



**Manager's Memorandum
Selectboard Meeting
December 2, 2025**

To: Selectboard
From: Tony Ward, Town Manager
Date: 12-01-2025
Re: Selectboard meeting 12-02-2025

Below are notes for agenda items for December 2, 2025, meeting

5. Managers' Update

- A. The Town recently received the FY2024 Audit from RHR Smith. The delay in receiving this report was due to staffing challenges and complexities during that fiscal year. A hard copy has been placed in each Selectboard member's mailbox, and a digital copy will be made available on our website.
- B. Included in the Selectboard packet is correspondence from the owner of Thompson Lake Marina indicating that they no longer wish to pursue an easement agreement with the Town. The e-mail outlines the reasons for their change in position.
- C. Town staff and I will begin developing the initial FY 2027 budget in January. We anticipate providing a draft budget to the Selectboard and Finance Committee near the end of February, with formal budget meetings occurring throughout March. Additionally, staff and I plan to provide the Selectboard and Finance Committee with a draft timeline for budget hearings at the Selectboard's second meeting in January.
- D. The Town recently hired Sidney Shane as a full-time Public Works truck driver/laborer. We have also hired a per diem truck driver/laborer with several years of plowing experience. This per diem staff member will be utilized during periods when Public Works is short-staffed. Additionally, I have received interest from other potential per diem drivers.

Mary Tremblay will be transitioning into a part-time position, and we have begun cross-training Devin Langadas for the Code Enforcement Assistant position. She will work 20 hours in Codes and 20 hours in the front office. I also anticipate hiring a 20-hour-per-week clerk in January.

E. Rae-Anne Nguyen and I met with Greater Portland Council Of Governments (GPCOG) and Maine DOT to review three high-priority intersections and identify potential solutions. This collaboration is funded through grant funding, and GPCOG will provide the Town with a report prior to year's end. The intersections under review are:

- Webbs Mills Road (Route 85) at Poland Spring Road (Route 11)
- Roosevelt Trail (Route 302) at Tenney Hill Road
- Roosevelt Trail (Route 302) at Quaker Ridge Road

I am sure that Safe Streets will provide additional information during their discussion with the Selectboard on December 16th.

On-Going Business

6. The Selectboard will consider bids for Casco Village Zoning RFP.

The work group has completed its review of the five bids submitted for Casco Village zoning assistance. Following this evaluation, Sebago Technics and Resilience Planning have been selected to advance to the interview phase. The work group will conduct interviews with these two firms on the afternoon of December 2nd.

It is anticipated that the work group will present a recommendation regarding the preferred firm to provide these planning services at your meeting on December 2nd.

7. The Selectboard will consider moving the semiannual Town Meeting to January 28, 2026.

The Selectboard previously discussed holding the semiannual Town Meeting on January 21, 2026. Due to timing constraints associated with the Town's easement agreement with the Library, as well as the anticipated completion date of the Library's CZA process, it is recommended that the Selectboard revisit the timing of the semiannual Town Meeting. The statutory and procedural notification requirements associated with these matters prevent the Town Meeting from being held on January 21.

If all remaining meetings and hearings proceed without delay, these items could be ready for action at a Town Meeting held on January 28, 2026.

8. The Selectboard will discuss outstanding legal issues.

Chairperson Plummer will provide additional follow-up regarding the dialogue from the last meeting.

New Business

9. The Selectboard and Planning Board will conduct a joint hearing on Casco Public Library's request for Contract Zoning Agreement.

The Planning Board and Selectboard will conduct a joint meeting regarding the proposed Contract Zoning Agreement with the Casco Public Library. The purpose of this joint meeting is defined in Ordinance § 215-3.4.C.4, which is included in the packet.

Below is a synopsis of the ordinance. The Planning Board, upon reaching substantial agreement with the applicant, must initiate a joint review with the Selectboard within 30 days. The purpose of this review is to familiarize the Selectboard with the proposed Contract Zoning Agreement and allow the Selectboard to evaluate it in its administrative role. The joint review is intended to confirm that the Town's interests are protected, that the associated costs and benefits are reasonable, and that both boards have reached substantial agreement on the terms and wording of the proposed agreement. Once this is achieved, the applicant must provide written confirmation of their substantial agreement with the final terms.

10. The Selectboard will consider an updated 3-year contract with Main's Landscaping for mowing services.

Also included in your packet is a proposed contract with Mains and Sons Landscaping Services. While such contracts are traditionally signed by the Town Manager, given the ongoing dialogue associated with capital improvement planning, staff and I are seeking direction from the Selectboard before moving forward.

11. The Selectboard will consider modifications to the January 2026 Selectboard meeting dates.

Based on multiple factors associated with the upcoming Special Town Meeting, it is recommended that the Selectboard adjust its January 2026 meeting schedule. Specifically, it is recommended that the Selectboard meet on January 13, 2026, and January 27, 2026. Following these meetings, the Selectboard would resume its regular schedule of first and third Tuesday meetings beginning in February.