



**Manager's Memorandum
Selectboard Meeting
June 2, 2026**

To: Selectboard
From: Tony Ward, Town Manager
Date: 05-30-2026
Re: Selectboard meeting 06-02-2026

Below are notes for agenda items for June 2, 2026, meeting

5. Managers' Update

- A. The audiovisual equipment for the Community Center meeting rooms has arrived and was installed with the assistance of Selectperson Bob MacDonald and Planning Board member Marc Rocque. Unfortunately, one of the monitors was damaged during shipping and had to be returned to the vendor for replacement. We anticipate receiving and installing the replacement monitor in the near future.
- B. BTEK completed the reconfiguration of the RFID system at the Bulky Waste Facility, including software modifications tailored to the operational needs of both Casco and Naples. In addition, BTEK assisted Town Office staff with establishing access to the system, enabling them to enter and manage resident RFID data. We anticipate the system will be fully operational and go live for both communities on July 1.
- C. All of the signage recommended by the Safe Streets Committee for Quaker Ridge Road has been received. Public Works will utilize Dig Safe services as needed and begin installing the signs incrementally. Installation will start at the intersection of Quaker Ridge Road and Poland Spring Road and will proceed toward Roosevelt Trail.
- D. The first application was submitted in partnership with the Lake Region ATV Club to the Maine Department of Agriculture, Conservation and Forestry's State Parks and Public Lands ATV Trail Fund. The Town is seeking approximately \$63,000 to assist with repairs to a section of the ATV trail that crosses Leach Hill Road.

The second application was submitted to the Maine Department of Transportation's Maine Infrastructure Adaptation Fund. The Town is requesting \$200,000 to help fund the installation of a box culvert at the Leach Hill Road crossing of Decker Brook.

The third grant application is being prepared with assistance from the Greater Portland Council of Governments (GPCOG) and is being submitted to the State's Resiliency Grant Program. If awarded, the funding would support the expansion of the Town's municipal fiber network in partnership with Sebago Fiber.

Public Hearing

6. The Selectboard will conduct a Mass Gathering -Major public hearing for Casco Days Fair.

The Casco Selectboard will conduct a public hearing on the Casco Day Fair Association's Major Mass Gathering Permit application for the annual Casco Days Fair, scheduled for July 23 through July 25. The purpose of the hearing is to review the application and receive public comments regarding the proposed event. Following the closure of the public hearing, the Selectboard is expected to deliberate and act on the application.

7. The Selectboard will conduct a Mass Gathering - Major public hearing for Casco Village Church Open Air Market.

The Casco Selectboard will conduct a public hearing on the **Casco Village Church** Major Mass Gathering Permit application for the annual **Open Air Market**, scheduled for July 11, 2026. The purpose of the hearing is to review the application and receive public comments regarding the proposed event. Following the closure of the public hearing, the Selectboard is expected to deliberate and act on the application.

On-Going Business

8. The Selectboard will consider updating the following policies, Community Center Facility Use, Collection of Emergency Medical Service Fees, Remote Meeting Policy and Tax Acquired Property.

Included in the Selectboard packet are the current Community Center Use, Collection of Emergency Medical Fees, Remote Meeting, and Tax-Acquired Property policies. All of these policies are antiquated and require additional review. Also included in the packet is a recommended Tax-Acquired Property policy provided by our legal counsel. This updated policy complies with recent changes in Maine law.

9. The Selectboard will discuss year-to-date financials.

Included in the Selectboard packet is year to date expenses and revenue. The Town's revenue performance remains strong overall, with total collections at 91.95% of budget through May 30, 2026. Several revenue categories have already exceeded annual budget expectations, and upcoming fourth-quarter State payments for BETE Reimbursement and Revenue Sharing are expected to materially improve overall results. Combined with ongoing collection efforts and continued strength in key revenue sources, the Town is well-positioned to meet or exceed its budgeted revenue targets for the fiscal year.

As of the reporting date, the Town has expended \$5,128,595 of its \$5,632,720 approved expense budget, representing 91.05% of the total budget. This leaves a remaining balance of \$504,125, or approximately 8.95% of budgeted funds available. Based on the budget timeline, expenditures were projected to be approximately 94.23% of budget at this point in the fiscal year. Actual spending is therefore below the anticipated spending level, indicating that expenditures are currently tracking favorably against budget expectations. If remaining spending trends remain consistent, the Town should end the fiscal year with an surplus of approximately \$122,000.

New Business

10. The Selectboard will consider the bids for the Casco Village Crosswalk Request for Proposal.

Gorrill Palmer assisted the Town with conducting the Request for Proposals for the Casco Village Crosswalk Project. Acceptance of bids was until May 28, 2026, and the bids were publicly opened at 2:00 p.m. on that date.

The Town received five bids for the project, and the bid price from each company is shown in the table below. The apparent low bidder is J. Pratt Construction with a low bid of \$39,263.00.

Manager’s Memorandum Page 2

Contractor Name	Total Project Cost
Aceto Earthworks	\$ 77,952.00
Pratt & Sons	\$ 84,800.00
Glidden	\$ 49,475.00
Marwin Construction	\$ 66,487.00
J Pratt Construction	\$ 39,263.00

11. The Selectboard will discuss the Casco Village Zoning workshop and community forum.

Chairperson Plummer and I will provide an overview of Thursday evening’s community forum about Casco Village rezoning.

12. The Selectboard will consider a 3-year contract with Cumberland County for General Assistance Services.

Included in the Selectboard packet is a proposed three-year contract with Cumberland County for General Assistance administration. This would be the Town’s second three-year contract with Cumberland County for this service.

Staff and I strongly recommend approving the contract because the benefits to the Town outweigh the annual administrative expenses associated with the agreement. The proposed base fee for FY27 is \$11,406.12, which represents a \$438.70, or 4%, increase from the current year. The fees for FY28 and FY29 are not defined as a percentage increase in the proposed contract.

Manager’s Memorandum Page 3

13. The Selectboard will discuss future modifications to easement agreement between Casco Public Library and Town of Casco.

The Casco Public Library recently received Planning Board approval for its proposed expansion project. The expansion will require modifications to the existing easement agreement between the Town and the Library. However, legal counsel has advised that there is no immediate need to amend the agreement, and the Library may proceed with construction without the modification being finalized at this time.

Any necessary amendments to the easement agreement can be presented to the voters for consideration at the January Special Town Meeting.

14. The Selectboard will consider accepting \$10,000 grant funding from Maine Community Foundation and a donor for repairs to Jugtown Bridge.

Town staff applied to the Maine Community Foundation for a \$10,000 grant for repairs to the Jugtown Trail bridge on behalf of the Open Space Commission. The Town recently learned that it was awarded \$5,000 by the Maine Community Foundation and an additional \$5,000 from one of the Foundation's donors who was specifically interested in supporting the project.

Per Town Meeting approval, the Selectboard is the body with the authority to accept grants on behalf of the Town.

15. The Selectboard will consider an MOU request from the Town of Naples.

Included in your packet is a request from the Naples Town Manager seeking the Town's participation in a Memorandum of Understanding (MOU) to establish a cooperative regional agreement for the use of the proposed Naples Recreation Complex, anticipated to be constructed in 2027, as a shared emergency warming and cooling center for residents of the Lakes Region.

As presented, the MOU does not address several critical factors associated with the operation, management, funding, and long-term responsibilities of such a facility. Additional clarification regarding these matters may be warranted before the Town considers entering into the agreement.

It is my understanding that the MOU is intended, in part, to demonstrate regional support for the project as Naples pursues grant funding opportunities and seeks to reduce the local property tax impact associated with the facility's construction and operation

16. The Selectboard will consider liquor license renewal for Lake Region Brewing.

Included in the Selectboard packet is a request from Lake Region Brewing for renewal of its liquor license. The Town has not received any complaints regarding the operation of the brewery and is not aware of any violations of applicable regulations.

If approved by the Selectboard, the application will be forwarded to the State of Maine Bureau of Alcoholic Beverages and Lottery Operations, which is responsible for the final review and determination of the license renewal.

17. The Selectboard will recognize Mary Fernandes' 15 years of service as a Selectperson.

The Town of Casco would like to recognize and thank Mary Fernandes for her 15 years of dedicated community service as a member of the Casco Selectboard. Throughout her tenure, Mary has demonstrated a strong commitment to the residents of Casco through her thoughtful leadership, steady guidance, and willingness to serve the community's best interests. Her years of public service, involvement in important Town initiatives, and dedication to local government have made a lasting and positive impact on the Town of Casco. The Town sincerely appreciates Mary's many contributions and thanks her for her years of service to the community.