

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

Select Board Meeting Minutes
April 8, 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.
Phil Whitney

Sharon Morrell, PSC (video)
Johnathan Bennett
Barbara Meyers
Joanne Thormann(video)
Jonathan Wood(video)
Carl Brooks(video)

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

II. Review/Sign Financial Warrants

Select Board reviews Financial Warrants:

Warrant#69(School)	\$ 43,286.26
Warrant#70	\$ 50,025.10
Warrant#71	\$ 1,746.83
Total:	\$ 95,057.19

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

III. Review/Approval of Meeting Minutes:

Tabled without objection.

IV. New Business

A. 2025 Work Plan

Katelyn Damon reports on measurements taken for the boardwalk on Sutton Island. General Discussion. No Action Taken

B. Annual Appointments

Ben Sumner presents a list of annual appointment openings. The Select Board reviews and approves appointments, without dissent.

C. Deputy Town Clerk Position

General Discussion of position requirements and selection process. Katelyn Damon proposes, without dissent, to advertise Deputy Town clerk position.

D. Cranberry Cove Parking in TCI Manset Lot

General discussion of renting spots in TCI Manset Lot. Katelyn Damon proposes without dissent, to table decision until the regular May meeting.

E. NEH Temporary Parking During Construction

General Discussion. No action taken.

F. Review Manset Leases

General discussion. Katelyn Damon proposes, without objection, to review the previous MAC meeting minutes regarding the leases.

G. Junk Car Removal

General Discussion. Katelyn Damon proposes, without objection, to task James Fortune to follow up with BCM Construction & John Goodwin, Inc regarding Junk Car removal proposals.

H. Sutton Island Dredging (Planning Update)

Katelyn Damon proposes, without objection, continuing to follow up with Greg Johnston, the Army Corps of Engineers, and D.E.P in order to complete the feasibility study.

I. Transition Committee: Review Applications/Appointments

The Select Board proposes, without dissent, to appoint the following volunteers to the Transition Committee: Joe Connell, George Dickson, Ingrid Gaither (Ex Officio), Nanette Hadlock, Jim Kehoe, Lauren Noether, Heather Spurling.

J. Climate Resilience Committee

General Discussion. Katelyn Damon proposes, without objection, that James Fortune follow up on the creation of the Climate Resilience Committee.

K. Islesford Town Garage Committee: Scope of Work

Katelyn Damon presents the Town Garage scope of work. Ingrid Gaither moves to approve the scope of work for the Islesford town garage committee. January Bennett seconds the motion. Motion approved 3-0.

L. Great Cranberry Fire House Roof (Bid Update)

Katelyn Damon presents bid proposals for GCI Fire House roof replacement. Katelyn Damon proposes, without objection, a deadline for bid submissions May 28, 2025, to be opened June 3, 2025, and Job completion October 1, 2025.

M. LCI & GCI Road Bid Updates

Katelyn Damon proposes, without objection, that James Fortune prepare and solicit bid requests for LCI & GCI road repairs.

N. Town Office Solar Project Update

James Fortune reports that there is no significant update. No action taken.

V. Other Business

Katelyn Damon reports on the updated scope of work for the Informed Community Self Determination Project. Katelyn Damon moves to sign EMS/Waypoint scope of work and confidentiality agreement. January Bennett seconds the motion. Motion approved 3-0.

Ben Sumner reports on applying for municipal credit card. Ben Sumner reports on the Coastal Computers retainer for computer maintenance and upgrades. Ingrid Gaither moves to approve the retainer and equipment upgrade. Katelyn Damon seconds the motion. Motion approved 3-0.

VI. Audience Communication

Carl Brooks asks about the Sex Offender Residency Restriction Ordinance maps and possible additions.

VII. Review/Action Items

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

C. Deputy Town Clerk Position (taken out of order).

January Bennett moves to advertise Deputy Town Clerk position. Katelyn Damon seconds the motion. Motion Approved 3-0.

VIII. Executive Session

None

IX. Adjournment

Katelyn Damon moves to adjourn. January Bennett seconds the motion. Motion approved 3-0. Adjourned 11:23 AM