

MEETING MINUTES

BOARD OF ASSESSORS MEETING

Date: July 16, 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

APPROVAL OF MINUTES

The Board approved the minutes as submitted.

NEW BUSINESS

- Warrant(s) 3, 4 & 5
Warrant 3 was signed by the majority the previous week, warrants 4 & 5 reviewed and signed at the meeting.
- Land fill building repairs and grading
 - Transfer Station (additional dumpster or twice a week dump)
The Board discussed grading and upgrade needs at the transfer station, including the potential for a new structure to enclose containers and office space for the attendant. Unanimously decided to maintain the twice a week dump with no additional dumpster request.
- 2024 Payment in Lieu of Taxes (PILT) payment Notification
Circulated copy of letter notifying the Board we had received PILT funds from the State of Maine in the amount of \$3529.00.
- MDOT Local Road Assistance Program (LRAP) Funding
LRAP replaced the Urban-Rural Initiative Program (URIP). Circulated a copy of the letter of award for this year's funds and a copy of the submitted annual report stating we had used prior years' funds for capital improvement.
- FEMA Grant Communication
The Board directed the clerk to research which storm dates impacted the Saddleback Bridge (Townhall Road) and to seek funds that may be available for damage sustained.

- Assessors vacation time or unavailable
Third Assessor, Varney requested this item be placed on the agenda to get a base line on each other's schedules and availability. No one currently has any planned dates of absence.
- Fireworks Permitting
Third Assessor, Varney fielded a couple of complaints about fireworks being shot from private property on a date other than the 4th of July. He provided some documentation concerning consumer fireworks use as permitted by State law and advised the complainants that it was unfortunately not a town issue and that in the future police should be called. The Board reviewed the State regulations and directed the Clerk to draft a Fireworks Ordinance.
- Edelheid Road Repair
Third Assessor, Varney updated the Board concerning a washout that occurred on Edelheid road, in the area of 297 Edelheid, that has been addressed and repaired. Board members discussed "the line in the sand" as it pertains to Town versus Homeowner responsibility for repair and costs. Rodney will forward pictures to the office, and he will email the owner and advise him the repair took place because it was not functioning as needed and if there should be any future failure the cost would be the responsibility of the owner.

CONTINUING BUSINESS

- Saddleback Bridge (Townhall Road) #0373 Update
The Contractor stopped in the office to report the job had been completed around 1:30 pm, all tasks per contract were completed (6 yards of grout-9 bags), he will send a detailed invoice by the end of the week. Rodney asked if there was any way the contractor could be here when the State came to reopen/remove the jersey barriers. The clerk was directed to contact the State and request the bridge be reopened.
- Fire Protection Contract
The Draft Fire Protection Contract was circulated, Rodney had some concerns about a rate not being included, he is interested in set hourly rate language being included. The draft will be emailed to the assessors for review and input.
- Road Commissioner Duties/Responsibilities
The early Draft Road/Stormwater Infrastructure Master Plan was passed around and briefly reviewed. The cost section will need to be updated to include expenses from the contingency fund and other funds used. This is a longer-term project that will require additional input and data collection. The clerk will continue working on it.
 - Active List of Projects
The clerk created a GTD (Get things Done) list/project tracker to keep track of tasks at hand and those planned for future execution by the Board. She will continue to update after each meeting and provide a copy to the Assessors.

➤ Office Modernization

○ Internet & Phone Service Update

Consolidated Communications provided a quote for internet services only, the information was provided to the Assessors. Follow up task assigned were to reach out and make sure it was known VOIP was not wanted for the phones and to see if it was necessary to maintain two separate lines for fax and phone.

○ Website RFP

A Draft RFP was presented to the Board for review, names of contractors were suggested, and the draft will be emailed to Second Assessor Joanne Taylor for further review and input (dates and any additional thoughts) before putting the RFP out.

○ Trio Quote

Trio provided a quote on each of the modules they offer separately, rather than a collective quote. The quotes were passed around and reviewed. The Board asked the Clerk which modules she would like to see, Tax Collection was most important, budgeting would be nice and would remove the need for Quickbooks which isn't set up for fund accounting which is required for Municipalities. Second Assessor, Joanne Taylor communicated that she would support Motor Vehicle and Tax Collection. The Board authorized the Clerk to pursue Motor Vehicle and Tax Collection.

○ Investments

After a brief discussion concerning investment/savings/earnings options for the Plantations funds the Board directed the Clerk to reach out to Skowhegan Savings Bank, Franklin Savings Bank, Camden and establish contact with the bank Mickey Haas mentioned.

OTHER BUSINESS

➤ Tax Collector Bond Cancellation

A request for cancellation document was executed to cancel the Tax Collector Bond for Evelyn.

➤ LUPC Report

The clerk provided a copy of the LUPC permits per the commission's website; the Board requested an address line be included in future reports. The clerk will update and email and update copy.

➤ Efficiency Maine

The Clerk was directed to reach OUT TO Efficiency Maine to see what kinds of rebates may be available for Municipalities, with installation of Air Conditioning at the office in mind.

➤ Chart of Accounts

The Board requested a chart of accounts be printed and presented at the next meeting.

NEXT MEETING DATE

➤ Tuesday, July 30, 2024

ADJOURN MEETING

Meeting was adjourned at 6:13 PM