

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: March 24, 2026
Time: 3:00 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 3:00 PM by First Assessor Varney.

Public Comment

None

Approve Minutes

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

Continuing Business

Funding Formula Data Review

Assessor Kinsman reviewed updated funding formula data, highlighting revisions, data sources, and changes as reflected through the color-coded working document.

LUPC Building Permit Report

The Clerk reported that no new permit applications had been submitted since the last meeting.

Policy Implementation & Monitoring

The Clerk reported continued progress on emergency planning documents. It was noted that the Emergency Management Plan has been updated to incorporate relevant elements from the prior forest fire mitigation plan, and a separate Community Wildfire Protection Plan (CWPP) is in development.

Draft Emergency Management Plan Update

The Board reviewed the updated Emergency Management Plan. Motion by Assessor Kinsman, second by Assessor Taylor, to adopt the plan subject to clarification of assigned roles and responsibilities.

Transfer Station Job Posting Follow-Up

The Clerk reported that the Transfer Station attendant position had been posted for approximately one week and that one application had been received. The Board discussed staffing needs and agreed to move forward with the applicant in accordance with established hiring practices.

New Business

Warrant(s) Disbursement Review/Sign

The Board reviewed and signed warrants in accordance with standard practice.

Annual Employee Review Planning

Assessor Kinsman reviewed materials related to the upcoming Clerk/Tax Collector annual evaluation, including updates to streamline the evaluation process and compiled compensation data based on comparable positions and responsibilities.

Discussion included whether to address compensation considerations prior to the upcoming joint meeting. The Board pushed the topic to the end of the meeting, time permitting.

CMP Community Outreach Opportunity

The Clerk shared correspondence regarding potential community education and outreach opportunities offered by CMP. No specific dates or locations have been established. The Clerk indicated a willingness to host if a regional option is not coordinated.

Driveway Entrance Permit Application

The Board reviewed a driveway entrance permit application for a parcel on Edelheid Road. The application was not approved at this time. The Clerk was directed to request additional documentation from the contractor, including letters of support or permission from abutters and any parties with deeded right-of-way access associated with the proposed driveway.

Saddleback Liquor License – Temporary Extension of Premises

The Board reviewed a temporary extension of premises application for a Saddleback special event. The application was denied due to incomplete submission.

Other Business

RSU Update Tuition Funding Formula Changes

The Clerk shared correspondence received from RSU Board Member Leslie Ferguson-Packard regarding proposed changes to the tuition funding formula. It was noted that the measure received a majority "Ought to Pass" recommendation.

Solid Waste Diversion Grant

The Clerk reported that grant funding for the Transfer Station resource recovery building has been received. Next steps include securing contractors to initiate the project.

CEBE Partnership

Assessor Kinsman provided an additional update regarding Community Resilience Partnership information received at a recent Dallas Plantation meeting and suggested further review following completion of the budget process.

Wage Adjustment

Due to time constraints, the Board agreed to defer detailed discussion of Clerk/Tax Collector compensation and to place the item as the first agenda item at the upcoming joint meeting.

Revaluation

Assessor Taylor requested clarification regarding the revaluation timeline. It was confirmed that property values will reflect conditions as of April 1, 2026 and will be applied to the November 2026 (FY 2026–2027) tax billing.

Calendar

- March 24, 2026 – Town of Rangeley BOS Workshop (EMS Study), 5:00 PM
- March 31, 2026 – BOA/Budget Committee Joint Meeting, 4:00 PM
- April 7, 2026 – Regular BOA Meeting, 3:30 PM

Adjournment

The meeting was adjourned at 4:39 PM.

Respectfully submitted,

Ethna L. Thompson, Clerk

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