

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: September 2, 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 3:29 PM.

Public Comment

None

Approve Minutes

The minutes of the August 12, 2025 regular meeting were reviewed and approved.

Continuing Business

LUPC Building Permit Report

No new building permit applications since the last meeting.

Policy Monitoring:

- Board members executed acknowledgements for the Acceptable Use, Artificial Intelligence, Code of Ethics, and Financial Policies and Procedures policies.
- Updates on the Emergency Management Policy Statement & Plan and the Forest Fire Mitigation initiative were provided. Both will remain on the agenda as continuing business.

Transfer Station State Inspection – Corrective Actions

An update was given on corrective actions; most items are complete, with a few requiring minimal additional steps.

Trio Update

Trio staff will work with the Plantation in September to complete software updates for financial management and cash receipting.

New Business

Warrants:

- Warrant 10 was signed during the off week. Warrants 11, 12 and 13 were reviewed and signed at this meeting.

AI Use Case Proposal Form

Per the new AI Use Policy, the Clerk submitted a proposal form, which was accepted by majority consensus of the Board.

Bridge Report – Saddleback Bridge #0373 (Town Hall Road)

The Board discussed the report and future maintenance concerns. Options considered included limiting the bridge to foot traffic only and the process for closure (public hearings and town meeting approval). No action was taken.

Driveway Entrance Permit

The driveway entrance permit request from David Stein was reviewed and approved.

Website ADA Compliance

The Clerk was authorized to move forward with a compliance audit.

Other Business

Employee Review

The Board discussed implementing an employee review process. Forms will be completed by Assessor Kinsman.

Saddleback Development

The Board discussed Saddleback and noted that no list of requests, recommendations, or proposals has been received. The Board also discussed the one mile of road from the Dallas Plantation town line to the Saddleback base lodge, which is owned and maintained by Sandy River Plantation, and potential options for its future.

Snow Removal Contracts

The Clerk will issue annual snow removal service contracts to Burgess and Dallas Plantation.

Edelheid Road Culvert Replacement

Replacement is scheduled in 6–8 weeks. The Clerk was directed to draft a notice letter. The road will be closed to local traffic only during construction. Residents and businesses will be notified.

Rangeley Lakes Builder Supply Users List

The approved users list needs to be updated.

Registered Voter File

The Clerk informed the Board that she will undertake an extensive update of the registered voter file, as an upload of voter registration cards appears to be outstanding.

Calendar

Next regular meeting scheduled for Tuesday, September 9, 2025, at 3:30 PM.

Adjourn Meeting

The meeting was adjourned at 4:40 PM

Respectfully submitted,

Ethna L. Thompson, Clerk

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