

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

Town Manager Transition Committee Meeting Minutes

Tuesday, December 2, 2025

Attendance:

George Dickson, Chair
Lauren Noether, Vice Chair, interim Secretary for 12/2/2025 Meeting
Ingrid Gaither, Selectboard (non-voting member).
Joe Connell, Garth Hallberg, and Jim Kehoe, Committee Members.
Absent: Nan Hadlock, Heather Spurling

- I. Call to Order: 4:45pm by Committee Member Joe Connell.**
- II. Approval of Minutes:**
Motion to approve minutes from previous meeting was made by Joe, seconded by Lauren. All in favor.
- III. Input from Community Member Carl Brooks**
Joe recognized Carl Brooks' presence at this Zoom meeting as a guest, and asked him to speak briefly. Mr. Brooks explained that he has been attempting to attend one of our committee's meetings to offer some input. Mr. Brooks explained that our town has been grandfathered in as a town but because the town's population is declining, we may ultimately have to be reduced to the status of an organized township. Mr. Brooks explained we are about 20 people away from that reduction. Mr. Brooks requested this committee consider how changing our form of government will impact on town

employees and volunteers and how becoming an unorganized township would change everything that we may be reviewing re: town managers. Mr. Brooks related how former selectboard chair Richard Beal noted at past meetings that this was an upcoming problem and asked Mr. Brooks to look into the reasons for the declining population and what might be done about it. It took Mr. Brooks 3 years to complete, he said, but he did submit a report called Growth Management Plan to the town. Mr. Brooks will email this report to Joe.

IV. Review Action Items from Previous Meeting

- A. George reported that he spoke to the Selectboard at their last meeting and summarized the committee work and submitted our written request to the Board.

November 6, 2025 Select Board minutes show:

“Town Manager Transition Committee Update George Dickson presents the current work that the Transition Committee has completed. General Discussion. George Dickson requests an extension for the Committee to December 1, 2026. Katelyn Damon motions to extend the Town manager Transition Committee to December 1, c2026. January Bennett seconds the motion. Motion approved 3-0.”

- B. George gave the selectboard an update regarding what the committee has been doing and what we have generally found out. He mentioned that our next step will be to complete the interim report and the plan for community engagement. George reported that the selectboard approved our written request to extend our work for another year as the research has taken longer than anticipated. George said that the selectboard is also ok with adding another committee member, although it is not entirely clear what that process will be. The committee's budget of \$2000 remains intact for use in our second year. This budget will be crucial in the Committee's next phase, wherein community engagement, info sessions, and possible outside engagement will be necessary.

IV. New Business

A. General Discussion

The discussion turned to preparation of the interim report. Lauren noted she has had some difficulty with connecting with some towns, particularly Fry Island which is only summer island. We will consider the research and interviews with other towns to now be complete unless something else comes in or there is a need for additional information.

B. Action Items

- a. George will send out the link to the Google Document that Lauren began on the interim report so we can continue to draft the report.
- b. Joe volunteered to rough out the interim report using the Google document started.
- c. George will add a table showing the functions/tasks for administrators to the selectboards and town managers that can display the overlap of duties they have per our research.
- d. Lauren will forward today's minutes to Heather for formatting along with forwarding the minutes Garth took of the prior meeting.
- e. Heather will format meeting minutes from 11/11 and 12/2 and send them to Ben Sumner so they can be posted on the town website.
- f. George will finalize an agenda for our next meeting

V. Subsequent Meeting

Was scheduled for Tuesday, December 16th at 4:30pm via Zoom.

A following meeting was also scheduled for Tuesday, December 30th at 4:30pm.

VI. Adjournment: 5:09pm

Lauren motioned to adjourn, All in favor.