



**Selectboard Regular Meeting Agenda
July 9, 2024 @ 5:30 PM (Workshop)
6:00 PM (Regular Meeting)
Casco Community Center**

Workshop

1. The Selectboard will conduct a walk-through and review of the future Meeting Building located at 9 Leach Hill Road

Regular Meeting

2. Review and approval of the meeting agenda
3. Approval of bills and signing and approval of all open warrants
4. Approval of Minutes: June 25, 2024
5. Public Participation for non-Agenda items
6. Manager's Update

Old Business

New Business

7. The Selectboard will consider a request from Robert Morton to re-acquire foreclosed property located at 21 Graffam Road
8. The Selectboard will consider voting for representation on the Maine Municipal Association Legislative Policy Committee
9. The Selectboard will consider declaring identified property as surplus and available for auction.
10. The Selectboard will discuss Naples withdrawing from Animal Control Officer Interlocal agreement beginning in FY26
11. The Selectboard will discuss outstanding projects within the Town.
12. The Selectboard will consider updates to the "Selectboard's Rules and Procedures" policy
13. The Selectboard will discuss FY24 Selectboard goals and the development of FY25 goals.
14. Selectboard Comments

Executive Session

15. Executive Session pursuant to 1 M.R.S.A.405(6)(E) Consultation with legal counsel.
16. 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)

July 15 @ 6:00 PM Open Space Commission

July 17 @ 6:00 PM Ad Hoc Committee Meeting (Vision Zero)

July 23 @ 6:00 PM Regular Selectboard Meeting

August 6 @ 6:00 PM Regular Selectboard Meeting

August 12 @ 6:30 PM Regular Planning Board Meeting

August 14 @ 6:00 PM Ad Hoc Committee Meeting (Vision Zero)



Town of Casco

Selectboard Regular Meeting Minutes

June 25, 2024 at 6:00 PM

Casco Community Center

Regular Meeting

1. Approval of bills and signing and approval of all open warrants
The Selectboard moved and seconded to approve all bills and open warrants.
Motion made by Fernandes, Seconded by MacDonald.
Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer
2. Review and approval of the meeting agenda
The Selectboard moved and seconded to approve the meeting agenda.
Motion made by Fernandes, Seconded by Plummer.
Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer
3. Approval of Minutes: June 11, 2024
The Selectboard moved and seconded to approve the minutes of June 11, 2024 meeting as presented.
Motion made by Plummer, Seconded by MacDonald.
Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer
4. Public Participation for non-Agenda items
Tuan Nguyen would like to see "Public Easements" wording clarified in the Town Meeting warrants. Tuan is also hoping the application for solar farm and related ordinance can be linked to announcement for the upcoming Planning Board Public Hearing.
Sam Brown wanted to thank Selectboard for the chance to speak at last meeting regarding Open Space. He was also wondering if a cable that is on the wire near Webbs Mills Park could be removed.
Amy Brown would like to request the policy for 4 day work week for town employees be placed on a future agenda.

5. Manager's Update

- A. Chief Cole is working with Cumberland County EMA, MEMA, and FEMA in submitting our official damage list to FEMA based on the April 4th snowstorm. FEMA is scheduled to visit Casco on July 10th to review the locations of the damage.
- B. Gorrill Palmer is coordinating with Glidden Excavation to identify their project start dates so we can begin the public notification process. Gorrill Plamer is additionally assisting us in our Maine DOT Culvert grant application for Edwards Road. We should have an estimated costs associated with the project in the immediate future.
- C. We anticipate releasing a Request for Proposals (RFP) relating to the updating of the Town's future meeting room. We anticipate keeping the RFP open for 3 weeks and bringing forward the bids in August.
- D. The Town opened a cooling shelter during the recent heatwave. Consistent with past shelter experiences, no residents used the shelter during the heat wave.

Old Business

- 6. The Selectboard will discuss the revaluation process and Vision Governmental Services communications

Discussion only. No action.

- 7. The Selectboard will consider the appointment of Tom Mulkern and David Randal to the Pleasant Lake Dam Committee.

The Selectboard moved and seconded to appoint Tom Mulkern and David Randal to the Pleasant Lake Dam Committee.

Motion made by Plummer, Seconded by MacDonald.

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

New Business

- 8. The Selectboard will consider appointing Sorell Mains to the MSAD # 61 Board of Directors

The Selectboard moved and seconded to appoint Sorell Mains to the MSAD # 61 Board of Directors for a three year term.

Motion made by Plummer, Seconded by Connolly.

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

- 9. The Selectboard will consider authorizing the Town Manager to withdraw thee Town's application for CDBG funding.

The Selectboard moved and seconded to authorize the Town Manager to withdraw thee Town's application for CDBG funding.

Motion made by Connolly, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes

Voting Nay: Plummer

10. The Selectboard will consider awarding the FY25-FY29 snow plowing contract
 The Selectboard moved and approved to award the FY25-FY29 snow plowing contract to C. Pond Plowing Inc.
 Motion made by Connolly, Seconded by Fernandes.
 Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

11. The Selectboard will consider awarding the FY25 sand bids.
 The Selectboard moved and seconded to award the FY25 sand bid to Gorham Sand and Gravel in the amount of \$18.00 per cubic yard.
 Motion made by MacDonald, Seconded by Fernandes.
 Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

12. The Selectboard will discuss the development of a Senior Tax Reduction ordinance for financially qualified seniors.
 Discussion only. No action.

13. The Selectboard will consider the appointment of Ryan McAllister to the Planning Board.
 The Selectboard moved and seconded to appoint Ryan McAllister to the Planning Board for a three year term.
 Motion made by Avery, Seconded by Fernandes.
 Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

14. The Selectboard will consider re-appointing Sue Witonis to the Casco Naples Transfer Station Council.
 The Selectboard moved and seconded to appoint Sue Witonis to the Casco-Naples Transfer Station Council.
 Motion made by Plummer, Seconded by Connolly.
 Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

15. The Selectboard will consider the appointing of Chair and Vice-Chair to the Selectboard.
 The Selectboard moved and seconded to appoint Eugene Connolly as Chair and Grant Plummer as Vice-Chair to the Selectboard.
 Motion made by Avery, Seconded by Fernandes.
 Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

16. The Selectboard will discuss their July and August meeting schedule
 Future Selectboard meetings will be held July 9th, July 23, August 6th and August 20th 2024.

17. Selectboard Comments

Grant would like to have a future agenda item regarding Gorrill Palmer.

Bob expressed he feels we need to do a better job preparing Town warrants and explain to taxpayers how mil rate is calculated.

Mary feels more workshops are needed with Town Manager. Mary also wanted to thank Scott Avery for his service as Chair of the Selectboard this past year.

Gene shared his experience while visiting the Casco Raymond Historical Society. He was very impressed by it and recommended anyone who has not been there to check it out.

Scott stated he feels it time to come up with a plan regarding the Fire Station/Public Works and Open Space on the Berry property. He also shared upcoming meeting dates.

Executive Session

18. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 05/25/2024A, 05/25/2024B, 05/25/2024C, 05/25/2024D, and 05/25/2024E

The Selectboard moved and seconded to enter Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 05/25/2024A, 05/25/2024B, 05/25/2024C, 05/25/2024D, and 05/25/2024E at 7:00PM.

Motion made by Connolly, Seconded by Fernandes.

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

The Selectboard moved and seconded to exit Executive Session at 7:28PM.

Motion made by MacDonald, Seconded by Fernandes.

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

19. Adjournment

The Selectboard moved and seconded to adjourn at 7:29PM.

Motion made by Avery, Seconded by Plummer.

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

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Future meeting dates (subject to change)

June 26 @ 6:00 PM Ad Hoc Committee Meeting (Vision Zero)

June 26 @ 6:30 PM Comprehensive Plan Implementation Committee Meeting

June 27 @ 6:00 PM Casco Naples Transfer Station Council Meeting (@ Naples Town Office)

July 8 @ 6:30 PM Planning Board Regular Meeting

July 15 @ 6:00 PM Open Space Commission

July 17@ 6:00 PM Ad Hoc Committee Meeting (Vision Zero)



To: Selectboard
From: Tony Ward, Town Manager
Date: 07-03-2024
Re: Selectboard meeting 07-03-2024

Below are notes for agenda items for the July 9th meeting

6. Managers Update

- A. Included in your packet is an email from Cumberland County regarding the Towns desire to remaining in future Community Development Block Grants. This renewal occurs every three years and requires no action by the Selectboard unless they wish removal from the process. Staff and I do not recommend any action occur and the Town remain eligible for the grant process. This letter does not have any connection to previous CDBG funds.
- B. As previously advised, decades ago the Town voted to deed property over to the library. This action never occurred. We requested Jensen Baird file these deeds on behalf of the Town based on extreme delay in the Town Meeting vote and registering these deeds. Unfortunately, Jensen Baird found challenges with completing this task. Please see below for the description of the problems and possible resolutions:

"The Town has a basic survey of the properties, Library and Town-owned. While there was a TM vote in the early 1990's to transfer the old Fire Station and the "necessary land" for the library expansion, the transfer never actually happened. The problem with doing the lot split now is that the properties are located in the Village District, which requires a minimum lot size of 60,000 square feet each. The current Library lot does not even appear to be close to this and the current Town lot does not have sufficient excess land to create 2 lots that both meet the minimum lot size requirements. Because of this, we aren't ready to have the surveyor prepare a metes and bounds description for where we need to end up. While there might be some grandfathering arguments to be made about existing buildings that don't meet setbacks, those same arguments can't be made about lots that don't exist. Also, I've looked at the Zoning Ordinance, and it appears to have been originally adopted in 1988, so it's unlikely that the lots could have been split back then in compliance with zoning requirements.

Since it's my job to identify and then try to find a way to resolve problems, there are two potential fixes to this. One is to adopt a contract zone for the municipal/library complex. Where the Town would be a party on both sides of the Agreement, there might be a greater comfort level with proposing an overlay zone, similar to the Resort Commercial Overlay District. This could substantially reduce setback and minimum lot size requirements such that the land under and around the portion of the library on the old Fire Station property could be conveyed to it, as was previously authorized by Town Meeting. The Ordinance could also provide for shared parking between the facilities. In that instance, you could as part of the conveyance give easement rights to the library for the shared parking area, in addition to any required access needed for deliveries, contractors, etc., or could create a license agreement for the same purpose. The Town and the Library would most likely grant release deeds to each other of their interest on the other side of a line that the surveyor could then develop.”

- C. Maine Municipal Health Trust recently advised they were not offering POS A insurance beginning 1/1/2025. Please see the attached letter for further details. This is the Town's primary insurance, and we have 14 employees utilizing this plan. In the upcoming months, we will conduct a discussion with all staff about the other options available to the Town and other programs to ensure they remain close to whole. This is obviously a Selectboard decision on the direction of the health insurance, but I would like discuss with our team prior to your discussion.
- D. A resident requested a discussion about Casco's resiliency efforts and Citizen's Climate Lobby be further discussed at the Board level. This will be placed on your July 23 meeting agenda. Below is the link to the Citizen's Climate Lobby if you are interested in researching prior to your next meeting.
<https://citizensclimatelobby.org/>
- E. The Ad Hoc Committee continues meeting and progressing towards an end product. They are utilizing the Casco Day Parade to educate the public about pedestrian and bicycle safety. They also plan on distributing a survey to determine the populace's perception relating to pedestrian and bicycle safety in Casco. In addition, they are planning a second event in either September or October. They are also working on producing a Complete Streets Policy for Selectboard approval.

New Business

7. The Selectboard will consider a request from Robert Morton to re-acquire foreclosed property located at 21 Graffam Road.

Include in your packet is a request from Attorney Salvatore Reale on behalf of Robert Morton to sell his foreclosed property back to Mr. Morton. The Town foreclosed on this property on February 18, 2024, and staff is additionally concerned about the current condition of the building.

The amount of back taxes, interest and fees is currently \$2,180.57.

8. The Selectboard will consider voting for representation on the Maine Municipal Association Legislative Policy Committee.

Included in your packet is a ballot for two (2) representatives on the Maine Municipal Association Legislative Policy Committee for the upcoming legislative session. The seats are based on the Senate legislative seat # 52. There is currently only 1 person on the ballot which is David Nadeau (Selectboard member for the Town of Windham). The second seat is accepting write in candidates.

I am requesting the Selectboard vote for David Nadeau. If the Board identifies an individual they wish to write in, I recommend they do such.

9. The Selectboard will consider declaring identified property as surplus and available for auction.

The Selectboard is given the authority to liquidate such property by Town Meeting vote. Included in your packet is a list of equipment that staff and I are requesting that the Selectboard declare as surplus. These items are not being utilized and are truly surplus property.

If declared surplus, the Town will work with Auctions International to participate in their on-line auctions. The Town will receive the amount of the winning bid for the surplus property. Auction International fees are paid by the bidder.

It is the Boards discretion to determine how these auction funds are utilized. They can be collected as simple revenue or placed into capital reserve accounts. My recommendation on this portion of the auction will be based on the final amount collected during the auction process.

10. The Selectboard will discuss Naples withdrawing from Animal Control Officer Interlocal agreement beginning in FY26.

The Town of Naples advised they are withdrawing from the Animal Control Interlocal Agreement in FY26. The current agreement required 120 notice before the budget process. Naples wanted to ensure that they provided sufficient notification to Casco and Raymond. Naples' leadership believes the vast geography of the three towns does affect the quality of service. They are going to use a different model for Animal Control Services.

This change does not have an effect on the operating portion of the budget, but it will obviously affect the revenue portion of the budget.

11. The Selectboard will discuss outstanding projects within the Town.

During the past several months, several projects were discussed at Selectboard meetings. Below is a synopsis of the projects

- Status of Transfer Station- Sebago Technics presented to the Transfer Station Council an updated design for the Transfer Station and projected costs. Included in your packet is the redesign of the transfer station and the cost of the repairs/upgrades now projects to \$1,505,687.92 or \$94,312.08 under the bonded amount. This may allow for upgrades to the queuing area of Bulky Waste.

The exact timeline for the project has not been finalized, but we anticipate the Bulky Waste and ditching to begin in the fall of this year. As previously stated, this project will close Bulky Waste for between three and four months. We additionally anticipate that the Transfer Station being closed for a few weeks, but this closure is still in flux.

- Gorrill Plamer recently completed the required research related to upgrading the culvert at Edwards Road near Davis Brook Road. The estimated costs associated with this project are \$405,200. The Town, with the assistance of Gorrill Palmer, applied for a \$200,000 culvert grant with Maine Department of Transportation. We should learn about grant awards before next spring's road construction season. The estimate of costs is included in your packet.
- Included in your packet is the survey of the Town property that currently houses the sand/salt shed. The preliminary survey was completed by Main Line Developing to determine the feasibility of constructing a Public Works facility on this property. As previously mentioned, this property does have watershed and verna pools that make construction more challenging. However, Main Line identified an area where construction of a Public Works building could occur. This preliminary drawing is also included in your packet. Further detailed rendering and potential building designs will come in the near future.

- Gorrill Palmer advised that the FY 25 Road Projects begin this paving season and be completed by October.
- Research relating to the Heath Road boat launch is still on-going. Only one deed referred to the Town owning the boat launch, but no other deeds supported that statement. The State of Maine advised they are unsure of the owner and always assumed that it was the marina. Northeast Civil Solutions is conducting additional research to determine ownership.
- Jensen Baird filed 80k paperwork in Cumberland County District Court against 50 Rabbit Run's owner and tenant. There is currently no timeline for resolution through the court system.

12. The Selectboard will consider updates to the "Selectboard's Rules and Procedures" policy.

Included in your packet is the current Selectboard Rules and Procedures along with addendum A (Code of Ethics). Also included in your packet is potential language for updating the Rules and Procedures and the Code of Ethics. Obviously, additional changes can and should occur after the Board's discussion.

13. The Selectboard will discuss FY24 Selectboard goals and the development of FY25 goals.

Include in your packet are the goals for FY 23 and FY24. The goals highlighted in yellow have been completed.

Cumberland County Commissioners

142 Federal Street, Portland, Maine 04101
207-871-8380 • cumberlandcounty.org

**Neil Jamieson • Susan Witonis • Stephen Gorden
Patricia Smith • James Cloutier**

7/2/2024

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

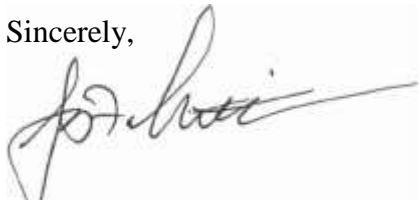
Dear Anthony Ward,

Over 16 years ago Cumberland County and our community partners created the Cumberland County Community Development program. We are now entering of our 18th program year. Many projects and programs have been successfully completed with many more well under way. Twenty-five municipalities participate in the program, a clear demonstration that regional partnerships are viable and productive.

Communities sign on to the Community Development program for a three-year commitment. The “cooperation agreement” between your community and the County renews automatically unless you notify us that you wish to withdraw. I haven’t heard from any communities contemplating this course, but we must inform you that you have the right to withdraw. You must contact the County by July 17, 2024 if your community will not continue its participation in the program. This will afford us time to provide appropriate notification to HUD.

I hope you agree with me that the Cumberland County Community Development program has been remarkably successful, providing new opportunities to the residents and communities of our region. If you have any questions, please contact Kristin Styles, tel. 207-699-1906, e-mail styles@cumberlandcounty.org

Sincerely,



James Cloutier, Chair
Cumberland County Commissioners



MAINE MUNICIPAL EMPLOYEES HEALTH TRUST

60 Community Drive | Augusta, ME 04330-9486

June 14, 2024

Anthony Ward
Town of Casco
635 Meadow Rd
Casco, ME 04015-3305

Re: Elimination of the POS A Plan

Dear Anthony:

At their May 29, 2024 meeting, the Maine Municipal Employees Health Trust Board of Trustees voted to eliminate the Point of Service A (POS A) Plan effective January 1, 2025.

As part of a multi-year plan to modernize and consolidate plans, and eventually offer new plans, the Health Trust will no longer offer the POS A plan. The POS A Plan has been “frozen” since 2016, with no new employers able to offer the plan. It currently has 231 employees participating from 22 employers.

Your organization currently offers the POS A plan to your employees, and we show that 14 employees currently participate in the plan.

During Open Enrollment in the fall of 2024, these employees will be provided the opportunity to elect one of the other plans your organization offers. If they do not select another option by December 15, 2024, these employees will automatically be moved to the current POS C plan for 2025, as long as your organization offers it. The POS C Plan offers very comparable benefits.

If you would like to review your current plan offerings and available options, or need to add the POS C plan, your Field Service Representative is available to meet with you and discuss the other plans the Trust offers and share information about how the plan benefits compare. If you do not currently offer any other plan than the POS A plan, you will need to elect at least one other plan to offer. Please contact Debbie Bridges (dbridges@memun.org) or Lauren Gaudet (lgaudet@memun.org) to discuss how we can best support your staff during this transition.

Please also feel free to reach out to me at (207) 624-0164 if you have any questions or concerns. We appreciate your continued support of the Maine Municipal Employees Health Trust.

Sincerely,

Kristy Gould
Director, Health Trust Services
kgould@memun.org

cc: Pamela J. Giffin, Treasurer

From: realeesq@yahoo.com
To: [Anthony Ward](#)
Subject: Town taking of home located at Map 0004-0001-2L, 21 Graffam Rd, Casco
Date: Wednesday, June 26, 2024 3:15:34 PM

Dear Mr. Ward:

I am writing this email on behalf of Robert Morton who is /was the owner of this property at the above location.

We are asking the town through the selectmen and you to allow him to redeem this property. He would immediately pay all back taxes owed as well as interests and costs.

He immediate plan would be to restore the property and make it habitable and conform with the community norms. He did seemingly ignore the January 4, 2024 notice and has no defense with respect to the taking except his money and health issues. He sustained severe loss in his life with respect to the death of his long life partner, suffered harsh living condition, and has had severe health problems which include cancer, which is now under control.

His income which is Social Security has been barely enough to cover his meager living conditions. He is recovered now able to work and perform his obligation of paying the town the arrears and costs as well as paying taxes in the future.

Again he is humbly asking the town to allow him to redeem the property and would be a worthwhile member of your community.

Thank you and the selectmen for consideration.

**Salvatore E. Reale,
Attorney at Law
P.O.Box 1534
Naples, ME 04055
(781) 284-7500**

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428
(f) 207-624-0129

To: Key Municipal Officials of MMA’s Member Municipalities
From: Diane Hines, President, Maine Municipal Association
Date: June 13, 2024
Re: Ballot for Election to MMA’s Legislative Policy Committee



MMA’s member municipalities have made their nominations for the 2024-2026 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the committee. The enclosed election ballot must be completed by the Select Board or Town/City Council of your municipality.

Number of votes

A majority of municipalities are being asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. ***You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.***

Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name is not on the ballot by writing that person’s name in. The write-in candidate need not be from your municipality but must be an elected or appointed official from a MMA member municipality in your Senate/LPC District. ***Check to be sure the write-in candidate is willing to serve if elected!*** Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the “write-in” line for your second vote if you know of someone who is willing to serve.

Deadline for returning ballot

Return to ballot by 5:00 p.m. on **August 1, 2024** to Laura Ellis either in the enclosed envelope, via email (lellis@memun.org) or FAX: 624-0129

Your participation is important – Thank You!


OFFICIAL BALLOT – District 26

Maine Municipal Association’s Legislative Policy Committee
July 1, 2024 – June 30, 2026

VOTE FOR TWO:

(There was only one nomination for this District. If you know of someone interested in serving, please utilize the write-in option.)

David Nadeau, Councilor, Town of Windham

_____ (name) _____ (position) _____ (municipality)  write in

Candidate Profiles Are On Reverse Side

MUNICIPALITY: _____ DATE: _____

 BY SELECTMEN/COUNCILORS:

_____	_____
signature	print name
_____	_____
signature	print name
_____	_____
signature	print name
_____	_____
signature	print name
_____	_____
signature	print name

Return by 5:00 p.m., August 1, 2024 to:

Laura Ellis, Maine Municipal Association
lellis@memun.org
Fax: 624-0129

Surplus Property

Description of Property	Serial number or VIN	Reason of Surplus
2005 GMC 1500 Truck	1GTEK19V75E291384	No Longer Used/Needs substantial repairs
Hydro Tek Industrial Pressure Washer and steam cleaner	No visible #	No Longer Used
Coats 405A Tire Machine	0301103639	No Longer Used
17 Poly Com Telephones	Varied	Replaced in 2023

From: [Owens McCullough](#)
To: [Anthony Ward](#); [Jason Rogers](#); [John Kimball](#)
Subject: Naples Transfer Station
Date: Tuesday, June 25, 2024 6:49:40 AM
Attachments: [image002.png](#)
[image003.png](#)
[20081.Alt. Plan 1 of 2 Casco Naples.6-12-24.pdf](#)
[20081.Alt. Plan 2 of 2 Casco-Naples.6-12-24.pdf](#)
[4 Formed angle for mounting, Version 1.pdf](#)
[Dwg000125.pdf](#)
[Side feed chutes. Version 1.pdf](#)
[345IP Precision Series 01 2017 Accessible.pdf](#)
[ELECTRIC WIRING CHART 10HP 3phase.pdf](#)
[Todd E-mail.6-17-24.pdf](#)

Good Morning Tony, Jason and John,

Over the past several weeks, we have worked with Atlantic Leasing and John to develop an updated approach for the MSW transfer station. The current thinking is as follows:

1. Relocate the at-grade recycling compactor to the wall next to the existing recycling compactor.
2. Install two new compactors and hoppers (attached is the Atlantic Quote).
3. Add a safety railing at the top of the walls (Attached is the Atlantic Quote).
4. Construct a new entrance, reverse the traffic flow, and add center parking per the attached plan that we worked on with Diane Morabito.
5. Excavate, regrade, and pave the upper circulation area. Those improvements alone will make for a better customer experience.
6. Excavate, regrade, and pave the operational entrance and lower area as shown on the attached plan.

Please note that we have not included any work on the road area where vehicles stack to get to the bulky waste area. If the budget allows, we could add improvements to the access road.

Below is a tally of the current budget based on Josh Pratt's Bid and the supplemental budget he provided for the MSW area. With a contingency and construction materials testing and inspections/administration it looks like the project will be in the \$1.5 million range including the drainage improvements and reconstruction of the Bulky Waste area.

I plan to present all of this to the Transfer Station Council on Thursday night but wanted to get you an advance summary.

Thank you, Owens

Casco & Naples Transfer Station - J Pratt Construction

Work Items

Budget

Base Bid - Stormwater Improvements	\$275,000.00	Pratt
Bid Alt A - Bulky Waste Improvements	\$647,000.00	Pratt
MSW Transfer Station - Modified	\$332,334.00	Pratt
Atlantic Recycling - (2) New Compactor	\$61,115.00	Atlantic Leasing
Electrical	\$20,000.00	Need to be confirmed.
Railing - Atlantic Leasing	\$21,026.60	Atlantic Leasing
	\$1,356,475.60	
5% Contingency	\$67,823.78	
Materials Testing, Engineering and Inspections - Allowance of 6% of Construction Costs	\$81,388.54	
Total Project Cost	\$1,505,687.92	

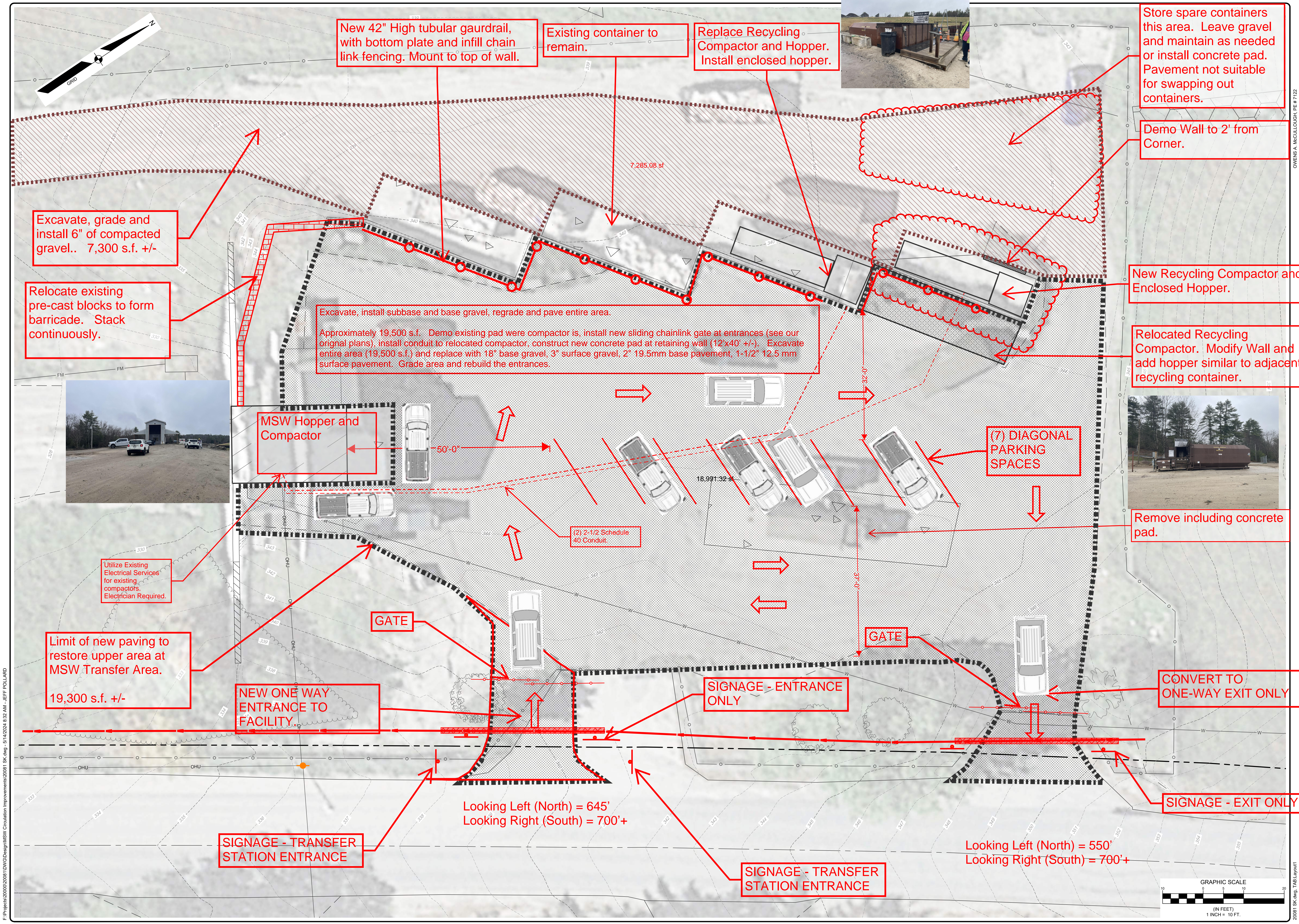
Owens McCullough, PE, LEED-AP

Senior Vice President, Strategy & Client Development

Sebago Technics, Inc. | An Employee-Owned Company
 75 John Roberts Rd., Suite 4A, South Portland, ME 04106
 Office: 207.200.2100 | Direct: 207.200.2073 | Fax: 207.856.2206
omccullough@sebagotechnics.com | www.sebagotechnics.com



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OWENS, S.A. McCULLOUGH, P.E. # 7122

REV.	BY	DATE	STATUS

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

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

SKETCH PLAN
OF:
MSW CIRCULATION IMPROVEMENTS
449 LEACH HILL ROAD
CASCO, ME 04015
FOR:
TOWN OF CASCO
CASCO - 635 MEADOW ROAD
CASCO, ME 04015

DESIGNED	DES
DRAWN	DRAWN
CHECKED	CHK
DATE	05/06/2024
SCALE	1" = ##
PROJECT	20081

F:\Projects\200802081\DWG\Design\MSW Circulation Improvements\20081_Sk.dwg - 5/12/24 8:32 AM - JEFF POLLARD

NOTES:
 PROPERTY LINES AND TOPOGRAPHY AS DEPICTED ON THE TOPOGRAPHIC SURVEY PREPARED BY SEBAGO TECHNICS, INC. SURVEY INFORMATION IS BASED UPON FIELDWORK PERFORMED BY SEBAGO TECHNICS, INC. IN AUGUST OF 2022.

INFORMATION CONTAINED ON THIS PLAN IS BASED PRIMARILY OR ENTIRELY ON PUBLICLY AVAILABLE GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA. THIS IS NOT AN EXISTING CONDITION, TOPOGRAPHICAL, OR BOUNDARY SURVEY.

THIS PLAN IS DEPICTED IN NAD 1983 STATEPLANE MAINE WEST FIPS 1602 FEET COORDINATE SYSTEM.

EXTERNAL DATA SOURCES:
 GOOGLE EARTH IMAGERY - 09-16-2023

**GIS PLAN
 NOT FOR
 CONSTRUCTION**

GRAPHIC SCALE 1" = 50'
 WHEN PRINTED AT 30X42



**Box Cut, Grade, Install 18" base gravel, 3" surface gravel, 2.5" of 19.5 mm and 1.5" of 12.5 mm pavement.
 8,000 s.f. +/-**

REV#	DATE	STATUS

THIS PLAN SHALL BE VALID WITHIN THE TOWNSHIP OF CASCO AND NAPLES, MAINE. THE USER SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF THE INFORMATION SHOWN ON THIS PLAN. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND AUTHORIZATIONS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND AUTHORIZATIONS FROM THE APPROPRIATE AGENCIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND AUTHORIZATIONS FROM THE APPROPRIATE AGENCIES.

SEBAGO
 TECHNICS
 ENGINEERS, ARCHITECTS & SURVEYORS

75 JOHN ROBERTS RD. SUITE 4A
 SOUTH PORTLAND, ME 04106
 207-266-2100

**GIS AERIAL BASE PLAN
 OF
 NAPLES/CASCO TRANSFER STATION**

FOR:
THE TOWNS OF CASCO & NAPLES
 P.O. BOX 299
 CASCO, MAINE 04015

DESIGNED	
DRAWN	MTM
CHECKED	
DATE	3/27/2024
SCALE	1" = 50'
PROJECT	20081

Atlantic Recycling Equipment, LLC

Item 11.#

13 Jesse Doe Road
 Rollinsford, NH 03869-0609
 Phone: 603-749-2414 Fax: 603-7492421
 www.atlanticrecyclingequipment.com

Attn: John Kimball Phone: 207-272-7211 Email: jkimball@cascomaine.org Company: Casco Naples Bulky Waste Address: PO BOX 38, Casco, ME, 04015	Date: Jun 17, 2024 Re: Two (2) - Model 345IP Compactors w/ Side feed chutes. File Number: 1725 Property: Casco Naples Facility Address: 449 Leach Hill Rd, Casco, ME, 04015
--	---

As requested, we are pleased to offer our Equipment proposal for the above referenced project as follows:

WQ345IP Compactor - Model 345IP, 3yd. Stationary compactor. \$42,500.00

Wastequip Model 345IPD, 3yd. Stationary Compactor with the following standard Features: Tri-volt/TEFC Motor, UL/CUL Listed, Wastec Rated, Multicycle Timer, User Friendly Controls in Panel Face, 100% Light, ANSI Z.245.2 Compliant, Guardian Control System, NEMA 4 Rated Control Panel, Heavy Duty Ratchet Binders, Override-Pack-out Hydraulic Pressure Boost, (AMS) Automatic Maintenance Scheduler, Low Temp Hydraulic oil, 15 to 165 Degree Operating range, Key Start, 30mm Controls, Push Button Start, Six (6') foot remote Power Unit with Weather Cover. Factory Warranty: Three (3) Years Structural, One (1) Year Parts & Labor. Painted Brown.

Material Description	Qty	Unit Price	Subtotal
Wastequip Model 345IPD, 3yd. Stationary Compactor with the following standard Features: Tri-volt/TEFC Motor, UL/CUL Listed, Wastec Rated, Multicycler Timer, User Friendly Controls in Panel Face, 100% Light, ANSI Z.245.2 Compliant, Guardian Control System, NEMA 4 Rated Control Panel, Heavy Duty Ratchet Binders, Override-Packout Hydraulic Pressure Boost, (AMS) Automatic Maintenance Scheduler, Low Temp Hydraulic oil, 15 to 165 Degree Operating range, Key Start, 30mm Controls, Push Button Start, Six (6') foot remote Power Unit with Weather Cover. Factory Warranty: Three (3) Years Structural, One (1) Year Parts & Labor. Painted any Standard Color.	2	\$21,250.00	\$42,500.00

Remote 10HP, Tri-volt 208/230/480, Three (3) phase power unit. \$1,500.00

Remote, Transducer Style, 10HP, Tri-volt 208/230/480, Three (3) phase power unit, includes the weather cover and Six (6') foot hydraulic hoses. The power unit will be wired for 230 volt, Three (3) phase power, Transducer Style power unit to run off the existing VFD unit on site. Atlantic will be responsible to remount the Vascon VFD units to the new 345IP Compactors and wire to the power unit that will be mounted on the rear of the Compactor and plumbed through Bulkhead fittings to the cylinder.

Material Description	Qty	Unit Price	Subtotal
Miscellaneous	2	\$750.00	\$1,500.00

WQCO403 - Oil Heater installed in Hydraulic tank. \$0.00

Oil Heater Thermostatically Controlled, 10 to 60 gallon Reservoir. - Factory Installed.

Material Description	Qty	Unit Price	Subtotal
Oil Heater Thermostatically Controlled, 10 to 60 gallon Reservoir. - Factory Installed.	2	\$0.00	\$0.00

WQCO122 - Controls on Fifteen (15') Foot remote. \$0.00

Controls on Fifteen (15') remote pendent in lieu of mounting in panel face. - Factory Installed

Material Description	Qty	Unit Price	Subtotal
Controls on Fifteen (15') remote pendent in lieu of mounting in panel face. - Factory Installed	2	\$0.00	\$0.00

WQCO103 - Five (5') feet Additional length on controls wiring per compactor. \$185.00

Additional Length for Standard Fifteen (15') Cord - Per Foot.

Material Description	Qty	Unit Price	Subtotal
Additional Length for Standard Fifteen (15') Cord - Per Foot.	10	\$18.50	\$185.00

WQCO201 - Five (5') Foot container guide. \$0.00

Five (5') foot container guide.

Material Description	Qty	Unit Price	Subtotal
5 Foot Standard Guide Rail	2	\$0.00	\$0.00

WQCO166 - Pressure Gauge on Twenty (20') foot remote \$830.00

Pressure Gauge - Color Coded & Numeric on Twenty (20') foot hose mounted.

Material Description	Qty	Unit Price	Subtotal
Pressure Gauge - Color Coded & Numeric on Fifteen (15') foot hose mounted.	2	\$415.00	\$830.00

Side Feed Chute System w/ Double access doors & lower access door in dog house. \$9,000.00

Side Feed, Right & Left feed chute systems fabricated for each compactor. The Top access location for the residents will include Two (2) Steel Access doors installed and lockable. Atlantic will also install a 30" x 30" Side access door in the lower dog house section of the chute for ground feed and Service access to the compactor charge chamber and ram. The Two (2) Top doors will not require any Magnetic Interlock Switches installed, it will meet the "Rule of 84". The lower 30" x 30" will require a Magnetic Interlock Switch installed to meet ANSI & OSHA Safety Regulations. The chute system will meet all ANSI & OSHA Safety Regulations and will be painted to match the compactors. Atlantic will supply a Proposed Top & Front view drawing of the compactors for Town approval.

Material Description	Qty	Unit Price	Subtotal
Fabrication	2	\$4,500.00	\$9,000.00

Freight Charges for both compactors with chute system to be delivered to the Transfer Station for installation. \$1,500.00

Freight charges for both compactors and chutes to be delivered to the Transfer Station for Installation.

Material Description	Qty	Unit Price	Subtotal
Freight charges to customer location. Tracking #	1	\$1,500.00	\$1,500.00

Installation of each compactor & chute system. \$6,200.00

Installation of each compactor into location, install the chute system onto the compactor and wire the power unit to the Customer supplied 100 amp Electrical disconnect. Atlantic will mount the existing VFD units to each compactor and wire them into the control panel on each power unit, verify that the VFD is programmed properly and run each compactor for proper operation. Atlantic will mount the controls & Pressure Gauge into location specified by the Town while we

are site doing the installation. Atlantic will Demo the operation of both compactors to the Town operators before we leave the facility.

Material Description	Qty	Unit Price	Subtotal
Installation	2	\$3,100.00	\$6,200.00

Overnight charges for the Two (2) man crew. \$900.00

Two (2) Overnight charges required for the Two (2) Man crew to complete the installation of both compactors at the Town Transfer Station.Esti

Material Description	Qty	Unit Price	Subtotal
Overnight Charges	2	\$450.00	\$900.00

Current Factory lead time is 8 to 10 weeks. \$0.00

Current Factory Lead time for the compactors is 8 to 10 weeks after receipt of this quote signed for approval and emailed or faxed back to our office.

Material Description	Qty	Unit Price	Subtotal
Miscellaneous	1	\$0.00	\$0.00

Trade-in on the Two (2) - Marathon 2yd. Ultra Series Compactors. - \$1,500.00

Trade-in on the Two (2) - Marathon 2yd. Ultra Series Compactors, "AS-IS" less the VFD units that are mounted to the compactor. The VFD units will be used on the New Model 345IP compactors.

Material Description	Qty	Unit Price	Subtotal
Used Equipment Trade-in	2	- \$750.00	- \$1,500.00

QUALIFICATIONS

1. Our offer is firm for 30 thirty days from the date listed above.
2. Our offer is predicated upon a clear and accessible area that will be made available by others, where our work is to be performed.
3. Unless noted in the specific inclusions, our work will be performed during our normal working hours and work week.
4. Quote must be signed for approval and emailed (admin@arenh.com) or faxed (603-749-2421) to our Office.

Section Subtotal	\$61,115.00
Subtotal	\$61,115.00
Taxable Subtotal	\$0.00
Tax Amount	\$0.00
Total	\$61,115.00

Total Proposal as Outlined Above..... \$61,115.00

Payment Terms: 30 DAYS

Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge to this quotation. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry all necessary insurance coverage. Our employees are fully covered by workers compensation insurance.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Acceptance:

The above quoted pricing, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to perform the job.

Atlantic Recycling Equipment, LLC

Item 11.#

13 Jesse Doe Road
 Rollinsford, NH 03869-0609
 Phone: 603-749-2414 Fax: 603-7492421
 www.atlanticrecyclingequipment.com

Attn: John Kimball Phone: 207-272-7211 Email: jkimball@cascomaine.org Company: Casco Naples Bulky Waste Address: PO BOX 38, Casco, ME, 04015	Date: Jun 20, 2024 Re: 216' of Handrails & 1/4" Formed angle for mounting, File Number: 1732 Property: Casco Naples Facility Address: 449 Leach Hill Rd, Casco, ME, 04015
--	---

As requested, we are pleased to offer our Equipment proposal for the above referenced project as follows:

216' feet of Handrails w/ 6" kick plates. \$12,096.00

Atlantic will fabricate the required Handrail sections totaling 216' at our facility with 2" x 2" x 3/16" structural tubing and Formed 11 gauge - 6" kick plates, including 1/4" x 4" x 4" pads to be welded to the 1/4" steel formed angle we will install over the concrete wall on site at the transfer station. The Handrails will meet ANSI & OSHA Safety Regulations and will be painted Safety Yellow. NO Swing gates included. Price is Per foot.

Material	Qty	Unit Price	Subtotal
Fabrication	216	\$56.00	\$12,096.00

Twenty Eight (28) pieces of 1/4" x 7" x 9" x 96" Formed Angle. \$4,016.60

Atlantic will shear and Form bend Twenty Eight (28) sections of the 1/4" plate and bend the at 90 degrees, 7" x 9" x 96" and will install the holes in the 6" section of the angle for 1/2" lag bolts to secure the angle to the concrete retaining wall. Angles will be painted Safety Yellow.

Material	Qty	Unit Price	Subtotal
Fabrication	28	\$143.45	\$4,016.60

1/2" x 5-1/2" concrete lag bolts to secure angle to concrete retaining walls. \$744.00

1/2" x 6" Concrete lag bolts (Estimating 200 lags total) required to secure the formed 1/4" angle to the concrete retaining walls. Atlantic invoice the Town for the actual amount of lags used to install the Angle.

Material	Qty	Unit Price	Subtotal
7424SD1	200	\$3.72	\$744.00

Installation of the Handrails & the Formed Angle while we are site installing new compactors. \$3,720.00

Atlantic will install the handrail system while we are site installing the compactors, Atlantic will install the 1/4" angle over the Retaining wall, all the seams will be welded and install the Handrail system before we have the compactors installed and operations. The Town will need to have the containers removed from the pads for us to install the remainder of the handrail system while we are site. Atlantic will not charge for any travel time, we are going to be on site doing the compactor installation. The job will require Two (2) men to complete and add an additional day and half of labor to complete the handrail installation and an additional Overnight charge for the crew.

Material	Qty	Unit Price	Subtotal
Installation	1	\$3,720.00	\$3,720.00

One (1) Overnight charge required to install the handrail system. \$450.00

Item 11.#

One (1) Additional Overnight charge required to complete the installation of the Handrail System.

Material	Qty	Unit Price	Subtotal
Overnight	1	\$450.00	\$450.00

QUALIFICATIONS

1. Our offer is firm for 30 thirty days from the date listed above.
2. Our offer is predicated upon a clear and accessible area that will be made available by others, where our work is to be performed.
3. Unless noted in the specific inclusions, our work will be performed during our normal working hours and work week.
4. Quote must be signed for approval and emailed (admin@arenh.com) or faxed (603-749-2421) to our Office.

Section Subtotal	\$21,026.60
Subtotal	\$21,026.60
Taxable Subtotal	\$0.00
Tax Amount	\$0.00
Total	\$21,026.60

Total Proposal as Outlined Above..... \$21,026.60

Payment Terms: 30 DAYS

Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge to this quotation. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry all necessary insurance coverage. Our employees are fully covered by workers compensation insurance.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Acceptance:

The above quoted pricing, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the job.

STATIONARY COMPACTORS

345IP Precision Series 3-Yard Model

Item 11.#

With our very own Guardian™ Control System and precision-guided ram, Wastequip's stationary compactors are ideal for handling dry waste.



Precision-guided ram engineered for improved performance and durability.



Easy-to-use 24-volt Guardian Control System (optional remote pendant shown)

Guardian™ Control System

- New user-friendly controls
- Automatic Maintenance Tracking
- Superior 24-volt control
- NEMA 4 rated enclosure
- Remote power unit with weather protection cover

Heavy-Duty Ratchet Binders

- 1-1/4" thick hooks
- Greasable fittings

Precision-Guided Ram

- Glides smoothly above compactor floor on long-lasting UHMW guides
- 14" ram penetration minimizes spring-back of material

Large-Access Openings for Maintenance and Service

- Removable rear panel
- Removable side panels



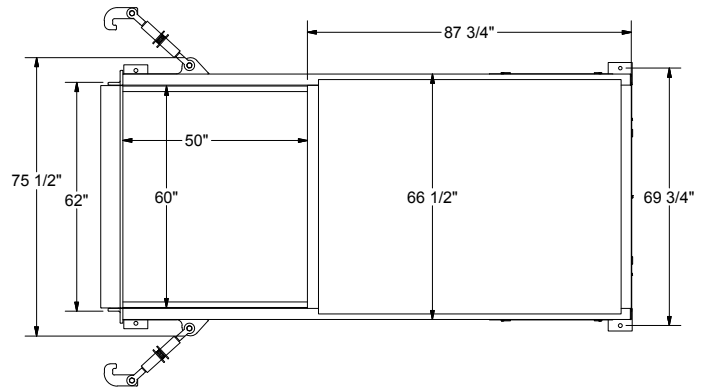
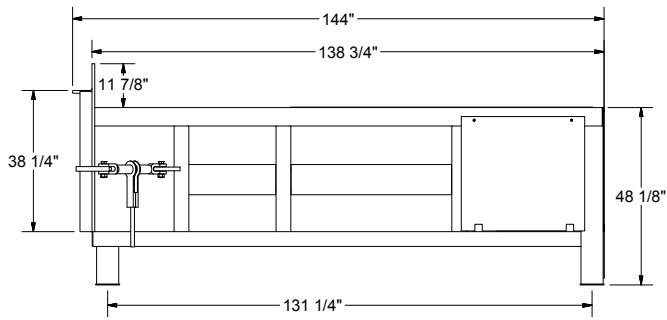
Heavy-duty ratchet binders with 1-1/4" thick hooks are standard.

* Use of an oil heater or extreme cold weather hydraulic oil is recommended in extreme cold conditions.

STATIONARY COMPACTORS

345IP Precision Series 3-Yard Model

Item 11.#



Standard Features

- Heavy-duty ratchet binders with 1-1/4" hooks
- 58-second cycle time
- Controls in panel face
- Automatic Maintenance Tracking
- Full container light
- Low temperature oil
- Multi-cycle timer
- NEMA 4 control panel protects against windblown dust, splashing water, and hose-directed water
- Operation and service manual
- Primed and painted in multiple colors
- Remote power unit with weather cover

Optional Features

- Advance warning light
- Color-coded pressure gauge
- Guide rails with stops
- Oil heater
- Photo electric eye
- Odor control system
- Cart dumper

Warranty

- 3-1-1 warranty (3-year structural, 1-year parts, 1-year labor)



Replacement parts available online at www.gotoparts.com.

Specifications

Charge Box	Wastequip rating	3.00 cu. yds.
	Wastec rating	2.00 cu. yds.
	Clear top opening	50" length x 60" width
	Compactor weight with power unit	5,500 lbs.
Ram	Ram height	30-1/2"
	Ram penetration	14"
	Face plate	1/2" steel with 3/4" stiffener plates
	Base plate	3/8" steel plate with 10 ga. formed stiffeners
	Top plate	1/4" steel plate with 10 ga. formed stiffeners
Compactor Head	Side plates	1/4" formed plate
	Floor	3/8" steel plate with channels at 12" spacing
	Sides	1/4" steel plate sheets with 4" x 3" vertical stiffeners
	Breaker bar	6" x 8" x 3/4" angled steel
Electrical	Top deck	12 gauge steel (standard)
	Electric motor, fan cooled	10 hp
	Voltage	208/230/460, 3 phase 60 Hz
	Power box	UL rated, TEFC housing
Hydraulic Performance	Automated cycle operation	Push-button-start extends, retracts, and stops automatically
	Pump	14.1 gpm
	Pump type	Fixed gear
	Hydraulic oil tank	25 gallon reservoir
	Cylinder bore/rod/stroke	6" bore, 2.5" rod, 65" stroke
	Normal ram face pressure	48,000 lbs at 1,700 psi
	Maximum ram face pressure	56,500 lbs at 2,000 psi
	Normal ram psi	26.23 psi
	Maximum ram psi	30.87 psi
	Cubic yard per hour	105
Power unit location	Remote	
Cycle time	58 seconds	

Standard Color Choices



Colors shown are as accurate as printing allows. The actual color is subject to variation from the printed color sample. Color choices vary by plant location. Please contact your local sales representative for available colors. Custom colors are available upon request and are subject to an additional charge.



Tel: 877.468.9278 | sales@wastequip.com | www.wastequip.com

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Gorrill-Palmer Consulting Engineers Inc.
Opinion of Probable Construction Cost

6/25/24
Item 11.#

Job Number: **3769.08**
 Project Location: **Edwards Road, Casco, Maine**
 Project Name: **Edwards Road Culvert Replacement**
 Price References: 2995.171 Old Webster Road Culvert Replacement, Lewiston
 Recently Bid MaineDOT projects.
 Date: 6/24/2024
 Calculated By: Wiley Hollen
 Notes:

1. In providing opinions of probable construction cost, the client understands that the Consultant has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.
2. Opinion of cost does not include engineering or construction inspection costs.
3. Opinion of cost does not include right of way, environmental, or utility costs.
4. Unit pricing based on MaineDOT unit prices and recent bid pricing on similar scoped projects.
5. Opinion of cost does not include potential relocation of utility poles or underground utility conduit.
6. Opinion of cost assumes Edwards Road is raised 3 feet in elevation in the vicinity of the culvert.
7. Opinion of cost assumes the following road build-up for Edwards Road reconstruction:
 14" of subbase gravel (Type D), 4" of base gravel (Type A), 2" of 19 mm HMA (base), and 1.25" of 9.5 mm HMA (surface).
8. Opinion of cost includes all delivery, labor, material, and installation costs for the concrete box culvert, including culvert delivery and unloading, stream bypass plan, dewatering plan, excavation, bedding material, culvert installation, backfill, and any other labor and material costs to install the culvert.
 Road restoration is paid for under the gravel and pavement pay items.
9. Opinion of cost assumes gabion baskets are used on the upstream side to tie in proposed embankment grading.

Item	Item Description	Unit	Unit Price	Quantity	Amount
202.20	REMOVE EXISTING BITUMINOUS CONCRETE PAVEMENT	SY	\$ 7.00	500	\$ 3,500.00
202.203	PAVEMENT BUTT JOINTS	SY	\$ 25.00	25	\$ 625.00
* 206.07	STRUCTURAL ROCK EXCAVATION	CY	\$ 250.00	10	\$ 2,500.00
304.10	AGGREGATE SUBBASE COURSE - TYPE D GRAVEL	CY	\$ 50.00	200	\$ 10,000.00
304.14	AGGREGATE BASE COURSE - TYPE A GRAVEL	CY	\$ 60.00	55	\$ 3,300.00
403.207	HOT MIX ASPHALT 19.0 MM NOMINAL MAXIMUM SIZE	T	\$ 180.00	45	\$ 8,100.00
403.210	HOT MIX ASPHALT 9.5 MM NOMINAL MAXIMUM SIZE	T	\$ 200.00	30	\$ 6,000.00
601.21	GABIONS, GALVANIZED	CY	\$ 175.00	75	\$ 13,125.00
603.401	9' (RISE) x 12' (SPAN) x 50' (LENGTH) CONCRETE BOX CULVERT	LS	\$ 210,000.00	1	\$ 210,000.00
606.37	GUARDRAIL, REMOVE AND REPLACE	LF	\$ 110.00	220	\$ 24,200.00
610.08	PLAIN RIPRAP	CY	\$ 100.00	120	\$ 12,000.00
615.071	LOAM, SEED, AND MULCH	SY	\$ 25.00	400	\$ 10,000.00
652.39	WORK ZONE TRAFFIC CONTROL	LS	\$ 15,000.00	1	\$ 10,000.00
656.75	TEMPORARY SOIL EROSION AND WATER POLLUTION CONTROL	LS	\$ 25,000.00	1	\$ 25,000.00
659.10	MOBILIZATION	LS	\$ 25,000.00	1	\$ 30,000.00
SUB-TOTAL					\$ 368,350.00
CONTINGENCY (10%)					\$ 36,835.00
ROUNDED TOTAL					\$ 405,200.00

* Undetermined Location

Boundary Points
A DIVISION OF

MAIN-LAND DEVELOPMENT CONSULTANTS, INC.
69 MAIN ST. LIVERMORE FALLS, MAINE
307 US ROUTE 1 PALMOUTH, MAINE
PH: (207) 897-6752 FAX: (207) 897-5404
WWW.MAIN-LANDDC.COM

PLAN SHOWING AN EXISTING CONDITIONS SURVEY

TOWN OF CASCO PUBLIC WORKS
448 LEACH HILL ROAD, TOWN OF CASCO, COUNTY OF CUMBERLAND, STATE OF MAINE

OWNER OF RECORD

TOWN OF CASCO

P.O. BOX 60
CASCO, MAINE 04015
MADE FOR

TOWN OF CASCO

P.O. BOX 60
CASCO, MAINE 04015

DRAWING SCALE:
1 INCH = 50 FT

REVISION NOTES:
REVISION 1: 2024-04-26 DB FOR REVIEW
REVISION 2: 2024-06-14 LMB FOR REVIEW

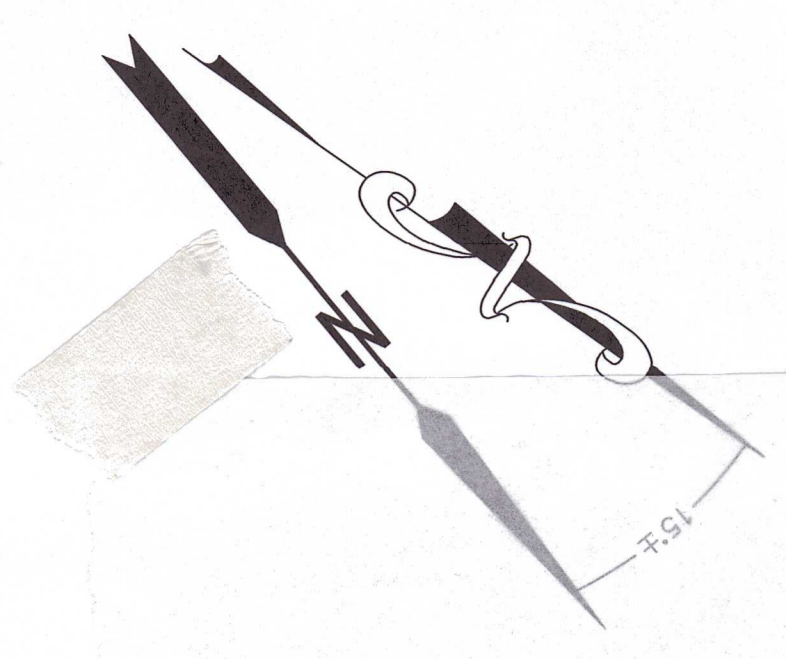
PROJ. MGR: DB
DRAWN BY: KCC
CHECKED BY: DB
REVISION NO.: N/A
ISSUE DATE: 2024-06-18
SUBMITTED FOR: FINAL

EXISTING CONDITIONS SURVEY

DAVID BOUFFARD PLS #2282
DRAWING NO.

S1.1

M.D.C. NO. 24-042 1 OF 1



TOWN CASCO
TAX MAP 8, LOT 18
NOW OR FORMERLY
RITA ESTES
BOOK 18697, PAGE 177

TOWN CASCO
TAX MAP 8, LOT 18
NOW OR FORMERLY
RITA ESTES
BOOK 18697, PAGE 177

- NOTES**
1. ALL BEARINGS ARE REFERENCED TO MAINE STATE GRID, WEST ZONE, NAD83 AND BASED ON GPS OBSERVATIONS NEAR THE SURVEYED PARCEL.
 2. TOWN OF CASCO, TAX MAP 8, LOT 18-1.
 3. OWNER OF RECORD AT TIME OF SURVEY: TOWN OF CASCO, BOOK 16091, PAGE 34.
 4. TOTAL AREA: 10.40 ACRES, MORE OR LESS.
 5. ALL BOOK AND PAGES REFER TO THE CUMBERLAND COUNTY REGISTRY OF DEEDS.
 6. THE LOCATION OF DECKER BROOK IS APPROXIMATE AND BASED ON GOOGLE EARTH AERIAL PHOTOGRAPHY.
 7. NO APPARENT ENCROACHMENTS WERE OBSERVED AT TIME OF SURVEY.
 8. COMMERCIAL ZONING DISTRICT FRONT BUILDING SETBACK 55' SIDE AND REAR 40'.
 9. CONTOURS SHOWN ARE BASED ON STATE OF MAINE LIDAR DATA AND WERE DOWNLOADED FROM [HTTP://COAST.NOAA.GOV](http://coast.noaa.gov) WITH A CONTOUR INTERVAL OF 1-FOOT. SPOT CHECKS COMPLETED BY MAIN-LAND AT TIME OF SURVEY. THE VERTICAL DATUM IS NAVD88 AND BASED ON GPS OBSERVATIONS NEAR THE SURVEYED PARCEL.
 10. WETLANDS DELINEATED BY BY MAIN-LAND DEVELOPMENT CONSULTANTS AND LOCATED WITH A HANDHELD GPS.

LEGEND

- EXISTING IRON PIPE, ROD, OR REBAR, AS NOTED
- ⊕ UTILITY POLE
- OU OVERHEAD UTILITY
- BOUNDARY LINE (SURVEYED)
- ABUTTING BOUNDARY LINES (APPROX.)
- EASEMENT LINE
- TIE LINE
- EDGE OF GRAVEL
- TREELINE (APPROX.)
- STREAM
- DRAINAGE CULVERT
- BUILDING SETBACK
- MAJOR CONTOUR LINE
- MINOR CONTOUR LINE
- X 495.3' SPOT GRADE
- PAVEMENT
- LIDAR CONTOUR LINE



TOWN OF CASCO

SELECTBOARD RULES OF ORDER AND PROCEDURES

Section 1. Purpose: The intention of this policy is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly, and efficient conduct of the Board's behavior, proceedings, and affairs. These rules shall govern the Board's practices and procedures except as otherwise provided by law.

Section 2. Officers; Duties

Officers of the Board shall consist of a Chair and Vice-Chair to be chosen annually at the first Board meeting after the annual town meeting by and from Board members, unless otherwise agreed upon by the Board. The Board shall automatically appoint the Vice-Chair to Chair after the annual Town Meeting. The outgoing Chair is prohibited for holding an Officers position for at least one year, unless otherwise approved by the Selectboard. One of the three remaining Selectboard members shall be chosen as Vice-Chair. In the event selection of a new Chair and Vice-Chair is delayed, the current officers' terms will hold over. All members of the Selectboard are required to vote.

The Chair of the Selectboard shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine course of proceedings. In the absence of the Chair, the Vice-Chair shall preside and have the same authority. In the absence of both the Chair and Vice-Chair the members present may appoint an interim chair for the meeting.

In accordance with 30-A M.R.S.A. § 2635, "the board of selectmen shall deal with the administrative services solely through the town manager and shall not give orders to any subordinates of the manager, either publicly or privately. This section does not prevent the board of selectmen from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the town."

The majority of the Board shall have final say over matters before the Selectboard. With the exception of duties and powers listed in this policy, no single Selectboard member shall have more authority than another.

Section 3. Meetings: The following are Selectboard rules and procedures for conducting the Selectboard meetings. These rules may be modified as the Selectboard deems appropriate, by vote, in order to conduct the business of the Town.

- A. The Selectboard meetings require a quorum of three members to conduct the business of the Town. If three members are not present, those members present may vote to adjourn

the meeting to another time. Notice of the rescheduled meeting shall be given to all members of the Selectboard and the public.

B. Placing Items on the Agenda:

Selectboard: A Selectboard member may request an item to be considered on a future agenda. Such request shall be submitted to the Town Manager by noon the Wednesday preceding the next regularly scheduled meeting. Informational material to be included within the Selectboard's packet shall be delivered to the Town Office by noon on the Wednesday before the meeting, so that it can be copied and distributed to the Board.

Members of the Public: A member of public may request an item to be placed on a future agenda through communications with a Board member asking them to sponsor the item for the agenda. The same deadlines as for Selectmen apply.

Emergency Items and Items not on the Agenda: Emergency items and items not the agenda may be added to an agenda. Items not on the agenda may be added to the agenda only if (1) the need to consider the item arose after the posting of the agenda and; (2) there is a need to take immediate action at this meeting of the Selectboard.

The Selectboard Chair and Vice Chair will meet with the Town Manager on the Thursday before the scheduled meeting to review the agenda. The agenda and back up material will be a posted by the Friday before the scheduled meeting.

- C. The Selectboard's regular monthly meetings will be twice a month at 6:30pm on the first and third Tuesdays of the month. If the regularly scheduled meeting falls on a recognized holiday or there other scheduling conflicts, the Selectboard may schedule an alternate date. During the year, the Selectboard may meet less or more than twice a month. Meeting schedules will be posted on the Town website and at the Town office as far in advance as practical. Changes in meeting schedules will be posted on the Town website. If unscheduled special or emergency meetings are required notifications will comply with State Statute requirements for notice to the public and media.
- D. Action by the Board requires a motion, a second and a vote. In order for a vote to pass at least three board members must vote in the affirmative. In case of tied vote, a motion will be treated as automatically postponed and placed on the next Board agenda for consideration. The meeting clerk shall record who made the motion, who seconded the motion and the final vote tally.
- E. Members of the public will be welcome to offer comments during Public Participation listed on the agenda not to exceed two minutes in duration, per person. Additional information may be provided to the Board in writing, either at or in advance of the meeting. The topics may be the choice of the speaker. If topics warrant an extended discussion or require some action by the Selectboard, the Board may request that topic to be placed on a future agenda. The total amount of time set aside for this part of the meeting shall not exceed 15 minutes without a Board vote.

- F. Members of the public are welcome to submit a request to either a Selectboard member or Town Manager to be placed on a future agenda outside of Public Participation for consideration of inclusion.
- G. Members of the public shall address the Board from a designated podium. Members of the public shall refrain from speaking until recognized by the chair.
- H. Rules for approaching the podium may be waived at the discretion of the Board Chair.
- I. Rules for the public participation portion of Board meetings do not apply to public hearings. The Board may vote to waive the rules and invite public discussion when, in the opinion of the Board, the additional public discussion would be beneficial to the Board's decision-making process.
- J. **Executive Sessions:** The Selectboard has a right to meet in a private and confidential manner called Executive Sessions, as allowed or required by State and Federal law. The Selectboard shall not take any action, including votes, during Executive Sessions.

Section 4. Conflict Of Interest

The Selectboard shall rely on and abide by 30-A M.R.S.A. § 2605 Conflicts of Interest. This includes avoiding the appearance of any potential conflict of interest by disclosure or by abstention.

Section 5. Code Of Ethics

The Selectboard shall subscribe to the Code of Ethics for Appointed and Elected Municipal Officials, addendum A, and shall avoid behavior that that may be in conflict with the Code.

Section 6. Compensation

The Selectboard shall be compensated via stipend based on Budgetary approval at the Town's Annual Town Meeting. Nothing in this process prevents an Selectboard member from waiving payment for their services.

This policy supersedes any prior policy related to this subject.

Date: February 15, 2022

Approved by Casco Selectboard:



 Mary-Wenessa Fernandes



 Robert MacDonald

Holly Hancock


 Eugene Connolly



 Scott Avery

Town of Casco

Code of Ethics for Appointed and Elected Municipal Officials

As a member of my board, committee or commission (hereinafter referred to as "board"), I will strive to be an advocate for the over-all well being of the Town of Casco and to that end:

1. I will have integrity in all matters.
2. I will attend scheduled board meetings or notify the staff of my inability to attend.
3. I will come to board meetings informed concerning the issues under consideration.
4. I will make policy decisions based on the available facts and appropriate public input.
5. I will make formal decisions based on any and all applicable local, state and federal regulations and ordinances.
6. I will encourage individual board member expression of opinion and establish an open, two-way communication process with all segments of the community.
7. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies, actions, and programs to the full board and administration.
8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, state regulations, and court orders pertaining to the board.
9. I will refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will respect the confidentiality of privileged information learned in any Executive Session.
11. I will make no decisions on behalf of the board unless expressly authorized by the board.
12. I will not attend any meetings pertaining to business of the board without express permission of the board.
13. I will be informed about current issues through individual study and participation in appropriate programs, such as those sponsored by my state association.
14. I will always remember that the foremost concern of the board is to improve and enhance the quality of life for the residents and visitors of the Town of Casco.
15. I will abide by 30-A MRSA §2605, Conflicts of Interest law.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a board member.

Signature of Official

Date



TOWN OF CASCO

SELECTBOARD RULES OF ORDER AND PROCEDURES

Section 1. Purpose: The intention of this policy is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly, and efficient conduct of the Board's behavior, proceedings, and affairs. These rules shall govern the Board's practices and procedures except as otherwise provided by law.

Section 2. Officers; Duties

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The Chair of the Selectboard shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine course of proceedings. In the absence of the Chair, the Vice-Chair shall preside and have the same authority. In the absence of both the Chair and Vice-Chair the members present may appoint an interim chair for the meeting.

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The majority of the Board shall have final say over matters before the Selectboard. With the exception of duties and powers listed in this policy, no single Selectboard member shall have more authority than another.

Section 3. Meetings: The following are Selectboard rules and procedures for conducting the Selectboard meetings. These rules may be modified as the Selectboard deems appropriate, by vote, in order to conduct the business of the Town.

- A. The Selectboard meetings require a quorum of three members to conduct the business of the Town. If three members are not present, those members present may vote to adjourn

the meeting to another time. Notice of the rescheduled meeting shall be given to all members of the Selectboard and the public.

B. Placing Items on the Agenda:

Selectboard: A Selectboard member may request an item to be considered on a future agenda. Such request shall be submitted to the Town Manager by ~~noon~~ nine the ~~Wednesday~~ Tuesday preceding the next regularly scheduled meeting. Informational material to be included within the Selectboard's packet shall be delivered to the Town Office by noon on the Wednesday before the meeting, so that it can be copied and distributed to the Board.

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- C. The Selectboard's regular monthly meetings will be twice a month at ~~6:30-6:00~~ pm typically on the first and third Tuesdays of the month, but may occur on second, fourth or fifth Tuesday. If the regularly scheduled meeting falls on a recognized holiday or there other scheduling conflicts, the Selectboard may schedule an alternate date. During the year, the Selectboard may meet less or more than twice a month. Meeting schedules will be posted on the Town website and at the Town office as far in advance as practical. Changes in meeting schedules will be posted on the Town website. If unscheduled special or emergency meetings are required notifications will comply with State Statute requirements for notice to the public and media.
- D. Action by the Board requires a motion, a second and a vote. In order for a vote to pass at least three board members must vote in the affirmative. In case of tied vote, a motion will be treated as automatically postponed and placed on the next Board agenda for consideration. The meeting clerk shall record who made the motion, who seconded the motion and the final vote tally.
- E. Members of the public will be welcome to offer comments during Public Participation listed on the agenda not to exceed two minutes in duration, per person. Additional information may be provided to the Board in writing, either at or in advance of the meeting. The topics may be the choice of the speaker. If topics warrant an extended discussion or require some action by the Selectboard, the Board may request that topic to

be placed on a future agenda. The total amount of time set aside for this part of the meeting shall not exceed 15 minutes without a Board vote.

- F. Members of the public are welcome to submit a request to either a Selectboard member or Town Manager to be placed on a future agenda outside of Public Participation for consideration of inclusion.
- G. Members of the public shall address the Board from a designated podium. Members of the public shall refrain from speaking until recognized by the chair.
- H. Rules for approaching the podium may be waived at the discretion of the Board Chair.
- I. Rules for the public participation portion of Board meetings do not apply to public hearings. The Board may vote to waive the rules and invite public discussion when, in the opinion of the Board, the additional public discussion would be beneficial to the Board’s decision-making process.
- J. **Executive Sessions:** The Selectboard has a right to meet in a private and confidential manner called Executive Sessions, as allowed or required by State and Federal law. The Selectboard shall not take any action, including votes, during Executive Sessions.

Section 4. Conflict Of Interest

The Selectboard shall rely on and abide by 30-A M.R.S.A. § 2605 Conflicts of Interest (addendum A). This includes avoiding the appearance of any potential conflict of interest by disclosure or by abstention.

Section 5. Code Of Ethics

The Selectboard shall subscribe to the Code of Ethics for Appointed and Elected Municipal Officials, addendum A-B, and shall avoid behavior that that may be in conflict with the Code.

Section 6. Compensation

The Selectboard shall be compensated via stipend based on Budgetary approval at the Town’s Annual Town Meeting. Nothing in this process prevents an Selectboard member from waiving payment for their services.

This policy supersedes any prior policy related to this subject.

Date:

Approved by Casco Selectboard:

Eugene Connolly, Chair

Grant Plummer, Vice-Chair

Mary-Vienessa Fernandes

Robert MacDonald

Scott Avery

Addendum A

CHAPTER 123
MUNICIPAL OFFICIALS
SUBCHAPTER 1
GENERAL PROVISIONS

§2605. Conflicts of interest Certain proceedings of municipalities, counties and quasi-municipal corporations and their officials are voidable and actionable according to the following provisions. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).] 1. Voting. The vote of a body is voidable when any official in an official position votes on any question in which that official has a direct or an indirect pecuniary interest. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).] 2. Contracts. A contract, other than a contract obtained through properly advertised bid procedures, made by a municipality, county or quasi-municipal corporation during the term of an official of a body of the municipality, county or quasi-municipal corporation involved in the negotiation or award of the contract who has a direct or an indirect pecuniary interest in it is voidable, except as provided in subsection 4. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).] 3. Restrain proceedings. The Superior Court may restrain proceedings in violation of this section on the application of at least 10 residents of the municipality, county or area served by the quasimunicipal corporation. [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).] 4. Direct or indirect pecuniary interest. In the absence of actual fraud, an official of a body of the municipality, county government or a quasi-municipal corporation involved in a question or in the negotiation or award of a contract is deemed to have a direct or indirect pecuniary interest in a question or in a contract where the official is an officer, director, partner, associate, employee or stockholder of a private corporation, business or other economic entity to which the question relates or with which the unit of municipal, county government or the quasi-municipal corporation contracts only where the official is directly or indirectly the owner of at least 10% of the stock of the private corporation or owns at least a 10% interest in the business or other economic entity. When an official is deemed to have a direct or indirect pecuniary interest, the vote on the question or the contract is not voidable and actionable if the official makes full disclosure of interest before any action is taken and if the official abstains from voting, from the negotiation or award of the contract and from otherwise attempting to influence a decision in which that official has an interest. The official's disclosure and a notice of abstention from taking part in a decision in which the official has an interest shall be recorded with the clerk or secretary of the municipal or county government or the quasi-municipal corporation. A. This subsection does not prohibit a member of a city or town council or a member of a quasimunicipal corporation who is a teacher from making or renewing a teacher employment contract with the municipality or quasi-municipal corporation for which the member serves. [PL 1987, c. 737, Pt. A, §2 (NEW); PL

1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).] [PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).] 5. Former municipal and county officials. This subsection applies to former municipal and county officials. A. No former municipal or county official may, for anyone other than the municipality or county, knowingly act as an agent or attorney, or participate in a proceeding before a municipal or county government body for one year after termination of the official's employment or term of office with that government body in connection with any proceeding: (1) In which the specific issue was pending before the municipal or county official and was directly within the responsibilities of that official; and (2) Which was completed at least one year before the termination of that official's employment or term of office. [PL 1989, c. 104, Pt. A, §22 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).] B. No former municipal or county official may, for anyone other than the municipality or county, knowingly act as an agent or attorney, or participate in a proceeding before a municipal or county government body at any time after termination of the official's employment or term of office with that government body in connection with any proceeding: (1) In which the specific issue was pending before the municipal or county official and was directly within the responsibilities of that official; and (2) Which was pending within one year of the termination of the municipal or county official's employment or term of office. [PL 1989, c. 104, Pt. A, §22 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).] C. This subsection may not be construed to prohibit former municipal or county officials from doing personal business with the municipality or county. This subsection does not limit the application of Title 17-A, chapter 25. [PL 1989, c. 104, Pt. A, §22 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).] For the purpose of this subsection, a municipal or county government body includes an agency, board, commission, authority, committee, legislative body, department or other governmental entity of a municipality or county. [PL 1989, c. 104, Pt. A, §22 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).] 6. Avoidance of appearance of conflict of interest. Every municipal and county official shall attempt to avoid the appearance of a conflict of interest by disclosure or by abstention. [PL 1989, c. 104, Pt. A, §22 (NEW); PL 1989, c. 104, Pt. C, §10 (NEW).] 7. Municipal officers adopt ethics policy. In their discretion, the municipal officers may adopt an ethics policy governing the conduct of elected and appointed municipal officials. [PL 1989, c. 561, §19 (NEW).] SECTION HISTORY PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§A22,C8,C10 (AMD). PL 1989, c. 561, §19 (AMD).

TOWN OF CASCO Code of Ethics

PREAMBLE:

The proper operation of the democratic government of the Town of Casco (hereinafter “Town”) requires that the Town’s Selectmen, Planning Board members, members of appointed boards, and employees be fair, impartial, and responsive to the needs of the people and to each other in the performance of their respective functions and duties; those decisions and policy be made in proper channels of the Town’s governmental structure; that public office or employment not be used for personal gain; and that Selectmen, Planning Board members, members of appointed boards, and Town employees maintain a standard of ethical conduct that will inspire public confidence in the integrity of the Town’s government. In recognition of these goals, this Code of Ethics is hereby adopted as a standard of ethical conduct for all Selectmen, Planning Board members, members of appointed boards, and employees of the Town.

PURPOSE AND OBLIGATION:

The purpose of this Code of Ethics is to establish standards of ethical conduct for all Selectmen, Planning Board members, members of appointed boards, and Town employees by setting forth those acts or actions which are deemed to be in conflict, or which create the appearance of conflict, with the ethical standards of the Town of Casco.

Legal Standards: It is the duty of every Town official and Town employee to support the Constitution of the United States and the Constitution of the State of Maine. There are also certain provisions of the general statutes of the State of Maine, which, while not set forth herein, should be considered an integral part of this Code of Ethics. Accordingly, the provisions of the following sections of the general statutes of the State of Maine, as they may be amended, are incorporated into this Code of Ethics by reference to the extent applicable:

17 MRSA § 3104 Conflict of Interest; Purchases by the State
 17-A MRSA § 456 Tampering with Public Records or Information
 17-A MRSA § 602 Bribery in Official and Political Matters
 17-A MRSA § 603 Improper Influence
 17-A MRSA § 604 Improper Compensation for Past Action
 17-A MRSA § 605 Improper Gifts to Public Servants
 17-A MRSA § 606 Improper Compensation for Services
 17-A MRSA § 607 Purchase of Public Office
 17-A MRSA § 608 Official Oppression
 17-A MRSA § 609 Misuse of Information
 17-A MRSA § 903 Misuse of Entrusted Property
 20-A MRSA § 504 Persons Ineligible to Serve as Election Officials
 30-A MRSA § 2605 Conflicts of Interest
 30-A MRSA § 5122 Interest of Public Officials, Trustees or Employees

A. It is the goal of this Code of Ethics that every citizen shall receive fair and impartial consideration on any matter coming before the Board of Selectmen, the Planning Board, the Town’s appointed boards and any Town employee. No Town official or Town employee shall make any promise or pledge to any person concerning any matter to be considered by that Town official or Town employee in an official capacity except upon a fair and impartial consideration of the relevant facts in the appropriate forum.

1) Avoidance of Appearance of Improper Influence. Town officials and Town employees should conduct their official and personal affairs in such a manner as to avoid any appearance of improper influence in the performance of their official duties.

Fair and Impartial Consideration. Fair and impartial consideration means that Town officials and Town employees should make their decisions in the appropriate public forum and should not take official action until they have given a careful and objective consideration to the facts pertaining to a particular issue coming before them. They should not prejudge matters coming before them in their official capacity and should not make promises or commit to a course of action until all of the relevant facts have been considered.

B. The conduct of public business shall be free from any undisclosed financial or personal interests on the part of any Town official or Town employee and from any appearance of conflict. No Town official or Town employee shall advocate in any public meeting or in his/her official capacity on any matter in which that Town official or Town employee has a financial or personal interest, or where there is any appearance of conflict, except upon full and timely disclosure of that interest.

Guidelines

1) Financial Interests. Town officials and Town employees should endeavor to avoid holding any investment, directly or indirectly, in any business, commercial enterprise, or other private activity that conflicts with their official duties as a Town official or Town employee. In the case of members of Town boards, where such a conflict exists, it should be disclosed to the board on which that public official sits prior to consideration of any decision to be made by that Board, and if requested by the membership of that Board, the official should recuse him/herself from participating in any official action on any matter to which the conflict pertains. In the case of Town employees, any such conflicts should be disclosed to the employee’s immediate supervisor and the Town Manager and, at the request of the employee’s supervisor or the Town Manager, the employee should refrain from participating in the consideration of official action on any matter to which the conflict pertains.

2) Personal Interests. Members of the Town boards should disclose any personal relationship to the board on which that Town official sits in any instance where there could be the appearance of a conflict of interest. For example, if the official’s spouse or domestic partner works for a developer appearing before that Town board, that fact should be disclosed.

Avoidance of Appearance of Conflict. Where there is doubt about a potential conflict or appearance of conflict due to an investment, financial holding, or personal relationship, the potential conflict or appearance of conflict should be disclosed to the board on which that Town official sits prior to consideration of any decision to be made by that board, and if requested by the membership of that board, the Town official should recuse him/herself from participation in the consideration of any official action on any matter to which the conflict or appearance of conflict pertains.

C. The conduct of public business shall be free of any influence arising from gifts, favors or special privileges. It is the duty of every Town official and Town employee to refuse personal gifts, favors or special privileges in every instance where such Town official or Town employee reasonably believes such gift, favor or special privilege would not have been extended but for the official position of such Town official or Town employee, or where there exists a reasonable belief that the donor's interests are likely to be affected by the official actions of the Town official or Town employee, or where the gift is or may reasonably be considered to be designed to influence the official actions of the Town official or Town employee.

1) Gifts. No Town official or Town employee should directly or indirectly solicit any gift or accept or receive any gift whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form of gift if it could be reasonably inferred or expected that (1) the gift was intended to influence their performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part.

2) Limitation. The policy against solicitation or acceptance of gifts is limited to circumstances reasonably related to the possibility of improper influence or the appearance of improper influence. In *de minimus* situations, such as meal checks, a modest maximum amount shall be established by the Selectmen from time to time as a guideline to be applied under this Code of Ethics. That amount is initially established under this Code of Ethics at a maximum of twenty-five (25) dollars. Furthermore, this guideline is not intended to preclude Town officials and Town employees from participating in normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions and where there is no reasonable grounds to believe that a gift is motivated by an intent to improperly influence the Town official or Town employee in the conduct of his/her official duties.

D. No Town official or Town employee shall use confidential or advance information obtained by virtue of Town office, appointment, or Town employment for personal or financial advantage.

1) Town officials and Town employees should not disclose to others, or use confidential information acquired by them in the course of their official duties, to further their personal interests.

2) Real Estate Transactions. In the case of real estate transactions, the potential use of confidential information and knowledge to further a Town official's or Town employee's personal interests requires special consideration. Purchase and sales of real estate which might be regarded as speculation for quick profit ought to be avoided, particularly in situations where the Town official or Town employee may have inside or advance information as a result of his/her office or employment with the Town.

E. It is the duty of Town officials to faithfully discharge the duties of their offices. In the conduct of public business, no Town officials should be excused from voting except on matters involving consideration of their own official conduct, or where their personal or financial interests may create a conflict or an appearance of conflict.

1) It is the obligation of all Town officials to discharge their duties fully and faithfully. This includes voting on all matters coming before them even when such votes will not be popular, except in circumstances where the Town official is excused from voting due to a conflict or appearance of conflict under this Code of Ethics.

F. It is the duty of every Town official and Town employee to uphold and carry out the laws of the State of Maine and the lawful ordinances and policies of the Town. No Town official or Town employee shall knowingly take any action that would violate the laws of the State of Maine or that is inconsistent with the lawful ordinances and policies established by the Town.

1) Public Confidence. Town officials and Town employees should conduct themselves at all times so as to maintain public confidence in Town government and its lawful ordinances and policies. Town officials and Town employees should comply with the laws of the State of Maine and the ordinances of the Town and should conduct themselves in a manner consistent with duly adopted Town policies.

G. The penalties for violation of this Code of Ethics shall vary according to the type of position held.

1. **Elected Officials.** For elected officials, when a violation is found by the elected board of which the official is a member, the actions taken may range from a letter of reprimand by the Chair of the board, to a censure by a majority of the elected board, to a request for resignation from the elected position by a majority of the elected board.

2. **Appointed Officials.** For appointed boards, the same penalties shall apply as apply to elected officials, and, in addition, if the board or committee is appointed by the municipal officers of the Town, the municipal officers may remove an appointee for cause, after notice and public hearing, pursuant to 30-A M.R.S.A. §2601.

3. **Town Employees**. For employees of the Town, the penalties for violation of this Code of Ethics shall be governed by the Town's personnel policies, and collective bargaining agreements as applicable, which include but are not limited to appropriate progressive discipline up to and including suspension and termination.

H. **This Code of Ethics may be amended from time to time by a majority of the members of the Select Board of the Town.**

FY 23 Selectboard Goals with completed projects highlighted

	Selectboard Goal	Status	Anticipated Completion Date
1	Comprehensive Plan	Planning Days completed, Report being worked on and trail traffic calming being discussed	Completed and approved January 2024
2	Housing-Elderly, Low Income, Veterans	More discussion needed. State not working with municipalities to increase density housing and affordable housing.	Part of Comp Plan Process; January 2024 and part of GPCOG CDBG Grant
3	Berry Property	Part of comprehensive review	Part of Master Plan - July 2025
4	Private Roads	Town Meeting approval of requirements for plowing private roads and requirement to meet 1972 standards	Completed October 2022
5	Route 302 Corridor	Minimal progress made to date, part of Comprehensive Plan discussion	TBD
6	Salt and Sand Shed	Part of Discussion with Capital Improvement Plan during FY 23 Budget Process	FY 24 or FY25 or FY 26 based on final CIP
7	Reevaluation	Assessor recommends performing this function because of current ratios. RFP ready for distribution once approved at Town Meeting.	Completed June 2024
8	LED Street Lights	Contacted CMP for LED upgrade program and on future project list	Completed July 2023
9	Pleasant Lake Beach	Reconstruction phase RFP July 2022; Boat ramp and dock but June 30, 2022	TBD if project moves forward
10	Business Development		TBD
11	Abandoned and Dangerous Building Clean-up	1 in demolition RFP stage, 3 in the notice of violation stage and will be an on-going process.	Completed October 2023
12	Charging Station Fees	Hire company to manage Electric Charging Station Fees	Exploring Federal Grants for replacement of Level 1 chargers, July 2024
13	Valley Road Review	Discuss private roads as public road	TBD
14	Communications to the Public	Increasing Communications to the Public and use of multi-medias	Completed with hiring of Communication Coordinator
15	Survey's	Conduct survey's on substantial projects to determine community's priorities	TBD
16	Open Space	Increase participation in the Open Space Commission and provide them with clear objects	Still in progress, OSC working with Sebago Technics to develop master plan
17	Web Page	Updating of web page on a weekly basis	Completed with hiring of Communication Coordinator
18	Cell Phone Coverage/Repeater	Examine opportunities for increasing cell phone service within the village	TBD
19	Speed Bumps	For Leach Hill	TBD
20	Plan for Public Works	Develop a timeline/plan for implementation of Public Works	TBD
21	Plan for 2 to 5 year for Roadways	Develop a timeline/plan for road maintenance and repairs	Completed February 2024

FY 24 Selectboard Goals

	Selectboard Goal	Status	Anticipated Completion Date
1	Comprehensive Plan	Planning Days completed, Report being worked on and trail traffic calming being discussed	Completed January 2024
2	Housing-Elderly, Low Income, Veterans	More discussion needed. State not working with municipalities to increase density housing and affordable housing.	Part of Comp Plan Process; January 2024 and part of GPCOG CDBG Grant
3	Berry Property	Part of comprehensive review	Part of Master Plan - July 2025
4	Route 302 Corridor	Minimal progress made to date, part of Comprehensive Plan discussion	TBD
5	Salt and Sand Shed	Develop a Capital Improvement Committee for land/building Town projects	Conceptional Planning with occurring
6	Reevaluation	Assessor recommends performing this function because of current ratios. RFP ready for distribution once approved at Town Meeting.	Completed June 2024
7	Pleasant Lake Beach	Reconstruction phase RFP July 2022; Boat ramp and dock but June 30, 2022	TBD if project moves forward
8	Business Development		TBD
9	Charging Station Fees	Hire company to manage Electric Charging Station Fees	Exploring Federal Grants for replacement of Level 1 chargers, July 2024

10	Valley Road Review	Discuss private roads as public road	TBD
11	Survey's	Conduct survey's on substantial projects to determine community's priorities	TBD
12	Open Space	Increase participation in the Open Space Commission and provide them with clear objects	Still in progress, OSC working with Sebago Technics to develop master plan
13	Cell Phone Coverage/Repeat	Examine opportunities for increasing cell phone service within the village	TBD
14	Speed Bumps	For Leach Hill	TBD
15	Plan for Public Works	Develop a timeline/plan for implementation of Public Works	Site Review and conceptual plans being designed
16	Plan for 2 to 5 year for Road	Develop a timeline/plan for road maintenance and repairs	Completed 2/2024
17	Meeting Space	Research Development of Town Property into meeting facility	Approved June 2024, RFP Pending