

May 9th Assessor's Meeting Minutes

Present: Billy Boynton, Mary Weber, Jes Stevens, Michael Brassard, Carley Mayhew, Jennifer Marr, Tara Hire, James McDaniel, Mott Feibusch

Minutes read and approved

Warrant #5-2017 was signed in the amount of \$ \$22,252.38

- Discussion ensued about Contractors fees for roads department. \$110/hr contractor fee is being charged on top of the \$30/hr contractor labor fee. Plantation spent \$7,072.50 last year on contractors fees. Would it make more sense for the town to buy a skid steer for roads use?

Old Business

- Assessors job descriptions
 - See attached for updated Job Descriptions.
- Municipal Officers Needed
 - First Assessor- Tara Hire rescinded her resignation. See attached letter.
 - Wharf Manager- Mott Feibusch is the Wharf Manager
- Motion was made to form a wharf management committee consisting of an assessor, someone involved with a hotel, a lobsterman, a contractor, and a delivery driver.
 - Motion was accepted, Michael Brassard and Mott Feibusch are currently committee members.
- CBAC Update- Meeting was May 4th, in the library for 4 hours.
 - A motion was made to accept the recommendation of the CBAC and approve the engagement of three consultants by counsel for \$23,400 to be reimbursed by Maine Aqua Ventus They are being hired to value the cable option, value the long term running cost of MPPD, and value a broadband link through fiber optic cable.
 - The consultants are:
 - Lawrence Mott of Sgurr Energy for \$7500;
 - Michael Hubbard or Financial Engineering Co for \$7400 and
 - Chris Campbell of Tilson Technical Management for \$8500.
- Property Tax Assessment- No Update
- Fish Beach Access- David Soule is in the loop. Town recieved a letter with terms- Call Mattie if you are planning on bringing a large vehicle past his fish house. 207 776 2853.
- Port-a-potties- Tabled; discussion ensued on whether or not the town needs to provide public restrooms and long-term solutions.
- Wharf Maintenance and Repair
 - Somatex Hoist- Delays in manufacturing means an install date past Memorial Day. Somatex reported that there is an electrical issue, so safety isn't being compromised if we delay the installation until after Columbus Day.
 - Forklift from Boatline- Mott will contact Boatline to verify the plan.
 - Parking at the Wharf- no update, will be discussed in conversation about forklift.
 - Copper Caps for Pilings- \$1335 was added to the warrant to pay for the caps this month
 - Freight Shed Use/Policy- Please Label anything stored in there.

New Business

- Municipal Officer Training date
 - Sept 14th in Portland- \$55/per person class.
- Treasurer was granted ability to pay payroll without monies being on the warrant.
 - Discussion ensued on paychex subscription.
- Assessors need to sign/have notarized a form for library adjacent process.

5/9/17

Board of Assessors,

It is my desire to see my community succeed and therefore after much deliberation, I am rescinding my resignation as First Assessor. I was elected for a three-year term in 2016, therefore by rescinding my resignation there is no need to vote at a special town meeting. I will fulfill my term that will end in 2019.

My hope is to continue to encourage broad participation by community members so that we can meet our challenges head-on.

I look forward to working with you again.

Sincerely,

Tara L. Hire

First Assessor Job Description:

- Fix agenda for monthly assessor meetings
 - Post meeting announcements at least 2 days before hand (7 days preferred)
 - Town office
 - Store
 - Facebook
 - Email
- Prepare town warrant monthly, work with the treasurer to ensure timely payment of bills and that the budgets are not over drawn
- Review insurance policy annually
 - Workman's comp, assets, add assets as they come in
 - Ensure all Monhegan assets and employees are properly insured
- Call or email hours to the treasurer by the 15th of each month for payroll
- Prepare town report in February for the annual town meeting
 - Review the budgets and create articles for the annual town meeting
 - Send to printer in time for town meeting (goal is March for meeting)
- Work with Auditor/Treasurer when needed
- Point Person for the School Board
- Communicate with the other two assessors and town officers to ensure the needs and duties of the town are met
- Keep files in the town office up to date, including warrants, LUPC permit applications, federal and state communications, The First advisors Financial Accounts
- Call special town meetings as needed. Posts for special town meeting need to be posted 7 days prior to the meeting.
- Special Action: research, make connections with legislative officials and reach out to members of the community when special action is needed. Special action is defined as any action outside of the normal routine of paying monthly bills and leading monthly meetings.
 - Form Committees when excess work is required.
- Oversee organization and updates to town records building
- Check in with heads of departments each month to report to assessors at the monthly meeting
 - create annual budgets with heads for town meeting; evaluate quarterly
 - Heads of department make monthly report either in person or in writing
 - work with the treasurer and department heads to ensure the budgets are being adhered to
- Delegate who goes to Maine Islands Coalition meetings (attend in person or virtually)
- Correspond with lawyers, MMA, Legislators.

- Each year the treasurer needs to sign the payroll policy and give to assessors to accept and sign
 - Review subscription with PayChex at this time
- Chair monthly assessors meetings
- Attend annual meeting and special town meetings

Second Assessor:

- Assess taxes yearly as soon after town meeting as possible
- Give assessments to Tax Collector
- Keep accurate records:
 - Tax payer list
 - Homestead Exemption
 - LUPC bill
 - Lincoln County Tax
 - Building lot Maps
- Make recommendations for software or other technology upgrades for efficiency and ease of use
- Attend classes as needed
 - Including a municipal officer's training within first year of being elected
- Organize tax records and tax maps
 - Including a municipal officer's training within first year of being elected
- Abatements: understanding process and general law
- Research best practices for tax assessment and abatement
- Building and maintenance
 - Evaluate needs
 - Budget annually in time for town meeting
- Keep in touch with contractors
 - Make sure major home-improvements are reported
 - Any improvement finished by April 1st gets reported
- Re-evaluate homes every Five Years
 - Best broken into a few homes every year
- Attend monthly Assessors meetings
- Attend Annual town meeting, and special town meetings

Third Assessor:

- Keep website up to date
- Keep email list up to date
 - Year Round
 - Seasonal
 - Seasonal Homeowners
 - Seasonal active community members
- Take Accurate Meeting Minutes
- Type and post meeting minutes
 - Online
 - In binder of town office
 - Post office
 - Outside town office
- Point person for Fire Department, Roads Department, Solid Waste, Rodent Control and Wharf: report any problems, address and follow-up
- Wharf Committee Head
 - Chair quarterly committee meetings
- Cemetery Committee Head
 - Chair Committee Meetings
 - Minimum 1 a year
- Pick up solid waste revenue from L. Brackett and give to Treasurer with Deposit
 - Create record of receipt
 - Only when solid waste manager and Treasurer are the same person
- Attend Municipal officer training within first year of term
- Help organize and update town records building
- Attend monthly assessors meetings
- Attend annual town meeting and special town meetings