



Town of Casco
Comprehensive Plan Implementation
Committee *Draft* Minutes
March 26, 2026 at 6:00 PM
Casco Community Center

First Order of Business

1. Call Meeting to Order
2. Determine a Quorum

IN ATTENDANCE:

Robert Williamson, Chair
Sam Brown
Janet DiBiase
Pam Edwards
Tom McCarthy
Rae-Anne Nguyen
Tiffany Payton
Robert MacDonald - Selectboard Representative

ABSENT:

Joe Armenti
Wyatt Petit

PUBLIC:

There were no public members in attendance

3. Review and approval of the Meeting Agenda

MOTION: Pam moved and it was seconded to make the three changes to the agenda: Update on communications; Approval of minutes from January 22, 2026 and February 19, 2026; and Discussion of May 2nd events.

VOTE: It was voted unanimously of all those present to add 2 items to the agenda: Update on communications; and Discussion of May 2nd events.

Approval of the January 22nd and February 19th meeting minutes were tabled to the next meeting.

Ongoing Business

4. Housekeeping

- a. A request was made to create agenda packets that include minutes and any other referenced items listed on the agenda.
- b. Pam discussed the need to have CPIC representation at a table at the May 2nd event.

5. Committee Updates (Short, Concise versions)

- a. Water Quality - Tom McCarthy
 - i. Bob MacDonald confirmed that there is now a Water Quality Standing Committee. The committee is working on a DRAFT water quality policy



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statement to be presented the Selectboard. The next meeting will have representatives from each of the water quality lakes to discuss Courtesy Boat Inspections.

- ii. Tom to send a copy of the water quality DRAFT Plan to CPIC members.

b. Safe Streets: Rae-Anne Nguyen

- i. Looking for volunteers for the May 2nd Bike Rodeo.
- ii. GPCOG finished the intersection rural study, which entails looking at multiple intersections in the Lake Region area and developing goals based on pedestrian needs in the area. This has been approved. Three of the 8 intersections identified for improvements are in Casco. GPCOG received a 100k grant for safe streets. First intersection sited for work will be at Webbs Mills in Casco. \$33k for funding from this grant has been earmarked for this upgrade. Possible work to begin sometime before the fall.
- iii. Quaker Ridge: Selectboard approved the proposal. Request to be completed by May 15th (before memorial day weekend). Rae Anne is working through the details of needs with Tony.
- iv. Route 121 updates still planned to begin in July.

DISCUSSION:

- Sam noted that the route 302 project was discussed at the Selectboard meeting on Tuesday and feels the work being done is timely and capturing positive attention. This is important if we are looking toward funding future investments such as Pine Hill.

c. Village working group: Rae-Anne Nguyen

- i. Meeting with Resilience Planning who gave a presentation at the Selectboard meeting Tuesday night. There is a public workshop being planned at the end of May. The purpose will be to inform the public of the work to date.
- ii. The portion of the website related to this work has been launched.

d. Open Space: Sam Brown

- i. This work is linked with Safe Streets - one add on is the Bike Rodeo. Sam is taking a Bicycle Coalition of Maine course to be certified as a bike safety instructor. There is excitement around bringing attention to biking, especially with young people.
- ii. The DRAFT of the Open Space plan will be reviewed with Resilience Planning next Friday. This document speaks to the comprehensive plan and water quality work. The engagement event this year has been helpful with strengthening regional focus. The more we engage with "outside of the box" thinking group the more successful we are (i.e., snowmobile, atv, etc.). Currently working with the Town of Raymond on improving Rattlesnake Mountain trails. Collaborating with Loon Echo on work this spring. This is a volunteer day.

e. Communications: Pam Edwards

- i. The March 31st meeting with the Selectboard will be focused on Communications.
- ii. Pam to share with CPIC members the one-pager that she shared with Tony.



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- iii. Pam met with Tony to discuss the Selectboard's Boards, Committees and Commissions Policy. This policy is where all procedural matters surrounding communications among boards, committees and town staff should reside. Pam discussed this with Tony who noted that he did not have the capacity to draft the agreed upon changes until after the budget workshops were finished. . Items to address:
 - a. What's in it and should it be there?
 - b. What is missing?
 - c. Should be written for the reader (potential volunteers, select board, committee chairs, committee members, etc.) and organized accordingly.
 - d. It was noted that there is a web developer and a redevelopment of the website is in the works.

MOTION and VOTE: Sam moved, Tom seconded and it was approved by all present that Pam be the CPIC spokesperson at the Selectboard workshop on the 31st..

DISCUSSION:

- It was mentioned that having the town's communications staff present at each of the town meetings would be beneficial. Is there capacity for staff to do this?
- Discussed Improvement on communication, such as: 24 hour reminders of meetings; full and timely posting of meeting materials; city notices; etc.
- Notice of the 31st meeting was discussed, but notice was given to only a few people. Notice is not posted on the calendar.

6. Update on Community Engagement Event

- a. Bike Rodeo, to be held at the Crooked River School, is where Safe Streets will have their engagement. There will be a registration table with updates.
- b. Rae-Anne expressed concern about the invitation that was approved by the Selectboard. The invite was drafted and sent a month ago and has not been distributed.
 - i. Rae-Anne to share this document with Bob MacDonald who will check into this with Grant and Tony. Bob to get back to Rae-Anne (and the group).
- c. There was also concern that there will be limited or no representation from other committees. Too late to try to coordinate at this point?
 - i. Suggestion was made that we go through with the event and hold another event in the fall that includes committee tables
 - ii. Suggestion was made to order food platters and place in the gym where the committee tables will be.
- d. Tiffany and Pam offered to run the CPIC booth.
- e. Pam to reach out to Tony and Allison about developing a QR code to the committee.
- f. Pam to include as display:
 - QR code
 - Woods, waters, way of life. Honoring Casco's heritage
 - Sam offered the signs made for the parade last year
 - Pam asked Tiffany for a poster that speaks to all of this



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7. Review Priority List

This item was tabled to the next meeting.

- a. Rob will send to Pam missing items to add to the priority list. Pam to add to the workplan then share with the group for feedback.

New Business

8. Residential District Working Group (added to ongoing committee work)

- a. Tom presented to the workgroup a review of existing codes, stakeholders, and related Comp Plan information, as well as proposed goals and objectives for an updated residential district. This is only in discussion phase at this time.
- b. Tom recommends that an Ad Hoc Committee be created. Members to include: CPIC, safe streets, village working group, water quality, planning board and community members.

DISCUSSION

- It was clarified that any discussion with the Selectboard would be presenting the idea, asking for best next steps, and creating an Ad Hoc Committee.
- It was clarified that while this work will add to other current focus areas, this is an identified item on the 2025 priority list.
- It was suggested that someone who lives in the Village district be part of Village working group.
- It was suggested that this Workgroup meet monthly. The next meeting was scheduled for May 30th 6-7:30 pm. (Note: If there are more than 4 committee members in attendance, then meeting notice needs to happen.)

Public Comments

There was no public comment this evening.

Set Agenda for Next Meeting

1. Review and approval of minutes (January, February, March)
2. Ongoing Business
 - a. Housekeeping
 - b. Committee Updates (short, concise versions)
 - c. Update on Community Engagement Event
 - d. Brief Review of Priority List
3. New Business
4. Public Comment
5. Set Agenda for Next Meeting

Set Next Meeting Date



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April 23, 2026; 6:00 pm

Adjournment

MOTION/VOTE: Rae-Anne moved, Tom seconded and it was approved by all in attendance to adjourn the Comprehensive Plan Implementation Committee meeting at 7:32 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 (subject to change)

April 23, 2026 at 6:00 PM