

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date:	July 1, 2025
Time:	3:30 PM
Meeting called to order by:	Joanne Taylor, 2 nd Assessor

IN ATTENDANCE

Rodney Varney, Joanne Taylor, Lisa Kinsman
Ethna L. Thompson, Staff
Leslie Ferguson, Public

ABSENT

OPEN MEETING

Second Assessor opened the meeting at 3:30 PM

APPROVAL OF MINUTES

- June 3, 2025, BOA Regular Meeting
Consensus voiced to approve the minutes as presented.

CONTINUING BUSINESS

- LUPC Building Permit Report
One permit has been issued since the last report for new construction on Mill Brook Road. The permit was circulated to the Board for review.

NEW BUSINESS

- Warrant(s) 78, 79, & 80 Disbursement Review/Sign
Warrant 78 was reviewed and signed during the meeting off week and warrants 79 & 80 were reviewed and signed during the meeting.
- Organizational Items
 - Election of Assessors' Positions
Motion by Joanne Taylor to nominate Rodney Varney as First Assessor; seconded by Lisa Kinsman. Vote: All in favor. Motion carries.
Motion by Lisa Kinsman to nominate Joanne Taylor as Second Assessor; seconded by Rodney Varney. Vote: All in favor. Motion carries.
Motion by Rodney Varney to nominate Lisa Kinsman as Third Assessor; seconded by Joanne Taylor. Vote: All in favor. Motion carries.

- Set Date and Time of BOA Meeting
Discussion was held about setting meetings to the first and third Tuesday each month. The consensus of the Board was to maintain the current schedule (every other Tuesday at 3:30 PM).
- Set Notification Procedures for Special Meeting
The board discussed notification requirements. Consensus reached on a three-day minimum notice. Notices to be posted on the website and Facebook.
- Adopt Rules of Procedure (Robert's Rules of Order)
Clerk offered reasoning in favor of adopting an official set of rules. The Board declined to adopt Robert's Rules.
- FOAA Training Compliance
The clerk reminded members of the requirement to complete Freedom of Access Act training within 120 days of election. Self-certification forms and website information were distributed.

➤ Transfer Station

- Hiring of Attendant
To date, no formal applications have been received for the Transfer Station Attendant position. Only 1 (one) individual has expressed interest in the role. The Board requested the interested individual submit a formal application for consideration.

There was discussion around the importance of meeting state-mandated expectations, and some concern was expressed regarding previous challenges with documentation and regulatory compliance. These requirements have become more central to the role than in prior years, and the Board agreed that ensuring clear alignment with those standards will be essential moving forward.

➤ Operations Manual

The draft Operations Manual was reviewed and formally adopted by the Board. As recommended by the State, it will now be resubmitted for final review and approval.

The Board also discussed the need for secure cash managing procedures, including options such as a cash box, issuing receipts, or transitioning to a punch card or no-cash system.

➤ Consideration of Request to Revisit Cannabis Establishment Opt-Out

The Clerk reported receiving an inquiry about reconsidering the Plantation's prior decision to opt out of allowing marijuana establishments (believed to have occurred between 2016–2018). With no compelling reason to reconsider, the Board agreed to take no action unless a formal request is made by residents (e.g., petition).

OTHER BUSINESS

- **Fireworks Permit Application**
The Board approved a permit application submitted by Ted Cooper for 750 Main Street. Motion by Lisa Kinsman to approve the fireworks permit application; seconded by Joanne Taylor. Vote: All in favor. Motion carries.
- **Annual Appointments by Assessors:**
The Board voted to approve the slate of annual appointments as presented.
- **Driveway Permit Update**
An update from Bruce White was read into the record regarding driveway work.
- **Bank Account Update**
Bank account access is being updated. Steve will be removed, and Lisa will need to visit the local branch (with two forms of ID) to be added. She was advised to speak with Leslie, available Wednesday, and Thursday afternoon.
- **Email System Update**
Microsoft Exchange email accounts have been created under the Plantation's domain. Following the election of officers, login credentials were distributed to the appropriate Board members.
- **E-911 Signage & Plantation Responsibilities**
The Board is seeking clarification regarding signage on both private and public roads as it relates to E-911 addressing. Specifically, they are trying to determine who is responsible for installing and maintaining this signage. A concern was raised about certain properties that appear to have been assigned street names, even though these roads do not meet the official definition of a street as outlined in the E-911 guidelines. The Clerk will verify and present information at a later meeting.
- **Letter of Response Saddleback Logging**
The Board requested that the Clerk draft a letter expressing concerns about logging activity at Saddleback. Specific concerns include increased truck traffic, the impact of heavy vehicles on the road, and potential safety issues for pedestrians and skiers.

NEXT MEETING DATE

Tuesday, July 15, 2025, 3:30 PM Regular BOA Meeting

ADJOURN MEETING

Meeting was adjourned at 5:35 p.m.

Respectfully submitted,
Ethna L. Thompson, Clerk

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