

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: August 12, 2025
Time: 3:30 PM
Meeting called to order by: Rodney Varney, 1st Assessor

IN ATTENDANCE

Board Members: Rodney Varney, Joanne Taylor, Lisa Kinsman
Staff: Ethna L. Thompson
Public: None

ABSENT

None

Open Meeting

The meeting was called to order by First Assessor, Varney at 3:24 PM.

Public Comment

None

Approval of Minutes

The Board unanimously approved the minutes of the July 29, 2025, Regular Meeting as presented.

Continuing Business

LUPC Building Permit Report

No new applications submitted to LUPC since the last meeting.

Policy Work Continued

The following policies were reviewed. There was consensus among Board members to amend all presented policies to require an annual review within 60 days of the start of the new fiscal year and to insert page numbers on all policy documents.

- Accepted (Action):
 - Acceptable Use Policy
Motion by Assessor Kinsman, seconded by Assessor Taylor. Vote: Unanimous.
 - Artificial Intelligence (AI) Use Policy
Motion by Assessor Kinsman, seconded by Assessor Taylor. Vote: Unanimous.
 - Code of Ethics
Motion by Assessor Kinsman, seconded by Assessor Taylor. Vote: Unanimous.
 - Financial Policies & Procedures Manual
Motion by Assessor Kinsman, seconded by Assessor Taylor. Vote: Unanimous.
 - Personnel Policy
Two actions were taken regarding the Personnel Policy.

Move to approve the recommended Earned Paid Leave (EPL) for regular part-time employees, aligning with the Maine PTO law.

Motion by Assessor Varney, seconded by Assessor Kinsman. Vote: Unanimous.

Move to accept the Personnel Policy as presented, rescinding the previous Personnel Policy version.

Motion by Assessor Varney, seconded by Assessor Kinsman. Vote: Unanimous.

- Public Meeting Notice & Record Keeping Policy

Motion by Assessor Varney, seconded by Assessor Kinsman. Vote: Unanimous.

- Registration & Licensing Policy

Motion by Assessor Varney, seconded by Assessor Kinsman. Vote: Unanimous.

- Treasurer's Disbursement Warrant Policy

Motion by Assessor Varney, seconded by Assessor Kinsman. Vote: Unanimous.

- Deferred for Further Review:

- Emergency Management Policy Statement & Plan

- Forest Fire Mitigation Policy

(Both policies are currently under external review and will be revisited upon receipt of feedback.)

TownCloud – Vendor Continuation Decision

The Board agreed to discontinue service with TownCloud. The Clerk was directed to prepare and send a simple correspondence to notify the vendor of the decision.

New Business

Warrants 7, 8 & 9 – Disbursement Review and Signatures

Warrants were reviewed and signed as required.

Discontinuance of Town Road – Discussion Only

A general discussion was held regarding the possible discontinuance of a one-mile stretch of road in Sandy River Plantation. The Board reviewed a brief overview of the statutory process, noting that final approval would require a vote by the constituency at a legally called Town Meeting, regular or special.

Note: No formal action or decision was made. Discussion only.

Subdivision Application Review Request – Morning Glory Subdivision

The Clerk was directed to respond to the request for comment using the specific language read aloud during the meeting.

Transfer Station Annual Inspection Report

The 2025 annual inspection report was reviewed. The Board noted significant improvements compared to the previous year's report, with only three noted items requiring attention (down from 15+ in the prior year).

- The 60-day compliance period began upon receipt of the report.
- Signage required by the inspection is either printed or in process and will be installed accordingly.
- They had a “hot load” discussion and the requirements for compliance were mentioned, there was a tentative plan to place a designated barrel in a safe location and label it as the hot load dumping area.

Other Business

- Assessor Varney informed the Board that, according to previous discussions, there is an extensive-length culvert on Edelheid Road that will require replacement. He noted the long lead times and cost concerns and requested consensus to authorize the ordering of an 80-foot culvert.
The Board reached consensus to proceed with ordering the culvert, recognizing that delays could result in higher costs or availability issues.
- The Clerk announced the award of a \$50,000 Solid Waste Diversion Grant. Communication regarding the grant contract is expected to begin shortly.
- A Certificate of Deposit (CD) was renewed at Franklin Savings Bank with a 3.78% interest rate and 3.85% annual yield.
- Transfer Station Wi-Fi installation is scheduled for the coming weeks following the installation of underground conduit.

Executive Session

The Board entered Executive Session pursuant to 1 M.R.S. § 405(6)(A) to discuss a personnel matter. No action was taken following the Executive Session.

Calendar

The next Regular Meeting of the Board of Assessors is rescheduled to Tuesday, September 2, 2025, at 3:30 PM to accommodate training and a Board member's absence on 8/26/2025.

Adjourn Meeting

The meeting was adjourned at 5:40 PM

Respectfully submitted,

Ethna L. Thompson, Clerk

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