



**Selectboard Regular Meeting Agenda  
January 7, 2025  
Regular Meeting @ 6:00 PM  
Casco Community Center**

**Regular Meeting**

- 1.** Review and approval of the meeting agenda
- 2.** Approval of bills and signing and approval of all open warrants
- 3.** Approval of Minutes: December 17, 2024
- 4.** Public Participation for non-Agenda items
- 5.** Manager's Update

**Old Business**

- 6.** The Selectboard will discuss updating the current fee structure.

**New Business**

- 7.** The Selectboard will consider a special Town Meeting warrant.
- 8.** The Selectboard will consider the appointment of Tom McCarthy to the Finance Committee
- 9.** The Selectboard will discuss the sign garage.
- 10.** The Selectboard will consider converting the current ad hoc committee to a permanent Casco Safe Streets Committee
- 11.** The Selectboard will consider modifications to the Board, Committee, Commission & Council appointment policy
- 12.** Selectboard Comments

**Executive Session**

- 13.** Adjournment

**Reminders to the Attending Public:** Selectboard meetings are open to the public, but the public may not speak unless recognized by the Board Chair or Vice Chair in their absence. Except during a public hearing, comment time is limited to 2 minutes per speaker during public participation or on agenda items. Matters related to personnel will not be heard.

**Future meeting dates (subject to change)**

January 7 @ 6:00 PM Selectboard Regular Meeting

January 13 @ 2:30 PM Site Plan walk-thru at 333 Roosevelt Trail

January 13 @ 6:30 Public Hearing on application Lake Region Brewing

January 21 @ 6:00 PM Selectboard Regular Meeting & Joint workshop with Planning Board

January 22 @ 6:00 PM Open Space Commission Meeting

January 27 @ 7:30 PM Planning Board Regular Meeting

January 28 @ 6:30 PM Special Town Meeting



## Town of Casco Selectboard Regular Meeting Minutes

December 17, 2024 at 6:00 PM

Casco Community Center

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### Regular Meeting

1. Review and approval of the meeting agenda

The Selectboard moved and seconded to approve the meeting agenda.

Motion made by Plummer, Seconded by Fernandes.

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

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

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

Motion made by Avery, Seconded by Fernandes.

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

3. Approval of Minutes: 12/3/24

The Selectboard moved and seconded to accept the minutes from the December 3, 2024 meeting as presented.

Motion made by Avery, Seconded by Fernandes.

Voting Yea: Avery, Connolly, Fernandes, Plummer

Voting Abstaining: MacDonald

4. Public Participation for non-Agenda items

David Kimball- Has discrepancies with tax maps and property lines. Would like to display at a future meeting.

Sam Brown- There is an Open Space meeting on 12/19/24 and will be rescheduling the January meeting. CPIC (Comprehensive Plan Implementation Committee) will be participating with Planning Board. Would like to have: Update on All the Raven building, Snowmobile Club Building, Purchase of Land, Explanation of budget.

## 5. Managers Update

- A. Another round of Community Resilience Partnership Community Action Grant is available and due by December 17<sup>th</sup>. With the assistance of Vanessa, Sarah Turner and CEBE, I anticipate applying for \$75,000 to build on the goals and strategies outlined in Casco's newly updated Comprehensive Plan, including "Protect Woods, Waters, and Open Space" and "Connect the Villages with Safe Streets and Trails." We will focus on mapping, analysis, and targeted implementation to enhance Casco's natural and recreational resources.
- B. At your next meeting, I plan on presenting the Selectboard with a draft budget schedule with the majority of the meetings occurring in March, as in previous years. I anticipate presenting my proposed budget to the Selectboard on March 4, 2025.
- C. The past few storms proved challenging for both C Pond Plowing and our Public Works crew. These consecutive storms required the same level of service as any major storm and fatigued staff for both groups. The Public Works team was even more challenged with one of the drivers being out sick for all the storms, but a Bulky Waste employee temporarily assigned to Public Works greatly assisted with the shoveling, snow blowing and maintaining of Town grounds.
- D. I am still representing the Town of the COLAB between Casco, Naples, Raymond, and Sebago. This group is additionally being assisted by GPCOG and Sebago Fiber. The ultimate goal of the group is developing a municipal/private business partnership for delivering fiber optic internet to various portions of these communities. Sebago already received a substantial grant for the installation of fiber optics because of being under served. Raymond already approved funding for the development of a fiber optic loop with Sebago Fiber. The next stages would be Casco and Naples financially committing to expansion in our communities during 2026 or 2027. If the community and Selectboard support this future expansion, we will need to include funding within our FY26 and FY27 budgets. I am seeking guidance from the Board if they would like Sebago Fiber to attend a January meeting to provide the Board and public with additional information about their recent partnerships and opportunities with Casco and Naples. The anticipated municipal commitment would be in the area of \$250,000 raised over two (2) years.
- E. As part of the FY25 budget, I will propose a formal pay scale that is based on each position's grade, experience level and wages related to their position. If accepted, this wage scale provides employees and prospective employees with clear pay expectations as they gain experience. Instead of just using a COLA which keeps an employee at a plateau for the duration of their employment, it

provides continued growth. Obviously any step increase would be dependent on satisfactory appraisals/evaluations.

- F. During the November 5, 2024, general election, we had 121 new voters to Casco register and an additional 44 complete change of addresses.
- G. Plowing hours
- H. Vehicle problems-Town Vehicle down and white plow truck \$13,000 in recent repairs
- I. Software upgrade to Town Office. Trio web now and we also upgrading to Government windows. Will be able to charge almost any fee via the web and able to use a electronic check for a flat fee. Current charge 2.5% or a minimum of \$1 with Inform ME. Will also be switching to TimeClock plus. All interface with Trio web

### Old Business

- 6. The Selectboard will consider applicants for Alternate position on Planning Board.  
The Selectboard moved and seconded to appoint David Fowler for the position of Alternate Planning Board Member with term to expire June 30, 2027  
Motion made by Avery, Seconded by Plummer.  
Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer
- 7. The Selectboard will discuss potential contract zoning for Casco Public Library  
Discussion only. No action was taken.
- 8. The Selectboard will discuss of the work of the Ad Hoc Committee and the proposed Complete Streets Policy.  
The Selectboard moved and seconded to approve the Complete Streets Policy as presented.  
Motion made by Avery, Seconded by MacDonald.  
Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer
- 9. The Selectboard will discuss stormwater control system for Town Office and adjacent Town Properties.  
The Selectboard moved and seconded to use funding from the Tenney Hill Wastewater fund for the stormwater control system for Town Office and adjacent Town Properties for the FY 26 budget, noting this item will still require Town Meeting approval.  
Motion made by MacDonald, Seconded by Fernandes.  
Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

10. The Selectboard will discuss the FY2026 road projects

The Selectboard moved and seconded to approve the FY 2026 Road projects for the Edwards Road and have the Town Manager facilitate the RFP for these projects. Funding for these projects still pending Town Meeting approval.

Motion made by Avery, Seconded by Plummer.

Voting Yea: Avery, Connolly, MacDonald, Plummer

Voting Nay: Fernandes

11. The Selectboard will discuss a proposed strategic surveys options proposed by GPCOG

The Selectboard moved and seconded to authorize the Town Manager to sign an agreement with Greater Portland Council of Government for proposed strategic surveys options proposed.

Motion made by MacDonald, Seconded by Avery.

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

12. The Selectboard will discuss a senior tax credit ordinance.

The Selectboard appointed Robert MacDonald and Scott Avery to a subcommittee with Town staff to develop the framework of a senior tax credit ordinance.

**New Business**

13. The Selectboard will consider re-appointing Penny Bean as Registrar of Voters for a term expiring 12/31/2026.

The Selectboard moved and seconded to re-appoint Penny Bean as Registrar of Voters for a term expiring 12/31/2026.

Motion made by Plummer, Seconded by Avery.

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

14. Selectboard Comments

Scott Avery- It is tome for DOT to come in with us regarding 121- "enough is enough". Would like to wish everyone a happy holiday season and thank everyone for their support.

Mary Fernandes- Happy Holidays and thank you to everyone.

Bob MacDonald- Excited about the excitement and participation in this town.

Gene Connolly- Reminder of meeting dates.

**Executive Session**

15. It was moved and seconded at 7:24 pm to enter Executive Session pursuant to 1 M.R.S.A.405(6)(F) Poverty Abatement Requests- Case 03/05/2024A

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

16. It was moved and seconded at 7:24 pm to enter Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 12/03/2024A & 12/03/2024B

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

It was moved and seconded to exit Executive Session at 7:26pm

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

17. Adjournment

It was moved and seconded to adjourn at 7:27pm

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

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**Future meeting dates (subject to change)**

**1/7/2025 6:00pm Selectboard Regular Meeting**

**1/21/25 6:00 pm Selectboard Regular Meeting**

**1/28/25 6:30 pm Special Town Meeting**



**Manager's Memorandum  
January 7, 2025, Selectboard Meeting**

Item 5.#

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 01-02-2025  
Re: Selectboard meeting 01-07-2025

Below are notes for agenda items for the January 7, 2025, meeting

**5. Managers Update**

- A. Included in the Selectboard packet is a letter sent from Hancock Lumber to all their property abutters reference a potential expansion of their current compound. Further information will be provided to the public in a DEP public meeting being held on January 15, 2025, at the Casco Community Center. Additionally, representatives from Hancock Lumber and Sebago Technics will be present at the joint workshop of the Selectboard/Planning Board on January 21, 2025.
- B. As part of the FY25 budget, I will propose a formal pay scale that is based on each position's grade, experience level and wages related to their position. If accepted, this wage scale provides employees and prospective employees with clear pay expectations as they gain experience. Instead of just using a COLA which keeps an employee at a plateau for the duration of their employment, it provides continued growth. Obviously, any step increase would be dependent on satisfactory appraisals/evaluations.
- C. Over the past few months, the Town faced significant challenges with two vehicles. The Town Office Ford Explorer recently failed a State inspection and the costs associated with the required repairs are prohibitive. The Town is also experiencing similar problems with the 2014 Plow vehicle purchase in 2021 from Raymond. Last year, the Town spent approximately \$12,000 on repairs to this truck. The Truck is currently being repaired with an anticipated costs of \$13,000. The Town has been fortunate, because this trucks route has been handled by the 1-ton truck due to the light nature of the storms. This truck could not handle a substantial snowstorm.
- D. Several significant software upgrades to the Town Office are occurring. Trio web was recently installed. This makes our primary operating system web based and not solely reliant on our server. Trio is in the process of requiring this transition for all software users and they are ceasing support of the previous versions next

**TOWN OF CASCO**  
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[www.cascomaine.org](http://www.cascomaine.org)

year or two. We are also upgrading our digital payment systems to Government Windows. This system will allow us to charge almost any fee via the web and able to use an electronic check for a flat fee. We currently have limitations on electronic payments with Inform ME. Inform ME current charges 2.5% or a minimum of \$1 in fees for State based licensing or registrations. The fees associated with Government Windows are also 2.5% but a flat fee of \$2.75 for electronic checks. We will also be switching to Time Clock Plus for our time clock server. This software directly communicates with Trio and will eliminate the necessity for data from our time clock to Trio.

- E. The Casco Naples Bulky Waste facility construction is completed, and the facility will be opening up on January 10<sup>th</sup> for the public. The necessary upgrades to the drainage system have already paid immediate dividends with the recent rainstorms.
- F. The next Casco Naples Transfer Station Council meeting is scheduled for Thursday January 9 at 6:00 pm. This meeting is being held at the Naples Town Office. The majority of the agenda will focus on DEP requirements and their initial budget discussion.
- G. At your next meeting (January 21<sup>st</sup>), I will present a proposed budgetary workshop schedule for your approval. Included with your memorandum is the draft that I will present.
- H. As authorized by the Selectboard, I am meeting with Mike Morse and Bill Gerrish regarding the stormwater design for the Town properties near Parker Pond. I will provide more details at the meeting.

## Old Business

### 6. The Selectboard will discuss updating the current fee structure.

Included in your packet is a list of fees and fines that are connected to ordinances. If the Selectboard wants to update these fees/fines it would require ordinance changes. If The Board wishes, staff can begin this updating process for a June 2025 Town Meeting, or this could be the later portion of any fee restructuring.

The options for completing this process are:

- Accepting as presented minus the ordinance required changes
  - Having staff move forward with implementing the non-ordinance-based changes with additional Selectboard guidance
  - Making a subcommittee of the Selectboard to review and make additional recommendations
- **Managers Memorandum Page 2**



- Assigning to the Finance Committee to review and making recommendations for further Selectboard action

## **New Business**

### **7. The Selectboard will consider a special Town Meeting warrant.**

Included in your packet is the warrant for the Special Town Meeting on January 28<sup>th</sup>. The warrant contains only 5 articles with 3 being action-based decisions by the residents.

### **8. The Selectboard will consider the appointment of Tom McCarthy to the Finance Committee.**

Tom McCarthy has requested to become a member of the finance committee. I have spoken to the current 5 members (Sue Witonis, Tom Mulkern, Barbara Durr, Caroline Drew, and Maureen McAllister) and all are interested in returning to the committee. If you wish to appoint Mr. McCarthy, you will need to alter the Board, Committee, Commission & Council Appointment policy. The current policy states that the Finance Committee shall

consists of 5 members. If you wish to modify, I recommend expanding this committee to 7 members. This modification is included in the red-lined version of the policy related to item # 11 on this agenda.

The role of the Finance Committee may be further discussed if the Selectboard wishes to expand their roles beyond the budget process. They could be a substantially more active committee by reviewing policies related to revenues (as mentioned above); working with information derived from GPCOG's capital improvement/strategic planning survey and providing the Town Manager and Selectboard recommendations; and other priorities identified by the Selectboard.

### **9. The Selectboard will discuss the sign garage.**

I was contacted by the Crooked River Snowmobile Club related to the Town Garage located directly in front of their club house. They advised that they had an agreement with Dave Morton to either move the garage or raze the garage upon completion of their club house. I cannot find any documentation of this agreement and Crooked River Snowmobile Club stated it was a verbal agreement between the two (2) parties.

I have included the signed agreement between the two parties and this discussion is not covered in the agreement. According to Jensen Baird, this agreement that Crooked River Snowmobile Club is the owner of the building while they occupy it. Once they cease operating within this building, the building becomes Town property. The land which the building belongs to the Town and the Club is leasing the right to use this land.

**10. The Selectboard will consider converting the current ad hoc committee to a permanent Casco Safe Streets Committee.**

At the last Selectboard meeting, the Board appeared to believe the necessity for expanding the Ad Hoc Safe Street Committee to a fully recognized Committee. The Selectboard has the authority to create the necessary committees as they believe necessary. A positive vote by the Selectboard at this meeting would create the Safe Streets Committee.

The next phases of implementation would be modifying the Board, Committee, Commission & Council Appointment policy to include the Safe Street Committee. The third phase would be contacting the current "Ad Hoc" committee and determine their willingness to accept a multi-year appointment to the newly formed Safe Street Committee.

I also included a copy of the recently approved Safe Street Policy. The Selectboard approved this policy at your December 17<sup>th</sup> meeting, but I failed to have you officially sign the policy and I am requesting this occur during any action towards this agenda item.

**11. The Selectboard will consider modifications to the Board, Committee, Commission & Council Appointment policy.**

Included in your packets is a red line version of the above policy. Several of the changes have been mentioned previously in other agenda items. However, there are other administrative modifications that are included that include, but not limited to:

- Changes in the Comp Plan encouraging citizen participation in town government to the current plan dated January 30, 2024
- Recognizing that the Transfer Station Council is given their authority by the Interlocal Agreement between the Town of Casco and Town of Naples dated June 28, 2016.
- Recognizing the Selectboard meets twice a month
- Other minor administrative changes reflect current practices.



## Holiday Update to Our Neighbors and the Community

December 20, 2024

Hello Hancock Lumber Neighbor!

With the holidays quickly approaching, I wanted to reach out to wish you and your family a happy, healthy, and safe holiday season.

Hancock Lumber has a rich history in Casco, spanning seven generations, and we are proud to have remained deeply rooted in this community since 1848 when our original sawmill was built prior to the Civil War. Committed to being locally owned and managed, the Hancock Family remains embedded in the community and business with three generations of owners - Carol Hancock (5th generation), Kevin + Alison Hancock (6th generation), and daughters, Abby Doherty and Sydney Hillman (7th generation).

Our mission is to enhance the lives of the people who work at Hancock Lumber and give back to the communities we're a part of—and, with that in mind, I wanted to connect with you to share some news about Hancock Lumber's future plans for our Casco Campus on Poland Spring Road / Route 11. Over the next several years, we will embark on a three-phase development project aimed at enhancing our operations, while reinforcing our commitment to the community as we expand our Casco Campus footprint. These projects will not only improve our facilities, but also create additional job opportunities in Casco and increase town revenue.

### Overview of the Projects + Anticipated Timelines:

#### *Phase I: New Components Manufacturing Facility*

The first phase of our project will focus on constructing a new Components Manufacturing Facility adjacent to our Home Office, where we will manufacture building components to be sold through our lumberyard network. We are working with Sebago Technics of Bridgton on the DEP and Town of Casco Planning Board approval process and anticipate the following overall timeline:

- Week of January 13-17, 2025: Maine DEP public informational meeting will be held at the Town Offices.
- January 21, 2025: Town of Casco Select/Planning Board workshop.
- February 2025: preliminary project review by the Planning Board.
- First half of 2025: DEP and Planning Board Approval Process.
- Late summer / early fall 2025: Assuming approval, Phase I of construction begins.

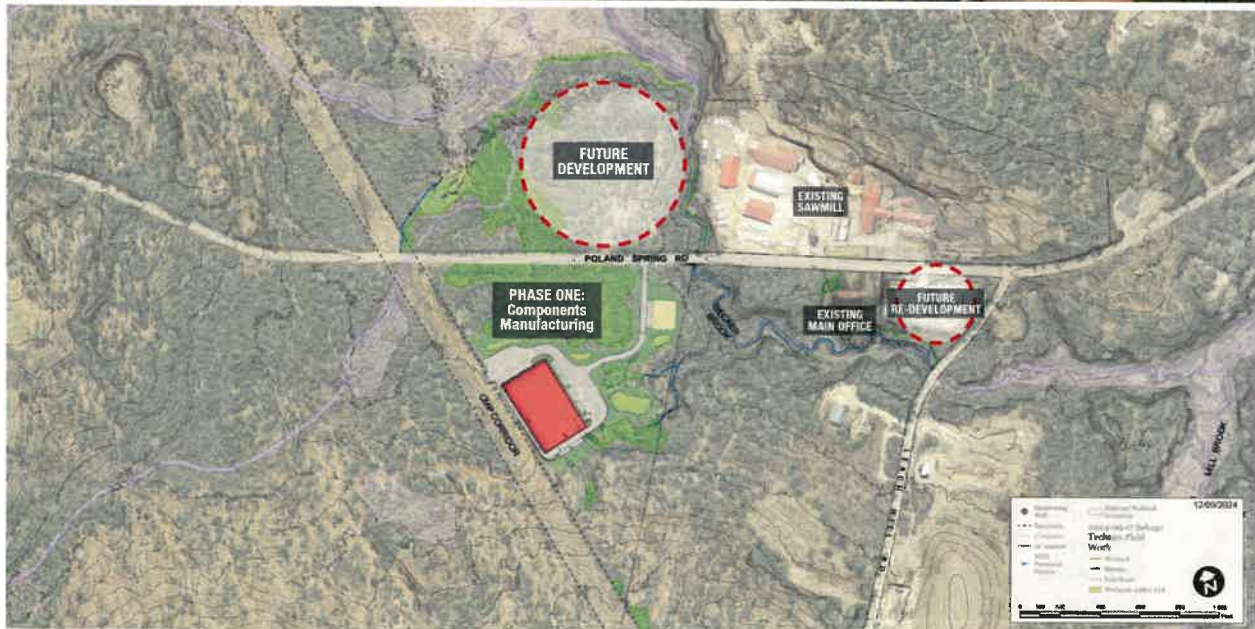
Our long-term vision also includes the following:

- **Phase II: New Hancock ProFinish and Pine Distribution Facility:** looking ahead, this second phase includes building a new Hancock ProFinish and Pine Distribution facility to be located across the brook, adjacent to the existing Mill.
- **Phase III: Casco Lumberyard Redevelopment:** the third and final phase of the Casco Campus redevelopment plan involves modernizing our existing Lumberyard at its current location on Poland Spring Road.

The visuals on page two provide you with a general overview of the project, all of which will be accessed via Route 11.



# CASCO CAMPUS MASTER PLAN



PREPARED BY  
**SEBAGO**  
TECHNICS

Team Hancock takes pride in our longstanding history in Casco and remains focused on being locally and independently owned and committed to this community we all call home.

We look forward to sharing more details with you in January, but if you have any immediate questions, please do not hesitate to reach out to me.

Thank you,

Paul Wainman  
President + CEO  
pwainman@hancocklumber.com

Town	Casco Current	Casco Proposed	Raymond	Naples	Poland
<b>Fees</b>					
<b>PHOTO COPIES</b>					
B/W per page	\$0.50	\$0.50	\$0.50		
Color per page	\$1.00	\$1.00			
Printed Doc per page	\$0.25	\$0.25			\$5.00 up to 35 pages, \$10.00 36 to 50 pages
Deeds	\$2.00	\$2.00			
<b>FAXES</b>					
Cover Sheets					
Incoming First Page	\$2.00	\$2.00			\$0.50
Incoming Following Pages	\$1.00	\$1.00	\$1.00 per page	\$1.00	
Outgoing First Page	\$3.00	\$3.00	\$2.50 per page	\$2.00	\$5.00
Outgoing Following Pages	\$1.00	\$1.00			\$1.00
<b>Maps</b>					
Full Set of Large Tax Maps	\$250.00	\$250.00	\$150.00		\$500.00
Full Set of Reduced Tax Maps	\$100.00	\$100.00			\$60.00
Individual Black & White Copies of Reduced Tax Maps	\$2.00	\$2.00	\$1.00		
Individual Color Copies of Reduced Tax Maps	\$4.00	\$4.00			
Large Zoning Maps (Requires Ordering; wait time)	\$20.00	\$20.00			
Large Map of Town 11" x 17" (Black & White)	\$10.00	\$10.00	\$1.50		\$2.00 ea
Large Map of Town 11" x 17" (Color)	\$15.00	\$15.00			
Street Map With Index	\$2.00	\$2.00			
Street Map With No Index	\$1.00	\$1.00			
Town	Casco	Raymond	Naples	Poland	
<b>Books and Lists</b>					
Commitment Book (Paper)	\$100.00	\$500.00		\$40.00	
Commitment Book (Disk)	\$50.00	\$100.00		\$20.00	
Map & Lot List - Names and Addresses by Alpha or Number (Paper)	\$100.00	\$100.00			
Map & Lot List - Names and Addresses by Alpha or Number (Disk)	\$50.00	\$50.00			
Full Code of the Town of Casco (Available On-Line For No Fee)	\$80.00	\$80.00		\$25.00	
Zoning/Land Use Book (Available On-Line For No Fee)	\$20.00	\$20.00			
Sub-Division Ordinance (Available On-Line For No Fee)	\$20.00	\$20.00			
Comprehensive Plan	\$15.00	\$15.00		\$20.00	
<b>GENERAL</b>					
Credit card fee		4%			
Returned Checks (Per Occurance)	\$35.00	\$35.00	\$35.00	\$20.00	\$25.00
<b>Notary Services</b>					
Per Notary Signature - Resident		Free			\$4.00
Per Notary Signature - Non-resident	\$2.00	\$2.00	\$2.50		
Victualer's License	\$10.00	\$10.00			
DBA Filing	\$10.00	\$10.00			
Credit Card Charge Fee					
<b>VITAL RECORDS</b>					
	Set by State Law	Set by State Law			
Town	Casco	Raymond	Naples	Poland	
<b>Freedom of Access ACT (Municipal Public Records)</b>					
1st two hour Of Staff Time		\$0.00		Free	
Additional Staff Time	\$15.00 / hr	25.00 /hr		\$15.00 / hr	
If Cost Estimate More Than \$100.00 (50% Due prior to commencement)				X	

<b>Registered Voters List (Names and Address)</b>		Set by State			
Hard Copy					\$55.00
Disk /CD					\$20.00
<b>Concealed Weapon Permit</b>		Set by State			
<b>Liquor Licenses</b>		\$60.00		\$50.00	\$100.00
Application		\$50.00	\$10		
Advertising with Public Hearing Application		\$100.00	\$100		
Temporary Liquor License Application (catering)		\$50.00	\$10		\$15.00
<b>Marijuana Facilities Annual license</b>					
Adult Use Marijuana Store new license		\$10,000.00			
Adult Use Marijuana Store renewal license		\$2,500.00			
Marijuana Cultivation Facility – Tier 1 (Up to 500 square feet plant canopy)		\$1,000.00			
Marijuana Cultivation Facility – Tier 2 (500-2,000 square feet plant canopy)		\$2,500.00			
Marijuana Cultivation Facility – Tier 3 (2,000-7,000 square feet plant canopy)		\$5,000.00			
Marijuana Cultivation Facility – Tier 4 (7,000-20,000 square feet plant canopy)		\$7,500.00			
Marijuana Manufacturing Facility		\$2,500.00			
Marijuana Manufacturing – High Hazard (manual or chemical)		\$5,000.00			
Medical Marijuana Registered Caregiver–cultivation conducted on site		\$300.00			
Medical Marijuana Caregiver (Home Occupation) – cultivation not conducted on site		\$100.00			
Medical Marijuana Caregiver Retail Store		\$5,000.00			
Medical Marijuana Dispensary per location		\$5,000.00			
Marijuana Testing Facility		\$3,500.00			
<b>Permits/Businesses</b>					\$10.00
<b>Food services (restaurants, catering, etc).</b>			\$50		
Victualer License - Food Only (no Liquor)		\$100.00	2.5% through Time Warner		
Victualer License - With onsite consumption of beer & wine		\$250.00	\$10		
Victualer License - With onsite consumption of liquor		\$400.00	\$50		
Victualer License - Nonprofit Organization		\$1.00	\$50 plus \$1 per person plus legal advertisement		
Off-Premises Catering License		\$10 per day	\$50 plus legal advertisement		\$15.00
			\$500		
			\$250		
<b>Town</b>	<b>Casco</b>	<b>Raymond</b>	<b>Naples</b>	<b>Poland</b>	
<b>STREET/MOBILE VENDOR LICENSE</b>	100.00			\$500.00/yr	
<b>Mass Gathering</b>	\$50.00/ event		No Fee – One Time Event	\$50.00 / event	

<b>Mass Gathering License Violation Penalties</b>		\$500.00			\$500.00 / day min \$2500/ day max
<b>Auto Graveyard, Junkyard, Storage Lot</b>					
Greater Than 100 Feet From Highway		\$250.00			\$75.00
Less than 100 Feet From Highway		\$500.00			\$300.00
<b>Community Center</b>					
Key Deposit	\$25.00	\$25.00			\$15.00
Non refundable Depsoit					\$50.00/ use
Refundable Cleaning Depsoit					\$75.00
<b>Meeting Rooms/Craft and Game Room</b>					\$25.00
Non-profits	\$10.00/hr \$100 Max	\$10.00/hr \$100 Max			
Residents	\$20.00/hr \$100.00 Max	\$20.00/hr \$100.00 Max			\$25.00/hr min 2 hrs
Non-Residents	\$40.00/hr \$200.00 Max	\$40.00/hr \$200.00 Max			\$40.00/hr min 2 hrs
For profit use		\$50.00/hr \$500.00 max			\$50.00 / hr min 2 hrs
<b>Kitchen</b>					
Non-profits	\$10.00 /hr \$100 Max	\$10.00 /hr \$100 Max			
Residents	\$20.00/hr \$100.00 Max	\$20.00/hr \$100.00 Max			
Non-Residents	\$40.00/hr \$200.00 Max	\$40.00/hr \$200.00 Max			
<b>Gym ( Athletic Events Only)</b>					
Non-profits	\$10.00 /hr \$100 Max	\$10.00 /hr \$100 Max			
Residents	\$200.00per event/day	\$20.00per event/day			
Non-Residents	\$300.00per event/day	\$300.00per event/day			
Custodial Fee ( determined by Rec Dir)	\$50.00/Occ	\$50.00/Occ			
<b>Town</b>		<b>Casco</b>	<b>Raymond</b>	<b>Naples</b>	<b>Poland</b>

Town	Casco	Raymond	Naples	Poland
<b>Animal Control Related</b>				
<b>Dog Licensing Fees</b>				
<b>In Person</b>				
Spayed/Neutered Dogs	\$6.00 per dog/yr	\$6.00 per dog/yr		
Dog NOT spayed/neutered	\$11.00 per dog/yr	\$11.00 per dog/yr		
<b>Online</b>				
Spayed/Neutered Dogs	\$7.00 per dog/yr	\$5.00 per dog/yr		
Dog NOT spayed/neutered	\$12.00 per dog/yr	\$10.00 per dog/yr		
<b>Board for Animals Picked up by ACO</b>				
		\$25.00 per day		
<b>Impound Fees</b>				
First Offense	\$50.00	\$50.00	\$50	
Second Offense	\$100.00	\$100.00	\$75	
Third Offense	\$125.00	\$150.00	\$100	
Each additional Offense	\$125.00	\$200.00		
Town	Casco	Raymond	Naples	Poland
<b>Commercial Construction</b>				
New Construction - (Per Square Foot)	\$0.35	\$0.35	\$0.50	\$0.40
Abutter Notification	\$0.50	\$0.50		\$20.00 + \$10.00 / 1K
Alterations:				\$0.75
\$0.00 to \$500.00	\$50.00	\$50.00		
\$501.00 to \$1,000.00	\$70.00	\$70.00	\$65.00	
\$1,001.00 to \$5,000	\$100.00	\$100.00	\$85.00	
\$5,001.00 to \$10,000.00	\$150.00	\$150.00	\$125.00	
\$10,001.00 And Over	\$150 + \$5.00 /1K	\$150 + \$5.00 /1K	\$125.00 + \$10.00/\$1k	
<b>Solar Field</b>				
Up to 110,00 sqft		\$ .40/sqft		\$40.00 /sqft
110,000 sqft and above		\$.40/sqft up to 110,000 then \$.10 /sqft		\$.40 up to 110,000 then \$.10/sqft
<b>Towers:</b>				
First 100 Feet	\$100.00	\$500.00		
Next 50 Feet	\$250.00	\$250.00		
Last 30 Feet	\$500.00	\$100.00		\$ .30/sqft
<b>Residential Construction</b>				
New Construction - Finished (Per Square Foot)	\$0.30	\$0.30	\$0.40	
New Construction - Unfinished (Per Square Foot)	\$0.20	\$0.20	\$0.30	\$40.00
Abutter Notification	\$0.50	\$0.50		\$50.00
Alterations:				\$60.00
\$0.00 to \$500.00	\$20.00	\$20.00		\$60.00 + 5.00 /1K
\$501.00 to \$1,000.00	\$30.00	\$150.00		
\$1,001.00 to \$5,000	\$60.00	\$350.00		\$20.00
\$5,001.00 to \$10,000.00	\$100.00	\$500.00		\$25.00
\$10,001.00 And Over (Plus Additional \$4.00 For Each \$1,000.00 Over \$10,000.00)	\$100.00	\$500.00 +		\$5.00 / 1K
Occupancy Permit				
Chimneys	\$25.00	\$150.00		
Demolition	\$25.00	\$100.00		
Signs	\$25.00	\$25.00		
Swimming Pools	\$25.00	\$25.00		\$25.00
<b>Plumbing</b>				
State of Maine Fees		State Set fee		
Town Administration Fees	\$50.00	\$50.00		\$25.00
Internal plumbing				\$10.00 per fixture
				\$15.00 per fixture
Town	Casco	Raymond	Naples	Poland
<b>Permanent Underground Service Non-Engineered</b>				
		\$40.00		



Complete System		\$300.00			\$265.00	\$250.00
Leach field Only		\$175.00			\$150.00	\$150.00
Treatment Tank Only		\$175.00			\$150.00	\$150.00
Holding Tank		\$125.00				\$100.00
<b>Engineered</b>						
Complete System		\$225.00				\$200.00
Leach field Only		\$175.00				\$150.00
Treatment Tank Only		\$100.00				\$80.00
Holding Tank						N/A
Primitive System		\$150.00				\$100.00
Separate Grey Disposal Field		\$150.00				\$35.00
Seasonal Conversion		\$75.00				\$50.00
Variance (additional)		\$50.00				\$20.00
Alternative Toilet		\$75.00				\$50.00
DEP-Subsurface Wastewater Requirement		\$50.00				\$15.00
Other Components (Complete Pump Station, Piping, Other)		\$50.00				\$30.00
<b>New Construction, Renovations, Additions (cost per square foot)</b>				\$0.05	\$25.00	
<b>HVAC Permit</b>		\$100.00		\$20.00 for first \$1K, +\$5.00 /\$1K		
<b>Electrical Upgrade</b>						
<b>Residential</b>						
Application						\$35.00
Service Entrance – Temporary						\$25.00
Service Entrance – Permanent Overhead						\$27.00
Service Entrance – Underground						\$40.00
New Construction, Renovation, Additions per Sq. ft.						\$0.05
Miscellaneous Equipment: Transformers, Pumps, Generators, Split Systems, Subpanels, Pools, Solar Powered Systems, Signs, Alarm Systems, Other...						\$35.00 / per

Town	Casco	Raymond	Naples	Poland
<b>Commercial</b>				
Application				\$50.00
Service Entrance – Temporary				\$40.00
Service Entrance – Permanent Overhead				\$45.00
Service Entrance – Underground				\$65.00
New Construction, Renovation, Additions per Sq. ft.				\$0.10
Miscellaneous Equipment: Transformers, Pumps, Generators, Split Systems, Subpanels, Pools, Solar Powered Systems, Signs, Alarm Systems, Other...				\$50.00 / per
<b>Shore Land Zone</b>	\$25.00	\$25.00	\$50.00	\$25.00
Tree Permit		\$75.00		\$25.00
Accessory Structure		\$75.00		
Wells – Residential in SLZ		\$75.00		\$25.00
Docks		\$25.00		
<b>Minimum Permit Fee</b>		\$25.00		
<b>Mooring Fee</b>	\$10.00 /yr	\$20.00 /yr		
<b>Campsite (personal)</b>		\$0.00	\$50.00/yr	
<b>Campsite (rental to public)</b>		\$50.00		
<b>Campgrounds</b>		\$50.00 + \$5.00 per site	\$75.00/yr	
<b>Change of Use</b>				\$50.00
With Reno		\$50.00	\$50.00	
Without RENO		\$.50 per Sqft or min \$50.00	\$.50 per Sqft or min \$50.00	\$25.00
Town	Casco	Raymond	Naples	Poland
Docks Initial installation	\$50.00		.25 / sqft	
Road Opening	\$75.00 plus \$1.50 per sqft	\$75.00 plus \$1.50 per sqft		\$100.00
Road Name Change	\$75.00	\$75.00	\$25.00	
Re-inspection Fee After the Fact Permit	\$100.00 per visit 2X standard Fee	\$100.00 per visit		
<b>Planning Board and Zoning Board of Appeals</b>				
Commercial Initial permit			\$100.00	
Commercial Annual Permit			\$50.00	
Aquatic Structure (non-commercial)			\$50.00	
<b>Preliminary Subdivision Plan</b>				
Immediate Family Subdivision	\$100.00			
Residential Subdivision Review	\$500.00 + \$500.00 per proposed lot		\$500.00 + \$500.00 per proposed lot	
Commercial Subdivision Review	\$750.00 + \$750.00 per proposed lot		\$750.00 + \$750.00 per proposed lot	
Sketch Plan Review	\$75.00		\$75.00	
Planner Escrow (Minor Application) <sup>3</sup>	\$1,000.00		\$1,000.00	
Planner Escrow (Major Application) <sup>3</sup>	\$2,000.00		\$2,000.00	
<b>SITE PLAN REVIEW - PLANNING BOARD</b>				
Up To 10,000 Feet Of Gross Floor Area	\$250.00	\$100.00	\$400	

Escrow Desposit**	\$1,000.00	\$1,000.00		
<b>Over 10,000 Feet Of Gross Floor Area</b>	\$500+ \$25.00 / 1K	\$250	\$400+ \$25.00 / 1K	
Escrow Desposit**	\$2,000.00	\$2,000.00		
Staff Review	\$150.00	\$75.00		
Staff Review Escrow	\$1,000.00	\$1,000.00		
Modification of an approved Plan	\$150.00		\$100.00	
<b>DEVELOPMENT WITHOUT BUILDINGS</b>	\$250.00		\$400	
Escrow Desposit**	\$1,000.00			
<b>Contract Zone</b>	\$1000.00 + \$750.00 per proposed lot			
Impact Assessment staff review	\$25.00/ hr			
Escrow Desposit**	\$2,000.00			
<b>Town</b>	<b>Casco</b>	<b>Raymond</b>	<b>Naples</b>	<b>Poland</b>
<b>AMENDMENT TO APPROVED SUBDIVISION</b>	\$500.00			
Escrow Desposit**	\$1,000.00			
<b>REQUEST TO CHANGE ZONE CLASSIFICATION</b>	\$250.00			
Escrow Desposit**	\$500.00			
<b>REMOVE PROPERTY FROM ACQUIFER</b>	Town Waiver Application Fee			
Staff Review	\$25.00 /hr			
Escrow Desposit**	\$500.00			
<b>Appeals ( fee returned if appeal approved)</b>		\$100		
Commercial	\$750.00	\$235		
Residential	\$200.00			
Escrow Desposit**	\$500.00	\$500		
<b>Cemetery Prices</b>				
Resident - 1 plot (includes perpetual care)		\$400		
Non-Resident - 1 plot (includes perpetual care)		\$1,000		
Violating any provisions of the Cemetery Ordinance. Each day a violation occurs shall be deemed a separate offense.			Not less than \$100 and not more than \$2,500, plus attorney fees & costs	
Disposition of Human Remains	\$20.00			\$20.00

Town	Casco	Raymond	Naples	Poland
<b>Fire Department</b>				
Fire Report Request		\$25		
Patient's Treatment Record	\$5 for 1 <sup>st</sup> page & \$.45 for each additional, not to exceed \$250			
<b>Inspection of New Construction</b>				
Less than 10,000 square feet or 100,000 cubic feet		\$70		
More than 10,000 square feet or 100,000 cubic feet		\$90		
<b>Inspection of Existing Construction</b>				
Less than 10,000 square feet or 100,000 cubic feet		\$40		
More than 10,000 square feet or 100,000 cubic feet		\$60		
<b>Inspection of Additions/Alterations</b>				
Less than 10,000 square feet (regardless of existing size)		\$20		
More than 10,000 square feet or 100,000 cubic feet		Required to use the fee schedule for new construction more than 10,000 square feet		
Review of Subdivisions		\$60		
Review of Each House in Subdivision after Completion		\$15		
Inspection of Public Shows/Events		\$10		
Annual/bi-annual Inspections of Campgrounds, Schools, Summer Camps, Liquor Licenses		Free		
Bi-annual Inspection of Businesses, Churches, Town Buildings		Free		
Re-inspection for Violations		\$10 per inspection		
<b>Motor Vehicle Accident Billing (FEMA rates per hour)</b>				
Engine	\$200	\$200	\$350	\$135.00
Ariel Truck			\$500	
Ambulance	\$125	\$125	\$200	\$100.00
Squad (Rescue)	\$250	\$250	\$400	\$200.00
Tanker	\$125	\$125	\$200	\$120.00
Service Truck / Command Vehicle	\$175	\$175	\$100	\$110.00
Firefighter	\$35	\$35		\$35.00 / hr
EMT	\$35	\$35		\$35.00/ hr
Foam	\$750	\$750		\$85.00 / bucket
Mutual Aid Paramedic Intercept	\$250	\$250	\$300	\$275

<b>Chapter Title</b>	<b>Zoning Section</b>	<b>Subsection Title</b>
General	Section 1-9	Sale of Codes; Supplementation
General	Section 1-10	Penalties for Tampering with Code
Animals	Section 7-4	Disturbing the Peace/Dangerouse Dog
Beach Use	Section 16-3	Violation and penalties
Cable Television	Section 28-4	Dgeneral Cable
Fire Dept.	Section 49-3	New Installations (Fire Access Equipt.)
Fire Dept.	Section 49-13	Automatic Adjustment of Mitigation
Fire Dept.	Section 49-22	Cost Recovery Billing Rates and Fees
General Assistance	Section 55-3.2	Confidentiality of GA Information (fines)
General Assistance	Section 55-6.3	Verificiation (GA)
Hazardous Material	Section 62-16	Appeals;Violation and Penalties (Hazardous Material)
Hazardous Material	Section 62-17	Permit Application fee (Hazardous Material)
Mass Gathering	Section 91-5	License required; fee and procedure
Mooring Regulations	Section 98-7	Mooring Standards
Mooring Regulations	Section 98-11	Enforcement; violations and penalties
Short Term Rentals	Section 139-3	Registration; annual renewal necessary
Short Term Rentals	Section 139-5	Complaints, penalties, violations and enforcement
Vehicles and Traffic	Section 170-8	Parking on Certain Public Ways/Enforcement; violations and penalties
Vehicles and Traffic	Section 170-16	Posted Ways/Administration and Violations
Solid Waste	Section 178-8	License fees
Solid Waste	Section 178-12	Violation and penalties
Municipal Waste Floodplain Management	Section 178-19	Fees; violations an penalties
Floodplain Management	Section 200-4	Application fees and expert's fees
Floodplain Management	Section 200-10	Enforcement and penalties
Subdivision of Land	Section 210-5.1	Preliminary Plan Fee for Minor Subdivision
Subdivision of Land	Section 210-6.1	Preliminary Plan Fee for Major Subdivision
Subdivision of Land	Section 210-6.1	Preliminary Plan Fee for Major Subdivision
Subdivision of Land	Section 210-10.3	Enforcement/Violation and penalties
Subdivision of Land	Section 210-10.3	Enforcement/Civil penalty
Zoning	Section 215.6.1	Building permit, certificate of occupancy

Zoning	Section 215-6.2	Administration/violations and penalties
Zoning	Section 215-7.3	Application for site plan review
Zoning	Section 215-7.3	Application for site plan review

**Fines or fees**

- Set by Fee Schedule
- In ordinance not more than \$100
- In ordinance fine \$100 to \$500
- In ordinance fine of \$25
- Set by Fee Schedule
- Set by Fee Schedule
- Set by Fee Schedule
- Set by Fee Schedule
- In ordinance not more than \$100
- In ordinance not more than \$100
- In ordinance between \$250 and \$1,000
- In ordinance fee \$1,000 and \$1,000+ in escrow account
- Application fee in ordinance; not- for profit \$1, for-profit \$100 (minor); and for-profit \$250 (major)
- Set by Fee Schedule
- In ordinance penalties between \$100 and \$2,500
- Set by Fee Schedule
- In ordinance minimum fine of \$100 per day.
  
- In ordinance, fine of \$50 or \$15 with waiver of court action
- In ordinance between \$250 and \$1,000
- Set by Fee Schedule
- In ordinance, not more than \$100 plus costs
- Fees set by CNTSC; penalties not to exceed \$1,000 per violation
  
- In ordinance fee \$50 or as set by fee schedule
  
- Penalties defined in State Statutes
- Set by Fee Schedule
- Set by Fee Schedule
- In ordinance, escrow \$100 per lot
- In ordinance penalties not more than \$1000
- In ordinance penalties between \$100 and \$2,500
- Set by Fee Schedule

In ordinance fines between \$100 and \$2,500  
Set by Fee Schedule  
Escrow amount not to exceed Fee schedule



**TOWN OF CASCO**  
**Special Town Meeting Warrant**  
**January 28, 2025**

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

**Greetings:** In the name of the State of Maine, you are required to notify and warn the inhabitants of the Town of Casco qualified by law to vote in town affairs, to meet at the Crooked River Elementary School, located at 1437 Poland Spring Road, on Tuesday, the 28th day of January 2025 at 6:30 p.m. in the evening and there to act on Articles 1 through 5 as set out below, to wit;

**Article 1.** To choose a moderator to preside at said meeting.

**Article 2.** To see if the Town will vote to permit municipal administrators or staff, and elected State officials, who are not residents of Casco, to speak as appropriate when recognized by the moderator.

**Article 3.** To see if the Town of Casco (Town) will vote to join the Maine Public Employees Retirement System (MainePERS) as a Participating Local District effective April 1, 2025, and:

- a.) To offer Special Plan 3C to its firefighters who regularly work at least 42 hours per week, 52 weeks per year effective April 1, 2025; and
- b.) To exclude all other employees, including all other elected/appointed officials from participating in MainePERS defined benefit plan; and
- c.) To allow eligible employees who opt to participate in MainePERS the option to purchase prior service upon the employee's full payment of all associated costs. The Town will not participate in the purchase of prior service and so an employee who wish to purchase prior service is responsible for paying the full liability associated with this service; and
- d.) To adopt the provisions of 5 M.R.S. §18252-C as enacted by PL 2021, Chapter 286 as allowed by MainePERS Rule Chapter 803 for its non-participating employees with optional membership who previously declined to participate in MainePERS ("eligible employees") and to comply with the following requirements:

- i. Beginning in 2025, to annually offer eligible employees who have been employed for less than 5 years the opportunity to join MainePERS on a prospective basis during an open enrollment period from September 1<sup>st</sup> through November 1<sup>st</sup> and to provide MainePERS with documentation of each election made by eligible employees under this provision; and
  - ii. To calculate employee contributions against gross compensation as with other participating employees and then withhold and report employee contributions for employees who join under this provision on an after-tax basis and remit them to MainePERS (i.e., employee contributions for those who join under this provision are subject to both federal and state income tax); and
- e.) To authorize its Select Board to enter into an agreement with MainePERS to adopt a 457 and/or 401(a) defined contribution plan through the MaineStart program in addition to the defined benefit plan at any time. There is no additional administrative cost to the Town to do this and it will give all Town employees an additional way to save for retirement; and
- f.) To authorize Anthony Ward, Town Manager to sign the defined benefit plan agreement, and any future defined contribution plan agreement between the Town of Casco and the Maine Public Employees Retirement System.

**Article 4.** To see if the Town will appropriate the sum of \$180,000 from the Capital Reserve Account Titled Open Space Capital Fund.

#### **SELECTBOARD RECOMMENDS APPROVAL**

**Article 5.** To see if the Town will appropriate the sum of \$1,500 from unassigned funds to provide a donation to the Casco Raymond Historical Society.

## GROUND LEASE AGREEMENT

[Tax Map 38, Lot 32]

THIS GROUND LEASE AGREEMENT (hereinafter referred to as the "Lease") is made this 23 day of April, 2021 by and between the **INHABITANTS OF THE TOWN OF CASCO**, a Maine municipal corporation with a principal place of business and mailing address of 635 Meadow Road, Casco, Maine 04015 (hereinafter, the "LANDLORD"), and **CROOKED RIVER SNOWMOBILE CLUB**, a Maine nonprofit corporation whose mailing address is P.O. Box 42, South Casco, Maine 04077 (hereinafter called the "TENANT"). The LANDLORD and the TENANT are at times collectively referred to herein as the "Parties" or individually as the "Party."

### WITNESSETH:

In consideration of the mutual covenants and agreements contained herein, the LANDLORD and the TENANT hereby agree with each other as follows:

**SECTION 1. Premises:** The LANDLORD hereby leases to the TENANT, and the TENANT hereby leases from the LANDLORD, for the term and upon and subject to the terms, conditions, covenants and provisions set forth in this Lease, a certain portion of a parcel of land located in the Town of Casco, County of Cumberland, and State of Maine, which is more particularly depicted in Exhibit A which is attached hereto and made a part hereof by reference (the "Premises").

**SECTION 2. Term:** The Term of this Lease shall commence on the date hereof (the "Commencement Date") and shall continue thereafter for a period of twenty (20) years, unless sooner terminated in accordance with the terms and conditions hereof (the "Term"). The LANDLORD and the TENANT shall have the joint option to renew the Lease for an unlimited number of successive twenty (20) year periods (the "Renewal Terms"), if the Parties mutually agree on the terms of such renewal, including any increase in Rent, by the end of the initial Term.

**SECTION 3. Rent:** The TENANT covenants and agrees to pay to the LANDLORD, as rent for the Premises, One and 00/100 Dollars (\$1.00) per year (the "Rent").

**SECTION 4. Use and Restrictions:** The Leased Premises shall be used to construct a club house building for the TENANT's members (the "Building") and associated utility connections, along with ancillary parking, all of which shall be constructed in the locations specified on Exhibit A (the "Plan"). The Building shall be used exclusively for the operation of the Tenant's club house and activities related thereto, except as otherwise agreed to in writing between the parties (collectively the "Permitted Use(s)"). At no time shall the use of the Leased Premises violate any occupancy restrictions imposed by the Fire Department or any other law, regulation, or restriction imposed by any local, state, or Federal authority.

**SECTION 5. Taxes, Utilities, Maintenance:**

(a) The TENANT shall, during the Term of this Lease, pay and discharge punctually, all taxes, special and general assessments, water and sewer charges, utility charges, heating and electricity charges, if any, with respect to the Leased Premises or any part thereof, or any improvements, appurtenances, or equipment owned by the TENANT thereon or therein, it being the understanding that the TENANT shall be exclusively responsible for all costs related to the Leased Premises and any improvements thereon during the Term or any renewal thereof, including without limitation the septic system to be designed, installed, and maintained for TENANT's exclusive use of the Premises for the uses authorized in Section 4 of this Lease.

(b) The TENANT, at its own cost, shall, during the Term of this Lease, keep, maintain and repair the Premises in good and safe condition, which such maintenance and repair responsibilities shall include, without limitation, maintenance and repair of any parking and access areas, maintenance and repair of all required exterior lighting and exterior lighting apparatuses, as well as the comprehensive maintenance and repair of the Building the associated septic system, and all water and wastewater connections, it being the understanding that the TENANT shall be exclusively responsible for all costs related to the Leased Premises and for the construction, maintenance, and repair of any improvements thereon during the Term or any renewal thereof, as further specified in Section 6 of this Lease.

(c) Without limiting the foregoing, the TENANT shall, at its own cost, be responsible for clearing all snow and applying proper sand, salt, or grit, to all paved portions of the Premises.

**SECTION 6. Construction of Improvements:**

(a) **Generally:** The TENANT, at its own cost and expense and after consulting with the LANDLORD and obtaining the LANDLORD's written consent, shall be permitted to construct the planned improvements shown on the Plan, including but not necessarily limited to the Building, and may make changes, improvements, alterations, substitutions, repairs, replacements, demolitions and/or additions thereto, all of which shall be subject to the written approval of the LANDLORD, and subject to the TENANT's receipt of all necessary and applicable approvals from state or municipal authorities. All construction work performed by the TENANT and its contractors shall be performed in a good and workmanlike manner, employing material of good quality and complying with all governmental requirements. The TENANT agrees that all such construction work shall be prosecuted diligently and continuously until the construction has been completed as evidenced by an unconditional certificate of occupancy. The LANDLORD shall not be obligated under this Lease to provide any services to the TENANT, the Premises or with respect to the construction of the improvements, or to perform any other obligations with respect thereto.

(b) **Approvals Required:** The TENANT, at its own cost and expense, shall apply for and prosecute with reasonable diligence all necessary approvals required for the construction mentioned in subparagraph (a) of this Section, including but not limited to obtaining needed building permits and site plan approvals.

(c) **Landscaping and Site Work.** The TENANT shall, as a condition of this Lease, complete all landscaping and site work contemplated by, and in the location proposed, by the Plan. To the extent not shown on the Plan, the TENANT may remove, raze, and/or destroy such trees, plants, shrubs, and topsoil existing on the Property, but only after consulting with the LANDLORD and obtaining the LANDLORD's written consent with respect to same.

(d) **Well Connection:** The TENANT shall, at its own cost and expense, establish suitable water service for the Building and all other permitted uses of the Premises between the Building and the well already in existence on the LANDLORD's adjoining property, which is specifically not part of the Premises. (the "Well Connection"). The TENANT shall, to the extent required by local ordinance or state law or administrative regulation, apply for and receive an adequate permit or other authorization permitting the aforementioned Well Connection, as well as for the operation of the same. During the Term of this Lease, the TENANT shall be solely responsible for the repair and maintenance of the Well Connection, including but not limited to the well itself and all pipes, drains, conduits, and other structural and non-structural components required for the operation of the same. The TOWN makes no representation as to the quality or potability of any water extracted from the aforementioned well and specifically disclaims any warranty, express or implied, applicable to the same. The TENANT shall be responsible for notifying the Landlord before it undertakes the installation of the connection and prior to any repair of the connection once it is established. In addition, the TENANT shall be responsible for restoring any of disturbance in the connection area to its prior condition, to the satisfaction of the LANDLORD, unless the LANDLORD approves some other level of restoration.

(e) **Septic System:** The TENANT shall, at its own cost and expense, install a septic system on the Premises in a size and layout sufficient to meet the requirements of the State of Maine's Subsurface Wastewater Disposal Rules, 10-144 C.M.R. ch. 241, as amended, and in the location more particularly depicted on the Plan (the "Septic System"). The Septic System must be designed by a qualified, licensed professional, and said design must be approved by the Town of Casco Code Enforcement Officer or his designee prior to installation. During the Term of this Lease, the TENANT shall be solely responsible for maintaining the Septic System in proper working condition, and all necessary maintenance and repairs to the same shall be performed at TENANT's sole expense.

**SECTION 7. Disposition of Improvements on Termination of Lease:** On the expiration or any earlier termination of this Lease, the TENANT shall vacate the Leased Premises, leaving the Premises free and clear of any liens and encumbrances, and the LANDLORD shall become the owner of any buildings or improvements located thereon, including but not limited to the Building, the Well Connection, and the Septic System. The TENANT shall execute any transfer documents reasonably requested by the LANDLORD to evidence same, as well as any other instrument reasonably requested by the LANDLORD to effectuate same.

**SECTION 8. Requirements of Public Authority:** During the Term of this Lease, the TENANT shall, at its own cost and expense, promptly observe and comply with all present and future laws, ordinances, requirements, orders, directives, rules and regulations of the federal,

state, county, municipal, and local governments and of all other governmental authorities affecting the Leased Premises or appurtenances thereto or any part thereof, whether the same are in force at the commencement of the Term of this Lease or may in the future be passed, enacted or directed.

**SECTION 9. Reservation of Use of Leased Premises:** The LANDLORD, for the benefit of third parties and the general public, as well as for the protection of the Premises and the LANDLORD's interest in same, reserves the right to enter upon the Premises, at all reasonable times, to inspect the Premises, confirm compliance with this Lease, and for all other reasonable purposes related thereto.

**SECTION 10. TENANT's Covenants:** The TENANT covenants and agrees as follows:

(a) Upon the expiration or termination of this Lease, to remove its goods and effects and those of all persons claiming under it (except as provided for in Paragraph 7 above) and to yield up peaceably to the LANDLORD the Premises in good order, repair and condition, damage by taking, fire and other insured casualty, and reasonable wear and tear only excepted.

(b) Not to make any use of the Premises which is improper, offensive or illegal, or not a Permitted Use, or authorize or allow another to do the same; nor to permit any act or thing to be done on the Premises which shall constitute a nuisance or waste or which may make void or voidable any insurance on said Premises or the Building or any improvements thereon.

(c) To keep the Premises free of liens for labor and materials and to save the LANDLORD harmless and indemnified from all injury, loss, claims or damage to any person or property occasioned by or arising out of any work done by or on behalf of the TENANT.

(d) To permit the LANDLORD and its agents to examine the Premises and to permit the LANDLORD to enter said Premises as may be required by the LANDLORD under the terms of this Lease, provided that such entry shall be during normal business hours (except in the case of emergency) and shall not unreasonably interfere with the conduct of the TENANT's business.

**SECTION 11. Assignment and Subletting; Amendments:** The TENANT may not assign or sublease this Lease or any sublease of all or any part of the Leased Premises without the written consent of the LANDLORD. No provision of this Lease may be modified or altered except by written agreement of the parties.

**SECTION 12. Non-Waiver of Immunity; Indemnity:**

The TENANT hereby agrees to indemnify, defend, and hold harmless the LANDLORD from all claims, demands, liabilities and suits (including reasonable attorney's fees) of any nature whatever arising out of, because of or due to the breach or default of the Lease by the TENANT, its employees, guests, invitees or contractors, or due to any act, occurrence or event by the TENANT, its employees, guests, invitees or contractors, or in any way due to the use of the Leased Premises by the TENANT, its employees, guests, invitees or contractors, which

indemnification shall survive the termination of this Lease with respect to any claims or liability accruing prior to any termination.

Notwithstanding the foregoing, nothing in this Lease is intended, or shall be construed, to constitute a waiver of any defense, immunity or limitation of liability that may be available to the LANDLORD or any of its officers, agents or employees, pursuant to the Maine Tort Claims Act (14 M.R.S. § 8101 *et seq.*), any State or federal statute, the common law or any other privileges or immunities as may be provided by law, or any immunity that may be available to the TENANT pursuant to 14 M.R.S. § 159-A.

**SECTION 13. Insurance:**

The TENANT and its contractors shall maintain, at its expense, throughout the Term and any renewal thereof, insurance against loss or liability in connection with bodily injury or property damage arising out of the use of the Premises by the TENANT or its agents, employees, officers, invitees, visitors and guests, under one or more policies of general public liability insurance having limits as to each of not less than Four Hundred Thousand Dollars (\$400,000.00) for each occurrence or any higher limit as may be established by amendment of the Maine Tort Claims Act (14 M.R.S. §§ 8101-8118) and such policy shall name the LANDLORD as an additional insured. Such policy shall be cancelable or materially altered only upon at least thirty (30) days prior written notice to the LANDLORD. The TENANT shall provide evidence of such insurance to the LANDLORD prior to, but in any event no later than the execution of this Lease by both Parties.

The TENANT, at its own cost, shall procure and maintain standard "All Risks" property insurance throughout the Term, including Builder's Risk insurance during any period of construction, naming the TENANT as insured and the LANDLORD as additional insured, in an amount not less than One Hundred Percent (100%) of the full replacement cost of the Building and any insurable improvements situated on the Leased Premises and all leasehold improvements made by the TENANT, if any.

The TENANT shall maintain such insurance as will protect it from claims under Workers Compensation Acts and other employee benefit acts as may be applicable and as will protect the LANDLORD and the TENANT from claims for damages because of bodily injury, including death, and from claims for damages to property, which may arise out of or in connection with such work whether performed by the TENANT or by the TENANT's contractors or subcontractors or anyone directly or indirectly employed by any of them; and the TENANT shall defend the LANDLORD and save the LANDLORD harmless and indemnified from all injury, loss, liability claims or damage to any person or property occasioned by or arising out of such work.

**SECTION 14. Quiet Enjoyment:** The TENANT, upon observing and keeping all covenants, warranties, agreements and conditions of this Lease on its part to be kept shall quietly have, hold and enjoy the Leased Premises during the Term of this Lease, without hindrance, molestation or disturbance.

**SECTION 15. Condition of Premises:** The Premises are being leased by the TENANT in their AS IS condition, WITHOUT REPRESENTATION OR WARRANTY by the LANDLORD. The TENANT acknowledges that it has inspected the Premises and has found it to be satisfactory.

**SECTION 16. Defaults:**

(a) The following shall constitute a default of the TENANT hereunder:

(i) The TENANT shall fail to pay any sum payable under the terms of this Lease, whether to the LANDLORD or to any other third party, within thirty (30) days after written notice thereof by the LANDLORD;

(ii) The TENANT shall neglect or fail to perform or observe any term, provision, or covenant herein contained on the TENANT's part to be performed or observed, that is not otherwise specified as an event of default under this paragraph, and the TENANT shall fail to remedy the same within thirty (30) days after the LANDLORD shall have given to the TENANT written notice specifying such neglect or failure, or within such longer period as may be reasonably required to cure such default if it is of such nature that it can be cured, but not within such thirty (30) day period; provided, however, that the TENANT promptly commences to remedy such default and proceeds with reasonable diligence thereafter to cure such default;

(iii) This Lease or the Leased Premises or any part thereof shall be taken upon execution or by other process of law directed against the TENANT or shall be taken upon or subject to any attachment at the instance of any creditor of or claimant against the TENANT, and such attachment is not discharged or disposed of within sixty (60) days after the levy thereof;

(b) This Lease is made on condition that from and after the happening of any of the events of default itemized above (notwithstanding any license or any former breach of covenant or waiver of the benefit hereof or consent in a former instance), the LANDLORD lawfully may, immediately or at any time thereafter, and without demand or notice, enter into and upon said Leased Premises or any part thereof in the name of the whole, and repossess the same as of its former estate, and expel the TENANT and those claiming through or under it and remove its or their effects (forcibly if necessary) without being deemed guilty of any manner of trespass, and without prejudice to any remedies which might otherwise be used for arrears of rent or preceding breach of covenant and upon entry as aforesaid this Lease shall terminate and title to any improvements shall transfer to the LANDLORD in accordance with Section 7.

**SECTION 17. Waivers:** Notwithstanding anything contained herein, failure of the LANDLORD to complain of any act or omission on the part of the TENANT, no matter how long the same may continue, shall not be deemed to be a waiver by the LANDLORD of any of its rights hereunder. The receipt of rent by the LANDLORD with knowledge of any breach of this Lease by the TENANT or of any default by the TENANT in the observance or performance of any of the conditions or covenants of this Lease shall not be deemed to be a waiver of any provision of this Lease or of any of the LANDLORD's rights hereunder. No waiver by the LANDLORD at any time, express or implied, of any breach of any provision of this Lease shall



be deemed a waiver of a breach of any other provision of this Lease or a consent to any subsequent breach of the same or any other provision.

**SECTION 18. Termination:** This Lease shall terminate upon (i) any of the events specified herein in this Lease, (ii) at the election of the LANDLORD for any “just cause” not provided for herein in this Lease with ninety (90) days written notice to the TENANT, or (iii) at the election of the TENANT for any reason whatsoever with ninety (90) days written notice to the LANDLORD; provided, however, that once the TENANT begins to clear or remove vegetation for the purposes of commencing the construction of any improvements on the Leased Premises, or after any damage to the improvements on the Leased Premises which the TENANT is obligated to repair, the TENANT shall have no right to terminate this Lease until the construction of improvements have been completed, as evidenced by an unconditional certificate of occupancy or other evidence of completion acceptable to the LANDLORD. For the purposes of this Section, “just cause” shall mean any cause based upon reasonable grounds where the LANDLORD determines that there exists a fair and honest cause or reason to terminate the Lease, which cause or reason shall be regulated by good faith, including but not limited to the taking of the Leased Premises, or any portion thereof, by any exercise of the power of eminent domain, including any transfer in lieu thereof.

**SECTION 19. DESTRUCTION.** In the event that, at any time during the Term of this Lease, the buildings and improvements on the Premises or any of them shall be destroyed or damaged in whole or in part by fire or other casualty, the TENANT, at its own cost and expense, shall cause the same to be repaired, replaced or rebuilt within a period of time which, under all prevailing circumstances, shall be reasonable and in accordance with plans and specifications approved by the LANDLORD. Any insurance proceeds received from the insurance policies required by this Lease, which are payable with respect to damage to the improvements constructed on the Premises by the TENANT, may be used by and shall be made available to the TENANT to offset the TENANT’s expenses incurred in connection with any such repair, replacement, or rebuilding.

**SECTION 20. CONSENT OR APPROVAL OF LANDLORD.** For any act or thing in this Lease that requires the approval or consent of the LANDLORD, the LANDLORD shall not be deemed to have approved or consented until the written approval or consent of the Selectboard of the LANDLORD has been obtained.

**SECTION 21. NOTICES:**

Every notice, approval, consent or other communication authorized or required by this Lease shall not be effective unless the same shall be in writing and either hand delivered or sent postage prepaid by United States registered or certified mail, return receipt requested, directed to the other Party at its address set forth herein below, or such other address as either Party may designate by notice given from time to time in accordance with this Section.

All such notices and other communications initially shall be delivered or addressed as follows:

To the LANDLORD at:

Town of Casco  
 Attention: \_\_\_\_\_, Town Manager  
 635 Meadow Road  
 Casco, Maine 04015

To the TENANT at:

Crooked River Snowmobile Club  
 c/o \_\_\_\_\_  
 P.O. Box 42  
 South Casco, Maine 04077

Except as otherwise provided herein, all notices shall be effective when mailed.

**SECTION 22. Partial Invalidity:** If any term, covenant, condition or provision of this Lease or the application thereof to any person or circumstance shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such Term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition and provision of this Lease shall be valid and enforceable to the fullest extent permitted by law.

**SECTION 23. Interpretation; Choice of Law:** Wherever herein the singular number is used, the same shall include the plural, and the masculine gender shall include the feminine and neuter genders, and vice versa, as the context shall require. The Section headings used herein are for reference and convenience only, and shall not enter into the interpretation hereof. This Lease may be executed in several counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument. This Lease and all rights, duties and performance hereunder or hereof shall be governed, interpreted, and construed in accordance with the laws of the State of Maine.

**SECTION 24. Hazardous Waste:**

The TENANT covenants that it will continuously, during the Term, use and occupy the Leased Premises for the Permitted Use and not to permit, in violation of any Environmental Laws, as hereinafter defined, on the Leased Premises any element, compound, chemical mixture, contaminant, pollutant, material, waste or other substance which is defined, determined or identified as hazardous or toxic under any Environmental Law, including, without limitation, any "oil," "hazardous material," "hazardous waste," "hazardous substance" or "chemical substance or mixture," as for the foregoing terms (in quotations) are defined in any Environmental Laws (the "Hazardous Materials") nor to permit the emission from the Leased Premises of any objectionable noise or odor, nor to use or devote the Leased Premises or any part thereof for any purpose other than the Permitted Use, nor any use thereof which is improper, offensive, or contrary to any present and future laws, statutes, constitutional provisions, rules, regulations, directives, orders, ordinances, codes, rulings, decisions, determinations, requirements and by-

laws enacted or issued by any governmental authority (collectively, "Applicable Laws") or liable to invalidate or increase the premiums for any insurance on the Leased Premises.

As used herein, the term "Environmental Laws" means any federal, State and/or local statute, ordinance, bylaw, code, rule and/or regulation now or hereafter enacted, pertaining to any aspect of the environment or human health.

IN WITNESS WHEREOF, the parties hereto have executed this Lease under seal as of the day and year first above written.

LANDLORD:

**INHABITANTS OF THE TOWN OF CASCO**

Don Levesque

Witness

Don Levesque

Witness

Don Levesque

Witness

Don Levesque

Witness

Don Levesque

Witness

Thomas Peaslee

By: Thomas Peaslee

Its: Selectboard Chair

Mary Fernandes

By: Mary Fernandes

Its: Selectboard Vice-Chair

Scott Avery

By: Scott Avery

Its: Select Board Member

Holly Hancock

By: Holly Hancock

Its: Selectboard Member

Robert MacDonald

By: Robert MacDonald

Its: Selectboard Member

TENANT:

**CROOKED RIVER SNOWMOBILE CLUB**

Alisa Pollard

Witness

Mary Drenn

By:

Its: President

**Town of Casco, Maine**  
**Complete Streets Policy**

**I. VISION**

Streets and roadways within the Town of Casco will be safe and accessible for people of all ages and abilities, including pedestrians, bicyclists, motorists, and public transportation users. By improving road design and focusing on safer speeds, the Town of Casco will achieve zero fatal or severe injury crashes.

**II. CORE COMMITMENT**

**DEFINITIONS**

**Complete Streets** – streets that are safe and accessible for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

**Vision Zero** – a global strategy aimed at eliminating all traffic fatalities and severe injuries by prioritizing road safety through better design, speed management, and equitable mobility for all road users.

**ALL USERS AND MODES**

The Town of Casco will develop a safe and well-connected transportation network for all road users, ensuring that streets are inclusive, equitable, and appropriately scaled to meet the needs of the community. A well-designed transportation network must accommodate the diverse needs of all present and future road users.

The Town of Casco is committed to prioritizing equity and inclusivity, particularly for neighborhoods and areas with higher rates of accidents involving vulnerable road users. A vulnerable road user is someone who is at higher risk of injury in a collision, such as pedestrians, bicyclists, motorcyclists, and users of other non-motorized transportation.

**ALL PROJECTS**

The Town of Casco will approach every transportation and development project as an opportunity to create safer, more accessible streets for all users. These projects include, but are not limited to: planning, programming, design, right-of-way acquisition, construction engineering, construction, reconstruction, operation and maintenance.

Complete Streets Principles and design guidelines will be applied to all Town projects and privately funded developments, and incrementally on existing streets through a series of small improvements and activities over time.

Exceptions and Alternatives

The Town of Casco is dedicated to implementing Complete Streets Principles and design guidelines for all projects, but there are situations where alternatives may be necessary:

1. Where non-motorized use is prohibited by state or federal regulations.  
In this case, alternative facilities and accommodations shall be provided within the same transportation corridor.
2. The existing right-of-way does not allow for the accommodation of all users.  
In this case, alternatives shall be explored such as obtaining additional right-of-way, using revised travel lane configurations, signage, traffic calming, education or enforcement to accommodate pedestrians, cyclists, transit riders and persons with disabilities.
3. Where the cost of providing accommodations is excessively high relative to the anticipated need or usage, particularly if alternative facilities are available within a reasonable walking and/or bicycling distance.
4. The project faces significant environmental or topographical challenges, including wetlands, floodplains, steep slopes, or other sensitive areas.

In situations where exceptions or alternatives are considered, the project should still attempt to meet Complete Streets Principles and Design Guidelines to the fullest extent practical. The Select Board will determine the decision making process for reviewing and granting/refusing exceptions or alternatives.

### **III. COMPLETE STREETS PRINCIPLES**

#### **ACCESS + MOBILITY FOR EVERYONE**

Streets should allow people to travel in a safe, dignified, and efficient manner no matter their age, gender, or level of ability. Streets must allow for harmony between multiple modes — allowing for safe and efficient movement of trucks, public transit, and emergency response vehicles.

#### **ENVIRONMENTAL SUSTAINABILITY**

Sustainable streets protect and enhance natural ecosystems with tools like esplanades, pervious pavement, and bioswales that control stormwater. Street trees are a vital part of sustainable streets: they provide shade, filter the air, and slow traffic. Integrating ecological considerations into street design can also ease maintenance costs, as uncontrolled stormwater can damage street surfaces over time.

#### **SAFETY + SECURITY**

Streets should be designed to reduce or eliminate traffic-related fatalities or serious injuries. Vehicle speed is one of the most significant factors in crash severity, so controlling speed has a big impact on street safety for everyone. Street safety is also closely connected to public life — streets that encourage walking and biking throughout all hours of the day provide more "eyes on the street," and increase people's sense of security.

## **CONNECTIVITY**

A connected street network helps make walking and biking viable modes of transportation, and disperses traffic across the network. Intersection density is one of the most important ways to create slower, safer streets. A well-connected street network results in fewer fatalities.

The transportation network shall be designed to ensure that common routes that link key destinations within the community can be safely navigated by walking, cycling, driving, and public transit (where applicable). On-road connections will be complemented by off-road paths or trails in appropriate locations. Cul-de-sacs and dead-end streets should offer through connections for biking and walking.

## **LAND USE CONTEXT**

A great land use plan is also a great transportation plan. A good street design is inherently connected to land use — compact land use patterns and connected multi-modal streets support transportation options and reduce demand for drive-alone trips.

Implementation of Complete Streets will vary based on the specific characteristics of an area. Consistent with the Casco Comprehensive Plan, there should be an emphasis placed on connecting the Villages of Casco with safe streets and trails. Projects located closer to the Villages of Casco will prioritize pedestrian infrastructure more heavily than those in less populated areas.

## **CLIMATE CONSIDERATIONS**

Complete Streets should respond to local environmental factors such as climate. Recommendations for improving walking and biking conditions in Casco must embrace the town's winter climate and integrate best practices for providing safe walking and biking options year-round.

## **COMFORT**

When creating new walk and bike infrastructure, comfort is an important consideration. For example, sidewalks should be made as wide as practical and retrofitted to be fully ADA accessible. Streets should feature amenities such as benches and street trees. Bikeways should be developed to allow cyclists to travel safely with passing motor vehicles.

## **ECONOMIC DEVELOPMENT**

Complete Streets are an economic asset to communities. Well-designed streets have been shown to generate higher revenues for businesses and increase home values. Casco's streets should be designed to support a mix of commercial and cultural activities, and leveraged to attract economic opportunities and talent.

## **ACTION!**

Casco can start improving safety now with low-cost materials. Many Complete Streets projects can be implemented quickly, with little else than paint. For large projects that require significant capital planning and investment, Casco should look for opportunities to use demonstration and/or "pilot" projects to test options and inform public decision-making before committing to big ticket

infrastructure investments. Casco leadership should proactively engage with MaineDOT and neighboring communities on projects of regional scale.

## IV. BEST PRACTICES

### DESIGN

The Town of Casco will revise existing road construction and design standards and adopt new standards as needed to ensure that all road users are considered during the design process. The Planning Board, Select Board, Public Works Department, and Town Planner will begin developing standards upon the adoption of this policy.

The latest design guidance, standards, and recommendations available will be used in developing these standards, including:

- U.S. Department of Justice
  - [Americans with Disabilities Act \(ADA\) Standards for Accessible Design](#)
- Federal Highway Administration (FHWA)
  - [Manual on Uniform Traffic Control Devices \(MUTCD\)](#)
- [National Association of City Transportation Officials \(NACTO\)](#)
  - [Urban Street Design Guide](#)
  - [Urban Bikeway Design Guide](#)
  - [Urban Street Stormwater Guide](#)

Ideally, the above list shall be updated once every five years. The links provided above are current at the time of adoption.

### REGIONAL COORDINATION

Town boards, committees, and municipal staff should actively collaborate with neighboring municipalities, state agencies, and other stakeholders to develop infrastructure and facilities that support Complete Streets. These stakeholders include, but are not limited to:

- MaineDOT
- Regional Transportation Program (RTP)
- Greater Portland Council of Governments (GPCOG)
- Bicycle Coalition of Maine
- Loon Echo Land Trust
- Crooked River Snowmobile Club
- Lakes Region ATV Club

### OUTREACH AND EDUCATION

The Town of Casco will actively solicit feedback from the community to assess ongoing needs and the effectiveness of Complete Streets implementation. This outreach will engage residents, businesses, and community groups through various channels, including public meetings, surveys, focus groups, and online platforms. The feedback gathered will inform adjustments to the transportation network, ensuring that it continues to meet the evolving needs of all users.

To complement these efforts, the Town of Casco will develop and implement comprehensive education programs aimed at promoting safe driving, cycling, and walking behaviors. These programs could include:

- **Public Awareness Campaigns:** Regular campaigns utilizing local media, social media, and town events to highlight the importance of road safety and discourage dangerous driving behaviors.
- **Workshops and Training:** Interactive sessions and workshops for residents, schools, and community groups focusing on practical safety tips for all road users.
- **Community Events:** Hosting events such as bike safety rodeos, pedestrian safety workshops, and driver education sessions to engage the public in a hands-on learning environment.
- **School Collaboration:** Partnering with local schools to integrate road safety education into the curriculum, ensuring that young residents are equipped with the knowledge to navigate streets safely.
- **Law Enforcement Partnership:** Collaborating with law enforcement to reinforce educational initiatives with targeted enforcement efforts, creating a culture of safety and compliance.
- **Friends of Casco Safe Streets:** Foster a group of Casco transportation users who strive to improve safety for all road users.

Through these initiatives, the Town of Casco will ensure that all members of the community are informed, engaged, and equipped to contribute to a safer, more accessible transportation network. The town is committed to cultivating an inclusive approach to education and outreach, ensuring that diverse voices are heard and considered in the ongoing development of Complete Streets.

## V. IMPLEMENTATION + ADMINISTRATION

### MUNICIPAL STAFF, BOARDS, AND COMMITTEES

The Town Manager or his/her designee shall administer this policy. All town boards, committees, municipal staff, and residents share a collective responsibility to actively contribute to the successful implementation of this policy. Each project will be reviewed by the Planning Board to determine the appropriate Complete Streets design elements, based on the project's location and land use context.

The Town of Casco shall work to revise all related procedures, plans, regulations and other necessary processes to adhere to Complete Streets Principles within five years of this policy's adoption. This includes but is not limited to zoning codes, planning documents, public works standards, and development guidelines. Any new procedures, plans, regulations, and processes developed after the adoption of this policy shall fully adhere to Complete Streets Principles.

The Town of Casco will make Complete Streets practices a routine part of everyday operations, and will approach every project and program as an opportunity to improve streets and the transportation network for all users, working in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets. The Town of Casco shall encourage professional development and training of its staff on non-motorized transportation issues through attending conferences, classes, seminars, and workshops.



The Town of Casco will ensure that this policy stays up-to-date with the latest best practices and guidelines for street planning and design, and continues following the guidelines authored by the National Complete Streets Coalition, by reviewing this policy at least once every 5 years.

**CAPITAL PROJECT SELECTION + PRIORITIZATION**

When the Town of Casco adopts a project selection and prioritization framework, there shall be certain criteria in this framework that encourage the prioritization of Complete Streets projects. Active transportation projects that broaden access for underserved communities should be prioritized in order to reduce health, safety, and economic disparities.

Examples of Complete Streets Principles for consideration:

- **Access + Mobility for Everyone** – expand infrastructure for modes of transportation other than the car, broadening transportation options for neighborhoods with limited connectivity to community assets, and for individuals who have limited options for connectivity due to socioeconomic status, disability, or other mitigating factors.
- **Environmental Sustainability** – utilizing tools like green spaces, permeable pavement, and bioswales help manage stormwater, while street trees provide shade, clean the air, and calm traffic
- **Safety + Security** – improving safety for all road users through short or long term design changes, implementing traffic calming measures to reduce speeding, re-aligning dangerous intersections, and improving lighting in key areas.
- **Connectivity** – connecting existing infrastructure to existing infrastructure and creating additional connections to community assets (including, but not limited to, businesses, schools, community centers, town hall, medical facilities, parks, trailheads, water access points, voting locations, and libraries)

**PERFORMANCE MEASURES**

The Town Manager will report to the Select Board on an annual basis regarding transportation projects undertaken in the prior year and those planned for the coming year. The report will evaluate the extent to which these projects have met the objectives of the Complete Streets policy. The report should detail any instances where the Complete Streets policy was not applied to a project, including the reasons for such decisions.

**Date: January 7, 2025**

**Approved by Casco Select Board:**

\_\_\_\_\_  
Eugene Connolly, Chair

\_\_\_\_\_  
Grant Plummer, Vice-Chair

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

\_\_\_\_\_  
Robert MacDonald

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

Addendum A  
Additional Resources

- Federal Highway Administration (FHWA)
  - [Small Town and Rural Multimodal Networks](#)
- [Institution of Transportation Engineers \(ITE\)](#)
  - [Designing Walkable Urban Thoroughfares: A Context Sensitive Approach](#)
  - [Curbside Management Practitioners Guide](#)
- [National Association of City Transportation Officials \(NACTO\)](#)
  - [Don't Give Up at the Intersection](#)
- MaineDOT
  - [Maine DOT Complete Streets Policy](#)
  - [MaineDOT Highway Program Design Guidance](#)
- American Association of State Highway and Transportation Officials (AASHTO)
  - [Guide for the Planning, Design, and Operation of Pedestrian Facilities](#)
  - [Guide for the Development of Bicycle Facilities](#)



**TOWN OF CASCO**  
**BOARD, COMMITTEE, COMMISSION & COUNCIL**  
**APPOINTMENT POLICY**  
**ADOPTED AUGUST 22, 2023**  
**MODIFIED JANUARY, 2025**

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

The Comprehensive Plan of the Town of Casco states a goal to “encourage citizen participation in town government.” (Town Comprehensive Plan, amended January 30, 2024, page 160 .) Participation on boards, committees and commissions provides citizens an opportunity to engage actively in their local government. Members of boards, committees and commissions (BCC&Cs) share with elected officials in the responsibilities and benefits of working to shape the community of Casco for the greater good of all its residents. These procedures are written to present a clear record of the application process for the town to follow in appointing members to BCC&Cs. The procedures are intended to promote a spirit of volunteerism and civic involvement and to encourage Casco residents to become enthusiastically engaged as volunteers in Casco.

**Section 2. Principles:**

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

**Section 3. Minimum Requirements:**

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

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

**Section 4. Application Procedures:**

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin or sexual orientation. Applicants are expected to be able to perform the duties of their appointment with reasonable accommodation. The Select Board shall have final authority over the appointments to Boards, Committees, and Commissions (BCC&C) that are instruments of Town Government. The Select Board welcomes all qualified, motivated applicants for volunteer positions.

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

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

an interview with the Select Board. The Select Board will not unreasonably deny a request for an interview. For the purpose of this document, "reappointment" means continuous, uninterrupted service on the same BCC&C, and first-time appointment shall mean on any

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

applicant interviews at the mutual convenience of the Select Board and the applicant.

6. The Clerk shall inform applicants and the chair of the relevant BCC&C of the Select Board's decision(s) regarding appointments, reappointments or resignations.
7. The Clerk shall copy any letters of resignation to the Town Manager.
8. The Clerk shall record position openings after the acceptance of a resignation by the Select Board.
9. The Clerk or his/her designee must administer an "Oath of Office" to all appointees to the Appeals Board, Library Board of Trustees, Planning Board or the Recreation Board before assuming official duties.

E. Advertisement Process:

1. Following a resignation or prior to annual expiration of a term, all positions will be advertised for a minimum of 10 days before any applications can be considered by the Select Board.
2. Advertising for vacancies shall be accomplished through use of all of the following media: Town of Casco website, publishing in the monthly Casco Messenger (as publishing deadline allows) and posting at the Town Office. In addition, advertising for vacancies may also be accomplished by posting notices at the Casco Post Offices, Town Library, in local publications, and Lake Region TV station.
3. The advertisements shall list all vacancies on each BCC&C, the length of the term and describe the application process.

F. Chairs of Boards, Committees, and Commissions Process:

1. The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s).

G. Town Manager's Process:

1. The Town Manager shall inform the Select Board of all applications and resignations from BCC&Cs by making them an agenda item for the Select Board's review.
2. The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions regarding appointments, reappointments and resignations.

H. Select Board's Process:

1. No opening shall be considered by the Select Board unless the following have been met:
  - a. Notification of a vacancy by the Town Clerk has been completed and recorded
  - b. Advertising Process (Section 5) has been completed.
2. The Select Board shall review each application for appointment or reappointment.
3. The Select Board shall interview all new appointment applicants and may interview reappointments in accordance with Section 3.b.
4. Provided the advertising process is complete, the Select Board shall act on applications for BCC&Cs no later than the second regularly scheduled meeting following the receipt of any applications and the completion of interviews.

5. When reviewing an application for appointment, the Select Board may consider, but are not limited to the following criteria:
  - a. BCC&C needs,
  - b. Applicant experience and qualifications,
  - c. Encouraging and welcoming new volunteers to BCC&Cs,
  - d. Maintaining institutional memory.

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

### Chair Duties and Responsibilities:

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

### Duties of the Chair:

1. General
  - a. The Chair should maintain an annual work plan for the BCC, including anticipated deliverables and deadlines.
  - b. The Chair should routinely meet with the Town Manager to ensure that they stay current with Town issues.
  - c. The Chair is considered to be the public spokesperson for the BCC although he/she can designate this responsibility freely.
  - d. Chair, Secretary or designee is expected to attend the Annual Chairs Meeting.
  - e. Annually, by February 1<sup>st</sup>, the Chair shall update the BCC Definitions page. Any revisions shall be submitted to the Select Board for review and considered for possible amendment/ possible adoption.
2. Membership
  - a. All members of BCCs are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members. Chairs shall notify the Town Clerk of their election promptly. Chairs shall request a copy of this document for their reference.
  - b. A vacancy in the position of Chair will be filled as soon as possible
  - c. Each chair shall request a copy of the Procedures for Application for Appointment and Reappointment to BCC upon election as Chair. The Chair of each BCC shall notify the Town Clerk when a vacancy occurs on the BCC that the Chair represents. The Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the length of the term of the position.
  - d. The Chair will notify members of any changes to the Town's Procedure for

Application for Appointment and Reappointment document along with a copy of these guidelines.

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

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

### 3. Meetings

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

### 4. Agendas, Minutes, Writing Articles

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

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

- b. Chair is responsible to see that the Secretary keeps minutes of meetings and



submits them timely as noted below. The Chair may be the Secretary if elected and willing to do so.

- i. Unapproved minutes shall be submitted to the Town Clerk within one week of meeting being held.
  - ii. Approved minutes shall be submitted to the Town Clerk for filing and posting on the web site within one week of approval.
  - iii. Minutes shall contain at a minimum:
    1. Record of attending and absent members,
    2. notation that each section of the agenda was addressed, and
    3. all motions made including who moved, who seconded and the vote tally.
  - iv. Minutes shall also include summaries of agenda discussion topics which have a bearing on potential future board/committee action items.
- c. The Chair, or designee is responsible for writing an article for the Town Report each year and for the Casco Messenger if meetings are held that month.

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

**Required Format for listing of BCC & C**

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

BCC Name

Mission Statement (or equivalent)

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

Authorization

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

Membership

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

Officers

- Chairperson
- Secretary
- Any others list here*

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

Meetings

Regular meetings held monthly, at the Town Office and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. *If you meet in another location state that in place of the Town Office.*

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

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

**Cemetery Committee 6-2023**

Mission Statement (or equivalent)

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

Authorization

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

Membership

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

Officers Chairperson  
Vice Chair Secretary

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

Meetings

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

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

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

**Comprehensive Plan Implementation Committee 06-2023**

Mission Statement (or equivalent)

The Casco Comprehensive Plan (“Plan”) is a planning document that describes and inventories town features and resources and establishes a plan and direction for future town processes and activities. The Plan does not establish any new regulations or standards and does not approve new spending. The recommended policies in the Plan are conceptual and broad. Discussion and debate on the specifics of how these policies should be implemented will occur during town ordinance revision or budgetary process. Any changes to town ordinances or the town budget that may be recommended in the Plan must be proposed, reviewed, and approved by Casco voters using the regular, established process that is in

place for making those types of municipal decisions.

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

State law requires that land use ordinances be consistent with local comprehensive plans.

Authorization

State Law: MRS Title 30-A, Chapter 187, Subchapter 1, Paragraph 4326, Subsections 1-5.

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

Membership

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

Officers

Chairperson, Vice-Chairperson, Secretary

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

Meetings

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

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

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

**Finance Committee 6-2023**

Mission Statement (or equivalent)

To annually perform an independent review of the Town of Casco’s proposed operating and capital budgets for the upcoming fiscal year, and to make recommendations regarding expenditures to the Select Board and Casco voters intended to provide necessary funding for services without imposing an unreasonable burden on taxpayers.

Authorization

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

Membership

The Budget Committee is a 7-member committee. As the terms of existing Committee members expire, all new members will be appointed accordingly by the Select Board, each to a three (3)-year term. Members may be appointed to successive terms.

Officers

- Chairperson
- Vice-Chair
- Secretary

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

Meetings

Attend and actively participate in Committee meetings during a roughly two-month-long review of the proposed annual operating budget for the upcoming fiscal year. This review typically occupies the months of February and March. All meetings are held at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. The role of the Finance Committee may expand during the year based on the Town’s needs.

All budget presentations are completed in conjunction with the Selectboard

Attend Public Informational Meetings as well as the Annual Town Meeting to respond to questions regarding the Committee’s recommendations on specific department and division budgets, as deemed necessary.

Periodically meet with the Select Board to discuss revisions in the Capital Investment Plan (CIP).

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

All meetings will generally follow Robert’s Rules of Order

**Planning Board 10-2021**

Mission Statement (or equivalent)

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

Authorization

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

Membership

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

Officers

Chair and Vice-Chair

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

Meetings

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

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

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

**Selectboard 6-2023**

Mission Statement (or equivalent)

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

Authorization

The Select Board is elected by the people of Casco.

Membership

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

Officers

- Chairperson
- Vice-Chairperson
- Secretary

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

Meetings

Regular meetings held twice a month, at the Casco Casco Community Center. Agendas are sent to the Town Clerk at least three days prior to the meeting.

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

All meetings will generally follow Robert’s Rules of Order and the Standards Of Conduct For Public Meetings adopted by the Select Board on August 20, 2024.

**Zoning Board of Appeals 6-2023**

Mission Statement (or equivalent)

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

Authorization

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

Membership

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

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

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

Officers

Chairperson

Vice Chairperson

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

Meetings

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

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

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

**Casco Naples Transfer Station Council 01-2025**

Mission Statement (or equivalent)

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

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



iv. Recycling: methods, materials, tracking, advocacy, awareness, and public education.

Authorization

The Casco Naples Transfer Station Council operates under the authority Interlocal Agreement between the Town of Casco and Town of Naples dated June 28, 2016.

Membership

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

Officers

Chairperson, Vice Chairperson

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

Meetings

Regular meetings are held quarterly in the months of February, May, August and November, on a rotating basis in the towns of Casco and Naples and are always open to the public. Meetings are typically held from 6:00PM to 7:30 PM. Interim meetings may be held at the request of the Casco or Naples Town Manager. Agendas are sent to the Town Clerk at least three days prior to the meeting.

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

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

**Veterans Committee 06-2023**

Mission Statement (or equivalent):

The mission of the Committee shall be:

To promote the recognition and observance of patriotic holidays to include, but not be limited to: Memorial Day, Flag Day, the Fourth of July, National POW/MIA Recognition Day, Veterans’ Day, and Pearl Harbor Day.

Authorization

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

Membership

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

A. Three Casco veterans.

B. Two members shall be Casco nonveterans.

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

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

At least three of the appointed members shall be veterans.

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

Members shall serve without compensation.

Officers

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

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

Meetings

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

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

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

*Safe Streets Committee 01-2025*

Mission Statement (or equivalent)

Streets and roadways within the Town of Casco will be safe and accessible for people of all ages and abilities, including pedestrians, bicyclists, motorists, and public transportation users.

By improving road design and focusing on safer speeds, the Town of Casco will achieve zero fatal or severe injury crashes.

Authorization

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

Membership

The *Safe Street Committee* is a *seven-member* board.

A. Initial Appointments.

- 1. Two to a one-year term.
- 2. Two to a two-year term.
- 3. three to a three-year term.

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

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

Officers

- Chairperson
- Vice Chiar
- Secretary

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

Meetings

Regular meetings held monthly, at the Casco Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. *If you meet in another location state that is not the Casco Community Center the chair must notify the Town Manager to ensure community notification.*

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

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

Adopted this 21st day of January 2025.

**Approved by Casco Selectboard:**

\_\_\_\_\_ Eugene Connolly, Chair

\_\_\_\_\_ Grant Plummer , Vice-Chair

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

\_\_\_\_\_ Robert MacDonald

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

