

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
May 5, 2026
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, Deputy Town Clerk
Amy Gifford
Mike Brzezowski(video)
Jonathan Wood(video)
Steve Pagels

Mandy Bracy
Sharon Morrell, PSC(video)
Phil Whitney
Karin Whitney
Carl Brooks(video)
Mark Ouellette(video)
Lauren Gray
Mark Sullivan(video)
Dennis Dever, CEO & LPI(video)
Randy Pagels

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

II. Review/Sign Financial Warrants

Select Board reviews Financial Warrants:

Warrant#77(school)	\$ 9,379.78
Warrant#78	\$ 6,950.57
Warrant#79	\$ 7,602.96
Warrant#80	\$ 7,184.16
Warrant#81(school)	\$ 16,827.42
<u>Warrant#82</u>	<u>\$455,793.16</u>
Total:	\$503,738.05

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

III. Review/Approval of Meeting Minutes: April 7, 2026

Katelyn Damon moves to approve meeting minutes for April 7, 2026, as written. Ingrid Gaither seconds the motion. Motion approved 3-0.

IV. New Business

A. Mark Ouellette, Axiom: Broadband and Technology Fund

Benjamin Sumner presents a memo of costs from Axiom Technologies, LLC. General Discussion. Ingrid Gaither moves to accept the memo of costs in lieu of the Broadband and Technology Fund payment for the Fiscal Years 2024 and 2025. January Bennett seconds the motion. Motion approved 3-0.

B. IDR Liquor License

Benjamin Sumner presents a renewal application from the Islesford Dock Restaurant for a Liquor License. No changes from last year's application. The Select Board approves and signs the application, without dissent.

C. Mike Brzezowski: Request to use TCI Manset dock for Sailing Charter Boat

Mike Brzezowski presents a request to use the Manset Dock for a six-pack private sailing charter tour. General Discussion. Katelyn Damon proposes, without dissent, that the Select Board direct the Harbor Committee to discuss Manset Dock usage. Ingrid Gather moves to deny the request by Mike Brzezowski. Katelyn Damon seconds the motion. Motion approved 3-0.

D. Cranberry Cove Ferry: Parking in Manset

Steve Pagels of Downeast Windjammer Cruise Lines LLC presents a request to use the expanded parking in the Mansell Lane parking area. General discussion. Katelyn Damon moves to grant Downeast Windjammer Cruise Lines LLC twenty parking spaces for the 2026 season at \$350 per spot. January Bennett seconds the motion. Motion approved 3-0.

E. Cranberry Oysters: Manset Parking

Lauren Gray of Cranberry Oysters presents a request to use the Manset Dock & parking for oyster tours. General Discussion. Consensus of the Board is to charge the overnight rate (\$10) for parking as needed, if spaces are available. Ingrid Gaither moves to allow Cranberry Oysters to use the Manset Dock for pickup and drop off. Katelyn Damon seconds the motion. Motion approved 3-0.

F. CI Fishermen's Co-Op: 2026 Port Infrastructure Development Program (PIDP)

Amy Gifford presents a request on behalf of the Cranberry Isles Fishermen's Co-Op for the Town to be a fiscal agent for a PIDP grant. General Discussion. Katelyn Damon moves to approve the request for the Town to agree to be the Lead Entity for CIFIC for the grant. January Bennett seconds the motion. Motion approved 3-0.

G. Tree Trimming in Manset (Mark Sullivan)

James Fortune presents a request from Mark Sullivan for trimming and shaping trees in the Manset Parking lot. General discussion. Katelyn Damon moves to allow shaping and trimming of the trees in the median in the Manset parking lot. January Bennett seconds the motion. Motion approved 3-0.

H. Blair Colby: Fuel Adjustment for 2025/2026 Plowing

Katelyn Damon presents a request by Blair Colby for fuel adjustment for snow plowing for the 2025/2026 season. General discussion. Katelyn Damon moves to deny the request. Ingrid Gaither seconds the motion. Motion approved 3-0.

I. Annual Work Plan Review

Katelyn Damon presents the Annual Work Plan. General Discussion. Katelyn Damon moves to appoint Emma Fernald to a two-year term and Henry Olearcek to a one-year term on the Harbor Committee. January Bennett seconds the motion. Motion approved 3-0.

J. FTA Grant Annual Certificate of Assurances: TCI Commuter Ferry

James Fortune presents the Certificate of Assurances for the Maine Department of Transportation to maintain compliance for the Commuter Ferry Grant. Select Board reviews and signs Certificate, without objection.

K. MSW Contract Review

Katelyn Damon presents an updated contract. General Discussion. Katelyn Damon and James Fortune will continue to refine the contract.

L. TCI Data/Records Retention Policy

Katelyn Damon presents an updated memo for Data Retention. General discussion. Katelyn Damon moves to adopt the Record Retentions policy. Ingrid Gaither seconds the motion. Motion approved 3-0.

M. Constable Discussion/Guidance

Katelyn Damon presents the current State guidelines for Constables. General Discussion. No action taken.

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

Benjamin Sumner provides suggested dates for June, July and August Select Board Meetings. June 3rd, 2026, at 2:30 pm, July 14th, 2026, at 3:15 pm and August 11, 2026, at 3:15 pm. Select Board agrees, without dissent.

V. Old Business

A. Satellite Town Office on GCI

No updates provided. General discussion. No action taken.

B. Town Manager Transition Committee Update

Katelyn Damon presents a request from Town Manager Transition Committee for the Hancock County Planning Commission to moderate public meetings. General discussion. Ingrid Gaither moves to use \$2,000.00 from the Select Board Contingency Fund to pay for HCPC to moderate the public meetings. Katelyn Damon seconds the motion. Motion approved 3-0.

C. Comprehensive Plan Update

Katelyn Damon reports on the visioning session results and an upcoming meeting on May 13, 2026.

D. Town Dock Updates, GCI Pilings, Sutton Dock Replacement.

Katelyn Damon reports that Prock Marine has not given a date for the new dock to be built yet. General Discussion.

E. LCI Town Garage

Tabled until the regular June meeting.

F. ICSD Update

Tabled until the regular June meeting.

G. Manset Leases

Tabled until the regular June meeting.

H. Broadband Committee

Tabled until the regular June meeting.

I. TCI Towing Policy

Tabled until the regular June meeting.

J. Acadia NP Advisory Committee Update

Tabled until the regular June meeting.

VI. Audience Communication

No Audience Communication.

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. Ingrid Gaither seconds the motion. Motion approved 3-0. Adjourned 11:33 A.M.