



Manager's Memorandum
April 1, 2025, Selectboard Meeting

To: Selectboard
From: Tony Ward, Town Manager
Date: 03-27-2025
Re: Selectboard meeting 04-01-2025

Below are notes for agenda items for the April 1, 2025, meeting

5. Managers' Update

- A. The recent rain and snow have made road maintenance challenging. The recent rainstorm caused substantially problems on gravel roads within the Town. The Town hired contractors to make repairs on Edes Falls Road and Fountain Hill Road. In addition, these road conditions have made plowing roads exceptionally challenging. During the past storm, our contractor had two (2) vehicles stuck in the mud for extended periods. In the immediate future, dirt roads will not be plowed for minimal snowfall. This is to preserve the road and minimize damage to either the road or equipment.
- B. The Open Space Committee and I are still collaborating with Loon Echo to finalize the RFP for planning service for the Open Space Committee. I anticipate the RFP being finalized within the next few weeks and then released for bids. I anticipate providing the Selectboard definitive dates at your April 15th meeting.
- C. Greater Portland Council of Government (GPCOG) and I continue holding bi-weekly meetings with reference to the Capital Improvement survey project. The Ad Hoc Committee tasked with this study is scheduled to hold their first meeting on April 9th at 6:00 pm. GPCOG is obtaining significant Town data related to past expenditures, current needs, and potential future expenditures (Capital Improvement Plans). They will provide the committee with a synopsis of this information, provide them with draft survey questions, methodology for obtaining data and possible timeline for completion of the project..
- D. The Town recently conducted a Request for Proposals for an replace ambulance that is included in the proposed FY26 budget. The Town received bids from Autotronics, LLC and Greenwood Emergency Vehicles. Autotronics submitted two (2) bids and Greenwood a singular bid. Below is a synopsis of the bids:

- Autotronics, LLC first bid was for 2025 Ford F550- 7.3L Gas 4 x 4 Braun Chief XL Ambulance with a purchase price of \$456,000 less \$100,000 trade in for a total cost of \$356,000. The estimated delivery date is February 2026.
- Autotronics, LLC second bid was for a 2024 Ford F-550 6.7L Diesel 4 x 4 Demers MXP-170 ambulance with a purchase price of \$438,000 less \$100,000 trade-in for a total cost of \$344,000. The estimated delivery date is 2 months after final approval.
- Greenwood Emergency Vehicle's bid was for 2027 Ford F-550 193 Gas 4 x 4 Horton 623 with a purchase price of \$358,750 with trade-in or \$346,250 with trade in if prepaid.. The estimated delivery date is approximately 520 days after receipt.

The Fire Department's Turck Committee is reviewing the details of the bid and will make a recommendation to the Selectboard. Chief Cole and I are also reviewing the bids and will make a similar recommendation to the Selectboard.

Old Business

6. The Selectboard will discuss contract zoning with Casco Public Library.

The Casco Public Library Board of Trustees submitted a request for Contract Zoning Agreement(CZA). The draft CZA was submitted to the Planning Board for their April 28th meeting. A workshop with the Trustees is scheduled for April 15th during the Selectboard's regular meeting.

7. The Selectboard will discuss proposed Senior Tax Credit Ordinance.

Included in the Selectboard packet is a draft Senior Tax Credit Ordinance. The language in the draft is slightly different than the Selectboard's original dialogue. The necessity for these minor changes is based on legal review and compliance with Maine law.

New Business

8. The Selectboard will conduct a Public Hearing of Liquor License Renewal of Top of the Hill Grill

Included in your packets is the Top of the Hill liquor license renewal application.

In the past, the Selectboard provided the authority for the Town Clerk to approve Liquor License renewals. Unfortunately, State law requires public hearings for any liquor license renewal for the five years after the initial awarding of the license.

The Town has received no complaints about this business and is not aware of any administrative violations. Staff and I recommend the Selectboard approve the liquor license request and recommend the forwarding to the State of Maine Bureau of Liquor for final review/approval.

9. The Selectboard will consider appointments onto the Safe Streets Committee.

On February 14th, the Selectboard voted to change the Safe Streets Committee from an ad hoc committee to a permanent committee. With that change, the current members should be reappointed onto the permanent committee. All members of the ad hoc committee, minus one are interested in being appointed to the permanent committee. Staff and I recommend that you appoint Sam Brown, Eric Dibner, Justin Millette, Rae-Anne Nguyen, and Courtney Walsh.

10. The Selectboard will consider increasing participation in Maine Municipal Risk Pool's Workers Comp Safety Incentive Program Tier III.

The Town currently participates in the Maine Municipal Associations Risk Pool's Workers Comp Safety Incentive Plan (WCSIP). The Town is currently a tier II participant in this plan. This level of participation saves the Town 7.5% on our Workers Compensation insurance. To increase from a tier II to tier III the Town would demonstrate the following actions:

- A. Employee training is documented*
- B. A written incident review policy is in place*
- C. A wellness program or similar alternative is offered to employees*
- D. A return-to-work policy that provides light-duty work as soon as the employee is medically cleared by a physician. The return-to-work policy and light-duty options are in place for all employees, across all departments, even those working under a collective bargaining agreement.*
- E. Leadership attends/participates in Safety Committee meetings, trainings, and other safety events*

Of these five (5) points, Town staff is already documenting trainings, reviewing incidents, implemented as wellness program through Maine Municipal Health Trust and I am involved in safety meetings, trainings and other safety related events. The only true actions needed are a written incident policy (even though parcticed) and return-to-work policy.

Included in the Selectboard packet is two (2) Maine Municipal Sample policies relating to return to work and incident review. If the Selectboard is interested in proceeding forward in the tier III of WCSIP, I will present Casco based policies for these two policies at your April 15th meeting.

11. The Selectboard will consider which Selectboard member will represent Casco at Greater Portland Council of Governments annual summit on May 29th.

Greater Portland Council of Governments is holding their General Assemble and Annual Summit on May 29, 2025, between the hours of 2:00 pm and 6:30 pm. GPCOG traditionally invites two (2) representatives from each community to attend. Selectperson Mary Fernandes is on their executive committee and would be one of the Casco representatives. The Selectboard has traditionally authorized the Selectboard chair to be the second Casco representative.