

HIGHLAND PLANTATION
Assessor Meeting
December 18, 2025
AGENDA

1. Call to order

2. Financials –November 2025

Review bills for payment and sign warrant in the amount of \$ _____
Review and initial bank reconciliations and Trial Balance.
Review and initial Treasurer/Tax Collector Cash Sheets.

3. Database updates - Have the Clerk or Tax Collector received any address, email, phone number, deed, and other changes updates from residents and property owners ?

4. Pass along documents / communications to bring to the assessors' attention.

5. Old Business
 - a. LUPC updates

6. New Business
 - a. Schedule second budget meeting
 - b. Results of 12.13.25 meeting
Moderator comp
 - c. Bulletin 15- commitment book
 - d. Final Reimbursements for 2025
 - e. Property Tax Audit – Starting Jan 1

7. Public Comment

8. Adjourn

HIGHLAND PLANTATION
Assessor Meeting
December 18, 2025
Minutes

Present: Assessors - Daniel Howard, Lois Bousquet, Raymond Dionne.
Treasurer/Collector - Patricia Dunphy

Clerk - Dawn Davis,

Visitors: Paul Boucher

1. Call to order 5:34 pm
November 22, 2025, Minutes – Approved
2. Financials –November 2025
Review bills for payment and sign warrant in the amount of \$18,728.37 - Approved
Review and initial bank reconciliations and Trial Balance.
Review and initial Treasurer/Tax Collector Cash Sheets.
3. Database updates - Have the Clerk or Tax Collector received any address, email, phone number, deed, and other changes updates from residents and property owners? None
4. Pass along documents / communications to bring to the assessors' attention.
 - a. Dan will call the auditor 12/19/2025 to discuss if it is Coplin Plantation or Highland Plantation.
 - b. Renewal for website - might let go
 - c. KVCog – Tabled
 - d. Fema – Emergency manager goes to Dan
5. Old Business
 - a. LUPC updates – Mailing came this week
6. New Business
 - a. Schedule second budget meeting - TBD
 - b. Results of 12.13.25 meeting -copy of minutes received.
Moderator comp – will be paid in January
 - c. Bulletin 15- commitment book – Raymond's assignment – to assess the property of the Town House, Fire Station and make sketches and dimensions of Both and Cemetery 2/3 acre no lot or map#.
 - d. Final Reimbursements for 2025 will not have until January
 - e. Property Tax Audit – Starting Jan 1 – Lois
7. Public Comment - Its good
8. Adjourn 6:33pm