



TOWN OF GRAY
GRAY TOWN COUNCIL WORKSHOP
AGENDA • MAY 19, 2022

**Gray Town
Council Workshop**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/82448772802>
Phone 646-558-8656 / Meeting ID: 824 4877 2802

4:00 PM

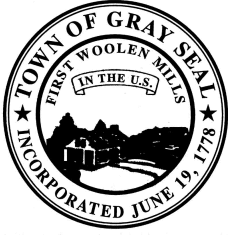
CALL to ORDER

Roll Call

WORKSHOP 4:00 PM - 6:00 PM

1. Sick Time Policy
2. Short Term Rental
3. Committee Policy Update

** 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.*



TOWN OF GRAY

Henry Pennell Municipal Complex
24 Main St, Gray Maine 04039
www.graymaine.org

OFFICE OF THE TOWN MANAGER

Nate Rudy, Town Manager
nrudy@graymaine.org
(207) 657-3339

May 13, 2022

TO: Gray Town Council
RE: Sick and Personal Time Policy revision draft language

The Town Council set a goal for the Town Manager to review and make recommendations to Council to update the current sick time accrual and/or payout provision. I reviewed the current sick time policy against current employment practices, and Council reviewed and developed my recommended revisions, intended to both bring the current policies into alignment with current standard practice and accomplish a Council goal to reduce unfunded financial liability exposure for sick time payouts upon separation from employment in good standing, as recommended by the Town's auditing firm.

Pursuant to these goals, Council has deliberated on the following revisions to the Sick and Personal Time provisions of the Town Personnel Policy:

Deletion of these clauses in Sick Time Section 7.F:

~~When an employee has accrued nine hundred sixty (960) hours of sick time, the Town Manager may elect to purchase a disability plan on behalf of the employee, in lieu of allowing the employee to continue accruing sick time. If the same employee utilizes their sick time below the accrual level of four hundred eighty (480) hours, the Town will cancel any disability plans purchased on the employee's behalf and allow the employee to accrue sick time in the manner subject to their employment classification.~~

~~Each employee in Groups I & II, upon separation from employment in good standing, shall be entitled to pay equal to one half of that employee's accumulated sick time, not to exceed forty-five (45) days, provided that the employee has worked for the Town for a period of at least five years. An employee who is not in good standing upon separation from employment is not entitled to pay for accumulated sick time.~~

Addition of these clauses in Sick Time Section 7.F:

Accrual Cap

Accrual of sick time will not exceed 960 hours. Employees who have an excess of this cap as of July 1, 2022 will maintain their sick time hours until such time as the accrued hours may fall below 960 hours, at which time the cap will be in force.

Donation

Regular full-time employees and regular part-time employees may choose to donate up to twenty-four (24) hours to another full- or part-time employee of the Town of Gray in a fiscal year.

Payout for Accumulated Sick Time

Employees in Groups I & II, having achieved at least ten (10) years of ~~full-time~~ service to the Town of Gray as of ~~July 1, 2022~~January 1, 2021, will be entitled upon separation to pay equal to one half of that employee's accumulated sick time, not to exceed three hundred and ~~twenty-sixty~~(320)360 hours. ~~upon retirement.~~

Employees in Groups I & II ~~having achieved at least ten (10) years of full-time service to the Town of Gray as of January 1, 2021, upon termination to seek other employment; and, employees in Groups I & II~~ having achieved at least five (5) years of ~~full-time~~ service as of July 1, 2022~~upon retirement~~; will be entitled upon separation to pay equal to one half of that employee's accumulated sick time, up to ~~one hundred sixty (160)~~two hundred (200) hours.

An employee who is not in good standing upon separation from employment for any reason will receive no payout of accumulated sick time.

Annual Payment for Accumulated Sick Time

~~As of January 1, 2021, full time and part time employees will receive for accumulated earned sick leave at the end of each fiscal year (June 30), a \$100 payment if excess of 100 hours; a \$200 payment if more than 200 hours; a \$400 payment if more than 500 hours; and, a \$600 payment if more than 750 hours.~~

Deletion of this clause in Personal Time Section 7.G:

~~Any employee in Groups I or II will receive an annual personal time allocation of 16 hours. Personal time does not accrue year to year and is not subject to payout upon separation. Personal time must be requested and approved in advance by the employee's work manager / Department Head who has a balance of two hundred forty (240) hours of sick time on their anniversary date shall be eligible for eight (8) hours of personal time. Any employee in Groups I or II who has a balance of four hundred eighty (480) hours of sick time on their anniversary date shall be eligible for sixteen (16) hours of personal time. Any employee in Groups I or II who has a balance of seven hundred twenty hours (720) of sick time on their anniversary date shall be eligible for twenty-four (24) hours of personal time. Any employee in Groups I or II who has a balance of nine hundred sixty (960) hours of sick time on their anniversary date shall be eligible for thirty-two (32) hours of personal time. Personal time must be used in the year it accrues; it is not carried forward past their anniversary date from year to year and will not be paid out to the employee upon termination~~

CHAPTER 390
SHORT-TERM RENTAL ORDINANCE
TOWN OF GRAY MAINE

Short-term Rental Ordinance Adopted May 17, 2022 / Effective Date June 16, 2022

SECTION 1 – GENERAL ADMINISTRATION

SECTION 1.1 – PURPOSE

The Town of Gray seeks to balance the desire of property owners to rent their properties to short-term tenants and the desire of residents to preserve the character of their residential neighborhoods. The purpose of this ordinance is to minimize the negative impacts of transient occupation on adjacent residents, to maintain housing availability for long-term residents and to protect the public safety of visitors and residents. This ordinance is applicable to all short-term rentals, both those existing prior to enactment of the ordinance and those that are new.

SECTION 1.2 – EFFECTIVE DATE

The effective date of this Ordinance shall be June 16, 2022.

SECTION 1.3 – APPLICABILITY

The provisions of this Ordinance shall apply to all permanent single-family, duplex, or multi-family dwellings at which one or more overnight accommodations are available to rent for a tenancy of less than thirty (30) consecutive calendar days, excluding [campgrounds](#), motels, hotels, and bed and breakfasts. Short-term rentals ~~will not may~~ be permitted in non-permanent structures such as tents and recreational vehicles, [provided that such rentals comply with the requirements of this Ordinance](#).

SECTION 1.4 – APPEALS

Decisions of the town staff under this ordinance shall be appealed to the Town Council [within thirty \(30\) calendar days of the date of the decision](#). [Appeals shall be filed with the Town Clerk and shall include a summary of the decision from which the appeal is taken and a summary of the issues for which review is sought.](#)

SECTION 1.5 – SEVERABILITY

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other article, section, or provision of this Ordinance.

SECTION 1.6 – CONFLICTS WITH OTHER ORDINANCES

This Ordinance shall not repeal, annul, or in any way impair or remove the necessity of compliance with any other rule, regulation, permit, or provision of law. Whenever the requirements of this Ordinance are in conflict with the requirements of any other lawfully adopted rules, regulations, Ordinances, deed restrictions, or covenants, the most restrictive shall govern.

SECTION 2 – REQUIREMENTS

SECTION 2.1 – REGISTRATION

The owner of the property on which the short-term rental is located must register with the town prior to advertising, renting or operating a short-term rental unit. Registration forms will be available via the

Town website or at the Town Clerk's office and must be submitted to the Town Clerk, together with the registration fee, on an annual basis, due January 2 of each year.

The annual registration fee will be established by order of the Town Council. The town will charge a penalty fee, not to exceed double the registration fee, for properties in violation of the STR ordinance, for those properties not registered by May of the calendar year in which the STR is operating. If more than one short-term rental unit is located on a single property, a separate fee shall be paid for each individual short-term rental unit.

The registration form will require property owners to submit the following information for short-term rental operation:

1. location, including street address and map/lot;
2. number of overnight accommodations available for rental on the property;
3. period of rental availability during the calendar year;
4. contact information for the property owner and/or manager

SECTION 2.2 – PERFORMANCE STANDARDS

1. Properties used for short-term rentals must comply with applicable building and fire safety codes. The code enforcement officer is authorized to inspect the STR property upon receipt of any code violation complaint.
2. Property owners must provide at least one 9'×18' off-street parking space per rental unit during the time period/season when the unit is available for rental.
3. There shall be at least one full bathroom, shared or private, available for use by each rental unit during any period in which it is rented.
4. Emergency contact information shall be posted in all rental units and shall include the name(s), 24-hour phone number(s), and email address(es) of the property owner and/or manager.
5. Short-term rentals ~~will not~~ may be permitted in non-permanent structures such as tents and recreational vehicles, provided that the requirements of this Ordinance are met for such non-permanent structures.

SECTION 2.3 – VIOLATIONS AND ENFORCEMENT

Failure to comply with any requirement of this Ordinance shall result in the issuance of a notice of violation from the code enforcement officer or other authorized official of the Town. If the violation is not addressed within the time period established in the notice of violation, the Town may bring an enforcement action in the Maine District or Superior Court. Each violation shall be subject to a minimum fine of \$100. Each day that the violation continues shall be considered a separate violation. In the event that the Town is successful in proving a violation, it shall be entitled to recover its attorney's fees and costs in bringing the enforcement action.

May 4, 2022

TO: Alyssa Tibbets

FROM: Doug Webster

CC: Nate Rudy, Town Manager
Councilor Carder

RE: Proposed Short Term Rental (STR) Ordinance
Summary of Council input at 5-3-22 meeting

The Council provided input to the attorney "red-lined" version of the proposed STR ordinance at last night's meeting. I write with a summary of the Council's input to solicit input from JBGH regarding the points raised. The items below are not necessarily in any order and have been numbered solely for reference purposes.

1. One of elements that has sparked the town's desire to bring this to the Council is to get at least some basic registration/standards "on the books" to identify the number, type, and locations of STR's in Gray. The original reasoning was that having something on the books is probably a positive step forward for the town to identify the scope of STR's in Gray. Assuming the Town decides to move forward with an STR ordinance that requires owners of such units to register with the town, is it better or worse for the town to move forward with this or is it better to not adopt any type of ordinance. Stated another way, if a STR registration ordinance is adopted and administered, are we setting up a situation where STR's that duly register are grandfathered thereby eliminating future options. (*NOTE:* There is a relationship between this comment and #7 at the end of this memo).

Town Attorney Response: Note that registration is required annually. Further, because this is not a land use ordinance, the use cannot be considered grandfathered from subsequent changes, up to and including prohibition of the use in one or more instances or areas. This has been done in other municipalities when they decided to make their STR requirements more restrictive.

2. Clarification is requested regarding if, per the currently proposed language, the CEO is *obligated to* inspect as part of the initial application with the proposed language in section 2.2 reading "The code enforcement officer is authorized to inspect the STR property upon receipt of any code violation complaint and as part of the initial application for registration". Council consensus is to not want to require CEO inspections unless a complaint is received. Would like to be clear in the ordinance regarding if CEO inspection is/is not required at initial application. Unclear use of "authorized". In the event that it is confirmed that the current language does not *mandate* that the CEO performs an inspection upon initial registration, is there an increased town liability if the CEO *does not* perform an inspection is another aspect the Council is looking for input on.

Town Attorney Response: The language authorizing the CEO to inspect does not require/obligate the CEO to inspect, but allows/permits the CEO to inspect. The language related to the initial application has been removed from the attached draft to clarify that authorization to inspect can occur any time there is a code violation complaint. As noted in earlier correspondence, I do have some concern that by not having the CEO inspect upon registration, there could be claims brought against the Town in the event someone is injured while renting a property due to an issue in the property that was in violation of an ordinance or code within the CEO's jurisdiction to inspect and enforce.

3. The Council had questions regarding where the threshold is for an STR becoming a "Campground" per the zoning ordinance. There are different thresholds and performance standards for Campgrounds in zoning (Chapter 402) and shoreland zoning (Chapter 403). Assuming there can be resolution to an STR not "falling between the cracks" for being a registered STR vs. Campground, it may be as simple as adding "campground" to the list in the present third line of Section 1.3 after "hotels".

Town Attorney Response: While the word "campground" has been added, neither the definition in Section 402.2.2 nor the standards in Sec. 402.7.11 of the Zoning Ordinance provides any definition or guidance as to how many RV's or tents there must be to trigger the stricter campground regulations. It might be best to state in this STR Ordinance that there can't be more than one or two RV's or tents used as STR's per property and that any greater number must comply with the requirements for campgrounds in the Zoning Ordinance. The SZO was not available online, so I could not review this definition, but Chapter 1000 defines a campground as having two or more parties in temporary living quarters (which includes both tents and RV's). **Without clarifying this issue, a loophole will be created as to what constitutes a campground and what is allowed as a tent or RV STR outside of the shoreland zone. This is something that the Council should be discussed further by the Town and additional edits to the STR Ordinance should be made to address this.** In the shoreland zone, the private individual campsite standards would have to be met and anything two or sites is a campground (assuming the Town's standards are the same as Chapter 1000).

4. Regarding fees, the ordinance should be more clear that both the fee and the registration is required for each STR. In a situation where one owner has more than one STR, even if at the same location, the fee and the registration is intended to be applicable for each STR.

Town Attorney Response: Language has been added to Section 2.1 concerning the requirement that the fee be paid for each individual STR unit.

5. Clarification language requested for performance standard 2.2.4 that 1 full bathroom is available for each STR to use while renting the unit. Some members of the Council were concerned that the current language is not sufficient clear.

Town Attorney Response: I have added language to Section 2.2.3 in line with this question.

6. Council consensus is that, ideally, the owner of the STR should provide an affirmation that their respective STR unit meets applicable standards and codes. They requested legal input as to if this is advisable or if asking for/requiring this is in the best interests of the town. Is there legal input/recommendation for this?

Town Attorney Response: I am concerned that many property owners are not necessarily aware of all of the applicable codes such that we could reasonably rely on their self-affirmation of compliance. There also would be no mechanism to confirm that they have considered all relevant codes, so we would be relying on their word knowing that it is very likely uninformed. This is also somewhat complicated by the idea that RV's and tents can be used as STR's since there are no codes for tents and RV codes are different from building codes.

7. The Council would like to use the registration process to identify how many non-permanent structures (such as yurts, tents, and RV's) that are currently being used. They would like to, at least initially, allow this use of non-permanent structures to see if it is or becomes a problem. If it proves to be an issue, such as multiple RV's parked in a driveway in a residential area, they would like the ability to address this at a later date should it be warranted.

Town Attorney Response: Sections 1.3 and 2.2.5 are revised to allow this use.

If this is added, it affects both the end of the applicability section (1.3) and #5 of performance standards (2.2). The legal question is if the town allows such non-permanent structures for the time being and requires them to register as part of the ordinance, then this ends up becoming a problem for whatever reason(s), can the town change the rules at a later date to either disallow or put standards on such non-permanent structures. The short version of this query is if such non-permanent STR structures would be (per the zoning term) non-conforming uses of record, i.e. "grandfathered", which could prevent the town from applying standards to such STR's that had legitimately registered.

Town Attorney Response: Note that this is an annual registration. Also, see response to #1 above. While registration ordinances generally don't confer any type of "grandfathering" rights, people who are allowed to do this initially will argue that they have them. This argument will not prevail in court, but the Council will hear it if/when it revises the Ordinance and should be aware of that.

TOWN COUNCIL COMMITTEES & AFFILIATIONS POLICY TOWN OF GRAY, MAINE

*Extracted from Town Council Rules, August 1, 2017
Amended November 14, 2017
Amended October 16, 2018
Amended October 1, 2019
Amended November 12, 2019
Amended December 17, 2019
Amended March 10, 2020
Amended March 24, 2020
Amended September 15, 2020
Amended December 15, 2020
Amended July 06, 2021
Amended September 21, 2021*

TOWN COUNCIL COMMITTEES

The Town Council has the authority to create standing or special (ad hoc) committees to assist the Council in its work. Some committees; the Board of Assessment Review, the Finance Committee, the Planning Board and the Zoning Board of Appeals are required by State Statute and/or Town Charter. The term “committee” as used in this Policy is intended to also include any boards, commissions or other similar terms for groups established by the Town Charter, state law or the Town Council to assist in the conduct of Town governance and operations. All committees consist of members appointed by the Town Council. At the commencement of the municipal year, or as soon thereafter as possible, there shall be chosen the following standing committees:

- A. ~~Wild~~ Blueberry Festival Committee
- B. Board of Assessment Review
- C. Community Economic Development Committee (CEDC)
- D. ~~Community Television & Communication~~ Advisory Committee (CTCAC)
- E. Dry Mills Schoolhouse Museum Committee
- F. Finance Committee
- G. General Assistance Fair Hearing Authority
- H. Library Board of Trustees
- I. Ordinance Advisory Committee (OAC)
- J. Open Space Committee
- K. Planning Board
- L. Public Safety Committee ~~delete~~
- M. ~~_____ Recreation & Conservation~~ Committee

TOWN COUNCIL COMMITTEES & AFFILIATIONS POLICY TOWN OF GRAY, MAINE

~~N.~~ ~~Recycling~~ Resiliency Committee

~~O.~~ Zoning Board of Appeals (ZBA)

Unless dictated by State Statute or the Town's Charter, all committees are subject to the rules listed below. Town Council may depart from the rules listed below as appropriate for the mission of any committee.

The Town Council may, whenever it deems necessary, assign additional duties to Town Council committees.

TOWN COUNCIL AFFILIATIONS

~~P.~~ The Town Council maintains working relationships with a wide variety of public, private and civic organizations. These organizations are involved in a wide variety of activities. Some develop and maintain cultural and recreational opportunities. Others are interested in protecting the natural habitat of our community or curating its history. There are civic minded organizations looking to help those that are less fortunate than themselves and all of them contribute to our community in positive ways. Some organizations, like the Maine Municipal Association (MMA) or the Greater Portland Council of Governments (GPCOG) are voluntary associations the Town belongs to. Our affiliation with these groups helps the Town Council, Town Manager and Staff further Gray's interests on the regional and state level.

~~Q.~~ The Council has not created these groups and is not responsible for overseeing their operations, their finances or in most instances selecting their members.

~~R.~~ No Town Council Committee or affiliated organization can claim to be working on the Town Council's behalf without first seeking permission from the Council to do so.

~~S.~~ If the Council provides an affiliated group with funding, the group shall issue a report on the status of the group's work at a time determined by the Council.

~~T.~~ This policy is not intended to be a complete list of the organizations the Town Council is affiliated with, but to define the Council's relationship with them.

~~U.~~ The Council reserves the right to create additional conditions or expectations as needed and end its relationship with any affiliated group at any time.

COUNCILOR LIAISON APPOINTMENTS

The members of the Town Council shall serve as liaisons on Town Council Committees and may serve on Affiliated organizations. Councilors;

- Shall be chosen as Liaisons by a majority vote of the Town Council.
- May be the liaison for more than one committee.
- Shall serve in a non-voting, ex-officio capacity.
- Shall have the right to speak, ask questions and participate in ~~Committee~~ ~~omitee~~ deliberations. A Council Liaison to the Planning Board, Board of Assessment Review or Zoning Board of

TOWN COUNCIL COMMITTEES & AFFILIATIONS POLICY TOWN OF GRAY, MAINE

Appeals shall be permitted to speak in support of or opposition to an application and participate in deliberations only to the extent otherwise permitted for all members of the public and shall do so in the same manner as permitted for members of the public. To the extent a Council Liaison has an actual or perceived conflict of interest with regard to an application before the Board of Assessment Review, Zoning Board of Appeals or Planning Board, he or she must disclose said conflict prior to speaking on or participating in any deliberations of such bodies.

- Liaisons are expected to attend their committee meetings.

COMMITTEE MEMBER APPOINTMENTS

At the first Town Council meeting in August, or as soon thereafter as possible, the Town Council shall make appointments to Town Council Committees.

The following rules shall apply to all committee member appointments:

- In general a committee applicant shall be a resident of the Town of Gray throughout their term. When a committee partners with other towns or regional groups to solve problems or provide services the Town Council may choose to appoint non-residents to the committee. For example, the Recreation and Conservation Committee may also include residents of New Gloucester. The majority of the members on any Town Council committee must be residents of the Town of Gray. Applicants must be eighteen (18) years of age unless exempted by the Town Council.
- Citizens applying or reapplying for committee membership must submit an application.
- Committee appointments are for three (3) year terms to end on August 31st of the designated year, unless otherwise specified by the Council at the time of initial appointment or reappointment. The Council Member to the Finance Committee's term shall be 1 year and end on Election day.
- The terms of committee members shall be staggered so not more than one third (1/3rd) (approximately) of the committee's appointments end in the same year.
- Committee members shall serve without compensation unless otherwise specified by the Council.
- Appointees may only serve on one (1) of the following committees at a time; Planning Board, Zoning Board of Appeals, Finance Committee and Board of Assessment Review.
- No more than one (1) member of an immediate family shall serve on the same committee at the same time.
- A committee position may be considered vacated if the member is unable to attend more than ¼ of regular meetings in a twelve-month period starting at appointment, and annually thereafter until term expiration.
- Any committee member can be removed for cause after due notice and hearing by the Town Council.
- Committee members may be compensated as a consultant for the Town provided that the Town Council approves the contract for services to be provided and the committee on which the

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COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE**

individual is currently serving is not responsible for supervising the services to be provided during the contract term or for 30 days after the individual's service on that committee is terminated.

- In the event a committee member has an actual or perceived conflict of interest with regard to a matter before the committee on which he or she serves, including, but not limited to the fact that the committee member has entered into a contract with the Town to provide services related to the committee's work or scope of review, he or she must disclose said conflict prior to speaking on or participating in any deliberations of the committee related to the matter for which the conflict exists. Following disclosure of the conflict, the remainder of the committee shall vote on whether the disclosing committee member can participate in discussions or decisions regarding the matter in an impartial manner. Refer to the Town of Gray Conflict of Interest Policy for more information.

TOWN COUNCIL COMMITTEES RULES

All committees shall:

- Elect a Chairperson who is responsible for implementing this Town Council Committee Policy.
- Use the same parliamentary procedures as those adopted by the Town Council.
- Committee members will include the Town Council Liaison in all committee correspondence and comply with the State of Maine's Freedom of Access Act (FOAA).
- Submit meeting times, dates, locations and agendas two (2) business days in advance to the Town Manager or their designee.
- Committees without a quorum (a majority of members present) may continue to plan, meet and discuss their work. Except to schedule future meetings, no decisions or recommendations can be made by a committee without a quorum.
- Create meeting minutes which shall include;
 - ~~1.~~ A list of members in attendance or absent.
 - ~~2.~~ The date, time and location of the meeting.
 - ~~3.~~ A summary of the committee's work.
 - A record of any votes taken during the meeting.
 - ~~4.~~ A list of names/addresses of any member of the Public who attended to speak at the committee meeting & a brief summary of their comments.
- Record the meeting minutes. The committee may elect a secretary to record their minutes if the committee wishes to do so.
- Send meeting minutes to the Town Manager or their designees within seven (7) days of the minutes approval date.

TOWN COUNCIL COMMITTEES & AFFILIATIONS POLICY TOWN OF GRAY, MAINE

- Submit an Annual Report of the committee's work at the end of each fiscal year. The Annual Report must be completed and sent to the Town Manager by the date requested. The Council may ask the committee to present its report at a Council meeting.
- If for any reason, the Chairperson is unable to implement this policy, they are to inform the Town Council Liaison and/or the Town Manager as soon as possible.

The Town Manager, or their designee, shall be responsible for posting committee documents on the Town's website and providing Town Councilors with committee agendas, meeting minutes and annual reports.

The Town of Gray Town Council Remote and Hybrid Meeting Policy was amended on _____. The policy applies to all committees unless that committee adopts a separate policy. For the Planning Board and Zoning Board of Appeals, the hybrid model should be used whenever feasible. For all other committees, hybrid, remote or in person meetings can be used based on the majority of committee members wishes. If hybrid or remote meetings are used, the Town Zoom account must be used to ensure recording of the meetings. ~~adopted on September 7th 2021. The following Committees are authorized by the Town Council to adopt the policy or a similar policy that is at least as restrictive as the Town Council policy and which complies with State Statute:~~

- ~~1.~~ Planning Board
- ~~2.~~ Zoning Board of Appeals

TOWN COUNCIL COMMITTEES

WILD BLUEBERRY FESTIVAL COMMITTEE

- Established:
 - ~~1.~~ The End of Summer Fest Committee was created on December 6, 2016. The committee was re-named the Gray Blueberry Festival Committee on May 2, 2017. The committee was re-named the Gray Wild Blueberry Festival Committee in 2022.
- Membership:
 - ~~1.~~ The Wild Blueberry Festival Committee shall consist of five (5) members and one alternate.
- Duties:
 - ~~1.~~ Celebrate and promote the Town of Gray, including local businesses, community and school organizations, and Pennell Complex;
 - ~~2.~~ Build on existing, and foster new, collaborative efforts in town;
 - ~~3.~~ Create 'new childhood' memories with this event and revive the 'old childhood' memories of Gray's Old Home Days;
 - ~~4.~~ Educate attendees by offering interactive booth demonstrations and exhibits.

BOARD OF ASSESSMENT REVIEW

**TOWN COUNCIL
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TOWN OF GRAY, MAINE**

- Membership:

~~1.~~ The Board of Assessment Review shall consist of three (3) members.

- Duties:

The Board of Assessment Review shall have the power to;

~~1.~~ Review any tax assessment complaint of property owners, and revise assessments for the purpose of taxation of real and personal property within the Town limits made by the Assessor.

~~2.~~ Administer oaths.

~~3.~~ Take testimony.

~~4.~~ Hold hearings.

~~5.~~ Adopt regulations regarding the procedure of assessment review not otherwise inconsistent with State or local law.

COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE (CEDC)

A. Membership:

1. There shall be a Community Economic Development Committee consisting of five (5) members, and one alternate.
2. In addition, the Town Planner; a designated member of the Planning Board, and a designated member of the Town Council shall be ex-officio members who shall be non-voting members of the Committee.

B. Duties:

1. The CEDC shall promote and/or participate in initiatives that will:
 1. **Cultivate** community and cultural connections in Gray.
 2. **Revitalize and preserve** the charm of the Village.
 3. **Support** improvement, responsible expansion, and retention of established businesses in the Town of Gray.
 4. **Stimulate** the establishment of new businesses that will diversify the tax base and align with the goals of the Comprehensive Plan of the Town of Gray.
 5. **Promote** opportunities for local citizens who desire to open businesses or cottage industries.
2. The CEDC shall cooperate with other community, region, state organizations and agencies to promote, assist, encourage and develop the community and economic climate of the Town of Gray.

COMMUNITY TELEVISION & COMMUNICATION ADVISORY COMMITTEE (CTCAC)

A. Established:

**TOWN COUNCIL
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TOWN OF GRAY, MAINE**

1. The Community Television and Communication Advisory Committee was created March 24, 2020.

B. Membership:

1. The Committee shall consist of seven (7) members, four (4) of whom shall be residents of the Town of Gray. Other members may include representatives of MSAD15, a private school from either Gray or New Gloucester, the Gray/New Gloucester Development Corporation or a non-profit organization from Gray.

C. Duties:

1. The Community Television Advisory Committee shall meet no less than once each quarter of the year; and may schedule additional meetings as needed.
2. It shall be responsible for keeping the Gray Town Council informed of Public, Educational and Government related matters as they relate to:
 - a) Recommending improvements in Public, Educations and Government programming to the Town Manager and Station Manager.
 - b) Making recommendations regarding relevant emerging technologies and other broadcast options to the Town Manager and Station Manager.
 - c) Promoting and developing optimal utilization of the PEG system;
 - d) Promoting community outreach and providing a forum for citizen recommendations and concerns regarding the use of equipment, facilities, programming and other related issues.
 - e) Promoting support for quality community television in Gray.
3. Explore and cultivate available programming sources.
4. Examine emerging technologies and other telecast or online streaming options for public, educational and governmental meetings.

DRY MILLS SCHOOLHOUSE MUSEUM COMMITTEE

- Membership:

~~1.~~ The Dry Mills Schoolhouse Museum Committee shall consist of five (5) members, and one alternate.

- Duties:

~~1.~~ The mission of the Dry Mills Schoolhouse Museum located adjacent to the Maine Wildlife Park's campus in Gray, Maine, is to offer a venue for locals and visitors to take a step back in history for an experiential visit in a mid-1800's schoolroom.

~~2.~~ The restored, one-room schoolhouse displays old photographs, hands-on items, and period books, including a copy of one of the century's teacher journals.

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- 3.** We strive to fully restore and secure the Dry Mills Schoolhouse for posterity, to preserve its rich history, to open and present it to the public on a regular basis, to allow Gray residents, individual visitors, and student groups direct access to an educational immersion experience, and to provide a preserve for inter-mutual community and celebratory events.
- 4.** The Dry Mills Schoolhouse: Preservation of our Past and Pathway to our Future.

FINANCE COMMITTEE

- Membership:
 - 1.** The membership of the Finance Committee shall consist of three (3) members, at least one (1) member shall be a Town Councilor.
 - 2.** All other members shall be chosen from among the citizens duly registered to vote in Gray.
 - 3.** The Council member(s) shall be appointed annually following the municipal election.
 - 4.** The Finance Committee shall elect a Chairperson from among its members. The Chairperson of the Finance Committee should be a resident, not a Councilor, whenever possible. In the event that the Finance Committee wants to elect the Council representative as Chair, they will submit that recommendation to the Town Council for approval by majority vote.
- Duties:
 - 1.** The Finance Committee's role shall be advisory only, except for those duties and responsibilities specified to them by the Town Charter or by ordinance. Some of the responsibilities include but are not limited to:
 - 2.** Any time this committee schedules to meet, it shall properly notice the public in accordance with the Town Charter and State law.
 - 3.** All committee votes are advisory and shall be reported to the Council as a whole for final disposition.
 - 4.** Review the monthly financial reports of the Town, including the Town's investments and policy and report the results to the Council as a whole.
 - 5.** Develop and review biannually, the investment policies of the Town, assuring that all assets of the Town have been properly protected and invested in compliance with State and Federal laws and regulations.
 - 6.** Meet with the auditors annually and report their findings to the Council.
 - 7.** If so authorized, the Committee may recommend additional procurement policy items in accordance with the Charter that may be recommended to the management of the Town.
 - 8.** Make recommendations to the Council.

GENERAL ASSISTANCE FAIR HEARING AUTHORITY

- Established:

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1. The Committee is established and governed by the Chapter 601 General Assistance Ordinance.

2. Membership:

3. The Committee shall consist of three (3) Town Councilors.

• Duties:

1. The Committee shall be responsible for implementing “Section 7.3 The Hearing Procedure” as well as any other requirements found in the Chapter 601 General Assistance Ordinance.

LIBRARY BOARD OF TRUSTEES

• Membership:

1. The Library Board of Trustees shall consist of seven (7) members.

2. The Library Director shall be appointed by the Town Manager, upon recommendation of the Library Board of Trustees.

• Duties:

1. The Library Board of Trustees shall adopt policies relating to the operation and planning of the Library.

2. Board of Trustees shall establish rules and policies to guide the Library Director, subject; however, in both instances to the provisions of the Town Charter, Town Ordinances and Town’s Personnel Policy.

3. The Library Director shall be responsible to the Town Manager for following the guidelines set forth by the Board of Trustees.

4. All expenditures of library funds shall be made by the Town Treasurer upon request of the Board, or in cases where the Librarian is authorized by the Board, upon request of the Librarian.

5. The Library Trustees shall have the authority to use the Library Reserve funds for purchases or services pertaining to the Library.

6. Purchases made from the Library Reserve must be maintained only with funds from the Library Reserve Fund.

7. The Library Reserve Fund shall consist of gifts or donations to the Gray Public Library, and any interest generated by these funds.

8. The use of such funds shall be approved by a majority vote of the Library Board of Trustees, and the Library Director.

9. A purchase order signed by the Library Director and the Chair of the Trustees shall be submitted to the Town Treasurer, no further approval shall be required.

OPEN SPACE COMMITTEE

**TOWN COUNCIL
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A: Established: This committee was created on September 17, 2019

B. Membership:

~~1.~~ The membership of the Open Space Committee shall consist of three (7) members,

C: Duties:

1. To inventory public and conservation lands, habitat protection, recreational areas, and possible greenbelt areas. To coordinate with the Comprehensive Plan Committee and Facilitator to gather data and collect survey information from the community. To identify existing and proposed areas for future Open Space planning. To create a vision for Open Space in Gray and to form a Statement of Purpose for an Open Space plan coordinating with the Comprehensive Plan Committee.
2. To engage in discussions with landowners and regional land trusts and make recommendations to the Town Council in order to help secure access to land/corridors through acquisitions, easements, land swaps, and other forms of agreements.
3. To assist with fundraising for land/corridor acquisition from private and public sources.

ORDINANCE ADVISORY COMMITTEE (OAC)

• Established:

~~1.~~ This committee was created on November 12, 2013.

• Membership:

~~1.~~ The membership of the Ordinance Advisory Committee shall consist of at least three (3) members and include a member of the Community Development Department.

~~2.~~ In addition, a staff member of the Community Planning Department shall be a non-voting ex-officio member of the committee.

• Duties: **Council to discuss charge for changes**

~~1.~~ The committee shall function as a sounding board for the Town Council and Community Development staff.

~~2.~~ The committee shall review and comment on changes to the Town's existing Zoning Ordinances as well as assist in creating new zoning ordinances, districts, and standards.

PLANNING BOARD

• Membership:

~~1.~~ The Planning Board shall consist of five (5) members and two (2) alternates. The two Alternate members will be appointed to the Board by the Town Council in the same manner as full members. All full and alternate member vacancies shall be filled by the Council. The Planning Board shall meet up to twice a month at the discretion of Planning Department Staff.

• Duties:

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The Board shall;

1. Be responsible for reviewing and approving, when in order, subdivision plans, site plans, conditional uses, and Shoreland Zoning applications in accordance with State Statutes and Town Ordinances.
2. Be responsible for the constant supervision of the Zoning and Subdivision of the Zoning and Subdivision Ordinances and for recommendations to the Town Council for changes in each.
3. Perform such duties and exercise such powers as are provided by the Town Ordinances and the laws of the State of Maine.
4. Offer advice and assistance, and make recommendations to the Town Council, Town Manager and other Town committees and staff as needed or requested.

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RECREATION AND CONSERVATION COMMITTEE

- Established:
 1. The Committee shall be responsible for performing and carrying out its duties in accordance with the rules, regulations, and guidelines set forth in the Gray Land Bank Ordinance adopted September 6, 1988, as amended.
- Membership:
 1. The Recreation and Conservation Committee shall consist of five (5) members.
 2. In addition, a staff member of the Recreation Department shall be a non-voting ex-officio member of the committee.
- Duties: This section needs to be replaced with the updated text already approved by the Council.
 1. The Committee shall advise and recommend to the Town Council on recreational and public parks matters, such as: programs, policies, development, planning, or leisure time activities.
 2. In cooperation with the Town Manager and the Parks and Recreation Director the Committee shall assist in initiating and maintaining progressive programs and activities.
 3. The Committee shall advise and recommend to the Town Council, public and private committees, and the general public as to the protection, research, development and use of the natural resources located within the territorial limits of the Town.
 4. The Committee shall recommend to the Town Council the purchase, the gift or other acquisition of land, easements or interest in land; in order to maintain and manage it in a manner which allows for public use and enjoyment consistent with the natural, historic and scenic resources of the land.
 5. The Committee shall, prior to making any recommendations pursuant to this section, submit its recommendations to the Planning Board at least thirty (30) days in advance.
 6. The Committee shall be responsible for developing and maintaining an open space, public access, and outdoor recreation plan which shall be consistent with the Town's Comprehensive Plan and with any regional plan.
 7. The Committee shall prepare and maintain an index of all open areas, publicly or privately owned, within the Town and including but not limited to open marsh lands, swamps, and wetlands to assimilate and retain information pertinent to the proper utilization, protection and potential development or use of such open areas.

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RESILIENCY COMMITTEE

A. Membership:

- a. The Resiliency Committee shall consist of five (5) regular members and one (1) alternate member.
- b. In addition, a staff member of the Recycling and Solid Waste Department shall be a non-voting ex-officio member of the committee.

• Duties:

The committee shall:

1. Expand education for Residents via GCTV/Website streaming programming in partnership with GNG School system, newsletter, electronic platforms, bulletin boards, Library, flyers and direct mailings on topics related to Resiliency Planning, waste reduction, renewables and/or energy efficiency and Climate action.
 - a. Proper composting to work towards reducing food waste
 - b. Tips/Information on the pillars of waste handling: Avoid/Reduce, Reuse, Recycle, Recover, Dispose
 - c. Classes on relevant topics such as vermiculture and biodigesters
 - d. Native plantings, canopy catalog/planning, fertilizer transition plans for open space/school fields/municipal properties
 - e. Practical zero waste approaches to lifestyle and events
2. Assist with Resiliency and Climate Action Planning, as appropriate, to identify baseline, identify forecasted changes in coming years, identify actionable items in categories (1) municipality (2) neighborhoods (3) residents. Working with the Community organizations that are mission aligned, promote action on items in categories (2) and (3).
3. Work with Organizations, Companies, Non-Profit groups and Residents to conduct readiness assessment for Repair Café, Tool Library, Salvage/Reclaim depot, Upcycling, Greenbuilding, Plant Swap, Seed bank, etc.
4. Make recommendations, as appropriate, to modify Town's current disposal policies, sticker compliance, fee structure that will enhance and/or reduce cost of the operations.
5. Work with Solid Waste Director to promote/host Hazardous Waste Day to educate Residents on hazards of improper disposal and share policies, options, changes on an annual basis.

For all duties outlined – encourage partnerships and collaboration with other Towns to develop regional approaches wherever possible.

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ZONING BOARD OF APPEALS (ZBA)

- Membership:

1. The Zoning Board of Appeals shall consist of five (5) members.

- Duties:

The board:

- 1.** Shall hear and decide administrative appeals where it is alleged there is an error in any order, requirement, decision, or determination by the Code Enforcement Officer in the enforcement of the Zoning Ordinance.
- 2.** Shall hear and decide variance appeals in specific cases where a relaxation of the terms of the Zoning Ordinance would not be contrary to the public interest and where owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the Zoning Ordinance would result in unnecessary or undue hardship, all as provided by State law and the terms of the Zoning Ordinance.
- 3.** May grant a disability variance to a property owner for the purpose of making that property accessible to a person with a disability who is living on the property, in accordance with State law.
- 4.** Shall perform its duties and be governed by Title 30-A M.R.S.A. Section 2691, as amended, and the Zoning Ordinance, Section 402.32.

RETIRED TOWN COUNCIL COMMITTEES

CHARLES BARKER SCHOLARSHIP COMMITTEE

- Membership:

1. The Charles Barker Scholarship Committee shall consist of four (4) members, of which no member shall be a member of the School Board.

2. In accordance with the terms and conditions of the Charles Baker Scholarship Fund, “Such committee members shall serve until a similar committee shall have been appointed or reappointed after the next selection of a Board of Selectmen (Town Council) of said Town.”

- Duties:

1. The Committee shall be responsible for determining the allocation of scholarship funds to worthy students of Gray Schools for the purpose of assisting with expenses for higher education and post-secondary schools.

The Committee’s responsibility shall be carried out in accordance with the terms and conditions of the will dated December 17, 1969, set forth by the late Charles W. Barker.

GRANGE NO. 41 SCHOLARSHIP FUND COMMITTEE

- Established:

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~~1.~~ The Committee's responsibilities shall be carried out in accordance with the terms and conditions of the Gray Grange No. 41 Scholarship Fund formally accepted by the Gray Town Council on May 7, 1991, and signed by Gordon Kimball, Sr. Treasurer of Gray Grange No. 41 on July 25, 1991

- Membership:

~~1.~~ Gray Grange No. 41 Scholarship Fund Committee shall consist of three (3) members.

~~2.~~ The three (3) members shall consist of the Principal of the Gray-New Gloucester High School, one (1) person appointed by the Town Council, and one (1) resident of Gray who initially shall be or was a former member of Gray Grange No. 41.

~~3.~~ Committee members shall be appointed by the Town Council, in accordance with the terms and conditions of the Gray Grange No. 41 Scholarship Fund.

- Duties:

~~1.~~ The Committee shall be responsible for the Gray Grange No. 41 Scholarship Fund for postsecondary education. Selected recipients must be residents of the Town of Gray, pursuing postsecondary education.

LADDER TRUCK COMMITTEE

- Established:

~~1.~~ Per June 13, 2017 Town of Gray municipal election results, the Town Council shall appoint a citizens ad hoc committee. The Ladder Truck Committee was created on June 13, 2017.

- Membership:

~~1.~~ The Ladder Truck Committee shall consist of seven (7) members.

~~2.~~ Five (5) shall be citizens of Gray.

~~3.~~ Two (2) shall be non-voting ex-officio members:

~~4.~~ One (1) shall be the Director of Public Safety.

~~5.~~ One (1) shall be a Town Counselor.

- Duties:

~~1.~~ The Committee shall to hold one or more public hearings in the fall/winter of 2017/2018 to study whether the Public Safety needs of the Town require the replacement of the current ladder truck.

~~2.~~ If the committee decides to recommend the purchase of a new ladder truck, the committee must make its final recommendation in time for the Council to include the proposal on the 2018 Town meeting warrant.

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PUBLIC SAFETY COMMITTEE

- Membership:

~~1.~~ The Committee shall consist of nine (9) members.

~~2.~~ Two (2) members from the Public Safety Department.

~~3.~~ Three (3) Gray residents who are not employees of the Town or affiliated with any law enforcement agency.

~~4.~~ Four (4) non-voting ex-officio members of which;

~~5.~~ One (1) a member of the Maine State Police.

~~6.~~ One (1) a member of the Cumberland County Sheriff's Department.

~~7.~~ One (1) the Town of Gray Public Safety Director.

~~8.~~ One (1) member of the Gray Town Council.

- Duties:

The committee shall;

~~1.~~ Be concerned with various matters of community safety as they relate to law enforcement, fire protection, traffic, and the transportation systems that support traffic. Including both vehicle and pedestrian and those issues outside of Gray that have impacts within the community such as regional transportation corridors and projects.

~~2.~~ Work towards developing the necessary plans and recommendations that shall achieve improved community safety.

~~3.~~ Advise the Public Safety Director in areas of community and building safety issues, making recommendations where appropriate.

~~4.~~ Work with the Maine Department of Transportation, Maine Turnpike Authority, the Maine State Police and the Cumberland County Sheriff's Department in matters of traffic and safety issues.

May work with and assist other standing committees and, where appropriate, special committees of the Town.

COMPREHENSIVE PLAN STEERING COMMITTEE

A. Established:

1. The Comprehensive Plan Steering Committee was created on May 7, 2019.

B. Membership:

1. The Comprehensive Plan Steering Committee shall consist of a minimum of nine (9) and a maximum of eleven (11) members and two (2) alternates.

C. Duties are to oversee:

1. The compilation of a Comprehensive Plan to replace the current 15+ year old Plan.

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2. That the Plan incorporates input from a cross-section of the Town residents and represents the majority of Gray residents, property owners, and businesses through extensive public outreach.
3. To create a viable and implementable Future Land Use Plan designed to accommodate anticipated residential and commercial growth over the next 10 to 20 years.
4. The final plan should include sufficient measures to be deemed consistent with the Growth Management Act by the State.