



**Manager Memorandum  
April 2, 2024, Meeting**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 03-28-2024,  
Re: Selectboard meeting 04-02-2024

Below are notes for agenda items for the March 5<sup>th</sup> meeting

**5. Managers Update**

- A. Allison Griffin Monthly Newsletter is receiving positive feedback. The average monthly newsletter is being viewed digitally by approximately 680 individuals. Last month 136 received the newsletter directly via e-mail, 443 through the Town's Facebook post and 56 views from the web site. In addition, 45 hard copies of the newsletter were available at the Town Office and Library.
- B. Griffin Miller recently resigned from the Town to explore other opportunities. His vacancy was posted, and applications are now being accepted until April 11, 2024. We hope to fill the position by early May.
- C. The equipment associated with the LED upgrades for Town Office and Community Center arrived at the Titan Energy Biddeford's office. Unfortunately, some of the items were damaged during transit. The replacement items are being shipped from California. I will provide an update when the installation timeline is finalized.
- D. Is the Selectboard interested in interviewing volunteers for the Comprehensive Plan Implementation Committee at your next meeting (April 16<sup>th</sup>) or at your May 7<sup>th</sup> meeting?
- E. Included in your packet is the structural engineering report on 9 Leach Hill Road and the ability to change into a meeting center.
- F. As a portion of the budget discussion the current Town roadways status was discussed. We are currently using software to assist us develop repair strategies in maintaining our 28 miles of asphalt roads. The estimated costs associated with repair or maintaining all Town roads would be approximately \$15.8 million. I will show you the current roadway status with the Street logic software. A more extensive demonstration of the software's capacity will be shown at a later Selectboard meeting.
- G. The Casco Naples Transfer Council met with Sebago Technics on March 27<sup>th</sup> to discuss future repairs to the Transfer Station. After receiving additional feedback from the Council, Sebago Technics advised they would come back the council in approximately a month with an updated plan for the transfer station; associated

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costs with the modified design and a timeline for construction based on J Pratt Constructions availability.

## **Public Hearing**

### **6. The Selectboard will conduct a public hearing on a liquor license renewal for Top of the Hill Grille**

Included in your packets is Top of the Hill Grill's liquor license renewal application.

In the past, the Selectboard provided the authority for the Town Clerk to approve Liquor License renewals. Unfortunately, State law requires public hearings for any liquor license renewal for the five years after the initial awarding of the license. This is the 4<sup>th</sup> year of the renewal and requires the mandated public hearing.

The Town has received no complaints about this business and is not aware of any administrative violations. Staff and I recommend the Selectboard approve the liquor license request and recommend the forwarding to the State of Maine Bureau of Liquor for final review/approval.

## **Old Business**

### **7. The Selectboard will discuss with Port City Architecture about remodeling the Central Fire Station.**

Representatives from Port City Architecture will be present to provide their analysis of remodeling the Central Fire Station. Included in your packet is their analysis of a remodel project compared to a new construction. Their analysis projects a remodel and bay additions would cost \$7,578,750 and the cost for new construction would be \$7,852,500.

## **New Business**

### **8. The Selectboard will discuss the revaluation process with Vision Governmental Services and Cumberland County Assessing.**

Cumberland County Director of Regional Assessing Rob Sutherland, Sandra Schmucki of Vision Governmental Services and David Cornell of Cornell Consultation will present information relating to some revaluation concepts, general revaluation information, what to expect upon completion and the current timeline of the process. Included in your packet are the documents associated with their presentation.

### **9. The Selectboard will consider FY25 Road bids.**

Included in your packet are the bids associated with the FY25 base road projects and a bid alternate. The Town received bids from two companies with Glidden Construction appearing to be the lowest bid on both portions of the bid process. Glidden Construction's bid was \$395,994 for the base bid and \$225,920 for bid alternate. The total cost of both projects would be \$621,914. Included in your packet is the bid tabulation sheet

Staff and I request that you award Glidden Construction the base bid or base & alternate bids based on your budgetary dialogues.

Also included in your packet are bid documents for both Glidden Construction and Shaw Brothers Construction.

#### **10. The Selectboard will discuss appointing members of the Ad Hoc Committee**

The Selectboard authorized the creation of an Ad Hoc Committee Associated with Vision Zero grant. To date, the Town has received requests to participate on this committee from Sarah Blank, Sam Brown, Eric Dibner, Chris Jordan, Justin Millette, & Rae-Anne Nguyen.

Staff and I are seeking guidance about the Selectboard interviewing these committee applicants prior to appointment. The policy does state you must meet or interview them prior to any committee appointment. With an ad hoc committee it does not define the mission statement, membership, authorization, and meetings as with other defined committees/board.

#### **11. The Selectboard will discuss appointing members of the Veteran's Committee**

The Town has posted vacancies for the Veteran's Committee for several months. During that time, the Town has received requests from Brian Cole, Thoams McCarthy and Elinor Withington to be appointed to the Committee with Gene Connolly being the Selectboard's representative.

Staff and I are seeking guidance about the Selectboard interviewing these committee applicants prior to appointment. The policy does state you must meet or interview them prior to any committee appointment.

#### **12. The Selectboard will consider mid-term bargaining with IAFF 5372**

The International Association of Fire Fighters filed notice that they are requesting mid-term bargaining. Their current collective bargaining agreement is scheduled to expire on June 30, 2025. I need authorization from the Selectboard to agree on open the collective bargaining agreement and authorizing Chief Cole and I to bargain on behalf of the Town.

#### **13. The Selectboard will discuss a potentially dangerous building located at 21 Graffam Road.**

An apparently dangerous building was recently brought to the Town's attention and is located at 21 Graffam Road. The uniqueness of this dangerous building makes the discussion on future actions noteworthy. The dangerous building is not located on owned land. The land is owned by Irene Morton. The building was previously owned by her son Robert Morton.

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Unfortunately, the Town foreclosed on the property on February 18, 2024. Thus, making the Town the current owner of the apparent dangerous building. Staff and I are seeking guidance about the Selectboard preferred direction for proceeding.

Photographs of the building are located in your packet.

#### **14. The Selectboard will consider the Fiscal Year 2025 Budget.**

Included in your packet is a synopsis of the budget numbers as of the March 26<sup>th</sup> workshop. The only remaining discussion points are the amount of roadwork to perform and the funding sources to complete this task.