

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: July 21, 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: None

ABSENT

None

Open Meeting

The meeting was called to order at 3:35 PM by First Assessor Varney.

Public Comment

None

Approval of Minutes

The minutes of the July 7, 2026 Regular Meeting were approved, by motion of Assessor Johnson, and second by Assessor Taylor.

Continuing Business

LUPC Building Permit Report

The Clerk reported two additional Short-Term Rental (STR) self-certifications received since the previous meeting.

The Clerk also provided an update on efforts to notify and remind property owners of the State's STR registration requirements. Local rental agencies and Saddleback Mountain were contacted requesting assistance in distributing the information to property owners. Saddleback Mountain confirmed it will forward the information to each of the associated property owner associations.

Community Resilience Partnership

The Board reviewed the proposed Letter of Support required by the Community-Based Environmental & Energy (CEBE) program to advance Sandy River Plantation's participation in the Community Resilience Partnership.

By motion of Assessor Taylor and second by Assessor Varney, the Board authorized execution of the Letter of Support.

Quarterly Meeting Date

The Clerk reminded the Board that a scheduling poll had been distributed to determine availability for the next regional quarterly meeting.

Following discussion, the Board indicated that September 8, 2026, at 6:00 PM represented its preferred meeting date.

RSU 78 Quarterly Report

The Board discussed the importance of receiving regular updates from Sandy River Plantation's elected representatives to the RSU 78 Board of Directors.

It was noted that former Board member Leslie Ferguson-Packard routinely provided updates during her tenure. Since that position is currently vacant, no representative was available to provide an update, and no response has been received from the remaining elected representative regarding attendance at this meeting.

New Business**Warrant(s) Disbursement Review**

The Board reviewed and signed the Treasurer's disbursement warrants in the ordinary course of business.

FY25 Audit Planning – Governance Letter

The Clerk presented the FY25 Audit Governance Letter required to begin the annual audit planning process.

By motion of Assessor Varney and second by Assessor Johnson, the Board authorized the Clerk/Treasurer to execute the Governance Letter on behalf of the Plantation.

Other Business**FY27 Time Off and Office Closure Calendar**

The Clerk presented the draft FY2026–2027 Time Off and Office Closure Calendar identifying scheduled holidays, anticipated office closures, and a tentative leave schedule to keep on file.

The Clerk explained that, following Board review, the calendar will be incorporated into the municipal Outlook shared calendar, the Plantation website calendar, and communicated through the Plantation's established electronic notification methods, including social media platforms, to provide advance public notice.

The Clerk also reviewed the remaining available leave balance, noting that approximately 42.5 hours are currently intended to remain available for anticipated family leave associated with the expected arrival of a grandchild in January 2027, should the need arise.

Resource Recovery Barn Project

Assessor Varney reported that the proposed building location has been staked in preparation for construction of the Resource Recovery Barn.

The Clerk will present an updated grant expenditure report and draft operating policies governing use of the facility, including acceptable materials and operating procedures, at the next regular meeting.

Calendar

- August 4, 2026, 3:30 PM – Regular BOA Meeting

Adjournment

The meeting adjourned at 4:33 PM.

Respectfully submitted,

Ethna L. Thompson, Clerk

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