



# Town of Casco

## Selectboard Regular Meeting Agenda

January 23, 2024 at 6:00 PM

Casco Community Center

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### Regular Meeting

1. Review and approval of the meeting agenda
2. Approval of bills and signing and approval of all open warrants
3. Approval of Minutes: January 9, 2024
4. Public Participation for non-Agenda items
5. Manager's Update

### Old Business

6. The Selectboard will consider the FY 25 road projects and the release of an RFP for these services.

### New Business

7. The Selectboard is considering a contract with a electrical supplier.
8. The Selectboard will discuss recent Electrical Audit.
9. The Selectboard will discuss networked Electrical Vehicle Chargers
10. The Selectboard will discuss the necessity for updating Flood Plain Ordinance
11. The Selectboard will discuss FY 26 and FY27 road maintenance projects.
12. Selectboard Comments

### Executive Session

13. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 01/23/2024A, 01/23/2024B, & 01/23/2024C
14. 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)

*01/30/2024 @ 6:30 PM Special Town Meeting (Crooked River Elementary School)*

*02/06/2024 @ 6:00 PM Regular Selectboard Meeting*



# Town of Casco

## Selectboard Regular Meeting Minutes

January 09, 2024 at 6:00 PM

Casco Community Center

### Regular Meeting

1. Approval of bills and signing and approval of all open warrants

The Selectboard moved and accepted to approve all open warrants.

Motion made by Connolly, Seconded by Plummer.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

2. Approval of Minutes: December 5, 2023

The Selectboard moved and accepted to approve the December 5, 2023 minutes.

Motion made by Connolly, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

3. Review and approval of the meeting agenda

The Selectboard moved and accepted to approve the meeting agenda.

Motion made by Connolly, Seconded by Plummer.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

4. Public Participation for non-Agenda items

There was no Public Participation.

5. Manager's Update

A. The Transfer Station Council met on December 20, 2023. The primary focus is the anticipated increase in costs associated with the upgrade projects. The engineer anticipates the costs increasing to over \$3.0 million. A multitiered RFP is being released this month with bids due by February 16, 2024. The next Transfer Station meeting will occur on February 22, 2024.

B. EcoMaine Board of Directors will be voting on a resolve to approve \$35,500,000 in capital improvement funding. The resolution is for \$25,800,000 for planning, designing, constructing, and connecting a new MRF (Municipal Recycling Facility) at 90 Blueberry Road. \$7,250,000 towards replacing or improving land fills and \$2,450,000 towards

upgrading facilities at the Waste to Energy Facility. The Town of Casco has a weighted vote as a Member Municipality during this process. Included in your packet is the complete resolve.

C. The Town Office is now open with their new operational hours: Monday, Wednesday, and Thursday 7:30 am to 5:00 pm and Tuesday 8:30 am to 6:00 pm. To date, the transition is progressing positively.

D. The Town recently received a wetland survey for the 10-acres around the slat shed. We will begin digging tests pits to determine the feasibility of future development for Public Works garage. After obtaining these results, the next phase would be testing the ground for PFA contamination. The next phase after this would begin preliminary site and building designs for future Selectboard review.

### **Old Business**

6. The Selectboard will consider a Special Town Meeting and the date of the Special Town Meeting.

The Selectboard moved and approved a Special Town Meeting with a date of January 30, 2024 to be held at the Crooked River Elementary School at 6:30 pm.

Motion made by Connolly, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

7. The Selectboard will consider the proposed Town Meeting Warrant for the Special Town Meeting

The Selectboard moved and approved to accept the proposed Town Meeting Warrant for the Special Town Meeting.

Motion made by Connolly, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

### **New Business**

8. The Selectboard will consider members on the Comprehensive Plan Implementation Committee

After some discussion, the Selectboard chose to table this item until it is determined if the Comprehensive Plan is approved at the Special Town Meeting.

9. The Selectboard will consider a schedule for FY 25 budget meetings.

The Selectboard moved and approved the schedule presented for FY 25 budget meetings by the Town Manager, Tony Ward.

Motion made by MacDonald, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

10. The Selectboard will consider authorizing Town Staff to apply for Community Development Block Grants and Maine DOT Municipal Stream Crossing Grant

The Selectboard moved and approved to authorize Town Staff to apply for Community Development Block Grants and Maine DOT Municipal Stream Crossing Grant.

Motion made by Connolly, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

11. The Selectboard will consider the FY 25 road projects and the release of an RFP for these services.

Public Works Director Mike Genest gave his recommendations for road projects. No action at this time. Discussion only.

12. The Selectboard will discuss Short Term Rental software offered by GPCOG and notification process.

After much discussion by the board and some members of the attending public there was no vote taken on this matter.

13. The Selectboard will consider a contract planner for the remainder of FY24.

The Selectboard moved and approved to hire a contract planner for the remainder of FY24.

Motion made by MacDonald, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

Selectboard Comments:

Bob MacDonald would like a list of town owned properties due to non-payment of taxes.

Mary Fernandes spoke about Stone Road (which was brought up in the road project discussion) and how it has been on the top of the list for at least ten years.

Grant Plummer announced that Rabbit Run has withdrawn from the Site Plan Review. It is his impression this means all operations will cease. He asked if there was anything that can be done as a board to make sure operations have ceased. He also checked on salt/sand status. He asked if there was any way we can get some type of guidance from the state as to how to guide the Comprehensive Plan Implementation Committee.

Gene Connolly wanted to that the community for stepping up to attend meetings and volunteering for various committees.

Scott Avery announced Melvin Long passed away.

14. 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)**

*January 8, 2024 @ 6:30 pm Planning Board Regular Meeting*

*January 16, 2024 @ 6:00 pm Special Town Meeting at Crooked River Elementary School*

*February 6, 2024 @ 6:00 pm Selectboard Regular Meeting*

*February 20, 2024 @ 6:00 pm Selectboard Regular Meeting*



## TOWN OF CASCO

635 MEADOW ROAD  
CASCO, MAINE 04015

### 01-23 MEMO

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 01-18-2024,  
Re: Selectboard meeting 01-23-2024

Below are notes for agenda items for the January 23<sup>rd</sup> meeting

#### 4. Managers Update

- A. I am meeting with Vanessa Farr on January 22<sup>nd</sup> for the purpose of developing an inclusive expectation related to the Comprehensive Implementation Committee. I have also included the appointment policy that the Selectboard recently approved. This policy includes a basic “job description” associated with this committee and other.
- B. The Town recently experienced some difficulties with the recent snowstorms. Multiple Town roadways were not plowed or treated during the storm or days after the storm. Additionally, some contracted personnel ceased blowing before completion of the storms. These problems are being addressed with C Pond Plowing. Staff and I are developing protocols that will prevent these types of substandard performance. I have personally contacted each resident that rightfully complained about the roadways and apologized on behalf of the Town.
- C. The Town’s white plow truck became inoperable during a recent storm. It is currently at a local garage being repaired. The truck’s transmission module failed, the PTO was not operating, and the transmission pan needed replacement. The truck should be in operation by week’s end.
- D. We recently hired Jason Wallingford for Public Works as a truck driver/laborer. Jason is a CDL driver and heavy equipment operator. He is also in training with our Fire Department.
- E. As requested by a Selectboard member, I have included a list of Town owned properties in your packet. These properties include purchases, gifts and foreclosures.
- F. Both Community Development Block Grants were submitted to Cumberland County on January 18<sup>th</sup>. The review of the applicants begins almost immediately, and each applicant must present to a review panel on February 7<sup>th</sup>. This panel recommends awards to the Municipal Oversight Committee on March 6<sup>th</sup> and the County Commissioners ultimately award the Grants on May 13<sup>th</sup>.

- G. Recent upgrades to the Town's phone system are changing the initial sequencing of the for callers and altering the extension numbers for staff. We anticipate these changes minimally affecting callers, but providing staff greater opportunities to meet consumers needs. The upgrade to the system includes upgrading our IT system to 100/100 fiber optic lines for the Town Office and Central Fire. These upgrades will be cost-neutral compared to the previous phone system and internet. Our Communication Coordinator will be handling the community notifications about any changes that may affect them.
- H. Included in your packet is the year to date for expenditures. Year to date the expenditures should be 55.77% of the budget. The Town is currently functioning at an expenditure rate of 53.80%. or \$49,407 under budget. Staff and I must continue monitoring these expenditure amounts, but no spending freeze is required at this moment.

## Old Business

### **5. The Selectboard will consider the FY 25 road projects and the release of an RFP for these services.**

Included in your packet are two (2) proposed FY 25 project groupings. Both options contain surface paving of Moose Run, Sunny Hill Road, New Road, and South Casco Village Road that all received base coats during FY24. In addition, reclaiming/repaving of Glen Drive, shim an overlay on Quaker Ridge Road between Glen Drive and Brown Ave.

- Option # 1 includes reclaiming/repaving Stone Road (assumes keeping at current 13' width). The cost of these projects is estimated at \$769,045
- Option # 2 includes shim/overlay of Raymond Cape Road is estimated at \$673,199

Once the preferred option is identified, staff and I request authorization to begin the RFP process for the preferred option or the preferred option including Edwards Road Box Culvert.

During the Selectboard's last meeting, a member inquired we did not completely reconstruct roads similar to Poland. I discussed the differences between reclaim and paving compared to reconstructing roadways. Gorrill Plamer advised that the vast majority of municipalities utilize reclaim and paving as the preferred method. The costs for this process are substantially more affordable (reconstruction estimated at \$1,000,000 per mile), minimizes roadway disruptions and allows treatment of more roads. Gorrill Palmer advised that a reconstructed should need additional treatment in approximately 15 years while a reclaimed roads needs treatment in 12 years. They advised the biggest challenge to rural roadways is water control and the Town of Casco is focusing on this factor with every road project.



**New Business**

**6. The Selectboard will consider a per Kw contract with an electrical supplier.**

The quotes below were the anticipated rates at the time of your postponed meeting. I will receive contract rates on Tuesday morning and these amounts will be brought to the meeting. The figures below provide you with a general example of what the Town can save by updating our contract for electrical services. I will provide a similar comparison documents at the meeting.

Included in your packet is a proposal completed by an Energy Broker (Titan Energy) for the providing of energy services. The Town is currently paying between .16631 and .22 per Kw. The proposal provides a Town to stabilize their electrical costs for the next 48 months. The lowest quote is from Constellation at \$0.10485 for 48 months or \$0.10387 per Kw for 36 months. The anticipated annual savings would be:

<b>Term</b>	<b>Anticipated Monthly Savings</b>	<b>Anticipated Yearly Savings</b>	<b>Life of the Contract Savings</b>
<b>12-month</b>	<b>\$992.83</b>	<b>\$11,914</b>	<b>\$11,914</b>
<b>24-month</b>	<b>\$950.33</b>	<b>\$11,404</b>	<b>\$22,808</b>
<b>36-months</b>	<b>\$941.25</b>	<b>\$11,295</b>	<b>\$33,885</b>
<b>48-months</b>	<b>\$926.25</b>	<b>\$11,115</b>	<b>\$44,460</b>

**\*\*\*\*\*Quotes Updated 1-23-2024\*\*\*\*\***

**7. The Selectboard will discuss the recent Electrical Audit.**

Included in your packet is the energy audit conducted by Titan Energy. The overall transition to LED lights for all Town buildings would cost approximately \$50, 237 less incentives of \$11,114 for a net total of \$39,123. The anticipated pay back would be in 5.8 years for the transition.

Staff and I are seeking guidance on a direction that the Selectboard would prefer further explore. Staff and I would not recommend conducting any upgrades to central fire until future upgrades or construction are finalized. Would you prefer that we place these items in the FY 25 budget, use the remaining ARPA funds for the project this year or not to proceed.

**8. The Selectboard will discuss networked Electrical Vehicle Chargers.**

Included in your packet is a proposal for the replacement of our current electrical chargers and installing new chargers at the Town Office. All chargers would be level 2 network chargers. Titan Energy and I recommend taking no action on these quotes at this time. This recommendation is not based on necessity but in anticipation of future grant opportunities to supplant the project. The anticipated cost might change slightly based on the labor market but nothing substantial.

**Page 3 of Manager's Memorandum****9. The Selectboard will discuss the necessity for updating Flood Plain Ordinance.**

Included in your packets are numerous documents from Maine DEP relating to updating the Town's Flood Plain Ordinance. These updates are required for residents to obtain flood insurance in identified areas. The included draft or similar ordinance must be approved by June 22. This information is being forwarded to the Planning Board for their review, recommendations, conducting of public hearing and ultimately forwarded to the Selectboard for future placement on a Town Meeting warrant.

No action is needed by the Selectboard at this time. This is merely informational for the Selectboard and the public.

**10. The Selectboard will discuss FY26 and FY27 road projects.**

Included in your packet are two (2) proposed FY 26 and FY27 road projects. These road projects are part of a larger CIP. While identifying the prioritized road projects, it does not commit placing these identified road projects out for Request for Proposal (RFP). Any prioritization is for planning purposes and communications with residents about future road projects. This communication practice minimizes misinformation or assumptions.

**Page 4 of Manager's Memorandum**



**Town Owned Properties  
as of Jan 2024**

Item 5.#

Acct #	Street Address	Description	Map-Lot	Land Value	Building Value	Total Value
30	Lakewood Road	Foreclosure	0002-0003	140,800		140,800.00
315	State Park Road	Foreclosure	0003-0036	117,900		117,900.00
849	Felix Circle	Foreclosure/Not a split/Deleted Acct**	0009-0001-1	15,600		15,600.00
850	Rocky Top Road	Foreclosure/Not a split/Deleted Acct**	0009-0001-2	19,600		19,600.00
851	Rocky Top Road	Foreclosure/Not a split/Deleted Acct**	0009-0001-3	15,700		15,700.00
852	Rocky Top Road	Foreclosure/Not a split/Deleted Acct**	0009-0001-4	16,500		16,500.00
955	89 Edwards Road	Crescent Lake Beach	0009-0056	180,000		180,000.00
1497	Lake Shore Drive	Small Beach Area	0020-007-A	6,500		6,500.00
1685	15 Varney Road	Foreclosure	0027-0006	10,800		10,800.00
1686	Varney Road	Foreclosure	0027-0005	24,800		24,800.00
1858	3 Dadmun Drive	Old Town Salt Shed	0031-0010-A	26,600		26,600.00
1865	3 Webbs Mills Road	Webb Mills Park	0032-0004	25,100		25,100.00
1866	464 Poland Spring Road	Webb Mills Park	0032-0005	22,000		22,000.00
1868	476 Poland Spring Road	Webb Mills Park	0032-0007	24,700		24,700.00
1927	23 Coffee Pond Road	Boat Ramp	0034-0013	11,000		11,000.00
2018	877 Poland Spring Road	Casco Memorial Field Complex	0037-0010	92,100	38,900	131,000.00
2047	Parker Pond Pines	Town Purchase	0038-0019	174,700		174,700.00
2057	661 Meadow Road	Town Purchase	0038-0032-1L	18,600		18,600.00
2058	655 Meadow Road	Town Purchase	0038-0032	30,900		30,900.00
2059	637 Meadow Road	Central Fire Station	0038-0033	88,000	922,600	1,010,600.00
2067	653 Meadow Road	Town Purchase	0038-0032-1	40,900	19,700	60,600.00
2206	18 Leach Hill Road	Village Green	0042-0009	28,100		28,100.00
2213	9 Leach Hill Road	Old Bank Bldg	0042-0017	29,900	107,900	137,800.00
2214	940 Meadow Road	Casco Community Center	0042-0018	26,600	531,100	557,700.00
2235	948 Meadow Road	Casco Day Park	0042-0018-A	777,900	862,700	1,640,600.00
2630	20 Brown Avenue	South Casco Fire Station (Co 2)	0002-0013-1	35,800	261,200	297,000.00
2632	425 Leach Hill Road	Transfer Station/Bulky Waste Facility	0007-0006	75,900		75,900.00
2638	Meadow Road	Foreclosure 2010	0006-0010-2S	8,500		8,500.00
2646	Edes Falls Road	Dam (1/2 Interest)	0043-0024-1S	0		0.00
2961	25 Mayberry Hill Road	Parker Pond-Lilly Pond Lot	0042-0022-B	186,500		186,500.00
3197	Tenney Hill Road	Foreclosure	0005-0012-A1	33,600		33,600.00
3197	Tenny Hill Road	Foreclosure	0005-0012-A1	33,600		33,600.00
3203	179 Libby Road	Tennis Courts	003A-0001	27,500	17,500	45,000.00
3209	Libby Road	Foreclosure	0004-0019-A	113,900		113,900.00
3209	Libby Road	Foreclosure	0004-0019-A	113,900		113,900.00
3220	State Park Road	Foreclosure	001A-0002	36,900	1,100	38,000.00
3220	State Park Road	Foreclosure	001A-0002	36,900		36,900.00
3417	448 Leach Hill Road	Salt Shed	0008-0018-1	45,900	500	46,400.00
3509	18 Mayberry Hill Road	Pleasant Lake Beach	0043-0028	0		0.00

**\*\* Note for RE 848 :** THIS PROPERTY WAS CARRIED AS 5 SEPARATE LOTS FOR MOST OR ALL OF THE 1990S, AND UNTIL 2005. TOWN ATTORNEY RESEARCHED AND FOUND THAT NO ACTUAL SPLITS OCCURRED, BUT UNDIVIDED INTERESTS AS FOLLOWS: LEFEBRE-50%, TOMLINSON-25%, HAYCOCK-25%. LOT WAS SET UP ALSO UNDER COLSON, BUT NEVER ACTUALLY TRANSFERRED. 5/25/11 JOD-50% INFLUENCE FACTOR TO RAW LAND FOR TOWN TAX LIEN ACQUISITIONS.

Foreclosure occurred prior to attorney found no actual splits occurred.

Casco  
11:15 AM

**Expense Summary Report**  
Fund: 1  
ALL Months

01/18/2024  
Page 1

Account	Budget Net	Debits	--- Y T D --- Credits	Pending Activity	Unexpended Balance	YTD % Expended
100 - ADMINISTRATION	941,709.00	520,227.24	16,136.68	40,746.74	396,871.70	57.86%
<b>01 - Administration</b>	<b>759,634.00</b>	<b>382,067.56</b>	<b>16,119.59</b>	<b>40,247.67</b>	<b>353,438.36</b>	<b>53.47%</b>
10 - PAYROLL	543,934.00	270,265.47	13,454.59	29,138.51	257,984.61	52.57%
01 - Town Manager	119,402.00	58,572.80	0.00	6,758.40	54,070.80	54.72%
02 - Town Clerk	62,202.00	31,705.31	0.00	3,650.42	26,846.27	56.84%
03 - Treasurer	76,779.00	39,862.83	0.00	4,429.20	32,486.97	57.69%
04 - Deputy Clerk	50,839.00	25,350.39	0.00	2,932.80	22,555.81	55.63%
05 - Deputy Treasurer	53,165.00	26,582.40	0.00	3,067.20	23,515.40	55.77%
06 - Office Clerk	43,196.00	33,840.02	13,308.79	2,492.40	20,172.37	53.30%
09 - Office Clerk	41,600.00	19,443.20	0.00	2,300.41	19,856.39	52.27%
26 - Elections	4,500.00	1,113.14	145.80	0.00	3,532.66	21.50%
28 - Selectboard	17,250.00	6,900.00	0.00	0.00	10,350.00	40.00%
32 - Communications Coordinator	60,001.00	20,495.75	0.00	3,480.00	36,025.25	39.96%
98 - Overtime	5,000.00	4,299.63	0.00	27.68	672.69	86.55%
99 - Wage & Benefit Adjustment	10,000.00	2,100.00	0.00	0.00	7,900.00	21.00%
30 - SERVICES	156,100.00	74,478.11	2,665.00	9,636.82	74,650.07	52.18%
02 - Advertising	1,500.00	368.75	0.00	100.00	1,031.25	31.25%
03 - Postage	800.00	2,153.65	0.00	0.00	-1,353.65	269.21%
04 - Audit & Finances	15,000.00	7,900.00	0.00	0.00	7,100.00	52.67%
05 - Software/IT Services	25,000.00	22,790.94	0.00	1,033.50	1,175.56	95.30%
06 - Professional Services	50,000.00	9,888.95	0.00	211.40	39,899.65	20.20%
07 - Copier Maintenance	4,000.00	5,591.34	0.00	463.92	-2,055.26	151.38%
09 - Dues & Fees	15,000.00	5,571.44	0.00	3,828.00	5,600.56	62.66%
10 - Website Related	7,500.00	5,330.00	2,665.00	0.00	4,835.00	35.53%
14 - Gifts/Flowers	1,500.00	138.56	0.00	0.00	1,361.44	9.24%
16 - Printing/Mapping	1,600.00	76.65	0.00	0.00	1,523.35	4.79%
25 - Security	3,200.00	0.00	0.00	0.00	3,200.00	0.00%
26 - Elections	6,000.00	2,667.83	0.00	0.00	3,332.17	44.46%
27 - Broadcasting/LRTV	25,000.00	12,000.00	0.00	4,000.00	9,000.00	64.00%
50 - SUPPLIES & EQUIPMENT	38,000.00	17,700.44	0.00	895.88	19,403.68	48.94%
01 - Supplies	20,000.00	17,543.44	0.00	767.48	1,689.08	91.55%
03 - Postage	13,000.00	0.00	0.00	0.00	13,000.00	0.00%
04 - Building Supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
05 - Food	1,500.00	157.00	0.00	128.40	1,214.60	19.03%
06 - Gas/Diesel	500.00	0.00	0.00	0.00	500.00	0.00%
13 - New Equip	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
60 - REPAIRS & MAINTENANCE	10,000.00	11,757.23	0.00	153.46	-1,910.69	119.11%
01 - Building Repairs	6,500.00	10,282.88	0.00	114.00	-3,896.88	159.95%
02 - Furnace/Boilers	1,500.00	0.00	0.00	0.00	1,500.00	0.00%
03 - Generators	1,000.00	591.31	0.00	0.00	408.69	59.13%
04 - Vehicles	1,000.00	883.04	0.00	39.46	77.50	92.25%
70 - TRAINING & TRAVEL	11,600.00	7,866.31	0.00	423.00	3,310.69	71.46%
01 - Conferences/Training Fees	6,500.00	4,803.38	0.00	207.24	1,489.38	77.09%
02 - Mileage	5,000.00	2,816.04	0.00	215.76	1,968.20	60.64%
03 - Food for Training Purposes	100.00	246.89	0.00	0.00	-146.89	246.89%
<b>02 - Assessing</b>	<b>112,075.00</b>	<b>91,963.89</b>	<b>17.09</b>	<b>499.07</b>	<b>19,629.13</b>	<b>82.49%</b>
10 - PAYROLL	12,000.00	3,379.86	0.00	309.07	8,311.07	30.74%
07 - Assessing Clerk	12,000.00	3,379.86	0.00	309.07	8,311.07	30.74%
30 - SERVICES	100,075.00	88,584.03	17.09	190.00	11,318.06	88.69%
03 - Postage	6,500.00	1,654.44	0.00	0.00	4,845.56	25.45%
05 - Software/IT Services	18,000.00	17,842.50	0.00	0.00	157.50	99.13%
06 - Professional Services	63,575.00	63,573.00	0.00	0.00	2.00	100.00%
15 - Deed & Lien Recording	7,000.00	3,419.09	17.09	190.00	3,408.00	51.31%
16 - Printing/Mapping	5,000.00	2,095.00	0.00	0.00	2,905.00	41.90%
<b>04 - Legal Services</b>	<b>35,000.00</b>	<b>21,692.67</b>	<b>0.00</b>	<b>0.00</b>	<b>13,307.33</b>	<b>61.98%</b>
30 - SERVICES	35,000.00	21,692.67	0.00	0.00	13,307.33	61.98%
06 - Professional Services	35,000.00	21,692.67	0.00	0.00	13,307.33	61.98%
<b>05 - Contingency</b>	<b>35,000.00</b>	<b>24,503.12</b>	<b>0.00</b>	<b>0.00</b>	<b>10,496.88</b>	<b>70.01%</b>
30 - SERVICES	35,000.00	24,503.12	0.00	0.00	10,496.88	70.01%
52 - Contingency	35,000.00	24,503.12	0.00	0.00	10,496.88	70.01%

Casco  
11:15 AM

**Expense Summary Report**

01/18/2024

Fund: 1

Page 2

ALL Months

Account	Budget	--- Y T D ---			Pending	Unexpended	YTD
	Net	Debits	Credits	Activity	Balance	% Expended	
101 - CODE ENFORCEMENT/PB/ZBA	148,479.00	75,955.68	0.00	7,468.81	65,054.51	56.19%	
<b>01 - Code Enforcement</b>	<b>143,104.00</b>	<b>73,514.43</b>	<b>0.00</b>	<b>7,468.81</b>	<b>62,120.76</b>	<b>56.59%</b>	
10 - PAYROLL	135,004.00	64,729.71	0.00	7,468.81	62,805.48	53.48%	
08 - Code Enforcement Officer	76,472.00	38,240.80	0.00	4,118.24	34,112.96	55.39%	
11 - Asst. CEO	53,032.00	26,488.91	0.00	3,056.41	23,486.68	55.71%	
30 - Harbor Master	5,000.00	0.00	0.00	294.16	4,705.84	5.88%	
98 - Overtime	500.00	0.00	0.00	0.00	500.00	0.00%	
30 - SERVICES	4,900.00	7,559.50	0.00	0.00	-2,659.50	154.28%	
03 - Postage	1,200.00	0.00	0.00	0.00	1,200.00	0.00%	
05 - Software/IT Services	1,500.00	67.50	0.00	0.00	1,432.50	4.50%	
06 - Professional Services	1,200.00	288.00	0.00	0.00	912.00	24.00%	
16 - Printing/Mapping	1,000.00	7,204.00	0.00	0.00	-6,204.00	720.40%	
50 - SUPPLIES & EQUIPMENT	2,000.00	384.63	0.00	0.00	1,615.37	19.23%	
01 - Supplies	2,000.00	384.63	0.00	0.00	1,615.37	19.23%	
70 - TRAINING & TRAVEL	1,200.00	840.59	0.00	0.00	359.41	70.05%	
01 - Conferences/Training Fees	1,000.00	200.00	0.00	0.00	800.00	20.00%	
02 - Mileage	200.00	640.59	0.00	0.00	-440.59	320.30%	
<b>02 - Planning Board/Zoning Board</b>	<b>5,375.00</b>	<b>2,441.25</b>	<b>0.00</b>	<b>0.00</b>	<b>2,933.75</b>	<b>45.42%</b>	
30 - SERVICES	4,950.00	2,441.25	0.00	0.00	2,508.75	49.32%	
02 - Advertising	950.00	0.00	0.00	0.00	950.00	0.00%	
06 - Professional Services	4,000.00	2,441.25	0.00	0.00	1,558.75	61.03%	
50 - SUPPLIES & EQUIPMENT	100.00	0.00	0.00	0.00	100.00	0.00%	
01 - Supplies	100.00	0.00	0.00	0.00	100.00	0.00%	
70 - TRAINING & TRAVEL	325.00	0.00	0.00	0.00	325.00	0.00%	
01 - Conferences/Training Fees	225.00	0.00	0.00	0.00	225.00	0.00%	
02 - Mileage	100.00	0.00	0.00	0.00	100.00	0.00%	
102 - PARKS & RECREATION	333,270.00	153,356.02	2,465.57	13,224.39	169,155.16	49.24%	
<b>01 - Recreation</b>	<b>206,670.00</b>	<b>93,832.94</b>	<b>1,015.57</b>	<b>7,721.43</b>	<b>106,131.20</b>	<b>48.65%</b>	
10 - PAYROLL	129,120.00	70,566.17	0.00	6,859.21	51,694.62	59.96%	
10 - Per Diem/Stipend	45,420.00	22,048.32	0.00	2,619.61	20,752.07	54.31%	
22 - Recreation Director	72,420.00	39,569.60	0.00	4,239.60	28,610.80	60.49%	
23 - Recreation Camp	6,280.00	5,604.50	0.00	0.00	675.50	89.24%	
24 - Recreation Swim	4,400.00	2,743.75	0.00	0.00	1,656.25	62.36%	
25 - Recreation Tennis	600.00	600.00	0.00	0.00	0.00	100.00%	
30 - SERVICES	2,900.00	2,285.84	673.57	0.00	1,287.73	55.60%	
05 - Software/IT Services	1,000.00	1,362.27	0.00	0.00	-362.27	136.23%	
06 - Professional Services	800.00	250.00	0.00	0.00	550.00	31.25%	
08 - Portable Toilets	0.00	673.57	673.57	0.00	0.00	0.00%	
09 - Dues & Fees	100.00	0.00	0.00	0.00	100.00	0.00%	
14 - Gifts/Flowers	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
50 - SUPPLIES & EQUIPMENT	2,700.00	364.75	0.00	0.00	2,335.25	13.51%	
01 - Supplies	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
05 - Food	200.00	0.00	0.00	0.00	200.00	0.00%	
07 - Uniforms	1,500.00	364.75	0.00	0.00	1,135.25	24.32%	
60 - REPAIRS & MAINTENANCE	11,000.00	1,062.48	0.00	0.00	9,937.52	9.66%	
12 - Ballfields/Courts	11,000.00	1,062.48	0.00	0.00	9,937.52	9.66%	
70 - TRAINING & TRAVEL	2,200.00	600.00	0.00	0.00	1,600.00	27.27%	
01 - Conferences/Training Fees	1,000.00	0.00	0.00	0.00	1,000.00	0.00%	
02 - Mileage	1,200.00	600.00	0.00	0.00	600.00	50.00%	
80 - PROGRAMS	58,750.00	18,953.70	342.00	862.22	39,276.08	33.15%	
01 - Officials	1,500.00	0.00	0.00	0.00	1,500.00	0.00%	
02 - Field Hockey	700.00	833.00	0.00	0.00	-133.00	119.00%	
03 - Soccer	3,000.00	2,573.11	0.00	0.00	426.89	85.77%	
04 - Baseball	7,450.00	150.00	0.00	0.00	7,300.00	2.01%	
05 - Basketball	3,200.00	673.88	0.00	570.50	1,955.62	38.89%	
06 - Softball	3,100.00	151.29	0.00	0.00	2,948.71	4.88%	
07 - Quickball	700.00	0.00	0.00	0.00	700.00	0.00%	
08 - Tennis	800.00	0.00	0.00	0.00	800.00	0.00%	
09 - Senior Trip/Programs	9,000.00	4,989.40	0.00	0.00	4,010.60	55.44%	
10 - Limited Time/Short Duration	9,000.00	188.42	0.00	0.00	8,811.58	2.09%	
11 - Winter/Summer Swims	5,800.00	0.00	0.00	0.00	5,800.00	0.00%	
12 - Pickleball	1,000.00	562.48	0.00	160.00	277.52	72.25%	
13 - Camp	6,000.00	3,897.12	0.00	0.00	2,102.88	64.95%	
14 - Karate	5,000.00	2,440.00	0.00	0.00	2,560.00	48.80%	
17 - Celebrations	2,500.00	2,153.00	0.00	131.72	215.28	91.39%	
18 - Use of Donation Funds	0.00	342.00	342.00	0.00	0.00	0.00%	

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**Expense Summary Report**

01/18/2024

Fund: 1  
ALL Months

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Account	Budae Net	Debits	--- Y T D --- Credits	Pending Activity	Unexpended Balance	YTD % Expended
<b>02 - Parks &amp; Beaches</b>	<b>13,600.00</b>	<b>1,901.00</b>	<b>1,450.00</b>	<b>394.66</b>	<b>12,754.34</b>	<b>6.22%</b>
30 - SERVICES	3,100.00	1,626.00	1,450.00	0.00	2,924.00	5.68%
02 - Advertising	100.00	0.00	0.00	0.00	100.00	0.00%
06 - Professional Services	3,000.00	176.00	0.00	0.00	2,824.00	5.87%
08 - Portable Toilets	0.00	1,450.00	1,450.00	0.00	0.00	0.00%
50 - SUPPLIES & EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
13 - New Equip	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
60 - REPAIRS & MAINTENANCE	8,500.00	275.00	0.00	394.66	7,830.34	7.88%
13 - Beach Maintenance	1,000.00	275.00	0.00	0.00	725.00	27.50%
15 - Park/Land Related Maint.	7,500.00	0.00	0.00	394.66	7,105.34	5.26%
<b>03 - Facilities-CCC, Access Bldgs</b>	<b>97,100.00</b>	<b>52,501.08</b>	<b>0.00</b>	<b>5,108.30</b>	<b>39,490.62</b>	<b>59.33%</b>
10 - PAYROLL	56,350.00	26,443.91	0.00	2,905.30	27,000.79	52.08%
10 - Per Diem/Stipend	14,040.00	3,536.94	0.00	396.10	10,106.96	28.01%
21 - Facilities Director	42,310.00	21,746.43	0.00	2,509.20	18,054.37	57.33%
98 - Overtime	0.00	1,160.54	0.00	0.00	-1,160.54	100.00%
30 - SERVICES	2,200.00	1,432.01	0.00	693.00	74.99	96.59%
06 - Professional Services	2,200.00	1,432.01	0.00	693.00	74.99	96.59%
50 - SUPPLIES & EQUIPMENT	9,050.00	403.23	0.00	22.00	8,624.77	4.70%
01 - Supplies	8,000.00	337.99	0.00	22.00	7,640.01	4.50%
04 - Building Supplies	850.00	65.24	0.00	0.00	784.76	7.68%
11 - Signs	100.00	0.00	0.00	0.00	100.00	0.00%
12 - Flags	100.00	0.00	0.00	0.00	100.00	0.00%
60 - REPAIRS & MAINTENANCE	28,500.00	24,221.93	0.00	1,488.00	2,790.07	90.21%
01 - Building Repairs	25,000.00	23,531.41	0.00	1,488.00	-19.41	100.08%
02 - Furnace/Boilers	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
03 - Generators	2,500.00	690.52	0.00	0.00	1,809.48	27.62%
70 - TRAINING & TRAVEL	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
02 - Mileage	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
<b>04 - Cemeteries</b>	<b>10,900.00</b>	<b>2,621.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,279.00</b>	<b>24.05%</b>
30 - SERVICES	10,500.00	2,621.00	0.00	0.00	7,879.00	24.96%
06 - Professional Services	8,000.00	121.00	0.00	0.00	7,879.00	1.51%
12 - Lawn Care	2,500.00	2,500.00	0.00	0.00	0.00	100.00%
50 - SUPPLIES & EQUIPMENT	400.00	0.00	0.00	0.00	400.00	0.00%
12 - Flags	400.00	0.00	0.00	0.00	400.00	0.00%
<b>05 - Open Space Commission</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>
30 - SERVICES	2,350.00	2,500.00	0.00	0.00	-150.00	106.38%
02 - Advertising	50.00	0.00	0.00	0.00	50.00	0.00%
06 - Professional Services	2,300.00	2,500.00	0.00	0.00	-200.00	108.70%
50 - SUPPLIES & EQUIPMENT	150.00	0.00	0.00	0.00	150.00	0.00%
11 - Signs	150.00	0.00	0.00	0.00	150.00	0.00%
<b>06 - Veterans/Conservation</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>0.00%</b>
30 - SERVICES	2,500.00	0.00	0.00	0.00	2,500.00	0.00%
06 - Professional Services	2,500.00	0.00	0.00	0.00	2,500.00	0.00%
103 - PUBLIC ASSISTANCE	172,060.00	87,459.59	0.00	9,795.01	74,805.40	56.52%
<b>01 - General Assistance</b>	<b>34,500.00</b>	<b>16,685.59</b>	<b>0.00</b>	<b>7,295.01</b>	<b>10,519.40</b>	<b>69.51%</b>
30 - SERVICES	34,500.00	16,685.59	0.00	7,295.01	10,519.40	69.51%
17 - Household (GA)	500.00	129.69	0.00	0.00	370.31	25.94%
20 - Rent (GA)	25,000.00	8,971.00	0.00	5,502.00	10,527.00	57.89%
21 - Food (GA)	500.00	0.00	0.00	0.00	500.00	0.00%
22 - Utilities (GA)	2,500.00	6,622.48	0.00	1,199.51	-5,321.99	312.88%
23 - Fuel (GA)	6,000.00	962.42	0.00	593.50	4,444.08	25.93%
<b>02 - Donations/Charity</b>	<b>137,560.00</b>	<b>70,774.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>64,286.00</b>	<b>53.27%</b>
90 - DONATIONS	137,560.00	70,774.00	0.00	2,500.00	64,286.00	53.27%
01 - Casco Community Library	88,348.00	44,174.00	0.00	0.00	44,174.00	50.00%
02 - Home Health Visiting Nurses	4,000.00	4,000.00	0.00	0.00	0.00	100.00%
03 - Northern Light Health	1,000.00	1,000.00	0.00	0.00	0.00	100.00%
04 - Through These Doors	1,100.00	0.00	0.00	0.00	1,100.00	0.00%
05 - Tri-County Counseling	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
06 - Opportunity Alliance	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
07 - Casco Naples Meal Site	6,500.00	6,500.00	0.00	0.00	0.00	100.00%
08 - American Legion	500.00	0.00	0.00	0.00	500.00	0.00%
10 - Sebago Lake Region Chamber	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
11 - Lake Region Bus Service	10,000.00	5,000.00	0.00	2,500.00	2,500.00	75.00%
13 - Life Flight	912.00	0.00	0.00	0.00	912.00	0.00%
14 - Crescent Lake Watershed Asso.	1,000.00	1,000.00	0.00	0.00	0.00	100.00%
15 - Lakin Monitoring Program	1,500.00	1,500.00	0.00	0.00	0.00	100.00%
16 - Thompson Lake Envir. Assoc.	2,500.00	2,500.00	0.00	0.00	0.00	100.00%
17 - LEA Milfoil Project	5,000.00	5,000.00	0.00	0.00	0.00	100.00%
18 - Pleasant Lake Parker Pond Asso	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
19 - Maine Public Radio	100.00	100.00	0.00	0.00	0.00	100.00%
21 - Local Food Pantries	3,600.00	0.00	0.00	0.00	3,600.00	0.00%
23 - Androscoggin Healthcare & Hspc	500.00	0.00	0.00	0.00	500.00	0.00%

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**Expense Summary Report**

01/18/2024

Account	Fund: 1 ALL Months			Pendina Activity	Unexpended Balance	YTD % Expended
	Budget Net	Debits	--- Y T D --- Credits			
104 - PUBLIC SAFETY	1,354,787.00	635,157.10	16,224.92	86,160.86	649,693.96	52.04%
<b>01 - Fire Rescue Department</b>	<b>1,235,660.00</b>	<b>584,994.48</b>	<b>16,224.92</b>	<b>75,773.60</b>	<b>591,116.84</b>	<b>52.16%</b>
10 - PAYROLL	917,482.00	427,624.35	16,093.56	47,633.38	458,317.83	50.05%
10 - Per Diem/Stipend	445,500.00	183,883.16	0.00	21,311.18	240,305.66	46.06%
18 - Fire Chief	78,728.00	46,479.80	0.00	4,542.00	27,706.20	64.81%
19 - F/R Stipends	8,000.00	0.00	0.00	0.00	8,000.00	0.00%
29 - FT Fire & Rescue	248,131.00	128,510.41	16,093.56	1,529.42	134,184.73	45.92%
33 - Administrative Assistant	52,123.00	20,422.22	0.00	13,987.54	17,713.24	66.02%
98 - Overtime	85,000.00	48,328.76	0.00	6,263.24	30,408.00	64.23%
30 - SERVICES	115,228.00	73,923.91	131.36	2,060.75	39,374.70	65.83%
02 - Advertising	250.00	0.00	0.00	0.00	250.00	0.00%
05 - Software/IT Services	20,000.00	16,729.11	131.36	0.00	3,402.25	82.99%
06 - Professional Services	40,000.00	6,239.20	0.00	644.00	33,116.80	17.21%
07 - Copier Maintenance	1,325.00	337.40	0.00	67.48	920.12	30.56%
09 - Dues & Fees	2,500.00	225.00	0.00	109.00	2,166.00	13.36%
13 - Dispatch/Paramedic Assist	30,153.00	30,152.42	0.00	0.00	0.58	100.00%
14 - Gifts/Flowers	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
30 - Billing Services	20,000.00	7,401.42	0.00	1,240.27	11,358.31	43.21%
54 - Use of Und. Fund Bal.	0.00	12,839.36	0.00	0.00	-12,839.36	100.00%
50 - SUPPLIES & EQUIPMENT	108,700.00	49,268.43	0.00	13,061.47	46,370.10	57.34%
01 - Supplies	8,000.00	1,969.13	0.00	2,391.48	3,639.39	54.51%
05 - Food	1,000.00	25.96	0.00	0.00	974.04	2.60%
06 - Gas/Diesel	30,000.00	10,017.15	0.00	10,023.72	9,959.13	66.80%
07 - Uniforms	10,000.00	5,320.07	0.00	0.00	4,679.93	53.20%
08 - PPE	10,000.00	2,188.46	0.00	0.00	7,811.54	21.88%
09 - Oxygen	1,500.00	1,142.53	0.00	0.00	357.47	76.17%
10 - Medical Supplies	18,200.00	8,820.23	0.00	646.27	8,733.50	52.01%
13 - New Equip	30,000.00	19,784.90	0.00	0.00	10,215.10	65.95%
60 - REPAIRS & MAINTENANCE	73,250.00	30,014.80	0.00	12,732.00	30,503.20	58.36%
01 - Building Repairs	15,000.00	4,327.93	0.00	99.00	10,573.07	29.51%
02 - Furnace/Boilers	1,500.00	0.00	0.00	600.00	900.00	40.00%
03 - Generators	1,500.00	1,562.51	0.00	0.00	-62.51	104.17%
06 - Chief Vehicle	1,750.00	102.45	0.00	0.00	1,647.55	5.85%
07 - Equipment Repair/Maint	6,000.00	3,219.24	0.00	0.00	2,780.76	53.65%
08 - Pagers	4,000.00	588.00	0.00	0.00	3,412.00	14.70%
09 - Boat	1,750.00	535.47	0.00	0.00	1,214.53	30.60%
16 - Ambulance 1	5,000.00	2,691.71	0.00	0.00	2,308.29	53.83%
17 - Ambulance 2	5,000.00	2,092.74	0.00	0.00	2,907.26	41.85%
18 - Utility 10	1,000.00	2,722.87	0.00	0.00	-1,722.87	272.29%
19 - Tank 11	9,000.00	9,936.11	0.00	0.00	-936.11	110.40%
20 - Engine 12	8,500.00	0.00	0.00	12,033.00	-3,533.00	141.56%
21 - Engine 14	10,000.00	2,235.77	0.00	0.00	7,764.23	22.36%
22 - Forestry 15	1,750.00	0.00	0.00	0.00	1,750.00	0.00%
24 - Squad 18	1,500.00	0.00	0.00	0.00	1,500.00	0.00%
70 - TRAINING & TRAVEL	21,000.00	4,162.99	0.00	286.00	16,551.01	21.19%
01 - Conferences/Training Fees	7,150.00	0.00	0.00	0.00	7,150.00	0.00%
02 - Mileage	200.00	0.00	0.00	0.00	200.00	0.00%
03 - Food for Training Purposes	500.00	0.00	0.00	0.00	500.00	0.00%
04 - Physicals	6,000.00	1,333.99	0.00	286.00	4,380.01	27.00%
05 - Fire EMS Certification School	7,150.00	2,829.00	0.00	0.00	4,321.00	39.57%



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**Expense Summary Report**

01/18/2024

Fund: 1  
ALL Months

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Account	Budget Net	Debits	--- Y T D --- Credits	Pending Activity	Unexpended Balance	YTD % Expended
<b>03 - Animal Control Officer</b>	<b>112,237.00</b>	<b>50,162.62</b>	<b>0.00</b>	<b>10,387.26</b>	<b>51,687.12</b>	<b>53.95%</b>
10 - PAYROLL	55,760.00	33,209.01	0.00	3,531.00	19,019.99	65.89%
09 - Office Clerk	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
17 - Animal Control Officer	45,760.00	22,880.00	0.00	2,640.00	20,240.00	55.77%
98 - Overtime	5,000.00	10,329.01	0.00	891.00	-6,220.01	224.40%
11 - BENEFITS & INSURANCE	35,631.00	13,821.98	0.00	5,245.79	16,563.23	53.51%
01 - Health Insurance	29,765.00	12,156.50	0.00	5,069.24	12,539.26	57.87%
02 - FICA/MED/Retirement	5,406.00	1,665.48	0.00	176.55	3,563.97	34.07%
03 - Workers Compensation	460.00	0.00	0.00	0.00	460.00	0.00%
20 - UTILITIES	828.00	428.37	0.00	86.50	313.13	62.18%
02 - Phone/Cell Phones	828.00	428.37	0.00	86.50	313.13	62.18%
30 - SERVICES	6,368.00	2,606.90	0.00	0.00	3,761.10	40.94%
06 - Professional Services	5,214.00	2,606.90	0.00	0.00	2,607.10	50.00%
09 - Dues & Fees	154.00	0.00	0.00	0.00	154.00	0.00%
33 - Veterinarian Services	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
50 - SUPPLIES & EQUIPMENT	5,700.00	0.00	0.00	1,523.97	4,176.03	26.74%
01 - Supplies	2,500.00	0.00	0.00	0.00	2,500.00	0.00%
07 - Uniforms	2,000.00	0.00	0.00	1,523.97	476.03	76.20%
13 - New Equip	1,200.00	0.00	0.00	0.00	1,200.00	0.00%
60 - REPAIRS & MAINTENANCE	6,150.00	0.00	0.00	0.00	6,150.00	0.00%
06 - Chief Vehicle	2,150.00	0.00	0.00	0.00	2,150.00	0.00%
07 - Equipment Repair/Maint	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
25 - ACO Vehicle	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
70 - TRAINING & TRAVEL	1,800.00	96.36	0.00	0.00	1,703.64	5.35%
01 - Conferences/Training Fees	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
02 - Mileage	800.00	96.36	0.00	0.00	703.64	12.05%
<b>04 - Emergency Management Agency</b>	<b>6,890.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,890.00</b>	<b>0.00%</b>
10 - PAYROLL	1,800.00	0.00	0.00	0.00	1,800.00	0.00%
20 - EMA	1,800.00	0.00	0.00	0.00	1,800.00	0.00%
50 - SUPPLIES & EQUIPMENT	2,900.00	0.00	0.00	0.00	2,900.00	0.00%
01 - Supplies	2,500.00	0.00	0.00	0.00	2,500.00	0.00%
07 - Uniforms	400.00	0.00	0.00	0.00	400.00	0.00%
70 - TRAINING & TRAVEL	2,190.00	0.00	0.00	0.00	2,190.00	0.00%
01 - Conferences/Training Fees	1,440.00	0.00	0.00	0.00	1,440.00	0.00%
03 - Food for Training Purposes	750.00	0.00	0.00	0.00	750.00	0.00%
105 - PUBLIC WORKS/ROADS	999,577.00	395,288.64	16,799.20	74,813.80	546,273.76	45.35%
<b>01 - Public Works/Roads</b>	<b>994,477.00</b>	<b>390,288.64</b>	<b>16,799.20</b>	<b>74,813.80</b>	<b>546,173.76</b>	<b>45.08%</b>
10 - PAYROLL	131,227.00	70,886.45	16,799.20	8,361.32	68,778.43	47.59%
10 - Per Diem/Stipend	0.00	16,799.20	16,799.20	0.00	0.00	0.00%
27 - Public Works Director	65,127.00	33,955.72	0.00	3,757.20	27,414.08	57.91%
31 - Public Works Truck Driver	61,100.00	20,037.60	0.00	3,348.80	37,713.60	38.28%
98 - Overtime	5,000.00	93.93	0.00	1,255.32	3,650.75	26.99%
30 - SERVICES	620,350.00	262,135.31	0.00	56,484.03	301,730.66	51.36%
01 - Bank Service Fees	0.00	0.00	0.00	48.57	-48.57	0.00%
05 - Software/IT Services	1,000.00	1,170.00	0.00	1,026.50	-1,196.50	219.65%
06 - Professional Services	12,000.00	17,549.69	0.00	1,344.00	-6,893.69	157.45%
11 - Snow Removal	3,000.00	0.00	0.00	0.00	3,000.00	0.00%
12 - Lawn Care	30,000.00	15,000.00	0.00	0.00	15,000.00	50.00%
16 - Printing/Mapping	250.00	1,247.18	0.00	0.00	-997.18	498.87%
18 - Reimbursements	100.00	0.00	0.00	0.00	100.00	0.00%
29 - Plowing Related	424,000.00	147,954.45	0.00	49,318.15	226,727.40	46.53%
31 - Road Work Services	150,000.00	79,213.99	0.00	4,746.81	66,039.20	55.97%
50 - SUPPLIES & EQUIPMENT	225,700.00	52,193.19	0.00	9,968.45	163,538.36	27.54%
01 - Supplies	15,000.00	6,903.89	0.00	0.00	8,096.11	46.03%
04 - Building Supplies	2,500.00	932.45	0.00	0.00	1,567.55	37.30%
06 - Gas/Diesel	7,200.00	0.00	0.00	0.00	7,200.00	0.00%
11 - Signs	6,000.00	4,583.09	0.00	0.00	1,416.91	76.38%
13 - New Equip	15,000.00	3,273.27	0.00	683.63	11,043.10	26.38%
14 - Sand/Gravel	70,000.00	1,245.00	0.00	0.00	68,755.00	1.78%
15 - Salt	90,000.00	35,255.49	0.00	9,284.82	45,459.69	49.49%
21 - Rental Equipment	20,000.00	0.00	0.00	0.00	20,000.00	0.00%
60 - REPAIRS & MAINTENANCE	14,000.00	5,008.69	0.00	0.00	8,991.31	35.78%
05 - Public Works Vehicle	13,000.00	5,008.69	0.00	0.00	7,991.31	38.53%
07 - Equipment Repair/Maint	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
70 - TRAINING & TRAVEL	3,200.00	65.00	0.00	0.00	3,135.00	2.03%
01 - Conferences/Training Fees	3,000.00	65.00	0.00	0.00	2,935.00	2.17%
02 - Mileage	200.00	0.00	0.00	0.00	200.00	0.00%
<b>03 - Dams</b>	<b>5,100.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>98.04%</b>
30 - SERVICES	5,000.00	5,000.00	0.00	0.00	0.00	100.00%
18 - Reimbursements	5,000.00	5,000.00	0.00	0.00	0.00	100.00%
60 - REPAIRS & MAINTENANCE	100.00	0.00	0.00	0.00	100.00	0.00%
10 - Dam Related Repair/Maint	100.00	0.00	0.00	0.00	100.00	0.00%

Casco  
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**Expense Summary Report**

01/18/2024  
Page 6

Fund: 1  
ALL Months

Account	Budget		---- Y T D ----		Pending Activity	Unexpended Balance	YTD % Expended
	Net	Debits	Credits				
110 - BENEFITS & INSURANCE	741,637.00	327,293.44	11.15		134,798.20	279,556.51	62.31%
<b>01 - BENEFITS &amp; INSURANCE</b>	<b>704,137.00</b>	<b>307,037.94</b>	<b>11.15</b>		<b>114,542.70</b>	<b>282,567.51</b>	<b>59.87%</b>
11 - BENEFITS & INSURANCE	704,137.00	307,037.94	11.15		114,542.70	282,567.51	59.87%
01 - Health Insurance	421,337.00	166,737.43	0.00		74,275.22	180,324.35	57.20%
02 - FICA/MED/Retirement	230,000.00	125,495.71	11.15		14,891.48	89,623.96	61.03%
03 - Workers Compensation	36,000.00	10,804.80	0.00		21,376.00	3,819.20	89.39%
04 - Unemployment	16,800.00	4,000.00	0.00		4,000.00	8,800.00	47.62%
<b>02 - OTHER INSURANCE</b>	<b>37,500.00</b>	<b>20,255.50</b>	<b>0.00</b>		<b>20,255.50</b>	<b>-3,011.00</b>	<b>108.03%</b>
40 - INSURANCE	37,500.00	20,255.50	0.00		20,255.50	-3,011.00	108.03%
01 - Property & Casualty	37,000.00	20,255.50	0.00		20,255.50	-3,511.00	109.49%
02 - Other Insurance	500.00	0.00	0.00		0.00	500.00	0.00%
111 - UTILITIES	105,345.00	61,914.35	0.00		8,716.11	34,714.54	67.05%
<b>01 - UTILITIES</b>	<b>105,345.00</b>	<b>61,914.35</b>	<b>0.00</b>		<b>8,716.11</b>	<b>34,714.54</b>	<b>67.05%</b>
20 - UTILITIES	105,345.00	61,914.35	0.00		8,716.11	34,714.54	67.05%
01 - Electricity	36,065.00	26,026.07	0.00		0.00	10,038.93	72.16%
02 - Phone/Cell Phones	21,000.00	18,322.29	0.00		2,680.33	-2.62	100.01%
03 - Internet	6,000.00	3,399.71	0.00		1,062.86	1,537.43	74.38%
04 - Heating Oil	22,000.00	4,092.28	0.00		4,972.92	12,934.80	41.21%
05 - Propane	2,000.00	1,599.82	0.00		0.00	400.18	79.99%
06 - Street Lights	11,780.00	6,350.61	0.00		0.00	5,429.39	53.91%
08 - Portable Toilets	6,500.00	2,123.57	0.00		0.00	4,376.43	32.67%
<b>Final Totals</b>	<b>4,796,864.00</b>	<b>2,256,652.06</b>	<b>51,637.52</b>		<b>375,723.92</b>	<b>2,216,125.54</b>	<b>53.80%</b>

2024 CIP/FY25 Paving and Street Rehabilitation Project: OPTION 1					
Location	General Scope	Length	Width	Estimated Cost	Notes
Glen Drive Quaker Ridge Rd to New Road	Reclaim and Repave 3" Ditching Improvements	1,690 LF	19'	\$189,878	Adjacent New Road reclaimed and base paved 2023 (FY24)
Quaker Ridge Road 5a Glen Drive to Brown Ave	1 1/2" shim/overlay Ditching Improvements	1,970 LF	22'	\$118,217	Adjacent to New Road and Glen Drive
Moose Run Sunny Hill Road to Dead End	Surface Pave 1"	766 LF	19'	\$14,246	Reclaimed and Base Paved 2023 (FY24)
Sunny Hill Road 1 Route 302 for 1,000 LF	Surface Pave 1"	1,200 LF	20'	\$26,511	Reclaimed in 2022 (FY23) Base Paved in 2023 (FY24)
New Rd Libby Road to Glen Drive	Surface Pave 1"	1,109 LF	19'	\$22,350	Reclaimed and Base Paved 2023 (FY24)
S Casco Village Rd Route 302 (Across Lakewood Rd) to Quaker Ridge Road	Surface Pave 1"	1,000 LF	20'	\$28,889	Reclaimed and Base Paved 2023 (FY24)
Stone Road Route 11 to End of Pavement	Reclaim and Repave 3" Ditching Improvements	1,200 LF	13'	\$240,781	Assumes road is rebuilt at 13' wide. Assumes \$50,000 in ledge removal
				Subtotal	\$640,871
				Traffic Control & Mobilization (10%)	\$64,087
				Miscellaneous/Extra Work Contingency (10%)	\$64,087
				<b>Total</b>	<b>\$769,045</b>

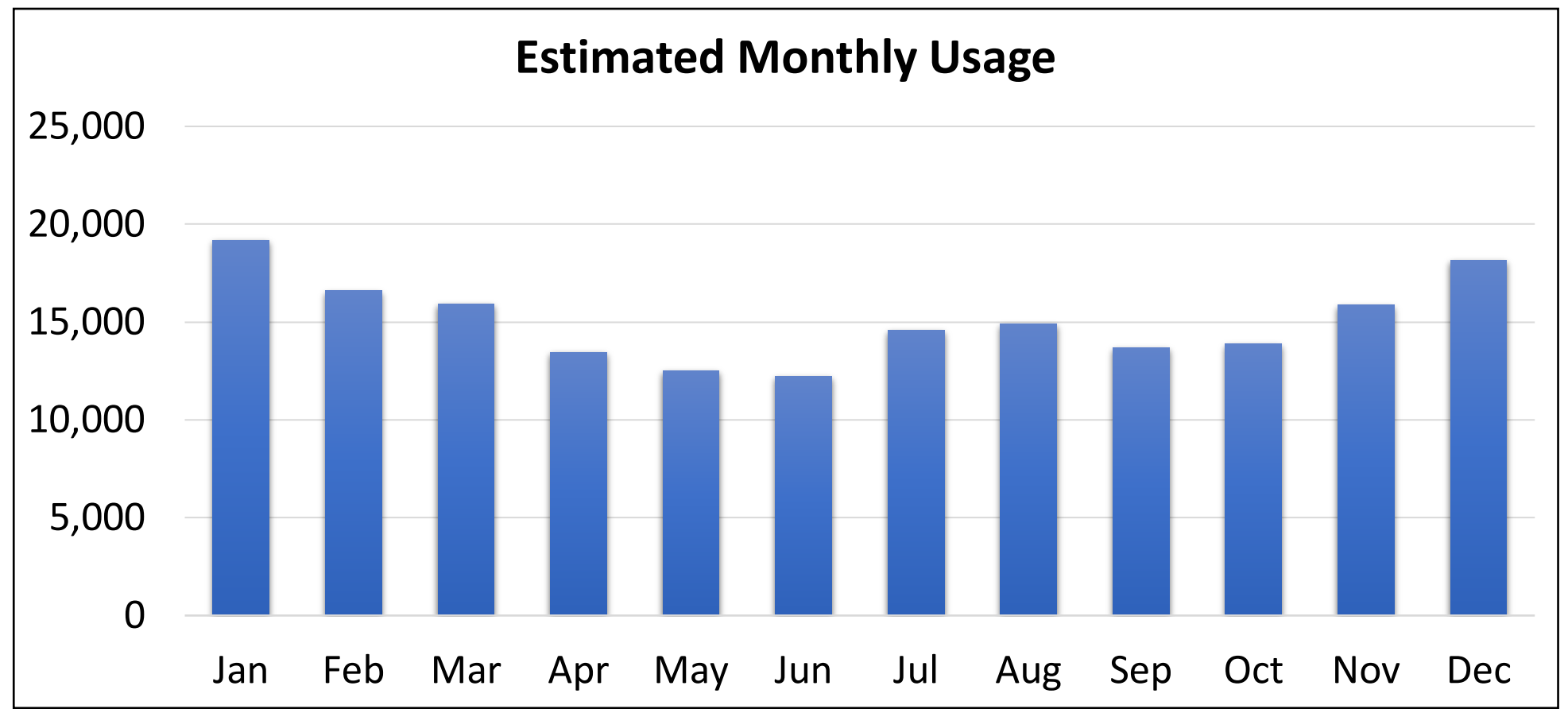
2024 CIP/FY25 Paving and Street Rehabilitation Project: Other Roads to Consider					
Location	General Scope	Length	Width	Estimated Cost	Notes
Quaker Ridge Road 1 Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements
Quaker Ridge Road 1 Route 11 to Nakrem Lane	1 1/2" shim/overlay Ditching Improvements	3,170 LF	22'	\$137,358	Assumes 50% ditching improvements
Quaker Ridge Road 2 Nakrem Lane to Rollinghill Road	1 1/2" shim/overlay Ditching Improvements	2,482 LF	22'	\$198,752	Assumes 50% ditching improvements
Quaker Ridge Road 3 Rollinghill Road to Farm View Drive	1 1/2" shim/overlay Ditching Improvements	2,006 LF	22'	\$151,925	Assumes 50% ditching improvements
Quaker Ridge Road 4 Farm View Drive to Ridge Terrace Drive	1 1/2" shim/overlay Ditching Improvements	4,435 LF	22'	\$322,925	Assumes 50% ditching improvements
Quaker Ridge Road 5 Glen Drive to UP 014/73	1 1/2" shim/overlay Ditching Improvements	4,699 LF	22'	\$203,404	Assumes 50% ditching improvements
Quaker Ridge Road 5b and 6 Brown Ave to Route 302	1 1/2" shim/overlay Ditching Improvements	5080 LF	22'	\$402,592	Assumes 50% ditching improvements
Quaker Ridge Road 6 UP 014/73 to Route 302	Crack Sealing Ditching Improvements	2,376 LF	22'	\$28,019	Assumes 50% ditching improvements
Raymond Cape Road Route 302 to Town Line	1 1/2" shim/overlay Ditching Improvements	2,112 LF	19'	\$160,909	Assumes 50% ditching improvements
Sunny Hill Road 2 Gravel to Dead End	1 1/2" shim/overlay Ditching Improvements	2,100 LF	20'	\$76,763	Assumes 50% ditching improvements
Lord Rd - Mayberry Hill Road to Dead End	Add Gravel and Regrade	5,175 LF	18'	\$150,374	Assumes 50% ditching improvements
Maturo Drive Route 11 to Island View Drive	Reclaim and Repave 3" Ditching Improvements	1950 LF	22'	\$266,857	
Pine Hill Road Route 11 to Island View Drive	Reclaim and Repave 3" Ditching Improvements	3,230 LF	19'	\$416,089	Assumes 50% ditching improvements
Glen Drive Quaker Ridge Rd to New Road	Reconstruct with New Gravels and Pavements Ditching Improvements	1,690 LF	19'	\$381,234	
Stone Road Route 11 to End of Pavement	Reconstruct with New Gravels and Pavements Ditching Improvements	1,200 LF	13'	\$322,041	

2024 CIP/FY25 Paving and Street Rehabilitation Project: OPTION 2					
Location	General Scope	Length	Width	Estimated Cost	Notes
Glen Drive Quaker Ridge Rd to New Road	Reclaim and Repave 3" Ditching Improvements	1,690 LF	19'	\$189,878	Adjacent New Road reclaimed and base paved 2023 (FY24)
Quaker Ridge Road 5a Glen Drive to Brown Ave	1 1/2" shim/overlay Ditching Improvements	1,970 LF	22'	\$118,217	Adjacent to New Road and Glen Drive
Moose Run Sunny Hill Road to Dead End	Surface Pave 1"	766 LF	19'	\$14,246	Reclaimed and Base Paved 2023 (FY24)
Sunny Hill Road 1 Route 302 for 1,000 LF	Surface Pave 1"	1,200 LF	20'	\$26,511	Reclaimed in 2022 (FY23) Base Paved in 2023 (FY24)
New Rd Libby Road to Glen Drive	Surface Pave 1"	1,109 LF	19'	\$22,350	Reclaimed and Base Paved 2023 (FY24)
S Casco Village Rd Route 302 (Across Lakewood Rd) to Quaker Ridge Road	Surface Pave 1"	1,000 LF	20'	\$28,889	Reclaimed and Base Paved 2023 (FY24)
Raymond Cape Road Route 302 to Town Line	1 1/2" shim/overlay Ditching Improvements	2,112 LF	19'	\$160,909	Assumes 50% ditching improvements
				Subtotal	\$560,999
				Traffic Control & Mobilization (10%)	\$56,100
				Miscellaneous/Extra Work Contingency (10%)	\$56,100
				<b>Total</b>	<b>\$673,199</b>

2024 CIP/FY25 Paving and Street Rehabilitation Project: Other Roads to Consider					
Location	General Scope	Length	Width	Estimated Cost	Notes
Quaker Ridge Road 1 Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements
Quaker Ridge Road 1 Route 11 to Nakrem Lane	1 1/2" shim/overlay Ditching Improvements	3,170 LF	22'	\$137,358	Assumes 50% ditching improvements
Quaker Ridge Road 2 Nakrem Lane to Rollinghill Road	1 1/2" shim/overlay Ditching Improvements	2,482 LF	22'	\$198,752	Assumes 50% ditching improvements
Quaker Ridge Road 3 Rollinghill Road to Farm View Drive	1 1/2" shim/overlay Ditching Improvements	2,006 LF	22'	\$151,925	Assumes 50% ditching improvements
Quaker Ridge Road 4 Farm View Drive to Ridge Terrace Drive	1 1/2" shim/overlay Ditching Improvements	4,435 LF	22'	\$322,925	Assumes 50% ditching improvements
Quaker Ridge Road 5 Glen Drive to UP 014/73	1 1/2" shim/overlay Ditching Improvements	4,699 LF	22'	\$203,404	Assumes 50% ditching improvements
Quaker Ridge Road 5b and 6 Brown Ave to Route 302	1 1/2" shim/overlay Ditching Improvements	5080 LF	22'	\$402,592	Assumes 50% ditching improvements
Quaker Ridge Road 6 UP 014/73 to Route 302	Crack Sealing Ditching Improvements	2,376 LF	22'	\$28,019	Assumes 50% ditching improvements
Raymond Cape Road Route 302 to Town Line	1 1/2" shim/overlay Ditching Improvements	2,112 LF	19'	\$160,909	Assumes 50% ditching improvements
Sunny Hill Road 2 Gravel to Dead End	1 1/2" shim/overlay Ditching Improvements	2,100 LF	20'	\$76,763	Assumes 50% ditching improvements
Lord Rd - Mayberry Hill Road to Dead End	Add Gravel and Regrade	5,175 LF	18'	\$150,374	Assumes 50% ditching improvements
Maturo Drive Route 11 to Island View Drive	Reclaim and Repave 3" Ditching Improvements	1950 LF	22'	\$266,857	
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Stone Road Route 11 to End of Pavement	Reclaim and Repave 3" Ditching Improvements	1,200 LF	13'	\$240,781	Assumes road is rebuilt at 13' wide. Assumes \$50,000 in ledge removal
Glen Drive Quaker Ridge Rd to New Road	Reconstruct with New Gravels and Pavements Ditching Improvements	1,690 LF	19'	\$381,234	
Stone Road Route 11 to End of Pavement	Reconstruct with New Gravels and Pavements Ditching Improvements	1,200 LF	13'	\$322,041	

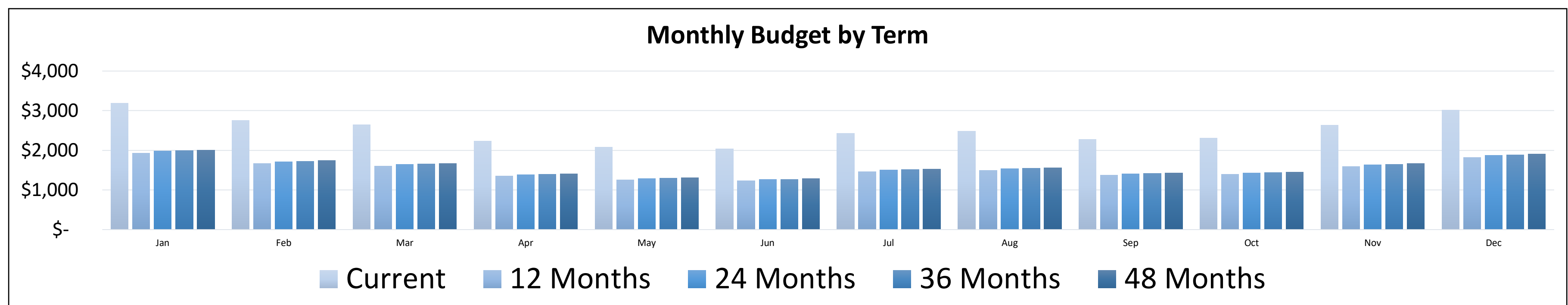


Customer Name	Town of Casco
Start Date	Feb-24
# of Accounts	17
Utility	CMP
Current Supplier	CMP
Current Price	\$0.16631
Product	Fixed
% Green	Standard
Annual Usage	180,899



Supplier	12 Months	24 Months	36 Months	48 Months
Constellation	\$0.10045	\$0.10327	\$0.10387	\$0.10485
Engie	\$0.11321	\$0.11528	\$0.11564	n/a
NextEra Energy	\$0.12791	\$0.12886	\$0.12856	n/a

Low Option	\$0.10045	\$0.10327	\$0.10387	\$0.10485
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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Current	\$ 3,188	\$ 2,760	\$ 2,649	\$ 2,235	\$ 2,080	\$ 2,034	\$ 2,424	\$ 2,478	\$ 2,274	\$ 2,307	\$ 2,639	\$ 3,018
12 Months	\$ 1,925	\$ 1,667	\$ 1,600	\$ 1,350	\$ 1,257	\$ 1,229	\$ 1,464	\$ 1,497	\$ 1,373	\$ 1,393	\$ 1,594	\$ 1,823
24 Months	\$ 1,979	\$ 1,714	\$ 1,645	\$ 1,388	\$ 1,292	\$ 1,263	\$ 1,505	\$ 1,539	\$ 1,412	\$ 1,432	\$ 1,639	\$ 1,874
36 Months	\$ 1,991	\$ 1,724	\$ 1,654	\$ 1,396	\$ 1,299	\$ 1,271	\$ 1,514	\$ 1,548	\$ 1,420	\$ 1,441	\$ 1,648	\$ 1,885
48 Months	\$ 2,010	\$ 1,740	\$ 1,670	\$ 1,409	\$ 1,312	\$ 1,283	\$ 1,528	\$ 1,562	\$ 1,434	\$ 1,454	\$ 1,664	\$ 1,902

*This communication does not constitute an offer to purchase any security, future or other financial instrument or product. The above pricing is indicative and subject to change based on market conditions. Any transaction is subject to credit review and execution of contract documentation.*

# Town of Casco

All Buildings LED

November 30, 2023



## Prepared By:

Andi Laemmel

[alaemmel@titanenergyne.com](mailto:alaemmel@titanenergyne.com)






# All Buildings LED

Casco

November 30, 2023

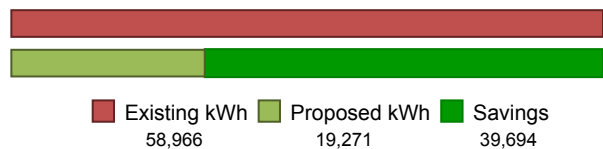
635 Meadow Road  
Casco, ME






Financial Summary	
Project Cost	\$50,237.35
Less Rebates	\$11,114.32
<b>Net Project Cost</b>	<b>\$39,123.03</b>
<b>Payback (Years)</b>	<b>5.8</b>

Annual Savings Summary	
	<b>Energy Savings</b> <b>\$6,748</b>
	<b>Maintenance Savings</b> <b>N/A</b>
	<b>Total Annual Savings</b> <b>\$6,748</b>

Project Assumptions		
Utility Rate	Existing # Fix.	Proposed # Fix.
\$0.170000	293	293

Monthly Cost of Delay  
**\$562.33**



Environmental Impact				
 <b>65,138</b> CO <sub>2</sub> lbs Saved	 <b>6.3</b> Cars Removed from Road	 <b>3,322</b> Gallons of Gas Consumed	 <b>766</b> Tree Seedlings Grown	 <b>34.8</b> Acres of US Forest

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

X	X
Casco	Titan Energy
November 30, 2023	November 30, 2023

## Area Detail

Location	Area	Material	Labor	Recycling	Disposal	Area Cost	Annual Savings
Town of Casco	Town Office 635 Meadow	\$3,911.06	\$2,499.84	\$103.35	\$351.42	\$6,865.67	\$928.20
Town of Casco	Community Center	\$5,959.94	\$4,583.04	\$160.21	\$577.40	\$11,280.59	\$1,099.06
Town of Casco	Community Center Post Office	\$3,355.54	\$2,708.16	\$82.81	\$331.59	\$6,478.10	\$755.82
Town of Casco	Brown Street Fire	\$2,016.82	\$2,083.20	\$53.08	\$224.05	\$4,377.15	\$586.27
Town of Casco	Public Annex 637 Building 2	\$3,666.79	\$2,638.72	\$94.24	\$345.25	\$6,745.00	\$1,264.84
Town of Casco	Central Fire	\$7,700.28	\$5,832.96	\$215.88	\$741.72	\$14,490.84	\$2,113.82

**\$1,124.67**  
Average Savings per Area

# Fixture Summary

**Fixture Watts Saved: 14,903**



**Proposed Actions**

Replace	256
Relamp	23
Retrofit	14

# Fixture Breakdown

Existing			Proposed				Savings
Fixture Name	Qty	Watts	Solution Name	Qty	Watts	Action	Watts
F-F32T8-2	16	944	(2) 9.5T8/MAS/48-840/IF16/P 10/1, (1) ICN2P16TLEDN35M, 2L Driver	16	320	Relamp	624
F-F32T8-2	3	177	(1) MLFP14G420WCSCR	3	60	Replace	117
F-F32T8-2	4	236	(1) MLFP14G420WCSCR (v2)	4	120	Replace	116
F-F32T8-2	19	1,121	(1) FLATMAX LED FLAT PANEL 2X4 GEN 4 WATT SELECT - 27W WATT AND COLOR SELECT - 3500K, 4000K, 5000K	19	513	Replace	608
F-F32T8-2	77	4,543	UTILITY WRAP 4FT 120-277V 25W 4000K	77	1,925	Replace	2,618
F-F32T8-3	19	1,691	(1) FLATMAX LED FLAT PANEL 2X4 GEN 4 WATT SELECT - 27W WATT AND COLOR SELECT - 3500K, 4000K, 5000K	19	513	Replace	1,178
F-F40T12-1	2	100	(1) LS2-4U23WCSCREM, 4ft strip, Color and Wattage Selectable	2	46	Retrofit	54
F-F40T12-1	7	350	(1) 9.5T8/MAS/48-840/IF16/P 10/1, (1) ICN2P16TLEDN35M, 2L Driver	7	70	Relamp	280
F-F40T12-2	2	172	(1) LS2-4U23WCSCREM, 4ft strip, Color and Wattage Selectable	2	46	Replace	126
F-F40T12-2	119	10,234	UTILITY WRAP 4FT 120-277V 25W 4000K	119	2,975	Replace	7,259
F-F40T12-2	10	860	UTILITY WRAP 4FT 120-277V 25W 4000K	10	250	Retrofit	610
F-F96T12-1	2	182	(1) LS2-4U23WCSCREM, 4ft strip, Color and Wattage Selectable	2	46	Retrofit	136

INCAN-I60-1	4	240	(1) RCF610WCSDW	4	40	Replace	200
INCAN-I60-1	2	120	(1) 14W 4000K LED Flush Mount 12" 5443241	2	28	Replace	92
INCAN-I60-1	1	60	(1) 14W 4000K LED Flush Mount 12" 5443241	1	14	Replace	46
INCAN-I60-1	1	60	(1) E8A19DLED40/G1S	1	8	Replace	52
INCAN-I85-1	1	85	(1) 11BR30DLED40/G3	1	11	Replace	74
LED-L100-1	1	70	(1) FMM80UW-40WTSPC	1	80	Replace	-10
MH-MH175-1	2	430	(1) WPOP55U-WCSBCR, Maxiite 55W Wallpack	2	110	Replace	320
MH-MH400-1	1	458	(1) WPOP55U-WCSBCR, Maxiite 55W Wallpack	1	55	Replace	403

# Terms and Conditions

**Incentives:** This project is contingent upon receiving Letter of Agreement from Utility. Project incentive will be paid directly to Titan Solutions ("Company"), unless stated otherwise.

**Installation:** All work under this proposal will be performed by Company in a professional manner in accordance with industry standards. Any change to or modification of the project described above must be agreed to by both parties and the customer will be responsible for any increased costs or expenses resulting from such change or modification.

**Schedule Contingencies:** Conditions or events beyond the control of Company may jeopardize the proposed performance schedules. Company shall not be responsible for delays in delivery beyond Company's control. Examples of conditions or events beyond Company's control include inability to access the Client's facility, extreme weather conditions, or force majeure.

**Cancellation:** Customer may choose to cancel prior to material shipment without additional restocking charge(s). Material orders that have been manufactured and/or shipped cannot be canceled and returned. All order cancellations must be in writing. All costs for warehousing and freight on orders canceled after shipment and/or refused at destination will be charged to the Customer.

**Maintenance of Material:** Customer acknowledges and agrees that Customer shall operate and maintain the material in accordance with the manufacturer's recommendations.

**Indemnification and Limitation of Company's Liability:** Customer shall indemnify, defend and hold harmless Company, its affiliates and their respective contractors, officers, directors, employees, agents, representatives from and against any and all claims, damages, losses and expenses, including reasonable attorneys' fees and costs incurred to enforce this indemnity, arising out of, resulting from, or related to the project or the performance of any services or other work in connection with the project's ("Damages"), caused or alleged to be caused in whole or in part by any actual or alleged act or omission of the Customer, any subcontractor, agent, or third party, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The total maximum liability of the Company for all work performed under this proposal shall not exceed the total amount paid by the Customer for such work. The Company and its affiliates and their respective contractors, officers, directors, employees, agents, representatives shall not be liable to the Customer or any other party for any other obligation. To the fullest extent allowed by law and as part of the consideration for participation in the project, the Customer waives and releases the Company and its affiliates from all obligation, and for any liability or claim associated with the material, the performance of the material, or these Terms and Conditions.

**Contractor Selection:** Customer acknowledges that the Company reserves the right to select a vendor or contractor to install the materials and equipment at the Customer's facility.

**Removal of Equipment:** The Customer agrees to allow Company to properly remove and dispose of or recycle the equipment, lamps and components in accordance with all applicable laws, and regulations and codes. The Customer agrees not to re-install any of the removed equipment.

**Energy Benefits:** Actual project savings will vary based on the final project scope, utility rates, applicable rebates and the Customer's energy usage.

**Warranty:** Warranty of material per manufacturer's policy upon purchase of material. Warranty of labor is one (1) year upon completion of Installation.

# Electric Vehicle Charging Station Summary

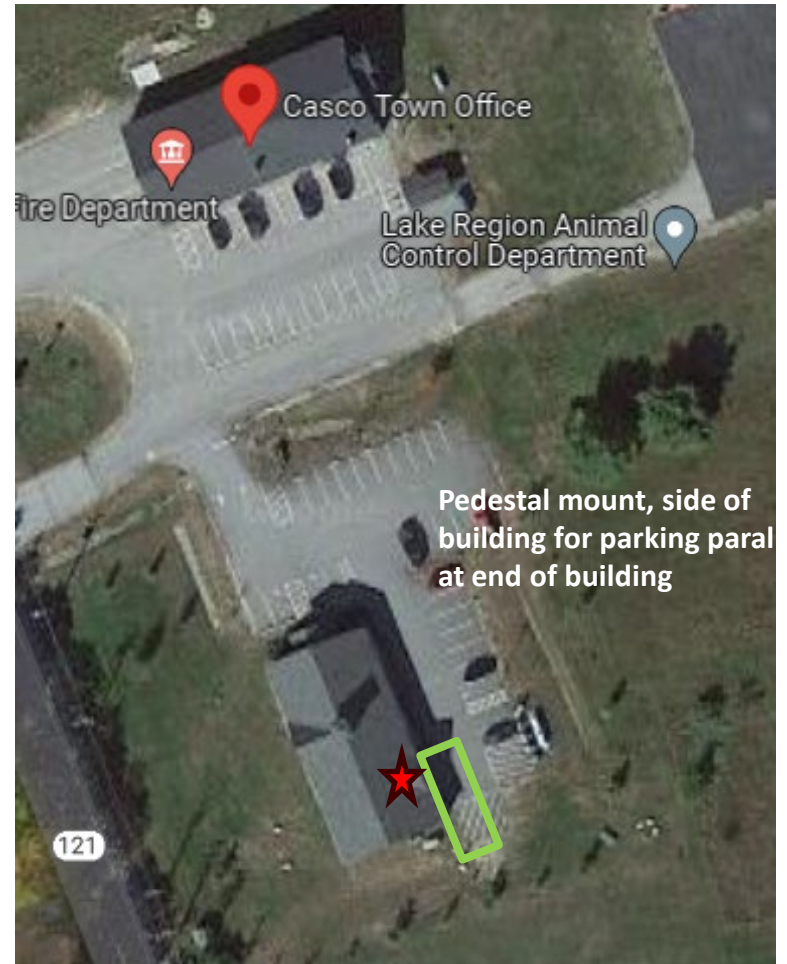


Town of Casco  
Casco, ME

# Casco Town Office – Project Summary

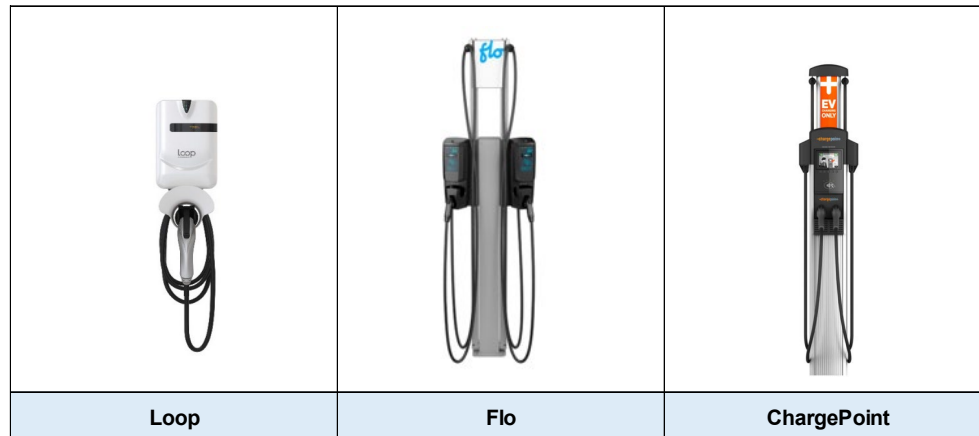
Item 9.#

- Secure electrical permit
- Install two (2) 40A 2-pole breakers in electrical panel.
- Run 1" PVC conduit carrying power for one dual-port EV Charger.
- Bring conduit into new concrete base and mount a dual-port EV Charger.
- Install two (2) protective bollards in front of EV Charger.
- Restore areas affected by trenching, back filling, and concrete work.



# Casco Town Office - Project Cost

Item 9.#



	Loop	Flo	ChargePoint
<b>Installation</b>	\$ 5,536	\$ 5,536	\$ 5,536
<b>EVSE*</b>	7,200	8,848	10,720
<b>Incentive</b>	-	-	-
<b>Total</b>	<b>\$ 12,736</b>	<b>\$ 14,384</b>	<b>\$ 16,256</b>

<b>Other Considerations</b>			
<b>Ownership</b>	Private	Private	NYSE: CHPT
<b>Company Headquarters</b>	Campbell, CA	Quebec, Canada	El Segundo, CA
<b>Network</b>	Loop	Flo	ChargePoint
<b>Monthly Year 2 Network Fees Per Port</b>	\$0 to \$15	\$12.50	\$28.75
<b>Enclosure Rating</b>	NEMA 4	NEMA 3R	NEMA 3R

\* Activation and one year network fee included. Excludes on-going network fees and any extended warranty



# Acceptance of Proposal

Item 9.#

- Thank you for considering Titan Energy. If you would like to proceed, please sign below.

**Project Cost Breakdown**

		Installation	EVSE	Less: Incentive		Total
<input type="checkbox"/>	Loop	\$ 5,536	7,200	-	\$	12,736
<input type="checkbox"/>	Flo	\$ 5,536	8,848	-	\$	14,384
<input type="checkbox"/>	ChargePoint	\$ 5,536	10,720	-	\$	16,256

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Detailed Terms & Conditions on the following page

# Community Center - Project Summary

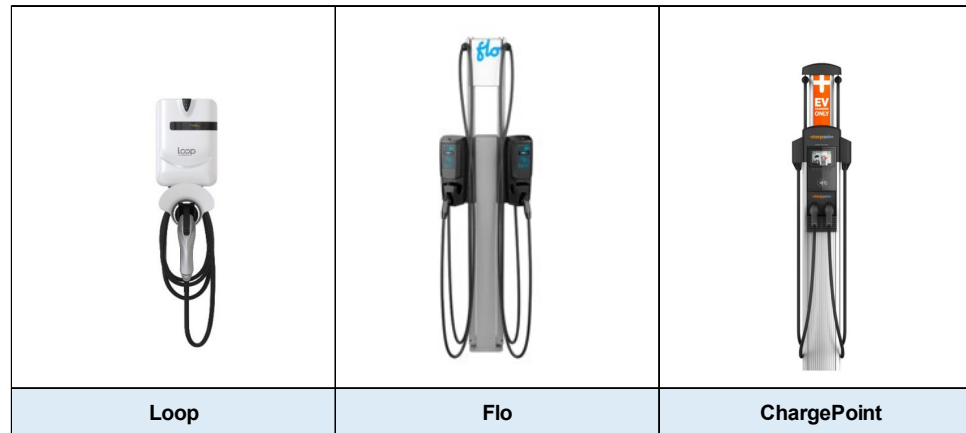
Item 9.#

- Secure electrical permit
- Install two (2) 40A 2-pole breakers in electrical panel.
- Run 1" PVC conduit carrying power for one dual-port EV Charger.
- Remove existing charger and replace with one (1) dual-port, wall mounted EV Charger.



# Community Center - Project Cost

Item 9.#



	Loop	Flo	ChargePoint
<b>Installation</b>	\$ 5,179	\$ 5,179	\$ 5,179
<b>EVSE*</b>	7,200	8,848	10,720
<b>Incentive</b>	-	-	-
<b>Total</b>	<b>\$ 12,379</b>	<b>\$ 14,027</b>	<b>\$ 15,899</b>

<b>Other Considerations</b>			
<b>Ownership</b>	Private	Private	NYSE: CHPT
<b>Company Headquarters</b>	Campbell, CA	Quebec, Canada	El Segundo, CA
<b>Network</b>	Loop	Flo	ChargePoint
<b>Monthly Year 2 Network Fees Per Port</b>	\$0 to \$15	\$12.50	\$28.75
<b>Enclosure Rating</b>	NEMA 4	NEMA 3R	NEMA 3R

\* Activation and one year network fee included. Excludes on-going network fees and any extended warranty

# Acceptance of Proposal

- Thank you for considering Titan Energy. If you would like to proceed, please sign below.

**Project Cost Breakdown**

		Installation	EVSE	Less: Incentive	Total
<input type="checkbox"/>	Loop	\$ 5,179	7,200	-	\$ 12,379
<input type="checkbox"/>	Flo	\$ 5,179	8,848	-	\$ 14,027
<input type="checkbox"/>	ChargePoint	\$ 5,179	10,720	-	\$ 15,899

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

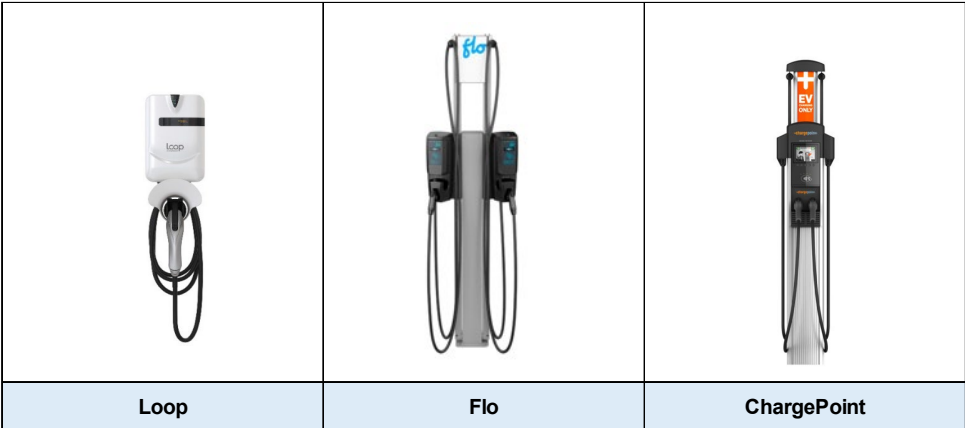
Detailed Terms & Conditions on the following page

- Secure electrical permit
- Replace exterior load center with a higher capacity panel to accommodate new breakers.
- Install two (2) 40A 2-pole breakers in electrical panel.
- Remove existing charger and replace with one (1) dual-port, wall mounted EV Charger.



# Brown Street - Project Cost

Item 9.#



	Loop	Flo	ChargePoint
<b>Installation</b>	\$ 3,321	\$ 3,321	\$ 3,321
<b>EVSE*</b>	7,200	8,848	10,720
<b>Incentive</b>	-	-	-
<b>Total</b>	<b>\$ 10,521</b>	<b>\$ 12,170</b>	<b>\$ 14,041</b>

<b>Other Considerations</b>			
<b>Ownership</b>	Private	Private	NYSE: CHPT
<b>Company Headquarters</b>	Campbell, CA	Quebec, Canada	El Segundo, CA
<b>Network</b>	Loop	Flo	ChargePoint
<b>Monthly Year 2 Network Fees Per Port</b>	\$0 to \$15	\$12.50	\$28.75
<b>Enclosure Rating</b>	NEMA 4	NEMA 3R	NEMA 3R

\* Activation and one year network fee included. Excludes on-going network fees and any extended warranty

# Acceptance of Proposal

Item 9.#

- Thank you for considering Titan Energy. If you would like to proceed, please sign below.

**Project Cost Breakdown**

		Installation	EVSE	Less: Incentive	Total
<input type="checkbox"/>	Loop	\$ 3,321	7,200	-	\$ 10,521
<input type="checkbox"/>	Flo	\$ 3,321	8,848	-	\$ 12,170
<input type="checkbox"/>	ChargePoint	\$ 3,321	10,720	-	\$ 14,041

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Detailed Terms & Conditions on the following page

- **Installation:** All work under this proposal will be performed by Company in a professional manner in accordance with industry standards. Any change to or modification of the project described above must be agreed to by both parties and the customer will be responsible for any increased costs or expenses resulting from such change or modification.
- **Schedule Contingencies:** Conditions or events beyond the control of Company may jeopardize the proposed performance schedules. Company shall not be responsible for delays in delivery beyond Company's control. Examples of conditions or events beyond Company's control include inability to access the Client's facility, extreme weather conditions, or force majeure.
- **Cancellation:** Customer may choose to cancel prior to material shipment without additional restocking charge(s). Material orders that have been manufactured and/or shipped cannot be canceled and returned. All order cancellations must be in writing. All costs for warehousing and freight on orders canceled after shipment and/or refused at destination will be charged to the Customer. • **Maintenance of Material:** Customer acknowledges and agrees that Customer shall operate and maintain the material in accordance with the manufacturer's recommendations.
- **Indemnification and Limitation of Company's Liability:** Customer shall indemnify, defend and hold harmless Company, its affiliates and their respective contractors, officers, directors, employees, agents, representatives from and against any and all claims, damages, losses and expenses, including reasonable attorneys' fees and costs incurred to enforce this indemnity, arising out of, resulting from, or related to the project or the performance of any services or other work in connection with the project's ("Damages"), caused or alleged to be caused in whole or in part by any actual or alleged act or omission of the Customer, any subcontractor, agent, or third party, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The total maximum liability of the Company for all work performed under this proposal shall not exceed the total amount paid by the Customer for such work. The Company and its affiliates and their respective contractors, officers, directors, employees, agents, representatives shall not be liable to the Customer or any other party for any other obligation. To the fullest extent allowed by law and as part of the consideration for participation in the project, the Customer waives and releases the Company and its affiliates from all obligation, and for any liability or claim associated with the material, the performance of the material, or these Terms and Conditions.
- **Contractor Selection:** Customer acknowledges that the Company reserves the right to select a vendor or contractor to install the materials and equipment at the Customer's facility.
- **Warranty:** Warranty of material per manufacturer's policy upon purchase of material.





STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
BUREAU OF RESOURCE INFORMATION & LAND USE PLANNING  
93 STATE HOUSE STATION  
AUGUSTA, MAINE 04333

Item 10.#

JANET T. MILLS  
GOVERNOR

AMANDA E. BEAL  
COMMISSIONER

January 8, 2024

Scott Avery, Selectboard Chair  
Town of Casco  
635 Meadow Road  
Casco, ME 04015

[E-Mail Return Receipt Requested]

**RE: New FEMA Flood Insurance Rate Maps and requirement for adoption into local ordinance for compliance with the National Flood Insurance Program (NFIP)**

Dear Selectboard Chair Avery:

Your community should have received a Letter of Final Determination (LFD) from the Federal Emergency Management Agency (FEMA) which sets the effective date of the new Digital Flood Insurance Rate Maps (DFIRMs) for Cumberland County for June 20, 2024. The LFD marks the beginning of a six-month time period for communities to update their local Floodplain Management Ordinances to reflect any changes since the last ordinance was adopted and to incorporate the new map date. **Your community must adopt an updated Floodplain Management Ordinance which references the new map date on or before June 20, 2024, in order to avoid being immediately suspended from the NFIP.**

Participation in the NFIP provides protection to those members of your community who may be affected by flooding. In addition, federal flood insurance is available to those who have federally backed mortgages in the floodplain. Another important benefit is your community's eligibility for disaster funding and low interest loans when your county is in a declared disaster area. This is all possible by way of your community's commitment to adopt, administer, and enforce its floodplain ordinance and your commitment to regulate development within flood prone areas.

Adoption of the new maps prior to the final map date will assure uninterrupted and continued participation in the NFIP. Enclosed is a copy of the most current state model Floodplain Management Ordinance that has been customized specifically for your community. **Please review this document carefully.** The enclosed ordinance contains all the changes that have occurred at the federal and state level since your ordinance was last adopted. Since FEMA has

SUE BAKER, PROGRAM MANAGER  
MAINE FLOODPLAIN MANAGEMENT PROGRAM  
17 ELKINS LANE, WILLIAMS PAVILLION



PHONE: (207) 287-2801  
FAX: (207) 287-2353  
WWW.MAINE.GOV/DACF/

very specific requirements regarding ordinance language, we encourage communities to adopt the ordinance without changes. However, if you would like to make any changes, you should discuss them with this office prior to local consideration. If the community changes the numbering system, a draft should be provided to this office for review. This is to ensure that the ordinance remains compliant and contains the correct cross references. Please make sure your community does not adopt any prior versions of the ordinance that we may have previously sent to your community.

We filled in the application fee (Article III) and permitting authority (Article II) using the ordinance that is in effect now for your community. The application fee is set by the municipality so if you would like to review other fee options or change it, just let us know.


Some communities have expressed concern about adopting maps that do not become effective until several months after they are adopted. We highly recommend that the community set the effective date of the ordinance to coincide with the day the new maps become effective.

Once your ordinance has been adopted and certified by the Town Clerk, please send this office an electronic copy (if possible) and one clerk certified printed copy. We will provide copies to the FEMA regional office and the regional planning commission. An electronic copy will be filed here at the Maine Floodplain Management Program.

**If you have not already done so, please provide us with contact information for the person who will be responsible locally for coordinating the ordinance update process. We would also like to know the scheduled dates for your public hearing and town meeting as we must track this information for the affected communities.** Please contact Janet Parker at 287-9981 or [janet.parker@maine.gov](mailto:janet.parker@maine.gov) as soon as this information is available.

Over the next few months, we expect to host at least one public outreach meeting in the Cumberland County area. This will be a public informational session so that we can answer questions as to how folks will be affected by the new maps, particularly with regard to flood insurance. We hope you will have at least one local official in attendance and that you'll provide notice so that property owners have the opportunity to get their individual questions answered. Please feel free to contact me (287-8063 or [sue.baker@maine.gov](mailto:sue.baker@maine.gov)) or Janet (287-9981 or [janet.parker@maine.gov](mailto:janet.parker@maine.gov)) at any time throughout this process if you have questions or need additional assistance.

Best Regards,



Sue Baker, CFM  
State NFIP Coordinator

Enclosures: Customized 2023 Model Ordinance  
Adoption Instructions

Update of Ordinance Changes  
Optional/Alternate Language

Cc: Tony Ward, Town Manager  
Penny Bean, Town Clerk  
Ryan McAllister, Planning Board Chair  
John Wiesemann, Code Enforcement Officer  
Katie Rand, FEMA Region I  
Greater Portland Council of Governments



STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
BUREAU OF RESOURCE INFORMATION & LAND USE PLANNING  
93 STATE HOUSE STATION  
AUGUSTA, MAINE 04333

Item 10.#

JANET T. MILLS  
GOVERNOR

AMANDA E. BEAL  
COMMISSIONER

SUE BAKER, PROGRAM MANAGER  
MAINE FLOODPLAIN MANAGEMENT PROGRAM  
17 ELKINS LANE, WILLIAMS PAVILLION



PHONE: (207) 287-2801  
FAX: (207) 287-2353  
WWW.MAINE.GOV/DACF/

# FLOODPLAIN MANAGEMENT ORDINANCE

## FOR THE

### TOWN OF CASCO, MAINE

---

---

ENACTED: \_\_\_\_\_  
Date

EFFECTIVE: \_\_\_\_\_  
Date

CERTIFIED BY: \_\_\_\_\_  
Signature

CERTIFIED BY: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Affix Seal

FLOODPLAIN MANAGEMENT ORDINANCE

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**ARTICLE I - PURPOSE AND ESTABLISHMENT**

Certain areas of the Town of Casco, Maine are subject to periodic flooding, causing serious damages to properties within these areas. Relief is available in the form of flood insurance as authorized by the National Flood Insurance Act of 1968.

Therefore, the Town of Casco, Maine has chosen to become a participating community in the National Flood Insurance Program and agrees to comply with the requirements of the National Flood Insurance Act of 1968 (P.L. 90-488, as amended) as delineated in this Floodplain Management Ordinance.

It is the intent of the Town of Casco, Maine to require the recognition and evaluation of flood hazards in all official actions relating to land use in the floodplain areas having special flood hazards.

The Town of Casco has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Title 30-A MRSA, Sections 3001-3007, 4352, 4401-4407, and Title 38 MRSA, Section 440.

The National Flood Insurance Program, established in the aforesaid Act, provides that areas of the Town of Casco having a special flood hazard be identified by the Federal Emergency Management Agency and that floodplain management measures be applied in such flood hazard areas. This Ordinance establishes a Flood Hazard Development Permit system and review procedure for development activities in the designated flood hazard areas of the Town of Casco, Maine.

The areas of special flood hazard, Zones A and AE, for the Town of Casco, Cumberland County, Maine, identified by the Federal Emergency Management Agency in a report entitled “Flood Insurance Study – Cumberland County, Maine,” dated June 20, 2024, with accompanying “Flood Insurance Rate Map” dated June 20, 2024, are hereby adopted by reference and declared to be a part of this Ordinance.

**ARTICLE II - PERMIT REQUIRED**

The Code Enforcement Officer shall be designated as the local Floodplain Administrator. The Floodplain Administrator shall have the authority to implement the commitment made to administer and enforce the requirements for participation in the National Flood Insurance Program.

Before any construction or other development (as defined in Article XIII), including the placement of manufactured homes, begins within any areas of special flood hazard established in Article I, a Flood Hazard Development Permit shall be obtained from the Code Enforcement Officer. This permit shall be in addition to any other permits which may be required pursuant to the codes and ordinances of the Town of Casco, Maine.

**ARTICLE III - APPLICATION FOR PERMIT**

The application for a Flood Hazard Development Permit shall be submitted to the Code Enforcement Officer and shall include:

- A. The name, address, and phone number of the applicant, owner, and contractor;
- B. An address and a map indicating the location of the construction site;
- C. A site plan showing locations of existing and/or proposed development, including but not limited to structures, sewage disposal facilities, water supply facilities, areas to be cut and filled, and lot dimensions;

- D. A statement of the intended use of the structure and/or development;
  - E. A statement of the cost of the development including all materials and labor;
  - F. A statement as to the type of sewage system proposed;
  - G. Specification of dimensions of the proposed structure and/or development;
- [Items H-K.2. apply only to new construction and substantial improvements.]
- H. The elevation in relation to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD), or to a locally established datum in Zone A only, of the:
    - 1. base flood at the proposed site of all new or substantially improved structures, which is determined:
      - a. in Zones AE from data contained in the "Flood Insurance Study - Cumberland County, Maine" as described in Article I; or,
      - b. in Zone A:
        - (1) from any base flood elevation data from federal, state, or other technical sources (such as FEMA's Quick-2 model, FEMA 265), including information obtained pursuant to Article VI.M. and VIII.D.; or,
        - (2) in the absence of all data described in Article III.H.1.b.(1), information to demonstrate that the structure shall meet the elevation requirement in Article VI.H.2.b., Article VI.I.2.a. or b., or Article VI.J.2.b.
    - 2. highest and lowest grades at the site adjacent to the walls of the proposed building;
    - 3. lowest floor, including basement; and whether or not such structures contain a basement;
    - 4. lowest machinery and equipment servicing the building; and,
    - 5. level, in the case of non-residential structures only, to which the structure will be floodproofed.
  - I. A description of an elevation reference point established on the site of all developments for which elevation standards apply as required in Article VI;
  - J. A written certification by:
    - 1. a Professional Land Surveyor that the grade elevations shown on the application are accurate; and,
    - 2. a Professional Land Surveyor, registered professional engineer or architect that the base flood elevation shown on the application is accurate.
  - K. The following certifications as required in Article VI by a registered professional engineer or architect:



- 1. a Floodproofing Certificate (FEMA Form FF-206-FY-22-153, as amended), to verify that the floodproofing methods for any non-residential structures will meet the floodproofing criteria of Article VI.I.; and other applicable standards in Article VI;
  - 2. a Hydraulic Openings Certificate to verify that engineered hydraulic openings in foundation walls will meet the standards of Article VI.N.2.a.;
  - 3. a certified statement that bridges will meet the standards of Article VI.O.;
  - 4. a certified statement that containment walls will meet the standards of Article VI.P.
- L. A description of the extent to which any water course will be altered or relocated as a result of the proposed development; and,
- M. A statement of construction plans describing in detail how each applicable development standard in Article VI will be met.

**ARTICLE IV - APPLICATION FEE AND EXPERT'S FEE**

A non-refundable application fee of \$50.00 shall be paid to the Town Clerk and a copy of a receipt for the same shall accompany the application.

An additional fee may be charged if the Code Enforcement Officer, Planning Board, and/or Board of Appeals needs the assistance of a professional engineer or other expert. The expert's fee shall be paid in full by the applicant within 10 days after the town submits a bill to the applicant. Failure to pay the bill shall constitute a violation of the ordinance and be grounds for the issuance of a stop work order. An expert shall not be hired by the municipality at the expense of an applicant until the applicant has either consented to such hiring in writing or been given an opportunity to be heard on the subject. An applicant who is dissatisfied with a decision to hire expert assistance may appeal that decision to the Board of Appeals.

**ARTICLE V - REVIEW STANDARDS FOR FLOOD HAZARD DEVELOPMENT PERMIT APPLICATIONS**

The Code Enforcement Officer shall:

- A. Review all applications for the Flood Hazard Development Permit to assure that proposed developments are reasonably safe from flooding and to determine that all pertinent requirements of Article VI (Development Standards) have been, or will be met;
- B. Utilize, in the review of all Flood Hazard Development Permit applications:
  - 1. the base flood and floodway data contained in the "Flood Insurance Study - Cumberland County, Maine," as described in Article I;
  - 2. in special flood hazard areas where base flood elevation and floodway data are not provided, the Code Enforcement Officer shall obtain, review, and reasonably utilize any base flood elevation and floodway data from federal, state, or other technical sources, including information obtained pursuant to Article III.H.1.b.(1); Article VI.M.; and Article VIII.D., in order to administer Article VI of this Ordinance; and,

3. when the community establishes a base flood elevation in a Zone A by methods outlined in Article III.H.1.b.(1), the community shall submit that data to the Maine Floodplain Management Program.
- C. Make interpretations of the location of boundaries of special flood hazard areas shown on the maps described in Article I of this Ordinance;
  - D. In the review of Flood Hazard Development Permit applications, determine that all necessary permits have been obtained from those federal, state, and local government agencies from which prior approval is required by federal or state law, including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1344;
  - E. Notify adjacent municipalities, the Department of Environmental Protection, and the Maine Floodplain Management Program prior to any alteration or relocation of a water course and submit copies of such notifications to the Federal Emergency Management Agency;
  - F. If the application satisfies the requirements of this Ordinance, approve the issuance of one of the following Flood Hazard Development Permits based on the type of development:
    1. A two part Flood Hazard Development Permit for elevated structures. Part I shall authorize the applicant to build a structure to and including the first horizontal floor only above the base flood level. At that time the applicant shall provide the Code Enforcement Officer with an “under construction” Elevation Certificate completed by a Professional Land Surveyor based on the Part I permit construction for verifying compliance with the elevation requirements of Article VI, paragraphs H., I., or J. Following review of the Elevation Certificate data, which shall take place within 72 hours of receipt of the application, the Code Enforcement Officer shall issue Part II of the Flood Hazard Development Permit. Part II shall authorize the applicant to complete the construction project; or,
    2. A Flood Hazard Development Permit for Floodproofing of Non-Residential Structures that are new construction or substantially improved non-residential structures that are not being elevated but that meet the floodproofing standards of Article VI.I.1. The application for this permit shall include a Floodproofing Certificate signed by a registered professional engineer or architect; or,
    3. A Flood Hazard Development Permit for Minor Development for all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. Minor development also includes but is not limited to: accessory structures as provided for in Article VI.L., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.
  - G. Maintain, as a permanent record, copies of all Flood Hazard Development Permit Applications, corresponding Permits issued, and data relevant thereto, including reports of the Board of Appeals on variances granted under the provisions of Article IX of this Ordinance, and copies of Elevation Certificates, Floodproofing Certificates, Certificates of Compliance, and certifications of design standards required under the provisions of Articles III, VI, and VII of this Ordinance.

## **ARTICLE VI - DEVELOPMENT STANDARDS**

All developments in areas of special flood hazard shall meet the following applicable standards:

- A. **All Development** - All development shall:
  - 1. be designed or modified and adequately anchored to prevent flotation (excluding piers and docks), collapse, or lateral movement of the development resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
  - 2. use construction materials that are resistant to flood damage;
  - 3. use construction methods and practices that will minimize flood damage; and,
  - 4. use electrical, heating, ventilation, plumbing, and air conditioning equipment, and other service facilities, that are designed and/or located so as to prevent water from entering or accumulating within the components during flooding conditions.
  
- B. **Water Supply** - All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the systems.
  
- C. **Sanitary Sewage Systems** - All new and replacement sanitary sewage systems shall be designed and located to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.
  
- D. **On Site Waste Disposal Systems** - On site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during floods.
  
- E. **Watercourse Carrying Capacity** - All development associated with altered or relocated portions of a watercourse shall be constructed and maintained in such a manner that no reduction occurs in the flood carrying capacity of the watercourse.
  
- F. **Utilities** - New construction or substantial improvement of any structure (including manufactured homes) located within Zones A and AE shall have the bottom of all electrical, heating, plumbing, ventilation and air conditioning equipment, permanent fixtures and components, HVAC ductwork and duct systems, and any other utility service equipment, facilities, machinery, or connections servicing a structure, elevated to at least one foot above the base flood elevation.
  
- G. **Physical Changes to the Natural Landscape** - Certain development projects, including but not limited to, retaining walls, sea walls, levees, berms, and rip rap, can cause physical changes that affect flooding conditions.
  - 1. All development projects in Zones AE that cause physical changes to the natural landscape shall be reviewed by a Professional Engineer to determine whether or not the project changes the base flood elevation, zone, and/or the flood hazard boundary line.
  - 2.
    - a. If the Professional Engineer determines, through the use of engineering judgement, that the project would not necessitate a Letter of Map Revision (LOMR), a certified statement shall be provided.
    - b. If the Professional Engineer determines that the project may cause a change, a hydrologic and hydraulic analysis that meets current FEMA standards shall be performed.

3. If the hydrologic and hydraulic analysis performed indicates a change to the base flood elevation, zone, and/or the flood hazard boundary line, the applicant may submit a Conditional Letter of Map Revision (C-LOMR) request to the Federal Emergency Management Agency for assurance that the as-built project will result in a change to the Flood Insurance Rate Map. Once the development is completed, a request for a Letter of Map Revision (LOMR) shall be initiated.
4. If the hydrologic and hydraulic analysis performed show a change to the base flood elevation, zone, and/or the flood hazard boundary line, as soon as practicable, but no later than 6 months after the completion of the project, the applicant shall submit the technical data to FEMA in the form of a Letter of Map Revision request.

H. **Residential** - New construction or substantial improvement of any residential structure located within:

1. Zone AE shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation.
2. Zone A shall have the lowest floor (including basement) elevated:
  - a. to at least one foot above the base flood elevation utilizing information obtained pursuant to Article III.H.1.b.(1); Article V.B.; or Article VIII.D.; or,
  - b. in the absence of all data described in Article VI.H.2.a., to at least two feet above the highest adjacent grade to the structure.

I. **Non-Residential** - New construction or substantial improvement of any non-residential structure located within:

1. Zone AE shall have the lowest floor (including basement) elevated to at least one foot above the base flood elevation, or together with attendant utility and sanitary facilities shall:
  - a. be floodproofed to at least one foot above the base flood elevation so that below that elevation the structure is watertight with walls substantially impermeable to the passage of water;
  - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
  - c. be certified by a registered professional engineer or architect that the floodproofing design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Article III.K. and shall include a record of the elevation above mean sea level to which the structure is floodproofed.
2. Zone A shall have the lowest floor (including basement) elevated:
  - a. to at least one foot above the base flood elevation utilizing information obtained pursuant to Article III.H.1.b.(1); Article V.B.; Article VIII.D.; or,

- b. in the absence of all data described in Article VI.I.2.a., to at least two feet above the highest adjacent grade to the structure; or,
- c. together with attendant utility and sanitary facilities meet the floodproofing standards of Article VI.I.1.a., b., and c.

**J. Manufactured Homes** - New or substantially improved manufactured homes located within:

1. Zone AE shall:

- a. be elevated such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation;
- b. be on a permanent foundation, which may be poured masonry slab or foundation walls, with hydraulic openings, or may be reinforced piers or block supports, any of which support the manufactured home so that no weight is supported by its wheels and axles; and,
- c. be securely anchored to an adequately anchored foundation system to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to:
  - (1) over-the-top ties anchored to the ground at the four corners of the manufactured home, plus two additional ties per side at intermediate points (manufactured homes less than 50 feet long require one additional tie per side); or by,
  - (2) frame ties at each corner of the home, plus five additional ties along each side at intermediate points (manufactured homes less than 50 feet long require four additional ties per side).
  - (3) All components of the anchoring system described in Article VI.J.1.c.(1) & (2) shall be capable of carrying a force of 4800 pounds.

2. Zone A shall:

- a. be elevated on a permanent foundation, as described in Article VI.J.1.b., such that the lowest floor (including basement) of the manufactured home is at least one foot above the base flood elevation utilizing information obtained pursuant to Article III.H.1.b.(1); Article V.B.; Article VIII.D.; or,
- b. in the absence of all data as described in Article VI.J.2.a., to at least two feet above the highest adjacent grade to the structure; and,
- c. meet the anchoring requirements of Article VI.J.1.c.

**K. Recreational Vehicles** - Recreational Vehicles located within:

1. Zones A and AE shall either:

- a. be on the site for fewer than 180 consecutive days; and,
- b. be fully licensed and ready for highway use. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions; or,

- c. be permitted in accordance with the elevation and anchoring requirements for "manufactured homes" in Article VI.J.1.

L. **Accessory Structures** - New construction or substantial improvement of Accessory Structures, as defined in Article XIII, shall be exempt from the elevation criteria required in Article VI.H. & I. above, if all other requirements of Article VI and all the following requirements are met.

1. Accessory Structures located in Zones A and AE shall:
  - a. meet the requirements of Article VI.A.1. through 4., as applicable;
  - b. be limited in size to a one-story two car garage;
  - c. have unfinished interiors and not be used for human habitation;
  - d. have only ground fault interrupt electrical outlets. The electric service disconnect shall be located above the base flood elevation and, when possible, outside the Special Flood Hazard Area.
  - e. be located outside the floodway;
  - f. when possible, be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters and be placed further from the source of flooding than is the primary structure; and,
  - g. have hydraulic openings, as specified in Article VI.N.2., in at least two different walls of the accessory structure.

M. **Floodways** -

1. In Zone AE riverine areas, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted within a regulatory floodway which is designated on the community's Flood Insurance Rate Map, unless a technical evaluation certified by a registered professional engineer is provided demonstrating that such encroachments will not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
2. In Zones A and AE, riverine areas for which no regulatory floodway is designated, encroachments, including fill, new construction, substantial improvement, and other development shall not be permitted in the floodway as determined in Article VI.M.3. unless a technical evaluation certified by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing development and anticipated development:
  - a. will not increase the water surface elevation of the base flood more than one foot at any point within the community; and,
  - c. is consistent with the technical criteria contained in FEMA's guidelines and standards for flood risk analysis and mapping.

3. In Zones A and AE riverine areas, for which no regulatory floodway is designated, the regulatory floodway is determined to be the channel of the river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain as measured from the normal high water mark to the upland limit of the floodplain.

N. **Hydraulic Openings/Flood Vents** - New construction or substantial improvement of any structure in Zones A and AE, that meets the development standards of Article VI, including the elevation requirements of Article VI, paragraphs H., I., or J. and is elevated on posts, columns, piers, piles, or crawlspaces may be enclosed below the base flood elevation requirements provided all the following criteria are met or exceeded:

1. Enclosed areas are not "basements" as defined in Article XIII;
2. Enclosed areas shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of flood water. Designs for meeting this requirement must either:
  - a. be engineered and certified by a registered professional engineer or architect; or,
  - b. meet or exceed the following minimum criteria:
    - (1) a minimum of two openings having a total net area of not less than one square inch for every square foot of the enclosed area;
    - (2) the bottom of all openings shall be below the base flood elevation and no higher than one foot above the lowest grade; and,
    - (3) openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the entry and exit of flood waters automatically without any external influence or control such as human intervention, including the use of electrical and other non-automatic mechanical means;
3. The enclosed area shall not be used for human habitation; and,
4. The enclosed areas are usable solely for building access, parking of vehicles, or storage.

O. **Bridges** - New construction or substantial improvement of any bridge in Zones A and AE shall be designed such that:

1. when possible, the lowest horizontal member (excluding the pilings or columns) is elevated to at least one foot above the base flood elevation; and,
2. a registered professional engineer shall certify that:
  - a. the structural design and methods of construction shall meet the elevation requirements of this section and the floodway standards of Article VI.M.; and,
  - b. the foundation and superstructure attached thereto are designed to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all structural components. Water loading values used shall be those associated with the base flood.

- P. **Containment Walls** - New construction or substantial improvement of any containment wall located within:
1. Zones A and AE shall:
    - a. have the containment wall elevated to at least one foot above the base flood elevation;
    - b. have structural components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy; and,
    - c. be certified by a registered professional engineer or architect that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this section. Such certification shall be provided with the application for a Flood Hazard Development Permit, as required by Article III.K.
- Q. **Wharves, Piers, and Docks** - New construction or substantial improvement of wharves, piers, and docks are permitted in Zones A and AE, in and over water, and shall comply with all applicable local, state, and federal regulations.

#### **ARTICLE VII - CERTIFICATE OF COMPLIANCE**

No land in a special flood hazard area shall be occupied or used and no structure which is constructed or substantially improved shall be occupied until a Certificate of Compliance is issued by the Code Enforcement Officer subject to the following provisions:

- A. For New Construction or Substantial Improvement of any elevated structure the applicant shall submit to the Code Enforcement Officer an Elevation Certificate completed by a Professional Land Surveyor for compliance with Article VI, paragraphs H., I., or J.
- B. The applicant shall submit written notification to the Code Enforcement Officer that the development is complete and complies with the provisions of this ordinance.
- C. Within 10 working days, the Code Enforcement Officer shall:
  1. review the Elevation Certificate and the applicant's written notification; and,
  2. upon determination that the development conforms with the provisions of this ordinance, shall issue a Certificate of Compliance.

#### **ARTICLE VIII - REVIEW OF SUBDIVISION AND DEVELOPMENT PROPOSALS**

The Planning Board shall, when reviewing subdivisions and other proposed developments that require review under other federal law, state law, or local ordinances or regulations, and all projects on 5 or more disturbed acres, or in the case of manufactured home parks divided into two or more lots, assure that:

- A. All such proposals are consistent with the need to minimize flood damage.
- B. All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damages.
- C. Adequate drainage is provided so as to reduce exposure to flood hazards.



- D. All proposals include base flood elevations, flood boundaries, and, in a riverine floodplain, floodway data. These determinations shall be based on engineering practices recognized by the Federal Emergency Management Agency.
- E. Any proposed development plan must include a condition of plan approval requiring that structures on any lot in the development having any portion of its land within a Special Flood Hazard Area are to be constructed in accordance with Article VI of this ordinance. Such requirement will be included in any deed, lease, purchase and sale agreement, or document transferring or expressing an intent to transfer any interest in real estate or structure, including but not limited to a time-share interest. The condition shall clearly articulate that the municipality may enforce any violation of the construction requirement and that fact shall also be included in the deed or any other document previously described. The construction requirement shall also be clearly stated on any map, plat, or plan to be signed by the Planning Board or local reviewing authority as part of the approval process.

## **ARTICLE IX - APPEALS AND VARIANCES**

The Board of Appeals of the Town of Casco may, upon written application of an aggrieved party, hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by, or failure to act by, the Code Enforcement Officer or Planning Board in the administration or enforcement of the provisions of this Ordinance.

The Board of Appeals may grant a variance from the requirements of this Ordinance consistent with state law and the following criteria:

- A. Variances shall not be granted within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
- B. Variances shall be granted only upon:
  - 1. a showing of good and sufficient cause; and,
  - 2. a determination that should a flood comparable to the base flood occur, the granting of a variance will not result in increased flood heights, additional threats to public safety, public expense, or create nuisances, cause fraud or victimization of the public, or conflict with existing local laws or ordinances; and,
  - 3. a showing that the issuance of the variance will not conflict with other state, federal, or local laws or ordinances; and,
  - 4. a determination that failure to grant the variance would result in "undue hardship," which in this sub-section means:
    - a. that the land in question cannot yield a reasonable return unless a variance is granted; and,
    - b. that the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood; and,
    - c. that the granting of a variance will not alter the essential character of the locality; and,
    - d. that the hardship is not the result of action taken by the applicant or a prior owner.

- C. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief, and the Board of Appeals may impose such conditions to a variance as it deems necessary.
- D. Variances may be issued for new construction, substantial improvements, or other development for the conduct of a functionally dependent use provided that:
1. the criteria of Article IX.A. through C. and Article VI.M. are met; and,
  2. the structure or other development is protected by methods that minimize flood damages during the base flood and create no additional threats to public safety.
- E. Variances may be issued for the repair, reconstruction, rehabilitation, or restoration of Historic Structures upon the determination that:
1. the development meets the criteria of Article IX.A. through C.; and,
  2. the proposed repair, reconstruction, rehabilitation, or restoration will not preclude the structure's continued designation as a Historic Structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
- F. Variances may be issued for new construction and substantial improvement of Agricultural Structures being used for the conduct of agricultural uses provided that:
1. the development meets the criteria of Article IX.A. through C.; and,
  2. the development meets the criteria of Article VI.M. and Article VI.N.
- G. Any applicant who meets the criteria of Article IX.A. through C. and Article IX.D., E., or F. shall be notified by the Board of Appeals in writing over the signature of the Chairman of the Board of Appeals that:
1. the issuance of a variance to construct a structure below the base flood level will result in greatly increased premium rates for flood insurance up to amounts as high as \$25 per \$100 of insurance coverage; and,
  2. such construction below the base flood level increases risks to life and property; and,
  3. the applicant agrees in writing that the applicant is fully aware of all the risks inherent in the use of land subject to flooding, assumes those risks, and agrees to indemnify and defend the municipality against any claims filed against it that are related to the applicant's decision to use land located in a floodplain and that the applicant individually releases the municipality from any claims the applicant may have against the municipality that are related to the use of land located in a floodplain.
- H. Appeal Procedure for Administrative and Variance Appeals
1. An administrative or variance appeal may be taken to the Board of Appeals by an aggrieved party within thirty days after receipt of a written decision of the Code Enforcement Officer or Planning Board.

- 2. Upon being notified of an appeal, the Code Enforcement Officer or Planning Board, as appropriate, shall transmit to the Board of Appeals all of the documents constituting the record of the decision appealed from.
- 3. The Board of Appeals shall hold a public hearing on the appeal within thirty-five days of its receipt of an appeal request.
- 4. The person filing the appeal shall have the burden of proof.
- 5. The Board of Appeals shall decide all appeals within thirty-five days after the close of the hearing and shall issue a written decision on all appeals.
- 6. The Board of Appeals shall submit to the Code Enforcement Officer a report of all variance actions, including justification for the granting of the variance and an authorization for the Code Enforcement Officer to issue a Flood Hazard Development Permit, which includes any conditions to be attached to said permit.
- 7. Any aggrieved party who participated as a party during the proceedings before the Board of Appeals may take an appeal to Superior Court in accordance with State laws within forty-five days from the date of any decision of the Board of Appeals.

**ARTICLE X - ENFORCEMENT AND PENALTIES**

- A. It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance pursuant to Title 30-A MRSA § 4452.
- B. The penalties contained in Title 30-A MRSA § 4452 shall apply to any violation of this Ordinance.
- C. In addition to any other actions, the Code Enforcement Officer, upon determination that a violation exists, may submit a declaration to the Administrator of the Federal Insurance Administration requesting a denial of flood insurance. The valid declaration shall consist of:
  - 1. the name of the property owner and address or legal description of the property sufficient to confirm its identity or location;
  - 2. a clear and unequivocal declaration that the property is in violation of a cited State or local law, regulation, or ordinance;
  - 3. a clear statement that the public body making the declaration has authority to do so and a citation to that authority;
  - 4. evidence that the property owner has been provided notice of the violation and the prospective denial of insurance; and,
  - 5. a clear statement that the declaration is being submitted pursuant to Section 1316 of the National Flood Insurance Act of 1968, as amended.

**ARTICLE XI - VALIDITY AND SEVERABILITY**

If any section or provision of this Ordinance is declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

**ARTICLE XII - CONFLICT WITH OTHER ORDINANCES**

This Ordinance shall not in any way impair or remove the necessity of compliance with any other applicable rule, ordinance, regulation, bylaw, permit, or provision of law. Where this Ordinance imposes a greater restriction upon the use of land, buildings, or structures, the provisions of this Ordinance shall control.

**ARTICLE XIII - DEFINITIONS**

Unless specifically defined below, words and phrases used in this Ordinance shall have the same meaning as they have at common law and to give this Ordinance its most reasonable application. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The word "may" is permissive; "shall" is mandatory and not discretionary.

**Accessory Structure** - a structure which is on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure.

**Adjacent Grade** - the natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**Agricultural Structure** - structures that are used exclusively for agricultural purposes or uses in connection with the production, harvesting, storage, raising, or drying of agricultural commodities and livestock. Structures that house tools or equipment used in connection with these purposes or uses are also considered to have agricultural purposes or uses.

**Area of Special Flood Hazard** - the land in the floodplain having a one percent or greater chance of flooding in any given year, as specifically identified in the Flood Insurance Study cited in Article I of this Ordinance.

**Base Flood** - a flood having a one percent chance of being equaled or exceeded in any given year, commonly called the 100-year flood.

**Basement** - any area of the building having its floor subgrade (below ground level) on all sides.

**Building** - see **Structure**.

**Certificate of Compliance** - A document signed by the Code Enforcement Officer stating that a structure is in compliance with all of the provisions of this Ordinance.

**Code Enforcement Officer** - A person certified under Title 30-A MRSA, Section 4451 (including exceptions in subsection 4451, paragraph 1) and employed by a municipality to enforce all applicable comprehensive planning and land use laws and ordinances.

**Containment Wall** - a wall surrounding all sides of an above ground tank to contain any spills or leaks.

**Development** - any man made change to improved or unimproved real estate. This includes, but is not limited to, buildings or other structures; mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials; and the storage, deposition, or extraction of materials.

**Elevated Building** - a non-basement building that is:

- a. built, in the case of a building in Zones A or AE, to have the top of the elevated floor elevated above the ground level by means of pilings, columns, posts, piers, or shear walls; and,

- b. adequately anchored so as not to impair the structural integrity of the building during a flood of up to one foot above the magnitude of the base flood.

In the case of Zones A or AE, **Elevated Building** also includes a building elevated by means of fill or solid foundation perimeter walls with hydraulic openings sufficient to facilitate the unimpeded movement of flood waters, as required in Article VI.N.

**Elevation Certificate** - an official form (FEMA Form FF-206-FY-22-152, as amended) that is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program.

**Existing Manufactured Home Park or Subdivision** - a manufactured home park or subdivision that was recorded in the deed registry prior to the adoption date of the community's first floodplain management regulations.

**Flood or Flooding -**

- a. A general and temporary condition of partial or complete inundation of normally dry land areas from:
1. The overflow of inland or tidal waters.
  2. The unusual and rapid accumulation or runoff of surface waters from any source.
- b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in paragraph a.1. of this definition.

**Flood Elevation Study** - an examination, evaluation, and determination of flood hazards and, if appropriate, corresponding water surface elevations.

**Flood Insurance Rate Map (FIRM)** - an official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community.

**Flood Insurance Study** - see **Flood Elevation Study**.

**Floodplain or Flood-prone Area** - any land area susceptible to being inundated by water from any source (see **Flood or Flooding**).

**Floodplain Management** - the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.

**Floodplain Management Regulations** - zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance), and other applications of police power. The term describes such state or local regulations, in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

**Floodproofing** - any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures, and contents.

**Floodway** - see **Regulatory Floodway**.

**Floodway Encroachment Lines** - the lines marking the limits of floodways on federal, state, and local floodplain maps.

**Freeboard** - a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions.

**Functionally Dependent Use** - a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

**Historic Structure** - any structure that is:

- a. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- b. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary of the Interior to qualify as a registered historic district;
- c. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
- d. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  1. By an approved state program as determined by the Secretary of the Interior, or,
  2. Directly by the Secretary of the Interior in states without approved programs.

**Locally Established Datum** - for purposes of this ordinance, an elevation established for a specific site to which all other elevations at the site are referenced. This elevation is generally not referenced to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD), or any other established datum and is used in areas where Mean Sea Level data is too far from a specific site to be practically used.

**Lowest Floor** - the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or storage in an area other than a basement area is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements described in Article VI.N. of this ordinance.

**Manufactured Home** - a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required

utilities. For floodplain management purposes the term manufactured home also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

**Manufactured Home Park or Subdivision** - a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**Mean Sea Level** - for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929, North American Vertical Datum (NAVD), or other datum to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

**Minor Development** - all development that is not new construction or a substantial improvement, such as repairs, maintenance, renovations, or additions, whose value is less than 50% of the market value of the structure. It also includes but is not limited to: accessory structures as provided for in Article VI.L., mining, dredging, filling, grading, paving, excavation, drilling operations, storage of equipment or materials, deposition or extraction of materials, public or private sewage disposal systems or water supply facilities that do not involve structures; and non-structural projects such as bridges, dams, towers, fencing, pipelines, wharves, and piers.

**National Geodetic Vertical Datum (NGVD)** - the national vertical datum, whose standard was established in 1929, which is used by the National Flood Insurance Program (NFIP). NGVD was based upon mean sea level in 1929 and has been called "1929 Mean Sea Level (MSL)".

**New Construction** - structures for which the "start of construction" commenced on or after the effective date of the initial floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

**North American Vertical Datum (NAVD)** - the national datum whose standard was established in 1988, which is the new vertical datum used by the National Flood Insurance Program (NFIP) for all new Flood Insurance Rate Maps. NAVD is based upon the vertical data used by other North American countries such as Canada and Mexico and was established to replace NGVD because of constant movement of the earth's crust, glacial rebound and subsidence, and the increasing use of satellite technology.

**100-year flood** - see **Base Flood**.

**Recreational Vehicle** - a vehicle which is:

- a. built on a single chassis;
- b. 400 square feet or less when measured at the largest horizontal projection, not including slideouts;
- c. designed to be self-propelled or permanently towable by a motor vehicle; and,
- d. designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**Regulatory Floodway** -

- a. the channel of a river or other water course and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height, and,

- b. when not designated on the community's Flood Insurance Rate Map, it is considered to be the channel of a river or other water course and the adjacent land areas to a distance of one-half the width of the floodplain, as measured from the normal high water mark to the upland limit of the floodplain.

**Riverine** - relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

**Special Flood Hazard Area** - see **Area of Special Flood Hazard**.

**Start of Construction** - the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, substantial improvement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, or modification of any construction element, whether or not that alteration affects the external dimensions of the building.

**Structure** - for floodplain management purposes, a walled and roofed building. A gas or liquid storage tank that is principally above ground is also a structure.

**Substantial Damage** - damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

**Substantial Improvement** - any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either:

- a. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or,
- b. Any alteration of a Historic Structure, provided that the alteration will not preclude the structure's continued designation as a historic structure, and a variance is obtained from the community's Board of Appeals.

**Variance** - a grant of relief by a community from the terms of a floodplain management regulation.

**Violation** - the failure of a structure or development to comply with a community's floodplain management regulations.

## **ARTICLE XIV - ABROGATION**

This ordinance repeals and replaces any municipal ordinance previously enacted to comply with the National Flood Insurance Act of 1968 (P.L. 90-488, as amended).

## **ARTICLE XV - DISCLAIMER OF LIABILITY**



The degree of flood protection required by the ordinance is considered reasonable but does not imply total flood protection.

## INSTRUCTIONS FOR COMPLETING AND ADOPTING THE MODEL FLOODPLAIN MANAGEMENT ORDINANCE

Item 10.#

The enclosed model Floodplain Management Ordinance has been customized, as much as possible, for your community. The Ordinance provided usually designates either the Code Enforcement Officer or the Planning Board as the permitting authority. We customized it according to the ordinance currently in effect for your community. **Please review this document carefully and notify us of any errors.** If the community would like to change the permitting authority or make any other changes to the ordinance, please contact the Floodplain Management Program as we can easily make most changes for you. **If any changes are made locally to the model ordinance, please submit the ordinance to Floodplain Management Staff prior to any public hearing. It is critical that we review the proposed changes to be certain they are consistent with the minimum Federal requirements for participation in the National Flood Insurance Program (NFIP) and state standards.**

In Article IV, the amount of the application fee is strictly a local option but should be sufficient to cover the costs for administering and enforcing this ordinance. It is recommended that the Flood Hazard Development Permit fee be \$50.00 for new construction and substantial improvement and \$25.00 for minor development. It is also acceptable to insert language allowing the Board of Selectmen or the municipal Council to establish the fees annually.

When using a model floodplain management ordinance, make sure all blanks are filled in prior to enacting the ordinance, and that the ordinance references the most current Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) dates, or Flood Hazard Boundary Map date.

The floodplain management ordinance must be adopted in accordance with MRSA Title 30-A § 4352. To enact the floodplain management ordinance, a public hearing to allow for citizen input and comments on the proposed ordinance is required prior to enactment.

In accordance with the above MRSA title, Maine law requires that the municipal reviewing authority must post and publish notice of the required public hearing to meet the following two provisions: **“A) The notice must be posted in the municipal office at least 13 days before the public hearing; B) The notice must be published at least 2 times in a newspaper that complies with Title 1, section 601 and that has a general circulation in the municipality. The date of the first publication must be at least 12 days before the hearing and the date of the 2nd publication must be at least 7 days before the hearing. That notice must be written in plain English, understandable by the average citizen.”**

Following the public hearing, the proposed ordinance shall be attested and posted in the manner provided for town meetings. One copy of the proposed ordinance shall be certified by the municipal officers to the municipal clerk at least seven days prior to the day of meeting to be preserved as a public record. Copies shall be available at that time for distribution to the voters by the municipal clerk as well as at the time of the town meeting.

The subject matter of the proposed ordinance shall be reduced to the question: **“Shall an ordinance entitled ‘Floodplain Management Ordinance’ be enacted?”** and shall be submitted to the town meeting for action either as an article in the warrant or a question on a secret ballot. It is always recommended that the ordinance in effect be repealed and replaced with the new ordinance.

### **Adoption of New FEMA Maps**

Some communities have expressed concern about adopting maps that do not become effective until several months after they are adopted. Please note that is acceptable for the community to set the effective date of the ordinance to coincide with the day the new maps become effective.

(continue reading on page 2)

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Upon adoption of a floodplain management ordinance, two complete copies certified as “A True Copy” by the municipal clerk, must be sent to the Maine Floodplain Management Program, Dept. of Agriculture, Conservation & Forestry, 93 SHS, 17 Elkins Lane, Augusta, ME 04333-0093. If possible, please e-mail us an electronic copy of the ordinance.

### **Joining the NFIP**

When a community is first applying to join the NFIP, a resolution to join the Program must be adopted. We will provide the Resolution. The Resolution must be entered as a separate question on the warrant/ballot item and can be worded as follows: “Shall a resolution entitled ‘Resolution for Applying for Flood Insurance’ be adopted?” An application form must also be completed, however, that is not a town meeting action item.

If you have any questions in regard to the above or need additional assistance, please call or e-mail the Maine Floodplain Management Program:

Sue Baker, State Coordinator                      287-8063    [sue.baker@maine.gov](mailto:sue.baker@maine.gov)

Janet Parker, Planner II                              287-9981    [janet.parker@maine.gov](mailto:janet.parker@maine.gov)

# 2022 Updates to the State Model Floodplain Management Ordinance

Department of Agriculture, Conservation & Forestry/Floodplain Management Program

December, 2022

Item 10.#

This document outlines the 2022 changes to the state model ordinance for communities that have Digital Flood Insurance Rate Maps and those communities that do not yet have digital maps. The cleanest way for communities to adopt is usually to repeal and replace your current ordinance. If your community chooses to make amendments only, you will need to review the model ordinance language section by section and word for word against your current ordinance to make sure that small wording changes, punctuation, and minor errors will be corrected.

The Program is unable to provide a strikethrough/underline version of all the changes. Municipal ordinance adoption dates vary widely, so the community should rely on the update sheets that have been created each time changes have been made.

Please note that there are several versions of the model ordinance and they are dependent on the zones on the community's FIRM so the numbering system may be slightly different than the model we created for the community.

## **Article II – Permit Required**

The federal NFIP regulations at 44 CFR 59.22.b.1. require the community designate a local official or board to act as the Floodplain Administrator. It is recommended that this be same as the permitting authority named in the second paragraph. FEMA identified this as a deficiency in the state model ordinance, so this is a required change.

## **Article III – Application for Permit**

**H.4.** “lowest machinery and equipment servicing the building;”

## **Article VI – Development Standards**

Two new paragraphs have been added:

**F. Utilities.** This clarifies that all mechanicals and utilities servicing newly constructed and substantially improved buildings must be elevated. If a community participates in the Community Rating System, this language must be in the ordinance.

**G. Physical Changes to the Natural Landscape.** The federal NFIP regulations at 44 CFR 65.3 states that “a community’s base flood elevations may increase or decrease resulting from physical changes affecting flooding conditions”. Our model ordinances have historically not contained language addressing these types of projects and the potential need to obtain a Letter of Map Revision.

Practical guidance for meeting this section is based on one of two scenarios:

(1) P.E. certification that the development will not change the base flood elevation, flood zone designation, or the boundary of the special flood hazard area, or

(2) An engineering analysis must be completed to show any change in the base flood elevation or boundary of the special flood hazard area. The integrity of the map must be preserved by submitting a Letter of Map Revision (LOMR) request so the map can be revised to reflect the new conditions at a site.

**L. Accessory Structures.** FEMA issued new policy guidance in February 2020 (FEMA Policy #104-008-03). This was followed up with a new Floodplain Management Bulletin P-2140 in July 2020 titled

*Floodplain Management Requirements for Agricultural Structures and Accessory Structures.* The new bulletin supersedes previous guidance. The FEMA guidance limits the size to a one story two car garage so the State was required to reinstate a size-limit. Agricultural Structures are now defined and are allowed to use hydraulic openings/flood vents by variance only.

**N. Hydraulic Openings/Flood Vents.** The heading of this paragraph has been changed from “Enclosed Areas Below the Lowest Floor”. The standards remain the same.

### **Article X – Appeals and Variances**

**F.** This is a new paragraph that allows a variance to use hydraulic openings/flood vents in Agricultural Structures. This is required in the 2020 FEMA policy and guidance.

**G.** The cross references have been updated.

### **Article XIV – Definitions**

**Agricultural Structure.** A definition has been added.

**Containment Wall.** A definition has been added to clarify the intended use of these walls around above ground tanks as a means to contain spills or leaks.

**Existing Manufactured Home Park or Subdivision.** A definition has been added as this is a required definition in the federal regulations at 44 CFR 59.1.

### **Article XVI – Disclaimer of Liability**

This section has been added at the request of the FEMA Regional Office.

## **2023 Updates to the State Model Floodplain Management Ordinance**

### **August 2023**

Revisions have been made that require elevation certificates to be signed by Professional Land Surveyors only. The model ordinance is affected by this language change in the following articles:

Article III.J. - Application for Permit

Article V.F.1 - Review Standards for Flood Hazard Development Permit Applications

Article VIII.A. - Certificate of Compliance

Article XIV – Definitions

DFIRM: Digital Flood Insurance Rate Map has been deleted as all maps are referred to as “Flood Insurance Rate Maps” or “Flood Hazard Boundary Maps”.

Elevation Certificate – delete subsection “b. is required for purchasing flood insurance”; collapse remaining text into one sentence.

Elevation Certificate and Floodproofing Certificate have been updated and the form number has been changed.

# 2015 through 2019 Updates to the State Model Floodplain Management Ordinance

Item 10.#

Department of Agriculture, Conservation & Forestry/Floodplain Management Program

February 5, 2019

This document outlines the changes to the state model ordinance for communities that will be adopting Digital Flood Insurance Rate Maps. The cleanest way for communities to adopt is usually to repeal and replace your current ordinance. If your community chooses to make amendments only, you will need to review the model ordinance language section by section against your current ordinance to make sure that small wording changes, punctuation, and minor errors will be corrected.

## 2015 Updates to the State Model Ordinance

All references to the State Planning Office have been deleted.

- All dates for FEMA forms and publications (for example, the Elevation Certificate, Floodproofing Certificate, Coastal Construction Manual) have been removed as the forms always have an expiration date and publications are updated occasionally.
- A definition for North American Vertical Datum (NAVD) has been added as the elevations on all DFIRMS are now shown in this datum. They were previously shown in National Geodetic Vertical Datum (NGVD).

### Article I: Purpose and Establishment

The last paragraph of Article I has been changed to reflect adoption of the countywide Flood Insurance Study and the Digital Flood Insurance Rate Map panels for your community only.

### Article VI.K.: Floodways

Under Article VI.K.2.b.

The FEMA publication *Guidelines and Specifications for Study Contractors* is outdated. FEMA now has a web address with guidance documents, so instead of referencing a particular publication, it now says:

- b. is consistent with the technical criteria contained in FEMA's guidelines and standards for flood risk analysis and mapping.

**Please note for future reference:** The FEMA web address for the guidelines is at

[www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping](http://www.fema.gov/guidelines-and-standards-flood-risk-analysis-and-mapping)

### Article VI.P. Coastal Floodplains

Under Article VI.P.2.b.(3) the following underlined language was added however, it was removed from the ordinance in 2019:

- (3) constructed to enclose less than 300 square feet of area with non-supporting breakaway walls that have a design safe loading resistance of not less than 10 or more than 20 pounds per square foot.

The regulatory side of the NFIP does not have a size limit, however, the flood insurance side of the Program assesses a higher premium for breakaway walls that enclose 300 square feet or greater. The larger the square footage of the enclosure, the higher the cost of insurance. In **2019**, we removed the size limit and have added a disclosure: ***NFIP flood insurance premiums will be higher for breakaway walls that exceed 299 square feet. The larger the square footage of the enclosure, the higher the cost of insurance. Developers are advised to inquire into flood insurance premiums rates before commencing construction.***

(over)

Article VI.J.: Accessory Structures

After discussing this with FEMA, we have removed VI.J.1. which specified a 500 square foot limit and a \$3,000 value limitation for accessory structures.

FEMA *Technical Bulletin TB-1 Openings in Foundation Walls and Walls of Enclosures* states that detached garages and detached storage buildings may be permitted without requiring them to be elevated if they comply with all of the requirements for enclosures (found under Article VI.L.) Garages and other accessory buildings must be used only for parking of vehicles and storage, utilities must be elevated, flood damage resistant materials must be used below the BFE, the requirements for flood openings must be satisfied, and they must be anchored to resist flotation, collapse, or lateral movement under flood conditions.

J. **Accessory Structures** - Accessory Structures, as defined in Article XIV, located within Zones AE, AO, AH, and A, shall be exempt from the elevation criteria required in Article VI.F. & G., if all other requirements of Article VI and all the following requirements are met. Accessory Structures shall:

1. have unfinished interiors and not be used for human habitation;
2. have hydraulic openings, as specified in Article VI.L.2., in at least two different walls of the accessory structure;
3. be located outside the floodway;
4. when possible be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters and be placed further from the source of flooding than is the primary structure; and,
5. have only ground fault interrupt electrical outlets. The electric service disconnect shall be located above the base flood elevation and when possible outside the Special Flood Hazard Area.

2019 Updates to the State Model Ordinance

The primary update for 2019 is for Zone A. The ordinance has always allowed the communities to utilize base flood elevation data from federal, state, or other technical sources. If there is no existing base flood information, the applicant was required to calculate the base flood elevation. The ordinance now allows the applicant to build so that the lowest floor of the building is two feet higher than the highest adjacent grade to the building. This means no below grade crawl spaces or basements should be allowed. In a Zone A, flood insurance is rated on the elevation differential between the highest adjacent grade to the building and the lowest floor. The lower the floor is below the highest adjacent grade, the more expensive flood insurance becomes. Amendments located at Article III.H.; Article V.B.2.; and Article VI.F., G., and H.

Accessory Structure

The definition has been changed so that it is in line with FEMA guidance.

# 2002 Amendments to All Maine Floodplain Management Model Ordinances

*Additions are underlined and deletions are strikethrough.*

## **ARTICLE V - REVIEW STANDARDS FOR FLOOD HAZARD DEVELOPMENT PERMIT APPLICATIONS**

D. In the review of Flood Hazard Development Permit applications, determine that all necessary permits have been obtained from those federal, state, and local government agencies from which prior approval is required by federal or state law, including but not limited to Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. ~~1334~~ 1344;

## **ARTICLE IX or X - APPEALS AND VARIANCES**

*(The Article number depends on which version of the model is in effect for your community)*

The Board of Appeals of the (Town/City) of \_\_\_\_\_ may, upon written application of an aggrieved party, hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by, or failure to act by, the Code Enforcement Officer or Planning Board in the administration or enforcement of the provisions of this Ordinance.

## **ARTICLE XIII or XIV - DEFINITIONS**

*(The Article number depends on which version of the model is in effect for your community)*

**Elevation Certificate** - An official form (FEMA Form 81-31, ~~08/99~~ 07/00, as amended) that:

- a. is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and,
- b. is required for purchasing flood insurance.

## **ARTICLE VI - DEVELOPMENT STANDARDS**

*(This change needs to be made to ordinances in communities with mapped V Zones only.)*

### **P. Coastal Floodplains -**

- 2. New construction or substantial improvement of any structure located within Zones V1-30 or VE shall:
  - c. require a registered professional engineer or architect to:
    - (1) develop or review the structural design, specifications, and plans for the construction, which must meet or exceed the technical criteria contained in the *Coastal Construction Manual*, (FEMA-55/~~February, 1986~~ June, 2000); and,



# 2005 Amendments to All Maine Floodplain Management Model Ordinances

*Additions are underlined and deletions are strikethrough*

## **ARTICLE I - PURPOSE AND ESTABLISHMENT**

*(4<sup>th</sup> paragraph)*

The (Town/City) of \_\_\_\_\_ has the legal authority to adopt land use and control measures to reduce future flood losses pursuant to Title 30-A MRSA, Sections 3001-3007, 4352, ~~and~~ 4401-4407, and Title 38 MRSA, Section 440.

## **ARTICLE III – APPLICATION FOR PERMIT**

K. The following certifications as required in Article VI by a registered professional engineer or architect:

- 1. a Floodproofing Certificate (FEMA Form 81-65, ~~08/99~~ 01/03, as amended), to verify...

## **ARTICLE IV – APPLICATION FEE AND EXPERT’S FEE**

*(optional language change)*

A non-refundable application fee of \$ \_\_\_\_\_ for all minor development and \$ \_\_\_\_\_ for all new construction or substantial improvements shall be paid to the (Town/City) Clerk or Code Enforcement Officer and a copy of a receipt for the same shall accompany the application.

## **ARTICLE V – REVIEW STANDARDS FOR FLOOD HAZARD DEVELOPMENT PERMIT APPLICATIONS**

B. Utilize, in the review of all Flood Hazard Development Permit applications:

- 1. the base flood and floodway data contained in the "Flood Insurance Study - (Town/City) of \_\_\_\_\_, Maine," as described in Article I.;
- 2. in special flood hazard areas where base flood elevation and floodway data are not provided, the \_\_\_\_\_ shall obtain, review and reasonably utilize any base flood elevation and floodway data from federal, state, or other technical sources, including information obtained pursuant to Article III.H.1.b.; Article VI.K.; and Article IX.D., in order to administer Article VI of this Ordinance; and,...

## **ARTICLE VI – DEVELOPMENT STANDARDS**

*(coastal ordinances with V Zones only)*

**P. Coastal Floodplains -**

- 5. The ~~enclosed~~ areas below the lowest floor shall ~~may~~ be used solely for parking vehicles, building access, and storage.

## ARTICLE XIII or XIV - DEFINITIONS

*(The article number depends on which version of the model ordinance is in effect for your community)*

**Code Enforcement Officer** - ~~any person or board responsible for performing the inspection, licensing, and enforcement duties required by a particular statute or ordinance. A person certified under Title 30-~~  
A MRSA, Section 4451 (including exceptions in Section 4451, paragraph 1) and employed by a municipality to enforce all applicable comprehensive planning and land use laws and ordinances.

**Development** - ~~means any man made change caused by individuals or entities to improved or unimproved real estate, including but not limited to the construction of buildings or other structures; the construction of additions or substantial improvements to buildings or other structures; mining, dredging, filling, grading, paving, excavation, drilling operations or storage of equipment or materials; and the storage, deposition, or extraction of materials, public or private sewage disposal systems or water supply facilities.~~

*(The new wording of this definition is directly from the FEMA regulations at 44 CFR 59.1)*

**Elevation Certificate** - An official form (FEMA Form 81-31, ~~07/00~~ 01/03, as amended) that:

- a. is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and,
- b. is required for purchasing flood insurance.

**2007 Amendments to Maine Floodplain Management Model Ordinances**  
**60.3 (c & d) Zones**

*Additions are underlined and deletions are strikethrough.*

- I. **Recreational Vehicles** - Recreational Vehicles located within:
1. Zones A, A1-30, AE, and AH shall either:
    - a. be on the site for fewer than 180 consecutive days,

**ARTICLE XIII or XIV - DEFINITIONS**

*(The Article number depends on which version of the model is in effect for your community)*

**Elevation Certificate** - An official form (FEMA Form 81-31, ~~07/00~~, 2/06, as amended) that:

- a. is used to verify compliance with the floodplain management regulations of the National Flood Insurance Program; and,
- b. is required for purchasing flood insurance.

## 2009 Amendments to Maine Floodplain Management Model Ordinances

*Additions are underlined and deletions are strikethrough.*

### **ARTICLE III – APPLICATION FOR PERMIT**

H) Included the reference to "North American Vertical Datum (NAVD)".

K) The following certifications as required in Article VI by a registered professional engineer or architect:

1. a Floodproofing Certificate (FEMA Form 81-65, ~~01/03~~ 03/09, as amended), to verify that the floodproofing methods for any non-residential structures will meet the floodproofing criteria of Article III.H.4.; Article VI.G.; and other applicable standards in Article VI;

### **ARTICLE X or XI – ENFORCEMENT AND PENALTIES**

C. In addition to any other actions, the Code Enforcement Officer, upon determination that a violation exists, ~~shall~~ may submit a declaration to the Administrator of the Federal Insurance Administration requesting a denial of flood insurance. The valid declaration shall consist of;

### **ARTICLE XIV – DEFINITIONS**

**Elevation Certificate** - An official form (FEMA Form 81-31, ~~02/06~~ 03/09, as amended) that:

**Locally Established Datum** - included reference to "North American Vertical Datum(NAVD)".

**Mean Sea Level** - included reference to "North American Vertical Datum (NAVD)".

**North American Vertical Datum (NAVD)** - means the national datum whose standard was established in 1988, which is the new vertical datum used by the National Flood Insurance Program (NFIP) for all new Flood Insurance Rate Maps. NAVD is based upon vertical datum used by other North American countries such as Canada and Mexico and was established to replace NGVD because of constant movement of the earths crust, glacial rebound, and subsidence and the increasing use of satellite technology.

# Alternate Language for State Model Floodplain Management Ordinance

## Article IV – Application FEE

In recognition of the varying degree of difficulty and amounts of time required for reviewing and processing flood hazard development permit applications, some communities are inserting language for a split or sliding fee schedule.

Some communities already have fee structures in other ordinances that are set according to the value of the proposed project. In order to promote consistency between their ordinances they might choose to adopt a similar fee structure for the floodplain ordinance. Other communities want the flexibility of allowing their Board of Selectmen to reassess and establish fees annually, without specifying the exact amount within the ordinance. Many communities simply assess a larger fee for new construction or substantial improvement projects (which often require more time and effort to review) and a smaller fee for all other (minor) projects.

Some options may be:

1. Assess a fee that is a percentage of the proposed project value, (i.e. 1%/\$1000)
2. Set fees according to monetary thresholds based on the value of the proposed project

Examples:

- \$10 - project value < \$1,000
- \$20 - project value ≥ \$1,000 but < \$10,000
- \$30 - project value ≥ \$10,000 but < \$25,000
- \$40 - project value ≥ \$25,000 but < \$50,000
- \$50 - project value ≥ \$50,000

3. Split Fee Example:  
A nonrefundable application fee of \$25 for minor development or \$50 for new construction or substantial improvements shall be paid to the City/Town Clerk and a copy of a receipt for the same shall accompany the application.
4. Allowing the Board of Selectman to annually establish a fee.

Example:

A nonrefundable application fee, as established annually by the Board of Selectmen shall be paid to the City/Town Clerk and a copy of a receipt for the same shall accompany the application.

5. Some larger towns or cities may want to consider assessing fees based on the amount of time required to process the application.

Ex ample:

Applications shall be submitted to the Town Clerk accompanied by the prescribed application fee. The application fee shall be determined by the Board of Selectmen upon recommendation of the Planning of Board. The fee shall be designed to approximate the costs incurred by the Town for administering the ordinance. Upon receipt of an application and the required fee, the Town Clerk will stamp the application with the date of receipt and forward the application to the Code Enforcement Offer.

<b>2025 CIP/FY26 Paving and Street Rehabilitation Project: Option I - Rehab Focus</b>					<b>Date</b>	<b>1/8/2024</b>
<b>Location</b>	<b>General Scope</b>	<b>Length</b>	<b>Width</b>	<b>Estimated Cost</b>	<b>Notes</b>	
Maturo Drive Pine Hill Road to Dead End	Reclaim and Repave 3" Ditching Improvements	2,050 LF	22'	\$273,957	Assumes 50% ditching improvements	
Pine Hill Road Route 11 to Kayla's Way (Jurisdiction Change)	Reclaim and Repave 3" Ditching Improvements	3,230 LF	19'	\$416,089	Assumes 50% ditching improvements GP and Town need to confirm limits	
				Subtotal	\$560,999	
				Traffic Control & Mobilization (10%)	\$56,100	
				Misc/Extra Work Contingency (10%)	\$56,100	
				<b>Total</b>	<b>\$673,199</b>	
<b>2026 CIP/FY27 Paving and Street Rehabilitation Project: Option I - Rehab Focus</b>						
<b>Location</b>	<b>General Scope</b>	<b>Length</b>	<b>Width</b>	<b>Estimated Cost</b>	<b>Notes</b>	
Quaker Ridge Road I Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements	
Stone Road Route 11 to End of Pavement	Reclaim and Repave 3" Ditching Improvements	1,200 LF	13'	\$240,781	Assumes road is rebuilt at 13' wide. Assumes \$50,000 in ledge removal	
				Subtotal	\$607,007	
				Traffic Control & Mobilization (10%)	\$60,701	
				Misc/Extra Work Contingency (10%)	\$60,701	
				<b>Total</b>	<b>\$728,408</b>	

2024 CIP/FY25 Paving and Street Rehabilitation Project: Other Roads to Consider					
Location	General Scope	Length	Width	Estimated Cost	Notes
Quaker Ridge Road 1 Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements
Quaker Ridge Road 1 Route 11 to Nakrem Lane	1 1/2" shim/overlay Ditching Improvements	3,170 LF	22'	\$137,358	Assumes 50% ditching improvements
Quaker Ridge Road 2 Nakrem Lane to Rollinghill Road	1 1/2" shim/overlay Ditching Improvements	2,482 LF	22'	\$198,752	Assumes 50% ditching improvements
Quaker Ridge Road 3 Rollinghill Road to Farm View Drive	1 1/2" shim/overlay Ditching Improvements	2,006 LF	22'	\$151,925	Assumes 50% ditching improvements
Quaker Ridge Road 4 Farm View Drive to Ridge Terrace Drive	1 1/2" shim/overlay Ditching Improvements	4,435 LF	22'	\$322,925	Assumes 50% ditching improvements
Quaker Ridge Road 5 Glen Drive to UP 014/73	1 1/2" shim/overlay Ditching Improvements	4,699 LF	22'	\$203,404	Assumes 50% ditching improvements
Quaker Ridge Road 5b and 6 Brown Ave to Route 302	1 1/2" shim/overlay Ditching Improvements	5080 LF	22'	\$402,592	Assumes 50% ditching improvements
Quaker Ridge Road 6 UP 014/73 to Route 302	Crack Sealing Ditching Improvements	2,376 LF	22'	\$28,019	Assumes 50% ditching improvements
Raymond Cape Road Route 302 to Town Line	1 1/2" shim/overlay Ditching Improvements	2,112 LF	19'	\$160,909	Assumes 50% ditching improvements
Sunny Hill Road 2 Gravel to Dead End	1 1/2" shim/overlay Ditching Improvements	2,100 LF	20'	\$76,763	Assumes 50% ditching improvements
Lord Rd - Mayberry Hill Road to Dead End	Add Gravel and Regrade	5,175 LF	18'	\$150,374	Assumes 50% ditching improvements
Stone Road Route 11 to End of Pavement	Reclaim and Repave 3" Ditching Improvements	1,200 LF	13'	\$240,781	Assumes road is rebuilt at 13' wide. Assumes \$50,000 in ledge removal

Glen Drive Quaker Ridge Rd to New Road	Reconstruct with New Gravels and Pavements Ditching Improvements	1,690 LF	19'	\$381,234	
Stone Road Route 11 to End of Pavement	Reconstruct with New Gravels and Pavements Ditching Improvements	1,200 LF	13'	\$322,041	
Glen Drive Quaker Ridge Rd to New Road	Reclaim and Repave 3" Ditching Improvements	1,690 LF	19'	\$189,878	Adjacent New Road reclaimed and base paved 2023 (FY24)
Quaker Ridge Road 5a Glen Drive to Brown Ave	1 1/2" shim/overlay Ditching Improvements	1,970 LF	22'	\$118,217	Adjacent to New Road and Glen Drive
Moose Run Sunny Hill Road to Dead End	Surface Pave 1"	766 LF	19'	\$14,246	Reclaimed and Base Paved 2023 (FY24)
Sunny Hill Road I Route 302 for 1,000 LF	Surface Pave 1"	1,200 LF	20'	\$26,511	Reclaimed in 2022 (FY23) Base Paved in 2023 (FY24)
New Rd Libby Road to Glen Drive	Surface Pave 1"	1,109 LF	19'	\$22,350	Reclaimed and Base Paved 2023 (FY24)
S Casco Village Rd Route 302 (Across Lakewood Rd) to Quaker Ridge Road	Surface Pave 1"	1,000 LF	20'	\$28,889	Reclaimed and Base Paved 2023 (FY24)
Raymond Cape Road Route 302 to Town Line	1 1/2" shim/overlay Ditching Improvements	2,112 LF	19'	\$160,909	Assumes 50% ditching improvements



2025 CIP/FY26 Paving and Street Rehabilitation Project: Option 2 - Preventive Focus					Date	1/8/2024
Location	General Scope	Length	Width	Estimated Cost	Notes	
Quaker Ridge Road 5b and 6 Brown Ave to Route 302	1 1/2" shim/overlay Ditching Improvements	5,080 LF	22'	\$402,592	Assumes 50% ditching improvements	
Quaker Ridge Road 4 Farm View Drive to Ridge Terrace Drive	1 1/2" shim/overlay Ditching Improvements	4,435 LF	22'	\$322,925	Assumes 50% ditching improvements	
				Subtotal	\$560,999	
				Traffic Control & Mobilization (10%)	\$56,100	
				miscellaneous/Extra Work Contingency (10%)	\$56,100	
				<b>Total</b>	<b>\$673,199</b>	
2026 CIP/FY27 Paving and Street Rehabilitation Project: Option 2 - Preventive Focus						
Location	General Scope	Length	Width	Estimated Cost	Notes	
Quaker Ridge Road 1 Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements	
Quaker Ridge Road 2 Nakrem Lane to Rollinghill Road	1 1/2" shim/overlay Ditching Improvements	2,482 LF	22'	\$198,752	Assumes 50% ditching improvements	
Quaker Ridge Road 3 Rollinghill Road to Farm View Drive	1 1/2" shim/overlay Ditching Improvements	2,006 LF	22'	\$151,925	Assumes 50% ditching improvements	
				Subtotal	\$716,903	
				Traffic Control & Mobilization (10%)	\$71,690	
				miscellaneous/Extra Work Contingency (10%)	\$71,690	
				<b>Total</b>	<b>\$860,284</b>	

2024 CIP/FY25 Paving and Street Rehabilitation Project: Other Roads to Consider					
Location	General Scope	Length	Width	Estimated Cost	Notes
Quaker Ridge Road 1 Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements
Quaker Ridge Road 1 Route 11 to Nakrem Lane	1 1/2" shim/overlay Ditching Improvements	3,170 LF	22'	\$137,358	Assumes 50% ditching improvements
Quaker Ridge Road 2 Nakrem Lane to Rollinghill Road	1 1/2" shim/overlay Ditching Improvements	2,482 LF	22'	\$198,752	Assumes 50% ditching improvements
Quaker Ridge Road 3 Rollinghill Road to Farm View Drive	1 1/2" shim/overlay Ditching Improvements	2,006 LF	22'	\$151,925	Assumes 50% ditching improvements
Quaker Ridge Road 4 Farm View Drive to Ridge Terrace Drive	1 1/2" shim/overlay Ditching Improvements	4,435 LF	22'	\$322,925	Assumes 50% ditching improvements
Quaker Ridge Road 5 Glen Drive to UP 014/73	1 1/2" shim/overlay Ditching Improvements	4,699 LF	22'	\$203,404	Assumes 50% ditching improvements
Quaker Ridge Road 5b and 6 Brown Ave to Route 302	1 1/2" shim/overlay Ditching Improvements	5,080 LF	22'	\$402,592	Assumes 50% ditching improvements
Quaker Ridge Road 6 UP 014/73 to Route 302	Crack Sealing Ditching Improvements	2,376 LF	22'	\$28,019	Assumes 50% ditching improvements
Raymond Cape Road Route 302 to Town Line	1 1/2" shim/overlay Ditching Improvements	2,112 LF	19'	\$160,909	Assumes 50% ditching improvements
Sunny Hill Road 2 Gravel to Dead End	1 1/2" shim/overlay Ditching Improvements	2,100 LF	20'	\$76,763	Assumes 50% ditching improvements
Lord Rd - Mayberry Hill Road to Dead End	Add Gravel and Regrade	5,175 LF	18'	\$150,374	Assumes 50% ditching improvements
Stone Road Route 11 to End of Pavement	Reclaim and Repave 3" Ditching Improvements	1,200 LF	13'	\$240,781	Assumes road is rebuilt at 13' wide. Assumes \$50,000 in ledge removal

Glen Drive Quaker Ridge Rd to New Road	Reconstruct with New Gravels and Pavements Ditching Improvements	1,690 LF	19'	\$381,234	
Stone Road Route 11 to End of Pavement	Reconstruct with New Gravels and Pavements Ditching Improvements	1,200 LF	13'	\$322,041	
Glen Drive Quaker Ridge Rd to New Road	Reclaim and Repave 3" Ditching Improvements	1,690 LF	19'	\$189,878	Adjacent New Road reclaimed and base paved 2023 (FY24)
Quaker Ridge Road 5a Glen Drive to Brown Ave	1 1/2" shim/overlay Ditching Improvements	1,970 LF	22'	\$118,217	Adjacent to New Road and Glen Drive
Moose Run Sunny Hill Road to Dead End	Surface Pave 1"	766 LF	19'	\$14,246	Reclaimed and Base Paved 2023 (FY24)
Sunny Hill Road I Route 302 for 1,000 LF	Surface Pave 1"	1,200 LF	20'	\$26,511	Reclaimed in 2022 (FY23) Base Paved in 2023 (FY24)
New Rd Libby Road to Glen Drive	Surface Pave 1"	1,109 LF	19'	\$22,350	Reclaimed and Base Paved 2023 (FY24)
S Casco Village Rd Route 302 (Across Lakewood Rd) to Quaker Ridge Road	Surface Pave 1"	1,000 LF	20'	\$28,889	Reclaimed and Base Paved 2023 (FY24)
Raymond Cape Road Route 302 to Town Line	1 1/2" shim/overlay Ditching Improvements	2,112 LF	19'	\$160,909	Assumes 50% ditching improvements
Maturo Drive Pine Hill Road to Dead End	Reclaim and Repave 3" Ditching Improvements	2,050 LF	22'	\$0	Assumes 50% ditching improvements
Pine Hill Road Route 11 to Kayla's Way (Jurisdiction Change)	Reclaim and Repave 3" Ditching Improvements	3,230 LF	19'	\$0	Assumes 50% ditching improvements GP and Town need to confirm limits