



**TOWN OF CASCO**  
635 MEADOW ROAD  
CASCO, MAINE 04015

## 10-17MEMO

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 10-13-2023, **Amended 10-16-2023**  
Re: Selectboard meeting 10-17-2023

Below are notes for agenda items for the October 17<sup>th</sup> meeting.

### 5. Managers Update

- A. Greater Portland Council of Governments received a CDBG grant for the studying and implementation of housing policies. The Town of Casco was a portion of this grant for the identify four (4) specific parcels for housing development and catalyzation for additional development in the area. In your packet is the award notification from Matt Panfil of GPCOG.
- B. Glidden Excavation is near completion of the FY 24 road projects. I plan on providing the Selectboard proposals for FY25 and probably recommendations for FY26 and FY27. Once these projects are approved at the Selectboard level, we will post them on our web page and social media beginning the information stage for our residents.
- C. The Town Office is in the process of upgrading our technology within the building. The upgrades include, but not limited to, updated phone systems at a rate less than Go Net Speed, increased internet speed, exterior cameras installed on the Town Office, installation of Town Meeting approved server, and installation of communication monitor in the front lobby.
- D. The Transfer Station & Bulky Waste facility will be closing 1 hour earlier on November 5, 2023, and keep these hours during Eastern Standard Time. Beginning on November 5, the Transfer Station closes to the public at 4:30 pm and Bulky Waste at 3:45 hours. Staff will continue work their 10-hour shifts and perform other duties during the public closure time. This was approved by the Transfer Council when they changed the operation days.
- E. ReVision Energy is in the process of assembling of foundation baskets (bases for the solar panels); anticipate beginning construction of racking and fencing over the next few weeks; in 2 or 3 weeks begin installation of solar panels on racks and conduct the electrical wiring most of November and December.

- F. I will be out of the office from November 1<sup>st</sup> through the 13<sup>th</sup> (at least). I will be available most of the time via e-mail or cell phone, but I will not be in the office during this time.

## **Old Business**

- 6. The Selectboard will discuss the status of the Comprehensive Plan.**

## **New Business**

- 7. The Selectboard will Recognize Phil Shane for his 31 years of Community Service with the Board of Directors for MSAD #61..**

- 8. The Selectboard Will discuss FY23 Selectboard goals and identify FY24 Selectboard goals.**

Included in your packets the goals the Selectboard set for themselves in July 2022. I have not updated any of the status in this document prior to your discussions. After this meeting's discussion, I will gladly update the document for the Selectboard.

- 9. The Selectboard Will Discuss the Berry property.**

At the last meeting, the Selectboard requested this discussion be added to the agenda for discussion. No further supporting documents.

- 10. The Selectboard will consider investment opportunities.**

On September 8, 2023, the Selectboard approved an investment policy relating to unassigned funds. That policy is included in your packet.

Staff and I recommend investing some of the unassigned funds in CDARS. CDARS are governmentally insured funds that typically yield a higher rate of return than checking accounts. We bank with TD Bank and receive a return rate of return at 4.0%. Our unassigned fund balance is approximately 3.2 million dollars. Our current balance in our sweep/checking account is 7.1 million dollars. These funds are substantially higher than the unassigned funds because we are currently collecting taxes for FY24. These additional funds are used to fund the municipal operations and Casco's portion of the school districts operation. We are currently earning 3.2% from this account.

Included in your packet is the current CDAR rates from banking institutions that we currently use (TD Bank and Androscoggin). I am recommending investing 1 million of the unassigned funds in varied length CDARS. Staff and I would recommend placing \$250,000 into a 1-month, 3-month, 4-month, and 6-month. By investing in the CDARS, the Town would collect an additional \$11,696 in a 6-month period. By staggering the CDAR lengths we ensure the majority of the Town's funds are liquid in case of emergency.

**11. The Selectboard will discuss future processes or assistance for the Planning Board and Comprehensive Plan Implementation Committee.**

The Comprehensive Plan Implementation Committee and Planning Board will face multiple challenges during the upcoming years based on approval of the Comp Plan. The implementation and guidance for both these groups will require significant staff time in providing information and guidance. The current staffing levels would not be able to sufficiently provide the support required or expected from these two groups.

I am seeking guidance and support for the use of a planner for these two boards/committees. There are multiple options the Town could proceed with the use of a planner. The three primary options are:

- Hire a full-time planner
- Share the expenses in hiring a full-time planner with another Town
- Contract out planning services

If the Selectboard supports any of these concepts, Staff & I would begin researching the associated costs with the preferred option or all options.

**12. The Selectboard will discuss proposed amendments to zoning ordinance regarding Solar Energy Systems.**

Included in your packet are the proposed amendments to zoning ordinance regarding Solar Energy Systems. These recommendations are being proposed by the Planning Board after lengthy discussions and public hearing. The Selectboard has the authority to accept the proposal as presented and place on the next Town Meeting warrant or total reject the proposed changes and not place it on a Town Meeting warrant or you can request that the Planning Board make modifications on the proposed amendments.

**13. The Selectboard will consider a warrant for a Special Town Meeting on November 7, 2023.**

Included in your packet is a draft Special Town Meeting Warrant for the November 7, 2023, election. Since the voters are electing a new member of the Casco/Naples Transfer Station Council, this election must be recognized as a Special Town Meeting which is similar to the actions taken with June's election.

