

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
April 7, 2026
Cranberry House

Attendance:

Katelyn Damon, Select Board Chair
January Bennett, Select Board
Ingrid Gaither, Select Board
Benjamin Sumner, Town Clerk
James Fortune, Admin. Asst.
Johnathan Bennett, Deputy Town Clerk

Joe Connell
Sharon Morrell, PSC
Phil Whitney
Karin Whitney
Carl Brooks(video)

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

II. Review/Sign Financial Warrants

Select Board reviews Financial Warrants:

Warrant#72	\$ 7,205.75
Warrant#73(school)	\$ 19,472.27
Warrant#74(school)	\$ 9,988.71
<u>Warrant#75</u>	<u>\$146,640.24</u>
Total:	\$183,306.97

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

III. Review/Approval of Meeting Minutes: March 14, 2026

Katelyn Damon moves to approve meeting minutes for March 14, 2026, as written. Ingrid Gaither seconds the motion. Motion approved 3-0.

IV. New Business

A. Town Meeting Review

General Discussion of Town Meeting. James Fortune presents an appraisal of the Joy Lot property and a draft of a letter to Chelsea Holdings LLC regarding the possible purchase or lease extension of the Joy Lot property. January Bennett agrees to assist James Fortune in further drafts of the letter.

Katelyn Damon directs James Fortune, without dissent, to purchase four speed limit signs for each island, and two parking lot time limit signs.

B. Annual Work Plan Review

Katelyn Damon presents the annual work plan. General Discussion.

Katelyn Damon suggests a Capital Improvements plan. No action taken. Katelyn Damon proposes, without dissent, that the Select Board task the Harbor Committee to discuss the configuration of the Great Cranberry Island Town Dock Ramp.

C. Annual Appointments

Ben Sumner presents a list of annual appointments and vacancies. The Select Board reviews and approves appointments, without dissent.

D. Seasonal Employment Agreements & Contracts

James Fortune presents seasonal agreements and contracts. The Select Board reviews and signs contracts, without dissent.

E. Versant Power Agreements: Town Office Solar Battery Expansion

James Fortune presents the agreement with Versant. General Discussion. No action taken.

F. Joy Road Parking Lot Lease

See A. Town Meeting Review.

G. MSW Contract Review

Katelyn Damon presents the current Municipal Solid Waste contract. General Discussion. James Fortune and Katelyn Damon will work on updates to the proposed contract. Select Board agrees, without dissent, to put the contract out to bid in June.

V. Old Business (taken out of order)

D. Town Manager Transition Committee Update (taken out of order)

Joe Connell presents information and updates on current Transition Committee status. General Discussion.

H. Town Property: Abandoned Vehicle/Towing Policy

James Fortune advises on the current towing process for Town parking locations. Select Board agrees, without dissent, that Katelyn Damon will work on a policy for abandoned vehicles on Town property.

I. TCI Data/Records Retention Policy

Katelyn Damon presents a draft of a data and records retention policy. Benjamin Sumner advises on the current process for Town records. General Discussion. Katelyn Damon recommends further refinement of the policy. Select Board agrees, without dissent, to notify volunteer committee members of the policy once it is approved.

J. Summer Meeting Schedule (June, July, & August)

Katelyn Damon presents a possible schedule for afternoon meetings in June, July and August. No action taken.

V. Old Business

A. Satellite Town Office on GCI

Ingrid Gaither reports on status of the satellite office.

B. Employee Review Updates

Katelyn Damon reports on the Employee Reviews. General Discussion. No action taken.

C. Grants

Katelyn Damon reports on current information regarding grant opportunities.

E. Comprehensive Plan Update

Katelyn Damon reports on the current Comprehensive Plan status and advises next meeting will be April 8, 2026.

F. Town Dock Updates, GCI Pilings

See IV. B. Annual Work Plan Review.

G. LCI Town Garage

See IV. B. Annual Work Plan Review.

H. ICSD Update

Katelyn Damon reports that the next meeting will be in May.

I. Manset Leases

Katelyn Damon reports on status and advises she will follow up on the leases.

J. Broadband Committee

Katelyn Damon proposes, without dissent, tabling until the regular May meeting.

VII. Audience Communication

Phil Whitney asks about the status of Manset Parking and upgrades. James Fortune advises of the timeline.

Phil Whitney asks about the school consolidation. Benjamin Sumner advises the June referendum has been delayed to November. Public hearings will be scheduled for October.

Ingrid Gaither asks about Town parking. James Fortune reports Parking Committee will be holding its annual meeting soon to resolve any outstanding issues.

Ingrid Gaither asks about street sweeping. James Fortune will follow up.

Ingrid Gaither asks about the grade of sand the Town uses. General discussion. Katelyn Damon directs James Fortune to investigate purchasing different grades of sand.

January Bennett asks about the flag on the Islesford Town Dock shredding. James Fortune advises that a new topper is being shipped.

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)

None.

IX. Adjournment

Katelyn Damon moves to adjourn. January Bennett seconds the motion. Motion approved 3-0. Adjourned 11:13 A.M.