



**Manager's Memorandum  
July 9, 2024 Meeting**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 07-03-2024  
Re: Selectboard meeting 07-03-2024

Below are notes for agenda items for the July 9<sup>th</sup> meeting

**6. Managers Update**

- A. Included in your packet is an email from Cumberland County regarding the Towns desire to remaining in future Community Development Block Grants. This renewal occurs every three years and requires no action by the Selectboard unless they wish removal from the process. Staff and I do not recommend any action occur and the Town remain eligible for the grant process. This letter does not have any connection to previous CDBG funds.
- B. As previously advised, decades ago the Town voted to deed property over to the library. This action never occurred. We requested Jensen Baird file these deeds on behalf of the Town based on extreme delay in the Town Meeting vote and registering these deeds. Unfortunately, Jensen Baird found challenges with completing this task. Please see below for the description of the problems and possible resolutions:

*"The Town has a basic survey of the properties, Library and Town-owned. While there was a TM vote in the early 1990's to transfer the old Fire Station and the "necessary land" for the library expansion, the transfer never actually happened. The problem with doing the lot split now is that the properties are located in the Village District, which requires a minimum lot size of 60,000 square feet each. The current Library lot does not even appear to be close to this and the current Town lot does not have sufficient excess land to create 2 lots that both meet the minimum lot size requirements. Because of this, we aren't ready to have the surveyor prepare a metes and bounds description for where we need to end up. While there might be some grandfathering arguments to be made about existing buildings that don't meet setbacks, those same arguments can't be made about lots that don't exist. Also, I've looked at the Zoning Ordinance, and it appears to have been originally adopted in 1988, so it's unlikely that the lots could have been split back then in compliance with zoning requirements.*

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*Since it's my job to identify and then try to find a way to resolve problems, there are two potential fixes to this. One is to adopt a contract zone for the municipal/library complex. Where the Town would be a party on both sides of the Agreement, there might be a greater comfort level with proposing an overlay zone, similar to the Resort Commercial Overlay District. This could substantially reduce setback and minimum lot size requirements such that the land under and around the portion of the library on the old Fire Station property could be conveyed to it, as was previously authorized by Town Meeting. The Ordinance could also provide for shared parking between the facilities. In that instance, you could as part of the conveyance give easement rights to the library for the shared parking area, in addition to any required access needed for deliveries, contractors, etc., or could create a license agreement for the same purpose. The Town and the Library would most likely grant release deeds to each other of their interest on the other side of a line that the surveyor could then develop.”*

- C. Maine Municipal Health Trust recently advised they were not offering POS A insurance beginning 1/1/2025. Please see the attached letter for further details. This is the Town's primary insurance, and we have 14 employees utilizing this plan. In the upcoming months, we will conduct a discussion with all staff about the other options available to the Town and other programs to ensure they remain close to whole. This is obviously a Selectboard decision on the direction of the health insurance, but I would like discuss with our team prior to your discussion.
- D. A resident requested a discussion about Casco's resiliency efforts and Citizen's Climate Lobby be further discussed at the Board level. This will be placed on your July 23 meeting agenda. Below is the link to the Citizen's Climate Lobby if you are interested in researching prior to your next meeting.  
<https://citizensclimatelobby.org/>
- E. The Ad Hoc Committee continues meeting and progressing towards an end product. They are utilizing the Casco Day Parade to educate the public about pedestrian and bicycle safety. They also plan on distributing a survey to determine the populace's perception relating to pedestrian and bicycle safety in Casco. In addition, they are planning a second event in either September or October. They are also working on producing a Complete Streets Policy for Selectboard approval.

## **New Business**

**7. The Selectboard will consider a request from Robert Morton to re-acquire foreclosed property located at 21 Graffam Road.**

Include in your packet is a request from Attorney Salvatore Reale on behalf of Robert Morton to sell his foreclosed property back to Mr. Morton. The Town foreclosed on this property on February 18, 2024, and staff is additionally concerned about the current condition of the building.

The amount of back taxes, interest and fees is currently \$2,180.57.

**8. The Selectboard will consider voting for representation on the Maine Municipal Association Legislative Policy Committee.**

Included in your packet is a ballot for two (2) representatives on the Maine Municipal Association Legislative Policy Committee for the upcoming legislative session. The seats are based on the Senate legislative seat # 52. There is currently only 1 person on the ballot which is David Nadeau (Selectboard member for the Town of Windham). The second seat is accepting write in candidates.

I am requesting the Selectboard vote for David Nadeau. If the Board identifies an individual they wish to write in, I recommend they do such.

**9. The Selectboard will consider declaring identified property as surplus and available for auction.**

The Selectboard is given the authority to liquidate such property by Town Meeting vote. Included in your packet is a list of equipment that staff and I are requesting that the Selectboard declare as surplus. These items are not being utilized and are truly surplus property.

If declared surplus, the Town will work with Auctions International to participate in their on-line auctions. The Town will receive the amount of the winning bid for the surplus property. Auction International fees are paid by the bidder.

It is the Boards discretion to determine how these auction funds are utilized. They can be collected as simple revenue or placed into capital reserve accounts. My recommendation on this portion of the auction will be based on the final amount collected during the auction process.

**10. The Selectboard will discuss Naples withdrawing from Animal Control Officer Interlocal agreement beginning in FY26.**

The Town of Naples advised they are withdrawing from the Animal Control Interlocal Agreement in FY26. The current agreement required 120 notice before the budget process. Naples wanted to ensure that they provided sufficient notification to Casco and Raymond. Naples' leadership believes the vast geography of the three towns does affect the quality of service. They are going to use a different model for Animal Control Services.

This change does not have an effect on the operating portion of the budget, but it will obviously affect the revenue portion of the budget.

**11. The Selectboard will discuss outstanding projects within the Town.**

During the past several months, several projects were discussed at Selectboard meetings. Below is a synopsis of the projects

- Status of Transfer Station- Sebago Technics presented to the Transfer Station Council an updated design for the Transfer Station and projected costs. Included in your packet is the redesign of the transfer station and the cost of the repairs/upgrades now projects to \$1,505,687.92 or \$94,312.08 under the bonded amount. This may allow for upgrades to the queuing area of Bulky Waste.

The exact timeline for the project has not been finalized, but we anticipate the Bulky Waste and ditching to begin in the fall of this year. As previously stated, this project will close Bulky Waste for between three and four months. We additionally anticipate that the Transfer Station being closed for a few weeks, but this closure is still in flux.

- Gorrill Plamer recently completed the required research related to upgrading the culvert at Edwards Road near Davis Brook Road. The estimated costs associated with this project are \$405,200. The Town, with the assistance of Gorrill Palmer, applied for a \$200,000 culvert grant with Maine Department of Transportation. We should learn about grant awards before next spring's road construction season. The estimate of costs is included in your packet.
- Included in your packet is the survey of the Town property that currently houses the sand/salt shed. The preliminary survey was completed by Main Line Developing to determine the feasibility of constructing a Public Works facility on this property. As previously mentioned, this property does have watershed and verna pools that make construction more challenging. However, Main Line identified an area where construction of a Public Works building could occur. This preliminary drawing is also included in your packet. Further detailed rendering and potential building designs will come in the near future.

- Gorrill Palmer advised that the FY 25 Road Projects begin this paving season and be completed by October.
- Research relating to the Heath Road boat launch is still on-going. Only one deed referred to the Town owning the boat launch, but no other deeds supported that statement. The State of Maine advised they are unsure of the owner and always assumed that it was the marina. Northeast Civil Solutions is conducting additional research to determine ownership.
- Jensen Baird filed 80k paperwork in Cumberland County District Court against 50 Rabbit Run's owner and tenant. There is currently no timeline for resolution through the court system.

**12. The Selectboard will consider updates to the "Selectboard's Rules and Procedures" policy.**

Included in your packet is the current Selectboard Rules and Procedures along with addendum A (Code of Ethics). Also included in your packet is potential language for updating the Rules and Procedures and the Code of Ethics. Obviously, additional changes can and should occur after the Board's discussion.

**13. The Selectboard will discuss FY24 Selectboard goals and the development of FY25 goals.**

Include in your packet are the goals for FY 23 and FY24. The goals highlighted in yellow have been completed.