

# MEETING MINUTES

## BOARD OF ASSESSORS MEETING

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Date: July 2, 2024  
Time: 4:00 PM  
Meeting called to order by: Steve Carr, 1<sup>st</sup> Assessor

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### IN ATTENDANCE

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

### APPROVAL OF MINUTES

After a brief review and discussion concerning building permit process to bring the new Assessor up to speed, the minutes were approved as written.

### CONTINUING BUSINESS

- The Board confirmed the Final Warrant Fiscal Year 23-24 Warrant(s) 78 was reviewed and signed and Fiscal Year 24-25 Warrant(s) 1 & 2 were reviewed and signed at the meeting.
- Saddleback Bridge #0373 Update  
Informed Assessors the contractor is scheduled to be here 7/16 to begin repair work and offered a copy of the contract for them to review.
- Sandy River Bridge #0428 Grant Application Update  
The grant application was submitted by the July 1, 2024 deadline (June 28, 2024 email submission), a copy of the submission was presented for review.

### NEW BUSINESS

- Assessors Oaths of Office  
I advised the Assessors that every elected or appointed municipal official MUST take an oath of office and a person MUST take a separate oath for each office to which they have been elected or appointed to per Maine Law. An oath for each office was provided and administered.
  - FOAA Training  
I explained that elected officials who exercise executive or legislative powers are required to complete a training course in Maine's Freedom of Access Act (FOAA) or "Right to Know" law. Officials must complete the course no later than 120 days after they take their oath of office. After a brief discussion it was decided I will sign them up for the August 22<sup>nd</sup> webinar hosted by MMA.

➤ Tax Commitment Settlement

The Assessors were informed of requirements to release a previous collector from any uncollected taxes, municipal officers should ask the former collector to complete a settlement form in order to determine the outstanding balance on the commitment, for each year there is an outstanding balance, if any. The executed settlement forms for each year with an outstanding balance were distributed and reviewed by the Assessors. They signed off on each, discharging the former collector from any further obligation to collect taxes for the year covered by the settlement.

➤ Recommitment of Taxes

Advised the Assessors recommitment of taxes is a necessary step when there is a change in Tax Collector. A new tax collector will not have any authority to collect property taxes which were committed to the former collector unless the single assessor/ board of assessors recommits the outstanding balance of uncollected taxes to the new collector. Recommitment forms, for each year there was a balance, were distributed, reviewed and signed off by Assessors.

➤ Fire Protection Contract

The Town Manager of Rangeley forwarded the annual Fire Protection contract, which was provided to the Assessors for review. The Assessors opted to not sign it at this time and to request it be an item at the Quarterly Meeting with a request the Fire Chief be in attendance to discuss what is covered/what services are provided as part of the contract. Sandy River Plantation attorney reviewed the document some years ago and made suggestions for language changes. A draft document will be presented at the next Assessors meeting to include those suggestions for review.

➤ Skowhegan Savings Account Documents

Required paperwork to make changes to bank account signatories and card management was distributed for signatures on designated lines.

➤ Road Commissioner Responsibilities

- Active Lists of Projects

Third Assessor, Rodney Varney, requested this item be placed on the agenda to get an understanding of responsibilities of the board. A request was made to put together a Roads Maintenance plan (complete list of town roads), with the most recently completed projects and future plans identified.

➤ Board of Assessor's Communication

In the interest of creating a uniformed and professional capacity segregation of communication I offered to set up a Gmail account for each Assessor. The Board agreed with the idea, I plan to create one for each of them prior to the week's end.

➤ Ethna's Appointments

I reiterated the previous statement concerning the requirement for an oath of office for each office elected or appointed to and provided appointment papers for each position that I am responsible for that was not elected and need be appointed by the Assessors. All Appointments were executed and oaths of office administered.

➤ Office Closure Notice(s)

I informed the Board of Assessors about several dates in July that will require I be out of the office for refresher training courses, they authorized office closure postings for the below identified days.

- Tuesday, July 9<sup>th</sup> Moses Training Auburn
- Tuesday, July 23<sup>rd</sup> MTCCA Workshop Augusta
- Thursday, July 25<sup>th</sup> MMTCTA Workshop Augusta

## **OTHER BUSINESS**

➤ Office Modernization

- Internet and Phone Service

The Assessors directed me to reach out to Fidium to discuss upgrading the service for phone and internet at the office.

- Website

The Board asked me to put together a list of potential providers, three to four including Expenet, to send an RFP to for Website end-to-end Design, hosting, etc.

- Trio to Modernize Motor Vehicle and Accounting

The Board communicated that they would like me to reach out to Trio to discuss pricing for upgrading our current modules/use to include things such as motor vehicle, accounting, etc.

- Investment

The Board mentioned beginning conversations with Skowhegan Savings and perhaps another financial institution regarding investment opportunities with the highest yield and minimal liability.

## **NEXT MEETING DATE**

I provided a copy of a Fiscal Year Calendar with all Assessor's meeting dates; this will be posted on the door and on the Plantation Facebook page.

There is also a Quarterly Meeting tentatively scheduled for some time in September (Wednesday, September 11 at 6 PM.), I will update you as soon as that has been verified/finalized.

## **ADJOURN MEETING**

Meeting was adjourned at 6:10 PM