

# MEETING MINUTES

## BOARD OF ASSESSORS MEETING

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Date: May 5, 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: Cliff Raymond

### ABSENT

None

### Open Meeting

The meeting was called to order at 3:34 PM by First Assessor Varney.

### Public Comment

Cliff Raymond asked about seasonal road postings. Assessor Varney indicated that postings would likely be removed soon, noting that paved roads appear stable and that conditions on Edelheid Road are generally used as an indicator for reopening dirt roads.

### Approve Minutes

The minutes of the April 28, 2026 Regular Meeting were approved by motion of Assessor Kinsman and second by Assessor Varney.

### Continuing Business

#### LUPC Building Permit Report

The Clerk reported two new items of activity at the Land Use Planning Commission (LUPC) since the last meeting.

Discussion followed regarding road associations and enforcement responsibilities. Cliff Raymond asked who is responsible for road associations and enforcement matters. Additional discussion occurred regarding a visible structure located along Route 4 that may be associated with subdivision development activity. No action taken or follow up directed.

#### CEBE – Community Resilience Partnership Follow Up

Assessor Kinsman recommended that the Plantation participate in the Community Resilience Partnership program and briefly reviewed available resources and potential non-matching grant opportunities available through the program.

Motion by Assessor Kinsman, second by Assessor Varney, directing the Clerk to contact the program and begin coordination of participation.

### **Old Country Road Follow Up**

The Board discussed follow-up regarding the Old Country Road easement matter. Assessor Varney reported that while traveling in the area he observed that the right-of-way appeared to have been cleared of obstructions.

Assessor Kinsman indicated she would conduct an additional site review prior to the next meeting, at which time the Board may further discuss signage considerations.

### **New Business**

#### **Warrants**

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

#### **CD Renewal – Rates & Term**

The Clerk presented renewal rate options available from Franklin Savings Bank for a certificate of deposit maturing in the coming days. The most favorable option identified was a nine-month certificate with a 3.59% interest rate and 3.65% annual percentage yield.

Motion by Assessor Varney, second by Assessor Kinsman, authorizing the Clerk to renew the certificate of deposit for an additional nine-month term.

#### **FY 2026–2027 Annual Town Meeting Warrant Draft**

The Board reviewed the draft Annual Town Meeting Warrant and provided feedback. The Clerk will incorporate revisions and distribute an updated version for further review prior to finalization at the next meeting.

#### **Review and Adopt Job Description**

The Clerk/Tax Collector presented a draft Municipal Administration job description intended to more accurately reflect the duties and responsibilities of the position. It was noted that no previously adopted job description could be located and that the draft was prepared as part of the annual review process.

Motion by Assessor Kinsman, second by Assessor Varney, to adopt the Municipal Administration job description.

#### **RSU 78 Notice of Election Countersign**

The Board reviewed the RSU 78 Notice of Election requiring municipal countersignature.

Motion by Assessor Varney, second by Assessor Kinsman, authorizing execution and countersignature of the notice.

### **Other Business**

#### **Transfer Station – Resource Recovery Barn**

Assessor Varney reported that three estimates for site work associated with the Resource Recovery Barn project had been received verbally and written proposals are forthcoming for Board review at a future meeting. Estimated costs currently range from approximately \$5,000 to \$12,000.

Site work is anticipated to occur during the month of May. Award of the site work will trigger ordering of the structure, which is estimated at six to eight weeks for delivery.

### **Regional Funding Formula Materials**

Assessor Kinsman requested confirmation from the Board regarding distribution of the updated funding formula materials she prepared for discussion at the upcoming quarterly meeting. The Board indicated support for forwarding the materials for regional review and discussion.

### **Meeting Procedure Discussion**

The Board briefly discussed meeting procedure and maintaining efficient discussion flow during meetings. It was agreed that future requests to redirect discussion back to agenda topics would be communicated through the First Assessor in his role as meeting chair.

### **Budget Committee Acknowledgements**

Assessor Kinsman indicated she would obtain thank-you cards for Budget Committee members in recognition of their time and participation during the budget review process.

### **Calendar**

- May 19, 2026 – Regular Board of Assessors Meeting, 3:30 PM
- Quarterly Meeting – To Be Determined

The Clerk noted that the quarterly meeting date remains pending based on scheduling coordination by the Town of Rangeley.

### **Adjournment**

The meeting was adjourned at 4:56 PM.

### **Respectfully submitted,**

Ethna L. Thompson, Clerk

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