



Manager's Memorandum
July 1, 2025, Selectboard Meeting

To: Selectboard
From: Tony Ward, Town Manager
Date: 06-27-2025
Re: Selectboard meeting 07-01-2025

Below are notes for agenda items for July 1, 2025, meeting

5. Managers' Update

- A. Included in your packet are the preliminary/unaudited budgetary numbers for FY25. These numbers can change slightly in the forthcoming weeks with journal modifications occurring, but this provides a general synopsis of the Town's year-end financial standings. The preliminary data shows the expenditures under spending by approximately \$271,000, but this figure will slightly reduce as some additional invoices are processed.
- B. The survey mailings previously mentioned at your June 17th meeting were mailed to all property owners on June 26th. Hopefully, these targeted mailings will assist in local participation related to the survey and provide greater community perspectives to the Selectboard.
- C. The July 15th meeting is a joint workshop relating to zoning directions. Included in your packet is a recommendation in a recommended format for this meeting made by the Comprehensive Plan Implementation Committee.
- D. Include in the Selectboard packet are some designs for the carry-in design options. This is preliminary information. I anticipate further dialogue regarding these designs and associated costs related to this project at a future Selectboard meeting occurring in August or September. Also included is a site map with placement recommendations indicating Archipelago's preferred location for the dock/launch installation. This location has been selected to avoid disturbance to the adjacent wetland and surrounding sensitive areas. The location should also minimize or eliminate any site work that would need to be done in order to install the dock system.
- E. The Town of Casco still has not changed to the RFID system at Bulky Waste even though Naples switched to this system in May. I anticipate the Town changing when the current coupons expire and we will begin issuing the RFID

cards in August. The delay is caused by systematic challenges still being resolved.

- F. I spoke with Andrew Davis, the owner of Sebago Fiber, about a timeline related to the public/private partnership between them and the Town. He advised most of the building construction in Raymond is completed which greatly aids in Casco's portion of the project. He anticipates providing the Town with a draft contract in the near future. The current contract process in Naples is progressing slowly, but should be near completion. Since both Towns use the same law firm, Sebago Fiber wants to complete the contract with Naples to minimize future negotiations with Casco. Once a draft contract is provided, Mr. Davis will come before the Selectboard to answer any questions or clarify any contractual questions.
- G. The Town Office is receiving an increasing number of speed complaints throughout the Town. The location of these complaints ranges from State roads to primary Town roads to secondary Town roads. Town staff are trying to assist with the complaints and minimize speed. However, the Town's lack of law enforcement does reduce our capacity to directly deal with these complaints. No action is expected from the Selectboard, but they should be aware of the ever-increasing level of complaints.

Old Business

- 6. The Selectboard will discuss the Easement Agreement with Casco Public Library.**
Placeholders on the agenda as this negotiation process continues moving forward.

- 7. The Selectboard will discuss a stakeholder's collaboration on the Berry property.**
As previously discussed at a Selectboard meeting, the development of a stake holders' group to discuss the future opportunities at the "Berry" property. To date, the Open Space Commission and Safe Street Committee have assigned a member to this focus group, and I have assigned appropriate staff members. As of this writing, I have not heard from the Planning Board, CPIC, or Water Quality about which members participate in this dialogue.

I would recommend that the Selectboard appoint a member to lead this committee and facilitate the initial meeting.

- 8. The Selectboard will discuss the quote for upgrading the meeting house.**

Previously provided to the Selectboard was an estimate of costs associated with rehabbing the "All the Ravan" to a meeting house. The initial estimates exceeded the Town Meeting budgeted amounts, and this initial estimate did not include communication upgrades and exterior upgrades required for ADA.

Staff and I are seeking guidance on the desired direction relating to this project.

9. The Selectboard will consider a Spirit of America nomination for 2025.

The Spirit of America Foundation in Maine is a public charity that recognizes volunteerism and community service. Established in 1990 in Augusta, Maine, its mission is to honor individuals, organizations, and projects that exemplify a spirit of dedication to community betterment. Municipalities throughout Maine present Spirit of America Tribute awards during town meetings or special ceremonies to celebrate outstanding community service and civic engagement.

They annually request municipalities nominate deserving volunteers within their communities. Town staff are recommending Maureen McAllister for the Spirit of America Foundation Tribute in recognition of their outstanding dedication to community service and volunteerism. Her consistent and selfless contributions—whether through local events, support for neighbors, or active participation in civic initiatives—have strengthened the fabric of our community. Maureen exemplifies the true spirit of citizenship, and their efforts serve as an inspiration to others. Their commitment and positive impact make them a deserving recipient of this honor.

More information can be located at <https://spiritofamerica.website/>

New Business

10. The Selectboard will debrief June 4th's Town Meeting.

The objective of this debrief is to review the meeting's proceedings, evaluate overall execution, and identify opportunities for improvement in future meetings. Key areas of discussion will include:

- **Meeting logistics** (venue setup, technology, check-in process)
- **Clarity and flow of presentations**
- **Public participation and feedback**
- **Results of warrant articles and next steps**
- **Lessons learned and recommended adjustments for next year**

This review will help ensure transparency, responsiveness to resident concerns, and continuous improvement in how we plan and conduct our Annual Town Meetings.

Please come prepared to share your observations and any feedback you have received from the community.

11. The Selectboard will consider the Town Meeting minutes.

Included in your packet are the minutes from the June 4th Town Meeting.

12. The Selectboard will discuss Recreation activities.

Beth Latesy will be present at this meeting to provide Recreational and Casco Community Center activities.

13. The Selectboard will consider a liquor license renewal for Migis Lodge.

State law requires public hearings for any liquor license renewal for five years after awarding the license. Migis Lodge is now over that limit and no longer requires a public hearing.

The Town has received no complaints about this business and is not aware of any administrative violations. Staff recommend approving the application and forwarding it to the State for their approval.

14. The Selectboard will consider reappointing Pete Watkins to the Planning Board.

The Vice Chair of the Planning Board is requesting reappointment for a 3-year term. Pete Watkins has demonstrated a strong commitment to the community through thoughtful decision-making and a thorough understanding of planning principles. His continued service will provide valuable experience and continuity as the Board addresses future land use and development matters.

15. The Selectboard will consider an Incorporated Civic Organization Special Event application with the Bureau of Alcoholic Beverages and Lottery Operations.

Included in the Selectboard package is a Civic Organization Special Event application submitted by the Greater Portland Animal Shelter to the Bureau of Alcoholic Beverages and Lottery Operations (BABLO). The application outlines a plan to serve alcohol in conjunction with a special fundraising event aimed at supporting the shelter's operations and programs. As required, the Selectboard shall consider the nature of the event, its public benefit, and compliance with local ordinances and state regulations.

Following review, the Board shall approve/deny/table the application. Staff reviewed and recommends approval of the application because all parameters of the application were met and had no negative impact on the community.

16. The Selectboard will discuss Open Space grant opportunity and Open Space Playbook.

The Open Space Commission requests Selectboard authorization to apply for CORA Grant and implement an Open Space Playbook

Overview: The document discusses the CORA Grant details, funding opportunities, and accessibility improvements for outdoor spaces in the community. The CORA Grant aims to eliminate barriers to outdoor spaces for individuals with disabilities. The additional grant focuses on small, quick improvements to enhance trail usability and/or services include communication material reviews, trail assessments, and assistance in creating an Equity Action Plan.

The Draft Open Space Playbook included in your packets outlines the Open Space Commission direction for the Town of Casco, developed to implement the priorities of the

town's Comprehensive Plan passed in January 2024. The Playbook focuses on protecting natural resources, enhancing public recreation, and promoting community well-being. It prioritizes tasks considered "High Priority in the Short Term" from the Comprehensive Plan Implementation Matrix.

Key Priorities:

1. **Expand Monitoring of Water Quality:** Collaborate with various water quality organizations to map water systems, monitor invasive species, and educate the community on groundwater and surface water protection.
2. **Map, Expand, and Protect Open Spaces and Trails:** Work with local and regional partners to inventory trails, create comprehensive maps, secure funding, and develop conservation easements to protect open spaces and enhance wildlife corridors.
3. **Expand and Protect Public Water Access:** Formalize water access points, inventory existing sites, and secure agreements with private landowners for long-term protection.
4. **Ensure Capacity for Implementation:** Establish an "Open Space Fund" for property acquisition, trail maintenance, and conservation efforts, while fostering community support for investment in open space protection.

The Playbook emphasizes collaboration with local organizations, securing funding through grants, and engaging the community to achieve its goals.

17. The Selectboard will discuss the sale of two (2) foreclosed properties located at 388 Roosevelt Trail and 15 Varney Mill Road

Included in your packet are the recommended foreclosed properties to consider for sale. The first property is located at 388 Roosevelt Trail. This property was foreclosed based on a special tax commitment issued on the property for costs associated with the demolition of a dangerous building. The land is .93 acres.

The foreclosed land located at 15 Varney Road is .35 acres of land. Several of the neighbors have voiced their interest in this property.