

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: February 24, 2026
Time: 3:30 PM
Meeting called to order by: Rodney Varney, 1st Assessor

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 **3:33 PM** by First Assessor Varney.

Public Comment

None

Approve Minutes

The minutes of the February 10, 2026 Regular Meeting were approved by motion of Assessor Kinsman and second by Assessor Taylor.

Continuing Business

LUPC Building Permit Report

The Clerk reported that three permits had been updated on the LUPC website since the last meeting:

- A minor amendment to modify dimensions of a Rock Pond Condominium unit submitted by VSL Saddleback LLC;
- Submission of a 38-unit townhouse condominium project by Arctaris Saddleback Real Estate LLC; and
- A permit logged for construction of a 36' x 25' x 22' dwelling submitted by Mark Goodrich.

Policy Implementation & Monitoring

The Clerk reported that the amended Emergency Management Plan and newly drafted Community Wildfire Protection Plan (CWPP) were initially scheduled for placement on the March 10, 2026 meeting agenda. Due to a subsequently scheduled presentation for that meeting, the Clerk recommended moving review of the policies to the March 24, 2026 meeting. The Clerk indicated the drafts would be distributed electronically in advance for Board review.

New Business

Warrants

The Board reviewed and signed the warrants for disbursement in accordance with prior practice.

A question was raised regarding the cost of Fidium service at the Transfer Station. The Clerk will review available information and report back as needed.

FY 2026–2027 Draft Budget

The Clerk presented an initial expense request worksheet. A full draft budget will be prepared for review at the next meeting.

Draft Capital Improvement Plan

The Board reviewed a draft Capital Improvement Plan (CIP) in conjunction with the proposed FY 2026–2027 budget. The document was presented as a structural framework to illustrate the format and components of a comprehensive plan, rather than as a finalized assessment of current capital conditions and needs.

The Clerk requested feedback from the Board and asked members to consider and identify current and anticipated capital needs for further development of the plan.

Schedule Budget Meetings

The Board discussed scheduling upcoming budget meetings and set a joint Board of Assessors/Budget Committee meeting for March 24, 2026 at 4:00 PM, to follow the regularly scheduled Board meeting.

The Clerk will have workbooks in advance of the meeting and will email everyone when they are available to be picked up.

Other Business

Transfer Station

Several items related to Transfer Station operations were discussed.

The Board revisited the timeline for the Transfer Station site work RFP. The Clerk reported that the submission deadline is March 2, 2026, and that no proposals had been received to date. The item will be placed on the next meeting agenda for further discussion.

In response to a question regarding construction timing, Assessor Varney indicated he had been advised the anticipated construction period would be approximately six to eight weeks.

Assessor Varney reported that a replacement lock has been purchased for the attendant building to improve access control and key management.

The Board discussed reviewing Transfer Station operating hours with the current attendant at an appropriate time to ensure service needs are being met.

The Board also discussed operational considerations for the Transfer Station and determined that posting the attendant position is necessary to ensure continuity of service.

Camoin Associates

Assessor Kinsman reported that she reviewed publicly available information regarding Camoin Associates, the firm scheduled to present at the upcoming meeting regarding the proposed TIF. Her review included the organization's website, prior project experience, and general background information as part of preliminary due diligence in advance of the presentation.

Calendar

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

Adjourn Meeting

The meeting was adjourned at 4:44 PM.

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

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