



**Manager's Memorandum
Selectboard Meeting
September 1, 2026**

To: Selectboard
From: Tony Ward, Town Manager
Date: 08-28-2026
Re: Selectboard meeting 09-01-2026

Below are notes for agenda items for September 1, 2026, meeting

5. Managers' Update

- A.** The community event held on September 26 was a rousing success, with more than 100 residents attending and having the opportunity to meet representatives from many of the Town's committees and boards, Town departments, and area nonprofit organizations. The event provided a great opportunity for residents to learn more about the services, programs, and organizations that contribute to our community. Plenty of food was served and enjoyed by attendees, while the kids kept busy with games of kickball and face painting. Many thanks to the volunteer group of Amy Brown, Janet DeBiase, Joe DeMartin, Pam Edwards, Tiffany Payton, and Courtney Walsh, along with staff representative Allison Griffin, for their time, energy, and leadership in organizing and making this successful community event possible.
- B.** The Maine Spirit of America Chapter is hosting a ceremony on October 28 at 1:00 PM at the North Yarmouth Community Center recognizing long-serving municipal officials and celebrating municipal service. Municipalities are asked to submit information on officials with 10 or more years of service and encourage honorees or representatives to attend. The event invitation is included in the Selectboard packet.
- C.** Since the last Selectboard meeting, Glidden Excavation completed the application of the topcoat of paving on Raymond Cape Road, Ridge Terrace Road, Hamms Hill Road, and Libby Road. In addition, the Public Works crew worked diligently to improve Lord Road by removing rocks and boulders from the roadway, adding additional gravel, and completing ditching along the southern end of the road. These efforts are intended to improve the roadway's condition, drainage, and overall accessibility.
- D.** The Town has historically faced challenges when trees or limbs fall onto utility lines that are not owned by Central Maine Power. The Town's limited authority to address these hazards has often prevented us from removing them, while local utilities typically would not remove debris until it had fallen to the ground or caused damage to their lines. The Town's collaboration with Sebago Fiber recently paid dividends. Sebago Fiber takes a more proactive approach to debris on or overhanging its fiber lines and works with an area arborist to address potential hazards before damage occurs. Sebago Fiber recently assisted the Town with two such hazards on Quaker Ridge Road, helping to eliminate the potential for damage before the arrival of the nor'easter. Many thanks to

Sebago Fiber for their proactive approach and assistance in helping keep our roads and utility infrastructure safe.

- E. The replacement of the overhead doors at the Fire Station has been completed. In addition to the new overhead doors, the associated concrete work was also completed as part of the project. These improvements were made possible through the support of Casco residents at the June 3rd Town Meeting and their approval of the warrant article funding the project. The improvements will enhance the functionality and condition of the Fire Station and provide improved access for the department's apparatus. Pictures of the completed improvements are included below.



Public Hearing

6. **The Selectboard will conduct a Public Hearing on State Mandated modifications to Town's General Assistance ordinance and consider these modifications upon completion of Public Hearing.**

The Maine Department of Health and Human Services (DHHS) has issued updates to the General Assistance (GA) Ordinance and Appendices (A–H), effective October 1, 2026, through September 30, 2027. Municipalities must adopt the revised Appendices A (overall maximums), B (food maximums), and C (housing maximums), as well as the new Recovery Residence Housing Maximums guide.

Municipalities may establish their own maximum assistance levels, provided they meet health and safety standards and are justified with documentation submitted to DHHS. Municipalities must file proof of adoption with DHHS using the provided forms, and any changes to the ordinance or appendices must also be submitted.

The General Assistance (GA) maximums for the Portland HMFA (which covers Portland, Casco, South Portland, Westbrook, Cape Elizabeth, Falmouth, Freeport, Gorham, Gray, Scarborough, Windham, and Yarmouth) show notable updates across the core categories. The tables below contrast the exact baseline metrics for the 2025–2026 cycle against the new 2026–2027 cycle.

As requested last year, the exact changes are highlighted in the tables below.

Appendix A: Overall Monthly Maximums

The overall ceiling maximums allowed per household size climbed across all household sizes.

Household Size	2025–2026 Maximum	2026–2027 Maximum	Exact Net Change
1 Person	\$1,517	\$1,616	+\$99
2 Persons	\$1,721	\$1,824	+\$103
3 Persons	\$2,212	\$2,343	+\$131
4 Persons	\$2,798	\$2,872	+\$74
5 Persons	\$3,429	\$3,523	+\$94

Note: For each additional person over 5, the flat addition remains +\$75 per month. [3]

Appendix B: Food Maximums

Food allocations dictated by the USDA Thrifty Food Plan experienced modest index bumps.

Household Size	2025–2026 Monthly	2026–2027 Monthly	Exact Net Change
1 Person	\$298	\$306	+\$8
2 Persons	\$546	\$562	+\$16
3 Persons	\$785	\$808	+\$23
4 Persons	\$994	\$1,023	+\$29

Appendix C: Housing Maximums (Heated)

Monthly maximum limits for heated units in the Portland metropolitan area adjusted as follows:

Bedroom Count	2025–2026 Heated	2026–2027 Heated	Exact Net Change
0 Bedrooms (Studio)	\$1,496	\$1,595	+\$99
1 Bedroom	\$1,698	\$1,802	+\$104
2 Bedrooms	\$2,185	\$2,316	+\$131
3 Bedrooms	\$2,767	\$2,842	+\$75
4 Bedrooms	\$3,393	\$3,487	+\$94

Other Key Utility & Expense Adjustments

- Appendix D & E (Electricity & Heating Fuel): The maximum baseline limits for standalone traditional electric utilities and heating fuel prices saw no change for this upcoming winter cycle across the aggregate State tracking templates. [8]
- Appendix G (Travel/Mileage Rate): Approved municipal travel reimbursement for employment or medical purposes increased from 54 cents per mile up to 56 cents per mile.

New Business

7. The Selectboard will discuss future road projects with Ryan Barnes from LJB.

Ryan Barnes from LJB will be present to provide information regarding additional FY27 road projects, including Pine Hill Road, as well as the anticipated timeline for an RFP associated with the spring 2027 project.

The proposed Pine Hill Road project would include ditching, replacement of necessary culverts (including driveway and crossroad culverts), reclamation of portions of the roadway, and base paving. The engineer recommends that the top-coat paving occur the following year to allow for any settling over the following winter before the final paving is completed.

Town staff and LJB are working with the Maine Department of Transportation (MaineDOT) to explore potential cost-sharing for the replacement of three (3) catch basins and the associated culverts. If MaineDOT is not willing to cost-share these improvements, staff and I would recommend that the Town fund the replacement of these items in order to maximize the benefits of the Pine Hill Road project and improve infrastructure in the Webbs Mills area.

Ryan will also discuss opportunities for additional road work in FY28, including the potential for increased funding levels.

The current road project schedule, which was developed prior to the approval of the \$1,000,000 road budget, is included in the Selectboard packet for review.

Also include in the Selectboard packet is Safe Street's recommendation for the Pine Hill Road project.

- 8. The Selectboard will discuss Hancock Farm's aspiration to become a forever farm.**
Sam Brown, Geof Hancock and Amanda Wheeler of the Maine Farmland Trust will provide the Selectboard with information regarding the potential preservation of the Hancock Family Farm as a "Forever Farm."

The presentation will provide an overview of the Forever Farm program and the process involved in placing the property under permanent agricultural conservation. This discussion may lead to a future request from the Open Space Commission to utilize land acquisition funds to assist with the preservation of the property.

More information about Maine Farmland Trust and its Forever Farms program is available on the organization's website <https://www.maineFarmlandtrust.org/>.

- 9. The Selectboard will discuss Open Space Commission's request to apply for future Resiliency Grant funding.**

The Open Space Commission is seeking guidance from the Selectboard regarding its interest in pursuing a future resilience grant in collaboration with the communities of Raymond, Otisfield, and Harrison. The proposed grant would seek approximately \$150,000 to support mapping and development of existing trail systems within the Crooked River and Sebago Lake watersheds. The project would provide an opportunity for the participating communities to better document existing trails, identify connections and gaps, and evaluate opportunities for improving and expanding the regional trail network while supporting watershed protection and community resilience. The Commission is requesting the Selectboard's guidance on whether to proceed with developing a collaborative grant application and, if appropriate, any parameters or conditions the Board would like staff and the Commission to consider.

- 10. The Selectboard will discuss the hiring process for the upcoming vacancy for the Fire Chief position.**

Chief Brian Cole recently announced his upcoming retirement from the Casco Fire Department after 36 years of dedicated service to the Department, including the past eight years serving as Fire Chief. Chief Cole's last day with the Casco Fire Department will be October 24th. The Town of Casco recognizes and appreciates Chief Cole's many years of service, leadership, and commitment to the community.

With the upcoming vacancy in the Fire Chief position, the Town will begin the process of addressing the recruitment, evaluation, and appointment of a permanent Fire Chief. The process will include a review of the current Fire Chief job description and, if necessary, updates to the duties, responsibilities, qualifications, certifications, and leadership expectations associated with the position.

The recruitment process will include appropriate advertising and outreach to attract qualified candidates. This will include advertising within the Casco community, throughout the region, and through appropriate professional fire-service networks. Applications will be received and reviewed based upon the qualifications and criteria established for the position. The hiring process will include interviews, reference checks, verification of professional credentials and certifications, and other appropriate background reviews.

The Town Manager will oversee the recruitment and selection process for the permanent Fire Chief in accordance with the Town's personnel policies and applicable law. Following completion of the recruitment process, the Town Manager will present a recommended candidate to the Selectboard for consideration and confirmation as required under Maine's Town Manager Plan 30-A M.R.S. § 2636.

Because Chief Cole's retirement will occur before the permanent recruitment process is completed, the Town must appoint an Interim Fire Chief, and I am appointing Jon Morrison.

The purpose of an interim appointment will be to provide continuity of leadership and command, maintain operational readiness, and ensure that the Casco Fire Department continues to provide effective fire and emergency services throughout the transition.

The Interim Fire Chief will be responsible for providing day-to-day leadership and operational oversight of the Fire Department during the transition period. The interim Chief will remain in effect until a permanent Fire Chief is selected and appointed, unless otherwise determined through the Town's established administrative process.

The goal of this process is to maintain stable and effective fire and emergency services for the Town of Casco while providing for an orderly transition to permanent leadership. The transition from the Interim Fire Chief to the newly appointed permanent Fire Chief will be coordinated to ensure continuity of operations, leadership, and service to the residents of Casco.

11. The Selectboard will consider a pole request by Central Maine Power in the area of 126 Point Sebago Road.

Included in the Selectboard packet is an application to install a CMP pole at 126 Point Sebago Road. This pole application requires Selectboard approval.

12. The Selectboard will consider an Emergency Medical Service Transport Plan resolve required under 30-A M.R.S. § 3172

The Maine law, 30-A M.R.S. §3172, , enacted through LD 245, now requires that municipalities must adopt, publicly post, and submit to Maine EMS a plan identifying how emergency medical services will be provided within the municipality. The Selectboard must formally adopt the plan at a public meeting, post it in the same manner as municipal ordinances, and have an authorized municipal official submit the plan information through the Maine EMS online portal, including the EMS provider, adoption date, and adopted plan or website link. LD 245 is included in the Selectboard packet for review.

Old Business

13. The Selectboard will discuss the Casco Village Zoning workgroup ordinance timeline.

Resilience Planning recently hosted a second community forum to discuss potential zoning changes in Casco Village and adjacent areas. Approximately 35 residents attended and provided additional feedback on potential zoning opportunities, including uses, development patterns, and other considerations for the Village. The two community meetings have provided valuable input that will help inform the development of proposed zoning language for Casco Village and surrounding areas.

Next Steps

Based on the feedback received through the two community forums, Resilience Planning will draft proposed zoning language for Casco Village and adjacent areas and present the

draft to the Casco Village Zoning Work Group on October 21. If the Work Group is comfortable with the draft language, it will be forwarded to the Planning Board to begin the formal ordinance review process. Under Chapter 215, § 215-3.3, proposed zoning amendments must go through the required Planning Board public hearing process before being referred to the Selectboard for inclusion on a Town Meeting warrant. Resilience Planning anticipates that the proposed zoning changes could be placed on the Planning Board's November 23 or December 28 agenda to begin this formal review process.

14. The Selectboard will discuss a delay with the 4-way stop demonstration project at Webbs Mills.

The Webbs Mills demonstration project has experienced delays as a result of the MaineDOT review and approval process. MaineDOT initially approved the proposed all-way stop but required additional review of the pedestrian components, including the crosswalks and radius hardening, before those elements could be implemented. MaineDOT subsequently determined that the all-way stop should not be installed during the upcoming winter maintenance season and instead recommended that it be implemented in the spring, monitored for effectiveness, and followed by installation of the remaining demonstration elements during the summer. As a result, the demonstration project has been pushed from the originally anticipated fall 2026 implementation to a phased spring and summer 2027 schedule.

While the delay is not ideal, it may provide several opportunities to strengthen the overall project. The additional time will allow the Town to complete planned drainage improvements on Pine Hill Road and other roadway improvements before the four-way stop demonstration is installed. This sequencing may provide a better opportunity to evaluate the demonstration without having other roadway work occurring simultaneously. The additional time also provides GPCOG and its consultant an opportunity to further refine the proposed pedestrian improvements and design details before the demonstration is implemented. These additional steps could help ensure that the project is appropriately coordinated and that the demonstration provides more useful information for evaluating potential long-term improvements at the Webbs Mills intersection.

15. The Selectboard will discuss and determine the priority and sequence for reviewing town policies at upcoming Selectboard meetings.

Included in the Selectboard packet is a list of Town policies, along with the dates each policy was last reviewed and/or approved. Staff and I are seeking the Selectboard's guidance on which policies should be prioritized for the next round of review.

The intent is to continue our manageable and consistent schedule for reviewing Town policies, with consideration given to the age of the policy, changes in applicable laws or regulations, operational needs, and areas where Selectboard or staff direction may be beneficial.

Staff recommends that the Selectboard identify the next group of policies it would like to prioritize for review. Once identified, staff can coordinate the review process and bring recommendations or proposed revisions back to the Selectboard for consideration.

16. The Selectboard will consider bids for the Sand & Salt shed repairs.

The Town received a single bid for the Sand/Salt Shed project from Portland Construction, LLC in the amount of \$159,379.23, compared to the \$85,000 approved budget. Portland Construction, LLC has agreed to hold its current pricing, excluding material costs, until spring 2027. The contractor is unwilling to guarantee material pricing due to fluctuations in global markets. Sebago Technics engineers have reviewed the condition of the building and believe its structural integrity will not substantially deteriorate during a 6- to 9-month delay. They also do not anticipate that rebidding the project in the spring would reduce costs or generate additional interest from contractors. Sebago Technics, on behalf of the Town, and Portland Construction discussed the possibility of completing the work in two phases; however, Portland Construction expressed concerns about the additional mobilization costs and safety issues associated with cleaning and sealing the concrete around the rear wall in a separate phase. Based on these discussions, Sebago Technics and Town staff recommend accepting Portland Construction's bid, with an allowance for increases in material costs, and scheduling the work for spring 2027. Staff further recommend placing the additional project funding on the January Special Town Meeting warrant, including a 20% material contingency, with the additional funds coming from unassigned fund balance.

The amount of this bid was substantially higher than the amount approved at Town Meeting. The variance was due to a miscommunication regarding the budget information provided by Sebago Technics. The updated budget information was received on the same day the budget was being presented, which did not allow sufficient time to review the information and address any necessary clarifying questions prior to the presentation.

17. The Selectboard will consider awarding winning bid for the Casco Community Center roof project.

On August 18, we provided the Selectboard with the bids received for the replacement of the roof at the Casco Community Center. The Selectboard raised questions about whether the bids were based on comparable materials, scope of work, and workmanship.

At the Board's request, we developed eight clarifying questions and provided them to each of the three bidders. The responses from each bidder are included in your packet. The table below summarizes and highlights the responses for ease of comparison.

Criteria	Apex Roofing	JB Roofing	Glidden Roofing
Bid Amount	\$103,191	\$88,410	\$105,100
Shingle	GAF Timberline UHDZ	GAF Timberline HDZ	Owens Corning Duration
Shingle category	Top-tier architectural/designer	Architectural	Architectural
Wind	Infinite wind speed with GAF system	No maximum wind-speed limitation with required GAF accessories	Up to 160 MPH with required OC components
Warranty	50-year non-prorated	40-year commercial	40-year commercial
Algae	30 years	10 years	25 years
Ice/Water	6 ft. eaves & valleys	Eaves, valleys, head/side walls & penetrations	Complete coverage per contractor; exact extent needs clarification
Underlayment	GAF Deck-Armour	Synthetic underlayment	OC Rhino Ice & Water Shield; OC system also specifies synthetic underlayment
Ventilation	GAF Cobra	GAF Snow Country Ridge Vent	OC ProEdge & Ridge Vent
Impact rating	Not stated	Not stated	Class 3
Completion	~1 week; by end of September	7–10 days; start 3–4 weeks after award	~1 week