

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date:	September 9, 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: Craig Rule

ABSENT

None

Open Meeting

The meeting was called to order by First Assessor, Varney at 3:30 PM.

Public Comment

Craig Rule addressed the Board regarding runoff conditions on Bypass Road and the impact on his property. Assessor Varney scheduled a site inspection with Mr. Rule for September 10, 2025, at 12:30 PM.

General Assistance Appendices Public Hearing

The Board held a public hearing as required by statute on the annual General Assistance (GA) Appendices. The public hearing was open at 3:44 PM and closed at 3:46 PM. No public comment was offered.

Approve Minutes

The minutes of the September 2, 2025 regular meeting were reviewed and approved.

Continuing Business

- **LUPC Building Permit Report**

One new permit since the last report, for a 12x26 dwelling addition at 141 Red Moose Lane.

- **Emergency Management Policy Statement & Plan**

The Board reviewed the implementation toolkit and discussed timeline constraints, noting the need to align with budget considerations. It was also noted that contingency funds may be available to support implementation if needed. First steps identified include appointing an Emergency Management Director. The Clerk was

directed to seek confirmation from the Rangeley Fire Chief regarding contract coverage and to obtain feedback from Dallas Plantation, which has previously confirmed the scope of services under their contract with Rangeley. The Clerk will circulate the toolkit by email.

- **Forest Fire Mitigation:** No feedback has yet been received from outside organizations. The Clerk will distribute a draft implementation toolkit for review via email.

New Business

- **Warrants 13, 14 & 15**
Warrant 13, which fell during an off week, was executed at the rescheduled September 2 meeting. Warrants 14 and 15 were reviewed and signed at this meeting.
- **Driveway Entrance Permit – Daniel Sullivan**
The Board reviewed an application for Lot 27 on Ermine. Assessor Varney will conduct a site inspection prior to approval.
- **General Assistance Appendices Adoption**
The Board took action on the General Assistance Appendices. A motion was made by Assessor Kinsman, seconded by Assessor Varney, to adopt the appendices as presented. The motion passed 3–0.

Other Business

- **Clerk Updates:**
 - Awaiting refund from TownCloud, due by September 12.
 - Snow removal contracts have been sent; no response yet from Burgess, Dallas Plantation will consider on September 16.
 - Metal pile scheduled for pickup on September 12.
 - Annual LRAP certification completed, confirming use of funds and certification of \$6,112 for the upcoming year.
 - Registered voter list has been cleaned and updated to 132 voters. Upload of registration cards will occur after implementation of the new CVR system in December.
- **Solid Waste Diversion Grant**
The Board requested clarification on whether square footage requirements must be met within a single structure or can be divided across multiple structures. The Clerk will draft the inquiry.
- **Employee Performance Evaluation**
The Board continued review of draft forms and discussed creating a streamlined process. The Clerk will seek examples from other municipalities.
- **Board Training**
Assessor Kinsman encouraged members to use MMA training opportunities.

- **Disclosure**

Assessor Kinsman informed the Board she has been approached to join the Rangeley Trail Center Board of Directors. The Board acknowledged her disclosure and expectation of continued transparency regarding potential conflicts.

Calendar

The next regular meeting is rescheduled to Monday, September 22, 2025, at 3:30 PM due to a lack of quorum expected for the originally scheduled meeting on September 23.

Adjourn Meeting

The meeting adjourned at 5:14 PM.

Respectfully submitted,

Ethna L. Thompson, Clerk

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