



**Manager's Memorandum
Selectboard Meeting
April 21, 2026**

To: Selectboard
From: Tony Ward, Town Manager
Date: 04-03-2026
Re: Selectboard meeting 04-17-2026

Below are notes for agenda items for April 21, 2026, meeting

7. Managers' Update

- A. The Town recently received communication from the Maine Department of Transportation (MaineDOT) confirming approval of the design for a new crosswalk at 940 Meadow Road. Gorrill Palmer has begun preparation of the construction and bid documents associated with this project.

In addition, Town staff coordinated with MaineDOT and has secured solar-powered Rectangular Rapid Flashing Beacons (RRFBs) for installation at the crosswalk at no cost to the Town. Town staff anticipates receiving the RRFB equipment on April 29th.

At a later date, the Town Manager will be requesting that the Selectboard authorize the use of FY26 road maintenance funds approved at the June 2025 Town Meeting to support this project.

- B. Resilience Planning and the Casco Village Zoning Work Group are requesting that each board, committee, and commission provide a brief outreach announcement at the beginning of their meetings to promote the upcoming community outreach meeting scheduled for May 28, focused on the Casco Village Zoning dialogue.

The outreach materials are included in the Selectboard packet, and paper copies will also be available at this meeting for distribution and use by boards and committees.

- C. Per policy, staff is reaching out to the Chairperson of each board, committee, and commission, as well as individual members with expiring terms, to advise them of terms expiring on June 30, 2026. To date, staff is primarily receiving requests from members seeking reappointment; however, there are a few positions where members have indicated they do not wish to be reappointed. Staff will provide a complete list of anticipated vacancies at a May Selectboard meeting and will begin the posting process for all vacancies beyond those currently open.

- D. Two members of the Finance Committee, Tom McCarthy and Tim Walsh, are assisting Town staff in enhancing facility inspection practices and in developing a reasonable and workable process to better support and maximize the Town's facility review and maintenance efforts.

On-Going Business

8. The Selectboard will consider updating the following policies, Abatement Appeal Process, Selectboard Meeting Cancellation, Unassigned Fund Balance, and Managing Public Participation in Selectboard Meetings

Staff is requesting that the Selectboard undertake a review of several existing policies that are now considered outdated or no longer aligned with current practices. These include the policies governing the Abatement Appeal Process, Selectboard Meeting Cancellation, Unassigned Fund Balance, and Managing Public Participation in Selectboard Meetings. Following internal review, staff recommends that the existing Abatement Appeal Process policy be formally rescinded. The current policy is no longer consistent with established procedures or statutory guidance and may create confusion if retained.

In addition, staff have developed updated policy recommendations for Selectboard Meeting Cancellation, Unassigned Fund Balance, and Managing Public Participation in Selectboard Meetings. These proposed policies are intended to reflect current best practices, improve clarity, and support consistent administration.

Given the extent of the revisions, redline versions have not been provided. The proposed documents represent substantial rewrites rather than incremental edits and are therefore presented in full for the Selectboard's review and consideration.

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

An update on the municipal fiber installation project will be provided by the Town Manager.

10. The Selectboard will discuss the Water Quality Plan.

The Water Quality Committee originally submitted a proposed water quality plan, which was reviewed by Town staff and legal counsel. While the overall concepts of the plan were supported, both staff and counsel identified concerns related to provisions that are more appropriately addressed through ordinance rather than a policy or plan framework. These concerns have previously been shared with the Selectboard.

I met with the Chairperson of the Water Quality Committee and provided the same feedback that had been previously communicated to the Selectboard. The Chairperson advised that the Committee has already begun revising the plan to address and minimize these concerns.

Tom McCarthy will be available to further discuss this matter, if necessary. The Committee anticipates providing an updated version of the plan in the near future.

11. The Selectboard will consider the demolition of foreclosed property located at 21 Graffam Road.

Town staff are requesting authorization from the Selectboard to begin the process for the demolition of the Town-foreclosed property located at 21 Graffam Road. A tax information sheet for the property has been included in the Selectboard packet for reference. Due to required legal notification procedures, demolition activities would not commence for at least three weeks following authorization.

Staff have been in contact with the executor of Irene Morton's estate, which owns the land surrounding and underlying the structure. The executor has indicated a willingness to provide the necessary easements to facilitate demolition activities and to assist as needed throughout the process.

12. The Selectboard will authorize legal counsel to proceed with a consent judgement with Deanna Hutnik-Raihl.

As previously discussed with legal counsel, a negotiated Consent Judgment has been tentatively agreed to between the Town and Deanna Hutnik-Raihl, owner of 131 Tenney Hill Road.

This Proposed Consent Judgment resolves zoning and code enforcement violations at the property, where the Town identified multiple unpermitted recreational vehicles (RVs) in violation of the Zoning Ordinance, including provisions related to RV use, permitting, and dwelling units. The property owner did not appeal the Notices of Violation and, as such, cannot contest them.

Under the terms of the agreement, the property owner must, by June 1, 2026, remove all unpermitted or non-roadworthy/unregistered RVs, obtain appropriate permits for any remaining RVs or structures, demonstrate to the Code Enforcement Officer that no RVs are being used as permanent residences, and remove junk, debris, and disabled vehicles (with the exception of up to three allowed disabled vehicles). If these conditions are met by the deadline, a \$15,000 civil penalty will be fully waived. Failure to comply will result in the penalty becoming due and payable by September 1, 2026.

In addition, the property owner is required to reimburse the Town \$4,500 in enforcement and legal costs by August 1, 2026, regardless of compliance status.

The agreement also authorizes property inspections and provides the Town with the ability to enter the property to remove prohibited items if compliance is not achieved, apply any resulting proceeds toward outstanding balances, and pursue collection through legal means if necessary. The Consent Judgment will become final and binding upon approval by the court.

New Business

13. The Selectboard will discuss the progress of rebranding with Coco Walsh Creative Studios, LLC.

Courtney Walsh will provide the Selectboard and the public with an update on the status of the Town's rebranding project, which is being led by Coco Walsh Creative Studios, LLC.

14. The Selectboard will discuss a draft Town Meeting warrant.

Included in the Selectboard's packet is a draft warrant for the June 3, 2026, Town Meeting. This represents the Selectboard's first opportunity to review the document and provide any recommendations or modifications. Staff anticipate requesting that the warrant be finalized at the May 5, 2026, Selectboard meeting. The draft has already been reviewed by legal counsel, and all suggested revisions have been incorporated into the document for your consideration.

15. The Selectboard will discuss the spring and early summer workplan for Public Works.

Road Foreman Mike Genest will be present at the meeting to provide an update on spring and summer road projects, ongoing maintenance efforts, and the operational activities of the Public Works crew.

16. The Selectboard will consider the Town Manager's request to utilize contingency funds for the purchasing of audio/visual equipment.

The Town Manager is requesting authorization to utilize contingency funds to upgrade audio-visual equipment in the two meeting rooms at the Community Center. These improvements are intended to enhance meeting functionality, support hybrid participation, and improve overall audio and visual quality for both in-person and remote attendees. The proposed equipment includes one 75-inch 4K wall-mounted television, a compatible tilting wall mount, two wide-angle (approximately 110°) webcams for conferencing, two HDMI extension cables (approximately 6.5 feet) to support laptop connectivity, and two portable laptop or PC tables/carts.

In addition, several optional components may be included to further improve usability and meeting quality. These include a USB speakerphone or conference audio device, cable management solutions (such as raceways, clips, or in-wall routing), and a surge protector or power strip. Optional enhancements may also include a wireless screen-sharing device to reduce reliance on cables and a small, dedicated room computer to simplify meeting access and setup.

The total anticipated cost associated with this project is estimated to be less than \$2,500. Staff believes this is a cost-effective investment that will significantly improve the functionality and accessibility of the Community Center meeting spaces.

17. The Selectboard will meet with the Chairperson of the Open Space Commission to discuss ongoing and proposed projects.

The Chairperson of the Open Space Commission will provide the Selectboard and the public with an update on the Commission's recent activities.

18. The Selectboard will consider hosting a candidate's night.

At a previous Selectboard meeting, there was discussion regarding hosting a candidates' night to provide residents with an opportunity to learn about the priorities of individuals running for office. At the time, five residents had taken nomination papers for the two Selectboard seats.

The Town initially scheduled the event for May 26, 2026, at 6:30 p.m. Coordination was completed with GPCOG, and Executive Director Kristina Ega had agreed to moderate the discussion.

However, following the close of the nomination period, there are no contested races for the Selectboard, Open Space Commission, or Casco Naples Transfer Station Council. As a result, the candidates' night event is no longer necessary, unless the Selectboard wishes otherwise.