

CASTLE HILL MUNICIPAL OFFICERS MEETING

Wednesday, April 15, 2026

Minutes

Call to Order – The meeting was called to order by the Board Chair, Shari Cheney at 7:00 PM.

Present: Shari Cheney, Ryan Spooner, Scott Cheney, and Herman Condon, Town Manager, Sandra Fournier, and REMAX Agent, Josh Cheney.

Absent: Maylen Kenney

Public Comment – None.

Board of Assessors

Review and Sign Certified Ratio Declaration Form – This annual form is presented to the Board of Assessors for review. It documents the ratio of percentage the Town will commit their taxes at, compared to the States valuation of the community as a whole. The Assessing Agent is recommending committing at 100%.

Motion was Scott Cheney to approve and sign the Certified Ration Declaration Form at 100%. Second by Shari Cheney. Motion passed.

Approve Minutes of Previous Meeting

March 17, 2026 – Annual Town Meeting; and March 17, 2026 – Select Board Meeting –

Motion was made by Herman Condon to approve both the Annual Town Meeting Minutes and the Select Board Meeting Minutes as presented. Second by Scott Cheney. Motion passed.

Review, Approve, and Sign Treasurer Warrants #18-26 – Motion was made by Scott Cheney to approve and sign the Treasurer Warrants as presented. Second by Ryan Spooner. Motion passed.

Old Business - None

New Business

Review and Discuss Foreclosed Properties

Per the new State law, all municipal foreclosed properties must solicit a realtor, at least three times, to sell foreclosed properties. The Treasurer reached out to three (3) real estate companies, Key Realty, REMAX, and Big Bear Realty. REMAX agent, Josh Cheney was the only proposal received.

The foreclosed property is located at 2481 State Road, account # RE 2064, total amount of taxes due at the time of foreclosure, including interest is \$614.04. The total assessed value of the property is \$37,100. However, the home appears to be several dilapidated.

In the REMAX proposal, Josh Cheney was recommending that the property be listed for \$20,000.

A motion was made by Herman Condon to allow the Town Manager to enter into a contract with REMAX agent Josh Cheney, to list property 2481 State Road for \$20,000. Second by Scott Cheney. Motion passed.

Elect Board Chair – Motion was made by Scott Cheney to appoint Maylen Kenney as the new Board Chair. Second by Herman Condon. Motion passed.

FOAA Training – Annual training is required for all newly and reelected officers. This year Ryan Spooner and Maylen Kenney will need to take the training and sign the FOAA form acknowledging completion of the training. Informational only.

Board Appointments to Consider

Planning Board, Zoning Board of Appeals, and Town Clerk Nominations of Election Staff -

A list of residents wanting to serve on the Planning Board, Zoning Board of Appeals were presented for consideration of appointment. The Town Clerk, per Title 21-A M.R.S.A §503-A, the Clerk must present to municipal officers a list of election staff for appointment. A motion was made by Herman Condon to approve the appointments as presented. Second by Scott Cheney. Motion passed.

Review, Approve, and Sign Board Policies

Treasurer Warrant Disbursement Policy - On annual basis, the Select Board authorizes two (2) designated board members to act on their behalf, to review, approve, and sign the municipal treasurer's disbursements, pursuant to 30-A M.R.S.A. §5603. A motion was made by Scott Cheney to appoint Ryan Spooner as the authorized signature. Second by Herman Condon. Motion passed.

Tax Collector Payments Received Policy - The Board also considers the request of the Tax Collector and Treasurer, to apply any tax payment received against outstanding or delinquent taxes due on said property, in chronological order, beginning with the oldest unpaid tax bill. Motion was made by Scott Cheney to approve the request of the Tax Collector and Treasurer, to apply any tax payment received against outstanding or delinquent taxes due on said property, in chronological order, beginning with the oldest unpaid tax bill. Second by Ryan Spooner. Motion passed.

Consider Maine Forest Service Request – The Maine Forest Services is requesting to conduct field research on a section of Castle Hill land. The research is to collected data on the use of water quality practices to minimize spoil erosion and prevent sedimentation of water bodies.

Motion was made by Herman Condon to allow the Town Manager to sign the Maine Forest Service form authorizing access to Town property for the purpose of the field survey. Second by Scott Cheney. Motion passed.

Other - None

Set Next Meeting Date(s):

- a. Joint Select Board Meeting – Tuesday, April 21, 2026 @ 6PM
- b. Select Board Meeting – Wednesday, May 13, 2026 @ 7:00 PM

Meeting was adjourned at 7:48PM.

Respectfully submitted,

Sandra L. Fournier
Town Manager