



Town of Casco

Selectboard Regular Meeting Agenda

January 09, 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 5, 2023
4. Public Participation for non-Agenda items
5. Manager's Update

Old Business

6. The Selectboard will consider a Special Town Meeting and the date of the Special Town Meeting.

New Business

7. The Selectboard will consider the proposed Town Meeting Warrant for the Special Town Meeting
8. The Selectboard will consider members on the Comprehensive Plan Implementation Committee
9. The Selectboard will consider a schedule for FY 25 budget meetings.
10. The Selectboard will consider authorizing Town Staff to apply for Community Development Block Grants and Maine DOT Municipal Stream Crossing Grant
11. The Selectboard will consider the FY 25 road projects and the release of an RFP for these services.
12. The Selectboard will discuss Short Term Rental software offered by GPCOG and notification process.
13. The Selectboard will consider a contract planner for the remainder of FY24.

Executive Session

14. Adjournment

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

Future meeting dates (subject to change)

January 8, 2024 @ 6:30 pm Planning Board Regular Meeting

January 16, 2024 @ 6:00 pm Special Town Meeting at Crooked River Elementary School

February 6, 2024 @ 6:00 pm Selectboard Regular Meeting

February 20, 2024 @ 6:00 pm Selectboard Regular Meeting



Town of Casco

Selectboard Regular Meeting Minutes

December 05, 2023 at 6:00 PM

Casco Community Center

Regular Meeting

PRESENT

Scott Avery
Eugene Connolly
Robert MacDonald
Mary Fernandes
Grant Plummer

1. Review and approval of the meeting agenda

The Selectboard moved and accepted to approve the meeting agenda.

Motion made by Plummer, Seconded by Connolly.

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

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

The Selectboard moved and accepted to approve all open warrants.

Motion made by Connolly, Seconded by Fernandes.

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

3. Approval of Minutes: November 15, 2023

The Selectboard moved and approved the November 15, 2023 minutes.

Motion made by MacDonald, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes

Voting Abstaining: Plummer

4. Public Participation for non-Agenda items

Donna Norton of 918 Meadow Road spoke regarding the 9 "dog attacks" in her area and her concern of the situation.

5. Manager's Update

Managers Update was read by Selectboard Chair Scott Avery in Town Manager Tony Ward's absence.

A. The Transfer Station Council is having a meeting on December 13, 2023. The primary focus is the anticipated increase in costs associated with the upgrade projects. The increased costs associated with this project will be shared with the Selectboard once received.

B. Mike Genest and I are working with local geo engineers and soil/wetland experts to examine the Town owned property where the sand/salt shed is located. In the near future, we should have initial data to discuss the feasibility of a public works facility on this property.

C. The Town's Code book is finally updated and available in hard copy and digital. The Town recently added 6 years of updated ordinances that were approved at Town Meetings. This year long project was extensive and challenging. Staff and I are ensuring these updates shall occur on a yearly basis. Staff and I will also examine other companies to assist with future updates because the General Code fee structure seems excessive.

D. The Maine Department of Transportation recently released the notice of Municipal Stream Crossing Grant Program. This competitive grant project has a maximum award of \$200,000 with a \$5,000 local match. With the assistance of Gorrill Palmer, I plan on apply for this grant for the Edwards Road culvert near Davis Farm Road. The grant application is dure by January 19, 2024 . The grant notification is in your packet

E. Cumberland County recently announced the Community Development Block Grants are coming out in the near future. Allsion Griffin and I are participating in the initial informational programs and will seek additional guidance from the Selectboard in near future.

F. Included in your packet is the financial information for the year to date. The Town's expenditures and revenues should be at 44.23%.

G. Beginning in 2024, I will cease sending out the agenda through our e-mail distribution list. Anyone can register on our website to receive all our agendas and news notifications. I will additionally send an e-mail to the current distribution list with information on how to register for these automated notifications. The sign up is located on the home page or interested individuals can go to <https://cascome.municodemeetings.com/newsletter/subscriptions>

H. The Town received 4 applications for the truck driver/laborer position. The applicants will be interviewed prior to this Selectboard meeting. We anticipate hiring one of the applicants with a start date of December 26, 2023.

Old Business

6. The Selectboard will discuss goals for FY24 and review of FY23 Goals

No action. Discussion only.

7. The Selectboard will reconfirm the allowing domestic partners on employee's health insurance with an updated motion.

The Selectboard made the motion and approved to authorize allowing Domestic Partner Coverage for the Health Trust Benefits.

Motion made by Fernandes, Seconded by Connolly.

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

New Business

8. The Selectboard will discuss the current status of the Fire Department

Fire Chief Brian Cole updated the Selectboard regarding apparatus, staffing at both stations and his vehicle issues.

9. The Selectboard will discuss the current status of Public Works operations and equipment.

Public Works director Mike Genest updated the Selectboard about staffing, current projects and goals for the future.

10. The Selectboard will consider a Special Town Meeting and the date of the Special Town Meeting.

The Selectboard set the date to sign the warrant for the Special Town Meeting during the meeting on January 2, 2024 and hold the Special Town Meeting on January 16, 2024.

11. The Selectboard will discuss the development of a Comprehensive Plan Implementation Committee

No action. Discussion only.

12. Selectboard Comments

Grant Plummer wanted to share the points being addressed with legal in executive session. Chairperson Avery complied with his request.

Scott Avery reminded everyone about community events and meetings coming up.

Grant Plummer wanted to let everyone know that he is doing a private citizen request for information from the Zoning Board of Appeals.

Executive Session

13. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 12/05/2023A, 12/05/2023B, & 12/05/2023C, 12/05/2023D & 12/05/2023E

The Selectboard moved and approved to enter Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 12/05/2023A, 12/05/2023B, & 12/05/2023C, 12/05/2023D & 12/05/2023E

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

14. Executive Session pursuant to 1 M.R.S.A.405(6)(E) Consultation with legal counsel.
 The Selectboard moved and approved to enter Executive Session pursuant to 1 M.R.S.A.405(6)(E) Consultation with legal counsel.

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

15. Adjournment

Motion to exit Executive Session at 8:27 pm. Motion to adjourn at 8:28 pm.

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

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Future meeting dates (subject to change)

Month DD, YYYY at HH:MM PM Meeting Name

12/11/2023 @ 6:30 PM Planning Board Regular Meeting

12/13/2023 @ 6:00 PM Casco/Naples Transfer Station Council

12/18/2023 @ 6:00 PM Open Space Commission

12/19/2023 @ 6:30 Pm Joint Public Hearing of Selectboard and Planning Board on proposed Comprehensive Plan

01/02/2024 @ 6:00 PM Selectboard Regular meeting

01/08/2024 @ 6:30 PM Planning Board Regular Meeting

01/16/2024 @ 6:00 PM Selectboard Regular meeting



TOWN OF CASCO

635 MEADOW ROAD
CASCO, MAINE 04015

01-09 MEMO

To: Selectboard
From: Tony Ward, Town Manager
Date: 01-04-2024,
Re: Selectboard meeting 01-09-2024

Below are notes for agenda items for the December 5th meeting

5. Managers Update

- A. The Transfer Station Council met on December 20, 2023. The primary focus is the anticipated increase in costs associated with the upgrade projects. The engineer anticipates the costs increasing to over \$3.0 million. A multitiered RFP is being released this month with bids due by February 16, 2024. The next Transfer Station meeting will occur on February 22, 2024.
- B. EcoMaine Board of Directors will be voting on a resolve to approve \$35,500,000 in capital improvement funding. The resolution is for \$25,800,000 for planning, designing, constructing, and connecting a new MRF (Municipal Recycling Facility) at 90 Blueberry Road. \$7,250,000 towards replacing or improving land fills and \$2,450,000 towards upgrading facilities at the Waste to Energy Facility. The Town of Casco has a weighted vote as a Member Municipality during this process. Included in your packet is the complete resolve.
- C. The Town Office is now open with their new operational hours: Monday, Wednesday, and Thursday 7:30 am to 5:00 pm and Tuesday 8:30 am to 6:00 pm. To date, the transition is progressing positively.
- D. The Town recently received a wetland survey for the 10-acres around the slat shed. We will begin digging tests pits to determine the feasibility of future development for Public Works garage. After obtaining these results, the next phase would be testing the ground for PFA contamination. The next phase after this would begin preliminary site and building designs for future Selectboard review.

Old Business

6. The Selectboard will consider altering the Special Town Meeting date.

The Selectboard originally scheduled the Special Town Meeting for January 16, 2024. The recent changes in scheduling for the public hearing related to the Comprehensive Plan created a timeline problem for the Special Town meeting. Maine Law requires that

the Town Meeting warrant be posted for 7 days. If this Town Meeting warrant is approved tonight, the earliest the Special Town Meeting could occur is on January 17, 2024. The 7-day posting is a state minimum, but not the best public policy to ensure proper notification of Town residents.

Staff and I are recommended moving the special Town Meeting to January 30, 2024, at 6:30 pm. This allows for increased communications about the meeting and the contents of the warrant.

New Business

7. The Selectboard will consider the proposed Special Town Meeting warrant.

Included in your packet is the proposed Town Meeting warrant for the approved Special Town Meeting. This warrant contains 6 articles with the first two be procedural articles and the remaining 4 being action-based articles.

8. The Selectboard will consider citizens residents requests to be appointed onto the Comprehensive Plan Implementation Committee

As requested by the Selectboard, staff posted the openings and with a closure date of December 28, 2023. By that date, we received 8 requests for 9 seats on the committee. These individuals were Sam Brown, Rebekah Crabtree, Deborah Fogg, Rae-Anne Nguyen, Tiffany Payton, Levi Thorton, Michelle Williams, and Robert Williamson. I received an additional request for an appointment on the committee after the public hearing.

The Selectboard can move forward in multiple manners. They can interview the first 8 applicants and determine whom you want to appoint; the Selectboard could request the openings be reposted (while accepting the previous notifications of interest) allowing for additional applicants to submit or move forward with the 8 applicants.

9. The Selectboard will consider a schedule for FY25 budget meetings.

Included in your packet is a proposed schedule for joint meetings between the Selectboard and Finance Committee. The schedule is similar to the schedules utilized by the Finance Committee and Selectboard over the past few years. This proposed schedule has the joint group meeting on March 11th, 12th, 18th, and 19th. With additional dates of 20th, 21st, 25th and 26th, if necessary. Please refer to draft schedule for proposed budget section discussion per date.

10. The Selectboard will authorize Town staff to apply for Community Development Block Grants and Maine DOT Municipal Stream Crossing grant.

If the Selectboard authorizes, Town staff will apply for 2 Community Development Block Grants. This first application is through the Community Development Block

Grants/Public Service. The Town would request \$75,000 for the purchase of a 15-passenger for senior activities. The second application would be through the Community Development Block Grants/General Application for restrooms facilities at Casco Community Park. We are requesting 50% of the cost from the grant with 50% match from the Town.

The next application that we need guidance on is the Maine DOT Municipal Stream Crossing grant. This grant recently changed from DEP to Maine DOT as the administrator. They also changed some of the parameters associated with the grant. This initial began applying for this \$200,000 grant with the intention of installing a 12-13' box culvert on Edwards Road near Davis Farm Road. During the authoring of the grant, it was discovered that any new culvert must meet the parameters of a 100-year storm. Based on the hydraulic testing and the formula associated with the 100 storms, the Town would need to construct a 25-30' bridge over Davis Brook. The estimated costs for this project would be between \$800,000 and \$1,000,000. We are seeking guidance on whether to continue applying for the grant or consider local funding of the box culvert that meets the 25-year storm parameters or pursuing neither option.

11. The Selectboard will consider the FY25 road projects and the release of an RFP for these services.

Included in your packet are two (2) proposed FY 25 project groupings. Both options contain surface paving of Moose Run, Sunny Hill Road, New Road, and South Casco Village Road that all received base coats during FY24. In addition, reclaiming/repaving of Glen Drive, shim an overlay on Quaker Ridge Road between Glen Drive and Brown Ave.

- Option # 1 includes reclaiming/repaving Stone Road (assumes keeping at current 13' width). The cost of these projects is estimated at \$769,045
- Option # 2 includes shim/overlay of Raymond Cape Road is estimated at \$673,199

Once the preferred option is identified, staff and I request authorization to begin the RFP process for the preferred option or the preferred option including Edwards Road Box Culvert.

12. The Selectboard will discuss Short Term Rental software offered by GPCOG and the notification process.

The Town is currently assisting GPCOG and BETA testing a Short-Term rental software developed by a member of their staff. This software assists in the tracking of current permitted short-term rentals, identifying STR listed on Vrbo and Air bnb (with future expansion opportunities) and communication with violators. As of this writing, the Town currently has 84 non licensed short-term rentals being advertised on these two platforms with a high of 206 just a month ago.

This software is being provided to the Town of Casco free of charge until July 2024. After July, there will be a minimal annual fee associated with the software. I anticipate this software budgeting will be included in the annual budget process. This software should increase the Town's effectiveness with enforcing this ordinance with minimal staff hours, communicating with STR owners unaware of the ordinance, providing our public safety department with this essential information and ensuring the annual the fees for STR registration meets the Town's expenses.

13. The Selectboard will consider a contracted planner for the remainder of FY2024.

Town staff and I have been in contact with a couple local independent planners about potentially providing the Town with limited planning assistance on particularly complex or expansive projects. This 6-month practice would provide us with some tangible data or experiences on determining the need for planner before June's Town Meeting. Even more important, this would provide the Planning Board with some critical assistance that may be needed during review of complex or expansive projects. While the use of a contracted planner falls under the authority of the Town Manager, this public dialogue is critical for the long-term discussion relating to the planner position and policy direction relating to planning.

ecomaine
Board of Directors

**RESOLUTION AUTHORIZING THE ISSUANCE OF BONDS AND NOTES OF
ECOMAINE FOR CERTAIN CAPITAL PROJECTS**

WHEREAS, ecomaine, a non-capital stock nonprofit corporation of the State of Maine, has constructed and operates certain solid waste disposal facilities, as well as ancillary facilities necessary or convenient in connection therewith, including, without limitation, facilities for the generation of electricity, a baler facility, a balefill, an ashfill/balefill and recycling equipment and facilities, for the purpose of processing solid waste generated by the participating member municipalities of ecomaine (each such member municipality to be known hereinafter as a "Member Municipality"), as well as other non-member users, and of generating electricity to be sold to third-party users (such solid waste disposal, recycling and resource recovery facilities, ancillary facilities and any additional facility which ecomaine may build, operate or use in furtherance of its legal purposes, and all activities leading or related to acquiring, constructing, reconstructing, improving, installing, equipping, financing and operating the same, to be known hereinafter as the "System"); and

WHEREAS, pursuant to Title 13-B, Chapter 2, Title 30-A, Chapter 115, Title 10, Chapter 110, Subchapter IV and Title 38, Section 1304-B of the Maine Revised Statutes, ecomaine is authorized by that certain Eco Maine Interlocal Solid Waste Agreement dated December 1, 2005, as supplemented and amended, (the "2005 Interlocal Agreement"), by and among the Member Municipalities, as approved by the Maine Department of Environmental Protection and filed with the Clerk of each Member Municipality and the Maine Secretary of State, to issue notes, bonds, debentures or other debt obligations, including obligations the interest on which is excluded from the gross income of the holders thereof for purposes of federal income taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and to otherwise borrow such sums of money as shall be required in order to finance and refinance costs associated with the System; and

WHEREAS, ecomaine now wishes to authorize one or more series of bonds and notes for the purpose of funding the costs of: (1) the planning, design and construction of modifications, repairs and improvements to the facility located at 90 Blueberry Road (the "New MRF") to replace ecomaine's existing recycling materials recovery facility located at 62 Blueberry Road (the "Existing MRF"), including the installation of a new sortation system in the New MRF to increase the capacity and improve the sortation system process of ecomaine, and equipment acquisition at the New MRF; (2) the planning, design and construction of improvements to the Phase 2 East B landfill cell to provide approximately seven years of additional space to landfill waste; (3) the connection of electrical services from ecomaine's waste to energy facility located at 64 Blueberry Road (the "Waste to Energy Facility") to the New MRF to provide electrical supply for the New MRF; (4) the planning, design and construction of improvements to the Landfill 10B pump station to provide greater capacity to service the existing landfill and the new flows coming from the Phase 2 East B landfill cell; (5) the planning, design and construction related to the replacement of the Landfill remote (West) pump station servicing ecomaine's landfill and the Kimberly Clark landfill; (6) resurfacing the tipping hall floor located at the Waste to Energy Facility with a high strength

durable material; (7) boiler economizer replacements at the Waste to Energy Facility; and (8) the planning, design, installation and construction of ventilation and dust control improvements at the Waste to Energy Facility; and

WHEREAS, all such series of bonds as described in the preceding paragraph shall be referred to collectively in this resolution as the “Bonds”; and

WHEREAS, the Board of Directors of ecomaine (the “Board”) is the body established and authorized under the 2005 Interlocal Agreement and the Bylaws of ecomaine adopted on April 13, 2006, as amended, to exercise the powers exercisable by ecomaine on behalf of the Member Municipalities.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF ECOMAINE AS FOLLOWS:

Section 1. Determination. The Board hereby determines that the issuance of the Bonds and the application of the proceeds thereof as provided above will improve the System, promote the regional solid waste management program for which ecomaine was created, serve a public purpose and provide a public benefit. The Board further determines that there will at all times be revenues and funds sufficient to pay the principal of and interest on the Bonds as the same shall become due and payable, and, in the discretion of the Board, to create and maintain reserves for such purposes, in compliance with the Code, as well as to pay the costs of maintaining and repairing the projects financed and refinanced by the Bonds.

Section 2. Bonds Authorized. Bonds are hereby authorized in an aggregate principal amount not to exceed \$35,500,000 for the following projects and in the following principal amounts for such projects, subject to reallocation as set forth herein.

- (a) \$25,200,000 for costs of (i) the planning, design and construction of modifications, repairs and improvements to the New MRF to replace the Existing MRF, (ii) the installation of a new sortation system in the New MRF to increase the capacity and improve the sortation system process of ecomaine, and (iii) equipment acquisition at the New MRF;
- (b) \$600,000 for costs associated with the connection of electrical services from the Waste to Energy facility to the New MRF in order to provide electrical supply for the New MRF;
- (c) \$5,750,000 for costs of the planning, design and construction of (i) improvements to the Phase 2 East B landfill cell to provide approximately seven years of additional space to landfill waste and (ii) improvements to the Landfill 10B pump station to provide greater capacity to service the existing landfill and the new flows coming from the Phase 2 East B landfill cell;
- (d) \$1,500,000 for costs of the planning, design and construction related to the replacement of the Landfill remote (West) pump station servicing ecomaine’s landfill and the

Kimberly Clark landfill;

- (e) \$1,300,000 for costs associated with resurfacing the tipping hall floor located at the Waste to Energy Facility with a high strength durable material;
- (f) \$600,000 for costs of boiler economizer replacements at the Waste to Energy Facility; and
- (g) \$550,000 for costs of planning, design, installation and construction of ventilation and dust control improvements at the Waste to Energy Facility.

Proceeds of the Bonds may also be used to fund design, engineering, architectural, demolition excavation, manufacturing, installation, replacement, renovation and construction costs, equipment, materials, electrical costs, site improvements, the preparation of schematics, drawings, plans and specifications, the preparation of bid documents, informational materials and other preliminary materials, reports and studies, testing, insurance, construction management fees, permit fees, legal fees, capitalized interest, site improvements, costs of issuance, similar fees and costs, credit enhancement fees, if any, other financing costs, and other expenses related to the foregoing projects or their financing. Ecomaine's Executive Committee is hereby authorized to determine the scope and particulars of each of the projects. The Executive Committee may reduce or modify the scope of the projects if funds are insufficient to complete all of the projects, and the bonding authorized hereby may be spent on the projects as so reduced or modified. The Executive Committee may reallocate the principal amounts among the projects so long as the aggregate principal amount of the Bonds authorized under this resolution is not increased. The Bonds shall be issued in the number of series deemed necessary and convenient, upon advice of counsel, by the Chair of ecomaine, or in the event of his or her absence, illness or other inability to act, the Vice-Chair or the Treasurer of ecomaine (an "Authorized Officer"). All of the Bonds shall be issued in the form of fixed-rate debt unless the issuance of variable-rate bonds for all or a portion of the Bonds is approved by a subsequent three-quarters vote of the Board.

Section 3. Authorization of Notes. Ecomaine is hereby authorized to issue and renew notes ("Notes") in anticipation of the receipt of the proceeds from the sale of the Bonds or Notes in the maximum principal amounts and for the purposes set forth in Section 2 hereof. The Authorized Officer is hereby authorized to determine the date, form, interest rate, maturities (not later than 3 years from their date of issuance), the security, and all other details of each issue of Notes, including the form and manner of their sale and award and the documents to be executed and delivered in connection with their sale and issuance, subject to the applicable provisions of the law, the ecomaine Bylaws, the 2005 Interlocal Agreement and this resolution.

Section 4. Trust Indenture. That for the purpose of issuing and securing the Bonds, a trust indenture (the "Trust Indenture"), and any one or more series or supplemental indentures supplementing and amending said Trust Indenture conforming to the requirements of the Trustee Indenture (the "Series Indentures," together with the Trust Indenture, collectively referred to herein as the "Indenture"), to be used in connection with the issuance and delivery of the Bonds are hereby approved, and the Authorized Officer is hereby authorized to execute and deliver the Indenture and all other documents and instruments necessary or convenient in connection therewith, with such changes, omissions, insertions and revisions as shall be determined advisable

by the authorized person executing the same, upon advice of counsel, and the execution thereof by such Authorized Officer shall be conclusive as to such determination.

Section 5. Terms, Execution and Delivery of the Bonds. The Bonds shall be issued and delivered to the Authenticating Agent for authentication in accordance with the Indenture in the form or forms and with the terms and provisions specified for each series in the Indenture, including the total principal amount of the Bonds of each series, the maturity schedule for the Bonds of each series, the rate or rates of interest per annum to be borne by the Bonds of each series, the sinking fund installment schedule, if any, for each series and redemption provisions therefor (all as set forth in the Purchase Contract as defined in Section 6 below) and all other terms, details and provisions of the Bonds of each series, including the security therefor. The Authorized Officer is hereby authorized to execute the Bonds, and such execution of the Bonds shall be evidenced by the manual signature of such executing officer. The Secretary of ecomaine, or in the event of his or her absence, illness or other inability to act, any other Authorized Officer, is hereby authorized to attest the official seal of ecomaine, which shall be printed on the Bonds. The Bonds may be imprinted with an authorized facsimile of the official seal of ecomaine, and such seal may be attested with the manual or authorized facsimile signature of the attesting officer. The Authorized Officer is authorized to provide all supporting documentation as may be necessary or desirable to accomplish such purposes and to comply with the requirements of the Internal Revenue Code of 1986, as amended, Securities and Exchange Commission Rule 15c2-12, and in accordance with the Maine Revised Statutes and any other applicable provision of law thereto enabling. The Authorized Officer is further authorized to enter into a continuing disclosure agreement pursuant to Securities and Exchange Commission Rule 15c2-12. If the Bonds or Notes authorized by this resolution are issued on a tax-exempt basis, the Authorized Officer is authorized to bind ecomaine pursuant to such representations and covenants as it deems necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the Bonds or Notes, including covenants to pay rebates of investment earnings to the United States in future years. The Bonds and Notes shall be special revenue obligations of ecomaine secured by the revenues of the System.

Section 6. Sale of the Bonds. The Authorized Officer is authorized to sell the Bonds or Notes by public or private sale and to determine the place for such sale of all or any part of the Bonds or Notes. The Authorized Officer is hereby authorized to execute and deliver a bond purchase agreement (the "Purchase Contract") for the sale of all or any part of the Bonds or Notes, containing such provisions as shall be deemed advisable by the Authorized Officer executing the same, and his or her execution thereof shall be conclusive as to such determination. The Purchase Contract executed and delivered by the Authorized Officer shall be final and conclusive as to the purchaser of the Bonds.

Section 7. Official Statement. In connection with the sale of all or any part of the Bonds or Notes, the Authorized Officer or the Chief Executive Officer and the Director of Finance and Administration of ecomaine, are hereby authorized to prepare, or cause the preparation of, a preliminary official statement for each separate "issue" of Bonds or Notes, and to execute and deliver an official statement in final form for each separate "issue" of Bonds or Notes (each such combination of a preliminary and a final official statement to be known collectively herein as an "Official Statement") acceptable to the Authorized Officer or the Chief Executive Officer and the

Director of Finance and Administration of ecomaine executing the same. The distribution and use of any Official Statement in connection with the offering and sale of any issue of Bonds or Notes upon its execution and delivery by the Authorized Officer or Chief Executive Officer and the Director of Finance and Administration of ecomaine are hereby authorized.

Section 8. Other Actions. In addition to the exercise of the powers authorized hereinabove, the Authorized Officer, the Chief Executive Officer and the Director of Finance and Administration of ecomaine are each hereby authorized to take any action and to execute and deliver any document necessary or convenient in order to consummate the transactions contemplated by the 2005 Interlocal Agreement (as the same may be amended), any replacement interlocal agreement, the Bylaws of ecomaine, the Indenture, the Waste Handling Agreements (as defined in the Trust Indenture), any Power Contract (as defined in the Trust Indenture), the Purchase Contract, any Official Statement and the issuing, securing and delivery of the Bonds of each series, including, without limitation, (i) the execution of any investment agreement or the consummation of any arrangement providing for the investment of funds held by the Trustee or ecomaine pursuant to the Indenture, and (ii) the execution of any additional closing certificates required to be executed by ecomaine in connection with the issuance of the Bonds of a series. Ecomaine's closing certificates shall contain, among other things, the determination by officers of ecomaine of the date or dates of maturity and interest rate or rates on the Bonds in accordance with and to the extent required by Title 10, Section 1064(2) of the Maine Revised Statutes Annotated. The power to make such determinations and to provide such certification is hereby delegated to any two of the Chair, the Vice-Chair and the Treasurer of ecomaine.

Section 9. Designation of Trustee. That the Chief Executive Officer and the Director of Finance and Administration are hereby authorized to designate a bank or trust company to be trustee for the Bonds and Notes (the "Trustee"), with such rights and duties as are set forth in the Indenture.

Section 10. Appointment of Authenticating Agent, Paying Agent and Registrar. The Trustee shall serve as Authenticating Agent, Paying Agent and Registrar for the Bonds and Notes in accordance with the Indenture, with such rights and duties as are set forth in the Indenture. Principal of, redemption premium, if any, purchase price and interest on the Bonds of a series shall be payable as provided in the Indenture.

Section 11. Declaration of Official Intent. Ecomaine reasonable expects to incur expenditures in connection with the projects listed in Section 2 hereof and reasonably expects to reimburse itself from the proceeds of the Bonds and Notes. Ecomaine hereby declares its official intent within the meaning of Treasury Regulation 1.150-2 to reimburse such expenditures with proceeds of Bonds or Notes to be issued in the maximum principal amount of \$35,500,000. The Authorized Officer is authorized to amend such declaration of official intent as he or she deems necessary or advisable and to bind ecomaine pursuant to such representations and covenants as he or she deems necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the Bonds or Notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

Section 12. Tax Regulatory Agreement. That for the purpose of providing for the tax exemption of the Bonds and Notes and further setting forth information relating to the Bonds and Notes, a Tax Regulatory Agreement by ecomaine (the "Tax Regulatory Agreement"), in such form as shall be approved by the Authorized Representative, with such changes, omissions, insertions and revisions as the Authorized Representative shall deem advisable, be, and the same are, hereby approved; and the Authorized Representative is hereby authorized to execute the Tax Regulatory Agreement and the approval of the Board shall be conclusively determined from the Authorized Representative's signature thereon.

Section 13. Bond Counsel. That ecomaine hereby appoints Updike, Kelly & Spellacy, P.C., as Bond Counsel, and Jensen Baird Gardner & Henry, as Local Bond Counsel, in connection with the issuance of the Bonds and Notes, and authorizes the Authorized Representative or the Chief Executive Officer of ecomaine, in the name of ecomaine, to appoint or approve of any other consultants or professionals, including a municipal advisor and authorizes the Authorized Representative or the Chief Executive Officer of ecomaine to execute and deliver any and all documents required thereby or in connection therewith.

Section 14. Post-Issuance Compliance Policy. In furtherance of maintaining the tax-exemption on the Bonds and Notes and complying with post-issuance disclosure requirements, the Board hereby adopts the Post-Issuance Compliance Policy attached as Exhibit A hereto.

Section 15. This resolution shall take effect immediately upon its passage.

Dated: January 18, 2024

TOWN OF CASCO
Special Town Meeting Warrant
January 30, 2024

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

Greetings: In the name of the State of Maine, you are required to notify and warn the inhabitants of the Town of Casco qualified by law to vote in town affairs, to meet at the Crooked River Elementary School, located at 1437 Poland Spring Road, on Tuesday, the 30th day of January 2024 at 6:30 p.m. in the evening and there to act on Articles 1 through 6 as set out below, to wit;

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

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

Article 3. To see if the Town will appropriate the sum of \$87,000 received from the sale of 2008 Ford Engine towards the purchase of Chevrolet Tahoe Response Vehicle.

SELECTBOARD RECOMMENDS APPROVAL

Article 4. To see if the Town will appropriate the sum of \$13,697 from unassigned funds to additionally fund the operation of the Transfer Station/Bulky Waste facility.

SELECTBOARD RECOMMENDS APPROVAL

Article 5. Shall the Zoning Ordinance of the Town of Casco be amended relating to Solar Energy Systems be enacted? (See Addendum 1).

(A copy of the proposed ordinance is available for review and inspection at the Town Clerk's Office; it will also be available at the Town Meeting).

SELECTBOARD RECOMMENDS APPROVAL

Article 6. To see if the Town will vote to adopt the "2023 Town of Casco Comprehensive Plan" as the Town's new Comprehensive Plan.

(A copy of the proposed Plan is available for review and inspection online and at the Town Clerk's Office and the Town Manager's Office; it will also be available at Town Meeting.)

SELECTBOARD RECOMMENDS APPROVAL

Given under our hands this 9th day of January 2024 at Casco, Maine.

Scott Avery, Selectboard Chair: _____

Eugene Connolly, Selectboard Vice-Chair: _____

Mary- Vienessa Fernandes, Selectboard Member: _____

Robert MacDonald, Selectboard Member: _____

Grant Plummer, Selectboard Member: _____

A true copy of the warrant,

Attest: _____,

Penny Bean, Town Clerk



Steven Anderson
 Public Safety Vehicle Specialist
 (508) 726-1962(c.)

Item 7.#

Purchase and Sales Agreement

Casco, ME

Whelen

Contact Name: Brian Cole, Chief of Department
 Company/Dept: Fire
 Street Address: 637 Meadow Rd
 City, State, Zip: Casco, ME 04015
 Phone: Cell 207-520-1079
 E-Mail: Fire@cascomaine.org

Date: 6.14.2021
 Valid Through : 60 days *
 Customer #: _____
 Contract: BUDGET.
 Sales Rep: Steven Anderson

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
CK10706	[Fleet] 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial	\$ 52,750.00	1	\$ 52,750.00
L84	Engine, 5.3L EcoTec3 V8	\$ -	1	\$ -
MHU	Transmission, 10-speed automatic	\$ -	1	\$ -
TGK	Exterior 1:Special Paint - 5T4 Special paint, Victory Red WA 9260	\$ 679.00	1	\$ 679.00
1FL	Commercial Preferred Equipment Group	\$ -	1	\$ -
5J3	Calibration, Surveillance Mode interior lighting	\$ -	1	\$ -
5J9	Calibration, taillamp flasher, Red/White	\$ -	1	\$ -
5L0	Calibration, taillamp flasher, Red/Red	\$ -	1	\$ -
5W4	Identifier for Special Service vehicle	\$ -	1	\$ -
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire	\$ -	1	\$ -
AMF	Remote Keyless Entry Package	\$ 73.50	1	\$ 73.50
ATD	Seat delete, third row passenger	\$ -	1	\$ -
AX2	Key, unique	\$ -	1	\$ -
AZ3	Seats, front 40/20/40 split-bench	\$ -	1	\$ -
BCV	Lock control, driver side auto door lock disable	\$ -	1	\$ -
BTV	Remote start	\$ 291.00	1	\$ 291.00
H1T	Jet Black, Cloth seat trim	\$ -	1	\$ -
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal HD color touchscreen	\$ -	1	\$ -
JL1	Trailer brake controller, integrated	\$ -	1	\$ -
NHT	Max Trailering Package	\$ 339.50	1	\$ 339.50
PQA	1FL Safety Package	\$ 387.10	1	\$ 387.10
	Power supply, 50-amp, power supply, auxiliary battery	\$ -	1	\$ -
	Power supply, 100-amp, auxiliary battery, rear electrical center	\$ -	1	\$ -
	Power supply, 120-amp, (4) 30-amp circuit, Primary battery	\$ -	1	\$ -
	Protected idle	\$ -	1	\$ -
	Potential 2025MY Increase	\$ 5,000.00	1	\$ 5,000.00
	BUDGET Contract Total :			\$ 59,520.10
SERVICES	VentVisor 4 piece VentShades	\$ 160.00	1	\$ 160.00
2241	WeatherTech Floor Liners (per row)	\$ 108.00	2	\$ 216.00
SERVICES	Tint Front Door Glass - 40%	\$ 195.00	1	\$ 195.00
SERVICES	McGovern Graphics Package "C" (does not include full/high int. chevron)	\$ 750.00	1	\$ 750.00
SERVICES	McGovern Graphics Package "A" - Simple Door Graphics Only	\$ 495.00	1	\$ 495.00
TAB3	Pro Gard Command Grille, inc 6 Whelen T-ION DUO Lighthoods CG47UJINT20W00*	\$ 1,016.65	1	\$ 1,016.65
338	Whelen TION DUO (each) Soffets TLI2*	\$ 158.00	2	\$ 316.00
TAB3	Whelen Inner Edge CHOICE OF-FST OR XLP WCX Duo 12 Lamp	\$ 1,397.00	1	\$ 1,397.00
353	Whelen Inner Edge RST - 10 DUO Lamps - WeCan-X BS50Z	\$ 1,385.00	1	\$ 1,385.00
TAB3	Nova Strobe Dash Mounted Opticom/Emitter MDASHCPE	\$ 455.00	1	\$ 455.00

146	Whelen CORE Siren/Switch Controller C399	\$ 1,000.00	1	\$ 1,000.00
TAB3	Whelen CORE 2021+ Chevy Tahoe Gateway Kit C399K6	\$ 170.35	1	\$ Item 7:#
TAB3	Whelen CORE CCTL6 3 Section Control Head and 8 Push-Buttons, 4-Position Slide Switch with a 7-Position Rotary Knob.	\$ 314.30	1	\$ 314.30
TAB3	Whelen Spot Light, Arges 5 Degree Remote Spotlight w/ Mount Model ARGES1 w/ ARG*** Mnt, ARGCH*	\$ 850.00	2	\$ 1,700.00
TAB3	Whelen WeCanX Expansion Module CEM16	\$ 245.00	2	\$ 490.00
TAB3	Whelen CV2V WeCanX™ Vehicle To Vehicle SYNC Module, Includes Internal Antenna	\$ 275.00	1	\$ 275.00
TAB3	Whelen "Photo-Cell" (needed on "Slicktop" with CanTrol) - CANLITEB	\$ 110.00	1	\$ 110.00
hourly	Enable factory wig wag	\$ 125.00	0.5	\$ 62.50
333	Whelen V - LED Mirror Beam System MBFX20 / MBIONV*	\$ 517.00	1	\$ 517.00
335/336	Whelen LED Under Mirror System LINSV2* / LSVBKT50 - Pair/Installed	\$ 544.00	1	\$ 544.00
TAB3	Whelen Strip Lite DUO (1/side) 1/4 Glass PS*02FCR	\$ 195.00	2	\$ 390.00
TAB3	Whelen Strip Lite+ "L" Bracket	\$ 21.00	2	\$ 42.00
370	WHELEN WCX TRACER 6 LAMP DUO PAIR / INSTALLED	\$ 1,193.00	2	\$ 2,386.00
TAB3	Whelen ION DUO Series LED Lights(1 / side) 2nd Row Glass I2*	\$ 225.00	2	\$ 450.00
TAB3	Whelen Mini ION T Series Duo TLMI2* - MSP Style on Gate	\$ 165.00	2	\$ 330.00
362	Whelen Vertex LED Hide-a-ways VTX609-4 tail lights VTX609* 2 Red 2White	\$ 496.00	1	\$ 496.00
338	Whelen TION DUO (each) flank rear plate TLI2*	\$ 158.00	2	\$ 316.00
143	Whelen 100W Composite Siren Speaker SA315p / SAK*	\$ 350.00	2	\$ 700.00
TAB3	Magnetic Mic Clip(s) #MMSU1	\$ 55.00	5	\$ 275.00
402	Central Wiring Harness/Power Distribution System CH27120	\$ 750.00	1	\$ 750.00
TAB3	Whelen DUO LED Dome Lights (ea.) - hatch underside/front seats 3SRCCDCR / PLSW3	\$ 99.00	3	\$ 297.00
445	Havis 2021+ Tahoe Wide Angled Communications Console C-VSW-1012-TAH	\$ 833.00	1	\$ 833.00
444	Havis Wide Console Accessory Holder C-AHW-80	\$ 21.00	1	\$ 21.00
TAB3	Havis Dual USB charge only ports C-USB-2	\$ 100.00	2	\$ 200.00
468	Havis Side Mount Flip Up Style Arm Rest CARM108	\$ 180.00	1	\$ 180.00
TAB3	Havis 3" accessory pocket, 2.5" deep C-AP-0325	\$ 64.00	1	\$ 64.00
TAB3	Havis Adjustable Dual Internal Cup Holder CUP21001	\$ 75.00	1	\$ 75.00
1035	Truckvault Rear Cabinet - Estimate- Will design together	\$ 6,000.00	1	\$ 6,000.00
TAB3	Streamlight Stinger HL DS LED Flashlight with 12v Charger 75432	\$ 185.00	1	\$ 185.00
TAB3	Fire Vulcan LED Vehicle Mount System - 12V DC - quick release shoulder strap & direct wire rack - Orange 44451	\$ 250.00	1	\$ 250.00
2005	Install / Transfer Cust. Supplied 2-way Radio(s) EACH	\$ 275.00	3	\$ 825.00
2019	Install / Transfer Cust. Supplied Portable Radio Charger EACH	\$ 95.00	1	\$ 95.00
	BUDGET AfterMarket Equipment Contract Total :			\$ 26,728.80

Cost per Unit : \$ 86,248.90

Qty. : 1.00

Trade : \$ -

TOTAL: \$ 86,248.90

TERMS AND CONDITIONS

Deferrals and Cancellations of Sales Orders

In all cases where vehicles, products, and labor are purchased against government and public contracts, the terms and conditions of that contract shall prevail and bind MHQ. In cases where contract terms on deferral and/or cancellation are not defined, and for non-contract sales, the following MHQ policy shall prevail.

Deferrals

For this discussion, "deferral" refers to a customer-initiated action to delay the delivery of purchased items* beyond the delivery date

confirmed to the customer in writing (Purchase Order confirmation). All deferral requests must be communicated to MHQ in writing. MHQ, at their sole discretion, reserves the right to accept or reject deferral requests. Once the subject item has started the production / fabrication process, delivery deferrals are not allowed – the item will be built, shipped, and billed upon completion. For deferral requests on items not yet in production, MHQ shall negotiate deferral terms with the customer’s purchasing or sourcing authority (not the requisitioner). Consequences of order deferrals may include, but not be limited to, loss of scheduled production timeslot and reallocation of vehicles and/or materials to other active jobs or other customers.

Special Order and Non-Cancellable/Non-Returnable Items (NCNR)

Certain items and material are categorized as “Special Order” or “NCNR.” Attempts to cancel shall be handled on an individual basis. Depending on the stage of production of a special-order item, and the suppliers involved, special order items may incur cancellation charges based on supplier purchase liabilities. MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Special Order items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

NCNR items are not cancellable with our suppliers. MHQ will make a reasonable attempt to minimize the financial impact of cancelling NCNR items, but no assurance is offered that the customer’s purchase liability for these item types can be reduced in any way. NCNR items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

Cancellations

For this discussion, “cancellation” refers to a customer-initiated action to cancel a customer committed order* or any part thereof. All cancellation requests must be communicated to MHQ in writing. Cancellations will be accepted, without penalty, until the point in time where material has been ordered to support production of the ordered item(s). Once components or material is ordered against a committed customer order, cancellation charges may apply based on supplier purchase liabilities. MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Depending on the type of material/components and the suppliers involved, the range of customer purchase liability can range from complete release of purchase liability, up to and including full liability of the original material cost.

Supplier Failure to Perform

MHQ shall be held harmless in cases where their suppliers fail to source, build, or deliver quoted or ordered products required to satisfy customer committed orders. MHQ shall also be held harmless in cases where a supplier discontinues availability of a product, places a product on allocation, or delivery times extend beyond their normal quoted delivery times such that the subject product becomes unavailable, or experiences extended delivery times. In these cases, MHQ shall offer alternatives, where commercially available, to the customer for consideration as acceptable substitutes.

*Purchased Items

“Purchased Items” is defined as any item, component, or material required to fulfill a committed customer order.

*Customer Committed Order

“Customer Committed Order” is defined as any acceptable form of communication that directs MHQ to produce and sell an item to their customer. Acceptable forms of communication are customer Purchase Orders, quotes that are signed and dated by a customer purchasing authority, Letters of Intent or Letters of Commitment that are signed and dated by a customer purchasing authority, or similar instruments that communicate an intent to purchase.

ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.

x _____
PRINT NAME

x _____
TITLE

x _____
SIGNATURE

x _____
DATE

Quote provided by Steven Anderson, Account Manager at MHQ - Public Safety Team
(508) 573-2677 or sanderson@mhq.com

Article 5. 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

Approved FY25

Selectboard Budget/Finance Committee Joint Workshops Schedule

All Workshops Start at 5:30pm at the Community Center

March 5, 2024 Tuesday (Part of Regularly Scheduled Selectboard meeting)

- 1) Manager Overview/update

March 11, 2024-- Monday

- 1) Codes Enforcement
- 2) Planning
- 3) Planning Board/ZBA
- 4) Administration
- 5) Assessing
- 6) Legal
- 7) Insurance
- 8) Utilities

March 12, 2024-- Tuesday

- 1) Manager Update/follow-Up
- 2) Recreation
- 3) Parks & Beaches
- 4) Facilities
- 5) Cemeteries/ Committees
- 6) Public Works
- 7) Dams

March 18, 2024-- Monday

- 1) Fire/Rescue & EMA
- 2) Animal Control
- 3) Law Enforcement
- 4) General Assistance/Donations
- 5) Transfer Station/Bulky Waste
- 6) Debt Service
- 7) Capital Reserves & Capital items

March 19—2024—Tuesday (if Necessary)

- 1) Manager Update
- 2) Follow Up on any outstanding item/ Additional Meetings

Dates for Additional Meetings

March 20-Wednesday, March 21-Thursday,

Monday March 25, Tuesday March 26

Maine Department of Transportation's Municipal Stream Crossing Program 2023 Request for Application (RFA)

Updated 12/5/23

Overview of the Grant Opportunity

The Maine Department of Transportation (MaineDOT) is seeking applications for the Municipal Stream Crossing Program to provide competitive grants that help fund the upgrade of municipal culverts at stream crossings with the goal of improving fish and wildlife habitat and community safety. This Request for Application (RFA) document provides instructions for submitting applications, evaluation criteria, and contract provisions. Eligible project sponsors include local and tribal governments, municipal conservation commissions, soil and water conservation districts, and private nonprofit organizations. Eligible projects involve culverts that carry a stream under a local government road, not a state (including state-aid) or private road. The maximum amount of funds an applicant may request is \$200,000 for projects that include design and construction (as long as they result in a completed construction project) and must include a minimum of \$5,000 of local match (cash or in-kind).

Scoring criteria will be centered around the extent to which the project restores habitat for fish (including sea-run fish and native brook trout) and wildlife, as well as the extent to which the proposed project meets 1.2 times the stream's bankfull width and stream crossing size meets MaineDOT's 100-year flood standard. Applicants will be required to provide elements of the proposed structure including stream profile, stream restoration practices in the design and installation, bankfull width measurements with supporting materials, summary of completed field work, appropriate proposed structure size, and proposed stream bottom materials. Maine Department of Marine Resources (DMR) and Maine Department of Inland Fisheries and Wildlife (IFW) will provide input on the fish and wildlife improvement sections of each application; ~~applications must include a general letter of support from DMR and IFW in their applications.~~

Scoring criteria will also consider the extent to which the project allows the community to more effectively prepare for large storm events by requiring project location, structure age/condition, documented historical flooding, description and cost of maintenance history, and safety and impacts to community (including detour length, average annual daily traffic (AADT), and number of homes/businesses cutoff). Applicants will also be evaluated on the project quality by requiring match amount and source, project and permitting status (completed tasks), budget, schedule. Any structure spans proposed greater than 10FT require a design review by MaineDOT's bridge maintenance office prior to construction.

Upon preliminary award, applicants will enter into a Service Contract with MaineDOT. Payment to municipalities receiving the grant funds will be made on a reimbursement basis for direct costs related to the crossing project upon approval of acceptable invoice and documentation. Grant recipients will have 2 years to expend the funds and up to three reimbursement requests coordinated with milestones. Recipients will submit annual progress updates and a final project report. Progress updates will include intended and actual construction dates and total project costs. Prior to construction grant recipients will submit final stamped engineering plans, by Maine Professional Engineer (PE), adequate longitudinal profile, and Army Corps of Engineers permit (as required). Final reimbursement request is dependent on PE verification that project was built to design.

Applying for the Municipal Stream Crossing Program Funds

Item 10.#

Applications should include:

1. Name of proposed project.
2. Demonstrate eligibility based on program overview.
3. Stream Crossing Location (include municipality or unorganized territory, GPS location, culvert crossing location, stream name)
4. Existing culvert information including structure type, shape, material, streambed material in structure, number of culverts at crossing, length, width, height, and age of structure, clearance (distance between material at bottom of culvert or streambed and top of inside of culvert).
5. Demonstrate improvement to fish and wildlife habitat by including:
 - 5.1 Identification of crossing (Crossing ID#) in [Maine Stream Habitat Viewer](#). If not present in stream habitat viewer, provide closest Crossing ID# to the structure on that stream and description of relative locations, whether crossing is a barrier or potential barrier to fish passage.
 - 5.2 Any documented presence (through DMR, IFW, USFWS, NOAA) of the following fish in the stream (Wild brook trout, Sea-run brook trout, Atlantic Salmon (sea-run or landlocked), sea run alewives, Blueback herring, American eels, Sea-run rainbow smelt, or other diadromous species).
 - 5.3 Use the [Maine Stream Habitat Viewer](#) or [Beginning with Habitat Map Viewer](#) to identify presence of Atlantic Salmon Critical Habitat, Atlantic Salmon DPS, Atlantic salmon modeled habitat, Brook trout habit, within the drainage of a state “heritage” water, within drainage of an alewife pond, significant Vernal pools within 1 mile, state or federal endangered, threatened or special concern aquatic or terrestrial species (within 1 mile), other priority habitats.
 - 5.4 Presence of other resources nearby such as significant wildlife habitats, vernal pools, etc.;
 - ~~5.5 General letters of support for this project from [Maine Department of Marine Resources and Maine Inland Fisheries and Wildlife](#).~~
6. Photos of the stream crossing showing structure condition, looking at the crossing from downstream and upstream, looking upstream and downstream, inside of the structure, and any safety conditions.
7. Stream Measurements and Field work (measured bankfull width, estimated/modelled bankfull width, bankfull width used for preliminary structure sizing, preliminary crossing width, slope of stream (%) based on stream longitudinal survey. If field work has not been completed, provide date when it will be completed. For fieldwork techniques, refer to [Stream Smart Field Work Video](#) and [Maine Stream Smart Road Crossing Pocket Guide](#).
 - 7.1 Bankfull width estimates and modelling resources:
 - 7.1.1 [Maine Stream Habitat Viewer](#)
 - 7.1.2 [StreamStats](#)
8. Applicant’s preliminary plan or concept for crossing structure design including: intended culvert/crossing shape, material, width, clearance, length, clear span (if bridge). Note in application if this work hasn’t been completed yet.
9. Express the following commitments to performance standards and actions related to the proposed project’s design and installation (check all that apply; failing to complete will result in decreased scores):
 - 9.1 Commit that field work and design will include longitudinal profile survey of stream channel to determine slope, structure size will be determined by field-measured average bankfull width of stream, crossing will be skewed to match stream flow as much as practicable, crossing invert or bottom elevation will be below the potential scour vertical adjustment profile line and will match the stream slope based on recommended

longitudinal profile survey. For more information on the vertical adjustment profile refer to [Stream Field Work Video](#). Item 10.#

- 9.2 Commit that project engineering will meet [MaineDOT's 100-year flood standard](#), engineer has or will be retained to assist with project design, note whether existing plans for available, final plans will be stamped by Maine Licensed Engineer prior to construction.
- 9.3 Commit that new crossing will contain stream materials closely matching native stream bed and crossing will include constructed stream banks through the structure connecting to natural stream banks for terrestrial wildlife passage.
- 9.4 Commit that structure will be sized at least 1.2 times bankfull width.
- 9.5 Commit that applicant has or will obtain necessary [Army Corps of Engineers](#) and [DEP Natural Resources Protection Act](#) permits for this project.
- 9.6 Commit that structure design will be shared with and reviewed by MaineDOT's bridge maintenance office during the design process for any structure spans proposed greater than 10FT. This is to provide any additional advice that should be considered during design. Maine DOT's Bridge Maintenance Division (ben.foster@maine.gov or Ron.Taylor@maine.gov). For more information, refer to [MaineDOT's Bridge Design Guide](#) and [MaineDOT's Policies and Laws related to Bridges in Maine](#).
10. Documentation and description of flooding or overtopping and associated damage.
11. Description of safety and impact to community including detour lengths, identify any critical infrastructure cut-off from access if this crossing were to fail, number of businesses and homes cut-off, [average annual daily traffic \(AADT\)](#) using [MaineDOT's Public Map Viewer](#).
12. Amount of money spent on maintenance or failures of the crossing and description and documentation of maintenance history.
13. Project schedule including any design activities, anticipated construction duration, start and completion date. All projects must at least provide approximate start and completion date.
14. Cost and budget information (provide approximate cost and budget totals if project has not been designed) including applicant organization, total amount of funds being requested, estimated matching funds committed to project (types/in-kind services). If your local funding share is dependent on town meeting approval, provide date of annual town meeting. A grant agreement will not be signed until the town has approved the local match. If available, include source of project cost estimate, total estimated engineering/survey costs, permitting and bidding costs, construction (materials, mobilization, installation) costs.
15. Describe whether a new design will eliminate or greatly reduce current maintenance costs.

Application scoring will be based on a 100-point scale using the group consensus scoring method and will measure the degree to which each application meets the evaluation criteria and considerations in each section below:

1. Scoring information for benefits to fish & wildlife

50 points - "To improve habitat for fish, including sea-run fish and native brook trout, and wildlife"

<i>Scoring Criteria</i>	<i>Scoring Metric</i>
The degree to which there is a stated benefit to fish, including sea run fish, native brook trout, and wildlife	
<ul style="list-style-type: none"> • Presence of other resources nearby such as significant wildlife habitats, vernal pools, etc.; • Does the crossing include design for terrestrial animal passage? • Fish species present, preference to: <ul style="list-style-type: none"> • Known presence of state & federal endangered or threatened species (aquatic & terrestrial); • Presence of species affected on IFW’s list of species of greatest conservation need (SGCN) • Presence of invasive fish (IFW, DMR) (inverse points) 	<ul style="list-style-type: none"> • Wildlife & Fisheries • Invasives (inverse points) • Connectivity
Prioritization: Statewide prioritization for aquatic connectivity and presence of Atlantic salmon, alewives, or other diadromous fish species, native brook trout	
<ul style="list-style-type: none"> • Impeded passage-Stream Habitat Viewer • Amount of habitat (stream miles reconnected, or fragmented population reconnections • Determined important barrier or watershed by IFW/DMR • Potential outcomes, results, or products that contribute to species conservation and management goals • Presence of Atlantic salmon, brook trout, alewives, diadromous fish species 	Points awarded on a sliding scale taking into account the <i>Scoring Criteria</i>
Design criteria for resiliency and habitat improvement	

<ol style="list-style-type: none"> 1. Meets design standard of 1.2 x bankfull width of stream <ul style="list-style-type: none"> • How BFW was determined? 2. Meets or exceeds MaineDOT 100-year flood standard 3. Will be aligned (skewed) to match the stream channel 4. Structure contains stream materials closely matching native stream bed 5. Structure contains banks for terrestrial passage 6. Has invert or bottom structure elevation below the potential scour vertical adjustment profile line (preferred) 7. Matches the stream slope based on the recommended longitudinal profile survey 8. Has design criteria that additionally benefits fish & wildlife <ul style="list-style-type: none"> • whether performance measures for evaluating effectiveness of the completed project were clearly identified 	Points awarded on a sliding scale	Item 10.#
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2. Public Infrastructure Information

25 Points - Safety, flooding mitigation & preparation

<i>Scoring Criteria</i>	<i>Scoring Metric</i>
High Risk of Failure due to age/condition	
<ul style="list-style-type: none"> • Age • Condition • Past failures 	Points awarded on a sliding scale taking into account the <i>Scoring Criteria</i>
Location in a watershed or reach with high flood risk	
<ul style="list-style-type: none"> • Documentation of risk • Documentation of flooding history 	Points awarded on a sliding scale taking into account the <i>Scoring Criteria</i>
Safety and impact to community	
<ul style="list-style-type: none"> • Detour lengths • Cut-offs for high-risk locations • Number of businesses and homes cut-off • Average cars per day? 	Points awarded on a sliding scale taking into account the <i>Scoring Criteria</i>

3. Scoring Criteria for Cost effectiveness of the proposed Culvert/Crossing

25 Points -Degree to which the project represents and efficient and cost-effective investment, including:

<i>Scoring Criteria</i>	<i>Scoring Metric</i>
Total proportion of funding from other sources	
<ul style="list-style-type: none"> • Match type and % 	Points awarded if match % is equivalent to or exceeds \$5,000
Avoided costs associated with the project	
<ul style="list-style-type: none"> • Amount of money spent on maintenance or failures of the crossing • Maintenance history & documentation 	Points awarded on a sliding scale taking into account the <i>Scoring Criteria</i>
Project efficiency demonstrated by engineering design communities	
<ul style="list-style-type: none"> • Total engineering costs vs. total structure costs • Structure design life • Costs are within reasonable range for application • Maintenance needs over lifespan 	Points awarded on a sliding scale taking into account the <i>Scoring Criteria</i>

Application Process

Item 10.#

MaineDOT issues the RFA for the Municipal Stream Crossing Program. Applicants must submit a completed PDF application that incorporates the details request in the above section (Applying for Municipal Stream Crossing Program Funds). The applications will be scored by the Grant Review Team who will judge the merits of the application(s) received in accordance with the scoring criteria defined in the RFA.

Applications must be received by **January 19, 2024, at 11:59 p.m.** local time. Applications received after the deadline will be ineligible for award consideration.

Applications are to be submitted to MaineDOT via MunicipalStreamCrossing.MDOT@maine.gov. Only applications received by email will be considered. Applicants are to insert the following into the subject line of their email "RFA Submission – Applicant's Name". Applicants must submit a separate application for each project. Applicants should submit a PDF file with the file name: "TOWN NAME_ROAD NAME_APPLICATION#.pdf".

Information will be available on MaineDOT's grant page:

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

Contact Information

Taylor LaBrecque
Environmental Office
Maine Department of Transportation
16 State House Station
Augusta, ME 04333

Scoring Process

The funds for this program will be administered by the MaineDOT and will be awarded through a competitive process by Grant Review Team, comprised of qualified reviewers. The Grant Review Team will use a consensus approach to evaluate and score all sections listed in the RFA. Members of the review team will not score those sections individually, but, instead, will arrive at a consensus as to assignment of points for each of the sections. The MaineDOT reserves the right to communicate and/or schedule interviews/presentations with applicants if needed to obtain clarification of information contained in the applications and the MaineDOT may revise the scores assigned in the initial evaluation to reflect those communications.

Contract Requirements

Successful applicants will enter into a contract with MaineDOT prior to receiving funds. Contracts will be similar to the Municipal Partnership Initiative (MPI) administered by MaineDOT. A contract template can be provided upon request. Decisions by the Grant Review Team are final.

Maine
Cumberland **County**
Community Development
Block Grant Program

General Application

Program Year 2024

Final Applications Due: 4:00pm, January 18, 2024

**Cumberland County
Community Development Office
142 Federal Street, Suite 109
Portland, Maine 04101
Tel. 207- 699-1906**

*An electronic copy of this application is available at
cumberlandcountyme.gov/CDBGapplications*

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EXPLANATION OF 2024 GENERAL CDBG APPLICATION PROCESS

CRITICAL DUE DATES

- Pre-Applications: Thursday, December 14, 2023 – 4:00PM
- Final Applications: Tuesday, January 18, 2024 – 4:00PM

APPLICATION OVERVIEW AND PROCESS

The Cumberland County CDBG Grant Program will distribute funds for community and regional activities in the 2024 program year. The exact amount to be distributed will be determined in the upcoming months.

1. Eligible Applicants:
 - a. Municipalities & the County are the only eligible applicants for this program.
 - b. Non-profit service providers, businesses or other organizations/entities apply through a municipality for a local program and through the County for a regional program.
2. Applicants, *except for those sponsored by the County*, must demonstrate a 20% local match.
3. Applicants must submit “pre-applications” by 4:00pm on December 14, 2023. Applicants will receive approval to submit a final application by December 19, 2023, *at the latest*.

Pre-Applications are a separate document and a separate attachment in the 2024 CDBG Application distribution e-mail. If needed, please contact Cumberland County Community Development for a copy of the 2024 Pre-Application.

4. Maximum number of applications:
 - a. Community applicants (single community applications) are limited to any combination of **two** Public Services and/or General Program applications.
 - b. Cumberland County is limited to any combination of **five** Public Services and/or General Program applications.
 - c. Communities may submit an unlimited number of multi-community applications.
 - d. The number of “pre-applications” is not limited.
5. Multi-community applicants must submit an additional form:
 - a. Signature page for all communities to endorse the application (*Appendix II*).

- 6. Each community is assigned a community distress score from 0 – 10. The score incorporates two factors: (1) The percent of low/moderate income people in the community and (2) the community’s low/moderate income population as a percentage of the county’s low/moderate income population. Refer to *Appendix VI* for community distress scores.
- 7. All final applications must be endorsed by local elected officials prior to submission.
- 8. There are no minimum or maximum grant award limits.

APPLICATION TIMETABLE

- Program and Application Workshops: Thursday, November 30, 2023
Virtual Meeting:
 - meet.google.com/amf-xerz-wpc
 - Phone Number: 414-439-0934
 - Passcode: 571 977 357#
- Pre-Applications Due: Thursday, December 14, 2023 – 4:00 PM
Emailed to styles@cumberlandcounty.org
- Receipt of Approval to Submit Application: Tuesday, December 19, 2023
- Final Applications Due: Thursday, January 18, 2024 – 4:00 PM
- Applicant presentation to Review Team: Wednesday, February 7, 2024 - Morning
- MOC Review: Wednesday, March 6, 2024
- County Commissioner Public Hearing: Monday, April 8, 2024 - 5:30PM
- County Commissioner Approval: Monday, May 13, 2024 - 5:30PM
- Submission to HUD: Monday, May 15, 2024

PROGRAM PRIORITIES

The following five general program priorities that will be adopted as part of the program’s Five-Year Consolidated Plan (2022-2026). Priorities are general and are listed in alphabetical order- not in order of importance.

- Access to public services (Public Services has a separate application)
- Affordable housing
- Economic development
- Public facilities & infrastructure
- Long range community planning

THE “EXCEPTION RULE” LIST

The Cumberland County CDBG Program falls under a special rule allowing more locations to qualify for area-wide activities beyond the standard 51% low/moderate income

requirement, with areas that are at least 50.20% low income qualifying. The list of these block groups for the 2024 program is provided in *Appendix III*.

REVIEW OF APPLICATIONS

- Applications will be reviewed by a team comprised of members of the Municipal Oversight Committee (MOC) appointed by the MOC Chair and one staff member from Cumberland County and/or the Greater Portland Council of Governments (GPCOG).
- Applicants will be provided the opportunity for a brief presentation followed by questions/answers with the Review Team. This meeting will be held on Wednesday, February 7, 2024 from 8:30-12:00. Presentation time lots will be given out once all applications have been received.
- The Review Team will recommend projects for funding to the entire MOC which in turn will make its final recommendations to the Cumberland County Commissioners.
- County Commissioners will vote to endorse the MOC recommended projects.

SELECTION CRITERIA FOR GENERAL PROGRAM APPLICATIONS

Applications will be rated and ranked on the basis of their responses to the application elements.

1. Project Description.....10 points
2. Need for the project.....20 points
3. Project management.....10 points
4. Readiness to proceed.....20 points
5. Project budget.....5 points
6. Implementation schedule.....5 points
7. Demonstration of need for CDBG funds.....15 point
8. Community distress score.....0 – 10 points
9. Multi-community bonus.....5 points

ADDITIONAL INFORMATION

Please contact Cumberland County with any questions or for additional information.

Kristin Styles, Director	207-699-1906	styles@cumberlandcounty.org
Courtney Kemp	207-619-1036	Kemp@cumberlandcounty.org

SUBMISSION REQUIREMENTS

1. Submission of applications:
 - a. **One digital copy (emailed) and one hard copy** of the final application must be mailed or hand delivered to:

Styles@cumberlandcounty.org (*digital copy*)
 &
 Community Development Program (*Hard copy*)
 Cumberland County – Executive Office
 142 Federal Street, Suite 109
 Portland, Maine 04101
 - b. Electronic submission *will be accepted* to meet the January 18, 2024 deadline; **however, the hard copy of the application must be received by Tuesday, January 23, 2024, 4:00PM.**
2. Presentation:
 - a. Write directly into this word document, do not create your own application format
 - b. No binders, covers or folders
 - c. Font: Minimum 12 point type.
 - d. Paper Size: 8.5” X 11” paper
 - e. Margins: At least 1”
 - f. Hard copy may be double sided
3. Application package must include:
 - a. Cover page
 - b. Summary Worksheet
 - c. Responses to the narrative questions
 - d. Budget page
 - e. Demonstration of endorsement by elected officials
 - f. Multi-community applications must also include:
 - i. Response to two additional questions
 - ii. Multi-community endorsement/signature page (form provided)
4. **Maximum** length for response to the narrative questions:
 - a. Six pages for *non-economic* development applications (Questions 1, 2, 3, 4, 7A & 8).
 - b. Six pages for economic development applications (Questions 1, 2, 3, 4, 7B, & 8).
 - c. Seven pages for multi-jurisdictional applications (Questions 1, 2, 3, 4, 7A or 7B, 8, & 9).
5. Applications *may* include up to two pages (single-sided) or one page (double-sided) of visual aids, e.g. maps or pictures.

2024 GENERAL CDBG PROGRAM APPLICATION

CHECKLIST

SUBMIT COMPLETED CHECKLIST WITH APPLICATION

Please submit each section of the application, including this checklist:

- A. Cover Page**, *limit 1 page*
- B. Summary Sheet**, *limit 1 page*
- C. General CDBG Application Narrative Questions**, *page limits vary*
- D. Budget: Revenues and Expenditures**, *limit 1 page*
Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative
- E. Demonstration of Endorsement by Elected Officials**
- F. Multi-community Additional Questions & Signature Page**

Required documents for non-profit organizations:

- Verification of 501(c)3 Status**, *limit 1 page*
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- Most Recent Agency Operating Budget Summary**, *limit 1 page*
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**

Checklist Completed By

Date:

2024 GENERAL APPLICATION COVER PAGE

Application Type	<input type="checkbox"/> General - non- eco dev. <input type="checkbox"/> General - Economic Development <input type="checkbox"/> General - Multi-Jurisdictional		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities)		
Project Name			
Mailing Address			
Project Address			
Authorized Official	(Town Manager/Administrator)	Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CDBG Funds Requested	\$	Total Project Budget	
		\$	
UEI Number	<i>*NOTE: An application will not be accepted without a Unique Entity ID Number – Please ask for assistance if your town/city does not have one yet.</i>		

Name and Signature of Authorized Official

Date

GENERAL APPLICATION SUMMARY SHEET

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one

- Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as low/mod income.

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?

- No Yes (please circle appropriate population)

- Low and Moderate Income Area Benefit (LMA):** an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

If you choose LMA, please provide a map and outline on the map the area that your program serves.

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

- Creating a Suitable Living Environment**
- Providing Decent Affordable Housing**
- Creating Economic Opportunity**

3. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. <i>(example- Seniors, at risk Youth, low/mod residents of Town X)</i>
B. How many Cumberland County residents will be served by the proposed program? (unduplicated -per year)	B.
C. How many are <u>low to moderate income Cumberland County residents</u> ?	C.

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. <i>(example- Self certification forms from clients or Census data for area wide benefit projects)</i>
B. How will the outcomes be measured, collected, and documented?	B. <i>(example- staff will submit a quarterly report summarizing the work that has been completed to date)</i>

Please limit the Public Service Worksheet to 1 Pages.

GENERAL APPLICATION QUESTIONS

Respond to the narrative questions in a maximum of six pages or seven pages for multi-jurisdictional project applications.

1. Provide a **brief summary** (400 words maximum) of the proposed project. **- 10 points.**

Focus your answer on issues *such as, but not limited to*: What are the services to be provided? Where will they happen? Who's in charge? Who will be served?

2. Provide a response to the four questions below defining and justifying the **need for the activity**. **- 20 points**

- a. Convey the magnitude and severity of the issue to be addressed.
- b. Identify the total number of people affected by the issue.
 - i. Out of the total number of people affected, identify the number of people from low/moderate income households.
- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.
- d. **Construction related activities**: Convey how the project relates to the community's long-range planning and capital improvement needs.

3. Provide a response to the three questions concerning **management of the proposed activity** – **10 points**

- a. Define *who* will manage the grant funded project and *how* they will manage it.
- b. Explain the experience of the applicant in undertaking projects of similar complexity.
- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

4. Demonstrate that the project is **ready to proceed** – **20 points**

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.
- Describe any existing and/or potential impediments to project initiation.

For non-construction related projects:

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.
- Describe any existing and/or potential impediments to project initiation

5. **Budget for project.** Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV).* - 5 points

- Describe how funds, including match when applicable, will be distributed between project elements.
- Limit the budget and budget description to that portion of your program that is applicable to this application.
- For projects requiring a match: County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

Applications will not be accepted without a completed budget.

6. **Implementation schedule** for project: - 5 points

There are many types of projects, each with their own set of typical activities and timelines. Describe the implementation schedule for this program.
For construction projects- please provide a timeline including design, bid, construction start date, and estimated completion date.

7. **Need for CDBG Funds** (Answer either 7A or 7B)

7A) NON-ECONOMIC DEVELOPMENT ONLY

Provide a response to the three questions demonstrating the **need for CDBG program funds** - 15 points

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?
- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?
- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

7B) ECONOMIC DEVELOPMENT ONLY

Economic Development/Job Creation Related Projects Only – 15 points

This question will be answered by applicants seeking assistance for a private business. The project will meet a CDBG “national objective” by creating jobs for low/moderate income persons.

- a. Detail the financing package for the project, the steps taken to meet the business’s capital needs and the need for CDBG funds to fill a financial “gap”.

- b. Specify exactly what the CDBG funds will be used for, i.e. capital equipment, facility improvement, working capital, etc.
 - c. Describe the role the CDBG funds will have on the business’s ability to remain competitive and create jobs within the period July 2024 to June 2024. Identify the number of jobs to be created during this period.
 - d. Describe the market the business operates in, i.e., competitors, costs and product demand. What risks does the business face?
- What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

8. Distress Score

Each community will be *assigned* a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**. – The applicant does not need to calculate this score, it will be assigned by County Staff to your application.

9. Multi-Jurisdictional Bonus

5 points will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

- c. **Multi-community applicants must answer two additional questions in a maximum of one page:**
 - i. How will low/moderate income residents in each participating community benefit from the project/activity?
 - ii. What role will each applicant community play in the project/activity?
- d. Application must be endorsed by officials from all communities. **Use form found in Appendix II.**
- e. Distress score for multi-jurisdictional applicants. This will be calculated by the County based on the following factors:
 - i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”
 - ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.

APPENDIX I: BUDGET

*A completed budget must be submitted with the application

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request		
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
Local Funds		
Private Funds (Grants, Fundraising, etc., please list)		
a.		
b.		
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Design/Engineering Costs			
Advertising			
Materials/Supplies			
Labor			
Project administration			
Other, please specify			
a.			
b.			
c.			
d.			
TOTAL PROGRAM or PROJECT EXPENSES			

Admin Expenditures for CDBG Program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Direct Admin Expenditures			
Indirect Admin Expenditures			

APPENDIX II: MULTI-COMMUNITY APPLICATION ENDORSEMENT

Additional Community Applicant: _____

Additional Community Authorized Official _____

Signature of Authorized Official _____

Additional Community Applicant: _____

Additional Community Authorized Official _____

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Signature of Authorized Official _____

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Additional Community Applicant: _____

Additional Community Authorized Official _____

Signature of Authorized Official _____

APPENDIX III: 2024 EXCEPTION RULE LIST

City/Town	Census Tract	Block Group	LMI Pop.	Total Pop.	% LMI
Westbrook	002900	3	930	1100	84.55%
Westbrook	002700	1	1595	1945	82.01%
South Portland	003100	1	775	985	78.68%
South Portland	003100	3	480	625	76.80%
Yarmouth	004401	1	330	440	75.00%
Westbrook	002900	2	1385	1910	72.51%
South Portland	003000	4	2280	3175	71.81%
South Portland	003300	2	1105	1570	70.38%
Casco	013000	1	580	860	67.44%
Westbrook	002900	1	310	470	65.96%
Westbrook	002900	5	1000	1520	65.79%
Westbrook	002800	1	1040	1595	65.20%
Casco	013000	4	565	890	63.48%
Windham	004801	2	390	650	60.00%
Westbrook	002900	4	755	1265	59.68%
South Portland	003500	2	890	1505	59.14%
Long Island	002400	3	135	230	58.70%
Westbrook	002800	2	645	1100	58.64%
Bridgton	016000	3	515	890	57.87%
Gray	004702	3	885	1560	56.73%
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Windham	004801	3	765	1455	52.58%
South Portland	003200	1	850	1620	52.47%
Harpswell	017102	2	695	1330	52.26%
Westbrook	002600	1	990	1895	52.24%
New Gloucester	011500	1	610	1170	52.14%
South Portland	003000	1	695	1340	51.87%
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Gray	004702	2	560	1095	51.14%
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Casco	013000	3	620	1235	50.20%
Census Designated Places					
Steep Falls CDP	73985*		780	845	63.93%
South Windham CDP	72900*		270	445	60.67%
Little Falls CDP	40350*		270	375	56.00%

*Data is based on 2015 ACS data provided by HUD

APPENDIX IV: CURRENT INCOME LIMITS

2023 CDBG Income Limits Summary Tables

Effective July 1, 2023

2023 Income Limits: Cumberland County, *Band 1*

- Cape Elizabeth
- Casco
- Chebeague Island
- Cumberland
- Falmouth
- Freeport
- Gorham
- Gray
- Long Island
- North Yarmouth
- Raymond
- Scarborough
- South Portland
- Standish
- Westbrook
- Windham
- Yarmouth

Number in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%) Income Limits	Below \$24,850	Below \$28,400	Below \$31,950	Below \$35,500	Below \$38,350	Below \$41,200	Below \$44,050	Below \$46,900
Low Income (50%) Income Limits	Below \$41,450	Below \$47,350	Below \$53,250	Below \$59,150	Below \$63,900	Below \$68,650	Below \$73,350	Below \$78,100
Moderate Income (80%) Income Limits	Below \$66,250	Below \$75,700	Below \$85,150	Below \$94,600	Below \$102,200	Below \$109,750	Below \$117,350	Below \$124,900
Above Moderate More than 80%	Above \$66,250	Above \$75,700	Above \$85,150	Above \$94,600	Above \$102,200	Above \$109,750	Above \$117,350	Above \$124,900

2023 Income Limits: Cumberland County, *Band 2*

- Baldwin
- Bridgton
- Harpswell
- Harrison
- Naples
- New Gloucester
- Pownal
- Sebago

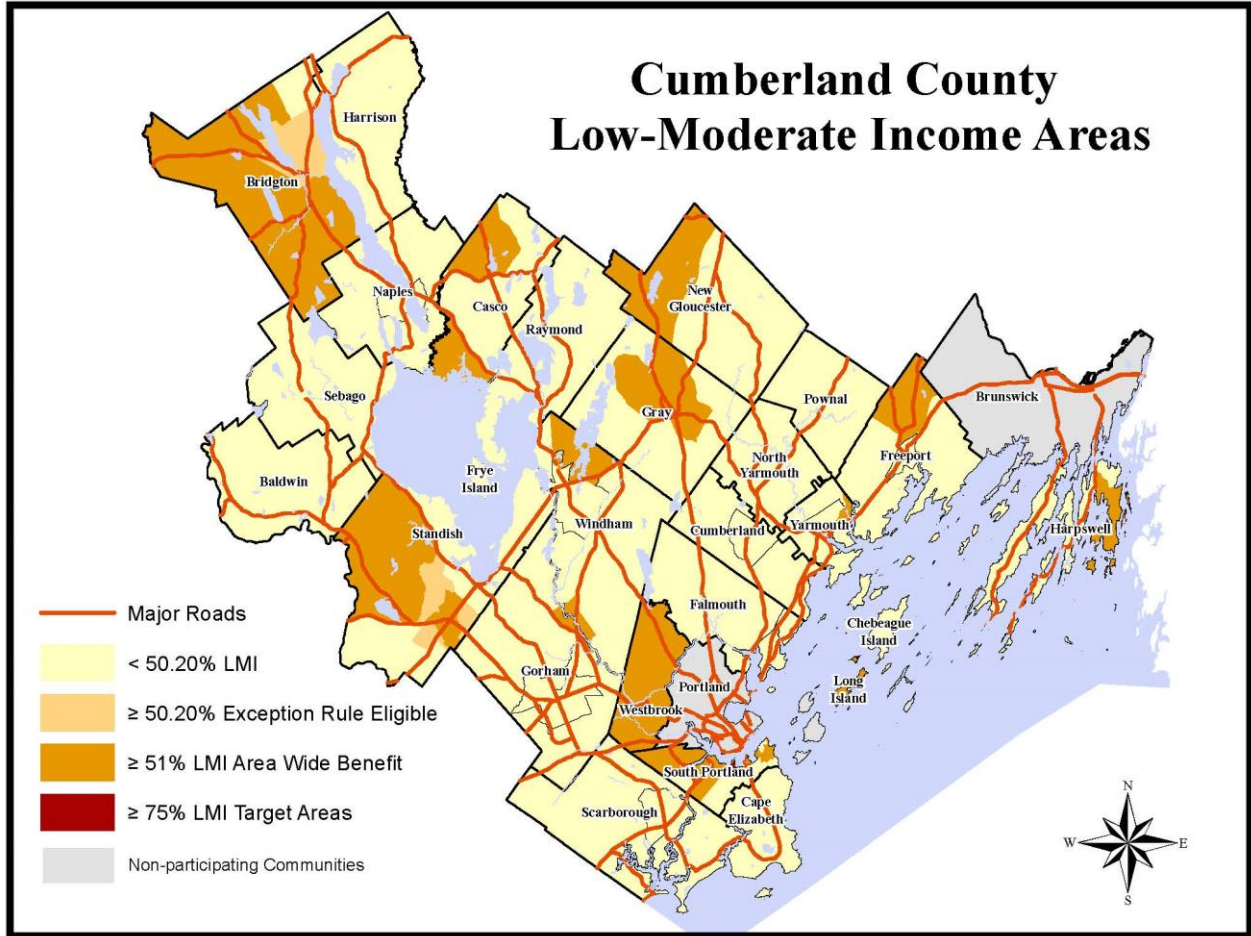
Number in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%) Income Limits	Below \$19,500	Below \$22,300	Below \$25,100	Below \$ 27,850	Below \$30,100	Below \$32,350	Below \$34,550	Below \$36,800
Low Income (50%) Income Limits	Below \$32,550	Below \$37,200	Below \$41,850	Below \$46,450	Below \$50,200	Below \$53,900	Below \$57,600	Below \$61,350
Moderate Income (80%) Income Limits	Below \$52,050	Below \$59,450	Below \$66,900	Below \$74,300	Below \$80,250	Below \$86,200	Below \$92,150	Below \$98,100
Above Moderate More than 80%	Above \$52,050	Above \$59,450	Above \$66,900	Above \$74,300	Above \$80,250	Above \$86,200	Above \$92,150	Above \$98,100

**2024 income limits are expected to be released in June, 2024.*

APPENDIX V: AREA WIDE BENEFIT MAP

For an interactive map, please visit:

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>



APPENDIX VI: COMMUNITY DISTRESS SCORE

Community	Distress Score
Westbrook	10
Casco	6
Long Island	6
Standish	5
Windham	5
Gray	5
Scarborough	4
Sebago	4
Harrison	3
Chebeague Island	3
Freeport	3
Gorham	3
Naples	3
Harpswell	3
Baldwin	3
Yarmouth	2
New Gloucester	2
Raymond	2
Falmouth	2
North Yarmouth	1
Pownal	1
Cape Elizabeth	1
Cumberland	0

Maine
Cumberland **County**
Community Development
Block Grant Program

Public Service Program Application

Program Year 2024

Final Applications Due: 4:00pm, January 18, 2024

Cumberland County
Community Development Office
142 Federal Street, Suite 100
Portland, Maine 04101
Tel. 207- 699-1906
Fax 207- 871- 8292

An electronic copy of this application is available at
cumberlandcountyme.gov/CDBGapplications

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EXPLANATION OF 2024 PUBLIC SERVICE APPLICATION PROCESS

CRITICAL DUE DATES

- Pre-Applications: Thursday, December 14, 2023 – 4:00PM
- Final Applications: Thursday, January 18, 2024 – 4:00PM

APPLICATION OVERVIEW AND PROCESS

The Cumberland County CDBG Grant Program will distribute funds for community and regional activities in the 2024 program year. The exact amount to be distributed will be determined in the upcoming months.

1. Eligible Applicants:
 - a. Municipalities & the County are the only eligible applicants for this program.
 - b. Non-profit service providers, businesses or other organizations/entities apply through a municipality for a local program and through the County for a regional program.
2. Applicants, *except for those sponsored by the County*, must demonstrate a 20% local match.
3. Applicants must submit “pre-applications” by 4:00pm on December 14, 2023. Applicants will receive approval to submit a final application by December 19, 2023, *at the latest*.

Pre-Applications are a separate document and a separate attachment in the 2024 CDBG Application distribution e-mail. If needed, please contact Cumberland County Community Development for a copy of the 2024 Pre-Application.

4. Maximum number of applications:
 - a. Community applicants (single community applications) are limited to any combination of **two** Public Services and/or General Program applications.
 - b. Cumberland County is limited to any combination of **five** Public Services and/or General Program applications;
 - c. Communities may submit an unlimited number of multi-community applications.
 - d. The number of “pre-applications” is not limited.
5. Multi-community applicants must submit an additional form:
 - a. Signature page for all communities to endorse the application (*Appendix II*).

- 6. Each community is assigned a community distress score from 0 – 10. The score incorporates two factors: (1) The percent of low/moderate income people in the community and (2) the community’s low/moderate income population as a percentage of the county’s low/moderate income population. Refer to *Appendix VI* for community distress scores.
- 7. All final applications must be endorsed by local elected officials prior to submission.
- 8. There are no minimum or maximum grant award limits.

APPLICATION TIMETABLE

- Program and Application Workshops: Thursday, November 30, 2023
Virtual Meeting:
 - meet.google.com/amf-xerz-wpc
 - Phone Number: 414-439-0934
 - Passcode: 571 977 357#
- Pre-Applications Due: Thursday, December 14, 2023 – 4:00 PM
Emailed to styles@cumberlandcounty.org
- Receipt of Approval to Submit Application: Tuesday, December 19, 2023
- Final Applications Due: Thursday, January 18, 2024 – 4:00 PM
- Applicant presentation to Review Team: Wednesday, February 7, 2024 - Morning
- MOC Review: Wednesday, March 6, 2024
- County Commissioner Public Hearing: Monday, April 8, 2024 - 5:30PM
- County Commissioner Approval: Monday, May 13, 2024 - 5:30PM
- Submission to HUD: Monday, May 15, 2024

PROGRAM PRIORITIES

Access to public services was one of five general program priorities that will be adopted as part of the program’s Five-Year Consolidated Plan (2022-2026). Priorities are general and are listed in alphabetical order- not in order of importance.

CDBG program regulations limit the maximum funding for public service activities to 15% of our total HUD allocation for each program year. In the past year (2023) \$135,000 was awarded for Public Service programs.

THE “EXCEPTION RULE” LIST

The Cumberland County CDBG Program falls under a special rule allowing more locations to qualify for area-wide activities beyond the standard 51% low/moderate income requirement, with areas that are at least 50.20% low income qualifying. The list of these block groups for the 2024 program is provided in *Appendix III*.

Most Public Service grantees will qualify for CDBG funds as “limited clientele” activities with at least 51% of those served qualifying as low/moderate income

PRESUMED BENEFIT GROUPS

The following groups qualify for CDBG assistance without having to certify as low-moderate income:

- Abused children
- Battered spouses
- Severely disabled adults
- Homeless persons
- Illiterate adults
- Persons with AIDS
- Migrant farm workers
- Elderly

REVIEW OF APPLICATIONS

- Applications will be reviewed by a team comprised of members of the Municipal Oversight Committee (MOC) appointed by the MOC Chair and one staff member from Cumberland County and/or the Greater Portland Council of Governments (GPCOG).
- Applicants will be provided the opportunity for a brief presentation followed by questions/answers with the Review Team. This meeting will be held on Wednesday, February 7, 2024- from 8:30-12:00. This will be an in-person meeting. The presentation time lots will be given out once all applications have been received.
- The Review Team will recommend projects for funding to the entire MOC which in turn will make its final recommendations to the Cumberland County Commissioners.
- County Commissioners will vote to endorse the MOC recommended projects.

SELECTION CRITERIA FOR GENERAL PROGRAM APPLICATIONS

Applications will be rated and ranked on the basis of their responses to the application elements.

1. Project Description.....10 points
2. Need for the project.....20 points
3. Project management.....10 points
4. Readiness to proceed.....20 points
5. Project budget.....5 points
6. Implementation schedule.....5 points
7. Demonstration of need for CDBG funds.....15 point
8. Community distress score.....0 – 10 points
9. Multi-community bonus.....5 points

ADDITIONAL INFORMATION

Please contact Cumberland County with any questions or for additional information.

Kristin Styles, Director	207-699-1906	styles@cumberlandcounty.org
Courtney Kemp	207-619-1036	kemp@cumberlandcounty.org

SUBMISSION REQUIREMENTS

1. Submission of applications:
 - a. **One digital copy (emailed) and one hard copy** of the final application must be mailed or hand delivered to:

Community Development Program
Cumberland County – Executive Office
142 Federal Street, Suite 109
Portland, Maine 04101
 - b. Electronic submission *will be accepted* to meet the January 18, 2024 deadline; **however, the hard copy of the application must be received by Tuesday, January 23, 2024, 4:00PM.**
2. Presentation:
 - a. Write directly into this word document, do not create your own application format
 - b. No binders, covers or folders
 - c. Font: Minimum 12 point type.
 - d. Paper Size: 8.5” X 11” paper
 - e. Margins: At least 1”
 - f. Hard copy may be double sided
3. Application package must include:
 - a. Cover page
 - b. Summary Worksheet
 - c. Responses to the narrative questions
 - d. Budget page
 - e. Demonstration of endorsement by elected officials
 - f. Multi-community applications must also include:
 - i. Response to two additional questions
 - ii. Multi-community endorsement/signature page (form provided)
4. **Maximum** length for response to the narrative questions:
 - a. Six pages for *public service* applications (Questions 1 - 9).
 - b. Seven pages for multi-jurisdictional applications (Questions 1 - 10).
5. Applications *may* include up to two pages (single-sided) or one page (double-sided) of visual aids, e.g. maps or pictures.

2024 PUBLIC SERVICE PROGRAM APPLICATION

CHECKLIST

SUBMIT COMPLETED CHECKLIST WITH APPLICATION

Please submit each section of the application, including this checklist:

- A. Public Service Cover Page, limit 1 page**
- B. Public Service Summary Sheet, limit 1 page**
- C. Public Service Application Narrative Questions, limit 6 pages**
- D. Budget: Revenues and Expenditures, limit 1 page**
Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative
- E. Demonstration of Endorsement by Elected Officials**
- F. Multi-community Additional Questions & Signature Page**

Required documents for non-profit organizations:

- Verification of 501(c)3 or other designated Status, limit 1 page**
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- Most Recent Agency Operating Budget Summary, limit 1 page**
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**

Checklist Completed By

Date:

2024 PUBLIC SERVICE COVER PAGE

Application Type	<input type="checkbox"/> Public Service Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities)		
Project Name			
Mailing Address			
Project Address			
Authorized Official	(Town Manager/Administrator or Executive Director of non-profit)	Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CDBG Funds Requested	\$	Total Project Budget \$	
UEI Number	<i>*NOTE: An application will not be accepted without a Unique Entity ID Number – Please ask for assistance if your town/city does not have one yet.</i>		

Name and Signature of Authorized Official

Date

PUBLIC SERVICE SUMMARY SHEET

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one.

- Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as Low/Moderate income.

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?

- No Yes (please circle appropriate population)

- Low and Moderate Income Area Benefit (LMA):** an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

If you choose LMA, please provide a map and outline on the map the area that your program serves.

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

- Creating a Suitable Living Environment**
- Providing Decent Affordable Housing**
- Creating Economic Opportunity**

3. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. <i>(example- Seniors, at risk Youth, low/mod residents of Town X)</i>
B. How many Cumberland County residents will be served by the proposed program? (unduplicated -per year)	B.
C. How many are <u>low to moderate income Cumberland County residents</u> ?	C.

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. <i>(example- Self certification forms will be collected from each client. Aggregated client data will be kept in an electronic data system)</i>
B. How will the units of service be tracked and documented?	B. <i>(example- Each meal distributed will count as a unit of service. Staff will track meals in an electronic system)</i>
C. How will the outcomes be measured, collected, and documented?	C. <i>(example- staff will submit a quarterly report summarizing the number of clients helped and the monthly goals for this program)</i>

Please limit the Public Service Worksheet to 1 Pages.

PUBLIC SERVICE APPLICATION QUESTIONS

Respond to the narrative questions in a maximum of six pages or seven pages for multi-jurisdictional project applications.

1. Provide a **brief summary** (400 words maximum) of the proposed project. - **10 points.**

Focus your answer on issues *such as, but not limited to*: What are the services to be provided? Where will they happen? Who's in charge? Who will be served?

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - **20 points**

- a. Convey the magnitude and severity of the issue to be addressed.
- b. Identify the total number of people affected by the issue.
 - i. Out of the total number of people affected, identify the number of people from low/moderate income households.
- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.
- d. How many people or households will be served by the project?

3. Provide a response to the three questions concerning **management of the proposed activity** – **10 points**

- a. Define *who* will manage the grant funded project and *how* they will manage it.
- b. Explain the experience of the applicant in undertaking projects of similar complexity.
- c. Describe efforts undertaken or planned to obtain non-CDBG funds, to diminish future reliance on Cumberland County CDBG funds and continue the program without CDBG program funds.

4. Demonstrate that the project is **ready to proceed** – **20 points**

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.
- Describe any existing and/or potential impediments to project initiation

5. **Budget for project**. Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV)*. - **5 points**

- Describe how funds, including match when applicable, will be distributed between project elements.

- Limit the budget and budget description to that portion of your program that is applicable to this application.
- For projects requiring a match: County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

Applications will not be accepted without a completed budget.

6. **Implementation schedule** for project: - **5 points**

There are many types of projects, each with their own set of typical activities and timelines. Typical activities for Public Services include, but are not limited to: Procurement of facilities, hiring staff, Program marketing, Program implementation.

Describe the implementation schedule for this program. Is this an existing program that will be able to start on July 1, 2024 or will the program need some time to get up and running?

7. Provide a response to the three questions demonstrating the **need for CDBG program funds** - **15 points**

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?
- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?
- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?
- d. *If your program or project has been funded by CDBG in the past, describe the outcomes and performance of the prior grant funding: How many people did you serve? Did you meet your goals? How would further funding impact the program?*

8. **Distress Score**

Each community will be **assigned** a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**. – The applicant does not need to calculate this score, it will be assigned by County Staff to your application.

9. Multi-Jurisdictional Bonus

5 points will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

- c. **Multi-community applicants must answer two additional questions in a maximum of one page:**
 - i. How will low/moderate income residents in each participating community benefit from the project/activity?
 - ii. What role will each applicant community play in the project/activity?
- d. Application must be endorsed by officials from all communities. **Use form found in *Appendix II*.**
- e. Distress score for multi-jurisdictional applicants. This will be calculated by the County based on the following factors:
 - i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”
 - ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.

APPENDIX I: BUDGET

*A completed budget must be submitted with the application

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
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a.		
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a.		
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Private Funds (Grants, Fundraising, etc., please list)		
a.		
b.		
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries			
Employee Fringe Benefits			
Materials/Supplies			
Equipment			
Advertising & Public Information			
Other, please specify			
a. (e.g. Client Rental Payment)			
b.			
c.			
d.			
TOTAL PROGRAM or PROJECT EXPENSES			

Admin Expenditures for CDBG Program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
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Indirect Admin Expenditures			

APPENDIX II: MULTI-COMMUNITY APPLICATION ENDORSEMENT

Additional Community Applicant: _____

Additional Community Authorized Official _____

Signature of Authorized Official _____

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Additional Community Authorized Official _____

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Steep Falls CDP	73985*		780	845	63.93%
South Windham CDP	72900*		270	445	60.67%
Little Falls CDP	40350*		270	375	56.00%

*Data is based on 2015 ACS data provided by HUD

APPENDIX IV: CURRENT INCOME LIMITS

2023 CDBG Income Limits Summary Tables

Effective July 1, 2023

2023 Income Limits: Cumberland County, *Band 1*

- Cape Elizabeth
- Casco
- Chebeague Island
- Cumberland
- Falmouth
- Freeport
- Gorham
- Gray
- Long Island
- North Yarmouth
- Raymond
- Scarborough
- South Portland
- Standish
- Westbrook
- Windham
- Yarmouth

Number in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%) Income Limits	Below \$24,850	Below \$28,400	Below \$31,950	Below \$35,500	Below \$38,350	Below \$41,200	Below \$44,050	Below \$46,900
Low Income (50%) Income Limits	Below \$41,450	Below \$47,350	Below \$53,250	Below \$59,150	Below \$63,900	Below \$68,650	Below \$73,350	Below \$78,100
Moderate Income (80%) Income Limits	Below \$66,250	Below \$75,700	Below \$85,150	Below \$94,600	Below \$102,200	Below \$109,750	Below \$117,350	Below \$124,900
Above Moderate More than 80%	Above \$66,250	Above \$75,700	Above \$85,150	Above \$94,600	Above \$102,200	Above \$109,750	Above \$117,350	Above \$124,900

2023 Income Limits: Cumberland County, *Band 2*

- Baldwin
- Bridgton
- Harpswell
- Harrison
- Naples
- New Gloucester
- Pownal
- Sebago

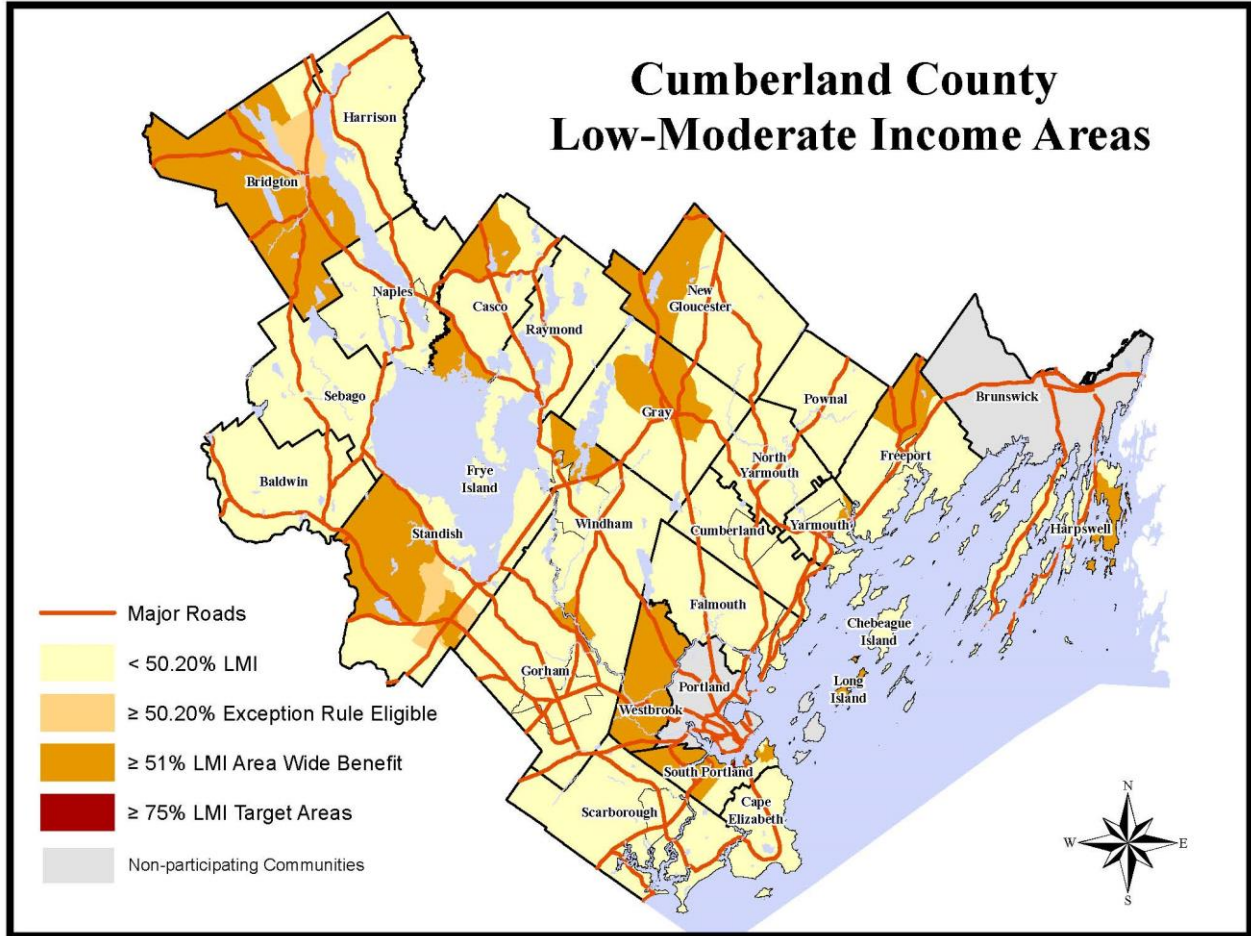
Number in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%) Income Limits	Below \$19,500	Below \$22,300	Below \$25,100	Below \$ 27,850	Below \$30,100	Below \$32,350	Below \$34,550	Below \$36,800
Low Income (50%) Income Limits	Below \$32,550	Below \$37,200	Below \$41,850	Below \$46,450	Below \$50,200	Below \$53,900	Below \$57,600	Below \$61,350
Moderate Income (80%) Income Limits	Below \$52,050	Below \$59,450	Below \$66,900	Below \$74,300	Below \$80,250	Below \$86,200	Below \$92,150	Below \$98,100
Above Moderate More than 80%	Above \$52,050	Above \$59,450	Above \$66,900	Above \$74,300	Above \$80,250	Above \$86,200	Above \$92,150	Above \$98,100

**2024 income limits are expected to be released in June, 2024.*

APPENDIX V: AREA WIDE BENEFIT MAP

For an interactive map, please visit:

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>



APPENDIX VI: COMMUNITY DISTRESS SCORE

Community	Distress Score
Westbrook	10
Casco	6
Long Island	6
Standish	5
Windham	5
Gray	5
Scarborough	4
Sebago	4
Harrison	3
Chebeague Island	3
Freeport	3
Gorham	3
Naples	3
Harpswell	3
Baldwin	3
Yarmouth	2
New Gloucester	2
Raymond	2
Falmouth	2
North Yarmouth	1
Pownal	1
Cape Elizabeth	1
Cumberland	0

2024 CIP/FY25 Paving and Street Rehabilitation Project: OPTION 1					
Location	General Scope	Length	Width	Estimated Cost	Notes
Glen Drive Quaker Ridge Rd to New Road	Reclaim and Repave 3" Ditching Improvements	1,690 LF	19'	\$189,878	Adjacent New Road reclaimed and base paved 2023 (FY24)
Quaker Ridge Road 5a Glen Drive to Brown Ave	1 1/2" shim/overlay Ditching Improvements	1,970 LF	22'	\$118,217	Adjacent to New Road and Glen Drive
Moose Run Sunny Hill Road to Dead End	Surface Pave 1"	766 LF	19'	\$14,246	Reclaimed and Base Paved 2023 (FY24)
Sunny Hill Road 1 Route 302 for 1,000 LF	Surface Pave 1"	1,200 LF	20'	\$26,511	Reclaimed in 2022 (FY23) Base Paved in 2023 (FY24)
New Rd Libby Road to Glen Drive	Surface Pave 1"	1,109 LF	19'	\$22,350	Reclaimed and Base Paved 2023 (FY24)
S Casco Village Rd Route 302 (Across Lakewood Rd) to Quaker Ridge Road	Surface Pave 1"	1,000 LF	20'	\$28,889	Reclaimed and Base Paved 2023 (FY24)
Stone Road Route 11 to End of Pavement	Reclaim and Repave 3" Ditching Improvements	1,200 LF	13'	\$240,781	Assumes road is rebuilt at 13' wide. Assumes \$50,000 in ledge removal
				Subtotal	\$640,871
				Traffic Control & Mobilization (10%)	\$64,087
				Miscellaneous/Extra Work Contingency (10%)	\$64,087
				Total	\$769,045

2024 CIP/FY25 Paving and Street Rehabilitation Project: Other Roads to Consider					
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 1 Route 11 to Nakrem Lane	1 1/2" shim/overlay Ditching Improvements	3,170 LF	22'	\$137,358	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
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
Quaker Ridge Road 5 Glen Drive to UP 014/73	1 1/2" shim/overlay Ditching Improvements	4,699 LF	22'	\$203,404	Assumes 50% ditching improvements
Quaker Ridge Road 5b and 6 Brown Ave to Route 302	1 1/2" shim/overlay Ditching Improvements	5080 LF	22'	\$402,592	Assumes 50% ditching improvements
Quaker Ridge Road 6 UP 014/73 to Route 302	Crack Sealing Ditching Improvements	2,376 LF	22'	\$28,019	Assumes 50% ditching improvements
Raymond Cape Road Route 302 to Town Line	1 1/2" shim/overlay Ditching Improvements	2,112 LF	19'	\$160,909	Assumes 50% ditching improvements
Sunny Hill Road 2 Gravel to Dead End	1 1/2" shim/overlay Ditching Improvements	2,100 LF	20'	\$76,763	Assumes 50% ditching improvements
Lord Rd - Mayberry Hill Road to Dead End	Add Gravel and Regrade	5,175 LF	18'	\$150,374	Assumes 50% ditching improvements
Maturo Drive Route 11 to Island View Drive	Reclaim and Repave 3" Ditching Improvements	1950 LF	22'	\$266,857	
Pine Hill Road Route 11 to Island View Drive	Reclaim and Repave 3" Ditching Improvements	3,230 LF	19'	\$416,089	Assumes 50% ditching improvements
Glen Drive Quaker Ridge Rd to New Road	Reconstruct with New Gravels and Pavements Ditching Improvements	1,690 LF	19'	\$381,234	
Stone Road Route 11 to End of Pavement	Reconstruct with New Gravels and Pavements Ditching Improvements	1,200 LF	13'	\$322,041	

2024 CIP/FY25 Paving and Street Rehabilitation Project: OPTION 2					
Location	General Scope	Length	Width	Estimated Cost	Notes
Glen Drive Quaker Ridge Rd to New Road	Reclaim and Repave 3" Ditching Improvements	1,690 LF	19'	\$189,878	Adjacent New Road reclaimed and base paved 2023 (FY24)
Quaker Ridge Road 5a Glen Drive to Brown Ave	1 1/2" shim/overlay Ditching Improvements	1,970 LF	22'	\$118,217	Adjacent to New Road and Glen Drive
Moose Run Sunny Hill Road to Dead End	Surface Pave 1"	766 LF	19'	\$14,246	Reclaimed and Base Paved 2023 (FY24)
Sunny Hill Road I Route 302 for 1,000 LF	Surface Pave 1"	1,200 LF	20'	\$26,511	Reclaimed in 2022 (FY23) Base Paved in 2023 (FY24)
New Rd Libby Road to Glen Drive	Surface Pave 1"	1,109 LF	19'	\$22,350	Reclaimed and Base Paved 2023 (FY24)
S Casco Village Rd Route 302 (Across Lakewood Rd) to Quaker Ridge Road	Surface Pave 1"	1,000 LF	20'	\$28,889	Reclaimed and Base Paved 2023 (FY24)
Raymond Cape Road Route 302 to Town Line	1 1/2" shim/overlay Ditching Improvements	2,112 LF	19'	\$160,909	Assumes 50% ditching improvements
				Subtotal	\$560,999
				Traffic Control & Mobilization (10%)	\$56,100
				Miscellaneous/Extra Work Contingency (10%)	\$56,100
				Total	\$673,199

2024 CIP/FY25 Paving and Street Rehabilitation Project: Other Roads to Consider					
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 1 Route 11 to Nakrem Lane	1 1/2" shim/overlay Ditching Improvements	3,170 LF	22'	\$137,358	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
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
Quaker Ridge Road 5 Glen Drive to UP 014/73	1 1/2" shim/overlay Ditching Improvements	4,699 LF	22'	\$203,404	Assumes 50% ditching improvements
Quaker Ridge Road 5b and 6 Brown Ave to Route 302	1 1/2" shim/overlay Ditching Improvements	5080 LF	22'	\$402,592	Assumes 50% ditching improvements
Quaker Ridge Road 6 UP 014/73 to Route 302	Crack Sealing Ditching Improvements	2,376 LF	22'	\$28,019	Assumes 50% ditching improvements
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Stone Road Route 11 to End of Pavement	Reclaim and Repave 3" Ditching Improvements	1,200 LF	13'	\$240,781	Assumes road is rebuilt at 13' wide. Assumes \$50,000 in ledge removal
Glen Drive Quaker Ridge Rd to New Road	Reconstruct with New Gravels and Pavements Ditching Improvements	1,690 LF	19'	\$381,234	
Stone Road Route 11 to End of Pavement	Reconstruct with New Gravels and Pavements Ditching Improvements	1,200 LF	13'	\$322,041	



Town of Casco
Office of the Town Clerk
635 Meadow Road
Casco, ME 04074

1/4/2024

TO: XXX WATKINS SHORES RD
Casco, ME

Re: Notice of Potential Violation
Ordinance STR Ordinance

To the owner of XXX WATKINS SHORES RD:

The Town of Casco has reason to believe that your property, at XXX WATKINS SHORES RD, is listed as a short-term rental at <https://airbnb.com/rooms/XXXXXXXXXXXXXXXXXXXX>. However, this property is not licensed under the Town's Short-Term Rental Ordinance.

If this listing does not belong to you, then please disregard this message. Otherwise, please complete a license application in person at the Town Clerk's office or online at https://app.strenforcement.com/#/casco_me/register. Failure to do so may result in fines.

Sincerely,

Penny Bean
Casco Town Clerk