

**APPROVED MINUTES**  
**Approved on March 9, 2009**

**KITTERY TOWN COUNCIL**

**February 23, 2009**

**Council Chamber**

1.     **CALL TO ORDER**  
Chairperson Jeffrey Thomson called the meeting to order at 7:00 p.m.
  
2.     **INTRODUCTORY**  
Chairperson Thomson read the Introductory.
  
3.     **PLEDGE OF ALLEGIANCE**  
The Chair led those present in the Pledge of Allegiance.
  
4.     **ROLL CALL**  
Answering the roll were Councilors Gary Beers, Frank Dennett, Ann Grinnell, Glenn Shwaery, Vice Chair Judith Spiller and Chairperson Jeffrey Thomson. Also present were Town Manager Jonathan Carter, Town Clerk Maryann Place, Business Manager Sheri Rockburn, Jody Welk, Recorder Chris Kudym, members of the press and others.
  
5.     **ACCEPTANCE OF MINUTES**  
The Minutes of January 26, 2009 were accepted, as amended.  
The Minutes of February 9, 2009 were accepted, as amended.
  
6.     **INTERVIEWS FOR THE ZONING BOARD OF APPEALS, PLANNING BOARD OR CABLE TELEVISION RATE REGULATION BOARD - None**
  
7.     **PUBLIC HEARINGS**
  
8.     **DISCUSSION**
  - a.     *DISCUSSION BY MEMBERS OF THE PUBLIC (Three minutes per person)*  
Jody Welk came to the podium and told Council she had some questions about the Library. Ms. Welk said she had heard some rumors and was curious about what was going on, particularly with how the children's program might be affected. There had been talk about the Taylor Building being closed and the Library being moved to the elementary school and she just wanted to put that out there and ask where the rumors might be coming from, how true they might be and what was going on with regards to the Library and the Town Budget and so forth. Ms. Welk said she also wanted to offer a personal testimony about her family's involvement and relationship with the Library; her daughter was an incredible reader and she knew that had to do with the Library so she was very concerned with what might be going on.
  
  - b.     *CHAIRPERSON'S RESPONSE TO PUBLIC COMMENTS*  
Addressing Ms. Welk, Chairperson Thomson explained that budgets were being prepared for FY'10 on both the Municipal and School sides. The budget was being developed on the Municipal side, where the Library would fall, and the Council was not privy to what specifically might be addressed at the Library for next year's budget. The Chair said he was sure they would be looking at

some downward adjustments from this year's spending level but what that involved, he did not know. The Municipal budgets would be presented to Council next month and there would be a series of public workshops where members of the various departments represented by those budgets would address any questions the Council and the public might have.

Regarding the moving of the Library to the elementary school, Chairperson Thomson explained that the only issue that had been discussed was the possible re-use of Frisbee, if it was turned over to the Town from the School Department as a community center. The Chair said that the Library had expressed interest in relocating to that site in order to have one location rather than two separate buildings and allowing them access to parking and so forth. That possibility had been discussed in a very general nature, looking forward, and was the only discussion he knew of regarding the Library.

Town Manager Carter indicated that the Library was not a department of the Town. It was a self-governing non-profit association with a Board of Directors that came to the Town for a budget re-allocation.

Ms. Welk added that she had just wanted to bring these concerns forward, saying that the Rice Public Library was really an integral part of her family's connection to the Town and their life as a family and she was just very worried. Things were hard all around and she was just really concerned about the Library; she hadn't been aware that it wasn't a department of the Town. Ms. Welk also noted she was pretty sentimentally attached to the old Rice Building, which was really an awesome piece of architecture in the Town so she would hate to see something happen with that.

Councilor Grinnell said she really appreciated Ms. Welk coming to the podium. Ms. Welk had heard rumors in the Town and then came and asked the Council instead of having the rumors just float around. Councilor Grinnell thought that was great and wished more people that heard things would come and ask Council.

## 9. UNFINISHED BUSINESS

### a. (20109-5) *THE KITTERY TOWN COUNCIL MOVES TO APPROVE THE PROPOSED AMENDMENTS TO COUNCIL RULES.*

Chairperson Thomson said that this document had been introduced at the Council's last meeting and, according to the current Council Rules, any changes or amendments to that document needed to take place, at the very least, at the next regular meeting after being introduced in writing. A sub-committee consisting of Councilors Beers and Dennett had looked at the existing Rules and brought this document back to Council for approval. The Chair then invited either of the Councilors to address their rationale for the suggested changes, additions and so forth.

Councilor Beers indicated that the document had received a thorough editorial review that resulted in clarity of language, format and layout and that there were three essential substantive changes for Council's consideration: One was a provision for reports to the Town Council; a second was for an individual Councilor to be able to respond to questions addressed to that particular Councilor during the discussion portion of the agenda, as the Chair agrees and if the Councilor so desires; the other was one he would need to check his notes for. Another principal question concerned whether or not the term "Chairperson" was gender neutral.

**COUNCILOR GRINNELL MOVED TO APPROVE THE REVISED COUNCIL RULES INTRODUCED AT COUNCIL’S REGULAR MEETING OF FEBRUARY 9, 2009, SECONDED BY VICE CHAIR SPILLER.**

**VICE CHAIR SPILLER MOVED TO AMEND THE MOTION BY STRIKING THE FIRST SENTENCE OF THE PROPOSED RULES: “COUNCIL MEETINGS ARE CONDUCTED ACCORDING TO ROBERTS RULES OF ORDER NEWLY REVISED, 10<sup>TH</sup> EDITION,” SECONDED BY COUNCILOR GRINNELL.**

Responding to Councilor Dennett’s question concerning the rationale behind this motion, Vice Chair Spiller stated she understood that the reason “Chairperson” had replaced “Chairperson” in their Rules was because it followed Roberts Rules of Order Newly Revised, 10<sup>th</sup> edition.

Councilor Dennett indicated that the current Rules Council operated under contained the reference to Roberts Rules of Order but without including the edition.

Vice Chair Spiller altered her motion, as follows:

**VICE CHAIR SPILLER MOVED TO AMEND THE MOTION BY STRIKING THE WORDS “NEWLY REVISED, 10<sup>TH</sup> EDITION” AT THE END OF THE FIRST SENTENCE, SECONDED BY COUNCILOR GRINNELL.**

Councilor Grinnell asked the Vice Chair if they were assuming that if the sentence just referred to “Roberts Rules of Order,” that the word “Chairperson” would be used instead of “Chairperson” and Vice Chair Spiller noted that they were currently operating under Rules that used the term “Chairperson” so she was making a leap of faith that that would allow them to amend the new proposed Rules to remove “Chairperson” and revert back to “Chairperson.”

Councilor Beers said he believed that the connection between the designation of a particular set of Roberts Rules prior to the newly revised 10<sup>th</sup> edition - wherein they all used the term “Chairperson” as a gender neutral – would not meet the indicated objective of the maker of the motion or the seconder. However, by establishing a set of Rules to operate under, the Council Rules thereafter were the will of the Council and if there was particular language usage preferred by the Council, then it would not be inconsistent with any particular set of Rules.

Councilor Grinnell said she could support this motion to have the language revert to what was contained in the Council Rules last year under Roberts Rules of Order in hopes that others would support it and then make the motion to have it go back to “Chairperson.”

Councilor Shwaery noted that, according to Councilor Beers, striking a particular edition did not alter the language and even though the Rules had previously been written without a specific reference to the edition, he didn’t think it was a bad idea to actually name an edition because if there were some conflict, they wouldn’t know whether they were following “1” or “9” or “10.” He thought they were separate matters and the intent of the Vice Chair could be handled separately.

Chairperson Thomson asked Councilor Beers if he believed that even if “newly revised 10<sup>th</sup> edition” was left in the opening statement and Council then wanted to change everywhere it said “Chairperson” to either “Chairperson” or just “Chair,” it could do so.

Councilor Beers replied that that was absolutely correct. He added that there were, in fact, over ten different Rules and although the differences, in general, were slight, being able to operate under a framework of protocol in a specified edition was most appropriate. Aside from that, any of the remaining language was available to Council to change, as it so desired.

Although she could understand what Councilor Beers had said, Councilor Grinnell said she wanted to revert back to what it had said in past years. She felt the case was stronger to leave “Chairperson” in rather than changing it to “Chairperson” because there was history attached to it, which history did not include “revised 10<sup>th</sup> edition.”

Councilor Beers stated that all ten editions of Roberts Rules of Order referred to the position of the Chair as “Chairperson” to be referred to as “Mr. Chairperson” or “Madam Chairperson” so, as Councilor Shwaery suggested, they were two separate matters entirely (the use of a word in the Council Rules versus the use of a designated edition for the operating protocols under the Roberts Rules.)

Returning to the motion, Chairperson Thomson indicated that a “yes” vote would remove “newly revised 10<sup>th</sup> edition” and a “no” vote would leave it in.

**A ROLL CALL VOTE WAS TAKEN, AS FOLLOWS: THREE IN FAVOR; THREE OPPOSED. MOTION FAILS 3/3, WITH COUNCILORS BEERS, DENNETT AND SHWAERY OPPOSED.**

**CHAIRPERSON THOMSON MOVED TO CHANGE THE TERM “CHAIRPERSON” TO “CHAIRPERSON” WHEREVER IT APPEARED IN THE DOCUMENT, SECONDED BY VICE CHAIR SPILLER.**

Responding to Councilor Dennett’s question, Chairperson Thomson explained that, given the fact Council had had Chairs of both genders and there had been School Committee Chairs of both genders, as well as of other Boards, he thought it was best to put the terminology in the 21<sup>st</sup> century.

Discussion continued on the subject.

**A ROLL CALL VOTE WAS TAKEN ON THE CHAIR’S MOTION, AS FOLLOWS: THREE IN FAVOR; THREE OPPOSED. MOTION FAILS 3/3, WITH COUNCILORS BEERS, DENNETT AND SHWAERY OPPOSED.**

Returning to the document, Section Eleven, Voting, which stated that voting was done by roll call vote, Chairperson Thomson noted that the Charter allowed for voice votes on procedural matters and asked if the Council wanted that specifically noted in the Council Rules, as well? There seeming to be no particular objection, the Chair suggested the language be left as it was.

Councilor Grinnell referred the Council to language contained in Section Thirteen, B, Response to Public Comments, second paragraph.

**COUNCILOR GRINNELL MOVED THAT THE FOLLOWING LANGUAGE BE STRICKEN: “IN THE EVENT A MEMBER OF THE PUBLIC ADDRESSES AN**

**ISSUE TO A PARTICULAR COUNCILOR, THE CHAIRPERSON WILL INVITE SUCH COUNCILOR TO RESPOND DIRECTLY, IF THAT COUNCILOR SO DESIRES,” SECONDED BY VICE CHAIR SPILLER.**

Councilor Grinnell explained that she had been on the Council for nine years, had been a sitting member when the Rules were changed to having the Chair respond to the public and it had worked very, very well. It had been a mess before when others could respond to people at the podium and, even though this language said that the Chair could allow the person to respond, she thought it was unnecessary; in any instance where it was really necessary, she was sure the Chair would let the person respond. Councilor Grinnell said she thought they would just be opening up a situation they had finally gotten rid of years ago so she wanted to have that sentence taken out.

Councilor Dennett said he would be of a different opinion. He thought that if an individual Councilor was vehemently and specifically taken to task for something, that Councilor should have the privilege of responding in public.

Councilor Grinnell reiterated that if a situation arose where a Councilor was attacked, she was sure that whoever was sitting as Chair would make an exception to the Rules and give that Councilor an opportunity to respond.

Councilor Beers stated that his interest in this consideration was if an individual speaker addressed a question directly to the Councilor, who might be the one with particular knowledge relating to the question, that Councilor would have the opportunity to respond and provide that answer.

Chairperson Thomson indicated that a “yes” vote on the motion would mean striking that particular addition and a “no” vote would mean leaving it in.

**A ROLL CALL VOTE WAS TAKEN, AS FOLLOWS: THREE IN FAVOR; THREE OPPOSED. MOTION FAILS 3/3, WITH COUNCILORS BEERS, DENNETT AND SHWAERY OPPOSED.**

Chairperson Thomson suggested a postponement of action on the Council Rules until such time as a full Council was present.

**CHAIRPERSON THOMSON MOVED TO POSTPONE ACTION ON THE COUNCIL RULES UNTIL SUCH TIME AS A FULL COUNCIL WAS PRESENT, SECONDED BY VICE CHAIR SPILLER.**

Councilor Grinnell noted that she did not want to postpone this because Councilor Dow had been very clear at the last meeting that he completely supported the use of the term “Chairperson” and so she was more than happy that he wasn’t there and able to vote on it.

Responding to Vice Chair Spiller’s question, the Chair said he didn’t think there were any other issues of controversy in this document and it was obvious they were not going to be able to make any decision that evening. He had not been aware of where Councilor Dow stood on any of this but thought that with a full Council a decision would be made, one way or the other.

**A ROLL CALL VOTE WAS TAKEN TO POSTPONE, AS FOLLOWS: THREE IN FAVOR; THREE OPPOSED. MOTION FAILS 3/3, WITH COUNCILORS DENNETT AND GRINNELL AND VICE CHAIR SPILLER OPPOSED.**

Councilor Shwaery referred Council to Section Thirteen, Discussion, 5, where it stated that persons wishing to address an agenda item should wait until the Chair announced said item and, after being recognized, could address the Council. Councilor Shwaery said he had not seen that happen very often and wondered if there was really opportunity for people to make it known that they wanted to approach the podium before the Council moved an item. He was also bothered a little bit by the second paragraph where it stated that no one was permitted to address the Council until after they had deliberated and so there really wasn't an opportunity for people to give input. It seemed like new information could come forth basically at the close of Council's deliberations and that sequence seemed a bit odd to him. Perhaps, he said, after the public addressed an issue, they could close it completely or people could come up at any time and be recognized by the Chair, at the Chair's discretion.

Chairperson Thomson recalled various times when, sitting as the Chair, he had acknowledged folks who wanted to ask questions and allowed that to be part of the dialogue. The Chair stated that since the language had been there in the past and not really been an issue and although he agreed it was a little confusing, he supposed they could leave well enough alone.

Councilor Shwaery noted that the problem happened sometimes in Zoning Board meetings where once the public input was over, no one could speak again and the Board could be discussing something that was completely incorrect and yet it could not be corrected. Councilor Shwaery said he would hate for the Council to follow the same thing and have someone make a correction twenty minutes after they had deliberated based on false premises. However, he said, as long as there was some latitude, he was fine with it.

Chairperson Thomson referred Council back to the main motion for acceptance of the Council Rules, as presented.

**A ROLL CALL VOTE WAS TAKEN, AS FOLLOWS: THREE IN FAVOR; THREE OPPOSED. MOTION FAILS 3/3, WITH COUNCILOR GRINNELL, VICE CHAIR SPILLER AND CHAIRPERSON THOMSON OPPOSED.**

b. *OTHER*

10. NEW BUSINESS

a. (20209-1) *THE KITTEERY TOWN COUNCIL MOVES TO APPROVE THE DISBURSEMENT WARRANTS.*

Chairperson Thomson listed the following warrant articles:

Warrant No. 13	School Nutrition Program	\$ 11,294.67
Warrant No. 16	School Accounts Payable	\$ 135,700.82
Warrant No. 70	Town Accounts Payable	\$ 567,992.55

**COUNCILOR BEERS MOVED TO APPROVE THE DISBURSEMENT WARRANTS, SECONDED BY VICE CHAIR SPILLER.**

**A ROLL CALL VOTE WAS TAKEN, WITH ALL IN FAVOR. MOTION PASSES 6/0.**

b. (20209-2) *THE KITTELY TOWN COUNCIL MOVES TO APPOINT A REPRESENTATIVE TO MEET WITH THE CHAIR OF THE CONSERVATION COMMISSION TO INTERVIEW ALAN MCDONALD FOR APPOINTMENT AS A FULL MEMBER TO THAT BOARD UNTIL 5/31/11 (REPLACING BETSY BISHOFF).*

**COUNCILOR BEERS MOVED TO APPOINT VICE CHAIR SPILLER TO MEET WITH THE CHAIR OF THE CONSERVATION COMMISSION TO INTERVIEW ALAN MCDONALD FOR APPOINTMENT AS A FULL MEMBER TO THAT BOARD UNTIL 5/31/11, SECONDED BY COUNCILOR SHWAERY.**

**A VOICE VOTE WAS TAKEN, WITH ALL IN FAVOR. MOTION PASSES 6/0.**

c. (20209-3) *THE KITTELY TOWN COUNCIL MOVES TO AUTHORIZE THE TOWN MANAGER TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES FOR AN AMOUNT NOT TO EXCEED \$64,900 TO ACQUIRE FINANCIAL SOFTWARE, CONVERSION AND TRAINING SERVICES FOR THE PURPOSE OF CONSOLIDATING THE EXISTING SCHOOL FINANCIAL SOFTWARE OPERATIONS INTO THE MUNICIPAL FINANCIAL COMPUTER SOFTWARE PLATFORM AND TO FUND THE \$64,900 BY AUTHORIZING THE TOWN MANAGER TO ENTER INTO A \$49,500 FIVE YEAR BANK LOAN FROM OCEAN BANK, AT A RATE OF 3.10%, WITH THE BALANCE OF THE COST UP TO \$15,400 TO BE TRANSFERRED FROM THE EFFICIENCY FUND (WARRANT ARTICLE #14-JUNE 2008).*

Chairperson Thomson referred Council to a memo they had received regarding this process from Ms. Rockburn, Supt. Littlefield and the Town Manager and turned the discussion over to the Manager.

Town Manager Carter stated that he and Sheri Rockburn were there to go over the memo with Council and to initiate discussion as to the status of combining the finance offices of the School and Municipal Departments. This, he said, had been a recommendation that came from the Shared Services Committee and led to the hiring of the School Business Manager/Town Finance Director, Ms. Rockburn. They now had had a couple of months with Ms. Rockburn on board and things were changing and going extremely well.

The Manager said that he, Ms. Rockburn and Supt. Littlefield had looked at both of the software platforms they were presently using and had done extensive research as to which one was better and why they should be moving onto the Town's platform, MUNIS. The Manager asked Ms. Rockburn to approach the platform, indicating that she had done most of the work and would do most of the work with her team if Council approved this. He said they were hoping to merge the two finance offices by July 1, 2009 and be on one platform, with the possible exception of payroll, which might start up January 1, 2010 because it was much easier to do W-2's and 1099's with a full calendar year.

The Manager said that Ms. Rockburn had led the work to study the two software systems and, through her analysis, demonstrated why the School Department's platform, *Fund Sense*, should be discarded. The Manager continued with a detailed account of the research and decision-making process used in presenting this item for Council's approval.

In detailing the costs associated with this merger of finance offices, which amounted to \$64,900, the Manager said they would like to take out a loan for \$49,500 and start paying for it over a five-year period in FY-10, with the balance of \$15,400 coming from the Efficiency Fund established back in June, with costs to be shared by both Departments.

The Manager indicated that the timeframe was vital due to the necessary education and training of employees. He said they had put together a plan, were open to discuss it and hoped that the Council would act on it that evening.

Sheri Rockburn said the only thing she would like to add was, in terms of functionality, this was miles ahead of where they were right now. Bringing the School and Town together created so much more in terms of efficiency. In terms of cost, although the upfront cost seemed like a lot, if they were to move to a new system, they would be looking at a minimum of two to three times that amount. Ms. Rockburn also noted that the cost had already been factored into the School's Budget calculations.

Chairperson Thomson asked if this would allow for cross training, in the sense that folks on the School side might be familiar with some Municipal operations and vice versa? Ms. Rockburn said the way she envisioned merging the offices was to bring everyone under one umbrella so there would be a point person for payroll and a back-up person for payroll and human resources; a point person that dealt with vendor payments with a back-up person to that, and then being able to have a person that just dealt with reporting needs so there would no longer be accounting separations. She also noted that cross training would be so much easier when everyone was on the same system.

Councilor Shwaery asked if they were saying that their current MUNIS system was inadequate for what the School needed to do and Town Manager Carter replied, no, what they were saying was in order to have the School come on board, they had to buy a Purchase Order Requisition Program and to add the School volume brought them into a new pricing tier.

Councilor Shwaery then asked what the push was to purchase this right now since they wouldn't be doing payroll until January 1, 2010 and perhaps they could do this with a warrant article in June instead of borrowing money. Town Manager Carter explained that you would want to start on Day One of the Budget Year not on Day Ten or Fifteen because you were running two separate systems, bringing them into one, so you would want to start fresh with the brand new Budget Year on July 1<sup>st</sup> and close the books on June 30<sup>th</sup> for both the School and Town. The Manager further explained that Payroll was based on a calendar year for IRS, with all the deductions, so that would start clean on January 1<sup>st</sup>.

Chairperson Thomson invited any member of the Shared Services Committee who wanted to add anything to the discussion to do so.

Vice Chair Spiller said that fairly exhaustive discussions about this had taken place and the representatives of the School, as well as Councilors Beers, Dow and herself agreed that this was a good step forward.

Councilor Beers concurred and noted that he also had experience and insight from the Capital Improvement Planning side of the house, as well. Achieving a common Chart of Accounts and having the opportunity to establish traceability in accounting was a valuable feature in the accounting structure for the Municipality.

**COUNCILOR BEERS MOVED TO AUTHORIZE THE TOWN MANAGER TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES FOR AN AMOUNT NOT TO EXCEED \$64,900 TO ACQUIRE FINANCIAL SOFTWARE, CONVERSION AND TRAINING SERVICES FOR THE PURPOSE OF CONSOLIDATING THE EXISTING SCHOOL FINANCIAL SOFTWARE OPERATIONS INTO THE MUNICIPAL FINANCIAL COMPUTER SOFTWARE PLATFORM AND TO FUND THE \$64,900 BY AUTHORIZING THE TOWN MANAGER TO ENTER INTO A \$49,500 FIVE YEAR BANK LOAN FROM OCEAN BANK, AT A RATE OF 3.1%, WITH THE BALANCE OF THE COST UP TO \$15,400 TO BE TRANSFERRED FROM THE EFFICIENCY FUND (WARRANT ARTICLE #14-JUNE 2008), SECONDED BY COUNCILOR GRINNELL.**

Responding to questions of the Council, Town Manager Carter confirmed that 3.1% was an annual interest rate and although the Efficiency Fund contained more than the needed \$15,400, he did not want to use it all, not knowing what else might come up for the remainder of the year.

**A ROLL CALL VOTE WAS TAKEN, WITH ALL IN FAVOR. MOTION PASSES 6/0.**

Chairperson Thomson added that this whole process began with the original Sustainable Futures group and this was one of the targets that came out of that planning group. On behalf of the Council, the Chair expressed appreciation to Ms. Rockburn for her expertise, which was bringing them to the next level.

*c. OTHER*

Referring to the upcoming joint meeting with the Planning Board on February 26<sup>th</sup> listed on the Town Manager's Report, Councilor Dennett said Council had received notice from the Planning Board of a workshop on the 26<sup>th</sup> and asked if it would be a meeting or a workshop? Town Manager Carter said it would be a workshop that would take place within the Planning Board's meeting where a presentation would be made on the shoreline zoning and on the storm water item.

11. COMMITTEE AND OTHER REPORTS

*a. COMMUNICATIONS FROM THE CHAIRPERSON*

Chairperson Thomson said they were entering the time of year for the Town Manager's annual evaluation so he would distribute to Council by e-mail the form they had used last year with a brief cover memo describing the process. The Chair added that he would personally deliver Councilor Dennett's copy.

Secondly, the Chair referred to a copy of the School Committee's meeting agenda for this Wednesday with one of the listed items being a Budget Workshop with Council. The Chair said he spoke with the School Committee Chair to determine what this request was for. Basically, the School Chair indicated they were at the point of making a couple of significant decisions and would like Council there to hear those deliberations. They also had questions about the revenue stream over the last few months, as well as other issues affecting not only FY-09 but also FY-10 projections. The Chair said he expressed to the School Chair that the decisions they were making really didn't involve the Council but for those Council members who desired, the request had been made.

*b. TOWN MANAGER'S REPORT*

Regarding an update on the Budget and CIP, Town Manager Carter reported that the Department Heads had been asked to submit budgets that were 3.55% below what they presented last year and to bring them in the next day. The Manager noted that it had been about a week since he and Ms. Rockburn had put the budget totally together to know where they stood collectively and the School would submit their budgets next week.

The CIP Committee was meeting on Wednesday. The Manager said they were making great progress on that and thought that Council would be pleased with how it was being designed and with what in the future would be an outstanding contribution to the budget process.

The Manager said they were also looking at what type of warrant articles they would be proposing and noted that in this type of budget year there would be very few. The Manager indicated he thought they were on target with the basic calendar plan for the budget presentation to Council.

Town Manager Carter said there were a couple of meetings scheduled this week and asked the Vice Chair if she would like to speak to the Shared Services Committee.

Vice Chair Spiller said that the Shared Services Committee would meet the next day at 4:30 p.m. and then meet with the architects of WBRC. WBRC would then do a presentation on the proposed reconfiguration of the Shapleigh and Mitchell Schools, to which the public was invited, on Thursday at 6:30 p.m. at Shapleigh.

Councilor Shwaery pointed out the timing conflict with the Planning Board workshop and also suggested that perhaps the WBRC architects could put some information on the Town's website.

The Manager stated that the Seacoast Ship Yard Association had released their economic numbers for the year: Kittery/Kittery Point had an annual payroll from 358 employees of \$24,107,942; Sanford/Springdale was the only town that had a higher number of employees, 401 employees, with \$27,104,528; after Kittery came South Berwick, Berwick, Eliot, Biddeford, York, Wells and Lebanon. In New Hampshire, Rochester had the highest payroll with 351 employees so the Town of Kittery had more employees than any one town in New Hampshire. The Manager said this information represented the importance of the Ship Yard and keeping it healthy and going for them.

The Manager said that the Town had been awarded a Community Block Planning Grant to bring surrounding communities together to discuss economic development efficiencies. They had had one meeting and another meeting was scheduled for Thursday at Town Hall at 8:00 a.m. where they would be going over some of the visioning they had from their first meeting.

The Manager stated that the Town's Memorandum of Understanding with Fairpoint was being implemented and they were bringing to the Town Hall its system on Wednesday, including a 42" television mounted on the wall at any location they wanted. The Manager said he selected the front entryway so that anyone coming in could view the programming. The Chair asked if they could make it very clear that the Town had not purchased this television and the Manager reminded people that this was a demonstration of what Fairpoint hoped to bring into the community. This experiment was also being done in Portsmouth and Eliot, as well as Kittery.

The Manager said they had their Building Report from January from the Code Enforcement Office indicating that the Town collected \$13,382 in fees on project costs of \$1,069,622.

The Manager indicated that the snowstorm last night had been more potent than had been expected and there were well over 100,000 people without power in the State. CMP had a number of people in Kittery Point, including Mitchell School, out this morning. The school staff and Fire

Department worked together to do what was necessary for the kids to keep the doors open until CMP could get there and fix the circuit that fed the school and quite a few houses in the area. Fortunately, everything worked out fine and the power was restored by 8:30 a.m. By late afternoon, maybe eight or nine houses in Kittery were without power while in the Alfred District there were still in the area of almost 18,000 people without power so a great deal of thanks to the Fire Department and others who assisted CMP that day.

*c. COMMITTEE REPORTS*

12. ADJOURNMENT

**COUNCILOR SHWAERY MOVED TO ADJOURN, SECONDED BY VICE CHAIR SPILLER, WITH ALL IN FAVOR.**

***MEETING ADJOURNED: 8:43 P.M.***