

Town of Casco
Comprehensive Plan Implementation Committee
Meeting Minutes
October 23, 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, Bob MacDonald, Joe Armenti
 - Absent: Sam Brown
 - Public: Bob Learnard
- Determine a Quorum
- Meeting Agenda Approved 8-0-0
 - Moved by Pam, 2nd Rae-Anne
- Approve September 25, 2025, meeting minutes with changes. Approved 8-0-0
- Moved by Rob, 2nd Tom
- Public Comments – None.

Ongoing Business

- **Housekeeping**
 - Michele will send meeting minutes, agenda, and changed meeting dates to Allison and Julie.
 - New Meeting dates: 20 November 2025, and 18 December 2025.
 - We welcomed new member Joe Armenti to the CPIC.
- **Committee Updates**
 - Planning Board: None.
 - Berry property working group: The working group wants to go to the Town to garner ideas for the Berry property. The working group discussed having a design concept contest to determine what

activities/items should be placed in the Berry property and where they should be located. The intention is to have both a community engagement event and a contest.

- Safe Streets: The committee reviewed notes from the Quaker Ridge community engagement event. The plan is to bring these notes, in the form of a proposal for reimagining Quaker Ridge Road, to the Selectboard in the future. At the last Selectboard meeting, the committee provided an update regarding Safe Street Committee actions to date.
- Open Space – A November 6th community engagement will be held to showcase and describe the Open Space committee's Open Space plan.
- Water Quality (WQ). The group is currently in the process of writing the initial draft of each section of the WQ plan. The initial draft will be provided to the Selectboard and to the Town staff for comment by early December. The desire is to go to the Selectboard by January with the intention of establishing a permanent committee.
- Select Board – None.
- Casco Village District Zoning Working Group. No meeting held in October.
- **Update for the CPIC Community Engagement event**
 - Rae-Anne is working with Sam on this. This event will showcase all of the boards and committees in town and will give these organizations the opportunity to describe what they are doing and how people can get involved. Rae-Anne will email Tony regarding this and will suggest a possible February date for this community engagement event.

New Business

- **What is our next assignment? New ideas/tasks priorities for the CPIC.**
 - Pam reviewed the CPIC workplan she put together and **will make sure this is sent out to CPIC members.** The two items remaining on the workplan are (1) transparency (e.g. website)/ achieving more Town/Community Engagement and, (2) developing guidelines for working with other the committees responsible for implementing parts of the Comp Plan and our level of involvement with this.
 - Other discussion:
 - Rob stated that he thought the Town should be working hard on ways to achieve more Town involvement with committees, working groups, voting at Town meetings, how to achieve more engagement, more volunteers etc.
 - Pam suggested we put together a set of written recommendations for increasing involvement and how to get Town staff involved with the implementation of the Comp Plan.
 - Pam also stated that Town working group meetings dates/time should be included on the website. At a minimum these groups should publish an agenda.
 - Rob suggested we review the Comp Plan and come up with our next set of priorities to include in the workplan. There was general agreement with this. Therefore, **for homework, each CPIC member is to bring their thoughts regarding what they think the next 3-5 CPIC priorities should be.**
- **Discuss the amount of involvement we should have in developing and helping the Casco Village (CV) district working group.**
 - We had a discussion of architectural standards and Place Codes
 - Michele talked about the Maine Place Code library and training and how this might be a valuable tool to help determine zoning for the CV district.
 - Rae-Anne also thought this would be good for us to become more familiar with this library and how we and the CV district working group might use it. She suggested we review the Maine Place Code library at our next meeting. Michele will

send out a link to the Maine Place Code library to all and Bob will work with Tony to get the Place Code training sent to all CPIC members.

- Michele suggested we, before we get determine specifics for the CV district via Place Code, come up with our vision for what we think the CV district should look like. There was general agreement with this. Therefore, for **homework, each CPIC member is to bring their ideas to the meeting as to what the “vision” should be for the CV district.**
 - Rae-Anne stated that we could provide the CPIC vision for the CV district (using the Comp Plan as a basis) to the CV district working group to help the CV district working group get started.
- How and should we consider the results of the Capital Improvement Plan (CIP) in our work as the CPIC?
 - Rob stated that the CPIC members should review the CIP results and asked whether or not the items identified in the CIP be included as priorities in our workplan. Is there anything in the CIP that is not included in the Comp Plan that we should include in our list of priorities for the CPIC workplan?
 - Rae-Anne stated that it is important for us to be able to communicate to the Town the results of the CIP with associated costs for implementing the items in the CIP.

Agenda Setting for Next Meeting;

Ongoing business:

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

New Business

- Review 2 items on our current workplan: (1) transparency (e.g. website)/ achieving more Town/Community Engagement and, (2) developing guidelines for working with other the committees responsible for

implementing parts of the Comp Plan and our level of involvement with this.

- Determine the next assignment, tasks, and priorities for the CPIC.
- How and should we consider the results of the Capital Improvement Plan Survey in our work as the CPIC?
- Discuss and determine our vision for what we want Casco Village (CV) district to look like.
- Informal review/discussion of Maine Place Code library and zoning (Should time allow).

Next meeting: 20 November 2025

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

Adjournment.