



**Manager Memorandum  
April 30, 2024, Meeting**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 04-26-2024,  
Re: Selectboard meeting 04-30-2024

Below are notes for agenda items for the April 30<sup>th</sup> meeting

**5. Managers Update**

- A. Following up on your last meeting, David Kimball and I communicated about his presentation and his concerns. I will keep the Board abreast of dialogue with Mr. Kimball.
- B. Chief Cole and Mike Genest are providing MEMA with damage reports related to the April snowstorm. MEMA is coordinating the damage totals in attempts to receive federal assistance from FEMA. Under FEMA guidelines, the costs associated with the April 4<sup>th</sup> storm exceed \$30,000.
- C. Mike Genest and I attended a Maine Local Road training which provided us with valuable information. In the near future, we will be recommending some additions to our ordinances related to traffic signage. The positive aspect of these proposed changes is that under Maine law these types of ordinance changes occur at the Selectboard level and not at the Town Meeting level.
- D. The Budget educational workshop will occur on May 14<sup>th</sup>. We are coordinating with Cumberland County Sheriff's Office to be represented at this meeting. Does the Board desire any other outside entities be available for this meeting. The Town will post a written synopsis of the budget line changes that could be questioned and provide details relating to the reasons. The posting shall occur before the May 14<sup>th</sup> meeting.
- E. Several residents assisted in Earth Day festivities by cleaning trash from our roadways. These volunteers cleaned the following roadways; Libby Road, Mayberry Hill Road, Meadow Road, Poland Spring Road, Roosevelt Trail, and Tenny Hill Road. The volunteers collected over 100 bags of trash. I personally want to acknowledge Sue Witonis for her efforts in leading this project and all the volunteers that participated in this cleanup.
- F. Staff is continuing to research the feasibility of a Public Works facility on the Town owned property located adjacent to the sand shed. We recently received a preliminary report relating to the wetlands and vernal pools on the property. The survey did identify a "significant vernal pool" that would require a 250' setback.

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- Fortunately, there is sufficient area for future development of a Public Works facility on the property. Copies of these surveys are included in your packet.
- G. I recently received communication from three individuals inquiring about our upkeep of the Thompson Lake boat ramp. Cumberland County Regional Assessing and staff researched this ramp and could not clearly identify who owns this boat ramp. One deed, not associated with the ramp, identified the boat ramp as Town owned, but with no supporting documentation. Our assessor recommends that a formal survey and title search of the property occur if the Town wants to positively identify the owner of the boat ramp. I am seeking guidance from the Selectboard on a direction they prefer staff proceed.
  - H. The Request for Proposal (RFP) for a 5-year contract for snow plowing should be released by weeks end. I anticipate having all bids be due by May 23<sup>rd</sup> at 4:00 pm.

### **Old Business**

#### **6. The Selectboard will consider members on the Comprehensive Plan Implementation Committee.**

The Town received 11 applications for participation on the Comprehensive Plan Implementation Committee. Since the initial communication, one of these individuals withdrew their name. At your last meeting you meet with 8 residents interested in this committee and they were Pam Edwards, Deb Fogg, Tom McCarthy, Rae-Anne Nguyen, Tiffany Payton, Halsey Snow, Michelle Williams, and Robert Williamson. The remaining two property owners (Sam Brown and Desmond Pieri) were invited to this meeting to meet with the Selectboard.

### **New Business**

#### **7. The Selectboard will discuss the Ad Hoc Committee with residents interested in the committee.**

The Town received 6 applications for participation on the Ad Hoc Committee regarding Vision Zero. The six residents interested are Sam Brown, Eric Dibner, Chris Jordan, Justin Millette, Rae-Anne Nguyen, & Sarah Whitman, each will meet with the Selectboard during the meeting.

#### **8. The Selectboard will discuss Veteran's Committee with residents interested in the committee and appoint members to the Veteran's Committee.**

The Town received 3 applications for participation on the Veteran's Committee. The committee currently consists of Selectboard liaison Gene Connolly and staff Brian Cole.

The interested residents are Tom McCarthy, Jennifer Sindelir and Elinor Withington. Unfortunately, Jennifer Sindelir's availability changed since her initial interest. The other two residents will be available to meet with Selectboard. We recommend appointing members of the Veteran's Committee at this meeting. The Committee should be working immediately on the Memorial Day Services.

**9. The Selectboard will discuss updating the current fee structure for permits, licenses, services, and impact fees.**

Include in your packet are the current fee structures for the Town that was approved in May 2020. As part of the budget discussions, the Selectboard and Finance Committee recommend reviewing these fees to determine their consistency with area municipalities. Participants in this discussion also recommended exploring impact fees for new development.

At a minimum, the Town's must update the fee structure that reflects the current Freedom of Access policy and State law mandates.

Also included in your packet are the fee schedules for the Towns of Naples, Poland, and Raymond for comparison purposes.

**10. The Selectboard will consider holding the Annual Town Meeting on June 5, 2024, at 6:00 pm at Crooked River Elementary School.**

Staff and I are recommending the Town conduct its annual Town Meeting on Wednesday June 5<sup>th</sup>, 2024, at Crooked River Elementary School. Staff observed that conducting the Town Meeting prior to the June election provided staff with more time dedicated to both portions of the Town Meeting warrant. This also allows for the current Selectboard to answer any budgetary questions.

Traditionally, the annual Town Meeting is scheduled to begin at 6:00 pm. The Selectboard chose with the last special Town Meeting to start at 6:30 pm to potentially increase participation. We are seeking guidance on the preferred start time for this meeting.

**11. The Selectboard will discuss potential non-routine Town Meeting warrant articles and the design of Town Meeting warrant.**

The draft warrant currently includes uncommon warrant articles relating to authorizing the Treasurer to waive foreclosures with Selectboard authorization, authorizing the Selectboard to complete any process for ownership of Lakeside Cemetery and an updated Foreclosure article that complies with current Maine law. Other items anticipated to be on the warrant are updating ordinances relating to marijuana facilities, Flood Plains and zoning related LD2003. Prior to finalizing a draft warrant, we are seeking guidance from the Selectboard

on any other uncommon items that may be placed on the June Town Meeting warrant.

I included two distinctive styles of Town Meeting warrants in your packet and our staff inquire about your preferred style. These are not completed warrants but for styling format only.