



Town of Casco

Selectboard Regular Meeting Agenda

October 17, 2023 at 6:00 PM

Amended 10-16-2023

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: October 3, 2023
4. Public Participation for non-Agenda items
5. Manager's Update

Old Business

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

New Business

7. The Selectboard will recognize Phil Shane for his 31 years of Service to the MSAD 61 Board of Directors
8. The Selectboard will discuss goals for FY24 and review of FY23 Goals
9. The Selectboard for discuss the Berry Property
10. The Selectboard will consider investment opportunities for unassigned funds.
11. The Selectboard will discuss future processes or assistance for the Planning Board and Comprehensive Plan Implementation Committee.
12. The Selectboard will discuss proposed amendments to zoning ordinance regarding Solar Energy Systems.
13. The Selectboard will consider a warrant for special Town Meeting on November 7, 2023
14. Selectboard Comments

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)

November 7, 2023, at 6:00 PM Regular Selectboard meeting

November 13, 2023, at 6:30 PM Planning Board meeting

November 20, 2023, at 6:00 PM Open Space Commission Meeting

November 21, 2023, at 6:00 PM Regular Selectboard meeting



Town of Casco

Selectboard Regular Meeting Minutes

September 05, 2023 at 6:00 PM
Casco Community Center

Regular Meeting

PRESENT

Scott Avery
Eugene Connolly
Robert MacDonald
Grant Plummer

ABSENT

Mary Fernandes

Prior to the start of the meeting, Chairperson Scott Avery shared the news of Holly Hancock's passing and a moment of silence was observed.

1. Review and approval of the meeting agenda

The Selectboard moved to approve the meeting agenda as presented.

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

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

The Selectboard moved to approve all bills and open warrants.

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

3. Approval of Minutes: August 22, 2023

The Selectboard moved to approve the August 22, 2023 Minutes.

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

4. Public Participation for non-Agenda items
No Public Participation.

Old Business

5. The Selectboard will consider a Financial Investment Policy
The Selectboard moved to accept the Financial Investment Policy as presented.
Motion made by Plummer, Seconded by MacDonald.
Voting Yea: Avery, Connolly, MacDonald, Plummer
6. The Selectboard will discuss the Septic System Replacement Program
No action taken. Discussion only.
7. The Selectboard will discuss the status of the Comprehensive Plan
Rae-Ann Nguyen was unable to attend, however she Scott read an email with updates.

New Business

8. The Selectboard will discuss the development of a open space master plan for Open Space Commission
Sam Brown provided an update. Discussion Only. No Action taken.
9. The Selectboard will discuss a Fire Protection Ordinance
No Action. Discussion Only
10. Selectboard Comments
Selectperson Plummer wanted to review sands bid and discuss road issues
Selectperson MacDonald remembered Holly Hancock and recognized her passing. He also looks forward to preserving Casco's way of life, serving all residents and taxpayers.
Selectperson Connolly reminded everyone to keep in mind school is open and watch for school buses. He noted speeding is an issue and asked people to slow down.
Selectperson Avery read an email from Lake Region Middle School inviting everyone to a "book launch".

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

The Selectboard and moved to enter Executive Session to discuss Concealed Weapon Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 09/05/2023A & 09/05/2023B at 6:55pm.

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

12. Adjournment

The Selectboard came out of Executive Session at 6:55pm and moved to adjourn.

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

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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

635 MEADOW ROAD
CASCO, MAINE 04015

10-17MEMO

To: Selectboard
From: Tony Ward, Town Manager
Date: 10-13-2023, **Amended 10-16-2023**
Re: Selectboard meeting 10-17-2023

Below are notes for agenda items for the October 17th meeting.

5. Managers Update

- A. Greater Portland Council of Governments received a CDBG grant for the studying and implementation of housing policies. The Town of Casco was a portion of this grant for the identify four (4) specific parcels for housing development and catalyzation for additional development in the area. In your packet is the award notification from Matt Panfil of GPCOG.
- B. Glidden Excavation is near completion of the FY 24 road projects. I plan on providing the Selectboard proposals for FY25 and probably recommendations for FY26 and FY27. Once these projects are approved at the Selectboard level, we will post them on our web page and social media beginning the information stage for our residents.
- C. The Town Office is in the process of upgrading our technology within the building. The upgrades include, but not limited to, updated phone systems at a rate less than Go Net Speed, increased internet speed, exterior cameras installed on the Town Office, installation of Town Meeting approved server, and installation of communication monitor in the front lobby.
- D. The Transfer Station & Bulky Waste facility will be closing 1 hour earlier on November 5, 2023, and keep these hours during Eastern Standard Time. Beginning on November 5, the Transfer Station closes to the public at 4:30 pm and Bulky Waste at 3:45 hours. Staff will continue work their 10-hour shifts and perform other duties during the public closure time. This was approved by the Transfer Council when they changed the operation days.
- E. ReVision Energy is in the process of assembling of foundation baskets (bases for the solar panels); anticipate beginning construction of racking and fencing over the next few weeks; in 2 or 3 weeks begin installation of solar panels on racks and conduct the electrical wiring most of November and December.

- F. I will be out of the office from November 1st through the 13th (at least). I will be available most of the time via e-mail or cell phone, but I will not be in the office during this time.

Old Business

- 6. The Selectboard will discuss the status of the Comprehensive Plan.**

New Business

- 7. The Selectboard will Recognize Phil Shane for his 31 years of Community Service with the Board of Directors for MSAD #61..**

- 8. The Selectboard Will discuss FY23 Selectboard goals and identify FY24 Selectboard goals.**

Included in your packets the goals the Selectboard set for themselves in July 2022. I have not updated any of the status in this document prior to your discussions. After this meeting's discussion, I will gladly update the document for the Selectboard.

- 9. The Selectboard Will Discuss the Berry property.**

At the last meeting, the Selectboard requested this discussion be added to the agenda for discussion. No further supporting documents.

- 10. The Selectboard will consider investment opportunities.**

On September 8, 2023, the Selectboard approved an investment policy relating to unassigned funds. That policy is included in your packet.

Staff and I recommend investing some of the unassigned funds in CDARS. CDARS are governmentally insured funds that typically yield a higher rate of return than checking accounts. We bank with TD Bank and receive a return rate of return at 4.0%. Our unassigned fund balance is approximately 3.2 million dollars. Our current balance in our sweep/checking account is 7.1 million dollars. These funds are substantially higher than the unassigned funds because we are currently collecting taxes for FY24. These additional funds are used to fund the municipal operations and Casco's portion of the school districts operation. We are currently earning 3.2% from this account.

Included in your packet is the current CDAR rates from banking institutions that we currently use (TD Bank and Androscoggin). I am recommending investing 1 million of the unassigned funds in varied length CDARS. Staff and I would recommend placing \$250,000 into a 1-month, 3-month, 4-month, and 6-month. By investing in the CDARS, the Town would collect an additional \$11,696 in a 6-month period. By staggering the CDAR lengths we ensure the majority of the Town's funds are liquid in case of emergency.

11. The Selectboard will discuss future processes or assistance for the Planning Board and Comprehensive Plan Implementation Committee.

The Comprehensive Plan Implementation Committee and Planning Board will face multiple challenges during the upcoming years based on approval of the Comp Plan. The implementation and guidance for both these groups will require significant staff time in providing information and guidance. The current staffing levels would not be able to sufficiently provide the support required or expected from these two groups.

I am seeking guidance and support for the use of a planner for these two boards/committees. There are multiple options the Town could proceed with the use of a planner. The three primary options are:

- Hire a full-time planner
- Share the expenses in hiring a full-time planner with another Town
- Contract out planning services

If the Selectboard supports any of these concepts, Staff & I would begin researching the associated costs with the preferred option or all options.

12. The Selectboard will discuss proposed amendments to zoning ordinance regarding Solar Energy Systems.

Included in your packet are the proposed amendments to zoning ordinance regarding Solar Energy Systems. These recommendations are being proposed by the Planning Board after lengthy discussions and public hearing. The Selectboard has the authority to accept the proposal as presented and place on the next Town Meeting warrant or total reject the proposed changes and not place it on a Town Meeting warrant or you can request that the Planning Board make modifications on the proposed amendments.

13. The Selectboard will consider a warrant for a Special Town Meeting on November 7, 2023.

Included in your packet is a draft Special Town Meeting Warrant for the November 7, 2023, election. Since the voters are electing a new member of the Casco/Naples Transfer Station Council, this election must be recognized as a Special Town Meeting which is similar to the actions taken with June's election.

From: [Matthew Panfil](#)
[Anthony Ward](#)
Subject: DECD Housing Opportunity Grant Awarded
Date: Wednesday, October 11, 2023 10:20:00 AM

Tony:

I am pleased to inform you that the Department of Economic and Community Development (DECD) has awarded GPCOG a Housing Opportunity Program Service Provider Grant that will allow us to proceed with the proposed site analysis for affordable housing development as detailed in our application:

The Town of Casco is finalizing a comprehensive plan that identifies two village areas as priority growth centers: the Pike's Corner neighborhood and the Cooks Mills neighborhood. Both are expected to support denser housing and mixed-use development than has generally occurred in Casco over the last several decades.

GPCOG will identify four specific priority parcels as strong candidates for both housing development and for catalyzing additional development within the area. GPCOG will also compare the potential for context-sensitive development of these sites against the restrictions imposed upon them by relevant zoning.

The deliverables for this project will include a report providing analysis and recommended next steps, including:

- *identification of each of the four priority parcels;*
- *explanations of the associated opportunities and constraints identified by GPCOG; and*
- *suggested edits to relevant zoning and performance standards.*

The report will be informed by community engagement activities (i.e., visioning session, community workshop, survey, etc.) following GPCOG's Public Involvement Plan.

At this time, I ask for the Town to provide a municipal point of contact for this project as we will be trying to schedule a kickoff meeting by early November.

Thank you,

Matt Panfil, AICP CUD, LEED AP
BD+C (he/him)
Planning Director

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 mpanfil@gpcog.org
 www.gpcog.org



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FY 23 Selectboard Goals

	Selectboard Goal	Status	Anticipated Completion Date
1	Comprehensive Plan	Planning Days completed, Report being worked on and trail traffic calming being discussed	May-23
2	Housing-Elderly, Low Income, Veterans	More discussion needed. State not working with municipalities to increase density housing and affordable housing.	Part of Comp Plan Process; March 2023
3	Berry Property	Part of comprehensive review	May-23
4	Private Roads	Town Meeting approval of requirements for plowing private roads and requirement to meet 1972 standards	Oct-22
5	Route 302 Corridor	Minimal progress made to date, part of Comprehensive Plan discussion	TBD
6	Salt and Sand Shed	Part of Discussion with Capital Improvement Plan during FY 23 Budget Process	FY 24 or FY25 or FY 26 based on final CIP
7	Reevaluation	Assessor recommends performing this function because of current ratios. RFP ready for distribution once approved at Town Meeting.	FY23
8	LED Street Lights	Contacted CMP for LED upgrade program and on future project list	2023
9	Pleasant Lake Beach	Reconstruction phase RFP July 2022; Boat ramp and dock but June 30, 2022	1-Sep
10	Business Development		TBD
11	Abandoned and Dangerous Building Clean-up	1 in demolition RFP stage, 3 in the notice of violation stage and will be an on-going process.	July 2022 for 388 Roosevelt; legal process for non-complainant
12	Charging Station Fees	Hire company to manage Electric Charging Station Fees	Jul-22
13	Valley Road Review	Discuss private roads as public road	TBD
14	Communications to the Public	Increasing Communications to the Public and use of multi-medias	TBD
15	Survey's	Conduct survey's on substantial projects to determine community's priorities	TBD
16	Open Space	Increase participation in the Open Space Commission and provide them with clear objects	TBD
17	Web Page	Updating of web page on a weekly babsis	TBD
18	Cell Phone Coverage/Repeater	Examine oppportunities for increasing cell phone service within the village	TBD
19	Speed Bumps	For Leach Hill	TBD
20	Plan for Public Works	Develop a timeline/plan for implementation of Public Works	TBD
21	Plan for 2 to 5 year for Roadways	Develop a timeline/plan for road maintenance and repairs	TBD



TOWN OF CASCO

INVESTMENT POLICY & GUIDELINES

Item 10.#

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


**CDARS® Rates
As of 10/01/2023**

Existing Clients: minimum balance of \$10,000

	APY
1 Month	2.50%
3 Months	5.05%
6 Months	5.15%
12 Months	4.60%
18 Months	4.40%
24 Months	4.21%
36 Months	4.05%
48 Months	3.92%
60 Months	3.80%

For more information, please contact Lena Hann:

 LHann@androscogginbank.com

 207-376-3571

By leveraging CDARS®, you can access multi-million-dollar FDIC insurance
on CD investments up to \$50,000,000.

From: Lewis, Kerri E <Kerri.Lewis@td.com>
Sent: Tuesday, October 10, 2023 1:24 PM
To: Pamela Griffin <pgriffin@cascomaine.org>
Subject: RE: CDAR Rates

Hi Pam,

Here are today's rates;

Term	Interest Rate
1 Month:	5.54%
2 Month:	5.56%
3 Month:	5.58%
4 Month:	5.59%
5 Month:	5.59%
6 Month:	5.59%
7 Month:	5.58%
8 Month:	5.57%
9 Month:	5.55%
10 Month:	5.52%
11 Month:	5.49%
12 Month:	5.46%
18 Month:	5.24%
24 Month:	5.02%
36 Month:	4.75%
48 Month:	4.59%
60 Month:	4.52%

Best regards,



Kerri Lewis | Vice President | Government Banking
Government Banking Relationship Manager
TD Bank, America's Most Convenient Bank®



PTO Alert 10/11-10/13

Article XX. Shall an ordinance entitled “2023 Amendments to the Zoning Ordinance of the Town of Casco Regarding Solar Energy Systems” be enacted?

(The proposed ordinance is available for review and inspection at the Town Clerk’s Office and will be available at the Town Meeting.)

2023 AMENDMENTS TO THE ZONING ORDINANCE OF THE TOWN OF CASCO REGARDING SOLAR ENERGY SYSTEMS

The Zoning Ordinance of the Town of Casco shall be amended as follows (additions are underlined and deletions are ~~struck out~~):

1. Amend Article 2, Section 215-2.1, Word usage and definitions, as set forth below:

ARTICLE 2: DEFINITIONS

• • •

KILOWATT (kW)

A unit for measuring power that is equivalent to 1,000 watts.

MEGAWATT (MW)

A unit for measuring power that is equivalent to one million watts, or 1,000 kilowatts.

NAMEPLATE CAPACITY

The maximum rated output of A/C electric power production of the solar energy system.

SOLAR ENERGY SYSTEM

A device or structural design feature, a substantial portion of which is intended for the collection, and distribution of solar energy. Solar energy systems are subject to the dimensional standards contained §§ 215-5.35 and 215-5.36 of this Code, as applicable and as may be amended, but are not considered buildings for purposes of calculating maximum building coverage.

SOLAR ENERGY SYSTEM, GROUND-MOUNTED

An active solar energy system that is structurally mounted to the ground and is not roof-mounted.

SOLAR ENERGY SYSTEM, GROUND-MOUNTED, AREA

The total amount of disturbed ground area necessary for the proper installation and maintenance of a ground-mounted solar energy system. This figure is inclusive of, among other things, the total area of all ground-mounted solar energy equipment, all areas enclosed by a perimeter fence, and the total area of all driveways and access ways.

SOLAR ENERGY SYSTEM, GROUND-MOUNTED, LARGE-SCALE

A ground-mounted solar energy system whose total area is greater than 1,500 square feet but not greater than 30 acres and/or that generates a nameplate capacity of 1 MW or greater.

SOLAR ENERGY SYSTEM, GROUND-MOUNTED, SMALL-SCALE

A ground-mounted solar energy system whose total area is less than 1,500 square feet, and/or that generates a nameplate capacity of less than 20 kW. Small-scale ground-mounted solar energy systems may only be used to generate electricity that will be consumed on-site.

SOLAR ENERGY SYSTEM, ROOF-MOUNTED

A solar energy system that is mounted on the roof of a building or structure.

SOLAR PANEL

A device used for the direct conversion of sunlight into useable solar energy, including electricity or heat.

SOLAR-RELATED EQUIPMENT

Items including a solar photovoltaic cell, solar panel, module, or array, or solar hot air or water collector device panels, lines, pumps, mounting brackets, framing and possibly foundations or other structures used or intended to be used for the collection of solar energy.

2. Amend Article 4, Section 215-4.5, Village District (V), as set forth below:

§ 215-4.5 Village District (V)

• • •

B. Permitted Uses

- (1) The following uses are permitted:

• • •

(g) Solar energy system, roof-mounted.

3. Amend Section 215-4.6, Residential District (R), as set forth below:

§ 215-4.6 Residential District (R)

• • •

B. Permitted Uses

(1) The following uses are permitted:

• • •

(h) Solar energy system, roof-mounted.

(2) The following require site plan review:

• • •

(s) Solar energy system, ground-mounted, small-scale.

(t) Solar energy system, ground-mounted, large-scale.

4. Amend Article 4, Section 215-4.7, Commercial District (C), as set forth below:

§ 215-4.7 Commercial District (C)

• • •

B. Permitted Uses

(1) The following uses are permitted:

• • •

(h) Solar energy system, roof-mounted.

• • •

(2) The following require site plan review:

• • •

(jj) Solar energy system, ground-mounted, small-scale.

(kk) Solar energy system, ground-mounted, large-scale.

5. Amend Article 5, Performance Standards, as set forth below:

§ 215-5.35 Solar energy systems: ground-mounted large-scale.

A. Submission Requirements. Applicants seeking site plan review for a large-scale ground-mounted solar energy system shall submit, in addition to all other application materials required by § 215-74, the following:

- (1) A description of the owner of the solar energy system, the operator if different, and details of the qualifications and track record of one or both to run the facility;
- (2) If the operator will be leasing the land, a copy of the agreement (minus financial compensation) clearly outlining the relationship between the owner, operator, and any other third party;
- (3) A copy of the agreement and schematic details of the interconnection arrangement with the applicable transmission system, clearly indicating which party is responsible for the various requirements;
- (4) A description of the components of the solar energy system to be installed, including make and model;
- (5) A construction plan and timeline, identifying known contractors, site control, and anticipated on-line date;
- (6) An operations and maintenance plan, including site control and projected operating life of the solar energy system. Such a plan shall include measures for maintaining safe access to the installation. Additionally, such plans shall include efforts to promote beneficial flora and fauna, as well as a commitment to not use pesticides and herbicides;
- (8) An emergency management plan for anticipated hazards, which shall be reviewed and approved by the Fire Chief prior to the Planning Board's issuance of final site plan approval;
- (9) A stormwater management plan, prepared and certified by a licensed Maine engineer, that demonstrates that stormwater from the solar energy system will not cause an unreasonable increase in stormwater runoff on to existing properties when compared to pre-development conditions on the site;
- (10) A pre-development noise measurement for the site as performed by a qualified professional;
- (11) Proof of financial capacity to construct and operate the proposed solar energy system;
- (12) If the proposed solar energy system has a total area equal to or greater than three (3) acres, a decommissioning plan, including:

- (a) A description of the trigger for implementing the decommissioning plan. There is a rebuttable presumption that decommissioning is required if 10% or less of the solar energy system's permitted capacity is generated for a continuous period of twelve (12) months, or if the ground lease for the solar energy system has expired for a period of at least three (3) months. The Applicant may rebut the presumption by providing evidence, such as a force majeure event that interrupts the generation of electricity, that although the project has not generated electricity for a continuous period of twelve (12) months, the solar energy system has not been abandoned and should not be decommissioned.
- (b) A description of the work required to physically remove all components of the solar energy system, including associated foundations, buildings, cabling, electrical components, and any other associated facilities to the extent they are not otherwise in or proposed to be placed into productive use. All earth disturbed during decommissioning must be revegetated.
- (c) An estimate of the total cost of decommissioning, including an itemization of estimated major expenses and the projected costs of measures taken to minimize or prevent adverse effects on the environment during the implementation of the decommissioning plan. The itemization of major costs may include, but is not limited to, the cost of the following activities: panel removal, foundation and building removal, stabilization of soil, transmission corridor removal, and road infrastructure removal.
- (d) Demonstration in the form of a performance bond, surety bond, letter of credit, or other form of financial assurance as may be acceptable to the Town, that upon the end of the useful life of the solar energy system the Applicant will have the necessary financial assurance in place for 125% of the estimated total cost of decommissioning, subject to a review of such cost by the Code Enforcement Officer. The financial assurance shall include a provision granting the Town the ability to access the funds and property and perform the decommissioning if the facility is abandoned or the Applicant or subsequent responsible party fails to meet their obligations after reasonable notice, to be defined in the agreement and approved by the Planning Board.
- (13) A landscaping plan for the entirety of the proposed development.

(14) An erosion control plan consistent with erosion and sedimentation control best management practices established by the Maine Department of Environmental Protection.

B. Performance Standards. In addition to all other standards listed in § 215-7.5 of the Code, a site plan review application for a ground-mounted, large-scale solar energy system may only be approved by the Planning Board upon demonstrated compliance with the following standards:

(1) Dimensional Standards. All solar-related equipment shall be set back at least fifty (50) feet from all lot lines. The maximum height of the solar energy system, as measured from existing, pre-development grade, shall be fifteen (15) feet. In no circumstances may any solar energy system exceed 30 acres in total area.

(2) Interconnection Agreement. The Applicant shall demonstrate that it has a legally enforceable interconnection agreement with a transmission and distribution utility. If necessary, the Planning Board may grant site plan approval subject to the condition of approval that an executed interconnection agreement is received by the Town by a date certain.

(3) Required Signage. A sign consistent with the provisions of § 215-5.28 of this Code, as may be amended, shall be installed at every point of ingress and egress from the subject property and at least every 100 feet around the subject property's perimeter. Such signage shall identify the owner/operator of the solar energy facility and shall provide a 24-hour emergency contact phone number. Said signs may not be used for advertising in any way.

(4) Fencing. All properties containing large-scale, ground-mounted solar energy systems shall be fully enclosed by a perimeter fence. Perimeter fences shall be of an agricultural style (not chain-link); shall be a minimum of seven (7) feet in height; and shall maintain a continuous boundary with securely gated points of access for personnel, vehicles, and maintenance equipment. The bottom of such fences shall be lifted six (6) inches above ground level to allow for wildlife passage.

(5) Landscaped Buffer. A landscaped buffer may be required and shall be maintained around the entire perimeter of subject property. Existing vegetation on the subject property may be used to satisfy this requirement. The solar energy system shall, to the greatest practical extent, be screened from abutting properties and, to the greatest practical extent, shall not be viewable from Hackers Hill, or from any great pond or similarly-regulated body of water.

- (6) Glare. The solar energy system shall be situated, to the satisfaction of the CEO, so as to mitigate concentrated glare at the property boundaries of the site.
- (7) Lighting. Onsite lighting, to the extent proposed, shall be consistent with § 215-5.12 of this Code, as may be amended.
- (8) Utility Connections. All connections between the solar energy system and the electrical grid shall be underground, to the greatest practical extent, as determined by the Planning Board.
- (9) Removal. When any portion of the solar energy system is removed, any earth disturbance must be graded and re-seeded.

C. Decommissioning.

- (1) Any ground-mounted solar energy system that has reached the end of its useful life, ceases to generate power, or has been abandoned, shall be removed in accordance with the provisions of this section. Decommissioning shall occur consistent with a decommissioning plan submitted to and approved by the Planning Board as part of the initial approval process, if required by this Article.
- (2) All solar-related equipment shall be removed to the satisfaction of the Code Enforcement Officer within 180 days of operations ceasing. The owner or operator shall notify the Code Enforcement Officer by certified mail, return receipt requested, of the proposed date of discontinued operations and plans for removal.
- (3) Absent a notice of a proposed date of decommissioning, a ground-mounted solar energy system shall be considered abandoned when it fails to generate 10% or less of its permitted capacity for a continuous period of twelve (12) months, without first having received the consent of the Code Enforcement Officer. In any event, the final determination of abandonment of a ground-mounted solar energy system shall be made by the Code Enforcement Officer.
- (4) Decommissioning shall consist of:
 - (a) Physical removal of all solar-related equipment, structures, equipment, security barriers, and transmission lines from the site;
 - (b) Disposal of all solid and hazardous waste in accordance with local, state, and federal law and regulation; and
 - (c) Stabilization or re-vegetation of the site as necessary to minimize erosion.

- (5) If a solar energy system is not fully decommissioned within 180 days of its abandonment or proposed date of decommissioning, the Town of Casco may use all or some of the performance guarantee and any and all legal means necessary to case an abandoned ground-mounted solar energy system to be completely removed.

§ 215-5.36 Solar energy systems: ground-mounted, small-scale.

A. Performance Standards.

- (1) Area. The total area of a small-scale, ground-mounted solar energy system may not exceed 1,500 square feet or 10% of the subject property's total lot area, whichever is less.
- (2) Dimensional standards. Small-scale ground-mounted solar energy systems must be sited, to the greatest practical extent, in a location out of view from neighboring properties and roadways. In no event may such solar energy systems be located less than 50 feet from any boundary line. The maximum height of such a solar energy system, as measured from existing grade, shall be fifteen (15) feet.
- (3) Glare. The solar energy system shall be situated, to the satisfaction of the CEO, so as to mitigate concentrated glare at the boundaries of the subject property.

§ 215-5.37 Solar energy systems: roof-mounted

A. Submission Requirements.

- (1) A structural report from a qualified professional, demonstrating that the Applicant's roof is structurally capable of supporting the collateral load of the solar energy system.

B. Performance Standards.

- (1) Glare. Siting of the roof-mounted solar energy system shall eliminate concentrated glare onto nearby structures and roadways.
- (2) Safety. The roof-mounted solar energy system shall not present any unreasonable safety risks, as outlined in IRC Section 324, including but not limited to:
- (a) Weight load;
- (b) Wind resistance; and
- (c) Ingress or egress in the event of a fire or other emergency.

- (3) Height. Solar energy systems are subject to structure height limitations for principal structures within the applicable zoning district.

DRAFT

**TOWN OF CASCO
November 7, 2023
Special Town Meeting Warrant**

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 said Town of Casco, qualified to vote in town affairs, to assemble at the Crooked River Elementary School, 1437 Poland Spring Road of said town on Tuesday, November 7, 2023, at 8:00 a.m. in the morning, to act on Articles 1 through 2 as set forth below.

Article 1: To elect a Moderator by written ballot.

Article 2: To elect by secret ballot one member of the Casco/Naples Transfer Station Council to fill the remainder of term expiring June 2025.

Given unto our hands this 17th day of October 2023.

Scott Avery, Chair

Eugene Connolly, Vice Chair

Mary-Vienessa Fernandes

Robert MacDonald, Jr

Grant Plummer

In Witness Thereof:

Penny A. Bean, Town Clerk