



**Manager's Memorandum
September 3, 2024, Meeting**

To: Selectboard
From: Tony Ward, Town Manager
Date: 08-28-2024
Re: Selectboard meeting 09-03-2024

Below are notes for agenda items for the September 3rd meeting

5. Managers Update

- A. The Transfer Station is scheduled to begin on September 16th with the construction potentially lasting through November 8th. Notice of the construction is posted at the Transfer Station. Additional notifications will occur through digital communications, newsletters, and pamphlets. The traffic flow during the project will be to enter through the current exit and exit through the current entrance. This traffic design will be the flow for after completion of the project. Pratt will be working in the recycling area during Wednesday and Thursdays and on the remaining portion during nonbusiness days. Included in your packet is a preliminary design of the traffic flow.

A preconstruction meeting occurs on September 16th with representatives from Casco, Naples, Sebago Technics and Pratt Excavation.

- B. Glidden Excavation started the FY25 road projects this week and began working on Glen Drive. We would anticipate them completing this work and proceeding on Quaker Ridge Road next week.

Gorrill Plamer will be here on October 1st, to discuss potential FY26 and FY27 road projects. Their preliminary list provide in January will need some modifications, because of Stone Road being completed this year and the awarding of the Culvert grant. Included in the packet, is the January recommendations from Gorrill Plamer

- C. I met with Mike Morse from Archipelago and discussed the possibility of a carry-in boat ramp for the Town's property Parker Pond. He believes this project is feasible and is unsure of the degree of DEP involvement required. This truly depends on the direction set forth by the Selectboard as it related to parking for

the ramp. We anticipate some design project being presented to the Selectboard in early 2025 and before the FY26 budget process.

- D. The Town of Casco's Personnel Policy will be brought before the Selectboard at your October 1st meeting. There will be some minor changes that reflect our actual practices. A substantial change will be with our health insurance. We will be recommending that we switch to the POS C plan with Maine Municipal Health Trust because of the elimination of the POS A. This change provides similar services to POS A but will stabilize or reduce our insurance costs.

I would anticipate a similar dialogue occurring next year as the Maine Health Trusts plans continue to evolve.

- E. The Town, with substantial assistance from Tom McCarthy, has been reviewing our fees. We discovered that the current fee structure does not meet the costs associated with some services; some fees are not being collected and some fees should be eliminated. In October, we will present a proposal for a new fee structure that is more equitable and comparable to area municipalities.

- F. The surplus property auction is currently active and ends on September 6th. The link to this auction is located on the front page of our website. The current bid totals are over \$1,300 with over a week remaining.

- G. The Town's use of an intern ended in late August. The use of an intern financially cost the Town approximately \$6,500. However, the Town received \$3,500 reimbursement from a Maine Municipal Association Intern Grant. The projects completed by the intern were immeasurable. Projects completed or worked on includes:

- Identify when every road was created, accepted as a public road and width of the public way (which assists in easements)
- Researched Town Meeting records and identified when every ordinance was accepted or modified
- Researched Senior Tax Credit programs in Cumberland and York County
- Assisted in researching fees that staff identified as necessities.

These projects have been on staff and my "to do" lists for years. The use of an intern allowed for completion of these projects and provide employees of the Town historical data that was previously not readily available.

New Business

6. The Selectboard will consider a Citizens Climate Resolution

As mentioned at a previous Selectboard meeting, Sam Brown offered to provide the Selectboard with additional information regarding initiative encouraging Congress to consider a revenue-neutral fee on carbon fuels. Sam Brown and Peter Dugas will provide the board with a short presentation on this initiative.

Also included in your packet is a copy of the proposed resolve.

7. The Selectboard will discuss year to date financials

Included in the Selectboard packet are the year to date financials relating to expenditures and revenues. These numbers will be slightly skewed because complete year expenditures occurring within the 1st financial quarter and no tax revenue being received this fiscal year. The year-to-date percentage should be 17.3%.

The data shows expenditures are trending at 19.52% or \$393,596 over budget. This number is skewed because 100% of county taxes have been distributed and 76.62% of donations/charity have been distributed.

Revenues are trending at 12.80% with the largest deficit due to no State payments on Homestead reimbursement, BETE Reimbursement or LRAP.

Old Business

8. The Selectboard will discuss Selectboard's goals.

Included in your packet is a table that can be utilized by the Selectboard, if so desired in setting goals. This format would set measurable objectives and assist in developing future strategic planning.

9. The Selectboard will discuss a Senior Tax Credit ordinance.

Presented to the Selectboard was a document outlining each Town's Senior Tax Credit for municipalities in Cumberland and York County. Included in the Selectboard packets is a synopsis of those programs.

Below is median, mode and mean for each county which may assist in the discussion.

Summary of Cumberland County Data:

	Applicants Min Age	Residency/Homestead Requirement	Town or City reduction Cap
Median	65 Years of Age	10 Years	\$625
Mode	65 Years of Age	10 Years	500
Average/Mean	66.6 Years of Age	10.5 Years	\$755
Range	8 Years of Age	18 Years	\$1,150

Summary of York County Data:

	Applicants Min Age	Residency/Homestead Requirement	Town or City reduction Cap
Median	70 Years of Age	10 Years	\$500
Mode	70 Years of Age	10 Years	N/A
Average/Mean	68.1428571 Years of Age	8.7 Years	\$1,100
Range	8 Years of Age	9 Years	\$2,200