



## TOWN OF CASCO

635 MEADOW ROAD  
CASCO, MAINE 04015

### 07-25MEMO

To: Selectboard

From: Tony Ward, Town Manager

Date: July 17, 2023

Re: Selectboard meeting 07-25-2023

Below are notes for agenda items for the July 11th meeting.

### 5. Managers Update

- A. Ron Smith of RHR Smith will be attending the August 22<sup>nd</sup> meeting to the Selectboard to provide a synopsis of the FY22 audit and provide information regarding the FY23 audit. In their management letter, they suggest a policy update relating to long-term investment of unassigned funds. I will provide the Board with such a draft policy at the August 22<sup>nd</sup> meeting.
- B. The Bulky Waste Council will be meeting on August 3, 2023 at the Casco Community Center. Both Interim Manager and I believe that both Naples and Casco Selectboards should attend this meeting. This meeting will focus on the transfer station and bulky waste upgrades. The dialogue includes timelines and recommendations to make transitional facilities during the upgrades.
- C. The Solar Field project at the transfer station received all final approvals and will be moving forward in the near future. The Town is communicating with ReVision Energy to determine the exact dates and time frame for completion. I will continually update the Selectboard on this project and its progress.
- D. The Tax Collector recently sent out 197 30-day lien notices. This number of notices is consistent with past years and is not outside the norm.
- E. The Town is delaying the removal of junk from 12 Harmony Road, because of a receipt appeal by the property owner. Once the appeal is denied, we will proceed with the removal of the junk. This delay may also provide the Town with a greater opportunity to consolidate the removal of all the junk as defined by the court order.

### Old Business

#### 6. The Selectboard will consider a policy relating to Bulky Waste Coupons

As discussed at previous meetings, legal counsel advised the current practice of distributing bulky waste coupons is not equitable. She recommends the coupon policy be updated with definitions for seasonal and year residents and the quantity of coupons they receive. The only

policy that I located is dated March 2020 and that is in your packet. I cannot not locate in the minutes or agendas the discussion or approval of this policy. I understand the practice, but I have not located a formally accepted policy by the Selectboard. Natalie Burns will be present to assist the Selectboard with the continued discussion on this topic.

**7. The Selectboard will discuss the status of the Comprehensive Plan**

This will be a continued agenda item until the Comprehensive Comp Plan is completed. This line allows for the steering committee to seek guidance from the Selectboard, as needed. The chair will advise prior to the meeting if there are discussion points for the Selectboard. This process is being done based on the Selectboard's guidance on June 27, 2023.

**New Business**

**8. The Selectboard will consider a liquor license renewal of Migis Lodge, LLC**

Included in your packet is a renewal liquor license request from Migis Lodge. State law requires public hearings for any liquor license renewal for five years after awarding the license. Point Sebago 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.

**9. The Selectboard will consider the Waste Motor Oil Disposal Remediation funds (A/K/A Tenney Hill Waste Fund)**

At your last Selectboard meeting, Selectperson Plummer requested this be added to a future agenda for discussion. This account currently has \$349,200 in this fund.

**10. The Selectboard will discuss the Septic System Replacement Program.**

Included in your packet is a copy of this policy updated in 2021. Since my arrival, I found this program being utilized by residents that truly need financial assistance with failing septic systems. While listed as a grant program, it typically requires the applicants to pay for the initial system repairs or upgrades. This policy does allow for the Town Manager to directly pay a septic contractor with pre-approval.

I was not involved in the initial dialogues about the program and the reasoning for prioritizing repayment over true grant funds. My limited exposure to the program leads me to recommend this program be a complete grant program and minimize or eliminate the repayment portion of this program.

**11. The Selectboard will consider contracting General Assistance**

Cumberland County recently contacted several communities about providing the administration of the General Assistance (GA) programs for several Towns. This initiative began out of need by some Towns. Multiple towns contracted with Opportunity Alliance to provide General Assistance on their behalf and were recently notified of Opportunity Alliance no longer providing this service.

County Administrator Jim Gailey inquired with Town's within Cumberland County to determine their level of interest in this proposed program. Several Town's voiced their interest in the program and the interest far exceeded the County's immediate capacity. The County is looking to systematically begin this program with the Town's that lost Opportunity Alliance assistance along with Town's in similar geographic regions. Casco is located in one of the geographic regions.

I have spoken with our General Assistance Administrator about this potential partnership, and she believes this would be beneficial for the Town reasons. It provides the towns with consistent interpretation of GA eligibility, provides a centralized record keeping for the a region and eliminates unanticipated interruption of her work flow and permits her to focus on her Town Clerk duties.

Included in your packet is a copy of the contract that would be for one (1) year at a contracted service amount of approximately \$10,140.

**12. The Selectboard will consider a lease purchase agreement with Androscoggin Bank for a John Deere Backhoe**

Included in your packet is a lease purchase agreement with Androscoggin Bank for the purchase of the John Deere 310SL Backhoe. The terms of the lease purchase are for 5 years with the first payment being paid at closing and not penalty for early payoff of the agreement. The total amount financed is \$178,300 at 5.45% with an annual payment of \$39,541.42. The total interest being paid on the lease purchase is scheduled to be \$19,407.09.

Your packet also includes a resolution for the approval of the agreement.

**13. The Selectboard will consider making August 8, 2023 as a workshop to tour Point Sebago and Club Sebago Association properties**

At the last meeting, the General Manager of Point Sebago invited the Selectboard to tour their facility. Your next Selectboard meeting appears a perfect opportunity to tour the facilities because one member of the Board will be out of the country, and I will be at the annual

confirmed his availability to provide the tour of the facility for the Selectboard and be able to answer any questions that they may have.

**14. The Selectboard will discuss employees' work hours.**

A current trend in Maine municipalities is a transition from a traditional 5-day 40-hour work week to a 4-day 40-hour workweek. Several communities have done this for years (Raymond, New Gloucester, Sebago) and some recently switched (Bridgton, Naples, Windham). Our employees approached me about the Town exploring this option. I have included an unscientific survey conducted by the Maine Town Clerk's Association relating to 4-day work weeks.

This agenda item is intended to initiate the dialogue relating to this style work week and determine the Selectboard's willingness to further examine this opportunity. We currently have staff monitoring the transaction levels on Monday's and Fridays for possible future dialogue. If this was to take place, I would not anticipate it occurring until autumn and after multiple meetings outlining the details of any schedule change.

**15. The Selectboard will consider MMA Annual Election**

Included in your packets is the proposed ballot of officers and new Board of Director members for 2024. This is a slate based vote and the ballot was recommended by the MMA nomination committee and the MMA Board of Directors.

**16. The Selectboard will consider a Settlement Agreement with Hello Doggie Daycare and Migis Lodge, LLC.**

Included in your packet is an agreement negotiated by Town counsel (Benjamin McCall) and the attorneys for Hello Doggie Daycare and Migis Lodge. The agreement states Hello Doggie Daycare has until August 18<sup>th</sup> to collect the required signatures for a petition driven Town Meeting warrant article. If the certified signatures are not met, Hello Doggie Daycare agrees to close within 30 days. If sufficient number of signatures is obtained, the Town will not take further action until the article is voted on at a Special Town Meeting. The Town and Hello Doggie Daycare would then honor the will of the voters at the Special Town Meeting.

This agreement requires that the Selectboard authorize the Town Manager the authority to sign this agreement on behalf of the Town.