

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, February 10, 2026

Attendance:

Joe Connell, Chair
Heather Spurling, Secretary
Garth Hallberg, Jim Kehoe, Committee Members.

I. Meeting to be Rescheduled

Members of the Committee convened in order to reschedule the February 10th meeting, to be held in two weeks time. Agenda and action items will remain the same for the subsequent meeting.

II. Next Steps (Agenda For Next Meeting)

- a. Follow up on past action items, including narrowing down questions for interviews and gaining insight from MMA.
- b. Solidify some questions for interviewing, and create a framework for conducting interviews
- c. Begin to draft a hypothetical job description for Town Manager
- d. Continue discussion regarding financial analysis and research

III. Action Items for Next Meeting

- a. Lauren will contact MMA regarding presenting information about municipal government in Maine.
- b. Jim will draft a list of questions to ask town employees during future interviews
- c. Joe will contact Jim to help narrow down some questions, and will touch base with Lauren about MMA progress.

IV. Subsequent Meeting

Will take place on Tuesday, February 24th 2026 at 4:30pm via Zoom.