

MINUTES
Casco Board Of Selectmen
December 29, 2009

Members Present:

Calvin Nutting, Susan Witonis, Carroll Morton and Paul Edes

Members Absent:

Barbara York

Staff Present:

David Morton, Lucille Griffin and Beth Latsey

Guests Present:

None

The Board of Selectmen approved bills and signed warrants.

The Board of Selectmen moved (Witonis), seconded (Nutting) and unanimously approved the minutes of December 8, 2009.

Old Business:

- Community Center Update:

Town Manager David Morton updated the Board of Selectmen on the Community Center project. The Community Center is moving forward as quickly as possible. The painting is completed and the floors are done, except for the gym floor. The gym floor is the next big part of the project. The bathrooms are in and completed. The entrance to Post Office is completed and when the ramp is removed and the window in the Post Office is reinstalled the heat will be reconnected in that area. When the floor to the gym is down, it will have to be finished and then will have to cure for a couple of weeks before we can get on the surface.

We are now in the process of putting together plans for the kitchen. Morton stated he will be getting together with the block grant people next week and will be going out to bid around the first of February.

Calvin Nutting asked if the seniors' meal site is moving back to the Community Center when the building is done. Town Manager Morton said that is up to the seniors. Nutting said he would like to have some of the seniors have input into the layout of the kitchen. He does not want them to feel he is trying to force them to go back to the Community Center. Town Manager Morton stated that the Fire Department does not mind having them here at the station. Nutting felt that the kitchen at the Community Center will be very small and asked what the width of the kitchen in the Community Center will be. Town Manager Morton said it is 12' wide. Beth Latsey said that a smaller kitchen would

make it easier to handle moving the pots and pans. Town Manager Morton thinks it is an improvement over what we had. Nutting said it would make a great snack bar type kitchen. Town Manager Morton said the kitchen will have a six burner range, a three bay sink, storage, etc. If we get some professional advice, we will be able to make that into a well designed kitchen. Having people help us with that and putting in a commercial grade kitchen will make it okay. There was discussion on what the size of the work area will be once the counters and appliances are in. It was noted that there are no outside windows planned for in the kitchen. There was discussion regarding the lack of an outside window and no air conditioning in the kitchen. There were suggestions that there be a provision for an outside window and air conditioning.

- Community Center Building Use Policy:

Town Manager Morton noted that Recreation Director Beth Latsey has been working hard on the policy and thought it was important to get the policy before the Board of Selectmen for their review. The Board of Selectmen reviewed the building use policy and the fee schedule for the Community Center.

Town Manager Morton said that we already have people calling to schedule use of the building and we need an appropriate, manageable policy in place. In developing the policy, there were couple of issues regarding charging or not and discussions on when people will be able to use the building and when we will need town staff there for them to be able to use it.

Calvin Nutting asked what, by definition, is a resident team and/or group and what does it mean that it must be Casco based. Latsey responded that Casco based means the majority of the team would have to be Casco residents. A non-profit group would have to be from Casco. Latsey noted that when we started out we thought this would be a fairly simple project. Latsey went over the policy and how it was developed. There was discussion about what a resident team was and the paperwork that would have to be filled out for use of the facility. There was discussion on what the fee structure should be if a school/organization is classified non-profit and charges for their services. Nutting asked if these fees were for a certain time frame. Latsey said the fees are per day. Town Manager Morton said these fees are pretty modest. Latsey said the Recreation Committee felt that the fee schedule should be reevaluated after six months. Latsey said she wants people to come in and fill out paperwork to use the facility, not just call to say put me in for a particular time slot. This is to keep it consistent overall. Town Manager Morton said another issue is use of the facility when there is no staff there. The Recreation Director will not be there all the time. We will have to schedule it the same as we did for the old building. The issue at this time is that the building is properly taken care of. A custodian could come in at 8:00 p.m. and work while people are in the building. After closing, the custodian would then have an hour to clean the building for preparation for the next day. That way we would have a staff person securing the building. This should not increase the custodial budget.

Nutting asked about the keys to the building. Latsey said that it is not her intent to have keys out there for a year at a time. Latsey gave information on the issuance of the keys and what access people would have to other areas of the building.

Paul Edes asked, regarding the keys, if people could have them duplicated. Town Manager Morton said that we found that to be a problem before; people were having the keys duplicated. We may have to change locks if too many keys are out. Town Manager Morton brought up the security factor and the possibility of installing security cameras.

Nutting asked what happens if the building is trashed while someone is using it. Latsey noted that there is the ability to have a security deposit and also a custodial fee. There ensued discussion on this item. Town Manager Morton said most of the groups are good and do not cause damage. Carroll Morton said he had seen the senior room outside door wedged open in the old building to permit entrance by people not scheduled to use the building. Town Manager Morton commented that with custodial services being done in the evening and the custodian making sure the building is secure and ready for the next day should help prevent doors being propped open. Nutting asked if this would be seven days a week. Town Manager Morton said perhaps we would have two or three people provide custodial services. Latsey said it is her responsibility to set the tone from the beginning and let people know that if something happens that there are consequences.

Susan Witonis noted the Monday through Friday hours will be from 9:00 a.m. to 10:00 p.m. and asked what the weekend hours would be. Will we have custodial services there for the weekends? There was discussion on how this would be handled. There was discussion on where the fees for the building will be put; what account would they be put into. Town Manager Morton discussed staffing in the old building and how it might be done in the new one. Morton asked if the Board felt comfortable with continuing with the old policy or would the Board want a custodial fee applied. The building will not be open on weekends unless there is a scheduled event. People would not have access to the building unless they had a key. Nutting asked if people knew that they are not to let anyone else in to use the building when they are there. Town Manager Morton responded that if we are able to lock each room separately, there will only be access to the room you have signed up for. There ensued further discussion on this item. Regarding complaints from people not having permanent keys, we will have to have control that and, if there are complaints, they will have to come before the Board.

Nutting noted that, unfortunately, we do not have a constable anymore to check the buildings.

Town Manager Morton indicated we need to have a little bit more structure than before. Latsey said the other thing that she and David had touched on was custodians in the building. This may be something that could be put on the town warrant to see if the people want to raise money for custodial purposes.

Discussion on what would be allowed during open gym times. Carroll Morton asked what happens if somebody does some damage and does not pay for the damage. Can

Beth take them to small claims court? Town Manager Morton said he does not know the answer to that. Anybody can go to small claims court but he doesn't know if Latsey can represent the town.

Witonis asked if we assumed that all meetings will now be held up at the Community Center. Town Manager Morton said we can't assume anything. It would be nice to be able to have the Planning Board and Zoning Board of Appeals back on a Monday night schedule. We would want to have our Town Meetings up there. Selectmen's meetings could still be held here. Elections/voting could go back up there.

Paul Edes suggested that we take what we have here for a policy and go for at least six months. Witonis asked if we should note on the fee schedule that prices are subject to change. Town Manager Morton said it should be on the fee schedule and on the policy. Nutting said that on #2 of the fee schedule, resident teams and groups, there is nothing there regarding non athletic events. Following discussion, item #2 will also include the stipulation of not being for non athletic events. Witonis asked if people were going to have to take their shoes off to use the gym. Latsey said that no black soled shoes will be allowed.

The Board of Selectmen moved (Witonis), seconded (Edes) and unanimously voted to accept the building use policy and the fee schedule for the Community Center, including the changes made by the Board of Selectmen, for a six month period. The policy and fee schedule will be reviewed by the Board of Selectmen at the end of the six month period.

Town Manager Morton advised the Board that he and Beth Latsey were having discussions regarding having some new program opportunities that are not currently planned for in the budget. If these programs can covered by fees, would the Board give permission to go ahead with the new programs. Witonis would like to see some non athletic events for middle age groups, not kids and not seniors. Town Manager Morton said Latsey is already thinking about drawing folks in to participate in programs and functions.

Carroll Morton said that, possibly, middle aged people do not need supervision. They can figure out things for themselves. He does not want to go to those kinds of things and noted there are all kinds of things to do. Witonis said that there is nothing for her age group to do.

Nutting commented on this concept of programs paying for themselves and asked if any of this involves insurance. Town Manager Morton said all of this involves insurance. All of the programs sponsored by the Recreation Department are covered by the town insurance. All the normal range of activities is covered by our insurance. This may not cover individuals and individuals may have to rely on their own insurance for coverage. Carroll Morton asked if Latsey was liable personally if someone flops down on the floor and is paralyzed. Town Manager Morton responded only if Latsey was grossly negligent. There ensued discussion on this item.

Calvin Nutting has had several citizens tell him that we should not make any decision on the Memorial School until the Casco Post Office was closed and then move the Town Office back there. Carroll Morton said that he had heard that too. Town Manager Morton is not sure the Post Office is going to close or move anytime soon. Nutting asked why we would think this was what would happen. Town Manager Morton responded that we knew before Casco Postmaster Bill Ross retired that a Postmaster would not be reappointed in Casco. There would just be an officer in charge. Regarding the Town Office being there, we could not fit everything in the Post Office space that we would need. It might work if we put in an elevator and utilized the upstairs as well. However, once you take out the space for an elevator, it would take out a good chunk of space. We would need professional help to do a design. Paul Edes noted that the way the building is set up now we would not have two exits. There was discussion on how the building might be configured. Nutting does not think that the bank in Casco Village will be there very long and Town Manager Morton said that there would not be room enough in the bank building either. Lucille Griffin said that we did not have space enough up in the old building for the Town Office and there would not be enough space in the Post Office area.

New Business:

- Budget goals and objectives:

Town Manager David Morton advised the Board of Selectmen that he is moving ahead and is budgeting zero increases for staff. The only increase will be in the custodial line. Morton said that will not be an increase in wages.

Public Participation:

There was no public participation or comment.

Other Business:

- NIMS Training:

Town Manager Morton reminded the Board that next week will be NIMS training. Morton has put out a notice to the Fire Department and the Rescue Department that they are welcome to sit in on the NIMS training.

- Real Estate Tax Write Offs:

The Board of Selectmen reviewed and discussed two tax proposed tax write offs:

1. Tax Map 8, Lot 14L located at 237 Leach Hill Road. The owner of the trailer moved out and the trailer rotted and fell apart.
2. Tax Map 1A, Lot 3L-0358 located at 358 Orange Road in Point Sebago. The old owners of the lot and trailer sold the lot and moved the trailer off the lot. The town kept billing the new lot owners for the same trailer. The new owners

advised us that they did not have that trailer but had moved their own trailer onto the lot.

Calvin Nutting asked if this was coming out of the abatement account. Town Manager Morton said we have zero balance in the abatement account. Nutting suggested that we may want to change that.

The Board of Selectmen moved (Nutting), seconded (Witonis) and unanimously voted to write off the taxes on both properties against the abatement account.

- Carroll Morton advised the Board that a couple weeks ago Eric Hanscom told him that people were getting sand that were not supposed to be getting it. Town Manager Morton said that he had called some people regarding this. Those called were an employee of Marston Tree Service who lives in Casco and has a long driveway, the marina in Naples, and Gary Drew who was sanding for family.

Calvin Nutting had gone over to get sand recently and had to scratch and scrape to fill two little buckets. Town Manager Morton advised we run out regularly. Eric Hanscom will fill the kiosk if it is empty on days the Transfer Station is open. The basic system is working very well. Susan Witonis noted that the Town of Raymond has been losing a lot of sand. There ensued discussion on this item.

- Susan Witonis requested to discuss moving the Selectmen's meetings back to the Community Center. Witonis said it is very hard to hear in this room. Paul Edes said he does not have any problem hearing in this room. Town Manager Morton said that the large room at the Community Center is too big and will echo too much. He thinks it might be a couple of months before we could move our meetings up there.

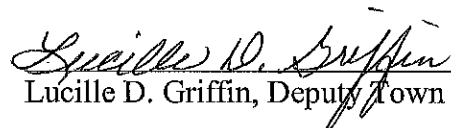
Susan Witonis moved to have our meetings at the Community Center. There was no second on the motion. There being no second for the motion, no action was taken.

There was further discussion regarding holding the Selectmen's meetings at the Community Center or continue to have them here at Central Station.

- There was discussion on the Memorial School regarding whether to take it down or to renovate the building.

There being no further business to come before this meeting, the Board of Selectmen moved (Witonis), seconded (Nutting) and unanimously voted to adjourn.

ATTEST:


Lucille D. Griffin, Deputy Town Clerk