

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 Manager Transition Committee Meeting Minutes

Tuesday, June 16, 2026

Attendance:

Joe Connell, Chair
Lauren Noether, Vice Chair
Heather Spurling, Secretary
Garth Hallberg, Jim Kehoe, Committee Members.
Ingrid Gaither (just listening, being creepy, non-voting).

I. Call to Order

A. The meeting was called to order at 4:35pm by Chair Joe Connell.

II. Approval of Minutes

A. Motion to approve minutes was made by Heather, seconded by Garth. All in favor.

III. Follow up on Action Items

A. Heather was able to fill out the building use form for the Ashley Bryan School and forwarded it to Gloria Delsandro.

IV. Planning for Listening Session on June 27th

- A. The Committee continued to plan for upcoming listening sessions on 6/27.
- B. Joe and George are the only Committee members available to attend and help lead the sessions.
- C. Advertising for the session- flyers will be printed and posted on both islands this week. A post will also be made on Facebook.
- D. The Committee considered how best to record the meetings.
 - a. Are Selectboard meetings recorded/available online? General discussion.
 - b. Ingrid was able to find out that the Town can record meetings via Zoom.
 - c. There will not be a Zoom link available for the public to attend virtually, though Zoom may be used to record the session.

- E. The Committee decided not to provide food for the meetings.
- F. Will a handout or slideshow be prepared ahead of time? The Committee agreed that neither a powerpoint nor handout will be necessary. Avery may decide to prepare a handout about the forms of government available to Maine communities.
- G. Timeline of the listening session:
 - a. An introduction will be made with the six talking points that the Committee established in the 5/19 meeting.
 - b. Joe will make fun of the name of the Committee at some point during the session.
 - c. The listening portion of the session will be facilitated by Averl, who will bring posterboard on which to document feedback.
 - d. Averl may assist with a re-cap toward the end of the session.
 - e. Joe and George can offer final words to close the session. Worth mentioning: Committee members can be approached with future questions or concerns.

VIII. Action Items for Next Meeting

- a. Heather will post on Cranberry Isles Facebook page to advertise for 6/27
- b. Heather will follow up with Gloria about the use of Ashley Bryan School.
- c. Joe will check in with Averl about recording the session. He will draft up facilitator notes and will loop in the rest of the Committee.
- d. Joe will ask Ben Sumner to post on the town website about the 6/27 sessions.
- e. Jim printed flyers for both Great Cranberry and Islesford and will put some on the boat to go to Islesford. He will leave others at the store for Joe to pick up and distribute.
- f. Joe will create an agenda for the 6/27 meeting based on the six talking points.
- g. Committee Members will make every effort to stay engaged via email in anticipation of the 6/27 event.
- h. Joe will let Averl know that she does not need to prepare a slideshow, but that a handout on forms of government might be helpful.

IX. Subsequent Meeting

Will take place on Tuesday, July 7th at 4:30pm via Zoom. (Three weeks away, not two).

X. Adjournment: 5:15pm

Lauren moved to adjourn, Jim seconded. All in favor.