

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: October 21, 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: Cliff Raymond

ABSENT

Open Meeting

The meeting was called to order at 3:31 PM by First Assessor Varney.

Public Comment

A representative from the Rangeley Meal Site, Cliff Raymond, attended to discuss the process for requesting donations from the municipality. He provided a brief overview of the organization's purpose and requested that the Board consider any available support. The Board explained that no funds were budgeted or approved by voters for this purpose and that the organization had not been considered for funding this year because it did not meet all three established submission requirements. The Board noted that, while the program serves a valuable community function, the established criteria must be applied consistently to all applicants.

Approve Minutes

The minutes of the October 7, 2025 regular meeting were reviewed and approved by consensus of the Board.

Continuing Business

- **Edelheid Road Culvert Update**

The project has been postponed due to weather conditions. Assessor Taylor reiterated her request for a written quote for the work. Assessor Varney indicated that only a verbal estimate has been received to date. Funding availability was also discussed. Assessor Varney will follow up with the contractor to obtain a written estimate as a formality.

- **LUPC Building Permit Report**

No new permit applications have been received since the last meeting.

- **Emergency Management Policy Statement & Plan**

The Board held an extensive discussion regarding the positions required under the policy, the duties associated with each, and potential appointees. No formal action was taken, and the policy was not adopted pending further discussion with the Town of Rangeley. This topic will be revisited following the regional quarterly meeting scheduled for November 18 at 6:00 PM.

- **Forest Fire Mitigation**

The Clerk reported receiving an email from Lt. Harris, Maine Forest Ranger, noting he had not forgotten the Plantation's inquiry. He indicated that a recent meeting had taken place, though he was not in attendance, and that he would provide follow-up once additional information becomes available.

- **Regional Meeting Agenda Items**

The Board discussed and identified several topics to request for inclusion on the upcoming quarterly regional meeting agenda. These included the regional funding formula, coordination of fire department training, emergency management planning and response, and the recently adopted language in the amended Rangeley Comprehensive Plan. The Clerk was directed to submit the list of topics for inclusion on the November 18 meeting agenda.

- **TownCloud Termination Agreement & Mutual Release**

The item remains on the agenda for recordkeeping purposes. A signed copy was submitted to TownCloud on October 8; no countersigned document or refund has been received to date.

- **Transfer Station Operations**

At the request of Assessor Kinsman, the Board discussed operational procedures and coverage responsibilities. Assessor Kinsman noted her intent to complete Core 1 training at the end of the month and inquired about expectations for being able to assist as other Board members currently do. The Clerk requested clarification on mattress disposal costs and was directed to update the website to clarify that the posted rate applies per item, not per pair.

New Business

- **Warrant(s) Disbursement Review/Sign**

The Board reviewed warrants executed during the off week, as well as new warrants for the current week, which were reviewed and signed.

- **Adequate Facilities Letter – Saddleback**

The Board revisited the discussion regarding Saddleback's request for a signed Adequate Facilities Letter. This item was included to document all correspondence and follow-up communication since the October 7 meeting, during which the Board requested additional information. The Clerk summarized the email exchange with Saddleback representatives, who provided clarifications to the questions submitted by the Board. The correspondence and supporting materials were entered into the record for transparency.

- **Plumbing Permit Quarterly Report**

The Local Plumbing Inspector submitted the quarterly report for plumbing permits for Board review.

- **RJD Appraisal 2026–2027 Assessing Service Proposal**

The Board reviewed the proposal from RJD Appraisal for assessing services for the 2026–2027 contract period. The proposal includes a \$40 rate increase. The Board provided informal confirmation of understanding and agreement with the proposed rate.

- **Tax Commitment**

The Clerk provided an update on the FY26 tax commitment, noting that because November 1 falls on a Saturday this year, the commitment will be processed on Friday, October 31,

while retaining the official date of November 1. All Board members will need to be present on October 31 to sign the required documents.

Other Business

None

Calendar

The Clerk noted that the next scheduled meeting date, Tuesday, November 4, 2025, falls on Election Day and will need to be rescheduled. The Board tentatively scheduled their next meeting for Thursday, November 6, 2025, at 3:30 PM.

Adjourn Meeting

The meeting was adjourned at 5:25 PM.