

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, March 24, 2026**

### **Attendance:**

Joe Connell, Chair  
Heather Spurling, Secretary  
Garth Hallberg, George Dickson, Jim Kehoe Committee Members.  
Ingrid Gaither, Selectboard (non-voting).

### **I. Call to Order**

A. The meeting was called to order at 4:34pm by Chair Joe Connell.

### **II. Approval of Minutes**

A. Motion to approve minutes was made by George and seconded by Joe.  
All in favor.

### **III. Follow up on Action Items**

- A. Joe reported on his progress with revamping the “cheat sheet”. After further consideration, it became apparent that it more resembled a first draft of a Town Manager’s job description than a helpful tool for conducting interviews. He made the point that the Committee’s one-on-one conversations should be more about listening, rendering the “cheat sheet” less useful than it was intended to be initially.
- B. Lauren was unable to report on her action items (talking with her own municipality in order to track down a sample contract, and following up on a voicemail she received from MMA).
- C. Ingrid was able to look into contracts for Ben Sumner and Jim Fortune, and shared her findings with the Committee via email.

#### IV. Next Steps

##### A. Reviewing Interview Questions and Resources for Interviewers

- i. Joe emphasized that upcoming interviews with members of the town should be about listening, keeping folks updated, and finding out what is important to the community.
- ii. Heather asked whether the “cheat sheet” could eventually become a list of FAQ’s. Garth added that it might be helpful to consider questions asked during our interviews in order to create a FAQ list from there (to be used during focus groups held after conducting interviews).
- iii. The Committee agreed that we all have a good grasp on how to conduct interviews without a “cheat sheet”. Joe added that initial interviews can be kept open ended that way.
- iv. One key focus point for questioning interviewees might revolve around the following: What are your thoughts, questions, or concerns regarding the possibility of hiring a Town Manager for the Cranberry Isles?
- v. The Committee will prepare to spend more time on open forum discussion preparations, rather than individual interview preparations. The discussion regarding how to conduct interviews was closed.
- vi. The next item under consideration was how to consolidate and share notes generated from interviews. George suggested that we continue using the shared spreadsheet for that purpose. The Committee agreed to continue updating the spreadsheet with interview notes. An action item was created for Heather, who will create tabs in the spreadsheet for use during interviews.
- vii. A timeline for conducting interviews was established. The Committee agreed that it was feasible to have interviews wrapped up in two weeks (by the subsequent meeting on April 7th).

##### B. Continuing Discussion Regarding Financial Research

- a. Joe resumed the discussion by setting the goal of outlining areas of research that the Committee needs to figure out.
- b. Jim gave a summary of the financial worksheet he created (shared previously via email). The basic idea is to try to understand the financial order of magnitude, while moving from what is currently in place within the town budget to what expenditures might be in the future. He highlighted items that the Committee doesn’t currently know: primarily, what an appropriate Town Manager’s salary might resemble. The rough figure of \$85k was brought up as a feasible salary. Whether the salary included benefits also generated discussion. Jim pointed out that in the worksheet, one adjustment was made in that the Selectboard’s salary might necessarily decrease slightly if a Town Manager were to be hired. He flagged this subject as an area for further research.
- c. George mentioned that he previously contacted MMA and now has two copies of Town Manager contracts, from the municipalities of Standish and Kennebunk. Both contracts are similar. General discussion began, but the conversation was re-focused.

- d. Joe suggested that the Committee first agree about future research areas in order to focus conversation. He proposed five “thought categories”, those being:
  - 1. Include one focus area of a salary range for a Town Manager (including benefits).
  - 2. Obtain comparatives from other towns (with values such as Selectboard and Town Manager salaries).
  - 3. Consider potential changes in Selectpersons’ duties and salaries for the Cranberry Isles.
  - 4. Create a draft of what a Town Manager contract might look like.
  - 5. Start to look at percentage costs.
- e. Joe asked whether the Committee should divide the five areas for further research amongst themselves. General discussion.
- f. Jim returned to the question: what do Selectpersons get paid in other towns? He mentioned that it would be worth gaining context around those figures. He also brought up the town budget, suggesting that numbers for a Town Manager salary could be considered in relation to that budget. General discussion.
- g. Joe circled back to suggest that interviews take priority, and that the Committee circle back to financial discussion. No specific action items were created on this subject, however gaining comparison information regarding budgets and salaries of Selectboard members and Town Managers from other towns will be helpful going forward.

### **III. Subsequent Agenda Items**

- a. Continue discussion around financial research.
- b. Review findings from interviews with community members.

### **IV. Action Items for Next Meeting**

- a. Heather will create tabs in the Committee’s shared spreadsheet to aid with interviews. She will also remind the Committee of interview pairings.
- b. Joe will reach out to Hancock County Planning Commission for insight regarding planning our public forum conversations.
- c. All Committee members will schedule and begin to conduct interviews.

### **V. Subsequent Meeting**

Will take place on Tuesday, April 7th 2026 at 4:30pm via Zoom.

### **VI. Adjournment: 5:26pm**

Jim motioned to adjourn, Joe seconded the motion. All in Favor.