

# MEETING MINUTES

## BOARD OF ASSESSORS MEETING

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Date: January 13, 2026

Time: 3:30 PM

Meeting called to order by: Rodney Varney, 1<sup>st</sup> Assessor

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### In attendance

Board Members: Rodney Varney, Joanne Taylor, Lisa Kinsman

Staff: Ethna L. Thompson, BOA Secretary

Public: None

### **ABSENT**

None

### **Open Meeting**

The meeting was called to order at 3:30 PM by First Assessor Varney.

### **Public Comment**

None

### **Approve Minutes**

The minutes of the December 30, 2025 regular meeting were reviewed and approved.

Motion: L. Kinsman Second: R. Varney

### **Continuing Business**

- Clerk Earned Paid Leave Plan

The Board reviewed the Clerk's proposed earned paid leave usage plan. Discussion focused on scheduling and compliance with applicable policy and fiscal year requirements. Motion by Assessor Kinsman to approve the schedule as presented; second by Assessor Varney.

- LUPC Building Permit Report

The Clerk reported on LUPC building permit activity since the last meeting. No new permits were issued. One after-the-fact retaining wall permit for the Hall property was signed by LUPC, indicating permit approval and closure.

- Old Country Road Easement Update

The Board received an update regarding the Old Country Road public easement. Discussion included follow-up actions related to prior correspondence and observed site conditions. The Board directed the Clerk to send a follow-up letter to the property owner acknowledging continued communication and cooperation, advising that items currently within the easement are expected to be removed by mid-May, and clarifying that the public easement must remain open and unobstructed year-round, including from personal items and snow accumulation.

- Policy Implementation & Monitoring

There were no updates.

- Solid Waste Diversion Grant Contract

The Board discussed the status of the Solid Waste Diversion Grant contract and related communications.

Motion by Assessor Varney to authorize the First Assessor to execute the State of Maine Department of Environmental Protection service contract in the amount of \$37,500 for the Waste Diversion Grant swap shop project at the Sandy River Plantation Transfer Station, and to authorize the First Assessor to execute any non-substantive administrative corrections required by the State, including correction of the named signatory, in order to finalize the award and allow the project to proceed.

Second by Assessor Kinsman. Motion approved by unanimous vote.

- Universal Waste Update

Assessor Kinsman provided an update regarding universal waste handling procedures and compliance requirements at the transfer station.

## **New Business**

- Warrant(s) Disbursement Review/Sign

The Board reviewed and signed warrants as presented.

## **Other Business**

- Shared Outlook Calendar

Assessor Kinsman reported creation of a shared Outlook calendar for scheduling purposes. The Clerk and other Board members reported access or visibility issues. Follow up will be handled individually.

- MMA Training

Assessor Kinsman noted upcoming Maine Municipal Association training opportunities, including Core 3 Transfer Station Attendant training she planned to attend.

- Burgess Plowing

Assessor Varney raised questions regarding plowing activity along portions of Edelheid Road, including areas near Crosstown Road and beyond the bridge. The Clerk was directed to follow up and confirm whether the work is municipal or private in nature.

## **Calendar**

The next regular Board of Assessors meeting is scheduled for Tuesday, January 27, 2025, at 3:30 PM.

## **Adjourn Meeting**

The meeting was adjourned at 5:01 PM.

## **Respectfully submitted,**

Ethna L. Thompson, BOA Secretary

*These minutes are a summary of the meeting and are not a verbatim transcript.*