

Town of Casco

Minutes of the November 13, 2018 Selectboard Meeting

Selectboard Members Present:

Holly Hancock, Grant Plummer, Calvin Nutting 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 November 13, 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: (October 30, 2018)

It was moved, seconded and voted to approve the minutes of the October 30, 2018 Selectboard meeting: 4 in favor, 0 opposed, 0 abstentions.

Town Manager's Update: (David Morton)

- Small quantities of winter sand and salt for walkways are available for Casco residents at the kiosk across the street from the bulky waste recycling facility. The general public should not enter the facility through the gates marked "For Authorized Vehicles Only."
- Please do not park on roadways during winter storm events and for a few days thereafter to allow for snow removal.
- Please contact David Morton at 627-4515, ext. 201, with any problems or concerns related to winter plowing or sanding.

Committee and Staff Reports:

None.

CSB 11.13.18

Public Participation:

David Kimball commented on his dispute regarding Casco Tax Map 39, Lot 1.

Guest Speakers: (David Barrett from the Maine Municipal Association)

David Barrett, Director of Personnel Services and Labor Relations for the Maine Municipal Association (MMA), provided an overview of services available through the MMA regarding the search for a new Town Manager. Services included a needs assessment, a draft job description, advertising, resume screening, reference checks, interview scheduling, applicant correspondence, compensation research, a draft employment agreement and other services as needed. David stated that hiring a new Town Manager is typically a four-month process.

Holly Hancock added a public needs assessment to the January 8, 2019 Selectboard meeting agenda. The Selectboard asked questions and discussed various aspects of the search process. Grant Plummer emphasized the need for a close working relationship between the Selectboard, the community and the MMA. The Selectboard noted that a contract with the MMA to manage the search process would cost \$5,500.00, not including advertising and potential travel expenses for applicants.

It was moved, seconded and voted to sign a contract with the Maine Municipal Association to manage the search for a new Town Manager: 4 in favor, 0 opposed, 0 abstentions.

New Business:

1. Discussion and presentation by the Casco Open Space Commission.

Keith Morehouse, on behalf of the Open Space Commission, reviewed the mission and history of the Commission, emphasizing its good intention of preserving habitats, scenery and resources through a strategy of approaching large land owners. The Selectboard discussed 1) the Commission's mission to propose the acquisition of open space versus the Town's responsibility to manage and determine what to do with open space; and 2) the perception of a need to acquire open space before it is too late versus the perception that Casco has enough open space.

Holly Hancock questioned whether the Town has management plans for all Town-owned properties. David Morton noted that the Town has limited resources for managing open space, which involves monitoring property boundaries and encroachments, potential hazards and other aspects of owning land. Holly Hancock noted that additional resources might be provided by an expanded public works and facilities management role.

The Selectboard acknowledged that 1) a great deal of work is required to prepare a Town Meeting proposal for the acquisition of open space; 2) a public communication and education problem exists with respect to proposed acquisitions of open space; and 3) it could do a better job of preparing public education communications during the regular budget process.

2. Discussion and presentation by Casco Fire & Rescue Chief Brian Cole.

Casco Fire & Rescue Chief Brian Cole 1) stated that this was his first opportunity to update the Selectboard and seek guidance since his appointment to the position; and 2) announced the delivery of Casco Fire & Rescue's new ambulance. Brian proposed that the Town acquire a used and fully operational eighteen-foot inflatable rescue watercraft with a trailer from the Town of Cape Elizabeth for \$12,000.00. David Morton stated that water rescues in Casco typically depend on Good Samaritans and the immediate availability of boats at local marinas. The Selectboard discussed the feasibility and benefits of owning and operating a rescue watercraft and its value as a Town asset.

It was moved, seconded and voted to direct David Morton to work with Brian Cole on the purchase of a boat and to use any capital fund reserves or contingency fund reserves in that process: 4 in favor, 0 opposed, 0 abstentions.

Brian discussed 1) possible grant funding for staffing and recruiting; and 2) his work on a capital improvement plan for all of Casco Fire & Rescue including apparatus and generators. Brian stated that he would like to sell two trucks that are near the end of their twenty-year life cycle and include the proceeds in his capital improvement budget in an effort to convert two older trucks into one new truck. The Selectboard considered holding a Special Town Meeting in January, 2019 for Town Meeting approval. Brian stated that this year's call volume is much further ahead of last year's call volume.

3. Reappointment of Health Officer Gretchen Plummer.

It was moved, seconded and voted to reappoint Health Officer Gretchen Plummer: 4 in favor, 0 opposed, 0 abstentions.

4. Review of Emergency Medical Services (EMS) and Planning Board billings overdue 90 days.

The Selectboard reviewed a list of overdue Emergency Medical Services (EMS) billing.

It was moved, seconded and voted to send the audit log dated November 13, 2018 to collections: 4 in favor, 0 opposed, 0 abstentions.

David Morton stated that an applicant started and subsequently ended a Planning Board process for amending a subdivision without paying all of the expenses incurred by the Planning Board. David recommended that the unpaid balance of \$696.25 be sent to collections.

It was moved, seconded and voted to send the unpaid balance of \$ 696.25 to collections: 4 in favor, 0 opposed, 0 abstentions.

5. Review and approval of a consent agreement for building setback violations at 2 Scott Drive, Casco Tax Map 3, Lot 21-4.

David Morton described the circumstances that resulted in setback violations at 2 Scott Drive discovered during a recent mortgage loan inspection. The Selectboard reviewed a proposed consent agreement that would allow the structures to remain in current locations without further encroachment into the setbacks.

It was moved, seconded and voted to approve the consent agreement allowing the structures to remain in current locations for 2 Scott Drive, Casco Tax Map 3, Lot 21-4: 4 in favor, 0 opposed, 0 abstentions.

Holly Hancock invited members of the public to join the Selectboard for a tour of Casco Fire & Rescue's new ambulance.

Old Business:

6. Review and discussion of the process for meeting with representatives of private roads with the acknowledgement of a public easement that receive winter plowing services from the Town.

David Morton updated the Selectboard on his meetings with representatives of private roads with the acknowledgement of a public easement concerning their efforts to bring roads into compliance with 1972 minimum road standards. Holly Hancock suggested that requests for waivers or deadline extensions be considered by the Selectboard in February, 2019.

7. Discussion regarding the Town Manager search process.

The Selectboard agreed that this agenda item was covered during guest speaker David Barrett's presentation.

8. Selectboard comments.

- In response to Brian Cole's request for authorization to sell two Casco Fire & Rescue trucks, Holly Hancock added a Special Town Meeting to the January 22, 2019 Selectboard meeting agenda.
- Holly Hancock stated that she attended National Incident Management System (NIMS) training, a part of Incident Command System (ICS) 402, which is for senior leadership and policy makers. Holly stated that the training brought forward the fact that the Town needs an emergency action plan that complies with NIMS, covers all possible hazards, and serves as the policy behind any actions taken by the Town through the Public Safety Manager, the Selectboard and the Town Manager to manage a disaster.

- David Morton called attention to a flyer for proposed Crooked River School additions and renovations. David stated that 1) a public hearing will be held on February 26, 2019; 2) a referendum will be held on March 12, 2019; and 3) representatives from the School Board will be making a presentation to the Selectboard.

David stated that retiring debt in the amount of \$648,000.00 for portable units at Lake Region Middle School, Sebago Elementary School and Songo Locks School will nearly offset proposed debt in the amount of \$660,000.00 for Crooked River School additions and renovations, which would make the Crooked River School proposal nearly revenue neutral.

- Calvin Nutting stated that due to travel plans, he will not be able to attend the December 11, 2018 Selectboard meeting.

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

ATTEST:

Robert Tooker
Administrative Secretary