

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: January 14, 2025
Time: 4:00 PM
Meeting called to order by: Steve Carr, 1st Assessor

IN ATTENDANCE

Steve Carr, Joanne Taylor, Rodney Varney, Ethna L. Thompson

ABSENT

None

OPEN MEETING

Opened meeting at 4:00 PM

APPROVAL OF MINUTES

- December 17, 2024, Regular Meeting Minutes
The Board approved the minutes as submitted.

CONTINUING BUSINESS

- LUPC Building Permit Report
- Stream Crossing Grant Agreement

NEW BUSINESS

- Warrant(s) #39, 40, 41, 42, 43 & 44 Disbursement Review/Sign
Multiple warrants were reviewed and signed.
- Archie Invoice
The Board reviewed the recent communication received from Archie's Inc., which included an invoice and a threat of collections and legal action if the matter is not resolved. The fees being requested fall outside the scope of any services that Archie's Inc. has been able to adequately explain, and there is no active contract in place that obligates payment for these fees. The Clerk was directed to remind them of the previous conversations and explain that we would seek legal advice if necessary. The Clerk reported she had not heard back from them to date.

- Driveway Entrance Permit – Bruce White
The permit application was reviewed and unanimously approved by the Board.
- ME-FMLA Contribution
The Clerk provided an update regarding the new MEFMLA law and the associated contribution requirements. She noted that the Plantation's payroll service has set up the contribution payments to be 0.5% from the employee, with a matching 0.5% contribution from the employer.
- Policies
 - Building Removal Policy
The Board reviewed and approved the proposed building removal policy, which mandates that property owners notify the office when a building is removed from their property. The policy also informs property owners that failure to provide such notification will result in the forfeiture of their right to abatement.
- Quarterly Reports
 - Financials
The quarterly financial reports were presented to the Board for review.
 - Plumbing Permits
The local plumbing inspector submitted a quarterly report of plumbing permits issued for the Board's review.
- RFA-CASA Donation Communication
The RFA submitted a letter informing the Board of Assessors that they were unable to hire an instructor for the after-school program and offered to return the donated funds. The Board determined that the funds were donated to the organization as a whole, not for the specific program, and there was no expectation that the donation would be returned. They directed the Clerk to send a letter to the organization informing them of the decision.
- Transfer Station Contract Change Offer
The current contractor providing transfer station collection, recycling, and other contracted services has offered discounted options for Sandy River Plantation. The offer was presented to the Board, who unanimously agreed that it was a better option. Third Assessor, Varney will reach out to the contractor to request an updated contract, to be executed at the next meeting. The Board discussed the possibility of obtaining contact information for Letter E and offering them a contract for their use of the Plantation transfer station at a reduced rate than they are paying for current services.

OTHER BUSINESS

- Budget Committee
The Board discussed adjusting meeting dates to accommodate scheduling conflicts for some budget committee members. The new budget committee meeting dates are 3/11, 4/1, and 5/13. Additionally, to provide more flexibility for mandatory FOAA training for elected officials, the Board will offer the Maine website FAQ link and forward a self-certification certificate to members.

- InforME
The Clerk reminded the Board that this service will enable online payments and registration options for the community through our website. After some back and forth, most of the process is now complete, with just a few remaining steps that should be resolved in time for the website launch.

- RSMA – Roads Software
The Clerk presented a Maine state software for road maintenance, which comes with a one-time fee of \$195. The software will be much more cost-effective than the Clerk attempting to create similar data in an Excel workbook. The Board agreed and authorized the Clerk to proceed.

- Website
We are approaching the final phases of launching the Plantation website. A follow-up email was sent to the contractor confirming our current progress and asking them to outline the next steps.

NEXT MEETING DATE

- Tuesday, January 28, 2025

ADJOURN MEETING

Meeting was adjourned at 5:12 PM