



## Town of Casco

### Selectboard Regular Meeting Agenda

May 12, 2026 at 6:00 PM

Casco Community Center

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#### Regular Meeting

1. Review and approval of the meeting agenda
2. Approval of bills and signing and approval of all open warrants
3. Approval of Minutes: April 21, 2026
4. Public Participation for non-Agenda items
5. Manager's Update

#### On-Going Business

6. The Selectboard will consider updating the following policies, Abatement Appeal Process, Selectboard Meeting Cancellation, Unassigned Fund Balance and Managing Public Participation in Selectboard Meetings
7. The Selectboard will receive updates on the installation of municipal fiber.
8. The Selectboard will discuss a draft Town Meeting warrant.

#### New Business

9. The Selectboard will consider appointing Doug Wilson to the Zoning Board of Appeals with term expiration of June 30, 2028
10. The Selectboard will consider appointing alternate Planning Board member Joseph Armenti, Jr to a full voting member with a term expiring on June 30, 2027
11. The Selectboard will consider modifying the EMS rates.
12. The Selectboard will discuss vacancies created by volunteers not seeking reappointment.
13. The Selectboard will discuss future work shops on a Communication Policy.
14. The Selectboard will consider approving the MSAD 61 Budget Validation Referendum.
15. The Selectboard will consider a liquor license renewal from Webbs Mills Eatery.
16. Selectboard Comments

#### Executive Session

17. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for application 05/12/2026A.
18. Adjournment

**Reminders to the Attending Public:** Selectboard meetings are open to the public, but the public may not speak unless recognized by the Board 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)**

May 18, 2026 @ 6:30 PM Planning Board Regular Meeting and Public Hearing

May 19, 2026 @ 6:00 PM Regular Selectboard Meeting



# Town of Casco

## Selectboard Regular Meeting Minutes

April 21, 2026 at 6:00 PM

Casco Community Center

### PRESENT

Scott Avery  
Eugene Connolly  
Robert MacDonald  
Grant Plummer

### ABSENT

Mary Fernandes

### Executive Session

1. Executive Session pursuant to 1 M.R.S.A.405(6)(E) Consultation with legal counsel.

The Selectboard moved and seconded to enter Executive Session pursuant to 1 M.R.S.A.405(6)(E) Consultation with legal counsel at 5:30pm

Motion made by MacDonald, Seconded by Avery.

Voting Yea: Avery, Connolly, MacDonald, Plummer

The Selectboard moved and seconded to exit Executive Session pursuant to 1 M.R.S.A.405(6)(E) Consultation with legal counsel at 5:44pm

Motion made by Avery, Seconded by MacDonald.

Voting Yea: Avery, Connolly, MacDonald, Plummer

2. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for application 03/24/2026A, 03/24/2026B & 03/24/2026C.

The Selectboard moved and seconded to enter Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for application 03/24/2026A, 03/24/2026B & 03/24/2026C at 5:45pm

Motion made by MacDonald, Seconded by Avery.

Voting Yea: Avery, Connolly, MacDonald, Plummer

The Selectboard moved and seconded to exit Executive Session regarding Concealed Weapons Permits at 5:55pm

Motion made by Avery, Seconded by Connolly.

Voting Yea: Avery, Connolly, MacDonald, Plummer

## Regular Meeting

### 3. Review and approval of the meeting agenda

The Selectboard moved and seconded to approve the meeting agenda.

Motion made by Avery, Seconded by Connolly.

Voting Yea: Avery, Connolly, MacDonald, Plummer

### 4. Approval of bills and signing and approval of all open warrants

The Selectboard moved and seconded to approve all bills and signing of all open warrants.

Motion made by MacDonald, Seconded by Avery.

Voting Yea: Avery, Connolly, MacDonald, Plummer

### 5. Approval of Minutes: April 7, 2026

The Selectboard moved and seconded to accept the minutes from the April 7, 2026 meeting as presented.

Motion made by Avery, Seconded by MacDonald.

Voting Yea: Avery, MacDonald, Plummer

Voting Abstaining: Connolly

### 6. Public Participation for non-Agenda items

Pam Edwards thanked the Selectboard for the joint meeting that was held a few weeks ago however she was disappointed more information from that meeting has not been shared.

### 7. Manager's Update

- A. The Town recently received communication from the Maine Department of Transportation (MaineDOT) confirming approval of the design for a new crosswalk at 940 Meadow Road. Gorrill Palmer has begun preparation of the construction and bid documents associated with this project.

In addition, Town staff coordinated with MaineDOT and has secured solar-powered Rectangular Rapid Flashing Beacons (RRFBs) for installation at the crosswalk at no cost to the Town. Town staff anticipates receiving the RRFB equipment on April 29th.

At a later date, the Town Manager will be requesting that the Selectboard authorize the use of FY26 road maintenance funds approved at the June 2025 Town Meeting to support this project.

- B. Resilience Planning and the Casco Village Zoning Work Group are requesting that each board, committee, and commission provide a brief outreach announcement at the beginning of their meetings to promote the upcoming community outreach meeting scheduled for May 28, focused on the Casco Village Zoning dialogue.

The outreach materials are included in the Selectboard packet, and paper copies will also be available at this meeting for distribution and use by boards and committees.

- C. Per policy, staff is reaching out to the Chairperson of each board, committee, and commission, as well as individual members with expiring terms, to advise them of terms expiring on June 30, 2026. To date, staff is primarily receiving requests from members seeking reappointment; however, there are a few positions where members have indicated they do not wish to be reappointed. Staff will provide a complete list of anticipated vacancies at a May Selectboard meeting and will begin the posting process for all vacancies beyond those currently open.
- D. Two members of the Finance Committee, Tom McCarthy and Tim Walsh, are assisting Town staff in enhancing facility inspection practices and in developing a reasonable and workable process to better support and maximize the Town's facility review and maintenance efforts.

### Old Business

- 8. The Selectboard will consider updating the following policies, Abatement Appeal Process, Selectboard Meeting Cancellation, Unassigned Fund Balance and Managing Public Participation in Selectboard Meetings

The Selectboard moved and seconded to rescind the Abatement Appeal Process Policy.

Motion made by Connolly, Seconded by MacDonald.  
Voting Yea: Avery, Connolly, MacDonald, Plummer

- 9. The Selectboard will receive updates on the installation of municipal fiber.

Discussion only. No action was taken.

- 10. The Selectboard will discuss the Water Quality Plan

Discussion only. No action was taken.

- 11. The Selectboard will consider the demolition of foreclosed property located at 21 Graffam Road.

The Selectboard moved and seconded to authorize the Town Manager to coordinate with legal counsel for the demolition of foreclosed property located at 21 Graffam Rd.

Motion made by MacDonald, Seconded by Avery.  
Voting Yea: Avery, Connolly, MacDonald, Plummer

- 12. The Selectboard will authorize legal counsel to proceed with a consent decree with Deanna Hutnik-Raihl.

The Selectboard moved and seconded to approve the consent judgement with Deanna Hutnik-Raihl for the property located at 131 Tenney Hill Rd.

Motion made by Avery, Seconded by Connolly.  
Voting Yea: Avery, Connolly, MacDonald, Plummer

### New Business

- 13. The Selectboard will discuss the spring and early summer workplan for Public Works.  
Discussion only. No action was taken.

14. The Selectboard will discuss the progress of rebranding with Coco Walsh Creative Studios, LLC

Discussion only. No action was taken.

15. The Selectboard will discuss a draft Town Meeting warrant.

Discussion only. No action was taken.

16. The Selectboard will consider the Town Manager's request to utilize contingency funds for the purchasing of audio/visual equipment.

The Selectboard moved and seconded to authorize the Town Manager to utilize contingency funds for the purchase of audio/visual equipment for the Community Center Meeting Rooms up to \$5,000.00.

17. The Selectboard will meet with the Chairperson of the Open Space Commission to discuss ongoing and proposed projects.

Discussion only. No action was taken.

18. The Selectboard will consider hosting a candidates night for candidates.

Discussion only. No action was taken.

19. Selectboard Comments

Gene Connolly suggested it was time to spend some time looking at the Board's goals as they haven't done that for a while.

Scott Avery raised the following concerns- He has received a lot of complaints a the yellow lines on the roads, questioned why Bulky Waste closes earlier than the Transfer Station, asked if DOT ever going to fix guardrails and reminded everyone that we are still in a drought and asked if we are staying on top of Pleasant Lake.

Bob MacDonald thanked Courtney Walsh for her presentation tonight and shared his enthusiasm.

Grant Plummer wanted to clarify the following meeting dates- May 5th- School Budget vote at the High School, May 12th- Selectboard Meeting, May 19th- Selectboard Meeting and May 26th- Candidates Night. Grant also wanted to recognize Mary for her commitment to our community. He was also happy to have two items taken off "the list" this evening.

20. Adjournment

The Selectboard moved and seconded to adjourn at 7:45pm.

Motion made by Avery, Seconded by MacDonald.

Voting Yea: Avery, Connolly, MacDonald, Plummer

**Reminders to the Attending Public:** Selectboard meetings are open to the public, but the public may not speak unless recognized by the Board 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)**

*Month DD, YYYY at HH:MM PM Meeting Name*

April 23, 2026 @ 6:00 PM Comprehensive Plan Implementation Committee

April 27, 2026 @ 6:30 PM Planning Board Regular Meeting

April 30, 2026 @ 6:00 PM Comprehensive Plan Implementation Sub-committee

DRAFT



**Manager's Memorandum  
Selectboard Meeting  
May 12, 2026**

Item 5.#

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 05-06-2026  
Re: Selectboard meeting 05-12-2026

Below are notes for agenda items for May 12, 2026, meeting

**5. Managers' Update**

- A. Resilience Planning and the Casco Village Zoning Work Group are requesting that each board, committee, and commission provide a brief outreach announcement at the beginning of their meetings to promote the upcoming community outreach meeting scheduled for May 28, focused on the Casco Village Zoning dialogue.

The outreach materials are included in the Selectboard packet, and paper copies will also be available at this meeting for distribution.

- B. The Town has developed a comprehensive New Residents Guide to help newcomers quickly become familiar with local services, resources, and community opportunities. Created by Town staff, the packet includes essential details such as municipal contacts, trash and recycling schedules, voting information, recreational programs, and guidance on permits and local ordinances. To ensure accessibility and convenience, the document is readily available in both digital and paper formats-residents can download it from the Town's website or pick up a printed copy at the Town Office. The Town anticipates that this guide will be updated on a regular basis as information changes and as new recommendations or requests are received. This initiative reflects the Town's commitment to making the transition for new residents as smooth and welcoming as possible.
- C. B-Tek will be returning to the Casco/Naples Bulky Waste facility from May 18th through May 20th to reconfigure the RFID system, install updated programming, train staff, and observe the first day of operations with the upgrades in place. Our IT company will also be available to assist with establishing and ensuring a smooth connection between the Bulky Waste facility and the Town Office. In addition, the facility has already scheduled a local electrical company to support the removal of existing electrical wiring and materials as part of the project.



- D. The Town has identified a scam targeting individuals listed on Planning & Zoning Board agendas. Scammers are using publicly available information (e.g., applicant names, Town logos, and staff names) to send convincing but fraudulent invoices. These emails typically request payment via wire transfer, ACH, or third-party apps (e.g., Zelle, PayPal), often with urgent language claiming applications cannot proceed without immediate payment. They are frequently sent from non-government email domains.

**Key Points:**

- The Town does **not** request payments via wire transfer, ACH, or third-party apps.
- Official communications originate only from verified “.gov” or “.org” domains.
- Applicants are advised to verify any invoice by contacting the Town Office directly (207-627-4515), not using contact information provided in suspicious emails.

The Town has posted this warning across multiple communication channels and has directly notified current Planning Board applicants.

Staff are advising applicants to remain vigilant and report any suspicious communications.

- E. Grant and I attended a Greater Portland Council of Governments Lakes Region meeting where the discussion items focused on identifying the most pressing challenges and opportunities facing each community, followed by a collaborative conversation on how towns can work together—and with regional partners—to address those issues. The group also reviewed a proposal for a regional sales tax with revenue sharing aimed at easing the burden of rising property taxes and concluded by summarizing key action items and next steps.
- F. Casco’s Safe Streets Committee hosted a Bicycle Rodeo on May 2nd, with support from the Bicycle Coalition of Maine. The event helped children and families build safe biking skills through fun, hands-on activities while promoting awareness of road safety and proper cycling practices, and approximately 10 children participated in the rodeo.
- G. The Request for Proposals (RFP) for the Casco Village Crosswalk project was issued on May 4 by Gorrill Palmer. A non-mandatory pre-bid meeting is scheduled for May 21, and all proposals must be submitted no later than 2:00 p.m. on May 28.
- The RFP stipulates that the project must be completed by July 17. Included in the Selectboard packet are the design standards provided to prospective bidders. In addition, the complete RFP has been made available on the Town’s official website.
- H. The Ad Hoc Committee will begin increasing its discussions regarding the Berry property. Future deliberations will focus on methods to obtain community feedback, the development of a conceptual rendering for public review, and the eventual finalization of a plan for the property. It is anticipated that these efforts will be completed in preparation for the Maine Water Conservation Grant application in June 2027.

- I. I will be attending the National League of Cities RISC Pool Conference from May 13–15. This training comes at no cost to the Town, as all associated expenses are fully funded by the Maine Municipal Association.

## On-Going Business

### 6. The Selectboard will consider updating the following policies Selectboard Meeting Cancellation, Unassigned Fund Balance, and Managing Public Participation in Selectboard Meetings

Staff respectfully request that the Selectboard review and consider approval of several proposed policies intended to replace existing policies that are outdated or no longer aligned with current practices. These proposed policies address Selectboard meeting cancellations, the unassigned fund balance, and the management of public participation during Selectboard meetings.

Given the extent and substantive nature of the revisions, redlined versions have not been provided. The proposed documents constitute comprehensive rewrites rather than incremental amendments and are therefore submitted in their entirety for the Selectboard's review and consideration. Prior versions of these policies have been included in the Selectboard packet for reference.

If the Selectboard approves the three policies included on the agenda, staff respectfully request guidance regarding the prioritization of the next group of policies to be reviewed. A list of the proposed policies for future review is provided below.

<b>Policy Name</b>	<b>Last Updated / Adopted</b>
Community Center Facility Use Policy	December 2009
Tax Acquired Property Policy	February 2013
Collection of Emergency Medical Service Fees	October 2019
Select Board Meeting Policy	October 2019
Purchasing Policy	July 2021
Capitalization Policy	August 2021
Conflict of Interest Policy	September 2021
Electronic Systems Policy	November 2021
Credit/Debit Card Use Policy	2021
Remote Meeting Policy	January 2022
Rules of Public Hearing Policy	May 2022
Personnel Policy	February 2023

<b>Policy Name</b>	<b>Last Updated / Adopted</b>
Freedom of Access Policy	May 2023
Board and Committee Members Use of Social Media Policy & Guidelines	July 2023
Employee Technology and Social Media Policy	July 2023
Septic System Grant Program Policy	September 2023
Select Board Rules of Order and Procedures	September 3, 2024
Complete Streets Policy	January 2025
Board Committee Policy	January 2026

**7. The Selectboard will receive updates on the installation of municipal fiber.**

An update on the municipal fiber installation project will be provided by the Town Manager.

**8. The Selectboard will consider proposed Town Meeting Warrant.**

Included in the Selectboard packet is the proposed warrant for the June 3rd Town Meeting. If no modifications are deemed necessary, staff respectfully request that the Selectboard vote to approve the warrant and authorize its execution.

In the event that modifications are required, staff will revise the warrant accordingly and resubmit it to the Selectboard for further consideration on May 19th.

**New Business**

**9. The Selectboard consider appointing Doug Wilson to the Zoning Board of Appeals with a term expiring on June 30, 2028.**

Doug Wilson is requesting appointment to the Zoning Board of Appeals to fill one of two current vacancies. Mr. Wilson has resided in the Town of Casco since 2022 and previously served on another municipality's zoning board of appeals. He is familiar with the review processes and requirements under Maine law.

**10. The Selectboard will consider appointing alternate Planning Board member Joseph Armenti, Jr to a full voting member with a term expiring on June 30, 2027.**

Please approve the change of Joseph Armenti, Jr.'s appointment on the Planning Board from an alternate to a full voting member, with an updated appointment expiration date of June 30, 2027. Moving an alternate into a full member role has been the Selectboard's standard practice in recent appointments, ensuring continuity and maintaining experienced participation on the board.

## **11. The Selectboard will consider modifying the EMS rates**

Casco Rescue is proposing modest adjustments to its EMS billing rates to improve cost recovery and ensure compliance with recent Maine legislation. Rates have not been updated since 2013, and current charges remain well below allowable reimbursement levels. Under L.D. 2105, insurers reimburse EMS services at up to 200% of Medicare rates, but annual increases are capped at 5% for agencies below that threshold. The proposed changes reflect this limit, with small increases to most service rates and no changes to on-scene (no transport) or intercept charges. The specific rate increases requested are detailed in the Selectboard packet.

In addition, L.D. 1602 (1-A) requires reimbursement for non-transport services (A0998), creating an opportunity to improve revenue while maintaining compliance. Even with these adjustments, Casco's rates will remain below Medicare benchmarks, requiring a phased approach to future increases. Approval of these updates will support the financial sustainability of EMS operations while aligning with state requirements.

## **12. The Selectboard will discuss vacancies created by volunteers not seeking reappointment.**

Town staff reached out to all volunteers whose terms are expiring on boards, commissions, and committees. Based on these discussions, the vast majority have expressed interest in being reappointed to their respective groups. Those individuals include Robert Williamson, Sam Brown, and Pam Edwards (CPIC); Sam Brown and Eric Dibner (Safe Streets); and Sue Witonis, Barbara Durr, and Maureen McAllister (Finance Committee).

Volunteers not seeking reappointment or withdraw from their respective boards and committees include Tom Mulkern (Finance Committee), Trevor Tidd (Zoning Board of Appeals), Tuan Nguyen-elected (Transfer Station Council), Elinor Withington (Veterans Committee), and Joseph Armenti, Jr., and Wyatt Petit (CPIC).

If the previous appointments occur, there will be the following resulting vacancies: two alternate position on the Planning Board, one vacancy on the Zoning Board of Appeals, two vacancies on CPIC, three vacancies on the Veterans Committee, two vacancies on the Safe Streets Committee, and one vacancy on the Finance Committee (one resident already applied for this position).

## **13. The Selectboard will discuss future workshops on a Communication Policy.**

During the all-committee meeting, the Selectboard received feedback indicating that the Town should make efforts to improve communications. The Selectboard directed the Town Manager to conduct research on communication policies and practices utilized by other municipalities. It is anticipated that the Selectboard will hold future workshops to solicit input from committees, boards, and members of the public regarding potential methods for improving municipal communication.

**14. The Selectboard will consider approving the MSAD 61 Budget Validation Referendum.**

The Selectboard is required to act in accordance with Maine law, specifically 20-A M.R.S. § 1486, which mandates that municipal officers meet promptly to review and countersign the warrant and notice of election for a school district budget validation referendum. Included in the Selectboard packet is a copy of the validation warrant for the Board's review and consideration.

This process ensures that the warrant is properly posted and that voters are duly notified of the referendum, thereby fulfilling the municipality's legal obligation to facilitate the election and uphold transparency and accountability in local governance.

**15. The Selectboard will consider renewing a liquor license renewal from Webbs Mills Eatery.**

The Selectboard has received a liquor license renewal application from Webbs Mills Eat. As the establishment has held a liquor license for more than five years, a public hearing is not required as part of the review process.

The Board may review and discuss the application as a regular agenda item prior to taking formal action. If approved, the application will be forwarded to the State of Maine, Bureau of Alcoholic Beverages, and Lottery Operations for final approval.

Town of  
**Casco**  
MAINE



# Resident Guide



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## TOWN CONTACTS

### MUNICIPAL CONTACTS

Animal Control (Non Emergency Dispatch) .....	(207) 893-2810
Assessor .....	(207) 699-2475
Assistant Code Enforcement Officer .....	(207) 627-4515 ext. 1216
Casco/Naples Bulky Waste & Transfer Station .....	(207) 627-7585
Code Enforcement Officer .....	(207) 627-4515 ext. 1203
Communications .....	(207) 627-4515 ext.1206
Fire & Rescue	
<b>EMERGENCY DIAL 911</b>	
Non-Emergency - Chief Cole .....	(207) 627-1147
Non-Emergency - Dispatch .....	(207) 893-2810
Non-Emergency - Central Station .....	(207) 627-1148
Public Works .....	(207) 627-4515 ext. 1206
Parks & Recreation .....	(207) 627-4515 ext.1400
Senior Mealsite .....	(207) 627-4187
Treasurer & Tax Collector .....	(207) 627-4515 ext. 1207
Town Manager .....	(207) 627-4515 ext. 1201
Town Clerk's Office .....	(207) 627-4515 ext. 1205

### POST OFFICES

Casco Post Office .....	(207) 627-4892
South Casco Post Office .....	(207) 655-4746

### SCHOOLS, LIBRARIES & HISTORICAL SOCIETY

Casco Village Library .....	(207) 627-4541
Casco-Raymond Historical Society.....	(207) 655-6389
MSAD 61 District Office .....	(207) 647-3048
MSAD 61 Bus Garage .....	(207) 693-6467
Lake Region High School .....	(207) 693-6221
Lake Region Vocational Center .....	(207) 693-3864
Lake Region Middle School .....	(207) 647-8403
Songo Locks School .....	(207) 693-6828
Stevens Brook Elementary School .....	(207) 647-5675
Crooked River Elementary School .....	(207) 627-3335
Lake Region Adult Education .....	(207) 627-4291

### CENTRAL MAINE POWER

Electricity emergencies: contact CMP at 1-800-696-1000  
 Reporting an Outage: 1-800-696-1000 or submit online form at <https://www.cmpco.com/outages>  
 DigSafe: 811 or submit a ticket at <https://www.digsafe.com>

## A SHORT HISTORY OF CASCO IN THE BEGINNING

"History by Melissa Kluge rewritten by Jen Morton and Georgette Burgess"

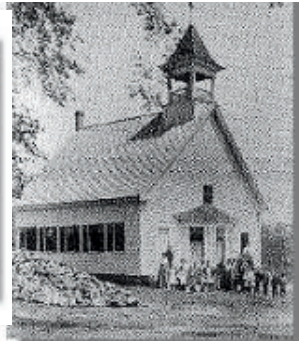
On January 30, 1767 a suitable grant was settled upon and "a township of land 6 miles and 3/4's of a mile square was granted to Capt. William Raymont and others who served in the expedition against Canada in 1690, their legal Representatives or assigns and by them laid out in the County of Cumberland adjoining to Great Sebago Pond, and adjoining to New Marblehead..." This grant of land included all that is now Raymond and Casco, plus part of Naples, and was called Raymondtown, in honor of Capt. William Raymont.

Raymondtown became incorporated within Massachusetts as the Town of Raymond, with its own local government. In 1820, Maine became a State. We were not to become "Casco" until 1841 and it took two petitions to the Maine Legislature to secure the separation from Raymond.

Casco was officially incorporated on March 18, 1841. Casco was the last town incorporated in Cumberland County and is the smallest, consisting of 32 square miles of land and 6 square miles of water."



*Casco High School 1848*



*Webb's Mills School*



*Obadiah Gould Home*

### Town Data

- County: Cumberland
- School District: MSAD #61
- Senate District: 26
- House District: 86
- Congressional District: 1
- Square Miles: 36
- Population (2020): 3,646

Casco is located in the heart of the Sebago Lakes Region. Casco's 36 square miles contain eight lakes and ponds, which comprise nearly 6 square miles of Casco's geographic area. Opportunities abound for recreational and business opportunities associated with pristine, clear lakes and ponds.

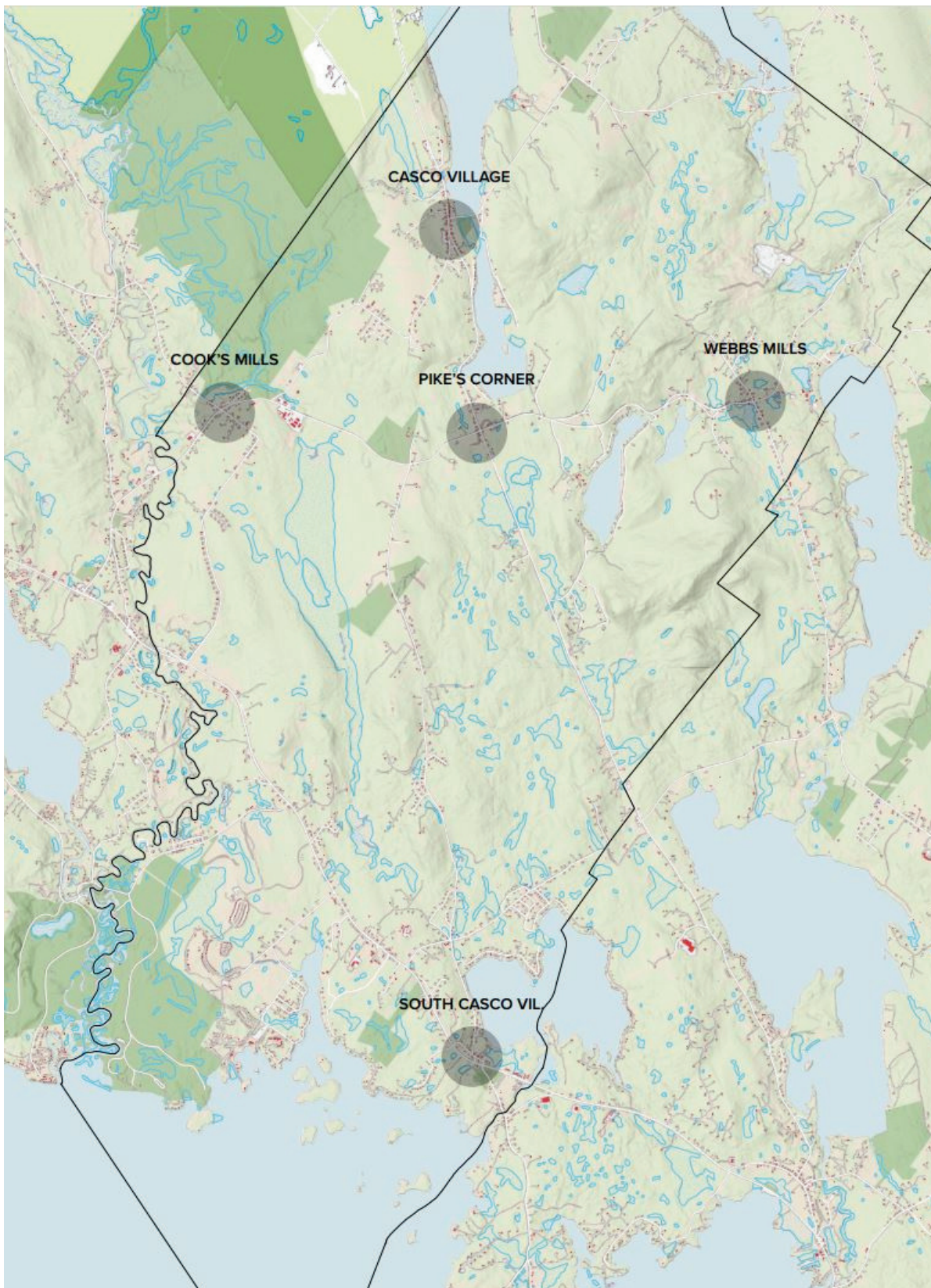
Casco is located within an hours commute to the coast of Maine, the White Mountains of New Hampshire, and the Portland International Jetport. Major shopping areas are a twenty-minute drive.



# THE VILLAGES OF CASCO

The Town of Casco is comprised of the following 5 Village Districts:

- Casco Village
- South Casco Village
- Webbs Mills
- Cook's Mills
- Pike's Corner



# TOWN GOVERNANCE

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## SELECTBOARD



Casco has a Town Meeting form of government with an elected Selectboard and a Town Manager. The Casco Selectboard consists of 5 at-large elected officials and functions as an elected administrative Board with some legislative authority under State Law. The Selectboard is responsible for developing appropriate policies in order to address directives established at the annual Town Meeting. The Selectboard policies are implemented through the Town Manager who is the designated administrative officer.

The Casco Selectboard members are voted into office in June of every year and each member has a 3-year staggered term. The Chair has a 1-year term, voted on by the Board. The Board generally meets on the first and third Tuesday in the Casco Community Center, 940 Meadow Rd. at 6:00 p.m. Selectboard Meeting Agendas & Minutes can be reviewed online at <https://casco-me.municodem meetings.com>.

Selectboard Members	Title	Term	e-mail
Grant Plummer	Chair	June 2028	grant.plummer@cascomaine.org
Robert MacDonald	Vice-Chair	June 2026	rmacdonald@cascomaine.org
Scott Avery	Member	June 2027	savery@cascomaine.org
Mary Fernandes	Member	June 2026	mfernandes@cascomaine.org
Eugene Connolly	Member	June 2028	econnolly@cascomaine.org



Annual Town Meeting

## TOWN MANAGER

The Town Manager is the chief administrative officer and the head of the administrative branch of the Town government. The Town Manager is responsible to the Selectboard for the proper administration of all affairs of the Town. The Town Manager’s office is located at the Casco Town Office, 635 Meadow Rd.

### Areas of Responsibility

- Responsible for assisting the Select Board.
- Prepares agendas for Board meetings and warrants for Town Meetings.
- Oversees the operations of all Town of Casco departments.
- Serves as Personnel Director for the Town; hires, evaluates and directs the Town's staff.
- Responsible for implementing all Selectboard policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Selectboard policy mandates.
- Coordinates the application process for membership on local Boards and Committees.
- Maintains sound, positive public relations between the Town and its citizens, other governmental agencies and the various Boards and Committees comprising the Casco Town Government.
- Prepares the annual budget for the Town with assistance from other departments.
- Acts as purchasing agent for the Town of Casco.
- Monitors all Town funds, oversees disbursement of all expenditures and issuing checks.
- Represents the Town of Casco on the Eco Maine Board of Directors.
- Accepts positive innovations from the citizens of Casco to make the community an even better place to live.



Town Manager	Phone	email
Anthony Ward	207-627-4515, ext. 1201	award@cascomaine.org



## TOWN GOVERNANCE

### BOARDS & COUNCILS

The Town of Casco has three Boards & Councils comprised of the Planning Board, Zoning Board of Appeals & the Casco-Naples Transfer Station Council.

### PLANNING BOARD

The Planning Board is responsible for reviewing and making decisions on all land use, construction, and development applications requiring Planning Board approval under the provisions of Casco’s Zoning & Land Use Ordinance. Town of Casco Codes & Ordinances is available for review at <https://library.municode.com/me/casco/codes/code>.

Board Member	Title	Term Exp.	email
Marc Rocque	Chair	2026	mrocque@cascomaine.org
David Fowler	Vice-Chair	2028	dfowler@cascomaine.org
Ryan McAllister	Member	2027	rncallister@cascomaine.org
Tiffany Payton	Member	2028	tpayton@cascomaine.org
Joe Armenti, Jr.	Alternate	2026	jamenti@cascomaine.org
Vacancy	Member		
Vacancy	Alternate		



### ZONING BOARD OF APPEALS

The Zoning Board of Appeals considers requests ranging from variance for minor home improvements and buildable lot approvals to special permit requests for retail expansions on nonconforming uses and structures and extensions of previously approved projects.

Member	Title	Term Exp.
Geoffrey Hancock	Vice Chair	2026
Uel Gardner	Member	2026
Terri Linnell	Member	2028
Vacancy	Member	
Vacancy	Member	



### CASCO - NAPLES TRANSFER STATION COUNCIL

The Council is responsible for providing input and recommendations to the Transfer Station Manager and Selectboard regarding all Transfer Station operations, recycling, and compliance with established policies, procedures and practices.

Member	Title	Term Expires	Town
Tuan Nguyen	Member - Elected	June 2026	Casco
Greg Plummer	Member- Elected	June 2028	Casco
Sue Witonis	Appointed	June 2027	Casco
George Klauber	Member	June 2027	Naples
Priscilla Kyle	Member	June 2027	Naples
Steve LaPointe	Member	June 2028	Naples



Transfer Station



Bulky Waste Facility

## TOWN COMMITTEES & COMMISSIONS

There are currently seven active Town committees comprised of appointed volunteers. The purpose of the Committees is to advise, inform, and assist the Selectboard concerning specific subject area matters. Committee and Commission vacancies are posted on the Town of Casco website as they become available.

Residents interested in serving on a board or committee are encouraged to contact Tony Ward, Town Manager at (207) 627-4515, ext. 1201 or award@cascomaine.org. Online interest forms may also be submitted at <https://www.cascomaine.org/TOC-boards/committees-interest-form>.



### COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE

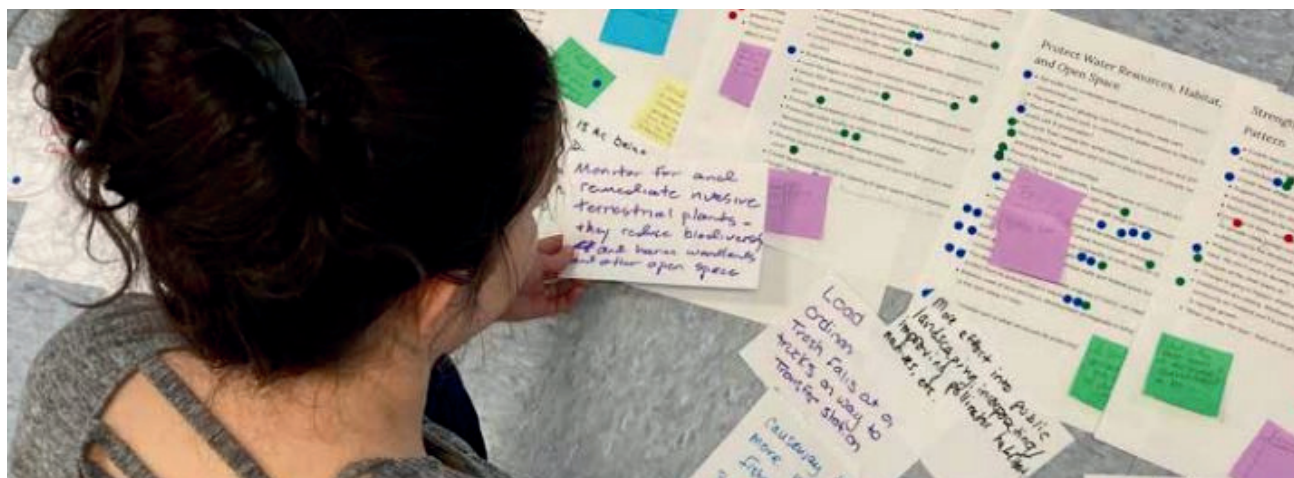
The Casco Comprehensive Plan is a planning document that describes and inventories town features and resources and establishes a plan and direction for future town processes and activities. The current Comprehensive Plan is available for review at <https://www.cascomaine.org/comprehensive-plan-implementation-committee>.

The Plan does not establish any new regulations or standards and does not approve new spending. The recommended policies in the Plan are conceptual and broad. Discussion and debate on the specifics of how these policies should be implemented will occur during town ordinance revision or the budgetary process.

Any changes to Town ordinances or the Town budget that may be recommended in the Plan must be proposed, reviewed, and approved by Casco voters using the regular, established process that is in place for making those types of municipal decisions.

The Comprehensive Plan Implementation Committee is a 9-member board. Members assist in the implementation of recommendations within the current plan and recommend modifications, as needed. Members are appointed to serve for a 2-year term.

Member	Title	Term Exp.
Robert Williamson	Chair	2026
Sam Brown	Member	2026
Janet DiBiase	Member	2027
Pam Edwards	Member	2026
Tom McCarthy	Member	2027
Rae-Anne Nguyen	Member	2027
Tiffany Payton	Member	2027
Wyatt Petit	Member	2027



**FINANCE COMMITTEE**

The Finance Committee is responsible for annually performing an independent review of the Town of Casco’s proposed operating and capital budgets for the upcoming fiscal year, and to make recommendations regarding expenditures to the Selectboard and Casco voters. Committee recommendations are intended to balance the necessary funding for Town services without imposing an unreasonable burden on taxpayers.



Member	Title	Term Exp.
Sue Witonis	Chair	2026
Carolyn Drew	Member	2027
Barbara Durr	Member	2026
Maureen McAllister	Member	2026
Tom McCarthy	Member	2028
Tom Mulkern	Member	2026
Timothy Walsh	Member	2028

**OPEN SPACE COMMISSION**

The goal of the Casco Open Space Commission (COSC) is to protect some of Casco’s undeveloped land as one of the primary goals of the recently updated and adopted Comprehensive Plan for the Town of Casco. The Commission studies and determines which lands in Casco should be kept for open space and assists in the acquisition of same. The Casco Open Space Commission was formed in July 2009 after the Casco Open Space Ordinance was adopted by vote at the June 2009 Town Meeting. It meets the third Monday of every month at 6:30 pm at the Casco Community Center.

Member	Title	Term
Mike Bolk	Member- Elected	2028
Eric Dibner	Member - Elected	2026
James Arsham	Member	2027
Sam Brown	Member	2026
Courtney Walsh	Member	2028



*Open Space Commission planting at Casco Gas & Convenience*

**PLEASANT LAKE DAM COMMITTEE**

The Pleasant Lake Dam Committee is responsible for monitoring the water levels and conditions of the Pleasant Lake Dam. The Dam is co-owned by the Towns of Casco and Otisfield and is located west of Route 121, just north of Casco Village.



Member	Title	Term Exp.
Tom Mulkern	Chair	2028
Dave Randall	Member	2028

**SAFE STREETS COMMITTEE**

The Safe Streets Committee was formed in June of 2024 to assist in the development and implementation of the Casco Safe Streets project.



Casco Safe Streets is a new initiative to make our streets safer for all. To learn more about the Safe Streets Project please visit <https://www.cascomaine.org/safe-streets-committee>.

Member	Title	Term Exp.
Rae Anne Nguyen	Chair	2027
Sam Brown	Vice Chair	2026
Eric Dibner	Member	2026
Justin Millette	Member	2027
Courtney Walsh	Member	2027
Vacancy	Member	
Vacancy	Member	



### VETERANS COMMITTEE

The Veterans Committee is responsible for promoting the recognition and observance of patriotic holidays to include, but not be limited to: Memorial Day, Flag Day, the Fourth of July, National POW/MIA Recognition Day, Veterans Day, and Pearl Harbor Day. To learn more about the Veterans Committee, please visit <https://www.cascomaine.org/veterans-committee>.

Member	Title	Term Exp.
Timothy Walsh	Chair - Elected	2027
Tom McCarthy	Member - Appointed	2027
Elinor Withington	Mamber- Appointed	2026
Eugene Connolly	Selectboard Rep.	N/A
Vacancy	Member	
Vacancy	Member	



Town of Casco Veterans Memorial

### WATER QUALITY COMMITTEE

The Water Quality Committee is responsible for making recommendations for the protection of water resources. Water Quality was identified as a Town priority during the development of the Comprehensive Plan. The mission of this Committee is to support this goal by developing an overall water quality plan for the Town of Casco.



Member	Title	Term Exp.
Tom McCarthy	Chair	N/A
James Arsham	Member	N/A
Diane Cormier	Member	N/A
Pam Edwards	Member	N/A
Maggie Monarch	Member	N/A
Levi Thornton	Member	N/A
Eileen Tidd	Member	N/A
Vacancy	Member	
Vacancy	Member	



Thomas Pond

## TOWN DEPARTMENTS

### ANIMAL CONTROL

The Animal Control Department provides domestic animal control services in the Town of Casco. The Animal Control Officer is responsible for handling stray, lost, or injured animals. The Officer is also responsible for reporting unlicensed dogs.

State law prohibits dogs from running at large. "At large" means off the premises and not under the control of any person whose personal presence and attention would reasonably control the conduct of the animal. Any dog found running "at large" will be seized by the Animal Control Officer. All dogs over 6 months of age are required to be licensed with the Town Clerk's Office. See page 11 for more information on dog licensing.

#### Lost Pet Reporting

Please contact the Animal Control Officer to report lost pets. Reports can also be submitted online at <https://www.cascomaine.org/animal-control/webforms/lost-pet-reporting-form>. Information submitted will be forwarded to the Town of Casco's Animal Control Officer, Jess Jackson.

#### Stray & Abandoned Pets

All stray animals picked up by the Animal Control Officer whose owners cannot be located are taken to the Animal Refuge League at 449 Stroudwater Street, in Westbrook, Maine.

#### Help Fix Me Program

If you cannot afford to spay or neuter your dog or cat, the State of Maine may be able to help. Through the Help Fix Me! program you may be eligible for a reduced rate. FMI please visit [https://www.maine.gov/dacf/ahw/animal\\_welfare/help-fix-me-program.shtml](https://www.maine.gov/dacf/ahw/animal_welfare/help-fix-me-program.shtml).

#### State Laws

For current laws in the State of Maine, please review the Maine Revised Statues Annotated under: TITLE 7: AGRICULTURE AND ANIMALS at <https://www.mainelegislature.org/legis/statutes/7/title7ch0sec0.html>.

#### Contracted Animal Shelter: Animal Refuge League of Greter Portland

217 Landing Rd, Westbrook, ME 04092  
Phone: (207) 854-9771

Staff	Title	email	Phone
Jess Jackson	Animal Control Officer	<a href="mailto:jjackson@cascomaine.org">jjackson@cascomaine.org</a>	(207) 893-2810



Animal Control Department Webpage: <https://www.cascomaine.org/animal-control>



## TOWN DEPARTMENTS

### ASSESSING OFFICE

The Role of the Assessor's office is to establish a value for all real & personal property for tax purposes and to maintain ownership records as required by Maine Title 36. Among other duties, this office is responsible for updating and maintaining tax maps, administering tax exemptions, and answering assessing questions.

The Town of Casco has partnered with the Cumberland County Regional Assessing Program. This program is designed to ensure quality, professional assessing services to the Town at a reduced cost. Rob Sutherland has been appointed director of the Cumberland County Regional Assessing Program and has taken the oath of office as the official Assessor for Casco.

For additional information, please visit the Cumberland County Assessor's Office Website at [https://www.cumberlandcountyme.gov/departments/regional\\_assessing/casco/index.php](https://www.cumberlandcountyme.gov/departments/regional_assessing/casco/index.php)



### HOMESTEAD EXEMPTIONS

The homestead exemption provides a reduction of up to \$25,000 in the value of your home for property tax purposes. The exemption applies to any residential property that is assessed as real property. To qualify you must:

- be a permanent resident of Maine
- The home must be your permanent residence
- You must have owned a home in Maine for the twelve months prior to applying
- You may not have a homestead exemption in any other state
- An application must be filed on or before April 1 with the municipality where the property is located.
- Once the exemption has been approved, it will remain in effect as long as your ownership and residency status remain unchanged.

The homestead exemption application is available at Town Clerk's Office or you may download the application at [www.cascomaine.org/tax-collector/pages/property-taxes-online-payment-service-relief-programs](http://www.cascomaine.org/tax-collector/pages/property-taxes-online-payment-service-relief-programs).

### ADDITIONAL EXEMPTIONS

For information on additional exemptions, such as widow and veteran exemptions please visit [www.maine.gov/revenue/taxes/tax-relief-credits-programs/property-tax-relief-programs/property-tax-exemption](http://www.maine.gov/revenue/taxes/tax-relief-credits-programs/property-tax-relief-programs/property-tax-exemption).



#### ASSESSING OFFICE STAFF

Rob Sutherland, Assessor  
(207) 699-2475

#### Assessing Office Address

Cumberland County Regional Assessing  
27 Northport Dr.  
Portland, ME 04103

Wendy Longley, Assessing Clerk  
(207) 627-4515, ext. 1211  
[wlongley@caascomaine.org](mailto:wlongley@caascomaine.org)

#### Annual Assessment Data 2025 - 2026 Tax Year

Tax Rate: \$10.25 per thousand  
Fiscal Year: July 1, 2025 - June 30, 2026  
Assessment Date: April 1, 2025  
Commitment Date: September 5, 2025  
Abatement App Deadline: March 9, 2026  
Certified Ratio: 100%  
Last Revaluation: 2024

## TOWN DEPARTMENTS

### TOWN CLERK

The Town Clerk’s Department is responsible for tax collection, vehicle registrations, issuing licenses and permits, supervising and coordinating elections, maintaining voter registration information, recording vital records, and administration of the General Assistance program for the Town.

**Hours of Operation**

Monday: 7:30 - 5:00  
Tuesday: 8:30 - 6:00  
Wednesday: 7:30 - 5:00  
Thursday: 7:30 - 5:00

**Address:** 635 Meadow Road, Casco, ME 04015

**Phone:** (207) 627-4515 **Fax:** (207) 803-1250

Please note: The Town Office is closed on all Federal & State holidays. Services are also limited on election days.

Services include:

- Tax Payments
- Dog Licensing & Renewals
- Vehicle and Boat Registration
- ATV & Snowmobile Registrations
- Duplicate Registration Requests
- Voter Registration
- Hunting & Fishing Licenses
- Marriage Licenses
- Concealed Weapons Permits
- Notary Services
- General Assistance
- Elections
- Vital records; birth certificates, death certificates, burial permits



Staff	Title	email	phone
Penny Bean	Town Clerk	pbean@cascomaine.org	(207) 627-4515 ext. 1205
Melissa Poree	Deputy Town Clerk	mporee@cascomaine.org	(207) 627-4515 ext. 1208
Laurie Kidd	Assistant Town Clerk	lkidd@cascomaine.org	(207) 627-4515 ext. 1213
Devin Langadas	Assistant Town Clerk	dlangadas@cascomaine.org	(207) 627-4515 ext. 1200

Town Clerk’s Office Webpage: <https://www.cascomaine.org/town-office>



## TOWN DEPARTMENTS

### TOWN CLERK'S OFFICE - SERVICES

#### CONCEALED WEAPONS PERMITS

Residents of the Town of Casco who wish to apply for a concealed weapons permit will need the following:

- A completed concealed weapons permit application available for download at <https://www.cascomaine.org/town-office/pages/concealed-weapons-permit> or at the Town Clerk's Office.
- Casco Residents DO NOT need passport photos.
- Proof of completion of a handgun safety course.

Please review the Concealed Weapons Law Book at <https://www.cascomaine.org/town-office/pages/concealed-weapons-permit>



#### DOG LICENSES

State law requires that any dog over the age of six months must be licensed annually by January 1st. The license is good for one year and expires on December 31st. Owners may begin registering their dogs on October 15th. The fee to register a neutered/spayed dog is \$6 and \$11 for an unaltered male or female. After January 31st, a \$25 late fee will be charged in addition to the registration fee. Registration is available at the Clerk's Office or online at [https://apps1.web.maine.gov/cgi-bin/online/dog\\_license/index.pl](https://apps1.web.maine.gov/cgi-bin/online/dog_license/index.pl).



#### VOTER REGISTRATION AND ELECTIONS

Residents may register to vote at the Town Clerk's Office during regular business hours. Residents may also register on Election Day at the designated polling location. Residents registering to vote prior to any election must provide a valid I.D. and proof of residency (ex. driver's license, tax bill, official piece of mail, not junk mail).

Absentee ballots will be available 30 days prior to the election. There are four ways to request an absentee ballot:

- *By Phone:* Call the Town Clerk's Office at (207) 627-4515 and request a ballot, which will be mailed to the address you provide.
- *Electronically:* Request state ballots electronically using the Secretary of State's online absentee ballot request service at: [apps.web.maine.gov/cgi-bin/online/AbsenteeBallot/index.pl](https://apps.web.maine.gov/cgi-bin/online/AbsenteeBallot/index.pl)
- *By Mail:* Print the Absentee Ballot Request Form on the Town Clerk's website. Mail the completed form to: Casco Town Office, 635 Meadow Road, Casco, ME 04015
- *In Person:* Request a ballot at Casco Town Office.

#### GENERAL ASSISTANCE

The General Assistance (GA) program in Maine is administered by each municipality to provide immediate help to eligible people who do not have enough money for basic needs, such as rent/mortgage, food, heating fuel, medications, non-elective medical care, and other items that are essential to maintain themselves or their families. To receive GA, people must follow program rules and meet the eligibility requirements. Cumberland County on behalf of the municipality of Casco administers a General Assistance Program for people in need. Pursuant to Title 22 MRSA-4304, the Municipal Officers have adopted an Ordinance establishing the General Assistance program. Copies of the Municipal Ordinance and General Assistance statutes are available, upon request, for public inspection at the Town Clerk's Office.

Persons who wish to apply for General Assistance may do so Wednesday from 8:30am - 11:30am. Applicants are encouraged to call (207) 632-2240 and schedule an appointment ahead of time. In the event of a LIFE THREATENING EMERGENCY, occurring after normal business hours applicants may contact Cumberland County Emergency Dispatch (207) 893-2810 and ask them to contact the General Assistance Administrator.

The Department of Health and Human Services' toll-free number to call with questions regarding the General Assistance Program is 1-800-442-6003.

## MOTOR VEHICLE REGISTRATIONS

The State of Maine has authorized the Town of Casco to register certain automobiles, trucks, and recreational vehicles. Motor vehicle registration renewals can be done online via the State of Maine Rapid Renewal Service at: [www.maine.gov/online/bmv/rapid-renewal](http://www.maine.gov/online/bmv/rapid-renewal), or in person at Town Office.

New vehicle registrations must be done in person at Town Clerk's Office. During registration, an excise tax and motor vehicle processing fee is paid and kept by the Town. Other registration fees are collected and forwarded to the State of Maine. The excise tax is based on the sticker price, or original list price of the vehicle. A mil rate of \$24.00 per thousand is charged to a new vehicle. Each year the mil rate reduces until the vehicle is 6 years old. The minimum rate is \$4.00 per thousand.

A 5.5% sales tax, unless paid to a dealer, is collected at the time of registration. The sales tax is based on the purchase price of the vehicle. If not purchased from a Maine dealer, proof of sales tax paid is required. Sales tax paid must equal Maine's 5.5% rate or the difference will be collected. Other fees such as registration fee, title fee, and agent fees are also collected at the time of registration.

State law requires that all vehicles be inspected on an annual basis. Most car dealerships and auto repair shops will complete these inspections for a minimal fee. A current registration must be presented at the time of inspection.

The standard Pine Tree or plain lettering plate issue fee is \$35.00. Specialty plates (i.e. conservation "loon" plates, university plates, lobster plates, and "black bear" scholarship plates) are available for an additional \$20.00 fee for the first year and \$15.00 for each subsequent year. "Vanity" plates are an additional \$25.00 and must be obtained at a Motor Vehicle Branch Office for the first issuance.



## NOTARY SERVICES

Notarization services are available at the Town Office. If you are coming into the office for services that require a notary, please call the office to ensure a notary is available. This service is available at no charge for Casco residents.

## VITAL RECORDS

Maine is a closed record State. Individuals requesting a certified copy of a vital record (birth, marriage, death) must complete a written request or application, provide acceptable identification, and, depending on the record requested, may have to demonstrate their direct and legitimate interest and/or lineage. The cost for a certified copy of a vital record is \$15 and \$6 for each additional copy of the same record.

## TOWN DEPARTMENTS

### CODE ENFORCEMENT OFFICE

The Code Enforcement Department is the “building department” of the Town and is responsible for the effective, timely and consistent enforcement of local and state laws. The Code Enforcement Division is responsible for:

- Administering and enforcing the Zoning and Site Plan Review Ordinance and the Floodplain Management Ordinance.
- Administering and enforcing Federal, State, and Local regulations governing construction projects.
- Ensuring compliance with these rules and regulations by reviewing plans prior to construction and conducting ongoing inspections.
- Issuing all permits associated with construction projects, e.g., building, plumbing, heating, and electrical.
- Providing research, technical, and staff support to the Board of Zoning Appeals.

The following Forms and Applications are available at [www.cascomaine.org/code-enforcement/pages/applications-forms-permits](http://www.cascomaine.org/code-enforcement/pages/applications-forms-permits)

- Address Request Form
- Building Permit Application - revised 01/2026
- Casco Short Term Rental Registration Ordinance and Application
- Citizen Complaint Form
- CMP 1190 Form
- CMP 1360 Form
- DBA
- Declaration of Environmental Covenant
- Driveway Road Entrance Permit Application
- Fee Schedule
- Home Occupation Application
- Internal Plumbing Permit
- Major Subdivision Final Submission Check List
- Major Subdivision Preliminary Submission Check List
- Minor Subdivision Plan Submission Check List
- Mooring Application, Renewal Form with Sketch Plan
- Mooring Application, Renewal Form with Sketch Plan
- MUBEC Energy Checklist
- Site Plan Review Application
- Tree Removal Permit Application
- Zoning Board of Appeals Applications



Staff	Title	email	phone
John Wiesemann	Code Enforcement Officer	<a href="mailto:jwiesemann@cascomaine.org">jwiesemann@cascomaine.org</a>	(207) 627-4515 ext. 1203
Mary Tremblay	Deputy Code Enforcement Officer	<a href="mailto:mtremblay@cascomaine.org">mtremblay@cascomaine.org</a>	(207) 627-4515 ext. 1216
Devin Langadas	Deputy Code Enforcement Officer	<a href="mailto:dlangadas@cascomaine.org">dlangadas@cascomaine.org</a>	(207) 627-4515 ext. 1200

Code Enforcement Office Webpage: <https://www.cascomaine.org/code-enforcement>



## TOWN DEPARTMENTS

### COMMUNICATIONS DEPARTMENT

The Communications Department is responsible for distributing Town news through the posting of notices, reminders, and events on all Town platforms, including e-newsletters, social media and print materials in order to provide timely municipal and community information to the residents of Casco.

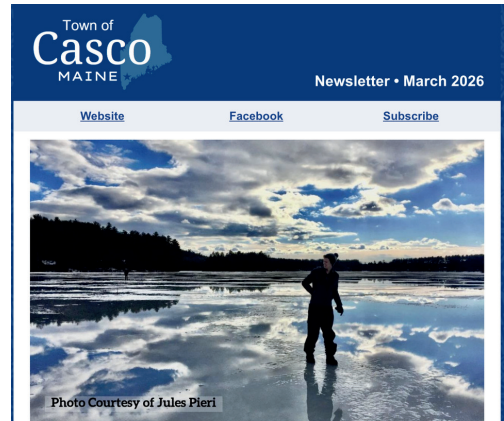
The goals of the communications department are to:

- Effectively and efficiently inform residents about Town activities, programs, policies, ordinance reviews/changes, and services;
- Enhance communications between the Town and its residents;
- Increase resident engagement in Town government.

#### NEWSLETTER

Town of Casco newsletters are published and distributed monthly via email and are archived on the Town website. Newsletter content includes updates from Town Departments, Board & Committee information & meeting dates, along with community news and events.

To subscribe to monthly e-newsletters please visit <https://www.cascomaine.org/communications/pages/town-casco-newsletters>



#### WEBSITE NOTIFICATIONS

Residents can also sign up for email alerts for selected website Department updates. Choose which Department news you wish to receive notifications from and you will receive an email alert when new information is posted. Sign-up at <https://www.cascomaine.org/subscribe>



#### SOCIAL MEDIA

Connect with us on Facebook for social media updates at <https://www.facebook.com/townofcascomaine>

#### TOWN MEETINGS - AUDIO & VIDEO RECORDINGS

Selectboard meetings can be viewed courtesy of Lake Region Television. Meetings can be streamed live or viewed on demand from the archives at <https://lakeregiontv.org>

Audio recordings of Selectboard & Planning Board Meetings are also available on the Town of Casco Website at <https://casco-me.municodemeetings.com/>

Staff	Title	email	phone
Allison Griffin	Communications Coordinator	agriffin@cascomaine.org	(207) 627-4515 ext. 1210

Communications Department Webpage: <https://www.cascomaine.org/communications>



[www.cascomaine.org](http://www.cascomaine.org)



[www.facebook.com/townofcasco](https://www.facebook.com/townofcasco)





## TOWN DEPARTMENTS

### FIRE & RESCUE

The Public Safety Department is responsible for providing services for the preservation of life and property through prevention, education and immediate response to life threatening or potentially life threatening situations. In order to fulfill this responsibility, the Department manages community fire suppression and medical aid.



#### FIRE STATIONS & PERSONNEL

The Casco Fire & Rescue Department (CFRD) protects the Town of Casco out of two fire stations, Central Station (Casco Village) and Company 2 (South Casco Village Station).

CFRD is a combination department with a roster of 35 members. Central Station is staffed with two Firefighter/EMTs 24 hours a day, 365 days a year and Company 2 is staffed with two Firefighter/EMTs 7 days a week from 6:00 am to 6:00 pm. Our full-time and per-diem staff are crossed trained as firefighters and emergency medical service providers.

The Department covers 36 square miles with 2 Engines, 1 Tanker, 1 Forestry Unit, 1 Command Vehicle, 1 Rescue Boat and 2 Ambulances.

The Department serves a year round resident population of 3,800 which grows in the summer with our seasonal residents and visitors to 18,000+.

CFRD is part of an automatic mutual aid agreement system with the many of our neighboring agencies. This agreement provides extra manpower and resources on many emergencies.

#### AMBULANCE BILLING

Ambulance invoices are prepared by a third-party billing service, Medical Reimbursement Services, Inc., P.O. Box 1810, Windham, ME 04062. Inquiries regarding ambulance bills should be directed to (207) 892-0020.



## CALL COMPANY MEMBERS NEEDED

**JOIN US TODAY**      **LEND A HAND FOR OTHERS**

**THERE'S A JOB FOR EVERYONE!**

- ENTRY FIREFIGHTERS
- DRIVERS/OPERATORS
- EMERGENCY MEDICAL TECHNICIANS
- FIRE-POLICE PROGRAM
- ON-SCENE EQUIPMENT ASSISTANCE

**FOR MORE INFORMATION:**  
STOP BY ONE OF OUR STATIONS  
OR VISIT US ONLINE!

#### EMERGENCIES DIAL 911

Staff		email	phone
Brian Cole, Fire Chief	Non-Emergency	bcole@cascomaine.org	(207) 627-1147
Dispatch	Non-Emergency		(207) 893-2810
Central Station	Non-Emergency		(207) 627-1148



Fire Department Webpage: <https://www.cascomaine.org/fire-rescue>



## FIRE DEPARTMENT FEASIBILITY STUDY

Port City Architecture (PCA) was hired by the Town of Casco, Maine in the spring of 2022 to study the town's Fire and Rescue department's operational, staffing, apparatus, and facility needs in order to continue to provide high quality first responder services to the town. The purpose of the study was to analyze the current staffing and apparatus, analyze call volumes and call locations, examine the current facilities, assess the department's current and future space needs required to provide safe and efficient modern firefighting and rescue services to the community, and recommend the best and most cost-effective facility improvement scenario to meet the town's future needs. PCA reviewed multiple scenarios including a renovation/addition to the current facility and the construction of a new facility on the current municipal site and elsewhere. PCA also reviewed the Brown Avenue substation and its importance to Casco's firefighting and rescue operations. FMI on the feasibility studies and recommendations derived from the study please visit <https://www.cascomaine.org/fire-rescue>

## BURN PERMITS

All Burn Permits are now issued online. There is no cost for this service.

To apply for a burn permit, please visit the Maine Burn Permit System website at <https://apps1.web.maine.gov/burnpermit/public/index.html> or scan the QR Code provided.



*Please note:* Seasonal Campfire Permits are no longer required.

If any assistance is required in obtaining a burn permit (such as lack of internet access for submitting request) please contact the Town of Casco Fire Department at (207) 627-1148 (Central Station - Non-Emergency)

## TOWN DEPARTMENTS

### PUBLIC WORKS

The Public Works Department is responsible for overseeing all maintenance of the 60.4 miles of Town roads, including paving projects, repairs, ditching, drainage systems, street sweeping, seasonal maintenance, sanding, and snow plowing.



### WINTER ROAD MAINTENANCE

Plowing and sanding of all Town roads is overseen by the Public Works Director. The Public Works crew plows and sands 20.8 miles of Casco's roadways with Town owned trucks & equipment and oversees the contracted plowing by C. Pond Plowing for the remaining 39.6 miles not assigned directly to the Public Works crew.

### PAVEMENT STUDY

In 2021, Gorrill Palmer was retained by the Town of Casco to complete pavement and gravel roadway condition assessments for all municipal roadways. The intent of this study was to provide guidance for developing road repair schedules and budgeting. To review the Pavement Study findings, along with current plow routes, private road plowing policies, and recent road preservation projects, please visit <https://www.cascomaine.org/public-works>.



### COMMUNITY SAND SHED

Sand is made available at the Community Sand Shed for Casco residents to assist with icy/wintry conditions. The Town of Casco Sand Shed is located across from the Bulky Waste Facility at 449 Leach Hill Road and is open 24/7.

Residents are welcome to collect two 5-gallon buckets of sand in preparation or response to storms or weather patterns that create icy and slippery conditions. Please note that the sand provided is exclusively for Casco residents and not available for contractors or non-residents.



Staff	Title	email	phone
Mike Genest	Public Works Director	mgenest@cascomaine.org	(207) 627-4515 ext. 1206
Sidney Shane	Laborer/Driver	sshane@cascomaine.org	
Joe Armenti	Laborer/Driver	jaremnti@cascomaine.org	

Public Works Department Webpage: <https://www.cascomaine.org/public-works>



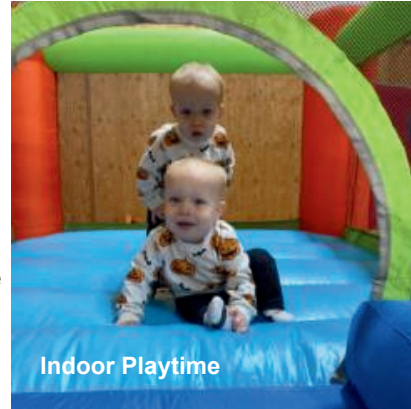
## TOWN DEPARTMENTS

### RECREATION

The mission of the Casco Parks and Recreation Department is to provide high quality, affordable recreational programs for all ages that will enhance the quality of life, encourage active lifestyles and encourage community involvement.

#### YOUTH PROGRAMS

Seasonal activities for youth include basketball, baseball, softball, karate, swim lessons, soccer, cross country, teen summer camp & preschool indoor playtime.



#### ADULT PROGRAMS

Adult programs include men’s basketball, pickleball (beginner, intermediate & advanced) & yoga sessions.

#### SENIOR PROGRAMS

Group Outings and Special Events

Group travel excursions provide opportunities for social interaction and activity. Programs vary throughout the year and include shopping trips, concerts, and seasonal activities, such as bus trips to Fryeburg Fair and Gardens Aglow.

#### SENIOR MEALSITE

Come join us for lunch and fun! Enjoy games, bingo, cribbage, or just sit and chat with some friends. It’s a great way to meet new people, have a great meal, or just get out! Lunch is served at 12:00 PM. Cost: \$3.00 Every Monday at the Casco Community Center, 940 Meadow Road

Reservations strongly recommended. Please call ahead to reserve your seat. For more information regarding the senior mealsite program, please call 627-4044.

#### SPECIAL HOLIDAY EVENTS

The annual **Veterans Day Breakfast** is held each November. Casco & Naples veterans & their spouses are invited to a free breakfast at the Casco Community Center in honor of Veterans Day and to thank them for their service.

The annual **Holiday Celebration** is held at the Community Center and features a performance by the Mayberry Hill Preschool, along with cookie decorating, crafts and a visit with Santa.

The annual **Halloween Trunk or Treat** event provides local families with a fun and safe option for celebrating Halloween at the Casco Community Park.



Staff	Title	email	Trunk or Treat	phone
Beth Latsey	Recreation Director	blatsey@cascomaine.org		(207) 627-4515 ext. 1400
Tristen Chaine	Recreation Programmer	tchaine@cascomaine.org		(207) 627-4515 ext. 1401

Recreation Department Webpage: <https://www.cascomaine.org/recreation>

Program Registration: <https://www.cascomaine.org/recreation/links/program-registration>



## TOWN DEPARTMENTS

### RECREATION - FACILITIES

#### CASCO COMMUNITY CENTER

940 Meadow Road

Gymnasium • Indoor Basketball Court • Meeting Rooms • Outdoor Basketball Court • Outdoor Tennis Court • Public Restrooms

#### VILLAGE PARK

940 Meadow Road, Behind Community Center

Outdoor playground • Tennis Court • Basketball Court • Gazebo • Open Field



Village Park

#### CASCO COMMUNITY PARK

877 Poland Spring Rd in Casco, Maine

Playground with separate structures for toddlers and older children, merry-go-rounds, and a mix of swings (regular, toddler) • Large grassy field with sports goals • Walking path • Pavilion for shade and picnics • Wheelchair-accessible parking and entrances • Seasonal portable toilets.

#### LIBBY PARK

Brown Avenue off Quaker Ridge Road

Basketball Court • Tennis Court • Pickleball Court • Swings

#### WEBBS MILLS PARK

At the intersection of Rt 11 and Rt 85

Gazebo • Benches on the River • Open Field



Community Park

#### Outdoor Tennis & Basketball Court Rules:

- White Soled tennis shoes only.
- Court priority to 18 yrs. and older Sat., Sun., holidays and evenings after 5:00 PM.
- Use limited to 60 minutes if there are others waiting.
- Court use limited to tennis only no bikes roller blades, or skateboards allowed.
- Please observe these rules and be courteous to others.
- No profanity please.

## BASEBALL/SOFTBALL FIELDS

#### DINGLEY FIELD

Dingley field is located on Brown Ave behind the South Casco Fire Station. This field is used for the Rookie and Minor League baseball teams as well as the 10 and under softball teams.

#### HANCOCK MEMORIAL FIELD

Near intersection of Rt 11 and Rt 121, behind Casco Memorial Field. The field is utilized for baseball, softball and kickball. Contact the recreation department for a listing of programs.



Dingley Field

## TOWN DEPARTMENTS

### TAX COLLECTOR & TREASURER

The Office of the Tax Collector is responsible for collection of real estate and personal property taxes and processing of municipal liens.

#### PROPERTY TAXES

Under Maine State Law, the ownership and valuation of all real estate or personal property subject to taxation shall be fixed as of April 1st. For fiscal year 2025-2026, that date was April 1, 2025.

After eight (8) months, and no later than one (1) year from the date of commitment, a lien will be placed on all real estate for which taxes remain unpaid. This lien will be filed in the name of the owner assessed on April 1, 2025.

**Tax Due Dates for Fiscal Year 2025-2026:** October 20, 2025 and March 11, 2026

**Interest Rates for Fiscal Year 2025-2026:** 4.00%

**Mil Rate for fiscal year 2025-2026:** 10.25 per thousand dollars of valuation

#### How Are Property Taxes Determined?

Property taxes are levied according to a mill rate. The mill rate is the dollars/cents per \$1,000 of value that you will pay in property taxes. For example, if you own a home valued at \$200,000 and the tax rate is 10.25 mills (or .01025), then your tax bill will be \$2,050.00 (or  $.01025 \times \$200,000$ ).

In calculating a property tax rate, the legislative body of the municipality (town meeting) determines the amount of revenue needed to be raised by property tax to fund municipal services and pay its school and county assessments. That amount is then divided by the total local assessed valuation to get the local tax rate. For example, a town that has a local assessed valuation of \$100 million and needs to raise \$2 million in property taxes will require a tax rate of 20 mills to do so ( $\$2,000,000$  divided by  $\$100,000,000$  equals  $.020$ ).

The municipal assessor calculates how much must be raised in property taxes based on what the legislative body has approved to provide Town services plus the two assessments levied against the town by the school district and county.

A tax commitment listing all the property in town, its value and the taxes that are owed is completed and given to the tax collector who sends out the tax bills.

#### REAL ESTATE & PERSONAL PROPERTY TAX BILLS

Real estate and personal property tax bills are available for viewing & downloading (pdf) at <https://www.cascomaine.org/tax-collector/pages/real-estate-personal-property-tax-bills>



#### Change of Address Form

Please complete a change of address form at <https://www.cascomaine.org/tax-collector/webforms/change-address-form> if your mailing address has changed. The information submitted will be used to update real estate and/or personal property accounts with the Town of Casco.

### ONLINE PROPERTY TAX PAYMENT SERVICE

Tax payments can be mailed to the Casco Town Office, paid in person at the Town Clerk's Office, or paid online using the Online Tax Payment Service at <https://www.cascomaine.org/tax-collector/pages/online-property-tax-payment-service>. Please note: Government Window is a third-party payment processor and there is a fee for use of this service. The service fee 2.5% with a \$1.50 minimum for Visa, MC & Discover and 3% with a \$1.50 minimum for Amex.

### TAX ABATEMENT FORM

Abatement forms (pdf) along with instructions for completion and submission of applications: <https://www.cascomaine.org/tax-collector/pages/property-taxes-online-payment-service-relief-programs>



### PROPERTY TAX RELIEF PROGRAMS

The State of Maine provides a measure of property tax relief through different programs to qualified individuals. FMI please visit: <https://www.maine.gov/revenue/taxes/tax-relief-credits-programs/property-tax-relief-programs>.

### PROPERTY FRAUD ALERTS

This free service, provided by the Cumberland County Registry of Deeds, will alert you with an e-mail notification when a document is filed in the Cumberland County Registry of Deeds office with your name on it. <https://pfa.uslandrecords.com/Default.aspx>

### STATE OF MAINE UNCLAIMED PROPERTY

In the State of Maine, unclaimed property includes various assets such as uncashed checks, dormant bank accounts, and insurance proceeds. The Maine State Treasurer's Office holds over \$303 million in unclaimed property. To check if you have unclaimed property, visit the official Maine Unclaimed Property website. Additionally, there are ongoing efforts to raise awareness about unclaimed property, encouraging residents to check the state site for potential claims. FMI please visit <https://www.maineunclaimedproperty.gov/>

### TREASURER'S OFFICE

The Department of Town Treasurer is responsible for the receipt, safe-keeping, and disbursement of town funds, as well as managing payroll, accounts payable/receivable, and maintaining financial records.

#### Key Responsibilities & Duties:

- Financial Management: Recording, depositing, and investing municipal funds.
- Disbursements: Paying town bills and processing payroll, typically via warrants authorized by the Selectboard.
- Tax Administration: Managing tax collections, issuing tax liens, and recording discharges.
- Reporting: Providing financial reports to the Selectboard and aiding in annual audits.
- Legal Compliance: Adhering to Maine Statutes Title 30-A, §5603 regarding municipal duties

Audited Financial Statements and Budgetary Information for the Town of Casco are available for review at the Treasurer's Office webpage.

Staff	Title	email
Pamela Griffin	Treasurer & Tax Collector	pgriffin@cascomaine.org
Laurie Kidd	Deputy Tax Collector	lkidd@cascomaine.org

#### Tax Collector



Tax Collector's Office Webpage: <https://www.cascomaine.org/tax-collector>  
Treasurer's Office Webpage: <https://www.cascomaine.org/treasurer>

#### Treasurer



## TOWN DEPARTMENTS

### BULKY WASTE & TRANSFER STATION

#### HOURS OF OPERATION

Wednesday, Thursday, Saturday & Sunday

#### BULKY WASTE FACILITY

449 Leach Hill Road  
7:00 AM - 4:15 PM

#### TRANSFER STATION

425 Leach Hill Road  
7:00 AM- 5:00 PM

#### PARTICIPATING TOWNS:

Casco: Transfer Station & Bulky Waste  
Naples: Transfer Station & Bulky Waste  
Otisfield: Bulky Waste Only

*Please note:* Facilities are closed for all Federal & State Holiday Observances. Holiday closure schedule is posted at <https://www.cascomaine.org/casconaples-bulky-waste-transfer-station/pages/holiday-schedule>.

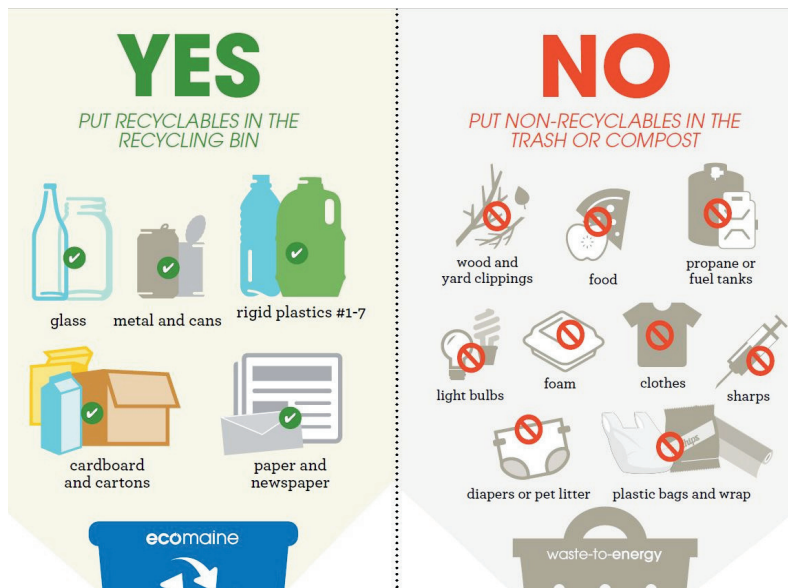
The Transfer Station & Bulky Waste facility provide residents with convenient, cost effective and environmentally-sound disposal options for discarding trash, recyclables and bulky waste items.

An annual Transfer Station sticker is required to utilize the Transfer Station and must be displayed clearly on your vehicle. Stickers can be obtained at the Casco Town Clerk's Office. Stickers are for residents only. Please bring proof of residency when obtaining your sticker.

For Bulky Waste Facility access, each eligible household within the Town of Casco will be issued an RFID tag coded to a specific vehicle. Printed coupons are no longer issued. RFID tags are available for pickup at the Town Clerk's Office. FMI regarding RFID accounts, please contact the Casco Town Office at (207) 627-4515.

*Please note:* The Town of Casco does not provide trash pickup services. Residents may either utilize the trash & recycling station or contract a commercial trash removal service provider.

#### ITEMS ACCEPTED AT THE TRANSFER STATION



Our facility cannot accept hazardous waste materials. Please contact one of the service providers below:

**Clean Harbors Environmental**  
17 Main Street, South Portland  
(207) 799-8111

**Riverside Facility**  
910 Riverside Street, Portland  
(207)797-6200 or (207)874-8801

**Paintcare Drop Off Sites**  
[www.paintcare.org/drop-off-sites](http://www.paintcare.org/drop-off-sites)  
Aubuchon Hardware - Naples  
(207) 693-3343

Staff	Title	email	Phone
John Kimball	Facilities Manager	<a href="mailto:jkimball@cascomaine.org">jkimball@cascomaine.org</a>	(207) 627-7585

**Transfer Station & Bulky Waste Webpage**  
<https://www.cascomaine.org/casconaples-bulky-waste-transfer-station>





## TOWN DEPARTMENTS

### BULKY WASTE & TRANSFER STATION

#### BULKY WASTE DISPOSAL BINS BY #

**#1 Copper:** pipes, wire, radiators

**#2 Aluminum:** lawn chairs, pipe, etc.

**#3 Metal:** all other metals, small & large appliances, etc.

**#4 OBW:** overstuffed furniture, mattresses, box springs, carpet, stuffed animals, plastics, paper, etc.

**#7 Glass:** windows, mirrors, toilets, etc.  
**NO Fluorescent Bulbs!**

**#8 Demo:** painted sheetrock, insulation, Styrofoam, fiberglass, pressure treated wood, fiberwood, etc.

**#9 Shingles:** clean only, no wood or metals other than nails

**Refrigerators/Air Conditioners:** refrigerator doors must be removed

**Tires:** oversized and tires on rims are subject to additional fees

**Wood:** painted wood, clean wood, *please place pressure treated in #8 Demo bin*

**Compost:** yard rakings only, no contaminants

**Brush:** brush & round wood only (no stumps, spikes or contaminates), must be under 8" in diameter

**Stumps:** stumps only

*These items have a surcharge fee above the weight fee and cannot be covered with coupons.*

Items with Freon: \$25.00

Televisions/Monitors: \$15.00

Computers/Laptops/Tablets: \$ 5.00

Couches: \$20.00

Recliners: \$10.00

Mattresses (Any Size): \$20.00

Box Springs: \$20.00

Long Fluorescent Bulbs: \$.25 per ft.

CFLs & U Tubes: \$1.50 each

PCB Ballast: \$2.00 lb. per pound

Mercury Containing Items: \$25.00 lb.

#### Usage Fees Without RFID Account Credits

**Resident:** 5 cents per pound (\$100.00 per ton) plus any applicable surcharges.

**Non-resident:** 8.5 cents per pound (\$170.00 per ton) plus any applicable surcharges.

**Payment Types Accepted:** Cash, Checks



## BEACHES & STATE PARKS

### BEACHES

Casco has two beautiful public beaches; Crescent Beach and Pleasant Beach.

Casco Town Beaches are for the exclusive use by residents and taxpayers of the Town of Casco and their guests.

### PLEASANT BEACH

Located on Mayberry Hill Road just off of Route 121.

### CRESCENT BEACH

Located on Edwards Road just of Route 11.

### Beach Use Rules:

- NO LIFEGAURD ON DUTY — USE AT YOUR OWN RISK.
- Beaches are open from 6:00AM to 9:00PM.
- No alcoholic beverages are permitted on the beach or associated parking areas.
- No pets or animals are permitted, except animals trained to assist persons with physical disabilities and in the accompaniment of that person.
- Glass containers are not permitted on the beach.
- All children under the age of 16 must be accompanied by a responsible adult.
- No motorized vehicles on the beach.
- Loud, obnoxious, rude behavior is not permitted.
- Beach users are responsible for their own trash, Please remove all trash.
- This is a public facility NO SMOKING IS ALLOWED.

### SEBAGO LAKE STATE PARK

Featuring swimming, fishing, picnicking, hiking trails, cross-country skiing & snowshoeing opportunities.

- Day-use Entrance in Casco - take Route 302 in Casco to State Park Rd. to Park Access Rd. (Lat. 43.941989, Lon. -70.546466)
- Songo Lock Veteran's Fishing Pier - located at the meeting of the Songo & Crooked Rivers on State Park Rd. (Lat 43.932598, Lon -70.577068). Accessible features: fishing pier, pathway to the fishing pier, picnic table, toilet and parking. No Fee.

Park Hours: Open all year; 9:00 a.m. to sunset daily unless otherwise noted at the gate.

Fee collected year-round at entry booth by staff or self-service station.



## PUBLIC TRAILS & OUTDOOR SPACES

### RATTLESNAKE MOUNTAIN WILDERNESS

The Rattlesnake Mountain Wilderness encompasses 829 acres of forested ridge line in southwestern Casco, providing one of the community’s most popular four-season trail experiences. The trail offers scenic views toward Panther Pond and the Raymond Hills, supporting hiking, running, snowshoeing, and nature observation throughout the year. In addition to recreation, the area contains ecologically sensitive habitat, including rare plant communities and a known heron rookery. Parking is limited. Trails cross private property, so please be respectful and stay on the trail. Dogs are not allowed on this trail. Bri-Mar trailhead is off Webbs Mills Road (ME-85), and open from sunrise to sunset.



### PINE HILL WILDERNESS AND OWL POND

The Pine Hill Wilderness, also referred to as the Owl Pond Wilderness, encompasses approximately 501 acres of interior forest owned by Casco Timber Company. The property includes a network of hiking, ATV, and snowmobile trails. Public access in this landscape is primarily supported through existing club agreements, while additional recreational trail use remains informal and would require landowner permission.

At the center of this landscape is Owl Pond, the only pond in Casco without developed shoreline, offering natural wildlife habitat and a quiet setting for low-impact recreation. The Town and local partners are actively exploring ways to expand the Pine Hill Wilderness footprint to include the entirety of Owl Pond, reflecting ongoing interest in long-term conservation and improved public access. Trail users should continue to respect landowner expectations, as permitted and prohibited uses vary on this privately owned landscape, and access conditions may change over me.



### ROLFE HILL CONSERVATION AREA

The 398-acre Rolfe Hill Conservation Area, owned by Loon Echo Land Trust (LELT) along Quaker Ridge Road, features a mix of woodlands, wetlands, streams, and historic land once associated with one of Casco’s first homesteads. Permanently conserved in 2024 through a collaboration led by LELT and supported by regional and state partners, the site now provides formalized public access for a range of recreational uses, including hiking, dog walking, snowmobiling, ATV riding on club trails, hunting, mountain biking and seasonal skiing and snowshoeing.



### MAYBERRY HILL PRESERVE

Mayberry Hill Preserve spans approximately 142 acres of woodlands and open meadow along Mayberry Hill Road and is permanently protected to maintain a primarily natural state. Managed by Loon Echo Land Trust (LELT), the preserve supports a formalized public trail network used for hiking, dog walking, hunting, cross-country skiing, snowshoeing, and universal trail access. The preserve is open year-round with off-street parking, and visitors are encouraged to contact LELT with questions about permitted activities. Bicycles, fires, camping, and motorized vehicles beyond the parking area are not allowed in order to protect habitat quality and support a quiet, low-impact recreation experience. Stewardship volunteers regularly assist with trail care, signage, and habitat management.



### HACKER'S HILL PRESERVE

Hacker's Hill Preserve encompasses approximately 26 acres of open fields and forest along Quaker Ridge Road and is known for its sweeping scenic views of the White Mountains, Pleasant Mountain, and Sebago Lake. The preserve is owned and managed by Loon Echo Land Trust (LELT) and is permanently protected to maintain a primarily natural state. Public access is formalized and supported by a paved roadway to the summit (seasonally open), picnic areas, benches, and seasonal restrooms, providing opportunities for scenic viewing, picnicking, birding, walking, hiking, cross-country skiing, and snowshoeing. The preserve is open year-round from dawn to dusk, with gate hours varying seasonally; visitors may walk up when the gate is closed. To protect the site's natural character, fires, smoking, camping, nighttime use, and motorized vehicles beyond the parking area are not permitted. Hacker's Hill remains one of Casco's most popular scenic destinations.

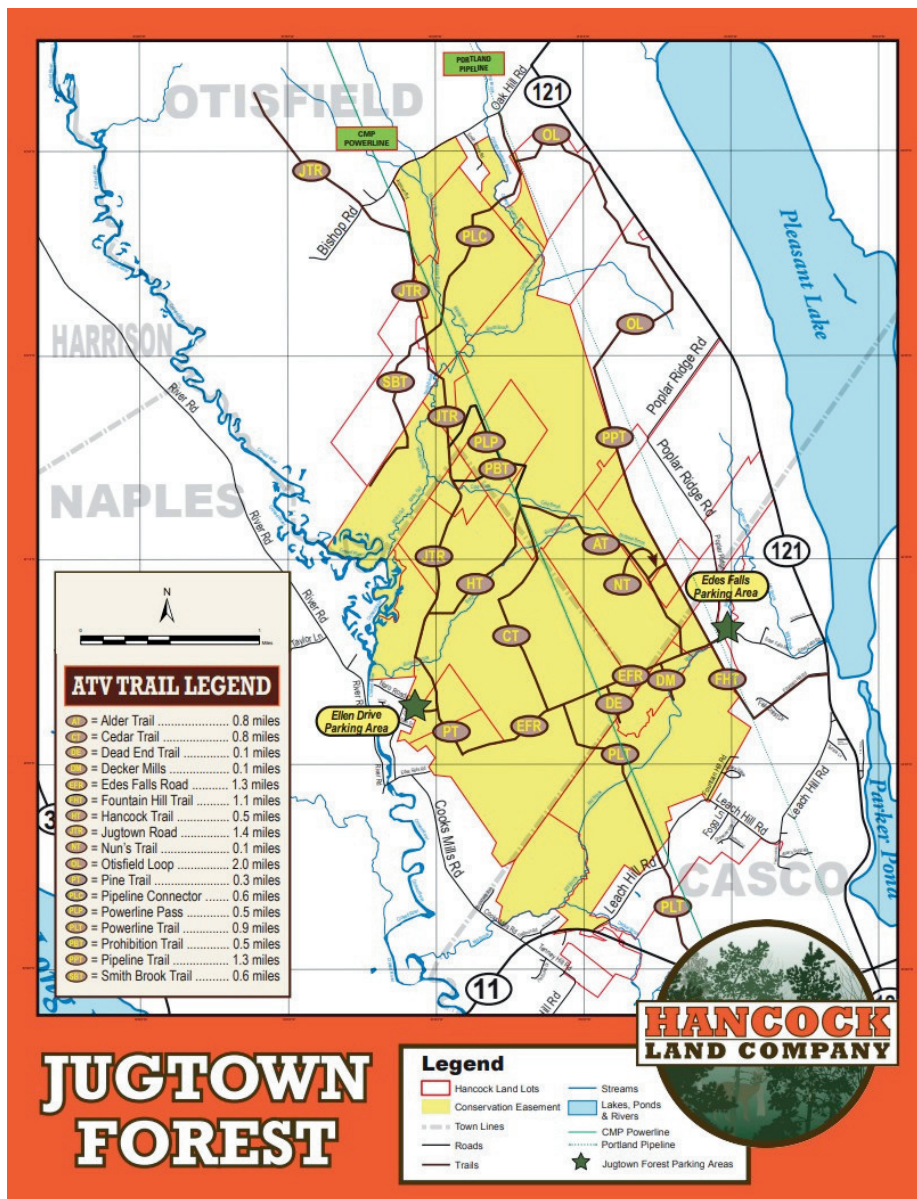


### JUGTOWN FOREST

Jugtown Forest is a large working forest owned and sustainably managed by Hancock Lumber, with approximately 650 acres extending into Casco and forming part of a larger 3,288-acre conserved block secured under a conservation easement held by the Maine Bureau of Parks and Lands. Regionally, the broader Jugtown landscape spans roughly 5,000 acres across multiple towns, including Casco, Naples, Raymond, and Otisfield. The property is open to the public for responsible recreation, with miles of designated trails supporting activities such as hiking, ATV and snowmobile riding, and hunting, consistent with posted guidance. As an actively harvested working forest, access and trail availability may change periodically due to logging operations, seasonal conditions, and resource protection needs. Visitors are encouraged to consult Hancock Lumber's official Jugtown Forest website for current trail conditions, permitted uses, maps, and rules before accessing the property.



Jugtown Forest





# CASCO DAYS

**ALWAYS THE LAST SATURDAY IN JULY!**

BEANO TENT ★ FOOD BOOTH ★ GAMES ★ PRIZES



RIDES ★ FREE PARKING ★ FREE ADMISSION

CASCO DAYS PARK, ROUTE 121 ★ [WWW.CASCODAYS.COM](http://WWW.CASCODAYS.COM)  
Follow Casco Days on Facebook and Instagram  

## LOCAL ENVIRONMENTAL CONCERNS

### INSECTS

#### BROWNTAIL MOTH

The browntail moth is an invasive species found only in Maine and Cape Cod. The caterpillars reach about 1.5 inches in length and are brown. They have a broken white stripe on each side and two red-orange spots on the hind end. They are an environmental health concern as the caterpillars can damage trees and are a human health concern because they have toxic hairs that can cause health problems in some people. Caterpillars are active from April to late June. Hairs remain toxic in the environment for up to three years but lose strength over time. FMI please visit <https://www.maine.gov/dhhs/mecdc/diseases-conditions/insect-borne-diseases/browntail-moth>



Browntail Moth



#### MOSQUITOS- WEST NILE VIRUS

West Nile virus (WNV) is a viral illness spread through the bite of infected mosquitoes. It can cause disease in humans, birds, and other mammals and occurs throughout the United States, including in Maine, usually during the summer and fall when mosquitoes in Maine are most active.

Anyone can get WNV, but certain people are at higher risk, including:

- People who spend a lot of time outdoors, whether for work, hobbies, or recreation.
- People over 50 years of age.
- Children under 15 years of age.
- People who have certain conditions, like cancer, diabetes, high blood pressure, or kidney disease.
- People who have certain conditions or take medications that weaken the immune system.

FMI on risk and prevention of West Nile Virus, please visit <https://www.maine.gov/dhhs/mecdc/diseases-conditions/insect-borne-diseases>



#### TICKS

Ticks are prevalent in Maine, especially during the warmer months. Deer ticks may transmit agents that cause Lyme Disease. Nymphs and adult females can bite anytime temperatures are above freezing. Ticks usually need to attach for 24 hours to transmit Lyme Disease. About 14 different tick species live in Maine. The most common ticks seen in Maine are the deer tick (*Ixodes scapularis*), American dog tick (*Dermacentor variabilis*), and the woodchuck tick (*Ixodes cookei*). In Maine, deer ticks can carry germs that cause several illnesses. For more information on tick protection, identification, and removal please visit: <https://www.maine.gov/dhhs/mecdc/diseases-conditions/insect-borne-diseases/ticks>



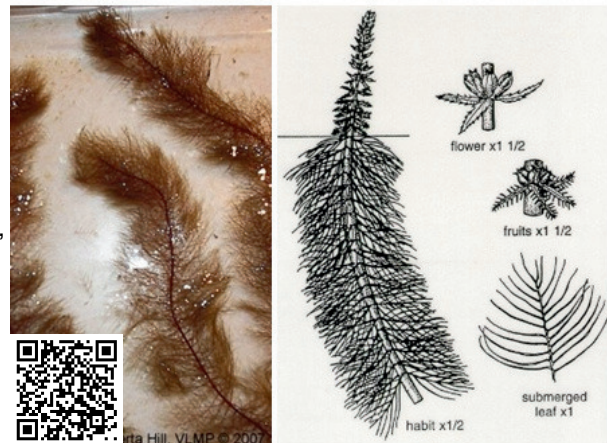
#### INVASIVE AQUATIC PLANTS

Invasive plants reproduce easily, spread fast, are non-native and crowd out our native plants, causing environmental and economic harm.

#### VARIABLE LEAF MILFOIL

Invasive milfoil, particularly Variable-leaf Milfoil and Eurasian Watermilfoil, threatens over 50 Maine waterways, creating dense mats that hinder boating, fishing, and swimming.

These non-native plants spread rapidly via fragmentation, often transported by boats. FMI, please visit <https://www.maine.gov/dep/water/invasives/vartext.html>



## COMMUNITY RESOURCES

### ANIMAL SHELTERS

#### ANIMAL REFUGE LEAGUE, PORTLAND

The Town of Casco is contracted with the ARL for all Animal Control transfers. ARL also provides adoptable cats, dogs and small animals.

#### HARVEST HILLS ANIMAL SHELTER, FRYEBURG

<https://harvesthills.org>

(207) 935-4358

Adoptable cats and dogs.

### LIBRARIES & HISTORICAL SOCIETIES

#### CASCO PUBLIC LIBRARY

5 Leach Hill Road, Casco

<https://www.cascopubliclibrary.org/>

(207) 627-4541

The Casco Public Library is a private organization and is not a Town Department.



#### CASCO - RAYMOND HISTORICAL SOCIETY

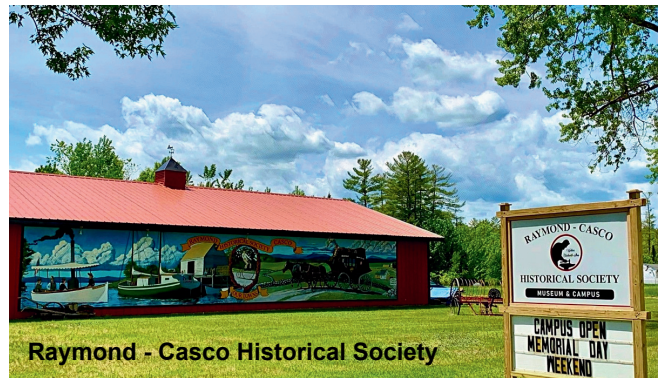
1 Shadow Lane, Casco, ME

<https://raymondcascohistoricalsociety.org>

(207) 655-6389

RCHS was created in 1971 as an educational, charitable, non-profit, organization devoted to collection, preservation, and experiential learning which highlights the culture and working history of the Lakes Region Area.

Featuring 19<sup>th</sup> century Watkins Blacksmith Shop, one room schoolhouse, antique automobile collection, 19th century barn, and newly renovated museum! Admission is free.



### FOOD PANTRIES

#### CASCO ALLIANCE CHURCH

Address: 450 Roosevelt Trail, Casco, ME

Phone Number: (207) 344-5370

Food Pantry Hours: 3rd Monday of each month 6:00 - 7:00 pm

#### CASCO VILLAGE CHURCH

Address: 941 Meadow Rd., Casco, ME

Phone Number: (207) 627-4282

Food Pantry Hours: 4th Thursday of each month 2:00 - 5:00 pm

#### CASCO PET FOOD PANTRY

Courtesy of Girl Scout Troop 896

Address: Behind the Casco Community Center, 940 Meadow Rd., Casco, ME

Honor System: Take what you need, leave what you can. Available items are dependent upon current donations.





## **COMMUNITY RESOURCES**

### **CEMETERIES**

The Town of Casco manages and maintains Green Grove Cemetery located on Poland Spring Road and is in the process of acquiring ownership of Lakeside Cemetery located on Meadow Road. The Town is responsible for maintaining the grounds, preserving the historical significance, and coordinating all activities within Green Grove and Lakeside Cemeteries. Limited cremation plots are available for residents in these two cemeteries.

Several privately owned and maintained cemeteries are also located in the town of Casco including:

- Brackett Cemetery
- Cook (Pinkham) Cemetery
- Daniel Fickett Family Burial Ground
- Edwards Cemetery
- Johnson Hill Cemetery
- Manning Cemetery (also known as Dingley Cemetery)
- Maxfield Cemetery
- Mayberry Hill Cemetery
- Mountain View (Leach Hill) Cemetery
- Murch Cemetery
- Old Bridgton Road Cemetery
- Quaker Ridge Cemetery
- Riggs Road Cemetery
- State Park Road Cemetery
- Stimpson Cemetery
- Tenney Hill Cemetery
- Top of Mayberry Hill Cemetery
- Tubbs Family Cemetery
- Webb's Mills Cemetery



### **LOT PRICING & FEES**

#### **LAKESIDE CEMETERY**

- Traditional Lot: \$600
- Cremation Lot: \$200
- Purchase of Cremation Marker from Collette Monuments \$533

FMI regarding available lots and current pricing, please contact Tony Ward, Town Manager at [award@cascomaine.org](mailto:award@cascomaine.org) or (207) 627-4515 ext. 1201.

## COMMUNITY RESOURCES

### POST OFFICES

#### CASCO POST OFFICE

- Location: 942 Meadow Rd, Casco, ME 04015
- Phone: (207) 627-4892
- Hours: Mon–Fri: 8:30 AM–1:00 PM, 2:30 PM–4:30 PM; Sat: 9:00 AM–11:00 AM; Sun: Closed

#### SOUTH CASCO POST OFFICE

- Location: 326 Roosevelt Trl, South Casco, ME 04077
- Phone: (207) 655-4746
- Hours: Mon–Fri: 9:30 AM–12:30 PM, 1:30 PM–4:30 PM; Sat: 9:30 AM–11:30 AM; Sun: Closed

### UPS & FEDEX

There are no dedicated FedEx or UPS Stores located directly within the Town of Casco. Below are the closest service locations:

#### FEDEX

- Drop-off (Walgreens - Windham): 741 Roosevelt Trail, Windham, ME (Approx. 15-20 min from Casco). Accepts prepaid, sealed packages and prints labels from QR codes.

#### UPS

- The UPS Store (Windham): 824 Roosevelt Tr, Windham, ME. (Approx. 15-20 min from Casco).
- UPS Access Point (Windham): Usually available at local CVS Pharmacies or Advanced Auto Parts (check official UPS site for current options).

### UTILITIES PROVIDERS

#### ELECTRICITY SUPPLIERS

Central Maine Power

Electricity emergencies: contact CMP at 1-800-696-1000

Reporting an Outage: 1-800-696-1000 or submit online form at <https://www.cmpco.com/outages>

#### BROADBAND INTERNET & PHONE SERVICE PROVIDERS

Broadband providers for Casco, include primary cable, fiber and satellite options.

- AT & T
- FairPoint Communications
- Spectrum
- Sebago Fiber (pending)
- T-Mobile
- Verizon
- Starlink (satellite)
- Viasat (satellite)
- Hughesnet (satellite)

## COMMUNITY RESOURCES

### PLACES OF WORSHIP

#### **Casco Village Church**

United Church of Christ  
941 Meadow Road, Casco  
(207) 627-4282

#### **Casco Alliance Church**

Christian & Missionary Alliance  
7 Point Sebago Road, Casco  
(207) 344-5370

#### **Webbs Mills Free Baptist Church**

Baptist Church  
17 Webbs Mills Road, Casco  
(207) 232-3815

#### **East Raymond Chapel UCC**

United Church of Christ  
394 Webbs Mills Road, Raymond  
(207) 655-2652

#### **Cornerstone Gospel Church**

Evangelical Church  
25 Sebago Road, Naples  
(207) 693-6102

#### **Lake Region Baptist Church**

Baptist Church  
1273 Roosevelt Trail, Windham  
(207) 428-3637

#### **Windham Church of God**

Pentecostal Church  
370 Roosevelt Trail, Windham  
(207) 892-3129

#### **North Windham Union Church UCC**

United Church of Christ  
723 Roosevelt Trail, Windham  
(207) 892-6142



Casco Alliance Church



Casco Village Church

#### **Tree of Life Church Assembly of God**

Assemblies of God Church  
1051 Roosevelt Trail, Windham  
(207) 892-2238

#### **The Refuge Church**

Non-denominational ARC  
765 Roosevelt Trail, Windham  
(614) 733-8431

#### **Windham Hill United Church of Christ**

United Church of Christ  
140 Windham Center Road, Windham  
(207) 892-4217

#### **Windham Baptist Church**

Baptist Church  
973 River Road, Windham  
(207) 591-4607

#### **St. Ann's Episcopal Church**

Episcopal Church  
40 Windham Center Road, Windham  
(207) 892-8447

#### **Our Lady of Perpetual Help**

Catholic Church  
919 Roosevelt Trail, Windham  
(207) 892-8288

#### **Faith Lutheran Church**

Lutheran Church  
988 Roosevelt Trail, Windham  
(207) 892-9158

## COMMUNITY RESOURCES

### TRANSPORTATION & FUELING/CHARGING STATIONS

#### GAS STATIONS

##### CASCO GAS & CONVENIENCE

605 Meadow Road, Casco, ME, 04015  
(207) 627-5050  
Gas, Air Pump, Restroom



#### ELECTRIC VEHICLE (EV) CHARGING STATIONS

The Town of Casco currently provides two electric vehicle (EV) charging stations at the following locations:

- Casco Community Center, 940 Meadow Road
- South Casco Fire Station, 20 Brown Avenue

Charger usage requires debit or credit card payment at the time of charging to cover energy usage costs.

#### REGIONAL TRANSPORTATION

##### LAKE REGION EXPLORER

The Lakes Region Explorer provides six days a week bus service along Route 302 between Bridgton and Portland. For scheduled , tickets and passes please visit <https://www.rtprides.org/lakes-region-explorer/>



##### REGIONAL TRANSPORTATION PROGRAM (RTP)

RTP is a Cumberland County-wide program that provides transportation for disabled, elderly, and low-income individuals and people with special needs. This shared-ride service requires riders to book trips in advance. 207-774-2666 [www.rtprides.org/catch-a-ride](http://www.rtprides.org/catch-a-ride)

##### UNITED AMBULANCE SERVICE

207-782-8400

[www.unitedambulance.com/wheelchair-division](http://www.unitedambulance.com/wheelchair-division)

United Ambulance Service provides wheelchair transportation to medical appointments.

##### AIRPORT: PORTLAND JETPORT (PWM)

1001 Westbrook Street, Portland, ME 04102

[www.portlandjetport.org](http://www.portlandjetport.org)

207-874-8877

##### AMTRAK DOWNEASTER

Schedule and tickets: [www.amtrakdowneaster.com](http://www.amtrakdowneaster.com)

Portland Transportation Center: 1-800-872-7245

## **EMERGENCY SERVICES**

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### **CRISIS PHONE NUMBERS**

#### **EMERGENCY: 9-1-1**

- **Alcoholics Anonymous (AA):** 1-800-737-6237
- **Cumberland County Sherriff:** 207-774-1444
- **Maine Child Abuse Hotline:** 1-800-452-1999
- **Maine Elder Abuse Reporting:** 1-800-624-8404
- **Maine Domestic Violence Helpline:** 1-866-834-4357
- **Maine Sexual Assault Helpline:** 1-800-871-7741
- **Maine Statewide Crisis:** 1-888-568-1112
- **Maine Tobacco Helpline:** 1-800-207-1230
- **NAMI Maine Help Line:** 1-800-464-5767 Support, education, and advocacy for questions about mental health. [www.namimaine.org](http://www.namimaine.org) or [helpline@namimaine.org](mailto:helpline@namimaine.org)
- **Narcotics Anonymous (NA):** 1-800-974-0062
- **National Crisis Text Line:** Text HOME TO 741714
- **National Human Trafficking Hotline:** 1-888-373-7888
- **National Suicide Prevention Lifeline:** 1-800-273-8255
- **Northern New England Poison Center:** 1-800-222-1222
- **Statewide AI-Anon:** 1-800-304-2219
- **Veterans Crisis Line:** 1-800-273-8255, Press 1 or Text 838255

## **EMERGENCY SERVICES**

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### **HOSPITALS & CARE CLINICS**

#### **BRIDGTON HOSPITAL**

[www.mainehealth.org/maine-medical-center](http://www.mainehealth.org/maine-medical-center)  
22 Bramhall Street, Portland, ME 04102  
(207) 662-0111

#### **MAINE MEDICAL CENTER**

[www.mainehealth.org/maine-medical-center](http://www.mainehealth.org/maine-medical-center)  
22 Bramhall Street, Portland, ME 04102  
(207) 662-0111

#### **NORTHERN LIGHT MERCY HOSPITAL**

[www.northernlighthealth.org/Mercy-Hospital](http://www.northernlighthealth.org/Mercy-Hospital)  
Emergency Care Address: 175 Fore River Parkway,  
Portland, ME 04102  
(207) 879-3000

#### **NORTHERN LIGHT MERCY WALK-IN CARE**

409 Roosevelt Trail, Windham, ME  
(207) 400-8600

### **VETERINARY HOSPITALS**

#### **PORTLAND VETERINARY EMERGENCY & SPECIALTY CARE**

<https://www.pvesc.com>  
739 Warren Ave Portland  
(207) 878-3121  
24/7 Emergency care, trauma treatment, oncology, and internal medicine.

#### **ANIMAL EMERGENCY CLINIC OF MID MAINE**

<https://aec-midmaine.com/index.cfm>  
37 Strawberry Ave Lewiston  
(207) 777-1110  
Hours: Monday-Friday 5:00 PM - 8:00 AM - Saturday/Sunday 24 hour  
Specializes in emergency and critical care for dogs, cats, and some pocket pets (call first for pocket pets).  
They offer emergency medicine, surgery, and digital diagnostics.





# MEADOW ROAD (ROUTE 121) CROSSWALK IMPROVEMENTS

CASCO, MAINE

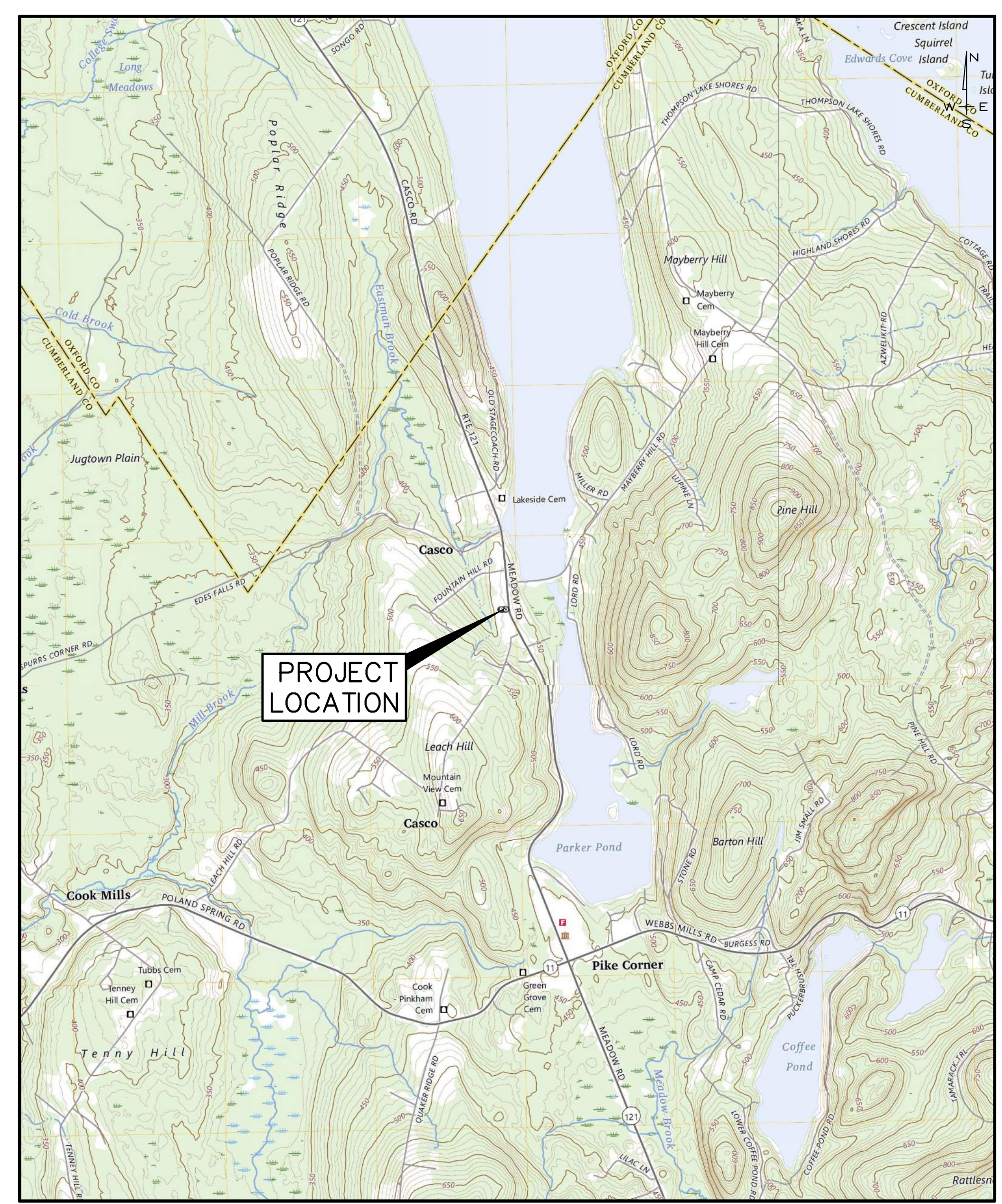
MAY 2026

## INDEX OF SHEETS

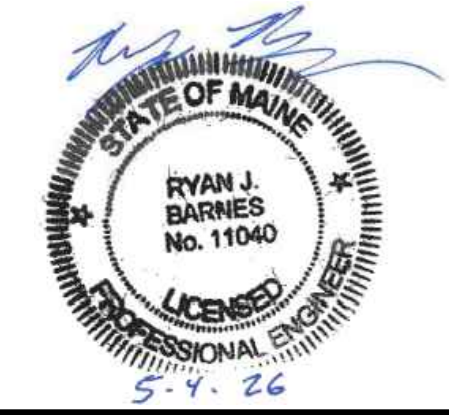
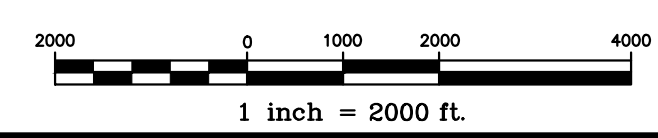
SHEET NO.	DESCRIPTION
1	Cover Sheet
2	General Notes
3	Existing Conditions
4	Layout Plan
5-6	Details

### CONVENTIONAL SYMBOLS

EXISTING	PROPOSED	EXISTING	PROPOSED
○	Iron pin found	—○—	Stockade fence
□	Monument found	—◇—	Chain link fence
⊙	Utility pole	□	Catch basin
—	Construction Baseline	⊕	Water Shutoff
—	Edge of pavement	⊙	Sewer manhole
—	Curb	⊙	Drain manhole
—	Right of way line	⊕	Fire hydrant
—ohe—	Overhead electric	⊕	Tree
—W—	Water line	⊕	Guy wire
—12"rcp—	Storm drain	⊕	Sign
—	Underdrain	□	Building
—199—	Existing contour	—x—	Silt Fence



LOCATION MAP



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Rev.	Date	Revision

BIDDING	Date	By
	5/4/2026	RJB
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Design: BBS    Draft: GJH    Date: MAY 2026  
 Checked: RJB    Scale: AS SHOWN    Job No.: 0132967A.00  
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 300 Southborough Drive - Suite 200  
 South Portland, ME 04106

Drawing Name:	<b>Cover Sheet</b>
Project:	<b>Route 121 Crosswalk Improvements</b> 935 Meadows Road, Casco, Maine
Client:	<b>Town of Casco</b> 635 Meadows Road, Casco, Maine 04015

Drawing No.  
**1**



**GENERAL NOTES**

1. THE TOWN OF CASCO SHALL HAVE THE RIGHT AND AUTHORITY TO DETERMINE THE ACCEPTABILITY OF WORK AND MATERIALS IN PROGRESS OR COMPLETED. THE TOWN OF CASCO SHALL HAVE THE RIGHT TO REJECT ANY WORK OR MATERIALS WHICH DO NOT CONFORM, IN ITS SOLE OPINION, TO THE PLANS OR SPECIFICATIONS.
2. ALL SIGNING, SIGNAL AND STRIPING MATERIALS AND PLACEMENT SHALL CONFORM TO THE MAINE DOT STANDARD SPECIFICATIONS, SPECIAL PROVISIONS SPECIFICATIONS AND STANDARD DETAILS AND WITH THE FEDERAL HIGHWAY ADMINISTRATION "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS", LATEST EDITION.
3. ALL DISTURBED AREAS SHALL BE LOAMED AND SEEDED. UNLESS OTHERWISE NOTED, SEEDING METHOD NO. 1 SHALL BE UTILIZED ON ALL LAWNS AND DEVELOPED AREAS, AND SEEDING METHOD NO. 2 SHALL BE USED IN ALL OTHER LOCATIONS. LOAM SHALL BE PLACED TO A MINIMUM DEPTH OF 4" IN METHOD NO. 1 AREAS, AND 2" IN ALL OTHER AREAS UNLESS OTHERWISE NOTED OR DIRECTED.
4. DISPOSITION OF SURPLUS MATERIAL SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. SURPLUS MATERIAL SHALL NOT BE DISPOSED OF ON THE PROJECT SITE. DISPOSITION SHALL BE MADE ONLY AT WASTE AREAS WHICH ARE LICENSED TO ACCEPT SUCH MATERIALS, UNLESS THE MATERIALS CAN BE INCORPORATED IN FILLS IN OTHER PROJECTS OF THE CONTRACTOR.
5. EXCAVATIONS ACCOMPLISHED AS PART OF THIS PROJECT SHALL BE CONSTRUCTED IN ACCORDANCE WITH SUBPART P OF 29 CRF PART 1926.650--.652 (CONSTRUCTION STANDARD FOR EXCAVATIONS).
6. THE CONTRACTOR SHALL CONTACT DIG-SAFE, INCLUDING NON-DIG-SAFE MEMBERS, AND APPROPRIATE AUTHORITIES PRIOR TO ANY SUBSURFACE ACTIVITIES.
7. LOCATIONS OF RIGHT-OF-WAY SHOWN ON PLANS ARE BASED UPON MAINE PARCELS ORGANIZED TOWNS, SHAPEFILE DATA DOWNLOAD FROM MAINE OFFICE OF GEOGRAPHIC INFORMATION SYSTEMS AND MAINE GEOLIBRARY.
8. BUTT JOINTS SHALL BE USED AT ALL LOCATIONS WHERE THE PROPOSED PAVEMENT MEETS EXISTING PAVEMENT, IN ACCORDANCE WITH THE MAINE DOT STANDARD DETAILS AND SPECIFICATIONS.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY NECESSARY OPENING PERMITS. ALL STREET OPENING PERMIT FEES SHALL BE WAIVED FOR THIS PROJECT.
10. DRIVEWAY ACCESSES SHALL BE MAINTAINED AT ALL TIMES.
11. THE CONTRACTOR SHALL SUBMIT A PLAN TO CONTROL TRAFFIC DURING CONSTRUCTION OF THE IMPROVEMENTS TO THE MAINE DOT, ENGINEER AND THE TOWN OF CASCO FOR APPROVAL, CONFORMING TO THE FEDERAL HIGHWAY ADMINISTRATION'S "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS", 2023 EDITION. REFER TO SUPPLEMENTARY GENERAL CONDITION 40 FOR MAINTENANCE OF TRAFFIC REQUIREMENTS.
12. THE CONTRACTOR SHALL COMPLY WITH THE INSURANCE REQUIREMENTS OUTLINED UNDER SECTION 110 IN THE MAINE DOT "STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGES" (HEREAFTER STANDARD SPECIFICATIONS). MINIMUM INSURANCE REQUIREMENTS SHALL INCLUDE AT LEAST WORKERS' COMPENSATION INSURANCE, COMMERCIAL GENERAL LIABILITY AND AUTOMOBILE LIABILITY INSURANCE AS DEFINED THEREIN. THE CONTRACTOR SHALL PROVIDE THE TOWN WITH SATISFACTORY PROOF OF SUCH INSURANCE COVERAGE. IN THE EVENT THAT SUCH INSURANCE IS TERMINATED OR CANCELED WITHOUT BEING REPLACED WITH COMPARABLE INSURANCE, THE TOWN MAY SUSPEND OR TERMINATE THE CONSTRUCTION OF ALL TRAFFIC IMPROVEMENTS IN PROGRESS AT THE TIME OF SUCH TERMINATION OR CANCELLATION.
13. THE CONTRACTOR SHALL PROVIDE THE OWNER WITH A PERFORMANCE BOND, CERTIFIED CHECK OR OTHER NEGOTIABLE SECURITY ACCEPTABLE TO THE OWNER IN THE FULL AMOUNT OF THE COST TO CONSTRUCT SUCH IMPROVEMENTS WHICH CONFORMS TO THE GENERAL REQUIREMENTS FOR THIS PROJECT.
14. THE CONTRACTOR SHALL PROVIDE THE TOWN WITH A SCHEDULE OF WORK FOR CONSTRUCTING THE IMPROVEMENTS AND AN EMERGENCY CONTACT LIST. REFER TO SUPPLEMENTARY GENERAL CONDITION 50 FOR SPECIAL SCHEDULING REQUIREMENTS.
15. THE CONTRACTOR SHALL ALLOW OR ARRANGE FOR THE TOWN, ITS INSPECTORS, AGENTS, EMPLOYEES, CONTRACTORS OR INVITED GUESTS, TO ENTER UPON ANY LAND OWNED OR CONTROLLED BY THE DEVELOPER OUTSIDE OF AND ADJOINING THE RIGHT-OF-WAY OF ANY HIGHWAY OR PUBLIC WAY, WHICH MAYBE USED FOR CONSTRUCTION OF THE TRAFFIC IMPROVEMENTS, AT ANY AND ALL TIMES AND FOR ANY AND ALL PURPOSES NECESSARY OR INCIDENTAL TO SUCH INSPECTION OR TESTING.
16. THE PLACEMENT OF BITUMINOUS PAVING MATERIALS SHALL BE SUBJECT TO ALL OF THE WEATHER AND SEASONAL LIMITATIONS OUTLINED UNDER SECTION 401 IN THE MAINE DOT STANDARD SPECIFICATIONS, LATEST EDITION.
17. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR THE ELEVATION OF THE EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND, WHERE POSSIBLE MEASUREMENTS TAKEN IN THE FIELD. THIS INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANY AND DIG SAFE AT LEAST 72 HOURS PRIOR TO ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE HIS WORK, SCHEDULE, AND THE UTILITY RELOCATION WORK WITH THE PROPER UTILITY COMPANY.
18. THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL EROSION CONTROL MEASURES SHOWN ON THE PLANS. ADDITIONAL EROSION CONTROL MEASURES SHALL BE INSTALLED IF DEEMED NECESSARY BY ON-SITE INSPECTIONS OF THE OWNER OR THEIR REPRESENTATIVES AT NO ADDITIONAL COST TO THE OWNER. AT A MINIMUM, THE BEST MANAGEMENT PRACTICES FOR EROSION AND SEDIMENT CONTROL SHALL BE USED.
19. ALL MATERIAL SCHEDULES SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION ONLY. THE CONTRACTOR SHALL PREPARE HIS OWN MATERIAL SCHEDULES BASED UPON HIS PLAN REVIEW. ALL SCHEDULES SHALL BE VERIFIED IN THE FIELD BY THE CONTRACTOR PRIOR TO ORDERING MATERIALS OR PERFORMING WORK.
20. PROPERTY LINE AND R.O.W. MONUMENTS SHALL NOT BE DISTURBED BY CONSTRUCTION. IF DISTURBED, THEY SHALL BE RESET TO THEIR ORIGINAL LOCATIONS AT THE CONTRACTOR'S EXPENSE, BY A MAINE LICENSED PROFESSIONAL LAND SURVEYOR.

21. CONSTRUCTION SHALL NOT COMMENCE UNTIL AUTHORIZED BY THE TOWN.
22. CURB TIPDOWNS IN SIDEWALK AREAS SHALL BE 7' AND 4' IN NON-SIDEWALK AREAS UNLESS OTHERWISE NOTED ON THE DRAWINGS.
23. ALL NEW SIGNS SHALL HAVE HIGH INTENSITY REFLECTIVE SHEETING. WHEN WOOD POSTS ARE USED THEY SHALL BE PRESSURE TREATED.
24. THE CONTRACTOR SHALL COMPLETE THE WORK WITHIN THE RIGHT-OF-WAY, AND WILL BE RESPONSIBLE IF THEY TRESPASS ON PRIVATE PROPERTY.
25. ALL PAVEMENT MARKINGS THAT CONFLICT WITH THE PROPOSED SHALL BE REMOVED IN ACCORDANCE WITH MAINE DOT SPECIFICATIONS.
26. A TACK COAT OF EMULSIFIED ASPHALT, RS-1 OR HFMS-1 SHALL BE APPLIED TO ANY EXISTING PAVEMENT AT A RATE OF APPROXIMATELY 0.025 GALLON/SY, AND ON MILLED PAVEMENT APPROXIMATELY 0.050 GALLONS/SY. A FOG COAT OF EMULSIFIED ASPHALT SHALL BE BETWEEN SHIM/INTERMEDIATE COURSE AND THE SURFACE COURSE, AT A RATE NOT TO EXCEED 0.025 GALLONS/SY.
27. THE CONTRACTOR SHALL SUBMIT A QC PLAN AS OUTLINED UNDER MAINE DOT STANDARD SPECIFICATIONS, MARCH 2020 EDITION DIVISION 400, PAVEMENTS, SECTION 401, PARAGRAPH 401.19 FOR APPROVAL BY THE CITY. THE ACCEPTANCE METHOD SHALL BE METHOD D. THE CONTRACTOR SHALL NOTIFY THE ENGINEER 48 HOURS IN ADVANCE OF ANY PAVING. THE DENSITY REQUIREMENTS AND DISINCENTIVE SHALL APPLY AS OUTLINED IN SECTION 401.20 OF THE MAINE DOT STANDARD SPECIFICATIONS. CORES WILL NOT BE REQUIRED. THE CITY MAY TAKE SAMPLES FOR TESTING AT THEIR DISCRETION TO DETERMINE IF THE MIX IS WITHIN THE TOLERANCES LISTED IN TABLE 8 OF SECTION 401.20.
28. ALL WORK COMPLETED UNDER THIS CONTRACT SHALL BE GOVERNED BY AND BE IN CONFORMITY WITH THE STANDARD SPECIFICATIONS (MARCH 2020 EDITION), AND THE STANDARD DETAILS (MARCH 2020) EXCEPT AS MODIFIED BY THE PLANS OR SPECIFICATION SPECIAL PROVISIONS AND ANY AND ALL CORRECTIONS, REVISIONS OR ADDITIONS ISSUED BY MAINE DOT.
29. MAINTENANCE OF TRAFFIC PER MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), LATEST EDITION.
30. CONTRACTOR SHALL USE THE B.M.P. (BEST MANAGEMENT PRACTICES FOR EROSION AND SEDIMENT CONTROL, LATEST EDITION) AS A MINIMUM STANDARD.
31. ALL TREE, SHRUB AND VEGETATION CLEARING SHALL BE REVIEWED AND APPROVED IN THE FIELD BY THE ENGINEER.
32. EXISTING CONDITIONS ARE BASED ON GOOGLE EARTH IMAGERY 10/6/2021.
33. ANY NECESSARY CLEANING OF EXISTING PAVEMENT PRIOR TO PAVING SHALL BE INCIDENTAL TO THE RELATED PAVING ITEMS.
34. THE CONTRACTOR WILL BE RESPONSIBLE FOR MAINTAINING ALL EXISTING MAILBOXES TO ENSURE THAT THE MAIL WILL BE DELIVERABLE. MAILBOXES SHALL BE RELOCATED ACCORDING TO THE MAILBOX DETAIL OR AS DIRECTED BY THE ENGINEER. NO SEPARATE PAYMENT WILL BE MADE FOR THIS WORK; IT SHALL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
35. COORDINATE WITH APPROPRIATE UTILITY COMPANY FOR SUPPORT OF UTILITY POLES AS NECESSARY.
36. ANY DAMAGE CAUSED TO THE EXISTING UTILITIES BY THE CONTRACTORS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND NO SEPARATE PAYMENT SHALL BE MADE.

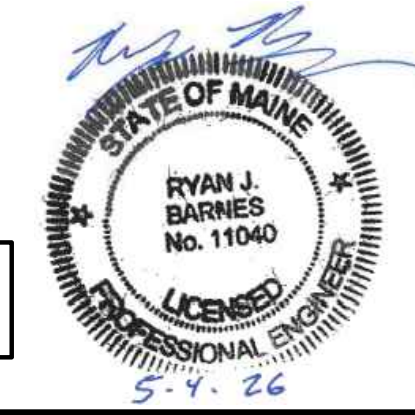
**TEMPORARY EROSION CONTROL MEASURES**

1. SILTATION FENCE SHALL BE INSTALLED DOWNGRADIENT OF ANY DISTURBED AREAS TO TRAP RUNOFF- BORNE SEDIMENTS UNTIL GRASS AREAS ARE REVEGETATED. THE SILT FENCE SHALL BE INSTALLED PER THE DETAILS PROVIDED ON THIS PLAN AND INSPECTED BEFORE AND IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING PROLONGED RAINFALL. REPAIRS SHALL BE MADE IF THERE ARE ANY SIGNS OF EROSION OR SEDIMENTATION BELOW THE FENCE LINE. IF THERE ARE SIGNS OF UNDERCUTTING AT THE CENTER OR THE EDGES, OR IMPOUNDING OF LARGE VOLUMES OF WATER BEHIND THE FENCE, THE BARRIER SHALL BE REPLACED WITH A STONE CHECK DAM.
2. ROUTE 121 AND ADJACENT SIDE STREETS SHALL BE SWEEPED TO CONTROL MUD, DUST, AND THE TRACKING OF MATERIAL OFF THE SITE AND ONTO THE SURROUNDING ROADWAYS, AS NECESSARY.
3. SILT FENCING WITH A MINIMUM STAKE SPACING OF 6 FEET SHALL BE USED, UNLESS THE FENCE IS SUPPORTED BY WIRE FENCE REINFORCEMENT OF MINIMUM 14 GAUGE AND WITH A MAXIMUM MESH SPACING OF 6 INCHES, IN WHICH CASE STAKES MAY BE SPACED A MAXIMUM OF 10 FEET APART. THE BOTTOM OF THE FENCE SHALL BE ANCHORED.
4. WATER AND/OR CALCIUM CHLORIDE SHALL BE FURNISHED AND APPLIED IN ACCORDANCE WITH MDOT SPECIFICATIONS - SECTION 637 - DUST CONTROL.
5. LOAM AND SEED IS INTENDED TO SERVE AS THE PRIMARY PERMANENT REVEGETATIVE MEASURE FOR ALL DENUDED AREAS NOT PROVIDED WITH OTHER EROSION CONTROL MEASURES, SUCH AS RIPRAP.

**UTILITIES**

- CHARTER COMMUNICATIONS  
118 JOHNSON ROAD  
PORTLAND, ME 04102  
dlporneconstleadership@charter.com
- CENTRAL MAINE POWER COMPANY  
ATTN: CRAIG BATES  
57 OLD WINTHROP ROAD  
AUGUSTA, ME 04330  
(207) 578-2062  
craig.bates@cmpco.com
- TOWN OF CASCO  
ATTN: TONY WARD  
635 MEADOW ROAD  
CASCO, ME 04015  
(207) 627-4515 EXT. 1201  
award@cascomaine.org
- CONSOLIDATED COMMUNICATIONS  
5 DAVIS FARM ROAD  
PORTLAND, ME 04103  
(207) 878-0854  
mdot\_requests@consolidated.com
- PORTLAND NATURAL GAS TRANSMISSION SYSTEM  
ATTN: ANDY DRAKE  
3040 POST OAK BOULEVARD  
HOUSTON, TX 77056  
(713) 301-0697  
andy.drake@pngts.com
- PORTLAND PIPE LINE CORPORATION  
ATTN: KENNETH BROWN  
30 HILL STREET  
SOUTH PORTLAND, ME 04106  
(207) 767-0449  
ken.brown@pmpil.com
- SEBAGO FIBER & WIFI  
824 ROOSEVELT TRAIL #282  
WINDHAM, ME 04062  
(207) 544-6811  
infor@sebagofiber.net

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CALL BEFORE YOU DIG  
1-888-344-7233

Rev.	Date	Revision

BIDDING	Date	By
	5/4/2026	RJB

Design: BBS	Draft: GJH	Date: MAY 2026
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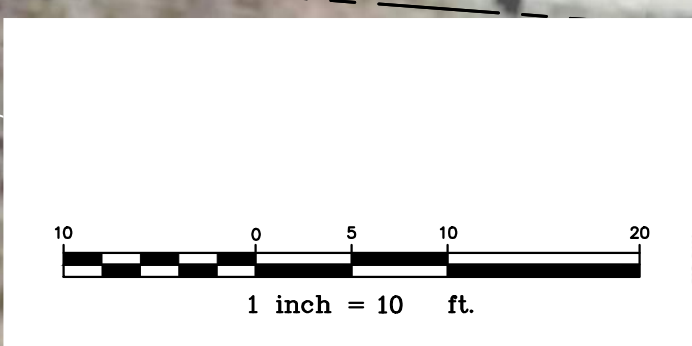
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(207) 772-2515  
300 Southborough Drive - Suite 200  
South Portland, ME 04106

Drawing Name:	<b>General Notes</b>
Project:	<b>Route 121 Crosswalk Improvements</b> 935 Meadows Road, Casco, Maine
Client:	<b>Town of Casco</b> 635 Meadows Road, Casco, Maine 04015

Drawing No.	<b>2</b>
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Rev.	Date	Revision

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Issued For	Date	By

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 300 Southborough Drive - Suite 200  
 South Portland, ME 04106

Drawing Name:	<b>Existing Conditions</b>
Project:	<b>Route 121 Crosswalk Improvements</b> 935 Meadows Road, Casco, Maine
Client:	<b>Town of Casco</b> 635 Meadows Road, Casco, Maine 04015

Drawing No.  
**3**

**CONSTRUCTION NOTES:**

1. THE TOWN WILL SUPPLY THE RECTANGULAR RAPID FLASHING BEACON (RRFB) ASSEMBLES AND ASSOCIATED HARDWARE. THE CONTRACTOR WILL BE RESPONSIBLE FOR SUPPLYING TAPCO ALUMINUM PEDESTAL BASES THAT MATCH THE PRECAST FOUNDATION BOLT PATTERN AND MODIFY THE THE PEDESTAL POLES FOR CONNECTION TO THE PEDESTAL BASES. THE CONTRACTOR SHALL PICK UP THE RRFB ASSEMBLES FROM THE TOWN AND HAUL TO THE SITE FOR INSTALLATION IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS AND DETAILS.
2. TOPOGRAPHICAL INFORMATION SOURCE: 2022 USGS LIDAR: SOUTH CENTRAL MAINE, DATA DOWNLOAD FROM NOAA OFFICE FOR COASTAL MANAGEMENT.
3. AERIAL IMAGE SOURCE: GOOGLE EARTH IMAGERY 10/6/2021
4. RIGHT OF WAY/PROPERTY BOUNDARY SOURCE: MAINE PARCELS ORGANIZED TOWNS, SHAPEFILE DATA DOWNLOAD FROM MAINE OFFICE OF GEOGRAPHIC INFORMATION SYSTEMS AND MAINE GEOLIBRARY



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Rev.	Date	Revision

BIDDING	5/4/2026	RJB
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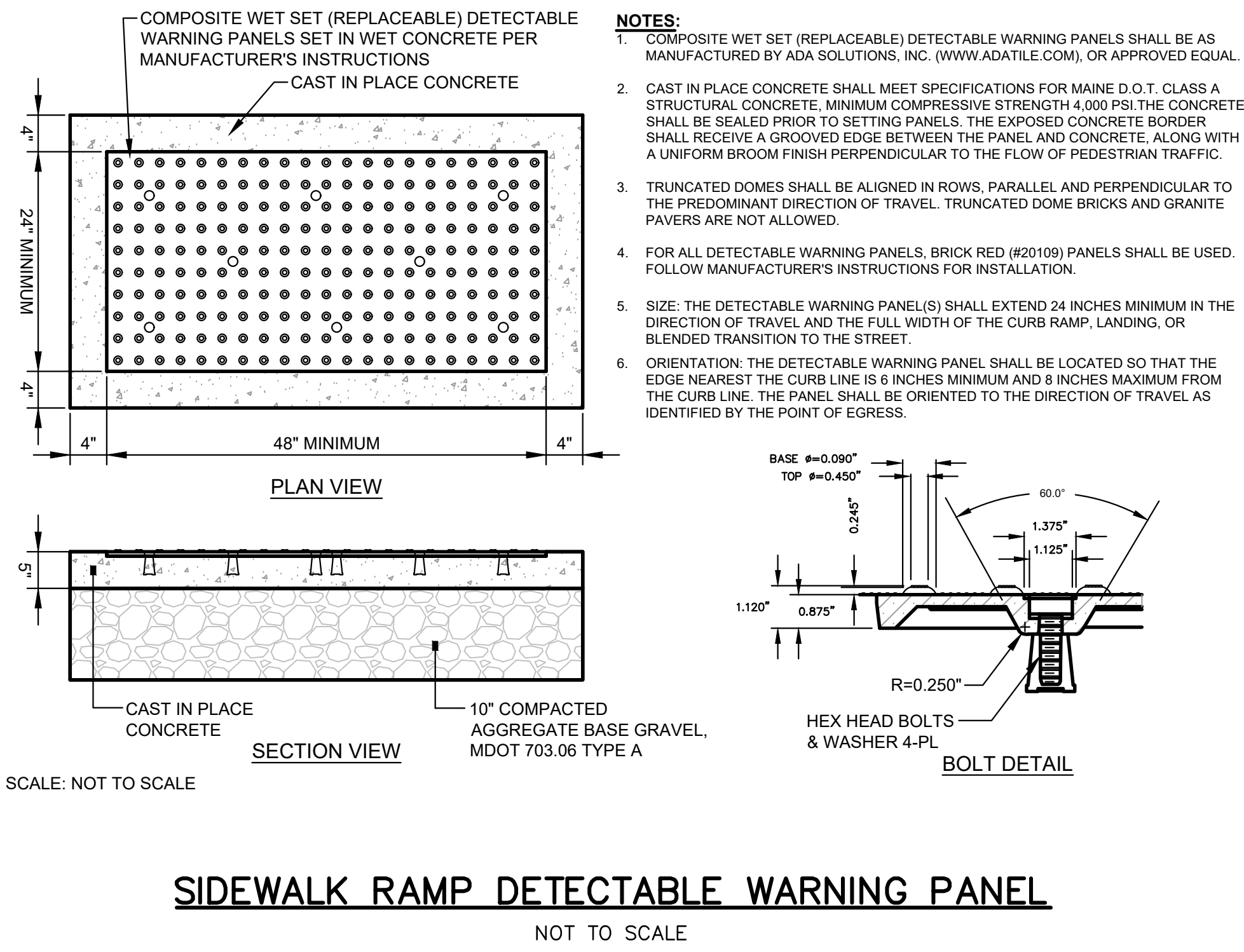
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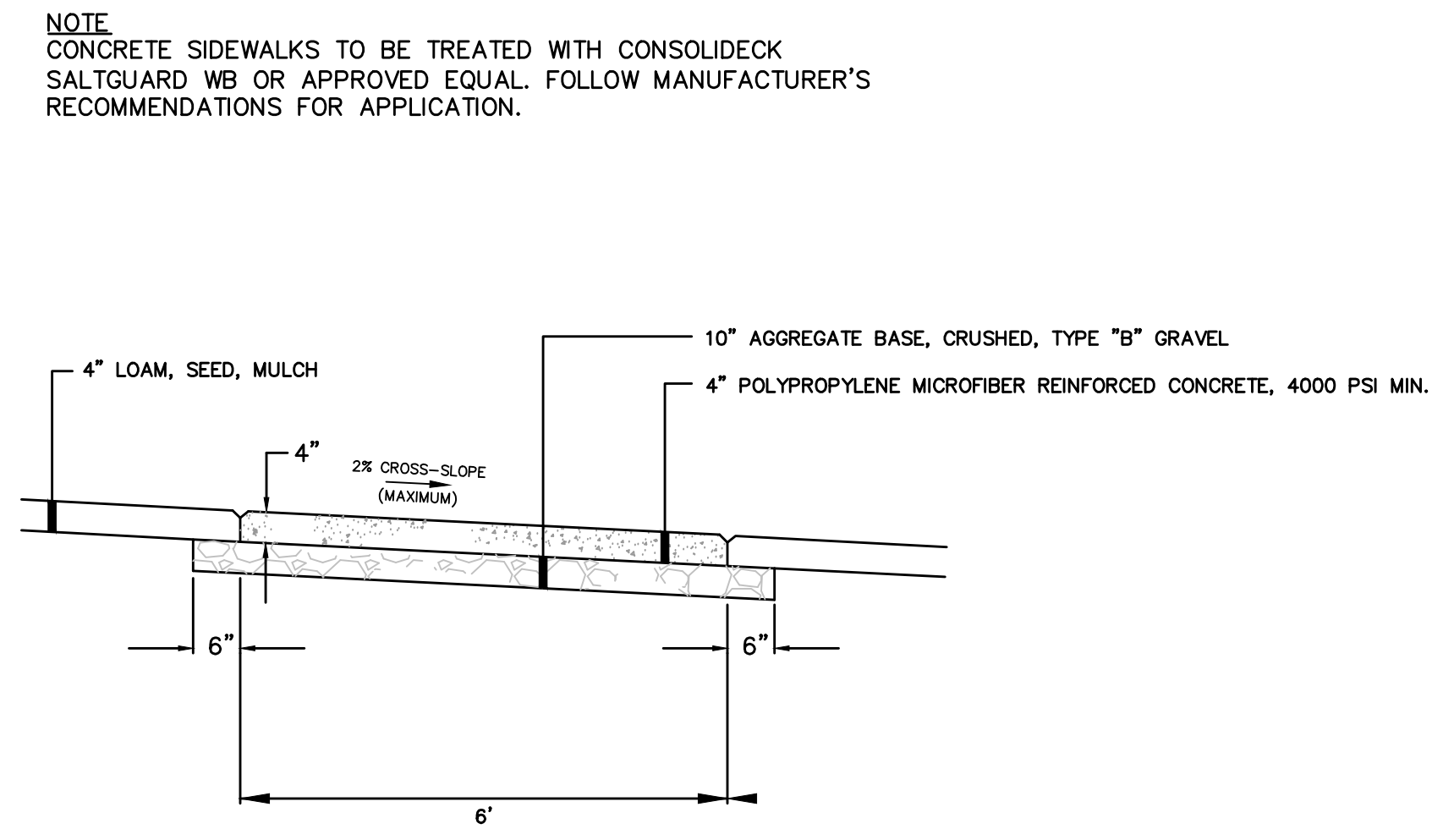
Gorrill Palmer, an LJB Engineering Company  
 GorrillPalmer.com  
 (207) 772-2515  
 300 Southborough Drive - Suite 200  
 South Portland, ME 04106

Drawing Name:	<b>Layout Plan</b>
Project:	<b>Route 121 Crosswalk Improvements</b> 935 Meadows Road, Casco, Maine
Client:	<b>Town of Casco</b> 635 Meadows Road, Casco, Maine 04015

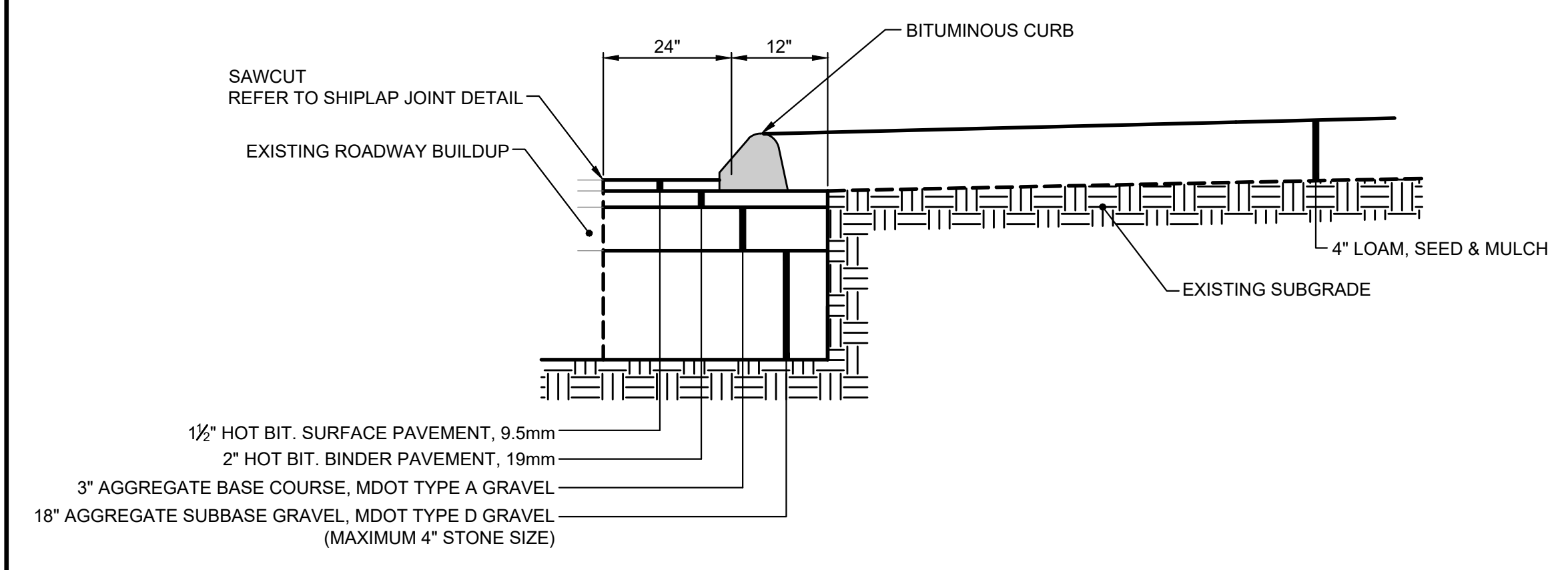
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**4**



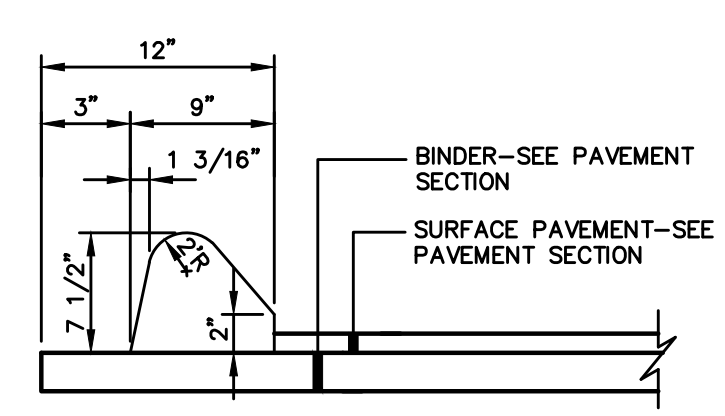
**SIDEWALK RAMP DETECTABLE WARNING PANEL**  
NOT TO SCALE



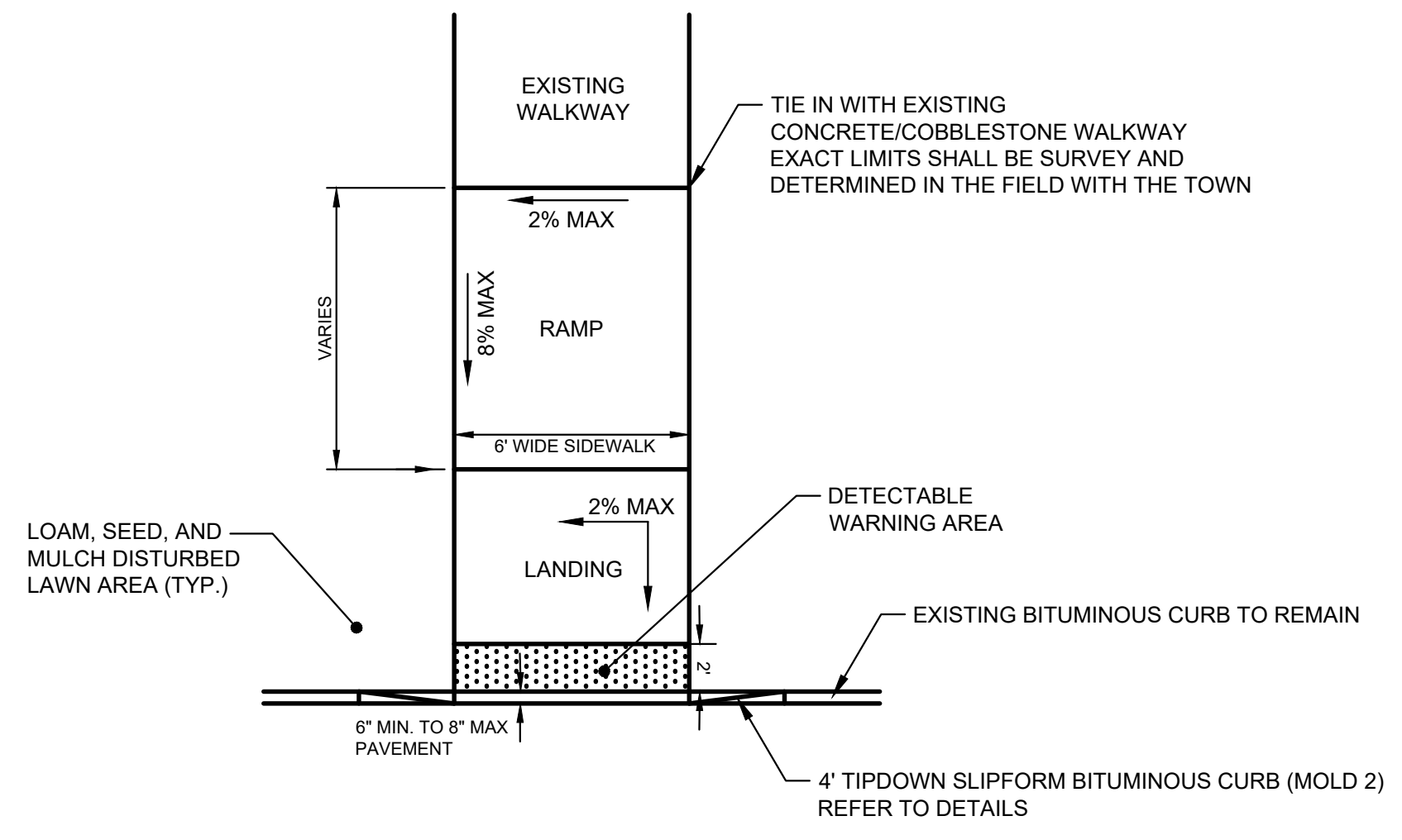
**REINFORCED CONCRETE SIDEWALK**  
NOT TO SCALE



**BITUMINOUS ROADWAY SECTION**  
NOT TO SCALE

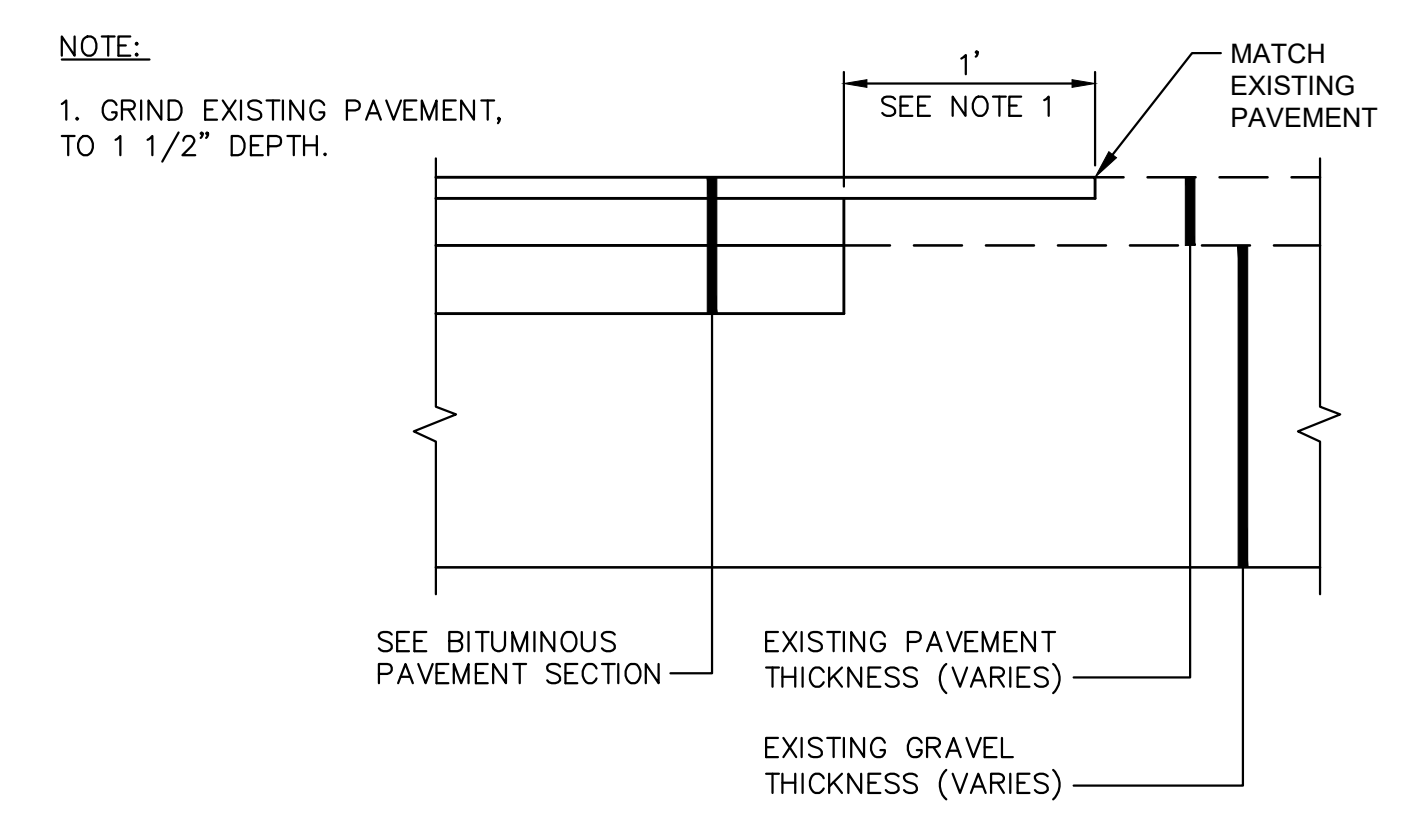


**TYPE 3A CURB - MOLD 2 DETAIL**  
NOT TO SCALE



- NOTES:**
- ALL RAMP SHALL COMPLY WITH ADA STANDARDS.
  - SLOPES REPRESENT MAXIMUM ALLOWABLE SLOPE.

**ADA RAMP LAYOUT DETAIL**  
NOT TO SCALE



**PAVEMENT SHIPLAP JOINT**  
NOT TO SCALE



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Rev.	Date	Revision

BIDDING	5/4/2026	RJB
Issued For	Date	By

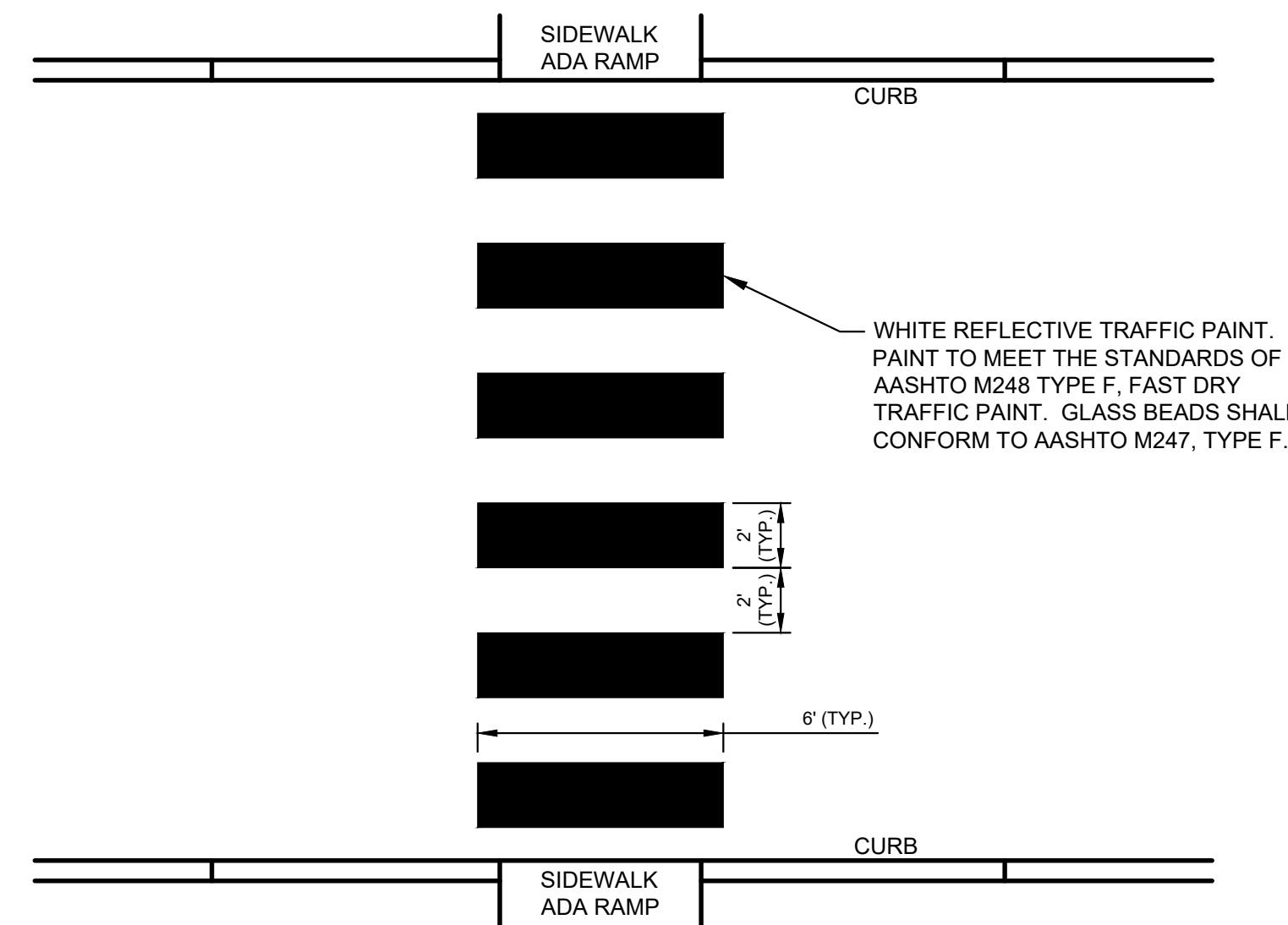
Design: BBS	Draft: GJH	Date: MAY 2026
Checked: RJB	Scale: NTS	Job No.: 0132967A.00
File Name: 0132967A-DET.dwg		
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300 Southborough Drive - Suite 200  
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Drawing Name:	<b>Details</b>
Project:	<b>Route 121 Crosswalk Improvements</b> 935 Meadows Road, Casco, Maine
Client:	<b>Town of Casco</b> 635 Meadows Road, Casco, Maine 04015

Drawing No.	<b>5</b>
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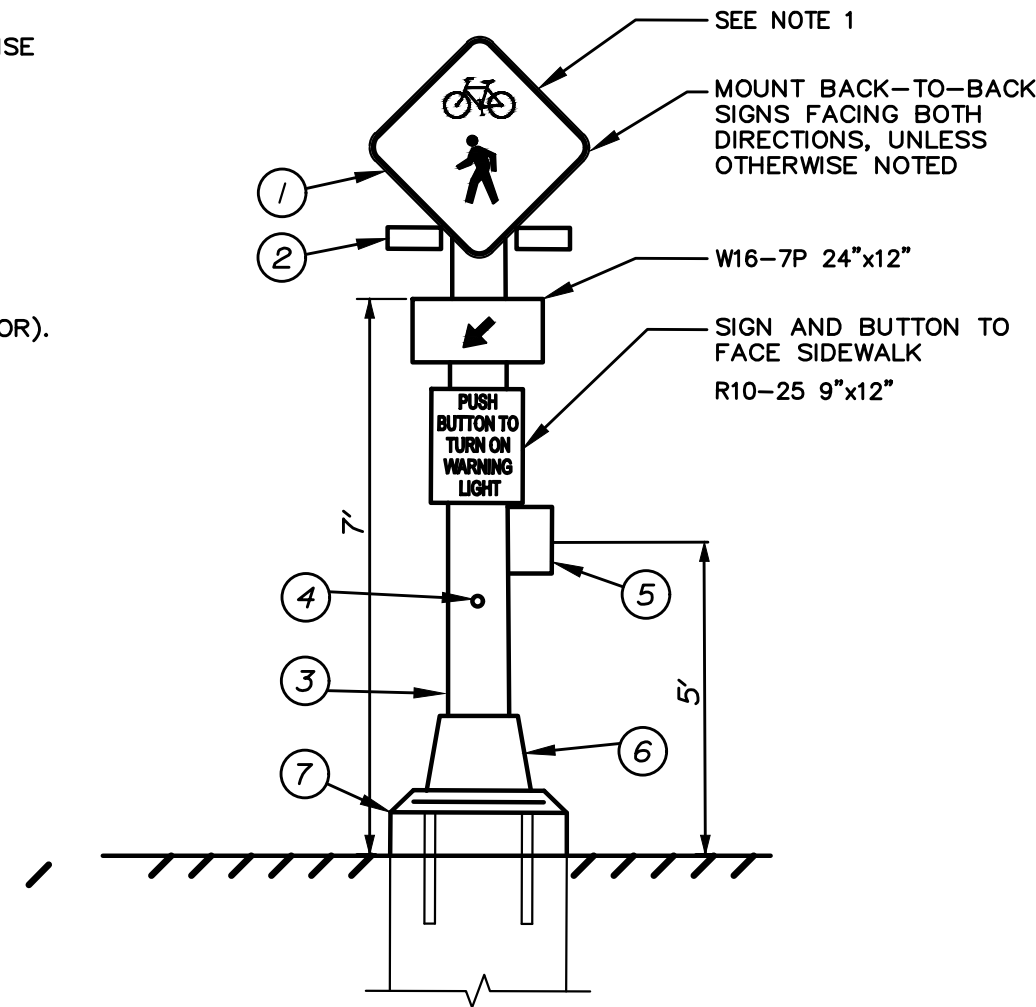
**CROSSWALK STRIPING DETAIL**  
NOT TO SCALE

**CONSTRUCTION NOTES:**

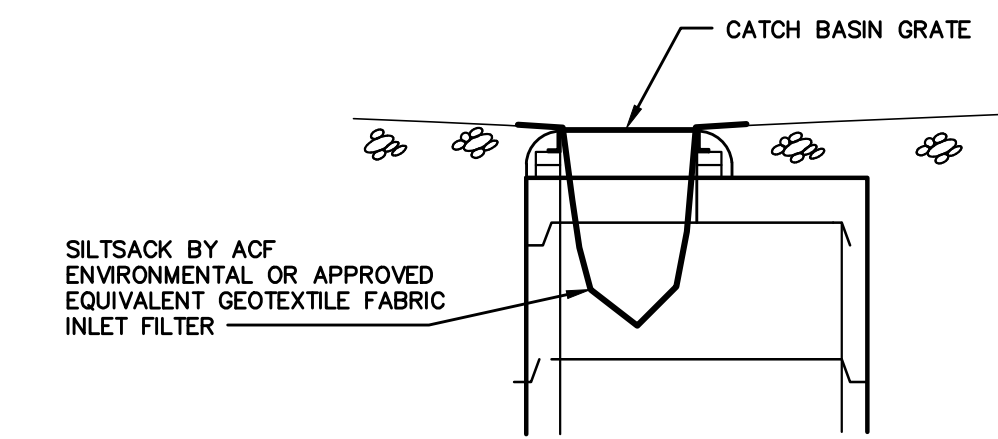
1. INSTALL 30"x30" SIGN W11-15 (PROVIDED BY TOWN).
2. 12" YELLOW RECTANGULAR RAPID FLASHING BEACONS (BLACK HOUSING) SET TO HIGH VISIBILITY STROBE PATTERN - MOUNTED IN BOTH DIRECTIONS, UNLESS NOTED OTHERWISE (PROVIDED BY TOWN).
3. MAINEDOT PEDESTAL POLE (PROVIDED BY TOWN).
4. PEDESTRIAN PUSH BUTTON (WITH AUDIBLE INDICATORS) (PROVIDED BY TOWN).
5. POLE MOUNTED NETWORK CONTROLLER (PROVIDED BY TOWN).
6. TAPCO ALUMINUM PEDESTAL BASE (PROVIDED BY CONTRACTOR)
7. 24" DIA. CONCRETE FOUNDATION PER MAINEDOT STANDARDS (PROVIDED BY CONTRACTOR).

**GENERAL NOTES:**

1. ALL LIGHTS AND PEDESTRIAN PUSH BUTTONS SHALL BE JSF TECHNOLOGIES OR EQUAL.
2. POLE SHALL BE PAINTED COLOR BLACK FINISH.
3. LIGHTS SHALL FLASH FOR 25 SECONDS (AS NOTED).
4. SIGNS W11-15 AND W16-7P SHALL BE FLUORESCENT YELLOW-GREEN BACKGROUND COLOR.
5. THE TOWN SHALL PROVIDE THE RAPID FLASHING BEACON ASSEMBLY DEPICTED IN THE DETAIL, EXCEPT FOR THE 24" DIA. CONCRETE FOUNDATION AND PEDESTAL BASE. THE CONTRACTOR SHALL PROVIDE THE CONCRETE FOUNDATIONS AND PEDESTAL BASES WITH HARDWARE AND MATCHING BOLT PATTERNS. THE CONTRACTOR SHALL MODIFY THE PEDESTAL POLE AS NECESSARY FOR CONNECTION TO THE PEDESTAL BASE. SEE SPECIAL PROVISION 643.



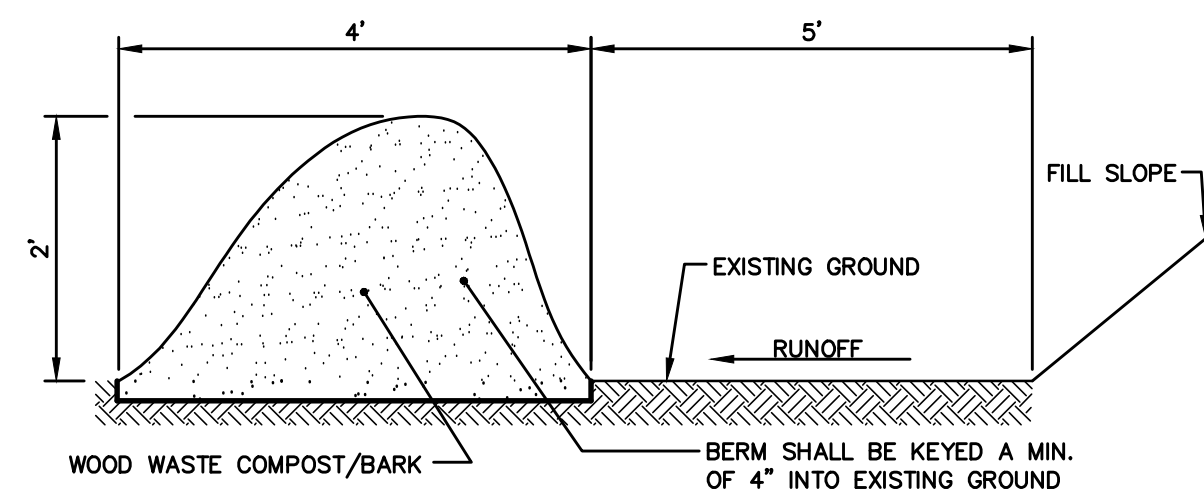
**RECTANGULAR RAPID FLASHING BEACON ASSEMBLY DETAIL**  
(SOLAR POWERED, RADIO ACTIVATED)



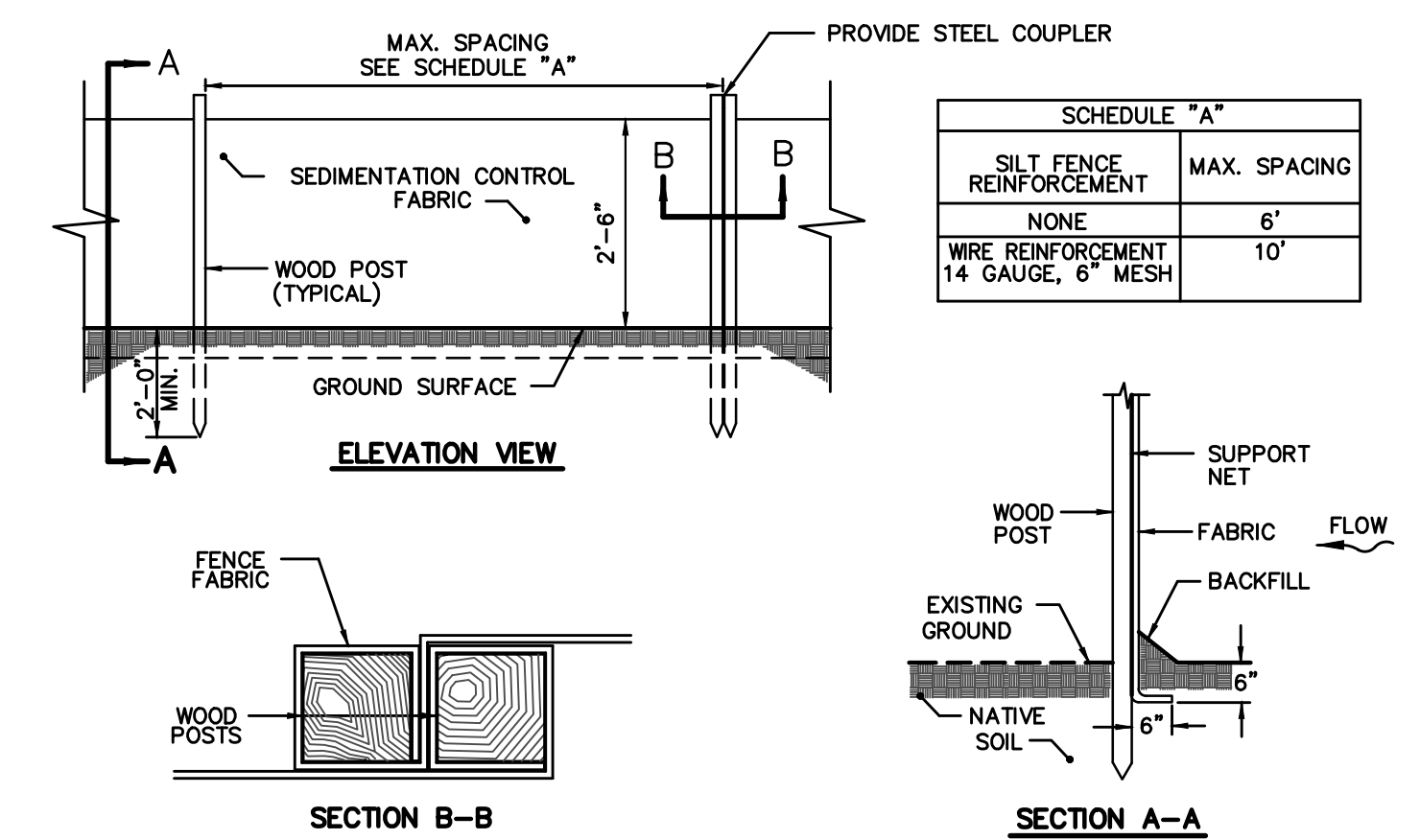
**CATCH BASIN INLET FILTER**  
NOT TO SCALE

**NOTES:**

1. THE WOOD WASTE COMPOST/BARK MIX SHALL CONFORM TO THE FOLLOWING STANDARDS:
  - A. MOISTURE CONTENT - 30-60%
  - B. pH - 5.0 - 8.0.
  - C. SCREEN SIZE - 100% LESS THAN 3", MAX. 70% LESS THAN 1".
  - D. NO LESS THAN 40% ORGANIC MATERIAL (DRY WEIGHT) BY LOSS OF IGNITION.
  - E. NO STONES LARGER THAN 2" IN DIAMETER.
  - F. SILTS, CLAYS OR SUGAR SANDS ARE NOT ACCEPTABLE IN THE MIX.
2. THE COMPOST BERM SHALL BE PLACED, UNCOMPACTED, ALONG A RELATIVELY LEVEL CONTOUR.
3. THE WOOD WASTE COMPOST/BARK FILTER BERM MAY BE USED IN LIEU OF SILTATION FENCE, AT THE TOE OF SHALLOW SLOPES, ON FROZEN GROUND, LEDGE OUT CROPS, VERY ROOTED FORESTED AREA OR AT THE EDGE OF GRAVEL PARKING AREAS.
4. BERMS SHALL REMAIN IN PLACE UNTIL UPSTREAM AREA IS COMPLETED OR 70% CATCH OF VEGETATION IS ATTAINED. BERMS SHALL BE REMOVED BY SPREADING SUCH THAT NATIVE EARTH CAN BE SEEN BELOW.
5. WOODWASTE COMPOST BARK FILTER SHALL NOT BE USED IN WETLAND AREAS.



**WOOD WASTE COMPOST/BARK FILTER BERM DETAIL**  
NOT TO SCALE



**SILTATION FENCE**  
NOT TO SCALE



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Rev.	Date	Revision

BIDDING	Date	By
	5/4/2026	RJB
Issued For		

Design: BBS	Draft: GJH	Date: MAY 2026
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Drawing Name:	Details
Project:	Route 121 Crosswalk Improvements 935 Meadows Road, Casco, Maine
Client:	Town of Casco 635 Meadows Road, Casco, Maine 04015

Drawing No.  
**6**



## TOWN OF CASCO Selectboard Meeting Cancellation Policy

---

**Section 1. Purpose:** This policy establishes procedures governing the cancellation of Selectboard meetings to ensure consistency, transparency, and compliance with the Maine Freedom of Access Act ("FOAA"). It is intended to provide clear guidance to the Selectboard and municipal officials regarding the cancellation and rescheduling of publicly noticed meetings.

### **Section 2. Authority to Cancel:**

A duly scheduled Selectboard meeting may be canceled by the Chair of the Selectboard or by a majority vote of the Selectboard taken during a public proceeding.

The Town Manager may cancel a meeting in consultation with the Selectboard Chair when immediate action is required due to emergency conditions or unforeseen circumstances affecting the ability to convene the meeting.

### **Section 3. Grounds for Cancellation:**

A Selectboard meeting may be canceled upon a determination of the Selectboard Chair or Town Manager that holding the meeting is impracticable and not in the best interests of the Town. Such determination may be based on circumstances including, but not limited to, anticipated lack of a quorum, inclement weather or hazardous travel conditions, emergencies affecting public safety or municipal operations, insufficient business requiring Board action, or failure of meeting facilities, utilities, or technology.

### **Section 4. Notice of Cancellation:**

- A. In accordance with the Maine Freedom of Access Act, which requires public notice of meetings "whenever practicable," notice of cancellation shall be provided as soon as practicable following the decision to cancel.
- B. Notice of cancellation shall be posted using the same methods and in the same locations as the original meeting notice, including, where applicable, the municipal website and designated public posting locations.
- C. Where the original meeting notice was distributed to media outlets or other interested parties, reasonable efforts shall be made to provide corresponding notice of cancellation to such recipients.

### **Section 5. Content of Notice.**

Notice of cancellation shall identify the date and time of the meeting and clearly state that the meeting has been canceled. A statement of the reason for cancellation may be included when deemed appropriate, but shall not be required. If known at the time of posting, information regarding the rescheduling of the meeting may also be included.

### **Section 6. Public and Stakeholder Communication:**

The Town shall make reasonable efforts to notify individuals scheduled to appear before the Selectboard, including applicants, presenters, or other participants, as well as local media outlets and other stakeholders who regularly follow Selectboard proceedings.

### **Section 7. Rescheduling:**

- A. A canceled meeting may be rescheduled at the discretion of the Selectboard.
- B. Any rescheduled meeting shall be noticed in accordance with FOAA's requirement that public notice be provided "whenever practicable."
- C. Agenda items from a canceled meeting may be carried forward to a subsequent meeting as determined by the Selectboard.
- D. Any public hearings scheduled during the canceled meeting must be re-noticed in the same manner prescribed by ordinance and statute.

### **Section 8. Emergency Cancellations:**

In the event of sudden or unforeseen emergencies, including but not limited to severe weather events, power outages, or public safety incidents, a meeting may be canceled without advance notice. In such circumstances, notice of cancellation shall be posted as soon as practicable, and the basis for the emergency cancellation shall be documented in the municipal record. Notice of the emergency cancellation shall also be distributed to local media outlets as practicable.

### **Section 9. Recordkeeping**

The Town shall maintain records of meeting cancellations as part of its official records. Such records shall include, to the extent applicable, the original meeting notice, the cancellation notice, and documentation of the reason for cancellation, together with any related communications. All such records are public records for purposes of FOAA.

### **Section 10. Compliance**

This policy shall be interpreted and applied in a manner consistent with the Maine Freedom of Access Act and all other applicable provisions of Maine law. In the event of any conflict between this policy and applicable law, the requirements of state law shall control.

Adopted this \_\_\_th day of May 2026.

**Approved by Casco Selectboard:**

\_\_\_\_\_ Grant Plummer, Chair

\_\_\_\_\_ Robert MacDonald, Vice-Chair

\_\_\_\_\_ Mary-Vienessa Fernandes

\_\_\_\_\_ Scott Avery

\_\_\_\_\_ Eugene Connolly



**Town of Casco**  
**Meeting cancellation policy**

Adopted by Selectmen January 18, 2000

In order to provide for the legal notification, and safety and welfare of Town employees, committee volunteers, and citizens the Board of Selectmen have adopted the following policy for notification and decision making when scheduled meetings are to be canceled.

- The responsibility for decision making shall rest with the Town Manager or the Town Manager's designee.
- The Town Manager or designee shall be responsible to determine if the need to cancel is an appropriate and legal reason based on circumstances present. Reasonable effort will be made to communicate with the appropriate chair or facilitator prior to cancellation to discuss the ramifications of cancellation and alternate meeting times if appropriate.
- Circumstances, which may warrant cancellation of meeting, may include, but not be limited to the following:
  - Inclement weather that creates a hazard to travel to and from the meeting.
  - Building emergencies that do not allow the building to be used, however reasonable efforts shall be made to find alternate accommodations.
  - Inability to have a legal quorum present to hold a meeting.
  - Personal emergencies involving essential personal to the meeting.
- In the event the Town Manager or designee has made the judgement that a meeting should be canceled the following shall occur:
  - A determination should be made by or about 3Pm of the day of the meeting.
  - All committee members should be contacted.
  - All members of the public expected to attend, all guest speakers, consultants, and Town staff should be contacted.
  - Notice should be posted on the CATV bulletin board
  - Notice should be given to radio stations (usually 4 stations)
  - Notice to 3 major local TV stations
  - The Bridgton News should be contacted; any other reporters who we are aware may be attending.

January 18, 2000



## TOWN OF CASCO PUBLIC MEETING PARTICIPATION POLICY

---

Item 6.#

**Section 1. Purpose:** The purpose of this policy is to establish reasonable rules of public participation in Selectboard meetings and to promote the fair, orderly and efficient conduct of the Selectboard's proceedings and affairs. The Selectboard is committed to effective governance. To that end it is our desire that all meetings of the Selectboard operate smoothly, and be conducted in a fashion which promotes order, collegiality, respect, and civility. Therefore, we hereby adopt, and agree to adhere to, the rules and protocols for procedure which follow.

### **Section 2. Selectboard Process:**

All Selectboard meetings are open to the public. The Selectboard as a general rule will allow a high degree of public comment.

Public comment may be offered regarding topics not on the agenda during the general public comment portion of the Selectboard meeting. Public comments regarding items on the agenda must be offered during the portion of the meeting where that agenda item is addressed.

It shall be the responsibility of the Chair to open meetings, lead and direct the proceedings, and ensure that decorum and order is maintained at all times. To ensure and allow sufficient comment, discussion and debate among Selectboard members and others in attendance, the Chair is responsible for recognizing those who wish to speak and those who must wait to be recognized. To avoid repetition of a position already expressed by members of the public, the Chair may choose to move on to another item on the agenda, or call for action if appropriate, once all those wishing to speak have been provided with an opportunity to do so.

Topics raised during the general public comment period will generally not be discussed by the Selectboard at that time. Topics that need Selectboard discussion or action may be placed on a future Selectboard agenda.

As each item on the agenda for any Selectboard meeting is brought to the floor for discussion, the Selectboard sponsor of each item shall first present their initial comments for consideration by the public and other Selectboard members. Following this introduction of the issue, the Chair shall allow other Selectboard members to ask the sponsor questions that may help clarify the issue. No debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor and clarified by questioning as provided above, the Chair shall open public comment.

Any member of the public may address the Selectboard regarding particular agenda items or during other periods provided for public comment, provided that the speaker follows the rules of public comment described in this policy.

After listening to public comments on an agenda item, the Chair will close public comment on that issue. The Selectboard may then discuss and take action on the issue. A vote by a majority of the Selectboard may close public comment at any time, but only after all members of the public have been provided at least one opportunity to provide feedback on the particular agenda item.

### **Section 3. Public Comment:**

- A. Any person wishing to address the Selectboard shall so signify by raising their hand. After being recognized by the Chair and identifying themselves by stating their full name, he or she may share their comments. When, in the opinion of the Chair, their identity has not been adequately stated for those assembled, the Chair may request further information before permitting the person to speak.
- B. Comments shall be limited to two minutes for each speaker during both the general comment period and on each agenda item, unless, in the discretion of the Chair, additional comments would be helpful to the Selectboard. In such a case, all speakers who have previously spoken on the subject must be provided with additional opportunity to speak, so that all speakers are afforded an equal opportunity to voice their opinions.
- C. Comments on agenda items must be relevant to the topic being considered.
- D. The Chair has the authority to limit irrelevant or repetitive comments in the interest of efficient use of time.
- E. All comments shall be directed to the Chair.
- F. All complaints may be referred to the proper authorities for investigation and tabled for further discussion at a future Selectboard meeting.
- G. A Selectboard member shall not be permitted to speak as a member of the public during any public comment period regarding an agenda item, unless the Selectboard member has recused himself or herself.

### **Section 4. Disruptive Behavior:**

Disruptive behavior means conduct that materially interferes with the Selectboard's ability to conduct its business. Examples include but are not limited to: interrupting others; speaking out of turn; shouting; refusing to yield the floor when time has expired; or displaying images, gestures, or content that a reasonable person would view as inherently disruptive to a public meeting. Conduct such as the use of profane or obscene language, personal insults, criticism of public officials, or the making of crude or obscene gestures is not, by itself, considered disruptive unless it actually interferes with the meeting's progress. Removal or other enforcement action may occur only when behavior substantially interrupts or delays the meeting, consistent with judicial standards requiring actual disruption before limiting speech.

### **Section 5. Enforcement.**

The Chair will administer this policy using a progressive approach:

1. **Reminder** – A polite reminder of the applicable rule.

- 2. **Warning** – A clear warning that continued noncompliance will result in removal.
- 3. **Action** – Removal from the meeting room or remote platform if disruptive conduct continues.
- 4. **Escalation** – If necessary, the Chair may call a recess or request law enforcement assistance.

These steps may be accelerated if conduct presents a safety concern or materially disrupts the meeting. Enforcement is based solely on behavior and its effect on the conduction of the meeting, not the viewpoint expressed, and will be applied uniformly in accordance with First Amendment standards requiring viewpoint-neutral regulation of speech in limited public forums.

All enforcement actions will be documented in the meeting minutes.

**Section 6. Separability:**

This policy shall govern the Selectboard’s practices and procedures and is intended to be consistent with town ordinances, town policies and state and federal statutes. Each section of this policy shall be deemed independent of all other sections; if any provision of this policy is determined to be invalid or unenforceable by a court of competent jurisdiction, all other sections shall remain valid and enforceable.

**Section 7. Amendments:**

This policy may be reviewed and amended from time to time as the need arises by a majority vote of the Selectboard. All proposed amendments must be placed on an agenda of a regular Selectboard meeting, with Selectboard discussion and an opportunity for public comment provided before any action is taken.

Adopted this \_\_\_th day of May 2026.

**Approved by Casco Selectboard:**

\_\_\_\_\_ Grant Plummer, Chair

\_\_\_\_\_ Robert MacDonald, Vice-Chair

\_\_\_\_\_ Mary-Vienessa Fernandes

\_\_\_\_\_ Scott Avery

\_\_\_\_\_ Eugene Connolly

**Managing Public Participation At Selectmen's Meetings**  
**Selectmen's Policy**  
**Amended And Adopted July 20, 2010**

- Selectmen's meetings are for the purpose of the Board of Selectmen conducting the business of the Board. Everyone in attendance has the right to see and hear everything that is presented and/or discussed.
    - Selectmen's meetings are not open public discussion forums; the meetings are business meetings.
    - Selectmen's meetings are not open to unlimited discussion and debate by members of the audience.
  - Public is welcome to attend Selectmen meetings; however, participation by members of the public shall be controlled and limited in order that the Selectmen may conduct their business.
  - The Chair of the Board of Selectmen shall run the meeting; in the absence of the chair, the Board shall appoint an interim chair for the duration of the meeting.
1. Members of the public will be welcome to offer comment not more than twice on each agenda item.
  2. Members of the public shall refrain from speaking until recognized by the chair.
  3. Members of the public shall come forward and address the Board from a designated podium.
    - a. The purpose is to give people an opportunity to address the Board.
    - b. Rules for approaching the podium may be waived by the Board in cases of disability, or presentations that have been requested by the Board or Town Manager as part of the agenda.
  4. Each person will have two opportunities to speak for a period of time not to exceed two (2) minutes each time, to offer comment and/or suggestions on the specific topic on the table for consideration by the Board of Selectmen.
  5. Public participation and comment time is an opportunity to raise concerns and ideas. Time shall be limited on each topic at the discretion of the Chair, subject, upon objection, to a vote of the full Board. If topics warrant an extended discussion or require some action by the Selectmen, the Board shall request that topic to be placed on a future agenda.



# TOWN OF CASCO

## FUND BALANCE POLICY – GENERAL FUND

---

### 1. PURPOSE

The purpose of this policy is to establish a target level of fund balance for the General Fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and maintaining the targeted level of unassigned fund balance, and the priority for the use of amounts in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town of Casco's general fund balance. This policy applies only to the General Fund. Other funds shall be fully self-supporting to the extent that the fund balance or retained earnings of each fund shall be zero or greater.

### 2. DEFINITIONS AND CLASSIFICATIONS

*Fund Balance* is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town of Casco is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the General Fund are defined as follows:

- **Non-spendable** - resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- **Restricted** - resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
- **Committed** - resources that can be used only for specific purposes determined by a formal action of the inhabitants of the Town. The inhabitants of the Town through Town meetings are the highest level of decision-making authority of the Town. Commitments may be established, modified, or rescinded only through a Town meeting vote.
- **Assigned** - resources neither restricted nor committed for which a government has a stated intended use as established by the Town of Casco Selectboard, or a body or official to which the Town of Casco Selectboard has delegated the authority to assign amounts for specific purposes.
- **Unassigned** - resources that include all other spendable amounts. The General Fund is the only fund that reports a positive *unassigned* fund balance amount. Other

governmental funds besides the General Fund can only report a negative *unassigned* fund balance amount.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the unrestricted fund balance.

GAAP means *generally accepted accounting principles* in the United States of America.

### 3. BACKGROUND AND CONSIDERATIONS

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The Town of Casco's management, credit rating services, and others monitor the levels of fund balance in the general fund as an important indicator of the Town's economic condition.

In establishing an appropriate level of fund balance, the has considered the following factors:

- **Property tax base** - Property tax is the largest revenue source of Casco's General Fund. The Town receives payments twice a year. Special consideration will be given to taxpayer(s) whose assessment(s) represent a significant portion of the Casco's tax base.
- **Non-property tax revenues** (examples: excise tax, state revenue sharing, etc.) – consideration must be given to these resources in terms of the percentage each comprises of the total budget, as well as the reliability and stability of their cash flows.
- **Exposure to significant outlays** - The Town shall consider its potential exposure to significant one-time cash outlays, either resulting from a disaster, immediate capital needs, state budget cuts or other events.
- **Debt service** - It is essential that the Town of Casco have sufficient capacity to make its debt service payments. Principal and interest payments along with along with future debt services as developed in the Town's capital improvement program.
- **Liquidity** - An adequate level of fund balance should be maintained to ensure sufficient liquidity to supplant the need for borrowing in anticipation of revenues. The potential drain on the general fund resources from other funds, as well as the availability of resources in other funds, should also be considered.
- **Government Finance Officers Association (GFOA) Best Practice** - The GFOA has established a best practice that recommends, "...at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditure." GFOA's best practice further states, "...governments may deem it appropriate to exclude from consideration resources that have been committed

or assigned to some other purpose and focus on unassigned fund balance rather than unrestricted fund balance."

#### 4. POLICY

It is the intent of the Town of Casco to maintain a minimum balance of two month, 16.66%, of operating expenditures. The targeted balance is 3 months or 25%, and the maximum balance is not to exceed 30.32% of the operating expenditures, so long as cash flow needs are met and lowest point cash flow is not less than one payroll and one warrant, combined. Any amount in excess of 30% is to be appropriated as assigned fund balance or other fund balance categories as outlined below. The Town's Selectboard may recommend transfers to the Town of Casco that would reduce the balance below 30%, but no transfers shall be made that would reduce the balance to less than 16.66%. In the event that the unassigned fund balance drops below the minimum level, the Town of Casco will develop a plan, implemented through the annual budgetary process, to bring the balance to the targeted level over a period of no more than three (3) years.

#### 5. TRANSFERRING OF EXCESS UNASSIGNED FUND BALANCE

The Town of Casco Selectboard may present at an Annual Town Meeting or Special Town Meeting, to the voters a transfer of the excess, above 25%, fund balance to other fund balance categories. Generally, excess unassigned fund balance should not be used to fund general or routine operating expenses of the Town. It should be used to fund foreseeable projects or goals, unforeseen emergencies, and to provide financial stability to the Town. The priority of transfers shall be as follows:

- a. **Encumbrances** - Amounts encumbered at year-end by purchase order or another means shall be classified as **assigned**.
- b. **Budget Appropriations** - Amounts appropriated in the annual budget resolve, or in any supplemental budget resolves, for expenditures in the following fiscal year shall be classified as **committed**.
- c. **Capital Budget** - Amounts designated in the first year of the Town's capital improvement program (CIP) as either appropriations or advances to other funds shall be classified as **assigned**.
- d. **Self-Insurance** - Amounts designated in the Town's self-insurance shall be classified as **assigned**.
- e. **Compensated Absences** - These are not typically recorded as liabilities in the governmental funds, unless they are paid out immediately following the close of the



fiscal year. However, the obligation for compensated absences can be significant. Therefore, the Town of Casco will **assign** the amount equal to the estimated amount required at year end to pay the compensated absence obligation for those who meet the eligibility criteria for payment and can be expected to terminate employment with the Town of Casco in the following fiscal year. This amount shall exclude any amount recorded as a liability.

**6. POLICY ADMINISTRATION**

At the completion of the annual audit, the Treasurer shall submit to the Town's Selectboard a report of the Town's fund balance and the classifications of its various components in accordance with GAAP and this policy. In addition, the Treasurer in accordance with GAAP, shall report fund balance in the appropriate classifications and make the appropriate disclosures in the Town's financial statements. Annually, the Treasurer shall review this policy and the considerations used in establishing the unassigned fund balance target. The Treasurer shall report whether changes in those considerations or additional considerations have been identified

Adopted this \_\_\_th day of May 2026.

**Approved by Casco Selectboard:**

\_\_\_\_\_ Grant Plummer, Chair

\_\_\_\_\_ Robert MacDonald, Vice-Chair

\_\_\_\_\_ Mary-Vienessa Fernandes

\_\_\_\_\_ Scott Avery

\_\_\_\_\_ Eugene Connolly

**Town of Casco  
Board of Selectmen  
Undesignated Fund Balance Policy  
February 2001**

The Casco Board of Selectmen adopts the following Board policy. The intent of this policy is to establish appropriate fund levels for the Town of Casco undesignated fund balance.

The Casco Board of Selectmen have researched and discussed the appropriate funding levels for the undesignated fund balance in order to assure the town of Casco maintains a position of fiscal strength and security. Maintaining an appropriated undesignated fund balance allows the Town to maintain cash flow and avoid borrowing in anticipation of taxes and provide an emergency reserve in case of disaster or unanticipated reductions in cash flow.

**Town of Casco undesignated fund balance shall:**

- 1. Maintain a balance of at least 27% of the Town of Casco total commitment of the previous year. (This amount represents an amount equal to all receivables and the cost for operations for 3 months.) Adjustments may be made in the event of changes in the fiscal period or commitment formula that result in one time radical changes in commitment amounts.**
- 2. The Casco Board of Selectmen shall review and establish the target balance of the undesignated fund balance annually. The Board shall annually review lapsed account balances and carry forward amounts in an effort to maintain undesignated fund balances.**
- 3. The Board of Selectmen shall determine annually any amounts of the undesignated fund balance that may be utilized for expenditures or utilized to stabilize the tax rate. The Board of Selectmen may make**

**recommendations to appropriate larger sums from the undesignated fund balance in times of emergency.**

- 4. The Casco Budget Committee shall annually review and comment on the recommendations of the Selectmen.**
- 5. Casco Town Meeting vote is required to apply or appropriate any funds from the undesignated fund balance.**
- 6. Amendments to this policy may be made by a majority vote of the Casco Board of Selectmen.**

**TOWN OF CASCO**  
**Annual Town Meeting Warrant**  
**June 3, 2026**  
***Fiscal Year 7/1/2026-6/30/2027***

To: Julie Koceika, Resident of the Town of Casco, in the County of Cumberland and the State of Maine.

**Greetings:** In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Casco in said county and state, qualified by law to vote in town affairs, to meet at the Crooked River Elementary School, 1437 Meadow Road, Casco, on Wednesday, the 3<sup>rd</sup> day of June 2026 at 6:30 p.m., then and there to act upon Article 1 and Articles 3-37 as set out below AND to notify and warn said inhabitants to assemble on Tuesday, the 9th day of June 2026,, then and there to act on Article 2 by secret ballot, with the polls open from 8:00 a.m. until 8:00 p.m.

**Article 1.** To elect a moderator by written ballot to preside at said meeting.

**Article 2.** To elect, by secret ballot, the following municipal officers, officials, and school committee members:

- Two Selectboard members, each for a 3-year term.
- One Open Space Commissioner for a 3-year term
- One Casco Naples Transfer Station Council member for a 3-year term
- One MSAD # 61 Board of Directors member for a 3-year term

**Article 3.** To see if the Town will vote to permit municipal administrators or staff, and elected State officials, who are not registered voters of Casco, to speak as appropriate when recognized by the moderator.

**Proposed FY 2026-2027 Operational Budget**

**Article 4.** To see if the Town will vote to raise and appropriate the sum of **\$966,752** to fund **ADMINISTRATION** for the 2026-2027 fiscal year.

	<b>FY27</b>	<b>FY26</b>
<b>Account</b>	<b>Proposed</b>	<b>Approved</b>
	<b>Amount</b>	
Payroll	\$592,486	\$574,814
Services	\$169,080	\$143,250
Supplies/Equipment	\$ 25,750	\$ 32,500
Repairs/Maintenance	\$ 13,500	\$ 10,750
Training/Travel	\$ 16,400	\$ 16,400
Assessing	\$109,536	\$108,087
Legal Service	\$ 40,000	\$ 40,000
Contingency	\$ 0	\$ 0
<b>Total</b>	<b>\$966,752</b>	<b>\$946,764</b>

*Selectboard and Finance Committee recommend ought to pass at \$966,752*

**Article 5.** To see if the Town will vote to appropriate the sum of **\$30,000** from Unassigned Fund Balance to fund **Contingency** for the 2026-2027 fiscal year.

*Selectboard and Finance Committee recommend ought to pass at \$30,000*

**Article 6.** To see if the Town will vote to raise and appropriate the sum of **\$152,605** to fund **CODE ENFORCEMENT** for the 2026-2027 fiscal year.

<b>Account</b>	<b>FY27 Proposed Amount</b>	<b>FY26 Approved</b>
Code Enforcement	\$152,605	\$149,228
<b>Total</b>	<b>\$152,605</b>	<b>\$149,228</b>

*Selectboard and Finance Committee recommend ought to pass at \$152,605*

**Article 7.** To see if the Town will vote to raise and appropriate the sum of **\$82,975** to fund **PLANNING BOARD/ZONING BOARD OF APPEALS and PLANNING SERVICES** for the 2026-2027 fiscal year.

<b>Account</b>	<b>FY27 Proposed Amount</b>	<b>FY26 Approved</b>
Planning Board/ZBA	\$ 5,475	\$ 9,075
Planning Services	\$ 77,500	\$ 75,000
<b>Total</b>	<b>\$ 82,975</b>	<b>\$ 84,075</b>

*Selectboard and Finance Committee recommend ought to pass at \$82,975*

**Article 8.** To see if the Town will vote to raise and appropriate the sum of **\$361,480** to fund **RECREATION, PARKS & BEACHES, FACILITIES, & CEMETERIES** for the 2026-2027 fiscal year.

<b>Account</b>	<b>FY27 Proposed Amount</b>	<b>FY26 Approved</b>
Recreation	\$217,815	\$210,000
Parks & Beaches	\$ 29,000	\$ 37,500
Facilities-CCC, Access Building	\$109,665	\$107,831
Cemeteries	\$ 5,000	\$ 7,500
<b>Total</b>	<b>\$361,480</b>	<b>\$362,831</b>

*Selectboard and Finance Committee recommend ought to pass at \$361,480*

**Article 9.** To see if the Town will vote to raise and appropriate the sum of **\$43,000** to fund **OPEN SPACE COMMISSION, VETERANS COMMITTEE, SAFE STREETS COMMITTEE & WATER QUALITY COMMITTEE** for the 2026-2027 fiscal year.

<b>Account</b>	<b>FY27</b>	<b>FY26</b>
	<b>Proposed Amount</b>	<b>Approved</b>
Open Space Commission	\$ 15,500	\$ 4,000
Veterans Committee	\$ 1,000	\$ 1,000
Safe Streets Committee	\$ 12,000	\$ 0
Water Quality Committee	\$ 15,000	\$ 0
<b>Total</b>	<b>\$ 43,000</b>	<b>\$ 5,000</b>

*Selectboard and Finance Committee recommend ought to pass at \$43,000*

**Article 10.** To see if the Town will vote to raise and appropriate the sum of **\$45,600** to fund **GENERAL ASSISTANCE and DONATIONS** for the 2026-2027 fiscal year.

<b>Account</b>	<b>FY26</b>	<b>FY25</b>
	<b>Proposed Amount</b>	<b>Approved</b>
General Assistance	\$ 42,350	\$ 46,270
Northern Light Health	\$ 0	\$ 1,000
Through These Doors (Family Crisis)	\$ 0	\$ 1,100
Opportunity Alliance	\$ 0	\$ 5,000
Casco Naples Meal Site	\$ 3,500	\$ 3,394
Bridgton Chamber of Commerce	\$ 0	\$ 500
Sebago Lakes Region Chamber	\$ 0	\$ 1,500
Lake Region Bus Service	\$ 13,000	\$ 12,000
Casco Raymond Historical Society	\$ 2,000	\$ 1,800
Life Flight	\$ 0	\$ 911
Crescent Lake Watershed	\$ 1,500	\$ 2,000
Lake Monitoring Program	\$ 3,000	\$ 3,000
Thompson Lake Environ. Assoc.	\$ 2,500	\$ 2,500
Lake Environ. Assoc. Milfoil Project	\$ 5,000	\$ 5,000
Pleasant Lake/Parker Pond Assoc.	\$ 4,000	\$ 4,000
Maine Public Radio	\$ 0	\$ 100
Local Food Pantries	\$ 3,600	\$ 3,600
Crooked River Snowmobile Club	\$ 3,000	\$ 2,000
Other	\$ 0	\$ 15,000
Lake Region ATV	\$ 2,500	\$ 0
Social Service Allocation (RTP)	\$ 2,000	\$ 0
<b>Total:</b>	<b>\$ 45,600</b>	<b>\$110,175</b>

*Selectboard and Finance Committee recommend ought to pass at \$ 45,600*

**Article 11.** To see if the Town will vote to raise, appropriate and donate the sum of **\$94,210** to the **Casco Public Library** for the 2026-2027 fiscal year.

<b>Account</b>	<b>FY27 Proposed Amount</b>	<b>FY26 Approved</b>
Casco Public Library	\$ 94,210	\$ 91,200
<b>Total</b>	<b>\$ 94,210</b>	<b>\$ 91,200</b>

*Selectboard and Finance Committee recommend ought to pass at \$ 94,210*

**Article 12.** To see if the Town will vote to raise and appropriate the sum of **\$1,344,575** to fund the **FIRE RESCUE DEPARTMENT** for the 2026-2027 fiscal year.

<b>Account</b>	<b>FY27 Proposed Amount</b>	<b>FY26 Approved</b>
Payroll	\$1,022,550	\$971,994
Services	\$135,9250	\$111,070
Supplies/Equipment	\$ 83,250	\$ 88,250
Repairs/Maintenance	\$ 78,250	\$ 78,550
Training/Travel	\$ 21,150	\$ 20,150
<b>Total:</b>	<b>\$1,344,575</b>	<b>\$1,270,014</b>

*Selectboard and Finance Committee recommend ought to pass at \$1,344,575*

**Article 13.** To see if the Town will vote to raise and appropriate the sum of \$105,705 to fund **ANIMAL CONTROL & EMERGENCY MANAGEMENT** for the 2026-2027 fiscal year.

<b>Account</b>	<b>FY27 Proposed Amount</b>	<b>FY26 Approved</b>
Animal Control	\$104,305	\$103,000
Emergency Management	\$ 1,400	\$ 2,150
<b>Total:</b>	<b>\$105,705</b>	<b>\$ 105,150</b>

*(Note of Explanation: Animal Control is a shared, regional approach. The account reflects all money spent by the Town with the anticipated revenue based on the regional agreement.)*

*Selectboard and Finance Committee recommend ought to pass at \$105,705*

**Article 14.** To see if the Town will vote to raise and appropriate the sum of **\$1,107,463** to fund **PUBLIC WORKS/ROADS AND DAMS** for the 2026-2027 fiscal year.

<b>Account</b>	<b>FY27 Proposed Amount</b>	<b>FY26 Approved</b>
Payroll	\$194,287	\$172,245

Services	\$668,576	\$650,700
Supplies/Equipment	\$209,000	\$214,000
Repairs/Maintenance	\$ 28,000	\$ 20,000
Training/Travel	\$ 1,100	\$ 1,100
<b>Subtotal Public Works:</b>	<b>\$1,100,963</b>	<b>\$1,058,045</b>
Dams	\$ 6,500	\$ 6,500
<b>Total:</b>	<b>\$1,107,463</b>	<b>\$1,064,545</b>

*Selectboard and Finance Committee recommend ought to pass at \$1,107,463*

**Article 15.** To see if the Town will vote to raise and appropriate the sum of **\$1,404,413** to fund **MUNICIPAL BENEFITS/INSURANCE AND UTILITIES** for the 2026-2027 fiscal year.

	<b>FY27</b>	<b>FY26</b>
	<b>Proposed</b>	<b>Approved</b>
<b>Account</b>	<b>Amount</b>	
Benefits & Insurance	\$905,413	\$830,323
Utilities	\$138,000	\$123,500
<b>Total:</b>	<b>\$1,404,413</b>	<b>\$953,823</b>

*Selectboard and Finance Committee recommend ought to pass at \$1,404,413*

**Article 16.** To see if the Town will vote to raise and appropriate the sum of **\$516,314** to fund the **TRANSFER STATION AND BULKY WASTE FACILITY** for the 2026-2027 fiscal year.

	<b>FY27</b>	<b>FY26</b>
	<b>Proposed</b>	<b>Approved</b>
<b>Account</b>	<b>Amount</b>	
Interlocal Agreement	\$393,314	\$390,658
Professional Services	\$123,000	\$105,000
<b>Total:</b>	<b>\$516,314</b>	<b>\$495,658</b>

*Selectboard and Finance Committee recommend ought to pass at \$516,314*

**Article 17.** To see if the Town will vote to raise and appropriate the sum of **\$346,776** for **DEBT SERVICE** for the 2026-2027 fiscal year.

	<b>FY27</b>	<b>FY26</b>
	<b>Proposed</b>	<b>Approved</b>
<b>Account</b>	<b>Amount</b>	
Debt Services	\$346,776	\$352,963
<b>Total</b>	<b>\$346,776</b>	<b>\$352,963</b>

*Selectboard and Finance Committee recommend ought to pass at \$346,776*

***These funds have already been committed during previous town meetings, and this is the payment amounts***



**Article 18.** To see if the Town will authorize the Selectboard to receive and appropriate non-property tax revenues, not otherwise dedicated for specific purposes, to reduce the property tax commitment for the 2026-2027 fiscal year.

Anticipated non-property tax revenues for fiscal year beginning July 01, 2026, include the following approximation of State and Town Revenues:

	<b>FY 27 Proposed Amount</b>	<b>FY26 Approved</b>
I. Excise Tax	\$ 1,000,000	\$925,000
II. Municipal Revenue Sharing	\$ 475,000	\$395,000
III. Homestead Exemption Reimbursement	\$ 150,000	\$170,000
IV. BETE Reimbursement	\$ 65,000	\$ 65,000
V. Other Non-Property Taxes	\$ 677,270	\$668,597
<b>Total ESTIMATED Non-Property Tax Revenue</b>	<b>\$ 2,367,270</b>	<b>\$2,223,597</b>

*Selectboard and Finance Committee recommend ought to pass at \$2,367,270*

**Article 19.** To see if the Town, in accordance with 36 M.R.S. § 505(2), will vote to set the dates that FY 2026-2027 real and personal property taxes are due, as follows: first half shall be due Wednesday October 07, 2026 or 45 days after commitment, whichever date is later, and second half shall be due Wednesday, March 3, 2027, and to charge interest starting seven (7) days after each due date.

**Article 20.** To see if the Town, in accordance with 36 M.R.S. § 505(4), will vote that property taxes shall be delinquent if not paid by the dates established in Article 20 and that interest, at the rate of 4.0% per annum, shall be charged on all delinquent property taxes.

**Article 21.** To see if the Town, in accordance with 36 M.R.S. § 506-A, will vote that a taxpayer who pays an amount in excess of that finally assessed shall be repaid the amount of the overpayment plus interest from the date of the overpayment at the annual rate of 4.0%.

**Article 22.** To see if the Town will vote to authorize the Tax Collector to accept prepayment of taxes not yet committed, the amount collected not to exceed the previous year’s taxes, and to set the interest at 0% APR for overpayments pursuant to 36 M.R.S. § 506.

**Article 23.** To see if the Town will vote to authorize the Selectboard, on behalf of the Town, to accept and expend state and federal grants and grants from non-profit organizations, donations and other revenue on behalf of the town for municipal purposes, including when necessary the

authority to sign grants and contracts documents or other paperwork and accept the conditions that accompany grant funds, so long as those conditions do not require the expenditure of matching funds by the town in excess of approved budgets, and to appropriate grant funds or such other donations and other revenues for authorized purposes, as the Selectboard deems in the best interest of the Town during the 2026-2027 fiscal year.

**Article 24.** To see if the Town will vote to authorize the Selectboard to retain, sell or dispose of, by such means and upon such terms and conditions as the Selectboard deems advisable, any real estate acquired by the Town for non-payment of taxes thereon, and to execute such contracts, deeds and other instruments, and to take such other actions as may in the Selectboard's judgment be advisable to effect the sale of such property, or, if the property is residential property and is occupied by the immediate former owner(s), the Selectboard may convey the property to the immediate former owner(s) upon payment in full of all taxes, interest and charges incurred by the Town within 90 days of notice to the immediate former owner(s) of the repurchase opportunity; provided, however, that the Selectboard shall comply with the requirements of 36 M.R.S. § 943-C if it chooses to retain the property or sell the property to anyone other than the former owner(s).

**Article 25.** To see if the Town will vote to authorize the Treasurer to waive the foreclosure of a tax lien mortgage by recording a waiver of foreclosure at the Registry of Deeds in which the tax lien certificate is recorded prior to expiration of the right of redemption pursuant to 36 M.R.S. § 944 upon a finding by the Selectboard that ownership of the property that is subject to the tax lien mortgage would be contrary to the Town's best interests.

**Article 26.** To see if the town will vote to authorize the Selectboard, on behalf of the Town, to accept and expend gifts, donations, or any other funds meant to support the municipal function, operation, or improvement of the Town during the period of July 1, 2026, to June 30, 2027.

**Article 27.** To see if the Town will authorize the Selectboard to sell and/or dispose of town-owned personal property determined to be obsolete or surplus to the Town's needs, with a value of \$100,000 or less, under such terms and conditions as they deem to be in the best interest of the Town.

**Article 28.** To see if the Town will vote to appropriate monies necessary for the payment of any tax abatements, including interest, approved by the Assessor from the property tax overlay, or if necessary, from the Unassigned Fund Balance.

**Article 29.** To see if the Town will vote to authorize the continued plowing and sanding of certain private roads for which the Town has obtained public easements and which meet the criteria approved in a Regular Town Meeting June 9, 2021, or any subsequent criteria or standards, and authorize the Selectboard to discontinue the plowing of certain private roads that no longer meet criteria approved in a Regular Town Meeting June 9, 2021, or

any subsequent criteria or standards, or where the public easement has been withdrawn or denied.

## **Proposed FY 2026-2027 Capital Improvement/Equipment Budget**

**Article 30.** To see if the Town will vote to raise and appropriate the sum of **\$20,000** for the purpose of purchasing laptops and related equipment for municipal use, including but not limited to computers, necessary software, and accessories.

*Selectboard and Finance Committee recommend ought to pass at \$20,000*

**Article 31.** To see if the Town will vote to raise and appropriate the sum of **\$53,000** (\$53,000) for the purpose of repairs and improvements to the Central Fire Station, including but not limited to the replacement of garage doors and the installation of a new boiler...

*Selectboard and Finance Committee recommend ought to pass at \$53,000*

**Article 32.** To see if the Town will vote to raise and appropriate the sum of **\$100,000** for the purpose of purchasing public safety equipment, including but not limited to a gear dryer, a cardiac monitor, and air tanks.

*Selectboard and Finance Committee recommend ought to pass at \$100,000*

**Article 33.** To see if the Town will vote to appropriate the sum of **\$150,000** from Unassigned Fund Balance for the purpose of repairing the roofs of the Community Center and the Town-owned Post Office building.

*Selectboard and Finance Committee recommend ought to pass at \$150,000*

**Article 34.** To see if the Town will vote to raise and appropriate the sum of **\$24,000** for the purpose of purchasing and installing a replacement generator for the Brown Avenue Public Works and Fire Department building.

*Selectboard and Finance Committee recommend ought to pass at \$24,000*

**Article 35.** To see if the Town will vote to raise and appropriate the sum of **\$39,000** for the purpose of repairing the roof of the Brown Avenue Public Works and Fire Department building.

*Selectboard and Finance Committee recommend ought to pass at \$39,000*

**Article 36.** To see if the Town will vote to raise and appropriate the sum of **\$75,000** for the purpose of repairing the Town sand and salt storage shed.

*Selectboard and Finance Committee recommend ought to pass at \$75,000*

**Article 37.** To see if the Town will vote to raise and appropriate the sum of **\$880,000** and to appropriate the sum of **\$120,000** from Unassigned Fund Balance, for a total appropriation of **\$1,000,000**, for Fiscal Year 2027 pavement preservation and road repair projects.

*Selectboard and Finance Committee recommend ought to pass at \$1,000,000*

**Given under our hands this 5th day of May 2026 at Casco, Maine.**

Grant Plummer, Selectboard Chair: \_\_\_\_\_

Robert MacDonald, Selectboard Vice-Chair: \_\_\_\_\_

Mary-Vienessa Fernandes, Selectboard Member: \_\_\_\_\_

Scott Avery, Selectboard Member: \_\_\_\_\_

Eugene Connolly, Selectboard Member: \_\_\_\_\_

A true copy of the warrant,

Attest: \_\_\_\_\_,

Penny Bean, Town Clerk

## MEDICAL REIMBURSEMENT SERVICES

PO BOX 1810, WINDHAM, ME 04062

PHONE (800) 734-6677

November 5, 2025

Casco Rescue,

Below you will see your current rates along with our recommendation for an increase. The recommendation for the increase is due to the State of Maine's act to protect consumers for surprise emergency medical bills or L.D. 2105. It states if you are **contracted** with an insurance company you will receive 200% of the Medicare allowed amount for the service. It also states if you are under the 200% you can not increase your rates more that 5% each year. Your last rate increase was in 2013

<u>Service</u>	<u>Current Rate</u>	<u>Recommended</u>	<u>200% Medicare</u>
Miles (A0425)	\$16	\$17	\$18.48
BLS (A0429)	\$600	\$630	\$927.24
ALS (A0427)	\$900	\$945	\$1,101.10
ALS 2 (A0433)	\$1,200	\$1,260	\$1,593.70
BLS Non Emergency	\$400	\$420	\$579.52
ALS Non Emergency	\$500	\$425	\$695.44
SCT (PIFT) (A0434)	\$1,200	\$1,260	\$1,883.46
*On Scene (no transport)	\$100	\$100	*
Intercept	\$250	\$250	

\* On Scene Charge (This is used for ALS supplies, deceased patients that you "work" and other medicine given and the patient is not transported to hospital).

Currently this code is being reimbursed at 70% or 50% bill charges, depending on if member is in or out of network (for Community Health Options)

Based on *Maine Legislation- L.D. 1602 1-A. Reimbursement for non-transport services*, that outlines A0998 rate equal to average rate of A0427 and A0429 (with all respective Geographic coefficients)-plus either at plus in network of 200% or out of network of 180%. Legislation requires payor to comply by 1/1/24.

Please let me know if you have any questions.

Shawn McPherson

**WARRANT AND NOTICE OF ELECTION CALLING  
MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 61  
BUDGET VALIDATION REFERENDUM  
(20-A M.R.S § 1486)**

TO: Angela Stover, a resident of Maine School Administrative District No. 61 (the "District")  
composed of the Towns of Bridgton, Casco and Naples, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the District, namely the Towns of Bridgton, Casco and Naples, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers. The municipal officers shall meet forthwith and countersign this warrant and notice of election. The municipal officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF CASCO  
DISTRICT BUDGET VALIDATION REFERENDUM  
WARRANT AND NOTICE OF ELECTION**

Cumberland County, ss.

State of Maine

TO: Julie Koceika, Resident of Casco: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

**TO THE VOTERS OF CASCO:** You are hereby notified that a District budget validation referendum election will be held at the Crooked River Elementary School, 1437 Poland Spring Road, in the Town of Casco on Tuesday, May 19, 2026, for the purpose of determining the following articles:



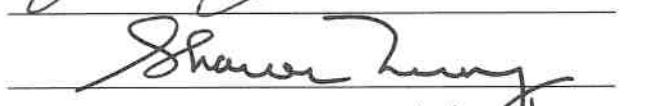
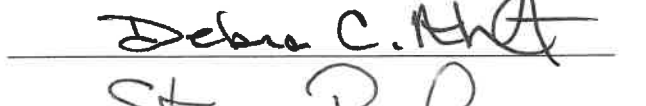

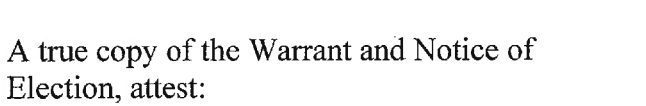
Article 1A: To elect a moderator to preside at said meeting.

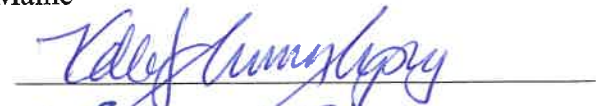

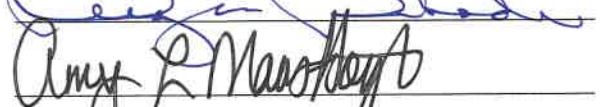

Article 1: Do you favor approving the Maine School Administrative District No. 61 budget for the upcoming school year that was adopted at the latest District budget meeting?

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.


Given under our hand this day, April 13, 2026, at Naples, Maine

A majority of the School Board of Maine School Administrative District No. 61

A true copy of the Warrant and Notice of Election, attest:

  
 Angela Stover, Resident of Maine School  
 Administrative District No. 61

Countersigned this 12<sup>th</sup> day of May, 2026 at Casco, Maine

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A majority of the municipal officers of Casco, Maine

A true copy of the Warrant and Notice of Election attest:


\_\_\_\_\_  
 Penny Bean, Municipal Clerk - Casco, Maine

**RETURN**

Cumberland County, ss.  
State of Maine

TO: The School Board of Maine School Administrative District No. 61  
April 15, 2026

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the Municipal Clerk of Casco, an attested copy of this warrant and notice of election, directing the municipal officers of said municipality to call a Maine School Administrative District No. 61 budget validation referendum at said time and place for the purposes therein stated.

  
\_\_\_\_\_  
Angela Stover, Resident of Maine School  
Administrative District No. 61

**RETURN**

Cumberland County, ss.

State of Maine

TO: To the municipal officers of the Town of Casco

I certify that I have notified the voters of the Town of Casco of the time and the place of the Maine School Administrative District No. 61 budget validation referendum by posting an attested copy of the within warrant and notice of election as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at Casco, Maine: \_\_\_\_\_, 2026.

\_\_\_\_\_  
Julie Koceika, Resident - Casco, Maine





## Application Copy

File Number: 148919

Job Type: Renewal Application

LICENSE # RES-18-107412	APPLICATION DATE RECEIVED 2026-05-01
LICENSE TYPE On-Premises: Beer & Wine	LICENSEE Tina Lee LLC
AGENT NAME	EFFECTIVE DATE 2025-07-01
EXPIRES 2026-06-30	STATUS Active
PREMISES NAME WEBBS MILLS EATS & CRAFT BREWS	
NEW SECONDARY LICENSE(S) None selected	
PREMISES TYPE Restaurant (not Class A)	PREMISES NAME WEBBS MILLS EATS & CRAFT BREWS
OPERATOR Tina Lee LLC	
PHYSICAL ADDRESS 455 POLAND SPRING RD CASCO ME 04015-4107	
MAILING ADDRESS 455 POLAND SPRING RD CASCO ME 04015-4107	

CONTACT NAME

CHRISTINA KNOTT

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

(207) 627-4000

ALTERNATE PHONE

FAX

EMAIL  
[REDACTED]

QUESTIONS

**On-Premises: Beer & Wine**

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes

[REDACTED]

2. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

3. Is the applicant/licensee an individual, partnership, or association? (Not a corporation or LLC)

No

4. Are all licensees/applicants residents of the State of Maine?

Yes

5. Is your license for a club with a membership?

No

6. Is your license application for a vessel?

No

7. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?  
Yes  
(document uploaded)
8. Do you have a license from the Office of the State Fire Marshal?  
Contact (207) 626-3870 to determine whether licensure is necessary.  
No
9. Will any law enforcement officer directly benefit financially from this license?  
No
10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.  
No
11. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?  
No
12. What is the full name and date of birth of the person managing this premises?  
Christina Knott [REDACTED]
13. Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?  
No

- 14 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?
- No
- 15 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?
- No
- 16 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?
- No
- 17 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?
- No
- 18 At which address are your business records located?
- 451 Poland Spring Road  
Casco, ME 04015
- 19 What will be your business hours? Please indicate each day's open and close times.
- Sun - Closed  
Mon - Closed  
Tues-Sat 11am - 8pm
- 20 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.
- 1 miles from Casco Village Church

21 Is your application for a Hotel or Bed & Breakfast?

No

22 What is the gross food income for the licensure period that will end on the expiration date?

██████████

23 What is the gross income from beer, wine, and spirits for the licensing period ending on the expiration date?

██████████

24 Do you have a food menu?

Yes

(document uploaded)

25 How many seats do you have? Include indoor and outdoor seating.

30

26 How many bathrooms do you have available to patrons?

1

27 Do you currently have any advertising or sponsorship agreements with a wholesale licensee or certificate of approval holder (including agreements for signage, naming rights, event sponsorships or branded areas)?

No

28 Describe each area of the premises where alcoholic beverages will be served, consumed, or stored.

Include all interior and exterior areas (e.g., dining rooms, bars, patios, decks, function rooms, etc.) and use names or labels that correspond to your submitted floor plan.

We have a separate eating/dining area separated by a knee wall and during warm months have an enclosed patio area

#### DOCUMENTS

TYPE	FILE NAME	DESCRIPTION

Premises Floor Plan	floor plan webbs.pdf
Maine Health or Agriculture License	health inspection license 2026.pdf
Food Menu	Spring Menu 2025.pdf
Supplemental Ownership Form	signed affidavit for on premise 2026.pdf

## APPLICANT

Tina Lee LLC

## DECLARATION

- I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.