MEETING MINUTES

BOARD OF ASSESSORS MEETING

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

In attendance
Board Members: Rodney Varney, Joanne Taylor, Lisa Kinsman
Staff: Ethna L. Thompson, BOA Secretary
Public: Cliff Raymond

ABSENT
None
(First Assessor Varney arrived approximately ten minutes after the meeting was called to order.)

Open Meeting
The meeting was called to order at 3:30 PM by Second Assessor Taylor.

Public Comment
Cliff Raymond was present. No public comments were offered.

Approve Minutes
The minutes of the June 16, 2026 Regular Meeting were approved by motion of Assessor Kinsman and second by Assessor Taylor.

Continuing Business

LUPC Building Permit Report
The Clerk reported several updates to the LUPC Building Permit Report since the previous meeting, including:

- A self-certified Short-Term Rental registration for 297 Edelheid Road;
- A permit amendment submitted by Arctaris; and
- A permit issued to the Fattman property.

The Clerk noted that the Short-Term Rental registration confirmed that municipalities receive notification when property owners complete the required LUPC registration process. As this was the first such notification received by Sandy River Plantation, discussion followed regarding encouraging compliance among other known short-term rental operators.

Following discussion, the Board directed the Clerk to utilize available resources to identify potential short-term rental properties within Sandy River Plantation and prepare a mailing reminding property owners of the LUPC registration requirement. The Board also directed that similar correspondence be provided to local property management and vacation rental companies that may manage properties within Sandy River Plantation or other LUPC jurisdictions.

Regional Funding Formula – Data Collection Draft Letter Review
The Board reviewed the draft correspondence prepared for the Town of Rangeley regarding historical and current data requested during previous regional funding formula discussions.

The Clerk requested confirmation that the draft accurately reflected the Board's prior direction and captured the requested information.

Motion: Assessor Kinsman moved to approve the letter and authorize execution by the Board at the meeting. Seconded by Assessor Taylor. Motion carried.

New Business

Warrant(s) Disbursement Review/Sign
The Board reviewed and signed the warrants for disbursement in accordance with standard practice.

Abandoned & Discontinued Roads Commission Survey
The Clerk informed the Board that the State of Maine is conducting an abandoned and discontinued roads survey as part of an effort to develop a statewide database.

The Board discussed whether completion of the survey would be best handled by the Clerk or one of the Road Commissioners. Following discussion, the Board agreed that the Clerk would conduct the necessary research using municipal records and available resources, after which a Road Commissioner would assist in completing the survey as needed.

Annual Appointments by Assessors
The Clerk presented the annual slate of statutory appointments, noting that current appointments expire on June 30, 2026, and recommending action prior to expiration to ensure uninterrupted appointment of required municipal officials.

Motion: Assessor Kinsman moved to approve the appointments as presented. Seconded by Assessor Varney. Motion carried.

Appointment documents were executed following Board approval.

Set Date and Time of BOA Meetings
The Clerk noted that maintaining the current biweekly schedule would result in the first meeting of the new fiscal year occurring on July 14, 2026. The Clerk suggested adjusting the schedule by holding the first meeting on July 7, 2026, and continuing on an every-other-Tuesday schedule thereafter.

Motion: Assessor Varney moved to establish the new meeting schedule beginning July 7, 2026, at 3:30 PM. Seconded by Assessor Kinsman. Motion carried.

Other Business

FY 2025–2026 Draft Audit
The Clerk reported receipt of the draft audit and related management representation letter. The Board received a brief overview of the audit and discussed authorization for execution of the required documents.

Motion: Assessor Taylor moved to authorize First Assessor Varney to execute the audit management representation letter and related documents on behalf of the Board. Seconded by Assessor Kinsman. Motion carried.

Fireworks Permit
The Board reviewed a fireworks permit application submitted by Ted Cooper for a July 4 display.

Motion: Assessor Kinsman moved to approve the permit. Seconded by Assessor Varney. Motion carried.

The Clerk will notify the applicant and issue the approved permit.

Resource Recovery Barn Site Work
Assessor Varney provided an update regarding completion of the site work for the Resource Recovery Barn project at the Transfer Station. He explained that additional work encountered during construction resulted in costs exceeding the original estimate by approximately $2,000.

Motion: Assessor Kinsman moved to approve payment of the invoiced amount. Seconded by Assessor Varney. Motion carried.

The invoice will be processed during the next accounts payable cycle.

Board Transition
As her term concludes, Assessor Kinsman offered several recommendations for future Board consideration.

She recommended revising the budget process so that proposed wage amounts are not initially included by Municipal Administration. Instead, she suggested the Board of Assessors develop and recommend compensation for municipal positions following completion of annual employee evaluations and consideration of current market information. She further recommended that the Municipal Administration evaluation be conducted earlier in the budget cycle to allow the Board sufficient time to develop and present its wage recommendations during the annual budget review process.

Assessor Kinsman further noted that the Transfer Station reporting spreadsheet remains available for continued use and indicated that it should be readily utilized once a laptop is available for the attendant. She offered assistance should any questions arise regarding the spreadsheet.

At the request of First Assessor Varney, Assessor Kinsman also indicated she is willing to remain involved in regional funding formula discussions following completion of her term. She stated she intends to develop a macro-enabled spreadsheet to simplify annual data updates for participating communities.

Calendar
- July 7, 2026 – Regular Board of Assessors Meeting, 3:30 PM

Adjourn Meeting
The meeting was adjourned at 4:22 PM.

Respectfully submitted,
Ethna L. Thompson, Clerk

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