

approved

**Maine Association of Assessing Officers
Board Meeting Minutes
Virtual Meeting - Zoom
December 17, 2021**

Present: Tammy Brown, Martine Painchaud, Rick Mace, Elisa Trepanier, Travis Roy, Lewis Cousins, Theresa Duff, Darryl McKenney, William Healey, Jr., Dan Robinson, and Jen Stiles (MMA)

Excused Absent: Ruth Birtz

Absent: Roger Hoy

Guest: None

Call to Order: President Tammy Brown called the meeting to order at 10:03 a.m.

It was determined there was a quorum of 7 to conduct business.

Secretary's Report:

Motion made by Martine Painchaud to accept the minutes as written, seconded by Theresa Duff, all approved (Dan Robinson Abstained) the September 7, 2021 minutes.

Motion made by Darryl McKenney for Tammy Brown to be the Secretary, seconded by Martine Painchaud to appoint Tammy Brown as the Secretary (Tammy Brown abstained).

Treasurer's Report:

Martine Painchaud reported on the balance (Total Assets) as of:

August 31st is \$17,338.93, as of September 30th is \$18,205.99 and as of October 31st is \$22,304.29.

Martine Painchaud reported on the following bills paid since August 13, 2021:

MMA June & July 2021	\$9.63
Lisa Hobart Speaker Expenses Virtual Fall Conference	\$1,500.00
Plaques for Assessor of the Year, Past President and chair plate	\$263.12
Sebasco Harbor Resort Deposit for 2022 Fall Conference	\$500.00
L-Soft payment for listserv charges	\$603.82
Tammy Brown Stipend	\$500.00
Travis Roy Stipend	\$500.00
Bill Healey Stipend	\$500.00
Martine Painchaud Stipend	\$500.00
Darryl McKenney Stipend	\$100.00
Dan Robinson Stipend	\$100.00

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Ruth Birtz Stipend	\$100.00
Rick Mace Stipend	\$100.00
Elisa Trepanier Stipend	\$100.00
Theresa Duff Stipend	\$100.00
Lewis Cousins Stipend	\$100.00
Roger Hoy Stipend	\$100.00
MMA August & September Invoices	\$12.64
Vision Government Solutions refund for fall Conference	\$115.00
IAAO annual membership dues	\$225.00
Cornell Consultants speaker fees for excel webinar	\$3,096.00
MMA October 2021 Invoice	26.04
	\$9,151.25

Motion made by Travis Roy to approve the financials, seconded by Rick Mace, all approved the financials as presented.

Martine has agreed to stay on as Treasurer for the following year.

Motion made by Rick Mace, seconded by Dan Robinson to keep Martine Painchaud on as the Treasurer of the Association for 1 more year and Lewis Cousins on as Co-Treasurer. All approved Martine Painchaud as Treasurer and Lewis Cousins as Co-Treasurer.

Old Business

Committee Report

1. Audit/Finance

- Ruth Birtz Report
No report given
- Appoint Chair/Co-Chair
Nominations:
Ruth Birtz
Darryl McKenney

Motion made by Travis Roy, seconded by Martine Painchaud to nominate Ruth Birtz as Chair and Darryl McKenney as Co-Chair of the Audit/Finance Committee. All approved Ruth Birtz as Chair and Darryl McKenney as Co-Chair of the Audit/Finance Committee.

2. Awards & Scholarship

- Rick Mace Report
Nothing to report
- Appoint Chair/Co-Chair
Elisa Trepanier offered to serve on this committee.

approved

Nominations:
Elisa Trepanier
Tammy Brown

Motion made by Travis Roy, seconded by Rick Mace to nominate Elisa Trepanier and Tammy Brown as Co-Chairs of the Awards/Scholarship Committee. All approved Elisa and Tammy to be Co-Chairs of the Awards/Scholarship committee.

3. Calendar/Advertisers

- Lewis Cousins Report
Lewis reported that there is only 1 newsletter this year. Tammy has articles collected would like to get another one out beginning of 2022 for MMA's timeline. Lewis mentioned crediting advertisers and carry them forward for the newsletters. The Warren Group and CAI Technologies will be continuing. He will contact the rest and mention that MAAO is not doing the day planner. The advertising form follows the budget cycle of August 1st to July 31st. Lewis has changed this to a calendar year.
Dan Robinson asked if the website advertisers will be continuing for 2022. Dan asked Lewis to email him who will be continuing advertising so he can let Ben Thomas know for the new website.
- Appoint Chair/Co-Chair

Nomination:

Lewis would be willing to let someone else take this committee but will continue if needed.

Motion made by Rick Mace to nominate Lewis Cousins, seconded by Dan Robinson to nominate Lewis Cousins as Chair and Theresa Duff as Co-Chair of the Calendar/Advertising Committee. All approved Lewis Cousins as Chair and Theresa Duff as Co-Chair of the Calendar/Advertising Committee.

4. Conference

- Tammy Brown Report
Bill Healey mentioned that Joel Moser and Lisa Hobart will be willing to present again at the Fall Conference. Lisa will do a topic on preparing for a revaluation.
- Appoint Chair/Co-Chair
Nomination:
Bill Healey will be willing to stay on committee, Tammy Brown willing to continue as well.

Motion made by Dan Robinson to nominate Tammy Brown, seconded by Travis Roy to nominate Tammy Brown as Chair of the Conference Committee. All approved Tammy Brown as the Chair of the Conference Committee.

Travis is willing to be listed as Co-Chair.

Motion made by Dan Robinson to nominate Travis Roy, seconded by Lewis Cousins to nominate Travis Roy as Co-Chair of the Conference Committee. All approved Travis Roy as the Co-Chair of the Conference Committee.

approved

5. Distance Learning

- Travis Roy Report
Travis reported they have a report they are talking about regarding solar with Maine Revenue, Kerry Leichtman. The goal is to have a Zoom planning meeting soon on getting a panel for solar projects to do a co-sponsored Zoom training on solar. Elisa Trepanier mentioned that Jim Murphy in Warren would be good to have on the panel. Martine Painchaud mentioned there is a huge solar project going on in Wells as well.
- Appoint Chair/Co-Chair
Nomination:
Travis Roy is willing to stay on this committee.

Motion made by Bill Healey, seconded by Daryl McKenney to nominate Travis Roy and Lewis Cousins as Co-Chairs of the Distance Learning Committee. All approved Travis Roy and Lewis Cousins as Co-Chairs of the Distance Learning Committee.

6. Education

- Bill Healey Report
Bill Healey reported that we have a couple of speakers lined up for the conference. Joel Moser will talk about legal issue regarding solar, and Lisa Hobart will do preparing for a revaluation. He needs to reach out to David Cornell about another Excel training and needs to line up the BAR workshop. Dan Robinson mentioned they should have the Solar Zoom training and the MAAO Fall Conference close together.
- Appoint Chair/Co-Chair
Nominations:
Bill Healey

Motion made by Travis Roy, seconded by Martine Painchaud to nominate Bill Healey as Chair of the Education Committee. All Approved Bill Healey as Chair of the Education Committee (Bill Healey abstained).

7. Ethics

- Travis Roy Report
Nothing to report
- Appoint Chair/Co-Chair
Nominations:
Travis Roy

Motion made by Lewis Cousins, seconded by Dan Robinson to nominate Travis Roy as Chair of the Ethics Committee. All approved Travis Roy as the Chair of the Ethics Committee.

approved

8. Executive Board

- Ruth Birtz Report
No report submitted
- Appoint Chair
Nominations:
Ruth Birtz

Motion made by Dan Robinson seconded by Travis Roy to nominate Ruth Birtz as Chair of the Executive Board Committee. All approved Ruth Birtz as Chair of the Executive Board Committee.

9. Historian

- Darryl McKenney Report
Darryl is still collecting historical items. If you have anything that might be of interest to him please reach out to him.
- Appoint Chair

Nominations:
Darryl McKenney

Motion made by Dan Robinson seconded by Martine Painchaud to Nominate Darryl McKenney as Chair of the Historian Committee. All approved Darryl McKenney as Chair of the Historian Committee.

10. Legislative

- Darryl McKenney Report
Darryl reported that Maine Revenue Services is considering changing the Assessor Exam from 4 times a year down to 2. There seems to be a lack of leadership coming from Maine Revenue Services. That may come from the amount of employee turnover there. Travis Roy asked how MAAO feels about reaching out to Maine Revenue Service on changing the testing. Theresa Duff mentioned joining MCIAAO on this. Elisa Trepanier mentioned requesting them to update the exam. There seems to be less and less students that have been able to pass the exam. Travis and Tammy will work on contacting Kerry Leichtman.
- Appoint Chair/Co-Chair
Nominations:
Darryl McKenney

Motion made by Dan Robinson seconded by Bill Healey to nominate Darryl McKenney as Chair of the Legislative Committee. All approved Darryl McKenney as Chair of the Legislative Committee.

approved

11. Membership

- Roger Hoy Report
Tammy Brown reported:
2021 Members: 265 paid members
2022 Members: 156 paid, 137 unpaid
- Appoint Chair/Co-Chair
Nominations:
Roger Hoy
Theresa Duff

Motion made by Lewis Cousins, seconded by Darryl McKenney to appoint Roger Hoy as Chair and Theresa Duff as Co-Chair of the Membership Committee. All approved Roger Hoy as Chair and Theresa Duff as Co-Chair of the Membership Committee.

12. Newsletter

- Travis Roy Report
There is enough material to do another issue when time allows. Elisa Trepanier asked if the newsletter still did an Assessor spotlight article/member profile and mentioned Nick Cloutier and Taylor Burns as options.
- Appoint Chair/Co-Chair

Nominations:
Lewis Cousins
Tammy Brown

Motion made by Dan Robinson, seconded by Bill Healey to nominate Lewis Cousins and Tammy Brown as Co-Chairs of the Newsletter Committee. All approved Lewis Cousins and Tammy Brown as Co-Chairs of the Membership Committee (Tammy Brown abstained).

13. Technology Report

- Dan Robinson Report
Dan Robinson reported that he is hoping over the winter we can get the website going and ready to go by spring. Dan has sent Ben Thomas a bunch of photos for the website of different areas of the state. Dan asked Tammy Brown to send out an email to the Board so he can provide the link to the new website for their input on what to add for content.
- Appoint Chair/Co-Chair
Nominations:
Dan Robinson

approved

Motion made by Travis Roy, seconded by Martine Painchaud to nominate Dan Robinson as Chair of the Technology Committee. All approved Dan Robinson as Chair of the Technology Committee.

New Business

- **Solar Educational Offering with MCIAAO**
As a follow up to a listserv question MCIAAO and MAAO are working on a joint effort to host a Solar training. Darryl McKenney mentioned that MCIAAO would like to have everyone show on the screen for this training and be no charge. Travis Roy would support no fee for this training, the Board agrees and Tammy asked Darryl to let MCIAAO know that MAAO is on board for no fee.
- **Fall Conference Evaluations**
Tammy Brown reported that everything was favorable and as they keep doing them via Zoom, they keep getting better.
- **Excel Workshop Evaluations**
Tammy Brown took part in this training, and she said it was phenomenal and would attend again, always learns something new. She mentioned there was less trouble with everyone attending via Zoom compared to when she attended in person.
- **MAAO 2022 Meeting Calendar**
Few dates to fill in, should have them for the January meeting. Will leave as TBD until then. Northern Maine Spring Training: Lewis said the date works for this and that the hybrid worked out well and suggests we do it that way again. Lewis has secured the Northern Maine Development Commission building for this training.
- **Legacy Assessor Award**
Rick Mace reported that he has contacted 3 entities, MAAO, MCIAAO and Maine Revenue Services regarding membership lists and licensed assessor information He has received from them a list of names of CMAs/CATs. Many qualify for this award. He will go over the list with the new Board Member, Luke. He will send the list out to everyone to look at. Hopefully will have a nominee by the Annual Meeting for 2022.

Tammy Brown acknowledged and thanked Rick Mace's service to the MAAO Board.

- **Website Discussion**
There was no other discussion as previous discussed under Technology Report.
- **2023 Fall Conference Contract (Still pending, awaiting prices for 2023 contract)**
Tammy Brown mentioned that she and Melissa White are in contact with Kevin at Sebasco and is waiting to learn what prices will look like for 2023. Will have more information for next meeting.

approved

- MMA Contract

Tammy Brown mentions that she supports the increase by MMA and appreciates and thanked us for all that we do for MAAO.

Motion made by Dan Robinson, seconded by Martine Painchaud to accept the MMA 2022 Affiliate Group Services agreement. All Approved the MMA Affiliate Group Services Agreement for 2022.

- Other

Tammy Brown reported on the history of Rick Mace and Martine Painchauds time on the MAAO Board. Tammy appreciates that Martine will finish out the remainder of her term as Treasurer.

Tammy Brown reported that she and Bill Healey have been a part of the bill or not to bill discussion for the Excel Webinar for Grand Lakes Plantation. MAAO still paid for the two registrants to take the class. There was discussion about the cancellation policy and the fact that neither registrant reached out to MMA to cancel before the date of the class. Tammy suggested they should pay the full fee for not attending. The MAAO Board agrees. Jen Stiles will reach out to town to let them know they need to pay the full fee.

Motion made by Lewis Cousins seconded by Dan Robinson to invoice the full amount for the two that did not attend the Excel Webinar from Grand Lake Plantation. All approved to invoice Grand Lake Stream the full amount for the two that did not attend the Excel webinar.

Dan Robinson mentioned about Rick Mace and doing the auction for the Fall Conference. Should the Board cover his expenses for this? Tammy mentioned that maybe be a possibility if Luke was interested in Serving on committee. Luke and Rick work in the same office and Rick could offer to mentor Luke in that role.

Dan Robinson does not think it will be a problem to have the Fall Conference in person for 2022 if there is a requirement that you will need a negative covid test/proof of vaccination prior to attending and maybe limit attendance. Tammy Brown mentioned sending out an email starting in January to let everyone know who would like to attend in person. Tammy asked the Board to think about this and give suggestions. Tammy and Travis will talk with Sebasco to form a plan.

Tammy Brown mentioned that there will be a Zoom meeting with MMA to go over the curriculum study on January 21st. Tammy will send the link to any Board Members that would like to attend. This will also be recorded to watch later.

Travis Roy mentioned that he would like to take one or two of the Board Meetings on the road, such as Presque Isle or Kennebunk.

approved

Travis Roy recognized Tammy Brown as outgoing President of MAAO and thanked her for her leadership.

Adjournment: Motion made by Dan Robinson seconded by Bill Healey, all approved to adjourn the meeting at 11:56 a.m.