



**Manager's Memorandum  
Selectboard Meeting  
April 7, 2026**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 04-03-2026  
Re: Selectboard meeting 04-07-2026

Below are notes for agenda items for April 7, 2026, meeting

**5. Managers' Update**

- A. As previously reported, the new electric vehicle chargers were installed on March 24. Town staff is currently coordinating their activation with the payment company, Red E Charge. The chargers are expected to be fully operational by the date of this meeting.
- B. Resilience Planning has finalized the community outreach meeting previously described, scheduled for May 28 from 5:30 PM to 7:00 PM at the Casco Community Center. The Town, in coordination with Resilience Planning, will publicize the event via the Town's website, social media, newsletter, and direct mailings to residents in the designated Casco Village area. The meeting will engage community members in discussing current Casco Village zoning and identifying future opportunities while preserving the Village as outlined in the Comprehensive Plan.
- C. Town staff and I are continually monitoring road conditions to determine if any frost remains. Based on current assessments, we anticipate removing the weight restrictions on either April 9th. Public notification will be made through the Town's traditional communication practices, including the website, social media, and other established channels.
- D. Courtney Walsh continues work on the rebranding initiative and will meet with staff this week for additional input. Preliminary discussions with the Select Board are expected in the coming meetings.
- E. As previously noted by the Safe Streets Committee Chair, we will meet with GPCOG and Maine DOT representatives to discuss the Webbs Mills intersection. These meetings, tentatively scheduled for the week of April 20, are supported through grant funding received by GPCOG.
- F. Town staff are continuing to collaborate with Gorrill Palmer to secure state approval for updates to the crosswalk located in front of the Community Center. A conceptual design, included in the supporting documents, illustrates the proposed modifications, which are fully ADA compliant. The Town intends to pursue funding through the Maine Department of Transportation for Rectangular Rapid Flashing Beacons (RRFB) and other non-tax-supported sources.

G. Unless otherwise advised by the Selectboard, I anticipate applying for two grants in the near future.

The first is a **Community Action Grant, Round 7**, through the Governor's Office of Policy Innovation and the Future. Unless otherwise directed, I plan to apply for funding to assist in the extension of fiber optics within our community. For reference, Naples received funding for their fiber optic project through a previous round. The deadline for this grant is **June 5, 2026**.

The second grant I anticipate applying for is the **Maine Infrastructure Adaption Fund (MIAF) Grant**. This request would seek funding to install a box culvert on Leach Hill Road over Decker Brook. The deadline for this grant is **May 11, 2026**.

### **On-Going Business**

#### **6. The Selectboard will consider awarding the mowing bid for 2026 thru 2028.**

The Town received eight (8) sealed bids in response to the Request for Proposals (RFP) for mowing and grounds maintenance services for a three-year contract term. Each bid was reviewed for completeness, responsiveness to the bid specifications, and overall cost. These bids were presented to the Selectboard at their March 24th meeting and additional information was requested on the following four (4) companies.

<b>Contractor</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
LMNT Landscaping	\$30,000	\$32,400	\$34,992	\$97,392
Elevation Premier	\$32,000	\$32,000	\$32,000	\$96,000
Mains & Sons	\$35,900	\$37,695	\$39,579.75	\$113,174.75
C & J Property Maintenance	\$34,800	\$35,950	\$37,100	\$107,850

Town staff is currently communicating with references for the four companies identified in this agenda item. To date, the feedback has been consistently positive and similar in nature, with references noting satisfactory performance, professionalism, and reliability. Staff will continue conducting these reference checks and will provide any additional relevant information to the Select Board as it becomes available to support the decision-making process.

#### **7. The Selectboard will discuss the priority in conducting policy reviews.**

Included in this memorandum is a list of policies and the dates they were last reviewed. This list was also provided to the Select Board on March 3rd. Since that time, I have

communicated with Cumberland County Regional Assessing regarding an abatement policy and with RHR Smith regarding an unassigned fund balance policy.

Regional Assessing is not aware of any communities using a formal abatement policy, as this area is governed under Maine statutes. I will continue coordinating with RHR Smith to identify any relevant policies they may be familiar with.

<b>Policy Name</b>	<b>Last Updated / Adopted</b>
Abatement Appeal Policy	Over 20 years old
Meeting Cancellation Policy	Over 20 years old
Unassigned Fund Balance Policy	Over 20 years old
Community Center Facility Use Policy	December 2009
Managing Public Participation in Select Board Meetings Policy	July 2010
Tax Acquired Property Policy	February 2013
Collection of Emergency Medical Service Fees	October 2019
Select Board Meeting Policy	October 2019
Purchasing Policy	July 2021
Capitalization Policy	August 2021
Conflict of Interest Policy	September 2021
Credit/Debit Card Use Policy	2021
Remote Meeting Policy	January 2022
Rules of Public Hearing Policy	May 2022
Personnel Policy	February 2023
Freedom of Access Policy	May 2023
Board and Committee Members Use of Social Media Policy & Guidelines	July 2023
Employee Technology and Social Media Policy	July 2023
Septic System Grant Program Policy	September 2023
Select Board Rules of Order and Procedures	September 3, 2024
Complete Streets Policy	January 2025
Board Committee Policy	January 2026
Electronic Systems Policy	November 2021

**8. The Selectboard will receive updates on the installation of municipal fiber.**

This agenda item will remain on the ongoing list to allow for continued updates on the installation of fiber optics within the community and into Town facilities. Staff will continue to provide regular updates on the development of public Wi-Fi at the Town Office and, most importantly, at the Community Center. In addition, we will keep the Select Board and the public informed of the costs associated with the three expansion options previously outlined by Andrew Davis.

**New Business**

**9. The Selectboard will consider a liquor license renewal for the Top of the Hill Grill.**

Included in the supporting documents is a liquor license renewal application submitted by Top of the Hill Grill. The establishment has maintained a liquor license for a period exceeding five years; accordingly, the review process does not necessitate a public hearing. The Select Board may consider and discuss this matter as a regular agenda item prior to taking formal action.

**10. The Selectboard will consider upcoming openings on Town Boards and Committees along with methods of supporting these committees.**

Included in your packet is a list of current committees. This list identifies existing vacancies and provides information regarding the expiration of current members' terms. Pursuant to Policy Section 4.A.1., vacancies due to expiring terms are addressed as follows:

No later than May 1 of the year in which a term is set to expire, the chair of the respective Board, Committee, Commission, or Council (BCC&C) shall notify any member whose term is expiring and inform them that they must submit an application for reappointment by May 31 in order to be considered for reappointment on or before July 1. The Town Clerk shall, no later than April 1, provide each BCC&C chair with a current roster of their respective body, including member names and term expiration dates.

**11. The Selectboard will discuss the final FY27 proposed budget.**

The finalized proposed budget information will be available following the joint meeting of the Finance Committee and the Select Board on April 6. This information will be added to the agenda and posted on the Town's website in advance of the subsequent Select Board meeting.

**12. The Selectboard will consider awarding the fiscal year 2027 pavement preservation contract.**

The Town received five bids in response to the Request for Proposal for the FY27 Pavement Preservation project. Included in your packet is a formal bid sheet analysis prepared by Gorrill Palmer. The submitted bids ranged from \$544,739.50 to \$1,203,270 with the apparent low bidder being Glidden Excavation. Based on prior experience with Glidden Excavation, Town staff is confident in recommending them for award of the project. These numbers are unofficial until receive the vetted results being conducted by Gorrill Palmer.

