



**Town of Casco**  
Selectboard Meeting Agenda  
March 15, 2022  
6:00 PM Regular Meeting  
Casco Community Center

**Regular Meeting**

1. Review and approval of the meeting agenda
2. Approval of bills and signing and approval of all open warrants
3. Approval of Minutes: March 1, 2022
4. Manager's Update

**Old Business**

5. The Selectboard will consider ARPA Funds
6. The Selectboard will discuss 2 Foreclosed properties currently for sale

**New Business**

7. The Selectboard will discuss fees for use of Electric Charging Stations
8. The Selectboard will consider the appointments to Planning Board
9. The Selectboard will discuss the of the Comprehensive Plan
10. The Selectboard will consider a recycling permit by Colonial Auto
11. The Selectboard will discuss the Manager's initial proposed budget
12. Public Participation
13. Selectboard Comments

**Executive Session**

14. Executive Session1 M.R.S.A. 405(6)(E) Consulting with Legal Counsel
15. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 03/15/22.
16. Executive Session1 M.R.S.A.405(6)(F) Poverty Abatement Request- Case 03/15/2022
17. Adjournment

**Reminders to the Attending Public:** Selectboard meetings are open to the public, but the public may not speak unless recognized by the Board Chair or Vice Chair in their absence. Except during a public hearing, comment time is limited to 2 minutes per speaker during public participation. Matters related to personnel will not be heard.

*Future meeting dates (subject to change)*

April 5, 2022

April 19, 2022

May 3, 2022

May 17, 2022



## TOWN OF CASCO

635 MEADOW ROAD  
CASCO, MAINE 04015

### 3-15 MEMO

To: Selectboard

From: Tony Ward, Town Manager

Date: March 10, 2022

Re: Selectboard meeting 03-15-2022

Below are notes for agenda items for Tuesday's meeting.

#### 4. Managers Update

- A. Included in the Casco/Naples Bulky Waste budget is a proposed bond payment relating to the repairing and up keep of the facility. The anticipated amount of the bond is 1.6 million. The Naples Budget Committee is concerned that the vote on this bond would be conducted at different times, because of Naples Town Meeting is in April. They inquired about the possibility of conducting a secret ballot vote during the June primary election instead of Town Meeting vote. Naples Town Manger is making this same inquiry with the Naples' Selectboard on March 14<sup>th</sup>.
- B. This June, three Selectboard seats shall be voted on. There are two 3-year terms and 1 1-year term. Nomination papers are now available for these seats.
- C. CEO John Wiesemann and I are finalizing a draft ordinance relating to adult use marijuana and medicinal store fronts. We anticipate counsel reviewing the draft ordinance during the month of March which provides the Selectboard ample time to review and conduct a public hearing.
- D. MSAD 61 Superintendent Al Smith plans on attending the March 22<sup>nd</sup> budget meeting and provide a synopsis of the MSAD's budget on Casco.

#### Old Business

#### 5. The Selectboard will discuss ARPA funding.

Maine Municipal Association recently conducted a training on ARPA relating to the U.S. Treasury's final rules. Since that release of this ruling in January, the Treasury provided more concise and defined uses of these funds. The most substantial clarification in the Treasury's ruling relates to lost revenue. The original ruling made defining the lost revenue challenging and many Maine municipalities could not show an actual loss of revenue during the pandemic. The new ruling that takes effect on April 1<sup>st</sup>, all municipalities can assume a loss of \$10 million dollars in revenue. This is a similar concept to the standard deduction when filing your personal income taxes.



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By declaring this lost revenue, it allows for greater use of the ARPA funds. The initial focus on these funds were for water controls, but that dialogue can now change (if desired). ARPA fund uses now include purchasing capital equipment, operational equipment and repairing of infrastructure. The Board could expand on these opportunities during the up-coming Capital Improvement Plan budgetary discussions.

Members of the Selectboard requested additional information on the ARPA hazardous pay relating to Casco employees. If the Board decides to use ARPA funds for Hazard Pay, they must decide on payments to full-time, part-time and per diem employees. Here is a synopsis of staffing:

<b>Department</b>	<b>Full-Time Employees</b>	<b>Part-Time or Per Diem Employees</b>
Administration	6	2
Code Enforcement	2	0
Facilities	1	1
Recreation	1	0
Public Works	1	0
Fire	5	19
Shared Employees (ACO & Bulky Waste)	6	0
<b>Total</b>	<b>22</b>	<b>22</b>

Of the above listed 44 positions, 4 employees are not eligible for ARPA hazard pay because of their status as exempt employees. If the Selectboard decides to provide Hazardous Duty pay with ARPA funds, I would recommend paying three of these exempt employees (Code Enforcement Officer, Recreation Direct and Fire Chief) the same pay with Town funds. With these exemptions, the total number of eligible employees is 40.



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### **6. The Selectboard will discuss 2 Foreclosed properties currently for sale.**

As is the case with many tax-acquired properties, the details of the foreclosure prove an essential element in the process. Area residents recently challenged two of the property's availability for sale as tax-acquired properties. The two properties are on Thomas Pond Shore Road (Map 12, lot 50) and O'Connor Road (Map 28, lot 46).

The Thomas Pond Shore Road was actually purchased by area residents in 2017 along with another piece of property on Thomas Shore Pond Road. This transaction coincides with the ceasing of tax payments. The residents filed all the required paperwork with the Town relating to the transfer tax and registering the deed with Cumberland County Registry of Deeds. Human error occurred on the processing of the transfer tax, which resulted in this portion of the Thomas Pond Shore Road not being changed in Vision (Assessing Software) or Trio (Town taxing system). I anticipate an executive session in the near future for consultation with counsel for these owed taxes.

Another area resident challenged the Town's ownership of the O'Connor Road property. They claimed this area was a park owned by the area residents and designed for ingress and egress to Crooked River. Review of deeds, show some of these properties do have an ingress and egress to crooked river, but that is off Hancock Road. Review of the 1961 development plan does show this area as a park, but we have found no deeded right to area property owners. Review of our records, show liens placed on this property in 1969, 1970 & 1971. The 1973 Town Report shows this as tax acquired property for these taxes. I shared this information with the area resident and have not received any additional communication from them.

### **New Business**

### **7. The Selectboard will discuss fees for use of Electric Charging Stations**

Selectboard member Gene Connolly recommended this be placed on the agenda for discussion purposes.



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### **8. The Selectboard will consider the appointments to Planning Board**

The Planning Board currently has two vacancies and two expiring terms. I have received four requests to be placed on the Planning Board. The four applicants are Stan Buchanan, Pete Watkins, Kendra Osborne and Marc Rocque. Staff and I recommend the Selectboard appoint these four to the Planning Board.

### **9. The Selectboard will discuss the of the Comprehensive Plan**

GPCOG and the Comprehensive Plan Steering Committee continue progressing towards the methods of collecting important data and perspectives for the Comprehensive Plan. Multiple methods of data collection or community prioritization will be used and one primary method includes survey questions via the Comprehensive Plan web page. This page will be connected to the Town's web site and all Town department's Facebook accounts. This survey site will also be promoted via the Town's sign, posters and postcards.

Included in the Board's packet is a draft postcard that will be employed in the advertising of in-person discussions relating to the Comprehensive Plan. These in-person dialogues begin on the evening April 28<sup>th</sup> (Thursday) and end on May 2<sup>nd</sup> (Monday). These dialogues range from a macro view of the community to micro subcategories that include Social Life & Amenities; Streets, Trails & Mobility, Woods, Waters and Open Space; Support Local Economy and Economic, Environment and Social Sustainability. These discussions also include a special Selectboard session with the GPCOG staff on Sunday May 1<sup>st</sup>. The tentative time of this meeting is 10:00 AM.

The Steering Committee developed a focused distribution strategy for these postcards. Members of the Committee will be dispersing the cards at Kindred Farm Market, Chute's Café, Senior's Meal lunch and Casco library. Additional postcards are strategically placed at Community Center, Town Office and distributed through the school's backpack program. In addition, the committee plans on placing posters, signs or placards at the Transfer Station, Bulky Waste, area businesses, area churches and on major thoroughfares.



## **TOWN OF CASCO**

635 MEADOW ROAD  
CASCO, MAINE 04015

### **10. The Selectboard will consider a recycling permit by Colonial Auto**

Included in the Board's packet is an application by Colonial Auto Body, Inc. for a recycling permit. This is an annual permit application by Colonial Auto Body. After staff review, it is recommended that the Selectboard approve.

### **11. The Selectboard will discuss the Manager's initial proposed budget**

Included in your packet is a synopsis memorandum regarding the proposed budget. Prior to the Selectboard meeting, each member shall receive a digital copy of the budget and a few hard copies available at each of the budget meetings.



Casco is creating a new comprehensive plan, and we need **YOUR** input! Join us for focused discussions, presentations, events, and more.

For more info, visit <https://casco-gpcog.hub.arcgis.com/> or scan the QR code below.

## THURSDAY

### Kick-Off & Hands-On Workshop: Getting Ready for Growth

Presentation, 6:00-8:30 pm

## FRIDAY

### Social Life & Amenities

Public Roundtable, 9:30-10:30 am

### Streets, Trails, and Mobility

Public Roundtable, 11:00 am-12:00 pm

### Event Name

Event, 2:00-2:30 pm

### Woods, Waters, and Open Spaces

Public Roundtable, 3:00-4:00 pm

### Support Local Economy

Public Roundtable, 4:30-5:30 pm

### Event Name

Event, 6:00-8:00 pm

## SATURDAY

### Economic, Environment, and Social Sustainability

Public Roundtable, 10:00-11:00 am

### Event Name

Event, 2:00-2:30 pm

### Event Name

Event, 4:30-6:00 pm

## SUNDAY

### Selectboard Leadership Meeting

Meeting, 10:00-11:00 am

## MONDAY

### Closing Session

Presentation, 6:00-8:00 pm



# TOWN OF CASCO

635 Meadow Road  
Casco, ME 04015



## RECYCLER PERMIT

### FOR OFFICIAL USE ONLY

Date Received	03/01/2022
Zoning	R,AP
Property ID	0009-0047
Initial Approval	1978
Public Hearing Date	-
Permit Fee	\$20.00

Permit Number: \_\_\_\_\_

*To establish, operate or maintain an automobile graveyard and/or junkyard. Subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of Title 30-A, Sections 3751 to 3760.*

<b>ESTABLISHMENT ADDRESS:</b>	306 Poland Spring Road
<b>BUSINESS NAME:</b>	Colonial Auto Body, Inc.
<b>OWNER'S NAME:</b>	Mark S. Flanagin
<b>PARCEL ID#:</b>	0009-0047
<b>ZONING DISTRICT:</b>	Residential (R), Aquifer Protection (AP)
<b>MAILING ADDRESS (IF DIFFERENT):</b>	705 Webbs Mills Road, Raymond, ME 04071
<b>DATE OF ORIGINAL APPROVAL:</b>	1978
<b>RESTRICTIONS AND/OR CONDITIONS:</b>	None

EXISTING OPERATION

NEW OPERATION

*This permit is hereby granted upon condition that the automobile graveyard or junkyard does not violate any of the above Sections of Title 30-A.*

*This permit expires; March 28, 2023 unless sooner revoked by the Municipal Officers. An annual renewal of this approval is required provided that the permit holder furnishes a sworn statement, annually, on the anniversary date of the granting of the permit, that the facility complies with the standards of operation applicable at the time of issuance of the permit. Renewal is required on or before March 28, 2023.*

Dated at the Town of Casco this:	_____ day of _____
----------------------------------	--------------------

Municipal Officer: \_\_\_\_\_

Municipal Officer: \_\_\_\_\_

Municipal Officer: \_\_\_\_\_

Municipal Officer: \_\_\_\_\_

Municipal Officer: \_\_\_\_\_

Certified True Copy

\_\_\_\_\_  
Town Clerk





SECRETARY OF STATE  
BUREAU OF MOTOR VEHICLES  
STATE HOUSE STATION 29  
AUGUSTA, MAINE 04333

**Recycler License Zoning Renewal**

The completion of this form is required for the renewal of your recycler license. It must be completed and signed by an authorized town/city official, and official's signature must be notarized.

This is to certify that Colonial Auto Body Inc. located  
(Legal name of business)

on 306 Poland Spring Road is in  
(Complete physical address of business)

compliance with all local building and all zoning and land use regulatory state laws and ordinances; including the issuance of all necessary permits required for the operation of this business. This business is required to be issued a permit pursuant to Title 30-A, Section 3753, Subchapter 1; junkyard and automobile graveyards. This permit is a prerequisite to renewing a recycler license.

Signature of Authorized Town/City Official

Official Title

Town/City of

**Notarization Required**

STATE OF MAINE-County of \_\_\_\_\_ Date \_\_\_\_\_ 20 \_\_\_\_\_

Then personally appeared the above named \_\_\_\_\_  
(Town/City Official)

and acknowledged the foregoing instrument under oath to be their free act and deed.

Notary Public/Justice of Peace: \_\_\_\_\_

My commission expires: \_\_\_\_\_

MVD-379 Rev 12/2020



## TOWN OF CASCO

635 MEADOW ROAD  
CASCO, MAINE 04015

To: Casco Selectboard

From: Anthony Ward, Town Manager

RE: Proposed Budget

It is with great pride that I present my first proposed Casco budget for Fiscal Year 23 to the Selectboard. This budget presentation differs from previous formats and also modifies some of the accounting practices within the budget. A major change in the presentation of Department requests is the centralization of benefits and utilities. This centralization of these cost centers diminishes staff accounting time and minimizes the probabilities for human error.

The proposed budget continues some the plans initiated in FY22 with the second payment of \$37,000 for the completion of the Comprehensive Plan, increases in wages based on the completed salary survey and continuation of the road maintenance plan.

The proposed operating budget has an increase of 0.47% or \$20,771. The operational budget does not include debt service or proposed capital expenditures. The proposed capital expenditures total \$708,000 with \$220,000 being raised from new tax funds and the remaining \$488,000 from capital accounts and foreclosed property sales. The proposed debt service and capital expenditures would increase the budget by an additional 6.00% or \$270,771. The total package would raise the municipal budget by 5.67%. The proposed budget includes an anticipated \$75,829 increase in revenue. The Selectboard has alternatives in their discussions relating to the use of special revenue or capital accounts relating to capital purchases and their efforts to minimize the effect on taxpayers.

The most significant changes in the budget are proposals to increase public work staffing by one full time employee and increasing fire full time staffing by 2.

The provided excel spreadsheet or workbook shall provide the details associated with the proposed budget. I believe this collaborative discussion will focus on the growth of Casco services while understanding the immediate financial impacts increasing budgets on our taxpayers.

I want to thank all Department Heads for their assistance in developing this budget.

Sincerely,

Anthony Ward, Town Manager

## EXPENSE COMPARISON

DEPARTMENTS	APPROVED	APPROVED	PROPOSED	\$ INCREASE	% INCREASE
	FY21	FY22	FY23	OR DECREASE	OR DECREASE
ADMINISTRATION	\$ 804,686	\$ 832,990	\$ 673,837	\$ (159,153)	-19.11%
ASSESSING	\$ 86,942	\$ 89,150	\$ 88,884	\$ (266)	-0.30%
LEGAL	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
CONTINGENCY	\$ 10,000	\$ 45,000	\$ 35,000	\$ (10,000)	-22.22%
CODE ENFORCEMENT	\$ 152,550	\$ 169,420	\$ 141,805	\$ (27,615)	-16.30%
PLANNING AND ZONING	\$ 13,930	\$ 49,880	\$ 6,375	\$ (43,505)	-87.22%
RECREATION	\$ 167,512	\$ 178,643	\$ 150,260	\$ (28,383)	-15.89%
PARKS & BEACHES	\$ 16,030	\$ 43,475	\$ 15,565	\$ (27,910)	-64.20%
FACILITIES-CCC, ACCESS BLDGS	\$ 137,248	\$ 142,221	\$ 111,012	\$ (31,209)	-21.94%
CEMETARIES	\$ 4,200	\$ 6,200	\$ 6,200	\$ -	0.00%
OPEN SPACE COMMISSION	\$ 2,500	\$ 2,550	\$ 2,450	\$ (100)	-3.92%
VETERANS COMMISISON	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.00%
PUBLIC ASSISTANCE	\$ 9,200	\$ 15,000	\$ 23,500	\$ 8,500	56.67%
DONATIONS	\$ 112,759	\$ 127,136	\$ 119,703	\$ (7,433)	-5.85%
FIRE RESCUE	\$ 997,667	\$ 1,060,960	\$ 1,018,524	\$ (42,436)	-4.00%
ANIMAL CONTROL	\$ 88,468	\$ 99,572	\$ 101,389	\$ 1,817	1.82%
EMA	\$ 7,965	\$ 7,965	\$ 3,650	\$ (4,315)	-54.17%
PUBLIC WORKS ROADS	\$ 904,707	\$ 1,143,101	\$ 876,310	\$ (266,791)	-23.34%
STREETLIGHTS	\$ 9,500	\$ 9,500	\$ -	\$ (9,500)	-100.00%
DAMS	\$ 5,650	\$ 5,650	\$ 5,100	\$ (550)	-9.73%
BENEFITS & INSURANCE	\$ 19,000	\$ 32,500	\$ 605,833	\$ 573,333	1764.10%
TRANSFER/BULKY WASTE	\$ 351,807	\$ 366,534	\$ 363,276	\$ (3,258)	-0.89%
UTILITES	\$ -	\$ -	\$ 99,545	\$ 99,545	100.00%
<b>TOTAL</b>	<b>\$ 3,934,821</b>	<b>\$ 4,459,947</b>	<b>\$ 4,480,718</b>	<b>\$ 20,771</b>	<b>0.47%</b>
DEBT SERVICE BUDGET	\$ 319,000	\$ 319,000	\$ 349,000	\$ 30,000	9.40%
CAPITAL EXPENSES	\$ -	\$ -	\$ 220,000	\$ 220,000	100.00%
TOTAL EXPENDITURES	\$ 4,253,821	\$ 4,778,947	\$ 5,049,718	\$ 270,771	5.67%

**TOTAL BUDGET COMPARISON**

		FY 22	FY 23 PROPOSED	\$ INCREASE OR DECREASE	% INCREASE OR DECREASE
	BUDGET	\$ 4,778,947	\$ 5,049,718	\$ 270,771	5.67%
	REVENUE	\$ 1,985,578	\$ 2,109,757	\$ 124,179	6.25%
	NET BUDGET	\$ 2,793,369	\$ 2,939,961	\$ 146,592	5.25%

**TAX RATE COMPARISON**

		FY 22	FY 23 PROPOSED	\$ INCREASE OR DECREASE	% INCREASE OR DECREASE
Expenditures					
	MUNICIPAL	\$ 4,778,947	\$ 5,049,718	\$ 270,771	5.67%
	COUNTY TAXES	\$ 485,535	\$ 517,458	\$ 31,923	6.57%
	SCHOOL	\$ 6,493,390	\$ 6,323,390	\$ (170,000)	-2.62%
	OVERLAY	\$ 30,005	\$ 30,005	\$ -	0.00%
	Totals	\$ 11,787,877	\$ 11,920,571	\$ 132,694	1.13%
Revenues					
	OTHER	\$ 1,425,578	\$ 1,474,757	\$ 49,179	3.45%
	REVENUE SHARING	\$ 300,000	\$ 400,000	\$ 100,000	33.33%
	HOMESTEAD	\$ 205,000	\$ 180,000	\$ (25,000)	-12.20%
	BETE REIMB.	\$ 55,000	\$ 55,000	\$ -	0.00%
	TOTAL	\$ 1,985,578	\$ 2,109,757	\$ 124,179	6.25%
	<b>NET</b>	<b>\$ 9,802,299</b>	<b>9,810,814</b>	<b>\$ 8,515</b>	<b>0.09%</b>

### FY 23 Proposed Capital

FY23					
DEPARTMENT	Total Cost	FY 23 COST	CAPITAL OR RESERVE ACCOUNTS	RAISED AND APPROPRIATED	NOTES
<b>Adminstration</b>					
IT Hardware (4 Town Laptops & 3 Fire desk tops)	\$ 18,500	\$ 18,500	\$ -	\$ 18,500	
Tax Equilization	\$ 270,000	\$ 270,000	\$ 270,000		\$112,500 from 4-365-00 & \$157,500 from Foreclosed Property Sales
<b>Subtotal</b>	<b>\$ 288,500</b>	<b>\$ 288,500</b>	<b>\$ 270,000</b>	<b>\$ 18,500</b>	
<b>Community Center</b>					
Generator	\$ 40,000	\$ 40,000		\$ 40,000	
	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	
<b>Fire</b>					
Demo Fire Engine (Replacing Engine 14)	\$ 700,000	\$ 80,000	\$ -	\$ 80,000	
Hydraulic Ram	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	\$18,000 from 4-356-00
<b>Subtotal</b>	<b>\$ 718,000</b>	<b>\$ 98,000</b>	<b>\$ 18,000</b>	<b>\$ 80,000</b>	
<b>Parks</b>					
None	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Public Works</b>					
Future Purchase of Back hoe	\$ 120,000	\$ 60,000	\$ -	\$ 60,000	Raise for Capital Equipment Account
Road Repairs	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$200,000 from 4-359-00
<b>Subtotal</b>	<b>\$ 320,000</b>	<b>\$ 260,000</b>	<b>\$ 200,000</b>	<b>\$ 60,000</b>	
<b>Recreation</b>					
CCC Basketball & Tennis Courts	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	
Libby Park Tennis & Basketball Courts	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	
Tree trimming at Libby Park	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	
<b>Subtotal</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>	<b>\$ -</b>	<b>\$ 21,500</b>	
<b>TOTAL</b>	<b>\$ 1,388,000</b>	<b>\$ 708,000</b>	<b>\$ 488,000</b>	<b>\$ 220,000</b>	