

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: December 17, 2024
Time: 4:00 PM
Meeting called to order by: Steve Carr, 1st Assessor

IN ATTENDANCE

Steve Carr, Joanne Taylor, Rodney Varney, Ethna L. Thompson

ABSENT

None

OPEN MEETING

Opened meeting at 4:00 PM

APPROVAL OF MINUTES

- December 3, 2024, Regular Meeting Minutes
The Board approved the minutes as submitted.

CONTINUING BUSINESS

- LUPC Building Permit Report
A copy of the report was circulated among board members; there has been a single update since last week.
- Stream Crossing Grant Agreement
Assessor Varney reported he had received no return calls from the contacts he reached out to regarding assistance with a quote. The Board directed the Clerk to contact the State rep handling our grant and ask her for guidance regarding how to avoid prohibitive upfront costs in obtaining the project cost estimate she is looking for.

NEW BUSINESS

- Warrant(s) #36, 37, & 38 Disbursement Review/Sign
Warrant 36 was signed in the previous week/off meeting week and warrants 37 & 38 were reviewed and signed at the meeting.
- BMV Agent Status
The State issued a congratulatory notice that the Clerk had obtained permanent Motor Vehicle Agent Status.

➤ Budget Meeting(s) Schedule

The Board discussed meeting schedules, tentatively scheduling three joint meetings, 3/4/2025, 4/1/2025, and 5/13/2025. Notice will go out to the Committee.

○ Budget Committee Membership

The Clerk updated the Board regarding the status of the Budget Committee membership, a non-permissive vote was allowed to be carried at Town Meeting, the article expressly called for three members, after legal opinion the members were contacted and each was asked if they may be interested in vacating the seat, still working on finalizing the group make up. They each will have to come in and execute an oath of office, and meet the freedom of access training requirements.

○ Donation Request Policy/Timeline

The Clerk placed this item on the agenda to seek guidance on the prior year's processes, suggest a policy be established going forward, and conduct a review of the application. A deadline for applications was established, February 1st of each calendar year, request to strike "encourage" language from the policy, add language to distinguish types of donations being requested, i.e. community, business, and directive not to solicit donations by sending out letters with notice of the deadline for requests.

➤ Driveway/Entrance Permit Policy

After reviewing statutes as directed, the Clerk determined there is no language prohibiting a municipality from requiring a driveway entrance permit on private ways. In fact requiring a driveway permit, even on private roads, offers significant advantages for both safety and community planning. It ensures that driveways are built to proper standards, supports long-term infrastructure management, and helps protect the environment. Additionally, it provides consistency and fairness for all property owners while safeguarding the municipality's legal interests. This approach fosters a well-organized, safe, and sustainable community for the future. The draft policy was reviewed and approved.

➤ Quarterly Meeting Agenda Item Request

A request was made by one of the Assessors to include a review of the funding formula on the quarterly meeting agenda. The agenda, as presented by the Town of Rangeley, was reviewed, and no additional items were requested by the Board for inclusion.

➤ Treasurer Job Description

A draft job description for the position was presented for review. The Clerk requested clarification regarding the reporting structure, specific job duties, and whether the role should be classified as a deputy position, given the limited hours. It was determined that the position will report to the Office Manager/Treasurer and should be designated as a Deputy position.

➤ Treasurer Position Applicant

The Board was presented with a copy of an application for the position. After reviewing it, the Board directed the Clerk to conduct an interview and proceed with hiring if the candidate is deemed suitable. The position will include a 6-month

probationary period, with the Clerk conducting a 30-day review and reporting the findings to the Board.

OTHER BUSINESS

➤ Revaluation

The Board discussed various revaluation options for the future, including the possibility of compensating Board members who may actively participate in the revaluation process by conducting site visits. The cost per structure was also mentioned as a factor in determining the potential overall cost of the project.

➤ Time Off Request

The Clerk requested the remainder of Christmas week off, stating she would work a full day on Christmas Eve and take Wednesday, Thursday, and Friday off, if permissible. The Board members present approved the time off.

NEXT MEETING DATE

➤ Tuesday, December 31, 2024

The Board will not be meeting on New Year's Eve, the next meeting date will be as scheduled, January 14, 2025.

ADJOURN MEETING

Meeting was adjourned at 5:52 PM