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Town Manager Transition Committee Meeting Minutes

Tuesday, June 10th, 11am

Attendance:

George Dickson, Chair
Lauren Noether, Vice Chair
Heather Spurling, Secretary
Joe Connell, Garth Hallberg Committee Members

I. Call to Order: 11:05am by Chair George Dickson

II. Approval of Minutes: 11:06am

Heather moved to approve, Joe seconded. All in favor with a vote of 5-0.

III. Review Action Items from Previous Meeting

a. MMA Website Access

George and Ingrid were able to access and share a "Town Manager Plan" from the MMA website with the rest of the committee.

General discussion, including whether to designate a point person to contact the MMA legal team.

Some discussion regarding the contents of the document, including the option of towns sharing a Manager. seems to be a popular option, as it is a cost-effective option.

b. List of Roles of Town Officials

Jim was unable to attend to report on the progress of this action item.

c. Introductory Statement

Joe drafted and shared a statement, and read it out loud to the committee.

“Initial call to town

Hi, my name is xxxx, and I am calling on behalf of the Town of Cranberry Islands as part of a committee looking into our town government structure. Can you help me connect with a selectperson or other elected official that would be able to answer a few questions for us?

Call to elected official

Hi, my name is xxxx, and I am calling on behalf of the Town of Cranberry Islands as part of a committee looking into our town government structure. We have researched and found several towns around the coast that we think may be helpful to our research and your is one. Would you be willing to spend a few minutes with me to answer some basic questions about how your town structures its government and your experience with it?”

d. Reviewing Spreadsheet

Members in attendance last week were able to access and update the spreadsheet. Lauren was informed about how to access and update the spreadsheet.

IV. New Business

a. Rough Timeline for Interviewing Other Towns

- i. Joe mentioned that it would be worth creating a timeline goal for interviewing other towns. Between reviewing documents and finalizing our questions to ask, we still have work to do.
- ii. Garth proposed a late September timeline.
- iii. Joe recommended mid-September, George proposed September 15th.
- iv.

b. Fine-Tuning Questions

- i. Committee members reviewed and began to add questions to the spreadsheet.

V. Review/Action Items

- a. Committee Members will review the document entitled “Town Manager Plan,” a PDF shared by George on 6/10.
- b. Heather will update Google Docs with Introductory Statements.
- a. Jim will create a list of roles of town officials, along with names of current elected or appointed officials. (i.e., Animal Control Officer, Fire Chief, Harbormaster, etc.). An organizational chart generated by information from the town’s annual report and the town website.
- a. Committee members will visit websites of the towns assigned to them. Committee members may begin contacting officials from other towns as they see fit.

VI. Subsequent Meeting

Committee’s upcoming meeting was scheduled for Tuesday, June 3rd at 11am.

VII. Adjournment: 12:04pm

Heather moved to adjourn, Joe seconded the motion. All in favor with a vote of 6-0 to adjourn.