repair as well.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 45,000	Town Funding Needed:	\$0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$.	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$0	\$10,000	\$15,000	\$10,000	\$10,000	\$45,000

Town of Kittery Harbor Master FACILITIES																					
Escalation Factor: 3%																					
Property	Year Purchased	Model Year	Cost	Replacement Year	Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Pepperrell Pier	1996	1996	\$58,500	2036	East Pier																
T. Ramp	2014	2014	\$35,000	2034																54,529	
Frisbee Pier	2012	2012	\$450,000	2052	West Pier																
Frisbee Ramp1	UNK	UNK	\$18,000	2022				19,669													
Frisbee Ramp2	2012	2012	\$18,000	2032														26,434			
Frisbee Ramp 3	UNK	UNK	\$13,000	2029											17,471						
HM Office	1997	1997	\$47,000	2040																	
Wharf Utilities	2014	2014	\$83,400	Updates as Needed																	
Govt. St. Facility																					
Govt.St. Pier	2019	2019	\$470,000	2059																	
Rice Ave.																					
Rice Ave BLDG	Unk	UNK	\$25,000	2025							29,851										
Account Balance						\$0	\$0	\$10,000	\$5,331	\$15,331	\$25,331	\$5,480	\$15,480	\$25,480	\$35,480	\$28,009	\$38,009	\$48,009	\$31,575	\$41,575	
Cost						\$0	\$0	\$19,669	\$0	\$0	\$29,851	\$0	\$0	\$0	\$17,471	\$0	\$0	\$26,434	\$0	\$54,529	
Trade-In						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost						\$0	\$0	\$19,669	\$0	\$0	\$29,851	\$0	\$0	\$0	\$17,471	\$0	\$0	\$26,434	\$0	\$54,529	
CIP Funding						\$0	\$10,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Remaining Account Balance						\$0	\$10,000	\$5,331	\$15,331	\$25,331	\$5,480	\$15,480	\$25,480	\$35,480	\$28,009	\$38,009	\$48,009	\$31,575	\$41,575	(\$2,954)	

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4022):



Date: January 4, 2019
Department: Kittery Police Department
Project Title: POLICE VEHICLE RESERVE
Contact: Robert Richter, Police Chief
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$ 95,000
Est. Useful Life (Years): 3 - 5
If Yes, when? (FY): Annually

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This project has been renamed Vehicle Reserve, with the equipment fit-up of the vehicles considered incorporated into the vehicle projects. **2019 Project:** Purchase (2) Additional Marked Vehicles and (1) Unmarked Admin vehicle. Vehicles to be auctioned: ACO Ford >160K, Detective Ford >165K, Chief Chevy – Blown Motor >120K, Patrol Back-Up Unit >130K. With these purchases our fleet will be maintained at 13. The SUV-all wheel drive platform continues to be the best option in our geographical area. Vehicle cost alone is \$28,000 - \$30,000 and vehicle set-up (Prisoner cage, lights, siren, computer, lettering, etc.) ranges from \$15,000. - \$18,000. Some equipment can be recycled into the new cruisers from the older units, resulting in savings. The rotation of the vehicles is based upon mileage and the year of the vehicles.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$616,000	Town Funding Needed:	\$95,000
Amount and Type of Outside Funding Sources:	\$ 0	Comments:	
Salvage Value of Existing Equipment?	\$ 0	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 95,000	\$147,000	\$107,000	\$110,000	\$157,000	\$ 616,000

KPD Vehicle Fleet Mapping / Replacement - Purchase (FY20-FY21)						KPD Vehicle Fleet Mapping / Replacement - Purchase (FY22-FY23)						Mapping / Replacement - Purchase (FY24)		
FY2020			FY2021			FY2022			FY2023			FY2024		
Vehicle #	Assigned to:	Type:	Vehicle#	Assigned to:	Type:	Vehicle#	Assigned to:	Type:	Vehicle #	Assigned to:	Type:	Vehicle #	Assigned to:	Type:
19	Supervisor	SUV	31*	Supervisor	SUV	31	Supervisor	SUV	31	Supervisor	SUV	36*	Supervisor	SUV
23	line	SUV	23	line	SUV	32*	line	SUV	32	line	SUV	32	line	SUV
22	line	SUV	29*	line	SUV	29	line	SUV	29	line	SUV	37*	line	SUV
18	line	SUV	28*	line	SUV	28	line	SUV	28	line	SUV	38*	line	SUV
26*	line	SUV	26	line	SUV	33*	line	SUV	33	line	SUV	33	line	SUV
27*	line	SUV	27	line	SUV	27	line	SUV	35*	line	SUV	35	line	SUV
17	Detective	SUV	17	Detective	SUV	26	Detective	SUV	26	Detective	SUV	26	Detective	SUV
5	Detective	SUV	5	Detective	SUV	23	Detective	SUV	23	Detective	SUV	27	Detective	SUV
6	SRO	Chev	19	SRO	SUV	19	SRO	SUV	19	SRO	SUV	29	SRO	SUV
24	LT	SUV	24	LT	Sedan	24	LT	SUV	24	LT	SUV	24	LT	SUV
2	ACO	PU	2	ACO	PU	2	ACO	PU	34*	ACO	SUV	34	ACO	SUV
25	Chief	SUV	25	Chief	SUV	25	Chief	SUV	25	Chief	SUV	25	Chief	SUV
4	Unmarked BU		22	Line BU	SUV	22	Marked BU		27	Marked BU		31	Marked BU	
21	Marked BU		21	Unmarked BU	SUV	21	unMarked BU		22	Marked BU		28	Marked BU	
Purchase 2 SUVs / Cars 26*, 27*			Purchase 3 SUVs / Cars 28*, 29*, 31*			Purchase 2 SUVs / Cars 32*,33*			Purchase 2 SUV's / Cars 34*,35*			Purchase 3 SUV's / Cars 36*,37*,38*		
Cost 2 cars, 2 upfits, 2 computers			Cost3 Cars, 3 upfits, 2 computers			Costs, 2 Cars, 2 Upfits, 2 computers			Cost 2 Cars, 2 upfits, 2 computers, 2 radars			Cost 3 Cars, 3 upfits, 2 computers		
Approx:	\$95,000		Approx:	\$146,450		Approx.	\$106,162		Approx.	\$109,081		Approx.	\$157,000	
Trade/Auc: 12			Trade/Auc 3 vehicles 4,6,18)			Trade/Auc: 21,5			Trade/Auc: 2,21,			Trade/Auc: 19,22,23		

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date:	JANUARY 2, 2019	Dept. Priority (1 of 3, etc.):	2
Department:	POLICE DEPARTMENT	Est. Funding Request:	\$0
Project Title:	POLICE EQUIPMENT RESERVE	Est. Useful Life (Years):	VARIES
Contact:	Robert Richter, Police Chief	If Yes, when? (FY):	FY19
Previously Presented?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input checked="" type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Police utilize a variety of equipment in the course of conducting public safety work. Equipment that is maintained and replaced by the department include: finger print machine, firearms and firearm storage equipment, cameras, radios, and cruiser equipment. In FY19, the public safety impact fund was designated to support radio replacement for police.

A detailed plan will be developed for the specific replacement schedules and equipment as part of the FY21 – FY25 Plan.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$37,500	Town Funding Needed:	\$0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$7,500	\$10,000	\$10,000	\$ 10,000	\$ 37,500

lease Provide and/or Attach Additional Project Details

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4100):



Date:	NOVEMBER 2, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	FIRE DEPARTMENT	Est. Funding Request:	\$0
Project Title:	FIRE DEPARTMENT FACILITY RESERVE	Est. Useful Life (Years):	100
Contact:	Chief David O'Brien	If Yes, when? (FY):	ANNUAL
Previously Presented?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

Project Type: Check All That Apply -			
Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Present Equipment Obsolete	<input checked="" type="checkbox"/>	New Operation	<input type="checkbox"/>
Replace Worn-out Equipment	<input checked="" type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>
		Deemed Critical by Dept.	<input type="checkbox"/>
		Regulatory Requirement	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Project Description:	Photo (click image to insert):
<p>Our two fire stations were built in 2006-2007. They were designed for a 100-year life cycle based on estimated town growth and estimated changes in fire apparatus and equipment. The buildings were constructed to provide a long term maintenance free exterior. However, like all buildings, maintenance is needed to meet the expected life cycle and also enhance energy efficiencies as they are developed. The past two fiscal years have funded high efficiency boiler replacements in both stations. The Gorges Road Station is facing repair work to the concrete ramp in front of the apparatus bays and both stations will be in need of apparatus floor repair work in the near future.</p>	

Project Financing:	
Total Project Cost:	\$87,000
Amount and Type of Outside Funding Sources:	\$0
Salvage Value of Existing Equipment?	\$0
Town Funding Needed:	\$0
Comments:	
Comments:	

Future Costs & Operating Expenses:	
Estimated Annual Cost of Operation & Maintenance	\$
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$
Comments:	
Comments:	

Project Planning:	
Proposed Start Date of Project:	ANNUAL
What Planning Has Been Done for Project?	PLANNED MAINTENANCE SCHEDULE
Is Funding Necessary for Further Plans/Estimating?	NOT AT THIS TIME
Can the Project be Phased? If yes, expenditure by year	YES

FY20	FY21	FY22	FY23	FY24	Total
\$ 0	\$13,500	\$ 23,500	\$25,000	\$25,000	\$ 87,000

Please Provide and/or Attach Additional Project Details

I foresee a time in the near future where the Kittery Fire Department becomes a career entity with full-time personnel requiring living accommodations at the Gorges Road Station. I believe there is a way to fund this project without a bond or having to provide large capital amounts in this reserve account. The Town Manager stands ready to provide information on this. I have estimated \$17,500 a year be provided to ensure an adequate reserve be established to correct deficiencies, repair facilities and plan for future energy efficiency projects. I would expect this number to change in later years as the buildings get older and items such as roof replacement, paving, and other large dollar projects become due.

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP FUND (4026):



Date:	NOVEMBER 12, 2018	Dept. Priority (1 of 3, etc.):	2
Department:	Administration	Est. Funding Request:	\$ 0
Project Title:	RECORDS PRESERVATION	Est. Useful Life (Years):	200-300 years
Contact:	Nicole Maurice, Town Clerk	If Yes, when? (FY):	Annually
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input checked="" type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input checked="" type="checkbox"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input type="checkbox"/>	Other	<input type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This fund is for restoration of Town records using a de-acidification process to remove acid from the paper, mending/ laminating of the pages if necessary and re-sewing and re-binding the books.

In FY19, we continue to work on marriage records. These records are frequently requested by the public, and can become damaged by frequent use. In addition to the marriage records, Selectmen/Council minutes dating back to the early 1960's will also be addressed. Restoring and preserving Town records is critical as old records were instrumental in Kittery winning the land dispute for the Portsmouth Naval Ship Yard back in 2000. The request for FY20 has been zeroed out to shift funding to other priority projects.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$ 50,000	Town Funding Needed:	\$ 0
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____

What Planning Has Been Done for Project? _____

Is Funding Necessary for Further Plans/Estimating? _____

Can the Project be Phased? If yes, expenditure by year
 Yes – In the past we have phased the project over 5 years at \$10,000 per year

FY20	FY21	FY22	FY23	FY24	Total
\$0	\$ 15,000	\$15,000	\$ 10,000	\$ 10,000	\$ 50,000

Please Provide and/or Attach Additional Project Details

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (4060):



Date:	December 26, 2018	Dept. Priority (1 of 3, etc.):	1
Department:	Administration	Est. Funding Request:	\$ 400,000
Project Title:	RICE LIBRARY BUILDING DESIGN	Est. Useful Life (Years):	30 Years
Contact:	Kendra Amaral, Town Manager	If Yes, when? (FY):	FY2019
Previously Presented?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> No		

Project Type: Check All That Apply -

Scheduled Replacement	<input checked="" type="checkbox"/>	Expanded Service	<input checked="" type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

Photo (click image to insert):

The Library Working Group successfully completed its objective of identifying the community-preferred option for the library building project in 2017. A building committee was formed in 2018 to shepherd the project through design and construction. The FY19 CIP included \$100,000 for the start of design. The building committee selected Scott Simons Architects to lead the design process. Design costs inclusive of stand-alone services (signage design, site plan, etc.) are expected to be approximately \$500,000. We are setting up the contract such that the design will progress through schematic phase; then approval of the voters will be sought for the bond. If the bond is approved, we will continue with design. The bond vote is tentatively being scheduled for Nov 2019. The project has developed assuming \$500,000 is available in CIP allocation and \$5M in debt. The project costs inclusive of hard and soft costs, bonding costs, FFE, and contingencies is being capped at \$5.5M



Project Financing:

Total Project Cost:	\$ 500,000	Town Funding Needed:	\$400,000
Amount and Type of Outside Funding Sources:	\$ TBD	Comments:	Grants are being identified to support ancillary costs and offsets
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project:	7/1/2018
What Planning Has Been Done for Project?	Town vote to determine support for site of project
Is Funding Necessary for Further Plans/Estimating?	yes
Can the Project be Phased? If yes, expenditure by year	Yes, construction portion will be supported by bonds

FY20	FY21	FY22	FY23	FY24	Total
\$ 400,000	\$ 0	\$0	\$ 0	\$ 0	\$400,000

Please Provide and/or Attach Additional Project Details

RICE PUBLIC LIBRARY
Manager's Budget Tracking

	Request for Proposals	Revised Price Proposal
Soft Costs		
<i>Design and Engineering</i>	425,000	
Existing Conditions		19,000
Programming		7,500
SDs		105,000
Intitial Permitting		5,000
Phase 1 Cost Estimating		4,000
DDs		105,000
Final Permits & Approvals		12,000
Phase 2 Cost Estimating		8,000
CDs		115,000
Bidding & Negotiating		12,800
CA - Shop Drawings, Requisite Reviews, 24 Site visits		54,000
Other CA - <i>Time and Materials</i>		
Site Plan		3,200
Geo Tech		7,400
Signage Design		10,000
Subtotal Design & Engineering	425,000	467,900
<i>Misc Soft Costs</i>		
Misc Expenses	10,000	10,000
Bonding	70,000	70,000
Permit Fees	5,000	5,000
Legal	2,500	2,500
Construction Phasing	15,000	15,000
Clerk of the Works	200,000	200,000
FFE	125,000	125,000
Technology	125,000	125,000
Subtotal Soft Costs	977,500	1,020,400
	18%	19%
Hard Costs		
Construction (Reno & Exp)	3,700,000	3,700,000
Subtotal Soft Costs	3,700,000	3,700,000
Contingencies		
Construction Contingency (15%)	555,000	555,000
Owner's Contingency (5%)	225,250	225,250
Subtotal Contingencies	780,250	780,250
Contingency as % of Total Project	14%	14%
TOTAL	\$ 5,457,750	\$ 5,500,650
Current Funding	100,000	100,000
Max Addtl Funding	5,400,000	5,400,000
NET	\$ 42,250	\$ (650)

Notes:

1. *Italics* represent estimates
2. Owner's Contingency is 5% of Hard Costs + FFE + Tech + Construction Conti

2020 CAPITAL IMPROVEMENT PROGRAM - PROJECT REQUEST FORM

CIP CODE (NEW):



Date: JANUARY 2, 2019
Department: ADMINISTRATION
Project Title: LED STREET LIGHT CONVERSION
Contact: Kendra Amaral, Town Manager
Previously Presented? YES NO

Dept. Priority (1 of 3, etc.): 1
Est. Funding Request: \$240,000
Est. Useful Life (Years): 20 YEARS
If Yes, when? (FY):

Project Type: Check All That Apply -

Scheduled Replacement	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>	Deemed Critical by Dept.	<input type="checkbox"/>
Present Equipment Obsolete	<input type="checkbox"/>	New Operation	<input type="checkbox"/>	Regulatory Requirement	<input type="checkbox"/>
Replace Worn-out Equipment	<input type="checkbox"/>	Improved Efficiency/Procedures	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Health and Life Safety	<input type="checkbox"/>	New Revenue	<input type="checkbox"/>		

Project Description:

This will fund the purchase of street lights from CMP and convert them to LED lights. The Town issued an RFP to better understand the cost and return on investment. Six proposals were received with the most advantageous being \$240,000 for the base plan and \$330,000 if smart control technology is included. Estimated ROI with the base plan is 2.56 years, and 3.52 years with the added technology. The conversion would require the Town take on maintenance costs, currently handled by CMP. The ROI includes that added maintenance built in.

Photo (click image to insert):



Project Financing:

Total Project Cost:	\$240,000	Town Funding Needed:	\$240,000
Amount and Type of Outside Funding Sources:	\$	Comments:	
Salvage Value of Existing Equipment?	\$	Comments:	

Future Costs & Operating Expenses:

Estimated Annual Cost of Operation & Maintenance	\$	Comments:	
Estimated Net Effect on Operating Cost, Revenues, Staffing?	\$	Comments:	

Project Planning:

Proposed Start Date of Project: _____
 What Planning Has Been Done for Project? _____
 Is Funding Necessary for Further Plans/Estimating? _____
 Can the Project be Phased? If yes, expenditure by year _____

FY20	FY21	FY22	FY23	FY24	Total
\$ 240,000	\$0	\$0	\$0	\$0	\$240,000

Please Provide and/or Attach Additional Project Details



Town of Kittery, Maine

Fire Department

3 Gorges Road
Kittery, Maine 03904
Tel (207) 439-2262

Chief David O'Brien
firechief@kitteryme.org

To: Town Manager Kendra Amaral

26 August 2018

Subj: LED Lighting RFP Submittal Review

Kendra:

On Thursday, 23 August 2018, subject proposals were opened at 2:00 pm in Conference Room A at Kittery Town Hall. I have reviewed the six proposals for completeness and conformance with the specifications to the RFP and addendums as issued. Please find below the results of my review:

In alphabetical order by company name.

Affinity LED Light LLC
133 Islington Street
Portsmouth, NH 03801

Net Book Value		\$ 47,591
Project Cost (includes fuse holder, fuse holder install LED fixture and LED fixture install)		<u>190,248</u>
	Total	\$237,839

Add on SMART Technology at install	\$88,766	\$326,605
Add on SMART Technology later date	\$107,996	\$345,835

Proposal includes requested warranties (two and ten), insurances,
Existing equipment audit, GIS review and references

Estimated Annual Savings
\$103,188 - \$10,417 = \$92,771

Estimated Project Payback
Without SMART Technology \$237,839/\$92,771 = 2.56 years
With SMART Technology \$326,605/\$92,771 = 3.52 years

PowerSecure

1609 Heritage Commerce Court
Wake Forest, NC 27587

Net Book Value	\$ 47,591
Project Cost (includes fuse holder, fuse older install LED fixture and LED fixture install	<u>\$240,256</u>
Total	\$287,797

SMART Technology not cost proposed

Proposal includes, insurances, GIS Review, existing equipment audit and references. Warranties are two on workmanship and manufacturers Warranties on material (five years)

Estimated Annual Savings
 $\$103,292 - \$9,327 = \$93,965$

Estimated Project Payback
Without SMART Technology $\$287,839/\$93,965 = 3.06$ years

RealTerm Energy

201 West Street
Suite 200
Annapolis, MD 21401

Net Book Value	\$ 47,591
Project Cost with Photocells	<u>\$274,282</u>
Total	\$321,873

Net Book Value	\$ 47,591
Project Cost with SMART Technology	<u>\$332,258</u>
Total	\$379,849

Proposal includes, insurances, existing equipment audit, GIS review and references. Warranties are unclear (nothing found on workmanship, five years with a ten year option on materials)

Estimated Annual Savings
 $\$104,349 - \$20,279 = \$84,070$

Estimated Project Payback
Without SMART Technology $\$321,873/\$84,070 = 3.83$ years
With SMART Technology $\$379,849/\$84,070 = 4.52$ years

Seimans Mobility, Inc.- ITS
 8 Progress Road
 Billerica, MA 01821

Net Book Value		\$ 47,591
Fuse and Fuse Install		\$ 32,351
LED fixture and fixture install		<u>\$262,170</u>
	Total	\$342,112

Add on SMART Technology at install	\$74,412	\$416,524
Add on SMART Technology later date	\$98,112	\$440,024

Proposal includes requested, insurances, existing equipment audit, GIS review and references. Warranties are two year on workmanship, unknown on material (no cut sheets provided)

Estimated Annual Savings
 \$102,993 - \$12,121 = \$90,872

Estimated Project Payback
 Without SMART Technology $\$342,112/\$90,872 = 3.77$ years
 With SMART Technology $\$416,524/\$90,872 = 4.58$ years

Tanko Streetlighting, Inc.
 220 Bayshore Boulevard
 San Francisco, CA 94124

This proposal included three different manufacturers of LED fixtures. They are Cooper, Philips, and GE. Philips is the lowest estimate provided. Below is the estimate using Philips LED fixtures.

Net Book Value		\$ 47,591
Project Cost		\$213,155
Fuse Holders		28,845
	Total	\$289,591

Add on SMART Technology	\$96,150	\$385,741
-------------------------	----------	-----------

Proposal includes requested insurances, equipment audit GIS review, and references. Warranties two and ten
 As requested

Estimated Annual Savings
 \$100,087 - \$7,882 = \$92,205

Payback

Without SMART Technology	$\$246,740/\$92,205 = 2.67$ years
With SMART Technology	$\$342,890/\$92,205 = 3.72$ years

TEN Connected Solutions


1501 Reedsdale Street, Suite 401
Pittsburgh, PA 15233

Net Book Value (quoted, \$57,690)		\$ 47,591
Project Cost (includes, fuse, LED fixture and install)		<u>\$277,250</u>
	Total	\$324,841
Add on SMART Technology	\$99,355	\$424,196
Add on SMART Technology later date	\$149,000	\$473,841

Proposal includes requested insurances, equipment audit
GIS review, and references. Warranties are unclear as workmanship
and either five or ten years for equipment based on the fixture.

After careful review of the proposals, I recommend the low bidder, Affinity LED Light, LLC. They are a local company who have experience in Maine, have provided Kittery with the lowest cost for the project and meet all of the expectations outlined in the RFP. Crucial to the success of this project is our ability to interact routinely with the contractor to ensure the project meets our expectations. A local company enhances this ability and will be able to provide repair services long after the two-year warranty on labor has expired.

Thank you for the opportunity to assist with this project. I believe this project and in the future more of similar scope will help our community understand the efforts being put forward by the town employees and with it a stable tax rate for the future.


Chief O'Brien

APPENDIX A - DEBT SCHEDULE

Town of Kittery
 Debt Schedule
 UPDATED:
 2/1/2019

Year Issued Project Total Bonded	Municipal Debt - Tax Funds												Tax Funds Municipal Total
	2006/2016 Refund Fire Stations		2010 PWD 675,000		2012 Frisbee - Com Ctr 5,500,000		2016 CIP- Roads/KCC Annex 2,258,000		2014A KLT Rustlewood 150,000		2016 KLT Braveboat 275,000		
	Princ	Interest	Princ	Interest	Princ	Interest	Princ	Interest					
2004													0
2005													0
2006													0
2007		83,742											83,742
2008	155,000	114,469											269,469
2009	155,000	107,881											262,881
2010	155,000	101,294											256,294
2011	155,000	94,706		11,675	0	0							261,381
2012	155,000	88,119		19,825	0	0							262,944
2013	155,000	81,338	35,000	19,475	275,000	126,775							692,588
2014	155,000	74,363	35,000	18,775	275,000	121,275							679,413
2015	155,000	67,388	35,000	18,075	275,000	115,775				4,034			670,272
2016	155,000	60,413	35,000	17,375	275,000	110,275		28,350	6,043	4,272			691,728
2017	125,000	42,213	35,000	16,675	275,000	104,775	233,000	42,830	6,076	4,239		6,318	891,126
2018	125,000	22,100	35,000	15,975	275,000	99,275	225,000	38,250	6,127	4,188	11,352	6,738	864,004
2019	115,000	19,700	35,000	15,231	275,000	93,775	225,000	33,750	6,199	4,116	11,463	6,627	840,861
2020	115,000	17,400	35,000	14,400	275,000	88,275	225,000	29,250	6,292	4,023	11,592	6,498	827,729
2021	115,000	15,100	35,000	13,503	275,000	82,775	225,000	24,750	6,407	3,907	11,741	6,349	814,532
2022	115,000	12,800	35,000	12,563	275,000	77,275	225,000	20,250	6,545	3,770	11,910	6,180	801,292
2023	115,000	10,500	35,000	11,556	275,000	71,775	225,000	15,750	6,701	3,614	12,101	5,989	787,986
2024	110,000	8,250	35,000	10,484	275,000	66,275	225,000	11,250	6,874	3,441	12,314	5,776	769,664
2025	110,000	6,050	35,000	9,369	275,000	60,088	225,000	6,750	7,063	3,252	12,550	5,540	755,661
2026	110,000	3,713	35,000	8,100	275,000	53,900	225,000	2,250	7,271	3,044	12,807	5,282	741,367
2027	110,000	1,238	35,000	6,700	275,000	47,025			7,502	2,813	13,088	5,001	503,367
2028			30,000	5,400	275,000	40,150			7,757	2,558	13,404	4,685	378,954
2029			30,000	4,200	275,000	32,588			8,032	2,283	13,763	4,327	370,192
2030			30,000	3,000	275,000	25,025			8,326	1,988	14,158	3,931	361,429
2031			30,000	1,800	275,000	16,913			8,642	1,672	14,585	3,504	352,117
2032			30,000	600	275,000	8,663			8,981	1,334	15,043	3,047	342,667
2033									9,338	977	15,531	2,558	28,404
2034									9,715	600	16,050	2,040	28,404
2035									10,111	203	16,597	1,493	28,404
2036											17,172	918	18,090
2037											17,779	311	18,090
2038													0
TOTAL	2,660,000	1,032,774	675,000	254,756	5,500,000	1,442,650	2,258,000	253,430	150,000	60,328	275,000	93,111	14,655,050

Town of Kittery
 Debt Schedule
 UPDATED:
 2/1/2019

Year Issued Project Total Bonded	School Debt - Tax Funds						Tax Funds School Total
	2002/2013 Refund MITCHELL 4,220,000		2010 MITCHELL & SHAPLEIGH		2016 CIP Schools 821,000		
	Princ	Interest	Princ	Interest			
2004	215,000	264,367					479,367
2005	215,000	158,694					373,694
2006	215,000	151,906					366,906
2007	215,000	144,719					359,719
2008	210,000	137,813					347,813
2009	210,000	130,725					340,725
2010	210,000	123,375					333,375
2011	210,000	116,025		114,465			440,490
2012	210,000	108,150		194,375			512,525
2013	210,000	99,881	325,000	191,125			826,006
2014	210,000	40,399	325,000	184,625			760,024
2015	210,000	32,130	325,000	178,125			745,255
2016	210,000	28,980	325,000	171,625	10,308		745,913
2017	210,000	25,830	325,000	165,125	86,000	15,560	827,515
2018	210,000	22,628	325,000	158,625	85,000	13,850	815,103
2019	210,000	18,900	325,000	151,719	85,000	12,150	802,769
2020	210,000	14,700	325,000	144,000	85,000	10,450	789,150
2021	210,000	10,500	325,000	135,672	80,000	8,800	769,972
2022	210,000	6,300	325,000	126,938	80,000	7,200	755,438
2023	210,000	2,100	325,000	117,594	80,000	5,600	740,294
2024			325,000	107,641	80,000	4,000	516,641
2025			325,000	97,281	80,000	2,400	504,681
2026			325,000	85,500	80,000	800	491,300
2027			325,000	72,500			397,500
2028			330,000	59,400			389,400
2029			330,000	46,200			376,200
2030			330,000	33,000			363,000
2031			330,000	19,800			349,800
2032			330,000	6,600			336,600
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
TOTAL	4,220,000	1,638,120	6,525,000	2,561,934	821,000	91,118	15,857,173

Town of Kittery
 Debt Schedule
 UPDATED:
 2/1/2019

Year Issued Project Total Bonded	Sewer Debt - Other Funds						Other Funds Sewer Total	All Funds Grand Total
	1992, 2003 SEWER SRF Refunded		2010 SEWER SRF		2016 SEWER SRF			
	Princ	Interest	Principle	Interest	Princ	Interest		
2004							0	479,367
2005							0	373,694
2006							0	366,906
2007							0	443,461
2008							0	617,281
2009							0	603,606
2010							0	589,669
2011	213,624	7,083	148,452	56,454			425,613	1,127,484
2012	206,541	3,541	149,937	56,528			416,548	1,192,016
2013	265,038	19,879	151,436	38,761			475,113	1,993,707
2014	65,959	11,570	152,950	37,246			267,726	1,707,162
2015	66,919	10,571	154,480	35,717			267,687	1,683,214
2016	67,921	9,440	156,025	34,172			267,558	1,705,198
2017	68,967	8,336	157,585	32,612	377,865	199,810	845,175	2,563,816
2018	70,059	7,215	159,161	31,036	379,594	122,147	769,211	2,448,317
2019	71,197	5,889	160,752	29,444	383,410	118,332	769,024	2,412,653
2020	72,381	3,182	162,360	27,837	387,262	114,478	767,499	2,384,379
2021	71,482	2,535	163,983	26,213	391,155	110,586	765,954	2,350,458
2022	70,474	1,859	165,623	24,573	395,086	106,655	764,270	2,321,000
2023	70,646	1,155	167,279	22,917	399,057	102,684	763,738	2,292,017
2024			168,952	21,244	403,067	98,674	691,937	1,978,242
2025			170,642	19,555	573,589	102,072	865,858	2,126,200
2026			172,348	17,848	579,354	96,308	865,858	2,098,525
2027			174,072	16,125	585,177	90,485	865,859	1,766,726
2028			175,812	14,384	591,058	84,604	865,858	1,634,212
2029			177,571	12,626	596,998	78,663	865,858	1,612,250
2030			179,346	10,850	602,999	72,663	865,859	1,590,288
2031					609,058	66,603	675,661	1,377,578
2032					615,179	60,482	675,661	1,354,928
2033					621,362	54,299	675,662	704,066
2034					627,608	48,053	675,661	704,065
2035					633,915	41,747	675,662	704,066
2036					640,286	35,376	675,662	693,751
2037							0	18,090
2038							0	0
TOTAL	1,381,208	92,254	3,268,766	566,145	10,393,077	1,804,721	17,506,171	48,018,394

APPENDIX B - TAX ASSET DETAIL

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User: RHR Admin

Town of Kittery
Capital Plan: Assets by Class and Department
 Fiscal Year End: 6/30/2018

Asset Class/Dept	Total Original Cost	Total Replacement Cost	Annual Depreciation	Accumulated Depreciation
Building Improvements				
Fire	\$369,408.00	\$0.00	\$10,679.00	\$123,181.00
GG	\$183,606.00	\$0.00	\$6,019.00	\$18,521.00
HM	\$27,226.00	\$0.00	\$908.00	\$12,705.00
PW	\$77,950.00	\$0.00	\$2,450.00	\$59,360.00
Rec	\$156,965.00	\$0.00	\$5,590.00	\$57,683.00
School	\$741,945.00	\$0.00	\$38,249.00	\$173,166.00
Sewer	\$12,879,024.00	\$8,890,972.00	\$359,860.00	\$3,539,401.00
TW	\$34,183.00	\$0.00	\$1,709.00	\$17,092.00
Subtotals	\$14,470,307.00	\$8,890,972.00	\$425,464.00	\$4,001,109.00
Buildings				
Fire	\$2,289,800.00	\$0.00	\$61,667.00	\$761,467.00
GG	\$2,680,000.00	\$0.00	\$89,333.00	\$1,876,000.00
HM	\$71,000.00	\$0.00	\$2,367.00	\$49,700.00
Police	\$84,458.00	\$0.00	\$0.00	\$84,458.00
PW	\$2,137,245.00	\$811,479.00	\$55,509.00	\$1,465,952.00
Rec	\$5,872,598.00	\$0.00	\$131,644.00	\$799,271.00
School	\$24,832,441.00	\$6,522,528.00	\$725,349.00	\$17,540,847.00
Sewer	\$5,767,300.00	\$0.00	\$192,240.00	\$4,687,720.00
TW	\$2,958,504.00	\$2,899,969.00	\$82,856.00	\$2,958,504.00
Subtotals	\$46,693,346.00	\$10,233,976.00	\$1,340,965.00	\$30,223,919.00
Construction in Progress				
School	\$5,313.00	\$0.00	\$0.00	\$0.00
Subtotals	\$5,313.00	\$0.00	\$0.00	\$0.00
Infrastructure				
Harbormaster	\$375,902.00	\$0.00	\$7,518.00	\$22,554.00
HM	\$461,110.00	\$442,276.00	\$22,874.00	\$136,483.00
PW	\$11,151,967.00	\$31,376,083.00	\$261,909.00	\$8,963,838.00
Sewer	\$11,691,686.00	\$0.00	\$464,019.00	\$469,928.00
TW	\$15,000.00	\$0.00	\$1,500.00	\$7,500.00
Subtotals	\$23,695,665.00	\$31,818,359.00	\$757,820.00	\$9,600,303.00
Land				
Fire	\$353,200.00	\$0.00	\$0.00	\$0.00

PW	\$8,579,000.00	\$0.00	\$0.00	\$0.00
School	\$29,422.00	\$0.00	\$0.00	\$0.00
Sewer	\$285,980.00	\$0.00	\$0.00	\$0.00
TW	\$1,989,284.00	\$0.00	\$0.00	\$0.00
Subtotals	\$11,236,886.00	\$0.00	\$0.00	\$0.00
Land Improvements				
GG	\$9,485.00	\$0.00	\$474.00	\$4,743.00
PW	\$1,559,878.00	\$400,000.00	\$73,227.00	\$670,253.00
School	\$368,054.00	\$84,683.00	\$12,915.00	\$308,353.00
TW	\$266,217.00	\$74,725.00	\$9,575.00	\$170,472.00
Subtotals	\$2,203,634.00	\$559,408.00	\$96,191.00	\$1,153,821.00
Machinery & Equipment				
Fire	\$651,381.00	\$225,226.00	\$32,776.00	\$470,068.00
GG	\$377,129.00	\$178,023.00	\$23,933.00	\$283,755.00
Harbormaster	\$36,940.00	\$0.00	\$5,277.00	\$7,701.00
HM	\$43,213.00	\$22,700.00	\$1,900.00	\$29,465.00
Police	\$719,731.00	\$194,487.00	\$55,103.00	\$344,883.00
PW	\$1,627,190.00	\$1,064,215.00	\$70,895.00	\$960,620.00
Rec	\$10,063.00	\$5,000.00	\$1,013.00	\$10,063.00
School	\$613,050.00	\$199,875.00	\$12,506.00	\$493,517.00
School Lunch	\$130,546.00	\$0.00	\$4,842.00	\$92,276.00
Sewer	\$302,205.00	\$120,675.00	\$23,980.00	\$214,567.00
TW	\$75,058.00	\$0.00	\$5,000.00	\$75,058.00
Subtotals	\$4,586,506.00	\$2,010,201.00	\$237,225.00	\$2,981,973.00
Vehicles				
Fire	\$1,967,967.00	\$1,529,713.00	\$66,345.00	\$1,525,208.00
Police	\$542,479.00	\$212,235.00	\$33,042.00	\$363,813.00
PW	\$2,694,263.00	\$739,756.00	\$289,324.00	\$1,277,912.00
Rec	\$117,180.00	\$36,824.00	\$8,601.00	\$99,977.00
School	\$89,325.00	\$0.00	\$9,103.00	\$52,621.00
Sewer	\$148,452.00	\$74,029.00	\$13,167.00	\$120,458.00
Subtotals	\$5,559,666.00	\$2,592,557.00	\$419,582.00	\$3,439,989.00
Totals for Report	\$108,451,323.00	\$56,105,473.00	\$3,277,247.00	\$51,401,114.00



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

REPORT TO TOWN COUNCIL

Meeting Date: January 28, 2019
UPDATED: February 11, 2019
From: Kendra Amaral, Town Manager
Sponsor: Chairperson Spiller
Subject: Title 4 – Boards, Commissions, and Committees

The Town Council and Town Manager have had as a long-standing objective to update Title 4 to clarify, simplify, and enumerate the charges of the various boards, commissions, and committees of the Town.

The proposed amendments address the recommendations of the Committee on Appointments, and ensures all of the permanent boards, commissions, and committees are incorporated into Title 4. The proposal also recommends incorporation of voting procedures into the Town Council rules.

The proposed amendments also seek to address the Council and public's distaste for the current Planning Board and Board of Appeals appointments, while retaining the intent of the process which is to ensure the members of these critical boards receive a broader vetting by the full Town Council.

OVERVIEW

The proposed amendments to Title 4 and the Town Council Rules fall into one of 4 categories:

- Address the identified issues with the appointment process for Planning Board (PB) and Board of Appeals (BOA) members;
- Eliminate redundancy of language throughout Title 4
- Remove duties or powers that conflict with Town Council or Town Manager authority established by Town Charter;
- Enumerate existing boards, commissions, or committees not currently in Title 4, remove defunct boards; and update duties and powers to reflect current duties and roles

The attached draft incorporates the feedback received from the various chairs of the boards, commissions, and committees. The procedures section of the ordinance has also been reviewed by the Town Attorney for consistency with the Town Charter.

Updates to the proposal include:

- further clarify/refine/correct language, grammar and typos;
- Add two citizen members to the Trustees of Trust Funds, bringing the total membership to five citizens, the Council Chairperson and the Town Clerk; and
- Add the Climate Adaptation Committee to reflect the vote of the Council on January 28, 2019.

Address the Identified Issues with Appointment Process

The volunteering residents, Town Council, and existing members of the PB and BOA have expressed frustration with and debated the requirements of the appointment process for the PB and BOA. The current process requires members for reappointment be considered equally with new applicants. It also requires the Council to vote “Yes” or “No” on all nominations, and allows for appointment by coin toss.

Charter requires a quorum of the Council to interview the applicants to the PB and BOA; it does not require that all applicants be interviewed. The proposed revisions allow the Council to give first consideration to members seeking reappointment on these two boards; and only if the vacancy is not filled by reappointment consider other applicants. This eliminates new applicants spending time before the Council unnecessarily.

The Council rule revisions proposed requires the Council name the nominated candidate they support for appointment, rather than vote “yes” or “no” on each nominated candidate. This will dramatically reduce the likelihood of a tie, and presents a better public approach to considering multiple qualified candidates.

Because the procedure is being proposed for incorporation into the Council Rules (and recommended to be applied to Council Leadership positions as well), it can be refined and revised as needed by the sitting Council.

Eliminate Redundancy

The proposed amendment moves repetitive language to §4.2.3. Examples of repetitive language includes the calculation of terms when a ½ term is served, who appoints for unexpired terms, and that members serve until their successors are appointed.

Remove Conflict with Charter Granted Authority

In some cases, the duties and powers of the boards listed conflict with Charter established Town Council and Town Manager authority, specifically relative to financial management, budget development and implementation, expenditures, and direction of administrative operations. The proposed amendment addresses these conflicts.

Enumerate Existing Boards and Remove Non-Existent Boards and Updates Duties and Roles

The proposal adds the following existing, standing boards, commissions and committees and removes those no-longer in existence:

- Capital Improvement Committee – existing
- Personnel Board – removed to reflect recent Charter changes (Nov 2017)
- Economic Development Committee – made a standing committee (2017)
- Educational Scholarship Selection Committee – existing
- Kittery Land Issues Committee – was Kittery Open Space Advisory, revised to reflect additional role for reviewing land use code.
- Comprehensive Plan Committee – new (Dec 2018)

RECOMMENDATIONS FROM COMMITTEE ON APPOINTMENTS

In 2015, the Town Council received a memo with recommendations from the “Committee on Appointments”. Some of their recommendations were incorporated into Title 4 in previous amendment efforts. Other recommendations are addressed by this proposed amendment.

1. **Service on Multiple Boards** – addressed in current code by 4.2.3.B

2. **Appointment Notification** – implemented administratively; the notification process is administered through the Town Clerk’s office.
3. **Term Limits** – Given the desire to engage more residents in the participation of government, the recommendation is not incorporated into the proposed amendment.
4. **Term Expiration** – Addressed in the proposed amendment.
5. **Conflict of Interest** – implemented administratively, the conflict of interest statement is on the application. This proposal does not recommend the addition of employees being appointed as resident members.
6. **Removal Procedure** – addressed in current code by 4.2.3.K
7. **Maintenance of Lists** – Requiring someone to fill out multiple duplicate applications can be a barrier to volunteering, the issue can be addressed administratively. Proposed amendment includes a 5-year retention schedule for applications.
8. **Appointment Exceptions** – Proposed amendment addresses conflict with Charter
9. **Kittery Port Authority** - addressed in current code 4.11, updated to reflect Charter change in 2017. KPA language should be removed from Title 16 during the recodification.
10. **Relocation of Section 4.2 to Council Rules** – partially addressed in the amendment. Certain parts of Section 4.2 are appropriate to remain in the Ordinance.

NEXT STEPS

- January – Council to schedule Public Hearing
- February – Public Hearing and Vote

ATTACHMENTS

- Proposed Title 4 Amendments
- Proposed Title 4 Enactment
- Proposed Council Rules Amendments
- Committee on Appointments Report, March 17, 2015

**KITTERY TOWN CODE TITLE 4
BOARDS, COMMISSIONS, AUTHORITIES, AND COMMITTEES**

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

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

10 **WHEREAS**, the Kittery Town Council seeks to encourage public engagement in boards,
11 commissions, authorities, and committees through accessible and consistent application and
12 appoint processes;

13 **WHEREAS**, the slate of boards, commissions, authorities, and committees, their charges, and
14 membership composition have changed over time, and periodic updates to the ordinance are
15 required;

16 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A MRS §3001 AND TOWN CHARTER
17 §2.07(3), THE TOWN OF KITTERY HEREBY ORDAINS AMENDMENT TO TITLE 4 OF THE
18 TOWN CODE, AS PRESENTED.

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

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

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

AMEND Title 4 as follows:

1 § 4.2.1 **Purpose.**

2 When subject to Council appointment, members of Town boards, which term includes authorities,
3 commissions, committees (both standing and ad hoc) and trusts, are selected using the following
4 procedures.

5 § 4.2.2 **Objectives.**

6 There are certain general objectives which are critical to the successful functioning of Council-appointed
7 boards; among these are:

8 A. That boards always have available to them candidates for membership who are qualified for the
9 unique needs of that board;

10 B. That each board maintain the independent posture needed to encourage the free and open dialogue
11 crucial to its function; and

12 C. That all volunteers are shown the appreciation of the community regardless of whether or not they
13 are appointed to a particular board.

14 § 4.2.3 **Procedures.**

15 Unless otherwise specified in this Title, the Town Council makes the appointment of citizen members and
16 business representatives to Town boards for open or unexpired vacant terms.

17 ~~To achieve these goals, t~~The following procedures for the selection of board members are adopted:

18 A. A list of applicants will be maintained by the Town Clerk. Applications will be retained for five
19 years or until the applicant withdraws or is appointed, whichever is sooner.-

20 B. ~~Volunteers must complete an application for each board they wish to serve.~~ Applicants will be listed
21 in order by the date-time of receipt of the completed application by the Town Clerk.

22 C. Applicants are eligible to serve only one primary board at a time (unless acting as an official
23 designee to another board). Primary boards are defined as follows: Board of Appeals, Board of
24 Assessment Review, Capital Improvement Program, Conservation Commission, Parks Commission,
25 Planning Board, and Port Authority. All other boards are considered secondary. Service on
26 secondary boards is limited to no more than three.

27 ~~E~~D. No Town employees may be appointed to a Board, except when attendance is required in their
28 official capacity.

29 ~~D~~E. Except for Planning Board and Board of Appeals applicants, the next listed board applicant will be
30 polled for interest for serving on a board when an opening occurs. Those declining will be removed
31 from the applicant list for that board as of the date of declining.

32 F. A member whose term is expiring is given first consideration for reappointment-~~first~~, subject to term
33 limitations for the position, if any. Service for more than 1/2 of a term is considered a full term for
34 the purpose of calculating term limits. Alternates or associates on a board will be given ~~first~~second
35 consideration for appointment when an opening occurs, in order of length of service.

36 ~~F~~G. Except for Planning Board and Board of Appeals applicants, the Council may waive the interview
37 requirement for reappointments, alternates applying for full membership, and full members applying
38 for alternate status.

39 GH. With the exception of the Planning Board and Board of Appeals, ~~eligible applicants are interviewed~~
40 ~~for a specific board appointment prior to consideration by the full Council~~ interviews for appointment
41 to a board will be conducted as follows:

42 (1) The interview is conducted by the chairperson ~~(or designated regular member(s))~~ of the applicable
43 board and by one Council member designated by the Council. Councilor interviewing assignments
44 are rotated so that no one Councilor would be involved in successive interviews for the same board.
45 In event neither the ~~Board-board~~ Chairperson-chairperson nor a designated permanent member is
46 available, the sitting Council may determine an alternate interview protocol.

47 (2) Interviews are considered private.

48 (3) Only one interview is conducted with each applicant for each position.

49 (4) ~~Both i~~ Interviewers must agree to the acceptability of the candidate in order for that candidate's ~~name~~
50 to be considered by the full Council.

51 ~~(5) Applicants not recommended to the Council may opt to remain on the list(s) if they so desire. They~~
52 ~~must notify the Town Clerk in writing of their interest within one week of being notified of the~~
53 ~~nonappointment, and they will be placed at the bottom of the list. Otherwise, they will be removed~~
54 ~~from the list.~~

55 H. The following criteria ~~are used~~ will be considered in evaluating candidates:

56 (1) Education.

57 (2) Training and experience.

58 (3) Related experiences.

59 (4) Any potential for conflict of interest.

60 (5) For reappointments or changes from alternate to full member, attendance (rated as excellent, good or
61 poor) is to be provided by the Chairperson of the board on the interview form.

62 I. Applicants not recommended to or appointed by the Council may opt to remain on the applicant list
63 if they so desire. They must notify the Town Clerk in writing of their interest within one week of
64 being notified of the nonappointment, and they will be placed at the bottom of the list. Otherwise,
65 they will be removed from the list.

66 K. Unless otherwise specified in this Title, applicants must be qualified to serve in accordance with
67 Town Charter and remain qualified throughout their appointment.

68 L. For the purpose of aligning term ending dates to December 31st, the Council may make
69 appointments no more than one year in excess of the specified term, unless prohibited by Charter.

70 M. Any appointed board member may be dismissed for cause by the Town Council pursuant to Section
71 2.07(1) of the Town Charter.

72 N. Unless prohibited by Charter or otherwise specified in this Title, members serve until their successors
73 are appointed and qualified.

74 § 4.2.4 **Planning Board or Board of Appeals interviews ~~and appointments.~~**

75 ~~A. Applicants for a vacant position will be interviewed for the~~ on the Planning Board or Board of Appeals
76 ~~must be interviewed with by~~ at least a quorum of the Council ~~present~~ at a regular or special Council
77 meeting. ~~A member who is eligible for reappointment may be given first consideration for an~~
78 ~~interview and appointment by the Council. Thereafter, if the position is not filled by reappointment~~
79 ~~the Council will interview interested applicants in order of the date and time the application was~~
80 ~~received. If there are multiple applicants for a board, they will be interviewed by Council as a group,~~
81 ~~including applicant(s) already interviewed.~~

82 B. Criteria listed in § 4.2.3H (1-4) must be ~~used in considering~~ considered in evaluating candidates for
83 the Planning Board and the Board of Appeals.

84 C. ~~After the interviews are completed, The~~ Council, in open session, ~~and by the following meeting,~~
85 shall nominate, with a second, discuss and vote on appointment to the candidate(s) for the open the
86 ~~vacancy~~ vacant position in accordance with Town Council Rules and Regulations Appointment
87 Procedures.

88 ~~D. A tie vote on an appointment shall be voted on by Council twice. Following the second tie vote, the~~
89 ~~Council Chairperson shall determine the winner by lot by a coin toss.~~

90 ~~E. Interviewed applicants not appointed may remain on the list if they so desire. They must notify the~~
91 ~~Town Clerk in writing of their interest within one week of being notified of the nonappointment, and~~
92 ~~they will be placed back on the list. Otherwise, they will be removed from the list.~~

93 § 4.2.5 **Appointment exceptions.**

94 The sitting Town Council shall determine appointment procedures for all Ad Hoc, Special and other
95 Boards, Commissions and Committees.

96 ~~A. Building Committee: when Council appointed membership is involved, appointment procedure is~~
97 ~~determined by the sitting Council.~~

98 ~~B. Charter Commission: procedure is determined by the sitting Council.~~

99 ~~C. Christmas Parade Committee: members recommended by sponsoring group.~~

100 ~~D. Rice Public Library Board of Trustees: application and interview procedure applies, but appointment~~
101 ~~is made by Library Trustees.~~

102 ~~E. Boards formed after November 1, 2000: procedure is determined by the sitting Council.~~

103 ~~F. For the purpose of aligning term ending dates, the Council may make appointments in excess of~~
104 ~~three years (but no more than four years) with term dates ending December 31st.~~

105 ~~§ 4.2.6 Other appointments.~~

106 ~~The following appointments are subject to the provisions indicated:~~

107 ~~A. Town Manager, including related positions held by Manager: interview by Council as part of hiring~~
108 ~~procedure.~~

109 ~~B. Individual positions not enumerated: procedure determined by sitting Council.~~

110 **Chapter 4.3 Board of Assessment Review**

111 § 4.3.1 **Creation of Board; powers.**

112 The Board of Assessment Review is created pursuant to Article VII of the Town Charter and exercises the
113 powers conferred by that article.

114 § 4.3.2 **Membership.**

115 Qualifications of members, their appointment and terms, is governed by Article VII of the Town Charter.
116 Members serve until their successors are appointed and qualified.

117 **Chapter 4.4 Kittery Community Center Board of Directors**

118 § 4.4.1 **Appointment and composition.**

119 A. ~~Pursuant to the provisions of the Town Charter, Section 2.07(1), the Town Council establishes a~~The
120 Board of Directors for the Kittery Community Center at Frisbee Common ~~to~~oversees those aspects
121 of center operations and facilities as delineated in this chapter.

122 B. The Board consists of eleven (11) nine-voting members. ~~Seven~~Nine (9) are Kittery residents,
123 serving staggered terms of office of three years each, plus the Town Manager and ~~a Council-~~
124 ~~appointed a~~ Town Councillor. ~~For the purpose of aligning term ending dates, the Council may make~~
125 ~~appointments in excess of three years (but no more than four years).~~ The Recreation-Community
126 Center Director ~~and Town Planner are~~ is an ex officio members without voting rights.

127 C. Resident appointments are to be comprised of individuals with demonstrable experience or
128 association with recreation (no less than three); arts and culture (no less than two); economic or
129 community development (no less than one).

130 D. ~~The initial appointment of one recreation member, one arts and culture member, and the economic or~~
131 ~~community development member are for three years. The second recreation and arts and culture~~
132 ~~initial appointments are for two years, with the remaining two appointments for one year. All~~
133 ~~subsequent~~ resident appointments, or reappointments, are to be for three-year periods, except as
134 ~~provided in Subsection I~~ otherwise specified.

135 ~~E. Members of the Board are appointed by the Town Council.~~

136 ~~F. Municipal officers or officials, or a spouse thereof, may not serve as a resident member of the Board.~~

137 ~~G. Members serve until their successors are appointed and qualified.~~

138 ~~H. A member of the Board may be dismissed for cause by the Town Council before the expiration of~~
139 ~~such member's term after notice and hearing.~~

140 ~~I. Vacancies are filled by Town Council appointment for the unexpired term.~~

141 § 4.4.2 ~~Powers and duties~~Duties.

142 ~~A. The Board shall elect annually a Chairperson, Vice Chairperson, and Secretary from its membership.~~
143 ~~It is the duty of the Secretary to keep and maintain a permanent record of all meetings of the Board~~
144 ~~and show the vote of each member upon each question.~~

145 ~~B. A quorum consists of five or more members. All decisions must be made by a minimum of five like~~

146 ~~votes, except on procedural matters.~~

147 ~~C.A. The Board shall propose To~~ establish bylaws ~~for Town Council adoption~~ to govern routine Board
148 proceedings.

149 ~~D. The Board shall set agendas and hold meetings to perform duties.~~

150 ~~E. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a~~
151 ~~member from voting thereon is decided by a majority vote of the members present, subject to~~
152 ~~Subsection B above, except the member who is being challenged, who may not vote on the issue.~~

153 ~~F. All records of the Board are public records, except as excluded under 1 M.R.S. §402, Subdivision~~
154 ~~3A through O, the Maine Freedom of Access (Right to Know) Statute.~~

155 ~~G. The Board is to:~~

156 B. (1) Prepare and recommend a long-range (five-year) Community Center development plan for
157 Council adoption, updated annually, and monitor and report on plan implementation progress;

158 C. (2) Develop operational policies and ~~approve~~ operating procedure protocols recommended by
159 administration;

160 D. (3) Review and endorse an annual operating budget proposal for operations and facilities
161 maintenance developed by administration;

162 E. (4) ~~Develop and annually~~ Review and endorse an annual ~~recommend a~~ capital program to the
163 Capital Improvement Program Committee; and

164 F. (5) Report ~~quarterly for the first year of operation, then annually or at~~ at such intervals as the
165 Town Council may direct ~~thereafter~~, on programs, use, growth, and new activity at the center. Such
166 report may include elements to satisfy the plan implementation progress report.

167 Chapter 4.5 ~~(Reserved)~~ Voter Registration Appeals Board

168 As provided by State Statute, 21-A MRS, §103.

169 Chapter 4.6 **Board of Trustees of Trust Funds**

170 § 4.6.1 **Creation of Board; duties.**

171 A Board of Trustees of Trust Funds is created to have the care and management of the Mary Stafford
172 Wildes Estate, George Smart Trust or any other similar restricted Trust Funds managed by the
173 Town funds.

174 § 4.6.2 **Membership.**

175 The Board consists of ~~five members~~, the Chairperson of the Town Council and the Town Clerk to be ex
176 officio members and the Clerk to be treasurer of said fund, and ~~three~~ five (5) ~~additional citizen~~ members
177 to be appointed ~~by the moderator for one, two and three years respectively; and hereafter each year one~~
178 ~~member is to be appointed~~ by the Town Council for a three-year term and thereafter for successive three-
179 year terms. ~~Appointed members serve until their successors are appointed and qualified. For the purpose~~
180 ~~of aligning term ending dates, the Council may make appointments in excess of three years (but no more~~

181 ~~than four years). Appointed member vacancies are filled by Town Council appointment for the unexpired~~
182 ~~term.~~

183 ~~Chapter 4.7 Personnel Board~~ Chapter 4.7 (Reserved)

184

185 ~~§ 4.7.1 Established; composition; qualifications, terms, removal, compensation of members; filling~~
186 ~~of vacancies; duties.~~

187 ~~A. A Personnel Board is established, consisting of five members appointed by the Town Council. No~~
188 ~~member of the Board may be employed by the Town nor hold or be a candidate for any elective~~
189 ~~office. Members of the Board serve terms of three years and until their successors are appointed and~~
190 ~~qualified; provided, however, that, of the members originally appointed, one shall serve for a term of~~
191 ~~one year, two for a term of two years, and two for a term of three years. All terms expire on the same~~
192 ~~date in their respective years. Members serve conditioned only upon good behavior and may be~~
193 ~~removed for cause after notice and hearing. However, no member of the Board may serve for more~~
194 ~~than two consecutive three year terms. Vacancies occurring during a term are filled by the Town~~
195 ~~Council for the balance of the term. Members of the Board serve without compensation, but funds~~
196 ~~will be provided for reasonable and necessary expenses. The Board elects its own Chairperson.~~

197 ~~B. In addition to the duties set forth elsewhere in this chapter, the Board is to:~~

198 ~~(1) Advise the Town Manager on matters of personnel policy and problems of personnel administration,~~
199 ~~including the development of personnel rules, a job classification plan, and a uniform pay plan;~~

200 ~~(2) Represent the public interest in the improvement of personnel administration in the Town service;~~
201 ~~and~~

202 ~~(3) Make any inquiry which it may consider desirable concerning personnel administration in the Town~~
203 ~~service and make advisory recommendations to the Town Manager with respect thereto.~~

204 ~~§ 4.7.2 Personnel Board responsible for hearing grievances.~~

205 ~~The Personnel Board is responsible for hearing grievances involving employees covered by this chapter~~
206 ~~in the manner and under the provisions specified by this chapter.~~

207 ~~§ 4.7.3 Opinions and decisions of Personnel Board.~~

208 ~~All opinions and decisions issued by the Personnel Board are advisory in nature and are issued to the~~
209 ~~Town Manager and to the employee(s) requesting the grievance hearing or separation/demotion hearing.~~

210 ~~§ 4.7.4 Function of Personnel Board generally.~~

211 ~~It is not the Personnel Board's function to exclusively represent the interests of the employee or the~~
212 ~~employer; it is the Board's function to fairly and impartially represent the interests of both parties and to~~
213 ~~clearly and continually work for the development of mutual respect, understanding and cooperation~~
214 ~~between the parties.~~

215 **Chapter 4.8 Shellfish Conservation Committee**

216 **§ 4.8.1 Establishment.**

217 The Shellfish Conservation Program for the Town is administered by the Shellfish Conservation

218 Committee, ~~consisting of seven full members and two alternate members appointed by the Town~~
219 ~~Council for terms of three years. Members serve until their successors are appointed and qualified. For~~
220 ~~the purpose of aligning term ending dates, the Council may make appointments in excess of three years~~
221 ~~(but no more than four years). Vacancies are filled by Town Council appointment for the unexpired term.~~

222 § 4.8.2 **Responsibilities.**

223 The Committee's responsibilities include:

- 224 A. Establishing annually in conjunction with the Department of Marine Resources the number of
225 shellfish-digging licenses to be issued;
- 226 B. Surveying each clam-producing area at least once every three years to establish size distribution and
227 density, and annually estimating the status of the Town's shellfish resources;
- 228 C. Submitting to the Town ~~Council~~ Manager proposals for the expenditures of funds for the purpose of
229 shellfish conservation;
- 230 D. ~~Keeping Chapter 12.6, Shellfish, under r~~ Reviewing and making recommendations for ~~its~~
231 ~~amendments~~ to Chapter 12.6 Shellfish;
- 232 E. Securing and maintaining records of shellfish harvest from the Town's managed shellfish areas and
233 closed areas that are conditionally opened by the Department of Marine Resources;
- 234 F. Recommending conservation closures and openings to the Town Council in conjunction with the
235 area biologists of the Department of Marine Resources; and
- 236 G. Submitting an annual report to the municipality and the Department of Marine Resources covering
237 the above topics and all other committee activities.

238 §4.8.3 Membership

239 The Committee consists of seven (7) members and two (2) alternate members appointed by the Town
240 Council for terms of three years.

241 **Chapter 4.9 Conservation Commission**

242 § 4.9.1 ~~Appointment; purpose.~~ Purpose

243 Pursuant to the provisions of 30-A M.R.S. § 3261, the Town Council is to appoint a Conservation
244 Commission for the protection and use of the natural resources located within the territorial limits of the
245 Town.

246 § 4.9.2 **Duties.**

247 The Commission is to:

- 248 A. Keep an index of all open areas within the municipality, whether publicly or privately owned,
249 including open marshlands, swamps and other wetlands, for the purpose of obtaining information
250 relating to the proper protection, development or use of those open areas. The Commission may
251 recommend to the municipal officers or any municipal body or board, or any body politic or public
252 agency of the state, a program for the better protection, development or use of those areas, which
253 may include the acquisition of conservation easements;

- 254 B. Conduct research, in conjunction with the Planning Board, into the local land areas;
- 255 C. Keep records of its meetings, ~~finances~~ and activities and make an annual report to the municipality;
- 256 and
- 257 D. Seek to coordinate the activities of conservation bodies organized for similar purposes.

258 § 4.9.3 **Powers.**

259 The Commission may:

- 260 A. Make recommendations for use of land to the Planning Board and Parks Commission;
- 261 B. Prepare and print books, charts, maps and plans as it deems necessary;
- 262 C. Serve as an advisory body to the Public Works Department to review and advise, at least twice a
- 263 year, at the call of the Town Manager, in conjunction with the management plan and maintenance of
- 264 public parks and shade trees in public parks;
- 265 D. With the approval of the majority of the Town Council, receive gifts in the municipality's name for
- 266 any of the Commission's purposes and administer the gift for those purposes, subject to the terms of
- 267 the gift; acquire land or easements and trusts and accept gifts of land or money or easements for
- 268 conservation purposes; and
- 269 E. Develop and implement a management plan for Rogers Park, with approval of the Town Council.

270 § 4.9.4 **Membership.**

- 271 A. The Town Council may appoint at least three (3), but not more than seven (7), Conservation
- 272 Commissioners. ~~The Commissioners are selected from the qualified resident voters of the Town.~~
- 273 Members are ~~initially~~ appointed for ~~terms of one, two and three years, such that the terms of~~
- 274 ~~approximately 1/3 of the members will expire each year. Their successors are appointed for~~ terms of
- 275 three years each. ~~Members serve until their successors are appointed and qualified. For the purpose~~
- 276 ~~of aligning term ending dates, the Council may make appointments in excess of three years (but no~~
- 277 ~~more than four years). Vacancies are filled by Town Council appointment for the unexpired term.~~
- 278 B. The Commission may recommend to the municipal officers that associate members be appointed to
- 279 assist the Commission as the Commission requires. Associate members are nonvoting members,
- 280 except when a quorum is absent. Their terms of office are to be for one, two or three years. ~~Associate~~
- 281 ~~members are selected from the qualified resident voters of the Town.~~

282 **Chapter 4.10 Parks Commission**

283 § 4.10.1 **Purpose.**

284 The Town Council may appoint a Parks Commission to provide ongoing citizen recommendations

285 relating to the improvement or development of Town-owned property that is or is likely to be developed

286 into Town parks to ensure the preservation, beauty and protection of these most valuable sites.

287 § 4.10.2 **Duties.**

288 The Commission is to:

- 289 A. Recommend to the Town Council an overall park management plan for the identification, protection,

- 290 development or use of park lands and facilities;
- 291 B. Meet with the Town Manager to review and advise, at least twice a year, on the status and progress
292 of the park management plan and other pertinent issues;
- 293 C. Coordinate its activities with those of the park, recreation, school and conservation bodies organized
294 for similar purposes;
- 295 D. Keep records of Commission ~~finances and~~ activities, post agendas and minutes of meetings ~~and~~
296 ~~make an annual report to the municipality;~~
- 297 E. Assure that any recommended changes affecting municipal park properties are made in conjunction
298 with the Conservation Commission; and
- 299 ~~F Formulate a Commission budget to be presented to the Town Council for approval.~~

300 § 4.10.3 **Powers.**

301 The Commission may:

- 302 A. Make recommendations for use of the parks and park facilities to the Town Manager ~~and/or the~~
303 ~~Planning Board;~~
- 304 B. Prepare and print books, maps and plans as it deems necessary;
- 305 C. With the approval of the majority of the Town Council, apply for grants or receive gifts in the
306 municipality's name for any of the Commission's purposes and administer these grants or gifts for
307 those stated purposes, as specified by the terms of the grant or gift consistent with all appropriate
308 state statutes; and
- 309 D. Make recommendations to the Town Council for revisions to the park fee policy and rate schedules.

310 § 4.10.4 **Membership.**

- 311 A. The Commission consists of seven (7) members, ~~qualified under Sec. 2.07(2) of the Town Charter,~~
312 who have demonstrated an interest in the Town parks and facilities. Members are ~~initially appointed~~
313 ~~for terms of one, two and three years, such that the terms of approximately 1/3 of the members will~~
314 ~~expire each year. Their successors will be appointed for terms of three years each. Members serve~~
315 ~~until their successors are appointed and qualified. For the purpose of aligning term ending dates, the~~
316 ~~Council may make appointments in excess of three years (but no more than four years). Vacancies~~
317 ~~are filled by Town Council appointment for the unexpired term.~~
- 318 B. The Commission may recommend to the municipal officers that up to two (2) associate members be
319 appointed to assist the Commission, as the Commission requires. Associate members are nonvoting
320 members except when a quorum is absent. Their terms of office are to be for one, two or three years.
321 ~~Associate members are selected from the qualified resident voters of the Town.~~

322 Chapter 4.11 **Kittery Port Authority**

323 § 4.11.1 **Establishment.**

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

326 § 4.11.2 **Appointment and composition.**

327 A. The Port Authority consists of seven members, one (1) of which will have experience as a
328 commercial boater or fisherman, who are Kittery residents serving staggered terms of office of five
329 years.

330 ~~BSix members of the Port Authority are appointed by the Town Council, and the Planning Board Chair~~
331 ~~appoints one representative to serve on the board.~~

332 ~~C.—A municipal officer, or spouse thereof, may not serve as a member of the Port Authority.~~

333 ~~D.—Members serve until their successors are appointed and qualified.~~

334 ~~EB.~~ No member may serve more than two consecutive terms of five years. Any member who has served
335 two consecutive terms of five years is ineligible to serve on the board for a period of one year.
336 Computation of term limits commences with the first term of five years following the effective date
337 of this provision. ~~Service for more than 1/2 of a term is considered a full term for the purpose of~~
338 ~~calculating term limits.~~ Computation of term limits does not include service prior to the effective
339 date of this provision ~~nor to terms of fewer than five years after the effective date.~~

340 ~~F.—Vacancies are filled by Town Council appointments for the unexpired term.~~

341 Chapter 4.12 Capital Improvement Committee

342 § 4.12.1 Purpose

343 The Town Council may appoint a Capital Improvement Committee to study proposed capital projects and
344 improvements involving major tangible assets and projects which are purchased or undertaken in intervals
345 of not less than five years, have a useful life of at least five years, and cost over \$25,000.

346 § 4.12.2 Duties

347 The Committee may:

348 A. Consider the relative need, impact, timing and cost of these expenditures and the effect on the
349 financial position of the town.

350 B. Prepare an annual report and recommend a Capital Improvement Budget for the next fiscal year, and a
351 Capital Improvement Program including recommended capital improvements for the following four
352 fiscal years.

353 § 4.12.3 Membership

354 The Committee consists of one (1) Town Council representative, one (1) School Committee
355 representative, two (2) citizen members appointed for three (3) year staggered terms by the Town
356 Council, the School Superintendent or designee, the Finance Director, and the Town Manager.

357 Chapter 4.13 Economic Development Committee

358 § 4.13.1 Purpose

359 The Town Council may appoint an Economic Development Committee to advise, provide input,
360 guidance, and information to the Planning Board, Town Council, and Town administration on
361 opportunities, challenges, and impacts of economic development within Kittery.

362 **§ 4.13.2 Duties**

363 The Committee may:

- 364 A. Serve as advocates for appropriate growth and planning activities; provide comment on potential
365 projects, related development, zoning impact and potential financial investment by the Town of
366 Kittery to support said projects.
- 367 B. Provide ongoing evaluation of the town’s economic-development related processes; provide
368 comment and recommendations which support economic development.
- 369 C. Develop and maintain an inventory of developable/re-developable land and buildings working with
370 area real estate agents, landowners, and developers; develop an understanding of the types of
371 businesses looking for land and buildings in the area.
- 372 D. Recommend and develop content for economic development communications including the content
373 of the EDC webpage on the town’s website, printed materials such as permitting guides, and
374 marketing related communications that promote the town as a good place to do business.
- 375 E. Assist in the updates and implementation of the Town’s Comprehensive Plan and long-range
376 community goals as they relate to economic development.
- 377 F. Where appropriate, coordinate with regional organizations and neighboring groups seeking to
378 promote economic development and business growth in the area.
- 379 G. Provide quarterly updates to Town Council on committee activities.

380 **§ 4.13.3 Membership**

381 The Committee consists of one (1) Town Council representative, three (3) business or industry
382 representatives which may include Kittery property owners on which a business is located and/or a
383 designated representative of a business located in Kittery, three (3) citizen members, the Town Manager.
384 Business and citizen members are appointed for terms of three (3) years.

385 **Chapter 4.14 Educational Scholarship Selection Committee**

386 **§ 4.14.1 Purpose**

387 The Council may appoint an Educational Scholarship Selection Committee to administer the scholarship
388 fund and select recipients for scholarship awards.

389 **§ 4.14.2 Duties**

390 The Committee may:

- 391 A. Prepare annual scholarship applications and publicize the availability of scholarships.
- 392 B. Review applications and select recipients
- 393 C. Announce scholarship recipients at a regular meeting of the Town Council.
- 394 D. Arrange with the Treasurer disbursement of scholarship funds to awarded recipients.

395 **§ 4.14.3 Membership**

396 The Committee consists of two (2) Town Council representatives and three (3) citizen members. Citizen
397 members are appointed for terms of two (2) years.

398 **Chapter 4.15 Kittery Land Issues Committee**

399 **§ 4.15.1 Purpose**

400 The Town Manager is authorized to establish the Kittery Land Issues Committee to assist in the
401 development of land use ordinances and ordinance revisions, and the identification and adoption of

402 policies and strategies to acquire, preserve and/or conserve open space.

403 **§ 4.15.2 Duties**

404 The Committee may:

405 A. Develop, review, and advise on proposed land use ordinance and land use ordinance revisions that
406 impact the utilization, development, and preservation of land.

407 B. Develop, review, and advise on policies and strategies to acquire, preserve and/or conserve open
408 space in the Town, and coordinate the respective organizational interests to implement the policies
409 and strategies.

410 **§ 4.15.3 Membership**

411 The Committee consists of one (1) Town Council representative, one (1) Planning Board representative,
412 one (1) Board of Appeals representative, one (1) Parks Commission representative, one (1) Economic
413 Development Committee representative, one (1) Conservation Commission representative, one (1) Kittery
414 Land Trust representative, and two (2) citizen members. Citizen members are appointed for three (3) year
415 staggered terms by the Town Manager.

416 **Chapter 4.16 Comprehensive Plan Committee**

417 **§ 4.16.1 Purpose**

418 The Comprehensive Plan Committee will oversee the implementation of the 2015-2025 Kittery
419 Comprehensive Plan.

420 **§ 4.16.2 Duties**

421 The Committee may:

422 A. Review and assess the priorities, goals and action steps of the Comprehensive Plan, and the town's
423 progress in achieving the goals and implementing the action steps.

424 B. Specify revisions to the priorities, goals and objectives and recommend options to address
425 challenges in implementation.

426 C. Identify specific issues in the Comprehensive Plan that require further exploration, and recommend
427 to the Town Council strategies to address those issues.

428 D. Provide a written report to the Town Council each January summarizing the Comprehensive Plan
429 progress, identifying challenges, and recommending strategies to achieve goals.

430 **§ 4.16.3 Membership**

431 The Committee consists of the **ten (10)** voting members and three (3) non-voting members. Voting
432 members are the Chairperson and Vice Chairperson of the Town Council, one representative from each of
433 the following boards: Board of Appeals, Economic Development Committee, Planning Board, Port
434 Authority, and School Committee, and three (3) citizen members. Citizen members are appointed for
435 three (3) year terms. Non-voting members are the Town Manager, Superintendent of Schools, and
436 Director of Planning and Development.

437 **Chapter 4.17 Kittery Climate Adaptation Committee**

438 **§ 4.17.1 Purpose**

439 The Climate Adaptation Committee will seek options to make Kittery more resilient in the face of risks
440 associated with warming temperatures and rising seas.

441 **§ 4.17.2 Duties**

442 The Committee may:

443 A. Make recommendations for ordinances, policies, projects and objectives to address actions to make
444 Town properties safer and more energy efficient;

445 B. Establish and coordinate the work of three subcommittees: Built and Natural Landscape Impacts;
446 Energy Efficiency; and Public Health and Safety.

447 C. Collaborate with surrounding communities and the State on climate adaptation matters.

448 D. Provide a report one year after its forming, and every five years thereafter to the Town Council on
449 progress and accomplishments.

450 **§ 4.17.3 Membership**

451 The Committee consists of two (2) Town Councilors, one representative from each of the following:
452 Planning Board, Conservation Commission, Economic Development Committee, Parks Commission, and
453 School Committee; five (5) citizen members, two (2) local business owners of which one must be from
454 the fishing industry, and the Town Manager or designee. The Committee may request the municipal
455 officers appoint additional members as needed. Citizen and business-representative members are
456 appointed for three (3) year terms.

SECTION ELEVEN. VOTING:

Voting is by a randomly sequenced roll call. Councilors shall indicate their vote by a yes or no, or by abstention, when polled. No Councilor may be excluded from participation in debate on any question except as required by Town Charter or state statute, (currently Section 12.01 and 30-A MRS §2605, respectively). Councilors have the right to change their vote up to the time the vote is announced by the Chairperson.

Voting on Council Chairperson, Vice Chairperson, and for appointment to the Planning Board and Board of Appeals will be conducted in the following way:

- Nomination will require a motion and second
- Councilors shall indicate their vote by stating the name of one nominee or by abstention
- In case of a tie, the vote will be taken again. In the case of a second tie vote, the Council may either take another vote or continue the matter to the next Council meeting.

The vote must be recorded in the minutes of the meeting to indicate each Councilor's vote, or abstention.

SECTION TWELVE. AGENDA:

In order that advance notice of the matters to be discussed at Council meetings be afforded interested parties, all meetings of the Council will be conducted according to the agenda.

An agenda will be prepared for each regular meeting and posted by the Thursday preceding said meeting. Posting will be in a public area of the municipal building and of the U.S. Post Offices in Kittery and Kittery Point.

When practicable, an agenda will be prepared at least twelve hours in advance of a special meeting; delivered to all Council members and posted as previously provided.

All Town Manager's memoranda of interest to the Council members will be delivered to them at least seventy-two hours before a regular meeting.

All reports or proposals made to the Council, which require or request that an action be taken by the Council, are to be submitted in written form. The content will consist of the following, as appropriate:

- Executive Summary
- Statement of Need
- Background
- Facts Bearing on the Equation
- Current Situation
- Proposed Solution / Recommendation
- Rationale for the Proposed Solution (including costs)

The agenda consists of the following categories:



TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

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

ncolbertpuff@kitteryme.org

Nancy Colbert Puff
Town Manager

INTEROFFICE MEMORANDUM

TO: TOWN COUNCIL
FROM: COMMITTEE ON APPOINTMENTS
SUBJECT: REPORT OF THE COMMITTEE ON APPOINTMENTS
DATE: MARCH 17, 2015
CC: MARYANN PLACE, GEORGE DOW, ANN GRINNELL

As requested by Council at its December 23, 2014 meeting, a Committee comprised of three Councilors (Denault, White, Lemont), Town Clerk Maryann Place, myself, and two current board/committee chairs (George Dow, Economic Development Committee and Ann Grinnell, Planning Board) met four times to consider changes to Section 4 of Town Code regarding appointments. Following is a summary of our recommendations, and attached are proposed changes to the Code:

1. Use of Criteria: We recommend using criteria when considering all appointments. We do not want service to one other "primary" board/committee to be part of the criteria which would give preference to those not serving, but do recommend limiting service to no more than 1 "primary" boards/committees, with the understanding that appointment to more than one presumes that service to the boards/committees does not constitute a conflict of interest (e.g. Board of Appeals (BOA) and Planning Board (PB), Conservation Commission and PB/BOA, etc.). We defined primary vs. secondary as follows:

Primary

Kittery Port Authority (KPA)
Planning Board
Board of Appeals
Parks Commission
Board of Assessment Review
Capital Improvement Program
Conservation Commission

Secondary

Shared Services
Shellfish Conservation
Wood Island Advisory
Mary Safford Wildes
Open Space Committee
Personnel Board
Comprehensive Plan
Economic Development
KCC Board of Directors
Educational Scholarship
Energy Advisory

2. Appointment Notification: We recommend the Council send a letter to all interviewed applicants thanking them for their interest, and notifying them of their appointment or rejection. Rejected applicants, upon notification to the Town Clerk, may choose to remain

on the list, but will be placed at the bottom. For Planning Board and Board of Appeals, rejected applicants will automatically remain on the list unless they notify the Town Clerk of their desire to be removed from it.

3. Term Limits: For the purposes of calculating term limits for Boards/Committees which have a “3 consecutive terms of 3 years,” we recommend the Council consider actual service of greater than 2.5 years be counted towards a full term. If an appointee serves longer than the term limit due to no qualified successor being appointed, the next appointment term will begin as of the date of appointment of the successor.
4. Term Expirations: We concur with the Town Clerk’s recommendation that seeks to “recalibrate” the end dates of all new appointments to December 31st. More work needs to be done on this as new appointments are made.
5. Conflict of Interest: We recommend all applicants be required to fill out a conflict of interest declaration that they have a) read Maine State Statute on conflict rules, and b) attest that they believe they can serve without conflict. We discussed, at length, whether employees can be considered for appointment, and recommend Council consider this possibility on a case by case basis, as to whether the individual can serve without conflict.
6. Removal Procedure: We recommend applying the removal procedure outlined in Title 16 for the PB, BOA, and KPA for all Council appointed officials to boards and committees.
7. Maintenance of the Lists: Applicant forms are recommended to be amended to indicate only one board/committee per form (thus removing the “ranking 1-3” of preference) to ease record keeping. We also asked the Town Clerk to consider sending a letter out every two years to have people on the lists indicate their continued interest in serving and to update their contact information.
8. Appointment Exceptions: We recommend eliminating positions for Council appointment that conflict with the Town Manager’s authority under our Charter. Maine Municipal Legal Services advised us of this conflict, and Town Counsel Duncan McEachern concurs with this recommendation.
9. New Chapter 4.11 – Kittery Port Authority: We recommend repeating information contained in Title 16 regarding KPA appointments here to consolidate appointment information in Title 4. The Planning Board may choose to remove this information from Title 16 at a later date, as a “housekeeping” amendment.
10. Relocation of Section 4.2 of the Town Code to Council Rules: We recommend these changes be incorporated, and that the Council then consider removing Section 4.2 from the Town Code and relocating it to a new section of the Council’s rules. During our discussion, it seemed there were numerous instances where flexibility for interpretation was desired, and Council could have the ability to act without going through an ordinance change process in instances that warranted immediate action. Prior to 2010, the “Selection Procedures for Council Appointments” were adopted each year by Council upon reorganization in November.

VENDOR: KITTERY RECREATION DEPART YORK HOSPITAL CHECK NO. 047105

INVOICE NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT
DEC 2018	11	9,250.00	9,250.00	0.00	9,250.00

MAKE YORK HOSPITAL Y

to the Bank

Deposit info
5003- York Hospital
Ac count
Town Council account
File 11/19

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND

CHECK NO. 047105 CHECK DATE 01/14/19 VENDOR NO. 4620 K

Kennebunk Savings Bank



York Hospital
15 HOSPITAL DRIVE
YORK, MAINE 03909

CHECK NO. 047105

52-7445/2112
CHECK AMOUNT
9,250.00

PAY TO THE ORDER OF KITTERY RECREATION DEPARTMENT
Nine Thousand Two Hundred Fifty And 00/100 Dollars*****
200 ROGERS RD
KITTERY, ME 03904

[Signature]
MP

TWO SIGNATURES REQUIRED FOR AMOUNTS OVER \$5000
VOID AFTER 180 DAYS



SECURITY FEATURES INCLUDED. DETAILS ON BACK.



TOWN OF KITTERY
Office of the Town Manager
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806

MMA LEGAL INQUIRIES

This is to certify that the Kittery Town Council hereby affirms that requests, on behalf of the Town of Kittery, a Maine member of the Maine Municipal Association (MMA), for legal inquiries to MMA Legal Services are restricted to the following:

1. Town Manager
2. Finance Director/Assistant Town Manager
3. Town Clerk
4. Director of Planning and Development
5. Town Planner
6. Code Enforcement Officer
7. Human Resources Generalist

Approved: February 11, 2019



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

APPLICATION FOR APPOINTMENT TO THE LIBRARY COMMITTEES

REC
MAY 13 2018
BY: S. O'Connell

NAME: David Batchelder

RESIDENCE: 8 Old Cart Path, Kittery Point, ME 03905

MAILING (if different) _____

E-MAIL ADDRESS: dcbatcheder@gmail.com PHONE #: (H) 207.439.4581 (W) C:603.502.0795

Please check your choice: Library Building Committee Taylor Building Committee

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Kittery School Committee 2007-2017 Chair 2014-2017; Mitchell/Shapleigh Building Committee; Mitchell School Building Committee,

Kittery Economic Dev Committee; Co founder - Rivertree Prod-ed media; Consultant, Ed Tech; Managing Partner, HBIC - real estate management and development company

WHY ARE YOU INTERESTED? 1. To be a part of the development of and the guiding of the design process that will be inclusive of community participation. 2. To influence the redesign of the library so it meets today's needs and the needs of the community 5in the future.
3. To provide fiscal oversight so the project meets financial requirements during design/construction and in its' ongoing operation.

HAVE YOU USED THE LIBRARY IN THE PAST YEAR? Yes No

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

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

Not that I am aware of at this time.

ARE YOU ABLE TO COMMIT THE TIME NECESSARY TO ACTIVELY PARTICIPATE IN THE COMMITTEE?
 Yes No

I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Please read the bottom of this application before signing.

SIGNATURE OF APPLICANT

5.9.18

DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

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

RECEIVED
FEB 15 2019
12:27

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Mr. Shaye Robbins
RESIDENCE: 24 Heron Pt. Ln. Kittery Pt, ME 03905
MAILING (if different) _____

E-MAIL ADDRESS: Shayemr@gmail.com PHONE #: (Home) _____ (Work) _____

Please check your choices:

- | | |
|--|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Committee | <input type="checkbox"/> Economic Development Committee |
| <input checked="" type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: N/A
RELATED EXPERIENCE (Including other Boards and Commissions) Econ Devel Comm
Parks Commission Assoc. 1/2 yrs

PRESENT EMPLOYMENT: N/A
ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY Yes No

ANY KNOWN CONFLICT OF INTEREST: None


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

Please read the back of this application before signing.

Shaye Robbins
SIGNATURE OF APPLICANT

Feb 5, 2019
DATE

January 11, 2019

BY:  JAN 28 2019

Kendra Amaral, Town Manager
Kittery Town Hall
Kittery, Me. 03904


Dear Kendra:

On behalf of the **Kittery Harbourside Garden Club** I'm requesting permission to place signage throughout Kittery to advertise our annual plant sale, which will be held on Saturday, May 25th, 2019.

The signs are double sided 18" x 24" on stakes and tastefully designed. We have **10 signs** the we would place in various locations along Rte. 1, Rte. 103, the Rte. 1 bypass, Rte. 236, etc. We will be placing them seven to ten days prior to the event and will remove them 24 – 48 hours after the event.

Please contact me at 207-439-2846 or email: rnmaina@msn.com if you have questions.

Warmest Regards,



Nancy Maina, Horticulture Chairwoman
Harbourside Garden Club
2 High Pasture Rd
Kittery Point, Me. 03905

Nicole Maurice

From: cmsmailer@civicplus.com on behalf of Contact form at Kittery ME
<cmsmailer@civicplus.com>
Sent: Thursday, January 24, 2019 1:24 PM
To: Nicole Maurice
Subject: [Kittery ME] Request to the Town Council (Sent by Debra Hartman, Debrajhartman@hotmail.com)

Hello nmaurice,

Debra Hartman (Debrajhartman@hotmail.com) has sent you a message via your contact form (<https://www.kitteryme.gov/user/1763/contact>) at Kittery ME.

If you don't want to receive such e-mails, you can change your settings at <https://www.kitteryme.gov/user/1763/edit>.

Message:

The Kittery Rotary After Hours requests that 10 signs (no larger than real estate signs) be placed in various locations around Kittery for their St. Patrick's Day dinner.

The dinner will be held at the Kittery Fire Station on Sunday, March 17, 2019 from 3 to 6 pm.

Respectfully request approval to place these signs on March 1, 2019 and remove them by March 19, 2019.

Thank you,
Debra J. Hartman
Kittery Rotary After Hours
207-475-7687!

Nicole Maurice

From: cmsmailer@civicplus.com on behalf of Contact form at Kittery ME
<cmsmailer@civicplus.com>
Sent: Thursday, January 31, 2019 3:07 PM
To: Nicole Maurice
Subject: [Kittery ME] Banner Request for Kittery Little League (Sent by Michael Downs, downs.michael@nne.sysco.com)

Follow Up Flag: Follow up
Flag Status: Flagged

Hello nmaurice,

Michael Downs (downs.michael@nne.sysco.com) has sent you a message via your contact form (<https://www.kitteryme.gov/user/1763/contact>) at Kittery ME.

If you don't want to receive such e-mails, you can change your settings at <https://www.kitteryme.gov/user/1763/edit>.

Message:

Hi Nicole,

I am writing on behalf of Kittery Little league, we are looking to get a request on the Town Council agenda to hang the Kittery Little League banner across Rogers Rd in front of the KCC announcing that registration is open. We would like it hung between 2/25/19 to 3/8/19.

Thank you,

Michael Downs
KLL President
207.712.5806



January 27, 2019

Kittery Town Council
Judy Spiller, Chair
200 Rogers Road
Kittery, ME 03904

Dear Chairperson Spiller,

Kittery Land Trust respectfully requests permission to display a banner across Rogers Road during the last 2 weeks of March. This will coincide with our annual March membership drive. We propose to have the banner raised on 3/18 and lowered on 4/1. The banner would display our logo, website address and the text "March is Membership Month".

As a 501.c.3 non-profit organization, Kittery Land Trust relies on membership donations to support its operating expenses. Many people in our community are unaware of this fact.

With our education and outreach programs, we strive to reach and enrich the lives of the greatest number of Kittery residents possible. We installed this banner for the first time last year, and believe it helped raise people's awareness of our organization and interest in supporting our efforts.

KLT confers membership status to anyone who makes a donation of any amount in a given year. We also extend membership status to those who can only donate their time and effort as volunteers.

Members of the Board of Directors

Kalle Matso, *President* Bob Sheppard, *Vice President* Cynthia Pawlek, *Secretary*
William Brewster Alex Dearborn Ken Fellows Faith Harrington
Steve Ostrow Melissa Paly Clayton Smith

Christine Bennett, *Executive Director* Cindy Kuliga, *Administrative Assistant*

We are ever grateful for the Town Council's support of our work to protect and steward important natural areas that improve the quality of life in Kittery now and into the future. We hope you will grant us permission to display a banner during our Membership drive again this year.

Respectfully yours,



Christine Bennett

Executive Director

cc: Nicole Maurice, Town Clerk

Members of the Board of Directors

Kalle Matso, *President* Bob Sheppard, *Vice President* Cynthia Pawlek, *Secretary*
William Brewster Alex Dearborn Ken Fellows Faith Harrington
Steve Ostrow Melissa Paly Clayton Smith

Christine Bennett, *Executive Director* Cindy Kuliga, *Administrative Assistant*

Nicole Maurice

From: cmsmailer@civicplus.com on behalf of Contact form at Kittery ME
<cmsmailer@civicplus.com>
Sent: Friday, January 25, 2019 8:26 AM
To: Nicole Maurice
Subject: [Kittery ME] Dump Toll for Class of 2019 Project Graduation (Sent by Kelly Paul, kellylp271@gmail.com)

Hello nmaurice,

Kelly Paul (kellylp271@gmail.com) has sent you a message via your contact form (<https://www.kitteryme.gov/user/1763/contact>) at Kittery ME.

If you don't want to receive such e-mails, you can change your settings at <https://www.kitteryme.gov/user/1763/edit>.

Message:

Good morning Nicole,

The Project Graduation Committee is seeking permission to hold a dump toll on Saturday April 20th from 9am to 5pm. Proceeds will be used for activities for the Class of 2019 Project Graduation. We would also like to request permission to put up a sign for the event to be posted on MacKenzie Lane from 4/13-4/20 to notify people of the upcoming fundraiser. We would like to request a rain date for May 4th 9am to 5pm with a sign to be posted 4/28-5/4. The dump toll has been one of most successful fundraisers held by Project Graduation and look forward to planning this years'.

Thank you for your time,
2019 Project Graduation Committee