



**Manager's Memorandum  
November 19, 2024, Meeting**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 11-18-2024  
Re: Selectboard meeting 11-19-2024

Below are notes for agenda items for the November 19th meeting

**5. Managers Update**

- A. The Town Office will be closed on Thanksgiving, Christmas eve, Christmas day, and New Year's Day.
- B. GPCOG was awarded a \$100,000 grant from the U.S. Department of Transportation for temporary traffic calming. This grant award will assist the communities of Casco, Gray and Sebago in their complete streets and vision zero plans. This grant will assist in building upon the work of the ad hoc Safe Street Committee. The details of the grant are included in the Selectboard package.
- C. The proposed Complete Streets policy has been distributed to staff for their review and perspective. I anticipate this being included in future Selectboard agendas for further discussion.
- D. The Town recently was notified that we received a grant Maine Emergency Management as part of the State and Local Cybersecurity Grant Program. This program provides education for Town staff related to cyber security, evaluates our multi-factor authenticator and provides us information on additional cybersecurity resources. The grant fact sheet is included in this package.
- E. Yesterday the town was notified that Natalie Burns is retiring from Jensen Baird. Natalie is retiring in December. Her current workload with the Town is being transferred to Ben McCall.

**Old Business**

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

Continued dialogue. No updates since 11/12/2024

**7. The Selectboard will discuss updating the current fee structure.**

At your October 15<sup>th</sup> meeting, a proposal relating to fee changes was presented to the Selectboard. This document was substantial and included varying degrees of process to change. Staff and I are seeking guidance from the Selectboard on the manner they wish to proceed, i.e., identify fees that need ordinance modifications, identify “low hanging fruit,” systematic implementation of proposed fees, etc.

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

Including in your packet is a variety of proposals from Greater Portland Council of Government for assistance in identifying priorities for Casco’s strategic planning or capital improvement plans.

Included in your packet is an updated proposal from a Polco. Their modified proposal is drastically different than their previous proposal. This is a single-year proposal and does not include three years of the National Community Survey and its software platform. . Attached is their website for further review prior to reviewing their proposal.

<https://info.polco.us/>

**9. The Selectboard will discuss a senior tax credit ordinance.**

The Selectboard has received numerous documents relating to this potential senior tax credit ordinance. The discussion on this potential credit has proved challenging because of the quantity of information provided. I recommend creating a small working group of Town staff and Selectboard members to develop a proposal for the whole Selectboard to review in early 2025.

**New Business**

**10. The Selectboard will discuss the status of planning services with Maine Design Workshop.**

Discussion only.

**11. The Selectboard will be discussing FY 25 Snow Plowing.**

Included in your packet are the two (2) Town Plow routes for Casco Public Works. Last year was the first year that the Town plowed any of the roadways. Last year, the Town plowed the route highlighted in gray. This year, Town staff will plow 20.8 miles of roadway. Per the plowing contract with C Pond plowing, if the Town contract for the plowing of these 20.8 miles of roadway, the Town would pay an additional \$218,400 in FY25 and \$229,320 in FY26.

**12. The Selectboard will discuss potential purchasing of land.**

The Town has an opportunity to purchase 2.5 acres of land to the rear of the Town Office. This property is a portion of Tax Map 0037, lot 5A. The current owner is offering the property to the Town for the sum of \$180,000. The Town has the first right of purchase until the end of January 2025. The current owner understands this purchase must be approved at the Town Meeting and the sale would depend on this approval. Attached to this land to be discussed.