



**Manager's Memorandum
Selectboard Meeting
August 18, 2026**

To: Selectboard
From: Tony Ward, Town Manager
Date: 08-14-2026
Re: Selectboard meeting 08-18-2026

Below are notes for agenda items for August 18, 2026, meeting

5. Managers' Update

- A.** The Town of Casco invites all residents to attend the Second Casco Village Community Workshop on Tuesday, September 15, at 5:30 p.m. at the Casco Community Center. Building on feedback received during the May workshop, this interactive session will present potential zoning concepts, development patterns, design standards, and regulatory approaches to help guide the future of Casco Village. Participants will review key themes from previous community input, explore examples from other communities, learn about a proposed Conditional Use Permit process, and provide feedback that will help shape the next phase of the Village zoning rewrite and future draft recommendations.
- B.** The Town will be releasing a Request for Proposals (RFP) for updates to the interior of the Meeting House. The RFP is anticipated to close in mid-September, with bids expected to be presented to the Selectboard for consideration in October. Included in this packet is the proposed design for the Meeting House interior improvements for the Selectboard's review.
- C.** The Town's Public Works crew recently utilized the new pavement marking equipment to paint stop bars at intersections along South Casco Road, Quaker Ridge Road, Point Sebago Road, Tenney Hill Road, Cook Mills Road, Leach Hill Road, and Mayberry Hill Road. In addition to the roadway markings, the crew successfully striped the Casco Community Park parking lot and the parking areas surrounding the Community Center. This work was completed in-house, allowing the Town to improve the visibility and safety of these markings while reducing reliance on outside contractors and associated costs.
- D.** The Town has recently received several volunteer resignations from boards and committees. Sue Witonis has resigned from the Casco-Naples Transfer Station Council, which is included as an agenda item for consideration. Pam Edwards has resigned from both the Water Quality Committee and the Comprehensive Plan Implementation Committee. Tiffany Payton has also indicated that she will be resigning from the Planning Board. The Town appreciates each of these volunteers for their service and contributions to the community.

- E. GPCOG conducted an open house to discuss the temporary four-way stop project at the intersection of Poland Spring Road, Webbs Mills Road, and Pine Hill Road. The open house was well attended by area residents and generated constructive feedback. The Town appreciates the members of the Safe Streets Committee for their participation and assistance during the open house. In addition, Town staff met with GPCOG staff and consultant Jim Tasse to further develop improved pedestrian accessibility at the intersection. Slight modifications to the original project design are being submitted to the MaineDOT for approval. The Town anticipates the temporary project will be completed in late September or early October. If traffic data and public surveys demonstrate positive results, the Town is confident that the temporary design can be made permanent.

On-Going Business

6. The Selectboard will discuss tax commitment with Assessor Rob Sutherland.

The Town's contracted assessor, Rob Sutherland, will be present at the meeting to answer questions regarding the tax commitment scheduled for August 20, 2026. The mill rate is expected to increase from \$10.25 to \$11.01 per \$1,000 assessed valuation, and Mr. Sutherland will be available to provide clarification regarding the commitment, assessments, and resulting tax rate.

7. The Selectboard will discuss Animal Control interlocal agreement with Raymond.

The Town Manager continues to engage in discussions with the Town of Raymond's Town Manager regarding the Animal Control Officer position. Raymond continues to explore an internal option, but no resolution has been reached at this time. The current interlocal agreement remains in effect and is being utilized. The Towns are maintaining open dialogue and working toward a mutually agreeable arrangement. If Raymond is unable to identify an internal option, the Towns will work to redefine the interlocal agreement by the end of the year.

8. The Selectboard will consider updating the following policies, Community Center Facility Use & Remote Meeting Policy.

Included in the packet are two modified policies for the Selectboard's consideration: the Remote Meeting Access Policy and the Community Center/Facility Use Policy. The proposed revisions incorporate feedback and direction provided by the Selectboard at its last meeting. Staff believe both policies are ready for approval unless the Board would like to request additional modifications.

New Business

9. The Selectboard will consider approving ballot for Maine Municipal Association Executive Committee.

Included in the Selectboard packet is a slate of officers for the Maine Municipal Association (MMA) Executive Committee recommended by the MMA Nominating Committee. The four nominees are Shiloh LaFreniere, Jay Town Manager, for Vice President; Chris Camire,

Lisbon Town Council; Michele LaBree Daniels, Brewer City Council; and Richard Petrie, Jackman Town Manager. I would also like to thank the Selectboard for its continued support of my involvement with the MMA Executive Committee and for supporting my upcoming presidency of the Executive Committee in 2027.

10. The Selectboard will consider awarding winning bid for the Casco Community Center roof project.

The Town received three bids in response to the Request for Proposals for the replacement of the Casco Community Center roof. Bids were submitted by Apex Exterior LLC in the amount of \$103,191, JB Roofing Systems LLC in the amount of \$88,410, and Glidden Roofing Corporation in the amount of \$105,100.

Town staff are not familiar with any of the three companies. Staff conducted research on each bidder and identified no known concerns or issues that would preclude consideration of any of the companies for the project. JB Roofing Systems LLC submitted the lowest bid at \$88,410, which is \$14,781 less than the next lowest bid from Apex Exterior LLC and \$16,690 less than the bid submitted by Apex Exterior LLC.

11. The Selectboard will consider awarding the bid for winter sand.

The Town received three bids in response to the Winter Sand RFP from Gorham Sand & Gravel, R. Rolfe Corporation and Shaw Brothers. R. Rolfe Corporation submitted the lowest bid at \$18.00 per yard, followed by Shaw Brothers at \$23.50 per yard and Gorham Sand & Gravel at \$24.50 per ton. R. Rolfe Corporation was the only bidder to complete the bidding process by including the required Gradation Report.

After reviewing the bids, staff recommend awarding the Winter Sand contract to Rolfe Enterprises as the lowest responsible bidder at a price of \$18.00 per yard.

12. The Selectboard will consider having a member seek nomination on the Cumberland County Finance Committee

Include in the Selectboard packet is a notice of a caucus of the municipal officers from Commissioner District #2—which includes Casco, Falmouth, Frye Island, Gray, Harrison, Naples, New Gloucester, Raymond, and Windham—will be held on September 21, 2026, to elect one member for the Cumberland County Finance Committee to a three-year term commencing in September 2026.

Filling the vacant seat is important to ensure that District #2 has full municipal representation on the Finance Committee and that the interests and financial considerations of its communities are considered during the County's budget development and review process. Municipal officers are encouraged to participate in the caucus and vote for a qualified representative to serve the District.

13. The Selectboard will consider a replacement on the Casco Naples Transfer Station Council.

Sue Witonis recently resigned from the Transfer Station Council, creating a vacancy on the Council. The Selectboard should determine the preferred manner of filling the position. The Selectboard may appoint an interested volunteer to serve the remainder of

Mrs. Witonis' term, or it may choose to appoint a Selectboard member to the Council. The latter approach would be similar to the practice previously utilized by the Town of Naples. The Selectboard should discuss these options and determine the appropriate method for filling the vacancy.