

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 30, 2025

Attendance:

George Dickson, Chair
Lauren Noether, Vice Chair
Heather Spurling, Secretary
Joe Connell, Garth Hallberg, Jim Kehoe, Committee Members.
Absent: Nan Hadlock, Ingrid Gaither

I. Call to Order: 4:57pm by Chair George Dickson

II. Approval of Minutes:

Motion to approve minutes from previous meeting was made by Joe, Seconded by Garth.
All in Favor.

III. New Business

A. Committee Roles

- a. Joe proposed that it would be worth refreshing leadership roles within the Committee. George added that it would be prudent for himself to step down as Chair and pass the torch to Joe. General discussion.
- b. Lauren nominated Joe to replace George as Chair of this Committee. Seconded by Garth. All in favor.

- c. Vice Chair: Lauren admitted to difficulties with her role as Vice Chair. Joe recommended Garth as Vice Chair. Garth proposed backing up as interim Secretary, as opposed to accepting a role as Vice Chair. Lauren agreed to continue in her role as Vice Chair.
- d. Secretary: Heather will continue as Secretary. Garth will step in as a backup Secretary in Heather's absence.
- e. Changes were made to Committee roles in the following manner: Joe motioned for Lauren to continue as Vice Chair, Heather to continue as Secretary, and Garth to act as a backup Secretary. George Seconded the motion. All in favor.
- f. Role of absent Committee member— Question was posed regarding the absence of a currently posted yet inactive Committee member: is there a way to have the active members posted for official documents? Joe clarified that it would be up to the Selectboard to remove inactive members from the Committee. The subject was tabled indefinitely.

B. Approval of Interim Report

- a. General discussion regarding minor typos and dates, as well as membership details.
- b. Motion was made by Garth to adopt the Interim Report with discussed changes reflected. Motion was seconded by Lauren. All in favor.

C. Follow up on Previous Action Items:

- a. George updated the Committee regarding his progress on creating a table that was meant to categorize tasks/functions of the Administrator (Assistant) to the Selectboard. He also noted that the link to the Committee's Interim Report (as begun by Lauren) was made available by Joe.
- b. Lauren forwarded minutes from the 12/2 meeting to Heather.
- c. Heather shared minutes from 10/21 and 12/2 with the town office for posting on the town website. She will do so via PDF files in the future.

D. Action Items for next meeting

- a. Joe will send out an updated Interim Report, as approved by the Committee in today's meeting.
- b. Heather will send minutes and action items in a new email thread to the Committee as they become available. She will forward minutes to the town office in order for them to be posted to the town website.
- c. Joe will follow up about access to the town's Zoom account.
- d. Joe will contact the Hancock County Planning Commission. Lauren queried whether Salary Studies might be obtained from HCPC in the process.
- e. Joe will send a meeting reminder on Friday, January 9th in anticipation of the Committee's next meeting.
- f. Garth will obtain Committee members' phone numbers and initiate a text message thread between Committee members.

V. Subsequent Meeting

Was scheduled for Tuesday, January 13th at 4:30pm

VI. Adjournment: 5:36pm

Motion to adjourn was made by Lauren. Motion was seconded by Jim. All in favor.