

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: July 7, 2026
Time: 3:30 PM
Meeting called to order by: Joanne Taylor, 2nd Assessor

In attendance

Board Members: Rodney Varney, Joanne Taylor, Erin Johnson

Staff: Ethna L. Thompson, Clerk/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 3:31 PM by Second Assessor Taylor.

Organizational Items

The Board conducted its annual organizational meeting.

By motion of Assessor Taylor and second by Assessor Johnson, the Board elected Rodney Varney as First Assessor.

By motion of Assessor Johnson and second by Assessor Taylor, the Board elected Joanne Taylor as Second Assessor.

By motion of Assessor Taylor and second by Assessor Johnson, the Board elected Erin Johnson as Third Assessor.

Public Comment

Public attendee Cliff Raymond raised his questions at the conclusion of the meeting.

Approve Minutes

The June 30, 2026 Regular Meeting minutes were approved by motion of Assessor Johnson and second by Assessor Taylor.

Continuing Business

LUPC Building Permit Report

The Clerk reported one additional Short-Term Rental self-certification had been added to the LUPC report since the previous meeting.

Inland Fisheries & Wildlife Inventory Letter

The Board reviewed the final Inland Fisheries & Wildlife inventory letter previously discussed at the regional meeting.

Following review, the Board authorized distribution of the letter. The document was signed by the Board and will be forwarded with signatures from the participating municipalities under a single mailing coordinated by Dallas Plantation.

Policy Implementation & Monitoring

Annual Policy Review and Sign-Off

The Clerk presented the annual policy acknowledgment documents for Board review, including:

- Acceptable Use Policy
- Artificial Intelligence (AI) Use Policy
- Code of Ethics Policy

The Board completed the annual review and sign-offs were individually executed. The Clerk advised that the Financial Policy is available electronically and in hard copy for annual review and sign-off. Minor updates to supporting appendices will be completed administratively and do not require Board action.

Treasurer's Disbursement Warrant Policy Amendment

The Clerk presented a proposed amendment to the Treasurer's Disbursement Warrant Policy to better align the policy with statutory requirements and audit best practices.

The amendment expands the existing authorization allowing payment of certain obligations requiring immediate processing to include state fees, payroll obligations, and school payments upon a single municipal officer signature, while maintaining compliance with statutory warrant requirements for all other municipal disbursements.

By motion of Assessor Varney and second by Assessor Johnson, the Board approved the amendment to the Treasurer's Disbursement Warrant Policy.

New Business

Warrants

The Board reviewed and signed the Treasurer's warrants for disbursement in accordance with established municipal practice.

Interlocal Agreement to Collect Excise Tax

The Board reviewed an Interlocal Agreement authorizing participating municipalities to collect motor vehicle excise tax on behalf of one another during emergency situations when necessary.

By motion of Assessor Taylor and second by Assessor Johnson, the Board authorized First Assessor Varney to execute the agreement.

Other Business

Regional Funding Formula

Assessor Taylor inquired whether any response had been received regarding the Board's previously transmitted regional funding formula correspondence.

The Clerk reported that no response had been received to date.

Old Country Road Public Access Signage

Assessor Taylor requested an update regarding installation of the Beaver Mountain Lake public access signs.

Assessor Varney reported that two of the three signs have been installed.

Edelheid Road Complaint

The Clerk reported receipt of an anonymous complaint regarding a structure located on a shared water access parcel off Edelheid Road.

Assessor Varney advised that he followed up with the individual responsible for placing the structure, who indicated that LUPC had notified him it must be removed. The individual has indicated that the structure will be removed.

Edelheid Road Maintenance Request

Assessor Varney reported receiving a request to widen roadside mowing along Edelheid Road to improve pedestrian safety.

The Board discussed current roadway maintenance practices and noted that recent grading operations had already increased the available shoulder area. No further action was taken.

New Office Sign Project

Assessor Taylor requested an update regarding the municipal office sign.

The Clerk reported that no response had yet been received from the vendor following authorization to proceed and indicated she would follow up regarding the project.

Transfer Station Technology

The Clerk reported she is researching the purchase of the previously authorized laptop for the Transfer Station.

Assessor Taylor suggested obtaining two laptops to also provide additional flexibility for municipal administration, including remote work, future electronic meeting capability, and meeting notetaking. The Clerk will include both options during the purchasing review.

Public Questions

At the conclusion of the meeting, Cliff Raymond asked whether the Board follows up on complaints received regarding potential LUPC violations.

Assessor Varney responded that concerns brought to the Board or the municipal office are reviewed and appropriate follow-up is undertaken within the Board's authority.

Mr. Raymond also asked whether anyone inspects areas following private fireworks displays to ensure debris has been removed, including from nearby bodies of water.

Assessor Varney indicated that such inspections are not routinely conducted.

Calendar

- July 21, 2026 – Regular Board of Assessors Meeting

Adjourn Meeting

The meeting adjourned at 4:16 PM.

Respectfully submitted,

Ethna L. Thompson, Clerk

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