

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

**Select Board Meeting Minutes  
December 16, 2025  
Cranberry Isles Town Office**

**Attendance:**

Katelyn Damon, Select Board Chair  
January Bennett, Select Board  
Ingrid Gaither, Select Board

Benjamin Sumner, Town Clerk  
James Fortune, Admin. Asst.  
Johnathan Bennett, Dep. Town Clerk

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

**II. Review/Sign Financial Warrants**

Select Board reviews Financial Warrants:

|                     |               |
|---------------------|---------------|
| Warrant#123         | \$ 8,598.71   |
| Warrant#127(school) | \$ 59,227.81  |
| Warrant#129         | \$ 2,730.15   |
| Warrant#130         | \$ 7,620.41   |
| Warrant#131(school) | \$ 21,131.10  |
| Warrant#132         | \$ 99,790.99  |
| Total:              | \$ 199,089.17 |

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

### **III. Review/Approval of Meeting Minutes:**

Katelyn Damon moves to approve meeting minutes for December 2, 2025, as written. Ingrid Gaither seconds the motion. Motion approved 3-0.

### **IV. New Business**

#### **A. Commuter Ferry Bids**

Select Board reviews one bid for the winter Commuter Ferry contract:

- 1) Downeast Windjammer Cruise Lines LLC \$77, 179 for the 2026-2027 winter season and \$277 for an additional boat. \$81,038 for the 2027-2028 winter season and \$291.50 for an additional boat \$85,090 for the 2028-2029 winter season and \$306.08 for an additional boat. General Discussion.

Katelyn Damon moves to approve the bid to be submitted for warrant article at annual town meeting. January Bennett seconds the motion. Motion approved 3-0.

#### **B. Assessing Service Contract**

Benjamin Sumner reports on a discussion with RJD Appraisal regarding the assessing service contract. Benjamin Sumner suggests putting out a request for proposals. Katelyn Damon moves to send out a request for proposals. January Bennett seconds the motion. Motion approved 3-0.

#### **C. 2026 Budget Workshop**

Benjamin Sumner presents initial budget figures and available reserves. Select Board reviews and comments by department:

*Department 51:* Katelyn Damon moves to purchase a second OWL camera from Select Board contingency fund. January Bennett seconds the motion. Motion approved 3-0.

*Department 51:* Benjamin Sumner suggests a move to a direct deposit payroll method. Select Board agrees, without dissent.

*Department 51:* Katelyn Damon proposes adobe subscriptions for Select Board members. Select Board agrees, without dissent.

*Department 51:* Insurance reallocated to Department 51 from all departments except Manset warehouse and Broadband.

*Department 51:* Benjamin Sumner recommends increasing Deputy Town Clerk hourly rate to \$21 per hour starting January 1, 2026. Katelyn Damon moves to increase hourly rate for Deputy Town Clerk to \$21 per hour effective January 1, 2026. Ingrid Gaither seconds the motion. January Bennett abstains. Motion approved 2-0.

*Department 58:* Katelyn Damon proposes, without dissent, accepting quote #4024 from Superior Docks for \$22,470 for the float-to-float gangway on Great Cranberry Island.

#### **D. 2026 Town Report Topics**

Benjamin Sumner suggests Sutton dredging and road repair as a topic for the Town Report.

#### **E. 2026 Warrant Topics**

Benjamin Sumner suggests a warrant article for creating a broadband reserve fund.

- i. Parking Ordinance  
General Discussion. No action Taken.
- ii. Harbor Ordinance  
General Discussion. No action Taken.

#### **V. Other Business**

Katelyn Damon presents a request for an extension of the deadline for the Cranberry Island Fishermen's Co-Op grant. General Discussion. Katelyn Damon moves that the Select Board sign the modification for the grant fund. January Bennett seconds the motion. Motion approved 3-0.

Katelyn Damon reports that a rebid will need to be made for Manset parking lot. The deadline for the bids is Monday, January 5, 2026.

Katelyn Damon reports on communication with the Town Attorney about the rock movement in the GCI parking lot. The Town Attorney recommended notifying the abutting landowner and affiliated contractor regarding further trespass. Katelyn Damon moves that the Town direct the Town Attorney to proceed. Ingrid Gaither seconds the motion. Motion approved 3-0.

Katelyn Damon reports on unpaid invoices for Sutton fire extinguisher maintenance. The invoices are not the town's responsibility. No action taken.

## **VI. Audience Communication**

None.

## **VII. Review/Action Items**

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

## **VIII. Executive Session: Personnel Matter, 1 M.R.S.A. §405(6)(A)**

Katelyn Damon moves to enter executive session at 11:15 A.M. January Bennett seconds the motion. Motion approved 3-0.

Katelyn Damon moves to exit executive session at 11:29 am. January Bennett seconds the motion. Motion approved 3-0.

## **IX. Adjournment**

Katelyn Damon moves to adjourn. January Bennett seconds the motion. Motion approved 3-0. Adjourned 11:29 A.M.