



Town of Casco

Selectboard Regular Meeting Agenda

September 16, 2025 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: September 2, 2025
4. Public Participation for non-Agenda items
- [5.](#) Manager's Update

On-going Business

6. The Selectboard will discuss future planning options.
- [7.](#) The Selectboard will discuss the Foreclosed Property Policy.
8. The Selectboard will discuss the schedule of the zoning work group.

New Business

9. The Selectboard will receive updates from the Code Enforcement Office
- [10.](#) The Selectboard will consider a letter of support for Loon Echo.
11. The Selectboard will discuss Open Space activities with the Open Space Commission chair.
- [12.](#) The Selectboard will consider designated Municipal Official representing the Town of Casco for Maine Municipal Association's Annual meeting.
13. Selectboard Comments

Executive Session

13. Executive Session pursuant to 1 M.R.S.A.405(6)(E) Consultation with legal counsel.
14. Adjournment

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

Future meeting dates (subject to change)

September 17, 2025 @ 6:00 PM Quaker Ridge Community forum

September 17, 2025 @ 6:00 PM Water Quality Committee

September 22, 2025 @ 6:30 PM Planning Board Regular Meeting

September 25,, 2025 @ 6:00 PM Casco Naples Transfer Station Council

September 25, 2025 @ 6:30 PM Comprehensive Plan Implementation Committee

October 7, 2025 @ 6:00 PM Selectboard Regular Meeting



Town of Casco

Selectboard Regular Meeting Minutes

September 02, 2025 at 6:00 PM

Casco Community Center

Regular Meeting

PRESENT

Eugene Connolly
Robert MacDonald
Grant Plummer

ABSENT

Scott Avery
Mary Fernandes

1. Review and approval of the meeting agenda

The Selectboard moved and seconded to approve the meeting agenda.

Motion made by MacDonald, Seconded by Connolly.

Voting Yea: Connolly, MacDonald, 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 Connolly, Seconded by MacDonald.

Voting Yea: Connolly, MacDonald, Plummer

3. Approval of Minutes: August 19, 2025

The Selectboard moved and seconded to accept the minutes from the August 19, 2025 meeting as presented.

Motion made by MacDonald, Seconded by Connolly.

Voting Yea: Connolly, MacDonald, Plummer

4. Public Participation for non-Agenda items

David Kimball presented points to the Selectboard regarding his property line dispute with the town.

5. Manager's Update

- A. The Town recently posted a vacancy in the Public Works Department. The posted position is for a truck driver laborer, and applications are being accepted until September 18th.
- B. The Town is still awaiting the final tax commitment from Cumberland County Regional Assessing. Once this information is received, the Town will set the tax due date 45 days thereafter, as authorized by Town Meeting. We currently anticipate the first tax payment will be due in mid- to late October.

C. I spoke with the Region 1 Engineer of Maine DOT regarding Meadow Road (Route 121). This roadway is classified as a Priority 4, the lowest rating for non-local roads. For comparison, Webbs Mills Road is classified as Priority 4, Poland Spring Road is classified as Priority 3, and Roosevelt Trail as Priority 1. Roads at Priority 4 level are not typically scheduled for full reconstruction; instead, they generally receive a Light Capital Paving (LCP) treatment. Meadow Road is currently scheduled for LCP work in the 2026 work plan. The engineer is reviewing the roadway to determine whether minor modifications to the plan could provide more substantial improvements while remaining within the limits of a Priority 4 roadway work plan.

- Meadow Road Average Annual Daily Traffic-2,500 vehicles
- Poland Spring Road Average Annual Daily Traffic-6,000 vehicles
- Roosevelt Trail Average Annual Daily Traffic-10,450 vehicles
- Webbs Mills Road Average Annual Daily Traffic-1,650 vehicles

For more information on Maine DOT information please go to

<https://www.maine.gov/mdot/mapviewer/>

D. The following is a status update on projects and purchases approved at Town Meeting:

- Edwards Road Box Culvert Replacement – Project completed.
- Automated External Defibrillators (AEDs) – To be ordered; expected delivery within the next month.
- Braun Ambulance – Ordered; delivery anticipated in 2027.
- Casco Community Park Fencing – Installation scheduled with TT Fence with completion anticipated this fall.
- Municipal Fiber – See Agenda Item #6 for details.
- Ford F600 and Plow Gear – Purchase completed and delivered.
- Public Works Radios and Repeaters – Initial purchase completed.
- FY26 Road Projects – Remaining projects to be determined.

Ongoing Business

6. The Selectboard will discuss a fiberoptic installation agreement with Sebago Fiber
The Selectboard moved and seconded to authorize the Town Manager to sign the fiberoptic agreement with Sebago Fiber.

Motion made by MacDonald, Seconded by Connolly.

Voting Yea: Connolly, MacDonald, Plummer

7. The Selectboard will discuss the Foreclosed Property Policy.
Discussion only. No action was taken.
8. The Selectboard will discuss liaisons with committees and periodical updates.
Discussion only. No action was taken.
9. The Selectboard will discuss the updates to the Meeting House.
Discussion only. No action was taken.
10. The Selectboard will discuss the status of the Capital Improvement survey.
Discussion only. No action was taken.

New Business

11. The Selectboard will discuss road maintenance projects being coordinated by Public Works

Discussion only. No action was taken.

12. The Selectboard will discuss the RFID system at Bulky Waste

13. The Selectboard will discuss the schedule of the zoning work group.

Discussion only. No action was taken.

14. The Selectboard will discuss future planning options.

Discussion only. No action was taken.

15. Selectboard Comments

Gene Connolly wanted to remind everyone school is open and please watch out for the buses and kids. Watch your speed and beware of what is happening around you.

Bob MacDonald reported about the Comprehensive Plan Implementation Committee.

Grant Plummer expressed his excitement about the roadwork being done and inquired about what happens with the Gorrill Palmer funds that are remaining. Grant also recognized the high volume of children in Beth's Recreation programs right now.

16. Adjournment

The Selectboard moved and seconded to adjourn at 7:35 pm.

Motion made by MacDonald, Seconded by Connolly.

Voting Yea: Connolly, MacDonald, 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)

Month DD, YYYYT at HH:MM PM Meeting Name

September 9, @ 6:30PM Capital Improvement Planning Community Forum

September 15 @ 6:00 PM Open Space Regular Meeting

September 16 @ 6:00 PM Selectboard Regular Meeting

September 17 @ 6:00 PM Safe Streets Meeting

September 17 @ 6:00 PM Ad Hoc Water Quality Committee



**Manager's Memorandum
Selectboard Meeting
September 16, 2025,**

Item 5.#

To: Selectboard
From: Tony Ward, Town Manager
Date: 09-11-2025
Re: Selectboard meeting 09-16-2025

Below are notes for agenda items for September 16, 2025, meeting

5. Managers' Update

- A. The storage room above the Casco Post Office at the Casco Community Center has been in disrepair for some time and is continuing to deteriorate, creating potential safety concern.

Staff will be working with an engineer to inspect the area, determine the root cause of the damage, and identify the necessary repairs. The findings will be incorporated into the budget process to ensure that the repairs needed are properly addressed.

- B. The Town Employee Safety Committee has held its first quarterly meeting as part of the Workers' Compensation Safety Incentive Program. The committee will focus on facility inspections, reviewing workplace incidents, ensuring compliance with safety policies, and leading a wellness program to support Town employees.
- C. The Town recently held a community forum on the Greater Portland Council of Governments' Capital Improvement Survey, facilitated by GPCOG's Tony Planet. About 17 residents attended and shared their perspectives. To encourage broader participation, a virtual community forum will be held via Zoom on **September 18, 2025, from 6:30 to 8:00 p.m.** at <https://us02web.zoom.us/j/87398919973>. Details are also posted on the Town's website, Facebook page, and digital sign.
- D. Town staff recently met with Owens McCullough of Sebago Fiber to conduct a preliminary inspection of the sand/salt shed. Initial access was limited due to debris and building constraints, but Public Works staff cleared the area, moved sand, and removed panels to allow a more thorough review. Sebago Technics will return soon to complete the inspection and provide guidance on the shed's condition, potential improvements, and whether the existing structure could continue to serve as a storage facility.

On-Going Business

6. The Selectboard will discuss future planning options.

Background

Town staff and I are in the process of finalizing a Request for Proposals (RFP) for planning services. The primary focus of this RFP will be the Village zoning (P1 in Comp Plan) update, which is a key step in preparing for future growth while preserving the character of the Village.

Scope and Timeline

The RFP will seek planning services for a 5–6-month engagement, with the objective of preparing a draft zoning ordinance for presentation at the June 2026 Town Meeting. This timeline allows sufficient opportunity for community input, Planning Board review, and refinement prior to consideration by voters.

Transitional Support

During this interim period, I am in discussions with a potential planning resource who can assist the Planning Board with its ongoing responsibilities. This temporary support will help maintain continuity and ensure that Board activities are not delayed while the RFP process is underway.

Next Steps Related to RFP

- Finalize and issue the RFP for planning services.
- Confirm availability of interim planning support for the Planning Board.
- Provide updates to the Selectboard as proposals are received and reviewed.

Future Decisions

For future discussions and the draft FY2027 budget, the Selectboard should consider the benefits and detriments of hiring a full-time planner. For context, the 2024 MMA Salary Survey is included in this packet. While not a comprehensive study due to the limited number of participants, the survey provides a benchmark for planner compensation, with a reported mean of \$84,381 and a median of \$81,003. This information was provided because of the overlap between contracted planning services and municipal planner positions.

Pros and cons of options

Contracted Planning Services

Pros:

- Flexible: Services can be scaled up or down depending on workload and budget.
- Cost control: Predictable expenses tied to contracted hours or scope of work.
- Access to specialized expertise that may not be feasible to hire in-house.
- No long-term employment obligations (benefits, retirement, etc.).

Cons:

- Limited availability: Contractor may not always be accessible when urgent matters arise.
- Less continuity: Potential turnover if the contract is not renewed.

- Less direct integration with staff, boards, and community.
- May not provide the same level of long-term planning vision.

Full-Time Town Planner

Pros:

- Dedicated resources with consistent availability.
- Stronger integration with Planning Board, Selectboard, committees, and staff.
- Greater continuity and institutional knowledge for zoning updates and long-term projects.
- Ability to proactively address planning issues rather than working project-to-project.

Cons:

- Higher overall cost when including benefits, retirement contributions, and overhead.
- Less flexibility if workload fluctuates.
- Recruitment challenges, given competitive market, and limited candidate pool.
- Long-term budget commitment.

7. The Selectboard will discuss the Foreclosed Property Policy.

Included in the Selectboard packet is an updated draft policy regarding tax-acquired properties that identifies staff review process and preliminary options for the Selectboard. This updated area is *Section 4. Procedures required prior to the disposition of tax-acquired properties*: of the policy. This policy has been prepared in compliance with Maine law.

8. The Selectboard will discuss the schedule of the zoning work group.

The Village Zoning Work Group recently held its first meeting to begin reviewing Casco's Village (P1) zoning. The group outlined a strategy to guide this work and set the stage for future recommendations.

Much of the detailed review will take place within Town committees and boards, while the Work Group will serve as the connection point to bring information together. Working with the Town's contracted planner, the group will:

- Make sure Village zoning reflects the Town's Comprehensive Plan.
- Look at different zoning approaches, including the option of moving toward form-based zoning.
- Host community forums in the affected Villages to share information and hear feedback.
- Develop a timeline for next steps, including preparing recommendations for a future Town Meeting.

The goal is to ensure any updates to Village zoning are well-informed, transparent, and guided by community input.

The next three scheduled meetings of this work group are October 8th, November 12th, and December 10th.

.New Business

9. The Selectboard will receive updates from the Code Enforcement Office.

Code Enforcement Officer/LPI John Wiesemann will be present at the meeting to provide the Selectboard with a synopsis of trends occurring in his Department and permitting applications.

10. The Selectboard will consider a letter of support for Loon Echo.

Loon Echo Land Trust has asked the Casco Selectboard to support their application for grant funding through the Maine Trails Program. The proposed grant would help fund the development of new trails at Rolfe Hill, designed to be accessible for adaptive mountain bikers and other adaptive trail users.

As part of this request, Loon Echo is seeking a formal letter of support from the Selectboard to include with their grant application. A draft letter has been provided in the Selectboard packet for review.

11. The Selectboard will discuss Open Space activities with the Open Space Commission chair.

As discussed at the Selectboard's last meeting, the Board is beginning a new process of receiving short monthly updates (about 10 minutes) from Town boards and committees on a rotating basis.

The first update will come from the Open Space Commission, presented by Sam Brown.

The draft schedule for upcoming updates is:

- Safe Streets Committee – October 21
- Comprehensive Plan Implementation Committee – November 18
- Water Quality Committee – December 16
- Berry Property Work Group – January 20

This new process is intended to keep the Selectboard, and community better informed about the work of Town committees and to highlight ongoing projects and priorities.

12. The Selectboard will consider designated Municipal Official representing the Town of Casco for Maine Municipal Association's Annual meeting.

Included in the Selectboard packet is an authorization for the Town's voting representative at the Maine Municipal Association Annual Business Meeting, scheduled for October 8, 2025, at 1:15 p.m. at the Bangor Cross Insurance Center.

Since the Town Manager will already be attending the conference, it is recommended that the Selectboard authorize him to serve as the Town's voting delegate at this annual meeting.



TOWN OF CASCO

TAX ACQUIRED PROPERTY POLICY

Item 7. #

Section 1. Purpose: The purpose of this policy is establishing procedures for the disposition of tax-acquired property. This Policy repeals and replaces all prior versions of the Select Board's policies regarding tax-acquired property.

The municipal objectives of this Policy are to:

- A. Allow tax-acquired property to return to the tax rolls as soon as practicable.
- B. Establish a clear policy for the public and Town staff regarding the procedures for the disposition of tax-acquired property.
- C. Eliminate neighborhood blight, recognizing that the longer a building or lot remains vacant, the more likely it will become a target for undesirable or illegal activity.
- D. Preserve property values, recognizing that long-term vacancy of a building or lot leads to deterioration and costly rehabilitation.
- E. Comply with state law requirements for the disposition of tax-acquired property in 36 M.R.S.A. § 943-C, as amended, and constitutional principles governing the disposition of tax-acquired properties, including as set forth in the U.S. Supreme Court decision in *Tyler v. Hennepin County*, 598 U.S. 631 (2023).

Section 2. Definitions:

For purposes of this Policy, the following terms have the following meanings:

- A. Former Owner: The owner or owners of record at the time of foreclosure or, if deceased, the former owner's heirs, devisees, or personal representatives.
- B. Tax-Acquired Property: Real estate acquired by the Town of Casco for the nonpayment of property taxes through the tax lien mortgage foreclosure process set forth in 36 M.R.S.A. §§ 942-943.

Section 3. Eligibility, voter approval, and manner of disposition:

- A. Eligibility for Disposition. A tax-acquired property is eligible for disposition by the Select Board following completion of the foreclosure process and expiration of the right of redemption, and following voter approval in accordance with Part III.B.
- B. Voter Approval. To secure voter approval for the disposition of tax-acquired property, the Select Board will place an article in each annual Town Meeting warrant in substantially the following form or in such other form as prepared by the Select Board in consultation with the Town Attorney:

Article __. To see if the Town will vote to authorize the Select Board to dispose of tax-acquired property (1) in accordance with Title 36, Section 943-C of the Maine Revised Statutes, as may be amended, or (2) should the Select Board be unable to list or sell the property pursuant to Section 943-C, in any manner reasonably calculated by the Select Board to establish the fair market value of the property. For sales to someone other than the former owner, excess sale proceeds, as calculated pursuant to Section 943-C, shall be returned to the former owner.

For the retention of property for municipal purposes, the Select Board will place a specific article in the applicable annual Town Meeting warrant in such form as prepared by the Select Board in consultation with the Town Attorney.

- C. Manner of Disposition. The Select Board will meet a minimum of once every January to review a list of tax-acquired properties from the prior year and determine which properties to offer for sale to the former owner, which properties to retain for municipal purposes, and which properties to sell at fair market value.
1. Former Owner Sales. The Select Board may sell a tax-acquired property to the former owner using the process in Part IV.A.
 2. Retained Properties. The Select Board may retain a tax-acquired property for municipal purposes (including but not limited to open spaces, public improvements, parks and recreation, public safety, governmental services, and education) using the process in Part IV.B.
 3. Fair Market Value Sales. All tax-acquired properties other than sales to former owners and properties retained for municipal purposes must be sold using the process in Part IV.C.

Section 4. Procedures required prior to the disposition of tax-acquired properties:

A. Staff Review

Town staff will review all tax-acquired (foreclosed) properties and prepare a comprehensive report for the Selectboard. The report will include the following information for each property:

1. Current assessed value
2. Outstanding taxes owed
3. Property condition
4. Development or building opportunities (if applicable)
5. Buildability of the lot (if land only)
6. Applicable zoning limitations
7. Any additional information requested by the Selectboard

B. Selectboard Action

Upon receipt of the staff report, the Selectboard will determine whether:

1. Immediate disposition of the foreclosed property is necessary, **or**
2. The property should be referred to other Town committees for recommendations on potential disposition.

Section 5. Procedures for the disposition of tax-acquired properties:

- A. Former Owner Sales. The Town Manager must, in consultation with the Town Attorney, negotiate with the former owner the terms and conditions of such sale. The sale price must equal the sum of the factors identified in Part V.A (1)-(7) for the calculation of excess sale proceeds. If the sale to the former owner is not completed, the property must be sold using the procedures in Part IV.C.

- B. Retained Properties.
 1. Appraisal Report. The Treasurer must procure an appraisal report from a Maine-licensed real estate appraiser showing the value of the tax-acquired property. The appraiser may not hold an elected or appointed office in the Town or be otherwise employed by the Town.
 2. Notice to Former Owner. The Treasurer must provide a notice to the former owner of the Town's intent to pay excess sale proceeds as described in Part V.B.
 3. Payment of Excess Proceeds to Former Owner. The Treasurer must pay the former owner any excess sale proceeds as calculated in Part V.A, substituting the value of the tax-acquired property as shown in the appraisal report for the selling price of the tax-acquired property. The appraisal fee may be included in the calculation of excess sale proceeds. Any such excess sale proceeds must be paid to the former owner no later than 120 days after the appraisal report is prepared.

- C. Fair Market Value Sales. All tax-acquired properties other than former owner sales and retained properties must be sold using the following process:
 1. Pre-Sale Notice of Sale Process. At least 90 days prior to listing a tax-acquired property for sale, the Treasurer must send a written notice to the last known address of the former owner, by United States Postal Service certified mail, return receipt requested, and first-class mail, of the sale process described in this Part IV.C. The Treasurer must use the form of notice prepared by the State Tax Assessor, if available.
 2. Manner of Sale.
 - (a) Real Estate Listing. The Town Manager must list the tax-acquired property for sale at the highest reasonable price at which the property is anticipated to sell with a licensed real estate broker or agent. The broker or agent may not hold an elected or appointed office in the Town or be employed by the Town.
 - (b) Alternative Sale Process. If, after three attempts, the Town Manager is unable to contract with a real estate broker or agent for the sale of a tax-acquired property as described in subsection (a), above, or the broker or agent is unable to sell the property within 12 months after listing, the Select Board may sell the property in any manner reasonably calculated by the Select Board to establish the fair market value of the property. Such manner of sale may include, but is not limited to, sale by sealed bid or public auction.
 3. Property Conveyance.
 - (a) The Select Board must convey the tax-acquired property to the successful buyer at the highest price at which the property is able to sell within 12 months after listing it for sale with the broker or agent.
 - (b) The successful buyer will be given no more than 30 days to complete the purchase of the property.
 - (c) The property must be conveyed by quitclaim deed.

- (d) The Treasurer must notify the Town Assessors of the conveyance of a tax-acquired property.

Section 6. Excess sales proceeds:

For any tax-acquired properties that are retained for municipal purposes pursuant to Part IV.B or sold pursuant to Part IV.C, the Treasurer must pay the former owner any excess sale proceeds in accordance with this Part V. Excess sale proceeds must be calculated and disbursed as follows:

- A. Calculating Excess Sale Proceeds. The Treasurer must calculate the amount of any sale proceeds in excess of:
1. The sum of all taxes owed on the property;
 2. The sum of all taxes that would have been assessed on the property during the period following foreclosure when the property is owned by the Town;
 3. All accrued interest;
 4. Fees, including advertising, mailing, recording, property listing and real estate broker's or agent's fees, to the extent that those fees are not included in the broker or agent fee agreement;
 5. Any other expenses incurred by the Town in selling, maintaining, or improving the property, including but not limited to documented administrative costs and reasonable attorney's fees;
 6. The cost to the Town of the lien and foreclosure process, including but not limited to reasonable attorney's fees; and
 7. Unpaid sewer, water, or other utility charges and reasonable fees imposed by the Town.
- B. Post-Sale Notice of Intent to Pay Excess Proceeds.
- If, after the sale of a tax-acquired property, there exist any excess sale proceeds as calculated in Part V.A, the Treasurer must send written notice of the Town's intent to pay the former owner the excess sale proceeds at least 30 days prior to disbursement of those proceeds. The notice must be sent by first-class mail and certified mail, return receipt requested, to the last known address of the former owner and the last known address of each record holder of an interest in the tax-acquired property. To ascertain any such record holder, the Treasurer must obtain a current owner title search on the property.
- If the Treasurer is unable, after reasonable diligence, to locate the former owner in order to send the notice required by this section, the Treasurer must place a notice in a newspaper of general circulation in Hancock County once a week for three consecutive weeks. The notice must include the name of the former owner, a description of the tax-acquired property that was sold, the amount of the excess sale proceeds, and the date by which the excess sale proceeds must be claimed.
- C. Disbursement of Excess Proceeds. The Treasurer must disburse any excess proceeds calculated in Part V.A to the former owner no sooner than 30 days after sending the post-sale notice of intent to pay pursuant to Part V.B. If the Treasurer is unable, after

reasonable diligence, to locate the former owner and instead publishes the notice pursuant to Part V.B, and if, after provision of such notice, a former owner fails to claim the excess sale proceeds within 30 days of the final published notice, the Treasurer must transfer the excess sale proceeds to the Unclaimed Property Fund under 33 M.R.S.A. § 2141.

- D. Recording Notice of Payment in Registry of Deeds. Within 10 days of payment of any excess sale proceeds to the former owner, the Treasurer must record in the Hancock County Registry of Deeds a notice, signed by the Select Board, that includes the name of the former owner to whom the excess sale proceeds were paid, the amount of the excess sale proceeds, the date on which the excess sale proceeds were paid, a description of the tax-acquired property that was sold, and a statement that receipt of the excess sale proceeds by the former owner is deemed to be a waiver of the former owner's right to commence any action challenging the governmental taking of real estate for nonpayment of property taxes pursuant to 36 M.R.S.A. § 946-B. The Treasurer must use the form of notice prepared by the State Tax Assessor, if available.
- E. Accounting. The Treasurer must retain an accounting of the calculation and payment of any excess proceeds to a former owner or to the Unclaimed Property Fund in the Town's permanent records. At the former owner's request, the Treasurer must provide to the former owner a written accounting of the amount of excess sale proceeds itemizing any deductions made under Part V.A.



September 16, 2025

Maine Trails Program
Bureau of Parks and Lands
54 Independence Drive
Augusta, Maine 04333

Dear Maine Trails Program Review Committee,

We are writing as members of the Casco Selectboard in support of funding for Loon Echo Land Trust's Rolfe Hill Trails Project.

Rolfe Hill Forest was recently conserved by Loon Echo Land Trust after being identified within a conservation focus area within Casco's 2006 Open Space Plan. The property provides important connectivity to other open space areas and trail systems and has long been used by a variety of recreational users. The property is already seeing significantly increased recreational use by the local community thanks to a new parking area and loop trail constructed by LElt in 2024. The Selectboard is particularly enthusiastic about the new trails at Rolfe Hill that would be built to accommodate adaptive mountain bikers and other adaptive trail users – as this project proposes.

In January of 2024, the residents of Casco adopted a new Comprehensive Plan. The Plan states that "Residents expressed the desire to have increased access to the outdoors but noted the difficulties in accessibility." The plan recommends to "seek private and public funding to expand the number of trails and pedestrian/bicycle paths" and to "create trails and water access points that are ability-inclusive."

We fully support this proposal because it aligns with the vision that the residents of Casco have for our community. We encourage you to give it the highest possible consideration.

Sincerely,

Grant Plummer, Chair

Robert MacDonald, Vice Chair

Mary Fernandes, Member

Scott Avery, Member

Eugene Connolly, Member



To: Key Municipal Officials of MMA Membership
From: Catherine Conlow, Executive Director
Date: September 8, 2025
Subject: MMA Annual Business Meeting & Voting Credentials

The Maine Municipal Association will hold its annual business meeting in conjunction with the 89th Annual Convention:

Date: Wednesday, October 8, 2025

Time: 1:15 p.m. (Immediately following the MMA Leadership & Recognition Luncheon)

Location: Cross Insurance Center, Bangor, Maine

Purpose & Highlights:

Join MMA President Melissa Doane, Vice President Justin Poirier, and Executive Director Catherine Conlow as they:

- Share strategic priorities for the year ahead.
- Present highlights of MMA's 2025 activities and accomplishments.
- Announce the results of the Executive Committee election.

This meeting offers a unique opportunity for municipal officers to participate directly in MMA's direction-setting, celebrate collective achievements, and engage in forward-looking dialogue.

Enclosed you will find the meeting agenda as well as a voting delegate credential form. Appointed delegates are authorized to vote on all items of business conducted during the meeting. To ensure your municipality is represented, please complete and submit the form by either: (1) bringing it to the Annual Business Meeting on October 8; (2) emailing it to kellymaines@memun.org, or mailing it, so the form arrives on or before Monday, October 6, to:

Kelly Maines
Executive Office Administrative Coordinator
60 Community Drive
Augusta, ME 04330

Note: This year, there are no proposed amendments to the MMA bylaws.

"From Partners to Progress" embodies our 2025 theme, spotlighting how partnerships pave the way to meaningful advancement across Maine's municipalities. The Convention delivers a rich blend of

**Maine Municipal Association
Annual Business Meeting
Wednesday, October 8, 2025
1:15 p.m. – 2:30 p.m.
Cross Insurance Center
Bangor, Maine**

AGENDA

1. **Introductions and Welcoming Remarks** – MMA President Melissa Doane, Bradley Town Manager will welcome members to the business meeting.
2. **Election Results** – Melissa Doane will share the results of the Maine Municipal Election that took place August 29, 2025.
3. **Approval of 2024 MMA Annual Business Meeting Minutes** – Melissa Doane will ask for approval of the 2024 Annual Business Meeting minutes to be approved as presented.
4. **MMA President's Report** – Melissa Doane will discuss her term in office and the remainder of the year.
5. **Executive Director's Report** – Catherine Conlow, MMA Executive Director will discuss MMA business taking place throughout the year.
6. **Other Business** (*comments from the floor*)
7. **Adjournment**

**Maine Municipal Association
Annual Business Meeting
Wednesday, October 2, 2024, 1:15 p.m.
Augusta Civic Center - Penobscot Room
Meeting Minutes**

Members in Attendance: See attached record.

Introductions and Welcoming Remarks -MMA President Diane Hines welcomed members of MMA to the 2024 Annual Business meeting and called the meeting to order at 1:15 p.m.

Election Results - Diane Hines shared results of the MMA Executive Committee Election that took place August 23, 2024, as follows:

New Members begin their terms on January 1, 2025.

Officers for 2025:

- President – Melissa Doane, Town Manager, Bradley
- Vice President - Justin Poirier, Town Manager, Monmouth

Re-elected for a three-year term:

- David Cyr, Town Manager, Frenchville

Newly elected for a three-year term:

- Matt Garside, Town Manager, Poland
- Michele Varuolo-Cole, Selectperson, Bethel

Filling a vacant position with a term ending December 31, 2026:

- Pious Ali, Councilor, Portland

Approval of the 2023 MMA Annual Business Meeting Minutes – Diane Hines asked for approval of the 2023 MMA Annual Business Meeting.

Elaine Aloes MOVED, and the motion was seconded by David Cyr that the MMA Annual Business Meeting minutes be approved by voting members present. The motion passed with all in favor.

MMA President's Report - Diane Hines shared highlights from the past nine months of her presidency and her plans for the last three months. She shared the importance of Post Traumatic Stress Disorder (PTSD) that is suffered by many first responders and the ServeStrong initiative implemented by MMA. ServeStrong is an online platform that all members can use to connect with resources and real help to overcome this difficulty. It is free to all members and confidential for all users.

She continued by discussing improvements to the MMA facility, and she shared her and MMA's commitment to Diversity, Equity and Inclusion pointing out the scholarships and educational opportunities made available by MMA. Next, she talked about the membership survey that was sent out to town officials to engage members. She stated, "Your input matters."

Executive Director's Report – Executive Director, Catherine Conlow discussed the activities taking place at MMA over the past year and plans for the future. She thanked President Diane

MAINE MUNICIPAL ASSOCIATION VOTING DELEGATE CREDENTIALS

Is hereby designated as the official Voting Delegate and

(print name)

as the alternative Voting Delegate for

(print name)

(municipality)

to the Maine Municipal Association's Annual Business Meeting, which is scheduled to be held, on Wednesday, October 8, 2025, at 1:15 p.m., at the Bangor Cross Insurance Center, Bangor, Me.

The voting delegate credentials may be cast by a majority of the municipal officers, or by a municipal official designated by a majority of the municipal officers of each municipal member.

Date: _____ Municipality: _____

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

Name: _____ Position: _____

Or signature of the majority of municipal officers:

Please return this form no later than Monday, October 6, 2025, or bring it with you to the MMA Annual Business Meeting. If mailing send to:

MMA Annual Business Meeting
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: kmaines@memun.org