



**Manager's Memorandum
Selectboard Meeting
July 7, 2026**

To: Selectboard
From: Tony Ward, Town Manager
Date: 07-02-2026
Re: Selectboard meeting 07-07-2026

Below are notes for agenda items for July 7, 2026, meeting

5. Managers' Update

- A.** I met with the Raymond Town Manager to discuss updating the Interlocal Agreement for Animal Control services. The initial conversation was encouraging about continuing the interlocal agreement, but Raymond is conducting appropriate financial due diligence while exploring potential internal options for providing these services in the future. The Town Manager understands the current parameters of the Interlocal Agreement, including the automatic renewal provisions and the associated opt-out clauses.
- B.** Glidden Excavation began initial work on the FY27 Pavement Preservation Project last week. They are currently completing base gravel work on portions of Ward Circle due to substandard roadway material and improper roadway pitch. In addition, they are installing a new culvert at the intersection of Hams Hill Drive and Heather Lane, as the existing culvert was found to be completely inoperable.
- J.** Pratt Excavation began work on the Meadow Road Crosswalk project on July 1. The crew started the initial excavation and began installing the support poles for the Rectangular Rapid Flashing Beacons (RRFBs).
- C.** Greater Portland Council of Governments (GPCOG) and MaineDOT have been conducting, and will continue through September, an analysis of crash data and speed collection data along the Route 302 corridor. Following completion of this analysis, the project focus group will conduct community outreach, including a public engagement event and/or pop-up outreach activities within one of the three participating communities.

As the data analysis is completed, GPCOG will present its initial findings to the participating Town Select Boards. The goal of the study is to develop an actionable set of safety recommendations that each community can prioritize and implement to improve safety along the Route 302 corridor.

Some recommendations may require additional planning and design work before they are ready for implementation through the MaineDOT Work Plan or other state and federal funding opportunities.

Additional information about the Route 302 Safety Study is available at:

<https://gpcog.org/752/Route-302-Casco-to-Bridgton>

- D. The Town has been able to communicate with Robert Morton regarding the removal of his personal belongings from 21 Graffam Road. Mr. Morton was verbally notified of the Town's plans to demolish the structure and was provided 21 days to remove his personal belongings under the supervision of Town staff.

Town staff continues to work with Drummond Woodsum regarding the failed consent agreement involving the property owner at 131 Tenney Hill Road.

- E. The Berry Property work group is working with Sebago Technics to develop a site capacity analysis and conceptual renderings to support future community outreach and public engagement efforts.

The capacity analysis is evaluating several potential uses for the property, including a carry-in/carry-out boat launch, associated parking, a multi-use pavilion, green space, recreational parking, and the potential reservation of land for future municipal facilities or services.

Although the property is substantial in size, its configuration may present challenges for accommodating some of the proposed uses. The results of the capacity analysis and conceptual renderings will help determine which amenities are feasible, support future community discussions, and assist the work group in finalizing recommendations for a master plan for the property.

- F. The Maine Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands, notified the Town of Casco that its application for financial assistance for a 2026 ATV trail project had been approved. The project was approved for a total cost of

\$62,818, with grant reimbursement available for up to \$56,536.20. Eligible expenses incurred on or after April 1, 2026, may be reimbursed if they comply with the grant agreement and approved project description, with reimbursement provided only after proof of payment is submitted. The award also allows up to \$500 to be used for qualifying landowner relations expenses, such as appreciation dinners, trash removal, or installation of state-approved landowner relations signs. The Bureau expressed its support for the project and reminded the Town that all reimbursement requests must be submitted by November 30, 2026, preferably by certified mail.

- G. As part of the FY27 budget, funds were approved for the purchase of new laptops, including upgrades for the Selectboard members' devices. I understand that a couple of Board members prefer using tablets with detachable keyboards instead of traditional laptops.] Before moving forward with the purchase, I'd like to confirm the remaining Selectboard members' preferences. Please let me know whether you would prefer a laptop or a tablet with a keyboard for your Town-issued device.

On-Going Business

6. The Selectboard will consider updating the following policies Community Center Facility Use and Collection of Emergency Medical Service Fees

Included in the Selectboard packet are draft versions of the two policies listed for review. The Emergency Medical Services Fee Policy has been reviewed by the Fire Department, and staff is comfortable with the current draft. Chief Cole will be present to answer any questions related to the policy. Following public discussion, staff believes the policy is ready for Selectboard consideration and approval.

The second policy, regarding the Use of the Community Center, remains a working draft. Staff are continuing to review the policy and develop additional recommendations. However, we believe it is important for the Selectboard to begin reviewing the policy's content and provide initial feedback to help guide the completion of the final draft.

7. 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.

8. The Selectboard will consider a rebranding design proposed by Coco Walsh Creative, LLC.

Courtney Walsh of Coco Walsh Creative will present her proposed branding and logo design concepts for the Town to the Selectboard. She will provide an overview of the proposed rebranding, explain the design concepts, and answer any questions the Select Board may have regarding the project.

9. The Selectboard will consider future legal actions related to violation of a cease-and-desist order at 50 Rabbit Run.

The cease-and-desist order issued for the property at 50 Rabbit Run remains in effect. Despite the order, business activities at the property continue. The resident has appealed the Code Enforcement Officer's denial of the Home Occupation permit application, as well as the Notice of Violations. The appeal is currently scheduled for review by the Zoning Board of Appeals on July 20, 2026.

Additionally, the resident has submitted a Site Plan Review application, which is scheduled for initial discussion by the Planning Board at its regular meeting on July 27, 2026. Town legal counsel remains in communication with the property owner's legal counsel regarding the continued failure to comply with the cease-and-desist order.

The Code Enforcement Office have received complaints that Pachamama continues to operate even though the he issued a cease and desist / stop work order to discontinue all nonresidential activities on the property on or about May 11th. As a result the CEO would like to get authorization from the Board to step up enforcement.

New Business

10. The Selectboard will receive an update on the Casco Fire Department.

Chief Cole will be present to provide the Selectboard with an update on Fire Department operations, ongoing initiatives, and other items of interest. He will also be available to answer any questions from the Select Board.

11. The Selectboard will consider appointing Daniel Grotto to the Finance Committee.

Dan Grotto is requesting appointment on the Finance Committee to fill the one three-year vacancy. Mr. Grotto's financial background assists him in understanding the complexities of municipal budgeting.

12. The Selectboard will discuss current vacancies on Boards, Committees and Commissions.

The Selectboard has been provided with the current list of committee and board vacancies, which is included in the meeting packet for its review.

Subsequent to the preparation and posting of the committee documentation, I received correspondence from Tom McCarthy notifying the Town of his resignation from the Comprehensive Plan Implementation Committee (CPIC) and requesting appointment as an alternate member of the Planning Board. I also received a request from Amy Brown seeking appointment to the CPIC.

As these requests were received after the committee documentation was finalized, they are not reflected in the posted materials. Following the Selectboard's guidance and action regarding these requests, the committee and board vacancy postings will be updated and reposted as appropriate.

13. The Selectboard will consider the two applicants for the MMA Legislative Policy Committee.

The Maine Municipal Association's Legislative Policy Committee (LPC) is responsible for developing and guiding MMA's legislative priorities on behalf of Maine municipalities. The committee is composed of municipal officials from across the state and reviews proposed legislation, recommends policy positions, and provides direction to MMA's advocacy efforts before the Maine Legislature. The LPC meets regularly throughout the legislative session to evaluate bills affecting municipalities and ensure that the interests of local governments are represented in the legislative process.

Each Senate District is represented by two members on the LPC. The two proposed representatives for this district are David Nadeau of Windham and Rebecca Spitella of Westbrook. Brief resumes for both candidates are included in the Select Board packet.

14. The Selectboard will consider updating the beach usage practice during swimming lessons.

Selectboard Member Eugene Connolly requested that this discussion item be placed on the agenda. Town staff experienced numerous challenges during the current swimming lesson season related to beach capacity and the behavior of some users.

Staff posted signage around the retaining wall advising beachgoers not to sit, stand, or play on the retaining wall.

The second of two swim lesson sessions is scheduled to conclude on July 17th. Staff recommend a discussion regarding the use of the beach during swim lessons, either at this time or in early 2027, to help identify potential improvements and establish clearer expectations for future seasons.

15. The Selectboard will consider a liquor License Renewal for Point Sebago.

Included in the Selectboard packet is a request from Point Sebago 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 renewal of the license.

Workshop

17. The Selectboard will conduct a workshop regarding the remote meeting policy.

At its June 16, 2026, meeting, the Selectboard requested that a discussion regarding a remote meeting policy be scheduled as a workshop item for this meeting.

Included in the Selectboard meeting packet are the Town's current Remote Meeting Policy and a draft Remote Meeting Policy developed specifically for the Selectboard's consideration. The workshop is intended to provide an opportunity for the Board to review and discuss the proposed policy and provide directions as appropriate.