



**Manager's Memorandum
January 21, 2025, Selectboard Meeting**

To: Selectboard
From: Tony Ward, Town Manager
Date: 01-16-2025
Re: Selectboard meeting 01-21-2025

Below are notes for agenda items for the January 21, 2025, meeting

5. Managers Update

- A. As part of the FY25 budget, I will propose a formal pay scale that is based on each position's grade, experience level and wages related to their position. If accepted, this wage scale provides employees and prospective employees with clear pay expectations as they gain experience. Instead of just using a COLA which keeps an employee at a plateau for the duration of their employment, it provides continued growth. Obviously, any step increase would be dependent on satisfactory appraisals/evaluations.
- B. Over the past few months, the Town faced significant challenges with two vehicles. The Town Office Ford Explorer recently failed a State inspection, and the costs associated with the required repairs are prohibitive. The Town is also experiencing similar problems with the 2014 Plow vehicle purchase in 2021 from Raymond. Last year, the Town spent approximately \$12,000 on repairs to this truck. The Truck is currently being repaired with an anticipated costs of \$13,000. The Town has been fortunate, because this trucks route has been handled by the 1-ton truck due to the light nature of the storms. This truck could not handle a substantial snowstorm.
- C. Several significant software upgrades to the Town Office are occurring. Trio web was recently installed. This makes our primary operating system web based and not solely reliant on our server. Trio is in the process of requiring this transition for all software users and they are ceasing support of the previous versions next year or two. We are also upgrading our digital payment systems to Government Windows. This system will allow us to charge almost any fee via the web and able to use an electronic check for a flat fee. We currently have limitations on electronic payments with Inform ME. Inform ME current charges 2.5% or a minimum of \$1 in fees for State based licensing or registrations. The fees associated with Government Windows are also 2.5% but a flat fee of \$2.75 for

electronic checks. We will also be switching to Time Clock Plus for our time clock server. This software directly communicates with Trio and will eliminate the necessity for data from our time clock to Trio.

- D. As authorized by the Selectboard, I am meeting with Mike Morse and Bill Gerrish regarding the stormwater design for the Town properties near Parker Pond. I will provide more details at the meeting.
- E. At a February meeting, I will provide an update on all the open projects that are underway within the Town by the Town.
- F. Two major facility projects will begin within the next few weeks. The weatherproof of the basement underneath the gymnasium of the community center. This capital upgrade was approved during the FY24 Town Meeting. The Town will also be installing entry keypads onto the two-exterior doors of the Town Office and the entrance into the employee's only section of the building. This is being funded with operation money within this year's budget.
- G. The Tri-Town Animal Control Officer will be unavailable to respond to calls for service beginning February 4 and will be unavailable for 3 to 4 weeks. Under a MOU, emergency call responses will be handled by Gray's ACO.

Workshop

6. Hancock Lumber Presentation of future expansion.

Included in the Selectboard packet is a letter sent from Hancock Lumber to all their property abutters reference a potential expansion of their current compound. They conducted a DEP public meeting on January 15, 2025, at the Casco Community Center. Representatives from Hancock Lumber and/or Sebago Technics will be present at the joint workshop of the Selectboard/Planning Board with information about Phase I of their future proposed expansion.

Old Business

7. The Selectboard will discuss contract zoning agreement and deeds with Casco Public Library

The Town and the library are nearing completion of a draft Contract Zoning Agreement(CZA). Once both parties are comfortable with the CZA, this agreement will be presented to the Planning Board to begin the adoption process. The Town and the library will also be developing a memorandum of understanding or cross easement agreement outlining critical responsibilities, maintenance responsibilities and other information not covered in the CZA.

8. The Selectboard will discuss updating the current fee structure.

Included in your packet is a list of fees and fines that are connected to ordinances. If the Selectboard wants to update these fees/fines it would require ordinance changes. If The Board wishes, staff can begin this updating process for a June 2025 Town Meeting, or this could be the later portion of any fee restructuring.

The options for completing this process are:

- Accepting as presented minus the ordinance required changes
- Having staff move forward with implementing the non-ordinance-based changes with additional Selectboard guidance
- Making a subcommittee of the Selectboard to review and make additional recommendations
- Assigning to the Finance Committee to review and making recommendations for further Selectboard action

New Business

9. The Selectboard will consider a special Town Meeting warrant.

Included in your packet is the warrant for the Special Town Meeting on January 28th. The warrant contains only 5 articles with 3 being action-based decisions by the residents.

10. The Selectboard will consider converting the current ad hoc committee to a permanent Casco Safe Streets Committee.

At a previous Selectboard meeting, the Board appeared to believe the necessity for expanding the Ad Hoc Safe Street Committee to a fully recognized Committee. The Selectboard has the authority to create the necessary committees as they believe necessary. A positive vote by the Selectboard at this meeting would create the Safe Streets Committee.

The next phases of implementation would be modifying the Board, Committee, Commission & Council Appointment policy to include the Safe Street Committee. The third phase would be contacting the current "Ad Hoc" committee and determine their willingness to accept a multi-year appointment to the newly formed Safe Street Committee.

I also included a copy of the recently approved Safe Street Policy. The Selectboard approved this policy at your December 17th meeting, but I failed to have you officially sign the policy and I am requesting this occur during any action towards this agenda item.

11. The Selectboard will consider the timeline for the FY 2026 budget workshops.

Included in your packet is a proposed budget workshop timeline for the FY 2026 budget. I anticipate presenting my proposed budget at the March 4th Selectboard meeting. If approved, the workshops will begin on March 10th, 11th, 17th and 24th.

12. The Selectboard will consider modifications to the Board, Committee, Commission & Council Appointment policy.

Included in your packets is a red line version of the above policy. There are substantial proposed changes to the policy that includes refining the Safe Street Committee, expanding

the finance committee from 5 members to 7 members. However, there are other administrative modifications that are included that include, but not limited to:

- Changes in the Comp Plan encouraging citizen participation in town government to the current plan dated January 30, 2024
- Recognizing that the Transfer Station Council is given their authority by the Interlocal Agreement between the Town of Casco and Town of Naples dated June 28, 2016.
- Recognizing the Selectboard meets twice a month
- Adding Vice-Chairperson positions within description
- Changing start-up committees' terms to defined three (3) year terms
- Other minor administrative changes reflect current practices.

13. The Selectboard will consider the appointment of Tom McCarthy to the Finance Committee.

Tom McCarthy has requested to become a member of the finance committee. I have spoken to the current 5 members (Sue Witonis, Tom Mulkern, Barbara Durr, Caroline Drew, and Maureen McAllister) and all are interested in returning to the committee. If you wish to appoint Mr. McCarthy, you will need to alter the Board, Committee, Commission & Council Appointment policy. The current policy states that the Finance Committee shall consist of 5 members. If you wish to modify, I recommend expanding this committee to 7 members. This modification is included in the red-lined version of the policy related to item # 12 on this agenda.

The role of the Finance Committee may be further discussed if the Selectboard wishes to expand their roles beyond the budget process. They could be a substantially more active committee by reviewing policies related to revenues (as mentioned above); working with information derived from GPCOG's capital improvement/strategic planning survey and providing the Town Manager and Selectboard recommendations; and other priorities identified by the Selectboard.

14. The Selectboard will consider waiving five (5) automatic foreclosures.

Included in the Selectboard packet is a request from Tax Collector Pam Griffin requesting the Selectboard authorize her to waive the automatic foreclosure of 5 properties that previously had liens filed against them. Each of these potential foreclosures were R/V style

dwellings that are no longer located on the leased land. The act of foreclosure on these accounts does not benefit the Town and only creates additional work for staff. The Town has no recourse to recoup costs associated with these liens like traditional foreclosures, because the personal property has already been removed.