

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date:	October 7, 2025
Time:	3:30 PM
Meeting called to order by:	Rodney Varney, 1 st Assessor

IN ATTENDANCE

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

ABSENT

Joanne Taylor

Open Meeting

The meeting was called to order at 3:26 PM by First Assessor Varney.

Public Comment

None.

Approve Minutes

The minutes of the September 22, 2025 regular meeting were reviewed and approved by unanimous consensus of the Board.

Continuing Business

- **Edelheid Road Culvert Replacement**

The culvert replacement project is scheduled to begin the week of October 13th. The Clerk was directed to post a notice on the Plantation's website and Facebook page. Additionally, an email will be sent to a single known contractor who accesses the road regularly.

- **LUPC Building Permit Report**

Three new permits were circulated for Board review.

- **Policy Implementation & Monitoring**

- **Emergency Management Policy Statement & Plan**

The Board discussed ongoing implementation planning. It was agreed that a list of positions to appoint will be prepared and brought forward at the next meeting.

- **Forest Fire Mitigation**

The Clerk reported that no response has yet been received from the Maine Forest Rangers, noting that it has been an active fire season.

- **Regional Meeting Agenda Topics**

The Board discussed potential topics for the upcoming regional meeting, including the regional funding formula and coordination of fire department trainings recently confirmed as services covered in the Rangeley contract. Discussion included how such trainings could be structured to serve both municipal employees and boards as well as the general public through collaborative efforts.

As part of this discussion, the Board also reviewed recently adopted language in the Town of Rangeley Comprehensive Plan, which includes objectives to “form a deeper relationship with Saddleback Resort” through collaboration, improved communication, and joint efforts related to housing and economic development. The Board discussed the intent and implications of this language, noting that a significant portion of the resort lies within Sandy River Plantation. The Board agreed this should be included as a regional meeting agenda topic to clarify the purpose of the language and discuss how future initiatives involving Saddleback can best be coordinated among the affected municipalities.

- **Snow Removal Contract – Saddleback Road (only)**

The Board reviewed proposals for the upcoming season and opted to proceed with the lower-priced option. The Clerk was directed to notify Dallas Plantation that Sandy River will be going in a different direction and to inform Saddleback that they have been selected as the service provider.

- **Software Updates**

- **TownCloud**

- No document had been received as of the end of the prior week or by the time of this meeting.

- **TRIO**

- The system is active and functioning. Staff continue to work through the learning curve but are adjusting well to the new platform.

- **Solid Waste Diversion Grant**

The Board is awaiting receipt of the final contract. An email dated October 2 indicated the contract was being sent in for final approval. Assessor Varney presented a quote for a prefabricated-style structure and will reach out to additional contractors for comparative quotes.

New Business

- **Warrants 19, 20 & 21**

Warrant 19 was signed during the off week. Warrants 20 and 21 were reviewed and signed at this meeting.

- **Quarterly Financial Report**

The quarterly financial report was presented to the Board for review.

- **Transfer Station Operations**

At the request of Assessor Kinsman, the Board discussed transfer station operations, procedures, and requirements.

Other Business

- **Audit Documentation**

The Board authorized the Clerk to sign the client confirmation and communication with governance documents for submission to the auditors for the FY24-25 audit, scheduled for late November.

- **Saddleback – Adequate Facilities Letter**

The Clerk presented correspondence from Saddleback requesting sign-off on an adequate facilities letter. The Board reviewed the materials and developed follow-up questions for clarification. The Clerk was directed to forward those questions to the organization.

Calendar

The Clerk noted that absentee ballots became available on Monday, October 6, 2025. The next regular meeting is scheduled for Tuesday, October 21, 2025, at 3:30 PM. The Clerk also included the following meeting date, Tuesday, November 4, 2025, which falls on Election Day and will need to be rescheduled.

Adjourn Meeting

The meeting was adjourned at 5:19 PM.

Respectfully submitted,

Ethna L. Thompson, Clerk

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