



Manager's Memorandum
August 19, 2025, Selectboard Meeting

To: Selectboard
From: Tony Ward, Town Manager
Date: 08-18-2025
Re: Selectboard meeting 08-19-2025

Below are notes for agenda items for August 19, 2025, meeting

5. Managers' Update

- A. The Selectboard representative on the Berry Property working group (Mary Ferenandes) is in the process of developing a meeting schedule for this group. Selectboard member Fernandes will further discuss later in the meeting. The members of this committee are :
- CPIC - Tiffany Payton
 - Open Space – Eric Dibner
 - Planning Board – Carolyn Drew
 - Safe Streets – Justin Millett
 - Selectboard – Mary Fernandes
 - Water Quality Ad Hoc Committee – Tom McCarthy
 - Recreation- Beth Latsey
 - Fire – Brian Cole
 - Town Office – Tony Ward/John Wiesemann
- B. The Town is following up with Maine Department of Environmental Protection for updates on the minor revision for a previously planned upgrade of Pleasant Lake Beach. No response to date about the status of the minor revision submitted in January. Town staff and I will continue to communicate with both DEP and Archipelago.
- C. Last week I attended the Maine Town City County Managers Association New England Institute at Sunday River. Approximately 110 municipal leaders attending this conference. These sessions always provide learning opportunities and learn from our peers. This year's discussion proved information on current items related to our town ranging from the limitations or risk of AI software to capital improvement policies to legislative updates to paid family medical leave. Each of these sessions identified opportunities for our community and will be the focus of future agenda items.

- D. The Fire Department issued a No Open Burning order due to dangerous weather conditions. This order has been posted on our web site, Facebook account and on the Town's digital sign. A copy of the order is included in the Selectboard packet.
- E. The Town Office will be closed on Monday September 1st for Labor Day.

Old Business

6. The Selectboard will discuss the Easement Agreement and Contract Zoning Agreement process 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.

The Casco Public Library is authoring a synopsis of this agreement and converting it to a more traditional communication style. This conversion is meant to better define the parameters of the agreement in common English. The agreement basically documents current arrangements between the Town and the Casco Public Library with two slight modifications. The easement allows for 32 parking spots for the library, but these parking slots do not transfer with the property if sold. Additionally, the agreement allows for an easement to place a Casco Public Library sign on Town property adjacent to Meadow Road.

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

The Selectboard discussed filling the remaining open committee liaison positions. At this time, the Safe Streets Committee and the Open Space Commission do not have Selectboard representation. Board members will consider assignments to ensure each committee has an appointed liaison to maintain communication and provide support moving forward. The list of current assignments is also included in the Selectboard Packet.

8. The Selectboard will discuss the Foreclosed Property Policy.

The Town currently has an antiquated policy for the Disposition of Tax-Acquired properties last modified in 2013. The Selectboard requested a review of this policy prior to further discussion related to potential liquidation tax acquired properties.

This policy of is document outlines the procedures for managing and disposing of tax-acquired property and is included with this packet.

General

- Establishes procedures for managing and disposing of real property acquired due to non-payment of taxes.
- Complies with Title 36 M.R.S.A. Sections 942 and 943.
- Does not grant additional rights to owners of forfeited properties.

Management of Tax-Acquired Property Pending Final Disposition

- Notification process for last known owners after lien certificate filing and foreclosure.
- Annual list of acquired properties categorized into four types: Residential/Owner occupied, Residential/Non-owner occupied, Vacant Land, Commercial/Industrial.
- Selectboard is responsible for property management and can decide on immediate disposal or insurance needs.

Review of Tax-Acquired Properties

- Departments or Committees can recommend property disposition within 30 days of receiving the list.
- Recommendations may include selling with conditions, retaining for specific purposes, or interim retention for occupied residences.
- Final decisions on property disposition are made by the Selectboard.

Property to be Retained

- Selectboard may retain property for specific purposes if deemed beneficial to the Town.
- Examples include properties with recreational or economic value or potential public facility use.
- Retained properties must be managed and insured like other municipal properties.

New Business

9. The Selectboard will discuss tax overlay and commitment.

The Selectboard is asked to set the Town's mil rate at **\$10.25 per thousand**, an increase of **\$0.48** from the prior year. This rate includes an overlay of **\$52,500**. Assessor Rob Sutherland provided recommendations in support of this rate and will be present at the meeting to address any questions from the Board. Included in the Selectboard outlining the details associated with the calculations.

The increase is primarily due to a \$ 35,081 increase from Cumberland County and \$666,751 increase in MSAD # 61 budget's

10. The Selectboard will consider awarding winner of winter sand RFP.

The Town posted a Request for Proposals for winter sand during a period of July 21, 2025 to August 8th. Bids were received from Gorham Sand & Gravel, Milton Mason LLC, P&K Gravel, Rolfe Enterprise, and Shaw Brother Construction for the Winter Sand RFP. The apparent low bidder is **Rolfe Corporation** with a bid of **\$18.00 per ton**. The bids are:

- Gorham Sand and Gravel \$21.50 per yard
- Milton Mason LLC \$22.50 per yard
- P & K Gravel \$21.00 per yard
- Rolfe Corporation \$18.00 per yard
- Shaw Brothers Construction \$24.25 per yard

All five bid packages are included in the Selectboard's meeting packet for review.

A vote is requested to award the Winter Sand contract to the low bidder and company meeting all requirements associated with the Request For Proposal, Rolfe Corporation, in accordance with the submitted proposal.

11. The Selectboard will discuss declaring 2014 GMC Public Works truck as surplus property.

12. The Selectboard will discuss preliminary easement agreement for boat launch adjacent to Thompson Lake Marina.

The Selectboard previously discussed the obtaining of an easement agreement with Robey Ventures for the transferring ownership of the Thompson Lake Boat ramp adjacent to Thompson Lake Marina. This agreement was negotiated by both parties' legal counsels and was discussed with the Selectboard. The discussion included a request for clarification about future expansion of the boat ramp. Included in the Selectboard packet is Robey response from via their legal counsel. They additionally included photographs explaining their position on expansion.

Legal counsel is seeking additional guidance from the Selectboard on modifying the easement agreement to include width expansions, but not length or to maintain the current language.

It is anticipated that this easement agreement will be included in the January Special Town Meeting warrant for consideration.

13. The Selectboard will discuss a fiberoptic installation agreement with Sebago Fiber

Include in the Board packet is a draft fiberoptic installation agreement proposed by Sebago Fiber. Drummond Woodsum Murray reviewed the proposed agreement and requested Town clarification on portions of the agreement. The agreement in your packet is a redlined version and comments provided by Cliodhna O'Malley.

14. The Selectboard will discuss status of current road projects and future road projects.

RN Willey completed the Edwards Road box culvert project last week, on schedule and on budget. Included in this memorandum is a few photographs of the project.



The final cost of the project, minus engineering, was \$320,090.25 (\$229,640.25 for construction and \$90,450.00 for the box culvert). The cost to Casco tax payers will be greatly reduced because the Town received a \$200,000 grant for this project.

\$600,000 was approved at June's Town Meeting for road projects. After grant reimbursement, the Town will have approximately \$479,909.75 for another road project. Staff and I are recommending that the Selectboard authorize an RFP of the repair and paving of Pine Hill Road for repairs in the spring of 2026. As discussed with Chair and Vice Chair, this project might not qualify for a complete review by the Safe Street's Committee, they may provide some valuable perspectives related to Pine Hill Road near Poland Spring Road. Their views of this project will assist staff during the budget identification process of this project.

15. The Selectboard will discuss the initial results of the Capital Improvement Planning survey.

The memo from Greater Portland Council of Government included in your packet summarizes key takeaways from the Casco Capital Improvement Plan (CIP) Community Survey, which had 322 respondents between June 17 and July 22, 2025. Key findings include:

- **Demographics:** 97% of respondents are year-round residents, seasonal residents, or property owners, with 51% associated with the town for over 20 years.
- **Priorities:** Roads, stormwater improvements, open space, and parks/recreation are top priorities. Roads received the most dissatisfaction, though some issues may relate to state roads.

- **Spending:** Respondents feel the town spends too little on roads but are generally unwilling to increase spending on other capital improvements. There is a 44%-40% split on support for bonds or financing.
- **Focus:** 65% believe the town should prioritize existing capital assets over new ones.

The memo highlights the need for better communication about the town's needs and plans. Further analysis is underway, focusing on year-round residents' priorities, satisfaction, and support for spending/borrowing. Themes from open-ended responses and opinions on the fire station and public works facilities are also being explored. A detailed analysis will be presented to the Ad Hoc CIP Committee on August 26, 2025.