

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

## **Town of Cranberry Isles Comprehensive Planning Board Meeting**

**February 4, 2026**

Meeting called to order at 17:05

Attendees: Avery Varney, Don Weinreich, Erica Merrill, Jeff Pease, Katelyn Damon, Pixie Lauer, Olivia Jolley, Peter Buchsbaum, Sharon Morrell

Appointment of Chairperson: Katelyn Damon

Appointment of Secretary: Sharon Morrell

- Avery went over the purpose of a Comprehensive Plan, its uses, and overview of the project. This committee will create the plan and voters will approve the measures in it.
- This process will take approximately 12-24 months with monthly meetings of the Board initially, with the possibility of bi-weekly meetings near the conclusion of the project.
- Avery spoke about HCPC (what they do and their role in this process.)

Initial planning for community engagement opportunities.

- GCI April 27<sup>th</sup> at GCIHS @ 1pm

- LCI April 28<sup>th</sup> at Library/Neighborhood House @ 9am
- Virtual/Remote Session April 29<sup>th</sup> @ 6pm

*HCPCs staff will stay overnight on GCI in the Parsonage.*

In addition to the public meetings, a paper/emailed form will be available for people who cannot attend any of the meetings so they can submit their thoughts to the group.

- The plan will be comprised of several chapters each addressing a certain topic. Each chapter will need at least 2 people to handle the leg work and review before presentation to entire board.
- Initial Chapter assignments were created and are located on Google Drive.
- Avery will hold a Google Drive Tutorial for those who are not familiar or need a refresher on using Google Drive. Date TBD.
- Copies of a Comprehensive Plan Manual will be available on Google Drive and the first 2 chapters are very helpful to review.
- Avery went over a example format for the Visioning Sessions (we will need to adapt this to fit our situation)
- Regular meetings of this body will be held on the second Wednesday of each month. Avery will send out invitations. Next meeting is March 11<sup>th</sup> at 5pm.

Meeting adjourned at 18:32

Respectfully submitted,

Sharon Morrell

2.4.2026