

Town of Casco

Minutes of the August 7, 2018 Selectboard Meeting

Selectboard Members Present:

Holly Hancock, Mary Fernandes, Grant Plummer and Tom Peaslee

Staff Present:

Town Manager David Morton and Administrative Secretary Bob Tooker

Approval of Agenda:

It was moved, seconded and voted to approve the agenda for the August 7, 2018 Selectboard meeting: 4 in favor, 0 opposed, 0 abstentions.

Approval of Warrants:

It was moved, seconded and voted to approve bills and sign open warrants: 4 in favor, 0 opposed, 0 abstentions.

Approval of Minutes: (July 10, 2018)

Holly Hancock amended the minutes to state that a pergola to be installed behind the Casco Public Library is a library project and not a town project.

It was moved, seconded and voted to approve the minutes of the July 10, 2018 Selectboard meeting as amended: 3 in favor, 0 opposed, 1 abstention.

Town Manager's Update: (David Morton)

- The Town is working with the Towns of Naples and Raymond to provide animal control services. The three towns recently purchased a used animal control vehicle from State surplus property.
- Construction on Tenney Hill Road is progressing. The base coat of pavement has been completed and driveway aprons and shoulders will follow. Surface paving will be completed at a later date. Work on Cook's Mills Road will begin soon.
- Auditors are working on the Town's annual audit.

- Discussions and a review of road standards for winter plowing with several road associations will take place next week.

Committee and Staff Reports:

None.

Public Participation:

None.

New Business:

1. Election of a Selectboard Chair and Vice Chair.

It was moved, seconded and voted for Holly Hancock to serve as Selectboard Chair and for Mary Fernandes to serve as Selectboard Vice Chair: 4 in favor, 0 opposed, 0 abstentions.

2. Discussion regarding zoning changes governing numbers of pets allowed in certain zones.

David Morton stated that recent code violations at 940 Meadow Road brought attention to concerns about the Town's zoning ordinance related to the numbers of pets allowed in certain zones. A workshop with the Planning Board to discuss the concerns was added to the August 28, 2018 Selectboard meeting agenda.

3. Review of bids for Memorial Field playground equipment.

It was moved, seconded and voted to award the bid for Memorial Field playground equipment to Maine Recreation and Design LLC: 4 in favor, 0 opposed, 0 abstentions.

4. Review of proposed account carry forward balances.

The Selectboard reviewed and discussed proposed June 2018 fiscal year end carry forward balances.

It was moved, seconded and voted to move the \$16,490.00 unexpended balance from the Grange Hall account to the Building Maintenance account: 3 in favor, 1 opposed, 0 abstentions.

Holly Hancock stated that confirmation is needed regarding an understanding that \$5,000.00 in the Veteran's Committee account is intended to start a program for taking care of cemeteries, including stone straightening and repairs. Grant Plummer questioned the capacity of the Parks & Recreation Department to take on such a program and whether it might be better handled another way.

CSB 8.7.18

In response to an inquiry from Grant Plumber, David Morton stated that he would add paving the entrance, exit and upper parking area at the bulky waste facility to the next Transfer Station Council meeting agenda.

It was moved, seconded and voted to approve proposed carry forwards as amended: 4 in favor, 0 opposed, 0 abstentions.

5. Review and approval of a mass gathering permit for an event at Point Sebago on September 16, 2018.

It was moved, seconded and voted to approve the mass gathering permit for Point Sebago's event on September 16, 2018: 4 in favor, 0 opposed, 0 abstentions.

6. Review and approval of a liquor license renewal for Chute's Café and Bakery.

It was moved, seconded and voted to approve the liquor license for Chute's Café and Bakery: 4 in favor, 0 opposed, 0 abstentions.

Old Business:

7. Review and discussion of standards for winter plowing of private roads with the acknowledgement of a public easement.

The Selectboard 1) reviewed a list of public comments from a workshop held on July 10, 2018 regarding the setting of a deadline for private roads with the acknowledgement of a public easement to meet 1972 minimum standards in order to continue to receive winter plowing services; 2) agreed that certain requests for waivers or deadline extensions from private road associations and private property owners might be worthy of consideration; 3) agreed that David Morton should continue to meet with private road associations and private property owners before it considers granting waivers or deadline extensions; and 4) discussed how the certification of private roads for winter plowing services could be documented.

It was moved, seconded and voted to set October 30, 2019 as the deadline for private roads to meet the 1972 standards for road compliance with easements in place for the continued plowing and sanding of private roads: 4 in favor, 0 opposed, 0 abstentions.

David Morton stated that 1) he will inform private road associations and private property owners that they will need to request waivers or deadline extensions directly from the Selectboard; and 2) he will inform private property owners that they should not make road improvements for the purpose of continuing to receive winter plowing services unless all private property owners on the road have provided an easement. Holly Hancock stated that the Selectboard will continue to discuss these topics at future meetings.

8. Discussion of modification of policy for EMS (Emergency Medical Services) billings to include consideration for municipal employees.

Holly Hancock stated that when the Town began billing for emergency medical services, a policy was implemented whereby out-of-pocket costs over and above insurance coverage for emergency medical services incurred by the Town's public safety providers and their immediate families are written off. David Morton added that the policy includes reciprocity with other towns. Holly stated that a municipal employee requested that the policy be extended to all municipal employees.

The Selectboard discussed 1) health insurance benefits for municipal employees as they relate to full-time and part-time employees; 2) potential costs of extending the policy; and 3) how the policy might be extended to all municipal employees considering varying degrees of health insurance coverage and circumstances in which municipal employees who do not live in Casco receive emergency medical services from other towns.

The Selectboard tabled the agenda item pending further research into how the policy could be extended equitably to all municipal employees.

9. Discussion regarding the Town Manager search process.

Holly Hancock stated that she spoke with David Barrett from the MMA (Maine Municipal Association) who recommended advertising the position before March 1, 2019, interviewing in April, and making a decision in mid-May to allow time for a thirty day notice before June 30. The Selectboard discussed 1) the timeframe; 2) potential assistance from the Maine Municipal Association; 3) creating a job description; and 4) ideas for restructuring the Town Manager's responsibilities, especially as they relate to the dual role of Road Commissioner. David Morton recommended professional assistance with the process. Holly encouraged Selectboard members to consider potential needs and changes for discussion at a future Selectboard meeting.

10. Selectboard comments.

- Holly Hancock stated that the Cumberland County Commissioner informed the Town's Animal Control Officer that the Cumberland County Sheriff's Department is unable to provide "halfway" backup animal control services to towns in Cumberland County, and that towns need to find a local backup person. David Morton stated that the Towns of Casco, Naples and Raymond are considering hiring a backup person and changing the position of their shared Animal Control Officer from part-time to full-time.
- In response to an inquiry from Holly Hancock, David Morton stated that the surface coat of paving on Tenney Hill Road has not been scheduled and that it would normally be scheduled for next year.

- In response to an inquiry from Mary Fernandes, David Morton stated that he will soon be soliciting bids for winter sand.
- In response to an inquiry from Holly Hancock, David Morton reviewed a letter from the Code Enforcement Officer to Brandon and Stephanie Green advising them that a consent agreement allowing them to keep six dogs has been prepared, which would protect them from further action by the Town if their plan to relocate changes. The Selectboard signed the consent agreement to make it available for the Green's to sign if they choose to do so.
- Holly Hancock stated that the Planning Board and the Zoning Board of Appeals need new members. Holly encouraged Selectboard members to reach out to individuals who may be interested.
- In response to an inquiry from Holly Hancock, David Morton stated that the Code Enforcement Officer referred the Darren Ryan matter to legal counsel.
- In response to an inquiry from Holly Hancock, David Morton stated that the Town's threshold of \$2,000.00 for personal property tax assessments conflicts with the State's threshold of \$1,000.00 as it relates to taxpayers qualifying for a reimbursement from the State. David stated that the Selectboard may need to re-examine the Town's current threshold.
- In response to an inquiry from Mary Fernandes regarding Road Management Software, David Morton stated that the Town does not have the time and resources to put it to good use.
- In response to an inquiry from Mary Fernandes, David Morton stated that although the Assessor is addressing several valuation issues, there are currently no assessing issues that need to be addressed by the Selectboard.

It was moved, seconded and voted to adjourn: 4 in favor, 0 opposed, 0 abstentions.

ATTEST:

Robert Tooker
Administrative Secretary