TOWN OF GRAY

GRAY TOWN COUNCIL BUDGET WORKSHOP

AGENDA • MARCH 8, 2022

Gray Town Council Budget Workshop	**Online via Zoom https://us06web.zoom.us/j/89467027205**	**4:00 PM**

I. CALL TO ORDER

Roll Call

II. BUDGET - PUBLIC SAFETY DEPT 4:00 PM - 5:00 PM

i. Operations / new contract / staffing status

ii. Emergency Operations Plan status/costs – contingency fund added to Admin budget

iii. Radio Tower/hardware funding status – added to ARPA spreadsheet for consideration

iv. Pumper/engine truck vs. (1) pumper & (1) engine – identify which ones from CIP schedule

v. Public Safety Strategic Plan – addt'l asks

III. BUDGET - PUBLIC WORKS DEPT 5:00 - 6:00 PM

i. Operations

ii. Winter/Summer Roads/Addt'l Garage – changes only

iii. Striping budget – Special striping (Hancock, testing options, bridge striping, etc.)

iv. Short Shaker Rd project status – trees

v. Main St stormwater – emergency stormwater funding

vi. Paving study – long term plan/status – crack fill analysis – is it an option (Dan)

vii. Libby Hill Rd/sidewalks/ MSAD15 emergency exit/Hannaford ext/crosswalk project

viii. Traffic calming measures funding

ix. Existing sidewalks maintenance funding

x. Flashing 'slow down' or 'speed' signs mounted on poles (Anne)

IV. ADJOURNMENT

** The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager's office at least 48 hours in advance of the meeting to have the Town assist you. 657-3339. TTY 657-3931.*

ARPA Funds Proposed and Approved Uses

Total Awarded		
Town of Gray	$	868,000.00
Approved Uses		
COVID Premium Pay for Full Time GFR staff	$	(43,297.29)
Remaining available funds:	$	824,702.71

Proposed / Requested Uses

Town of Gray		
Public Safety Pumper	$	680,000.00
Public Safety Radio Communications	$	225,000.00
Lost KidsClub and summer camp revenue for 2020 and 2021	$	207,232.00
Pennell Septic	$	160,000.00
Sebago Lakes Chamber of Commerce campaign	$	8,680.00
Social Service / Food Pantry Uses	TBD by Council	
COVID Premium Pay for other Full Time staff	TBD based on other projects	
Town Subtotal	*$*	*1,280,912.00*

Gray Water District		
Turnpike Line	$	582,945.00
West Gray Road	$	735,000.00
Lewiston Road Gray Corner to Cumberland Farms	$	20,000.00
Lewiston Road American Legion to NG Town Line	$	1,074,305.00
Dry Mills to Shaker	$	225,000.00
Dry Mills Tank Renovation	$	140,000.00
GWD Subtotal	*$*	*2,777,250.00*

Budget Agendas: **Amended:** 02/24/2022

Thurs – Jan 13th – 4-6pm:

-Council Items: **(4-4:45pm) –** hard stop for Mo
- -Gray Historical Society Lease (Mo)
- -Facilities Study – GHS Building (Mo)

-Town Manager Items: **(4:45-6pm)**
- -COLA raises status/other salary adjustments
- -Education Fund requests
- -Employee Sick Time proposal (accumulation/carryover)
- -Contingency fund policy
- -Guidance on overall increase

Mon – Jan 31st – 4-6pm:

-Council Items: **(4-4:30pm)**
- -Senior Tax Assistance Ordinance changes & impact to funding

-Manager Items: **(4:30-6pm)**
- -SAFER Grant proposal – addt'l firefighter positions
- -Reorganization of Clerks Department/Town Clerk posting
- -Planning Dept resources discussion
- -Addt'l info on Salary Adjustments – including defined new duties/reassigned duties for positions
- -Addt'l info on Employee Sick Time proposal (Council to send requests to Nate)

Thurs – Feb 10th – 4-6pm:

-Presentation of initial budget **(4-5:15pm)**
- -TIF funds – balances for each/remaining years
- -Status of existing Bonds
- -Projected new revenue from Commercial Solar Arrays – Nate adv (12/21) that Legis has exempted commercial solar arrays from assessment in error when addressing residential arrays
- -ARPA spreadsheet – dedicated expenditures/remaining

-Assessing: **(5:15-5:30pm)**

-Administration Review: **(5:30-6pm)**
- -Health insurance increase
- -Elections
- -Utilities
- -Telephone – VOI vs hard lines – any changes?
- -Manager's contingency fund

Mon – Feb 14th – 4-6pm

-Building & Grounds:
- -Operations
- -Facilities Study proposed changes
- -Pennell septic system – evaluation/plan options
- -Fencing update – added to CIP
- -Electric Charging station – status
- -Electric Vehicle conversion plan
- -Science Building status

Budget Agendas: **Amended:** 02/24/2022

-Contingency Fund status
-Libby Hill Trails
-CIP – including mortar repair at GHS building & entrance stairwell changes

~~-Recreation Dept (overlap with Build & Ground): (Mo)~~
~~-Wilkies Boat Ramp status~~
~~-Pennell Playground status~~
~~-Trail extension (Cumby's)~~

Thurs – Feb 24th – 3:30-5:30pm:

-Recreation Dept (overlap with Build & Ground): (Mo) Moved from 2/14 – **3:30-3:45pm**
-Wilkies Boat Ramp status
-Pennell Playground status
-Trail extension (Cumby's)
-Recreation Dept: **(3:45-4:35pm)**
-Recreation Dept Operations
-Enterprise/Sub D fund status
-Childcare program update
-MyRec software - update
-CIP requests ~~(1) BB court lights (2) skateboard park fund (3) other?~~
-Communication/Information Dept: **(4:35-5:30pm)**
-Status franchise fees/contract renewal
-Proposal for addt'l resources
-Broadband funding
-Town Brand
-CIP – equipment needs

Thurs – Mar 3rd – 4-6pm:

-Transfer Station Dept: **(4-4:30pm)**
-Operations – increases in contracts
-Gate installation/sticker price
-Library: **(4:30-4:45pm)**
-Operations – fee changes including discussion of NG resident fee
-Computer usage at library – monitors
-Committee/Board requests: **(4:45-5pm)**
-Community Economic Development
-Blueberry Festival
-Open Space
-Other – stipend for PB members?
-Planning Dept/Code Enforcement: **(5-6pm)**
-Operations/technology/resource changes
-Code Enforcement Resources
-permits not granted yet – construction underway
-missing permits – signs installed (example)
-driveway standards
-Pocket Park status

Budget Agendas: **Amended:** 02/24/2022

-Watershed Studies – status
-Stormwater Modeling
-Illumination tool
-Yellow book appraisals/environmental study – tennis court conversion
-Project Canopy grant
-Recreation Economy for Rural Communities Planning Assistance grant
-Planning fund

-Follow-up:

-Katy to update budget to include projected increase in legal fees
-Follow up: Katy to forward Cemetery budget letter
-Can a separate fund be established for the PEG fees? Katy
-Need status of $1k in Valt Trail fund & $1K carried forward for Cumby's trail ext – is that spoken for?
-Mo to provide estimate to do box cut/gravel approach for Cumby's against available funds.
-Katy to provide summary of Enterprise/Sub D funds

Tues – Mar 8th – 4-6pm

-Public Safety Dept: **(4-5pm)**

-Operations / new contract / staffing status
-Emergency Operations Plan status/costs – contingency fund added to Admin budget
-Radio Tower/hardware funding status – added to ARPA spreadsheet for consideration
-Pumper/engine truck vs. (1) pumper & (1) engine – identify which ones from CIP schedule
-Public Safety Strategic Plan – addt'l asks

-Public Works Dept: **(5-6pm)**

-Operations
-Winter/Summer Roads/Addt'l Garage – changes only
-Striping budget – Special striping (Hancock, testing options, bridge striping, etc.)
-Short Shaker Rd project status – trees
-Main St stormwater – emergency stormwater funding
-Paving study – long term plan/status – crack fill analysis – is it an option (Dan)
-Libby Hill Rd/sidewalks/ MSAD15 emergency exit/Hannaford ext/crosswalk project
-Traffic calming measures funding
-Existing sidewalks maintenance funding
-Flashing 'slow down' or 'speed' signs mounted on poles (Anne)

Thurs – Mar 17th – 4-6pm

-Public Works Dept:

-Agenda leftover from previous meeting

-Community Service:
-Law Enforcement:
-Follow up:

-Council to make decision on Employee Sick Time Policy
-Council to make decision on Salary Adjustments
-GHS Lease change (1) move CMP account to solar group (2) move fuel purchase to bulk order
-Need to make decision on outside fire escape at GHS building (impact on Cemetery)
-Commercial Solar Array (50% reimbursement of lost taxes) – Nate's letter to Legislative Team status

Budget Agendas: **Amended:** 02/24/2022

-Determine TIF funds to pull forward (1) South 100 TIF (2) Village TIF – Katy to verify how much/if any WD funds have been transferred over from South 100 TIF
-Make ARPA funds decisions – how much to use this year/next year
-Library Generator grant $42k – match (Dan)
-Maintenance relocation decision – remove $35,600 in CIP for Maintenance if yes
-Transfer Station overhang/roof fix $22,500 (Krista)
-Pennell Sign replacement $30k (Krista)
-Leaf vacuum $9500 (Dan)
-Plan from GP for Pennell septic system – do we need to adjust estimated $160k
-Carryforward Emergency Operations Contingency Fund – to designated fund/vote by Council to set up
-Status of Legal Services RFP / Status of Engineering Firm RFP
-Manager Training costs
Chatbot for website $2,500 (not in budget now)

-CIP Miscellaneous:
-CIP payment
-Land Acquisition Fund payment – Question on ballot to activate some funds
-Other?
-Addt'l funding for Senior programs

Tues – Mar 22nd – 4-6pm
-Follow up:
-State Revenue Sharing projections
-LD1 status & discussion
-School Budget update/timeline
-County Budget
-Council Discussion on overall budget:
-Individual suggestions for changes/straw poll each
-Review final numbers for overall budget
-MIL Rate discussion
-Identify separate questions for Warrant Articles
-(2) Additional Firefighter/EMT positions
-Identify items to be included in budget presentation
-Identify items to be included in draft budget flyer

Tues – Mar 29th – 4-6pm – TC 4/5 meeting agenda posted – presentation for packet due
-Final Follow up:
-Finalize budget presentation – for packet
-Review budget flyer draft & finalize

Tues – April 5th – TC Meeting – 7pm – Budget Presentation & Public Hearing – feedback from residents
-Discuss any feedback from residents
-Finalize Warrant article wording

Tues – April 19th – TC Meeting – 7pm – appr Warrant Articles
Tues – May 3rd – TC Meeting – 7pm – appr Municipal Warrant

Last Updated: 02/24/2022

No	Items Label	Cost Est.	Task No.	Description	Comments
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 addt'l work in the spring.
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) $25,000 place holder	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 Contigency 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 Contigency 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.

Last Updated: 02/24/2022

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	$1,750,000	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 reminaing 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.

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5	Watershed Plans	$18,000 (2018) $5,000 (2019) $7,000 (2020)	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.
6	Sidewalks - Libby Hill	$115,000 plus - 20% of total? GPCOG Grant?	#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

Last Updated: 02/24/2022

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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 intiative. 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	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.

Last Updated: 02/24/2022

No	Items Label	Cost Est.	Task No.	Description	Comments
9	Land Acquisition Fund	(2019) $50,000 (2020) $50,000	N/A	A **Community Center** has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	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 Acquistion 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 acquisitoin 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.

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No	Items Label	Cost Est.	Task No.	Description	Comments
10	Planning /Engineering	Route 100 South TIF Funds - $176K appx + $240K for Water District	#4 M3	TIF Projects (Main Street, Village Shaker Rd, **Route 115**), Sidewalk projects, and other projects (Wilkies 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 evaluting 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 addt'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.
11	Construction Costs	$88,400 / GPCOG grant?	#103 H5	Extending sidewalk from Hannaford - Spruce Street - **Sidewalk projects**, and other projects (Wilkies 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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No	Items Label	Cost Est.	Task No.	Description	Comments
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.	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 & contingencey - 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 contigency 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.
13	Paving	(2020) $469,250 (2021) $449,225	N/A	Need to review **Paving budget** process to ensure projected & actual are closer	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.

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No	Items Label	Cost Est.	Task No.	Description	Comments
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	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.
15	Traffic Calming Measures	??	N/A	Add **traffic calming measures** as part of the project planning & designs	(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.
16	Fencing	?	N/A	Need to **add Fencing to CIP schedule** - applicable departments	(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 cateloging 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.

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No	Items Label	Cost Est.	Task No.	Description	Comments
17	Existing Sidewalks	$4,400 (condition study)	N/A	Need to **add all Existing Sidewalks to CIP schedules**	(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.
18	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - **Senior Programs**	(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.
19	LD1	N/A	N/A	Discuss impacts of **LD1**	(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.

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No	Items Label	Cost Est.	Task No.	Description	Comments
20	Enterprise Fund/ Sub D	EF $157,000 SD $95,000 - lost revenue est = $207,232	N/A	Need to evaluate impact of **Covid** on **Enterprise Fund** & **Sub D Fund**	(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.
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**	(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 utilitize 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.

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No	Items Label	Cost Est.	Task No.	Description	Comments
22	Electric Vehicle Transition	?	N/A	**Transition** Municipal **vehicles to electric** versions	(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.
23	TIF Funds	$365,147 / $75,000 (2021)	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.
24	Septic System	$5,000 (2020) plus $5,000 (2021) $160,000 (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.

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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 addt'l costs this year. Dan suggested use of DSL may be an option as well. Nate will check into that as well.
26	Boat Ramp	$62,000 total @ 25% = $15,500 - $2,000 leftover = $13,500 for this year	N/A	Deterime if **Grant funding** is available for **Boat Ramp** replacement	(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.
27	Stripping Bid	N/A	N/A	Determine if it is possible to **allow HOA to participate** in Town **Stripping Bid**	(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.

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No	Items Label	Cost Est.	Task No.	Description	Comments
28	Trail Extension	$2,000 avail?	N/A	Create a **trail extension** from **Cumberland Farms to Brown Street**	(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.
29	Planning Dept Staff	?	N/A	Add **Staff Position** to **Planning Department**	(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 addt'l 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.
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 traning 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.

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No	Items Label	Cost Est.	Task No.	Description	Comments
31	Town Brand	?	N/A	Create a **Town Brand** for **Communications**	(3/15/2021) Council has made a substantial effort to increase communciations 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 prioirty 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.
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 **Contigency Fund** usage	(3/16/21) During the TC meeting, the use of the contigency 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.
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 resident. The Council agreed it may be valuable to do, but need more time to discuss and figure out communication strategy to Residents.

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No	Items Label	Cost Est.	Task No.	Description	Comments
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 adminstrating. 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.
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 seperate 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.
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.
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.

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No	Items Label	Cost Est.	Task No.	Description	Comments
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.
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.
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.
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.
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.
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.
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.

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No	Items Label	Cost Est.	Task No.	Description	Comments
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 traning, it was recommended that a contigency 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.
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.
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 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.
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.