MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date:	September 22, 2025
Time:	3:30 PM
Meeting called to order by:	Joanne Taylor, 2nd Assessor

IN ATTENDANCE

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

ABSENT

Rodney Varney

Open Meeting

The meeting was called to order at 3:22 PM by Second Assessor Taylor.

Public Comment

None.

Approve Minutes

The minutes of the September 9, 2025 regular meeting were reviewed and approved by consensus of the Board.

Continuing Business

- **LUPC Building Permit Report**
  Several new applications and issued permits were noted.

- **Emergency Management Policy Statement & Plan**
  The Board has not yet taken actionable steps toward implementing the Emergency Management Plan, and the plan remains unadopted. They discussed the potential appointment of a Board member to serve as Emergency Management Director and noted that other key appointments still need to be addressed. This will remain a standing agenda item and will be discussed further at the next meeting when the full Board is present. The Clerk also shared the Rangeley Fire Chief's response regarding the scope of services covered under the existing contract.

- **Forest Fire Mitigation**
  No feedback has yet been received. Agencies previously indicated input would be available mid- to late September; the Clerk will follow up at the end of the month if no response is received.

- **Solid Waste Diversion Grant Updates**

The Board discussed options related to the Solid Waste Diversion Grant following a proposed change in project design. The Clerk confirmed with Waste Management grant contacts that the Plantation can either proceed with the original $50,000 single-structure plan—maintaining the full $37,500 grant and $12,500 local match—or revise the scope to a lower-cost, two-building option, with the grant adjusted to 75% of the new total. The Board expressed interest in proceeding with a revised plan that fully utilizes the available grant and match funding.

New Business

- **Warrants 16, 17 & 18**
  Warrant 16 was executed during the off week. Warrants 17 and 18 were reviewed and signed at this meeting.
- **Snow Removal Contracts:**
  - **Burgess Construction** has executed the contract for the 2025–26 season with no price increase. The Board authorized Second Assessor Taylor to countersign the contract. The Clerk will forward the fully signed copy via email.
  - **Dallas Plantation** submitted a contract reflecting a 10% increase. Assessor Varney previously mentioned informally discussing potential interest with Saddleback. He also met with Matt on Friday and will provide an update at the next meeting.

Other Business

- **Employee Evaluations**
  The Clerk reported no initial feedback from the municipal listserv regarding employee evaluation forms, but after a follow-up request, received five sample forms for review. Assessor Kinsman asked the Clerk to review the samples and provide recommendations for strong options to use moving forward for the Deputy Treasurer and Transfer Station Attendant positions.

- **Pest Control**
  A yellow jacket nest was treated on September 19 and 20 by a pest control contractor, including follow-up treatment for broader insect activity.

- **Dallas Hill Road Maintenance**
  Dallas Plantation inquired whether Sandy River Plantation would be interested in piggybacking on their upcoming crack sealant project for the one mile of road maintained at Saddleback. The Board indicated no interest at this time, not a previously discussed or budgeted project.

- **Interest Rate Change**
  Franklin Savings Bank notified us of a rate change effective September 19, reducing rates by 0.15%.

- **Meeting Agenda Process**
  The Clerk reminded the Board that the "Other Business" agenda item is reserved for emergent issues arising after an agenda is posted. All other items should be submitted in advance for inclusion in compliance with public notice requirements.

- **TownCloud**
  The Clerk reported that there has still been no response from TownCloud regarding the request to terminate the service agreement and issue a refund. The Clerk will follow up.

- **Onsite Network Access**

There was discussion regarding onsite access to the server, which currently must be managed through the IT department. It was recommended that the Clerk contact IT to request local access credentials (username and password) to facilitate direct connection.

- **Regional Meeting Agenda Items**
  Assessor Kinsman suggested adding a topic to the next quarterly regional meeting agenda regarding opportunities for community education related to emergency management and fire protection services.

- **RSU #78**
  Board members present briefly discussed the cost implications of remaining in the RSU versus the potential savings if Sandy River Plantation were to withdraw. The discussion included the gap between the state per-student funding cap and the actual per-student cost under the RSU. Members also raised the question of what the financial and procedural requirements would be to initiate a withdrawal from the RSU.

Calendar

The next regular meeting is scheduled for Tuesday, October 7, 2025, at 3:30 PM.

Adjourn Meeting

The meeting was adjourned at 4:05 PM.

Respectfully submitted,

Ethna L. Thompson, Clerk

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