

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, May 19, 2026

Attendance:

Joe Connell, Chair
Lauren Noether, Vice Chair
Heather Spurling, Secretary
Garth Hallberg, Jim Kehoe, Ingrid Gaither, George Dickson Committee Members.

I. Call to Order

A. The meeting was called to order at ____ pm by Chair Joe Connell.

II. Approval of Minutes

A. Motion to approve minutes was made by _____

III. Follow up on Action Items

A.
B.

IV. Scheduling a Listening Session

- A. The Committee continued to plan for upcoming listening sessions on 6/27.
- B. Important considerations for what to cover in these sessions included:
 - a. Giving enough information to narrow down our scope. What do we need to hear back from people about?
 - b. Background information/structure provided to help weed out questions that might be posed that could bog things down.
 - c. Present findings so that people think a decision hasn't already been made.
 - d. Focus the session on listening to what community members have to add so that rumors within the community can be kept at bay. Listen in order to weigh pros and cons.
 - e. Procedural background: present why this committee was formed. Make fun of the name while doing so?
 - f. Outline the forms of government available within Maine (Avery can help).
 - g. Explain that we have talked to over a dozen people in the community one-on-one so far.

- C. The Committee brainstormed some questions that have been coming up repeatedly between interviews and personal conversations. Some of those questions included:
- a. I haven't heard of this committee- what is it?
 - b. What is the difference between a Town Manager and an Admin. Assistant?
 - c. Where is this coming from/Who had the idea to start this Committee?
 - d. Is there a specific problem that needs to be fixed?
 - e. How will potential changes to town government play out financially?
- D. Lauren asked whether a whiteboard or blackboard might be available. Joe responded that Avery can bring posterboard, etc.
- E. Garth came up with 5-6 items/points that will be valuable to cover.
1. Where is this coming from/who had the idea? To this question, it would be worth mentioning that Joe proposed research in this area after serving on the Selectboard. To indicate this point, the Committee can speak in general terms, saying the question originated at the Selectboard level, and that Joe was asked by the board to put this Committee together.
 1. What is the structure/charter of this Committee?
 2. What have we done so far as a Committee? During this section, we might mention that research into financial numbers has begun, while waiting to share details regarding that info.
 3. What are the forms of government available in Maine? There are 5 total, though fewer are applicable to the Cranberry Isles
 4. Is there a specific problem that needs to be fixed? One consideration here is that people seem to value how direct our current form of democracy is. "Purest form" of government was a term that came up in interviews. Under this topic umbrella, it will be important to hedge the question: would this direct form of government go away?
 5. What is working well?
- F. George mentioned an acronym/tool that might be worth employing- SWOT: Strengths Weakness, Opportunities, Threats. General discussion.
- G. Ingrid posed a concern. She feels that there is some speculation within the community that the purpose of this Committee is to convince the public one way or another. It will be important to come across as neutral/dispel any assumptions that the Committee has an agenda. Joe pointed out a key difference on this subject: the Committee does technically have an agenda- that being to make a recommendation to the Selectboard. He added that one challenge might be convincing people that the Committee is neutral. The point was also made that the Committee will not make any recommendation without first listening to what community members have to say.
- H. George noted that HR, long term/strategic planning, and other things that are hard to get done amongst everyday work should be accounted for in the discussion.

- I. Lauren proposed that a handout with a blurb from the Committee be available as people arrive at the sessions.
- J. It will be valuable to talk about strengths of our current government, and open that discussion up to the floor.

VII. Subsequent Agenda Items

- a. Narrow down our presentation format for the June 27th meetings

VIII. Action Items for Next Meeting

- a. Heather will fill out CIS Building Use Form and return it to Gloria Delsandro in order to secure use of the Ashley Bryan School on 6/27.
- b. Joe will talk to Avery about the possibility of having handouts/flyers available at the listening sessions.
- c. Garth will share the list of 6 points that he came up with via email.
- d. All Committee members will consider these 6 presentation bucket list points in preparation for the subsequent meeting.

IX. Subsequent Meeting

Will take place on Tuesday June 2nd 2026 at 4:30pm via Zoom.

X. Adjournment: 5:27pm

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