

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: April 7, 2026
Time: 3:30 PM
Meeting called to order by: Joanne Taylor, 2nd Assessor

In attendance

Board Members: Joanne Taylor, Lisa Kinsman
Staff: Ethna L. Thompson, BOA Secretary
Public: Roxanne Tanner, Paul Ferguson-Packard

ABSENT

Rodney Varney

Open Meeting

The meeting was called to order at 3:00 PM by Second Assessor Taylor.

Public Comment

None

Approve Minutes

The minutes of the March 24, 2026 Regular Meeting were approved by motion of Assessor Kinsman and second by Assessor Taylor.

Continuing Business

Funding Formula Overview

Assessor Kinsman presented an updated funding formula worksheet and accompanying summary coversheet intended to provide a high-level overview of the data and methodology.

Feedback was provided regarding formatting and clarity, including potential confusion related to an additional table included on a secondary page. Assessor Kinsman will revise the document accordingly and circulate it for further review. Final review is anticipated at the next meeting prior to distribution to regional partners.

LUPC Building Permit Report

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

Policy Implementation & Monitoring

No new policy drafts were presented

Revisit Saddleback Liquor License – Temporary Extension of Premises

The Clerk reported follow-up communication from a State representative regarding the previously denied application, indicating that certain missing information may have been the result of a system issue rather than applicant omission. Updated information was provided and incorporated into the application.

By motion of Assessor Kinsman and second by Assessor Taylor, the temporary extension of premises application was approved.

Reserves Follow-Up

The Board discussed the status of reserve accounts and noted the impact of prior practices where funds were not formally designated as restricted reserves. Preliminary discussion included potential approaches for future designation and management. No formal action was taken.

New Business

Warrant(s) Disbursement Review/Sign

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

RSU 78

Board Member Update

It was reported that RSU Board Member Kayla Alexander was unavailable for the meeting, and that RSU Board Member Leslie Ferguson-Packard had no additional updates beyond those previously provided via email.

Business Manager Update

Roxanne Tanner, RSU 78 Business Manager, was present and provided an overview of recent activity and the proposed budget, noting an approximate 3.39% increase and that approximately 78% of the budget is attributable to salaries and benefits. Ongoing teacher negotiations were also noted.

The Board asked follow-up questions regarding staffing levels (ed techs), adult education participation, and enrollment trends. Roxanne indicated she would follow up with RSU administration and will report back to the Board as additional information becomes available.

Transfer Station Operations

New Attendant Updates

Paul Ferguson-Packard, newly appointed Transfer Station Attendant, was present and discussed operational items including reporting, data tracking, and waste stream management.

Hours of Operation Review

The Board reviewed current Transfer Station hours. By motion of Assessor Taylor and second by Assessor Kinsman, the Board approved standardizing Wednesday hours year-round. Updated hours are as follows:

- Wednesdays: 8:00 AM – 10:00 AM
- Sundays: 7:00 AM – 3:00 PM

The Clerk will update all public postings, including website and printed materials.

Other Business

Building Permit – Transfer Station Reuse Building

The Clerk reported that a building permit application has been submitted for the Transfer Station reuse facility. Clarification was sought regarding permitting requirements for a proposed chemical toilet. Initial discussion indicated that further confirmation may be needed regarding applicable permitting requirements.

AVCOG Communication

The Clerk shared correspondence from AVCOG regarding regional disposal capacity and future planning considerations discussed at a recent training.

Calendar

- April 14, 2026 – BOA/Budget Committee Joint Meeting, 4:00 PM
- April 28, 2026 – Regular BOA Meeting, 3:30 PM (*rescheduled from April 21, 2026 due to scheduling conflict*)

Adjournment

The meeting was adjourned at 4:46 PM.

Respectfully submitted,

Ethna L. Thompson, Clerk

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