

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date:	December 4, 2025
Time:	3:30 PM
Meeting called to order by:	Rodney Varney, 1 st Assessor

IN ATTENDANCE

Board Members: Rodney Varney, Joanne Taylor, Lisa Kinsman
Staff: Ethna L. Thompson, BOA Secretary
Public: Leslie Ferguson

ABSENT

None

Open Meeting

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

Public Comment

None.

Approve Minutes

The minutes of the November 18, 2025, Regular Meeting and the November 18, 2025, Quarterly Regional Meeting were reviewed and approved. Motion: L. Kinsman; Second: J. Taylor.

Continuing Business

- **LUPC Building Permit Report**

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

- **Policy Implementation & Monitoring**

- **Emergency Management Policy Statement & Plan**

The Clerk provided an update on the direction of the Emergency Management Plan following her recent meeting with the Forest Rangers. The Rangers recommend incorporating the relevant components of the current Forest Fire Mitigation Plan into the Emergency Management Plan for consistency and operational clarity.

- **Forest Fire Mitigation / CWPP Development**

The Clerk further reported that the State recommends developing a Community Wildfire Protection Plan (CWPP) a formalized document similar in content to the existing mitigation plan but required to follow a specific structure for State recognition and eligibility for grant opportunities (e.g., dry hydrants and other fire protection resources). Work on this will proceed in coordination with the updated Emergency Management Plan.

- **Universal Waste Update**

Assessor Kinsman provided an additional update on universal waste handling at the transfer station based on her Core 1 Transfer Station Attendant training. She identified newly implemented procedural requirements, including daily logs, weekly reporting, and associated record-keeping tasks necessary to remain compliant with State regulations.

New Business

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

The Board reviewed and signed current warrants. Off-week warrants were acknowledged and entered into the record.

- **Quarterly Regional Meeting**

- **Meeting Follow-Up**

The Board briefly reflected on the November 18 regional meeting.

- **Identify Potential Dates for April 2026 Meeting**

To avoid conflicts with annual budget development across participating municipalities, the Board proposed holding the next quarterly regional meeting using April 1, 2025, assessment data and suggested tentative meeting dates of February 24 or March 3, 2026, for consideration.

- **RSU Board Vacancy – Candidate Discussion**

After discussion and confirmation of interest from the proposed candidate, Leslie Ferguson Packard was appointed to fill the vacancy until the next Town Meeting/election in June. Motion: J. Taylor; Second: L. Kinsman. Appointment and oath of office documents will be completed prior to the next RSU 78 Board of Directors meeting.

Other Business

- **Liquor License – Saddleback Mountain**

The Board reviewed a liquor license application submitted earlier in the day via email.

The Board approved the application pending receipt of the following items:

- A copy of the elevator license,
 - Clarification of primary contacts,
 - Hours of operation, and
 - Clarification regarding “cottage” language appearing on the associated health license.

Motion: J. Taylor; Second: L. Kinsman.

Calendar

The next regular Board of Assessors meeting is scheduled for Tuesday, December 16, 2025, at 3:30 PM.

Adjourn Meeting

The meeting was adjourned at 5:20 PM.

Respectfully submitted,

Ethna L. Thompson, BOA Secretary

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