



**Manager's Memorandum
Selectboard Meeting
August 4, 2026**

To: Selectboard
From: Tony Ward, Town Manager
Date: 08-01-2026
Re: Selectboard meeting 08-04-2026

Below are notes for agenda items for August 4, 2026, meeting

5. Managers' Update

- A.** The Town of Casco invites all residents to attend the Second Casco Village Community Workshop on Tuesday, September 15, at 5:30 p.m. at the Casco Community Center. Building on feedback received during the May workshop, this interactive session will present potential zoning concepts, development patterns, design standards, and regulatory approaches to help guide the future of Casco Village. Participants will review key themes from previous community input, explore examples from other communities, learn about a proposed Conditional Use Permit process, and provide feedback that will help shape the next phase of the Village zoning rewrite and future draft recommendations.
- B.** The Town has issued a Request for Proposals (RFP) for the supply and delivery of screened winter sand for the 2026–2027 winter season. Sealed bids are due by 3:00 p.m. on August 13, 2026, and must include a recent sieve analysis verifying compliance with the Town's material specifications. The contract will be awarded based on price, material quality, compliance with specifications, and availability, with the successful bidder providing winter sand on an as-needed basis throughout the season.
- C.** GPCOG and the Town will host a public open house on August 12 from 4:30 p.m. to 6:30 p.m. at Webbs Mills Park to provide information and gather public feedback regarding the proposed four-way stop at the intersection of Poland Spring Road, Webbs Mills Road, and Pine Hill Road. To encourage participation and improve communication about the project, informational mailings are being sent to residents in the surrounding area.
- D.** Public Works has received its new paint sprayer, providing the department with the capability to paint crosswalks, pavement markings, and handicap parking symbols in-house. The new equipment will also be used to assist with the maintenance and preservation of Town equipment, improving operational efficiency while reducing reliance on outside contractors for routine painting needs.
- E.** Road Foreman Mike Genest and I have been inspecting the private roads that receive winter maintenance from the Town to ensure they remain in compliance with the 1972 Private Road Standards. At this time, two private roads—Cone Avenue and Lower

Coffee Pond Road—have been identified as not meeting these standards. On behalf of the Town, I will be notifying the affected property owners that the necessary repairs must be completed to maintain eligibility for Town snow plowing services. Based on our inspections, we anticipate the required repairs on both roads will be relatively minor and can be completed at minimal expense.

- F. Town legal counsel has filed (or is in the process of filing) a land use enforcement action pursuant to 30-A M.R.S. § 4452 against both the property owner and the lessee of 50 Rabbit Run for violating the Town's cease and desist order. An action under 30-A M.R.S. § 4452 is the statutory enforcement mechanism available to municipalities when a land use violation continues after notice has been provided. Through this process, the Town may seek court-ordered compliance, civil penalties as authorized by Maine law, recovery of attorney's fees and litigation costs where permitted, and any other appropriate relief necessary to enforce the Town's land use ordinances. This action demonstrates the Town's commitment to ensuring compliance with its ordinances and the decisions of its regulatory boards. The matter is now before the court, and updates will be provided to the Selectboard as the legal process moves forward.
- G. I will be on vacation from August 28 through September 9 and will be unavailable by cell phone or email during that time. The Fire Chief Brian Cole will oversee any critical Town Manager responsibilities and address urgent matters requiring attention during my absence.

On-Going Business

6. The Selectboard will consider updating the following policies Community Center Facility Use and Remote Meeting Policy

The first policy, regarding the Use of the Community Center, had substantial modifications were made to the original proposed policy after legal review. This proposed policy is not redlined due to the quantity of changes.

The second policy included in this packet is a model policy for remote meetings authored by Maine Municipal Association.

New Business

7. The Selectboard will receive an update on the Recreational Department programs and Community Center.

Recreation Director Beth Latsey will provide the Selectboard with an update on the Town's recreation programs and activities at the Casco Community Center. Her report will include information on current programming, participation levels, upcoming events, and other initiatives designed to enhance recreational opportunities for residents. This update will keep the Selectboard informed of the department's ongoing operations and future plans.

8. The Selectboard will discuss the proposed Water Quality Plan.

Water Quality Committee Chairperson Tom McCarthy will present the Committee's proposed Water Quality Plan for the Selectboard's review and consideration. The plan establishes a comprehensive framework for protecting and enhancing the water quality of Casco's lakes, ponds, rivers, and watersheds through coordinated management, regulatory oversight, scientific monitoring, public education, and regional collaboration. Key components include strengthening shoreline and land use ordinances, promoting watershed stewardship and conservation, expanding water quality testing and invasive species prevention efforts, documenting shoreline conditions, engaging the community through outreach and volunteer programs, pursuing grant funding opportunities, and fostering partnerships among lake associations, residents, businesses, neighboring municipalities, and state agencies. The plan is intended to provide a long-term strategy for preserving Casco's water resources while guiding future policy and management decisions.

9. The Selectboard will discuss the September 26th community event.

Courtney Walsh, Janet DiBiase, and Pam Edwards will provide the Selectboard with an update on the planning efforts for the Volunteer Boards, Staff, and Community Interface Event. The event is tentatively scheduled for Saturday, September 26, at Casco Community Park, with a rain date of Sunday, September 27. The update will include progress on event planning, outreach efforts, and opportunities to connect residents with Town boards, committees, staff, and municipal services.

10. The Selectboard will consider a liquor license renewal for Migis Lodge.

Included in the Selectboard packet is a request from Migis Lodge for renewal of its liquor license. The Town has not received any complaints regarding the operation of the lodge or restaurant and is not aware of any violations of applicable regulations.

If approved by the Selectboard, the application will be forwarded to the State of Maine Bureau of Alcoholic Beverages and Lottery Operations, which is responsible for the final review and determination of the renewal of the license.

11. The Selectboard will discuss the preliminary tax commitment.

Included in the Selectboard packet is the Tax Rate Calculation Form that will be completed by Cumberland County Regional Assessing within the next few weeks. Based on the current valuation and budget information, the Town can anticipate an estimated mill rate increase of \$0.76, resulting in a projected tax rate of \$11.01 per \$1,000 of assessed value. This represents an approximate 7.4% increase over the current mill rate of \$10.25.

The calculation also includes a minimal overlay of \$48,749.29, which is less than the FY 2026 overlay and is \$657,471.46 below the maximum allowable overlay amount of \$706,220.75. This conservative overlay reflects the Town's effort to minimize the tax impact while maintaining an appropriate reserve for tax commitment adjustments and abatements.

For the average residential property, this projected mill rate increase would result in an estimated annual property tax increase of \$351.29 for properties without a Homestead Exemption and \$332.29 for properties receiving the Homestead Exemption.