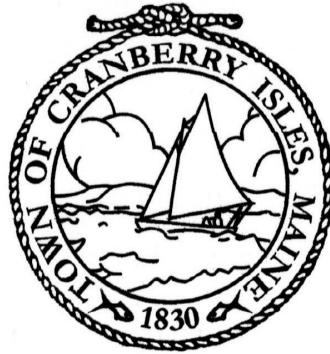


SELECT BOARD
KATELYN DAMON, BOARD CHAIR
JANUARY BENNETT
INGRID GAITHER

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, May 6th, 11am

Attendance:

George Dickson, Chair
Lauren Noether, Vice Chair
Heather Spurling, Secretary
Joe Connell, Jim Kehoe, Committee Members

I. Call to Order: 11:09am by Chair George Dickson

II. Approval of Minutes: 11:11am

Jim moves to approve the minutes from April 29, 2025 meeting. Lauren mentioned an addendum to be made regarding her ability to access the functions of the MMA website.

Joe seconded the motion to approve minutes with said addendum. All in favor with motion passing 5-0.

III. Review Action Items from Previous Meeting

a. Job Descriptions for Town Officers

George reported that he learned more about the role of Town Clerk, which is imbedded in many of the functions of the town. The job description of Town Clerk isn't clearly defined in one place, and is spread across all types of statutes. How to distinguish the difference between a Town Clerk and a Town Manager? Joe referenced the MMA handbook, mentioning that a Town Clerk functions under the umbrella of State law, but the job description varies from town to town.

b. Communication with Maine Municipal Association

Lauren reports that she was able to make contact with Kate Dufor, director of advocacy at MMA. Kate recommended that the Committee compile a list of towns and questions to interview. It was also recommended that the Committee have a Selectperson reach out to the legal team at MMA, as only an elected Selectperson is able to contact them. General discussion, including whether to compile our own list of towns to survey, or work with the MMA to come up with said list.

c. Spreadsheet to Track Progress

Heather was able to create a task list spreadsheet and share it with members of the committee. Committee members were able to access and edit the spreadsheet.

d. Committee Member Short Lists

Joe reported on a draft he created of proposed next steps, Lauren also added her draft. George was able to create a document to keep lists in one place.

IV. New Business

a. Create a List of Municipalities to Interview

- i. List was created in a spreadsheet form that Committee members will be able to edit going forward

b. Questions for MMA Legal Team

- i. What are alternatives to a Town Manager?
- ii. Does a sample contract exist for a Town Manager? Or do templates exist?
- iii. Is there a legal difference between the function of Administrative Assistant to the Selectboard and Town Manager?

V. Review/Action Items

- a. Lauren will reach out to Ingrid to coordinate a call between a Selectperson and the legal team at MMA.
- b. 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.

VI. Subsequent Meeting

Committee's upcoming meeting was scheduled for Tuesday, May 20th at 11am.

VII. Adjournment: 12:05pm

Jim moved to adjourn, Lauren seconded the motion. All in favor with a vote of 5-0 to adjourn.