



TOWN OF CASCO

635 MEADOW ROAD
CASCO, MAINE 04015

12-5 MEMO

To: Selectboard
From: Tony Ward, Town Manager
Date: 12-01-2023,
Re: Selectboard meeting 12-05-2023

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

5. Managers Update

- A. The Transfer Station Council is having a meeting on December 13, 2023. The primary focus is the anticipated increase in costs associated with the upgrade projects. The increased costs associated with this project will be shared with the Selectboard once received.
- B. Mike Genest and I are working with local geo engineers and soil/wetland experts to examine the Town owned property where the sand/salt shed is located. In the near future, we should have initial data to discuss the feasibility of a public works facility on this property.
- C. The Town's Code book is finally updated and available in hard copy and digital. The Town recently added 6 years of updated ordinances that were approved at Town Meetings. This year long project was extensive and challenging. Staff and I are ensuring these updates shall occur on a yearly basis. Staff and I will also examine other companies to assist with future updates because the General Code fee structure seems excessive.
- D. The Maine Department of Transportation recently released the notice of Municipal Stream Crossing Grant Program. This competitive grant project has a maximum award of \$200,000 with a \$5,000 local match. With the assistance of Gorrill Palmer, I plan on apply for this grant for the Edwards Road culvert near Davis Farm Road. The grant application is due by January 19, 2024 . The grant notification is in your packet
- E. Cumberland County recently announced the Community Development Block Grants are coming out in the near future. Allsion Griffin and I are participating in the initial informational programs and will seek additional guidance from the Selectboard in near future.
- F. Included in your packet is the financial information for the year to date. The Town's expenditures and revenues should be at 44.23%.
- G. Beginning in 2024, I will cease sending out the agenda through our e-mail distribution list. Anyone can register on our website to receive all our agendas and news notifications. I will additionally send an e-mail to the

current distribution list with information on how to register for these automated notifications. The sign up is located on the home page or interested individuals can go to <https://casco-me.municodemeetings.com/newsletter/subscriptions>

- H. The Town received 4 applications for the truck driver/laborer position. The applicants will be interviewed prior to this Selectboard meeting. We anticipate hiring one of the applicants with a start date of December 26, 2023.

Old Business

6. The Selectboard will discuss goals for FY24 and review of FY23 Goals.

Included in your packets are two attachments relating to this discussion. They include FY23 goals with completion goals highlighted and a list titled FY24 goals. This list includes items on the FY23 list not completed and a few items discussed at your previous meeting. At your last meeting, the Selectboard wished additional time for review and development of additional goals for FY24.

7. The Selectboard will reconfirm the allowing of domestic partners on employee's health insurance with an updated motion.

At your last meeting, the Board authorized domestic partners be eligible for the Town's health insurance. Recently, Maine Municipal Health Trust changed their requirements for a Selectboard's motion to allow this. Included in your package is the information relating to this benefit and the mandated motion which the Selectboard must also sign off on.

New Business

8. The Selectboard will discuss the current state of the Fire Department

As requested by the Selectboard

9. The Selectboard will discuss the current state of Public Works.

As requested by the Selectboard

10. The Selectboard will consider a Special Town Meeting and the date of the Special Town Meeting.

The Selectboard and Planning Board will be conducting a public hearing on the Comp Plan on December 19th. I approved by the Planning Board, the Selectboard would place it on a special Town Meeting warrant.

Staff and I request that the Selectboard identify a date for a special Town Meeting. Some timeline considerations the Board should make in determining the date is:

- The anticipated date for reviewing a proposed Town Meeting warrant would be either January 2 or January 14, 2024
- Maine law requires a minimum of 7-day posting for Town Meeting warrants, but the Boards practice has been between 14 and 30 days.
- Ensure that staff has sufficient time to promote the special Town Meeting and the warrant

11. The Selectboard will discuss the development of a Comprehensive Plan Implementation Committee.

In the previously approved appoint to committee policy, a Comprehensive Plan Implementation Committee was included in the definitions and expectations. I know that the Comprehensive Plan Steering Committee requested this implementation committee be appointed prior to the Town meeting vote to assist in the transition of powers associated with the Comprehensive Plan. Staff and I are seeking guidance on whether the Selectboard would like this committee openings immediately posted or would they prefer to wait until after Town Meeting approval of the Comprehensive Plan.