



**STATE OF MAINE CHAPTER  
INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS**

**Executive Board Meeting  
September 14, 2023 - 10:00 a.m.  
The Bakeshop, 123 Main St, Freeport**

## **MINUTES**

**Members Present:** President Karen Scammon; Vice President Darryl McKenney; Secretary Barbara Brewer; Treasurer Clinton Swett; Past-President Judy Mathiau; Executive Board Members Natalie Andrews, Lauren Asselin, Nick Cloutier, and Joe St. Peter.

**Members Absent:** Brent Martin and Amber Poulin

Karen called the meeting to order at 10:10 A.M

**Secretary's Report:** Judy moved to accept the minutes of the July 13, 2023 meeting as written. Joe seconded the motion. All were in favor. The motion passed.

**Treasurer's Report:** Clint reported a current balance of \$16,236.46. He recently reimbursed Kara Taylor, recipient of the 2022 Austin scholarship, \$500 as she will be attending MAAO's Fall Conference at Sebasco Harbor Resort. Clint also mailed the \$250 campaign contribution with endorsement from the Board to Bill Healey, candidate for IAAO Vice President, as approved during the Board's June 8<sup>th</sup> meeting. Clint reported that he received about \$250 in fees from the July 26<sup>th</sup> event, "Finding Stabilization, Post Stabilization". Clint will coordinate the audit either later this month or in early October.

### **Standing Committee Reports**

- **Education**
  - Nick provided a recap on the July 26<sup>th</sup> Zoom Event on "Finding Stabilization, Post Stabilization". According to the attendance sheet, 171 people participated. The topic was timely, and assessors gained insight on how to move forward so that we are all on the same page with the State's recent program changes. Zoom was invaluable for this type of venue since the goal was to reach as many assessors as possible.
  - Nick then provided a recap on MRS Property Tax School which was held during the first week of August. Joe presented on solar energy and neighborhood analysis and others participated in the "Pot Pourri" assessor panel. This was the last year that MRS Property Tax School will be in Belfast since the University of Maine is selling the Hutchinson Center. Attendance at the School was limited by MRS so the feel of the training was a bit different than in years past.
  - Nick discussed the upcoming educational offerings for the remainder of 2023. The MAAO Fall Conference at Sebasco Harbor Resort will be held September 27<sup>th</sup>-29<sup>th</sup>. Topics will include "Assessor Ethics" by Joel Moser and "Preparing for the Defense of an Assessment" by Lisa Hobart. Karen

added that members of IAAO can take IAAO 171 (“IAAO Standard of Professional Practice and Ethics”) online for free. This course fulfills the State CMA ethics requirement. Also, at the MAAO Fall Conference, the award for “Assessor of the Year” will be presented.

- Nick discussed his interview for the University of Maine course which will be geared towards students who wish to explore careers in local government. The course will be offered next year and will be a regular offering if enough students enroll.
  - **Legislative**
    - Darryl distributed the list of 8 State referendum questions that will be on the November ballot.
  - **Membership**
    - Barbara will be asking Kyle to update the website with the new membership form and a revised list of membership advantages. The goal is to get members to renew their memberships by December 31<sup>st</sup>. A gentle reminder that the membership fee for 2024 will be raised to \$35.
  - **Audit**
    - Nothing to report.
  - **Nominating**
    - The Nominating Committee presented its recommendations for Officers and Directors for 2024-2025 terms. Judy Mathiau reached out to both Cindy Namer and Bob Gingras as members of the Nominating Committee but did not hear back from Bob. She and Cindy discussed the open Board positions and as the Nominating Committee recommend the following individuals:
      - Darryl McKenney-**President**
      - Joe St. Peter-**Vice President**
      - Clint Swett-**Treasurer**
      - Barbara Brewer-**Secretary**
      - Natalie Andrews-**Director**
      - Theresa Duff-**Director**
- Nick volunteered that he is not seeking another term as Director due to time constraints. While he will be missed (especially regarding his efforts as the Education Coordinator), the Board understood. A discussion of time commitment followed. The Board acknowledged that the bylaws (section 2.3) state that any Executive Board member who misses more than two meetings may be subject to termination. While this provision has not been enforced, it is important when bringing on new Board members that they fully comprehend the time commitment needed. (It is understood that weather, illness, or other unforeseen events may occur-just let another Board member know before the meeting). Nick then moved that the Nominating Committee recommendations be accepted by the Board. Lauren seconded the motion. All were in favor. The motion passed unanimously.
- **Communications**
    - Joe is hoping to have the next newsletter completed by early October, but it may be closer to the end of October due to time constraints.

- Joe also reported that our file sharing status is now approved through Google. We will get a trial account to begin with, then we should be able to upload our documents so that others will be able to have access. Joe currently has the older documents on a City of Auburn file share, but this is only a temporary fix.
- Joe then stated that website edits are still in the works. He will continue to review the web content as time allows.
- Lastly, Joe asked for input from the Board on whether we could/should provide some type of guidance on how to handle the angry taxpayer. One issue that may come up next year is the increase in taxes for individuals who were stabilized for 2023 but may see a remarkable increase in 2024. Karen suggested sending letters to those individuals before tax bills go out so that they understand the difference in their tax bills. Judy chimed in that she has had little success with educating the average taxpayer through letters and website information. It may be something to give more thought to at a later meeting.
- **IAAO**
  - Natalie mentioned that IAAO 600, Principles and Techniques of Cadastral Mapping, will be offered in Brewer during the week of November 27-December 1 courtesy of the Maine Property Tax Division.

### **Sub-Committee Reports**

- **History**
  - Judy brought in some old municipal tax receipts (included was a City of Auburn tax receipt in the amount of \$96.60 from 1912 which included state, county, and city tax) for the Board. Rick Mathiau, Judy's husband, found and graciously donated these historical records.

### **Old Business**

- **Bill Healey VP IAAO Candidacy**
  - Nick reported that Bill Healey is running unopposed for IAAO Vice President but that doesn't mean a write-in candidate won't appear as a contender. The list of all candidates for IAAO open positions appeared in the September issue of Fair + Equitable magazine. Voting will occur November 1<sup>st</sup> through the 15<sup>th</sup>.
- **David P. Ledew Advanced Scholarship Application**
  - Judy distributed the finalized version of the David P Ledew Advanced Scholarship application. Karen asked if David could be present at the annual meeting. Judy agreed as she would like to announce the newly crafted scholarship with a little history about how David has contributed to the advancement of assessors. Some thoughts, such as asking David to be a panel participant, were discussed. Because the criteria for the scholarship has been approved by the Board, no action is needed to vote on the format of the application.
- **Upcoming Annual Meeting**
  - Nick handed out venue and date options for the annual meeting. The venues considered were the Senator Inn in Augusta, the Augusta Civic Center, and The Green Ladle in Lewiston. The Green Ladle

was the least expensive option by far as the venue is subsidized as a technical training school but the date would need to be changed to November 2<sup>nd</sup>.

- Clint moved that we choose the Green Ladle and charge \$40 for members and \$50 for nonmembers to attend the annual meeting to be held on November 2<sup>nd</sup>. Natalie seconded the motion. Some Board members asked about the Green Ladle's capacity and amenities. The venue can hold up to 120 people. The tables would be round, but if spaced correctly, there should be enough room to fit attendees in comfortably. Some concerns over the technical amenities were raised, but we can ask for additional tech help. All were in favor of choosing The Green Ladle as it's easy to find and will keep costs for members to attend within reason. Judy asked if \$50 gift card were good for speakers with drawings of \$25 gift cards for attendees. The Board confirmed that those amounts are good. Clint said to let him know how many of each to purchase.
- Nick proceeded to discuss suggested topics and presenters for the annual meeting. The meeting will have a typical format, 8:30 registration, 9:00 business meeting with reports from committee chairs, membership voting, etc., followed by presentations on such suggested topics as Town Manager's Perspective, MRS Property Tax Division Updates/Legislative Updates, TIFs and CEAs, Panel Discussion spotlighting Newcomers to Assessing, and an open forum for announcements with hopefully a few ice breakers mixed in for good measure. The meeting will end around 3:30; continuing education credits will be determined when the agenda has been finalized.
- Though the Board had not put a Board meeting on the schedule for October during the meeting on January 19, 2023, it was discussed that a meeting in October would help solidify the plans for the annual meeting. The Board meeting date was set for October 12<sup>th</sup>.

### **New Business**

While the agenda contained no new business, Karen asked for the Board's input on vendors who could bind commitment books. The City of Auburn is in need of a reliable and professional book binder. Judy and Clint both had suggestions for vendors they have used. Other Board members print the commitment book in-house and place the contents in a standard three ring binder. Joe suggested that the preservation of assessor records might be a good future training topic.

Clint moved to adjourn; Lauren seconded. All were in favor. The motion passed and the Board adjourned at 11:59 A.M.

Respectfully submitted,

Barbara Brewer, Secretary