



Town of Casco

Selectboard Regular Meeting Agenda

September 05, 2023 at 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: August 22, 2023
4. Public Participation for non-Agenda items

Old Business

5. The Selectboard will consider a Financial Investment Policy
6. The Selectboard will discuss the Septic System Replacement Program
7. The Selectboard will discuss the status of the Comprehensive Plan

New Business

8. The Selectboard will discuss the development of an open space master plan for Open Space Commission
9. The Selectboard will discuss a Fire Protection Ordinance
10. Selectboard Comments

Executive Session

11. Executive Session to discuss Concealed Weapon Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 09/05/2023A & 09/05/2023B
12. 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.

September 11, 2023 @ 6:30 PM Planning Board Regular Meeting

September 18, 2023 @ 6:00 PM Open Space Commission

September 18, 2023 @ 6:00 Zoning Board of Appeals

September 19, 2023 @ 6:00 Selectboard Regular Meeting



Town of Casco

Selectboard Regular Meeting Minutes

August 22, 2023 at 5:30 PM

Casco Community Center

Executive Session

1. Executive Session Pursuant to 1 M.R.S. § 405(6)(E), Consultation with Legal Counsel Starting at 5:30 PM

The Selectboard moved to go into executive session pursuant to 1 M.R.S. § 405(6)(E), Consultation with Legal Counsel and to discuss Concealed Weapon Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 08/22/2023A & 08/22/2023B @ 5:45 pm

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

2. Executive Session to discuss Concealed Weapon Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 07/25/2023A & 07/25/2023B

See Motion above

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

Regular Meeting Starting at 6:00 PM

3. Review and approval of the meeting agenda

The Selectboard moved to approve the meeting agenda as amended (item 14 removed).

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

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

The Selectboard moved to approve and sign all bills and open warrants.

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

5. Approval of Minutes: July 25, 2023

The Selectboard to approve minutes of July 25th as presented

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

6. Public Participation for non-Agenda items

Tom Mulkern inquired about the property at 50 Rabbit Run Lane and wondered about the Town's response to this property.

Robert Williamson was hoping for an update on the Comprehensive Plan and ensuring that feedback is being used.

Trevor Tidd-Inquired about the boat launch access at Kettle Cove and why it was now closed. It showed on tax maps being a boat access.

Eileen Tidd-Updated the Selectboard about the LED Streetlight by her house. At the Town's suggestion, she connected with a CMP representative and she resolved the problem with a deflector. She wanted others to know this light trespassing can be resolved.

Sam Brown wanted to provide an update on the Open Space Commission, but did not complete the update because of time constraints. *(This will be a future agenda discussion item)*.

7. Manager's Update

New Business

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

The Selectboard moved to authorize the Town Manager to sign the Settlement Agreement with Hello Doggie Daycare and Migis Lodge as written by counsel and presented.

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

9. The Selectboard will consider accepting the FY22 audit as presented by RHR Smith

The Selectboard moved to accept the FY 2022 audit as presented by RHR Smith

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

10. The Selectboard will discuss 2023 Municipal Tax rate Calculation (Mill Rate)

No Action. Discussion Only

11. The Selectboard will discuss a Financial Investment Policy

No Action. Discussion Only

12. The Selectboard will consider an order for the Lease Purchase of Fire Engine with Androscoggin Bank

The Selectboard moved to approve the order for Authorizing lease Purchase of Equipment as presented

Motion made by Connolly, Seconded by MacDonald.

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

13. The Selectboard will discuss a order regarding the lease purchase with Androscoggin Bank for a 1-ton truck

The Selectboard moved to authorize the Town Manager to Authorizing the lease Purchase of Agreement with Androscoggin Banks for the previous approved 1-ton truck and equipment.

Motion made by Connolly.

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

Old Business

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

Removed from agenda, see item # 3 in minutes

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

Tabled

16. The Selectboard will discuss the Septic System Replacement Program

No Action. Discussion Only

17. The Selectboard will consider Changing Town Office Work Hours

The Selectboard moved to approve the modifying the Town Office work hours as presented effective January 1, 2024.

Motion made by Connolly, Seconded by MacDonald.

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

18. The Selectboard will consider a Committee, Board, Council & Commission appointment policy

The Selectboard moved to approve the Committee, Board, Council & Commission appointment policy as presented.

Motion made by MacDonald, Seconded by Fernandes.

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

19. Selectboard Comments

Selectboard member stated it was good to be back in the community and participating in this meeting after his vacation.

Selectboard member Fernandes wanted to thank everyone for coming to the meeting and participating in this process.

Selectboard member Connolly dittoed Fernandes' comment and wanted to extend the thanks to all the Casco committee volunteer. Almost every Board and Committee is now at capacity.

Selectboard member Plummer wanted to ensure that the Town completed an RFP for sand in the immediate future. He also requested an update from the Town Manager on the status of equipment purchases. He wanted to remind everyone that school starts next week and be watchful for the children. Plummer additionally wanted to thank Point Sebago for the workshop/tour they did two weeks ago.

Selectboard member Avery wanted to thank all the volunteers that assisted with Casco Days.

20. Adjournment

The Selectboard moved to adjourn from the meeting at 7:56 pm.

Motion made by Connolly, Seconded by Fernandes.

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

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

Future meeting dates (subject to change)

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

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

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

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



TOWN OF CASCO

BOARD AND COMMITTEE MEMBER USE OF SOCIAL MEDIA POLICY & GUIDELINES

Section 1. Purpose:

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

Section 2. Scope:

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

Section 3. Investment Committee:

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

Section 4. Investment Objective:

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

A. Safety

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

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

b. Investing primarily in shorter-term securities.

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

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

B. Maintenance of Liquidity

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

C. Income

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

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

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

Section 5. Ethics and Conflicts of Interest:

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

Section 6. Delegation of Authority:

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

Section 7. Authorized Financial Dealers and Institutions:

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

Section 8. Investment Training:

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

Section 9. Suitable and Authorized Investments:

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

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

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

Anywhere Investment Policies – Page 5

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

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

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

Section 10. Collateralization:

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

Section 11. Diversification:

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

Section 12. Maximum Maturities:

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

Section 13. Internal Controls:

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

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

Section 14. Performance Standards:

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

Section 15. Reporting:

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

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

Section 16. Legislative Changes:

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

Section 17. Portfolio Performance:

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

Adopted this 8th day of September 2023.

Approved by Casco Selectboard:

_____ Scott Avery, Chair

_____ Eugene Connolly, Vice-Chair

_____ Mary-Vienessa Fernandes

_____ Robert MacDonald

_____ Grant Plummer



TOWN OF CASCO

SEPTIC SYSTEM GRANT PROGRAM POLICY

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

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

Section 2. Eligibility

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

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

Applicants may be eligible for up to a maximum of \$125,000 in funding

~~This policy shall be applied retroactively to cover septic systems for which the applicant first applied for a permit from the Town to replace their septic as of March 1, 2023~~

Section 3. Repayment

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

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

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

Section 4. Process

The Town of Casco Town Manager or designee will receive and review each application. The application must include an HHE-200 (Subsurface Wastewater Disposal) completed by a license site advisor, previous year's tax returns or other proof of income, and estimate of removal of old septic system along with estimated costs new system that has the same design flow as the current system. Upon determination that an application is complete and meets the criteria established by the Selectboard, The Town Manager can approve the project for funding. The Town Manager will report to the Selectboard all applications that have been approved for funding. The applicant may be required to provide more information

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

Section 5. Permit Requirements

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

Section 6. Other Provisions

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

Adopted this 19th day of September 2023.

Approved by Casco Selectboard:

_____ Scott Avery, Chair

_____ Eugene Connolly, Vice-Chair

_____ Mary-Vienessa Fernandes

_____ Robert MacDonald

_____ Grant Plummer



Casco Septic System Grant Application

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

Required Project Information

Important

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

Mail/Drop grant application and supporting documents to: Town of Casco
 Septic System Grant Program
 635 Meadow Road
 Casco, ME 04015

Applicant's Information		
Applicant's Name(s)		
Physical Address		
Other residents of residing at dwelling		
Eligibility		
To be eligible for grant all questions below must be answered yes		
Is the property the applicants primary residence?	Yes	
	No	
Is there demonstrated evidence of wastewater system failure?	Yes	
	No	
If there is demonstrated failure, please describe and provide support of wastewater system failure		
Is applicant's household income below \$56,864 (90% of 2022 Maine Median income per US Census)?	Yes	
	No	

Please complete page 2 of application

Replacement Information

Name of Licensed site advisor _____

Name of septic system removal and
instillation Company _____

Estimated cost of removal and
replacement of septic system _____

Current septic system design flow _____

Proposed septic system design flow _____

Applicant(s) Signatures _____ Date _____

Applicant(s) Signatures _____ Date _____

Required supporting Documents

Signed Septic System Grant Application signed by
all residents

Completed HHE-200 (Subsurface Wastewater Disposal)

Proof of system failure

New system design with same design flow completed

Estimate of removal and replacement of septic system

Office Use Only

Date Received _____

Grant Request Status Approved Denied

Town Manager Signature _____ Date _____

If denied, reason _____



TOWN OF CASCO

Septic System Subsidy Program Policy

Item 6.#

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

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

Section 2. Eligibility

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

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

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

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

Section 3. Repayment

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

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

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

TOWN OF CASCO
Septic System Subsidy Program Policy

Section 4. Process

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

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

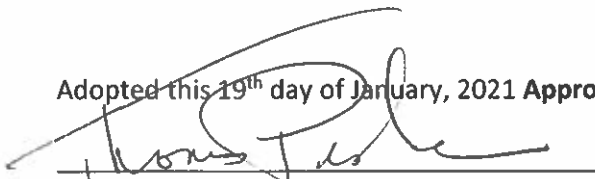
Section 5. Permit Requirements

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

Section 6. Other Provisions

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

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


Thomas Peaslee


Holly Hancock

Mary Vienesca Fernandes


Robert MacDonald


Scott Avery

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

Item 6.#

Required Project Information

IMPORTANT

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

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

A. General Information	
1.	Applicant's Name:
	Physical Address of project:

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

Applicant Signature Date

Office Use Only:

Date Received: _____

Town Manager Signature Date

The committee continues to work through the review process, discussing public comments and incorporating feedback as appropriate. Our next meeting will be Wednesday September 6th at 6:00pm (changed from 5:30 due to committee member schedules) where we plan to finish our review.

We plan to have the edits submitted, via Vanessa, to Rick at GPCOG by the end of next week and hope to have a draft back by mid-September. This is the draft we will share first with the Select Board and Planning Board and work with the Boards to schedule public release, hearings, etc. in preparation for town warrant/vote.

The committee is happy with the progress and is looking forward to sharing this draft of the Comp Plan with the community.

Thank you,

Rae-Anne

Town of Casco

FIRE RESCUE

PROPOSED
FIRE PROTECTION ORDINANCE FOR
SUBDIVISIONS ONLY

ARTICLE I. PURPOSE

To protect health, safety and general welfare of the residents and visitors of the Town of Casco by establishing fire protection measures for residential subdivisions; to ensure for the reasonable protection and safety of firefighters against building collapse and other effects of fires; to better facilitate the needs of the Fire Rescue; to ensure sound engineering practices are utilized when installing fire protection systems.

ARTICLE II. AUTHORITY AND ADMINISTRATION**Section 1. Authority**

1. This Ordinance is adopted pursuant to Home Rule Powers as provided for in Article VIII-A of the Maine Constitution and Title 30, M.R.S.A., Section 1917. (Present reference is Article VIII, Part Second, Section 1 of the Maine Constitution and Title 30A M.R.S.A, Section 3001.
2. This Ordinance shall be known as the "Fire Protection Ordinance for Subdivisions Only" of the Town of Casco, Maine adopted and effective by vote of the Town Meeting.

ARTICLE II. AUTHORITY AND ADMINISTRATION**Section 2. Administration**

1. This Ordinance shall be administered by the Planning Board, Casco Fire Rescue and/or the Code Enforcement Officer of the Town of Casco, as appropriate.
2. The Reviewing Authority may modify or waive any of the application requirements or performance standards when it determines that because of the special circumstances of the site such application requirements or standards would not be applicable or would be an unnecessary burden upon the applicant and not adversely affect the abutting landowners and the general health, safety, and welfare of the Town.

ARTICLE III. REFERENCES AND DEFINITIONS

In general, words and terms used in this ordinance shall have their customary dictionary meanings. More specifically, certain words and terms used herein are defined as follows. References are incorporated only to the extent cited herein.

Dry Hydrant - An arrangement of pipe permanently connected to a water source other than a piped, pressurized water supply system that provides a ready means of water supply for fire-fighting purposes and that utilizes the drafting (suction) capability of a Fire Rescue pump.

Dry Hydrant Specifications - For current Dry Hydrant Specifications and dry hydrant locations please contact the Town of Casco Fire Chief or the Town of Casco Code Enforcement Officer.

Fire Protection System - The water source, storage means, piping and hydrants, sprinkler systems, access roads and associated infrastructure provided for fire protection.

Insurance Services Organization (“ISO”) Public Protection Classification (“PPC” [tm]) - edition published at the time of issuance of Building Permit.

National Fire Protection Association (“NFPA”) - issue as adopted by the Maine State Fire Marshal’s Office at the time of issuance of building permit:

1. NFPA Standard 1, “Fire Prevention Code.”
2. NFPA Standard 13D, “Standard for the Installation of Sprinkler Systems in One and Two Family Dwellings and Manufactured Homes”.
3. NFPA Standard 1142, “Standard on Water Supplies for Suburban and Rural Fire Fighting”.

ARTICLE IV. APPLICABILITY

This ordinance shall be applicable to all new residential construction in new subdivisions, as defined in Subdivision Regulations of the Town of Casco, from the date of adoption of this Ordinance.

ARTICLE V. FIRE PROTECTION SYSTEM WATER SUPPLY

Section 1. Water Supply

1. In any applicable subdivision, there shall be provided a reliable water supply for firefighting. If public fire hydrants and/or approved dry hydrants are not available within 1000 feet of each lot, the subdivider shall be responsible for providing adequate fire protection water supply. Subdivisions shall provide adequate fire protection water supply in accordance with ISO PPC Class 8. Acceptable methods include, but are not limited to, natural perennial or man-made fire ponds with an approved dry hydrant, underground storage reservoirs (cisterns) with an approved dry hydrant, approved pumping relay station, or

approved residential sprinkler systems in dwelling units. If water storage means are provided, such means shall be located not further than 1000 feet from any dwelling. A combination of methods may be used to satisfy this requirement.

ARTICLE V. FIRE PROTECTION SYSTEM WATER SUPPLY

Section 2. Design and Approval

1. Where fire ponds are proposed for water storage, the capacity of the pond shall be calculated based on the lowest projected water level, less an equivalent of three feet of ice. A detailed plan of the required pond, dry hydrant, piping, and/or access road, bearing the stamp of a registered Professional Engineer, shall be submitted as part of the application. The Code Enforcement Officer and Fire Chief shall approve the design of all water storage arrangements for fire ponds, cisterns, and pumping relay stations. Water storage arrangements shall be made available as soon as combustible materials accumulate. (NFPA 1, 16.4.3.1.1)

ARTICLE VI. SPRINKLER SYSTEMS

1. Sprinkler systems to be installed in any construction subject to this Ordinance shall comply with the applicable standard as approved by the Office of the State Fire Marshal, which is typically the Maine Life Safety Standard or NFPA 13D, as appropriate; edition as adopted by the Maine State Fire Marshal's Office at the time of issuance of building permit.

ARTICLE VII. MAINTENANCE OF FIRE PROTECTION SYSTEMS

Section 1. Maintenance of Water Storage Means

1. Water storage means a holding tank and dry hydrants associated with water storage arrangements shall be maintained as required by NFPA 1142, Chapter 8, Section 8.7.1 and 8.7.6. The homeowners associations shall be responsible for the maintenance of the fire protection system, if common storage means are used.

ARTICLE VII. MAINTENANCE OF FIRE PROTECTION SYSTEMS

Section 2. Maintenance of Sprinkler Systems

1. Maintenance of individual sprinkler systems shall be the responsibility of the individual owner.

ARTICLE VII. MAINTENANCE OF FIRE PROTECTION SYSTEMS

Section 3. Road and Relay Station Maintenance

1. All roads and relay stations approved as part of a subdivision shall be maintained for Casco Fire Rescue access in perpetuity to include tree and brush trimming, snow removal, other obstructions, gates, signs, etc. The homeowners associations shall be responsible for the maintenance of the roads and relay stations. This provision shall not prohibit a seasonal road from being maintained seasonally.

ARTICLE VII. MAINTENANCE OF FIRE PROTECTION SYSTEMS

Section 4. Inspection of Fire Protection Systems

1. Fire protection systems other than sprinkler systems shall be subject to annual inspection by the Casco Fire Rescue. Deficiencies shall be remedied by the developer, homeowners association or Casco Fire Rescue as appropriate.

ARTICLE VIII. OTHER PROVISIONS

1. Easement Deed

a. When water storage means are to be used, the developer or homeowners association shall provide an executed dry hydrant easement deed to the Town of Casco in a form approved by the Town Attorney to provide the Town of Casco with the right to enter onto the property to use, train with, and check the functionality of the storage means.

2. Road Access for Firefighting

a. All proposed roads subject to this code shall meet requirements set forth in the Town of Casco Subdivision

Regulations. All road plans shall meet Fire Rescue approval for Fire Rescue equipment operations if no municipal water system is used.

b. If any waiver from road grade requirements is granted, as allowed in the Subdivision Regulations, water supply distance requirements shall be measured from each end of the waived grade(s).

3. Property Access for Firefighting

a. All properties shall have access per NFPA 1, edition in effect at time of Subdivision application.

4. Access through Gates, etc., for Firefighting

a. Any property subject to this Ordinance protected by any locked gate, fence or chain shall provide Fire Rescue Access to same as approved by the Fire Chief or designee.

5. Waiver

a. In the event that sprinklers are provided in all subdivision dwellings, the provisions of Article VIII Section 1 may be waived by the Planning Board.

ARTICLE IX. Validity, Severability and Conflict with Other Ordinances

1. Should any section or provision of this Ordinance be declared by any court to be invalid, such decision shall not invalidate any other section or provision of the Ordinance.

2. Whenever the requirements of this Ordinance are inconsistent with the requirements of any other Ordinance, Code or Statute, the more restrictive requirements shall apply.

3. This Ordinance shall not repeal, annul or otherwise impair or remove the necessity of compliance with any federal, state or other local laws, codes or ordinances. Where this Ordinance imposes a greater restriction upon the use of land, buildings, or structures, the provisions of this Ordinance shall prevail.

4. Nothing herein shall exempt any applicant or proposed development or land use from the requirement(s) of complying with other applicable Ordinances and Regulations of the Town of Casco.

ARTICLE X. Effective Date

1. The effective date of this Ordinance shall be 30 days after approval by Town Meeting Vote.

ARTICLE XI. Review

1. This Ordinance shall be reviewed by Town of Casco Planning Board at least every three (3) years with Fire Rescue's input.

ARTICLE XII. Amendments

1. This Ordinance may be amended by referendum. Amendments must be submitted to the Municipal Officers by the Planning Board following the requirements below for publishing and posting a public hearing.
 - a. The notice must be posted in the municipal office at least fourteen (14) days before the public hearing.
 - b. The notice must be published at least two (2) times in a newspaper that has a general circulation in the municipality. The date of the first publication must be at least twelve (12) days before the hearing and the date of the second publication must be at least seven (7) days before the hearing. That notice must be written in plain English and understandable by the average citizen.

ARTICLE XIII. ENFORCEMENT**Section 1. Nuisances**

1. Any violation of this Ordinance shall be deemed to be a nuisance.

ARTICLE XIII. ENFORCEMENT**Section 2. Violations**

1. When a violation of any provision of this Ordinance shall be found, the Code Enforcement Officer or the Chief of the Casco Fire Rescue shall send a written notice of the violation to the responsible party or parties and shall notify the Board of Selectmen of the violation. If the notice does not result in the correction of the violation, the Board of Selectmen may institute any and all actions and proceedings, either legal or equitable, including seeking injunctive relief, the imposition of fines, removal of the structure, or other action that may be appropriate or necessary to enforce the provisions of this Ordinance. The remedies set forth herein are intended to be cumulative and not exclusive of each other. The Board of Selectmen is authorized to enter into administrative consent orders to eliminate violations with or without court action. Such agreement shall not allow an illegal structure or use to continue.

ARTICLE XIII. ENFORCEMENT**Section 3. Penalties**

1. Any person, firm corporation, or other legal entity who shall violate any of the provisions of this Ordinance or fail to comply with any of the requirements thereof shall, upon conviction, be punished by a fine of not less than \$100 nor more than \$2,500, and each day on which violations shall continue shall constitute a separate offense.

ARTICLE XIV. Appeals

1. Any person, firm or corporation aggrieved by a decision of the Code Enforcement Officer (“CEO”) or Planning Board may appeal such decision to the Board of Appeals within 30 days of the written decision by filing an appeal at the office of the Town Clerk on forms approved by the Board of Appeals.

2. All appeals and requests for reconsideration shall be accompanied by a fee as provided in the Town of Casco Uniform Fee Ordinance.

3. Appeals from decisions of the CEO, and decisions of the Planning Board made without conducting a public hearing, shall be de novo. The CEO shall transmit to the Board of Appeals the decision and all documents and other evidence on which the decision was based which may be considered as evidence in the de novo proceeding. The Board of Appeals shall conduct a public hearing at which all persons shall have the right to present additional testimony and documentary evidence. At the public hearing, any party shall have the right to cross-examine witnesses. The standard of review shall be whether, on the basis of the evidence before the Board of Appeals, the application conforms to the requirements of the Ordinance. The burden of proof shall be upon the applicant for the permit or approval. The Board of Appeals shall have authority to grant or deny a permit or approval or to remand the matter to the CEO or Planning Board for further proceedings.

4. Appeals from decisions of the Planning Board made after conducting a public hearing shall be purely appellate. The CEO shall transmit to the Board of Appeals the decision of the

Planning Board and all documents and other evidence comprising the record on which the Planning Board decision was based. The Board of Appeals shall conduct a public proceeding at which all persons shall have the right to present legal argument concerning the decision of the Planning Board. The Board of Appeals shall not permit the introduction of additional testamentary or documentary evidence. The standard of review shall be whether the decision of the Planning Board was arbitrary or capricious, based on error of law or on findings of fact not supported by substantial evidence in the record. The Board of Appeals shall have authority to sustain or reverse a decision of the Planning Board or to remand the matter to the Planning Board for further proceedings.

5. The Board of Appeals shall not continue a public hearing on an appeal to a future date except for good cause.

6. The affirmative vote of three members of the Board of Appeals shall be necessary to grant an approval or permit on appeal from a decision of the CEO or to grant an appeal from a decision of the Planning Board. The failure of the Board of Appeals to issue a written notice of its decision, directed to the appellant by registered mail, within thirty five (35) days of the close of the public hearing shall constitute a denial of the appeal.

7. Any aggrieved party may appeal a decision of the Board of Appeals to Maine Superior Court within 45 days of the date of the vote of the Board of Appeals in accordance with 30-A

M.R.S.A. § 2691 and Rule 80B of the Maine Rules of Civil Procedure.