



TOWN OF KITTELY

Office of the Town Manager

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Carol M. Granfield
Interim Town Manager

Town Manager's Report to the Town Council May 18, 2016

1. **New Hires** – Our new Police Chief Soucy started on Monday, May 16 and we also held a Swearing In ceremony that afternoon that was well attended by the Chief's family, friends, colleagues, Town Department Heads and some Town Councilors. Additionally, two new dispatchers started the same day which will greatly assist our dispatch operation with having a full staff.
2. **Audit Award** – I anticipate awarding the Town Audit to RSmith & Company of Buxton ME. We received five bids and the Town and School jointly interviewed two companies and agreed in RHS. The school plans to present this at the June 7 School Board meeting.
3. **Town Manager Search Award** – Three proposals were received and a contract was awarded to Eaton-Peabody in the amount of \$7,500 plus expenses.
4. **Town Hall Defibrillator** – In response to a report by Councilor Denault, the defibrillator in Town Hall was checked and while it may have seemed hard to open it was not locked. I did open it and it is working fine and can be used in case of an emergency.
5. **99 State Street Sign (The Smoke Shop)** – Questions were asked about the many signs on the building. One freestanding sign had been approved and it has not been installed and all of the other signs have been removed.
6. **Town Council Training Session** – All Town Councilors attended and participated in the recent training session that was facilitated by Pam Plumb. The session provided some excellent information and methods to assist the Town Council with working together as a team as well as discussed the roles of Town Council and Town Manager. The session will be most helpful with the hiring of a new Town Manager. We have additionally posted the notes of this workshop on the Town website if the public is interested in reviewing it.
7. **Sewer Betterments** – I have begun to work on exploring various options, formulas and possible ordinance changes that may assist with having a more equitable system for assessing sewer betterments. Once fully analyzed I will provide the Town Council with some recommendations of solutions to the current situation. I have found that Kittery does not qualify for the initial grant discussed that was mentioned at the public meeting and will further expand when I report.
8. **Fort Foster** – I have submitted the request for free passes for senior citizens to the Parks and Recreation Advisory Committee for review and recommendation. Additionally, as we continue to have some discrepancies on the current policy, I will be working with staff to review and make some recommendations to the Advisory Committee to review and then have them make recommendations to the Town Council, as it is my understanding that is the current process.
9. **Channel 22 – Cable** – I continue to be in contact with Compact and I'm pleased to report that we will soon be having background music on the channel when we have our bulletin board with notices; we will be moving forth with work needed at the KCC to live coverage; and lastly have been advised following some negotiation that if the Town agrees to amend the current agreement in two to three sections, Comcast will in effect waive certain requirements in the current one channel and extend another channel

that could be used for all types of programs beyond government meetings. In order to do this the agreement would need to be extended for 2-1/2 years. This might be a viable option, as then if substantive changes are desired in the future more time could be spent to evaluate the entire franchise agreement. With this amendment, it would enhance the programming ability on a dedicated additional channel. Please advise of your preference, if you desire that I proceed with such an amendment.

10. **Snow Plow Rodeo** – I am pleased to report that our DPW folks won first and third place in the County Snow Plow Rodeo – they will then move on to the State level – Congratulations!
11. **MMA Legislative Policy Committee** – Nominations are now being taken if anyone is interested in being nominated to serve on the MMA's Legislative Policy Committee (LPC) over the next two-year period. Information has been provided in your package.

Respectfully Submitted,

Carol

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Permit #	Date of Application	Name	Address			MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
			Address	Address	Address						
R16-089	4/7/16	SHEILA CHAPMAN	114 BRAVE BOAT HARBOR	63	62	N/A	\$25.00	\$0.00	TEMP RAMP FOR KNEE SURGERY		
R16-090	4/7/16	JANICE FLEMMING	99 OLD DENNETT	6	9A	\$10,800.00	\$34.60	\$0.00	ROOF REPLACEMENT		
R16-091	4/11/16	BOB KLINE	6 JUNIPER POINT	1	64-3	\$9,000.00	\$25.00	\$0.00	REPLACE SLIDING DOOR AND 2 WINDOWS		
R16-092	4/11/16	PAT RODGERS / MIKE DOLAN	26 GOOSE POINT	34	8	\$8,500.00	\$25.00	\$0.00	REPLACE ROOF SHINGLES		
R16-093	4/12/16	ROBERT RAMOS	73 TOWER RD	58	42	N/A	\$25.00	\$0.00	ELECTRICAL		
R16-094	4/12/16	CHRISTOPHER DINOLA	13 FOYES LN	36	33	\$1,000.00	\$37.00	\$0.00	CHICKEN COOP		
R16-095	4/13/16	WILLIAM & EILEEN MCCARTHY	27 ADAMS DRIVE	22	10	\$11,000.00	\$37.00	\$0.00	RENOVATE ADU		
R16-096	4/14/16	BONNIE HALEY	7 BAYVIEW LANE	2	77	\$2,164.00	\$50.97	\$0.00	REPLACE DECK		
R16-097	4/19/16	DAVID LENEHAN	13 BOND ROAD	25	4	N/A	\$25.00	\$0.00	REMOVE HAZARDOUS TREES		
R16-098	4/19/16	GARY & NANCY LEE	14 KITTREE LN	61	8F	\$17,000.00	\$229.00	\$0.00	INTSALL ALUMINUM SCREEN ROOM ON EXISTING DECK		
R16-099	4/19/16	SHERIANNE PRIDHAM	14 MILL POND ROAD	23	9	\$3,200.00	\$25.00	\$0.00	REPLACE ROOF SHINGLES		
R16-100	4/19/16	PAT RETTALIATA	5 SHEPHERDS WAY	63	54A	\$6,000.00	\$97.00	\$0.00	CONSTRUCT 12' X 12' SHED		
R16-101	4/20/16	DANIEL POULIN	14 JEWETT LANE	29	20-B-1	\$2,000.00	\$49.00	\$0.00	CONSTRUCT 12' X 24' DECK		
R16-102	4/20/16	PATRICIA SOUTHWICK	14 RUDOPHL AVENUE	3	109	\$2,000.00	\$25.00	\$0.00	ELECTRICAL		
R16-103	4/20/16	SUSAN LONG	15 BOND AVE	25	05	N/A	\$25.00	\$0.00	TREE REMOVAL IN SHORELAND OVERLAY ZONE		

Permit #	Date of Application	Name	Address	MAP #	LOT #	Value of Work	Total Permit	Impact fee	Description of Work
R16-104	4/20/16	DEBORAH THOMPSON	2 FORD LANE 17 ISLAND	9	127	\$14,785.00	\$202.42	\$0.00	INSTALL HEAT SYSTEMS FOR NEW SINGLE FAMILY DWELLING
R16-105	4/20/16	AVENUE LLC	44 REMICKS AVENUE	1	8	\$450.00	\$25.00	\$0.00	REPLACE EXISTING STAIRS
R16-106	4/21/16	DONNA DIONNE	LANE	65	26	\$8,210.00	\$123.52	\$0.00	INSTALL GENERATOR RENEW PERMIT TO FINISH FIRST FLOOR
R16-107	4/12/16	DANIEL ARBO	41 OAK TERRACE	3	106	N/A	\$25.00	\$0.00	TREE REMOVAL IN SHORELAND OVERLAY ZONE
R16-108	4/21/16	ALAN VERDI	1 SILVER LAKE DRIVE	6	6-3	N/A	\$25.00	\$0.00	CONSTRUCT 24' X 40 SINGLE FAMILY DWELLING
R16-109	4/25/16	AARON HENDERSON	6 NEWMARCH STREET	3	17	\$165,000.00	\$2,005.00	\$0.00	CONSTRUCT 9' X 10' SHED & 11' X24' LEAN TO
R16-110	4/25/16	JAMES PRESTON	14 LEWIS ROAD	61	28A	\$3,000.00	\$61.00	\$0.00	REPLACE PORCH, SIDING, WINDOWS, & INSULATE HOUSE
R16-111	4/26/16	FAY MAJOR	15 PICOTT ROAD	37	17	\$30,000.00	\$265.00	\$0.00	100 AMP SERVICE REPLACEMENT
R16-112	4/26/16	DANNY MCGARY	28 BADGERS ISLAND W	1	35	\$100.00	\$25.00	\$0.00	REPLACE RUBBER ROOF WITH PITCHED A-FRAME METAL ROOF
R16-113	4/26/16	JACOB GORDON	6 CUTTS ROAD #46	60	21-46	\$2,500.00	\$25.00	\$0.00	NEW 4BR/3.5BA HOME WITH 3BAY GARAGE, 12'X18' DECK, 6'X34' FRONT PORCH
R16-114	4/26/16	DAN MORIARTY	4 ROSEBERRY LANE	12	1-7	\$400,000.00	\$4,825.00	\$1,500.00	TREE REMOVAL IN SHORELAND OVERLAY ZONE
R16-115	4/27/16	SABRINA CREWE	118 WHIPPLE ROAD	10	7	N/A	\$25.00	\$0.00	

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							Permit	Impact fee	
R16-116	4/27/16	RALPH DUNBAR	35 CROMWELL ST	15	38	\$1,000.00	\$37.00	\$0.00	NEW SHED 10 X12
R16-117	4/27/16	AMP REALTY MORGAN CT	MORGAN CT 1	28	14-1	\$1,250.00	\$40.00	\$0.00	GAS INSTALLATION
R16-118	4/27/16	AMP REALTY MORGAN CT	MORGAN CT 2	28	14-1	\$1,250.00	\$40.00	\$0.00	GAS INSTALLATION
R16-119	4/27/16	AMP REALTY MORGAN CT	MORGAN CT 3	28	14-1	\$1,250.00	\$40.00	\$0.00	GAS INSTALLATION
R16-120	4/27/16	AMP REALTY MORGAN CT	MORGAN CT 4	28	14-1	\$1,250.00	\$40.00	\$0.00	GAS INSTALLATION
R16-121	4/28/16	SUSAN K. HAMILTON	9 OLD CART PATH	64	8	\$8,000.00	\$121.00	\$0.00	REMOVE PART OF EXISTING GARAGE SHED ADD NEW 14 X14
R16-122	4/28/16	BRENDEN MARTINO	35 MANSON ROAD	30	24	\$4,000.00	\$73.00	\$0.00	CONSTRUCT 16' X 24' SHED
R16-123	4/28/16	DAN HALE	8 COVE LANDING	2	13-5	\$7,000.00	\$109.00	\$0.00	CONSTRUCT 10' X 16' SHED

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C16-25	4/26/16	SPG KITTERY PREMIUM OUTLETS	345 US ROUTE # 1	47	1	\$45,000.00	\$775.00	\$0.00	COMMERCIAL REFIT FOR WOLVERINE STORE
C16-26	4/26/16	SUGARZ SALON/JOHN SUCCI	46 OLD POST RD	8	22	N/A	\$100.00	\$0.00	BUSINESS USE CHANGE MAINT & REPAIR WALL IN PARKING LOT & REPL PORTION OF WALLS & ROOF ON BAGEL CABOOSE
C16-27	4/27/16	LARRY SALOMON	174 STATE ROAD	14	58	\$5,000.00	\$175.00	\$0.00	

2012-2016
PLANNING BOARD ACTION ITEMS

ITEM #	DATE	BY	ITEM	PRIORITY	ACTION TAKEN	COMPLETE
1	8/9/2012		16.10.9.2 REDEFINE FIELD CHANGES; Major/Minor (for May 2015 TC workshop)	2	Staff to draft language for review	
2	10/13/2012	TE	DPW PROJECTS COME BEFORE PB; NEED UPDATED LIST	2	CDM to discuss with DPW, report to PB	
3	2/14/2013	DD	DEFINE COMMERCIAL RECREATION (for May 2015 TC workshop)	2	CDM to propose / December 2014; re-draft for 1/22/15 discussion; Re-send 12/18 pkt to PB for HOMEWORK; Board discussed reducing to priority 2; staff is reviewing all permitted uses/definitions, creating table of uses	
4	4/25/2013		WORKSHOP: Cluster Ordinance needs work USABLE OPEN SPACE RETAIN ROAD FRONTAGE (Buffers) TRAFFIC STUDIES	1	Workshop held May 28; follow-up discussion 6/25/2015; PB Review 1/14/2016; Public Hearing 1/28/2016; Workshop w TC 2/1/2016...	
5	10/24/2013	Staff	HAT - Highest Annual Tide: no Elevation 6 (for May 2015 TC workshop)	1	January, 2015	
6	11/14/2013		Fines	3	CDM to discuss with TM	
7	11/14/2013		Review flood hazard ordinance; 16.5.3.4; (esp. No alteration of the natural contour of the land by grading or filling for any purpose is permitted in an area subject to periodic flooding.)	3	Coordinate w CMA; draft language, if needed	
8	12/12/2013	-	Comp Plan Items Pedestrian / Bike paths / Bike Racks	-	CDM will provide existing bike path plan; disc. 12/18; req. input from T. Emerson 1/22/15; input to CPC when appropriate	
	3/28/2013	-	CONTINUE WORKSHOP WITH KCPC, KOSC REGARDING 1 - 3 ACRE RR; and future land use regulation; restrict # building permits issued per year	-	May 15, 2013 Workshop; December 3, 2013 workshop, w Soil Suitability; PB input to CPC* when appropriate	
	2/25/2016	-	ROADS / SIDEWALKS TO NOWHERE (ROW plans)/Shared Driveways/ROW Standards/Emergency access roads	-		
9	3/27/2014	DD	Kittery Historic Resources; historic designation identification	3		
	5/8/2014	Staff	Sign ordinance changes: Message boards/internal & external lights & timers Window/A-frame & portable signs/banners Sign character/appearance/administration & enforcement	2	Workshop: 7/14/14; Int'l Sign Assoc. 10/23/14 16.8.10.2.C approved by TC, effective 2/28/15	Done
10						
11	5/22/2014	DD	Parking credits	1	Staff review; PB to discuss/recommend amendment if needed; PB to analyze results of Foreside Forum/site walk scheduled for 10/22	
	1/22/2015		Shoreland Zone:	3		

2012-2016
PLANNING BOARD ACTION ITEMS

12		Invasive plants; shoreland invasive plant removal Excavation Structure replacement; time periods Shoreland definition			CDM to research Code for use of term;	
STAFF						
13	2/28/2013	UPDATE DESIGN STANDARDS FOR LED LIGHTING:	Staff			
14	10/13/2012	BUSINESS OVERLAY ZONES: WHERE AND WHAT CHANGES; 16.3.2.20 Proposed Quality Improvement Overlay; form based code vs. individual ordinances	Staff/CPC	Workshop; Sustain So ME; set up January 2014 workshop; Further discussion; PB input to CPC when appropriate		
15	10/24/13 Amendment	DPW Road Cuts: Title 12 amendment; approved by PB 10/24/13; to Council 11/25/13	Staff	Revise per Council Action / Re-visit: January 2015; 1/15: Shared notification w/ DPW & Planning per CDM		
16	10/24/2013	Definition: Substantially complete re: development vs. building permits (for May 2015 TC workshop)	Staff	Staff draft definition differentiating from bldg permits as appropriate		
17	8/27/2015	Wetland Protection: Review how man-made wetlands are and should be regulated.	Staff	Staff prepare information and possible draft amendment for Board's review at future meeting.		
18	11/19/2015	Vision for Route 1 Bypass	NA	No formal action - will wait on recommendations from the Economic Development Committee		