



Town of Casco

Selectboard Regular Meeting Agenda

August 22, 2023 at 5:30 PM

Casco Community Center

Executive Session

1. Executive Session Pursuant to 1 M.R.S. § 405(6)(E), Consultation with Legal Counsel Starting at 5:30 PM
2. Executive Session to discuss Concealed Weapon Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 07/25/2023A & 07/25/2023B

Regular Meeting Starting at 6:00 PM

3. Review and approval of the meeting agenda
4. Approval of bills and signing and approval of all open warrants
5. Approval of Minutes: July 25, 2023
6. Public Participation for non-Agenda items
7. Manager's Update

New Business

8. The Selectboard will consider a Settlement Agreement with Hello Doggie Daycare and Migis Lodge, LLC.
9. The Selectboard will consider accepting the FY22 audit as presented by RHR Smith
10. The Selectboard will discuss 2023 Municipal Tax rate Calculation (Mill Rate)
11. The Selectboard will discuss a Financial Investment Policy
12. The Selectboard will consider an order for the Lease Purchase of Fire Engine with Androscoggin Bank
13. The Selectboard will discuss a order regarding the lease purchase with Androscoggin Bank for a 1-ton truck

Old Business

14. The Selectboard will discuss the status of the Comprehensive Plan
15. The Selectboard will consider the Waste Motor Oil Disposal Remediation funds (a/k/a Tenney Hill Waste Oil Fund)
16. The Selectboard will discuss the Septic System Replacement Program
17. The Selectboard will consider Changing Town Office Work Hours
18. The Selectboard will consider a Committee, Board, Council & Commission appointment policy

19. Selectboard Comments

20. 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)

September 5, 2023 @ 6:00 pm Regular Selectboard Meeting

September 11, 2023 @ 6:30 pm Planning Board Meeting

September 11, 2023 @ 6:00 pm Open Space Commission

September 19, 2023 @ 6:00 pm Regular Selectboard Meeting



Town of Casco

Selectboard Minutes

July 25, 2023

Selectboard Members Present: Scott Avery (Chair), Eugene Connolly (Vice-Chair), Mary Fernandes, Robert MacDonald & Grant Plummer.

Selectboard Members Absent: None

Staff Present: Town Manager Tony Ward, Fire Chief Brian Cole, Public Work Foreman Michael Genest

Public: Hayden Stokes, Ryan McAllister, Eileen Tidd, Trevor Tidd, Tiffany Payton, Amy Brown, Sam Brown and Dawn DeBrusk.

Meeting called to order at 6:00 pm.

- 1 Review and Approval of the Meeting Agenda.
The Selectboard moved (Fernandes), seconded (MacDonald) to approve the agenda as amended (removal of Executive Session): 4-1 (Plummer) in favor.
- 2 Approval of Bills and Signing and Approval of All Open Warrants.
The Selectboard moved (Connolly), seconded (Fernandes) to approve bills and sign and approve all open warrants: 5 in favor
- 3 Approval of Minutes: July 11, 2023 minutes
The Selectboard moved (MacDonald), seconded (Avery) to approve the minutes as amended (correction of date from 2022 to 2023): 5 in favor .
- 4 Public Participation:
Amy Brown voiced her concerns on the delay associated with posting the agenda on the web site and believes this may affected the public participation in the meeting.

Eileen Tidd wanted to address a previous discussion relating to the placement of the Town boat dock. She believes the current location is quite good and receives lots of use. She believes moving the dock may create a safety use.

Hayden Stokes voiced his concern over an application for a recreational

cannabis store front and the questions the varied standards of measurements used for this application and his previous application

Managers' Report:

- Ron Smith of RHR Smith will be attending the August 22nd meeting to the Selectboard to provide a synopsis of the FY22 audit and provide information regarding the FY23 audit. In their management letter, they suggest a policy update relating to long-term investment of unassigned funds. I will provide the Board with such a draft policy at the August 22nd meeting.
- The Bulky Waste Council will be meeting on August 3, 2023 at the Casco Community Center. Both Interim Manager and I believe that both Naples and Casco Selectboards should attend this meeting. This meeting with focus on the transfer station and bulky waste upgrades. The dialogue includes timelines and recommendations to make transitional facilities during the upgrades.
- The Solar Field project at the transfer station received all final approvals and will be moving forward in the near future. The Town is communicating with ReVision Energy to determine the exact dates and time frame for completion. I will continually update the Selectboard on this project and its progress.
- The Tax Collector recently sent out 197 30-day lien notices. This number of notices is consistent with past years and is not outside the norm.
- The Town is delaying the removal of junk from 12 Harmony Road, because of a receipt appeal by the property owner. Once the appeal is denied, we will proceed with the removal of the junk. This delay may also provide the Town with a greater opportunity to consolidate the removal of all the junk as defined by the court order.
- GPCOG is requesting our participation in a regional grant application relating to housing. GPCOG is applying for regional money to assist in housing or zoning. The Town of Casco portion of the grant would focus on either zoning changes associated with our updated comprehensive plan or senior based housing in identified growth areas.
- Kristin Chute resigned her position as a member of the Transfer Station Bulky Waste Council and as an alternate on the Planning Board. She regretted these decisions, but changes in her personal life facilitated the resignation.
- 2 other area governmental communication professionals and I will be interviewing six (6) applicants for the newly created Communication Coordinator position on July 26.
- The Town received its second application for an adult use cannabis store. The application appears to meet the ordinance. The application is being forward to the Planning Board because of the change of use of the property on Roosevelt Trail.

Old Business

6. The Selectboard will consider a policy relating to Bulky Waste Coupons.

No Action Taken.

7. The Selectboard will discuss the status of the Comprehensive Plan.

No Action Taken and No discussion

New Business

8. The Selectboard will consider a liquor license renewal of Migis Lodge..

The Selectboard moved (MacDonald), seconded (Fernandes) approve the Liquor License renewal of Migis Lodge and forward the application to State of Maine Bureau of Liquor for final approval. 5 in favor

9. The Selectboard will consider the Waste Motor Oil Disposal Remediation funds (a/k/a Tenney Hill Waste Oil Fund).

Tabled.

10. The Selectboard will will discuss the Septic System Replacement Program.

Tabled.

11. The Selectboard will consider contracting General Assistance services with Cumberland County.

The Selectboard moved (Plummer), seconded (Fernandes) to authorize the Town Manager to sign a three (3) year contract with Cumberland County for General Assistance services as defined by the presented contract. 5 in favor

12. The Selectboard will a lease purchase agreement with Androscoggin Bank for the John Deere backhoe.

The Selectboard moved (Plummer), seconded (MacDonald) to approve the order for Authorizing lease Purchase of Equipment as presented. 5 in favor

13. The Selectboard will consider making August 8, 2023 as a workshop and tour of Point Sebago and Club Sebago Association.

The Selectboard moved (Connolly), seconded (Plummer) to make the August 8, 2023 meeting a workshop to tour Point Sebago and Club Sebago Association. 5 in favor

14. The Selectboard will discuss employee work hours.

No Action Taken.

15. The Selectboard will consider MMA Annual Election
The Selectboard moved (Plummer), seconded (Connolly) to approve the MMA nomination slate as presented.
16. The Selectboard will discuss Casco Naples Transfer Station Council Meeting scheduled for August 3, 2023
No Action Taken.
17. The Selectboard will consider a Settlement Agreement with Hello Doggie Daycare and Migis Lodge, LLC.
No Action Taken.
18. The Selectboard will discuss speed bumps on Mayberry Hill Riad by Pleasant Lake Beach
No Action Taken.
19. The Selectboard will consider three (3) quotes for a 1-ton truck with plow gear
The Selectboard moved (Avery), seconded (Connolly) to authorize the Public Works Foreman and Town Manager to begin the purchasing process of the GMC 3500 in the amount \$88,350 based on the quotes received from the vendors.
20. Selectboard Comments
None
22. Adjournment
The Selectboard moved (Connolly), seconded (Fernandes) to adjourn at 8:06 pm. 5-0 in favor.



TOWN OF CASCO

635 MEADOW ROAD
CASCO, MAINE 04015

08-22MEMO

To: Selectboard
From: Tony Ward, Town Manager
Date: 08-16-2023
Re: Selectboard meeting 08-22-2023

Below are notes for agenda items for the August 22nd meeting.

7. Managers Update

- A. The Bulky Waste Council met on August 3rd to discuss the future project at the Transfer Station and Bulky Waste. Sebago Technics hope to release the Request for Proposal (RFP) in mid-October and keep the RFP open for three (3) weeks. After receiving the bids, it will provide both Casco and Naples with critical information for the construction plan along with costs above the 1.6 million already bonded. We will also be coordinating with local commercial haulers to ensure their services are not disrupted. Included in your packet is a preliminary design for the temporary Transfer Station during the construction around the current hopper.
- B. While not an agenda item, I will need guidance on filling the vacated Planning Board alternate seat. The policy you hopefully approve later at this meeting would require a posting of the position and future interviews conducted by the Selectboard. Tiffany Payton was originally offered an alternate position, but she declined. She recently voiced her willingness to fill this alternate position on the planning board.
- C. We recently posted the nomination papers available for the vacated Transfer Station elected position. Nomination papers for this position are available and must be submitted by September 8th. This process for the vacated position is determined by Maine election laws.
- D. The Town recently interviewed applicants for the newly created Communication Coordination position. I brought in two area experts in this area to assist with the interviews. I want to publicly thank Travis Kennedy of Cumberland County and Zach Moser for their assistance during the interview process.

I hired Allison Griffin as the Communication Coordinator, and she starts on August 23rd. Ms. Griffin comes to Casco from the Town of Raymond and brings a wealth of experience relating to communications, newsletters, and

social media. I believe the residents will see an immediate difference in the quantity and quality of the communication. This position will not only be providing information to the residents but will also be a conduit for communication with local government.

- E. As previously discussed, Ravan Salon wished to be released from their lease with the Town. Included in your packet is a draft agreement sent to the business owner. Once agreed to and signed by the Lessee, it will be an agenda item authorizing the Town Manager to sign on behalf of the Town.
- F. The Town Office will be closed on September 13th. Front Office staff will be attending all-day training at Maine Municipal Association. On that same date, routine maintenance will be conducted in the Town Office.
- G. Sebago Technics will be assisting the Open Space Commission in development of a proposed master plan for Town owned properties. This probably will be a multi-year project.
- H. Included in the Selectboard packet is the notification of the Cumberland County District # 2 Caucus, Finance Committee. This notification advises of the caucus occurring on September 11, 2023, at 4:15 hours. Municipal officers are invited tot attend and vote for one Cumberland County Finance Committee member for a two-year term.
- I. The Town recently received a Workers Comp dividend check in the amount of \$2,056. Included in the Selectboard.
- J. Cumberland County Regional Assessing recently promoted Robert (Rob) Sutherland from Interim Director of the regional assessing office to the permanent Director of the office. No action is needed on behalf of the Town because you appointed him as the Town's assessor at a previous meeting.
- K. I will be out of the office from September 1, 2023, until September 8, 2023, on vacation.
- L. An update on road projects and future road projects.
 - Glidden Excavating is scheduled to begin the FY 24 road projects on August 31,2023 pending no further delays by the weather.
 - Town staff and I will be meeting with Gorrill Plamer on September 20, 2023, to develop a proposed Request for Proposal for FY25 Road projects. Once drafted, we will bring it before the Selectboard for final approval.
 - The area of Edwards Road and Davis Brook Road is an area of continued flooding during heavy rainstorms. Davis Brook Road is a private road that has washed out 3 times in the past year. A contributing factor to these washouts in the culverts on Edwards Road. After the 2nd washout, Gorrill Palmer conducted a water flow modeling, and the initial results indicate the three culverts in this region are probably undersized. A more thorough hydrologic and

hydraulic analysis is being conducted by Gorrill Palmer. Initial analysis appears to support placing a box style culvert in this location instead of the two plastic culverts. Once DEP releases the details of the Stream Crossing Grant, we will work in conjunction with Gorrill Plamer to apply for the \$150,000 grant.

New Business

8. The Selectboard Will Consider a Settlement Agreement with Hello Doggie Daycare and Migis Lodge, LLC

Included in your packet is an agreement negotiated by Town counsel (Benjamin McCall) and the attorneys for Hello Doggie Daycare and Migis Lodge. The agreement states Hello Doggie Daycare has until September 18th to collect the required signatures for a petition driven Town Meeting warrant article. If the certified signatures are not met, Hello Doggie Daycare agrees to close within 30 days. If a sufficient number of signatures is obtained, the Town will not take further action until the article is voted on at a Special Town Meeting. The Town and Hello Doggie Daycare would then honor the will of the voters at the Special Town Meeting.

This agreement requires that the Selectboard authorize the Town Manager the authority to sign this agreement on behalf of the Town.

Benjamin McCall will be present to answer any questions from the Selectboard or questions raised during public discussion.

9. The Selectboard Will Consider Accepting the FY22 Audit as Presented by RHR Smith

Included in your packet is the FY22 Audit completed by RHR Smith and the management letter associated with the audit. Ron Smith will be present to answer any questions about the audit or the current financial status of the Town

10. The Selectboard Will Discuss 2023 Municipal Tax Rate Calculation (Mil Rate)

Included in the Select board packet is the anticipate Municipal Tax Rate Calculation Sheet completed by Cumberland County Regional Assessing. This form ultimately determines the Mil Rate for the Town. The only remaining variable after evaluations and budgets are set is the overlay amount. Assessor Rob Sutherland set the overlay on this at \$32,849.42. The Mil Rate for the upcoming year will be \$15.95 or an increase of \$0.29 on the current rate. This represents an approximate increase of \$29 per \$100,000 of assessed taxable values. Rob Sutherland will be present to answer any questions from the Selectboard. This rate represents a 1.85% in the Mil rate.

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11. The Selectboard Will Discuss a Financial Investment Policy

As part of the FY22 audit, RHR Smith is recommending the Town adopt a Financial Investment policy. Included in your packet is a proposed Investment policy that meets the parameters of RHR Smith's recommendation.

12. The Selectboard Will Consider an order for the lease Purchase of Fire Engine with Androscoggin Bank.

Included in your packet is a lease purchase agreement with Androscoggin Bank for the purchase of the Fire Engine. The terms of the lease purchase are for 10 years with the first payment being paid at closing and not penalty for early payoff of the agreement.

The total amount financed is \$675,000 at 5.47% with an initial payment of \$80,00 and then 9 annual payments of \$85,493. Upon the sale of Engine 14, the Fire Chief and I are recommending using the \$125,000 from the sale towards the principle of new engine. The Androscoggin Bank representative recommends reworking the note to reflect the substantial note reduction. The total interest being paid on the lease purchase as completed currently designed is \$174,438.

Your packet also includes a resolution for the approval of the agreement. Also included in your packet is a resolution authored by the Town's Bond Counsel Alyssa Tibbets. She prefers this resolution be voted on that authorizes the signing of the lease purchase agreement and states the authorities that permit this authorization. This resolution makes the final product easier for all parties involved from the legal perspective.

13. The Selectboard Will Consider the Lease Purchase of 1-ton truck and plow gear with Androscoggin Bank.

Included in your packet is a lease purchase agreement with Androscoggin Bank for the purchase of the 1-ton GMC truck and plow gear. The terms of the lease purchase are for 5 years with the first payment being paid at closing and no penalty for early payoff of the agreement. Per Town Meeting vote, the Town will pay \$45,000 at the closing to reduce the overall interest on the lease purchase. The total amount financed is \$88,565 at 5.79% with an annual payment of \$19,760.89.

Old Business

14. The Selectboard Will Discuss the Status of The Comprehensive Plan

This will be a continued agenda item until the Comprehensive Comp Plan is completed. This line allows for the steering committee to seek guidance from the Selectboard, as needed. The chair will advise prior to the meeting if there are discussion points for the Selectboard. This process is being done based on the Selectboard's guidance on June 27, 2023.

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15. The Selectboard Will Consider the Waste Motor Oil Disposal Remediation Funds (A/K/A Tenney Hill Waste Fund).

At a previous Selectboard meeting, Selectperson Plummer requested this be added to a future agenda for discussion. This account currently has \$278,490 in this fund. Below is the year below expenditures from this account:

- FY18 \$138,490.78
- FY19 \$0.00
- FY20 \$0.00
- FY21 \$12,000.00
- FY22 \$23,270
- FY23 \$21,400

16. The Selectboard Will Discuss the Septic System Replacement Program.

Included in your packet is a copy of this policy updated in 2021. Since my arrival, I found this program being utilized by residents that truly need financial assistance with failing septic systems. While listed as a grant program, it typically requires the applicants to pay for the initial system repairs or upgrades. This policy does allow for the Town Manager to directly pay a septic contractor with pre-approval.

I was not involved in the initial dialogues about the program and the reasoning for prioritizing repayment over true grant funds. My limited exposure to the program leads me to recommend this program be a complete grant program and minimize or eliminate the repayment portion of this program.

17. The Selectboard Will Consider the Changing of Town Office Work Hours

As previously discussed, Town staff approached the Town manager about exploring the opportunity to modify Town Office work hours like other area Towns. A survey of area Town Offices was conducted 9 communities were open 4 days a week and closed the remaining three days. 4 communities are open 5 days a week and closed on Saturday and Sunday. Below is a chart of the area Towns and their hours.

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Name of Town	Days Open	Days Closed
Naples	Monday thru Thursday	Friday, Saturday & Sunday
Raymond	Tuesday thru Friday	Saturday, Sunday & Monday

Otisfield	Monday thru Thursday	Friday, Saturday & Sunday
Poland	Monday thru Friday	Saturday & Sunday
Oxford	Monday thru Friday	Saturday & Sunday
Bridgton	Monday thru Thursday	Friday, Saturday & Sunday
Sebago	Tuesday thru Friday	Saturday, Sunday & Monday
Windham	Monday thru Thursday	Friday, Saturday & Sunday
Standish	Monday thru Thursday	Friday, Saturday & Sunday
Gray	Monday thru Friday	Saturday & Sunday
New Gloucester	Monday thru Thursday	Friday, Saturday & Sunday
Baldwin	Monday thru Friday	Saturday & Sunday
North Yarmouth	Monday thru Thursday	Friday, Saturday & Sunday

Also included in your packet, is an unscientific survey conducted by MTCCA of communities that switched to 4-day work weeks and the any feedback about the work hour modification. Please see attachment.

I am recommending that the Selectboard modify the Town Office operational hours from being open 5 days a week to 4 days a week. I make this recommendation for several reasons.

- The increasing of daily hours allows better opportunities for commuters to complete in-person transactions before or after work
- The change does not decrease the number of hours the Town Office is open
- This is a great retention and recruitment tool for staff
- Provides increased life/work balance for staff
- For Public Works, it would provide greater opportunities to complete more timely tasks
- Studies have shown 4-day work weeks lower the level of burnout, reduce the levels of stress and improve mental health.

With input from Town Office staff, we are recommending the Town Office switch to a 4-day work week. The recommend hours of operation hours are:

<u>DAY OF WEEK</u>	<u>OPEN TIME</u>	<u>CLOSE TIME</u>	<u>#HOURS OPEN</u>	<u>EMPLOYEE ARRIVAL TIME</u>	<u>EMPLOYEE LEAVE TIME</u>	<u>#HOURS WORKED</u>
MONDAY	7:30 AM	5:00 PM	9.5	7:15 AM	5:15 PM	10.00
TUESDAY	8:30 AM	6:00 PM	9.5	8:15 AM	6:15 PM	10.00
WEDNESDAY	7:30 AM	5:00 PM	9.5	7:15 AM	5:15 PM	10.00
THURSDAY	7:30 AM	5:00 PM	9.5	7:15 AM	5:15 PM	10.00

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If approved, this schedule would be mandated for at counter staff and the Town Clerk. Other positions could still work the current work schedule. However, based on my dialogue with staff I believe that very few would make this option, but a few would.

They would only be able to remain on the current schedule is it did not affect community services

Part of this discussion must also focus on the services provided to our residents. Below is a synopsis of the transactions performed on a daily basis since April 2023. I believe these samples show no significant differences or trends between Mondays and Fridays.

WEEK OF	MON	TUE	WED	THUR	FRI
4/3/2023	52	33	30	21	43
4/10/2023	55	52	40	54	65
4/17/2023	HOLIDAY	82	37	36	59
4/24/2023	16	30	25	37	69
5/1/2023	49	52	44	55	68
5/8/2023	117	86	36	51	74
5/15/2023	60	43	57	45	71
5/22/2023	CLOSED	36	87	78	121
5/29/2023	CLOSED	55	48	42	68
6/5/2023	69	20	28	26	49
6/12/2023	41	17	46	25	51
6/19/2023	CLOSED	62	32	44	38
6/26/2023	39	68	26	44	CLOSED
7/3/2023	76	CLOSED	46	47	37
7/10/2023	30	35	15	20	48
7/17/2023	34	28	36	31	39
7/24/2023	39	37	49	26	45
7/31/2023	39	32	42	27	35
8/7/2023	27	27	25	28	CLOSED
Totals	743	795	749	737	980
Avg per Day	50	44	39	39	58

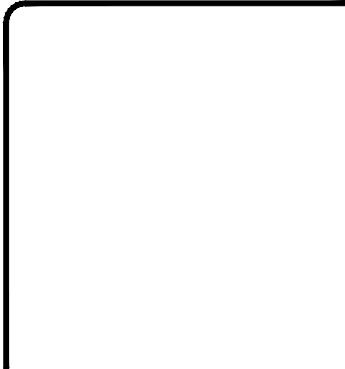
18. The Selectboard will consider a Committee, Board, Council & Commission Appointment Policy

Included in your packet is the final draft version of the Committee, Board, Council and Commission policy. The only modification from the previous version is the inclusion of the Veteran’s Committee. The proposed changes to this committee would systematically change the design of the committee.

GENERAL NOTES:

- THIS IS NOT A BOUNDARY SURVEY AND IS NOT TO BE RECORDED.
- THE RECORD OWNER OF THE PARCEL IS THE TOWN OF CASCO.
- THE PROPERTY IS SHOWN AS LOT 6 ON THE TOWN OF CASCO TAX MAP 7 AND IS LOCATED IN THE RESIDENTIAL DISTRICT.
- SPACE AND BULK CRITERIA FOR THE RESIDENTIAL DISTRICT ARE AS FOLLOWS:
 NET RESIDENTIAL DENSITY: 80,000 SQUARE FEET
 MINIMUM LOT SIZE: 80,000 SQUARE FEET
 MINIMUM STREET FRONTAGE: 200 FEET
 MINIMUM FRONT YARD: 50 FEET
 MINIMUM SIDE YARD: 25 FEET
 MINIMUM REAR YARD: 25 FEET
 MAXIMUM BUILDING HEIGHT: 35 FEET
 MAXIMUM BUILDING COVERAGE: 15%
 * SEE ORDINANCE FOR MORE PARTICULAR INFORMATION.
- TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED UPON FIELD WORK PERFORMED BY SEBAGO TECHNICS, INC. IN AUGUST OF 2022 AND SUPPLEMENTED WITH PUBLICLY AVAILABLE LIDAR.
- PLAN ORIENTATION IS GRID NORTH, MAINE STATE PLANE COORDINATE SYSTEM, WEST ZONE 1802-NA83, ELEVATIONS DEPICTED HEREON ARE NAVD83, BASED ON DUAL FREQUENCY GPS OBSERVATIONS.
- BENCHMARK:
 BM-1 SPIKE IN UTILITY POLE CMP #505 ELEVATION: 317.5 (NAVD88)
 BM-2 SPIKE IN UTILITY POLE CMP #508 ELEVATION: 337.2 (NAVD88)
- UTILITY INFORMATION DEPICTED HEREON, UNLESS OTHERWISE NOTED, IS OF QUALITY LEVEL D PER AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE) STANDARD C118-02. UTILITIES DEPICTED HEREON MAY NOT NECESSARILY REPRESENT ALL EXISTING UTILITIES. CONTRACTORS AND/OR DESIGNERS NEED TO CONTACT DIG-SAFE SYSTEMS, INC. (1-888-DIG-SAFE) AND FIELD VERIFY EXISTING UTILITIES WITHIN THE PROJECT AREA PRIOR TO CONSTRUCTION AND/OR EXCAVATION.
- THE LOCUS PROPERTY AS DEPICTED HEREON DOES NOT FALL WITHIN A SPECIAL FLOOD HAZARD AREA AS DELINEATED ON THE FLOOD INSURANCE RATE MAP FOR CASCO, MAINE, CUMBERLAND COUNTY, COMMUNITY-PANEL NUMBER 2300440056, HAVING AN EFFECTIVE DATE OF MAY 5, 1981. THE LOCUS FALLS WITHIN AN AREA IDENTIFIED AS ZONE C, AREAS OF MINIMAL FLOODING.

NOT FOR CONSTRUCTION



REV	DATE	STATUS
A	08/02/2023	FOR REVIEW

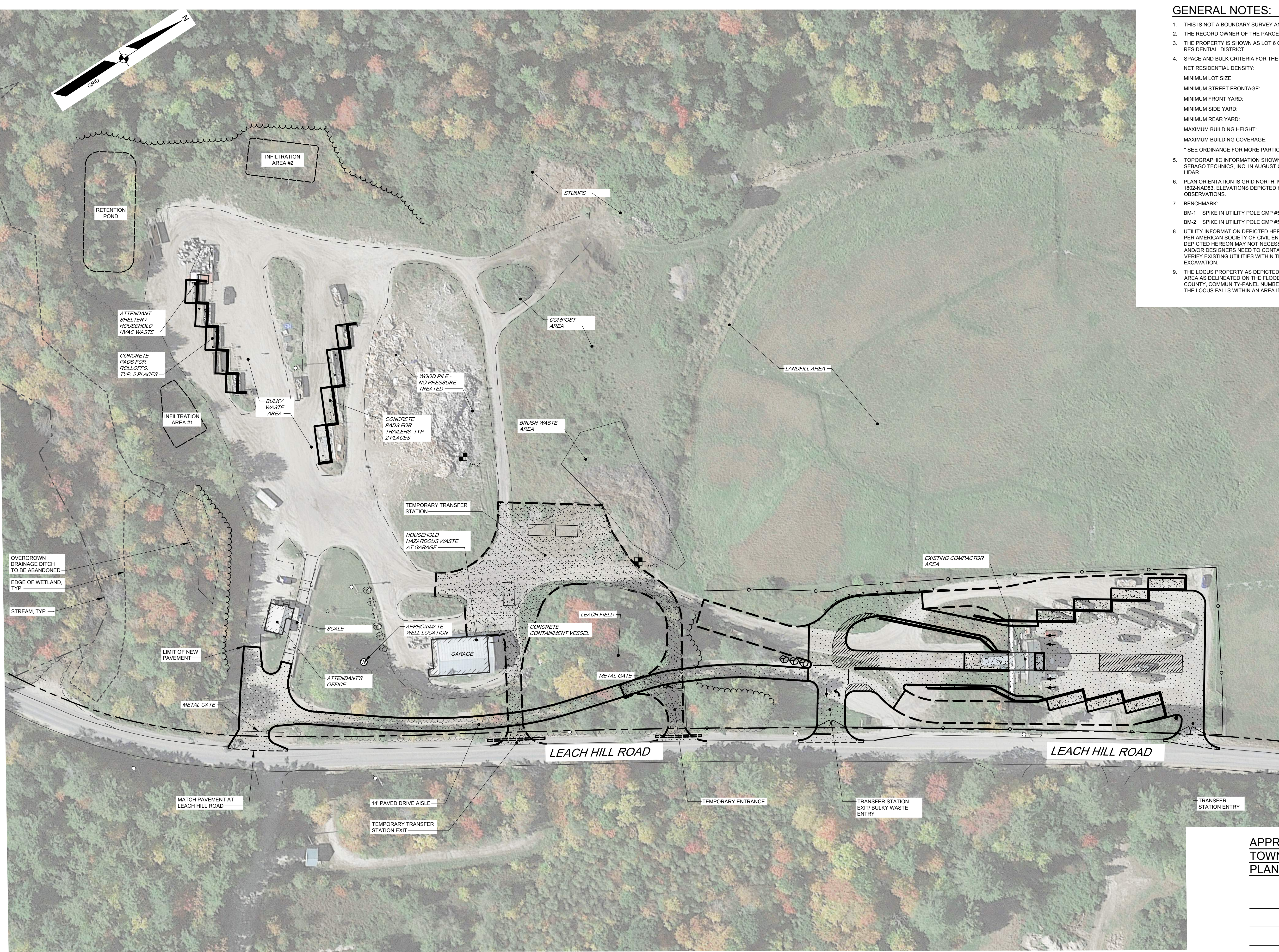
THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.

SEBAGO
TECHNICS
75 John Roberts Rd.
Sullivan, IA
South Portland, ME 04106
Tel. 207-200-2100
WWW.SEBAGOTECHNICS.COM

OVERALL SITE PLAN
 OF:
BULKY WASTE & TRANSFER STATION IMPROVEMENTS
 LEACH HILL ROAD
 CASCO, MAINE 04015
 FOR:
TOWNS OF CASCO & NAPLES
 CASCO - 635 MEADOW ROAD
 NAPLES - P.O. BOX 1757
 NAPLES, ME 04055

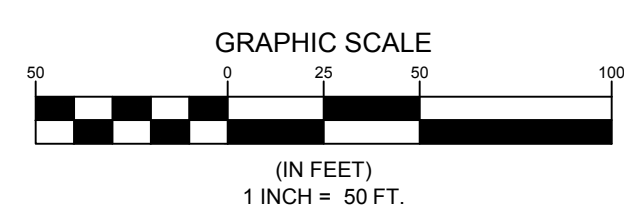
DESIGNED	JBP
DRAWN	DAB
CHECKED	CAB
DATE	11/23/2022
SCALE	1" = 50'
PROJECT	20081

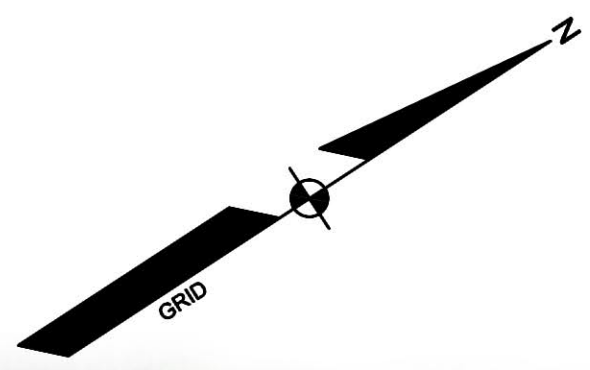
SHEET 4 OF 17



APPROVAL-
 TOWN OF CASCO
 PLANNING BOARD

DATE _____
 CHAIRPERSON _____





GENERAL NOTES:

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 NET RESIDENTIAL DENSITY: 60,000 SQUARE FEET
 MINIMUM LOT SIZE: 60,000 SQUARE FEET
 MINIMUM STREET FRONTAGE: 150 FEET
 MINIMUM FRONT YARD: 40 FEET
 MINIMUM SIDE YARD: 15 FEET
 MINIMUM REAR YARD: 15 FEET
 MAXIMUM BUILDING HEIGHT: 35 FEET
 MAXIMUM BUILDING COVERAGE: 20%
 * SEE ORDINANCE FOR MORE PARTICULAR INFORMATION.
- TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED UPON FIELD WORK PERFORMED BY SEBAGO TECHNICS, INC. IN AUGUST OF 2022.
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- BENCHMARK:
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NOT FOR CONSTRUCTION

CRAG BURGESS, PE # 12088

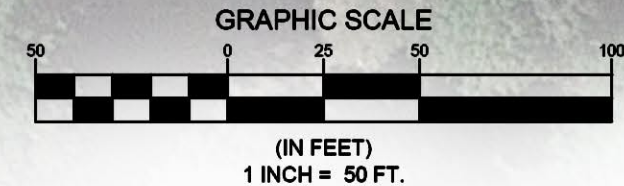
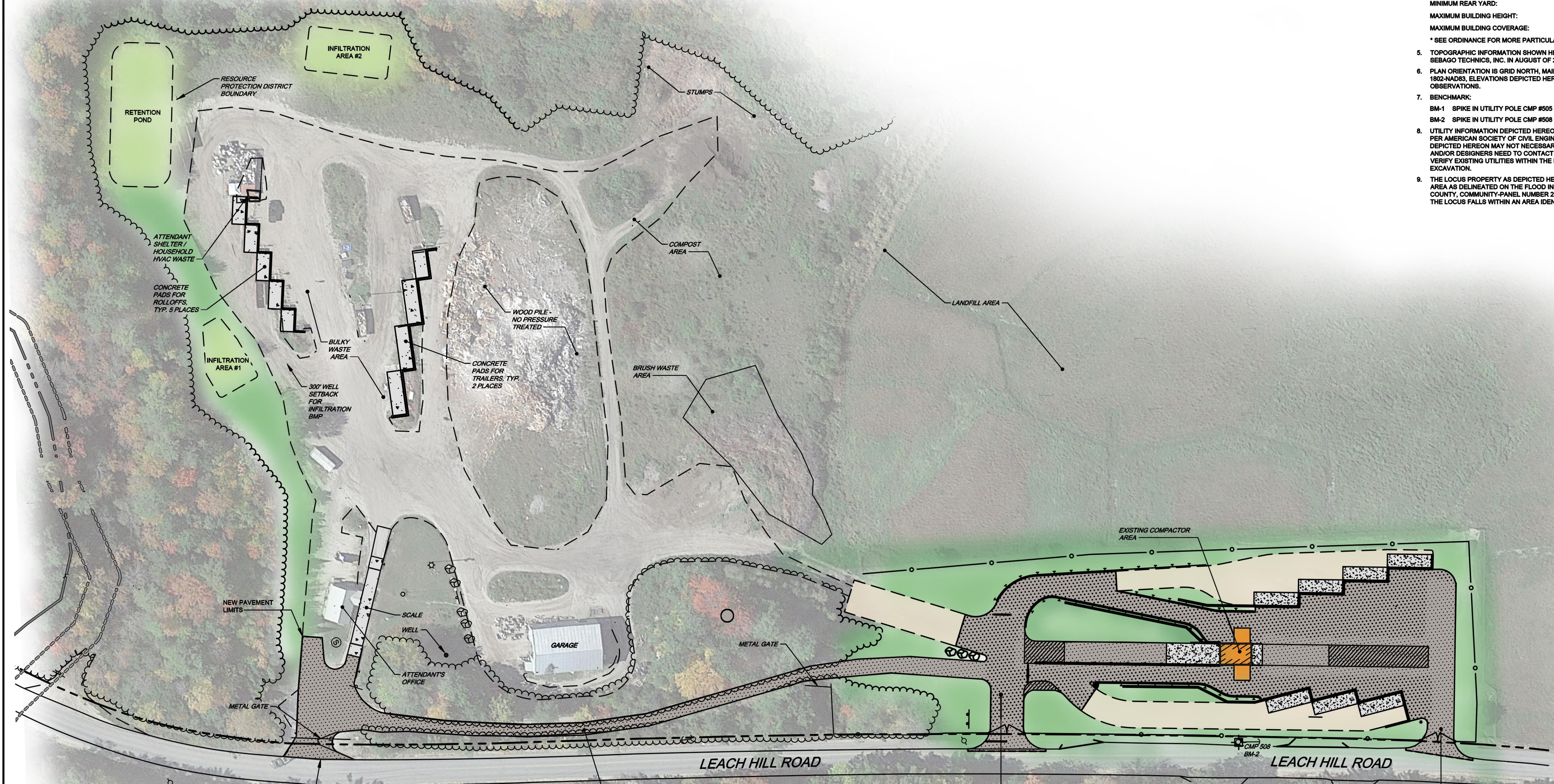
A	CAB	02-24-2023	SUBMITTED TOWN SITE PLAN REVIEW APPLICATION
REV	BY	DATE	STATUS
THIS PLAN SHALL NOT BE REPRODUCED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, UNAUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK, AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.			

SEBAGO
 TECHNICS, INC.
 75 John Roberts Rd.
 South Portland, ME 04106
 Tel. 207-200-2100
 WWW.SEBAGOTECHNICS.COM

OVERALL SITE PLAN
 OF:
BULKY WASTE & TRANSFER STATION IMPROVEMENTS
 LEACH HILL RD.
 CASCO, MAINE 04015
 FOR:
TOWN OF CASCO & NAPLES
 CASCO - 635 MEADOW ROAD
 CASCO, ME 04015
 NAPLES - P.O. BOX 1767
 NAPLES, ME 04055

DESIGNED	JBP
DRAWN	DAB
CHECKED	CAB
DATE	11/23/2022
SCALE	1" = 50'
PROJECT	20081

SHEET 4 OF 14



F:\Project\20081\20081\DWG\Design\20081 5.dwg - 3/8/2023 9:58 AM - JEFF POLLARD

20081 5.dwg, TAB 4 OVERALL SITE PLAN

Notice of Caucus

District 2 – Finance Committee

**Casco, Falmouth, Frye Island, Gray, Harrison,
Naples, New Gloucester, Raymond and Windham**

TO: Municipal Officials
FROM: Susan E. Witonis, Cumberland County Commissioner
RE: District #2 Caucus, Finance Committee
DATE: July 25, 2023

Pursuant to the provision of Section 5.4 of the Cumberland County Government Charter, established November 2010, which provides for the establishment of a Cumberland County Finance Committee, a caucus of the Municipal officers in Cumberland County Commissioner District #2 will be held on **Monday, September 11, 2023 at the Cumberland County Courthouse, 142 Federal Street, Portland, Maine 04101 in the Peter J. Feeny Conference Room at 4:15 pm.**

The municipalities in this District are:

Casco	Naples
Falmouth	New Gloucester
Frye Island	Raymond
Gray	Windham
Harrison	

I need your help to assist the County in fulfilling its Charter requirements.

All Municipal Officers are invited to attend each respective District and vote for one Cumberland County Finance Committee member for a two-year term commencing September 2023.

The Finance Committee reviews and recommends the final budget to the Board of Commissioners for approval.

(Please note that if three or more of your elected municipal officers attend (or two of three selectmen), you will need to give notice locally pursuant to 1 MRSA 406 of their attendance at this public proceeding.)

If you have any questions, contact County Manager Jim Gailey at gailey@cumberlandcounty.org, or 871-8380.

Please post this public notice of need to appoint a new Cumberland County Finance Committee.



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
P.O. Box 9109
Augusta, Maine 04332-9109

Item 7.#

Telephone No.

(207) 626-5583
(800) 590-5583 Maine Only
Fax No. (207) 626-0513

DATE: August 1, 2023

TO: Members of the Workers Compensation Fund and the Property & Casualty Pool

FROM: Michelle Pelletier, CPCU, AU
Director, Risk Management Services

RE: Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 17, 2023, meeting to allow a total dividend of no more than \$725,000 to the members of the Fund who meet the established criteria. Continuing members whose 2022 contributions are greater than \$25,000 annually, whose 2022 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 3.61% dividend. Continuing members whose 2022 contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2022, will also receive a 3.61% dividend. All losses are valued as of June 30, 2023.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 17, 2023, meeting to allow a dividend of no more than \$600,000 to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2021, to July 1, 2022, calculated and valued as of June 30, 2023. Continuing members whose participation began on July 1, 2017, or prior will earn a 5.09% dividend and members who joined after July 2, 2017, will receive a 4.09% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. If you are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool, and you earned a dividend for either or both programs, an additional 1% has been included in the calculation.

Your entity has played a big part in making the Workers Compensation Fund and the Property & Casualty Pool successful programs through good risk management and sound loss prevention. Each of the respective boards are pleased with the results of these programs and thanks you for your support and continued participation.

We encourage you to use the enclosed press release to announce the results of your successful risk management activities and good loss experience to your community. If you have any questions about the dividend or any of the Risk Management Services programs, please call me at 1-800-590-5583.

PRESS RELEASE
For Immediate Release

Municipal officials are pleased to announce that the Town of Casco has received a \$2,056 dividend check from the Maine Municipal Association because of its good performance and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: The Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.


The programs are overseen by governing boards of elected and appointed municipal officials. At its May meeting, the board approved another dividend distribution. Actual allocation and eligibility are based on the individual member's own loss experience. Michelle Pelletier, Director of Risk Management Services for MMA, said more than 82% of program participants received a dividend this year for their good risk management practices and favorable loss experience.

This year the Workers Compensation Fund has distributed almost **\$725,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$600,000**, for total payments of just over \$1.3 million returned directly to MMA members.

Maine Municipal Association has been paying dividends since 1997, the two programs have returned over **\$27 million** to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at www.memun.org and click on the Risk Management Services link, or call 1-800-590-5583.

Invoice	Description	Amount	Discount	Net	Item 7.#
PC2122	PC2122 MEMBERS DIVIDENDS	2,056.00	0.00	2,056.00	

No: 18403	8/1/2023	TOWN OF CASCO	Amount	2,056.00
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THIS DOCUMENT IS PRINTED WITH A COLORED BACKGROUND ON WHITE PAPER.
 THE BACK OF THIS DOCUMENT CONTAINS A WATERMARK. SEE BACK FOR ADDITIONAL SECURITY FEATURE DETAILS. 



MAINE MUNICIPAL ASSOCIATION
 60 Community Drive
 Augusta, ME 04330

Bangor Savings Bank
 Bangor ME 04401
 52-7438/2112

No: 18403
 Date: 8/1/2023

Maine Sales Tax Exempt E45376

Amount *****2,056.00

Two thousand fifty-six and 00/100 USD *****

Catherine M Conley

Pay to the Order of TOWN OF CASCO
 635 MEADOW ROAD
 CASCO ME 04015-3305

Second Signature Required if over 20,000

Lease Termination Agreement

This Lease Termination Agreement (“Agreement”) is made effective as of September 30, 2023 (the “Termination Date”), by the **TOWN OF CASCO**, a Maine municipal corporation with a mailing address of 635 Meadow Road, Casco, Maine 04015 (“Lessor”), and **ROBYN RUSSELL-KIMBALL, d/b/a All the Ravan Salon and Vintage Boutique** (“Lessee”).

Whereas, Lessor and Lessee are parties to that certain Lease Agreement dated July 1, 2015, regarding premises known as 7 Leach Hill Road, Casco, Maine 04105 (the “Property”); and

Whereas, Lessor and Lessee desire to terminate the Lease, as provided herein.

Now, therefore, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, Lessor and Lessee agree as follows:

1. Subject to the terms hereof, the Lease is terminated effective as of the Termination Date. The parties hereto confirm that there are no other leases or occupancy agreements affecting the Property as of the Termination Date.
2. Lessee shall be entitled to remove the sinks used in the salon business from the premises prior to the Termination Date.
3. The handicap ramp, heating system and flooring are fixtures of the Property and shall remain as property of the Lessor.
4. Landlord and Lessee shall have no further liability or obligations under the Lease as of the Termination Date.
5. This Agreement may be executed and delivered in counterparts, and a copy of any party’s signature hereon will be considered the equivalent of such party’s original signature. This Agreement shall be governed by the substantive laws of the State of Maine (without regard to any choice or conflict of law(s) rule(s)). This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

[Rest of this page intentionally left blank. Signatures on next page.]

The parties have executed this Lease Termination Agreement effective as of the Termination Date.

Date:

Lessor

TOWN OF CASCO

By: _____

Anthony Ward
Its Town Manager

Date:

Lessee

ROBYN RUSSELL-KIMBALL, d/b/a All the Ravan Salon and Vintage Boutique

By: _____

Robyn Russell Kimball

SETTLEMENT AGREEMENT

This Settlement Agreement (“Agreement”) is entered into by and between the Inhabitants of the Town of Casco (the “Town”), Hello Doggie, LLC (“Hello Doggie”), Shannon Oliver d/b/a Hello Doggie Daycare (“Oliver” and, together with Hello Doggie, the “Tenant”), and Migis Lodge Realty, LLC (the “Owner”) (collectively, the “Parties”). The Agreement shall be effective as of the date of the last signature thereon (the “Effective Date”).

WHEREAS, Owner owns property located at 90 Roosevelt Trail in Casco, Maine, being more particularly identified on the Tax Maps of the Town of Casco as Map 15, Lot 14 (the “Property”);

WHEREAS, Tenant currently leases the Property from Owner pursuant to a lease dated November 20, 2021;

WHEREAS, Tenant has been operating a kennel on the Property;

WHEREAS, the Town issued a notice of violation dated October 24, 2022, asserting that a kennel was not a permissible use of the Property under the Town of Casco Code (the “Code”), and demanding that such use of the Property cease (the “Alleged Violation”);

WHEREAS, the Town filed a Rule 80K action in Bridgton District Court on or around May 22, 2023, captioned *Inhabitants of the Town of Casco v. Hello Doggie, LLC, et al.*, Case No. BRIDC-CV-2023-77 (the “Lawsuit”);

WHEREAS, Tenant has stated an intent to seek an amendment to the Code that would permit the use of the Property as a kennel;

WHEREAS, the Parties, without the admission of liability by any Party, desire to settle and compromise the claims and controversies among them relating to the Alleged Violation and the Lawsuit;

NOW, THEREFORE, in consideration of the recitals set forth above, and the mutual promises, agreements, covenants, and provisions herein contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is hereby AGREED that the controversy shall be settled and compromised upon the following terms and conditions:

1. **Petition for Zoning Amendment:** On or before September 18, 2023, Tenant shall file a petition, proposing a warrant article to amend the Code. The Town shall follow all applicable Code requirements with respect to such a submitted petitioned warrant article, including without limitation the provisions of Section 215-3.3.
2. **Temporary Operation Period:** Tenant shall be permitted to continue operation of the kennel on the Property in its current form until September 18, 2023. If, on or before September 18, 2023, Tenant submits a valid petition, signed by at least the number of registered voters required by 30-A M.R.S. § 2522, for an amendment to the Code that would permit operation of a kennel on the Property, which signatures are thereafter certified by the Town, then Tenant may continue to operate the kennel on the Property until 30 days after the vote takes place on such petitioned warrant article at the next scheduled town meeting. The result of the vote will determine whether Tenant may continue to operate the kennel as of 30 days after the Town Meeting. During these periods of temporary operation, Tenant shall not be permitted to take on any new customers or additional dogs.
3. **Dismissal of Lawsuit Upon Adoption of Amendment:** In the event that any petitioned warrant article filed in accordance with Paragraph 1 above is adopted by the voters of the Town at the next scheduled town meeting, the Parties shall dismiss the Lawsuit with prejudice and without costs to any party. Should there subsequently be a final and binding

determination by a court of competent jurisdiction that the amendment to the Code is invalid for any reason, the Town shall not be precluded by such dismissal of the Lawsuit from asserting that use of the Property as a kennel after the date of such determination is a violation of the Code.

4. Dismissal or Consent Judgment Following Failure of Amendment:

(a) In the event that (i) Tenant fails to submit a petitioned warrant article by September 18, 2023, or (ii) Tenant submits a petition that is ineffective due to the submittal of an insufficient number of certified signatures of registered voters of the Town or due to any other reason, then, within 30 days of the date on which the Tenant fails to submit a petition or of the date on which the petition is determined to be ineffective for any reason, Tenant shall cease to operate the kennel business on the Property.

(b) If the petitioned warrant article fails to be adopted at the next scheduled town meeting, Tenant shall cease to operate the kennel business on the Property within 30 days of the date of said town meeting.

(c) If Tenant complies with the obligations of Paragraphs 4(a) and/or 4(b), the Parties shall dismiss the Lawsuit with prejudice and without costs, except that Tenant shall reimburse the Town for its costs of bringing the Lawsuit, including but not limited to reasonable attorney's fees, within 30 days of demand. If the Tenant fails to so reimburse the Town, the Town is authorized to file the Consent Judgment attached hereto as Exhibit A.

(d) If Tenant fails to comply with the obligations of Paragraphs 4(a) and/or 4(b), the Town and/or Owner are authorized to file the consent judgment attached hereto as Exhibit B.

(e) In no event shall Tenant's keeping of its own dogs, not for compensation, be considered a violation of the Code.

(f) Nothing in this Paragraph 4 or elsewhere in this Agreement shall be construed to waive or alter the Owner's rights under its lease with Tenant, including without limitation its right to collect any and all rents due under the lease.

5. **Release by Town:** The Town, together with its agents, fellow agents, representatives, assigns, attorneys, and any and all persons or entities in privity with them, do hereby release, cancel, acquit, relinquish, and forever discharge the Tenant and the Owner, along with their agents, representatives, employees, attorneys and any and all persons or entities in privity with any of the foregoing (collectively, "Defendant Releasees"), from claims, demands, causes of action, damages, liabilities, expenses, fees and costs, including attorneys' fees, whether known or not known, suspected or claimed, that Town ever had, now has, or that may later develop, appear or accrue against the Defendant Releasees arising out of or related to the Lawsuit or the Alleged Violation, except to the extent set forth in this Settlement Agreement.

6. **Release by Tenant:** Tenant, together with its agents, fellow agents, representatives, assigns, attorneys, and any and all persons or entities in privity with them, do hereby release, cancel, acquit, relinquish, and forever discharge the Owner, together with any subsidiaries, parents, affiliates, owners, officers, directors, agents, fellow agents, representatives, employees, attorneys, insurers, and any and all persons or entities in privity with any of the foregoing (collectively, "Owner Releasees"), from claims, demands, causes of action, damages, liabilities, expenses, fees and costs, including attorneys' fees, whether known or not known, suspected or claimed, that Tenant ever had, now has, or that may later develop, appear or accrue against the Owner Releasees arising out of or related to Alleged Violation, the Property, or the Lawsuit.

7. **Release by Owner:** The Owner, together with its agents, fellow agents, representatives, assigns, attorneys, and any and all persons or entities in privity with them, do hereby release, cancel, acquit, relinquish, and forever discharge the Town, along with their agents, representatives, employees, attorneys and any and all persons or entities in privity with any of the foregoing (collectively, “Town Releasees”), from claims, demands, causes of action, damages, liabilities, expenses, fees and costs, including attorneys’ fees, whether known or not known, suspected or claimed, that Owner ever had, now has, or that may later develop, appear or accrue against the Town Releasees arising out of or related to the Lawsuit or the Alleged Violation, except to the extent set forth in this Settlement Agreement.

8. **Integration Clause:** The provisions of this Agreement comprise all of the terms, conditions, agreements, and representations of the Parties respecting settlement of the claims released herein. This Agreement supersedes all prior agreements, arrangements and understandings, if any, relating to the subject matter hereof and may be amended only by an instrument in writing executed jointly by all of the Parties. All representations and promises made by any party to another, whether in writing or orally, are understood by the Parties to be merged into this Agreement.

9. **Duplicate Originals; Authority:** The Agreement may be executed in duplicate counterparts, each of which is considered an original for all purposes. Electronic copies of this agreement and/or its duplicative counterparts shall be considered an original for all purposes.

10. **Additional Warranties:**

A. The Parties warrant that no promise or agreement not herein expressed has been made; that the Parties did not rely upon any statement or representation made by any other Party to this Agreement or by said Party’s agents, servants, employees or attorneys,

but relied solely upon its own judgment with advise of legal counsel that the above-mentioned consideration is received in full compromise, settlement and satisfaction of all the aforesaid claims and demands whatsoever; no promise for other or further consideration has been made; that the consideration expressed herein is the sole consideration for this Agreement; and such consideration is contractual and not a mere matter of recital.

B. In entering into this Agreement, the Parties represent that they have the full right, power, and authority to execute, deliver and perform under this Agreement; that this Agreement constitutes a legal, valid, and binding obligation, enforceable in accordance with its terms; that no consent, approval, authorization, or notice to or from any person or entity is required or necessary for this Agreement's execution or performance, except that this Agreement shall not be considered binding as to the Town unless and until the same is approved by a vote of the Town of Casco Selectboard; and that no party has assigned, conveyed, or otherwise transferred any claims, causes of action, or rights arising out of or in any way based upon the subject matter of this Agreement.

C. The Parties have made such investigation as they deem necessary and declare that the terms of this Agreement are fully understood and voluntarily accepted by them. This Agreement is freely and voluntarily executed by the Parties after each has been apprised of all relevant information pertaining thereto and after expressly indicating that no further information is required in order to provide informed consent to the terms and conditions of this Agreement.

D. The Parties agree that the provisions of this Agreement are severable such that the valid provisions shall survive in full force and effect in the event any one or more provisions are determined to be invalid and unenforceable by a court of law.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates acknowledged below.

Inhabitants of the Town of Casco, by
Anthony Ward, its Town Manager

Dated: _____

Hello Doggie, LLC, by
Shannon Oliver

Dated: _____

Shannon Oliver

Dated: _____

Migis Lodge Realty, LLC, by
Jed Porta, General Manager

Dated: _____

Audited Financial Statements and
Other Financial Information

Town of Casco, Maine

June 30, 2022



Proven Expertise & Integrity

TOWN OF CASCO, MAINE

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JUNE 30, 2022

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INDEPENDENT AUDITOR'S REPORT

Selectboard
Town of Casco
Casco, Maine

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Casco, Maine, as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise the Town of Casco, Maine's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of Town of Casco, Maine as of June 30, 2022 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Casco, Maine and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

3 Old Orchard Road, Buxton, Maine 04093
Tel: (800) 300-7708 (207) 929-4606 Fax: (207) 929-4609
www.rhrsmith.com

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Casco, Maine's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatements of the financial statements, whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Casco, Maine's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise doubt about the Town of Casco, Maine's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information and OPEB information on pages 5 through 12 and 52 through 56 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Casco, Maine's basic financial statements. The Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund, combining and individual nonmajor fund financial statements and capital asset schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund, combining and individual nonmajor fund financial statements and capital asset schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 5, 2023, on our consideration of the Town of Casco, Maine's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Town of Casco, Maine's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Casco, Maine's internal control over financial reporting and compliance.

RHR Smith & Company

Buxton, Maine
June 5, 2023

**REQUIRED SUPPLEMENTARY INFORMATION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022**

(UNAUDITED)

The following management's discussion and analysis of the Town of Casco's financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2022. Please read it in conjunction with the Town's financial statements.

Financial Statement Overview

The Town's basic financial statements include the following components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also includes required supplementary information which consists of the general fund budgetary comparison information, OPEB information and other supplementary information which includes combining and other schedules.

Basic Financial Statements

The basic financial statements include financial information in two differing views: the government-wide financial statements and the fund financial statements. These basic financial statements also include the notes to financial statements that explain in more detail certain information in the financial statements and also provide the user with the accounting policies used in the preparation of the financial statements.

Government-Wide Financial Statements

The government-wide financial statements provide a broad view of the Town's operations in a manner that is similar to private businesses. These statements provide both short-term as well as long-term information in regard to the Town's financial position. These financial statements are prepared using the accrual basis of accounting. This measurement focus takes into account all revenues and expenses associated with the fiscal year regardless of when cash is received or paid. The government-wide financial statements include the following two statements:

The Statement of Net Position - this statement presents *all* of the government's assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference being reported as net position.

The Statement of Activities - this statement presents information that shows how the government's net position changed during the period. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows.

Both of the above-mentioned financial statements have one column for the Town's activity. The type of activity presented for the Town is:

- *Governmental activities* - The activities in this section are mostly supported by taxes and intergovernmental revenues (federal and state grants). All of the Town's basic services are reported in governmental activities and include general government, public safety, health and sanitation, public works, parks, recreation and cemeteries, education, CEO, planning board and zoning board and unclassified.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other local governments, uses fund accounting to ensure and demonstrate compliance with financial related legal requirements. All of the funds of the Town are categorized as governmental funds.

Governmental funds: All of the basic services provided by the Town are financed through governmental funds. Governmental funds are used to account for essentially the same functions reported in governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental fund financial statements focus on near-term inflows and outflows of spendable resources. They also focus on the balance of spendable resources available at the end of the fiscal year. Such information will be useful in evaluating the government's near-term financing requirements. This approach is known as the current financial resources measurement focus and the modified accrual basis of accounting. Under this approach, revenues are recorded when cash is received or when susceptible to accrual. Expenditures are recorded when liabilities are incurred and due. These statements provide a detailed short-term view of the Town's finances to assist in determining whether there will be adequate financial resources available to meet the current needs of the Town.

Because the focus of governmental funds is narrower than that of government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. These reconciliations are presented on the page immediately following each governmental fund financial statement.

The Town presents two columns in the governmental funds balance sheet and the governmental funds statement of revenues, expenditures and changes in fund balances. The Town's major fund is the general fund. All other funds are shown as nonmajor and are combined in the "Other Governmental Funds" column on these statements.

The general fund is the only fund for which the Town legally adopted a budget. The Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund provides a comparison of the original and final budget and the actual expenditures for the current year.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the Government-Wide and the Fund Financial Statements. The Notes to Financial Statements can be found following the Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities.

Required Supplementary Information

The basic financial statements are followed by a section of required supplementary information, which includes a Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund, Schedule of Changes in Net OPEB Liability, Schedule of Changes in Net OPEB Liability and Related Ratios, Schedule of Contributions - OPEB and Notes to Required Supplementary Information.

Other Supplementary Information

Other supplementary information follows the required supplementary information. These combining and other schedules provide information in regard to nonmajor funds, capital asset activity and other detailed budgetary information for the general fund.

Government-Wide Financial Analysis

Our analysis below focuses on the net position and changes in net position of the Town's governmental activities. The Town's total net position increased by \$1,518,468 from \$9,519,428 to \$11,037,896.

Unrestricted net position - the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation or other legal requirements - increased to a balance of \$6,228,923 at the end of this year.

Table 1
Town of Casco, Maine
Net Position
June 30,

	<u>2022</u>	<u>2021</u>
Assets:		
Current Assets	\$ 6,907,040	\$ 6,147,635
Noncurrent Assets - Capital Assets	6,780,704	6,234,138
Total Assets	<u>13,687,744</u>	<u>12,381,773</u>
Deferred Outflows of Resources:		
Deferred Outflows Related to OPEB	24,347	30,203
Total Deferred Outflows of Resources	<u>24,347</u>	<u>30,203</u>
Liabilities:		
Current Liabilities	393,756	340,738
Noncurrent Liabilities	2,241,883	2,534,097
Total Liabilities	<u>2,635,639</u>	<u>2,874,835</u>
Deferred Inflows of Resources:		
Prepaid Taxes	11,073	7,362
Deferred Inflows Related to OPEB	27,483	10,351
Total Deferred Inflows of Resources	<u>38,556</u>	<u>17,713</u>
Net Position:		
Net Investment in Capital Assets	4,406,877	3,614,429
Restricted:		
Capital Projects Funds	-	262,337
Special Revenue Funds	388,196	99,803
Permanent Funds	13,900	13,900
Unrestricted	6,228,923	5,528,959
Total Net Position	<u>\$ 11,037,896</u>	<u>\$ 9,519,428</u>

Revenues and Expenses

Revenues for the Town's governmental activities increased by 7.19%, while total expenses increased by 3.25%. All revenue categories increased except for charges for services. The largest increase in expenses was in public safety.

Table 2
Town of Casco, Maine
Changes in Net Position
For the Years Ended June 30,

	<u>2022</u>	<u>2021</u>
Revenues		
<i>Program Revenues:</i>		
Charges for services	\$ 692,883	\$ 694,104
Operating grants and contributions	51,864	47,896
<i>General Revenues:</i>		
Taxes	10,685,195	10,536,234
Grants and contributions not restricted to specific programs	1,221,432	665,062
Miscellaneous	408,775	240,994
Total Revenues	<u>13,060,149</u>	<u>12,184,290</u>
Expenses		
General government	819,638	879,065
Public safety	1,325,849	912,752
Health and sanitation	724,122	661,595
Public works	884,282	679,882
Parks, recreation and cemeteries	192,406	44,240
County tax	485,535	472,237
Education	6,493,390	6,639,062
CEO, planning board and zoning board	189,468	132,521
Unclassified	339,826	646,714
Overlay	16,202	29,676
Interest on long-term debt	70,963	80,362
Total Expenses	<u>11,541,681</u>	<u>11,178,106</u>
Change in Net Position	1,518,468	1,006,184
Net Position - July 1	<u>9,519,428</u>	<u>8,513,244</u>
Net Position - June 30	<u>\$ 11,037,896</u>	<u>\$ 9,519,428</u>

Financial Analysis of the Town's Fund Statements

Governmental funds: The financial reporting focus of the Town's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information may be useful in assessing the Town's financial requirements. In particular, unassigned fund balance may serve as a useful measure of a government's financial position at the end of the year and the net resources available for spending.

Table 3
Town of Casco, Maine
Fund Balances - Governmental Funds
June 30,

	<u>2022</u>	<u>2021</u>	<u>Increase/ (Decrease)</u>
Major Funds:			
General Fund:			
Nonspendable	\$ 24,338	\$ 24,338	\$ -
Assigned	568,025	616,160	(48,135)
Unassigned	4,022,988	3,227,514	795,474
Total Major Funds	<u>4,615,351</u>	<u>3,868,012</u>	<u>747,339</u>
Nonmajor Funds:			
Special Revenue Funds:			
Restricted	\$ 388,196	\$ 99,803	\$ 288,393
Committed	10,899	27,541	(16,642)
Assigned	21,745	24,282	(2,537)
Unassigned	(929)	(932)	3
Capital Projects Funds:			
Restricted	-	262,337	(262,337)
Committed	1,378,173	1,466,480	(88,307)
Unassigned	(7,574)	(7,574)	-
Permanent Funds:			
Restricted	13,900	13,900	-
Assigned	74,310	74,310	-
Total Nonmajor Funds	<u>\$ 1,878,720</u>	<u>\$ 1,960,147</u>	<u>\$ (81,427)</u>

The changes to total fund balances for the general fund and the nonmajor funds occurred due to the regular activity of operations.

Budgetary Highlights

The difference between the original and final budget for the general fund was the use of applied receipts, assigned fund balance and unassigned fund balance.

The general fund's actual revenues exceeded budgeted amounts by \$563,741. This was the result of all revenue categories being receipted in excess of budgeted amounts except for property taxes and interest income.

The general fund's actual expenditures were under budget by \$529,758. All expenditure categories were within or under budget with the exception of public safety and health and sanitation.

Capital Asset and Long-Term Debt Activity

Capital Assets

As of June 30, 2022, the Town's capital assets increased by \$546,566. This increase was due to current year additions of \$879,211 less depreciation expense of \$332,645. Refer to Note 5 of Notes to Financial Statements for detailed information.

Table 4
Town of Casco, Maine
Capital Assets (Net of Depreciation)
June 30,

	<u>2022</u>	<u>2021</u>
Land	\$ 656,021	\$ 656,021
Construction in progress	558,088	678,321
Buildings and improvements	2,295,797	1,525,109
Vehicles and equipment	767,530	758,083
Infrastructure	<u>2,503,268</u>	<u>2,616,604</u>
Total	<u>\$ 6,780,704</u>	<u>\$ 6,234,138</u>

Debt

At June 30, 2022, the Town had \$2,373,827 in a bond and bond premium payable versus \$2,619,709 in the prior fiscal year. Refer to Note 6 of the Notes to Financial Statements for detailed information.

Currently Known Facts, Decisions or Conditions

Economic Factors and Next Year's Budgets and Rates

The Town has maintained a sufficient level of unassigned fund balance to sustain government operations for a period of approximately four months, while also maintaining significant reserve accounts for future capital and program needs.

Contacting the Town's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers and investors and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Town Office at 635 Meadow Road, Casco, Maine 04015.

TOWN OF CASCO, MAINE
STATEMENT OF NET POSITION
JUNE 30, 2022

	Governmental Activities
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 6,412,058
Accounts receivable (net of allowance for uncollectibles):	
Taxes	295,446
Liens	88,120
Other	55,150
Due from other governments	31,928
Prepaid items	9,047
Tax acquired property	15,291
Total current assets	6,907,040
Noncurrent assets:	
Capital assets:	
Land and other assets not being depreciated	1,214,109
Assets being depreciated, net of accumulated depreciation	5,566,595
Total noncurrent assets	6,780,704
TOTAL ASSETS	13,687,744
DEFERRED OUTFLOWS OF RESOURCES	
Deferred outflows related to OPEB	24,347
TOTAL DEFERRED OUTFLOWS OF RESOURCES	24,347
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 13,712,091

TOWN OF CASCO, MAINE

STATEMENT OF NET POSITION
JUNE 30, 2022

	<u>Governmental Activities</u>
LIABILITIES	
Current liabilities:	
Accounts payable	\$ 133,771
Accrued liabilities	6,317
Due to other governments	1,699
Current portion of long-term obligations	251,969
Total current liabilities	<u>393,756</u>
Noncurrent liabilities:	
Noncurrent portion of long-term obligations:	
Bond payable	2,035,000
Bond premium payable	97,945
Accrued compensated absences	33,260
Net OPEB liability	75,678
Total noncurrent liabilities	<u>2,241,883</u>
TOTAL LIABILITIES	<u>2,635,639</u>
DEFERRED INFLOWS OF RESOURCES	
Prepaid taxes	11,073
Deferred inflows related to OPEB	27,483
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>38,556</u>
NET POSITION	
Net investment in capital assets	4,406,877
Restricted: Special revenue funds	388,196
Permanent funds	13,900
Unrestricted	6,228,923
TOTAL NET POSITION	<u>11,037,896</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION	<u>\$ 13,712,091</u>

See accompanying independent auditor's report and notes to financial statements.

STATEMENT B

TOWN OF CASCO, MAINE
 STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2022

Functions/Programs	Expenses	Program Revenues			Net (Expense)
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Changes in Net Position
					Total Governmental Activities
Governmental activities:					
General government	\$ 819,638	\$ 99,475	\$ -	\$ -	\$ (720,163)
Public safety	1,325,849	551,372	-	-	(774,477)
Health and sanitation	724,122	-	-	-	(724,122)
Public works	884,282	-	51,864	-	(832,418)
Parks, recreation and cemeteries	192,406	42,036	-	-	(150,370)
County tax	485,535	-	-	-	(485,535)
Education	6,493,390	-	-	-	(6,493,390)
CEO, planning board and zoning board	189,468	-	-	-	(189,468)
Unclassified	339,826	-	-	-	(339,826)
Overlay	16,202	-	-	-	(16,202)
Interest on long-term debt	70,963	-	-	-	(70,963)
Total government	\$ 11,541,681	\$ 692,883	\$ 51,864	\$ -	(10,796,934)

TOWN OF CASCO, MAINE

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

	<u>Governmental Activities</u>
Changes in net position:	
Net (expense) revenue	<u>(10,796,934)</u>
General revenues:	
Taxes:	
Property taxes, levied for general purposes	9,734,493
Excise taxes	950,702
Grants and contributions not restricted to specific programs	1,221,432
Miscellaneous	408,775
Total general revenues	<u>12,315,402</u>
Change in net position	1,518,468
NET POSITION - JULY 1	<u>9,519,428</u>
NET POSITION - JUNE 30	<u>\$ 11,037,896</u>

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2022

	General Fund	Other Governmental Funds	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 6,225,491	\$ 186,567	\$ 6,412,058
Accounts receivable (net of allowance for uncollectibles):			
Taxes	295,446	-	295,446
Liens	88,120	-	88,120
Other	55,150	-	55,150
Due from other governments	31,928	-	31,928
Prepaid items	9,047	-	9,047
Tax acquired property	15,291	-	15,291
Due from other funds	-	1,705,580	1,705,580
TOTAL ASSETS	\$ 6,720,473	\$ 1,892,147	\$ 8,612,620
LIABILITIES			
Accounts payable	\$ 133,771	\$ -	\$ 133,771
Accrued liabilities	6,317	-	6,317
Due to other governments	1,699	-	1,699
Due to other funds	1,692,153	13,427	1,705,580
TOTAL LIABILITIES	1,833,940	13,427	1,847,367
DEFERRED INFLOWS OF RESOURCES			
Prepaid taxes	11,073	-	11,073
Deferred property tax	260,109	-	260,109
TOTAL DEFERRED INFLOWS OF RESOURCES	271,182	-	271,182
FUND BALANCES			
Nonspendable	24,338	-	24,338
Restricted	-	402,096	402,096
Committed	-	1,389,072	1,389,072
Assigned	568,025	96,055	664,080
Unassigned	4,022,988	(8,503)	4,014,485
TOTAL FUND BALANCES	4,615,351	1,878,720	6,494,071
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	\$ 6,720,473	\$ 1,892,147	\$ 8,612,620

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2022

	Total Governmental Funds
Total Fund Balances	\$ 6,494,071
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds, net of accumulated depreciation	6,780,704
Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds shown above:	
Taxes and liens receivable	260,109
Deferred outflows of resources related to pensions are not financial resources and therefore are not reported in the funds	24,347
Deferred inflows of resources related to OPEB are not financial resources and therefore are not reported in the funds	(27,483)
Long-term obligations are not due and payable in the current period and therefore are not reported in the funds:	
Bond payable	(2,265,000)
Bond premium payable	(108,827)
Accrued compensated absences	(44,347)
Net OPEB liability	(75,678)
Net position of governmental activities	\$ 11,037,896

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCES GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	General Fund	Other Governmental Funds	Total Governmental Funds
REVENUES			
Taxes:			
Property taxes	\$ 9,715,609	\$ -	\$ 9,715,609
Excise taxes	950,702	-	950,702
Intergovernmental revenues	827,437	445,859	1,273,296
Interest income	40,907	3	40,910
Charges for services	692,883	-	692,883
Miscellaneous	367,865	-	367,865
TOTAL REVENUES	12,595,403	445,862	13,041,265
EXPENDITURES			
Current:			
General government	865,636	-	865,636
Public safety	1,169,388	-	1,169,388
Health and sanitation	703,622	-	703,622
Public works	1,108,983	-	1,108,983
Parks, recreation and cemeteries	332,120	-	332,120
County tax	485,535	-	485,535
Education	6,493,390	-	6,493,390
CEO, planning board and zoning board	189,468	-	189,468
Unclassified	177,757	162,069	339,826
Overlay	16,202	-	16,202
Capital outlay	-	365,220	365,220
Debt service:			
Principal	235,000	-	235,000
Interest	70,963	-	70,963
TOTAL EXPENDITURES	11,848,064	527,289	12,375,353
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	747,339	(81,427)	665,912
OTHER FINANCING SOURCES (USES)			
Transfers in	-	15,000	15,000
Transfers (out)	-	(15,000)	(15,000)
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-
NET CHANGE IN FUND BALANCES	747,339	(81,427)	665,912
FUND BALANCES - JULY 1	3,868,012	1,960,147	5,828,159
FUND BALANCES - JUNE 30	\$ 4,615,351	\$ 1,878,720	\$ 6,494,071

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

Net change in fund balances - total governmental funds (Statement E)	<u>\$ 665,912</u>
Amounts reported for governmental activities in the Statement of Activities (Statement B) are different because:	
Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense allocated to those expenditures over the life of the assets:	
Capital asset acquisitions	879,211
Depreciation expense	<u>(332,645)</u>
	<u>546,566</u>
Deferred outflows of resources are a consumption of net position by the government that are applicable to a future reporting period and therefore are not reported in the funds	<u>(5,856)</u>
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:	
Taxes and liens receivable	<u>18,884</u>
Repayment of long-term debt principal is an expenditure in the governmental funds, but the repayment reduces long-term obligations in the Statement of Net Position	<u>235,000</u>
Deferred inflows of resources are an acquisition of net position by the government that are applicable to a future reporting period and therefore are reported in the funds	<u>(17,132)</u>
Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:	
Bond premium payable	10,882
Accrued compensated absences	51,519
Net OPEB liability	<u>12,693</u>
	<u>75,094</u>
Change in net position of governmental activities (Statement B)	<u>\$ 1,518,468</u>

See accompanying independent auditor's report and notes to financial statements.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Town of Casco, Maine was incorporated under the laws of the State of Maine. The Town provides the following services: general government, public safety, health and sanitation, public works, parks, recreation and cemeteries, education, CEO, planning board and zoning board and unclassified.

The Town's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

The Town's combined financial statements include all accounts and all operations of the Town. We have determined that the Town has no component units as described in GASB Statement No. 14 and amended by GASB Statements No. 39 and No. 61.

Implementation of New Accounting Standards

During the year ended June 30, 2022, the following statements of financial accounting standards issued by the Governmental Accounting Standards Board became effective:

Statement No. 87 "Leases". The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 89 "Accounting for Interest Cost Incurred before the End of a Construction Period". This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5-22 of Statement No. 62, *Codification of Accounting and Financial*

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 91 "Conduit Debt Obligations". The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations and improving required note disclosures. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 92 "Omnibus 2020". The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 93 "Replacement of Interbank Offered Rates (paragraphs 13-14)". The primary objectives of paragraphs 13-14 concern provisions of lease contracts that are amended while the contract is in effect. Management has determined the impact of this Statement is not material to the financial statements.

Statement No. 97 "*Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*". The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

fiduciary component units in fiduciary fund financial statements and (3) enhance the relevance, consistency and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans. Management has determined the impact of this Statement is not material to the financial statements.

Government-Wide and Fund Financial Statements

The Town's basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (reporting the Town's major and nonmajor funds).

Both the government-wide and fund financial statements categorize primary activities as governmental or business-type. All activities of the Town are categorized as governmental.

In the government-wide Statement of Net Position, the governmental activities column is (a) presented on a consolidated basis by column and (b) is reported on a full accrual, economic resources basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Town's net position is reported in three parts - net investment in capital assets, restricted net position and unrestricted net position. The Town first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the Town's functions (general government, public safety, etc) excluding fiduciary activities. The functions are also supported by general government revenues (property taxes, certain intergovernmental revenues, charges for services, miscellaneous revenues, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. For the most part, the interfund activity has been eliminated from these government-wide financial statements.

The net costs (by function) are normally covered by general revenue (taxes, certain intergovernmental revenues and charges for services, etc.).

The Town does not allocate indirect costs. All costs are charged directly to the corresponding department.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net position resulting from the current year's activities.

Measurement Focus - Basic Financial Statements and Fund Financial Statements

The financial transactions of the Town are reported in the individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balances, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements. The following fund types are used by the Town:

1. Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position (sources, uses and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Town:

Major Fund

- a. The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

Nonmajor Funds

- b. Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
- c. The Capital Projects Funds are used to account for the acquisition or construction of major capital facilities or equipment.
- d. Permanent Funds are used to account for assets held by the Town that are legally restricted pursuant to Title 30-A, §5653 of the Maine State Statutes, as amended and unless otherwise specified, only earnings and not principal, may be used for purposes that benefit the Town or its citizenry. The Town's policy for authorizing and spending investment income follows State statutes.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The emphasis in fund financial statements is on the major funds in the governmental activity category. Nonmajor funds by category are summarized into a single column. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues or expenses of either the fund category or the governmental and enterprise combined) for the determination of major funds. The nonmajor funds are combined in a column in the fund financial statements.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

1. Accrual

Governmental activities in the government-wide financial are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. Modified Accrual

The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

Budget

The Town's policy is to adopt an annual budget for operations. The budget is presented on the modified accrual basis of accounting which is consistent with generally accepted accounting principles.

The following procedures are followed in establishing budgetary data reflected in the financial statements:

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

1. Early in the second half of the year the Town prepares a budget for the fiscal year beginning July 1. The operating budget includes proposed expenditures and the means of financing them.
2. A meeting of the inhabitants of the Town was called for the purpose of adopting the proposed budget after public notice of the meeting was given.
3. The budget was adopted subsequent to passage by the inhabitants of the Town.

Deposits and Investments

The Town's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

It is the Town's policy to value investments at fair value. None of the Town's investments are reported at amortized cost. The Town is authorized by State Statutes to invest all excess funds in the following:

- Obligations of the U.S. Government, its agencies and instrumentalities
- Certificates of deposit and other evidence of deposits at banks, savings and loan associations and credit unions
- Repurchase agreements
- Money market mutual funds

The Town of Casco, Maine has no formal investment policy but instead follows the State of Maine Statutes.

Receivables

Receivables include amounts due from governmental agencies and local businesses. All receivables are current and therefore due within one year. Receivables are reported net of an allowance for uncollectible accounts and revenues net of uncollectibles. Allowances are reported when accounts are proven to be uncollectible. The allowance for uncollectible accounts is estimated to be \$0 as of June 30, 2022. Accounts receivable netted with allowances for uncollectible accounts were \$87,078 for the year ended June 30, 2022.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due to/from other funds". While these balances are reported in fund financial statements, certain eliminations are made in the preparation of the government-wide financial statements. Any residual balances outstanding between governmental activities and business-type activities are reported in the governmental-wide financial statements as "internal balances".

Transactions Between Funds

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of Governmental Funds.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

Tax Acquired Property

Real property becomes tax acquired when tax liens placed on property and associated costs remain unpaid eighteen months after the filing of the tax lien in accordance with 36 M.R.S.A. § 943. The amount of the taxes and associated costs become assets classified as tax acquired property receivables that are secured by the real property that foreclosed.

After real property becomes tax acquired the Selectboard is responsible for the property and any disposition procedures allowed under the direction of the inhabitants of the Town as authorized by Town Meeting vote and provisions of 36 M.R.S.A. §943-C for qualifying homestead property.

Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Infrastructure such as streets, traffic signals and signs are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives.

NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The assets are valued at historical cost when available and estimated historical cost where actual invoices or budgetary data was unavailable. Donated capital assets are reported at their estimated fair market value on the date received. All retirements have been recorded by eliminating the net carrying values.

Infrastructure assets include roads, bridges, underground pipes (other than related to independently owned utilities), traffic signals, etc. These infrastructure assets are likely to be the largest asset class of the Town. The Town has not retroactively recorded infrastructure.

Estimated useful lives are as follows:

Buildings and improvements	20 - 50 years
Infrastructure	50 - 100 years
Machinery and equipment	3 - 50 years
Vehicles	3 - 25 years

Long-term Obligations

The accounting treatment of long-term obligations depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term obligations to be repaid from governmental and business-type resources are reported as liabilities in government-wide statements. The long-term obligations consist of a bond payable, bond premium payable, accrued compensated absences and net OPEB liability.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures. The accounting for the proprietary funds is the same in the fund statements as it is in the government-wide statements.

OPEB

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, management received and relied on an actuarial report provided to them by the Maine Municipal Employees Health Trust (MMEHT), which determined the Town's fiduciary net position as a single employer defined benefit plan based on information provided solely by MMEHT to complete the actuarial report. Additions to/deductions from the MMEHT OPEB Plan's fiduciary net

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

position have been determined on the same basis as they are reported by MMEHT. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

Net Position

Net position represents the difference between all other elements in a statement of financial position. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for those assets and adding back unspent proceeds. Net position is reported as restricted when there are limitations imposed on its use either through enabling legislations adopted by the Town or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position is the net amount of the assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of net investment in capital assets or restricted net position.

Fund Balance

In the fund financial statements, fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components - nonspendable, restricted, committed, assigned and unassigned.

Nonspendable - This includes amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.

Restricted - This includes amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors or the laws or regulations of other governments.

Committed - This includes amounts 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 Selectboard 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.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assigned - This includes amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. The authority for assigning fund balance is given annually by vote of the taxpayers and is expressed by the Selectboard.

Unassigned - This includes 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.

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available, the Town considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned or unassigned fund balances are available, the Town considers amounts to have been spent first out of committed funds, then assigned funds and finally unassigned funds, as needed, unless the Selectboard meeting vote has provided otherwise in its commitment or assignment actions.

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of financial position and/or balance sheet will at times report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town currently has deferred outflows related to OPEB. This item is reported only in the statement of net position.

In addition to liabilities, the statement of financial position and or balance sheet will at times report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Deferred tax revenues, which arises only under a modified accrual basis of accounting qualifies for reporting in this category. Accordingly, this item is reported in the governmental funds balance sheet. Prepaid taxes also qualify for reporting in this category. This item is reported in both the statements of net position and the governmental funds balance sheet. Deferred inflows of resources related to OPEB qualify for this type of reporting. This item is reported only in the statement of net position. All items in this category are deferred and recognized as inflows of resources in the period that the amounts become available.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition - Property Taxes - Modified Accrual Basis

The Town's property tax for the current year was levied August 22, 2021, on the assessed value listed as of April 1, 2021, for all real and personal property located in the Town. Taxes were due in two installments on October 6, 2021 and March 2, 2022. Interest on unpaid taxes commenced on October 20, 2021 and March 16, 2022, at 6% per annum.

Property tax revenues are recognized when they become available. Available includes those property tax receivables expected to be collected within sixty days after year end. The remaining receivables have been recorded as deferred revenues.

The Town is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay and amounted to \$30,005 for the year ended June 30, 2022.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The Town has the authority to foreclose on property eighteen months after the filing of the lien if tax liens and associated costs remain unpaid.

Program Revenues

Program revenues include all directly related income items applicable to a particular program (charges to customers or applicants for goods, services or privileges provided; operating or capital grants and contributions, including special assessments).

Encumbrance Accounting

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until receipt of material or service. For budgetary purposes, appropriations lapse at fiscal year-end. The Town does not utilize encumbrance accounting for its general fund.

Use of Estimates

During the preparation of the Town's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosure of contingent items as of the date of the financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Actual results may differ from these estimates.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 2 - DEPOSITS AND INVESTMENTS

Deposits:

The Town’s investment policies, which follow state statutes, require that all investments be made considering the safe and sound investment of principal and preservation of capital in the overall portfolio, maintenance of sufficient liquidity to meet day-to-day operations and other cash requirements and maximization of income, within established investment risk guidelines, with consistent cash flows throughout the budgetary cycle. These investment policies apply to all Town funds.

Custodial credit risk for deposits is the risk that, in the event of a failure of a depository financial institution, the Town will not be able to recover its deposits or will not be able to recover collateral securities that are in possession of an outside party. The Town does not have a policy covering custodial credit risk. However, the Town maintains deposits in qualifying financial institutions that are a member of the FDIC or NCUSIF as defined in Title 30-A, Section 5706 of the Maine Revised Statutes.

At June 30, 2022, the Town’s cash balances amounting to \$6,412,058 were comprised of bank deposits of \$6,819,840. Bank deposits are adjusted primarily by outstanding checks and deposits in transit to reconcile to the Town’s cash balance. Of these bank deposits, \$462,800 were covered by federal depository insurance and consequently were not exposed to custodial credit risk. Bank deposits of \$6,357,040 were collateralized with an irrevocable stand-by letter of credit.

<u>Account Type</u>	<u>Bank Balance</u>
Checking accounts	\$ 6,607,040
Savings accounts	212,800
	<u>\$ 6,819,840</u>

Investments:

Custodial credit risk for investments is that, in the event of failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Currently, the Town does not have a policy for custodial credit risk for investments.

Interest rate risk - is the risk that changes in interest rates will adversely affect the fair value of an investment. The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from fluctuations in interest rates.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 2 - DEPOSITS AND INVESTMENTS (CONTINUED)

At June 30, 2022, the Town had no investments.

Credit risk - Statutes for the State of Maine authorize the Town to invest in obligations of the U.S. Treasury, agencies and instrumentalities, other States and Canada, provided such securities are rated within the three highest grades by an approved rating service of the State of Maine, corporate stocks and bonds within statutory limits, financial institutions, mutual funds and repurchase agreements. The Town does not have an investment policy on credit risk. Generally, the Town invests excess funds in savings accounts and various insured certificates of deposit.

NOTE 3 - INTERFUND RECEIVABLES AND PAYABLES

Interfund balances at June 30, 2022 consisted of the following individual fund receivables and payables:

	Receivables (Due From)	Payables (Due To)
General Fund	\$ -	\$ 1,692,153
Nonmajor Special Revenue Funds	420,840	3,072
Nonmajor Capital Projects Funds	1,279,451	10,355
Nonmajor Permanent Funds	5,289	-
	<u>\$ 1,705,580</u>	<u>\$ 1,705,580</u>

The result of amounts owed between funds are considered to be in the course of normal operations by the Town. Reconciliation of the amounts owed between funds may or may not be expected to be repaid within one year in their entirety due to the recurring nature of these transactions during operations.

NOTE 4 - INTERFUND TRANSFERS

Interfund transfers at June 30, 2022 consisted of the following:

	Transfers From	Transfers To
Nonmajor Capital Projects Funds	\$ 15,000	\$ 15,000
	<u>\$ 15,000</u>	<u>\$ 15,000</u>

Interfund transfers are the results of legally authorized activity and are considered to be in the course of normal operations.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 5 - CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2022:

	Balance 7/1/21	Additions	Disposals	Balance 6/30/22
Non-depreciated assets:				
Land	\$ 656,021	\$ -	\$ -	\$ 656,021
Construction in progress	678,321	534,823	(655,056)	558,088
	<u>1,334,342</u>	<u>534,823</u>	<u>(655,056)</u>	<u>1,214,109</u>
Depreciated assets:				
Buildings and improvements	2,865,069	836,414	-	3,701,483
Vehicles and equipment	3,527,901	163,030	(1,398,694)	2,292,237
Intellectual property	120,000	-	-	120,000
Infrastructure	2,965,528	-	-	2,965,528
	<u>9,478,498</u>	<u>999,444</u>	<u>(1,398,694)</u>	<u>9,079,248</u>
Less accumulated depreciation:				
Buildings and improvements	(1,339,960)	(65,726)	-	(1,405,686)
Vehicles and equipment	(2,769,818)	(153,583)	1,398,694	(1,524,707)
Intellectual property	(120,000)	-	-	(120,000)
Infrastructure	(348,924)	(113,336)	-	(462,260)
	<u>(4,578,702)</u>	<u>(332,645)</u>	<u>1,398,694</u>	<u>(3,512,653)</u>
Net depreciated assets	<u>4,899,796</u>	<u>666,799</u>	<u>-</u>	<u>5,566,595</u>
Net capital assets	<u>\$ 6,234,138</u>	<u>\$ 1,201,622</u>	<u>\$ (655,056)</u>	<u>\$ 6,780,704</u>
<u>Current year depreciation</u>				
General government				\$ 18,108
Public safety				201,225
Public works				79,778
Waste management				20,500
Parks, recreation and cemeteries				13,034
				<u>\$ 332,645</u>

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 6 - LONG-TERM DEBT

A summary of long-term debt for the year ended June 30, 2022 is as follows:

	Balance 7/1/21	Additions	Reductions	Balance 6/30/22	Current Year Portion
Bond payable	\$ 2,500,000	\$ -	\$ (235,000)	\$ 2,265,000	\$ 230,000
Bond premium payable	119,709	-	(10,882)	108,827	10,882
	<u>\$ 2,619,709</u>	<u>\$ -</u>	<u>\$ (245,882)</u>	<u>\$ 2,373,827</u>	<u>\$ 240,882</u>

The following is a description of the outstanding bond payable:

\$3,440,000, 2017 General Obligation Bond due in annual principal installments and semi-annual interest installments through October of 2031. Interest is charged at a fixed rate ranging from 2% to 4% per annum. Annual principal installments range from \$235,000 to \$225,000.

\$ 2,265,000

The following is a summary of outstanding bond and bond premium principal and interest requirements for the fiscal years ending June 30:

	Bond payable		Bond premium payable		Total Debt Service
	Principal	Interest	Principal	Interest	
2023	\$ 230,000	\$ 61,663	\$ 10,882	\$ -	\$ 302,545
2024	230,000	54,188	10,883	-	295,071
2025	230,000	48,437	10,882	-	289,319
2026	225,000	42,469	10,883	-	278,352
2027	225,000	36,281	10,883	-	272,164
2028-2032	1,125,000	84,094	54,414	-	1,263,508
	<u>\$ 2,265,000</u>	<u>\$ 327,132</u>	<u>\$ 108,827</u>	<u>\$ -</u>	<u>\$ 2,700,959</u>

All bonds payable and notes from direct borrowings payable are direct obligations of the Town, for which its full faith and credit are pledged. The Town is not obligated for any special assessment debt. All debt is payable from taxes levied on all taxable property within the Town.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 7 - OTHER LONG-TERM OBLIGATIONS

A summary of other long-term obligations for the year ended June 30, 2022 is as follows:

	Balance 7/1/21	Additions	Reductions	Balance 6/30/22	Current Year Portion
Accrued compensated absences	\$ 95,866	\$ -	\$ (51,519)	\$ 44,347	\$ 11,087
Net OPEB Liability	88,371	10,864	(23,557)	75,678	-
	<u>\$ 184,237</u>	<u>\$ 10,864</u>	<u>\$ (75,076)</u>	<u>\$ 120,025</u>	<u>\$ 11,087</u>

Refer to Notes 9 and 18 for more detailed information regarding other long-term obligations.

NOTE 8 - OPERATING LEASE

Leasing arrangements where the Town is the Lessor

The Town of Casco leases a facility at 942 Meadow Road to the United States Postal Service, the lessee, for its postal operations in Casco, Maine. This is a fifteen-year lease with three five-year renewal provisions. The lease was renewed for five years on April 1, 2021. Rental income of \$28,808 was received in fiscal year 2022.

The Town of Casco leases a facility at 7 Leach Hill Road to Robyn Russell-Kimball (aka Ravan Salon and Vintage Boutique), the lessee, for its business operations. This is a ten-year lease, expiring on July 1, 2025 with a single ten-year renewal provision. Rental income of \$6,000 was received in fiscal year 2022.

Operating leases do not give rise to property rights and therefore the results of the lease agreements are not reflected in the Town's capital assets. The lessees are responsible for paying all executor costs such as maintenance and insurance.

NOTE 9 - ACCRUED COMPENSATED ABSENCES

The Town's policies regarding vacation and sick time do permit employees to accumulate earned but unused vacation and sick leave. The liability for these compensated absences is recorded as long-term obligations in the government-wide financial statements. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources, while the proprietary funds report the liability as it is incurred. As of June 30, 2022, the Town's liability for compensated absences is \$44,347.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 10 - OVERLAPPING DEBT

The Town is contingently liable for its proportionate share of any defaulted debt by entities of which it is a member. At June 30, 2022, the Town's share was approximately:

	Outstanding Debt	Town's Percentage	Amount
County of Cumberland	\$ 30,856,174	1.46%	\$ 451,228
MSAD #61	14,561,028	24.91%	3,627,651
			<u>\$ 4,078,880</u>

NOTE 11 - NET INVESTMENT IN CAPITAL ASSETS

The following is the calculation of the net investment in capital assets for the Town at June 30, 2022:

Invested in capital assets	\$ 10,293,357
Accumulated depreciation	(3,512,653)
Outstanding capital related debt	(2,265,000)
Original issue premiums on outstanding capital related debt	(108,827)
	<u>\$ 4,406,877</u>

NOTE 12 - RESTRICTED NET POSITION AND RESTRICTED FUND BALANCES

At June 30, 2022, the Town had the following restricted net position and restricted fund balances:

Nonmajor special revenue funds (Schedule E):	
DEP grant Tenney Hill reparations	\$ 16,394
ARPA funds	360,465
Public safety grant	9,379
Playground grant	728
Dam maintenance	1,050
Business showcase	180
Nonmajor permanent funds (Schedule I)	
Cemetery fund	4,400
Cyrus Mayberry road/school	9,500
	<u>\$ 402,096</u>

TOWN OF CASCO, MAINE

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 13 - NONSPENDABLE FUND BALANCE

At June 30, 2022, the Town had the following nonspendable fund balance:

General fund:	
Prepaid items	\$ 9,047
Tax acquired property	15,291
	<u>\$ 24,338</u>

NOTE 14 - COMMITTED FUND BALANCES

At June 30, 2022, the Town had the following committed fund balances:

Nonmajor special revenue funds (Schedule E)	10,899
Nonmajor capital projects funds (Schedule G)	1,378,173
	<u>\$ 1,389,072</u>

NOTE 15 - ASSIGNED FUND BALANCES

At June 30, 2022, the Town had the following assigned fund balances:

General fund:	
Memorial Field Park/Rec Complex	\$ 263,025
Ambulance	305,000
Subtotal general fund	<u>568,025</u>
Nonmajor special revenue funds (Schedule E)	21,745
Nonmajor permanent funds (Schedule I)	74,310
	<u>\$ 664,080</u>

NOTE 16 - EXPENDITURES OVER APPROPRIATIONS

The Town had the following expenditures that exceeded appropriations at June 30, 2022:

Public safety	\$ 891
Health and sanitation	16,803
	<u>\$ 17,694</u>

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 17 - DEFICIT FUND BALANCES

At June 30, 2022, the Town had the following deficit fund balances:

Nonmajor special revenue funds (Schedule E):	
Veterans' fund	\$ 929
Capital Project Funds (Schedule G):	
Memorial school	7,574
	<u>\$ 8,503</u>

NOTE 18 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN

MAINE MUNICIPAL EMPLOYEES HEALTH TRUST

Plan Description

The Town and Town retirees contribute to the Town’s OPEB Plan with the Maine Municipal Employees Health Trust (MMEHT), a single employer defined benefit plan. Contributions and membership in this Plan are voluntary and may be terminated at any time by the Town and/or the Town retirees. MMEHT is a fully funded, self-insured trust which provides benefits to municipal and quasi-municipal organizations and county governments and acts as the agent to the Town concerning the administration of this Plan. Title 24-A Chapter 81 of the Maine Revised Statutes Annotated authorizes the regulation of MMEHT as a Multiple Employer Welfare Arrangement by the State of Maine Bureau of Insurance. Benefits and plans are designed and governed by MMEHT participants and are administered by a number of third-party administrators contracted by MMEHT. No assets are accumulated in a trust that meets the criteria of paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. MMEHT issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by MMEHT at (800) 852-8300.

Benefits Provided

This Plan provides medical/prescription drug benefits during retirement to Medicare and non-Medicare retirees and their surviving spouses with varying levels of benefits determined by voluntary plan selection by the retiree as well as applicable Medicare statutes and regulations. The Plan also provides an automatic life insurance benefit of \$2,000 to participants which includes a surviving spouse benefit for the same. The employee must meet the minimum requirement of age 55 with at least 5 years of service at retirement to be eligible for the Plan. The retiree must enroll when first eligible and continue coverage without interruption.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 18 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN (CONTINUED)

Employees Covered by Benefit Terms

At January 1, 2022, the following employees were covered by the benefit terms:

Active members	17
Retirees and spouses	-
Total	17

Contributions

Retiree and spouse premium amounts are funded by the retiree at the rate for the coverage elected by the retiree. Premium rates are those determined by the MMEHT's Board of Trustees to be actuarially sufficient to pay anticipated claims. Premiums for retiree life insurance coverage are factored into the premiums paid for basic coverage. Retirees and spouses must contribute 100% of the premium amounts. The sponsoring employer pays the remainder of the premium. Medical benefits are provided for the life of the retiree and surviving spouses.

Retiree Premium Amounts

The following monthly premium amounts were reported on the individual data file. Actual plan election was reflected in expected retiree premium amounts.

<u>Pre-Medicare</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
POS A	\$1,296.49	\$2,908.24
POS 1500	\$957.46	\$2,147.70
<u>Medicare</u>		
Medicare-Eligible Retirees	\$600.50	\$1,201.00

Total OPEB Liability, OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2022, the Town reported a liability of \$75,678 for its total OPEB liability for this Plan. The total OPEB liability was measured as of January 1, 2022 and was determined by an actuarial valuation as of that date. The Town's total OPEB liability was based on the Entry Age Normal Actuarial Cost Method which does not reflect future changes in benefits, subsidies, penalties, taxes or administrative costs that may be required as a result of the Patient Protection and Affordable Care Act of 2010 (ACA) related legislation and regulations.

For the year ended June 30, 2022, the Town recognized OPEB expense of \$10,295. At June 30, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 18 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN (CONTINUED)

	MMEHT	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 7,985	\$ 23,030
Changes of assumptions	16,099	4,453
Net difference between projected and actual earnings on OPEB plan investments	-	-
Contributions subsequent to the measurement date	263	-
Total	\$ 24,347	\$ 27,483

\$263 were reported as deferred outflows of resources related to OPEB resulting from Town contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

	MMEHT
Plan year ended December 31:	
2023	\$ (296)
2024	(295)
2025	2,250
2026	2,853
2027	(2,089)
Thereafter	(5,822)

Discount Rate

The discount rate is the assumed interest rate used for converting projected dollar related values to a present value as of the valuation date of January 1, 2022. The discount rate determination is based on the high-quality AA/Aa or higher bond yields in effect for 20-year, tax-exempt general obligation municipal bonds using the Bond Buyer 20-Bond GO Index. The rate of 2.06% per annum for June 30, 2022 was based upon a measurement date of December 30, 2021. The sensitivity of net OPEB liability to changes in discount rate are as follows:

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 18 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN (CONTINUED)

	1% Decrease	Discount Rate	1% Increase
	1.06%	2.06%	3.06%
Total OPEB liability	\$ 90,235	\$ 75,678	\$ 63,897
Plan fiduciary net position	-	-	-
Net OPEB liability	<u>\$ 90,235</u>	<u>\$ 75,678</u>	<u>\$ 63,897</u>
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%

Healthcare Trend

The healthcare trend is the assumed dollar increase in dollar-related values in the future due to the increase in the cost of health care. The healthcare cost trend rate is the rate of change in per capita health claim costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design and technological developments. The sensitivity of net OPEB liability to changes in healthcare cost trend rates are as follows:

	1% Decrease	Healthcare Trend Rates	1% Increase
Total OPEB liability	\$ 62,701	\$ 75,678	\$ 92,338
Plan fiduciary net position	-	-	-
Net OPEB liability	<u>\$ 62,701</u>	<u>\$ 75,678</u>	<u>\$ 92,338</u>
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%

Actuarial Methods and Assumptions

The total OPEB liability for the Plan was determined by an actuarial valuation as of January 1, 2022, using the following methods and assumptions applied to all periods included in the measurement:

Actuarial Cost Method

The Entry Age Normal Actuarial Cost Method is used to determine costs. Under this funding method, a normal cost rate is determined as a level percent of pay for each active Plan member and then summed to produce the total normal cost for this Plan.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 18 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN (CONTINUED)

The unfunded actuarial liability is the difference between the actuarial liability and the actuarial value of assets.

For medical and pharmacy, historical claims and census records were assembled and provided through June 30, 2021. Medicare and non-Medicare eligible medical and prescription experience were analyzed. It was assumed that the current enrollment distribution of benefit options would remain constant in the future for retirees. The cost was distributed based on the current covered population and the actuary’s standard age curves which vary by age, gender and Medicare status. Children costs are converted to a load on the non-Medicare retirees which implicitly assumes that future retirees will have the same child distribution as current retirees.

Amortization

The total OPEB liability of this Plan is amortized on an open 30-year period. The amortization method is a level dollar amortization method.

Assumptions

The actuarial assumptions used in the January 1, 2022 actuarial valuation were adopted by the Maine State Retirement Consolidated Plan for Participating Local Districts as of June 30, 2021 and based on the experience study covering the period from June 30, 2016 through June 30, 2020. As of January 1, 2021, they are as follows:

Discount Rate - 2.06% per annum for year end 2022 reporting. 2.12% per annum for year end 2021 reporting.

Trend Assumptions:

Medical Trend assumptions were developed using the Society of Actuaries (SOA) Long-Run Medical Cost Trend Model. The SOA model was released in December 2007 and version 2022_fa was used for this valuation. The following assumptions were input into this model:

<u>Variable</u>	<u>Rate</u>
Rate of Inflation	2.40%
Rate of Growth in Real Income/GDP per capital 2031+	1.10%
Extra Trend due to Taste/Technology 2031+	1.00%
Expected Health Share of GDP 2031	19.00%
Health Share of GDP Resistance Point	20.00%
Year for Limiting Cost Growth to GDP Growth	2042

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 18 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN (CONTINUED)

The SOA Long-Run Medical Cost Trend Model and its baseline projection are based on an econometric analysis of historical U.S. medical expenditures and the judgements of experts in the field. The long-run baseline projection and input variables have been developed under the guidance of the SOA Project Oversight Group.

The trends selected from 2022 to 2025 were based on plan design, population weighting, renewal projections and market analysis. For the years 2026 to 2030, these are interpolated from 2025 to 2031 (which is the product of the inflation, GDP and extra trend rate assumptions).

Deductibles, Co-payments and Out of Pocket Maximums are assumed to increase at the above trend rates. The ultimate trend rate reflects an assumed nominal per capital GDP growth.

Administrative and claims expense: 3% per annum

Future plan changes: It is assumed that the current Plan and cost-sharing structure remains in place for all future years.

Retirement Rates - Rates vary for plans with no explicit employer subsidy (or payment) versus those plans defining an explicit employer subsidy (or payment). The rates are based on assumptions from the Maine State Retirement Consolidated Plan for Participating Local District at June 30, 2021.

Retirement Contribution Increases - Assumed to increase at the same rate as incurred claims. A constant cost sharing in plan design between employer and employees is assumed.

Family Enrollment Composition - For males, 50% of future retirees under the age of 65 and 50% of current retirees are married and elect spousal coverage while females are at 30% for both. 25% of male and female future retirees over the age of 65 are married and elect spousal coverage.

Age Difference of Spouses - Husbands are assumed to be 3 years older than wives.

Administrative expenses - Included in the per capita claims cost.

Disability Incidence - Disabled lives will be considered active employees and will not be valued separately.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 18 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN (CONTINUED)

Salary Increase Rate - 2.75% per year assumed using the level percentage of pay entry age method.

Dates of Hire - Needed to be assumed for some employees and will be based on the average age at hire for similar employees.

Rate of Mortality:

Healthy Annuitant- Based on 112% and 118.5% of the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table, respectively, for males and females. The proposed rates are projected generationally using the RPEC_2020 model, with an ultimate rate of 1.00% for ages 80 and under, grading down to 0.05% at age 95, and further grading down to 0.00% at age 115, along with convergence to the ultimate rates in the year 2027. All other parameters used in the RPEC_2020 model are those included in the published MP-2020 scale. As prescribed by the Trust, mortality rates were taken from the assumptions for the Maine State Retirement Consolidated Plan for Participating Local Districts at June 30, 2021.

Active Employees - Rates of mortality are based on 83.5% and 88.6% of the 2010 Public Plan General Benefits- Weighted Employee Mortality Table, respectively, for males and females. These rates are generationally projected using the same version of the RPEC_2020 model as described in the healthy annuitant mortality. As prescribed by the Trust, mortality rates were taken from the assumptions for the Maine State Retirement Consolidated Plan for Participating Local Districts at June 30, 2021.

Retiree Continuation Percentage:

Medicare participant retirees - 100% assumed to continue in the plan elected

Pre-Medicare plan retirees and active participants - 75% assumed to continue coverage once Medicare-eligible

Pre-Medicare plan spouses and spouses of active participants - 50% assumed to continue coverage once Medicare-eligible

Changes in Net OPEB Liability

Changes in net OPEB liability are recognized in OPEB expense for the year ended June 30, 2022 with the following exceptions:

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 18 - OTHER POST EMPLOYMENT BENEFIT (OPEB) PLAN (CONTINUED)

Differences between Expected and Actual Experience

The difference between expected and actual experience are recognized in OPEB expense using a straight-line amortization method over a closed period equal to the average expected remaining service lives of active and inactive members in each plan. The first year is recognized as OPEB expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources. The net difference between expected and actual experience as of January 1, 2022 was (\$15,045).

Changes in Assumptions

Differences due to changes in assumptions about future economic, demographic or claim and expense factors or other inputs are recognized in OPEB expense using a straight-line amortization method over a closed period equal to the average expected remaining service lives of active and inactive members in each plan. The actuarial assumptions used in the January 1, 2022 actuarial valuation were adopted by the Maine State Retirement Consolidated Plan for Participating Local Districts as of June 30, 2021 and based on the experience study covering the period from June 30, 2016 through June 30, 2020. The first year is recognized as OPEB expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources.

Differences between Projected and Actual Earnings on OPEB Plan Investments

Differences between projected and actual investment earnings are recognized in OPEB expense using a straight-line amortization method over a closed five-year period. The first year is recognized as OPEB expense and the remaining years are shown as either deferred outflows of resources or deferred inflows of resources.

OPEB Plan Fiduciary Net Position

Additional financial and actuarial information with respect to this Plan can be found at the Town Office at 635 Meadow Road, Casco, Maine 04015.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 19 - DEFINED COMPENSATION PLAN

MissionSquare Retirement**Plan Description**

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457 and maintained by MissionSquare Retirement. The plan permits employees to defer a portion of their salary, in addition to Town contributions, until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts and all income attributable to those amounts, property or rights are solely the property and rights of the participants. All assets are protected by a trust arrangement from any claims on the Town and from any use by the Town other than paying benefits to employees and their beneficiaries in accordance with the plan.

It is the opinion of the Town's management that the Town has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor.

Funding Policy

The contribution requirements of plan members and the Town are established and may be amended by the Town's Selectboard. Generally, the Town will contribute 3% of the annual salary for full-time employees that participate in the Town's deferred compensation plan. For a certain employee group, the Town will contribute 6% of the annual salary due to a one-time increase in the match given in lieu of a salary increase.

For both employee groups, match provisions of 3% apply to receive the Town's contributions. The employee's and the Town's matching contribution vests 100% with the employee when contributed.

The Town's contributions to the plan including employee contributions for 2022, 2021 and 2020 were \$84,381, \$54,102 and \$58,557, respectively.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 20 - RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Town participates in a public entity risk pool sponsored by the Maine Municipal Association. The Maine Municipal Association Group Risk Pool is a state-chartered pool established exclusively for Maine municipalities. The pool provides certain property, liability, fidelity and vehicle coverage. If the assets of the pool are at any time actuarially determined to be insufficient to enable the pool to discharge its legal obligations, other obligations and actuarially sound reserves, the pool has the power to make up the deficiency by the levy of a prorated assessment. There have been no deficiencies during the past three years and management believes that no deficiency exists at June 30, 2022.

The Town is a member of the Maine Municipal Association - Property and Casualty Pool and pays an annual premium for its coverage. Under the property portion of the policy, coverage is provided after a per occurrence deductible is met. The limit of coverage for liability claims brought under the Maine Tort Claims Act is \$400,000 per occurrence. A \$2,000,000 limit of liability is provided for liability claims outside the Maine Tort Claims Act. There is no aggregate liability limit. Coverage for Public Officials Liability, including Employment Practices, is a part of the program. Coverage is on an occurrence basis, rather than a "claims made" form. A \$2,000,000 limit of liability is provided for all claims for Wrongful Acts seeking monetary damages pursuant to federal or state law for which the Maine Tort Claims Act does not provide immunity or limitations. Each member has a \$4,000,000 annual aggregate limit. An annual sublimit of \$100,000 per member applies for all back wages and/or future salary awards for employment-related claims, subject to a \$5,000 retention and a 10% contribution by the member.

The Town is also a member of the Maine Municipal Association - Worker Compensation Trust Fund ("Fund"). The Fund was created to formulate, develop and administer a program of modified self-funding for the Fund's membership, obtain lower costs for worker's compensation coverage and develop a comprehensive loss control program. The Town pays an annual premium to the fund for its worker's compensation coverage. The Town's agreement with the Fund provides that the fund will be self-sustaining through member premiums and will provide, through commercial companies' reinsurance contracts, coverage for claims in excess of \$1,000,000.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 21 - JOINT VENTURES

The Town is a participant with the Town of Naples in two joint ventures to operate the Lake Region Bulky Waste Facility (LRBWF) and the Casco-Naples Solid Waste Transfer Station (CNTS). On dissolution of the entities, the net assets will be shared equally by Casco and Naples. Other municipalities can obtain joint use rights on a contractual basis. Each entity is governed by the same Advisory Board consisting of a member of the Selectboard of each municipality, two popularly elected citizens of each municipality and the respective Town Managers as ex-officio members. The Towns pay appropriate tipping fees for accepted waste delivered to the facilities and are financially responsible for each facility's operation. The Town of Casco pays the costs of wage and benefits for the employees who work at either the Lake Region Bulky Waste Facility (LRBWF) or Casco-Naples Transfer Station (CNTS). They are employees of the Town of Casco and subject to the personnel policies as the other employees. Casco is reimbursed 100% by the Town of Naples who acts as the fiscal agent. During fiscal 2022, the Town paid \$338,644 for wages and benefits and received the same. Complete financial statements for the LRBWF and CNTS are available at the office of each municipality.

The Town is a member of a joint venture with 45 other municipalities throughout Cumberland, Oxford and York counties. Ecomaine is a solid waste management corporation that creates electricity through its processing of waste and also operates as an extensive recycling program. A joint committee, made up of the Town of Casco and twenty other member communities, owns and controls the corporation. Interlocal (waste handling) agreements between ecomaine and participating communities obligate the members to deliver certain solid waste produced with the community to ecomaine for processing and to make service payments and pay tipping fees for such processing. The Town has no explicit, measurable equity interest and therefore has not reported an asset in the financial statements in connection with its participation in ecomaine. The Town of Casco has an owner membership of 1.49% in ecomaine as of June 30, 2022.

Ecomaine has issued bonds to fund the design, construction and start-up of a resource recovery system. The bonds are special revenue obligations of ecomaine, payable from and secured by a pledge of ecomaine revenues. The bonds do not constitute a debt or liability within the meaning of any constitutional or statutory provision of the State of Maine or a pledge of the full faith and credit of a political subdivision of the State of Maine. Ecomaine has no taxing power. The obligations of the participating municipalities under the Waste Handling Agreements are secured by the full faith and credit of the participating municipalities subject to certain limitations. On June 30, 2022, (the most current period available), ecomaine had \$4,169,075 in outstanding debt. Additionally, the Town's share of the projected landfill closure and post closure cost relating to ecomaine is estimated to be \$259,569.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 22 - CONTINGENCIES

The Town participates in numerous State and Federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Town has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable at June 30, 2022 may be impaired. In the opinion of the Town, there are no significant contingent liabilities relating to compliance with the rules and regulations, therefore, no provision has been recorded in the accompanying combined financial statements for such contingencies.

With regard to pending legal claims or any unasserted claims, it is not feasible at this time to predict or determine their outcome. Management believes, however, that settlement amounts, if any, will not have a material adverse effect on the Town's financial position. established at some future date. The amount, if any, of any liabilities arising from the disallowance of expenditures or ineligibility of grant revenues cannot be determined at this time.

NOTE 23 - IRREVOCABLE STAND-BY LETTER OF CREDIT

At June 30, 2022, the Town of Casco has an outstanding irrevocable stand-by letter of credit issued by the Federal Home Loan Bank of Pittsburgh serving as collateral for its deposits held at TD, Bank, N.A. This letter of credit, which expire at the close of business on August 8, 2022, authorize one draw only up to the amount of \$7,500,000. There were no draws for the year ended June 30, 2022.

NOTE 24 - COMPARATIVE DATA/RECLASSIFICATIONS

Comparative total data for the prior year have been presented in selected sections of the accompanying financial statements in order to provide an understanding of the changes in the Town's financial position and operations. Also, certain amounts presented in the prior year's data have been reclassified to be consistent with the current year's presentation.

Required Supplementary Information

Item 9.#

Required supplementary information includes financial information and disclosures that are required by the Governmental Accounting Standards Board but are not considered a part of the basic financial statements. Such information includes:

- Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund
- Schedule of Changes in Net OPEB Liability
- Schedule of Changes in Net OPEB Liability and Related Ratios
- Schedule of Contributions - OPEB
- Notes to Required Supplementary Information

TOWN OF CASCO, MAINE

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
 BUDGET AND ACTUAL - GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2022

	Budgeted Amounts		Actual Amounts	Variance Positive (Negative)
	Original	Final		
Budgetary Fund Balance - July 1	\$ 3,868,012	\$ 3,868,012	\$ 3,868,012	\$ -
Resources (Inflows):				
Taxes:				
Property taxes	9,726,299	9,726,299	9,715,609	(10,690)
Excise taxes	868,000	868,000	950,702	82,702
Intergovernmental revenues	659,818	659,818	827,437	167,619
Charges for services	268,420	588,705	692,883	104,178
Interest income	43,000	43,000	40,907	(2,093)
Other revenue	145,840	145,840	367,865	222,025
Amounts Available for Appropriation	<u>15,579,389</u>	<u>15,899,674</u>	<u>16,463,415</u>	<u>563,741</u>
Charges to Appropriations (Outflows):				
General government	962,140	997,140	865,636	131,504
Public safety	1,168,497	1,168,497	1,169,388	(891)
Health and sanitation	366,534	686,819	703,622	(16,803)
Public works	1,158,251	1,158,251	1,108,983	49,268
Parks, recreation and cemeteries	375,589	375,589	332,120	43,469
County tax	485,535	485,535	485,535	-
Education	6,493,390	6,493,390	6,493,390	-
CEO, planning board and zoning board	219,300	219,300	189,468	29,832
Unclassified	142,136	453,296	177,757	275,539
Overlay	30,005	30,005	16,202	13,803
Debt service:				
Principal	235,000	235,000	235,000	-
Interest	75,000	75,000	70,963	4,037
Total Charges to Appropriations	<u>11,711,377</u>	<u>12,377,822</u>	<u>11,848,064</u>	<u>529,758</u>
Budgetary Fund Balance - June 30	<u>\$ 3,868,012</u>	<u>\$ 3,521,852</u>	<u>\$ 4,615,351</u>	<u>\$ 1,093,499</u>
Utilization of assigned fund balance	\$ -	\$ 311,160	\$ -	\$ (311,160)
Utilization of unassigned fund balance	-	35,000	-	(35,000)
	<u>\$ -</u>	<u>\$ 346,160</u>	<u>\$ -</u>	<u>\$ (346,160)</u>

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

SCHEDULE OF CHANGES IN NET OPEB LIABILITY
FOR THE YEAR ENDED JUNE 30, 2022

	Increase (Decrease)		
	Net OPEB	Plan	Net OPEB
	Liability	Fiduciary	Liability
	(a)	Net Position	(a) - (b)
	(a)	(b)	(a) - (b)
Balances at 1/1/21 (Reporting December 31, 2021)	\$ 88,371	\$ -	\$ 88,371
Changes for the year:			
Service cost	8,807	-	8,807
Interest	2,057	-	2,057
Changes of benefits	-	-	-
Differences between expected and actual experience	(20,274)	-	(20,274)
Changes of assumptions	(3,020)	-	(3,020)
Contributions - employer	-	263	(263)
Contributions - member	-	-	-
Net investment income	-	-	-
Benefit payments	(263)	(263)	-
Administrative expense	-	-	-
Net changes	<u>(12,693)</u>	<u>-</u>	<u>(12,693)</u>
Balances at 1/1/22 (Reporting December 31, 2022)	<u>\$ 75,678</u>	<u>\$ -</u>	<u>\$ 75,678</u>

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS
LAST 10 FISCAL YEARS*

	2022	2021	2020	2019	2018
<u>Total OPEB liability</u>					
Service cost (BOY)	8,807	7,680	1,906	2,176	2,802
Interest (includes interest on service cost)	2,057	2,206	1,565	1,349	2,013
Changes of benefit terms	-	-	(1,309)	-	-
Differences between expected and actual experience	(20,274)	-	13,973	-	(18,520)
Changes of assumptions	(3,020)	5,767	20,614	(4,227)	706
Benefit payments, including refunds of member contributions	(263)	(253)	(80)	(77)	(749)
Net change in total OPEB liability	\$ (12,693)	\$ 15,400	\$ 36,669	\$ (779)	\$ (13,748)
Total OPEB liability - beginning	\$ 88,371	\$ 72,971	\$ 36,302	\$ 37,081	\$ 50,829
Total OPEB liability - ending	\$ 75,678	\$ 88,371	\$ 72,971	\$ 36,302	\$ 37,081
<u>Plan fiduciary net position</u>					
Contributions - employer	263	253	80	77	749
Contributions - member	-	-	-	-	-
Net investment income	-	-	-	-	-
Benefit payments, including refunds of member contributions	(263)	(253)	(80)	(77)	(749)
Administrative expense	-	-	-	-	-
Net change in fiduciary net position	-	-	-	-	-
Plan fiduciary net position - beginning	\$ -	\$ -	\$ -	\$ -	\$ -
Plan fiduciary net position - ending	\$ -	\$ -	\$ -	\$ -	\$ -
Net OPEB liability - ending	\$ 75,678	\$ 88,371	\$ 72,971	\$ 36,302	\$ 37,081
Plan fiduciary net position as a percentage of the total OPEB liability	0.0%	0.0%	0.0%	0.0%	0.0%
Covered payroll	\$ 778,694	\$ 570,619	\$ 570,619	\$ 307,247	\$ 307,247
Net OPEB liability as a percentage of covered payroll	9.7%	15.5%	12.8%	11.8%	12.1%

* The amounts presented for each fiscal year are for those years for which information is available.

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

SCHEDULE OF CONTRIBUTIONS - OPEB
LAST 10 FISCAL YEARS*

	2022	2021	2020	2019	2018
<u>MMEHT:</u>					
Employer contributions	\$ 263	\$ 253	\$ 80	\$ 77	\$ 749
Benefit payments	(263)	(253)	(80)	(77)	(749)
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 778,694	\$ 570,619	\$ 570,619	\$ 307,247	\$ 307,247
Contributions as a percentage of covered payroll	0.00%	0.00%	0.00%	0.00%	0.00%

* The amounts presented for each fiscal year are for those years for which information is available.

See accompanying independent auditor's report and notes to financial statements.

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2022**Changes of Assumptions**MMEHT OPEB Plan:

The discount rate was updated to reflect the December 30, 2021 Bond Buyer 20-Bond GO Index. The ultimate trend assumption was reduced to reflect the reduction in the Bond Buyer 20-Bond GO Index.

The following demographic assumptions were updated based on the June 30, 2021 experience study:

Mortality, termination, retirement and salary rates.

The enrollment participation for plans with no employer subsidy was updated for ages 65-70.

There was a change in the discount rate from 2.12% to 2.06% per GASB 75 discount rate selection. In addition, medical and prescription drug trend arrays were updated.

See accompanying independent auditor's report and notes to financial statements.

Other supplementary information includes financial statements and schedules not required by the Governmental Accounting Standards Board, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

- Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues
- Schedule of Departmental Operations - General Fund
- Combining Balance Sheet - Nonmajor Governmental Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds
- Combining Balance Sheet - Nonmajor Special Revenue Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Special Revenue Funds
- Combining Balance Sheet - Nonmajor Capital Projects Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Capital Projects Funds
- Combining Balance Sheet - Nonmajor Permanent Funds
- Combining Schedule of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Permanent Funds
- Schedule of General Capital Assets by Function
- Schedule of Changes in General Capital Assets by Function

TOWN OF CASCO, MAINE

BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
 BUDGET AND ACTUAL - GENERAL FUND REVENUES
 FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Final Budget	Actual Amounts	Variance Positive (Negative)
Resources (Inflows):				
Taxes:				
Property taxes	\$ 9,726,299	\$ 9,726,299	\$ 9,715,609	\$ (10,690)
Auto excise	850,000	850,000	927,553	77,553
Boat excise	18,000	18,000	23,149	5,149
Intergovernmental revenues:				
State revenue sharing	300,000	300,000	492,062	192,062
Homestead reimbursement	205,000	205,000	147,240	(57,760)
LRAP	48,000	48,000	51,864	3,864
BETE	55,000	55,000	61,198	6,198
Tree growth	40,000	40,000	57,327	17,327
Other	11,818	11,818	17,746	5,928
Charges for services:				
Agent Fees	19,250	19,250	28,060	8,810
Clerk Fees	1,200	1,200	2,712	1,512
Code Enforcement/PB/ZBA Fees	59,800	59,800	68,703	8,903
Sanitation Reimbursement	-	320,285	320,285	-
Public safety	150,200	150,200	231,087	80,887
Parks and recreation	37,970	37,970	42,036	4,066
Interest income:				
Bank interest	8,000	8,000	3,590	(4,410)
Tax/lien interest	35,000	35,000	37,317	2,317
Miscellaneous revenues:				
Building rentals	35,027	35,027	34,808	(219)
Franchise fee	32,000	32,000	33,790	1,790
Lien fees	12,000	12,000	8,604	(3,396)
Tax sale	-	-	215,184	215,184
Reimbursements	65,813	65,813	73,891	8,078
Misc. other	1,000	1,000	1,588	588
Amounts Available for Appropriation	<u>\$ 11,711,377</u>	<u>\$ 12,031,662</u>	<u>\$ 12,595,403</u>	<u>\$ 563,741</u>

See accompanying independent auditor's report and notes to financial statements.

SCHEDULE B

TOWN OF CASCO, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Budget Adjustments	Final Budget	Actual Expenditures	Variance Positive (Negative)
GENERAL GOVERNMENT					
Payroll	\$ 591,840	\$ -	\$ 591,840	\$ 553,087	\$ 38,753
Utilities	20,900	-	20,900	21,167	(267)
Services	124,650	-	124,650	159,425	(34,775)
Town Insurance	35,000	-	35,000	33,780	1,220
Supplies/Equipment	41,000	-	41,000	34,400	6,600
Repairs/Maintenance	9,000	-	9,000	7,291	1,709
Training/Travel	10,600	-	10,600	7,950	2,650
Legal fees	30,000	-	30,000	30,756	(756)
Assessing	89,150	-	89,150	17,780	71,370
Contingency	10,000	35,000	45,000	-	45,000
Totals	962,140	35,000	997,140	865,636	131,504
PUBLIC SAFETY					
Fire department	1,060,960	-	1,060,960	1,060,906	54
Emergency management	7,965	-	7,965	7,130	835
Animal control	99,572	-	99,572	101,352	(1,780)
Totals	1,168,497	-	1,168,497	1,169,388	(891)
HEALTH AND SANITATION					
Casco-Naples Transfer Station	366,534	320,285	686,819	703,622	(16,803)
Totals	366,534	320,285	686,819	703,622	(16,803)

SCHEDULE B (CONTINUED)

TOWN OF CASCO, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Budget Adjustments	Final Budget	Actual Expenditures	Variance Positive (Negative)
PUBLIC WORKS					
Payroll/Benefits/Insurance	106,801	-	106,801	59,768	47,033
Utilities/Services	815,800	-	815,800	845,610	(29,810)
Supplies/Equipment/Repairs	218,000	-	218,000	186,309	31,691
Trianning/Travel	2,500	-	2,500	591	1,909
Streetlights	9,500	-	9,500	11,305	(1,805)
Dams	5,650	-	5,650	5,400	250
Totals	1,158,251	-	1,158,251	1,108,983	49,268
RECREATION, PARKS & BEACHES, CEMETERIES & COMMITTEES					
Recreation	178,693	-	178,693	167,300	11,393
Parks and Beaches	43,475	-	43,475	29,225	14,250
Cemeteries	6,200	-	6,200	6,200	-
Open Space Commission	2,500	-	2,500	-	2,500
Facilities	142,221	-	142,221	127,400	14,821
Veterans Committee	2,500	-	2,500	1,995	505
Totals	375,589	-	375,589	332,120	43,469
DEBT SERVICE					
Principal	235,000	-	235,000	235,000	-
Interest	75,000	-	75,000	70,963	4,037
Totals	310,000	-	310,000	305,963	4,037
COUNTY TAX	485,535	-	485,535	485,535	-
EDUCATION	6,493,390	-	6,493,390	6,493,390	-
CEO, PLANNING BOARD AND ZONING BOARD					
Code Enforcement	169,420	-	169,420	166,845	2,575
Planning Board/ZBA	49,880	-	49,880	22,623	27,257
Totals	219,300	-	219,300	189,468	29,832

SCHEDULE B (CONTINUED)

TOWN OF CASCO, MAINE

SCHEDULE OF DEPARTMENTAL OPERATIONS - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	Original Budget	Budget Adjustments	Final Budget	Actual Expenditures	Variance Positive (Negative)
UNCLASSIFIED					
General assistance	15,000	-	15,000	26,372	(11,372)
Casco Community Library	77,400	-	77,400	77,400	-
Maine Health Visiting Nurses	4,500	-	4,500	-	4,500
Northern Light Health (VNA Home Health)	500	-	500	-	500
Through These Doors (Family Crisis)	1,100	-	1,100	1,100	-
Tri-County Counseling Services	2,500	-	2,500	-	2,500
Opportunity Alliance	5,000	-	5,000	-	5,000
Senior Meals Program	3,700	-	3,700	3,700	-
Bridgton LR Chamber of Comm.	1,250	-	1,250	-	1,250
Sebago Lakes Region Chamber	250	-	250	250	-
Lake Region Bus Service	8,500	-	8,500	8,500	-
Raymond Casco Historical Society	1,800	-	1,800	-	1,800
Life Flight	936	-	936	-	936
Lake Stewards of Maine - lake monitoring	1,500	-	1,500	1,500	-
Thompson Lake Environment Assoc.	5,000	-	5,000	-	5,000
Lake Environment Assoc. Milfol Project	5,000	-	5,000	5,000	-
Pleasant Lake/Parker Pond Association	4,000	-	4,000	4,000	-
Maine Public Radio	100	-	100	-	100
Casco Alliance Church/Food Pantries	3,600	-	3,600	1,800	1,800
Health Equity Alliance	500	-	500	-	500
Memorial field	-	311,160	311,160	48,135	263,025
Totals	<u>142,136</u>	<u>311,160</u>	<u>453,296</u>	<u>177,757</u>	<u>275,539</u>
Overlay	<u>30,005</u>	<u>-</u>	<u>30,005</u>	<u>16,202</u>	<u>13,803</u>
TOTAL DEPARTMENTAL OPERATIONS	<u>\$ 11,711,377</u>	<u>\$ 666,445</u>	<u>\$ 12,377,822</u>	<u>\$ 11,848,064</u>	<u>\$ 529,758</u>

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 2,143	\$ 101,503	\$ 82,921	\$ 186,567
Due from other funds	420,840	1,279,451	5,289	1,705,580
TOTAL ASSETS	<u>\$ 422,983</u>	<u>\$ 1,380,954</u>	<u>\$ 88,210</u>	<u>\$ 1,892,147</u>
LIABILITIES				
Due to other funds	\$ 3,072	\$ 10,355	\$ -	\$ 13,427
TOTAL LIABILITIES	<u>3,072</u>	<u>10,355</u>	<u>-</u>	<u>13,427</u>
FUND BALANCES				
Nonspendable	-	-	-	-
Restricted	388,196	-	13,900	402,096
Committed	10,899	1,378,173	-	1,389,072
Assigned	21,745	-	74,310	96,055
Unassigned (deficit)	(929)	(7,574)	-	(8,503)
TOTAL FUND BALANCES	<u>419,911</u>	<u>1,370,599</u>	<u>88,210</u>	<u>1,878,720</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 422,983</u>	<u>\$ 1,380,954</u>	<u>\$ 88,210</u>	<u>\$ 1,892,147</u>

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Special Revenue Funds	Capital Projects Funds	Permanent Funds	Total Nonmajor Governmental Funds
REVENUES				
Intergovernmental	\$ 445,859	\$ -	\$ -	\$ 445,859
Interest income	3	-	-	3
TOTAL REVENUES	<u>445,862</u>	<u>-</u>	<u>-</u>	<u>445,862</u>
EXPENDITURES				
Capital outlay	23,380	341,840	-	365,220
Other	153,265	8,804	-	162,069
TOTAL EXPENDITURES	<u>176,645</u>	<u>350,644</u>	<u>-</u>	<u>527,289</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES				
	<u>269,217</u>	<u>(350,644)</u>	<u>-</u>	<u>(81,427)</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	-	15,000	-	15,000
Transfers (out)	-	(15,000)	-	(15,000)
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES				
	269,217	(350,644)	-	(81,427)
FUND BALANCES - JULY 1				
	<u>150,694</u>	<u>1,721,243</u>	<u>88,210</u>	<u>1,960,147</u>
FUND BALANCES - JUNE 30				
	<u>\$ 419,911</u>	<u>\$ 1,370,599</u>	<u>\$ 88,210</u>	<u>\$ 1,878,720</u>

See accompanying independent auditor's report and notes to financial statements.

Special Revenue Funds

Item 9.#

Special revenue funds are established to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditures for specific purposes.

SCHEDULE E

TOWN OF CASCO, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2022

	DEP Grant Tenney Hill Reparations	Recreation Pickleball	LRAP	Firefighter Fund	CFD Grant	MEMA Disaster Grant	Timber Harvester	Wilma Avery Fund	Recreation Donation
ASSETS									
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due from other funds	16,394	15,329	-	820	-	10	10,773	65	5,334
TOTAL ASSETS	\$ 16,394	\$ 15,329	\$ -	\$ 820	\$ -	\$ 10	\$ 10,773	\$ 65	\$ 5,334
LIABILITIES									
Due to other funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	-	-	-	-	-	-	-	-	-
FUND BALANCES (DEFICITS)									
Nonspendable	-	-	-	-	-	-	-	-	-
Restricted	16,394	-	-	-	-	-	-	-	-
Committed	-	-	-	-	-	10	10,773	-	-
Assigned	-	15,329	-	820	-	-	-	65	5,334
Unassigned	-	-	-	-	-	-	-	-	-
TOTAL FUND BALANCES (DEFICITS)	16,394	15,329	-	820	-	10	10,773	65	5,334
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	\$ 16,394	\$ 15,329	\$ -	\$ 820	\$ -	\$ 10	\$ 10,773	\$ 65	\$ 5,334

SCHEDULE E (CONTINUED)

TOWN OF CASCO, MAINE

COMBINING BALANCE SHEET - NONMAJOR SPECIAL REVENUE FUNDS
JUNE 30, 2022

	ARPA Funds	Veterans' Funds	Animal Control	Sun Safety	Public Safety Grant	Playground Grant	Dam Maintenance	Business Showcase	Total
ASSETS									
Cash and cash equivalents	\$ -	\$ 2,143	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,143
Due from other funds	360,465	-	116	197	9,379	728	1,050	180	420,840
TOTAL ASSETS	\$ 360,465	\$ 2,143	\$ 116	\$ 197	\$ 9,379	\$ 728	\$ 1,050	\$ 180	\$ 422,983
LIABILITIES									
Due to other funds	-	\$ 3,072	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,072
TOTAL LIABILITIES	-	3,072	-	-	-	-	-	-	3,072
FUND BALANCES (DEFICITS)									
Nonspendable	-	-	-	-	-	-	-	-	-
Restricted	360,465	-	-	-	9,379	728	1,050	180	388,196
Committed	-	-	116	-	-	-	-	-	10,899
Assigned	-	-	-	197	-	-	-	-	21,745
Unassigned	-	(929)	-	-	-	-	-	-	(929)
TOTAL FUND BALANCES (DEFICITS)	360,465	(929)	116	197	9,379	728	1,050	180	419,911
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	\$ 360,465	\$ 2,143	\$ 116	\$ 197	\$ 9,379	\$ 728	\$ 1,050	\$ 180	\$ 422,983

See accompanying independent auditor's report and notes to financial statements.

SCHEDULE F

TOWN OF CASCO, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 NONMAJOR SPECIAL REVENUE FUNDS
 FOR THE YEAR ENDED JUNE 30, 2022

	DEP Grant Tenney Hill Reparations	Recreation Pickleball	LRAP	Firefighter Fund	CFD Grant	MEMA Disaster Grant	Timber Harvester	Wilma Avery Fund	Recreation Donation
REVENUES									
Intergovernmental	\$ -	\$ -	\$ -	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -
Interest income	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	-	-	-	31,000	-	-	-	-	-
EXPENDITURES									
Capital outlay	23,380	-	-	-	-	-	-	-	-
Other	-	-	48,692	33,537	4,369	12,273	-	-	-
TOTAL EXPENDITURES	23,380	-	48,692	33,537	4,369	12,273	-	-	-
NET CHANGE IN FUND BALANCES (DEFICITS)	(23,380)	-	(48,692)	(2,537)	(4,369)	(12,273)	-	-	-
FUND BALANCES (DEFICITS) - JULY 1	39,774	15,329	48,692	3,357	4,369	12,283	10,773	65	5,334
FUND BALANCES (DEFICITS) - JUNE 30	\$ 16,394	\$ 15,329	\$ -	\$ 820	\$ -	\$ 10	\$ 10,773	\$ 65	\$ 5,334

SCHEDULE F (CONTINUED)

TOWN OF CASCO, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	ARPA Funds	Veterans' Funds	Animal Control	Sun Safety	Public Safety Grant	Playground Grant	Dam Maintenance	Business Showcase	Total
REVENUES									
Intergovernmental	\$ 414,859	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 445,859
Interest income	-	3	-	-	-	-	-	-	3
TOTAL REVENUES	414,859	3	-	-	-	-	-	-	445,862
EXPENDITURES									
Capital outlay	-	-	-	-	-	-	-	-	23,380
Other	54,394	-	-	-	-	-	-	-	153,265
TOTAL EXPENDITURES	54,394	-	-	-	-	-	-	-	176,645
NET CHANGE IN FUND BALANCES (DEFICITS)	360,465	3	-	-	-	-	-	-	269,217
FUND BALANCES (DEFICITS) - JULY 1	-	(932)	116	197	9,379	728	1,050	180	150,694
FUND BALANCES (DEFICITS) - JUNE 30	\$ 360,465	\$ (929)	\$ 116	\$ 197	\$ 9,379	\$ 728	\$ 1,050	\$ 180	\$ 419,911

See accompanying independent auditor's report and notes to financial statements.

Capital Projects Funds

Item 9.#

The capital projects funds are used to account for the financial resources to be used for the acquisition or construction of major capital facilities or equipment.

SCHEDULE G

TOWN OF CASCO, MAINE

COMBINING BALANCE SHEET - NONMAJOR CAPITAL PROJECTS FUNDS
JUNE 30, 2022

	Rescue Replacement	Community Center Kitchen	Future Land Acquisition	Recreation Department	Public Safety Building	Purchase Jackson Property
ASSETS						
Cash and cash equivalents	\$ 56,493	\$ 3,806	\$ 41,204	\$ -	\$ -	\$ -
Due from other funds	9,150	-	99,000	-	83,626	2,979
TOTAL ASSETS	\$ 65,643	\$ 3,806	\$ 140,204	\$ -	\$ 83,626	\$ 2,979
LIABILITIES						
Due to other funds	\$ -	\$ 2,781	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	-	2,781	-	-	-	-
FUND BALANCES (DEFICITS)						
Nonspendable	-	-	-	-	-	-
Restricted	-	-	-	-	-	-
Committed	65,643	1,025	140,204	-	83,626	2,979
Assigned	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-
TOTAL FUND BALANCES (DEFICITS)	65,643	1,025	140,204	-	83,626	2,979
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	\$ 65,643	\$ 3,806	\$ 140,204	\$ -	\$ 83,626	\$ 2,979

SCHEDULE G (CONTINUED)

TOWN OF CASCO, MAINE

COMBINING BALANCE SHEET - NONMAJOR CAPITAL PROJECTS FUNDS
JUNE 30, 2022

	Capital Improvements	Tax Equalization	Fire Equipment	Community Center	Grange Hall	Municipal Offices
ASSETS						
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due from other funds	29,741	113,837	292,178	1,682	-	7,163
TOTAL ASSETS	<u>\$ 29,741</u>	<u>\$ 113,837</u>	<u>\$ 292,178</u>	<u>\$ 1,682</u>	<u>\$ -</u>	<u>\$ 7,163</u>
LIABILITIES						
Due to other funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL LIABILITIES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES (DEFICITS)						
Nonspendable	-	-	-	-	-	-
Restricted	-	-	-	-	-	-
Committed	29,741	113,837	292,178	1,682	-	7,163
Assigned	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-
TOTAL FUND BALANCES (DEFICITS)	<u>29,741</u>	<u>113,837</u>	<u>292,178</u>	<u>1,682</u>	<u>-</u>	<u>7,163</u>
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	<u>\$ 29,741</u>	<u>\$ 113,837</u>	<u>\$ 292,178</u>	<u>\$ 1,682</u>	<u>\$ -</u>	<u>\$ 7,163</u>

SCHEDULE G (CONTINUED)

TOWN OF CASCO, MAINE

COMBINING BALANCE SHEET - NONMAJOR CAPITAL PROJECTS FUNDS
 JUNE 30, 2022

	Road Improvements	Memorial School	2017 Public Improvement Bond Premium	Road Maintenance	Total
ASSETS					
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ 101,503
Due from other funds	640,095	-	-	-	1,279,451
TOTAL ASSETS	\$ 640,095	\$ -	\$ -	\$ -	\$ 1,380,954
LIABILITIES					
Due to other funds	\$ -	\$ 7,574	\$ -	\$ -	\$ 10,355
TOTAL LIABILITIES	-	7,574	-	-	10,355
FUND BALANCES (DEFICITS)					
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	640,095	-	-	-	1,378,173
Assigned	-	-	-	-	-
Unassigned	-	(7,574)	-	-	(7,574)
TOTAL FUND BALANCES (DEFICITS)	640,095	(7,574)	-	-	1,370,599
TOTAL LIABILITIES AND FUND BALANCES (DEFICITS)	\$ 640,095	\$ -	\$ -	\$ -	\$ 1,380,954

See accompanying independent auditor's report and notes to financial statements.

SCHEDULE H

TOWN OF CASCO, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR CAPITAL PROJECTS FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Rescue Replacement	Community Center Kitchen	Future Land Acquisition	Recreation Department	Public Safety Building	Purchase Jackson Property
REVENUES						
Interest income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	-	-	-	-	-	-
EXPENDITURES						
Capital outlay	-	-	-	28,610	-	-
Other	-	-	-	-	8,804	-
TOTAL EXPENDITURES	-	-	-	28,610	8,804	-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	-	-	(28,610)	(8,804)	-
OTHER FINANCING SOURCES (USES)						
Transfers in	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-	-
NET CHANGE IN FUND BALANCES (DEFICITS)	-	-	-	(28,610)	(8,804)	-
FUND BALANCES (DEFICITS) - JULY 1	65,643	1,025	140,204	28,610	92,430	2,979
FUND BALANCES (DEFICITS) - JUNE 30	\$ 65,643	\$ 1,025	\$ 140,204	\$ -	\$ 83,626	\$ 2,979

SCHEDULE H (CONTINUED)

TOWN OF CASCO, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 NONMAJOR CAPITAL PROJECTS FUNDS
 FOR THE YEAR ENDED JUNE 30, 2022

	Capital Improvements	Tax Equalization	Fire Equipment	Community Center	Grange Hall	Municipal Offices
REVENUES						
Interest income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	-	-	-	-	-	-
EXPENDITURES						
Capital outlay	1,031	-	49,862	-	-	-
Other	-	-	-	-	-	-
TOTAL EXPENDITURES	1,031	-	49,862	-	-	-
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,031)	-	(49,862)	-	-	-
OTHER FINANCING SOURCES (USES)						
Transfers in	15,000	-	-	-	-	-
Transfers (out)	-	-	-	-	(15,000)	-
TOTAL OTHER FINANCING SOURCES (USES)	15,000	-	-	-	(15,000)	-
NET CHANGE IN FUND BALANCES (DEFICITS)	13,969	-	(49,862)	-	(15,000)	-
FUND BALANCES (DEFICITS) - JULY 1	15,772	113,837	342,040	1,682	15,000	7,163
FUND BALANCES (DEFICITS) - JUNE 30	\$ 29,741	\$ 113,837	\$ 292,178	\$ 1,682	\$ -	\$ 7,163

SCHEDULE H (CONTINUED)

TOWN OF CASCO, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR CAPITAL PROJECTS FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

	Road Improvements	Memorial School	2017 Public Improvement Bond Premium	Road Maintenance	Total
REVENUES					
Interest income	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	-	-	-	-	-
EXPENDITURES					
Capital outlay	-	-	104,613	157,724	341,840
Other	-	-	-	-	8,804
TOTAL EXPENDITURES	-	-	104,613	157,724	350,644
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	-	(104,613)	(157,724)	(350,644)
OTHER FINANCING SOURCES (USES)					
Transfers in	-	-	-	-	15,000
Transfers (out)	-	-	-	-	(15,000)
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-	-
NET CHANGE IN FUND BALANCES (DEFICITS)	-	-	(104,613)	(157,724)	(350,644)
FUND BALANCES (DEFICITS) - JULY 1	640,095	(7,574)	104,613	157,724	1,721,243
FUND BALANCES (DEFICITS) - JUNE 30	\$ 640,095	\$ (7,574)	\$ -	\$ -	\$ 1,370,599

See accompanying independent auditor's report and notes to financial statements.

Permanent Funds

Item 9.#

Permanent funds are used to account for assets held by the Town of Casco, Maine that are legally restricted pursuant to Title 30-A, §5653 of the Maine State Statutes, as amended and unless otherwise specified, only earnings and not principal, may be used for purposes that benefit the Town or its citizenry. These funds have been established for various purposes including the provision and/or maintenance of the cemeteries.

TOWN OF CASCO, MAINE

COMBINING BALANCE SHEET - NONMAJOR PERMANENT FUNDS
JUNE 30, 2022

	Cemetery Fund	Cyrus Mayberry Road/School	Total
ASSETS			
Cash and cash equivalents	\$ 19,597	\$ 63,324	\$ 82,921
Due from other funds	5,289	-	5,289
TOTAL ASSETS	<u>\$ 24,886</u>	<u>\$ 63,324</u>	<u>\$ 88,210</u>
LIABILITIES			
Due to others funds	\$ -	\$ -	\$ -
TOTAL LIABILITIES	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES			
Nonspendable	-	-	-
Restricted	4,400	9,500	13,900
Committed	-	-	-
Assigned	20,486	53,824	74,310
Unassigned	-	-	-
TOTAL FUND BALANCES	<u>24,886</u>	<u>63,324</u>	<u>88,210</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 24,886</u>	<u>\$ 63,324</u>	<u>\$ 88,210</u>

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCES - NONMAJOR PERMANENT FUNDS
 FOR THE YEAR ENDED JUNE 30, 2022

	Cemetery Fund	Cyrus Mayberry Road/School	Total
REVENUES			
Interest income	\$ -	\$ -	\$ -
TOTAL REVENUES	-	-	-
EXPENDITURES			
Other	-	-	-
TOTAL EXPENDITURES	-	-	-
NET CHANGE IN FUND BALANCES	-	-	-
FUND BALANCES - JULY 1	24,886	63,324	88,210
FUND BALANCES - JUNE 30	\$ 24,886	\$ 63,324	\$ 88,210

See accompanying independent auditor's report and notes to financial statements.

General Capital Assets

Item 9.#

General capital assets are those assets related to activities reported in the governmental funds. These assets are reported in the governmental activities' column of the government-wide statement of net position.

SCHEDULE K

TOWN OF CASCO, MAINE

SCHEDULE OF GENERAL CAPITAL ASSETS BY FUNCTION
JUNE 30, 2022

	Land and Non-depreciable Assets	Buildings, Building Improvements and Land Improvements	Machinery, Equipment and Vehicles	Infrastructure	Total
General Government	\$ -	\$ 883,031	\$ 207,480	\$ -	\$ 1,090,511
Public Safety	-	438,789	2,018,353	840,017	3,297,159
Public Works	558,088	146,900	56,404	2,125,511	2,886,903
Waste Management	-	820,000	130,000	-	950,000
Parks, Recreation and Cemeteries	656,021	1,412,763	-	-	2,068,784
Total General Capital Assets	1,214,109	3,701,483	2,412,237	2,965,528	10,293,357
Less: Accumulated Depreciation	-	(1,405,686)	(1,644,707)	(462,260)	(3,512,653)
Net General Capital Assets	\$ 1,214,109	\$ 2,295,797	\$ 767,530	\$ 2,503,268	\$ 6,780,704

See accompanying independent auditor's report and notes to financial statements.

TOWN OF CASCO, MAINE

SCHEDULE OF CHANGES IN GENERAL CAPITAL ASSETS BY FUNCTION
FOR THE YEAR ENDED JUNE 30, 2022

	General Capital Assets 7/1/21	Additions	Deletions	General Capital Assets 6/30/22
General Government	\$ 1,078,511	\$ 12,000	\$ -	\$ 1,090,511
Public Safety	4,601,227	94,626	(1,398,694)	3,297,159
Public Works	2,295,676	591,227	-	2,886,903
Waste Management	950,000	-	-	950,000
Parks, Recreation and Cemeteries	1,887,426	181,358	-	2,068,784
Total General Capital Assets	10,812,840	879,211	(1,398,694)	10,293,357
Less: Accumulated Depreciation	(4,578,702)	(332,645)	1,398,694	(3,512,653)
Net General Capital Assets	\$ 6,234,138	\$ 546,566	\$ -	\$ 6,780,704

See accompanying independent auditor's report and notes to financial statements.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Selectboard
Town of Casco
Casco, Maine

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Town of Casco, as of and for the year ended June 30, 2022 and the related notes to the financial statements, which collectively comprise Town of Casco, Maine's basic financial statements and have issued our report thereon dated June 5, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Casco's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Casco's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Casco's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these

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www.rhrsmith.com

limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Casco, Maine's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. We noted certain other matters that we reported to the management of the Town of Casco, Maine in a separate letter dated May 8, 2023.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the organization's internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

RHR Smith & Company

Buxton, Maine
June 5, 2023



June 5, 2023

Selectboard
Town of Casco
635 Meadow Road
Casco, ME 04015

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Casco, Maine for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 28, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Casco, Maine are described in Note 1 of Notes to Financial Statements. All significant transactions have been recognized in the financial statements in the proper period.

As described in Note 1 of Notes to Financial Statements, the Town of Casco, Maine changed accounting policies related to Governmental Accounting Standards Board (GASB Statement) No. 87, "Leases", GASB Statement No. 89, "Accounting for Interest Cost Incurred Before the End of a Construction Period", GASB Statement No. 91, "Conduit Debt Obligations", GASB Statement No. 92, "Omnibus 2020", GASB Statement No. 93, "Replacement of Interbank Offered Rates (paragraphs 13-14)" and GASB Statement No. 97, "Certain Component Unit Criteria and Accounting and Financial Reporting for Internal Revenue code Section 457 Deferred Compensation Plans" in 2022. There was no impact in the financial statements based on the cumulative effect of these accounting changes.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the governmental activities, each major fund and the aggregate remaining fund information of the Town of Casco, Maine's financial statements were:

- Depreciation expense which is based on the estimated useful lives of capital assets
- OPEB related assets, liabilities and revenues/expenses which are based on actuarial valuations
- Accrued compensation
- Deferred property tax revenues

Management's process for determining the above estimates is based on firm concepts and reasonable assumptions of both historical and future events. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements are reflected in the capital assets, other long-term obligations and fund balance footnotes.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial and communicate them to the appropriate level of management. A schedule of any uncorrected misstatements has been presented to management with the management representation letter. We identified and proposed adjustments of misstatements as a result of audit procedures that were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 12, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Town of Casco, Maine’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town of Casco, Maine’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

However, we noted certain other matters that we reported to management of the Town of Casco, Maine in a separate letter dated May 8, 2023.

Other Matters

We applied certain limited procedures to the Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund, Schedule of Changes in Net OPEB Liability, Schedule of Changes in Net OPEB Liability and Related Ratios, Schedule of Contributions - OPEB and Notes to Required Supplementary Information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Budgetary Comparison Schedule - Budgetary Basis - Budget and Actual - General Fund Revenues, Schedule of Departmental Operations - General Fund, combining and individual nonmajor fund financial statements and capital asset schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Selectboard and management of the Town of Casco, Maine and is not intended to be and should not be used by anyone other than these specified parties.

Very Best,

A handwritten signature in black ink that reads "RHR Smith & Company". The letters are cursive and fluidly connected.

RHR Smith & Company, CPAs



Proven Expertise & Integrity

May 8, 2023

Selectboard
Town of Casco
635 Meadow Road
Casco, ME 04015

MANAGEMENT LETTER

In planning and performing our audit of the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Town of Casco as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control. We did so to determine our auditing procedures for the purpose of expressing an opinion on the financial statements, but not for expressing our opinion on the effectiveness of the Town of Casco's internal control over financial reporting or compliance.

During our audit, we became aware of several matters referred to as "management letter comments" that offer opportunities for strengthening internal control and improving the operating efficiencies of the Town of Casco. The following pages summarize our comments and suggestions on those matters.

This report is intended solely for the information and use of the Selectboard, management and others within the entity and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

These matters do not modify our opinion on the financial statements for the year ended June 30, 2022, where we expressed an unmodified opinion on our independent auditor's report dated June 5, 2023.

General Ledger Reconciliations:

While performing the audit for the above-mentioned fiscal year, we noted that general ledger accounts were not being reconciled in a timely manner throughout the year. Some of these accounts include taxes, escrows and cash. We recommend that all general ledger accounts be reconciled monthly within 30 days from the date of the month's end and, when necessary to subsidiary ledgers, to help ensure the accuracy and completeness of transactions in the correct reporting period and to help avoid material misstatements in the financial statements.

Budget:

While performing the audit for the above-mentioned fiscal year, we noted that the Town did not use the legally adopted budget to calculate its tax commitment. We recommend that management review and revise its procedures to ensure that only the legally adopted budget is used as part of the calculation during the tax commitment process. We also recommend that management consider any and all applicable federal/state statutes and regulations concerning this process to ensure compliance with all applicable regulatory requirements.

Escrows:

While performing the audit for the above-mentioned fiscal year, we noted that the Town did not currently include important details within their approved policies regarding the internal controls and processing of escrow funds as required by Town ordinance(s). We noted a lack of internal communication and a lack of clear, defined policies and procedures for Town staff and between Town departments with regard to the handling of escrow funds and their reconciliations. We recommended that all required management, finance, board and committee members work together to design and implement clear, defined policies and procedures for Town staff and departments, concerning the handling of any escrow funds required by Town ordinance(s), including (but not limited to) addressing the following items:

- a) stipulations concerning costs incurred by the action of the Planning/Zoning Board that exceed the amount of the escrow funds held by the Town; and
- b) reassessing the cost structure of escrow fees, increasing the annual Planning Board budget if the Town decides to pay for additional costs above the escrow funds received, and/or processes in place for requesting additional reimbursement from the applicant for costs incurred above the original escrow funds assessed; and
- c) the requirement to hold all escrow funds in non-interest-bearing accounts to help to ensure compliance with all applicable regulatory requirements and to help avoid material misstatements in the financial statements.

Accrued Compensation:

While performing the audit for the above-mentioned fiscal year, it was noted that the Town's verbal procedures for accrued compensation payouts did not match the Personnel Policy. We recommend that the Town update its policy to ensure proper payouts are given upon departure and full transparency of the liability.

We would like to thank Tony, Pam and all of the staff at the Town of Casco for their cooperation throughout this audit process.

If there are any questions regarding this letter, please do not hesitate to call.

Very Best,

A handwritten signature in black ink that reads "RHR Smith & Company". The letters are cursive and fluid, with the "R" and "H" being particularly prominent.

RHR Smith & Company, CPAs

2023 MUNICIPAL TAX RATE CALCULATION FORM

Municipality: CASCO

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

- 1. Total taxable value of real estate 1 **\$631,901,390**
(from page 1, line 8)
- 2. Total taxable value of personal property 2 **\$6,921,290**
(from page 1, line 10)
- 3. Total taxable value of real estate and personal property (Line 1 plus line 2) 3 **\$638,822,680**
(from page 1, line 11)
- 4. a. Total exempt value for all homestead exemptions granted 4a. **\$13,936,600**
(from Page 1, line 14f)
- b. Homestead exemption reimbursement value 4b. **\$10,591,816**
- 5. a. Total exempt value of all BETE qualified property 5a. **\$9,961,280**
(from page 2, line 15c)
- b. BETE exemption reimbursement value 5b. **\$4,980,640**
- 6. Total valuation base (Line 3 + line 4b + line 5b) 6 **\$654,395,136**

ASSESSMENTS

- 7. County tax 7 **\$799,301.00**
- 8. Municipal appropriation 8 **\$5,160,140.00**
- 9. TIF financial plan amount 9 **\$0**
(must match page 2, line 16c + 16d)
- 10. Local education appropriation 10 **\$6,689,331.00**
- 11. Total appropriations (Add lines 7 through 10) 11 **\$12,648,772.00**

ALLOWABLE DEDUCTIONS

- 12. Anticipated state municipal revenue sharing 12 **\$400,000.00**
- 13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement)) 13 **\$1,844,019.00**
- 14. Total deductions (Line 12 plus line 13) 14 **\$2,244,019.00**
- 15. Net to be raised by local property tax rate (Line 11 minus line 14) 15 **\$10,404,753.00**

	A	B	C	
16.	\$10,404,753.00 <small>(Amount from line 15)</small>	x	1.05	= \$10,924,990.65 Maximum Allowable Tax
17.	\$10,404,753.00 <small>(Amount from line 15)</small>	+	\$654,395,136 <small>(Amount from line 6)</small>	= 0.01590 Minimum Tax Rate
18.	\$10,924,990.65 <small>(Amount from line 16)</small>	+	\$654,395,136 <small>(Amount from line 6)</small>	= 0.01669 Maximum Tax Rate
19.	\$638,822,680.00 <small>(Amount from line 3)</small>	x	0.01595 <small>(Selected Rate)</small>	= \$10,189,221.75 Tax for Commitment <small>(Enter on page 1, line 13)</small>
20.	\$10,404,753.00 <small>(Amount from line 15)</small>	x	0.05	= \$520,237.65 Maximum Overlay
21.	\$10,591,816 <small>(Amount from line 4b.)</small>	x	0.01595 <small>(Selected Rate)</small>	= \$168,939.47 Homestead Reimbursement <small>(Enter on line 8, Assessment Warrant)</small>
22.	\$4,980,640 <small>(Amount from line 5b.)</small>	x	0.01595 <small>(Selected Rate)</small>	= \$79,441.21 BETE Reimbursement <small>(Enter on line 9, Assessment Warrant)</small>
23.	\$10,437,602.42 <small>(Line 19 plus lines 21 and 22)</small>	-	\$10,404,753.00 <small>(Amount from line 15)</small>	= \$32,849.42 Overlay <small>(Enter on line 5, Assessment Warrant)</small>

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.



TOWN OF CASCO

BOARD AND COMMITTEE MEMBER USE OF SOCIAL MEDIA POLICY & GUIDELINES

Section 1. Purpose:

The purpose of this document is to provide guidelines for the prudent investment of the Town of Casco's funds (all funds), and to outline the policies needed to maximize the efficiency of the Town's cash management system.

Section 2. Scope:

All monies entrusted to the Treasurer and Town Manager as directed by the Municipal Officers shall be invested in accordance with Maine State Statutes Title 30A, Sections 5706, 5711 – 5719.

Section 3. Investment Committee:

An Investment Committee shall be established consisting of the Town Manager, Treasurer, a representative of the Town Selectman, and any other prudent individuals. The Investment Committee should not exceed a number of 5 persons. The committee shall meet quarterly to discuss cash flow requirements, the monthly investment reports, investment strategy, procedures, and investment related work projects being undertaken in each department, which will affect the cash flow.

Section 4. Investment Objective:

The primary objectives, in priority order, of investment activities shall be safety, maintenance of liquidity, and income.

A. Safety

Safety of principal and preservation of capital is the foremost objective of the investment program. The Treasurer and Town Manager shall seek to avoid capital losses (realized or unrealized) for all investment transactions made. The portfolio shall be diversified to insure that potential losses on the individual securities do not exceed the income generated from the remainder of the portfolio. The investment officer will ensure the safety of invested funds by limiting interest and credit rate risks

1. **Interest Rate Risk** – The risk that the market value of the portfolio securities will fall due to a change in general interest rates. Interest rate risk will be mitigated by:
 - a. Structuring the Town's portfolio so that securities mature to meet the Town's cash demands for ongoing operations, thereby precluding the need to sell securities on the open market prior to their maturity. (At all times shall the original principal investment not fall below the Town's original cost basis for all invested funds. This includes realized and unrealized gains and losses.)

b. Investing primarily in shorter-term securities.

2. **Credit Risk** – The risk of loss due to the failure of the security of backer. Credit risk will be mitigated by:

- a. Limiting investments to the types of securities authorized by this policy.
- b. Using financial institutions, which have been pre-qualified by the Investment Committee.
- c. Diversifying the investment portfolio to meet the Town’s current and future cash flow needs.

B. Maintenance of Liquidity

An adequate percentage of the portfolio shall be maintained in liquid short-term securities, which can be converted to cash to meet operating requirements. The portfolio should be structured so that securities mature in a ladder form. **Be mindful of public record and record retention laws** Maine’s Freedom of Access Act (“Right-to-Know” law), State Archives Advisory Board Rules for Disposition of Local Government Records and e-discovery laws apply to social media content. Therefore, content must be able to be managed, stored, and retrieved to comply with these laws. Beware that even your personal social media content may be treated as a “public record” if it has “been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business.” See 1 M.R.S.A. § 402(3).

C. Income

The objective of the portfolio should be designed to attain a market-average rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. The Town’s portfolio management approach is one which prohibits speculation based on anticipated interest rate movements. The Town’s approach is to buy investments with the intention of holding them until maturity. All maturities in excess of one year shall be first approved by the majority vote of the board of selectman. This shall be done upon a recommendation from the investment committee with a detailed review of those investments longer than one year supplied to the board prior to vote. The Town shall not sell the securities prior to maturity unless:

- It will minimize the real or unrealized loss of principal
- A security swap would improve the yield in the portfolio
- Liquidity needs

The Town’s investment portfolio shall be designed with the objective of meeting all legal requirements set forth by Federal, State, and Local laws.

Section 5. Ethics and Conflicts of Interest:

The Treasurer and Town Manager shall avoid any transaction that might impair public confidence in the Town's ability to govern effectively. Officers and employees involved in the investment process shall refrain from business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Selectman any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Town's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the Town of Anywhere, particularly with regard to the time of purchase and sales. Any violation of this procedure will warrant review of the board of selectman. After review by the Selectman, by majority vote, may take appropriate disciplinary action which may include dismissal if deemed appropriate.

Section 6. Delegation of Authority:

The ultimate responsibility for the investment program rests with the Town Selectman with their delegation and oversight to the Treasurer and Town Manager. They will be responsible for all transactions undertaken and have established a system of internal controls and standard operating procedures to regulate the activities of subordinated officers.

Section 7. Authorized Financial Dealers and Institutions:

The Treasurer and Town Manager, with oversight from the Town Selectman, shall conduct investment transactions with financial and investment securities approved by the Investment Committee. In selecting financial institutions for deposits or investment of Town funds, the Treasurer and Town Manager shall review the financial institution's audited financial statements, proof of National Association of Securities Dealers (NASD) certification, proof of state registration, and certification of having read, understood, and agreed to comply with the Town's investment policy. The Treasurer and Town Manager should also complete an annual review of the financial condition and registration of qualified financial institutions.

Section 8. Investment Training:

The Treasurer and Town Manager shall attend at least one training session annually to be paid for by the Town. The investment training should be offered by a professional organization, such as GFOA and MMA or any other outside qualified experts.

Section 9. Suitable and Authorized Investments:

- United States government bonds and instrumentalities – bonds and other direct obligations of the U.S.

- State bonds – “bonds and other direct obligations issued or guaranteed by any state or agency of any state, provided that the securities are rated within the 3 highest grade by any rating service approved by the Superintendent of Banking”(30A, M.R.S.A., Section 5712, 2).
- Maine State bonds – “bonds and other direct obligations issued or guaranteed by this State, agency of this State, or any political subdivision of the State that is not in default...”(30A, M.R.S.A., Section 5712, 3).
- Dominion of Canada – “bonds and other direct obligations issued or guaranteed by the Dominion of Canada, any province, or political subdivision provided that the securities are rated within the 3 highest grades by any rating service approved by the Superintendent of Banking and payable to the United States”(30A, M.R.S.A., Section 5712, 4).
- Short-term obligations – prime bankers’ acceptances and prime commercial paper.
- Corporate bonds – “bonds and other obligations of any United States or Canadian corporation, provided the securities are rated within the 3 highest grades. Not more than 2% of the total assets of the permanent reserve fund, permanent trust fund, or other permanent fund being invested of any one corporation”(30A, M.R.S.A., Section 5713, 1).
- Maine corporate bonds – “bonds and other obligations of any Maine corporation, conducting business in this State, for a period of 3 successful fiscal years, has earned or received an average net income of not less than 2% times the interest on the obligations. Not more than 20% of the total assets of the permanent reserve fund, permanent trust fund may be invested in these securities and not more than 2% in any one corporation”(30A, M.R.S.A., Section 5713, 2).
- Maine corporate stocks – “the stock of any Maine corporation, other than stock of a financial institution, conducting business in this State for at least 3 years and have received an average net income after taxes equivalent to at least 6% upon the entire outstanding issue of the stock. Not more than 10% of the deposits of the total assets of the permanent reserve fund, permanent trust fund, or other permanent fund being invested may be invested under this section in stocks of Maine corporations and not more than 1% in any one corporation. The fund shall be invested no more than 20% of the stock of any one corporation”(30A, M.R.S.A., Section 5713, 3).

“The Town shall not acquire or hold stock and obligations described below more than 30% of the total assets of the reserve fund, permanent trust fund, or other permanent fund. The Town shall not acquire or hold stock of any one bank in excess of 5%, nor shall any such fund be invested in stock in excess of 10% of the capital stock of any one bank”(30A, M.R.S.A., Section 5714, 2).

Anywhere Investment Policies – Page 5

- “Debentures of any financial institution authorized to do business in the State of Maine incorporated under the laws of this State or the U.S. and of any financial institution holding company, provided that the holding company is registered under the United States Bank Holding Company Act of 1956 or the National Housing Act, Section 408”(30A, M.R.S.A., Section 5714, 1A).
- Stock – “capital stock, preferred stock, debentures, and acceptances of any insured bank not having an office in this State which has total capital reserves of at least \$50,000,000 and whose subsidiary banks have total capital reserves of at least \$50,000,000 provided that it is registered under the United States Bank Holding Company Act of 1956. Not more than 1% of the total assets of the permanent reserve fund, permanent trust fund, or other permanent fund may be invested”(30A, M.R.S.A., Section 5714, 1B).
- Capital Notes or debentures – “issued by any municipalities chartered under the laws of any state, or of the United States, or of the Commonwealth of Puerto Rico, notwithstanding the fact that

these notes or debentures may be subordinated to the claims of depositors or other creditors of the issuing institution. Not more than 1% of the total assets of the permanent reserve fund, permanent trust fund, or other permanent fund being invested may be so invested”(30A, M.R.S.A., Section 5714, 1C).

- Obligations – “issued, assumed, or guaranteed by the International Bank for Reconstruction and Development or the Inter-American Development Bank or the African Development Bank”(30A, M.R.S.A., Section 5714, 1D).
- Passbook Savings Account – These accounts pay a low rate of interest, compounded daily on their balances. This account allows the transfer of money from checking to savings and earn short-term on odd amounts of money that are not available for longer investments.
- Repurchase Agreements – These investments are an agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.
- Mutual Funds – An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.
- Other stock investments – preferred stock of public utilities, bonds of nonprofit organizations, small business investment companies, and Maine Capital Corporation.

Section 10. Collateralization:

Collateralization is required on accounts and deposits and repurchase agreements. The collateral must be in an amount equal to the excess deposit and it may consist only of securities in which municipalities may invest. The Town or an independent third party with whom the Town has a current custodial agreement will always hold collateral.

Section 11. Diversification:

It is the policy of the Town to diversify its investment portfolio to avoid incurring unreasonable and avoidable risks or loss resulting from over concentration of assets in a specific maturity, specific issuer, or a specific class of securities, with the exception of U.S. Treasury Securities and other authorized pools. No more than 75% of the Town’ s total investment portfolio will be invested in a single security type or with a single investment institution.

Section 12. Maximum Maturities:

The Town shall not invest in securities, which at the time of investment have a term of maturity in excess of one year unless the Town Selectman have granted authority.

Section 13. Internal Controls:

The Town’ s independent auditors shall review annually the Town’ s investment internal controls. The auditors will concentrate on; control of collusion, separation of duties, separating transaction authority from accounting and record keeping, custodial safekeeping, clear delegation of authority, specific

limitations regarding securities losses and remedial action, written confirmation of telephone transactions, code of ethics, documentation of transactions.

Section 14. Performance Standards:

The Town’s investment portfolio will be designed with the objective of exceeding the average Federal Funds rate. The Treasurer and Town Manager’s objective is to maximize the Town’s cash invested at all times.

Section 15. Reporting:

The Treasurer shall submit a quarterly investment report for all funds invested to the Town Selectman and a monthly investment report for all funds invested to the Town Manager. The report should include the following:

- Purpose of the report
- Type of investments
- Investments by institution
- Current market value
- Purchases or cost of securities
- Date of maturity
- Rate of interest
- Realized and unrealized gains or losses

Section 16. Legislative Changes:

If the market value of the Town’s investment portfolio for any funds drops below 5%, within 30 days the investment company will immediately notify the Town Manager with oral communication. If the market value of the Town’s portfolio falls below 10% within 30 days the investment company will notify the Town Manager with written notification.

Section 17. Portfolio Performance:

If the market value of the Town’s investment portfolio for any funds drops below 5%, within 30 days the investment company will immediately notify the Town Manager with oral communication. If the market value of the Town’s portfolio falls below 10% within 30 days the investment company will notify the Town Manager with written notification.

Adopted this 8th day of September 2023.

Approved by Casco Selectboard:

_____ Scott Avery, Chair

_____ Eugene Connolly, Vice-Chair

_____ Mary-Vienessa Fernandes

_____ Robert MacDonald

_____ Grant Plummer

July 17, 2023

Town of Casco
Attn: Anthony Ward, Town Manager
635 Meadow Road
Casco, ME 04015

MUNICIPAL LEASE PURCHASE PROPOSAL

Lessee: Town of Casco

Equipment: One (1) New Fire Engine with equipment and accessories (as detailed in invoices and proposals to be provided by the Lessee prior to closing).

Cost of Equipment: \$675,000.00

Lease Term: 10 Years

Interest Rate: 5.47% (Fixed Tax-Exempt)

Number of Payments: Ten (10) Annual payments of principal and Interest

Payment Amount: One (1): \$80,000.00 (One-Time Payment due at closing)

Nine (9): \$85,493.12* Regular Annual Payments (*Final payment may vary.)

First Payment Due: The first payment of principal and interest shall be due at the time of closing. A closing date is scheduled for August 30, 2023, but may be changed upon request.

Purchase Option: One Dollar (\$1.00) at end of lease term.

Prepayment: There are no prepayment penalties.

Insurance: Prior to delivery of the leased assets, Lessee at its sole cost and expense, will provide all-inclusive physical damage and liability insurance in the joint names of the Lessee and Lessor, in amounts satisfactory to Lessor, and forward proof of said coverage to Lessor.

Title (if required) Lessee shall be listed as owner and Lessor listed as lien holder on BMV title documents and UCC-1 filing statements as required. Lessor will also hold a security interest in any lease escrow account associated with this transaction.

Non-appropriation: The lease will contain a non-appropriation clause.

Confirmation: Lessee to confirm that anticipated total borrowings for 2023 year will not exceed Ten Million dollars (\$10,000,000.), making the lease “Bank Qualified”.

Type of Lease: The lease shall be considered a Municipal Lease/Purchase by all parties. Lessee is a State or a political subdivision thereof, within the meaning of Section 103 of the Internal Revenue Code of 1986.

Advances / Deposits: If Lessor advances any deposits or pays any invoices prior to Delivery and Acceptance of the equipment by Lessee, interest will accrue at the above rate on said payments and be due at closing.

Legal Opinion: Leases greater than One Hundred Thousand dollars (\$100,000.00) require Lessee to provide an Opinion of Counsel. Said opinion must state that the lease represents a valid and binding obligation of the lessee and further that the lease is a “qualified tax exempt obligation” for the purposes of Section 265 (b) (3) (B) (ii) of the Internal Revenue Code of 1986, as amended.

Financial Data: Lessee will provide Androscoggin Bank with its most recent audited financial statement, current year’s budget, annual report, a copy of meeting minutes or Board order approving the transaction, and any other supporting data requested during the term of the lease.

Lease Rates: This Lease request will be closed within 60 days of the original proposal date, or the stated rate will be subject to change based on public sector rates then existing in the market.

Expiration: This lease proposal shall expire if not accepted by a duly qualified Lessee official by 5:00 PM on August 30, 2023.

Thank you for the opportunity to present this lease proposal for your consideration. If you are in agreement with the terms of the proposal, please sign and return it via email. Should you have questions regarding this proposal, please contact me at 207-330-0531.

Sincerely,



John Simko
Director of Government Banking

AWARD / ACKNOWLEDGEMENT (please signed and return via email):

This proposal is accepted and this financing is awarded to Androscoggin Bank.

Name & Title

Date: _____

Note Model Statement

Date Quoted:	Jul 17, 2023
Product:	Product Not Defined
Interest Method:	[1] 365/365 Payments P&I

Note Date:	Aug 30, 2023
Maturity Date:	Aug 30, 2032
Principal Advance:	\$675,000.00
Amount Financed:	\$675,000.00
Finance Charge:	\$174,438.03
Total Principal:	\$675,000.00
Total Interest:	\$174,438.03
Total of Payments:	\$849,438.03

Payment Schedule

Description	Date	Frequency	Number	Amount
Fixed Regular Payment	Aug 31, 2023	One Time	1	\$80,000.00
Regular Payment	Aug 30, 2024	Annually	8	\$85,493.12
Regular Payment	Aug 30, 2032	Annually	1	\$85,493.07

Amortization Schedule

Date	Description	Total Payment	P&I Payment	Principal Payment	Interest Payment	Principal Balance
Aug 30, 2023	Beginning Balance					675,000.00
+ Aug 31, 2023	Fixed Regular Payment	80,000.00	80,000.00	79,898.85	101.15	595,101.15
+ 2023 Totals		80,000.00	80,000.00	79,898.85	101.15	
+ Aug 30, 2024	Regular Payment	85,493.12	85,493.12	52,941.09	32,552.03	542,160.06
+ 2024 Totals		85,493.12	85,493.12	52,941.09	32,552.03	
+ Aug 30, 2025	Regular Payment	85,493.12	85,493.12	55,836.97	29,656.15	486,323.09
+ 2025 Totals		85,493.12	85,493.12	55,836.97	29,656.15	
+ Aug 30, 2026	Regular Payment	85,493.12	85,493.12	58,891.25	26,601.87	427,431.84
+ 2026 Totals		85,493.12	85,493.12	58,891.25	26,601.87	
+ Aug 30, 2027	Regular Payment	85,493.12	85,493.12	62,112.60	23,380.52	365,319.24
+ 2027 Totals		85,493.12	85,493.12	62,112.60	23,380.52	
+ Aug 30, 2028	Regular Payment	85,493.12	85,493.12	65,455.41	20,037.71	299,863.83
+ 2028 Totals		85,493.12	85,493.12	65,455.41	20,037.71	
+ Aug 30, 2029	Regular Payment	85,493.12	85,493.12	69,090.57	16,402.55	230,773.26
+ 2029 Totals		85,493.12	85,493.12	69,090.57	16,402.55	
+ Aug 30, 2030	Regular Payment	85,493.12	85,493.12	72,869.83	12,623.29	157,903.43
+ 2030 Totals		85,493.12	85,493.12	72,869.83	12,623.29	
+ Aug 30, 2031	Regular Payment	85,493.12	85,493.12	76,855.81	8,637.31	81,047.62
+ 2031 Totals		85,493.12	85,493.12	76,855.81	8,637.31	
+ Aug 30, 2032	Regular Payment	85,493.07	85,493.07	81,047.62	4,445.45	
+ 2032 Totals		85,493.07	85,493.07	81,047.62	4,445.45	
+ Grand Total		849,438.03	849,438.03	675,000.00	174,438.03	

**TOWN OF CASCO, MAINE
ORDERS OF SELECT BOARD**

AUTHORIZING LEASE PURCHASE OF EQUIPMENT

WHEREAS, the Town authorized the lease purchase of a new 2023 fire engine with equipment and accessories, and the financing of said purchase through a lease in the principal amount of up to \$675,000 (the “Equipment”) by vote during a town meeting duly called and held on June 15, 2022;

WHEREAS, pursuant to such Town Meeting authorization, the Town desires to authorize a municipal lease purchase financing arrangement to finance the costs of the Equipment;

NOW, THEREFORE, BE IT ORDERED by the Select Board of the Town of Casco as follows:

1. Appropriation. The sum of \$80,000 is hereby appropriated for the first principal and interest payment due under the lease purchase agreement entered into by the Town as set forth in more detail in Section 2 below for the purpose of financing the costs of acquisition of the Equipment.
2. Equipment Lease Purchase Agreement and related documents. For the purposes of financing the costs of acquisition of the Equipment, pursuant to votes duly adopted by the inhabitants of the Town at the Town Meeting duly called and held on June 15, 2022, and all other authority thereto enabling, there is hereby authorized and approved one or more equipment lease purchase agreements, such lease(s) to be in such form and contain such terms and provisions as the Town Treasurer may hereafter determine or authorize, with such terms and conditions, including the interest rate(s), term or maturity and other terms and conditions as set forth in the proposal from Androscoggin Bank dated July 17, 2023, and to award the equipment lease purchase agreement(s) to Androscoggin Bank (the “Lease”).
3. Reimbursement. It is the intent of the Select Board that this Order shall constitute the Town’s declaration of official intent within the meaning of Treasury Regulation 1.150-2 to pay, on an interim basis, costs of the Equipment, which costs the Town reasonably expects to reimburse with proceeds of the Lease to be issued in the maximum principal amount of \$675,000.
4. Tax Status. The Town covenants that it will perform all acts within its power which are or may be necessary to ensure that the interest portion of the lease payments under the Lease shall at all times be and remain exempt from federal income taxation. The Town further covenants that the Lease is hereby designated a Qualified Tax Exempt Obligation pursuant to Section 265(b) of the Internal Revenue Code.

5. Town Officials. If any of the officers or officials of the Town who have signed or sealed the Lease shall cease to be such officers or officials before the Lease so signed and sealed shall have been actually authenticated or delivered by the Town, such Lease nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such Lease had not ceased to be such officer or official; and also any such Lease may be signed and sealed on behalf of the Town by those persons who, at the actual date of the execution of such Lease, shall be the proper officers and officials of the Town, although at the nominal date of such Lease any such person shall not have been such officer or official.

6. Deputy Officers. If the Town Treasurer are for any reason unavailable to approve and execute the Lease or any of the related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had herself performed such act.

7. Other Actions. The Town Treasurer, Chair of the Select Board, Clerk and other appropriate officers of the Town are hereby authorized and empowered to do all such acts and things, and to execute, deliver, file, approve, and record all such financing documents, contracts, deeds, assignments, certificates, memoranda, abstracts, and other documents as may be necessary or advisable, with the advice of counsel for the Town, including but not limited to any certificates, bond insurance agreements, notices of sale and other documents as may be necessary or appropriate in connection with the sale of the Lease and any letter of credit agreement or liquidity facility agreement necessary to the issuance of any Lease, to carry out the provisions of this Order and the provisions set forth above in connection with the lease purchase of the Equipment, the execution, sale, and delivery by the Town of the Lease and the execution and delivery of any related financing documents.

8. Effective Date. This Order shall take effect immediately upon adoption by the Select Board.

Adopted this 22nd day of August, 2023 by the Municipal Officers of Casco, Maine:

Scott Avery, Chair

Eugene Connolly, Vice-Chair

Mary Fernandes

Robert MacDonald

Grant Plummer

August 8, 2023

Town of Casco
Attn: Anthony Ward, Town Manager
635 Meadow Road
Casco, ME 04015

MUNICIPAL LEASE PURCHASE PROPOSAL

- Lessee:** Town of Casco
- Equipment:** One (1) One-ton truck with plow (GMC 3500) as detailed in invoices to be provided by the Lessee prior to closing.
- Cost of Equipment:** \$88,565.00
- Lease Term:** 5 Years
- Interest Rate:** 5.79% (Fixed -Tax Exempt)
- Number of Payments:** Five (5) Annual payments of principal and Interest
- Payment Amount:** \$19,760.89* (*Final payment may vary.)
- First Payment Due:** The first payment of principal and interest shall be due at the time of closing. A closing date is scheduled for August 30, 2023, but may be changed upon request.
- Purchase Option:** One Dollar (\$1.00) at end of lease term.
- Prepayment:** There are no prepayment penalties.
- Insurance:** Prior to delivery of the leased assets, Lessee at its sole cost and expense, will provide all-inclusive physical damage and liability insurance in the joint names of the Lessee and Lessor, in amounts satisfactory to Lessor, and forward proof of said coverage to Lessor.
- Title (if required)** Lessee shall be listed as owner and Lessor listed as lien holder on BMV title documents and UCC-1 filing statements as required. Lessor will also hold a security interest in any lease escrow account associated with this transaction.

Non-appropriation: The lease will contain a non-appropriation clause.

Confirmation: Lessee to confirm that anticipated total borrowings for 2023 year will not exceed Ten Million dollars (\$10,000,000.), making the lease “Bank Qualified”.

Type of Lease: The lease shall be considered a Municipal Lease/Purchase by all parties. Lessee is a State or a political subdivision thereof, within the meaning of Section 103 of the Internal Revenue Code of 1986.

Advances / Deposits: If Lessor advances any deposits or pays any invoices prior to Delivery and Acceptance of the equipment by Lessee, interest will accrue at the above rate on said payments and be due at closing.

Legal Opinion: Leases greater than One Hundred Thousand dollars (\$100,000.00) require Lessee to provide an Opinion of Counsel. Said opinion must state that the lease represents a valid and binding obligation of the lessee and further that the lease is a “qualified tax exempt obligation” for the purposes of Section 265 (b) (3) (B) (ii) of the Internal Revenue Code of 1986, as amended.

Financial Data: Lessee will provide Androscoggin Bank with its most recent audited financial statement, current year’s budget, annual report, a copy of meeting minutes or Board order approving the transaction, and any other supporting data requested during the term of the lease.

Lease Rates: This Lease request will be closed within 30 days of the original proposal date, or the stated rate will be subject to change based on public sector rates then existing in the market.

Expiration: This lease proposal shall expire if not accepted by a duly qualified Lessee official by 5:00 PM on August 30, 2023.

Thank you for the opportunity to present this lease proposal for your consideration. If you are in agreement with the terms of the proposal, please sign and return it via email. Should you have questions regarding this proposal, please contact me at 207-330-0531.

Sincerely,



John Simko, Director
Government Banking

AWARD / ACKNOWLEDGEMENT (please signed and return via email):

This proposal is accepted and this financing is awarded to Androscoggin Bank.

_____ Date: _____
Name & Title



Septic System Subsidy Program Policy

Section 1. Purpose: The purpose of this policy is to establish a program or sub-grant process for the purpose of assisting Casco residents to replace or upgrade older, faulty septic systems that have potential to do harm to drinking water resources.

This program is funded as a result of a Natural Resources Damages Compensation Agreement through the Maine Department of Environmental Protection from the Waste Motor Oil Disposal Site Remediation Program, commonly referred to as the Tenney Hill Waste Oil Fund. The intent of this policy is to fairly and transparently support projects that protect, restore, enhance, or preserve the quality of drinking water supplies. The program will end when all the resources from the fund are dispersed.

Section 2. Eligibility

The Town of Casco has the authority to determine the eligibility or ineligibility of all proposed projects. This program is available to Casco residents only. Assistance is one-time only and must be for the applicant’s primary residence. All applicants must agree to all provisions of the program policy and meet conditions prior to receiving funding.

To be considered eligible, the location shall be the applicant’s primary residence, applicants must submit demonstrated evidence of system failure or stress with useful life of less than three years as certified by a licensed soil scientist, professional engineer, or site evaluator and their family income be below 90% of Maine’s medium family income

Applicants may be eligible for up to a maximum of \$12,000 in funding

This policy shall be applied retroactively to cover septic systems for which the applicant first applied for a permit from the Town to replace their septic as of March 1, 2020.

Section 3. Repayment

The purpose of the Program is NOT to improve properties with the intent of resale at a higher price, but to provide incentive to improve Casco properties for the protection of water resources. Therefore, if the subject property is sold within five years of project completion, the owner shall pay back to the Town the following amount:

- Within 1 year → Owner pays back to Town 100% of grant award
- Within 2 years → Owner pays back to Town 80% of grant award
- Within 3 years → Owner pays back to Town 60% of grant award
- Within 4 years → Owner pays back to Town 40% of grant award
- Within 5 years → Owner pays back to Town 20% of grant award
- After 5 years → there is no repayment.

The owner, upon award of funds as a result of this policy, is required to record a notarized document with the Registry of Deeds concerning repayment with applicable dates for the grant within five business days. The owner shall provide proof of recording of this document to the Casco Town Manager.

Septic System Subsidy Program Policy

Section 4. Process

The Town of Casco Town Manager or designee will receive and review each application. Upon determination that an application is complete and meets the criteria established by the Selectboard, The Town Manager can approve the project for funding. The Town Manager will report to the Selectboard all applications that have been approved for funding-The applicant may be required to provide more information.

Once approved, applicants will have one year from the date of approval to commence work. Upon completion of work and certification from the Town Manager or designee that the work has been completed consistent with the application, the recipient shall submit a request for reimbursement along with paid bills/invoices for the approved work to the Town Manager or designee. In some cases, the Town Manager may make an exception and pay the contractor directly, but this must be provided for as part of the approval of the grant funding.

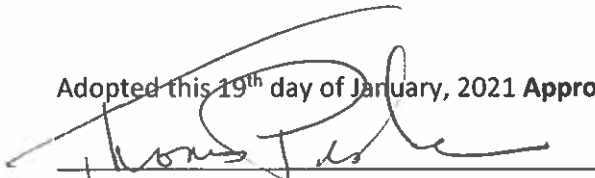
Section 5. Permit Requirements

The grantee/recipient shall be responsible for securing all required construction, electrical, and other permits from the Town, and from State or Federal agencies. Failure to do so will result in disqualification from funding.

Section 6. Other Provisions

This Section is not a prohibition on a member of the Selectboard or Town Employee from applying for and receiving a grant for that applicant’s primary residence, as long as the Selectboard member or employee meets all standards and requirements of this Policy.

Adopted this 19th day of January, 2021 Approved by Casco Selectboard:


Thomas Peaslee


Holly Hancock

Mary Vinessa Fernandes


Robert MacDonald


Scott Avery

Projects must protect, restore, enhance or preserve the quality of groundwater resources and drinking water supplies.

Item 16.#

Required Project Information

IMPORTANT

Please take the time to read through the program policy and rules. Failure to comply may result in a denial of funding.

Mail/drop off form with all applicable materials to: Casco Town Office
635 Meadow Road,
Casco, ME 04015

A. General Information

1.	Applicant's Name:	
	Physical Address of project:	

B. Eligibility

To be eligible all questions below must be Yes

1.	Is the property the applicant's principal residence		
	___ Yes		
	___ No (If the answer is no, no funding can be provided)		
2.	Is there demonstrated evidence of system failure or stress with useful life of less than three years required?		
	System Failure ___ Yes ___ No		
	Stress with useful life less than 3 years ___ Yes ___ No		
3.	Is applicant's household income below 90% of Maine's median income which is \$49,882 as of 12/2020.		
	___ Yes ___ No		

Applicant Signature _____

Date _____

Office Use Only:

Date Received: _____

Town Manager Signature _____

Date _____

(INCOMPLETE) LISTING OF TOWNS/CITIES WITH 4-DAY WORKWEEKS

(SORTED BY POPULATION)

1. (707) St Agatha has changed to 4 day a week as of May 1st, but we are not 10 hours days due to our population not being many, we are 700-800 people. Our weekly times are Mondays Closed, Tuesday & Wednesday 7:30am-5:00pm, Thursday 7:30am-6:00pm, Friday 7:00am-4:00pm

2. (1,054) Solon is currently open 34 hrs a week. M-Th 8-4 (not closing for lunch) with extended hours on Wed till 6pm. We used to be open only M, W & F (only 7 hrs /day) but streamlined to M-Th. Only a couple of people have outwardly complained about not being open on Fridays but overall, the best decision we've made.

3. (1,086) Garland - The Town Clerk and myself work 4 nine hour days for 36 hours per week and we have one part-time assistant who works 4 five hours days (20hrs). We work Tuesday - Friday and this seems to work well for everyone.

4. (1,156) Fayette – Mon, Tues, Wed 7 – 4:30, Thurs 7-6:30 closed Friday

5. (1,187) Wayne changed last year to a 4-day work week, Tues thru Friday. We are considered full time at 32 hours total=full time benefits...residents seemed to adjust without any complaints.

6. (1,350) Chesterville – Tues, Thurs & Fri 9-5, closed Mon & Wed

7. (1,530) Peru has been a 4/10 town for a very long time. We are closed on Wednesday each week.

8. (1,564) Pownal we have been a 4 day work week for about 13 years. We do a long day on Monday (open until 6:30) and then regular 9-hour days Tuesday, Wednesday, and Thursday. That gives us a 38-hour work week with being open for 34 hours a week to residents. It works VERY well! It is also a great recruitment option for new employees. Who doesn't want a 3-day weekend!!

9. (2,081) Damariscotta made the switch to 4 10-hour days in October of 2018. We pulled some data from Trio and found that we only had 12 people take advantage of our late (one hour extra) night over 5 years. We set our hours to M, T, TH 7am - 5:30pm and we always did 1-5 on Wednesdays with us being here at 7:30 Wednesday morning to work on state reporting etc. We have far more people utilize the 7:30 opening time than we ever did on the late night! Most customers find they can hit us before they go to work. The townspeople were a mix of positive & negative comments. We all love our Fridays off! No one is going to be completely happy all the time - some want late evening hours some will want early morning. I think we figured out that with the 4 10's we are actually here a few more hours (that's how we sold the Board on the idea)

10. (2,202) Canaan has not changed but are considering it for next year and adding a 3rd full time position.

(INCOMPLETE) LISTING OF TOWNS/CITIES WITH 4-DAY WORKWEEKS
(SORTED BY POPULATION)

-
11. (2,212) Orland - The Town of Orland changed to 4 - 8 hour days about 2 years ago (we use to have 5 - 6.5 hour days), and the staff loves it! Some of the residents complain about us not being open on Mondays, but most like the extended hours on the days we are open. I hope this is helpful!
12. (2,593) Mexico Hours: Monday Closed, Tuesday 8-4, Wednesday 8-6, Thursday 8-4, Friday 8-4
-
13. (2,635) Readfield – Mon & Tue 8:30-4:30, Wed 12-6, Fri 7:30-3:30, closed Thursday
-
14. (2,697) Pittston just started this week, Monday Closed, Open Tuesday, Thursday, Friday – 9 am to 5 pm – Wed 11 am to 7 pm. I work 4 10 hr. days. Too soon to tell how it is working.
-
15. (2,729) Chelsea – Tues – Fri 8:30-4:30, Wed 8:30-6, closed Mondays
-
16. (2,756) Benton – Mon, Tues, Thurs, Fri 8 A – 3 P, closed Wed.
-
17. (2,852) Corinth – Tues – Thurs 8-6, Fri 8-4, closed Mondays
-
18. (2,941) Farmingdale – Mon, Tues, Thurs 7:30 -4, Wed 10-7, closed Friday
-
19. (3,088) Holden – Mon – Thurs 8-5:30 pm
-
20. (3,097) Alfred did not necessarily change to a 4-day work week, it's been that way for some time. However, we did recently change our hours to 4-9hr days, working 8-5 daily. I think like most things there were residents that were upset, and those that understood. The biggest part of our change was taking the Tuesday late night away. This was done by choice of our Board.
-
21. (3,483) Clinton – Mon, Tue, Thurs 7-4:45, Wed 7-6, closed Friday.
-
22. (3,505) Richmond has been 4-10 hours day for a few years now. Mon-Thurs 7am to 5pm. Our residents know our hours. They are happy they can get their business done before they go to work 😊
-
23. (3,720) Litchfield – Mon – Thursday 8:30 – 6
-
24. (3,810) Wiscasset does the 4 – 10 hour days. We open at 7am and close at 5. We work (cash-up etc....) until 5:30. We have a major traffic problem here in Wiscasset and it's almost impossible to access the Town Office especially on Fridays. The majority of residents love the hours. Very few have had issues with it.

(INCOMPLETE) LISTING OF TOWNS/CITIES WITH 4-DAY WORKWEEKS
(SORTED BY POPULATION)

25. (4,220) Monmouth, Hours: Monday - 10am to 6pm; Tuesday - Thursday - 9am to 5pm.

26. (4,414) China **Town Office Hours** Monday, Tuesday, Thursday, Friday 7:30am - 4:30pm
Closed Wednesdays (Closed all State & Federal Holidays.)

27. (6,381 Oakland, Monday-Thursday, 7:00am – 5:00pm.) Hello Mary - I know we've already spoken about the Monday thru Thursday hours/days. Prior to the new schedule we were working five (5) ten (10) hour days which started in April 2021. We worked the schedule so that everyone would have a day off during the week. However, we found that between vacation time, training and some working in two (2) departments this was getting impossible. On May 1, 2023, we started our new schedule, as it is now, and seems to be going well. Of course we have some individuals that make unpleasant comments but they are the same group that unfortunately show little regard for our office. We constantly remind our patrons of the new hours. We encourage others that feel the need to come in earlier than 7:00 am, then we will be here for them. Surprisingly, there are more positive comments that make up for those which are negative. This past Friday I came into the office for a bit in the morning. I am on salary, so no extra pay, but a good time to come in with the office being **closed and no phones!** Jan

28. (6,675) Elliot – Mon-Thurs 7-4:30

29. (7,685) Winslow, I know we talked the other day, but I just wanted to reply to this for the Selectboard and anyone else there. We've been open Monday-Thursday from 8 am – 6 pm for about a year and a half. The few complaints we get are far outweighed by the people who are happy that they can make it here after work. The hours give residents more flexibility. As far as employees, most of our employees love the schedule. 3-day weekends make such a difference and allow more of a life/work balance. We do allow flexibility for employees in positions that can reasonably be accommodated who prefer to work 5 – 8-hour days or slightly different hours. These positions are mainly ones that don't need to be available to the public for the full 40 hours a week such as Human Resources, Assessing, Town Manager, etc. Many of them work 8-5 and come in for the extra hours on Friday.

30. (8,098) Cumberland – Mon – Wed 8-5, Thurs 8-6, closed Fridays

31. (8321) Bath Monday - Thursday 7:30 AM - 12:00PM, 1:00PM - 5:30 PM

32. (9,596) Kittery, we ended up changing from the 4 10-hour days back to the 5 days a week due to not being open on Fridays and the Clerk's staff having young kids. We did not get home until well after 6:30pm, which made it difficult for childcare. Just wanted to share a different view on the 4 – 10 hours days. I LOVED them when I didn't have a toddler though hahahaha. Our residents liked it too, but we had a few people that hated it and wanted us open on Fridays as well.

(INCOMPLETE) LISTING OF TOWNS/CITIES WITH 4-DAY WORKWEEKS
(SORTED BY POPULATION)

33 (11,964) Falmouth is 7-5 on Mondays and 8-5 Tuesday through Thursday! Love it!

34 (17,549) Gorham started a 4 day work week on July 1. The first week went well. We work from 7-5 Monday - Thursday. We went from working 8-4 M-W, 8-6:30 Thur and 8-1 Friday so it will get some getting used to for our late night customers. Hopefully it catches on soon. The employees enjoy the 3 day weekend!

35 (19,214) Saco hasn't changed the hours yet. We do have our Police Dept. going before the City Council on Monday night (07/10/202) to see if they can change to a 4 day-10-hour schedule. (19,214) -10-hour schedule.

36 (20,571) Scarborough went to 4 - 10-hour days on May 1st and we have positive comments over all - some negative, but mostly positive. Gorham and Windham both went to 4 - 10s July 1st I believe.

37 (20,625) Sanford switched almost a year ago, will be a year at the end of August. We still have customers that try to come on Friday's and are discouraged by the locked door to our office. It is a little tricky as the school department administrative office is right above us on the 2nd floor (and the only office open) so the outside doors are open for people to come inside. Most of the staff have adjusted to the longer 10-hour days and enjoy the 3-day weekends. I am still struggling with it (call me old fashioned I guess!) as I used to stay in the office for an hour or two to get caught up before leaving for the day. Now working a 10-hour day and trying to stay and accomplish anything is difficult as the brain gets tired and hard to focus. Mondays tend to be busier than before and when there's a holiday on Monday, it is crazy on Tuesday after a 4-day weekend. It is nice though to have that weekday to do running around and errands that used to be crammed in on Saturday mornings. I guess I will get used to it eventually. . **MON – THUR 7:30 am-5:30 PM *CLOSED ON FRIDAYS***



TOWN OF CASCO
BOARD, COMMITTEE, COMMISSION & COUNCIL
APPOINTMENT POLICY

Section 1. Purpose: To establish a comprehensive guide for municipal Boards, Committees, Commissions and Council (BCC&Cs) including procedures for application, appointment, and reappointment, definition and description of the respective BCC&Cs, and the specific responsibilities of BCC&C Chairs. This document is effectively a policy of the Town of Casco Select Board.

The Comprehensive Plan of the Town of Casco states a goal to “encourage citizen participation in town government.” (Town Comprehensive Plan, amended June 13, 2007, page 103. Participation on boards, committees and commissions provides citizens an opportunity to engage actively in their local government. Members of boards, committees and commissions (BCC&Cs) share with elected officials in the responsibilities and benefits of working to shape the community of Casco for the greater good of all its residents. These procedures are written to present a clear record of the application process for the town to follow in appointing members to BCC&Cs. The procedures are intended to promote a spirit of volunteerism and civic involvement and to encourage Casco residents to become enthusiastically engaged as volunteers in Casco.

Section 2. Principles:

The proper operation of democratic government of the Town of Casco requires that the Town’s Select Board and members of BCCs be fair, impartial and responsive to the needs of the people and to each other in the performance of their respective functions and duties. Decisions will be made and policies will be set through proper channels of the Town’s governmental structure. Neither public office nor public employment will be used for personal gain. All town officials, whether they are elected, appointed, employed or are volunteers, will maintain a standard of ethical conduct to inspire public confidence in the integrity of the Town’s government.

Section 3. Minimum Requirements:

The following minimum eligibility criteria must be met by all applicants seeking to serve on a BCC&C:

- A. Resident of the Town of Casco.

- B. Exclusive of the Planning Board and Board of Appeals who may perform regulatory and quasi-judicial functions, the Select Board at its discretion may appoint members of certain BCC&C that may not meet these criteria as circumstances warrant.

Section 4. Application Procedures:

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin or sexual orientation. Applicants are expected to be able to perform the duties of their appointment with reasonable accommodation. The Select Board shall

have final authority over the appointments to Boards, Committees, and Commissions (BCC&C) that are instruments of Town Government. The Select Board welcomes all qualified, motivated applicants for volunteer positions.

Note: All positions becoming open for any reason will be open to all interested applicants.

- A. Vacancies on BCC&Cs will occur from time to time and are due to three primary causes. Depending upon the reason for a vacancy, different appointment/ reappointment procedures apply:
 - 1. Vacancy by expiring term: By May 1st of the expiring year, a BCC&C chair shall notify any member(s) that their term is expiring and inform any such member(s) that they need to reapply for a position before May 31st in order to be considered for reappointment on or before July 1. The Town Clerk will notify all BCC&C chairs by April 1st of the roster of their BCC&C by name and dates of terms.
 - 2. Vacancy by default: When an opening occurs prior to the expiration of a term for reasons other than formal resignation or forfeiture including, but not limited to excessive absenteeism, death or change of residency of the volunteer, the Clerk shall notify the Town Manager to include such notice of vacancy on the next Select Board agenda to declare the position formally open for advertising.
 - 3. Vacancy by resignation: Resignations may be in written (letter, email) or verbal form. If verbal, resignations must be communicated to the BCC&C chair. The BCC&C Chair shall document all resignations in writing (letter, email) to the Clerk.
- B. Alternates
 - 1. For BCC&Cs whose membership includes Alternates, any such Alternates who wish to fill a vacancy arising as a result of an expiring term must submit a new application for the position.
 - 2. For BCC&Cs whose membership includes Alternates, the most senior Alternate who wishes to fill a vacancy arising as a result of a resignation or default may be appointed without further application or advertising, at the sole discretion of the Select Board, to full member status for the duration of the remaining term of the resigning member.
- C. Applicant’s Process:
 - 1. Each applicant applying for a vacancy on a BCC&C shall complete an Appointment Application provided through the office of the Clerk. If there is a vacancy on a BCC&C, interested applicants may apply at any time. If there is no vacancy on a BCC&C, applicants may apply at any time and applications will remain on file with the Town Clerk for one year.
 - 2. All *first-time* appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Reappointment applicants may request an interview with the Select Board. The Select Board will not unreasonably deny a request for an interview. For the purpose of this document, “reappointment” means continuous, uninterrupted service on the same BCC&C, and first-time appointment shall mean on any

3. BCC&C and is not intended for an applicant currently or previously serving on another BCC&C.
 4. All applicants and reappointment applicants shall be provided a copy of this document in writing (hard copy or electronic via email) along with an Appointment Application.
 5. All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic Workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association within 6 months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a BCC&C member from serving on the BCC&C prior to completing workshops.
 6. All municipal appointees are expected to complete Freedom of Access Act (FOAA) training. Appointees required by statute to complete a training course must do so within 30 days of appointment or reappointment and provide certification to the Town Clerk. BCC&Cs required to complete the course include:
 - a. Finance Committee
 - b. Planning Board
 - c. Select Board
 7. Select Board members and appointees to the Appeals Board and Planning Board must take an oath of office from the Town Clerk or his/her designee before assuming their duties.
 8. Applicants who have not been appointed to a vacancy by the Select Board for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration. Reconsidered applications need to follow all steps of these Procedures, with the exception of completing another application.
 9. All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the BCC&C name will result upon three consecutive unexcused absences in any term.
- D. Town Clerk's Process:
1. The Clerk shall advertise vacancies on BCC&Cs as per the Advertising Section (5) of these procedures.
 2. The Clerk will provide each applicant with written responsibilities for the appropriate BCC&C.
 3. The Clerk shall accept all applications for appointments to BCC&Cs regardless of vacancies, and retain applications for up to one year unless the applicant withdraws.
 4. The Clerk shall forward complete appointment applications to the Town Manager when opening(s) exist.
 5. The Clerk, working in conjunction with the Town Manager, shall schedule applicant interviews at the mutual convenience of the Select Board and the applicant.
 6. The Clerk shall inform applicants and the chair of the relevant BCC&C of the Select Board's decision(s) regarding appointments, reappointments or resignations.
 7. The Clerk shall copy any letters of resignation to the Town Manager.
 8. The Clerk shall record position openings after the acceptance of a resignation by the Select Board.

9. The Clerk or his/her designee must administer an "Oath of Office" to all appointees to the Appeals Board, Library Board of Trustees, Planning Board or the Recreation Board before assuming official duties.
- E. Advertisement Process:
1. Following a resignation or prior to annual expiration of a term, all positions will be advertised for a minimum of 10 days before any applications can be considered by the Select Board.
 2. Advertising for vacancies shall be accomplished through use of all of the following media: Town of Casco website, publishing in the monthly Casco Messenger (as publishing deadline allows) and posting at the Town Office. In addition, advertising for vacancies may also be accomplished by posting notices at the Casco Post Offices, Town Library, in local publications, and Lake Region TV station.
 3. The advertisements shall list all vacancies on each BCC&C, the length of the term and describe the application process.
- F. Chairs of Boards, Committees, and Commissions Process:
1. The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s).
- G. Town Manager's Process:
1. The Town Manager shall inform the Select Board of all applications and resignations from BCC&Cs by making them an agenda item for the Select Board's review.
 2. The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions regarding appointments, reappointments and resignations.
- H. Select Board's Process:
1. No opening shall be considered by the Select Board unless the following have been met:
 - a. Notification of a vacancy by the Town Clerk has been completed and recorded
 - b. Advertising Process (Section 5) has been completed.
 2. The Select Board shall review each application for appointment or reappointment.
 3. The Select Board shall interview all new appointment applicants and may interview reappointments in accordance with Section 3.b.
 4. Provided the advertising process is complete, the Select Board shall act on applications for BCC&Cs no later than the second regularly scheduled meeting following the receipt of any applications and the completion of interviews.
 5. When reviewing an application for appointment, the Select Board may consider, but are not limited to the following criteria:
 - a. BCC&C needs,
 - b. Applicant experience and qualifications,
 - c. Encouraging and welcoming new volunteers to BCC&Cs,
 - d. Maintaining institutional memory.

Section 5. Duties and Responsibilities for Boards, Committees, Commissions and Councils:

Chair Duties and Responsibilities:

In addition to their duties and responsibilities as members of their respective Boards, Committees and Commissions (BCC), the Chair may have additional duties and responsibilities. These additional duties are discussed below. In the event that any of the following occurs: (a) the Chair is absent from a meeting; (b) the Chair has a conflict of interest, as defined by law, with the business being conducted by the BCC, or; (c) a circumstance arises at the reasonable discretion of the Chair when he/she feels it is inappropriate for him/her to preside as chair, then a vote of other members present shall determine who will preside over the meeting.

Duties of the Chair:

1. General

- a. The Chair should maintain an annual work plan for the BCC, including anticipated deliverables and deadlines.
- b. The Chair should routinely meet with the Town Manager to ensure that they stay current with Town issues.
- c. The Chair is considered to be the public spokesperson for the BCC although he/she can designate this responsibility freely.
- d. Chair, Secretary or designee is expected to attend the Annual Chairs Meeting.
- e. Annually, by February 1st, the Chair shall update the BCC Definitions page. Any revisions shall be submitted to the Select Board for review and considered for possible amendment/ possible adoption.

2. Membership

- a. All members of BCCs are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members. Chairs shall notify the Town Clerk of their election promptly. Chairs shall request a copy of this document for their reference.
- b. A vacancy in the position of Chair will be filled as soon as possible
- c. Each chair shall request a copy of the Procedures for Application for Appointment and Reappointment to BCC upon election as Chair. The Chair of each BCC shall notify the Town Clerk when a vacancy occurs on the BCC that the Chair represents. The Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the length of the term of the position.
- d. The Chair will notify members of any changes to the Town’s Procedure for Application for Appointment and Reappointment document along with a copy of these guidelines.

The Chair will ensure that all members appointed for the first time to the Planning Board or Board of Appeals complete the Basic Workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude Planning Board or Board of Appeals members from serving on their respective committees prior to completing workshops.

- e. Written responsibilities for each BCC are developed by the Select Board or Town

Manager and are available from the Town Clerk.

- f. The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s). The Chair, in consultation with BCC members, may request a reconfiguration (such as changing the number of BCC members, or adjusting the job description) of any BCC.
- g. By May 1st of the expiring year of any member, the BCC chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for a position before May 31st in order to be considered for reappointment on or before July 1. The Town Clerk will notify all BCC chairs by April 1st of the roster of their BCC by name and dates of terms.

3. Meetings

- a. The Chair is expected to conduct all meetings.
- b. The Chair is expected to notify all members of meetings.
- c. All meetings must follow the Select Board’s Remote Meeting Policy (attached in the Appendix.)
- d. All meetings must follow the Select Board’s Standards of Conduct Policy. Please have conversations with the Town Manager regarding any challenges you have or anticipate with maintaining civil meetings.

4. Agendas, Minutes, Writing Articles

- a. The Chair, or designee is expected to prepare an agenda for each meeting using the following guide:
 - Establish a quorum.
 - Review and approval of minutes of previous meeting.
 - Oral and Written Communications
 - Opportunity for members of the public to address the BCC.
 - Old (unfinished) business.
 - New business.
 - Adjournment.

Each agenda shall be sent to the Town Clerk for posting at least three days prior to the meeting. See below for sample agenda.

- b. Chair is responsible to see that the Secretary keeps minutes of meetings and submits them timely as noted below. The Chair may be the Secretary if elected and willing to do so.
 - i. Unapproved minutes shall be submitted to the Town Clerk within one week of meeting being held.
 - ii. Approved minutes shall be submitted to the Town Clerk for filing and posting on the web site within one week of approval.
 - iii. Minutes shall contain at a minimum:
 - 1. Record of attending and absent members,
 - 2. notation that each section of the agenda was addressed, and

3. all motions made including who moved, who seconded and the vote tally.
 - iv. Minutes shall also include summaries of agenda discussion topics which have a bearing on potential future board/committee action items.
- c. The Chair, or designee is responsible for writing an article for the Town Report each year and for the Casco Messenger if meetings are held that month.

Town of Casco: Boards, Committees ,Commissions & Councils Definitions

Required Format for listing of BCC & C

Required items are in regular font, written copy needed for italics

BCC Name

Mission Statement (or equivalent)

State the purpose of the BCC&C and what you expect to accomplish

Authorization

State how this BCC&C is authorized to exist and operate

Membership

The *BCC Name* is a *number*-member board. Each member is appointed to a *number* - year term. *Any other specifics concerning membership requirements. List if BCC&C member must be sworn in by Town Clerk.*

Officers

- Chairperson
- Secretary
- Any others list here*

Officers are elected annually by the committee members at the first meeting of the fiscal year. *Revise if this is not true for your BCC&C.*

Meetings

Regular meetings held monthly, at the Town Office and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. *If you meet in another location state that in place of the Town Office. All meetings must also be held on Zoom; contact the Town Manager for information on Zoom.*

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *BCC name* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert’s Rules of Order.
Add any other information pertinent to your BCC.

Cemetery Committee 6-2023

Mission Statement (or equivalent)

The Casco Cemetery Committee endeavors to preserve and maintain the integrity, character, beauty, and historical value of Casco’s cemeteries; and to monitor application of the Cemetery Rules to those ends. The Cemetery Committee will serve as an advisory board to the Select Board, the Town Manager, the Sexton and the Casco community.

Authorization

The Cemetery Committee was formed by the Select Board in Month of 2023 on the recommendation of the Town Manager to act as an advisory committee for all issues related to Casco’s cemeteries.

Membership

The Cemetery Committee is a 5-member committee. The Town Sexton serves as a non-voting 6th member of the committee. Each member is appointed to a 3-year term.

Officers Chairperson

Vice Chair Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

Meetings for the Cemetery Committee shall be at intervals deemed necessary for budget information and input and overseeing maintenance and management of all of our cemeteries. Meetings schedule to be determined at a future date at the Town Office and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *Cemetery Committee* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert’s Rules of Order.

Comprehensive Plan Implementation Committee 06-2023

Mission Statement (or equivalent)

The Casco Comprehensive Plan (“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 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 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 Plan, in and of itself, has no regulatory force. It is a planning tool that guides future activities of the Town and forms the foundation for town ordinances. Any ordinance revisions that are made in the future must be consistent with the provisions of the Plan. It is likely that many of the proposals and recommendations made in the Plan will result in ordinance revisions or budgetary actions as the Plan is being implemented. It is also possible that certain provisions of the Plan, for a variety of possible reasons, may not ultimately be implemented.

State law requires that land use ordinances be consistent with local comprehensive plans. Authorization State Law: MRS Title 30-A, Chapter 187, Subchapter 1, Paragraph 4326, Subsections 1-5.

The Comprehensive Plan Committee operates under the appointed authority of the Select Board of the Town of Casco.

Membership

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

Officers

Chairperson, Secretary
Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

Regular meetings held monthly, usually at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Comprehensive Plan Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert’s Rules of Order.

Finance Committee 6-2023

Mission Statement (or equivalent)

To annually perform 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 Select Board and Casco voters intended to provide necessary funding for services without imposing an unreasonable burden on taxpayers.

Authorization

The Finance Committee operates under the appointed authority of the Select Board of the Town of Casco.

Membership

The Budget Committee is a 5-member committee. Each member is appointed to a 1-year term.

Officers

Chairperson Vice-
Chair Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

- Attend and actively participate in Committee meetings during a roughly two-month-long review of the proposed annual operating budget for the upcoming fiscal year. This review typically occupies the months of February and March. All meetings are held at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.
- All budget presentations are completed in conjunction with the Selectboard
- Attend Public Informational Meetings as well as the Annual Town Meeting to respond to questions regarding the Committee's recommendations on specific department and division budgets, as deemed necessary.
- Periodically meet with the Select Board to discuss revisions in the Capital Investment Plan (CIP).
- All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Budget Committee will result upon three consecutive unexcused absences in any term.
- All meetings will generally follow Robert's Rules of Order

Planning Board 10-2021

Mission Statement (or equivalent)

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 (“ZLUO”). The ZLUO provides that the purposes of development review are to: “provide a level of municipal review that would not otherwise occur for projects that could adversely impact the surrounding community as a whole; maintain and protect the Town’s rural character and natural resources, including scenic and historic resources, by requiring that structures, signs and other alterations on, or to the land, are sited and developed in accordance with certain standards; promote and protect health and welfare of the townspeople; and, provide permanent records of conditions that run with ownership of property.” The Planning Board also regularly reviews the Land Use Ordinance and makes recommendations for its revision in response to policy matters or issues of clarity.

Authorization

It was voted at the June 15, 2005 Town Meeting that the Planning Board shall consist of 5 members and 2 alternate members. Members have terms of 3 years. An alternate member may attend all meetings of the Board and participate in its proceedings, but may vote only when designated by the chairperson to sit for a member. The chairperson shall call at least one regular meeting of the board each month. See full document on the Town of Casco website.

Membership

The Casco Planning Board is comprised of 5 members and 2 alternate members. Each member serves a term of 3 years.

Officers

Chair and Vice-Chair

Officers are elected annually by the board members at the first meeting of the fiscal year, or as soon as possible thereafter.

Meetings

The Planning Board meets the second Monday of the month at 6:30 pm at the Casco Community Center and are always open to the public. Agendas are issued by the Code Enforcement Office at least 3 days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will then be listed as an excused absence. Dismissal from the Planning Board will result upon three consecutive unexcused absences in any term. Alternate members shall participate in meetings in lieu of regular members who are absent based upon seniority.

All meetings will generally follow Robert’s Rules of Order.

Selectboard 6-2023

Mission Statement (or equivalent)

The Select Board of Casco is an elected board that executes the executive and fiduciary functions of the Town of Casco.

Authorization

The Select Board is elected by the people of Casco.

Membership

The Select Board is a 5-member board. Each member is elected to a 3-year term.

Officers

Chairperson

Vice-Chairperson Secretary

Officers are elected annually by the members at the first meeting of the fiscal year.

Meetings

Regular meetings held monthly, at the Casco Town Office and on Zoom. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Select Board will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert’s Rules of Order and the Standards Of Conduct For Public Meetings adopted by the Select Board on May 31, 2016.

Zoning Board of Appeals 6-2023

Mission Statement (or equivalent)

The powers and duties of the Board of Appeals include hearing and making binding decisions on appeals in regard to final decisions of the Code Enforcement Officer or the Planning Board and in granting or rejecting variance requests arising from the Casco Land Use Ordinance. The Board of Appeals must be maintained in accordance with the provisions of Title 30-A, M.R.S.A., Section 2691.

Authorization

The Appeals Board operates under the appointed authority of the Select Board of the Town of Casco in accordance with Title 30-A, M.R.S.A., Section 2691.

Membership

The Appeals Board is a 5-member board. Each member is appointed to a 3-year term.

Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Appeals Board.

All individuals appointed for the first time to the Board of Appeals are required to complete the Basic Workshop for Board of Appeals members offered by Maine Municipal Association within 6 months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a new member from serving on the Appeals Board prior to completing workshops.

Officers

Chairperson

Vice Chairperson

Officers are elected annually by the committee members at the first meeting of the fiscal year.

Meetings

The Zoning Board of Appeals meets the 3rd Monday of each month at the Community Center and are always open to the public. Agendas are sent to the Code Enforcement Office at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Zoning Board of Appeals will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert’s Rules of Order.

Casco Naples Transfer Station Council 06-2023

Mission Statement (or equivalent)

The Casco Naples Transfer Station Council (hereafter the "Council") shall be a standing committee composed of the following voting members: three community members from participating municipalities; and the following non-voting members: the Transfer Station Manager and participating Town Managers. The Committee shall review and provide input and recommendations to the Transfer Station Manager and participating Select Boards regarding:

- I. All Transfer Station operations, including: the Manager's forecasts and plans for the generation, transmission and distribution of recyclables, Municipal Solid Waste (MSW) and other waste materials brought to the Transfer Station; customer service; public education and awareness; advocacy for increased recycling; implementation of guidelines established for site/facility design, operation and storage at the Transfer Station; and hours of operation (year-round and summer only).
- II. The Transfer Station's compliance with established policies, procedures and practices pertaining to the protection of the environment and health/safety of employees, contractors and general public; ensuring said are sufficient to achieve and maintain compliance with applicable laws and regulations.
- III. Environmental and/or health/safety related issues.
- IV. Recycling: methods, materials, tracking, advocacy, awareness, and public education.

Authorization

The Casco Naples Transfer Station Council operates under the authority of the Select Board of the Town of Casco.

Membership

Casco Naples Transfer Station Council(SWRC) is an 8-member committee. Casco members are elected for 3-year terms. Members include the Town Managers from each town (Casco & Naples), and 3 citizens at large from each town.

Officers

Chairperson, Secretary

Officers are elected annually by the councilmembers at the first meeting of the fiscal year.

Meetings

Regular meetings are held quarterly in the months of February, May, August and November, on a rotating basis in the towns of Casco and Naples and are always open to the public. Meetings are typically held from 6:00PM to 7:30 PM. Interim meetings may be held

at the request of the Casco or Naples Town Manager. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Casco Naples Transfer Station Council will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Veterans Committee 06-2023

Mission Statement (or equivalent):

The mission of the Committee shall be:

To promote 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.

Authorization

The Veterans Committee operates under the authority of the Select Board of the Town of Casco.

Membership

The Committee shall be composed of five voting members appointed by the Casco Select Board for staggered terms as follows:

- A. Three Casco veterans.
 - 1. One to a one-year term.
 - 2. Two to a three-year term.

- B. Two members shall be Casco nonveterans.
 - 1. One to a one-year term.
 - 2. One to a two-year term.

- C. The Town Manager or his/her designee shall serve as the only ex-officio, non-voting member of the Committee, and shall be the primary interface between the Committee and the Select Board.

As the terms of existing Committee members expire, all new members will be appointed accordingly by the Select Board, each to a three (3)-year term. Members may be appointed to successive terms.

At least three of the appointed members shall be veterans.

Any time the Committee cannot find a sufficient number of veterans who wish to serve on the Committee, additional non-veterans may be appointed to the Committee.

Members shall serve without compensation.

Officers

The officers of the Committee shall be: Chair, Vice Chair and Secretary.

All officers shall be elected annually by vote of the Committee in public session during the first meeting of the Committee each fiscal year.

Meetings

Meetings for the Veteran’s Committee shall be at intervals deemed necessary for budget information and ceremonies associated with Memorial and Veterans Day. Meetings schedule to be determined at a future date at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *Veteran Committee* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert’s Rules of Order.

Adopted this 22nd day of August 2023.

Approved by Casco Selectboard:

_____ Scott Avery, Chair

_____ Eugene Connolly, Vice-Chair

_____ Mary-Vienessa Fernandes

_____ Robert MacDonald

_____ Grant Plummer

