



**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 Town of Casco invites all residents to attend the Second Casco Village Community Workshop on Tuesday, September 15, at 5:30 p.m. at the Casco Community Center. Building on feedback received during the May workshop, this interactive session will present potential zoning concepts, development patterns, design standards, and regulatory approaches to help guide the future of Casco Village. Participants will review key themes from previous community input, explore examples from other communities, learn about a proposed Conditional Use Permit process, and provide feedback that will help shape the next phase of the Village zoning rewrite and future draft recommendations.
- B.** The Chairperson has requested that the Town's organizational chart be presented for review. The attached Town of Casco Organizational Chart – 2026 provides an overview of the Town's organizational structure, beginning with the residents of Casco and the Selectboard, followed by the Town Manager/Road Commissioner, legal counsel, municipal departments, boards, commissions, committees, and key staff. The chart is intended to provide a clear visual representation of how the various functions of Town government are organized and how responsibilities and reporting relationships are structured. The Chairperson is requesting the presentation to allow the Selectboard to review the current organizational structure and ensure that it accurately reflects the Town's operations and responsibilities.
- C.** The centerline and edge-line painting has been mostly completed. In addition, fog lines have been added to Quaker Ridge Road. Libby Road and Raymond Cape Road still require pavement markings; however, that work will be completed following the completion of the paving projects on those roads.
- D.** The Town Office will be closed on two dates in the upcoming months. The Office will be closed on October 7, 2026, for professional development and again on November 3, 2026, for the State Election. While these closures are being announced well in advance, this is the only Selectboard meeting scheduled to occur in September, making it important to provide residents with advance notice of these dates.
- E.** The Town's updated website is now live. The new site includes several substantial design changes to portions of the webpage, so residents are encouraged to take some time to explore and become familiar with the updated layout and features. Several additional updates and modifications are also scheduled to take place over the next few

**TOWN OF CASCO**

635 Meadow Road • Casco, ME 04015 • 207-627-4515

[www.cascomaine.org](http://www.cascomaine.org)

months as we continue to refine and improve the site. We appreciate your patience as these changes are implemented and encourage everyone to visit the website regularly for the latest information.

- F.** The Safe Streets Committee is reviewing proposed road projects for the upcoming year(s) and is working toward developing a review matrix to help evaluate and prioritize future projects. Staff recently provided the Committee Chair with the five-year road plan presented to the Selectboard in February 2026. This plan is contingent upon available funding and may be modified as funding levels, project costs, and priorities change.
- G.** Ryan Barnes from JBL will be tentatively scheduled to attend a Selectboard workshop on October 6<sup>th</sup> to discuss FY27 and future road projects.
- H.** Staff have also obtained a preliminary paving estimate for a temporary solution at the end of Pine Hill Road. The estimated cost to pave approximately 65 feet at the end of the road is \$22,500. Staff does not recommend moving forward with this paving project at this time, as the proposed paving would only be a temporary solution and would likely need to be reconstructed when the three MeDOT catch basins and connecting culverts are replaced.

Staff are working with a local contractor to obtain an estimate for replacing the three MeDOT catch basins and the culverts connecting them. Once the estimate is received, staff will seek further guidance from the Selectboard regarding the appropriate approach for these improvements. Options include incorporating the work into a future Pine Hill Road RFP, seeking collaboration with MeDOT through the Municipal Partnership Program, or requesting that MeDOT complete the repairs. MeDOT does not currently have these improvements included in its three-year plan.

## **New Business**

### **6. 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.

**7. The Selectboard will consider John Masselli and Deanna Flanagin for the Water Quality Committee.**

The Town has received requests from two residents, John Masselli and Deanna Flanagin, to be appointed to the Water Quality Committee. The Committee currently has three vacancies: two positions with terms expiring June 30, 2027, and one position with a term expiring June 30, 2028. Both applicants have expressed an interest in serving on the Committee and contributing to the Town's ongoing efforts to protect and improve water quality. The Selectboard is asked to consider the applicants for appointments to the available positions.

**8. The Selectboard will consider temporarily cease the Veteran's Committee.**

Veterans Committee Chairperson Tim Walsh is recommending that the Selectboard consider suspending the Veterans Committee due to a lack of participation and the availability of veterans' services through other organizations and resources. While the Committee's activities have diminished, the Town should ensure that an appropriate policy remains in place, or is developed, for the inscription of names on the Veterans Monument and clearly identify who is responsible for administering this important service. Chief Cole and Tim Walsh should be present to assist the Selectboard with the discussion and provide background on the Committee's current activities, available veterans' services, and the process for maintaining the Veterans Monument.