



**Manager's Memorandum
December 17, 2024, Meeting**

To: Selectboard
From: Tony Ward, Town Manager
Date: 12-11-2024
Re: Selectboard meeting 12-17-2024

Below are notes for agenda items for the December 17, 2024, meeting

5. Managers Update

- A. Another round of Community Resilience Partnership Community Action Grant is available and due by December 17th. With the assistance of Vanessa, Sarah Turner and CEBE, I anticipate applying for \$75,000 to build on the goals and strategies outlined in Casco's newly updated Comprehensive Plan, including "Protect Woods, Waters, and Open Space" and "Connect the Villages with Safe Streets and Trails." We will focus on mapping, analysis, and targeted implementation to enhance Casco's natural and recreational resources.
- B. At your next meeting, I plan on presenting the Selectboard with a draft budget schedule with the majority of the meetings occurring in March, as in previous years. I anticipate presenting my proposed budget to the Selectboard on March 4, 2025.
- C. The past few storms proved challenging for both C Pond Plowing and our Public Works crew. These consecutive storms required the same level of service as any major storm and fatigued staff for both groups. The Public Works team was even more challenged with one of the drivers being out sick for all the storms, but a Bulky Waste employee temporarily assigned to Public Works greatly assisted with the shoveling, snow blowing and maintaining of Town grounds.
- D. I am still representing the Town of the COLAB between Casco, Naples, Raymond, and Sebago. This group is additionally being assisted by GPCOG and Sebago Fiber. The ultimate goal of the group is developing a municipal/private business partnership for delivering fiber optic internet to various portions of these communities. Sebago already received a substantial grant for the installation of fiber optics because of being under served. Raymond already approved funding for the development of a fiber optic loop with Sebago Fiber. The next stages would be Casco and Naples financially committing to expansion in our communities during 2026 or 2027. If the community and Selectboard support this

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future expansion, we will need to include funding within our FY26 and FY27 budgets. I am seeking guidance from the Board if they would like Sebago Fiber to attend a January meeting to provide the Board and public with additional information about their recent partnerships and opportunities with Casco and Naples. The anticipated municipal commitment would be in the area of \$250,000 raised over two (2) years.

- E. 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.
- F. During the November 5, 2024, general election, we had 121 new voters to Casco register and an additional 44 complete change of addresses.

Old Business

6. The Selectboard will consider applicants for Alternate position on Planning Board.

The Town has received two (2) letters of interest related to the vacant Alternate position on the Planning Board. The two interested parties are David Fowler and Michael Bolk. Mr. Fowler came to a previous Selectboard meeting to introduce himself and outlined his qualifications. Per the Selectboard policy, the Selectboard will interview both individuals prior to making an appointment.

7. The Selectboard will discuss potential contract zoning for Casco Public Library.

Jensen Baird continues working on a draft contract zoning agreement that can be presented to the Planning Board on behalf of the Town and Casco Public Library.

8. The Selectboard will consider the proposed Complete Streets Policy.

Included in your packet is a draft Complete Streets policy that is being recommended for adoption by the Casco Safe Street Committee. As previously mentioned, this policy is completed due to a resiliency grant received by the Town. This committee met for several months and conducted surveys in determining the community's perspective of the safety associated with alternative travel methods within Casco. This policy reflects the results of the survey and additionally complements the Town's current Comprehensive Plan. Staff and I recommend approval of this policy as presented.

9. The Selectboard will consider stormwater control system for Town Office and adjacent Town Properties.

Included in your packet is an e-mail chain from Archipelago and Northeast Civil Solutions. This e-mail chain identifies that Parker Pond is listed a Most at risk from Development. The Town's past developments require that we complete a storm water plan and implement this plan. The initial cost for developing such a would be at a minimum of \$24, 800, but I would anticipate the costs exceeding \$30,000 with Archipelago's assistance.

I am recommending moving this project forward during the FY26 budget process and advising Archipelago and Northeast Civil Solutions that we will contract for these services beginning July 2025, assuming Town Meeting approval.

10. The Selectboard will consider the FY2026 road projects.

Included in your packet is information relating to the 2 options presented by Gorrill Plamer for FY26 road projects and the scope of the Edwards Road culvert replacement. Staff and I are seeking guidance on the scope of road projects the Selectboard wants for FY26. The anticipated cost of the Edwards Road project is \$448,210 with \$200,000 being funded by Municipal Stream Grant. The discussion by the Board should focus on whether they prefer the rehab focus (option #1) or preventative focus (option #2) for the next two (2) years.

Staff and I recommend the Town proceed with a modified rehab focus. We recommend the Town proceed for FY 2026 doing the Edwards Road project described above and the Quaker Ridge Road between Narkem Lane for a reclaim and repave long with ditching improvements. The anticipated costs associated with this project would be approximately \$687,680, which is consistent with your annual capital road budget. We would then recommend the reclaim and repaving of Maturo Drive and Pine Hill Road along with ditching during FY2027 with an anticipated cost of \$673,199.

We would recommend the preventative focus occur during the FY2028 and FY2029 budgets. Included in the Selectboard packet are the current road evaluations. The vast majority of Quaker Ridge Road this project is current rated excellent, good, or fair with only a short portion rated poor (between Brown Ave and South Casco Village Road). The portion of Quaker Ridge Road rated fair between Route 11 and Narkem Lane will be repaired during FY25. The condition of this roadway allows for the delay in milling and paving for another 2 years.

11. The Selectboard will consider the proposed strategic surveys options proposed by GPCOG.

As of this writing, I have still not received the updated proposal from GPCOG based on your discussion with them at your last meeting. Once received, I will immediately add them to this package.

12. The Selectboard will consider a senior tax credit ordinance.

The Selectboard decided to create a sub-committee to develop the parameters of a potential senior tax credit ordinance. I am requesting that we receive two (2) volunteers from the Selectboard to be on this subcommittee.

New Business

13. The Selectboard will consider re-appointing Penny Bean as Registrar of Voters for a term expiring 12/31/2026.

Maine Statutes, Title 21-A, Chapter 3, subchapter 1, subsection 101 requires that the registrar of voters be appointed by January 1st of each odd numbered year and the appointment shall be for two (2) years. Penny Bean has been the registrar of voters for the past 7 years and performed this responsibility admirably.

The quoted statute is located in the Selectboard packet.