



**TOWN OF CASCO**  
**BOARD, COMMITTEE, COMMISSION & COUNCIL**  
**APPOINTMENT POLICY**  
**ADOPTED AUGUST 22, 2023**  
**MODIFIED FEBRUARY 4, 2025**

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**Section 1. Purpose:**

To establish a comprehensive guide for municipal Boards, Committees, Commissions and Councils (BCC&Cs) including procedures for application, appointment and reappointment, definition and description of the respective BCC&Cs, and the specific responsibilities of BCC&C Chairs. This document is effectively a policy of the Town of Casco Selectboard.

The Comprehensive Plan of the Town of Casco states a goal to “encourage citizen participation in Town government.” (Town Comprehensive Plan, amended January 30, 2024, page 160.) Participation on boards, committees and commissions provides citizens an opportunity to engage actively in their local government. Members of boards, committees, and commissions (BCC&Cs) share with elected officials the responsibilities and benefits of working to shape the community of Casco for the greater good of all its’ residents. These procedures are written to present a clear record of the application process for the Town to follow in appointing members to BCC&Cs. The procedures are intended to promote a spirit of volunteerism and civic involvement and to encourage Casco residents to become enthusiastically engaged as volunteers in Casco.

**Section 2. Principles:**

The proper operation of the democratic government of the Town of Casco requires that the Town’s Selectboard and members of BCC&Cs be fair, impartial and responsive to the needs of the people and to each other in the performance of their respective functions and duties. Decisions will be made and policies will be set through proper channels of the Town’s governmental structure. Neither public office nor public employment will be used for personal gain. All Town officials, whether they are elected, appointed, employed, or are volunteers, will maintain a standard of ethical conduct to inspire public confidence in the integrity of the Town’s government.

### **Section 3. Minimum Requirements:**

The following minimum eligibility criteria must be met by all applicants seeking to serve on a BCC&C:

- A. Resident of the Town of Casco
- B. Exclusive of the Planning Board and Board of Appeals, who may perform regulatory and quasi-judicial functions, the Selectboard at its discretion may appoint members of certain BCC&Cs that may not meet these criteria as circumstances warrant.

### **Section 4. Application Procedures:**

The Selectboard shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin or sexual orientation. Applicants are expected to be able to perform the duties of their appointment with reasonable accommodation. The Selectboard shall have final authority over the appointments to Boards, Committees, and Commissions (BCC&C) that are instruments of Town Government. The Selectboard welcomes all qualified, motivated applicants for volunteer positions.

Note: All positions that become vacant for any reason will be open to all interested applicants.

- A. Vacancies on BCC&Cs will occur periodically due to three primary causes. Depending upon the reason for a vacancy, different appointment/reappointment procedures apply:
  - 1. Vacancy by expiring term: By May 1st of the expiring year, a BCC&C Chair shall notify any member(s) that their term is expiring and inform any such member(s) that they need to reapply for a position before May 31st in order to be considered for reappointment on or before July 1st. The Town Clerk will notify all BCC&C Chairs by April 1<sup>st</sup> of the roster of their BCC&C by name and dates of terms.
  - 2. Vacancy by default: When an opening occurs prior to the expiration of a term for reasons other than formal resignation or forfeiture including, but not limited to, excessive absenteeism, death, or change of volunteer residency, the Town Clerk

shall notify the Town Manager to include such notice of vacancy on the next Selectboard agenda to declare the position formally open for advertisement.

3. Vacancy by resignation: Resignations may be submitted in written (letter, email) or verbal form. If verbal, resignations must be communicated to the BCC&C Chair. The BCC&C Chair shall document all resignations in writing (letter, email) to the Town Clerk.

#### B. Alternates

1. For BCC&Cs whose membership includes Alternates, any Alternates who wish to fill a vacancy arising as a result of an expiring term must submit a new application for the position.
2. For BCC&Cs whose membership includes Alternates, the most senior Alternate who wishes to fill a vacancy arising as a result of a resignation or default may, at the sole discretion of the Selectboard, be appointed without further application or advertising to full member status for the duration of the remaining term of the resigning member.

#### C. Applicant Process:

1. Each applicant applying for a vacancy on a BCC&C shall complete an Appointment Application provided through the office of the Town Clerk. If there is a vacancy on a BCC&C, interested applicants may apply at any time. If there is no vacancy on a BCC&C, applicants may apply at any time and applications will remain on file with the Town Clerk for one year.
2. All *first-time* appointment applicants shall meet with the Selectboard during a Selectboard meeting for their appointment interview. Reappointment applicants may request an interview with the Selectboard. The Selectboard will not unreasonably deny a request for an interview. For the purpose of this document, "reappointment" means continuous, uninterrupted service on the same BCC&C, after the first-time appointment.
3. All first-time and reappointment applicants shall be provided a copy of this document in writing (hard copy or electronic via email) along with an Appointment Application.

4. All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic Workshop for Planning Board or Board of Appeals members offered by the Maine Municipal Association within six months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a BCC&C member from serving on the BCC&C prior to completing workshops.
5. All municipal appointees are expected to complete Freedom of Access Act (FOAA) training. Appointees required by statute to complete a training course must do so within 30 days of appointment or reappointment and provide certification to the Town Clerk. BCC&Cs required to complete the FOAA course include:
  - a. Finance Committee
  - b. Planning Board
  - c. Selectboard
6. Selectboard members and appointees to the Appeals Board and Planning Board must take an oath of office from the Town Clerk or his/her designee before assuming their duties.
7. Applicants who have not been appointed to a vacancy by the Selectboard for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration. Reconsidered applications need to follow all steps of these procedures, with the exception of completing another application.
8. All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the BCC&C will result upon three consecutive unexcused absences in any term.

D. Town Clerk's Process:

1. The Clerk shall advertise vacancies on BCC&Cs.
2. The Clerk will provide each applicant with written responsibilities for the appropriate BCC&C.

3. The Clerk shall accept all applications for appointments to BCC&Cs regardless of vacancies and retain applications for up to one year unless the applicant withdraws.
4. The Clerk shall forward complete appointment applications to the Town Manager when opening(s) exist.
5. The Clerk, working in conjunction with the Town Manager, shall schedule applicant interviews at the mutual convenience of the Selectboard and the applicant.
6. The Clerk shall inform applicants and the chair of the relevant BCC&C of the Selectboard's decision(s) regarding appointments, reappointments, or resignations.
7. The Clerk shall copy any letters of resignation to the Town Manager.
8. The Clerk shall record position openings after the acceptance of a resignation by the Selectboard.
9. The Clerk or his/her designee must administer an "Oath of Office" to all appointees to the Selectboard, Planning Board & Appeals Board before assuming official duties.

E. Advertisement Process:

1. Following a resignation or prior to annual expiration of a term, all vacant positions will be advertised for a minimum of 10 days before any applications can be considered by the Selectboard.
2. Advertising for vacancies shall be accomplished through use of the following media: Town of Casco website, Casco Newsletter (as publishing deadline allows), social media outlets and posting at the Town Clerk's Office. In addition, advertising for vacancies may also be accomplished by posting notices at the Casco Post Offices, Public Library, local publications, and Lake Region TV station.
3. The advertisement shall list all vacancies on each BCC&C, the length of the term and describe the application process.

F. Chairs of Boards, Committees, and Commissions Process:

1. The chair, in consultation with committee or board members, may provide to the Selectboard a list of knowledge, skills, education or experience that would be desirable in a new member and which the Selectboard may use in evaluating

applicant(s).

G. Town Manager's Process:

1. The Town Manager shall inform the Selectboard of all applications and resignations from BCC&Cs by including them as an agenda item for the Selectboard's review.
2. The Town Manager or his/her designee shall inform the Town Clerk of all Selectboard decisions regarding appointments, reappointments, and resignations.

H. Selectboard's Process:

1. No opening shall be considered by the Selectboard unless the following have been met:
  - a. Notification of a vacancy by the Town Clerk has been completed and recorded.
  - b. Advertising Process has been completed.
2. The Selectboard shall review each application for appointment or reappointment.
3. The Selectboard shall interview all new appointment applicants and may interview reappointments in accordance with Section 3B.
4. Provided the advertising process is complete, the Selectboard shall act on applications for BCC&Cs no later than the second regularly scheduled meeting following the receipt of any applications and the completion of interviews.
5. When reviewing an application for appointment, the Selectboard may consider, but are not limited to, the following criteria:
  - a. BCC&C needs
  - b. Applicant experience and qualifications
  - c. Encouraging and welcoming new volunteers to BCC&Cs
  - d. Maintaining institutional memory

**Section 5. Duties and Responsibilities for Boards, Committees, Commissions and Councils:**

Chair Duties and Responsibilities:

In addition to their duties and responsibilities as members of their respective Boards, Committees, Commissions & Councils (BCC&C), the Chair may have additional duties and responsibilities. These additional duties are outlined below. In the event that any of the following occurs: (a) the Chair is absent from a meeting; (b) the Chair has a conflict of interest, as defined by law, with the business being conducted by the BCC&C, or; (c) a circumstance arises at the reasonable discretion of the Chair when he/she feels it is inappropriate for him/her to preside as Chair, then a vote of other members present shall determine who will preside over the meeting.

#### Duties of the Chair:

### 1. General

- a. The Chair should maintain an annual work plan for the BCC&C, including anticipated deliverables and deadlines.
- b. The Chair should routinely meet with the Town Manager to ensure that they stay current with Town issues.
- c. The Chair is considered to be the public spokesperson for the BCC&C although he/she can designate this responsibility freely.
- d. The Chair, Secretary or designee is expected to attend the Annual Chairs Meeting.
- e. Annually, by February 1<sup>st</sup>, the Chair shall update the BCC&C Definitions page. Any revisions shall be submitted to the Selectboard for review and considered for possible amendment or adoption.

### 2. Membership

- a. All members of BCC&Cs are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members. Chairs shall notify the Town Clerk of their election promptly. Chairs shall request a copy of this document for their reference.
- b. A vacancy in the Chair position will be filled as soon as possible.
- c. Each chair shall request a copy of the Procedures for Application for Appointment and Reappointment to BCC&C upon election as Chair. The Chair shall notify the Town Clerk when a vacancy occurs on the BCC&C that the Chair represents. The

Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the term length of the position.

- d. The Chair will notify members of any changes to the Town's Procedure for Application for Appointment and Reappointment document along with a copy of these guidelines.
- e. The Chair will ensure that all members appointed for the first time to the Planning Board or Board of Appeals complete the Basic Workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude Planning Board or Board of Appeals members from serving on their respective committees prior to completing workshops.
- f. Written responsibilities for each BCC&C are developed by the Selectboard or Town Manager and are available from the Town Clerk.
- g. The chair, in consultation with committee or board members, may provide to the Selectboard a list of knowledge, skills, education or experience that would be desirable in a new member and which the Selectboard may use in evaluating applicant(s). The Chair, in consultation with BCC&C members, may request a reconfiguration (such as changing the number of BCC&C members, or adjusting the job description) of any BCC&C .
- h. By May 1st of the expiring year of any BCC&C member, the Chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for the position before May 31st in order to be considered for reappointment on or before July 1st. The Town Clerk will notify all BCC&C Chairs by April 1<sup>st</sup> of the roster of their BCC&C by name and dates of terms.

### 3. Meetings

- a. The Chair is expected to conduct all meetings.
- b. The Chair is expected to notify all members of meetings.
- c. All meetings must follow the Selectboard's Remote Meeting Policy (attached in the



Appendix.)

- d. All meetings must follow the Selectboard's Standards of Conduct Policy. Please have conversations with the Town Manager regarding any challenges you have or anticipate with maintaining civil meetings.

#### 4. Agendas, Minutes, and Articles

- a. The Chair, or designee, is expected to prepare an agenda for each meeting using the following format:

- Establish a quorum.
- Review and approval of minutes of the previous meeting.
- Oral and written communications.
- Opportunity for members of the public to address the BCC&C.
- Old (unfinished) business.
- New business
- Adjournment

Each agenda shall be sent to the Town Clerk for posting at least three days prior to the meeting.

- b. The Chair is responsible for ensuring that the Secretary keeps minutes of meetings and submits them timely, as noted below. The Chair may be the Secretary if elected and willing to do so.
  - i. Unapproved minutes shall be submitted to the Town Clerk within one week of the meeting being held.
  - ii. Approved minutes shall be submitted to the Town Clerk for filing and posting on the web site within one week of approval.
  - iii. Minutes shall contain at a minimum:
    1. Record of attending and absent members
    2. Notation that each section of the agenda was addressed
    3. All motions made including who moved, who seconded and the vote tally.
  - iv. Minutes shall also include summaries of agenda discussion topics which have a bearing on potential future board/committee action items.

- c. The Chair, or designee, is responsible for writing an article for the Town Report each year and for the Town newsletter if meetings are held that month.

## **Town of Casco: Boards, Committees, Commissions & Councils Definitions**

### **Required Format for listing of BCC&C**

Required items are in regular font, items requiring written copy are in italics.

#### BCC Name

#### Mission Statement (or equivalent)

*State the purpose of the BCC&C and what you expect to accomplish.*

#### Authorization

*State how this BCC&C is authorized to exist and operate.*

#### Membership

The *BCC Name* is a *number*-member board. Each member is appointed to a *number*-year term. *Any other specifics concerning membership requirements. List if BCC&C members must be sworn in by Town Clerk.*

#### Officers

Chairperson

Secretary

*List any other officers here.*

Officers are elected annually by the committee members at the first meeting of the fiscal year.  
*Revise if this is not applicable to your BCC&C.*

#### Meetings

Regular meetings are held monthly at the Casco Community Center and are always open to the public. Agendas are sent to the Town Clerk or Director of Communication at least three days prior to the meeting. *If you meet in another location state that in place of the Casco Community Center.*

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the BCC&C *name* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

*Add any other information pertinent to your BCC here.*

## **Casco Naples Transfer Station Council 01-2025**

### **Mission Statement (or equivalent)**

The Casco-Naples Transfer Station Council (hereafter the "Council") shall be a standing committee composed of the following voting members: three community members from participating municipalities; and the following non-voting members: the Transfer Station Manager and participating Town Managers. The Committee shall review and provide input and recommendations to the Transfer Station Manager and participating Selectboards regarding:

- a. All Transfer Station operations, including: the Manager's forecasts and plans for the generation, transmission and distribution of recyclables, Municipal Solid Waste (MSW) and other waste materials brought to the Transfer Station; customer service; public education and awareness; advocacy for increased recycling; implementation of guidelines established for site/facility design, operation and storage at the Transfer Station; and hours of operation (year-round and summer only).
- b. The Transfer Station's compliance with established policies, procedures and practices pertaining to the protection of the environment and health/safety of employees, contractors and the general public; ensuring said are sufficient to achieve and maintain compliance with applicable laws and regulations.
- c. Environmental and/or health/safety related issues.
- d. Recycling: methods, materials, tracking, advocacy, awareness, and public education.

### **Authorization**

The Casco-Naples Transfer Station Council operates under the authority of the Interlocal Agreement between the Town of Casco and Town of Naples dated June 28, 2016.

### **Membership**

Casco-Naples Transfer Station Council (SWRC) is an 8-member committee. Council

members are elected for 3-year terms. Members include the Town Managers from each Town (Casco & Naples), and three citizens at large from each Town.

### Officers

Chairperson

Vice Chairperson

Officers are elected annually by the councilmembers at the first meeting of the fiscal year.

### Meetings

Regular meetings are held quarterly in the months of February, May, August and November, on a rotating basis in the Towns of Casco and Naples and are always open to the public.

Meetings are typically held from 6:00PM to 7:30PM. Interim meetings may be held at the request of the Casco or Naples Town Manager. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Casco-Naples Transfer Station Council will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

### **Cemetery Committee 06-2023**

#### Mission Statement (or equivalent)

The Casco Cemetery Committee endeavors to preserve and maintain the integrity, character, beauty, and historical value of Casco's cemeteries; and to monitor application of the Cemetery Rules to those ends. The Cemetery Committee will serve as an advisory board to the Selectboard, the Town Manager, the Sexton and the Casco community.

#### Authorization

The Cemetery Committee was formed by the Selectboard in June of 2023 on the

recommendation of the Town Manager to act as an advisory committee for all issues related to Town cemeteries.

### Membership

The Cemetery Committee is a 5-member committee. The Town Sexton serves as a non-voting 6th member of the committee. Each member is appointed to a 3-year term.

### Officers

Chairperson

Vice Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

Meetings for the Cemetery Committee shall be at intervals deemed necessary for budget information and input and overseeing maintenance and management of Town cemeteries.

Meeting schedule to be determined at a future date at the Town Office and are always open to the public. Agendas are to be sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *Cemetery Committee* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Comprehensive Plan Implementation Committee 06-2023**

### Mission Statement (or equivalent)

The Casco Comprehensive Plan ("Plan") is a planning document that describes and inventories Town features and resources and establishes a plan and direction for future Town processes and activities. The Plan does not establish any new regulations or standards and does not approve new spending. The recommended policies in the Plan are conceptual and

broad. Discussion and debate on the specifics of how these policies should be implemented will occur during Town ordinance revision or budgetary process. Any changes to Town ordinances or the Town budget that may be recommended in the Plan must be proposed, reviewed, and approved by Casco voters using the regular, established process that is in place for making those types of municipal decisions.

The Plan, in and of itself, has no regulatory force. It is a planning tool that guides future activities of the Town and forms the foundation for Town ordinances. Any ordinance revisions that are made in the future must be consistent with the provisions of the Plan. It is likely that many of the proposals and recommendations made in the Plan will result in ordinance revisions or budgetary actions as the Plan is being implemented. It is also possible that certain provisions of the Plan, for a variety of reasons, may not ultimately be implemented. State law requires that land use ordinances be consistent with local comprehensive plans.

#### Authorization

State Law: MRS Title 30-A, Chapter 187, Subchapter 1, Paragraph 4326, Subsections 1-5. The Comprehensive Plan Committee operates under the appointed authority of the Selectboard of the Town of Casco.

#### Membership

The Comprehensive Committee is a 9-member board. Members are appointed to serve for a 2-year term. Members are expected to assist in the implementation of recommendations of the current Comprehensive Plan and to recommend modifications as needed.

#### Officers

Chairperson

Vice-Chairperson

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

## Meetings

Regular meetings are held monthly at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Comprehensive Plan Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Finance Committee 06-2023**

### Mission Statement (or equivalent)

To annually perform an independent review of the Town of Casco's proposed operating and capital budgets for the upcoming fiscal year, and to make recommendations regarding expenditures to the Selectboard and Casco voters intended to provide necessary funding for services without imposing an unreasonable burden on taxpayers.

### Authorization

The Finance Committee operates under the appointed authority of the Selectboard of the Town of Casco.

### Membership

The Finance Committee is a 7-member committee. As the terms of existing Committee members expire, all new members will be appointed accordingly by the Selectboard, each to a three (3)-year term. Members may be appointed to successive terms.

### Officers

Chairperson

Vice-Chair Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.



## Meetings

Members are expected to attend and actively participate in Committee meetings during a roughly two-month-long review of the proposed annual operating budget for the upcoming fiscal year. This review typically occurs during the months of February and March. All meetings are held at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. The role of the Finance Committee may expand during the year based on the Town's needs.

All budget presentations are completed in conjunction with the Selectboard.

Members will attend Public Informational Meetings as well as the Annual Town Meeting to respond to questions regarding the Committee's recommendations on specific department and division budgets, as deemed necessary.

Members will periodically meet with the Selectboard to discuss revisions in the Capital Investment Plan (CIP).

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Budget Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Open Space Commission 02-2025**

### Mission Statement

*The mission of the Open Space Commission is to protect, conserve, enhance and provide stewardship for open space and its natural resources in the Town of Casco in accordance with the provisions of Chapter 22 of Casco Ordinances, the Casco Open Space Plan and the Casco Comprehensive Plan.*

### Authorization

The authority of the Open Space Commission was adopted at Town Meeting on 06-10-2009 and pursuant to the provisions of:

- a. The State of Maine's home rule authority found in 30-A M.R.S.A. § 3001;
- b. The State of Maine's laws regarding the establishment of conservation commissions found in 30-A M.R.S.A. § 3261;
- c. The State of Maine's Growth Management Program, 30-A M.R.S.A. §§ 4312 and 4321 to 4323;
- d. The Casco Comprehensive Plan, originally adopted on June 11, 2003, amended on June 13, 2007; and most recently amended on January 30, 2024 and
- e. The Casco Open Space Plan adopted by the municipal legislative body on June 14, 2006.

### Membership

The Open Space Commission shall consist of five voting members who shall be residents of the Town of Casco. Three members shall be appointed by the municipal officers, and two members shall be elected in municipal-wide elections. Not more than one municipal officer nor more than one Planning Board member may be an appointed member of the Commission. Terms shall be staggered, three-year terms. Refer to ordinance Chapter 22, article III sub chapter 22-12 for additional information.

### Officers

Chairperson

Vice Chairperson

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

Regular meetings shall be held monthly, at the Casco Community Center and are always open to the public. Agendas are to be sent to the Communications Director at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *Open Space Commission* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

### **Planning Board 10-2021**

#### **Mission Statement (or equivalent)**

The Planning Board is responsible for reviewing and making decisions on all land use, construction, and development applications requiring Planning Board approval under the provisions of Casco's Zoning & Land Use Ordinance ("ZLUO"). The ZLUO provides that the purposes of development review are to: "provide a level of municipal review that would not otherwise occur for projects that could adversely impact the surrounding community as a whole; maintain and protect the Town's rural character and natural resources, including scenic and historic resources, by requiring that structures, signs and other alterations on, or to the land, are sited and developed in accordance with certain standards; promote and protect health and welfare of the townspeople; and, provide permanent records of conditions that run with ownership of property." The Planning Board also regularly reviews the Land Use Ordinance and makes recommendations for its revision in response to policy matters or issues of clarity.

#### **Authorization**

It was voted at the June 15, 2005 Town Meeting that the Planning Board shall consist of 5 members and 2 alternate members with 3-year terms. An alternate member may attend all meetings of the Board and participate in its proceedings but may vote only when designated by the chairperson to sit for a member. The chairperson shall call at least one regular meeting of the board each month.

#### **Membership**

The Casco Planning Board is comprised of 5 members and 2 alternate members. Each

member serves a term of 3 years.

### Officers

Chair

Vice-Chair

Officers are elected annually by the board members at the first meeting of the fiscal year, or as soon as possible thereafter.

### Meetings

The Planning Board meetings are held on the fourth Monday of the month at 6:30 pm at the Casco Community Center and are always open to the public. Agendas are issued by the Code Enforcement Office at least 3 days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will then be listed as an excused absence. Dismissal from the Planning Board will result upon three consecutive unexcused absences in any term. Alternate members shall participate in meetings in lieu of regular members who are absent based upon seniority.

All meetings will generally follow Robert's Rules of Order.

### **Selectboard 6-2023**

#### Mission Statement (or equivalent)

The Selectboard of Casco is an elected board that executes the executive and fiduciary functions of the Town of Casco.

#### Authorization

The Selectboard is elected by the people of Casco.

#### Membership

The Selectboard is a 5-member board. Each member is elected to a 3-year term.

## Officers

Chairperson

Vice-Chairperson

Secretary

Officers are elected annually by the members at the first meeting of the fiscal year.

## Meetings

Regular meetings held twice a month at the Casco Community Center. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Selectboard will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order and the Standards of Conduct for Public Meetings adopted by the Selectboard on August 20, 2024.

## **Zoning Board of Appeals 6-2023**

### Mission Statement (or equivalent)

The powers and duties of the Board of Appeals include hearing and making binding decisions on appeals in regard to final decisions of the Code Enforcement Officer or the Planning Board and in granting or rejecting variance requests arising from the Casco Land Use Ordinance. The Board of Appeals must be maintained in accordance with the provisions of Title 30-A, M.R.S.A., Section 2691.

### Authorization

The Appeals Board operates under the appointed authority of the Selectboard of the Town of Casco in accordance with Title 30-A, M.R.S.A., Section 2691.

### Membership

The Appeals Board is a 5-member board. Each member is appointed to a 3-year term.

Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Appeals Board.

All individuals appointed for the first time to the Board of Appeals are required to complete the Basic Workshop for Board of Appeals members offered by Maine Municipal Association within six months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a new member from serving on the Appeals Board prior to completing workshops.

### Officers

Chairperson

Vice Chairperson

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

The Zoning Board of Appeals meetings are held on the 3<sup>rd</sup> Monday of each month at the Community Center and are always open to the public. Agendas are sent to the Code Enforcement Office at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Zoning Board of Appeals will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Veterans Committee 06-2023**

### **Mission Statement (or equivalent):**

To promote the recognition and observance of patriotic holidays to include, but not be limited to: Memorial Day, Flag Day, the Fourth of July, National POW/MIA Recognition Day, Veterans' Day, and Pearl Harbor Day.

### **Authorization**

The Veterans Committee operates under the authority of the Selectboard of the Town of Casco.

### **Membership**

The Committee shall be composed of five voting members appointed by the Casco Selectboard for staggered terms as follows:

A. Three Casco veterans.

B. Two members shall be Casco nonveterans.

C. The Town Manager or his/her designee shall serve as the only ex-officio, non-voting member of the Committee, and shall be the primary interface between the Committee and the Selectboard.

As the terms of existing Committee members expire, all new members will be appointed accordingly by the Selectboard, each to a three (3)-year term. Members may be appointed to successive terms.

At least three of the appointed members shall be veterans.

Any time the Committee cannot find a sufficient number of veterans who wish to serve on the Committee, additional non-veterans may be appointed to the Committee.

Members shall serve without compensation.

#### Officers

Chair

Vice Chair

Secretary

All officers shall be elected annually by vote of the Committee in public session during the first meeting of the Committee each fiscal year.

#### Meetings

Meetings for the Veteran's Committee shall be at intervals deemed necessary for budget information and ceremonies associated with Memorial and Veterans Day. Meetings (schedule to be determined at a future date) are held at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *Veteran Committee* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

#### **Safe Streets Committee 01-2025**

##### Mission Statement (or equivalent)

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

##### Authorization

The Veterans Committee operates under the authority of the Selectboard of the Town of Casco.



## Membership

The *Safe Street Committee* is a *seven-member* board.

### A. Initial Appointments.

- a. Two to a one-year term.
- b. Two to a two-year term.
- c. Three to a three-year term.

B. The Town Manager or his/her designee shall serve as the only ex-officio, non-voting member of the Committee, and shall be the primary interface between the Committee and the Selectboard.

As the terms of existing Committee members expire, all new members will be appointed accordingly by the Selectboard, each to a three (3)-year term. Members may be appointed to successive terms.

## Officers

Chairperson

Vice Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

## Meetings

Regular meetings are held monthly at the Casco Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. *If meetings are held in another location that is not the Casco Community Center the chair must notify the Town Manager to ensure community notification.*

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the

*Safe Street Committee* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Adopted this 4th day of February 2025.

**Approved by Casco Selectboard:**

\_\_\_\_\_ Eugene Connolly, Chair

\_\_\_\_\_ Grant Plummer, Vice-Chair

\_\_\_\_\_ Mary-Vienessa Fernandes

\_\_\_\_\_ Robert MacDonald

\_\_\_\_\_ Scott Avery