



Selectboard Regular Meeting Agenda
October 1, 2024 @ 6:00 PM
Casco Community Center
Amended September 30, 2024

Regular Meeting

1. Review and approval of the meeting agenda
2. Approval of bills and signing and approval of all open warrants
3. Approval of Minutes: September 3, 2024
4. Public Participation for non-Agenda items
5. Manager's Update

Old Business

6. The Selectboard will discuss discrepancies between Town and Library property lines, deeds, and other land-related discrepancies.
7. The Selectboard will discuss a Senior Tax Credit ordinance

New Business

8. The Selectboard will discuss FY26 and FY27 road repair plans
9. The Selectboard will discuss with status of the Fire Department with Chief Cole
10. The Selectboard will consider updates to the Personnel Policy
11. The Selectboard will consider changing Michelle Williams' appointment from an alternate to full voting member of the Planning Board.
12. The Selectboard will discuss storage of supplies by a non-Town organization in garage.
13. The Selectboard will discuss the status of the new Planner position.
14. Selectboard Comments

Executive Session

15. Executive Session pursuant to 1 M.R.S.A.405(6)(F) Poverty Abatement Requests- Case 03/05/2024A
16. 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)

October 15 @ 6:00 PM Selectboard Regular Meeting

October 17 @ 6:00 PM Casco Naples Transfer Station Council

October 21 @ 6:00 PM Open Space Committee

October 21 @ 6:30 PM Planning Board Meeting

October 24 @ 6:30 PM Comprehensive Plan Implementation Committee Meeting

TOWN OF CASCO

635 Meadow Road • Casco, ME 04015 • 207-627-4515

www.cascomaine.org



Town of Casco Selectboard Regular Meeting Minutes

September 03, 2024 at 6:00 PM

Casco Community Center

Regular Meeting

PRESENT

Scott Avery

Eugene Connolly

Robert MacDonald

Mary Fernandes (arrived @ 6:05pm)

Grant Plummer

1. Review and approval of the meeting agenda

The Selectboard moved and seconded to approve the meeting agenda.

Motion made by Plummer, Seconded by Avery.

Voting Yea: Avery, Connolly, MacDonald, Plummer

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

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

Motion made by MacDonald, Seconded by Avery.

Voting Yea: Avery, Connolly, MacDonald, Plummer

3. Approval of Minutes: August 20, 2024

The Selectboard moved and seconded to approve the August 20, 2024 minutes as presented.

Motion made by Avery, Seconded by MacDonald.

Voting Yea: Avery, Connolly, MacDonald

Voting Abstaining: Plummer

4. Public Participation for non-Agenda items

Pam Edwards represented the library. She would like the library to be on the agenda until the Special Town Meeting in January.

Amy Brown asked for a status of the installation of an EV charger at Town Office.

Trevor Tidd asked to install some shielding on the light across from the town beach to make it shine down. He also asked if the speed bumps in the same area could be removed now that summer is over.

Eric Dibner inquired about the plans for Berry Park. Eric also advised the board to start thinking of a plan to control the infestation of the autumn olive plant in our area.

Tuan Nguyen suggested to the board to have an ad-hoc committee made up of the "major stakeholders" to come up with a plan for the Berry property.

5. Manager's Update

A. The Transfer Station is scheduled to begin on September 16th with the construction potentially lasting through November 8th. Notice of the construction is posted at the Transfer Station. Additional notifications will occur through digital communications, newsletters, and pamphlets. The traffic flow during the project will be to enter through the current exit and exit through the current entrance. This traffic design will be the flow for after completion of the project. Pratt will be working in the recycling area during Wednesday and Thursdays and on the remaining portion during nonbusiness days. Included in your packet is a preliminary design of the traffic flow. A preconstruction meeting occurs on September 16th with representatives from Casco, Naples, Sebago Technics and Pratt Excavation.

B. Glidden Excavation started the FY25 road projects this week and began working on Glen Drive. We would anticipate them completing this work and proceeding on Quaker Ridge Road next week. Gorrill Plamer will be here on October 1st, to discuss potential FY26 and FY27 road projects. Their preliminary list provide in January will need some modifications, because of Stone Road being completed this year and the awarding of the Culvert grant. Included in the packet, is the January recommendations from Gorrill Plamer.

C. I met with Mike Morse from Archipelago and discussed the possibility of a carryin boat ramp for the Town's property Parker Pond. He believes this project is feasible and is unsure of the degree of DEP involvement required. This truly depends on the direction set forth by the Selectboard as it related to parking for the ramp. We anticipate some design project being presented to the Selectboard in early 2025 and before the FY26 budget process.

D. The Town of Casco's Personnel Policy will be brought before the Selectboard at your October 1st meeting. There will be some minor changes that reflect our actual practices. A substantial change will be with our health insurance. We will be recommending that we switch to the POS C plan with Maine Municipal Health Trust because of the elimination of the POS A. This change provides similar services to POS A but will stabilize or reduce our insurance costs. I would anticipate a similar dialogue occurring next year as the Maine Health Trusts plans continue to evolve.

E. The Town, with substantial assistance from Tom McCarthy, has been reviewing

our fees. We discovered that the current fee structure does not meet the costs associated with some services; some fees are not being collected and some fees should be eliminated. In October, we will present a proposal for a new fee structure that is more equitable and comparable to area municipalities.

F. The surplus property auction is currently active and ends on September 6th. The link to this auction is located on the front page of our website. The current bid totals are over \$1,300 with over a week remaining.

G. The Town's use of an intern ended in late August. The use of an intern financially cost the Town approximately \$6,500. However, the Town received \$3,500 reimbursement from a Maine Municipal Association Intern Grant. The projects completed by the intern were immeasurable. Projects completed or worked on includes:

- Identify when every road was created, accepted as a public road and width of the public way (which assists in easements)
- Researched Town Meeting records and identified when every ordinance was accepted or modified
- Researched Senior Tax Credit programs in Cumberland and York County
- Assisted in researching fees that staff identified as necessities.

These projects have been on staff and my "to do" lists for years. The use of an intern allowed for completion of these projects and provide employees of the Town historical data that was previously not readily available.

New Business

6. The Selectboard will consider a Citizens Climate Resolution
Discussion only. No action was taken.
7. The Selectboard will discuss year to date financials
Discussion only. No action was taken.

Old Business

8. The Selectboard will discuss Selectboard's goals
Discussion only. No action was taken.
9. The Selectboard will discuss a Senior Tax Credit ordinance.
Discussion only. No action was taken.
10. Selectboard Comments

Scott Avery Announced the first meeting in October he will be on vacation and will not be in attendance.

Mary Fernandes sat in on the Comprehensive Plan Implementation Committee and was very impressed.

Bob MacDonald stated he would like to have updates from the Comprehensive Plan Implementation Committee.

Grant Plummer had some questions from the last meeting regarding library. Grant also had some inquiries regarding the upcoming Planning Board Public Hearing on September 9th which were answered by the town manager.

Gene Connolly announced the dates of the upcoming meetings (see below)

Executive Session

11. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 08/20/2024A

The Selectboard moved and seconded to enter Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for applications 08/20/2024A at 7:32pm

Motion made by Plummer, Seconded by Fernandes.

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

The Selectboard moved and seconded to exit Executive Session at 8:47pm

Motion made by Avery, Seconded by MacDonald.

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

12. Executive Session pursuant to 1 M.R.S.A.405(6)(C) Discussion the use of real or personal property

The Selectboard moved and seconded to enter Executive Session at 7:31 pm pursuant to 1 M.R.S.A.405(6)(C) Discussion the use of real or personal property.

Motion made by Plummer, Seconded by Fernandes.

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

The Selectboard moved and seconded to exit Executive Session at 8:47pm

Motion made by Avery, Seconded by MacDonald.

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

13. Adjournment

The Selectboard moved and seconded to adjourn at 8:48 pm

Motion made by MacDonald, Seconded by Fernandes.

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

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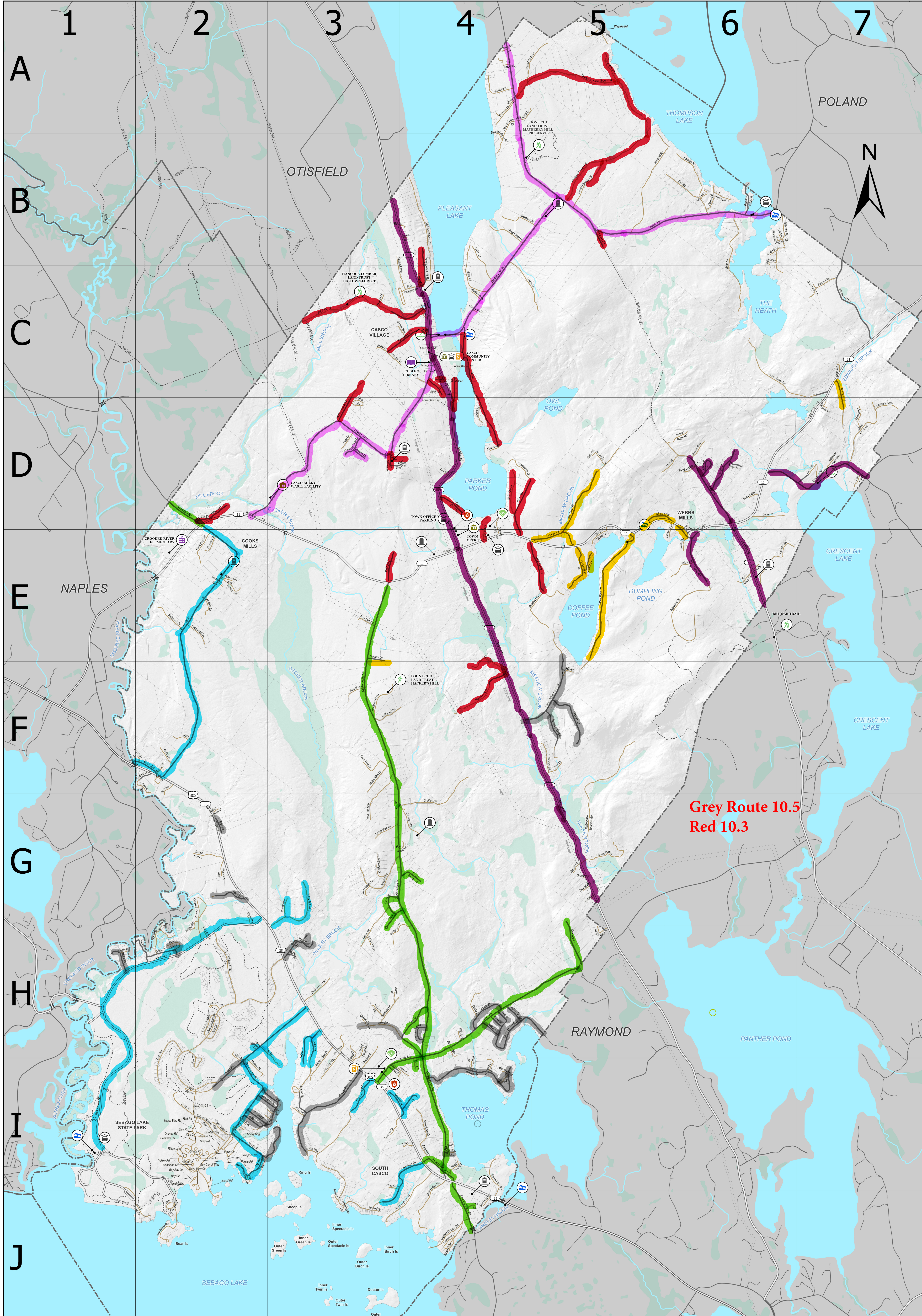
Future meeting dates (subject to change)

September 9 @ 6:30 PM Planning Board Meeting

September 16 @6:00 PM Open Space Commission Meeting

September 17 @ 6:00 PM Selectboard Regular Meeting

September 26 @ 6:30 PM Comprehensive Plan Implementation Committee Meeting



OFFICIAL STREET MAP TOWN OF CASCO

TOWN OF CASCO
635 MEADOW ROAD PO BOX 60
CASCO, MAINE 04015
207 627-4515

STREET INDEX

Acadia Rd	I2-I3	Lord Rd	C4-D4
Acorn Cir	I2	Loridan Ln	B6
Agawam Rd	I4	Lower Birch Ter	C4-D4
Akers Ter	E6	Lower Coffee Pond Rd	E5-F5
Alice Rd	D7	Lukes Rd	G3-H3
Allan Pond Rd	H3-I3	Lupine Ln	B4-C5
Andrews Dr	D3-D4		
Aspen Ln	I3-I4	Mallard Dr	J3
Audreys Way	H3	Maple St	H4
Autumn Ln	D4	Marina Rd	I3
Azwellkit Rd	I4	Martha Rd	I2
	A5-B6	Matturo Dr	D6
		Mavy Dr	I3
Bass Ln	B6-C6	Mayberry Hill Rd	A4-C4
Bay Cir	I2	McLaughlin Ln	F2
Bayview Ln	I2	Meadow Rd	B3-C5
Beach Rd	B6	Merino Mill Dr	A4
Bear Island Rd	J2	Merrithew Dr	H3
Bear Pines Dr	H2	Miles Lodge Rd	I4-J4
Beaver Pond Rd	H3	Miller Dr	B4-C4
Berakah Valley Rd	D6	Millstream Ter	D2
Birch Cir	I2	Mitchell Rd	G3-G4
Birch Ter	C4-D4	Mondor White Rd	I2
Black Bear Rd	E2	Mondville Ln	F2
Blue Rd	I2	Moose Run	G3
Bonnie Way	C3-C4	Moose Tree Ln	H3
Boothby Ln	E5	Morningside Ln	J3
Boulder Dr	B6	Morton Dr	G3-G4
Bramble Hill Rd	G2	Mountain Rd	D7
Breece Way Ln	G5	Mountain View Rd	F5
Brown Ave	H4-I4	Murch Point Rd	I4-J4
Burns Way	I3	Muriel Way	G2
Bumps Way	D6		
Burgess Rd	E4-E5	N Pine Hill Rd	B5
Burner Ridge Rd	D6	Nakrem Ln	E3
		Netop Rd	E6
Camo Cedar Rd	E4-E5	Newlace Cove Rd	I1-J2
Campfire Cir	I2	New Rd	H3-H4
Cape Rd	J4		
Captain Dingley Rd	J4	Oak Cir	I2
Captain Murley Shrs	D4-E4	Oak St	H4
Castle Ct	E4	OConnor Rd	H2
Cedar Cir	I2	Old Stagecoach Rd	B4-C4
Cedar St	H4	Ora Street Ln	C4
Cemetery Dr	G4	Orange Rd	I2
Chickadee Ln	C4	Overlook Ln	G5-H5
Chippys Ln	I2		
Chutes Mountain Ln	H3-I3	Paleo Woods Way	I2
Ciuffide Rd	G3-H3	Park Access Rd	H1-J1
Clinton Rd	F5	Parker Pond Pines	D4
Club Sebago Way	F2	Parsons Point Rd	B6
Coffee Pond Rd	H2-I2	Pavilion Rd	D6-E6
Cold Springs Rd	E5-F5	Peepers Path	G2-H2
Conco Ridge Rd	H3	Pine Dr	H2
Cone Ave	H4	Pine Hill Rd	D6
Conesca Rd	H4	Pinkham Ln	E3
Conroy Dr	H1	Pleasant Lake Dr	A4-B4
Connell Acres Ln	A4-A5	Pleasant Ridge	H2
Cooks Mills Rd	D2	Point Sebago Rd	H2-I2
Cottage Rd	B6	Poland Spring Rd	C7-E6
Courtney Ln	B6	Pole Line Rd	E3
Cove View Cir	I2	Pond View Way	I4
Cranberry Ln	I2	Powhatan Rd	A4
Cressant Ln	H2	Puckerbrush Trl	E5
Crooked River Ln	D6	Purple Rd	I2
Cub Point Rd	G2-H2		
	I1-J2	Quaker Ridge Rd	E3-I4
Dadmun Dr	D2	Quarterdeck Ln	D7
Dahlia Ln	H4	Quito Rd	B4-C4
Danmac Ln	A5		
Davis Brook Rd	D7	Rabbit Run Ln	G2
Deatrick Shore Rd	B4	Rattlesnake Mountain Rd	F5-G5
Deer Run	H2-I2	Raymond Cape Rd	I4-J4
Deerfield Ln	H3	Red Mill Rd	H3-I3
Dresden Rd	I2	Red Oak Rd	F3-G3
Dumpling Rd	D6-E6	Red Rd	I2
Durt Rd	E6	Ridge Loop	I2
Dyer Ln	I3-I4	Ridge Terrace Dr	G4
		Riggs Rd	I2
E Beach Rd	B6	Ring Is	I3
Eagle Nest Dr	I2	Ring Landing Rd	I3
Eldes Falls Rd	C3-C4	River Front Dr	J4
Edwards Rd	D6-D7	Robinson Farm Way	D7
Elliot Ln	B3-B4	Rocky Rd	I2
Elmore Rd	I2	Rocky Top Rd	D5
Emerald Cove Dr	I2	Rollinghill Rd	F3-F4
Evans Dr	D7	Rosewell Trl	F4-J4
Evergreen Way	H2	Rosewood Rd	E2
		Ryan Rd	I4
Fairfield Rd	I2	S Casco Village Rd	I4
Farm View Dr	F3	Samoset Dr	B4-B5
Fauvist Rd	I3	Sanctuary Ln	A4
Fawn Cir	I2	Scott Dr	H3
Felix Cir	D5	Scribner Ln	A4
Fernald Dr	D3	Sebago Haven Rd	I3
Fildcrest Dr	C3-C4	Sebago Woods Way	I2
Fildstone Dr	E6	Sellerss Vlg	D3
Fish Hatchery Rd	C3-C4	Shadow Ln	F2-G2
Fogg Ln	D3	Shawnee Lily Ln	E4-E5
Fountain Hill Rd	C3-C4	Shawnee View Ln	D3
Four Wheel Dr	G3-G4	Shawnee View Ln	D3
Fox Cir	H2-I2	Shore Rd	H5
Freeman Rd	C7-D7	Shrunk Mills Ln	E2
		Skarlett Way	I2
Galassetti Dr	E2	Skips Ln	F2
Garland Rd	I2-I3	Sly Ridge Dr	G3
George Hannan Rd	B5	Sleepy Hollow Ln	D5-E5
Giovannis Way	G5	Slipaway Ln	D7
Glamping HI	I2	Snow Lake Rd	I4
Glen Dr	H4	Sony Malmes Rd	C4
Goff Dr	H2	Spencer Dr	C3
Grafton Rd	F4-G4	Spiller Rd	E6
Grandview Ln	H3-I3	Spring Mountain Dr	I3
Granite Ln	J4	Stage Rd	I2
Graystone Dr	G5	Stagecoach Hill Rd	B4-C4
Green Needle Dr	G3	State Park Rd	G2-H2
Green Rd	I2	State Route 121	F2
Grey Rd	I2	Stiffler Rd	F2
Griffin Dr	F2	Stillwater Rd	B6-C6
Guy Carroll Way	I2	Stone Rd	D4-E4
		Summer Ln	A4
Hackers Hill Rd	F3	Sunny Hill Rd	G3-H3
Hall Rd	D5-D6	Sunset Ln	F3
Hans Hill Dr	I3-I4		
Hancock Rd	H1-H2	Tall Timbers Ln	A4
Harmon Farm Dr	H3-I3	Tallwood Rd	J4
Harmony Rd	I2-I3	Tamarack Trl	E6
Heath Rd	B5-B6	Tatkin Hill Rd	D3
Heather Ln	I4	Tassel Trl	H2
Helen Allen Ln	F3	Tenney Hill Rd	D2-F2
Heritage Cir	C4	Terrace Ln	C4
Higgins Hill Rd	F4	Terrapin Way	E2
Highland Shores Dr	A5-B5	Thomas Pond Shore Rd	H4-H5
Hillcrest Dr	D6	Thompson Lake Shores Rd	A4-A5
Hillside Ave	F1-F2	Tiber Ln	F5
Hollow Point Rd	I4	Timbuktu Dr	E2
Homestead Rd	I4	Trail Rd	B6
Hoop Camp Dr	I3	Tranquil Cv	I4
Hunters Way	H3	Turkey Ln	G5
		Turtle Dove Trl	E6
Indian Acres Rd	O6-C7		
Industrial Way	H3-I3	Upper Blue Rd	I2
Intervale Rd	I2-I3	Upper Shore Dr	A5
Island Rd	I2-J2	Uphra Rd	C7
Islandview Dr	D4		
Jacobs Way	G5	Valley Rd	H4
Jakes Hill Rd	F5	Varney Rd	G2
James Way	B4	Vernal Dr	C3
Jamesport Rd	I2-I3	Virginia Ln	I3
Jim Small Rd	D5-E5	W Fountain Hill Rd	C3-D3
Johnson Hill Rd	B7-C7	Watson Point Rd	I4-J4
Jonathans Way	H4	Ward Cir	H2
Joyal Hill Ln	B6	Waterview Dr	D4
		Watkins Shores Rd	I4
Kane Holmes Ln	I2	Wayaka Ln	A5
Kathryn Blvd	D4-E4	Wayaka Rd	A5
Kaubaack Way	B3-C4	Webbs Mills Rd	D6-E6
Kayliss Way	D6	Webb Dr	H1
Keepsa Way	C7	Welch Dr	C4
Kimball Ln	G3	Westworth Ln	G2
		Westview Way	H4
Lagoon Way	I2	Whittier Ln	C4
Lake Shore Dr	I2-I3	Whittier Ln	F5
Lakepoint Rd	I2	Wild Acres	H4
Lakeview Trl	J4	Wilderness Way	E2
Lakewood Rd	I3-I3	Wildwoods Way	E2
Larkspar Ln	D3	Willey Ln	H3
Laurel Rd	D6	Willow Way	G2-H2
Leach Hill Rd	C4-D4	Windy Acres	G4-H4
Leander Ln	H2-I3	Windy Hill Dr	A4
Ledge View Ln	G3	Wings Way	H5
Ledyard Ln	D7	Winifred Ln	D5
Ledyard Acres	E2	Winston Rd	D5-D6
Leshianes Way	E2	Winter Hill Rd	B6
Letitia Ln	H4-H5	Winterberry Cove Rd	I2
Libby Rd	H4-H5	Woodland Cir	I2
Lilac Ln	H4-I2	Woodland Trl	I4
Little Toad Ln	H3	Woods Rd	I4
Long View Dr	H3		
Loon Ln	B6	Yellow Rd	I2

LEGEND:

POINTS OF INTEREST	TRANSPORTATION	BASEMAP
Parking	State Road	Parcels
Library	Local Road	Surrounding Towns
Recreation Area	Private Road	CMP/Pipeline Corridors
Resident Beach	Trails	NHD Lakes and Ponds
Boat Trailer Launch	Bridges and Culverts	Wetlands
Baseball Field		NHD Rivers and Streams
School		

MAP DETAILS:

Coordinate System - UTM 19 N, NAD 83
 Fractional Scale - 1 : 15,840
 Unit Scales - 1" = 1320' | 1" = 1/4mi | 4" = 1 mi

0 0.25 0.5 1 Miles

PRODUCT DETAILS:

Map Produced: Rhumb Line Maps LLC
 Office: 462 Main St Damariscotta, ME 04543
 Contact: office@rhumbline.com
 Website: www.rhumbline.us

Prepared by: B. Meader, F. Meader
 Last Updated: 2023 - 09 - 12

DATA SOURCES:

Parcels - CAI Technologies, RLM
 Hydrography - NHD, NWI, Parcel Data
 Elevation - USGS NED, ME LIDAR
 Roads - NG911 MEGIS, MDOT, RLM Fieldwork
 HCL, Bridges, and Culverts - MDOT
 POIs - MEGIS, Official Casco Street Map 2016., RLM Fieldwork

NOTICE:

This map is intended to serve as an inventory of roads within the boundaries of the Town of Casco, Maine. It is not intended for navigational use.

The dataset has been spot-checked for accuracy; it may, however, still retain inaccuracies as reported by the source centerline data.



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF RESOURCE INFORMATION & LAND USE PLANNING
93 STATE HOUSE STATION
AUGUSTA, MAINE 04333

AMANDA E. BEAL
COMMISSIONER

September 18, 2024

Anthony Ward, Town Manager
635 Meadow Road
Casco, ME 04015

Dear Mr. Ward,

The Department of Agriculture, Conservation & Forestry thanks the Town of Casco for submitting its Comprehensive Plan for review for consistency with the Growth Management Law in accordance with our Comprehensive Plan Review Criteria Rule (the Rule).

As soon as the plan was accepted for review, we invited other state agencies, neighboring municipalities, and your regional planning organization to review it and submit written comments. By the end of the comment period, we received written comments from the Maine Department of Transportation, the Maine Drinking Water Program, the Maine Department of Environmental Protection, and the Beginning with Habitat Program. Those written comments are attached to this letter. The comments contain suggestions for improving and strengthening the plan. We urge the Comprehensive Planning Committee to consider how the plan might be revised to incorporate the suggestions found in the comments.

We are happy to report that we find the 2024 Casco Comprehensive Plan to be complete and consistent. This means that we have found all sections of the plan, including the future land use section, to be consistent with the Growth Management Law.

Our finding of consistency is not conditional; however, we urge the Committee to consider amending the plan to incorporate the attached agency comments. Per Chapter 208 the town may incorporate the agency comments without resubmitting the Plan to the state.

We appreciate the efforts of community members and municipal staff who contributed to this plan. All involved clearly dedicated a lot of time and discussion to draft this very complete plan. Thanks to the skill and hard work of all involved, this plan will provide important guidance to the community's decision-makers for years to come. Please don't hesitate to contact me at (207) 458-8860 or abe.dailey@maine.gov if you have any questions.

MUNICIPAL PLANNING ASSISTANCE PROGRAM
22 STATE HOUSE STATION
18 ELKINS LANE, HARLOW BUILDING
AUGUSTA, ME 04333



PHONE: (207) 446-4509
WWW.MAINE.GOV/DACF/MUNICIPALPLANNING

Sincere Best Wishes,

Abe Dailey

Abe Dailey, Senior Planner
Municipal Planning Assistance Program

Attachments:

- Public comments (4)

cc: Vanessa Farr, Consultant
Christian Roadman, GPCOG



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

August 9, 2024
Abe Dailey, Senior Planner
Municipal Planning Assistance Program
Department of Agriculture, Conservation and Forestry
22 State House Station
Augusta, ME 04333-0022

Dear Abe,

MaineDOT has reviewed the 2024 Town of Casco Comprehensive Plan and find it consistent with the Department's mobility/transportation policies and goals. The Plan's implementation strategies in the areas of land use and transportation are ambitious and will require sustained technical assistance from a regional planning agency or consultant, given the limited number and capacity of Casco's municipal staff and resident volunteers.

We are aware that Casco is undertaking several demonstration projects aimed at traffic calming and pedestrian safety—one of the Plan's early action steps. A second early action step in coordination with MaineDOT is possible. Our Village Partnership Initiative (VPI) matching grants use planning and engineering expertise to advance safe, pedestrian-friendly improvements in downtowns and villages. More information is available at <https://www.maine.gov/pgc/cbi> and by contacting the regional planner listed below. Joining with MaineDOT in a transportation & planning project is also a good way to advance conversations on local speed limits, road geometry adjustments and Complete Streets measures.

Finally, the Plan notes under Strategies "Prioritize funding for expanding the bicycle and pedestrian network." MaineDOT offers a competitive annual grant program which funds design and construction of municipal bicycle and pedestrian infrastructure. Learn more at: <http://www.maine.gov/mdot/pgc/funding/>

Thank you for the opportunity to review Casco's 2024 Comprehensive Plan.

Sincerely,

Stephen Cole
Regional Planner, Southern & Midcoast Maine

Janet T. Mills
Governor



Maine Department of Health and Human Services
Maine Center for Disease Control and Prevention
11 State House Station
286 Water Street
Augusta, Maine 04333-0011
Tel: (207) 287-8016; Fax (207) 287-2887
TTY: Dial 711 (Maine Relay)

Sara Gagné-Holmes
Acting Commissioner

To: Abe Dailey, Senior Planner, DACF
From: Ashley Hodge, Source Water Protection Coord., Maine CDC Drinking Water Program
Re: Review of 2024 Town of Casco Comprehensive Plan
Date: September 3, 2024

On behalf of the Maine CDC, Drinking Water Program (MEDWP), I have reviewed the Town of Casco's 2024 Comprehensive Plan and have provided the following comments.

As you are aware, The Drinking Water Program works to ensure safe drinking water in Maine, to protect public health, by administering and enforcing drinking water and subsurface wastewater regulations, providing education and technical and financial assistance. The comments submitted below are based on the Maine State Planning Office's (SPO) instructions for agency commentors.

I. Specific Comments:

- a. On PDF page 193, under "Sebago Lake": consider adding to this section that Sebago Lake is the Drinking Water Source for Portland Water District (PWD). The town should continue to work with PWD to protect this source.

II. General Comments:

- a. Currently, there are a total of 15 Public Water Systems (PWSs) in the Town of Casco (please see below for a screenshot of all currently active PWSs for Casco). This includes: 9 Non-Community (NC) Water Systems, 1 Community (C) Water System, and 5 Non-Transient, Non-Community (NTNC) Water Systems. These PWSs should also be included within the comprehensive plan.

Water System No.	Water System Name	Type	Status	Pri. Cnty/City Served	Pri. Src. Water Type
ME0000753	CAMP CEDAR CEI FI	NC	A	CUMBERLAND	GW
ME0025097	CAMP SUNSHINE CEI FI	NC	A	CUMBERLAND	GW
ME0092707	CASCO COMMUNITY CENTER CEI FI	NC	A	CUMBERLAND	GW
ME0092338	CASCO INN RESIDENTIAL CARE CEI FI	C	A	CUMBERLAND	GW
ME0018563	CROOKED RIVER CAMPGROUND INC CEI FI	NC	A	CUMBERLAND	GW
ME0008202	EASTERN HARVEST CHUTES CAFE & CATERING CEI FI	NC	A	CUMBERLAND	GW
ME0094037	HANCOCK LUMBER - RYEFIELD MILL CEI FI	NTNC	A	CUMBERLAND	GW
ME0092540	MAYBERRY HILL PRESCHOOL CEI FI	NTNC	A	CUMBERLAND	GW
ME0393925	MDOC STATE PARK-SEBAGO LAKE-CASCO CEI FI	NC	A	CUMBERLAND	GW
ME0002512	MIGIS LODGE CEI FI	NC	A	CUMBERLAND	SW
ME0092705	MILESTONES PRESCHOOL & CHILDCARE CEI FI	NTNC	A	CUMBERLAND	GW
ME0016686	MSAD 61 CROOKED RIVER SCHOOL CEI FI	NTNC	A	CUMBERLAND	GW
ME0002514	POINT SEBAGO OUTDOOR RESORT CEI FI	NC	A	CUMBERLAND	GW
ME0094318	SABRE CORPORATION CEI FI	NTNC	A	CUMBERLAND	GW
ME0092478	TOP OF THE HILL GRILLE CEI FI	NC	A	CUMBERLAND	GW

- b. The town should continue to maintain, enact, and/or amend protections for all public wellheads, groundwater, and aquifer recharge areas in the Town of Casco. Taking proactive measures to protect Casco's wellheads, aquifers, and groundwater will continue to support safe drinking water now and in the future.

Please feel free to contact me should you have any questions regarding this information.

Comprehensive Plan Surface Water Resources Checklist
Watershed Management Unit
Division of Environmental Assessment, Department of Environmental Protection
 May 2023

To: Abe Dailey, Senior Planner, Municipal Planning Assistance Program, Department of Agriculture, Conservation and Forestry

From: Alex Wong, NPS Program Coordinator, Watershed Management Unit, Division of Environmental Assessment, Department of Environmental Protection

Re: Casco Comprehensive Plan Review

Date: 8/2/24

Thank you for the opportunity to review Casco's Comprehensive Plan (Plan) as it relates to surface waters. I have developed the following comments and suggestions for your consideration.

Appropriate use of data provided by the DEP Division of Environmental Assessment

- The Plan includes waterbody and watershed identification and description, water quality information for Coffee Pond, Crescent Lake, Dumpling Pond, Hog Meadow Pond, Owl Pond, Parker Pond, Pleasant Lake, Sebago Lake, Thomas Pond, Thompson Lake, Panther & Nubble Ponds, Mill Brook, Robinson Brook, Edwards Brook, Meadow Brook, Lord Brook, Lily Brook, Decker Brook, Songo River, Crooked River, Rolfe Brook and Dingley Brook. *This information is used appropriately.*
- It does not appear all available data were incorporated into the plan (see comment #2 on the attached Checklist). While this is a minor omission, and most probably intentional, I believe the plan would be more useful if the watersheds referred to in the text of the plan were adequately represented on a resource map.

How the Plan's policies and implementation strategies promote the State goals relating to DEP's principal objectives and directives

- See attached checklist

Consistency of Plan with DEP's programs and policies.

- Overall, the Plan is consistent with the DEP Watershed Management Units programs

Measures DEP recommends the town take to ensure its plan addresses and identifies deficiencies and inconsistencies

- See attached checklist for comments.

Please feel free to contact me directly at alex.wong@maine.gov or 207-694-9533 if you have additional questions or would like more information.

Maine DEP, Division of Environmental Assessment
Comp Plan Review Checklist (rev.5/24/23) for Casco Comp Plan 2024

This checklist was developed to ease the preparation of comprehensive plans. Its contents are taken directly from the Comprehensive Plan Review Criteria Rule (07 105 Chapter 208). There are no requirements to submit this checklist for review as it is intended only for the plan preparers.		
Water Resources	✓	Page
Analyses		
Are there point sources (direct discharges) of pollution in the community? If so, is the community taking steps to eliminate them?	x	2-10
Are there non-point sources of pollution? If so, is the community taking steps to eliminate them?	x	2-10
How are groundwater and surface water supplies and their recharge areas protected?	Defer to DWP	
Do public works crews and contractors use best management practices to protect water resources in their daily operations (e.g. salt/sand pile maintenance, culvert replacement street sweeping, public works garage operations)?	x	2-10
Are there opportunities to partner with local or regional advocacy groups that promote water resource protection?	x	2-11
Condition and Trends		
The community's Comprehensive Planning Water Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, the Department of Environmental Protection and the Office, or their designees.	Does not appear to have been used; water resource map only shows incomplete HUC 12 level.	
A description of each great pond, river, surface drinking water supply, and other water bodies of local interest including: a. ecological value; b. threats to water quality or quantity; c. documented water quality and/or invasive species problems.	x	2-3 thru 2-7
A summary of past and present activities to monitor, assess, and/or improve water quality, mitigate sources of pollution, and control or prevent the spread of invasive species.	x	2-12
A description of the location and nature of significant threats to aquifer drinking water supplies.	Defer to DWP	
A summary of existing lake, pond, river, stream, and drinking water protection and preservation measures, including local ordinances.	x	2-12 thru 213
Policies		
To protect current and potential drinking water sources.	Defer to DWP	
To protect significant surface water resources from pollution and improve water quality where needed.		2
To protect water resources in growth areas while promoting more intensive development in those areas.	x	169, 176
To minimize pollution discharges through the upgrade of existing public sewer systems and wastewater treatment facilities.	n/a	
To cooperate with neighboring communities and regional/local advocacy groups to protect water resources.	x	83, 110

Maine DEP, Division of Environmental Assessment
Comp Plan Review Checklist (rev.5/24/23) for Casco Comp Plan 2024

Strategies		
Adopt or amend local land use ordinances as applicable to incorporate stormwater runoff performance standards consistent with: a. Maine Stormwater Management Law and Maine Stormwater regulations (Title 38 M.R.S.A. §420-D and 06-096 CMR 500 and 502). b. Maine Department of Environmental Protection's allocations for allowable levels of phosphorus in lake/pond watersheds. c. Maine Pollution Discharge Elimination System Stormwater Program	x	2-14 thru 2-15
Consider amending local land use ordinances, as applicable, to incorporate low impact development standards.		112, 113
Where applicable, develop an urban impaired stream watershed management or mitigation plan that will promote continued development or redevelopment without further stream degradation.		n/a
Maintain, enact or amend public wellhead and aquifer recharge area protection mechanisms, as necessary.		Defer to DWP
Encourage landowners to protect water quality. Provide local contact information at the municipal office for water quality best management practices from resources such as the Natural Resource Conservation Service, University of Maine Cooperative Extension, Soil and Water Conservation District, Maine Forest Service, and/or Small Woodlot Association of Maine.	x	166
Adopt water quality protection practices and standards for construction and maintenance of public and private roads and public properties and require their implementation by contractors, owners, and community officials and employees.	x	169
Participate in local and regional efforts to monitor, protect and, where warranted, improve water quality.	x	83, 113, 166
Provide educational materials at appropriate locations regarding aquatic invasive species.	x	83
Comments:		
<ol style="list-style-type: none"> 1) Resources made available by DEP don't seem to have been utilized. The plan may benefit from having the immediate watersheds of the lakes represented in some manner. These can be obtained at https://www.maine.gov/dacf/municipalplanning/comp_plans/planning_data.shtml 2) Caution should be exercised with increased public access to Coffee Pond. It is an NPS Threatened Lake because of its sensitivity to increasing phosphorus loading. Will improved access result in greater P loading (development, shoreline erosion, etc.)? 		



STATE OF MAINE
 BEGINNING WITH HABITAT
 DEPARTMENT OF INLAND FISHERIES & WILDLIFE
 41 STATE HOUSE STATION
 AUGUSTA, ME 04333-0041



Date: September 3, 2024

To: Abe Dailey, Municipal Planning Assistance

From: Greg LeClair, MDIFW and Lisa St. Hilaire, MNAP

Re: Casco Comprehensive Plan Review

On behalf of Beginning with Habitat (BwH), the Maine Department of Inland Fisheries and Wildlife (MDIFW) and the Maine Natural Areas Program (MNAP), we have reviewed the town of Casco's 2024 Comprehensive Plan.

Beginning with Habitat equips Maine communities, landowners, and conservation partners with tools to protect, restore, and connect important habitats and ecosystems in a changing climate. Housed within the Maine Department of Inland Fisheries and Wildlife, Beginning with Habitat staff work with species experts, ecologists, and conservation partners to translate biodiversity information into conservation action at both a local and statewide scale.

Comments provided below represent two BwH public agency partners (MDIFW and MNAP) but are guided by the overall conservation principles of the BwH program. Feedback and recommendations included in this memo are based on the Maine Municipal Planning Assistance Program at the Department of Agriculture, Conservation and Forestry (DACF) instructions for agency comments.

Appropriate Use of Data Provided by BwH

MDIFW and MNAP data were appropriately used in the Casco Comprehensive Plan. We provide suggestions below for updating and expanding upon the town's discussion of natural resources. BwH provides natural resource data to all Maine municipalities on behalf of MNAP and MDIFW. Information regarding rare plants and natural communities is provided by MNAP within DACF. MDIFW data depict high-value animal occurrences, wildlife habitats, and Critical Natural Resources.

Beginning with Habitat recommends updating maps on an annual basis to ensure that land use decisions are based on the best available information. The Town may request updated paper and digital BwH maps from MDIFW as often as needed during Plan completion and implementation at the following link:
<https://www.maine.gov/ifw/fish-wildlife/wildlife/beginning-with-habitat/request-form.html>

Additional mapped information on stream habitats and barriers is available on the Maine Stream Connectivity Workgroup's Maine Stream Habitat Viewer:
<https://webapps2.cgis-solutions.com/mainstreamviewer/>



JUDITH CAMUSO
 COMMISSIONER

AMANDA E. BEAL,
 COMMISSIONER



Consistency of Plan with BwH Programs and Policies

The policies and implementation strategies proposed are consistent with BwH programs and policies. Beginning with Habitat staff would be happy to provide further assistance as the Town works to implement the Plan, such as providing updated maps, education about natural resources, technical assistance with ordinance revisions, or open space planning. We have included suggestions below that are intended to help improve the policies and strategies outlined within this Plan.

Critical and Important Natural Resources

Critical and Important Natural Resources were labeled on relevant Beginning with Habitat maps, but several natural features were missing from the narrative. Additionally, discussion about some critical natural resources, especially significant wildlife habitat, was largely missing. There are additional non-regulatory features that would be deserving of attention, including wild brook trout habitat throughout Casco, the likely presence of unmapped significant vernal pools, and the Jugtown Plains Focus Area that could benefit from regional conservation actions in cooperation with Naples, Otisfield, and Harrison. Addressing these items would greatly strengthen the plan and link land use and conservation measures to important at-risk species and habitats in Casco. Casco stands in a unique position as a potential steward for some of the best coldwater fisheries and relatively large blocks of undeveloped land in the southern region of the state. Beginning with Habitat is available to work with the town to plan and implement conservation strategies for these species.

A full inventory of Critical and Important Natural Resources is included in Appendix A.

Supplemental fisheries comments are provided in Appendix B.

Required Natural Resource Plan Elements

We offer the following comments on required elements:

Required Element	
Natural Resources	✓
Analyses	
Are any of the community's critical natural resources threatened by development, overuse, or other activities?	
Comment: Since the Plan does not include analysis of specific Critical Natural Resources, the above criteria is not addressed in the Plan.	
Is there current regional cooperation or planning underway to protect shared critical natural resources? Are there opportunities to partner with local or regional groups?	
Comment: The plan does indicate strong connection to neighboring towns, but discussion around cooperation to conserve regional lands is missing. Jugtown Plains, a Focus Area of Statewide Ecological Significance, is one such opportunity.	
Condition and Trends	
The community's Comprehensive Planning Natural Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, Department of Environmental Protection and the Office, or their designees.	

Comment: The Plan does not include a complete inventory of critical natural resources in the narrative. We have attached a current natural resources inventory to this letter, and BwH staff would be happy to provide additional information on any mapped resources.

Detailed comments:

Specific Plan comments and recommendations below are provided by the following staff:

- *Maine Department of Inland Fisheries and Wildlife: Gregory LeClair (Beginning with Habitat Municipal Planning Biologist), Nick Kalejs (Region A Fisheries Biologist), Beth Swartz (Invertebrate Specialist)*
- *Maine Natural Areas Program: Lisa St. Hilaire (Information Manager)*

Page/ Section #	Relevant Comp Plan Requirement	Topic or Plan element	Suggested Improvement or New Language for Plan;	Reviewer
14		Environmental Systems Map	There should perhaps be two maps-one reflecting the BwH Map 2 for High Value Plant & Animal habitats, and a second for protection overlays, tree growth, etc. It's a little cluttered. Also the page isn't numbered. There are no rare plants or rare or exemplary natural communities showing on this map, and there should be. The bulk of these are Rattlesnake Mountain, though there is one rare plant along Route 11 near the Poland line.	Lisa St. Hilaire
83	Natural Resources	Water Protection Strategy	Town ordinances governing commercial water extraction should be developed in accordance with existing MDEP regulations and in consultation with state resource agencies, particularly when water extraction provides a public benefit.	Nick Kalejs
95	Public Access	Public Access Inventory	The Connectivity Map provides a high-level overview of some water access sites; however, additional detail should be provided. For existing water access sites (including those not owned by the Town), information such as access type (trailer/carry-in/shore), capacity, amenities, and other facilities should be provided. For waters where the Town has a stated desire for water access, note that some locations (Coffee Pond, Thompson Lake) do have some existing forms of public access. The Town should work in consultation with MDIFW/MDACF to develop/enhance additional desired water access sites.	Nick Kalejs
146		Protect Woods, Waters, & Open Space	Strategy 4-laudable, be careful of seed sources for this.	Lisa St. Hilaire

164		Protect Woods, Waters, & Open Space	Strategy 2-utilize resources published by MNAP and DACF Horticulture Program. Contact MNAP to see what data we have RE terrestrial invasive plants in Casco- there are many records in iMapInvasives. See links: https://www.maine.gov/dacf/mnap/features/invasive_plants/invasives.htm https://www.maine.gov/dacf/php/horticulture/invasiveplants.shtml	Lisa St. Hilaire
176		Supplemental State Policies & Strategies	BwH maps are for planning, applicants should consult the agencies when they are ready for permitting.	Lisa St. Hilaire
Ch 2 p3-6	Natural Resources	Water Inventory	The lake and pond inventory covers all Great Ponds in Casco and includes some basic fisheries information. However, more detail could be provided where stocked fisheries of interest are present; see the attached list of stocked waters in Casco in the memo included with fisheries comments.	Nick Kalejs
Ch 2 p3	Natural Resources	Water Inventory	Dumpling Pond contains warmwater fisheries, primarily for largemouth and smallmouth bass.	Nick Kalejs
Ch 2 p3	Natural Resources	Water Inventory	Units of area for Hog Meadow Pond should be acres.	Nick Kalejs
Ch 2 p5	Natural Resources	Water Inventory	Parker Pond contains coldwater fisheries (stocked brook trout) as well as warmwater.	Nick Kalejs
Ch2 p7	Natural Resources	Water Inventory	While DEP doesn't list any impaired or threatened streams, there are multiple streams/brooks in Casco that are impaired in terms of wildlife passage. There are other areas where this could potentially be mentioned, but recognition that Casco has two dams and many culverts that do not meet fish passage recommendations is important, and goals to improve them are even better. See the Maine Stream Viewer tool on BwH's website as well as the fisheries memo in appendix B for more info.	Greg LeClair

Ch2 p9	High value plant and animal habitat (Water & Natural Resources)	Casco has 3 significant wildlife habitats that are depicted in the Environmental Systems map but aren't necessarily addressed elsewhere – this would be a good place to do so. These include significant vernal pools, inland waterfowl/wading bird habitat, and deer wintering areas. Additionally, habitats that are worth mentioning include both unknown and non-significant vernal pools as well as the BwH focus area, Jugtown Plains.	Greg LeClair
Ch2 p9	Fisheries Habitat	While not represented through mapped areas of concern, Casco contains fisheries habitat for both brook trout (species of special conservation importance in Maine) and landlocked salmon (Sebago Lake/Crooked River represents one of the few native salmon drainages in the state). Habitats for both species are worth highlighting and should be deemed of high value. There is also lake trout habitat (The Heath, Sebago, and Pleasant Lake) in Casco.	Nick Kalejs/Greg LeClair
Ch2 p9	Water & Natural Resources	The first bulleted item needs to be corrected: BOTH Scarlet Bluet and New England Bluet are listed as Special Concern by MDIFW. They might also mention there are a number of Significant Vernal Pools identified in the town.	Beth Swartz
Ch2 p9	Water & Natural Resources	The 2nd to last bullet-MNAP mapped populations of rare species and the two natural communities. The Plan doesn't specify which agency determined locations for the other bullets, it shouldn't be included here either. These species are at Rattlesnake Mountain vs east of Coffee Pond. Rewrite this bullet: At Rattlesnake Mountain, Summer Grape is identified as a threatened species. Rattlesnake Mountain also supports three species of special concern-Purple Clematis, Fern-leaved False Foxglove, and Dry Land Sedge; a rare Enriched Northern Hardwood Forest and an exemplary Oak - Pine Woodland.	Lisa St. Hilaire
Ch2 p9	Water & Natural Resources	The text below the bullets indicates that the Environmental Systems map shows locations for high value plant and animal habitats, however this map does not show the rare plants or rare/exemplary natural communities. As noted above, it may be prudent to use two maps vs one here. It would be helpful to have the map showing high value plant and animal habitats in close proximity to the discussion vs nearly 200 pages prior.	Lisa St. Hilaire
Ch7 p6	Public Access Inventory	The plan states that boat launch numbers are "adequate" in Casco. Without further information on type, capacity, amenities, other facilities, etc., it is difficult to determine if access needs are in fact adequately met. Additionally, the Town identified multiple waters on the Connectivity Map where establishment or improvement of water access was desired.	Nick Kalejs

BwH Casco Comprehensive Plan Review

September 3, 2024

We appreciate the opportunity to comment on Casco's 2024 Comprehensive Plan and hope that these suggestions are helpful. Please reach out to Beginning with Habitat Municipal Planning Biologist by email at Gregory.leclair@maine.gov , or by phone at (207) 441-4167 should you have any questions. Additional staff contact information is included below.

MDIFW Regional Contact Information

Region A - Gray [Directions](#)

15 Game Farm Road
Gray, ME 04039
(207) 287-2345

Fisheries - press 2

James Pellerin, Regional Biologist - press 1; email: James.Pellerin@maine.gov
Nicholas Kalejs Asst. Regional Biologist - press 2; email Nicholas.Kalejs@maine.gov
Brian Lewis, Biology Specialist- press 3; email: Brian.Lewis@maine.gov

Wildlife - press 1

Scott Lindsay, Regional Biologist - press 3; email: Scott.Lindsay@maine.gov
Joshua Matijas, Asst. Regional Biologist; email: Josh.Matijas@maine.gov

MNAP Contact Information

Lisa St. Hilaire, Information Manager – 207-287-8044; email lisa.st.hilaire@maine.gov
Kristen Puryear, Ecologist – 207-287-8043; email: kristen.puryear@maine.gov

Appendix A – Natural Resource Inventory

Critical Natural Resources

Natural Communities

Common Name	Technical Name	Global Rank	State Rank	State Status
Oak-Pine Woodlands	Oak-Pine Woodlands	G3G5	S4	Apparently Secure
Enriched Northern Hardwoods Forest	Maple-Basswood-Ash Forest	-	S3	Vulnerable

Rare Plants

Common Name	Technical Name	Global Rank	State Rank	State Status
Dry Land Sedge	Carex siccata	G5	S2	Threatened
Purple Clematis	Clematis occidentalis ssp. Occidentalis	G5T5	S3	Special Concern
Fern-leaved False Foxglove	Aureolaria pedicularia	G5	S3	Special Concern
Summer Grape	Vitis aesivalis var. bicolo	G5T5	S2	Threatened

Rare Animals

Common Name	Technical Name	Global Rank	State Rank	State Status
Great Blue Heron	Ardea herodias	G5	S4B	Special Concern
Scarlet Bluet	Enallagma pictum	G3	S2	Special Concern
New England Bluet	Enallagma laterale	G3	S3	Special Concern
Pygmy Snaketail	Opheogomphus howei	G3	S2	Special Concern

Significant Wildlife Habitat

Significant Vernal Pools
Deer Wintering Areas
Inland Waterfowl/Wading Bird Habitat

Essential Wildlife Habitat

NA

Important Natural Resources

Focus Areas of Statewide Ecological Significance

Jugtown Plains

Appendix B – Fisheries Memo

MEMORANDUM

Region A Fisheries

Maine Department of Inland Fisheries and Wildlife

15 Game Farm Road

Gray, ME 04039

Date: August 26, 2024

To: Corinne Michaud-LeBlanc

From: Nick Kalejs

Re: Casco Comprehensive Plan Review

The Fisheries Division of MDIFW has completed its review of Casco's comprehensive town growth plan and we offer the following addendum to submitted line-item comments. The comments provided below identify key issues of importance in regard to ensuring consistency with MDIFW fisheries management programs.

I. Protection and Enhancement of Fisheries and Fisheries Habitat

The plan addresses some fisheries habitat protection issues and indicates that protecting natural resources is a priority and guiding principle of future town land use. However, more emphasis should be placed on the importance of inland fisheries habitat, including flowing waters, as a natural resource. Wild brook trout are present in Casco and represent a species of special conservation importance in Maine. Multiple streams in Casco have been inventoried by MDIFW with many flowing waters supporting wild brook trout; a list of these waters has been attached at the end of these comments and should be part of an inventory of important natural resources. The Songo River is also stocked with hatchery-raised salmonids, as are lentic waters such as Sebago Lake, Thompson Lake, Crescent Pond, Coffee Pond, Thomas Pond, Pleasant Lake, and Parker Pond. Stocking represents a significant investment of state resources and should be highlighted in any inventory of Town waters (see included list of stocked waters for details). Additional protection should be considered to protect these waters and other important natural resources when reviewing proposed development projects. Brook trout habitat is particularly vulnerable to a host of land-based activities, which often lead to a concurrent loss of riparian habitat. We typically request 100-foot undisturbed buffers along both sides of any stream, including stream-associated wetlands. Buffers should be measured from the upland wetland edge of stream-associated wetlands; if the natural vegetation has been previously altered then restoration may be warranted¹. Protection of riparian areas diminishes erosion/sedimentation problems, reduces thermal impacts, maintains water quality, and supplies leaf litter/woody debris (energy and habitat) for the system. Protection of these important riparian functions ensures that the overall health of the stream habitat is maintained. In addition, smaller headwater and lower order streams are often affected the greatest by development and these systems benefit the most from adequately sized, vegetated buffers.

Based on MDIFW surveys around the region, many road maintenance and construction projects also often inadvertently impede passage at stream crossings. The Town should consistently adopt stream-crossing practices (i.e., culvert installation/maintenance) which do not impede fish passage as required by the Natural Resources Protection Act². Refer to guidelines attached to this document. In addition, the Army Corps of

Engineers has adopted regulations regarding stream crossings that potentially affect municipal road maintenance programs. Maine Audubon, along with many local and federal partners, has also developed a "Stream Smart" design methodology for road crossings built according to high standards of aquatic organism passage. Such a methodology may be of use to the Town in future development projects.

II. Public Access

There is a public need to provide safe angler access to all Town waters that support recreational and commercial fisheries, as well as other recreational uses. The Town plan should adopt language that reflects State and MDIFW goals^{3,4,5} and access development should be consistent with those goals. For example, public access to public waters must not be limited to Town residents only, as such action would jeopardize existing MDIFW stocking and management programs⁶ and is inconsistent with MDIFW and State public access goals.

Based on this review, formal boat access sites within Town boundaries exist at Sebago Lake, Coffee Pond, Parker Pond, Pleasant Lake, and Thompson Lake. Note that this list does not include waters that are partially within Town boundaries, but whose access sites are within another town.

For all public access sites present, more information should be provided. The town plan should identify and describe the status of public access to all freshwater within the Town's boundaries, including more detailed enumeration of parking capacity, amenities, facilities, and type of boat launch present, if applicable. Casco encompasses or borders ten Great Ponds: Sebago Lake, Thomas Pond, Crescent Pond, Dumpling Pond, Coffee Pond, Owl Pond, Parker Pond, Pleasant Pond, Hog Meadow Pond, and Thompson Lake. The Town also contains miles of flowing waters. Waters such as the Songo River, the Crooked River, Decker Brook, Tarkiln Brook, Mill Brook, Edwards Brook, and Meadow (Rolfe) Brook may be of special interest to anglers. There is limited discussion regarding formal development of new access sites, though the desire to expand public access to natural resources is stated. The Town should explicitly outline strategies to maintain or expand public access to additional water bodies, including in the form of future development goals. These strategies should help prioritize public access needs based on a variety of factors including existing access, fisheries present, water size, proximity to population centers, land availability and cost, existing waterfront development, and other related factors. Lastly, the Town should consider MDIFW and MDACF as potential partners in future public access projects. By working together Town and State agencies are more likely to be successful in achieving our common goal of improving public access.

In adopting measures to address land use and development issues, it is imperative that language and measures not be adopted which could preclude efforts by the Town, MDIFW, or other State agencies from developing public access to public waters of the State, which would be inconsistent with State and MDIFW goals^{3,4,5}. Also, land use zoning ordinances and practices designed to protect water quality should not be so strict as to impede the development of public access opportunities. Restrictive measures could limit or eliminate good access prospects on heavily developed waterfront areas. An "exemption" for public access projects should be adopted for projects which are consistent with Town, State, and MDIFW public access goals. This measure will ensure consistency while foregoing the need to undertake a very detailed and comprehensive review of all plan provisions, including their implications.

Open space is being used more and more by Towns to provide recreational opportunities and access. This is a good idea, particularly when public resources (i.e., rivers and streams) are located within or adjacent to the designated open space areas. Additionally, the open space that public water resources provide can greatly expand the total amount of recreational space for town residents and visitors. However, the Town should be sure that such areas are open to and can accommodate use by all Maine citizens and not just Town residents.

III. Significant Habitats and Fisheries

The plan discusses some habitats and values for inland waters within the Town of Casco. More attention should be paid to wild brook trout habitat, including promotion of protections that would allow them to flourish. Presenting trout habitat as an essential part of local environmental systems reinforces the Town's commitment

to conservation of important fisheries resources. Brook trout are of special conservation importance to the State of Maine, and habitats necessary to sustain wild populations merit additional protections.

Casco also encompasses part of the Presumpscot River watershed, one of only four native landlocked salmon drainages in Maine. Conservation of habitat within the Crooked River drainage is paramount to sustaining landlocked salmon, as this river supports nearly all wild salmon production for Sebago Lake.

As wild brook trout and landlocked salmon habitat is present in Casco, this information may be useful for prioritizing public access needs/improvements, identifying significant fisheries habitats for protection, securing additional partnerships with conservation organizations, and addressing other Town planning needs.

1 MAINE DEPARTMENT OF INLAND FISHERIES AND WILDLIFE, STANDARD ENVIRONMENTAL REVIEW RECOMMENDATIONS

Riparian Buffers Along Streams

We recommend that 100-foot undisturbed vegetated buffers be maintained along streams. Buffers should be measured from the edge of stream or associated fringe and floodplain wetlands. Maintaining and enhancing buffers along streams that support coldwater fisheries is critical to the protection of water temperatures, water quality, natural inputs of coarse woody debris, and various forms of aquatic life necessary to support conditions required by many fish species. Stream crossings should be avoided, but if a stream crossing is necessary, or an existing crossing needs to be modified, it should be designed to provide full fish passage. Small streams, including intermittent streams, can provide crucial rearing habitat, cold water for thermal refugia, and abundant food for juvenile salmonids on a seasonal basis and undersized crossings may inhibit these functions. Generally, MDIFW recommends that all new, modified, and replacement stream crossings be sized to span at least 1.2 times the bankfull width of the stream. In addition, we generally recommend that stream crossings be open bottomed (i.e. natural bottom), although embedded structures which are backfilled with representative streambed material have been shown to be effective in not only providing habitat connectivity for fish but also for other aquatic organisms. Construction Best Management Practices should be closely followed to avoid erosion, sedimentation, alteration of stream flow, and other impacts as eroding soils from construction activities can travel significant distances as well as transport other pollutants resulting in direct impacts to fish and fisheries habitat. In addition, we recommend that any necessary instream work occur between July 15 and October 1.

MDIFW Fisheries will rely on MDEP to review project applications for the adequacy of wetland functional assessments and the adequacy of proposed stream buffers, which should be reviewed based upon the aforementioned guidance.

2 MDEP, Natural Resources Protection Act, 38 M.R.S.A SS.480-A to 480-Z, Statute, revised 4/3/2002

SS. 480-Q. Activities for which a permit is not required... 2. Maintenance and repair... "B. Crossings do not block fish passages in water courses;"

2-A. Existing road culverts..."and that the crossing does not block fish passage in the water course."

3 MSPO, Comprehensive Planning: A manual for Maine's communities.

"State Goal: To promote and protect the availability of outdoor recreation opportunities for all Maine citizens, including access to surface waters.

4 Strategic Plan for Providing Public Access to Maine Waters for Boating and Fishing, MDOC & MDIFW, March 1995.

"Boating and Fishing Access Goal – The primary, long term goal of state fishing and boating access programs is to ensure legal, appropriate, adequate, and equitable means of public access to waters where recreational opportunities exist."

5 MDIFW, Administrative Policy Regarding Fisheries Management, 12/2002

"The purpose of the Department's Access Program is to ensure that the public is able to gain access to Maine's public waters and to the fisheries within them. By law, all great ponds belong to the people of Maine. Private land ownership may limit access to great ponds. Fishing opportunity is directly linked to the public's ability to get to the waters to fish, so acquiring publicly-owned private points of access is critical, especially in areas where heavy development or restrictive private access already limits legal access by the public to the lake or pond.

It is also important to provide legal public access to flowing waters, although there is no parallel legal right to use flowing waters. Such acquisitions must, therefore, include enough land to allow access to stretches of the river or stream."

6 MDIFW, Administrative Policy Regarding Fisheries Management, 12/2002

" The Department will not stock waters without reasonable, legal public access, since stocking programs are to benefit the general fishing public, and not only the people that own land around a lake, pond, river or stream."

7 MSPO, Comprehensive Planning: A manual for Maine's communities.

"Legislative requirement: The act requires that each comprehensive plan include an inventory and analysis of: Significant or critical natural resources, such as wetlands, wildlife and fisheries habitats..."

Stream Crossing Guidelines

A good reference for information on fish passage at stream crossings may be found in the Maine Department of Transportation Fish Passage Policy and Design Guide. The following recommendations reduce the potential for culvert installations to create impediments to fish passage for most resident stream fish typically found in Fisheries Management Region A. These recommendations apply to circular culverts installed in streams.

- Do not install hanging culverts.
- Culvert installation should occur between July 1 and October 1.
- Culvert invert (downstream bottom end of the culvert) should be installed below streambed elevation; 6 inches deep for culverts less than 48 inches in diameter and 12 inches deep for larger culverts.
- Installation should not exceed the existing natural gradient.
- Use corrugated steel/aluminum culverts with the largest available corrugations. Smooth concrete and corrugated plastic culverts should only be used in very low gradient areas where water backs up the entire length of the pipe. In addition, polyethylene slip liners and smooth bore plastic culverts are becoming more popular for new or replacement installations due their longevity and low cost; however, they are creating serious fish passage problems around the State. A review of flow capacity specifications for Snap-Tite, a local distributor of slip liner technology, reveals that in all applications where smaller diameter Snap-Tite Solid liners are installed in existing corrugated metal pipes (CMP) flow capacities are increased, even though effective pipe size is decreased. For example, when a 28-inch (26 inch inside diameter) solid liner is installed in a 30 inch (inside diameter) CMP the new liner provides 187% of the original capacity provided by the metal pipe. The increase in capacity results from the smooth walls and nonwetting characteristic of polyethylene, which reduce friction within the pipe. The increased velocities that result from slip liner and smooth bore polyethylene culverts usually far exceed that which can be negotiated by most fish typically occurring in Maine streams, which typically ranges between 1 and 2 feet per second. Furthermore slip liner projects effectively increase the invert elevation, creating a hydraulic drop at the outlet, which creates an additional obstacle to fish

passage. Increased flow velocities within the pipe also increase downstream scour, which can lead to degradation of the outlet plunge pool, important staging habitat for fish attempting to pass through culverts. Resulting erosion can also create "head cuts" or nick points that cause additional scouring of the stream channel and associated habitat degradation. Impediments and barriers to fish passage will generally be created using slip liners and smooth bore culverts, except under the following conditions:

- 1) In drainage ditches or similar circumstances where water is not being conveyed in a jurisdictional stream channel;
- 2) In streams where there are no fish present and where the presence of natural/artificial barriers prevent seasonal use by fish species lower in the drainage;
- 3) In very low gradient settings where water backs up the entire length of the pipe, and where the water depth at the inlet end of the liner/culvert is at least 4-6 inches deep at low flows.
- 4) Where a permanent, natural barrier is located upstream/downstream within 150 feet of the stream crossing. A permanent/natural barrier is defined as a vertical drop of at least 4 feet over a rock/ledge substrate, as measured during summer low flows. Beaver dams would not be considered a permanent impassable barrier.

- Culverts should be installed so as to provide a minimum water depth of 4-inches within the culvert during critical, seasonal movement/migration periods (spawning, summer refugia, etc.), which will vary by species. This minimum water depth is needed to provide passage opportunities for smaller fish that dominate the streams in Region A. MDOT's Fish Passage Policy and Design Guide provides information on movement periods.

- Flow velocities within the culvert should not exceed 1 and 2 feet per second during critical, seasonal movement/migration periods (spawning, summer refugia, etc.), which will vary by species. These low flows velocities are needed to provide passage opportunities for smaller fish that dominate the streams in Region A. The aforementioned flows should not be exceeded more than 50% of the time during periods of movement. MDOT's Fish Passage Policy and Design Guide provides information on movement periods and how to evaluate this standard.

- Two offset culverts may be used, such that one pipe provides passage conditions during low flow periods and the other is installed to pass design peak flows. An experienced engineer should design multiple culvert installations.

- Efforts to mitigate for fish passage problems (e.g., fish ladder, tailwater control, baffles, etc.) should always be coordinated through MDIFW.

MDIFW Inventory of Casco Wild Brook Trout Streams (2024)

Stream Name:

- Crooked River
- Meadow (Rolfe) Brook
- Decker Brook
- Tarkiln Brook
- Mill Brook
- Edwards Brook
- Unnamed Brook (approx. 43.9 N, -70.5 W)
- Unnamed Brook (approx. 43.9 N, -70.5 W)

MDIFW Inventory of Casco Stocked Waters (2024)

Water Name (Species Stocked):

- Songo River (brook trout)
- Sebago Lake (landlocked salmon)
- Thomas Pond (landlocked salmon, brook trout)
- Crescent Lake (landlocked salmon)
- Coffee Pond (brook trout)
- Parker Pond (brook trout)
- Pleasant Lake (landlocked salmon)
- Thompson Lake (landlocked salmon)



**Manager's Memorandum
October 1, 2024, Meeting**

Item 5.#

To: Selectboard
From: Tony Ward, Town Manager
Date: 09-30-2024
Re: Selectboard meeting 10-01-2024

Below are notes for agenda items for the October 1st meeting

5. Managers Update

- A. On behalf of the Town, I forward a letter of intent to purchase 2.5 Acres to the rear of the Town Office. This letter only commits the Town to purchasing the land at a special Town Meeting being held in January. This will be an obvious agenda item prior to Town Meeting, but this is an opportunity to voice this intended acquisition in a public forum.
- B. Surplus Action raised \$2,467.50 from the sale of the 2005 GMC Sierra, Pressure Washer, Airco Welder and Coats tire changer. All these funds can be placed into the unassigned funds or placed into a capital account based on the Selectboard's preference.
- C. The FY 25 and FY26 winter road maintenance agreement remains consistent for these two years. Future growth in plowing is scheduled FY27, but that obviously depends on the future direction of public works. Included in your packet, is a copy of the FY25 plow routes. The routes in gray and red are being plowed by Town staff and the remaining routes being plowed by C Pond Plowing. The Town is also responsible for plowing Town properties. Each of these plow routes is approximately 10 miles in length.
- D. The first scheduled November Selectboard meeting is scheduled for November 5th. Staff and I would like to determine if the Selectboard would prefer to conduct this meeting on October 29th instead because it is two weeks from the 15th's meeting or keep this meeting date.
- E. The Transfer Station project is moving forward as expected. The only modification to the plan is including a railing at the hopper to comply with Maine Bureau of Labor standards (OSHA). To date, no unexpected delays have occurred.

- F. The State of Maine accepted our Comprehensive Plan submission and considered it complete. Included in your packets is a copy of the acceptance letter the Town received.
- G. The Selectboard should begin discussing a date for a special Town Meeting to be held in January 2025. I anticipate multiple items being on a warrant that will be included, but not limited to:
- Overlay district for library
 - Approval of Maine State Retirement (Maine PERS) plan 3c for full time fire fighters
 - Approval of purchasing land with capital funds
 - Any approved ordinances under review
- H. Recent research into the boat launch by Thompson Lake marina determine this ramp is currently owned by Thompson Lake Marina. The current owner is willing to transfer the ownership of this boat launch to the Town. I am speaking with legal counsel about the process necessary for obtaining ownership. This may or may not be warrant article on the January special Town Meeting Warrant.
- I. Routine road maintenance is occurring over the next two (2) weeks. 6 roads are receiving crack sealing treatment as part of the operational road maintenance budget. The roads receiving this treatment are Brown Avenue, Johnson Hill Road, Leach Hill Road, Libby Road, Overlook Road and Point Sebago Road.

Old Business

6. The Selectboard will discuss discrepancies between Town and Library property lines, deeds, and other land-related discrepancies.

Jensen Baird is still working with the library's counsel regarding developing an overlay zone to elevate the described problems. I have met with a representative of the library during this period to keep the lines of communication and cooperation open.

I anticipate having a draft of the overlay before the Planning Board by the end of October and a joint public hearing in November.

7. The Selectboard will discuss a Senior Tax Credit ordinance.

At the Selectboard's request, Staff and I discussed the opportunities related to a Senior Tax Credit ordinance. We are recommending the following parameters of the ordinance.

- Residents must be 70 years of age
- Must currently receive Casco Homestead Exemption and received this exemption for 10 continuous years
- Applicants' income should be 80-% of USDH Median Income (currently @ \$72,250)
- Maximum Tax credit of \$500

- Cap all expenditures on the program at \$20,000. If more than 40 apply for credit, the \$20,000 is equally divided amongst the eligible applicants.
- Should or should not require applying for and receive the State of Maine Residents Tax Fairness Credit program

We are still waiting for information from Maine Revenue Services to determine the number of residents receive the Residents Tax Fairness Credit. This number could obviously affect the above recommended credits or funding amount.

If the Selectboard is comfortable with the described outlined, I will begin coordinating with Jensen Baird for authoring the ordinance for the Town's June Town Meeting.

New Business

8. The Selectboard will discuss FY26 and FY27 road repair plans.

Included in your packet were the recommendations options for FY26 and FY27 previously provided by Gorrill Palmer. These options may slightly change because of Stone Road being completed this year and grant award for Edwards Road culvert project.

Representatives from Gorrill Plamer will be present at the meeting to answer the Selectboard' questions regarding the proposed projects or road maintenance.

9. The Selectboard will discuss the status of the Fire Department with Chief Cole.

Chief Cole will provide the Selectboard with an update on the Fire Department and recent renovations completed at Central Station. He will also provide an update on the OSHA regulations being discussed at the national level.

10. The Selectboard will consider updates to the Personnel Policy.

As previously mentioned, in 2025 Maine Municipal Employees Health Trust (MMEHT) will cease offering the POS A plan. In addition to this change, they are renaming every health program and changing Point of Service (POS) plans to Preferred Provider Organization (PPO).

The POS A plan is the Town's primary health plan, and 23 employees opted for this plan. The Town must decide which plan should replace it with. Meeting with MMEHT, they recommended opting for the Acadia PPO Plan which most reflects the previous POS C plan. After reviewing the new options, staff and I recommend replace the POS A plan with the Acadia PPO plan effective 1/1/2025. We also recommend the Town stay with Baxter PPO (previously POS 200) and Moosehead PPO (previously (PPO1500) as the other two options currently offered to employees.

Included in your packet are a comparison of the POS A and current POS C, next year's MMEHT offerings and a definition sheet. 2025 prices are not released by MMEHT, but the

Managers Memorandum Page 3

average policy price difference between POS A and POS C plans was approximately \$275 per month per employee.

The only other substantive change is the works hours in the policy reflecting the actual work hours being completed by employees

11. The Selectboard will consider changing Michelle Williams appointment on the Planning Board from an alternate to full voting member.

Michelle Williams is currently an alternate on the Planning Board. In this appointment, she has routinely attended and participated in Planning Board meeting. Her current knowledge in the Planning Board's agenda items, proposed items and forthcoming comp plan related ordinances would make the transition from alternate to a full voting member straightforward. This would then open up an alternate position for posting and I already have two residents inquiring about this position.

12. The Selectboard will discuss storage of supplies by a non-Town organization in garage.

The Town owns multiple garages on what is referred to as the Berry property. One of these garages is storing supplies for a non-profit. Staff and I believe this garage would be better utilized for storing off season Town equipment instead of exposing it to inclement weather. If this garage is not utilized, staff and I would explore other storage options that have not been budgeted for.

We have not communicated with this non-profit yet, because we can not locate any agreement or previous discussions about this garage. Staff and I wanted to ensure we obtained the history of this agreement or Selectboard support before starting this dialogue.

13. The Selectboard will discuss the status of the new Planner position.

The posted vacancy for a planner received only one (1) application and this applicant was from another portion of the country. We have not conducted an interview with this person because the application process only ended on the 27th.

Planning assistance is currently being provided by Maine Design Workshop as contracted. This company is providing assistance to the Planning Board in their review of applications and conducting of Planning Board meeting. In addition they are helping with the Comprehensive Plan Implementation Committee.

From: [Wiley Hollen](#)
To: [Anthony Ward](#)
Cc: [Will Haskell](#); [Michael Genest](#)
Subject: RE: 3769.10 - Casco 2024 (FY25) CIP - Scope Options
Date: Monday, January 8, 2024 11:44:40 AM
Attachments: [image001.png](#)
[2024-01-08 - Casco CIP FY26 and FY27 Scope Option #1, Rehab.pdf](#)
[2024-01-08 - Casco CIP FY26 and FY27 Scope Option #2, Preventive Quaker Ridge Focus.pdf](#)

Good morning Tony,

Just checking in to see if you and the Board have discussed a scope of work option for this year's CIP (Fiscal Year 2025).

Additionally, for the 3-year plan, we have prepared two (2) options for road projects in 2025 and 2026 (FY26 and FY27) for your review. The options are attached to this email and summarized as follows:

- FY26 and FY27, Option 1, Rehab Focus
 - This option focuses on treating roads that are in the rehab category.
 - FY26 includes noted priority roads Pine Hill Road and Maturro Drive.
 - FY27 includes Stone Road and a portion of Quaker Ridge Road.
- FY26 and FY27, Option 2, Preventive Focus/Quaker Ridge Road Focus
 - This option includes addressing all of Quaker Ridge Road within the 3 year plan (assuming the portion from Glen Drive to Brown Ave gets completed in FY25).
 - This option exceeds the annual budget allocation of \$750,000/year, however, I am hopeful that completing all of Quaker Ridge Road in consecutive years will result in cheaper Contractor pricing as there is less mobilization effort needed.

Please review the attached scope options and let us know if you have questions or want to discuss over a meeting.

Thank you,

Wiley Hollen | Design Engineer



300 Southborough Drive, Suite 200 | South Portland, ME 04106
 207.772.2515 x227 (office) | 207.929.0922 (mobile)
www.gorrillpalmer.com

From: Wiley Hollen
Sent: Monday, December 4, 2023 2:27 PM
To: Anthony Ward <award@cascomaine.org>
Cc: Will Haskell <whaskell@gorrillpalmer.com>; Mike Genest <mgenest@cascomaine.org>
Subject: 3769.10 - Casco 2024 (FY25) CIP - Scope Options

Good afternoon Tony,

Attached, please see two (2) proposed CIP scope options and estimated costs for Fiscal Year 2025

(FY25).

After reviewing, please let us know if you'd like to schedule a call or virtual meeting to discuss next steps to wrap up FY25's project.

The following summarizes our recommendations and thoughts on these scope options:

- We recommend completing Glen Drive and the portion of Quaker Ridge Road as shown in the attached Option #1 and Option #2.
 - This is based on their adjacency to New Road (reclaimed & base paved FY24) and their status as Town priorities.
- We also recommend placing surface pavement on the roads that were base paved in 2023, including:
 - Sunny Hill Road
 - Moose Run
 - New Road
 - S Casco Village Road
- Based on a \$750,000 budget, it is difficult to forecast if Stone Road can fit into Fiscal Year 2025's budget, based on the number of unknowns regarding ledge at the road.
 - I spoke with a reclaim/grading contractor who said that it's possible to reclaim a road with shallow ledge concerns (Stone Road), however, he would like to know more about the depth of ledge before confirming if he's able to reclaim the road.
 - He suggested trying to obtain some depth-to-ledge measurements. Possible methods to obtain this information include:
 - Pavement cores in the roadway
 - Drive rebar into the ground (adjacent to road) until it hits ledge.
 - Hand-dug test pits (adjacent to road) (possibly Mike's backhoe?)
- We have provided an "a la carte" list of other roads with estimated costs for the Town to consider for treatment in the next 3 years.
 - Based on the list, we have some ideas for a 3-year plan, but wanted to check in with the Town before going too much further to better understand the Town's priorities (which might be affected by the estimated cost of some of these roads).
- We have also provided the list of roads from our 5-year improvement plan in the 2021 Pavement Condition Study (see attached).
 - The roads listed under "routine maintenance" from 2020 may have slipped in condition at this point and may require a preventive maintenance treatment.
 - We've included this list to see if any of these roads are priorities for the Town.

Thank you,

Wiley Hollen | Design Engineer



300 Southborough Drive, Suite 200 | South Portland, ME 04106
 207.772.2515 x227 (office) | 207.929.0922 (mobile)
www.gorripalmer.com

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2025 CIP/FY26 Paving and Street Rehabilitation Project: Option I - Rehab Focus					Date	1/8/2024
Location	General Scope	Length	Width	Estimated Cost	Notes	
Maturo Drive Pine Hill Road to Dead End	Reclaim and Repave 3" Ditching Improvements	2,050 LF	22'	\$273,957	Assumes 50% ditching improvements	
Pine Hill Road Route 11 to Kayla's Way (Jurisdiction Change)	Reclaim and Repave 3" Ditching Improvements	3,230 LF	19'	\$416,089	Assumes 50% ditching improvements GP and Town need to confirm limits	
				Subtotal	\$560,999	
				Traffic Control & Mobilization (10%)	\$56,100	
				Misc/Extra Work Contingency (10%)	\$56,100	
				Total	\$673,199	
2026 CIP/FY27 Paving and Street Rehabilitation Project: Option I - Rehab Focus						
Location	General Scope	Length	Width	Estimated Cost	Notes	
Quaker Ridge Road I Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements	
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	\$607,007	
				Traffic Control & Mobilization (10%)	\$60,701	
				Misc/Extra Work Contingency (10%)	\$60,701	
				Total	\$728,408	

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
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	
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

2025 CIP/FY26 Paving and Street Rehabilitation Project: Option 2 - Preventive Focus					Date	1/8/2024
Location	General Scope	Length	Width	Estimated Cost	Notes	
Quaker Ridge Road 5b and 6 Brown Ave to Route 302	1 1/2" shim/overlay Ditching Improvements	5,080 LF	22'	\$402,592	Assumes 50% ditching improvements	
Quaker Ridge Road 4 Farm View Drive to Ridge Terrace Drive	1 1/2" shim/overlay Ditching Improvements	4,435 LF	22'	\$322,925	Assumes 50% ditching improvements	
				Subtotal	\$560,999	
				Traffic Control & Mobilization (10%)	\$56,100	
				miscellaneous/Extra Work Contingency (10%)	\$56,100	
				Total	\$673,199	
2026 CIP/FY27 Paving and Street Rehabilitation Project: Option 2 - Preventive Focus						
Location	General Scope	Length	Width	Estimated Cost	Notes	
Quaker Ridge Road 1 Route 11 to Nakrem Lane	Reclaim and Repave 3" Ditching Improvements	3,170 LF	22'	\$366,226	Assumes 50% ditching improvements	
Quaker Ridge Road 2 Nakrem Lane to Rollinghill Road	1 1/2" shim/overlay Ditching Improvements	2,482 LF	22'	\$198,752	Assumes 50% ditching improvements	
Quaker Ridge Road 3 Rollinghill Road to Farm View Drive	1 1/2" shim/overlay Ditching Improvements	2,006 LF	22'	\$151,925	Assumes 50% ditching improvements	
				Subtotal	\$716,903	
				Traffic Control & Mobilization (10%)	\$71,690	
				miscellaneous/Extra Work Contingency (10%)	\$71,690	
				Total	\$860,284	

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
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Maturo Drive Pine Hill Road to Dead End	Reclaim and Repave 3" Ditching Improvements	2,050 LF	22'	\$0	Assumes 50% ditching improvements
Pine Hill Road Route 11 to Kayla's Way (Jurisdiction Change)	Reclaim and Repave 3" Ditching Improvements	3,230 LF	19'	\$0	Assumes 50% ditching improvements GP and Town need to confirm limits







Town of Casco, ME



Personnel Policy

Amended Date: January 17, 2023
October 1, 2024

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SECTION 1. INTRODUCTION

1.1 PURPOSE

The general purpose of this policy is to establish a system of personnel administration that meets the social, economic and program needs of the Town of Casco. This policy includes policies and procedures for employee hiring and advancement, fringe benefits, retirement, discipline, and other related activities. All references to masculine gender as used in these Rules and Regulations are intended to include both male and female. The policy and procedures apply to all employees, unless inconsistent with a collective bargaining agreement. These policies and procedures are not intended and do not constitute a binding employment contract with any individual or group of employees.

The goals of personnel management in the Town of Casco:

- A. promote effectiveness, economy, and productivity in delivering services to the citizens of Casco;
- B. a commitment to professional excellence in serving the public and continue the professional development and upgrading of employee skills;
and
- C. provide reasonable assurances that all rights and benefits of employees and applicants for employment are protected and respected.

The Town may change, amend, repeal, or modify any of these policies or procedures at any time for any reason.

1.2 AUTHORITY

The Town of Casco is a municipal corporation, pursuant to the laws of the State of Maine. The Town of Casco operates under the authority of Maine Statute Title 30-A, subsection 2004.

1.3 SEVERABILITY

If any provision of these Personnel Policies is invalid, the validity of the remaining provisions of these Personnel Policies shall not be affected thereby. If the application of these Personnel Policies or any of its provisions to any person or circumstance is held invalid, the application of these Personnel Policies and its provisions to other persons or circumstances shall not be affected thereby. If any provision of these Personnel Policies is held invalid by reason of any conflict with Federal or State Law, the provisions of the applicable Federal or State Law shall automatically become incorporated within these Personnel Policy(ies) in place of the invalid provision(s).

1.4 AMENDMENTS AND INTERPRETATIONS

The Town of Casco reserves the right to unilaterally amend, delete, modify, or change these policies without prior notice and at any time. All changes must be done by a formal vote of the Selectboard, after assuring the proposed change has been posted for at

least (10) days within each work location. The Town Manager and Town Selectboard shall have the exclusive and final authority to interpret these policies.

The Selectboard shall receive a copy of all proposed workplace policies changes at or before the initial posting.

1.5 ADMINISTRATION

A. The employment of all personnel shall be the responsibility of the Selectboard and the Town Manager. The Town Manager will serve as the Personnel Administrator for the Town.

B. DESCRIPTION OF ROLES

GOVERNING BODY: The term governing body refers to the representatives of the elected Selectboard who provide direction and policies for the direction of the Town.

C. APPOINTMENTS:

1. Selectboard appoint the following positions: Town Manager & Assessor
2. Town Manager appoints Code Enforcement Officer, Fire Chief, , Recreation Director, Town Clerk, and Treasurer and the Selectboard confirms appointments
2. Town Manager appoints: all Other Municipal Employees.

D. PERSONNEL ADMINISTRATOR: The Manager will review personnel evaluations, disciplinary actions, interview and hiring procedures, salary increases, grievances and all other personnel matters to assure compliance with federal, state, and local employment practices, as well as to promote a sense of consistency and fairness for town employees. The Town Manager or his designee shall also maintain a personnel file for each employee that shall include, but not be limited to, written documentation of all evaluations, salary increases, career improvement initiatives and disciplinary actions. These shall be confidential, to the extent permitted by law.

SECTION 2: GENERAL PROVISIONS

2.1 EQUAL OPPORTUNITY STATEMENT

The Town of Casco provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

2.2 COMPLIANCE AND COVERAGE

All employees are required to abide by the terms of the employment policy and comply with such reasonable rules and regulations as the Town may adopt. Should there be any doubt as to the employee's obligations they will first comply with the rules and then notify their respective supervisor or department head.

- A. All employees shall be covered by this policy, unless otherwise covered by a collective bargaining unit. All state or federal legal requirements covered in this policy, shall apply to all employees, unless there is specific language within other agreements governing those items.
- B. All employees shall receive a copy of the personnel policy at the time of initial hiring or when policy changes occur.
- C. The Town Manager shall be responsible for the administration of this policy. The Town Manager shall be the hiring and firing authority for all employee as applicable under state and federal legal requirements.
- D. The Town Manager shall not be covered by this policy.

2.3 HIRING PROCESS

The Town of Casco seeks to employ the most qualified individuals to serve the citizens and guests of the Town of Casco. To be most qualified, employees are expected to be highly ethical, efficient and have a deep sense of public service as core values and behaviors. The following hiring process shall be used to meet this expectation.

- A. Announcement of Vacancies:
 - 1. Recruitment notices for all vacancies shall be posted for a minimum of fourteen (14) days prior to the permanent selection to fill any vacancy. Such notice, at minimum, shall include the name of the position, brief description of expected qualifications and closing date.
 - 2. The Town Manager will notify the Selectboard of all job postings prior to the first day of any job posting.
 - 3. The Town Manager shall not post any position that the Selectboard must confirm appointment of, prior to receiving official approval for such posting.
- B. Application:

A standardize form shall be used for all job applications unless otherwise determined that the Town is seeking resumes instead.
- C. Hiring Preference: If all are things are considered equal, the Town will give a hiring preference to applicants. The hiring preferences shall be given, in order of highest preference, to current Town employees with outstanding employment records, previous employees that have left with unblemished employment histories, and then residents of the Town of Casco. Hiring preferences may only be used to distinguished between what

otherwise would be considered the two highest equally and best qualified applicants. No applicant, including existing employees, may grieve, appeal, or otherwise challenge any employment or promotional decision based on this section.

- D. Physical Examination: Upon acceptance of a condition offer of employment, said candidate for employment may be required to submit to a physical examination. The examination appointment shall be set up by the Town, paid for the Town and with the physician chosen by the Town.
- E.

2.4 CLASSIFICATION OF EMPLOYEES

The following types of employment shall be available:

- A. Full time employment is an appointment to any position that works at least forty (40) hours per week on a continuous period and is designated to receive all benefits as outlined within this policy or respective collective bargaining agreement.
- B. Part time employment is an appointment to any position that works less than thirty-nine (39) hours per week on a continuous period and is not designated to receive any additional benefits as outlined within this policy.
- C. Temporary employment is an appointment to work an irregular work schedule or a standard work week on a regular period, but for a limited period, usually not to exceed six months. Temporary employees are not eligible for any additional benefits as outlined within this policy.
- D. Seasonal employment is an appointment to a temporary position for an applicable season and is terminated at the conclusion of that season. Seasonal employees are not eligible for any additional benefits as outlined within this policy.
- E. Per Diem employment is an appointment to work on an intermittent and as needed basis. These employees are on call and do not have a regular schedule. Per diem employees are not eligible for any additional benefits, except for as outlined within this policy, unless otherwise defined by Maine law.

2.5 PROBATIONARY PERIOD

All new employees shall be considered probationary employees for the first six months of employment, unless specified differently in a collective bargaining agreement. The probationary period is considered an extension of the hiring process. Probationary employees shall be formally reviewed during the first ninety (90) days of employment. Any probationary employee may be terminated from employment during the probationary period without cause and without appeal.

2.6 PROMOTIONS

Town employees shall be given maximum opportunity for advancement in the service. Present employees shall be given first consideration in filling a vacancy, but it is recognized that the good of the community may require that a vacancy be filled from outside the ranks of employees of the Town of Casco. A decision shall be made only after careful review of the qualifications of all Town employees who apply for the position.

2.7 DISABILITY ACCOMMODATIONS

The Town is committed to complying fully with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

The Town will not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability. Furthermore, the Town is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and the Maine Human Rights Act.

A. Policy Statement

This municipality is committed to providing accommodations for eligible individuals with documented disabilities as defined by federal and state law in the most timely and effective manner possible under applicable laws and regulations. The municipality's intent is to ensure that every request for an accommodation is promptly and properly reviewed. The municipality is committed to following the requirements of the ADA and all appropriate federal and/or state laws, rules, and regulations.

All requests for accommodations are to be submitted in writing with the appropriate supporting documentation to the municipality's Town Manager for consideration and review. The review of the request may, at the discretion of the municipality, include an evaluation and determination of the scope of the disability and, if appropriate, requests for additional medical documentation, examinations and/or opinions.

B. Process

1. The employee or the employee's immediate supervisor shall contact the Town Manager for assistance in applying for accommodation. No department or individual may grant any accommodation, whether formal or informal, without first receiving approval of the Town Manager. If an employee's supervisor makes the request for accommodation on behalf of the employee, the employee must then work with the Town Manager directly. Only that information absolutely necessary shall be shared with the employee's supervisor. The employee's supervisor should not function as an advocate or surrogate for the employee.

a. The Town Manager shall assist the employee in all ways reasonably possible in completing the ADA process in a timely and efficient manner.

2. The employee shall submit all requests in writing. Any information submitted shall be considered confidential and may be shared only with those who have a need to know in accordance with federal and/or state law. The Town Manager shall make the determination of the need to know in consultation with the applicable department. Failure to submit any request in writing may result in delay and/or denial of accommodation requests.

- a. Any and all appropriate medical information and/or opinions shall be submitted with the written request for an accommodation. The documentation listed in Appendix A shall be the minimum documentation to be supplied by the employee.
- b. The employee shall be responsible for the expenses of providing acceptable documentation, which may include the costs of necessary medical examinations needed to render an acceptable medical decision. If, upon review and at the sole discretion of the municipality, the Town Manager determines additional medical opinions are necessary, the municipality shall be responsible for the additional costs.
- c. Failure to provide all requested medical documentation, including any additional medical documentation as may be required and/or failure to submit to an independent medical examination may, at the discretion of the municipality, result in denial of any request(s) for accommodation(s).

3. The Town Manager must make the following necessary determinations for each ADA accommodation request:

- a. The nature of the disability. This determination may, at the discretion of the municipality, require proof of actual diagnosis by an appropriate medical care professional, with appropriate documentation supporting the diagnosis. The documentation listed in Appendix A shall be the minimum documentation to be supplied by the employee.
- b. Whether the disability impacts an essential function(s) of the employee’s position.
- c. The job function(s) the disability impacts.
- d. The type of accommodation(s) that is (are) reasonable.

4. The Town Manager shall implement the decision through appropriate municipal procedures if the employee is to be accommodated.

5. The Town Manager shall issue a written decision within a reasonable time upon receipt of the written request for accommodation. A reasonable time is necessarily flexible, taking into consideration such factors as the complexity of the request, cooperation of the employee, any need(s) for additional medical examinations and/or opinions, and so forth.

- a. The Town Manager will assure verification of receipt of the written decision.

C. Disability Documentation

The following documentation is the minimum necessary to provide a prompt review of records and determine the appropriate accommodation, if any. Additional documentation

may be necessary on a case-by-case basis. Supplying this minimum documentation does not guarantee any accommodation will be provided.

1. Information must come from the appropriate licensed medical professional. This person must have the necessary qualifications to accurately and accurately diagnose the claimed disabilities.
2. The licensed professional must state the disability findings on their official letterhead that indicates the professional area of specialization. Information contained should include: a statement of findings and conclusion summary that indicates a correlation drawn from the testing to the diagnosis, including the treatment plan.
3. The functional limitations must be cited. The limitations shall be related to the essential functions of the employee's specific position.
4. All documentation shall be dated within the last 3 years. If necessary, this period may be shortened on a case-by-case basis.

D. Town Manager - Responsibilities and Duties

1. Coordinate the municipality's compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973;
2. Evaluate, document, and administer accommodation requests;
3. Evaluate and document the municipality's compliance efforts;
4. Recommend changes to policies and procedures relating to the ADA and Rehabilitation Act for the municipality;
5. Respond to information requests, including written materials for institutional response;
6. Work with various departments in response to complaints filed under the ADA and/or Rehabilitation Act.

2.8 TRAINING, EDUCATION AND CONFERENCES

Both the Town and its employees profit from the provisions of educational training opportunities related to the employee's position for which provisions have been made in the budget. It shall be the responsibility of the Town Manager to provide to Town employees reasonable opportunities for such in-service training and attendance at schools or conferences as will improve quality of performance and bring about more efficient and more effective operation. Representing the Town at out-of-state conferences shall be authorized by the Town Manager, if funds permit, and upon such conditions as the Town Manager may determine.

- A. Required Training. As a condition of employment, each employee shall attend and participate in all training sessions or courses as may be directed by the Department Head or the Town Manager.

The Town will attempt to make opportunities available to the employees, within the constraints of the municipal budget, for further development of specific skills and expertise deemed or mutual benefit to the employee and the Town. Approval for staff development involving expenditure of funds must be obtained from the Town Manager.

All necessary and reasonable expenses incurred while participating in required training are eligible for reimbursement, subject to the provisions of this policy.

- B. Travel. If an employee is required to go to school or training on their normal work hours, it will be considered as time worked and will be paid at their normal hourly rate. All training and school activities must be approved by the Department Head and the Town Manager. If a municipal vehicle is available for transportation, employees shall be required to use it for transportation to and from class. If the vehicle is not available, the Town will reimburse the employee at the applicable mileage rate. If more than one employee is attending the training session, the Town expects ‘carpooling’ as the town will only reimburse one employee, not the total group attending.

- C. Professional Groups. Employees are encouraged to participate and be members of boards, committees or organizations relating to their employment. Whenever possible, and with the prior approval of their Department Head, employees may be allowed time-off during regular work hours to attend meetings. Any time spent after regular work hours for professional group social activities shall not be considered hours of work. (This is not intended to relieve the Town of its obligation to properly compensate employees for work hours that are legally due.)

2.9 SAFETY POLICY

Personal injury and property loss are needless waste and squandering of precious resources. Personal injury places the Town of Casco at a disadvantage in its ability to provide the necessary services and functions to its citizens. Property losses place an undue burden on limited funds for services and general operations.

As an employer, the Town of Casco is legally responsible to ensure that mandated safety regulations be enforced. It is the Town’s policy that mandated safety regulations will be complied with by all town employees at whatever level. This is in the interest of both the Town and the employees.

Where it is the responsibility of the Town to provide safety equipment, it shall also enforce its use. It is incumbent upon employees to utilize such equipment.

It is the responsibility of every town employee to ensure that a safer workplace is maintained, and that personal injury and property loss are minimized and/or eliminated wherever possible. This will reap benefits for us all.

2.10 PERSONNEL RECORDS

Employees have the right to review their personnel record. Employees desiring to review the record must make a request to do so with the Town Manager. A mutually agreeable time will be established for the review within ten (10) working days of the request.

2.11 JOB DESCRIPTIONS AND EVALUATIONS

It shall be the responsibility of the Town Manager to establish a job description for each employee and establish work rules which pertain to their department. The Department Head will post said rules ten (10) days prior to implementation.

All full-time employees shall receive at least once annually a written performance review. The review shall be conducted as close year's end (calendar). In addition, they shall be afforded at least one meeting as close to six months prior to that formal evaluation to informally discuss with their supervisor their performance. In addition, each Department Head will meet monthly with staff to discuss progress towards goals and objectives. Each of these meetings shall be documented and become part of the personnel file.

All probationary employees must receive an acceptable performance review prior to the end of their probationary period as a minimum to be offered regular employee status.

SECTION 3: CONDITIONS OF EMPLOYMENT

3.1 ETHICAL STANDARDS

It is considered a privilege to work for local government, and the Town of Casco, specifically. All employees, Board members, volunteers and others serving in an official capacity is expected to maintain and promote the good name of local government and our community. All conduct, whether on duty or not, that results in unfavorably upon the Town shall be avoided. All actions that might result in or create the impression of using public employment for private gain, giving preferential treatment to any person, or showing complete partiality in conducting Town business shall not be allowed.

3.2 EMPLOYEE CONDUCT AND PUBLIC RELATIONS

All employees are prohibited from engaging in any conduct, which could reflect unfavorably upon the Town or disrupt the efficient administration of the Town. All Town employees must avoid any action which might result in or create the impression of using public employment for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting Town business.

Cooperation of all employees is essential to efficiency. Our taxpayers are entitled to the best service we can give them. Cooperation, courtesy, and responsibility are the key elements of good service.

These policies and regulations are provided to assist the Management Team and all employees in functioning at peak efficiency with minimal cost to the taxpayers.

- A. Receipt of gifts: All Town employees are prohibited from soliciting or accepting any gift, gratuity, entertainment, loans, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee’s performance or nonperformance of their official duties. This does not include fund-raising efforts for the benefit of charitable causes or other departmental programs.
- B. Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as pens, note pads, calendars, etc., is permitted. Such nominal gifts shall be reported to the Town Manager and the Town Manager shall document the receipt of all gifts. The Town Manager shall provide an annual report on gifts received by Town staff.
- C. Business Activities or Solicitations are prohibited: No employee shall engage in any business other than their regular duties during work hours.
- D. Failure to report any gift may result in disciplinary actions.

3.3 CONFIDENTIALITY

Confidentiality: information that is considered confidential. Many Town employees have access to confidential information pertaining to persons or property in the Town. Employees must not use this privileged information to their private advantage or to provide friends or acquaintances with private advantages. Employees, as a condition of employment, are expected to always maintain and protect that information.

3.4 ATTENDANCE

Every employee is expected to report to work regularly and on time. Good attendance is a most important job requirement and essential duty of every position. Failure to meet this requirement could result in discipline up to and including termination.

A. Definitions

- 1. Absence: An employee is absent when they fail to report for and remain at work as scheduled.
- 2. Lateness: Is a short absence at the beginning of a workday
- 3. Leaving early, even with permission, before the scheduled shift ends, is also an absence

Absence, then includes all time lost from the work schedule, whether avoidable or unavoidable, voluntary, or involuntary

- B. When an absence is unplanned, due to illness, an emergency, or some similar cause, employees must report the absence to their supervisor before the start of their scheduled work shift on the first day of the absence.
- C. Notification from another employee or relative is not acceptable, except under emergency conditions. The employee should make every effort to communicate directly with their supervisor when reporting an unplanned absence. An “excused” absence may include personal or family illness, jury duty, bereavement, or other reasons that would require an employee to miss all or part of a scheduled workday. Employees should be prepared to substantiate the reasons for their absence if asked. If an employee is absent

frequently, they may be required to furnish documentation, including medical statements from their doctor.

3.5 VIOLENCE FREE WORKPLACE

The philosophy of the Town of Casco is to strive in maintaining a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on Town property, or any other act, which in management’s opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior will not be tolerated.

- A. Employees Experiencing Above actions. Employees who feel subjected to any of the behaviors listed above should immediately report the incident to their supervisor or the Town Manager. If the complaint is related to the Town Manager, the employee should contact the Chair of the Selectboard and one other Selectboard member. Complaints will receive immediate attention and will be investigated. Based upon the results of the inquiry, disciplinary action which management feels appropriate will be taken.
- B. Employees Witnessing Violations. Employees who observe or have knowledge of any violation of this policy should immediately report it to their supervisor. These events will be investigated promptly seeking an immediate resolution. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of others.
- C. No employee or official shall be retaliated against for reporting suspected workplace violence or for participating in any part of the complaint process.

3.6 CONFLICT OF INTEREST

Employees that make discretionary decisions on behalf of the Town must disclose to the Town Manager any circumstances where there is a real or perceived conflict of interest. The Town Manager shall take the necessary steps to remove any actual conflict as well as steps to deal with any perceived conflict.

3.7 SENORITY

Seniority may be the contributing factor in all matters affecting personal time off preference, lay-off and recall, subject to the ability to perform the particular job. An employee’s seniority time will be recognized as the date of hire (or promotion to full time or permanent standing).

3.8 OUTSIDE OR NON-DUTY EMPLOYMENT

A Town employee may engage in outside employment. However, no employees may engage in outside employment which in any manner interferes with the proper and effective performance of the duties of their position, results in a conflict of interest, or if it is reasonable to anticipate that such employment may subject the Town to public criticism or embarrassment. Employees must inform their department supervisor of their outside

employment. If the Town Manager determines that such outside employment is disadvantageous to the Town or affects the employee's efficiency, the Town Manager shall notify the employee in writing that the outside employment must be terminated. Any employee who engages in employment outside their regular working hours shall be expected to effectively perform their regular duties with the Town first.

The Town shall in no respect be liable nor grant sick leave or disability leave in cases where an employee is injured or contracts an occupational illness or develops occupational disability while engaged in outside employment.

3.9 OUTSIDE COMPENSATION

Any employees receiving payment for services, from non-Town sources, rendered during their normal workday and for which workday Town compensation was given, shall turn the entire amount of that compensation over to the Treasurer, Town of Casco. This provision does not apply to activities outside the workday or during periods of vacation.

3.10 POLITICAL ACTIVITY

The Hatch Act, enacted in 1939, restricts the political activity of employees principally employed by state or local executive agencies in connection with programs financed in whole or in part by federal loans or grants.

Employees of the Town of Casco may seek election to any office in Town Government. However, such employees shall be placed on an unpaid, leave-of-absence from the date of candidacy for such a position when nomination papers are taken out for a position until the completion of the election process for said employee. If the employee is elected to a Town position, the employee will be terminated once officially elected.

Town employees shall not circulate petitions or campaign literature for elective Town officials or those seeking such positions or be in anyway concerned with the soliciting or receiving subscriptions, contributions, or political service from any person for any political purpose pertaining to the government of the Town.

This rule is not construed to prevent Town employees becoming, or continuing to be, members of any political organization, from attending political organization meetings, from expressing their views on political matters or from voting with complete freedom in any election. Employees interested in non-elective position in Town offices should consult with the Town Manager to determine potential conflict of interest or impact of this political activity, if any, prior to actively seeking office.

3.11 DISCIPLINE

The Town of Casco recognizes its responsibility to provide its citizens with the most efficient and effective service delivery system available. This requires that we develop and administer rules, regulations, policies, and disciplinary measures in an equitable and consistent manner. Employees must likewise recognize their obligations to conform to all applicable rules, regulations, and policies. Should an employee fail to observe them, the Town must initiate appropriate disciplinary action based on the severity of the violation. Such disciplinary action may include, but not be limited to, oral or written reprimands, suspensions with or without pay, reassignments or transfers, demotions, probation, or termination. Employees may appeal any discipline imposed through their usual and customary grievance procedure.

It is agreed that any employee may be suspended or terminated without pay if said employee's right to operate a motor vehicle is suspended or revoked and shall receive no seniority time during such suspension. Such action shall be dependent upon the need for that employee to operate a motor vehicle in the performance of their normal duties.

3.12 GRIEVANCES FOR EMPLOYEES NOT COVERED BY COLLECTIVE BARGAINING AGREEMENT

Any employee may file a formal notice or grievance if they believe the Town is not interpreting or correctly applying this policy. The following process shall be used:

- A. Within five (5) working days of the event or the employee having knowledge of the event, they shall give notice, in writing of the grievance to their direct supervisor. Such written notice must provide all the information to support the claim.
- B. Within ten (10) working days of receiving the notice, the supervisor, shall respond, in writing with a determination.
- C. If the issue remains unresolved, the employee may forward an appeal to the Town Manager, in writing, within ten (10) working days.
- D. The Town Manager shall respond within ten (10) working days.
- E. If the matter remains unresolved **and** the issue does not involve corrective action, discipline, hiring, promotion, or other supervisory responsibility, then the issue may be appealed to the Selectboard for a final determination. The Board shall hold the appeal, which shall be public, unless allowable to be held in executive session, in accordance with applicable law, within thirty (30) days of receiving the written appeal. If the matter is not appealable to the Board, as outlined above, the decision by the Town Manager shall be considered final.

3.13 TOWN PROPERTY

Employees must not, directly, or indirectly, use or allow the use of Town property of any kind for other than official activities. Town telephones, cell phones, computers, etc. may be used for personal business only on an emergency basis or with prior approval from the Town Manager. Employees must maintain all Town equipment and immediately report any damage that occurs to Town property.

3.14 WORKPLACE SMOKING POLICY

The Municipality of Casco is committed to providing its employees and visitors with a safe, healthful, and productive workplace environment.

In accordance with the provisions of the Workplace Smoking Act of 1985, the Town maintains a smoke free environment for its employees and visitors to municipal facilities.

- A. The Town recognizes that smoking in the workplace can adversely affect employees. Accordingly, smoking is prohibited in all Town buildings and facilities, Town vehicles and equipment except for areas where it is specifically authorized. The Town Manager’s Office is responsible for implementing and monitoring smoking regulations; Department Managers and supervisors are expected to enforce the regulations.

- B. Employees are expected to exercise common courtesy and to respect the needs and sensitivities of co-workers regarding the smoking policy. Smokers have an obligation to keep designated smoking areas litter-free and not to abuse break and work rules. Complaints about smoking issues should be resolved at the lowest level possible but may be processed through the grievance process. Employees who violate this policy may be subject to disciplinary action.

3.15 APPEARANCE

The personal appearance of all employees of the Town while at work shall reflect the positive appreciation for the opportunity to serve the citizens of the community. To accomplish this, the following are offered as guide to assist the employees in meeting this expectation:

- A. All clothing shall be clean and well maintained. Any logos, wording, pictures, or other items shall be reflective of this standard. Clothing shall cover the body appropriately to reflect a professional work environment. Excessively high cut shorts, halter tops, mini-skirts, and belly shirts are examples of unprofessional and unacceptable clothing.

- B. Body art that does not meet the expected standards of not being racist, bias, or vulgar must not be visible to the public or co-workers.

- C. Hair, including facial hair, must be maintained in a manner to meet expectations and Maine Bureau of Labor safety guidelines.

3.16 OVERTIME

All hours worked more than forty (40) hours in any one work week shall be compensated at one and half (1 ½) times the normal hourly rate of the employee unless defined as a non-traditional work schedule or defined as an exempt employee.

Holidays shall be considered hours of work for the purpose of calculating overtime.

3.17 COMPENSATORY TIME

Hourly employees may, at their sole discretion, upon agreement by the Town Manager, may take compensating time at one and half (1 ½) hours for each hour of overtime work, or part thereof. Employees may have no more than 100 (one hundred) hours on the books at any one time, unless defined differently by collective bargaining agreement and may only carrying over 40 hours from year to year. If an employee obtains more than 100 hours of comp time after all additional overtime shall be paid as wages.

- A. In order to take comp time, an employee must make a request at least one (1) day in advance and must receive written permission from the department manager.

- B. Exempt employees shall not be eligible to accumulate compensatory time.

- C. Department Heads and other FLSA-exempt employees occupy positions of responsibility, accountability, and discretion. They may be required to work outside the normal schedule of working or office hours and are compensated, in part, because of accomplishing the tasks demanded of the position without regard for the specific number of hours worked. They are also expected to be accountable for their time, be available to the public and other staff, and to conform with normal operating hours. Exempt employees may take discretionary time off without charging such time off to vacation time:
1. When it does not interfere with the operations of their department or office.
 2. When there are no other priorities which should be completed which, if not completed, might interfere with the operations of another department, and
 3. For separate absences of more than one-half a workday, when the employee receives the permission of their Department Head; or, in the case of Department Heads, the Town Manager.
 4. Absences of one-half day or less may be taken at the discretion of the employee, subject to the review of the Department Manager; or, in the case of Department Managers, the Town Manager.
- D. Employees shall receive payment for any compensatory time that may not be carried over from year to year.

3.18 WORK RELATED EXPENSES

Employees and all agents of the Town (such as Board and Committee Members) shall be reimbursed for necessary and reasonable expenses incurred while conducting official Town business. Such reimbursement will require prior authorization of the Town Manager. Submission of a detailed expense voucher will be required for reimbursement. Reimbursement for all travel shall be measured from the normal place of the employee to report to work.

3.19 MILEAGE REIMBURSEMENT

All employees using their privately owned vehicle in the conduct of official Town business shall be reimbursed for mileage at the standard rate allowed by the Internal Revenue Service, plus tolls and parking supported by receipted vouchers other than meters.

3.20 EMPLOYEE CONVICTED

Any employee convicted of any crime involving falsification in official matters, bribery, corrupt practices or obstructing governmental administration shall be disciplined, including termination.

In addition, any employee convicted of a criminal offense may be disciplined, including termination, provided the offense can be determined to have a detrimental effect upon the employee's credibility to perform the duties, functions, and responsibilities of employment with the Town.

3.21 ANTI-NEPOTISM

The Town of Casco must deal with any actual, potential, or perceived conflict of interest that may arise out of the current employment or potential employment of any person(s) for the Town of Casco as it relates to individuals with whom they have a personal relationship or a financial involvement.

- A. A municipal employee shall not hold a supervisory position or be senior in the chain-of-command, to an individual with whom they have a personal relationship or financial involvement, except when the conditions in Section 4 are met.
- B. No new municipal employee may be hired where such hiring would create a situation as described in Section 1 would exist, except when the conditions are met in Section 4.
- C. No existing municipal employee may be promoted, transferred, demoted, or otherwise reassigned into a new position where that change would create a situation as described in Section 1, except when conditions are met in Section 4.
- D. A municipal employee may hold a supervisory position, or be senior in the chain-of-command, to an individual with whom they have a personal relationship or financial involvement when, and only when the following conditions are met:
 - 1. The relationship must be disclosed to the Town Manager's Office; and
 - 2. The Town Manager's Office must approve a written management plan that is designed to prevent favoritism or any other improper influences in connection with the employment relationship and that provides ongoing oversight by a person or persons do not subordinate to either of the individuals who have the personal relationship or financial involvement; and
 - 3. The Town Manager shall report to the Selectboard the existence of the potential incompatibility or employment positions and the establishment of a management plan to address the same; and
 - 4. The written management plan must be on file and available for public inspection within the Town Office.
 - 5. If the conflict is a direct report to the Town Manager, then the Selectboard shall serve in all roles outlined in Section 4 above that has been designated as the Town Manager's role.
 - 6. No municipal employee that is a supervisor, or in any part of the chain-of-command, may become personally or financially involved with another municipal employee that would henceforth, because of such relationship, be subject to this policy.

3.22 LAYOFFS AND RECALLS

Any permanent or temporary employee of the Town may be laid off for legitimate and legal reasons by the Town Manager.

No permanent full-time employee shall be laid off except upon written notice from their Department Head giving not less than two (2) weeks notice before the effective date of the layoff, or a combination of days' notice and pay, or two (2) weeks' pay with immediate notification.

The Town Manger shall notify the Selectboard at the next meeting, if not prior, of any lay off action that has occurred.

Any position that was vacated because of layoff must be first offered to any person that has been laid off by the Town in the last eighteen (18) months, based on seniority and the ability to perform work. Notice must be given to the eligible employee by certified mail, return receipt required, at the last known address on file within the Town’s personnel records. If the employee does not respond within ten (10) working days of the notice, they formally waive their right to this recall provision.

All employees recalled within the eighteen (18) month period shall be credited with any benefits, including seniority, they had at the time of layoff, except those paid out at the time of the layoff. No accumulation of sick time, vacation time or holiday pay shall have occurred during the layoff.

3.23 WORK WEEK

The work week for payroll purposes shall begin at 12:01 AM on Saturday on any given week and end at 12:00 midnight Friday.

- A. Town Office Employees: All non-salaried employees shall be normally scheduled to work no more than forty (40) hours. Said hours shall mirror the actual hours that the Town Office is open with the ability to set the actual start or ending time up to thirty (30) minutes in either direction. Current hours are opening are ~~8:30 AM to 4:30 PM~~ 7:30 AM to 5:00 PM on Monday, Wednesday, and Thursday,. The office opens at 8:00 AM and closes at 6:00 PM on Tuesdays.
- B. Full-time Fire Department Personnel: All non-salaried employees shall work a non-traditional work week. Their schedule shall consist of 24 hours shift on-duty,
- C. Public Work Employees: All non-salaried employees shall work hours in accord with this policy. Their default hours of Monday thru Thursday 6:00 am to 4:00 pm.
- D. Salaried Employees: Employees considered exempt by the Fair Labor Standards Act, are expected to be available during normal working hours for their location and are expected to be available at all off duty hours, should a situation arise, as determined by the Town Manager.

3.24 SEPARATION OF EMPLOYMENT

Any employee wishing to leave in good standing shall file with their Department Head a written resignation stating the date that the employee is leaving the Town service and their reasons for leaving. The written resignation shall be submitted at least 2 work weeks prior to its effective date. Failure to comply with this procedure may be cause for denying such employee's future re-employment by the Town.

- A. *Unauthorized Absence*. Unauthorized absences from work for a period of three (3) days or more without permission from the employee's immediate supervisor or their Department Head shall be considered as being a voluntary resignation by the employee.
- B. *Final Responsibilities*. The effective date of separation shall be at the close of business on the last day the employee reports for duty; the date specified in their written resignation; or the last day of leave granted should he fail to report to duty on the first working day following the expiration of their leave. All separating employees shall turn in all Town-owned property in their possession, including keys and Town identification

material. Such employee shall also leave a forwarding address with their Department Head or with the Town Manager for purposes of forwarding Internal Revenue forms and any remaining checks for unpaid compensation.

Upon separation, the Town shall pay to the employee all wages, vacation, and compensatory time at 100%, less any used. Such wages will be paid at the next regular pay day. If an employee dies, then the employee survivor will be considered to have retired for the sole purpose of the sick leave provision of this article only.

3.25 DRUG FREE WORKPLACE

This Policy outlines prohibited conduct with respect to controlled substances, marijuana, and alcohol. This Policy complies with the Town of Casco's obligations under the Federal Drug-Free Workplace Act, 41 U.S.C. § 8101, et seq.

- A. Alcohol and Marijuana: No employees may drink alcoholic beverages or consume marijuana in any form during working hours, including during meal periods, breaks or authorized interruptions of work. This includes overtime periods. An employee who drinks alcohol or consumes marijuana in any form during working hours is subject to immediate discipline, including dismissal. An employee whose use of alcohol or marijuana outside of working hours impairs their job performance and fitness for duty, or jeopardizes the safety of other employees, the public, or Town property, may be subject to immediate discipline, including dismissal.

- B. Other Controlled Substances: No employee may use, sell, manufacture, distribute, or possess narcotics, drugs, or controlled substances of any kind while on the job, on work premises, or during an employee's working hours. No employee shall misuse prescribed drugs while on the job. Any employee violating this paragraph is subject to immediate discipline, including dismissal. An employee whose off-the-job use of illegal or legal drugs impairs the employee's job performance, or jeopardizes the safety of other employees, the public or Town property, may be subject to immediate discipline, including dismissal. An employee who is arrested and later convicted of off-the-job drug activity may be in violation of this policy and subject to discipline, including dismissal. In deciding what action is to be taken, the Town Manager will consider the nature of the charges, the employee's present job assignment, the employee's record with the Town and other factors relevant to the impact of the employee's arrest upon the employee's ability to perform their job responsibilities.

Employees must inform their Department Head before reporting for work if they are taking any substances, including non-prescription drugs, which may affect their judgment or performance.

- C. Performance Affected by Alcohol or Drug Abuse

Without waiving its right to discipline or dismissal in a proper case (including, but not limited to, any of the offenses above), the Town recognizes alcohol and drug abuse including the misuse of prescribed drugs may constitute an illness or disability. The Town will maintain a continuing effort to identify and encourage treatment of drug and alcohol problems of employees. Department Heads will receive instructional material on the identification of alcohol and drug abuse problems. Additionally, the Town may recommend

employees utilize the Employee Assistance Program (EAP) available to all employees of the Town.

If the employee obtains a diagnosis indicating a drug or alcohol abuse problem, the Department Head will assist the employee in obtaining a list of treatment resources available to deal with the problem and ensure that the employee is informed of the benefits available through the Town's health plan, if they are covered through the town's plan. If an employee undertakes treatment or rehabilitation for a drug or alcohol abuse problem, the Department Head will collaborate with the employee to modify the employee's work schedule or duties, if modification is consistent with the operational needs of the department and as required by law, to allow the employee a reasonable period of treatment. The employee may request leave pursuant to the Town's FMLA policy. An employee who has been diagnosed as having a drug or alcohol problem and who has undergone or is undergoing treatment may return to work after being certified by a physician as able to return. All relevant personnel records and discussions will be kept in the strictest confidence.

If an employee whose conduct the Department Head believes is adversely affected by drug use including the misuse of prescribed drugs or alcohol abuse chooses not to obtain a professional diagnosis and/or treatment, the Department Head shall evaluate the employee solely on work performance and shall take appropriate action under these policies.

D. Discipline

Nothing in this Article precludes the Town from disciplining; including terminating an employee for alcohol or drug abuse including the misuse of prescribed drugs, including recreational or medical marijuana, which impairs the employee's ability to do their job when the Department Head or Town Manager determines that such discipline is warranted.

3.26 HARASSMENT & SEXUAL HARASSMENT

The municipality of Casco is committed to providing its employees with a safe and respectful work environment free from all forms of illegal intimidation and harassment. Illegal harassment and sexual harassment are prohibited. This includes harassment based on race or color, gender, sexual orientation, physical or mental disability, age, ancestry, national origin, religion, veteran's status, genetic predisposition, whistleblower activity, or workers compensation history.

A. Definitions

1. **Sexual Harassment:** Sexual harassment is a form of illegal gender discrimination and is prohibited by Title VII of the federal Civil Rights Act and by the Maine Human Rights Act. Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - a. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

- c. such conduct has the purpose or effect or interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can also include conduct that is not sexual in nature, but is gender related or directed at an individual because of gender. It includes harassment of the same or of the opposite sex.

Examples of sexual harassment include, but are not limited to:

- Offensive sexual flirtations, gestures, leering;
- Verbal or physical abuse of a sexual nature or directed at an individual because of gender;
- Advances or propositions;
- Lewd jokes or nicknames;
- Sexually suggestive sounds, writings, comments, or gestures;
- Unwelcome touching or advances, sexual practical jokes, or horseplay;
- Display of sexually suggestive, lewd, or offensive objects, pictures, or materials.

- 2. **Illegal Harassment:** Illegal Harassment is defined as unwelcome conduct or behavior based on race, color, gender, sexual orientation, disability, age, ancestry, national origin, religion, veteran's status, genetic pre-disposition, whistleblower status or workers compensation history when:
 - a. enduring the conduct becomes a condition of continued employment;
 - b. submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual; or
 - c. the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples, include, but are not limited to:

- Physical abuse, such as shoving, punching, tripping, stalking, groping;
- Damage to personal possessions;
- Verbal harassment/abuse, such as threats, innuendoes, foul language;
- Racist comments or derogatory stereotypes;
- Offensive jokes;
- Inappropriate comments, slurs, ridicule or jokes about an employee's accent, disability, age, religion, gender, sexual orientation;
- Inappropriate or offensive nicknames.

B. Policy

Harassment and Sexual Harassment Strictly Prohibited: The municipality of Casco does not tolerate sexual harassment or harassment based on race, color, gender, sexual orientation, disability, age, ancestry,

national origin, religion, genetic predisposition, whistleblower status or workers compensation history. Any such conduct is prohibited and will be grounds for disciplinary action.

All employees and officials are expected and required to treat each other professionally and respectfully. Supervisors are responsible to create and maintain a work environment free of harassment and discrimination. Supervisory staff are responsible to actively stop or prevent inappropriate conduct and are required to take immediate and appropriate action whenever becoming aware of conduct in violation of this policy. Corrective action is required regardless of whether a complaint is filed.

C. Training: All Casco employees shall receive training on this policy upon their hiring. Additionally, on an annual basis all employees shall receive training on this policy and changes related to the policy or Maine law or policy modifications.

D. Complaint Process:

The municipality of Casco will promptly and fully investigate any issues of harassment or discrimination in the workplace. Every complaint will be promptly and thoroughly investigated. All employees and officials are required to cooperate fully in any investigation. If warranted, the municipality may take appropriate disciplinary action against any employee or official found to have engaged in harassment, which may include disciplinary action and/or measures to prevent a re-occurrence. Confidentiality will be fully preserved possible, consistent with Maine law and our need to respect the rights of all employees involved.

Any municipal employee or official who witnesses, becomes aware of, or is the recipient of, harassment or discrimination in violation of this policy is encouraged and expected to report it to their supervisor or to the contact persons listed below. Complaints may be filed by contacting your supervisor or by contacting:

Town Manager Anthony Ward, in person or at (207) 627-4515 ext. 1201 or award@cascomaine.org.

If the complaint relates to the Town Manager, two Selectboard members should be notified.

Maine Human Rights Commission:

Any employee or official that believes that they have been the subject of illegal discrimination or harassment also has the right to file a complaint

with the Maine Human Rights Commission (MHRC). The MHRC is the state agency responsible for enforcing state employment discrimination laws. In most cases, a complaint must be filed with the MHRC within 300 days of the date of the act of illegal discrimination/harassment.

There is no requirement that an employee utilize the municipality's internal complaint process first, nor is it required that any internal process be exhausted before a MHRC complaint is initiated. For more information on how to file a charge with the MHRC, contact the MHRC at 51 State House Station, Augusta, Maine 04333-0051 or by telephone at 624-6290, TTY: Maine Relay 711. Additional information is available on the MHRC website at: www.maine.gov/mhrc/index.shtml

Retaliation Prohibited:

No employee or official shall be retaliated against for reporting suspected discrimination or harassment or for participating in any part of the complaint process.

If you have any questions concerning this policy, please contact Town Manager Anthony Ward, at (207) 627-4515 ext. 1201.

3.27 MUNICIPAL VEHICLE OPERATION

The purpose of this policy is to address specific safety practices and does not super cede, amend, or replace any regulation required by state and federal agencies or any regulation required by other agencies for insurance or other purposes. Individual Town department's policies shall comply with the general provisions of this directive but may deviate from the specific requirements depending on the department's mission-specific operations and type of equipment operated.

A. Intent

It is the intention of this policy to establish operating procedures for all vehicles and/or equipment owned by the Town of Casco to ensure that proper safety practices are being followed for the protection of employees and the public.

B. Definitions

For the purposes of this Policy, the following terms, phrases, words, and their derivations shall have the meanings ascribed to them in this section:

1. Vehicles are defined as town owned motorized vehicles, trucks, fire apparatus and other motorized pieces of equipment used primarily for transportation and hauling on the road.
2. Equipment (Heavy) is defined as motorized and driven by an operator for the purpose of providing construction, earth moving and other types of work.

C. Administration

This policy shall be implemented and administered by the Town Manager or their designee to ensure the safety and well-being of the employees and the public.

D. Employer Responsibility

1. It shall be the responsibility of the Town Manager, their designee, or Department Head to annually check the employee's driving record to verify that the employee has the proper driver's license.
2. It shall be the responsibility of the Town Manager, their designee, or Department Head to ensure that all Town-owned vehicles and/or equipment contain all safety features and equipment required by law and that all such features and equipment are maintained in safe operating condition.
3. It shall be the responsibility of the Town Manager, their designee, or Department Head to ensure enforcement of this policy.
4. It shall be the responsibility of the Town Manager, their designee, or Department Head to ensure the implementation of necessary disciplinary action pursuant to the current Town Personnel Policy for violations of this policy.
5. If an individual employee becomes uninsurable under the Town's fleet automobile insurance and non-driving work for which the individual is qualified is not available, the Town shall have just cause to discharge said employee. In the event that an assigned risk policy is available, the cost of the policy shall be borne by the employee through payroll deduction.

E. Employee Responsibility

1. It shall be the Employee's responsibility to maintain the proper driver's license in the required classification and to notify the Town Manager or their designee of any revocation or suspension.
2. It shall be the Employee's responsibility to ensure that no one other than Town employees and/or Town-appointed or elected officials are allowed to ride in Town-owned vehicles or equipment, except in cases of emergency or with prior authorization of the Town Manager.
3. The Fire Chief may authorize nonemployees to participate in a "ride along" program or department sanctioned parade with a uniformed officer, provided a liability waiver is obtained from the participant prior to the "ride along" or parade.
4. It shall be the Employee's responsibility to always ensure that all occupants with a Town-owned vehicle wear seatbelts.
5. It shall be the Employee's responsibility to ensure that no tobacco products are used in any Town-owned vehicle.

- F. Use of Town Vehicles
1. Town vehicles are for official use only and are not to be used for personal reasons. Official use is defined as use that is instrumental to the provision of Town services. Personal use is defined as use that is specific to personal errands unrelated to Town work, trips, or purpose. Exceptions are only approved by the Town Manager or Department Head.
 2. Vehicles owned by the Town assigned to and used by municipal employees shall be garaged within the Town properties with the following exceptions:
 - a. Where the individual to whom a vehicle is assigned is on 24-hour call, as approved by the Department Head and/or Town Manager. This condition may apply on a permanent basis or on a seasonal basis.
 - b. Due to the employment requirements of the Fire Department, a municipal vehicle may be assigned to an employee of the Fire and will be in their possession 24 hours per day and be used for municipal purposes only, unless otherwise authorized by Town Manager. This designation is to be reviewed annually.
 - c. Any municipal vehicle stored during the evening at the home of a Casco employee shall be operated for official use only as herein defined.
 - d. In the event a municipal vehicle is assigned to a Department Head on a permanent basis, the vehicle will be returned to the appropriate department when the employee is on extended leave. Extended leave is beyond two days such as vacation and extended sick time which makes “call in” to respond as needed, unlikely.
 - e. Vehicles assigned on a 24-hour basis, will be driven to and from the employee’s residence and for official Town business. The Town Manger may authorize stops, in route, for personal business.
- G. Driving Policy
1. All drivers must use safe driving habits and skills which will ensure accident-free driving.
 2. All traffic laws must be always obeyed by employees while driving municipal vehicles.
 3. The employee shall not abuse or misuse the municipal vehicle.
 4. The employee shall be courteous to all citizens while in the employ of the Town whether employee is driving municipal vehicles or not.
 5. Employees should use cell phones in accordance with all applicable State Laws.
 6. The use of alcohol or unauthorized drugs while in the employ of the Town during periods of their day-to-day job duties is prohibited. The Casco Personnel Policy/Employee Handbook shall be the dictating policy regarding violations of this section.
 7. All vehicles shall be locked when not in use and when not stored inside a garage facility. Emergency response vehicles are exempted from this provision of the policy.
 8. Any employee cited or fined for a moving vehicle violation, while on Town time, must report the event immediately to the Department Head and/or the Town Manager.

9. If any employee's license is suspended or revoked while working for the Town, it must be reported within 24 hours to the Department Head and/or the Town Manager. The Town Manager shall determine the appropriate course of action, including reassignment of duties, leave of absence or discipline.
10. All accidents while driving Town-owned vehicles shall be reported immediately to the proper police authority. Leaving the scene of an accident is grounds for disciplinary action.
11. Maine law and restrictions on seatbelt use shall apply to all drivers and passengers. Occupants within Town-owned vehicle are required to always wear seatbelts.

H. Out-of-State Usage

Town vehicles may be used for extended out-of-state travel only upon written approval of the Town Manager.

- I. General Operation and Equipment Maintenance
 1. Any employee operating a Town vehicle must strictly adhere to all Town and State traffic laws and/or regulations.
 2. The Department Head or designee is responsible for ensuring that the vehicle contains the proper communications equipment.
 3. Accessory equipment, if available, but not limited to a 2-way radio, shall only be used by employees having received the proper training in the equipment's use and protocols.
 4. Each employee will be responsible to ensure the maintenance of the vehicles or equipment in their use for their shift.
 5. Prior to operating a Town vehicle, employees will conduct a walk-around on their vehicles/equipment to check for damage or obvious mechanical defects and ensure that it is in safe operating condition. This will include checking the tires and lights. The result of such inspection shall be noted on the vehicle inspection/maintenance log. Damage or defects noted shall be reported in writing to the Department Head who will schedule the vehicle/equipment for proper repair and any required follow-up maintenance. Emergency vehicles responding to a call are exempted from this provision.
 6. At the end of each shift, each employee will ensure that the vehicles/equipment used by them during the shift will be left in safe operating condition for the next operator.
 7. If mechanical problems are encountered while operating any Town vehicle/equipment, the Department Head shall be notified by the employee and will schedule the vehicle/equipment for proper repair and any required follow-up maintenance.
 8. If vehicles are not required for emergency response, the vehicles shall be parked in a central location each night to ensure easy availability and the keys returned to the appropriate location designated by the Department Head.

J. Accidents Involving Town Vehicles

All accidents involving Town vehicles require a Police Report no matter how minor. Except when necessary, a Town vehicle involved in an accident will not be moved prior to authorization by an investigating police officer. All drivers are responsible for familiarizing themselves with the attached CDL “accident procedure” sheet, copied from the driver’s manual prior to driving a town vehicle. Should an accident occur, the person driving the vehicle shall do the following:

1. Assist any injured person(s).
2. Contact law enforcement via the quickest possible means.
3. Take the names and addresses of all witnesses present.
4. Exchange insurance cards with all vehicle(s) involved in the accident. If insurance cards are not available, get the following information from other vehicle(s) involved in the accident:
 - a. Driver’s name, address, date of birth and telephone number
 - b. Vehicle owner’s name and address
 - c. Insurance carrier’s name and address
 - d. Insurance policy number
 - e. Year, make, model of other vehicle(s) involved
5. Report the accident as soon as possible to the Department Head.

K. Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, employees, volunteers, board, and commissions upon hiring, appointment, or election to office and at such other times as may be necessary.

SECTION 4: BENEFITS

4.1 WAGES

Municipal wages, either salary or hourly rates, are recommended by the Town Manager and shall be finalized by the budgetary process. Budgetary authorizations for all compensation are subject to a positive vote for the budget at the annual Town Meeting. All employees are considered hourly, unless specifically list as exempt, in compliance with federal and state law.

4.2 HOLIDAYS

The following shall be paid Holidays for all the full-time employees who fall within this policy:

New Year's Day, January 1st

Martin Luther King, Jr. Day, the third Monday in January

President's Day, the third Monday in February

Patriot's Day, the third Monday in April

- Memorial Day, the last Monday in May
- Juneteenth, June 19th
- Independence Day, July 4th
- Labor Day, the first Monday in September
- Indigenous People Day, the second Monday in October
- Veteran's Day, November 11th
- Thanksgiving Day, as designated
- Day after Thanksgiving Day
- One-half day before Christmas
- Christmas Day, December 25th

A. Scheduling of Holidays: If a regular holiday falls on a Sunday, then the following Monday will be observed as the holiday; if on a Saturday, the preceding Friday.

B. Pay:

1. Part-time employees at the transfer station are eligible for holiday pay plus their regular pay if they are working on that holiday.
2. Part-time employees at the Town Office are eligible for pay for holidays in the amount their scheduled work hours.
3. Fulltime employees shall receive their scheduled hours at straight pay for holidays taken.
4. Employees scheduled to work on a holiday shall receive one and one half (1 ½) times their hourly rate of pay plus their applicable holiday pay unless collective bargaining agreement defines different holiday pay.
5. Any person that is on leave of absence shall not be eligible for holiday pay.
6. Any person that uses a sick day the day before or after a holiday shall not receive holiday pay.

4.3 VACATION

Vacation Time applies to all full-time, regular employees. This vacation policy meets or exceeds all requirements of Maine’s Earned Paid Leave (Title 26, Chapter 7, subchapter 2, §637).

A. Accrual

1. Annual accrual level based on employment longevity.
2. Vacation accrual begins after 6-months of employment.

3. On an annual basis, employees shall receive their vacation time on their hire date, except for grandfathered employees who shall receive their vacation time on January 1st.
4. Vacation is not accrued during periods of unpaid leave-, short- or long-term disability leave, or workers' compensation leave are taken.
5. Employees may only carry-over 1 week worth of vacation time from one year to the next. Any unused vacation time over 1 week shall be forfeited, unless authorized by the Town Manager.
6. The rate of accrual is:

7. Employees with 15+ years of service may purchase an additional week of vacation at their current rate of pay.

B. Usage of Vacation Time

1. All requests for vacation time shall be made on the Town's Leave Request Form with the employee's immediate supervisor.
2. All requests should be made 2 days advanced notice for management approval.
3. Employees may use time from their vacation bank in hourly increments.
4. Vacation time shall be granted based on time of request, seniority, and Town requirements.
5. No more than two (2) consecutive weeks of vacation may be granted without prior written permission by Town Manager

C. All vacation accrued time must be used before the unpaid portion of FMLA

Length of Service	Time Accrued
6 Months	1 week
1-5 Years	2 weeks (annually)
6-10 Years	3 weeks (annually)
10 + Years	4 weeks (annually)

leave begins.

- D. Lateral hires of seasoned employees from other organizations may be awarded starting vacation banks and begin vacation accrual at the scale level as determined by the Town Manager at time of hire.
- E. Upon retirement or voluntary termination of employment in good standing, 100% of vacation bank will be paid at the employee's pay rate at the time of termination or retirement.

4.4 SICK TIME

Sick Time applies to all full-time, regular employees.

- A. Sick leave may be used for personal illness or physical incapacity of such a degree as to render the employee unable to perform the duties of their position, or for the care of an immediate family member.
- B. Sick leave shall not be considered as an entitlement which employees may use at their discretion but shall be allowed for the necessity arising from actual sickness, or disability of the employee.
- C. Absences for a part of a day that are chargeable to sick leave shall be charged proportionately in an amount not smaller than one hour.
- D. Sick leave usage shall be recorded regularly by the Town Manager and the supervisor. The supervisor and the employee are responsible for making sure that a Leave Request form is filled out for sick time that is used and is returned to the town office for recording. The town shall review all sick leave records periodically and shall investigate any case which indicates abuse of the privilege.
- E. In cases of three (3) or more unscheduled sick days, the employee may be asked to supply documentation of medical absence before being allowed to return to work
- F. Misuse of sick leave will be cause for disciplinary action.
- G. Sick leave for full time employees shall accrue at the rate of 10 hours each full calendar month of service to a maximum of 400 hours. For the purpose of this section, the first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th of the month.
- H. Full time employees shall be eligible to use sick leave after sixty (60) days of service with the town.
- I. Employees may cash in 40 hours of sick time annually contingent on having a minimum of 200 sick hours.
- J. If an employee leaves employment under good standing with the Town the employee shall receive for payment for 20% of sick pay, provided the employee has remaining 200 hours or greater.

4.5 EARNED PAID LEAVE

Employee Paid Leave is the only leave accrued by probationary, part-time and per diem employees. This policy shall meet current and future modifications under Title 26, § 637

- A. All part-time and probationary employees shall receive 1 hour of employee paid leave (EPL) for every 40 hours worked.

- B. All employees cannot utilize EPL until after 120 days of employment.
- C. Earn Paid Leave can be used for any reason.
- D. A maximum accrual amount for Earn Paid Leave is 40 hours.
- E. Employees may carry forward up to 40 Hours of EPL into the next year.
- F. Accrual of Earn Paid Leave ceases when levels reach or carried forward reach 40 hours.

4.6 FAMILY MEDICAL LEAVE

Family and Medical Leave Act (FMLA): The Town recognizes its obligations under the Maine Family Medical Leave Act of 1987 and the Federal Family Medical Leave Act of 1993. An employee who has been employed by the Town of Casco for at least twelve 12 months (this does not need to be consecutive) and who has worked at least 1,250 hours during the prior twelve (12) months preceding the start of the leave is entitled to a family medical leave of up to twelve (12) weeks in any one year for the birth of the employee's child or the employee's domestic partner's child, adoption of a child 16 years of age or less with the employee or with the employees domestic partner, or serious illness of the employee, child, a domestic partners child, spouse, domestic partner, or parent, and the death or serious health condition of the employee's spouse, domestic partner, parent or child of the spouse, domestic partner, parent or child as a member of the State military forces, as defined in 37-B.M.R.S.S. § 102, or the U.S. Armed Forces, including the National Guard Reserves, dies or incurs a serious health condition while on active duty. Serious illness means an accident, disease, or condition that: (1) poses imminent danger of death; (2) requires inpatient care in a hospital, hospice, or residential medical care facility; or (3) any mental or physical condition that requires constant in-home care. Please refer to the Town Manager for further details or clarification.

- A. To be eligible for a family medical leave, the employee must give at least 30-day notice of the intended date upon which family medical leave will commence and terminate unless the employee is prevented from giving notice because of a medical emergency. The employee requesting family medical leave must do so on a preprinted form available in the Town Manager's office.
- B. The Town may require certification from a physician to verify the amount of leave requested by the employee.
- C. All employees using Family Medical Leave shall simultaneously use vacation time while on FMLA. The employee must use all available until only 40 hours remain. It then becomes the employee's decision on utilizing the remaining vacation while on their remaining leave.
- D. Vacation time and holidays do not accrue during an unpaid leave period.
- E. Upon the end of the family medical leave, an employee will be restored to the position occupied by the employee immediately prior to the commencement of

the leave or to an equivalent position with the same employee benefits and pay as existed immediately prior to the commencement of the leave, except in the event of conditions unrelated to the employee's taking of a family medical leave which prevent the restoration to the same or equivalent position.

- F. An employee should return to work from the family medical leave no later than the first working day following the expiration of the leave. If the employee has not returned at the expiration of their leave, their termination date will be the last day they were entitled to group coverage.
- G. An employee may request to take leave on an intermittent basis or by working a reduced schedule by completing a preprinted form available in the Town Manager's Office.

4.7 BEREAVEMENT

An employee, who suffers the loss of a spouse, domestic partner, child, parent, stepparents, or stepchildren, brother, sister, grandparents, grandchildren mother-in-law or father-in-law, shall be allowed paid leave for all scheduled hours lost up to 40 hours for attendance at the funeral and/or handling of necessary arrangements. An employee who suffers the loss of a stepbrother, stepsister, brother-in-law, or sister-in-law may be allowed to receive their regular rate of pay for the scheduled hours missed up to 30 hours attending the funeral and/or handling the necessary arrangements.

Employees may request 20 hours for extraordinary situations that they deem necessary from the Town Manager, which shall not be unreasonably withheld.

Employees may request time bereavement leave solely to attend services for other situations from the Town Manager.

4.8 MILITARY LEAVE

- A. In recognition and support of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Maine's Act to Assist Military Families, an employee who leaves their position to serve in any of the armed forces of the United States will be placed on military leave without pay for the period they are required to remain in the military service, without re-enlistment. After completing original enlistment period, the employee may be entitled to be reinstated to their former position or a comparable one on the condition that they are still qualified to perform the conditions of their position and applies for reinstatement within ninety (90) days after the date of military separation. The employee's military service shall be added to the time they previously had been employed by the Town to determine the total length of Town service.
- B. National Guard and other Armed Forces Reserve Training. An employee who is an active member in one of the United States military or naval reserve components shall be granted a leave of absence with pay whenever they are required to perform field duty or attend training sessions. Such leave with pay shall not exceed two (2) work weeks in anyone (1) calendar year. The Town will

only pay the difference between the per diem received from the military including subsistence and quarter's allowance and the employee's regular rate of pay, conversely, the employee shall be entitled to keep whatever amount from the military that exceeds their regular rate of pay. Should the employee decide to utilize part or all their accrued time during said weeks, they may receive, in addition to the military pay received including any difference from the Town, personal time off pay not to exceed their total accrual. The employee shall notify their Department Head within forty-eight (48) hours after being notified by the appropriate authority as to the dates they will be absent from their employment.

4.9 UNPAID LEAVE OF ABSENCE

Any permanent employee of the Town may be granted a leave of absence without pay by the Town Manager upon recommendation of the applicable Department Head. Such leave of absence without pay shall only be granted when it is in the best interest of the Town. The employee's past record and purpose for which the leave is requested shall be the governing factors for granting such leave.

During such unpaid leave periods, all fringe benefits otherwise available to the employee shall cease, i.e., life and medical insurances, vacation, and sick leaves, etc., unless otherwise approved by the Town Manager.

4.10 JURY DUTY PAY

A leave of absence with pay shall be granted to an employee called for jury duty or as a witness to a case (wherein the employee is not a plaintiff or defendant in the case). The Town will pay the difference between the juror's pay or witness fee and the employee's regular rate of pay. An employee required to report for jury duty or as a witness, but then not detained by the Court, shall immediately return to their regular place of employment with the Town. Time paid for Jury Service shall not be counted as time worked for purposes of overtime computation.

4.11 ADMINISTRATIVE LEAVE

The Town Manager may place an employee on administrative leave for legitimate reasons. The employee will be given written notice of the administrative leave which shall include the reason for the leave. All employees placed on involuntary administrative leave shall be paid for such time, if the employee is later found to have not done anything that would justify such leave to be unpaid.

The Town Manager may also grant administrative leave, upon request, subject to this contract and the business needs of the Town. Said leave would normally be unpaid, unless unusual circumstances would justify it to be paid. In such cases, approval by the Selectboard is required.

4.12 ALL LEAVE UTILIZED

When all leave including Vacation, Sick, Employee Paid Leave and Compensatory Time has been utilized by an employee, salary payments to the employee shall cease immediately. The

Town will no longer pay any amount toward medical and life insurance, unless otherwise approved by the Town Manager. The employee will then have the opportunity to continue the benefits by paying the cost themselves.

4.13 HEALTH INSURANCE

The Town of Casco shall provide the Maine Municipal Employee's Health Trust (MMEHT) Arcadia (previously POS C), POS 200 and PPO1500 plans (single, employee with spouse, employee with children or family plan) to those eligible employees and their dependents. The primary identified plan is POS A.

- A. Employees shall be eligible for this insurance on the first (1st) day of the month after beginning work for the Town. The Town will pay 80% of any POS A plan the employee chooses.
- B. If the employee opts for the POS 200 or PPO 1500 plan, the Town will pay an amount equal to 80% of the comparable POS A plan and the employee shall pay the remaining amounts. *(Begins the year 2024)*

i.e., Employee A chose Arcadia plan for family. The overall monthly cost for the plan is \$2,851.22 (Employee paying \$563.04 and Town paying \$2,288.18). If employee A chooses PPO-1500 (Employee pays \$0 and the Town pays \$2,065.10).
- C. All persons appointed as regular part time employees and who are regularly scheduled to work a minimum of 20 hours per week, forty-eight weeks per year, are eligible to participate in the Health Insurance Program at their own cost.
- D. In the event that an employee takes an approved leave of absence for medical reasons, the Town shall continue to pay its share of the health insurance costs for a period of six (6) months following the depletion of the employee's accumulated vacation, sick and compensatory time.

4.14 EMPLOYEES WAIVING HEALTH INSURANCE

Any employee may elect to waive coverage in the Town's Health Insurance Plan. Any employee waiving full coverage for which they would otherwise be eligible shall be paid according to the following conditions:

- A. Any employee eligible for coverage and who elects to waive health insurance coverage shall receive a payment of \$500 each month.
- B. In the event both spouses are employees and eligible for health insurance coverage, the ineligible spouse shall receive an annual payment equal to one month of the POS family plan premium.
- C. A new employee who waives health insurance coverage shall be eligible for the payment in lieu of insurance upon becoming eligible for the health insurance.
- D. If the employee wishes to be reinstated on the health insurance policy, they may do so as long as they follow the insurance carrier's requirements for evidence of insurability and portability of coverage provisions.
- E. In order to receive payment for waiving health insurance coverage or to be reinstated on the health insurance plan, the employee must submit written notice to the Town Manager. Discontinuance of health insurance or reinstatement of coverage will be

effective the first day of the following month in which written notice has been received.

- F. Eligible employees who are married to other Town employees covered by the MMEHT shall receive MMEHT life insurance coverage at no cost.

4.15 DENTAL INSURANCE

Full-time employees are eligible to participate in the Maine Municipal Health Trust Dental Plan at their expense, provided a minimum number of employees participate in the program to meet program requirements.

4.16 LIFE INSURANCE

Municipal Employee's Health Trust (MMEHT) currently offers term life insurance equal up to one year's compensation at no additional cost. All employees elected to receive health insurance coverage, shall also receive this benefit, so long as it continues to be offered at no cost by the provided. Employees, at their sole cost and option, may elect to purchase additional coverage.

4.17 INCOME PROTECTION PLAN

The Town of Casco shall provide the Maine Municipal Employees Health Trust Income Protection Plan to all employees eligible to receive health insurance. The plan's premiums shall be borne entirely by the employees.

Employees not opting to be covered by the income protection plan upon employment, or not sustaining a lifestyle change during the year, will not be eligible to enter the plan until the next calendar year.

4.18 RETIREMENT PLANS

The Town of Casco shall provide F.I.C.A coverage for each employee. In additional, the town shall offer this lone choice for their retirement program.

- A. International City/County Management Association-Retirement Corporation (Mission Square): The Town shall contribute a minimum of 3% into an employees Mission Square account. The Town shall contribute up to an additional 5% for a maximum of 8% based on an employee's contribution into their account(i.e. if an employee contributes 5% the Town will contribute a total of 5% or if an employee contributes 8% the total will contribute a maximum amount of 8%). ***Begins 7/1/2023***
- B. Part-time employees may participate in the ICMA-RC (Mission Square) program, but the Town will not contribute to the program.

4.19 WORKERS COMPENSATION

The Town of Casco shall provide workers' compensation benefits to its employees as defined under the Workers' Compensation Act and Occupational Disease Law and amendments thereto.

- A. Employees are required to report all work-related injuries to their department head before the end of that day's shift.
- B. Any department head notified of a potential work-related injury must notify the Town Manger within 1 day for employees not receiving medical treatment and immediately if employee receives any medical treatment to ensure the timeliness of completing a first report injury and compliance with Maine law.
- C. If an employee is injured on the job, the Town shall pay such employee their days wage for that day lost because of such injury. An employee who is injured on the job and is sent home or to a hospital or must obtain medical attention shall receive pay at the applicable hourly rate to the balance of their regular shift on that day. An employee who had returned to their regular duties after sustaining compensable injury and who is required by the worker's compensation doctor to receive additional medical treatment during their regular scheduled working hours shall receive their regular hourly rate of pay for such time. The Town believes that it is in the best interest of the employees to facilitate the expedient return of staff to full duty as soon as possible after an employee suffers a work-related injury. It should be expected that the Town will aggressively pursue a return-to-work policy for all such employees. The Town, at its sole discretion, will seek to find modified work assignments for all such employees until the employee can return to their original work.

4.20 UNEMPLOYMENT COMPENSATION

In compliance with applicable laws, the Town meets its obligation for unemployment compensation.

4.21 EMPLOYEE ASSISTANCE PROGRAM

The Town of Casco believes it is in the interest of employees, employee's families, and the Town to offer an Employee Assistance Program (EAP) to help employees deal with personal problems under strict confidentiality.

The Town believes that the personnel lives of employees are their own affair. However, when personal problems of an employee seriously affect job performance, sound business practice and an obligation rooted in personal concern for employees require that the problems be resolved. The basic purpose of EAP is to offer employees assistance in such a way as to restore individual productivity and enable employees to lead meaningful lives.

Employees who have problems that they feel may adversely affect their job performance or personal well-being is encouraged to voluntarily seek confidential assistance in the EAP. Employees are assured that their jobs or promotional opportunities will not be jeopardized by utilizing the EAP and that all EAP contacts and records will be confidential.

Participation in the EAP is strictly voluntary. Supervisors should be reminding employees that the EAP is a benefit available at no cost but should not require an employee to attend or send an employee to EAP. Agreeing or refusing to participate in EAP should have no bearing on whether employees should keep their jobs.

SECTION IMPLEMENTATION

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, employees, volunteers, board, and commissions upon hiring, appointment, or election to office and at such other times as may be necessary.

Adopted by vote of the Board on this date, January 17, 2023.

Received and Recorded: _____, 2023

Town Clerk
Revision Date:

MAINE MUNICIPAL EMPLOYEES HEALTH TRUST
BENEFITS 2025

Item 10.#

**TRADITIONAL
POS - A
Anthem of Maine HMO Choice**

**ACADIA
Formally the POS - C
Blue Choice - PPO plan**

Network Name:

	In-Network Only	In-Network Only
BENEFIT DESCRIPTION		
❖ Maximum Out-of-Pocket Expenses Per Calendar Year (Deductible/ Coinsurance/Copays)	\$6,500 Single / \$13,000 Family	\$6,500 Single / \$13,000 Family
▪ Deductible	\$0 Single / \$0 Family	\$0 Single / \$0 Family
▪ Coinsurance	\$1,000 Single / \$2,000 Family	\$1,500 Single / \$3,000 Family
▪ Copays	\$5,500 Single / \$11,000 Family	\$5,000 Single / \$10,000 Family
Inpatient Services		
• Unlimited days of care in semi-private room	90%	90%
• Physician services	100%	100%
• Intensive care	90%	90%
• Ancillary services, lab tests, x- rays, anesthesia, medications	90%	90%
• Maternity care	90%	90%
• Newborn care	90%	90%
Outpatient Services		
• Any physician office visit, diagnosis and treatment	100% after \$10 copay PCP / \$20 copay specialist	100% after \$15 copay PCP / \$25 copay specialist
• Lab & X-ray - Diagnostic	100%	100%
• Lab & X-ray - Preventive	100%	100%
• Advanced Imaging Procedures (e.g., MRI, CT, and PET scans)	100% after \$100 copay ⁽²⁾	100% after \$100 copay ⁽²⁾
• Physical exams and Well-child care	100%	100%
• Immunizations/Flu shots	100%	100%
• Covered surgical procedures	100% after \$100 copay ⁽³⁾	100% after \$100 copay ⁽³⁾ <i>(Anesthesia covered at 90%)</i>
• Maternity care	100% ⁽⁴⁾	100%
• Gynecological exam	100% ⁽⁴⁾	100%
• Physical, Speech or Occupational Therapy	100% after \$20 copay ⁽⁵⁾	100% after \$25 copay ⁽⁵⁾
• Outpatient facility fees	100% / \$100 copay for surgical facility	100% / \$100 copay for surgical facility
• Ambulance (medically necessary)	100%	100%
Emergency Room/Walk In Services		
• Emergency / Acute Care	100% after \$150 copay	100% after \$150 copay
• Non-emergency care	100% after \$150 copay	100% after \$150 copay
• Walk In or Urgent Care Center	100% after \$20 copay	100% after \$25 copay
Other Services		
• Home Health/Hospice care	100%	90%
• Skilled nursing facility	100% - Limited to 100 days per calendar year	90% - Limited to 100 days per calendar year
• Human tissue & organ transplants	90%	90%
• Durable Medical Equipment	80%	80%
• Oral surgery (limited benefits)	100%	90%
• Preventative eye exams	100% ⁽⁴⁾⁽⁶⁾	100% ⁽⁶⁾
• Chiropractic care	100% after \$20 copay ⁽⁴⁾⁽⁷⁾	100% after \$25 copay ⁽⁷⁾
• Prescription Drug Card Copay		
Up to 30-day supply (<i>Retail</i>)	\$4 / \$10 / \$30 / \$50 / \$60	\$10 / \$20 / \$40 / \$60 / \$150*
31-90 day supply (<i>Mail Order</i>)	\$8 / \$20 / \$60 / \$100 / \$120	\$20 / \$40 / \$80 / \$120 / \$150*
<i>Tier 1(s) / Tier 1 / Tier 2 / Tier 3 / Tier 4</i>		
Mental Health /Substance Abuse Services		
All eligible inpatient and outpatient services	Covered as any medical condition, not subject to any separate deductibles, coinsurance, or copays ⁽⁹⁾	Covered as any medical condition, not subject to any separate deductibles, coinsurance, or copays ⁽⁹⁾

(2) Advanced Imaging copays limited to \$300 per person per calendar year.

(3) Copay applies only when facility charge is billed.

(4) Participants may self-refer only to a participating provider.

(5) Combined physical, speech, and occupational therapy benefits limited to 75 visits per person, per calendar year.

(6) One exam per calendar year.

(7) Acute chiropractic care may be self-referred to a participating chiropractor for 36 visits per calendar year.

(9) All services must be pre-authorized by Anthem Blue Cross and Blue Shield.

Please Note: In order to receive In-Network level of benefits under the Point of Service plans, all services (except emergency or urgent care situations, as determined by a prudent layperson) must be authorized in advance by the participant's Primary Care Physician. Payment made Out-of-Network cannot be applied towards meeting the In-Network Deductible (Plan B) or Out-of-Pocket Maximum (all plans), and vice versa. Lifetime and calendar year maximums are combined In-Network and Out-of-Network for Mental Health, Substance Abuse and Skilled Nursing services.

Key Terms

POS - or Point of Service plan, Members are required to select a Primary Care Physician (PCP) from within the Anthem HMO Choice network. Benefits are paid at the In-Network (higher) level for services received from the member's Primary Care Physician (PCP), or from other In-Network providers with a referral from the PCP. Some services require that a member obtain prior authorization in order for benefits to be paid at the higher level of coverage. Benefits are paid at the Out-of-Network (lower) level for services received without a referral (except as designated by the plan), or for services received from Out-of-Network providers.

PPO - or Preferred Provider Organization plan is an arrangement where the health plan contracts with independent physicians, hospitals and other health care providers who become members of a preferred provider network, Blue Choice for the MMEHT PPO plans. The member may direct his/her care and elect either In-Network or Out-of-Network providers, however, it will require the member to pay more for services received from an Out-of-Network provider. Some services require that a member obtain prior authorization in order for benefits to be paid at the higher level of coverage. The member is not required 1) to select a PCP 2) to obtain referrals from his/her PCP even if one is selected.

Deductible - a defined dollar amount that must be satisfied by the insured before the medical plan provides coverage for certain benefits. Most medical plans have a single and a family maximum deductible amount. No one member of the family is obligated to meet the entire family deductible. Each individual insured by the plan is capped at the individual level. The family amount must be met by a minimum of two family members.

Coinsurance - a portion of the charges, usually a percentage, which is the responsibility of the insured. This coinsurance amount has an individual maximum and a family maximum and like the deductible the family maximum must be satisfied by at least two family members.

Copays - a defined dollar amount that is paid for that service. Copays do not require any deductible amount be met first, copays are most likely paid at the time the service is rendered (Emergency Room copays are generally the exception). Copays have an individual calendar maximum and a family calendar maximum and, like the deductible/coinsurance, the family maximum must be satisfied by at least two family members.

Maximum Out of Pocket - a defined dollar amount that is the responsibility of the insured for covered medical expenses. The maximum out of pocket is a combination of the deductible, coinsurance and copayments. It also has an individual maximum and family maximum. The family maximum must be met by at least two family members. Once the maximum OOP for any one individual has been met within the calendar year, all benefits are covered at 100% for the rest of the calendar year. Once the family maximum OOP has been met by at least two family members, all benefits for the entire family is covered at 100% even for those family members who have yet to file a medical claim.

MAINE MUNICIPAL EMPLOYEES HEALTH TRUST

MEDICAL PROGRAM SUMMARY - January 1, 2025 to December 31, 2025

All benefits shown are In-Network. Services received Out-of-Network, if covered, may be paid at a lower level of benefits. Please consult your Plan Document or Summary Plan Description booklet for more information.

All figures shown (deductibles, copays, and coinsurance) reflect what the Member pays towards the cost of services.

	ACADIA PPO (formerly POS C)	BAXTER PPO (formerly POS 200)	KATHADIN PPO (formerly PPO 500)	MOOSEHEAD PPO (formerly PPO 1500)	PEMAQUID PPO (formerly PPO 2500)
DEDUCTIBLE Individual / Family	\$0 (No deductible)	\$200 / \$400	\$500 / \$1,000	\$1,500 / \$3,000	\$2,500 / \$5,000
CO-INSURANCE (Member pays)	10% for most services	20%	20%	20%	20%
OUT OF POCKET MAXIMUM Deductible plus Coinsurance Individual / Family	\$1,500 / \$3,000	\$1,700 / \$3,400	\$2,000 / \$4,000	\$4,000 / \$9,000	\$5,000 / \$10,000
COPAYS:					
Office Visit Copay (First PCP visit per calendar year paid at 100%)	\$15 PCP / \$25 Specialist	\$20 PCP / \$30 Specialist	\$20 PCP / \$35 Specialist	\$25 PCP / \$40 Specialist	\$25 PCP / \$40 Specialist
Mental Health Outpatient Copay (First visit per calendar year paid at 100%, no copay for visits via telehealth)	\$15	\$20	\$20	\$25	\$25
Emergency Room Copay	\$150	\$150	\$200	\$200	\$200
Walk-in or Urgent Care Center Copay	\$25	\$30	\$35	\$40	\$40
PREVENTIVE CARE:					
Preventive Care, including mammograms, Pap tests, women's preventive health services, colonoscopies, PSA tests, and routine physicals	0%	0%; deductible waived	0%; deductible waived	0%; deductible waived	0%; deductible waived
Preventive Lab and X-Ray	0%	0%; deductible waived	0%; deductible waived	0%; deductible waived	0%; deductible waived
Preventive Eye Exams (Limited benefits)	0%	0%; deductible waived	0%; deductible waived	0%; deductible waived	0%; deductible waived
OTHER SERVICES:					
In Patient Hospital Services	10% (0% for Physician Services)	Deductible then 20%	Deductible then 20%	Deductible then 20%	Deductible then 20%
Out Patient Surgical Facility	\$100 copay	Deductible then 20%	Deductible then 20%	Deductible then 20%	Deductible then 20%
Diagnostic Lab & X-Ray	0%	Deductible then 20%	Deductible then 20%	Deductible then 20%	Deductible then 20%
Advanced Imaging (MR/CT/PET)	\$100 copay Copays limited to \$300 per Cal Yr	Deductible then 20%	Deductible then 20%	Deductible then 20%	Deductible then 20%
Chiropractic Care	\$25 copay Limited to 36 visits per Cal Yr	\$30 copay Limited to 36 visits per Cal Yr	\$35 copay Limited to 36 visits per Cal Yr	\$40 copay Limited to 36 visits per Cal Yr	\$40 copay Limited to 36 visits per Cal Yr
Physical, Speech and Occupational Therapy	\$25 copay Limited to 75 Visits per Cal Yr (Combined Limit)	\$30 copay Limited to 75 Visits per Cal Yr (Combined Limit)	\$35 copay Limited to 75 Visits per Cal Yr (Combined Limit)	\$40 copay Limited to 75 Visits per Cal Yr (Combined Limit)	\$40 copay Limited to 75 Visits per Cal Yr (Combined Limit)
PRESCRIPTION DRUGS (5 TIER): Tier 1-Select Generic / Tier 1-Standard / Tier 2 / Tier 3 / Tier 4-Specialty and Lifestyle	5-Tier Rx	5-Tier Rx	5-Tier Rx	5-Tier Rx	5-Tier Rx
RX COPAY (Each 1-30 day supply at retail pharmacy)	\$10/\$20/\$40/\$60/\$150	\$10/\$30/\$50/\$75/\$150	\$10/\$30/\$50/\$75/\$150	\$10/\$30/\$50/\$75/\$150	\$10/\$30/\$50/\$75/\$150
RX COPAY (31-90 day supply via mail order)	\$20/\$40/\$80/\$120/NA	\$20/\$60/\$100/\$150/NA	\$20/\$60/\$100/\$150/NA	\$20/\$80/\$100/\$150/NA	\$20/\$80/\$100/\$150/NA
OTHER: Out of Network Copays (includes medical and Rx copays) Individual / Family	\$5,000 / \$10,000	\$4,800 / \$9,600	\$5,500 / \$11,000	\$3,500 / \$7,000	\$2,500 / \$5,000

Item 10.#