

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: May 20, 2025
Time: 3:30 PM
Meeting called to order by: Steve Carr, 1st Assessor

IN ATTENDANCE

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

ABSENT

OPEN MEETING

Opened meeting at 3:30 PM

APPROVAL OF MINUTES

- May 13, 2025, Regular Meeting Minutes
The Board approved the minutes as submitted.
- May 13, 2025, BOA/Budget Committee Joint Meeting
The Board approved the minutes as submitted.

CONTINUING BUSINESS

- Budget Meeting Follow Up
 - Final Number Review
Continued review of budget following the last meeting; focused on finalizing figures and reconciling updates. Reviewed final budget numbers and discussed potential impact on the mil rate. Examined revised revenue and expenditure figures, including updates to projected raises, undesignated fund balances, carry forwards, and proposed transfers. Noted a significant reduction in the highway department request, largely due to use of carry forwards and transfers rather than new appropriations. Observed that some funding items now appear in different areas of the warrant compared to previous years, affecting how totals are presented. The clerk indicated she is prepared to answer questions related to the changes in fund allocation and budget structuring at the annual Town Meeting.
- LUPC Building Permit Report
No new permits have been issued by LUPC since the last meeting. Assessor Taylor inquired about apparent construction activity on an A-frame structure at a Main Street address. The clerk will follow up to verify the status of any permits related to that property.

- Solid Waste Diversion Grant Round II Open
Round 2 of the Solid Waste Diversion Grant is now open. The clerk informed the Board of her intent to resubmit the previous application, incorporating the suggested changes received as feedback from the Round 1 submission.
- Town Cloud Software Follow Up
After being informed that the Town would be remaining with TRIO, the alternate provider requested a follow-up discussion and has significantly reduced their first-year rate. While this reduced rate does not directly align with TRIO's current cost, it results in a net-zero financial impact during the transition, as certain TRIO modules will still need to be maintained in the interim. The provider expects to finalize their full suite of offerings by the end of this calendar year and has proposed a \$9,000 annual contract—representing a cost savings compared to TRIO's anticipated \$11,000 annual cost once migration to their web-based platform becomes mandatory. The provider's package also includes a strong financial module, potentially eliminating the need for QuickBooks, as well as BMV services at no additional charge.

NEW BUSINESS

- Warrant(s) 69, 70, & 71 Disbursement Review/Sign
Warrant 69 was reviewed and signed during the meeting off week and warrants 70 & 71 were reviewed and signed during the meeting.
- Annual Town Meeting June 21, 2025
Dave, the alternate moderator is available, so there's no need to move the date.
 - Draft Warrant
The draft warrant has now been reviewed by both MMA Legal and our Town Attorney. The Board offered suggestions and raised a few questions regarding the layout and presentation of figures that appeared significantly lower than in previous years. The clerk provided an explanation to clarify the changes.
 - Timeline
The clerk provided a brief timeline related to the upcoming Annual Town Meeting, scheduled for June 21, 2025. The warrant must be posted no later than June 14, 2025, and the town report must be available by June 18, 2025. The clerk will finalize the warrant and present it at the next meeting for Board review and signatures.
- Audit Engagement Letter
The auditors have reached out, as previously communicated, to initiate engagement for audit services. The Town has 30 days from the date of their communication to respond; failure to do so will result in being removed from their schedule. To proceed, the engagement letter must be executed and the first installment payment submitted.
- RSU #78 Board Vacancy
We received official notice of a vacancy on the RSU Board of Directors due to Robert Greene changing residency. Mr. Greene has identified Kala Alexander as an interested successor. Ms. Alexander previously served as a representative for Rangeley but resigned when she moved to Sandy River.

The Board has the authority to appoint a replacement to fill the position until the next Town Meeting, at which time Ms. Alexander may be elected to serve the remainder of Mr. Greene's term (per communication from MMA Legal).

The Board has requested that the clerk reach out to Ms. Alexander and invite her to attend their next meeting to discuss her interest in the position.

OTHER BUSINESS

- **Transfer Station Attendant, Schedule, Training & Record Keeping**
We have not yet received an official resignation from the current Transfer Station attendant, Mike Lowell, though Assessor Carr informed the Board that he communicated his intent to Mike. Steve has expressed interest in taking over the position. Additionally, seasonal resident Lars Lokken visited the office and expressed strong interest in working summer hours from June 1 through October 1, should the position become available. Wednesdays are scheduled from 4:30 to 6:30 PM starting May 1, and we need to confirm that this schedule change has been implemented. Transfer Station attendants are required to complete training; the clerk will compile training dates and costs and finalize the transfer station binder with all reporting requirements by the end of the month to ensure proper onboarding. Assessor Varney clarified that the position would need to be posted publicly, and a replacement will be determined afterward.

NEXT MEETING DATE

Tuesday, June 3, 2025, 3:30 PM Regular BOA Meeting

ADJOURN MEETING

Meeting was adjourned at 5:30 p.m.