



**Manager Memorandum  
February 20, 2024 Meeting**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 02-16-2024,  
Re: Selectboard meeting 02-20-2024

Below are notes for agenda items for the February 6<sup>th</sup> meeting

**5. Managers Update**

- A. The request for bids for the Transfer Station/Bulky Waste project was released by Sebago Technics. This bid request is due on February 22, 2024, at 3:00 pm. The public opening of the bids will occur at 3:00 pm at the Town Office. The bids will be presented to the Casco Naples Transfer Station Council at 6:00 pm that same evening. The mandatory pre-bid meeting had representatives from 8 different companies. To date, two of the companies have requested an additional tour of the facilities as recommended by Sebago Technics.
- B. If the above bid comes within budget, there will be a significant disruption of services at the Bulky Waste/Transfer Station facilities. The Bulky Waste project is scheduled for 16 weeks and requires closer of the Bulky Waste facility. The Transfer Station project is anticipated to be 32 weeks and the current transfer station will be closed during the duration of this project. Assorted options are being explored to ensure that MSW can be dealt with as required by Maine law.
- C. The RFP for FY 25 road projects has been released. Bids on the two phased projects are due by February 25, 2024, at 2:00 pm. A pre-bid meeting occurred on February 15<sup>th</sup>.
- D. The roads are being posted for weight restriction beginning February 22<sup>nd</sup>. The posting will advise the weight restrictions will last until May 1, 2024. As always, these weight restrictions can be moved as the roads begin losing frost. A list of all posted roads will be listed on our web site & Facebook accounts. Additionally, the list will be posted at the Town Office and Community Center.
- E. The Community Center Gymnasium will be closed to the public for 3 weeks beginning on March 4<sup>th</sup>. The closure is due to floor repairs and coating of the floor.
- F. Naples Town Manager and I will be presenting the draft operating and capital budget for the Casco/Naples Transfer Station & Bulky Waste to the Casco Naples Transfer Station Council on February 22, 2024. The proposed budget is seeing some substantial increases in services related to use of 40-yard containers and the associated costs of hauling them.

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- G. The Towns of Casco, Naples and Raymond are in the process of updating the Interlocal Agreement for Animal Control Services(ACO). The previous agreement is antiquated and does not represent the current practices. The updated Interlocal Agreement will include additional documents including ACO job description and protocols. In addition, the Town of Harrison voiced interest in participating in this agreement. If this is agreed to by the three Towns, we would create a part time Animal Control Officer position to cover off-duty days. This would increase the hours of coverage while reducing the annual costs to Casco, Naples, and Raymond.

### **Old Business**

**6. The Selectboard will consider a proposal from Maine Design Workshop for assisting in the implementation of the Comp Plan.**

As previously discussed, the necessity for planning services in the immediate future is necessary based on the passage of the Comprehensive Plan at the Special Town Meeting. Included in your packet is a proposal by Maine Design Workshop for these services in assisting with the implementation process of the Comprehensive Plan until a full-time planner is hired. The proposal included approximately 130 hours of service ranging from Selectboard guidance to presenting proposals to the Planning Board from the Implementation Committee. This contract could include planning services or guidance on other Planning Board projects, but another contracted planner would be able to assist on these projects. The Selectboard approved Task 2 of the attached agreement, but Task 1 for planning services associated with Comp Plan was tabled.

I spoke with the owner of Maien Design Workshop, and she advised the proposed hours in task 1 can be adjusted, as needed. These hours are adjustable anytime during the agreement based on the Town's needs whether adding or eliminating some of the Comp Plan Implementation hours.

### **New Business**

**7. The Selectboard will discuss with Port City Architecture regarding the remodeling of Central Fire Station.**

Representatives from Port City Architecture will be present to provide their analysis of remodeling the Central Fire Station. Included in your packet is their analysis of a remodel project compared to a new construction. Their analysis projects a remodel and bay additions would cost \$7,578,750 and the cost for new construction would be \$7,852,500.

**8. The Selectboard will consider a catered function license request by Lake Region Caterers, Inc.**

Included in your packet is a completed State of Maine Qualified Catering Organization Application for Catered Function completed by Lake Region Caterers, Inc for an event

being held on February 24, 2024, at Camp Sunshine. These applications require Municipal Officers approval prior to being forwarded to the State.

**9. The Selectboard will discuss negotiation with C Pond Plowing for FY25 and beyond snow plowing.**

The Town's contract with C Pond Plowing expires after this winter season. Town staff and I started preliminary discussions with them regarding future plowing services and potential designs of the agreement. Obviously, Town Staff nor I have the legal authority to complete a contract negotiation without Selectboard approval.

Initial discussions include setting a mileage rate for C Pond Plowing consistent with Maine Department of Transportation rates which is currently \$10,500 per mile. These rates would additionally include an inflation escalator on the mileage rate. The anticipated contract would see a reduction lane miles plowed by C Pond Plowing over the course of the

agreement. We would anticipate flexibility on the actual lane miles based on future Town Meeting approvals for Public Works staffing and equipment. Town Staff and I are seeking additional guidance that the Selectboard would want in an agreement for winter plowing.

Once guidance is received, we would anticipate completion of a contract between the two parties in April.