

# MEETING MINUTES

## BOARD OF ASSESSORS MEETING

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Date: January 27, 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: Paul & Leslie Ferguson-Packard

### ABSENT

None

### Open Meeting

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

### Public Comment

#### Transfer Station Staffing

Paul Ferguson-Packard addressed the Board regarding his interest in assisting with Transfer Station attendant coverage. He spoke about availability and willingness to help during the current staffing gap. The Board thanked him for his interest; hiring and coverage decisions remain under Board authority.

#### RSU Budget Information

Leslie Ferguson-Packard asked whether a copy of the RSU FY 2025–2026 Budget was available. The Clerk indicated a copy is on file and would be provided.

#### RSU Budget Questions

Assessor Kinsman noted questions regarding the RSU budget and directed them to Leslie Ferguson-Packard in her role as Sandy River Plantation's RSU representative. Topics included student count methodology and the formula used to determine municipal cost allocations.

### Approve Minutes

The minutes of January 13, 2026, Regular Meeting were reviewed and approved. Motion by Assessor Kinsman, second by Assessor Taylor.

### Continuing Business

#### LUPC Building Permit Report

The Clerk reported that the online LUPC reporting system was not accessible at the time of the meeting, and the regular permit activity report could not be retrieved. An update will be provided at the next meeting.

## **Policy Implementation & Monitoring**

The Clerk provided a status update on ongoing emergency planning work. Based on feedback from partnering organizations, updates to the Emergency Management Plan are in progress, and a draft Community Wildfire Protection Plan (CWPP) is being developed. Draft documents will be presented for Board review at a future meeting. No formal action was taken.

## **New Business**

### **Warrant(s) Disbursement Review/Sign**

The Board reviewed and signed warrants as part of the regular disbursement process.

### **Budget Considerations FY 2026–2027**

The Board began preliminary discussion related to upcoming budget planning for the FY 2026–2027 cycle, including anticipated needs and areas requiring further review. The Clerk will have a draft Budget and draft Capital Plan for the second meeting in February.

### **Quarterly Financials**

Quarterly financial information was distributed to Board members.

### **Regional Meeting Agenda Items**

The Board discussed potential topics for the upcoming regional quarterly meeting agenda. Items identified included the regional funding formula and follow-up to discussion from November 18, 2025, meeting regarding how training opportunities are communicated and how municipal staff and board members may participate.

## **RFP Discussion Items**

### ***Contractor Letter***

Draft correspondence was reviewed inviting contractors to be placed on a list for notification of future Sandy River Plantation projects. The Board approved the letter and authorized the Clerk to distribute it.

### ***Transfer Station RFP***

The Board reviewed a draft Request for Proposals for site preparation and groundwork associated with the grant-funded transfer station reuse facility building. The RFP was approved and the Clerk was authorized to issue it with a 30-day response timeline. Motion by Assessor Kinsman, second by Assessor Taylor.

## **Transfer Station Coverage**

The Board discussed coverage needs and operational continuity at the transfer station. It was noted that the current temporary attendant's last day will be 1/28/2026. The Board authorized Paul Ferguson-Packard to provide temporary coverage at the transfer station beginning 2/1/2026.

## **Other Business**

1. The Clerk informed the Board that a follow-up letter had been sent to a property owner on Edelheid Road regarding compliance with clearing a public access easement, with an expected deadline for completion.
2. Assessor Kinsman commended the Clerk on the recently established shared Outlook calendar and document-sharing system, noting that all materials are subject to public records maintenance and requests.

3. Assessor Kinsman shared a document she generated regarding RSU 78 allocations, highlighting areas for clarification or potential questions, and noted that it is available in the shared documents file for the Board's reference.
4. Assessor Varney inquired about follow-up with the snow removal contractor concerning plowing specific areas on Edelheid Road; the Clerk indicated that there was no update available at this time.

### **Executive Session**

The Board entered Executive Session at 4:47 PM pursuant to 1 M.R.S.A. §405(6)(A) to discuss employment status, temporary coverage, and medical leave of a municipal employee. The motion was made by Assessor Kinsman, seconded by Assessor Taylor, and approved by unanimous vote (3-0). The Board exited Executive Session at 5:29 PM.

The Board determined that a follow-up conversation with the employee would occur. No formal action was taken.

### **Calendar**

- February 10, 2026 – Regular BOA Meeting, 3:30 PM
- February 24, 2026 – Regular BOA Meeting, 3:30 PM
- February 24, 2026 – Regional Quarterly Meeting, 6:00 PM

### **Adjourn Meeting**

The meeting was adjourned at 5:31 PM.

**Respectfully submitted,  
Ethna L. Thompson, Clerk**

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