

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  
January 6, 2026  
Cranberry House**

**Attendance:**

Katelyn Damon, Select Board Chair	Carl Brooks(video)
January Bennett, Select Board	Phil Whitney
Ingrid Gaither, Select Board	Representatives from Gardner Concrete
Benjamin Sumner, Town Clerk	Karen Whitney
James Fortune, Admin. Asst.	Scott Cleaves, Goodwin Construction(video)
Sharon Morrell, PSC(video)	Joanne Thormann(video)
Colton Sanborn, (video)	Emma Fernald(video)
Johnathan Bennett, Deputy Town Clerk	Sophia Caldwell(video)
Hannah Folsom(video)	

**I. Call to Order:** 8:45 A.M. by Chair Katelyn Damon

**II. Review/Sign Financial Warrants**

Select Board reviews Financial Warrants:

2025:

Warrant#137	\$ 21,171.07
Warrant#138(school)	\$ 20,863.59

2026:

Warrant#50	\$ 6,977.17
Warrant#51(school)	\$ 8,247.48
<u>Warrant#52</u>	<u>\$ 29,267.06</u>
Total:	\$ 86,526.37

All warrants were approved and signed by the Select Board, without dissent. Katelyn Damon asks about Cranberry Organics invoice and work listed. Katelyn Damon proposes, without dissent, that Jim Fortune review contract with Cranberry Organics.

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

Katelyn Damon moves to approve meeting minutes for December 16, 2025, as written. January Bennett seconds the motion. Motion approved 3-0.

### **IV. New Business**

#### **A. Comprehensive Plan Committee Application Review**

Tabled until the next January meeting.

#### **B. Summer Commuter Ferry Bids**

James Fortune advises that there are currently no bids for the summer commuter ferry. General Discussion. Katelyn Damon proposes, without dissent, that the Town continues soliciting proposals.

#### **C. Mansell Parking Lot Bids**

Select Board reviews three bids for the Manset Parking lot construction:

- 1) Whitcomb Contracting: \$247,850
- 2) John Goodwin Jr. Construction: \$339,700
- 3) Gardner Concrete: \$407,000

A fourth bid was received after the deadline; it was not reviewed. General Discussion. Ingrid Gaither moves to accept the bid from John Goodwin Jr. Construction for \$339,700. Katelyn Damon seconds the motion. Motion approved 3-0.

#### **D. GCI Dock Cameras**

Ingrid Gaither presents a request to discuss placement of cameras on the Great Cranberry Island Town Dock. General Discussion. Ingrid Gaither proposes, without dissent, creating a policy for Town Employee access to cameras placed on Town property. Ingrid Gaither will work on the policy.

## **E. Assessing Service Contract Quotes**

Benjamin Sumner advises that he has received multiple quotes and will present quotes at the next January meeting.

## **F. Sign Annual Financial Audit Engagement letter**

Benjamin Sumner presents audit engagement letter from James Wadman. Select Board reviews and signs letter, without dissent.

## **V. Updates or Old Business**

### **A. Sutton Island Update: Dredging/Boardwalk/Dock Replacement**

Katelyn Damon advises that she will follow up with Greg Johnston and should have more information for the next January meeting.

### **B. Dock Updates: LCI/GCI/Manset**

Katelyn Damon advises there are four missing planks on the outer platform at Great Cranberry Island Town Dock. James Fortune advises that planks will be purchased.

Ingrid Gaither asks about the flagpole on GCI. General Discussion. Ingrid Gaither will follow up regarding flag pole repair.

### **C. Satellite Town Office**

Ingrid Gaither reports on a discussion with Joe Connell and Sharon Morrell regarding cleaning of the GCI Fire Department space and improvements to the former kitchen area. General Discussion.

### **D. LCI Town Garage**

James Fortune reports that Andrew McCullough is preparing a site plan. General Discussion. No action taken.

## **E. Public Safety (ICSD Update)**

Katelyn Damon reports that there will be a meeting within the next month with a focus on community engagement.

## **F. Town Office Batteries**

James Fortune reports that the contract for the batteries has been signed and there will be no further updates until spring. General Discussion.

## **G. Solid Waste Contract Review & Bid**

General Discussion of contract terms. Katelyn Damon proposes, without dissent, James Fortune and Katelyn Damon review current contract and recommend changes.

## **H. Public Restroom**

General Discussion. Katelyn Damon suggests, without dissent, that James Fortune follow up with the National Park Service regarding the proposal to fund a public restroom at the Islesford Dock.

## **I. Town Manager Transition Committee Update**

Katelyn Damon provides update and advises the next step will be community engagement.

## **J. HCPC Comp Plan Update**

Tabled until the next January meeting.

## **VI. Other Business**

Katelyn Damon advises that the Town Attorney is currently reviewing Manset leases.

Katelyn Damon suggests, without dissent, January 20<sup>th</sup>, 2026, at the Town Office for next January Meeting.

Emma Fernald presents a request from the Islesford Neighborhood House Association for a \$20,000 donation from the Town. General Discussion. Katelyn Damon suggests, without dissent, tabling discussion until next January meeting.

Sharon Morrell reports on details of TextMyGov service. Katelyn Damon proposes, without dissent, Sharon communicate with representative to join the next January meeting. Johnathan Bennett advises of \$40 a month fee for email service for the RSS feed for the Town Website.

Katelyn Damon reports that the broad band generator at the Cranberry Island Boatyard needs replacement. Katelyn Damon proposes, without dissent, that Jim Fortune take pictures of the Generator. General Discussion.

## **VII. Audience Communication**

Phil Whitney advises that the ramp in Northeast Harbor is dangerous and requests the Select Board discuss with the Town of Mount Desert replacement of the ramp. General discussion. Katelyn Damon advises she will contact the Town of Mount Desert.

## **VIII. Review/Action Items**

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

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

None.

## **X. Adjournment**

Katelyn Damon moves to adjourn. January Bennett seconds the motion. Motion approved 3-0. Adjourned 11:06 A.M.