



**Manager's Memorandum  
October 1, 2024, Meeting**

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 09-30-2024  
Re: Selectboard meeting 10-01-2024

Below are notes for agenda items for the October 1st meeting

**5. Managers Update**

- A. On behalf of the Town, I forward a letter of intent to purchase 2.5 Acres to the rear of the Town Office. This letter only commits the Town to purchasing the land at a special Town Meeting being held in January. This will be an obvious agenda item prior to Town Meeting, but this is an opportunity to voice this intended acquisition in a public forum.
- B. Surplus Action raised \$2,467.50 from the sale of the 2005 GMC Sierra, Pressure Washer, Airco Welder and Coats tire changer. All these funds can be placed into the unassigned funds or placed into a capital account based on the Selectboard's preference.
- C. The FY 25 and FY26 winter road maintenance agreement remains consistent for these two years. Future growth in plowing is scheduled FY27, but that obviously depends on the future direction of public works. Included in your packet, is a copy of the FY25 plow routes. The routes in gray and red are being plowed by Town staff and the remaining routes being plowed by C Pond Plowing. The Town is also responsible for plowing Town properties. Each of these plow routes is approximately 10 miles in length.
- D. The first scheduled November Selectboard meeting is scheduled for November 5<sup>th</sup>. Staff and I would like to determine if the Selectboard would prefer to conduct this meeting on October 29<sup>th</sup> instead because it is two weeks from the 15<sup>th</sup>'s meeting or keep this meeting date.
- E. The Transfer Station project is moving forward as expected. The only modification to the plan is including a railing at the hopper to comply with Maine Bureau of Labor standards (OSHA). To date, no unexpected delays have occurred.

- F. The State of Maine accepted our Comprehensive Plan submission and considered it complete. Included in your packets is a copy of the acceptance letter the Town received.
- G. The Selectboard should begin discussing a date for a special Town Meeting to be held in January 2025. I anticipate multiple items being on a warrant that will be included, but not limited to:
- Overlay district for library
  - Approval of Maine State Retirement (Maine PERS) plan 3c for full time fire fighters
  - Approval of purchasing land with capital funds
  - Any approved ordinances under review
- H. Recent research into the boat launch by Thompson Lake marina determine this ramp is currently owned by Thompson Lake Marina. The current owner is willing to transfer the ownership of this boat launch to the Town. I am speaking with legal counsel about the process necessary for obtaining ownership. This may or may not be warrant article on the January special Town Meeting Warrant.
- I. Routine road maintenance is occurring over the next two (2) weeks. 6 roads are receiving crack sealing treatment as part of the operational road maintenance budget. The roads receiving this treatment are Brown Avenue, Johnson Hill Road, Leach Hill Road, Libby Road, Overlook Road and Point Sebago Road.

## **Old Business**

### **6. The Selectboard will discuss discrepancies between Town and Library property lines, deeds, and other land-related discrepancies.**

Jensen Baird is still working with the library's counsel regarding developing an overlay zone to elevate the described problems. I have met with a representative of the library during this period to keep the lines of communication and cooperation open.

I anticipate having a draft of the overlay before the Planning Board by the end of October and a joint public hearing in November.

### **7. The Selectboard will discuss a Senior Tax Credit ordinance.**

At the Selectboard's request, Staff and I discussed the opportunities related to a Senior Tax Credit ordinance. We are recommending the following parameters of the ordinance.

- Residents must be 70 years of age
- Must currently receive Casco Homestead Exemption and received this exemption for 10 continuous years
- Applicants' income should be 80-% of USDH Median Income (currently @ \$72,250
- Maximum Tax credit of \$500

- Cap all expenditures on the program at \$20,000. If more than 40 apply for credit, the \$20,000 is equally divided amongst the eligible applicants.
- Should or should not require applying for and receive the State of Maine Residents Tax Fairness Credit program

We are still waiting for information from Maine Revenue Services to determine the number of residents receive the Residents Tax Fairness Credit. This number could obviously affect the above recommended credits or funding amount.

If the Selectboard is comfortable with the described outlined, I will begin coordinating with Jensen Baird for authoring the ordinance for the Town's June Town Meeting.

## **New Business**

### **8. The Selectboard will discuss FY26 and FY27 road repair plans.**

Included in your packet were the recommendations options for FY26 and FY27 previously provided by Gorrill Palmer. These options may slightly change because of Stone Road being completed this year and grant award for Edwards Road culvert project.

Representatives from Gorrill Plamer will be present at the meeting to answer the Selectboard' questions regarding the proposed projects or road maintenance.

### **9. The Selectboard will discuss the status of the Fire Department with Chief Cole.**

Chief Cole will provide the Selectboard with an update on the Fire Department and recent renovations completed at Central Station. He will also provide an update on the OSHA regulations being discussed at the national level.

### **10. The Selectboard will consider updates to the Personnel Policy.**

As previously mentioned, in 2025 Maine Municipal Employees Health Trust (MMEHT) will cease offering the POS A plan. In addition to this change, they are renaming every health program and changing Point of Service (POS) plans to Preferred Provider Organization (PPO).

The POS A plan is the Town's primary health plan, and 23 employees opted for this plan. The Town must decide which plan should replace it with. Meeting with MMEHT, they recommended opting for the Acadia PPO Plan which most reflects the previous POS C plan. After reviewing the new options, staff and I recommend replace the POS A plan with the Acadia PPO plan effective 1/1/2025. We also recommend the Town stay with Baxter PPO (previously POS 200) and Moosehead PPO (previously (PPO1500) as the other two options currently offered to employees.

Included in your packet are a comparison of the POS A and current POS C, next year's MMEHT offerings and a definition sheet. 2025 prices are not released by MMEHT, but the

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average policy price difference between POS A and POS C plans was approximately \$275 per month per employee.

The only other substantive change is the works hours in the policy reflecting the actual work hours being completed by employees

**11. The Selectboard will consider changing Michelle Williams appointment on the Planning Board from an alternate to full voting member.**

Michelle Williams is currently an alternate on the Planning Board. In this appointment, she has routinely attended and participated in Planning Board meeting. Her current knowledge in the Planning Board's agenda items, proposed items and forthcoming comp plan related ordinances would make the transition from alternate to a full voting member straightforward. This would then open up an alternate position for posting and I already have two residents inquiring about this position.

**12. The Selectboard will discuss storage of supplies by a non-Town organization in garage.**

The Town owns multiple garages on what is referred to as the Berry property. One of these garages is storing supplies for a non-profit. Staff and I believe this garage would be better utilized for storing off season Town equipment instead of exposing it to inclement weather. If this garage is not utilized, staff and I would explore other storage options that have not been budgeted for.

We have not communicated with this non-profit yet, because we can not locate any agreement or previous discussions about this garage. Staff and I wanted to ensure we obtained the history of this agreement or Selectboard support before starting this dialogue.

**13. The Selectboard will discuss the status of the new Planner position.**

The posted vacancy for a planner received only one (1) application and this applicant was from another portion of the country. We have not conducted an interview with this person because the application process only ended on the 27<sup>th</sup>.

Planning assistance is currently being provided by Maine Design Workshop as contracted. This company is providing assistance to the Planning Board in their review of applications and conducting of Planning Board meeting. In addition they are helping with the Comprehensive Plan Implementation Committee.