



TOWN OF CASCO
635 MEADOW ROAD
CASCO, MAINE 04015

02-06 MEMO

To: Selectboard
From: Tony Ward, Town Manager
Date: 02-02-2024,
Re: Selectboard meeting 02-06-2024

Below are notes for agenda items for the February 6th meeting

5. Managers Update

- A. I recently met with an engineer from Casco Bay Enginery to examine the building that previously housed "All the Ravan." He conducted additional reviews of the trust systems and provided guidance on future modifications of the building. The initial review is promising based on the lower portion of the structure, but this was not the final phase of his review. Additionally, he reviewed a portion of the Community Center that is receiving the waterproofing.
- B. Staff and I are finalizing the proposed FY25 budget. This proposed budget does contain several proposed raising funds for future capital projects/purchases. Included in the proposal includes a COLA of 3.5% for employees.
- C. The request for bids for the Transfer Station/Bulky Waste project was released by Sebago Technics. This bid request is due on February 22, 2024, at 3:00 pm. There is an additional mandatory pre-bid meeting on February 7 at 10:00 am. I have included the advertisement for bids in your packet.
- D. In the next few months, I will be seeking a grant for an intern during the summer of 2024. The primary project of the intern would be researching our roads and developing a detailed road inventory with specifications (how many rods, Town easements, year of ownership, etc.).

Old Business

6. The Selectboard will consider the recent Electrical Audit.

Included in your packet is updated pricing from Titan Energy for converting our current lighting system to completely LED. Their original proposal did not identify the rebates for each of the modifications based on building. The updated sheets show :

Building	Anticipated Cost	Anticipated Rebate	Total Town Costs	Time Frame to Recover costs
Town Office	\$9,085.68	\$1528.80	\$7,556.88	8.1 years
Public Works Annex	\$8,971.18	\$2083.20	\$6,887.98	5.4 years
Community Center	\$13,274.62	\$1,1810.20	\$11,464.42	10.4 years

Completing all three of these projects may prove challenging with this year's operating budget. These rebates are currently available, but future rebates are not guaranteed. The Selectboard has several options with this proposal. They are:

- Selectboard could authorize the use of remaining ARPA funds and some facility maintenance funds for completion of the project this year or
- authorize one of the projects and place the remaining two (2) projects with the FY25 operating budget, or
- authorize all three projects be placed into the FY25 budget, or
- take no action on the proposal and reexamine it at a future date based on the cost on return.

New Business

7. The Selectboard will consider a proposal from Maine Planning Service for assisting in the implementation of the Comp Plan.

As previously discussed, the necessity for planning services in the immediate future is necessary based on the passage of the Comprehensive Plan at the Special Town Meeting. Included in your packet is a proposal by Maine Design Workshop for these services in assisting with the implementation process of the Comprehensive Plan until a full-time planner is hired. The proposal included approximately 130 hours of service ranging from Selectboard guidance to presenting proposals to the Planning Board from the Implementation Committee. This contract could include planning services or guidance on other Planning Board projects, but another contracted planner would be able to assist on these projects.

8. The Selectboard will discuss recent private roads requests to become Town own roads.

The Town recently received two (2) inquiries about making private roads into town-owned roads. The two inquiries came from the dirt portion of New Road and Brook Road. The Town's current ordinances provide very minimal guidance on these requests. Maine law requires any request tentatively accepted by the Selectboard to be placed on a Town Meeting warrant must ultimately approved at Town Meeting.

Staff and I are recommending not accepting any such requests that this time. The

Town is currently working diligently to upgrade current Town roads to industry standard and adding additional roadways would compound the challenges of this process.

Additionally, Town staff and I submitted a road ordinance to the Planning Board, and we believe such an ordinance would provide a defined process of transitioning from a private way to a public way. I believe approval of this ordinance, or a similar ordinance would benefit the community in the long-term

These residents still could petition to have their roads placed on a Town Meeting warrant by obtaining signature from 10% of the voters at the last gubernatorial election. This is determined by Maine law.

9. The Selectboard will discuss MOUs with Casco Day Fair Association and Casco Library

I recently had dialogues with both the Casco Day Fair Association and Casco Public Library. We are seeking memorandums of understanding with both organizations. This agenda item is more of an informational item that the future MOU's will be before the Selectboard at future meetings. These documents are not meant to change our relationships with these organizations but document the agreements for future leaders.