

**MATERIAL LIST FOR**  
**MARCH 24, 2014**  
**COUNCIL AGENDA PACKETS**

1. Copy of Agenda for the March 24<sup>th</sup>, 2014 Regular Council meeting.
2. Copy of Town Manager's report to Council.
3. Copy of minutes from the March 10<sup>th</sup> Regular Council Meeting.
4. Copy of Report to Council re: U.S. Rte. 1 By-pass "Complete Street" Coordination and U.S. Rte. 1 /State Road 2-way Connector Study
5. Copy of renewal application from JK Restaurants LLC for a Malt, Spirituous and Vinous Liquor License for Rudders Public House.
6. Copy of application from Ann H. Grinnell for her appointment to the EDC as a business rep.
7. Copy of application from John McArdle for his re-appointment to the Shellfish Conservation Comm.
8. Copy of application from David Lincoln for his re-appointment to the Parks Commission.
9. Copy of application from Herbert Kingsbury for his re-appointment to the Conservation Commission.
10. Copy of application from Page Mead for his re-appointment to the Parks Commission.



# TOWN OF KITTERY

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

## WORKSHOP

6:00 p.m.

The Kittery Town Council will meet with the Town Manager and the Rice Public Library Board of Trustees to discuss future plans for the library.

March 24, 2014

Kittery Town Council  
Regular Meeting Agenda  
7:00 p.m.

Council Chambers

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes - 03/10/14
8. Interviews for the Board of Appeals and Planning Board
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
  - a. (030214-1) The Kittery Town Council moves to hear a presentation by Superintendent of Schools Allyn Hutton on the FY'15 School Budget.
  - b. (030214-2) The Kittery Town Council moves to authorize the submission of a Transportation Planning Grant for a US Route 1 By-pass "Complete Street" Coordination and US Route 1/State Road Two Way Connector Study.
10. PUBLIC HEARING
11. DISCUSSION
  - a. Discussion by members of the public (three minutes per person)
  - b. Response to public comment directed to a particular Councilor
  - c. Chairperson's response to public comments
12. UNFINISHED BUSINESS

13. NEW BUSINESS

a. Donations/gifts received for Council disposition

b. (030214-3) The Kittery Town Council moves to approve the renewal application from JK Restaurants LLC, 5 Melanies Court, Kittery for a Malt, Spirituous and Vinous Liquor License for Rudders Public House, 70 Wallingford Square, Kittery.

c. (030214-4) The Kittery Town Council moves to approve the disbursement warrants.

d. (030214-5) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Economic Development Committee to interview Ann H. Grinnell for her appointment to that board as a Business Representative until 12/31/14.

e. (030214-6) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Shellfish Conservation Committee to interview John McArdle for his re-appointment to that board until 03/15/2017.

f. (030214-7) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Parks Commission to interview David Lincoln for his re-appointment to that board as a full member until 05/03/17.

g. (030214-8) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Herbert Kingsbury for his re-appointment to that board until 05/31/17.

h. (030214-9) The Kittery Town Council moves to appoint a representative to meet with a member of the Parks Commission to interview Page Mead for his re-appointment to that board until 05/03/17.

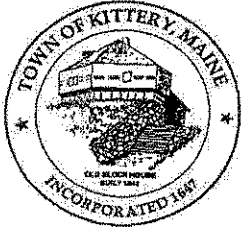
14. COUNCILOR ISSUES OR COMMENT

15. COMMITTEE AND OTHER REPORTS

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

16. EXECUTIVE SESSION

17. ADJOURNMENT



# TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

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

[ncolbertpuff@kitteryme.org](mailto:ncolbertpuff@kitteryme.org)

Nancy Colbert Puff  
Town Manager

## Town Manager's Report to the Town Council March 24, 2014

1. **FEMA Flood Insurance Rate Map (FIRM) Changes**– We have scheduled the Council's April 9<sup>th</sup> workshop, from 6:15 to 7:15 pm to present and discuss concerns regarding the FEMA draft FIRMS and their potential impact on Kittery property owners, as well as the appeal process. We will be inviting interested members of the public to attend.
2. **Whipple Road Sidewalk Project** – At Council's last meeting, Chairman Thomson inquired as to the status of this item. We continue to work on fulfilling this request and expect to have a report by Council's April 7<sup>th</sup> session.
3. **"Volunteer Day"** – I have sent a request to all Boards and Committees regarding the possibility of participating in a Saturday session to recruit new volunteers for various Town appointments. I will report back when I have a prospective date and time.
4. **Bellamy Lane** – Work on the underground utility installation was not begun this week due to weather. We expect it to begin, weather permitting, today.
5. **FY 2015 Town Budget Presentation/ Workshop Schedule** – In speaking with the Chair, we have targeted the April 28<sup>th</sup> regular meeting for a first look at how the Town's side of the budget is shaping up, and have scheduled subsequent workshops for May 5<sup>th</sup> and May 19<sup>th</sup>. This leaves June 9<sup>th</sup> for a public hearing and June 23<sup>rd</sup> as a potential date for appropriation voting.
6. **Reminder: Sewer Betterment Workshop, March 31<sup>st</sup>** – Attached are some materials for your review in anticipation of the upcoming workshop on sewer betterments.

If you have any questions or concerns prior to Monday's evening's meeting, please do not hesitate to contact me. Thank you.

Respectfully Submitted,



Nancy Colbert Puff

**BETTERMENT WORKSHOP  
SEWER SYSTEM EXPANSION  
MARCH 31, 2014 6:00 P.M.**

---

**Goal:** Determine betterment assessment method and extent of parcels to be assessed.

1. Town Code (Title 13, Article IV.) Betterment Requirements:
  - a. All parcels with access to the sewer are assessed a betterment.
  - b. Town Council makes the assessments
  - c. Town Council determines the benefit to each parcel of land.
  - d. Total assessments can't exceed 50% of the project cost.
  - e. Town Council devises a cost assessment formula.
  - f. Assessments can be financed for up to ten (10) years. Overdue amounts are charged 12% interest.
  - g. Farmland is exempt.
2. Assessment methods can include:
  - a. Unit method
  - b. Frontage and/or square footage of parcel method
  - c. Combinations of the above
3. Discussion of the advantages and disadvantages of each method.
4. Past Practice--see attached spreadsheet, and relevant Town Code sections.
5. Related Thoughts
  - a. Should the 10 year repayment limit be extended, since Town bonds are 20 years?
  - b. Should Town owned properties be exempt?
  - c. Sewer Dept. budget will pay ½ the cost.
6. Next steps:
  - a. Discuss at a regular Council meeting?
  - b. Hold a public informational meeting?

Record#	MAPLOT	FRONTAGE	PARCELSIZE	PERUNIT	FRONTFOOT	PERSQUARE	COSTBYUNIT	COSTBYFOOT	COSTBYSIZE	TOTALCOST
1	22/20A	0	179685	2345.49	9.619	0.0258	2345.49	0.00	4635.87	6981.36
2	22/12	0	43200	2345.49	9.619	0.0258	2345.49	0.00	1114.56	3460.05
3	22/9	540	206910	2345.49	9.619	0.0258	2345.49	5194.26	5338.28	12078.03
4	22/10	190	43560	2345.49	9.619	0.0258	2345.49	1827.61	1123.85	5296.95
5	22/13	0	47916	2345.49	9.619	0.0258	2345.49	0.00	1236.23	3581.72
6	22/11	0	243936	2345.49	9.619	0.0258	2345.49	0.00	6293.55	8639.04
7	22/16	260	235224	2345.49	9.619	0.0258	2345.49	2500.94	6068.78	10915.21
8	15/105	95	26734	2345.49	9.619	0.0258	2345.49	913.81	609.74	3949.04
9	15/106	100	12000	2345.49	9.619	0.0258	2345.49	961.90	309.60	3616.99
10	15/107	95	11556	2345.49	9.619	0.0258	2345.49	913.81	298.14	3557.44
11	15/108	120	14400	2345.49	9.619	0.0258	2345.49	1154.28	371.52	3071.29
12	15/109	100	12000	2345.49	9.619	0.0258	2345.49	961.90	309.60	3616.99
13	15/110	30	6600	2345.49	9.619	0.0258	2345.49	288.57	170.28	2804.34
14	15/111	132	17400	2345.49	9.619	0.0258	2345.49	1269.71	448.92	4064.12
15	15/112	120	14400	2345.49	9.619	0.0258	2345.49	1154.28	371.52	3071.29
16	15/113	140	11112	2345.49	9.619	0.0258	2345.49	1346.66	286.69	3978.84
17	15/114	128	14135	2345.49	9.619	0.0258	2345.49	1231.23	364.68	3941.40
18	15/115	91	11071	2345.49	9.619	0.0258	2345.49	875.33	285.63	3506.45
19	15/116	149	15369	2345.49	9.619	0.0258	2345.49	1433.23	396.52	4175.24
20	15/101	98	10780	2345.49	9.619	0.0258	2345.49	942.66	278.12	3566.27
21	15/102	100	13000	2345.49	9.619	0.0258	2345.49	961.90	335.40	3642.79
22	15/103	130	11947	2345.49	9.619	0.0258	2345.49	1250.47	308.23	3904.19
23	15/104	120	12900	2345.49	9.619	0.0258	2345.49	1154.28	332.82	3032.59
24	15/99	100	10000	2345.49	9.619	0.0258	2345.49	961.90	258.00	3585.39
25	15/98	100	10000	2345.49	9.619	0.0258	2345.49	961.90	258.00	3565.39
26	15/97	100	7500	2345.49	9.619	0.0258	2345.49	961.90	193.50	3500.89
27	15/96	187	12867	2345.49	9.619	0.0258	2345.49	1798.75	331.97	4476.21
28	15/95	150	9600	2345.49	9.619	0.0258	2345.49	1442.85	247.68	4036.02
29	15/94	150	11756	2345.49	9.619	0.0258	2345.49	1442.85	303.30	4091.64
30	15/93	0	86510	2345.49	9.619	0.0258	2345.49	0.00	2231.96	4577.45
31	23/1	120	15720	2345.49	9.619	0.0258	2345.49	1154.28	405.58	3905.35
32	23/2	120	18755	2345.49	9.619	0.0258	2345.49	1154.28	403.88	3983.65
33	23/14	100	12100	2345.49	9.619	0.0258	2345.49	961.90	312.18	3619.57
34	23/15	120	14400	2345.49	9.619	0.0258	2345.49	1154.28	371.52	3871.29
35	23/16	100	12000	2345.49	9.619	0.0258	2345.49	961.90	309.60	3616.99
36	23/17	76	12983	2345.49	9.619	0.0258	2345.49	731.04	334.96	3411.49
37	31/8	87	31400	2345.49	9.619	0.0258	2345.49	836.85	810.12	3992.46
38	31/9	120	23360	2345.49	9.619	0.0258	2345.49	1154.28	602.69	4102.46
39	31/10	145	31900	2345.49	9.619	0.0258	2345.49	1394.76	823.02	4563.27
40	31/11	160	39500	2345.49	9.619	0.0258	2345.49	1539.04	1013.10	4903.63
41	31/12	135	30600	2345.49	9.619	0.0258	2345.49	1298.57	789.48	4433.54
42	31/13	50	87120	2345.49	9.619	0.0258	2345.49	480.95	2247.70	5074.14
43	31/14	150	43560	2345.49	9.619	0.0258	2345.49	1442.85	1123.85	4912.19
44	31/15	70	40500	2345.49	9.619	0.0258	2345.49	673.33	1044.90	4063.72
45	31/16	180	32300	2345.49	9.619	0.0258	2345.49	1731.42	833.34	4910.25
46	31/17	150	25500	2345.49	9.619	0.0258	2345.49	1442.85	657.90	4446.24
47	31/18	120	19200	2345.49	9.619	0.0258	2345.49	1154.28	495.36	3995.13
48	31/19	120	18300	2345.49	9.619	0.0258	2345.49	1154.28	472.14	3971.91
49	31/20	120	17300	2345.49	9.619	0.0258	2345.49	1154.28	446.34	3946.11
50	31/21	7	19000	2345.49	9.619	0.0258	2345.49	67.33	490.20	2903.02
51	31/22	477	402930	2345.49	9.619	0.0258	2345.49	4588.26	10395.59	17329.34
52	31/23	110	52110	2345.49	9.619	0.0258	2345.49	1058.09	1344.44	4748.02
53	31/25	100	42966	2345.49	9.619	0.0258	2345.49	961.90	1108.52	4415.91

Check for State law  
Statute Change

OUTLINE OF THE PROCEDURE TO BE FOLLOWED FOR  
THE SEWER ASSESSMENTS PURSUANT TO 30-A M.R.S.A. §3441 ET SEQ.  
FOLLOWING THE CONSTRUCTION AND COMPLETION OF THE SEWER LINES

1. The Town Council must determine the lots or parcels of land to be benefited by the sewer construction.
2. The Council must then estimate and assess upon the owner of each lot that the Council deems to be benefited a sum not exceeding the benefit that the Council considers just and equitable towards defraying the expenses of the construction in completing the sewer and necessary appurtenances. (The total of all the assessments shall not exceed one half the cost of the construction.)
3. After the assessment is made against each lot benefited, the Council must file the following record with:
  - A. The location and profile of the sewer and appurtenances involved;
  - B. The amount assessed against each lot;
  - C. The name of the owner against who the assessment is made.

The Council at this time should also set a hearing date to consider the subject matter of the assessment. I have prepared Form 1 to assist the Council with this requirement.

4. Within ten (10) days of the filing by the Council with Joanne Lund of the information contained in Form 1, each person so assessed must be given personal notice of the assessment. I believe that certified mail, return receipt requested, delivered

the book she keeps for that purpose. The arbitration results are deemed final and binding on all the parties.

7. All assessments as determined by the Town Council, including those that ultimately are determined by arbitration (if arbitration is sought), shall be certified by the Town Council and filed with the Tax Collector for collection. I have developed Form 3 for this purpose.

8. The Town Council may adopt an ordinance authorizing the assessments to be paid by individuals over a ten (10) year period. If you wish to know more about this procedure for collection please let me know. If no such ordinance is passed, then the individuals have to pay the assessments along with their taxes.



Maine Revised Statutes

**Title 30-A: MUNICIPALITIES AND COUNTIES**

**HEADING: PL 1987, c. 737, Pt. A, §2 (new)**

**Chapter 161: SEWERS AND DRAINS**

**HEADING: PL 1987, c. 737, Pt. A, §2 (new)**

**§3442. EXPENSE OF CONSTRUCTION**

**1. Sewer district defined.** As used in this section, sewer district means a quasi-municipal corporation, as defined in section 2604, subsection 3, established to construct and operate sewer systems to assist in the abatement of the pollution of public streams, lakes and inland and ocean waters.

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

**2. Estimate and assessment of costs; notice.** When any municipality or sewer district has constructed and completed a public drain or common sewer, the municipal officers or sewer district trustees shall determine what lots or parcels of land are benefited by the drain or sewer, and shall estimate and assess upon the lots and parcels of land and against the owner of the land or person in possession, or against whom the taxes on the land are assessed, whether the person to whom the assessment is so made is the owner, tenant, lessee or agent and whether the land is occupied or not, the sum not exceeding the benefit they consider just and equitable towards defraying the expenses of constructing and completing the drain or sewer, together with any sewage disposal units and appurtenances that are necessary and in operation after May 31, 1979. The whole of the assessments may not exceed 1/2 the cost of the drain or sewer and sewage disposal units unless 75% or more of the landowners that will be benefited by the expansion petition the municipal officers to construct the drain or sewer and sewage disposal unit and agree to pay a higher assessment that must be identified in the petition. The municipality or sewer district shall maintain and keep the drain or sewer in repair.

A. Farmland, as defined by Title 36, section 1102, subsection 4, is exempt from assessment under this subsection when no benefits are derived from the common sewer or drain. The owner of the farmland must notify the municipal officers or sewer district trustees that farmland property may qualify for this exception. The municipal officers or sewer district trustees shall revise the assessments against qualified farmland to exempt it from assessment. Any revision of assessment provided by this paragraph must be in writing and recorded by the clerk or sewer district trustees.

When the use of the land is changed from farmland, the owner shall within 60 days notify the municipal officers or sewer district trustees in writing of the change. The municipal officers or sewer district trustees shall assess this land in an amount equal to the assessment which would have been due but for this subsection. The municipal officers or sewer district trustees shall notify the owner of the assessment due which the owner shall pay within 60 days of notice or as provided by the municipal officers under their authority in section 3444. [1991, c. 236, §1 (AMD) .]

[ 1991, c. 236, §1 (AMD) .]

**3. Filing of assessments.** The municipal officers or sewer district trustees shall file with the municipal clerk:

A. The location of the drain or sewer and sewage disposal unit, with a profile description of the same; [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

B. A statement of the amount assessed upon each lot or parcel of land assessed under this section; and [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

C. The name of the owner of the lots or parcels of land or persons against whom the assessment is made. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

The municipal clerk and the sewer district trustees shall record the assessment in a book kept for that purpose.

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

**4. Notice of assessment.** Within 10 days after filing occurs under subsection 3, each person so assessed shall have notice of the assessment given to that person or left at that person's usual place of abode in the municipality.

A. If the person has no place of abode in the municipality, then the notice shall be given or left at the abode of the tenant or lessee, if any. If there is no tenant or lessee in the municipality, then the notice shall be given by:

(1) Posting it in some conspicuous place in the vicinity of the lot or parcel of land so assessed at least 30 days before the hearing; or

(2) Publishing it for 3 successive weeks in any newspaper of general circulation in the municipality. The first publication must be at least 30 days before the hearing. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. The notice must contain an authentic copy of the assessment, and an order of notice signed by the municipal clerk or the chairman of the sewer district trustees stating the time and place for a hearing upon the subject matter of the assessments. A return made upon a copy of the notice by any constable in the municipality or the production of the paper containing the notice is conclusive evidence that the notice was given. [1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

**5. Hearing; revision of assessments.** When the hearing is held, the municipal officers or sewer district trustees may revise, increase or diminish any of these assessments. Any revision, increase or diminution must be in writing and recorded by the municipal clerk and the sewer district trustees.

[ 1987, c. 737, Pt. A, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD) .]

#### SECTION HISTORY

1987, c. 737, §§A2,C106 (NEW). 1989, c. 6, (AMD). 1989, c. 9, §2 (AMD). 1989, c. 104, §§C8,10 (AMD). 1991, c. 236, §1 (AMD).

# KITTAY CODE

RECODIFICATION – ORDAINMENT – 07/26/2010

turn is connected directly or indirectly to a public sanitary sewer, without the consent of the Superintendent.

## Article IV. Main Extensions

### 13.1.4.1 Council's Authority to Make Changes, Extensions.

The Town Council may make such changes and extensions as they deem necessary for the best interests of the public.

### 13.1.4.2 Extensions Generally.

#### 13.1.4.2.1 Petitions for Extensions.

Any person and/or persons may petition to the Town Council for extension or extensions they propose, which petition must be voted upon by the council.

#### 13.1.4.2.2 Authority to Make Assessments for Costs of Extensions.

The Town Council has the power to make assessments for the costs of any extensions they approve. The council may also establish such rates for entrance and other charges for the use of said sewage system against the owners of the property served by said system or to which such service is available as it may deem necessary to help defray cost of maintaining and operating system.

#### 13.1.4.2.3 Construction by Property Owner, Builder or Developer.

If the Town does not elect to construct a sewer extension under public contract, the property owner, builder or developer may construct the necessary sewer extension if such extension is approved by the Town Council. The person(s) must pay for the entire installation including all expenses incidental thereto. Each building sewer must be installed and inspected as previously required in Article III of this chapter and the inspection fees paid. The design and construction specifications must bear the signed approval of the Superintendent prior to construction.

### 13.1.4.3 Assessment.

#### 13.1.4.3.1 Determination of Benefits.

When the sewer line construction has been completed, the municipal officers shall determine what lots or parcels of land with or without structures thereon are benefited by said sewer line and estimate and assess upon said lots or parcels of land and against the record owner or owners thereof or against a person, firm or corporation against whom the taxes thereon are assessed, a sum not exceeding the benefit the municipal officers may deem just and equitable towards defraying the expenses of said sewer construction together with any sewage disposal units and appurtenances that may be necessary for the proper operation of said sewer line.

#### 13.1.4.3.2 Limitation on Assessment—Formula for Determining Cost.

The whole of the assessments may not exceed one-half the cost of the entire project contract price of constructing and completing the sewer line including all necessary appurtenances and

sewage disposal units. The municipal officers shall devise and utilize a formula for determining the fair and equitable cost to the owner or owners of land so benefited.

**13.1.4.3.3 Responsibility for Sewer Lines.**

The municipality is responsible for such sewer lines after construction and thereafter maintain and keep the same in good repair.

**13.1.4.3.4 Record of Location of Sewer Line—Notification of Owner.**

A. The municipal officers shall file with the clerk of the Town the location of the sewer line and sewage disposal units and appurtenances, with a profile description of the same and a statement of the amount assessed upon each lot or parcel of land so assessed and the name of the owner of the lots or parcels of land or person against whom the assessment is made.

B. The clerk of the Town is to record the assessment in a book kept for that purpose and within ten (10) days after filing notice, each person so assessed is to be notified of the assessment by having an authentic copy of the assessment, with an order of notice signed by the clerk of the Town stating the time and place for a hearing upon the subject matter of the assessments, given to each person so assessed or left at their usual place of abode in the Town.

C. If a person has no place of abode in the Town, then the notice may be given or left at the abode of their tenant or lessee, if the person has one in the Town; if the person has no tenant or lessee in the Town, then by posting the notice in some conspicuous place in the vicinity of the lot or parcel of land so assessed at least thirty (30) days before the hearing; or the notice may be given by publishing it three weeks successively in any newspaper published in the Town, the first publication to be at least thirty (30) days before the hearing.

D. A return made upon a copy of the notice by any constable in the Town or the production of the paper containing the notice is conclusive evidence that the notice was given, and upon the hearing, the municipal officers have power to revise, increase or diminish any of the assessments, and any revisions, increase or diminution is to be in writing and recorded by the clerk.

**13.1.4.3.5 Farmland Exempt from Assessment.**

A. Farmland, as defined by 36, M.R.S. §1102.4 4, is exempt from the assessment provided in Section 13.1.4.3 of this section when no benefits are derived from the common sewer or drain. Owners of farmland must notify the municipal officers that their property may qualify for this exception. The municipal officers are to revise the assessments against qualified farmland to exempt it from assessment. Any revision of assessment provided by this paragraph is to be in writing and recorded by the clerk.

B. When the use of the land is changed from farmland, the owner must, within sixty (60) days, notify the municipal officers in writing of the change. The municipal officers shall assess this land in an amount equal to the assessment which would have been due but for the provisions of this paragraph. The municipality must notify the owner of the assessment due which the owner

must pay within sixty (60) days of notice or as provided by the municipal officers under their authority in 30-A, M.R.S. §4453.

**13.1.4.3.6 Special Sewer Entrance Permit Fees.**

A. A special sewer entrance permit fee as set out in Appendix A is established on a per-dwelling-unit basis as defined in the zoning ordinance for residential zones and on a per-unit-of-occupancy basis for buildings in a nonresidential zone for entrance to the above-listed assessed public sewers and any future city-assessed public sewers to service any nonassessed parcels of property by such public sewers, provided that there is presently a house service connection existing. If not, the property owner would be responsible for the charges to install this service connection.

B. The foregoing phrase "nonassessed parcels of property" includes both the parcels of abutting property that were not assessed when the sewer construction assessments were made and those parcels that were thereafter found not benefited by such sewers and therefore not subject to such assessments.

C. The permit fee is to be paid in full prior to the issuance of such permit and prior to the entrance of such public sewers to service the nonassessed parcels of property.

D. Any person or party seeking such a permit who may be aggrieved by the provisions herein set forth may file an appeal to the municipal officers for a review of the application for the permit. The municipal officers must grant a hearing on the application and upon a review of the same may modify the provisions herein set forth as they may deem expedient and proper for the issuance of such permit.

**13.1.4.4 Collection of Assessments and Charges.**

A. All assessments and charges made pursuant to this article are to be certified by the municipal officers and filed with the tax collector for collection. A facsimile of the signatures of the municipal officers imprinted at their direction upon any certification of an assessment or charge under this article has the same validity as their signatures. The tax collector may enter into a written agreement with the owner or owners of land so assessed, which agreement is to provide for payment to the Town over a period not to exceed ten (10) years of such assessment at an interest rate to be determined by the municipal officers. Such agreement is also to specify the method of collection in the event that such payment is in default and further is to be recorded by the Town in the York County registry of deeds.

B. The municipal officers shall annually file with the tax collector a list of installment payments due the municipality under such written agreements with the owner or owners of land so assessed.

C. If the person, firm or corporation so assessed within thirty (30) days after written notice of the total amount of such assessment and charges, or annual installment payment and interest, fails, neglects or refuses to pay such municipality the expense thereby incurred, or fails to enter

into a written agreement as provided herein for payment of the same, or fails to pay any installment due under a written agreement so entered, then a special tax in the amount of the total unpaid assessment and charge may be assessed by the municipal assessor upon each and every lot or parcel of land so assessed and buildings upon the same, and such assessment is to be included in the next annual warrant to the tax collector for collection, and collected in the same manner as state, county and municipal taxes are collected. Interest at a rate of twelve percent (12%) per year on the unpaid portion of assessments and charges due the municipality accrues from the thirtieth day after written notice to the person assessed, and is to be added to and become part of the special tax when committed to the tax collector.

**13.1.4.5 Appeal of Assessment.**

Any person not satisfied with the amount of assessment pursuant to Section 13.1.4.3 may appeal to the Board of Appeals within ten (10) days pursuant to 30-A M.R.S. §3443.

**13.1.4.6 Special Appeals.**

**13.1.4.6.1 Definitions**

The following definitions apply to this Section only:

**Unbuildable** means no structure containing or required to contain sanitary facilities may be legally constructed to zoning restrictions.

**Zoning** means any land use and development statute, ordinance, rule, or regulation promulgated by a federal, state, or local government or agency.

**13.1.4.6.2 Right to Appeal.**

Any person or entity not satisfied with the amount assessed pursuant to Section 13.1.4.3 may, without limitation of time, appeal the assessed amount to the Board of Appeals providing, at time of assessment:

- A. The appellant was the record owner of the assessed property and, excepting spousal inclusions or exclusions, remains so without interruption at time of appeal; and
- B. The assessed property was vacant, or was improved by structure(s) neither containing nor required to contain sanitary facilities.

**13.1.4.6.3 Initiating an Appeal.**

Special appeals are initiated by applications available from and filed with the municipal clerk. Filed applications must be accompanied by a written statement from the Code Enforcement Officer that the involved property is unbuildable as defined in this section, plus the written determination of the Board of Appeals affirming the Code Enforcement Officer's decision. Both must be dated not more than ninety (90) days prior to filing.

**13.1.4.6.3 Hearing the Appeal.**

## UNAPPROVED MINUTES

1 March 10, 2014

Kittery Town Council

Council Chamber

2 Regular Council Meeting

3

4

5

6 1. CALL TO ORDER: Chairperson Thomson called the meeting to order at 7:00 p.m.

7

8 2. INTRODUCTORY: Chairperson Thomson read the introductory, and said that, before he led  
9 everyone in the Pledge of Allegiance, he would like to take a moment of silence to remember a citizen  
10 of the community who passed away a couple of weeks ago, Norm Leon, who served on many town  
11 boards throughout the years. Chairperson Thomson said that Mr. Leon was an active Korean War  
12 veteran who helped to coordinate the town's Memorial Day parade.

13

14 There was a moment of silence in memory of Norm Leon.

15

16 3. PLEDGE OF ALLEGIANCE: Chairperson Thomson led those present in the Pledge of  
17 Allegiance.

18

19 4. ROLL CALL: Answering the roll were Councilors Denault, White, Brake, Spiller and  
20 Chairperson Thomson.

21

22 Chairperson Thomson asked for a unanimous consent by Council to officially excuse Councilor  
23 Dennett's absence. All were in favor by a voice vote.

24

25 5. AGENDA AMENDMENT AND ADOPTION:

26 Although not an amendment to the agenda, Councilor Denault had asked the Chair, and Chairperson  
27 Thomson agreed to recognize the members of the Traip Academy Robo Rangers, who had won the  
28 2014 State Matchbox Championship. Councilor Denault asked Mr. Boudreau to come to the podium  
29 and asked him if he would give a quick rundown of what has happened.

30 Mr. Boudreau said there are actually two different teams. He said he teaches a Robotics class, and  
31 part of the class consisted of competing against teams in the State. He said they came in second place  
32 after the qualifying round and this was the first time they ever went to the Championship. He said there  
33 were 36 teams they had to compete against and another team who had won 1<sup>st</sup> place for four years.

34 Mr. Boudreau said there are 25 kids, four of them non-Traip, either homeschooled, or other areas, and  
35 last Thursday and Friday, at UNH was the qualifying round for the regionals in Boston. He said again  
36 there were 36 teams, many are strong, as this is an international competition, and they came in second  
37 place. He said they are going up to Lewiston, the second competition, and the combined points from  
38 those competitions will determine whether or not they go to Boston.

39 Mr. Boudreau said there are five seniors who are graduating and pursuing an engineering degree, one  
40 is waiting to hear from MIT, two going to WPI, one going to UMass Lowell, and one going to UMO. He  
41 said out of 18 seniors, 17 have gone on for engineering, and one wants to be an auto mechanic.  
42 Everyone present gave them a round of applause.

43

## UNAPPROVED MINUTES

44 Mr. Boudreau said he runs a weekly CAD Drafting Design class at night, from September to January  
45 and also a Java program. He said the chassis designed in his CAD drafting class, the auto desk  
46 version, is used at the Shipyard and was designed by Ryan who is 14. He said Java is a difficult  
47 program and this is the first year they had it running well. He said that Jacob is also 14 and has done  
48 most of the work. He said Traip kids are writing code at a Sophomore level of college and that  
49 everyone is amazed. He said they certainly do not get recognition.

50 Mr. Boudreau said that now that they have had their names in the paper twice, they are everyone's best  
51 friend. He said it is a great program and he would argue it is the most important one.

52 Councilor Denault asked each of the members to stand up and give their name, which they did. All  
53 present gave them a round of applause.

54 Councilor Denault said he would like to recognize them and get the team to Anaheim and he would  
55 start this by donating \$200 toward their trip, which is what he has earned thus far, being on Council.  
56 He challenged others to help them reach their goal.

57 Mr. Boudreau said that members of the community have been very supportive of their trip to Anaheim.

### 58 6. TOWN MANAGER'S REPORT:

59 Town Manager Colbert Puff said that the Chair had requested a report on the debt limit calculation,  
60 which is at 1.37% of the overall actual valuation while our statutory debt limit is 15%. She said that we  
61 are under the statutory debt limit by approximately \$182 million.

62 Town Manager Colbert Puff said this winter has been very challenging on the FY 2014 Snow Removal  
63 budget, and she has provided a summary, which shows storm-related expenses. She said that they  
64 are overspent on overtime and there is one quarter left in the salt shed. She said the regular overtime  
65 budget account is healthy and she should be able to balance out the Highway budget.

66 Town Manager Colbert Puff said the next item is FEMA Flood Insurance Map Changes Status and read  
67 from her report: this week, the House of Representatives voted in a significant majority to support a bill  
68 (the Homeowner Flood Insurance Affordability Act) already passed by the Senate at the end of January  
69 to mitigate the impact on increased insurance premiums on flood insurance holders by capping the  
70 allowable premium increase at 18% per year.

71 Town Manager Colbert Puff said the appeal process has been delayed past the beginning of March.  
72 She said she had hired a consultant to look at the maps to see how the town of Kittery faired and an  
73 incorrect methodology was used for Seavey and Gerrish Islands. She said he can file an appeal on  
74 behalf of the Town for an estimated fee for \$20,000 and that individual owners may also file an appeal.

75 Town Manager Colbert Puff added that she had spoken with a staff member of Senator King's office  
76 regarding filing the appeal and was told they are working on legislation to recoup the appeal costs if  
77 successful. She stated that Senator Collins has also wrote a letter to FEMA stating that successful  
78 methodology should be allowed to ensure equal treatment.

79 Town Manager Colbert Puff said she is trying to arrange for FEMA and the State Flood Plain  
80 Coordinator to come to a meeting. She said they are working with the consultant who identified the  
81 map is not correct and he is an expert on both inland and coastal flood plain maps. Town Manager  
82 Colbert Puff said the Planning Department is continuing to look for someone to assist.

83 Town Manager Colbert Puff said that she has been in touch with the former Public Works Director  
84 regarding developing a capital improvement project for improvements to Memorial Field.



## UNAPPROVED MINUTES

85 Town Manager Colbert Puff spoke with Supt. Hutton to review the school budget and while their  
86 expenses are up 1.78%, their overall tax appropriation request to the town is 1.5%.

87 Town Manager said she was very sorry to hear of Norm Leon's passing. She said she had met with  
88 him twice to discuss Veteran-related issues and it is her understanding that he had served the town in a  
89 variety of capacities over the years.

90 Town Manager Colbert Puff said that due to Norm's passing, and the fact that the Chair, Vern Gardner  
91 has served his three consecutive three-year terms, there is no quorum. She said that Duncan  
92 McEachern has been away, but Heather has asked him if Vern can continue to serve until a successor  
93 can be found.

94 Town Manager Colbert Puff was happy to report that the Standard & Poor's Bond rating for the town  
95 had gone up to AA+. She added that the Finance Director, Cindy Saklad, has done a wonderful job.

96 Town Manager Colbert Puff wanted to give a quick update on the transfer of management of John Paul  
97 Jones Park from the State. She heard that the DOT told the Bureau of Parks and Lands they want to  
98 release their option on the park and once the Bureau of Parks and Lands receives that, they will  
99 prepare an agreement for our review. She said they need a 2/3 vote of the Legislature and ownership  
100 will not take place until late 2015. She said management will start as soon as the formal transfer has  
101 happened.

102 Town Manager Colbert Puff said that, regarding the BIG project, the Public Works crew will work on  
103 Bellamy Lane, starting on March 17<sup>th</sup> for two weeks and will be installing the utilities and at that point  
104 digging the ditch.

105 Chairperson Thomson said he had made an appeal at the last Council meeting for individuals to step  
106 up and volunteer for the boards, especially with Norm's passing and the situation with the Board of  
107 Appeals. He said maybe they could schedule a Saturday, between 9 am and 10:00 am where chairs  
108 from various boards could be on hand to discuss what the roles are for their boards and Council  
109 members could be on hand to describe the appointment process to residents who may walk in and  
110 want to sign up to volunteer.

111 Chairperson Thomson asked if the Town Manager could send an e-mail to the Board Chairs and give  
112 them a couple of Saturday dates for them to get back to her and let her know which date they are  
113 available.

114 Councilor Spiller suggested the Kittery Web Serve and residents could get the application online. She  
115 said that testimonies could be posted online too.

116 Chairperson Thomson said the School Committee is meeting tomorrow night and he is uncomfortable  
117 with the School Committee putting in this request. He said they met in workshop and made it clear to  
118 them there would be no more than 1.5% in spending. He said the budget is built on the spending side  
119 and they are on a very slippery slope building on the revenue side, and in the long term, they could run  
120 into difficulty.

121 Chairperson Thomson said they have to develop a discipline in establishing the budget and he will not  
122 be voting to move the School budget forward. He said he will see what the revenues look like when  
123 they have the information before them and they can make some decisions then. He said they have to  
124 start where they agreed, however, at 1.5%.

## UNAPPROVED MINUTES

125 Councilor Denault said he reviewed the history and Council Chair Barth was interested in this. He said  
126 the Chair of the School Committee agreed to 1.5% at the beginning of the process and Councilor  
127 Denault is not for it (the increase). He said additional revenues that are coming in can go toward that.

128 Councilor White said he would like to hear an explanation on what the deviation is based on.

129 Councilor Brake said they agreed they would come in at 1.5% with a supplemental list that identified  
130 what items would have to be eliminated to get to that so we asked for that piece. He said it is 1.5% and  
131 he is not going to consider anything else beyond that figure.

132 Councilor Spiller said she supports the 1.5%, but she is interested in hearing the specifics of the  
133 budget.

134 Chairperson Thomson asked the Town Manager if she would please convey their comments to  
135 Superintendent Hutton and she said she would.

136 Councilor Denault said speaking about snow removal, he has received e-mails and phone calls with  
137 positive feedback on the way the sidewalks and roads that were questionable have been cleared and it  
138 is a testament to how well they are being done.

### 139 7. ACCEPTANCE OF PREVIOUS MINUTES:

140

141 Chairperson Thomson declared the minutes of February 10, 2014 accepted as amended and the  
142 minutes of February 24<sup>th</sup> and the Special Meeting of March 3, 2014, accepted as presented.

143

144 8-10:

145 Chairperson Thomson said there were no interviews this evening, nor were there any items involving  
146 the town attorney, employees, consultants or other requested officials and there were no public  
147 hearings.

148

149

### 150 11. DISCUSSION:

151

152 a. By members of the public (3 minutes per person)

153

154 Mr. Robert Harris came to the podium and said the overtime for snow removal would be helped if Public  
155 Works worked five days.

156

157 Chairperson Thomson said that Public Works is on a five day workweek, and just the administrative/  
158 clerical staff work four days.

159

160 Bob Harris said if they know the snow storm is coming on a weekend, they should give the plow drivers  
161 a day off during the week, and this way there would be no overtime.

162

163 Chairperson Thomson said they could try that with the labor negotiations, and see how it goes.

164

165 Mr. Barry Fitzpatrick wanted to thank Councilor Denault for his agenda in televising all the town Board  
166 and Committee meetings. He said the response he has received regarding the School Budget was  
167 excellent, especially the replay. He said there was a problem with audio during the meeting, but the  
168 replay on Thursday was informative, and at times, entertaining. He hoped that continued coverage will  
169 be forthcoming for these meetings.

170

## UNAPPROVED MINUTES

171 Town Manager Colbert Puff said they are committed to covering the School Committee meetings, live  
172 on Channel 22.

173  
174 Councilor White asked if the meetings are also on the web. Town Manager Colbert Puff responded yes.

175  
176 Councilor White asked if the meetings were archived. Town Manager Colbert Puff replied yes.

177  
178 Councilor Denault asked if they could see a schedule on Channel 22. He said now when someone  
179 goes to Channel 22, it just says 22, but maybe we could get a better-looking TV Guide or a calendar  
180 that lets everyone know about the meetings.

181  
182 Town Manager Colbert Puff said that she is happy to report that when you schedule a program, it  
183 moves on to the schedule on Channel 22.

184  
185 Councilor Denault thanked the Town Manager for her work on Channel 22.

186  
187 12. UNFINISHED BUSINESS: None

188  
189 13. NEW BUSINESS:

190 a. Donations/gifts received for Council disposition - none

191 b. (030114-1) The Kittery Town Council moves to approve the disbursement warrants.  
192 Chairperson Thomson read the following amounts: Town Accts. Payable = \$154,838.09; two Sewer  
193 Payable = \$17,408.66; three School Payable = \$344,067.71, for a grand total of \$516,768.91. He  
194 asked Councilor Brake if he had reviewed the town warrants and were they in the proper format, which  
195 Councilor Brake stated that he had. Chairperson Thomson said he had reviewed the school warrants  
196 and found them to be in the proper format as well.

197 **IT WAS MOVED BY CHAIRPERSON THOMSON, AND SECONDED BY COUNCILOR SPILLER**  
198 **TO APPROVE THE DISBURSEMENT WARRANTS. ALL WERE IN FAVOR BY A VOICE VOTE.**  
199 **MOTION PASSED 5-0.**

200 c. (030114-2) The Kittery Town Council moves to appoint a representative to meet with the Chair  
201 of the Parks Commission to interview Michael Morrison for his re-appointment to that board as an  
202 associate member until 03/26/17.

203 **CHAIRPERSON THOMSON MOVED TO WAIVE COUNCIL RULES FOR AN INTERVIEW AND**  
204 **TO RE-APPOINT MICHAEL MORRISON TO THE PARKS COMMISSION AS AN ASSOCIATE**  
205 **MEMBER UNTIL MARCH 26, 2017, SECONDED BY COUNCILOR BRAKE. ROLL CALL VOTE**  
206 **WAS TAKEN, WITH ALL VOTING IN FAVOR. MOTION PASSED 5-0.**

207 d. The Kittery Town Council moves to appoint Suzanne Sayer to the Registration Appeals Board  
208 until 4/23/15, as nominated by the Democratic Committee, to fill the unexpired term of Norman Leon.

209 Chairperson Thomson asked if there was an appointment form. He said that Council has an e-mail  
210 from the Chair of the Democratic Committee, Don Hands in their packet.

211 **IT WAS MOVED BY COUNCILOR SPILLER, SECONDED BY COUNCILOR BRAKE, TO**  
212 **APPOINT SUZANNE SAYER TO THE REGISTRATION APPEALS BOARD UNTIL 4/23/15, TO FILL**  
213 **THE UNEXPIRED TERM OF NORMAN LEON. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING**  
214 **IN FAVOR. MOTION PASSED 5-0.**

## UNAPPROVED MINUTES

215 e. (030114-4) The Kittery Town Council moves to discuss expanding the scope and charge of the  
216 Shared Services Committee, as presented by Councilors Denault and Spiller.

217 Councilor Spiller requested that this item be postponed until the Monday, March 17<sup>th</sup> workshop, and  
218 that it is one of the items which would be discussed. Chairperson Thomson said that Council will not  
219 take action on this item this evening.

220 f. (030114-5) The Kittery Town Council moves to give authorization for a full Military Honor  
221 Ceremony, including a 21 gun salute, to be held at the Thresher Memorial Park behind the Town Office,  
222 on July 4<sup>th</sup>, from 10:00 a.m. to 11:00 a.m.

223 Chairperson Thomson said that Council had the request from Rhonda Pomerleau in their packets.  
224 He asked the Town Manager if the town staff had any concerns. Town Manager Colbert Puff replied  
225 no.

226 **IT WAS MOVED BY COUNCILOR DENAULT, AND SECONDED BY COUNCILOR SPILLER, TO**  
227 **AUTHORIZE A FULL MILITARY HONOR CEREMONY, INCLUDING A 21 GUN SALUTE, TO BE**  
228 **HELD AT THE THRESHER MEMORIAL PARK BEHIND THE TOWN OFFICE, ON JULY 4<sup>TH</sup> FROM**  
229 **10:00 A.M. TO 11:00 A.M. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR.**  
230 **MOTION PASSED 5-0.**

231 g. (030114-6) The Kittery Town Council moves to approve a request from Kent Allyn (Race  
232 Director) to hold the Arthur Martin Memorial Regatta rowing race on Saturday, July 12<sup>th</sup> at 10:00 a.m. at  
233 Fort Foster and to allow their entrance into the park at 8:00 a.m. to set up the pavilion they have rented  
234 for this event.

235 Chairperson Thomson said Council receives this request each year about this time and that a copy  
236 of the e-mail from Kent Allyn is in their packet.

237 **IT WAS MOVED BY COUNCILOR SPILLER, SECONDED BY COUNCILOR BRAKE TO**  
238 **APPROVE THE REQUEST FROM KENT ALLYN TO HOLD THE ARTHUR MARTIN MEMORIAL**  
239 **REGATTA ROWING RACE ON SATURDAY, JULY 12<sup>TH</sup> AT 10:00 A.M. AT FORT FOSTER AND TO**  
240 **ALLOW THEIR ENTRANCE INTO THE PARK AT 8:00 A.M. TO SET UP THE PAVILION. ROLL**  
241 **CALL VOTE WAS TAKEN, WITH ALL VOTING IN FAVOR. MOTION PASSED 5-0.**

242 h. (030114-7) The Kittery Town Council moves to release funds in the amount of \$1,000 from  
243 unassigned surplus and to deposit said funds into account #101740-68427 – Expense Self-Insurance  
244 Claims Coverage to cover the cost of the deductible for an insurance claim.

245 Councilor Denault asked what it was for. Town Manager Colbert Puff replied it was for the police  
246 cruiser.

247 Councilor Denault wanted to know why are we paying for this when the investigation is not  
248 concluded. Town Manager Colbert Puff responded that this \$1,000 is the deductible and will apply  
249 given the outcome of the investigation.

250 Councilor Denault said he is not happy with that. Chairperson Thomson said eventually the town  
251 may be reimbursed, but it could be awhile.

252 Councilor Denault asked the Town Manager if she would keep an eye on that because it is not their  
253 fault and he felt we should not be paying a cent.

## UNAPPROVED MINUTES

254 **IT WAS MOVED BY COUNCILOR SPILLER, SECONDED BY COUNCILOR BRAKE TO**  
255 **RELEASE THE FUNDS IN THE AMOUNT OF \$1,000 AND DEPOSIT INTO ACCOUNT 101740-**  
256 **68427, EXPENSE SELF INSURANCE CLAIMS COVERAGE TO COVER THE COST OF THE**  
257 **DEDUCTIBLE FOR AN INSURANCE CLAIM. ROLL CALL VOTE WAS TAKEN WITH COUNCILOR**  
258 **DENAULT VOTING IN THE AFFIRMATIVE, WITH A POINT AND COUNCILORS WHITE, SPILLER,**  
259 **BRAKE AND CHAIR THOMSON, VOTING IN THE AFFIRMATIVE. MOTION PASSED 5-0.**

260  
261 i. (030114-8) The Kittery Town Council moves to release funds in the amount of \$1,000 from  
262 unassigned surplus and to deposit said funds into account #4043-43600 Parks, Buildings and Grounds  
263 to cover the cost of the deductible for an insurance claim.

264 Councilor Denault said the former Public Works Supt. spent money on the octoscopes, and the other  
265 one got taken down and is not being used, and asked why is the town spending \$1,000 to replace the  
266 other one and said that this is nuts.

267 Chairperson Thomson said, according to the original invoice, in October 2012, when it came in the  
268 price was \$3700.

269 Councilor Denault said that's \$4000 and wanted to know why the other one is worth \$8,000. He said  
270 he has an issue with that.

271 Councilor Spiller asked do we know if it will be replaced.

272 Town Manager Colbert Puff replied she did not know of a plan to replace it, but she will make sure it  
273 does not get replaced. She said she believes it is just a request for stolen property.

274 Councilor Denault wanted to confirm that we are not spending \$1,000.

275 Town Manager Colbert Puff replied no, this is an insurance claim for stolen merchandise and the town  
276 has to pay the deductible to be reimbursed. She said this is not an order for equipment.

277 Councilor Denault wanted to know if the town was making out on the deal.

278 Town Manager Colbert Puff responded yes. Councilor Denault said that he changed his mind.

279 **IT WAS MOVED BY COUNCILOR SPILLER, SECONDED BY COUNCILOR BRAKE, TO RELEASE**  
280 **THE FUNDS IN THE AMOUNT OF \$1,000 AND TO DEPOSIT INTO ACCOUNT #4043-43600**  
281 **PARKS, BUILDINGS AND GROUNDS TO COVER THE COST OF THE DEDUCTIBLE FOR AN**  
282 **INSURANCE CLAIM. ROLL CALL VOTE WAS TAKEN WITH ALL VOTING IN FAVOR. MOTION**  
283 **PASSED 5-0.**

284 14. COUNCILOR ISSUES OR COMMENT

285 Councilor Denault thanked Council for indulging him tonight in recognizing the Robo Rangers. He said  
286 it was on the spur of the moment and he appreciated the entire Council's patience. He said some of  
287 these kids are moving on to Worcester Polytechnic Institute and MIT and some of the kids could be  
288 running robots sitting on Mars some day.

289 Councilor Denault said the teacher needs help and that is why he donated \$200 from what he has  
290 earned so far on Council. He wanted to point out that other Councilors donate their money to charities,  
291 but he is putting forth a challenge to everyone out there in TV land. He said if you can beat his \$200 go  
292 ahead, because these kids need money for the trip.

## UNAPPROVED MINUTES

293 Councilor Denault said he does not know who currently has the Boston Post Cane. He believes the  
294 previous recipient passed way. He also stated a resident of Kittery Estates, who turned 108 on  
295 February 8<sup>th</sup> is probably the oldest resident. He said that he does not know of anyone else and she  
296 should be next in line to be awarded the cane.

297 Councilor Denault thanked Debbie McDermott for the article she wrote in the Portsmouth Herald and for  
298 getting the word out that the State of Maine is notifying people they have money. He said he put this  
299 information on the website. He said so far he has received 4008 hits for Kittery alone. He said it is  
300 surprising how many people have money coming to them, for the town, Shapleigh School, Traip  
301 Academy, the Kittery Fire Dept. He said just click on the name and search and that dollar is yours, you  
302 might as well get it.

303 Chairperson Thomson stated that he was sure Maryann Place has a record on the Boston Post Cane  
304 and the actual source of where it needs to go.

305 Councilor Brake said he spoke with the Town Manager about the cable and broadcasting from different  
306 places. He said he would like to help and get it done within 30 days. He said they could go to the Fire  
307 Dept. or the Community Center and broadcast from those stations, since the town is paying for it.

308 Chairperson Thomson said the equipment is already placed in those locations.

309 Councilor Brake wanted to know how the search was going for another Director of Public Works.

310 Town Manager Colbert Puff replied they are currently in the process of conducting second interviews.

311 Councilor White said regarding the Board of Appeals, the rules say someone can continue serving until  
312 they are replaced, but it is in conflict with the Charter. He said that Vern would appreciate serving and  
313 has volunteered to chair the Board, which is an excellent idea.

314 Councilor Denault thought that during the vote, the Town Attorney did say they could serve until a  
315 successor was appointed.

316 Chairperson Thomson said by Charter, the terms are limited to three consecutive three-year terms.

317 Chairperson Thomson asked if the Town Manager could provide an update on the Whipple Road  
318 Sidewalk Project that was first discussed in 2007. He said that work was conducted on Eastman  
319 Avenue, but he wanted to get some idea of where we are at this point.

### 320 15. COMMITTEE AND OTHER REPORTS

#### 321 a. Communications from the Chairperson:

322 Chairperson Thomson stated there will be a workshop on Monday, March 17<sup>th</sup>, beginning at 6 o'clock to  
323 discuss the Town Manager's goals for the next fiscal year, from 6:30-7:15 the discussion on the Shared  
324 Services proposal, as well as Councilor Denault has a couple of initiatives for review, and from 7:15-  
325 8:15, the Planning Board has a number of issues they would like to bring to Council.

326 Chairperson Thomson said they may not finish Monday evening, and the discussion would be  
327 continued to the first Monday in April, the 7<sup>th</sup>. He said he would like to do this every couple of months,  
328 to choose a few items to discuss in a less formal setting than a Council meeting.

329

## UNAPPROVED MINUTES

330 Chairperson Thomson said that on March 19<sup>th</sup> there will be a Foreign Juvenile Worker Visa Exchange  
331 and students who work for these businesses either from other States or other places, could attend the  
332 meeting. He said the individuals are encouraged to come as well as anyone else and that invitations  
333 have been sent to the businesses which employ these young people.

334 Chairperson Thomson said that on Thursday, March 13<sup>th</sup>, Randy Price will be speaking about his  
335 career in broadcasting at the Community Center Star Theater at 7 p.m. and it is free admission.

336 b. Committee Reports:

337 Councilor Brake said he is the Chair of the Recycling Scholarship Selection Committee, which starts  
338 March 15<sup>th</sup> and applications will be accepted through April 15<sup>th</sup>. He invited all seniors from Traip, and  
339 any student, homeschooled, to apply - all they have to be is a Kittery resident.

340 He said he will let them know he will be visiting the Guidance Counselors at Traip to get the word out  
341 and asked the Town Manager to post this on the website.

342 16. EXECUTIVE SESSION – none

343 17. ADJOURNMENT

344 **IT WAS MOVED BY COUNCILOR SPILLER AND SECONDED BY COUNCILOR DENAULT TO**  
345 **ADJOURN THE MEETING AT 7:55 P.M. ALL WERE IN FAVOR BY A VOICE VOTE. MOTION**  
346 **PASSED 5-0.**

347 /bb

348

349

**To: Kittery Town Council / Town Manager**  
**From: Allyn Hutton, Superintendent**  
**Date: March 24, 2014**  
**Re: Kittery School Department Budget Overview / FY15**

The Kittery School Department Leadership Team and School Committee are presenting the attached budget recommendation for FY15. It is a budget that was developed with a focus on meeting the changing educational needs of students while maintaining fiscal responsibility for the taxpayers of Kittery.

### **Accomplishments of the Kittery School Department**

- *Increased safety / security measures including building infrastructure changes, 24 hour monitoring of entrances and a School Resource Officer dedicated to the schools*
- *Expanded support for the social/ emotional well-being of students including expanded guidance and social worker support*
- *Enhanced school nutritional program with a focus on making healthy eating choices*
- *Academic supports for learning including literacy/ math RTI, afterschool help, tutoring, and learning labs*
- *Extended learning opportunities including, but not limited to Odyssey of the Mind, Robotics, Lego Robotics, Computer Science Club, Math team, Wind Blade Challenge, Internships, and Virtual High School courses*
- *Service learning engagement through the Green Team, Greenhouse and Sustainability initiatives*
- *Outstanding band and chorus programs who are active participants in the community*
- *Expansion of the Gifted/Talented and Spanish programs*



While there have been and will continue to be many successes due to the commitment of an outstanding staff, the KSD also faces challenges ahead:

- *Additional mandated training for all staff annually*
- *Special education mandates which remain under-funded by state or federal dollars*
- *Full implementation of proficiency-based education (K-12)*
- *A commitment to providing a quality education for all students, while the Federal Impact Aid for educating military students continues to be reduced each year*
- *A school nutrition program committed to serving high quality, nutritious food at a reasonable cost*
- *Assisting students who enter kindergarten not prepared to learn*
- *Working with the community to address social issues including lack of basic needs i.e. food/housing) and substance and child abuse issues*
- *Maintaining our commitment to supporting staff, expanding programs and striving for improvement in student performance with limited funding*

The FY15 budget is presented to you in the 11 Article Budget format that we are required to use by the Maine Dept of Education. As presented the KSD request represents a 1.5% increase in expenses over FY14 and a 2.44% increase of \$329,003 requested from the town.

## ***Kittery School Department Vision for Success***

The Kittery School Department is committed to preparing all students to reach their full potential as collaborative problem solvers and productive engaged citizens in the 21<sup>st</sup> century. To ensure that we meet our commitment, we must identify our priorities and create action steps that will help us move towards that goal.

*To learn well, all students must feel safe, secure and respected.* The physical and social safety needs of each individual must be a top priority for our community. Using community mentors and outreach programs, we must ensure that students have a safe and secure home environment with adequate provisions to meet nutritional and health needs. Within the school community, the school culture must be free of bias and focused on personalization to meet the needs of each unique individual.

*To reach his/her full potential, each student must be challenged to meet rigorous expectations and supported to grow as a learner.* Progress will be measured by the demonstration of proficiency rather than seat time or chronological age. A focus at all levels will be on the student's readiness to progress to the next level. Learning supports and enrichment opportunities need to be ongoing and not limited to a school day, a school year or a school building. Anytime/anywhere learning becomes the new norm.

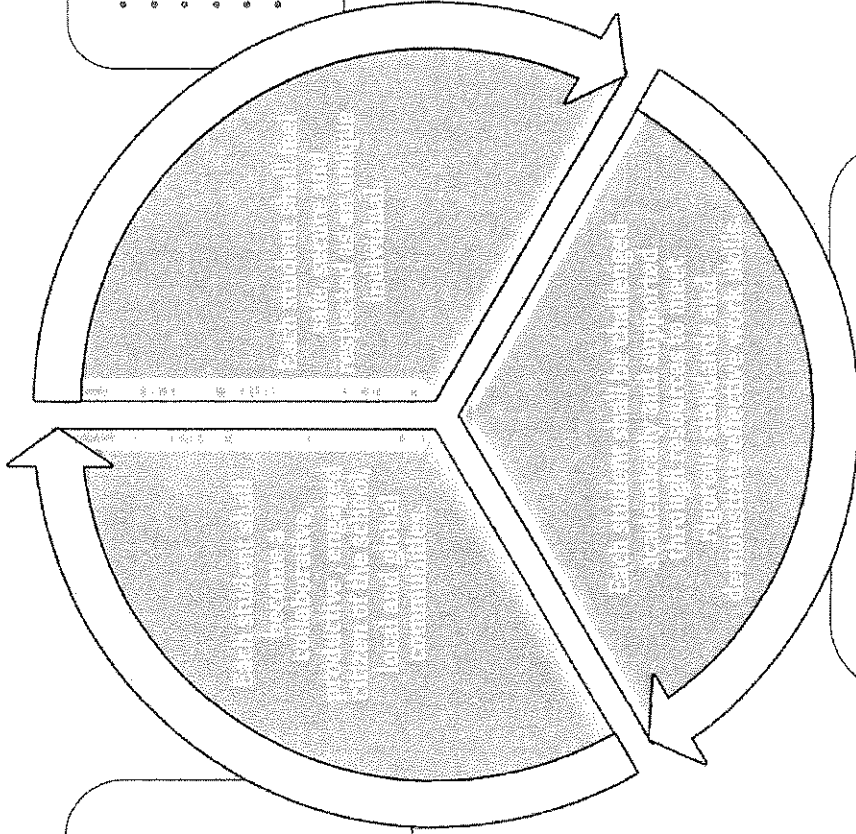
*To become an engaged, productive citizen, all students need to become involved in making a difference for others.* Students need to become engaged in meaningful service learning experiences within the school, community and the world. Learning needs to be connected to an awareness of real world problems and students must become collaborative problem solvers. The commitment to making a difference each and everyday in our world should remain a focus across the curriculum.

*The vision for success includes many challenges, but the rewards are great and failure is not an option.* Only through a commitment of human and financial resources, can we transform the Kittery School Department into a cohesive organization dedicated to providing an exceptional educational experience. As a result, we will ensure that students recognize their individuality as a unique strength, celebrate their academic success as a result of hard work/commitment and assume their responsibility for making a difference in the lives of others.

*The future looks promising;  
our vision is possible  
and our commitment must not waiver.  
Together, we can, we will, we must  
make a difference in the life of each and every student!*

# Kittery School Department ~ Vision For Success

- Service Learning
- Global/Environmental Awareness
- Civic Engagement Opportunities
- Green/Sustainability Issues
- Commitment To Making A Difference

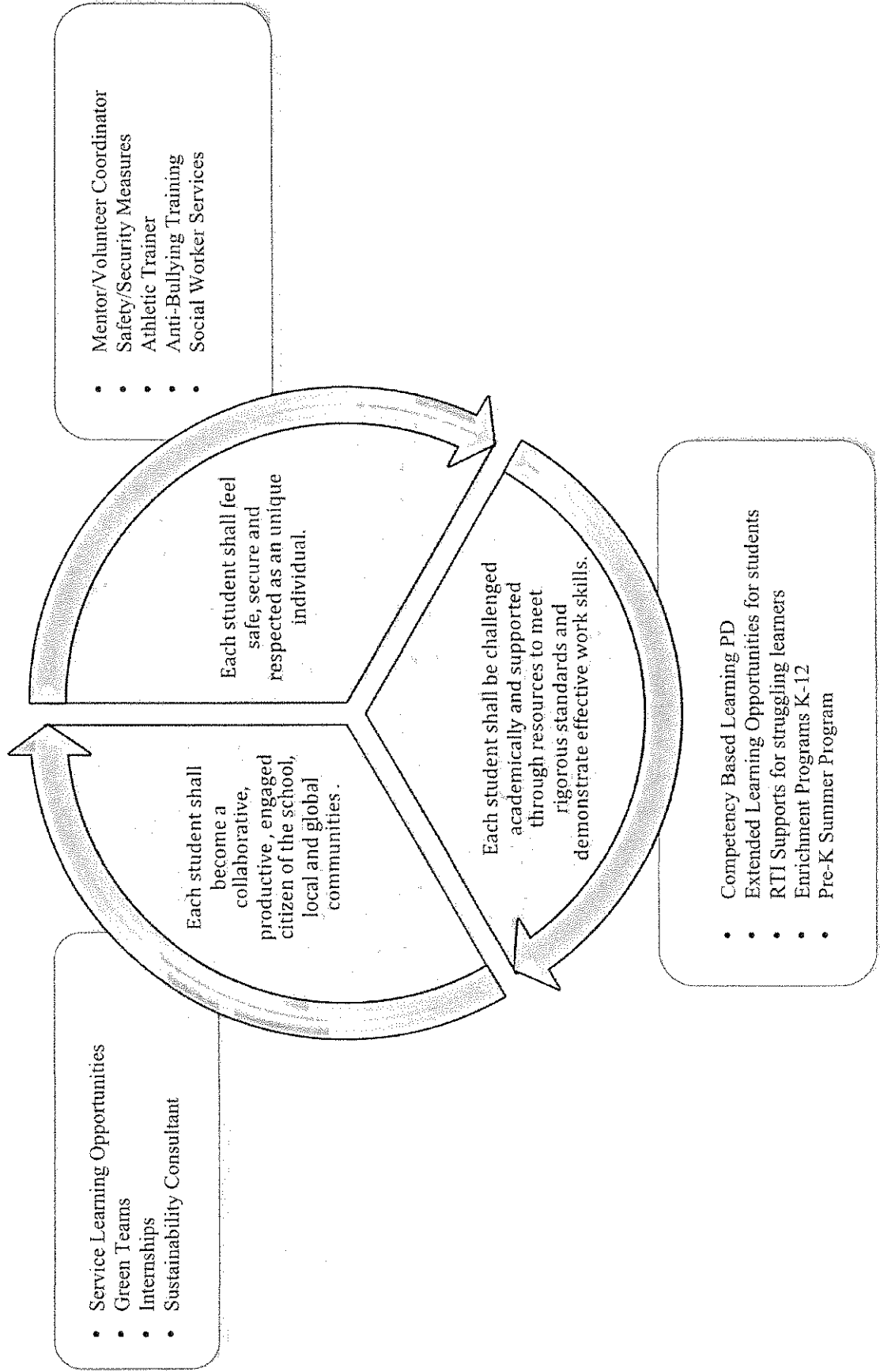


- Safety/Security Measures
- Anti-Bullying Initiatives
- Personalization
- Student Mentor Program
- Monitoring of School Culture
- Social Services Support

- Proficiency Based Learning
- Grade Level/Course Competencies
- Extended Learning Opportunities
- Focus on Literacy/Numeracy
- Readiness
- Remediation/Academic Supports
- Enrichment Programs
- Year-Round Learning
- Post-Secondary Planning
- Guiding Principles

# Kittery School Department ~ Vision For Success

## FY15 Budget Initiatives



**FY15 PROPOSED BUDGET**  
**03/18/14**  
**KITTERY SCHOOL DEPARTMENT**

<b>EXPENSES</b>			
<b>CATEGORY</b>	<b>FY15 Budget</b>	<b>FY14 Budget</b>	<b>+/-</b>
01-REGULAR INSTRUCTION	\$ 6,080,561.84	\$ 5,794,158.70	\$ 286,403.14
02-SPECIAL INSTRUCTION	\$ 2,608,295.35	\$ 2,590,272.97	\$ 18,022.38
03-CTE (VOC)	\$ 4,115.00	\$ 3,838.00	\$ 277.00
04-OTHER INSTRUCTION	\$ 281,786.20	\$ 254,560.72	\$ 27,225.48
05-STUDENT & STAFF SUPPORT	\$ 1,496,799.85	\$ 1,425,517.91	\$ 71,281.94
06-SYSTEM ADMINISTRATION	\$ 533,379.39	\$ 490,239.11	\$ 43,140.28
07-SCHOOL ADMINISTRATION	\$ 867,423.84	\$ 924,533.72	\$ (57,109.88)
08-TRANSPORTATION	\$ 494,008.64	\$ 520,577.08	\$ (26,568.44)
09-FACILITIES	\$ 1,417,272.41	\$ 1,501,135.61	\$ (83,863.20)
10-DEBT	\$ 1,113,542.50	\$ 1,140,187.51	\$ (26,645.01)
11-SCHOOL LUNCH/OTHER	\$ 64,000.00	\$ 64,000.00	\$ -
<b>Grand Total</b>	<b>\$ 14,961,185.02</b>	<b>\$ 14,709,021.33</b>	<b>\$ 252,163.69</b>
PLOWING ALLOWANCE	\$ (32,000.00)		
FY15 ADJUSTED	\$ 14,929,185.02		
<b>EXPENSE % INCREASE</b>		<b>1.50%</b>	

<b>REVENUES</b>			
<b>Description</b>	<b>FY15 Budget</b>	<b>FY14 Budget</b>	<b>+/-</b>
LOCAL EPS ALLOCATION-GEN FUND	\$ 10,956,787.83	\$ 10,997,880.20	\$ (41,092.37)
LOCAL DEBT SERVICE-GEN FUND	\$ 756,192.60	\$ 767,773.68	\$ (11,581.08)
ADDITIONAL LOCAL FUNDS-GEN FUN	\$ 2,101,180.47	\$ 1,719,503.58	\$ 381,676.89
CO/XTRA-CUR INCOME K-8-GF	\$ 8,000.00	\$ 8,000.00	\$ -
CO/XTRA-CUR INCOME 9-12-GF	\$ 9,000.00	\$ 9,000.00	\$ -
RENTAL OF PROPERTY-GEN FUND	\$ 3,840.00	\$ -	\$ 3,840.00
MISC SALES & REFUNDS-GEN FUND	\$ 1,000.00	\$ 1,000.00	\$ -
STATE EPS ALLOCATION-GEN FUND	\$ 730,184.13	\$ 670,863.87	\$ 59,320.26
MAINECARE/MEDICAID-GEN FUND	\$ 20,000.00	\$ 20,000.00	\$ -
IMPACT AID-GEN FUND	\$ 125,000.00	\$ 150,000.00	\$ (25,000.00)
CARRY FORWARD BAL-GEN FUND	\$ 250,000.00	\$ 365,000.00	\$ (115,000.00)
<b>TOTAL W/OUT TOWN CONTRIBUTION</b>	<b>\$ 1,147,024.13</b>	<b>\$ 1,223,863.87</b>	<b>\$ (76,839.74)</b>
TOWN CONTRIBUTION NEEDED	\$ 13,814,160.89		
FY14 TOWN CONTRIBUTION	\$ 13,485,157.46		
INCREASE IN TOWN CONTRIBUTION	\$ 329,003.43		
<b>% INCREASE IN TOWN CONTRIBUTION</b>		<b>2.440%</b>	

## **Kittery School Department FY 15 Budget 11 Category Explanations**

**Article #1- Regular Instruction** **\$6,080,562 (41%)**

Includes all regular education teacher and educational technician salaries, benefits, substitutes, instructional supplies, professional development, instructional equipment, and support for English language learners (ELL) and gifted/talented (G/T) education.

**Article #2- Special Education** **\$2,608,295 (17%)**

Includes all special education teacher and educational technician salaries, benefits, substitutes, instructional supplies, professional development and instructional equipment, occupational / physical therapy, speech/language and psychological services, tuition for out of district placements, summer school costs and salaries/benefits for the special education director and office staff.

**Article #3- Career and Technical Education** **\$4,115 (< 1%)**

Includes the Kittery share of capital improvement funds for the Sanford Regional Technical center.

**Article #4- Other Instruction** **\$281,786 (2%)**

Includes co-curricular and extracurricular salaries, supplies and equipment, transportation and officials' fees.

**Article #5- Student and Staff Support** **\$1,496,800 (10%)**

Includes guidance, nurse and library salaries, supplies and equipment. Also includes curriculum director salary and instruction-related technology expenses.

**Article #6- System Administration** **\$533,379 (4%)**

Includes school committee expenses, superintendent and administrative assistant salary/benefits, business office staff salary/benefits, supplies, equipment, legal services, postage, copier lease, advertising costs and MUNIS software expenses.

**Article #7- School Administration** **\$867,424 (6%)**

Includes building administrator salaries/benefits, clerical staff salaries and benefits, postage, printing, copier costs, teacher leader stipends, office supplies, accreditation expenses, and dues/fees.

**Article #8- Transportation and Buses** **\$494,009 (3%)**

Includes K-12 transportation costs per contracted services, bus monitor salary and additional purchased services for transporting students out of the school district, as needed.

**Article #9- Facilities** **\$1,417,272 (9%)**

Includes custodial salaries/benefits, director's salary/benefits, supplies, equipment, purchased maintenance services, principal/interest payments on Traip HVAC project, heating, water, sewer and electrical costs for all three schools and Memorial Field.

**Article #10- Debt Service** **\$1,113,543 (7%)**

Includes the local share of state funded projects at Shapleigh (2006-2016) and local debt service only of the Shapleigh project (2006-2016), Mitchell project (2002-2023) and the Mitchell/Shapleigh additions (2010-2032).

**Article #11- Food Service Transfer** **\$64,000 (<1%)**

Includes the amount transferred to the food service program to support the nutritional program in all three schools.

**Kittery School Department  
FY 15 Budget Explanations for Reductions**

When the School Department determines that new initiatives are needed, we look for how best to reallocate existing funds first. In an effort to prepare a budget that is fiscally sound, the Leadership Team and the School Committee have reviewed the budget lines and recommend the following cuts/ reallocations:

- **Special Education Out of District Placements/ Transportation** **\$162,000**  
The Director of Special Services and the staff work very hard to meet each child's needs within our district. Very seldom do we seek outside placements and only if there is absolutely no alternative. With this approach to student centered needs, we are recommending that the out of district tuition and transportation costs be significantly reduced. IF, a child's needs require an out of district placement, we do have a reserve account to cover unanticipated costs.
  
- **Re-allocated contracted services (Traip)** **\$20,000**  
We have been contracting services with an individual to provide the Extended Learning Opportunities/ Grant Writing services. This year we are proposing that the position become an operational position; therefore a \$20,000 savings here offsets the new cost of \$50,000.
  
- **Reduction in Tech equipment lines (Sale of laptops)** **\$50,000**  
Due to the revenue generated by the sale of laptops and the delay of a maintenance tech purchase, we have reduced the technology budget by \$50,000. This is a one-time savings.
  
- **Maintenance lines reductions** **\$60,000**  
Due to continued savings on heating at Traip (conversion to natural gas) and other efficiency measures by the maintenance department, we are able to reduce lines by a total of \$60,000. Any unanticipated maintenance needs would need to come from the reserve account.
  
- **Retirement anticipated savings** **\$14,000**  
Projected savings due to a staff retirement and an anticipated hire at a lower rate.
  
- **Misc. Supply / equipment lines (all depts)** **\$45,000**  
A line-by-line review of the entire budget indicated areas where \$\$ has been budgeted and not spent for at least 2 years. Those lines were reduced to reflect actual projected spending.
  
- **Administrative Professional Development** **\$6,000**  
Funds were eliminated to provide professional development opportunities for members of the Leadership Team to attend regional/national conferences on leadership. We will look at grants funding to provide some of this and/or delay the learning opportunity for another year.



## **Kittery School Department New Initiatives for FY15 Budget**

As a result on new legislation, state and federal mandates and, most importantly, to meet the ever growing needs of our student population, the following new initiatives / increases are included in the FY15 school budget:

- **Creation of an Autism Program @ Shapleigh School** **\$0**  
Like other school systems across the country we are seeing an increase in the number of students with autism. The outstanding autism program at Mitchell has supported these children well and we need to replicate the program as some, but not all, of those students move on to Shapleigh School. The program will have a teacher, with educational technician support, to support these students. Due to anticipated re-assignment of staff, we do not anticipate additional cost to add this program.
  
- **Mentor/ Volunteer Coordinator (K-5)** **\$5,640**  
There has been a vibrant mentor/volunteer program at Mitchell School for several years. We are lacking the capacity to expand and oversee the program effectively. The request will fund 10 hours per week for an individual to work with community members, parents and high school students to “match-up” younger children with a mentor to guide and support them, socially and emotionally.
  
- **Increased Office Days@ Mitchell School** **\$2,900**  
Mitchell office staff days have been less than other schools. By increasing the days, it will allow Mitchell School to be open at least one day per week during the summer to register new students/families and process orders and supplies as they arrive.
  
- **Athletic Trainer** **\$14,000**  
Traip Academy is the ONLY school in the Western Maine Conference and the Southern Maine Athletic Association to NOT provide these services for student-athletes. With increased awareness/ concerns with injuries, specifically head injuries, we must address this safety concern. These funds will provide athletic trainer coverage for 78 home games and 3 hours of triage/follow-up support for athletes on non-game days.
  
- **Sustainability Consultant** **\$10,000**  
A volunteer has been working with an organization, Resilience Hub, to move forward sustainability initiatives at Traip Academy and across the community. With grant funding and donated hours, a very successful program has begun which includes courses in sustainability/permaculture, film nights and discussions to raise community awareness. The plan is to expand student involvement through a developing curriculum, and planning for a permaculture garden/ outdoor classroom space at Traip Academy. While many hours have

been and will continue to be donated, we need to support this important component of the Traip redesign to sustain the growing excitement and enthusiasm for the program.

- **Competency Coach** **\$45,000**  
As we move towards competency based learning/ diploma, we need to ensure that we are creating the supports to assist students who need additional instruction/ time/support to meet the standards. This Ed Tech III position would allow us the opportunity to create a “tutoring center” where students, during their learning labs, could seek out additional help from a teacher and / or student tutors. The plan is to recruit and train other students to support their peers in the tutoring center, under the direction of a staff member.
- **Extended Learning Opportunities Coach/Coordinator (80%)** **\$50,000**  
This position, based at Traip Academy, would support several “outside the classroom” learning experiences. These would include expanding internships in the community, facilitating on-line learning, promoting service learning, and seeking grant opportunities to support programs/initiatives.
- **Increased English Language Learners services** **\$11,500**  
We are experiencing a growing number of students (K-12) arriving in Kittery who do not have English as their primary language. This provides support to those students and their teachers as they assimilate to the learning environment in Kittery schools.
- **Development of a Pre-K program to support students** **\$20,000**  
When students enter Kindergarten lacking the literacy/social skills to succeed as students, they are already “behind” their peers. Based on screening data, we will identify the most “at risk” students and engage them in a program called *Jump Start*. This program is an intensive, literacy-based program, which runs for five weeks prior to school in the fall. It has been proven to show dramatic increases in the academic and social performance of these students and saves thousands of dollars often spent on Special Education / Title 1 referrals and supports. The funding supports a pilot program of approximately 15 students, supported by a teacher, ed tech and volunteers. Also included is the training and materials for the program. Transportation for these “at risk” students will be provided through a federal grant.
- **Additional Extra/ Co-curricular teams/clubs** **\$16,500**  
Working with the Union, we will be reviewing students needs and increasing the stipend funding for clubs and sports teams. Parent input has suggested the need for more programs at Shapleigh School and several coaching positions have been on a volunteer basis. This is a first step in providing the additional funding needed to adequately support these opportunities for students.

- **Admin Assistant II (part time) \$30,000**  
 This is a part time position (50%) designated to support the payroll, finance and human resources departments. Additional state and federal requirements connected to federal grants, the Affordable Care Act and employee training results in us lacking the capacity to complete all work in a timely and efficient manner.
- **Professional Development / Late starts \$5,000**  
 All staff members K-12 are being faced with some dramatic shifts in education. Included in these are the move towards competency-based education, Next Generation Science Standards, alignment with Common Core and the sharing of effective instructional strategies. It is critical at this time that we recognize teachers are already giving much of their time and we need to dedicate time during the workday for this collaborative work to be completed. The costs shown include two additional student days resulting in transportation and per diem pay for hourly employees. An initial survey of parents and staff indicated overwhelming support for this concept. The possibility of providing on site childcare for families who need it will be part of the proposal.
- **Increased Social Worker days @ Mitchell \$22,000**  
 At Mitchell School, like others, we are seeking a growing number of children with social and emotional needs. With only one school counselor and one administrator, it has become impossible to adequately meet the needs of all children and their families. By adding additional social worker time at the school, that individual can work with students in school and families after school hours in a collaborative, student-focused model.
- **Increased Gifted/Talented Services @ Shapleigh School \$14,200**  
 The learning needs of gifted students are critically important. This program provides them much needed opportunities to use their minds to expand their way of thinking. The program is currently budgeted at 2 days; this proposal would expand that to 50%.
- **Additional Spanish Teacher @ Shapleigh School \$31,500**  
 Spanish is currently provided to all students in grades 7 and 8. This program is providing language instruction to over 160 students. To continue to support the students at this level, we need to add an additional 50% teacher. That additional time will allow the creation of a true middle school Spanish program for grades 6-8.
- **Professional Development for Staff \$7,500**  
 This funding is intended to provide additional professional development support for staff to attend conferences, seminars, webinars related to competency based learning, assessment development and effective instructional strategies.



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

---

**REPORT TO TOWN COUNCIL**

---

Meeting Date: March 24, 2014  
From: Nancy Colbert Puff, Town Manager  
Gerry Mylroie, AICP, Town Planner  
Norm Albert, Interim Public Works Commissioner  
Subject: US Route 1 By-Pass and US Route 1 Plan Coordination and Update Planning Grant – Town Grant and Match Authorization.  
Councilor Sponsor: N/A

---

**EXECUTIVE SUMMARY**

Question– Will the Town Council move to authorize:

1. Applying for a transportation planning grant for US Route 1 By-Pass “Complete Street” Coordination and US Route 1/State Road Two Way Connector Study

Recommendation: Move to authorize applying for the planning grant.

**STATEMENT OF NEED**

- Town Council must authorize applying for a grant that involves required match funding.
- Time is of the essence since the Sarah Mildred Long Bridge, Route 1 By- Pass Bridge, Route 236 over pass, the Memorial Circle street and streetscape planning work is in progress. The two way connector study is also integrated with this work.

**BACKGROUND**

The Maine Department of Transportation is in the process of final project planning for the Sarah Mildred Long Bridge, which includes new signalized intersection at the Route 1 By-Pass and Bridge Street, Route 1 By-Pass Bridge over Route 236, and the Route 1 State Road improvements between Memorial Circle and Wilson Road.

However, thus far, the projects have been addressed separately. Immediate coordination is required along the Route 1 By Pass to Route 1 including: vehicular, bicycle, and pedestrian travel ways; number of lanes; lane widths; travel speed; vehicular turning and access points; north-south as well as east-west pedestrian ways/crossings; handicapped access; street lighting; signage; landscaping and other streetscape considerations.

**FACTS BEARING ON THE EQUATION**

Time is of the essence.

**CURRENT SITUATION**

---

Town Council has the opportunity to obtain grant funding at a five (5) percent cash match. There is competition for only \$48,000 of KACTS for planning projects. The match commitment is required for funding. If KACTS does not award funding other MDOT funding may be available, but it may require a 50% match of \$24,000 in cash and in-kind services.

**PROPOSED SOLUTION/RECOMMENDATION**

Move to authorize:

1. Applying for a transportation planning grant for US Route 1 By-Pass “Complete Street” Coordination and US Route 1/State Road Two Way Connector Study; and
2. Schedule a public hearing for April 14, 2014 to authorize transferring \$2,400 from an unassigned fund balance account to be used as part of a (5%) match toward a \$48,000 grant for the planning project.

**RATIONALE FOR THE PROPOSED SOLUTION (INCLUDING COSTS)**

Funding is available in the unassigned fund balance account, but requires Town Council approval.

## KACTS 2014-2015 Planning Funds Request Form – UPDATE \*

### **Contact Information:**

1. Municipality/Organization(s): Town of Kittery, Maine
2. Contact Person: Gerald R. Mylroie, AICP, Town Planner
3. Contact Person Phone Number: 207-475-1307
4. Contact Person Email: gmylroie@kitteryme.org

### **Project Description:**

1. Study Title: US Route 1 By-Pass / US Route 1 “Complete Streets” Coordination and US Route 1 /State Road Two Way Connector Study
2. Location/Geographic Area: US Route 1 By-Pass from the Sarah Mildred Long Bridge to Wilson Road and US Route 1 / State Road from Kittery Town Center, Memorial Circle to Wilson Road.
3. Study Purpose and Need Statement:

The two purposes include:

1. Analyze US Route 1 By-Pass and US Route 1 between the Sarah Mildred Long Bridge and the Kittery Outlets (Wilson Road) to identify safety and other deficiencies in the corridor related to bicycle and pedestrian access including sidewalks, crossing and paved shoulders and bike lanes as well as make recommendations to coordinate vehicular, pedestrian, and bicycle access, travel ways, vehicular speeds, number of lanes, and related streetscape improvements.
2. Determine the feasibility, plan and capital costs to convert the existing one way connection between US Route 1/State Road from Kittery’s Memorial Circle to the Kittery Mall Road/ Kittery Trading Post and Outlets (Wilson Road) and insure its safe and efficient connection with the US Route 1 By-Pass and its vehicular, pedestrian and bicycle modes of travel.

The need is critical and urgent due to the current planning and pending construction, starting this spring/summer, of transportation improvements around Memorial Circle (in conjunction with the US Route 1 Bridge over Route 236) and one-way State Road vehicular / pedestrian / bicycle and beautification (“complete streets) streetscape improvements.

Also this project is linked to accommodating the 20,000 vehicular trips a day around the outlets, the long term connection with the new Sarah Mildred Long Bridge. Also it is linked to improving Kittery’s economic development by enabling visitors to the outlets greater direct, and safer access to Kittery Center Village and Kittery Foreside. This connection now is indirect, less safe, inefficient and confusing causing a great safety risk as well as economic loss and ultimately revenue to the Town and State. The project results will be improved vehicular, pedestrian and bicycle traffic flow and reduced safety hazards.

4. Study Outline and Proposed Scope of Work:

Consulting services for traffic collection, right of way confirmation, re-design, feasibility, cost analysis.  
(60 days)

5. Please list any related studies or plans that have already been completed or are underway:

See Item 3 above Study Purpose and Need.

6. Total Cost Estimate (all projects require a 5% municipal match): \$48,000;  
local \$2,400

7. Local Match Commitment – please describe whether the local match has been committed, or how the match will be secured for the study:

Local cash match funding is available.

8. Budget – please include a breakdown of study costs by subtasks if applicable.

Attach additional information if necessary:

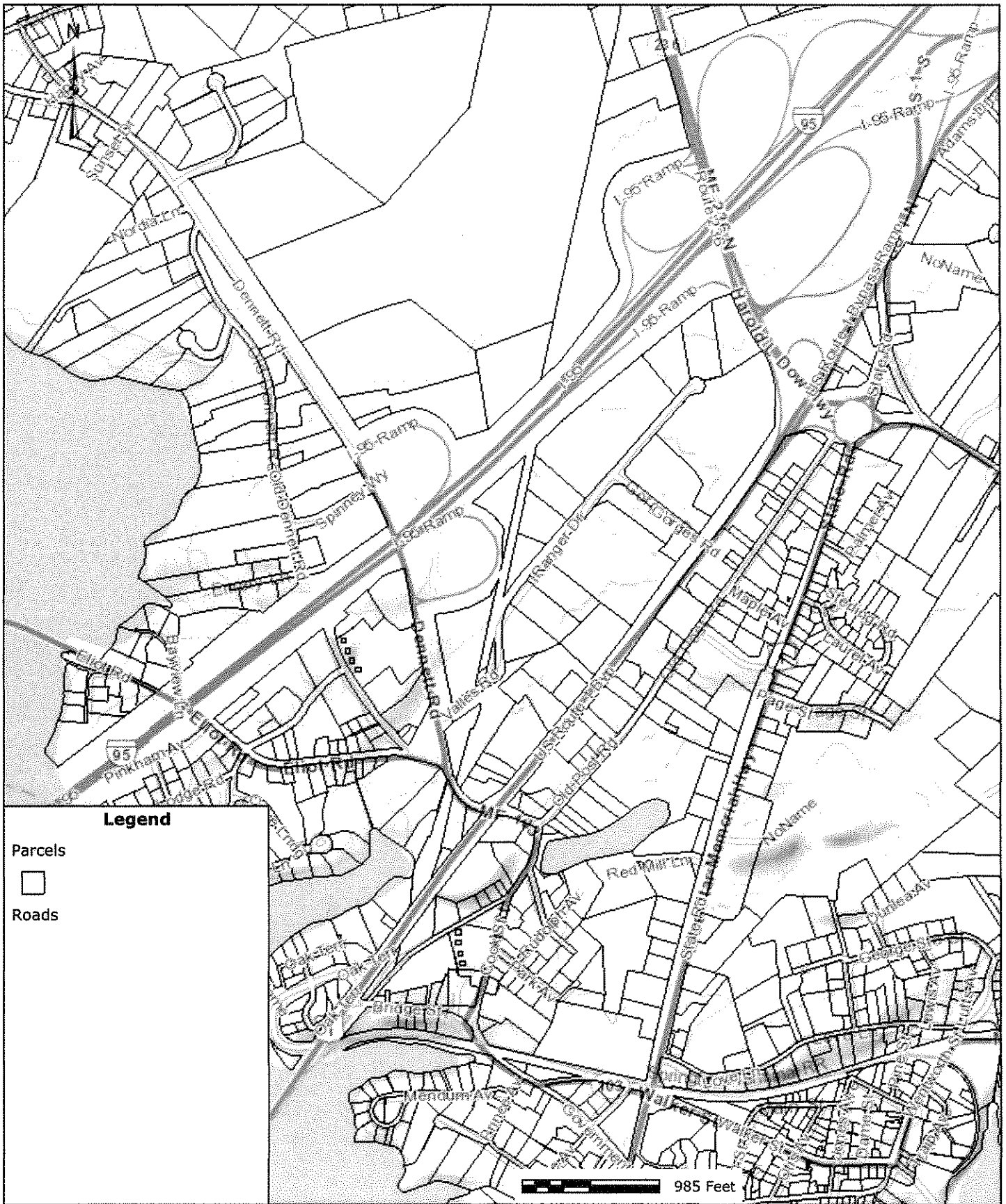
Consulting services for traffic data, right of way confirmation, re-design alternatives and cost analysis work.

(\$100 x 480 hours or 60 days)

Please contact Myranda McGowan or Tom Reinauer with any questions you may have as you prepare your proposal:

[mmcgowan@smrpc.org](mailto:mmcgowan@smrpc.org) 324-2952

[treinauer@smrpc.org](mailto:treinauer@smrpc.org) 324-2952

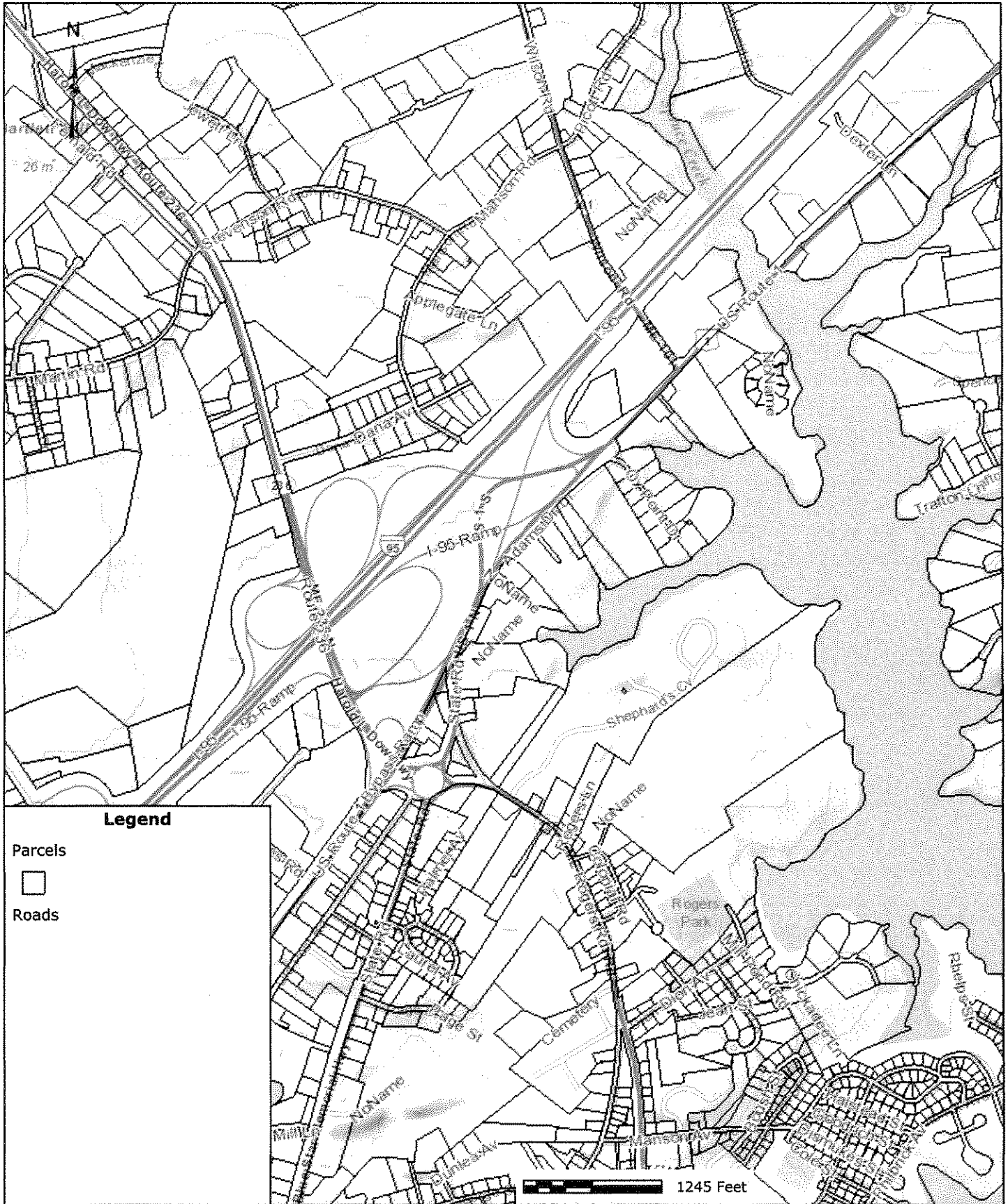


**Town of Kittery,  
Maine**

**Route One Bypass Kittery Maine**

*This information has been compiled from various public and private sources. While every attempt has been made to provide accurate information, neither the municipality nor the service host guarantee the accuracy of information provided herein.*





**Town of Kittery,  
Maine**

*This information has been compiled from various public and private sources. While every attempt has been made to provide accurate information, neither the municipality nor the service host guarantee the accuracy of information provided herein.*

**Department of Public Safety  
Division**

**Liquor Licensing & Inspection**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

<b>BUREAU USE ONLY</b>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

**PRESENT LICENSE EXPIRES** April 2014

**INDICATE TYPE OF PRIVILEGE:**  MALT  SPIRITUOUS  VINOUS

**INDICATE TYPE OF LICENSE:**

- |                                                          |                                                                  |
|----------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> RESTAURANT (Class I,II,III,IV)  | <input checked="" type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV)               |
| <input type="checkbox"/> CLASS A LOUNGE (Class X)        | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I)      |
| <input type="checkbox"/> CLUB (Class V)                  | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV)           |
| <input type="checkbox"/> TAVERN (Class IV)               | <input type="checkbox"/> OTHER: _____                            |

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

<b>1. APPLICANT(S)</b> –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <u>JK Restaurants LLC</u> <b>DOB:</b> <u>10/29/67</u>	<b>2. Business Name (D/B/A)</b> <u>Rudders Public House</u>
<b>DOB:</b>	
<b>DOB:</b>	<b>Location (Street Address)</b> <u>70 Wallingford Square</u>
<b>Address</b> <u>5 Melanies CT</u>	<b>City/Town</b> <u>Kittery</u> <b>State</b> <u>ME</u> <b>Zip Code</b> <u>03904</u>
	<b>Mailing Address</b> <u>same</u>
<b>City/Town</b> <u>Kittery</u> <b>State</b> <u>ME</u> <b>Zip Code</b> <u>03904</u>	<b>City/Town</b> _____ <b>State</b> _____ <b>Zip Code</b> _____
<b>Telephone Number</b> <u>603-767-5691</u> <b>Fax Number</b> _____	<b>Business Telephone Number</b> _____ <b>Fax Number</b> _____
<b>Federal I.D. #</b> <u>46-2212350</u>	<b>Seller Certificate #</b> <u>1161509</u>

3. If premises are a hotel, indicate number of rooms available for transient guests: \_\_\_\_\_
4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ 299,861.00 LIQUOR \$ 154,473.76
5. Is applicant a corporation, limited liability company or limited partnership? YES  NO

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES  NO
7. If manager is to be employed, give name: \_\_\_\_\_
8. If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_  
Requested inspection date: \_\_\_\_\_ Business hours: 11:00 am - 12:00 am
9. Business records are located at: 5 Melanies CT Kittery, ME 03904
10. Is/are applicants(s) citizens of the United States? YES  NO

11. Is/are applicant(s) residents of the State of Maine? YES  NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Jacqueline Kilty (Ferrara)	10/29/67	Rye, NY

Residence address on all of the above for previous 5 years (Limit answer to city & state)

5 Melanies Ct. Kittery, ME 03904

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes  No  If Yes, give name: \_\_\_\_\_

15. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

16. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner:  
KP Rentals 92 Coakley Rd. Portsmouth, NH 03801

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required)  
1 Room Restaurant / Lounge (diagram on file)

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES  NO  Applied for: \_\_\_\_\_

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/2 mile Which of the above is nearest? Church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Kittery ME on March 4, 20 14  
Town/City, State Date

Jacquel Kilty  
Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

STATE OF MAINE  
**Liquor Licensing & Inspection Unit**  
 164 State House Station  
 Augusta, Maine 04333-0164  
 Tel: (207) 624-7220 Fax: (207) 287-3424

**SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS**

1. Exact Corporate Name: JK Restaurants, LLC  
 Business D/B/A Name: Rudders Public House
2. Date of Incorporation: March 4, 2013
3. State in which you are incorporated: Maine
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine:  
 \_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list percent of stock owned:

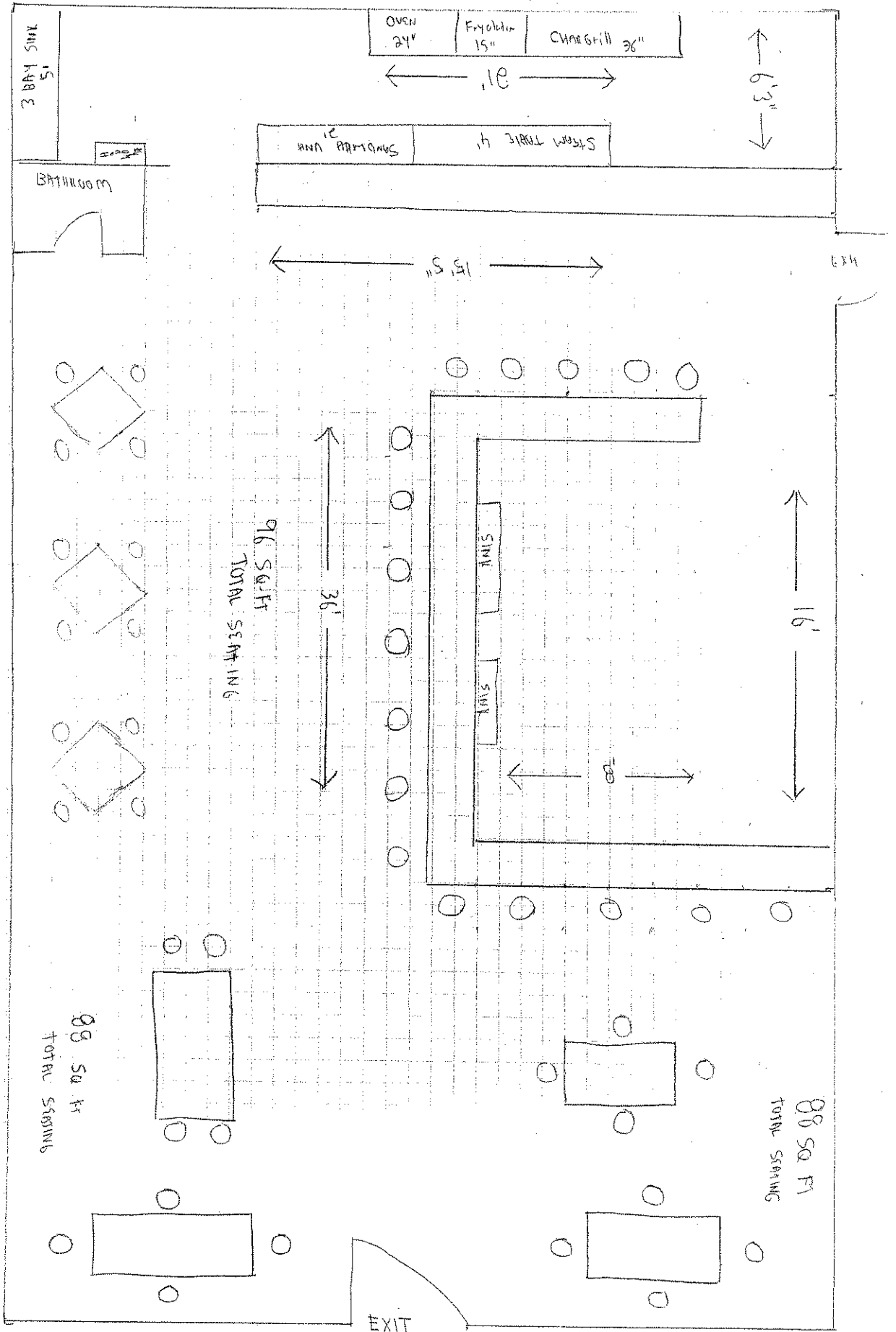
Name	Address Previous 5 Years	Birth Date	% of Stock	Title
Jacqueline Kilty	5 Melanies Ct Kittery, ME 03904	10/29/67	100	President

6. What is the amount of authorized stock? 0 Outstanding Stock? 0
7. Is any principal officer of the corporation a law enforcement official? ( ) YES (X) NO
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than a minor traffic violation(s), of the United States? ( ) YES (X) NO.
9. If yes, please complete the following: Name: \_\_\_\_\_  
 Date of Conviction: \_\_\_\_\_ Offense: \_\_\_\_\_

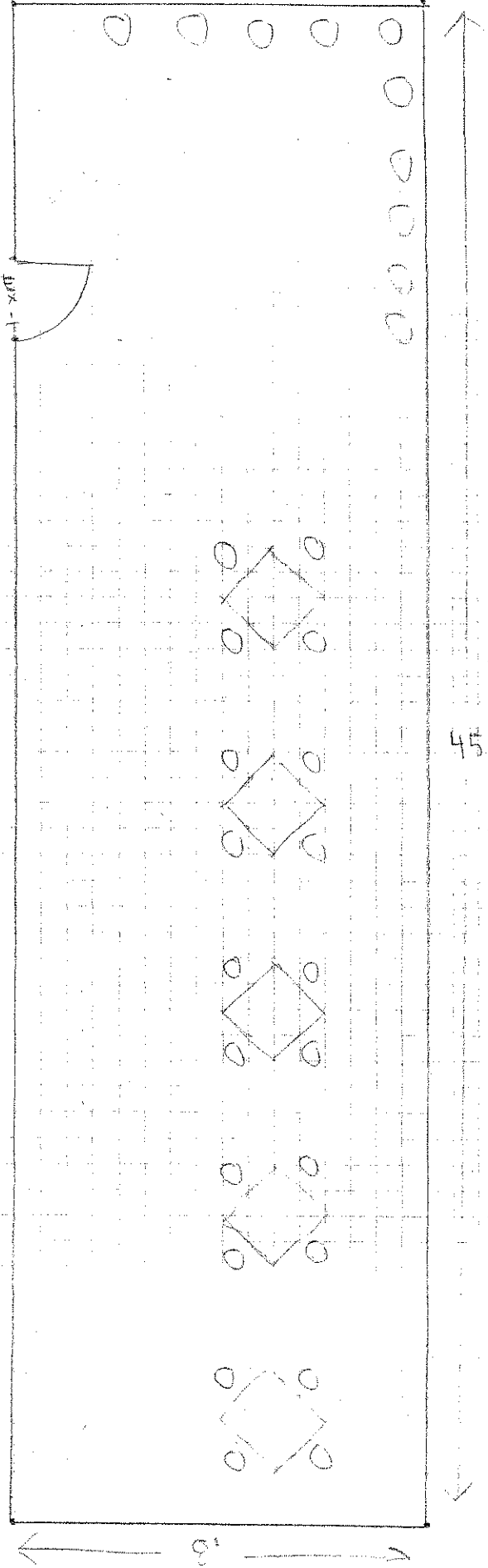
Location: \_\_\_\_\_ Disposition: \_\_\_\_\_  
 Dated at: \_\_\_\_\_ City/Town \_\_\_\_\_ On: \_\_\_\_\_ Date \_\_\_\_\_

Jacqueline Kilty Date: March 4, 2014  
 Signature of Duly Authorized Officer  
Jacqueline Kilty  
 Print Name of Duly Authorized Officer

TO WASHINGTON SQ  
KITTEERY, ME 03904



EXISTING PATIO / DECK  
70 WASHINGTON SQ  
KITTERY ME 03904



**NOTICE – SPECIAL ATTENTION**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

**THIS APPROVAL EXPIRES IN 60 DAYS.**

**FEE SCHEDULE**

<b>Class I</b>	Spirituos, Vinous and Malt .....	\$ 900.00
	<b>CLASS I:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
<b>Class I-A</b>	Spirituos, Vinous and Malt, Optional Food (Hotels Only) .....	\$1,100.00
	<b>CLASS I-A:</b> Hotels only that do not serve three meals a day.	
<b>Class II</b>	Spirituos Only .....	\$ 550.00
	<b>CLASS II:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
<b>Class III</b>	Vinous Only .....	\$ 220.00
	<b>CLASS III:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
<b>Class IV</b>	Malt Liquor Only .....	\$ 220.00
	<b>CLASS IV:</b> Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
<b>Class V</b>	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) .....	\$ 495.00
	<b>CLASS V:</b> Clubs without catering privileges.	
<b>Class X</b>	Spirituos, Vinous and Malt – Class A Lounge .....	\$2,200.00
	<b>CLASS X:</b> Class A Lounge	
<b>Class XI</b>	Spirituos, Vinous and Malt – Restaurant Lounge .....	\$1,500.00
	<b>CLASS XI:</b> Restaurant/Lounge; and OTB.	

**FILING FEE**.....\$ 10.00

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_ SS  
City/Town (County)

On: \_\_\_\_\_  
Date

The undersigned being:           ف Municipal Officers           ف County Commissioners           of the  
ف City   ف Town   ف Plantation   ف Unincorporated Place   of: \_\_\_\_\_, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

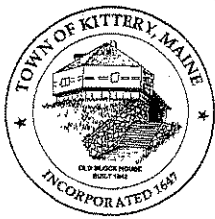
THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
    - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
    - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant’s prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
    - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]
  2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
    - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
    - B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
    - C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
    - D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592,§3 (amd).]
    - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
    - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c730, §27 (amd).]
3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.
    - A. [1993, c.730, §27 (rp).]
  4. **No license to person who moved to obtain a license. (REPEALED)**
  5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receUpon resolution of the appeal, if an applicant’s license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.





OFFICE OF THE TOWN CLERK  
TOWN OF KITTERY, MAINE

MAR 12 2014  
BY: 12:15 pm

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 439-0452 Fax: (207) 439-6806  
website: [www.kittery.org](http://www.kittery.org)

**APPLICATION FOR APPOINTMENT TO TOWN BOARDS**

NAME: Ann Grinnell  
RESIDENCE: 381 Haley Rd KP ME 03905  
MAILING (if different) \_\_\_\_\_  
E-MAIL ADDRESS: anngrinnell@a.comcast PHONE #: (Home) 439 0564 (Work) \_\_\_\_\_

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

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| Board of Appeals                      | Board of Assessment Review        |
| Conservation Commission               | Mary Safford Wildes Trust         |
| Planning Board                        | Shellfish Conservation Committee  |
| Recycling Scholarship Selection Comm. | Community Center Bd. Of Directors |
| Parks Commission                      | Open Space Committee              |
| Port Authority                        | Other _____                       |

Business Rep.  
↑ LAPSS  
EDC

EDUCATION/TRAINING: 2 yr. college / 9 years Council / PB

RELATED EXPERIENCE (Including other Boards and Commissions) \_\_\_\_\_  
9 years council / current PB member

PRESENT EMPLOYMENT: LAPSS

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

ANY KNOWN CONFLICT OF INTEREST: NO

REASON FOR APPLICATION TO THIS BOARD: Town Interest

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

[Signature]  
SIGNATURE OF APPLICANT

[Signature]  
DATE



OFFICE OF THE TOWN CLERK  
TOWN OF KITTERY, MAINE

200 Rogers Road  
Kittery, ME 03904  
Telephone: (207) 439-0452  
Fax: (207) 439-6806

RECEIVED  
MAR 10 2014  
BY: KAZ  
1:50

PLEASE CHECK APPROPRIATE SQUARE:

APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

APPLICATION FOR APPOINTMENT FROM ALTERNATE TO  
FULL MEMBER

NAME: JOHN McARDLE

RESIDENCE: 14 PEPPERRELL RD., KITTERY POINT

MAILING ADDRESS IF DIFFERENT FROM ABOVE: ~~~~~

E-MAIL ADDRESS: ~~~~~

TELEPHONE NUMBERS: (HOME) 439-2314 (WORK) ~~~~~

PRESENT POSITION: RETIRED

PLEASE CHECK APPROPRIATE SQUARE:

- |                                                     |                                           |                                                                  |
|-----------------------------------------------------|-------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Board of Appeals           | <input type="checkbox"/> Port Authority   | <input type="checkbox"/> Mary Safford Wildes Trust               |
| <input type="checkbox"/> Conservation Commission    | <input type="checkbox"/> Planning Board   | <input checked="" type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Other _____                             |

COMMENTS: THOUGH NOT AS SPRY AS I ONCE WAS,  
I WISH TO PROVIDE SUPPORT TO THE SHELLFISH COMMISSION.

John McArdle  
SIGNATURE OF APPLICANT

3/7/14  
DATE



OFFICE OF THE TOWN CLERK  
TOWN OF KITTERY, MAINE

200 Rogers Road  
Kittery, ME 03904  
Telephone: (207) 439-0452  
Fax: (207) 439-6806

RECEIVED  
MAR 13 2014  
BY: Sizor

PLEASE CHECK APPROPRIATE SQUARE:

APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

NAME: DAVID LINCOLN  
RESIDENCE: 100 Shepherds Cove Rd #307, Kittery  
MAILING ADDRESS IF DIFFERENT FROM ABOVE: -  
E-MAIL ADDRESS: d.lincoln307@comcast.net  
TELEPHONE NUMBERS: (HOME) 707-703-0457 (WORK) \_\_\_\_\_  
PRESENT POSITION: Retired

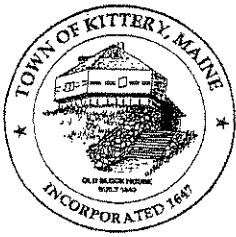
PLEASE CHECK APPROPRIATE SQUARE:

- |                                                     |                                           |                                                              |
|-----------------------------------------------------|-------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Board of Appeals           | <input type="checkbox"/> Port Authority   | <input type="checkbox"/> Mary Safford Wildes Trust           |
| <input type="checkbox"/> Conservation Commission    | <input type="checkbox"/> Planning Board   | <input type="checkbox"/> Shellfish Conservation Comm.        |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input checked="" type="checkbox"/> Other <u>Parks Comm.</u> |

COMMENTS: Renewing my appointment

David Lincoln  
SIGNATURE OF APPLICANT

3/13/14  
DATE



OFFICE OF THE TOWN CLERK  
TOWN OF KITTERY, MAINE

200 Rogers Road  
Kittery, ME 03904  
Telephone: (207) 439-0452  
Fax: (207) 439-6806

RECEIVED  
MAR 17 2014  
BY: 9:30 am

PLEASE CHECK APPROPRIATE SQUARE:

- APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS
- APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

NAME: Herbert Kingsbury

RESIDENCE: 100 Shepards Cove Rd H201

MAILING ADDRESS IF DIFFERENT FROM ABOVE: \_\_\_\_\_

E-MAIL ADDRESS: Herbkings@gmail.com

TELEPHONE NUMBERS: (HOME) 4396449 (WORK) \_\_\_\_\_

PRESENT POSITION: Conservation Commission

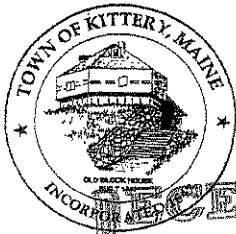
PLEASE CHECK APPROPRIATE SQUARE:

- |                                                             |                                           |                                                       |
|-------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Board of Appeals                   | <input type="checkbox"/> Port Authority   | <input type="checkbox"/> Mary Safford Wildes Trust    |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board   | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review         | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Other                        |

COMMENTS: \_\_\_\_\_

[Signature]  
SIGNATURE OF APPLICANT

3/11/14  
DATE



OFFICE OF THE TOWN CLERK  
TOWN OF KITTERY, MAINE

200 Rogers Road  
Kittery, ME 03904  
Telephone: (207) 439-0452  
Fax: (207) 439-6806

MAR 13 2014  
BY: BB 1:00 P.M.

RECEIVED  
MAR 13 2014

BY: \_\_\_\_\_

PLEASE CHECK APPROPRIATE SQUARE:

APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS

APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

NAME: PAGE MEAD

RESIDENCE: 24 GERRISH ISLAND LANE, KP

MAILING ADDRESS IF DIFFERENT FROM ABOVE: \_\_\_\_\_

E-MAIL ADDRESS: page.mead@comcast.net

TELEPHONE NUMBERS: (HOME) 439-0638 (WORK) \_\_\_\_\_

PRESENT POSITION: CO-CHAIR, PARKS COMMISSION

PLEASE CHECK APPROPRIATE SQUARE:

- |                                                     |                                                      |                                                       |
|-----------------------------------------------------|------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Board of Appeals           | <input type="checkbox"/> Port Authority              | <input type="checkbox"/> Mary Safford Wildes Trust    |
| <input type="checkbox"/> Conservation Commission    | <input type="checkbox"/> Planning Board              | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input checked="" type="checkbox"/> Parks Commission | <input type="checkbox"/> Other                        |

COMMENTS: \_\_\_\_\_

Page A. Mead  
SIGNATURE OF APPLICANT

3/11/14  
DATE