



Town of Casco

Selectboard Regular Meeting Minutes

January 21, 2025 at 6:00 PM

Casco Community Center

Selectboard Members Present: Avery, Connolly, MacDonald, Fernandes, Plummer

Regular Meeting

1. Review and approval of the meeting agenda

Vice Chairperson Grant Plummer moved to switch the order of item numbers 5&6.

Motion made by Avery, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

The Selectboard moved and seconded to approve the meeting agenda as amended.

Motion made by MacDonald, Seconded by Avery.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

2. Approval of bills and signing and approval of all open warrants

The Selectboard moved and seconded to approve all bills and signing of all open warrants.

Motion made by MacDonald, Seconded by Avery.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

3. Approval of Minutes: December 17, 2024

The Selectboard moved and seconded to accept the minutes from the December 17, 2024 meeting as presented.

Motion made by Avery, Seconded by MacDonald.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

4. Public Participation for non-Agenda items

Susan Witonis- Concerned if we are following our committees and boards are following board policies.

Sam Brown- There is an Open Space Committee meeting January 22. Inquired about the status of the "All the Raven" building.

David Kimball- disputing his property lines with the town.

Trevor Tidd- wanted to thank both the Selectboard and Planning Board for their time. He would like to urge all of them to slow down and think about the decisions they are making as it effects people's lives.

Workshop

5. The Selectboard and Planning Board will hold a joint Workshop with Hancock Lumber Discussion only. No action was taken.
6. Manager's Update
 - A. As part of the FY25 budget, I will propose a formal pay scale that is based on each position's grade, experience level and wages related to their position. If accepted, this wage scale provides employees and prospective employees with clear pay expectations as they gain experience. Instead of just using a COLA which keeps an employee at a plateau for the duration of their employment, it provides continued growth. Obviously, any step increase would be dependent on satisfactory appraisals/evaluations.
 - B. Over the past few months, the Town faced significant challenges with two vehicles. The Town Office Ford Explorer recently failed a State inspection, and the costs associated with the required repairs are prohibitive. The Town is also experiencing similar problems with the 2014 Plow vehicle purchase in 2021 from Raymond. Last year, the Town spent approximately \$12,000 on repairs to this truck. The Truck is currently being repaired with an anticipated costs of \$13,000. The Town has been fortunate, because this trucks route has been handled by the 1-ton truck due to the light nature of the storms. This truck could not handle a substantial snowstorm.
 - C. Several significant software upgrades to the Town Office are occurring. Trio web was recently installed. This makes our primary operating system web based and not solely reliant on our server. Trio is in the process of requiring this transition for all software users and they are ceasing support of the previous versions next year or two. We are also upgrading our digital payment systems to Government Windows. This system will allow us to charge almost any fee via the web and able to use an electronic check for a flat fee. We currently have limitations on electronic payments with Inform ME. Inform ME current charges 2.5% or a minimum of \$1 in fees for State based licensing or registrations. The fees associated with Government Windows are also 2.5% but a flat fee of \$2.75 for electronic checks. We will also be switching to Time Clock Plus for our time clock server. This software directly communicates with Trio and will eliminate the necessity for data from our time clock to Trio.
 - D. As authorized by the Selectboard, I am meeting with Mike Morse and Bill Gerrish regarding the stormwater design for the Town properties near Parker Pond. I will provide more details at the meeting.
 - E. At a February meeting, I will provide an update on all the open projects that are underway within the Town by the Town.

- F. Two major facility projects will begin within the next few weeks. The weatherproof of the basement underneath the gymnasium of the community center. This capital upgrade was approved during the FY24 Town Meeting. The Town will also be installing entry keypads onto the two-exterior doors of the Town Office and the entrance into the employee's only section of the building. This is being funded with operation money within this year's budget.
- G. The Tri-Town Animal Control Officer will be unavailable to respond to calls for service beginning February 4 and will be unavailable for 3 to 4 weeks. Under a MOU, emergency call responses will be handled by Gray's ACO.

Old Business

- 7. The Selectboard will discuss Contract Zoning and Deeds with Casco Public Library
Discussion only. No action was taken.
- 8. The Selectboard will discuss updating the current fee structure.
The Selectboard moved and seconded to approve the presented fee structure, minus recommendations outlined by ordinance or Maine State Law.
Motion made by Connolly, Seconded by Avery.
Voting Yea: Avery, Connolly, Fernandes, Plummer
Voting Nay: MacDonald

New Business

- 9. The Selectboard will consider a special Town Meeting warrant.
The Selectboard moved and seconded to approve the Special Town Meeting warrant as presented.
Motion made by Connolly, Seconded by Plummer.
Voting Nay: Avery, MacDonald, Fernandes
Special Town Meeting postponed.
- 10. The Selectboard will consider converting the current ad hoc committee to a permanent Casco Safe Streets Committee
The Selectboard moved and seconded to convert the current ad hoc committee to a permanent Casco Safe Streets Committee.
Motion made by Avery, Seconded by Fernandes.
Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer
- 11. The Selectboard will consider the timeline for FY2026 budget workshops
The Selectboard moved and seconded to approve the presented FY 2026 timeline and in design discussed during this meeting.
Motion made by MacDonald, Seconded by Avery.
Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

12. The Selectboard will consider modifications to the Board, Committee, Commission & Council appointment policy

The Selectboard moved and seconded to approve the modifications to the Board, Committee, Commission & Council appointment policy.

Motion made by Avery, Seconded by MacDonald.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

13. The Selectboard will consider the appointment of Tom McCarthy to the Finance Committee

The Selectboard moved and seconded to appoint Tom McCarthy to the Finance Committee and authorize the Town Manager to identify a 7th member for the committee.

Motion made by Avery, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

14. The Selectboard will consider five (5) requests for automatic foreclosure waivers

The Selectboard moved and seconded to authorize the Tax Collector to waive automatic foreclosure on Real Estate Account #s 226, 4007, 523, 3480 and 2803.

Motion made by Avery, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

15. Selectboard Comments

Grant Plummer- Inquired if a response has been made to a resident.

Executive Session

16. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 01/21/2025A & 01/21/2025B .

The Selectboard moved and seconded to enter Executive Session at 8:15pm to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 01/21/2025A & 01/21/2025B.

Motion made by Avery, Seconded by Plummer.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

The Selectboard moved and seconded to exit Executive Session at 8:17pm.

Motion made by Avery, Seconded by Plummer.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

17. Adjournment

The Selectboard moved and seconded to adjourn at 8:19pm.

Motion made by Fernandes, Seconded by MacDonald.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

Reminders to the Attending Public: Selectboard meetings are open to the public, but the public may not speak unless recognized by the Board Chair or Vice Chair in their absence. Except during a public hearing, comment time is limited to 2 minutes per speaker during public participation or on agenda items. Matters related to personnel will not be heard.

Future meeting dates (subject to change)

January 22 @ 6:00 PM Open Space Commission Meeting

January 27 @ 6:30 PM Planning Board Regular Meeting

January 23 @ 6:00 PM Comp Plan Implementation Committee

January 28 @ 6:30 PM Special Town Meeting

February 4 @ 6:00 PM Selectboard Regular Meeting