

# MEETING MINUTES

## BOARD OF ASSESSORS MEETING

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Date:	May 13, 2025
Time:	3:30 PM
Meeting called to order by:	Steve Carr, 1 <sup>st</sup> Assessor

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### IN ATTENDANCE

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

### ABSENT

### OPEN MEETING

Opened meeting at 3:30 PM

### APPROVAL OF MINUTES

- April 22, 2025, Regular Meeting Minutes  
The Board approved the minutes as submitted.

### CONTINUING BUSINESS

- LUPC Building Permit Report  
One new permit was submitted since the last meeting for 23 Sandy Road (Map 8, Lot 25). Two permits were signed. Copies of the signed permits will be circulated.
- RFP's Updates
  - Lawn Care  
One lawn care bid has been received from Cerminara ahead of the May 22nd deadline, along with a separate submission for street sweeping services. The Board takes no action on sweeping.
  - Property & Casualty Insurance  
Information provided by Brad, current agent, noted that the policies have varying expiration dates, which complicates issuing a comprehensive RFP. This staggered schedule may limit the ability to bundle coverages or align renewal timelines for better pricing and efficiency.
- TRIO Budgetary & Cash Receipting Follow-up  
The Board reviewed the quote for the TRIO budgetary and cash receipting module. It was noted that this module is less expensive than the previously authorized motor vehicle module, which has not become an immediate necessity. Given the current needs, the Board unanimously voted to authorize the purchase of the budgetary and cash receipting module.

## **NEW BUSINESS**

- Warrant(s) 66, 67, & 68 Disbursement Review/Sign  
Warrant 66 & 67 were reviewed and signed during the meeting off weeks and warrants 68 was reviewed and signed during the meeting.
- Annual Town Meeting Moderator  
The Board was informed that the regular annual meeting moderator is unavailable for the tentatively scheduled date of June 21, 2025. He has indicated availability the prior weekend, June 14th.  
The Board authorized the Clerk to contact the local school for information on their moderator as a potential alternative. If he is not available, the Board agreed to move the Annual Town Meeting to June 14, 2025.
- Edelheid Road Culvert  
The Board was notified of a culvert washout on Edelheid Road. Third Assessor Varney provided additional details based on his site visit, including observations of the damage and the proposed plan for repair. Rodney provided an update regarding the removal of road postings.
- Franklin County Budget Committee Public Hearing Notice  
The Board received notice of the Franklin County Budget Committee public hearing, along with accompanying documents outlining three proposed county tax options. The Plantation's final share will be determined based on the option selected.
- FY 25.26 Interlocal Excise Tax Agreement  
The Clerk requested authorization for either herself or the Chair of the Board of Assessors to sign the Interlocal Excise Tax Agreement. This agreement authorizes the acceptance of excise tax for designated neighboring towns and plantations under specific circumstances.
- Quarterly Financial Summary Report (1<sup>st</sup> QTR Calendar year/3<sup>rd</sup> QTR Fiscal Year)  
The Clerk presented the financial report for the first quarter of the calendar year, which corresponds to the third quarter of the fiscal year.

## **OTHER BUSINESS**

- Correspondence from RHR Smith  
The Board was informed that our auditing firm has sent an email outlining new procedures and implementations designed to improve efficiency and streamline operations. These changes will be reviewed and integrated as appropriate.
- AVCOG Communication  
The Board received correspondence from AVCOG requesting permission to place a textile drop-off bin. The Board agreed to allow placement, with the Clerk instructed to inform AVCOG of the transfer station's limited hours and the lack of paved areas for placement.

**NEXT MEETING DATE**

Tuesday, May 20, 2025, 3:30 PM Regular BOA Meeting

**ADJOURN MEETING**

Meeting was adjourned at 3:55 p.m.