

1. Call to Order

Chairperson Beers called the meeting to order at 7:00 p.m.

2. Introductory

Chairperson Beers read the introductory.

3. Pledge of Allegiance

Chairperson Beers led those present in the Pledge of Allegiance.

4. Roll Call

Answering the roll call were Chairperson Gary Beers, Vice Chairperson Charles Denault, Councilors Frank Dennett, Russell White, Kenneth Lemont, Judith Spiller, and Jeffrey Thomson.

5. Agenda Amendment and Adoption

Hearing none; the agenda was approved as presented.

6. Town Manager's Report

Town Manager Granfield reviewed her written report.

Town Hall Customer Service – Town Manager Granfield noted outstanding customer service provided by staff on May 31, 2016.

Replacement of Virtual Host Server – The computer system experienced issues due to insufficient storage space and the virtual host server is intended to be replaced.

Fort Foster – The Town Council requested further information to provide Fort Foster passes to elderly and drone policies in the park. Town Manager Granfield anticipated a response from the Parks Commission.

Regional Dispatch Update – Periodic updates have been provided regarding proposed agreements with Eliot and Berwick. At the time of proposal, there was discussion to not include South Berwick. Recently, the Berwick board voted to remain with the South Berwick dispatch and pay \$48,000 more than the proposal from Kittery. Their reasoning provided included to wait until the new Kittery Police Chief and Town Manager positions were established and maintained for some time. The Town will continue to seek other communities interested.

Sewer Betterment Assessment Work – Town Manager Granfield anticipated providing Town Council recommendations at the June 27, 2016 meeting. The July 13, 2016 meeting will be a public hearing.

Dineen Pending Matters – The Mary store property currently under Town Council tear down order was appealed by Mr. Dineen to the York County Superior Court. The order to remove the burnt buses was appealed to the Maine Supreme Court. The final matter pending is the immediate removal of unregistered and inoperable buses.

Adult Video Ordinance – A request was made to revise the current ordinance. Recommendations will be forthcoming.

Abandoned House on Bridge Street – The Code Enforcement Officer has been in contact with the owner of this dwelling. The building needs improvements to satisfy code requirements.

John Paul Jones Agreement – The agreement is awaiting the Governor's signature and the current maintenance agreement is being revised.

Navy Training Exercise – A training exercise will take place on June 14-16th which will produce short bursts of sound that will simulate an attack.

First Baptist Church of Kittery Point – The Bethany Church agreed to accept the property without the cemetery. The Town does not own any cemetery in Kittery and Town Manager Granfield did not recommend accepting the deed until further research is conducted.

Employee Meetings/Employee Recognition Program – Meetings with employees were held to update happenings within the Town. The HR Manager presented an Employee Recognition Program to be in effect July 1, 2016.

Town Manager Granfield reviewed other items not included in her written report.

Kittery Block Party – The event will be held on Saturday, June 18, 2016 in Kittery Foreside from 10:00am – 4:00pm. Live music will begin at 7:00pm.

The Port Authority, Police Chief, and Town Manager Granfield met and determined that it may not be in the best interest to have the Harbor Master be police certified.

WILSSA submitted a request to reconsider the previously denied request for waivers of fees.

Vice Chairperson Denault asked when the Parks Commission will provide a response. Town Manager Granfield replied that she had not received a response yet and will follow up for an estimated timeframe for response.

Vice Chairperson Denault asked if the ordinance committee and Town Attorney are included in the conversations regarding the adult video ordinance. Town Manager Granfield noted that no action has been taken on that matter.

Vice Chairperson Denault thanked Town Manager Granfield for the report on the sewer betterment fees.

Councilor Thomson asked what duration contract the Berwick Board of Selectman signed. Town Manager Granfield indicated that it would be revisited in 18 months.

Councilor Lemont asked when Town Council is scheduled to take action on the sewer betterment fees. Town Manager Granfield explained that forward action could be taken after the June 27, 2016 recommendations and July 13, 2016 public hearing.

Councilor Lemont asked if any projected revenues were booked from the regional dispatch contracts. Town Manager Granfield replied in the negative.

Councilor Lemont suggested to add a request to the Parks Commission that the opening time of

Fort Foster be moved from 10:00am to 9:00am to better accommodate families with small children.

Chairperson Beers noted that a proposal be provided to Town Council on June 27, 2016 that represents potential revisions to as many as four ordinances regarding sewer betterment fees. He requested that the Sewer Department Budget for FY2017 be postponed until July 25, 2016 to account for the public hearing to be held on July 13, 2016. The Town Clerk will submit certified letters within 10 days after the public hearing to each property owner regarding their obligation. From receipt of the certified letter, the recipients will have 10 days to file an appeal.

7. Acceptance of Previous Minutes

Regular Meeting 5/23/2016

Line 190 – replace “inflection” with “impression”

Line 201 – replace “Madison” with “Manson”

Line 300 & 303 – replace “DEVISE” with “DEVICE”

The minutes were amended as adopted.

8. Interviews for the Board of Appeals and Planning

Board of Appeals: (one appointment until 3/1/17)

- April Timko

Ms. Timko stated her background as an attorney licensed with the Bar of the Commonwealth of Massachusetts and expressed interest in serving the community after 3 years’ residency in Kittery.

Councilor Dennett asked Ms. Timko to identify her employer. She replied Lahey Health System in Burlington, MA. Councilor Dennett asked her specific area of expertise. She replied laws relevant to health loss.

Vice Chairperson Denault thanked Ms. Timko for her application. He asked for Ms. Timko’s stance on interpretation of laws and regulations. She replied she was confident in her skills and is primarily a regulatory and transactional attorney.

Vice Chairperson Denault asked if the traffic will impose any issues in attending the meetings. She replied that her commute begins out of Burlington, MA before 5:00pm and her workplace has sufficient coverage for any absence. She added that she foresees no issue in fulfilling the full term commitment.

Councilor Spiller asked for Ms. Timko to provide her understanding of the basic role of the Board of Appeals. She replied that her basic understanding is that if a citizen has received a decision they disagree with, the Board of Appeals would review the appeal to accept or deny.

Councilor White asked if she has had the opportunity to attend or watch any previous Board of Appeals meetings. She replied that she has a good sense of what the Board of Appeals handles after review of past agendas and meeting minutes.

- Vern Gardner

Mr. Gardner stated his background as serving the Board of Appeals for over nine years and several other committees and boards of Kittery.

Councilor Spiller asked for Mr. Gardner to provide her understanding of the basic role of the Board of Appeals. He replied that the primary role of the Board of Appeals is to listen. This focus alone can save hours of litigation.

Vice Chairperson Denault asked if Mr. Gardner expects to attend all meetings without any unforeseen circumstances. He replied that he only missed two meetings in the past 9 years and does not expect any issues.

Vice Chairperson Denault asked if Mr. Gardner is comfortable fulfilling the full term commitment. Mr. Gardner clarified that he recently learned that 9 years on the Board of Appeals requires at least one year break and it has been two years since he last served.

Councilor Thomson questioned how the application indicated a receipt date prior to the date of signature.

Councilor Dennett expressed his concerns and stated his opposition to his application.

Councilor White encouraged Mr. Gardner to consider other boards and committees if his application was not accepted in the affirmative.

A MOTION WAS MADE BY COUNCILOR DENAULT TO APPROVE THE APPOINTMENT OF APRIL TIMKO TO THE BOARD OF APPEALS FOR A TERM ENDING ON 12/31/17, SECONDED BY COUNCILOR LEMONT.

Councilor Lemont expressed his concern that the process for interviews ought to be revised. Councilor Thomson noted that this attributes to a charter amendment.

A MOTION WAS MADE BY COUNCILOR SPILLER TO APPROVE THE APPOINTMENT OF VERN GARDNER TO THE BOARD OF APPEALS FOR A TERM ENDING 12/31/17, SECONDED BY COUNCILOR WHITE.

Councilor Spiller explained her reasoning for supporting Mr. Gardner. Vice Chairperson Denault explained his reasoning for supporting Ms. Timko. Mr. Gardner withdrew his application.

COUNCILOR SPILLER WITHDREW THE MOTION FOR VERN GARDNER, SECONDED BY COUNCILOR WHITE.

THE MOTION PREVIOUSLY MADE BY COUNCILOR DENAULT, SECONDED BY COUNCILOR LEMONT, WAS CARRIED TO THE FLOOR. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.

a. (050316-2) The Kittery Town Council moves to authorize in accordance with June 9, 2015 Town Meeting article #4, the release of funds from unassigned surplus (unencumbered surplus) in the amount of \$15,735 to complete the proposed 2016 Spruce Creek Sampling Project for the purpose of providing matching funds for the Spruce Creek Watershed Improvement

Project Phase IV and to appropriate said funds to be deposited into Special Reserve Fund # 2079-43510 Spruce Creek 319 PH4 Grant. The Kittery Town Council also moves to authorize an alternative procurement method to select FB Environmental Associates to complete the work.

The motion from June 9, 2016 was carried to the floor.

COUNCILOR WHITE AMENDED THE MOTION TO REPLACE THE ORIGINAL VERBIAGE WITH THE REVISED VERBIAGE TO READ “MOVE TO AUTHORIZE IN ACCORDANCE WITH JUNE 9, 2015 TOWN MEETING ARTICLE #4, THE RELEASE OF FUNDS FROM UNASSIGNED SURPLUS (UNENCUMBERED SURPLUS) IN THE AMOUNT OF \$15,735 TO COMPLETE THE PROPOSED 2016 SPRUCE CREEK SAMPLING PROJECT FOR THE PURPOSE OF PROVIDING MATCHING FUNDS FOR THE SPRUCE CREEK WATERSHED IMPROVEMENT PROJECT PHASE IV AND TO APPROPRIATE SAID FUNDS TO BE DEPOSITED INTO SPECIAL RESERVE FUND # 2079-43510 SPRUCE CREEK 319 PH4 GRANT. THE KITTERY TOWN COUNCIL ALSO MOVES TO AUTHORIZE AN ALTERNATIVE PROCUREMENT METHOD TO SELECT FB ENVIRONMENTAL ASSOCIATES TO COMPLETE THE WORK”, SECONDED BY COUNCILOR SPILLER.

Councilor Lemont cited an excerpt from March 23, 2015 Town Council meeting and April 24, 2016 joint meeting to explain that the Project Phase IV would duplicate services already provided for by DMR and the clam flats will not be reopened until 2020.

Vice Chairperson Denault agreed with Councilor Lemont’s statement and discussed other efforts to monitor shore lands.

Councilor Dennett stated his vote in the negative due to primarily the use of an alternative procurement method.

Councilor Spiller and Councilor White expressed their support as it is a model program in the State and provides useful information to avoid greater costs and protect natural resources.

Councilor Thomson felt that the funds are mainly used to finish a project.

ROLL CALL TAKEN WITH COUNCILOR DENNETT, COUNCILOR LEMONT, VICE CHAIRPERSON DENAULT, AND CHAIRPERSON BEERS OPPOSED. MOTION DID NOT CARRY 3/4/0.

10. PUBLIC HEARINGS

a. (060116-1) The Kittery Town Council moves to hold a public hearing on an amendment to the contract with Eaton Peabody Consulting Group, to extend their services until such time as a new Town Manager is hired, or June 30, 2017, unless otherwise agreed.

Chairperson Beers opened the floor for public comment. Hearing none; the public hearing was closed.

A MOTION WAS MADE BY COUNCILOR THOMSON TO EXTEND THEIR SERVICES UNTIL A NEW TOWN MANAGER IS HIRED, OR JUNE 30, 2017, UNLESS OTHERWISE AGREED, SECONDED BY COUNCILOR WHITE. ROLL TAKEN WAS

ALL IN FAVOR. MOTION CARRIED 7/0/0.

b. (060116-2) The Kittery Town Council moves to hold a public hearing to receive comments on Town Meeting Articles 2 through 7 for the June 14th Election.

Chairperson Beers opened the floor for public comment. Hearing none; the public hearing was closed.

c. (060116-3) The Kittery Town Council moves to hold a public hearing in accordance with Sec. 6.06 (3) of the Kittery Town Charter and hereby ordains and adopts the 2016-17 Municipal and Adult Education budgets.

Chairperson Beers opened the floor for public comment.

Tricia Robillard thanked the Council for postponing action on the Sewer Department Budget until sewer betterment fee issues are resolved.

Chairperson Beers closed the floor for public comment.

A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE THE AMOUNT OF \$12,775,765.00 FOR THE MUNICIPAL BUDGET FOR FISCAL YEAR 2017, SECONDED BY CHAIRPERSON BEERS.

Vice Chairperson Denault expressed concerns regarding the budget of the HR manager.

Chairperson Beers asked where to locate the \$6,800 for the Wood Island Life Saving Station project. Town Manager Granfield replied it would be found under the Port Authority budget and it would be paid under the proper functional department and the line covered by excess revenue. Councilor Thomson clarified the budget and revenue figures process.

ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.

A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE THE AMOUNT OF \$92,059.00 FOR THE ADULT EDUCATION BUDGET FOR FISCAL YEAR 2017, SECONDED BY CHAIRPERSON BEERS. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.

A MOTION WAS MADE BY COUNCILOR THOMSON THE AMOUNT OF \$12,867,824.00 BE HEREBY ORDAINED BY THE KITTERY TOWN COUNCIL FOR THE TOTAL MUNICIPAL BUDGET WITHOUT OVERLAY FOR FISCAL YEAR 2017 EXCLUDING THE SEWER DEPARTMENT BUDGET, SECONDED BY CHAIRPERSON BEERS. MOTION CARRIED 7/0/0.

11. DISCUSSION

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

Kathy Hawkes

Ms. Hawkes expressed her disappointment resulting from the Comprehensive Plan Public Forum held on June 11, 2016. There was critical information missing regarding the Athletic Fields Master Plan to include the total cost of the budget and the actual plan. She did not feel that the burning question at the forum considered the financial impact of the plan. Ms. Hawkes felt that

the Comprehensive Plan 2015-2025 incorporate the full impact of certain projects.

Tricia Robillard

Ms. Robillard reminded the Town Council that citizens continue to be concerned for the sewer betterment fees and encouraged all to be familiar with the comments made at the May 2, 2016 workshop. She asked that the plan and proposed ordinance change be made publically available.

Cheryl Dixon

Ms. Dixon thanked the Town Council for listening to the citizens regarding the sewer betterment fees and noted that all her personal financial matters are on hold until resolution is seen.

- b. Response to public comment directed to a particular Councilor – None.
- c. Chairperson's response to public comments

Chairperson Beers asked that Ms. Hawkes provide a written copy of her comments.

Chairperson Beers answered to Ms. Robillard and Ms. Dixon that there are a number of variables involved in proposing a new recommendation for the sewer betterment fees.

12. UNFINISHED BUSINESS – None.

13. NEW BUSINESS

- a. Donations/gifts received for Council disposition – None.
- b. (060116-4) The Kittery Town Council moves to approve the disbursement warrants.

Town accounts payable of \$385,238.87.

Town accounts payable of \$11,913.78.

Sewer account payable of \$16,839.70.

Sewer account payable of \$6,175.96

Tax refund of \$8,297.00.

Tax refund of \$1,054.48.

Total of all disbursement warrants of \$429,620.28.

Councilor Dennett stated that the Town and Sewer warrants are in order.

**A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE THE
DISBURSEMENT WARRANTS, SECONDED BY COUNCILOR WHITE. MOTION
CARRIED BY VOICE VOTE 7/0/0.**

c. (060116-5) The Kittery Town Council move to approve the Police Supervisor's labor contract to expire June 30, 2017.

The motion made by Vice Chairperson Denault, seconded by Councilor White, on May 23, 2016 was carried to the floor.

**ROLL CALL TAKEN WAS TAKEN WITH COUNCILOR DENNETT OPPOSED.
MOTION CARRIED 6/1/0.**

- d. (060116-6) The Kittery Town Council moves to approve a one day extension of the

service area of the premises externally on the current liquor license for Anju, from 2:00pm – 10:00pm for the Kittery Block Party on June 18, 2016.

A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE A ONE DAY EXTENSION OF THE SERVICE AREA OF THE PREMISES EXTERNALLY ON THE CURRENT LIQUOR LICENSE FOR ANJU, FROM 2:00PM – 10:00PM FOR THE KITTEY BLOCK PARTY ON JUNE 18, 2016, SECONDED BY COUNCILOR WHITE. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.

e. (060116-7) The Kittery Town Council moves to approve a renewal application from Suzanne's Village Café & Bistro LLC, 373 Southside Road, York, Maine for a Malt, Spirituous and Vinous Liquor License for Misto! Café, Bar, Bistro, 436 US Route 1.

A MOTION WAS MADE BY COUNCILOR THOMSON TO APPROVE A RENEWAL APPLICATION FROM SUZANNE'S VILLAGE CAFÉ & BISTRO LLC, 373 SOUTHSIDE ROAD, YORK, MAINE FOR A MALT, SPIRITUOUS AND VINOUS LIQUOR LICENSE FOR MISTO! CAFÉ BAR BISTRO, 436 US ROUTE 1, SECONDED BY COUNCILOR WHITE. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.

f. (060116-8) The Kittery Town Council moves to appoint a representative to meet with the Chair of the KCC Board of Directors to interview Mark R. Schremmer for his re-appointment to that board until 12/31/19.

A MOTION WAS MADE BY COUNCILOR THOMSON TO REAPPOINT MARK R. SCHREMMER TO THAT BOARD UNTIL 12/31/19 WITHOUT THE BENEFIT OF AN INTERVIEW, SECONDED BY COUNCILOR DENAULT. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.

g. (060116-9) The Kittery Town Council moves to appoint a representative to meet with the Chair of the KCC Board of Directors to interview Steve Workman for his re-appointment to that board until 12/31/19.

A MOTION WAS MADE BY COUNCILOR THOMSON TO REAPPOINT STEVE WORKMAN TO THAT BOARD UNTIL 12/31/19 WITHOUT BENEFIT OF AN INTERVIEW, SECONDED BY COUNCILOR DENAULT. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.

h. (060116-10) The Kittery Town Council moves to appoint Anne Formalarie to the Conservation Commission as an associate member until 12/31/19.

A MOTION WAS MADE BY COUNCILOR SPILLER TO APPOINT ANNE FORMALARIE TO THE CONSERVATION COMMISSION AS AN ASSOCIATE MEMBER UNTIL 12/31/19, SECONDED BY COUNCILOR THOMSON. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.

i. (060116-11) The Kittery Town Council moves to continue the Town Council & Port Authority Working Group as presented.

Vice Chairperson Denault felt that there could be an alternative method to accomplishing the

objectives of that working group. He stated with regret no support for the working group.

Chairperson Beers clarified to Councilor Lemont that it would be a continuous working group.

Councilor Thomson felt that the working group was a productive method at clarifying concerns and issues. Vice Chairperson Denault asked when the additional two individuals would be appointed. Councilor Thomson replied in November.

A MOTION WAS MADE BY COUNCILOR DENAULT TO POSTPONE THE MOTION TO CONTINUE THE TOWN COUNCIL & PORT AUTHORITY WORKING GROUP AS PRESENTED UNTIL JULY 11, 2016, SECONDED BY COUNCILOR DENNETT. ROLL CALL TAKEN WITH COUNCILOR THOMSON, COUNCILOR WHITE, COUNCILOR SPILLER, COUNCILOR LEMONT AND CHAIRPERSON BEERS OPPOSED. MOTION DID NOT CARRY 2/5/0.

THE PREVIOUS MOTION MADE BY COUNCILOR SPILLER, SECONDED BY COUNCILOR WHITE WAS CARRIED TO THE FLOOR. ROLL CALL TAKEN WITH COUNCILOR DENNETT AND COUNCILOR DENAULT OPPOSED. MOTION CARRIED 5/2/0.

j. (060116-12) The Kittery Town Council moves to approve a renewal application from Kittery Premium Outlets, 375 US Route 1, Suite 220, Kittery, for an Amusement Devices License for Kittery Premium Outlets, 375 US Route 1.

A MOTION WAS MADE BY COUNCILOR SPILLER TO APPROVE A RENEWAL APPLICATION FROM KITTEY PREMIUM OUTLETS, 375 US ROUTE 1, SUITE 220, KITTEY, FOR AN AMUSEMENT DEVICES LICENSE FOR KITTEY PREMIUM OUTLETS, 375 US ROUTE 1, SECONDED BY COUNCILOR THOMSON. ROLL CALL TAKEN WAS ALL IN FAVOR. MOTION CARRIED 7/0/0.

k. (060116-13) The Kittery Town Council moves to discuss and reaffirm the Town of Kittery's ZERO TOLERANCE POLICY on Evasion of Registration Fees and excise taxes. (This policy was passed by the Kittery Town Council in 2001 and directly benefits the residents and taxpayers of Kittery and the State of Maine.)

A MOTION WAS MADE BY COUNCILOR DENAULT TO REAFFIRM THE TOWN OF KITTEY'S ZERO TOLERANCE POLICY ON EVASION OF REGISTRATION FEES AND EXCISE TAXES, SECONDED BY CHAIRPERSON BEERS.

Councilor White expressed his concern for voting on an old policy and asked whether the Police department has recently reviewed it. He also asked for further clarification of the terms and conditions of the policy. Vice Chairperson Denault provided a brief history and explanation of the policy. Police Chief Soucy added his insight on the matter.

Councilor Thomson and Councilor Spiller expressed their concerns regarding the necessity for the motion.

COUNCILOR DENAULT WITHDREW HIS MOTION, SECONDED BY CHAIRPERSON BEERS.

14. COUNCILOR ISSUES OR COMMENTS

Councilor White asked if the election date was made public information.

Councilor White announced the Better Safe than Sorry Workshop to be held on Tuesday, June 21, 2016 from 10:00am to 2:00pm and will obtain information on behalf of the Town.

Vice Chairperson Denault noted that a citizen requested that Town Council conduct a workshop to discuss communication methods.

Vice Chairperson Denault welcomed Brian Early as being a new resident to Kittery.

Councilor Spiller expressed concerns for the mentioned Athletic Fields Master Plan burning issue at the Comprehensive Plan Public Forum. She added that canine waste was a popular issue at the forum.

Councilor Spiller noted the York Wild and Scenic River Committee is holding a listening session on Tuesday, June 21, 2016 at 6:00pm at the York Public Library.

Councilor Lemont expressed concerns for potential advocacy of certain topics at the Comprehensive Plan Public Forum. He also thanked Vice Chairperson Denault for bringing forth the zero tolerance policy.

15. COMMITTEE AND OTHER REPORTS

a. Communications from the Chairperson

The Plumb training session resulted in a suggestion for Town Council to establish group norms. Chairperson Beers suggested that be postponed until the new Town Manager is in position.

The sewer betterment reevaluation will include follow scheduled dates as follows:

- June 27, 2016 – assessment plan proposal from Town Manager and Town Council action to postpone the sewer department budget
- July 11, 2016 – ordinance consideration or other necessary consideration
- July 13, 2016 – special meeting on the plan
- Certified letters be received within 10 days of the July 13, 2016 meeting from Town Clerk. Appeals be submitted within 10 days after receipt of the certified letter.
- July 25, 2016 – consideration for Sewer Department budget for FY2017

b. Committee Reports

The Wood Island Working Group has fundamentally completed its task. The National Parks Program Manager is currently reviewing the draft report.

16. EXECUTIVE SESSION – None.

17. ADJOURNMENT

IT WAS MOVED BY COUNCILOR THOMSON, SECONDED BY COUNCILOR DENAULT TO ADJOURN THE MEETING AT 8:57 P.M. ALL WERE IN FAVOR BY A VOICE VOTE. MOTION PASSED 7/0/0.

Submitted by Marissa Day, Minutes Recorder, on June 20, 2016.

Disclaimer: The following minutes constitute the author's understanding of the meeting. Whilst every effort has been made to ensure the accuracy of the information the minutes are not intended as a verbatim transcript of comments at the meeting, but a summary of the discussion and actions that took place. For complete details, please refer to the video of the meeting on the Town of Kittery website at <http://www.townhallstreams.com/locations/kittery-maine>.