

# MEETING MINUTES

## BOARD OF ASSESSORS MEETING

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Date:	December 30, 2025
Time:	3:30 PM
Meeting called to order by:	Rodney Varney, 1 <sup>st</sup> Assessor

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### In attendance

Board Members: Rodney Varney, Joanne Taylor, Lisa Kinsman

Staff: Ethna L. Thompson, BOA Secretary

Public: Leslie Ferguson-Packard

### ABSENT

None

### Open Meeting

The meeting was called to order at 3:40 PM by First Assessor Varney, following completion of a counter transaction by the Clerk.

### Public Comment / Agenda Adjustment

None

### Approve Minutes

The minutes of the December 16, 2025 regular meeting were reviewed and approved.

Motion: L. Kinsman   Second: J. Taylor

### Continuing Business

- LUPC Building Permit Report  
No new permit applications have been received since the last meeting.
- Policy Implementation & Monitoring  
The Clerk provided a brief check-in on policy items, primarily to update First Assessor Varney, who was absent from the prior meeting. No action was taken.

### New Business

- Warrant(s) Disbursement Review/Sign  
The Board reviewed warrants processed during the off week and reviewed and signed warrants for the current week.

- **Town Office Sign**  
The Board discussed the Town Office sign, which was displaced during a recent windstorm and subsequently reinstalled prior to the community holiday event. The incident prompted renewed discussion regarding potential replacement. The Board directed the Clerk to request a quote from SignWorks, including use of the Plantation logo and installation costs (posts and hardware).

## **Other Business**

- **RSU Update**  
Leslie Ferguson-Packard attended to provide updates following recent RSU discussions, including continued consideration of the funding formula. The Board directed the Clerk to contact both Sandy River Plantation representatives to determine responsibility for providing quarterly updates to the Board.
- **Regional Quarterly Meeting**  
The Clerk reported receiving confirmation from Dallas Plantation that February 24, 2025, at 6:00 PM works for the next regional quarterly meeting.
- **Transfer Station – Wi-Fi Installation**  
The Clerk reported that Wi-Fi installation at the Transfer Station is complete and the service is active. The Board indicated that the network name and password should be publicly posted.
- **TownCloud Refund Follow-Up**  
The Clerk reported that a final request for refund payment has been sent, outlining the timeline of prior communications. She requested guidance on next steps should no response be received. The matter remains pending.
- **Transfer Station Access & Key Management**  
The Board discussed access and key control for the Transfer Station. The Clerk proposed implementing clearer access controls to support operational clarity, accountability, liability reduction, and alignment with state compliance expectations.
- **Clerk Leave Request / Earned Paid Leave**  
The Clerk requested leave on January 2, 2026. A broader discussion followed regarding remaining earned paid leave balances and the allowable usage period. The Board directed the Clerk to develop a plan and schedule for using remaining vacation time by the end of the fiscal year.
- **Shared Calendar**  
Assessor Kinsman indicated she will work on establishing a shared calendar to assist Board members and staff in tracking availability and schedules.
- **Solid Waste Diversion Grant**  
At the request of Assessor Taylor, the Clerk was directed to follow up on the Solid Waste Diversion Grant. The last communication in October indicated a contract would be forwarded for finalization; no further updates have been received.

**Calendar**

The next regular Board of Assessors meeting is scheduled for Tuesday, January 13, 2025, at 3:30 PM.

**Adjourn Meeting**

The meeting was adjourned at 4:35 PM.

**Respectfully submitted,**

Ethna L. Thompson, BOA Secretary

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