



**Manager's Memorandum
Selectboard Meeting
May 12, 2026**

To: Selectboard
From: Tony Ward, Town Manager
Date: 05-06-2026
Re: Selectboard meeting 05-12-2026

Below are notes for agenda items for May 12, 2026, meeting

5. Managers' Update

- A.** Town staff are currently developing Requests for Proposals (RFPs) for several capital improvement projects, including replacement of the Community Center roof, replacement of the Brown Avenue Station roof, repairs to the sand/salt storage shed, and financial services. Staff anticipates releasing these RFPs within the next month.
- B.** Since the Annual Town Meeting, the Town has communicated with LJB (formerly Gorrill Palmer), which assisted in obtaining signed contracts and work orders for several voter-approved projects. These projects include pavement preservation work by Glidden Excavation on Hams Hill Road, Libby Road, Raymond Cape Road, Ridge Road, and Ward Circle, as well as the installation of an ADA-compliant crosswalk at the Community Center by J. Pratt Construction.
- C.** The FY25 audit of Town finances is nearing completion. Staff anticipate providing the Select Board and the public with copies of both the short and long forms of the audit in July.
- D.** Town staff are stilling legal counsel related to 131 Tenney Hill Road, 50 Rabbit Run, 21 Graffam Road and docks associated with common owned land. We anticipate future and more detailed dialogue coming before the Selectboard in July.
- E.** On June 9th, the Town Office front office staff staffed the polling place and supported voters throughout a busy and challenging election day. The team encountered a high volume of voters along with technical difficulties involving the state ballot machine, requiring patience, coordination, and quick problem-solving to keep the process moving smoothly. Despite these obstacles, staff maintained a high level of professionalism and a sense of humor, helping ensure that voters were assisted efficiently and respectfully. Special thanks are extended to Penny, Laurie, Devin, Melissa, Leslie, and Joe for their dedicated efforts and teamwork in supporting the successful administration of the polls.

On-Going Business

6. The Selectboard will consider updating the following policies, Community Center Facility Use, Collection of Emergency Medical Service Fees & Remote Meeting Policy.

Included in the Selectboard packet is the current Remote Meeting Policy that can be interpreted for all boards/committees to fall under. Also included in your packet is a policy that is strictly designed for the Selectboard.

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

Once construction of the expansion begins, modifications to the easement agreement between the Town and the Library will be required. The current easement agreement was approved by voters at the January 28, 2026 Special Town Meeting.

After consultation with legal counsel, the Town identified four options regarding the existing easement agreement:

1. Make no changes to the easement agreement and allow construction to proceed, recognizing that the agreement would no longer accurately reflect existing conditions.
2. Modify the easement agreement and hold a Special Town Meeting for voter approval prior to the start of construction.
3. Modify the easement agreement and seek voter approval at a regularly scheduled Town Meeting, whether annual or special.
4. Notify the Library that it is in violation of the easement agreement and initiate litigation.

Over the past three years, the Town and the Library have worked collaboratively to accurately document property boundaries, easements, and building locations. In light of this cooperative relationship, Town staff recommends modifying the easement agreement and seeking voter approval at a regularly scheduled Town Meeting, either annual or special.

Legal counsel has advised that there is no immediate time sensitivity requiring prompt modification of the easement agreement.

New Business

8. The Selectboard will discuss Safe Street Committee's projects with Chairperson Rae-Anne Nguyen.

Chairperson Rae-Anne Nguyen will provide an update on the Safe Streets Committee, highlighting recent activities focused on improving pedestrian safety, traffic calming measures, and community engagement efforts. She will discuss recent work that includes reviewing intersection safety concerns, and increasing walkability on Town roadways. Looking ahead she will expand on outreach to neighborhoods and collaborating with governmental or non-profit partners on proposed infrastructure changes. The update will continue the focus of making streets safer and more accessible for all users.

9. The Selectboard will discuss the Open Space Plan.

Members of the Open Space Committee will be present to provide an overview of the proposed Open Space Plan, which is included in the Selectboard packet for review.

Developed with the assistance of Resilience Planning and informed by extensive public outreach and stakeholder engagement, the plan establishes a 10-year framework for protecting Casco's natural resources, preserving its rural character, expanding recreational opportunities, and enhancing community resilience. The plan identifies priorities for land and water conservation, trail connectivity, public access, climate adaptation, and stewardship, with implementation occurring in phases through partnerships, grant funding, and community collaboration. Funding for the development of the plan was secured through grant funds obtained in partnership with Loon Echo Land Trust.

10. The Selectboard will consider a limited liquor license for Loon Echo event.

Loon Echo Land Trust is seeking an event liquor license for an Incorporated Civic Organization Special Event scheduled for July 29, 2026, with a rain date of July 30, 2026. The event will take place on Hacker Hill. If approved by the Select Board, the application will be forwarded to the Maine Bureau of Alcoholic Beverages and Lottery Operations for final review and approval. Town staff and I recommend approval of the application and have identified no basis for denial.

11. The Selectboard will reconsider the reappointment of volunteers to committees with expiring terms.

Town staff reached out to all volunteers whose terms are expiring on boards, commissions, and committees. Based on these discussions, the vast majority have expressed interest in being reappointed to their respective groups. Those individuals include Robert Williamson, Sam Brown, and Pam Edwards (CPIC); Sam Brown and Eric Dibner (Safe Streets); and Sue Witonis, Barbara Durr, and Maureen McAllister (Finance Committee).

Volunteers not seeking reappointment or withdraw from their respective boards and committees include Tom Mulkern (Finance Committee), Trevor Tidd (Zoning Board of Appeals), Tuan Nguyen-elected (Transfer Station Council), Elinor Withington (Veterans Committee), and Joseph Armenti, Jr., and Wyatt Petit (CPIC).

12. The Selectboard will consider the Casco Day Fair Association application to register Bingo/Beano.

Included in the Select Board packet is the application submitted by the Casco Day Fair Association seeking registration with the State of Maine Department of Public Safety, Gambling Control Unit, for authorization to conduct Beano/Bingo games in conjunction with Casco Days. The requested dates of operation are July 23 through July 25, 2026, and are consistent with the dates approved under the previously authorized mass gathering permit.

13. The Selectboard will discuss the year-to-date revenues and expenditures for Bulky Waste/Transfer Station.

At Vice-Chairperson's request, I have included in the Selectboard packets the financial reports for the Casco-Naples Bulky Waste Facility. Year-to-date expenditures through June

total \$797,117.53 against an annual budget of \$1,159,635, representing 68.72% budget utilization and leaving an available balance of \$362,517.47. Overall, the department remains within budget and is in a sound financial position.

Included in the Selectboard packets is the year-to-date revenue report for the fiscal year ending June 2026. Overall revenue performance remains strong, with actual revenues collected totaling \$1,132,097.53 against a budget of \$1,159,634.00. Revenue collections were bolstered by contributions from the member towns, with Casco and Naples slightly exceeding budgeted expectations, as well as strong performance in General Tipping Fees and Interest Income, both of which significantly exceeded budget projections

14. The Selectboard will consider draft minutes from the June 3, 2026 Town Meeting.

At Vice-Chairperson's request, I have included in the Selectboard packets the financial reports for the Casco-Naples Bulky Waste Facility. Year-to-date expenditures through June total \$797,117.53 against an annual budget of \$1,159,635, representing 68.72% budget utilization and leaving an available balance of \$362,517.47. Overall, the department remains within budget and is in a sound financial position.

Included in the Selectboard packets is the year-to-date revenue report for the fiscal year ending June 2026. Overall revenue performance remains strong, with actual revenues collected totaling \$1,132,097.53 against a budget of \$1,159,634.00. Revenue collections were bolstered by contributions from the member towns, with Casco and Naples slightly exceeding budgeted expectations, as well as strong performance in General Tipping Fees and Interest Income, both of which significantly exceeded budget projections.

15. The Selectboard will consider appoint of Chairperson and Vice-Chairperson of the Selectboard for the upcoming fiscal year.

Under Section 2 of the Selectboard Rules of Order and Procedures, the officers of the Board consist of a Chair and a Vice-Chair, who are selected annually at the first Selectboard meeting following the annual Town Meeting. The rule establishes a clear succession process by requiring that the current Vice-Chair automatically assume the position of Chair after the annual Town Meeting, unless the Board agrees to a different arrangement as permitted by the rule. Once the Vice-Chair becomes Chair, the Board must select a new Vice-Chair from among the three remaining Selectboard members. The rule also limits the role of the outgoing Chair by prohibiting that individual from holding either officer position for at least one year, unless the Selectboard specifically approves an exception. As a result, the annual transition of officers is designed to provide continuity in leadership while ensuring that officer positions rotate among Board members over time.

16. The Selectboard will consider a Settlement Agreement with Richard Burnell and Theresa Linnell.

Included in the Selectboard packet is a proposed agreement with Richard Burnell and Theresa Linnell. The proposed Settlement Agreement has been prepared in accordance with prior discussions and guidance from legal counsel.