MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date:	October 13, 2026
Time:	3:30 PM
Meeting called to order by:	Joanne Taylor, 2nd Assessor

IN ATTENDANCE
Assessors: Joanne Taylor, Second Assessor; Erin Johnson, Third Assessor
Staff: Ethna L. Thompson, BOA Secretary
Public: Ted Hall, Lisa Kinsman, Clifford Raymond

ABSENT
Rodney Varney, First Assessor

OPEN MEETING

The meeting was called to order at 3:28 PM by Assessor Taylor.

PUBLIC COMMENT

Ted Hall requested clarification regarding winter maintenance of Old Country Road, which the Board recently confirmed as a Town Way following review of historical municipal records.

Mr. Hall offered to continue privately funding snow removal on the road. The Board expressed reservations about authorizing private snow removal without further review. Assessor Taylor confirmed that Old Country Road had been added to the Plantation's contracted snow removal services with Burgess Construction. Mr. Hall indicated that he would contact Burgess Construction regarding the possibility of coordinating snow removal for his driveway with the contractor.

APPROVE MINUTES

The September 29, 2026, regular meeting minutes were approved by motion of Assessor Johnson and second by Assessor Taylor.

CONTINUING BUSINESS

LUPC Building Permit Report

The Clerk reported recent LUPC activity, including approval of a one-acre subdivision encompassing the building envelope and surrounding area of The Nest, Saddleback's mid-mountain trail lodge and dining facility; an additional short-term rental self-certification; and a permit for a boardwalk.

Regional Funding Formula – Data Review and Subcommittee Update

Lisa Kinsman presented her October 8, 2026, memorandum and supporting data sheets regarding the regional funding formula historical lookback for fiscal years 2023–2024 through 2026–2027. The

review examined the impacts of updated population and housing data, along with potential inconsistencies in the formula's calculations and underlying data.

Ms. Kinsman reviewed adjustments made following the September 8 Regional Quarterly Meeting, including the use of Census Bureau population data, removal of Richardson Township and Township C from applicable housing and state valuation calculations, and incorporation of updated regional billing information. She noted that the 2026–2027 municipal housing data remained outstanding.

The materials also outlined recommended next steps, including validation of the historical recalculations by the regional subcommittee, incorporation of validated adjustments into the 2027–2028 billing, and consideration of a process to accommodate differences between county and municipal budget schedules.

Ms. Kinsman indicated that she would complete the updated data sheets for distribution to the regional funding formula validation subcommittee by October 14, in advance of its scheduled meeting.

Town Line Sign – Saddleback

The Clerk reported that Dallas Plantation was scheduled to discuss the proposed town line signage at its meeting later that evening.

The Transfer Station Attendant had previously been asked to review existing sign installations and assess the proposed location. Due to a shoulder injury, he indicated that he would be unable to undertake the installation.

The Board discussed alternative installation options. Assessor Johnson suggested that someone associated with Saddleback might be able to assist, and the Clerk suggested consulting Assessor Varney upon his return.

Municipal Sand Box – Replacement Options

The Clerk presented four replacement options for the municipal sand box, including a job box, stationary grain bin, constructed enclosure, and shipping container (Conex box), with varying costs and accessibility considerations.

The Board expressed a preference for a 10-foot shipping container due to ease of filling and accessibility for residents, while noting that a job box with a sloped lid appeared to be the most cost-effective option.

Assessor Taylor made a motion to authorize purchase of the job box, provided that a used 10-foot shipping container could not be obtained within the approximate $1,600 price range. The motion received no second and was withdrawn.

The Clerk was directed to continue researching replacement options within an approximate $1,600 cost ceiling, including the availability of a used 10-foot shipping container, and to consult the sand contractor regarding the height and suitability of potential replacements for ease of filling.

Wagner Forest Management – Edelheid Apron Request

The Clerk reported that no response or additional information had been received from Wagner Forest Management following the Board's previous request for a sketch illustrating the proposed improvements to the Edelheid Road/Route 4 entrance.

The Clerk also reported learning that the unimproved access route adjacent to the existing apron is a right-of-way. The possibility of improving and utilizing that access rather than modifying the existing entrance was noted for consideration.

No action was taken pending receipt of additional information from the applicant.

NEW BUSINESS

Warrant(s) Disbursement Review/Sign

Warrants were reviewed and signed during the public meeting in accordance with the Board's standard practice.

OTHER BUSINESS

Administrative Updates

ACO Kennel and Town Office Sign

The Clerk reported that the contractor anticipated coming the following week to complete the kennel installation and Town Office sign project.

Arctaris Liquor License Renewal Application

The Clerk provided an update regarding the previously reviewed liquor license renewal application. Following communications with the State concerning deficiencies in the application, the State recommended that the applicant withdraw the existing application and submit a new application.

The Clerk reported that Kate Williamson had been contacted by email requesting withdrawal and resubmission. No response or revised application had been received as of the meeting.

FEMA Draft Flood Maps

The Clerk reported receipt of notification that FEMA's initial draft flood maps for Franklin County were available for review. The Clerk will obtain and review the mapping materials, with a 30-day period available for submitting comments or input.

Resource Recovery Barn – Electrical Service

The Clerk reported that an electrical inspection certificate had been submitted to CMP at the request of the electrical contractor. CMP subsequently advised that a permit would be required. The Clerk notified the contractor, who indicated that he would address the permitting requirement.

Calendar
October 27, 2026, at 3:30 PM – Regular Board of Assessors Meeting.

Adjourn
The meeting was adjourned at 4:50 PM by motion of Assessor Taylor and second by Assessor Johnson.

Respectfully submitted,
Ethna L. Thompson, Clerk

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