

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, June 24th, 11am

Attendance:

George Dickson, Chair
Lauren Noether, Vice Chair
Joe Connell, Garth Hallberg, Ingrid Gaither, Committee Members.
Absent: Heather Spurling, Nan Hadlock, Jim Kehoe

- I. Call to Order: 11:05am by Chair George Dickson**
- II. Approval of Minutes:**
Joe moves to accept minutes, Lauren seconds motion. Minutes are adopted unanimously.
- III. Review Action Items from Previous Meeting**
 - A. Members were to investigate their assigned town's websites for form-of-government info.
 - a. Some members have finished this work, some have not yet.
 - b. Joe reported on his findings from his towns. His research disclosed a third form of government, e.g. in Matinicus (pop. approx. 50, Monghegan (pop. approx. 64)). This form is called a "Plantation," with no select board. On these islands, the town is run by town administrator, w/ town clerk, and with a paid tax collector, treasurer.
 - c. Ingrid flags that " assessor" might be the title they use for a selectman-like position.
 - d. Members note that this is perhaps not relevant for our discussion, as this form of government is one level "down" from the present one in

Cranberry Isles, rather than one level “up.” Still, people agree that it would be interesting to know about the assessor role.

- e. Joe’s other island is Chebeague: 5 select persons, 1 town administrator (Victoria Wood). A 17-island community, 2 with year-rounders. Parallels with Cranberry Isles. But at pop. 395, it is substantially larger.
- f. Garth will add “North Haven” to his call list to supplement Vinalhaven, wants to find out what a “town administrator” is.
- g. Group discusses usefulness of wikipedia as a supplement to town websites in gathering information, as Joe did. “Consider using wikipedia” is adopted as an action item. Discussion of Facebook reaches no consensus, but it remains a resource people can look at if they want to.

B. George reports on his perusal/downloading of MMA material

- a. One particular document is flagged as especially useful. It was sent around, but some people missed the attachment based on subject line, so George will resend.

C. “Questions” document for our calls to towns is tentatively finalized.

IV. New Business: Action Items are Agreed Upon.

A. George to send, halfway between meetings, a reminder titled “Action Items & Minutes for Review” or something like that. This next installment will direct recipients both to the “especially useful” document containing excerpts of interview and to the few pages from the large MMA report we looked at in our first June meeting.

B. Garth to enter agreed-upon edits to “Questions” document and send around via email for final approval, or adjustment if necessary. Upon approval, this portion of our work will be considered complete, and we can begin to make calls, toward a mid-September deadline.

C. Members to finish reviewing websites and, if desired, Wikipedia for info on assigned towns.

D. Members to enter brief notes on the “tabbed” page for their island in the google document, so that relevant findings can be shared/highlighted at next meeting.

E. Members to read the MMA material George has accessed for us, in particular the few pages from the manual discussed at our first June meeting and the document with interview excerpts.

V. Subsequent Meeting

The Committee's upcoming meeting was scheduled for Tuesday, July 8th at 11am.

VI. Adjournment