

Town of Casco

Minutes of the April 12, 2016 Selectboard Meeting

Selectboard Members Present:

Holly Hancock, Mary Fernandes, Grant Plummer and Tom Peaslee

Staff Present:

Administrative Secretary Bob Tooker

Approval of Agenda:

Holly Hancock amended the agenda to include an application for a catered function as agenda item seven and adjust agenda items seven and eight to eight and nine respectively.

The Selectboard moved (Peaslee), seconded (Fernandes) and voted to approve the agenda for the April 12, 2016 Selectboard meeting as amended: 4 in favor, 0 opposed, 0 abstentions.

Approval of Warrants:

The Selectboard moved (Peaslee), seconded (Fernandes) and voted to approve bills and sign warrants: 4 in favor, 0 opposed, 0 abstentions.

Approval of Minutes: (March 29, 2016)

Tom Peaslee amended the minutes to correct a misspelling of Al Smith's name from "All" to "Al."

The Selectboard moved (Peaslee), seconded (Fernandes) and voted to approve the minutes of the March 29, 2016 Selectboard meeting as amended: 3 in favor, 0 opposed, 1 abstention.

Town Manager's Update: (David Morton)

In David Morton's absence, Holly Hancock read his prepared update:

A second referendum to vote on a proposal for renovations to repurpose the Crooked River School to once again hold elementary classrooms is currently taking place. Please come to the Casco Community Center before 8:00 p.m. to vote in support of our school district.

CSB 4.12.16

The Selectboard will hold a public discussion regarding the future of the Casco Grange Hall building on April 26, 2016. The concerns are whether or not the Town should consider continued and extensive investment in the building in the absence of any significant Town use. The building is currently used for the Head Start program. The Town is faced with repairs to the building in the vicinity of \$60,000 to \$70,000 over the next two or three years if the Town wishes to retain the building. This will be an opportunity to discuss the future of the building and determine if the Town still values this old building.

Voting on the School Administrative District (SAD) 61 school budget will take place on May 17, 2016 at 6:00 p.m. at Lake Region High School.

The Town Meeting will be held on June 15, 2016 at 7:00 p.m. at the Central Fire Station. Nomination petitions are available at the Town Office. There are two open positions on the Selectboard, one open position on the Open Space Commission, one open position for a School Board Director, and one open position on the Transfer Station Council.

A brief editorial on junk yards and junky yards: The Town receives complaints on a regular basis regarding concerns about junk yards. Unfortunately, a lot of people have no concerns or pride in what their properties look like, often leaving debris such as old appliances, broken toys, snowmobiles or furniture lying about their properties. These are often what we refer to as junky yards and do not rise to the level of a junk yard as defined under State law. The process involved in prosecuting junk yard violations is long and costly to the community and does not resolve the issue of junky yards. The Town has been aggressive in the prosecution and forced clean-up of junk yards as described by State law and at the same time has been frustrated with the issue of junky yards. The problem with junky yards is widespread. Just drive down several Town roads and you will find junky yards. Several come to mind: I can think of four on Quaker Ridge Road, three on Libby Road, one on Route 121, two on Route 302, two on Point Sebago Road, two on Lakewood Road, two on Tenney Hill Road and so on. I am afraid that the Town is currently powerless to address properties where folks do not have any source of pride or concern for where they live or concerns for their neighbors and feel comfortable living with a junky yard.

Committee and Staff Reports:

Holly Hancock noted that the Selectboard recently received an edited version of the bid document for the Pleasant Lake/Parker Pond dam project with changes indicated by legal counsel, adding that she just received additional comments from a meeting attended by Hal Ferguson, David Morton and herself to discuss the bid document and how to proceed. Holly noted that one of the changes was that all bids will be received by David Morton at the Casco Town Office. Holly stated that the plan is to advertise the bids in construction journals next week, have them returned in May, and hold an on-site meeting with bidders so they can see the site, hear all of the information and be able to knowledgably bid. Holly noted that a large set of prints and contract documents needed to be printed in order to make them available for sale to bidders, adding that the start date for the project has been set at September 1, 2016. In response to an inquiry from Tom Peaslee, Holly stated that although one hundred and twenty days is the

window for completing the project, Casco and Otisfield will be looking to the bidders for a more exact time frame. In response to inquiries from Mary Fernandes, Holly stated that payments will be made to the contractor at certain junctures of the project after the designee has determined that the work has been successfully completed, and that the two Towns have an agreement with Ross Cudlitz to act as an owner's agent along with Myron Petrovsky. Holly stated that the Selectboard will be notified when all of the pieces are in place in time to prepare a warrant for the June Town Meeting. In response to an inquiry from Tom Peaslee, Holly stated that both Towns will be reviewing the bids along with advice from Myron Petrovsky and Ross Cudlitz.

Public Participation:

None.

Old Business:

1. Uniform Commercial Code (UCC) process for delinquent personal property tax collections.

Mary Fernandes stated that because Deputy Treasurer Pamela Griffin has been busy with April tax collections, Pamela has not had time to review her recent training related to the Uniform Commercial Code (UCC) process with her, adding that it will hopefully happen soon and that she will also be meeting with the Tax Assessor. Mary stated that she hopes to bring this agenda item back to the Selectboard soon.

2. Discussion regarding the process for General Assistance administration.

Holly Hancock directed the Selectboard's attention to several Town Office General Assistance activity logs. In response to an inquiry from Grant Plummer, Holly conveyed that David Morton reported that 1) the new approach is working very well; 2) it is a consistent process; 3) he is pleased with it; and 4) anyone in the Town Office can take applications and forward them. The Selectboard noted that the new process seems consistent, thorough and professional. Holly noted that the process is no longer dependent on the Town Manager or the Deputy Town Clerk being present in the Town Office to process applications, adding that her understanding is that David is looking to formalize the new approach and has negotiated a contract price rather than an hourly price. Grant noted that the Town Manager and Deputy Town Clerk are costly resources whose time is being saved and expressed his support for the new approach.

The Selectboard moved (Plummer), seconded (Fernandes) to proceed with the General Assistance program that was tried for a trial period and to sign a contract and continue with that process.

Mary Fernandes requested that the Selectboard receive quarterly reports similar to the General Assistance activity logs.

A vote was taken and the motion passed: 4 in favor, 0 opposed, 0 abstentions.

3. Review of the Selectboard Planning Matrix.

Holly Hancock stated that she and Mary Fernandes discussed the Planning Matrix with David Morton, adding that it is something the Selectboard knows and talks about but does not look at, and that there are some items that need to be added to it. Holly noted a budget discussion, committee appointment notifications and roadside mowing bids as upcoming reminders on the matrix. Grant Plummer noted that the winter road maintenance contract is in mid-term and requested that years be added to the matrix. Grant noted that authorizing road striping was listed on the matrix in March and that it needs to be addressed. Mary stated that the matrix was developed during a time when there were many “brush fires” to put out and that it is a helpful tool for keeping track of what needs to be done. Holly stated that the auditor’s report should be added to the matrix. Grant stated that the lawn and beach maintenance agreement should be added to the matrix, adding that anything with a multi-year contract should indicate the year the contract expires. Holly noted that ditching has come up several times. Grant suggested adding an annual update from the winter road contractor that includes the contractor’s perspective of how things went during the previous winter. Holly stated that the matrix will be reviewed on a monthly basis at which time items can be added.

4. Update on 86 Leach Hill Road property (former Holden property).

Holly Hancock noted that April 26, 2016 is the drop dead date for efforts to redeem the property and that as of her last meeting with David Morton, they had not heard anything. Holly stated that she will ask David to reach out for an update so there is some information available on April 26. Tom Peaslee stated that one would expect those who are trying to redeem the property to keep the Selectboard informed.

New Business:

5. Review of Emergency Medical Service (EMS) billing accounts overdue.

Holly Hancock distributed two items and stated that the first step is to review a list of accounts recommended for collections for reasons not to send an account to collections. Holly stated that a gap in dates indicated that there had been some payment activity that had subsequently stopped for a long enough period of time for the account to qualify for collections. Holly stated that the accounts had received at least three invoices that include a statement instructing the account to contact the Town if they feel challenged to make the payments and to provide the Town with the information necessary for it to review the account for a possible reduction or abatement of the invoice. Holly stated that for each account, the statement has been ignored. In response to an inquiry from Tom Peaslee, the Selectboard discussed the fee arrangements of the collection agency and any possible statute of limitations on the accounts.

The Selectboard moved (Plummer), seconded (Fernandes) and voted to send to collections the audit log dated April 12, 2016 for unpaid rescue calls: 4 in favor, 0 opposed, 0 abstentions.

Holly stated that the second step was to review a request from the Town's billing company to review an account previously submitted to the Thomas Agency for collections for which the Thomas Agency was seeking authorization to reduce the amount owed. Holly noted that the procedure calls for the account to provide the billing company with reasons why the amount owed should be reduced, adding that the issue is whether the Selectboard wants to apply the same procedure to the Thomas Agency that it applies to the billing company.

The Selectboard moved (Plummer), seconded (Peaslee) and voted to have the Town's billing company work with the Thomas Agency to request further information regarding this account: 4 in favor, 0 opposed, 0 abstentions.

6. Review of a first time application for a victual's permit.

Holly Hancock invited Dave Carter, the applicant, to introduce himself to the Selectboard. Dave introduced himself as a twenty-five year resident of Casco and stated that he was looking for approval to operate a seven foot by fourteen foot food vending trailer on the former Casco Memorial School property. Dave stated that 1) he would offer a variety of food; 2) his family has twenty-five years of experience in the food business; 3) his father is a sales manager for Sysco Foods; and 4) his brother is a chef. Dave expressed his view that it is a good opportunity for both his family and the Town, adding that there are not a lot of fast food opportunities or good fast food selections on that side of the Town. Dave stated that he would be responsible for clean-up, water and electricity. In response to an inquiry from Holly, Dave noted that there is already a portable toilet on the property.

Grant Plummer stated that the Town delegated oversight of that property to the Recreation Department and should review the application with it, adding that it is an extremely busy parking lot during baseball season. Mary Fernandes stated that although she likes the concept and the idea, the Town needs to look at the process, meet with different parties and make sure that everything is being done correctly. Grant stated that he thinks it is a phenomenal idea for Casco, that he would support Dave and his business, and that his only question is where.

Holly suggested getting others who are involved in that property to weigh in on the idea and see how the Town can make it work. Mary expressed the need to consider licensing, traffic control, liability and other issues. Holly confirmed that the trailer would be removed from the property every night. In response to an inquiry from Mary, Dave stated that his business will be known as "Dave's Dugout." Tom Peaslee confirmed that the business will be properly insured. In response to an inquiry from Holly, Dave stated that he will be using his food vending trailer at several fairs and other events. Grant expressed the need to review the application with David Morton and Beth Latsey, adding that it should not be a lot of work and that it is a process that needs to be followed.

7. Review of an application for a catered function.

Holly Hancock stated that Lake Region Caterers received a last minute request to cater an event at Camp Sunshine on April 23, 2016 and that because it is a well-known name applying for an event at Camp Sunshine, she felt that perhaps the Selectboard could review the application at tonight's meeting. Holly read a letter from Victoria Toole from Lake Region Caterers that stated she received a last minute request from Camp Sunshine to provide bar service for a professional event for Lake Region Weekly/Camp Sunshine After Hours to be held on April 23, 2016 from 5:00 p.m. to 8:00 p.m. for approximately fifty people, and that she hoped the Selectboard could review the application at tonight's meeting because time is of the essence with respect to obtaining State approval before the event.

The Selectboard moved (Fernandes), seconded (Peaslee) and voted to accept the application for a catered function at Camp Sunshine on April 23, 2016 from 5:00 p.m. to 8:00 p.m.: 4 in favor, 0 opposed, 0 abstentions.

Holly Hancock stated that the Selectboard will end its meeting with two executive sessions and opened the floor to Selectboard comments before adjourning for the executive sessions.

Selectboard Comments:

Mary Fernandes stated that the Town now has a new transfer station manager and that she and Holly Hancock had requested that David Morton obtain something in writing from Eric Hanscom, the retiring manager, that addresses challenges, state legislation and other issues. Mary stated that she would also like to see John Kimball, the new manager, introduce himself and say a few words at a Selectboard meeting. Mary thanked the Review Committee for its efforts and its unanimous decision to hire John Kimball, adding that she would like to hear a discussion about the transition period. In response to an inquiry from Tom Peaslee, Mary stated that the Town is looking at a tight transition period of about two weeks.

Tom Peaslee stated that Tom Mulkern seems to be doing a very good job with Town signs.

In response to a comment from Mary Fernandes, Holly Hancock stated that the Town received notification that the Maine Department of Transportation (MDOT) will be placing a rumble strip on Route 302 along the center line from Windham to Naples that is meant to help prevent lane incursions.

Mary Fernandes stated that she is waiting on several reports and would appreciate feedback from the Selectboard about commentary she will be sending out after she meets with Holly.

Holly Hancock reminded the Selectboard that a public hearing regarding the future of the Casco Grange Hall will be held at its next meeting on April 26, 2016.

8. Review of an application for a concealed weapons permit. (Requires executive session to review an application for a concealed weapons permit subject to Title 25 M.R.S.A., Chapter 252, subsection 2006.)

The Selectboard moved (Fernandes), seconded (Hancock) and voted to enter into executive session a to review an application for a concealed weapons permit subject to Title 25 M.R.S.A., Chapter 252, subsection 2006: 4 in favor, 0 opposed, 0 abstentions.

In response to an inquiry from Grant Plummer about combining the two executive sessions on the agenda, Holly Hancock stated that the Selectboard has done multiple sessions in the past, but that it can return from executive session and re-enter executive session for the next agenda item. In response to an inquiry from Grant, Holly noted that the party for agenda item nine was not present, but that the Selectboard will return from executive session and see if the party is present.

The Selectboard entered into executive session at 7:32 p.m.

The Selectboard returned from executive session at 7:39 p.m.

The Selectboard moved (Hancock), seconded (Peaslee) and voted to return from executive session: 4 in favor, 0 opposed, 0 abstentions.

The Selectboard moved (Plummer), seconded (Fernandes) and voted to approve the application for a concealed weapons permit dated April 12, 2016 S: 4 in favor, 0 opposed, 0 abstentions.

9. Review of a request for abatement of taxes due to poverty or infirmity. (Requires executive session subject to Title 1 M.R.S.A., subsection 405, paragraph 6, part F., and pursuant to Title 36 M.R.S.A. subsection 841 (2)).

The Selectboard tabled the agenda item because the party was not present.

The Selectboard moved (Plummer), seconded (Fernandes) and voted to adjourn: 4 in favor, 0 opposed, 0 abstentions.

ATTEST:

Robert Tooker

CSB 4.12.16

Administrative Secretary

CSB 4.12.16

For detailed information about Casco Selectboard meetings, please refer to complete audio and video recordings available on the Town of Casco website at www.cascomaine.org.