

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
May 13, 2025
Cranberry House

Attendance:

Katelyn Damon, Select Board
January Bennett, Select Board
Ingrid Gaither, Select Board
Benjamin Sumner, Town Clerk
James Fortune, Admin. Asst.
Dennis Dever, CEO & LPI (video)
Phil Whitney

Sharon Morrell, PSC
Johnathan Bennett
Carl Brooks(video)
Karen Whitney
Georgia Howland
Bill Dowling

I. Call to Order: 8:46 A.M. by Chair Katelyn Damon

II. Review/Sign Financial Warrants

Select Board reviews Financial Warrants:

Warrant#72	\$ 6,127.94
Warrant#73	\$ 13,318.99
Warrant#74	\$ 19,228.50
Warrant#75(school)	\$ 32,260.52
Warrant#76(school)	\$ 375.03
Warrant#77(school)	\$ 57,708.61
Warrant#78	\$ 6,709.09
Warrant#80	\$ 145,510.48
Total:	\$ 281,239.16

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

III. Review/Approval of Meeting Minutes:

Tabled without objection.

IV. New Business

K. IDR Islesford Retreat: 91 Main Street Update (taken out of order)

Georgia Howland reports that the electric work has been completed, the lift station is being put in next week and the windows and ladders have been ordered.

Dennis Dever reports that the pump station permit needs to be submitted, the fee has been paid.

Dennis Dever recommends that the Notice of Violation be updated to allow only four people until the septic is updated. General Discussion.

Ingrid Gaither moves to amend the notice of violation to limit occupancy to four people until further improvements are completed. January Bennett seconds the motion. Motion approved 3-0.

L. IDR Liquor License (taken out of order)

Ben Sumner presents a renewal application from the Islesford Dock Restaurant for a Liquor License. No changes from last year's application. Katelyn Damon moves to approve the renewal. January Bennett seconds the motion. Motion approved 3-0.

A. 2025 Work Plan

Select Board agrees, without objection, to review work plan as regular agenda items.

B. Deputy Town Clerk Position

Ben Sumner reports he will add a deadline for applications as of May 31st. Select Board approves, without dissent.

C. Cranberry Cove parking in TCI Manset Lot

James Fortune reports on a meeting with Steve Pagels. Twelve parking spots at most are available to lease. Steve Pagels would consider month-to-month leases of the spaces. Dennis Dever reports the area is used for day use by contractors. Select Board directs, without dissent, Dennis Dever and James Fortune to look at the number of spaces that could be leased.

D. NEH Temporary Parking During Construction

James Fortune reports there are no updates from Northeast Harbor. The Cranberry Cove will be starting May 22 or 23rd and the summer float should be in May 22nd at the earliest.

E. Review Manset Leases

Katelyn Damon reports findings from the 2013 appraisal. Katelyn Damon asks about costs for Manset facility including work done by Dennis Dever. Ingrid Gaither asks about maintenance. James Fortune reports on improvements. Dennis Dever reports there are maintenance issues that need to be addressed. Katelyn Damon suggests a 5-year plan for deferred maintenance. No action taken.

F. Junk Car Removal

James Fortune reports that John Goodwin Jr. Inc. is willing to move junk vehicles. Carl Brooks suggests the Town get quotes from interested parties.

G. Islesford Town Garage Committee: Scope of Work/Appoint Committee

Katelyn Damon reports that James Amuso and Jason Pickering have volunteered to serve on the committee. Katelyn Damon moves to appoint James Amuso, James Fortune, and Jason Pickering to the Islesford Town Garage Committee. Ingrid Gaither seconds the motion. Motion Approved 3-0.

H. Great Cranberry Fire House Roof Bid Update

Ben Sumner reports that no bids have been received to date. The deadline is June.

I. LCI & GCI Road Bid Updates

James Fortune reports no bids are ready. Katelyn Damon proposes, without dissent, that bids be sent out by the end of May. Bill Dowling asks about street sweeping. James Fortune reports he has requested Goodwin's complete sweeping by the end of May.

J. Town Office Solar Project Update

James Fortune reports that the solar system is not yet operational and Versant has inspected the site. Katelyn Damon reports that the Community Action Grant has been received and additional batteries are able to be ordered.

M. Public Safety Steering Committee

Katelyn Damon reports that there is interest in the committee, but it needs additional members. Carl Brooks volunteers. No action taken.

N. Sutton Island Update: Dredging and Boardwalk

James Fortune reports he is working with Larry Hardison on the materials expense. James Fortune reports there is no update on dredging.

O. Manset Parking Lot Expansion: Update

James Fortune will have a bid prepared for review at the regular June meeting. Katelyn Damon proposes, without objection, adding an electric vehicle charger layout.

P. Town Dock Updates

James Fortune reports that two ladders on LCI will be installed. GCI wave fencing and cross bracing need repairs.

James Fortune reports that Prock Marine will start reconstruction of the Sutton Town Dock in December. James Fortune will follow up on the replacement ramp for the GCI Float.

V. Other Business

Katelyn Damon proposes, without dissent, to put old Islesford float out to bid.

Ingrid Gaither reports the transition committee meetings continue. General discussion of committee name and scope. No action taken.

Katelyn Damon proposes, without dissent, an administrative calendar. January Bennett will work with James Fortune on updating the calendar.

Katelyn Damon reports on a letter received from Beal and Bunker regarding the idea that the Town rent the boat and hire crew for next year's Commuter contract. General Discussion. No action taken.

VI. Audience Communication

Phil Whitney asks for more discussion with Beal and Bunker regarding ferry service operations.

VII. Review/Action Items

Select Board Chair reviews and assigns Action Items, without objection.

VIII. Executive Session

None

IX. Adjournment

Katelyn Damon moves to adjourn. January Bennett seconds the motion. Motion approved 3-0. Adjourned 11:02 AM