



TOWN OF CASCO

635 MEADOW ROAD
CASCO, MAINE 04015

01-09 MEMO

To: Selectboard
From: Tony Ward, Town Manager
Date: 01-04-2024,
Re: Selectboard meeting 01-09-2024

Below are notes for agenda items for the December 5th meeting

5. Managers Update

- A. The Transfer Station Council met on December 20, 2023. The primary focus is the anticipated increase in costs associated with the upgrade projects. The engineer anticipates the costs increasing to over \$3.0 million. A multitiered RFP is being released this month with bids due by February 16, 2024. The next Transfer Station meeting will occur on February 22, 2024.
- B. EcoMaine Board of Directors will be voting on a resolve to approve \$35,500,000 in capital improvement funding. The resolution is for \$25,800,000 for planning, designing, constructing, and connecting a new MRF (Municipal Recycling Facility) at 90 Blueberry Road. \$7,250,000 towards replacing or improving land fills and \$2,450,000 towards upgrading facilities at the Waste to Energy Facility. The Town of Casco has a weighted vote as a Member Municipality during this process. Included in your packet is the complete resolve.
- C. The Town Office is now open with their new operational hours: Monday, Wednesday, and Thursday 7:30 am to 5:00 pm and Tuesday 8:30 am to 6:00 pm. To date, the transition is progressing positively.
- D. The Town recently received a wetland survey for the 10-acres around the slat shed. We will begin digging tests pits to determine the feasibility of future development for Public Works garage. After obtaining these results, the next phase would be testing the ground for PFA contamination. The next phase after this would begin preliminary site and building designs for future Selectboard review.

Old Business

6. The Selectboard will consider altering the Special Town Meeting date.

The Selectboard originally scheduled the Special Town Meeting for January 16, 2024. The recent changes in scheduling for the public hearing related to the Comprehensive Plan created a timeline problem for the Special Town meeting. Maine Law requires that

the Town Meeting warrant be posted for 7 days. If this Town Meeting warrant is approved tonight, the earliest the Special Town Meeting could occur is on January 17, 2024. The 7-day posting is a state minimum, but not the best public policy to ensure proper notification of Town residents.

Staff and I are recommended moving the special Town Meeting to January 30, 2024, at 6:30 pm. This allows for increased communications about the meeting and the contents of the warrant.

New Business

7. The Selectboard will consider the proposed Special Town Meeting warrant.

Included in your packet is the proposed Town Meeting warrant for the approved Special Town Meeting. This warrant contains 6 articles with the first two be procedural articles and the remaining 4 being action-based articles.

8. The Selectboard will consider citizens residents requests to be appointed onto the Comprehensive Plan Implementation Committee

As requested by the Selectboard, staff posted the openings and with a closure date of December 28, 2023. By that date, we received 8 requests for 9 seats on the committee. These individuals were Sam Brown, Rebekah Crabtree, Deborah Fogg, Rae-Anne Nguyen, Tiffany Payton, Levi Thorton, Michelle Williams, and Robert Williamson. I received an additional request for an appointment on the committee after the public hearing.

The Selectboard can move forward in multiple manners. They can interview the first 8 applicants and determine whom you want to appoint; the Selectboard could request the openings be reposted (while accepting the previous notifications of interest) allowing for additional applicants to submit or move forward with the 8 applicants.

9. The Selectboard will consider a schedule for FY25 budget meetings.

Included in your packet is a proposed schedule for joint meetings between the Selectboard and Finance Committee. The schedule is similar to the schedules utilized by the Finance Committee and Selectboard over the past few years. This proposed schedule has the joint group meeting on March 11th, 12th, 18th, and 19th. With additional dates of 20th, 21st, 25th and 26th, if necessary. Please refer to draft schedule for proposed budget section discussion per date.

10. The Selectboard will authorize Town staff to apply for Community Development Block Grants and Maine DOT Municipal Stream Crossing grant.

If the Selectboard authorizes, Town staff will apply for 2 Community Development Block Grants. This first application is through the Community Development Block

Grants/Public Service. The Town would request \$75,000 for the purchase of a 15-passenger for senior activities. The second application would be through the Community Development Block Grants/General Application for restrooms facilities at Casco Community Park. We are requesting 50% of the cost from the grant with 50% match from the Town.

The next application that we need guidance on is the Maine DOT Municipal Stream Crossing grant. This grant recently changed from DEP to Maine DOT as the administrator. They also changed some of the parameters associated with the grant. This initial began applying for this \$200,000 grant with the intention of installing a 12-13' box culvert on Edwards Road near Davis Farm Road. During the authoring of the grant, it was discovered that any new culvert must meet the parameters of a 100-year storm. Based on the hydraulic testing and the formula associated with the 100 storms, the Town would need to construct a 25-30' bridge over Davis Brook. The estimated costs for this project would be between \$800,000 and \$1,000,000. We are seeking guidance on whether to continue applying for the grant or consider local funding of the box culvert that meets the 25-year storm parameters or pursuing neither option.

11. The Selectboard will consider the FY25 road projects and the release of an RFP for these services.

Included in your packet are two (2) proposed FY 25 project groupings. Both options contain surface paving of Moose Run, Sunny Hill Road, New Road, and South Casco Village Road that all received base coats during FY24. In addition, reclaiming/repaving of Glen Drive, shim an overlay on Quaker Ridge Road between Glen Drive and Brown Ave.

- Option # 1 includes reclaiming/repaving Stone Road (assumes keeping at current 13' width). The cost of these projects is estimated at \$769,045
- Option # 2 includes shim/overlay of Raymond Cape Road is estimated at \$673,199

Once the preferred option is identified, staff and I request authorization to begin the RFP process for the preferred option or the preferred option including Edwards Road Box Culvert.

12. The Selectboard will discuss Short Term Rental software offered by GPCOG and the notification process.

The Town is currently assisting GPCOG and BETA testing a Short-Term rental software developed by a member of their staff. This software assists in the tracking of current permitted short-term rentals, identifying STR listed on Vrbo and Air bnb (with future expansion opportunities) and communication with violators. As of this writing, the Town currently has 84 non licensed short-term rentals being advertised on these two platforms with a high of 206 just a month ago.

This software is being provided to the Town of Casco free of charge until July 2024. After July, there will be a minimal annual fee associated with the software. I anticipate this software budgeting will be included in the annual budget process. This software should increase the Town's effectiveness with enforcing this ordinance with minimal staff hours, communicating with STR owners unaware of the ordinance, providing our public safety department with this essential information and ensuring the annual the fees for STR registration meets the Town's expenses.

13. The Selectboard will consider a contracted planner for the remainder of FY2024.

Town staff and I have been in contact with a couple local independent planners about potentially providing the Town with limited planning assistance on particularly complex or expansive projects. This 6-month practice would provide us with some tangible data or experiences on determining the need for planner before June's Town Meeting. Even more important, this would provide the Planning Board with some critical assistance that may be needed during review of complex or expansive projects. While the use of a contracted planner falls under the authority of the Town Manager, this public dialogue is critical for the long-term discussion relating to the planner position and policy direction relating to planning.