



Town of Casco
Comprehensive Plan Implementation
Committee Minutes
August 27, 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 (took minutes)
Amy Brown
Rae-Anne Nguyen
Tiffany Payton
Robert MacDonald - Selectboard Representative

ABSENT:

Janet DiBiase
Tom McCarthy

PUBLIC:

John Studach

3. Review and approval of the Meeting Agenda

MOTION: It was moved and seconded to approve the meeting agenda of August 27, 2026.

VOTE: It was voted unanimously of all those present to approve the meeting agenda of August 27, 2026.

4. Review and approval of the Meeting Minutes

MOTION: It was moved and seconded to approve the meeting minutes of July 30, 2026.

VOTE: It was voted unanimously of all those present to approve the meeting minutes of July 30, 2026.

Approval of June 25th meeting minutes were tabled to the next meeting.

5. Housekeeping

- a. Pam Edwards resigned from the CPIC.
 - i. It was recommended to Robert MacDonald that she be recognized at an upcoming Select Board meeting.
- b. Sam commented that there needs to be a full push toward full membership of the CPIC.
 - i. Need to post open seats.
 - ii. Robert MacDonald to bring this to the Select Board.

6. Committee Updates (Short, Concise versions)



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- a. Water Quality – Sam Brown (for Tom McCarthy)
 - i. Sam reported on the P&K CZA process.
 - ii. A formal request was made to Robert MacDonald, Select Board, for Water Quality Ordinance/Zoning.

MOTION: It was moved and seconded to request that the Select Board engage legal/planning services to review current zoning/ordinances for vulnerability as it relates to Wwater Quality and to provide recommendations for the Town of Case for Zoning/Ordinances that will secure Wter Quality goals outlined in the new Water Quality plan.

VOTE: It was voted unanimously of all those present to equest that the Select Board engage legal/planning services to review current zoning/ordinances for vulnerability as it relates to Wwater Quality and to provide recommendations for the Town of Case for Zoning/Ordinances that will secure Wter Quality goals outlined in the new Water Quality plan.

- b. Safe Streets: Rae-Anne Nguyen
 - i. Rae-Anne reported on the CPCOG 4 way stop at Webbs Mills.
 - ii. DOT attended the last meeting where they discussed the “Legacy Project.”
 - iii. The Safe Streets Implementation Matrix was reviewed.
- c. Open Space: Sam Brown
 - i. Discussed the Maine Family Farm at Hancock Farm
 - ii. Discussed the Smith Brook Project
 - iii. Discussed the Maine Trails Grant
 - iv. Discussed the Regional Project CRP Grant
- d. Communications: Janet DiBiase provided an update via email
 - i. Janet provided feedback she gathered from the last CPIC to Tony and Allison on the Residence Guide. Because this document was developed in-house, the town is looking for any feedback that would make this as helpful and informative for those who use it.
 - ii. Janet asked Allison to share the Residence Guide on any community social pages, including Facebook.
 - iii. Janet met with Tony about possibly providing some input to the BCCC policy (for committees). Tony clarified that the Select Board were the main drivers of this work and there are plans to give this particular policy a major overhaul. He also indicated that the Board is considering the capacity of town staff to manage what is in policy and this will play into the re-write.

7. Ongoing Business

- a. **Planning Board**
 - i. CPIC called out to the Planning Board to give them more teeth to enforce the goals of the Comprehensive Plan.
- b. **Berry Property**



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- i. Tiffany reported on the workshop held at the September 1st Select Board meeting.
- c. Update on Community Engagement Event**
 - i. Amy Brown provided an update on the work to date.
 - ii. The Committee confirmed that Rob, Bob MacDonald, Tiffany Rae-Anne, Amy and Sam will be in attendance.
 - iii. The Committee discussed what they will bring:
 - 1. Copy of the Plan (Rob)
 - 2. Sign-up sheet for membership drive
 - 3. Amy confirmed that the following items will be provided:
 - a. Table
 - b. Tablecloth
 - c. Sign-up sheet
 - 4. Rae-Anne is preparing discussion sparking tools.
 - 5. The need to have municipal staff attend was discussed.

MOTION: It was moved and seconded to request that the Select Board ask the Town Manager to request that department heads from Municipal Staff attend the community engagement event as part of their job description.

VOTE: It was voted unanimously of all those in attendance to request that the Select Board ask the Town Manager to request that department heads from Municipal Staff attend the community engagement event as part of their job description.

- d. Residential Working Group**
 - i. Rob Williamson provided an update noting the work in progress.
 - ii. There is work being done to frame the goals of the group to identify what is available for development for residential codes/districts.
- e. Priority List**
 - i. This item was tabled to review at the beginning of the next meeting.
- f. Road Commissioner**
 - i. Rae-Anne discussed the need for a formal Road Commissioner and the committee was in favor of reviewing this further.
 - 1. Note that financial considerations are significant.
 - ii. It was agreed by those in attendance that the committee advocate for a Public Works Director who takes on this responsibility.
 - iii. It was agreed by those in attendance that the committee advocate for a position who takes on this responsibility.

8. New Business

- a. Bob MacDonald announced that the Cumberland County Sheriff's department has invited him to a September 10th meeting with other towns on the topic of safety and law



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enforcement.

- b. Bob MacDonald noted that he has nominated himself for the Cumberland County Finance Committee and is awaiting confirmation.
- c. Tiffany Payton provided a couple of updates on her position:
 - i. She is leaving for the winter
 - ii. She is resigning from the Planning Board
 - iii. She would like to participate in meetings virtually

9. Public Comment

There was no public comment this evening.

10. Set Agenda for Next Meeting

- 1. Call the Meeting to Order
- 2. Determine a Quorum
- 3. Review and approval of meeting agenda
- 4. Review and approval of minutes (June and August)
- 5. Ongoing Business
 - a. Priority List
 - b. Residential Working Group
 - c. Update on Community Engagement Event
 - d. Road Commissioner
 - e. Planning Board
 - f. Berry Property
- 6. Housekeeping
- 7. Committee Updates
 - a. Water Quality
 - b. Safe Streets
 - c. Open Space
 - d. Communications
- 8. New Business
- 9. Public Comment
- 10. Set Agenda for Next Meeting
- 11. Set Next Meeting Date
- 12. Adjournment

11. Set Next Meeting Date

September 17, 2026; 6:00 pm

12. Adjournment

MOTION/VOTE: It was moved, seconded and it was approved by all in attendance to adjourn the Comprehensive Plan Implementation Committee meeting at 7:41 pm.



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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)

October 22, 2026

November, TBD

December, TBD