



TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • MAY 12, 2023

**Gray Town
Council Workshop**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/89069430577>
Phone 646-558-8656 / Meeting ID: 89069430577

5:00 PM

CALL to ORDER

Roll Call

WORKSHOP 5:00 PM

- Roads discussion - revisit
- Teams Training - Kyle
- Tracking Workbook conversion

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Relationships.
Responsiveness.
Results.



Pavement Condition Study for Gray, Maine

PREPARED FOR:
Town of Gray
24 Main Street
Gray, ME 04039

February 2022

SUBMITTED BY:
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Town of Gray
Pavement Condition Study for 2021
Gray, Maine

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Executive Summary

Roadways

The Town of Gray retained Gorrill Palmer (GP) to complete a pavement condition study and report to guide future maintenance and rehabilitation of pavement. Gorrill Palmer evaluated 74.7 miles of roads, including 59.5 miles of local/urban compact roads and 15.2 miles of state roads during July 2021 to obtain Pavement Condition Index (PCI) values. The 2021 PCI for the entire road network in the Town is 79.20 (local/urban compact and state roads combined), which equates to a “Satisfactory” condition. The 2021 PCI for local/urban compact roads only is 80.17, which equates to a “Satisfactory” condition. The 2021 PCI for state roads is 75.68, which also equates to a “Satisfactory” condition. Overall, the Town appears to be doing a good job in maintaining their paved infrastructure. Figure I below shows the miles of road sections in each condition for combined state and local/urban compact roads. Approximately 92.7% of all road miles (state and local/urban compact) are in “Fair” or better condition. The percentages above each bar represent the percentage of road miles in those conditions.

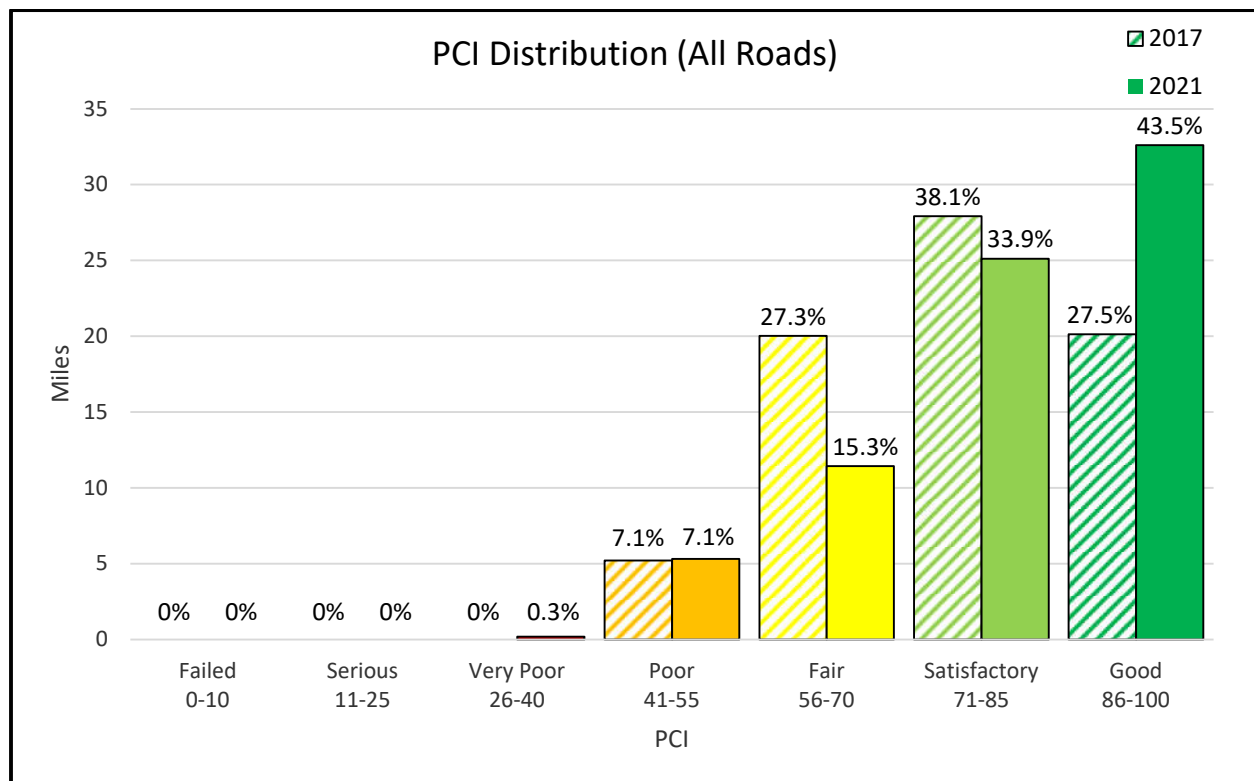


Figure I - Miles in each condition (state and local/urban compact roads)

GP used the American Public Works Association’s (APWA) Paver™ software to analyze and predict pavement conditions and maintenance budget scenarios for the Town of Gray. GP uses the APWA Paver™ software because it focuses on pavement.

Sidewalks

In addition to the paved roadways, GP completed an assessment of the Town’s sidewalks, reviewing surface condition, slopes, obstructions, and overall compliance with the Americans with Disabilities Act (ADA) standards. The Town currently maintains about 2.9 miles of sidewalk along seven (7) different roads. The 2021 length-weighted average sidewalk condition for the entire Town network is “Good”. This designated condition means there are minor issues along the sidewalk, including: minor uplifts and less than 5% of sidewalk requires surface replacement. Figure 2 below shows the distribution of conditions for all sidewalks within the Town. Approximately **73%** of sidewalks are in “Good” or better condition. The percentages in each category represent the percentage of sidewalk in those conditions.

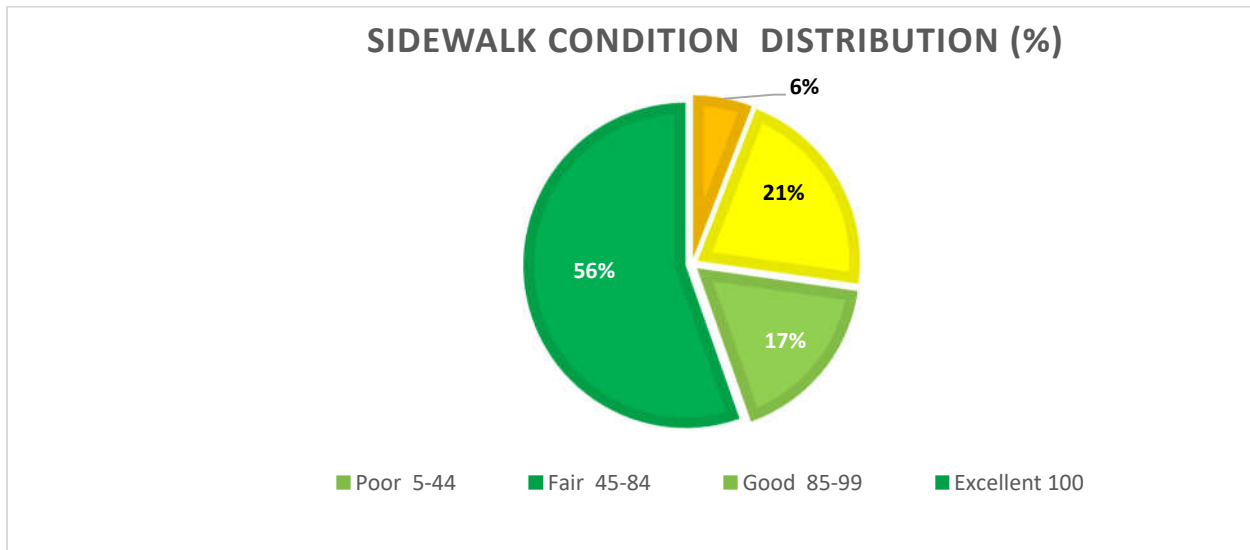


Figure 2 – Length-weighted average condition (sidewalks)

The length-weighted average condition is “Good” meaning long sidewalk sections have greater influence on the average, providing a more accurate overall rating. The recently completed Shaker Road Sidewalk Improvements project significantly improved the length-weighted average condition.

GP also completed an assessment of the Town’s sidewalk ramps, reviewing the level of compliance with ADA standards. The survey concluded that **85%** of the Town’s sidewalk ramps meet ADA standards.

GP used a sidewalk rating methodology derived from the Seattle Department of Transportation (SDOT) which generally aligns with international ISO 55000 guidance standards. The SDOT developed a sidewalk assessment that goes beyond the standard condition rating (good, fair, poor) and considers ADA compliance, width, cross slope, and overall surface condition. Since this is the first sidewalk assessment completed by the Town, we believe this methodology encapsulates the overall condition of the Town’s sidewalk network.

Introduction

Gorrill Palmer was retained by the Town of Gray to perform a pavement condition study for state and local/urban compact roads throughout the Town (approximately 74.7 miles) and use this information to recommend a long-term capital plan that prioritizes the future road maintenance and improvements based on the pavement condition rating. A combination of maps and a list of Town and State roads obtained from the Maine Geographic Information System (GIS) were used to survey all public roads in Gray. Private and unpaved roadways were excluded. A total of 74.7 miles of roads were evaluated, including 59.5 miles of local/urban compact roads and 15.2 miles of state roads.

Pavement management is the process of inventorying and planning the most cost-effective maintenance and repair strategies for roadways while optimizing roadway conditions for future years. The goal of this study is to plan a maintenance and repair strategy to maintain or improve the overall pavement condition of the road network in a cost-effective way. GP utilized APWA's Paver™ software to assess existing pavement conditions and predict future conditions and maintenance strategies.

Paver™ is a decision-making tool used for developing cost-effective pavement preservation strategies and provides capabilities for pavement network inventory, pavement condition rating and maintenance and repair analysis of different budgeting scenarios. Pavement preservation technology and programs like Paver™ have improved greatly over the last 10 years. Few pavement management programs forecast future roadway conditions or suggest network wide budgets while focusing on pavement preservation, which is a major reason Paver™ was selected for this study. Paver™ focuses funding towards pavement preservation (crack sealing, patching, etc.) on roads in good condition and then reconstructing/rehabilitating roads in poor condition with remaining funds when it deems most efficient.

Paver™ was also selected because of the improved data collection process enabled by the tablet-based FieldInspector™ companion software. For collecting data in the field, the Paver FieldInspector™ software was used. This software allows for direct data input and instantaneous Pavement Condition Index (PCI) results while out in the field. This software was used on a Microsoft Surface Pro 3 tablet. Once all the data is entered into the program, it was exported to the Paver™ 7.1 software for analysis. We recommend the Paver™ field inventory be updated every three to four years to monitor the pavement deterioration rate and develop historical pavement condition data that can assist in revealing potential deficiencies or trends in the Town's road network. In interim years, if desired by the Town, we can update the Paver database with newly paved roads to track the Town's progress. It is important to understand that this methodology only addresses surface pavement condition and does not assess the adequacy of subbase gravel condition, pavement condition below surface, drainage, sidewalks, roadway safety, pavement markings, signage etc.

Pavement Deterioration Curve

Figure 3 illustrates that the ideal timing to complete preventive maintenance is before the pavement condition reaches a point where pavement rehabilitation is required. It is significantly less expensive to complete a pavement overlay on a roadway than to reconstruct a roadway. It is important to complete preventive maintenance to maintain the condition of the roadways so that they do not reach a point where reconstruction is the only solution. This “keep good roads good” concept is the same philosophy Paver™ uses when creating Maintenance & Repair (M&R) Work Plans.

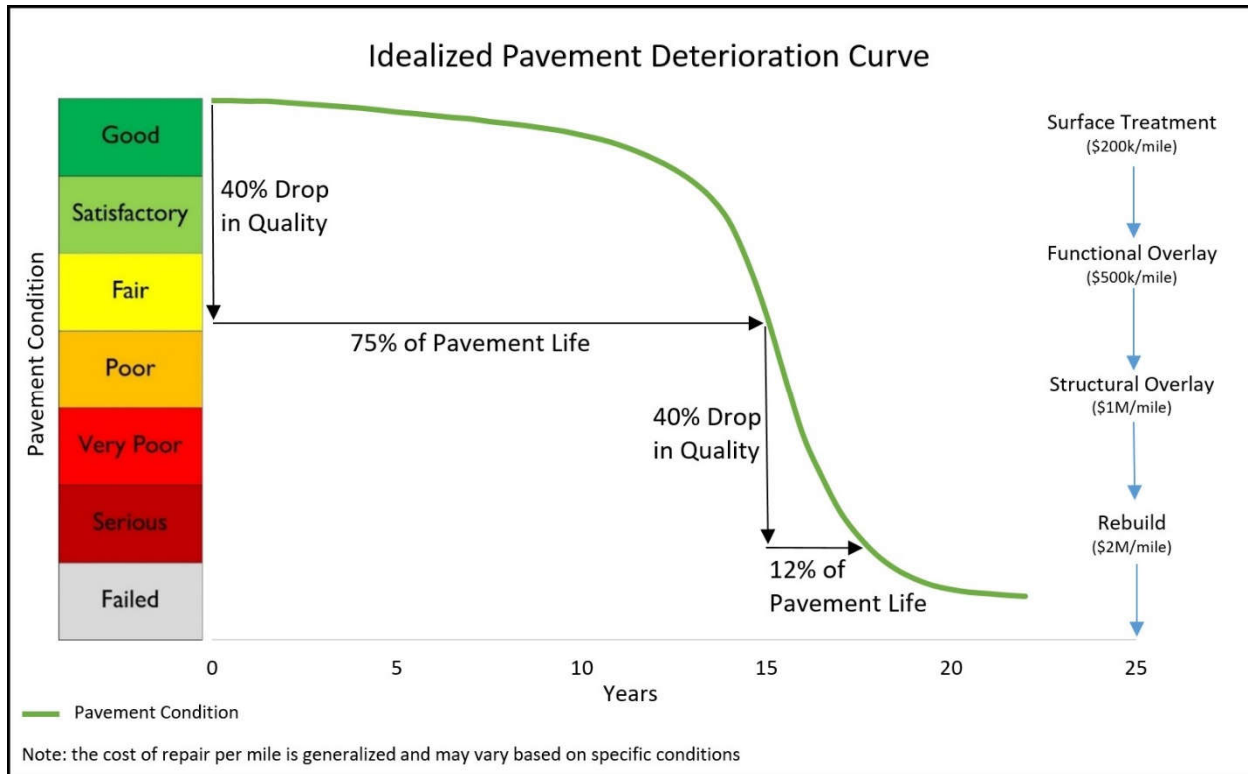


Figure 3 – Pavement Deterioration Curve

Note: The cost per mile estimates are approximate and can vary greatly depending on many variables such as distress type, distress severity, distress frequency, etc.

Data Collection

GP completed detailed condition assessments on approximately 74.7 miles of road, including 59.5 miles of local/urban compact roads and 15.2 miles of state roads. The data collection methodology generally followed the ASTM D6433-11, *Standard Practices for Road and Parking Lots Pavement Condition Index Surveys*. Each roadway was segmented into sections with contiguous characteristics (geometry, work history, pavement history, etc.) as defined by the Town of Gray. Each section was delineated by bordering cross streets, designated “to” and “from” streets, town lines, or pavement changes. The number of samples chosen per section was based on the parameters identified in Table I. Each sample examines a 100-foot-long segment of the section.

Table I - Section Length to Number of Samples

| Section Length | Number of Samples |
|-----------------------|---|
| < ¼ mile | Two samples collected, one beginning 100' back from the "from" cross street and one at the end of the section |
| > ¼ mile and < 1 mile | Multiple samples collected, one beginning 100' inward from the "from" street and subsequent samples 1,320 feet from the end of the previous sample (every quarter mile) |
| > 1 mile | Multiple samples collected, one beginning 100' inward from the "from" street and subsequent samples 2,640 feet from the end of the previous sample (every half mile) |

GP used digital levels, measuring wheels, tape measures, and cameras to record sidewalk conditions. Each sidewalk was inspected "on-foot" to identify the different types of distresses. In addition, all sidewalk ramps at intersecting roads were reviewed to determine to the level of compliance with ADA standards.

Types of Distresses

Each sample area was examined for the extent and severity of the different types of pavement distresses as identified in ASTM D6433. The pavement distresses evaluated are summarized below:

- *Alligator Cracking* is typically a series of interconnected cracks caused by fatigue failure under repeated traffic loading. Typically, this type of distress occurs in vehicle wheel paths.
- *Bleeding* is when a film of bituminous material is observed on the pavement surface.
- *Block Cracking* is when cracking results in the division of pavement into approximate rectangular pieces. Block cracking is typically caused by the shrinkage of the pavement and daily temperature changes.
- *Bumps and Sags* are either upward or downward displacements of the pavement that can be caused by numerous factors.
- *Corrugation*, that is also known as wash-boarding, is typically caused by traffic loading combined with unstable pavement.
- *Depressions* are localized areas where the pavement has settled, creating areas where water will collect.

- *Edge Cracking* typically occurs within 18 inches of the outer edge of the pavement, and the cracks are often parallel to the center of the roadway.
- *Joint Reflection Cracking* is classified as cracks which occur in an asphalt surfaced pavement located over a concrete roadway.
- *Lane/Shoulder Drop Off* is a difference in elevation between the edge of the pavement and the adjacent ground. This can be a safety issue and can also contribute to premature edge cracking.
- *Longitudinal and transverse cracking* – Longitudinal cracks are typically parallel to the centerline are caused by a poorly constructed joint, shrinkage or reflective cracking. Transverse cracks are typically perpendicular to the roadway centerline and are typically not a result of pavement loading.
- *Patching & Utility Cut Patching* are areas where the original pavement has been replaced or repaired with new pavement or cold patch.
- *Polished Aggregate* is a result of wear to the pavement surface by vehicular traffic. The aggregate in the pavement appears worn and is smooth, resulting in less friction with vehicle tires.
- *Potholes* are usually bowl-shaped depressions in the roadway surface typically less than thirty inches in diameter.
- *Railroad Crossing* distresses are typically depressions or bumps adjacent to railroad tracks.
- *Rutting* is a pavement depression that occurs in the vehicle wheel paths and is caused by vehicle loading.
- *Shoving* is a when traffic pushes the pavement surface creating a short wave in the surface.
- *Slippage Cracking* typically consists of crescent-shaped cracks produced as a result of vehicle braking or turning movements.
- *Swell* is an upward hump in the pavement surface typically caused by frost action.
- *Raveling* is a result of wearing away of the pavement surface and can be a result of tracked vehicles traveling along the roadway.
- *Weathering* is a result of the asphalt wearing away on the pavement surface.

GP observed many of these pavement distresses in Gray, however, the most common distresses found were alligator cracking, edge cracking, and longitudinal and transverse cracking. The most common distresses that we found in Gray roads are similar to the types of distresses we find in other Maine communities.

Pavement Condition Index

The pavement survey distresses collected and recorded in the field were entered into FieldInspector™ software and then imported into Paver™ for analysis. FieldInspector™ generates a Pavement Condition Index (PCI) for each roadway section given the raw data that was entered. The PCI uses a scale from 1 to 100. A score of 100 represents a newly paved “perfect” roadway, while a score of 0 indicates a complete roadway failure. A depiction of the PCI rating scale and the corresponding maintenance scale is shown below in Figure 4. The colors associated with each category are standardized throughout Paver™ analysis.

| PCI | Maintenance Strategy |
|-----------------|--|
| 86 - 100 | Good - Future Overlay |
| 71 - 85 | Satisfactory - Future Overlay |
| 56 - 70 | Fair - Light Shim/Overlay (1.0") |
| 41 - 55 | Poor - Heavy Shim/Overlay (2.25") |
| 26 - 40 | Very Poor – Reclaim/Reconstruct |
| 11 - 25 | Serious - Reconstruct |
| 0 - 10 | Failed - Reconstruct |

Figure 4 – PCI Rating Scale

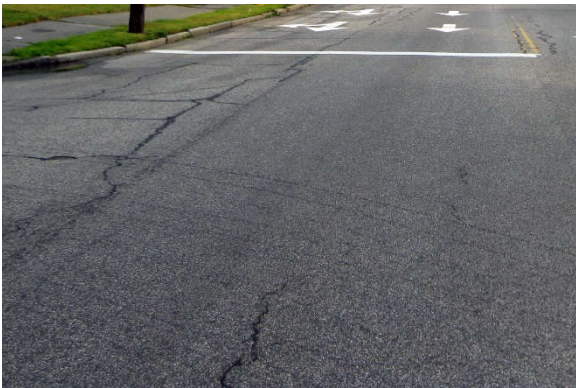
Figure 5 below depicts representative examples of the various PCI pavement conditions. Please note that none of these images were taken in Gray. They're intent is to show approximately what each condition category may look like.



Good



Satisfactory



Fair



Poor



Very Poor



Serious



Failed

Figure 5 - Pavement Condition Examples. Note: The photographs in Figure 5 above represent examples of pavement conditions and were not necessarily taken in Gray.

Pavement Conditions

For this report, local/urban compact and state roadways were analyzed. Highway on/off ramps, the entirety of I-95, and private/unpaved roads were excluded from this study. Two PCI deterioration families were created for these roadways. The first family consists of all roadways in Gray with a local and urban compact road classification. Local roads were assigned rank “E” in Paver™. The second family consist of all the state roadways in Gray with either an Arterial or Collector road classification and were assigned ranks “B” and “C” in Paver™ respectively. Categorizing roads into families like these helps Paver™ predict future road conditions and required maintenance more accurately. The road classifications were determined using the Public Map Viewer on the Maine DOT’s (<http://www.maine.gov/mdot/mapviewer/>).

The current area-weighted average PCI for the total 74.7 road miles in Gray (local/urban compact and state roads combined) based on the approximate 277 inspections performed is **79.20**, and the arithmetic average is **77.29**. The area-weighted average is similar to the arithmetic average but the square foot area of each road section is factored in. The PCI of longer road sections with large square foot areas have a greater influence (carry more weight) on the area-weighted average PCI than smaller, shorter road sections. In this report only the area-weighted average PCI is used. The full list of surveyed roads and their corresponding PCI values are included in Appendix A. As stated before, it’s important to understand that Paver’s™ methodology only analyzes the condition of surface pavement and does not assess the adequacy of subbase gravel condition, pavement condition below surface, drainage, sidewalks, roadway safety, pavement markings, signage etc. When a road is paved, Paver™ assigns that road a 100 rating regardless of the M&R strategy used to restore the surface (overlay, mill & fill, full reconstruction etc.). Paver™ then uses the pavement deterioration curve to predict future PCI ratings. This is important to note because Paver™ applies the same deterioration rate to each road, even though different M&R strategies will likely result in different deterioration rates. See Table 2 below for a summary of the area-weighted average PCI values for each deterioration family.

Table 2 – 2021 PCI Summary Table

| Family | Average PCI 2021 | Sections “Fair” or better | Total Miles |
|---------------------------|------------------|---------------------------|-------------|
| All Roads | 79.20 | 92.7% | 74.7 |
| Local/Urban Compact Roads | 80.17 | 96.2% | 59.5 |
| State Roads | 75.68 | 78.9% | 15.2 |

Approximately 96.2% (57.2 out of 59.5 miles) of all local/urban compact roads have a PCI of 56 (Fair) or better. Approximately 78.9% (12 out of 15.2 miles) of all state roads have a PCI of 56 (Fair) or better. Figures 6 and 7 below show the PCI rating versus roadway miles for local/urban compact and state roads respectively. The percentages above each bar represent the percentage of road miles in those conditions.

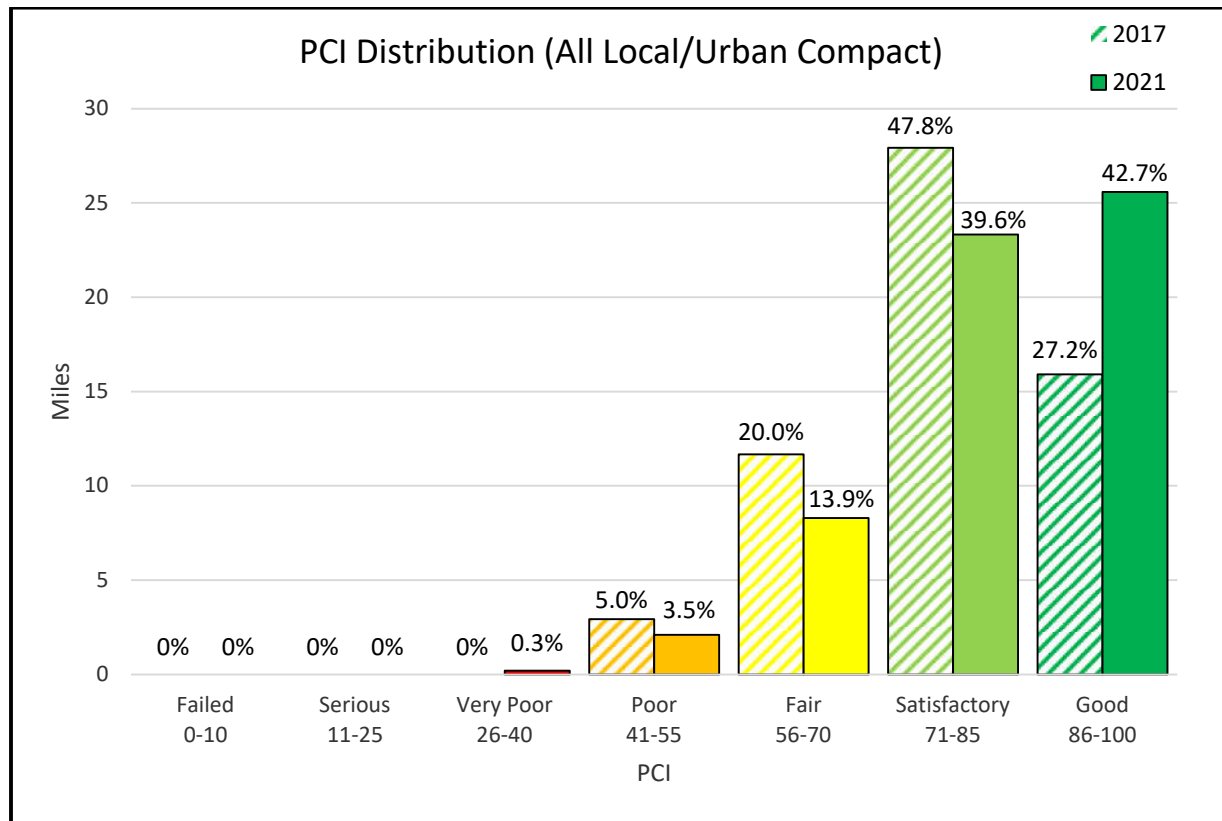


Figure 6 – PCI Distribution vs. Miles for 2021 (local/urban compact roads only)

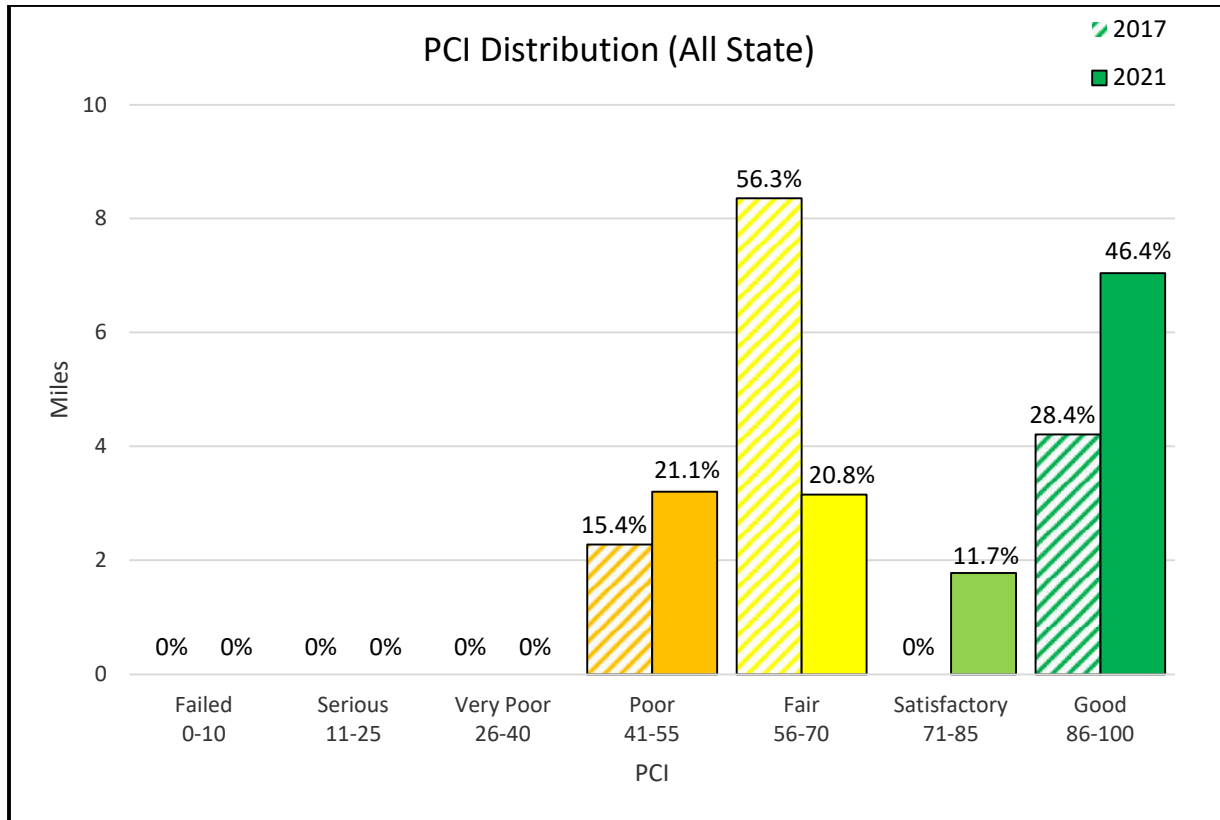


Figure 7 – PCI Distribution vs. Miles for 2021 (state roads only)

Treatment Alternatives

There are several treatment alternatives available for paved roadways. It is important to note that the treatment alternatives identified below are a result of the data collected in the field of the existing pavement conditions only. Drainage, safety issues, underground utilities etc. are not included in this assessment. It is recommended that the condition of the roadways be collected in the field approximately every three to four years. Over time, this will provide the Town of Gray with sufficient historical data to produce accurate deterioration curves for each family. This will further help to identify which roadways will need to be reconstructed or just overlaid. The typical treatment options are outlined below:

- **Crack Sealing:** This treatment uses a bituminous crack sealer to seal small pavement cracks; this approach prevents water from enlarging cracks through frost action.
- **Pothole Repair:** This treatment is a temporary repair to fill a pothole in the roadway, using a hot mix asphalt in the warm months, and a cold patch asphalt in the winter months.
- **Light Shim/Overlay:** Treatment alternative consists of a 3/4-inch shim course of pavement and a 1-inch surface course of pavement. The shim course, also known as a leveling course, is a thin layer of asphalt that is applied to the existing

pavement. It is intended to smooth out any distortion (rutting, small depressions, etc.) prior to the surface course. The shim allows for a more uniform roadway and for a more evenly compacted surface layer, which extends the pavement life and ride quality. This treatment can also be combined with milling (grinding the existing surface layer) of the pavement.

- *Heavy Shim/Overlay:* This treatment is similar to the light overlay, but uses a 1-inch shim and a 1 1/2-inch course of surface pavement to address a roadway build-up that has further deteriorated, and therefore needs a more structural treatment. This treatment can also be combined with milling (grinding the existing surface layer) of the pavement.
- *Reclaim:* A full-depth reclamation treatment pulverizes the existing pavement and mixes it with the existing base material. The material is then re-graded and prepared for a base course and surface course pavement. It is important to note that this treatment is not typically used in urban settings where a roadway has existing curb.
- *Reconstruction:* This treatment is a full reconstruction of the roadway; including the removal of all pavement as well as the gravel below. A new layer of gravel is then placed at a depth that is appropriate for the level of traffic and load the roadways is expected to receive. Finally, a new base course and surface course of pavement is placed.

Based on the PCI value, Paver™ assigns a maintenance category to each roadway section. Paver™ defines the categories based on the specified critical PCI (CPCI) value, the value at which the cost of applying localized preventative maintenance increases and the effectiveness decreases. This value is typically set at 65. The maintenance categories are outlined below:

Localized Preventative Maintenance & Repair (Localized M&R): Defined as distress maintenance activities performed with the primary objective of slowing the rate of deterioration in a localized area. This would include activities such as crack sealing, minor pothole repair, and light shim and overlays. This category is applied to pavements above the CPCI.

We typically recommend about 10 – 15% of the budget is used for crack seal applications. This process involves the placement of rubberized liquid asphalt in surface cracks of the pavement to prevent infiltration of water into the underlying pavement layers. The service life is typically 3 – 8 years however it can help minimize cracks from spreading on recently paved roads.

Major Maintenance & Repair Above Critical PCI (Major M&R Above CPCI): Activities applied to the entire pavement section to correct or improve structural and functional requirements for above CPCI. Treatment in this maintenance category is typically a heavy shim & overlay or mill & fill.

Major Maintenance & Repair Under Critical PCI (Major M&R Below CPCI): Activities applied to the entire pavement section to correct or improve structural and functional requirements for sections below CPCI. Treatments in this maintenance category range from a heavy shim & overlay to a full roadway reconstruction.

Localized Stopgap (Safety) Maintenance & Repair (Stopgap M&R): Defined as the localized maintenance and repair needed to keep the pavement operationally in a safe condition. Work like this would include repairing potholes that may damage vehicles or removing large bumps from the roadway. This category is typically applied to pavements below the CPCI and is intended to be temporary pending reconstruction.

The pavement condition indexes are an average PCI for the length of the roadway segment, so it is possible that one survey site has a much lower pavement condition rating compared to the remainder of the roadway segment. Before construction is scheduled for any roadway improvements, a site visit should be completed to determine the exact scope of work. It is important to note that as the condition of the roadways decline, the cost to repair the roadways increases; therefore, it is more cost effective to overlay roadways before they reach a point where they need to be reconstructed.

Treatment Alternatives

Localized Preventive M&R

- Crack Seal
- Patching
- Light Shim & Overlay

Major M&R

- Heavy Shim & Overlay
- Heavy Mill & Fill
- Reclaim & Repave
- Full Reconstruction

Localized Stopgap M&R

- Drag Shim
- Patching
- Mill & fill

Budget Analysis

It is our understanding that the Town’s paving construction budget has been approximately \$450,000 in recent years. This budget along with several other funding scenarios around the Town’s budget range were evaluated to determine the relative effects on pavement conditions of local/urban compact roads only (state roads were excluded from all budgeting scenarios). Paver™ predicts future pavement conditions by creating a pavement deterioration curve based on the current PCI value and last construction date of each road shown in Figure 8 below. The pavement deterioration curve shown in Figure 8 is for the “local road” family.

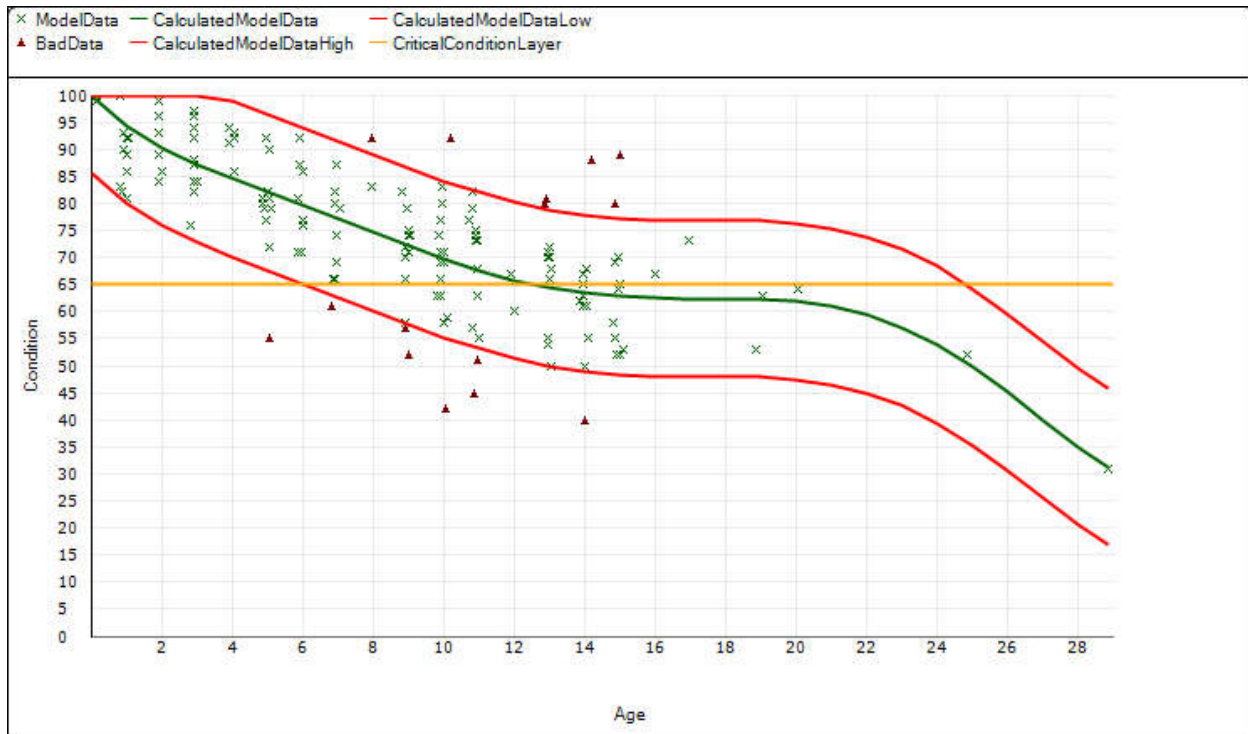


Figure 8 – Gray 2021 Pavement Deterioration Curve

Each road section is shown with a green “x” or a red triangle, which correspond to a road section’s “Age” (years) and “Condition” (PCI). The green “x” indicates the road sections that were included in creating the pavement deterioration curve, and the red triangles indicate road sections not included in creating the pavement deterioration curve. Paver™ excludes sections with PCI levels outside of the PCI standard deviation, shown as red lines, in Figure 7. The roads that fall outside the red standard deviation lines are: Ambrose Circle (82), Frost Road (42), Hancock Street (52), Jenny Drive (40), Lawrence Road (81), Legrow Road (55), Lyons Point Road (89), Magnolia Drive (92), Mountain View Drive (92), Seagull Drive (61), Spruce Drive (57), and Totten Road (51). These roads are omitted from the deterioration curve to more accurately predict future pavement conditions. Note that the deterioration curve includes the road sections from the 2017 PCS and is why the PCIs listed above may not represent the current road PCI.

For the budgeting analysis, Paver’s™ Maintenance and Repair (M&R) Work Planning feature was used to calculate the costs and consequences of different budget scenarios. We have assumed

that the Town’s annual paving budget is only applied to the local/urban compact roads; therefore, this budget analysis only applies to those roads (not state roads).

Budget Scenarios

The M&R Critical PCI method was used for the funding scenarios presented below, which optimizes M&R activity against a specified budget, or determines the budget needed to maintain a specified condition level. The funding scenarios that we evaluated are as follows:

- **Zero Funding** – the “do nothing” approach; shows the effects of spending no money on improving or maintaining roadways.
- **Maintain Current PCI Level for 10 years** – this scenario shows what the cost would be to approximately maintain the Town’s area-weighted average PCI (80.17) for 10 years.
- **Different Levels of Funding** – this scenario shows five other funding levels that include \$300,000, \$450,000 (Town’s budget), \$700,000, and \$800,000 for 10 years.
- **Increase PCI Level to “Good” condition after 10 years** – this scenario shows what the cost would be to increase the Town’s area-weighted average PCI (80.17) up to the “Good” condition (86 and above) after 10 years.

Paver’s™ M&R analysis utilizes “cost by condition” tables to allocate funding to road sections when Paver™ deems fit. There are cost by condition tables for each maintenance category (Major, Preventive, Stopgap) that associate a square foot cost of maintenance and repair to PCI ratings. Paver™ includes default cost by condition tables based on studies conducted by the U.S. Army Corps of Engineers. GP backchecked the default cost per square foot values and determined that most were conservative. We adjusted the higher end of the ‘full reconstruction’ cost from \$6.50/sf to \$7.00/sf to better reflect local pricing. Table 3 below shows the Major M&R cost by condition table used for the M&R analysis in this report.

Table 3: Major M&R Cost By Condition Table

| Treatment | PCI | Cost | Unit |
|--|--------|--------------|------|
| Full Reconstruction Heavy Mill & Fill Heavy Shim & Overlay | 0.00 | \$7.00 | SqFt |
| | 10.00 | \$7.00 | SqFt |
| | 20.00 | \$7.00 | SqFt |
| | 30.00 | \$6.50 | SqFt |
| | 40.00 | \$5.00 | SqFt |
| | 50.00 | \$3.80 | SqFt |
| | 60.00 | \$2.80 | SqFt |
| | 70.00 | \$1.75 | SqFt |
| | 80.00 | No Major M&R | |
| | 90.00 | | |
| | 100.00 | | |

Tables 4 and 5 below show the Preventive and Stopgap “cost by condition” tables used for the M&R analysis in this report, respectively. GP did not adjust these cost tables due to the variability in treatment alternatives and their associative costs. Similar to the Major M&R square foot costs, the Preventive and Stopgap square foot costs also appear to be conservative when compared to typical stopgap and preventative pavement treatments. For these reasons, Paver’s™ default cost by condition tables developed by U.S. Army Corps of Engineers were used for Preventive and Stopgap M&R Work Planning.

Table 4: Preventive M&R Cost by Condition Table

| PCI | Cost | Unit |
|--------|-------------------|--------|
| 0.00 | No Preventive M&R | |
| 10.00 | | |
| 20.00 | | |
| 30.00 | | |
| 40.00 | | |
| 50.00 | | |
| 60.00 | | \$0.20 |
| 70.00 | \$0.05 | SqFt |
| 80.00 | \$0.01 | SqFt |
| 90.00 | \$0.01 | SqFt |
| 100.00 | \$0.01 | SqFt |

Table 5: Stopgap M&R Cost by Condition Table

| PCI | Cost | Unit |
|--------|----------------|------|
| 0.00 | \$0.60 | SqFt |
| 10.00 | \$0.50 | SqFt |
| 20.00 | \$0.20 | SqFt |
| 30.00 | \$0.04 | SqFt |
| 40.00 | \$0.02 | SqFt |
| 50.00 | \$0.01 | SqFt |
| 60.00 | \$0.01 | SqFt |
| 70.00 | No Stopgap M&R | |
| 80.00 | | |
| 90.00 | | |
| 100.00 | | |

Summary of Budget Scenarios

Paver’s™ M&R software analyzed the given scenarios and funding levels for the local/urban compact roads only (state roads were excluded from these budgeting scenarios). As stated before Paver’s™ M&R Work Plan analysis philosophy is to “keep good roads good”. Paver™ focuses on allocating funds towards pavement preservation over reconstructing the roads in the worst condition first. A summary of the results is shown in Table 6. For additional Condition Distribution Graphs and figures for each scenario refer to Appendix B.

Table 6 – Local/Urban Compact Road Funding Scenarios

| Funding Scenario | Cost/year | 2021 PCI | 2031 PCI |
|---|------------------|--------------|--------------|
| 1) No Funding | \$0 | 80.17 | 63.61 |
| 2) \$300,000 budget for 10 years | \$300,000 | 80.17 | 69.47 |
| 3) \$450,000 budget for 10 years (current budget) | \$450,000 | 80.17 | 78.11 |
| 4) Maintain PCI for 10 years | \$560,000 | 80.17 | 79.69 |
| 5) \$700,000 budget for 10 years | \$700,000 | 80.17 | 81.52 |
| 6) \$800,000 budget for 10 years | \$800,000 | 80.17 | 82.38 |
| 7) Increase PCI to “Good” (\$1,050,000) over 10 years | \$1,050,000 | 80.17 | 86.05 |

Each PCI is an area-weighted average for local/urban compact roads only. A standard annual inflation rate of 3% was used in all the funding scenarios. The starting PCI for each scenario is the current area-weighted average PCI of 80.17 (local/urban compact roads only) that was calculated immediately after data input completion (August 1, 2021). A tolerance of one (+/- 1) PCI was used for the iteration for scenario 4.

Paver’s™ M&R analysis internally decides where to spend the available funding. There is an option to specifically direct certain percentages of funding into Localized M&R and Major M&R separately, however, there are an infinite number of scenarios that can be created in terms of how to budget and spend money on paving projects. For this reason, Paver’s™ default decision making was used. See below for the Local/Urban Compact Road Conditional Distribution Graphs that accompany the local/urban compact road budgeting scenarios presented in Table 6.

Scenario 1: No Funding (do nothing approach)

A “do nothing” approach will result in a PCI drop from 80 to 63 in 10 years. Figure 9 shows a condition distribution graph with no funding for 10 years. The figure shows the elimination of road sections in “Good” condition and a big increase in the “Fair” condition by 2031. Appendix B shows more graphs relating to each scenario.

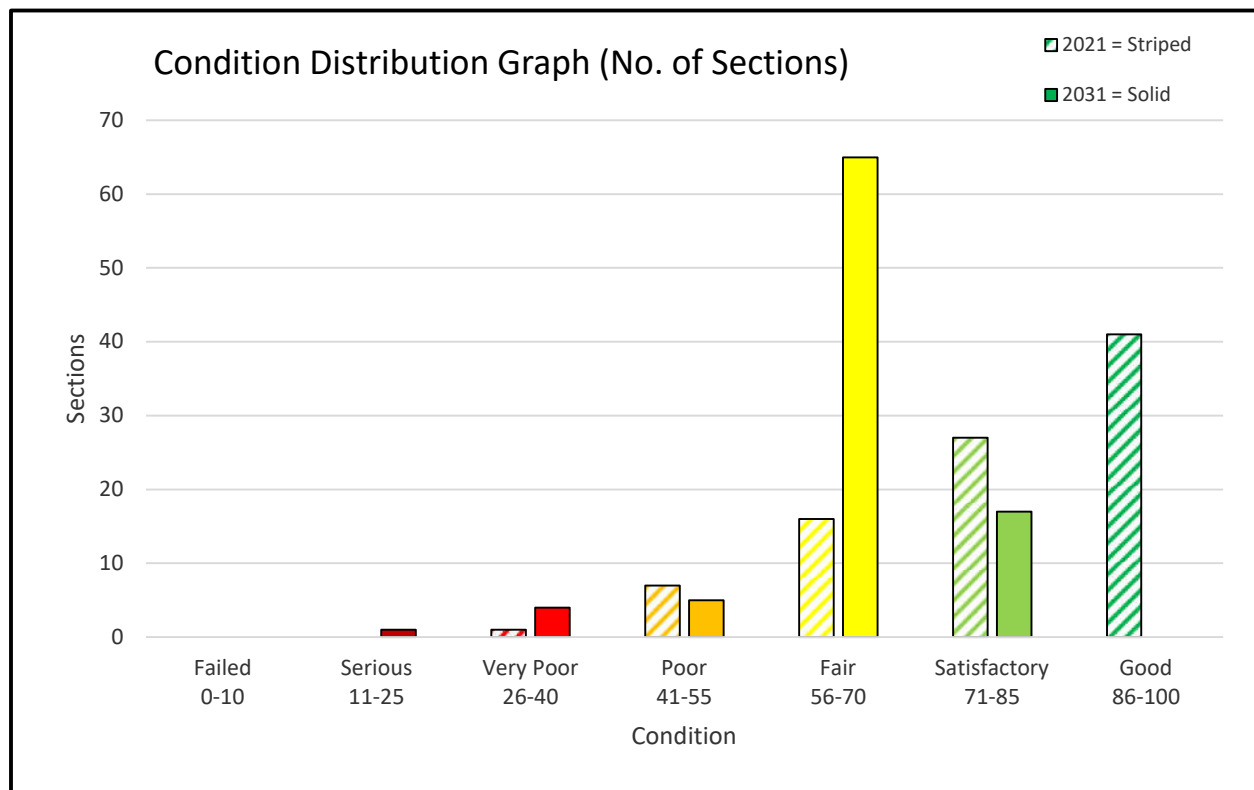


Figure 9 – Local/Urban Compact Road Condition Distribution Graph 2021 vs. 2031

Scenario 2: \$300,000 budget per year for 10 years

This scenario projects future conditions for a \$300,000 budget for 10 years on local/urban compact roads only. Figure 10 shows a large decrease in the “Good” condition and a large increase in the “Satisfactory” and “Fair” conditions by 2031. Note that the increase in the “Satisfactory” condition is largely due to the low funding level inhibiting the maintenance required to keep roads sections in “Good” condition. Refer to Appendix B for more graphs.

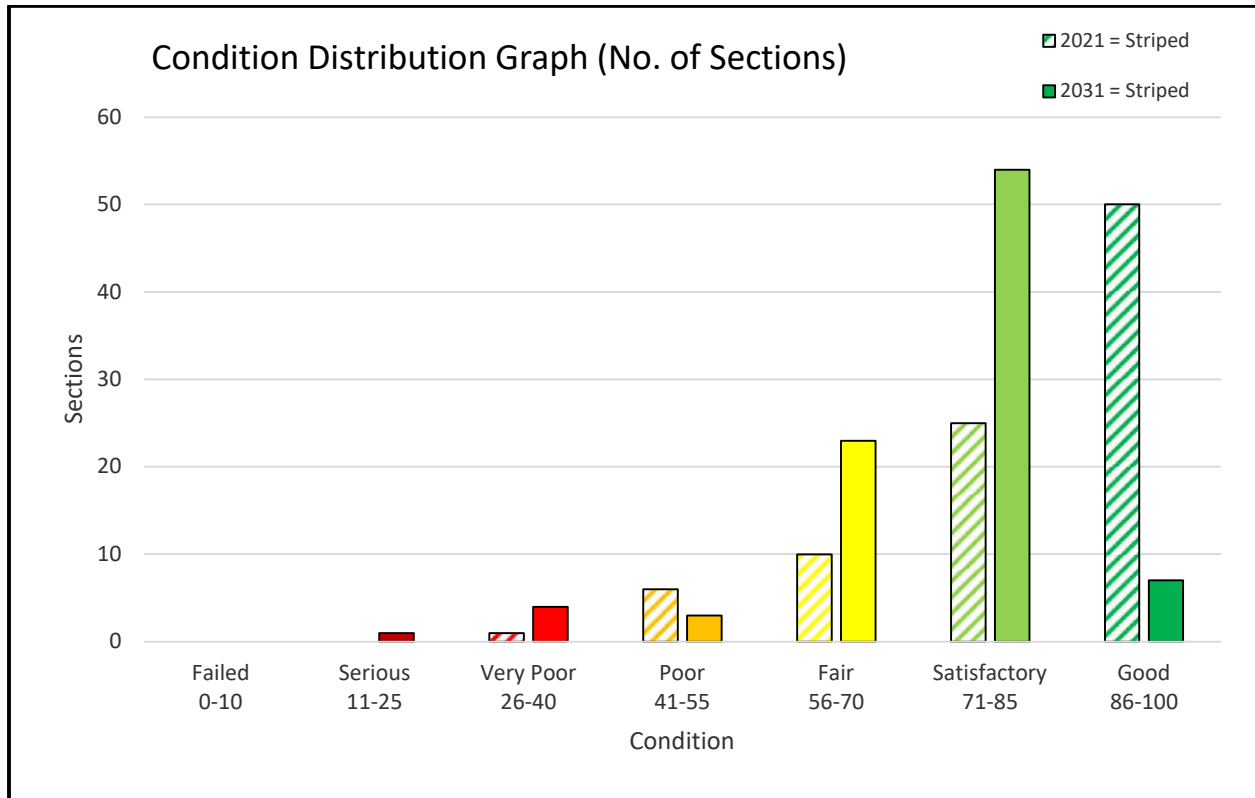


Figure 10 – Local/Urban Compact Road Condition Distribution Graph 2021 vs. 2031

Scenario 3: \$450,000 budget per year for 10 years (Town’s current budget)

This scenario projects future conditions if the Town maintained the current budget (\$450,000) on local/urban compact roads for the next 10 years. Figure 11 shows a decrease in the “Good” condition and large increase in the “Satisfactory” condition by 2031. Refer to Appendix B for more graphs.

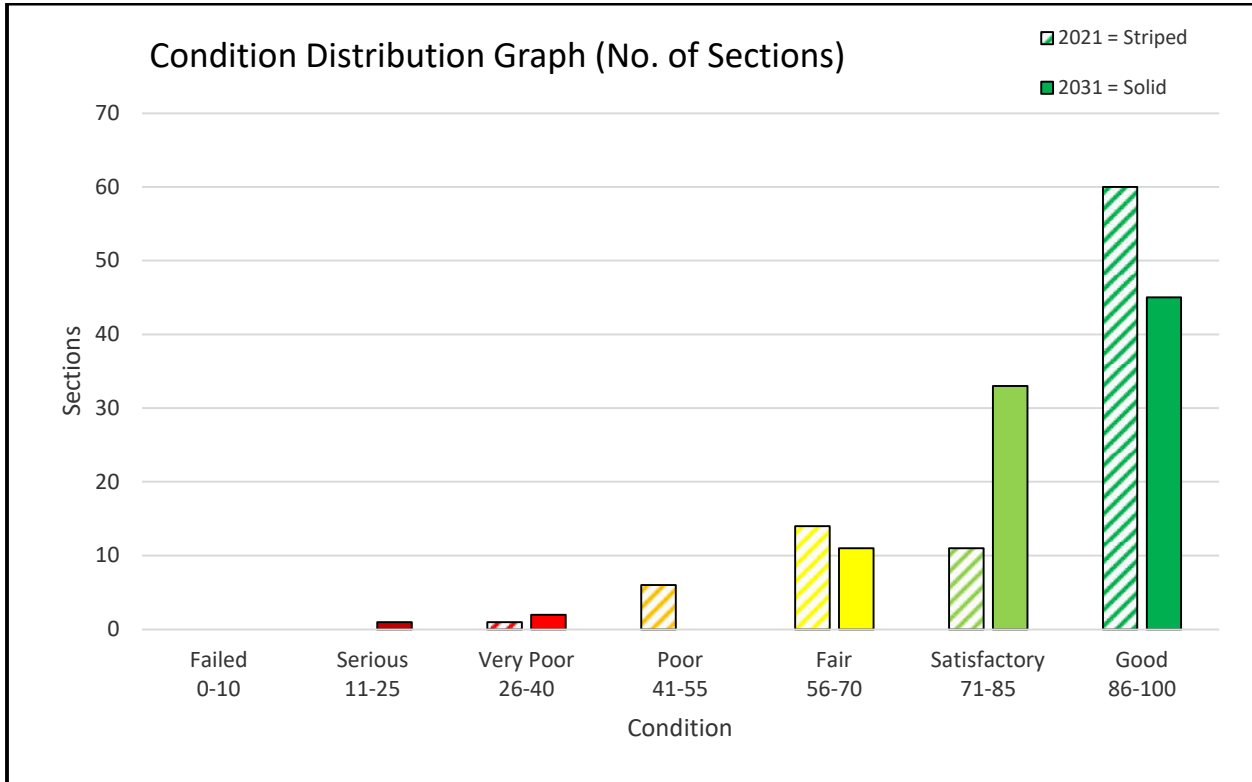


Figure 11 – Local/Urban Compact Road Condition Distribution Graph 2021 vs. 2031

Scenario 4: Maintain PCI budget per year for 10 years

For this scenario, Paver™ computed the annual funding for 10 years required to maintain the existing local/urban compact PCI of 80.17. The \$560,000 budget per year was split between Stopgap, Preventive, and Major M&R. Figure 12 shows a decrease in “Fair” or worse conditions and an increase in the “Satisfactory” condition by 2031. There is a decrease in “Good” condition in 2031 due to Paver’s™ “keep good roads good” philosophy. It will not reconstruct a road that is in adequate condition just to reach the target PCI (80.17). Refer to Appendix B for more graphs.

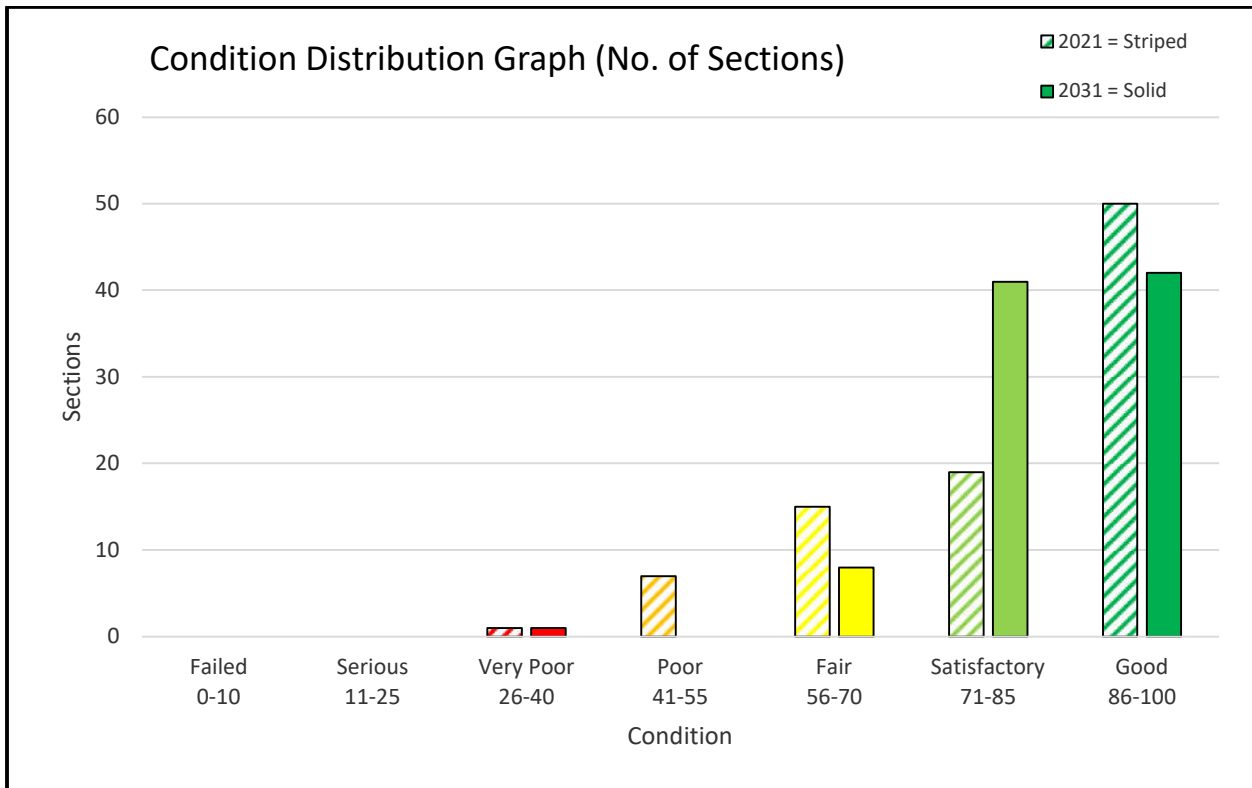


Figure 12 – Local/Urban Compact Road Condition Distribution Graph 2021 vs. 2031

Scenario 5: \$700,000 budget per year for 10 years

This scenario projects future conditions for a \$700,000 budget for 10 years on local/urban compact roads only. Figure 13 shows an increase in the “Satisfactory” and “Good” conditions and the elimination of “Very Poor” condition and near elimination of the “Poor” condition by 2031. Refer to Appendix B for more graphs.

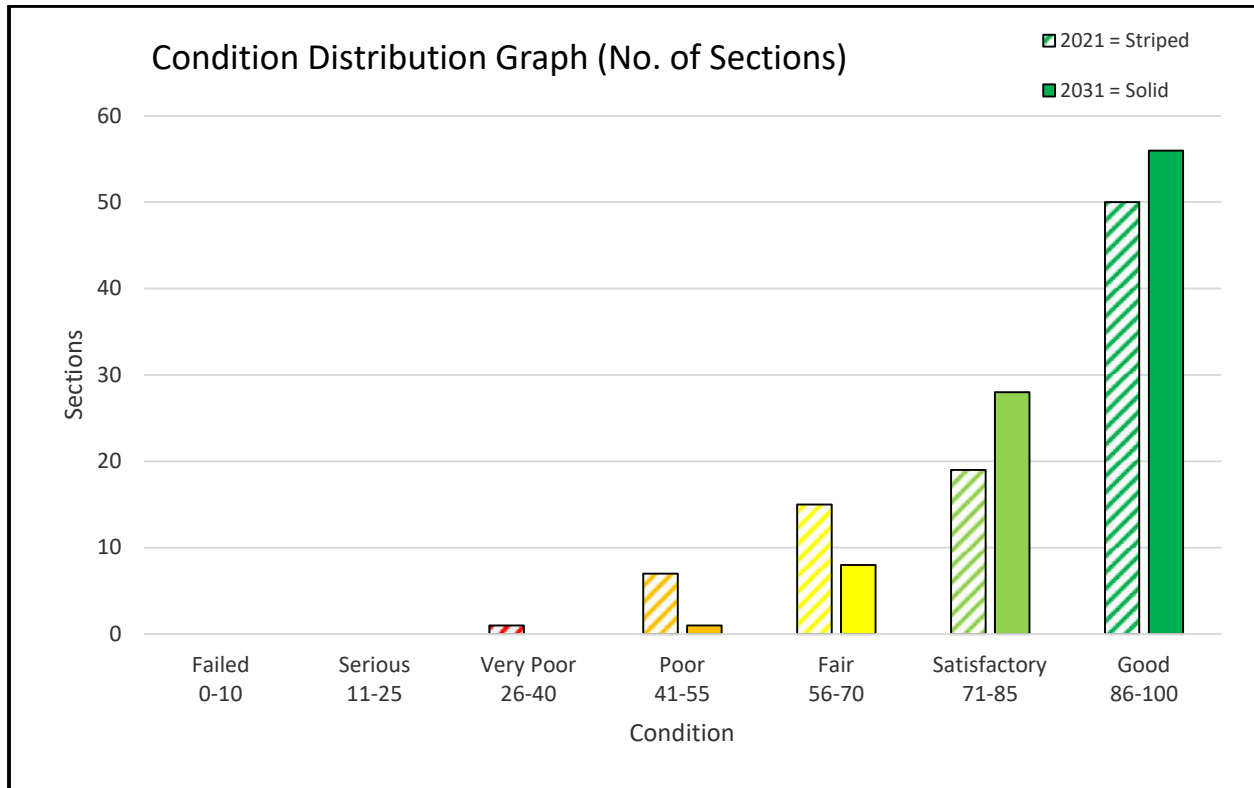


Figure 13 – Local/Urban Compact Road Condition Distribution Graph 2021 vs. 2031

Scenario 6: \$800,000 budget per year for 10 years

This scenario projects future conditions for a \$800,000 budget for 10 years on local/urban compact roads only. Figure 14 shows an increase in the “Good” condition and decrease in all other conditions by 2031. The main difference between this scenario and Scenario 5 (\$700,000 budget per year for 10 years) is that the increased funding level allows for more road reconstruction and preventive maintenance resulting in an increase in the “Good” condition. Refer to Appendix B for more graphs.

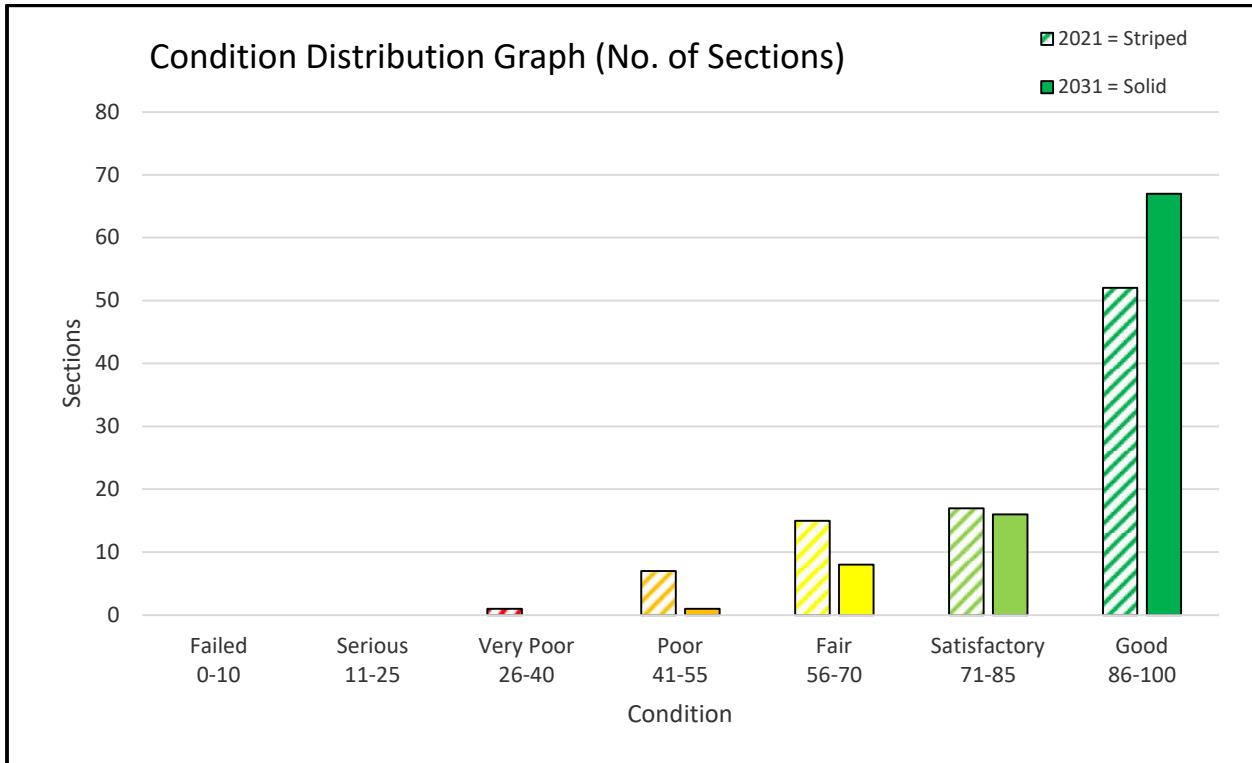


Figure 14 – Local/Urban Compact Road Condition Distribution Graph 2021 vs. 2031

Scenario 7: Increase PCI Level to “Good” (\$1,050,000 annual budget for 10 years)

For this scenario, Paver™ computed that a \$1,050,000 annual budget for 10 years is required to raise the existing local/urban compact PCI of 80.17 to the “Good” condition (PCI 86 to 100). Figure 15 shows an increase in the “Good” and “Satisfactory” condition and decrease in all other conditions by 2031. The main difference between this scenario and Scenario 6 (\$800,000 budget per year for 10 years) is that the increased funding level allows for more road reconstruction and preventive maintenance resulting in an increase in the “Good” and “Satisfactory” condition. Refer to Appendix B for more graphs.

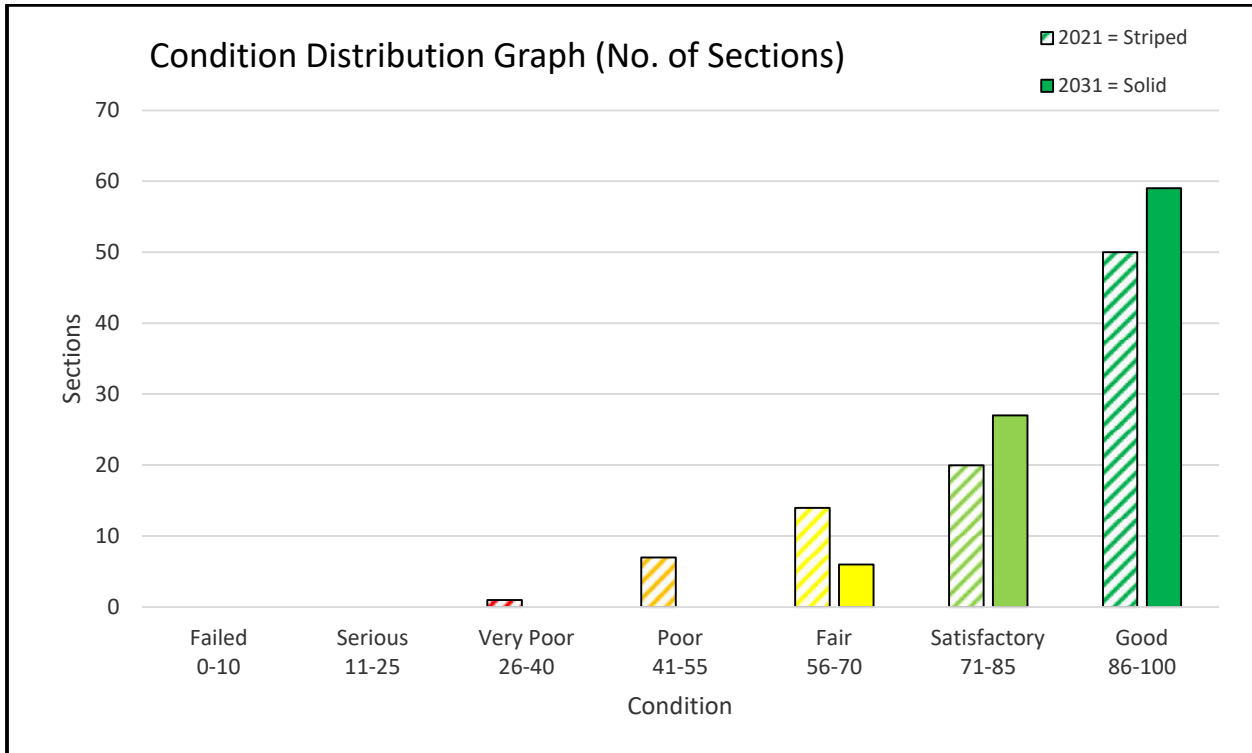


Figure 15 – Local/Urban Compact Road Condition Distribution Graph 2021 vs. 2031

Sidewalk Assessment

In addition to the roadway pavement assessment, the Town retained GP to evaluate the existing sidewalks within the Town, totaling 2.9 miles across seven roads. Within these sections of sidewalks, are 47 ramps that were also reviewed as part of the sidewalk assessment. GP recorded observations along all known Gray sidewalks. Observations included surface deterioration, uplifts, obstructions, cross slopes, and width. Private sidewalks and/or sidewalks associated with public facilities (Town Office, Library, etc.) were not included in the assessment.

A sidewalk assessment was conducted to provide the Town with a wholistic understanding of their sidewalk network current condition and accessibility. Similar to roadway pavement management, the sidewalk assessment helps inform the Town of the current maintenance and repairs costs associated with the existing sidewalks. This report will support future capital improvements to the existing network as well as budgeting for expansion to enhance accessibility to the downtown area.

Types of Distresses

Each sidewalk was surveyed entirely to identify conditions potentially impacting pedestrians. The following conditions were reviewed:

- *Uplift* is a vertical change in height along a sidewalk that exceeds $\frac{1}{2}$ inch at its highest point. This can occur at sections of sidewalk where multiple panels meet or where surface cracks exist.
- *Cracking* is at locations where the sidewalk surface (typically bituminous, concrete, or brick) has cracked and shows signs of vertical/horizontal movement.
- *Settling* is the sinking of sidewalk panels that creates differential elevations on either side of the panels. Settling will often create ponding issues which will further deteriorate the sidewalk material and pose as a potential slip hazard in freezing climates.
- *Running Slope* is the slope measured in the direction of travel. Typically parallel with the curb and roadway alignment.
- *Cross Slope* is the slope measured perpendicular to the direction of travel (running slope).
- *Obstruction* is an object that reduces the sidewalk width to less than 48 inches. These objects can be fixed (utility poles, hydrants, signs, etc.) or vegetated (trees, shrubs, etc.).
- *ADA compliance* was evaluated based on the accessibility standards issued under the Americans with Disabilities Act (ADA) adopted in 2010. The ADA standards include several dimensional and slope requirements that relate to the other sidewalk conditions described above, specifically cross slopes, clear width, and running slopes.

The full length of each sidewalk was evaluated using the conditions described above. Although it is difficult to evaluate 100% of the sidewalk surface, GP walked each sidewalk and reviewed the general condition and measured conditions at a 25-foot spacing.

Sidewalk Condition Rating

Unlike the roadway PCI where specific “samples” were surveyed, the sidewalk condition was evaluated using the full length of each sidewalk. The rating system is based on a sidewalk condition assessment methodology developed by the SDOT which generally aligns with the international ISO 55000 transportation asset standards. The assessment used wholistic sidewalk conditions, ADA standards, and other conditions (uplift, settling, cracking, obstructions) to score each sidewalk with the following rating:

| Condition | Score | Description |
|------------------|----------------|---|
| Excellent | 100 | <ul style="list-style-type: none"> ➤ No observable issues along the pedestrian clear width ➤ clear width (> 48") ➤ compliant cross slope (< 2%) |
| Good | 85 – 99 | <ul style="list-style-type: none"> ➤ Minor issues along clear width ➤ Sidewalk extends full length of block with no discontinuities ➤ Minor uplifts and of sidewalk requires replacement (< 5%) ➤ May have clear width (36" – 48") ➤ Primary cross slope (2 – 4%) |
| Fair | 45 – 84 | <ul style="list-style-type: none"> ➤ Medium severity issues along clear width ➤ Discontinuities exist that may impact mobility ➤ Sidewalk requires replacement (5 – 25%) ➤ May have clear width (24" – 36") ➤ Primary cross slope (4 – 6%) |
| Poor | 5 – 44 | <ul style="list-style-type: none"> ➤ Severe issues along clear width ➤ Discontinuities exist that may impact mobility ➤ Sidewalk requires replacement (25 – 75%) ➤ May have clear width (12" – 24") ➤ Primary cross slope (6 – 8%) |
| Very Poor | 0 – 4 | <ul style="list-style-type: none"> ➤ Widespread severe issues along clear width ➤ Discontinuities exist that may impact mobility ➤ Sidewalk requires replacement (75 – 100%) ➤ May have clear width (< 12") ➤ Primary cross slope (> 8%) |

Figure 16 – Sidewalk Rating Scale

Sidewalk Conditions

For this report, all sidewalks along public roads were evaluated. Sidewalks located on private roads/sites were not included. Additionally, sidewalks associated with public facilities (library, town office, etc.) were also excluded from this study. Each sidewalk segment was assigned a visual condition rating (0 – 100) which represents a wholistic condition of the sidewalk while considering ADA compliance. The current length-weighted average condition rating for the total 2.9 miles of sidewalks in Gray is **89.1**, and the arithmetic average is **70.4**. The length-weighted average is similar to the arithmetic average, but the footage of each road section is factored in. The condition rating of longer sidewalk sections has a greater influence (carry more weight) on the length-weighted average rating than shorter sidewalk sections. In this report only the length-

weighted average is used. The recent Shaker Road sidewalk improvement project had significant influence on the length-weighted average as the project included reconstructing 55% (1.57 miles) of the Town’s sidewalk network. The full list of sidewalk inventory is included in Appendix C. Similar to the roadway survey, the sidewalks were evaluated based on the condition of the surface and did not assess the subsurface conditions, drainage, and signage. See Figure 17 below for a summary of the length-weighted average condition rating for Town sidewalks.

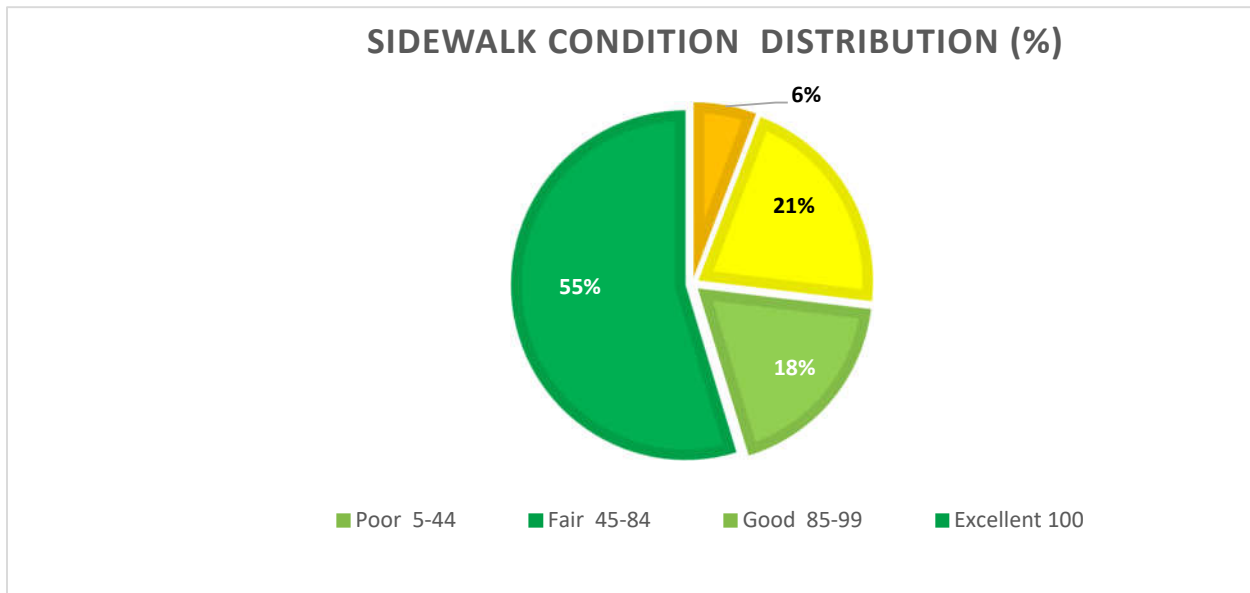


Figure 17 – Length-weighted average condition (sidewalks)

In addition to sidewalks, a separate inventory of the existing sidewalk ramps was documented and included in Appendix C. Sidewalk ramps are typically located at intersecting streets where the sidewalk transitions to a roadway crossing (i.e. crosswalk). In some cases, crossings are not located at intersecting streets but at high volume locations that provide pedestrian connectivity to either side of the road. These locations are often called “mid-block crossings”. As noted above, sidewalks (and ramps) associated with public facilities (Town Office, Library, etc.) were not included in the survey. The Town has a total of 47 sidewalk ramps along public roadways. Approximately **40** ramps (85%) were noted as meeting ADA standards.

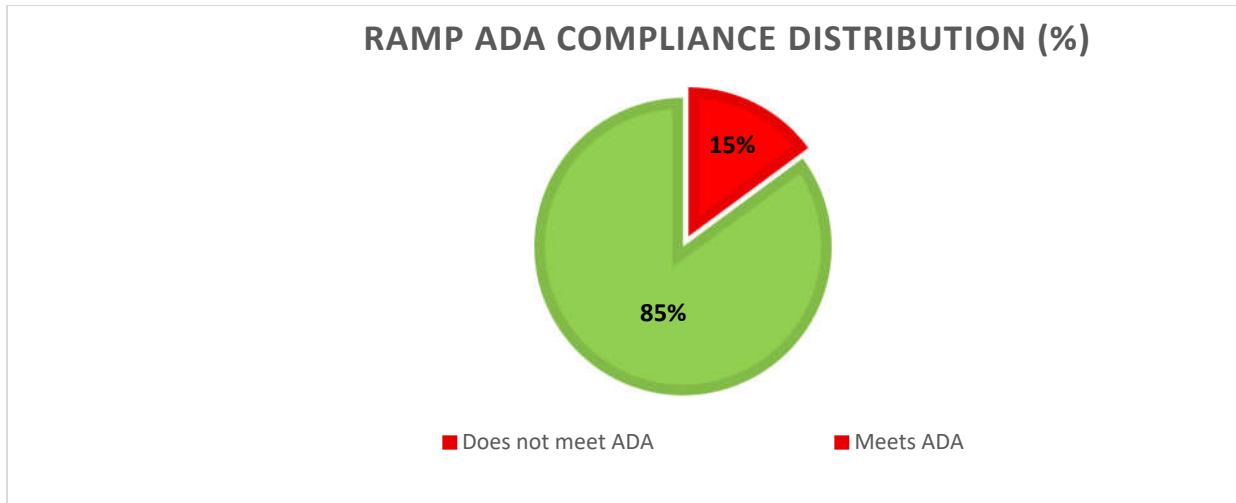


Figure 18 – Percentage of Sidewalks in each Condition

A breakdown of each sidewalk segment condition can be found in Table 7 below. The table provides a summary of the critical elements.

Table 7 – Sidewalk Condition Summary Table

| Roadway (Segment ID) | Figure # | From | To | Length (feet) | Condition Rating |
|----------------------|----------|-------------------|-------------------|---------------|------------------|
| Brown Street (1) | 2 | Main Street | Yarmouth Rd | 750 | 87 (Good) |
| Brown Street (2) | 2 | Aroma Joes | Main St | 160 | 75 (Fair) |
| Lewiston Road (1) | 3 | Main St | American Legion | 1570 | 80 (Fair) |
| Libby Hill Road (1) | 6 | Shaker Rd | GNG High School | 690 | 84 (Fair) |
| Main Street (1) | 4 | Yarmouth Rd | Brown St | 210 | 39 (Poor) |
| Main Street (2) | 4 | Brown St | Town Office | 950 | 85 (Good) |
| Main Street (3) | 4 | Town Office | #26 Main St | 180 | 20 (Poor) |
| Main Street (4) | 4 | Lewiston Rd | #13 Main St | 290 | 70 (Fair) |
| Main Street (5) | 4 | #13 Main St | Shaker Rd | 110 | 55 (Fair) |
| Main Street (6) | 4 | Shaker Rd | W Gray Rd | 350 | 73 (Fair) |
| Portland Road (1) | 5 | Gray Plaza | #15 Portland Rd | 350 | 44 (Poor) |
| Portland Road (2) | 5 | #15 Portland Rd | #11 Portland | 100 | 37 (Poor) |
| Portland Road (3) | 5 | #11 Portland Rd | Mobil Gas Station | 500 | 87 (Good) |
| Portland Road (4) | 5 | Mobil Gas Station | Yarmouth Rd | 40 | 25 (Poor) |
| Shaker Road (1) | 6 | #138 Shaker Rd | Hannaford Drive | 190 | 87 (Good) |
| Shaker Road (2) | 6 | Libby Hill Rd | Seagull Dr | 200 | 82 (Fair) |
| Shaker Road (3) | 1 | #69 Shaker Rd | Main St | 4600 | 100 (Excellent) |
| Shaker Road (4) | 1 | #50 Shaker Rd | Main St | 3700 | 100 (Excellent) |
| Yarmouth Road (1) | 2 | Hancock St | Brown St | 50 | 90 (Good) |
| Yarmouth Road (2) | 2 | Brown St | #19 Yarmouth Rd | 350 | 88 (Good) |

The full sidewalk inventory can be found in Appendix C. The inventory includes the following elements for each segment:

- Visual Condition Assessment (0 – 100)
- Surface Material Type (pavement, concrete, brick, etc.)
- Curb Material Type (bituminous, concrete, etc.)
- Length (feet)
- Trip Hazard (low, medium, high severity)
- ADA compliant (Y or N)
 - Width = min. 4' (excludes curb)
 - Cross Slope = max. 2% (1:48)
 - Running Slope = max. 5% (1:20)

The full ramp inventory can also be found in Appendix C and includes the following elements for each ramp:

- Visual Condition Assessment (0 – 100)
- Surface Material Type (pavement, concrete, brick, etc.)
- ADA compliant (Y or N)
 - Turning Space (min. 4'x4')
 - Clear Space (min. 4'x4')
 - Flare Slope = max. 10%
 - Cross Slope = max. 2%
 - Running Slope (%) = max. 8.3%
 - Detectable Warning Field (Y or N)

In order for the sidewalks/ramps to be considered compliant with ADA standards, the segment must meet all of the standards listed above under the 'ADA compliant' bullet. It should be noted, the survey was conducted on foot and measurements were taken at an average spacing of 25-feet.

Treatment Alternatives

Sidewalk treatments have more limited options compared to roadway treatments. Depending on the surface material, there are different maintenance and repair options for sidewalks. In Gray, most of the sidewalks are comprised of bituminous pavement with the exception of brick sidewalks on Main Street. As previously stated, the assessment is based on surface conditions only. Drainage, safety issues, underground utilities etc. are not included in this assessment. The typical maintenance and repair options are separated into two (2) categories:

Minor Maintenance & Repair: Defined as repair maintenance activities performed with the primary objective repairing deteriorated sidewalk sections or isolated areas. These repairs are needed to keep the sidewalk operational and safe pedestrians. This would include activities such as pothole repairs, repave, or drag shims. This category applies to all sidewalk condition categories however is intended to repair isolated sections in poor condition. This category can also be applied as a stopgap keep sidewalks in "Poor" and "Very Poor" condition operational. Descriptions of each activity are provided below:

- *Pothole Repair:* This treatment is a temporary repair to fill a pothole in the sidewalk, using a hot mix asphalt in the warm months, and a cold patch asphalt in the winter months. This eliminates potential trip hazards and keeps the sidewalk operational. This temporary repair can be used on all surface materials however will function the best on bituminous sidewalks. Brick sidewalks can also be repaired with new bricks, if desired, to provide a more aesthetically pleasing product. Refer to the Brick Reconstruction description below for details.
- *Drag Shim:* This treatment alternative is also a temporary repair and consists of a 3/4-inch shim course of pavement. The shim course, also known as a leveling course, is a thin layer of asphalt that is applied to the existing pavement. It is intended to smooth out any distortion (uplifts, settling, etc.) and provide adequate cross slope. The shim allows for a more uniform sidewalk which ensures surface runoff drains to the gutter while also improving walkability for pedestrians. This treatment should not be used in downtown urban settings where grades are especially sensitive around buildings, doorways, and ramps.

Major Maintenance & Repair: Defined as repair maintenance activities performed with the primary objective of reconstructing sidewalks to improve base materials, drainage, and ADA compliance. This would include activities such as resetting/replacing curb, new gravel, new pavement, and adding detectable warning fields. This category is applied to sidewalks in “Poor” and “Very Poor” condition. Descriptions of each activity are provided below:

- *Repave:* This treatment includes removing the existing sidewalk pavement entirely and repaving to an average depth of 2-inches. The new pavement allows for a more uniform sidewalk which ensures surface runoff drains to the gutter while also improving walkability for pedestrians. Although the intent is for the existing curb to remain in-place, some curb may have to be reset to meet ADA standards.
- *Bituminous Reconstruction:* This treatment is a full reconstruction of the sidewalk; including the removal of all pavement as well as the gravel below. The existing curb is either reset or replaced with new curb. The curb is set at a uniform height relative to the adjacent roadway. A new base layer of gravel is then added and a new sidewalk surface is installed (bituminous pavement or concrete). Additionally, ramps and landings are reconstructed in accordance with ADA standards. Intersecting driveways are regraded to provide accessible route connection.
- *Brick Reconstruction:* This treatment includes all of the worked described in the Bituminous Reconstruction however the surface material includes a bituminous base, a sand-cement layer, followed by brick pavers assembled to a uniform surface and slope.

Budget Analysis

For the purpose of budgeting sidewalk improvements, we have prepared budget scenarios for all treatment alternatives and applied them to the sidewalks that currently fall into the “Fair” and “Poor” conditions. The cost associated with each treatment alternative (Minor and Major M&R) are based on a cost per foot and assume an average sidewalk width of 5-feet. Before the Town implements any M&R treatments, the sidewalks should be evaluated more closely to identify other cost considerations such as drainage improvements, condition of curb, utility relocation, etc. Table 8 below provides budget costs for each treatment alternative:

Table 8 – Sidewalk Maintenance & Repair Budget Costs

| Sidewalk Treatment Alternative | Cost |
|--------------------------------|------------|
| Minor M&R | |
| Pothole Repair | \$8/foot |
| Drag Shim | \$15/foot |
| Major M&R | |
| Repave | \$50/foot |
| Bituminous Reconstruction | \$100/foot |
| Brick Reconstruction | \$165/foot |

The Minor Maintenance & Repair budgeting costs (provided above in Table 7) have been applied to all sidewalks currently in “Fair” and “Poor” condition. Table 9 below provides budgeting costs for each sidewalk:

Table 9 – Minor M&R Sidewalk Budget Scenario Costs

| Sidewalk Section | Length | Pothole Repair Cost | Drag Shim Cost |
|---------------------|--------|---------------------|----------------|
| Brown Street (2) | 750' | \$6,000 | \$11,250 |
| Lewiston Road (1) | 1,570' | \$12,560 | \$23,550 |
| Libby Hill Road (1) | 690' | \$5,520 | \$10,350 |
| Main Street (1) | 210' | \$1,680 | \$3,150 |
| Main Street (3) | 180' | \$1,440 | \$2,700 |
| Main Street (4) | 290' | \$2,320 | \$4,350 |
| Main Street (5) | 110' | \$880 | \$1,650 |
| Main Street (6) | 350' | \$2,800 | \$5,250 |
| Portland Road (1) | 350' | \$2,800 | \$5,250 |
| Portland Road (2) | 100' | \$800 | \$1,500 |
| Portland Road (4) | 40' | \$320 | \$600 |
| Shaker Road (1) | 200' | \$1,600 | \$3,000 |

The Major Maintenance & Repair budgeting costs (provided above in Table 8) have been applied to all sidewalks currently in “Poor” condition. Table 10 below provides budgeting costs for each sidewalk:

Table 10 – Major M&R Sidewalk Budget Scenario Costs

| Sidewalk Section | Length | Repave Cost | Reconstruction Cost |
|-------------------|--------|-------------|---------------------|
| *Main Street (1) | 210' | \$10,500 | \$34,650 |
| *Main Street (3) | 180' | \$9,000 | \$29,700 |
| Portland Road (1) | 350' | \$17,500 | \$35,000 |
| Portland Road (2) | 100' | \$5,000 | \$10,000 |
| Portland Road (4) | 40' | \$2,000 | \$4,000 |

*Assumes Brick Reconstruction

Given the limited sidewalks in Gray (2.9 miles total), we have not included sidewalk maintenance and repair costs (Major or Minor) in any of the funding scenarios provided in this report. However, the Town may incorporate sidewalk improvements into the workplan as budget allows.

Conclusion

This report was prepared to assist the Town with their long-term planning for street repairs and maintenance as well as to provide a current snapshot of the existing roadway pavement conditions. A total of 74.7 miles of roads were evaluated, including 59.5 miles of local/urban compact roads and 15.2 miles of state roads. Overall, approximately 96.2% of the Town’s roadways are in “Fair” or better condition, however, 3.8% are in “Poor” to “Failed” condition. The cost to maintain a roadway in this 3.8% will likely be four to six times higher than a road that is in “Fair” or better condition. This is why it is important for the Town to continue a maintenance schedule on “Good” roads while working to upgrade the roads in “Poor” or worse conditions. The Town’s current average budget of approximately \$450,000 is a good effort to maintain roads in the network that are in “Fair” to “Good” conditions. Again, all funding scenarios in this report were allocated towards local/urban compact roads only (states roads were excluded from all budgeting scenarios). Within each funding scenario, we recommend about 10 – 15% of the total budget is allocated to crack sealing recently paved roads. This will help minimize any surface cracks from spreading. Each funding scenario provided in this report includes crack sealing under the localized preventative maintenance and repairs costs.

Approximately 78.9% of the State road miles are in the “Fair” or better condition. It appears Egypt Road, one section of North Raymond Road, and two sections of North Yarmouth Road have been paved since the last study in 2017. Note that two sections of Yarmouth Road and a small portion of the third section were paved in 2021, and as result, the sections were combine to a single section with the same 2021 construction date. As previously stated, this report does

not address other factors along the roadways such as subbase gravel condition, pavement condition below surface, drainage, safety, signage, etc.

The Town sidewalks are overall in “Good” condition based on the length-weighted average. The Town’s recent Shaker Road Sidewalk Improvement project is the primary contributor to the “Good” condition rating as the project covered over 50% of the Town’s total sidewalk network.

Updating Paver Database

Gorrill Palmer recommends that the Town continue to update the Paver™ database furnished by GP as part of our work and to include the following:

- Document the work performed on the roadways annually for input into Paver™. This includes shims, overlays, reclaims and full reconstructions.
- Evaluate funding levels annually.
- Update construction dates as needed.
- Update pavement condition with data collection every three to four years.

Recommendations

Referring back to Figure 3 as mentioned previously in this report, the “keep good roads good” philosophy should be continued. It is more cost effective to maintain the roads above fair condition with crack sealers and small patches, than to reconstruct every poor road with the given budget since “good” roads will deteriorate quicker than “poor” roads.

GP also recommends the Town continue to inventory pavement condition indexes every three to four years. This will allow for the development of historical pavement condition data that can assist in revealing potential deficiencies within the Town’s road network. Updating the inventory also creates a more accurate PCI deterioration curve based on current and historic PCI values which aids in more accurate pavement condition predictions.

Sidewalks noted in “Poor” condition should receive Major M&R treatment to ensure continuity and accessibility are maintained within the current sidewalk network. Depending on available funding, Minor M&R treatments may be used for temporary short-term improvements.

APPENDIX A – Existing Pavement Condition Inventory

Pavement Condition Rating - Local/Urban Compact Roads (Alphabetical)

| Branch Name | BranchID | SectionID | From | To | Rank | Length (ft) | Width (ft) | Const. Date | 2017 PCI | 2021 PCI |
|---------------------|----------|-----------|-------------------------|--------------------------|------|-------------|------------|-------------|----------|----------|
| Alder Sr Drive | 1 | 1 | Shaker Road | Tim's Run | E | 1260 | 23.00 | 08-01-2014 | 84 | 74 |
| Alling Lane | 2 | 1 | Mayberry Road | Cul-De-Sac | E | 840 | 21.50 | 10-15-2021 | 64 | 100 |
| Ambrose Circle | 3 | 1 | Autumn Crossing | Pavement Change | E | 1096 | 24.00 | 09-01-2006 | 82 | 80 |
| Ambrose Circle | 3 | 2 | Pavement Change | May Meadows Drive | E | 986 | 24.00 | 07-01-2014 | 84 | 79 |
| Autumn Crossing | 4 | 1 | May Meadows Dr - South | May Meadows Dr - North | E | 1675 | 24.00 | 09-01-2006 | 79 | 69 |
| Blueberry Lane | 5 | 1 | Shaker Road | Blueberry Lane | E | 6950 | 22.00 | 05-15-2021 | 74 | 100 |
| Brown Street | 6 | 1 | Lewiston Road | Yarmouth Road | E | 725 | 33.00 | 06-01-2016 | 92 | 79 |
| Bull Run Road | 82 | 1 | Merrill Road | End of Pavement | E | 1525 | 21.00 | 08-01-2014 | - | 85 |
| Cambell Shore Road | 7 | 1 | West Gray Road | Latimer Road | E | 9493 | 22.00 | 08-01-2016 | 93 | 92 |
| Center Road | 8 | 1 | West Gray Road | Windham Town Line | E | 19290 | 22.00 | 09-01-2016 | 82 | 81 |
| Charlontate Drive | 9 | 1 | Shaker Road | End of Road | E | 3090 | 21.00 | 07-01-2017 | 100 | 86 |
| Chris Lane | 10 | 1 | Spruce Road | Alder Drive | E | 590 | 22.00 | 07-01-2007 | 69 | 68 |
| Colley Hill Road | 11 | 1 | Main Street | End of Pavement | E | 2355 | 20.00 | 08-01-2015 | 84 | 71 |
| Collyer Brook Road | 12 | 1 | Depot Road | End of Road | E | 1430 | 26.00 | 09-01-2011 | 81 | 74 |
| Doughty Farm Road | 13 | 1 | Long Hill Road | End of Road | E | 1700 | 24.00 | 08-15-2018 | 52 | 92 |
| Dunn Drive | 14 | 1 | Shaker Road | End of Road | E | 350 | 22.00 | 08-01-2010 | 82 | 68 |
| Dutton Hill Road | 15 | 1 | Center Road | Portland Road | E | 10075 | 22.00 | 10-15-2021 | 80 | 100 |
| Eagles Nest Road | 16 | 1 | Upper Marginal Way | End of Road | E | 1390 | 20.50 | 05-15-2021 | 53 | 100 |
| Fairview Avenue | 17 | 1 | End of Pavement | Shaker Road | E | 2020 | 21.00 | 08-01-2016 | 90 | 77 |
| Forest Lake Road | 18 | 1 | Dutton Hill Road | Cumberland Town Line | E | 5256 | 21.00 | 08-15-2019 | 60 | 96 |
| Foster Hill Road | 19 | 1 | Legrow Road | End of Road | E | 511 | 19.50 | 09-01-2007 | 63 | 62 |
| Fran Circle | 20 | 1 | Jenny Drive - West | Jenny Drive - East | E | 3150 | 24.00 | 08-01-2021 | 69 | 100 |
| Frost Road | 21 | 1 | Center Road | End of Road | E | 1640 | 21.00 | 07-01-2011 | 77 | 54 |
| Garret Road | 22 | 1 | Egypt Road | End of Road | E | 960 | 28.00 | 09-15-2020 | 61 | 100 |
| George Perley Road | 23 | 1 | Town Farm Road | End of Road | E | 1245 | 20.00 | 07-01-2017 | 100 | 92 |
| Gore Road | 24 | 1 | Pavement Change | End of Road | E | 3384 | 22.00 | 08-15-2018 | 76 | 96 |
| Gray Park | 25 | 1 | Shaker Road - South | Shaker Road - North | E | 2625 | 24.00 | 08-15-2019 | 57 | 89 |
| Graystone Road | 26 | 1 | Dutton Hill Road | End of Road | E | 1278 | 24.00 | 10-15-2021 | 59 | 100 |
| Hancock Street | 27 | 1 | Yarmouth Road | End of Road | E | 950 | 21.50 | 10-15-2021 | 52 | 100 |
| Hemlock Lane | 28 | 1 | Ramsdell Road | Cul-De-Sac | E | 1601 | 24.00 | 07-01-2008 | 74 | 72 |
| Hunts Hill Road | 29 | 1 | Portland Road | Center Road | E | 4490 | 21.00 | 09-01-2016 | 83 | 80 |
| Jenny Drive | 30 | 1 | Cambell Shore Road | Fran Circle | E | 1140 | 24.00 | 08-01-2021 | 71 | 100 |
| Jessi Lane | 31 | 1 | May Meadows Drive | End of Road | E | 480 | 24.00 | 08-01-2006 | 73 | 70 |
| Lawrence Road | 32 | 1 | West Gray Road | Center Road | E | 6902 | 22.00 | 08-01-2004 | 81 | 73 |
| Legrow Road | 33 | 1 | Lewiston Road | Foster Hill Road | E | 270 | 24.00 | 07-01-2016 | 92 | 90 |
| Legrow Road | 33 | 2 | Foster Hill Road | Pavement Change | E | 2858 | 20.67 | 07-01-2016 | 86 | 81 |
| Legrow Road | 33 | 3 | Pavement Change | End of Road | E | 162 | 13.00 | 07-01-2016 | 89 | 72 |
| Lewiston Road | 74 | 2 | C.U.L. @ Weymouth Road | Shaker Road | B | 10254 | 35.00 | 08-01-2009 | 65 | 65 |
| Libby Hill Road | 34 | 1 | Shaker Road | End of Road | E | 2200 | 24.50 | 07-01-2008 | 71 | 68 |
| Liberty Avenue | 35 | 1 | West Gray Road | End of Road | E | 835 | 22.00 | 10-15-2021 | 63 | 100 |
| Lindan Lane | 36 | 1 | Shaker Road | End of Road | E | 1540 | 21.00 | 10-15-2021 | 58 | 100 |
| Long Hill Road | 37 | 1 | Portland Road | Cumberland Town Line | E | 9065 | 22.00 | 08-01-2011 | 92 | 83 |
| Lyons Point Road | 38 | 1 | Raymond Town Line | Private Road | E | 7802 | 22.00 | 08-15-2018 | 55 | 89 |
| Magnolia Drive | 39 | 1 | Mayall Road 2 | End of Road | E | 1206 | 25.00 | 05-01-2007 | 92 | 88 |
| Marie Street | 40 | 1 | Shaker Road | Weymouth Road | E | 1030 | 22.00 | 05-15-2021 | 75 | 98 |
| Marion Avenue | 41 | 1 | End of Road | Marie Street | E | 470 | 20.50 | 05-15-2021 | 55 | 100 |
| May Meadows Drive | 42 | 1 | Egypt Road | End of Road | E | 4125 | 24.00 | 08-15-2018 | 77 | 88 |
| Mayall Road | 43 | 1 | Yarmouth Road | Depot Road | E | 3375 | 23.00 | 05-15-2021 | 71 | 100 |
| Mayall Road | 43 | 2 | Depot Road | Lewiston Road | E | 13405 | 22.50 | 08-01-2014 | 82 | 69 |
| Mayall Road | 43 | 3 | Lewiston Road | New Gloucester Town Line | E | 5085 | 22.00 | 07-01-2016 | 81 | 72 |
| Mayberry Road | 44 | 1 | Shaker Road | North Raymond Road | E | 10865 | 22.00 | 08-01-2011 | 87 | 80 |
| Mckonkey Road | 45 | 1 | West Gray Road | End of Pavement | E | 1282 | 19.00 | 09-01-2008 | 82 | 80 |
| Megquire Drive | 46 | 1 | Mayall Road 2 | End of Road | E | 1075 | 20.00 | 09-01-1992 | 52 | 31 |
| Merrill Road | 47 | 1 | Mayall Road 2 | New Gloucester Town Line | E | 8497 | 23.00 | 08-01-2013 | 91 | 83 |
| Mountain View Road | 48 | 1 | Cambell Shore Road | Pavement Change | E | 6965 | 22.00 | 08-01-2013 | 94 | 92 |
| Mountain View Road | 48 | 2 | Pavement Change | End of Road | E | 3715 | 22.00 | 05-15-2021 | - | 100 |
| North Raymond Road | 49 | 3 | Egypt Road | Raymond Town Line | E | 7289 | 22.00 | 08-15-2019 | 70 | 93 |
| Partridge Lane | 50 | 1 | Yarmouth Road | End of Road | E | 1060 | 24.00 | 08-01-2007 | 71 | 63 |
| Pleasant View Drive | 52 | 1 | West Gray Road | End of Road | E | 2625 | 24.00 | 05-15-2021 | 67 | 100 |
| Poplar Ridge Road | 83 | 1 | Lawrence Road | End of Road | E | 2020 | 24.00 | 08-01-2006 | - | 87 |
| Portland Road | 75 | 3 | C.U.L. @ Turnpike Acres | West Gray Road | B | 2350 | 33.33 | 07-01-2010 | 91 | 83 |
| Presidential Drive | 51 | 1 | Lewiston Road | End of Road | E | 1960 | 23.00 | 05-15-2021 | 75 | 100 |
| Ramsdell Road | 53 | 1 | West Gray Road | End of Road | E | 9250 | 22.00 | 08-01-2012 | 79 | 79 |
| Rockwood Terrace | 84 | 1 | Wayne Avenue | End of Pavement | E | 210 | 16.00 | 08-01-2019 | - | 75 |
| Route 26 Bypass | 76 | 1 | West Gray Road | Shaker Road | B | 6188 | 53.33 | 08-01-2006 | 84 | 84 |
| Seagull Drive | 54 | 1 | Shaker Road | Gate | E | 600 | 25.50 | 09-01-2010 | 61 | 45 |

Pavement Condition Rating - Local/Urban Compact Roads (Alphabetical)

| Branch Name | BranchID | SectionID | From | To | Rank | Length (ft) | Width (ft) | Const. Date | 2017 PCI | 2021 PCI |
|--------------------|----------|-----------|--------------------------|--------------------------|------|-------------|------------|-------------|----------|----------|
| Shaker Road | 77 | 1 | Lewiston Road | PC @ I-95 Bridge | B | 5353 | 41.00 | 08-01-2008 | 67 | 64 |
| Shaker Road | 77 | 2 | PC @ I-95 Bridge | PC @ Dunn Drive | B | 1213 | 45.50 | 08-01-2006 | 72 | 71 |
| Shaker Road | 77 | 3 | PC @ Dunn Drive | PC @ House #419 | B | 15408 | 35.00 | 08-01-2017 | 100 | 91 |
| Shaker Road | 77 | 4 | PC @ House #419 | New Gloucester Town Line | B | 639 | 39.50 | 08-01-2017 | 100 | 93 |
| South Ridge Road | 55 | 1 | Whitney Road | End of Road | E | 1260 | 24.00 | 08-15-2018 | 66 | 96 |
| Spiro Avenue | 56 | 1 | Shaker Road | End of Road | E | 540 | 21.00 | 05-15-2020 | 66 | 99 |
| Spruce Drive | 57 | 1 | Shaker Road | End of Road | E | 760 | 22.50 | 08-01-2008 | 57 | 55 |
| Stave Mill Road | 58 | 1 | Weymouth Road | End of Road | E | 1010 | 24.00 | 10-15-2021 | 67 | 100 |
| Summit Road | 59 | 1 | Upper Marginal Way | End of Road | E | 1210 | 21.50 | 10-15-2021 | 66 | 100 |
| Sunset Park | 60 | 1 | Shaker Road | End of Road | E | 560 | 21.00 | 08-01-2008 | 72 | 71 |
| Tamarack Lane | 61 | 1 | Hemlock Lane | End of Pavement | E | 860 | 24.00 | 08-01-2008 | 70 | 70 |
| Tim's Run | 62 | 1 | Alder Sr Drive | Fairview Drive | E | 1195 | 22.50 | 08-01-2014 | 87 | 87 |
| Totten Road | 63 | 1 | Center Road | West Gray Road | E | 6537 | 21.00 | 08-01-2010 | 66 | 51 |
| Town Farm Road | 64 | 1 | North Yarmouth Town Line | Depot Road | E | 4025 | 22.00 | 07-01-2017 | 100 | 93 |
| Two Rod Road | 65 | 1 | West Gray Road | End of Pavement | E | 885 | 18.50 | 07-01-2007 | 58 | 50 |
| Upper Marginal Way | 66 | 1 | Hunts Hill Road | Portland Road | E | 5585 | 22.50 | 08-15-2018 | 77 | 97 |
| Wanda Lane | 67 | 1 | Alder Sr Drive | Spruce Road | E | 575 | 22.00 | 08-01-2008 | 58 | 54 |
| Wayne Avenue | 68 | 1 | Lewiston Road | End of Road | E | 885 | 22.50 | 08-15-2019 | 65 | 99 |
| West Gray Road | 78 | 2 | C.U.L. @ Liberty Ave | PC @ McKonkey Road | B | 1225 | 32.00 | 08-01-2016 | 88 | 87 |
| West Gray Road | 78 | 3 | PC @ McKonkey Road | Portland Road | B | 3399 | 51.00 | 08-15-2018 | 69 | 89 |
| Westwood Road | 69 | 1 | Egypt Road | Hunnewell Drive | E | 3896 | 21.00 | 09-01-2014 | 76 | 66 |
| Weymouth Road | 70 | 1 | Shaker Road | Lewiston Road | E | 11144 | 22.00 | 08-01-2010 | 80 | 73 |
| Wheeler Road | 71 | 1 | West Gray Road | Two Rod Road | E | 947 | 20.50 | 07-01-2015 | 86 | 86 |
| Whitney Road | 72 | 1 | Portland Road | Cumberland Town Line | E | 7475 | 21.00 | 07-01-2012 | 82 | 74 |
| Wildwood Lane | 73 | 1 | Mayberry Road | End of Road | E | 2090 | 22.00 | 08-15-2018 | 52 | 94 |
| Yarmouth Road | 79 | 2 | PC @ Sawyer Lane | Portland Road | C | 3500 | 27.00 | 08-01-2015 | 100 | 76 |

Pavement Condition Rating - State Roads (Alphabetical)

| Branch Name | BranchID | SectionID | From | To | Rank | Length (ft) | Width (ft) | Const. Date | 2017 PCI | 2021 PCI |
|--------------------|----------|-----------|--------------------------|--------------------------|------|-------------|------------|-------------|----------|----------|
| Depot Road | 80 | 1 | Yarmouth Road | New Gloucester Town Line | C | 13575 | 24.67 | 06-01-2013 | 61 | 57 |
| Egypt Road | 81 | 1 | North Raymond Road | Raymond Town Line | C | 8830 | 24.00 | 08-01-2021 | 63 | 100 |
| Lewiston Road | 74 | 1 | New Gloucester Town Line | C.U.L. @ Weymouth Road | B | 4897 | 32.00 | 08-01-2009 | 58 | 53 |
| North Raymond Road | 49 | 1 | Shaker Road | C.U.L. @ Mayberry Road | C | 2061 | 22.25 | 08-15-2019 | 64 | 84 |
| North Raymond Road | 49 | 2 | C.U.L. @ Mayberry Road | Egypt Road | C | 3080 | 23.00 | 08-01-2010 | 61 | 57 |
| Portland Road | 75 | 1 | Cumberland Town Line | PC @ Long Hill Road | B | 12039 | 25.00 | 07-01-2010 | 54 | 49 |
| Portland Road | 75 | 2 | PC @ Long Hill Road | C.U.L. @ Turnpike Acres | B | 7342 | 33.00 | 08-01-2013 | 87 | 75 |
| West Gray Road | 78 | 1 | Windham Town Line | C.U.L. @ Liberty Avenue | B | 14887 | 32.00 | 09-01-2017 | 100 | 87 |
| Yarmouth Road | 79 | 1 | North Yarmouth Town Line | PC @ Sawyer Lane | C | 13450 | 29.00 | 08-01-2021 | 41 | 100 |

Pavement Condition Rating - Local/Urban Contract Roads (PCI - low to high)

| Branch Name | BranchID | SectionID | From | To | Rank | Length (ft) | Width (ft) | Const. Date | 2017 PCI | 2021 PCI |
|--------------------|----------|-----------|--------------------------|--------------------------|------|-------------|------------|-------------|----------|----------|
| Meguire Drive | 46 | 1 | Mayall Road 2 | End of Road | E | 1075 | 20.00 | 09-01-1992 | 52 | 31 |
| Seagull Drive | 54 | 1 | Shaker Road | Gate | E | 600 | 25.50 | 09-01-2010 | 61 | 45 |
| Two Rod Road | 65 | 1 | West Gray Road | End of Pavement | E | 885 | 18.50 | 07-01-2007 | 58 | 50 |
| Totten Road | 63 | 1 | Center Road | West Gray Road | E | 6537 | 21.00 | 08-01-2010 | 66 | 51 |
| Frost Road | 21 | 1 | Center Road | End of Road | E | 1640 | 21.00 | 07-01-2011 | 77 | 54 |
| Wanda Lane | 67 | 1 | Alder Sr Drive | Spruce Road | E | 575 | 22.00 | 08-01-2008 | 58 | 54 |
| Spruce Drive | 57 | 1 | Shaker Road | End of Road | E | 760 | 22.50 | 08-01-2008 | 57 | 55 |
| Foster Hill Road | 19 | 1 | Legrow Road | End of Road | E | 511 | 19.50 | 09-01-2007 | 63 | 62 |
| Partridge Lane | 50 | 1 | Yarmouth Road | End of Road | E | 1060 | 24.00 | 08-01-2007 | 71 | 63 |
| Shaker Road | 77 | 1 | Lewiston Road | PC @ I-95 Bridge | B | 5353 | 41.00 | 08-01-2008 | 67 | 64 |
| Lewiston Road | 74 | 2 | C.U.L. @ Weymouth Road | Shaker Road | B | 10254 | 35.00 | 08-01-2009 | 65 | 65 |
| Westwood Road | 69 | 1 | Egypt Road | Hunnewell Drive | E | 3896 | 21.00 | 09-01-2014 | 76 | 66 |
| Chris Lane | 10 | 1 | Spruce Road | Alder Drive | E | 590 | 22.00 | 07-01-2007 | 69 | 68 |
| Dunn Drive | 14 | 1 | Shaker Road | End of Road | E | 350 | 22.00 | 08-01-2010 | 82 | 68 |
| Libby Hill Road | 34 | 1 | Shaker Road | End of Road | E | 2200 | 24.50 | 07-01-2008 | 71 | 68 |
| Autumn Crossing | 4 | 1 | May Meadows Dr - South | May Meadows Dr - North | E | 1675 | 24.00 | 09-01-2006 | 79 | 69 |
| Mayall Road | 43 | 2 | Depot Road | Lewiston Road | E | 13405 | 22.50 | 08-01-2014 | 82 | 69 |
| Jessi Lane | 31 | 1 | May Meadows Drive | End of Road | E | 480 | 24.00 | 08-01-2006 | 73 | 70 |
| Tamarack Lane | 61 | 1 | Hemlock Lane | End of Pavement | E | 860 | 24.00 | 08-01-2008 | 70 | 70 |
| Colley Hill Road | 11 | 1 | Main Street | End of Pavement | E | 2355 | 20.00 | 08-01-2015 | 84 | 71 |
| Sunset Park | 60 | 1 | Shaker Road | End of Road | E | 560 | 21.00 | 08-01-2008 | 72 | 71 |
| Shaker Road | 77 | 2 | PC @ I-95 Bridge | PC @ Dunn Drive | B | 1213 | 45.50 | 08-01-2006 | 72 | 71 |
| Hemlock Lane | 28 | 1 | Ramsdell Road | Cul-De-Sac | E | 1601 | 24.00 | 07-01-2008 | 74 | 72 |
| Legrow Road | 33 | 3 | Pavement Change | End of Road | E | 162 | 13.00 | 07-01-2016 | 89 | 72 |
| Mayall Road | 43 | 3 | Lewiston Road | New Gloucester Town Line | E | 5085 | 22.00 | 07-01-2016 | 81 | 72 |
| Lawrence Road | 32 | 1 | West Gray Road | Center Road | E | 6902 | 22.00 | 08-01-2004 | 81 | 73 |
| Weymouth Road | 70 | 1 | Shaker Road | Lewiston Road | E | 11144 | 22.00 | 08-01-2010 | 80 | 73 |
| Alder Sr Drive | 1 | 1 | Shaker Road | Tim's Run | E | 1260 | 23.00 | 08-01-2014 | 84 | 74 |
| Collyer Brook Road | 12 | 1 | Depot Road | End of Road | E | 1430 | 26.00 | 09-01-2011 | 81 | 74 |
| Whitney Road | 72 | 1 | Portland Road | Cumberland Town Line | E | 7475 | 21.00 | 07-01-2012 | 82 | 74 |
| Rockwood Terrace | 84 | 1 | Wayne Avenue | End of Pavement | E | 210 | 16.00 | 08-01-2019 | - | 75 |
| Yarmouth Road | 79 | 2 | PC @ Sawyer Lane | Portland Road | C | 3500 | 27.00 | 08-01-2015 | 100 | 76 |
| Fairview Avenue | 17 | 1 | End of Pavement | Shaker Road | E | 2020 | 21.00 | 08-01-2016 | 90 | 77 |
| Brown Street | 6 | 1 | Lewiston Road | Yarmouth Road | E | 725 | 33.00 | 06-01-2016 | 92 | 79 |
| Ramsdell Road | 53 | 1 | West Gray Road | End of Road | E | 9250 | 22.00 | 08-01-2012 | 79 | 79 |
| Ambrose Circle | 3 | 2 | Pavement Change | May Meadows Drive | E | 986 | 24.00 | 07-01-2014 | 84 | 79 |
| Ambrose Circle | 3 | 1 | Autumn Crossing | Pavement Change | E | 1096 | 24.00 | 09-01-2006 | 82 | 80 |
| Hunts Hill Road | 29 | 1 | Portland Road | Center Road | E | 4490 | 21.00 | 09-01-2016 | 83 | 80 |
| Mayberry Road | 44 | 1 | Shaker Road | North Raymond Road | E | 10865 | 22.00 | 08-01-2011 | 87 | 80 |
| Mckonkey Road | 45 | 1 | West Gray Road | End of Pavement | E | 1282 | 19.00 | 09-01-2008 | 82 | 80 |
| Center Road | 8 | 1 | West Gray Road | Windham Town Line | E | 19290 | 22.00 | 09-01-2016 | 82 | 81 |
| Legrow Road | 33 | 2 | Foster Hill Road | Pavement Change | E | 2858 | 20.67 | 07-01-2016 | 86 | 81 |
| Long Hill Road | 37 | 1 | Portland Road | Cumberland Town Line | E | 9065 | 22.00 | 08-01-2011 | 92 | 83 |
| Merrill Road | 47 | 1 | Mayall Road 2 | New Gloucester Town Line | E | 8497 | 23.00 | 08-01-2013 | 91 | 83 |
| Portland Road | 75 | 3 | C.U.L. @ Turnpike Acres | West Gray Road | B | 2350 | 33.33 | 07-01-2010 | 91 | 83 |
| Route 26 Bypass | 76 | 1 | West Gray Road | Shaker Road | B | 6188 | 53.33 | 08-01-2006 | 84 | 84 |
| Bull Run Road | 82 | 1 | Merrill Road | End of Pavement | E | 1525 | 21.00 | 08-01-2014 | - | 85 |
| Charlontate Drive | 9 | 1 | Shaker Road | End of Road | E | 3090 | 21.00 | 07-01-2017 | 100 | 86 |
| Wheeler Road | 71 | 1 | West Gray Road | Two Rod Road | E | 947 | 20.50 | 07-01-2015 | 86 | 86 |
| Poplar Ridge Road | 83 | 1 | Lawrence Road | End of Road | E | 2020 | 24.00 | 08-01-2006 | - | 87 |
| Tim's Run | 62 | 1 | Alder Sr Drive | Fairview Drive | E | 1195 | 22.50 | 08-01-2014 | 87 | 87 |
| West Gray Road | 78 | 2 | C.U.L. @ Liberty Ave | PC @ McKonkey Road | B | 1225 | 32.00 | 08-01-2016 | 88 | 87 |
| Magnolia Drive | 39 | 1 | Mayall Road 2 | End of Road | E | 1206 | 25.00 | 05-01-2007 | 92 | 88 |
| May Meadows Drive | 42 | 1 | Egypt Road | End of Road | E | 4125 | 24.00 | 08-15-2018 | 77 | 88 |
| Gray Park | 25 | 1 | Shaker Road - South | Shaker Road - North | E | 2625 | 24.00 | 08-15-2019 | 57 | 89 |
| Lyons Point Road | 38 | 1 | Raymond Town Line | Private Road | E | 7802 | 22.00 | 08-15-2018 | 55 | 89 |
| West Gray Road | 78 | 3 | PC @ McKonkey Road | Portland Road | B | 3399 | 51.00 | 08-15-2018 | 69 | 89 |
| Legrow Road | 33 | 1 | Lewiston Road | Foster Hill Road | E | 270 | 24.00 | 07-01-2016 | 92 | 90 |
| Shaker Road | 77 | 3 | PC @ Dunn Drive | PC @ House #419 | B | 15408 | 35.00 | 08-01-2017 | 100 | 91 |
| Cambell Shore Road | 7 | 1 | West Gray Road | Latimer Road | E | 9493 | 22.00 | 08-01-2016 | 93 | 92 |
| Doughty Farm Road | 13 | 1 | Long Hill Road | End of Road | E | 1700 | 24.00 | 08-15-2018 | 52 | 92 |
| George Perley Road | 23 | 1 | Town Farm Road | End of Road | E | 1245 | 20.00 | 07-01-2017 | 100 | 92 |
| Mountain View Road | 48 | 1 | Cambell Shore Road | Pavement Change | E | 6965 | 22.00 | 08-01-2013 | 94 | 92 |
| Town Farm Road | 64 | 1 | North Yarmouth Town Line | Depot Road | E | 4025 | 22.00 | 07-01-2017 | 100 | 93 |
| North Raymond Road | 49 | 3 | Egypt Road | Raymond Town Line | E | 7289 | 22.00 | 08-15-2019 | 70 | 93 |
| Shaker Road | 77 | 4 | PC @ House #419 | New Gloucester Town Line | B | 639 | 39.50 | 08-01-2017 | 100 | 93 |

Pavement Condition Rating - Local/Urban Contract Roads (PCI - low to high)

| Branch Name | BranchID | SectionID | From | To | Rank | Length (ft) | Width (ft) | Const. Date | 2017 PCI | 2021 PCI |
|---------------------|----------|-----------|--------------------|----------------------|------|-------------|------------|-------------|----------|----------|
| Wildwood Lane | 73 | 1 | Mayberry Road | End of Road | E | 2090 | 22.00 | 08-15-2018 | 52 | 94 |
| Forest Lake Road | 18 | 1 | Dutton Hill Road | Cumberland Town Line | E | 5256 | 21.00 | 08-15-2019 | 60 | 96 |
| Gore Road | 24 | 1 | Pavement Change | End of Road | E | 3384 | 22.00 | 08-15-2018 | 76 | 96 |
| South Ridge Road | 55 | 1 | Whitney Road | End of Road | E | 1260 | 24.00 | 08-15-2018 | 66 | 96 |
| Upper Marginal Way | 66 | 1 | Hunts Hill Road | Portland Road | E | 5585 | 22.50 | 08-15-2018 | 77 | 97 |
| Marie Street | 40 | 1 | Shaker Road | Weymouth Road | E | 1030 | 22.00 | 05-15-2021 | 75 | 98 |
| Spiro Avenue | 56 | 1 | Shaker Road | End of Road | E | 540 | 21.00 | 05-15-2020 | 66 | 99 |
| Wayne Avenue | 68 | 1 | Lewiston Road | End of Road | E | 885 | 22.50 | 08-15-2019 | 65 | 99 |
| Alling Lane | 2 | 1 | Mayberry Road | Cul-De-Sac | E | 840 | 21.50 | 10-15-2021 | 64 | 100 |
| Blueberry Lane | 5 | 1 | Shaker Road | Blueberry Lane | E | 6950 | 22.00 | 05-15-2021 | 74 | 100 |
| Dutton Hill Road | 15 | 1 | Center Road | Portland Road | E | 10075 | 22.00 | 10-15-2021 | 80 | 100 |
| Eagles Nest Road | 16 | 1 | Upper Marginal Way | End of Road | E | 1390 | 20.50 | 05-15-2021 | 53 | 100 |
| Fran Circle | 20 | 1 | Jenny Drive - West | Jenny Drive - East | E | 3150 | 24.00 | 08-01-2021 | 69 | 100 |
| Garret Road | 22 | 1 | Egypt Road | End of Road | E | 960 | 28.00 | 09-15-2020 | 61 | 100 |
| Graystone Road | 26 | 1 | Dutton Hill Road | End of Road | E | 1278 | 24.00 | 10-15-2021 | 59 | 100 |
| Hancock Street | 27 | 1 | Yarmouth Road | End of Road | E | 950 | 21.50 | 10-15-2021 | 52 | 100 |
| Jenny Drive | 30 | 1 | Cambell Shore Road | Fran Circle | E | 1140 | 24.00 | 08-01-2021 | 71 | 100 |
| Liberty Avenue | 35 | 1 | West Gray Road | End of Road | E | 835 | 22.00 | 10-15-2021 | 63 | 100 |
| Lindan Lane | 36 | 1 | Shaker Road | End of Road | E | 1540 | 21.00 | 10-15-2021 | 58 | 100 |
| Marion Avenue | 41 | 1 | End of Road | Marie Street | E | 470 | 20.50 | 05-15-2021 | 55 | 100 |
| Mayall Road | 43 | 1 | Yarmouth Road | Depot Road | E | 3375 | 23.00 | 05-15-2021 | 71 | 100 |
| Pleasant View Drive | 52 | 1 | West Gray Road | End of Road | E | 2625 | 24.00 | 05-15-2021 | 67 | 100 |
| Presidential Drive | 51 | 1 | Lewiston Road | End of Road | E | 1960 | 23.00 | 05-15-2021 | 75 | 100 |
| Stave Mill Road | 58 | 1 | Weymouth Road | End of Road | E | 1010 | 24.00 | 10-15-2021 | 67 | 100 |
| Summit Road | 59 | 1 | Upper Marginal Way | End of Road | E | 1210 | 21.50 | 10-15-2021 | 66 | 100 |
| Mountain View Road | 48 | 2 | Pavement Change | End of Road | E | 3715 | 22.00 | 05-15-2021 | - | 100 |

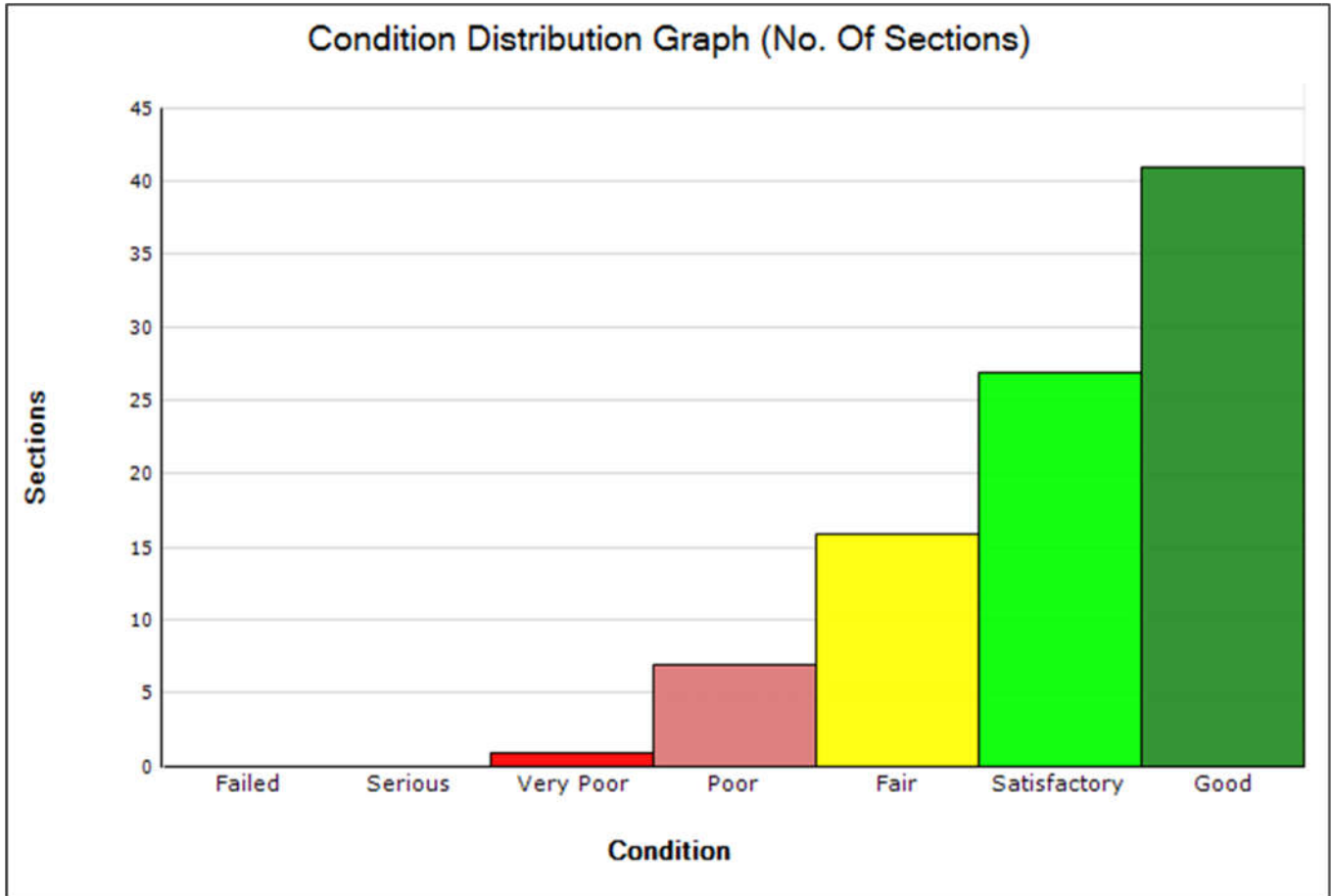
Pavement Condition Rating - State Roads (PCI - low to high)

| Branch Name | BranchID | SectionID | From | To | Rank | Length (ft) | Width (ft) | Const. Date | 2017 PCI | 2021 PCI |
|--------------------|----------|-----------|--------------------------|--------------------------|------|-------------|------------|-------------|----------|----------|
| Portland Road | 75 | 1 | Cumberland Town Line | PC @ Long Hill Road | B | 12039 | 25.00 | 07-01-2010 | 54 | 49 |
| Lewiston Road | 74 | 1 | New Gloucester Town Line | C.U.L. @ Weymouth Road | B | 4897 | 32.00 | 08-01-2009 | 58 | 53 |
| Depot Road | 80 | 1 | Yarmouth Road | New Gloucester Town Line | C | 13575 | 24.67 | 06-01-2013 | 61 | 57 |
| North Raymond Road | 49 | 2 | C.U.L. @ Mayberry Road | Egypt Road | C | 3080 | 23.00 | 08-01-2010 | 61 | 57 |
| Portland Road | 75 | 2 | PC @ Long Hill Road | C.U.L. @ Turnpike Acres | B | 7342 | 33.00 | 08-01-2013 | 87 | 75 |
| North Raymond Road | 49 | 1 | Shaker Road | C.U.L. @ Mayberry Road | C | 2061 | 22.25 | 08-15-2019 | 64 | 84 |
| West Gray Road | 78 | 1 | Windham Town Line | C.U.L. @ Liberty Avenue | B | 14887 | 32.00 | 09-01-2017 | 100 | 87 |
| Egypt Road | 81 | 1 | North Raymond Road | Raymond Town Line | C | 8830 | 24.00 | 08-01-2021 | 63 | 100 |
| Yarmouth Road | 79 | 1 | North Yarmouth Town Line | PC @ Sawyer Lane | C | 13450 | 29.00 | 08-01-2021 | 41 | 100 |

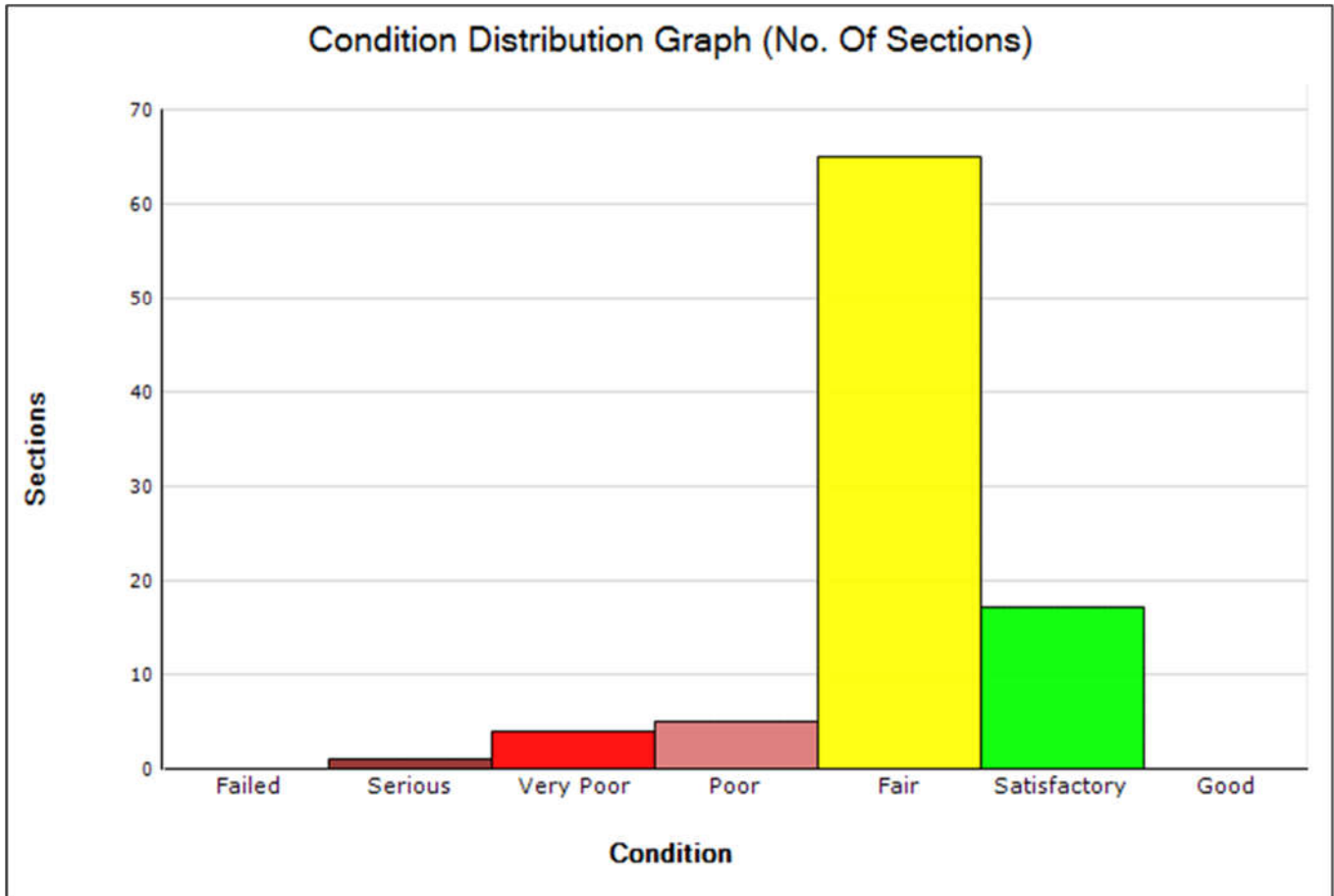
APPENDIX B – M&R Budget Analysis (Graphs)

NOTE: The Annual Condition graphs show PCI levels at the end of each year after work has been completed. This is why the PCI for 2021 varies for each scenario.

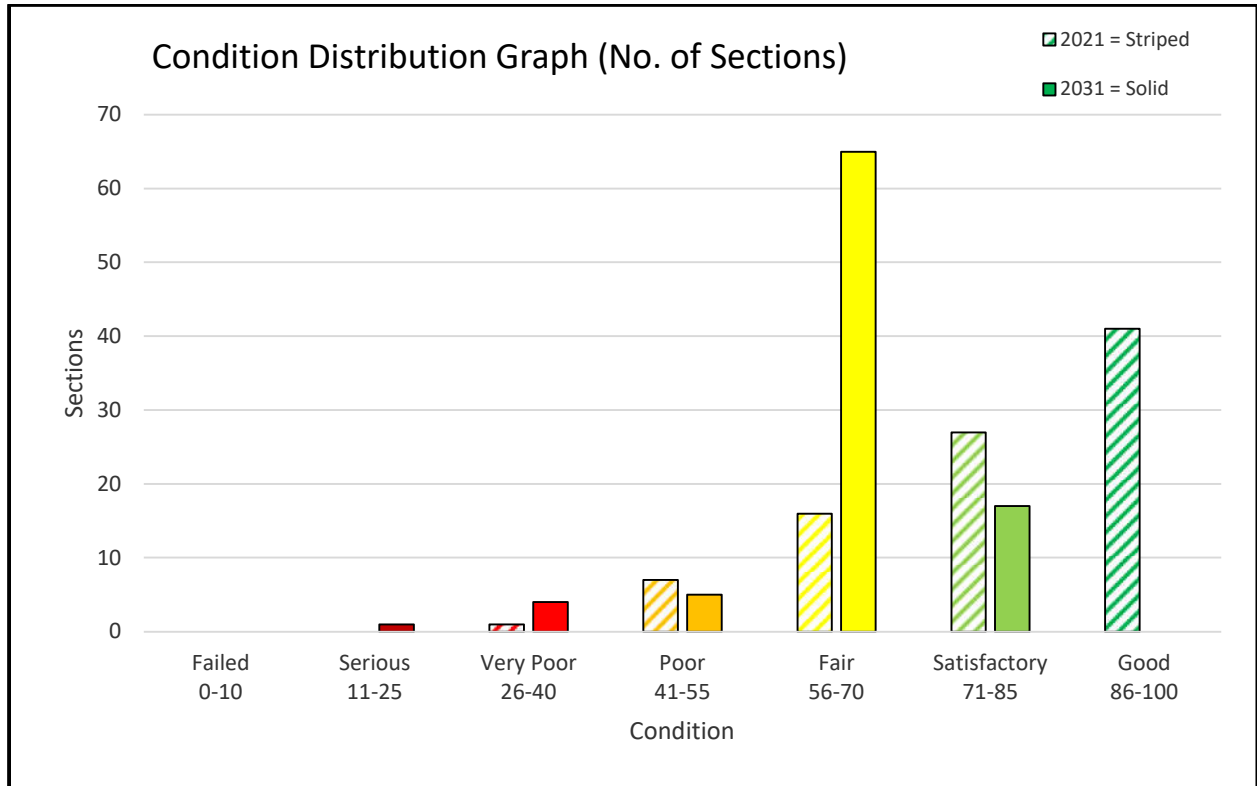
Scenario I: No Funding (do nothing approach)



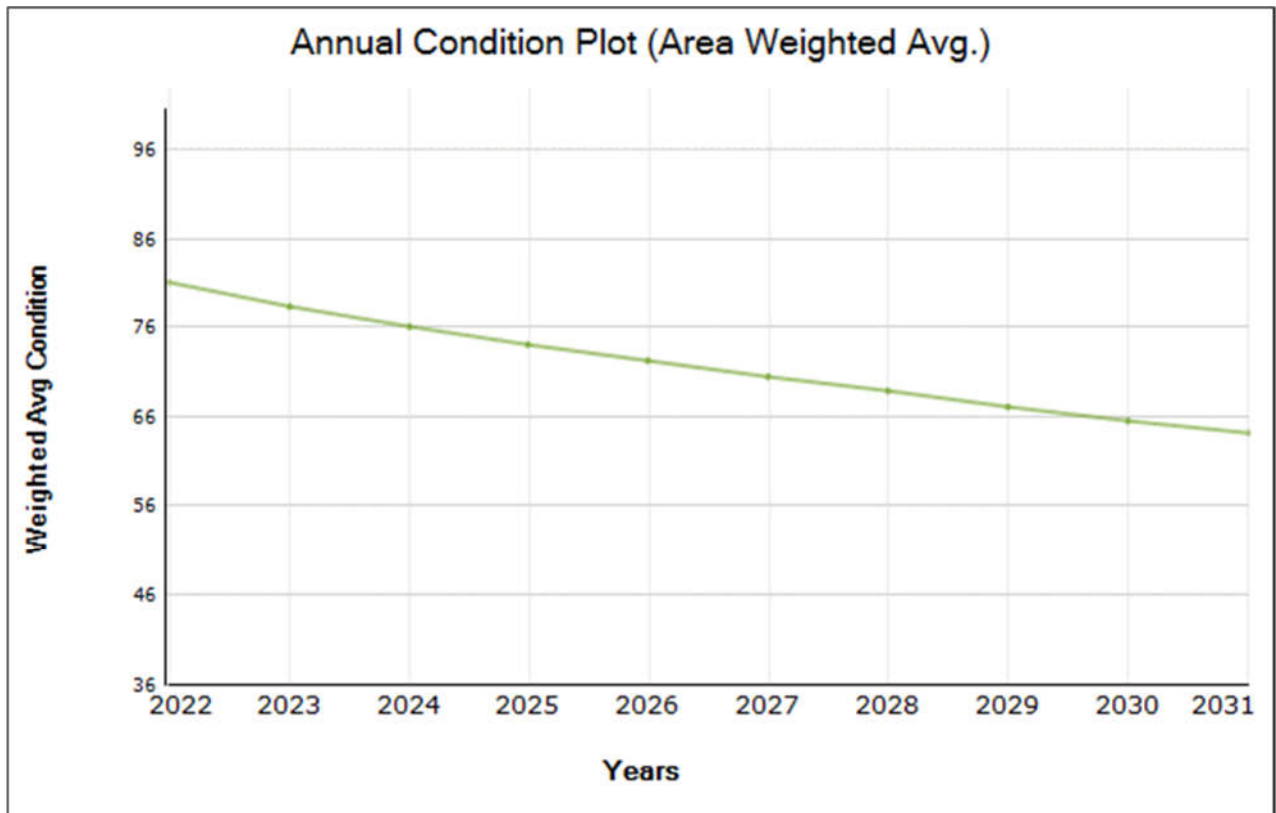
Condition Distribution Graph (CDG) 2021



CDG 2031

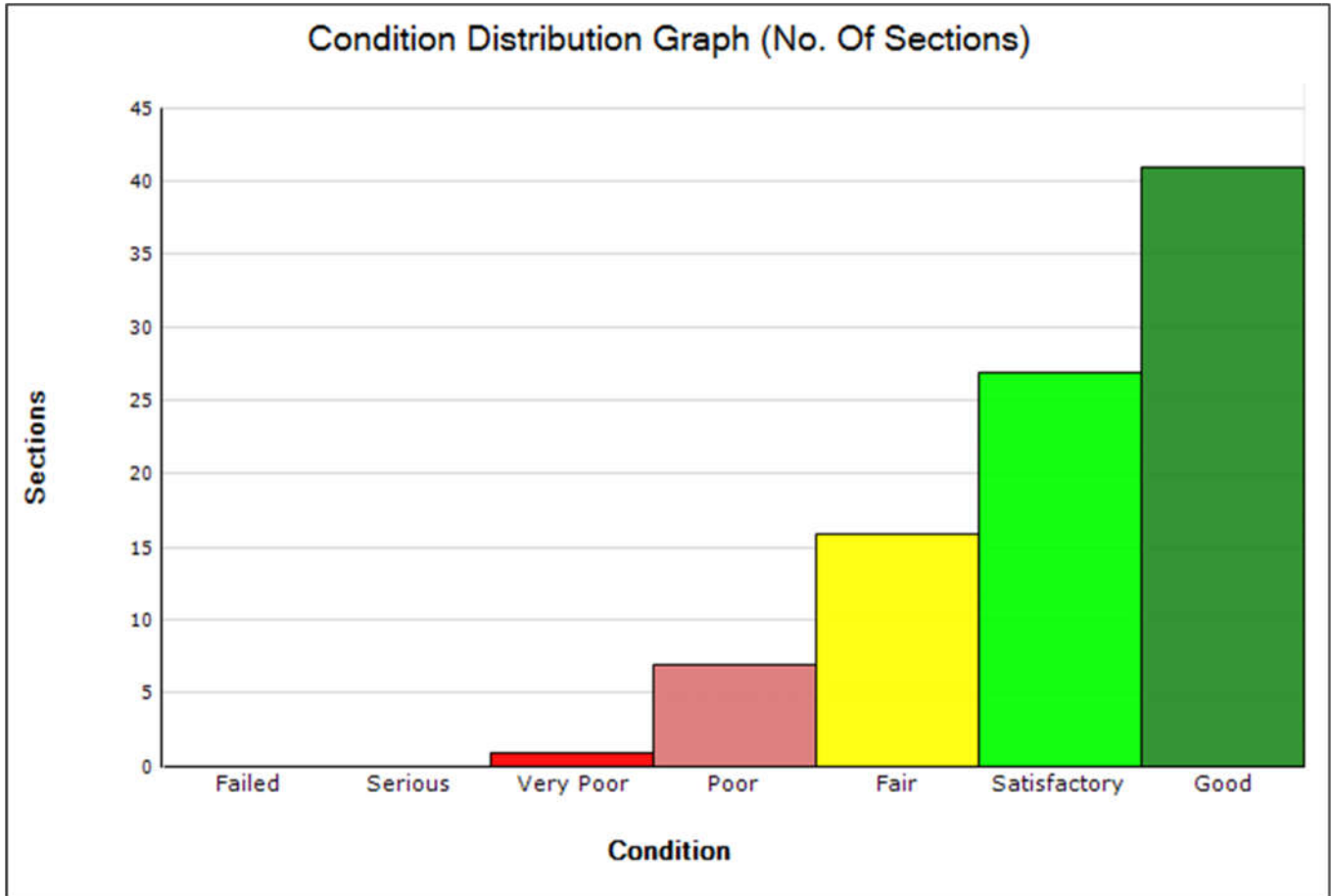


CDG 2021 vs. 2031

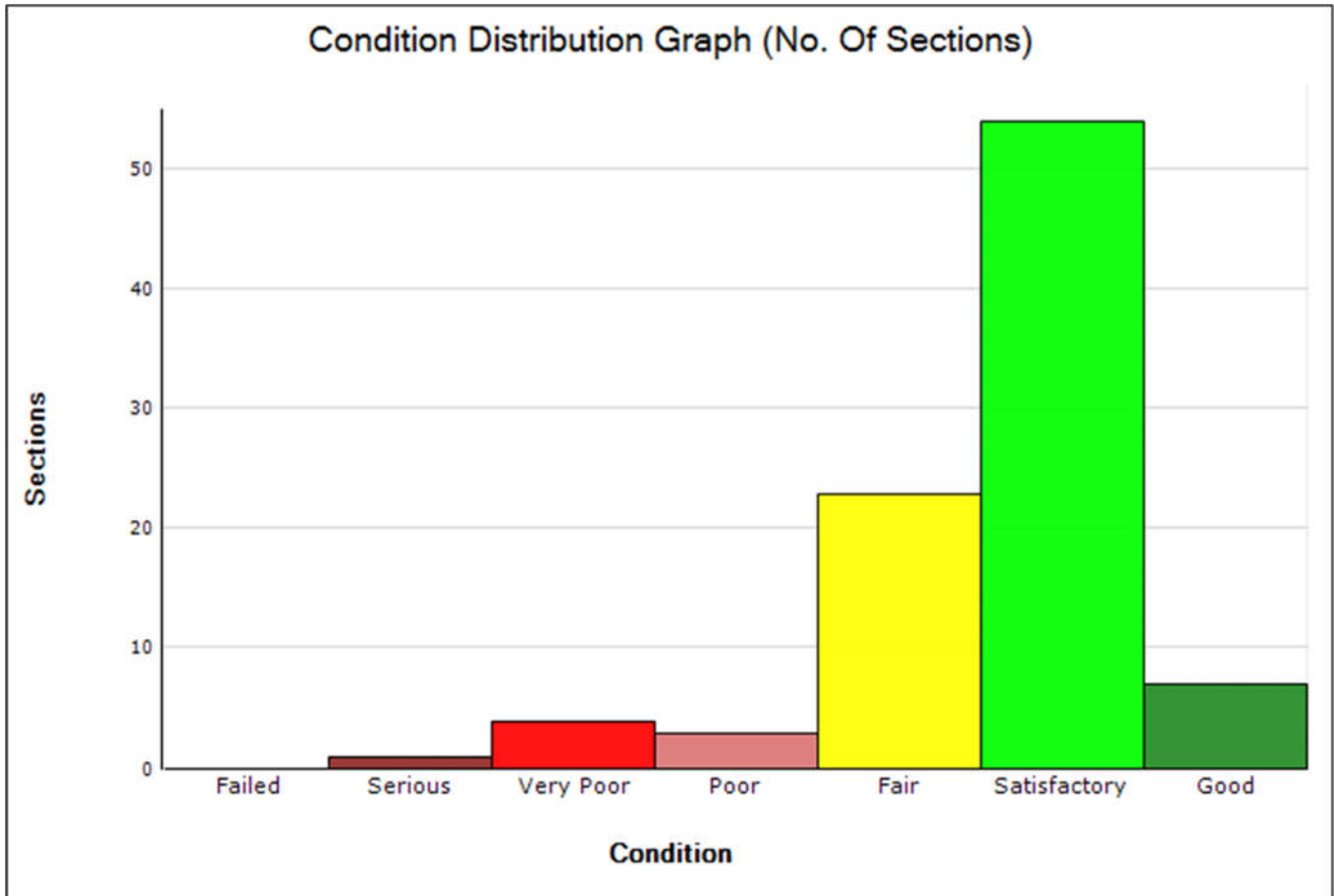


Annual PCI levels

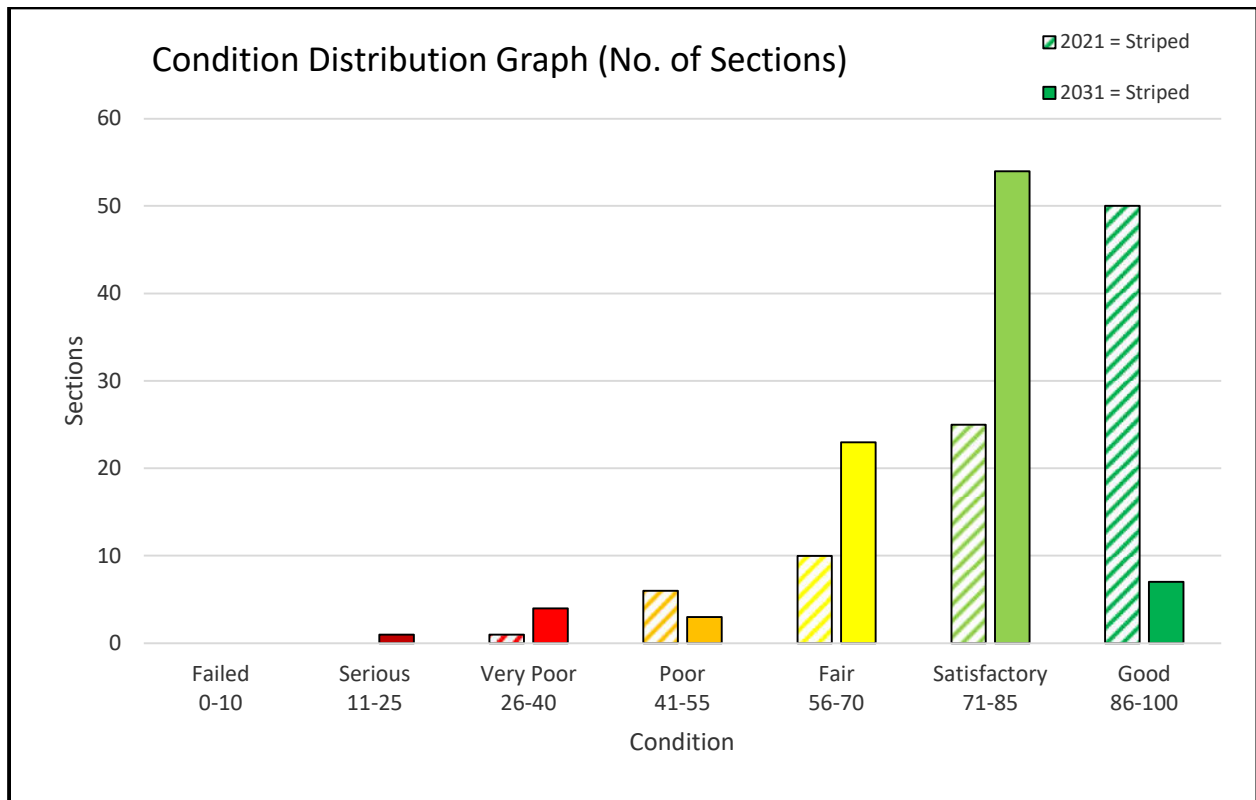
Scenario 2: \$300,000 budget per year for 10 years



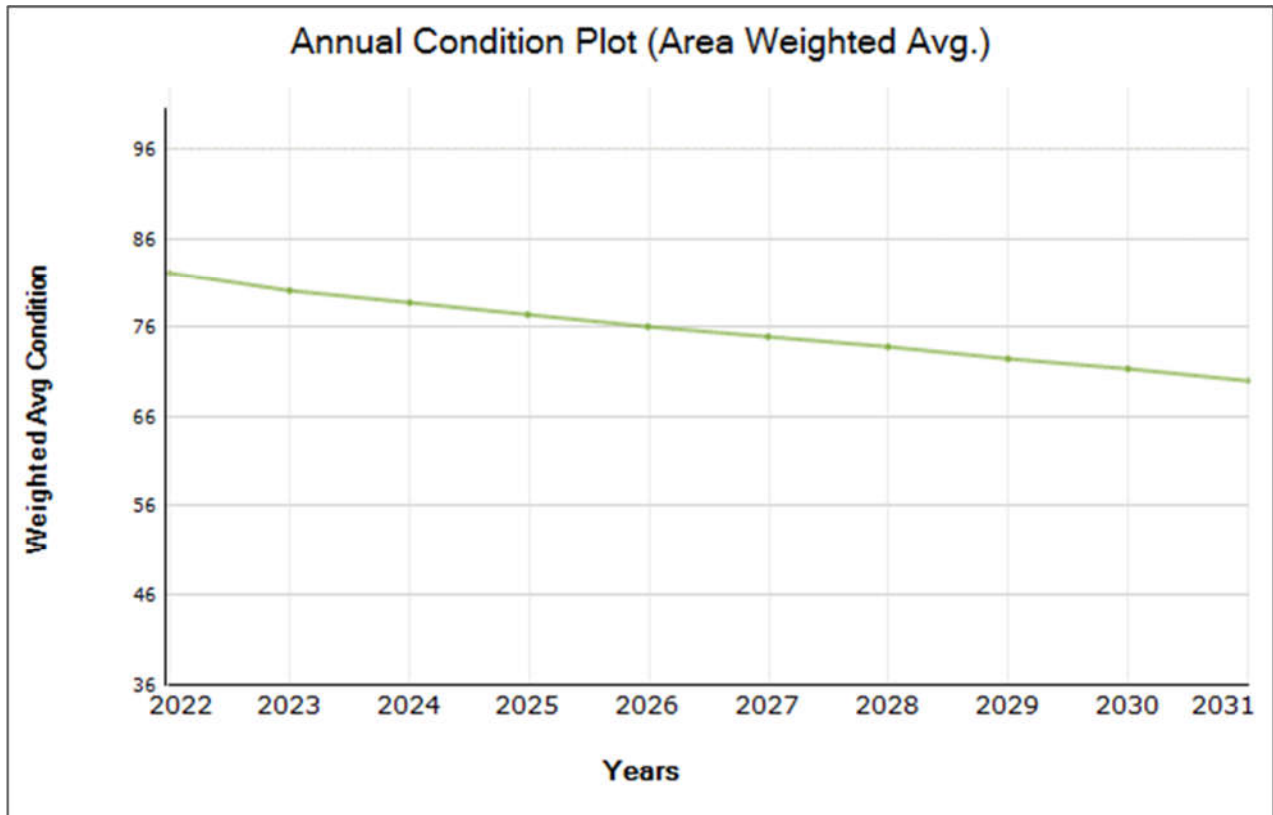
CDG 2021



CDG 2031

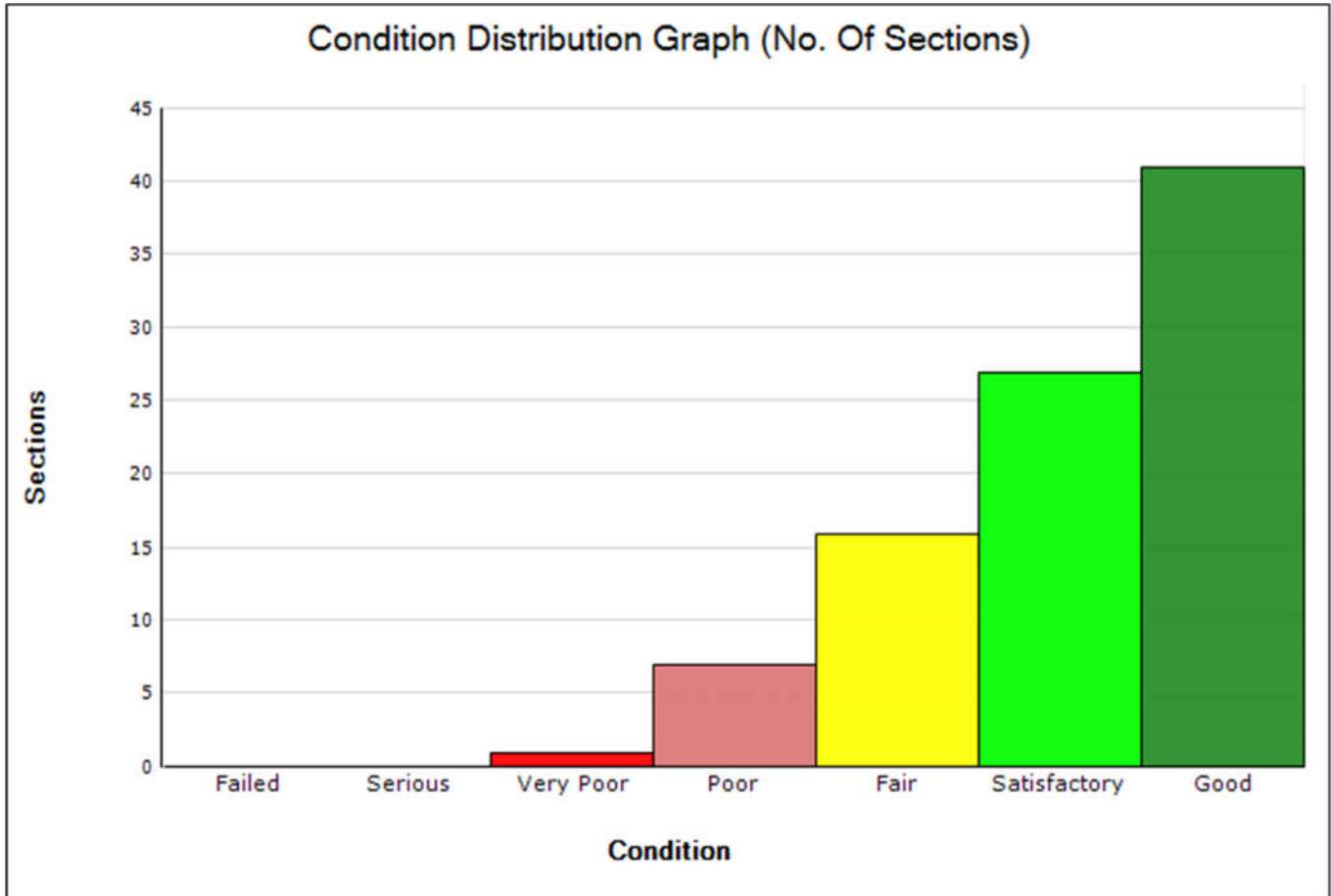


CDG 2021 vs. 2031

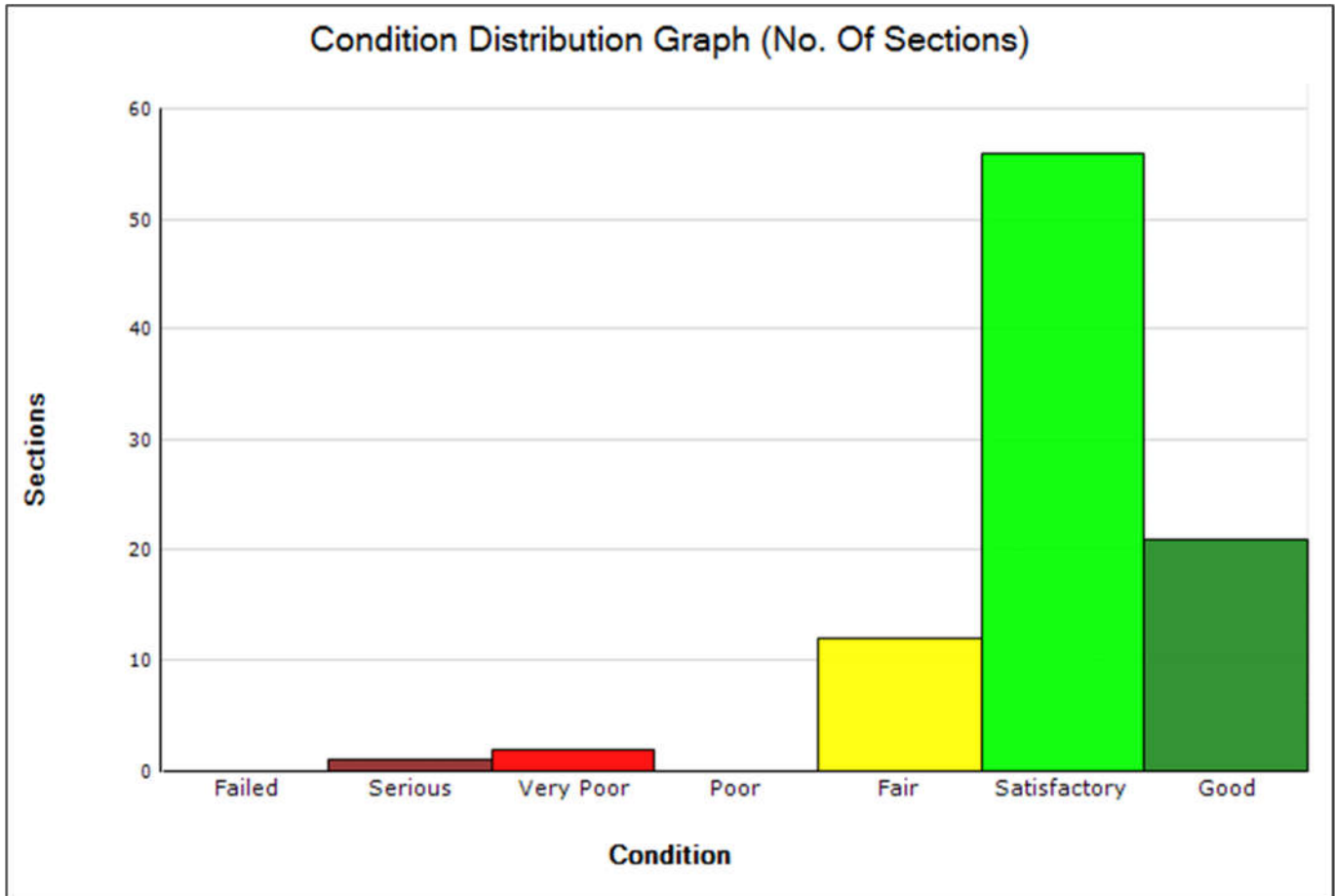


Annual PCI Levels

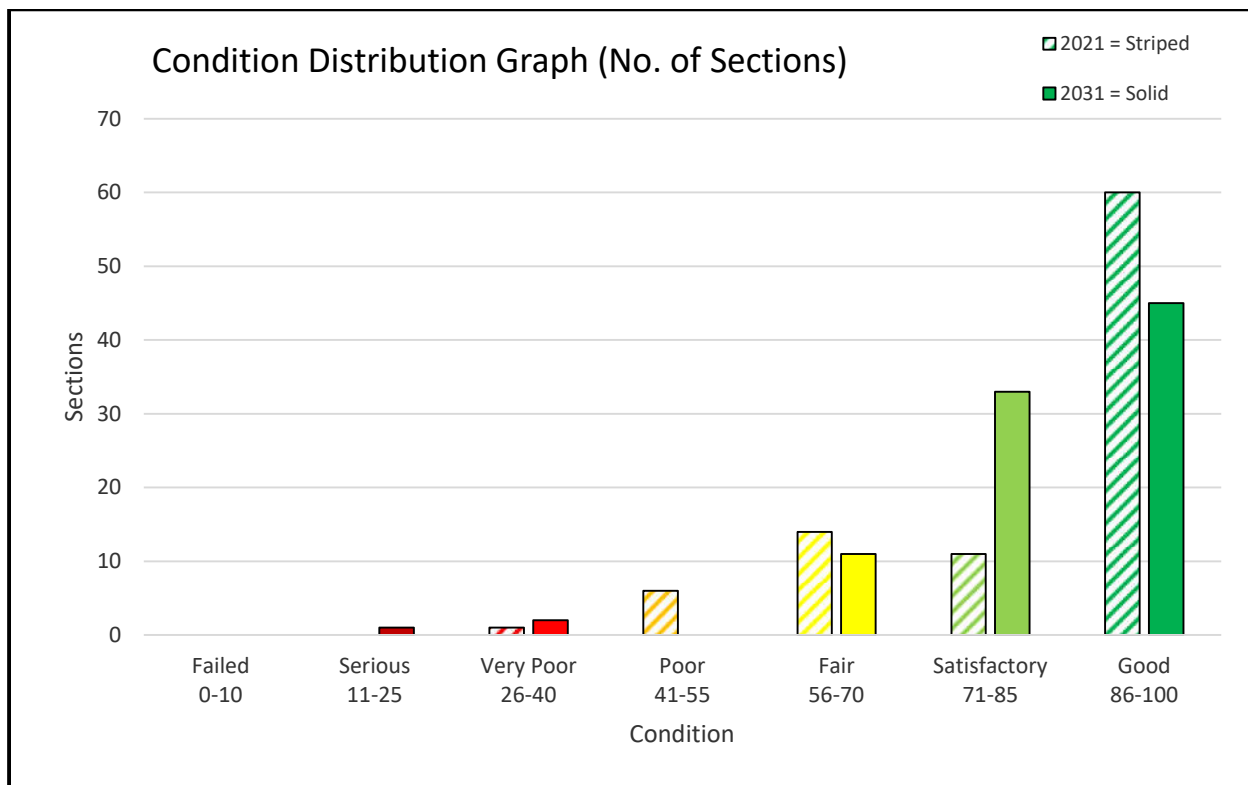
Scenario 3: \$450,000 budget per year for 10 years



CDG 2021



CDG 2031

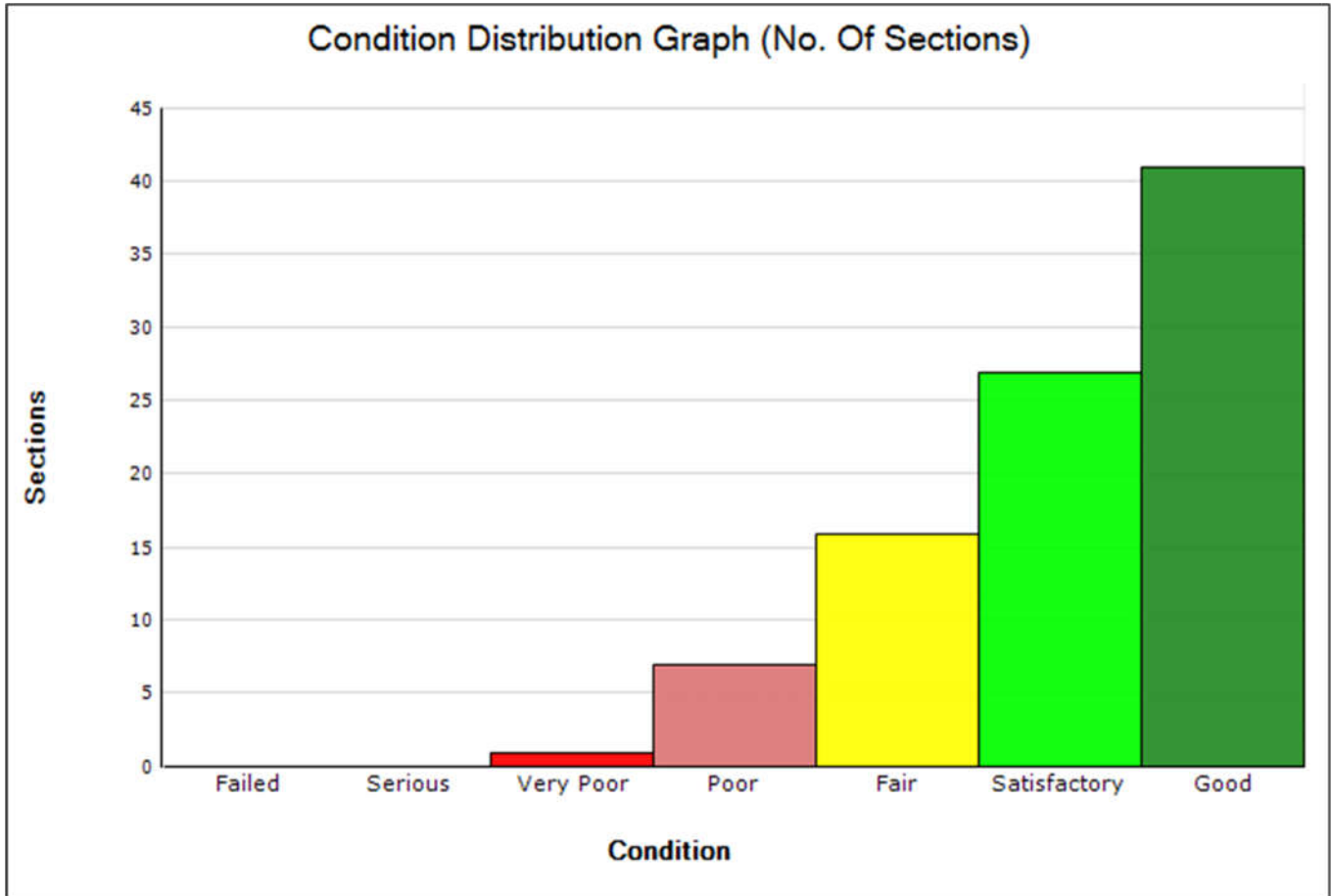


CDG 2021 vs. 2031

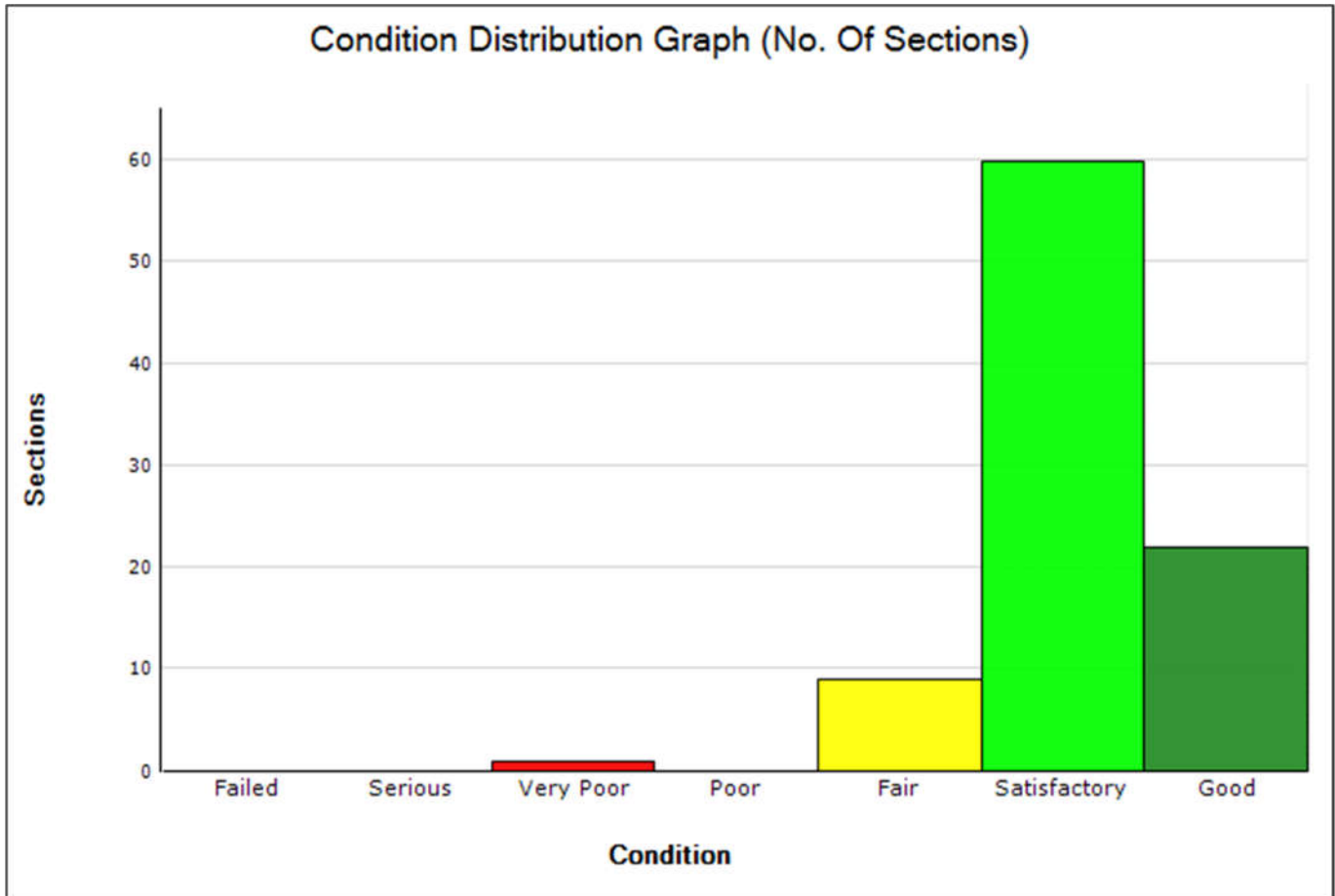


Annual PCI Levels

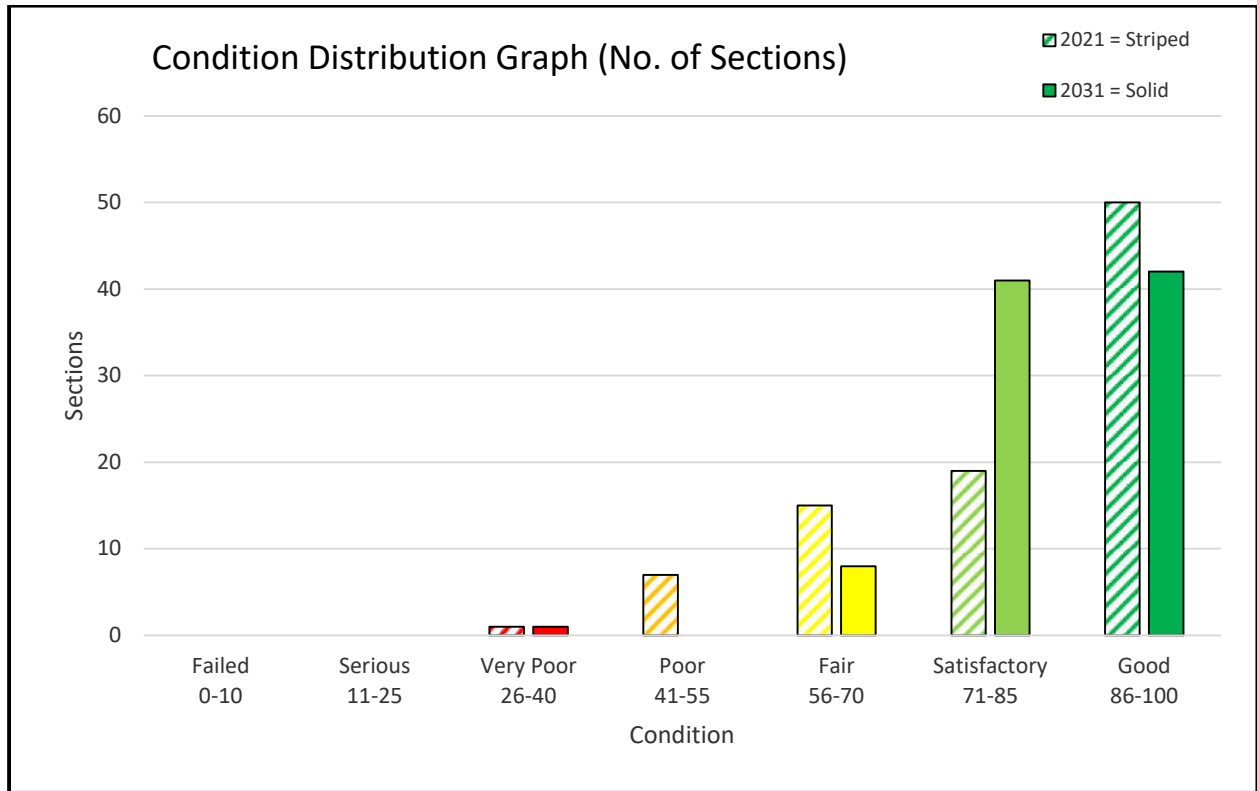
Scenario 4: Maintain current PCI for 10 years (\$560,000)



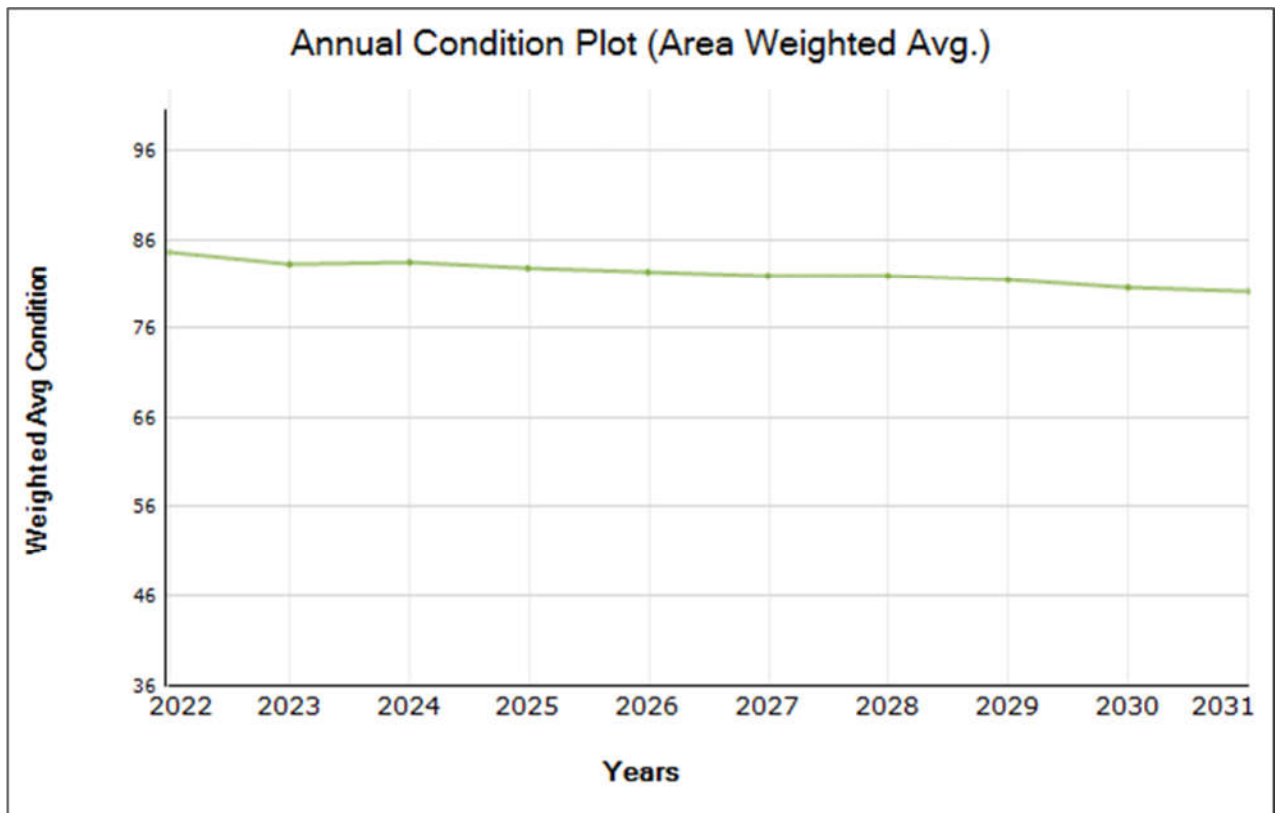
CDG 2021



CDG 2031

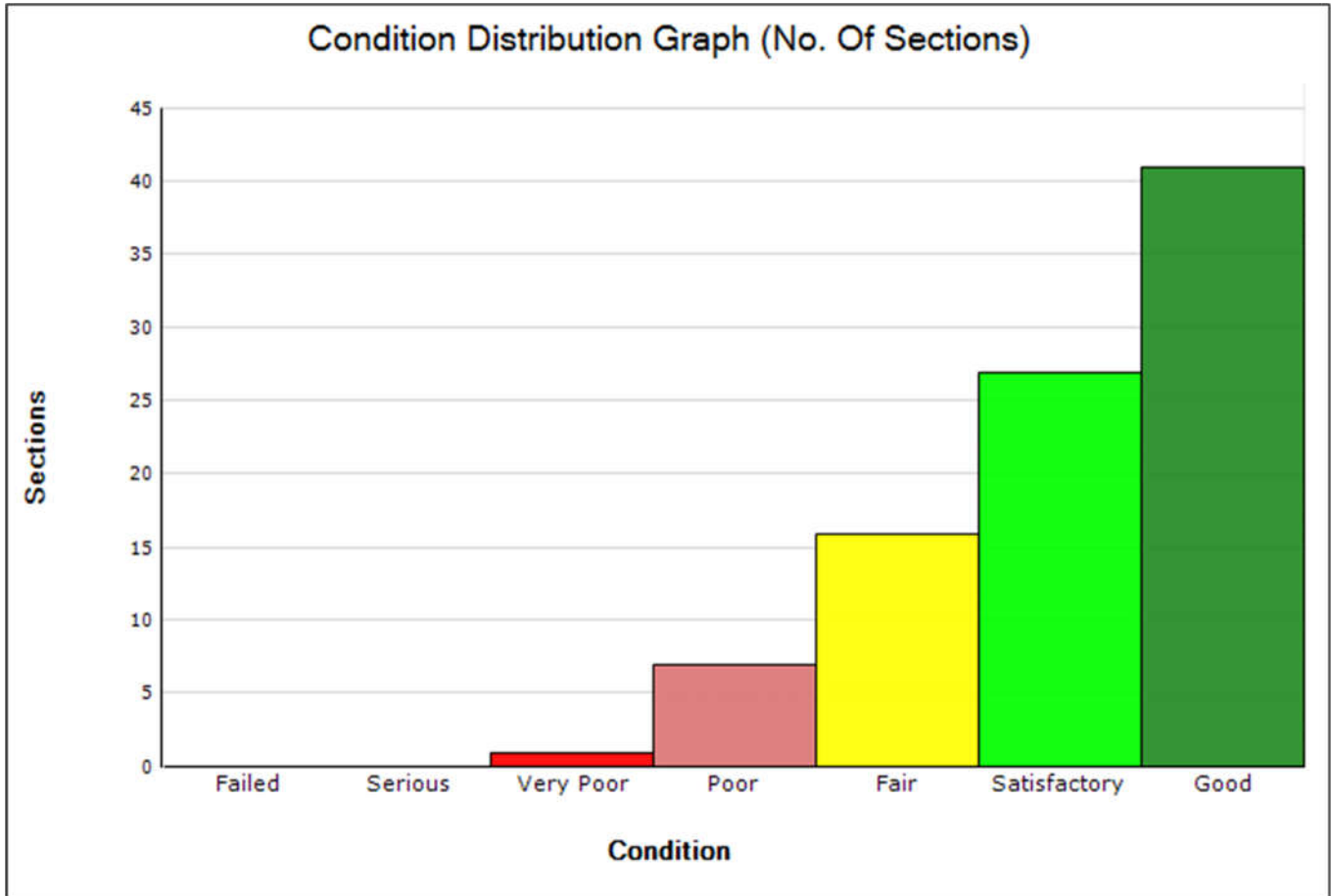


CDG 2021 vs. 2031

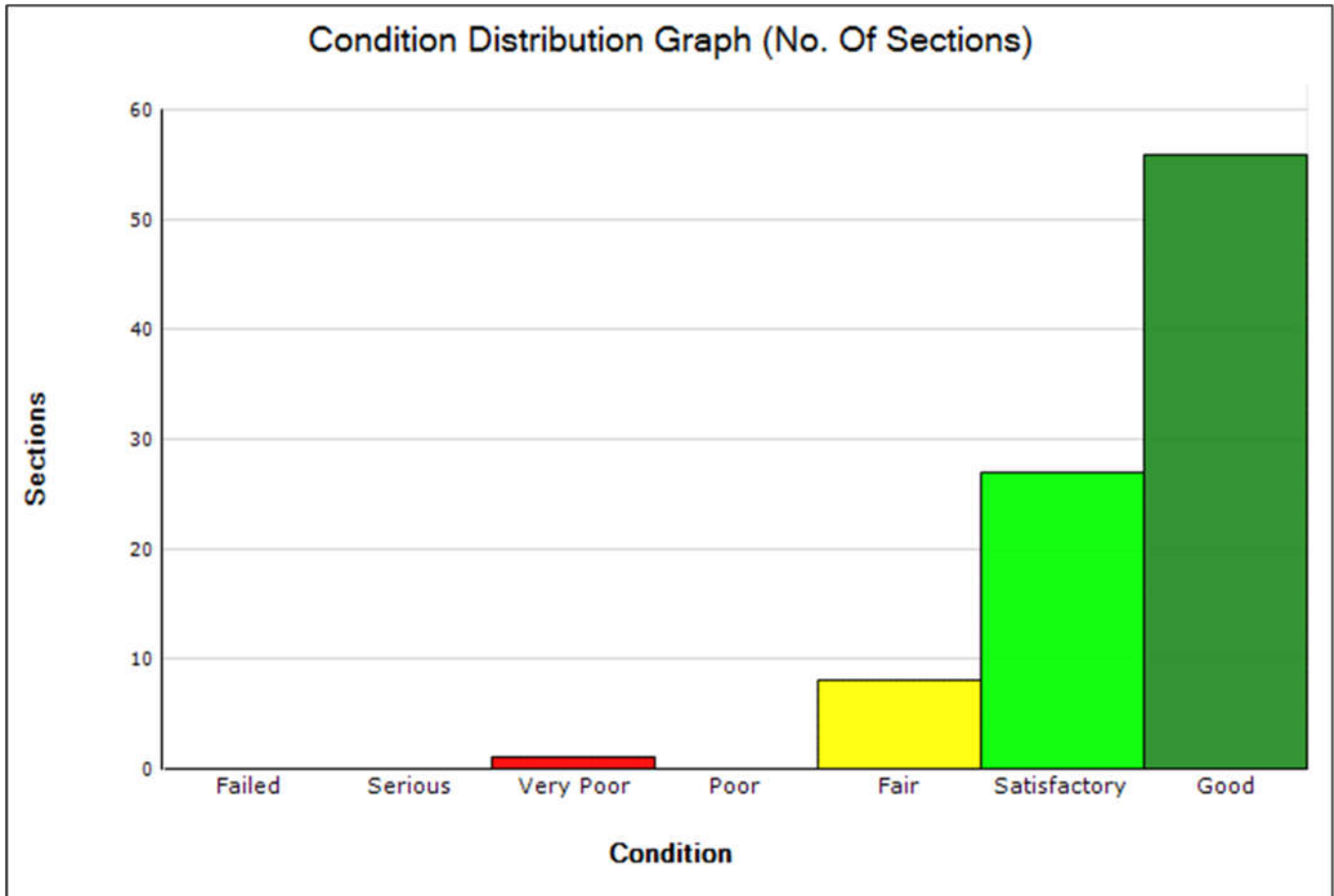


Annual PCI Levels

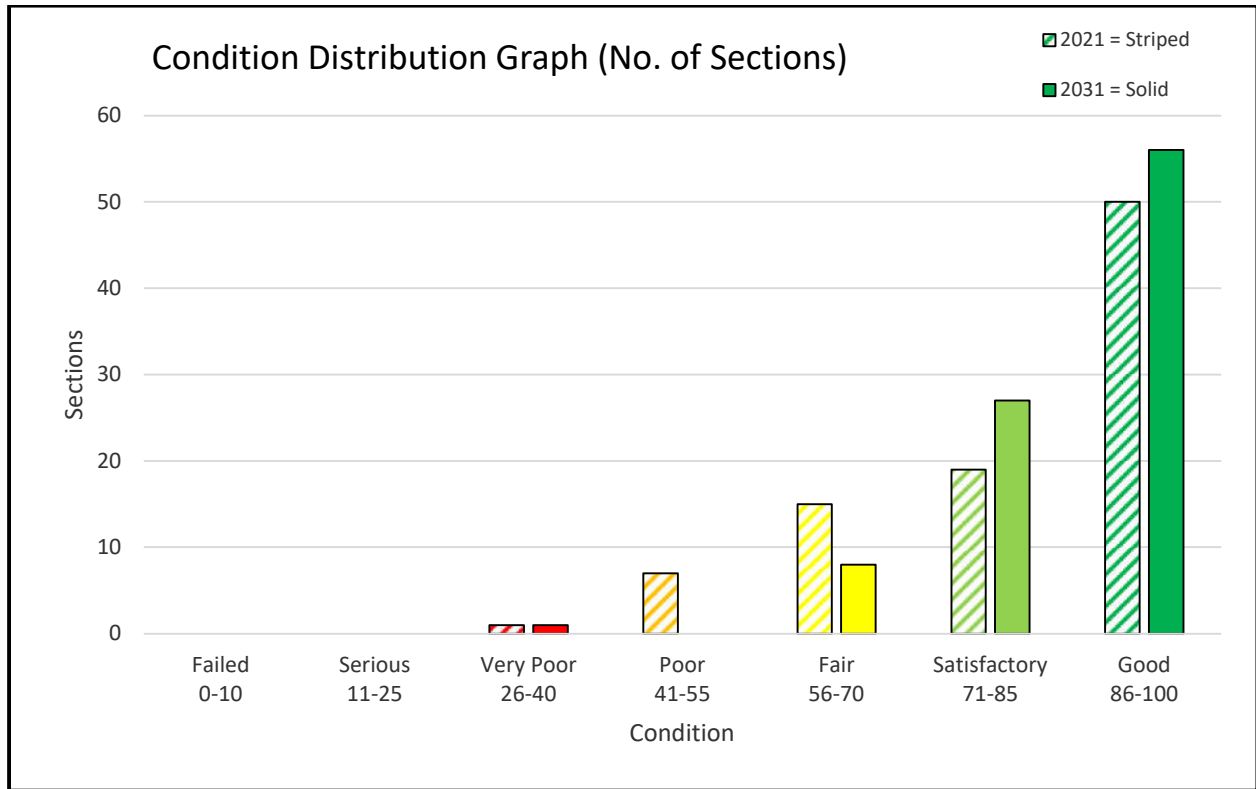
Scenario 5: \$700,000 budget per year for 10 years



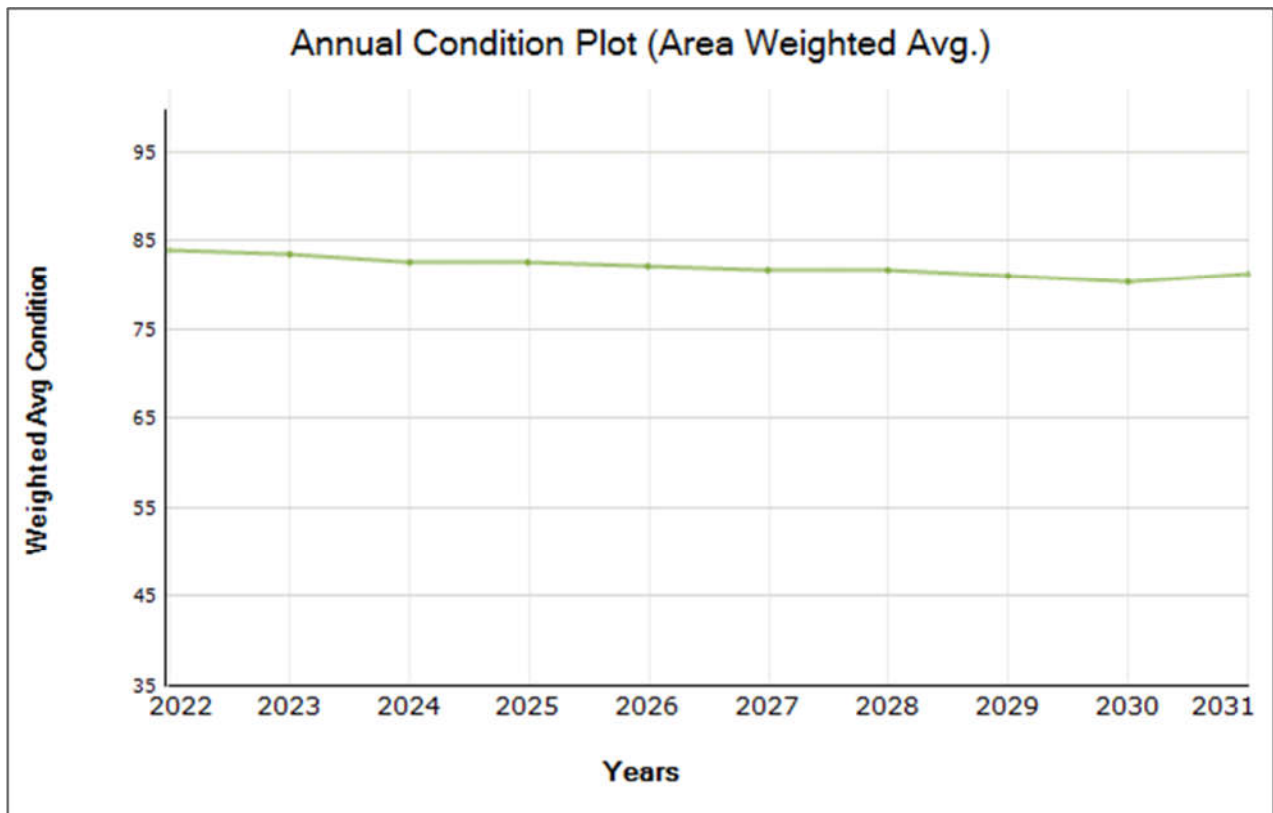
CDG 2021



CDG 2031

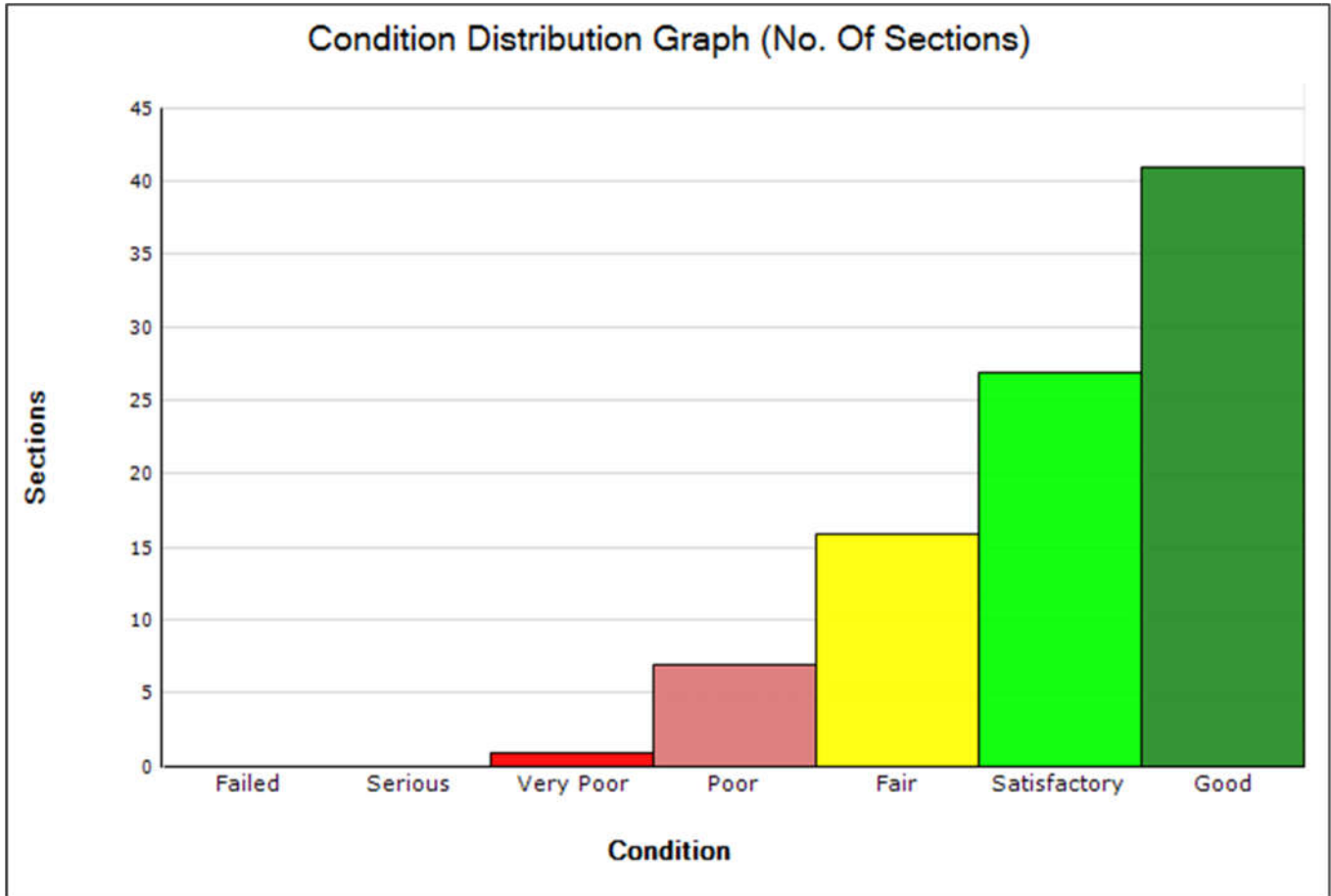


CDG 2021 vs. 2031

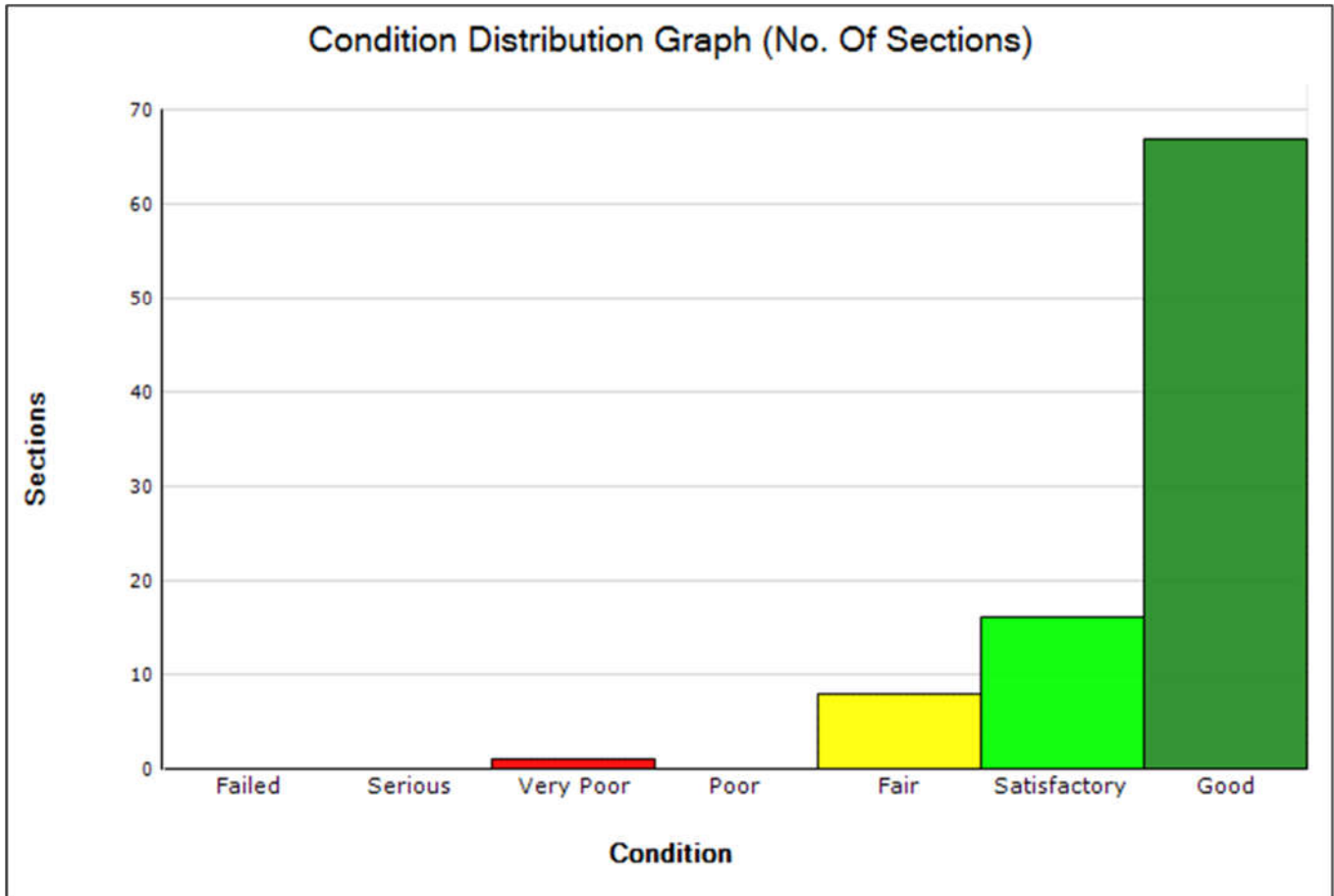


Annual PCI Levels

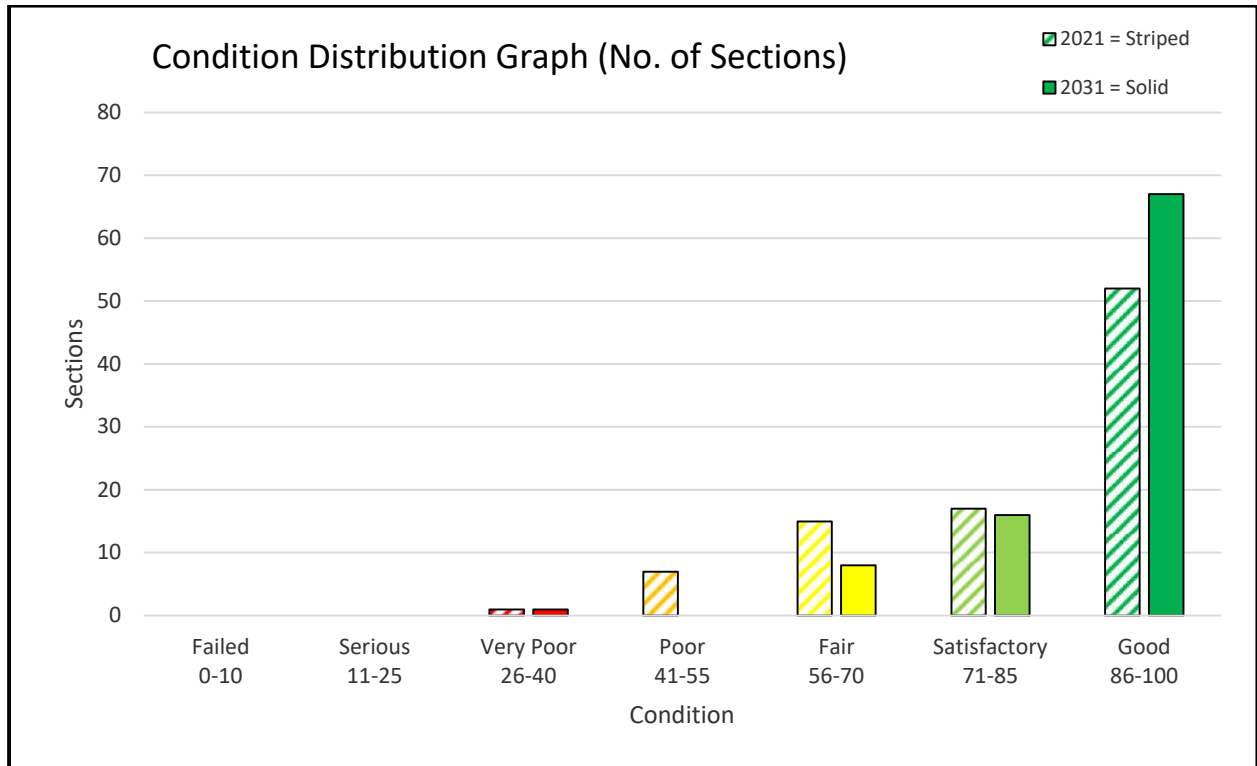
Scenario 6: \$800,000 budget per year for 10 years



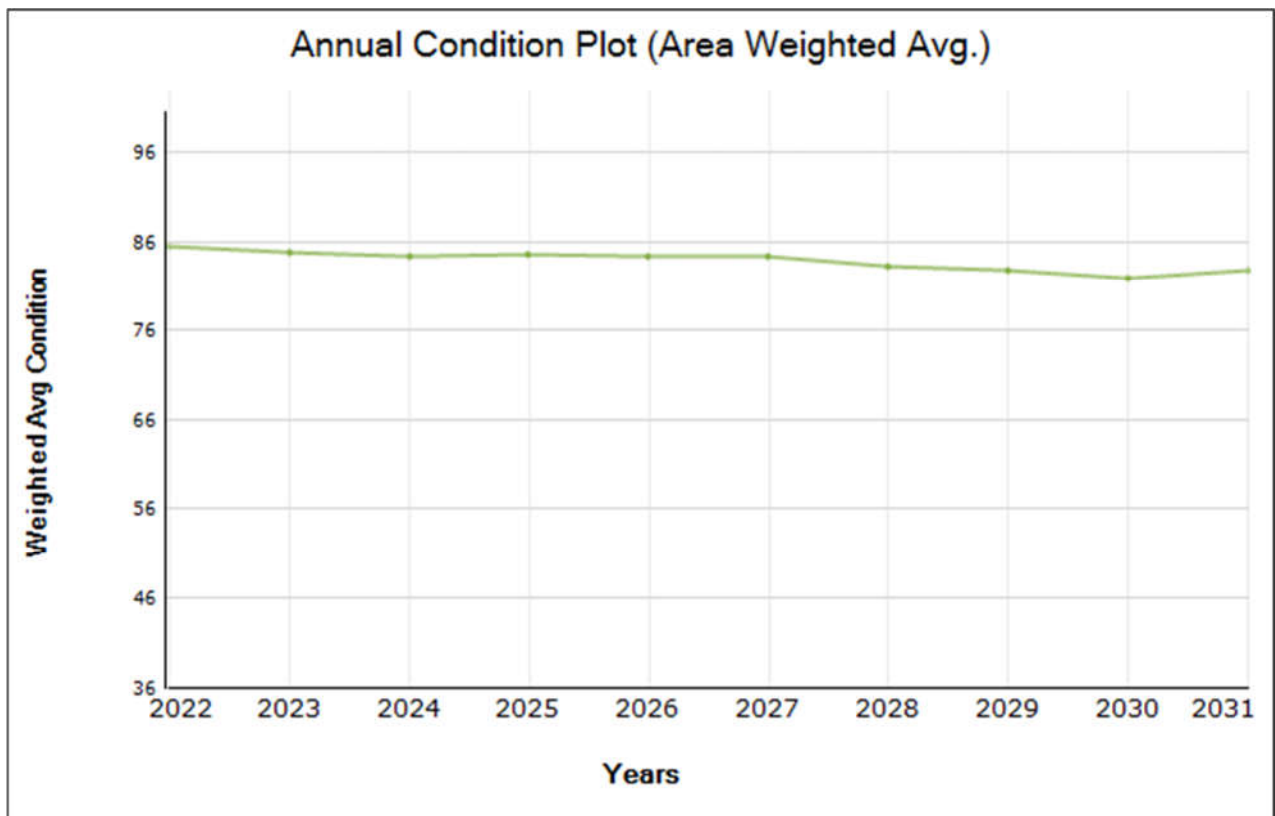
CDG 2021



CDG 2031

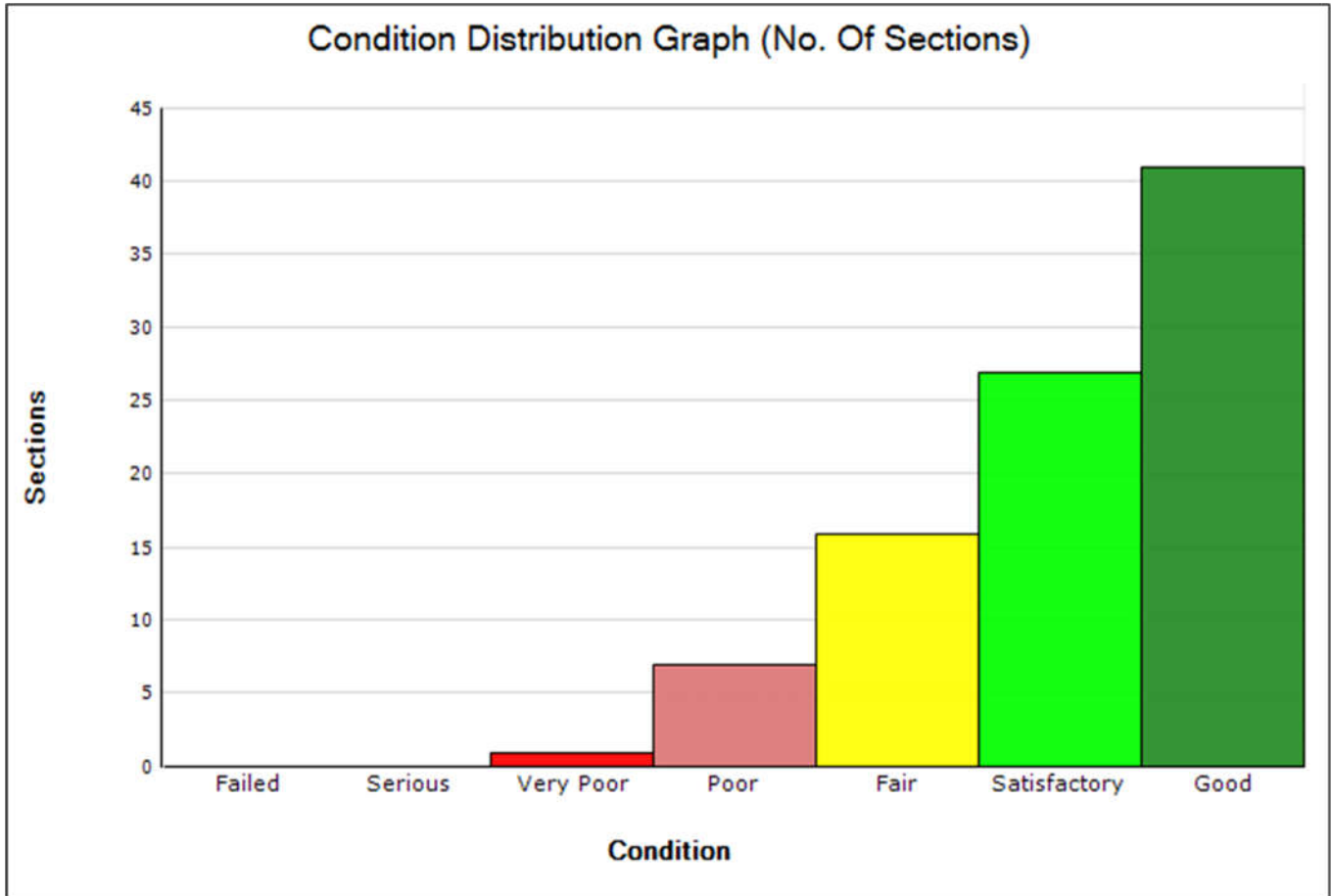


CDG 2021 vs. 2031

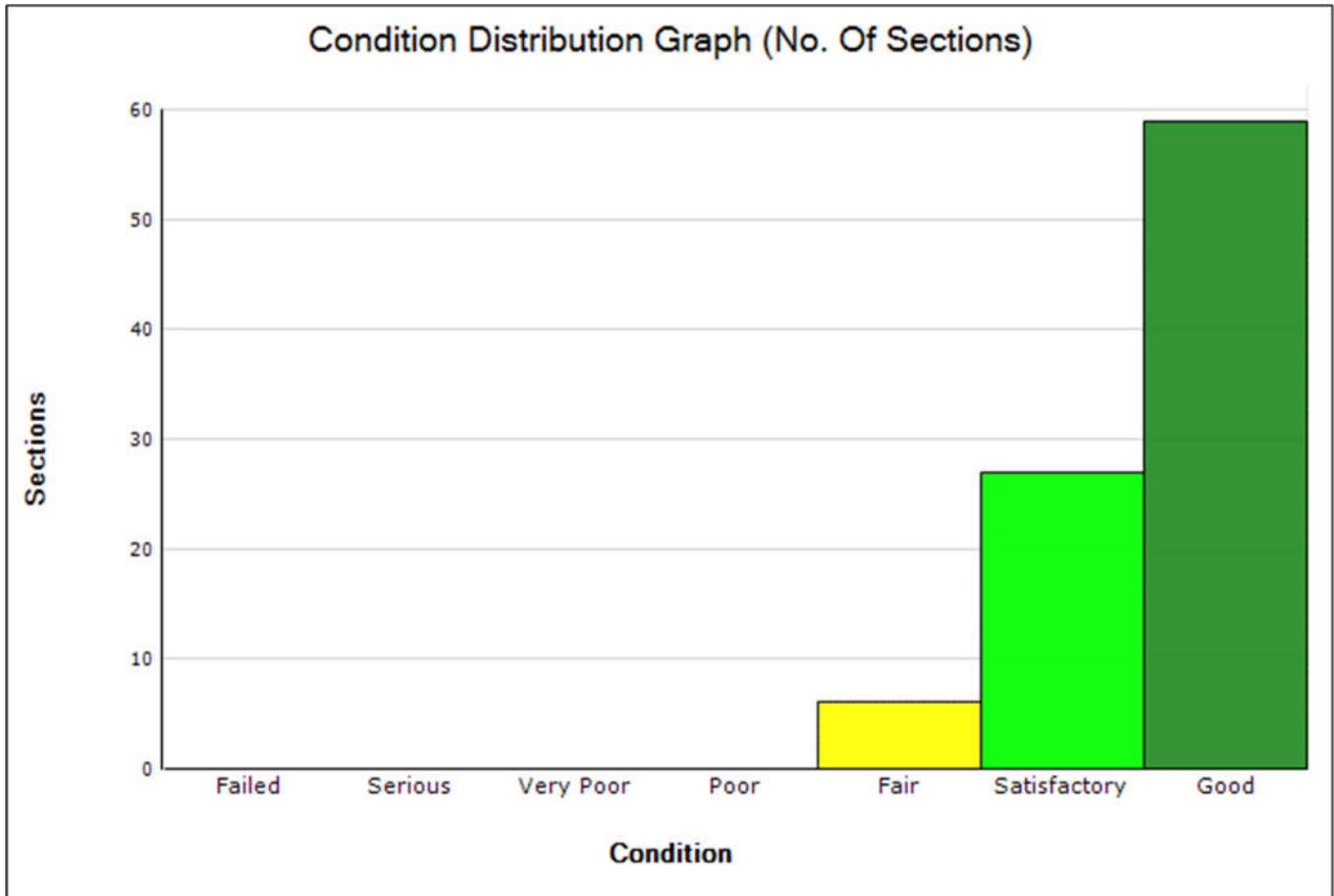


Annual PCI Levels

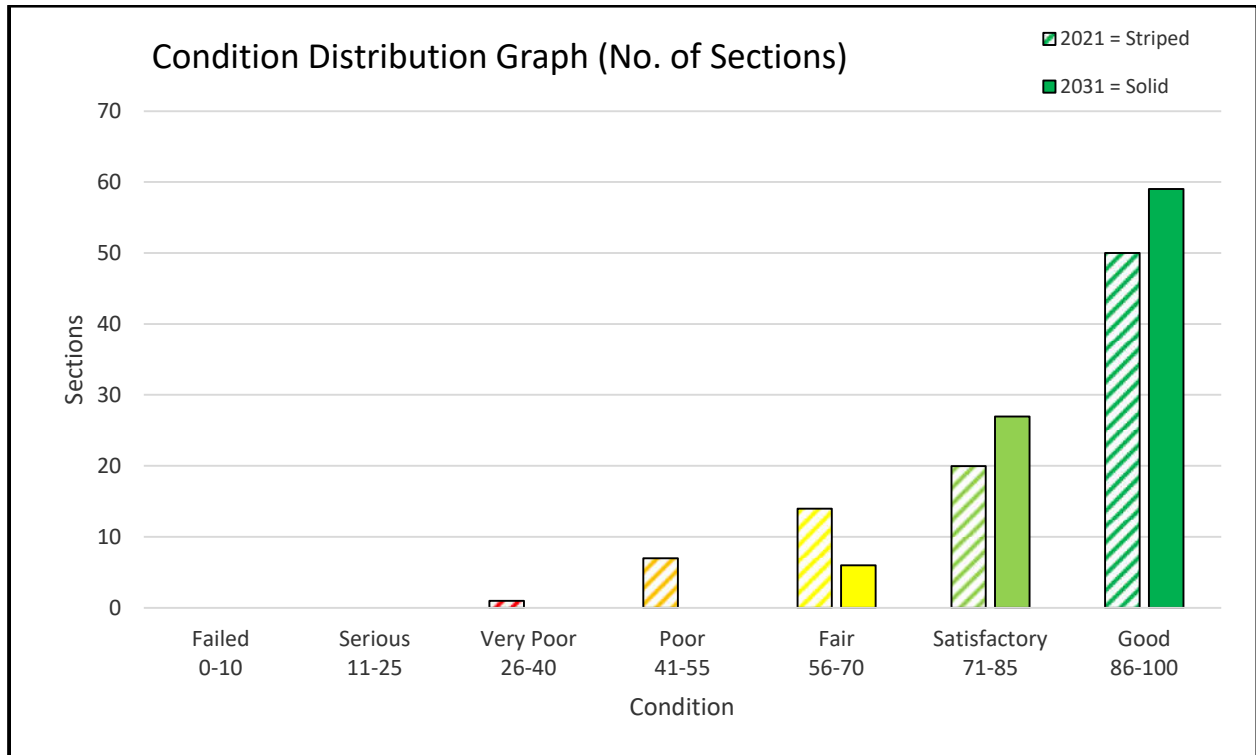
Scenario 7: Increase PCI Level to “Good” (\$1,100,000 per year for 10 years)



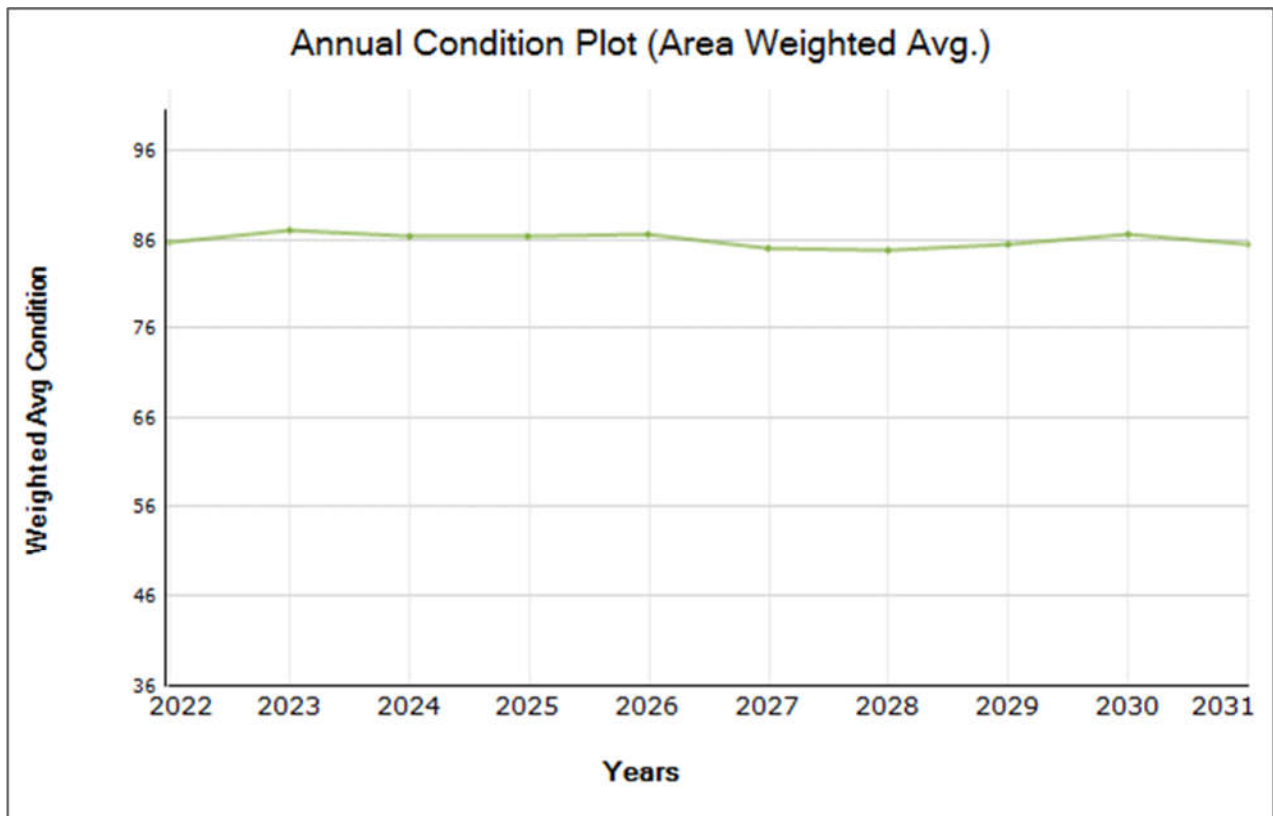
CDG 2021



CDG 2031



CDG 2021 vs. 2031



Annual PCI Levels

APPENDIX C – Existing Sidewalk Condition Inventory

Sidewalk Condition Rating - Inventory (Alphabetical)

| Sidewalk Location | SectionID | From | To | Width (avg.) | Length | Sidewalk Material | Curb Material | ADA Compliant | Cross Slope (avg.) | Running Slope (avg.) | 2021 PCI | PCI Category |
|-------------------|-----------|--------------------|--------------------|--------------|--------|-------------------|---------------|---------------|--------------------|----------------------|----------|--------------|
| Brown Street | 1 | Main St | Yarmouth Rd | 5.0' | 750' | Pavement | Granite | No | 2.2% | 0.8% | 87 | Good |
| Brown Street | 2 | Aroma Joes | Main St | 4.0' | 160' | Pavement | Granite | Yes | 1.6% | 1.1% | 75 | Fair |
| Lewiston Road | 1 | Main Street | American Legion | 4.5' | 1570' | Pavement | Granite | Yes | 1.1% | 0.6% | 80 | Fair |
| Libby Hill Road | 1 | High School | Shaker Road | 4.5' | 520' | Pavement | Bituminous | Yes | 1.0% | 0.8% | 84 | Fair |
| Main Street | 1 | Yarmouth Rd | Brown St | 4.5' | 210' | Pavement | Granite | No | 2.3% | 0.8% | 39 | Poor |
| Main Street | 2 | Brown St | Town Office | 5.3' | 950' | Brick | Granite | Yes | 0.5% | 0.5% | 85 | Good |
| Main Street | 3 | Town Office | #26 Main St | 3.0' | 180' | Pavement | NA | No | 3.7% | 0.3% | 20 | Poor |
| Main Street | 4 | Lewiston Rd | #13 Main St | 5.0' | 290' | Pavement | Granite | No | 2.1% | 0.8% | 70 | Fair |
| Main Street | 5 | #13 Main St | Shaker Rd | 3.0' | 110' | Pavement | Granite | No | 1.2% | 0.6% | 55 | Fair |
| Main Street | 6 | Shaker Rd | W Gray Rd | 7.0' | 350' | Brick | Granite | Yes | 0.8% | 0.9% | 73 | Fair |
| Portland Road | 1 | Gray Plaza | #15 Portland Rd | 4.3' | 350' | Pavement | NA | Yes | 1.4% | 1.8% | 44 | Poor |
| Portland Road | 2 | #15 Portland Rd | #11 Portland Rd | 3.8' | 100' | Pavement | NA | No | 1.4% | 1.1% | 37 | Poor |
| Portland Road | 3 | #11 Portland Rd | Mobile Gas Station | 4.3' | 500' | Pavement | Bituminous | Yes | 1.4% | 2.4% | 87 | Good |
| Portland Road | 4 | Mobile Gas Station | Yarmouth Rd | 4.0' | 40' | Pavement | Granite | No | 0.6% | 2.4% | 25 | Poor |
| Shaker Road | 1 | #138 Shaker Rd | Hannaford Entrance | 5.0' | 190' | Pavement | Granite | Yes | 1.6% | 2.0% | 87 | Good |
| Shaker Road | 2 | Libby Hill Rd | Seagull Dr | 5.0' | 200' | Pavement | Granite | Yes | 1.8% | 0.9% | 82 | Fair |
| Shaker Road | 3 | #69 Shaker Rd | Main St | 5.0' | 4600' | Pavement | Granite | Yes | 2.0% | 0.3% | 100 | Excellent |
| Shaker Road | 4 | #50 Shaker Rd | Main St | 5.0' | 3700' | Pavement | Granite | Yes | 2.0% | 0.3% | 100 | Excellent |
| Yarmouth Road | 1 | Hancock St | Brown St | 5.0' | 50' | Pavement | Granite | Yes | 0.7% | 1.6% | 90 | Good |
| Yarmouth Road | 2 | Brown St | #19 Yarmouth Rd | 5.3' | 350' | Pavement | Granite | Yes | 1.3% | 0.6% | 88 | Good |

Ramp Condition Rating - Inventory (Alphabetical)

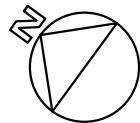
| Ramp Location | SectionID | Intersecting Street | Sidewalk Material | ADA Compliant | Turning Space | Flare Slope (1) | Flare Slope (2) | Clear Space | Cross Slope (avg.) | Running Slope (avg.) | Detectable Warning Field |
|-----------------|-----------|---------------------------|-------------------|---------------|---------------|-----------------|-----------------|-------------|--------------------|----------------------|--------------------------|
| Brown Street | 1 | Yarmouth Rd | Pavement | Yes | Yes | NA | NA | Yes | 0.6% | 0.9% | Yes |
| Brown Street | 2 | Yarmouth Rd | Pavement | No | No | 4.5% | 1.4% | Yes | 3.8% | 3.2% | Yes |
| Brown Street | 3 | McDonalds entrance | Pavement | Yes | Yes | NA | NA | Yes | 0.8% | 5.1% | Yes |
| Brown Street | 4 | McDonalds entrance | Pavement | Yes | Yes | NA | NA | Yes | 0.5% | 8.0% | Yes |
| Brown Street | 5 | McDonalds entrance | Pavement | Yes | Yes | NA | NA | Yes | 0.2% | 7.1% | Yes |
| Brown Street | 6 | McDonalds entrance | Pavement | Yes | Yes | NA | NA | Yes | 0.7% | 6.1% | Yes |
| Brown Street | 7 | Main St | Concrete | Yes | Yes | 6.5% | 9.7% | Yes | 1.4% | 1.0% | Yes |
| Brown Street | 8 | Main St | Concrete | Yes | Yes | 6.9% | 9.3% | Yes | 1.8% | 1.0% | Yes |
| Libby Hill Road | 1 | Shaker Rd | Concrete | No | No | 7.1% | NA | Yes | 1.3% | 2.3% | Yes |
| Libby Hill Road | 2 | High School entrance | Pavement | No | No | 1.9% | 7.3% | Yes | 1.2% | 0.2% | Yes |
| Main Street | 1 | Yarmouth Rd | Pavement | No | No | 4.6% | 4.5% | Yes | 1.6% | 4.6% | No |
| Main Street | 2 | Brown St | Concrete | Yes | Yes | 4.0% | 0.8% | Yes | 0.2% | 5.3% | Yes |
| Main Street | 3 | McDonalds entrance | Brick | Yes | Yes | NA | NA | Yes | 1.0% | 4.7% | Yes |
| Main Street | 4 | McDonalds entrance | Brick | Yes | Yes | NA | NA | Yes | 1.2% | 2.2% | Yes |
| Main Street | 5 | Cumberland Farms entrance | Brick | Yes | Yes | NA | NA | Yes | 2.0% | 0.5% | Yes |
| Main Street | 6 | Cumberland Farms entrance | Brick | Yes | Yes | NA | NA | Yes | 2.0% | 0.5% | Yes |
| Main Street | 7 | Cumberland Farms entrance | Brick | Yes | Yes | NA | NA | Yes | 2.0% | 0.5% | Yes |
| Main Street | 8 | Cumberland Farms entrance | Brick | Yes | Yes | NA | NA | Yes | 2.0% | 0.5% | Yes |
| Main Street | 9 | Town Office entrance | Brick | Yes | Yes | NA | NA | Yes | 0.2% | 3.3% | Yes |
| Main Street | 10 | Town Office entrance | Concrete | Yes | Yes | NA | NA | Yes | 1.4% | 2.9% | Yes |
| Main Street | 11 | Town Office exit | Concrete | Yes | Yes | 4.6% | NA | Yes | 0.7% | 6.7% | Yes |
| Main Street | 12 | Town Office exit | Pavement | No | No | 2.7% | 4.9% | Yes | 2.2% | 4.9% | No |
| Main Street | 13 | Mid-block crossing | Concrete | Yes | Yes | 6.0% | NA | Yes | 0.1% | 6.2% | Yes |
| Main Street | 14 | Mid-block crossing | Pavement | Yes | Yes | NA | NA | Yes | 0.2% | 3.0% | Yes |
| Main Street | 15 | Shaker Rd | Concrete | Yes | Yes | NA | NA | Yes | 0.7% | 1.7% | Yes |
| Main Street | 16 | Shaker Rd | Concrete | Yes | Yes | 6.1% | 4.6% | Yes | 0.1% | 0.4% | Yes |
| Main Street | 17 | Shaker Rd | Pavement | Yes | Yes | 5.0% | 4.5% | Yes | 0.6% | 0.5% | Yes |
| Main Street | 18 | West Gray Rd | Brick | Yes | Yes | NA | NA | Yes | 5.7% | 0.7% | Yes |

Ramp Condition Rating - Inventory (Alphabetical)

| | | | | | | | | | | | |
|---------------|----|--------------------------------|----------|-----|-----|-------|------|-----|------|------|-----|
| Portland Road | 1 | Dollar Tree entrance | Pavement | No | Yes | NA | NA | Yes | 0.5% | 1.4% | No |
| Portland Road | 2 | Gray Plaza entrance | Pavement | No | Yes | NA | NA | Yes | 1.8% | 0.4% | No |
| Shaker Road | 1 | Hannaford entrance | Concrete | Yes | Yes | NA | NA | Yes | 0.2% | 4.0% | Yes |
| Shaker Road | 2 | Libby Hill Rd | Concrete | Yes | Yes | 10.0% | NA | Yes | 2.0% | 8.0% | Yes |
| Shaker Road | 3 | Mid-block crossing (near #55) | Pavement | Yes | Yes | NA | NA | Yes | 0.5% | 8.0% | Yes |
| Shaker Road | 4 | Sunset View | Pavement | Yes | Yes | NA | NA | Yes | 2.0% | 8.0% | Yes |
| Shaker Road | 5 | Sunset View | Pavement | Yes | Yes | NA | NA | Yes | 2.0% | 8.0% | Yes |
| Shaker Road | 6 | Mid-block crossing (near Fiddl | Pavement | Yes | Yes | NA | NA | Yes | 0.5% | 5.0% | Yes |
| Shaker Road | 7 | Mid-block crossing (near #9) | Pavement | Yes | Yes | NA | NA | Yes | 0.5% | 8.0% | Yes |
| Shaker Road | 8 | Dunkin Donuts entrance | Pavement | Yes | Yes | NA | NA | Yes | 2.0% | 8.0% | Yes |
| Shaker Road | 9 | Dunkin Donuts entrance | Pavement | Yes | Yes | NA | NA | Yes | 2.0% | 8.0% | Yes |
| Shaker Road | 10 | Mid-block crossing (near #9) | Pavement | Yes | Yes | NA | NA | Yes | 0.5% | 8.0% | Yes |
| Shaker Road | 11 | Gray Park (south) | Pavement | Yes | Yes | 5.0% | 8.0% | Yes | 0.5% | 8.0% | Yes |
| Shaker Road | 12 | Gray Park (south) | Pavement | Yes | Yes | NA | NA | Yes | 2.0% | 8.0% | Yes |
| Shaker Road | 13 | Gray Park (north) | Pavement | Yes | Yes | NA | NA | Yes | 2.0% | 8.0% | Yes |
| Shaker Road | 14 | Gray Park (north) | Pavement | Yes | Yes | NA | NA | Yes | 2.0% | 8.0% | Yes |
| Shaker Road | 15 | Mid-block crossing (near #50) | Pavement | Yes | Yes | NA | NA | Yes | 0.5% | 8.0% | Yes |
| Yarmouth Road | 1 | Hancock St | Pavement | Yes | Yes | 7.1% | NA | Yes | 1.4% | 5.0% | Yes |
| Yarmouth Road | 2 | Brown St | Pavement | Yes | Yes | NA | NA | Yes | 0.2% | 1.0% | Yes |



| Condition | Score |
|-----------|----------|
| Excellent | 100 |
| Good | 85 - 100 |
| Fair | 45 - 84 |
| Poor | 5 - 44 |
| Very Poor | 0 - 4 |



1 inch = 500 ft.

| | |
|--------------------------------|-------------------|
| Design: OCC | Date: JAN 2022 |
| Draft: LAN | Job No.: 2344.152 |
| Checked: WCH | Scale: AS SHOWN |
| File Name: 2344.152-SW-PCR.dwg | |

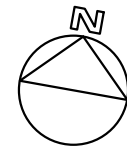
GP **GORRILL PALMER** Relationships. Responsiveness. Results.
 www.gorrillpalmer.com 207.772.2515

Drawing Name: **Shaker Road**
 Project: **2021 Sidewalk Condition Survey**
 Gray, Maine

Figure No. **1**



| Condition | Score |
|-----------|----------|
| Excellent | 100 |
| Good | 85 - 100 |
| Fair | 45 - 84 |
| Poor | 5 - 44 |
| Very Poor | 0 - 4 |



1 inch = 200 ft.

| | |
|--------------------------------|-------------------|
| Design: OCC | Date: JAN 2022 |
| Draft: LAN | Job No.: 2344.152 |
| Checked: WCH | Scale: AS SHOWN |
| File Name: 2344.152-SW-PCR.dwg | |

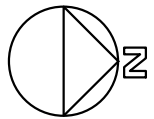
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Drawing Name: **Brown Street & Yarmouth Road**
 Project: **2021 Sidewalk Condition Survey**
 Gray, Maine

Figure No.
2



| Condition | Score |
|-----------|----------|
| Excellent | 100 |
| Good | 85 - 100 |
| Fair | 45 - 84 |
| Poor | 5 - 44 |
| Very Poor | 0 - 4 |



1 inch = 200 ft.

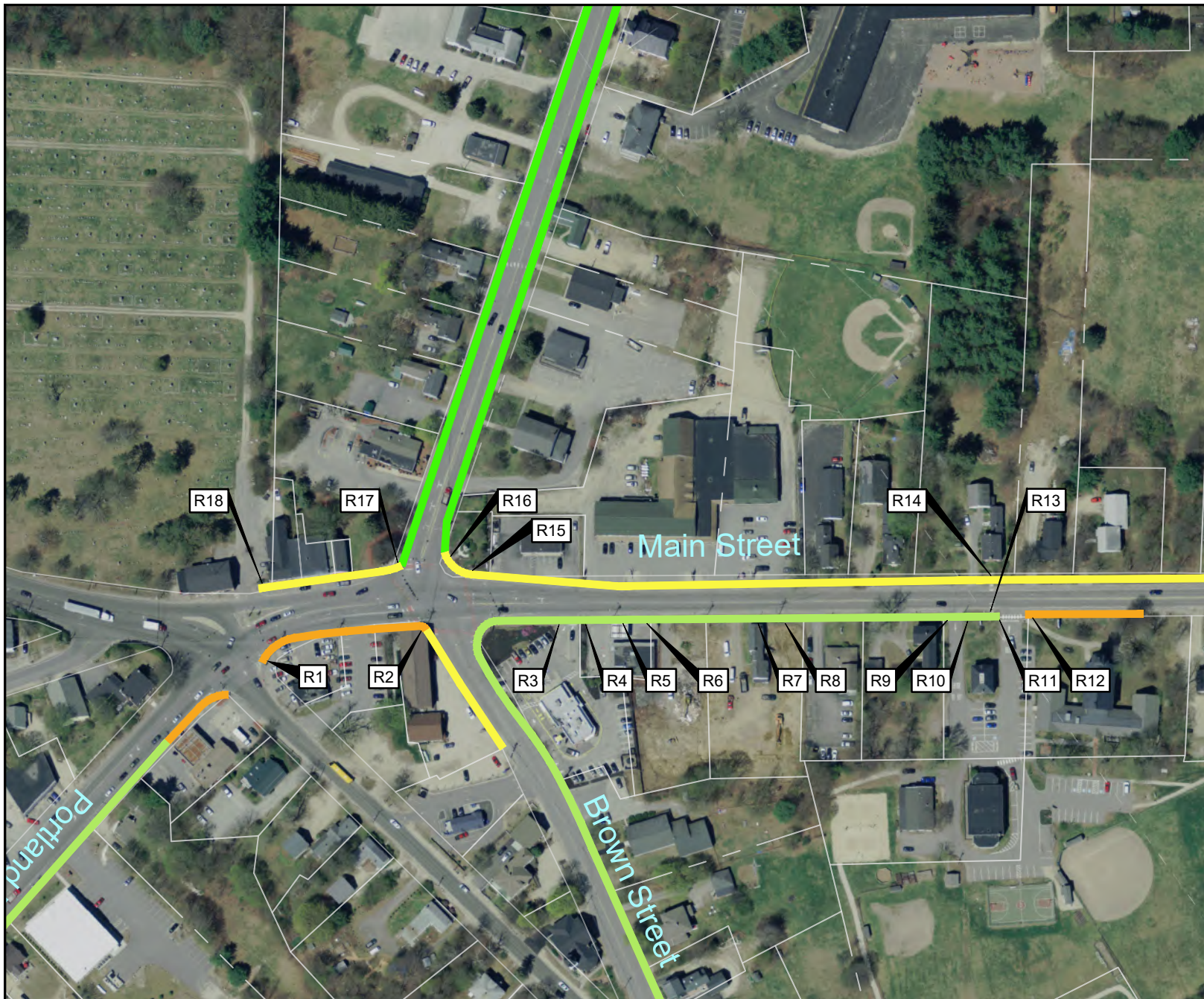
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| Checked: WCH | Scale: AS SHOWN |
| File Name: 2344.152-SW-PCR.dwg | |

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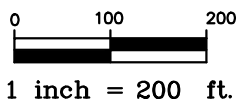
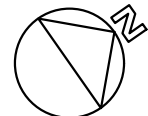
Drawing Name: **Lewiston Road**

Project: **2021 Sidewalk Condition Survey**
 Gray, Maine

Figure No.
3



| Condition | Score |
|-----------|----------|
| Excellent | 100 |
| Good | 85 - 100 |
| Fair | 45 - 84 |
| Poor | 5 - 44 |
| Very Poor | 0 - 4 |



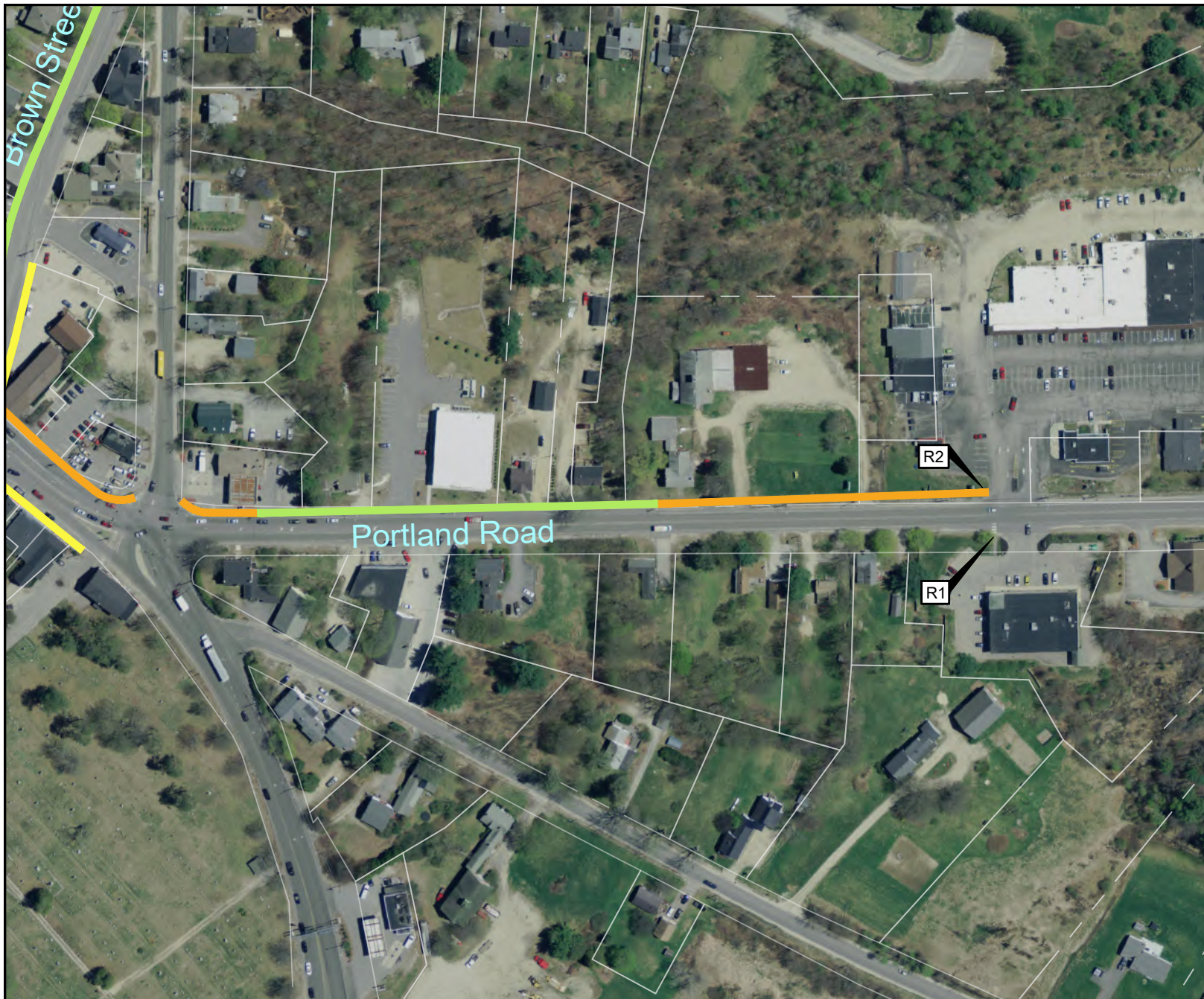
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| Draft: LAN | Job No.: 2344.152 |
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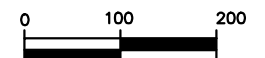
Drawing Name: **Main Street**

Project: **2021 Sidewalk Condition Survey**
 Gray, Maine

Figure No.
4



| Condition | Score |
|-----------|----------|
| Excellent | 100 |
| Good | 85 - 100 |
| Fair | 45 - 84 |
| Poor | 5 - 44 |
| Very Poor | 0 - 4 |



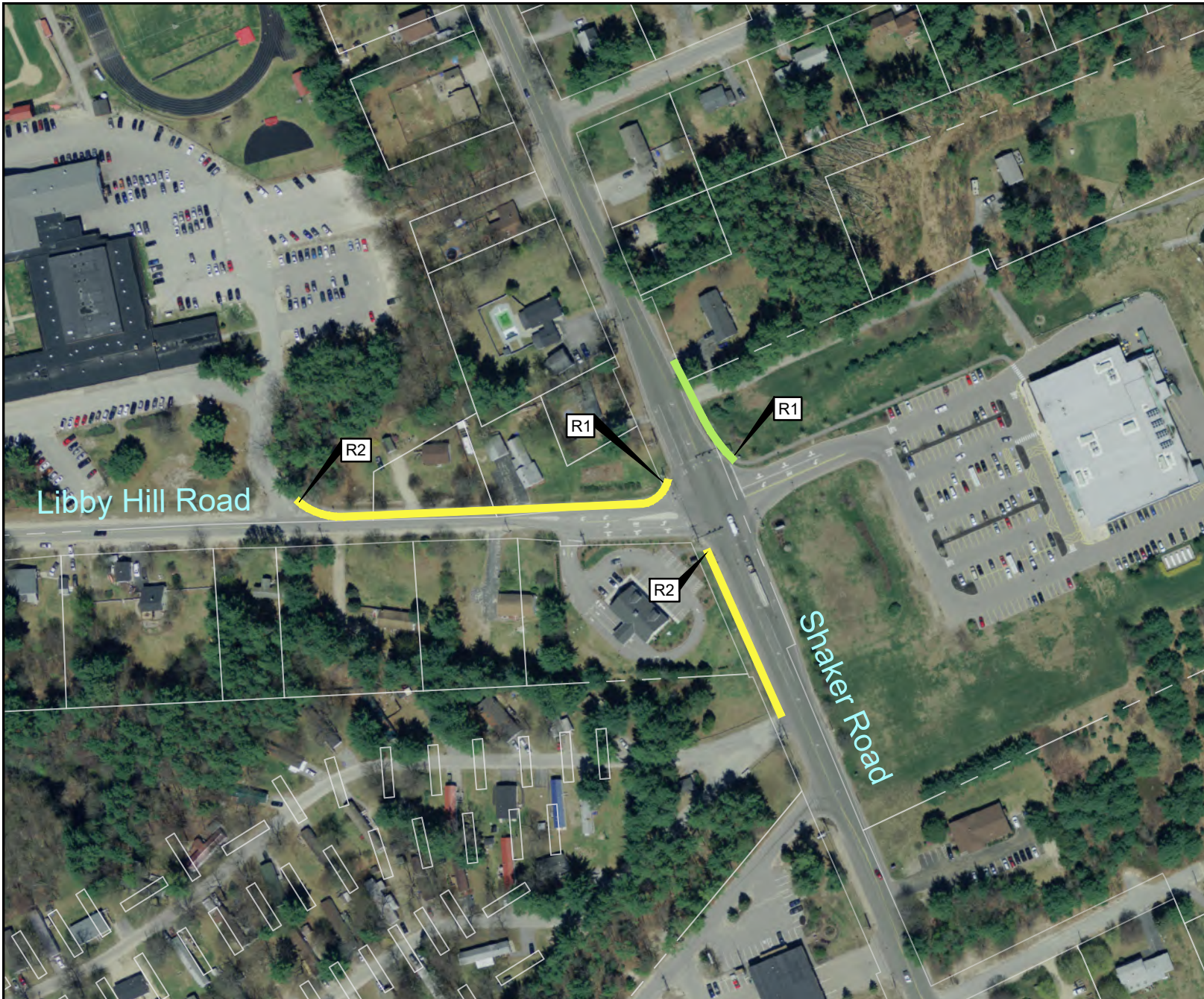
1 inch = 200 ft.

| | |
|--------------------------------|-------------------|
| Design: OCC | Date: JAN 2022 |
| Draft: LAN | Job No.: 2344.152 |
| Checked: WCH | Scale: AS SHOWN |
| File Name: 2344.152-SW-PCR.dwg | |

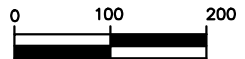
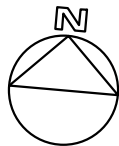
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| | |
|---------------|--|
| Drawing Name: | Portland Road |
| Project: | 2021 Sidewalk Condition Survey Gray, Maine |

| | |
|------------|----------|
| Figure No. | 5 |
|------------|----------|



| Condition | Score |
|-----------|----------|
| Excellent | 100 |
| Good | 85 - 100 |
| Fair | 45 - 84 |
| Poor | 5 - 44 |
| Very Poor | 0 - 4 |



1 inch = 200 ft.

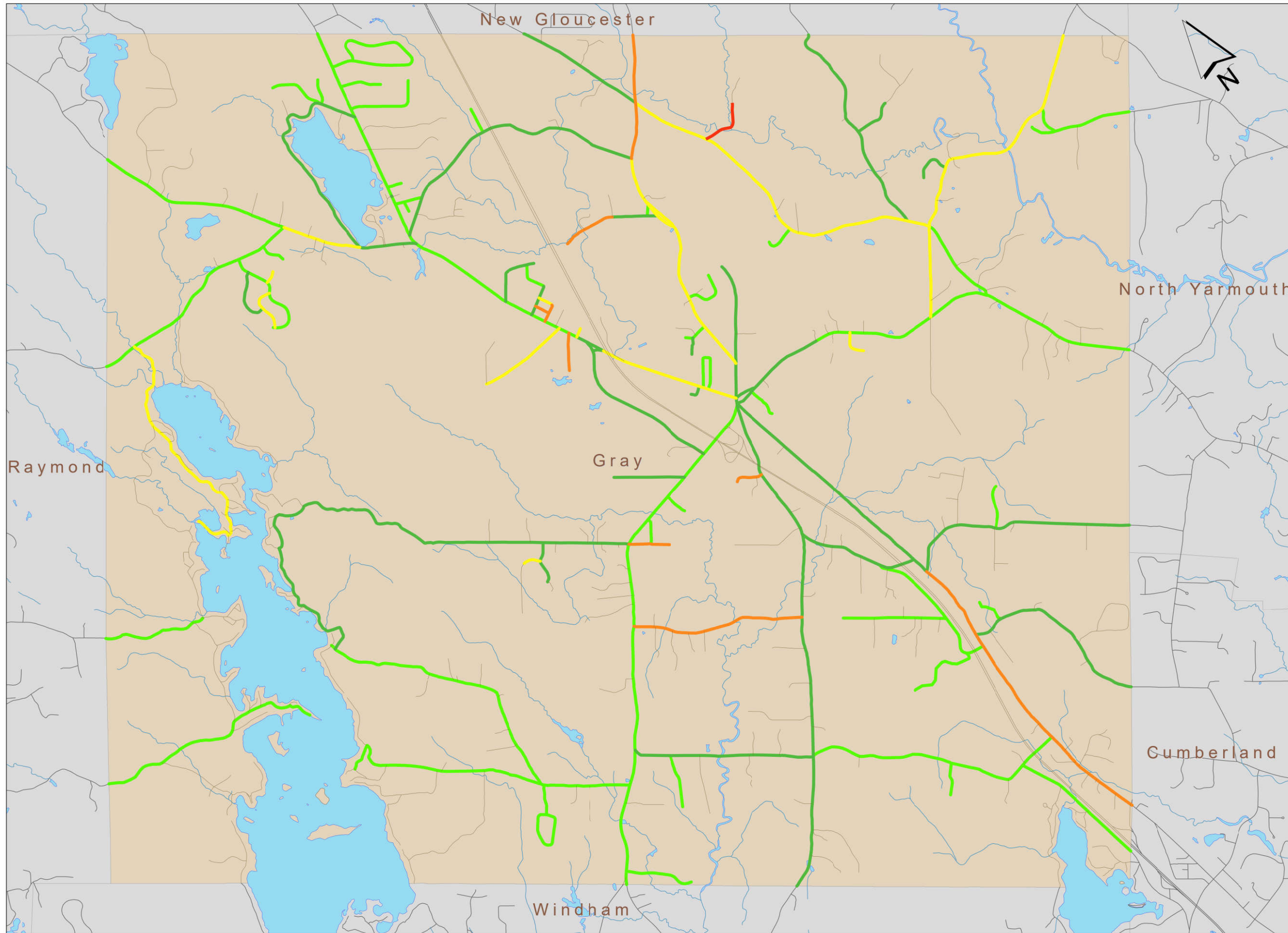
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| Draft: LAN | Job No.: 2344.152 |
| Checked: WCH | Scale: AS SHOWN |
| File Name: 2344.152-SW-PCR.dwg | |

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Drawing Name: **Libby Hill Road & Shaker Road**
 Project: **2021 Sidewalk Condition Survey**
 Gray, Maine

Figure No.
6

APPENDIX D – Existing Pavement Condition Map



| LEGEND | |
|--------|----------------------------------|
| 86-100 | GOOD - FUTURE OVERLAY |
| 71-85 | SATISFACTORY - FUTURE OVERLAY |
| 56-70 | FAIR - LIGHT OVERLAY/SHIM (1.0") |
| 41-55 | POOR - HEAVY OVERLAY/SHIM (2.5") |
| 26-40 | VERY POOR - RECONSTRUCT |
| 11-25 | SERIOUS - RECONSTRUCT |
| 0-10 | FAILED - RECONSTRUCT |

**2021
Pavement
Management
Survey
Gray, Maine**

0 0.25 0.5 1 Miles



Jonathan Hartt

From: Sandy Carder
Sent: Tuesday, May 9, 2023 8:40 AM
To: Jonathan Hartt
Cc: Nathaniel Rudy; Krista Chappell
Subject: Fw: Road Workshop

Hi Jon,
Please include the below e-mail in the WS 5/12 packet for the road discussion.
Thanks
Sandy

From: Sandy Carder
Sent: Friday, June 10, 2022 11:19 AM
To: Nathaniel Rudy <nrudy@graymaine.org>
Cc: Anne Gass <Agass@graymaine.org>
Subject: Road Workshop

Hi Nate,
To verify we have the same lists, here is what I have for next steps items from our road workshop:

- Compile information on what neighboring and/or like Towns are doing in regards to private roads - winter maintenance in particular - but any other requirements being used.
- Subdivision Ordinance needs to be updated in reference to packet page 20 - item 3A where language refers to 'categories' of roads as detailed in the Comprehensive Plan. The new Comp Plan does not have those categories (at least I do not think so).
- Create a winter maintenance standards policy with timelines to give Public Works more direction & authority to remove private roads from winter maintenance (with enough warning for alternative plans) if/when a road association does not address maintenance issues identified by Public Works in a timely manner.
- Update Subdivision process to ensure any developer with intentions of seeking winter maintenance notify Staff of that intent from the beginning.
- Doug/Alec's updates to the driveway standards and/or process to better align responsibilities and timing. This was also discussed as moving the final inspection to PW from Code during our budget cycle.
- Analyze possible changes to the ROW requirement - currently at 50 - when does it make sense to move it up to 60 feet?
- Consider a sidewalk fee to ensure money is available for maintenance on only public sidewalks added during development.
- Consider apron requirements for driveways on public roads.
- Research possibility of allowing road association to piggyback on Town bids or feasibility of creating co-ops of road associations (banning together) to allow for large bids - Maine Alliance Road Associations may be a good organization to do outreach.
- Consideration of dropping 'paving' requirement vs 'gravel' for new private roads that are NOT seeking winter maintenance.

That's what I have. I understand some of this is close to ready, other items will take a significant amount of time. Once we have the new Council seated and firm plans for the Village Planning, we can talk about the

schedule for this work - keeping in mind - the need for the Council to loop back to Deer Acres and have a full discussion/make a decision.

Thanks,

Sandy

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

Subdivision Ordinance (Chapter 401): Excerpts regarding road standards

C. TABLE 401.13.16-2

| ITEM | Sub-collector Streets | Village Public Street | Rural Public Street | Rural Public Easement Street | Minor Rural Street |
|---|-------------------------|-------------------------|---------------------|------------------------------|-------------------------|
| A. Minimum width right of way ¹ | 60 ft | 60 ft | 50 ft | 50 ft ⁵ | 50 ft |
| B. Minimum grade | .5 percent ² | .5 percent ² | 1 percent | 1 percent | 1 percent |
| C. Maximum grade | 8 percent | 8 percent | 10 percent | 10 percent ³ | 10 percent ³ |
| D. Maximum grade within 75 ft of intersection | 3 percent | 3 percent | 3 percent | 3 percent | 3 percent |
| E. Width of shoulders on each side | 4 ft (paved) | 4 ft (paved) | 4 ft (paved) | 2 ft (gravel) | 2 ft (gravel) |
| F. Minimum travel way width | 22 ft | 20 ft | 20 ft | 18 ft | 16 ft |
| G. Aggregate sub-base course gravel | 15 inches | 15 inches | 15 inches | 15 inches | 15 inches |
| H. Aggregate upper base crushed gravel | 3 inches | 3 inches | 3 inches | 3 inches | 3 inches |
| I. Bituminous paving | 3-1/4 inches | 3-1/4 inches | 3-1/4 inches | 3-1/4 inches | |
| J. Sidewalks (one side min.): | | | | | |
| Minimum width | 5 ft | 5 ft | | | |
| Aggregate sub-base course gravel | 8 inches | 8 inches | | | |
| Aggregate upper base crushed gravel | 2 inches | 2 inches | | | |
| Bituminous paving | 2 inches | 2 inches | | | |
| K. Minimum curb radii: | | | | | |
| 90 degree intersections | 40 ft | 25 ft | 25 ft | 15 ft | 15 ft |
| Less than 90 degrees | 40 ft | 30 ft | 30 ft | 20 ft | 20 ft |
| L. Minimum dwelling units | 51 | 4 | 26 | 11 | 2 |
| M. Maximum dwelling units | 100 ⁴ | 50 | 50 | 25 | 10 |

¹ Where road grading extends beyond the specified right of way width, the right of way shall be widened at that location to include the areas of extended grading

² Increase to 1 percent grade with open drainage system

³ Road sections of less than 500 feet length can add 2 percent to the maximum grade provided that such sections are separated by a minimum distance of 500 feet and do not exceed the limitations of Section 401.13.16.A.5 for horizontal curvature of the road.

⁴ Streets serving more than 100 homes shall meet the sub-collector standards with four (4 in) inch pavement per Section 401.13.16 C.2.

⁵ Upgrades of existing roads under Section 401.13.16.7 may be done on a “three-rod road” with a right of way measuring 49.5 feet. [Adopted 5-17-2011]

f. Dead End Streets

- (i) In addition to the design standards in Table 401.13.16-2, dead-end streets shall be constructed to provide a cul-de-sac (circular) turnaround with a travel lane and width equal to the minimum width required for the internal subdivision street.
- (ii) The maximum length of a dead end street shall be three thousand (3000 ft) feet.

Subdivision Ordinance (Chapter 401): Excerpts regarding road standards

7. **Proposed Subdivisions on Existing Substandard Roads [Adopted 5-17-2011]**

When a proposed subdivision is to be located on an existing road, whether publicly or privately owned, not meeting the design and construction standards of Table 401.13.16-2, the existing road shall be upgraded per the following requirements:

- a. The existing road shall be upgraded to meet the design requirements for a Rural Public Easement street from the intersection of the new subdivision street(s) with the existing road to the point where a paved public road provides access. The limit of dwelling units shall not apply to the existing substandard road if it is upgraded.
- b. The applicant for subdivision shall prepare plans for the road improvements meeting the requirements of Section 401.13.16 B.1.a. through c.
- c. The existing substandard road shall be upgraded to meet the drainage requirements of Section 401.13.16 B.3,
- d. Construction improvements on the existing road shall meet the standards of Section 401.13.16 C. 2 through 5 for road base and paving specifications.
- e. The Planning Board may grant waivers per the criteria of Section 401.12.2 of the construction standards for spot locations on the existing road per recommendations of the Town Engineer provided that the overall condition of the substandard road is brought up to the ordinance standards.

B. Street Design Standards

1. General Requirements

SECTION 2 – ACCEPTANCE OF A PUBLIC STREET OR PUBLIC EASEMENT FOR WINTER MAINTENANCE

SECTION 2.1 – PURPOSES & INTENT

- A. Sub-collectors, Village Public Streets, and Rural Public Streets generally are designed for full public ownership and maintenance. Sub-collectors and Rural Public Streets carry high volumes of traffic and/or provide through connections between existing streets that improve traffic flows through the community.
- B. Rural Public Easement Streets are designed for public winter maintenance under the Town’s private road public easement policy. Minor Rural Streets are designed for full private ownership and maintenance under a maintenance agreement or homeowners’ association framework.
- C. All new public streets/easements shall not be isolated from existing public streets/easements by intervening private streets. New public streets/public easements must either intersect existing public streets/easements or there shall be a continuous path from new public street/easements through other new public streets to one or more existing public streets.
- D. All decisions to accept public ownership or public easements, however, are subject to the discretionary authority of the Town Council, and all proposed streets shall be covered by a private maintenance agreement or homeowners’ association framework until they are accepted by the Town. Upon receiving preliminary subdivision approval, applicants are required to seek indication of whether the Town Council is willing to accept public ownership of fee interests or public easements.

SECTION 2.2 – PUBLIC EASEMENT FOR WINTER MAINTENANCE

Roads proposed for winter maintenance under a public easement shall meet the following criteria:

- A. Requests for public easement road acceptance shall be made in writing to the Town Manager by the road association president.
- B. Each respective road or homeowners association shall be incorporated, unless all property owners sign an individual public road easement and a hold harmless release.
- C. Each respective road association and each individual property owner if required shall grant a recorded public easement.
- D. Each respective road association and each individual property owner if required shall sign a general release to the Town granting permission to enter upon the road and to perform maintenance.
- E. Each respective road association and each individual property owner if required shall agree and sign to hold the Town harmless for any damages that may be caused in the process of providing maintenance services.
- F. The traveled portion of the road shall be adequately maintained in good repair by the respective road association as determined by the Town’s Public Work’s Director.
- G. There shall be adequate vehicle and plow turnaround(s).
- H. All costs associated with each public easement road acceptance shall be borne by the respective road association and property owners. Said costs may include public easement recording fee, published notices and others costs deemed by the Town Council.

- I. Upon written application to the Town Council and determination of extraordinary circumstances the Town Council has sole authority to waive or modify requirement(s) of the road adoption criteria.
- J. In accordance with the Town annual budget cycle and to forecast Town winter maintenance expenditures, a letter of intent must be submitted by January 15th for any new road(s) to be considered for Public Easement for Winter Maintenance purposes for the subsequent winter. This letter of intent shall be submitted to the Town Manager by the developer, road owner, road association president or other agent of the road. The request must include the location and sufficient information for the Town to determine winter maintenance needs such as road length, width, grades, curve radii, drainage, and orientation. In the event that a letter of intent is duly submitted but the proposed new road(s) is/are not accepted for winter maintenance purposes, i.e. not sufficiently complete, the road owner/applicant shall be responsible for submitting a new letter of intent to the Town for consideration by January 15th during the winter *preceding* the proposed winter maintenance.
- K. Accompanying each road association request for acceptance shall be separate, written recommendations by the Public Works Director and Town Engineer either supporting or not supporting public easement acceptance and their reasoning for the recommendation. A copy of the request and recommendations shall be forwarded to the Town Manager or designee for notification purpose prior to public easement acceptance.
- L. In order to provide an efficient and workable relationship between the Town and the road associations, each respective road association president or designee shall be the liaison between the Town and road association. Each road association is responsible to inform the Town Manager, in writing, identifying their respective association president or designee, address and telephone number by September 1st of each respective year.
- M. Maintenance services covered under this policy shall consist only of snowplowing and road sanding. The provision of required materials: road sand and road salt is implied by this policy. All other maintenance aspects, materials and requirements of public easement roads accepted are the responsibility of the road association and its members, including road grading. The Town does not assume or accept liability for any defects in or lack of repair to public easements.
- N. If a public easement's traveled portion is paved, the public easement road association and abutting property owners agree the Town assumes no responsibility for damages or injury to the paved surface.
- O. For public easement road acceptance and road maintenance, each road association recognizes the Town of Gray responsibilities shall be limited to the scope of this policy and to hold the Town harmless regarding any liability for any negligent damage to property: including but not limited to: driveways, mail boxes, lawns, trees, curbing, shrubs or property markers. Each road association or individual benefiting agrees to hold the Town of Gray, its officers, agents and employees harmless. This clause does not mean or intend to hold harmless private contractors for their negligent acts.
- P. If the Public Works Director determines that an emergency exists on any public easement way due to heavy snowfall and/or narrowing of the travel ways due to snow banks, the Public Works Director and the Town Manager may take such additional snow plowing and/or removal action as he reasonably deems fit to abate the emergency. The Public Works Director shall keep accurate financial records of any such emergency work and report the same to the Town Manager at least monthly.

SECTION 2.3 – PUBLIC EASEMENT FOR WINTER MAINTENANCE STANDARDS FOR PRE-1998 ROADS

In addition to the requirements of Section 2.2 above, roads proposed for winter maintenance under a public easement that were constructed before October 1, 1998 shall meet the following standards:

- A. There shall be at least four (4) year around dwellings served on the road under consideration.
- B. An easement of at least twenty (20 ft) feet in width shall be provided.
- C. The traveled portion of the road must be at least ten (10 ft) feet in width with an overall clearance width of eighteen (18ft) feet.
- D. The traveled portion of the road shall have an adequate gravel base with a minimum depth of six (6 in) inches.
- E. The traveled portion of the road's overhead clearance shall be a minimum of thirteen and half (13½ ft) feet.

SECTION 2.4 – PUBLIC EASEMENT FOR WINTER MAINTENANCE STANDARDS FOR POST-1998 ROADS

In addition to the requirements of Section 2.2 above, roads proposed for winter maintenance under a public easement that were constructed after October 1, 1998 shall meet the following standards:

- A. The road must meet all standards of the Subdivision Ordinance for Rural Public Easement Streets or Rural Public Streets, including paving, except that roads built to the prior public street standard of three (3) inches of paving prior to enactment of this ordinance on May 17, 2011 may be accepted for public easements (*Amendment effective Jan 5, 2012*). Rural Public Streets will not be fully accepted under Section 2.5 below unless they provide public benefits indicated in Section 2.1 A above, but they will be eligible for winter maintenance public easements.
- B. No public easement may be submitted for acceptance unless at least seventy-five (75%) percent of the housing units on that street or within that subdivision phase have received their certificates of occupancy.
- C. Roads shown on final subdivisions plans which were duly approved, inspected, and “substantially started”, as defined in the Gray Zoning Ordinance, by May 17, 2011 may be eligible for winter maintenance of each phase provided that such roads are constructed to the prior “Public Street Construction Standards”, excluding paved shoulders, and that the minimum pavement thickness meets the requirements for a Rural Public Easement Street. (*Amendment effective Nov 14, 2013*).

SECTION 2.5 – REQUIREMENTS FOR FULL PUBLIC ACCEPTANCE OF STREETS

- A. The owner(s) shall give the Town a deed to the property within the boundaries of the street at the time of its acceptance by the Town and a separate deed to areas reserved for future development of streets.
- B. A plan of said street or way shall be recorded in the Cumberland County Registry of Deeds at the time of its acceptance.
- C. A petition for the acceptance of said street or way shall be submitted to the Town Council upon a form to be prescribed by the Town Attorney. Said petition shall be accompanied by an as-built plan, profile and cross section of said street or way as follows:

1. A plan drawn to a scale of 50 feet to 1 inch, and to be on one or more sheets of paper not exceeding 24 inches by 36 inches in size or in digital format as prescribed by the Planning Board.
 2. A profile of said street or way drawn to a horizontal scale of 50 feet to 1 inch and a vertical scale of 5 feet to 1 inch.
 3. A typical cross section of said street or way, drawn to a horizontal scale of 5 ft. to 1 inch and a vertical scale of 5 ft. to 1 inch.
- D. Streets to be offered to the town for acceptance must have a written report of inspection prepared by the Town Engineer that affirms compliance with the standards of the Subdivision Ordinance for its road classification at the completion of construction. Final Certification by the Town Engineer shall be done only after the road has gone through one winter and spring season.
- E. No street or way shall be accepted by the Town Council until the Planning Board and the Town Engineer shall have made a careful investigation thereof, and shall have reported to the Town Council their recommendations in writing. Such results shall include at a minimum one core sample for the road proposed. Additional core samples may be required upon recommendation of the Town Engineer.
- F. No street or way may be accepted unless at least seventy-five (75%) percent of the housing units on that street or within that subdivision phase must have received their certificates of occupancy before any acceptance by the Town Council.

PART 3 STREETS ASSOCIATED WITH SUBDIVISIONS [Repealed 12-7-2010 & moved to Subdivision Ordinance]

SECTION 3 – STREET NAMING AND NUMBERING

SECTION 3.1 – ADMINISTRATION

All streets and roads shall be named by a Street Addressing Committee consisting of a representative of Public Safety, Code Enforcement, Public Works, Assessing, and Planning. Road names and numbers shall be assigned to all properties, on both existing roads and new roads that are built after the effective date of this ordinance. The Street Addressing Committee shall be responsible for maintaining the following official records of this ordinance:

- A. Town of Gray street map for official use showing all road names and numbers. The map shall be updated annually as of each April 1st.
- B. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers. The list shall be updated as street names are authorized.
- C. An alphabetical list of all roads with property owners listed in order of their assigned numbers. The list shall be updated annually as of each April 1st.

Any situation pertaining to addressing not covered in this ordinance shall be settled by the Town Council.

SECTION 3.2 – NAMING SYSTEM

All roads/accessways in Gray that serve two or more addresses or principal structures shall be named regardless of whether the ownership is public or private. A road name assigned by the Town of Gray

*O/F/C

(All)

OPEN

| Count of Description | Column Labels | | | |
|------------------------------------|---------------|----------|-----------|-------------|
| Row Labels | H | L | M | Grand Total |
| Administrative | | 2 | 1 | 3 |
| Comp. Plan Implementation | 1 | | | 1 |
| Fee | 1 | | | 1 |
| Infrastructure | 1 | | | 1 |
| Infrastructure | 1 | | | 1 |
| Infrastructure / Village TIF Goals | 1 | | | 1 |
| Open Space / Conservation Plan | 1 | | | 1 |
| Ordinance | 4 | 3 | 7 | 14 |
| Planning | 1 | | | 1 |
| Process | | 1 | | 1 |
| Residential | | | 1 | 1 |
| Revenue | | 1 | | 1 |
| Traffic | 2 | | 1 | 3 |
| Training | | 1 | | 1 |
| Grand Total | 13 | 8 | 10 | 31 |

*O/F/C

(All)

CLOSED

| Count of Description | Column Labels | | | | |
|---|---------------|-----------|----------|-----------|-------------|
| Row Labels | - | H | L | M | Grand Total |
| Administrative | | 6 | 4 | 6 | 16 |
| Budget | | 1 | | 2 | 3 |
| Budget | | | 2 | | 2 |
| Committee | | 1 | | | 1 |
| Comp Plan Imp - break out item 84 | | 3 | | | 3 |
| Comp. Plan Update | | 1 | | | 1 |
| Comp. Plan Update - breakout of tasks for Item 11 | | 3 | | | 3 |
| Comp. Plan Update/ Conservation Plan | | 1 | | | 1 |
| Infrastructure / Village TIF Goals | | | | 1 | 1 |
| Joint Leaders | | 1 | | 2 | 3 |
| Open Space / Conservation Plan | | | | 1 | 1 |
| Ordinance | 1 | 7 | 1 | 20 | 29 |
| Policy | | | | 5 | 5 |
| Recreation | | | | 1 | 1 |
| Route 115 - break out tasks from Item 4 | | 2 | | | 2 |
| TIF Goal / Budget | | 2 | | | 2 |
| TIF Goal / Budget - break out tasks from Item 34 | | 1 | | | 1 |
| Traffic | | 2 | | 1 | 3 |
| Traffic - MDOT - break out tasks from item 24A | | | | 2 | 2 |
| Traffic - MTA | | | | 1 | 1 |
| Traffic - MTA - break out tasks for Item 24B | | | | 1 | 1 |
| Training | | | | 1 | 1 |
| Grand Total | 1 | 31 | 7 | 44 | 83 |

| *Status: O = Open C = Closed F= Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline | | | | | | | | | | | Last Update: 05/02/2023 | |
|---|---------------------------|------------|------------|----------|----------------------------|--|-------------|-------------|--------------|-----------------|-------------------------|---|
| No | Goal/Category | *O/ F/C | ** Prty | P No. | Target Date | Description | Sub by: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
| 84 | Comp. Plan Implementation | O | H | 1 | Detail Tab | Identify steps/ create plan to implement newly approved Comprehensive plan . SEE SEPARATE TAB - FOR DETAILS | Council | Council | Doug Webster | 12/01/20 | 05/02/23 | (12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. Dept heads have reviewed the plan. (12/9) Council discussed further at workshop. (4/19) New volunteer outreach underway. Council reviewed & agreed to GPCOG proposal for Village Planning. See Detail tab for updates . Next Steps: Doug to work on updated zoning map. |
| 49 | Ordinance | O | H | 2 | 07/01/22 | Review current ordinances and zoning to determine if changes are needed for Duplexes | Dan Maguire | Dan Maguire | Doug Webster | 02/19/19 | 03/15/22 | Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l workshop to create workplan to complete all the work needed. (5/18) Council approved a moratorium in the Village on single family and dual family housing to allow for the creation of new standards and requirements in those zones (see item #94) (9/7) 1st read of design stand in Village (9/21) 2nd read/hear held by Council (PB held hear 9/20) changes go into effect in 30 days. (10/5) Council/Doug discussed whether this should stay standalone item - likely be swept into changes are they are made - but do not want to lose sight of this critical issue. (3/15) Nate pres plan for PD Staff work to Council. Next Step: Doug's focus will be on zoning/ordinance changes in VC/VCP |
| 34 | Planning | O | H | 3 | 02/28/23 | Work on planning associated with new Village Revitalization . | Council | Nate Rudy | Doug Webster | 08/07/18 | 02/07/23 | (6/7) Village Charette planned for last week of July. See detail tab for updates. (9/20) Principle group presented report (10/1) Council prov final feedback at retreat. It was also agreed that the tracking spreadsheet would be modified to capture the Village plan separately from all other items. The "TIF" umbrella is too large to have as one item. All items listed on the detailed tab will be moved accordingly. (12/14) Principle Group provided updated report at WS, Council reviewed & provided final feedback. Council approved final Principle Group report. (2/7) Nate presented proposed contract. Council approved tasks 1 & 2 Main Street project work. Needs more discussion on task 3 - data analysis in village Next Step: Schedule another workshop discussion. |

| *Status: O = Open C = Closed F= Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline | | | | | | | | | | | Last Update: 05/02/2023 | |
|---|----------------|------------|------------|----------|----------------|--|--------------|--------------|--------------|-----------------|-------------------------|---|
| No | Goal/Category | *O/ F/C | ** Prty | P No. | Target Date | Description | Sub by: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
| 121 | Infrastructure | O | H | 4 | 05/01/22 | Evaluation of possible Sewer/Water treatment option for Village | Town Council | Town Council | Nate Rudy | 02/05/19 | 03/23/23 | During TIF public forums, a specific piece of property (22 acres) was added to the map as it was considered a good candidate for a future water treatment / sewer facility - due to the soils and location (gravity may eliminate need for pumps). (2/19/19) Deb confirmed TIF funding can be used to purchase property; however, it can only be done once a full blown plan is created for usage. TIF funds cannot be used to buy property for recreation purposes. Council to discuss land acquisition CIP at 2/21 budget meeting. Council has agreed to set up a separate question on the warrant articles & will approve those articles at 5/7 meeting. (12/9) Council agreed Staff needs to provide some options for long term solutions - in the short term. (3/15) Nate adv Will & Doug working on collecting data in conjunction with MDOT data. (08/02/22) This issue is being reviewed and evaluated in the context of the Village Design process. (10/1) Council agreed to log as separate item (was previously tagged to item 34) at retreat.(3/23) Staff provided info on costs to continue to do modeling & analysis as part of budget workshop Next Steps: Continued evaluation of options as part of Village Plan process. |
| 22 | Ordinance | O | H | 5.1 | 06/01/22 | Review current ordinance governing stormwater drainage measurements to determine if updates are needed and create performance standards. | Council | Nate Rudy | Doug Webster | 02/09/18 | 10/01/22 | During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Springfield work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had preliminary discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate additional development. That would inform the ordinance/fee work. (3/15) Nate/Doug advised work is underway with Will to determine scope of analysis and data collection. (10/1) Council agreed to combine #22/25 info on performance piece into #22 & use #25 to break out fee piece. Next Step: Doug & Will will provide analysis to Council when available. |
| 25 | Fee | O | H | 5.2 | 06/01/22 | Update stormwater ordinance to include licensing fee or other fee structure IF business wants access to stormwater system. | Doug Webster | Nate Rudy | Doug Webster | 03/06/18 | 10/01/22 | During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. (3/15) Tied to item #22 - awaiting analysis/data from Will. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system and to ensure annual collection for future maintenance costs. (10/1) Council agreed to combine #22/25 info on performance piece into #22 & use #25 to break out fee piece. Next Step: Doug & Will will provide analysis to Council when available. |

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|--|----------------|------------|------------|----------|----------------|--|--------------|-----------|--------------|-----------------|-------------------------|--|
| No | Goal/Category | *O/ F/C | ** Prty | P No. | Target Date | Description | Sub by: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
| 103 | Infrastructure | O | H | 6 | TBD | Create Libby Hill Road upgrade Plan including 2nd emergency school exit and sidewalk | Sandy Carder | Nate Rudy | Sandy Carder | 12/09/21 | 05/02/23 | (12/9/21) Council has discussed at various times as LH Road is set for repaving, but prefer to upgrade road to address long term needs. Covid issues have worsened student safety issues on this road. MSAD15 has expressed an interest in researching the possibility of utilizing their ROW to Shaker RD via the HS parking lot as an emergency exit to comply with safety plans which require 1 entrance for rescue personnel and another for exit. Extension/upgrade (ADA) of the sidewalk the full length of the road is identified as a critical need. Extension of the Hannaford sidwalk to Spruce Street with a lighted crosswalk from Spruce to the ROW is also on the list. MSAD15 has req a formal workshop to begin researching options. (1/18) Sandy adv MSAD15 agreed to workshop to brainstorm project scope (3/28) Joint WS held & scope defined. (4/5) Anne preparing app for earmark funding & Sandy seeking letters of support - deadline is 4/13. (4/19) Anne submitted application with recommendation letters (5/19) Unfortunately, Gray was not selected for the earmark. (6/7) Anne adv MDOT provided some feedback (10/1/22) Council agreed to make finalizing engineered plans a priority for this session. (12/20) Anne has discussed with new MDOT point person. (1/10) walkaround held with Dakota & info obtained on MDOT letter of support. (2/7) Sandy, Nate & Anne met with Sen King's staff via zoom with MSAD reps to discuss earmark process. (3/21) Sandy adv applications have been submitted. <u>(5/2)Sen King & Collins have advanced our application on their lists. Next Step: Await response on earmark app</u> |
| 66B | Traffic | O | H | 7 | 01/31/22 | Determine if Time of Day Weight restriction should be placed on Short Shaker Rd. | Sandy Carder | Council | Doug Webster | 11/12/19 | 05/02/23 | (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. (10/6) Public forum held with info sharing with regards to Depot Rd (10/20) Council disc options (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. (2/2) Dan has draft ord/letter. (3/16) Council prov feedback to Dan to update Ord. He will coordinate with Nate to submit to legal. (5/4) Dan req an update on status. (5/18) Legal has rev with feedback. (6/2) Council provided feedback (7/6) Nate adv only 1 call rec'd from letter (9/7) 1st read will be 9/21 with 2nd read 10/5. (9/21) 1st read/public hear held (10/5) 2nd read/hear held - approved for local roads. (12/9) sign lang identified & Council voted to install. (12/21) Council dis next step for short shaker (2/1) Letter sent (3/1) Sandy adv Bruce Van Note req a meet in Gray for 1 hour later this month with Nate/Sandy - Anne will also attend. (3/29) meeting held with DOT (4/19) Council agreed to close Mayall Rd portion. (7/5) Sandy followed up with Dale - he said they think they found some language & will send it along. (8/2) Sandy shared draft provided by Dale at WS for Council feedback & discussed addt'l exemption on current local roads (9/15) Council held joint WS with MDOT. (10/18) 1st read & public hear held. (11/15) 2nd read held & approved (3/21) Sandy inq about status of signs <u>(5/2) PD adv some changes requested by MDOT. Council reviewed. Next Step: Doug will provide design to Tim & Tim will order - install with Route 26 sign changes in April. 1st read & hear set for 5/16 meeting.</u> |

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| No | Goal/Category | *O/ F/C | ** Prty | P No. | Target Date | Description | Sub by: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
| 4 | Traffic | O | H | 8 | Detail Tab | Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along Route 115 entering Gray from the hill thru connection to Brown Street. | Nate Rudy | Council | Nate Rudy | 01/02/18 | 03/23/23 | During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a 115 solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water Dist/Will on first tasks to start process. (3/2) Will prov est. (9/7) Council set up 'kick off' meet date with prime parties. See Detail Tab for updates (9/27) Kick off meet held - next steps set (6/7) Village charette planned end of July & TIF funds for easement work in budget. Next Step: New tasks logged on detail sheet. |
| 89 | Infrastructure / Village TIF Goals | O | H | 9 | Detail Tab | Create Engineering Plans for Main Street and Coordinate with MDOT for construction | Council | Council | Nate Rudy | 02/19/19 | 03/23/23 | MDOT has agree to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increas water line size, increas stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budg & all items add at the same time (rip the road up once). (4/2) Doug prov 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT adv the timeline for this proj is being moved up. Council agr to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop appr. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agr to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he adv phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec adv that the road is in terrible condition which cannot be addressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be avail in coming year for planning. (5/4) Council incl \$75K TIF funds in budget (6/15) MDOT Rob Betz attend workshop and advised both projects are fund with 2023 construct projection. (9/7) Council will hold WS on 9/15 to complete their prep for MDOT meet (9/21) MDOT WS held - timelines work discussed. (4/19) Council rev plan/fund options provided by DOT & chose to remain in current workplan timeline. Nate will communicate. (8/9 & 8/29) WS held (9/15) Joint WS with MDOT held (12/20) Nate work on scope for new Principle Grp contract Next Steps: Staff/DOT meet start 10/4. New tasks logged on detail tab. |

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| 104 | Ordinance | O | H | 10 | 06/01/22 | Correct Self Storage Ordinance and create restrictions on new facilities | Doug Webster | Nate Rudy | Doug Webster | 01/05/22 | 04/18/23 | (12/21/21) Doug brought 2 issues to the Council which came up via a Planning Board review of 2 pending applications. (1) limit to 1 building and (2) should outdoor storage be allowed? Both were inadvertently overlooked when the ordinance was worked on last. The first one is impacting the active applications. Councilors raised issues with the number of self storage facilities being built in Gray. (1/5) Council reviewed in more detail and agreed to (1) update to existing ordinance to address 2 points raised (2) moratorium on self storage units which does not impact the 2 active applications and (3) proposals from PD on options to limit additional self storage facilities.(2/1) 1st read/public hearing held on both ordinance change & moratorium. (2/14) 2nd read & public hear held - Council apprvr (4/19) Nate adv larger changes in progress. Could be ready by June. (5/19) Self Storage moratorium was extended. Council provided feedback. (6/7) Dan adv OAC discussed and provided feedback to Staff. (9/6) Doug reviewed status & Council provided info on outstanding questions. (10/18) 1st read & public hearing held. Significant public feedback was provided including written details for suggested changes. Council voted to reset 1st read for 11/15 meeting. (11/1) Council reviewed feedback & gave Staff direction on changes. (11/15) 1st read was set by previous vote but was tabled pending updated ordinance. Moratorium ext to 6/20/2023 (3/14) Staff rev updates with Council who provided feedback on outstanding items. (4/4) 1st Public hear held with several residents speaking against the 300 ft set back. Council explained 95% of suggestions obtained in 1st, 1st read were incorporated - only that one item remained. (4/18) Council considered planning board feedback & asked staff to consider a sliding scale for front set back. 2nd read was tabled. Next Step: Moratorium to be extended at 5/16 meeting & Staff to bring proposal to Council. |
| 123 | Ordinance | O | H | 11 | 03/01/22 | Create ordinance for Pop-up Commercial businesses | Dan Maguire | Nate Rudy | Nate Rudy | 12/20/22 | 05/02/23 | (12/20/2022) Dan shared some work done in other Towns - Casco & Auburn - to allow popup commercial businesses to use vacant lots or parking lots or shared spaces to test out interest in business and provide services to residents. Council agreed this is a good idea & noted it came up during the Village Visioning and is a recommendation in the Principle Group report. It could include food trucks, seasonal businesses, or other services. (5/2/23) Council discussed & provided some general feedback on approach. Next Step: Staff to review guidance from Council and develop proposed changes to and/or merging of existing ordinances. |

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| 92 | Open Space / Conservation Plan | O | H | 12 | 12/01/22 | Resolve State Land for Maine's Future Grant Conversion issue created by the Tennis Courts | Council | Nate Rudy | Kristen Muszynski | 04/06/21 | 03/21/23 | (4/6/21) Tennis Courts were built at the GNG HS back using a Land for Maine's Future Grant. Back in 2006, MSAD15 removed the tennis courts (after notifying the Town) to expand their parking lot. This was a violation of the grant program which requires the recreational space created remain conserved forever. Until the space is 'converted' into another space, the Town cannot accept or apply for additional grant funding. This grant program is the primary program in the State for purchasing and conserving open space. The Council has approved a Contract Zone Agreement for Stillwater Subdivision located on Woodcock which includes the donation of 12.9 acres of land to be used as recreational space. Doug Beck, who is handling the conversion issue, advised this would be a qualifying property. The process to approve the conversion requires the Federal Gov and can take up to 3 years. Doug B adv once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. (7/6) Nate discussed with Doug Beck & had information on next steps. (9/21) Sandy adv checklist rec'd and Town must submit documentation to get ball rolling (10/5) Anne completed draft of paperwork. Doug advise it was sent today. (12/7) Kristin prov update from site walk with Doug Beck who identified a possible issue with the road ownership. She confirmed items 1-5 on the check list are complete. Council also agreed to approach MSAD15 to share costs of appraisals. (4/5) Kristin prov update that app has been submitted to Nat'l Park Service but person who reviews it retired & position has not been filled. (10/1) Council & School have yellow book funds. No update from Fed staff. Council agreed looping in the Fed delegation again may be helpful. (12/20) Kristen adv Fed staff has been hired. (3/21) Kristen prov update that there is no update from the Feds. The Yellow book funding will need to be carried forward. She advised the School to do the same. Next Step: Await review at the Federal level. |
| 24B | Traffic | O | M | 1 | Detail Tab | Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS | Council | Council | Sandy Carder | 02/22/18 | 05/18/21 | Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'l info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study (5/4) Nate spoke to Mr. Mills & Erin at MTA Next Step: Awaiting guidance from Legislative team. See detail tab for more info. |

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| 99 | Ordinance | O | M | 2 | K1 | Create Water Quality (Shoreland) Ordinance | Pam Wilkinson | Nate Rudy | Kristen Muszynski | 11/16/21 | 01/17/23 | (10/19/2021) Pam Wilkerson, President of Little Sebago Lakes Association made a presentation to the Council on behalf of the Lake Coalition which includes LSL, Crystal Lake and Forest Lake. They are requesting that the Town create a new ordinance to match the one passed in Windham to protect the water quality of the Town's Lakes. All three lakes are on the 'imperiled' State list. (11/16) Council agreed to proceed and log on our workplan. Sandy also advised that Pam was willing to create a draft to get the ball rolling - she will follow up. (03/15) Sandy adv that Pam Wilkinson is working on mocking up the Windham ordinance to provide as a starting point. She has not rec'd an update lately. (4/5) Nate presented proposal to shift some water shed money to work on this issue. Council had a couple questions related to the testing that would stop at Thayer Brook. (4/19) Lake coalition sub updated Windham ordinance with Gray specifics - Sandy forwarded to Nate to discuss with PS in conjunction with new contract proposal. (10/1) Nate adv this is almost ready - George has to do one more complete review. (12/20) Pam W followed up. Sandy to discuss timeline with Nate. (1/17) Doug reviewed status with Council & possible options. Next Step: Doug/Nate to reach out to CCS&W and GPCOG to see if they can assist. |
| 55 | Administrative | O | M | 3 | Ongoing | Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring | Deb Cabana | Nate Rudy | Nate Rudy | 04/16/19 | 10/01/22 | The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) add'l Executive session held - Council took no action. (2/17) Council discussed in Ex. Session (3/9) Water Conditions study request submitted via budget process. (7/6) Voters approved budget (11/16) Doug prov update - delay is due to identifying the best party to conduct study. WD has been consulted. Council voted to carryover funds. (2/14) Nate adv receipt of WD letter & that a plan of action has been worked up. (6/7) Nate & Sandy rec'd letter from WD (10/1) Nate adv firm engaged to pull all the data & info together which will then be reviewed with WD. There is also a different type of censor that could be used for measurements. Next Steps: Nate will advise when work is complete & research options for censor & propose WD purchase with sharing agreement. |
| 70 | Ordinance | O | M | 4 | D1 | Review current residential Subdivision Ordinance for necessary changes in Open Space | Doug Webster | Nate Rudy | Doug Webster | 02/04/20 | 05/02/23 | (2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as Item 40 - Council agreed to split out the OPEN SPACE portion fo the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. (3/15) Doug will work on this as part of his VC/VCP review along with GPCOG's work on master plan. It is secondary to the growth Mgmt/multifamily housing work - but connected. (4/19) Anne adv the Open Space Committee has req a meeting with the Planning Board and this is one of their top items. They are willing to take a look at what is currently there and come up with some suggestions on the changes. (5/2) Sandy advised that the Open Space Committee is working on this with Kristen. Next Step: Kristen to continue leading discussion on changes and to identify changes from LD2003 before developing proposal for the Council. |

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| 67 | Residential | O | M | 5 | 06/01/22 | To review the status Deer Acres property (private road) | Residents | Council | Council | 12/03/19 | 12/20/22 | (11/12/19) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. (7/6) The window to discuss this has passed again this calendar year. (10/5) Sandy adv group will do presentation at 11/16 Council meeting after Council agreed to presentation in the 9/21 meeting (11/16) Group presented info to Council and answered questions. Nate later advised Staff would like to talk about road ordinance in general with recommended changes to reduce or eliminate addtl winter maintenance additions either temporarily or permanently. Sandy adv another road (Ramsdell) is now seeking a change so Town can do winter maintenance on addtl road being built. (12/7) Nate has req a larger conversation regarding road acceptance & winter maintenance. (4/19) Sandy adv this will likely be scheduled for one of the May workshops. (5/3) Assoc followed up on status. (6/6) Council held WS to discuss road standard issues, winter maintenance policy & costs and any addtl info needed on Deer Acre request. (12/20) Gerald followed up - due to PW Director departure, this will be pushed to Spring. Next Step: Staff to provide recommendations on changes to current policies, pull data from surrounding Towns and provide more information on Deer Acres e-mail from resident. Another workshop will be scheduled once material is ready. |
| 124 | Ordinance | O | M | 6 | 09/01/23 | Create a Traffic Ordinance to address Parking rules & restrictions | Nate Rudy | Nate Rudy | Kristen Muszynski | 05/02/23 | 05/02/23 | (05/02/23) Council reviewed Yarmouth Traffic Ordinance and walked through needs for Gray. Agreed best approach may be updating the existing Vehicle Use & Weight Restriction Ordinance to include Parking ordinance language and changed title to Traffic Ordinance. Staff should review Street & Sign Ordinance for anything that should be moved into Traffic Ordinance - put all in one place. Next Steps: Identify resources to work on. |
| 76 | Ordinance | O | M | 7 | D2 | Amend Subdivison Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to internal roads | Dan Maguire | Nate Rudy | Dan Maguire | 05/05/20 | 05/05/20 | (5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbcuts and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion. |
| 78 | Ordinance | O | M | 8 | Contract | Create Stormwater Standards for Watersheds | Doug Webster | Nate Rudy | Doug Webster | 06/02/20 | 10/01/22 | (6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up addtl peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. (3/15) Nate pres plan for PD staff work which included contracting out some of this work. (10/1) Nate to follow up on status. Next Step: Doug to work with CCS&W. |

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| 107 | Ordinance | O | M | 9 | TBD | Create a Fire Safety Impact Fee to fund public fire cisterns | Dan Maguire | Nate Rudy | Kurt Elkanich | 01/21/22 | 10/01/22 | (1/21/2022) Dan suggested that long term, Gray should consider taking a different approach with fire cisterns which are currently handled within the sub division process. Developers are required to install cisterns under certain circumstances with Public Safety Director review. The quality, consistency and long term maintenance all vary with the Home Association taking over once Developer is done. The concept is to charge an impact fee, create a fire cistern fund and take over the installation and maintenance under Public Safety/Public Works. Council/Fire Chief agreed this approach may be better long term - pending details. (10/1/22) Nate suggested Chief may be able to start work on this. Next Step: Nate to discuss with Kurt. |
| 116 | Ordinance | O | M | 10 | TBD | Review existing Medical and Recreation Marijuana Ordinance for possible changes | Residents | Council | Sandy Carder | 07/05/22 | 04/04/23 | (7/5/22) In a past TC session, a resident who currently grows medicinal MJ in the Plaza requested consideration to expand his business to consider recreational. The Council at the time felt the ordinance had just been modified and advised they would not consider for at least 6-12 months. Recently, a medical caregiver spoke at a TC meeting requesting consideration to allow medical store fronts in Gray. The previous resident also reached out to Anne Gass to re-submit his request. Council discussed at the 7/5 workshop and there was consensus that it is time to review the ordinance for possible changes in the area of cultivation and store fronts with restrictions. However, given the work planned in the next 6 months, were unsure if resources would be available this session. (10/1) Council agreed a review & discussion about what changes there is a consensus to make was needed; however, the actual ordinance changes should fall behind other priorities related to the Comprehensive Plan implementation and could be incorporated as we go along. (10/4) A resident spoke at the TC meeting pointing out that ordinance changes are needed due to new laws LD1957 - for example - all reference to marijuana needs to change to cannabis. (4/4) Council held 1st read for MJ to Cannabis language change. 2nd read set for 4/18. Next Steps: Sandy to schedule for WS when space becomes available. |
| 114 | Process | O | L | 1 | 04/01/23 | Create long term plan & transition Tracking Spreadsheet | Dan Maguire | Nate Rudy | Nate Rudy / Sandy Carder | 05/19/22 | 05/02/23 | (05/19/22) Council has been discussing transition of Tracking Spreadsheet to (1) possible different application - currently in excel (2) to a new owner (primary) with access for multiple updates (secondary) (3) changing names (4) defining process around the list for years. It now needs to be done in the next year as Sandy will be in her last year of her 2nd term. (10/1) Sandy & Nate discussed possible options.(10/13) Sandy met with Kyle and will begin hosting document in the cloud & will send links to recipients. (10/18) Council discussed and long term a database software that is more geared to project management should be considered - will be a budget item. (3/8) Krista & Sandy had a teams demo with Kyle and subsequent meeting on the 8th to review in more detail. Next Step: Sandy will set up a couple items in Teams and training is set for 5/12. |
| 105 | Ordinance | O | L | 2 | TBD | Update Agritourism Ordinance to address changes in industry & markets | Krista Chappell | Krista Chappell | Krista Chappell | 01/04/22 | 10/01/22 | (1/4/2022) Krista reviewed a proposal from the CEDC to update the Agritourism ordinance with several letters from Gray small agri-businesses in Gray. The ordinance was originally drafted for a specific location and requires a great deal of land 50 acres. That business was never built and since that time homestead farms, agrribusiness farms, etc. have been growing in Maine & Gray. CEDC/residents feel changes are needed to help encourage continued growth in this economic driver and to be more flexible with new approaches - like permaculture which takes far less space. (3/1) Krista adv CEDC is setting up public forum to review changes residents may want to see. (3/15) Krista advised CEDC holding public forum on 3/16. (4/5) Krista adv public forum was not well attended, but did have good conversation with those there. (10/1) Feedback provided to PD staff. Council agreed to move this to low pending Staff availability. Next Step: To be worked on when resources become available. |

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| 98 | Ordinance | O | L | 3 | TBD | Review and update Land Bank Commission Ordinance | Sandy Carder | Open Space Committee | Nate Rudy | 10/19/21 | 10/01/22 | (10/19/2021) While reviewing the Recreation Committee charge, Sandy pointed out the creation of the Committee stemmed from this now outdated Ordinance. In reading the ordinance, much of the roles and responsibilities have been changed, rest with the Open Space Committee or are not relevant anymore. Anne has agreed to bring to the OSC once their work on their Open Space Plan is complete and report back to the Council on recommendations. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. Anne pointed out there is already on on the books & Open Space may be able to help. (10/1) Legislature passed a bill to create new land bank commission. Nate to share that information when it becomes available. Next Step: Council to review options between using State level or creating local level. Need to also start education effort with residents. |
| 94 | Ordinance | O | L | 4 | TBD | Update Town's Ordinance to reflect long term Solar Array policies for residential , all sizes. | Deb Cabana | Nate Rudy | Kristen Muszynski | 04/20/21 | 10/01/22 | (4/20/2021) Council finalized latest update to the Commercial Solar Overlay District Ordinance. This items is being logged to track the work needed on Residential Solar Array. (3/15) Nate pres plan for PD Staff work. Kristen will take this one over. (10/1/22) Council agreed to move to Low priority. Next Step: Kristen will work on after higher priority items. |
| 110 | Revenue | O | L | 5 | 08/01/22 | Create Legislative Bill to reimburse Commercial Solar Array Property Tax exemption | Council | Nate Rudy | Nate Rudy | 03/01/22 | 03/16/23 | (03/01/22): Nate advised that Commercial Solar Arrays were exempted from local property taxes by the Legislature. After additional research, Lauren Asselin (Assessor) and Nate identified program which will allow for 50% reimbursement. Council directed Nate to send letter to Legislative Team urging them to provide the add'l 50% reimbursement knowing the session was already set. Rep. Moriarty advised there was nothing they could do, but provided contact in Maine Revenue Services to start discussion on proposed bill for next session which does not start until Jan 2023. The deadline for bills is late summer/early fall. (10/1) Nate sent letter previously. Council agreed this needs to be priority for new legislative team. (12/20) Nate & Sandy shared with Legislative team. (3/16) Discussed again at the Joint Leaders meeting Next Step: Nate will follow up with Sen Teresa Pierce on status |
| 102 | Training | O | L | 6 | 07/01/22 | Develop Committee Volunteers training Webinar | Council | Nate Rudy | Nate Rudy | 11/20/21 | 10/18/22 | (11/20/2021) Council discussed needed training for new Committee Volunteers and laid out timeline for annual goal/assignment setting meeting for all Committees. Everyone agreed some type of webinar could be created to allow new volunteers to review at their leisure with a review at the annual meeting. (9/20) Council working to select date for training via survey of Committees. Nate working with Alyssa on contend. (10/1) Council finalized details. Council also agreed that new volunteer applications for Zoning Board of Appeals (and possibly PB down the road) need to attend MMA or Town sponsored training before applications can be considered for appointment. There are 2 new ZBA apps on 10/4 agenda which will be tabled until training can be set up. (10/18) Volunteer Leadership Academy held. Next Step: Nate to obtain feedback from participants & compile debrief for Council so changes can be made for next year. |
| 87 | Administrative | O | L | 7 | 12/01/21 | Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach | Sandy Carder | Sandy Carder | Sandy Carder | 02/02/21 | 06/15/21 | (2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April. |

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| 39a | Administrative | O | L | 8 | 08/01/22 | Need to review/renegotiate Cable TV Contract sometime in 2019-2021. | Deb Cabana | Nate Rudy | Jon Hartt | 09/18/18 | 10/01/22 | Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council choses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a snopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. (2/16) Deb adv target for contract is June. Spectrum disputing owed fees. (7/6) Anne adv this is at a standstill (12/7) Anne attended consortium meeting & provide substantial update. (1/4) Anne & Jon prov update on activities. Jon provided comparison between recommended consortium ordinance vs. Gray - Council agreed to move to consortium & provided some feedback. (1/18) Anne adv Bradley Law has meeting with Spectrum to start negotiations (3/1) Council held 1st read & hearing. (3/15) Jon provided add'l info, Council approved ordinance. (5/3) affirmation vote taken to address motion error in 3/15 meeting. (10/1/22) Nate to follow up with Jon on contract, annual funding & outstanding funds from audit - and find out if Town needs to take lead on the 3rd item. Next Step: Council/Staff need to create a long term plan for this funding & determine what level/type of services will continue. |

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| B | Comp Plan Imp - break out item 84 | O | H | 1 | 01/15/22 | Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds | Council | Council | Dan Maguire/Krista Chappell | 12/01/20 | 04/24/23 | (12/1) Council agreed current Committee should be retired as their charge is complete. Will send Thank You letters to Members and advise Council is considering a new Committee to assist with Implementation - asking them to advise if they are interested in continuing on. New Committee needs further discussion. (2/16) Sandy provided info from Windham Committee - hybrid structure. Generally, there was agreement that is the better model than all volunteer. It will be important to have people with know/exper on the committee. Should not set up until Council can give clear charge and goals to committee. Nate wants a chance to talk through options with Planning Dept as they will take leading role. Sandy also adv Windham hired a consultant to assist them. (10/5) Council agreed this needs to be a top priority in coming year (11/20) Council discussed options at retreat which included utilizing new annual meetings for goal setting/Committee assignments and developing a workgroup responsible for accountability to ensure assignments are being worked on. There was no resolution on the size & representation on that workgroup. (1/4) meeting held - Nate/Krista/Dan (1/18) Council rev framework for Committee & provided feedback(2/14) Krista/Dan shared their proposal. Dan to draft outreach memo & share by 21st. Goal to have posted by end of Feb & included in March newsletter. Application deadline will be end of March to coincide with first April meeting packet. (3/15) Dan adv he will work on shortly (4/5) Sandy ask if anyone had feedback on Dan's draft - none. (5/3) Timeline updated apps through 5/30 Council to review at June workshop. (6/7) Sandy asked if Krista/Dan had heard anything on apps (6/21) No apps were rec'd but Sandy rec'd a message from Lacy & she has agreed to apply (7/5) Council appt Lacy & Lisa. (9/20) Krista & Dan working to set meeting next week. (11/15) Coordinators meeting with Committees (2/7) report presented (4/24) Council provided additional feedback on next steps. Next Steps: Coordinators to work with Dan/Krista. |
| E | Comp Plan Imp - break out item 84 | O | H | 1 | 01/31/22 | Create plan/timeline for Zoning changes & ordinance changes | Council | Council | Nate Rudy/ Doug Webster | 12/01/20 | 10/01/22 | (12/1) Council needs to discuss/create a plan/timeline to update Zoning to reflect zones in new plan and determine prioritization to ensure development adheres to new plan. Will be related to Item 46 (Growth Plan) and Item 49 (Duplex changes) for which initial discussions were held, but placed on hold pending Comp Plan approval. (5/18) Council approved moratorium (4/6 eff - 180 days) to allow time for Staff to update standards/ordinances within the Village and Village Center zones. (7/6) Dan adv OAC is working on reviewing the current zoning against the new Com Plan zones with Town Staff and interns. (12/9) Council agreed to have Doug, Nate and Dan met to discuss the timeline/resources needed for the OAC to take a look at the Critical Rural zone and Village zones to determine options for updates as priorities to ensure protection of CR and no more loss of opportunities for appropriate growth in the Village. (2/14) Nate adv Doug has some initial changes related to density for the Village/VC areas ready to go. (3/1) 1st read & public hearing held. Council requested more information be pulled together & was willing to send to PB to obtain their feedback. (3/15) Council discussed feedback and made modifications to approach. Also reviewed Nate's proposal to address full review of zoning & ordinances for VC/VCP which will include Doug's primary focus and engaging GPCOG while moving all other ordinances to Kristen. (4/5) 1st read/public hear held. PB held public hear 4/10. Council held 2nd read/hear 4/19. (6/7) Nate shared dates for Village Charette (9/20) Principle group presented to Council. Will incorporate feedback & issue final report. (10/1) Council & Staff determined plan for proceeding Next Steps: Doug to draft new zone lines & identify add'l subzones needed in each one. |

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| 46 | Ordinance | O | H | 1 | 07/01/22 | Develop Growth Management strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning | Sandy Carder | Nate Rudy | Nate Rudy / Doug Webster | 02/05/19 | 04/19/22 | (1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & residl dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item.(5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grw permit prog that was 1st step after their comp plan. (4/6) Council dis as part of TM goals (5/18) Council/Staff dis in WS - Staff sug step approach to create (12/9) Council disc and develop plan (3/15) Nate pres plan for PD Staff work to Council. (4/19) Council reviewed & agreed to GPCOG village proposal. Agreed to move this item to sub category under comp plan. Next Step: Work on a growth management plan - for permitting - encouraging with bonus permits in growth areas vs. restricting number in critical rural (for example) as part of Village Planning - Comp Plan implementation. |

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| A | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Draft a High Level Engineering Plan for scope of project | Council | Nate Rudy | Will Haskell | 02/16/21 | 02/23/23 | (2/16) Council agreed to split out tab & tasks from 1/19 workshop. Council has asked Will to create a high level 'starting' engineered plan to help facilitate next set of workshops. This plan should include ALL possible options - which can later be dropped depending on scope/costs - such as adding underground stormwater, sidewalks on both sides, Brown street intersection reconfiguration, traffic calming measures, parking on either Yarmouth or Brown (depending on if Brown is made one way or not), Bike lanes, etc. (3/9/21) Will has provided est to Nate and Council discussed. Council agreed to include 2nd sidewalk in plan, but decision on whether to build will be determined on feasibility and costs. Also agreed to remove "full time inspection" costs until later in the project. The decision on part time vs full time will be easier to make once the project scope/complexity is identified. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. Council recommended WD reach out to Will asap to ensure their inclusion in same engineering effort. Money was allocated for their piece out the \$495k (9/27) Will prov some high level plans req guidance on several items. WD work being done by another engineer at firm. (10/1) Doug adv plan is updated. Council agreed we need 30 ft row added. (11/15) plans reviewed with residents at 11/14 forum - they provided feedback. Posted in Town Office hallway. (12/20) Doug provided update from individual meetings in memo. (1/10) <u>Doug provided updates and some changes & Council provided guidance on questions (2/23) Council rev updated plans & provided feedback for changes.</u> Next Steps: Will to update plans again, Council to schedule next public forum. |
| B | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Provide past Traffic Study for Brown Street | Council | Nate Rudy | Nate Rudy | 02/16/21 | 10/01/22 | (2/16) Council discussed past reviews of making Brown St one way. Will/Kathy/Doug indicated this issue has been looked at a couple times in the past. Will thinks he can dig up the past reports. Consideration is traffic pooling on Route 115, but also ability to prevent large commercial vehicles from using Brown to get to short Shaker (weight limit being pursued). (9/27) Council expressed strong support to making Brown street one way from Main to Yarmouth - to help solve safety issues, speed, heavy truck traffic on Shaker Rd, and parking issues. MDOT has not approved in the past. (4/19) In workshop, Council spoke about MDOT being okay with making Brown a one way and decided running a test this summer in partnership with the DOT and Bicycle Coalition of Maine would be a good way to identify issues and benefits. Alec pointed out that the MTA controls the lights at the big intersection and we should keep them in the loop. (10/1) Have not rec'd from Will Next Steps: Nate to follow up |
| C | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Set up Joint Meeting with MDOT | Council | Nate Rudy | Nate Rudy | 03/09/21 | 03/23/23 | (3/9/21) Will recommended we hold a meeting with MDOT as soon as possible in the process. Several items were identified for discussion (1) possible use of Federal funding (2) MPI/funding formula for project (3) ROW work responsibilities - if DOT does or Town (would have to hire specialist to handle). Meeting will include Will so proposal needs to be updated. (5/4) Nate has req a meeting & follow-up - looking for 5/18 workshop but no response to date. (6/15) MDOT Rob Betz atten workshop & adv Town needs to do easement work and then would hand over to MDOT. Doug asked about which method is preferred, Rob adv there is a manual to follow and that the question should be referred to Cathy Rawlings in Property Division. He will obtain more info for us. He also advised that 2022 MPI funding is all allocated. 2023 is next cycle - await engineering plan is a good idea to ensure we have the best figure - once it is set - we are locked in and we can only obtain \$625k from MDOT. He did adv having a "contingency" figure would be good for a project of this size. MPI contracts are usually signed the year before the funding and once signed Town has 36 months to complete project. (3/7) Sandy & Nate met with Dale/Steve MDOT along with Will, Doug & Water District Reps to review options for funding. (3/23) Proposals shared with Council with consensus being to bundle with Main & apply for a RAISE grant. Next Steps: Work to finalize engineering plans & share with MDOT for feedback & discussion |

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| D | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Set up Meeting with Water Department | Council | Nate Rudy | Will Haskell | 03/09/21 | 03/07/23 | (3/9/21) Sandy requested that a meeting with the Water District be added to proposal and done early in the process to identify their scope/timeline to allow for coordination. The TIF defines \$495,000 for their water line work in the project. (4/6) Council met with WD to discuss timeline. WD will provide an estimate of the money they will need in the coming 12 months to begin their engineering/planning. Sandy did adv the information is needed in time for the 4/20 warrant article vote. (4/20) Nate prov updated info from WD - Council agreed the WD req for Route 100 TIF funds was fine (under the \$495K) - subsequent discussions will be needed for coverage and for the other TIF fund projects. (6/15) WD attend workshop (9/7) Council set WS 9/27 with primaries incl WD. (1/10/23) WD attend WS for update - issue with major WD infrastructure identified with adding stormwater structures on North side. Council agreed a workaround needs to be found (3/7/23) Due to need to add stormwater infrastructure to North side of road, WD now needs to install a new 16" pipe on south side and abandon 12" pipe on North side. Adds substantial costs. \$495K from TIF has been distributed to WD Next Steps: WD was included in meetings with MDOT & subsequent Council meetings - continue to keep they updated. |
| E | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Set up Discussion with First Congregational Church | Council | Nate Rudy | Will Haskell | 03/09/21 | 09/27/21 | (3/9/21) Anne pointed out there needs to be open discussion with the First Congregational Church on the reconfiguration of Brown Street intersection. We need to ensure they are aware of the proposals and are invited to the meetings (9/27) Council agreed that starting conversation with Church asap was critical to creating plans for public forum. Next Steps: Will will work with Staff to engage the Church to review options for squaring Brown and dealing with their septic system. |
| F | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Identify Blasting impacts from project | Council | Nate Rudy | Will Haskell | 03/09/21 | 03/09/21 | (3/9/21) Anne pointed out if there is any blasting involved in this project, the Town will need to work with residents to minimize impacts and ensure damage is not done to their foundations. Will adv whether blasting will be needed is unknown at this point. Next Steps: Blasting will be identified, if applicable, once more work is done on the planning. |
| G | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Schedule Public Forums for property owners and residents | Council | Nate Rudy | Sandy Carder | 09/27/21 | 11/14/22 | (9/27) Council agreed that identifying the most impacted parcels first and holding on site individual meetings was paramount to identifying options for the road. Once that step is done, then holding a larger public forum for all Yarmouth/Brown road residents would be set to review draft plans and obtain feedback. All residents are welcome, but letters will be sent to Yarmouth/Brown residents. (10/1) it was agreed we would set up meeting in Nov to get process started on easements. (11/14) Forum held to start ROW work & share draft plans - one one one meetings being set up. Next Steps: Set follow up forum once one on one meetings done, TC discusses feedback in WS & plans are updated. |
| H | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Obtain info on Budget and MDOT MPI fund disbursement rules | Council | Nate Rudy | Nate Rudy Will Haskell | 09/27/21 | 03/23/23 | (9/27) Council asked Nate to obtain new projections on how much money will be available in the Route 100 South TIF for this project. Council asked Will to talk to MDOT about how upcoming MPI schedule for the \$625k contribution and when the money would have to be spent if MPI was approved. There was concern that we could miss out on obtaining the funding, but on the flip side, not be ready to spend it given we will need at least a year to obtain easements. MPI funding cannot be used for easements. (10/1) Given needed time for easements & fact that the work has not started yet, need more information on MPI timelines as we may need to push a year (3/7) See above re: MDOT meetings (3/23) Council reviewed options. Next Steps: Sandy notified MDOT of RAISE grant decision. Nate will work with MDOT on MOU to cover agreement to move forward. |

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| ! | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Identify Firm to complete Easement Work | Will Haskell | Nate Rudy | Nate Rudy Will Haskell | 09/27/21 | 02/23/23 | (9/27/22) With MDOT advising they will not work on easement issues, Will adv his firm does not do that type of work. He has some names he can provide. We will need to obtain estimates so TIF money can be set aside and an RPF can be done. (3/15) Council discussed need to move TIF funds into FY23 budget to ensure easement work can proceed. Council also needs further clarification on WD portion of TIF funds. (6/21) \$500k in TIF money was moved to active in budget approved by Voters. 9/15) At joint WS with MDOT, Nate/Will advised they are working on an RPQ but need to fine tune scope of the work in order to engage firm. (10/1) Nate adv no RFQ as there are very limited options. Doug has engaged with a firm who can do the work. Council would like retainer or some type of commitment letter to secure firm for the work & ask them to join the public forum in Nov to get started. (11/15) Once Staff has a chance to reach out to every resident involved, scope can be defined. (1/10) Doug provided update stating there is no "one" firm that can handle all the pieces so he is working to divide & conquer to keep us on the timeline. (2/23) Doug provided plan & timelines. Next Steps: Doug to find out availability and engage firms to begin work once MDOT agreement in place. |
| ! | Route 115 - break out tasks from Item 4 | O | H | 8 | TBD | Implement Dark Skies approach with Lighting | Dan Maguire | Nate Rudy | Nate Rudy Will Haskell | 04/19/22 | 04/19/22 | (4/19/22) Council agreed it was important to list sub tasks on big project to ensure Dark Skies approach is used when planning lighting. Next Steps: Work into upcoming planning effort. |

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| A | Main Str - break out tasks from Item 89 | O | H | 9 | 12/31/21 | Obtain Stormwater Capacity Analysis from MDOT | Will Haskell | Nate Rudy | Will Haskell | 12/07/21 | 03/23/23 | (12/07/21) Will advised that the MDOT is completing an analysis of the stormwater capacity of the current system which directs flow to the MTA interchange and Cemetery area. Whether the current system can handle existing stormwater and/or has additional capacity is unknown and likely not well documented in regards to options. This information is critical to the plan for upgrades to Main Street and must be obtained before stormwater modeling can be completed. (8/29) discussed at length at WS - Doug will reach out to State contacts to help determine authority & responsibility for wetlands by Howell's which serve as output for flow from stormwater in Village. Infrastructure is packed with sediment and wetland areas likely needs to be dredged but is on private property. Alec to work to determine size of infrastructure. (9/15) issues and challenges discussed with MDOT at Ws - agreement was this needs to be a top priority as understanding capacity will determine what is done in the Village. (3/23) Doug prov memo detailing costs/next steps at 3/23 meeting Next Step: Council to discuss further at 3/27 workshop. |
| B | Main Str - break out tasks from Item 89 | O | H | 9 | 12/31/21 | Identify what level of Survey information will be available from MDOT | Will Haskell | Nate Rudy | Will Haskell | 12/07/21 | 02/01/22 | (12/07/21) Will advised it is likely the MDOT did not do a detailed survey for their upcoming projects. This detail is needed to do the level of planning the Council is asking for and will need to be done first. It is possible to leverage off what was done for survey work. (2/1) MDOT information is not sufficient for Will to proceed. Nate rec'ing no response for meeting request Next Step: Letter sent to MDOT (along with weight limit/route numbering) with CC to Legislative team. |
| C | Main Str - break out tasks from Item 89 | O | H | 9 | 04/01/21 | Signage/Bollard Posts - Village Island | Sandy Carder | Nate Rudy | Nate Rudy | 02/22/18 | 12/07/21 | MDOT will look at what they can do to make the island at the 5 lane intersection stand out so vehicles do not go the wrong way into head on traffic. Only current sign is "ENTER" provided by MTA. New striping is planned, but no response otherwise (9/4). 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible boillard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list.(4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDOT. (12/7) This was originally logged under the MDOT detail tab - moving to Main Street as it will be incorporated in the plans. |
| D | Main Str - break out tasks from Item 89 | O | H | 9 | TBD | Implement Dark Skies approach with Lighting | Dan Maguire | Nate Rudy | Nate Rudy Will Haskell | 04/19/22 | 04/19/22 | (4/19/22) Council agreed it was important to list sub tasks on big project to ensure Dark Skies approach is used when planning lighting. Next Steps: Work into upcoming planning effort. |

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| A | Traffic - MTA - break out tasks for Item 24B | O | M | 1.2 | 12/31/20 | Diversion Study | Town Council | Nate Rudy | Nate Rudy | 02/22/18 | 10/01/22 | Town to define goals-study/parmts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%. 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send addtl feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appr than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedfrom Mr. Mills. Ress appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG. Coun req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final repot should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Migr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues. (10/1) Council agreed to bring this to new legislative team after Nov |
| B | Traffic - MTA - break out tasks for Item 24B | O | M | 1.2 | 06/01/21 | MTA Data - cash collection (vs EZPASS) | Town Council | Sandy Carder | Sandy Carder | 02/22/18 | 05/04/21 | MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occurred at meet with MTA confir they can prov addtl info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add presue they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12)Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21) See above Diversion (5/4) Nate & Sandy meet with Sen Breen 5/5 |

Follow-up

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| 52 | Ordinance | R | | | 05/01/22 | Develop local level Sidewalk Construction standards | Dan Maguire | Dan Maguire | Doug Webster | 03/05/19 | 10/01/22 | Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. (3/15) Nate adv OAC has discussed & PD Staff have proposals to use template options. (5/19) Doug provided template example which will be used to create options which will be dependent on the type of road, location, traffic, etc. Council provided feedback and suggested a "trail" option also be created. (10/1/22) Staff has created templates and will incorporate them into upcoming ordinance changes. For example, if there are templates A, B & C as options - in the Open Space Subdivision ordinance, it may state developers may select from Options A & B. This is a NEW Follow up Tab and will be used to ensure Council/Staff loop back to completed items to ensure implementation works correctly & identify any changes needed before item is officially closed. |
| 106 | Ordinance /Standards | R | | | TBD | Create a Dark Skies Ordinance or imbed Dark Skies standards in other ordinances | Dan Maguire | TBD | TBD | 01/04/22 | 10/01/22 | (1/4/2022) Dan provided information related to the Dark Skies initiative to Council. Council agreed this has validity and is important given the level of infrastructure planning planned in the coming year as well as the work implementing the Comp Plan. No clear approach was defined, but Council agreed this topic needs to be raised as the above work moves forward. (4/19) Council agreed to add sub tasks under big projects to ensure this is considered in planning. Considered in follow up phase as other work is completed - this will be incorporated. |
| 111 | Ordinance | R | | | 06/01/22 | Create Short Term Rental Ordinance and/or program in collaboration with ADU ordinances | Nate Rudy | Nate Rudy | Kristen Muszynski | 03/15/22 | 02/07/23 | (03/15/2022) Nate advised that Staff has prepared a couple options for the Council consideration. It is critical Gray put something on the books given the State's current work on ADU housing - namely allowing ADU at every single family home without regard to local zoning. Having something on the books could allow Gray more control/flexibility with possible upcoming changes. Gray also does not have a list of existing ADU or Short Term rentals. (4/5) Doug presented 2 options to Council & Council selected option 2 with some feedback. (4/19) LD2003 has passed - will need to log new item to cover and address ADU as a separate sub-item. (5/3) Council reviewed updated draft along with legal updates and outstanding questions. Provided feedback, but also requested clarification on a few points. (5/19) Council reviewed again & provided more feedback based on Alyssa's responses. (6/21) Nate adv there are some issues with shoreland zoning still being discussed with Alyssa. Too late to have 1st read at the 7/5 meeting - set for Aug. (8/2) 1st read & public hearing held. (9/6) 2nd read held & ordinance approved with minor changes. Next Step: Ordinance goes into effect 10/6/2022. Staff to compile registration list for future TC discussion/consideration. (10/1/22) LD 1240 creates a commission to study STR and impact on housing. (2/7) Nate advised only a handful of residents have registered. Town will do another outreach effort to remind property owners the registry is mandatory. |

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| 95 | Ordinance | R | | | 10/01/21 | Create new Standards for the Village and Village Center Zones | Nate Rudy | Nate Rudy | Doug Webster | 05/18/21 | 10/01/22 | (5/18/2021) Nate requested a moratorium effective 4/6/2021 (180 days) on single family and dual family housing in the Village and Village Center zones to give Staff time to create new Village standards that are in line with the new Comprehensive Plan goals. In addition, work is underway to pull together all the various past "studies/plans" done within the Village to create a "master" Village plan. This is also tied into the effort to purchase and control development on the Hamilton Property which is before the voters now. Council approved the moratorium. The focus is on duplex standards and single family standards, but will encompass all facets. This work will be used as a base for both (1) ordinance updates in all zones and (2) development of a growth management plan. (8/3) Council discussed & provided feedback. (9/7) 1st read/public hearing held. (9/20) PB held public hearing & provided feedback. (9/21) 2nd read/public hearing held - Council approved with minor changes. Next Step: Will take effect in 30 days -moratorium was extended accordingly. This item is CLOSED. (10/1/22) moved to follow up as new Duplex built in Village & need to review what worked & what did not so tweaks can be done to standards. |
| 122 | Contract Zone | R | | | TBD | Review Stillwater Pines CZA implementation | Council | Council/ Staff | Nate Rudy | 10/01/22 | 03/23/23 | (10/1/22) Council would like to have a check in review of the Stillwater CZA to ensure implementation and to determine if issues have popped up that are not covered in CZA. (3/23) Mo brought an issue with the 3 inches of loam being put down for the recreational field. Based on the soil composition at the site, he feels it will drain too quickly and 6" of loam is needed to better sustain the grass for the field. Council considering using Sub D funds to add the add'l when contractor puts builds field. Dan was concerned this did not come up during CZA process. Doug explained there were no minimums in the CZA and the 3" was added based on industry standards to ensure a good layer. For future consideration as part of the follow-up review, Council should consider testing before determining minimum for future CZA or build in a review with Mo. |

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| 10 | Administrative | F | | | | Develop process to review status of Paper Streets | Town Council | N/A | N/A | 01/22/18 | 10/01/22 | During the Council discussion related to approving an extension to ROW access to 'paper streets', the Council inquired if there was a long term goal to create a process to review/identify streets which should be removed from the list. Resources/timing were discussed as hinderances. Council set this activity to "Future" given the renewal timeframe of 20 years has been reset. Future items will be reviewed annually, at a minimum. (10/1/22) Latest Legislature set up new commission for discontinued & abandoned roads which may impact this effort. |
| 21 | Administrative | F | | | | Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot. | Dan Maguire | N/A | N/A | 02/09/18 | | During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. Will be considered a 'future' item. |
| 17 | Economic Development / Budget | F | | | | Research and compile data and options for a possible Community Center in Gray. | Town Council | N/A | N/A | 01/22/18 | 05/07/19 | During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (Community Center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. Next Step: Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues. |
| 23 | Ordinance | F | | | TBD | Review current ordinance governing noise for updates and research possible odor ordinance . | Town Council | Deb Cabana | Doug Webster | 02/09/18 | 10/01/19 | During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decibel restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg Overlay/BD1/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this items should be moved to the future list. Council agreed. |
| 83 | Infrastructure | F | | | TBD | Identify GoNetSpeed to be removed on short Shaker Road | Alec Dodd | TBD | | 12/01/20 | 10/01/22 | (12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Otelco. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether. (10/1/22) Nate established contact with new owners & will follow-up yearly. |

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| 98 | Ordinance | F | | | TBD | Create a Mooring Ordinance for all Gray Lakes | Sharon Young | | | 10/05/21 | 03/21/23 | (10/05/21) Sharon Young submitted this request prior to her Council term expiration. The Council reviewed at the 10/5 meeting and agreed it was an issue that needed to be looked into; however, given there is a bill before the State Legislature (2nd session set to begin in 01/2022), Council wants to wait to see what the State decides to do or not do. In addition, more information is needed. The Lake Coalition presented information on a Shoreland Protection Ordinance they requested the Town create and there is likely going to be more discussion on that item. Mooring information could be collected at the same time. (3/23/23) Sharon followed up on the status. Sandy reviewed with Council at the 3/21 meeting. Based on current workload and priorities, consensus was to leave on Future list and let new Council review to determine if it will be moved to active in upcoming session. Sandy adv Sharon. |
| 117 | Ordinance | F | | | 02/28/22 | TIF - Mixed Use Zoning Discussion for Property next to Northbrook | Town Council | Town Council | Doug Webster | 01/22/18 | 10/01/22 | (11/28/18) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on. (12/09) Council identified the need to find a parcel that could be set up with mixed used development - such as the parcel included in the Village TIF which may attract a medical facility and/or larger store like Paris Farmers which expressed an interest in having a location in Gray, but could not find a suitable parcel/building. (10/1/22) Council agreed to move to future tab. |
| 118 | Infrastructure | F | | | TBD | TIF - Center Rd / Bridge Redesign | Town Council | Town Council | Town Council | 02/18/18 | 10/01/22 | Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 5 Rd intersection/left turn issues for tractor trailers in Village (possibly part of TIF workshop to determine plans/priorities for Village infrastructure upgrades). MTA advised that Bridge was recently refurbished & widened so there are no immediate plans for more work; however, they remain open to discussion a realignment. (12/4/20) Part of solution to address tractor trailers in the Village is to address inability to make right hand turn from 202 onto route 100 - which includes alternate route - maybe via turnpike acres/center rd bridge. (2/5/21) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA. (4/19/22) Council discussed as a possible project for MDOT Village Initiative Program AFTER the Main Street/Yarmouth Rd work is done. (08/02/22) This item was discussed with the MDOT at meetings leading up to the Village Charrete and at the Village Visioning Sessions. (10/1/22) Council agreed to move to future tab. |
| 119 | Fees | F | | | TBD | Develop possible Special Assessment Fees - handling as part of TIF discussions | Town Council | Deb Cabana | Town Council | 01/22/18 | 10/01/22 | The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. (10/1/22) Council agreed to move to future tab. |
| 120 | Fees | F | | | TBD | Develop possible In Lieu Fees - handling as part of TIF discussions | Town Council | Deb Cabana | Town Council | 01/22/18 | 10/01/22 | The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. (10/1/22) Council agreed to move to future tab. |

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| 113 | Ordinance | F | | | TBD | Create ordinance to restrict herbicides, pesticides and fertilizer use around solar arrays & other sensitive areas (watersheds, public spaces, etc.) | Dan Maguire | Nate Rudy | TBD | 05/03/22 | 10/01/22 | (05/03/22) Council agreed this was an important item that should be addressed in the coming year. Initially, adding restrictions for the solar arrays in Town and then add as part of the watershed/shoreland protection discussion. Finally, review other areas this may apply like public parks. (6/21) Council discussed invasive species and State statutes as well as construction projects. Council agreed this will not be worked on until at least the Fall and that working in phases made sense - ie - starting with solar arrays. (10/1/22) Council agreed to move to future tab. |
| 60 | Ordinance | F | | | TBD | Review current Kennel related ordinances, identify needed changes & update accordingly. | Deb Cabana | Nate Rudy | Kristen Muszynski | 06/04/19 | 10/01/22 | (5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. (10/1/22) Council agreed to move to future list pending additional issues. |

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| 13 | Ordinance | C | H | 3 | 04/22/18 | Town Staff has identified the need to add recreational marijuana specific language to the Shoreland Zoning ordinance . | - | Deb Cabana | - | 01/22/18 | 03/20/18 | Town staff identified a gap in ordinance coverage for the recreational marijuana ordinance language caused by the fact that Shoreland Zoning supercedes all other Ordinance language. Adding the recreational marijuana specific language will be required to ensure consistency across all zoning ordinances. Legal has confirmed this interpretation. Town staff developed & obtained legal review of proposed ordinance change. 1st reading 3/6 TC meeting. 2nd reading & Council approval provided 3/20 TC meeting. Next Step: Staff will update website to reflect approved changes. This item is now CLOSED. |
| 9 | TIF Goal / Budget | C | H | 1 | 09/01/18 | Consider the creation of a new Village TIF | - | Deb Cabana | - | 01/22/18 | 08/07/18 | The State Legislation is considering modifying the rules/requirements for setting up TIFs with a possible effective date in 2018. Given the changes would restrict the ability to set up new TIFs, the Council has agreed to begin the process of looking at the possibility of a new Village TIF to assist with upcoming infrastructure costs. Deb has provided Council with a TIF timeline and is working with the Town's Attorney & Staff to provide the necessary information to the Council for consideration. Council workshop (1/25), property owner workshop (1/31) & 1st public hearing (2/6) were held. TIF approved during special town meeting (2/14). TIF application submitted & received by State - approval can take 6-8 weeks. Feedback from state identifying 6 areas of concern was rec'd. Town Attorney responded on 4/11/18. State approved 5/23/18. Next Step: It is now closed as TIF is approved & in place. A separate "planning" task will be created. |
| 12B | Ordinance | C | M | 3.2 | 11/09/18 | Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways. | - | Deb Cabana | - | 03/20/18 | 09/04/18 | Councilor Maguire brought this issue to the Jan 2nd. TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of 'authority'. It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover process to create plan to clean up contacts for private roads/discussions with road associatons. Deb advised 1,000 letters have been prepared to send to private road residents - Council agreed (1) those w/o associations need to form one or provide ONE contact (2) All need to update contact information (3) reminder of road maintenance deadline to continue snow service (4) advise new contractor may be used. Letters sent 6/28/18. Next Step: Deb advised at 9/4 meeting they have received updated information from every private road except Cobbs Drive; therefore, this item is now closed. |
| 32 | Administrative | C | H | 2 | 11/09/18 | Review the current Contract Zone Agreement procedures to determine if changes or updates are warranted to make process better and/or to protect Town's interests more fully. | - | Deb Cabana | - | 05/01/18 | 09/18/18 | Council identified several major areas of concern during recent CZA review of proposed development. Council agreed to look at two specific areas (1) Financial stability (a) by identifying ways to verify developer has ability to meet financial obligations (b) creating language to allow Town to unwind agreement IF financial standing is compromised (c) ensure that benefits due to Town are frontloaded in agreement and (2) Environmental impacts are fully identified upfront during Council first review to ensure impacts are mitigated using various options. (5/1) Councilor Wilson has agreed to draft some language & review/discuss with Town Staff. In 8/7 meeting, Councilor Wilson advised he does not feel he is in a position to draft language. Councilors agreed that Town Staff needs to take a stab at adding the 2 new steps and also priority should be moved to High. Doug presented updated policy 9/18. Next Steps: Council approved updated CZA policy as presented at 9/18 meeting. Final version has been posted. |

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| D | Traffic - MTA | O | M | 2.2 | 10/01/18 | Forest Lake Ramp | - | Deb Cabana | - | 02/22/18 | 10/02/18 | MTA to share landscape plans for Forest Lake access ramp - once completed. Not discussed, does Weymouth access ramp have similar issues? MTA provided additional information with residents at a meeting. Item is considered closed. |
| 20 | Administrative | C | M | 12 | 10/16/18 | Develop a description for 'affiliated' committees which are not under the umbrella of the Town Council to help define roles/responsibilities. Ensure all Committees are following the specified Committee rules. Add'l Ideas to discuss: Employee of Year, Scholarship Committee to oversee all scholarships, Comprehensive Plan Committee creation | - | Dan Maguire | - | 02/09/18 | 10/16/18 | After a workshop discussion on Jan 8th, the Council agreed to develop a description for affiliated committees operating in Town which are not under the Town Council umbrella. The description will then be posted to the website under Committees along with links for each of the individual committees. The Council also identified procedures that all committees should be following such as, submitting agendas 7 days in advance of meetings, posting meeting/agendas, creating minutes (with attendees, date/time/location, summary & votes), etc. OAC was not in compliance. Council is adding review of "email" policy for committees to cover FOA, but also manage costs. Dan Maguire volunteered to work on both items. Dan is working on & will circulate a draft to TC. Dan provided draft document to Council for consideration. Draft submitted to Council on 5/1. Council provided feedback on Dan's draft at the 5/15 meeting. New draft submitted to Council on 8/7. Due to time constraints, not discussed 8/7. Council agreed to final changes at 9/10 Workshop 10/2 - Dan needs more time & info from Sharon Next Step: Final changes reviewed & Approved by Council at 10/16/18 meeting. Dan to provide 'clean-up' list to implement - this item is considered Closed. |
| 5 | Ordinance | C | M | 3 | 02/22/19 | Review the issues and options surrounding a possible Fireworks Ordinance. | - | Deb Cabana | - | 01/22/18 | 01/22/19 | Residents have approached the Council with complaints and concerns regarding the lack of a Fireworks Ordinance. The Council discussed at several meetings and agreed to proceed with an analysis of the situation and options, potentially utilizing the OAC. Staff is working on possible options. Councilor Maguire advised the OAC will discuss in Mon, 3/26 meeting. Options were presented to & discussed by Council with feedback provided during 4/3 meeting. Staff presented ordinance at 1st public yearing on 5/1/18. Public feedback was rec'd, Council ques addressed, minor change made, Council voted to move forward with 2nd reading. 2nd reading set for 5/15/18. Ordinance was passed at 5/15 meeting & will go into in 30 days. 10/16 Councilors discussed one item brought up during public hearings - adding the Saturday before July 4th IF July 4th lands on a weekday to tamper violations given this week is most celebrated fireworks weekend. Deb provided feedback from both law enforcement & fire chief that they saw a significant drop in complaints. Councilors also advised a noticeable drop in fireworks. Moved up priority list per Deb's request as changes fairly easy. (1/8) First reading of proposed changes held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Update to ordinance goes into effect in 30 days (2/22). Item closed. |
| 43 | Ordinance | C | M | 4 | 02/22/19 | Need to create a Ambulance Service Fee ordinance. | - | Deb Cabana | - | 10/16/18 | 01/22/19 | Councilor Maguire inquired about the Rescue billing process and it was determined a Public Safety Billing ordinance will be needed. Deb advised fairly easy to work up. (1/8) First reading of proposed ordinance held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: New ordinance goes into effect in 30 days (2/22). Item is closed. |

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| 12A | Ordinance | C | M | 5 | 02/22/19 | Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways . | - | Dan Maguire | - | 01/22/18 | 01/22/19 | Councilor Maguire brought this issue to the Jan 2nd. TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of 'authority'. It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover discussion on ordinance/policy towards private roads/driveways. Council agreed ordinance clarification is needed, but felt it must be part of the associaion clean-up effort (item 12B). Council agreed that clarification is needed in ordinance to require driveways comply regardless if on Private or Public road. Dan advised the OAC hopes to present language in October. 10/2 - Doug presented OAC changes but identified areas Staff disagreed. Council discussed (1) liked staff req on permits (2) need more info on apron. Voted down to allow further work & advised "council discussion" better place to start on agenda. (1/8) 1st Reading of proposed changes held. (1/10) Planning Bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Updates to ordinance goes into effect in 30 days (2/22). This item is closed. |
| 29 | Administrative | C | M | 14 | 12/31/18 | Planning board has requested some time with the Council to review policies/procedures between the two entities. | - | Dan Maguire | - | 04/03/18 | 01/22/19 | Counciler Gallagher brought this to the Council & Council agreed to meeting. Lynn suggested we meet at a regularly scheduled Planning Board meeting. She will see if the May 10th meeting will have room. If not, we'll try June. Lynn discussed with Planning Board at April 12th meeting. They would like some agenda items submitted - June 14th is a tentative date - but may not work for PB. Council discussed options & agreed it would be best to have an agenda from Planning board since they requested the meeting, also needs to be televised - could use handheld mic with table set up (joint leaders). 8/7 Dan advised PB working on agenda. Dan advised agenda will be finalized at 10/11 PB meeting & forwarded. 10/16 A finalized agenda was provided. Workshop was held on 10/25 & Council discussed at 11/13 meeting - agreeing PD should review & verify majority members support each item identified. (1/8) List provided to Kathy of Council items identified in joint meeting. Planning bd discussed in December meeting. (1/22) Dan advised PD does not feel any additional action is needed at this time. Growth Cap was discussed and Town Staff will look into with OAC and bring forward when ready. Next Step: Planning Bd/TC to set up yearly joint meetings. This item is closed. |
| 30 | Budget | C | M | 15 | 01/01/19 | Set up Debrief Budget Workshop to (1) review budget process for possible changes (target dates, meeting dates, presentation) (2) review/update CIP plan beyond Bond (providing it passes) (3) review new projects/priorities with budget implications (4) TIF projects/planning | - | Deb Cabana / Council | - | 04/03/18 | 01/22/19 | Council would like workshop set up in early fall to cover budget issues (see description) before actual budget review/deadlines. This item will be a parking lot for specific items as well: (1) Succession planning - Town Mgr (2) TIF projects/priorities planning (3) Libby Hill conservation work (4) Watershed plans (5) Wilkes Beach Project (6) Solar Array (7) LED conversion plan (8) Municipal property review results (9) Village sidewalk ext. to Wayne ave (10) Warrant article formats (11) Sidewalks No Raymond (12) diversion study (13) HR person (14) Unfunded accrued employee time (15) waiver of excise for Veterans - this is NOT all inclusive. Workshop held on 10/18. Deb has created draft meeting schedule. Sandy created spreadsheet listing all budget related items discussed in the last year (or left over from last budget) (12/18) Workshop held - list reviewed & updated - draft calendar set with process defined.(1/22) Addt'l meeting set for 2/11. Next Step: Schedule & approach set for 2019-2020. This item is closed. |

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| 42 | Ordinance | C | L | 1 | 02/22/19 | Need to create an official Cable TV Ordinance | - | Deb Cabana | - | 10/16/18 | 01/22/19 | Deb provided notification that the Town will need to create a Cable TV Ordinance. Deb advised fairly straight forward, but Staff working on Marijuana, Fireworks and Public Safety Billing first. (1/8) 1st Reading held, Brad Fogg provided some feedback. Alissa advised most of those details will be part of actual contract, but a couple 'non substantive' changes could be done prior to the 2nd reading.(1/22) Non substantive changes were made, TC held 2nd read/public hearing & voted to approve. Next Step: Ordinance will go into effect in 30 days (2/22). This item is closed. |
| 28 | Administrative | C | L | 8 | 03/01/19 | Develop fee for Code Enforcement online software. | - | Deb Cabana | - | 03/20/18 | 02/05/19 | During the Budget discussions, TC approved an upgrade to new online Code Enforcement software which will make the process more efficient and reduce man hours needed to perform tasks. TC would like a fee created to cover the annual fee for the software which is \$18,000 in the first year. Staff updated several fees on schedule (approved by Council 6/19) to pass on some of the fees for new software. (1/22) Doug presented changes in Building Permit fees and a new Admin fee. Council had some concerns with Admin Fee. Next Steps: Council approved new reduced "minimum" permit fee \$25 with new \$25 admin fee at 2/5/19 meeting. Item is closed. |
| 15 | Joint Leaders | C | M | 14.2 | 02/28/19 | Review MSAD15 current newsletter - including costs & timing - to determine how/if Gray would like to collaborate and add material for distribution. NG will do the same. | - | Deb Cabana | - | 01/22/18 | 02/19/19 | During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. Superintendent King suggested both Gray & NG consider partnering with MSAD15 by adding sections to their newsletter which is mailed to every household in GNG. This would create another avenue to communicate directly with residents and sharing costs would be beneficial to all three groups. Deb advised that the Recreation Dept has had some preliminary conversations with MSAD15 and are working on pulling costs together. Deb checked to see if a combined budget mailing could be done, but the timing did not work out. Will try again next year. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format Agenda pulled from last JL meetings provided. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting. |
| 16 | Joint Leaders | C | M | 14.3 | 02/28/19 | Identify ways to engage more students in municipal government to increase interest in career paths, increase volunteerism & increase community building which would also help the Towns. | - | Dr. King | - | 01/22/18 | 02/19/19 | During the first Joint Leaders meeting held on 11/27/17, issues surrounding lack of candidates for job openings & volunteer spots on committees and in Town departments were identified as a major challenges for both Towns. MSAD also identified the need for students to obtain 'life experiences' via volunteering or internships (locally) as part of their graduation requirements as a new challenge. Dr. King advised MSAD is currently reviewing their IB, Community Service Club and graduation requirements in this area and will be updating their approach. Council assigned Medium priority based on timeline - but no number as assigned to Dr. King. DMS Comm & Town Staff working with HS principal to see if students can assist with repair. Meeting was held on April 23 & tentative framework was set up for DMS collaboration. Jason to pursue setting up mock comp plan committee. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) Joint workday project successfully completed on 11/1 between Excel Students, Town & Comm Endowment - via Carl, Sandy & Dean - with teachers Janet & Gail. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting. |

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| 35 | Ordinance | C | M | 16 | 02/22/19 | Review the current Medical Marijuana and Recreational Marijuana (including shoreland) ordinances to incorporate changes created by latest Legislation passed. | - | Deb Cabana | - | 09/04/18 | 03/05/19 | The Maine Legislation passed LD238 effective 7/9 and LD1539 which will go into effect 90 days after the legislative session - updating various areas related to both medical & recreational marijuana. Under advise from the Town's Attorney, Gray instituted a complete Emergency Marijuana Moratorium with readings in the July & August meetings. Once updates are confirmed, changes identified in the Gray Ordinance, the Council will proceed with a repeal & replace of the impacted existing Town Ordinances. 9/18 Deb provided update indicating Doug & Alissa were working on draft for 10/16 meeting. Councilors & Staff attended MMA summit on 10/4, Alissa & Doug provided overview of State legislative changes at 10/16 meeting & Councilors provided feedback on options. Council reviewed Doug's bullet points & provided guidance (11/13) (1/8) Alissa Tibbets reviewed proposed changes with Council in 1st reading. (1/10) Planning bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing - voted to approve & extended moratorium. (2/5) TC moved to Med priority pending last step. Next Step: New ordinance goes into effect in 30 days (2/22), Council to vote to rescind moratorium at 3/5 meeting. Council rescinded moratorium as new ordinances are now in effect. Item closed. |
| 51 | Ordinance | C | M | 4 | 05/15/19 | Tax Acquired Property Ordinance needs changes to incorporate State Level legislative changes | - | Deb Cabana | - | 03/05/19 | 04/02/19 | Deb advised that the new State level changes adding steps to the disposal of tax acquired property for those residents 65 and older require new language in our ordinance. (3/19) 1st reading held - Sharon asked about a possible repeal of law. (4/2) Deb advised Alissa advised we proceed as repeal was put on hold for minimum of 1 year. Next Step: 4/2 2nd reading held and ordinance changes approved by council to go into effect in 30 days. THIS ITEM IS CLOSED. |
| 41 | Administrative | C | M | 3 | 05/31/19 | Review proposed 2018 changes to adopted Bike/Ped Plan - which will roll into Comprehensive Plan . | - | Town Council | - | 09/18/18 | 05/21/19 | Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have completed a review of the existing 2012 Bike/Ped Plan, conducted a Town wide survey and updated the language and identified their top 5 projects. The Council had previously discussed Public Works top priorities in the 9/10 TIF Workshop. It was agreed in order to approve the updates, a consensus on the top 5 projects should be reached. Part of that discussion should include MSAD15. 10/2 Sandy to request copy of document - Deb to make copies for Councilors. Dr. King sent feedback indicating MSAD interest in discussing sidewalks on Libby Hill and Gray Park. (12/4) Jason expressed concern with "TIF Funding" being listed as a possible funding source leading to improper use of TIF funds. Council to identify top infrastructure projects / budget priorities to better understand where bike/ped projects fall - 10/18 Budget workshop, 11/13 TC meeting, 11/28 TIF meeting & 12/18 budget meeting to provide more info. (1/22) See above item 40 comment - TC needs to update Bike/Ped plan to have more leverage with MDOT & MTA on projects & as part of the Comprehensive plan. Council to finalize top 5 projects via budget discussions & then approve update (with changes if agreed upon). (5/7) Council discussed. Next Step: Council approved updated plan at 5/21/19 meeting. This item is CLOSED. |
| 59 | Ordinance | C | H | 2 | 07/18/19 | Review & update Medicinal Marijuana standards in new Ordinance to ensure original intent is not restricted and Gray remains in compliance with State statutes. | - | Town Council | - | 06/04/19 | 06/04/19 | (5/21) Doug made presentation to Council identifying conflicts and restrictions created with (1) length of set back and (2) way the set backs were being measured which unintentionally eliminated selected locations for Caregivers. Council provided feedback. (6/4) 1st reading of Doug's proposed ordinance changes to (2) way set backs are measured. Doug advised it may still be too restrictive and Council may need to revisit, but solves immediate issue with Caregiver. Council approved. Planning Board held public hearing on 6/13. Next Step: 2nd reading & public hearing to be held at 6/18 meeting. Council approved & will go into effect on 07/18/19. This item is CLOSED. |

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| 2 | Budget | C | M | 5 | 06/30/19 | Create a new Facilities Use policy to review fees, identify when fees will be waived, identify process for 'in kind' donations. | - | Deb Cabana | - | 01/02/18 | 06/18/19 | During discussion prior to Fee Schedule approval, a question of whether or not local organizations incurring fee charges while working to raise funds to offset budget items should be exempt. Obtaining a legal opinion was suggested. Addtl situation has arisen with Rec Dept long standing agreement with "for profit" business to use volley ball court with reduced fee in exchange for work done by business (improvements/maintenance). Council agreed we need to (1) review fee structure for rec dept assets (2) need defined guidelines on when fees may be waived (3) need formal process to document agreements when fees are waived (4) identify CIP threshold for when donation can just be accepted vs need approval. Jason advised Committee will look at & Dean set Sept as target date - but will provide periodic updates to Council to ensure everyone is on same page. 8/7 Councilor Wilson provided update during Comm Repts regarding impact fees. 9/4 Councilor Wilson advised committee still working on it. 10/2 - Committe could not hold meeting for final review (11/13) draft of policy did not address all 4 items. (2/5) Comm has discussed parameters to identify content. (4/2) Jason advised Comm is close. Sharon brought up issue that vendor is currently await new procedure & may need to cancel program if delayed further. (4/16) Policy changes discussed at meeting with feedback provided. (6/18) Council reviewed updated policy & provided some addtl changes approved as amended. Next Step: Deb & Dean will finalize and publish and notify current users of change. This item is CLOSED. |
| 54 | Administrative | C | H | 5 | 07/02/19 | Develop Interlocal agreement with Raymond to address remaining section of Gore Road | - | Town Council | - | 04/02/19 | 07/02/19 | (3/19) Deb provided background information regarding the remaining section of Gore Rd and current information on a proposed agreement between Raymond and Gray to repair/maintain that section of road. Gray would gift used lifts to Raymond, Raymond would use savings to put towards road repairs (along with funds from Rd Association & Raymond residents), Raymond would assume plowing of 2 miles of private roads which cost Gray \$9,200 annually (increasing each eyar) in exchange for Gray plowing a section of N. Raymond Rd. Steve estimates that is a 50% less costly (\$4,600) annually. Over time, Gray would recoup lift funds and continue to realize savings beyond. Jason rasied issues of legality - Deb advised both Gray & Raymone attorneys are invovled. (4/2) Dan has requested a formalized cost/benefit calculation to be made available when the agreement is presented to the Council. (4/16) Deb adv Raymond Board approved, Residents have deadline for petition signatures and funding obligations, and Raymond has set Town Meeting date. Bruce/Sharon also clarified their connections. (5/7) Council voted to move forward with both equipment gifting & interlocal agreement (with secession wording added). (5/21) Sharon advised road assoc & resident signatures/funds have been collected. (6/4) Raymond residents approved via Town meeting. (7/2) Final agreement approved by Raymond reviewed and approved by TC. Next Steps: Agreement to be reviewed & voted on at 7/2 TC meeting. This item is CLOSED. |

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| B | Comp. Plan Update - breakout of tasks for Item 11 | C | H | 1 | 07/01/19 | Define scope, goals, composition of Comprehensive Plan Committee | Town Council | Town Council | Town Council | 03/06/18 | 09/03/19 | Town Staff suggests a discussion regarding the Committee. Council agreed specific demographic profiles would be necessary to ensure a solid representation of as many viewpoints as possible. Doug to draft some suggestions. (9/18) Council agreed to hold off until after Heart & Soul presentation. (11/13) Council discussed & agreed that the immediate priority is setting up the Committee and Heart & Soul should not be pursued at this time. Dan also requested a timeline be created to assist with benchmarks & planning. Heart & Soul liaison has offered to assist us with Comp Plan Committee free of charge. (1/8) Doug provided write up of scope, characteristics, options to Council. Council provided feedback. (1/22) Council provide add'l direction on (1) application and (2) Charge. (2/5) Doug's draft was reviewed with feedback provided. (2/19) Add'l changes discussed (3/5) Council approved docs. Town rec'd 10 applications, Council agreed to extend deadline to 5/16/19 to seek more. (6/4) Committee selected (9/3) Committed has held several meetings & elected a chair. Next Step: This sub-task is considered CLOSED. |
| 26 | Comp. Plan Update/ Conservation Plan | C | H | 1.2 | 11/01/20 | Create a plan/policy to address open space in a Open Space plan . Dependent on #11, O/H/2 | Town Council | Deb Cabana | Dean Bennett | 03/20/18 | 09/17/19 | This task is dependent on the Comp. Plan green space inventory chapter. Awaiting inventory chapter for Comp. Plan. Prioritization will be done at that time. 10/16 Council discussed and agreed to prioritize as H2. (11/13) Due to M11 going back to Rec Comm, they will be unable to work this item. (1/8) Deb provided meeting minutes for a Staff meeting held on 12/20 with 2 land trust representatives & reps from local groups. (1/28) First public forum held with Alan Stearns & Lucky D'Ascanio leading - notes taken & presented at 2/5 meeting. Sign up sheet of attendees to be provided. (1/28) Council discussed website options - Jolie to review & agreed additional meetings are needed. Dean meet with Alan & Lucky this week. (3/19) Dean provided update & next steps and Council approved moving forward. (7/2) Dean has been on vacation - Deb to follow up. (9/3) Council rev 3/19 approval of committee & Dean's assigned task to develop the Committee charge. Next Step: Council approved Open Space charge, Committee size, approved Anne Gass as the liaison and appointed applicants. This task is considered CLOSED. |
| 47 | Joint Leaders | C | H | 3.2 | 09/30/19 | Set up meeting with MSAD15 and NG personnel - regarding Solar | Town Council | Sandy Carder | Sandy Carder | 02/19/19 | 09/17/19 | This item replaces items #14, 15, 16 - which dealt with first joint leaders meeting held in 2017. Council identified (1) shared communication (2) Internships (3) sidewalks (4) solar array (5) budget - as items for discussion. (3/5) Bruce has sent a note to Dr. King. (6/4) Council agreed Solar Workshop would be likely next joint discussion. (7/2) MSAD set for Revision presentation in July. (8/6) Sandy attended MSAD15 Facilities meeting & reported back to full Council. (9/17) Sandy advised MSAD needs more time to contemplate their approach to solar. Next Step: Council will await further contact from MSAD. This task is considered CLOSED. |
| 33 | Ordinance | C | M | 5 | 09/30/19 | Update Smoking Ordinance in Gray to incorporate electronic cigarettes and other tobacco products. | ME DHHS | Town Council | Town Council | 06/19/18 | 09/17/19 | Karlene Hafemann, Community Health Promotion Specialist for Dept of Health & Human Services presented information to the Council at the 6/19/18 meeting. She advised the new signs could be provided free of charge if we update the ordinance to better enforce. Our ordinance is solid, but needs new forms of tobacco delivery included. MSAD15 has agreed to update their policies so good time to coordinate and also better in the summer months. Council agreed to proceed. (12/10) Karlene sent follow-up to Deb. Deb advised new (free) signs contingent on passed ordinance. Council agreed having in place before Spring advisable. (3/5) OAC provided priority order of outstanding items & this was included. (4/16) Sharon expressed concern with the delay on this item & pending Spring facilities use. (5/21) OAC discussed and found needed changes to boilerplate lang provided. (7/2) OAC set for 7/10 & this is on agenda. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED. |

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| 45 | Ordinance | C | M | 7.1 | 09/30/19 | Review 'multi-tenant' standard within Sign Ordinance for RRA Zone | Doug Webster | Town Council | Town Council | 02/05/19 | 09/17/19 | (2/5) State has approached Town regarding a waiver for a much larger sign for the Wildlife Park. Council is not willing to provide a singular waiver for State property and is cautious about changing ordinance outright as RRA covers a good portion of the Town. State is currently not willing to allow a "Dry Mills Schoolhouse" sign; however, IF that sign was added and one for the IF&W building, the sign would be considered a "multi-tenant" sign and new standards could be developed for that category. (3/5) OAC provided priority order of outstanding items & this was included.(3/19) Kurt from ME WP presented add'l info and advised adding DMS sign was acceptable. The cost of \$500 was identified. He also advised the lease will need to be updated which may be a good time for Town to extend term. (4/2) Sandy advised DMS committee has already raised funds for new signage. (5/21) OAC had prelim discussion at May meeting. (6/4) OAC provided feedback - back to Doug. (7/2) This discussion has been expanded to include other sign related issues - but will now be split out on the Tracking list. OAC/Planning Bd support tailored approach for this one sign. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held.(9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED. |
| 48 | Ordinance | C | M | 6 | 11/15/19 | Create a new Ordinance to waive excise fees for active duty military personnel | Sandy Carder | Deb Cabana | Deb Cabana | 02/19/19 | 10/15/19 | A resident has asked if the Town would consider this ordinance. State statute allows for waiver IF active duty personnel are deployed for 180 days or more. Council agreed they would support an ordinance. (9/3) Sandy pointed out this change is dependent on specific state statute so OAC/Town planning dept probably not needed. (9/17) Deb advised the ordinance is very specific and Alyssa has reviewed. (10/1) TC held first reading & approved. (10/15) 2nd reading & public hearing held. Next Step: Council approved 10/15 - will go into effect 11/15. This item is CLOSED. |
| C | Traffic - MTA - break out tasks for Item 24B | C | M | 1.2 | 10/30/19 | Rt 26 (Shaker Rd) Bridge Resurfacing | MTA | Deb Cabana | MTA | 01/22/19 | 11/12/19 | (1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (item 40) and updating the existing Bike/Ped plan (item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt 26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 add'l feet for Bike/Ped passage. (2/19) Council agreed to have Deb go to MDOT (1) state we want 10 foot striping instead of 11 foot (agreed on by MTA) and (2) check if there is a rule requiring breakdown lanes vs. raised sidewalk on bridges. (3/5) Mr. Mills advised they would approve a 10 foot lane, but there is an appeal process. Council agreed to pursue the appeal. (3/19) Town Staff & Engineer provided feedback on appeal process and likelihood of defeat. Council agreed to not pursue. (4/2) Council wants to confirm MDOT will stripe at 11 feet vs. 12 feet. (4/16) Deb obtained confirmation on 11 feet striping - project to begin this month. Project is underway. (10/15) Dan suggested req. side rumble strips - but due to cost and possible diff safety issues (cyclist), Council agreed to follow-up with DOT on agreed upon striping. Project is wrapping up but appears will go a couple more weeks. (11/12) This project is complete - item CLOSED |

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| 64 | Administrative | C | M | 5 | 12/03/19 | Complete annual review of Council Rules for updates. | Council | Council | Council | 08/06/19 | 12/03/19 | (8/6) Sandy requested any council rule proposals be submitted for consideration in at 8/6 meeting - discussion included formatting changes, language clean-up, november meeting schedule, packet submission schedule (which was out of synch with chart being used) and new language around chair responsibilities and staff/legal time. Straw poll on formatting, nov meet & submission timeline was held - 5-0 on all. Addt'l info was req on social media & staff/legal time language. (9/3) Vote & further discussion was set - but tabled as Anne was not at meeting. (10/1) Vote taken for repeal & replace to include 3 areas of changes passed. Addt'l discussion and straw poll on social media and addt'l VC chair language were held 5-0 support. Addt'l changes requested on staff/legal time language. (11/12) Council approved VC language and social media rules, and provided feedback on legal/staff time language. Next Step: Anne to update & submit to Deb/Sandy for 12/3 agenda vote. (12/3) Final vote taken - this item is CLOSED. |
| 53 | Ordinance | C | H | 8.1 | 04/01/20 | Review existing Senior Tax Relief Programs to determine if a program will work for Gray - creating ordinance, forms & procedure. | Sharon Young | Town Council | Town Council | 04/02/19 | 01/21/20 | (3/19) Sharon presented a draft ordinance and program information to Council under Discussion item and requested a 1st reading be placed on 4/16 agenda. (4/2) Sandy advised she has questions and requests for more information and asked if it would be better to handle as discussion item on 4/16 and 1st reading on 5/7. Sharon wants to proceed with 1st reading. (4/16) Sharon advised she would like to table to a workshop given it was not included in the budget. She also advised contacts in Cumberland would be willing to do a presentation before the Council. (6/4) Council rec'd presentation from Cumberland Councilor & discussed. (6/18) Council discussed possibility of using addt'l revenue from state, but majority did not support. Agreed to work on parameters/policy to consider in next budget cycle. (8/6) Workshop held with feedback provided. (9/3) Sharon provided demographic/program info from other towns. Anne sent some info on assest testing - Deb is working on pulling addt'l data as well. (10/1) Council discussed at workshop providing feedback on parameters. (11/12) Majority of Council came to consensus on parameters for program with Sharon updating document accordingly. Disagreement on next step. Majority want to hold off on official reading/votes until after budget cycle to ensure funding in the 1st year is possible. Sharon insistes on a vote in Dec meeting. (12/3) Council reviewed final language & provided some changes. (12/17) Council agreed to move one req change to ordinance to application. (1/7) Majority of council approved 1st reading. Next Step: Public forum & 2nd reading set for 1/21 meeting. (1/21) Final vote taken - goes in effect in 30 days - this item is CLOSED. |
| 73 | Administrative | C | H | 7 | 04/01/20 | Update Committee Policy to address quorum & residency requirements | Dan Maguire | Dan Maguire | Dan Maguire | 02/18/20 | 03/10/20 | (2/4) Council discussed various typographical changes needed to the policy as well as consistency in listinb information on the website. Agreed Dan could just work directly with Jolie on those changes. Also, discussed issues being experienced in the area of quorums when many committees are not taking official votes all that often (and many have no finances). Agreed official meetings could be held without quorum, but any official votes would still need them. Also, Blueberry Festival Committee requested an exemption to allow non-Gray residents to volunteer for the Committe. Council agreed. Next Step: Dan will add language to address the quorum and residency changes and submit to the Council for a vote. (3/10) Council approved changes - this item is CLOSED. |

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| 40 | Administrative | C | M | 5 | 03/15/20 | Review a Complete Streets Policy & approve acceptable policy - which will roll into Comprehensive Plan . | Bike/Ped | Town Council | Town Council | 09/18/18 | 04/21/20 | Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have developed a Complete Street policy for Gray. They advised that the MDOT and several other communities have adopted complete street policies and Councilors discussed how it has come up when planning large road projects with MDOT/MTA. It has been submitted to Town Staff for review and feedback. Council discussed prioritization in content of whether part of comprehensive plan or stand alone item. Agreed to "medium" to start off. (1/22) TC discussed concerns with RT 26 bridge replacement which excludes bike/ped. One issue if Town needs to approve CSP before mandating MTA do the same. Would give us more leverage. (5/21) Council agreed to move up to M3 and to approach as a policy rather than ordinance changes. (8/6) Anne req this be added to an Oct agenda. (10/1) Council agreed to add to 11/12 workshop. (11/12) Council discussed and provide some initial feedback. (12/17) Anne & Dan to discuss 12/18. (1/7) Council reviewed and agreed next step is for Anne to present to the Planning Board for their feedback. (2/18) Anne reviewed with PB - they had some feedback but felt it was above their responsibilities as it was not translated into ordinances which is what they apply. (3/24) Anne has submitted to Deb. Next Step: Deb sent to Alyssa for a review. (4/21) Council approved policy with 1 minor change - this item is CLOSED. |
| 39b | Administrative | C | L | 2 | 07/01/20 | Consider the formation of a Cable TV Committee . | Deb Cabana | Deb Cabana | Brad Fogg | 09/18/18 | 04/21/20 | Although the Council decided to join the GPCOG coalition to hire one law firm to represent all member Communities in the contract negotiations, the Council did agree to consider a long term Cable TV Committee. This item is pulled from item 39a. (6/18) A community meeting was held to determine if there is enough interest to form a committee to assist the Town with the TV station. (9/3) Deb advised Randy Viser will make presentation (9/17) Randy presented info to council. (10/1) Deb/Anne to work to clarify if Randy has volunteers for a committee. (11/12) Deb is reviewing proposed Comm charge & will have ready to present to Council at Dec meeting. (12/17) Council rev initial draft of committee charge with conversation with Brad. (3/10) Dan provided revamped charge to Brad. Brad/Randy to review & finalize. Sandy provided timeline to get on the 3/24 agenda. (3/24) Council approved the charge for the committee. Next Step: Brad/Randy to submit volunteer applications for 4/21 meeting. (4/21) Council approved Randy Visser's application and will see Brad's at the 4/28 meeting. This item is CLOSED. |
| A | Comp. Plan Update - breakout of tasks for Item 11 | C | H | 1 | 11/01/20 | Inventory Chapters / map updates from GPCOG | Town Council | Deb Cabana | Northstar | 03/06/18 | 06/02/20 | Request for GPCOG estimate to provide inventory chapter updates which was provided via e-mail. Discussed in budget & 3/6 TC meeting. 1 mth/\$5,000 per chapter from GPCOG, 20K avail now - TC gave staff the green light. Doug Webster provided a GPCOG contract update/timeline for their chapters. 9/18 - (4) draft chapters have been provided by GPCOG & Doug is working on locating a Map for the recreation dept to begin identifying open spaces. (11/13) Doug advised all chapters have been received and are being reviewed by staff. GPCOG is still working on map. (1/8) Doug advised chapters are done & with staff for review. GPCOG is on target with projected timeline for map. (2/4) update provided to Council - Committee to work on review/update to inventory chapters. (4/21) Doug/Kathy advised Town Staff has reviewed and updated all but one chapter which should be done in the next week. Next Step: Staff to finish, send to GPCOG to be incorporated in 1st draft of plan. (6/2) CPSC has completed the first draft and submitted it to the State. The inventory chapters are considered closed - thus this item is CLOSED. |

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| 58 | Ordinance | C | H | 11 | 06/15/20 | Review existing Livelong Living Committee to determine if a program will work for Gray - creating ordinance, forms & procedure. | Sharon Young | Town Council | Sharon Young | 06/04/19 | 08/04/20 | (6/4) Council rec'd presentation from Cumberland Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (8/6) Workshop held with agreement this needs to be an organic citizen effort - not Council or Town Staff. Gray's needs are likely different than other towns and it is unknown which services/programs would be most needed. (10/15) Sharon advised she will not work on until after tax relief program is finished - est Dec/Jan. (12/3) Sharon advised there are a couple residents will to start affiliate committee. Sharon had requested info from Sec. of State office on voter registrations which would require Council approval. She advised she re-submitted application & will keep Council apprised. (12/17) Sharon advised there may be a grant opportunity to help set up programs. Council agreed to review material. Also, advised more discussions are ongoing regarding pilot communities for programs. (1/7) Grant appl was not completed in time for inclusion in packet, but was presented with req to add to agenda. Council approved pending addt'l changes which Anne was to submit to Sharon and upon condition that the Committee discussion occur at the 1/21 meeting. (1/21) Sharon advised she was not submitting 2/15 Grant. Council ran out of time so was pushed. (2/4) Council discuss pilot prog but due to staff req, grant app deadline being 2/15 & addt'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed s/b an affiliate Committee for now. (3/10) Grant for outreach was approved. Committee is finalizing survey with 4/1 target date. Unfortunately, the shared Community Coordinator grant was not approved. (4/21) Survey is ready to be mailed. (4/28) Sharon adv survey has been mailed out. (5/5) Sharon adv they have rec'd quite a few back with some good results. She has also fielded some calls. (7/21) St. Joe's college is tabulating results. Next Step: Await survey responses - target is 3 weeks for the online survey availability. (8/4) Council agreed there is no further work for them until Committee provides survey results and reqs asst formally. I budget placeholder will be logged. This item is CLOSED |
| 68 | Ordinance | C | H | 5 | 10/15/20 | Review proposed Local Food Rules Ordinance for implementation. | Local Food Rules Committee | Town Council | Anne Gass | 12/17/19 | 09/15/20 | (12/3) Local Food Rules Community Group presented their proposed ordinance and provided some first hand experiences currently happening in Gray. Provided information on how the ordinance could assist with economic development and assist the many homestead farmers in Gray. (12/17) Council discussed and support moving it forward for more discussion. (2/4) Council provided some general feedback on ordinance, issues with continuity to other ordinances and process (DAC route as starting point - or allowing group to do updates to move it along faster). Majority of Council felt it was important to move along as soon as feasible given the economic impact it can have on Gray. Agreed that Anne would compile specific feedback. (2/18) Councilors provided feedback.(4/21) Draft updated ordinance has been sent to Alissa. (4/28) Sandy adv Anne working on edits with group (5/5) Anne provided update on action since last meeting - updated version will be reviewed at next meeting. Group is requesting 'emergency' status due to the covid-19 situation. (5/19) Anne reviewed changes. Council had no feedback - majority supports. Did request more detail on level of risk identified by Alyssa on 2 provisions. (6/2) Council removed reference to Farmers Markets and approved on emergency basis. (7/21) Council extended emergency ordinance with Farmer's Market addt. Discussed proposed changes and agreed substantive. (8/4) Council rev addt'l changes and agreed to move forward with them. (9/1) 1st read - council approved.(9/15) Council ext emergency to bridge gap in timing. Next Step: 2nd reading set for 9/15 with public hearing. Will need to extend emer. ordinance again. (9/15) 2nd reading & Council approval - ordinance will go into effect in 30 days. This item is CLOSED. |

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| 79 | Ordinance | O | H | 11 | 10/15/20 | Update Mobile Vendor Ordinance to accommodate Food Trucks | Sandy Carder | Deb Cabana | Kathy Tombarelli | 06/02/20 | 09/15/20 | (5/19) Council discussed the fact that Food Trucks do not really fit in the Mobile Vendor Ordinance as they are more short term. Council agreed the ordinance needs to be updated as it was last looked at in the 90's and Food Trucks are a large part of the small business economy, allows for more food options for residents and are used to start new restaurants in some cases. OAC has a large list to work on. Kathy volunteered to take the lead. (6/16) Kathy pulled together some ordinances for the Council and asked some questions to obtain high level consensus and guidance on next steps. (7/21) Council reviewed draft from Kathy. (9/1) 1st read & council approved. Next Steps: 2nd reading & public hearing set for 9/15. (9/15) 2nd Reading & Council approved - ordinance will take effect in 30 days. This item is CLOSED. |
| 38 | Administrative | C | L | 3 | 11/03/20 | Prepare for mandatory Charter vote set for Nov. 2020. | Deb Cabana | Deb Cabana | Deb Cabana | 09/18/18 | 11/17/20 | Deb advised that a mandatory election question will need to be presented to the voters at the Nov 2020 election providing the option to (1) revise the Town Charter or (2) Keep it the same. (1/21) Deb advised Council needs to discuss if there will be any changes & that can be done any time. If changes are wanted, then a committee has to be formed (if substantive). (2/4) During prep for discussion, Deb/Sandy identified a discrepancy between State Statute and the Town's Charter related to how/when the 10 year questions must be posed to residents. It is not a substantive change. Deb adv Alyssa agreed a Charter amendment to fix the text issue can be done in June. There is a minimum voter turnout requirement. (4/21) Council set public hearing for 5/19. (7/21) Voters approved correction. Council made official. Will likely need Charter change as part of Town Manager job description work. (9/1) Alyssa advised that Job Desc changes are considered an amendment so Council can just put to voters in June without a committee. (9/15) Council approved ballot question. Next Step: Will appear on Nov 3rd ballot. (11/17) Voters voted against a Committee on 11/3. This item is CLOSED. |
| C | Comp. Plan Update - breakout of tasks for Item 11 | C | H | 1 | 11/01/20 | Identify strategy / approach for Communication with Residents - best practices for engagement - and ways to encourage attendance at workshops, brainstorming, committee meetings, etc. | Town Council | Town Council | Northstar | 03/06/18 | 11/17/20 | Anne Gass provided info on Orten Family Foundation which works with rural towns in the area of resident engagement & communication. Council agreed to investigate further when time comes (Bucksport has used). Bruce provided an update regarding the Heart & Soul informational session at GPCOG. 9/18 Doug presented council with overview from discussions with GPCOG/Heart & Soul and Windham. Heart & Soul facilitator to present via 1hour workshop at 6pm prior to Oct 16th meeting. (11/13) Council discussed & agreed Heart & Soul should not be pursued at this time. (1/8) Discussion held between Council & Doug on possible options. (2/5) Doug reached out to Jane & to Ben from Windham - any contract for a facilitator will include outreach. (2/19) Parameters provided for refined proposals from both Jane/Ben. (3/5) RFP to go out this week. Town rec'd 1 proposal. Council voted to accept proposal. (6/4) Contract reviewed & approved. (8/6) There was some discussion regarding meeting minutes which will be discussed further at a future meeting. (9/3) Northstar had a booth at the Blueberry festival and has issued their first survey to residents. (10/15) Chair/VC provided update presentation to Council & public. (11/12) Visioning session held 10/19 & 10/22. (11/12) Committee will be moving into land use after first of the year, will begin videotaping meetings to ensure control of content. Deb looking into new table mics to prevent impact to Committee's work. (1/21) Comm has released 1st land use survey & set up public forum. (1/29) Open house held. (5/5) Ben prov upd on Covid-19 impact to timeline at 4/28 meeting. Comm/Ben prov upd at 5/5 meeting. Have new timeline to stay on Nov ballot. Council disc comm strategy.(6/2) Card sent to all residents, workshop held 5/26. Councilors approved state submission form. (9/1) State prov feedback & complete & consistent finding on draft plan. (9/14) Public Hearing held. (9/15) Council approved plan & ballot question. (10/6) Council disc add comm options Next Step: Voters to weigh in 11/3. (11/17) Voters approved 79% on 11/3. This item is CLOSED |

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| 11 | Comp. Plan Update | C | H | 1.1 | Detail Tab | Evaluate options to update current Comprehensive plan including budget impacts to determine best course of action and set timeline. SEE SEPARATE TAB - FOR DETAILS | Town Council | Deb Cabana | Northstar | 01/22/18 | 12/01/20 | Council has identified an update to the Comprehensive plan as a top goal. After reviewing the existing plan, feedback from the State planning office & various other State agencies and new Comprehensive plan policies & requirements, Council requested input from GPCOG which was presented at the Jan 8th TC Workshop. Town staff will work with GPCOG to develop possible options (with budget inputs) for moving forward. Options presented to TC (2/20). Council also agreed once step identified, will move this item to own tab/break out individual tasks/due dates. (11/13) Doug provided updates - see detail tab. (1/8) Doug provided update on committee options. (1/22) Council discussed & provided addtl instructions to Doug. (2/5) & (2/19) see updates. TC approved docs at 3/5 meeting. (5/30) Workshop held (6/4) Action taken (8/10) Northstar-Comm were at the Blueberry Fest (10/15) Chair/VC of Comm provided update presentation. Visioning session held 10/19 & 10/22. (1/7) Sandy advised Ben will present an update to the Council at the 2/4 meeting. (1/21) CPC has released land use survey & held open house 1/29. (2/4) Update to Council (4/21) Due to Covid-19 the Committee has fallen behind on the draft plan. Ben provided 3 options for moving forward to Council. More info is needed from the committee on the options and their comfort level with the options. Generally speaking, the Nov elec is still a goal, but there is a risk it will not happen & concern with residents being able to fully engage/support the plan. (5/5) Comm prov update on plan & Council agreed to send postcard to every Gray resident. (7/21) Update provided to council on next steps & current status. (8/4) Council discussed & voted to process addtl \$3,500 payment to Northstar for unexpected scope. (9/1) State has issued a complete & consistent finding for the draft plan. Council prov feedback on Comm's planned outreach. (9/14) Public hearing held (9/15) CPSC presented results & changes from public hearing & advised they felt an addtl public hearing was not needed. Council voted to approve Comp Plan with changes discussed in meeting & approve ballot question.(10/6) Updated plan has been posted to website & blast was sent out. Council sugg electronic signs, more e-mail blasts, social media posts, contacting LRW newspaper and large sign at the Transfer Station for addtl communications. (11/17) Voters appr by 79% on 11/3. Deb confirmed no addtl steps needed. Next Step: Council will discuss implementation plan 12/1 (12/1) This item is closed - with a new item being logged for implementation. This item is CLOSED. |
| 71 | TIF Goal / Budget | C | H | 5 | 12/31/20 | Amend Route 100 South TIF to address funds | Town Council | Town Council | Town Council | 02/04/20 | 12/01/20 | Council has met several times in Executive Session to discuss the Route 100 South TIF. (1/21) Council held Workshop with Water District to review status. As currently defined, the money collected in this TIF fund cannot be spent as no current project meet the definitions. If Town does not rectify, could face issues with the state including retroactive reassessment of state revenue sharing and fines. Other Towns have faced these situations. Council has two options (1) amend the TIF to expand definition to include new project and allow to expire as written (2) amend the TIF to expand def to incl new project and close down early. During the workshop GWD & Council agreed the Rt 115 project would be the best option as it is a high priority, safety issue, critical to the Village and includes water line upgrade and stormwater infrastructure. The issue of timing - when would the MDOT be ready to work on the project, when would plans be ready & MPI timing were discussed. Agreement was to ask Alyssa if we could (1) amend to include RT 115 project and (2) set a new expiration date - not full term but not close immediately - likely 3-4 years. (2/4) Deb adv Alyssa said it is possible, but needs to review detail with Council. (3/10) Agree reach, Amend TIF to include Route 115 project and addtl list of top 4-5 WD priorities. Leave term intact but add verbiage to close the TIF once money is expended. Letter to ME CEDC would be done to address outstanding bond at closure. (3/24) WD sent priorities to Alyssa, but Covid-19 has taken priority. Council voted to set public hearing 4/21 to give more time. (4/21) Council moved public hearing to 6/2 meeting. (4/28) Council rev warrant article. (7/21) Voters approved funding (10/6) State submission is complete. (11/17) Deb adv State needed a few updates. Next Step: Awaiting State approval. Council to set up workshop to discuss project. (12/1) State has approved the amendment. Route 115 project already logged separately. This item is CLOSED. |

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| 72 | Ordinance | C | M | 5 | 12/31/20 | Update Fireworks Ordinance to address Chinese Lunar New Year celebrations | Deb Cabana | Council | Deb Cabana | 02/04/20 | 01/19/21 | (1/21) Council reviewed request from local business to approve the use of Firecrackers to celebrate the Chinese New year. Council approved but agreed if it is an annual event, the fireworks ordinance should be modified as needed. (2/4) Council agreed to add to tracking spreadsheet & Deb advise the correct terminology is Lunar New Year which can change dates.(7/21) a couple other issues were mentioned in 7/21 meeting - July 4th schedule, variance for CL Association to use propellant gun to address geese issue based on recommendation by IF&W. (9/1) Alyssa is checking to verify the propellant gun is actually considered a firework. (10/6) Sharon shared info she obtained by contacting a State biologist about options for controlling geese and feedback on the propellant gun. (12/1) Council discussed submitted changes (1) Asian New Year addition - agreed (2) propellant gun use for geese control on CL - agreed likely not a firework and thus not under Council purvue, agreed Alyssa to finish research to confirm (3) reduction/change in July 4th dates - agreed to leave as is (4) Ban fireworks - did not support (5) new signage to assist with enforcement - agreed budget issue to be considered then, if brought forward. (1/5) Council held 1st reading/public hearing. Next Step: Deb to work with Alyssa on legal issue related to geese. 2nd reading set for 1/19. (1/19) Final approval & will go into effect in 30 days - This item is CLOSED. |
| 85 | Ordinance | C | - | - | 03/01/21 | Add Farmer's Market as use to Ordinance | Kathy Tombarelli | Kathy Tombarelli | Kathy Tombarelli | 08/04/20 | 01/19/21 | (8/4) Item came out of work on Food Sovereignty & Food Truck Ordinances. Kathy presented info to Council seeking input. (9/1) Council provided additional feedback on updated proposal. (11/17) Draft changes discussed and sent to 1st reading. (12/1) 1st reading & public hearing resulted in substantive changes based on public feedback - sent back to 1st reading. (1/5) 1st reading & public hearing held - sent to 2nd reading Next Steps: 2nd reading & public hearing set for 1/19 (1/19) Final approval & will go into effect in 30 days - this item is CLOSED. |
| 1 | Budget | C | H | 5 | 12/01/20 | Installation of LANDFILL Solar Arrays on Town Property. | Sandy Carder | Sandy Carder | Revision | 01/02/18 | 02/02/21 | There are financial costs assoc with a solar array. Deb has obtained copies of So Po RFP and set up meeting with Cumberland & Town Staff to review (3/22/18). Also, Deb has advised Gray has a new 5 yr electricity contract - which was renewed in 2017. Deb provided Sandy with some info from Cumberland. Deb & Sandy along with Town Staff attended Solar Array tour in So. Portland. Sandy gave overview of some info provided by Cumberland & So. Portland & advised there are some IB students/teachers willing to do some leg work for us. Also, So Po cost was approx \$17,000 up front. Sandy met with Steve Nystrom at HS on 11/15. (1/8) Sandy spoke to Tony Plante & he advised Windham has solar on fire station (and it has exceeded expectations) & is still working on landfill option CCed person handling. In addition, SoPo is leading a community group to advocate for environ. changes & Council agreed to have Deb reach out on behalf of Gray. (1/22) Sandy advised Windham is interested in staying in the loop as they are at the same point as Gray & may be will to partner. (2/5) Deb & Sandy attended Kennebec Water Treatment Solar Array event - spoke to Revision Rep & advised they do Prelim review to ensure landfill meets minimum requirement and that they evaluate ALL Town property in their bids. (2/19) Sandy advised Revision has target date of end of Feb. (3/5) Nick provided options in meet w Town Staff & Sandy. (3/19) & (4/2) Adtt'l info prov (4/16) Sandy adv Windham is not able to participate at this time. SAD rec'd material, await meet, RFP ex rec'd, neoprene not an issue. (6/4) updates prov (7/2) Options/updated rev at workshop. Maj of Council supports proceed with an array on the landfill. (8/6) Sandy prov updates from MSAD15 Facilities meeting. Straw poll taken with majority in support of Letter of Intent with Revision in lieu of RFP - unless MSAD15 requires RFP. (9/3) MSAD meet 9/4 (9/17) Sandy advised MSAD needs more time. (10/1) LOI executed, site walk done. (10/15) Council voted to accept executive PPA summary & proceed with the project. (11/12) Council approved PPA contract. (12/17) Revision dropped KWH rate due to savings - Council approved PPA amendment. (3/10) PB req clarification on applicant status - Council appr Revision as agent of town. (4/21) Kathy expects sub 4/22 for next PB meet. (4/28) Kathy adv app rec'd & site walk set to address some minor issues. (8/4) Council appr easement. (10/6) prog shared & Sandy adv of new PUC app CMP/Telephone fees. (11/17) Council app PPA Amend (12/15) Deb advised she has officially signed the agreement with the new owner of the Solar Array - Wish Camper LLC. Next Step: Construction is complete - awaiting CMP to turn on array. (2/2) Array is operational and Staff has reviewed billing with Revision - this item is CLOSED. |

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| C | Traffic - MDOT - break out tasks from item 24A | C | M | 1.1 | TBD | Village Route 100 Catch Basins | Town Council | Deb Cabana | Town Council | 02/22/18 | 02/16/21 | MDOT requested the Town proceed with video work to determine status and wants to be involved in that process. In follow-up meetings with MDOT, Council would like to ensure MDOT planning dept. is represented. Steve advised video work not complete as of 9/10 TIF Workshop, but should have more information to present at 10/16 TC meeting. (12/4) Will Haskell's report showed system is better than anticipated with (3) items needing immediate attention - rest in 5-10 year category or 10-15 year category. Dan asked if rest of stormwater system has been evaluated - it has not. (12/4) MDOT confirmed they will be responsible for the stormwater system when they reconstruct Main street & will address any critical issues in the meantime. Council needs to determine what other items they may want - large water pipes, conduit for underground utilities, larger stormwater capacity, etc. MDOT has advised they are moving this project up in their timeline. Council moved up in priorities at 5/7 meeting - with TIF workshop projected in June. Workshop held 7/1. (6/16) During workshop with MDOT, an overlap was identified between this future project and a "rehabilitation" project currently in the engineering phase with a target for the 2023 construction season. Rob Betz will reach out to project manager to obtain add'l information as any work done on the rehab project would not be -redone or tore up - with this future project. Town wants ability to have input in all stormwater/sidewalk/etc. work from just North of Colley Hill through the large intersection and onto Route 202 towards MTA interchange. (8/4) Rob adv he will coordinate with Ernie but also that another piece is being pitched next cycle. Council agreed we need to be involved in both. Walk around set for 8/5. (9/1) Walk about held - Sandy follow up with Rob to determine scope of 2nd project - can we include 'orphan' piece. (2/16) tracking under #89 on Open list. This item is CLOSED. |
| 24C | Traffic | C | H | 2 | 03/01/21 | Route 26/North Raymond Road Intersection project has reached "project design" status. Need to ensure Town's input & resident concerns are included in plan as it moves forward. Deb advised this is a different MDOT group than the 24A item. MDOT TASK = awaiting "plan impact complete" from consultant to proceed with title research / acquisition phase | MDOT | Nate Rudy | Deb Cabana | 04/03/18 | 02/02/21 | DOT forum was 9-16 delayed 2. Issue -Mill Brk culvert & miss sidewalks raised DOT sec more \$\$ for culvert. Forum held 5-31 Council rev notes from Forum. Council id 4 top prior. Deb to req drop dead date for proj & target to prov info req. DOT prov initial feedback & ans final ques 8/7/18 meet. Council conf their support of current plan w/ change to expand Mill Brk culvert for future sidewalks at an addtl cost of \$5,000. Doug asked DOT to put conduit under new inters to facilitate crosswalks - DOT adv easier now to add later when needed. Council reprior to monitor proj with follow-up Circle K issue & MDOT timeline. Doug adv transf easement from DOT to Town has been sugg as 1st step in Circle K resolution. 10/2 - Dan req a timeline/checklist for DOT proj to better understand overall approach to projs. (11/27) Deb has req timeline & DOT resp. (1/22) Deb read resp from DOT-data lag, costs & proj safety all come into play in approach decision-adv roundabout has not worked as well as expect. Dan advised he was talk about another one, but the process is the same. (2/5) Deb adv no progress has been made with Circle K access. (3/5) Sandy adv a resident had pointed out the green garage has some historical value, referred to the GHS. (3/21) Doug adv of a possible need to increase the size of the pipe at intersection in anticipation of a stormwater fix on N. Raymond Rd. Council wants verification that proposed correction is feasible and est on costs for increase size. (5/7) Council voted to use TIF funds for upgrade. (6/18) MDOT provi update & Council prov guidance. (9/3) Doug/Deb prov update on Circle K prop (10/1) Dan adv Circle K had rec'd apprvl for their plan new curbcut with ques remain. (11/12) MDOT to accept lowest bid even with 20% overage. (12/3) Kathy agreed to fol up with Circle K - done 12/5. (12/17) Council dis note from resident regard detour routes on Mayberry. (1/7) Sandy ask Deb to reach out to MDOT to set next present on construction phase. (3/10) Staff has inv Cir K & will follow-up (4/28) MDOT prov upd- Circle K issue still in works (6/16) Proj underway, Circle K reach out to Town (9/1) weekly updates prov & new end date 10/16. Circle K has purchase agree for abut property. Vacant buildings need to be addressed. (9/15) Dan advised PB ext curb cut date to 11/15 prov base paving is done by end of Oct (10/20) Issue with sh rd circle k entrance disc (11/17) Most const is done incl circle K (12/1) Council agreed to Thank You letter creation (12/15) Council approved thank you letter. Deb also pointed out there is not much room for pedestrians on one side of Shaker - room for future sidewalks was part of the plan, but the Council will need to budget for those sidewalks. (1/19) Control box in, MDOT working to install. Next Steps: Awaiting sign control box installation (2/13), signage and final touches. (4/6) Project is complete. Vacant building issue will be logged as new item. This item is CLOSED |

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| 18B | Ordinance | C | M | 21 | TBD | Update Town's Ordinance to reflect long term Solar Array policies for commercial & residential, all sizes. See 18A under High Priority for companion item. | Kathy Tombarelli | Deb Cabana | Doug Webster | 12/03/19 | 04/20/21 | (12/3) Council agreed to split this task into two parts - the high priority to address current large scale solar array projects and the medium priority to address long term solar policies for both commercial & residential and for all size arrays. (2/4) Deb adv Mr. Boyle has entered into an agreement with Copp on Route 100 to use some of his land to build a commercial solar array. (2/18) Mr. Boyle made presentation (3/10) Council discussed next steps but will need more information from Mr. Boyle before a decision can be made on how to proceed. (12/15) Another Commercial solar array project is being proposed by Dynamic Energy on Route 115. Presentation done to Council. (1/5) Council discussed & there is consensus to move forward pending more informatio. (1/19) Sandy adv based on needed info & time to mail resident letters - presentation pushed to 2/2. (2/2) Doug/Kathy presented feedback rec'd from residents and possible options as well as questions. Public comment was allowed with add'l feedback rec'd followed by Council discussion on options. Sandy ask that the PD resp to the e-mails rec'd by providing link to the meeting video. (2/16) Draft of overlay options disc. (3/2/21) Dan provided add'l info on new word to be added to overlay related to bond/decommission requirements. The State has not defined the rules, Dev will use Gray's standards, if there is a discrepancy, Council may need to update later. (3/16) 1st read/public hearing held. (4/6) 2nd read was on agenda - but needs to go to PB 4/8 meeting first - Council tables. Next Step: Planning Dept to continue to track Mr. Boyle's project. 2nd Read/public hear for Dynamic set for 4/20 meet. Council gave final approval to updates to Commercial Solar Overlay ordinance. This item is CLOSED. Residential will be handled separately. |
| 56 | Administrative | C | H | 7 | 04/01/21 | Develop official Job Description, Evaluation form/process & Search Plan for the Town Manager position | Council | Sandy Carder | Sandy Carder | 04/16/19 | 05/04/21 | Council agreed to outline of needed tasks to address the end of the Town Manager's current contract which expires in 2021. (6/18) Deb has been collecting some examples and working with Suzanna to create a list of current responsibilities. (7/2) Council discussed & agreed to each idnetify top 5 Responsibilities and top (5) Characteristics. (8/6) meeting ran long so Council agreed to send info to Sandy to consolidate for next meeting. (9/3) Sandy did not rec submissions from all councilors in time for discussion - would like by 9/6 to send to Deb for 9/9 deadline. (9/17) Sharon chose not to participate as she felt the header hunter the Council hires should inform the Council of the Resp & Char. The remaining Councilors reviewed the submissions and agreed to summarize. (10/1) Council had no issues with compiled version - although Anne had some small edits. (10/15) Sandy advised Freeport has some salary survey info they are willing to share (via GPCOG meeting). (10/28) Sandy provided info from Freeport to Council. (12/3) Council agreed this needs to move up in priority and need to work on all three items. (2/18) Council discussed budget for search consultant. (6/16) Council set up workshop (7/21) Council did first review of tasks. Sandy to compile. LD1 failure prevents search from starting. (8/4) Council rev outstanding ques, identified add'l changes, identified need for Charter changes, req quotes on search (9/15) Budget passed. Council rev 3 proposals - agreed that was plenty & id a couple add'l ques (10/6) Council voted to hire Eaton Peabody. (11/17) Ad appr & posted. Applications being rec'd (12/1) public forum & dept. head interviews completed. App deadline is 12/3, Don to send binders to Sandy. (12/15) Council holding 1st round of interviews. (1/5) Council has selected 2 candidates to adv to 2nd round. (1/19) Council has hired Nate Rudy. (2/2) Council appr contract 1/26 (2/16) Council agreed to use GPCOG form as base & high level process. (3/2) Council rev mapping - Sandy will update. (4/6) Council rev & agreed to goals (4/20) Council agreed to final version Next Step: Council to vote on TM goals at 5/4 meeting. Council approved 5/4 - Sandy/Nate will sign - This item is CLOSED. |

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| 61 | Ordinance | C | M | 3.1 | 06/01/21 | Review gas station standard within Sign Ordinance | Doug Webster | Nate Rudy | Doug Webster | 07/02/19 | 05/18/21 | (7/2) Issue came up after the Cumberland Farms CZA negotiations and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update gas station sign standards to better address new technologies and ensure continuity within zones with aesthetics in mind. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish.(10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. (3/2) Based on other priorities and outstanding measurement question - this will not come back to at least the 2nd April meeting. (4/20) Doug adv a stripped down version will go to first read with other items pulled pending Village planning effort & purchase of illumination tool. (5/4) Council held 1st read/public hearing. (5/18) 2nd public hear/2nd reading held. Council approved. Next Step: will take effect in 30 days. This item is CLOSED. |
| 62 | Ordinance | C | M | 3.2 | 06/01/21 | Review 'multi-tenant' standard within Sign Ordinance for Plaza (Village Zones) | Doug Webster | Nate Rudy | Doug Webster | 07/02/19 | 05/18/21 | (7/2) Issue came up with changes at the Plaza and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update multi tenant sign standards for Village Zones to help prepare for possible relocation fo NGRR. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up.(4/21) OAC asked Council for some guidance regarding possible light options and design standards. Council were open to considering changes. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. (3/2) Based on other priorities and outstanding measurement question - this will not come back to at least the 2nd April meeting. (4/20) Doug adv a stripped down version will go to first read with other items pulled pending Village planning effort & purchase of illumination tool. (5/4) Council held 1st read/public hearing. (5/18) 2nd public hear/2nd reading held. Council approved. Next Step: will take effect in 30 days. This item is CLOSED. |
| 18A | Ordinance | C | M | 10 | 07/01/21 | Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike . See 18B under Medium for companion item. | Dan Maguire | Deb Cabana | Doug Webster | 01/22/18 | 07/06/21 | Several serious issues exist - traffic (MDOT major movement permit required at 100 peak hour vehicles & they have advised they will not grant) and environmental (increase costs substantially). Doug advised current tenants = 20-30 peak hour trips. After many discussion of possible options - recreational fields, self storage - no 'goof fits' were identified (6/4) May be part of future community solar project discussion? (10/15) Town has rec'd req from commercial solar array company to use the property. (11/12) ISM Solar (Greg Lucini) presented his proposed 5MW solar array project to Council with tech support from Chris Byers & Dale Knapp. CMP permit submitted, purchase agreements in place with both MDOT & private property owners, DEP, IW&F and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with Town on any issues - including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) Pln Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25 feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt 100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app appr 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through PB/State. Item 18B policies & ordinances for solar arrays may need to move up as right now - they are not permitted anywhere outside overlay. (11/17) Kathy adv nego underway on easement - complicated. (3/2) Kathy adv the dev shared info with PB & is researching costs to put utilities underground. They did obtain their permit. (6/15) Code Enf will recom fee change (6/23) Council approved new fee Next Step: Project is permitted. This item is CLOSED. |

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| 91 | Policy | C | M | 11 | 05/18/21 | Create Public Use & Content Policy for Town's Station/Media platforms | Anne Gass | Council | Anne Gass | 03/16/21 | 07/06/21 | (3/16/21) Anne adv the new Communications Committee is working on a formal policy for the use/content on the Public Access channel/media platforms hosted by the Town. The Committee is working on the draft and due to the 1st amendment implications, it is likely it will need legal review. (4/20) Randy Viser presented GCTV policy to Council who provided feedback. (5/4) Anne adv legal review done but not in time for Committee to review. (6/1) Committee has add'l questions for Alyssa. Nate/Anne working on discussion with her to resolve. (6/15) Council tabled again. (7/6) Council approved new policy with legal sign off Next Steps: Takes effect immediately. This item is CLOSED. |
| 82 | Policy | C | M | 16 | 07/01/21 | Need to review & update Town's Fiscal Policy in area of CIP funding | Dan Maguire | Council | Sandy Carder | 09/15/20 | 09/07/21 | (4/9/20) Dan proposed we review & update the Town's fiscal policy to change CIP funding to include a bonding option for larger more long tail items (like the ladder truck) rather than attempt to include in annual payments to CIP - as long term - we will never be able to fund appropriately, nor does it make sense to pay cash for such large items. Council agreed. Needs to be brought to a Council meeting & logged on active list - after budget season. (12/15) Council discussed Budget planning at workshop. (1/12/21) Council discussed an agreed that adding additional language to the CIP bonding section was appropriate - to ensure Residents have a better understanding that bonding will need to be used for certain items (bridges, ladder truck, etc.) while still maintaining the goal to use bonds sparingly to ensure financial responsibility. It was also agreed looking at other Town's policies would be beneficial. (3/2/21) Sandy adv during the Chairs in a Circle training on budgets, she surveyed the participants and every Town represented uses ladder bonding as a fiscal tool. Basically when one bond comes due, they take out another. This stabilizes the MIL rate from up/down fluctuations and is used for only things that outlast the bond (bridges, fire trucks, land acquisition, etc.). They all felt was a critical tool - the question is to determine what level of 'debt' is right for each Town - based on finances/needs. (4/6) Sharon adv Committee is collecting info & will be prepared to present to the Council at the 5/18 meet. (5/18) Finance Committee presented data they have collected along with recommendations. (7/6) Council rev & agreed to changes - Nate to review/update CIP plan length and update timing. (9/7) Council approved revision. Next Step: Takes effect immediately. This item is CLOSED. |
| 98 | Policy | C | M | 5 | 09/01/21 | Update Committee Rules for 21-22 session | Sandy Carder | Council | Sandy Carder | 06/15/21 | 09/21/21 | (6/15/21) Sandy adv of several changes requested to Committee Rules with a couple more coming out of the discussion (1) handling of alternate to full member for the Planning Board - moving from Council to PB - Dan suggested we change the application so new volunteers are appointed as Alt 1 and Alt 2 and that the verbiage be such that they are moved up in that order (2) simulcast request from Nate for which the Council feels should be implemented in steps - immediately for Council, PB & ZBA (3) need to move Comprehensive Plan Committee to retired (4) PB language be updated to allow 2 meetings per month, as needed (5) change agenda deadline to 2 days prior to meeting to allow more flexibility (6) need to incorporate online meeting policy as needed. The Recycling Committee charge/name will come before the Council at the 7/6 meeting and Sandy agreed to work with the Rec Committee on a new name/charge in the coming months. (7/6) Council rev & appr changes. (7/6) PB prov feedback on alt elevation language. (8/3) Council disc remote/hybrid meeting policy (9/7) Council approved policy. (9/21) Council made add'l changes Next Steps: Changes take effect immediately. This item is CLOSED. |

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| 37 | Ordinance | C | M | 10 | 07/01/21 | Discrepancies between the existing Shoreland Ordinances and current State of Maine requirements/statues have been identified and require updates. | Doug Webster | Nate Rudy | Doug Webster | 09/04/18 | 09/21/21 | Town Staff has identified several areas (1) DEP Bi-annual report is no longer required (2) functional needed structures are not compliant with current ordinances (3) existing set backs have some challenges. Ordinances need to be updated and brought before the Council. (4/21) Sandy advised several residents are asking the council to consider adopting the 2016 State Shoreland zoning statute (vs the existing 2005 and 1989 standards. Sandy advised Council will see on the 5/5 meeting for consideration. (4/28) Council discussed in some detail working this item in conjunction with the review of options related to the fact that Gray is currently working with the 1989 Shoreland Zoning - while 2005 & 2016 amendments have been created at the State level. Code is required to review all three, in some instances, to determine which one is most strict & apply accordingly. There are pros/cons related to all three - incl the 2005 is better for new builds, whereas teh 2016 is better for remodels/expansions. Doug also pointed out this work is the most time consuming for code enforcement & there may be a need to limit the number of applications in a given period of time to ensure resource availability. Much more work is needed. OAC to provide reprioritizing recommendations at the 5/5 meeting. (10/6) Scott D prov add'l info on differences and DEP recommendation to adopt 2015 standards. Doug adv will require some ordinance updates to implement and recommends DEP review. Council agreed to move up on priority list. (2/16) Deb adv she has sign a contract to have Mike Morse draft updates. (3/2/21) Doug adv that Mike is about 1/2 way through - met with Staff/Code to indentify ques/areas of concern. (4/20) Doug adv proposed changes are ready & submitted to State. (5/4) Council held 1st read/public hearing & provided feedback. Sharon brought up mooring ordinance issue which will be handled as a separate item. (5/18) 2nd public hear/2nd read held 5/18. Council approved pending State approval. (9/21) Nate adv State approval rec'd. Next Step: Changes are in effect. This item is CLOSED. |
| 77 | Ordinance | C | M | 3 | 06/01/21 | Create a Traffic Ordinance to comply with MDOT standard for local signage | Sandy Carder | Council | Nate Rudy | 05/05/20 | 10/05/21 | (5/5) In reviewing the MDOT policy for posting local roads with weight limits or 'no thru truck' signs, one requirement is to have a Traffic Ordinance on the books. Council agreed to log and prioritize once more information is collected under item #66. (12/15) Dan has volunteered to draft an ordinance to help move short Mayall Rd situation forward. (1/5) Dan adv MDOT has model ordinance. (2/16) Dan has provided draft ordinance to Council (3/16) Council prov feedback on ord for Dan to update. He will coordinate with Nate to submit to legal. (5/4) Dan req an update on the status expressing frustration that this is not moving quick enough. (5/18) Legal has rev & provided changes. (6/1) Feedback prov (9/7) Council reviewed next steps - sign installation, MDOT letter for short shaker, discussion with deputies on enforcement/education, process to report violations - with postcard to residents. (9/21) 1st read/public hearing held (10/5) 2nd read/public hearing held Next Step: Council approved - will go into effect on 11/05/2021. This item is CLOSED. |

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| 75 | Administrative | C | H | 6 | 10/01/21 | Address ATV access issue on Long Hill Road | Deb Cabana | Anne Gass | Anne Gass | 05/05/20 | 10/19/21 | (5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept, 2018. Residents submitted complaints about the usage starting in Aug, 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comprable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State, Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season.(11/17) Council disc with Doug Beck (1/5) Anne has found alt grants - Apr/May deadline. (1/19) Anne adv she hopes to have a draft by the 2nd meeting in April. (4/20) Anne prov update on status of grant (await State update) and work done to date. (5/4) Anne adv new rules out & deadline is 5/31. (5/18) Council rev - Sharon had ques regard contract - ownership & liability. Council approved. (6/15) Grant approved \$71,500 grant with \$64,350 pay out. (7/6) Council app rev proposal & grant acceptance. (8/3) Council approved waiver doc (9/7) Most of the work is done. (9/21) Anne adv trail is open, ATV club would like perm for access on 2 days per year (10/5) Anne work on letters with Nate. (10/19) Letters sent to residents, ATV present on project compl Next Steps: Council rescinded access except for 2 calendar days per year. Effective immediately - this item is CLOSED. |
| 86 | Administrative | C | L | 6 | 11/09/21 | Create Charter Amendment to address (1) Town Manager job desc changes (2) Audit date from 9/30 to 12/31 (3) Non Land use Ordinance Process change | Council | Nate Rudy | Nate Rudy | 01/19/21 | 11/16/21 | (1/19) Council discussed need to create amendment. Deb pointed out that we will need a total participation rate equal to 30% of the last Gubernatorial election. She does not believe we will reach that mark with a June election. Council agreed better to plan for the Nov election. (6/1) Nate present recom changes on ordinances (excluding land use) process. Council was agreeable to proposal (9/7) Council reviewed changes (9/21) Due to issues with notification and call for a public hearing - a special meeting will be held. Council voted to set meeting on 9/30 at 3:15pm. (10/5) Council approved ballot Next Step: Sent to voters for Nov election. Voters approved. Changes go into effect in 30 days but already match current practices. This item is CLOSED. |
| A | Comp Plan Imp - break out item 84 | C | H | 4 | 02/08/21 | Committee review of Comp Plan | Dan Maguire | Council | Bruce/Dan | 12/01/20 | 11/20/21 | (12/1/20) Dan suggested each Committee review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council to review at 2/16 meeting. (2/16) Council rev summaries provided. For PB, agreed the comp plan implementation should be part of upcoming joint training workshop facilitated by GPCOG. (3/16) Dan adv PB is working on their review. Bruce will discuss. Sharon discussed with ZBA and they have provided their summary to the Council. (11/20) Council agreed at retreat that Committees should report out on their progress on Comp Plan tasks/activities via annual report. Review of assisgnments and instructions on new goals will be provided annual as part of the retreat process starting in 2022. Next Steps: Dan/Bruce to work with remaining Committees to obtain summaries. New process to be set up in 2022. This item is CLOSED. |

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| C | Comp Plan Imp - break out item 84 | C | H | 4 | TBD | Department Heads review of Comp Plan | Anne Gass | Council | Nate Rudy | 12/01/20 | 11/20/21 | (12/1) Anne suggested we either include Dept Heads on the Implementation Committee or at least ask them to review plan to create their own plans to help implement. Needs further discussion in context with new Committee. (2/16) Council discussed and Nate agreed to intergrate this into his individual meetings with Dept heads. (4/20) Nate adv meetings set for May. (5/18) Nate has rev with Dept heads. Next Steps: Nate working with Staff to create plans on how they can assist with implementation. Nate adv this task is complete at Council retreat. This item is CLOSED. |
| D | Comp Plan Imp - break out item 84 | C | H | 4 | 02/16/21 | Obtain information from Windham Town Council on their Implementation plans | Sharon Young | Council | Sandy Carder | 12/01/20 | 12/09/21 | (12/1) Sharon noted that Windham has a implementation committee set up to assist with their newly approved plan and suggested we find out what steps they took to get from approved plan to where they are, how the Council is involved, etc. Sandy advised that the Windham Chair is on the GPCOG Executive Committee and she can reach out to him for information. (1/5) Sandy has sent a note to Jarod Maxfield 12/18. (1/19) Sandy reported that she has spoken to Jarod and shared general information - and will share more at the 2/16 workshop. (2/16) Sandy shared info on Committee, Growth Permit Program, Consultant, etc. from initial discussion with Jarod. Next Steps: Utilize Windham information as process progresses. Council came up with game plan for implementation at 12/9 workshop. This item is CLOSED. |
| C | TIF Goal / Budget - break out tasks from Item 34 | O | H | 5 | 12/01/21 | TIF - Rt 100/115/202 Intersection - related to Item 4 - Traffice - Low priority - Route 115 entering Gray from the hill thru connection to Brown Street | Town Council | Town Council | Town Council | 02/05/19 | 12/09/21 | Steve L is working on creating a project scope & plan for reconstruction of Route 115 leading into the Village with Will Haskell to submit to MDOT - in hopes of qualifying for 50/50 funding split (up to \$500,000). Council needs to develop options for the multi-road intersection in the Village to ensure whatever future configuration needs are considered in the Rt 115 project and the Rt 115 project helps facilitate the preferred future configuration. (2/19) Deb to find out if Haskell is working on any planning to prepare for proposal to MDOT - is engineering covered or will it need to be paid for - up front. (10/15) Will/Stevie have more info from DOT & will update Council at 10/28 workshop. (6/15) MDOT Rob Betz advised that both projects for Route 100 will likely be in construction in 2023. Survey work is done on one - the other planned this year. Town needs to set up meetings with project managers to be included in engineering. Laray Hamilton is managing from MTA interchange to Brown Street - this intersection work would be included in his project. Rob cautioned that curb changes were likely, but a big reconfiguration could negatively impact the overall project which is just stormwater. Incoming infrastructure money may be available (Town leve - not MDOT level). (7/6) Nate work on setting up meeting for 9/21 workshop. (9/21) WS held - need engineering in next year. (11/16) WS sche for 12/7 (12/9) Council agreed this needs to be wrapped up into the larger Main Street Projects being proposed by the MDOT. New tab and item will be set up on this spreadsheet. This item is CLOSED. |
| 101 | Policy | C | M | 4 | 12/31/21 | Update Committee Policy include specific communication standards | Council | Council | Sandy Carder | 11/20/21 | 02/01/22 | (11/20/2021) Council discussed proper process for Committees to communicate with Staff (through Staff Liaison) and Council (through Council Liaison) in different circumstances and agreed Policy should include guidance.(1/18) Council reviewed draft at workshop Next Step: Final version to be included in 2/1 consent agenda. Council approved changes. This item is CLOSED. |

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| 74 | Administrative | O | M | 5 | 05/01/22 | Update Gray Historical Society lease with Town | Sandy Carder | Nate Rudy | Nate Rudy | 02/18/20 | 02/01/22 | (2/18) Sandy explained the Gray Historical Society would like to update the lease they hold with the Town. They are looking for the Town to assume utility expenses directly to allow them to do more robust fundraising/grant applications to focus on their historical work and to address more maintenance on the building itself. Right now, they are reimbursed up to \$6,000 annually - but have to pay monthly bills. (1/5) Sandy advise Galen is working on with Debi. (1/19) Galen has provided proposed new lease. (2/2) Council reviewed proposal but questioned why the building is not in the Town's CIP for the larger ticket items (like the roof, heating system, alarm, etc.). Majority of Council was open to extend length of contract & picking up utilities. Questions were raised about reimbursement amount. (3/16) Sandy pointed out the GHS budget line shows the reduction to offset the Town taking over the utilities. Nate needs to check on status of negotiations. If new lease will not be done in next 2 weeks, then the line should be reset to previous years at \$6,000. (5/18) Nate met with Galen/Mo. Mo adv the Facilities study will be done soon, it will include this building. (6/1) Council agreed to add GHS build to "condition" portion of upcoming facilities study. (9/21) Sandy adv GHS has provided proposed new lease & that since there is a budget component, it will be discussed at upcoming pre-budget workshop set for Jan (11/16) Draft done (1/13/22) Council rev draft & req one modification. Council will need to decide if "up to \$6k" provision remains or if all maintenance goes into operations budget. Mo adv he feels GHS helping is feasible. Sandy asked if CMP acct is in solar group. Mo adv the fuel purchase should be moved to the bulk purchase - both of which would save on total costs. Next Step: Mo has rolled CIP into his budget which will be discussed as part of normal budget cycle. (2/1) Council approved new lease - This item is CLOSED. |
| 100 | Ordinance | C | M | 8 | 03/15/22 | Create Emergency Management Ordinance | Nate Rudy | Nate Rudy | Nate Rudy | 10/19/21 | 03/15/22 | (10/19/2021) Nate presented a proposed Emergency Management Ordinance to the Council as recommended by the National Incident Management Services as it is required to have access to some Homeland Security and FEMA services and grants. Council provided feedback. (11/16) Nate set up a 1st reading & public hearing for the revised ordinance. Council provided additional feedback and also reviewed feedback from resident Mark Grover (who has extensive experience in this area). The status of an Emergency Operations Plan was also reviewed. (12/7) Nate adv he is working with County along with the Chief - they prov substantial feedback. Council tabled 2nd read to allow for update & further discussion. (1/5) Nate rev add'l communication with County & Council discussed alternative County EM version & provided feedback. EOP framework was presented, but not discussed as Chief is adding Gray specific information. (2/14) Council held 1st read & public hearing (3/1) Council held 2nd read & approved ordinance. Council prov feedback on EOP at 3/1 workshop. Next Steps: Council to consider EOP under 3/15 consent agenda. (3/15) Council approved EOP & officially appointed Chief as EM Director - this item is CLOSED. |
| 108 | Ordinance | C | M | 27 | 04/30/22 | Review & Update Senior Tax Assistance Ordinance | Council | Nate Rudy | Lauren Asselin | 03/01/22 | 03/15/22 | (03/01/22) After receiving feedback from residents on the Senior Tax Assistance and identifying processing issues with Staff, Council agreed to update the Ordinance to clarify eligibility requirements, change timing of program and change to applying credits to tax bills rather than issuing checks (renters will still receive checks). Council discussed Staff recommendations at Jan Budget workshop and agreed to keep funding at \$25k (there is approximately \$12,500 left from last year). First reading & public hearing held on 3/1. Next Step: 2nd read & vote to be held 3/15. (3/15) Council appr changes - This item is CLOSED. |

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| 109 | Ordinance | C | M | 28 | 04/30/22 | Update Building Code to match updated State Statue requirements | Doug Webster | Nate Rudy | Doug Webster | 03/01/22 | 03/01/22 | (03/01/22) Town Staff identified an urgent need to comply with updated State Statute. Proposed emergency ordinance update to Council at 2/14 meeting which was approved. Updated regular building code ordinance & held 1st read & public hearing on 3/1/22: Next Step: PB to hold public hearing 3/10, 2nd read & vote to be held 3/15 along with vote to extend emergency ordinance so it does not expire before new ordinance takes effect. (3/15) Council approved changes & extend moratorium to coincide with new effective date. This item is CLOSED. |
| 66A | Traffic | C | H | 8 | 01/31/22 | Determine if "No Thru Trucks" restriction should be placed on a section of Mayall Rd | Dan Maguire | Council | Sandy Carder | 11/12/19 | 03/29/22 | Back in June, Kathy Taylor (Mayall Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/7) Dan rec'd an official petition signed by 24 Mayall Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. (10/6) Public forum held with info sharing (10/20) Council disc options (12/1) Dan has done some research to share with Sandy. MDOT has approved the 4 way stop. (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. (2/2) Dan has draft ord/letter. (3/16) Council prov feedback to Dan to update Ord. He will coordinate with Nate to submit to legal. (5/4) Dan req an update on status. (5/18) Legal has rev with feedback. (6/2) Council provided feedback (7/6) Nate adv only 1 call rec'd from letter (9/7) 1st read will be 9/21 with 2nd read 10/5. (9/21) 1st read/public hear held (10/5) 2nd read/hear held - approved (11/16) Dan req update on sign installation (12/9) sign lang identified & Council voted to install. Next Step: none - this item is CLOSED. |

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| 83 | Training | C | M | 4 | 05/01/22 | Discuss additional requirements for quasi-judicial Boards - Planning and ZBA | Council | Council | Nate Rudy | 09/15/20 | 04/19/22 | (9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory MMA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set. (1/19) Sandy advised that she has been talking to GPCOG about a facilitated training session to address the issues and update the expectations/roles. She has discussed with Kathy/Dan who agreed it was a good approach. Council also agreed. Kathy advised that there is money avail for PB training. (3/2/21) Sandy adv results of her meeting - workshop will be set for 1st week in May. (3/16) Sandy adv draft framework rec'd - meeting with Kathy/Nate/Sandy set up before respond to GPCOG. (4/6)With the goal of attend the BUILD ME seminars, Sandy has ask Tony to coordinate with the topics being offered to ensure best results from both efforts. (5/18) Given the resignation of Kathy, Nate is proposing the hire of a new Planner before proceeding. This will mean the Build ME seminars will happen first. Then, the new training session, then the in person meeting between the entities. (6/1) Nate provided new proposal from GPCOG which includes assistance with ordinance/zoning review to help create outline of change from Comp plan & it includes this training. Funds from State agency will cover the costs. (7/6) Nate needs to hire new Planner before we proceed & existing terms exp 8/31 for Committee members. (10/5) New members appt & new Planner hired (4/11) Training/Forum held. Next Step: Annual meeting to be held after Council Retreat and then an additional 6 month check in meeting will be held. This item is CLOSED. |
| 81 | Ordinance | C | H | 10 | 06/01/22 | Need to create a Water Extraction Ordinance | Sandy Carder | Nate Rudy | Doug Webster | 07/21/20 | 05/03/22 | (7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. (4/20) Sandy adv a resident follow up on the signs which do not appear to have been installed at Wilkie's beach. Nate will check into - Sandy let them know the ordinance change is still on our list. (2/14) Nate adv ordinance is ready for Council. (3/15) Doug rev proposed ordinance with Council who provided feedback. (4/19) 1st read & public hear held. Council prov some feedback. None Land Use ordinance. (5/3) Council held 2nd read & finalized language & approved Next Step: Ordinance goes into effect in 30 days. This item is CLOSED. |
| 97 | Policy | C | M | 4 | 12/31/21 | Update Council Rules (1) charter language (2) grammatical (3) online meetings policy | Dan Maguire | Council | Sandy Carder | 06/15/21 | 06/07/22 | (6/15/21) Dan advised of two small changes needed in the Council Rules (1) 602.02 B2 add the words "a meeting" (2) 602.06 Ordinance - language does not match the Charter although meaning is the same - should match. Sandy adv any changes must be advertised and given we will likely need to update the rules to incorporate the new policy needed for online meetings (pending final language of legislation being considered now), she will hold changes until then to handle together. (7/6) Rep Moriarty presented Legislative update & bill text for online meetings. Needs to check regarding definition of "public body". (8/3) Council disc remote/hybrid meeting policy (9/7) Council approved policy. (10/5) Charter amendments approved & will be voted on at Nov election. New hybrid policy adopted but may change pending Legislative action in 2nd session. (5/3) Updated law passed. (5/19) Council reviewed & signed off on changes. (6/7) Council approved changes Next Step: Changes go into effect immediately. This item is CLOSED. |

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| 90 | Budget | C | L | 1 | 06/01/22 | Review and update Sick Time carryover and/or payout provision | Dan Maguire | Council | Nate Rudy | 02/16/21 | 06/07/22 | (2/16/21) This item has been discussed under the Budget tab starting in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested add'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision.(7/6) Council discussed at workshop (1/13/22) Nate compiled data from other Towns & drafted an updated policy. Council rev and requested more info. Nate relayed feedback from Staff.(1/31) Nate prov add'l info, Council had brief conversation. (3/15) Council discussed options at workshop & identified parameters of changes requesting a little more info from Nate. (4/21) Council reviewed remaining outstanding options discussion points. Came agreement on changes - pending updated spreadsheet to reset length of service to reflect part time work & add'l information on current personal time policy. (5/19) Council discussed in 5/5 WS and finalized in 5/19 WS. There is one outstanding issue in regards to a new law related to vacation time pay outs & the new personal time days. (6/7/22) Council reviewed final changes & approved. Next Step: Policy changes go into effect immediately with a 10/2/22 date for years of service determination. Nate to work with Staff to bring forward recommended changes to retirement package in next budget cycle. This item is CLOSED. |
| 88 | Infrastructure / Village TIF Goals | C | M | 4 | 05/01/22 | Infrastructure - Shaker Rd Stormwater/Sidewalk - Project | Town Council | Nate Rudy | Nate Rudy | 02/22/18 | 06/21/22 | Steve/Will pres results of video work. Report was rev with MDOT Dale Doughty, Kyle Hall, Deb & the Council (5/15) Steve adv full width paving was plan for some of RT 26. Dale confirm catch basin upg will be done for some. Sched a walkthr/meet w MDOT/Staff to rev of Rt 26 Vill to (1) id what is incl in the upcom overlay (2) dev a plan for the rest of the proj. Sub Items: (a) G-P to prov key to their-fair, poor, good categ (b) Town to prov plans for swalks/sign. Based on MTA fdack reg bridge swalk/bike lane fdack-look at mak sure plans (if not fund/prior immed) at least incl an ext of ped/bike lane down Skr to Skr Bridge. It is the route to the MS/HS from the Village. Results to be rev for budg imp by Council/Staff to create agree plan. Steve pres PW prior at 9/10 TIF Wkp incl this item. Council await more infor on Main St proj for next steps. (11/28) Council disc possibly add sidewalk from Russell to Shaker Rd into eng of this proj and/or work with MSAD15 for poss trail thru their prop to sidewalk. May qualfor MDOT sidewalk fund. Eng for proj in budget CIP-Council to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engin underway. (9/17) Will prov an update on engin, issues & Council prov feedback. (10/15) Will/Stevie met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park Enercon side. Resol for park spaces imper. (2/4) Council held exe session-no act taken. (3/10) MPI appr by MDOT. (4/21) Council has agreed to use \$100k from TIF + \$652K from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund, Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/Will working on next steps. (11/17) Alec/Will will provide update 12/1 (12/1) Update prov - timeline appr - outstanding items ident - advertise by 12/11. (1/5) Out to bid. (2/16) Bid app (3/16) Council dis stripping - Alec to prov costs. Trees will be replaced via a change order once construction is underway. (4/20) Council app easements for project. (12/21) Nate shared a memo from Alec detail remain items (1/4) Alec prov outstanding list Next Steps: Remaining items to be add in Spring. Trees are planted, Alec work on remain items - this item is CLOSED. |
| 96 | Budget | C | L | 1 | 06/01/22 | Analyze Resources & Responsibilities within Planning Department | Dan Maguire | Council | Nate Rudy | 06/01/21 | 06/21/22 | (6/1/21) Dan asked to log this on the workplan. It is something the Council has discussed the last 2 budget cycles, but have not changed anything - mostly due to new code software being implemented, staff turnover, etc. Before next cycle, a full review of the department should be done to identify improvements to assist with economic development, and staff efficiency. (12/7) Nate adv he will have a proposal for budget season. (1/31) Nate prov proposal - Council rev & discussed. Agreed to add to Budget as starting point. (3/17) Council reviewed proposed staff position changes & realignment & approved changes. (3/22) Council agreed to proposal and put money in budget for job changes. (6/21) Voters approved budget Next Step: Nate will work with Staff to implement changes. This item is CLOSED. |

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| 112 | Administrative | C | H | 4 | 07/01/22 | Create an Insert for Tax Bills | Council | Nate Rudy | Nate Rudy | 03/29/22 | 07/05/22 | (03/29/2022) Council approved changes to Senior Tax Assistance program which included a timeline change for applications. Council agreed sending out an insert in the tax bills to notify residents was a good idea. Given an insert will be used, Council/Staff will consider other items to fill the page. (4/5) Council agreed that work on Short Term Rental ordinance should be done in time to include instructions for new registry on this insert. (4/19) Nate adv the deadline for the Council material is June as the hard deadline to prepare the insert is 7/1/2022. Dan suggested a summary of new ordinance changes be added. (5/19) Council finalized feedback to Staff on STR with goal to have generic statement on inserts & then info posted by the time bills start arriving (6/21) Short Term rentals has not progressed. Council agreed should still be on insert with a TBD statement. Next Step: Council/Staff to finalize before deadline in summer. Council reviewed & provided edits. Will go out in bills. This item is CLOSED. |
| 69 | Recreation | C | M | 4 | 04/01/22 | Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property | CEDC | Nate Rudy | Nate Rudy | 12/17/19 | 10/01/22 | (12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. (2/2) Bruce adv a public forum was held to obtain Community input.(3/2/21) Bruce adv CEDC is working on name and bird house project and planning for Spring work. Alec adv he did some earth work in the Fall and is set to do add'l work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approv wood donation from Maschino's Lumber. (4/20) Council app picnic table donations from Aroma Joe's. Kathy adv park has PB appr (5/18) Permaplitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd Permaplitz set for 9/11 (9/21) Council appr add'l exp for admin of the grant (in Kathy's absence)(2/14) CEDC adv most of grant fund spent (6/21) Krista adv work is nearly complete. (8/2) Council appr new sign with questions Next Step: Work is now considered done & grant is closed out. This item is CLOSED. |
| A | Route 115 - break out tasks from Item 4 | C | H | 8 | TBD | Obtain Ledge Map for scope of project | Council | Nate Rudy | Will Haskell | 02/16/21 | 11/15/22 | (2/16) Council agreed to split out tab & tasks from 1/19 workshop. Due to the ledge present on the hill, it was agreed a ledge map using radar was needed. (3/2/21) Will has provided est to Nate. (3/9) Council rev with Will. Doug ask that add'l boring on the slope of the road to ensure the ledge is fully identified. Will will update the proposal. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. (9/27) Will adv testing is underway. If tests results in identification of ledge, than radar mapping will be done. (10/1) Nate believes this is done. Next Steps: Will did not dispute as completed at forum. This item is CLOSED. |
| B | Route 115 - break out tasks from Item 4 | C | H | 8 | TBD | Obtain updated full Survey for scope of project | Council | Nate Rudy | Will Haskell | 02/16/21 | 11/15/22 | (2/16) Council agreed to split out tab & tasks from 1/19 workshop. Given there are no easements on this road, it was agreed an updated survey is needed from Main Street to 59 Yarmouth Road. (3/9/21) Will has provided est to Nate & Council reviewed. There were questions about who would conduct the ROW work - see new item MDOT meeting.(4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract.(9/27) Survey is underway which will include identification of existing wrought & most impacted parcels. (10/1) Nate believes this is done. Next Steps: Will did not dispute as completed at forum. This item is CLOSED. |

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| 115 | Committee | C | H | 12 | 08/01/22 | Update Ordinance Advisory Committee Duties | Council | Nate Rudy | Nate Rudy | 05/19/22 | 12/06/22 | (05/19/22) Council discussed history of OAC and current status. Everyone agreed the effectiveness of the Committee was impacted by Staffing issues, the adoption of the new Comp Plan, changing priorities and a focus on ordinance work. Suggestion was made that the OAC is still advisory - but to whom - the Council or Staff. There was consensus that the use of the OAC would vary depending the situation - size of ordinance change, urgency and if other resources were available (interns). There was also discussion of having the OAC do other projects, like reviewing all ordinances to standardize the format, content and clauses/fees. There was consensus that perhaps a consultant may be needed for that size project. Council agreed that Nate/Staff need to draft new duties and then meet with the OAC to discuss before coming back to the Council. (10/4) Council reviewed & provided feedback - there was also additional discussion regarding other changes needed in the Committee Policy. (11/15) Council reviewed changes in WS (12/6) Council approved updated charge. Next Step: New Committee Policy in effect. This item is CLOSED. |
| 93 | Ordinance | C | M | 11 | TBD | Research and create a nuisance or maintenance ordinance to address delapidated vacant buildings and unkept lots | Council | Nate Rudy | Tammy Munson | 09/01/20 | 12/20/22 | (9/1/20) Council identified dilapidated vacant buildings around Shaker Rd/No. Raymond Rd need to be addressed as the MDOT will not be taking the structures done. (1/5/21) Deb/PD Staff reached out to the property owners. They recognized something needs to be done with the structures and property. They are wondering if zoning changes may be allowed to assist them with redeveloping the properties. PD Staff strongly encouraged new surveys be done first. (5/18) Sandy rec'd complaint from resident on status. (3/15) Nate pres plan for PD Staff work to Council. Doug advised that this is a complex issue which may involve more 'code' work than ordinance work. (10/1) One vacant building has been addressed on No Raymond & another has a sale sign. The other two remain unchanged. Discussion was had regarding creating an ordinance to give code more options to obtain changes.(12/20) Code Officer Tammy Munson advised there is an alternative approach which identifies hazardous properties to force safety updates. If the property owner disputes, it goes before the Council as a quasi-judicial proceeding. Next Step: Two of three properties of concern have new owners and are being renovated. The third is not as bad and property owner is considering options for property. This item is CLOSED. |
| 27 | Open Space / Conservation Plan | C | M | 2 | 11/01/22 | During the Libby Hill Trails clean-up after the October storm, the Community Endowment communicated concerns regarding the longevity of the current ad hoc agreements used to create Libby Hill Trails . Council agreed a full review and updates are needed to protect this asset as part of Open Space Plan . | Sandy Carder | Nate Rudy | Sandy Carder | 03/20/18 | 05/02/23 | TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed research - who has access to which pieces of land, how large of an geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the Town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff, 1 Councillor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some easement discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week, Craig has some initial data on usage (3/10) Meet held to continue discussion - working through maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election.(8/4) Dan adv MSAD15 lawyer provided framework agreement for review. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided gen feedback on form. (10/20) Council prov feedback on worksheet (10/22) Meeting held to compile worksheet info. (1/19) Dan provided summary of MSAD analysis of agreement & advised Attorney is working on drafting an agreement. (2/16) Dan prov an update. Deb adv sub group has met to discuss maint/budg agree (7/6) Draft agree done - Sandy work with entities to finalize outstanding items (9/21) Sandy prov upd from meet (10/5) MSAD has prov initial feedback (11/16) Sandy met with MSAD/GCE (12/7) Council signed off on MOU. (12/21) Council appr MOU (1/18) Sandy adv school board has approved (4/5) Update agree drafted & initial deed feedback (9/20) Sandy & Staff work on P&P doc (11/15) GCE has prov feedback, Sandy submit to Facilities Committee, Alyssa sub to School's attorney (1/4) Sandy met with facilities comm (3/21) School Board app 3/15 & Council app 3/21. (5/2) LFMF approved with one addition. Council approved under consent agreement. Next Step: Nate will sign & obtain remaining signatures. Easements & policies & procedures will be handled separately. This item is CLOSED. |

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months

Last Update: 5/2/2023

| No | Goal/Category | *O/ F/C | ** Prty | P No. | Target Date | Description | Sub By: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
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| A | Traffic - MDOT - break out tasks from item 24A | C | M | 1.1 | 06/01/22 | Signage - Route 26 vs. Route 26A | Council | Nate Rudy | Nate Rudy | 02/22/18 | 05/02/23 | Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy Breen had offered to check in with Garmin to obtain more information on GPS algorithms/process - follow-up? MTA will be closing bridge in summer 2019 - good time to coordinate removing "route 26" designation from Washington Ave to bridge. Keeping it from interchange - by-pass - north only. Deb is sending note 9/4. (12/4) MTA pointed out MDOT is not in agreement with full closure of the bridge due to lack of ability for rigs to turnaround if they miss detour signs. Also, not committed to changing route signs at this time - more discussion to follow. (9/17) Sandy advised she mentioned this issue to Rep Moriarty and he advised he would be willing to look into it to determine next steps on a formal request. (10/15) Rep Moriarty has established communication with DOT legislative liaison and they are willing to set up a meeting with DOT Staff that handle routes. Council discussed having pre-meeting but feel Rep Austin & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. MDOT to provide info on costs for signs to change designation for just in Gray. Council agreed to coordinate weight limit with sidewalk project meeting & attempt to obtain approval. (1/21) Sandy sent follow-up on sign count/costs and asked for more info on weight limit process. (2/4) Sandy adv MDOT adv they were looking into (3/10) Sandy will follow up (8/4) Follow up done MDOT still needs to discuss before getting back to us. Council to set up public forums in Sept. (9/1) Public Forum set 9/29 - Sandy to follow up again. (9/29) MDOT sent resp hours before public forum. (11/17) Sandy will draft resp to MDOT letter. (12/15) Council approved response letter to be sent with alternate proposal to remove 26 & add to 26a while 26a remains. Weight limit work will continue via communication with residents/businesses. (1/5) Letter sent. (4/6) MDOT resp - sugg 'truck route' signs, not budging on sign replacement. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues. (12/21) Council dis at meet & Nate will follow up on details for 'cost' of signs (2/1) Letter sent to MDOT req detailed invoice for costs and MTA info. (3/1) Sandy adv Bruce Van Note meeting to be held at end of March (3/29) meet held with DOT - they will provide more detail on sign costs & Nate to reach out to MTA on costs. (8/2) MDOT has approved, money in budget - will time with weight restriction ordinance. (9/15) Council adv MDOT that the Town is ready to move forward (2/7) Nate has contracts from MDOT & MTA - \$1200 over budget but estimates only (3/21) Nate advised change to signs will take place in April. (5/2) Signage has been changed. This item is CLOSED. |
| 24A | Traffic | C | M | 1.1 | Detail Tab | Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS | Council | Council | Sandy Carder | 02/22/18 | 05/02/23 | Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priority 1. Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. (12/7) Island item moved to Main Street detail tab, Next Step: See Detail tab for more info. All sub items are closed - new items are being tracked under individual projects. This item is CLOSED. |

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Last Update: 11/17/20

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| 3 | Administrative | C | - | - | - | Review & discuss whether or not the Town would like to move to using Mason's Manual in place of Robert's Rules. | - | - | - | 01/02/18 | 01/02/18 | During discussion prior to approving Town Council Rules, the use of Robert's Rules vs. Mason's Manual was raised. The Town Attorney advised that most Legislative bodies use Mason's Manual which is more tailored to that type of work than Robert's Rules (including the Maine State Legislature). No action taken, Council decided current Roberts rules are sufficient. |
| 6 | Economic Development | C | - | - | - | OTT Communications has approached the Town with an offer to help expand fiber to more areas of Gray. | - | - | - | 01/22/18 | 01/16/18 | Via a presentation, OTT Communications provided an overview of upcoming fiber upgrades in the Village area (funded by OTT). They proposed an agreement where the Town would provide reimbursement/TIF funds to allow further expansion along Route 26. Council expressed concern with costs vs. benefits and agreed it was something to look at more fully during the budget process. Council closed this item as this specific proposal will no longer be considered. If OTT has a new proposal, they may submit for consideration in the future. |
| 19 | Ordinance | C | - | - | - | Review necessity of developing a Town specific Sex Offender Ordinance . | - | Deb Cabana | - | 02/06/18 | 02/06/18 | An inquiry was received regarding whether or not Gray had a Town specific sex offender ordinance. It does not. Bill Dale provided additional information regarding the State Statute which imposes allowable restrictions. Towns can develop an ordinance to add an additional location restriction for living arrangements; however, it must follow the State allowed restriction. Alyssa Tibbetts provided more information during the TC meeting/via e-mail. Council agreed State Statute was enough at this time. Item will be considered closed. |
| 14 | Joint Leaders | C | M | 14.1 | 02/28/19 | Set up a working session between the three website administrators to discuss current setups, identify possible cross-link opportunities and/or ways to expand communication for all 3 groups. | - | Deb Cabana | - | 01/22/18 | 02/19/19 | During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. It was agreed, a meeting would be set up between the 3 website administrators to look at each groups' website/communication streams. The next Joint Leaders meeting will be in May. Deb advised that NG does not have a 'webmaster' currently & Gray is in the process of hiring a new one. Gray has hired new Website administrator who will start March 19th. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) MSAD15 has sent an e-mail indicating they want to partner with Council on possible school sidewalk projects. Jason also asked if 'presentation of school budget' could be discussed at meeting. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting. |
| 57 | Administrative | C | M | 16 | 07/01/19 | Review issues raised by Child Care Director regarding space issues and conflicts with other programming | - | Deb Cabana | - | 04/16/19 | 05/07/19 | Sharon requested this be added to the Tracking Spreadsheet to be discussed at a future workshop (based on priority list). Town Manager requested this item be closed as it is Administrative & under her purview. Council agreed with a footnote added under item #17 Community Center - Future list with caveat that Manager will bring forward any policy issues as needed. Next Step: Deb will review discussion with Child Care Director and provide additional feedback. THIS ITEM IS CLOSED |
| 63 | Administrative | C | - | - | - | To create a balloon ordinance | Sharon Young | - | - | 09/17/19 | 09/17/19 | Sharon presented information about the negative impact of single use plastics such as balloons on the environment and asked if there was support to set up an ordinance restricting the usage. Issues of enforcement, impacts on individuals using for garage sale or party (on mailbox) and compliance if mandated by government vs community driven were raised. Sandy suggested the Recycling Committee could incorporate in their education of residents. Majority agreed to no further action. |

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Last Update: 11/17/20

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| 65 | Administrative | C | - | - | - | To reconstitue Public Safety Committee | Sharon Young | - | - | 10/15/19 | 10/15/19 | (10/1) Sharon had raised the possibility of transitioning Gray to a local police force vs. contracting with Cumberland County Sheriff's office for deputies. Council felt (1) there is no residential feedback pushing for more coverage or a local force (2) it would likely cost more money than the contract (3) the residents just agreed to raise taxes to support adding an additional deputy (which has been delayed as there is a shortage in the State). As an alternative, the Council agreed to discuss the possibility of reconstituting the former Public Safety Committee with a new member set up & charge. (10/15) Council discussed but felt without residential support or volunteers, it would be difficult to get another committee up and running. In addition, many of the duties of the former Committee are handled by others (Town Staff, Council or other Committees). Agreed, if it is to be pursued, someone would need to take the lead on public outreach and see if residents would be willing. No one was willing to take on the assignment. The Committee will be moved to 'retired' committees. |
| D | Comp. Plan Update - breakout of tasks for Item 11 | C | - | - | 11/01/20 | Collect data and complete a Parcel Valuation on the Village to determine which types of businesses impact tax revenue the most | Sandy Carder | Town Council | Northstar | 06/18/19 | 11/17/20 | Sandy provided a copy of a similar assessment done for Gorham by GPCOG with Stephanie Carver (on Northstar team) taking the lead. Stephanie advised the Gray Village would be a good place for this type of assessment and it may be something that can be done in conjunction with or as a part of the Comprehensive Plan data collection/analysis. Next Step: Await more information from Northstar regarding various steps in Comp. Plan (11/17) Went over budget for Comp plan due to Covid; therefore no capacity to do this evaluation. Moving to No Action. |

| No | Items Label | Cost Est. | Task No. | Description | Comments |
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| 1 | Education Funds | \$2,900 | N/A | New continuing education fund policy was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds. | Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. Employees had until Jan 19th - request included in individual budgets. (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle. (1/13/22) Nate adv he has no requests for teh 22-23 budget. (1/17/23) Nate has submitted a reimbursement for himself and not rec'd any other requests from Dept Heads. Council approved his request. |
| 2 | Employee Vacation/ Sick Fund | (2020) \$35,000 (2021) \$25,000 (2022) \$35,000 (2023) \$25,000 sick & \$25,000 vaca | N/A | As of June 30, 2017 the Town's Liability for compensated absences - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time . | There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28/19) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund. (12/15) Council wants to review & possibly update sick time accumulation policy - currently unlimited. (1/19) Katy confirmed there are anticipated retirements & Council agreed for this cycle, the focus will be funding to cover. The goal long term is to build up the fund. Deb will provide summary of benefit packages in other Towns - Council will review a possible change in 'pay out' cap which may include a change in carry forward policy. (2/11) Katy adv there are no known planned retirements this year, thus the reduction in amount to \$25K. If that holds, we will be able to establish a separate account to offset the liability. Sandy also adv she will be recommending that the Council log the policy discussion on the master list at the next TC meeting. (3/22) Katy has asked Alyssa if we need to have a separate warrant article to establish this fund. (3/24) Katy has verified this will need a separate question but is below the LD1 limit. (1/13/22) Nate compiled data from other towns & drafted a starting point change to the policy. Council made addt'l info requests. (1/31) Nate prov more info/Council discussed again, but briefly. Nate conf \$25k in budget as placeholder. Council req Nate/Katy to adv on any known upcoming retirements. (3/15) Council discussed options & agreed on parameters requesting more info from Nate. Will discuss again at 3/22 WS. (3/22) Council agreed to increase to \$35,000 this year & set up designated account (via TC meet) & finalize changes at upcoming TC meeting. (5/19) Council agreed to changes, will be voted on at 6/7 meeting. (6/7) Council approved changes & will need to continue to work to close the gap in unfunded liability with next budget cycle. (2/2) Council rev & agreed to split Sick & Vaca into two accounts - initially add \$25K each - may reduce |

| No | Items Label | Cost Est. | Task No. | Description | Comments |
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| 3 | CIP Payment | <u>\$2,000,000 +</u> <u>\$1,500,000</u> <u>carryforward</u> <u>(FY23)</u> <u>\$2,350,000</u> <u>(FY24)</u> | N/A | 2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below. | Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting. (3/22) Council agreed to increase payment by \$455,000 as overlay is proj to be \$749,000 and recommended amount is \$300,000. <u>(4/4) Increase of \$455k did not happen. carryforward available is \$1,500,000 Council agreed to increase CIP payment to 2,350,000 to allow for a balance at start of FY25 budget cycle.</u> |

| No | Items Label | Cost Est. | Task No. | Description | Comments |
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| 4 | Watershed Plans | \$18,000 (2018) \$5,000 (2019) \$7,000 (2020) \$5,000 (2021) \$5,000 (2022) | N/A | \$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans. | <p>Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done. (3/9/21) Doug adv that the reg grant requires \$10k commitment, but will be split over 2 years (\$5k each). There is also another request for 2 monitoring stations for \$2k this year & \$1k annually. (3/3) Doug adv addt'l \$5k is being req for previous \$10K commitment - needs to be added to CIP. He is also working with CCSW on scope of work for funding in this year's budget. (3/16) Doug advised an outstanding 2022 invoice has been found. Check to see if the 2022 funds were carried forward as that will impact current funds if not & budgeted figure.</p> |

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| 5 | Sidewalks - Libby Hill | \$500,000 + cost of 2nd entrance & trail - \$50,000 for planning & \$60,000 for paving as inkind | #103 H5 | MSAD15 has expressed interest in a joint effort in developing project plans for new sidewalks between Middle & High Schools on Libby Hill Road for possible grant application/approval for outside funding. | Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker RD (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28/19) Council asked to have Will provide estimate for engineering costs. (03/12/20) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. (3/2/21) Council combined this item with the sidewalk ext from Hannaford to Spruce, paving LH road, add a crosswalk to the new possible emergency exit from school - into one project and submit to GPCOG as a shovel ready project for possible state/fed funding. Will not know if there is funding until likely April/May. (12/9) Council to set up WS with MSAD15. (1/31) WS set for 3/28 (3/28) Town/MSAD15 ironed out high level scope. Alec prov updated figures. School will provide figures for 2nd emergency exit & trail. Anne will check into earmark application to submit for federal funds. Council added \$50k to budget to do engineering in case we do not get federal money. (5/19) Gray was not selected - Anne work to set up meetings. (12/20) walkabout with MDOT set for 1/10. (3/16) New earmark app submitted. Added \$60K for paving to Town contribution & School has budget \$50,000 to contribute. |
| 6 | Skateboard Park | (2020) \$15,000 (2021) \$10,000 (2022) \$10,000 (2023) \$10,000 | N/A | A GNG Student reached out to the Town asking for consideration of a Community Skateboard Park . Partner with school? | Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. (2/18) Brought Nate up to speed, Dean was unsure if there was any recent activity on community side. (3/22) Sandy suggested we maintain the \$15k fund established last year, but forgo adding an addtl \$15k this year - due to lack of activity on the project. This will give Community effort time to regroup after covid and we can consider next year. Council agreed. (2/14/22) Dan & Nate advised there is renewed interest in this effort from the School and some residents. Will likely be rolled into the discussion about Village Gateway/Pennell Recreational footprint. Staff recommending another payment into 'seed' money as total costs is likely well over \$100,000. Grants/fundraising will need to be done. (2/24) This issue came up during the Rec Dept review & Nate adv a new meeting was set which Anthony will join as well as Dan to determine the level of support and interest. (3/22) amount remains the same. (2/16/23) amount remains the same |

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| 7 | Land Acquisition Fund | (2019) \$50,000 (2020) \$25,000 (2021) \$50,000 (2022) \$50,000 (2023) \$50,000 + \$400,000 | N/A | Continue to build Land Acquisition Fund | May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and item 13B as a review & input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision. (3/22) keeping amount the same (3/29) Council discussed changing approach to spend the money to allow more flexibility during a fiscal year as real estate deals are usually private and with Land Trusts deals can require quick responses. Katy will check to see if this will require a charter change. (3/27) Council is considering borrowing \$400,000 from 3/12th reserve to allocate into fund - repayment would occur over 5 years. |

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| 8 | Planning /Engineering | Route 100 South TIF Funds - \$176K appx + \$240K for Water District (2022) \$500,000 | #4 M3 | TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA). | Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17/19) Public forum held on 12/5 - Council to set workshop. (3/26/20) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election. (1/19/21) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress. (3/9/21) Will rev proposal for services. Council asked that (1) meet with Water District (1) meet with MDOT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. (5/4) WD req more funds for materials. (3/15/22) Council dis need for easement funds in coming year. Nate will try to obtain est from Will. (3/22) Council agreed to move \$500,000 - current est for easment is \$200,000 but there will also likely be addt'l engineering work and possibly preparation work. Nate needs to obtain info on WD portion. (3/27) \$500,000 still avail for easement - discussions with MDOT on fund underway |
| 9 | Construction Costs | \$88,400 / GPCOG grant? | #103 H5 | Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkie Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA). | Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG. (12/9) Council to set up workshop with MSAD15. (1/31) WS set for 3/28 (3/16) See above |

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| 10 | Contingency Fund | Manager \$25,000 (FY23) \$30,000 (FY24) Build/Grds \$10,000 | N/A | Many Towns (and most companies) incorporate a Contingency Fund into their budget planning to cover unforeseen expenses. | <p>Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28/19) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18/20) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an addtl election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current buget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingnecy fund is needed. (2/11) Deb adv that this was sufficient. (2/18) Council discussed need for fund for buildings & grounds. Will have follow-up discussion on amount & how to set up. (3/22) Council disc separate funds vs. one fund & opted for one fund; however, Katy pointed out moving it out from B&G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again & agreed to move to CIP & increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly & will allow it to roll over. (2/14/22) Recommendation is same payments as last year. (2/16/23) for B&G another \$15k is requested - Mo projects \$45k as the top line - once hit- future budgets will only reflect replacement of use vs. \$45k. (2/27) Nate req \$30k this year - as \$25k budget last year will likely be used completely. (3/7) Council would like to see designated legal fund for PD/Code under professional services (CIP) (3/27) Staff adv legal should remain in operations & just be designated. Council reduced B&G reserve to \$10k from \$15 and emergency (being renamed disaster) from \$20k to \$10k leaving Mgrs at \$30K</p> |

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| 11 | Paving | (2020) \$469,250 (2021) \$449,225 (2022) \$511,650 (2023) \$660,000 | N/A | Need to review Paving budget process to ensure projected & actual are closer | <p>Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28/19) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27/20) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year. (3/2/2021) Alec adv only one overlay was done last fall after the budget vote, but he felt the 2020 paving would be done before June. Confirmed that at \$500k a year could clear the backlog in 8 years. This does include parking lots, but not sidewalks. (3/8) Alec rev new paving study & proposed paving plan for this cycle. Alec also adv he will keep GP up to date on newly paved roads & Council agreed new study every 5 years is a good timeline. Dan suggested it be started earlier, but Alec adv it is started as soon as the budget is approved (July) it just takes a long time. (3/16) Tim prov update on this year's paving (Spring) moved 2 roads to next yr & pulled 3 to do after LH Rd - reviewed next year's increasing due to costs & need to add \$60k for LH</p> |
| 12 | Libby Hill | (2020) \$13,579 (2023) \$12,390 | #27 H1 | Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage | <p>Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available. (12/7) Council supported MOU. Mo to work up figures for this year's budget with GCE assistance. MSAD15 reviewing with proposal to contribute \$5,000. (2/14/22) Mo has rolled budgetting for LH into his regular process/accounts & identified CIP needs. This includes \$7k for legal work on conservation documents. MSAD will contribute \$5k to operations budget & will handle legal fees for maintenance agreement. (3/3) Mo has rolled costs into the Building & Grounds budget and CIP. (3/22) Sandy adv MSAD15 will be remitting \$5,000 in FY22. Will set up designated fund after budget approval. (2/16/23) LH budget now part of B&G - amount remains same from last year \$12,390 - item can be closed now.</p> |

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| 13 | Traffic Calming Measures | ?? | N/A | Add traffic calming measures as part of the project planning & designs | <p>(10/28/19) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12/20) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test low cost or no cost options. Need to engage residents and MDOT as we move forward. (3/16) Council agreed to add add'l striping to Village Shaker Rd - sharrows and more narrow lanes to test out the results. Alec to provide add'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for sharrows and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrows will not work on Shaker due to MDOT stand. Council agreed to hold off on add funds and will pull this into the Route 100 discussion. (3/8) Council/Staff had good discussion on options and agreed we should roll this into the larger infrastructure projects being planned - working with the Bicycle Coalition of Maine to set up testing options in the coming summer/fall. (3/16) Asked Tim to put some small funds in his budget for possible testing - striping, bollards, etc.</p> |
| 14 | Fencing | ? | N/A | Need to add Fencing to CIP schedule - applicable departments | <p>(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle. (2/14/22) Mo has begun work on this effort by cataloging current fencing. Goal is to come up with a per foot cost for budgeting purposes, but this is complicated by the height and type of various fencing. Long term, trying to streamline those options may be useful. Fencing around solar array is under owners responsibilities, but would transfer if Town purchases array in year 6. Mo will continue the effort for next budget cycle. (2/16/23) Mo advised he has inventory. Council will defer to him to add to CIP schedule - this item will be closed.</p> |

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| 15 | Existing Sidewalks | \$4,400 (condition study) | N/A | Need to add all Existing Sidewalks to CIP schedules | <p>(4/9/20) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (1/19/21) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie & his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks). (3/2) Council has asked Alec to obtain cost est to add sidewalks to paving condition study (3/15) Alec adv addt'l \$4,400 is needed to add sidewalks to condition study. He also clarified that "maintenance" is not the same for sidewalks - there is limited options because of curbing, ramps, landings, etc. It is more about tracking for full replacement. (3/8) Alec rev sidewalk study and Council agreed for this cycle - work will be rolled into the larger infrastructure projects being planned. It was note that the paved VALT trail sections should be added to the sidewalk list to ensure long term maintenance & budgeting. (3/16) For next year, asked Tim to make sure all existing sidewalks not covered by big projects added to CIP and for Route 100 South to work developing cost for upgraded stormwater in addition to new sidewalk.</p> |
| 16 | LD1 | N/A | N/A | Discuss impacts of LD1 | <p>(9/15/20) Council agreed to log to ensure discussion on how to mitigate issues with LD1. (3/23/21) Katy advised that we are currently \$4,500 over LD1, but with some of the changes requested that number will go up. Council agreed we MUST come in below LD1 this year. Discussions on how to accomplish that will be held at 3/24 WS. Katy pointed out that separate questions would be outside the LD1 for operations/CIP. But then would require individual LD1 questions to go with them (ie Senior Tax Rebate - IF Council proceeds or accrued time off fund). (3/24) After the changes made - the budget is \$1,502 under LD1 incl employee accrued time fund. The Senior Tax rebate will be over the limit & set up as a separate question. (3/22/22) Town was in LD1 territory as soon as the State increased their share of revenue sharing. The MIL rate is not increasing, but residents will need to vote the LD1 question to approve the budget. (3/29) Katy rev calculations and Council agreed trying to add some additional information to flyer, in Nate's presentation and perhaps in the videos is a good idea. (12/20) Nate & Sandy discussed with new Legislative team. Annie G will be researching further. Krista will check with Tony P at GPCOG to see if he has some suggests for new language. Council will discuss at upcoming WS. (2/2) Sandy will be meeting with team. (2/8) Sandy, Anne & Nate provided testimony along with Sen Pierce and Rep Graham at a public hearing held by the legislature related to possibly repealing LD1 or modifying the language to allow for a rebase and simplification of the calculation. Gray also proposed language to eliminate the separate question requirement if repeal was not possible. Committee to begin work on details. (3/8) Nate worked with MMA to support a repeal (3/27) Lauren adv we will not have an LD1 ques this year due to the reduction in State revenue sharing</p> |

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| 17 | Communications | \$18,910 in owed fees / \$102,000 in annual fees \$98,000 projected | N/A | Consider proposal from Community Communications Committee to use Franchise Fees for Equipment | <p>(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms. (2/11) Council agreed until this money is rec'd, it will not be considered. There was a good conversation about how best to utilize the funding with everyone agreeing increasing communication was a high priority & it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved. (2/24) Council discussed and Spectrum is currently paying the 5% fee from previous contract. Council will consider new Cable Ordinance at 3/1 meeting & will further discuss the PEG fee (up to 2%) vs. setting aside a portion of the 5% for PEG. Katy needs to advise if a separate fund for equipment can be established. (3/8) Katy prov info in e-mail - council to discuss again. (3/17) Council appr ordinance update. Equipment needs included in budget. separate PEG fund will be discussed once negoatiated contract is obtained.</p> |
| 18 | Electric Vehicle Transition | ? | N/A | Transition Municipal vehicles to electric versions | <p>(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, conversting as many vehicles as possible to electric will save more costs. (3/23) Council discussed plan for this - GPCOG has a loaner available for Towns to try out - Kathy adv they have used it before. Staff feels that having one 'shared' EV car would be beneficial - could be used by Code, Assessor, Admin, Planning, etc. and would charge overnight so the level 2 would work. Nate pointed out the question is which vehicle would it replace? Trucks make up more of our fleet and availability is an issue right now. Council asked if we could use the addt'l bond savings to transition to one EV vehicle in the coming year. Of course, the EV charging station would to be installed & wonder if we can use bond savings for that work? All would need to be done by Aug 31st. (3/24) Katy verified bond savings can be used. (4/12) Council agreed we need to more analysis on which vehicle makes sense to convert and options (lease, rebates, group purchases, grants, etc.). Highly unlikely this could be pulled together in time for the bond savings deadline, but Nate has the option to bring this before the Council, if it does work out. Otherwise, it will flow into next year's budget discussion. (2/14/22) Issues with stock availability & the fact that the charging station is not available yet has delayed this review. The hope is to be able to do the review and make proposals in next year's budget. Leasing options may be a good way to go as well. Mo provided an update on the EV Charging station - awaiting estimate on station model - rebates changing weekly. (10/) LD1579 requires this by 2035. (2/16/23) Mo adv he was converting mower to electric version. Some discussion about cost/benefit - reminder Town may own solar array in future. Inventory is an issue still.</p> |

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| 19 | TIF Funds | \$365,147 / \$75,000 (2021) \$50,000 (2022) \$400,000 (2023) <u>\$355,000</u> <u>(2024)</u> | N/A | Determine available funds from Village TIF | (3/9/21) Katy advised \$365,147 is currently in the Village TIF fund. (4/12) Council agreed to pull \$75,000 forward to have available in next year for planning work on Main St / Route 100 MDOT project and Village master plan planning. Verified that Nate will bring forward any spending to the Council before money is actually expended. If no money is pulled forward, if there is a need, then a special Town meeting would need to be set up. The voters have already approved the use of this TIF funding for this type of work. (2/10/22) Katy prov spreadsheet - total South 100 TIF = 1,362,995 includes \$495,000 for WD (minus anything that has been distributed to them). Village = \$476,428. (3/15) Council agreed more than \$35K should be set aside - perhaps some for land acquisition as part of infrastructure work. Nate to give it some thought & provide figure. Defining how money will be spent will need to be done as we move forward. (3/22) Council agreed to increase this to \$50,000 as a cushion for the planning & infrastructure work. (3/27) Council allocating \$160k for Douglas Field relocation + \$100k for internal planning projects + \$150k for Principle Group contract work. Nate needs to verify the figure for internal planning. (4/4) Reviewed additional \$45,000 on CIP & agreed to move to TIF |
| 20 | Septic System | \$5,000 (2020) plus \$5,000 (2021) \$50,000 (2022) \$400,000 phase 1 + \$92,000 phase 2 + \$125,000 phase 3 | N/A | Create replacement plan for Pennell septic system | (2/18/21) Mo identified the Pennell Septic system as an example of a pending critical issue that is not included in any planning/budgeting for the proposed Buildings Condition Assessment. There are currently 4 systems - Pennell ('58), Gym ('32), Maintenance ('52) and Science (??) which are extremely old. Combining and replacing the systems, as well as, addressing the status of the fields (reclaiming/reconstructing) should be done - sooner rather than later as there is no way to know if/when one or more would fail. Council agreed we need to log and add to CIP planning. (3/22) Sandy brought up this issue to ask Council if we want to start putting some money away. Anne suggested at least money to do some testing/engineering on a replacement system so we have a figure we can budget towards. More to be discussed at 3/24 WS. (4/12) Council rec'd feedback from Dean/Mo related to the "reclaim fields" CIP item - which was originally set to redo the fields at Pennell - may no longer be as critical because the soccer organization is no longer using the field and the field will need to be ripped up to deal with the septic so any redoing of the field will be tied to that project. Based on that, Council will rename this fund to the "Pennell Septic Fund" to allow Mo access to \$10k in funds to hire someone to analyze and come up with costs to address replacement. This will allow the Council to add the project to the CIP. (4/14/22) Mo reviewed recommendations from facilities study and estimated costs. GP is working on an engineered design - using the \$10k budgeted. (3/22) a hydro engineer specialist is needed to do the proper planning and given delays, Mo is proposing we budget \$50,000 to complete the evaluation & design work - but pull in the full footprint. That will inform the total costs and allow for savings overall. (3/29) Council agreed to fund first payment using ARPA funds. (2/16/23) plan will be considerably more expensive than thought - \$400k for phase 1 & then \$92k for parking lot/relocation of b-ball court. Sandy asked how much was in Bball light fund as that would go towards project & suggested this be considered for the bond bucket "cip" - council agreed. (2/27) \$7,500 is in b-ball lights fund. (3/16) Nate pointed out there is also a pickleball court planned - need to verify figures for phase 2 (3/23) Mo clarified that Phase 2 is the removal of the existing b-ball courts & addition of new parking lot = \$92k. An additional \$125k is needed to rebuild the b-ball court & add a pickleball court. It would be \$80k for just the bball court. (3/27) Council considering bonding this project along with the Manual Arts Building work. |

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| 21 | Boat Ramp | \$62,000 total @ 25% = \$15,500 - \$2,000 leftover + \$16,500 from sub D for match | N/A | Determine if Grant funding is available for Boat Ramp replacement | <p>(2/18/21) Last year's grant fund was frozen due to COVID. Sandy to reach out to State to find out if there will be funding this year. Last year, State provided some concrete planks to assist with repairs in lieu of grant funding. (3/2) Tom Linscott (Director of Boat Ramp Facilities) advised they do not have funding as of right now, but are hopeful that will change shortly. Forwarded note to Heather Seiders who manages the grant fund. Sandy will tag for follow-up. (3/9) Mo adv that further repairs will require professional services and a DEP permit. Nate to work with Staff to determine if ramp can go another year or not. Town would prefer to apply for grant but may not be able to wait if grant funding is not available in the coming year. Sandy to follow up with Heather on grant status. (3/22) Mo adv the ramp should last 1 more season - because it has to - there is no way to do addt'l repairs. Dean has sub pre-application for the grant money which is available this year. A site walk is planned in April and the hope is the water line is low enough to see full condition. Mo adv that standards are 12 feet - the ramp is 10 feet - Dan pointed out we may not want to increase width given CL is very small - it would allow for larger boats which could be a problem. Doug asked if addt'l riprap could be provided to prevent boats from damaging area at end of ramp. Planks are around \$205 each and at least 20-25 will be needed - so that alone is \$5,100. Town must budget for 25% - State pays for 75% up to \$15,000. If the total cost of the replacement is higher - then the Town needs to budget more. Nate/Mo/Dean will work to obtain a better estimate for a total replacement. This will also need to go into the CIP for future maintenance and replacement. It is unlikely we can use bond savings as the work will need to be done by end of Aug - and Mo is advising we put 'cash' in for the 25% match not 'in kind' as the work is specialized. (3/24) Mo verified it is up to a \$150K match & est is \$62,000 for a 10 ft ramp - 25% would be \$15,500 - Katy adv \$2,000 is leftover from last year for repairs & will add \$13,500 to budget. (4/12) Council agreed to move match to Sub D. (2/24) Mo adv we did not rec grant. He is seeking more info & info on this year's cycle. He also believes the \$62K is high. Council to make decision on status before end of budget process. (3/17) Mo adv grant prog will accept new apps & State contact will rev to provide feedback on increasing our score. Council agreed \$2K in current budget should be used to address erosion issues now. \$16,500 from Sub D will be tagged for grant match. If grant is not awarded, next year, Town will fix ramp directly. (9/20) grant was approved! (2/16/23) Mo advised total is \$77k but await letter as State awaits funding. Cannot be done until Fall due to DEP restrictions. ADA will be rolled into project with any necessary funding coming out of Sub D.</p> |
| 22 | Stripping Bid | N/A | N/A | Determine if it is possible to allow HOA to participate in Town Stripping Bid | <p>(3/2/21) Dan asked if it would be possible to allow HOA to jump on the Town's stripping bid to reduce overall costs and ensure regular stripping. Katy pointed out there may be an issue because the Town is tax exempt and HOA are not. Further research is needed.</p> |
| 23 | Town Brand | ? | N/A | Create a Town Brand for Communications | <p>(3/15/2021) Council has made a substantial effort to increase communications with residents, we have a new Communications Committee and various Committees are communicating directly to residents. It was agreed the Town should create a "town brand" to be used in all communications, along with a protocol and maybe a checklist to ensure consistency of messaging. (12/9) Council agreed this is a priority but we cannot create a campaign until we are ready to deliver on that campaign. (2/24) Council discussed when CEDC presented budget and felt it was too early to do a full fledge campaign as we cannot deliver what we promises to new businesses; however, Nate advised in subsequent budget workshop that Jon, Kyle and him are working on a new standard which will be used in all official communication - font, header, format so everyone can identify an official communication. This will be roled out in the coming months. (3/2/23) Josh advised work is underway on this with a review of graphics startig with new business cards. This will take time to work through.</p> |

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| 24 | State Revenue Sharing | N/A | N/A | Move State Revenue Sharing figures outside of Budget for voters | (3/24) Dan proposed we move State Revenue Sharing out of the budget we present to Residents. This year, it would look like an 'increase' but going forward, it could make it easier for them to see year over year totals without the volatility of Revenue Sharing changes at the State level. Concerns with the LD1 question situation last year, and misunderstanding that taxes make up just a portion of revenues to cover expenses were discussed as well as not having enough time to explain the change to residents. The Council agreed it may be valuable to do, but need more time to discuss and figure out communication strategy to Residents. |
| 25 | School Timeline | N/A | N/A | Work with School to account for absentee ballots timeline | (4/12) Each year the Council needs approve the School Warrant. In the past, there has been no dollar amount so they have been able to submit for consideration prior to their final budget vote. However, due to CARES act funding, they have been required to include a figure last year AND this year. Their budget vote is not set until 4/28 with their warrant article vote not set until 5/3 so the earliest agenda Council can take up action is 5/18. Absentee ballots can be requested starting at the beginning of May - thus Town needs to mail out municipal with note saying school will be available later and then track as a separate election. This increases costs for the Town and is inefficient for voters. There appears to be no statute requiring the School meet the absentee ballot schedule (as there is for Towns with referendum votes). Need to add this as a topic for the Joint Leaders meeting to resolve next year. (9/9) Sandy & Nate reviewed with Craig/Sam at Joint Leaders meeting - they will work to adjust timeline. Will follow up after first of year. (1/18) Sandy adv this will not be an issue as MSAD15 will use a yes/no only question - no figures. (3/16/23) Sandy provided update on School timeline & will forward some preliminary figures to Council (3/23) Council rev figures provided from Sam with Lauren which were lower than initial 20% increase figures. She will use to run MILL rate calculations with certified ratio options for review at 3/27 meeting. (3/27) Lauren provided updated spreadsheets - Sandy will follow up with Sam after their 3/29 meeting for updated figures. |

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| 26 | Public Safety Strategic Plan | \$225K (radio hardware) \$230K is the new price + \$125K more to do full plan | N/A | Identify and Plan for budgetary items from Public Safety Strategic Plan | (6/15/21) Chief/Nate presented Public Safety Strategic Plan at TC meeting. Plan identifies needs in several areas (1) increase in full time EMT personnel (2) change in per diem schedule to 12 hour shifts (3) upgrade radio hardware which will be obsolete within 3 years - \$100k plus \$30 per radio for digital chip (4) review of building conditions (Port City will complete this year). Anne pointed out that perhaps some stimulus money could be used (grants) for the radio upgrades. There was also discussion about training needs and facilities - Association has raised money to help build new training apparatus but does not cover "fire" training. Regionalization was also discussed - possibly in the area of training/communication - recognizing that shared equipment is a big opportunity but also a political issue. (10/19) Chief presented updated proposal for radio work as it qualifies for ARPA funding and a possible Cumberland County Grant. Vendor will come before the Council to provide more detail on solutions. (12/7) Vendor provided detailed presentation to Council. Chief adv County is not focused on this type of application - but it was submitted on time. (3/8) Nate adv he has been working with Chief to implement some changes and set up metrics which already show improvement. Dan suggested having a summary of that work may be a good item for the flyer. (3/29) Council agreed to fund in this year's CIP with ARPA funds. (2/16/23) State police changed mind about allowing us to add to their tower. Nate adv there is a state agency meeting coming up & he is trying to get them on agenda to discuss. Plan B is to add to water tower on Mayberry & then cut trees around water tower on Yarmouth (which are on private property). Plan C would be to build own tower - very expensive. (3/23) Chief rev new proposal without use of State tower. (3/27) Council agreed to allocate ARPA funds to cover this while continuing to pursue State tower option. |
| 27 | Facilities Study | Maint move \$64,400 + other safety items \$233,000 upgrades to Manual Arts Build | N/A | Review Facilities Study Report to Identify items for this cycle | (11/16/2021) Nate has provided the summary of the Facilities Study done by Port City to Councilors. There are quite a few recommendations and all carry budget lines. Council will review full report once available and determine priorities and which items to include in this year's budget based on Nate/Staff recommendations. (4/14/22) Mo reviewed proposed items from study for this year's budget. Big decision is whether or not Maintenance will be relocated to Village Station. Est is \$100k - \$35,600 in Maint building costs = \$64,400 with the possible fencing \$13,565 as an item that could be reduced or put off. (3/22) Council agreed to move Maintenance to Village Station - appropriate CIP changes will be made. (2/16/23) Maint move is progressing. Will cost \$180K + addtl items = \$233K to upgrade manual arts building to add bathrooms, office & reception and then meeting/activity space. Council will discuss further with Rec Dept (3/27) Anthony provided updated information on usage plans. Council considering bonding this project with the Pennel Septic/footprint project. |
| 28 | Grant | TBD | N/A | Review and apply for Recreation Economy for Rural Communities Planning Assistance Grant | (11/16/2021) Anne shared an e-mail related to this grant program with the Council. We may have missed this year's deadline, but given the level of planning going on in Village which has a strong connection to Recreational activity in Town as well as the Libby Hill Trail System agreement, it is possible we qualify. (3/3) Will keep this program in mind as continue work on Village planning. |

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| 29 | Speed Signs | TBD | N/A | Consider the purchase of fixed Speed Signs to be placed in strategic locations | (12/07/21) Alec advised the best results come from a mobile sign left for about 2 weeks. Add'l signs could assist by flashing "slow down" or the vehicles speed - being used in other towns. (3/8) Council/Staff discussed. Anne provided some info from research \$2,800-3k, but Alec checked locally and found it to be in the \$5,600 range - with the mobile ones around \$9,600. Council liked idea of solar power signs, maybe around the Village area to start. Decided more research is needed and location/usage testing could be rolled into the traffic calming work planned for the larger infrastructure project planning. There was also a discussion of maintaining the data collected by our existing sign - Alec advised a better laptop is needed, but is in the budget this year. (3/16/23) Council agreed PW needs to compile data from upcoming season with the existing speed sign & then perhaps test locations. Will consider additional signs as part of big projects and next year - prefer mobile signs & those that can be programmed with messages. |
| 30 | Data Set | TBD | N/A | Identify set of Towns to be used going forward for data sets | (1/13/2022) Nate provided extensive data information for several budget discussion. Council has long struggled with finding similar Towns to use as a data set to do comparisons for various discussions/proposals. Council would like to evaluate data presented and come to agreement on which Towns will be in the data set moving forward to bring consistency to discussions. (1/17/23) Council discussed and decided on Bath, Skowhegan, Standish, Bridgton, Cumberland and Windham. |
| 31a | Professional Services | \$4,525 increase (legal) | N/A | Prepare Request for Proposals for (1) Legal Services (2) Engineering Services | (2/10/22) Nate advise Jensen & Baird is increasing their hourly rate. Council had discussion on when the last time an RFP (request for proposals) was posted for Legal Services. It has been well over a decade - same goes for Engineering Services. Nate advised that standard practice is to put out an RFP every 3-5 years to ensure best options for Town. It is no reflection on services, but due dilligence from a financial standpoint. The issue of our Auditing Services also came up - but Katy advised we have a 9 year contract with them. Nate will work up an RFP for the legal services as soon as feasible. (3/22) Nate issued RFP for legal services. (3/29) Dan & Marty will help with interviews - Krista is back up if Dan is unavailable during the day - vacation week. (5/19) Council agreed to go with Nate's recommendation to stay with Jensen & Baird - Krista & Marty agreed they had the highest score. (12/20) Council agreed we need to set up all professional services up on an RFP schedule (3-5 years). See below 31b for Auditing services which will be done in the coming year. Need to review services to determine if others besides Engineering should be added. Also, need to wait to see where PW Director position lands as it may impact engineering services contract. |
| 31b | Professional Services | \$9,494 | N/A | Prepare Request for Proposals for Auditing Services. | (12/20) Auditing contract is up this coming year. Council agreed Staff should RFP for renewal to ensure the best option is secured. (2/27) Nate has draft to bring to the Finance Committee & they release. Increased budget line by \$9,494 in anticipation of higher costs. |

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| 32 | Science Building | \$375,000 | N/A | Determine Needs & Uses for Science Building | (2/14/22) Mo presented the results of the feasibility study for the Science Building. The recommendations is best use if for open space (2nd floor) and then conference room, kitchenette, ADA bathroom (1st floor). ADA accessibility must be addressed by either (1) ramp - not approved by State Historical Agency (2) lift - most economical and user friendly to historical building (3) elevator. Costs to convert building to usable = \$375k. Mo advised asbestos and lead paint have been addressed both inside & outside building. Council agreed we need to have conversations with residents, recreation department, and others (library, local organizations, etc.) before deciding on best use. Should roll this into the Village Gateway/Village master plan outreach efforts. It is likely a bond package will be the best option to move forward - possibly rolling it into Village Gateway work/infrastructure project - funding. (3/2/23) Council has asked Rec Staff to review report and using one of the layout options or coming up with a new one - determine the feasibility of using the building to expand childcare services. This analysis should be done in time for next budget cycle. |
| 33 | Town Seal | TBD | N/A | Consider possible update of Town Seal | (2/24/22) While discussing the Town Brand item, the issue of the Town Seal came up. Could/should it be redesigned to refresh it? Make it more relevant? How much would it cost? Something to consider for next year's cycle. (3/2/23) Josh advised it would be better to wait until the Town Brand was established. In addition, in his experience, it takes a larger community engaged effort to identify new seals. They could look at the graphics to make it better in the meantime. |
| 34 | Recreation Transportation | TBD | N/A | Evaluate options for Recreation Dept Transportation | (2/24/22) Right now, Rec is dependent on School bus availability which has been greatly hampered due to covid and driver shortage. There are insurance issues related to Gray renting their buses, but perhaps we could contract their services. Nate pointed out that some of the driving would be done at peak School times or when School is not in session so it may not be feasible. Another option would be to work with NG to do a joint purchase of a van or small bus that could be shared. Anthony/Nate will work on collecting data and coming up with options for the next budget cycle. (3/2/23) Council has asked Anthony to identify a vehicle that would fit this need an associated costs for consideration - maybe add to CIP schedule or could Sub D funds be used to do a lease/purchase or purchase. (3/23) Anthony provided rough estimate of \$50k which excludes training, insurance, etc. Given the supply issues right now, Council agreed to push this off another year. |
| 35 | Transfer Station | TBD | N/A | Track & evaluate impact on Transfer Station budget created by new Packaging Legislation | (3/3/22) The Legislature passed a bill to require producers to fund the costs of recycling packaging material they create. The fees will be based on how much they produce and are supposed to be used to offset municipal waste costs. Nate will need to research and track the new policies as they come on line and work with Randy to update costs next year. (10/1/22) LD1467 expands on this to create a circular economy for post consumer recycled plastics. (3/2/23) Stakeholder meetings are still being held as part of rulemaking. Payments are not expected for a few more years. Staff will continue to monitor. |
| 36 | Driveway Inspections | TBD | N/A | Evaluate which Dept should do Driveway Inspections | (3/3/22) Scott advised that he has limited experience with driveway standards and inspection as the Town's he worked in previously had Public Works do the inspections in lieu of Code Enforcement. That seems to be a better alignment given the expertise in Public Works and the need for them to inspect other aspects of permits/plans. Nate to research in the coming year and make recommendation to Council. (3/16/23) If Council approves reorganization for PW dept then Staff can take over this role - once on boarded. |

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| 37 | PFAS | TBD | N/A | Investigate State Level PFAS testing/resources | (3/3/22) Staff will ask Cumberland County Water & Soil if they can add testing to include PFAS screening to their upcoming work. They may also have some guidance on the State level options. Staff will work to obtain more information on what is available to residents via State resources as Gray has 2 sites identified and residents should test their wells depending on where they are located. |
| 38 | Planning Fund | TBD | N/A | Create a CIP fund for Planning/Engineering | (3/3/22) Sandy pointed out there have been a few situations where we would like to move from shovel worthy to shovel ready, but do not have access to funds until the next fiscal year. Or have run into situation (like the stormwater collaspes) which are urgent and need engineering or professional planning/review. Council is willing to consider setting up a fund which would allow us to put away money, but need to make sure we clearly define the parameters of the fund and how the money could be used. (3/27) Council will be using TIF funds for upcoming planning - reconsider next year. |
| 39 | Stormwater | TBD | N/A | Reach agreement with MDOT for Stormwater replacement on Portland Rd (South) | (3/8) Alec adv the Council of his concerns related to the status of the stormwater infrastructure on Portland Rd from around NAPA/Dollar Store to the ditch (around the B&R Dairy). There are 4/5 catch basins. MDOT has advised they want similar video work done to demonstrate the need for replacement. Alec working on costs. (3/16/23) See above for sidewalks - Council looking for some high level figures for next year to consider options for funding. |
| 40 | Stripping | TBD | N/A | Conduct outreach to Mayberry Residents on possible new stripping | (3/8) Council discussed need to improve safety on roads outside the Village like Mayberry and whether stripping like on Hancock may work on that road. Alec pointed out it does have a yellow double line so we would have to account for that in our discussions. Sandy pointed out there has been a request over the years to lay down seasonal speed bumps - at least in the area of Wilkie's Beach - but no consensus from residents. Anne adv when Hancock was done it was a process - starting with forums with the residents. Council agreed that is the way to begin. (3/16/23) Council req PW to add some small funds for possible testing |
| 41 | Law Enforcement | TBD | N/A | Obtain addt'l information for future Law Enforcement costs | (03/17/2022) Council discussed possibility of obtaining addt'l information from the Sheriff's office regarding costs for continued contracts - for example - when do union contracts come up for renegotiation. Nate will research. (9/20) Also have a comprehensive discussion on what services are being provided, how that work is scheduled, what, if any community engagement work is done, and how metrics can be provided. |
| 42 | EV Charger | \$25,000 | N/A | Install (2) EV Chargers at Pennell Complex | (03/17/2022) Mo went over analysis & location for 2 EV chargers at the Pennell Complex which will require a new service - to avoid overtaxing existing services. Given the work necessary for the sewer update - Mo is looking to roll all changes - conduit for new electrical, burying propane tanks, laying new water lines, etc - into that project to save costs and disruptions. Estimated cost for EV Charger is around \$30,000 if we increase to 400amp service at the same time. There are rebates available - but limited. The new infrastructure funding have funds set aside for EV chargers in "rural" areas - may or may not qualify. Council set up account which has \$5,000 from last year - so addt'l \$25,000 is needed. (3/22) This work will be rolled into the larger Pennell footprint plan (Pennell septic). (2/16/23) Mo advised CMP has set new pole and this work will be done this coming spring - this item will be closed. |
| 43 | GCTV Usage | N/A | N/A | Create Metrics to measure GCTV Usage | (03/17/2022) Council agreed to realignment of staff in hopes that Library Director will have more capacity (with Asst. Director added) to engage Community and increase programming on GCTV. Council would like some baseline metrics created and then used to check back next year on progress. (3/2/23) Josh advised they cannot obtain direct metrics on the cable viewing but have seen 300+ viewers on the youtube channel and in almost all cases, they see a rise in engagement. |

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| 44 | Cemetery | \$5,400 increase in overall budget request | N/A | Review Lanes in Cemetery for repairs | (03/17/2022) Cemetery budget letter included a statement indicating the group would like to meet with Town Staff to review the status of the lanes and discuss long term repairs and upkeep in coming year. (2/16/23) Cemetery is asking for \$5,400 - Mo adv he has no insight into their budget process. Dan suggested we ask them going forward to provide 3 years projection of costs to encompass any projects they have planned. |
| 45 | County | N/A | N/A | Identify impact from County budget move to Fiscal year | (3/22/22) Council agreed to opt into the 5 year payment plan with the County and if we have the ability to pay forward faster we will. Katy advised we have until Dec to let them know. Katy is checking on flexibility available. (3/16/23) Nate has included the updated figures using 5 year transition plan in budget. |
| 46 | Chatbot | N/A | N/A | Research Chatbot feature futher | (3/22/22) Generally Council agrees an AI assistant could bring value - but only if it is efficient in the assistance. More research needed on this option and vendors. (3/2/23) Council agreed this item should be closed. The quality of this type of software varies greatly, it can open the Town up to large additional fees if users abuse it or are confused by it and it poses a security risk. The redesign of the website and adding functionality directly is a better approach. |
| 47 | Northbrook TIF | \$733,000 | N/A | Determine impact of Northbrook TIF expiration on budget | (3/29/2022) Council discussed the fact that Northbrook TIF is expiring in 2027. Need to analyze how that closure will increase tax revenue while accounting for increase in Town's valuation which will reduce State revenue sharing amounts for both Town and School District. (12/20) Lauren provided memo with more details to Council. Hard to figure out the impact to State Revenue sharing, but Lauren will look into further when this year's numbers become available. Council is just looking for ballpark. New tax revenue will be \$235,127 but how much of that will be negated by the decrease in state revenue sharing - 50%, 25%? that type of estimate. Lauren also identified \$474,295 in funds available for use in the TIF - this is NET of tax reimbursement to Northbrook. The TIF was set up to allow use for Village Infrastructure projects! Sandy also advised Legislature is considering making changes to TIF rules which would allow Towns to extend beyond the 30 years IF the funds are redirected to specific projects - like housing or infrastructure. (3/23) Lauren provided updated spreadsheet with \$786K projected final fund amount. |
| 48 | Budget Flyer | N/A | N/A | Add Salary Adjustment total vs. individual dept budget | (05/19/22) Dan pointed out there is a difference in how the total salary adjustment figure is shown in the budget vs. the allocation moving into dept budgets between documents. Try to create an explanatory note for next year's flyer. |
| 49 | Loan Program | N/A | N/A | Use ARPA funds/or other to create revolving Loan Program for Water Quality upgrades/issues | (5/19/22) Dan suggested if the Town had a revolving no interest or low interest (with admin fee to cover costs of processing) for residents to tap to upgrade septic systems, address erosions issues or other water quality improvements, more residents may agree to complete these upgrades to protect our water shed. Other towns have these programs. Could possibly use ARPA funds or other funds to start. (10/1) Michael suggested adding residential solar as a option for this loan program to assist with climate action goals. (3/7/23) Council discussed - many considerations, would like more information on current plans being run by Lake Associations, CCS\$W, other muni's and amounts being budgeted. Could start putting money in designated fund as research on how/if a program is done is being researched. (3/27) Council agreed this needs more research & analysis and would like to consider in next cycle. |

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| 50 | Employee Benefits | \$35,000 | N/A | Review & provide recommendations for changes to the Retirement benefit | (06/07/22) As part of the changes made to the sick time payout policy, the Council committed to considering changes to the retirement package for employees. The sick time payout was being used as a way to save for retirement which is not appropriate. Providing a more robust retirement option will offset the sick time pay out elimination. Nate will work with Staff to bring forward a recommendation for the next budget cycle. (2/27) Nate provided data indicating that Gray's current retirement fund & match is at or better than the average and like municipalities. The Public Safety retirement benefit is not. Most/many Muni's are providing MePers - using a hybrid model. Nate & Union reps will meet and come up with a couple options for council consideration. The fact that we do not offer MePers prevents existing experienced employees from considering full time employment here. That forces the use of per diem newly entering the field hires which require supervision and create a need for more OT until they are fully trained. (3/23) Nate provided updated proposal which is approved by the Union - add MePers for retirement and postpone adding addt'l staff until next year. This would give Chief time to fill current vacant positions. The cost of MePers adds \$35K but the reduction of 2 new positions reduces the budget overall. (3/27) There was an missing position (vacant) which was added back into the budget so overall there is an increase in personnel line. |
| 51 | Scholarship | \$1,600 | N/A | Review status of Charles Baker Scholarship & replace funds | (6/7/22) Sandy rec'd a request from a resident regarding the status of this scholarship fund. Katy researched it & it appears a portion of the principle was paid out inadvertently. Until that money is replaced, the interest cannot be used for scholarships. Based on the small amount of interest, that could be 30+ years. Council to consider replacing principle to make account whole & also whether an outside organization would be better suited to manage the scholarship. The Grange 41 scholarship should be reviewed as well. (1/17/23) Council agreed to include \$1,600 for Charles Baker Fund to make it whole. FD needs to research the Grange 41 to determine status & further discussion is needed on administering the funds moving forward. (3/23) Grange 41 info provided - original principle was \$15K - status is unknown. Will need to do deep review to find status. Council agreed not enough time to do this year. Needs to be done prior to next budget cycle. Council also agreed a review of who/how scholarship programs are handled is needed. |
| 52 | Boat Ramp | N/A | N/A | Make addt'l ADA upgrades around boat ramp | (7/5/22) Companion to item 21 above - Town is reapplying for boat ramp grant. Mo advised the lack of ADA accessibility to the boat ramp reduced our score. Council agreed we should add to the project as Mo believes there is minimal impact to the shoreline, there is room away from the public beach and minimal impact to vegetation. He will add "contingent on local/state approval" to the application. If the grant is not approved or the amount is too low to do the ADA piece, Council is committed to handling as addt'l project to boat ramp. (2/16/23) adding ADA to app let to approval. \$77k being provided between that & Sub D funds - this should be covered - this item will be closed. See above boat ramp item. |
| 53 | Sub Division Roads | N/A | N/A | Review impact of making Private Sub Division Rds Public | (8/2/22) Dan asked Council to consider requesting more specific budget data for public maintenance of current private sub division roads which currently have winter maintenance already provided at a workshop. His thought is if they Town is going to mandate specific standards and Sub Divisions meet the standard, the road should be public. If not, then consider changing the standards. Council agreed to discuss as part of upcoming budget cycle. (3/16/23) this will be discussed further as part of WS for road standards and Deer Acres. |

| No | Items Label | Cost Est. | Task No. | Description | Comments |
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| 54 | Senior Tax Rebate | \$3,000 | N/A | Review impact of LD290 Property Tax Stabilization Act on Local program | (8/2/2022) Legislature passed LD290 which freezes property taxes for any resident 65 years & older who has lived in a homestead for at least 10 years. The State is indicating it will reimburse Towns for the last revenue 100%. There is no means testing, no asset testing and residents can own other properties (such as rentals). Provide feedback to our Legislative Team to add means/asset testing to match our local program. Consider changes to our local program as this now gives them a double benefit in addition to the tax deferral option also provided at the State level. (12/20) Nate & Sandy met with Legislative team & Teresa P advised this will be looked at early in the new session. Not sure exactly what will be done, but some type of means/asset testing will be added. The question will then be, is there a grandfather clause or not. (2/2) Lauren provided info on 612 applications processed and estimated \$3,000 in administrative costs which are not reimbursed by State. Sandy will share with Leg Team. Council agreed further discussion is needed on changes to local program to sunset it in some way. (3/23) Dan advised he spoke to someone who qualifies for the freeze & is adding a new ADU under the LD2003 updates and this will prevent his taxes from going up by the additional valuation to the building shifting that burden onto other taxpayers when this resident will have a new revenue stream to pay their taxes. Sandy shared with Legislative team. |
| 55 | Town's Website | N/A | N/A | Review options for Town's Website | (9/14/2022) Dan points out the search feature on the website brings back results in no logical way - they are all intermixed. Kyle advises there is no option to improve it on the current platform. Council to discuss with Staff options for moving forward including the possible conversion to a new platform. (3/2/23) Josh's recommendation is to now throw out the baby with the bath water - ie - the overall website functionality is really good and fits well with needs, except the search engine pulls back data by volume instead of by date. He pointed out that the use of the website is increasing with users being able to find items directly without the search feature. In addition, they have not rec'd a lot of complaints about the search engine. They will also research a way to 'archive' some of the older - outdated material which would help. The Council agreed a change would not be pursued at this time. |
| 56 | Stream crossings | N/A | N/A | Identify & review status of stream crossings | (9/14/2022) There is some DEP grant money available for replacing/upgrading stream crossings. Dan has asked for a status update on Gray's stream crossings if any. (3/16/23) Tim advised that right now the funds are covered in culvert line items. Dan pointed out there should be standards to ensure consistency with replacements. Sandy pointed out there may be some resiliency grant funds if Gray can identify specific projects which include planning for long term resiliency. |

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| 57 | Bonding | \$850,000 | N/A | Review Bond rating, Bond status and Bond options | (10/1/22) Council agreed bonding will be a consideration this coming Budget cycle and could encompass various items - land purchases, facilities study items, LH road project, etc. and the Main Street project will likely include bonding. Agree Katy to provide an overview of the Town's bond rating, current bonds and bond options in Jan before budget season. (2/7) Council discussed needed information (1) debt level comparison to our data towns & perhaps neighboring towns (2) interest/term informatoin for various level of bonds. Council also would like footnote detailing funding options added to the spreadsheet - lease/purchasing, bonding, etc. Council agreed to three buckets to start (1) CIP (2) land acquisition (3) projects (bridge loan for Route 100 South TIF/Yarmouth Rd project. (2/16/23) Council agreed to add Pennell project phase 1 & 2 to CIP bond bucket for consideration. (3/27) Council seeking updated details for 5, 7 or 10 year bond on \$850,000 to cover the Pennell & Manual Arts Building projects. \$1 million payment was estimated at \$131.111 annually - reduction in bond payments from current budget to FY24 is \$208,000. Bond payment plus repayment of the 3/12th loan (\$400,000) will likely be below the \$200k reduction so will be neutral for taxpayers. |
| 58 | Ecomaine | N/A | N/A | Identify impact of fee increase for using ash landfill | (10/1/22) LD259 allows increases. Nate to have Katy check into this. Nate also advised Ecomaine is creating plan to discomission/close ash landfill including costs for users. (3/2/23) Randy included the increased fees in his budget. |
| 59 | Assessor | N/A | N/A | Review impact from LD1129 highest use in valuation & revaluation impacts | (10/1/22) LD1129 requires a change to use the highest use for valuation consideration. In addition, last year the Town had a reevaluation due to the home market. Meet with Lauren to ensure understanding of changes and projected changes as we approach June & MIL rate calculations. (11/15) Lauren provided options to Council to do limited reevaluation to bring certification up to 100% or more broad changes to move to 95%. A limited reevaluation prior to the standard one needs to be done - but when is the question - given pending zoning changes. Council needs to make policy decisions on both as soon as feasible as she needs at least a month to make changes (if not more time). (12/20) Lauren provided a revised spreadsheet as there were incorrect figures on the first one. |

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| 60 | Building & Grounds | \$210,000 | N/A | Develop plan to relocate Douglas Field to Village Gateway Property | <p>(9/20/22) Council asked Principle Group to update their report to show the 2 field recreational space originally proposed on the Village Gateway Property and move some of the possible housing to the Douglas Field location. The Douglas field does not fully sit on the Town's property - fencing, the concession stand and parking are all on private property. The parcel was donated to the Town under the condition it remain recreational in nature in perpetuity. The field will be relocated to the Village Gateway and paired with a 2nd field to create a multipurpose field from the two outfields. This will allow the Town to sell the current parcel & repurpose the use of space at Pennell. During the August workshops, the Council asked Doug to work with Will to do a more thorough review of the parcel's condition to help determine the cost for relocating Douglas. GNG LL will be involved and may be able to apply for grant money to assist with the relocation. (3/23) Nate Stone, GNG-R LL President presented a proposal with cost estimates to relocate the field, batting cage & bleachers. Cost is \$175K-\$200K without/with labor. GNGR LL believes they can assist with labor costs. An additional \$75K would be needed to add flush bathrooms & concession stand. Electric is available at the current building & Mo adv an inactive water line is too. There would be a cost to reactive that line. If those utilities can be made available, a temporary concession stand of some sort could be used along with port-a-potties until addt'l funds could be identified. Sandy advised there is an MLB grant program which appears to be a good fit. Proposal is to identify funds (Sub D/TIF) that can be allocaed to project to cover costs - then apply for grant to offset up to 50% with unused funds rolling. The current Douglas field parcel would then be repurposed for Town uses (stormwater management) or sold with funds replacing expenses for the relocation. (3/27) Working with a phase 1 figure of \$210,000 for fields, batting cage & stands - Council will allocate \$50,000 from Sub D funds + \$160,000 from Village TIF funds and apply for MLB grant.</p> |
| 61 | Travel Expenses | N/A | N/A | Review the current overnight travel expense policy to consider change to Per Diem Federal policy | <p>(10/4/22) Katy J has created a new expense report form and is setting up a new process to ensure review & approval is sought by employees prior to submitting for reimbursement. She would also like to have another method for approving the Town Manager's expenses (right now - he approves his own). Nate also asked that the Council consider switching the reimbursement approach to mirro the Federal per diem approach. (12/20) Council approved new policy. This item is closed.</p> |
| 62 | Public Works Director | \$80,400 | N/A | Consider changes to PWD job description and convert existing job to Asst. PWD | <p>(10/4/22) Nate presented some options for consideration to elevate the current Public Works Director position to an engineering/manager position that may also eventually encompass the Transfer Station. That is would require upgrading an existing foreman position to an Asst. to the Public Works Director to take over much of the day to day supervision and planning. The PWD would then only be in a "truck" to plow when there was an emergency need for it. This may require hiring another truck operator. Council agreed to the discussion and requested budget figures to make the changes. The hire would not initial be responsible for the Transfer Station but would start cross training to cover when the Transfer Station Director is out/unavailable. (3/16/23) Council reviewed and updated figures are in the current budget for consideration. (3/27) Council discussted and requested clarification on whether or not the new operator could be hired, keeping interim PW director on & 1 position vacant into next year. Increase is in salary adjs for updating existing PW director position & elevating foreman to superintendent & hiring new operator. Operator would be shared resource - PW in the winter & B&G in the summer.</p> |
| 63 | Staffing | N/A | N/A | Consider hiring a Grant Writer | <p>(10/18/22) Dan made request to discuss this via e-mail. Consider next year.</p> |

| No | Items Label | Cost Est. | Task No. | Description | Comments |
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| 64 | Software | N/A | N/A | Analyze possible software to replace current Tracking Workbook | (10/18/22) Sandy & Nate working on short term bridge process using current excel workbook, but a longer term approach will be needed if the functionality & usage is to be expanded. (11/15) Krista pointed out some type of bug software or project management software may work. (3/2/23) Kyle has suggested the use of Teams and Krista/Sandy agree it could be the solution. A 2nd meeting is set up to put a couple items into Teams and then a Council training session will be scheduled to test it out. |
| 65 | Training | \$1,200 | N/A | Create Council training account within budget | (11/15/22) MMA and other organizations provide training opportunities for Council members which are generally covered by the Town. Need to segregate and start budgeting rather than pulling from Staff training/contingency funds. (2/16/23) This was increased by \$200 - and will be closed now. |
| 66 | Route 100 South TIF | N/A | N/A | Determine impact of Route 100 South TIF expiration on budget | (12/20/2022) Council discussed the fact that Route 100 South TIF is expiring in 2028. Need to analyze how that closure will increase tax revenue while accounting for increase in Town's valuation which will reduce State revenue sharing amounts for both Town and School District. Lauren will look at after she completes analysis on Northbrook TIF & provide same information but for this TIF. (3/23) Lauren provided updated memo & spreadsheet to identify impact for both this TIF & Northbrook closure. Generally speaking, the reduced State revenue sharing will offset most of the current taxes collected on the properties in the district. Sandy also advised Sam during the 3/16 Joint Leaders meeting as it will also reduce School revenue sharing. |
| 67 | General Assistance | \$14,224 | N/A | Consider creating targetted restrictions on GA usage (ie hotel) | (12/20/2022) Pam Edson provided information to Council regarding increased costs of GA - at 14,224 as of Nov for '23 - before reimbursement from the state. This is a stark increase over past years. Other Towns have created 'rent' caps in their Towns - but they are complex and difficult to administer. South Portland has put in some limitations on how much can be provided in GA funds for hotel usage after so many days. Council agreed we should consider and we need to make sure we budget enough money for GA expenses in coming year. (3/7/23) Staff now believe that there will be no need to increase GA funds in this year's budget. |
| 68 | Benefits | N/A | N/A | Compare Gray Part Time Benefits with data set Towns | (2/2/23) After discussing the Code Enforcement PT personnel process, Council agreed that it may be beneficial for Gray to do a comparison of our PT benefits with the set of Towns we selected for our data set - in the coming year. Consider for next year. |
| 69 | Benefits | N/A | N/A | Consider offering some type of Bonus for Retirement Notification | (2/2/23) The School District has created a bonus program for employees who provide advance notification of their pending retirement. This assists with budgetting process given inquiring about status is not allowed. Gray should research further given our sick and vaca time unfunded liability. Consider for next year. |

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|----|-----------------------|-----------|----------|---|---|
| 69 | Transfer Station | N/A | N/A | Analyze adding a Gatekeeper & Increasing Sticker Price | (1/17/23) Almost all communities have Gatekeeper positions set up at entrance to verify stickers to ensure only Gray residents are using Transfer Station. In addition, they could collect bulky waste fees to free up other personnel to manage the Station rather than policing the users. We need to analyze the cost of that type of position - even if it is PT to start. The savings (collecting all fees & reducing unauthorized usage & more efficient use of other staff) may or may not pay for the position. In addition, Gray's sticker rate of \$5 is extremely low compared to all other towns - NG raised theirs to \$10 - many are \$25. (3/2/23) Council agreed that a full cost/benefit analysis needs to be done between now & next cycle to include (1) audit of users (2) comparisons to other towns - data on changes when they added a gatekeeper (3) analysis on time savings for current staff (4) total costs for a gatekeeper and/or electronic solution and comparison to how many tons would need to be saved to offset the costs/over how long (4) price of sticker (3/16/23) Nate will update revenue figures to include increase in sticker price to \$10 |
| 70 | Solar Array | N/A | N/A | Complete cost/benefit analysis of solar array purchase | (2/27/23) Council is logging to begin preparations to engage in possible purchase of municipal solar array. We are entering the 3 year with the array and notification of a possible purchase should be during the 5 year of the array contract. Finance Director will provide 1 month reconciliation of the solar/CMP bills. Need to obtain KW generation and usage numbers. Generally, taking out a loan to purchase the array and using the money normally spent on electricity costs to pay it results in a net neutral impact to the budget. Once the loan is paid off, funds are then direct savings - minus the amount for monitoring, maintenance and decommission. It should be noted, the array location & system does allow for expansion to generate more KWs. (3/23) A 1 month reconciliation which identified the savings from array was provided & KW usage as well. |
| 71 | Designated Accounts | N/A | N/A | Vote to make Contingency Funds designated | (2/27/23) The Emergency Contingency Fund was set up as a designated fund on the operations side. The Buildings & Grounds Contingency Fund was set up as CIP account. Thus, both should roll forward without a required carryforward vote. Need to verify. Then, set up vote to ensure the Town Manager's Contingency Fund becomes a designated fund to roll forward balances. There likely will be no money left this year in TM's account. (3/23) The Buildings & Grounds fund is designated as a CIP fund. Emergency Fund is a designated fund - but the Manager's contingency fund is not. (3/27) Need to make Legal funds in PD & Code designated. |
| 72 | Public Transportation | \$15,000 | N/A | Analyze adding Public Bus Service through RTP | (3/2/23) Council considered proposals to add Public Bus service through RTP the entity running the Lakes Region Explorer. Council had a few clarifying questions related to user fees, ridership numbers and contract commitments. (3/16/23) Add'l info provided & Council agreed to add \$20k to budget for consideration. (3/23) RTP provided more information on the possible MDOT bus service. They also dropped their price to \$15k and advised they would be flexible on the 1 year contract IF the MDOT bus service were to be realized. |
| 73 | Committees | N/A | N/A | Create a standard budget form for Committees | (3/7/23) CEDC provides a very detailed spreadsheet for their budget requests. Dan will use that and create a simplified version which can be used for all committees for next budget cycle. For next year |
| 74 | Subscription Funds | N/A | N/A | Ensure Subscription costs are coded to one account | (3/27/23) Dan suggested subscriptions be coded to one account. Katie adv generally they are. Do a review and pull into the compiled accounts spreadsheet to supplement the budget review (like electricity, fuel, etc.) for next year. |

| No | Items Label | Cost Est. | Task No. | Description | Comments |
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| 75 | Committees | N/A | N/A | Create an e-mail policy to add to Committee Policy | (3/27/23) Some Committees have e-mails and others do not. Some are using and some are not. Complete a review of existing and usage to add e-mail policy to Committee policy before next budget cycle. Costs should be added to Communications/I/T budget. |

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|----|------------------------------|---|----------|---|---|
| 1 | Pocket Park | (2020) Grant + \$2,175 + \$3,300 in Public Works Dept | #69 M10 | Gray Historical Society has a long term vision of creating a Historic Walk with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the Town Owned Property at 5 Yarmouth Rd as a possible mini-park | GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs (3/2) Alec adv they have expanded about 1/2 of the grant 'in kind' total & will complete addtl work in the spring. (3/3) Nate adv that they are finalizing the grant funds now. There are some items that will be done in the Spring - like relocating a bush that created a sight line issue. There are no budget items in this year's budget specifically for the park. |
| 2 | Education Funds | \$5,250 per semester - \$0 in 2020 | N/A | New continuing education fund policy was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds. | Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. Employees had until Jan 19th - request included in individual budgets. (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle. (1/13/22) Nate adv he has no requests for teh 22-23 budget. |
| 3 | Employee Vacation/ Sick Fund | (2020) \$35,000 (2021) \$25,000 (2022) \$35,000 | N/A | As of June 30, 2017 the Town's Liability for compensated absences - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time. | There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28/19) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund. (12/15) Council wants to review & possibly update sick time accumulation policy - currently unlimited. (1/19) Katy confirmed there are anticipated retirements & Council agreed for this cycle, the focus will be funding to cover. The goal long term is to build up the fund. Deb will provide summary of benefit packages in other Towns - Council will review a possible change in 'pay out' cap which may include a change in carry forward policy. (2/11) Katy adv there are no known planned retirements this year, thus the reduction in amount to \$25K. If that holds, we will be able to establish a separate account to offset the liability. Sandy also adv she will be recommending that the Council log the policy discussion on the master list at the next TC meeting. (3/22) Katy has asked Alyssa if we need to have a separate warrant article to establish this fund. (3/24) Katy has verified this will need a separate question but is below the LD1 limit. (1/13/22) Nate compiled data from other towns & drafted a starting point change to the policy. Council made addtl info requests. (1/31) Nate prov more info/Council discussed again, but briefly. Nate conf \$25k in budget as placeholder. Council req Nate/Katy to adv on any known upcoming retirements. (3/15) Council discussed options & agreed on parameters requesting more info from Nate. Will discuss again at 3/22 WS. (3/22) Council agreed to increase to \$35,000 this year & set up designated account (via TC meet) & finalize changes at upcoming TC meeting. (5/19) Council agreed to changes, will be voted on at 6/7 meeting. (6/7) Council approved changes & will need to continue to work to close the gap in unfunded liability with next budget cycle. |

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| 4 | CIP Payment | \$2,455,000 | N/A | 2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below. | Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting. (3/22) Council agreed to increase payment by \$455,000 as overlay is proj to be \$749,000 and recommended amount is \$300,000. |

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|----|------------------------|---|----------|--|---|
| 5 | Watershed Plans | \$18,000 (2018) \$5,000 (2019) \$7,000 (2020) \$5,000 (2021) \$5,000 (2022) | N/A | \$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans. | Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done. (3/9/21) Doug adv that the reg grant requires \$10k commitment, but will be split over 2 years (\$5k each). There is also another request for 2 monitoring stations for \$2k this year & \$1k annually. (3/3) Doug adv addt'l \$5k is being req for previous \$10K commitment - needs to be added to CIP. He is also working with CCSW on scope of work for funding in this year's budget. |
| 6 | Sidewalks - Libby Hill | \$500,000 + cost of 2nd entrance & trail - \$50,000 for planning | #103 H5 | MSAD15 has expressed interest in a joint effort in developing project plans for new sidewalks between Middle & High Schools on Libby Hill Road for possible grant application/approval for outside funding. | Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker RD (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28/19) Council asked to have Will provide estimate for engineering costs. (03/12/20) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. (3/2/21) Council combined this item with the sidewalk ext from Hannaford to Spruce, paving LH road, add a crosswalk to the new possible emergency exit from school - into one project and submit to GPCOG as a shovel ready project for possible state/fed funding. Will not know if there is funding until likely April/May. (12/9) Council to set up WS with MSAD15. (1/31) WS set for 3/28 (3/28) Town/MSAD15 ironed out high level scope. Alec prov updated figures. School will provide figures for 2nd emergency exit & trail. Anne will check into earmark application to submit for federal funds. Council added \$50k to budget to do engineering in case we do not get federal money. (5/19) Gray was not selected - Anne work to set up meetings |

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| 7 | Broadband Partnership | | N/A | Lakes Region Broadband Partnership along with Cumberland County are working on the Connect Cumberland project to extend broadband through major corridors. Updating this to possible funding needed related to Grant being pursued with Windham. | A presentation was made to the Council during the July 3rd, 2018 meeting. Costs are unknown at this time, but goal was to have more information by year end for budget planning. No update on costs at this time. (10/28) Deb advised the group was having difficulty finding a contractor to do the work and thus will not be included this year. (1/19) Deb adv she does anticipate a request for some funding - matches for grants and/or other funding avenues. (3/22) Nate has some inquiries out and Anne adv that Otelco is nearing completion on a plan to build out Gray. There is also going to be federal money available for this work in the coming 2 years. (3/24) Nate has no further information - Council agreed to not put money in the budget. It is possible the federal money avail in the coming year will allow for grant applications for broadband work. (2/24) Council discussed given the landscape has changed considerably with Otelco expansion in Gray, addt'l funding at State level and other priorities, we are not in a position to undertake a large initiative. However, the CTCAC may be able to help create a communication strategy to engage residents to participate in the State level mapping of speeds and options that is currently underway. Nate suggested we reach out to Otelco and obtain data from them as well. Dan suggested that this type of data would be great as an addition to the GIS maps. The work will help identify the level of service everywhere in Gray - good service is necessary for successful economic development. We will close this as a budget item until such time a new proposal is brought forward. |
| 8 | Skateboard Park | (2020) \$15,000 (2021) \$10,000 (2022) \$10,000 | N/A | A GNG Student reached out to the Town asking for consideration of a Community Skateboard Park . Partner with school? | Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. (2/18) Brought Nate up to speed, Dean was unsure if there was any recent activity on community side. (3/22) Sandy suggested we maintain the \$15k fund established last year, but forgo adding an addt'l \$15k this year - due to lack of activity on the project. This will give Community effort time to regroup after covid and we can consider next year. Council agreed. (2/14/22) Dan & Nate advised there is renewed interest in this effort from the School and some residents. Will likely be rolled into the discussion about Village Gateway/Pennell Recreational footprint. Staff recommending another payment into 'seed' money as total costs is likely well over \$100,000. Grants/fundraising will need to be done. (2/24) This issue came up during the Rec Dept review & Nate adv a new meeting was set which Anthony will join as well as Dan to determine the level of support and interest. (3/22) amount remains the same. |

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| 9 | Land Acquisition Fund | (2019) \$50,000 (2020) \$25,000 (2021) \$50,000 (2022) \$50,000 | N/A | Continue to build Land Acquisition Fund | <p>May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and item 13B as a review & input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision. (3/22) keeping amount the same (3/29) Council discussed changing approach to spend the money to allow more flexibility during a fiscal year as real estate deals are usually private and with Land Trusts deals can require quick responses. Katy will check to see if this will require a charter change.</p> |

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| 10 | Planning /Engineering | Route 100 South TIF Funds - \$176K appx + \$240K for Water District (2022) \$500,000 | #4 M3 | TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA). | Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17/19) Public forum held on 12/5 - Council to set workshop. (3/26/20) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election. (1/19/21) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress. (3/9/21) Will rev proposal for services. Council asked that (1) meet with Water District (1) meet with MDOT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. (5/4) WD req more funds for materials. (3/15/22) Council dis need for easement funds in coming year. Nate will try to obtain est from Will. (3/22) Council agreed to move \$500,000 - current est for easment is \$200,000 but there will also likely be addt'l engineering work and possibly preparation work. Nate needs to obtain info on WD portion. |
| 11 | Construction Costs | \$88,400 / GPCOG grant? | #103 H5 | Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA). | Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG. (12/9) Council to set up workshop with MSAD15. (1/31) WS set for 3/28 |

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| 12 | Contingency Fund | Manager \$25,000 Build/Grds \$15,000 | N/A | Many Towns (and most companies) incorporate a Contingency Fund into their budget planning to cover unforeseen expenses. | <p>Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28/19) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18/20) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an addt'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current buget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingnecy fund is needed. (2/11) Deb adv that this was sufficient. (2/18) Council discussed need for fund for buildings & grounds. Will have follow-up discussion on amount & how to set up. (3/22) Council disc separate funds vs. one fund & opted for one fund; however, Katy pointed out moving it out from B&G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again & agreed to move to CIP & increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly & will allow it to roll over. (2/14/22) Recommendation is same payments as last year.</p> |
| 13 | Paving | (2020) \$469,250 (2021) \$449,225 (2022) \$511,650 | N/A | Need to review Paving budget process to ensure projected & actual are closer | <p>Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28/19) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27/20) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year. (3/2/2021) Alec adv only one overlay was done last fall after the budget vote, but he felt the 2020 paving would be done before June. Confirmed that at \$500k a year could clear the backlog in 8 years. This does include parking lots, but not sidewalks. (3/8) Alec rev new paving study & proposed paving plan for this cycle. Alec also adv he will keep GP up to date on newly paved roads & Council agreed new study every 5 years is a good timeline. Dan suggested it be started earlier, but Alec adv it is started as soon as the budget is approved (July) it just takes a long time.</p> |

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| 14 | Libby Hill | (2020) \$13,579 | #27 H1 | Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage | <p>Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available. (12/7) Council supported MOU. Mo to work up figures for this year's budget with GCE assistance. MSAD15 reviewing with proposal to contribute \$5,000. (2/14/22) Mo has rolled budgetting for LH into his regular process/accounts & identified CIP needs. This includes \$7k for legal work on conservation documents. MSAD will contribute \$5k to operations budget & will handle legal fees for maintenance agreement. (3/3) Mo has rolled costs into the Building & Grounds budget and CIP. (3/22) Sandy adv MSAD15 will be remitting \$5,000 in FY22. Will set up designated fund after budget approval.</p> |
| 15 | Traffic Calming Measures | ?? | N/A | Add traffic calming measures as part of the project planning & designs | <p>(10/28/19) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12/20) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test lost cost or no cost options. Need to engage residents and MDOT as we move forward. (3/16) Council agreed to add addt'l striping to Village Shaker Rd - sharrows and more narrow lanes to test out the results. Alec to provide addt'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for sharrows and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrows will not work on Shaker due to MDOT stand. Council agreed to hold off on add funds and will pull this into the Route 100 discussion. (3/8) Council/Staff had good discussion on options and agreed we should roll this into the larger infrastructure projects being planned - working with the Bicycle Coalition of Maine to set up testing options in the coming summer/fall.</p> |

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| 16 | Fencing | ? | N/A | Need to add Fencing to CIP schedule - applicable departments | <p>(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle. (2/14/22) Mo has begun work on this effort by cataloging current fencing. Goal is to come up with a per foot cost for budgeting purposes, but this is complicated by the height and type of various fencing. Long term, trying to streamline those options may be useful. Fencing around solar array is under owners responsibilities, but would transfer if Town purchases array in year 6. Mo will continue the effort for next budget cycle.</p> |
| 17 | Existing Sidewalks | \$4,400 (condition study) | N/A | Need to add all Existing Sidewalks to CIP schedules | <p>(4/9/20) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (1/19/21) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie & his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks). (3/2) Council has asked Alec to obtain cost est to add sidewalks to paving condition study (3/15) Alec adv addt'l \$4,400 is needed to add sidewalks to condition study. He also clarified that "maintenance" is not the same for sidewalks - there is limited options because of curbing, ramps, landings, etc. It is more about tracking for full replacement. (3/8) Alec rev sidewalk study and Council agreed for this cycle - work will be rolled into the larger infrastructure projects being planned. It was note that the paved VALT trail sections should be added to the sidewalk list to ensure long term maintenance & budgeting.</p> |
| 18 | Livelong Living | ? | N/A | Placeholder for 21-22 FY Budget - Senior Programs | <p>(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well. (3/22) No new requests at this time.</p> |

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| 19 | LD1 | N/A | N/A | Discuss impacts of LD1 | <p>(9/15/20) Council agreed to log to ensure discussion on how to mitigate issues with LD1. (3/23/21) Katy advised that we are currently \$4,500 over LD1, but with some of the changes requested that number will go up. Council agreed we MUST come in below LD1 this year. Discussions on how to accomplish that will be held at 3/24 WS. Katy pointed out that separate questions would be outside the LD1 for operations/CIP. But then would require individual LD1 questions to go with them (ie Senior Tax Rebate - IF Council proceeds or accrued time off fund). (3/24) After the changes made - the budget is \$1,502 under LD1 incl employee accrued time fund. The Senior Tax rebate will be over the limit & set up as a separate question. (3/22/22) Town was in LD1 territory as soon as the State increased their share of revenue sharing. The MIL rate is not increasing, but residents will need to vote the LD1 question to approve the budget. (3/29) Katy rev calculations and Council agreed trying to add some additional information to flyer, in Nate's presentation and perhaps in the videos is a good idea.</p> |
| 20 | Enterprise Fund/ Sub D | EF \$157,000 SD \$95,000 - (2021) lost revenue est = \$207,232 EF \$222,022 SD \$122,487 | N/A | Need to evaluate impact of Covid on Enterprise Fund & Sub D Fund | <p>(9/15/20) Deb has advised current projections have fund just breaking even or with a small revenue amount. (3/1/21) Katy clarified that Enterprise Fund is revenue from Rec Dept programs & Sub D is revenue from Development Fees. Sub D is generally used to expand or upgrade Recreational activities where Enterprise Fund is used to fund the Recreation Staff and operations. There is \$107k in EF with a projection of \$50K this year total of \$157k. Sub D is at \$95k now. But if the Rec Director position is filled, that may impact the EF total. Nat to talk to staff and determine timeline on new hire. (3/9) Katy adv that Nellie & her are working on identifying what in Rec budget can come out of Sub D. Extension of path from Cumberland Farms to Brown Street - through 1st Congregational Church property could be funded by Sub D - if grant & in kind is not enough. (3/23) Katy checking to see if removal of NewBegin stage can come out of Sub D fund in lieu of bond savings. She will also move the \$6k for concrete play area to Sub D. (3/24) Katy adv Sub D can be used, majority of Council agreed to keep in CIP bond savings as it involves multiple depts - maintenance, elections & recreation. (4/12) Council moved CL ramp match & concrete game area to Sub D - also suggested a list of "agreed upon projects" be maintained to ensure they are moved forward. Katy adv in the past many times the project will not move forward as there is no 'setting aside' money within Sub D. The CL ramp grant is being applied for so that will move forward. The Concrete game area needs more discussion in context of the Village master plan - Pennell footprint planning. Struck the ice skating line as \$ not needed if we try again at Pennell one more year. Agreed to leave the basketball lights in CIP to ensure money is set aside & lights are installed once funding goal reached. 2/10/22 Katy est lost revenue from covid at \$207,232 - qualifies for ARPA funds - added to spreadsheet. (3/3) Katy provided fund totals via e-mail. (3/22) Council agreed to tag \$16,500 Sub D for boat ramp grant match & leave the rest for boat ramp replacement IF grant not awarded. \$30,000 will be tagged in Enterprise for the RRCLT parking lot request. (3/29) Council agreed to replace \$30k in lost revenue from ARPA funds.</p> |

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| 21 | Communications | \$18,910 in owed fees / \$102,000 in annual fees | N/A | Consider proposal from Community Communications Committee to use Franchise Fees for Equipment | <p>(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms. (2/11) Council agreed until this money is rec'd, it will not be considered. There was a good conversation about how best to utilize the funding with everyone agreeing increasing communication was a high priority & it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved. (2/24) Council discussed and Spectrum is currently paying the 5% fee from previous contract. Council will consider new Cable Ordinance at 3/1 meeting & will further discuss the PEG fee (up to 2%) vs. setting aside a portion of the 5% for PEG. Katy needs to advise if a separate fund for equipment can be established. (3/8) Katy prov info in e-mail - council to discuss again. (3/17) Council appr ordinance update. Equipment needs included in budget. separate PEG fund will be discussed once negoatiated contract is obtained.</p> |
| 22 | Electric Vehicle Transition | ? | N/A | Transition Municipal vehicles to electric versions | <p>(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, conversting as many vehicles as possible to electric will save more costs. (3/23) Council discussed plan for this - GPCOG has a loaner available for Towns to try out - Kathy adv they have used it before. Staff feels that having one 'shared' EV car would be beneficial - could be used by Code, Assessor, Admin, Planning, etc. and would charge overnight so the level 2 would work. Nate pointed out the question is which vehicle would it replace? Trucks make up more of our fleet and availability is an issue right now. Council asked if we could use the addtl bond savings to transition to one EV vehicle in the coming year. Of course, the EV charging station would to be installed & wonder if we can use bond savings for that work? All would need to be done by Aug 31st. (3/24) Katy verified bond savings can be used. (4/12) Council agreed we need to more analysis on which vehicle makes sense to convert and options (lease, rebates, group purchases, grants, etc.). Highly unlikely this could be pulled together in time for the bond savings deadline, but Nate has the option to bring this before the Council, if it does work out. Otherwise, it will flow into next year's budget discussion. (2/14/22) Issues with stock availability & the fact that the charging station is not available yet has delayed this review. The hope is to be able to do the review and make proposals in next year's budget. Leasing options may be a good way to go as well. Mo provided an update on the EV Charging station - awaiting estimate on station model - rebates changing weekly.</p> |

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| 23 | TIF Funds | \$365,147 / \$75,000 (2021) \$50,000 (2022) | N/A | Determine available funds from Village TIF | (3/9/21) Katy advised \$365,147 is currently in the Village TIF fund. (4/12) Council agreed to pull \$75,000 forward to have available in next year for planning work on Main St / Route 100 MDOT project and Village master plan planning. Verified that Nate will bring forward any spending to the Council before money is actually expended. If no money is pulled forward, if there is a need, then a special Town meeting would need to be set up. The voters have already approved the use of this TIF funding for this type of work. (2/10/22) Katy prov spreadsheet - total South 100 TIF = 1,362,995 includes \$495,000 for WD (minus anything that has been distributed to them). Village = \$476,428. (3/15) Council agreed more than \$35K should be set aside - perhaps some for land acquisition as part of infrastructure work. Nate to give it some thought & provide figure. Defining how money will be spent will need to be done as we move forward. (3/22) Council agreed to increase this to \$50,000 as a cushion for the planning & infrastructure work. |
| 24 | Septic System | \$5,000 (2020) plus \$5,000 (2021) \$50,000 (2022) | N/A | Create replacement plan for Pennell septic system | (2/18/21) Mo identified the Pennell Septic system as an example of a pending critical issue that is not included in any planning/budgeting for the proposed Buildings Condition Assessment. There are currently 4 systems - Pennell ('58), Gym ('32), Maintenance ('52) and Science (??) which are extremely old. Combining and replacing the systems, as well as, addressing the status of the fields (reclaiming/reconstructing) should be done - sooner rather than later as there is no way to know if/when one or more would fail. Council agreed we need to log and add to CIP planning. (3/22) Sandy brought up this issue to ask Council if we want to start putting some money away. Anne suggested at least money to do some testing/engineering on a replacement system so we have a figure we can budget towards. More to be discussed at 3/24 WS. (4/12) Council rec'd feedback from Dean/Mo related to the "reclaim fields" CIP item - which was originally set to redo the fields at Pennell - may no longer be as critical because the soccer organization is no longer using the field and the field will need to be ripped up to deal with the septic so any redoing of the field will be tied to that project. Based on that, Council will rename this fund to the "Pennell Septic Fund" to allow Mo access to \$10k in funds to hire someone to analyze and come up with costs to address replacement. This will allow the Council to add the project to the CIP. (4/14/22) Mo reviewed recommendations from facilities study and estimated costs. GP is working on an engineered design - using the \$10k budgeted. (3/22) a hydro engineer specialist is needed to do the proper planning and given delays, Mo is proposing we budget \$50,000 to complete the evaluation & design work - but pull in the full footprint. That will inform the total costs and allow for savings overall. (3/29) Council agreed to fund first payment using ARPA funds. |
| 25 | Telephone | \$6,000+ increase | N/A | Review current Telephone set up VOI vs. hard lines | (3/2) Dan noted that there was a substantial increase in the telephone charges across departments. Katy explained that the transition to voice over internet did not include fax or security lines which Otelco was not willing to budge on. Nate pointed out that having hard lines with plug in phones for each building is critical in emergency response planning. Nate will review in more detail with Katy/Mo and Staff to determine if changes are warranted. (2/10/22) Nate advised resetting up copper phones in every location would be expensive. Instead he is working out plan to have at least 1 landline copper line at critical locations for emergency use. No add'l costs this year. Dan suggested use of DSL may be an option as well. Nate will check into that as well. |

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| 26 | Boat Ramp | \$62,000 total @ 25% = \$15,500 - \$2,000 leftover + \$16,500 from sub D for match | N/A | Determine if Grant funding is available for Boat Ramp replacement | <p>(2/18/21) Last year's grant fund was frozen due to COVID. Sandy to reach out to State to find out if there will be funding this year. Last year, State provided some concrete planks to assist with repairs in lieu of grant funding. (3/2) Tom Linscott (Director of Boat Ramp Facilities) advised they do not have funding as of right now, but are hopeful that will change shortly. Forwarded note to Heather Seiders who manages the grant fund. Sandy will tag for follow-up. (3/9) Mo adv that further repairs will require professional services and a DEP permit. Nate to work with Staff to determine if ramp can go another year or not. Town would prefer to apply for grant but may not be able to wait if grant funding is not available in the coming year. Sandy to follow up with Heather on grant status. (3/22) Mo adv the ramp should last 1 more season - because it has to - there is no way to do add'l repairs. Dean has sub pre-application for the grant money which is available this year. A site walk is planned in April and the hope is the water line is low enough to see full condition. Mo adv that standards are 12 feet - the ramp is 10 feet - Dan pointed out we may not want to increase width given CL is very small - it would allow for larger boats which could be a problem. Doug asked if add'l riprap could be provided to prevent boats from damaging area at end of ramp. Planks are around \$205 each and at least 20-25 will be needed - so that alone is \$5,100. Town must budget for 25% - State pays for 75% up to \$15,000. If the total cost of the replacement is higher - then the Town needs to budget more. Nate/Mo/Dean will work to obtain a better estimate for a total replacement. This will also need to go into the CIP for future maintenance and replacement. It is unlikely we can use bond savings as the work will need to be done by end of Aug - and Mo is advising we put 'cash' in for the 25% match not 'in kind' as the work is specialized. (3/24) Mo verified it is up to a \$150K match & est is \$62,000 for a 10 ft ramp - 25% would be \$15,500 - Katy adv \$2,000 is leftover from last year for repairs & will add \$13,500 to budget. (4/12) Council agreed to move match to Sub D. (2/24) Mo adv we did not rec grant. He is seeking more info & info on this year's cycle. He also believes the \$62K is high. Council to make decision on status before end of budget process. (3/17) Mo adv grant prog will accept new apps & State contact will rev to provide feedback on increasing our score. Council agreed \$2K in current budget should be used to address erosion issues now. \$16,500 from Sub D will be tagged for grant match. If grant is not awarded, next year, Town will fix ramp directly.</p> |
| 27 | Stripping Bid | N/A | N/A | Determine if it is possible to allow HOA to participate in Town Stripping Bid | <p>(3/2/21) Dan asked if it would be possible to allow HOA to jump on the Town's stripping bid to reduce overall costs and ensure regular stripping. Katy pointed out there may be an issue because the Town is tax exempt and HOA are not. Further research is needed.</p> |

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| 28 | Trail Extension | \$2,600 | N/A | Create a trail extension from Cumberland Farms to Brown Street | <p>(3/2/21) The First Congregational Church is now willing to allow the Town public easement over their property to complete the trail that ends behind Cumberland Farms. This trail is part of the VALT plan and would connect to Brown Street sidewalk system allowing people to get to the Library and Plaza safely. The Rec Dept would use it regularly for summer camp activities and childcare activities. Church has no money. Alec has advised public works could remove the jersey barriers and repurpose them, if allowed. Kathy is working the project and there needs to be conversation with abutters. The current path is gravel and would need to be upgraded to allow for winter snow clearing. An Eagle Scout is willing to make L shaped planters for the project to help slow cyclists. (3/9) Kathy provide more info on status. Anne adv if we can lift conversion issue we could apply for grant money (possibly). Katy believes we could use Sub D funds as well. (2/24) Mo adv that some work remains with an option to just do an overlay or to box cut the trail and bring in finer dust. The box cut is the better long term option but is more money. There is \$1k left in the grant funding which was carried forward and then another \$1k left in Valt Trail fund (Anne adv was leftover from the Hancock trail ext), but Mo was not sure if that funding was being used as the "match" for the new Valt Trail ext grant for the Village gateway property. Need to check with Katy and then est the total for the box cut option. (3/3) Katy conf \$1,000 carryforward and \$1,600 is left in VALT trail. Need to know if total is enough to box cut. (3/17) Mo adv \$1,400 is his estimate so there are sufficient funds in current budget.</p> |
| 29 | Planning Dept Staff | ? | N/A | Add Staff Position to Planning Department | <p>(3/9/21) Council received suggestion from resident who is also a member of the PB to consider adding an "economic development director" to the Planning Department. Council/Staff had robust conversation with many options (1) contract services via GPCOG rather than hiring part time person (2) creating 'matchmaker' position to help match available property to 'specific' businesses needed in the Town (3) make addtl zoning changes to help create more options for commercial businesses (4) create "helper" position to assist developers navigate the Town's process/forms, requirements, etc. (5) hire a Planner Assistant to handle administrative tasks for Kathy like application/packets/PB agendas, etc. to free up her time (6) grant writer to assist with finding more opportunities for funding to accomplish larger 'planning' goals. Council agreed more work is needed to determine what really is needed, what makes the most sense & adds the most value. Nate will work with Staff in the coming year to do a more robust analysis in order to bring forward a proposal for next year's budget. Sandy will respond to Dan Cobb. (1/31) Nate is proposing to move 1 clerk position to Planning as an Admin Asst. (3/17) Council rev staffing proposal & approved changes.</p> |

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| 30 | Committee Budgets | \$1,000 + \$500 | N/A | Move Committee budgets to separate tab | (3/15/2021) Dan suggested Committee budgets be shown as a separate tab - some are included in Council/Committees, others have their own tabs (PB/ZBA) and some are incorporated in dept budgets. Katy agreed and said she could move things over. Council requested the CEDC's request for Slido software (\$150) be reviewed by I/T and potentially placed in that budget to allow access for more users and to ensure compliance with security protocols (on software). Dan would also like to know if the ROI is on the CEDC request for the cable show and MaineBiz Ad. Katy to add \$1,000 marketing for open space committee (4/12) Nate added \$500 for BUILD Maine next year (this year - coming out of PB training budget). Council agreed rather than house this under "community" it should be moved to "councils/committees". (2/10/22) CEDC to present budget proposal at 3/1 Council meeting. (3/3) Council rev budgets - and they are under separate tabs this year. \$500 Blueberry \$1,500 for Open Space \$5,830 CEDC which needs to be updated in the budget - no changes for PB/ZBA however Council discussed a possible stipend for at least PB members. Nate will research further & bring back to Council. Council also is considering addt'l \$1,000 stipend for Council Chair. (3/17) Blueberry Comm req addt'l \$500 for logo change - as a contingency. (3/22) Council agreed to \$500 addt'l for blueberry |
| 31 | Town Brand | ? | N/A | Create a Town Brand for Communications | (3/15/2021) Council has made a substantial effort to increase communications with residents, we have a new Communications Committee and various Committees are communicating directly to residents. It was agreed the Town should create a "town brand" to be used in all communications, along with a protocol and maybe a checklist to ensure consistency of messaging. (12/9) Council agreed this is a priority but we cannot create a campaign until we are ready to deliver on that campaign. (2/24) Council discussed when CEDC presented budget and felt it was too early to do a full fledged campaign as we cannot deliver what we promises to new businesses; however, Nate advised in subsequent budget workshop that Jon, Kyle and him are working on a new standard which will be used in all official communication - font, header, format so everyone can identify an official communication. This will be roled out in the coming months. |
| 32 | MyRec Software | ? | N/A | Explore possible Collaborative Use of MyRec Software with NG | (3/15/2021) Nate advise in discussions with NG, a request was made for Gray to consider sharing the MyRec Software to help increase efficiency and save both Town's money. There are some issues with separating payments in the background, but many programs are shared by the two Towns. Nate will work with Staff to evaluate to determine the cost/benefit to making a change. (2/24) Anthony advised that this is up & running and has resulted in small savings considering the subscription is shared now. Gray and New Gloucester Rec have also rebranded as GNG Recreation. They are working closely to identify other areas where collaboration makes sense and can save money. |
| 33 | Contingency Fund | N/A | N/A | Create Parameters/Policy for Contingency Fund usage | (3/16/21) During the TC meeting, the use of the contingency fund was brought up specific to an agenda item. Council agreed a new policy should be created to provide guidance on when/how that fund should be used as the definition of 'unplanned' expense can be broad and/or different people can have different definitions. Will work on in the coming year prior to next year's budget cycle. (1/13/22) Nate presented draft language. Council agreed they would like Finance Committee to weigh in. There was some discussion about whether it needs to be more specific as far as when it can be used. (2/10) Nate adv Finance Committee provides some addt'l feedback & Council will see for approval at 2/15 meeting. Council approved at 2/15 meeting. |

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| 34 | State Revenue Sharing | N/A | N/A | Move State Revenue Sharing figures outside of Budget for voters | (3/24) Dan proposed we move State Revenue Sharing out of the budget we present to Residents. This year, it would look like an 'increase' but going forward, it could make it easier for them to see year over year totals without the volatility of Revenue Sharing changes at the State level. Concerns with the LD1 question situation last year, and misunderstanding that taxes make up just a portion of revenues to cover expenses were discussed as well as not having enough time to explain the change to residents. The Council agreed it may be valuable to do, but need more time to discuss and figure out communication strategy to Residents. |
| 35 | Library Fees | \$0 | N/A | Eliminate Late Book Fees for Library | (4/12/20) Library Trustees have discussed & voted to propose the elimination of the late book fees from the Library as other communities are doing this. The costs of tracking & collecting do not seem to warrant the revenue. Josh has \$3,000 in revenue in his budget for these fees. Council did not want to remove revenue without corresponding cuts in expenses. Josh felt he could absorb, but was okay with pushing for a year to collect more data on impact and costs for administering. IF they do want to pursue this year, they could do a pilot, track changes & find other revenue offsets. (12/21) Josh Tiffany presented proposal to eliminate late fees, but tighten up no return fees. With increase revenue in copy fees, meeting room fees, and other services, the reduction in revenue from late fees will be offset. Majority of Council agreed to proposal. Council would like to implement with new fiscal year. Will need to vote to change policy in June and Josh will adj his budget accordingly. (3/3) Josh incorporated fee changes into his operating budget. He also adv he is working with NG to offset the NG resident usage (20% of Gray usage) vs. Gray residents usage of NG Library (2%). NG Library Director asked to increase hours to increase avail for NG residents - but was denied. They are considering changing NG hours to be open when Gray Library is closed. Consideration of possibly charging NG residents a membership fee is another option. Sandy/Nate will provide an update at Joint Leaders Meeting. |
| 36 | School Timeline | N/A | N/A | Work with School to account for absentee ballots timeline | (4/12) Each year the Council needs approve the School Warrant. In the past, there has been no dollar amount so they have been able to submit for consideration prior to their final budget vote. However, due to CARES act funding, they have been required to include a figure last year AND this year. Their budget vote is not set until 4/28 with their warrant article vote not set until 5/3 so the earliest agenda Council can take up action is 5/18. Absentee ballots can be requested starting at the beginning of May - thus Town needs to mail out municipal with note saying school will be available later and then track as a separate election. This increases costs for the Town and is inefficient for voters. There appears to be no statute requiring the School meet the absentee ballot schedule (as there is for Towns with referendum votes). Need to add this as a topic for the Joint Leaders meeting to resolve next year. (9/9) Sandy & Nate reviewed with Craig/Sam at Joint Leaders meeting - they will work to adjust timeline. Will follow up after first of year. (1/18) Sandy adv this will not be an issue as MSAD15 will use a yes/no only question - no figures. |

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| 37 | Public Safety Strategic Plan | \$225K (radio hardware) + ??? | N/A | Identify and Plan for budgetary items from Public Safety Strategic Plan | (6/15/21) Chief/Nate presented Public Safety Strategic Plan at TC meeting. Plan identifies needs in several areas (1) increase in full time EMT personnel (2) change in per diem schedule to 12 hour shifts (3) upgrade radio hardware which will be obsolete within 3 years - \$100k plus \$30 per radio for digital chip (4) review of building conditions (Port City will complete this year). Anne pointed out that perhaps some stimulus money could be used (grants) for the radio upgrades. There was also discussion about training needs and facilities - Association has raised money to help build new training apparatus but does not cover "fire" training. Regionalization was also discussed - possibly in the area of training/communication - recognizing that shared equipment is a big opportunity but also a political issue. (10/19) Chief presented updated proposal for radio work as it qualifies for ARPA funding and a possible Cumberland County Grant. Vendor will come before the Council to provide more detail on solutions. (12/7) Vendor provided detailed presentation to Council. Chief adv County is not focused on this type of application - but it was submitted on time. (3/8) Nate adv he has been working with Chief to implement some changes and set up metrics which already show improvement. Dan suggested having a summary of that work may be a good item for the flyer. (3/29) Council agreed to fund in this year's CIP with ARPA funds. |
| 38 | MPL Conversion | \$40-80 | H8 | Budget for Yellow Book Appraisal and Environmental Study | (10/19/2021) Town has submitted paperwork to start the conversion process on the tennis courts removed at the HS. Next step for the Town is to obtain a yellow book appraisal of the old site, proposed replacement site and complete any necessary environmental studies. It will be very costly, but needs to be done before the next steps can be taken and to determine if the replacement site will be enough to satisfy the conversion. (12/7) Council agreed to seek contribution from MSAD for at least the appraisal of the tennis court parcel. (1/18) Sandy adv Sam will bring the cost of 1 yellow book appraisal to the School Board as part of their budget process. (3/3) Council asked that \$40K be added to the CIP under Professional Services (new label - formerly Misc.) Dan suggested we could drop to \$20k this year - Council agreed to discuss further at later workshop. Sandy/Nate will follow up on school yellow book at joint leaders. (3/17) Sandy adv School just starting meetings - no update. (3/29) School is considering. (5/19) School included funds. |
| 39 | Main St Stormwater | \$130,000 | N/A | Identify funding for possible emergency fix for Main Str Stormwater | (10/19/2021) MDOT is planning construction in 2023 to replace crumbling stormwater system from MTA interchange through to Cumberland Farms. They will not provide any funding for emergency work needed between now and then. One collapse has already occurred and Alec is very concerned another will happen. Will provided estimate & Council needs to determine where funding will come from IF/when the emergency occurs. (3/29) MDOT meeting with Staff - working on plan to address in conjunction with planned larger projects. Council left \$300K+ of ARPA funds in CIP for future consideration. |
| 40 | Facilities Study | Maint move \$64,400 + other safety items | N/A | Review Facilities Study Report to Identify items for this cycle | (11/16/2021) Nate has provided the summary of the Facilities Study done by Port City to Councilors. There are quite a few recommendations and all carry budget lines. Council will review full report once available and determine priorities and which items to include in this year's budget based on Nate/Staff recommendations. (4/14/22) Mo reviewed proposed items from study for this year's budget. Big decision is whether or not Maintenance will be relocated to Village Station. Est is \$100k - \$35,600 in Maint building costs = \$64,400 with the possible fencing \$13,565 as an item that could be reduced or put off. (3/22) Council agreed to move Maintenance to Village Station - appropriate CIP changes will be made. |

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| 41 | Grant | TBD | N/A | Review and apply for Project Canopy Grant | (11/16/2021) Anne attended a Webinar in Oct and believes the Town may qualify for a grant. The short Shaker rd project is awaiting replanting of trees which are in our Canopy Map. We will also be doing street scaping on Main Street. (3/3) Doug adv Town has successfully obtained a grant from this program in the past - maybe 12 years ago. Will keep these programs in mind as we plan for Village and finish short Shaker rd work. |
| 42 | Grant | TBD | N/A | Review and apply for Recreation Economy for Rural Communities Planning Assistance Grant | (11/16/2021) Anne shared an e-mail related to this grant program with the Council. We may have missed this year's deadline, but given the level of planning going on in Village which has a strong connection to Recreational activity in Town as well as the Libby Hill Trail System agreement, it is possible we qualify. (3/3) Will keep this program in mind as continue work on Village planning. |
| 43 | Policy | TBD | N/A | Identify any/all costs associated with the new Emergency Management Ordinance and/or Emergency Operations Plan | (10/19/2021) Nate presented a new Emergency Management Ordinance which is recommended by National Incident Management Services (NIMS) as it is required to have access to some Homeland Security and FEMA services/grants. (11/16/21) Council reviewed updated version and provided feedback as well as reviewed feedback provided by resident Mark Grover. Questions related to the status of an official Emergency Operations Plan also came up. Dan pointed out there are likely costs associated with this work. (2/10/22) Nate adv 1st read of Emer Mgmt Ord will be at the 3/1 meeting & EOP will be part of the workshop prior. (3/3) Ordinance was approved. EOP will be approved at 3/15 meeting. No addt'l costs besides Emer Contingency fund - see #46. |
| 44 | Staffing | \$70,000 | N/A | Review proposal to reorganize Clerks Dept and post Town Clerk position & possible Data Analyst position | (11/20/2021) Nate advised he will be proposing a reorganization of the Clerks Dept which includes posting for a Town Clerk position which brings more responsibility and capacity while shifting existing staffs responsibilities to make the dept more efficient. This will be done in conjunction with a possible Data Analyst position. Discussion was held at Council Retreat related to long term approach for tracking spreadsheet which will likely involve migration to a database platform. (1/31) Town will post new Town Clerk position - move 1 clerk over to planning dept - reorganize responsibilities from Finance Director & Asst to Town Manager to streamline work & reset reporting. (3/17) Council rev staffing changes & approved. |
| 45 | Speed Signs | TBD | N/A | Consider the purchase of fixed Speed Signs to be placed in strategic locations | (12/07/21) Alec advised the best results come from a mobile sign left for about 2 weeks. Addt'l signs could assist by flashing "slow down" or the vehicles speed - being used in other towns. (3/8) Council/Staff discussed. Anne provided some info from research \$2,800-3k, but Alec checked locally and found it to be in the \$5,600 range - with the mobile ones around \$9,600. Council liked idea of solar power signs, maybe around the Village area to start. Decided more research is needed and location/usage testing could be rolled into the traffic calming work planned for the larger infrastructure project planning. There was also a discussion of maintaining the data collected by our existing sign - Alec advised a better laptop is needed, but is in the budget this year. |
| 46 | Emergency Operations Plan | \$20,000 | #100 M10 | Set up Emergency Contingency Fund in compliance with NIMS training recommendations | (1/13/2022) Krista pointed out that during NIMS training, it was recommended that a contingency fund be set up for Emergency Operations Plans to ensure immediate access to funds when (and only when) an emergency is declared. (2/10/22) Nate has included a \$20,000 fund in Admin budget. Council agreed it should be set up as a designated fund to carryforward unused funds each year. That will need to take place at the end of the fiscal year (in operations until then). Council will need to vote to set up designated fund. |

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| 47 | Data Set | TBD | N/A | Identify set of Towns to be used going forward for data sets | (1/13/2022) Nate provided extensive data information for several budget discussion. Council has long struggled with finding similar Towns to use as a data set to do comparisons for various discussions/proposals. Council would like to evaluate data presented and come to agreement on which Towns will be in the data set moving forward to bring consistency to discussions. |
| 48 | Flyer in Tax Bill | TBD | N/A | Create a Flyer to go in Tax Bill in Fall | (1/31) Katy suggested one way to communicate change in Senior Property Tax Assistance program timing would be to send a flyer in the tax bills. Sandy suggested the Council work between now and the cut off 8/15 to identify other items and make sure the postage to add a page is full used (fill both sides of the flyer). An example, the Village Gateway planning, Volunteer openings, etc. (3/22) Council to bring ideas to 3/29 meeting for discussion. (3/29) Council to send suggestions to Dan. He'll bring questions to the 4/5 TC meeting & Council will review final draft at the 4:19 meeting. (5/19) Council agreed to add info about short term rental registry. |
| 49 | HR Policy updates | TBD | N/A | If HR Director is created as proposed, update employee policies to address possible conflict of interest with Manager | (1/31) Nate is proposing to transition the Asst to the Manager position into an HR Director with a possible Asst Manager succession plan. Sandy pointed out with the HR Director reporting directly to the Manager, the policies will need to be reviewed/updated to provide for a process for conflict of interest decisions - HR decisions related to the Manager. |
| 50 | Legal Services / Engineering Services | \$4,525 increase (legal) | N/A | Prepare Request for Proposals for (1) Legal Services (2) Engineering Services | (2/10/22) Nate advise Jensen & Baird is increasing their hourly rate. Council had discussion on when the last time an RFP (request for proposals) was posted for Legal Services. It has been well over a decade - same goes for Engineering Services. Nate advised that standard practice is to put out an RFP every 3-5 years to ensure best options for Town. It is no reflection on services, but due diligence from a financial standpoint. The issue of our Auditing Services also came up - but Katy advised we have a 9 year contract with them. Nate will work up an RFP for the legal services as soon as feasible. (3/22) Nate issued RFP for legal services. (3/29) Dan & Marty will help with interviews - Krista is back up if Dan is unavailable during the day - vacation week. (5/19) Council agreed to go with Nate's recommendation to stay with Jensen & Baird - Krista & Marty agreed they had the highest score. |
| 51 | Science Building | \$375,000 | N/A | Determine Needs & Uses for Science Building | (2/14/22) Mo presented the results of the feasibility study for the Science Building. The recommendations is best use if for open space (2nd floor) and then conference room, kitchenette, ADA bathroom (1st floor). ADA accessibility must be addressed by either (1) ramp - not approved by State Historical Agency (2) lift - most economical and user friendly to historical building (3) elevator. Costs to convert building to usable = \$375k. Mo advised asbestos and lead paint have been addressed both inside & outside building. Council agreed we need to have conversations with residents, recreation department, and others (library, local organizations, etc.) before deciding on best use. Should roll this into the Village Gateway/Village master plan outreach efforts. It is likely a bond package will be the best option to move forward - possibly rolling it into Village Gateway work/infrastructure project - funding. |
| 52 | Town Seal | TBD | N/A | Consider possible update of Town Seal | (2/24/22) While discussing the Town Brand item, the issue of the Town Seal came up. Could/should it be redesigned to refresh it? Make it more relevant? How much would it cost? Something to consider for next year's cycle. |

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| 53 | Recreation Transportation | TBD | N/A | Evaluate options for Recreation Dept Transportation | (2/24/22) Right now, Rec is dependent on School bus availability which has been greatly hampered due to covid and driver shortage. There are insurance issues related to Gray renting their buses, but perhaps we could contract their services. Nate pointed out that some of the driving would be done at peak School times or when School is not in session so it may not be feasible. Another option would be to work with NG to do a joint purchase of a van or small bus that could be shared. Anthony/Nate will work on collecting data and coming up with options for the next budget cycle. |
| 54 | Transfer Station | TBD | N/A | Track & evaluate impact on Transfer Station budget created by new Packaging Legislation | (3/3/22) The Legislature passed a bill to require producers to fund the costs of recycling packaging material they create. The fees will be based on how much they produce and are supposed to be used to offset municipal waste costs. Nate will need to research and track the new policies as they come on line and work with Randy to update costs next year. |
| 55 | Driveway Inspections | TBD | N/A | Evaluate which Dept should do Driveway Inspections | (3/3/22) Scott advised that he has limited experience with driveway standards and inspection as the Town's he worked in previously had Public Works do the inspections in lieu of Code Enforcement. That seems to be a better alignment given the expertise in Public Works and the need for them to inspect other aspects of permits/plans. Nate to research in the coming year and make recommendation to Council. |
| 56 | PFAS | TBD | N/A | Investigate State Level PFAS testing/resources | (3/3/22) Staff will ask Cumberland County Water & Soil if they can add testing to include PFAS screening to their upcoming work. They may also have some guidance on the State level options. Staff will work to obtain more information on what is available to residents via State resources as Gray has 2 sites identified and residents should test their wells depending on where they are located. |
| 57 | Planning Fund | TBD | N/A | Create a CIP fund for Planning/Engineering | (3/3/22) Sandy pointed out there have been a few situations where we would like to move from shovel worthy to shovel ready, but do not have access to funds until the next fiscal year. Or have run into situation (like the stormwater collapses) which are urgent and need engineering or professional planning/review. Council is willing to consider setting up a fund which would allow us to put away money, but need to make sure we clearly define the parameters of the fund and how the money could be used. |
| 58 | Rescue Fees | TBD | N/A | Complete annual review/analysis for Rescue Fees | (3/8) Council/Staff agreed an annual review/analysis should be done to ensure rescue fees are keeping pace with expenses are in line with the Region. |
| 59 | Stormwater | TBD | N/A | Reach agreement with MDOT for Stormwater replacement on Portland Rd (South) | (3/8) Alec adv the Council of his concerns related to the status of the stormwater infrastructure on Portland Rd from around NAPA/Dollar Store to the ditch (around the B&R Dairy). There are 4/5 catch basins. MDOT has advised they want similar video work done to demonstrate the need for replacement. Alec working on costs. |
| 60 | Stripping | TBD | N/A | Conduct outreach to Mayberry Residents on possible new stripping | (3/8) Council discussed need to improve safety on roads outside the Village like Mayberry and whether stripping like on Hancock may work on that road. Alec pointed out it does have a yellow double line so we would have to account for that in our discussions. Sandy pointed out there has been a request over the years to lay down seasonal speed bumps - at least in the area of Wilkie's Beach - but no consensus from residents. Anne adv when Hancock was done it was a process - starting with forums with the residents. Council agreed that is the way to begin. |