



Manager's Memorandum
June 17, 2025, Selectboard Meeting

To: Selectboard
From: Tony Ward, Town Manager
Date: 06-12-2025
Re: Selectboard meeting 06-17-2025

Below are notes for agenda items for June 17, 2025, meeting

5. Managers' Update

- A. Pleasant Lake Beach is scheduled to be repaired by the Selectboard Meeting on the 17th. RN Willey's & Sons are performing the emergency repairs with an estimated cost of \$4,850 for their services and the Town purchased most of the material needed for the repair.
- B. Included in your packet are the election results from June 10th. All winners from a write-in campaign related to Casco Naples Transfer Station Council and Open Space Commission accept their positions.
- C. I recently met Kevin Geary reference is concerns related to docks on Lake Shore Drive. Neither he nor I believe that any further dialogue with the Selectboard is necessary at this time. The root of the problem is being negotiated between parties or will be decided in the court system.
- D. During the Selectboard's previous meeting two immediate actions points were identified. The first action point was communication about the creation of a Berry property stakeholder group. Each stakeholder group has been contacted and requested that a representative be identified. Additionally, Safe Street Committee requested updated data on Quaker Ridge Road traffic speed. The speed trailer has been placed on Quaker Ridge Road near the Rolfe property for the next two weeks. In addition, The CPIC provided a written outline of priority items discussed during the meeting.
- E. GPCOG is finalizing the Capital Improvement survey and is ready for distribution. The survey will be digitally available on our web site and Facebook account. Below is the link or QR code for the digital survey.

QR Code:



Link to the Survey:

<https://www.surveymonkey.com/r/CascoCIP>

Paper copies of the survey will additionally be available at the Town Office, Community Center, and other areas within the Town. We additionally plan on conduct an e-mail postcard mailing of the survey and posting fliers related to the survey in various locations.

A copy of the survey is attached to the Selectboard's supporting documents.

Public Hearings

6. The Selectboard will conduct a public hearing on a Mass Gathering by Casco Community Church and consider a Mass Gathering application.

The Town has received a Major Mass Gathering Permit application from the Casco Village Church for their upcoming Open-Air Fair and Flea Market. The Mass Gathering application is for the dates of July 12, 2025, between the hours of 8:00 am and 1:00 pm. In accordance with the Town's Mass Gathering Ordinance, the application requires a public hearing before the Selectboard.

The purpose of this hearing is to ensure compliance with public safety, health, and welfare provisions outlined in the ordinance.

Residents and interested parties are encouraged to attend and provide input.

7. The Selectboard will conduct a public hearing on a Mass Gathering application by Casco Day Fair Association and consider a Mass Gathering application.

The Town has received a Major Mass Gathering Permit application from the Casco Day Fair Association for their upcoming Casco Days. The Mass Gathering application is for the dates of July 24th through July 26th. In accordance with the Town's Mass Gathering Ordinance, the application requires a public hearing before the Selectboard.

The purpose of this hearing is to ensure compliance with public safety, health, and welfare provisions outlined in the ordinance.

Residents and interested parties are encouraged to attend and provide input.

Old Business

8. The Selectboard will consider awarding the contract for open space planning services.

The bid review committee reviewed all 5 applicants and interviewed Viewshed Planning, Resilience Planning and NorthStar Planning during the week of June 9th. The review committee unanimously agreed and recommend Resilience Planning of Plymouth New Hampshire be awarded the contract for Open Space Planning. The committee found this group creative, energetic and could potentially be a long-term partner in our planning .

9. The Selectboard will discuss the sign garage.

Staff would like to reopen the discussion regarding the potential demolition of the Sign Garage, which has been previously brought forward based on verbal agreements and longstanding concerns about the building's condition.

As noted in earlier conversations, there was a general consensus at the time that the structure was no longer serving its intended purpose and had become a liability due to its deteriorating state. Since then, the condition of the building has continued to decline, raising concerns regarding safety, maintenance costs, and the potential for future use of the site.

Given these factors, it is appropriate for us to formally develop a plan related to either upgrading or demolition of the build. The most economical option is demolition of the building with an estimated demolition cost of approximately \$4,000.

New Business

10. The Selectboard will consider the Chairperson and Vice Chairperson for FY26.

The Selectboard's policy on Rules of Order and Procedures, section 2 state "Officers of the Board shall consist of a Chair and Vice-Chair to be chosen annually at the first Board meeting after the annual town meeting by and from Board members, unless otherwise agreed upon by the Board. 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. In the event selection of a new Chair and Vice-Chair is delayed, the current officers' terms will hold over. All members of the Selectboard are required to vote. "

Based on this policy, Grant Plummer would automatically become the Chair of the Selectboard, and the Vice-Chairperson would be either Mary Fernandes, Robert MacDonald, or Scott Avery.

11. The Selectboard and Planning Board will conduct a joint review of the proposed Contract Zoning Agreement submitted by Casco Public Library.

The Casco Public Library filed a Contract Zoning Agreement (CZA) request with the Town. The Planning reviewed the initial application and determined they reached substantial agreement on the proposed CZA. Per ordinance, which is included in Selectboard supporting documents, the next procedural step is a joint review by the Planning Board and Selectboard.

The purpose of the joint review is to familiarize the Selectboard with the proposed contract zoning agreement and to give the Selectboard the opportunity to view the proposed contract zoning agreement in its role as administrator.

The review shall include the determination that:

1. The Town's interests are adequately protected and served by the proposed contract zoning agreement.
2. The costs and benefits to the Town are reasonable

This process additionally allows for community dialogue related to the proposed CZA.

12. The Selectboard will consider an application for registering Beano/Bing with the State of Maine by the Casco Fair Association.

Included in your packet is an application being made to Maine Department of Public Safety, Gambling Control Unit by the Casco Day Fair Association for Beano/Bingo.

The application is being submitted by the Casco Day Fair Association for the 2025 Casco Days being held at Casco Day Park on July 24th, 25th and 26th. The local municipality must approve the application prior to submission to the State for review.

13. The Selectboard will consider a three (3) year contract with Cumberland County Regional Dispatch.

Included in your packet is a proposed three (3) year contract with Cumberland County to provide dispatch services and Public Safety Answering Point(PSAP) services. Staff respectfully request that the Selectboard approve the renewal of the dispatching services contract with Cumberland County Regional Dispatch. The proposed renewal term is for three (3) years, with a new expiration date of June 2028.

The contract includes an annual cost increase of 3% and introduces a new \$2,000 technical fee beginning in the second year of the agreement.

Approval is recommended to ensure uninterrupted public safety communications and continued service from Cumberland County Regional Dispatch..

14. The Selectboard will discuss Department of Labor inspection.

Included in this packet are the notice of violations issued by the State of Maine Department of Labor and fines associated with each violation. Also included in the packet is each abatement certification being posted in each Town Department inspected and being returned to the Department of Labor. All violations have been corrected or will be completed by week's end.

15. The Selectboard consider a CMP Pole application.

Included in the Selectboard packet is an application to move a CMP pole on Jamesport Road approximately 30'. This pole application requires Selectboard approval.