

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

Select Board Meeting Minutes
August 5, 2025
Cranberry Isles Town office

Attendance:

Katelyn Damon, Select Board	Missy Moore
January Bennett, Select Board	Phil Whitney
Ingrid Gaither, Select Board	Sharon Morrell, PSC
Benjamin Sumner, Town Clerk	Carl Brooks(video)
James Fortune, Admin. Asst.	Erica Merril
Dennis Dever, CEO & LPI (video)	Cheryl Sholl
Johnathan Bennett, Deputy Town Clerk	Ron Axelrod
Ben Moore	

I. Call to Order: 3:15 P.M. by Chair Katelyn Damon

II. Review/Sign Financial Warrants

Select Board reviews Financial Warrants:

Warrant #98(school)	\$ 32,384.88
Warrant #99	\$ 11,362.54
Warrant #100	\$ 183.70
Warrant #101	\$ 8,571.54
Warrant #102	\$ 201,843.44
Total:	\$ 254,346.10

Katelyn Damon asks about Downeast Transportation year around item. General discussion. Ben Sumner will pull the payable from the Warrant and follow up with Downeast Transportation.

All warrants were approved and signed, as amended, by the Select Board, without dissent.

III. Review/Approval of Meeting Minutes:

Katelyn Damon moves to approve meeting minutes for March 25, 2025, as written.

January Bennett seconds the motion. Motion approved 3-0.

Katelyn Damon moves to approve meeting minutes for April 8, 2025, as written.

January Bennett seconds the motion. Motion approved 3-0.

IV. New Business

A. MSW Contract

James Fortune presents the contract for solid waste for 2026. General discussion of contract dates and tonnage. Katelyn Damon moves to extend the current contract to December 31, 2026. January Bennett seconds the motion. Motion approved 3-0.

Katelyn Damon moves to open bids for the 2027 solid waste contract in October 2025. January Bennett seconds the motion. Motion approved 3-0.

Katelyn Damon moves to put a contract out to bid for Junk car removal for 2027. January Bennett seconds the motion. Motion approved 3-0.

Katelyn Damon asks for clarification regarding swap sites at the transfer stations. General Discussion. No action taken.

B. GCI Plowing Contract

James Fortune presents an updated bid contract for GCI snowplowing. Katelyn Damon asks about various extraneous portions of the contract. General discussion. Katelyn Damon suggests, without objection, revising contract and reviewing at the regular September meeting.

C. Update on Proposal for Islesford Public Restroom

James Fortune presents the usage estimates calculated by Dennis Dever. Katelyn Damon suggests two total stalls. Dennis Dever explains about the current capacity of the septic system and suggests using a waterless system. General discussion. Ingrid Gaither moves to have Dennis Dever determine whether an additional residence utilizes the IDR septic field. Katelyn Damon seconds the motion. Motion approved 3-0.

D. TCI Commuter Ferry Contracts

James Fortune presents updated commuter ferry contracts. Phil Whitney asks about Manset service in the summer. Katelyn Damon proposes, without objection, that James Fortune call Beal and Bunker about the Manset stop.

E. Winter Float Storage (Sand Beach Rd)

James Fortune presents alternate storage options for winter floats. General discussion. No Action Taken.

F. LCI & GCI Road Bid Updates

James Fortune reports bids proposals have gone out for LCI & GCI road projects. No action taken.

G. Manset Parking Re-Striping

Q. Manset Parking Lot Expansion (taken out of order)

James Fortune presents the quotes for the Manset parking lot restriping. General discussion of striping and numbering of the lot. Katelyn Damon moves to use Manset reserve funding to restripe Manset parking lot. January Bennett seconds the motion. Motion approved 3-0.

James Fortune provides an updated schematic for the Manset parking lot with EV charging conduits included.

H. Sutton Island Update: Dredging and Boardwalk

James Fortune reports he is waiting for a materials estimate for the Sutton Island boardwalk. Katelyn Damon reports that she will follow up with Greg Johnston regarding dredging.

I. Town Dock Updates

James Fortune reports no updates on the Town Docks.

J. Manset Leases (Update)

Katelyn Damon reports no updates on the Manset leases.

K. Town Manager Transition Committee Update

Ingrid Gaither reports no update as the meeting today did not have a quorum.

L. Public Safety (ICSD Update)

Katelyn Damon reports on the first meeting and that another meeting will occur Thursday.

M. Community Action Grant Update

Katelyn Damon reports no updates and will follow up with Jenna Richards with the State.

N. Mosswood Road R.O.W.

Ron Axelrod requests clarification on the Town's responsibility for the terminus of Mosswood Rd. Katelyn Damon moves to direct James Fortune to contact the Town Attorney regarding the Town's responsibility for the right of way. January Bennett seconds the motion. Motion approved 3-0.

O. LCI Town Garage Update

James Fortune reports Jason Pickering has dug test pits and determined that the garage can be separated from the Transfer Station.

P. Town Office Solar: Additional Battery Storage

James Fortune reports he is waiting on an updated quote for the batteries.

V. Other Business

Katelyn Damon presents a request from the Cranberry Isles Solar Association regarding an incentive program for solar installations for private homes. General discussion of the gifted money and Town's responsibility regarding administration of the funds. Ben Sumner reports he has instructed Cranberry Isles Solar Association representatives of the Town's requirements in order to execute fiduciary responsibility for the funds. Katelyn Damon suggests, without objection, she follow up with the Island Institute for clarification of whether the Town has any input on how the funds should be administered.

Ben Sumner presents proposal to acquire a remote desktop scanner for bank deposits. General discussion. Select Board approves, without objection, proposal as presented.

Katelyn Damon moves to reimburse Ben Sumner for lodging and travel to attend an MMA accounting workshop in August. January Bennett seconds the motion. Motion approved 3-0.

Ingrid Gaither asks about a parking spot on Great Cranberry Island for the school van. General discussion. Katelyn Damon moves that a sign be installed for the school van parking spot. January Bennett seconds the motion. Motion approved 3-0. Sharon Morrell reports that there are no updates on the firehouse roof installation.

VI. Audience Communication

Phil Whitney asks for an update on the installation of the updated GCI float ramp. James Fortune reports that he will be following up with Chalmers regarding the ramp.

IX. Adjournment

Katelyn Damon moves to adjourn. January Bennett seconds the motion. Motion approved 3-0.

Adjourned 5:28 P.M.