



**Manager's Memorandum
May 14, 2024, Meeting**

To: Selectboard
From: Tony Ward, Town Manager
Date: 05-24-2024,
Re: Selectboard meeting 05-28-2024

Below are notes for agenda items for the May 14th meeting

5. Managers Update

- A. We recently hired a new individual (Ethan Carras) for the truck driver/laborer position, and he is scheduled to begin on June 3rd.
- B. I will be attending ICMA training during the week of June 10th. I will not regularly be checking e-mail, but I will be available by cell phone or next if needed. The staff is additionally aware that I will be out of the office during this period.
- C. GPCOG's annual meeting is being held on May 30th at St. Joseph's College. Most, if not all, should have received this communication from GPCOG.
- D. The Town Office will be closed to the public June 11th due to state elections and closed on June 19th for Juneteenth.
- E. Two claims filed with Maine Municipal Risk Pool recently have been finalized. A claim for lighting damage at Casco Community Park is being processed and the repairs scheduled. The previous Meadow Road insurance claim is being returned to the Town for negotiations. I believe this will be a very prompt resolution.
- F. Chief Cole and I attended the release of the regionalization study for Fire/EMS conducted by Cumberland County. The synopsis presentation provided minimal immediate actions points, but the Chief and I are reviewing the 116-page document. Cumberland County is additionally finalizing regional meetings related to this study. I anticipate a future synopsis of this study presented to the Board by Chief Cole. I will e-mail all Selectboard members a copy of the report.

Workshop

6. Budget Informational Workshop

Included in your packet is the information posted on the website and will be discussed during the informational workshop.

Old Business

7. The Selectboard will consider an updated Collective Bargaining Agreement with IAFF 5372

Included in your packet is an updated collective bargaining agreement between the Town of Casco and IAFF 5372. In addition, I left a hard copy of the red-lined contract in your mailboxes. This mid-term bargaining was authorized by the Selectboard, and these modifications occurred to the agreement (all redlined in the attachment).

- Creation of Fire Fighter position within unit. These fire fighter hires must obtain Maine EMS provider license within 6 months.
- Call Company Lieutenant stipend of 3%
- Elimination of Appendix B (Force List)
- Agreeing to MePERS 3C pending Town Meeting approval at a Special Town Meeting
- Mission Square contribution cap reduced from 10% to 8%
- Defined Health insurance options consistent with Personnel Policy
- Created an annual labor management meeting to review unit's seniority, overtime, and force list.
- An opener relating to Maine paid Family and Medical Leave Program

Wages increase to area labor market (\$1 additional in FY24 and \$2 additional in FY25).

New Business

8. The Selectboard will consider a consent decree for the residence at 752 Quaker Ridge Road.

Included in your packet is a memorandum from John Wiesemann relating to a consent decree request for 752 Quaker Ridge Road. I believe the seller of the property will also be in attendance. After reviewing the consent decree, staff and I recommend the Selectboard agree with the decree and sign the included form.

9. The Selectboard will consider the Liquor License renewal of Migis Lodge.

State law requires public hearings for any liquor license renewal for five years after awarding the license. Migis Lodge is now over that limit and no longer requires a public hearing.

The Town has received no complaints about this business and is not aware of any administrative violations. Staff recommend approving the application and forwarding it to the State for their approval.

10. The Selectboard will discuss upcoming vacancies on Boards and Committees.

Included in your packet is a list of Boards and Committees that include their appointment end dates. You will notice the following terms end in June 2024:

Open Space Commission-Eric Dibner

Planning Board – Ryan McAllister and Kendra Osborne

Transfer Station Council- Sue Witonis

Zoning Board of Appeals-Uel Gardner

In addition, the Veteran's Committee is still seeking a vacant seat.

Under policy, these upcoming vacancies should be posted for any interested residents. I am seeking guidance on the timeline the Selectboard wished to complete these vacancies and then interview potential candidates for the openings.

11. The Selectboard will discuss the surplus property and auctioning of this property.

The Selectboard has the authority to liquidate surplus property via Town Meeting vote. The Town has not completed this task in several years. Staff and I are seeking authority to work with a web-based vendor to begin the liquidation process for these surplus items. No item will be identified a surplus without the Selectboard approval. We are requesting the authority to develop the base for future liquidations. I anticipate in a June or July meeting that the list of items to liquidate be presented to the Board in June or July.