



Town of Casco

Selectboard Regular Meeting Agenda

August 18, 2026 at 6:00 PM

Casco Community Center

Amended 08-17-2026

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: August 4, 2026
4. Public Participation for non-Agenda items
5. Manager's Update

On-Going Business

6. The Selectboard will discuss tax commitment with Assessor Rob Sutherland.
7. The Selectboard will discuss Animal Control interlocal agreement with Raymond.
8. The Selectboard will consider updating the following policies, Community Center Facility Use & Remote Meeting Policy.

New Business

9. The Selectboard will consider approving ballot for Maine Municipal Association Executive Committee.
10. The Selectboard will consider awarding winning bid for the Casco Community Center roof project.
11. The Selectboard will consider awarding the bid for winter sand.
12. The Selectboard will consider having a member seek nomination on the Cumberland County Finance Committee.
13. The Selectboard will consider a replacement on the Casco Naples Transfer Station Council.
14. Selectboard Comments

Executive Session

15. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for application 08/04/2026A & 08/04/2026B.
16. Executive Session pursuant to 1 M.R.S.A.405(6)(A) Personnel.
17. 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)

Month DD, YYYYT at HH:MM PM Meeting Name

August 19, 2026 @ 6:00 PM Safe Streets Committee Meeting

August 24, 2026 @ 6:30 PM Planning Board Regular Meeting

August 27, 2026 @ 6:00 PM Comp Plan Implementation Committee Meeting

September 1, 2026 @ 6:00 PM Selectboard Regular Meeting



**Manager's Memorandum
Selectboard Meeting
August 18, 2026**

Item 5.#

To: Selectboard
From: Tony Ward, Town Manager
Date: 08-14-2026
Re: Selectboard meeting 08-18-2026

Below are notes for agenda items for August 18, 2026, meeting

5. Managers' Update

- A.** The Town of Casco invites all residents to attend the Second Casco Village Community Workshop on Tuesday, September 15, at 5:30 p.m. at the Casco Community Center. Building on feedback received during the May workshop, this interactive session will present potential zoning concepts, development patterns, design standards, and regulatory approaches to help guide the future of Casco Village. Participants will review key themes from previous community input, explore examples from other communities, learn about a proposed Conditional Use Permit process, and provide feedback that will help shape the next phase of the Village zoning rewrite and future draft recommendations.
- B.** The Town will be releasing a Request for Proposals (RFP) for updates to the interior of the Meeting House. The RFP is anticipated to close in mid-September, with bids expected to be presented to the Selectboard for consideration in October. Included in this packet is the proposed design for the Meeting House interior improvements for the Selectboard's review.
- C.** The Town's Public Works crew recently utilized the new pavement marking equipment to paint stop bars at intersections along South Casco Road, Quaker Ridge Road, Point Sebago Road, Tenney Hill Road, Cook Mills Road, Leach Hill Road, and Mayberry Hill Road. In addition to the roadway markings, the crew successfully striped the Casco Community Park parking lot and the parking areas surrounding the Community Center. This work was completed in-house, allowing the Town to improve the visibility and safety of these markings while reducing reliance on outside contractors and associated costs.
- D.** The Town has recently received several volunteer resignations from boards and committees. Sue Witonis has resigned from the Casco-Naples Transfer Station Council, which is included as an agenda item for consideration. Pam Edwards has resigned from both the Water Quality Committee and the Comprehensive Plan Implementation Committee. Tiffany Payton has also indicated that she will be resigning from the Planning Board. The Town appreciates each of these volunteers for their service and contributions to the community.

TOWN OF CASCO
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www.cascomaine.org

- E. GPCOG conducted an open house to discuss the temporary four-way stop project at the intersection of Poland Spring Road, Webbs Mills Road, and Pine Hill Road. The open house was well attended by area residents and generated constructive feedback. The Town appreciates the members of the Safe Streets Committee for their participation and assistance during the open house. In addition, Town staff met with GPCOG staff and consultant Jim Tasse to further develop improved pedestrian accessibility at the intersection. Slight modifications to the original project design are being submitted to the MaineDOT for approval. The Town anticipates the temporary project will be completed in late September or early October. If traffic data and public surveys demonstrate positive results, the Town is confident that the temporary design can be made permanent.

On-Going Business

6. **The Selectboard will discuss tax commitment with Assessor Rob Sutherland.**
The Town's contracted assessor, Rob Sutherland, will be present at the meeting to answer questions regarding the tax commitment scheduled for August 20, 2026. The mill rate is expected to increase from \$10.25 to \$11.01 per \$1,000 assessed valuation, and Mr. Sutherland will be available to provide clarification regarding the commitment, assessments, and resulting tax rate.
7. **The Selectboard will discuss Animal Control interlocal agreement with Raymond.**
The Town Manager continues to engage in discussions with the Town of Raymond's Town Manager regarding the Animal Control Officer position. Raymond continues to explore an internal option, but no resolution has been reached at this time. The current interlocal agreement remains in effect and is being utilized. The Towns are maintaining open dialogue and working toward a mutually agreeable arrangement. If Raymond is unable to identify an internal option, the Towns will work to redefine the interlocal agreement by the end of the year.
8. **The Selectboard will consider updating the following policies, Community Center Facility Use & Remote Meeting Policy.**
Included in the packet are two modified policies for the Selectboard's consideration: the Remote Meeting Access Policy and the Community Center/Facility Use Policy. The proposed revisions incorporate feedback and direction provided by the Selectboard at its last meeting. Staff believe both policies are ready for approval unless the Board would like to request additional modifications.

New Business

9. **The Selectboard will consider approving ballot for Maine Municipal Association Executive Committee.**
Included in the Selectboard packet is a slate of officers for the Maine Municipal Association (MMA) Executive Committee recommended by the MMA Nominating Committee. The four nominees are Shiloh LaFreniere, Jay Town Manager, for Vice President; Chris Camire,

Lisbon Town Council; Michele LaBree Daniels, Brewer City Council; and Richard Petrie, Jackman Town Manager. I would also like to thank the Selectboard for its continued support of my involvement with the MMA Executive Committee and for supporting my upcoming presidency of the Executive Committee in 2027.

10. The Selectboard will consider awarding winning bid for the Casco Community Center roof project.

The Town received three bids in response to the Request for Proposals for the replacement of the Casco Community Center roof. Bids were submitted by Apex Exterior LLC in the amount of \$103,191, JB Roofing Systems LLC in the amount of \$88,410, and Glidden Roofing Corporation in the amount of \$105,100.

Town staff are not familiar with any of the three companies. Staff conducted research on each bidder and identified no known concerns or issues that would preclude consideration of any of the companies for the project. JB Roofing Systems LLC submitted the lowest bid at \$88,410, which is \$14,781 less than the next lowest bid from Apex Exterior LLC and \$16,690 less than the bid submitted by Apex Exterior LLC.

11. The Selectboard will consider awarding the bid for winter sand.

The Town received three bids in response to the Winter Sand RFP from Gorham Sand & Gravel, R. Rolfe Corporation and Shaw Brothers. R. Rolfe Corporation submitted the lowest bid at \$18.00 per yard, followed by Shaw Brothers at \$23.50 per yard and Gorham Sand & Gravel at \$24.50 per ton. R. Rolfe Corporation was the only bidder to complete the bidding process by including the required Gradation Report.

After reviewing the bids, staff recommend awarding the Winter Sand contract to Rolfe Enterprises as the lowest responsible bidder at a price of \$18.00 per yard.

12. The Selectboard will consider having a member seek nomination on the Cumberland County Finance Committee

Include in the Selectboard packet is a notice of a caucus of the municipal officers from Commissioner District #2—which includes Casco, Falmouth, Frye Island, Gray, Harrison, Naples, New Gloucester, Raymond, and Windham—will be held on September 21, 2026, to elect one member for the Cumberland County Finance Committee to a three-year term commencing in September 2026.

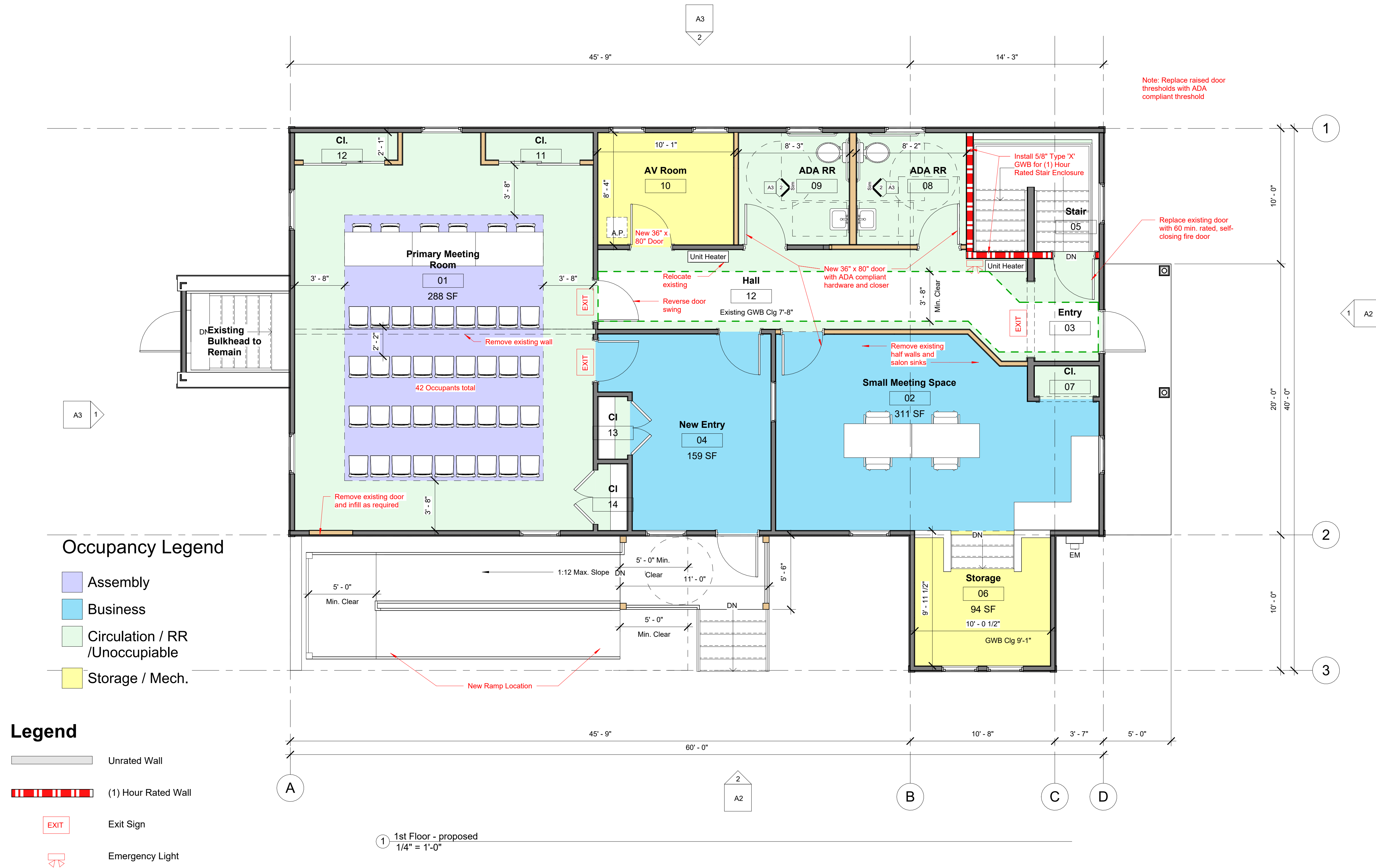
Filling the vacant seat is important to ensure that District #2 has full municipal representation on the Finance Committee and that the interests and financial considerations of its communities are considered during the County's budget development and review process. Municipal officers are encouraged to participate in the caucus and vote for a qualified representative to serve the District.

13. The Selectboard will consider a replacement on the Casco Naples Transfer Station Council.

Sue Witonis recently resigned from the Transfer Station Council, creating a vacancy on the Council. The Selectboard should determine the preferred manner of filling the position. The Selectboard may appoint an interested volunteer to serve the remainder of

Mrs. Witonis' term, or it may choose to appoint a Selectboard member to the Council. The latter approach would be similar to the practice previously utilized by the Town of Naples. The Selectboard should discuss these options and determine the appropriate method for filling the vacancy.

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Occupancy Loads					
Number	Name	Area	Occupancy	OLF	Occupant Load
01	Primary Meeting Room	288 SF	Assembly	7	42
02	Small Meeting Space	311 SF	Business	100	4
04	New Entry	159 SF	Business	100	2
03	Entry	36 SF	Circulation / RR / Unoccupiable	0	0
05	Stair	78 SF	Circulation / RR / Unoccupiable	0	0
07	Cl.	11 SF	Circulation / RR / Unoccupiable	0	0
08	ADA RR	66 SF	Circulation / RR / Unoccupiable	0	0
09	ADA RR	67 SF	Circulation / RR / Unoccupiable	0	0
11	Cl.	16 SF	Circulation / RR / Unoccupiable	0	0
12	<varies>	205 SF	Circulation / RR / Unoccupiable	0	0
13	Cl	10 SF	Circulation / RR / Unoccupiable	0	0
14	Cl	11 SF	Circulation / RR / Unoccupiable	0	0
15	Room	319 SF	Circulation / RR / Unoccupiable	0	0
06	Storage	94 SF	Storage / Mech.	300	1
10	AV Room	82 SF	Storage / Mech.	300	1
Storage / Mech.		177 SF			2
TOTAL		1753 SF			50

Building Area	
Name	Area
1st Floor Area	1907 SF

Plumbing Fixture Counts for A-3 Occupancy

Total Occupants = 50
50 / 2 = 25

Water Closets
Male 1 per 125 Female 1 per 65

Lavatories
Male 1 per 200 Female 1 per 200

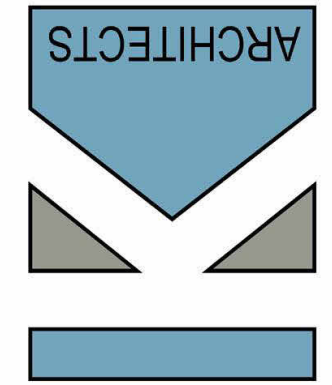
Drinking Fountain
1 per 500

(1) Service Sink

Proposed renovations for Town meeting space:

- Remove center wall
- Primary Selectboard Meeting Room (multimedia capacity)
- A/V Room
- ADA restroom x 2
- Secondary meeting room
- Rated walls at stairwell
- Add ADA compliant ramp to rear meeting room landing

KW Architects
Kristi Kenney, RA
PO Box 404
Wells, Maine 04090
(207) 332-9199



9 Leach Hill Road
Casco, Maine

REVISIONS

#	Date	Description

Date:	01/05/26
Project #	241120
Drawn By:	AEP
Checked By:	KK
Drawing Scale	1/4" = 1'-0"

SHEET TITLE

Proposed 1st Floor Plan

AI



TOWN OF CASCO FACILITIES USE POLICY

I. PURPOSE

The Casco Community Center ("Community Center" or "Facility") is a multi-purpose space designed to serve as a meeting hall, community recreation building, and special event center. The purpose of this policy ("Policy") is to regulate its use to ensure maximum benefit to the residents of Casco. The Town of Casco ("Town") sets forth the following rules and regulations for the management and protection of this public facility owned by the Town and for the safety of the persons lawfully entitled to use same. The Town further recognizes that the Community Center is a substantial municipal asset intended to provide the Town with resources and services that promote community activities.

II. MANAGEMENT OF FACILITY

- A. The Town Manager shall be responsible for the oversight and management of the Community Center. The Recreation Director shall manage the Community Center's daily operations and schedule and provide the Town Manager with regular reports regarding the same.
- B. The Town Manager will review and resolve operational issues or inconsistencies that relate to this Policy.

III. DEFINITIONS

- A. Recurring Reservation. A recurring reservation is a reservation of a space for four (4) or more dates spaced at regular intervals.
- B. Renter. A renter is an individual, group, or entity, that has had their facility reservation request approved.

IV. PRIORITY OF USE

The Town retains the right to make individual decisions regarding the use of all public facilities including, but not limited to, the right to deny the use of or reservation request for the Community Center.

- A. Reservation requests are granted based on the availability of staff to process and approve the request, and in accordance with the priority use order outlined in Part IV.B.
- B. The priority order of uses is as follows:
 - 1. Town Boards and Committees Meetings and Functions;
 - 2. Town Department programmatic uses in accordance with the Community Center's intended purpose;
 - 3. Service Groups, Non-Profit Organizations, and MSAD #61;
 - 4. Special Events - Weddings, Birthdays, etc.;
 - 5. Special Interest Groups / Commercial.

- C. The Town reserves the right to cancel or reschedule reservations if a Town function, such as public hearing or special Town Meeting, so requires. The Town will make a reasonable effort to accommodate existing reservations to prevent cancellation and/or rescheduling.

IV. AVAILABLE SPACES

<u>Designated Area</u>	<u>Concentrated People Capacity</u>	<u>Mixed Use Seating Capacity</u>
Casco Community Center - Entire Space	416	210
Large Meeting room	134	75
Small Meeting room	77	30
Kitchen	5	5
Gymnasium*	200	100

* Athletic events to be given priority, displaced only by a Town function.

V. RESERVATIONS

All persons or entities who wish to reserve the Facility for their exclusive use must request a reservation from the Recreation Director, complete a Facility Use Agreement and Liability Waiver, submit a refundable damage deposit and, if required, provide proof of insurance.

- A. **Eligibility.** Requests for the use of the Facility must be made by one or more individuals who are at least 25 years of age, and who will be responsible for monitoring and supervising all activities at the Facility during the period reserved. It shall be at the Recreation Director's discretion to waive the age requirement.
- B. **Reservation Request.** Reservation requests shall be made in writing to the Recreation Director's office. Reservation requests shall be made a minimum of three (3) weeks in advance of the requested reservation to allow for review. Unless otherwise specified in section V(E) of this Policy, the Recreation Director is authorized to approve or deny the reservation request. The Recreation Director may accept a late reservation request if they determine that the availability of staff and space requested allows.

The written reservation request shall provide:

1. The name, address, email, and phone number of the renter;
 2. The date and time of the reservation sought;
 3. The space requested;
 4. The number of anticipated attendees;
 5. Whether the reservation is sought for personal or commercial use (and if requesting the gymnasium, whether the reservation is for an athletic event);
 6. Whether the renter will be collecting admission fees; and
 7. Whether any additional permissions are requested pursuant to section VI of this Policy.
- C. **Confirmation of Reservation.** A reservation is confirmed and considered approved only when both the renter and the Recreation Director (or the Town Manager, if required) have signed the Facility Use Agreement, and the renter has signed and submitted the Indemnification and Liability Waiver, paid the full amount of the damage deposit, and paid at least 50% of the facility rental fee (the remainder is due no later than fourteen (14) days prior to the reservation).

No reservation, rental, or use agreement for the Community Center shall be subject to automatic renewal.

- D. **Denial of Reservation Request.** The Town reserves the right to deny a reservation request if the event is reasonably anticipated to be unreasonably disruptive to regular Town functions; too large for the applicable hall capacity; disorderly, dangerous or hazardous to persons or property; or in any other way inconsistent or conflicting with this Policy.
- E. **Town Manager Review.** The Town Manager shall review and approve all requests for recurring reservations, reservations that are for four (4) or more consecutive days, and reservations of six (6) or more days within a two (2) week period. If the Town Manager finds such requests unreasonably restrict the availability of the space for others, the Town Manager may deny the reservation or accept a more limited reservation.
- F. **Required Damage Deposit.** A \$50 refundable damage deposit shall be collected for the use of the Facility that requires a reservation. This damage deposit shall be held by the Town in accordance with Part VI(F).
- G. **Fees.** The facility rental fee shall apply to all renters and shall be in the amount specified in the Town Fee Schedule. The amount of the fee shall be reviewed annually by the Selectboard. Payment of 50% of the facility rental fee is due up front in order to confirm the reservation. The remainder of the fee is due fourteen (14) days prior to the date of the reservation.

The Town may require the applicant to pay additional costs as needed for the event, including, but not limited to, the cost of providing police and traffic detail, the cost of providing additional restroom facilities, and the cost of additional staff required to ensure the health and safety of the public and safe use of Town property.

- H. **Cancellation.** Cancellations should be communicated to the Recreation Director as soon as practicable. Damage deposits shall be promptly returned for any cancelled event.

A renter that cancels up to eight (8) days prior to a reservation date is entitled to receive a full refund of the facility rental fee. If a renter notifies the Recreation Director of cancellation four (4) to seven (7) days before the reservation date, the renter is entitled to 50% of the facility rental fee. If the renter notifies the Recreation Director three (3) days or fewer prior to the reservation date, no refund of the rental facility fee shall be issued. Notwithstanding these requirements, the Recreation Director and Town Manager may issue a refund if good cause is shown.

The Town reserves the right to cancel or reschedule any reservation or activity for good cause. The Town may cancel any reservation or activity for, among other things, concern that the event is or is reasonably anticipated to be: unreasonably disruptive to regular Town functions or properties that abut the reserved facility; too large for the capacity of the facility or any portion thereof; disorderly, dangerous, or hazardous to persons or property; or be in any way inconsistent with this Policy.

If the Town cancels the reservation, the full facility rental fee and damage deposit shall be refunded to the renter. The Town is not responsible for providing alternative accommodations.

VI. USE REGULATIONS

- A. **Advertising and Signage:** Temporary signage is permitted on the event day(s) and must comply with the Town's Land Use Ordinance and any Facility policies. Unless the reservation relates to a Town-sponsored event, the renter may not state or imply that their program is sponsored, co-sponsored or approved by the Town or any municipal official.
- B. **Alcohol and Drugs:** All forms of smoking, including vaping, and the use of cannabis products and illegal drugs, are strictly prohibited on the premises.

The selling and/or serving of alcoholic beverages is not permitted without the written approval of the Town Manager, proof that the sale/serving of alcoholic beverages is to be carried out by a caterer with a valid liquor license, and proof of the caterer's insurance that fully complies with the requirements of section VI(D) is required.

- C. **Animals:** Except for service animals, no animals are permitted inside the Community Center unless they are part of a scheduled program/event that has received prior written authorization from the Recreation Director for the presence of the animals.
The Town reserves the right to request that any animal, including service animals, be removed from the premises if the animal is not housebroken, or if the animal is out of control and the handler is ineffective in controlling it.
- D. **Caterers, Commercial Vendors, and Commercial Renters:** All caterers, commercial vendors, and commercial renters must carry, and provide proof of commercial general liability insurance in the amount of not less than \$1,000,000, combined single limit. The insurance policy must list "Town of Casco, its employees, and its agents" as additional insured for the duration of the event. All caterers and commercial vendors shall also sign the Town's Liability Waiver.

All vendors must be pre-approved by the Recreation Director.

- E. **Clean-up Requirements:** The rental space must be left in the same condition at the end of your event as it was prior to the event. No personal items or debris of the renter may remain. The Recreation Director will inspect the area to confirm that all clean-up responsibilities have been met and make a determination regarding the state of the facility and the status of the Renter's damage deposit as further outlined in section VI(G).
- F. **Damage Deposit:** The Renter is responsible for all costs of damage caused by the Renter, or guests of the Renter. If, after a reasonable opportunity for inspection, but no later than seven (7) days after the day of the event, the Recreation Director or their designee is satisfied that the facility has not sustained any damage or loss during the renter's reservation, the damage deposit may be collected by the Renter.

If the Recreation Director or their designee finds that the facility has been damaged as a result of the renter's use or the use of their guests, the Town will retain the deposit to the extent of the costs required to remedy the damage. If the cost to repair the damage exceeds the cost of the deposit, the renter will promptly reimburse the Town for the cost of any additional loss or damage. Depending on the extent and nature of the loss, damages, and violations of this Policy found, future reservation privileges may be revoked, and the Town may pursue damages.

- G. **Decorations & Equipment:** Decorations, equipment, or event materials may not cover, block, or interfere with any fire-safety device or exit route. Painter's tape is permitted for use on floors and walls. Other adhesives, such as regular "scotch" tape, glue, staples, tacks, or nails are not permitted. The use of rice, confetti, glitter, bubbles, silly string, and birdseed is not permitted.

Tables, chairs, furniture, and equipment may not be removed from the facility. Any such equipment moved must be returned to its original place at the conclusion of the event.

A renter must be pre-approved by the Recreation Director to use outdoor structures (like tents, arches, or inflatables) at least seven (7) days prior to the reservation. At the conclusion of the reservation, any personal equipment or outdoor items brought for your event must be removed from Town property unless other arrangements have been made with the Recreation Director. Any damage to the building, grounds, or Town-owned equipment is the responsibility of the Renter(s).

- H. **Fireworks, Candles, Open Flames:** Fireworks, candles, and open flames are prohibited on the premises.
- I. **Fire Safety:** Fire extinguishers, required signage, illuminated exit lights, electrical panels, and all exit areas must remain visible, unobstructed, and accessible at all times. All pathways leading to exits must remain clear throughout the event. Failure to comply may result in event cancellation and forfeiture of rental fees and deposit.
- J. **Gymnasium:** Use of non-marking footwear is required. Reservations of the gymnasium for non-athletic events requires approval by the Town Manager.
- K. **Hours of Operation:** No event may begin before 7:00 A.M. The building will be secured at 10:00 P.M. unless the renter receives written authorization from the Recreation Director prior to the event. Activities shall not extend beyond the hours approved in the reservation request. Event activities are permitted only in the areas approved by the Recreation Director in the reservation request.
- L. **Kitchen:** If an event requires use of the kitchen, the Town may require, at the renter's expense, Town staff to operate the kitchen.
- M. **Parking, Camping:** Unless written permission is granted by the Recreation Director, overnight parking and/or camping is not permitted.
- N. **Responsibility for Guests, Activities, and Facilities:** The renter is responsible for all guests, activities, and occupied facilities during the reservation period. The renter may not sub-let the facility or use it in a manner that is inconsistent with the approved use. The renter is responsible for the conduct of their guests and any damage to the facility or others that results from that conduct. The use of the facility must comply with all other laws and Town ordinances, rules, and policies at all times. The renter is responsible for ensuring their guests are adequately and appropriately supervised by the renter or their adult designee until all guests have departed the premises.

All accidents and/or injuries shall be promptly reported to the Recreation Director.

- O. **Security:** A renter may not enter the facility prior to the start of their reservation or remain in the facility after the conclusion of their reservation unless given written authorization by the Recreation Director. The Recreation Director or the Town Manager may in their sole discretion, and at the expense of the renter, require Town staff to be present to open, close, or remain at the facility for an event when they deem it appropriate or necessary.

Adopted this day of August 4, 2026.

Approved by Casco Selectboard:

_____	Robert MacDonald, Chair
_____	Scott Avery, Vice-Chair
_____	Eugene Connolly
_____	Grant Plummer
_____	Joseph DeMartin



TOWN OF CASCO REMOTE MEETING ACCESS POLICY

I. PURPOSE

This policy is adopted by the Town of Casco in accordance with 1 M.R.S. § 403-B. It applies to all public bodies of the Town of Casco subject to the Maine Freedom of Access Act, including the Selectboard, Planning Board, Board of Assessment Review, Board of Appeals, and all committees and subcommittees, whether elected or appointed.

For purposes of this policy, “remote methods” means telephonic or video technology, including audio and/or visual systems, that allows the simultaneous reception of information. Remote methods may also include other means necessary to accommodate persons with disabilities. Public proceedings may not be conducted by text-only means, including email, text messages, or chat functions.

Consistent with the public policies underlying Maine’s Freedom of Access Act, the Town of Casco intends to conduct its public business in a manner that remains open to public observation.

II. REMOTE PARTICIPATION BY MEMBERS.

Members of Town of Casco public bodies are expected to attend public proceedings in person unless remote participation is authorized under this policy.

- A. **Permissible Reasons for Remote Participation.** A member may participate remotely only when physical attendance is not practicable, including when illness, another physical condition, temporary absence from the Town of Casco, the need to care for a family member, or the need to provide a reasonable accommodation for a disability makes in-person attendance impracticable.
- B. **Notice Requirement.** A member who wishes to participate remotely must notify the chair or presiding officer, and any staff assigned to support the public body, at least 24 hours before the meeting or as soon as reasonably possible. The notice must state the reason remote participation is requested.
- C. **Determination.** The chair or presiding officer will determine whether the request satisfies this policy. The decision shall be final.
- D. **Public Access When Members Participate Remotely.** When any member participates remotely, the public must be given a meaningful opportunity to attend the meeting by remote methods. Members of the public must also be provided an in-person location for attendance, except when the meeting is conducted solely by remote methods under Section II.

III. REMOTE-ONLY MEETINGS.

A Town of Casco public body may meet solely by remote methods only when the chair or presiding officer, in consultation with other members and appropriate Town staff when practicable, determines that an emergency or urgent issue requires the body to meet remotely.

- A. **Written Determination and Notice.** The determination that a remote-only meeting is necessary must be made in writing and attached to the meeting record. Public notice of the determination must be provided as soon as practicable and must include instructions for remote access.
- B. **Accommodations.** Reasonable accommodations will be provided to individuals with disabilities upon request.
1. **Documents and Materials Made Available.** The public body will make all documents and materials to be considered available to members of the public attending remotely to the same extent they are customarily available to members of the public attending in person, provided that doing so does not impose additional costs on the Town.
 2. **Roll Call Vote.** All votes taken during a meeting using remote methods must be taken by roll call. Votes must be visible and audible to other members of the public body and to the public when video technology is used, or audible when audio-only technology is used.
 3. **Public Input.** If the public body allows or is required to provide an opportunity for public input during a public proceeding, it must provide an effective means of communication among members participating in person or remotely and members of the public participating in person or remotely.
 - a. **Methods for Public Comment.** The public body may facilitate public input by accepting written comments before the meeting, allowing comments from members of the public attending remotely, and using microphones or other available technology so that comments can be heard by members and the public participating in person or remotely.

This policy shall remain in effect unless amended or rescinded by the Town of Casco.

Adopted this day of August 18, 2026.

Approved by Casco Selectboard:

_____	Robert MacDonald, Chair
_____	Scott Avery, Vice-Chair
_____	Eugene Connolly
_____	Grant Plummer
_____	Joseph DeMartin



MAINE MUNICIPAL ASSOCIATION SINCE 1936

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

To: Key Municipal Officials of MMA Member Municipalities
From: Catherine Conlow, Executive Director
Date: July 27, 2026
Subject: MMA Annual Election: Vice President & Executive Committee Members

DEADLINE: Friday August 28, 2026, 12:00 p.m.

CAST YOUR VOTE FOR THE 2027 MMA EXECUTIVE COMMITTEE

Election Process. Your ballot is attached to help chart the future of MMA. You are voting for Vice President and three committee seats. The Maine Municipal Association (MMA) Executive Committee is elected by member municipal select boards and councils to oversee the Association's operations.

Pursuant to MMA by-laws, these candidates were interviewed by a six-member Nominating Committee, which includes a former Executive Committee past president, an elected municipal officer, a municipal employee, a town or city manager, an MMA affiliate group representative, and an individual from a community-based organization representing the interests of an underrepresented group. As you will note, unlike municipal elections MMA does not provide an option for write-in candidates since our process includes an opportunity to nominate a candidate by petition. The petition process expired on July 20, 2026.

The candidates have provided a brief biography of themselves for you to reference.

The ballot must be signed by a majority of the municipal officers (e.g., select board or council), or a municipal official designated by a majority of the municipal officers and received by MMA no later than **12:00 p.m. (noon) on Friday, August 28, 2026**. We have enclosed a self-addressed, stamped envelope for your convenience. Ballots will be counted on the afternoon of August 28, with the election results confirmed by MMA President Justin Poirier, Monmouth Town Manager.

Election results will be available no later than September 1, 2026, and can be accessed by either contacting the MMA Executive Office or visiting MMA's website at www.memun.org. A formal announcement of the election results will be made at the MMA Annual Business Meeting, and the newly elected members will be introduced at the Awards Luncheon, both of which will be held during MMA's annual convention on Wednesday, October 7.

The newly elected Executive Committee members will take office on January 1, 2027.

If you have any questions on the election process, please do not hesitate to contact me or Kelly Maines at 1-207-623-8428 or by e-mail at kmaines@memun.org. Thank you.



NOMINATIONS - 2027
Maine Municipal Association
EXECUTIVE COMMITTEE – BIOGRAPHIES

VICE PRESIDENT NOMINEE: 1-YEAR TERM

Shiloh LaFreniere – Town Manager, Town of Jay

Professional & Municipal Experience & Committees:

Jay Town Manager	2014-present
Code Enforcement Officer, Town of Jay	1997-2014
Environmental Code Administrator, Town of Jay	1997-2010
Wellness Coordinator, Town of Jay	2005-2014
E911 Addressing Officer, Town of Jay	2010-2014
Deputy Finance Director, Town of Jay	2012-2014

Education & Certificates:

Bachelor's in business administration
 State of Maine Notary Public

Affiliations & Certifications:

- Maine Municipal Association Executive Committee & Strategic Finance Committee
- Maine Town, City and County Management Association Ethics Committee
- Androscoggin Valley Council of Governments – Past President, Executive Committee
- Maine Infrastructure Rebuilding and Resilience Commission Member
- Maine Health Franklin Community Health Network EMS Advisory Board Member
- Institute for Civic Leadership, Maine Development Foundation 2022
- Past Member of the State of Maine Technical Building Codes and Standards Board

EXECUTIVE COMMITTEE NOMINEES: 3-YEAR TERMS

Chris Camire – Town Council Chair, Town of Lisbon

Professional & Municipal Experience & Committees:

Senior Manager, Technical Services, Tyler Technologies, Inc.	2023-present
Manager, Technical Services, Tyler Technologies, Inc.	2021-2023
Town Council, Town of Lisbon	2024-present
General Assembly, Androscoggin Valley Council of Governments (AVCOG)	2026-present

Education & Certificates:

University of Southern Maine – Bachelor of Arts, Political Science and Information & Communications

Michele LaBree Daniels – City Council, City of Brewer

Professional & Municipal Experience & Committees:

City Council Member, City of Brewer	2019-Present
Mayor, City of Brewer	2020-2022
	2024-2025
Budget Committee Member, Penobscot County	2020-2024
Telecommunications, Customer Service, Supervisor/Trainer	1995-2015
General Manager, Hospitality Management	1989-1995

Committee Membership 1999-2019:

Member - Greater Bangor Regional Economic Group
 Board Member - Brewer Land Trust
 Board Member - Brewer Conservation Commission
 Member - Greater Bangor Regional Economic Group
 Board Member - Brewer Cemetery Board
 President - Brewer Library Trustees
 Member - Brewer Parks & Recreation Advisory Commission
 Liaison - Penobscot County Commissioners

Education & Certificates:

John Bapst Memorial High School
 Trinity College, Burlington, Vermont – U.S. History and Canadian Studies
 National League of Cities University – Grant Writing Bootcamp
 Maine Municipal Association – Ongoing Training
 National League of Cities University – Housing as an Economic Development Tool

Affiliations & Certifications:

- National League of Cities – Public Safety & Crime Prevention; Small Cities Council
- Maine Municipal Association Co-Ambassador for NLC Congressional City Conference -Hill Day.

Richard Petrie – Town Manager, Town of Jackman**Professional & Municipal Experience & Committees:**

Jackman Town Manager	2025-present
North East Mobile Health Services	
- Chief Executive Officer	2023-2025
- Chief Operations Officer	2021-2023
Atlantic Partners EMS - CEO	2011-2021
Kennebec Valley EMS Council - Regional Director	2000-2011
Chair, Maine Trauma Advisory committee	2018- 2025
Member, Maine Legislative EMS Blue Ribbon Commission	
Member, Maine General Medical Center Institutional Review Board	

Education & Certificates:

- MMA Leadership Program
- Adjunct Faculty, National Ambulance Training Schools (Ireland & Northern Ireland)
- Adjunct Professor, Fiji National University
- Active educator and presenter on leadership, governance, and EMS administration
- Contributing Author: Mosby EMT Text, Legal Issues for EMS

Affiliations & Certifications:

- ICS 100, 200, 700, 800
- Local Health Officer Certification
- Town Meeting & Election Law Training
- General Assistance (Foundations & Advanced)
- Vital Records Training
- Transfer Station Operations (Core 1 & Core 3)
- Notary Public
- BMV Registration Training (Standard & Commercial)



BALLOT

Election of MMA Vice President and Executive Committee Members

Deadline for Receipt of Ballots – 12:00 noon on Friday, August 28, 2026

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Shiloh LaFreniere, Jay Town Manager

☐

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Chris Camire, Lisbon Council Chair

☐

Michele LaBree Daniels, Brewer City Council

☐

Richard Petrie, Jackman Town Manager

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, which ended on July 20, 2026.

The ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

DATE: _____ **MUNICIPALITY:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

PRINT NAME: _____ **POSITION:** _____

SIGNATURE:

OR

Signed by a majority of Municipal Officers:

Current Number of Officers: _____

PRINT NAME

SIGNATURE

Return to: MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: kmaines@memun.org

**TOWN OF CASCO, MAINE
REQUEST FOR PROPOSALS FOR THE
CASCO COMMUNITY CENTER AND POST OFFICE ROOF REPLACEMENT**

NOTICE TO BIDDERS

Invitation to Bid

The Town of Casco (the “Town”) is soliciting bids to replace the roofs of the Town’s Community Center and Post Office, as further described herein.

DESCRIPTION OF WORK:

The work to be performed by the selected bidder consists of the removal and replacement of existing roof and roofing systems at the Casco Community Center and Post Office, located at 940 Meadow Road, Casco, ME 04015. The installation of a replacement roof is anticipated to require, among other things: removal of all shingles, underlayment, flashings and accessories; installation of a galvanized steel drip edge; installation of new flashing; installation of water and ice shield on all applicable roof sections; installation of architectural shingles; installation of a rubber membrane system on all flat roofing portions; and installation of an adequate ridge venting system. An allowance for sheathing replacement work should also be included. The Town has the right to add to, delete from, or otherwise change the scope of the work in order to remain within the funds budgeted for this work.

Any administrative or support work necessary to complete the work specified herein should be considered the responsibility of the Bidder. Administrative services in support of any project undertaken, may include, but not be limited to: community relations, attendance at meetings, word processing services and administrative support, field data acquisition, preparation of reports, recommendations, and other documents.

An individual or company submitting a response to this RFP (the “Bidder,” or “Bidders”) is warned that: (a) the work terms and conditions set forth in this Request for Proposals and the contract to be signed between the Town and the selected Bidder(s) will be fully enforced; (b) the Town will maintain full-time inspection during the period of work; and (c) only first-rate quality work will be accepted.

Work is expected to begin within one (1) month of the Town’s acceptance of the bid.

INSTRUCTIONS:

1. Bids will be received by the Town at the Town Office, until 4:00 PM on August 13, 2026 and then publicly opened and read aloud at a later meeting of the Selectboard. Any bid received after this time will not be considered. Each bid must be submitted in a sealed envelope, addressed to the Selectboard, Town of Casco, 635 Meadow Road, Casco, ME 04015. The envelope containing the bid must be plainly marked on the outside of the

envelope as "Community Center and Post Office Roof Replacement Bid" with the envelope bearing the name and address of the Bidder. Telegraphic, facsimile, or electronic (email) proposals or modifications to proposals **will not** be considered.

2. All bids must be submitted on the attached bid proposal form. All blank spaces on the bid proposal form must be filled in with the appropriate response or the abbreviation "N.A." to indicate "not applicable." Each Bidder is required to state in its proposal: the Bidder's name and place of business and the names or persons or parties interested as principals with it; that the proposal is made without any connection to any other Bidder making any proposal for the same services; and that no person acting for or employed by the Town is directly or indirectly interested in the proposal or any agreement which may be entered into to which the proposal relates. A conditional or qualified bid will not be accepted.
3. State of Maine Sales Tax and Use Taxes should not be included in any bid, as the Town is exempt from the payment of these taxes.
4. The failure or omission of any Bidder to examine any form, instrument, or documents, shall in no way relieve any Bidder from any obligation with respect to their proposal. The Bidder is expected to have carefully examined the proposed scope of work and all requirements set forth in this RFP and to be thoroughly familiar with the details and all conditions likely to be encountered that will affect the costs of the work before submitting a bid proposal. The submission of a bid shall be considered evidence that the Bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the Request for Proposals. The Bidder will be held responsible for its failure or neglect to observe or comply with these instructions.
5. This Request for Proposals contains the provisions required for a complete project. Information obtained from a municipal officer, official, agent, or employee of the Town, or any other person shall not affect the risks or obligations assumed by the contractor or relieve him/her/it from fulfilling any of the conditions of this Request for Proposals.
6. Any selected Bidder will be required to provide proof of: (i) commercial general liability insurance in the amount of \$2,000,000 combined single limit; (ii) automobile liability insurance in the amount of \$1,000,000 combined single limit, and (iii) worker's compensation and employer's liability insurance as required by Maine law. The Town shall be named as an additional insured on all such policies, except for worker's compensation insurance in which case a waiver of subrogation shall be provided.
7. The selected Bidder shall promise to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liabilities, causes of action, judgments, claims or demands, including attorney's fees and costs, for personal injury (including death) or property damage arising out of the performance of all work to be performed.

8. The selected Bidder shall be responsible for supplying all equipment necessary for satisfactory completion of the work.
9. All Bidders will be notified by email of bid results.
10. The successful Bidder shall be required to sign a contract with the Town containing the same or similar material terms as are included in this RFP, no later than 15 business days after the opening of bids.

QUESTIONS:

Questions regarding this RFP should be directed in writing by email to Town Manager Anthony Ward at award@cascomaine.org. Questions must be received by 12:00 p.m. seven (7) calendar days prior to the proposal deadline. Questions received after this time will not be addressed. Responses from the Town that substantially alter this RFP will be issued in the form of a written addendum to all prior bidders. Oral explanations or interpretations given before the award of the contract will not be binding. All issued Addenda will become part of the proposal and resultant costs shall be included in the Proposal Amount.

SELECTION CRITERIA:

The Town may make such investigation as deemed necessary to determine the ability of the Bidder to provide the materials and perform the work, and the Bidder shall furnish to the Town all such information and data for this purpose as the Town may request.

The Bidder is advised that the work to be accomplished under this Request for Proposals will be awarded to a responsive, responsible Bidder. The Town reserves the right to accept or reject any and all submissions, to waive any or all formalities in the bidding, to evaluate bids, to investigate the references of any and all bidders, to negotiate with one or more Bidders and otherwise to act as it deems to be in the best interests of the Town.

CASCO COMMUNITY BUILDING AND POST OFFICE ROOF REPLACEMENT BID PROPOSAL FORM

The undersigned herewith submits this bid in accordance with the requirements and specifications of the Request for Proposals and herein acknowledges as follows:

1. The Bidder has examined the roofs to be replaced at the Town of Casco Community Building and Post Office and has a sufficient understanding of their condition in order to bid on all work necessary for the satisfactory replacement of the entire roof and accompanying systems as necessary.
2. The Bidder carries the required insurances, including worker's compensation insurance in the amount required by state law, which are in full force and effect and shall remain in force during the term of the contract.
3. The Bidder agrees that, if its Bid is accepted, it will obtain commercial general liability insurance in the amount of no less than one million dollars (\$1,000,000), combined single limit, to protect our company and the Town from claims and damages that may arise from operations under the roofing agreement, with the Town to be named as an additional insured.
4. The contract price provided is inclusive of all costs associated with labor, administration, and the materials required to fulfil the Bidder's obligation under the contract.
5. All prices quoted shall be firm for the term of the contract, except as may be expressly provided in the contract.
6. If selected, the Bidder agrees to sign the required contract with the Town of Casco no later than 15 business days after the opening of bids.

TOTAL CONTRACT PRICE: _____

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Casco is directly or indirectly interested in this Proposal or in any Agreement which may be entered into or arise therefrom. The full names and addresses of all persons and parties interested in this proposal, as principals, are as follows (give first and last names in full; and in the case of a Corporation or Limited Liability Company, give names and addresses of President, Treasurer, and Manager/Member, as applicable; and in the case of a Partnership, give names and addresses of partners).

The undersigned, having inspected the work description and scope of the work, and having familiarized ourselves all conditions likely to be encountered, and having examined all the bid instructions, requirements, and specifications, hereby agrees to complete all work previously

described in this document, and described in the attached proposed contract for the bid price listed on this Bid Proposal Form.

Company Name: _____

Authorized Signature: _____

Printed Name: _____ Title: _____

Mailing Address: _____

Email address: _____

CASCO COMMUNITY BUILDING AND POST OFFICE ROOF REPLACEMENT BID PROPOSAL FORM

The undersigned herewith submits this bid in accordance with the requirements and specifications of the Request for Proposals and herein acknowledges as follows:

1. The Bidder has examined the roofs to be replaced at the Town of Casco Community Building and Post Office and has a sufficient understanding of their condition in order to bid on all work necessary for the satisfactory replacement of the entire roof and accompanying systems as necessary.
2. The Bidder carries the required insurances, including worker's compensation insurance in the amount required by state law, which are in full force and effect and shall remain in force during the term of the contract.
3. The Bidder agrees that, if its Bid is accepted, it will obtain commercial general liability insurance in the amount of no less than one million dollars (\$1,000,000), combined single limit, to protect our company and the Town from claims and damages that may arise from operations under the roofing agreement, with the Town to be named as an additional insured.
4. The contract price provided is inclusive of all costs associated with labor, administration, and the materials required to fulfil the Bidder's obligation under the contract.
5. All prices quoted shall be firm for the term of the contract, except as may be expressly provided in the contract.
6. If selected, the Bidder agrees to sign the required contract with the Town of Casco no later than 15 business days after the opening of bids.

TOTAL CONTRACT PRICE: \$103,191

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Casco is directly or indirectly interested in this Proposal or in any Agreement which may be entered into or arise therefrom. The full names and addresses of all persons and parties interested in this proposal, as principals, are as follows (give first and last names in full; and in the case of a Corporation or Limited Liability Company, give names and addresses of President, Treasurer, and Manager/Member, as applicable; and in the case of a Partnership, give names and addresses of partners).

Jason Davis, Owner President, 24 Hemlock St, Rochester, NH
Marc Couture, Owner Treasurer, 67 Park St, Dover, NH

The undersigned, having inspected the work description and scope of the work, and having familiarized ourselves all conditions likely to be encountered, and having examined all the bid instructions, requirements, and specifications, hereby agrees to complete all work previously



Roofing Estimate

New Asphalt Shingle Roof – Full Roof Replacement

Property: 940 Meadow Rd
Casco, ME 04015
Customer: Town of Casco, Maine
Prepared by: Apex Exteriors

Measurement source: GAF QuickMeasure Report,
07/31/2026
Estimate date: July 31, 2026
Estimate valid: 30 days

SCOPE OF WORK

This estimate covers a complete roof replacement at the above property, based on aerial measurements from a GAF QuickMeasure report.

- Complete tear-off and haul-away of existing roofing material down to the deck
- Installation of synthetic underlayment over the full roof deck
- Ice & water shield along all eaves, valleys, and roof penetrations per code
- New galvanized drip edge at all eaves and rakes
- New ridge vent ventilation system for proper attic airflow
- GAF Timberline HDZ architectural laminate shingle, backed by a Limited Lifetime warranty
- Installation of new EPDM roofing membrane
- Cleanup, magnetic sweep, and disposal of all packaging and roofing debris

This is a large, complex multi-wing roof with a hip roof section, multiple valleys, and a flat-roofed connector, based on the attached GAF QuickMeasure aerial report and priced using the manufacturer's suggested waste factor guidance. Final quantities to be field-verified prior to contract. Excludes decking/sheathing repairs, skylights, chimney rebuilds, and gutters/downspouts unless noted separately.

INVESTMENT

Scope	Estimated Investment
TOTAL ROOFING INVESTMENT – New GAF Timberline HDZ Shingle Roof (Includes EPDM)	\$103,191

Investment reflects Apex Exteriors' standard installed price (material & labor) at \$649 per square.

TERMS

- This is a preliminary estimate based on aerial measurements dated 07/31/2026; subject to revision upon final field measurements or change in specified materials.
- 50% deposit due upon contract signing; balance due upon substantial completion.
- Any changes to scope will be documented and priced via a written change order.
- Estimate valid for 30 days from the date above.

Prepared by (Apex Exteriors)

Date

**TOWN OF CASCO, MAINE
REQUEST FOR PROPOSALS FOR THE
CASCO COMMUNITY CENTER AND POST OFFICE ROOF REPLACEMENT**

**NOTICE TO BIDDERS
Invitation to Bid**

The Town of Casco (the "Town") is soliciting bids to replace the roofs of the Town's Community Center and Post Office, as further described herein.

DESCRIPTION OF WORK:

The work to be performed by the selected bidder consists of the removal and replacement of existing roof and roofing systems at the Casco Community Center and Post Office, located at 940 Meadow Road, Casco, ME 04015. The installation of a replacement roof is anticipated to require, among other things: removal of all shingles, underlayment, flashings and accessories; installation of a galvanized steel drip edge; installation of new flashing; installation of water and ice shield on all applicable roof sections; installation of architectural shingles; installation of a rubber membrane system on all flat roofing portions; and installation of an adequate ridge venting system. An allowance for sheathing replacement work should also be included. The Town has the right to add to, delete from, or otherwise change the scope of the work in order to remain within the funds budgeted for this work.

Any administrative or support work necessary to complete the work specified herein should be considered the responsibility of the Bidder. Administrative services in support of any project undertaken, may include, but not be limited to: community relations, attendance at meetings, word processing services and administrative support, field data acquisition, preparation of reports, recommendations, and other documents.

An individual or company submitting a response to this RFP (the "Bidder," or "Bidders") is warned that: (a) the work terms and conditions set forth in this Request for Proposals and the contract to be signed between the Town and the selected Bidder(s) will be fully enforced; (b) the Town will maintain full-time inspection during the period of work; and (c) only first-rate quality work will be accepted.

Work is expected to begin within one (1) month of the Town's acceptance of the bid.

INSTRUCTIONS:

1. Bids will be received by the Town at the Town Office, until 4:00 PM on August 13, 2026 and then publicly opened and read aloud at a later meeting of the Selectboard. Any bid received after this time will not be considered. Each bid must be submitted in a sealed envelope, addressed to the Selectboard, Town of Casco, 635 Meadow Road, Casco, ME 04015. The envelope containing the bid must be plainly marked on the outside of the

described in this document, and described in the attached proposed contract for the bid price listed on this Bid Proposal Form.

Company Name: Apex Exteriors

Authorized Signature: [Signature]

Printed Name: Marc Couture Title: Owner

Mailing Address: 755 Columbus Ave, Rochester, NH 03867

Email address:

marc@apexexteriorsnh.com

**TOWN OF CASCO, MAINE
REQUEST FOR PROPOSALS FOR THE
CASCO COMMUNITY CENTER AND POST OFFICE ROOF REPLACEMENT**

**NOTICE TO BIDDERS
Invitation to Bid**

The Town of Casco (the "Town") is soliciting bids to replace the roofs of the Town's Community Center and Post Office, as further described herein.

DESCRIPTION OF WORK:

The work to be performed by the selected bidder consists of the removal and replacement of existing roof and roofing systems at the Casco Community Center and Post Office, located at 940 Meadow Road, Casco, ME 04015. The installation of a replacement roof is anticipated to require, among other things: removal of all shingles, underlayment, flashings and accessories; installation of a galvanized steel drip edge; installation of new flashing; installation of water and ice shield on all applicable roof sections; installation of architectural shingles; installation of a rubber membrane system on all flat roofing portions; and installation of an adequate ridge venting system. An allowance for sheathing replacement work should also be included. The Town has the right to add to, delete from, or otherwise change the scope of the work in order to remain within the funds budgeted for this work.

Any administrative or support work necessary to complete the work specified herein should be considered the responsibility of the Bidder. Administrative services in support of any project undertaken, may include, but not be limited to: community relations, attendance at meetings, word processing services and administrative support, field data acquisition, preparation of reports, recommendations, and other documents.

An individual or company submitting a response to this RFP (the "Bidder," or "Bidders") is warned that: (a) the work terms and conditions set forth in this Request for Proposals and the contract to be signed between the Town and the selected Bidder(s) will be fully enforced; (b) the Town will maintain full-time inspection during the period of work; and (c) only first-rate quality work will be accepted.

Work is expected to begin within one (1) month of the Town's acceptance of the bid.

INSTRUCTIONS:

1. Bids will be received by the Town at the Town Office, until 4:00 PM on August 13, 2026 and then publicly opened and read aloud at a later meeting of the Selectboard. Any bid received after this time will not be considered. Each bid must be submitted in a sealed envelope, addressed to the Selectboard, Town of Casco, 635 Meadow Road, Casco, ME 04015. The envelope containing the bid must be plainly marked on the outside of the

envelope as "Community Center and Post Office Roof Replacement Bid" with the envelope bearing the name and address of the Bidder. Telegraphic, facsimile, or electronic (email) proposals or modifications to proposals **will not** be considered.

2. All bids must be submitted on the attached bid proposal form. All blank spaces on the bid proposal form must be filled in with the appropriate response or the abbreviation "N.A." to indicate "not applicable." Each Bidder is required to state in its proposal: the Bidder's name and place of business and the names or persons or parties interested as principals with it; that the proposal is made without any connection to any other Bidder making any proposal for the same services; and that no person acting for or employed by the Town is directly or indirectly interested in the proposal or any agreement which may be entered into to which the proposal relates. A conditional or qualified bid will not be accepted.
3. State of Maine Sales Tax and Use Taxes should not be included in any bid, as the Town is exempt from the payment of these taxes.
4. The failure or omission of any Bidder to examine any form, instrument, or documents, shall in no way relieve any Bidder from any obligation with respect to their proposal. The Bidder is expected to have carefully examined the proposed scope of work and all requirements set forth in this RFP and to be thoroughly familiar with the details and all conditions likely to be encountered that will affect the costs of the work before submitting a bid proposal. The submission of a bid shall be considered evidence that the Bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the Request for Proposals. The Bidder will be held responsible for its failure or neglect to observe or comply with these instructions.
5. This Request for Proposals contains the provisions required for a complete project. Information obtained from a municipal officer, official, agent, or employee of the Town, or any other person shall not affect the risks or obligations assumed by the contractor or relieve him/her/it from fulfilling any of the conditions of this Request for Proposals.
6. Any selected Bidder will be required to provide proof of: (i) commercial general liability insurance in the amount of \$2,000,000 combined single limit; (ii) automobile liability insurance in the amount of \$1,000,000 combined single limit, and (iii) worker's compensation and employer's liability insurance as required by Maine law. The Town shall be named as an additional insured on all such policies, except for worker's compensation insurance in which case a waiver of subrogation shall be provided.
7. The selected Bidder shall promise to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liabilities, causes of action, judgments, claims or demands, including attorney's fees and costs, for personal injury (including death) or property damage arising out of the performance of all work to be performed.

8. The selected Bidder shall be responsible for supplying all equipment necessary for satisfactory completion of the work.
9. All Bidders will be notified by email of bid results.
10. The successful Bidder shall be required to sign a contract with the Town containing the same or similar material terms as are included in this RFP, no later than 15 business days after the opening of bids.

QUESTIONS:

Questions regarding this RFP should be directed in writing by email to Town Manager Anthony Ward at award@cascomaine.org. Questions must be received by 12:00 p.m. seven (7) calendar days prior to the proposal deadline. Questions received after this time will not be addressed. Responses from the Town that substantially alter this RFP will be issued in the form of a written addendum to all prior bidders. Oral explanations or interpretations given before the award of the contract will not be binding. All issued Addenda will become part of the proposal and resultant costs shall be included in the Proposal Amount.

SELECTION CRITERIA:

The Town may make such investigation as deemed necessary to determine the ability of the Bidder to provide the materials and perform the work, and the Bidder shall furnish to the Town all such information and data for this purpose as the Town may request.

The Bidder is advised that the work to be accomplished under this Request for Proposals will be awarded to a responsive, responsible Bidder. The Town reserves the right to accept or reject any and all submissions, to waive any or all formalities in the bidding, to evaluate bids, to investigate the references of any and all bidders, to negotiate with one or more Bidders and otherwise to act as it deems to be in the best interests of the Town.

CASCO COMMUNITY BUILDING AND POST OFFICE ROOF REPLACEMENT BID PROPOSAL FORM

The undersigned herewith submits this bid in accordance with the requirements and specifications of the Request for Proposals and herein acknowledges as follows:

1. The Bidder has examined the roofs to be replaced at the Town of Casco Community Building and Post Office and has a sufficient understanding of their condition in order to bid on all work necessary for the satisfactory replacement of the entire roof and accompanying systems as necessary.
2. The Bidder carries the required insurances, including worker's compensation insurance in the amount required by state law, which are in full force and effect and shall remain in force during the term of the contract.
3. The Bidder agrees that, if its Bid is accepted, it will obtain commercial general liability insurance in the amount of no less than one million dollars (\$1,000,000), combined single limit, to protect our company and the Town from claims and damages that may arise from operations under the roofing agreement, with the Town to be named as an additional insured.
4. The contract price provided is inclusive of all costs associated with labor, administration, and the materials required to fulfil the Bidder's obligation under the contract.
5. All prices quoted shall be firm for the term of the contract, except as may be expressly provided in the contract.
6. If selected, the Bidder agrees to sign the required contract with the Town of Casco no later than 15 business days after the opening of bids.

TOTAL CONTRACT PRICE: \$88,410 Eighty Eight Thousand Four Hundred Ten 00/100

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Casco is directly or indirectly interested in this Proposal or in any Agreement which may be entered into or arise therefrom. The full names and addresses of all persons and parties interested in this proposal, as principals, are as follows (give first and last names in full; and in the case of a Corporation or Limited Liability Company, give names and addresses of President, Treasurer, and Manager/Member, as applicable; and in the case of a Partnership, give names and addresses of partners).

Jeffrey J. Banes President of JB Roofing Systems

41 Liberty Hill Road Building #2 Henniker, NH 03242

JB Roofing Systems, LLC.

The undersigned, having inspected the work description and scope of the work, and having familiarized ourselves all conditions likely to be encountered, and having examined all the bid instructions, requirements, and specifications, hereby agrees to complete all work previously

described in this document, and described in the attached proposed contract for the bid price listed on this Bid Proposal Form.

Company Name: JB Roofing Systems, LLC

Authorized Signature: 

Printed Name: Jeffrey J. Banes Title: President/ Commercial Estimator

Mailing Address: 41 Liberty Hill Road Building #2 Henniker, NH 03242

Email address: jeff@jbroofingsystems.com

JB ROOFING SYSTEMS, LLC.

41 Liberty Hill Road/ Building #2

Henniker, NH 03242

603-305-3161

jeff@jbroofingsystems.com

www.jbroofingsystems.com



ESTIMATE # 3127

DATE 08/13/2026

Estimate

ADDRESS

Town of Casco Maine

940 Meadow Road

Casco, ME 04015 USA

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

SALES REP

Jeff Banes

DESCRIPTION	AMOUNT
GAF Timberline HDZ Shingle Roofing System	
Provide Material and Labor for the Installation of New Shingle Roofing System for calculated square footage. Approximately 13,588 Sq. Ft. in total.	79,462.00
Protect property and windows with tarps and plywood.	
Set up safety barrier systems around pedestrian area's as needed.	
Remove existing roofing system and all related flashing's and materials down to the existing wood deck.	
Inspect Roof Sheathing / Deck Platform and Replace Defective Sheeting with 1/2" CDX Plywood @ \$85.00 per sheet, on as needed basis. Additional structural maintenance will be on time and material basis. if plywood is 3/4" thick, the replacement price will be \$100.00 per sheet.	
Install Ice and water shield at all valleys, gutters/ eaves edges 6' wide.	
Install Ice and water shield at all step flashings, head wall flashings and roof penetrations.	
Install 1 layer of GAF Felt Buster synthetic shingle underlayment.	
Install Aluminum Metal Edge F8 (Drip Edge) at all Rakes and Eaves. This Price is for standard colors only.	
Install GAF Pro-Start starter strips at all rake and eave edges.	
Install GAF: Timberline HDZ Dimensional Fiberglass Reinforced Shingles- We install our shingles using 6 nails per full shingle for added	
Install GAF Snow Country Ridge Vent (Composite)	
Install GAF Seal- A- Ridge hip and ridge shingles.	

Install New Neverleak® Aluminum Pipe Collars

Includes: GAF Lifetime (System Plus) Warranty - Transferable.

Flash all walls, chimneys, and other roof protrusions/penetrations, following manufacturer(s) specifications.

Remove and replace all step-flashings.

Our Price includes the installation of new aluminum counter flashing at chimney as needed.

Remove all Debris from Gutter System.

Dispose of all debris in our provided roll-off dumpster.

All labor is guaranteed by JB Roofing Systems, LLC. for 10 years after completion date.

This price includes the cost of a Lull with a debris hopper box, this will prevent most of the debris from hitting the ground as well as it would serve as protecting the building as well due to it preventing shingles from falling and potentially hitting the siding and the large windows.

Option #1 – Upgrade Underlayment to GAF Deck-Armor™

Install GAF Deck-Armor™, a breathable synthetic shingle underlayment designed to allow moisture vapor to escape through the roofing system rather than becoming trapped in the attic space. This upgrade improves overall roof performance and moisture management compared to standard underlayment.

This option replaces the standard GAF FeltBuster® underlayment.

Add....\$2,195

EPDM Roofing System

Provide Material and Labor for the Installation of New Carlisle Syntec EPDM Roofing System for calculated square footage. Approximately 305 Sq. Ft. in total. This includes all parapet walls.

8,948.00

Inspect existing roof drains to make sure they are working order, inspections includes making sure all clamping rings are intact and are in working condition along with drain strainers and bolts. If the need for retrofit drains arise they will be provided by JB Roofing Systems at an additional cost.

Remove existing roofing system and all related flashing's and materials down to the existing polyiso insulation, we will inspect the existing insulation and replace as needed at a per sq.ft. price.

Additional insulation pricing:

1" polyiso \$2.95 per square foot

1.5" polyiso \$3.75 per square foot

2" polyiso \$4.25 per square foot

Inspect roof sub-straight and Replace any Defective roof decking with new steel roof decking on as needed basis at \$16.25 per square foot additional Insulation and structural maintenance will be on time and material basis.

Install one layer of 1.5" polyisocyanurate ridged insulation with an R- Value of 8.4. This insulation will be Mechanically fastened through the existing insulation to the existing deck with #12 screw and 3" steel insulation plates.

Install one ply of Carlisle Syntec .060 EPDM over the Polyisocyanurate ridged insulation board. This Roofing membrane will be fully adhered to the Ridged insulation.

All field seam shall be sealed with factory applied 3" seam tape and all end laps & field fabricated seams shall be sealed with 3" seam tape.

DESCRIPTION

Item 10.#

All walls, terminations and penetrations shall be flashed as per manufactures specifications using factory certified products at all applicable applications.

Install 24 gauge steel 2 pieceFlat to shingle drip edge with Pressure sensitive cover strip metal edge system with kynar finish approximately 80 Linear ft. in total.

Remove all Debris and job related material from work site.

All workmanship Guaranteed By JB Roofing Systems, LLC. For 2 years

Perform job-site clean-up and dispose of all job related debris and materials

Carlisle Syntec Manufacturers No dollar limit for labor or materials Warranty 20 years.

JOB NOTES

This price does not include any permits unless noted.

This price does not include any retro fit drain unless noted.

This Price INCLUDES ALL dumpsters fees in the price unless noted.

TOTAL

\$88,410.00

Accepted By

Accepted Date



Commercial Reference List

Earl Bowl Lanes/ Dave Landis 390 Morwood Road Franconia Pa 18964 215-536-7199 New Carlisle Syntec .100 Mil fleece back EPDM Roofing system over existing roof. 8,700 Square feet. New Carlisle Syntec .100 Mil fleece back EPDM Roofing system over existing roof. 11,000 Square feet.	Dava Properties, LLC. 548 West High Street Phoenixville Pa, 19460 484-872-8601- Virginia Cell New Carlisle Syntec fully adhered EPDM Roofing System. 1,000 square feet
Elk Street Management 1100 North Front Street Philadelphia, Pa 19123 570-575-5003- Josh Olivio Removed existing Slate, metal & building up roof and installed 1.5" polyiso, 1.5" vented nail board and GAF Timberline shingles. 3,600 square feet Installed Versico Roofing Systems Sure white EPDM Roofing system with 2 layers of insulation. 3,200 square feet	Rowa International, Inc 110 Phyliss Drive Croydon, Pa 215-932-1049- Dave Baglia Installed Mechanically fastened Versico Roofing Systems .115 mil fleece back EPDM over the existing roofing system. 30,000 square feet
Town of Oxford Maine Installed .060 Carlisle Syntec EPDM Roofing System with flue filler and 1" polyiso over existing Metal roofing system. 4,600 square feet in total. Completed September 2018 Contact-Butch Asselin 207-539-4431 ext-12	Lance Viola Novacore, LLC. 267-718-8866 Installed multiple roofing systems ranging from Shingles, Metal and Single ply flat roofing systems, EPDM &TPO Lance is an ongoing customer we have been working with for since 2015

41 Liberty Hill Road- Building 2
Henniker, NH 03242
603-219-3783
www.jbroofingsystems.com



Marston School 193 Pine Street, Berlin, NH 03570 Removed existing shingled roofing system down to wood deck. Installed all new plywood over existing roof deck. Installed all new shingles over new plywood 8,800 Square feet in total. Contact: Bryan Lamirande 603-752-6500 ext 1107 Completed July 2018	Town Of Scarborough Maine Dunstan Fire Station 639 US Route 1 Scarborough ME, 04074 Removed existing shingle roof and installed Certaineed Landmark shingle roofing system 11,000 square feet in total. Installed Roof 2016 Installed all new fascia and soffit on entire building October 2020 Black Point Fire Station Black Point Road Scarborough ME, 04074 Removed existing shingle roof and installed GAF Timberline HD shingle roofing system 8,900 square feet in total. Installed all new fascia and soffit on entire building October 2019 Jerry LaMoria 207-730-4202



Town of Hollis New Hampshire 7 Monument Square Hollis, NH Library Addition Roof: Removed existing roof down to wood deck Installed new GAF Timberline HD Shingled Roofing System. Approximately 3,200 Sq. Ft. Town Hall Meeting Room: Removed existing roof down to wood deck Installed new GAF Camelot Shingled Roofing System. Approximately 2,800 Sq. Ft. Completed July 2020 Carlisle Syntec EPDM Roofing Systems on Library. 3 roofs in total, 20 year NDL warranty from manufacture Work Preformed 2021 DPW Building: Installed corrugated metal siding Removed existing roofing system and installed corrugated metal roofing system Installed fascia and soffit Installed New vinyl windows Work Performed 2022 Contact: Joan Cudworth 603-465-9545	Hollis Fire Department 10 Glenice Drive Hollis, NH Removed existing shingled roofing system Down to wood deck. Installed new standing seam metal panel roofing system. Approximately 4,000 Sq. Ft. Contact: Fire Chief Rick Towne 603-554-4145 Completed October 2020
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Town of Bowdoin Maine 23 Cornish Drive Bowdoin, Maine Removed existing shingled roofing system down to wood deck. Installed corrugated steel metal panel roofing system with exposed fasteners. Approximately 7,000 Sq. Ft. Completed November 2020 Contact: Deb Marquis Selectmen & Finance Admin. 207-353-6964	City of Laconia New Hampshire 306 Union Ave Laconia, NH 03246 Recreational Center: Removed existing EPDM roofing system and installed new Carlisle Syntec EPDM Roofing System with 3.5" polyiso insulation along with 20 year NDL Warranty from Carlisle Syntec Completed May 2020 Skate Park Utility Building: Removed existing shingled Roofing System and installed new corrugated metal roofing system Completed August 2022 Contact: Amy C. Lovisek Director of Recreation & Facilities Laconia Parks & Recreation 603-524-5046
Berks Ridge Enterprises, Inc. 316 Ruth Road Harleysville, Pa 19438 We have done multiple Projects for Berks Ridge. Projects includes EPDM & TPO Roofing systems, Asphalt shingle roofing projects, Atas soffits and metal panel projects, Gutter and down spouts and James Hardie Siding Projects. Preformed projects since 2015- Current Contact: Scott Kirkpatrick 267-932-6700	Schorn Construction: 1232 Sawmil Road Downingtown Pa, 19335 PJ Whelihans Horsham PA TPO Roofing System Atas Metal Siding Longboard extruded aluminum faux wood soffit panels. Providence Church West Chester Pa TPO Roofing System and Gutters Contact: Ian Kramer 484-947-8476



Moyers Service Group 432 Lower Road Souderton, Pa 18964 We have done multiple projects for Moyers Service Group ranging from Residential roofing, siding, windows and gutters to Commercial projects consisting of TPO and EPDM Roofing Projects. Contact- Mike Helfrick 215-896-1926	Lee Satanoff/ Satanoff Agency 939 Radnor Road (Suite 2) Wayne, Pa 19087 Installed EPDM Fleeceback Roofing System on office and standing seam metal roofs at office. Removed cedar shake siding Installed James Hardie Cedar Shingle Siding Contact Lee Satanoff 610-971-2222
Quaker Color, Inc. 201 South Hellertown Ave Quakertown, Pa 18951 2019 Removed existing roofing system down to steel deck and installed Carlisle Syntec EPDM System prepared for solar panels. 2020 Removed shingled roofing system down to asbestos shingles. Installed 2x4x10 over asbestos tile Installed ½" plywood over 2x4x10 wood nailers and CertainTeed asphalt shingles along with custom metal edge to meet new height of roofing. Contact: Dave Bokosky 215-510-0603	Roy Lomas Carpets and Hardwoods 2150 Detwiler Rd Harleysville, PA 19438 2018 Coated all of the built up roofing systems Multiple on call roof leaks on multiple different roof levels. 2020 Roof blow off mitigation after major wind storm. Installation of new EPDM roofing system after major blow off of existing roofing system. Contact: Bob Starung 215-527-3246



Drummond Scientific Co 500 Park Way Drive Broomall Pa 19008 Jack Westenburg 484-643-3441 2019 Installed ½" HD cover board over existing roofing system and installed new fully adhered EPDM Roofing System. 18,500 Sq Ft EPDM Roofing Project We also service their other building for roof and building maintenance	Coatings for Industry 319 E. Township Line Road Souderton, Pa 18964 Contact: Kevin Klotz 215-723-0919 Removed existing roofing system down to steel deck and installed new EPDM Fully adhered roofing system with 2 layers of 2.6" polyiso insulation.
The Township of Boothbay Harbor Maine 11 Howard Street Boothbay Harbor, ME 04538 Removed existing shingled roofing system and installed New CertainTeed Landmark Pro shingled roofing system Approximately 4,800 Sq. Ft Completed April 2022 Contact: Julia Latter 207-380-9989	Town of Meredith New Hampshire 347 Daniel Webster Highway Meredith, NH 03253 Removed existing shingled roofing system and installed new corrugated metal roofing system with exposed fasteners. DPW/ Highway Building- 4,800 Sq Ft Cemetery Maintenance Building- 1,200 Sq Ft Contact: Mike Faller 603-455-6336
Mike Faller Daniel Webster Highway Meredith, NH 03253 Installed Fully Adhered EPDM Roofing System with 1.5" Polyiso Insulation on new construction house. Also installed Corrugated metal roofing systems and vinyl siding. We do multiple projects for Faller Enterprises as well as what is listed above. Contact: Mike Faller 603-455-6336	City of Dover, New Hampshire 484 Middle Road Dover, NH 03820 Removed existing corrugated metal panel roofing system and installed new to match existing. 1,800 Sq. Ft. in total Contact Ray- 603-396-4008



Barrington School District 572 Calef Highway Barrington, NH 03825 Snow and Ice Safety At ECLC Project 77 Ramsdell Lane Barrington, NH 03825 Installed Alpine Snow Rail System on EPDM Roofing System Along with TempurTech Heating Mats. 480 LFT on Snow rail system installed and flashed into the existing EPDM Roofing System. 480 LFT of Snow/ Temp activated TempurTech Heating Mats. We have completed roof maintenance on multiple roofing systems for the School district of Barrington.	The County of Merrimack New Hampshire 333 Daniel Webster Highway Boscawen, NH 03303 Multiple Reroofing Projects McLeod Building- Removed existing roofing system down to concrete deck and installed new EPDM Roofing System. 27,200 Sq.Ft Old County Court House- Remove existing roofing system down to existing roofing deck and installed new EPDM Roofing System. 12,600 Sq.Ft. Prosecutors Office- Removed existing Slate and asphalt shingles, installed new plywood over existing wood deck and installed new asphalt shingles. Installed New EPDM roofing system at flat roofing system section of prosecutors office. 5,500 Sq.Ft. Shingles 3,175 Sq.Ft. Flat Roof County Pump House Building- Removed existing roofing system down to concrete deck and installed new EPDM Roofing System. 1,720 Sq.Ft. Auxiliary Building- Removed existing shingled roofing system down to wood and deck and installed 24 gauge standing seam metal roofing system. 2,100 Sq.Ft. Contact: Chris Peterson 603-309-0184



Concord Orthopedics 264 Pleasant Street Concord, NH 03301 North Building Removed existing roofing system down to wood deck and installed new Timberline HDZ shingles along with new hip vents through out roofing system. This project was a lot of hard access area and used a Lull to collect debris and load roof. Project was also completed on off hours to not disrupt standard business hours. 9,550 Square feet in total Contact: Kevin McCall 603-801-8144	Town of Barrington NH 4 Signature Drive Barrington, NH 03825 RE: Barrington Public Library 426 Calef Highway Barrington, NH Removed existing shingled roofing system down to wood deck and installed new Timberline HDZ shingles along with new roof curbs for HVAC units as well as solar racking equipment mounts. 12,500 Square feet in total. We also removed and replaced fascia and soffit on building approximately 660 LFT Contact: Jim Andersen 603-605-5938
Strafford County of New Hampshire 259 County Farm Road/ Suite 204 Dover, NH 03820 RE: Hyder Hospice House 285 County Farm Road Dover, NH 03820 Removed existing roofing system down to wood deck and installed New GAF Timberline HDZ shingled roofing system Along with Grace shingle underlayment over entire roof deck. This project was a lot of hard access areas and used a Lull to collect debris and load roof. Due to the nature of the building, we coordinated with building manager to keep access of building open and accessible for duration of project.	Triple Construction Corp, 237 Daniel Webster Highway Merrimack, NH 03054 EPDM Roofing Project: Removed Existing Ballasted EPDM Roofing System down to the existing polyiso insulation and installed New Fully Adhered Carlisle Syntec EPDM Roofing System with Secure Shield Plus Cover Board Along with all new Metal Edge. This roofing System also has a 20 Year NDL Warranty From Carlisle Syntec. 55,000 Square Feet In Total Project Completed in May of 2025 Contact: Jen Poles 781-953-4602

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Henniker, NH 03242
603-219-3783
www.jbroofingsystems.com



Project Completed in March 2025 18,500 Square Feet in Total Contact: Douglas Kane 603-534-2395	
Town of Stratham New Hampshire 70 Bunker Hill Avenue Stratham, NH 03885 Removed existing shingled roofing system on Barn and installed new Standing seam metal roofing system along with Alpine snow rail system. 4,200 Square feet in total. Project Completed in 2025 Contact: Britt Fowler 603-772-5550	Bauen Construction 1 Burton Drive Meredith, NH 03253 Completed multiple projects for Bauen Construction from Shingles, Standing Seam metal roofing Gutters, fascia and soffit along with Alpine snow rail systems. Peter Calhoun-603-209-1854 Jesse Fand- 603-937-5928

Town of Casco

To: Anthony Ward

From: Bill Cashman-Glidden Roofing

Date: August 3, 2026

Price: \$105,100.00 100% Completion

RE: 940 Meadow RD Casco Maine

Scope:

Owens Corning Duration Architectural Shingles- Color:

Install 8" Aluminum drip edge on all eaves & rakes- Color- White

Install Owens Corning Rhino Ice and Water Shield- Complete Roof

Install Synthetic underlayment- N/A

Install Owens Corning starter strips on all eaves

Install Owens Corning Pro edge & Ridge Vent on Ridge System

Install 6 nails per Shingle for 160 MPH wind rating

Install new .060 EPDM Roof System on High Flat Roof Area

Magnet property once job is completed

Tarp walls and grounds, Strip old shingles and haul away debris. Inspect all roof decking once shingles are stripped. Ice and Water Shield complete roof. Replace any roof boots around plumbing pipes.

ACCEPTED _____

DATE _____

William Cashman





TOWN OF CASCO

635 MEADOW ROAD
CASCO, MAINE 04015

Item 11.#

Request for Bids Winter Sand 2026-2027

I. Introduction & Submission

The Town of Casco invites bids for screened winter sand. To be considered, return sealed bid in an envelope clearly marked "Winter Sand Bid" to the Casco Town Office or digital submission to award@cascomaine.org clearly marked "Winter Sand Bid" no later than **3:00 PM, August 13, 2026**. Bids must be on the provided form and include sieve screen test results for consideration. Bids will be publicly opened and read aloud at the time stated. Late bids will not be accepted.

II. Materials

- a. Sand shall be a coarse abrasive material free from vegetable matter, lumps or balls of clay and other deleterious substances.
- b. The maximum gradation of material shall be able to pass through a ½ inch screen.
- c. All bidders shall provide a recent sieve analysis for the material meeting the following gradation requirements.

<u>Sieve</u>	<u>% by weight passing mesh sieves</u>
1/2"	100 %
1/4"	50 - 80 %
#200	0 - 7 %

III. General Requirements

- a. The Town expects will place orders for winter sand, as needed. The successful bidder shall supply as much winter sand as required by the Town for the season. The Town will order in amounts of 500 yard increments. The successful bidder shall deliver sand at the minimum rate of 250 yards per day.
- b. The successful bidder shall provide the material within seven (7) days of requested delivery by the Town. The material must be delivered expediently to facilitate the Town contracting for mixing (putting up) the sand with salt for road use. All salt to be supplied by the Town.
- c. The initial delivery of up to 2000 yards of material must be made no later than November 5, 2021. The successful bidder shall coordinate delivery with the Town snow removal contractor. The successful bidder supplying the winter sand shall arrange for the winter sand material to be

delivered over a three consecutive day period unless some other arrangement is reached between the Town's snow removal contractor and the successful bidder providing winter sand material.

IV. Payment

- a. Payment will be by the cubic yard truck measure or by the ton, if by scales. Truck yardage must be established on all vehicles prior to initial delivery and provided to Road Commissioner.
 - i. Equivalent factor to use for weight measurement vs. volume will be 1 yard = 2200 lbs of dry sand
- b. Payment for all material will be made within 30 days of delivery, stockpiling, and invoicing.
- c. The supplier shall supply the material to the satisfaction of the Road Commissioner or their Agent, who shall have the right to inspect the material at all times.
- d. If, in the opinion of the Road Commissioner or their Agent, the material does not appear to meet specifications, a sieve analysis will be conducted. If the test passes, the Town shall pay the cost of the test. If the test fails, the cost of the test will be deducted from the final payment. Additionally, the successful bidder shall be responsible for removing and replacing the failed material with material that meets the requirements, at their own expense.

V. Rejection

The Town of Casco reserves the right to reject any and all bids that do not meet the requirements as listed in this request for bids including failure to fill out bid form. Late bids will be rejected.

VI. Selection & Award

The Town of Casco may accept or reject bids that do not comply with the requirements of this bid. The Town shall award the bid based on price, quality of the material meeting specifications and time of availability.



TOWN OF CASCO

635 MEADOW ROAD
CASCO, MAINE 04015

Winter Sand

BID PROPOSAL FORM

Due Date: Must be received at the Casco Town Office no later than 3:00 PM, August 13, 2026.

Name of Company: _____

Location of pit: _____

Approved by Municipality or DEP: _____

Price per Yard \$_____

Starting Date: _____

The undersigned having reviewed the request for bids and all associated information including but not limited to general requirements for screened winter sand material, hereby agrees, if awarded the bid/contract, to supply all the necessary materials, tools, equipment, and labor to perform and complete the work in accordance with said requirements and specifications.

Signature: _____

Printed Name: _____ Date: _____

Title: _____

Address: _____

Telephone: _____

Reminder: attach sieve screen test results.



TOWN OF CASCO

635 MEADOW ROAD
CASCO, MAINE 04015

Winter Sand

BID PROPOSAL FORM

Due Date: Must be received no later than 3:00 PM, August 13, 2026.

Name of Company: Gorham Sand & Gravel, INC

Location of pit: 185 Mighty Street, Gorham

Approved by Municipality or DEP: yes

Price per Yard \$ 24.50

Starting Date: ASAP

The undersigned having reviewed the request for bids and all associated information including but not limited to general requirements for screened winter sand material, hereby agrees, if awarded the bid/contract, to supply all the necessary materials, tools, equipment, and labor to perform and complete the work in accordance with said requirements and specifications.

Signature: Darin Shaw

Printed Name: Darin Shaw Date: 7/30/26

Title: owner

Address: 939 Parker Farm Road, Buxton, ME, 04093

Telephone: 207-749-5745

Reminder: attach sieve screen test results.



TOWN OF CASCO

635 MEADOW ROAD
CASCO, MAINE 04015

Winter Sand

BID PROPOSAL FORM

Due Date: Must be received no later than 3:00 PM, August 13, 2026.

Name of Company: R. Rolfe Corporation

Location of pit: 0 Trails Edge Way Bridgton, ME 04009

Approved by Municipality or DEP: YES

Price per Yard \$ 18.00

Starting Date: AS SOON AS 9/1/26

The undersigned having reviewed the request for bids and all associated information including but not limited to general requirements for screened winter sand material, hereby agrees, if awarded the bid/contract, to supply all the necessary materials, tools, equipment, and labor to perform and complete the work in accordance with said requirements and specifications.

Signature: Spencer Morse

Printed Name: Spencer Morse

Date: 8/4/26

Title: General Manager

Address: 91 Home Run Rd Bridgton ME 04009

Telephone: 207-647-9500

Reminder: attach sieve screen test results.



Report of Gradation

ASTM C136 & C117

Project Name:

Bridgton ME - Hotel Bridgton
 Sitework - Construction
 Materials Testing Services
 Bennett Excavation, LLC
 Manufactured Sand
 Bennett Excavation

Project #:

24-0037.2

Lab ID:

34486G

Date Received:

7/8/2026

Date Completed:

7/13/2026

Tested By:

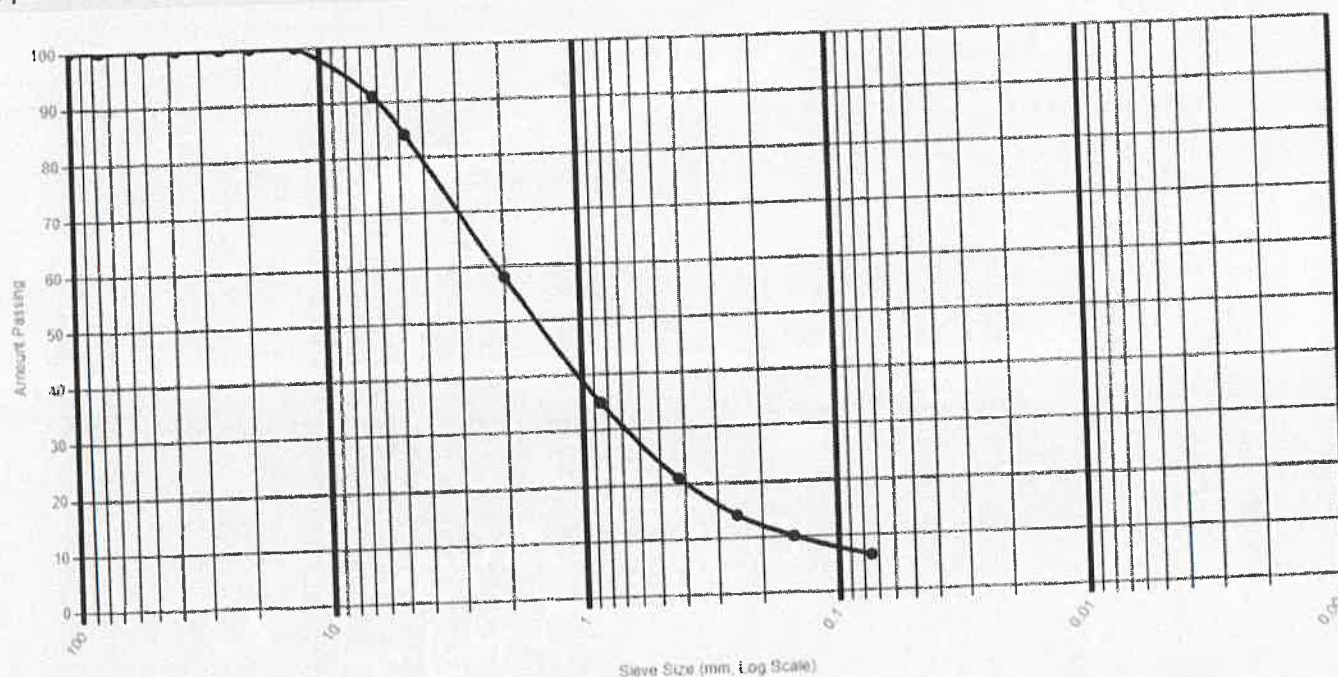
Leah Young

Client:

Sample Description:

Material Source:

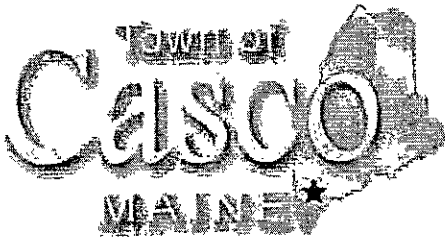
Standard Designation (mm/μm)	Sieve Size	Amount Passing (%)	Fractional Percentage (NHDOT 304.1 Sand)	NHDOT 304.1 Sand % Range
152.4 mm	6"	100%		> 100% Pass
127 mm	5"	100%		
100 mm	4"	100%		
76.1 mm	3"	100%		
50.8 mm	2"	100%		
37.5 mm	1-1/2"	100%		
25 mm	1"	100%		
19 mm	3/4"	100%		
12.5 mm	1/2"	100%		
6.3 mm	1/4"	91%		70% - 100% Pass
4.75 mm	No. 4	84%		
2 mm	No. 10	58%		
850 μm	No. 20	35%		
425 μm	No. 40	21%		
250 μm	No. 60	14%		
150 μm	No. 100	10%		
75 μm	No. 200	6.3%	7.5% of No. 4	0% - 12% Pass



Remarks:

Sarah Sylvia

Reviewed By



TOWN OF CASCO

635 MEADOW ROAD
CASCO, MAINE 04015

Winter Sand

BID PROPOSAL FORM

Due Date: Must be received no later than 3:00 PM, August 13, 2026.

Name of Company: Shaw Brothers Construction

Location of pit: L-Pit Rt. 114 Sebago

Approved by Municipality or DEP: _____

Price per Yard \$ 23.50 Delivered

Starting Date: As Soon as Needed.

The undersigned having reviewed the request for bids and all associated information including but not limited to general requirements for screened winter sand material, hereby agrees, if awarded the bid/contract, to supply all the necessary materials, tools, equipment, and labor to perform and complete the work in accordance with said requirements and specifications.

Signature: Nathan J. Hatch

Printed Name: Nathan J. Hatch Date: 8-11-2026

Title: Quarry Manager

Address: 341 Mosher Rd. Gorham Me. 04038

Telephone: 207-892-6363

Reminder: attach sieve screen test results.

Maine
Cumberland County

Notice of Caucus

District 2 – Finance Committee

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

TO: Municipal Officials
 FROM: Thomas Tyler, Cumberland County Commissioner
 RE: District #2 Caucus, Finance Committee
 DATE: July 30, 2026

Pursuant to the provision of Section 5.4 of the Cumberland County Government Charter, established November 2010, which provides for the establishment of a Cumberland County Finance Committee, a caucus of the Municipal officers in Cumberland County Commissioner District #2 will be held on **Monday, September 21, 2026 at the Cumberland County Administrative Offices, 27 Northport Drive, Portland, Maine 04103 in the First Floor Conference Room at 4:30 pm.**

The municipalities in this District are:	Casco	Naples
	Falmouth	New Gloucester
	Frye Island	Raymond
	Gray	Windham
	Harrison	

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

All Municipal Officers are invited to attend each respective District and vote for one Cumberland County Finance Committee member for a three-year term commencing September 2026.

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

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

If you have any questions, contact County Manager Jim Gailey at gailey@cumberlandcounty.org, or 699-1904.

Please share this public notice with your elected members of need to appoint members to the Cumberland County Finance Committee.

Cumberland County Government
 27 Northport Drive, Portland, Maine 04103
 207-871-8380 • cumberlandcounty.org



James H. Gailey, County Manager

July 30, 2026

RE: 2026 Cumberland County Finance Committee

The County Commissioners will hold a caucus on September 21, 2026, for the appointment of town/city elected officials to the County's Finance Committee. These appointments are for a three-year term.

The Finance Committee is responsible for reviewing the County's proposed budget and typically meets 3-5 times between December and February to develop a formal recommendation for the County Commissioners.

Each Commissioner District is represented by two committee members. While there is a current slate of members, vacancies exist in four out of the five districts. The primary goal of the September caucus is to fill these remaining positions.

District One: 2 vacancies

Scarborough, Gorham, Standish, Baldwin, Sebago and Bridgton

District Two: Connie Justice, New Gloucester
 1 vacancy

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

District Three: Bob Vail, Cumberland
 1 vacancy

Cumberland, N. Yarmouth, Yarmouth, Freeport, Harpswell, Brunswick, Long Island Pownal and Chebeague Island

District Four: Tim Thompson, Cape Elizabeth
 1 vacancy

Cape Elizabeth, South Portland, Westbrook and Portland Precinct 5-1

District Five: Sarah Michniewicz, Portland
 Ben Grant, Portland

Portland except Precinct 5-1