

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, October 21, 2025**

### **Attendance:**

George Dickson, Chair  
Lauren Noether, Vice Chair  
Ingrid Gaither, Selectboard (non-voting member)  
Garth Hallberg, Interim Secretary  
Joe Connell, Jim Kehoe, Committee Members  
Absent: Nan Hadlock, Heather Spurling

### **I. Call to Order: 11:04am by Chair George Dickson**

### **II. Approval of Minutes:**

Motion to approve minutes from previous meeting was passed unanimously.

### **III. Review Action Items from Previous Meeting**

- A. Interim report to be presented to the Selectboard was discussed and reviewed by the Committee. Report will be presented at the December Selectboard Meeting.
- B. Committee debated the form of the proposed interim report, agreeing to focus on broad outlines of factual findings, rather than interpretation.

### **IV. New Business**

#### **A. General Discussion**

- a. Committee agreed that a spreadsheet table (whether a comprehensive list or a sample) would be an effective way to demonstrate the committee's progress to date. The proposed table would include each neighboring town's population, its current form of government, and would also indicate whether or not the town was an island or mainland municipality. The interim report might also include a general statement about the diverse character of these towns regarding form of government, and when that style of government was adopted (whether recently or long ago).
- b. The interim report should be preceded by a one-page formal request to the Selectboard at the November meeting, in order for the Committee to continue work for another year.
- c. The Committee agreed to propose to the Selectboard that the current active Committee membership shall be continued for another year. The Committee also hopes to suggest adding a new member, pending Selectboard approval.
- d. The next phase and year of Committee's focus was discussed. The subsequent phase shall include gathering input from members of the Cranberry Isles community. This research will likely take place in the form of focus groups.
- e. General discussion regarding bringing in the Hancock County Planning Commission to aid in the assistance of organizing focus groups.

**B. Action Items Are Agreed Upon**

- a. Lauren will work to translate these ideas into a document.
- b. Committee members will have completed interviews with other municipalities.

**V. Subsequent Meeting**

Was scheduled for Tuesday, November 11th at 11am via Zoom.

**VI. Adjournment: 12:10pm**

Joe motioned to adjourn, George seconded. All in favor.