

SELECT BOARD
KATELYN DAMON, BOARD CHAIR
JANUARY BENNETT
INGRID GAITHER



ADMINISTRATIVE ASSISTANT
TO THE SELECT BOARD
JAMES FORTUNE

TOWN CLERK / TREASURER
BENJAMIN SUMNER

PUBLIC SAFETY COORDINATOR
SHARON MORRELL

Select Board Meeting Minutes
October 7, 2025
Cranberry Isles Town Office

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)

Johnathan Bennett, Deputy Town Clerk
Sharon Morrell, PSC (video)
Phil Whitney
Katy Fernald
Joanne Thormann(video)

I. Call to Order: 8:30 A.M. by Chair Katelyn Damon

II. Review/Sign Financial Warrants

Select Board reviews Financial Warrants:

Warrant#109	\$ 11,465.67
Warrant#111	\$ 5,346.36
Warrant#112(school)	\$ 25,815.58
Warrant#113	\$ 38,696.00
Warrant#114(school)	\$ 22,039.12
Warrant#115	\$ 14,768.58
Warrant#116(school)	\$ 17,358.82
Warrant#117	\$ 66,968.09
Total:	\$ 202,458.22

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

Katelyn Damon asks about Cranberry Organics invoice. James Fortune will follow up with Cranberry Organics.

III. Review/Approval of Meeting Minutes:

Ingrid Gaither moves to approve meeting minutes for September 9, 2025, as written. January Bennett seconds the motion. Motion approved 3-0.

IV. New Business

A. Discussion regarding Harbor Master and Animal Control Duties

Katelyn Damon suggests a follow up with the ACO and Harbor Masters. Ingrid Gaither agrees to follow up with ACO and Harbor Master for GCI and January Bennett agrees to follow up with the ACO and Harbor Master for Islesford.

B. TCI Commuter Ferry Contract & Proposed Schedule Changes

Katelyn Damon reports on discussion with Mike Zboray. General discussion. Katelyn Damon presents public notice. Select Board agrees, without dissent, to post public notice to solicit comments through October 31st.

Katelyn Damon reports on recent incidents involving the summer commuter ferry. Beal & Bunker submitted a report regarding use of a vessel in breach of contract on September 25, 2025, and that corrective action has been taken.

C. GCI Parking Lot Clean Up

Ingrid Gaither advises that she has been unable to contact property owner to follow up on concerns. Katelyn Damon reports she continues discussion with the Town Attorney about the boundary issue. General Discussion.

D. Open Bids; LCI & GCI Road Bids & Manset Parking Lot Bid (15 Mansell Lane)

James Fortune advises that there have been no bids. Katelyn Damon tasks James Fortune to contact possible bidders about the projects.

E. Request to use TCI Maset Dock for passenger loading for boat tours-summer 2026

Katelyn Damon presents a request by Josiah Welch regarding using the TCI Maset dock for passenger loading of boat tours for the summer of 2026.

General discussion. Katelyn Damon moves to approve the request with a maximum of six passengers per trip and a requirement to purchase at least one Maset parking space for the 2026 season. Ingrid Gaither seconds the motion. Motion approved 3-0.

F. Sutton Island Update: Dredging/Boardwalk/Dock Replacement

Katelyn Damon reports on her meeting with Greg Johnston and future steps for dredging. General discussion. James Fortune reports on his discussion with Larry Hardison regarding the boardwalk. James Fortune reports that Prock Marine is waiting till late fall for the dock replacement.

G. General Assistance Ordinance

Benjamin Sumner presents updated Appendices for approval. Katelyn Damon moves to approve the 2026 General Assistance Ordinance as presented. January Bennett seconds the motion. Motion approved 3-0.

H. Winter Float Storage

Katelyn Damon reports that the winter float storage issue has been resolved.

Dennis Dever reports that the Maset float mooring chain has broken.

James Fortune will follow up with Dennis Dever regarding float maintenance plan for Maset. General discussion. Katelyn Damon will follow up with Chalmers, Inc regarding float maintenance.

I. GCI Float Bridge

General discussion. Katelyn Damon will follow up with Chalmers Inc regarding the float bridge.

J. Islesford Public Restroom Updates

James Fortune reports that there is no update. James Fortune will follow up with the Park Service.

K. 2026 Budget

Benjamin Sumner presents year-to-date budget comparisons. General discussion of budget items.

L. GCI Plowing Contract

Katelyn Damon presents suggested changes for the plowing contract. General discussion. Katelyn Damon moves to approve sending the contract out to bid as amended. January Bennett seconds the motion. Motion approved 3-0.

M. Town Garage Update

James Fortune reports on his meeting with James Amuso and Jason Pickering. James Fortune advises that Andrew McCullough will contact him regarding a date for a site visit.

N. Town Manager Transition Committee Update

Ingrid Gaither reports there is currently no update as she was not able to attend the last meeting.

O. Public Safety (ICSD Update)

Katelyn Damon reports that she is waiting for the next meeting for further updates.

P. Community Action Grant Updates: Solar and Comprehensive Plan

Katelyn Damon reports that she has a meeting on Thursday and will have more information afterwards. James Fortune reports there is currently no update on solar batteries and will follow up with Sundog Solar.

Q. Parking Ordinance Amendments

General Discussion of Parking Ordinance enforcement and possible amendments. Katelyn Damon will post a reminder to social media regarding parking and the Parking Ordinance.

V. Other Business

Dennis Dever reports on the Town of Southwest Harbor Harbor Committee meeting and the current state of the Manset parking lot. General Discussion of Cranberry Cove parking. Ingrid Gaither suggests hiring a parking consultant.

VI. Audience Communication (taken out of order)

Phil Whitney asks about the Manset rental study. Katelyn Damon will follow up with the Town Attorney about the study.

V. Other Business (continued)

Katelyn Damon suggests Islesford snow shovel contract should include the firehouse.

Ingrid Gaither asks about Northeast Harbor winter construction. Katelyn Damon will follow up regarding the possible dock replacement.

James Fortune reports the Post Office will be having a satellite receiver installed for internet.

Benjamin Sumner presents a request from Joy Sprague on behalf of the Islesford Church to have the Town Office water cooler donated to the church. Katelyn Damon proposes, without dissent, to table the request until a water filter is installed.

Katelyn Damon tasks Sharon Morrell to follow up on the logistics of the text alert system that the Town of Southwest Harbor is currently using.

Katelyn Damon presents municipal officials appreciation month email. General Discussion. No action taken.

VI. Review/Action Items

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

IX. Adjournment

Katelyn Damon moves to adjourn. January Bennett seconds the motion. Motion approved 3-0. Adjourned 11:18 A.M.