

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 5, 2026

Attendance:

Joe Connell, Chair
Heather Spurling, Secretary
Garth Hallberg, George Dickson Committee Members.

I. Call to Order

A. The meeting was called to order at 4:30 pm by Chair Joe Connell.

II. Approval of Minutes

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

III. Follow up on Action Items

- A. Joe was able to meet Avery from Hancock County Planning Commission. He has since received a contract from her.
- B. George updated the Committee on MMA's resources and the accessibility of those resources. He mentioned that salary reports are not free to members, and a subscription with payment is needed to pay more to get data. Selectboard members' passwords don't work to access these resources.

IV. Scheduling a Listening Session

- A. A proposed date of Saturday, June 27th was settled upon for listening sessions with Avery of HCPC, so as not to schedule too close on the heels of the Comprehensive Plan meeting.
- B. Motion to approve this date was made by Garth, George seconded, All in favor.
- C. The contract with Avery is for \$2000, which includes her traveling to the islands with one other person.
- D. The format of the listening session will need to include a presentation and/or information from the Committee. Avery would facilitate group discussion with breakout sessions.

- E. The Committee discussed what to name this event. The final choice was made to call it “Listening Session; Effective Town Governance for the Present and Future”.
- F. Proposed locations for these sessions included the Ladies Aid or Cranberry House on GCI, and the Ashley Bryan School Islesford. Scheduling conflicts exist at both the Islesford Neighborhood House and Congregational Church on June 27th.
- G. Timing for the events was determined, with sessions being held on Islesford in the morning and GCI in the afternoon.
- H. A proposed travel schedule for Avery and crew was determined as follows:
 - a. 7:30 Departure from NEH via Beal & Bunker
 - b. 9:30-11am: listening session on Islesford
 - c. 12:30pm: Departure from Islesford to GCI via Beal & Bunker
 - d. 2:30-4pm: Listening session on GCI
 - e. 5pm: Departure from GCI to NEH via Beal & Bunker
- I. It was determined that refreshments should be offered at these sessions, though no further decisions were made in that regard.
- J. Discussion began regarding how the Committee should prepare for these sessions. One preparation tactic included forming questions based on research/interviews, and presenting some findings regarding town governance style. It will be important to present findings in a manner that might answer basic questions and help community members get up to speed on the progress of the Committee. Keeping things open-ended will be the goal, as well as limiting assumptions in order to get to the heart of the matter. General Discussion.
- K. Joe added that Avery will be able to field some technical, legal, and governance questions.
- L. Avery will be able to join the next Committee meeting on 5/19

VII. Subsequent Agenda Items

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

VIII. Action Items for Next Meeting

- a. Joe will work on scheduling boats for 6/27 while coordinating with Avery.
- b. Heather will send minutes to town office.
- c. Committee members will brainstorm what we want to present at June 27 meeting
- d. George will do further research into accessing MMA resources. He will call MMA to find out how much accessing resources costs, and then reach out to Katelyn Damon about MMA access.

IX. Subsequent Meeting

Will take place on Tuesday May 19th 2026 at 4:30pm via Zoom.

X. Adjournment: 5:22 pm

Garth motioned to adjourn, George seconded the motion. All in Favor.