

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date:	March 25, 2025
Time:	3:30 PM
Meeting called to order by:	Steve Carr, 1 st Assessor

IN ATTENDANCE

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

ABSENT

None

OPEN MEETING

Opened meeting at 3:30 PM

APPROVAL OF MINUTES

- March 11, 2025, Regular Meeting Minutes
The Board approved the minutes as submitted.

CONTINUING BUSINESS

- LUPC Building Permit Report
No new permits were drawn, pending, or approved per the LUPC website.

NEW BUSINESS

- Warrant(s) 57, 58, & 59 Disbursement Review/Sign
Warrant 57 was reviewed and signed during the meeting off week, and warrants 58 & 59 were reviewed and signed during the meeting.
- Post-Budget Meeting Follow-up
The Board touched on the first Joint Budget BOA meeting, reflecting on how it went and any key takeaways, including the use of capped versus non-capped warrant articles. Additionally, there was consideration of inviting representatives from organizations that submitted funding requests to a future meeting for further discussion.

OTHER BUSINESS

- American Flag Purchases for the nation's 250th anniversary
The Board reviewed an offer from a vendor for flag kits intended for communities to offer to residents in celebration of the nation's 250th anniversary. After consideration, the Board decided not to pursue the offer, as the price appeared to be too high.

➤ Policies

- Animal Control Best Practices
The Clerk presented a set of best practices for animal control from MDACF (Maine Department of Agriculture, Conservation, & Forestry) for adoption as policy by the Board of Assessors, which they adopted unanimously.
- Inclement Weather
The Board reviewed the draft inclement weather policy and suggested amendments to Section 5 (Leave and Compensation) to ensure that part-time employees, who are notified before inclement weather closings on their regularly scheduled day, are offered a flexible schedule to make up the time. The Board unanimously moved to adopt the policy pending the suggested amendments.
- Future Policies
The Clerk mentioned several policies currently being drafted, including the Code of Ethics, Emergency Management Policy and Plan, Financial Policies and Procedures (covering internal controls, cash management, fund balance, etc.), an update to the Personnel Policy to include new Maine law requirements, and the Public Meeting Notice and Record Keeping Policy (which will incorporate Robert's Rules of Order for meeting procedures). These updates will help firm up the town's policies and procedures.

NEXT MEETING DATE

Tuesday, April 1, 2025, 4:00 PM BOA & Budget Committee Meeting
Tuesday, April 8, 2025, 3:30 PM Regular BOA Meeting

ADJOURN MEETING

Meeting was adjourned at 5:00 p.m.