



**Manager's Memorandum
Selectboard Meeting
November 18, 2025**

To: Selectboard
From: Tony Ward, Town Manager
Date: 11-17-2025
Re: Selectboard meeting 11-18-2025

Below are notes for agenda items for November 18, 2025, meeting

5. Managers' Update

- A. Photographs of the Thomas Pond Dam, provided by the Thomas Pond Improvement Association, are included in this packet for the Board's review. At the June 2025 Town Meeting, residents approved the allocation of \$15,000 for the dam's repair.
- B. Sebago Fiber is actively coordinating with CMP and Consolidated Communications on the installation of new utility poles associated with the future deployment of fiber-optic lines. As this work continues, Andrew Davis will periodically attend Selectboard meetings to provide project updates.
- C. 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.
- D. Chairperson Grant Plummer, the Public Works Foreman, and I met with our engineering firm, Gorrill Palmer, to discuss upcoming road work, future Safe Streets initiatives, and potential grant opportunities related to roadway safety improvements. Future dialogues on pavement preservation and Safe Street opportunities will occur at the December 16th Selectboard meeting

A sizable portion of the discussion focused on the MaineDOT proposal to shim and overlay Route 121 between the Raymond town line and Pikes Corner. Gorrill Palmer subsequently contacted MaineDOT staff to convey the Town's concerns regarding the appropriateness of a shim and overlay for this section of roadway. MaineDOT staff agreed that an overlay is not suitable. They are now working with the Maintenance and Operations division to convert the project to a Plant Mixed Recycled Asphalt Pavement (PMRAP) project, which is the preferred method for correcting the substantial cross-slope issues along this corridor.

The engineer anticipates the project will be completed in the summer of 2026. The work is expected to begin with the PMRAP process, followed by paving, and concluded by M&O with shoulder gravel placement to address existing drop-offs.

New Business

6. The Selectboard will discuss Capital Improvement Survey with Greater Portland Council of Governments.

The Casco Capital Improvement Plan (CIP) Community Engagement Report summarizes the process and findings from community engagement efforts to inform the town's future capital investments. The report highlights priorities, values, and residents' willingness to support infrastructure, facilities, and public services improvements. Key activities included a public survey (322 responses, 70% year-round residents) and two community forums (in-person and virtual).

Findings revealed roads and bridges as the top priority (93% high priority), followed by stormwater and drainage improvements (68%). Parks and recreation facilities were secondary priorities, while town buildings and vehicles/equipment ranked lowest. Satisfaction was highest for the fire station (52%) and parks/recreation facilities (51%), while roads and bridges had the highest dissatisfaction (48%).

Most residents supported tax increases for roads and stormwater improvements but opposed increases for town buildings and vehicles. Long-term residents prioritized infrastructure maintenance, while newer residents were more open to tax increases. The report emphasizes the need for continued communication, public education, and transparency in the CIP process.

7. The Selectboard will discuss the Water Quality Committee with chairperson Tom McCarthy

Tom McCarthy, Chair of the Casco Water Quality Committee, will provide an overview of the committee's actions and future goals. Established by the Selectboard on March 18, 2025, the committee focuses on protecting water resources through prevention, watershed stewardship, land use ordinances, water quality testing, inspections, education outreach, and funding. Committee members include Jim Arsham, Diane Cormier, Maggie Daigle, Pam Edwards, Sarah Monarch, Levi Thornton, Eileen Tidd, and Mr. McCarthy. Seven subgroups developed goals in each focus area, consolidated into a draft plan currently under review. The committee will finalize revisions, circulate the plan for feedback, update it as needed, and seek Selectboard approval, with submission targeted for March 2026. CPIC recommended forming the ad hoc committee to draft the plan, emphasizing top priorities identified through local lake protection activities and stakeholder input.

8. The Selectboard will discuss a pre-application request with P & K Excavation.

Included in the Selectboard packet is a pre-application letter from Sebago Technics on behalf of P&K Sand & Gravel. Sebago Technics representatives will be present to provide additional details. The submission requests a permanent rezoning of P&K's properties and adjacent lands to a Commercial District, along with text amendments establishing performance standards for mineral extraction. P&K has operated the Heath Quarry since 1997 under decade-long contract zoning agreements, creating long-term uncertainty. The proposed amendments, which Sebago Technics identifies as providing benefits to the Town, aim to maintain P&K as a major taxpayer and employer, reduce truck traffic through on-site processing, ensure regulatory oversight, and enhance protection for neighboring properties, while preserving public input on future expansions.

9. The Selectboard will consider Joseph Armenti, Jr. for the alternate position on the Planning Board.

With the appointment of an alternate member of the Planning Board to a full voting position, a vacancy for the alternate position was created. The Town posted this vacancy on the Town website and social media pages and received one application from Joseph Armenti, Jr. Town staff are familiar with Mr. Armenti, Jr. through his previous volunteer service to the Town and believe he will bring valuable experience and insight to the Planning Board.

On-Going Business

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

Included in the packet is a synopsis from legal counsel regarding the timing of approvals related to the easement agreement between the Town and the Casco Public Library. Counsel notes that the sequence of actions is critical to avoid legal complications and ensure proper ownership and access rights.

First, the Conditional Zoning Agreement (CZA) must be approved, as the old fire station cannot be conveyed to the library without it. Without CZA approval, the property would become a nonconforming lot without grandfathered rights. Once the CZA is approved, the property can be legally transferred to the library, ensuring that the library owns all land described in the easement agreement. Finally, the easement agreement can be finalized to formalize access and maintenance rights for improvements on library property, including the pergola and light pole. Completing the conveyance first is essential to avoid incomplete agreements, title issues, or confusion. Following this sequence ensures legal clarity and minimizes delays or the need for revisions.

Following legal counsel's guidance, the anticipated timeline for the CZA process is as follows. On December 2, 2025, a joint meeting of the Selectboard and Planning Board will be held. If substantial agreement is reached at that meeting, the CZA will return to the Planning Board. On January 26, 2026, the Planning Board will determine whether the CZA

should proceed to a public hearing and, if so, set February 23, 2026, as the hearing date. On March 23, 2026, the Planning Board may make a final vote to move the CZA forward, requesting that the Selectboard place it on the June 3, 2026, Town Meeting warrant, provided no substantial changes result from the public hearing. The Selectboard will discuss this request at their April 7, 2026, meeting and finalize the Town Meeting warrant at the May 5, 2026, meeting. These dates are approximate and assume no additional dialogue or revisions are required.

11. The Selectboard will consider appointing Janet DiBiase and Wyatt Pettit to the Comp Plan Implementation Committee.

Staff did not notify applicants to be present at this meeting. Staff and I are seeking guidance from the Selectboard regarding the number of positions you wish to fill on the Comprehensive Plan Implementation Committee. Current policy provides for a nine-member committee. With the establishment of Selectboard liaisons for each committee, Robert MacDonald would serve as the liaison rather than as a full voting member, resulting in eight voting members.

The Selectboard must determine whether you wish to fill one position to return the committee to nine members or expand the committee to ten. This direction is necessary before staff can appropriately communicate next steps to the two applicants.

12. The Selectboard will discuss Casco Village Zoning RFP for Planning services.

Included in your packet are the five bids the Town received for Casco Village Planning Services. The submitting firms are Community Scale LLC, Dubois & King, Inc., Ivy Van/Haley Ward, Resilience Planning & Design LLC, and Sebago Technics. Staff recommends that the Selectboard authorize the Casco Village Zoning Work Group to review the applications, identify firms for interviews, conduct interviews, and provide a recommendation for contract award. It is anticipated that the Selectboard will award the contract at the December 2nd meeting.

13. The Selectboard will discuss outstanding legal issues.

Included in the Selectboard packet is a synopsis of ongoing legal matters currently being handled by the Town's legal counsel. While the Selectboard is already aware of the status of these issues, the Board wished to provide the community with these updates for transparency and public awareness.