

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date:	June 3, 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

OPEN MEETING

Opened meeting at 3:30 PM

APPROVAL OF MINUTES

- May 20, 2025, BOA Regular Meeting
The Board approved the minutes as submitted.

CONTINUING BUSINESS

- LUPC Building Permit Report
1 new permit since last meeting, construct decks and replace the roof over existing deck @139 Edelheid Road
- RSU #78 Vacancy Appointment
The Board discussed the vacancy on the RSU Board of Directors. Although authorized to appoint a replacement, the Board chose not to proceed with an appointment at this time. Instead, any interested individuals may present themselves at the Annual Town Meeting on June 21, 2025, where the position—vacated by Robert Green and expiring in June 2026—may be filled by election.

NEW BUSINESS

- Warrant(s) 72, 73, & 74 Disbursement Review/Sign
Warrant 72 was reviewed and signed during the meeting off week and warrants 73 & 74 were reviewed and signed during the meeting.
- Execute Annual Town Meeting Warrant
The Board reviewed the draft warrant for the Annual Town Meeting and voted to approve and execute it for official posting in advance of the meeting scheduled for June 21, 2025 at 10 AM.

- **Lawn Care & Maintenance**
Upon review of the submitted proposals, the Board determined that lawn care at the Transfer Station could be handled by the Transfer Station Attendant. The Clerk was directed to contact each contractor to determine if this change would affect their quoted fees and to request a flat-rate proposal from one vendor to allow for an apples-to-apples comparison with the other two submissions.
- **Insurance RFP**
The Board received an information sheet but no formal quotes in response to the insurance RFP. It was noted that the current provider expressed difficulty in offering a quote due to the staggered expiration dates of existing policies and the required timing for issuing proposals. Based on the lack of competitive quotes and the current provider's explanation, the Board is expected to consider continuing with the existing coverage.
- **Transfer Station Operator Training**
The Clerk provided notice of an upcoming Core One training date and gave an update on the status of the current Transfer Station Attendant. The Board directed the Clerk to draft a resignation letter for the current attendant to sign. As of the meeting, no official resignation has been received, and the position has not yet been posted. The Board discussed whether to move forward with posting the position in the absence of formal resignation.

The Board also decided to update the job description for the Transfer Station Attendant to include weed-whacking, general lawn upkeep, and shoveling during the winter months.

Assessor Carr and Taylor expressed interest in attending the Core One training. The Board directed the Clerk to register them for the session.

The Board briefly discussed e-waste pickup and tire disposal during the Transfer Station update. They recommended the Clerk follow up on both items and provided contact information for e-waste services.

OTHER BUSINESS

- **Annual Report Presentation**
The Clerk circulated the finalized Annual Report, compiled with assistance from local organizations and the Deputy Treasurer. The document was passed around for Board review and feedback. The report must be made available at least three days prior to the Annual Town Meeting.
- **Fireworks Permit Signs**
The Clerk informed the Board that the fireworks permit signs have been posted at each entry point into Sandy River Plantation and provided thumbnail images showing their locations.
- **Banking Rate Change**
The Clerk circulated an email from the bank that the interest rate on the account would be reduced. The originally agreed rate was for a six-month term, which the bank extended to nine months. During the meeting, Assessor Taylor reviewed current high-yield savings rates online and directed the Clerk to contact the financial institution to inquire if they could match these rates.

- Sign 2025 Waste Diversion Grant Application
The Clerk informed the Board that the second round of the Solid Waste Diversion Grant is available. She finalized the application requirements and presented the documents for signature by First Assessor Carr to enable submission.
- Driveway Entrance Permit
The Board reviewed and authorized a driveway entrance permit application for a driveway off an unnamed road in the Thunderbolt LLC subdivision. This road had previously been referred to as Red Moose Lane but is actually a fork off Red Moose Lane to the left.
- Assign Road Name
The driveway entrance permit application prompted a discussion on road naming procedures in Sandy River Plantation. The Clerk asked if the Board was aware of any existing rules or ordinances regarding naming roads.

The owner of the parcel—and the subdivision as a whole—proposed naming the road servicing the subdivision “Underwood Court.” Assessor Taylor asked the Clerk to contact the owner and suggest considering an animal-themed name to align with existing nearby road names such as Red Moose Lane, Ermine, and Bobcat Circle.

The Clerk will conduct a thorough review of town records in an effort to locate any existing guidance related to E-911 road naming. If no policy is found, a new policy will be implemented assigning responsibility for road naming to the Board of Assessors. The policy will require submission of a naming request form, subject to Assessor review and approval.

NEXT MEETING DATE

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

ADJOURN MEETING

Meeting was adjourned at 5:05 p.m.