



Manager's Memorandum
February 4, 2025, Selectboard Meeting

To: Selectboard
From: Tony Ward, Town Manager
Date: 01-30-2025
Re: Selectboard meeting 02-04-2025

Below are notes for agenda items for the January 21, 2025, meeting

5. Managers' Update

- A. At the staff level, the budget process is moving forward. All Department Heads have provided their recommendations, and I am currently developing recommendations.
- B. Just a reminder, 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 MOU, emergency call responses will be handled by Gray's ACO.

Old Business

6. The Selectboard will discuss the status of Casco, Naples, Raymond, Sebago and GPCOGs collaboration for high-speed internet with Sebago Fiber.

Clara McCloud from GPCOG, Andrew Davis from Sebago Fiber and/or Brandie Shydo will be present to provide an update on the broadband COLAB and the progress made in both Sebago and Raymond. A copy of the PowerPoint presentation will be provided to you at the meeting and later posted on our web site..

In addition, they will discuss the proposal for FY26 and FY27 related to Casco and providing fiber optic services to identify areas within our community. In FY 26, I will propose the Town utilize approximately \$218, 000 in unassigned funds to connect the fiber optic connection between Raymond and Naples along 302. As part of this project, Sebago Fiber's business model expands the fiber optics beyond this corridor and into a vast portion of South Casco. In FY27, we would propose expanding this service from the Naples' town line along Poland Spring Road to Meadow Road and then along Meadow Road to beyond the Village.

Sebago Fiber will be exploring additional options for the Webbs Mills region based on their connectivity with the Raymond loop.

Additional information about these projects at

<https://www.google.com/maps/d/viewer?mid=19Z8cOsCrKPD0m6QiT6Krcp69nYdi0Ak&ll=43.865052901758084%2C-70.569072&z=11>

And their Sebago Fibers rates at <https://www.sebagofiber.net/residential>

7. The Selectboard will discuss the status of outstanding projects.

- Pleasant Lake Beach- A request for minor modification of the previously approved planned has been submitted to DEP by Archipelago on behalf of the Town that modifies the stairs to a ramp system. The minor revision request is included in your packet and the design submitted is located on page 8. We anticipate this being approved and completion of the project after Labor Day.
- Meeting House-Included in your packet is the initial architectural design for the meeting housing. A slight modification from this design is occurring because of the necessity to add another ADA compliant bathroom and ADA entrance into the building. Once finalized, we hope to release an RFP for the upgrades within a few weeks of design acceptance. An exterior redesign is also be completed for future dialogues.
- GPCOG CIP Planning- A preliminary meeting is occurring on February 5th between myself and GPCOG. We are providing them with the staff recommendations associated with a 10-year Capital Improvement Plan. GPCOG inquired about the development of the advisory panel and a period to finalizing this advisory group.
- RFP Edwards Road-The RFP for the Edwards Road project is being released within the next week. The box culvert was ordered this week because failure to order this material probably would have resulted in failure to meet the July through September timeline requirements.

8. The Selectboard will discuss discrepancies between Town and Library property lines, deeds, and other land-related discrepancies.

The Town and the library are nearing completion of a draft Contract Zoning Agreement(CZA). Once both parties are comfortable with the CZA, this agreement will be presented to the Planning Board to begin the adoption process. The Town and the library will also be developing a memorandum of understanding or cross easement agreement outlining critical responsibilities, maintenance responsibilities and other information not covered in the CZA.

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

Included in your packet is the red-lined version of the above policy approved at your last meeting. This redlined copy does now include the Open Space Commission within the policy which was accidentally omitted in previous versions. This updated policy would need to be approved with the addition of the Open Space Commission. A hard copy of the policy will be available for Selectboard signature after completion.

New Business

10. The Selectboard will consider a Special Town Meeting on February 25th at 6:30 PM.

After canceling the January Special Town Meeting, I am recommending a February Special Town Meeting for the two remaining action items that were in the previous warrant. The Maine PERS article is time sensitive, and we are required to bring this forwarded based on our collective bargaining process. IAFF did not believe it beneficial for either party to delay this decision until June. While we typically recommend utilizing the Crooked River Elementary School for these meetings, I will recommend we utilize the Community Center because of anticipated participation levels.

11. The Selectboard will consider the Special Town Meeting warrant scheduled for February 25, 2025.

Included in your packet is a proposed Town Meeting warrant for the above-mentioned Town Meeting. The proposed Town Meeting warrant contains only 4 articles and 2 are being action-based votes.

12. The Selectboard will consider a grant from Loon Echo towards Open Space Commission.

Included in your packet is a memorandum from Loon Echo Land Trust outlining a grant funded opportunity to complete an Open Space Plan for the Town of Casco. This grant would cover costs associated with acquiring consultant assistance for the development of this plan. Please see the memorandum for additional information related to this grant opportunity.

The Selectboard has the authority to accept such grants, and this acceptance cannot be done by committees or staff. The Open Space Committee and I both recommend the Selectboard accept this grant and assistance from Loon Echo Land Trust.

13. The Selectboard will discuss the sign garage.

I was contacted by the Crooked River Snowmobile Club related to the Town Garage located directly in front of their club house. They advised that they had an agreement with Dave Morton to either move the garage or raze the garage upon completion of their club house. I cannot find any documentation about this agreement and Crooked River Snowmobile Club stated it was a verbal agreement between the two (2) parties.

I have included the signed agreement between the two parties and this discussion is not covered in the agreement. According to Jensen Baird, this agreement that Crooked River Snowmobile Club is the owner of the building while they occupy it. Once they cease operating within this building, the building becomes Town property. The land which the building belongs to the Town and the Club is leasing the right to use this land.

14. The Selectboard will consider a Request for Proposal (RFP) related to sale of foreclosed properties.

In 2023, modifications to Title 36, §943-C occurred that required the sale of municipal foreclosed properties must be sold through a real estate broker or licensed agent for the highest reasonable price. Other modifications to this process occurred and they are included in your attachment identified as MRS Title 36, §943-C. SALE OF FORECLOSED PROPERTIES.

Prior to the meeting, the Selectboard will receive a list of foreclosed priorities owned by the Town. Staff and I anticipate that the Board may have an interest in selling two (2) pieces of property on this list

- A. 15 Varney Road, Tax Map 27, lot 6, .35 acres
- B. 388 Roosevelt Trail, Tax Map 25, lot 4, .93 acres

This article does not require these two properties immediately go onto the market but authorizes the release of RFP for Real Estate broker service. The proposed RFP is included in the Selectboard packet. This process identifies possible brokers the meet Title 36 §943-C requirements and would permit future sales of the listed two properties and/or any other properties.

15. The Selectboard will discuss the budgetary responsibilities of the Finance Committee.

Prior to the Finance Committee and Selectboard discussing the budgetary responsibilities, I am recommending a modified budgetary process for FY26. We anticipate this process will facilitate additional dialogue related to the budget and foster more ownership of the proposed budget by both groups. Below is a synopsis of the proposed process.

- A. Both the Selectboard and Finance Committee will initially conduct joint hearings with presentations from the Town Manager or Department Heads. These hearings will occur as outlined in the approved meeting schedule.

- B. After all Department Head/Town Manager presentations, both the Finance Committee and Selectboard will meet individually to discuss the proposed budget and make recommendations for modifications to the proposed budget. Either of these groups may request the Town Manager attend their meetings to answer any clarifying questions.
- C. Both the Finance Committee and Selectboard will meet a final time to finalize their recommendations.
- D. The Selectboard are ultimately responsible for the approval of a Town Meeting warrant. I would recommend that the recommendations of both groups be included on the warrant. The higher amount recommended between the two would be included in the warrant article with the recommendations listed below. An example of this style of article is below:

ARTICLE XX. To see if the Town will vote to raise and appropriate the sum of \$ 568,514 to fund DEPARTMENT XXXXXX.

FY 23/24
\$508,748

FY 24/25
\$ 518,157

Board of Selectmen
Finance Committee

Ought to Pass @ \$ 545,000
Ought to Pass @ \$ 568,514