



**Manager's Memorandum
November 12, 2024, Meeting**

To: Selectboard
From: Tony Ward, Town Manager
Date: 11-06-2024
Re: Selectboard meeting 11-12-2024

Below are notes for agenda items for the November 12th meeting

5. Managers Update

- A. Included in your packet are two (2) thank you letters from the Lake Stewards Program and Thompson Lake Environmental Association (TLEA) for donations received through the FY25 budgetary process. Not every organization sends a thank you letter, and we wanted to ensure that you were aware of letters that we receive related to Town donations.
- B. Moody's rating recently released that increased the Town's rating from Aa3 to Aa2. This increase reflects the Town's commitment to sound financial practices and limited long-term debt. Included in your packet are copies of Moody's press release and credit opinion.
- C. The November 5th election occurred without a hitch. I must recognize Town staff and community volunteers for their exceptional efforts. Penny Bean, Melissa Poree, Laurie Kidd, and Devin Langadas worked and excelled in the polling region for almost 18 hours. Mike Genest, Jason Worthington, and Ethan Carras worked a similar period moving the required equipment and assisting in the parking of voters. Julie Koceika provided varied assistance during this period ranging from assisting the Public Works crew to assisting in the polling area. Their efforts along with the volunteers made our polling station the most efficient polling site in the area. While neighboring Towns were experiencing lengthy delays in the voting process, our staff expediated voters through the process with little or no delays.
- D. The preliminary research into a Parker Pond carry in boat launch identified possible challenges in the short term. This project would require the Town develop a Stormwater plan and design that must be submitted to the Department of Environmental Protection (DEP). I am in the process of obtaining pricing quotes from an engineering firm for the costs associated with the development of a stormwater design and plan.

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- E. The Transfer Station portion of the construction project has been completed. Included in your package are photographs of the upgraded Transfer Station. These upgrades include improved drainage to the facility, removal of obstructive vegetation, meeting Bureau of Labor safety requirements, improved traffic flow and leveling and paving of the lot.

Also included in your packet are photos of upgrades to Bulky Waste. The most visible improvements are the drastically improved water control and drainage throughout Bulky Waste. All retention pools have been cleaned, examined, and repaired if necessary. Additional drainage was added between the retention ponds and other drainage devices. These upgrades will meet all DEP requirements that we previously were substandard on.

Old Business

8. The Selectboard will discuss potential contract zoning for Casco Public Library.

As discussed during the October 29, 2024, workshop, the Casco Public Library (Library) had discussions with representatives from the Planning Board, Selectboard and Town Staff relating to methods of resolving the previously described problems. The initial dialogues with the library focused on a potential overlay zone. The above discussion began focusing on opportunities to utilize a contract zoning agreement (CZA). Since these initial group discussions, Jensen Baird was contacted about procedural questions relating to a potential CZA with the library. Jensen Baird will have provided additional perspectives prior to this discussion.

Included in your packet is a preliminary list of potential items that must be finalized in any Contract Zoning Agreement or other agreements between the library and Town.

9. The Selectboard will discuss the proposed strategic surveys options proposed by GPCOG.

Including in your packet is a variety of proposals from Greater Portland Council of Government for assistance in identifying priorities for Casco's strategic planning or capital improvement plans.

Included in your packet is a proposal from a Polco. Their proposal is much more substantial than GPCOG and the price reflects this. As of this writing, I have not further communicated with them about reducing the design of their survey and the savings associated with revamping the process. Attached is their website for further review prior to reviewing their proposal.

<https://info.polco.us/>

New Business

10. The Selectboard will discuss expansion opportunities with Country Village Assisted Living.

Craig Alaimo, the owner of Country Village Assisted Living, will provide a brief overview of a potential expansion of his assisted living facility. This discussion is a preliminary discussion of his plans with an understanding that either an overlay or contract zone agreement would be needed under current Casco Zoning regulations. This presentation is designed to educate the public about this possible expansion and potentially initiate dialogue about zoning opportunities or challenges.

11. The Selectboard will discuss the work of the Ad Hoc Committee and the proposed Complete Streets Policy.

Sarah Turner from the Principe Group will present an overview of the Ad Hoc Committee's work and present a proposed Complete Streets Policy. The proposed policy is located in your meeting package.

12. The Selectboard will discuss the status of Thomas Pond Dam with the Thomas Pond Dam Association.

Members of the Thomas Pond Dam Association will present a brief update about the status of the dam and the necessity for some repairs. They anticipate requesting \$7,500 from both Raymond and Casco during the FY26 budgetary process to assist in these repairs.

13. The Selectboard will consider January 28, 2025, as a date for a Special Town Meeting.

Staff and I anticipate the necessity for a special Town Meeting for a few items that cannot wait until the annual Town Meeting in June 2025. We are recommending the Selectboard authorize a Special Town Meeting to be held on January 28, 2025, at 6:00 pm. If authorized, I would expect to present the Selectboard with a draft Town Meeting warrant on December 17th, 2024 or January 7th, 2025.

14. The Selectboard will discuss Bulky Waste Coupons at the Transfer Station Council request.

Members of the Transfer Station Council requested this agenda item be added to the Selectboard's agenda. The primary focus is the differences in the manner Naples and Casco distribute "coupons" for Bulky Waste. Naples does not have a written policy, or at least cannot be located by Naples Manager Jason Rogers. I have included the Town's minimalist policy relating to Bulky Waste.

In the future, I anticipate that both Jason Rogers and I will approach our perspective Selectboard's and request a standardization of both the Bulky Waste and Transfer Station documentations (i.e., issuance dates of "Bulky Waste Coupons," validity date of transfer station stickers, etc.)

12. The Selectboard will discuss year-to-date financials.

Included in the packet is the year to date on the Town's expenditures and revenues. As of November 7th, we should be operating at approximately 36.54% of the budget. The attached sheet shows that we are currently operating at 42.27% of the budget. Here is a synopsis of each Department.

Budget Category	Percentage	Explanation, if necessary
100-Administration	39.94%	Assessing and audit fees paid for year
101-Code Enforcement Planning Board	24.67%	Below Anticipated levels
102-Recreation	29.75%	Below Anticipated levels
103-Public Assistance	67.80%	Charitable donations primarily collected at beginning of new fiscal year, especially the largest donations.
104-Public Safety	33.11%	Below Anticipated levels
105-Public Works	29.50%	Below Anticipated levels
107-Sanitation	55.84%	Tipping fees far exceeding anticipated (historical) rate.
110-Benefits & Insurance	38.42%	Property insurance not pai monthly but in ½ increments
111-Utilities	21.78%	Below Anticipated levels
125 MSAD 61/County	41.67%	County assessment paid 100% in July.

Revenues are slightly behind projects. To date, the Town has collected 35.49% of the projected revenue instead of 36.54%. This represents an approximate short fall of \$23,800. This minimal shortfall does not concern me at this time, due to several of the larger revenues are received in annual or semi-annual payments. A very positive trend is that motor vehicle excise taxes are exceeding expectations at a 42.92% rate or approximately \$59,000 ahead of projected amounts.

Budget Category	Percentage	Explanation, if necessary
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100-Administration	38.93	Above Anticipated levels
101-Code Enforcement Planning Board	27.51%	Boat fees substantially below budgeted level, seasonal payment
102-Recreation	27.69%	Largest revenue sources not collected yet
103-Public Assistance	9.48%	Reimbursement related to expenditure. \$8,895 still due from state
104-Public Safety	13.36%	Rescue fees were substantially below anticipated levels. Follow-up with collection agency occurring.
105-Public Works	40.37%	Above Anticipated levels