



**Manager's Memorandum
Selectboard Meeting
February 3, 2026**

To: Selectboard
From: Tony Ward, Town Manager
Date: 01-26-2026
Re: Selectboard meeting 02-03-2026

Below are notes for agenda items for February 3, 2026, meeting

5. Managers' Update

- A. Stormwater planning for a potential carry-in/carry-out boat launch has been completed and is being submitted to the Maine DEP through Archipelago for review. Completion of this plan positions the Town to pursue future grant funding for the project and reduces reliance on local property tax dollars. A copy of the plan is included in the Selectboard packet.
- B. We are nearing a resolution regarding the ownership of Lakeside Cemetery. Both parties involved believe the ownership can be transferred to the Town once the property boundaries are clearly defined. A title search of the property did not provide clear boundaries for the cemetery. As a result, the Town has contracted with Northeast Civil Solutions to conduct a survey of the cemetery. They anticipate completing the survey within the next couple of months.
- C. GPCOG shared an email from our Federal Highway representative, Patrick Adams, regarding the Demonstration Project Grant. We may receive approval as early as next week. If so, staff proposes focusing first on Casco, as the Town is the furthest along in identifying potential locations and projects.
- D. Mary Tremblay has begun her transition to part-time work, and Devin Langadas has assumed an additional 20 hours per week in Code Enforcement. To support the increased workload resulting from this transition, staff posted a 20-hour-per-week clerk position. The position has generated substantial interest, and staff are confident that a viable candidate will be identified.
- E. As previously directed by the Selectboard, I met with the local ATV club and a representative from the State to discuss potential collaboration on securing municipal grant funding for trail improvements. The discussion was constructive, with all parties agreeing that such collaboration would support the goals of the ATV Club, the State of

Maine, and the Town's Comprehensive Plan. I will provide updates as more information on the grant release date becomes available.

- F. The Town is in the initial phases of upgrading its website, as previously discussed. Staff are currently working with Civic Plus on website design, Polimorphic on the AI chatbot, and AudioEye to ensure ADA compliance. Feedback from the Selectboard, committees, and residents regarding desired improvements or aspects of the current website they find useful is greatly appreciated.
- G. The Maine Infrastructure Adaptation Fund is anticipated to release its grant parameters in late March of this year. Based on discussions with Gorrill Palmer, the area of Leach Hill Road that crosses Decker Brook should meet the parameters of the grant application due to past flooding. This portion of the memorandum is determining the Selectboard's interested in applying for this grant upon its release. I will keep the Selectboard up to date on the application process as additional information becomes available.

On-Going Business

6. The Selectboard will consider upgrading EV chargers at the Community Center and Brown Avenue.

Included in the Selectboard packet is from Energy Management Consultants Inc.(EMC)'s proposal to convert the Town's two electric vehicle chargers from Level 1 to Level 2. The chargers are currently located at the bus stop on Brown Avenue and at the rear of the Casco Community Center. The proposal includes the purchase of two Level 2 chargers, wall-mount holsters, software, and labor for installation, with a total cost of \$5,349.34.

The advantages of upgrading the Town's EV chargers from Level 1 to Level 2 include:

- **Faster Charging:** Level 2 chargers provide roughly 20–25 miles of range per hour, compared to 3–5 miles for Level 1, improving convenience for public use and reducing vehicle downtime.
- **Aging Equipment:** The current Level 1 chargers, installed around 2014, are nearing the end of their expected 5–15-year lifespan.
- **Improved Revenue Structure:** Current usage generates less than \$100 annually. Level 2 chargers allow users to pay a fee based on electricity consumption, calculated using Town electricity rates plus \$0.05 per kWh, collected via the software system.

Financially, it is recommended that the Selectboard use contingency funding for this purchase, as authorized at Town Meeting. No Efficiency Maine or similar grant funding is currently available; however, staff will continue to monitor opportunities for potential installation of additional Level 2 chargers at the Town Office or Casco Community Park.

The Selectboard and members of the public previously inquired about a couple of topics not included in the initial synopsis. First, the Electric Vehicle (EV) chargers do not include routine maintenance. Second, these EV chargers do not require priority-based software, unlike some other vendors. If the Town is not satisfied with the Red-E software after one year, modifications can be made.

Several businesses throughout the Greater Portland area are currently using this software with their EV chargers. Additionally, I spoke with the Town of Yarmouth, which recently worked with Energy Management Consultants, and received a positive recommendation regarding their services.

7. The Selectboard will discuss renovations to Sand and Salt Shed.

A structural assessment of the Town of Casco Sand and Salt Shed was completed to evaluate existing conditions and identify needed repairs. The structure consists of reinforced concrete walls and slab with a roof system supported by glulam arches and metal panels.

The assessment identified deterioration associated with long-term salt exposure and moisture. Interior concrete walls show salt and rust staining, likely related to corrosion of exposed steel form ties. No concrete spalling was observed. Horizontal cracking with rust staining may indicate deterioration of wall reinforcement, while minor vertical cracking at wall corners appears consistent with shrinkage or minor movement.

Exterior findings include damage to the north gable wall and corrosion of metal siding, increasing the potential for water intrusion. Several metal roof panels, particularly on the east side, were observed to be loose. Roof purlins should be evaluated as part of any repair work.

Recommended actions include cleaning and coating the concrete walls to reduce salt-related deterioration, sealing exterior wall cracks, repairing, or reconstructing the north gable wall with replacement of damaged siding, and refastening or replacing loose roof panels while inspecting associated framing.

The full structural assessment report, including photographs, is included in the Selectboard packet. No immediate structural deficiencies were identified; however, timely repairs are recommended to prevent further deterioration and extend the service life of the facility. Town staff will obtain initial cost estimates for consideration during the FY 27 budget process.

New Business

8. The Selectboard will consider a request for reclaiming foreclosed property located at tax map 42, lot 3 and tax map 42, lot 4.

Mr. Chute offers a payment of \$8,086.00, plus any additional interest and costs, to the Town of Casco to satisfy tax arrearages on Tax Accounts 000168 and 000043. The

delayed response to tax notices was inadvertent and due to work obligations and extended travel, with the notices not received until January 3, 2026. Property management is now being transferred to the owner's daughter, and procedures have been established to ensure timely payment going forward. Redemption is requested under Title 36 M.R.S.A. upon receipt of payment.

9. The Selectboard will consider a request for reclaiming foreclosed property located at tax map 001A, lot 0003-537.

Mr. Richard offers a payment of \$ 1,455.62, plus any additional interest and costs, to the Town of Casco to satisfy tax arrangements on Tax Accounts 003792. The delayed because of a miscommunication between Mr. Richard and Point Sebago.

10. The Selectboard will discuss budgetary guidance related to the fiscal 2027 budget.

Staff is beginning development of the Fiscal Year 2027 budget and respectfully requests Selectboard guidance on several operational and capital planning items to ensure alignment with Board priorities.

Operational Budget Guidance Requested

Staff seek directions on the following operational considerations:

- **Cost of Living Adjustments (COLA):** The Board's perspective on COLA levels to be incorporated into the FY 2027 budget.
- **Public Works Services:** Whether the Board wishes to maintain the current level of Public Works services or support an increase of one additional service level as proposed under the existing C Pond Plowing contract.
- **Fire Department Staffing:** Guidance on the preferred staffing model, specifically whether to move toward increased full-time fire staff versus continuing reliance on per diem staffing.
- **Law Enforcement Services:** Whether staff should explore contracted law enforcement services with the Cumberland County Sheriff's Department.
- **Planning Services:** The Board's preference for a full-time planning staff position versus contracted planning services.

Capital Planning Guidance Requested

Staff also request directions on the following capital-related matters:

- **Casco Fire Department Facility:** Whether to begin planning for repairs to the existing facility or explore new construction options, noting that the Finance Committee has already inquired about this issue.
- **Public Works Expansion:** Whether staff should explore opportunities for Public Works facility expansion in collaboration with the Town of Raymond.
- **Additional Funding:** Guidance on pursuing additional funding sources (grants or other mechanisms) to support operational or capital needs.

Direction from the Selectboard on these matters will assist staff in developing a budget proposal that reflects the Board's priorities and long-term planning goals.

11. The Selectboard will consider pavement preservation plan and FY27 road projects.

The Selectboard packet includes a City Logix map evaluating town-owned roads. The map uses a color scale from green (good) to yellow, orange, and red (failed) to indicate road conditions. A corresponding database listing each road's Pavement Condition Index (PCI) is also provided.

Gorrill Palmer will provide recommendations for the FY27 pavement preservation plan for the Board's review prior to the meeting. Their recommendations are included in the packet, but below is a synopsis of the recommendations.

The Capital Improvement Plan (CIP) for Paving and Street Rehabilitation Projects from 2026 to 2030. It includes detailed information about street names, sections, landmarks, dimensions, Pavement Condition Index (PCI) ratings, recommended maintenance, and estimated costs for each year. Key points are:

2026 Projects:

- Total estimated cost: \$950,000 (includes \$400,000 unused from 2025).
- Streets include Pine Hill, Ridge Terrace, Raymond Cape, and Libby.
- Maintenance includes reclaiming, base paving, strip & pave, and overlaying.
- PCI ratings range from "Very Poor" to "Satisfactory."

2027 Projects:

- Total estimated cost: \$639,000.
- Streets include Pine Hill, Sunny Hill, Hams Hill, Ward, Cold Springs, Casco Village, and Hillside.
- Maintenance includes surface paving, overlaying, and strip & pave.
- PCI ratings range from "Very Poor" to "Satisfactory."

2028 Projects:

- Total estimated cost: \$732,000.
- Streets include Tarkiln Hill, Fernald, Leach Hill, and Quaker Ridge.
- Maintenance includes overlaying.
- PCI ratings range from "Poor" to "Satisfactory."

2029 Projects:

- Total estimated cost: \$783,000.
- Streets include Sonny Maines, Larkspur, Heath, and Quaker Ridge.
- Maintenance includes strip & pave, reclaim & pave, and overlaying.
- PCI ratings range from "Very Poor" to "Satisfactory."

2030 Projects:

- Total estimated cost: \$835,000.
- Streets include Edes Falls, Heather, Mayberry Hill, and Edwards.
- Maintenance includes reclaiming, paving, and overlaying.
- PCI ratings range from "Very Poor" to "Satisfactory."

12. The Selectboard will consider changing their March 17th regular meeting to March 24, 2026.

Due to scheduling conflicts, staff is requesting that the March 17, 2026, Selectboard meeting be rescheduled to March 24, 2026. There are two primary reasons for this request:

- I will be out of state on March 17 and unavailable to provide additional information if needed, due to time zone constraints.
- Resilience Planning LLC wishes to present a synopsis to the Selectboard, and March 24 is the only date in March when their full team is available. Staff and I believe having their complete team present is essential for an effective presentation and discussion with the Board and the public.

13. The Selectboard will consider authorizing the Town to apply for 2026 Maine Community Foundation Community Building Project Grant.

The Open Space Commission is requesting to apply for grant funding of \$10,000 to support preservation of community trail access, connectivity and water quality in the fragile Sebago Lake Watershed through a trail bridge restoration project within Jugtown Forest."