



**Manager Memorandum
February 20, 2024 Meeting**

To: Selectboard
From: Tony Ward, Town Manager
Date: 02-29-2024,
Re: Selectboard meeting 03-05-2024

Below are notes for agenda items for the March 5th meeting

5. Managers Update

- A. The Fanfare Concert Band has volunteered to provide free concerts at Casco Day Park for the month of August 2024. The band only requests that we coordinate with local charities to assist with their set-up, advertise the events and be available for donations from the concert goers. The scheduled concert dates are August 8, 15, 22 and 29.
- B. The Portland Water District does a quarterly publication highlighting their activities. This publication occasionally focuses on individuals or organizations that positively coordinate with them. They recently requested CEO John Wiesemann become the first Code Enforcement Office they highlight in this publication. They interviewed John on 2/28 and publication will be released this summer.
- C. The Trek Across Maine will be utilizing Town of Casco Property for their event on June 15, 2024, as a rest stop, similar to the past two years. The anticipated rest stop will be at the Community Center/Casco Day Park.
- D. Staff is aware of 50 Rabbit Road's posting and a notice of violation already forwarded to the property owner.
- E. The Town recently received approximately \$16,700 in legal fees/fines associated (80K filing) with the previous junkyard at the Dyer Property (941 Quaker Ridge Road). The Town received these funds based on a court filing and the recent sale of the property.
- F. The Town received 2 bids for potential FY25 road projects. Bids were received from Glidden and Shaw Brothers. Glidden bid a total of \$621,914 for the projects (\$395,944 base bid and \$225,920 bid alternate) and Shaw Brothers bid a total of \$666,498.75 (\$430,417.50 base bid and \$234,181,25 bid alternate).

Old Business

6. The Selectboard will consider a proposal from Maine Design Workshop 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. The Selectboard approved Task 2 of the attached agreement, but Task 1 for planning services associated with Comp Plan was tabled.

I spoke with the owner of Maïen Design Workshop, and she advised the proposed hours in task 1 can be adjusted, as needed. These hours are adjustable anytime during the agreement based on the Town's needs whether adding or eliminating some of the Comp Plan Implementation hours.

New Business

7. The Selectboard will discuss the proposed SAD # 61 budget with Superintendent Al Smith and his staff.

Superintendent Al Smith will present the proposed SAD# 61 budget and the effects on Casco's contribution to their operating budget. Mr. Smith and his staff will provide documents at the meeting.

8. The Selectboard will discuss the Town Manager's Proposed Budget.

Included in your packet is a synopsis of the proposed budget for FY25. This budget includes providing additional services identified by the Selectboard as priorities. The increases associated with the proposed budget are substantial and will have an impact on the mill rate if passed, as presented. Several budgetary areas are sure to incur substantial discussions and the development of priority on Town expenditures. More information will be available prior to the meeting.

Potential discussion points include:

Contracting of contract deputy \$269,000

Hiring of a full-time planner \$ 93,714

Including 12 hours per day of FF \$ 33,283 (Town Manager)

Per diems \$103, 907 (Fire Chief)

Capital Projects-650 Plow Truck, Meeting Building, rod projects and other capital requests.

9. The Selectboard will discuss the recent RFP for improvements to the Bulky Waste and Transfer Station.

Included in your package is the lone bid placed on the upgrading of the Casco Naples Bulky Waste and Transfer Station facilities. The two Towns originally approved \$ 1.6 million in bonding for the project.

The lone bid for the project came from J Pratt Construction, Inc. Their bid was

Base Bid-Stormwater BMP & Conveyance	\$ 275,000
Alternate A-Bulky Waste	\$ 647,000
Alternate B-MSW Transfer Improvements	\$2,048,000
Total	\$2,970,000

The Casco Naples Transfer Station Council awarded the bid to J Pratt Construction for the Base bid and Alternate A for a total of \$922,000. They additionally requested that Sebago Technics develop an improvement of the Transfer Station that is within a \$600,000 budget.

Some Naples selectboard members are questioning the authority of the Transfer Station Council to make these decisions since the design is different that originally discussed. They believe these changes to the plan must be altered prior to awarding the contract. I discussed with legal counsel and the Transfer Station can award this contract even with the modifications based on their authority and the wording of the Town Meeting warrant article.

10. The Selectboard will consider the 01/30/24 Special Town Meeting minutes

Included in your packet are draft minutes from the January 30, 2024 Special Town Meeting.

11. The Selectboard will discuss creating an Ad Hoc Committee for Vision Zero grant.

The Town received a Resiliency grant in 2023 for development of a Vision Zero Plan. Our grant application included the development of a 5-person ad hoc committee to assist in the community outreach and development of a Vision Zero plan. This committee is anticipated meeting monthly for a 6-month period.

Scott Vlaun of the Center for Ecology Based Economy will be sending an e-mail to all residents that attended the open discussions led by CEBE and advise them about the creation of this ad hoc committee.

12. The Selectboard will consider extending the Planning Board Appointments of Ryan McAllister and Kendra Osborne until June 30, 2024.

Ryan McAllister and Kendra Osborne's terms on the Planning Board are set to expire in March 2024. The Board most recent Board and Committee appointment policy identifies that future terms last thru June 30th of the expiring year. To comply with the updated policy, I am recommending that the Selectboard extend their appointments until June 30, 2024. This allows for future compliance with the policy and permits Planning board business to continue until July of 2024.