



Selectboard Regular Meeting Agenda

December 17, 2024 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: December 3, 2024
4. Public Participation for non-Agenda items
5. Manager's Update

Old Business

6. The Selectboard will consider applicants for Alternate position on Planning Board.
7. The Selectboard will discuss potential contract zoning for Casco Public Library
8. The Selectboard will discuss of the work of the Ad Hoc Committee and the proposed Complete Streets Policy.
9. The Selectboard will discuss stormwater control system for Town Office and adjacent Town Properties.
10. The Selectboard will discuss the FY2026 road projects
11. The Selectboard will discuss a proposed strategic surveys options proposed by GPCOG
12. The Selectboard will discuss a senior tax credit ordinance.

New Business

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

Executive Session

15. Executive Session pursuant to 1 M.R.S.A.405(6)(F) Poverty Abatement Requests- Case 03/05/2024A
16. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 12/03/2024A & 12/03/2024B
17. 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)

Month DD, YYYYT at HH:MM PM Meeting Name



Town of Casco

Selectboard Regular Meeting Minutes

December 3, 2024 at 6:00 PM

Casco Community Center

Selectboard Rollcall

Eugene Connolly-Present

Grant Plummer-Present

Mary Fernandes-Present

Robert MacDonald-Absent

Scott Avery-Present

Regular Meeting

1. Review and approval of the meeting agenda

The Selectboard moved and seconded to approve the meeting agenda.

Motion made by Plummer, Seconded by Fernandes.

Voting Yea: Avery, Connolly, Fernandes, Plummer

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

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

Motion made by Avery, Seconded by Fernandes.

Voting Yea: Avery, Connolly, Fernandes, Plummer

3. Approval of Minutes: November 19, 2024

The Selectboard moved and seconded to accept the minutes from the November 19, 2024 meeting as presented.

Motion made by Plummer, Seconded by Fernandes.

Voting Yea: Avery, Connolly, Fernandes, Plummer

4. Public Participation for non-Agenda items

David Kimball spoke regarding his dispute with the town and his property lines.

Tuan Nguyen would like to again request the Selectboard review the office and employee hours.

Sam Brown wanted to follow up on Grant's comment last week when he brought up the status of Rabbit Run and the construction of the Snowmobile Club building.

5. Manager's Update

Old Business

6. The Selectboard will discuss a proposed strategic surveys options proposed by GPCOG
GPCOG attended to present options and answer any questions.

The Selectboard discussed only. No action was taken.

7. The Selectboard will discuss potential contract zoning for Casco Public Library
Discussion only. No action was taken.

8. The Selectboard will discuss Bulky Waste Coupons at the Transfer Station Council request

Discussion only. No action was taken.

9. The Selectboard will discuss updating the current fee structure.

Discussion only. No action was taken.

New Business

10. The Selectboard will consider applicants for Alternate position on Planning Board.

This item was tabled until applicants are interviewed by Selectboard.

11. The Selectboard will discuss stormwater control system for Town Office and adjacent Town Properties.

Discussion only. No action was taken.

12. The Selectboard will discuss the FY2026 road projects

Discussion only. No action was taken.

13. The Selectboard will discuss building a new sand/salt shed

Discussion only. No action was taken.

14. Selectboard Comments

Mary Fernandes- Keep in mind environmental issues when making a decision regarding stormwater control systems.

Grant Plummer- Decisions need to be made how staff is scheduled.

Gene Connolly- Be Careful with the arrival of winter weather. Take extra caution when driving.

Executive Session

15. Executive Session pursuant to 1 M.R.S.A.405(6)(F) Poverty Abatement Requests- Case 03/05/2024A

Tabled.

16. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 12/03/2024A & 12/03/2024B

The Selectboard moved and seconded to enter Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 12/03/2024A & 12/03/2024B at 7:48pm.

Motion made by Avery, Seconded by Plummer.

Voting Yea: Avery, Connolly, Fernandes, Plummer

The Selectboard moved and seconded to exit Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 12/03/2024A & 12/03/2024B at 8:04pm.

Motion made by Avery, Seconded by Plummer.

Voting Yea: Avery, Connolly, Fernandes, Plummer

17. Adjournment

The Selectboard moved and accepted to adjourn at 8:05pm.

Motion made by Fernandes, Seconded by Avery.

Voting Yea: Avery, Connolly, Fernandes, Plummer

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**Manager's Memorandum
December 17, 2024, Meeting**

Item 5.#

To: Selectboard
From: Tony Ward, Town Manager
Date: 12-11-2024
Re: Selectboard meeting 12-17-2024

Below are notes for agenda items for the December 17, 2024, meeting

5. Managers Update

- A. Another round of Community Resilience Partnership Community Action Grant is available and due by December 17th. With the assistance of Vanessa, Sarah Turner and CEBE, I anticipate applying for \$75,000 to build on the goals and strategies outlined in Casco's newly updated Comprehensive Plan, including "Protect Woods, Waters, and Open Space" and "Connect the Villages with Safe Streets and Trails." We will focus on mapping, analysis, and targeted implementation to enhance Casco's natural and recreational resources.
- B. At your next meeting, I plan on presenting the Selectboard with a draft budget schedule with the majority of the meetings occurring in March, as in previous years. I anticipate presenting my proposed budget to the Selectboard on March 4, 2025.
- C. The past few storms proved challenging for both C Pond Plowing and our Public Works crew. These consecutive storms required the same level of service as any major storm and fatigued staff for both groups. The Public Works team was even more challenged with one of the drivers being out sick for all the storms, but a Bulky Waste employee temporarily assigned to Public Works greatly assisted with the shoveling, snow blowing and maintaining of Town grounds.
- D. I am still representing the Town of the COLAB between Casco, Naples, Raymond, and Sebago. This group is additionally being assisted by GPCOG and Sebago Fiber. The ultimate goal of the group is developing a municipal/private business partnership for delivering fiber optic internet to various portions of these communities. Sebago already received a substantial grant for the installation of fiber optics because of being under served. Raymond already approved funding for the development of a fiber optic loop with Sebago Fiber. The next stages would be Casco and Naples financially committing to expansion in our communities during 2026 or 2027. If the community and Selectboard support this

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future expansion, we will need to include funding within our FY26 and FY27 budgets. I am seeking guidance from the Board if they would like Sebago Fiber to attend a January meeting to provide the Board and public with additional information about their recent partnerships and opportunities with Casco and Naples. The anticipated municipal commitment would be in the area of \$250,000 raised over two (2) years.

- E. As part of the FY25 budget, I will propose a formal pay scale that is based on each position's grade, experience level and wages related to their position. If accepted, this wage scale provides employees and prospective employees with clear pay expectations as they gain experience. Instead of just using a COLA which keeps an employee at a plateau for the duration of their employment, it provides continued growth. Obviously any step increase would be dependent on satisfactory appraisals/evaluations.
- F. During the November 5, 2024, general election, we had 121 new voters to Casco register and an additional 44 complete change of addresses.

Old Business

6. The Selectboard will consider applicants for Alternate position on Planning Board.

The Town has received two (2) letters of interest related to the vacant Alternate position on the Planning Board. The two interested parties are David Fowler and Michael Bolk. Mr. Fowler came to a previous Selectboard meeting to introduce himself and outlined his qualifications. Per the Selectboard policy, the Selectboard will interview both individuals prior to making an appointment.

7. The Selectboard will discuss potential contract zoning for Casco Public Library.

Jensen Baird continues working on a draft contract zoning agreement that can be presented to the Planning Board on behalf of the Town and Casco Public Library.

8. The Selectboard will consider the proposed Complete Streets Policy.

Included in your packet is a draft Complete Streets policy that is being recommended for adoption by the Casco Safe Street Committee. As previously mentioned, this policy is completed due to a resiliency grant received by the Town. This committee met for several months and conducted surveys in determining the community's perspective of the safety associated with alternative travel methods within Casco. This policy reflects the results of the survey and additionally complements the Town's current Comprehensive Plan. Staff and I recommend approval of this policy as presented.

9. The Selectboard will consider stormwater control system for Town Office and adjacent Town Properties.

Included in your packet is an e-mail chain from Archipelago and Northeast Civil Solutions. This e-mail chain identifies that Parker Pond is listed a Most at risk from Development. The Town's past developments require that we complete a storm water plan and implement this plan. The initial cost for developing such a would be at a minimum of \$24, 800, but I would anticipate the costs exceeding \$30,000 with Archipelago's assistance.

I am recommending moving this project forward during the FY26 budget process and advising Archipelago and Northeast Civil Solutions that we will contract for these services beginning July 2025, assuming Town Meeting approval.

10. The Selectboard will consider the FY2026 road projects.

Included in your packet is information relating to the 2 options presented by Gorrill Plamer for FY26 road projects and the scope of the Edwards Road culvert replacement. Staff and I are seeking guidance on the scope of road projects the Selectboard wants for FY26. The anticipated cost of the Edwards Road project is \$448,210 with \$200,000 being funded by Municipal Stream Grant. The discussion by the Board should focus on whether they prefer the rehab focus (option #1) or preventative focus (option #2) for the next two (2) years.

Staff and I recommend the Town proceed with a modified rehab focus. We recommend the Town proceed for FY 2026 doing the Edwards Road project described above and the Quaker Ridge Road between Narkem Lane for a reclaim and repave long with ditching improvements. The anticipated costs associated with this project would be approximately \$687,680, which is consistent with your annual capital road budget. We would then recommend the reclaim and repaving of Maturo Drive and Pine Hill Road along with ditching during FY2027 with an anticipated cost of \$673,199.

We would recommend the preventative focus occur during the FY2028 and FY2029 budgets. Included in the Selectboard packet are the current road evaluations. The vast majority of Quaker Ridge Road this project is current rated excellent, good, or fair with only a short portion rated poor (between Brown Ave and South Casco Village Road). The portion of Quaker Ridge Road rated fair between Route 11 and Narkem Lane will be repaired during FY25. The condition of this roadway allows for the delay in milling and paving for another 2 years.

11. The Selectboard will consider the proposed strategic surveys options proposed by GPCOG.

As of this writing, I have still not received the updated proposal from GPCOG based on your discussion with them at your last meeting. Once received, I will immediately add them to this package.

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

The Selectboard decided to create a sub-committee to develop the parameters of a potential senior tax credit ordinance. I am requesting that we receive two (2) volunteers from the Selectboard to be on this subcommittee.

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

Maine Statutes, Title 21-A, Chapter 3, subchapter 1, subsection 101 requires that the registrar of voters be appointed by January 1st of each odd numbered year and the appointment shall be for two (2) years. Penny Bean has been the registrar of voters for the past 7 years and performed this responsibility admirably.

The quoted statute is located in the Selectboard packet.

Contract Zone Points

Dimensional and Performance Standards

Minimum Lot Size	5,000 sq ft
Maximum Lot Coverage	0%
Minimum Setbacks	0'
Minimum Frontage	0'
Landscaped Buffers	0'
No curb cuts required	

Utilities and Parking

Town shall continue to provide to the Library, and shall maintain in good working order:

- Potable Running water
- Wastewater disposal/treatment, currently provided via discharge pipes to a septic tank and a leach field
- Electrical access over Town land
- Shared parking for up to 30 parking spaces
- Access to existing storm drains and connecting piping
 - At SW corner of existing building
 - Between the Library and Route 121
 - Town will provide location information on the above, and financial support in replacing them.
- Library shall continue to provide the electricity for pumping (Town Meeting Room?) wastewater to the septic tank.

Use of Town property

- Library shall own the land underneath the pergola and the concrete pavers connecting it to the main entrance to the Library; and shall have maintenance responsibilities for them.
- Library shall maintain the existing plantings within 6' of its buildings, as well as the planting beds between the Library's main entrance and the town's parking lot
- Library may use the former Library property adjacent to the Village Green for events and programs without notice to the Town. (What is the current process for people to hold an event on the Village Green?)
- The Library may erect temporary structures (pop-up tents, awnings...) and set up tables, chairs, games and other similar items for any event or program in coordination with the Public Works Department.
- The Library may place seasonal items such as picnic tables, benches and StoryWalks in coordination with the PWD.
- Placement of planters and other similar structures
- Placement of playground equipment – Town shall move any equipment too close to the Library building.

Access

- During construction, Town will allow reasonable access for construction vehicles in front and in back of the Library building.

- Library basement water infiltration – we may need to excavate to the footings to fully remedy the problem – coordinate with Town, maybe do it when sidewalks are replaced
- Library shall have clear access to a 5' strip of land around the perimeter of its buildings, except in case of emergency or upon written notification for any temporary obstruction

Maintenance

Town shall be responsible for maintaining all improvements on its own property, as well as any infrastructure (sidewalks, catch basins, piping etc.) that extends onto Library property.

Other

Town manager and the Library Director will be the primary points of contact for questions about the interpretation of this contract, unless either party has given written notification to the other party stating otherwise.

The Library's address shall be 5 Leach Hill RD

Deeds:

- Permanent access to property
- Swapping of deeds so that the Library owns the land within the contract zone, and the Town owns the land outside the contract zone. Footprint = building + roof overhang + exterior heat pumps + ???

Town of Casco, Maine

Complete Streets Policy

I. VISION

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

II. CORE COMMITMENT

DEFINITIONS

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

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

ALL USERS AND MODES

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

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

ALL PROJECTS

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

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

Exceptions and Alternatives

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

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

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

III. COMPLETE STREETS PRINCIPLES

ACCESS + MOBILITY FOR EVERYONE

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

ENVIRONMENTAL SUSTAINABILITY

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

SAFETY + SECURITY

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

CONNECTIVITY

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

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

LAND USE CONTEXT

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

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

CLIMATE CONSIDERATIONS

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

COMFORT

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

ECONOMIC DEVELOPMENT

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

ACTION!

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

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

IV. BEST PRACTICES

DESIGN

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

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

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

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

REGIONAL COORDINATION

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

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

OUTREACH AND EDUCATION

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

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

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

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

V. IMPLEMENTATION + ADMINISTRATION

MUNICIPAL STAFF, BOARDS, AND COMMITTEES

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

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

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

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

CAPITAL PROJECT SELECTION + PRIORITIZATION

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

Examples of Complete Streets Principles for consideration:

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

PERFORMANCE MEASURES

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

Date:

Approved by Casco Select Board:

Eugene Connolly, Chair

Grant Plummer, Vice-Chair

Mary-Vienessa Fernandes

Robert MacDonald

Scott Avery

Addendum A
Additional Resources

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

From: [Mike Morse](#)
To: [Anthony Ward](#)
Subject: RE: Engineer proposal- Parker Pond Boat Launch
Date: Thursday, November 21, 2024 4:27:15 PM

Hi Tony,

That sounds good. Also, I heard back from the wetland delineator I'd contacted and he said that the delineation and GPS locating of any wetland should cost ~\$1500- \$2000.

Thanks,
Mike

*Mike Morse, Principal
Archipelago
1 Dana Street, 4th Floor
Portland, ME 04101
(207) 558-0102
mmorse@ArchipelagoNA.com*



From: Anthony Ward <award@cascomaine.org>
Sent: Wednesday, November 20, 2024 2:30 PM
To: Mike Morse <mmorse@archipelagona.com>
Subject: RE: Engineer proposal- Parker Pond Boat Launch

Mike,

Thank you very much. I will share this information with the Selectboard.

Tony

From: Mike Morse <mmorse@archipelagona.com>
Sent: Wednesday, November 20, 2024 2:21 PM
To: Anthony Ward <award@cascomaine.org>
Cc: Lucy Burnell <lburnell@archipelagona.com>
Subject: Engineer proposal- Parker Pond Boat Launch

Hello Tony,

I've heard back from Bill Gerrish at Northeast Civil Solutions (NCS) and he provided a quote for the engineering and surveying work, below, associated with the Parker Pond hand-carry launch and access road, as well as for the stormwater management design for both the launch/access road and the Town Office development.

If you have any questions about this or if you'd like me to schedule a meeting with NCS, please let me know. Otherwise, I'm also awaiting an estimate for the wetland delineation work and I will forward that to you once received.

Thank you,
Mike

*Mike Morse, Principal
Archipelago
1 Dana Street, 4th Floor
Portland, ME 04101
(207) 558-0102
mmorse@ArchipelagoNA.com*



From: Bill Gerrish <Bill.Gerrish@northeastcivilsolutions.com>
Sent: Tuesday, November 19, 2024 8:26 AM
To: Mike Morse <mmorse@archipelagona.com>
Cc: Lucy Burnell <lburnell@archipelagona.com>
Subject: RE: Town of Casco

Good morning Mike,

I finally got a chance to prepare an estimate for the stormwater application in Casco. Parker Pond is listed as Most at Risk from Development, but it is not listed as Severely Blooming, so we have the option to meet the Phosphorus Standards or the General Standards, along with the Basic Standards. In general, I would anticipate our scope to include the following:

- Attend a pre-application meeting with the DEP.
- Conduct a field topographic survey of the areas constructed after 2005 including the area of the proposed hand carry boat launch.
- Generate an existing conditions plan of the site utilizing the topographic survey information supplemented with LIDAR data as needed.
- Prepare design plans, sections, details and notes for all required stormwater mitigation facilities and the hand carry boat launch.

Prepare an erosion and sedimentation control plan with notes and details conforming with the Basic Standards.

- Prepare pre- and post-development drainage plans.
- Prepare stormwater calculations for the General Standards or Phosphorus Standards submission.
- Prepare a stormwater report including a drainage narrative, inspection and maintenance plan, and a housekeeping plan.

I am assuming that Archipelago will complete the following:

- Complete the stormwater permit application form and fee worksheet.
- Assemble the proof of right, title or interest.
- Prepare and submit the public notice and abutter notifications.
- Assemble the project photos.
- Prepare the NRPA PBR for the boat launch.
- Assemble and submit all application materials.

Our estimated fee for the NCS scope items listed above is \$22,800.

Thank you for this opportunity and please let me know if you have any questions or if you feel that any changes to our proposed scope and fee are warranted.

Bill

Bill Gerrish, PE, PLS

Vice President

(work) 207.883.1000 x106

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From: Anthony Ward <award@cascomaine.org>

Sent: Tuesday, October 29, 2024 4:06 PM

To: Mike Morse <mmorse@archipelagona.com>

Subject: RE: Past construction

Mike,

The current Town Office began construction in 2016. The annex (or previous Town Office) was constructed during the summer 2005.

Tony

From: Mike Morse <mmorse@archipelagona.com>
Sent: Tuesday, October 29, 2024 3:53 PM
To: Anthony Ward <award@cascomaine.org>
Subject: Past construction

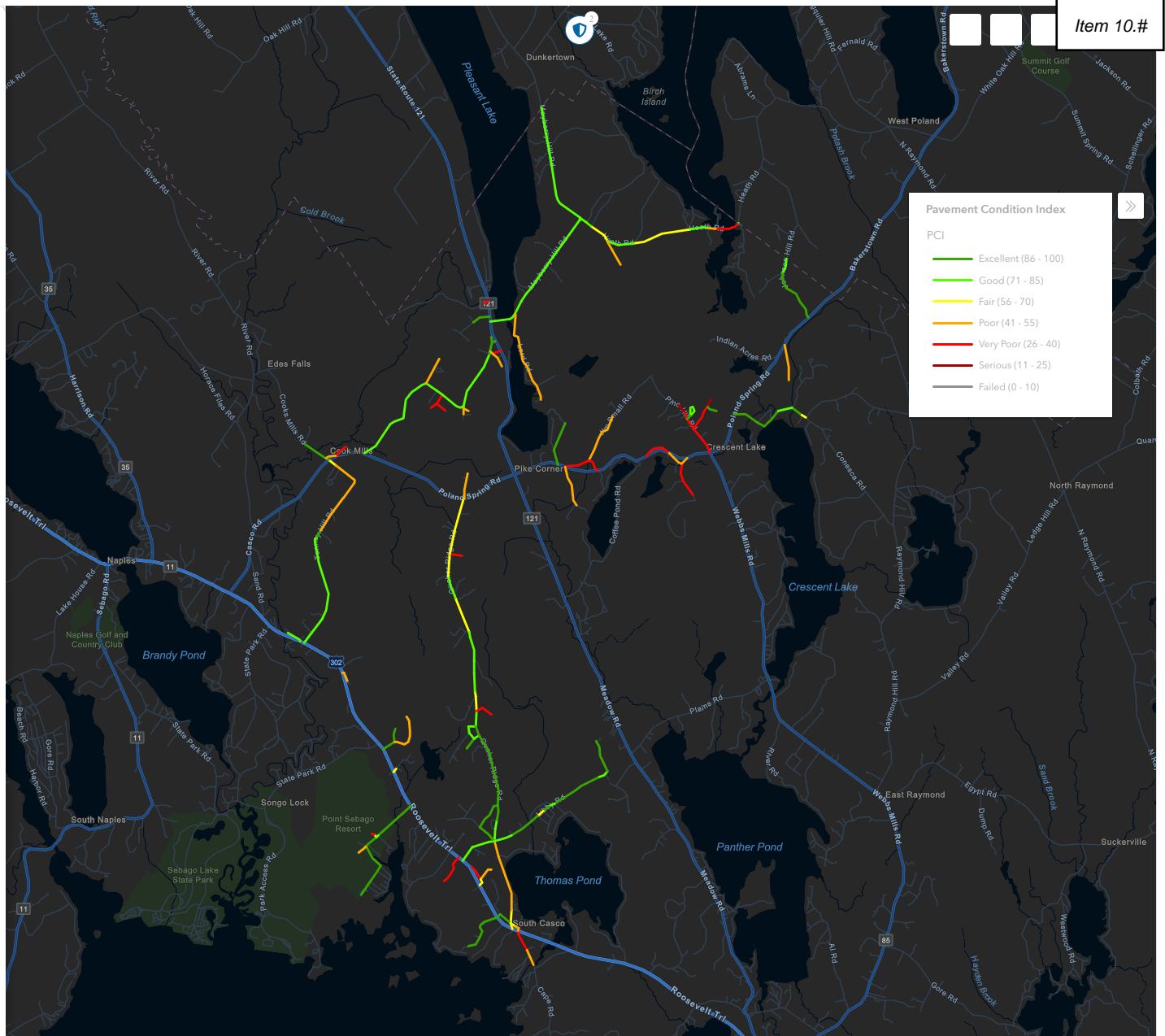
Hi Tony,

Do you know when the construction began for the new town office building as well as for the other building (furthest in on the lot that served as interim town office) on the town's property? The narrowest I can determine is that the town office was developed sometime between May 2016 and May 2018, and the other development was between January 2003 and August 2006. If you are not sure, is there someone else that works for the town who I could contact that would know?

Thanks,
Mike

*Mike Morse, Principal
Archipelago
1 Dana Street, 4th Floor
Portland, ME 04101
(207) 558-0102
mmorse@ArchipelagoNA.com*





2025 CIP/FY26 Paving and Street Rehabilitation Project: Option I - Rehab Focus					Date	12/3/2024
Location	General Scope	Length	Width	Estimated Cost	Notes	
Maturo Drive Pine Hill Road to Dead End	Reclaim and Repave 3" Ditching Improvements	2,050 LF	22'	\$273,957	Assumes 50% ditching improvements	
Pine Hill Road Route 11 to Kayla's Way (Jurisdiction Change)	Reclaim and Repave 3" Ditching Improvements	3,230 LF	19'	\$416,089	Assumes 50% ditching improvements GP and Town need to confirm limits	
				Subtotal	\$560,999	
				Traffic Control & Mobilization (10%)	\$56,100	
				Misc/Extra Work Contingency (10%)	\$56,100	
				<u>Total</u>	<u>\$673,199</u>	
2026 CIP/FY27 Paving and Street Rehabilitation Project: Option I - Rehab Focus						
Location	General Scope	Length	Width	Estimated Cost	Notes	
Quaker Ridge Road I Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements	
				Subtotal	\$366,226	
				Traffic Control & Mobilization (10%)	\$36,622	
				Misc/Extra Work Contingency (10%)	\$36,622	
				<u>Total</u>	<u>\$439,470</u>	

2025 CIP/FY26 Paving and Street Rehabilitation Project: Option 2 - Preventive Focus					Date	12/3/2024
Location	General Scope	Length	Width	Estimated Cost	Notes	
Quaker Ridge Road 5b and 6 Brown Ave to Route 302	1 1/2" shim/overlay Ditching Improvements	5,080 LF	22'	\$402,592	Assumes 50% ditching improvements	
Quaker Ridge Road 4 Farm View Drive to Ridge Terrace Drive	1 1/2" shim/overlay Ditching Improvements	4,435 LF	22'	\$322,925	Assumes 50% ditching improvements	
Subtotal				\$725,517		
Traffic Control & Mobilization (10%)				\$72,551		
Miscellaneous/Extra Work Contingency (10%)				\$72,551		
Total				\$870,619		
2026 CIP/FY27 Paving and Street Rehabilitation Project: Option 2 - Preventive Focus						
Location	General Scope	Length	Width	Estimated Cost	Notes	
Quaker Ridge Road 1 Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements	
Quaker Ridge Road 2 Nakrem Lane to Rollinghill Road	1 1/2" shim/overlay Ditching Improvements	2,482 LF	22'	\$198,752	Assumes 50% ditching improvements	
Quaker Ridge Road 3 Rollinghill Road to Farm View Drive	1 1/2" shim/overlay Ditching Improvements	2,006 LF	22'	\$151,925	Assumes 50% ditching improvements	
Subtotal				\$716,903		
Traffic Control & Mobilization (10%)				\$71,690		
Miscellaneous/Extra Work Contingency (10%)				\$71,690		
Total				\$860,284		

From: [Tony Plante](#)
To: [Anthony Ward](#)
Cc: [Emmy Ham](#); [Belinda Ray](#)
Subject: Casco Capital Improvement Plan Public Engagement
Date: Thursday, December 12, 2024 3:43:22 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

Tony,

To follow up on our previous conversations and the Selectboard meeting Emmy Ham and I attended, I've prepared the following proposal for public engagement work on Casco's capital improvement plan:

Objective: Blend quantitative survey results with qualitative, in-person feedback through a hands-on community workshop.

Activities:

1. Collect and review relevant documents provided by the town including its comprehensive plan, property and fleet insurance schedules, budgets, and existing capital planning materials.
2. Meet/correspond with town staff to draft a preliminary survey tool
3. Meet with a town-appointed advisory committee on the draft survey and methodology.
4. Finalize the survey tool and materials for distribution by the town on its website and social media, with the town to distribute, collect, and transmit paper surveys as desired to GPCOG
5. Administer the survey, monitoring response rates, for a period of 3-4 weeks.
6. Analyze survey results and work with town staff to set up a date and time for a facilitated community forum on the results.
7. Conduct a community forum for attendees to respond to the survey results and express their preferences.
8. Prepare a report describing the survey, survey results, and community forum preferences for presentation at a Selectboard meeting.

Deliverables:

1. Survey and results, with analysis.
2. Presentation materials for community forum.
3. Final report and presentation to the Selectboard.

Timeline:

1. Estimated 10-12 weeks from notice to proceed by the town.

2. Note that the formation of an advisory committee is anticipated in this approach. Activities 1 and 2 can start as soon as we have notice from the town; the rest of the work will be contingent on how soon the committee is formed and ready to meet.

Cost: GPCOG proposes a fixed fee of \$9,000 to deliver the scope of work above, plus mileage. Other reimbursable expenses (printing and binding, etc.) may be added as mutually agreed by the town.

Please let me know if you have any questions or need anything else at this point.

Thanks.

Best,

Tony

Tony Plante (he/him/his)
Director of Municipal Collaboration &
COO
Greater Portland Council of Governments

☎ (207) 774-9891 x216 | (207) 387-3012
✉ tplante@gpcog.org
🌐 www.gpcog.org
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Title 21-A: ELECTIONS
Chapter 3: VOTER REGISTRATION
 Subchapter 1: REGISTRAR OF VOTERS

§101. Registrar

1. Qualifications. The registrar must be a citizen of the United States, a resident of the State and at least 18 years of age. The registrar may not be an employee of a party or candidate or be an officer of a municipal, county or state party committee. In the electoral division in which the registrar is appointed, the registrar may not:

A. Hold or be a candidate for any federal, state or county office; [PL 2015, c. 447, §1 (AMD).]

B. Be a treasurer for a candidate; or [PL 2009, c. 538, §4 (NEW).]

C. Be a municipal officer as defined by Title 30-A, section 2001 ([./30-A/title30-Asec2001.html](#)). [PL 2009, c. 538, §4 (NEW).]

[PL 2015, c. 447, §1 (AMD).]

2. Appointment. The municipal officers of each municipality shall appoint in writing a qualified registrar of voters by January 1st of each odd-numbered year. The registrar shall serve for 2 years and until a successor is appointed and sworn. The municipal clerk may be appointed to serve as registrar, but the term of the clerk has no effect on the term of the registrar. If the clerk is not appointed to serve as registrar, the clerk must be appointed by the registrar to serve as a deputy registrar and has the same authority as the registrar to make determinations of voter eligibility and to perform the duties of voter registration as provided in this Title.

[PL 2005, c. 568, §3 (AMD).]

3. Oath required. Before assuming the duties of office, the registrar must be sworn and the oath recorded as provided in Title 30-A, section 2526, subsection 9 ([./30-A/title30-Asec2526.html](#)).

[PL 1997, c. 436, §16 (AMD).]

4. Secretary of State notified. The clerk shall notify the Secretary of State of the name of the registrar within 10 days after the registrar is appointed and sworn by revising the election official's information listing within the central voter registration system.

[PL 2005, c. 453, §8 (AMD).]

5. Compensation. The municipal officers shall determine the compensation of the registrar.

[PL 1985, c. 161, §6 (NEW).]

6. Office hours. The municipal officers shall establish reasonable office hours for the registrar consistent with the requirements of the municipality.

[PL 1985, c. 161, §6 (NEW).]

7. Office space, expenses and clerical help. Each municipality shall provide a suitable place in which the registrar may perform the registrar's duties, and shall pay reasonable expenses for necessary office supplies purchased and clerical help engaged by the registrar.

[RR 2019, c. 2, Pt. B, §33 (COR).]

8. Vacancy. When there is a vacancy in the office of registrar, the municipal officers shall appoint a qualified person to fill the vacancy for the remainder of the term of office. If the municipal officers fail to appoint a registrar to fill the vacancy within 15 days after the municipal officers receive notification of the vacancy, the municipal clerk shall appoint a qualified person to fill the vacancy for the remainder of the term of office.

[PL 1997, c. 436, §18 (AMD).]

9. Training. The registrar shall attend a training session that is approved by the Secretary of State at least once every 2 years in regard to the conduct of voter registration. The training must include, but is not limited to, training on the de-escalation of conflicts and the process for reporting threats to or harassment of public officials related to the conduct of federal, state or municipal elections to the Secretary of State.

[PL 2021, c. 568, §3 (AMD).]

10. Ineligible to serve. When a registrar or a member of the registrar's immediate family becomes a candidate for federal, state, local or county office in the electoral division in which the registrar is appointed, the registrar may not serve as registrar during the period beginning when the candidate files a petition to be a candidate or is nominated to be a replacement candidate until the time of election. The registrar shall instead appoint a deputy who must be compensated by the municipality for the duration of the deputy's temporary employment in that capacity.

[PL 2015, c. 447, §2 (AMD).]

SECTION HISTORY

PL 1985, c. 161, §6 (NEW). PL 1987, c. 737, §§C62,C106 (AMD). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,C10 (AMD). PL 1991, c. 466, §1 (AMD). PL 1997, c. 436, §§13-18 (AMD). PL 1999, c. 426, §§2,3 (AMD). PL 2001, c. 415, §1 (AMD). PL 2001, c. 415, §5 (AFF). PL 2005, c. 453, §8 (AMD). PL 2005, c. 568, §3 (AMD). PL 2009, c. 253, §8 (AMD). PL 2009, c. 538, §4 (AMD). PL 2015, c. 447, §§1, 2 (AMD). RR 2019, c. 2, Pt. B, §33 (COR). PL 2021, c. 568, §3 (AMD).

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If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes (mailto:webmaster_ros@legislature.maine.gov). 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

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