



**Manager's Memorandum**  
**August 5, 2025, Selectboard Meeting**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 07-31-2025  
Re: Selectboard meeting 08-05-2025

Below are notes for agenda items for August 5, 2025, meeting

**8. Managers' Update**

- A. Included in your packet is the State Valuation for the Town of Casco for the years 2024, 2025 and 2026. The Town's value in 2024 increased to \$1,183,350 (or \$218,450 from 2023); 2025 increased to \$1,306,450 (\$123,100 increase) and estimated to be \$1,342,1000 (\$36,500 increase). These values specifically influence county taxes and the school funding formula.
- B. As requested by the Selectboard, property line pins have been placed at the boundaries of the Casco Public Library. Additionally, stakes have been installed in the area to provide a clearer visual reference for the public.  
  
In relation to this property, I have also included previous Selectboard meeting minutes concerning the development of the Village Green in this packet.
- C. An RFP for the supply of winter sand has been issued, with bids due by August 8, 2025. The RFP was sent directly to potential bidders, posted on the Maine Municipal Association (MMA) website, and shared on the Town's website and Facebook page to maximize outreach. Winter salt purchases will be made through a cooperative purchasing agreement facilitated by the Greater Portland Council of Governments (GPCOG).
- D. Included in your packet is a letter from Maine DOT information about replacing a large culvert .10 miles north of Bramble Hill Road. The project is scheduled for bids in February 2026 with construction occurring in the summer months of 2026.

In addition, I spoke with a representative from Maine DOT, and they advised route 121 is scheduled for a shim and overlay for the summer of 2026. They have no plans for complete rehabilitation due to costs associated with a rehabilitation project.

- E. Include in your packet from Portland Water District. The letter is a public notice regarding a proposed shoreline stabilization project at Songo Beach in Sebago Lake State Park, aimed at addressing severe erosion and protecting water quality.
- F. Public access to the Capital Improvement survey ended on June 20, 2015. GPCOG is currently analyzing the 322 responses. Once the in-depth analysis is completed, GPCOG will meet with the ad hoc committee to share the data and plan future public engagement events related to gathering additional perspectives relating to capital improvement projects.
- G. RN Willey is scheduled to begin the installation of a box culvert near Davis Brook Road in early August. As a result, this section of Edwards Road will be closed to all traffic for up to two weeks. The Town has provided advance notice to the public through multiple channels, including the Town website, social media accounts, the monthly newsletter, posted construction signage along Edwards Road, and direct mailings to abutting property owners. Once construction dates are finalized the public will be notified.
- H. The Town received the proposed contract from Sebago Fiber for the installation of fiber optic lines approved at the Town Meeting. Drummond Woodsum is currently reviewing the document and will make recommendations to the Selectboard related to this contract. I do not anticipate substantial changes in the contract since Drummond Woodsum previously reviewed the contract between Naples and Sebago Fiber for similar services.
- I. On July 29<sup>th</sup>, a meeting was held with Mary Matthews and Steve Greely of the Maine Department of Labor to discuss a potential penalty settlement. The discussions were incredibly positive, and we anticipate a reduction in the assessed penalties. While we had expected to receive the final settlement resolution prior to this writing, it has not yet been provided.

## **Old Business**

### **9. The Selectboard will discuss the Easement Agreement with Casco Public Library.**

A proposed easement agreement between the Town of Casco and the Casco Public Library has been developed collaboratively by legal counsel representing both parties. The draft agreement outlines terms for formalizing the shared use and access to the property and is now available for review and potential edits by the Selectboard. As this agreement involves municipal property, final approval will require a vote at a future Town Meeting. The draft easement is included in the Selectboard's supporting document package for reference.

**10. The Selectboard will consider which Selectboard member will be assigned to the Berry property stakeholder group.**

As previously discussed at a Selectboard meeting, the development of a stake holders' group to discuss the future opportunities at the "Berry" property. To date, all the stakeholder groups have identified members onto this stakeholder group except for the Selectboard. The current members of this stakeholder group are:

- CPIC - Tiffany Payton
- Open Space – Eric Dibner
- Planning Board – Carolyn Drew
- Safe Streets – Justin Millett
- Selectboard – TBD
- Water Quality Ad Hoc Committee – Tom McCarthy
- Recreation- Beth Latsey
- Fire – Brian Cole
- Town Office – Tony Ward/John Wieseemann

I would recommend that the Selectboard appoint a member to lead this committee and facilitate the initial meeting to occur on either August 26<sup>th</sup> or 27<sup>th</sup>.

**New Business**

**11. The Selectboard will consider legal action against the owner of 131 Tenney Hill Road for ordinance violations.**

The property located at 131 Tenney Hill Road continues to operate in violation of the Town's Ordinances. Despite repeated efforts to bring the property into compliance, including the issuance of a formal Notice of Violation, the property owner has not taken any corrective action. The site remains littered with 4 recreational vehicles being used as permanent residence and excessive number of unpermitted dwelling units.

Due to the property owner's continued noncompliance and failure to respond to enforcement efforts, staff are recommending that the Town pursue legal action through the court system. This step is necessary to ensure enforcement of the Town's ordinances and to protect the health, safety, and welfare of the surrounding neighborhood.

Included in your packets are the notice of violation and ordinance sections are outlined in the violation.

**12. The Selectboard will consider Selectboard assignments as liaisons to various committees, boards, or work groups.**

The Selectboard shall be assigning its members to serve as liaisons to various Town committees in order to strengthen communication and coordination between the Board and the work of each committee. These liaison roles do not grant voting authority or supervisory responsibilities but are intended to provide support, relay relevant information, and help

ensure that committee efforts align with broader Town goals and policies. This assignment fosters transparency, promotes collaboration, and enables Selectboard members to stay informed on key issues affecting the community.

**Committees for Selectboard Member Assignment** (names in red current liaisons)

- Berry Property Ad Hoc Committee
- Comprehensive Plan Implementation Committee-**Robert MacDonald**
- Open Space Commission
- Planning Board
- Safe Streets Committee
- Transfer Station Council
- Veterans Committee-**Eugene Connolly**
- Water Quality Committee
- Transfer Station Council

**13. The Selectboard will discuss Animal Control.**

The Animal Control Officer will be present at the meeting to provide an update on the current status of calls for service and to outline ongoing issues within the Town.

Future discussions will be necessary to evaluate the appropriate level of service (number of Town's served); reviewing the existing interlocal agreement and future budgeting levels of the position.

**14. The Selectboard will consider potential carry-in/carry-out boat launch options.**

Initial proposed designs for a carry-in/carry-out boat launch have been developed and were included in the provided packet. These concepts serve as a starting point; however, significant additional design work, comprehensive strategic planning for the broader area, and identification of necessary funding sources will be required should the project move forward.

**15. The Selectboard will consider voting for recommended members to Maine Municipal Executive Committee.**

Voting for the slate of candidates recommended by the Nominating Committee for the Maine Municipal Association Executive Committee will take place. The ballot is included in the packet. The nominated Executive Committee members are Phil Crowell (City Manager, Auburn), Suzette Francis (Town Manager, Lubec), Marc Leonard (Town Manager and Police Chief, Veazie), and Anthony Ward for Vice President.