



Town of Casco

Comprehensive Plan Implementation Committee *Draft* Minutes

July 30, 2026 at 6:00 PM

Casco Community Center

First Order of Business

1. Call Meeting to Order

Vice Chair Payton called the meeting to order at approximately 6:05 pm.

2. Determine a Quorum

IN ATTENDANCE:

Tiffany Payton, Vice Chair

Amy Brown

Sam Brown

Janet DiBiase

Pam Edwards

Tom McCarthy

Rae-Anne Nguyen

ABSENT:

Robert Williamson, Chair

Robert MacDonald - Selectboard Representative

3. (Added item)

The Town Manager asked that the attached "First 5 Minutes for Casco Village's Future" information be read at the beginning of town and community meetings during July, August, and early September to raise awareness and participation in the second Casco Village Community Workshop.

4. Review and approval of the Meeting Agenda

- a. Ongoing Business
 - i. Update on Communications
 - ii. Housekeeping
 - iii. Committee Updates
 - iv. Update on Community Engagement Event
 - v. Update on Residential District Working Group
- b. Approval of Minutes: Tabled to the next meeting
- c. New Business
- d. Public Comment
- e. Set Agenda for Next Meeting
- f. Adjournment

MOTION/VOTE: Pam moved, Sam seconded and it was voted unanimously of all those present to approve the meeting agenda.

5. Approval of Minutes: June 25, 2026

- a. This item was tabled to next CPIC meeting.



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Ongoing Business

6. Update on Communications – Pam Edwards

- a. Pam asked the CPIC if they would support the transfer of duty of Chair of the Communications Committee to Janet.

MOTION/VOTE: Sam moved, Tom seconded and it was voted unanimously of all those present to transfer the duty of Chair of the Communications Committee to Janet.

- b. Pam discussed the new "[Residence Guide](#)," and has included this in the [Sharepoint folder](#).
 - i. Pam talked with Tony who said that the expectation is to update this document regularly. They are looking for feedback. Any feedback by committee members are to be sent to Janet by August 10th who will send the CPIC feedback to Tony.

DISCUSSION:

- Ask Allison to share this guide on Facebook
- c. Policy Updates: Pam met with Tony who indicated that the Selectboard is going through all old policies to bring them up to date. The BCCC policy is slated to be updated in September. Changes that have been presented by Pam to Tony are up to the Board to revamp and needs to go through their process. Pam encouraged members to attend Board meetings to provide input for changes with this policy.

DISCUSSION:

- i. Sam noted that the town does not have the capacity to enforce policies/workplans. There needs to be a more streamlined approach to the whole process. We should be careful about what we are asking the Board to do.
 - Janet discussed her concern about this committee requesting policy changes (is this a part of the CPIC workplan?). Rae-Anne clarified that communication among committees and between the city and its committees was brought up as a need in the Comp Plan development.
 - Tom asked about committees getting public feedback and how will this be managed.
 - Amy expressed concern with asking too much of the chairs of committees.
 - Sam suggests that we ask for an opportunity to work with the Board on the revamping of this policy and be added to the upcoming agenda. Janet (copy Bob) to ask Tony asap. Janet reiterated her previous meeting with Tony.
- d. Website: Pam met with Tony about updating pages of the website and was under the impression that they are not looking for input at this time.

DISCUSSION

- i. Rae-Anne asked if there were going to be any public announcement of website before launching. It would be ideal to give expectations of changes and



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announce any updates or upgrades of the new site.

- ii. Sam discussed the need for a complete municipal calendar that shows committee meetings, events and any other public happenings.

7. Housekeeping

8. Committee Updates (Short, Concise versions)

a. Water Quality - Tom McCarthy

- i. The new Plan is up for vote at Tuesday's Select Board meeting.
- ii. Tom received a new computer program (BETA copy) that does projections of storm water runoff to be used for the Thomas Pond Watershed.

b. Safe Streets: Rae-Anne Nguyen

- i. On August 12th there is an event highlighting the work on the 4 way stop at Webbs Mills. There is a \$33k grant for this work. This grant is meant to be used as a temporary fix so the town can conduct a feasibility study and develop a more permanent plan. In addition, DOT is giving \$60k in funds for materials (signs, cross walks, etc). A survey about the area will be officially launched during the engagement event.
- ii. A speed study will be conducted on the 302 corridor including some surrounding towns (minus Naples). A new software program (Urban SDK) was purchased to look at travel data.
- iii. The intersection study also looked at the Quaker Ridge intersection. The hope is that a grant will be awarded to help fix this area. Possible areas to be reviewed include narrowing the road, reducing speed and a traffic light.
- iv. New signage on Quaker Ridge have gone up. Remaining work includes striping and repainting stripe bars. Tony said this work is to begin next week.
- v. Pine Hill – need to get sign inventory. There will be discussions with the engineering company to develop a plan. Tony indicates that ditching work is being planned. RFP's are due by fall for ditching work in spring and 1st round of paving in fall. Sam discussed the repair of the two basins which is also being looked at.

DISCUSSION:

- Regarding the 302 corridor: Tom suggests that the town get a FOAA with Cumberland Sheriffs office of moving violations in Casco as well as surrounding towns.

c. Open Space: Sam Brown

- i. The Open Space plan was approved by the Select Board.
- ii. There was a presence of all committees in the Casco Days parade ("outdoors for all" theme) and won the spirit award.
- iii. Working with Allison G for ME Trails Grant. This enables Hancock Lumber to access timber that they currently cannot. A \$10k grant was secured from ME Communities Foundation for work to be done. The application for the ME Trails grant is due in January.



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- iv. There is a request to the Select Board to ask the town to contribute \$40k to secure an easement for the Hancock Family Farm. This secures the farm to remain as a farm for any future planning/use. Working with ME Farmland Trust, this also includes a game plan for securing the management of the farm. Tony said there is an existing town fund that could be tapped into, but will need approval through the Select Board. Jeff Hancock, along with ME Farmland Trust, will present before the Select Board.
- v. Work with Seavey along with other towns (Harrison, Otisfield and ??) is currently being done on a community resiliency grant totaling about \$175k with other towns to secure funding to work on mapping trails (i.e., pine hill). Mapping will also help identify any needs.
- vi. There are concerns about liability with a private land owner about the access to the crown of Rattlesnake. Casco Open Space Commission met with Raymond Open Space Commission and the landowner to talk about preservation and making this accessible. Sam noted that new membership is needed.
- vii. Sam reported on the Berry Property. There is a rendering from Sebago Technics on the property. Sam suggested the town consider a YMCA be put there. This would create a community hub that draws people from 2 separate parts of Casco. There is work towards some type of public engagement around this property.

9. Update on Community Engagement Event – Janet DiBiase

- a. There is a “Community Fest” committee working on this event. To recap, this event is to highlight the work of the town (both committee and department also inviting clubs, associations, etc.) and soliciting volunteerism. Food, games and a community get together is also planned to create a draw for people to attend.
- b. The event is planned for September 26 with a rain date of September 27 from 3:00 pm – 6:00 pm at the Community Park. We are still waiting for confirmation of use of that area.
- c. Information is planned to go out on Tuesday, August 4th.

DISCUSSION:

- Rae-Anne suggested including the Casco Raymond Historical Society and well as connecting with the Casco Days coordinator for any volunteer support. Send Jordan an email.
- The group was concerned about the timing and what the expectations of the committees are needed for their presentations.
- Sam to provide contact information for the ATV and Snowmobile Clubs.

10. Update on Residential District Working Group – Tom McCarthy

- a. The group met last week. Rob will ask Tony to have Resilience develop an overlay, interactive map. The next step is to go before the Select Board and present the Mission, Vision and Beliefs and develop Ad Hoc committee to further the work.

11. Officer nominations for CPIC



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- a. Sam nominated Rob Williamson to serve as Chair of the Comprehensive Plan Implementation Committee.

MOTION/VOTE: Sam moved, Rae-Anne seconded and it was voted unanimously of all those present to elect Rob Williamson as Chair of the Comprehensive Plan Implementation Committee.

- b. Sam nominated Tiffany Payton to serve as Vice Chair of the Comprehensive Plan Implementation Committee

MOTION/VOTE: Sam moved, Tom seconded and it was voted unanimously of all those present to elect Tiffany Payton as Vice Chair of the Comprehensive Plan Implementation Committee.

- c. Sam nominated Janet DiBiase to serve as Secretary of the Comprehensive Plan Steering Committee.

MOTION/VOTE: Sam moved, Rae-Anne seconded and it was voted unanimously of all those present to elect Janet DiBiase as Secretary of the Comprehensive Plan Steering Committee.

- d. There is no Treasurer needed for this Committee.
- e. The Committee welcomed Amy Brown as a new member to the Committee. Amy was asked to get in touch with Tony about any next steps or paperwork she needs.
- f. Rae-Anne noted that Joe Armenti formally withdrew from the committee and Wyatt Petit has been removed from the committee due to unattendance.

New Business

- 12.** Given all the work done to date and upcoming work of this committee, Sam requested that the previously discussed job description for the town's Road Commissioner be re-addressed with the town. This item will be added to the next meeting agenda.
- 13.** A request to review the Committee's priorities list and be added to next meeting agenda was made.
- 14.** Tom noted that he will be away from August 19 – September 15.
- 15.** Tiffany will send the Committee's nominations results to Tony.

Public Comments

No public members attended this evening's meeting.

Set Agenda for Next Meeting



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First Order of Business

1. Call Meeting to Order
2. Determine a Quorum
3. Review and approval of the Meeting Agenda
4. Approval of June 25, 2026 and July 20, 2026 minutes.

Ongoing Business

- a. Update on Communications
- b. Housekeeping
- c. Committee Updates (short, concise versions)
 - i. Water Quality
 - ii. Safe Streets
 - iii. Open Space
- d. Update on Community Engagement Event
- e. Update on Residential District Working Group
- f. Review Priority List
- g. Road Commissioner Job Description

New Business

Public Comment

Set Agenda

Set Next Meeting Date

Adjournment

Adjournment

MOTION/VOTE: Sam moved, Tom seconded and it was voted unanimously of all those present to adjourn the Comprehensive Plan Implementation Committee meeting at 8:00 pm.

Reminders to the Attending Public: Comprehensive Plan Implementation Committee meetings are open to the public, but the public may not speak unless recognized by the Committee Chair or Vice Chair in their absence. Except during a public hearing, comment time is limited to 2 minutes per speaker during public participation or on agenda items. Matters related to personnel will not be heard.

Future meeting dates (all CPIC meetings are held the 4th Thursday of the month beginning at 6:00 pm and are subject to change)

August 27

September 24

October 22

November TBD

December TBD



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FIRST 5 MINUTES FOR CASCO VILLAGE'S FUTURE

Directions: Please read or share the following information at the beginning of Town and community meetings during July, August, and early September to raise awareness and participation in the second Casco Village Community Workshop.

The Town of Casco is inviting everyone in the community—whether you live in Casco Village or elsewhere in town—to participate in the second **Casco Village Community Workshop**. This is another opportunity to get involved in shaping the future of Casco Village. Building on the ideas and feedback shared during the May community workshop, this workshop will introduce and discuss potential zoning concepts, development patterns, and regulatory approaches that could guide the future of Casco Village. Community feedback received during this workshop will help shape the next phase of the zoning rewrite and the draft recommendations prepared for the Village.

Attend the Second Casco Village Community Workshop

- Date: Tuesday, September 15th
- Time: 5:30 PM
- Location: Casco Community Center

During this interactive workshop, participants will have the opportunity to:

- **Review** the key themes and ideas heard during the May community workshop.
- **Explore** examples from other communities that could serve as models for Casco Village.
- **Discuss** potential zoning concepts, development patterns, and design standards that could help preserve the Village's unique character while supporting future investment.
- **Learn** about a potential Conditional Use Permit process and how it could encourage quality development while maintaining community expectations.
- **Share** your feedback on the ideas and approaches that best reflect the future residents would like to see for Casco Village.

Learn More

Visit the project webpage to review project materials, stay informed about upcoming meetings, and follow the progress of the Casco Village zoning initiative. <https://tinyurl.com/Casco-Village-Project>

- Use the QR code or project link provided on the flyer to access project information. Please share the project flyer and information with others in the community!

Attached: Casco Village Community Workshop #2 Flyer

July 2026