

Town of Casco
Comprehensive Plan Implementation Committee
Approved Meeting Minutes
November 20, 2025, 6:30 PM
Casco Community Center

First Order of Business

- Call meeting to Order
 - Attending: Tom McCarthy, Rae-Anne Nguyen, Pam Edwards, Michele Williams, Rob Williamson, Tiffany Payton, Joe Armenti, Sam Brown
 - Absent: Bob McDonald
 - Public: Bob Learnard
- Determine a Quorum
- Meeting Agenda Approved
- Approve, October 23, 2025, meeting minutes.
- Moved by Sam, 2nd Tom, Approved 7-0-1.
- Public Comments – None.

Ongoing Business

- **Housekeeping** – None.
- **Committee Updates**
 - Planning Board: None.
 - Berry property working group: Collecting ideas for the property (Open space will also send ideas) and will send these to the Select Board for their inputs. There are so many ideas and inputs at this point and there is no agreed upon vision. The committee is looking for community engagement to help define uses for this area.
 - Safe Streets: The committee met to review a draft of a proposal for reimagining Quaker Ridge Road. Next steps are to present this to Select Board on December 16th. Rae-Anne did a site walk with

GPCOG, DOT, and Town manager to look at the Webbs Mills intersection, the Tenny Hill & 302 intersection, and the Quaker Ridge & 302 intersection. GPCOG has funding to do safety evaluations with DOT at these intersections.

- Open Space – Request that all CPIC members take the Open Space survey and send out to friends to get as much community engagement as possible. Trying to get over 200 respondents.
- Water Quality (WQ). Started the final review of the initial draft of the Water Quality plan. The idea is to finish the review within the next two weeks and send the initial draft to stakeholders by early January with the goal of having the plan finished and to the Select Board by March.
- Select Board – Bob McDonald is not a voting member of the CPIC. He will still continue as the Select Board liaison to the CPIC.
- Casco Village District Zoning Working Group (CVDWG). The WG met to review RFP applications for the zoning work. The team narrowed down the number of applications from five submissions to two. All CV working group members agreed with the selection of the top two submissions. The CVDWG will review the two submissions on 2 December 2025 for final selection.
- **Update for the CPIC Community Engagement event.** Rae-Anne is working with Sam on this. They have emailed the Select Board chairman and the Town Manager to inform them of the CPIC vision for the event. This vision is to invite all town committees and have them present (in some manner) who they are and what they are doing for Casco. Both Grant and Tony liked this idea and suggested having the Community Engagement in March.

New Business

- The workplan was reviewed. There were two ideas remaining from the original CPIC workplan which Pam composed for the committee. These items were (1) transparency/achieving more town/community engagement and (2) developing guidelines for working with other committees responsible for implement parts of the Comp Plan.
- A discussion occurred which revolved around communication problems with the Town, the website, and in general getting information to Casco residents. Tom volunteered to collect communication issues and solutions/suggestions for Communication improvements. He will then collate these ideas/suggestions and forward them in an email and a discussion with the Town manager. **Homework is to provide a list of communication issues with possible solutions to Tom.**
- We need to come up with more ideas/brainstorm for community engagement and more participation. Ideas discussed:
 - We need to continue with other groups such as Loon Echo, other Town groups, ATV and snowmobile clubs.
 - Knocking on doors and telling people about events and meetings. In general people seemed to be glad that Casco people are glad that people asked.
 - Having a table at various Town events to inform residents of Town events. Meet people where they are.
- Another discussion centered on whether or not the workplan is a handout or an actual workplan. The committee decided that the workplan is what we want to tackle in next year with three sections: what is underway, current or new priorities, and past completed action items. Should we need a handout we will provide a snapshot from the workplan to interested parties.
- Tom talked about T1, T2, zones so that we preserve and protect open space and water quality and areas around lakes/water bodies. We need to define the Villages since these are currently only ideas. This is so that

Casco becomes a place you want to come to. We need to walk Casco Village to see what is here, what we like, what we don't like.

- **The next set of priorities for the CPIC workplan.** We started discussing the CPIC priorities. Ideas discussed:
 - Can we continue push ideas listed in the current workplan, such as Rt 302 zoning, which has been designated by the Select Board as a future task. How can we support development and zoning changes in this area?
 - 51, 52, Have a welcome package for each committee member with responsibilities, other information, and general ideas, etc.
 - Continuing Communications
 - 55, Create a resident welcome page
 - Update zoning on 302. Pg 50 in Comp plan
 - Complete a survey of historic properties and archaeological sites
 - Create an economic development committee or business association such as a Chamber of Commerce.
 - Create a town-wide directory of home-based and local businesses.
 - Changing the zoning approach to place type code or form based code. Adopt building standards and innovative building types (#5)
 - Pg 93. Connecting the villages with safe streets and trails with slow flow street designs, reduced speed limits, and improved signage for bikes and pedestrians. The goal is to enhance walkability.
 - Foster and encourage new housing and new housing types pg. 74, 65, 67 Comp Plan. Develop standards for neighborhood development. #58.
 - Pg. 151 Community connection. Support cell coverage in the village. (Connectivity).
 - Volunteer welcome packet.
 - Pg. 161 Improve communications regarding town happenings. Help Town departments get their information out.
 - Be leaders of Resiliency. Pg 164.
- Rob will send the matrix. **For Homework each CPIC member is to pick two or three items and send them with the numbers to Rob before the next meeting.** He will collate them and present them at the next meeting.

Agenda Items #4 and 5 will be tabled. We will discuss our vision for Casco Village at the next meeting and also review the Place Code training

The next meeting will be held at 6:00pm . Rae-Anne moved to adopt 6:00pm as our new starting time. Motion passed all in favor.

**Agenda Setting for Next Meeting;
Ongoing business:**

- Housekeeping
- Committee Updates (Short, Concise versions)
- Update on Community Engagement Event

New Business

- Determine the next assignment, tasks, and priorities for the CPIC.
- Discuss and determine our vision for what we want Casco Village (CV) district to look like. **For homework, each CPIC member is to walk the Village to help formulate his/her overall vision.**
- Informal review/discussion of Maine Place Code library and zoning

Next meeting: 18 December 2025 at 6:00pm.

Tom made a motion to adjourn, Pam seconded. 8-0 vote in favor.

Adjournment.