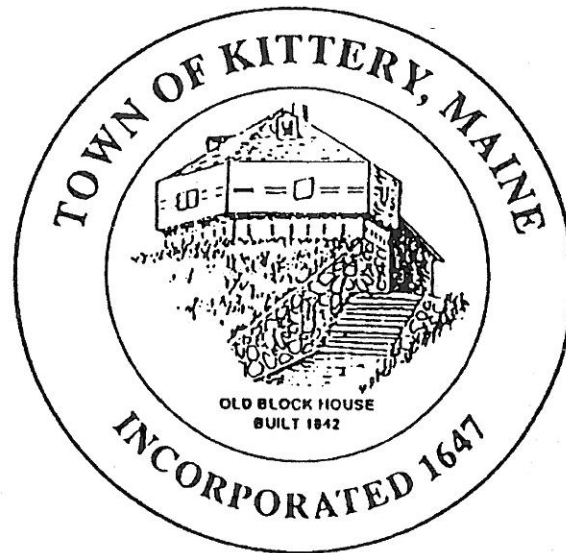


**2018 - 2019**  
**ANNUAL REPORT**  
for the Town of  
**KITTERY, MAINE**

July 1, 2018 - June 30, 2019



*The Oldest Town In Maine*

## TABLE OF CONTENTS

State Officials.....	
Municipal Directory.....	
Town Officials & Boards, Commissions .....	
Report from the Town Manager .....	
Audit Report.....	

### Department Reports:

Kittery Community Center .....	
Police Department.....	
Rice Public Library .....	
Port Authority .....	
Fire Department .....	
Planning and Development .....	
Code Enforcement .....	
Building & Plumbing Reports .....	
Public Works Department.....	
Sewer Department.....	
Budget .....	
Unpaid Real Estate Taxes .....	
Unpaid Personal Property Taxes.....	
Unpaid Tax Liens.....	

### School Department:

Superintendent of Schools .....	
---------------------------------	--

Deaths .....	
--------------	--

SUSAN M. COLLINS  
MAINE

413 DIRKSEN SENATE OFFICE BUILDING  
WASHINGTON, DC 20510-1904  
(202) 224-2523  
(202) 224-2693 (FAX)

United States Senate  
WASHINGTON, DC 20510-1904

COMMITTEES:  
SPECIAL COMMITTEE  
ON AGING  
CHAIRMAN  
APPROPRIATIONS  
HEALTH, EDUCATION,  
LABOR, AND PENSIONS  
SELECT COMMITTEE  
ON INTELLIGENCE

Dear Friends,

As 2019 ends and 2020 begins, I am pleased to report that Congress made progress on a number of issues important to Maine families despite the polarization in our country.

In a major win for surviving military and retiree spouses to whom we are deeply indebted, I was proud to co-lead the repeal of what is often referred to as the “Military Widow’s Tax,” an unfair offset of survivor benefits that has prevented as many as 67,000 surviving spouses—including more than 260 from Maine—from receiving the full benefits they deserve.

The high cost of health care and prescription drugs continues to be a top issue for families and seniors. To provide continued relief for more lower- and middle-income individuals, I led the charge to extend for another two years the medical expense tax deduction that I included in the 2017 tax law. Without this extension, nearly 20,000 Mainers and millions of Americans with high medical expenses, including many with preexisting conditions, would have faced an increased tax burden. In other good news, the CREATES Act I cosponsored became law. It will prevent pharmaceutical companies from blocking access to a sufficient supply of brand-name drugs needed for the studies that allow less expensive alternatives to enter the marketplace.

Improving people’s health and wellbeing remains my priority. On a per capita basis, Maine has the highest incidence of Lyme disease in the country. In August, I held a Senate hearing at the University of Maine’s Tick Lab on this growing public health crisis. A comprehensive public health strategy to combat this epidemic is needed, and the new law I authored will do just that.

In addition, I helped champion another \$2.6 billion increase for the National Institutes of Health, our nation’s premiere biomedical research institution, including significant boosts for Alzheimer’s disease and diabetes research. Last year, NIH funded more than \$111 million for research at 14 Maine institutions.

To help prepare the graduates of Maine Maritime Academy, I secured \$300 million for a new training ship, which will ensure rigorous instruction for MMA students for decades to come.

Significant federal funding was approved for work at Bath Iron Works and Portsmouth Naval Shipyard. Funding appropriated by Congress will pay for three new destroyers, make a down payment on an additional ship, and finance infrastructure improvements at PNSY.

As Chairman of the Transportation and Housing Appropriations Subcommittee, I have led efforts to improve our nation’s crumbling infrastructure and ensure that Maine’s housing needs are addressed. For Maine’s roads, bridges, airports, and seaports, tens of millions in federal funding will help make urgently needed upgrades and improve safety. Funding will also support housing assistance to low-income families and seniors and aid communities in reducing homelessness among our youth. The Community Development Block Grant program will assist numerous towns and cities in our State.

The Aging Committee I chair has continued its focus on financial security for our seniors. A new law I authored will make it easier for small businesses to offer retirement plans to their employees. Our Aging Committee’s Fraud Hotline fielded more than 1,200 calls this year. Congress passed a new law to crack down on robocallers who are often the perpetrators of these scams. And a new law I authored will expand the IRS’ Identity Protection PIN program nationwide to prevent identity theft tax refund fraud.

At the end of 2019, I cast my 7,262nd consecutive vote. In the New Year, I will keep working to deliver bipartisan solutions to the challenges facing Maine and the nation. If ever I can be of assistance to you, please contact one of my state offices or visit my website at [www.collins.senate.gov](http://www.collins.senate.gov). May 2020 be a good year for you, your family, your community, and our state.

Sincerely,



Susan M. Collins  
United States Senator



HOUSE OF REPRESENTATIVES  
2 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0002  
(207) 287-1400

Dear Kittery Residents:

It is our honor to represent you in the Maine House of Representatives. Over the coming months, we will be working hard on your behalf to provide responsive constituent services, advocate for you at the State House and advance legislation that improves life in our district and across our state.

During the Legislature's second session, we will review more than 650 measures covering a wide variety of topics. Last year, we passed bills to expand health care coverage, reign in the skyrocketing prices of prescription drugs, address climate change, lift up working families, support our schools, improve broadband access and provide meaningful property tax relief. We will continue our work on those issues and more in the coming months.

When it comes to health care, we are focused on ensuring comprehensive care is not limited by age, gender, pre-existing conditions or income. There are bills up for discussion that would address surprise billing, cap out-of-pocket costs for medications like insulin and improve dental health coverage. Every Mainer deserves access to quality, affordable health care, and we are fighting for just that.

With an extensive roadmap provided by Gov. Mills's newly released 10-year strategic economic development plan, we will also be hard at work implementing policies that create jobs and support local industries. Mainers are willing to work, and we deserve secure, good-paying jobs that support our families, strengthen our communities and grow our economy.

Rep. Meyer continues to serve on the Health and Human Services Committee, which is responsible for policies related to the Department of Health and Human Services, the opiate crisis, improving access to health care and mental health care, and more. Rep. Rykerson is a member of the Energy, Utilities and Technology Committee, which oversees utilities and energy policy, among other issues. He also serves on the Labor and Housing Committee, tackling worker protection issues, housing safety and affordability, and more.

In all our work, we are committed to working with our colleagues of all political parties to move Maine forward. Please feel welcome to contact us with your questions, concerns and ideas, or if you want to discuss or testify on any legislation. Rep. Meyer can be reached at [michele.meyer@legislature.maine.gov](mailto:michele.meyer@legislature.maine.gov) or by phone at 438-9197, and Rep. Rykerson can be reached at [deane.rykerson@legislature.maine.gov](mailto:deane.rykerson@legislature.maine.gov) or 439-8755.

Best regards,

A handwritten signature in cursive script that reads "Michele Meyer".

Michele Meyer  
State Representative

A handwritten signature in cursive script that reads "Deane Rykerson".

Deane Rykerson  
State Representative

**GOVERNOR**

Janet Mills(D)  
One State House Station  
Augusta, ME 04333-0001  
(207) 287-3531  
[governor@maine.gov](mailto:governor@maine.gov)

**Commissioner's Office, Alfred 1-324-1571**

**Clerk of the House 1-287-1400**

**REPRESENTATIVE TO CONGRESS DISTRICT 1**

Chellie Pingree (D)  
57 Exchange Street, Suite 302  
Portland, ME 04101  
(207) 774-5019  
Fax: (207) 871-0720

*1037 Longworth House Office Building  
Washington, DC 20515-1901  
(202) 225-6116  
Fax: (202) 225-5590*

**UNITED STATES SENATORS**

Susan Collins (R)  
160 Main Street  
Biddeford, ME 04005  
(207) 283-1101 Fax: (207) 283-4054  
[www.collins.senate.gov](http://www.collins.senate.gov)  
*461 Dirksen Senate Office Building  
Washington, DC 20510-1904  
(202) 224-2523  
Fax: (202) 224-2693*

Angus King (I)  
227 Main Street  
Biddeford, ME 04005  
(207) 282-4144 Fax: (207) 284-2358  
[www.king.senate.gov](http://www.king.senate.gov)  
*188 Russell Senate Office Building  
Washington, DC 20510-1903  
(202) 224-5344  
Fax: (202) 224-1946*

**STATE SENATOR – SENATE DISTRICT 1**

[Mark.Lawrence@legislature.maine.gov](mailto:Mark.Lawrence@legislature.maine.gov)

Mark Lawrence (D)  
3 State House Station  
Augusta, ME 04333-0003  
287-1515, 287-1583 (TTY) or  
1-800-423-6900 (Senate message line)  
Fax: 287-1527

RESIDENCE:  
42 Lords Lane  
South Berwick, ME 03908  
Res: 207-748-3289  
Cell: 207-475-4975

**STATE REPRESENTATIVES TO LEGISLATURE**

<http://legislature.maine.gov/house/>

House of Representatives  
2 State House Station  
Augusta, ME 04333-0002  
287-1400 (Voice), 287-4469 (TTY) or 1-800-423-2900 (House message line)  
Clerk's Office: 207-287-1400, Fax: 287-1456

**DISTRICT 1: Kittery (part)**

Deane Rykerson (D)  
1 Salt Marsh Lane  
Kittery Point, ME 03905  
Bus.: 207-439-8755  
[Deane.Rykerson@legislature.maine.gov](mailto:Deane.Rykerson@legislature.maine.gov)

**DISTRICT 2: Eliot, Kittery (part), So. Berwick (part)**

Michele Meyer (D)  
58 Odiorne Lane  
Eliot, ME 03903  
Residence: 207-438-9197  
[Michele.Meyer@legislature.maine.gov](mailto:Michele.Meyer@legislature.maine.gov)

<b><u>Director of Planning &amp; Development</u></b>				
Causey, Adam	M	04/26/2018	Indefinite	207-475-1307
<b><u>Planner</u></b>				
Steffen, Jamie	M	07/23/2018	Indefinite	207-475-1303
<b><u>Code Enforcement Officer</u></b>	M			
Kellogg, Jessa, Interim	M	06/05/2019	09/30/2019	207-475-1308
<b><u>Plumbing Inspectors</u></b>				
Kellogg, Jessa, Interim	M	06/05/2019	09/30/2019	207-475-1308
<b><u>Alternate Plumbing Inspector</u></b>	M			
Bishop, Rochelle	M	01/01/2018	06/12/2019	207-475-1305
<b><u>Building Official</u></b>				
Kellogg, Jessa, Interim	M	06/05/2019	09/30/2019	207-475-1308
<b><u>Recreation Director/General Manager</u></b>	M			
Paul, Jeremy	M	06/25/2018	Indefinite	207-439-3800
<b><u>Superintendent of Sewer Seivices</u></b>				
Babkirk, Tim	M	02/25/2019	Indefinite	207-439-4646
<b><u>Superintendent of Schools</u></b>	M			
Waddell, Eric	S	07/01/2017	Indefinite	207-439-6819
<b><u>Fire Chief</u></b>				
O'Brien, David	M	12/28/1998	Indefinite	207-439-2262/1638
<b><u>Emergency Preparedness</u></b>	M			
O'Brien, David	M		Indefinite	207-439-2262
<b><u>Harbor Master</u></b>				
Brosnihan, John	M	06/07/2018	Indefinite	207-475-1301
<b><u>Shellfish Warden</u></b>	M			
McCollett, John V.	C	03/26/2018	12/31/2021	207-438-9714
<b><u>Board of Appeals</u></b> (Charter 7 members cannot serve more the 3 consecutive terms of 3 years)				
Dwyer-Jones, Suzanne Sec.	C	12/10/2018	12/31/2021	207-475-6138
Denault, Charles, III	C	12/11/2017	12/01/2020	207-475-2098
Leontakianakos, Louis, Vice Chair	C	12/11/2017	11/01/2020	207-351-7925
Fitzpatrick, Barry	C	12/22/2017	03/01/2020	207-703-5253
Gardner, Vern	C	12/10/2018	12/31/2021	207-439-4359
Brake, Jeffrey	C	02/22/2017	03/01/2020	207-439-0974
Timko, April, Chair	C	02/27/2017	03/01/2020	207-475-2161
<b><u>Board of Assessment Review</u></b> (Charter-3 regular members 2 alternates 3 – year term)				
Afienko, Joseph	C	12/10/2018	12/31/2021	207-475-6532
Thron, Mary	C	12/12/2016	12/31/2019	207-439-4136
Rindler, Alan	C	06/12/2017	12/31/2020	207-703-2447
Pierce, William	A	09/24/2018	12/31/2021	207-451-9171
Connolly, Bradford	A	10/10/2018	12/31/2021	207-703-0628
<b><u>Capital Improvement Program Committee</u></b> (1 Council Rep., 1 School Rep., 2 Citizens, Town Manager, Town Planner 3-year term)				
Clifford, Jeff, Citizen Rep	C	11/28/2016	12/31/2019	207-439-3875
Perkins, Chris, Citizen Rep.	C	11/17/2017	12/31/2020	207-439-8244
Denault, Jr., Charles, Council	C	11/14/2018		207-439-6313
Chalupa, Nicholas, School	S			781-473-3350
Amaral, Kendra, Town Manager				207-475-1329
Fox-Howard, Brenda, Finance Director				207-475-1315
Waddell, Eric, Superintendant				207-475-1333

<b><u>Comprehensive Plan Committee</u></b> (Town Council Chair & Vice Chair, 1 Rep. from; Board of Appeals, Economic Development Committee, Planning Board, Port Authority, School Committee, 3 Citizen Reps & Ex officio members – Superintendent of Schools, Town Manager, & Director of Planning & Development)				
Spiller, Judith, Council Chair				603-969-5910
Brock, Matthew, Council Vice Chair				207-752-2223
Waddell, Eric, School Superintendent				207-439-6819
Causey, Adam, Director of Planning & Development				207-475-1307
Amaral, Kendra, Town Manager				207-475-1329
<b><u>Conservation Commission</u></b> (at least 3 but no more than 7 members, unlimited associates 3 - year term)				
Wells, Earledean, Chair	C	12/10/2018	12/31/2021	207-439-2787
Hall, Stephen F.	C	12/12/2016	12/31/2019	207-439-4484
Formalarie, Anne	C	12/12/2016	12/31/2019	603-320-0186
O'Brian, Cassandra	C	01/14/2019	12/31/2019	603-969-1175
Moore, Donald F.	C	12/28/2016	12/31/2019	207-439-3842
Saltus, Karen	C	12/10/2018	12/31/2021	207-439-9055
Lovett, Nanci	C	03/28/2016	12/31/2019	207-439-1169
Bensley, Dean, Associate	C	12/12/2016	12/31/2019	603-498-8734
<b><u>Economic Development Committee</u></b> (1 Councilor, 3 Business/Industry Reps, 3 Citizens at large & Ex officio Members – Town Manager) <b><u>Sunset Date 12/31/16 prior to at which time Council will review the status and its continued need.</u></b>				
Fitch, Drew	C	03/11/2019	12/31/2021	207-756-9136
Kosacz, Stephen – NV Bus	C	02/27/2017	12/31/2019	207-361-1901
Dow, George, Chair Business	C	02/27/2017	12/31/2019	207-439-7866
Emerson, Tom, Business	C	12/10/2018	12/31/2021	207-752-1371
Clifford, Jeffrey, Citizen	C	03/13/2017	12/31/2020	207-439-3875
Robbins, Shaye, Citizen	C	06/12/2017	12/31/2020	207-522-8117
Lemont, Kenneth, Council	C	11/07/2017		207-439-3698
Causey, Adam, Development & Director Ex – officio member				207-475-1307
Amaral, Kendra, Town Manager Ex - officio				207-475-1329
<b><u>Educational Scholarship Selection Committee</u></b> (2 Councilors, 3 citizens 2 – year term)				
Brake, Jeffrey, Chair, Citizen	C	10/23/2017	12/31/2020	207-439-0974
Dow, George, Citizen	C	03/12/2018	12/31/2021	207-439-7866
Pelletier, Jeffrey, Council	C	11/07/2017		207-703-8842
Denault, Charles, Council	C	11/07/2017		207-439-4718
Vacant				
<b><u>Kittery Community Center Board of Directors</u></b> (11 voting members 9 residents 4 experienced or association with recreation, 3 arts, & culture, 1 economic or community development, 1 member at large, Town Manager & appointed Councilor, & the Rec. Director are Ex – officio members)				
Pelletier, Jeffrey, Council	C	03/26/2018	12/31/2021	207-439-1277
Downs, Michael, Recreation	C	06/22/2018	12/31/2021	207-439-3347
Schremmer, Mark, At Large	C	05/29/2013	12/31/2019	207-438-9845
Stephens, Kent, Arts & Culture	C	05/09/2016	12/31/2019	207-439-5769
Lincoln, Jean, Economic Development	C	03/26/2018	12/31/2021	207-703-0457
Convey, Maureen, Arts Culture	C	05/22/2017	12/31/2020	207-439-4735
Lemont, Eric, Arts & Culture	C	01/25/2016	12/31/2019	603-502-0548
Workman, Steve, Recreation	C	04/22/2013	12/31/2019	207-752-1506
Mathieson, Kristi, Recreation	C	09/12/2016	12/31/2019	207-439-1865

Kilroy, Brian	C	11/26/2018	12/31/2021	207-210-0786
Amaral, Kendra, Town Manager				207-475-1329
Paul, Jeremy, Recreation Director				207-439-3800
<b><u>Kittery Climate Adaptation Committee</u></b> (2 Town Councilors, 1 rep from each of the following: Planning Board, Conservation Commission, Economic Development Committee & School Committee; (3-year terms for 5 Citizens, 2 Local business owners.)				
Spiller, Judith, Council				603-969-5910
Brock, Matt, Council				207-752-2223
Wake, Cameron	C	04/08/2019	12/31/2022	207-439-4316
Duffy, John		04/08/2019	12/31/2022	207-439-0030
O'Connell, Julia		04/08/2019	12/31/2022	207-703-0450
Fellows, Kenneth		04/08/2019	12/31/2022	207-439-0619
Laurin, Lise		04/08/2019	12/31/2022	207-613-7448
Driscoll, Deb		04/22/2019	12/31/2022	207-439-7502
<b><u>Library Building Committee</u></b> (2 Councilors, 2 Library Board members, Town Manager, Finance Director, 5 Residents – indefinite until work is completed)				
Denault, Charles, Council	C	04/09/2018		207-439-4718
Pelletier, Jeffrey, Council	C	04/09/2018		207-703-8842
Batchelder, David	C	02/11/2019		207-439-4581
Brewer, Jennifer	M	06/11/2018		207-350-6955
Anderson, Jim	M	06/11/2018		617-501-7066
Meyers, Margaret	M	06/11/2018		603-969-4228
Brochu, Tim	M	06/11/2018		617-913-5906
Greene, Doug, Library Board				207-439-1813
Dow, George, Library Board				207-439-7866
Perkins, Lee, Library Director				207-439-1553
Fox-Howard, Brenda, Finance Director				207-439-1315
Amaral, Kendra, Town Manager				207-475-1329
<b><u>Library Taylor Building Committee</u></b> (2 Councilors, 2 Library Board Reps., 3 Residents, Town Manager, Finance Director, Director of Planning & Development, - indefinite until work is completed)				
Brock Matthew	C	04/09/2018		207-752-2223
Thomson, Jeffrey	C	04/09/2018		207-752-1313
Cole, Roger	M	06/11/2018		435-899-9823
Lamont – Rodonets, Jan	M	06/11/2018		207-439-4873
Fitzpatrick, Barry	M	06/11/2018		207-703-5352
Fallon, Dianne, Library Board				207-439-3875
Dow, George, Library Board				207-439-7866
Perkins, Lee, Library Director				207-439-1553
Fox – Howard, Brenda, Finance Director				207-439-1315
Causey, Adam, Director of Planning & Development				207-475-1307
Amaral, Kendra, Town Manager				207-475-1329
<b><u>Library Transition Building Committee</u></b> (Appointed by the Town Manager will serve on Committee until work is completed)				
Beers, Gary	C	04/09/2018		207-439-6313
Dennis, Rachel, Library				207-439-1553
Perkins, Lee, Library Director				207-439-1553
Amaral, Kendra, Town Manager				207-475-1329



<b>Trustee of Trust Funds</b> (5 Regular members, 2 ex-Officio members – 3 – year term)				
Mann, A. David, Chair	C	10/24/2016	12/31/2019	207-439-9577
Thomson, Jeffrey D.	C	12/10/2018	12/31/2021	207-439-1277
Tobey, Joyce	C	02/13/2017	12/31/2020	207-439-6334
Hirst, Brad		04/08/2019	12/31/2022	207-475-3400
Harvey, Diane		04/08/2019	12/31/2022	207-475-5988
Spiller, Judith, Council Chair – Ex-Officio Member				603-969-5910
<b>Kittery Land Issues Committee</b> (Town Manager – AD HOC: 1 Town Councilor, 1 Planning Board Rep., 1 Parks Commission Rep., 1 Economic Development Committee Rep., 1 Conservation Commission Rep., 1 Kittery Land Trust Rep & 2 Citizens for 3-year term)				
Spiller, Judith, Councilor	C			603-969-5910
Mead, Page, Parks	M			207-439-0638
Kalmar, Karen, Planning Board				207-439-6497
VACANT, Board of Appeals				
White, Russell, Citizen				207-439-4534
Wells, Earledean, Conservation Commission	M			207-439-2787
Wilson, Craig, Citizen	M			207-439-4153
Bennett, Christine, Kittery Land Trust				207-439-8989
Dow, George, Economic Development Commission				207-439-7866
Causey, Adam, Director of Planning & Development				207-475-1307
Hall, Stephen				207-439-4484
Moore, Donald				207-439-4832
Thomas, Peter				207-439-5191
Robbins, Shaye				207-522-8117
Young, Karen				207-646-3604
<b>Parks Commission</b> (7 Members, unlimited associates, 3 – year term)				
Mead, Page, Co – Chair	C	04/10/2017	12/31/2020	207-439-0638
DeMarco, Richard, Co - Chair	C	03/27/2017	12/31/2020	207-439-5393
DeMarco, Kristina	C	10/24/2016	12/31/2019	207-439-5393
Payne, Denise	C	10/24/2016	12/31/2019	207-439-2203
Turner, Gale	C	03/27/2017	12/31/2020	207-439-0550
Wrocklage, David	C	03/28/2016	12/31/2019	207-475-4521
Robbins, Shaye	A	02/11/2019	12/31/2022	207-522-8117
Dow, George, Associate	A	06/26/2017	12/31/2019	207-439-7866
<b>Planning Board</b> (Charter – 7 Members – cannot serve more than 3 consecutive 3 - year term)				
Bellantone, Stephen J.	C	02/11/2019	12/31/2019	207-475-5735
Ledgett, Ronald	C	12/11/2017	11/30/2019	207-439-2492
Alesse, Mark	C	11/30/2018	12/31/2021	207-703-2054
White, Russell	C	12/11/2017	11/30/2020	207-439-4534
Kalmar, Karen	C	11/30/2018	12/31/2021	207-439-6497
Fitch, Drew	C	03/12/2018	11/30/2019	207-756-9136
Dunkelberger, LeRoy	C	11/30/2018	12/31/2021	207-439-7653
<b>Port Authority</b> (7 Regular members – cannot serve more than 2 consecutive 5 – year term)				
Philbrook, Kelly, Chair	C	07/14/2014	08/31/2019	207-439-2061

Crawford, Bruce, Vice Char	C	02/11/2015	10/08/2019	207-439-3169
Lawrence, Steve	C	08/31/2018	12/31/2023	207-475-4649
Drummond, Mark A.	C	08/22/2016	08/31/2021	207-439-4720
Patten, Charles	C	08/31/2018	12/31/2023	207-439-1589
Bush, Bryan	C	02/22/2017	08/31/2020	207-439-5068
Pinkham, Niles	C	01/09/2018	01/01/2023	207-439-4483
<b>Registrar of Voters</b> ( <i>Registrar, 2 – year term, Deputies – indefinite terms</i> )				
Estee, Karen, Interim Registrar	R	12/11/2011	Indefinite	207-475-1313
Tackett, Kim, Deputy	R	08/26/2013	Indefinite	207-475-1312
Marshall, Jillian, Deputy	R	12/07/2015	Indefinite	207-475-1311
<b>Registration Appeals Board</b> ( <i>Chair 4 – year term, nominations from parties 3 – year term</i> )				
Lutts, Sandra, Chair	C	01/23/2017	12/31/2021	207-439-1108
Vacant, Democrat	C			
Carson, Janice, Republican	C	02/22/2017	12/31/2020	207-439-9165
<b>Shellfish Conservation Committee</b> ( <i>7 Regular Members, 2 Alternates 3 – year term</i> )				
Clapp, Daniel, Chair	C	12/10/2018	12/31/2021	207-439-0528
Carven, Joseph F., Jr.	C	02/22/2017	12/31/2020	207-439-6218
O'Reilly, Daniel M.	C	11/28/2016	12/31/2019	207-439-0236
Treacy, Jean	C	01/14/2018	12/31/2021	207-703-0448
Rollins, Todd	C	05/14/2017	12/31/2021	207-475-8801
Thomas, Peter	C	05/14/2018	12/31/2021	207-439-5191
Vacant				

# **ELECTED & APPOINTED OFFICIALS**

C – Appointed by Council		R – Appointed by Registrar		
M – Appointed by Manager		P – Appointed by Port Authority		
E – Elected		NV – Non-voting		
S – Appointed by School Committee				
		<b><u>Date Appointed</u></b>	<b><u>Date Term Expires</u></b>	<b><u>Telephone</u></b>
<b><u>Town Manager</u></b>				
Amaral, Kendra	C	10/24/2016	10/23/2021	207-439-1329
<b><u>Town Council</u></b>				
Spiller, Judith, Chair	E	11/06/2018	11/06/2021	603-969-5910
Denault, Charles, Jr.	E	11/08/2016	11/08/2019	207-439-4718
Thomson, Jeffrey	E	11/06/2018	11/06/2021	207-752-1313
Pelletier, Jeffrey	E	11/08/2016	11/08/2019	207-703-8842
Lemont, Kenneth	E	11/07/2017	11/04/2020	207-439-3698
Clark, Cyrus	E	11/06/2018	11/06/2021	603-205-9860
Brock, Matthew - Vice Chair	E	11/07/2017	11/07/2020	207-752-2223
<b><u>School Committee</u></b>				
Hoffman, Danielle F.	E	11/07/2017	11/07/2020	617-285-7755
Dow, Julie D.	E	11/08/2016	11/08/2019	207-439-7866
Chalupa, Nicholas M.	E	11/07/2017	11/07/2020	781-473-3350
Gilbert, Anne D.	E	11/06/2018	11/06/2021	207-439-9067
Pomerleau, Rhonda	E	11/08/2016	11/08/2019	207-439-2128
Bedard, Kimberly	E	11/08/2016	11/08/2019	207-439-9548
Cicero, Anne Marie	E	11/06/2018	11/06/2021	910-990-6181
<b><u>Town Clerk</u></b>				
Estee, Karen, Interim	A	02/27/2019		207-475-1313
<b><u>Tax Collector</u></b>				
Amaral, Kendra	C	10/24/2016	10/23/2021	207-475-1329
<b><u>Treasurer</u></b>				
Amaral, Kendra	C	10/24/2016	10/23/2021	207-475-1329
<b><u>Welfare Director</u></b>				
Amaral, Kendra	C	10/24/2019	10/23/2021	207-475-1329
<b><u>Finance Director</u></b>				
Fox – Howard, Brenda	M		Indefinite	207-475-1315
<b><u>Commissioner of Public Works</u></b>				
Rich, David	M	09/01/2016	Indefinite	207-439-033
<b><u>Tax Assessor</u></b>				
McKenney, Paul	M	01/14/2016	Indefinite	207-475-1306
<b><u>Police Chief</u></b>				
Richter, Robert	M	11/26/2018	Indefinite	207-439-1638



Kendra Amaral  
Town Manager

**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](mailto:kamaral@kitteryme.org)

It is my honor to present an overview of Kittery's accomplishments in the 2018-2019 time period. The Town of Kittery made great strides on its implementation of the Comprehensive Plan and its annual goals, while continuing to secure the town's financial position for the long-term benefit of the residents and community.

A great deal of focus was placed on land-use challenges for the Town this year. Staff advanced the multi-year Title 16 Land Use Code recodification project to clarify, simplify and reorganize the land use code to support better outcomes from development. Stakeholder interviews were conducted and a framework for the reorganization of the code was completed.

Town Council and staff worked diligently on affordable housing challenges in Town. Through the Housing Working Group's efforts the Council adopted an amendment to accessory dwelling units (ADU), an important first step in increasing housing stock. The Housing Working Group also developed draft zoning amendments to incentivize affordable housing and utilize the commercial zones for potential mixed uses. The draft amendments are working their way through committee review.

Sustainability and climate adaptation also played an important role in town activities this year. The Town joined a regional collaborative to work on sustainability initiatives with six other communities in York County. A flood resiliency checklist was completed with assistance from Southern Maine Planning and Development Commission to identify public infrastructure and land that is at acute risk of flooding from sea-level rise and storm surge.

The Town completed its Joint Land Use Study with the Portsmouth Naval Shipyard. The JLUS focused on developing strategies to address the encroachment of traffic on Kittery from shipyard activities. The Council received a presentation on the final study report including identification of a number of catalytic strategies for alleviating traffic impacts.

The Town continues to work with the Library Building Committee on the design of a renovation and expansion project that will allow the library operation to consolidate its operation into one, fully accessible building. The building will have adequate space for programming that serves children, teens, and adults and has plenty of access to information in print, digital format, and online.

The Town reconstructed the Government Street Wharf in the first half of 2019 utilizing \$500,000 of unassigned funds. It also accepted ownership of John Paul Jones Park from the State. The Maine National Guard was hosted at Fort Foster for their bivouac while working on the reconstruction of Wood Island. This partnership helped advance the WILSSA project

objectives, while providing visitors to Fort Foster an opportunity to learn more about the Nation Guard and the military purpose of Fort Foster.

This year included some significant staff transitions in key positions. Chief Robert Richter began his role as Police Chief for the Kittery Police Department, replacing Chief James Soucy. Chief Richter was selected by a committee of public safety staff and leadership team members. Karen Estee was promoted to the role of Town Clerk. Code Enforcement Officer Robert Marchi retired after three years of service. Mr. Marchi is a longtime resident and is still engaged throughout town. After 24 years of service at the Kittery Sewer Department, George Kathios celebrated his retirement. Timothy Babkirk was appointed as the Sewer Superintendent.

The Town of Kittery is fortunate to have a Town Council that is focused on long-term goals and the short-term objectives needed to implement the Town's vision. I am grateful to work with an amazing team of talented and knowledgeable professionals committed to public service.

Respectfully Submitted,

Kendra Amaral  
Town Manager



*Proven Expertise & Integrity*

## INDEPENDENT AUDITORS' REPORT

Town Council  
Town of Kittery  
Kittery, Maine

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Town of Kittery, Maine as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise the Town of Kittery, Maine's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund and the aggregate remaining fund information of the Town of Kittery, Maine as of June 30, 2019 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, pension and OPEB information on pages 4 through 13 and 87 through 97 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Kittery, Maine's basic financial statements. The Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund, combining and individual nonmajor fund financial statements and capital asset schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* and is also not a required part of the basic financial statements.

The Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund, combining and individual nonmajor fund financial statements, capital asset schedules and the schedule of expenditures of federal awards are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund, combining and individual nonmajor fund financial statements, capital asset schedules and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 5, 2019, on our consideration of the Town of Kittery, Maine's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Kittery, Maine's internal control over financial reporting and compliance.

*RHR Smith & Company*

Buxton, Maine  
December 5, 2019



**Table 1**  
**Town of Kittery, Maine**  
**Net Position**  
**June 30,**

	<b>Governmental Activities</b>		<b>Business-type Activities</b>	
	<b>2019</b>	<b>2018 (Restated)</b>	<b>2019</b>	<b>2018 (Restated)</b>
<b>Assets:</b>				
Current Assets	\$ 17,629,078	\$ 16,861,138	\$ 939,377	\$ 1,250,974
Noncurrent Assets	34,419,110	35,805,400	21,730,589	22,811,566
Total Assets	52,048,188	52,666,538	22,669,966	24,062,540
<b>Deferred Outflows of Resources:</b>				
Deferred Outflows Related to Pensions	1,395,657	2,593,198	96,268	211,868
Deferred Outflows Related to OPEB	2,978,587	3,357,298	-	-
Total Deferred Outflows of Resources	4,374,244	5,950,496	96,268	211,868
<b>Liabilities:</b>				
Current Liabilities	4,668,941	4,237,138	714,519	724,328
Noncurrent Liabilities	24,286,631	26,529,513	11,197,299	11,893,184
Total Liabilities	28,955,572	30,766,651	11,911,818	12,617,512
<b>Deferred Inflows of Resources:</b>				
Deferred Revenue	-	-	1,771,001	1,943,875
Prepaid Taxes	871	13,397	-	-
Deferred Inflows Related to Pensions	708,375	1,701,146	67,662	162,057
Deferred Inflows Related to OPEB	78,488	-	-	-
Total Deferred Inflows of Resources	787,734	1,714,543	1,838,663	2,105,932
<b>Net Position:</b>				
Net Investment in Capital Assets	21,804,219	21,866,122	10,313,936	10,733,009
Restricted	1,963,367	2,609,395	-	-
Unrestricted (Deficit)	2,911,540	1,660,323	(1,298,183)	(1,182,045)
Total Net Position	<u>\$ 26,679,126</u>	<u>\$ 26,135,840</u>	<u>\$ 9,015,753</u>	<u>\$ 9,550,964</u>

**Table 2**  
**Town of Kittery, Maine**  
**Change in Net Position**  
**For the Years Ended June 30,**

	<b>Governmental Activities</b>		<b>Business-type Activities</b>	
	<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>2018</b>
<b>Revenues</b>				
<i>Program Revenues:</i>				
Charges for services	\$ 2,681,171	\$ 3,040,171	\$ 2,550,063	\$ 2,055,889
Operating grants and contributions	2,749,943	3,149,559	-	-
<i>General Revenues:</i>				
Taxes	26,482,819	25,690,551	-	-
Grants and contributions not restricted to specific programs	3,482,767	3,757,734	-	-
Investment income	167,937	68,145	17,757	20,636
Miscellaneous	694,822	676,950	-	35,023
Total Revenues	<u>36,259,459</u>	<u>36,383,110</u>	<u>2,567,820</u>	<u>2,111,548</u>
<b>Expenses</b>				
General government	3,986,981	3,226,537	-	-
Public safety	3,281,449	4,031,439	-	-
Public works	1,823,057	2,980,362	-	-
Recreation and culture	2,158,046	2,449,790	-	-
Health and sanitation	516,996	568,828	-	-
Social services	57,926	59,433	-	-
Education	18,341,659	18,525,970	-	-
County tax	863,018	930,931	-	-
Program expenses	65,258	252,335	-	-
State of Maine on-behalf payments	1,573,152	1,744,056	-	-
Capital outlay	2,643,732	2,700,384	-	-
Grant funds/misc. accounts	136,122	143,141	-	-
Overlay	56,519	-	-	-
Unallocated depreciation (Note 4)*	44,827	100,640	-	-
Interest on long-term debt	367,431	186,525	-	-
Sewer department	-	-	2,903,031	2,775,459
Total Expenses	<u>35,916,173</u>	<u>37,900,371</u>	<u>2,903,031</u>	<u>2,775,459</u>
Transfers	<u>200,000</u>	<u>-</u>	<u>(200,000)</u>	<u>-</u>
Change in Net Position	543,286	(1,517,261)	(535,211)	(663,911)
Net Position - July 1, Restated	<u>26,135,840</u>	<u>27,653,101</u>	<u>9,550,964</u>	<u>10,214,875</u>
Net Position - June 30	<u>\$ 26,679,126</u>	<u>\$ 26,135,840</u>	<u>\$ 9,015,753</u>	<u>\$ 9,550,964</u>

## KITTERY COMMUNITY CENTER

It is with great excitement that, as the Director of the Kittery Community Center, I present my 2nd Annual Town Report for 2018-19. We are fresh off the heels of a rebranding effort that has provided us with a new logo, program guide and website and we truly feel it reflects the vibrant facility that the KCC has become.

Our facility continues to see hundreds of people enter our doors daily to participate in classes, workshops, meetings, conferences, trips, gym time, fitness room, indoor track, plays/theatre, lectures, preschool, after school daycare, Scouts, weddings, showers, birthday parties, concerts, memorial services, lunches and so much more. The KCC provides opportunities for everyone, ages two to 100. The gymnasium, indoor track, and fitness suite are used on a daily basis, from sun up to sun down, and individuals truly enjoy being able to take advantage of these amenities. The fitness suite does require a membership; however, the walking track is free for all residents to use. A non-resident fee of \$1 per day is charged to use the track.

With every year that passes, our participant numbers are increasing. It is with great delight the KCC revenues surpassed \$1,000,000 for the second consecutive year!

The KCC staff and Board of Director's number one priority is to ensure that all are having a great experience at the Center. We challenge ourselves every day to provide great customer service to our guests.

In June, the 9th Annual Kittery Block Party was held in the Foreside Area. Many individuals and Town Departments worked behind the scenes to make this day enjoyable for families and friends. Bob's Clam Hut, York Hospital, Kittery Trading Post, Kennebunk Savings, Harbour Light, and Northeast Credit Union were the presenting sponsors for 2019. The Block Party was able to donate over \$20,000 to several nonprofit organizations after carefully considering many applications for this grant.

The Eyes of the World Discovery Center, our outdoor forest Preschool Program serves two to five-year olds. It is our honor to have these adorable preschoolers commence their early education with the Kittery Community Center's state licensed preschool program. Our staff works with the Mitchell school Kindergarten teachers to assist in setting up our programs to complement theirs. This program is already completely full thru 2021.

Our S.A.F.E. (Safe Alternatives for Enrichment) after school program is offered to youth in Kindergarten through Eighth grade. This program is licensed with the State of Maine and is housed at the Kittery Community Center on Monday-Friday from 2:30-6pm, allowing working parents to have the peace of mind that their children are engaging in safe activities, including homework time, after school.

The free "Concerts on the Common Summer Series", was held at Frisbee Common at the Kittery Community Center on Tuesday evenings. Again, this year, the Series coincided with the National Night Out event. Kennebunk Savings has been the sponsor for this series since 2003. THANK YOU! We could not offer this series to the community without their sponsorship

and the invaluable assistance of the MWR office at the Portsmouth Naval Shipyard who provided the stage and some of the bands this year.

Since 2001 YORK HOSPITAL has provided financial assistance each year for a total of \$333,000 to allow low-income families and adults the opportunity to participate in activities that they may not be able to do otherwise. This contribution is amazing and so generous. The Community Center Director administers this program after an extensive application process. Some adults have used this for a fitness membership, a class or a trip. Many families take advantage of this generous gift and have been provided with reduced program fees as a result. This program is also very valuable to low-income parents by providing financial assistance with daycare during the summer. We wish to thank York Hospital, our neighbor and friend, for this generous contribution to Kittery! Please remember their community spirit and generosity. With much gratitude THANK YOU to Mr. Jud Knox, President and to York Hospital's Board of Directors. York Hospital provides so much to Kittery and the surrounding communities and we feel very grateful that we are one of the recipients!

Additionally, thanks go out to the Town Manager, Town Council and Municipal staff for the support they have shown this Department throughout the year. Police, Community Center and Highway staff all worked the Block Party and were able to interact with the attendees in a different way than their normal daily tasks. It is wonderful to work in a community where town departments work as a team and assist each other for the benefit of the residents served. Department heads are functioning very well together and all have the appropriate attitude to provide the best services for the residents in all areas of expertise.

Last, but certainly not least, thank you to the KCC staff in reception, preschool, SAFE, custodial, and administration as well as our instructors, coaches, assistant coaches, volunteers, and sponsors, who work each and every day assisting in "Creating Community Together". I appreciate your dedication to the Kittery Community Center and the citizenry of Kittery! I know that we all want and work hard to obtain a department that our residents are proud of and one that is utilized to the fullest. We strive to have quality staff, instructors, programs, daycare, and preschool in a clean, well maintained environment. Our goal is to willingly grow and change as the building/residents suggest change.

Respectfully submitted,  
Jeremy Paul  
KCC Director

## KITTERY POLICE DEPARTMENT

The mission of the Kittery Police Department is "...to work in partnership with the community to enforce the law, preserve the peace, and protect the rights, lives and property of all people. As guardians of our community, we will strive to ensure a high quality of life and accomplish this with respect, fairness and compassion." To that end, the Kittery Police Department continues to strive to build relationships and partnerships with its community members. Our Facebook page remains active and we are committed to using technology to stay connected with those that we serve. The members of the Kittery Police Department comprise a team of personnel who are dedicated to serving our community with respect and compassion all while displaying Courage, Strength, Honor and Integrity.

The Department currently consists of 21 full-time sworn officers and 8 civilian staff. The sworn personnel include the Chief, Lieutenant, 4 Sergeants, 2 Detectives, 1 School Resource Officer, 11 Patrol Officers and 1 part-time Animal Control/Parking Enforcement Officer. The civilian staff include 1 Administrative Assistant, 5 full-time Dispatchers and 1 full-time Dispatcher/Records Clerk and 1 part-time custodian.

Notable personnel changes over the past year include the retirement of Detectives Ray Hazen and Steve Hamel. Officers Cory Blancato and Michael Webster joined the KPD team to fill these vacancies. Officers Brian Cummer and Ryan Sanford were assigned as Detectives in the Criminal Investigations division to fill those positions. Animal Control Officer William Hackett retired after serving in that capacity over the last ten years, and that after serving as a police officer with the Kittery Police Department for the previous 28 years! Dispatcher Sean Remick left to become a full-time police officer in the Town of Wells. Dispatcher Andrew Noyes was hired to fill his vacancy. Lastly, but by no means least, Officer William Walsh was promoted to the rank of Sergeant to fill the vacancy left after the retirement of former Sergeant, and current Harbor Master, John Brosnihan.

The Department continues to make connections with our community by participating in several events throughout the year with our community partners. Once again, we've enjoyed a successful National Night Out event as well as the Kittery Block Party. I would like to thank all of our partners for making these events safe, enjoyable and successful. The Police Department also participated in many community and charitable programs throughout the year. These included Special Olympics (Law Enforcement Torch Run, "Tip A Cop"), Kittery Holiday Baskets, Fueling Dreams, Footprints Food Drive, Stuff-A-Truck Toy Drive, Kate's Bakery Toy Drive, Meals On Wheels, Coffee With A Cop, and No Shave November (Children's Advocacy Center) to name a few.

The Department continued to offer both the "Drug Take Back" program and the Child Passenger Safety Seat installation and inspection program, both of which had successful years with many people availing themselves of the opportunities of these two programs.

The Department also remains committed to working with our schools to help insure our children have a safe environment in which to learn. We continue to utilize a full-time School

Resource Officer imbedded in the Kittery schools. Officer Jay Durgin is a shared resource who works in collaboration with the schools and community as a resource for safety and security issues. The S.R.O. also provides a visible law enforcement presence in the schools and fosters relationships with students. The School Resource Officer is also responsible for crime prevention and investigation in the schools as well as handling various juvenile issues. The Kittery Police Department has welcomed several students from the school system to perform "internships" with the K.P.D.

We have held several informational sessions with our seniors to educate about fraud and scams targeting the senior population.

Similar to other communities throughout the country, Kittery is still dealing with the epidemic of Substance Use Disorder. The Kittery Police Department, much like other agencies across the country, struggles to find effective, efficient ways to get this problem under control. We responded to 16 drug overdoses this past year, and those were only the ones that were reported to us. We must partner with other agencies, providers and stakeholders to take a multi-pronged, unified, holistic approach to dealing with this epidemic.

Mental illness remains a large and growing concern for all of law enforcement and Kittery is not exempt. As a department, we deal with persons with mental health issues on a nearly daily basis. We have committed our officers to receive Crisis Intervention Team Training and will seek other similar types of training to assist in giving them the knowledge and tools to safely and effectively deal with those afflicted with mental illness. Much like the Substance Use epidemic, we must partner with other providers to take a team approach to dealing with those suffering from mental illness.

The Kittery Police Department is not immune from the national trend towards a diminishing pool of qualified applicants for police officer positions. It is becoming increasingly more difficult to attract qualified candidates to fill these positions. Pay, schedules, hours of work and anti-police sentiment are some of the factors that have been pointed to which are contributing to fewer candidates seeking a career in law enforcement. Of the available applicants, many are unable to meet the basic requirements of background checks, polygraph examinations, psychological testing and physical agility required by Maine law to become a police officer. We must work hard towards more innovative recruitment strategies and make law enforcement careers more desirable in order to attract the qualified candidates we so desperately need.

Below is a sampling of a various number of calls which the Kittery Police Department responded to this past year. There were a total of 33,852 Calls for Service handled by our dispatch center and police officers throughout the year.

<u>Reason</u>	<u>Calls For Service</u>	
Burglary	22	
Theft (all)	192	
Shoplifting	37	
Forgery/Fraud	35	
Criminal Mischief	54	
Sex Offenses	10	
Weapons Violations	5	
Offenses Against Family and Children	13	
Suspicious Activity	570	
Public Services (Permits/Record Checks/Citizens Assists)	3731	
Animal Complaints	769	
Motor Vehicle Crash	518	
Alarms	741	
Assault	23	
Disturbance/Disorderly	179	
Domestic Disturbance	57	
Harassment Complaints	121	
Juvenile Offenses	17	
Motor Vehicle Stops	6362	
Noise Complaints	82	
Paperwork Service(Summons/Protective Orders)	236	
Suicidal Subjects	51	

In closing, I would like to thank our citizens, businesses and municipal partners for your continued support of our department. Our successes are your successes, for we cannot accomplish our mission without your help. I would also like to give a special thanks to all of the men and women at the Kittery Police Department. Their dedication to the community and their profession, in an often times thankless job, is remarkable. It is our promise to keep transparency, legitimacy and trust at the forefront of our goal to provide excellence in policing Maine's "First Town".

Respectfully,

Robert Richter  
Chief of Police

## **RICE PUBLIC LIBRARY**

This is a watershed year for Rice Public Library. After 131 years as a stand-alone Public Library Institution, the Library will become a Town Department. The Rice Public Library will be transformed in the next two years through a renovation and expansion project. The library looks forward to being a cornerstone of information, technology, and culture for years to come. I have included a year in review since a great deal has been accomplished in a year.

### **January 2019**

The Library Building Committee selected Scott Simons Architects for the design of the renovation and expansion project. Scott Simons Architectural Design firm of Portland, Maine has an extensive portfolio of 27 library renovations and design of new library buildings. The first phase of funding for the design phase is included in this year's Capital Improvement Program.

### **March 2019**

The Library Building Committee met and viewed draft sketches for the possible configuration of the addition to the Rice building. The Library building committee also received the building assessment reports from structural, civil and electrical engineers.

### **April 2019**

The Library Building Committee and the team of architects from Scott Simons invited the community to view a schematic design presentation of the Rice Public Library Building & Renovation project April 24<sup>th</sup>, 2019 from 6:00 -8:00 PM at the Kittery Community Center. 120 Rodgers Road, Kittery.

### **Circulation Report-**

- The library saw an 8% increase in circulation this past year, totaling 93,169 items borrowed, renewed, and downloaded.
- Museum Passes are generously funded by the Friends of the Rice Public Library, and are enormously popular. Rice Library has the highest museum-pass usage in the state, with 2,074 patrons enjoying free or discounted admission to 11 area museums.
- There are currently approximately 4,000 library cardholders, with 94% of these being Kittery residents. In Fiscal Year 2019 the library saw an average 897 unique patrons per month. There were 3,119 unique users in total. Inactive library cards are purged after three years, as per Maine State Library Standards. Library membership is free for all who live, work, go to school, or own property in Kittery or on the Portsmouth Naval Shipyard. There were 62,000 library visits in total.
- Technology Classes, programmed in conjunction with Kittery Adult Education, are the most popular they have ever been. The library increased the courses offered over the past year to 20. With subjects ranging from building an email newsletter to streaming Netflix, the classes attract students from throughout the Seacoast and often fills up weeks in advance.

### **Programs**



Volunteers from the Friends of Rice Public Library delivered 20 large print books, approximately 15 times a year to Meetinghouse Village for the senior residents. The purchase of the new books are partially funded by the Lions Club of Kittery and an anonymous donor.

We hosted 60 adult programs, movie nights, Rice Pudding Poetry, book groups, author visits, computer classes, and a variety of other programs. Rice Pudding Poetry, running 3 times a year, continues to be a well-attended program (177). Some other stand out programs were author, Paul Doiron (48) and Igor Sikorsky III, which we had to run twice because the attendance was outstanding (160). The ongoing exhibit antique maps of Kittery has been exceptionally popular.

The Total Program attendance all programs in 2018-2019 was 10,628.

### **Grants & Bequests**

To supplement specific areas of the collection, one resident gave \$2,000 to purchase new DVDs and \$1,000 for a series of chair Yoga classes and another resident gave \$3,000 for the purchase of large print mystery and thriller books.

The Central Maine Power grant for an EV station application last year was successful. The Central Maine Power grant was \$2,500.

### **Building Maintenance**

- EV station install was completed in September.
- The Rice building has been inspected by a team of engineers including mechanical, electrical, structural and landscape engineers. The team examined the existing conditions and delivered an in-depth analysis of the building prior to the Rice renovation and construction project. This report was submitted to the Scott Simons Architects and the Rice Building Committee.

### **Youth Services**

- This past year, Youth Services offered a total of 181 programs with 8,178 attendees. We are (for 2018) Second in the State for Children's Programming Attendance (Municipalities 5,000-9,999). See Maine Public Library Annual Statistics for 2018: <http://www.countingopinions.com/pireports/report.php?83f2775a510779ef8aa09372fcb215b4>
- Rice Public Library's Youth Services is in the top 10 for children's programming attendance for the entire state.
- Summer Reading 2019 Participants: 519
  - Highlights of this year's events: Story Times (in-house and at local organizations), inter-generational Trick or Trick & Easter Egg Hunt Story Times at Kittery Estates, Holly Jolly Trolley, Family Movie Nights, visits from local school groups, Kindergarten Registration Library-Card Sign-Ups, Summer Reading Program school visits, Kittery Block Party, SAFE group, and special events including author visits (ex., Mark Parisi), LEGO Club

with Mr. Wicker, Marine Mammals of Maine, N.H.S.P.C.A., Head Start Meet & Greet, and more.

- Grants Requested and Awarded Youth Services that supplemented Collection Development and Programming. These funds aided growth in the S.T.E.A.M. non-fiction material, as well as Summer Reading support.

<i>Traip:</i>	\$3,294
<i>Kittery Block Party:</i>	\$1,500
<i>Thaxter:</i>	\$1,000
<i>Friends of Rice PL</i>	\$2,500

## **Volunteers**

Our team of devoted volunteers assisted us with processing Minerva inter-library loans, programming, shelving, carting books between the two buildings and special events. We deeply appreciate the help of our dedicated volunteers: Mark Steele, Hope Neilson, Mary Ann West, Deborah Balon, Bill Tredwell, Mary Lombardi, Elsie Overkleeft and Gail Barrington, who volunteer many hours over the course of a year. We are very grateful to the many members of the Friends, especially President Margaret Bradford, Secretary Sallie Mackie and Co-Treasurers Merry and Don Craig. This year the Friends raised funds to pay for eleven museum passes, \$2,500 for the children's summer reading program, funded the online museum pass reservation program Tixkeeper and a subscription to BookPage, (a monthly publication with a variety of adult and children's book reviews).

Rice Public Library was selected by the Piscataqua Savings Bank as their 2019 site to volunteer for the United Way Day of Caring. Six volunteers from the Piscataqua Savings Bank worked all day to make both buildings sparkle inside and out. The team assembled a bookcase, dusted, cleaned windows, and polished the woodwork.

## **Staff**

The extraordinary staff, without whose help none of the above could have been accomplished, is: Technical Services Supervisor: Greta Evans, Supervisor of Youth Services: Jennifer Kelley, Circulation Supervisor: Katie Lyons, Library Assistants: Simone Roy, Asher Littlefield, and Library Substitutes: Rich Wicker, Kathy Regan and Alyssa Ervin.

## **Library Board**

The members of our Board of Directors who guided us through the above activities were: President Rachel Dennis, Vice President David Harris, Treasurer George Dow, Secretary Douglas Greene, and board members Dianne Fallon, William Tredwell and Linda Cheatham. This year Dudley Bierau stepped down from active service on the Rice Public Library Board after 30 years to become Board Member Emeritus. Thank you to Dudley for his many years of dedication and devoted service to Rice Public Library.

We genuinely appreciate the residents and businesses of Kittery, the Town Council, Kendra Amaral our Town Manager continuing support of the Library by funding our operational needs for the fiscal year. We look forward to creating a 21<sup>st</sup> addition alongside the 1888 Arabella Rice building.

In closing, I would like to personally thank the Rice Public Library Board Members, the Library staff, the Kittery Town Council, the Kittery Department Heads, the Town Staff and the Town Manager for working together to achieve a smooth transition.

Respectfully submitted,

Lee Perkins  
Library Director

## **DEPARTMENT OF THE HABORMASTER**

I wish to thank all of the departments, boards and people who have assisted this department throughout the 2018-2019 year including but not limited to the following: Kittery Port Authority, Police Department, Department of Public Works, Planning Department, Town Clerk's Office and the Office of the Town Manager. A special thanks to all the volunteers, who year after year offer their time to install and remove the floats and ramps each season. Their work makes it possible for all to enjoy Kittery's amazing waterfront.

The past year saw Kittery Port Authority members Bruce Crawford and Marc Drummond complete their service as KPA members. Both offered a tremendous amount of knowledge and above and beyond dedication to the role of KPA members. Assistant Harbormaster Allen Breton retired this year as well. Allen ran the Traip Academy Boating Facility and ensured a safe location for the boating community to access the water.

Dock Attendant, Christopher Evancic returned this year and took over the Traip Facility and once again did a great. The Assistant Harbormaster was retitled Deputy Harbormaster in order to maintain consistency with the Maine Harbormaster Association guidelines. The position was filled by Charles "Chuck" Moran of Kittery Point.

The Government Street Pier replacement project was completed with \$500,000 in funding approved through a Town Warrant article. The pier serves an important access point for Kittery's commercial fishing fleet. The pier was built to a higher elevation than the previous pier due to ongoing sea level rise. The success of this project was the result of months of hard work and planning of Bruce Crawford and Town staff.

This year saw initiation of the online harbor management system that allowed mooring holders the opportunity to manage and renew their mooring online and transient boaters the ability to reserve slips through the website. Approximately 28 percent of mooring holders completed their renewals online in the first year. Approximately 80 percent of transient mooring rentals were completed online.

The Kittery Port Authority authorized a "trial" hourly dock rental program which allowed boaters to rent the transient docks for up to two hours at a time.

The program planning has begun for the replacement of the Frisbee Float (commercial float) it has been in service for over 20 years and had several emergency repairs over the past year.

Kittery Harbormaster staff conducted several search and rescue mission as well as joint operation with the Kittery Police Department, Kittery Fire Department, Maine Marine Patrol, U.S. Coast Guard and the New Hampshire Marine Patrol. We responded to calls for vessels adrift, vessels aground, vessels taking on water, reckless operation, persons in the water and body recovery.

The Kittery Port Authority continues to evaluate the current rules and regulations and makes adjustments and plan for the future of Kittery's waterfront.

Respectfully submitted,  
John J. Brosnihan  
Kittery Harbormaster

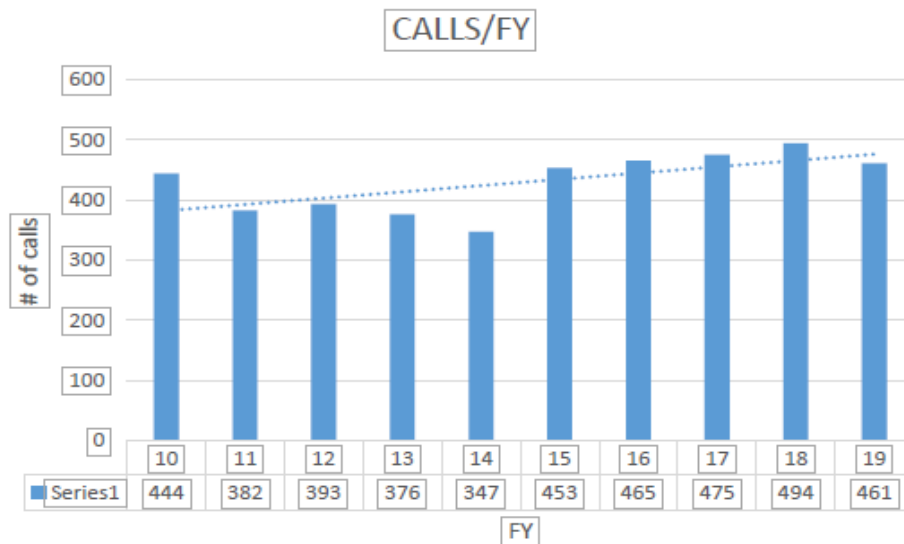
FIRE DEPARTMENT  
ANNUAL REPORT  
2018-2019

To the Citizens of the Town of Kittery:

It is with pleasure I submit this report outlining the accomplishments and concerns for the future of the Kittery Fire Department. On December 28, 2018 I completed my twentieth year and began my twenty-first as Fire Chief of this community. Over twenty years you have supported my organization with new stations, new apparatus and new equipment that rivals any in the Seacoast area. I thank you for this as without the proper tools our firefighters would not be able to function in a safe and professional manner.

Kittery continues to employ an “On-Call” firefighter workforce. Simply put, the station is not manned with career firefighters. Firefighters respond to the appropriate station when they are paged and then respond on apparatus to the incident. They are paid an hourly wage while on call that begins at Maine’s minimum wage for our newer firefighters. Our firefighters are well trained, meet or exceed all State and Federal certification requirements and continue to provide a much-needed service for our citizens and visitors. However, as the number of requests for service increases the number of responding firefighters lessens. As stated in last year’s report we have implemented stipend programs for weekend coverage during the summer months and other times when manning levels are expected to be low. This has provided a “stop gap” to the problem of increasing call volume with decreasing number of firefighters.

The graph below is a simple bar chart depicting the number of calls per Fiscal Year over the last ten years. Although FY19 shows a decrease, the overall trend is indicating a rise as shown by the trend line. FY20 started at a high volume and is expected to surpass FY19’s call number.



Kittery was fortunate to welcome two new firefighters in FY19. Brendan Quier and Kellie Huddleston attended Firefighter One and Two classes for two evenings a week and several eight-hour Saturdays for five months to qualify as Firefighter One and Two. Both passed their written and practical exams and are now fully certified firefighters. We thank them for their commitment and welcome them to our Department. During this same period of time seven firefighters lapsed in training and attendance.

FY19 saw the adoption of the Presumptive Carcinogen Law for firefighters. As a result of this we have begun the outfitting of our firefighters with a second set of “bunker gear” which includes protective pants, coat, gloves, hood and boots. The process is simple in that we do not want the smoke and fire byproducts brought back on the apparatus to the stations and eventually to the firefighter’s homes and workplaces. When an incident requires entry into a hazardous environment where carcinogens are suspected each firefighter is decontaminated at the scene. Their second set of gear is sent to the scene where they remove the contaminated gear, place the contaminated gear into plastic bags and change into the clean gear. The contaminated gear is washed and dried at the station and put back into service. Fortunately, the Town’s Capital Improvement Program is funded for equipment purchases like this. Each set of new gear is approximately \$2,900.

The process to replace an aging piece of apparatus began during of FY19. Engine 1, a 1995 Pierce Custom Pumper, has reached the end of its lifespan and will be replace in FY20. The specifications have been written, the contract awarded and delivery of a new pumper will be in October, 2019.

The following table is the FY2019 Incident Type Breakdown

**2018/2019**

**Incident Type Breakdown**

<b>Incident Type</b>	<b>Occurrences</b>	<b>Percentage</b>
Fire/Explosion	31	6.8%
Rescue Call	132	28.6%
Hazardous Condition	81	17.6%
Service Call	61	13.2%
Good Intent Call	47	10.2%
False Call	103	22.3%
Severe Weather/Natural Disaster	6	1.3%

Thank you to the Kittery firefighters once again for their commitment to this Town and thank you Citizens for your support during FY19 and for the past twenty years of my tenure as Chief.

Respectfully submitted

D. W. O'Brien

Fire Chief, MECFO III



## **DEPARTMENT OF PLANNING AND DEVELOPMENT**

The Planning and Development Department is comprised of the Planning, Code Enforcement and Assessing divisions. The department consists of five employees: Director, Code Enforcement Officer, Assistant Code Enforcement Officer, Town Planner, and Development Staff Clerk, and manages the contract for a third-party tax assessor. The department is responsible for oversight, permitting, and enforcement of land use codes and health and safety regulations, administering the comprehensive plan update process, assessing property values, and providing professional support to the Planning Board and Board of Appeals.

Highlights for fiscal year 2019 include:

### Planning:

- Reviewed approximately 15 subdivision, site, and right-of-way plans for the Planning Board, and 12 shoreland development plans.
- Finalized the new Mixed-Use Neighborhood zone and began the review for a 300-unit multifamily residential development.
- Started the recodification of Title 16, the Town's Land Use & Zoning code.
- Supported DOD-funded Joint Land Use Study with the Portsmouth Naval Shipyard to address its impact on the community.
- Supported the Highway 236 Traffic Study to recommend strategies for improving that critical corridor.
- Wrote various amendments to the zoning code to adjust requirements for new signs, development in shoreland areas, and accessory dwelling units.
- Supported the Economic Development Committee, Housing Working Group, and Taylor Library Building Committee.

### Assessing

- Established a certified assessing ratio of 85% of fair market value.
- Conducted permit inspections on 564 parcels, and cyclical inspections on 879 improved parcels and 25 vacant parcels.
- Processed 378 property ownership transfers and created 46 new parcels.
- Total valuation of real estate increased by \$24,363,520.
- Processed 48 new Homestead Exemption applications and 22 Veterans exemption applications.

Board of Assessment Review: Joseph Afienko, Chair; Mary Thron; Alan Rindler; William Peirce; Bradford Connolly.

Thank you to all of our volunteer board members who contribute so much of their own time to the crucial work of the Town!

**CODE ENFORCEMENT OFFICER**  
**ANNUAL REPORT**  
2018-2019

**Building Permits Issued Fiscal Year July 2018 – June 2019**

Number of Permits Issued	702
Cost of Construction	\$ 23,153,790
Permit Fees Collected	\$ 322,708

**Residential**

Single Family Residences	
Number of Permits	30
Cost of Construction	\$ 9,121,177
Duplex/Multi-Family Residences	
Number of Permits	1
Cost of Construction	\$ 300,000
Mobile Homes	
Number of Permits	14
Cost of Construction	\$ 1,520,174
Accessory Dwelling Units	
Number of Permits	1
Cost of Construction	\$ 0.00
Additions & Renovations	
Number of Permits	83
Cost of Construction	\$ 3,845,478
Maintenance & Repair	
Number of Permits	70
Cost of Construction	\$ 1,294,788
Decks & Porches	
Number of Permits	42
Cost of Construction	\$ 364,365
Sheds	
Number of Permits	22
Cost of Construction	\$ 102,125
Garages, Barns & Workshops	
Number of Permits	14
Cost of Construction	\$ 564,527

Docks, Piers, Floats		
Number of Permits		9
Cost of Construction	\$	236,500
Generators		
Number of Permits		34
Cost of Construction	\$	212,543
Chimneys, Fireplaces, Woodstoves, Pellet Stoves		
Number of Permits		2
Cost of Construction	\$	14,655
Solar		
Number of Permits		7
Cost of Construction	\$	166,134
Propane/Oil Tank and Gas Piping		
Number of Permits		105
Cost of Construction	\$	935,461
Pool		
Number of Permits		3
Cost of Construction	\$	46,500
Electrical Upgrades		
Number of Permits		151
Cost of Construction	\$	699,973
Vegetation Removal in Shoreland Overlay		
Number of Permits		21

**Non – Residential**

Commercial Refits & Alterations		
Number of Permits		40
Cost of Construction	\$	2,107,090
Municipal		
Number of Permits		7
Cost of Construction	\$	1,622,900

**Demolition**

Number of Permits		26
-------------------	--	----

Respectfully Submitted,

Craig Alfis, Code Enforcement Officer

**LOCAL PLUMBING INSPECTOR**  
**ANNUAL REPORT**  
2018-2019

**Plumbing Permits Issued Fiscal Year July 2018 – June 2019**

**Permits Issued**

Internal Plumbing Permits	125
External Plumbing Permits	41
Total Number of Permits Issued	166

**Amount of Fees Collected**

Total Amount Collected	\$ 26,310.00
Total Sent to DHHS	\$ 5,200.00
Total Sent to DEP	\$ 540.00
Net to the Town of Kittery	\$ 20,570.00

Respectfully Submitted,

Jessa Kellogg, Local Plumbing Inspector

## **DEPARTMENT OF PUBLIC WORKS**

It has been another busy year for the Department of Public Works. Public Works crews managed over 70 inches of snow. The town had 12 sanding storms and 17 snow storms which required the application of 2,876 tons of salt to maintain over 64 miles of roadway. The crews installed 40 new signs, 645 feet of drainage pipe repairs/replacements, 16 drainage basin repairs/replacement and installed 220-tons of asphalt for pothole repairs.

The DPW staff are currently working on the 5-year Pavement Management Program of which 15.5 miles of roadway have been completed, for a total cost of \$1,765,000 which was funded by CIP, and State Aid funds.

The Town was awarded a grant for improving the Route 1 corridor; including the Memorial Traffic Circle rebuild, additional sidewalks, drainage, island reconstruction, culvert replacement, pavement overlays, and other related work. Improvements will be made for bicycle and pedestrian mobility around the traffic circle along Route 1 towards the outlets. Construction has been completed and the project close out is under way.

The Town was awarded a grant for improving the Route 103(Whipple Sidewalk) corridor; additional sidewalks, drainage, culvert replacement and other related work. The project is in the Right of Way phase.

Finally, the Town was awarded a grant for improving Walker and Wentworth corridor; additional sidewalks, drainage, culvert replacement, pavement overlays, and other related work. Improvements will be made for bicycle and pedestrian mobility. The project is in the design phase.

Fort Foster Fees for 2018-2019 season came in at \$251,000 which was an increase over prior years, due to Council action to increase fees. Fort Foster had several record days for attendance this season. A new credit card processing system was installed at Fort Foster which has led to increased revenues as well; with \$34,000 in credit card revenue at the gate thru June 30<sup>th</sup> 2019. Another round of deck board-replacements on the pier were completed for \$20,000. The work to repair storm damage to the paths along the beaches was started in the spring and was completed in the fall. FEMA is funding \$700,000 in repair costs for this project.

The in-town parks crew has been very busy maintaining over 93 acres of right of way and more than 40 acres of parks used by our residents, schools and out of town visitors.

The Kittery Resource Recovery Facility user fee and permit revenue held steady. The KRRF accepted 2,492 tons of municipal solid waste (MSW) and demolition waste. The recycling market has been decreasing over the past several years and it appears that the trend will continue moving forward.

The Town of Kittery is federally mandated to annually inspect and maintain stormwater infrastructure to comply with the Municipal Separate Storm Sewer System (MS4) General

Permit. Public Works staff cleaned 480 catch basins removing 1,136 cubic yards of catch basin grit, swept Town streets at least once, some twice in the year, removing 216 cubic yards of sediment and debris from the streets, swept Town streets for leaves in the fall removed 480 cubic yards of leaves from the streets, and inspected 86 stormwater outfalls and approximately 1 mile of ditches for any illicit discharges into water resources.

Heading into my fourth year with Kittery Public Works, I look forward to continuing collaborative efforts with my peers to continue providing quality services to the residents of Kittery for safe roadways, properly maintain storm water facilities, improved bicycle/pedestrian facilities, well-maintained parks, and an efficient solid waste facility.

Respectfully submitted,  
David Rich  
Commissioner of Public Works

## **KITTERY WASTE WATER DEPARTMENT**

I would like to start by thanking the Town of Kittery for the opportunity to replace George Kathios as the Superintendent for the Kittery Sewer Department. I look forward to keeping the great reputation the department has and using my prior experience to implement new technology that will allow us to keep up with the current changes in the field of wastewater.

In my short time here as the Superintendent we have focused on the sewer system infrastructure, assessing the age and condition of sewer lines and pump stations. This will give us the information needed for the new computerized asset management program we will now be using. The new system will also include GIS mapping of the entire sewer system, act as a preventive maintenance program that will automatically send out daily work orders for all equipment that is ready for scheduled maintenance, allow us to track and trend equipment performance, flows throughout the system, inventory management, and cost analysis that will help budgeting going forward.

At the treatment plant we have added new air ducts in the headworks building to remove harmful H<sup>2</sup>S gas for staff safety and lowering the effect of corrosion to the equipment, upgraded electrical components including new variable frequency drives to our sludge dewatering centrifuge and two sludge feed pumps, and installed two new sludge wasting pumps in both our SBR tanks. We also completed a major cleaning of SBR tanks #1 and #2. We have purchased a new sewer line video inspection camera allowing us to perform our own sewer line inspections which will greatly reduce the cost of this ongoing function.

I would like to thank the Citizens of Kittery, the Town Office Staff and Town Manager for all their support during this last fiscal year. And a special thank you to the Sewer Department Staff for their hard work and dedication.

Respectfully submitted,

Timothy Babkirk  
Superintendent of Sewer Services

## **KITTERY WASTE WATER DEPARTMENT**

I would like to start by thanking the Town of Kittery for the opportunity to replace George Kathios as the Superintendent for the Kittery Sewer Department. I look forward to keeping the great reputation the department has and using my prior experience to implement new technology that will allow us to keep up with the current changes in the field of wastewater.

In my short time here as the Superintendent we have focused on the sewer system infrastructure, assessing the age and condition of sewer lines and pump stations. This will give us the information needed for the new computerized asset management program we will now be using. The new system will also include GIS mapping of the entire sewer system, act as a preventive maintenance program that will automatically send out daily work orders for all equipment that is ready for scheduled maintenance, allow us to track and trend equipment performance, flows throughout the system, inventory management, and cost analysis that will help budgeting going forward.

At the treatment plant we have added new air ducts in the headworks building to remove harmful H<sup>2</sup>S gas for staff safety and lowering the effect of corrosion to the equipment, upgraded electrical components including new variable frequency drives to our sludge dewatering centrifuge and two sludge feed pumps, and installed two new sludge wasting pumps in both our SBR tanks. We also completed a major cleaning of SBR tanks #1 and #2. We have purchased a new sewer line video inspection camera allowing us to perform our own sewer line inspections which will greatly reduce the cost of this ongoing function.

I would like to thank the Citizens of Kittery, the Town Office Staff and Town Manager for all their support during this last fiscal year. And a special thank you to the Sewer Department Staff for their hard work and dedication.

Respectfully submitted,

Timothy Babkirk  
Superintendent of Sewer Services



# UNPAID REAL ESTATE TAXES 2019

YEAR	PARCEL	OWNER OF RECORD	TOTAL DUE
2019	15-92-2-1	9 MAIN STREET, LLC	5.11
2019	15-92-2-2	9 MAIN STREET, LLC	5.11
2019	65-1	ABENAQUI HOLDINGS, LLC	418.95
2019	42-20A-1	ANDERSON, JOHN	1,211.87
2019	3-106	ARBO, DANIEL L	5,879.32
2019	3-107	ARBO, DANIEL L	1,236.99
2019	3-88	ARBO, DANIEL L	162.09
2019	2-10	ARBO, DANIEL L	189.00
2019	2-9	ARBO, DANIEL L	6,064.17
2019	18-43	ARRIS, JEAN	270.36
2019	21-3-42	BAKER, MELISSA	138.76
2019	22-21G-106	BARKER, CLAUDETTE M	5,134.61
2019	56-9-3	BROWNE, BENJAMIN N.	167.47
2019	21-3-13	BURNETT, JUSTIN	377.42
2019	9-134	BWF MANAGEMENT LLC	5,464.54
2019	37-16	CARNEY, LISA M	2,141.10
2019	60-21-110	CAVERNO, PETER	119.05
2019	14-19	CHAPMAN, DAVID R	1,771.92
2019	6-15A	CLOUGH, GARTH E	3,277.32
2019	41-4	CORMIEA, VICKIE M	1,346.45
2019	58-55-2	CZACHOR, EUGENE	7,908.88
2019	16-134	D'AMOUR, THOMAS FRANCES	2,791.00
2019	30-26C	DREW, SUSAN J SPINNEY	1,470.27
2019	60-21-91	DUCHEMIN, RAMONA	0.56
2019	15-27	DURGIN, DIANE	4,095.50
2019	61-19A-4	GARDNER, WILLIAM E	4,542.44
2019	60-19	GEORGE, JANE A	1.23
2019	61-26-17	GERASIN, DAVID M	7,790.46
2019	62-9-7-1	GERASIN, DAVID M	3,234.25
2019	22-13	GJE INVESTMENTS LLC	75.96
2019	41-7-6	GLUSGOL, MELVIN M	4,854.67
2019	14-1	J S PELKEY FUNERAL SERVICES INC	0.20
2019	67-43	JONATHAN CADOUX	0.03
2019	21-3-18	KEEFFE, JACQUELINE	354.10
2019	66-16-14	LAREAU, CYNTHIA A	359.48
2019	60-21-103	LAUCKNER, MELISSA	382.81
2019	8-20	LEBLANC, PAUL D	3,855.95

2019	25-10	LUTTS, SANDRA A	8,761.27
2019	39-17B-18	MC LAUGHLIN, MAUREEN	1,254.93
2019	15-75	MCCANN, HOLLY	3,499.84
2019	60-21-49	MCGINNIS, SAMANTHA	149.82
2019	48-16	ME HOLDINGS LLC	1,493.60
2019	24-37	MILLETT, JOHN C	4,009.44
2019	7-20	MOFFAT, SCOTT C.	111.76
2019	5-14A-1	MURRAY, DANIELLE L	4,703.95
2019	16-158	PELCHAT, TINA	4,054.96
2019	44-13A	PELLETIER, PAUL A	2,859.20
2019	60-21-57	PERKINS, ELVIRA	263.32
2019	14-47	PESARIK, ANNE MARIE	2,126.98
2019	14-47-1	PESARIK, ANNE MARIE	2,572.09
2019	45-50	PHINNEY, CHARLES G	251.59
		PUFFER & SONS LAND MANAGEMENT	
2019	50-5	INC	1,498.13
2019	57-11	PUTNAM, JOSEPH C	60.55
2019	56-17	RAYNES, RICHARD F	1,222.62
2019	27-3	REED, CLINTON E	3,865.55
2019	62-18	REED, TED RAY	646.58
2019	62-22D	REID, DAVID M	950.74
2019	67-17	SISK, WENDY S	5,990.59
2019	15-83	SOWERBY, DAVID M	1,195.72
2019	66-16-54	STACEY, LYNN	651.99
2019	7-10-17	STEVENS, CATHERINE	189.00
2019	8-23	SYLVESTER, DIANA T	3,660.92
2019	4-99	SYLVESTER, DIANA T	2,652.19
2019	65-7F-1	TERRENCE, DAN S & KIM L	1,105.86
2019	46-3	THORPE, LORRAINE A	172.86
2019	60-21-45	TILTON, JOHN	276.94
2019	10-35	WALSH, LILLIAN F	4,199.13
2019	63-19-4	WATTS, JONATHAN	64.56
2019	60-21-75	WEEDEN, CRAIG	194.38
2019	10-103	WHITNEY, IRVING EDGAR	3,740.65
2019	42-22-3	WILLIAMS, JANE W	1,872.23
2019	12-3-1	YSKICE, LLC	3,900.00
2019	60-21-107A	ZACCONI, KIM	581.99

# UNPAID PERSONAL PROPERTY TAXES 2019

Bill Year	Name 1	Amount Due
2019	ARMSTRONG JULIAN	\$1,092.31
2019	BLUE CURRENT SAKE	\$465.84
2019	CANINE SOLUTIONS	\$6.99
2019	CIRCLE SUBS	\$37.48
2019	D'AUTEUIL DAVID	\$91.13
2019	DAVIS AMELIA	\$5.25
2019	GERASIN ELISA	\$233.48
2019	HILTON SHERI	\$46.40
2019	HILTZ MICHAEL	\$21.42
2019	KEVIN STINE & HERBERT MARSH	\$5,602.56
2019	KEY BANK NATIONAL ASSOC	\$44.62
2019	MOURA DANIELLE	\$32.13
2019	PIERRE PUFFER	\$26.89
2019	ROCKWELL HOMES LLC	\$496.18
2019	RUSTY RAZOR LLC	\$21.19
2019	SPRUCE CREEK PROVISIONS	\$144.57
2019	STEELE STREET CAPITAL	\$98.16
2019	THAI LOTUS	\$133.86
2019	WOODLAND FARMS BREWERY	\$358.75
2019	WYMAN CLAY	\$14.58

UNPAID REAL ESTATE TAX LIENS 2008 – 2018

YEAR	PARCEL	OWNER OF RECORD	TOTAL DUE
2018	2-9	ARBO, DANIEL L	6,321.44
2018	3-106	ARBO, DANIEL L	6,468.80
2018	3-107	ARBO, DANIEL L	1,288.59
2013	39-17B-18	BISSON, DALE P	1,473.53
2012	60-21-63	BLACKER, DONALD M	103.56
2013	60-21-63	BLACKER, DONALD M	139.50
2014	60-21-63	BLACKER, DONALD M	78.92
2018	21-3-13	BURNETT, JUSTIN	277.34
2018	9-134	BWF MANAGEMENT LLC	3,535.53
2018	6-15A	CLOUGH, GARTH E	648.38
2018	41-4	CORMIEA, VICKIE M	1,384.26
2017	58-55-2	CZACHOR, EUGENE	3,305.70
2018	58-55-2	CZACHOR, EUGENE	5,620.91
2018	16-134	D'AMOUR, THOMAS FRANCES	2,867.59
2016	8-25	DINEEN, ESTATE OF RUTH E	1,629.83
2017	8-25	DINEEN, ESTATE OF RUTH E	1,576.82
2018	8-25	DINEEN, ESTATE OF RUTH E	1,507.17
2018	60-21-91	DUCHEMIN, RAMONA	196.34
2018	60-21-9	DUFORE, JAMES S	286.89
2014	7-10-17	DUNTEN, STEPHANI	214.92
2017	15-27	DURGIN, DIANE	860.50
2018	15-27	DURGIN, DIANE	4,672.16
2018	42-20A-1	FEDERAL HOME LOAN MORTGAGE CORPORATION	1,262.32
2018	61-19A-4	GARDNER, WILLIAM E	2,879.81
2018	62-9-7-1	GERASIN, DAVID M	287.47
2011	41-7-6	GLUSGOL, MELVIN M	6,570.33
2012	41-7-6	GLUSGOL, MELVIN M	7,576.55
2013	41-7-6	GLUSGOL, MELVIN M	7,584.87
2014	41-7-6	GLUSGOL, MELVIN M	5,827.82
2015	41-7-6	GLUSGOL, MELVIN M	5,651.49
2016	41-7-6	GLUSGOL, MELVIN M	5,411.38
2017	41-7-6	GLUSGOL, MELVIN M	5,248.53
2018	41-7-6	GLUSGOL, MELVIN M	5,070.27
2017	21-3-18	KEEFFE, JACQUELINE	384.31
2018	21-3-18	KEEFFE, JACQUELINE	365.68
2017	66-16-14	LAREAU, CYNTHIA A	452.20
2018	66-16-14	LAREAU, CYNTHIA A	352.54

2018	60-21-103	LAUCKNER, MELISSA	281.06
2017	8-20	LEBLANC, PAUL D	2,048.02
2018	8-20	LEBLANC, PAUL D	3,379.26
2018	25-10	LUTTS, SANDRA A	4,765.25
2014	69-20C	MANN, A DAVID	750.42
2015	69-20C	MANN, A DAVID	2,127.36
2016	69-20C	MANN, A DAVID	578.26
2018	69-20C	MANN, A DAVID	543.88
2014	39-17B-18	MAUREEN MC LAUGHLIN	1,497.27
2015	39-17B-18	MC LAUGHLIN, MAUREEN	1,447.22
2016	39-17B-18	MC LAUGHLIN, MAUREEN	1,387.46
2017	39-17B-18	MC LAUGHLIN, MAUREEN	1,352.11
2018	39-17B-18	MC LAUGHLIN, MAUREEN	1,301.71
2016	48-16	ME HOLDINGS LLC	1,672.84
2017	48-16	ME HOLDINGS LLC	1,615.88
2018	48-16	ME HOLDINGS LLC	1,556.83
2018	24-37	MILLETT, JOHN C	3,969.99
2018	60-21-104A	MOORE, CHRISTOPHER	433.21
2018	5-14A-1	MURRAY, DANIELLE L	3,976.18
2014	60-21-28	PEARSON, WAYNE R	250.17
2015	60-21-28	PEARSON, WAYNE R	382.02
2016	60-21-28	PEARSON, WAYNE R	380.93
2017	60-21-28	PEARSON, WAYNE R	364.90
2018	60-21-28	PEARSON, WAYNE R	346.92
2018	16-158	PELCHAT, TINA	4,360.98
2015	44-13A	PELLETIER, PAUL A	2,778.26
2016	44-13A	PELLETIER, PAUL A	3,537.59
2017	44-13A	PELLETIER, PAUL A	3,421.55
2018	44-13A	PELLETIER, PAUL A	2,965.58
2017	14-47-1	PESARIK, ANNE MARIE	852.38
2018	14-47-1	PESARIK, ANNE MARIE	2,684.20
2017	66-16-38	PIRINI, TAMI E.	207.96
2018	66-16-38	PIRINI, TAMI E.	495.60
2017	56-17	RAYNES, RICHARD F	1,323.02
2018	56-17	RAYNES, RICHARD F	1,273.59
2017	62-22D	REID, DAVID M	748.21
2018	62-22D	REID, DAVID M	2,070.82
2011	7-10-3	ROSS, GARY L	230.37
2008	60-21-34	SMALL, RICHARD	0.00
2013	15-83	SOWERBY, DAVID M	1,508.29
2014	15-83	SOWERBY, DAVID M	1,439.00
2015	15-83	SOWERBY, DAVID M	1,384.44
2016	15-83	SOWERBY, DAVID M	1,333.85
2017	15-83	SOWERBY, DAVID M	1,293.93

2018	15-83	SOWERBY, DAVID M	1,245.45
2016	8-23	SYLVESTER, DIANA T	4,317.01
2016	8-24	SYLVESTER, DIANA T	2,923.75
2016	4-99	SYLVESTER, DIANA T	2,672.50
2017	8-23	SYLVESTER, DIANA T	4,238.81
2017	8-24	SYLVESTER, DIANA T	2,829.73
2017	4-99	SYLVESTER, DIANA T	2,737.38
2018	8-23	SYLVESTER, DIANA T	4,044.88
2018	8-24	SYLVESTER, DIANA T	2,718.96
2018	4-99	SYLVESTER, DIANA T	2,437.79
2008	46-3	THORPE, LORRAINE A	1,713.29
2009	46-3	THORPE, LORRAINE A	1,560.09
2010	46-3	THORPE, LORRAINE A	1,352.12
2011	46-3	THORPE, LORRAINE A	1,181.20
2012	46-3	THORPE, LORRAINE A	1,149.77
2013	46-3	THORPE, LORRAINE A	1,151.29
2014	46-3	THORPE, LORRAINE A	1,216.60
2015	46-3	THORPE, LORRAINE A	1,181.43
2016	46-3	THORPE, LORRAINE A	1,133.07
2017	46-3	THORPE, LORRAINE A	1,105.80
2018	46-3	THORPE, LORRAINE A	1,063.49
2016	60-21-56	THUMITH, MICHELLE	1,099.24
2017	60-21-56	THUMITH, MICHELLE	1,098.04
2018	60-21-56	THUMITH, MICHELLE	1,004.69
2014	60-21-45	TILTON, JOHN	335.65
2015	60-21-45	TILTON, JOHN	352.72
2016	60-21-45	TILTON, JOHN	448.54
2017	60-21-45	TILTON, JOHN	362.97
2018	60-21-45	TILTON, JOHN	266.27
2014	16-158	TURCOTTE, KENNETH	3,959.69
2015	16-158	TURCOTTE, KENNETH	5,041.39
2016	16-158	TURCOTTE, KENNETH	4,641.15
2017	16-158	TURCOTTE, KENNETH	4,686.33
2017	66-16-48	TYLER EIDELL	152.12
2012	60-21-75	WEEDEN, CRAIG	328.14
2013	60-21-75	WEEDEN, CRAIG	328.79
2014	60-21-75	WEEDEN, CRAIG	221.40
2015	60-21-75	WEEDEN, CRAIG	216.70
2016	60-21-75	WEEDEN, CRAIG	209.72
2017	60-21-75	WEEDEN, CRAIG	211.70
2018	60-21-75	WEEDEN, CRAIG	198.72
2012	10-103	WHITNEY, IRVING EDGAR	4,403.40
2013	10-103	WHITNEY, IRVING EDGAR	4,612.58
2014	10-103	WHITNEY, IRVING EDGAR	5,543.11

2015	10-103	WHITNEY, IRVING EDGAR	5,233.11
2016	10-103	WHITNEY, IRVING EDGAR	4,545.79
2017	10-103	WHITNEY, IRVING EDGAR	4,335.00
2018	10-103	WHITNEY, IRVING EDGAR	4,106.54
2015	42-22-3	WILLIAMS, JANE W	1,749.62
2016	42-22-3	WILLIAMS, JANE W	2,422.97
2017	42-22-3	WILLIAMS, JANE W	2,354.83
2018	42-22-3	WILLIAMS, JANE W	2,218.50
2008	60-21-107A	ZACCONI, KIM	1,012.48
2009	60-21-107A	ZACCONI, KIM	923.79
2010	60-21-107A	ZACCONI, KIM	803.24
2011	60-21-107A	ZACCONI, KIM	704.17
2012	60-21-107A	ZACCONI, KIM	686.05
2013	60-21-107A	ZACCONI, KIM	687.09
2014	60-21-107A	ZACCONI, KIM	687.70
2015	60-21-107A	ZACCONI, KIM	668.72
2016	60-21-107A	ZACCONI, KIM	642.36
2017	60-21-107A	ZACCONI, KIM	630.63
2018	60-21-107A	ZACCONI, KIM	603.92

## SUPERINTENDENT OF SCHOOLS

The momentum that is building in Kittery, including in the Kittery School District, is palpable. Whether it is the 'hip' Foreside area, the Route 1 outlet shopping district, or the beauty of our coastline and beaches, people I speak with are excited about Kittery! I hope that the outstanding quality of the Kittery School District is contributing to this impressive level of excitement about our town. I believe it is!

The Kittery School District comprises three schools that educate approximate 1000 students. Enrollment in the Kittery School District has remained relatively stable since 2006. With approximately 150 military-connected students, the District is proud to include the largest concentration of military-connected students of any school district in Maine. The size of the Kittery School District makes it the perfect place to educate a child. Our student-to-teacher ratios are quite small which enables our faculty, staff, and leaders to really get to know our families and students. Our size also makes us quite nimble; programming and services that may not be offered in a larger district are readily available here in Kittery. We know what our students need, and we will go to the ends of the Earth to see that those needs are met.

Our School District is governed by an eight-member School Committee that includes an elected student representative from Traip Academy. Each fall, the School Committee and District Leadership Team work together to articulate commitments that focus our work. Currently, we have adopted three such commitments that will remain in place through June 2021:

**Commitment A** ~ *Promote a safe, healthful, and respectful school culture, free of bias and harassment*

**Commitment B** ~ *Ensure engaging, innovative, and rigorous teaching, learning, and assessing for all students*

**Commitment C** ~ *Develop a shared educational vision for the future through a collaborative process in the community*

The articulated commitments help the District to prioritize time, effort, and resources throughout the year, and the results are quite favorable. Emerging from **Commitment 'A'** was the Kittery Civil Rights Initiative, a three-pronged effort to join the national discussion about race, multiculturalism, civility, and acceptance of all groups at a time when many are feeling marginalized. Also emerging from **Commitment 'A'** was the establishment of Civil Rights Teams in all three schools. The student-led groups help to raise awareness of issues related to multiculturalism and promote an inclusive culture in our schools and community.

**Commitment 'B'** placed a spotlight on the work that the District has done in the Proficiency-based Learning arena and calls for building-level teacher leaders along with the District's leadership team to refine, implement, and communicate the components of a PBL learning system K-12. The mechanics of this highly effective teaching model are not enough, however. The Commitment also calls for a renewed effort among our talented and creative teachers to



cultivate, hone, and refine instructional practices that are engaging and build ownership of and autonomy in learning. I am proud of the work that the District has done to move this Commitment forward. I am especially appreciative of the K-12 Proficiency-based Learning Facilitators Group (comprised of teachers and administrators) who has led the work this year to move PBL forward. Successfully communicating the nuts, bolts, and benefits of the Proficiency-based Learning model of teaching, learning, and assessing has resulted in the model becoming part of our identity in the District.

Our work has just begun, and I expect the School Committee and the Leadership Team will continue to move these Commitments forward for the future. I am especially excited about the notion of a new Vision for the Future—**Vision 2025**—that will guide our work well into the next decade. I brag about the Kittery School District from one end of the State to the other! Our commitment to the effective use of technology (with a 1:1 device deployment in grades 4 through 12), and our pledge to truly know our students and their families make the Kittery School District the perfect place to learn and work. It is an honor to work in a community that so highly values the equitable education of its children.

Finally, I encourage everyone to follow the day-to-day happenings in our schools by visiting our website regularly ([www.kitteryschools.com](http://www.kitteryschools.com)) and by following us on **Twitter** ~ (@kitteryschools) and on **Instagram** ~ (kitteryschools). It is a great way to stay informed and to further cultivate the spirit of pride that defines our community.

Respectfully submitted,

Eric F. Waddell  
Superintendent of Schools

**IN ACCORDANCE WITH M.R.S.A. TITLE 22, §2706 (4)**  
**THE FOLLOWING DEATHS FILED IN KITTERY ARE REPORTED**  
**FOR THE YEAR JULY 1, 2018 THROUGH JUNE 30, 2019**

<b><u>DATE OF DEATH</u></b>	<b><u>NAME</u></b>	<b><u>AGE</u></b>	<b><u>LOCATION OF DEATH</u></b>
07/25/2018	Gray,Kenneth Gerald	59	Kittery
08/04/2018	Johnson,Richard	65	Kittery
08/12/2018	Conley,Susan B	65	Scarborough
08/13/2018	Kelly,Kenneth Thomas	78	Kittery
08/18/2018	Frappier,Ellen B	84	Kittery
08/19/2018	Salisbury,Eleanor M. -	92	Kittery
08/21/2018	McKay,Nellie Dunlap	91	Kittery
08/25/2018	Chisholm,Barbara L	99	Kittery
08/31/2018	Goodrich,Marilyn A.	75	Kittery
09/04/2018	Bushey,Logan Edward	<1	Portland
09/12/2018	Sorenson,Theresa Mary	90	Kittery
09/12/2018	Marsh,Elinore	83	Kittery
09/19/2018	Dutra,Joanne F.	90	Kittery
09/26/2018	Assad,Mabel R.	95	Kittery
10/14/2018	Van Bers,Miranda Cornelia	65	Kittery
10/21/2018	Bouffard,Ruth Evelyn	90	Kittery
10/22/2018	Bradbury,Dennis	53	Kittery
10/23/2018	Darnall,Barbara	70	Kittery
10/29/2018	Niles,Kevin Jr	38	Kittery
11/01/2018	Gross,Josephine	68	Kittery
11/03/2018	Bowden,Albert W Jr.	67	York
11/04/2018	Kelleher,Jeannette Rosa	90	York
11/23/2018	Penney,John G Jr	87	York
11/23/2018	Miller,Mary Lou	85	Kittery
11/24/2018	Marchi,Alfred R.	98	Scarborough
11/28/2018	Hess,Penelope A	68	Kittery
12/12/2018	Mendros,James G.	85	Kittery
12/20/2018	Nickerson,Laurie A.	62	York
12/23/2018	Allen,Jean C.	80	Kittery
12/26/2018	Ogilvie,Peter R	74	York
01/15/2019	MacDonald,William H	80	York
01/16/2019	Kennedy,Joseph Maurice	81	Kittery
01/18/2019	Cormier,Violet Marie	101	Kittery
01/18/2019	Allen,Robert Montgomery	69	Scarborough
01/26/2019	Flaherty,Shaun E Jr	52	Kittery
01/27/2019	Lovejoy,Jane M	87	York
01/27/2019	Beavis,Timothy E.	74	York
01/30/2019	Vitiaz,Victor	94	Kittery
01/31/2019	Arris,Jean	87	Kittery
02/01/2019	Allen,Lawrence H	69	Kittery

02/11/2019	Schauffler,Mary S.	93	Kittery
02/16/2019	Roberts,Beatrice E.	97	Kittery
03/11/2019	Smith,Harold	68	Kittery
03/29/2019	Kangas,Donald Jr.	78	York
04/04/2019	Hakanson,Joseph G	88	Kittery
04/07/2019	Dawson,Carl	80	Kittery
04/07/2019	Cudworth,David William	69	Kittery
04/12/2019	Pelletier,Janet P.	90	Kittery
04/23/2019	Andre,Charles A Jr	89	Kittery
04/25/2019	Momna,James A.	85	Kennebunk
05/01/2019	Stevens,Ralph Emerson Jr.	87	Kittery
05/05/2019	Moreau,Jeffrey	57	Kittery
05/11/2019	Puleo,Merrill Perkins	63	Kittery
05/12/2019	Kuliga,Cynthia Lee	61	Kittery
05/13/2019	Ellis,Jonie Marie	41	Kittery
05/18/2019	Tibbetts,Allen DeOtt	84	North Berwick
05/19/2019	Niles,Marion	85	Kittery
05/26/2019	Cummings,Gary Allen	60	Kittery
05/29/2019	Taylor,James A.	90	Kittery
05/29/2019	Conohan,Reginald	93	Kittery
06/01/2019	Schremmer,Mark Richard	72	Kittery
06/10/2019	Madden,John D.	80	York
06/12/2019	Whitney,Carolyn	90	Kittery
06/13/2019	Watson,Marie L	94	York
06/15/2019	Welsh,John William	85	Kittery
06/15/2019	Hubert,Jean Evelyn	90	Kittery
06/20/2019	Young,Sandra	80	Kittery
06/22/2019	Kenslea,Michael Edward	80	Kittery