



**Manager's Memorandum
June 25, 2024, Meeting**

To: Selectboard
From: Tony Ward, Town Manager
Date: 06-24-2024
Re: Selectboard meeting 06-25-2024

Below are notes for agenda items for the June 25th meeting

5. Managers Update

- A. Chief Cole is working with Cumberland County EMA, MEMA, and FEMA in submitting our official damage list to FEMA based on the April 4th snowstorm. FEMA is scheduled to visit Casco on July 10th to review the locations of the damage.
- B. Gorrill Palmer is coordinating with Glidden Excavation to identify their project start dates so we can begin the public notification process. Gorrill Plamer is additionally assisting us in our Maine DOT Culvert grant application for Edwards Road. We should have an estimated costs associated with the project in the immediate future.
- C. We anticipate releasing a Request for Proposals (RFP) relating to the updating of the Town's future meeting room. We anticipate keeping the RFP open for 3 weeks and bring forwarded the bids in August.
- D. The Town opened a cooling shelter during the recent heatwave. Consistent with past shelter experiences, no residents used the shelter during the heat wave.

Old Business

6. The Selectboard will discuss the revaluation process and Vision Governmental Services communications.

This provides an opportunity for the Selectboard to provide their perspective on the revaluation process and continue educating the public. The initial appeal date with Vision Governmental Services concluded on June 21st. They are conducting their appeals this week via phone and in person. As of June 21st, approximately 10% of Casco property owners appealed their revaluation and this is consistent with appeals in other area towns over the past couple of years.

Below is a synopsis of the appeals:

304 total booked

Commercial 15 booked
7 by phone
8 in person

Residential 289 booked
206 by phone
83 in person

7. The Selectboard will consider the appointment of Tom Mulkern and David Randal to the Pleasant Lake Parker Pond Dam Committee.

At a previous meeting, the public identified the necessity for reestablishing the Pleasant Lake Parker Pond Committee. I contacted three of the previous representatives and two wished to remain in this group. The two are Tom Mulkern (as Casco's representative) and David Randell (representing PLPPA). I am contacting Otisfield to determine their representative. I would recommend re-appointing Tom and David onto this committee. I would recommend appointing these two individuals outside the normal practice, because of the expertise associated with this committee.

New Business

8. The Selectboard will consider appointing Sorell Mains to the MSAD # 61 Board of Directors

At the June 11, 2024, election Thomas Brown Jr. was elected to the Board of Directors for MSAD # 61. Unfortunately, he resigned immediately upon winning the election due to a policy conflict. Sorell Mains received the second highest number of votes for this position on the ballot.

The Selectboard has the authority to appoint an individual for this position based on Mr. Brown's recognition. It is recommended that Sorrell Mains be appointed to the remainder of the three-year term. She is interested in the position and conducted an active write in candidacy for the position.

9. The Selectboard will consider authorizing the Town Manager to withdraw the Town's application for CDBG funding.

I am seeking authorization to officially decline the \$100,000 funds that were awarded to the Town by the County in the Community Development Block Grant(CDBG). The initial estimate of the project was \$200,000 and as part of the application we stated we would fund the amount pf the project over \$100,000. The Finance Committee and Selectboard lowered the Town's contribution to \$50,000 and this amount was not approved at the Town Meeting.

This grant did require a matching portion that was part of the rating, and the Town did not meet that grant requirement. This project could not be completed with the \$100,000

awarded. Staff and I recommend returning these awarded funds to the CDBG program to be utilized by another community with the financial resources to complete their projects.

10. The Selectboard will consider awarding the FY25-FY29 snow plowing contract

Included in your packet is the lone bid in response to the Town's Request for Proposal (RFP) for FY25 through 29 snow plowing. The bid includes per mile in case portions of the Public Works budget are not approved at the Town Meeting. Below is a synopsis of the anticipated contracted miles, costs with those miles and costs associated with contracted plowing of all routes.

| Year | Contracted Miles | Annual Contract | Cost per Mile | Cost for Plowing all routes (58.95 miles) |
|-----------|------------------|-----------------|---------------|---|
| 2024-2025 | 39.55 | \$415,275.00 | \$10,500.00 | \$618,975.00 |
| 2025-2026 | 39.55 | \$436,038.75 | \$11,025.00 | \$649,923.75 |
| 2026-2027 | 30.60 | \$354,233.25 | \$11,576.25 | \$682,419.94 |
| 2027-2028 | 30.60 | \$371,944.91 | \$12,155.06 | \$716,540.79 |
| 2028-2029 | 23.15 | \$295,459.12 | \$12,762.81 | \$752,367.65 |

11. The Selectboard will consider awarding the FY25 sand bids.

Included in your packet are the three bids in response to the FY25 Sand Request for Proposal (RFP). The bids were received from Shaw Brothers, Gorham Sand and Gravel and RT Symonds. The only company to include the required Report of Gradation was Gorham Sand & Gravel. Below is the synopsis of the three bids

1. Gorham Sand & Gravel-\$18.00 PCU
2. RT Symonds- \$21.50 PCU
3. Shaw Brothers - \$21.50 PCU

Staff and I recommend awarding this RFP to Gorham Sand & Gravel. This price per cubic yard is less than we paid in years FY22, FY23 & FY24

12. The Selectboard will discuss the development of a Senior Tax Reduction ordinance for financially qualified seniors.

In previous years, the Selectboard discussed the continued impact of property tax rates on the community's aging population. The revaluation process may heighten these concerns for some of the seniors with limited budgets. Several towns have tax credit plans beyond the State's programs for seniors with limited financial capacity. I have included a couple of examples in your packet.

Staff and I are seeking guidance on whether the Selectboard would further like to examine similar ordinances with the understanding this would potentially be a budget line in the FY26 budget. If the Board is interested in this type of program, future guidance would be required about the parameters, amount of credits, etc.

13. The Selectboard will consider appointing Ryan McAllister and upgrading an alternate to a full member of the Planning Board.

The Planning Board has two (2) expiring appointments and only one person voiced their interest in these positions. Ryan McAllister requested re-appointment onto the Planning Board. The other position could be filled by one of the alternates, if the Selectboard so chooses.

Staff and I recommend that Ryan McAllister be re-appointed to the Planning Board for a 3-year term.

14. The Selectboard will consider re-appointing Sue Witonis to the Casco Naples Transfer Station Council.

Sue Witonis' term on the Casco Naples Transfer Station Council is expiring. We are recommending that Sue be reappointed without posting this opening, because of her experience on the transfer station council and the importance of this continuity on the council during the upcoming upgrades. Continued transitions have halted the progress of this project, and we believe continuity will provide the required leadership during this challenging period.

15. The Selectboard will consider the appointing of Chair and Vice-Chair to the Selectboard.

Per your policy entitled "Selectboard Rules of Order and Procedures." This policy states *The Board shall automatically appoint the Vice-Chair to Chair after the annual Town Meeting. The outgoing Chair is prohibited for holding an Officers position for at least one year, unless otherwise approved by the Selectboard. One of the three remaining Selectboard members shall be chosen as Vice-Chair.*

Per this policy, Eugene Connolly would be appointed to the position of Chair for the upcoming year. Per Selectboard practice, Grant Plummer would be the next member appointed to the vice-chair position. If either Selectboard member was not interested in being appointed chair or vice chair, Mary Fernandes and Robert MacDonald would be the next eligible members to be appointed.

16. The Selectboard will discuss their July and August meeting schedule.

Over the past few months, the Selectboard meeting scheduled waived from the 1st and 3rd Tuesdays as described in your "Selectboard Rules of Order and Procedures". I am seeking guidance on the schedule for the months of July and August so that we can properly notify the public if they are not going to occur on the 1st and 3rd Tuesday of these months.