



**Town of Casco**  
Selectboard Minutes  
February 4, 2020

**Selectboard Members Present:**

Mary Fernandes, Holly Hancock (Vice Chair), Calvin Nutting, Tom Peaslee (Chair) and Grant Plummer

**Staff Present:**

Town Manager Courtney O'Donnell and Recording Secretary Robert Tooker

1. Review and Approval of the Meeting Agenda

**The Selectboard moved (Fernandes), seconded (Hancock) and voted to approve the agenda for the February 4, 2020 Selectboard meeting: 5 in favor, 0 opposed, 0 abstentions.**

2. Approval of Bills and Signing and Approval of All Open Warrants

**The Selectboard moved (Hancock), seconded (Fernandes) and voted to approve bills and sign and approve all open warrants: 5 in favor, 0 opposed, 0 abstentions.**

3. Approval of Minutes (*January 21, 2020*)

**The Selectboard moved (Hancock), seconded (Fernandes) and voted to approve the minutes of the January 21, 2020 Selectboard meeting: 5 in favor, 0 opposed, 0 abstentions.**

4. Manager's Update (*Courtney O'Donnell*)

- A reminder that the first budget workshop will be held next Wednesday, February 12 at 6:30 p.m.
- Expects to have an update on future roadwork and the Town fee schedule in the near future.

- A reminder that election day is Tuesday, March 3<sup>rd</sup>. Anyone with questions about the primary election should contact the Town Office or visit the Secretary of State website. Polls will be open from 8:00 a.m. to 8:00 p.m. at the Casco Community Center.

5. Committee and Staff Reports (*Eric Dibner, Acting Chair of the Open Space Commission*)

Courtney O'Donnell stated that she met with Eric Dibner, Acting Chair of the Open Space Commission, and discussed 1) the fact that the three year terms of the two elected positions and the three appointed positions on the Commission are by Ordinance supposed to be staggered; and 2) the need to rectify the current circumstances of four of the five terms expiring in the same year. Eric stated that there may be opportunities to find new members who are interested in serving on the Commission to participate in its efforts to protect natural values and preserve the rural character of Casco.

Eric Dibner stated that the Commission's near-term goals include 1) developing a solid mission, plan and management goals for the Barry property; 2) continued development of an open space property on Route 302 near Ring Landing Road; and 3) continued development of an open space property on State Park Road.

In response to inquiries from Tom Peaslee, Eric stated that 1) plans for the Route 302 property call for acquiring access to the property from Ring Landing Road to take advantage of existing pathways; 2) plans for the State Park Road property call for pathway development, seating and signage; and 3) the Commission will work with citizens, the Recreation Committee and the Parks Advisory Committee on plans for the Barry property.

6. Public Participation: Agenda Items Only (*limit of two minutes per speaker*)

None.

7. Planning Board Member Discussion & Appointment: Gene Connolly

Eugene Connolly thanked the Selectboard and Town Manager Courtney O'Donnell for considering him for a position on the Planning Board. Gene described his experience as a fire fighter, emergency medical technician and member of the Town of Windham's Finance and Comprehensive Plan Committees.

**The Selectboard moved (Hancock), seconded (Fernandes) and voted to appoint Eugene Connolly, resident of Casco, to the Planning Board for the term of February 4, 2020 to March 30, 2020: 5 in favor, 0 opposed, 0 abstentions.**

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Courtney O'Donnell stated that the short duration of the term was for the purpose of filling a vacant position on the Planning Board for which the term is about to expire, after which Gene could be reappointed for a full term.

#### 8. Memorial Field Park Contract(s) Review & Approval: General Contractor & Electrical

Courtney O'Donnell called attention to 1) a draft contract with Whiteley Electric Inc. for electrical services in the amount of \$75,650; and 2) a draft contract with R.N. Willey & Sons Excavating, Inc. for general contracting and excavating services in the amount of \$201,825. Courtney stated that an uncertain contract price with R.N. Willey & Sons Excavating, Inc. was finalized after it was determined that field lighting pole foundations needed to be built on-site because they could not be pre-cast.

Courtney stated that 1) the draft contracts have been reviewed by legal counsel; 2) both contractors are comfortable with them; and 3) if approved by the Selectboard, then she will execute them. In response to an inquiry from Grant Plummer, Courtney stated that although costs are higher than anticipated, she is confident that they can be absorbed and the project will remain on budget.

**The Selectboard moved (Hancock), seconded (Fernandes) and voted to approve the contracts with Whiteley Electric Inc. and R.N. Willey & Sons Excavating, Inc. and authorize the Town Manager to execute the contracts: 5 in favor, 0 opposed, 0 abstentions.**

#### 9. Recycler License Renewal: Colonial Auto Body, Inc.

**The Selectboard moved (Hancock), seconded (Fernandes) and voted to approve the recycler license renewal for Colonial Auto Body, Inc.: 5 in favor, 0 opposed, 0 abstentions.**

#### 10. Capital Project Accounts Discussion

Courtney O'Donnell stated that the fiscal year 2019 audit is almost complete. Courtney stated that Capital Improvement Account 356 was originally thought to be over by \$10,498.15 but shows a negative balance due to charges incorrectly attributed to it. Courtney stated that the errors have been corrected and the account no longer shows a negative balance.

Courtney stated that the Casco Memorial School Capital Project Account shows a deficit of approximately \$121,000 in part because grant money used to purchase bleachers was not

received during the fiscal year. Courtney stated that in conjunction with that deficit, she recently learned that funds raised in the Recreation Department Capital Project Account were meant to cover the cost of the Casco Memorial School Capital Project Account, which they will once the cost of the bleachers is removed. Courtney stated that she will need a vote to move the balance from the Recreation Department Capital Project Account to the Casco Memorial School Capital Project Account, and that by doing so the audit will only show a negative number for the bleachers, which will be rectified in the current fiscal year due to receipt of the grant money.

**The Selectboard moved (Fernandes), seconded (Hancock) and voted to move the balance in the Recreation Department Capital Project Account 364 totaling \$113,467.50 to the Casco Memorial School Capital Project Account 363 to be reflected in the Fiscal Year 2019 Town Audit: 5 in favor, 0 opposed, 0 abstentions.**

#### 11. Selectboard Comments

- Holly Hancock stated that a photograph and accompanying plaque dedicating the Town Office building to former Town Manager David P. Morton in honor of his many years of service to the Town will be soon be ready for display. Holly stated that a dedication ceremony will be scheduled at a time when David, his family and the entire Selectboard can be present, and the press will be invited to cover it.
- Mary Fernandes called attention to an article in the Windham Eagle about the Regional Transportation Program (RTP). Mary stated that RTP is looking for volunteers and that representatives from RTP will be speaking at a future Selectboard meeting.
- Mary Fernandes stated that the Maine Army National Guard officially welcomed Casco resident Pfc. Jordan Magiera as its first female enlisted combat engineer.
- In response to an inquiry from Mary Fernandes, Courtney O'Donnell stated that a joint meeting with the Planning Board on proposed changes to the Shore Land Zoning Ordinance will be held during the February 25, 2020 Selectboard meeting.

#### 12. Public Participation: Any Topic *(limit of two minutes per speaker)*

None.

#### 13. Adjournment

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**The Selectboard moved (Hancock), seconded (Fernandes) and voted to adjourn: 5 in favor, 0 opposed, 0 abstentions.**

ATTEST:

Robert Tooker  
Recording Secretary