



**Manager's Memorandum  
Selectboard Meeting  
May 12, 2026**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 05-06-2026  
Re: Selectboard meeting 05-12-2026

Below are notes for agenda items for May 12, 2026, meeting

**5. Managers' Update**

- A. Resilience Planning and the Casco Village Zoning Work Group are requesting that each board, committee, and commission provide a brief outreach announcement at the beginning of their meetings to promote the upcoming community outreach meeting scheduled for May 28, focused on the Casco Village Zoning dialogue.

The outreach materials are included in the Selectboard packet, and paper copies will also be available at this meeting for distribution.

- B. The Town has developed a comprehensive New Residents Guide to help newcomers quickly become familiar with local services, resources, and community opportunities. Created by Town staff, the packet includes essential details such as municipal contacts, trash and recycling schedules, voting information, recreational programs, and guidance on permits and local ordinances. To ensure accessibility and convenience, the document is readily available in both digital and paper formats-residents can download it from the Town's website or pick up a printed copy at the Town Office. The Town anticipates that this guide will be updated on a regular basis as information changes and as new recommendations or requests are received. This initiative reflects the Town's commitment to making the transition for new residents as smooth and welcoming as possible.
- C. B-Tek will be returning to the Casco/Naples Bulky Waste facility from May 18th through May 20th to reconfigure the RFID system, install updated programming, train staff, and observe the first day of operations with the upgrades in place. Our IT company will also be available to assist with establishing and ensuring a smooth connection between the Bulky Waste facility and the Town Office. In addition, the facility has already scheduled a local electrical company to support the removal of existing electrical wiring and materials as part of the project.

- D. The Town has identified a scam targeting individuals listed on Planning & Zoning Board agendas. Scammers are using publicly available information (e.g., applicant names, Town logos, and staff names) to send convincing but fraudulent invoices. These emails typically request payment via wire transfer, ACH, or third-party apps (e.g., Zelle, PayPal), often with urgent language claiming applications cannot proceed without immediate payment. They are frequently sent from non-government email domains.

**Key Points:**

- The Town does **not** request payments via wire transfer, ACH, or third-party apps.
- Official communications originate only from verified “.gov” or “.org” domains.
- Applicants are advised to verify any invoice by contacting the Town Office directly (207-627-4515), not using contact information provided in suspicious emails.

The Town has posted this warning across multiple communication channels and has directly notified current Planning Board applicants.

Staff are advising applicants to remain vigilant and report any suspicious communications.

- E. Grant and I attended a Greater Portland Council of Governments Lakes Region meeting where the discussion items focused on identifying the most pressing challenges and opportunities facing each community, followed by a collaborative conversation on how towns can work together—and with regional partners—to address those issues. The group also reviewed a proposal for a regional sales tax with revenue sharing aimed at easing the burden of rising property taxes and concluded by summarizing key action items and next steps.
- F. Casco’s Safe Streets Committee hosted a Bicycle Rodeo on May 2nd, with support from the Bicycle Coalition of Maine. The event helped children and families build safe biking skills through fun, hands-on activities while promoting awareness of road safety and proper cycling practices, and approximately 10 children participated in the rodeo.
- G. The Request for Proposals (RFP) for the Casco Village Crosswalk project was issued on May 4 by Gorrill Palmer. A non-mandatory pre-bid meeting is scheduled for May 21, and all proposals must be submitted no later than 2:00 p.m. on May 28.

The RFP stipulates that the project must be completed by July 17. Included in the Selectboard packet are the design standards provided to prospective bidders. In addition, the complete RFP has been made available on the Town’s official website.

- H. The Ad Hoc Committee will begin increasing its discussions regarding the Berry property. Future deliberations will focus on methods to obtain community feedback, the development of a conceptual rendering for public review, and the eventual finalization of a plan for the property. It is anticipated that these efforts will be completed in preparation for the Maine Water Conservation Grant application in June 2027.

- I. I will be attending the National League of Cities RISC Pool Conference from May 13–15. This training comes at no cost to the Town, as all associated expenses are fully funded by the Maine Municipal Association.

**On-Going Business**

**6. The Selectboard will consider updating the following policies Selectboard Meeting Cancellation, Unassigned Fund Balance, and Managing Public Participation in Selectboard Meetings**

Staff respectfully request that the Selectboard review and consider approval of several proposed policies intended to replace existing policies that are outdated or no longer aligned with current practices. These proposed policies address Selectboard meeting cancellations, the unassigned fund balance, and the management of public participation during Selectboard meetings.

Given the extent and substantive nature of the revisions, redlined versions have not been provided. The proposed documents constitute comprehensive rewrites rather than incremental amendments and are therefore submitted in their entirety for the Selectboard’s review and consideration. Prior versions of these policies have been included in the Selectboard packet for reference.

If the Selectboard approves the three policies included on the agenda, staff respectfully request guidance regarding the prioritization of the next group of policies to be reviewed. A list of the proposed policies for future review is provided below.

<b>Policy Name</b>	<b>Last Updated / Adopted</b>
Community Center Facility Use Policy	December 2009
Tax Acquired Property Policy	February 2013
Collection of Emergency Medical Service Fees	October 2019
Select Board Meeting Policy	October 2019
Purchasing Policy	July 2021
Capitalization Policy	August 2021
Conflict of Interest Policy	September 2021
Electronic Systems Policy	November 2021
Credit/Debit Card Use Policy	2021
Remote Meeting Policy	January 2022
Rules of Public Hearing Policy	May 2022
Personnel Policy	February 2023

<b>Policy Name</b>	<b>Last Updated / Adopted</b>
Freedom of Access Policy	May 2023
Board and Committee Members Use of Social Media Policy & Guidelines	July 2023
Employee Technology and Social Media Policy	July 2023
Septic System Grant Program Policy	September 2023
Select Board Rules of Order and Procedures	September 3, 2024
Complete Streets Policy	January 2025
Board Committee Policy	January 2026

**7. The Selectboard will receive updates on the installation of municipal fiber.**

An update on the municipal fiber installation project will be provided by the Town Manager.

**8. The Selectboard will consider proposed Town Meeting Warrant.**

Included in the Selectboard packet is the proposed warrant for the June 3rd Town Meeting. If no modifications are deemed necessary, staff respectfully request that the Selectboard vote to approve the warrant and authorize its execution.

In the event that modifications are required, staff will revise the warrant accordingly and resubmit it to the Selectboard for further consideration on May 19th.

**New Business**

**9. The Selectboard consider appointing Doug Wilson to the Zoning Board of Appeals with a term expiring on June 30, 2028.**

Doug Wilson is requesting appointment to the Zoning Board of Appeals to fill one of two current vacancies. Mr. Wilson has resided in the Town of Casco since 2022 and previously served on another municipality’s zoning board of appeals. He is familiar with the review processes and requirements under Maine law.

**10. The Selectboard will consider appointing alternate Planning Board member Joseph Armenti, Jr to a full voting member with a term expiring on June 30, 2027.**

Please approve the change of Joseph Armenti, Jr.’s appointment on the Planning Board from an alternate to a full voting member, with an updated appointment expiration date of June 30, 2027. Moving an alternate into a full member role has been the Selectboard’s standard practice in recent appointments, ensuring continuity and maintaining experienced participation on the board.

## **11. The Selectboard will consider modifying the EMS rates**

Casco Rescue is proposing modest adjustments to its EMS billing rates to improve cost recovery and ensure compliance with recent Maine legislation. Rates have not been updated since 2013, and current charges remain well below allowable reimbursement levels. Under L.D. 2105, insurers reimburse EMS services at up to 200% of Medicare rates, but annual increases are capped at 5% for agencies below that threshold. The proposed changes reflect this limit, with small increases to most service rates and no changes to on-scene (no transport) or intercept charges. The specific rate increases requested are detailed in the Selectboard packet.

In addition, L.D. 1602 (1-A) requires reimbursement for non-transport services (A0998), creating an opportunity to improve revenue while maintaining compliance. Even with these adjustments, Casco's rates will remain below Medicare benchmarks, requiring a phased approach to future increases. Approval of these updates will support the financial sustainability of EMS operations while aligning with state requirements.

## **12. The Selectboard will discuss vacancies created by volunteers not seeking reappointment.**

Town staff reached out to all volunteers whose terms are expiring on boards, commissions, and committees. Based on these discussions, the vast majority have expressed interest in being reappointed to their respective groups. Those individuals include Robert Williamson, Sam Brown, and Pam Edwards (CPIC); Sam Brown and Eric Dibner (Safe Streets); and Sue Witonis, Barbara Durr, and Maureen McAllister (Finance Committee).

Volunteers not seeking reappointment or withdraw from their respective boards and committees include Tom Mulkern (Finance Committee), Trevor Tidd (Zoning Board of Appeals), Tuan Nguyen-elected (Transfer Station Council), Elinor Withington (Veterans Committee), and Joseph Armenti, Jr., and Wyatt Petit (CPIC).

If the previous appointments occur, there will be the following resulting vacancies: two alternate position on the Planning Board, one vacancy on the Zoning Board of Appeals, two vacancies on CPIC, three vacancies on the Veterans Committee, two vacancies on the Safe Streets Committee, and one vacancy on the Finance Committee (one resident already applied for this position).

## **13. The Selectboard will discuss future workshops on a Communication Policy.**

During the all-committee meeting, the Selectboard received feedback indicating that the Town should make efforts to improve communications. The Selectboard directed the Town Manager to conduct research on communication policies and practices utilized by other municipalities. It is anticipated that the Selectboard will hold future workshops to solicit input from committees, boards, and members of the public regarding potential methods for improving municipal communication.

**14. The Selectboard will consider approving the MSAD 61 Budget Validation Referendum.**

The Selectboard is required to act in accordance with Maine law, specifically 20-A M.R.S. § 1486, which mandates that municipal officers meet promptly to review and countersign the warrant and notice of election for a school district budget validation referendum. Included in the Selectboard packet is a copy of the validation warrant for the Board's review and consideration.

This process ensures that the warrant is properly posted and that voters are duly notified of the referendum, thereby fulfilling the municipality's legal obligation to facilitate the election and uphold transparency and accountability in local governance.

**15. The Selectboard will consider renewing a liquor license renewal from Webbs Mills Eatery.**

The Selectboard has received a liquor license renewal application from Webbs Mills Eat. As the establishment has held a liquor license for more than five years, a public hearing is not required as part of the review process.

The Board may review and discuss the application as a regular agenda item prior to taking formal action. If approved, the application will be forwarded to the State of Maine, Bureau of Alcoholic Beverages, and Lottery Operations for final approval.