

# MEETING MINUTES

## BOARD OF ASSESSORS MEETING

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Date: July 29, 2025  
Time: 3:30 PM  
Meeting called to order by: Rodney Varney, 1st Assessor

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### IN ATTENDANCE

Board Members: Rodney Varney, Joanne Taylor, Lisa Kinsman  
Staff: Ethna L. Thompson  
Public: Leslie Ferguson, Donna Perry

### ABSENT

### Open Meeting

The meeting was called to order by First Assessor, Varney at 3:32 PM.

### Public Comment

A member of the public was present to offer historical background information related to the Saddleback D-PD (Development-Planned Development subdistrict), following up on discussion from a previous meeting. No action was taken.

### Approve Minutes

#### July 1, 2025 – Regular Meeting Minutes

The Board reviewed the minutes from the July 1, 2025, regular meeting. Amendments were discussed and approved. Motion carried to approve the amended minutes.

#### July 25, 2025 – Special Meeting

The Board reviewed the minutes from the July 25, 2025, special meeting. Amendments were discussed and approved. Motion carried to approve the amended minutes.

### Continuing Business

All items under Continuing Business were discussed briefly. No formal actions were taken, but the following directives were issued:

**Logging Letter of Concern** – The Board directed the Clerk to send the finalized letter of concern to the Land Use Planning Commission (LUPC).

**Transfer Station – Wi-Fi Service Quote** – The Board directed the Clerk to proceed with obtaining Wi-Fi services at the transfer station.

### New Business

#### Warrants 1, 2 & 3; Warrants 4, 5 & 6

The Board reviewed and signed Warrants 1 through 6 for disbursement.

## **Clerk Vacation Proposal**

The Clerk presented vacation and training day requests for 2025 and 2026. The following office closures and coverage details were noted:

2025:

August 2025 Training Days:

- Tuesday, August 26, 2025 – Deputy coverage (office open)
- Wednesday, August 27, 2025 – Office closed
- Thanksgiving Week:
  - Week of November 24, 2025
  - Office Closed: Wednesday, November 26 through Friday, November 28
- Christmas Week:
  - Week of December 22, 2025
  - Office Closed: Wednesday, December 24 through Friday, December 26

2026:

- Patriot's Week:
  - Week of April 20, 2026 (Patriot's Day observed Monday, April 20)
  - Office Closed: Thursday, April 23 and Friday, April 24
  - Deputy Coverage: Tuesday, April 21 and Wednesday, April 22
- Thanksgiving Week:
  - Week of November 23, 2026
  - Office Closed: Wednesday, November 25 through Friday, November 27
- Christmas Week:
  - Week of December 21, 2026
  - Office Closed: Wednesday, December 23 through Friday, December 25

The Board approved the vacation and training day requests by consensus.

## **CMP New Transmission Lines Notice**

Information was received and noted. No action was taken.

## **Policies**

Board members received advance copies of the following draft policies:

- Acceptable Use
- Artificial Intelligence (AI) Use
- Code of Ethics
- Emergency Management Policy Statement & Plan
- Financial Policies & Procedures Manual
- Forest Fire Mitigation
- Public Meeting Notice & Record Keeping

One member noted she had clarifying questions to address with the Clerk outside the meeting. No discussion or action was taken during the meeting. Work on all draft policies will continue at a future meeting and will include an amended Personnel Policy.

### **Transfer Station – Hours of Operation**

A concern from a resident regarding Sunday hours was shared. The resident suggested Wednesday hours be extended to four and shorten Sunday hours to six. The Clerk indicated she would present the suggestion to the Board. Board consensus was that the current hours were suitable to serve the community. No action was taken.

### **FY24 Audit – Final Draft (June 30, 2024)**

The final draft of the FY24 audit was noted. No action was taken.

### **Other Business**

#### **TownCloud Software Implementation Update**

The Clerk provided an update on the ongoing implementation of TownCloud, the new municipal software selected to replace TRIO and QuickBooks. While the TownCloud team has been responsive and supportive — with special appreciation noted for Rhonda's assistance — the transition has proven more complex than initially expected.

The Board acknowledged that the office is currently operating between systems and directed the Clerk to:

1. Gather cost estimates for continuing versus discontinuing with TownCloud, and
2. Schedule a follow-up meeting with TownCloud representatives.

### **Calendar**

The next regular BOA meeting is scheduled for **Tuesday, August 12, 2025, at 3:30 PM.**

### **Adjourn Meeting**

The meeting was adjourned at 5:09 PM by Chairman Varney.

### **Respectfully submitted,**

Ethna L. Thompson, Clerk

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