



**Manager's Memorandum  
Selectboard Meeting  
January 13, 2026**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 01-08-2026  
Re: Selectboard meeting 01-06-2026

Below are notes for agenda items for December 16, 2025, meeting

**5. Managers' Update**

- A. I will be on a preplanned vacation from January 27 through January 29 and will return to the office on February 2nd.
- B. The Casco Village Zoning Work Group will hold its first meeting with Resilience Planning on January 20. Following this meeting, I anticipate having a more defined timeline for community outreach, recommended design concepts, and steps to ensure this project remains a priority in advance of the June 2027 Town Meeting.
- C. The frequency of recent storms is creating challenges for both Town staff and C Pond Plowing. C Pond Plowing has experienced multiple equipment failures, which have required drivers to be temporarily removed from their routes while equipment is repaired. We ask for everyone's patience and understanding with plow staff during these storm events. In addition, the amount of material being used has increased significantly since Mike Genest last provided the Selectboard with an update on the winter season.
- D. The Town has recently received a stormwater plan for Town-owned property on Meadow Road. The plan includes proposed stormwater controls that would be implemented if the Town ultimately installs a carry-in/carry-out boat ramp. This plan will be provided to the Selectboard at a future meeting.
- E. GPCOG has provided draft copies of a Vision Zero rural intersection safety study to Rae-Anne Nguyen and me. The study evaluates the intersections of Poland Spring Road and Webbs Mill Road, Roosevelt Trail and Tenney Hill Road, and Roosevelt Trail and Quaker Ridge Road. Once the draft document is finalized, it will be shared with the Selectboard, the Safe Streets Committee, and the public.

- F. Selectboard member Robert MacDonald requested information regarding the amount of energy credits the Town is currently receiving from the Transfer Station solar field. The Town typically receives approximately \$2,000 per month in CMP energy credits. In approximately three years, the Town will need to decide whether to purchase the solar field or allow Revision Energy investors to continue ownership.
- G. I attended a preconstruction meeting with the Maine Department of Transportation, CPM Construction, and Hoyle Tanner regarding the upcoming repairs to the Roosevelt Trail bridge at the Casco/Naples town line. Construction is scheduled to begin on or about February 2 and is expected to continue through May 21. During this period, the bridge will be reduced to a single lane of traffic. Traffic flow will be managed using temporary traffic control signals to maintain safety and minimize delays.

### **On-Going Business**

#### **6. The Selectboard will consider changes requested by the Veteran's Committee.**

Included in this packet are both redlined and clean versions of proposed policy amendments requested by Veterans' Committee Chairperson Timothy Walsh. The amendments clarify that the Veterans' Committee shall be composed of no fewer than three veterans; the remaining two positions may, but are not required to, be filled by non-veterans. The proposed amendments also correct a typographical error within the Safe Streets responsibilities section of the policy. Additionally, the policy is amended to provide that any approved changes shall be implemented immediately in the digital version of the policy, with printed copies updated on a semiannual basis.

### **New Business**

#### **7. The Selectboard will discuss with Sebago Fiber current status of fiber optic installation.**

Included in the Board packet is the original design plan for the Meeting House. Guidance is requested from the Selectboard regarding any desired modifications prior to drafting a Request for Proposal (RFP), which will be required under the Town's purchasing policy.

#### **8. The Selectboard will receive updates from the Comprehensive Plan Implementation Committee chairperson Rob Williamson.**

The Veterans Committee Chairperson, Tim Walsh, has requested time to discuss the current status of the Veterans Committee.

**9. The Selectboard will discuss a request from the ad hoc water quality committee.**

The Ad Hoc Water Quality Committee is presenting a proposed Water Quality Plan that presents a proposed framework to maintain and enhance the water quality of the Town's lakes and ponds, addressing identified challenges including shoreline development, stormwater runoff, and pollutant loading. The plan proposes the establishment of a permanent Water Quality Commission charged with overseeing implementation of the plan, enforcing applicable ordinances, conducting routine water quality monitoring, and administering funding support for lake associations.

Key initiatives outlined in the plan include watershed stewardship, systematic documentation of shoreline conditions, public education and outreach efforts, and the identification and securing of financial resources through municipal appropriations and external grant opportunities. The plan emphasizes coordinated collaboration among stakeholders, data-driven decision-making, and sustained community engagement to support long-term water resource management and environmental protection. This initial draft of the proposed plan has been provided to Town staff and legal counsel for preliminary review and feedback. Their feedback is attached in the supporting documents. This submission represents the first formal introduction of the proposed plan, and it is anticipated that additional discussions and refinements will occur at multiple levels as the review process advances.

**10. The Selectboard will consider the semi-annual Town Meeting warrant.**

Included in the supporting documents is a draft warrant for January 28, 2026, semi-annual/special Town Meeting. The warrant contains four articles. Warrant Articles #3 and #4 will have addenda available at the Town Clerk's office and at the Town Meeting for review and are also included in the supporting documents. Selectboard approval of this proposed Town Meeting warrant allows for proper and legal public notification of the meeting. As a reminder, the special Town Meeting will be held on January 28, 2026, at 6:30 PM at Crooked River Elementary School.

**11. The Selectboard will discuss year-to-date financials.**

The detailed year-to-date data detailed regarding expenses and revenue is provided as attachments to this memorandum. For ease of review, an executive summary of both the expense and revenue data is included below.

Year to date, the total operating budget expenditures are \$8.32 million against a budget of \$14.47 million, reflecting 57.73% spent year to date, which is moderately above the benchmark target of 51.92% and largely attributable to front-loaded and fixed-cost

accounts. Town Control budget line items are trending at 52.43%, closely aligned with the midyear benchmark. Public Safety (55.19%), Administration (55.41%), Benefits and Insurance (54.77%), and Public Works/Roads (47.35%) are generally tracking near expected midyear levels, with higher utilization driven by payroll, insurance premiums, winter road maintenance, and contracted services. Debt Service (70.20%), Public Assistance (70.54%), and MSAD 61 and County tax obligations (61.47%) exceed the benchmark due to scheduled payment timing rather than operational overruns. Parks and Recreation (38.25%), Sanitation (42.29%), Utilities (38.82%), and Planning-related functions remain well below the benchmark, reflecting seasonal spending patterns and deferred capital or program activity. Several individual line items exceed appropriations—primarily IT services, professional services, vehicle and equipment repairs, and fuel-related costs—warranting continued monitoring; however, overall expenditure trends remain manageable and consistent with known timing and operational drivers at this point in the fiscal year.

The Town's year to date total revenue budget of \$2,223,597 has generated \$1,082,787 in collections, representing 48.70% of anticipated revenues, compared to an expected benchmark of approximately 51.92% for this point in the fiscal year. A total of \$29,997 is recorded as pending activity, with \$1,140,810 remaining uncollected. Revenue performance is generally tracking within an acceptable range, with strong collections in Assessing (73.46%) driven by homestead, tree growth, and lien reimbursements, and in Public Works/Roads (56.91%), largely due to motor vehicle excise taxes. Parks and Recreation revenues are performing well, with several programs exceeding budget projections, while Administrative revenues show moderate progress. Public Assistance and Public Safety revenues remain low due to timing and reimbursement cycles. Overall, revenue trends are stable, with several categories exceeding projections and no material collection concerns identified at this time.

## **12. The Selectboard will consider a meeting schedule for FY27 budget.**

The Selectboard and Finance Committee will hold a series of joint sessions in March 2026 to review the proposed FY27 operating and capital budgets. The schedule begins on March 3 during the regularly scheduled Selectboard meeting with a Manager overview, followed by focused sessions on March 9, 10, and 16 to review department budgets including Fire/Rescue, Public Works, Parks, Cemeteries, Administration, Assessing, Legal, Facilities, Recreation, and other town services. The series concludes on March 23 with a final review and wrap-up. A more detailed description of these meetings is attached in the supporting documents, providing department-specific agendas and discussion topics to facilitate a comprehensive budget review.

### **13. 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.