

SELECT BOARD
KATELYN DAMON, BOARD CHAIR
JANUARY BENNETT
INGRID GAITHER

TOWN CLERK / TREASURER
BENJAMIN SUMNER



ADMINISTRATIVE ASSISTANT
TO THE SELECT BOARD
JAMES FORTUNE

PUBLIC SAFETY COORDINATOR
SHARON MORRELL

Town Manager Transition Committee Meeting Minutes

Tuesday, April 29, 4:30 pm

Attendance:

George Dickson, Chair
Lauren Noether, Vice Chair
Heather Spurling, Secretary
Ingrid Gaither, Selectboard *non voting*
Joe Connell, Garth Hallberg, Jim Kehoe, Committee Members

I. all to Order: 4:36pm by Chair George Dickson

II. Approval of Minutes: 4:38pm

Joe Connell moves to approve the minutes from April 22, 2025 meeting. Motion is seconded by Lauren Noether. All in favor with motion passing 7-0.

III. Review Action Items from Previous Meeting

a. Document Housing for Committee Updates and Findings

George reports on a tab that has been established on the town website by Ben Sumner that will act as a landing page for Committee updates. Any committee member can email Ben in order to upload relevant documents.

b. Access to the Functions of the Maine Municipal Association

Lauren reports that she was given a username and password to the Maine Municipal Association's website (heretofore referred to as MMA). At first the login access did not work,

but now she appears to be able to access the functions of the MMA site after trying again. A request was made for permission to contact MMA via phone. An Action Item was created for Lauren to email Katelyn Damon (selectboard member) and reach out to MMA via phone.

c. Contacting the Island Institute

Joe reported that two former contacts at the Island Institute have since left the organization. After trying four other methods of contact, the attempt was unsuccessful. An Action Item for Joe will be to continue the attempt to reach the Island Institute.

d. Job Descriptions for Town Officers

George reported that he was able to obtain current job descriptions of Administrative Assistant to the Selectboard (heretofore referred to as AAS) and Deputy Town Clerk. He will post said job descriptions to the Committee's tab on the Cranberry Isles website as an Action Item.

IV. New Business

a. Possible options

Ingrid inquired whether the Town of Cranberry Isles has taken advantage of a Commissioner role recently. An example was given about the newly approved budget for road repairs, a scope of work that could benefit from an overseer such as a road commissioner. General discussion, including the current limits of Selectboard and AAS to move beyond day-to-day tasks given their current task load. Also, whether current inefficiencies are a result of the system, or hiring proper personnel for the scope of work.

b. Role of the Selectboard

Lauren shared a list of items that Selectboard members need to be able to know or be proficient at. The list was extensive, including: budget process, HR, municipal audits, health and public safety requirements, bank account reconciliation, budget process, voting and voter requirements, rotating equipment, strategic planning... A seemingly broad scope of work for three Selectpersons to tackle given the expectations and demands of such functions. General discussion.

c. Inefficiencies Indicated

Joe offered insight as a former Selectboard member. In his experience, monthly Selectboard meetings include spending much time addressing day-to-day tasks, leaving little room to consider bigger picture items that might move us forward as a town. General discussion, including the point made that no two Selectboard members are legally able to discuss town business outside of scheduled board meetings. Would a Town Manager help alleviate some of the admin tasks that take up the Selectboard's time?

d. Next Steps

The committee will prepare to approach neighboring communities in order to further our research. Next steps include coming up with unified questions to move forward with when asking other Maine municipalities about their government processes.

V. Review/Action Items

a. George will post job descriptions for AAS and Deputy Town Clerk to committee tab on the Cranberry Isles town website

b. Lauren will seek access to functions of MMA, including calling MMA directly and emailing Katelyn Damon to secure website login access.

c. Heather will create a document that indicates local municipalities to be contacted, and share it with fellow committee members.

d. Committee members will create short lists of proposed actions and priorities going forward, including pros and cons for each option.

VI. Subsequent Meeting

Committee's upcoming meeting was scheduled for Tuesday, May 6th at 11am.

VII. Adjournment: 5:58pm

Heather motioned to adjourn meeting, Garth seconded the motion. All in favor with a vote of 7-0 to adjourn.