



**Manager's Memorandum
December 3, 2024, Meeting**

To: Selectboard
From: Tony Ward, Town Manager
Date: 12-03-2024
Re: Selectboard meeting 12-03-2024

Below are notes for agenda items for the December 3, 2024, meeting

5. Managers Update

- A. I met with the Town's Assessor (Rob Sutherland) and discussed the status of appeals. Included in your packet is a synopsis of the appeals process to date with the appeal date ending on February 9, 2025.
- B. The first storm provided a few challenges, but minimal disruption of routine travel. The largest obstacle faced was the timing of the storm occurring on Thanksgiving Day.
- C. Helen Allen Lane case will not be in district court in December as previously anticipated because of failure to serve the dog owners. A new date is set for February. I am coordinating a discussion between the Chair and legal counsel in the near future.
- D. I am currently working with Kristi Kenney of KW Architects to develop an interior and exterior design for the future meeting hall on Leach Hill Road. We hope to provide a design in the near future.

Old Business

6. The Selectboard will discuss the proposed strategic surveys options proposed by GPCOG.

Tony Plante and Emmy Hamm will be present to discuss the four (4) GPCOG proposals and the benefits of each option.

7. The Selectboard will discuss potential contract zoning for Casco Public Library.

No new discussion points since the last meeting.

8. The Selectboard will discuss Bulky Waste Coupons at the Transfer Station Council request.

Included in your packet is the 2016 Joint Solid Waste Management Agreement related to the operation of the Casco Naples Transfer Station and Bulky Waste. Also included in your packet is legal's interpretation of authority. Jensen Baird states all property tax pays should have access to the facilities and any modification would occur through the Transfer Station Council and not through the prospective Selectboards.

9. The Selectboard will discuss updating the current fee structure.

Included in your packet is a list of fees and fines that are connected to ordinances. If the Selectboard wants to update these fees/fines it would require ordinance changes. If the Board wishes, staff can begin this updating process for a June 2025 Town Meeting, or this could be the later portion of any fee restructuring.

New Business

10. The Selectboard will consider applicants for Alternate position on Planning Board.

The Town has received two (2) letters of interest related to the vacant Alternate position on the Planning Board. The two interested parties are David Fowler and Michael Bolk. Mr. Fowler came to the Selectboard last meeting to introduce himself and outlined his qualifications. Mr. Bolk has not taken this initiative, but neither have I invited him to conduct this introduction. Mr. Bolk does currently have a plan within the Planning Board system that is currently in limbo.

11. The Selectboard will discuss stormwater control system for Town Office and adjacent Town Properties.

Included in your packet is an e-mail chain from Archipelago and Northeast Civil Solutions. This e-mail chain identifies that Parker Pond is listed a Most at risk from Development. The Town's past developments require that we complete a storm water plan and implement this plan. The initial cost for developing such a would be at a minimum of \$24, 800, but I would anticipate the costs exceeding \$30,000 with Archipelago's assistance. I am seeking guidance from the Selectboard on which direction to proceed by using Portland Pipeline settlement money or placing on Town Meeting warrant for June 2025.

12. The Selectboard will discuss the FY2026 road projects.

Included in your packet is information relating to the 2 options presented by Gorrill Plamer for FY26 road projects and the scope of the Edwards Road culvert replacement. Staff and I are seeking guidance on the scope of road projects the Selectboard wants for FY26. The anticipated cost of the Edwards Road project is \$448,210 with \$200,000 being funded by Municipal Stream Grant. The discussion by the Board should focus on whether they prefer the rehab focus (option #1) or preventative focus for the next two (2) years.

The Rehab focus would have year one reclaiming, repaving and ditching Maturo Drive and Pine Hill Road between Kayla's Way and Route 11. The other year would focus on reclaiming and repaving Quaker Ridge from Route 11 to Narkem Lane. If the Selectboard preferred this option, I would recommend completing the above-described Quaker Ridge project along with Edwards Road for FY26 and Pine Hill Road in FY27. This would keep the annual capital improvement budget for roads consistent.

The preventative road focus would have a shim/overlay and ditching on Quaker Ridge during both fiscal years. FY26 would be from Route 302 to Brown Ave and then between Ridge Terrace Drive and Farm View Drive for an anticipated costs of \$870,619. FY27 would continue the shim/overlay and ditching on Quaker Ridge from Farm View Drive to Route 11 (completing the shim and overlay on Quaker Ridge Road). FY27 would cost an estimated \$860,284.

I would recommend any FY 26 project include Edwards Road because of the reduction of local costs with the received grant. I would also anticipate conducting two (2) Request for Proposals (RFP) for FY26 road projects. I would anticipate a February RFP for Edwards Road project. This is necessary because the culvert can only be installed between July 15 and September 15th. The Board could authorize the bid include an addendum for the other FY26 road projects chosen by the Board, pending Town Meeting approval. This would allow for a late summer completion timeline. If the Board prefers a spring 27 completion timeline, the RFP will occur in late autumn of 2025.

I anticipated providing a color-coding map for road status for this discussion, but I was unable to provide for this dialogue. It will be available at your next meeting on the 17th.

13. The Selectboard will discuss building a new sand/salt shed.

A goal of the Selectboard for the past few years has been the replacing of the sand and salt shed. This is an obvious portion of the larger capital improvement plan and will need to be completed whether the Town adopts a full or partial public works Department. The area by the current salt shed does have area for the development of a new sand/salt shed and future public works facility. However, a substantial portion of property cannot be developed because of a significant vernal pool. The information related to the vernal pool is included in the board packet.

Staff and I are seeking guidance on Selectboards preference of replacing the sand/salt shed. Does the Board want to include this construction project as a portion of a larger Public Works project or does the Board prefer doing an RFP for construction in FY26 or FY 27? This discussion will greatly assist in developing a timeline for designing, educating the community about the project, starting the Request for Proposal process and ultimately the constructing of the sand/salt shed.