



Town of Casco
Selectboard Minutes
November 12, 2019

Selectboard Members Present:

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

Staff Present:

Town Manager Courtney O'Donnell and Recording Secretary Bob Tooker

1. Review and Approval of the Meeting Agenda

Holly Hancock noted that future Selectboard meeting dates on the agenda should be listed as January 7, 2020 and January 21, 2020.

The Selectboard moved (Fernandes), seconded (Plummer) and voted to approve the agenda for the November 12, 2019 Selectboard meeting: 4 in favor, 0 opposed, 0 abstentions.

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

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

3. Approval of Minutes (*October 28, 2019*)

The Selectboard moved (Fernandes), seconded (Plummer) and voted to approve the minutes of the October 12, 2019 Selectboard meeting: 4 in favor, 0 opposed, 0 abstentions.

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

- The Town wants to make sure that roadways are clear of vehicles for snow removal. Vehicles parked on shoulders in the Town right-of-way that hinder snow removal may be towed at the owner's expense.

- Small quantities of winter sand are available to Casco residents across from the Transfer Station on Leach Hill Road. The sand is not meant for large loads or commercial users. Please do not enter through the entrance marked “Authorized Vehicles Only.”
- Anyone with problems or concerns regarding winter plowing or sanding should contact Courtney O’Donnell at 627-4515, extension 201.
- The next Bulky Waste/Transfer Station Council meeting will be held on November 21, 2019 at 7:00 p.m. at the Casco Community Center.
- Last night’s Open Space Commission meeting was cancelled due to weather and rescheduled for Tuesday, November 19 at 6:30 p.m.
- The Recreation Department is planning a holiday celebration with Santa Claus for December 6, 2019 at 6:00 p.m. Activities will include crafts and cookie decorating.
- Beginning on December 7, 2019, the Recreation Department will be offering a new recreational program for fifth to eighth graders at the Casco Community Center from 6:00 p.m. to 9:00 p.m. Activities will include foosball, ping pong, board games and more.

5. Committee and Staff Reports

None.

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

Tom Mulkern requested that the Selectboard consider the intersection of Burgess Road and Route 11 near Puckerbrush Trail as a dangerous intersection during its discussions under agenda item ten. Tom expressed his opinion that the island or at least the trees at the intersection of Heath Road and Mayberry Hill Road should be removed in an effort to improve visibility.

Kristyn Mckenzie requested that residents on O’Connor Road need to have the road plowed this winter.

7. O’Connor Road Request

CSB 11.12.2019

Courtney O'Donnell stated that 1) property owners on O'Connor Road missed the deadline for providing a sufficient number of easements necessary for the Town to approve the road for plowing; 2) a sufficient number of easements were received by the Town several days after the deadline; and 3) it is up to the Selectboard whether or not it wants to include O'Connor Road on the list of private roads approved for plowing.

Heather Bowman stated that the contact person for O'Connor Road did not keep property owners informed about the deadline for easements. Courtney O'Donnell stated that the contact person had been reminded several times about the easement deadline. Kevin McKenzie expressed a need for improvements and better maintenance on O'Connor Road and stated that he intends to seek approval from property owners to become the new contact person.

The Selectboard moved (Hancock), seconded (Fernandes) and voted to approve the plowing of O'Connor Road: 4 in favor, 0 opposed, 0 abstentions.

8. Memorial Field Park Presentation

Courtney O'Donnell stated that she has developed an alternative approach to bonding for funding the Memorial Field Park project. Courtney made a presentation that included 1) a history of the development of the park; 2) an overview of the \$698,000 bond and interest costs approved by Town Meeting; 3) an updated budget and proposed timeline for completion of the project; and 4) a proposal to draw approximately \$574,451 from the Unassigned Fund Balance, also known as the General Fund, over two or three fiscal years instead of bonding that amount plus interest.

Courtney stated that her alternative funding proposal would 1) help to keep the mill rate stable; 2) potentially result in an expenditure of more than \$400,000 less than the bonding approach; and 3) require approval at a Special Town Meeting in January 2020. Courtney stated that 1) a portion of current assigned funds, if moved to the Unassigned Fund Balance, could potentially account for twenty-five percent of the amount she is proposing to draw from it; and 2) the elimination of most carry forwards in her new approach to budgeting will result in more funds going into the Unassigned Fund Balance.

In response to an inquiry from Tom Peaslee, Courtney stated that pulling funds from the Unassigned Fund Balance for this project would not negatively impact funding for a new ambulance because the balance is healthy and funding for a new fire truck will be addressed

during the upcoming budget process. Grant Plummer stated that he has been looking forward to alternatives to bonding for capital expenditures.

The Selectboard moved (Plummer), seconded (Hancock) and voted to schedule a Special Town Meeting on January 7, 2020 to seek approval for using the Unassigned Fund Balance for the Memorial Field Park project: 4 in favor, 0 opposed, 0 abstentions.

Courtney O'Donnell stated that field lighting, electrical work and general contracting are three large components of the Memorial Field Park project that would typically be put out to bid. Courtney stated that staff is requesting that the Selectboard waive the bid process for this project because 1) the specialized nature of the field lighting provided by Musco typically justifies a sole-source contract; and 2) R.N. Willey & Sons and Whiteley Electric have both been heavily involved in the project and have great reputations. Courtney commented on costs for the three largest components of the project and stated that the Town 1) has an interest in moving forward quickly to sign contracts and lock in prices; and 2) will save time and money as a result of not having to hire an engineering firm to draft bid specifications.

The Selectboard moved (Hancock), seconded (Plummer) and voted to waive the formal bid process and allow the Selectboard to directly award contracts to contractors to be determined at a later date: 4 in favor, 0 opposed, 0 abstentions.

Courtney O'Donnell clarified that Memorial Field Park is a temporary name for the facility and that a formal name will be determined when the project is completed.

9. Carry Forward Clarification: Auditor Recommended

Courtney O'Donnell stated that 1) the Town's auditor is requesting clarification regarding \$581,760 in existing carry forward accounts; 2) this amount is within the range of what has been moved forward year to year; and 3) the auditor recommends discontinuing carry forwards with some exceptions. Courtney commented on the recent history of carry forwards and stated that she also recommends discontinuing carry forwards with some exceptions.

Courtney stated that options for clarifying the carry forward accounts include 1) approve to transfer into capital reserve; 2) approve to lapse into undesignated; or 3) approve to carry forward assigned fund balance into the general fund. Courtney recommended that the Selectboard move \$386,791 assigned to streets/highways to related capital reserve, \$61,442 assigned to public safety to related capital reserve, and approve the remaining \$133,527 to lapse into the undesignated fund.

The Selectboard moved (Hancock), seconded (Fernandes) and voted to transfer streets/highways \$386,791 of assigned fund balance to road improvements capital project fund, \$61,442 of assigned fund balance for public safety to be transferred to fire equipment capital project fund, and to allow the remaining balance including general government assigned fund balance of \$48,724, Parks, Recreation and Cemetery assigned fund balance of \$14,857, and unclassified assigned fund balance of \$69,964 to lapse into unassigned fund balance: 4 in favor, 0 opposed, 0 abstentions.

10. Paving/Road Improvement Plans Discussion

Courtney O'Donnell stated that this is the time of year when next year's road projects are typically planned. Courtney stated that she is not comfortable recommending any road projects for next year because she needs more time to properly evaluate roads and do a true assessment. Courtney stated that many Towns are moving away from year to year planning and that she will be looking into developing a system for documenting statistics and information about the condition of roads in an effort to set the Town up much better for the future. Grant Plummer suggested that certain staff members might be helpful in gathering information about the condition of roads for such a system. Courtney stated that roads will be discussed during the budget process and that road maintenance such as crack sealing, culvert work and ditching will be planned for next year.

11. Selectboard Comments

- Holly Hancock commented on a successful Veteran's Day breakfast attended by close to sixty people.
- Holly Hancock confirmed January 7, January 21, February 4 and February 25, 2020 as Selectboard meeting dates, and a budget workshop on February 11.
- In response to an inquiry from Mary Fernandes, Holly Hancock added a discussion about Town goals and the Selectboard Planning Matrix to the January 7, 2020 Selectboard meeting agenda.
- Tom Peaslee encouraged Selectboard members to try to attend the December 9, 2020 Planning Board meeting at which 200 Roosevelt Trail code violations will be on the agenda.

- Mary Fernandes stated that she has never been in favor of bonding. Mary commented on 1) the history of road and other funding needs that resulted in the need for bonding; and 2) the need for long-term planning.
- Grant Plummer expressed that road accounts have been underfunded for many years. Grant called for clarity and more attention to the level of funding that ought to be allocated to road accounts.

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

Tom Mulkern updated the Selectboard on the status of the Pleasant Lake/Parker Pond dam and stated that it is in great shape and working very well. Tom commented on the effective management of lake levels and dam operations including the spillway, fish gate and debris issues.

13. Adjournment

The Selectboard moved (Hancock), seconded (Fernandes) and voted to adjourn at 7:43 p.m.: 4 in favor, 0 opposed, 0 abstentions.

ATTEST:

Robert Tooker
Recording Secretary