

## **Highland Plantation**

### **Assessor Meeting August 30, 2024**

#### **Meeting Minutes**

**Present:** Assessors — Dan Howard, Lois Bouquet; Treasurer/Collector — Patricia Dunphy

**Visitors:** Paul Boucher, Bethanne Perera, Nathan Kolosko

Meeting called to order at 5:30 pm

The Board reviewed and approved minutes of the, August 30, 2024 meeting.

#### **Financials —**

The Board reviewed bills for payment and signed warrant in the amount of \$16,492.57

(the change is due to check # 4308 for \$219.58 was voided due to payoff of the line of credit.)

The Board reviewed and initialed bank reconciliations

The Board reviewed and initialed Collector/Treasurer cash sheets

**Old Business —** Voted to give \$100.00 to the Winslow Community Cupboard. Due to members of Highland utilize the traveling pantry.

The commitment progress was approved at 100% valuation.

The CEO contract is due October 11<sup>th</sup>, and are pursuing other means of getting a CEO's services. Other alternatives may be coming soon

**New Business —** At this time we are still waiting to hear from the auditors about the school audit.

Lois is taking on the role of Public Access Officer (PAO).

Lois has also taken the certification training for E-911 Access Officer, and is in the process of proving data and compiling data list.

There was discussion for Lois to resign from Election duties, due to conflicting duties. It was brought up that the only conflicting duties would be if the town held elections for offices at the same time of the state and national elections.

Plantation needs to have established business hours along with the explanation that these are by Appointment Only.

The meeting with Stacy Benjamin will be rescheduled to September due to a conflicting appt. with Ms. Benjamin.

**Planning Board —** No member present,

**Public Comment** — None

**Adjourn** 6:30 pm