



Town of Casco
Selectboard Minutes
April 21, 2020

Selectboard Chair Tom Peaslee opened the meeting with the following announcement:

Due to the Governor's COVID-19 Stay at Home Directive, live public attendance will not be permitted at this meeting. The Selectboard will be participating via teleconference and the public will be able to view the meeting live on Lake Region Television and the LRTV website.

The public may call in to the meeting via telephone by calling 627-1326 during the Public Participation section of the agenda, commenting on the related agenda post on Facebook, or by emailing manager@cascomaine.org prior to 5:30 PM on 4/21/20.

Selectboard Members Present:

Mary-Vienessa 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

It was moved (Fernandes) and seconded (Hancock) to approve the agenda for the April 21, 2020 Selectboard meeting. A roll call vote was taken and the motion passed: 5 in favor, 0 opposed, 0 abstentions.

Fernandes – Aye
Hancock – Aye
Nutting – Aye
Plummer – Aye
Peaslee – Aye

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

It was moved (Hancock) and seconded (Fernandes) to approve bills and sign and approve all open warrants. A roll call vote was taken and the motion passed: 5 in favor, 0 opposed, 0 abstentions.

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Fernandes – Aye
Hancock – Aye
Nutting – Aye
Plummer – Aye
Peaslee – Aye

3. Approval of Minutes (*April 14, 2020*)

It was moved (Fernandes) and seconded (Hancock) to approve the minutes of the April 14, 2020 Selectboard meeting. A roll call vote was taken and the motion passed: 5 in favor, 0 opposed, 0 abstentions.

Fernandes – Aye
Hancock – Aye
Nutting – Aye
Plummer – Aye
Peaslee – Aye

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

- A reminder to the public that call-in comments during the public participation section of live streaming Selectboard meetings must take place during that section of the meeting while the meeting is occurring or be submitted ahead of time in writing so that comments can be read into the record.
- The deadline for nomination papers has passed. This deadline was not extended by a Governor's order.
- The Civil State of Emergency has been extended. It is anticipated that the Stay at Home Directive will be extended as well. Folks are encouraged to follow these mandates even if they are lifted sooner than expected. It is not only your life that may be saved, but also the lives of first responders or hospital staff. With the number of cases and unfortunately the number of deaths rising, patience is asked as we continue to move through this pandemic.
- The Town Office continues to process what it can. It may take few hours for calls to be returned. The staff is continuing to look at how it is doing things and trying to improve.
- The Transfer Station is open regular hours. The bulky waste side is down to Tuesdays and Saturdays only. It is hoped that the bulky waste side will soon be open four days. An update and press release will hopefully available in the near future.
- Work on the Memorial Field project is coming along very well.

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In response to an inquiry from Holly Hancock regarding the bulky waste facility being closed to commercial accounts, Courtney O'Donnell stated that 1) commercial haulers are restricted until the facility is able to accept cash; and 2) efforts are being made to arrange for billing commercial haulers as an alternative to cash payments.

Courtney stated that 1) the plastic over the attendant's window can make it difficult to hear; 2) the plastic is a safety measure put in place for employees; and 3) ideas for altering the arrangements are being looked at so that coupons can be accepted again. Calvin Nutting noted that it is difficult to see the attendant through the plastic.

5. Public Participation

Comments from the public via telephone: None.

Comments from the public via Facebook: None.

Comments from the public via email: None.

6. FY 19 Audit Presentation: RHR Smith & Company

Erika McKay from RHR Smith & Company reviewed the audited financial statements of the Town of Casco as of and for the year ended June 30, 2019. Erika commented on 1) the balance sheet including assets, liabilities, deferred inflows of resources and fund balances; 2) a three year comparison of general fund assets; 3) a three year comparison of general fund liabilities; 4) a statement of revenues, expenditures, and changes in fund balances; and 5) various charts and graphs. Erika stated that the Town brought in \$335,000 more than it did last year and spent \$40,000 more than it did last year.

Erika commended Courtney O'Donnell for being a great sounding board for the Town as well as her role in 1) reviewing policies, processes and procedures; 2) bringing about positive improvements; and 3) taking steps to ensure that Town Meeting warrant articles and balances are reconciled with what is committed. Erika stated that the Town is in a great financial spot.

In response to an inquiry from Mary Fernandes, Erika stated that funds in the Unassigned Fund Balance could be used to pre-pay bond interest. Courtney O'Donnell stated that Town expenditures exceeded what was approved by Town Meeting in warrant articles and emphasized that the Town is bound by those warrant articles.

7. Consent Agreement: Crooked River Campground

Rick Jones from Jones Associates, on behalf of Brian Wolpert, owner of Crooked River Campground, requested an additional year to resolve code violations at the campground. Rick

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cited business closures and the potential for lost revenue resulting from the COVID-19 pandemic as reasons for the request. Courtney O'Donnell confirmed that this would extend the deadline from November 1, 2020 to November 1, 2021. Courtney stated that if the Selectboard chooses to extend the deadline, then it would need to establish dates for 1) the removal of campsites from the resource protection zone; 2) the removal of structures and impervious surfaces from the resource protection zone; and 3) the completion of the revegetation plan.

Following discussion, the Selectboard agreed that 1) all campsites must be removed from the resource protection zone by November 1, 2021; all structures and impervious surfaces must be removed from the resource protection zone by May 1, 2022; and 3) the revegetation plan must be completed by August 1, 2022.

It was moved (Plummer) and seconded (Fernandes) to extend the deadline in the Crooked River Campground consent agreement for the removal of campsites in the resource protection zone to November 1, 2021, for the removal of structures and impervious surfaces in the resource protection zone to May 1, 2022, and for completion of the revegetation plan to August 1, 2022. A roll call vote was taken and the motion passed: 5 in favor, 0 opposed, 0 abstentions.

Fernandes – Aye
Hancock – Aye
Nutting – Aye
Plummer – Aye
Peaslee – Aye

8. Postponement of Municipal Elections & Town Meeting – July 14 & 15

Courtney O'Donnell requested that the Selectboard vote to move municipal elections and Town Meeting to July 14 & 15 to align with the State. Courtney expressed that hopefully the school district will do the same so that there will only need to be one polling place for one day. Courtney stated that 1) absentee ballots can be requested from the State via a link under Hot Topics on the Town website; 2) absentee ballots will be mailed out in early to mid-June; and 3) the State is pushing for the use of absentee ballots to reduce the number of people gathering at polling places.

It was moved (Hancock) and seconded (Fernandes) to move municipal elections and Town Meeting to July 14 & 15. A roll call vote was taken and the motion passed: 4 in favor, 0 opposed, 0 abstentions.

Fernandes – Aye
Hancock – Aye
Nutting – Not Present
Plummer – Aye

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Peaslee – Aye

9. Walking Trail Bid Award

Courtney O'Donnell stated that a public bid opening was held via Facebook Live and bids ranged from \$26,375 up to \$58,225. Courtney stated that a low bid from Skid Steer Services in the amount of \$20,850 was inadvertently left out and later included. Courtney emphasized that the cause of the Skid Steer Services bid being inadvertently left out is being addressed in an effort to ensure that it does not happen again. Courtney stated that the original estimate for the largely grant funded walking trail was approximately \$50,000 and the State's estimate was even higher.

Courtney stated that regardless of the confusion surrounding the low bid of \$20,850 from Skid Steer Services, she is still recommending that the bid be awarded to R.N. Willey & Sons in the amount of \$26,375 due to their familiarity with the project and their involvement with the multi-purpose field and field lighting, which may be more advantageous to the Town.

It was moved (Fernandes) and seconded (Nutting) to award the bid to R.N. Willey & Sons in the amount of \$26,375. A roll call vote was taken and the motion passed: 5 in favor, 0 opposed, 0 abstentions.

Fernandes – Aye

Hancock – Aye

Nutting – Aye

Plummer – Aye

Peaslee – Aye

10. Fees Schedule

Courtney O'Donnell referenced a draft Fees Schedule that consolidates all of the Town's fees into one document and one easy location for citizens. Courtney 1) commented on fees associated with animal control; 2) stated that certain fees are established by State law; 3) stated that revenue is fairly minimal from services such as photocopying and such fees should be kept reasonable; and 4) encouraged Selectboard members to provide feedback before the draft Fees Schedule comes before the Selectboard for final approval.

11. Budget Workshop Schedule

The Selectboard agreed to schedule remote budget workshops on the following dates beginning at 6:30 p.m.:

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Wednesday, April 29
Thursday, April 30
Wednesday, May 6
Thursday, May 7

Courtney O'Donnell stated that she will prepare and deliver all of the materials to the Selectboard prior to the first budget workshop on April 29.

12. Private Road Policy Discussion

Courtney O'Donnell stated that 1) the updated draft Private Road Policy has been approved by legal counsel; 2) the draft policy would need to go before Town Meeting; and 3) the draft policy lays out and covers everything including easement issues, road standards and waivers. In response to an inquiry from Grant Plummer, Courtney stated that unlike ordinances, policies cannot be amended at Town Meeting and the vote on the warrant article for the policy must be on a pass/fail basis.

Courtney stated that although a public hearing is not required, it would not hurt to seek input from the public via the Town website, Facebook or a post card mailed to all residents with a Casco mailing address.

The Selectboard agreed to 1) post the draft policy on the Town website along with a letter from Courtney O'Donnell that provides background and context for the draft policy; 2) send a post card to all residents with a Casco mailing address that alerts them to the draft policy posted on the Town website and how they can comment on it; and 3) set May 29 as the deadline for public comments on the draft policy. Courtney stated that the Selectboard can amend the draft policy after public comments and approve it for Town Meeting at its June 2nd meeting.

13. Planning Board Appointment: Gene Connolly

It was moved (Hancock) and seconded (Fernandes) to appoint Eugene Connolly to a three-year term on the Planning Board. A roll call vote was taken and the motion passed: 5 in favor, 0 opposed, 0 abstentions.

Fernandes – Aye
Hancock – Aye
Nutting – Aye
Plummer – Aye
Peaslee – Aye

14. Selectboard Comments

- Tom Peaslee offered to share his copy of the SAD 61 proposed budget.

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- In response to an inquiry from Holly Hancock, Courtney O'Donnell stated that she had been informed by Chris Pond that sand will be swept from municipal parking lots.
- In response to an inquiry from Holly Hancock, Courtney O'Donnell stated that re-striping municipal parking lots is on her list.

Holly Hancock stated that the Casco Days Board of Directors met in Casco Days Park to discuss whether or not to hold Casco Days this year. Holly 1) stated that several Board members feel that it might be possible to hold Casco Days this year; and 2) inquired as to how the Selectboard would feel about issuing a mass gathering permit.

Tom Peaslee stated that he would be okay with it as long as it does not go against any State regulations. Holly Hancock 1) expressed concerns about volunteers, business involvement, unemployment and difficulties related to maintaining social distancing; 2) called attention to a single precedent for cancelling Casco Days during World War II; and 3) expressed concerns about the future of Casco Days if problems related to COVID-19 arise in connection with an event this year.

The Selectboard 1) discussed potential legal and insurance issues; 2) discussed options for rescheduling; and 3) agreed to take a “wait and see” approach.

- Mary Fernandes gave a big shout-out to Paul and Leslie who distribute an average of 150 school lunches per day from a school bus parked in front of the Community Center on weekdays from 11:00 a.m. to 2:00 p.m. Mary noted that 1) the Bridgton Academy distributes school lunches on weekends; and 2) an average of 5,000 State funded school lunches are distributed throughout the school district each day.
- Mary Fernandes thanked everyone for staying safe and commended Courtney O'Donnell for her local handling of the COVID-19 pandemic.

15. Adjournment

It was moved (Fernandes) and seconded (Hancock) to adjourn. A roll call vote was taken and the motion passed: 5 in favor, 0 opposed, 0 abstentions.

- Fernandes – Aye
- Hancock – Aye
- Nutting – Aye
- Plummer – Aye
- Peaslee – Aye

ATTEST:

Robert Tooker
Recording Secretary