



**Manager's Memorandum
May 13, 2025, Selectboard Meeting**

To: Selectboard
From: Tony Ward, Town Manager
Date: 05-12-2025
Re: Selectboard meeting 05-13-2025

Below are notes for agenda items for the May 13, 2025, meeting

5. Managers' Update

- A. The Town is continuing its actions towards the business occurring at Rabbit Run. The Town has not approved a home business permit and outlined the shortcomings in the application. The Code Enforcement Officer and Fire Chief conducted a voluntary inspection of the property and notified the owner of their concerns. In addition, we forwarded information to the Fire Marshall's Office, and they are following up on their required application process.
- B. The Town recently received a survey related to the Thompson Lake Boat Ramp and Thompson Lake Marina. The survey shows the boat ramp is clearly in the Town's right of way. Prior to this meeting, I am discussing the survey conducted with Drummond Woodsum to determine the proper method in ensuring the Town's ownership of the ramp. While preliminary discussions have occurred with Drummond Woodsum, I anticipate a more specific discussion occurring at a future Selectboard meeting as an agenda item. I have included a copy of the survey in your packet.
- C. The Town recently released three (3) RFPs. The RFPs were for gravel work to be done at Bulky Waste (on behalf of the Transfer Station Council), planning services for the Open Space Commission and real estate S\services for the sale of foreclosed properties.

We received 5 bids related to gravel work at Bulky Waste and the bids ranged from \$108,195 to \$176,577. These bids will be presented to the Transfer Station Council at their June 5th meeting.

We received 5 bids for planning services for the Open Space Commission. All the bids received were similar in the funding amounts. A member of the Open Space Commission, Matt Markot and I will be reviewing these proposals and making a recommendation to the Selectboard at your June 3rd meeting.

The Town received three bids for realtor services. I anticipate providing these bids to the Selectboard on June 3rd.

- D. The Capital Improvement survey is scheduled to go out at the end of May or first of June and run for 4-6 weeks with a completion of mid-July. GPCOG will need time to compile and analyze the results, so we are probably not looking at a community forum until September.
- E. The May 20th Selectboard will primarily consist of a public hearing on Lake Region Brewing's liquor license request and a workshop with the planner about zoning and ordinance priorities. At the request of the planner, the Planning Board was invited to the workshop and participate in this dialogue.
- F. Naples held their Town Meeting on May 10th. Two articles approved directly or indirectly impact the Casco. Naples approved funding a Naples employee to perform animal control duties. Thus, Naples will be ceasing their involvement in the interlocal agreement between Casco, Naples, and Raymond for ACO services. Casco and Raymond shall maintain the interlocal agreement for FY26.
- G. Pleasant Lake beach is closed due to damage to the retaining wall caused by the recent storm. Additionally, the adjacent boat ramp is closed due to weakening of base beneath the ramp and disconnection of the ramp structure.

These closures are in place for public safety and will remain effective until repairs are completed and the areas are deemed safe for use. Once the timelines for repairs are identified, staff will share with the Selectboard and residents.
- H. I am on vacation from Friday May 16th to Monday May 26th. I will be unavailable during this period due to an unknown cell service coverage. Pm Griffin will handle any emergency duties during my absence.

Old Business

6. The Selectboard will discuss Selectboard goals for FY25.

The Selectboard discussed their goals at the last meeting. Included in your packet is a synopsis of the dialogue and updated status of FY 25 goals.

New Business

7. The Selectboard will discuss the use of grant funds for a regional "paramedic go car" for the communities of Casco, Raymond, Windham, and Gray.

The Towns of Casco, Raymond, Windham, and Gray each received a grant from Maine EMS Sustainability Grant. Each community will pool their funds and participate in a pilot

program to establish a regional response paramedic. Using these, the communities would staff a daytime, per-diem paramedic, housed at the North Windham Fire Station. This station is a centrally located facility and within the normal path of travel to the Portland hospitals for three of the four communities. Windham Fire has a vehicle and equipment that can be assigned to this project to ensure safe and adequate response. Budget: Using a per-diem paramedic at \$35.00 per hour for twelve hours a day, seven days a week we can run the program for approximately 42 weeks, based on the funding amount of \$113,796.13. The vehicle and equipment are already owned and have no immediate costs.

This decision to participate in this pilot program is based on the consistent dialogue of the Selectboard to explore regionalization options for fire/EMS. Chief Cole will be available to provide further information or answer any questions.

8. The Selectboard will consider liquor license renewal by Webbs Mills Eats

State law requires public hearings for any liquor license renewal for five years after awarding the license. Webbs Mills Eats is now over that limit and no longer requires a public hearing.

The Town has received no complaints about this business and is not aware of any administrative violations. Staff recommend approving the application and forwarding it to the State for their approval.

9. The Selectboard will discuss an Easement Agreement with Casco Public Library.

I recommend tabling this agenda item at counsel's advice. Counsel for both the Town and Library are still in discussions related to this document. This dialogue should occur once a draft is substantially agreed upon and not prior.

10. The Selectboard will consider the terms of the newly appointed Safe Street Committee members.

At your January 21, 2025, meeting you appointed the following individuals to the Safe Street's Committee. After their appointments, you asked the committee to develop appointment terms and identify chair/vice chairpersons. The Safe Street Committee met and made the following:

1. Rae-Anne (Chair) - odd(2027)
2. Sam (V. Chair) - even (2026)
3. Justin - odd (2027)

4. Eric - even (2026)
5. Courtney (Secretary) - odd (2027)
6. TBD - even (2026)
7. TDB - odd (2027)

11. The Selectboard will discuss the draft Town Meeting warrant.

Included in your packet is a draft Town Meeting for your review. The Town Meeting Warrant is fairly straightforward with no unusual or unique warrant articles. The Board can opt to approve at this meeting or wait until your May 20th meeting. Maine law requires the warrant be posted by May 27th.

12. The Selectboard will consider the status of all committees

Included in the Selectboard's packet is an updated of all the committee members and their term expirations. Per policy, all appointed committee members' terms expire on June 30th of the defined year. Positions that require electoral vote terms expire after the election.

The attached documents show that no terms were ever determined for the Comprehensive Plan Implementation Committee, 2 openings on the Safe Streets Committee, 1 open on the Veteran's Committee, 1 opening on the Zoning Board of Appeals with two (2) members terms expiring.

13. The Selectboard will consider a request to redeem foreclosed property located on tax map 0004, lot 36 by the previous owner.

On January 4, 2024, the Town foreclosed on the property located at 17 Four Wheel Drive (Tax map 4, lot #0001-E0 previously owned by Hope Chapman. On that date, the Town foreclosed on the FY 22 taxes for an amount of \$972.84. The previous owner also did not pay the FY23 or FY24 taxes. The Total amount owed, including interest & fees is \$2,174.20. Details on the taxes owed are included in the Selectboard packet.

The previous owner is requesting to purchase the property back for the taxes, interest and fees owed. Please see the e-mail request in the packet. Staff and I recommend permitting

Mrs. Chapman requested to purchase the property of the back taxes. This action makes the Town whole on funds owed and is consistent with Maine law relating to foreclosed properties. Excess funds on the sale of foreclosed property would go to Mrs. Chapman and not the Town.

14. The Selectboard will consider usage of Town buildings on recognized holidays.

Included in your packet is a request form a residence for the Selectboard to allow public use of the Community Center during state and federal recognized holidays.

I recently authorized the Community Center to be closed on Patriot's Day. My reasoning was the community center should be closed during recognized holidays in alignment with the closure of all other municipal facilities. While the center is typically open to the public, allowing anyone to use the space, operating on holidays may require some employees to work on holidays. In addition, if we permit one organization or group to use the community center we must permit any request that meets our facility use policy.

15. The Selectboard will consider a Spirit of America nomination for 2025.

The Spirit of America Foundation in Maine is a public charity that recognizes volunteerism and community service. Its mission is to honor individuals, organizations, and projects that exemplify a spirit of dedication to community betterment. They annually request municipalities nominate residents or organizations for this recognition and present Spirit of America Tribute awards during town meetings or special ceremonies to celebrate outstanding community service and civic engagement.

16. The Selectboard will discuss the quote for upgrading the meeting house.

Great Falls Construction provided a proposal for repairs to the 9 Leach Hill Road. The proposal outlines renovations and new construction to repurpose part of the existing building into a meeting space, based on plans by KW Architects. The complete proposal is located in the Selectboard packet.

Key Scope of Work:

- Fire safety upgrades including stair door and stair enclosure
- Renovation of two ADA-compliant bathrooms
- Creation of a small meeting space and break room (with a \$5,000 cabinet allowance)
- HVAC upgrades including a Daikin mini-split system
- Electrical work including panel replacement
- Interior work: painting, drywall, flooring (luxury vinyl plank, carpet tile, stair treads)
- Reconfiguration of doors, closets, and walls to improve layout
- Addition of a new A/V room

Budget Summary:

- Total Estimated Cost: **\$181,121.00**
- Major costs include flooring (\$28,144), plumbing (\$28,738), heat pumps (\$26,225), and electrical (\$21,250)

Great Falls also provided an exterior project scope including the installation of an ADA-compliant ramp, with cost estimates ranging between \$30,000 and \$60,000 depending on materials, design specifications, and site conditions. In addition to the ramp, roof repairs are projected at \$23,460, which covers the replacement of damaged sections and necessary weatherproofing. Siding replacement is estimated at \$31,980, ensuring structural integrity and improved energy efficiency. Site preparation, including grading, excavation, and necessary utility adjustments, is estimated at \$10,000. These combined improvements are essential for accessibility, safety, and long-term functionality of the facility.