



Town of Casco
Selectboard Minutes
July 8, 2020

Selectboard Chair Tom Peaslee opened the meeting at 6:30pm.

Selectboard Members Present: Mary-Vienessa Fernandes, Holly Hancock (Vice Chair), Calvin Nutting, Tom Peaslee (Chair)

Staff Present: Town Manager Courtney O'Donnell

Chair Tom asked for motion to approve the agenda.

1. Review and Approval of the Meeting Agenda

The Selectboard moved (Hancock), seconded (Fernandes), and voted to approve the agenda as presented: 4 in favor, 0 opposed, 0 abstentions.

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

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

3. Approval of Minutes: June 9, 2020 & June 23, 2020

The Selectboard moved (Hancock), seconded (Fernandes), and voted to approve the minutes of June 9 and June 23, 2020: 4 in favor, 0 opposed, 0 abstentions.

4. Public Participation

None.

5. Public Hearing on Municipal Referendum

Chair Tom Peaslee opened the public hearing at 6:33 pm.

There were no comments from the attending public. Town Manager Courtney O'Donnell gave brief overview of referendum.

The Chair closed the public hearing at 6:35 pm.

6. Town Manager Search Discussion: Don Gerrish, Eaton Peabody

Don Gerrish gave a presentation explaining his background and the proposal he provided to the Selectboard for services in finding a new Town Manager. Mr. Gerrish explained the cost is \$6,000 flat fee for the services plus reimbursement for mileage, advertising, and other related costs. He also outlined a tight timeline that will hopefully allow a new Town Manager to take over shortly after the current Town Manager is scheduled to leave the middle of September.

There was discussion about potentially creating a committee for input on the selection. Mr. Gerrish explained that that can certainly happen, he is also happy to meet with department heads and hold a public meeting for citizen input. In response to a question from Holly Hancock about background checks, he stated a full background check is done by the firm for finalists.

Holly Hancock inquired about interim services. It was explained that those are two separate matters and that the proposal being discussed is solely for finding a new manager, but that the Selectboard could certainly engage his services as an interim if they needed/wanted. Mr. Gerrish also explained the process that Eaton Peabody follows and that it would be further flushed out if they agreed to contract his services.

There was discussion by the Board about the contract to engage services, and the importance of a speedy process.

The Selectboard moved (Hancock), seconded (Fernandes), and voted to authorize the Chair of the Selectboard to sign a contract with Eaton Peabody for manager search services, once the entire Board sees the contract: 4 in favor, 0 opposed, 0 abstentions.

There was further discussion of setting another meeting next week with Don Gerrish to discuss the search in better detail. A meeting was set for Wednesday, July 15 at 6:30pm at the Casco Community Center.

7. Selectboard Roles, Responsibilities, and Access Discussion

Town Manager Courtney O'Donnell followed up on past discussions with the Board about Selectboard roles and responsibilities. There is no charter and so the Town follows state law. She had been receiving inquiries about creating a potential policy that would guide Selectboard actions and access. Mary Vinessa-Fernandes inquired specifically about issues involving keys and access to Town Buildings and the Town electronic sign. The Manager explained that in her opinion, there was no need for anyone other than staff to have access to the Town Office building and that the matter would need to be reviewed to see who has a key to what. In response to the electronic sign, the Manager explained that up until very recently, Town staff did not have access to it. While money for the sign was donated by Casco Days, there was confusion as to who has access to it. The Manager said it would be helpful if things like this were addressed in a policy that was agreed upon by the members.

Don Gerrish asked the Chair to speak and gave input that discussions like this are common and he, as part of his job at Eaton Peabody, offers services to Towns to facilitate such discussions. He said creating a policy allows everyone to be on the same page and can be reviewed yearly. He mentioned he would be happy to provide samples to the Town Manager.

After no further discussion, Chair Tom Peaslee tabled the item for the next regularly scheduled meeting on July 21.

8. Recreation Donation Acceptance: Cap Memorial Fund Donation \$500

The Selectboard moved (Hancock), seconded (Fernandes), and voted to accept and expend the donation to recreation: 4 in favor, 0 opposed, 0 abstentions.

9. Tenney Hill Waste Oil Fund Policy Discussion

This was a follow up discussion about funding received through the MDEP as a result of a Natural Resources Waste Oil Site Agreement for the protection of drinking water. The Town has up to \$500,000 to spend in \$100,000 draw down increments. As noted at a prior meeting, former Selectboard member Grant Plummer had submitted a request to use these funds on his private septic system and that request had been rescinded. The Selectboard were provided a few policies from other Towns for them to consider.

Chair Tom Peaslee reviewed specific items he would like to see as part of the policy as noted by some sample policies provided by the Manager. The Board expressed interest in seeing a draft policy created.

Chair Tom Peaslee tabled this for a future meeting.

10. Public Participation

Denise Francis spoke about boating activities on Parker Pond and people ignoring no wake zones and inquired about signage. The Manager responded by stating this was the first complaint she had heard on this but if the citizen could reach out directly with specifics, she would be happy contact the State who is responsible to patrolling bodies of water and see about the signage request.

13. Selectboard Comments

- Holly Hancock spoke about attending a Poland Selectboard meeting with Hal Ferguson of Otisfield regarding Thompson Lake Dam. She stated they did not really engage in the discussion. Town Manager Courtney O'Donnell followed up to state she would be meeting with the Town Managers of Oxford and Poland at their request next week.
- Mary Vienesca- Fernandes spoke about attending a GPCOG meeting and that they have volunteers to help out Towns and CDBG funding for small business. She encouraged people to seek information about how they might be helped.

16. Adjournment

The Selectboard moved (Hancock), seconded (Fernandes), and voted to adjourn at 7:30pm: 3 in favor, 0 opposed, 0 abstentions. Calvin Nutting had stepped out of the meeting and did not vote.