



**Manager's Memorandum  
Selectboard Meeting  
December 16, 2025**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 12-12-2025  
Re: Selectboard meeting 12-16-2025

Below are notes for agenda items for December 16, 2025, meeting

**5. Managers' Update**

- A. The Town is beginning the process of updating its website due to the end-of-life status of our current open-source content management system (CMS) as of January 2025, which is no longer supported. CivicPlus is updating their CMS, requiring modifications to our site, and these changes will provide greater content control and ease of maintenance. In addition, CivicPlus is partnering with AudioEye to offer ADA-compliant services at a 50% discount for 2026, and the Town will beta test an AI bot on the website free of charge until July 2026. This beta test will allow the Town to gather data and feedback while conducting a cost-benefit analysis, ultimately enhancing accessibility, functionality, and the user experience for all residents.
- B. Our structural engineer will be preparing a summary report of his findings in the coming weeks. Preliminary observations are generally positive regarding the concrete walls, which are in satisfactory condition overall; however, without intervention, the walls will continue to degrade over time. We are currently considering options, including washing the walls to remove accumulated salt and applying a protective coating to waterproof and reduce chloride-related damage.

The rear wall has sustained considerable damage and will need to be rebuilt as soon as possible due to its condition. Additionally, some areas of the roofing show failed fasteners that will need to be replaced. While the roof is approaching the end of its lifespan, reattaching and repairing the loose panels is recommended as an immediate, short-term measure.

A full report with detailed recommendations will be provided soon, at which time we can discuss potential contractors for the rear wall repairs and other necessary maintenance.

## **On-Going Business**

### **6. The Selectboard will discuss Library's contract zoning process update and easement agreement with Town.**

The Planning Board will meet on December 15th to continue discussions regarding the Casco Public Library's Contract Zoning Agreement (CZA) request. The Board has received the required letter from the Library confirming that the two parties have reached substantial agreement. It is anticipated that the Planning Board will hold a Public Hearing on January 12th regarding the CZA. If no significant changes result from the hearing, the agreement will be forwarded to the Selectboard the following day. At that time, the Selectboard will determine whether to include the library-related items on the January 28th Town Meeting warrant.

### **7. The Selectboard will discuss renovations to Meeting House.**

Included in the Board packet is the original design plan for the Meeting House. Guidance is requested from the Selectboard regarding any desired modifications prior to drafting a Request for Proposal (RFP), which will be required under the Town's purchasing policy.

## **New Business**

### **8. The Selectboard will discuss the Veteran's Committee with Chairperson Tim Walsh.**

The Veterans Committee Chairperson, Tim Walsh, has requested time to discuss the current status of the Veterans Committee.

### **9. The Selectboard consider a proposal for increased road signage on Quaker Ridge Road as recommended by the Safe Streets Committee.**

The Safe Streets Committee proposes a set of targeted, low-cost safety improvements for Quaker Ridge Road in response to strong resident concern about unsafe travel conditions along this key scenic corridor. The recommendations are based on extensive public input, field assessments, and a formal community feedback session held on September 17, which produced broad and consistent support. Loon Echo Land Trust has also endorsed the recommendations affecting their adjoining lands.

The proposal focuses on practical, quickly deployable measures: moderate speed limit reductions aligned with corridor conditions; strategic signage upgrades to improve driver awareness; safety enhancements at the Brown/Libby/New intersection; and clearer pavement markings to guide motorists and better protect non-motorized users. These improvements rely on small-tools work—signs, paint, and limited installation—requiring no major capital investment.

The Committee views this as an opportunity to deliver timely, visible safety benefits while the Town continues to advance larger and more expensive roadway projects through longer planning and funding cycles.

The proposal and expanded summary are included in the Selectboard packet for review.

The Committee requests that the Select Board:

1. Approve the proposal as submitted.
2. Commit to implementation in Spring/Summer 2026.
3. Authorize coordination with the Road Commissioner, Public Works, and Maine DOT to initiate next steps, including budgeting, speed limit review, and public notification.
4. Remain engaged as the Committee advances this community-driven initiative.

**10. The Selectboard will discuss pavement management and future capital road projects with Gorrill Palmer.**

Included in the Selectboard packet are supporting documents provided by Gorrill Palmer related to the discussion of this agenda item.

**11. The Selectboard will receive winter road maintenance updates from Public Works.**

Road Foreman Mike Genest will be present to provide updates on winter road maintenance. He will offer a synopsis of challenges faced by Town staff and C Pond Plowing in managing the plowing and upkeep of the 63 miles of roads within the Town.

**12. The Selectboard will discuss proposed ordinance changes in compliance with LD 2003.**

Maine statutes require municipalities to adopt ordinances addressing LD 2003. The Planning Board conducted an extensive review of these requirements and has forwarded a recommendation for Town Meeting approval. This review adhered to both Town ordinances and Maine law.

The 2025 Amendments to the Town of Casco Zoning Ordinance focus on accessory dwelling units (ADUs), affordable housing developments, and density bonuses. Key updates include:

- ADUs are now permitted in all residential zones, with defined size, setback, and water/wastewater requirements, and are exempt from additional parking and lot area requirements.

- Affordable housing developments are defined using income-based criteria and must meet affordability standards, restrictive covenants, and water/wastewater requirements to qualify for incentives such as a 2.5x density bonus and reduced parking requirements.
- Additional dwelling units are allowed in designated growth and non-growth areas, with specific standards for lot size and unit count.
- Shoreland zoning regulations retain stricter minimum lot area and frontage requirements for residential units, excluding ADUs.

These amendments are designed to increase housing availability while maintaining compliance with environmental and zoning standards. It is recommended that this draft ordinance be placed on January 28, 2026, Town Meeting warrant.

The complete draft ordinance is included in the Selectboard's supporting documents.