

TOWN GRAY
GRAY TOWN COUNCIL
AGENDA • AUGUST 3, 2021

**Gray Town
Council Regular
Meeting**



7:00 PM

I. ROLL CALL

II. PLEDGE OF ALLEGIANCE TO THE FLAG

III. MINUTES FROM PREVIOUS MEETINGS 5 MINS

1. To Review and Approve the Minutes of the Town Council Meeting on June 23, 2021.
2. To Review and Approve the Minutes of the Town Council Meeting on July 6, 2021.

IV. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON) 10 MINS

Comments are intended for information sharing, not discussion. Comments in excess of 3 minutes are welcome at the end of the agenda prior to adjournment.

V. ADJUSTMENTS TO THE ADENDA 5 MINS

VI. PUBLIC HEARING(S)

1. To Review and Act Upon Approving the Refuse Hauler's Licenses for Trash Guyz and Almighty Waste. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Approves the Refuse Hauler's Licenses for Trash Guyz and Almighty Waste. Said licenses are contingent upon compliance with Town of Gray Solid Waste Ordinance, which requires MSW generated in Gray to be taken to EcoMaine and will expire June 30, 2021.

VII. REPORT FROM THE COUNCIL CHAIR 5 MINS

VIII. REPORT FROM THE TOWN MANAGER 5 MINS

IX. COMMITTEE REPORTS 5 MINS

X. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XI. ACTION ITEMS

1. To Review and Act Upon Appointing _____ as the MSAD #15 School Board Director for a term ending in June 2024. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints _____ as the MSAD #15 School Board Director for a term ending in June 2024.

2. To Review and Act Upon Approving the Proposed Personal Property Accounts Write Off as recommended by the Assessor's Office. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the proposed Personal Property Accounts Write Off as recommended by the Assessor's Office.

3. To Review and Act Upon Approving the proposed Shaker Road drainage easements. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the drainage easements as presented by the Town Manager pursuant to the Shaker Road Project.

4. To Review and Act Upon Approving the purchase agreement with Morton Salt for the purchase of road salt during the winter of 2021-2022. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the purchase agreement with Morton Salt for the purchase of road salt at the price of \$58.73/ton and treated salt at the price of \$76.73/ton during the winter of 2021-2022.

5. To Review and Act Upon Approving a three-year contract with Keith Osgood for the winter maintenance of 15.4 miles of roads in the Town of Gray. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the awarding of a three-year contract to Keith Osgood for the winter maintenance of 15.4 miles of roads in the Town of Gray for the sum of \$4,600.00 per mile during 2021-2022 and 2022-2023 and for \$4,800.00 per mile during 2023-2024.

6. To Review and Authorize the Proposed Indemnification as presented by the Gray-New Gloucester ATV Club. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Gray-New Gloucester ATV Club's indemnification of the Town of Gray related to privately-owned ATV trails included in the Town of Gray's proposal to the Maine Bureau of Public Lands under the ATV Municipal Grant Program, which was approved June 7, 2021.

7. To Review the proposed slate of MMA Executive Committee nominees and give direction to the Town Manager on how to respond to the form provided. **5 MINS**

8. To Review and Act Upon Approving the Proposed Changes to the Facilities Use Policy. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the revised Facilities Use Policy for the Town of Gray.

9. To Review and Act Upon Approving a Revised FY 2022 Fee Schedule. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council accepts the proposed changes in the fee schedule as provided by Town staff.

10. To Review and Act Upon Approving the Digital Media Coordinator position description. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Approves the Digital Media Coordinator position description.

XII. COUNCIL BUSINESS

1.
 - Village residential development standards - Doug - **30 MINS**
 - Proposed Telecommunications Overlay Zone - Doug - **5 MINS**
 - Senior Tax Assistance program - Nate/Council - **15 MINS**
 - Remote meeting policy - Nate - **10 MINS**
 - Diversity, Equity, Inclusion policy - Nate - **10 MINS**
 - Juneteenth Holiday - Krista - **5 MINS**

XIII. ADJOURNMENT 10:00 PM

** 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
GRAY TOWN COUNCIL
MINUTES • JUNE 23, 2021

Gray Town Council

Special Meeting

Henry Pennell Municipal Complex

5:00 PM

I. Opening Statement: Due to ongoing technical issues related to flood damage at Pennell Hall, this Town Council meeting did NOT take place in person. The meeting was held online, and the Zoom link was provided on the Town website.

The meeting was opened at 5:06pm by Councilor Carder.

II. ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Anne Gass	Vice Chair	Present
Krista Chappell	Councilor	Present
Martin Meaney	Councilor	Present
Dan Maguire	Councilor	Present
Nate Rudy	Town Manager	Present
Scott Dvorak	Lead Code Enforcement Officer	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. COUNCIL BUSINESS

1. To accept the proposed changes in the FY 2022 fee schedule for commercial solar installation permits, as presented by Town Staff

Councilor Carder introduced Town Manager Nate Rudy. Town Manager Rudy explained that there is a solar array project at 97 Shaker Rd in the planning board review currently. With the current fee schedule for commercial solar permits, the project may be cost prohibitive. Scott Dvorak, the Lead Code Enforcement Officer for the Town of Gray, will be presenting his recommendations and findings for the proposal to set a new fee schedule. Town Manager Rudy introduced Scott and gave him the floor.

Scott looked at the Gray fee schedule and those of six surrounding towns. Because the project came thru the planning board, the question was what to charge? Currently, the fee for a commercial solar permit is \$350. The Town's fee is well under the norm for a commercial solar array. Poland & Belfast base their fee on square footage, with a small, medium, and large sizes. Gorham, Windham, and Cumberland base their fees on construction costs, \$12-15/1000 value of project. Scott thought this way of calculating was excessive in his opinion. The Shaker Rd project has an estimated value of \$4 mil. Going by Poland fees, the Town would charge \$12,000 for the permit, \$10,000 if using Belfast as a model, although they have a fixed rate for large sized arrays. Scott is asking Council to consider increasing the fee from \$350 to \$10-12,000.

Council Discussion:

Councilor Carder clarified Scott's question, going from existing fee and considering a fee based on square footage versus construction costs. Councilor Carder then opened the floor to questions from other council members.

Councilor Gass asked how these fees would get used? And what is the rationale for setting them?

Scott stated that there were fees associated with the planning board meetings, inspections, staff time but was unsure where the fees do go exactly. Also elaborated that if the current commercial fee (.30/ft²) was used to calculate a solar permit fee that the permit would cost around \$350,000 because the Shaker Rd project is around 1.3 mil ft².

Councilor Gass stated that fees should be attached to real costs the town has

Councilor Maguire said we shouldn't price gouge but should recoup our costs better that are incurred with the Planner, Code Enforcement and Community Development offices. The town does too much leg work and is not reimbursed. With bigger projects, he suggested, these companies be shown the ordinance and the company will tell the town of Gray how they can make it fit within the town's ordinance. The town shouldn't become a profit center but should be more studious about accounting for all costs involved on the Town of Gray.

Councilor Carder states there are risks involved with this project. It is a long-term project, 30+ years. There is a chance Gray Public Safety would get involved if there are safety issues or electrical fires. Maine is still new to solar energy and still trying to figure out fees. She stated that she is in favor of the modeling after the Poland/Belfast costs. Not in favor of charging per thousand.

Councilor Meaney questioned if the electricity produced by the array is fed into the grid? We should charge fees to cover the Town's expenses so for the taxpayer it is revenue neutral.

Councilor Carder answered Councilor Meaney's question that the electricity produced IS fed into the grid and then people sign up for credits to be used on their CMP bill.

Town Manager Rudy stated that one philosophy for setting fees is considering if the value of the project will cover carrying the cost of public safety over time. And to capture the cost of vetting these projects, legal costs, planning board time and staff time. He agrees there is a balance to be struck and having a high enough fee to capture the cost of the Code Enforcement office. He suggested we review fees but also the process. Consider a "buy right" permit with a higher fee and a streamlined process for permits and planning board. If the fee is substantially higher then the time of the entire process should be decreased.

Councilor Chappell inquired about the Westbrook fee. She agrees that any fees charged should have a reason behind them. She asked Scott for clarification on the Poland & Belfast Fees.

Scott explained that Poland categorizes Small: $\leq 20,000$ ft², Medium as 20,000 ft² to 4 acres and Large as 4 acres +. Belfast has a set fee of \$5000 for Medium and \$10000 for Large with no defined fee for Small. Westbrook's fee was based on kWh, their rate was \$1.25/kWh.

Councilor Carder looked to clarify for Scott; was he looking for direction or fee schedule because of the pending project? She reminded everyone that discussion should focus primarily on setting the fee for the solar array permit at this time. She favors the Poland or Belfast plan. The fee could be easily justified due to time and expenses put into this project between council, planning board, CEO time, public safety, public works and legal. Should the fee be higher, lower or a flat fee? She and Nate asked Scott his recommendation if he had total control over the decision.

Scott added that the other towns get electrical inspection fees as they have an inspector on staff. Gray goes through the State. He is leaning toward Poland's fee schedule with the definitions of small, medium, and large. The projects need specific acreage anyway and he needs this expedited for the current project.

Councilor Maguire stated that Gray's solar ordinance specifies small, medium, and large. He suggested we stay within these guidelines for the fee. We should have a fee for the size of the project.

Councilor Carder agreed that the small, medium, and large were defined when Council did the overlay process. Should make sure that the fee balances costs.

Councilor Gass said she was also comfortable with the small, medium, and large fee schedule. She suggested basing the fee on time spent on project by looking at it from a business plan standpoint.

Councilor Chappell wants fee to reflect time and cost that the town is incurring rather than basing it on neighboring town fees. She is interested in staff costs on the project to set fee. But if the decision must be made tonight that she is also most comfortable with the size plan.

Councilor Carder said they didn't start the project tracking fees and it would take a good amount of time to reconstruct 18 months of activity.

Councilor Meaney agreed with Councilor Chappell that the fee is based on size and that taxpayers shouldn't be held for extra expenses

Councilor Carder said there seemed to be a consensus on using the small, medium, and large sizes to set the fee schedule.

Councilor Maguire proposed a fee of \$500/acre.

Ordered, the Gray Town Council accepts the proposed changes in the FY 2022 fee schedule for commercial solar installation permits, as presented by Town staff

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Chappell, Maguire, Meaney

V. EXECUTIVE SESSION

The Gray Town Council will enter Executive Session under Maine Revised Statutes Title1, Chapter 13, Section 405.6 D for discussion of labor contracts and proposals with the Gray Firefighters Union Local 5007.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Chappell, Maguire, Meaney

The Town Council entered Executive Session at 5:48pm.

The Town Council exited Executive Session at 6:35pm.

XIV. ADJOURNMENT at 6:35 p.m.

Motion to adjourn at 6:35 p.m.

RESULT:

APPROVED [UNANIMOUS]

MOVER:

Anne Gass, Vice Chair

SECONDER:

Martin Meaney, Councilor

AYES:

Carder, Chappell, Gass, Maguire, Meaney

TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • JULY 6, 2021

Regular Meeting

Henry Pennell Municipal Complex

7:00 PM

24 Main Street, Gray, ME 04039

I. Opening Statement: This meeting took place in person at the Town Hall.

II. ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Anne Gass	Vice Chair	Present
Dan Maguire	Councilor	Present
Krista Chappell	Councilor	Present
Martin Meaney	Councilor	Present
Nate Rudy	Town Manager	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Approve the Minutes of the Town Council Meeting on June 15 and June 23, 2021.

MOTION: Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of June 15, 2021.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

Chair Carder noted the June 23rd minutes were not yet available, so the vote is only for the June 15th minutes. Councilors Gass, Carder, and Chappell requested edits. They will provide their edits to Cynthia Schaeffer at the Town Office.

V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON)

Geoffrey Foster, resident of 38 Shaker Road, requested that the town Council take care of cracks, potholes, and the “overall hideous condition” of the road in the center of Gray. He would like it to look better and also save on wear and tear of vehicles.

Brad Fogg, resident of 127 Shaker Road, spoke as a citizen and member of the Zoning Board of Appeals. He informed the board that the current Shoreland Zoning ordinance is more restrictive than the state statute which has caused conflicts, ill will, and hard feelings during some appeals requests which the ZBA has dealt with. He asked the Council to reduce the setback requirement.

Sharon Young, resident of 54 Aquila Road, Chairperson of the Gray Lifelong Living Committee, spoke of the Gray Senior Property

Tax Relief Program which has an application deadline of 8/1/21. She hopes the Town can get information put in the newspaper and offered to help. She also inquired if the application has been created yet.

She requested the Council to discuss the mooring ordinance as people are waiting to find out when that discussion will happen.

She shared an observation regarding Councilors Carder and Gass informing the Council that they would be at the polls during the June election to drum up interest in residents serving on town committees. She said this struck her as a thing not to do. She also expressed her dismay of volunteers doing work such as the Finance Committee recently did, but then the Council not including them in the conversation to finalize it. She thanked Councilor Maguire for reaching out to the committee members on this day with an invitation.

VI. ADJUSTMENTS TO THE AGENDA

Town Manager Rudy requested that Councilors suspend Council rules with a 4/5 vote to add consideration of bond approval for the Hamilton parcel. He said this would be helpful so they can continue with the purchase of the lot as funds are contingent on this approval.

Motion: To Suspend Council Rules to add a motion under the Action Items to Approve the Hamilton Bond as Presented by the Town Manager.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Maguire, Chappell, Meaney

VII. PRESENTATION(S)

1. Legislative Update – Representative Steve Moriarty

Steve Moriarty, House Representative for District 45 (all of Cumberland and portion of Southern Gray), was present and provided legislative updates to the Town Council. He said the legislation for remote meetings was signed by Governor Mills on June 21st. The Town will need to make a policy surrounding this.

Other legislation he discussed included LD1312 regarding accessory dwelling units, LD677 regarding binding arbitration, LD1541 regarding packaging, and LD954 regarding food sovereignty.

VIII. PUBLIC HEARING(S)

None

IX. REPORT FROM THE COUNCIL CHAIR

Chair Carder reported on the following topics:

COVID: I am glad to see everyone back in person and understand there are a lot of questions from our committees and boards related to the use of online meeting tools going forward. As stated earlier in the presentation by Rep. Moriarty, we need to adopt a policy as the bill allowing for some online participation has been signed into law. We will be discussing next steps later in the meeting and hope to have more information for our volunteers shortly.

Volunteer Awards: Will be celebrated at the Blueberry Festival this year at the music stage starting at 3:20pm. The Council discussed the ceremony in our workshop earlier tonight. We look forward to seeing our wonderful Volunteer Award winners and recognizing them for their hard work and dedication.

A reminder to all Council Liaisons, it is time look at your memberships and identify any/all volunteers whose terms will be expiring on Aug 31st. If they wish to continue serving on the committees, they will need to fill out a volunteer application and submit it no later than August 23rd to ensure inclusion in the September 7 Town Council meeting for consideration. Also, the annual reports from each committee are due at the end of this month.

Libby Hill Agreement: As I reported out at the last meeting, I met with Carl Holmquist and Steve McPike to discuss the remaining issues on 7/2. Next step is a meeting with Town Manager Rudy and Mo Russo. I hope to have more to report out on in time for the next Joint Leaders meeting set for September.

Longest Day 5K: Was held virtually again this year, but many runners were able to run the trails in person on their own. I'd like to congratulate the Friends of Libby Hill for their efforts and success in raising over \$300 and drawing in participants from 14 different Towns and even a visitor from Virginia. We all look forward to an in-person event next year.

Climate Action Letters: I received 3 Climate Action letters from GNG High School students via their Science Teachers. Caitlin Sweeney, Ellie Steele and Kiara Martinez wrote well researched and thoughtful letters regarding the impact of climate change and made suggestions on how Gray can work to help address the issues. I was able to respond by sharing our work on the municipal solar array, LED light conversion, planned EV charging station, as well as other efforts. I have shared the information with Krista Chappell as the liaison to the Resiliency Committee (after tonight). I also thanked the students for their engagement and suggested they consider volunteering on that committee. The High School teachers will share the information with their students.

HS State Champion: And finally, I'd like to recognize and congratulate GNG HS Senior Zoe Barnes for capturing the state titles in both the shot put and the discus, representing GHG very well. Zoe will be attending USM this fall, and I wish her well.

X. REPORT FROM THE TOWN MANAGER

Town Manager Rudy mentioned his monthly written report is in the agenda packet. He also had a request from Councilor Maguire regarding the Mayall Road mailing. He has received one call and he explained to the caller this is still being discussed and is not in force. Other items he mentioned included work regarding town staff remote work policy, dress code policy, and DEI policy.

XI. COMMITTEE REPORTS

Councilor Gass said the Communications Committee met. They discussed the franchise negotiation which expired a year ago. They discussed asking Tony Vigue, or another representative of GPCOG, to address the Council in the future.

Councilor Gass said the Open Space Committee will meet on July 7th.

Councilor Chappell said the CEDC met on June 16th. They discussed the next steps for the micro park. They made a tentative decision for the erection of the sign. They discussed part II of the birdhouse project and identified the winners of the mural project. There will be an ad in MaineBiz with the theme of making Gray a destination. This will be a special annual edition in August. They are planning eight more banners for light posts.

Councilor Chappell said the Recycling (Resiliency) Committee will meet on July 12th.

Councilor Meaney said he had to miss the Blueberry Festival Committee and Finance Committee meetings due to preparation for a surgical procedure.

Councilor Maguire reported on the Finance Committee. They met and discussed getting more members for the committee.

Councilor Maguire said OAC met. There are a couple of summer town interns. The committee reviewed a map with current zoning compared with zoning suggested in the Comprehensive Plan.

Councilor Maguire said the Planning Board will meet on July 8th.

Councilor Carder said GPCOG is on summer break but held a meeting on June 17th on broadband next steps which she attended. The focus was on priorities for municipalities and the region and how best to utilize GPCOG in the upcoming process of broadband funding. There will be a special meeting of the Executive Committee in the coming month to address the online meeting policy. The next regular meeting will not take place until September.

Councilor Carder said the Dry Mills Schoolhouse Committee met on June 21st with the focus being on the upcoming Blueberry Festival and the October Bicentennial Bean Supper. The repairs have not progressed recently, but work is planned in the coming month. Next meeting is on July 19th.

Councilor Carder said the Recreation Committee has a meeting set for July 12th which will be her first meeting with them.

XII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Gass said she and Jon Hartt, Nate Rudy, and Randy Visser met with Town Attorney Alyssa Tibbetts regarding the GCTV policy.

Councilor Gass received a couple of concerns from residents regarding lake health, as well as fireworks and excessive boating issues. Since the issue of fireworks is contentious, she wondered if they should consider discussing the matter with the lake associations and possibly have them attend a workshop.

Councilor Gass received information from Rachel Lyn Rumson regarding the vetoed bill regarding food sovereignty.

Councilor Chappell attended the Maine Municipal training in late June.

Councilor Chappell received an email from Don Parent. He wanted to share information about the presentation he made prior to her being on the Council.

Councilor Meaney did not have items to report.

Councilor Maguire received an email from Sharon Young regarding the Finance Committee.

Councilor Carder received an email from residents on Little Sebago Lake inquiring about a possible mooring policy/ordinance and she shared the status as a requested discussion item awaiting an agenda spot. All Councilors received an email from former Councilor Sharon Young asking for an update on the status. It is on the list and will be added to an agenda in the future based on availability and other pending items.

Councilor Carder received an email from a resident with concerns about the impact of climate change on our lakes and asking about the process for monitoring (1) water quality (2) wildlife (3) public access and (4) fireworks. She provided links to state agency websites as the state is responsible for monitoring the first three items and shared our fireworks ordinance. Municipalities are bound by the state statutes and have limited authority over lakes. She also shared information on the resiliency planning goal for the Resiliency Committee and suggested participation with that committee.

Councilor Carder received an email from a resident who lives near Forest Lake reporting the violation of our fireworks ordinance last night and asking once again for the Town to consider a ban on fireworks. She also received a call from a resident on that same lake reporting the violations. She shared with both of them how critically important it is that each violation be reported directly to the Sheriff's office. It is frustrating as we have limited coverage and they must catch the violation in progress to issue a citation, but each call helps them zero in on the activity, especially if there are repeat violations. She also explained the Council revisited the fireworks ordinance in the last session and made minor changes, but there was not majority support to make it any more restrictive. She asked the Council if there is any support to take up our fireworks ordinance again this session.

Councilor Carder said all Councilors received an invitation from Debbie Hastings, Secretary of the Forest Lake Association, inviting Councilors to their annual meeting to be held on July 24th at 8:30am. She, Anne Gass, and Nate Rudy are unable to attend. If any of the

other Councilors are available, they can RSVP directly to Debbie. We do try to have one Councilor at each meeting when possible; however, the association also has, in the past, provided annual updates to the Council. The meetings are a good way to meet with residents and hear first-hand about the activities and issues. Dan Maguire called a Point of Information that he did not receive that email and Councilor Carder will forward it to him.

XIII. ACTION ITEMS

1. To Review and Approve the issuance of general obligation bonds for the purchase of the Hamilton parcels as presented by the Town Manager.

Motion: Ordered, the Gray Town Council authorizes the issuance of general obligation bonds for the purchase of the Hamilton parcels as presented by the Town Manager.

This is a 5-year term at 2.05% interest. Interest charge will total \$31,383.00. The agenda packet included the full motion drafted by the town attorney on pages 116-118. Information from Androscoggin Bank and scheduled payment information appears on pages 119-122 of the agenda packet.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

2. To Review and Act Upon Approving the Public Safety Union contract.

Motion: Ordered, the Gray Town Council approves the proposed collective bargaining agreement with IAAF Local 5007 as presented by the Town Manager.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

3. To Review and Act Upon Approving the Gray Community Media (GCTV) Policies.

Motion: Ordered, the Gray Town Council approves the Gray Community Media (GCTV) Policies as presented by the Gray Community Television and Communications Advisory Committee and approved by Legal.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Krista Chappell, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Maguire, Chappell, Meaney

- 4. To Review and Authorize the Boat Ramp Grant Application as submitted by the Director of Buildings & Grounds.

Mo Russo explained that July 21st is the deadline for the submittal of the grant application. Councilor Maguire mentioned that a smaller ramp had been discussed and decided upon. Mr. Russo said it will be 10', not 12'. Councilor Maguire suggested they implement a plan to only allow trailers 10' or narrower to use it. Mr. Russo said he wasn't sure how they could limit bigger trailers and since we will be accepting funds from the state, it is open to all, not just residents.

Motion: Ordered, the Gray Town Council authorizes Nathaniel Rudy, Town Manager to apply, on behalf of the Town of Gray, for state financing assistance under the provisions of the Boating Facility Fund, Title 12 MRS §1896 and 1899 for the reconstruction of Wilkies Beach Boat Ramp Replacement on Crystal Lake and further authorize Nathaniel Rudy to enter into the Boating Facility Fund Project Agreement with the State subsequent to state approval of the project. Furthermore, it is understood that if Town tax appropriations are being used for all or part of the local share of the project cost, the Town must raise the funds through Town Meeting or Council action. The Town is obligated to pay all costs of the project "up-front". Therefore, there may be the need to authorize the borrowing of funds which will be repaid by state reimbursement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

- 5. To Review and Act Upon Approving the Bid Submission for the playground structure as submitted by the Director of Buildings & Grounds.

Councilor Chappell said this was the most requested item from comments at the Blueberry Festival. She is excited this is happening as we need a playground which doesn't belong to the schools. However, she would like to see toddler bucket swings (even though the RFP was for ages 5-12) and a molded bucket swing with a harness for those with disabilities. Mr. Russo thought they could add those items. She also asked about the surfacing. Since woodchips can be difficult for wheelchair/stroller access, she asked if other options could be explored.

Mo Russo said wood chips are the most economical. Councilor Gass said we need to be mindful of strollers and wheelchairs and regrets they didn't discuss this more. She suggested going back to CDBG or Rec. Dept. for more funding if needed. Councilor Maguire stated he was disappointed with the design and doesn't see how it could be expanded. Councilor Gass had the same concerns as him and thought the playground was going to be a part of the bigger Pennell plan. Mr. Russo said 2 RFPs met the price and the 3rd had a flashier design but was \$30,000.00 more.

Councilor Carder asked Mr. Russo if this is portable, in case they want to move it in the future, and he confirmed it is. She explained the grant has been received and they need to get started.

Motion: Ordered, the Gray Town Council accepts the Bid Submission for the playground structure for an amount not to exceed \$44,681.00 as submitted by the Director of Buildings & Grounds.

RESULT:	APPROVED [4-1]
MOVER:	Martin Meaney, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Chappell, Meaney
NAY:	Maguire

6. To Review and Authorize the Proposed ATV Trail Improvements Project as presented by the Gray ATV Club and Trueview Mulching, Inc.

Councilor Gass suggested an amendment. She explained the state portion is \$64,350.00 as mentioned in the motion. However, the state funds 90%. Therefore, the match from the town (ATV Club) will need to be \$7,150.00 as the total cost is \$71,500.00. She also said the town’s administrative cost is \$3,000.00 but that will be reduced by 30% to \$2,100.00.

Councilor Maguire asked if the town attorney had reviewed this. He is concerned about the reference to ownership. Chair Carder thought they just needed a statement that we will not take ownership.

Motion: Ordered the Gray Town Council authorizes the Town Manager to approve the contract to accept the \$64,350 Bureau of Parks and Lands Grant to complete ATV Trail Improvements as outlined in the Project plan presented by the Gray ATV Club and Trueview Mulching, Inc., contingent on ATV Club raising \$7,150.00, adding \$2,100.00 administrative cost, and a contingency for the Town to receive a waiver of ownership for the trail.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Martin Meaney, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Maguire, Chappell, Meaney

7. To Review and Act Upon Approving a Blueberry Festival Committee Application from Bernice Corcoran.

Motion: Ordered, the Gray Town Council appoints Bernice Corcoran to the Blueberry Festival Committee for a term expiring August 31, 2023.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Meaney, Councilor
SECONDER:	Dan Maguire, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

8. To Review and Approve the Trail Use Permit as submitted by the First Congregational Church of Gray.

Motion: Ordered, the Gray Town Council approves the Trail Use Permit as submitted by the First Congregational Church of Gray.

Councilor Maguire inquired if the Eagle Scout planters would still be placed since they were not in the plan design. Councilor Gass said Rick Licht has not updated his draft design. She also said the church would like to remove the jersey barriers by the propane tanks. Councilor Maguire suggested fencing. He also inquired if there are other trail agreements in place around town. Councilor Gass thought this was the second one. Councilor Carder suggested the Open Space Committee could keep track of these and the expirations.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

9. To Review and Approve the Updated Recycling Committee Name/Charge.

Councilor Carder noted the motion should say “Resiliency”, not “Resilience” and that the name change helps them broaden the scope, not just focused on the Transfer Station, and hopes it will encourage more volunteers. Councilor Meaney said he saw people without a sticker when he was at the Transfer Station recently. Councilor Carder said the committee has been discussing doing an audit.

Councilor Maguire said this is the first time seeing this and they are being asked to vote at the same meeting. He said he is voting against it as it is far too reaching, and they have not had enough time to discuss. He also felt the term “Resiliency” needed defining. Councilor Chappell agreed the terms resiliency, sustainability, and climate change should be defined.

Motion: Ordered, the Gray Town Council approves the revised Committee charge for the Recycling Committee, including changing the name to the Resiliency Committee, as presented.

RESULT:	APPROVED [3-2]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Chappell
NAYES:	Maguire, Meaney

10. To Review and Approve the revised Committees and Affiliations Policy as presented.

Motion: Ordered, the Gray Town Council approves the revised Committees and Affiliations Policy as presented.

RESULT:	APPROVED [4-1]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Chappell, Meaney
NAY:	Maguire

11. To Review and Approve the Conflict of Interest Policy as presented by the Town Manager.

Motion: Ordered, the Gray Town Council approves the Conflict of Interest Policy as presented by the Town Manager.

Town Manager Rudy said committee members will fill this out at time of appointment. The town clerk will take care of it when they are sworn in. He would prefer this be retroactive to July 1st, but at least by no later than September 1st.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

12. To Review and Act Upon Approving the Communications & Information Specialist position description.

Motion: Ordered, the Gray Town Council Approves the Commnication & Information Specialist position description.

Town Manager Rudy said he and Jon Hartt have worked on this as the role is now vacated. This clarifies authority and relationships. Jon Hartt is the Director of the IT Department. Councilor Chappell asked if it has always been part-time. Mr. Rudy said it has been about 20-24 hours per week.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

13. To Review and Approve the Carbon Pricing Resolution.

Councilor Gass suggested tabling this since it isn't urgent and there are two new Councilors. Councilors Meaney and Chappell would both like a chance to speak to Don Parent who brought this topic to the Council.

Motion: Ordered, the Gray Town Council approves the Carbon Pricing Resolution as presented.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

XIV. COUNCIL BUSINESS

1. Online Meeting Policy

Chair Carder conducted a straw poll to see if Councilors agreed to work on the online policy. All Councilors agreed. She said they will wait for additional information from Rep. Moriarty about which other committees this would apply to. She asked Councilors to be thinking of what would constitute an emergency to conduct a meeting online. She also mentioned they could think about considering the online feature for a member who is traveling and cannot attend in person. Town Manager Rudy suggested they build the policy with as much flexibility as possible.

2. Tracking Spreadsheet/Schedule

Councilor Carder suggested no workshop on August 3rd and said they hope for a Planning Board/Council training at the September 7th workshop. She also suggested they could start workshops at 5:30pm. She will update the spreadsheet.

XV. ADJOURNMENT

Motion to adjourn at 9:39 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Meaney, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Maguire, Chappell, Meaney



REFUSE HAULERS APPLICATION FOR LICENSE COMMERCIAL/INDUSTRIAL TOWN OF GRAY MAINE

For Office Use Only
 License No: _____
 Issue Date: _____
 Date Paid/Initials: KEH
 Amount Paid: 300.00

License shall expire on June 30th of each year, unless it is otherwise suspended or revoked prior to expiration.

Application Fee/Submission	\$ 200 per annum plus \$100 advertisement fee paid to Town of Gray with application mailed/delivered to: Town of Gray Town Manager Henry Pennell Municipal Complex 24 Main Street Gray, Maine 04039
Application Date	<u>6/28/21</u>
Application Type	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Sole Proprietorship
Corporate/Company Name	<u>Almighty Waste</u>
Name of Applicant(s)	<u>Scott Ferland</u>
DBA (if any)	
Corporate Address	
Local Business Address	<u>712 Washington St Auburn Me</u>
CEO/Local Business Manager	<u>Allison Huffman</u>
Contact Person	<u>Allison Huffman</u>
Business Telephone	
DIRECTORS AND OFFICERS	
Please list the names and addresses of all Directors and Officers. A copy of the last Annual Report filed with the Secretary of State, State of Maine, may be attached in lieu of list.	
<u>Scott Ferland</u>	<u>P.O. Box 1234 Auburn Me 04211</u>

DRIVERS

Photocopies of Maine operator's license(s) may be attached in lieu of list.

Name	DOB	License No
Anthony Giobbi	4/5/61	3915118
Jeremy Dudley	3/6/84	0683281
Parker Simoneau	12/22/00	8560355

VEHICLES

Photocopies of Maine registration(s) may be attached in lieu of list. Place additional vehicles on reverse side

Year	Make	Packer Size/Make	Registration
2017	Peterbilt		2C-7806
1997	Peterbilt		3A-9220
1995	Mack		860-074
1999	Ford, F550		3C-3178

List Collection Routes

N/A

List Collection Route Schedule

N/A

List Place (s) of Deposit of Solid Waste

N/A

CERTIFICATE OF INSURANCE

Attach a Copy of Certification of Insurance for:

- a) Worker's Compensation Insurance covering all employees.
- b) Vehicle Liability Insurance for a minimum of \$1,000, 000.
- c) Comprehensive General Liability Insurance for a minimum of \$1,000,000.

CONSENT FORM
PLEASE INITIAL 'YES' OR 'NO'

Have you received a copy of the Town of Gray's "Solid Waste and Recycling Ordinance" which regulates the collection and disposal of solid waste in the Town of Gray?

Yes

No

Have you read and do you understand the rules and regulations contained in this Ordinance?

Yes

No

Do you understand that you are only permitted to Collect "acceptable waste" as defined in this Ordinance within the Town of Gray?

Yes

No

Do you understand and agree that all acceptable Solid Waste collected by you in the Town of Gray must be disposed of at ecomaine facility, or at any other licensed solid waste facility (ies), as may be designated in writing by The Gray Town Council?

Yes

No

Do you understand that with prior notice and hearing, licenses and renewals of licenses may be denied; and any license issued pursuant to the provisions of this Ordinance may be revoked upon the failure of the licensee to comply with any of the provisions of this Ordinance; or with any of the regulations of the State of Maine, Department of Environmental Protection relating to the collection and disposal of garbage, refuse, recyclable materials, rubbish, white goods or any other solid waste materials?

Yes

No

I/we hereby agree to abide by all of the rules and regulations, including sanctions imposed therein, as adopted by the Town of Gray in its "Solid Waste, Flow Control and Recycling Ordinance" dated March 3, 1992, as a requirement for the issuance of this license.

Applicant Signature(s)

Date

[Handwritten Signature]

6/28/21

TOWN OFFICIAL APPROVALS

Recycling Director Signature/Date

Comments

[Handwritten Signature]

7/22/21

Town Manager Signature/Date

Comments

[Handwritten Signature]

7/22/2021

UNITED INS PRESQUE
 40 NORTH ST # 1
 PRESQUE ISLE, ME 04769
 1-207-764-6161



Policy number: 02310063-1

Underwritten by:
 PROGRESSIVE NORTHERN INSURANCE CO
 July 1, 2021
 Page 1 of 2

Certificate of Insurance

Certificate Holder

TOWN OF GRAY
 24 MAIN STREET
 GRAY, ME 04039

Insured

ALMIGHTY WASTE
 INC.
 PO BOX 1234
 AUBURN, ME 04211

Agent/Surplus Lines Broker

UNITED INS PRESQUE
 40 NORTH ST # 1
 PRESQUE ISLE, ME 04769

This document certifies that insurance policies identified below have been issued by the designated insurer to the insured named above for the period(s) indicated. This Certificate is issued for information purposes only. It confers no rights upon the certificate holder and does not change, alter, modify, or extend the coverages afforded by the policies listed below. The coverages afforded by the policies listed below are subject to all the terms, exclusions, limitations, endorsements, and conditions of these policies.

Policy Effective Date: Jul 1, 2021

Policy Expiration Date: Jul 1, 2022

Insurance coverage(s)	Limits
BODILY INJURY/PROPERTY DAMAGE	\$1,000,000 COMBINED SINGLE LIMIT
UNINSURED/UNDERINSURED MOTORIST	\$1,000,000 COMBINED SINGLE LIMIT

Description of Location/Vehicles/Special Items

Scheduled autos only

2015 PTRB 567 1NPCLPDX3FD255830	
MEDICAL PAYMENTS	\$5,000
2017 PETERBILT 567 1NPCLPDX8HD411976	
MEDICAL PAYMENTS	\$5,000
1998 MACK MR6 1M2K185CSWM007160	
MEDICAL PAYMENTS	\$5,000
1999 MACK RD6 1M2P270C2XM040655	
MEDICAL PAYMENTS	\$5,000
2020 PETERBILT 389 1XPXDPOX8LD643765	
MEDICAL PAYMENTS	\$5,000
1995 MACK RB6 1M2AM08C7SM002827	
MEDICAL PAYMENTS	\$5,000
2003 STERLING LT9500 3FZHAN73AL06512	
MEDICAL PAYMENTS	\$5,000
1997 PTRB 357 1NPAX6TX5VN428726	



Policy number: 02310063-1

Page 2 of 2

MEDICAL PAYMENTS	\$5,000
.....	
2015 MACK CHU 1M2AN07Y5FM020789	
MEDICAL PAYMENTS	\$5,000

Certificate number

18221NET063

Please be advised that the certificate holder will not be notified in the event of a mid-term cancellation.



Form 5241 (10/02)



**REFUSE HAULERS APPLICATION FOR LICENSE
COMMERCIAL/INDUSTRIAL
TOWN OF GRAY MAINE**

For Office Use Only
 License No: _____
 Issue Date: _____
 Date Paid/Initials: KEH
 Amount Paid: 300-

License shall expire on June 30th of each year, unless it is otherwise suspended or revoked prior to expiration.

Application Fee/Submission	\$ 200 per annum plus \$100 advertisement fee paid to Town of Gray with application mailed/delivered to: Town of Gray Town Manager Henry Pennell Municipal Complex 24 Main Street Gray, Maine 04039
Application Date	
Application Type	___ Corporation ___ Partnership <input checked="" type="checkbox"/> Sole Proprietorship
Corporate/Company Name	<i>Trash Guys</i>
Name of Applicant(s)	<i>Dana Wallace</i>
DBA (if any)	
Corporate Address	<i>7 Wallace Ave Gray ME.</i>
Local Business Address	
CEO/Local Business Manager	<i>Dana Wallace</i>
Contact Person	
Business Telephone	<i>207-232-7280</i>

DIRECTORS AND OFFICERS

Please list the names and addresses of all Directors and Officers. A copy of the last Annual Report filed with the Secretary of State, State of Maine, may be attached in lieu of list.

<i>Dana Wallace</i>	<i>7 Wallace Ave Gray, ME</i>

DRIVERS

Photocopies of Maine operator's license(s) may be attached in lieu of list.

Name	DOB	License No
<i>Leon Marchant</i>	<i>7/20/54</i>	<i>2870074</i>
<i>Dona Williams</i>		<i>8488185</i>

VEHICLES

Photocopies of Maine registration(s) may be attached in lieu of list. Place additional vehicles on reverse side

Year	Make	Packer Size/Make	Registration
<i>2001</i>	<i>Ford F450</i>		

List Collection Routes

Gray

List Collection Route Schedule

List Place (s) of Deposit of Solid Waste

Essex

CERTIFICATE OF INSURANCE

Attach a Copy of Certification of Insurance for:

- a) Worker's Compensation Insurance covering all employees.
- b) Vehicle Liability Insurance for a minimum of \$1,000, 000.
- c) Comprehensive General Liability Insurance for a minimum of \$1,000,000.

CONSENT FORM
PLEASE INITIAL 'YES' OR 'NO'

Have you received a copy of the Town of Gray's "Solid Waste and Recycling Ordinance" which regulates the collection and disposal of solid waste in the Town of Gray?

Yes No

Have you read and do you understand the rules and regulations contained in this Ordinance?

Yes No

Do you understand that you are only permitted to Collect "acceptable waste" as defined in this Ordinance within the Town of Gray?

Yes No

Do you understand and agree that all acceptable Solid Waste collected by you in the Town of Gray must be disposed of at ecomaine facility, or at any other licensed solid waste facility (ies), as may be designated in writing by The Gray Town Council?

Yes No

Do you understand that with prior notice and hearing, licenses and renewals of licenses may be denied; and any license issued pursuant to the provisions of this Ordinance may be revoked upon the failure of the licensee to comply with any of the provisions of this Ordinance; or with any of the regulations of the State of Maine, Department of Environmental Protection relating to the collection and disposal of garbage, refuse, recyclable materials, rubbish, white goods or any other solid waste materials?

Yes No

I/we hereby agree to abide by all of the rules and regulations, including sanctions imposed therein, as adopted by the Town of Gray in its "Solid Waste, Flow Control and Recycling Ordinance" dated March 3, 1992, as a requirement for the issuance of this license.

Applicant Signature(s)

Date



7/15/2021

TOWN OFFICIAL APPROVALS

Recycling Director Signature/Date

Comments

X R. L. Cook 7/22/21

Town Manager Signature/Date

Comments

 7/22/2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Curley Associates Gray 1087 Main St Sanford ME 04073		CONTACT NAME: Michelle Tompson PHONE (A/C No. Ext): (207) 657-4277 E-MAIL ADDRESS: michelle@curleyassociates.com		FAX (A/C, No):
INSURED Wallace Enterprise dba Trash Guyz 7 Wallace Ave Gray ME 04039		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Nautilus Insurance		
		INSURER B: National Liability & Fire		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NN1216491	01/27/2021	01/27/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			73 TRR 228430 -06	06/08/2021	06/08/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Town of Gray Main St. Gray ME 04039	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Michelle Tompson</i>
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



TOWN OF GRAY

24 MAIN STREET
GRAY, MAINE 04039

NATE RUDY, TOWN MANAGER
TOWN CLERK, REGISTRAR OF VOTERS
TEL: (207) 657-3339; FAX (207) 657-2852
www.graymaine.org

July 23, 2021

Town Manager Report to Town Council (7/1 – 7/21, 2021):

- 7/2-7/5: Staff observed the Independence Day holiday
- 7/7: TM staffed Open Space Committee meeting
- 7/13: TM attended Southern Maine Manager's meeting (online)
- 7/14: TM attended Cumberland County Manager's meeting
- 7/21: TM staffed Community Economic Development Committee meeting (online)

Other activities:

- Gray COVID report from MeCDC as of July 12, community is 87% vaccinated and fewer than 2,000 residents remain unvaccinated.
- Hamilton property real estate closing scheduled for July 22.
- MeDOT reports that they conducted a traffic study on Whitney Road and per the results will not change the speed limit from 35 MPH.
- MeDOT representatives invited to September 21 Town Council workshop on pre-engineering discussion for pending road construction projects.
- Department Heads discussed personnel policy updates to be presented to Council at 8/3 meeting.
- This legislative session has drawn to a close without the Senate voting on L.D. 1312, regarding Accessory Dwelling Units. The bill will be carried over into the next session.
- Town Manager conducting FY22 Goal Setting with Department Heads and Program Leads.
- Summer interns working in the Planning Office.
- Gray Public Safety Union contract negotiation meetings.
- The Town of New Gloucester has submitted an updated Comp Plan to the State. Doug Webster has prepared the attached map of Gray and New Gloucester's Future Land Use (FLU) maps which we share for Council to consider, as it seems relevant to understand what may be proposed on the opposite side of a municipal boundary as we continue to conceptualize possible new zoning districts. (map attached)



JANET T. MILLS
GOVERNOR

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

AMANDA E. BEAL
COMMISSIONER

July 8, 2021

To: Communities that abut the Town of New Gloucester:

Auburn, Durham, Gray, North Yarmouth, Poland, Pownal, & Raymond.

This letter is to inform you that the Town of New Gloucester has submitted their 2021 municipal comprehensive plan to the Department of Agriculture, Conservation and Forestry for review of its consistency with the Growth Management Act. As required by law, the Department is notifying all abutting municipalities of this submission in order to provide an opportunity for review and comment.

The plan may be viewed on-line at: www.maine.gov/dacf/municipalplanning/comp_plans/

Written comments will be accepted by the Department through **8/12/2021**. Please send comments to:

Tom Miragliuolo, Senior Planner
Municipal Planning Assistance Program
Dept. of Agriculture, Conservation & Forestry - OR - tom.miragliuolo@maine.gov
22 State House Station
Augusta, Maine 04333-0022

Enclosed with this letter is a **public notice** that we ask to be posted in your municipal building or similarly prominent location within the community.

Thank you,

Tom Miragliuolo
Senior Planner

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



PHONE: (207) 287-3860
WWW.MAINE.GOV/DACF/MUNICIPALPLANNING



JANET T. MILLS
GOVERNOR

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

AMANDA E. BEAL
COMMISSIONER

PUBLIC NOTICE

July 8, 2021

This is to inform all interested parties that the Town of New Gloucester has requested that the Department of Agriculture, Conservation and Forestry review the municipal comprehensive plan for consistency with Maine's Growth Management Act (M.R.S.A.30-A, Section 4301). As part of its review, the Department invites members of the public to submit written comments.

The New Gloucester Comprehensive Plan may be viewed at:

maine.gov/dacf/municipalplanning/comp_plans/

Written comments will be accepted by the Department through **August 12, 2021**.

Please submit comments to:

Tom Miragliuolo, Senior Planner
tom.miragliuolo@maine.gov

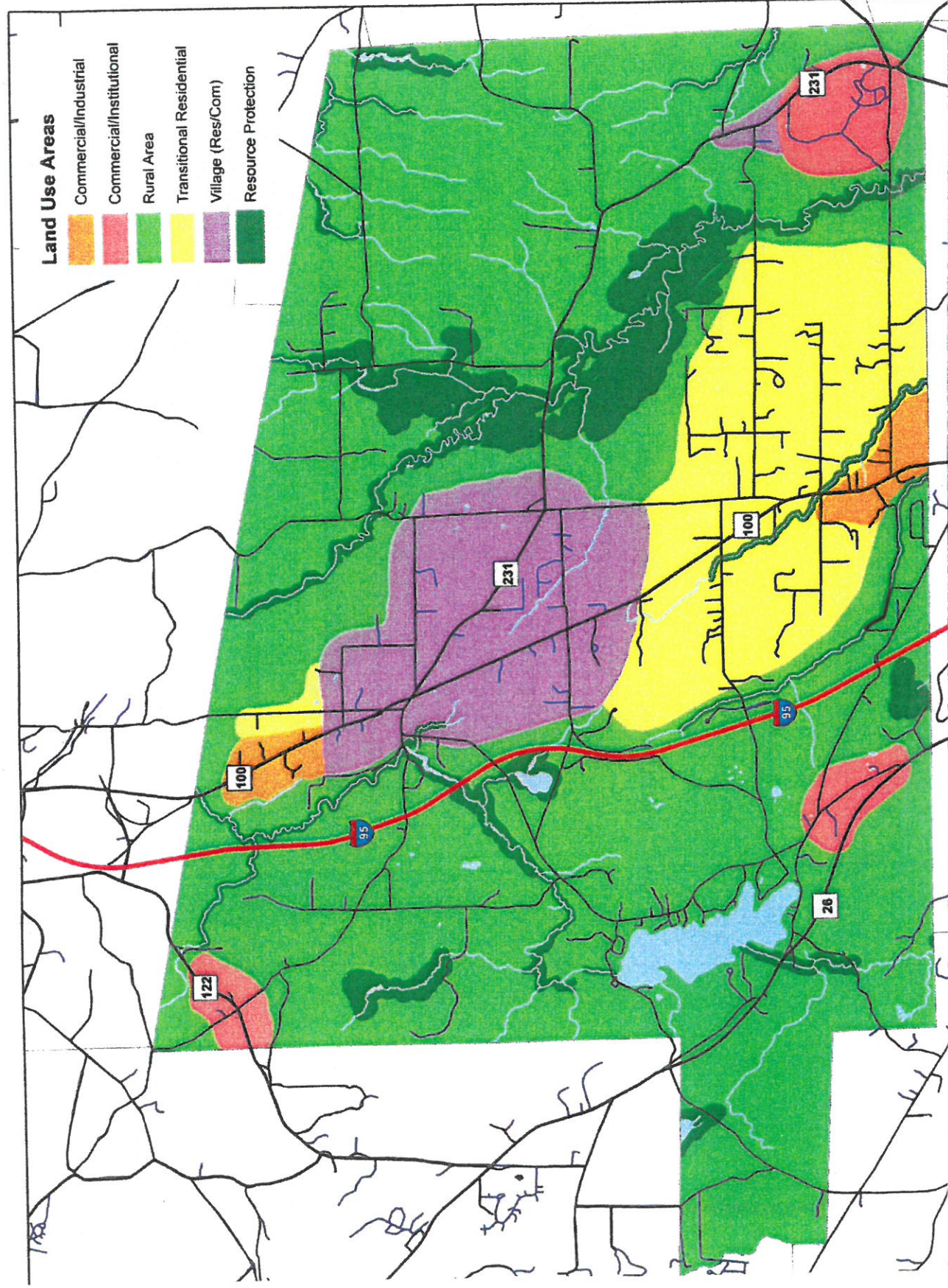
- OR -

Municipal Planning Assistance Program
Dept. of Agriculture, Conservation & Forestry
22 State House Station
Augusta, Maine 04333-0022

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

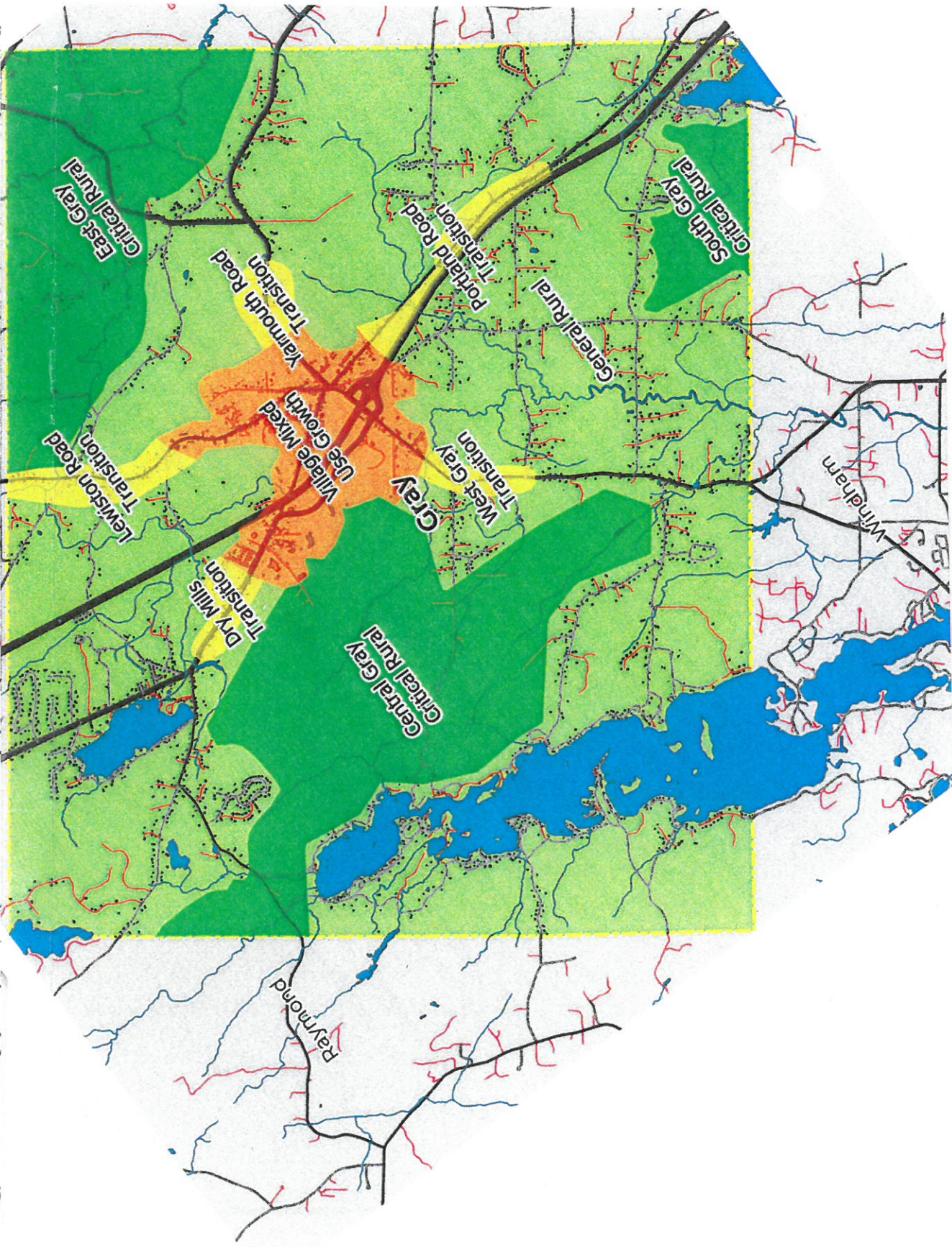


PHONE: (207) 287-2851
WWW.MAINE.GOV/DACF/MUNICIPALPLANNING



Land Use Areas

- Commercial/Industrial
- Commercial/Institutional
- Rural Area
- Transitional Residential
- Village (Res/Com)
- Resource Protection



JAMES C. MANZER, P.E.
70 Town Farm Road
Gray, ME 04039
cellular: (207) 714-0981
jcmanzer@maine.rr.com

July 16, 2021

Town Manager
Attn: MSAD #15 Board of Directors
24 Main Street
Gray, ME 04039

Re: Vacant MSAD #15 School Board Director's position

Dear Gray Town Councilors:

I would like to express my interest in the vacant Board of Director's position. I have been a resident and registered voter in Gray since 2007 after moving into our family's farmhouse which has been in our family since 1941. Per the eligibility requirements posted for the position, my spouse and I have no family or professional associations with any MSAD #15 employees/volunteers, programs, or activities. I believe my background (both professional and personal) would be well suited for the position.

In my professional life as a Civil Engineer, I have represented clients before municipal and state boards throughout the state utilizing Rogers Rules of Order. More information on my background is available on LinkedIn at <https://www.linkedin.com/in/jim-manzer-p-e-ptoe-010a4941/> but otherwise I have never participated in social media.

In terms of my personal attributes for the position, I am a Maine native, attended public school in Old Town, and graduated from the University of Maine. My background in education is based on many influences. My father was a Professor at UMaine and my mother (a former student at Pennell Institute) and 2 of my siblings taught in the public school system. Being a lifelong learner, I have kept informed with issues in education from earning my initial engineering degree in the mid-1980's, my second engineering degree in the mid-1990's, my MBA in the early 2000's, and currently as a UMaine student in Surveying.

My interest in the position is based on my support of the Board's existing fiscally prudent policies, need to maintain MSAD #15's sound reputation, and the overall need of the Gray-New Gloucester area to promote a well-rounded and informed citizenry.

Thank you for consideration for the position.

Sincerely,

James C. Manzer, P.E.



BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only
Date Received: _____
Received by: _____

CONTACT INFORMATION

Name	James C. Manzer	E-Mail Address	jcmanzer@maine.rr.com
Street Address	70 Town Farm Road	City/State/Zip	Gray, ME 04039
Phone Number	(207) 714-0981 (cell)	Work Phone	(207) 714-0981 (cell)
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYMENT

Occupation	Professional Engineer - Civil/Mechanical & Transportation for Fiber-optic Firm		
Employer	Tilson Technology Management, Inc., 16 Middle St., 4th Floor, Portland, ME 04101		
Employer Phone	(207) 591-6427		

BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input type="checkbox"/>	Board of Assessment Review	<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Community Economic Development Committee	<input type="checkbox"/>	Public Safety Committee
<input type="checkbox"/>	Community Television & Communication Advisory Committee	<input type="checkbox"/>	Recreation & Conservation Committee
<input type="checkbox"/>	Dry Mills Schoolhouse Committee	<input type="checkbox"/>	Recycling Committee
<input type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input checked="" type="checkbox"/>	Other (please specify) MSAD#15 School Board

Reason for selecting particular board/committee:

At this time my primary interest is in the current vacant Position on the School Board of Directors. Over the past 13 years I have observed and have been pleased with how well the School Board has functioned and want to see that it continues. As somebody who has no children in the school system or connections to employees, I can make objective evaluations free of potential conflicts. In addition to my engineering background, I also have a strong financial background having earned an MBA with a concentration in finance and think both would be beneficial.

In the future, I would interested in serving on Planning Board. Now that I no longer work in site development and utility & roadway design I would be less likely to encounter potential conflicts.

SPECIAL SKILLS OR QUALIFICATIONS

What kind of contribution and benefit can you bring to the Town of Gray?

My education and work history is extremely broad. In addition to my degrees in Mechanical & Civil Engineering and Business Administration, I worked in worked in many industries. These industries include: manufacturing (electronics, aerospace, & building products) and engineering consulting (steam & power, environmental remediation, site development, water/wastewater treatment, and utility & roadway design). The broad background I believe would be very beneficial in working with committee members and the public at large.

What talents and skills would you bring to this position?

In addition to my technical and financial skills cited above, I have a strong background and interest in U.S., Maine, & local history (government, economic, and cultural), forestry, genealogy, physical fitness, and Native American culture. I think having a broad background is very helpful in developing a dialog with committee members and the public to come to a consensus.

What do you feel is the responsibility of the Board and/or Committee you have chosen?

I believe my responsibility is to review and vote objectively on agenda items before the Board in a nonpartisan way free of any personal agenda while protecting the interests of the residents and taxpayers of Gray.

What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?

None. Over the past 22 years as a Professional Engineer, I have represent clients before Municipal Boards and State agencies. During that time, I have been an active member of various professional organizations such as the American Society of Civil Engineers, Maine Society of Professional Engineers, Institute of Transportation Engineers, and Maine Wastewater Control Association.

Will your schedule allow you to attend meetings on a regular basis?

YES NO

Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray?

YES NO

Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.

With a long family history in Maine (including 80 years in the Town of Gray) and having lived & worked throughout the State in a variety of industries, I understand Gray's tradition and role as the "Crossroads of Commerce."

ACKNOWLEDGEMENTS / SIGNATURE

YES NO I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES NO I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES NO I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES NO I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date 07/20/2021 Signature

Published on *Gray, ME* (<https://www.graymaine.org>)

[Home](#) > [Documents](#) > [Board/Committee Volunteer Application](#) > [Webform results](#) > Board/Committee Volunteer Application

Submission information

Form: [Board/Committee Volunteer Application](#) [1]
Submitted by Anonymous (not verified)
June 17, 2021 - 5:21pm
98.2.200.193

Application Date: June 17, 2021

Contact Details

First/Middle Name: Christopher
Last Name: Gamache
Street/PO Box: 24 Cole Road
City, State, Zip: Gray, Maine, 04071
Phone Number: 5088871598
Email Address: gamache88@gmail.com

Employment

Occupation: Software Engineer
Present Employer:
Employer Phone Number:

Are you a Gray resident? Yes

Select the board/committee on which you would like to serve

Planning Board

MSAD15 - School Board

Reason for selecting this particular board/committee?

Looking to fill vacancy in School board that was not contested in last election.

What kind of contribution and benefit can you bring to the Town of Gray?

I am well versed in technology and have a passion for education. In college I did a project creating automated learning software for students in Math.

What talents and skills would you bring to this position?

I am an expert in software engineering, robotics and computer vision all important skills in the modern age. I also have strong skills in mathematics and science. I myself have done quite a bit of work in online learning both from developing some applications in college for middle school students and from my own personal development. This makes me familiar with at least some of the challenges students face tackling online

learning. I am also capable of evaluating systems that do online learning or in ways to streamline setup of devices so people are not left behind without working tech.

What do you feel is the responsibility of the Board/Committee you have chosen?

I feel it is the responsibility of the school board to ensure the school system is offering the best possible education with the available budget.

What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?

N/A

Will your schedule allow you to attend meetings on a regular basis? Yes

Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray? Yes

Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.

Source URL: <https://www.graymaine.org/node/2173/submission/22251>

Links

[1] <https://www.graymaine.org/volunteer>

Personal Property Accounts to be Written Off

Account Number	Account Name	Year	Outstanding Principal Balance	Current Interest	Current Costs	Total Due	Total by Account
54	#1 COLLISION CENTER	2017	331.99	102.25		434.24	
54	#1 COLLISION CENTER	2018	349.60	83.28		432.88	867.12
81	DOGGETT A L INC	2018	701.10	154.76	12.10	867.96	
81	A L DOGGETT INC	2019	1,033.20	173.97		1,207.17	2,075.13
231	A PLACE TO GROW	2011	85.05	61.91		146.96	
231	A PLACE TO GROW	2012	70.87	46.64		117.51	
231	A PLACE TO GROW	2013	64.99	38.24		103.23	
231	A PLACE TO GROW	2014	70.52	36.57		107.09	
231	A PLACE TO GROW	2015	74.62	33.48		108.10	
231	A PLACE TO GROW	2016	75.03	28.38		103.41	
231	A PLACE TO GROW	2017	74.01	22.79		96.80	
231	A PLACE TO GROW	2018	77.90	18.56		96.46	879.56
8	APPLIED SCALES INC	2005	25.79	32.18		57.97	
8	APPLIED SCALES INC	2006	41.66	49.77		91.43	
8	APPLIED SCALES INC	2007	41.66	46.54		88.20	
8	APPLIED SCALES INC	2008	45.36	73.01		118.37	
8	APPLIED SCALES INC	2009	48.05	65.59		113.64	
8	APPLIED SCALES INC	2010	49.63	50.97		100.60	
8	APPLIED SCALES INC	2011	47.58	34.63		82.21	652.42
41	BRAD WHITE BUILDING & REMODEL	2006	37.20	44.44		81.64	
41	BRAD WHITE BUILDING & REMODEL	2007	37.20	41.56		78.76	
41	BRAD WHITE BUILDING & REMODEL	2008	67.50	108.64		176.14	336.54
100	CHELATION MEDICAL CENTER	2014	17.20	8.62		25.82	
100	CHELATION MEDICAL CENTER	2015	36.40	16.33		52.73	78.55
36	CREATIVE MARKETING & ASSOC	2009	9.44	12.63		22.07	22.07
64	CYR AUCTION CO	2009	102.53	139.97		242.50	
64	CYR AUCTION CO	2010	105.90	108.76		214.66	457.16
78	D&D INDUSTRIAL PAINTING	2007	8.08	10.00		18.08	
78	D&D INDUSTRIAL PAINTING	2008	44.15	71.06		115.21	133.29
380	DAIGLE, THOMAS	2014	15.48	8.03		23.51	
380	DAIGLE, THOMAS	2015	16.38	7.35		23.73	47.24
168	DISANTO'S RESTAURANT	2019	86.10	13.00		99.10	
168	DISANTO'S RESTAURANT	2020	181.43	22.19		203.62	302.72
470	DYNAMIC HAPKIDO DEFENSE	2020	26.55	2.54		29.09	29.09
88	DYNAMIC URETHANES INC	2016	109.66	41.44		151.10	151.10
97	EDMISTON HEATING & OIL BURNER	2013	19.81	11.31		31.12	
97	EDMISTON HEATING & OIL BURNER	2014	43.00	22.29		65.29	
97	EDMISTON HEATING & OIL BURNER	2015	45.50	20.41		65.91	
97	EDMISTON HEATING & OIL BURNER	2016	45.75	17.30		63.05	
97	EDMISTON HEATING & OIL BURNER	2017	45.13	13.90		59.03	284.40
98	ELECTRONICS UNLIMITED	2005	63.78	81.13		144.91	
98	ELECTRONICS UNLIMITED	2006	59.02	70.50		129.52	
98	ELECTRONICS UNLIMITED	2007	41.17	45.99		87.16	
98	ELECTRONICS UNLIMITED	2008	44.82	72.13		116.95	
98	ELECTRONICS UNLIMITED	2009	32.60	44.51		77.11	
98	ELECTRONICS UNLIMITED	2010	33.68	34.59		68.27	623.92
122	ELRCARE MAINE, LLC	2014	3.20	1.55		4.75	
122	ELRCARE MAINE, LLC	2015	258.44	111.42		369.86	
122	ELRCARE MAINE, LLC	2016	488.61	184.79		673.40	
122	ELRCARE MAINE, LLC	2017	481.94	148.44		630.38	
122	ELRCARE MAINE, LLC	2018	463.60	110.43		574.03	2,252.42
112	FREDS VENDING COMPANY	2008	8.10	13.04		21.14	21.14
143	GOBEIL'S FURNITURE GALLERIES INC	2011	380.82	277.24		658.06	
143	GOBEIL'S FURNITURE GALLERIES INC	2012	353.60	232.73		586.33	1,244.39
123	GRAY AUTO SALES	2006	86.80	103.69		190.49	
123	GRAY AUTO SALES	2007	86.80	96.96		183.76	
123	GRAY AUTO SALES	2008	94.50	152.10		246.60	620.85
127	GRAY HOUSE OF PIZZA	2007	89.77	98.54		188.31	
127	GRAY HOUSE OF PIZZA	2008	0.81	1.30		2.11	190.42
134	GRAY STONE INC	2009	25.43	32.67		58.10	
134	GRAY STONE INC	2010	44.61	45.81		90.42	148.52
156	HATCH, CHARITY	2009	50.05	68.33		118.38	
156	HATCH, CHARITY	2010	51.70	53.10		104.80	223.18

161	INLAND AUTO BODY SHOP	2005	91.25	116.08		207.33	207.33
174	K & S PROPERTIES	2010	33.23	13.94		47.17	47.17
197	MAINE HOUSING & BLDG MATERIALS	2005	25.53	31.98		57.51	
197	MAINE HOUSING & BLDG MATERIALS	2006	178.31	213.00		391.31	
197	MAINE HOUSING & BLDG MATERIALS	2007	128.71	143.78		272.49	
197	MAINE HOUSING & BLDG MATERIALS	2008	140.13	225.53		365.66	1,086.97
360	MCALLISTER PROPERTIES, LLC	2014	49.17	0.56		49.73	
360	MCALLISTER PROPERTIES, LLC	2015	3.62	198.87		202.49	
360	MCALLISTER PROPERTIES, LLC	2016	128.10	48.45		176.55	428.77
203	MONROE FRAN M	2012	20.76	13.30		34.06	34.06
217	NASSAU BROADCASTING	2013	939.95	492.66		1,432.61	
217	NASSAU BROADCASTING	2014	1,697.64	880.35		2,577.99	4,010.60
216	NEW BOSTON FARM	2019	26.60	4.48		31.08	31.08
213	NITZ LANDSCAPE & DESIGN	2005	285.29	362.91		648.20	
213	NITZ LANDSCAPE & DESIGN	2006	264.00	315.36		579.36	
213	NITZ LANDSCAPE & DESIGN	2007	264.00	294.90		558.90	1,786.46
236	P J'S REMODELING & RESTORATION	2005	134.00	170.45		304.45	
236	P J'S REMODELING & RESTORATION	2006	124.00	148.12		272.12	
236	P J'S REMODELING & RESTORATION	2007	124.00	138.52		262.52	
236	P J'S REMODELING & RESTORATION	2008	135.00	217.28		352.28	
236	P J'S REMODELING & RESTORATION	2009	143.00	195.22		338.22	
236	P J'S REMODELING & RESTORATION	2010	147.70	151.69		299.39	1,828.98
372	PARK, JUNG	2014	13.76	7.14		20.90	
372	PARK, JUNG	2015	14.56	6.53		21.09	41.99
237	PROBABLY AUTO	2005	2.97	3.72		6.69	
237	PROBABLY AUTO	2006	21.20	25.33		46.53	
237	PROBABLY AUTO	2007	15.50	17.32		32.82	
237	PROBABLY AUTO	2008	16.88	27.17		44.05	
237	PROBABLY AUTO	2009	12.87	17.57		30.44	160.53
231	PUDDLEDUCKS CTRY CHILD CARE	2010	110.04	113.01		223.05	223.05
258	RAVEX MOTOR SPORTS	2010	15.80	16.23		32.03	32.03
269	SAVE THE QUEEN INC	2009	41.47	56.61		98.08	
269	SAVE THE QUEEN INC	2010	42.83	43.99		86.82	184.90
288	SENTRY FINANCIAL CORP	2015	0.40	0.16		0.56	
288	SENTRY FINANCIAL CORP	2016	12.81	4.85		17.66	18.22
264	SIGNATURES AND STAMPS	2018	26.60	6.34		32.94	32.94
273	SOLID & STURDY COUNTERTOPS INC	2008	316.17	508.87		825.04	
273	SOLID & STURDY COUNTERTOPS INC	2009	318.75	435.16		753.91	
273	SOLID & STURDY COUNTERTOPS INC	2010	43.91	45.10		89.01	1,667.96
30	SOUTHERN MAINE SITEWORK, INC	2017	190.43	55.34	12.10	257.87	
30	SOUTHERN MAINE SITEWORK, INC	2018	400.90	95.49		496.39	754.26
285	SPACENET INC SITE #13811	2015	8.10	3.58		11.68	11.68
286	SUNDOG COMPANY	2014	6.88	3.45		10.33	10.33
297	THE ONEIL COMPANY	2019	4.23	0.39		4.62	4.62
217	THE PRESENCE RADIO NETWORK	2015	1,796.34	805.79		2,602.13	2,602.13
301	TIBBETT'S REFINISHING	2005	71.96	91.53		163.49	
301	TIBBETT'S REFINISHING	2006	66.59	79.54		146.13	
301	TIBBETT'S REFINISHING	2007	65.35	73.00		138.35	
301	TIBBETT'S REFINISHING	2008	71.15	114.52		185.67	633.64
312	TRM ATM CORPORATION	2010	24.81	25.48		50.29	50.29
326	WEB ELECTRIC	2014	2.06	0.89		2.95	
326	WEB ELECTRIC	2015	182.00	81.64		263.64	
326	WEB ELECTRIC	2016	183.00	69.21		252.21	518.80
336	WHITE'S CUE CONNECTION	2012	69.99	22.00		91.99	
336	WHITE'S CUE CONNECTION	2013	101.44	59.69		161.13	
336	WHITE'S CUE CONNECTION	2014	110.08	57.08		167.16	
336	WHITE'S CUE CONNECTION	2015	116.48	52.25		168.73	
336	WHITE'S CUE CONNECTION	2016	117.12	44.29		161.41	
336	WHITE'S CUE CONNECTION	2017	115.52	35.58		151.10	
336	WHITE'S CUE CONNECTION	2018	121.60	28.96		150.56	1,052.08
48 Accounts			17,589.39	11,488.51	24.20	29,102.10	29,102.10

Non Zero Balance on All Accounts
Payment Agreements

Account Number	Name ----	Year	Original Tax	 A
142	HADLOCK'S HARDSCAPING	2008	702.00	
142	HADLOCK'S HARDSCAPING	2009	735.31	
142	HADLOCK'S HARDSCAPING	2010	759.47	
142	HADLOCK'S HARDSCAPING	2011	789.24	
142	HADLOCK'S HARDSCAPING	2012	794.38	
142	HADLOCK'S HARDSCAPING	2013	814.69	
142	HADLOCK'S HARDSCAPING	2014	884.08	
142	HADLOCK'S HARDSCAPING	2015	935.48	
142	HADLOCK'S HARDSCAPING	2016	940.62	
142	HADLOCK'S HARDSCAPING	2017	927.77	
142	H & H HARDSCAPES LLC	2018	976.60	
142	H & H HARDSCAPES LLC	2019	711.20	
142	H & H HARDSCAPES LLC	2020	1,473.53	
150	HOLMES JOHNNY EXCAVATION	2005	268.00	
150	HOLMES JOHNNY EXCAVATION	2006	248.00	
150	HOLMES JOHNNY EXCAVATION	2007	248.00	
150	HOLMES JOHNNY EXCAVATION	2008	270.00	
150	HOLMES JOHNNY EXCAVATION	2009	286.00	
150	HOLMES JOHNNY EXCAVATION	2010	295.40	
150	HOLMES JOHNNY EXCAVATION	2011	307.00	
150	HOLMES JOHNNY EXCAVATION	2012	309.00	
150	HOLMES JOHNNY EXCAVATION	2013	317.00	
150	HOLMES JOHNNY EXCAVATION	2014	344.00	
150	HOLMES JOHNNY EXCAVATION	2015	364.00	
150	HOLMES JOHNNY EXCAVATION	2016	366.00	
150	HOLMES JOHNNY EXCAVATION	2017	361.00	
150	J. M. HOLMES EXCAVATING	2018	380.00	
150	J. M. HOLMES EXCAVATING	2019	280.00	
150	J. M. HOLMES EXCAVATING	2020	324.50	
384	NAKUMMUN, THANOM	2019	392.00	
384	NAKUMMUN, THANOM	2020	413.00	
394	TOWNSEND, JOHN	2015	4,444.44	
394	TOWNSEND, JOHN	2016	4,468.86	
394	TOWNSEND, JOHN	2017	4,407.81	
394	TOWNSEND, JOHN	2018	4,639.80	
394	TOWNSEND, JOHN	2019	3,407.60	
394	TOWNSEND, JOHN	2020	3,948.58	

5/17/2021

Payment / djustments	Amount Due	
-471.61	1,173.61	
-1,001.64	1,736.95	
-778.09	1,537.56	
-573.05	1,362.29	
-521.33	1,315.71	
-477.79	1,292.48	
-456.77	1,340.85	
-417.84	1,353.32	
-353.93	1,294.55	
-283.97	1,211.74	
-230.74	1,207.34	
-118.39	829.59	
-176.58	1,650.11	17,306.10
-340.34	608.34	
-295.73	543.73	
-276.51	524.51	
-433.67	703.67	
-389.59	675.59	
-302.65	598.05	
-222.90	529.90	
-202.79	511.79	
-185.91	502.91	
-177.73	521.73	
-162.59	526.59	
-137.71	503.71	
-110.50	471.50	
148.42	231.58	
-46.61	326.61	
-38.88	363.38	8,143.59
283.57	108.43	
-49.50	462.50	570.93
2,265.98	2,178.46	
-1,681.52	6,150.38	
-1,349.15	5,756.96	
-1,096.26	5,736.06	
-567.25	3,974.85	
-473.18	4,421.76	28,218.47
	54,239.09	



TOWN OF GRAY
Office of the Assessor

MEMORANDUM

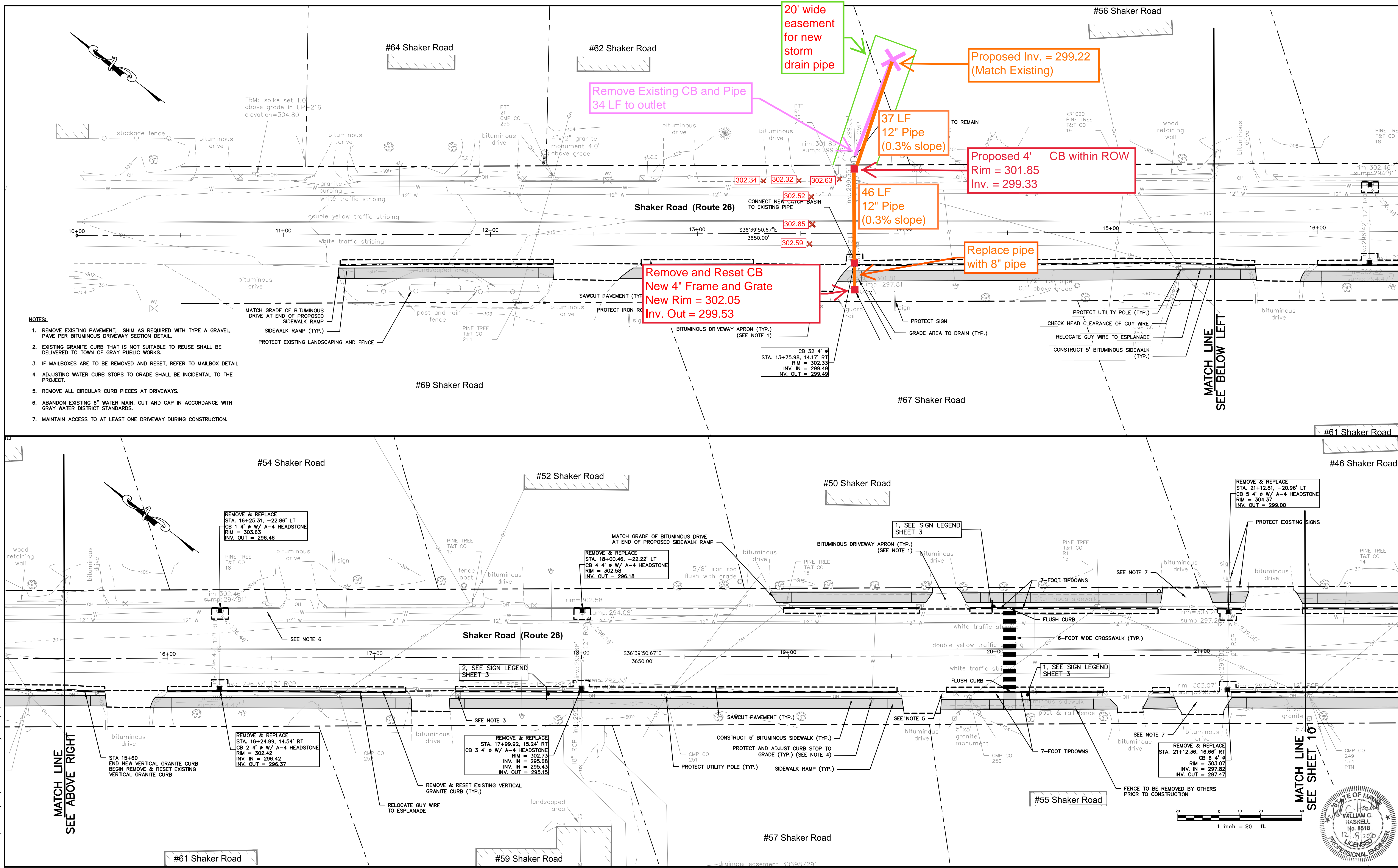
To: Nathaniel Rudy
From: Lauren Asselin, CMA
Date: May 27, 2021
Subject: Personal Property Write-offs

Prior to your arrival, the Assessing Department was tasked with identifying the Personal Property accounts with outstanding tax balances that were uncollectable.

Title 36 MRSA § 841(3) states, "If after 2 years from the date of assessment a collector is satisfied that a tax upon real or personal property committed to him for collection cannot be collected by reason of death, absence, poverty, insolvency, bankruptcy or other inability of the person assessed to pay, he shall notify the municipal officers thereof in writing, under oath, stating the reason why that tax cannot be collected. The municipal officers, after due inquiry, may abate that tax or any part thereof."

Attached is a spreadsheet of the Personal Property accounts that meet this statutory requirement and are therefore uncollectable. These companies are no longer conducting business. It is my recommendation that these Personal Property accounts be written off.

24 Main Street, Gray, ME 04039
Phone: (207) 657-3112 Fax: (207) 657-2149
www.graymaine.org
lasselin@graymaine.org



- NOTES:**
1. REMOVE EXISTING PAVEMENT, SHIM AS REQUIRED WITH TYPE A GRAVEL, PAVE PER BITUMINOUS DRIVEWAY SECTION DETAIL.
 2. EXISTING GRANITE CURB THAT IS NOT SUITABLE TO REUSE SHALL BE DELIVERED TO TOWN OF GRAY PUBLIC WORKS.
 3. IF MAILBOXES ARE TO BE REMOVED AND RESET, REFER TO MAILBOX DETAIL.
 4. ADJUSTING WATER CURB STOPS TO GRADE SHALL BE INCIDENTAL TO THE PROJECT.
 5. REMOVE ALL CIRCULAR CURB PIECES AT DRIVEWAYS.
 6. ABANDON EXISTING 6" WATER MAIN, CUT AND CAP IN ACCORDANCE WITH GRAY WATER DISTRICT STANDARDS.
 7. MAINTAIN ACCESS TO AT LEAST ONE DRIVEWAY DURING CONSTRUCTION.

12/18/2020 8:26 AM u:\2344.861_gray_shaker_road_sidewalk.dwg - CAD (DWG)\2344.861-PBASE.dwg

Rev.	Date	Revision

BIDDING	Date	By

Design: CJD Draft: LAN Date: DEC 2020
 Checked: WCH Scale: 1"=20' Job No.: 2344.861
 File Name: 2344.861-PBASE.dwg

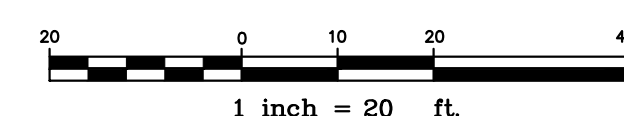
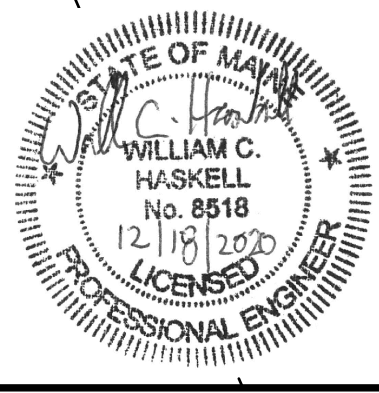
This plan shall not be modified without written permission from Gorrill Palmer. Any alterations, authorized or otherwise, shall be at the user's sole risk and without liability to Gorrill Palmer.



Relationships. Responsiveness. Results.
 www.gorrillpalmer.com
 207.772.2515

Drawing Name: **Sidewalk Improvement Plan**
 Project: **Shaker Road Sidewalk and Drainage Improvements**
 Client: **Town of Gray**
 24 Main Street, Gray, Maine 04039

Drawing No. **9**



DRAINAGE EASEMENT

TERRI L. ALLEN, having a mailing address of 56 Shaker Road, Gray, Maine 04039 (the “Grantor”), her successors and assigns, hereby GRANTS for CONSIDERATION PAID, to the **TOWN OF GRAY**, a municipality organized and existing under the laws of the State of Maine, with a mailing address of 24 Main Street, Gray, Maine 04039 (the “Grantee”), its successors and assigns, in perpetuity, a DRAINAGE EASEMENT located on the easterly side of Route 26/Shaker Road in the Town of Gray, County of Cumberland, State of Maine, which is more particularly described in **Exhibit A** and depicted on **Exhibit B**, attached hereto and made a part hereof by reference (the “Easement Area”).

This easement shall allow Grantee, her successors and assigns, the perpetual right to enter the Easement Area to construct, reconstruct, install, operate, modify, alter, use, maintain, repair, replace, inspect, and monitor storm water management facilities, including, without limitation, pipes, mains, fixtures and appurtenances for conveying storm water over, under, and across the Easement Area.

This easement shall be subject to all existing easements, covenants, restrictions, and encumbrances of record. Reserving to Grantor, her successors and assigns, the use and enjoyment of the Easement Area for such purposes only as will in no way interfere with the perpetual use of the easement rights set forth herein, provided that no building or any kind of permanent structure shall be erected in the Easement Area by Grantor, its successors and assigns, and that Grantor, its successors and assigns, shall not remove earth from the Easement Area or place fill thereon without the written permission of Grantee.

Meaning and intending to convey a permanent drainage easement over a portion of the land of Grantor described in a deed from Timothy J. Barton and Melissa A. Barton to Grantor, dated January 10, 1997 and recorded in the Cumberland County Registry of Deeds in Book 12903, Page 343, which easement shall burden and run with Grantor’s said property.

19th **IN WITNESS WHEREOF**, Terri L. Allen has caused this instrument to be executed this day of *July*, 2021.

Signed Sealed and Delivered
In the Presence of

Kathleen Galloway

Witness

Terri L. Allen

Terri L. Allen

STATE OF MAINE
CUMBERLAND, SS.

Date: July 19th, 2021

Personally appeared before me the above-named Terri L. Allen, and acknowledged the foregoing instrument to be her free act and deed.

Before me, Judith Rand
Notary Public/Attorney at Law
Print: Judith Rand
My commission expires: _____

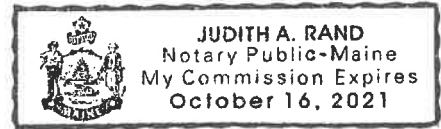


EXHIBIT A
Drainage Easement
Terri L. Allen
To
Town of Gray

An easement for drainage purposes located on, over, and through certain land located at 56-58 Shaker Road, Gray, Maine, being more particularly shown on Map 35 of the Tax Maps of the Town of Gray as Lot 025-008-001, and being more particularly bounded and described as follows:

Beginning at a point along the westerly lot line of 56-58 Shaker Road, being the common boundary of Grantor and the land now or formerly of James H. Stewart, at a point approximately 23.67 feet from the Shaker Road right-of-way (a/k/a Route 26), as is more particularly depicted on **Exhibit B**;

THENCE North 33°58'36" East, along said westerly sideline of Grantor, a distance of 31.15 feet to a point;

THENCE South 16°04'44" East, along land of Grantor, a distance of 20.00 feet, to a point;

THENCE South 73°55'16" East, along land of Grantor, a distance of 23.88 feet and back to the point of beginning.

DRAINAGE EASEMENT

JAMES H. STEWART, having a mailing address of 62 Shaker Road, Gray, Maine 04039 (the "Grantor"), his successors and assigns, hereby GRANTS for CONSIDERATION PAID, to the **TOWN OF GRAY**, a municipality organized and existing under the laws of the State of Maine, with a mailing address of 24 Main Street, Gray, Maine 04039 (the "Grantee"), its successors and assigns, in perpetuity, a DRAINAGE EASEMENT located on the easterly side of Route 26/Shaker Road in the Town of Gray, County of Cumberland, State of Maine, which is more particularly described in **Exhibit A** and depicted on **Exhibit B**, attached hereto and made a part hereof by reference (the "Easement Area").

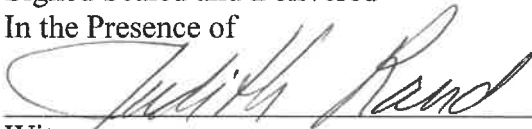
This easement shall allow Grantee, its successors and assigns, the perpetual right to enter the Easement Area to construct, reconstruct, install, operate, modify, alter, use, maintain, repair, replace, inspect, and monitor storm water management facilities, including, without limitation, pipes, mains, fixtures and appurtenances for conveying storm water over, under, and across the Easement Area.

This easement shall be subject to all existing easements, covenants, restrictions, and encumbrances of record. Reserving to Grantor, his successors and assigns, the use and enjoyment of the Easement Area for such purposes only as will in no way interfere with the perpetual use of the easement rights set forth herein, provided that no building or any kind of permanent structure shall be erected in the Easement Area by Grantor, his successors and assigns, and that Grantor, his successors and assigns, shall not remove earth from the Easement Area or place fill thereon without the written permission of Grantee.

Meaning and intending to convey a permanent drainage easement over a portion of the land of Grantor described in a deed from Harley H. Stewart and Idella G. Stewart to Grantor, dated June 17, 1985 and recorded in the Cumberland County Registry of Deeds in Book 6798, Page 84, which easement shall burden and run with Grantor's said property.

20th IN WITNESS WHEREOF, James H. Stewart has caused this instrument to be executed this day of July, 2021.

Signed Sealed and Delivered
In the Presence of



Witness



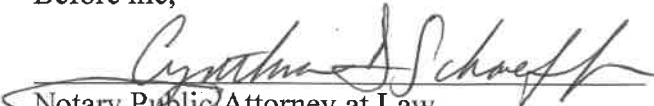
James H. Stewart

STATE OF MAINE
CUMBERLAND, SS.

Date: July 20th, 2021

Personally appeared before me the above-named James H. Stewart, and acknowledged the foregoing instrument to be his free act and deed.

Before me,


Notary Public/Attorney at Law
Print: Cynthia D. Schaeffer
My commission expires: 01/24/2026

CYNTHIA D. SCHAEFFER
NOTARY PUBLIC
State of Maine
My Commission Expires
January 24, 2026

EXHIBIT A
Drainage Easement
James H. Stewart
To
Town of Gray

An easement for drainage purposes located on, over, and through certain land located at 62 Shaker Road, Gray, Maine, being more particularly shown on Map 35 of the Tax Maps of the Town of Gray as Lot 025-007, and being more particularly bounded and described as follows:

Beginning at a point along the Shaker Road right-of-way (a/k/a Route 26), being approximately 13.20 feet northerly of the point of intersection between said Shaker Road right of way and the common boundary between land of Grantor and land now or formerly of Terri L. Allen, as more particularly depicted on **Exhibit B**;

THENCE North 36°39'51" West, a distance of 21.36 feet, along said Shaker Road right of way, to a point;

THENCE South 73°55'16" West, a distance of 55.06 feet, along land of Grantor, to a point;

THENCE North 33°58'36" East, along the easterly sideline of Grantor, a distance of 31.15 to a point;

THENCE North 73°55'16" East, along land of Grantor, a distance of 23.67 feet and back to the point of beginning.

2021 GPCOG ROAD SALT AND DE-ICING PRODUCTS BID PRICES: Sodium Chloride and De-Icing Products

Low Bids in Yellow NB: No Bid

Company Name of Bidder:	Cargill Salt		Eastern Salt Company		Morton Salt		Safe Road Services	
SODIUM CHLORIDE								
	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
Price per ton	NB	NB	\$65.00	\$65.00	\$58.73	\$58.00	NB	NB
Stockpile location(s):			Chelsea, MA/Portland, ME/Portsmouth, NH		Portland, ME			
Anti-cake conditioner color:			Yellow		Yellow (YPS)			
Origin of salt:			Chile		Chile, South America			
Storage:			Attached qualification statement		Product is unloaded using their equipment, placed into hoppers, loaded into trucks, transported to the stockpile, and covered with a tarp			
Phone number for product orders:			855-676-9388 (dispatch)		855-665-4540		508-364-1739 (508-541-3121 fax), saferoadservices@comcast.net	
Phone number for delivery issues:			978-251-8553 or 888-846-9177 (toll free) (Jason Archambault)		570-479-2336 (Deb Aten)		508-364-1739 (Kevin Barrett)	
Delivery:			Lincoln Street Materials 207-767-9800		contracted trucking			
ORGANICALLY PRE-TREATED SODIUM CHLORIDE FOR REDUCED FREEZING POINT PERFORMANCE								
	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
Price per ton	NB	NB	NB	NB	\$76.73	\$76.00	NB	NB
Stockpile location(s):					Portland, ME			
Anti-cake conditioner color:					Yellow (YPS)			
Origin of salt:					Chile, South America			
Storage:					Product is unloaded using their equipment, placed into hoppers, loaded into trucks, transported to the stockpile, and covered with a tarp			
Phone number for product orders:					855-665-4540			

2021 GPCOG ROAD SALT AND DE-ICING PRODUCTS BID PRICES: Sodium Chloride and De-Icing Products

Low Bids in Yellow

NB: No Bid

Company Name of Bidder:	Cargill Salt		Eastern Salt Company		Morton Salt		Safe Road Services	
Phone number for delivery issues:					570-479-2336 (Deb Aten)			
Delivery:					contracted trucking			
CALCIUM CHLORIDE LIQUID (30%)								
<i>Please indicate available units:</i>	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
1	NB	NB	NB	NB	NB	NB	NB	NB
Phone number for product orders:								
CALCIUM CHLORIDE LIQUID (32%)								
<i>Please indicate available units:</i>	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
1 2,000-2,999 gallons	NB	NB	NB	NB	NB	NB	NB	NB
2 3,000+ gallons	NB	NB	NB	NB	NB	NB	NB	NB
3								
Phone number for product orders:								
CALCIUM CHLORIDE LIQUID (34%)								
<i>Please indicate available units:</i>	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
1	NB	NB	NB	NB	NB	NB	NB	NB
Phone number for product orders:								
CALCIUM CHLORIDE FLAKES								
<i>Please indicate available units:</i>	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
1 50# bag (55 bag lots)	NB	NB	NB	NB	NB	NB	NB	NB
2								
3								
Phone number for product orders:								

2021 GPCOG ROAD SALT AND DE-ICING PRODUCTS BID PRICES: Sodium Chloride and De-Icing Products

Low Bids in Yellow NB: No Bid

Company Name of Bidder:	Cargill Salt		Eastern Salt Company		Morton Salt		Safe Road Services	
CALCIUM CHLORIDE WITH ORGANIC-BASED PERFORMANCE ENHANCER (OBPE) (LIQUID)								
<i>Please indicate available units:</i>	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered (/gal)	Picked Up
1 4,500 gal (full trailer)	NB	NB	NB	NB	NB	NB	\$1.39	NB
2 2,000-4,499 gal							\$1.49	NB
Phone number for product orders:								
MAGNESIUM CHLORIDE WITH ORGANIC-BASED PERFORMANCE ENHANCER (OBPE) (FLAKES)								
<i>Please indicate available units:</i>	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
1 50# bag	NB	NB	NB	NB	NB	NB	NB	NB
2 100# bag	NB	NB	NB	NB	NB	NB	NB	NB
3 1,800# tote	NB	NB	NB	NB	NB	NB	NB	NB
Phone number for product orders:								
LIQUID BRINE								
<i>Please indicate available units:</i>	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
1	NB	NB	NB	NB	NB	NB	NB	NB
2								
3								
Phone number for product orders:								
ICE B'GONE LIQUID DE-ICER								
<i>Please indicate available units:</i>	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
1	NB	NB	NB	NB	NB	NB	NB	NB
2								
3								
Phone number for product orders:								

2021 GPCOG ROAD SALT AND DE-ICING PRODUCTS BID PRICES: Sodium Chloride and De-Icing Products

Low Bids in Yellow NB: No Bid

Company Name of Bidder:	Cargill Salt		Eastern Salt Company		Morton Salt		Safe Road Services	
CALCIUM CHLORIDE WITH ORGANIC-BASED PERFORMANCE ENHANCER (OBPE) (LIQUID)								
<i>Please indicate available units:</i>	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up	Delivered	Picked Up
1 2,000-4,499 gallons	NB	NB	NB	NB	NB	NB	NB	NB
2 4,500 gallons (full trailer)	NB	NB	NB	NB	NB	NB	NB	NB
3								
Phone number for product orders:								

**TOWN OF GRAY
BID SUBMISSION FORM**

Winter Maintenance Contract III

Date of Submission: 7/21/21

2021/2022 15.40 Miles Cost per Mile \$4600.- Total Cost \$70,840.-

2022/2023 15.40 Miles Cost per Mile \$4600.- Total Cost \$70,840.-

2023/2024 15.40 Miles Cost per Mile \$4800.- Total Cost \$73,920.-

Total Cost 3 Year Contract \$215,600.-

Please List Equipment for this Contract

2016 F550 4x4 w/10' plow + 5yd sander 19,500 GVW

2003 F650 w/11' plow + 6yd sander 26K GVW

2008 Freightliner ^{4x4} w/11' front plow, 10' wing + 8yd in body sander 33K GVW

ICB 214B 4x4 Backhoe/loader

Contact Name & Phone#: Keith Osgood 207 [REDACTED]

Contact Title: owner sole prop.

[The Town of Gray reserves the right to accept and/or reject any and all bids]

TRAIL USE AGREEMENT

THIS TRAIL USE AGREEMENT is made this 1st day of April, 2011 between and among **CENTRAL MAINE POWER COMPANY**, a Maine corporation having its principal place of business at 83 Edison Drive, Augusta, ME 04336 ("CMP") and the **STATE OF MAINE, ACTING THROUGH THE DEPARTMENT OF CONSERVATION, BUREAU OF PARKS AND LANDS, OFF-ROAD VEHICLE DIVISION** with a mailing address of 22 State House Station, Augusta, ME 04333-0022 ("MDOC") and its delegate(s), as permittee(s) under Section Sixteen hereof, including all Licensees listed in Schedule B ("Co-Licensees") who shall have the duty to abide by all the obligations and responsibilities of this license pertaining to Licensee. (MDOC and Co-Licensees are collectively referred to herein collectively as "Licensee" unless otherwise expressly provided.) Schedule B to be attached hereto and made a part of this agreement may be amended from time to time by the parties hereto to add or delete Co-Licenses in accordance with the terms of this Trail Use Agreement. CMP hereby grants to Licensee a revocable right to use, for the purposes described below; the following described premises ("Premises") under the conditions set forth herein.

Section One - Premises

The Premises shall consist of so much of CMP's lands and rights of way lying within six (6) feet on either side of the centerline of the public recreational trail, together with the necessary side slopes; drainage rights, culverts, bridges and bridge abutments (collectively the "Trail") as shown on Schedule A plans, which shall be provided to CMP by Licensee as set forth below. Provided further that whenever the term Premises is used herein with respect to Licensee's obligations hereunder, the Premises shall include so much of CMP's lands and rights of way as Licensee may from time to time use, traverse upon or otherwise impact in connection with its construction, maintenance and use of the Trail. The Trail location will be shown on the Plans using GPS "tracks" or comparable technology in the location agreed to by CMP and MDOC. Schedule A may be amended from time to time by the parties hereto to add or delete Trails in accordance with the terms of this Trail Use Agreement. CMP and MDOC agree that within twenty-four (24) months of the execution of this Trail Use Agreement, MDOC will provide Plans to CMP for trail locations currently licensed under existing agreements ("Existing Licenses"). Upon providing such Plans, an amended Schedule A, reflecting the new Plans, will be attached and made a part of this Trail Use Agreement and the pertinent Existing License shall become null and void.

Attached hereto as Schedule B is a listing, as of the date of this Trail Use Agreement, of those organizations currently maintaining portions of the Trail together with a designation indicating which portion(s) of the Trail the organization is maintaining. No less frequently than annually, MDOC shall provide CMP with an updated listing of organizations using and maintaining portions of the Trail pursuant to this Trail Use Agreement, and designating therein the portions of the Trail so used and maintained by each said organization. Submission of Schedule B, as from time to time updated by MDOC, shall constitute a further representation by MDOC that each organization listed on Schedule B has agreed to be bound by the terms of this Trail Use Agreement.

Section Two – Term, Consideration

2.1. Term.

The term of this Trail Use Agreement is for three (3) years commencing on the date of execution of this Trail Use Agreement unless sooner terminated as provided herein. Provided the Licensee is not then in default, as defined in Section Twelve, herein, CMP will automatically renew this Trail Use Agreement for

additional one year terms unless either party gives the other written notice of its intent to terminate this Trail Use Agreement at least thirty (30) days prior to the end of the then current term.

2.2. Consideration.

The mutual covenants contained herein will constitute the consideration for this Use Agreement. CMP shall not be paid a fee for the permission granted hereunder.

Section Three - Specific Use

3.1. Permitted Uses.

The purpose of this Trail Use Agreement is to provide revocable permission for limited public recreational access across the Premises, to the extent of CMP's fee ownership or permitted under CMP's rights of way and easements. Subject to any restrictions pertaining to any such fee ownership, right of way or easement of CMP, Licensee may only use the Premises for a 12-foot wide recreational access Trail for recreational use by pedestrians, bicycles, snowmobiles and/or All Terrain Vehicles ("ATV") in accordance with and subject to the terms, conditions and restrictions contained in this Trail Use Agreement. For the purpose of this Trail Use Agreement, an ATV is defined as a motorized, off-road, recreational vehicle having 3 or 4 wheels, being 60 inches or less in width. For the purpose of this Trail Use Agreement, a snowmobile is defined as a tracked motorized vehicle with two parallel skis located at the front of the vehicle. Said vehicle shall not exceed 60 inches in width. Certain ATVs modified with tracks may be registered as snowmobiles and are permitted if they meet the width restrictions. The Licensee will designate the specific Trail on plans to be submitted and approved by CMP, which plans shall be incorporated into or attached to Schedule A. The design of the Trail will not accommodate road-licensed vehicles, and Licensee shall post the Trail to specifically prohibit use of the Trail by dirt bikes, motorcycles and road-licensed vehicles. Additionally, Trails designated for snowmobile use only shall be posted for "No ATV" use. These use restrictions are not intended to preclude use by motorized vehicles engaged in construction, maintenance or repair of the Trail, as provided below. Licensee shall not be permitted to pave any of the Trails without the prior written consent of CMP, which consent may be withheld at CMP's discretion. Licensee has the right to temporarily halt or revoke the use of any or all Trails, or sections thereof, licensed under this Trail Use Agreement over the Premises, or any portion thereof if, in its sole discretion, it determines that conditions, including but not limited to weather, have caused or will cause environmental damage to the Premises or waters contained therein. ✓

3.2. Camping Prohibited Without CMP Consent.

Licensee shall not use any portion of the Premises for camping or for any use other than specified in Section 3.1 without the prior written consent of CMP which consent may be withheld at CMP's discretion.

3.3 Improvements.

Licensee may install improvements such as culverts, small bridges, safety barriers and signs, provided that they do not interfere with CMP's operations, as determined solely by CMP and are in strict compliance with Section Four below. Licensee, or its agents, may use, as necessary, motorized vehicles for installation of Trail improvements and for Trail maintenance.

Section Four – Licensee Obligations and Restrictions

4.1. Improper Activities.

Licensee shall not use the Premises in any manner that will endanger health, create a nuisance, or be incompatible with CMP's use of the Premises in its business as a public utility. Each Licensee shall use the Premises in a safe manner and comply with all applicable federal, state and local laws, including without limitation, any laws pertaining to the use and operation of recreational vehicles (e.g., 12 M.R.S.A. § 13001 et seq, 13101 et. seq., 13151 et. seq. and 13157-A Licensee shall take reasonable measures to inform any person using the Trail about Licensee's obligations under this section and require such users to strictly adhere to the obligations hereunder.

4.2. Notification to Abutting Landowners.

Prior to the initiation of any Trail construction and the proposed use of any new portion of the Trail, Licensee or Co-Licensees will provide written notification of the proposed Trail to all abutting landowners of record along the affected Premises. Licensee shall investigate at its expense any landowner objections resulting from such notification(s), or any complaints arising from the ensuing use of the Trail. The resolution of such objections or complaints shall be determined to the reasonable satisfaction of CMP, Licensee and said landowner(s).

4.3. Trail Location.

Licensee shall obtain CMP's prior written approval to the location(s) of any additions and modifications to the trails authorized by this Agreement. To the extent practicable and in accordance with State of Maine laws, including but not limited to laws and regulations related to ATV and snowmobile operation, the Trail will be located along the outer edge of CMP's lands, unless otherwise approved in writing by CMP and subject to Section 6.3 below. Co-Licensee shall mark the proposed Trail with flagging prior to CMP inspecting the Trail location. Licensee or Co-Licensee may have a representative(s) accompany the CMP inspector on the site visit. CMP inspector will conduct a post-construction inspection when notified of completion of construction.

4.4. Trail Construction and Excavation Work.

Licensee shall perform any construction, maintenance and excavation work in compliance with (i) any and all applicable federal, state, and local laws, and (ii) any applicable CMP standards regarding work conducted within its rights of ways which standards shall be provided by CMP to Licensee in advance of any such work. At least ten (10) business days prior to commencement of any Trail construction, maintenance or excavation involving the use of heavy equipment on the Premises, Licensee will contact the line superintendent of CMP's Transmission Department at (207) 626-9562, or such other contact person as CMP may from time to time designate. Without limiting the generality of the foregoing, or the provisions of Section Five below, Licensee shall comply with the following standards, rules and restrictions:

4.4.1 All notification requirements under the Dig Safe Call Center at 1-888-DIG-SAFE and comply with the provisions of both the Maine Dig Safe Statute, M.R.S.A., Title 23, Section 3360-A as from time to time amended, and any rules and regulations pertaining thereto.

4.4.2 The Overhead High-Voltage Line Safety Act, M.R.S.A., Title 35A, Section 751, et seq., Chapter 7-A, as from time to time amended, and any rules and regulations pertaining thereto.

4.4.3 Licensee will not allow any vehicle, equipment or machinery to come within an area in which any part of it, including but not limited to any arm, bucket, blade or knuckle, has the capability, even if improbable, of extending to within fifteen (15) feet of CMP's overhead wires on the Premises.

4.4.4 Licensee shall permit no excavation or construction on the Premises unless all necessary permits or any necessary third-party consents and approvals have been obtained and Licensee has complied with the foregoing provisions. When excavation is required and approved, a CMP inspector may be required to be present during such excavation at the sole cost and expense of the Licensee or Co-Licensee. Excavation work that does require the presence of an inspector will be performed Monday through Friday from 7:00 AM to 5:00 PM.

4.4.5. No portion of the Trail may pass between poles on a multi-pole structure, or within 25 feet of any pole, guy wire or substation fence. In the event that any portion of the Trail is found to pass within 25 feet of a transmission pole, guy wire or substation fence, CMP may, subject to the provisions of paragraph 4.12.1 below, (i) require Licensee to remove or relocate the Trail, (ii) require Licensee to construct, between said pole, guy wires or fence and the Trail, barriers that are adequate to protect said poles and guy wires from damage, or (iii) relocate its transmission poles or guy wires in order to accommodate the provisions of this Trail Use Agreement, (iv) Trails constructed prior to the date of this Agreement that are at least 15 feet from structures, may not be required to meet the 25 foot restriction. Licensee shall not install any such barrier without first obtaining CMP's written approval of the design, composition and installation thereof, and the construction and maintenance of said barriers, as well as any relocation of transmission poles or guy wires, will be at the Licensee's sole cost and expense.

4.5. Changes in Trail Plans.

At such time as Licensee shall obtain any written approval by CMP for a new Trail or a change in an existing Trail location and design, Licensee will provide CMP with a plan showing centerline location of the Trail, all improvements to be constructed by Licensee and the location of CMP's existing poles and guy anchors, if any, located within the Premises. As set forth above any new Trail plan will be attached and become part of Schedule A and shall become subject to the terms of this Trail Use Agreement.

4.6. Vegetation Management.

Licensee may only cut vegetation and timber to the extent required to establish and maintain the Trail. Prior to the cutting, pruning or trimming of any trees of 10 feet or higher on the Premises, Licensee will notify appropriate CMP Vegetation Management personnel by calling (207) 621-3943 and subsequently comply with all requirements and conditions as set forth by said CMP representatives, as well as in accordance with all State and municipal laws and requirements. At no time will Licensee pile or burn any trimmed vegetation on the transmission corridor. All vegetative waste will be chipped on site or hauled away. Licensee shall use only CMP pre-approved contractors for the cutting or trimming of any trees of 10 feet or higher. CMP assumes no obligation or liability under this Trail Use Agreement to trim or cut trees in and around the Trails for purposes of establishing and maintaining the Trail. Nothing contained herein shall limit or compel CMP to perform at its discretion vegetation management. Any CMP Vegetation Management performed by CMP shall be for CMP's sole benefit.

4.7. Signs and Postings.

Licensee may erect signage as needed to identify the Trail and its appropriate use in accordance with the guidelines and procedures adopted by the State of Maine, Department of Conservation, Bureau of Parks & Lands. No signs, Trail markers, reflectors, or notices of any kind will be attached to CMP structures.

Licensee will recognize CMP's grant of this Trail Use Agreement on any signs erected by the Licensee on the Premises and through any printed materials of Licensee that publicize the Trail. In the event CMP provides Licensee with recognition signs, and provided the signs are not otherwise contrary to any applicable law or regulation, Licensee will place them at trailheads and in other appropriate locations along the Trail. Upon written request, CMP shall have the right but not the obligation to review and approve all written materials and signage relative to CMP used by Licensee in connection with the Trail.

4.8. Joint ATV/Snowmobile Trails.

Operation of ATVs on the Trail is prohibited when the Trail is groomed for snowmobile use and during the post-winter period of saturated soils (mud season). Licensee will determine when soils along the Trail are no longer saturated and ATV operation may resume at that time. Licensee shall not allow, and shall undertake reasonable measures to prevent, the use of any portion of the Trail by ATV's until such time as ATV usage will not impair the Premises or cause soil erosion or run off.

4.9. Damage Repair.

Licensee agrees to assume responsibility and all costs associated with any repairs resulting from damage to the Premises and CMP's facilities caused by Licensee's use of the Premises. Licensee agrees to stabilize the surface soils and flora in accordance with best management practices for trails, as reasonably as possible and consistent with CMP's use, to avoid further erosion of the soils or damage on or to the Premises.

4.10. Waste.

Licensee will not make or suffer any waste of the Premises. Licensee will also take reasonable steps to keep the Premises free of litter and debris, including but not limited to cans, paper goods, tires, appliances, construction materials, etc., whether caused by Licensee or otherwise.

4.11. Gate Installation.

Licensee agrees, upon reasonable request by CMP, to install and maintain gates or barricades across the Trail at public road crossings to prevent access to the Trail by road-licensed vehicles. Gate opening must be a minimum of 14 feet in width. All gates will include an interlocking key system. Such gates and their installation and maintenance will be at the sole cost of the Licensee. At the time of erecting any gate, Licensee shall provide CMP, and upon request any state or local emergency agency, access to the interlocking key system. **Maine Dig Safe Statutes as mentioned in paragraph 4.4.1 shall apply.**

4.12. Notification and Right to Terminate Trail Use Agreement.

4.12.1. Prior to undertaking any activity on the Premises for which CMP will seek reimbursement from Licensee, CMP shall provide Licensee with reasonable written notice of the intended activity and the associated costs. CMP and Licensee agree to work in good faith to limit any and all costs arising out of this Trail Use Agreement, and when alternative activities are available, Licensee shall have the discretion to choose the least expensive alternative.

4.12.2. MDOC shall notify CMP in the event that MDOC loses authority to administer the Off Road Vehicle Division or its funding for such program, at which time, MDOC and CMP shall each have the right to terminate this Trail Use Agreement immediately upon giving written notice to the other party of termination. Nothing herein shall be construed to limit CMP's right to revoke the license granted under this Trail Use Agreement for any other reason. Nothing in this Agreement shall obligate MDOC or the State to fund any obligation for which there are no appropriated funds.

Section Five – Permits & Requirements of Law

5.1. Permits and Approvals.

Upon execution of this Trail Use Agreement, Licensee will promptly seek and make reasonable effort to obtain all necessary federal, state and municipal approvals, licenses and permits. Licensee will not undertake any construction, improvements or installations until Licensee and CMP (if necessary) have procured all necessary permits or governmental approvals. Licensee will also assure that its use of the Trail is in compliance with all applicable laws and regulations, including, but not limited to, Department of Environmental Protection wetland regulations. Payment of any fines assessed by any agency for failure of Licensee to comply with any regulation or obtain necessary approvals, licenses and permits under this Trail Use Agreement will be the sole responsibility of the Licensee. Licensee and CMP will comply with all governmental laws, orders, ordinances and regulations and with any lawful order of any public officer or officials.

In the event that CMP approves of the construction or use of a new Trail, but Licensee or CMP, as the case may be, has not received the necessary permits or approvals within one (1) year after such approval, and the parties have not previously agreed to an extension of this time frame, said approval will be null and void.

5.2. CMP Rights of Way – Limitation/Need for Third-Party Permission.

To the extent it is determined that any portion of the Premises is subject to any use restrictions which would prohibit Licensee's use of the Premises or any Trail located within the Premises, in the manner contemplated hereunder, CMP shall have the right to restrict Licensee's use thereof, and Licensee shall either promptly relocate or discontinue the Trail, or obtain any necessary third-party consents or releases.

5.3. Abutting Property.

Licensee acknowledges and agrees that in any place that the Trail leaves the Premises and enters other private property, landowner permission has been or will have been acquired by Licensee or Co-Licensee in compliance with all laws and the provisions of this Trail License Agreement.

Section Six - Rights and obligations of CMP

6.1. CMP Rights of Way Limitations.

Licensee's rights under this Trail Use Agreement are subject to any rights CMP has, prior to execution of this Trail Use Agreement or at any time during the term or any renewal term hereof, granted to third parties, even if such rights interfere with Licensee's use of the Premises. CMP also reserves the right to grant rights to third parties for use of all or part of the Premises, even if such rights interfere with Licensee's use of the Premises. The foregoing notwithstanding, CMP agrees to take reasonable efforts to not interfere and to prevent such third parties' interference with Licensee's use of the Premises to the extent permitted under any such third-party license. Neither CMP nor CMP's assignees will be liable to Licensee for any lawful interference with Licensee's use of the Premises. Licensee acknowledges and agrees that CMP shall have the right to terminate in whole or in part the license granted hereunder in the event that Licensee's use of the Premises interferes with the use of the Premises by CMP or any such third-party.

6.2. Trail Closure/Relocation.

CMP may close the Trail, or portions thereof, on a temporary basis to maintain, repair, replace, or rebuild its utility facilities. CMP will make a reasonable effort to provide a new location for any section of Trail, or portions thereof, that has been closed to facilitate the construction of new electrical transmission or distribution lines. Any work associated with relocating the Trail shall be at Licensee's cost.

6.3. CMP Use of Premises.

This Trail Use Agreement does not in any way affect the right of CMP or its representatives to enter upon the Premises at any and all times for any need arising out of its utility, land management or other business purpose, or for purposes permitted under any third-party license agreement. This right includes the right for CMP, its employees, agents or assignees to operate ATVs on snow-covered Trails groomed for snowmobile use. CMP has the right to use and enjoy fully in accordance with their capacity any improvements whatsoever that are, or may be, placed on the Premises by the Licensee. CMP reserves the right to specify the size and load-bearing capacity of any bridges installed by Licensee so that those bridges may accommodate CMP maintenance vehicles, provided, however Licensee shall not be responsible for any costs associated with accommodating CMP maintenance vehicles including without limitation construction or maintenance costs.

6.4. Right to Halt or Revoke Trail Use Agreement.

CMP has the right, but not the obligation, to temporarily halt or revoke the use of any or all Trails, or sections thereof, licensed under this Trail Use Agreement over the Premises, or any portion thereof if, in its sole discretion, it determines that conditions, including but not limited to weather, have caused or will cause excessive environmental damage to the Premises or waters contained therein.

Section Seven - Waste & Environmental

7.1 Avoidance of Waste and Environmental Impact.

Licensee will take all reasonable precautions to ensure that construction, operation and maintenance of the Trails and all associated uses will occur in a manner that will protect the scenic, recreational, and environmental values of the Premises.

7.2 Hazardous Conditions.

CMP and its authorized representatives have the right to enter upon the Premises for any purpose and to inspect the Premises and to close any Trail, or portions thereof, without prior notice, if it is believed, in the sole opinion of CMP, that a hazardous or dangerous condition exists and/or there may be immediate and serious danger to the public. In such instances, CMP will immediately notify Licensee of the closure and the nature and cause of the closure. CMP assumes no obligation hereunder to conduct any such inspection or make any such closure. CMP shall not be liable to Licensee, any person claiming through Licensee or any person permitted by Licensee to use the Premises, for CMP's closure or failure to close the Trails.

Section Eight - Operation and Maintenance by Licensee

8.1 Repairs and Maintenance of Trail/Compliance with Rules.

Licensee will perform or arrange for the performance of routine and major maintenance and repair of all improvements related to the construction and use of the Trail located on the Premises, including without

limitation gates, so that they remain orderly and safe. Licensee will also maintain the Trail in a safe condition, for example grading, bridge and culvert construction, maintenance of vegetation affecting the Trail and maintenance of all approved signs. Licensee will take reasonable measures to inform the public of the uses of the Premises permitted under this Trail Use Agreement. Licensee will also make reasonable efforts to enforce compliance with such uses and prevent harm or damage to the Premises, including but not limited to dumping.

8.2 Inspections.

CMP and its authorized representatives may periodically inspect the Premises to determine if maintenance may be necessary and will notify Licensee within a reasonable time period after discovery by CMP of any necessary maintenance to be performed by Licensee.

In the event that Licensee fails to perform its obligations under this Section within a reasonable period of time, CMP may, fourteen (14) days after mailing written notice to Licensee, terminate this Trail Use Agreement, or the use of specific Trails or sections thereof licensed under this Trail Use Agreement.

Section Nine - Surrender of Premises

Upon revocation, expiration of the term or other termination of this Trail Use Agreement or the use of specific Trails or sections thereof licensed under this Trail Use Agreement, whether by reason of lapse of time or Licensee's default or otherwise, Licensee will quit and surrender the affected Premises, together with all improvements thereon, to CMP in as good order and condition as the Premises currently exists or may be improved except for ordinary wear and tear.

Section Ten - Insurance and Liability

10.1 Recreational Use Only/Licensor Limitation of Liability.

Licensee agrees to conduct activities on said lands in a prudent manner and to take every reasonable precaution to prevent accidents of any nature. As aforesaid, the parties intend that any use permitted under this Trail Use Agreement shall be for recreational use only and therefore liability for injuries and/or damages suffered on the Trails is limited by Title 14, MRSA Chapter 7, Section 159-A of the revised Maine Statutes "Limited Liability for Recreational or Harvesting Activities", or in the case of the State the limitations of the "Maine Tort Claims Act" and other applicable laws.

10.2 Insurance Obligations.

Notwithstanding the foregoing, the parties agree as follows:

(i) The MDOC shall maintain liability insurance under its standard "Self-Insurance Fund" policy, which identifies CMP as an additional insured but does not expand or abrogate any applicable limitations of the Maine Tort Claims Act and/or Title 14 M.R.S.A. Section 159-A beyond provided insurance. Said insurance shall have a limit of liability of not less than \$500,000 per occurrence.

(ii) As a precondition to the undertaking of any major construction and excavation activity under Section 4.4 hereof, the MDOC and CMP may require that the contractor and, to the extent practical, the Co-Licensee, obtain insurance coverage upon terms and in such amounts as are customarily obtained for such construction work. Said insurance coverage shall identify the MDOC and CMP as additional insureds.

(iii) If a Co-Licensee maintains liability insurance with respect to its use of the trails, Co-Licensee shall, upon reasonable request, arrange for such policy to identify the MDOC and CMP as additional insureds.

(iv) Upon request by the MDOC or CMP, each Co-Licensee, will provide a certificate of insurance or other evidence of insurance demonstrating that the aforementioned insurance is in full force and effect.

The parties intend that solely with respect to the MDOC, any third party liability claim shall be addressed by, but only to the extent of, the insurance coverage purchased or required to be purchased pursuant to this Section. CMP disclaims all liability for any claims, suits, damages, or causes of action for damages resulting from any injury to person or property or loss of life sustained on the Premises.

10.3 MDOC Limitation of Liability.

Notwithstanding anything in this Agreement to the contrary, to the extent not covered under any insurance policy, as required hereunder or otherwise, the obligations of MDOC with respect to (i) any claim, suit, damage, or cause of action for damages resulting from injury to person or property, and (ii) obligations of MDOC shall be limited to available funding within the MDOC Off Road Vehicle Division, and such other funding or appropriation applicable to the MDOC's administration of this Trail Use Agreement. In no event shall the MDOC be liable hereunder in violation of any applicable laws or beyond appropriated funding for this purpose.

Section Eleven – Release / Indemnification

11.1. Condition of Premises/Ownership.

CMP has made no representations of any nature in connection with the title to or condition of the Premises and Licensee accepts the Premises "as is". Without limiting the foregoing, CMP does not warrant or represent that it has sufficient interest in all or any part of the Premises for Licensee to exercise the rights described herein. CMP will not be liable for any latent or patent defects therein.

11.2. Release and Indemnity.

Neither CMP nor its parent company or their affiliates, nor its and their directors, officers, employees, agents, contractors, successors and assigns will be liable for, and Licensee hereby releases and, except as to the state of Maine indemnifies them, to the extent permitted by law and the policy limits noted above in Section 10 of this agreement, from and against, all claims of any kind or nature, including but not limited to claims for loss of life, personal injury or damage to property sustained by Licensee or any person claiming through Licensee resulting from any accident, occurrence or condition in or upon the Premises or related to this Trail Use Agreement, except for damage caused solely by the willful acts of CMP.

Licensee acknowledges that notwithstanding any action undertaken by CMP in connection herewith, including without limitation any review, suggestions for changes in design or approvals regarding the Trail, coordination of work, or provision of assistance in connection with the design, construction or maintenance of the Trail, neither CMP nor any of its officers or employees, assumes any responsibility or other obligation to the Licensee or its assignees, including those permitted to use the Trail by or through Licensee, concerning the design and location of the Trail, quality of the Trail construction or maintenance, or the Licensee's compliance with local, state or federal laws, codes, zoning requirements, handicap accessibility requirements or any other applicable laws and regulations as a result of or in connection with or applicable to the Trail and the uses permitted under this Trail Use Agreement.

Licensee acknowledges that any actions by CMP in connection with the design, location, construction or

maintenance of the Trail are solely for its intended benefit and relate to its operation of the transmission line. Licensee assumes all obligations and responsibility to design, build, maintain, oversee and administer the use of the Trail in compliance with federal, state and local, environmental laws, codes, zoning requirements, handicap accessibility requirements and any other applicable laws and regulations and assumes responsibility for the quality of construction and maintenance thereof. Moreover, Licensee hereby waives any and all rights, claims or other actions against CMP. Co-Licensee, not including the state of Maine, agrees to indemnify, defend and hold CMP harmless against any and all claims, demands, actions, law suits, costs and expenses (including reasonable attorneys' fees) arising out of or in connection with the Trail. Notwithstanding the foregoing, the obligations of the state of Maine MDOC under this Section 11.2 shall be subject to and limited by Section 10 hereof.

The provisions of this Section will survive cancellation or termination of this Trail Use Agreement

Section Twelve - Default

Licensee shall be in default ("Default") under this Trail Use Agreement if it breaches or fails to fully comply with any term or condition of this Trail Use Agreement within thirty (30) days (the "Cure Period") after receipt of written notice from CMP of any such failure to correct the conditions specified in the notice; provided that CMP may consent in writing to a longer Cure Period, with such consent not to be unreasonably withheld, if such condition cannot reasonably be cured within thirty (30) days, and Licensee has (i) promptly commenced within the Cure Period and diligently pursues curing the Default, and (ii) has undertaken corrective measures, including any measures set forth in Section 4.9, to protect the public health or safety, abate a nuisance, or prevent damage to the Premises.

In the event a Default occurs, CMP shall at its option, subject to the limitations contained in this Trail Use Agreement, have one or more of the following remedies, without notice or demand:

- a. termination of this Trail Use Agreement and immediate revocation of the permission granted hereunder;
- b. any remedies specifically provided in this Trail Use Agreement; and
- c. any remedies available in law or in equity, provided that any such remedy shall in the case of the MDOC be subject to the limitations set forth in Section 10.3 hereof.

Section Thirteen - Notices

Any notice under this Trail Use Agreement will be in writing and will be deemed to be delivered when mailed by registered or certified mail, postage prepaid, addressed to the address of such party set forth below.

LICENSEE

Maine Department of Conservation
Bureau of Parks & Lands—Off-Roads Vehicle Division
22 State House Station
Augusta, Maine 04333

CMP

Central Maine Power Company
Real Estate Services
83 Edison Drive
Augusta, ME 04336

Either party may change its above address by giving notice of the change to the other party of such change of address to become effective for all purposes hereunder three (3) days after such notice is given.

Section Fourteen - Contact Person

In order to facilitate communication between CMP and Licensee, each party will designate a contact person for communications necessary under this Trail Use Agreement other than formal notices, which notices will be sent in accordance with the written notice provisions of this Trail Use Agreement.

Section Fifteen - No Waiver

Failure of CMP to complain of any act or omission on the part of the Licensee, no matter how long the same may continue, will not be deemed a waiver by CMP of any of its rights hereunder. Any waiver by CMP, express or implied, of any breach of this Trail Use Agreement, will not be deemed a waiver of any provision of this Trail Use Agreement or of any subsequent breach of the same or other provision of this Trail Use Agreement. If any action by either party shall require the other's consent or approval, such consent or approval on any particular occasion shall not be deemed a consent or approval of any other action on any subsequent occasion.

Section Sixteen – Assignment & Co-Licensee

The purpose of this Trail Use Agreement is to provide public access on the Premises for recreational use under the terms, restrictions and conditions set forth herein. MDOC may assign this License in its entirety with the consent of CMP, said consent may be withheld for any reason including without limitation for any reasons associated with the safe and reliable operation of CMP's facilities as a public utility, or if the assignee cannot demonstrate sufficient resources to comply with the terms and conditions of this Trail Use Agreement. However, MDOC may delegate the construction, maintenance and/or oversight of the Trail, or portions thereof, to one or more Co-Licensee(s). A Co-Licensee may be an organized incorporated recreational club, municipality, quasi-municipal corporation or 501-3C not-for-profit corporation. Any delegation to a Co-Licensee will be made subject to the terms and conditions of this License and such delegation will not relieve MDOC from its obligations of this Trail Use Agreement. It will remain the responsibility of the MDOC to oversee and enforce compliance with all provisions and conditions of this Trail Use Agreement.

Section Seventeen – Authorization

Licensee hereby warrants and represents that the execution of this Trail Use Agreement and the carrying out of all acts required of Licensee by the terms of this Trail Use Agreement have been properly and effectively approved and authorized by Licensee in accordance with the Maine State Constitution, and the Maine Revised Statutes.

Section Eighteen - Miscellaneous Provisions

18.1. Validate.

If any covenant, provision or condition of this Trail Use Agreement or the application thereof to any person or circumstance shall be declared to any extent to be invalid or unenforceable, the remainder of this Trail Use Agreement, or application thereof will remain in full force and effect. Provided that if any provision limiting CMP liability under Section 10.1 of this Trail Use Agreement or otherwise herein is declared invalid or unenforceable, then CMP shall have the right to immediately terminate this Trail Use Agreement and revoke any future uses of the Premises by Licensee.

18.2. Modifications and Waivers.

No waivers, alterations or modifications of this Trail Use Agreement will be valid unless in writing and duly executed by both parties.

18.3. Choice of Law/Venue.

This Trail Use Agreement will be governed by and constructed in accordance with the laws of the State of Maine. Any action brought in connection herewith shall be brought in the State of Maine in Kennebec County or Cumberland County.

18.4. Captions.

The captions appearing in this Trail Use Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of the paragraphs of this Trail Use Agreement or in any way affect this Trail Use Agreement.

18.5. Entire Agreement.

The covenants, provisions and conditions contained in this Trail Use Agreement constitute the entire agreement between the parties and will supersede all previous communications, representations, or agreements either verbal or written between the parties with respect to the Premises and subject matter of this Trail Use Agreement. This Trail Use Agreement may be executed in any number of counterparts, each of which when executed by all parties to this License Agreement shall be deemed to be an original, and all of which counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Trail Use Agreement on their behalf as of the date first written above.

CENTRAL MAINE POWER COMPANY

Name: Alice Richards
Its Supervisor, Real Estate Services

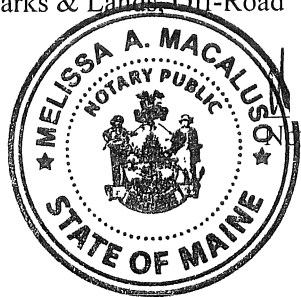
**STATE OF MAINE
DEPARTMENT OF CONSERVATION
BUREAU OF PARKS & LANDS
OFF-ROAD VEHICLE DIVISION**

Name: Will Harris
Its Director BP+L

STATE OF MAINE
Kennebec, ss.

4-7-11, 2011

The above named Willard R Harris, Director Bureau of Parks & Lands
personally appeared before me and acknowledged the foregoing Trail Use Agreement to be his/her free
act and deed in his/her said capacity and the free act and deed of said State of Maine, Department of
Conservation, Bureau of Parks & Lands, Off-Road



Notary Public
MELISSA A. MACALUSO
Notary Public • State of Maine
My Commission Expires February 7, 2018

STATE OF MAINE
Kennebec, ss.

April 1, 2011

The above named Alice Richards, Supervisor, Real Estate Services, Central Maine Power Company,
personally appeared before me and acknowledged the foregoing Trail Use Agreement to be her free act
and deed in her said capacity and the free act and deed of said Central Maine Power Company.

Notary Public
Paul Fecteau, Notary Public
State of Maine
My Commission Expires 1/24/2012

From: Bronson, Brian N. <Brian.N.Bronson@maine.gov>
Sent: Monday, July 12, 2021 3:04 PM
To: Anne Gass <Agass@graymaine.org>
Subject: RE: Indemnification for ATV trails

Sorry no I don't have a sample for this. It actually hasn't come up much. The trail on the powerline is under the state license with CMP so any and all work on that is already our responsibility as you can see from the attached license.

Brian Bronson
Supervisor Off Road Recreational Vehicle Program
Bureau of Parks and Lands
State House Station 22

Augusta, Me 04333-0022
207-287-4958

This e-mail is intended for the exclusive use of the individual or entity above. It may contain information which is privileged and/or confidential under both state and federal law. If you are not the intended recipient, you are notified that any further dissemination, copy or disclosure of this communication is strictly prohibited. If you have received this e-mail in error, please immediately notify me and destroy this e-mail. Your cooperation in protecting confidential information is greatly appreciated.

From: Anne Gass <Agass@graymaine.org>
Sent: Monday, July 12, 2021 2:59 PM
To: Bronson, Brian N. <Brian.N.Bronson@maine.gov>
Subject: Indemnification for ATV trails

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Brian,

I'm reaching out to you regarding the brief discussion you and I had about the indemnification required by the Municipal Grant-in-Aid program.

I think you mentioned that the ATV club could simply provide a letter to the town asserting ownership of or responsibility for the trails, and removing liability from the town. Do you have any sample language for this? It must come up regularly. We're just finalizing the paperwork and this is part of it.

Thanks!

Anne

Anne B. Gass
Vice-Chair, Gray Town Council
207/657-4935
agass@graymaine.org

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

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

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

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to

Know Law (Title 1, 401-521 of the Maine Revised Statutes).



Gray-New Gloucester ATV Club
PO Box 1842
Gray, ME 04039

Nathanial Rudy, Manager
Town of Gray
24 Main Street
Gray, ME 04039

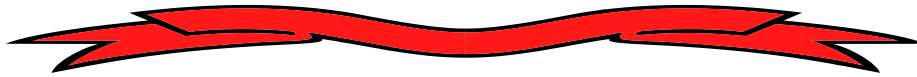
Dear Mr. Rudy,

This is to confirm that the Gray-New Gloucester ATV Club takes sole responsibility for the privately-owned ATV trails included in the Town of Gray's proposal to the Maine Bureau of Public Lands under the ATV Municipal Grant Program, which was approved June 7, 2021.

The ATV Club indemnifies, defends and holds the Town of Gray and its employees harmless from and against any claims, demands, losses, liabilities, costs, expenses, damages or other obligations of any nature in any way arising out of or in connection with the use, occupation, construction, development, repair or maintenance of any property, facilities or equipment used in connection with the facilities funded under the ATV Municipal Grant Program. Notwithstanding the foregoing, nothing in this grant of indemnification is intended, or shall be construed, to constitute a waiver of any defense, immunity, or limitation of liability that may be available to the Town of Gray, or any of its officers, agents, or employees, pursuant to the Maine Tort Claims Act, 14 M.R.S. § 8101 *et seq.*, as amended from time to time, or any other privileges or immunities as may be provided by law.

Sincerely,

Jon Powers, President
Gray-New Gloucester ATV Club



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 20, 2021

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Elaine Aloes, Chair of Selectboard, Town of Solon

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

David Cyr, Town Manager, Town of Frenchville

Melissa Doane, Town Manager, Town of Bradley

**Justin Poirier, Town Manager, Town Administrator
Town of Chebeague Island**

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ **Municipality:** _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____ **Signature:** _____

Position: _____

OR Signed by a Majority of Municipal Officers **Current # of Municipal Officers:** _____

Print Names: _____ **Signatures:** _____

Return To:

*MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: rlambert@memun.org*

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2022 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

ELAINE ALOES (CHAIR OF SELECTBOARD, TOWN OF SOLON)

Professional & Municipal Experience:

- Chair of Selectboard, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1998 – present)
- 2nd Selectman, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1990 – March 1994)
- Auto Damage Appraiser, Bishop Adjustment Company (March 1990 – present)
- Budget Committee, Town of Solon (1995 – 1998)
- Owner/Operator, Mid Maine Adjustment Company (independent insurance adjusting company) (June 1987 – March 2005)
- Auto body repair businesses in Massachusetts and Maine (1972 – June 1987)
- Tax Preparer, H & R Block (1985 – 1992)
- Salesperson, Combined Insurance (health and accident insurance) (1985 – 1986)

Other Experience, Committees and Affiliations:

- Member, Somerset County Budget Committee (2001 – present); Vice Chair (2012 – 2016); Chair (2017 – present)
- Member, MMA Legislative Policy Committee (1999 – present)
- Member, MMA Executive Committee (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2001 – 2003) and (Dec 2016 – present)
- Member, MMA Strategic & Finance Committee (2002 – 2003) and (2017 – present)
- President, Somerset County Municipal Association (2001 – present)
- First Park Representative (2006 – present)
- Member, MMA Nominating Committee for Executive Committee (2011, 2012 and 2014)
- Member, Maine Municipal Association Rural/Service Center Committee (2002)
- Member, Somerset County Jail Planning Committee (2006 – 2008)
- Vice Chairman, Somerset County Charter Commission (2008 – 2010)
- Chair, Regional School Planning Committee for MSAD 74, MSAD 59, MSAD 12, MSAD 13 and several small towns (2007 – 2009)

Education:

- High school graduate, Medfield High School, Medfield, Massachusetts
- Kennebec Valley Technical College (courses in computers, accounting and supervisory management)
- Insurance Institute of America (Introduction to Claims)
- State of Maine (four part Property Tax Assessment course)
- Maine Municipal Association (many workshops and training on a wide variety of municipal topics such as budget preparation, finance management, personnel issues, right to know, town meetings, assessing)
- Maine Local Roads Center (variety of workshops on road issues and maintenance)

Awards and Certifications:

- State of Maine, All Lines Adjuster
- Maine Roads Scholar – Maine Local Roads (completed ten required road related workshops to earn award)

MMA EXECUTIVE COMMITTEE MEMBERS **(3-Year Terms)**

DAVID CYR (TOWN MANAGER, TOWN OF FRENCHVILLE)

Professional & Municipal Experience:

- Town Manager, Town of Frenchville (2021 – present)
- Town Manager, Town of Mars Hill (2014 – 2020)
- Resident Project Representative, NicCait Construction Services, Presque Isle
- Construction Engineer, Soderberg Construction, Caribou
- Engineer, Criterium Brown Engineers, Washburn
- Public Works Director, Town of Fort Kent
- Project Engineer, Civil Engineering Services, Brewer
- Public Works Director for the Unorganized Territories, County of Aroostook, Caribou
- Project Engineer, Cianbro Corporation, Pittsfield
- Engineer/Soil Technician, Brescia Construction/Caribou Soils, Inc., Caribou
- Selectmen, Town of Woodland (1995 – 2004); Chairman for five years
- Firefighter 1/EMT, Caribou Fire and Ambulance, Town of Caribou (1985 – 1988)
- Firefighter 1/EMT, Budd Lake Volunteer Fire Company, Budd Lake, New Jersey (1983 – 1984)

Other Experience, Committees and Affiliations:

- Member, MMA Executive Committee (2020)
- Member, MMA Property & Casualty Pool Board of Directors (2020)
- Member, MMA Workers Compensation Fund Board of Trustees, (2020)
- Member, MMA Strategic & Finance Committee (2020)
- Member, Aroostook Municipal Association (2014 – present); Treasurer (2017); Secretary (2017 – 2019); Vice Chair (2019 – 2020)
- Board Member, Northern Maine Development Commission Executive Committee (2014 - present), Chair (2016-2018); NMDC Revolving Loan Committee (2014 – present), Chair since 2016; NMDC Treasurer (2017); NMDC Finance & Audit Committee; Chairperson (2018 - present)
- President, Mars Hill Rotary Club (July 2016 – June 2020)
- Assistant Chief of Stadium, US Ski and Snowboard Association Supertour competition, Presque Isle (2019)
- Volunteer, Cross Country Ski Trail Groomer at Woodland Community Trails
- Volunteer, Biathlon World Cup Competitions in Presque Isle; Assistant Chief of Stadium (2016)
- Board Member, Northern Maine Solid Waste Management Committee, (1992 – 2000); Chairman (1999 – 2000)
- Member, MDOT Regional Transportation Advisory Committee (1997 – 2002); Chair (1999 – 2000)
- Member, Public Advisory Committee, MDOT Aroostook County Transportation Study
- Board Member, Maine Chapter of the American Public Works Association (1998 – 2000); Secretary (1999); Treasurer (2000)

Education:

- Bachelor of Mechanical Engineering Technology, University of Maine at Orono

Awards and Certifications:

- State of Maine State Board of Registration for Professional Engineers
- Maine Municipal Certified Assessor
- Maine Department of Transportation Local Roads Center “Road Scholar”
- Graduate, Rotary Leadership Institute, Rotary District 7810
- State of Maine Class A Commercial Driver’s License with Hazardous Materials Endorsement

MELISSA DOANE (TOWN MANAGER, TOWN OF BRADLEY)

Professional & Municipal Experience:

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 – present)
- Membership Coordinator, GrowSmart of Maine (2016 – 2020)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 – 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 – 2004)
- Coor, Clinical Operations/Secretary/Patient Accounts/Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 – 1994)

Other Experience, Committees and Affiliations:

- Member, MMA Executive Committee (2019 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2019 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2019 – present)
- Member, MMA Strategic & Finance Committee (2019 – present)
- Member, Executive Board, Municipal Review Committee (2021 – present)
- Member, Executive Board, Maine Town, City & County Management Association (2016 – present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 – present)
- Chair, Sponsorship Committee, Maine Town, City & County Management Association (present)
- Member, Maine Town, City & County Management Association (2005 – present)
- Member, Maine Town & City Clerks Association
- Member, Maine Municipal Tax Collectors & Treasurer Association
- Member, Maine Welfare Directors Association
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

Education:

- Business Management Studies, Husson College
- Associate Degree, Business Management, Beal College
- Associate Degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

Awards and Certifications:

- Certified Municipal Manager, Maine Town, City & County Management Association
- Rookie of the Year Award, Maine Town, City & County Management Association (2009)
- State of Maine Notary
- State of Maine Dedimus Justice

JUSTIN POIRIER (TOWN ADMINISTRATOR, TOWN OF CHEBEAGUE ISLAND)

Professional & Municipal Experience:

- Town Administrator, Town of Chebeague Island (Nov 2020 – present)
- Urban Development Specialist, City of Auburn (July 2020 – November 2020)
- Director, Maine Revenues Services, Property Tax Division (2017 – 2020); Deputy Director (2014 – 2017)
- Member, Town of Winthrop, Planning Board (2019 – 2020)
- Member, City of Augusta, Planning Board (2013 – 2018); Chair (2017 – 2018)
- Director, Community Development Coordinator; City of Bath (2012-2014; Coordinator (2011 – 2012)
- Administrative Assistant, Board of Selectpersons, Town of Pownal (2010 – 2011)
- Administrative Coordinator, Building Services Department, Town of Belmont, MA (2007 – 2010)

(continued)

Other Experience, Committees and Affiliations:

- Member, Maine Town City and County Management Association
- Member, Maine Association of Assessing Officers
- Member, Executive Committee, Greater Portland Council of Governments (January 2021 – present)
- Member, Ecomaine Board of Directors (2010 – 2011)

Education:

- Master of Public Policy; Concentration on Public Management, Environmental Policy, University of Massachusetts Dartmouth
- Bachelor of Arts in Public management; Major in Public Management; Minor in Political Science, University of Maine in Orono

Awards and Certifications:

- Certified Maine Assessor
- Certified Community Development Block Grant Administrator



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: David Barrett, Interim MMA Executive Director
(*Director, MMA Personnel Services & Labor Relations*)

DATE: July 12, 2021

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 20, 2021 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and on the MMA Executive Committee. The MMA Nominating Committee completed its task in May and put forth the 2022 Proposed Slate of Nominees to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 9, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 20, 2021. We have enclosed a self-addressed self-stamped envelope for your convenience. MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President James Gardner, Jr., Town Manager, Town of Easton.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 23. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held and live broadcasted on Thursday, September 30, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2022.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

PUBLIC FACILITIES USE POLICY TOWN OF GRAY MAINE

Approved by the Gray Town Council June 18, 2019

Revised: June 1, 2021; August 3, 2021

Be it hereby resolved by the Town Council of the Town of Gray, Maine:

SECTION 1 – MISSION STATEMENT

The Town of Gray (hereafter “Town”) sets forth the following rules and regulations for the management and protection of the public facilities owned by the Town and for the protection of the persons lawfully entitled to use same.

SECTION 2 – DEFINITIONS

Director: means the person who is in charge of an activity, department, or building.

Public facility: means an area of land and all buildings and structures located thereon, owned and operated by the Town, having facilities for rest and/or recreational use or providing open space for leisure activities, and customarily used by the general public for such uses and activities. Appendix A contains a current list of public facilities located in the Town.

Town Staff: refers to the Recreation Director (or her/his designee) for public facilities located in the Henry Pennell Municipal Complex, Wilkes Beach, Newbegin Community Center, and all Town of Gray owned Parks & Fields; or Library Director (or her/his designee) for facilities located at the Gray Public Library.

School Department: means SAD #15.

SECTION 3 –PUBLIC FACILITIES

A. General

The Town of Gray retains the right at all times to make individual decisions regarding the use of all public facilities including, but not limited to the right to deny use of the facility for any participant and/or spectator who violates any policy or procedure or engages in any verbal or physical abuse of the facility or Staff.

1. Priority Order of Use: 1. Town/Emergencies/Elections; 2. Town/Department programmatic uses in accordance with the intended purpose for which the space was acquired; 3. School; 4. Service Groups and Non-Profit Organizations; 5. Special Interest Groups/GNG Groups and Functions. All facilities are available on a first-come/first-serve basis by reservation through the assigning organization. Bumping order is according to Priority Use Order and time lines. Exceptions may occur due to extenuating circumstances upon the discretion of the assigning organization.
2. The Town Council shall consider all requests for recreational activities regularly occurring if more than 25 hours per session that are not municipal or school-related regarding the use of all public facilities.
3. A lack of respect for the facility or town staff by the user or their group may be cause for the denial of a future use of the building and failure to receive a reimbursement of the security deposit.
4. The renter/designated representative must be at least 18 years of age and assume responsibility for appropriateness of activity, supervision and adherence to all policies. The assigning organization shall authorize all equipment usage and reserve the right to refuse and/or cancel any equipment or facility request. Equipment is not to be removed from any facility.

B. Application requirements

All persons or groups desiring to reserve a public facility for their own exclusive use for special events are required to fill out an application.

C. Insurance

The Town's property insurance and general liability insurance does not extend to individuals or groups utilizing public facilities. Therefore, in addition to agreeing to defend, indemnify and hold harmless the Town and its officers, agents and employees from any claims arising from use of the Town's facilities, the applicant shall procure public liability insurance, from a company authorized to do business in Maine, in an amount not less than \$500,000 per person, for bodily injury, death, and property damage, protecting the applicant and the Town and its officers, agents and employees from such claims and provide the Town with a written certificate of insurance confirming such coverage, including naming the Town as an additional named insured. This insurance is mandatory for all users, otherwise required to pay a user fee under this policy; provided, that even if the user fee is waived by the Town, the insurance requirement shall remain required. The Town expressly reserves the right to increase the amount of insurance based on the nature or type of rental or use proposed.

D. Fee

1. The fee for facility rental shall be as specified in the Schedule established by the Town Council.
2. It shall be unlawful for any person to use, without payment, any facility or area for which an application fee is required, or user fee charged. Once an application is approved, and rental obligations are met, the date and facility will be considered secure.
3. The Town may require the applicant to pay additional costs as needed for the event, including, but not limited to, the cost of providing police protection, the cost of providing restroom facilities, additional staff and a maintenance service charge.
4. A refundable security deposit shall be collected for the use of all indoor recreational facilities that require a Facility Use Application. This security deposit shall be collected prior to use and held until after the rental has been completed and a satisfactory walk-through done by Town Staff.
5. Parties interested in a reduction/waiver of rental fees in exchange for in-kind goods/services may apply to the Recreation and Conservation Committee on forms provided by the Town. The Recreation and Conservation Committee shall review the application at their next regular meeting and formulate a recommendation for the Town Council's consideration. In the event that the Recreation and Conservation Committee is unable to meet within 30 days from the date of application, a recommendation shall be formulated by Recreation Administrative and the Town Manager for the Town Council's consideration. The application will then be reviewed by the Town Council at their next regularly scheduled meeting to decide if the reduction/waiver is approved.

E. Cancellations

If a rental fee is paid and two (2) weeks' notice is given, the renter is entitled to a 100% refund minus a \$10 processing fee. Notification of less than two (2) weeks and more than three (3) business days before the rental date will result in 50% refund. If the town is notified three (3) business days or less prior to the rental date, no refund will be issued. If the town closes the facility due to inclement weather or other municipal priorities, the rental event will be cancelled and rescheduled if possible. If it cannot be rescheduled a full refund will be issued. It is the renter's responsibility to contact Town Staff to reschedule the rental.

F. Duties of applicant

1. Prior to the event, the applicant reserves the right to walk through the public facility which the applicant intends to utilize and catalog in writing on the contract with Town Staff any defects, deficiencies or apparent damage to such facilities.
2. The applicant shall be responsible for designating a person who shall be in charge of the conduct of the event or activity and who shall be at the public facility while the event or activity is being conducted.
3. Respect for equipment, staff and facility is expected at all times including space capacity and intended space use. If damage occurs, please report it to Town Staff

4. Groups shall be adequately and appropriately supervised by an approved adult(s) at all times and until all participants have departed the premises. All accidents and/or injuries shall be reported to the assigning organization.
5. Food and/or beverages are to be limited to the specified food and/or beverage areas.
6. Clean-up is the responsibility of the renter/user. The facility should look as good as, or better than it looked when entered. All trash should be deposited in the appropriate trash receptacles.
7. Renters should make themselves aware of the appropriate means of emergency exits and make sure all in attendance are aware of the exits.
8. The applicant shall comply with any and all other Town Ordinances, Rules and or Policies.

G. Standards for issuance

Town Staff shall approve an application upon finding that:

1. The proposed event or activity shall not endanger the health and safety of persons who visit the public facility;
2. Adequate parking facilities exist and are available to accommodate the proposed event or activity in the public facility;
3. Adequate sanitary facilities exist and are available to accommodate the proposed event;
4. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
5. The proposed event or activity would not unreasonably disturb persons who own and/or occupy land which is adjacent to such public facility;
6. The public facility or portion thereof desired has not been reserved for other use at the day and hour required in the application; and
7. The applicant has demonstrated the ability and intent to provide adequate supervision of the activity and understands the applicable rules and regulations.
8. When approving an application Town Staff may designate the specific area within the public facility where the event shall be permitted to take place, based upon the foregoing criteria.

H. Post-event examination

Any facilities used by the applicant will be examined carefully by Town Staff after use. By accepting an application to use a public facility, the applicant agrees to make full restitution for loss or damage occurring during the applicant's use of the facilities. This may also result in failure to receive a reimbursement of the security deposit. Depending upon the extent of any loss or damage, an insurance claim may be filed at the Town Staff's discretion - see Section 3, Sub-section C of this Policy.

I. Termination of applications

Town Staff, for good cause, may withdraw his/her approval for use of any public facility by giving the applicant notice 48 hours in advance of the scheduled event or gathering. In such event, the applicant shall be entitled to full reimbursement of any fees paid.

J. Indemnification

The applicant agrees to save, indemnify and hold harmless the town and all its employees, the Town Council and all its members, from and against, any and all liabilities, actions, courses of action and damages arising out of any negligent or tortious acts on the part of the applicant, employees or agents, and from any and all fines, suits, claims, demands and actions of any kind or nature of any and all persons by virtue of or arising from the use of said facilities, equipment, or activity participation. The foregoing entities shall also be held harmless from and against all claims, damages losses and expenses, just or unjust, including but not limited to costs of defense, including attorney's fees arising out of or resulting from personal injury, sickness, disease or death.

SECTION 4 – UNLAWFUL OCCUPANCY

It shall be unlawful for any person to:

- A. Enter any building or be upon any public facility after the posted closing time or before the posted opening time, or contrary to posted notice in any public facility or while any public facility is under construction.
- B. Use a public facility in a manner which requires a permit after having received a permit revocation during the time period specified.

SECTION 5 – ALCOHOL/TOBACCO

The Town of Gray is a smoke free environment. Participants and spectators may not consume alcohol or tobacco products at any scheduled/organized activity or event. Use of alcoholic beverages and tobacco products is prohibited in all public facilities and on any town owned properties.

SECTION 6 – SOLICITATIONS AND CONCESSIONS

It shall be unlawful for any person to:

- A. Solicit, sell or otherwise peddle any goods, wares, merchandise, services, liquids or edibles in a public facility except by authorized concession or written permission granted by the Recreation Administrative Staff.
- B. Expose, distribute or place any commercial sign, advertisement, notice, poster or display in a park without authorization from Town Staff. This prohibition shall not apply to signs erected in connection with recognition of sponsorship by a business or individual of non-profit events and athletic teams within the town, provided that the sign has been authorized by Town Staff.
- C. Bring in, set up, construct, manage or operate any amusement or entertainment device without a permit.

Other town permits and licenses may be required before engaging in the foregoing activities.

SECTION 7 – DOGS

Dogs are allowed at public facilities subject to the following restrictions:

- A. All dogs must be on a leash, cord or chain, not longer than ten (10) feet, held by a person physically able to control the dog.
- B. It is a violation of this Policy to allow a dog to disturb, harass or interfere with any employee or visitor at a public facility and/or town sponsored program or event, or to damage any visitor's property.
- C. Any animal owner whose animal destroys, damages, or injures any shrubbery, plants, flowers or anything on public property or a facility in a park or other public grounds shall be responsible for the damage caused by the animal.
- D. Pet custodians shall pick up their pet's feces and dispose of the feces in a sanitary manner, in a designated receptacle.

SECTION 8 – LITTERING

It shall be unlawful for any person to deposit, scatter, drop or abandon bottles, cans, broken glass, sewage, trash, waste or other material. Disposal of waste shall be in a sanitary manner in a designated receptacle.

SECTION 9 – RELEASE OF HARMFUL OR FOREIGN SUBSTANCES

It shall be unlawful for any person to:

- A. Place any debris or other pollutant in or upon any land associated with a public facility or any body of water in or adjacent to a public facility or any tributary, stream, storm sewer or drain flowing into such waters.
- B. Discharge wastewater or any other wastes in a public facility, except into designated containers, drains or dumping stations.
- C. Release a pesticide in or upon any land associated with a public facility, except as permitted by the Town.

SECTION 10 – DESTRUCTION/DEFACEMENT/ALTERATION OF PUBLIC PROPERTY/SIGNS.

It shall be unlawful for any person to:

- A. Intentionally deface, vandalize or otherwise cause destruction to a public facility.
- B. Intentionally deface, destroy, cover, damage or remove any placard, notice or sign, whether permanent or temporary. Build an encroaching structure, such as a fence or garden, on public facility property without the express written permission from Town Staff.

SECTION 11 – DISTURBANCE OF NATURAL FEATURES

It shall be unlawful for any person to:

- A. Intentionally remove, alter, injure or destroy any tree, turf, other plant, rock, soil or mineral in a public facility without a permit.
- B. Dig any trenches, holes or other excavations in a public facility without permission.
- C. Introduce any plant, animal or other agent within a public facility without permission.
- D. Construct any building or structure or signs unless authorized to do so in writing by Town staff.

SECTION 12 – HUNTING/WILDLIFE

It shall be unlawful for any person to:

- A. Kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed, any species of wildlife in any park areas that are posted “No Hunting.” All fishing, hunting and discharge of firearms shall be in accordance with state and local laws and ordinances.
- B. Remove any wild animal, living or dead, from a park without necessary State permits or licenses.
- C. Release or abandon any animal within a park without necessary State permits or licenses.

SECTION 13 – USE OF WEAPONS/FIREARMS/FIREWORKS

It shall be unlawful for any person to:

- A. Fire or discharge, or cause to be fired or discharged across, in or into any portion of a posted public facility, any gun or firearm, spear, bow and arrow, crossbow, sling shot, air or gas weapon, paintball gun, or any other dangerous weapon or projectile, except for purposes designated by Town Staff in areas and at times designated by Town Staff
- B. Possess, set off or attempt to set off or ignite any firecracker, fireworks, smoke bombs, rockets, or other pyrotechnics at any public facility without authorization of Town Staff and the necessary State and local permits.

SECTION 14 – FIRES

It shall be unlawful for any person to:

- A. Start an open fire at any public facility (including for cookouts and camping) except by express permission from Town Staff. Applicants requesting permission for a fire of any type must also acquire a fire permit through the Gray Fire Rescue Department.
- B. The use of open flames including candles or other incendiary devices and effects are prohibited.
- C. Scatter or leave unattended lighted matches, ashes, burning tobacco, paper or other combustible materials.

SECTION 15 – SNOWMOBILES AND ATVS

Use of snowmobiles and all-terrain vehicles (ATVs) is prohibited on all trails and areas within public facilities except for designated trails within parks and designated public grounds owned by the town. This shall not be construed to prohibit the use of snowmobiles and/or snow grooming equipment for the maintenance and grooming of ski trails as authorized by Recreation Administrative Staff.

SECTION 16 – TRAILS

Trails within parks and public grounds owned by the Town may generally be used for non-motorized recreation such as hiking, cross-country skiing and cross-country running and may otherwise be used as posted.

SECTION 17 – PERSONAL CONDUCT

It shall be unlawful for any person to engage in any course of conduct or participate in any activity in any public facility where such conduct or participation is unreasonably and unnecessarily hazardous to the personal safety of or impairs or limits the lawful use and enjoyment of the facility or area by other persons.

SECTION 18 – NOISE/PUBLIC DISTURBANCE

It shall be unlawful for any person to:

- A. Make any unnecessary noise which disturbs the peace and quiet of the park/facilities or causes discomfort or annoyance to park/facility visitors of normal sensitivity, except for special programs at dates and times as authorized by permit.
- B. Install, use or operate or permit the use or operation within public facilities of any of the following devices:
 1. Loudspeaker or sound amplifying equipment without an application.
 2. Radios, DVD players, tape players, television sets, musical instruments or other machine or device for the production or reproduction of sound in such a manner as to be disturbing or a nuisance to persons of normal sensitivity within the area of audibility.

SECTION 19 – MOVEMENT OF BENCHES/SEATS OR OTHER PARK EQUIPMENT

No benches, seats or other equipment of the town shall at any time be removed or changed from their place without permission to do so having been obtained by Town Staff.

SECTION 20 – GOLF

Practicing of golf is not permitted in any public facilities, except where specifically designated or as authorized by Recreation Administrative Staff.

SECTION 21 – CAMPING

Overnight camping is prohibited in all public facilities and parking areas owned by the town.

SECTION 22 – PARKING

Parking or driving of any vehicle on a public facility, including vehicles for the purposes of loading and unloading supplies and all catered or concession vehicles, is not permitted except where specifically designated or as authorized by Town Staff.

SECTION 23 – INTERFERENCE WITH EMPLOYEE PERFORMANCE OF DUTY

It shall be unlawful for any person to impersonate any employee of the Town or interfere with, harass or hinder any employee in the discharge of his/her duties.

SECTION 24 – ENFORCEMENT AND PENALTY

This Policy may be enforced by Town staff or by any duly authorized law enforcement officer. Any person found in violation of this Policy shall be subject to a penalty as provided in 30-A MRSA Sec. 4452. In addition to such penalties, Town staff may issue a written order to any person violating this policy prohibiting that person from using public facilities in the Town for a period of not more than one (1) year.

SECTION 25 – HENRY PENNELL MUNICIPAL COMPLEX

The facility is intended to be used solely for Town related purposes and to be used during normal business hours, unless prior permission is granted.

Rooms may be reserved two weeks in advance.

SECTION 26 – RECREATION DEPARTMENT

Recreation staff or designee is authorized to close any public facility or portion thereof at any time for the protection of town property or the public health, safety or welfare.

A. **Village Green (this facility is not available for rental)**

1. **Hours:** The Village Green micropark located at 5 Yarmouth Road is open to all members of the public from sunrise to sunset.
2. Use of the micropark is subject to all other provisions contained in this policy.

B. **Wilkie's Beach (this facility is not available for rental)**

1. **Hours:** the beach is available for use by Town of Gray residents during the months from May to September, inclusive from 5:30 a.m. to 8:30 p.m. All other months shall be open to the public sunrise to sunset.
2. **Dogs:** from Memorial Day until Labor Day, only service dogs are allowed on the beach from 8:00 a.m. until 6:00 p.m. At all times, dog owners must also observe the provisions contained in Section 7 herein.
3. **Lifeguard:** there are no lifeguards on duty at the beach; persons using the beach do so at their own risk.
4. During the beach season there are attendants on duty to enforce the rules of the beach. Proof of residence is checked at the entrance to the beach.
5. Use of the beach is subject to all other provisions contained in this policy.

C. **Newbegin Gymnasium**

1. If the staff is on duty and there are no sponsored programs or events scheduled, the facility is open to the public for use, subject to the other terms and conditions for public facilities contained herein.

2. Rental of this facility is permitted via the Recreation Facility Use Application. Maximum capacity in the gymnasium is 414.
3. Bottled water/sport drinks are permitted in the gymnasium; however, food is not permitted unless otherwise approved by Recreation Administrative Staff.
4. Entrances and exits must not be blocked by any of the activities conducted by the user or their entity.
5. A designated representative shall be named on the application and be present for the entire duration of the function. This person(s) is responsible for overseeing the function and for upholding the application as stated and signed.
6. Except for service animals assisting persons with disabilities or unless there is permission granted from Recreation Administrative Staff, no animals are permitted in the building.
7. The facility shall be left in the condition originally found including but not limited to all lights, fans and other items properly turned off, windows locked, and motion alarm set and door securely locked (if applicable).
8. Property of the applicant or his/her agents, employees, guests or invitees will not be stored in or at any public facility without prior approval. The Town accepts no liability for loss or damage to items being stored.

D. Newbegin Recreation Room

1. The Recreation Room in the basement of Newbegin Gymnasium can be rented as long as recreation staff can be scheduled to supervise.
2. Food and beverage will only be allowed on the tile floor area and will be strictly enforced.

E. Pennell Park (this facility is not available for rental)

1. This facility is open from sunrise to sunset for public use daily unless closed due to conditions beyond our control.
2. This park is specifically designed for leisure use and foot traffic only. Use of bikes, electric bikes, strollers, wheelchairs and powered wheelchairs are permitted. Recreational, motorized vehicles (i.e. ATV's/dirt bikes) are prohibited.
3. Picnic tables are handicapped accessible.
4. Please respect the natural surroundings.

F. Ice Skating Rink at Pennell (use is weather permitting)

1. This facility is available for private rentals.
2. This facility is open from sunrise to sunset daily for public use unless closed due to conditions beyond our control or ice repair/maintenance.
3. Designated Stick and Puck times are listed on the Gray Recreation website and the Town of Gray website for your convenience.
4. All other time is reserved for recreational skating only.
5. Facility Rules:
 - a. *Skate at your own risk*
 - b. *Be Safe:*
 - (i) Skate in a safe and controlled manner with others in mind
 - (ii) Up to 2 people may skate together
 - (iii) Boards must remain clear of people, clothing and skates
 - c. *Be Responsible:*
 - (i) Ice Skating area will be kept clear of any debris, food or beverages
 - (ii) Ice will be kept free of holes, chipping and gouges
 - d. *Be Respectful:*
 - (i) This is a pet, smoke and alcohol-free facility
 - (ii) Use appropriate language and behavior
 - (iii) Please pick up your belongings and trash

G. Beach Volleyball Courts

1. Open sunrise to sunset seasonally for public use unless closed for maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Nighttime use (with lights) is permitted only with a valid Recreation Application.
4. Pets are not permitted on the sand surface at any time.

H. Pennell Snack Shack

1. Rental of this facility is permitted via the Recreation Facility Use Application for non-profit local organizations per the discretion of Recreation Administrative Staff.
2. Persons under 16 years of age are allowed in the snack shack with an authorized adult only.
3. Available for rental from sunrise to sunset only.
4. Entrances and exits must not be blocked at any time.
5. A designated representative shall be named on the application and be present for the entire duration of the function. This person(s) is responsible for overseeing the function and for upholding the application as stated and signed.
6. Except for service animals assisting persons with disabilities, no animals are permitted in this building.
7. The facility shall be left in the condition originally found including but not limited to all lights, fans and other items properly turned off, windows locked, and door securely locked (if applicable).

I. Douglas Field

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes and recreational, motorized equipment are prohibited.
4. Rental of this facility does not include bases or lining of infield.

J. Pennell Softball Field

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes and recreational, motorized equipment are prohibited.
4. Rental of this facility does not include bases or lining on infield.

K. Newbegin Multi-Use Area

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Use of bikes and recreational, motorized equipment are prohibited.

L. Newbegin T-ball Field

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes and recreational, motorized equipment are prohibited.
4. Rental of this facility does not include bases or lining on infield.

M. Outdoor Basketball Court

1. Open daily from sunrise to sunset for public use unless closed due to maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.

3. Use of bikes, scooters, skateboards, roller skates, roller blades and recreational, motorized equipment are prohibited.
4. Hanging from rims, nets or supports is strictly prohibited.
5. Spitting on the court is strictly prohibited.
6. Glass containers in the court are not allowed.
7. No paint, chalk, tape or other adhesive material shall be placed on the court surface without prior approval.

N. Libby Hill Trails

1. Trails are open 24 hours a day, 7 days a week.
2. Animals:
 - a. Horses are restricted to ATV/Snowmobile Trails, Moose Odyssey, and Deer Run. Horses may only go on these trails between June 1st and November 1st. Horses may not go on trails if conditions are wet or if there is a risk of rutting or eroding of trails. Horse owners should make efforts to remove horse manure from trails in a reasonable period of time to prevent excess accumulation of horse waste.
 - b. Pets must be leashed and under complete control of owners at all times. Pets are not allowed to chase trail users, wildlife, or damage plants. Owners who fail to comply will be asked to remove their pet from Libby Hill.
3. Fees:
 - a. All trails are free to use, however, donations at the parking area help keep these trails pristine.
 - b. The [Gray Community Endowment \(GCE\)](#) is a 501C organization dedicated to promoting the future of Gray. This organization owns over 50% of the land used by Libby Hill Trails.
 - c. Events must be coordinated with SAD15, Town of Gray, and GCE. Please contact the Gray Recreation Department or the [Friends of Libby Hill](#) if you are interested in an event.
4. Trails:
 - a. Once trails are groomed for skiing in winter, only skiers may use the wide trails. Hikers, snowshoers, and walkers may use the Harold Libby, Outback, and Lynx trails in winter. The snowmobile trails and Old Libby Hill road may also be used without skis.
 - b. Motorized vehicles must remain on designated trails and Old Libby Hill Rd. No motorized vehicles allowed on any Libby Hill Forest Trail.

SECTION 27 – GRAY PUBLIC LIBRARY

- A. The Multipurpose Rooms of the Gray Public Library are intended to provide public gathering spaces for nonprofit civic, cultural, educational, intellectual or charitable organizations when the rooms are not being used for Library or town-related activities. Under certain conditions, applications from other groups may be accepted, subject to approval by the Director of the Gray Public Library. The rooms are not intended for purely social gatherings, such as birthday parties, wedding showers, banquets, etc.
- B. While the Library encourages the free interchange of information and ideas, permission to use the Multipurpose Rooms does not constitute or imply neither the Library’s co-sponsorship of the event nor its endorsement of any groups, policies, beliefs or programs. Advertisements or promotion materials for the proposed meeting must not carry any such implication.
- C. The Large Multipurpose Room can accept groups of up to thirty (30); the Small Multipurpose Room holds up to fifteen (15). Reservations must specify which room will be used, and attendance may not exceed these capacities.
- D. The Director of the Gray Public Library is the final authority for approvals of applications for use of the rooms.

E. Availability/Reservations

1. The Multipurpose Rooms are available from 8:00 a.m. until 10:00 p.m., seven (7) days a week. They may be reserved up to sixty (60) days in advance; reservations are on a first-come, first-served basis. In no case may any organization reserve a room more than sixty (60) days in advance. Application forms are available at the Front Desk. A completed application must be received least seven (7) days prior to the event. Applications will be dropped off at the Library in person or submitted via email, and the applicant will receive a copy of the meeting room rules.
2. When booking time, groups should include time needed for set up and clean up.
3. Because Library and Town activities have priority, an organization will not have more than four (4) meetings booked within a 60-day period. The Library reserves the right to cancel a room reservation up to two (2) weeks in advance of the date requested.

F. Fees

Refer to the Town of Gray Fee Schedule.

G. No admission charge, requests for donation or sale of merchandise or services is permitted without the written approval of the Director.

H. There shall be no charge for library-related, Town of Gray, or Gray/New Gloucester school meetings or events.

I. Bookings that occur outside of regular library hours will require a key for access. A member of the booking organization who will be attending the meeting must sign for a key. A refundable deposit of \$25 will be received upon transfer of the key; the deposit will be refunded in full once the key is returned. The key will be available 24 hours in advance of the time booked.

J. Multipurpose Room Rules

1. Attendees are expected to understand and observe the Library Behavior Policy, which is available at the Front Desk.
2. Event sponsors are responsible for arranging special setups, and for returning the room to its original status at the conclusion of the event.
3. The Library does not provide storage space for program materials used by the group. Such materials must be brought to the Library at the time of the meeting and removed at the conclusion of the program.
4. Young children must be accompanied and supervised by adults 18 years of age and older.
5. Light refreshments may be served to attendees, provided that all evidence of their use has been removed at the conclusion of the event. Food must be provided by the sponsors of the meeting.

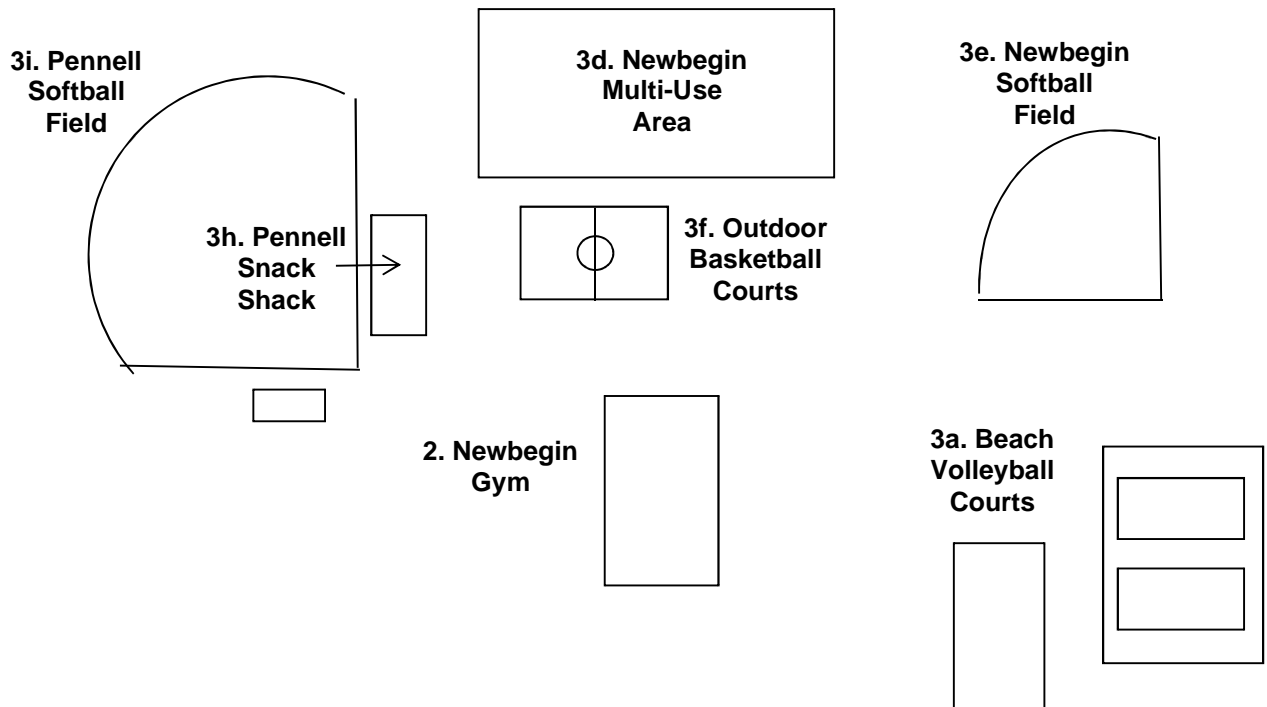
SECTION 28 – PUBLIC SAFETY BUILDING

- A. The Gray Fire Rescue meeting room at 125 Shaker Road is used primarily for Fire and Rescue activities.
- B. Any public events and meetings held in the meeting room are to be held Tuesday through Friday from 6 p.m. to 9 p.m. only. Mondays and weekend public meetings or events shall not be scheduled.
- C. All requests for public meeting are to be reviewed by the Chief two (2) weeks prior to the date to be held and must be approved by the Chief of Department.
- D. Any scheduled meetings and events may not use the kitchen facilities.

Gray Fire Rescue shall take precedence over all prior scheduled meetings and events, and public events may be cancelled without notice in the event of emergency calls and events.

APPENDIX A LIST OF PUBLIC FACILITIES

- A. Henry Pennell Municipal Complex
- B. Recreation Department
 - 1. Wilkes Beach
 - 2. Newbegin Center
 - a. Newbegin Gymnasium
 - b. Recreation Room
 - 3. Parks & Fields
 - a. Beach Volleyball Courts
 - b. Ball Field at Monument Square
 - c. Libby Hill Trails
 - d. Newbegin Multi-Use Area
 - e. Newbegin Softball Field
 - f. Outdoor Basketball Courts
 - g. Pennell Park
 - h. Pennell Snack Shack
 - i. Pennell Softball Field
 - j. PEP Up Patriot Health Ice Skating Rink at Pennell
- C. Gray Public Library
- D. Public Safety



PUBLIC FACILITIES USE POLICY TOWN OF GRAY MAINE

Approved by the Gray Town Council June 18, 2019

Revised: June 1, 2021; August 3, 2021

Be it hereby resolved by the Town Council of the Town of Gray, Maine:

SECTION 1 – MISSION STATEMENT

The Town of Gray (hereafter “Town”) sets forth the following rules and regulations for the management and protection of the public facilities owned by the Town and for the protection of the persons lawfully entitled to use same.

SECTION 2 – DEFINITIONS

Director: means the person who is in charge of an activity, department, or building.

Public facility: means an area of land and all buildings and structures located thereon, owned and operated by the Town, having facilities for rest and/or recreational use or providing open space for leisure activities, and customarily used by the general public for such uses and activities. Appendix A contains a current list of public facilities located in the Town.

Town Staff: refers to the Recreation Director (or her/his designee) for public facilities located in the Henry Pennell Municipal Complex, Wilkes Beach, Newbegin Community Center, and all Town of Gray owned Parks & Fields; or Library Director (or her/his designee) for facilities located at the Gray Public Library.

School Department: means SAD #15.

SECTION 3 –PUBLIC FACILITIES

A. General

The Town of Gray retains the right at all times to make individual decisions regarding the use of all public facilities including, but not limited to the right to deny use of the facility for any participant and/or spectator who violates any policy or procedure or engages in any verbal or physical abuse of the facility or Staff.

1. Priority Order of Use: 1. Town/Emergencies/Elections; 2. Town/Department programmatic uses in accordance with the intended purpose for which the space was acquired; 3. School; 4. Service Groups and Non-Profit Organizations; 5. Special Interest Groups/GNG Groups and Functions. All facilities are available on a first-come/first-serve basis by reservation through the assigning organization. Bumping order is according to Priority Use Order and time lines. Exceptions may occur due to extenuating circumstances upon the discretion of the assigning organization.
2. The Town Council shall consider all requests for recreational activities regularly occurring if more than 25 hours per session that are not municipal or school-related regarding the use of all public facilities.
3. A lack of respect for the facility or town staff by the user or their group may be cause for the denial of a future use of the building and failure to receive a reimbursement of the security deposit.
4. The renter/designated representative must be at least 18 years of age and assume responsibility for appropriateness of activity, supervision and adherence to all policies. The assigning organization shall authorize all equipment usage and reserve the right to refuse and/or cancel any equipment or facility request. Equipment is not to be removed from any facility.

B. Application requirements

All persons or groups desiring to reserve a public facility for their own exclusive use for special events are required to fill out an application.

C. Insurance

The Town's property insurance and general liability insurance does not extend to individuals or groups utilizing public facilities. Therefore, in addition to agreeing to defend, indemnify and hold harmless the Town and its officers, agents and employees from any claims arising from use of the Town's facilities, the applicant shall procure public liability insurance, from a company authorized to do business in Maine, in an amount not less than \$500,000 per person, for bodily injury, death, and property damage, protecting the applicant and the Town and its officers, agents and employees from such claims and provide the Town with a written certificate of insurance confirming such coverage, including naming the Town as an additional named insured. This insurance is mandatory for all users, otherwise required to pay a user fee under this policy; provided, that even if the user fee is waived by the Town, the insurance requirement shall remain required. The Town expressly reserves the right to increase the amount of insurance based on the nature or type of rental or use proposed.

D. Fee

1. The fee for facility rental shall be as specified in the Schedule established by the Town Council.
2. It shall be unlawful for any person to use, without payment, any facility or area for which an application fee is required, or user fee charged. Once an application is approved, and rental obligations are met, the date and facility will be considered secure.
3. The Town may require the applicant to pay additional costs as needed for the event, including, but not limited to, the cost of providing police protection, the cost of providing restroom facilities, additional staff and a maintenance service charge.
4. A refundable security deposit shall be collected for the use of all indoor recreational facilities that require a Facility Use Application. This security deposit shall be collected prior to use and held until after the rental has been completed and a satisfactory walk-through done by Town Staff.
5. Parties interested in a reduction/waiver of rental fees in exchange for in-kind goods/services may apply to the Recreation and Conservation Committee on forms provided by the Town. The Recreation and Conservation Committee shall review the application at their next regular meeting and formulate a recommendation for the Town Council's consideration. In the event that the Recreation and Conservation Committee is unable to meet within 30 days from the date of application, a recommendation shall be formulated by Recreation Administrative and the Town Manager for the Town Council's consideration. The application will then be reviewed by the Town Council at their next regularly scheduled meeting to decide if the reduction/waiver is approved.

E. Cancellations

If a rental fee is paid and two (2) weeks' notice is given, the renter is entitled to a 100% refund minus a \$10 processing fee. Notification of less than two (2) weeks and more than three (3) business days before the rental date will result in 50% refund. If the town is notified three (3) business days or less prior to the rental date, no refund will be issued. If the town closes the facility due to inclement weather or other municipal priorities, the rental event will be cancelled and rescheduled if possible. If it cannot be rescheduled a full refund will be issued. It is the renter's responsibility to contact Town Staff to reschedule the rental.

F. Duties of applicant

1. Prior to the event, the applicant reserves the right to walk through the public facility which the applicant intends to utilize and catalog in writing on the contract with Town Staff any defects, deficiencies or apparent damage to such facilities.
2. The applicant shall be responsible for designating a person who shall be in charge of the conduct of the event or activity and who shall be at the public facility while the event or activity is being conducted.
3. Respect for equipment, staff and facility is expected at all times including space capacity and intended space use. If damage occurs, please report it to Town Staff

4. Groups shall be adequately and appropriately supervised by an approved adult(s) at all times and until all participants have departed the premises. All accidents and/or injuries shall be reported to the assigning organization.
5. Food and/or beverages are to be limited to the specified food and/or beverage areas.
6. Clean-up is the responsibility of the renter/user. The facility should look as good as, or better than it looked when entered. All trash should be deposited in the appropriate trash receptacles.
7. Renters should make themselves aware of the appropriate means of emergency exits and make sure all in attendance are aware of the exits.
8. The applicant shall comply with any and all other Town Ordinances, Rules and or Policies.

G. Standards for issuance

Town Staff shall approve an application upon finding that:

1. The proposed event or activity shall not endanger the health and safety of persons who visit the public facility;
2. Adequate parking facilities exist and are available to accommodate the proposed event or activity in the public facility;
3. Adequate sanitary facilities exist and are available to accommodate the proposed event;
4. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
5. The proposed event or activity would not unreasonably disturb persons who own and/or occupy land which is adjacent to such public facility;
6. The public facility or portion thereof desired has not been reserved for other use at the day and hour required in the application; and
7. The applicant has demonstrated the ability and intent to provide adequate supervision of the activity and understands the applicable rules and regulations.
8. When approving an application Town Staff may designate the specific area within the public facility where the event shall be permitted to take place, based upon the foregoing criteria.

H. Post-event examination

Any facilities used by the applicant will be examined carefully by Town Staff after use. By accepting an application to use a public facility, the applicant agrees to make full restitution for loss or damage occurring during the applicant's use of the facilities. This may also result in failure to receive a reimbursement of the security deposit. Depending upon the extent of any loss or damage, an insurance claim may be filed at the Town Staff's discretion - see Section 3, Sub-section C of this Policy.

I. Termination of applications

Town Staff, for good cause, may withdraw his/her approval for use of any public facility by giving the applicant notice 48 hours in advance of the scheduled event or gathering. In such event, the applicant shall be entitled to full reimbursement of any fees paid.

J. Indemnification

The applicant agrees to save, indemnify and hold harmless the town and all its employees, the Town Council and all its members, from and against, any and all liabilities, actions, courses of action and damages arising out of any negligent or tortious acts on the part of the applicant, employees or agents, and from any and all fines, suits, claims, demands and actions of any kind or nature of any and all persons by virtue of or arising from the use of said facilities, equipment, or activity participation. The foregoing entities shall also be held harmless from and against all claims, damages losses and expenses, just or unjust, including but not limited to costs of defense, including attorney's fees arising out of or resulting from personal injury, sickness, disease or death.

SECTION 4 – UNLAWFUL OCCUPANCY

It shall be unlawful for any person to:

- A. Enter any building or be upon any public facility after the posted closing time or before the posted opening time, or contrary to posted notice in any public facility or while any public facility is under construction.
- B. Use a public facility in a manner which requires a permit after having received a permit revocation during the time period specified.

SECTION 5 – ALCOHOL/TOBACCO

The Town of Gray is a smoke free environment. Participants and spectators may not consume alcohol or tobacco products at any scheduled/organized activity or event. Use of alcoholic beverages and tobacco products is prohibited in all public facilities and on any town owned properties.

SECTION 6 – SOLICITATIONS AND CONCESSIONS

It shall be unlawful for any person to:

- A. Solicit, sell or otherwise peddle any goods, wares, merchandise, services, liquids or edibles in a public facility except by authorized concession or written permission granted by the Recreation Administrative Staff.
- B. Expose, distribute or place any commercial sign, advertisement, notice, poster or display in a park without authorization from Town Staff. This prohibition shall not apply to signs erected in connection with recognition of sponsorship by a business or individual of non-profit events and athletic teams within the town, provided that the sign has been authorized by Town Staff.
- C. Bring in, set up, construct, manage or operate any amusement or entertainment device without a permit.

Other town permits and licenses may be required before engaging in the foregoing activities.

SECTION 7 – DOGS

Dogs are allowed at public facilities subject to the following restrictions:

- A. All dogs must be on a leash, cord or chain, not longer than ten (10) feet, held by a person physically able to control the dog.
- B. It is a violation of this Policy to allow a dog to disturb, harass or interfere with any employee or visitor at a public facility and/or town sponsored program or event, or to damage any visitor's property.
- C. Any animal owner whose animal destroys, damages, or injures any shrubbery, plants, flowers or anything on public property or a facility in a park or other public grounds shall be responsible for the damage caused by the animal.
- D. Pet custodians shall pick up their pet's feces and dispose of the feces in a sanitary manner, in a designated receptacle.

SECTION 8 – LITTERING

It shall be unlawful for any person to deposit, scatter, drop or abandon bottles, cans, broken glass, sewage, trash, waste or other material. Disposal of waste shall be in a sanitary manner in a designated receptacle.

SECTION 9 – RELEASE OF HARMFUL OR FOREIGN SUBSTANCES

It shall be unlawful for any person to:

- A. Place any debris or other pollutant in or upon any land associated with a public facility or any body of water in or adjacent to a public facility or any tributary, stream, storm sewer or drain flowing into such waters.
- B. Discharge wastewater or any other wastes in a public facility, except into designated containers, drains or dumping stations.
- C. Release a pesticide in or upon any land associated with a public facility, except as permitted by the Town.

SECTION 10 – DESTRUCTION/DEFACEMENT/ALTERATION OF PUBLIC PROPERTY/SIGNS.

It shall be unlawful for any person to:

- A. Intentionally deface, vandalize or otherwise cause destruction to a public facility.
- B. Intentionally deface, destroy, cover, damage or remove any placard, notice or sign, whether permanent or temporary. Build an encroaching structure, such as a fence or garden, on public facility property without the express written permission from Town Staff.

SECTION 11 – DISTURBANCE OF NATURAL FEATURES

It shall be unlawful for any person to:

- A. Intentionally remove, alter, injure or destroy any tree, turf, other plant, rock, soil or mineral in a public facility without a permit.
- B. Dig any trenches, holes or other excavations in a public facility without permission.
- C. Introduce any plant, animal or other agent within a public facility without permission.
- D. Construct any building or structure or signs unless authorized to do so in writing by Town staff.

SECTION 12 – HUNTING/WILDLIFE

It shall be unlawful for any person to:

- A. Kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed, any species of wildlife in any park areas that are posted “No Hunting.” All fishing, hunting and discharge of firearms shall be in accordance with state and local laws and ordinances.
- B. Remove any wild animal, living or dead, from a park without necessary State permits or licenses.
- C. Release or abandon any animal within a park without necessary State permits or licenses.

SECTION 13 – USE OF WEAPONS/FIREARMS/FIREWORKS

It shall be unlawful for any person to:

- A. Fire or discharge, or cause to be fired or discharged across, in or into any portion of a posted public facility, any gun or firearm, spear, bow and arrow, crossbow, sling shot, air or gas weapon, paintball gun, or any other dangerous weapon or projectile, except for purposes designated by Town Staff in areas and at times designated by Town Staff
- B. Possess, set off or attempt to set off or ignite any firecracker, fireworks, smoke bombs, rockets, or other pyrotechnics at any public facility without authorization of Town Staff and the necessary State and local permits.

SECTION 14 – FIRES

It shall be unlawful for any person to:

- A. Start an open fire at any public facility (including for cookouts and camping) except by express permission from Town Staff. Applicants requesting permission for a fire of any type must also acquire a fire permit through the Gray Fire Rescue Department.
- B. The use of open flames including candles or other incendiary devices and effects are prohibited.
- C. Scatter or leave unattended lighted matches, ashes, burning tobacco, paper or other combustible materials.

SECTION 15 – SNOWMOBILES AND ATVS

Use of snowmobiles and all-terrain vehicles (ATVs) is prohibited on all trails and areas within public facilities except for designated trails within parks and designated public grounds owned by the town. This shall not be construed to prohibit the use of snowmobiles and/or snow grooming equipment for the maintenance and grooming of ski trails as authorized by Recreation Administrative Staff.

SECTION 16 – TRAILS

Trails within parks and public grounds owned by the Town may generally be used for non-motorized recreation such as hiking, cross-country skiing and cross-country running and may otherwise be used as posted.

SECTION 17 – PERSONAL CONDUCT

It shall be unlawful for any person to engage in any course of conduct or participate in any activity in any public facility where such conduct or participation is unreasonably and unnecessarily hazardous to the personal safety of or impairs or limits the lawful use and enjoyment of the facility or area by other persons.

SECTION 18 – NOISE/PUBLIC DISTURBANCE

It shall be unlawful for any person to:

- A. Make any unnecessary noise which disturbs the peace and quiet of the park/facilities or causes discomfort or annoyance to park/facility visitors of normal sensitivity, except for special programs at dates and times as authorized by permit.
- B. Install, use or operate or permit the use or operation within public facilities of any of the following devices:
 1. Loudspeaker or sound amplifying equipment without an application.
 2. Radios, DVD players, tape players, television sets, musical instruments or other machine or device for the production or reproduction of sound in such a manner as to be disturbing or a nuisance to persons of normal sensitivity within the area of audibility.

SECTION 19 – MOVEMENT OF BENCHES/SEATS OR OTHER PARK EQUIPMENT

No benches, seats or other equipment of the town shall at any time be removed or changed from their place without permission to do so having been obtained by Town Staff.

SECTION 20 – GOLF

Practicing of golf is not permitted in any public facilities, except where specifically designated or as authorized by Recreation Administrative Staff.

SECTION 21 – CAMPING

Overnight camping is prohibited in all public facilities and parking areas owned by the town.

SECTION 22 – PARKING

Parking or driving of any vehicle on a public facility, including vehicles for the purposes of loading and unloading supplies and all catered or concession vehicles, is not permitted except where specifically designated or as authorized by Town Staff.

SECTION 23 – INTERFERENCE WITH EMPLOYEE PERFORMANCE OF DUTY

It shall be unlawful for any person to impersonate any employee of the Town or interfere with, harass or hinder any employee in the discharge of his/her duties.

SECTION 24 – ENFORCEMENT AND PENALTY

This Policy may be enforced by Town staff or by any duly authorized law enforcement officer. Any person found in violation of this Policy shall be subject to a penalty as provided in 30-A MRSA Sec. 4452. In addition to such penalties, Town staff may issue a written order to any person violating this policy prohibiting that person from using public facilities in the Town for a period of not more than one (1) year.

SECTION 25 – HENRY PENNELL MUNICIPAL COMPLEX

The facility is intended to be used solely for Town related purposes and to be used during normal business hours, unless prior permission is granted.

Rooms may be reserved two weeks in advance.

SECTION 26 – RECREATION DEPARTMENT

Recreation staff or designee is authorized to close any public facility or portion thereof at any time for the protection of town property or the public health, safety or welfare.

A. Village Green (this facility is not available for rental)

1. **Hours:** The Village Green micropark located at 5 Yarmouth Road is open to all members of the public from sunrise to sunset.
2. Use of the micropark is subject to all other provisions contained in this policy.

B. Wilkies Beach (this facility is not available for rental)

1. **Hours:** the beach is available for use by Town of Gray residents during the months from May to September, inclusive from 5:30 a.m. to 8:30 p.m. All other months shall be open to the public sunrise to sunset.
2. **Dogs:** from Memorial Day until Labor Day, only service dogs are allowed on the beach from 8:00 a.m. until 6:00 p.m. At all times, dog owners must also observe the provisions contained in Section 7 herein.
3. **Lifeguard:** there are no lifeguards on duty at the beach; persons using the beach do so at their own risk.
4. During the beach season there are attendants on duty to enforce the rules of the beach. Proof of residence is checked at the entrance to the beach.
5. Use of the beach is subject to all other provisions contained in this policy.

C. Newbegin Gymnasium

1. If the staff is on duty and there are no sponsored programs or events scheduled, the facility is open to the public for use, subject to the other terms and conditions for public facilities contained herein.

2. Rental of this facility is permitted via the Recreation Facility Use Application. Maximum capacity in the gymnasium is 414.
3. Bottled water/sport drinks are permitted in the gymnasium; however, food is not permitted unless otherwise approved by Recreation Administrative Staff.
4. Entrances and exits must not be blocked by any of the activities conducted by the user or their entity.
5. A designated representative shall be named on the application and be present for the entire duration of the function. This person(s) is responsible for overseeing the function and for upholding the application as stated and signed.
6. Except for service animals assisting persons with disabilities or unless there is permission granted from Recreation Administrative Staff, no animals are permitted in the building.
7. The facility shall be left in the condition originally found including but not limited to all lights, fans and other items properly turned off, windows locked, and motion alarm set and door securely locked (if applicable).
8. Property of the applicant or his/her agents, employees, guests or invitees will not be stored in or at any public facility without prior approval. The Town accepts no liability for loss or damage to items being stored.

D. Newbegin Recreation Room

1. The Recreation Room in the basement of Newbegin Gymnasium can be rented as long as recreation staff can be scheduled to supervise.
2. Food and beverage will only be allowed on the tile floor area and will be strictly enforced.

E. Pennell Park (this facility is not available for rental)

1. This facility is open from sunrise to sunset for public use daily unless closed due to conditions beyond our control.
2. This park is specifically designed for leisure use and foot traffic only. Use of bikes, electric bikes, strollers, wheelchairs and powered wheelchairs are permitted. Recreational, motorized vehicles (i.e. ATV's/dirt bikes) are prohibited.
3. Picnic tables are handicapped accessible.
4. Please respect the natural surroundings.

F. Ice Skating Rink at Pennell (use is weather permitting)

1. This facility is available for private rentals.
2. This facility is open from sunrise to sunset daily for public use unless closed due to conditions beyond our control or ice repair/maintenance.
3. Designated Stick and Puck times are listed on the Gray Recreation website and the Town of Gray website for your convenience.
4. All other time is reserved for recreational skating only.
5. Facility Rules:
 - a. *Skate at your own risk*
 - b. *Be Safe:*
 - (i) Skate in a safe and controlled manner with others in mind
 - (ii) Up to 2 people may skate together
 - (iii) Boards must remain clear of people, clothing and skates
 - c. *Be Responsible:*
 - (i) Ice Skating area will be kept clear of any debris, food or beverages
 - (ii) Ice will be kept free of holes, chipping and gouges
 - d. *Be Respectful:*
 - (i) This is a pet, smoke and alcohol-free facility
 - (ii) Use appropriate language and behavior
 - (iii) Please pick up your belongings and trash

G. Beach Volleyball Courts

1. Open sunrise to sunset seasonally for public use unless closed for maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Nighttime use (with lights) is permitted only with a valid Recreation Application.
4. Pets are not permitted on the sand surface at any time.

H. Pennell Snack Shack

1. Rental of this facility is permitted via the Recreation Facility Use Application for non-profit local organizations per the discretion of Recreation Administrative Staff.
2. Persons under 16 years of age are allowed in the snack shack with an authorized adult only.
3. Available for rental from sunrise to sunset only.
4. Entrances and exits must not be blocked at any time.
5. A designated representative shall be named on the application and be present for the entire duration of the function. This person(s) is responsible for overseeing the function and for upholding the application as stated and signed.
6. Except for service animals assisting persons with disabilities, no animals are permitted in this building.
7. The facility shall be left in the condition originally found including but not limited to all lights, fans and other items properly turned off, windows locked, and door securely locked (if applicable).

I. Douglas Field

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes and recreational, motorized equipment are prohibited.
4. Rental of this facility does not include bases or lining of infield.

J. Pennell Softball Field

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes and recreational, motorized equipment are prohibited.
4. Rental of this facility does not include bases or lining on infield.

K. Newbegin Multi-Use Area

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Use of bikes and recreational, motorized equipment are prohibited.

L. Newbegin T-ball Field

1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes and recreational, motorized equipment are prohibited.
4. Rental of this facility does not include bases or lining on infield.

M. Outdoor Basketball Court

1. Open daily from sunrise to sunset for public use unless closed due to maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.

3. Use of bikes, scooters, skateboards, roller skates, roller blades and recreational, motorized equipment are prohibited.
4. Hanging from rims, nets or supports is strictly prohibited.
5. Spitting on the court is strictly prohibited.
6. Glass containers in the court are not allowed.
7. No paint, chalk, tape or other adhesive material shall be placed on the court surface without prior approval.

N. Libby Hill Trails

1. Trails are open 24 hours a day, 7 days a week.
2. Animals:
 - a. Horses are restricted to ATV/Snowmobile Trails, Moose Odyssey, and Deer Run. Horses may only go on these trails between June 1st and November 1st. Horses may not go on trails if conditions are wet or if there is a risk of rutting or eroding of trails. Horse owners should make efforts to remove horse manure from trails in a reasonable period of time to prevent excess accumulation of horse waste.
 - b. Pets must be leashed and under complete control of owners at all times. Pets are not allowed to chase trail users, wildlife, or damage plants. Owners who fail to comply will be asked to remove their pet from Libby Hill.
3. Fees:
 - a. All trails are free to use, however, donations at the parking area help keep these trails pristine.
 - b. The [Gray Community Endowment \(GCE\)](#) is a 501C organization dedicated to promoting the future of Gray. This organization owns over 50% of the land used by Libby Hill Trails.
 - c. Events must be coordinated with SAD15, Town of Gray, and GCE. Please contact the Gray Recreation Department or the [Friends of Libby Hill](#) if you are interested in an event.
4. Trails:
 - a. Once trails are groomed for skiing in winter, only skiers may use the wide trails. Hikers, snowshoers, and walkers may use the Harold Libby, Outback, and Lynx trails in winter. The snowmobile trails and Old Libby Hill road may also be used without skis.
 - b. Motorized vehicles must remain on designated trails and Old Libby Hill Rd. No motorized vehicles allowed on any Libby Hill Forest Trail.

SECTION 27 – GRAY PUBLIC LIBRARY

- A. The Multipurpose Rooms of the Gray Public Library are intended to provide public gathering spaces for nonprofit civic, cultural, educational, intellectual or charitable organizations when the rooms are not being used for Library or town-related activities. Under certain conditions, applications from other groups may be accepted, subject to approval by the Director of the Gray Public Library. The rooms are not intended for purely social gatherings, such as birthday parties, wedding showers, banquets, etc.
- B. While the Library encourages the free interchange of information and ideas, permission to use the Multipurpose Rooms does not constitute or imply neither the Library’s co-sponsorship of the event nor its endorsement of any groups, policies, beliefs or programs. Advertisements or promotion materials for the proposed meeting must not carry any such implication.
- C. The Large Multipurpose Room can accept groups of up to thirty (30); the Small Multipurpose Room holds up to fifteen (15). Reservations must specify which room will be used, and attendance may not exceed these capacities.
- D. The Director of the Gray Public Library is the final authority for approvals of applications for use of the rooms.

E. Availability/Reservations

1. The Multipurpose Rooms are available from 8:00 a.m. until 10:00 p.m., seven (7) days a week. They may be reserved up to sixty (60) days in advance; reservations are on a first-come, first-served basis. In no case may any organization reserve a room more than sixty (60) days in advance. Application forms are available at the Front Desk. A completed application must be received least seven (7) days prior to the event. Applications will be dropped off at the Library in person or submitted via email, and the applicant will receive a copy of the meeting room rules.
2. When booking time, groups should include time needed for set up and clean up.
3. Because Library and Town activities have priority, an organization will not have more than four (4) meetings booked within a 60-day period. The Library reserves the right to cancel a room reservation up to two (2) weeks in advance of the date requested.

F. Fees

Refer to the Town of Gray Fee Schedule.

G. No admission charge, requests for donation or sale of merchandise or services is permitted without the written approval of the Director.

H. There shall be no charge for library-related, Town of Gray, or Gray/New Gloucester school meetings or events.

I. Bookings that occur outside of regular library hours will require a key for access. A member of the booking organization who will be attending the meeting must sign for a key. A refundable deposit of \$25 will be received upon transfer of the key; the deposit will be refunded in full once the key is returned. The key will be available 24 hours in advance of the time booked.

J. Multipurpose Room Rules

1. Attendees are expected to understand and observe the Library Behavior Policy, which is available at the Front Desk.
2. Event sponsors are responsible for arranging special setups, and for returning the room to its original status at the conclusion of the event.
3. The Library does not provide storage space for program materials used by the group. Such materials must be brought to the Library at the time of the meeting and removed at the conclusion of the program.
4. Young children must be accompanied and supervised by adults 18 years of age and older.
5. Light refreshments may be served to attendees, provided that all evidence of their use has been removed at the conclusion of the event. Food must be provided by the sponsors of the meeting.

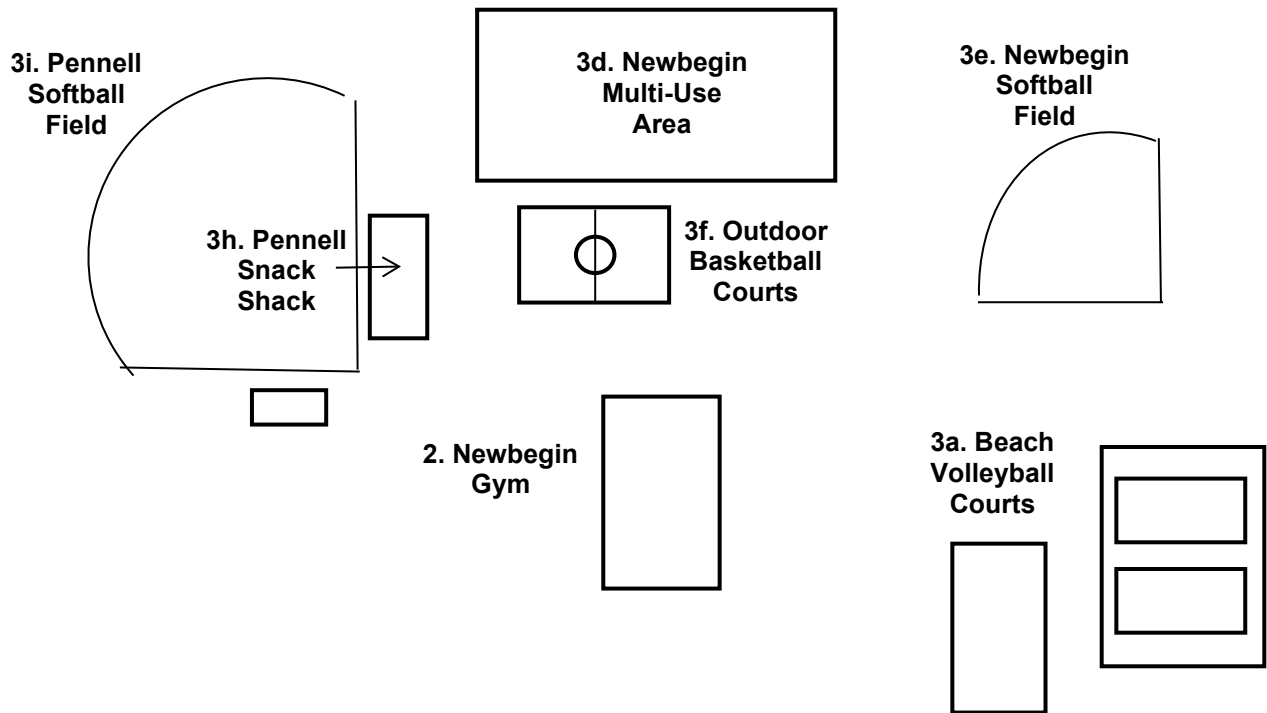
SECTION 28 – PUBLIC SAFETY BUILDING

- A. The Gray Fire Rescue meeting room at 125 Shaker Road is used primarily for Fire and Rescue activities.
- B. Any public events and meetings held in the meeting room are to be held Tuesday through Friday from 6 p.m. to 9 p.m. only. Mondays and weekend public meetings or events shall not be scheduled.
- C. All requests for public meeting are to be reviewed by the Chief two (2) weeks prior to the date to be held and must be approved by the Chief of Department.
- D. Any scheduled meetings and events may not use the kitchen facilities.

Gray Fire Rescue shall take precedence over all prior scheduled meetings and events, and public events may be cancelled without notice in the event of emergency calls and events.

APPENDIX A LIST OF PUBLIC FACILITIES

- A. Henry Pennell Municipal Complex
- B. Recreation Department
 - 1. Wilkes Beach
 - 2. Newbegin Center
 - a. Newbegin Gymnasium
 - b. Recreation Room
 - 3. Parks & Fields
 - a. Beach Volleyball Courts
 - b. Ball Field at Monument Square
 - c. Libby Hill Trails
 - d. Newbegin Multi-Use Area
 - e. Newbegin Softball Field
 - f. Outdoor Basketball Courts
 - g. Pennell Park
 - h. Pennell Snack Shack
 - i. Pennell Softball Field
 - j. PEP Up Patriot Health Ice Skating Rink at Pennell
- C. Gray Public Library
- D. Public Safety



TOWN OF GRAY
FEE SCHEDULE FY 2022

TOWN OFFICE-CLERK/TREASURE	Fees	Proposed Changes
Motor Vehicle Registrations		
Excise rates are determined at the State level as well as all other mandated fees.		
Agent fees are traditionally set at the highest rate allowed by the State.		
Vital Records (Birth, Death, Marriage)		
Rates are determined at the State level.		
Dog Licenses		
Rates are determined at the State level (including late fee assessed on February 1st annually).		
Ordinance mandated fee for unregistered dogs (maximum)	\$100.00	
Inland Fisheries & Wildlife Licenses (Hunting, Fishing)		
Rates are determined at the State level.		
Recreational Vehicle Registrations (Boat, Airplane, ATVs, Snowmobiles)		
Excise rates are determined at the State level as well as all other mandated fees.		
Agent fees are traditionally set at the highest rate suggested by the State.		
Ordinance-Mandated Licenses/Permits		
Automobile Graveyard and Auto Recycling Permit* ("Junk Yards")	\$50.00	
Games of Chance License*-Rates are determined at the State level.		
Liquor License* (Off-premise Caterer)	\$10.00	
Special Amusement Permit*	\$250.00	
Liquor License*	\$30.00	
Mass Gathering Application Fee* (non-refundable)	\$25.00	
Mass Gathering Permit Fee*	\$200.00	
Massage License (New)-Therapist Or Establishment Or Combination*	\$150.00	
Massage License (Renewal)-Therapist Or Establishment Or Combination*	\$50.00	
Mobile Vendor License (Resident)*	\$25.00	
Mobile Vendor License (Non-Resident)*	\$50.00	
Farmer's Market License		Moved from Code Enforcement
Private Property Annually	\$15.00	fee section
Vendor Fee (Per Each)	\$10.00	
Public Property Annually	\$35.00	
Vendor Fee (Per Each)	\$15.00	
Food Truck License		
Resident	\$25.00	
Non Resident	\$50.00	
Advertising Fee	\$100.00	
Home Solicitation License (Resident)*	\$25.00	
Home Solicitation License (Non-Resident)*	\$50.00	
Professional Fireworks Display	\$400.00	
Waste Haulers License	\$200.00	
Tax Lien Fees (Record, discharge, demand, postage)		
Rates are determined at the State level.		
Postage and demand fees are traditionally set at the highest rate allowed by the State.		

TOWN OF GRAY
FEE SCHEDULE FY 2022

	Fees	Proposed Changes
TOWN OFFICE-CLERK/TREASURE (continued)		
Miscellaneous Clerk Fees		
Abutter Notifications (per abutter) (required if any Mass Gathering Permit Fee is waived)	Current rate set by USPS for applicable first-class mail	
Advertising (for all applications which require a Public Hearing)(per ad)*	\$100.00	
Copies-Black and White (per page)	\$0.50	
Copies-Color (per page)	\$1.00	
Fax (per page) (including vehicle insurance cards)	\$1.00	
Information Requests (FOIA, FOAA, etc)-First hour	\$0.00	
Information Requests (FOIA, FOAA, etc)-After the first hour	Highest rate allowed by State	
Non-Violation Land Use Consent Agreement (includes all out-of-pocket fees/expenses)	\$500.00	
Electronic or Hard Copy (Voter List) (as allowed by law)	Highest rate allowed by State	
Electronic Version of Database(s) (Dog Owners, Taxpayers/Property Information, etc)	\$25.00	\$35.00
Mailing Labels (Voter List, Dog Owners, Taxpayers) (initial fee)	\$25.00	
Mailing Labels (Voter List, Dog Owners, Taxpayers) (per label)	\$0.05	
Notary Public (per signature page)	\$2.00	
Pole Permit (as allowed by law)		
Returned Check (per occurrence)	\$25.00	
Winter Maintenance Road Application (includes Registry of Deeds filing fee) (may be subject to separate Review escrow)	\$50.00	
*Indicates that the additional Advertising fee is required.		
COMMUNICATIONS INFORMATION		
GCTV		
Determined by GCTV Policy.		
Copies of meetings (per disk)	\$10.00	
Website (definitions attached)		
Sponsorship Fees-Business (annually)	\$120.00	
Sponsorship Fees-Organization/Religious (annually)	\$60.00	
RECYCLING & SOLID WASTE		
Asphalt Roofing (per cubic yard)	\$40.00	
Brush/Limbs/Tree parts (per cubic yard)	\$5.00	
Carpet (per cubic yard)	\$10.00	
Demolition Debris (per cubic yard)	\$25.00	
Demolition Wood (per cubic yard)	\$10.00	
Freon Units	\$14.00	
Leaves/Grass (per cubic yard)	\$3.00	
Mattresses (per piece)	\$5.00	
Recycling Disposal Sticker (Resident)	\$5.00	
Chair	\$8.00	
Love Seat	\$10.00	
Sofa up to 6 feet	\$15.00	
Televisions	\$5.00-\$10.00	
Tires-Off Rim	\$2.00	
Tires-On Rim	\$4.00	

TOWN OF GRAY
FEE SCHEDULE FY 2022

PUBLIC WORKS	Fees	Proposed Changes
Private Road & Signs (per sign)	Cost of sign, bracket & post + \$38.00	
Sign		\$60.00
Post		\$35.00
Bracket/Hardware		\$25.00
Install		\$80.00
GRAY PUBLIC LIBRARY		
Copies-Black and White (per page)	\$0.25	\$0.50
Faxes-outgoing/incoming (per page)	\$1.00	
Library Card (Non-Resident)	\$30.00	
Library Card (Resident)		
Replacement Card	\$3.00	
Lost Items (per incident)	List Price of Item + \$3.00	
Minerva Loan Fine (per day)	\$0.10	
Overdue Fines Adult (maximum per incident)	\$5.00	
Overdue Fines Adult (per Day)	\$0.25-\$5.00	
Overdue Fines Adult's Audiobook (per Day)	\$0.25-\$5.00	
Overdue Fines Children (maximum per incident)	\$5.00	
Overdue Fines Children (per Day)	\$0.10	
Overdue Fines Children's Videos (per Day)	\$0.25-\$5.00	
Overdue Fines Children's Audiobooks & CDs (per Day)	\$0.25	
Overdue Fines New Books (per Day)	\$0.25-\$5.00	
Overdue Fines Periodicals (per Day)	\$0.25-\$5.00	
Overdue Fines Video & Music CD (per Day)	\$0.25-\$5.00	
Scanning (per job)	\$1.00	
RECREATION		
All program fees are determined based on program details and budgets as posted and pre-approved by the Recreation Director and the Town Manager.		

TOWN OF GRAY
FEE SCHEDULE FY 2022

PUBLIC SAFETY	Fees	Proposed Changes
Rescue Services		
ALS (Base Rate) (formerly Paramedic, Intermediate Care)	\$850.00	
BLS (Base Rate)	\$600.00	
Controlled Burns (Base Rate)	\$500.00	
Cardiac Monitoring (Flat Rate)	\$100.00	
IV Treatment (Flat Rate)	\$100.00	
Oxygen (Flat Rate)	\$50.00	
ALS Intercept (providing ALS care to another community)	\$300.00	
Advanced Airway Care	\$100.00	
ALS #2 (when 3 or more medications are used)	\$1,200.00	
ALS Non-Emergency (ALS on board during routine BLS call)	\$625.00	
Defibrillation	\$50.00	
EMS Transports (per mile)	\$16.00	
Medical Records (first page)	\$5.00 first page + \$.45 each additional page	
On Scene Treatment without transport	\$150.00	
Motor Vehicle Crashes		
Level 1 - Fire Department mitigation with clean-up of damage to public way.	\$500.00	
Level 2 - Level 1 plus medical assistance using collar, long board, extrication, tools needed for patient care and scene safety.	\$600.00	
Level 3 - Level 1 and 2 plus utilization of hydraulic devices, extrication equipment, lifting bags, stabilization and technical rescue tools including heavy rescue apparatus.	\$1,800.00	
Level 4 - Any incident requiring the use of Medical helicopter; includes setting up a landing zone and ensuring landing zone safety, including levels 1, 2 or 3.	\$2,100.00	
Fire Department		
Aerial/Ladder Truck (per hour)	\$150.00	\$200.00
Chimney Fire (3rd & subsequent times within a 12-month period)	\$100.00	
Command Van (per hour)	\$100.00	
Hazardous Materials Incident (damaged or non-reusable equipment and supplies)	Individually determined based on replacement cost	
False Fire Alarm (3rd time within a 12-month period)	\$50.00	
False Fire Alarm (4th & subsequent times within a 12-month period)	\$100.00	
Fire and EMS report (per copy)	\$20.00	
Forestry Units (per hour)	\$100.00	
Personnel Labor (per hour)	\$30.00	\$45.00
Pumper Truck (per hour)	\$125.00	
Ambulance (per hour)	\$100.00	
Heavy Rescue (per hour)	\$125.00	
Tank Truck (per hour)	\$100.00	
Utility Truck (per hour)	\$50.00	

TOWN OF GRAY
FEE SCHEDULE FY 2022

PUBLIC FACILITIES RENTAL	Fees	Proposed Changes
Recreation		
Newbegin Community Gymnasium		
Local For-Profit Organization	\$50/hr or three hours for \$105.00	
Local Non-Profit Organization	\$35/hr or three hours for \$75.00	
Non-Local For-Profit Organization	\$60/hr or three hours for \$126.00	
Non-Local Non-Profit Organization	\$45/hr or three hours for \$95.00	
Beach Volleyball Court-1 Court (per hour)		
Local For-Profit Organization	\$15.00	
Local Non-Profit Organization	\$10.00	
Non-Local For-Profit Organization	\$20.00	
Non-Local Non-Profit Organization	\$15.00	
Beach Volleyball Court Lights-1 Court (per hour)		
Local For-Profit Organization	\$20.00	
Local Non-Profit Organization	\$15.00	
Non-Local For-Profit Organization	\$30.00	
Non-Local Non-Profit Organization	\$25.00	
Beach Volleyball Court-2 Court (per hour)		
Local For-Profit Organization	\$25.00	
Local Non-Profit Organization	\$20.00	
Non-Local For-Profit Organization	\$35.00	
Non-Local Non-Profit Organization	\$30.00	
Beach Volleyball Court Lights-2 Court (per hour)		
Local For-Profit Organization	\$30.00	
Local Non-Profit Organization	\$25.00	
Non-Local For-Profit Organization	\$40.00	
Non-Local Non-Profit Organization	\$35.00	
Douglas or Pennell Ball Field Rental (per hour)		
Local For-Profit Organization	\$25.00	
Local Non-Profit Organization	\$0.00	
Non-Local For-Profit Organization	\$35.00	
Non-Local Non-Profit Organization	\$0.00	

TOWN OF GRAY
FEE SCHEDULE FY 2022

PUBLIC FACILITIES RENTAL (continued)	Fees	Proposed Changes
Newbegin Rec Room		
Local For-Profit Organization	\$75/hr or three hours for \$158.00	
Local Non-Profit Organization	\$60/hr or three hours for \$126.00	
Non-Local For-Profit Organization	\$85/hr or three hours for \$179.00	
Non-Local Non-Profit Organization	\$70/hr or three hours for \$147.00	
Newbegin Softball Field (per hour)		
Outdoor Basketball Courts (per hour)		
Local For-Profit Organization	\$15.00	
Local Non-Profit Organization	\$10.00	
Non-Local For-Profit Organization	\$20.00	
Non-Local Non-Profit Organization	\$15.00	
Pennell Snack Shack (per hour)		
Local For-Profit Organization	\$15.00	
Local Non-Profit Organization	\$0.00	
Non-Local For-Profit Organization	\$30.00	
Non-Local Non-Profit Organization	\$0.00	
Security Deposit--Newbegin Rec Room rental requires a \$200 security deposit per rental. All other facility rentals require a \$100 security deposit per rental.		
Library		
Small Meeting Room-Non-Profit/Community Organizations (per hour)	\$5.00	
Small Meeting Room-For-Profit Organizations (per hour)	\$40.00	
Large Meeting Room-Non-Profit/Community Organizations (per hour)	\$15.00	
Large Meeting Room-For-Profit Organizations (per hour)	\$40.00	

TOWN OF GRAY
FEE SCHEDULE FY 2022

COMMUNITY DEVELOPMENT	Fees	
Administrative		
Copies-8.5 x 11 (letter-black) (per page)	\$0.50	
Copies-8.5 x 11 (letter-color) (per page)	\$1.00	
Copies-11 x 17 (legal/ledger-black) (per page)	\$1.00	
Copies-11 x 17 (legal/ledger-color) (per page)	\$1.50	
Copies-24 x 36 (Black) (per page) (Town documents ONLY)	\$5.00	
Copies-24 x 36 (Color) (per page) (Town documents ONLY)	\$7.00	
Copies-36 x 48 (Black) (per page) (Town documents ONLY)	\$10.00	
Copies-36 x 48 (Color) (per page) (Town documents ONLY)	\$15.00	
Copies-Deeds (per page)	\$1.00	
Copies-(Town street maps)	\$3.00	
Copies-Ordinance-Subdivision, Zoning & Shoreland Zoning ONLY	\$20.00	
Copies-Ordinance-All other Ordinances	\$10.00	
Copies-Disk-All Ordinances	\$40.00	
E-mail/scan or fax of tax/property information (per page) (prepayment required)	\$1.00	
Electronic Version of Database(s) (Taxpayers/Property Information, etc)	\$35.00	
Research Requests (mortgage information verification, etc) (first 15 Minutes)	\$35.00	
Research Requests (mortgage information verification, etc) (Every 30 minutes after the first 15 Minutes)	\$35.00	
PLANNING BOARD (PB)/STAFF REVIEW COMMITTEE (SRC)		
Abutter Notifications (per abutter)	\$8.00	
Legal Advertising (per ad)	\$100.00	
Planning Review & Escrow Fees	Please see attached	
ZONING BOARD OF APPEALS (ZBA)		
Administrative Appeal (includes legal advertising and abutter notifications)	\$250.00	\$300.00
Variance Application (includes legal advertising and abutter notifications)	\$250.00	\$300.00
Variance Application-Disability-ONLY (includes legal advertising and abutter notifications)	\$0.00	

TOWN OF GRAY
FEE SCHEDULE FY 2022

	Fees	Proposed Changes
CODE ENFORCEMENT		
All Work done without a Permit is subject to double the normal permit fee or \$100.00 (whichever is greater)	Minimum of \$100.00	
Building		
Building Permit Admin Fee	\$25.00	
Permit Fee (minimum)	\$25.00	
Permit (per square feet)		
Foundation/Unfinished/Decks/Sheds etc.	\$0.25	\$0.30
Residential/Commercial-New Construction-First Floor	\$0.65	
Residential/ Commercial -Other Finished Space	\$0.35	
Commercial-Other Finished Space		\$0.45
New Dwelling Unit (Per Each)	\$400.00	
Mobile Home Units	\$400.00	
Permit Renewal (one-time only)	\$100.00	
Certificate of Occupancy-Residential	\$50.00	
Certificate of Occupancy-Commercial	\$100.00	
Chimney	\$50.00	
Commercial Solar Energy Installation Permit (per acre)	\$500.00	
Residential Solar Permit		\$150.00
Demolition	\$50.00	\$100.00
Heating System	\$50.00	
Re-inspection (2nd & subsequent times)	\$50.00	
Electrical		
Additional Meters/Subpanels/Generators	\$30.00	\$50.00
Minimum Permit-Fee Wiring Fee	\$50.00	
Electrical Service	\$50.00	
Sheds 120 sq ft & under (plus admin fee)	\$25.00	
Sheds over 120 sq ft (per square foot plus admin fee)	\$0.30	
Wiring Permit (per square feet)	\$0.08	

TOWN OF GRAY
FEE SCHEDULE FY 2022

CODE ENFORCEMENT (continued)	Fees	Proposed Changes
<i>Plumbing/Subsurface Wastewater Disposal</i>		
Interior Plumbing Fixture Fee		
		\$10.00 per fixture (minimum of 4 fixtures) plus \$25.00 admin fee
1-4 Fixtures	\$65.00	
5 Fixtures	\$75.00	
6 Fixtures	\$90.00	
7 Fixtures	\$105.00	
8 Fixtures	\$120.00	
9 Fixtures	\$135.00	
10 Fixtures	\$150.00	
11 Fixtures	\$165.00	
12 Fixtures	\$180.00	
13 Fixtures	\$195.00	
14 Fixtures	\$210.00	
15 Fixtures		
	\$225.00	
16 Fixtures	\$240.00	
17 Fixtures	\$255.00	
18 Fixtures	\$270.00	
19 Fixtures	\$285.00	
20 Fixtures	\$300.00	
21 Fixtures	\$315.00	
22 Fixtures	\$330.00	
23 Fixtures	\$345.00	
24 Fixtures	\$360.00	
25 Fixtures	\$375.00	

TOWN OF GRAY
FEE SCHEDULE FY 2022

	Fees	Proposed Changes
CODE ENFORCEMENT (continued)		
Sub-surface Wastewater Disposal Permit Fee		
Complete engineered system	\$225.00	
Complete non-engineered system	\$275.00	
Primitive system	\$125.00	
Separate grey waste disposal field	\$60.00	
Seasonal conversion permit	\$75.00	
First time variance	\$45.00	
DEP's complete system surcharge	\$15.00	
Amendment to HHE-220	\$50.00	
Separate Parts of Disposal System Permit Fee		
Alternative toilet only	\$75.00	
Disposal field only (engineered system)	\$175.00	
Disposal field only (non-engineered system)	\$175.00	
Treatment tank only (non-engineered system)	\$175.00	
Treatment tank only (engineered system)	\$175.00	
Holding Tank	\$105.00	
Other components (pump station, piping, etc)	\$125.00	
	\$55.00	
Rates are determined at the State level.		
Town fees are traditionally set at the highest rate allowed by the State.		
Gravel Pit		
Permit Application (subject to additional Planning Review Fees)	\$250.00	
Annual Permit Renewal	\$100.00	
Expansion of Pit	\$300.00	
Penalty Fee (failure to submit required paperwork)	\$100.00	

TOWN OF GRAY
FEE SCHEDULE FY 2022

	Fees	Proposed Changes
CODE ENFORCEMENT (continued)		
Ordinance-Mandated Licenses/Permits		
Farm Stand-Annual License	\$50.00	
Flood Hazard Development Permit	\$50.00	
Hazardous Material Control-Annual Permit (Class I-Class V)	\$150.00	
Hazardous Material Control-Permit (subject to Planning Review Escrow)	\$350.00	
Mobile Home Park-Annual License	\$200.00	
Mobile Home Park-Permit Application	\$500.00	
Mobile Home Park-Revision to plan	\$250.00	
Wireless Telecommunications-Application Review	\$500.00	
Wireless Telecommunications-Planning Board Application Fees	\$250.00	
Wireless Telecommunications-Amendments to plan	\$250.00	
Wireless Telecommunications-CEO Application	\$400.00	
Violation Land Use Consent Agreement (includes all out of pocket fees/expenses)	Up to the Highest rate allowed per Town Council Order	
Miscellaneous Permits		
Dock	\$50.00	
Driveway Opening	\$100.00	
Home Occupation	\$50.00	
Road Name Application/New Private Way	\$150.00	Already in Public Works Fees
Shoreland Zoning Application Minor Unfinished Structure up to 120 sq ft/minor landscape	\$50.00	
Shoreland Zoning Application Major	\$150.00	
Sign Permits (per sign)	\$50.00	
Swimming Pool (Plus Applicable Permit Fees)	\$100.00	
Tree Removal (Flat Rate)	\$75.00	

TOWN OF GRAY
FEE SCHEDULE FY 2022

Planning Board/Staff Review Committee Fee Schedule FY 2022

APPLICATION	PLANNING REVIEW (Fee)	ENGINEERING or LEGAL REVIEW (Escrow)
SITE PLAN REVIEW		
Site Plan Review-Minor* Site Plan Review-Major*	\$450 \$550	Structures and Associated Site Work 2,000 – 5,000 sf.; \$2,500 5,001 – 15,000 sf.; \$5,000 15,001 – 35,000 sf.; \$4,000 35,000 sf.+; to be determined Multi-Family and Condos Up to 6 units; \$2,000 7 – 15 units; \$3,000 16 – 30 units; \$4,000 30+ units; to be determined
SUBDIVISION		
Sketch Plan	\$250	
Minor Subdivision*	\$200 / Lot	\$500
Preliminary Major Subdivision*	\$125 / Lot or Dwelling unit	5 – 10 lots / DU; \$2,500 11 – 15 lots / DU; \$3,000 16 – 30 lots / DU; \$3,500 30+ lots; to be determined
Final Major Subdivision*	\$550	
CONDITIONAL USE		
Pre-application Conference	\$250	
Conditional Use Only*	\$350	\$150
MULTIPLE REVIEWS		
Sketch Plan Review for Residential Subdivision and Site Plan Review*	\$450	See above fees for Subdivision
Sketch Plan Review for Commercial Subdivision and Site Plan Review*	\$550	See above fees for Subdivision
Conditional Use plus Minor Site Plan Review*	\$550	\$200
Conditional Use plus Major Site Plan Review*	\$750	\$250

TOWN OF GRAY
FEE SCHEDULE FY 2022

OTHER		
Pre-Project Staff Consultation	No Charge First Hour \$75 / each additional hour	\$150
Pre-Application Conference	\$250	
Planning Board Workshop	\$250	
Development Team Meeting	\$150	
Planning Board Shoreland Zoning Permit Application*	\$250	
Gravel Pit*	\$750	\$1,000
Rezoning Requests*	\$550	
Contract Zone Requests*	\$750	\$1,000
Extension (1-year) of Approved Plan with No Amendments*	\$200	
Plan Amendments / Item Changed*	\$350	
*Notification of Abutters and Legal Advertisement Required	Refer to Fee Schedule for Planning Board	

TOWN OF GRAY

POSITION DESCRIPTION

POSITION TITLE: DIGITAL MEDIA COORDINATOR
DATE CREATED/REVISED 8/3/2021

Classification: Regular Full-Time Hourly

Narrative: The Digital Media Coordinator (DMC) develops and manages content on the municipal website, social media channels, and community TV channel. The DMC creates articles, edits pictures, designs documents, ensures continuity of themes, maintains correct and current information on the website, streamlines navigation, and coordinates response to all website inquiries. The DMC also manages Gray's Community Television channel (GCTV2) and carries out all video production, broadcasting, streaming and post-production duties for the Town of Gray. This includes filming and airing live committee meetings and producing and editing videos as needed for Town staff, Town departments, and certain other Town organizations. This key position requires a steady professional with background in database management and expertise in video production.

Supervision: Supervision is provided to this position by the Director of Communications & Information.

POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

WEBSITE MANAGEMENT

- Sites: Town of Gray, Recyclopedia, Assessment Data, Connected
- Daily routine updating of information to the website. Maintain/update content as required by Town of Gray department activity, ordinance/policy updates, local events, and general community information needs.
 - Outreach to the community to ensure that pertinent information from various volunteer organizations and local businesses is available on the Town of Gray website.
 - Update/maintain organizational structure of the websites to ensure that site users can easily navigate to desired content.
- Provide technical support and/or consult with Town of Gray departments and staff as needed to provide timely website content in support of the Town's objectives.
- Be the single point of contact for Town employees and committee members during regular Town office hours to provide technical support.
 - Adhere to content requirements as set forth in the Town of Gray Web Content Policy.
 - Update CMS software and peripheral modules/themes as needed.
- Social Media – Administer Town of Gray Facebook account and monitor social media accounts for all Town departments.

WEBSITE DESIGN & DEVELOPMENT

Design tasks encompass the creation and maintenance of graphics content, underlying site style (i.e. CSS) and page templates for the Town's website as well as implementing new functionality and multimedia items.

- Oversee the design of the website and maintain a consistent look and feel.
- Serve as art director for the visual and multimedia content.
- Manage and design creative aspect of website projects.
- Continued training on new and/or improved functionality for the website.
- Monitor website statistics to identify areas for improvement, and report site usage / statistics to supervisor on a monthly basis.
- Develop a budget to foster the continued growth and improvement of the website.

- Establish relationships with area businesses, tourism entities, business associations, and other media to enhance and expand website content for public relations and marketing purposes.

OTHER DATA MANAGEMENT RESPONSIBILITIES

- Annual Report – Style and compile submitted component reports into comprehensive / complete annual report document in PDF format. Publish to website.
- Job Openings – Post notices of job openings and job descriptions on municipal website, Maine Municipal Association, and other job sites as needed.
- Boards & Committees – maintain database of Board & Committee applicants, appointments, and term expiration dates. Report on current or historical terms for boards and committees
- Meeting Portal – Assist with the management of board/committee membership, distribution lists, and agenda/minutes publication on the Town of Gray meeting portal [Granicus/Peak].
- Ordinance & Policy – Update and style ordinance and policy documents as approved by Council. Maintain an archive of all previous versions. Maintain updated documents on website.
- Newsletter – Compile department and/or community news items into a monthly newsletter. Upload /distribute publication to website and social media accounts.
- Participation in and support of the Community Television Advisory Committee.
- Other Administrative & Database Management tasks as needed.

GCTV2 MANAGEMENT

- Identifies the camera, audio and lighting equipment needed for production.
- Operates all production hardware and computer editing software.
- Performs routine maintenance of audio and video equipment.
- Creates long-term equipment replacement schedules for budgeting purposes in conjunction with the Assistant to the Town Manager.
- Coordinates purchase, replacement and installation of equipment in conjunction with the Assistant to the Town Manager.
- Maintains and updates production schedules, ensuring live meetings are telecast on time and promptly posted for delayed viewing.
- Maintains backup and recovery for all broadcasts, both digitally and physically.
- Maintains digital bulletin board in an up-to-date state.
- Communicate in a timely manner with community members regarding broadcasts and programming.
- Troubleshoots problems with equipment and resolves as able, escalating to software product support when necessary.
- Ability to identify production improvements and implement creative solutions.
- Maintain current knowledge of GCTV Franchise Agreement.
- Produce videos highlighting community events and volunteer work for use at Town events and for promotional purposes.

REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

- High School Diploma G.E.D/High School Equivalent

Minimum Education Preferred:

- Associate Degree Bachelor's Degree Advanced Degree

- **Prior Experience Required:**

4 years of relevant experience and/or equivalent combination of education and experience (must include experience in a video production environment)

- **Prior Experience Preferred:**

5 years of direct experience in this position, especially in a government atmosphere, or a satisfactory equivalent in the estimation of the Town.

Knowledge, Ability, Skills Required:

- Must have proficiency with MS Office suite and a working knowledge of website design and maintenance, with a preference for background with Granicus and Drupal design platform.
- Demonstrated skill with video editing software platforms, specifically Adobe Creative Suite, Premiere Pro, After Effects, Photoshop.
- Must have a working knowledge of broadcast television hardware such as soundboards, video switchers, and broadcasting software.
- Must be able to work independently and have the highest degree of judgment and discretion.
- Must be able to assist and coordinate with multiple department heads and Town staff members.
- Must be able to prioritize tasks effectively.
- Ability to work nights and weekends as required.

Knowledge, Ability, Skills Preferred:

- Proficiency with Granicus and Drupal CMS open source web software.

PHYSICAL REQUIREMENTS/OTHER

Title/Department	Communications & Information Department / Communications & Information Specialist				
Shift Length	<input checked="" type="checkbox"/> <8 hrs	<input type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7	<input checked="" type="checkbox"/> On call
Shift Type	<input checked="" type="checkbox"/> Days	<input checked="" type="checkbox"/> Nights	<input type="checkbox"/> Evening	<input type="checkbox"/> Rotating	
Lifting/Carrying	NEVER 0 hours	RARELY <10 minutes/shift or up to 1 hour per week	OCCASSIONALLY up to 1/3 shift	FREQUENTLY 1/3-2/3 shift	CONSTANTLY >2/3 of shift
0-10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried:	<input checked="" type="checkbox"/> within area		<input type="checkbox"/> between areas		<input type="checkbox"/> throughout facility
Postures/Tasks	NEVER 0 hours	RARELY <10 minutes/shift or up to 1 hour per week	OCCASSIONALLY up to 1/3 shift	FREQUENTLY 1/3-2/3 shift	CONSTANTLY >2/3 of shift
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Demands/Sensory Requirements					
<input checked="" type="checkbox"/> See	<input checked="" type="checkbox"/> Hear		<input checked="" type="checkbox"/> Distinguish color		
<input checked="" type="checkbox"/> Work in diminished lighting	<input checked="" type="checkbox"/> Make critical decisions		<input checked="" type="checkbox"/> Perform in fast-paced environment		
<input checked="" type="checkbox"/> Speak	<input type="checkbox"/> Work at a set pace/rate		<input checked="" type="checkbox"/> Remember accurately		

<input checked="" type="checkbox"/> Work under deadlines	<input checked="" type="checkbox"/> Perform multiple tasks	<input checked="" type="checkbox"/> Work independently
<input checked="" type="checkbox"/> Understand verbal instructions	<input checked="" type="checkbox"/> Understand written instructions	
<input type="checkbox"/> Other:		

Acknowledgement:

I have received a copy of this position description, along with requirements/qualifications, and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

**Residential Design Standards and
Administrative Procedures for VC & VCP Districts**

I. **Purpose** – The purpose of these Design Standards for the construction of single- and two-family residential buildings, as well as accessory apartments, in the VC/VCP Districts is to promote the construction of such buildings in a manner that is calculated to allow for adaptive re-use of the site for either commercial or residential purposes in the future. This will grant the Town of Gray increased flexibility in meeting its current goal under the Comprehensive Plan to promote growth in these districts.

II. **Applicability**

A. These Design Standards apply to all single-family homes, two-family homes, and accessory apartments newly constructed or reconstructed in the VC/VCP Districts, as well as those that have been substantially altered, repaired, or moved.

B. For the purposes of applicability of these standards, “substantially altered, repaired, or moved” shall mean any one or more of the following:

1. requires a building permit for construction that affects greater than fifty percent (50%) of the floor area of the existing structure
2. requires a building permit for exterior renovations

III. **Aesthetic Standards** – Newly constructed or reconstructed single-/two-family homes and accessory apartments in the VC/VCP Districts, as well as existing buildings (used for that purpose) and their appurtenances, which have been substantially altered, repaired or moved, shall be visually compatible with the buildings and terrain to which they are visually related and specifically with nearby and/or adjacent buildings in terms of the following factors:

A. **Overall Style:** The building's architectural style shall be consistent throughout, with all sides matching or complimenting the style of those with the greatest visibility from the public street(s).

1. To prevent long, visually monotonous building façades, design features shall be added to the building such as but not limited to, wall plane projections, recesses, windows, roof elevation variations, and variations in siding materials and orientations.
2. Auxiliary structures, including garages, shall be architecturally consistent with the primary structures in the use of color, material, and detailing.



B. **Relationship of Façade Materials:** The façades of a building, particularly the front façade, should be visually compatible with surrounding buildings.

1. Use of traditional wood clapboard siding is the basic standard. Synthetic, composite, or metal (DM) siding materials are acceptable if they are substantially identical in appearance to natural materials and of equal or greater durability.



2. Brick or stone masonry is acceptable.

- a. Brick material shall be of New England character, normally red to reddish brown in color, and shall be laid with three courses in eight inches. Normal brick size shall be $2 \frac{3}{8} \times 3 \frac{5}{8} \times 7 \frac{5}{8}$.
- b. Use of economy shape, square, or elongated brick is not permitted.
- c. Multi-color brick products or patterns composed of different colors

of bricks are prohibited, and any pattern in the brick masonry shall be



mutated with all patterns composed of brick of the same color.

3. Concrete block, split face block, multicolored brick, asphalt shingles, T-111, plywood, diagonal siding, industrial metal siding, standing seam metal siding, synthetic brick, and synthetic stone (DM) are prohibited. Use of stucco is permissible (DM).
4. Concrete block chimneys and exposed metal chimney flues on the side of the house facing the street are prohibited. Exposed metal chimney flues on the sides of houses shall be enclosed and sided with the same or similar siding as the house.

5. Full height walls surrounding porches are not permitted. Screens in the



warmer months and storm windows in the cold months are permitted, this does not include installation of combination storm and screen windows.

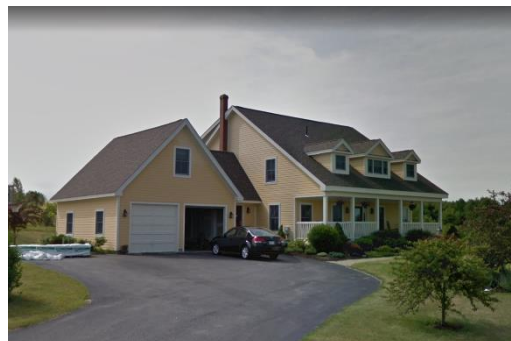
- C. **Roof Shapes:** The shape and proportion of the roof should be visually compatible with the architectural style of the building and with those of neighboring buildings. Flat roofs discouraged.

1. Roof forms such as gable, hipped, or slight variations are acceptable.
2. Buildings shall have a roof pitch in the ranges of 6:12 to 12:12. Porch



roofs are permitted to have a pitch of 4:12 provided that the porch does not exceed 20% of the building's cumulative footprint.

3. Preferred materials are asphalt shingle, fire treated wood shingles, natural slate, rubber (DS), and composite material made to resemble slate, or metal standing seam.
4. Buildings that are over forty feet (40') in length, face a public street, and



have a symmetrical gabled pitched roof are encouraged to break up the roof with multiple dormers

proportioned and coordinated with the overall façade design.

5. Roof colors shall be those commonly found on residential buildings within the VC/VCP Districts, including but not limited to brown, black, grey, and dark green.
6. Roof dormers with pitched or shed roof forms are permitted, and skylights within the roof plane are acceptable. Shed roofs that are integrated with the building form are also acceptable.
7. Exposed roof vents such as turbines or power roof ventilators are discouraged.

D. Proportionality and Placement: The building's overall size; mass in relationship to the open space around it; and door, window, porch, and balcony sizes shall be visually compatible with its site and with its neighborhood.

1. The height of the building shall be visually compatible with the heights of buildings in the neighborhood, so as not to dramatically change the street's appearance or to unduly shade neighbors and/or the street.

Compliant:



Noncompliant:

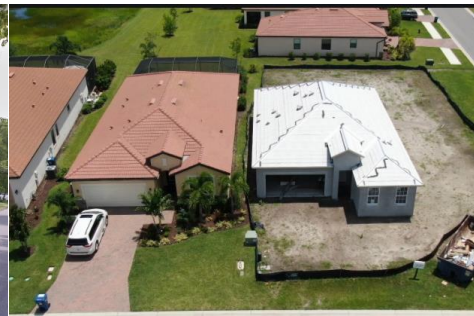


2. The rhythm of open spaces around buildings to the buildings themselves should be considered when determining visual compatibility, whether it is between buildings or between buildings and the street (setbacks).

Compliant:



Noncompliant:



3. The size and spacing of the building's windows and doors shall be proportional and visually compatible with those of its neighbors.

Compliant:



Noncompliant:



- E. **Access Features:** The features of a building that allow for access to the interior shall meet certain minimal design standards that ensure both their functionality and visual compatibility with others in the neighborhood.

1. The incorporation of one, and not more than one, recognizable front door facing the street is required.

2. Buildings shall not have more than one exterior stairway leading to a second or higher story, and the design of such exterior stairway shall be visually compatible with the design of the building as a whole and with any exterior stairways on neighboring buildings.

F. **Site Features:** The size, placement, and materials of walls, fences, driveways, and landscaping features should be visually compatible with the building, the property's terrain, neighboring buildings, and the terrain of abutting properties, as well as provide adequate privacy between lots.

1. Fences, if installed, shall be post-and-rail type with wood, wood



composite, stone, or masonry posts with wood top and bottom rails. Infill between rails shall be vertical pickets or other patterns consistent with older residences within

the district. Fences shall not exceed forty-two (42) inches in height.

2. Preservation of existing mature trees and planting or preservation of masses of shrubs in the setback is encouraged. Landscaping should include planting of new trees and shrubs if none presently exist. An emphasis shall be



made to use indigenous species that are insect and disease resistant.

Invasive species of plants are prohibited. Any trees that are planted shall be a minimum of five (5) feet from the edge of the right-of-way (ROW).

The mature form and height of plant materials shall be considered so they will not create unsafe conditions or block sight lines for pedestrians, bicyclists, or motorists.

3. The front, side, and rear yards abutting residential properties shall maintain the district boundary in its natural state to provide a buffer of at



least the setback distance. When natural features (i.e., slopes, gullies, trees, shrubs, rocks) do not exist or are insufficient to

provide a buffer, the developer is encouraged to landscape, or where not feasible, provide fencing or screening. The buffer shall not be expected to completely hide the building from abutting properties.

4. Site walls (retaining walls), if installed, should be a natural stone, pre-cast

concrete made to resemble stone, or brick masonry.

The use of other modular concrete material is not permitted for the wall face.



Site walls shall not exceed forty-two (42) inches in height unless functionally necessary due to the grades existing on the property and shall be located no closer than two (2) feet from the sidewalk.



5. All new construction and development shall be designed to minimize storm water runoff from the site in excess of the natural predevelopment

conditions. Where possible, existing natural runoff control features, such as berms, swales, terraces, and wooded areas shall be retained or added in order to reduce runoff and encourage infiltration of storm waters. All storm water must be treated underground (DM).

IV. Site Layout Standards

A. The location of structures and site improvements on the parcel shall be designed and built to accommodate either residential or commercial uses. The applicant/developer shall provide a conceptual scaled plan of the parcel depicting all site components necessary to practically allow the parcel to be utilized for commercial purposes including:

1. Vehicular access (ingress and egress);
2. On-site vehicular circulation;
3. Pedestrian access and internal circulation;
4. Parking layout and design;
5. ADA parking and access;

6. Stormwater direction, collection, and management;
7. Location of subsurface wastewater disposal system; and
8. Buffering and screening to the road and abutting properties

V. Structural and Functional Building Standards

- A. Developers are encouraged to use floor and/or roof trusses and to avoid use of load bearing walls to the greatest extent possible.
- B. Building ingress/egress; access to the structure shall be appropriately located and sized with particular attention paid to both the main front and rear entrances of the structure. Even if a smaller (or no) door is proposed, installation of a header designed to accommodate a sufficient commercial width door should be designed/installed.
- C. Grading and first floor elevation; the final site grading and finished floor elevation proposed structure's first floor shall be designed to accommodate the needs of a future commercial use, including ADA access.

VI. Administrative Procedure

- A. Application and Approval Process
 1. No application for a building permit within the VC/VCP Districts shall be finally approved until the applicant has received a Design Standard Certificate under these Design Standards as they are applicable.
 - a. It shall be the duty of the Town of Gray's Code Enforcement Officer, or their designee, to administer and enforce these VC/VCP Residential Design Standards, as well as issue the Design Standard Certificate when deemed appropriate.

- b. Review under these VC/VCP Residential Design Standards shall be undertaken simultaneously with the processing of the application for a building permit.
2. The application for a Design Standard Certificate shall be made in the Town Office on forms provided therefore. Each application shall be accompanied by such sketches, drawings, photographs, descriptions, or other information showing the proposed alterations, additions, reconstruction, changes, or new construction as may be required for the Code Enforcement Officer to make a decision, including but not limited to:
 - a. Site Plan – a plan of the site, at a scale of no greater than 1" = 50', that illustrates lot boundaries, any easements, ROW or other legal limitations set on the property, existing structures and roads, any existing trees over 6" in caliper, the location of the proposed building or renovation, any proposed landscaping, walkways, drives, walls, fences, lighting, signage, service areas, transformers, propane tanks and other utility requirements – as well as significant existing site elements including shrubs and planting beds. The Plan shall also indicate the current zone, applicable setbacks, and size of lot.
 - b. Elevations – elevations, at a minimum scale of 1" = 16' - 0", of all exposed sides of the proposed building or renovations. The

elevations shall indicate proposed materials, roof pitches, finished grade and building height.

- c. Photographs – For projects that involve the addition to, or reconstruction of a structure, photographs of the existing façades shall be submitted, in order to evaluate the existing conditions against the proposed elevations.
3. The staff shall transmit the application for a Design Standard Certificate, together with the supporting information and material, to the Code Enforcement Officer for review and approval. The Code Enforcement Officer shall act within 60 days from the date the applicant files a completed application, and the applicant shall pay all required application fees and outside professional help deemed necessary. If the Code Enforcement Officer does not make a determination within 60 days, the application is deemed to be approved and a Design Standard Certificate shall be issued.
4. Nothing herein shall prohibit an extension of time, by a formal action for a specific period of time, for review and approval of the application if the parties have mutually agreed that more information and/or discussion is required. Unless the Code Enforcement Officer disapproves an application, a Design Standard Certificate shall be issued with or without conditions, as deemed appropriate by the Code Enforcement Officer. When the Code Enforcement Officer disapproves an application, its reasons shall be issued to the applicant in written form.

B. Appeals Process

1. Appeals from a decision of the Code Enforcement Officer under these Design Standards may be taken to the Planning Board.
 - a. Any person who has participated before the Code Enforcement Officer and can demonstrate particularized injury may appeal the final decision of the Code Enforcement Officer on an application for a Design Certificate to the Planning Board within thirty (30) days after the Code Enforcement Officer has issued their written decision. The appeal must be in writing and must be accompanied by a filing fee which shall be established by the Town Council.
 - b. The Planning Board shall consider the appeal at a meeting held within sixty (60) days of receipt of the written request for an appeal. The Planning Board shall follow the same procedures established in Article 10 of Chapter 402 (Zoning Ordinance) for Site Plan Review.
 - c. The Planning Board shall not conduct a de novo hearing, but shall review the record of the proceeding before the Code Enforcement Officer. If the Planning Board finds the Code Enforcement Officer's record to be insufficient, the Planning Board may remand the matter to the Code Enforcement Officer for either re-application or further proceedings, findings, and conclusions.
 - d. The Planning Board may allow persons to present their positions orally or in writing, based on the record of the proceedings. The

Planning Board shall not receive new evidence, including testimony or exhibits, which is not part of the record of the proceedings before the Code Enforcement Officer.

- e. The Planning Board may reverse the decision of the Code Enforcement Officer, in whole or in part, upon finding that the decision is contrary to the provisions of these Design Standards or unsupported by substantial evidence in the record.
 - f. The decision of the Planning Board shall be in writing and shall contain findings and conclusions that clearly state, on all relevant factual and legal issues, the action taken by the Board and the reasons for such action. The Planning Board shall adopt its written decision within forty-five (45) days of the meeting where the appeal is heard, unless the Board makes a finding that it is unable to do so, or unless an extension has been agreed upon amongst the parties.
2. Appeals of decisions of the Planning Board under these Design Standards shall be to a Superior Court according to the provisions of the Maine Rules of Civil Procedure 80B.

Jonathan Hartt

From: Doug Webster
Sent: Friday, July 23, 2021 10:10 AM
To: Jonathan Hartt
Cc: Nathaniel Rudy; Andrew Hersom
Subject: Res Design Standards for 8-3-21 TC Packets
Attachments: Residential Design Standards for VC & VCP Districts (OAC 7-22-21).pdf

Jon-

Attached please find a draft Design Guidelines for VC/VCP Zoning Districts for new and expanded residential structures. Given the currently in effect Moratorium on new single-family and two-family dwellings, the objective is to adopt appropriate standards to enable pending building permits to be issued.

At yesterday afternoon's OAC meeting, we reviewed the attached draft. There was some discussion regarding whether or not the standards would be applicable if someone was, for example, putting new siding on their house. After vetting the question, the consensus was that given the scope of moratorium, it did not seem appropriate to apply the standards for re-siding unless a building permit (BP) would be required. BP's are not typically required for siding repairs provided that structural work is not involved. This could be re-visited as the Town (presumably) moves forward with the on-going inventory and long-term vision for the village area.

One element that may warrant additional language and/or photos in the Design Standards is the importance of having new residential structures appear to be a single-family dwelling as much as possible. Properly designed two-family or even three-family structures can be configured/built to at least appear to be a single-family structure. Examples include not having more than one "front" door (per "E", Access Features) and placing the main entrance for additional dwelling units for the same structure on the side and/or rear of the structure. **I respectfully request Council input on how important it may be to retain the "look" of a single-family dwelling for two or three family structures.** If there were Council support, minor adjustments to Section E could be incorporated.

Given the current in effect moratorium, my proposed timeline is to solicit Council input at the upcoming meeting on 8-3-21 and make the necessary adjustments as appropriate. Assuming the Council is generally on board with the draft, first reading could be at the TC's 9-7-21 meeting, PB hearing on 9-9-21, then TC second reading/adoption on 9-21-21. The standards would become effective 30 days from the TC's second reading in October.

I believe the moratorium is slated to expire on 10-3-21. The salient point is that even with this proposed timeline, given the 30-day wait from second reading, the moratorium appears to need to be extended for a few weeks at a future TC meeting to allow the standards to become effective as an FYI.

I trust this message and accompanying draft standards provides sufficient information for Council input at the upcoming meeting and I look forward to meeting *in person* on 8-3-21.

Doug.

From: Andrew Hersom <ahersom@graymaine.org>
Sent: Wednesday, July 21, 2021 3:30 PM

To: Doug Webster <dwebster@graymaine.org>

Subject: Re: Residential Design Standards for VC/VCP (OAC 7/22/21)

Doug,

Attached you will find a PDF copy of the latest design standards for the VC/VCP Districts. I grouped the requirements of a single door in the front façade and a single exterior access stairway to an upper story under a section titled "Access Features." I will drop off a colored hard copy before leaving today.

Best,

Drew

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

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

Jonathan Hartt

From: Andrew Hersom
Sent: Thursday, July 22, 2021 2:41 PM
To: Jonathan Hartt
Cc: Doug Webster; Nathaniel Rudy
Subject: RE: Proposed Creation of Telecommunication Overlay Zone 11
Attachments: Supporting Materials for Proposed Amendment to Chapter 407.pdf

Good afternoon Jon,

I hope this email finds you well. It has come to the Community Development Department's attention that cellular reception on the portion of ME-26 that runs adjacent to Crystal Lake is exceptionally poor. Likewise, the Gray Fire Department has expressed that radio reception in that part of town is particularly poor as well.

In response, the owner of 75 Mayberry Road (immediately across the lake from ME-26) has expressed their desire to erect a cell phone tower on an elevated portion of their lot (roughly 625' above MSL) to improve cellular reception in the area. If such a project were to be approved, the Gray Fire Department has expressed its interest in placing a radio antenna on the tower to improve radio reception in the area as well. The tower has reportedly been designed to be minimally obtrusive from an aesthetic standpoint and would rise only slightly above the tree line.

Chapter 407, the portion of the Town's Code dealing with the siting of wireless telecommunication facilities, creates, in Section 7.1.A.5.a.-7.1.A.5.j, ten "Telecommunication Overlay Zones" where construction of new wireless telecommunications facilities is permitted. In order to permit construction of a new cell tower at 75 Mayberry Road, the Town would have to amend Chapter 407 to add Section 7.1.A.5.k, creating an eleventh "Telecommunication Overlay Zone" permitting construction of such facilities in the vicinity of "Pumpkin Hill" (Mayberry Road) where the ground elevation is "x" feet or more above MSL (probably around 550' in order to afford the proposed construction some leeway).

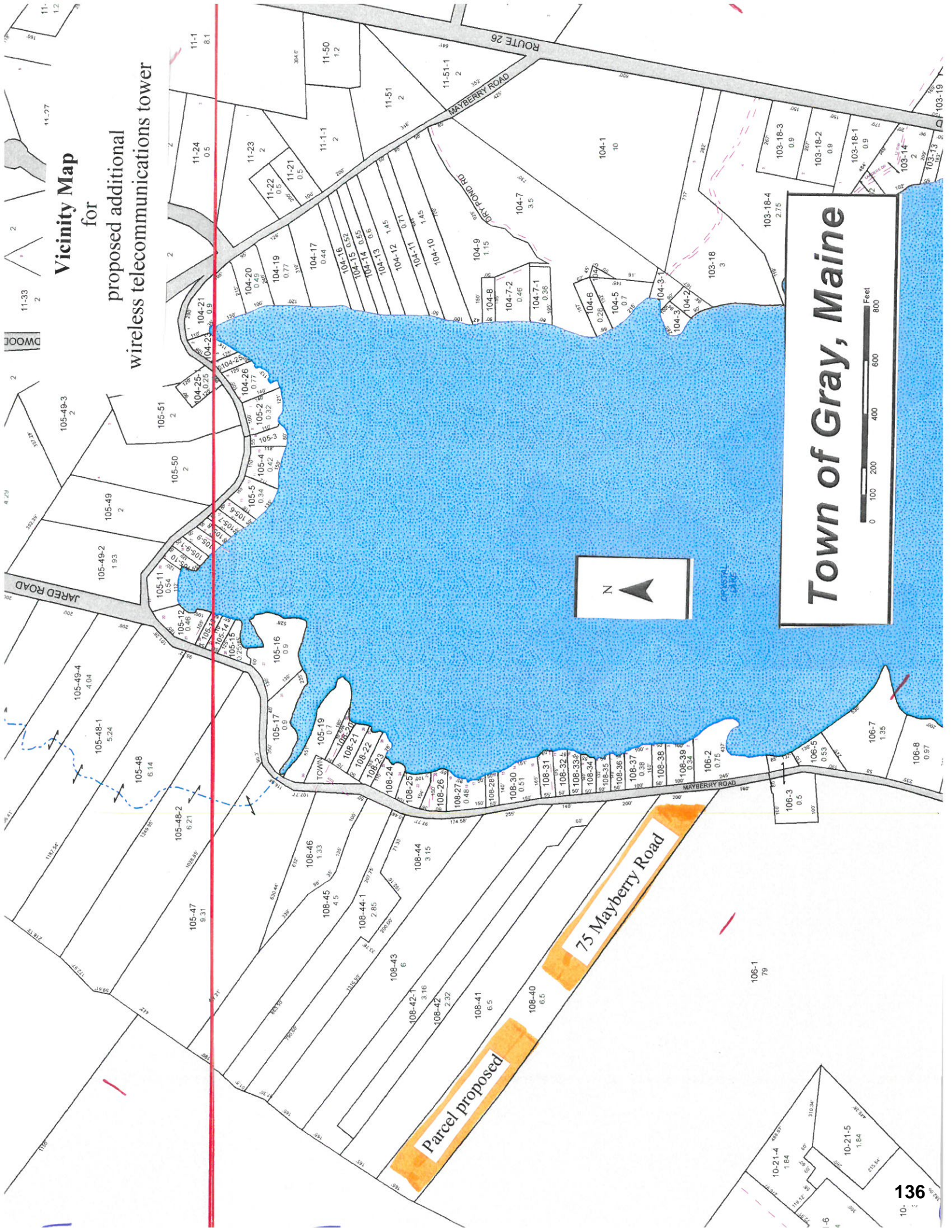
At this stage, we, here in the Community Development Department, would like to know whether there is political support for such an amendment to Chapter 407 and whether we should begin initiating that process. Attached you will find a copy of Chapter 407 with the relevant section marked with an asterisk, as well as a map indicating the relevant lot.

Thank you for your time and your attention to the matter.

Sincerely,
Drew Hersom
Town of Gray
Community Development Department, Intern
andrew.hersom@graymaine.org

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

Vicinity Map
for
proposed additional
wireless telecommunications tower



Town of Gray, Maine

Parcel proposed

75 Mayberry Road

CHAPTER 407
WIRELESS TELECOMMUNICATIONS FACILITIES SITING ORDINANCE
TOWN OF GRAY MAINE

Enacted August 7, 2001 - Effective September 6, 2001
Amended May 18, 2010 - Effective June 17, 2010

SECTION 1 TITLE

This Ordinance shall be known and cited as the “Wireless Telecommunications Facilities Siting Ordinance” of Gray, Maine (hereafter referred to as the “Ordinance”).

SECTION 2 AUTHORITY

This Ordinance is adopted pursuant to the enabling provisions of Article VIII, Part 2, Section I of the Maine Constitution; the provisions of Title 30-A M.R.S.A. Section 3001 (Home Rule), and the provisions of the Planning and Land Use Regulation Act, Title 30-A M.R.S.A. Section 4312 et seq.

SECTION 3 PURPOSE

The purpose of this Ordinance is to provide a process and a set of standards for the construction of wireless telecommunications facilities in order to:

- A. Implement a municipal policy concerning the provision of wireless telecommunications services, and the siting of their facilities within the Town of Gray.
- B. Establish clear guidelines, standards, and time frames for the exercise of municipal authority to regulate wireless telecommunications facilities.
- C. Allow competition in telecommunications service.
- D. Encourage the provision of advanced telecommunications services to the largest number of businesses, institutions, and residents of the Town of Gray.
- E. Authorize and facilitate reasonable access to the public rights of way of the Town of Gray for telecommunications purposes on a competitively neutral basis.
- F. Ensure that all telecommunications carriers providing facilities services within the Town of Gray comply with the Ordinances of the Town of Gray.
- G. Ensure that the Town of Gray can continue to fairly and responsibly protect the public health, safety, and welfare.
- H. Encourage the co-location of wireless telecommunications facilities thus helping to minimize adverse visual impacts on the community.
- I. Enable the Town of Gray to discharge its public trust consistent with rapidly evolving Federal and State regulatory policies, industry competition, and technological development.
- J. Further the goals and policies of the Comprehensive Plan of the Town of Gray, while promoting orderly development of the town with minimal impacts on existing uses.
- K. Protect the scenic and visual character of the community. Minimize the adverse impacts of such facilities including: scenic and visual impacts, environmental impacts, impacts to historically significant areas, health and safety impacts, and property value impacts.

B. CEO Approval

Within thirty (30) days of receiving a completed application for approval under Section 5.1 C, the CEO shall approve, approve with conditions, or deny the application in writing, together with the findings on which that decision is based.

The CEO shall approve the application if the CEO finds that the application complies with the provisions in Section 7.1 of this Ordinance. The CEO shall notify all abutters within five-hundred (500) feet of the proposed site of the decision to issue a permit under this section. The time period may be extended upon agreement between the applicant and the CEO.

SECTION 7 STANDARDS OF REVIEW

7.1 PLANNING BOARD APPROVAL STANDARDS

An application for approval by the Planning Board under Section 5.1 A or 5.1 B must meet the following standards:

A. Location

1. New wireless telecommunications facilities are not permitted in the Well Head Protection Zone 2 (WH2).
2. New wireless telecommunications facilities are not permitted in any areas that are subject to Shoreland Zoning restrictions.
3. New wireless telecommunications facilities may be permitted as architectural co-locations attached to any structures such as church steeples, water towers, power poles, tall buildings, and similar structures anywhere in the Town of Gray, with the following restrictions:
 - a. Architectural co-locations are not permitted in the restricted zones of Sections 1 and 2 above.
 - b. New wireless telecommunications facilities that are architectural co-locations are not permitted to extend more than twenty (20) feet above the structures to which they are attached.
4. New wireless telecommunications facilities may be permitted on any State of Maine or Municipal Property except that new wireless telecommunications facilities are permitted in the Village Center Zone (VC) only in areas where the ground elevation is three-hundred-fifty (350) feet or more above MSL.
5. New wireless telecommunications facilities may be permitted in the following Telecommunications Overlay Zones: (Note: The series of Gray Quadrangle U. S. Geological Survey Topographic Maps dated 1980 and revised on file in the Town Office shall be used as reference maps for ground elevation above mean sea level.)
 - a. Telecommunications Overlay Zone 1 shall include all areas in the vicinity of Adams Hill (Mountain View Road) where the ground elevation is five-hundred (500) feet or more above MSL.
 - b. Telecommunications Overlay Zone 2 shall include all areas in the vicinity of Hunt's Hill (Eagle's Nest Road) where the ground elevation is four-hundred (400) feet or more above MSL.

- c. Telecommunications Overlay Zone 3 shall include all areas in the vicinity of Long Hill (Long Hill Road) where the ground elevation is four-hundred (400) feet or more above MSL.
- d. Telecommunications Overlay Zone 4 shall include all areas in the vicinity of Dutton Hill (Dutton Hill Road) where the ground elevation is four-hundred (400) feet or more above MSL.
- e. Telecommunications Overlay Zone 5 shall include all areas in the vicinity of Colley Hill (on the East side of Gray Village) where the ground elevation is three-hundred-fifty (350) feet or more above MSL.
- f. Telecommunications Overlay Zone 6 shall include all areas in the vicinity of Libby Hill (Libby Hill Road) where the ground elevation is three-hundred-seventy (370) feet or more above MSL.
- g. Telecommunications Overlay Zone 7 shall include all areas in the vicinity of Knudsen Road between Cambell Shore Road and the Windham Town Line where the ground elevation is four-hundred (400) feet or more above MSL.
- h. Telecommunications Overlay Zone 8 shall include all areas in the vicinity of the small hill on Libby Brook where the ground elevation is two-hundred-fifty (250) feet or more above MSL.
- i. Telecommunications Overlay Zone 9 shall include all areas in the vicinity of the hill at Weathervane Road where the ground elevation is three-hundred (300) feet or more above MSL.
- j. Telecommunications Overlay Zone 10 shall include all areas in the vicinity of the hill at Merrill Road and Bull Run Road where the ground elevation is three-hundred (300) feet or more above MSL.

B. Siting on Municipal Property

An application to locate a new wireless telecommunications facility, or expand an existing facility on municipal property, must show the following:

- 1. The proposed location complies with applicable Town of Gray policies and ordinances.
- 2. The proposed facility will not interfere with the intended purpose of the property.
- 3. The applicant has adequate liability insurance and a lease agreement with the Town of Gray that will include reasonable compensation as determined by the Town Council after a public hearing for the use of the property and other provisions to safeguard the public rights and interests in the property.

C. Siting on State Property

An application to locate a new wireless telecommunications facility, or expand an existing facility on municipal property, must show the following:

- 1. The proposed location complies with applicable Town of Gray policies and ordinances.
- 2. The proposed facility or facility expansion serves essential government services and does not serve commercial purposes.

D. Design for Co-location

- 1. A new wireless telecommunications facility and related equipment must be designed and constructed to accommodate expansions for future co-location of at least three additional

**TOWN OF GRAY TOWN COUNCIL
REMOTE AND HYBRID MEETING POLICY**
Pursuant to 1 M.R.S § 403-B

- I. **Purpose:** The Town of Gray strives to provide an open and transparent government that maximizes the ability of its residents to participate in the public process. This Policy sets forth the conditions upon which the Gray Town Council may conduct a remote meeting, as that term is defined in this Policy. In addition, this Policy sets forth the conditions upon which the Gray Town Council may conduct a hybrid meeting, as that term is defined in this Policy.
- II. **Definitions:**
- a. “Hybrid meeting” means a public proceeding, as defined in 1 M.R.S. § 402(2), as may be amended, conducted with some meeting attendees in person/face-to-face at a designated physical location while connecting with other meeting attendees by remote means.
 - b. “Public meeting” means a “public proceeding,” as that term is defined in 1 M.R.S. § 402(2), as may be amended.
 - c. “Remote means” means “remote methods” as that term is defined in 1 M.R.S. § 403-B(1), as may be amended. For purposes of this Policy, “remote means” may include, but is not necessarily limited to: Zoom, Go-To-Meeting, Skype, Google Meet, or other comparable internet-based telephonic or videoconferencing platform. Remote means does not include text-only means such as e-mail, text messages, or chat functions.
 - d. “Remote meeting” means a public proceeding, as defined in 1 M.R.S. § 402(2), as may be amended, conducted *solely* by remote means.
- III. **Remote Meetings of the Town Council:** The Town Council shall conduct its meetings in person unless the Chair (or in his/her absence, the Vice Chair), in consultation with the Town Manager, makes a determination that an emergency or urgent issue exists that requires the Town Council to conduct a remote meeting, including, but not limited to, inclement weather and/or disasters or catastrophes caused by either natural or man-made causes. The determination of such an emergency or urgent issue shall be made as soon as practicable, and notice of a meeting being conducted solely by remote means shall be disseminated consistent with 1 M.R.S. § 406, as may be amended, and this Policy.

IV. **Hybrid Meetings with Remote Participation by Individual Town**

Councilors: Except for a remote meeting being conducted consistent with Section III of this Policy, members of the Town Council are expected to be physically present for all public meetings except when being physically present is not practicable for one or more members. Circumstances under which physical presence for one or more members is not practicable are limited to:

- a. Illness or other physical condition, or temporary absence from the Town of Gray, that causes the member to face significant difficulties travelling to and attending the public meeting in person; or
- b. To provide a reasonable accommodation to a member with a disability.

A Town Councilor who believes it is not practicable, as set forth above, for him/her to attend a meeting in person shall notify the Chair (or in his/her absence, the Vice Chair), as well as the Town Manager, of the existence of such circumstances as far in advance as is possible. The Chair (or in his/her absence, the Vice Chair), shall, in consultation with the Councilor, then make a determination whether being physically present is not practicable for that Councilor and, if such a determination of impracticability is made, so notify the Town Manager that a hybrid meeting will be conducted. If the agenda has already been posted at the time the determination is made to authorize a hybrid meeting with the Town Councilor's remote participation, an amended meeting agenda containing the information set forth in Section VI(a) of this Policy shall be posted on the Town's website and be distributed to all Town Councilors, relevant Town staff, and local representatives of the media by the same or faster means used to notify Town Councilors at least four (4) hours prior to the originally noticed meeting start time.

V. **Hybrid Meetings with No Remote Participation by Individual Town**

Councilors: The Town Council is not required by law to offer this type of meeting format and will only conduct a hybrid meeting with no remote participation by individual Town Councilors when it is determined by the Town Manager, in consultation with the Chair (or in his/her absence, the Vice Chair), that such a hybrid meeting is necessary for some special reason, such as the need for the Town Council to communicate with Town staff, an outside attorney, professional or consultant without incurring the costs associated with that person's travel to/from Gray.

VI. **Public Notice of Remote Meetings or Hybrid Meetings:** When the Town Council conducts a remote meeting or a hybrid meeting, the following shall occur:

- a. Notice of the public meeting shall be provided in a manner that provides ample time to allow public attendance. Such notice shall be disseminated in a manner that is reasonably calculated to notify the general public of the time, date, location, and method to be used to conduct the meeting. Such notice shall provide information regarding how members of the public may attend the public meeting remotely and shall provide the physical location where members of the public may participate in person, if applicable.
 - b. Members of the public shall be provided with a reasonable opportunity to participate in the public meeting by remote means, which shall at a minimum include an effective means of communication between such members of the public and the Town Council. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.
 - c. Unless the entire Town Council is conducting a remote meeting as provided in Section III of this Policy, members of the public must be provided the option to attend the meeting in person or by remote means.
 - d. Unless the entire Town Council is conducting a remote meeting as provided in Section III of this Policy, the Chair (or in his/her absence, the Vice Chair), at the start of the meeting, shall announce the name of any Town Councilor(s) participating by remote means and state the reason therefor, which reason must be consistent with Section IV.
 - e. All public documents and other materials considered by the Town Council shall be made available to members of the public by the same or more efficient means as they are provided to individual Town Councilors. This requirement may be met by: (i) posting all public documents and materials to be considered by the Town Council on the Town's website at least one (1) business day prior to the meeting; (ii) making physical copies of all documents and materials to be considered by the Town Council available for in person pick-up at the Town Office at least one (1) business day prior to the meeting; or (iii) enabling the "screen-sharing" function of the remote means utilized for the meeting in such a way that members of the public are able to view all relevant documents and materials while the Town Council is reviewing and discussing the same.
- VII. **Quorum**: A Town Councilor who participates in a remote meeting or a hybrid meeting is considered present for purposes of determining the presence of a quorum and voting.

- VIII. **Roll Call Vote Required:** All votes taken during a remote meeting or a hybrid meeting must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by all Town Councilors and the public.
- IX. **Zoom Preferred:** The preferred remote means for all Town boards and committees shall be Zoom Webinar. The platform shall be set up and hosted by a Town official and a digital recording shall be preserved. The use of private accounts to host a remote meeting or a hybrid meeting is prohibited.
- X. **Disruptions and Adjournment:** If during the conduct of a remote meeting or a hybrid meeting, the meeting is interrupted through disruptions or glitches in the technology, the meeting shall be automatically recessed for up to 15 minutes to restore communication when audio-visual communication cannot be maintained with a quorum of Town Councilors. If the interruption cannot be resolved within 15 minutes, and the Town Council has not provided reasonable notice to the public as to how the meeting will be continued at an alternative date and time, then the meeting shall be automatically adjourned. If the meeting being conducted is a hybrid meeting with no remote participation by individual Town Councilors and a remote connection to the public location identified in the Town Council's notice pursuant to Section VI(a) of this Policy is interrupted or lost, the meeting shall continue at the public location without the need for a recess or adjournment.
- XI. **Executive Sessions:** To preserve the executive session privilege of any portion of a meeting closed to the public, the Chair should confirm with each attendee that no unauthorized person is present or has access to any executive session being conducted via remote means. There shall be no audio or visual recording of an executive session.
- XII. **Other Town Boards and Committees:** Any public body organized under the auspices of the Town may adopt this Policy in order to comply with 1 M.R.S. § 403-B. Any public body adopting such a remote and hybrid meeting policy under this section must, after hearing on the same, file written notice of the vote with the Town Clerk upon adoption. Any such public body may also choose to set more stringent regulations for use of remote means, provided that said policy is at least as stringent as this Policy and complies with 1 M.R.S. § 403-B. Such enhanced policy must also, after hearing on the same, be approved by a vote of a majority of the members of said body, and a copy of said enhanced policy must be filed with the Town Clerk upon adoption.
- XIII. **Applicability:** This Policy does not apply to Town Meetings.

XIV. **Amendment; Severability; Effective Date:** This Policy may be amended as needed by a majority vote of the Town Council. The provisions of this Policy are severable, and if any provision shall be declared to be invalid or void, the remaining provisions shall not be affected and shall remain in full force and effect. This Policy shall take effect immediately upon adoption by the Town Council.

Date Adopted: _____, 2021

Diversity, Equity and Inclusion Policy

The Town of Gray is an Equal Opportunity Employer committed to maintaining a safe and productive workplace for all employees, applicants, and contractors. Our commitment is reflected in employment practices that promote diversity, equity, and inclusion.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

All employees of The Town of Gray have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Town-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the Town's diversity policy and initiatives should seek assistance from a supervisor, an HR representative, or the Town Manager.

Pivot

*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	2	3	3	8
Budget		1		1
Budget / Audit		1		1
Committee			1	1
Comp. Plan Implementation	1			1
Economic Development		1		1
Infrastructure / Village TIF Goals	2			2
Open Space / Conservation Plan	2			2
Ordinance	1	1	13	15
Policy			3	3
Public Safety			1	1
Recreation			1	1
TIF Goal / Budget	1			1
Traffic	1		2	3
Grand Total	10	7	24	41

*O/F/C (All)

CLOSED

Count of Description	Column Labels				
Row Labels	-	H	L	M	Grand Total
Administrative		4	3	5	12
Budget		1		2	3
Comp. Plan Update		1			1
Comp. Plan Update - breakout of tasks for Item 11		3			3
Comp. Plan Update/ Conservation Plan		1			1
Joint Leaders		1		2	3
Ordinance	1	6	1	14	22
Policy				1	1
TIF Goal / Budget		2			2
Traffic		1			1
Traffic - MDOT - break out tasks from item 24A				1	1
Traffic - MTA				1	1
Traffic - MTA - break out tasks for Item 24B				1	1
Grand Total	1	20	4	27	52

Open

*Status: O = Open C = Closed F = Future										Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline			Last Update: 07/06/21
No	Goal/Category	O/F/C	** P	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
27	Open Space / Conservation Plan	O	H	1	04/01/21	During the Libby Hill Trails clean-up after the October storm, the Community Endowment communicated concerns regarding the longevity of the current ad hoc agreements used to create Libby Hill Trails. Council agreed a full review and updates are needed to protect this asset as part of Open Space Plan .	Sandy Carder	Nate Rudy	Sandy Carder	03/20/18	07/06/21	TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed research - who has access to which pieces of land, how large of a geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the Town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff, 1 Councilor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some easement discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week. Craig has some initial data on usage (3/10) Meet held to continue discussion - working through maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election. (8/4) Dan adv MSAD15 lawyer provided framework agreement for review. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided gen feedback on form. (10/20) Council prov feedback on worksheet (10/22) Meeting held to compile worksheet info. (1/19) Dan provided summary of MSAD analysis of agreement & advised Attorney is working on drafting an agreement. (2/16) Dan prov an update. Deb adv sub group has met to discuss maint/budg agree (7/6) Draft agree done -Sandy work with entities to finalize outstanding items. Next Step: Sandy to work with Nate to draft framework for Sept joint leaders meeting.	
88	Infrastructure / Village TIF Goals	O	H	2	10/01/21	Infrastructure - Shaker Rd Stormwater/Sidewalk - Project	Town Council	Nate Rudy	Will Haskell /Alec Dodd	02/22/18	04/20/21	Steve/Will pres results of video work. Report was rev with MDOT Dale Doughty, Kyle Hall, Deb & the Council (5/15) Steve adv full width paving was plan for some of RT26. Dale confirm catch basin up will be done for some. Sched a walkthru/meet w MDOT/Staff to rev of Rt 26 Vill to (1) id what is incl in the upcom overlay (2) dev a plan for the rest of the proj. Sub Items: (a) G-P to prov key to their-fair, poor, good categ (b) Town to prov plans for swalks/sign. Based on MTA fdack reg bridge swalk/bike lane fdback-look at mak sure plans (if not fund/prior immed) at least incl an ext of ped/bike lane down Skr to Skr Bridge. It is the route to the MS/H5 from the Village. Results to be rev for budg imp by Council/Staff to create agree plan. Steve pres PW prior at 9/10 TIF Wkp incl this item. Council await more infor on Main Str proj for next steps. (11/28) Council disc possibly add sidewalk from Russell to Shaker Rd into eng of this proj and/or work with MSAD15 for poss trail thru their prop to sidewalk. May qualfor MDOT sidewalk work. Eng for proj in budget CIP-Council to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engin underway. (9/17) Will prov an update on engin, issues & Council prov feedback. (10/15) Will/Steve met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park Enercon side. Resol for park spaces imper. (2/4) Council held exsession-no act taken. (3/10) MPI appr by MDOT. (4/21) Council has agreed to use \$100k from TIF + \$652k from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund, Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/Will working on next steps. (11/17) Alec/Will will provide update 12/1 (12/1) Update prov - timeline appr - outstanding items ident - advertise by 12/11. (1/5) Out to bid. (2/16) Bid app (3/16) Council dis stripping - Alec to prov costs. Trees will be replaced via a change order once construction is underway. (4/20) Council app easements for project. Next Steps: Construction underway	
84	Comp. Plan Implementation	O	H	3	Detail Tab	Identify steps/ create plan to implement newly approved Comprehensive plan . SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	07/06/21	(12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. See Detail tab for updates. Next Steps: Nate to meet with Dept heads to review in May. WS will be scheduled after.	
34	TIF Goal / Budget	O	H	4	Detail Tab	Work on planning associated with new Village TIF . SEE SEPARATE TAB FOR DETAILS	Council	Nate Rudy	Doug Webster	08/07/18	07/06/21	Councilors agreed to close 'TIF creation' task as it is now in approved. This new item will capture the planning and additional work associated with administrating the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. See detail tab for updates. Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.	
66	Administrative	O	H	5	06/01/21	Determine if " No Thru Trucks " restriction should be placed on a section of Mayall Rd	Dan Maguire	Council	Nate Rudy	11/12/19	07/06/21	Back in June, Kathy Taylor (Mayall Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/7) Dan rec'd an official petition signed by 24 Mayall Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. (10/6) Public forum held with info sharing (10/20) Council disc options (12/1) Dan has done some research to share with Sandy. MDOT has approved the 4 way stop. (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. (2/2) Dan has draft ord/letter. (3/16) Council prov feedback to Dan to update Ord. He will coordinate with Nate to submit to legal. (5/4) Dan req an update on status. (5/18) Legal has rev with feedback. (6/2) Council provided feedback (7/6) Nate adv only 1 call rec'd from letter. Next Step: will likely be back on 9/7 agenda.	

*Status: O = Open C = Closed F = Future										Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline			Last Update: 07/06/21
No	Goal/Category	O/F/C	**Prt	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
75	Administrative	O	H	6	10/01/21	Address ATV access issue on Long Hill Road	Deb Cabana	Anne Gass	Anne Gass	05/05/20	07/06/21	(5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept, 2018. Residents submitted complaints about the usage starting in Aug, 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comparable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State, Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. (11/17) Council disc with Doug Beck (1/5) Anne has found all grants - Apr/May deadline. (1/19) Anne adv she hopes to have a draft by the 2nd meeting in April. (4/20) Anne prov update on status of grant (await State update) and work done to date. (5/4) Anne adv new rules out & deadline is 5/31. (5/18) Council rev - Sharon had ques regard contract - ownership & liability. Council approved. (6/15) Grant approved \$71,500 grant with \$64,350 pay out. (7/6) Council app rev proposal & grant acceptance . Next Steps: Anne work with ATV club for waiver form. Nate to execute paperwork with State.	
95	Ordinance	O	H	7	10/01/21	Create new Standards for the Village and Village Center Zones	Nate Rudy	Nate Rudy	Doug Webster	05/18/21	05/18/21	(5/18/2021) Nate requested a moratorium effective 4/6/2021 (180 days) on single family and dual family housing in the Village and Village Center zones to give Staff time to create new Village standards that are in line with the new Comprehensive Plan goals. In addition, work is underway to pull together all the various past "studies/plans" done within the Village to create a "master" Village plan. This is also tied into the effort to purchase and control development on the Hamilton Property which is before the voters now. Council approved the moratorium. The focus is on duplex standards and single family standards, but will encompass all facets. This work will be used as a base for both (1) ordinance updates in all zones and (2) development of a growth management plan. Next Step: Staff to draft proposed standard/changes and bring to the Council as soon as feasible.	
4	Traffic	O	H	8	Details	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along Route 115 entering Gray from the hill thru connection to Brown Street.	Nate Rudy	Council	Council	01/02/18	06/15/21	During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a 115 solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water Dist/Will on first tasks to start process. (3/2) Will prov est. See Detail Tab for updates . Next Step: Work to begin as soon as possible.	
89	Infrastructure/ Village TIF Goals	O	H	9	10/01/21	Analyze future needs for Village Main Street to coordinate with MDOT project	Council	Council	Council	02/19/19	07/06/21	MDOT has agree to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increases water line size, increases stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budg & all items add at the same time (rip the road up once). (4/2) Doug prov 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT adv the timeline for this proj is being moved up. Council agr to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop appr. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agr to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he adv phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec adv that the road is in terrible condition which cannot be addressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be avail in coming year for planning. (5/4) Council incl \$75k TIF funds in budget (6/15) MDOT Rob Betz attend workshop and advised both projects are fund with 2023 construct projection. Next Steps: Nate working to set up workshop on 9/21	
92	Open Space/ Conservation Plan	O	H	10	TBD	Resolve State Land for Maine's Future Grant Conversion issue created by the Tennis Courts	Council	Nate Rudy	Nate Rudy	04/06/21	07/06/21	(4/6/21) Tennis Courts were built at the GNG HS back using a Land for Maine's Future Grant. Back in 2006, MSAD15 removed the tennis courts (after notifying the Town) to expand their parking lot. This was a violation of the grant program which requires the recreational space created remain conserved forever. Until the space is 'converted' into another space, the Town cannot accept or apply for additional grant funding. This grant program is the primary program in the State for purchasing and conserving open space. The Council has approved a Contract Zone Agreement for Stillwater Subdivision located on Woodcock which includes the donation of 12.9 acres of land to be used as recreational space. Doug Beck, who is handling the conversion issue, advised this would be a qualifying property. The process to approve the conversion requires the Federal Gov and can take up to 3 years. Doug B adv once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. (7/6) Nate discussed with Doug Beck & had information on next steps . Next Step: Nate to review material to identify next step.	

*Status: O = Open C = Closed F = Future						Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline				Last Update: 07/06/21		
No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
24A	Traffic	O	M	1.1	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	05/18/21	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priority 1. Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. Next Step: See Detail tab for more info. Awaiting response from Rob Betz.
24B	Traffic	O	M	1.2	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	05/18/21	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held May 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'l info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study (5/4) Nate spoke to Mr. Mills & Erin at MTA Next Step: Awaiting guidance from Legislative team. See detail tab for more info.
46	Ordinance	O	M	2	06/01/21	Develop Growth Management strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Nate Rudy	Nate Rudy	02/05/19	05/18/21	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not have a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & resid dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (disc in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item. (5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed add'l WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grw permit prog that was 1st step after their comp plan. (4/6) Council dis as part of TM goals (5/18) Council/Staff dis in WS - Staff sug step approach to create Next Step: Nate/Sandy to rev outstanding list to create categories of work and propose plan with targets to Council.
77	Ordinance	O	M	3	06/01/21	Create a Traffic Ordinance to comply with MDOT standard for local signage	Sandy Carder	Council	Nate Rudy	05/05/20	07/06/21	(5/5) In reviewing the MDOT policy for posting local roads with weight limits or 'no thru truck' signs, one requirement is to have a Traffic Ordinance on the books. Council agreed to log and prioritize once more information is collected under item #66. (12/15) Dan has volunteered to draft an ordinance to help move short Mayall Rd situation forward. (1/5) Dan adv MDOT has model ordinance. (2/16) Dan has provided draft ordinance to Council (3/16) Council prov feedback on ord for Dan to update. He will coordinate with Nate to submit to legal. (5/4) Dan req an update on the status expressing frustration that this is not moving quick enough. (5/18) Legal has rev & provided changes. (6/1) Feedback prov (7/6) Nate has rec'd 1 call from letter. Next Step: Should be back on 9/7 agenda.
97	Policy	O	M	4	09/01/21	Update Council Rules (1) charter language (2) grammatical (3) online meetings policy	Dan Maguire	Council	Sandy Carder	06/15/21	07/06/21	(6/15/21) Dan advised of two small changes needed in the Council Rules (1) 602.02 B2 add the words "a meeting" (2) 602.06 Ordinance - language does not match the Charter although meaning is the same - should match. Sandy adv any changes must be advertised and given we will likely need to update the rules to incorporate the new policy needed for online meetings (pending final language of legislation being considered now), she will hold changes until then to handle together. (7/6) Rep Morarty presented Legislative update & bill text for online meetings. Needs to check regarding definition of "public body" . Next Step: Nate to verify MMA interpretation of bill & draft proposed remote meeting policy for Council review.
98	Policy	O	M	5	09/01/21	Update Committee Rules for 21-22 session	Sandy Carder	Council	Sandy Carder	06/15/21	07/06/21	(6/15/21) Sandy adv of several changes requested to Committee Rules with a couple more coming out of the discussion (1) handling of alternate to full member for the Planning Board - moving from Council to PB - Dan suggested we change the application so new volunteers are appointed as Alt 1 and Alt 2 and that the verbiage be such as they are moved up in that order (2) simulcast request from Nate for which the Council feels should be implemented in steps - immediately for Council, PB & ZBA (3) need to move Comprehensive Plan Committee to retired (4) PB language be updated to allow 2 meetings per month, as needed (5) change agenda deadline to 2 days prior to meeting to allow more flexibility (6) need to incorporate online meeting policy as needed. The Recycling Committee charge/name will come before the Council at the 7/6 meeting and Sandy agreed to work with the Rec Committee on a new name/charge in the coming months. (7/6) Council rev & appr changes. Next Steps: Open pending PB sign off on new alternate language & remote meeting policy.

*Status: O = Open C = Closed F = Future										Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline			Last Update: 07/06/21
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
74	Administrative	O	M	6	05/01/21	Update Gray Historical Society lease with Town	Sandy Carder	Nate Rudy	Nate Rudy	02/18/20	06/01/21	(2/18) Sandy explained the Gray Historical Society would like to update the lease they hold with the Town. They are looking for the Town to assume utility expenses directly to allow them to do more robust fundraising/grant applications to focus on their historical work and to address more maintenance on the building itself. Right now, they are reimbursed up to \$6,000 annually - but have to pay monthly bills. (1/5) Sandy advise Galen is working on with Debi. (1/19) Galen has provided proposed new lease. (2/2) Council reviewed proposal but questioned why the building is not in the Town's CIP for the larger ticket items (like the roof, heating system, alarm, etc.). Majority of Council was open to extend length of contract & picking up utilities. Questions were raised about reimbursement amount. (3/16) Sandy pointed out the GHS budget line shows the reduction to offset the Town taking over the utilities. Nate needs to check on status of negotiations. If new lease will not be done in next 2 weeks, then the line should be reset to previous years at \$6,000. (5/18) Nate met with Galen/Mo. Mo adv the Facilities study will be done soon, it will include this building. (6/1) Council agreed to add GHS build to "condition" portion of upcoming facilities study. Next Step: Once study complete, Staff can review to propose what will go in CIP and what can be done by GHS as ongoing maintenance in exchange for utilities being paid by Town. Council also identified that the contract itself needs to be revamped by Legal once a new framework is approved.	
83	Committee	O	M	7	07/01/21	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Nate Rudy	09/15/20	07/06/21	(9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory MMA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set. (1/19) Sandy advised that she has been talking to GPCOG about a facilitated training session to address the issues and update the expectations/roles. She has discussed with Kathy/Dan who agreed it was a good approach. Council also agreed. Kathy advised that there is money available for PB training. (3/2/21) Sandy adv results of her meeting - workshop will be set for 1st week in May. (3/16) Sandy adv draft framework rec'd - meeting with Kathy/Nate/Sandy set up before respond to GPCOG. (4/6) With the goal of attend the BUILD ME seminars, Sandy has ask Tony to coordinate with the topics being offered to ensure best results from both efforts. (5/18) Given the resignation of Kathy, Nate is proposing the hire of a new Planner before proceeding. This will mean the Build ME seminars will happen first. Then, the new training session, then the in person meeting between the entities. (6/1) Nate provided new proposal from GPCOG which includes assistance with ordinance/zoning review to help create outline of change from Comp plan & it includes this training. Funds from State agency will cover the costs. (7/6) Nate needs to hire new Planner before we proceed & existing terms exp 8/31 for Committee members. Next Step: Likely set for early October now.	
49	Ordinance	O	M	8	06/01/21	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	05/18/21	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed add'l workshop to create workplan to complete all the work needed. (5/18) Council approved a moratorium in the Village on single family and dual family housing to allow for the creation of new standards and requirements in those zones (see item #94) Next Step: Staff to bring proposed changes to Council. New changes will be used as base for updating standards in all zones.	
69	Recreation	O	M	9	10/01/21	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Nate Rudy	Nate Rudy	12/17/19	06/01/21	(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (1/17) Council app'r land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. (2/2) Bruce adv a public forum was held to obtain Community input. (3/2/21) Bruce adv CEDC is working on name and bird house project and planning for Spring work. Alec adv he did some earth work in the Fall and is set to do add'l work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approved wood donation from Maschino's Lumber. (4/20) Council app picnic table donations from Aroma Joe's. Kathy adv park has PB app'r (5/18) Permalitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. Next Step: More work sessions to be planned.	
37	Ordinance	O	M	10	07/01/21	Discrepancies between the existing Shoreland Ordinances and current State of Maine requirements/statuses have been identified and require updates.	Doug Webster	Nate Rudy	Doug Webster	09/04/18	05/18/21	Town Staff has identified several areas (1) DEP Bi-annual report is no longer required (2) functional needed structures are not compliant with current ordinances (3) existing set backs have some challenges. Ordinances need to be updated and brought before the Council. (4/21) Sandy advised several residents are asking the council to consider adopting the 2016 State Shoreland zoning statute (vs the existing 2005 and 1989 standards. Sandy advised Council will see on the 5/5 meeting for consideration. (4/28) Council discussed in some detail working this item in conjunction with the review of options related to the fact that Gray is currently working with the 1989 Shoreland Zoning - while 2005 & 2016 amendments have been created at the State level. Code is required to review all three, in some instances, to determine which one is most strict & apply accordingly. There are pros/cons related to all three - incl the 2005 is better for new builds, whereas the 2016 is better for remodels/expansions. Doug also pointed out this work is the most time consuming for code enforcement & there may be a need to limit the number of applications in a given period of time to ensure resource availability. Much more work is needed. OAC to provide reprioritizing recommendations at the 5/5 meeting. (10/6) Scott D prov add'l info on differences and DEP recommendation to adopt 2015 standards. Doug adv will require some ordinance updates to implement and recommends DEP review. Council agreed to move up on priority list. (2/16) Deb adv she has sign a contract to have Mike Morse draft updates. (3/2/21) Doug adv that Mike is about 1/2 way through - met with Staff/Code to identify ques/areas of concern. (4/20) Doug adv proposed changes are ready & submitted to State. (5/4) Council held 1st read/public hearing & provided feedback. Sharon brought up mooring ordinance issue which will be handled as a separate item. (5/18) 2nd public hear/2nd read held 5/18. Council approved pending State approval. Next Step: Will take effect in 30 days with caveat "pending state approval" - awaiting DEP approval.	

*Status: O = Open C = Closed F = Future										Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline			Last Update: 07/06/21
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
55	Administrative	O	M	11	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring	Deb Cabana	Nate Rudy	Nate Rudy	04/16/19	07/06/21	The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) addtl Executive session held - Council took no action. (2/17) Council discussed in Ex. Session (3/9) Water Conditions study request submitted via budget process. 7/6/ Voters approved budget. Next Steps: Water conditions study need to be completed.	
70	Ordinance	O	M	12	Doug	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Nate Rudy	Doug Webster	02/04/20	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance. (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" as adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as Item 40 - Council agreed to split out the OPEN SPACE portion for the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. Next Step: OAC/Staff will provide suggested changes to Council.	
93	Public Safety	O	M	13	TBD	Address dilapidated Vacant Buildings around Shaker Rd/No. Raymond Rd intersection	Council	Nate Rudy	Nate Rudy	09/01/20	05/18/21	(9/1/20) Council identified dilapidated vacant buildings around Shaker Rd/No. Raymond Rd need to be addressed as the MDOT will not be taking the structures done. (1/5/21) Deb/PD Staff reached out to the property owners. They recognized something needs to be done with the structures and property. They are wondering if zoning changes may be allowed to assist them with redeveloping the properties. PD Staff strongly encouraged new surveys be done first. (5/18) Sandy rec'd complaint from resident on status. Next Step: Awaiting survey information from property owners.	
52	Ordinance	O	M	14	Contract	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. Next Step: Dan to bring to OAC for discussion - once OAC resources become available.	
76	Ordinance	O	M	15	Doug	Amend Subdivision Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to internal roads	Dan Maguire	Nate Rudy	Dan Maguire	05/05/20	05/05/20	(5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbscuts and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion.	
82	Policy	O	M	16	07/01/21	Need to review & update Town's Fiscal Policy in area of CIP funding	Dan Maguire	Council	Sandy Carrier	09/15/20	07/06/21	(4/9/20) Dan proposed we review & update the Town's fiscal policy to change CIP funding to include a bonding option for larger more long tail items (like the ladder truck) rather than attempt to include in annual payments to CIP - as long term - we will never be able to fund appropriately, nor does it make sense to pay cash for such large items. Council agreed. Needs to be brought to a Council meeting & logged on active list - after budget season. (12/15) Council discussed Budget planning at workshop. (1/12/21) Council discussed an agreed that adding additional language to the CIP bonding section was appropriate - to ensure Residents have a better understanding that bonding will need to be used for certain items (bridges, ladder truck, etc.) while still maintaining the goal to use bonds sparingly to ensure financial responsibility. It was also agreed looking at other Town's policies would be beneficial. (3/2/21) Sandy adv during the Chairs in a Circle training on budgets, she surveyed the participants and every Town represented uses ladder bonding as a fiscal tool. Basically when one bond comes due, they take out another. This stabilizes the MIL rate from up/down fluctuations and is used for only things that outlast the bond (bridges, fire trucks, land acquisition, etc.). They all felt was a critical tool - the question is to determine what level of 'debt' is right for each Town - based on finances/needs. (4/6) Sharon adv Committee is collecting info & will be prepared to present to the Council at the 5/18 meet. (5/18) Finance Committee presented data they have collected along with recommendations. 7/6/ Council rev & agreed to changes - Nate to review/update CIP plan length and update timing. Next Step: Updated policy will come back to Council for approval.	
78	Ordinance	O	M	17	Contract	Create Stormwater Standards for Watersheds	Doug Webster	Nate Rudy	Doug Webster	06/02/20	06/02/20	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up addtl peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. Next Step: OAC to provide target date and work on as resources become available.	
22	Ordinance	O	M	18	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure IF business wants access to stormwater system.	Council	Nate Rudy	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate addtl devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council.	
60	Ordinance	O	M	19	Contract	Review current Kennel related ordinances , identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	Doug Webster	06/04/19	12/03/19	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. Next Step: This one may be a good item for the OAC to test out new approach.	
94	Ordinance	O	M	20	Doug	Update Town's Ordinance to reflect long term Solar Array policies for residential , all sizes.	Deb Cabana	Nate Rudy	TBD	04/20/21	04/20/21	(4/20/2021) Council finalized latest update to the Commercial Solar Overlay District Ordinance. This items is being logged to track the work needed on Residential Solar Array. Next Step: Awaiting resources.	

*Status: O = Open C = Closed F = Future										Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline			Last Update: 07/06/21
No	Goal/Category	O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
25	Ordinance	O	M	21	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Nate Rudy	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. Next Step: OAC to work on next.	
44	Ordinance	O	M	22	Doug	Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see item 70)	Doug Webster	Nate Rudy	Doug Webster	02/05/19	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance. (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see item 70) to make a higher priority from other changes needed in ordinance. Next Step: OAC/Staff will provide suggested changes to Council.	
36	Administrative	O	M	23	??	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarelli	Nate Rudy	Nate Rudy	09/04/18	07/06/21	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning Bd is okay with change as Planning Bd Chair sits on Staff Review Committee. (7/6) Nate needs to check the status of this one. Next Step: Possibly move this one to future.	
90	Budget / Audit	O	L	1	TBD	Review and update Sick Time carryover and/or payout provision	Dan Maguire	Council	Nate Rudy	02/16/21	07/06/21	(2/16/21) This item has been discussed under the Budget tab start in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested add'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision. (7/6) Council discussed at workshop Next Step: Nate to draft proposal for changes.	
96	Budget	O	L	2	TBD	Analyze Resources & Responsibilities within Planning Department	Dan Maguire	Council	Nate Rudy	06/01/21	06/01/21	(6/1/21) Dan asked to log this on the workplan. It is something the Council has discussed the last 2 budget cycles, but have not changed anything - mostly due to new code software being implemented, staff turnover, etc. Before next cycle, a full review of the department should be done to identify improvements to assist with economic development, and staff efficiency. Next Step: Will discuss when time allows.	
87	Administrative	O	L	3	05/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	06/15/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April.	
81	Ordinance	O	L	4	Contract	Need to create a Water Extraction Ordinance	Sandy Carder	Nate Rudy	TBD	07/21/20	04/20/21	(7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. (4/20) Sandy adv a resident follow up on the signs which do not appear to have been installed at Wilkies beach. Nate will check into - Sandy let them know the ordinance change is still on our list. Next Step: OAC to work time permitting.	
39a	Administrative	O	L	5	12/31/21	Need to review/renegotiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Nate Rudy	Nate Rudy	09/18/18	07/06/21	Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council choses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a synopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. (2/16) Deb adv target for contract is June. Spectrum disputing owed fees. (7/6) Anne adv this is at a standstill Next Step: Anne will collect more info to bring to Nate and Sandy to loop back to GPCOG on next steps.	

*Status: O = Open C = Closed F = Future					Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline				Last Update: 07/06/21			
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
50	Economic Development	O	L	6	11/01/21	Work with the Narrow Gauge Railroad to review current situation and develop new plan.	Council	Nate Rudy	Nate Rudy	03/05/19	10/06/20	NGRR Board members made a presentation at the 3/5 TC meeting to update Council on recent events (loss of lease - deadline end of Oct and relocation of museum pieces on temporary basis to another location). Council/NGRR agreed a more detailed meeting was in order to determine what options remain for relocation to Gray, what resources would be needed - monetary/human, and the associated timelines. (4/16) Deb advised Doug had a meeting with NGRR Board and they are open to discussion, but cannot do at this time due to pending move. (8/6) Portland Press Herald reported the NGRR has withdrawn their plans to move to Gray and NGRR has removed trains & sign from Plaza. Council discussed how frustrating it is to find out via paper especially given this is the 2nd time and during the last visit by NGRR, the organization insisted they were still partnering with Gray. (9/3) Deb adv no response from e-mails - phone tag with Mr. Heinz - NGRR has engaged a broker to sell property. (9/17) Council discussed approaching NGRR to open discussion about donating the easement rights to the tracks to Gray - as a way to address those who contributed to NGRR relocation - both with time & money. (10/15) NGRR has responded. (12/3) Sharon wished to send an editorial letter to the paper regarding this item, but was willing to wait to see if the meeting is set after the Polar Express is done. Council felt current course was correct one. (1/7) Now that the Polar Express season has ended, Deb will follow up on meeting. (1/21) NGRR said they would get back to her (2/18) NGRR advised they are seeking professional assistance to deal with unraveling Gray issues. (9/15) NGRR sold a portion of the ROW to a private developer without notifying the Town or updating Deb as they said they would. Anne also adv NGRR will be just sitting on their property until values increase to allow them to break even with mortgage. Council is frustrated but since it is a private deal & does not involve Town, there is no legal leverage. (10/6) Council rev & app letter to be sent to NGRR. Next Step: Moved lower on tracking spread to await NGRR putting property on market and/or contacting Town.
86	Administrative	O	L	Z	11/09/21	Create Charter Amendment to address (1) Town Manager job description changes (2) Audit date from 9/30 to 12/31 (3) Non Land use Ordinance Process change	Council	Nate Rudy	Nate Rudy	01/19/21	06/01/21	(1/19) Council discussed need to create amendment. Deb pointed out that we will need a total participation rate equal to 30% of the last Gubernatorial election. She does not believe we will reach that mark with a June election. Council agreed better to plan for the Nov election. (6/1) Nate present recom changes on ordinances (excluding land use) process. Council was agreeable to proposal Next Step: Nate to work with Alyssa on all changes.

H4 - Comp Plan

*Status: O = Open C = Closed F = Future					Priority: **H = 1-3 months M = 4-9 months L = 10+ months			Last Update: 07/06/2021				
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Comp Plan Imp - break out item 84	O	H	4	02/08/21	Committee review of Comp Plan	Dan Maguire	Council	Bruce/Dan	12/01/20	03/16/21	(12/1/20) Dan suggested each Committee review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council to review at 2/16 meeting. (2/16) Council rev summaries provided. For PB, agreed the comp plan implementation should be part of upcoming joint training workshop facilitated by GPCOG. (3/16) Dan adv PB is working on their review. Bruce will discuss. Sharon discussed with ZBA and they have provided their summary to the Council. Next Steps: Dan/Bruce to work with remaining Committees to obtain summaries.
B	Comp Plan Imp - break out item 84	O	H	4	TBD	Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds	Council	Council	Council	12/01/20	02/16/21	(12/1) Council agreed current Committee should be retired as their charge is complete. Will send Thank You letters to Members and advise Council is considering a new Committee to assist with Implementation - asking them to advise if they are interested in continuing on. New Committee needs further discussion. (2/16) Sandy provided info from Windham Committee - hybrid structure. Generally, there was agreement that is the better model than all volunteer. It will be important to have people with know/exp on the committee. Should not set up until Council can give clear charge and goals to committee. Nate wants a chance to talk through options with Planning Dept as they will take leading role. Sandy also adv Windham hired a consultant to assist them. Next Steps: Awaiting Nate's review with Dept Heads and follow-up workshop for further discussion.
C	Comp Plan Imp - break out item 84	O	H	4	TBD	Department Heads review of Comp Plan	Anne Gass	Council	Nate Rudy	12/01/20	05/18/21	(12/1) Anne suggested we either include Dept Heads on the Implementation Committee or at least ask them to review plan to create their own plans to help implement. Needs further discussion in context with new Committee. (2/16) Council discussed and Nate agreed to intergrate this into his individual meetings with Dept heads. (4/20) Nate adv meetings set for May. (5/18) Nate has rev with Dept heads. Next Steps: Nate working with Staff to create plans on how they can assist with implementation.
D	Comp Plan Imp - break out item 84	O	H	4	02/16/21	Obtain information from Windham Town Council on their Implementation plans	Sharon Young	Council	Sandy Carder	12/01/20	02/16/21	(12/1) Sharon noted that Windham has a implementation committee set up to assist with their newly approved plan and suggested we find out what steps they took to get from approved plan to where they are, how the Council is involved, etc. Sandy advised that the Windham Chair is on the GPCOG Executive Committee and she can reach out to him for information. (1/5) Sandy has sent a note to Jarod Maxfield 12/18. (1/19) Sandy reported that she has spoken to Jarod and shared general information - and will share more at the 2/16 workshop. (2/16) Sandy shared info on Committee, Growth Permit Program, Consultant, etc. from initial discussion with Jarod. Next Steps: Utilize Windham information as process progresses.
E	Comp Plan Imp - break out item 84	O	H	4	TBD	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	OAC	12/01/20	07/06/21	(12/1) Council needs to discuss/create a plan/timeline to update Zoning to reflect zones in new plan and determine prioritization to ensure development adheres to new plan. Will be related to Item 46 (Growth Plan) and Item 49 (Duplex changes) for which initial discussions were held, but placed on hold pending Comp Plan approval. (5/18) Council approved moratorium (4/6 eff - 180 days) to allow time for Staff to update standards/ordinances within the Village and Village Center zones. (7/6) Dan adv OAC is working on reviewing the current zoning against the new Com Plan zones with Town Staff and interns. Next Steps: Staff to bring proposed changes to Council for discussion.

H5 - TIF

*Status: O = Open C = Closed F = Future										Priority: **H = 1-3 months M = 4-9 months L = 10+ months		Last Update: 07/06/21
No	Goal/Category	O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	TIF Goal / Budget - break out tasks from Item 34	O	H	5	03/01/20	TIF - Mixed Use Zoning Discussion	Town Council	Town Council	Doug Webster	01/22/18	02/19/19	(11/28) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	02/19/19	Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 5 Rd intersection/left turn issues for tractor trailers in Village (possibly part of TIF workshop to determine plans/priorities for Village infrastructure upgrades). MTA advised that Bridge was recently refurbished & widened so there are no immediate plans for more work; however, they remain open to discussion a realignment. (12/4) Part of solution to address tractor trailers in the Village is to address inability to make right hand turn from 202 onto route 100 - which includes alternate route - maybe via turnpike acres/center rd bridge. (2/5) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA.
C	TIF Goal / Budget - break out tasks from Item 34	O	H	5	12/01/21	TIF - Rt 100/115/202 Intersection - related to Item 4 - Traffic - Low priority - Route 115 entering Gray from the hill thru connection to Brown Street	Town Council	Town Council	Town Council	02/05/19	06/15/21	Steve L is working on creating a project scope & plan for reconstruction of Route 115 leading into the Village with Will Haskell to submit to MDOT - in hopes of qualifying for 50/50 funding split (up to \$500,000). Council needs to develop options for the multi-road intersection in the Village to ensure whatever future configuration needs are considered in the Rt 115 project and the Rt 115 project helps facilitate the preferred future configuration. (2/19) Deb to find out if Haskell is working on any planning to prepare for proposal to MDOT - is engineering covered or will it need to be paid for - up front. (10/15) Will/Stevie have more info from DOT & will update Council at 10/28 workshop. (6/15) MDOT Rob Betz advised that both projects for Route 100 will likely be in construction in 2023. Survey work is done on one - the other planned this year. Town needs to set up meetings with project managers to be included in engineering. Laray Hamilton is managing from MTA interchange to Brown Street - this intersection work would be included in his project. Rob cautioned that curb changes were likely, but a big reconfiguration could negatively impact the overall project which is just stormwater. Incoming infrastructure money may be available (Town level - not MDOT level). (7/6) Nate work on setting up meeting for 9/21 workshop.
D	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	TIF - Evaluation of possible Sewer/Water treatment option for Village	Town Council	Town Council	Town Council	02/05/19	02/19/19	During TIF public forums, a specific piece of property (22 acres) was added to the map as it was considered a good candidate for a future water treatment / sewer facility - due to the soils and location (gravity may eliminate need for pumps). (2/19) Deb confirmed TIF funding can be used to purchase property; however, it can only be done once a full blown plan is created for usage. TIF funds cannot be used to buy property for recreation purposes. Council to discuss land acquisition CIP at 2/21 budget meeting. Council has agreed to set up a separate question on the warrant articles & will approve those articles at 5/7 meeting.
7	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	Develop possible Special Assessment Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.
8	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	Develop possible In Lieu Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

H9 - Route 115

*Status: O = Open C = Closed F = Future										Priority: **H = 1-3 months M = 4-9 months L = 10+ months		Last Update: 06/15/21
No	Goal/Category	O/F	**Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain Ledge Map for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	06/15/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Due to the ledge present on the hill, it was agreed a ledge map using radar was needed. (3/2/21) Will has provided est to Nate. (3/9) Council rev with Will. Doug ask that add'l boring on the slope of the road to ensure the ledge is fully identified. Will will update the proposal. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. Next Steps: Nate to notify Will to begin work.
B	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain updated full Survey for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	06/15/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Given there are no easements on this road, it was agreed an updated survey is needed from Main Street to 59 Yarmouth Road. (3/9/21) Will has provided est to Nate & Council reviewed. There were questions about who would conduct the ROW work - see new item MDOT meeting. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. Next Steps: Nate to notify Will to begin work.
C	Route 115 - break out tasks from Item 4	O	H	9	TBD	Draft a High Level Engineering Plan for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	06/15/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Council has asked Will to create a high level 'starting' engineered plan to help facilitate next set of workshops. This plan should include ALL possible options - which can later be dropped depending on scope/costs - such as adding underground stormwater, sidewalks on both sides, Brown street intersection reconfiguration, traffic calming measures, parking on either Yarmouth or Brown (depending on if Brown is made one way or not), Bike lanes, etc. (3/9/21) Will has provided est to Nate and Council discussed. Council agreed to include 2nd sidewalk in plan, but decision on whether to build will be determined on feasibility and costs. Also agreed to remove "full time inspection" costs until later in the project. The decision on part time vs full time will be easier to make once the project scope/complexity is identified. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. Council recommended WD reach out to Will asap to ensure their inclusion in same engineering effort. Money was allocated for their piece out the \$495k Next Steps: Nate to notify Will to begin work. WD to contact Will.
D	Route 115 - break out tasks from Item 4	O	H	9	TBD	Provide past Traffic Study for Brown Street	Council	Nate Rudy	Will Haskell	02/16/21	02/16/21	(2/16) Council discussed past reviews of making Brown St one way. Will/Kathy/Doug indicated this issue has been looked at a couple times in the past. Will thinks he can dig up the past reports. Consideration is traffic pooling on Route 115, but also ability to prevent large commercial vehicles from using Brown to get to short Shaker (weight limit being pursued). Next Steps: Will to research further.
E	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Joint Meeting with MDOT	Council	Nate Rudy	Nate Rudy	03/09/21	06/15/21	(3/9/21) Will recommended we hold a meeting with MDOT as soon as possible in the process. Several items were identified for discussion (1) possible use of Federal funding (2) MPI/funding formula for project (3) ROW work responsibilities - if DOT does or Town (would have to hire specialist to handle). Meeting will include Will so proposal needs to be updated. (5/4) Nate has req a meeting & follow-up - looking for 5/18 workshop but no response to date. (6/15) MDOT Rob Bett attend workshop & adv Town needs to do easement work and then would hand over to MDOT. Doug asked about which method is preferred. Rob adv there is a manual to follow and that the question should be referred to Cathy Rawlings in Property Division. He will obtain more info for us. He also advised that 2022 MPI funding is all allocated. 2023 is next cycle - await engineering plan is a good idea to ensure we have the best figure - once it is set - we are locked in and we can only obtain \$625k from MDOT. He did adv having a "contingency" figure would be good for a project of this size. MPI contracts are usually signed the year before the funding and once signed Town has 36 months to complete project. Next Steps: Meeting set for 6/15 workshop.
F	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Meeting with Water Department	Council	Nate Rudy	Will Haskell	03/09/21	06/15/21	(3/9/21) Sandy requested that a meeting with the Water District be added to proposal and done early in the process to identify their scope/timeline to allow for coordination. The TIF defines \$495,000 for their water line work in the project. (4/6) Council met with WD to discuss timeline. WD will provide an estimate of the money they will need in the coming 12 months to begin their engineering/planning. Sandy did adv the information is needed in time for the 4/20 warrant article vote. (4/20) Nate prov updated info from WD - Council agreed the WD req for Route 100 TIF funds was fine (under the \$495K) - subsequent discussions will be needed for coverage and for the other TIF fund projects. (6/15) WD attend workshop. Next Steps: WD will reach out to Will.
G	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Discussion with First Congregational Church	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out there needs to be open discussion with the First Congregational Church on the reconfiguration of Brown Street intersection. We need to ensure they are aware of the proposals and are invited to the meetings. Next Steps: Bruce to let Church know the process is beginning. Will will be reaching out to them as part of the work for the plan.
H	Route 115 - break out tasks from Item 4	O	H	9	TBD	Identify Blasting impacts from project	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out if there is any blasting involved in this project, the Town will need to work with residents to minimize impacts and ensure damage is not done to their foundations. Will adv whether blasting will be needed is unknown at this point. Next Steps: Blasting will be identified, if applicable, once more work is done on the planning.

M 1.1 MDOT & 1.2 MTA

*Status: O = Open C = Closed F = Future										Priority: **H = 1-3 months M = 4-9 months L = 10+ months			Last Update: 05/18/21
No	Goal/Category	O/F/C	**Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
A	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	06/01/21	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Trucker from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy Breen had offered to check in with Garmin to obtain more information on GPS algorithms/process - follow-up? MTA will be closing bridge in summer 2019 - good time to coordinate removing "route 26" designation from Washington Ave to bridge. Keeping it from interchange - by-pass - north only. Deb is sending note 9/4. (12/4) MTA pointed out MDOT is not in agreement with full closure of the bridge due to lack of ability for rigs to turnaround if they miss detour signs. Also, not committed to changing route signs at this time - more discussion to follow. (9/17) Sandy advised she mentioned this issue to Rep Moriarty and he advised he would be willing to look into it to determine next steps on a formal request. (10/15) Rep Moriarty has established communication with DOT legislative liaison and they are willing to set up a meeting with DOT Staff that handle routes. Council discussed having pre-meeting but feel Rep Austin & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. MDOT to provide info on costs for signs to change designation for just in Gray. Council agreed to coordinate weight limit with sidewalk project meeting & attempt to obtain approval. (1/21) Sandy sent follow-up on sign count/costs and asked for more info on weight limit process. (2/4) Sandy adv MDOT adv they were looking into (3/10) Sandy will follow up (8/4) Follow up done MDOT still needs to discuss before getting back to us. Council to set up public forums in Sept. (9/1) Public Forum set 9/29 - Sandy to follow up again. (9/29) MDOT sent resp hours before public forum. (11/17) Sandy will draft resp to MDOT letter. (12/15) Council approved response letter to be sent with alternate proposal to remove 26 & add to 26a while 26a remains. Weight limit work will continue via communication with residents/businesses. (1/5) Letter sent. (4/6) MDOT resp - sugg 'truck route' signs, not budging on sign replacement. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issue.	
B	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	04/01/21	Signage/Bollard Posts - Village Island	Sandy Carder	Nate Rudy	MDOT	02/22/18	06/04/19	MDOT will look at what they can do to make the island at the 5 lane intersection stand out so vehicles do not go the wrong way into head on traffic. Only current sign is "ENTER" provided by MTA. New striping is planned, but no response otherwise (9/4). 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible bollard type posts to try - will check their inventory. Steve noted it does make planning more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list. (4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDOT.	
A	Traffic - MTA - break out tasks for item 24B	O	M	1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Town to define goals-study/parmts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%. 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send add'l feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transpgrp have agrd to grp subscr to software. Await add'l feedfrm Mr. Mills. Ress appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd -GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Counc req optns for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engage letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final report should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.	
B	Traffic - MTA - break out tasks for item 24B	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	05/04/21	MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov baseto deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occurred at meet with MTA confir they can prov add'l info. (2/19) Council disc optns for toll chgs and agreed to send letter to MTA with recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repes and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarty & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressure they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12) Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21) See above Diversion (5/4) Nate & Sandy meet with Sen Breen 5/5	

Future

*Status: O= Open C= Closed F= Future										Priority: **H= 1-3 months M= 4-9 months L= 10+ months		Last Update: 12/01/20	
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
10	Administrative	F				Develop process to review status of Paper Streets	Town Council	N/A	N/A	01/22/18	01/16/18	During the Council discussion related to approving an extension to ROW access to 'paper streets', the Council inquired if there was a long term goal to create a process to review/identify streets which should be removed from the list. Resources/timing were discussed as hindrances. Council set this activity to "Future" given the renewal timeframe of 20 years has been reset. Future items will be reviewed annually, at a minimum.	
21	Administrative	F				Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot.	Dan Maguire	N/A	N/A	02/09/18		During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. Will be considered a 'future' item.	
31	Ordinance	F				Review the issues and options surrounding Dock Lighting /Light pollution.	Deb Cabana	N/A	N/A	04/17/18	06/05/18	Town Staff has received a complaint/inquiry surrounding light pollution issues related to new LED dock lighting equipment. Given Councilor Foshay was absent at the Apr. 17th meeting, Council agreed to log (as it will be covered regardless - in closed, future or open), but to hold off discussion & prioritization until May 1st meeting review. Council discussed at June 5th meeting agreeing this would be considered a future item based on lack of available information. Possible OAC research item.	
17	Economic Development / Budget	F				Research and compile data and options for a possible Community Center in Gray.	Town Council	N/A	N/A	01/22/18	05/07/19	During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (Community Center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. Next Step: Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.	
23	Ordinance	F			TBD	Review current ordinance governing noise for updates and research possible odor ordinance.	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decibel restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would be measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg Overlay/BD1/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this items should be moved to the future list. Council agreed.	
80	Ordinance	F			TBD	To create rules for Chickens in the various zones in Gray	Anne Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.	
83	Infrastructure	F			TBD	Identify Otelco Poles to be removed on short Shaker Road	Alec Dodd	TBD		12/01/20		(12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Otelco. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether.	
67	Residential	F	L	4	06/01/21	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	07/06/21	(11/12/19) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. (7/6) The window to discuss this has passed again this calendar year. Next Step: Moving to Future list pending more information.	

Budget 22-23

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 available 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 add'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.
3	Employee Vacation/ Sick Fund	(2020) \$35,000 (2021) \$25,000	N/A	As of June 30, 2017 the Town's Liability for compensated absences - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time .	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28/19) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund. (12/15) Council wants to review & possibly update sick time accumulation policy - currently unlimited. (1/19) Katy confirmed there are anticipated retirements & Council agreed for this cycle, the focus will be funding to cover. The goal long term is to build up the fund. Deb will provide summary of benefit packages in other Towns - Council will review a possible change in 'pay out' cap which may include a change in carry forward policy. (2/11) Katy adv there are no known planned retirements this year, thus the reduction in amount to \$25k. If that holds, we will be able to establish a separate account to offset the liability. Sandy also adv she will be recommending that the Council log the policy discussion on the master list at the next TC meeting. (3/22) Katy has asked Alyssa if we need to have a separate warrant article to establish this fund. (3/24) Katy has verified this will need a separate question but is below the LD1 limit.
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 remaining 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 repayment. (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 add'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.
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 pieces 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
6	Sidewalks - Libby Hill	\$115,000 plus - 20% of total? GPCOG Grant?	N/A	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.
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.
8	Skateboard Park	(2020) \$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a Community Skateboard Park . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. (2/18) Brought Nate up to speed, Dean was unsure if there was any recent activity on community side. (3/22) Sandy suggested we maintain the \$15k fund established last year, but forgo adding an addtl \$15k this year - due to lack of activity on the project. This will give Community effort time to regroup after covid and we can consider next year. Council agreed.
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 Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision.

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 (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17/19) Public forum held on 12/5 - Council to set workshop. (3/26/20) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election. (1/19/21) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress. (3/9/21) Will rev proposal for services. Council asked that (1) meet with Water District (1) meet with MDOT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. (5/4) WD req more funds for materials.
11	Construction Costs	\$88,400 / GPCOG grant?	N/A	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG.
12	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 & contingency - agreed we need to continue working on this fund. (2/18/20) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an add'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current budget, 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 contingency 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.
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.

No	Items Label	Cost Est.	Task No.	Description	Comments
14	Libby Hill	(2020) \$13,579	#27 H1.2	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.
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 add'l striping to Village Shaker Rd - sharrows and more narrow lanes to test out the results. Alec to provide add'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for sharrows and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrows will not work on Shaker due to MDOT stand. Council agreed to hold off on add funds and will pull this into the Route 100 discussion.
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 - Pennell & 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.
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 add'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.
20	Enterprise Fund/ Sub D	EF \$157,000 SD \$95,000	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.

No	Items Label	Cost Est.	Task No.	Description	Comments
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 utilize the funding with everyone agreeing increasing communication was a high priority & it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved.
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, converting 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 add'l bond savings to transition to one EV vehicle in the coming year. Of course, the EV charging station would 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.
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.
24	Septic System	\$5,000 (2020) plus \$5,000 (2021)	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.
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.
26	Boat Ramp	\$62,000 total @ 25% = \$15,500 - \$2,000 leftover = \$13,500 for this year	N/A	Determine 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 add'l repairs. Dean has sub pre-application for the grant money which is available this year. A site walk is planned in April and the hope is the water line is low enough to see full condition. Mo adv that standards are 12 feet - the ramp is 10 feet - Dan pointed out we may not want to increase width given CL is very small - it would allow for larger boats which could be a problem. Doug asked if add'l riprap could be provided to prevent boats from damaging area at end of ramp. Planks are around \$205 each and at least 20-25 will be needed - so that alone is \$5,100. Town must budget for 25% - State pays for 75% up to \$15,000. If the total cost of the replacement is higher - then the Town needs to budget more. Nate/Mo/Dean will work to obtain a better estimate for a total replacement. This will also need to go into the CIP for future maintenance and replacement. It is unlikely we can use bond savings as the work will need to be done by end of Aug - and Mo is advising we put 'cash' in for the 25% match not 'in kind' as the work is specialized. (3/24) Mo verified it is up to a \$150K match & est is \$62,000 for a 10 ft ramp - 25% would be \$15,500 - Katy adv \$2,000 is leftover from last year for repairs & will add \$13,500 to budget. (4/12) Council agreed to move match to Sub D.
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.

No	Items Label	Cost Est.	Task No.	Description	Comments
28	Trail Extension	?	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.
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 add'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.
30	Committee Budgets	\$1,000 + \$500	N/A	Move Committee budgets to separate tab	(3/15/2021) Dan suggested Committee budgets be shown as a separate tab - some are included in Council/Committees, others have their own tabs (PB/ZBA) and some are incorporated in dept budgets. Katy agreed and said she could move things over. Council requested the CEDC's request for Slido software (\$150) be reviewed by I/T and potentially placed in that budget to allow access for more users and to ensure compliance with security protocols (on software). Dan would also like to know if the ROI is on the CEDC request for the cable show and MaineBiz Ad. Katy to add \$1,000 marketing for open space committee (4/12) Nate added \$500 for BUILD Maine next year (this year - coming out of PB training budget). Council agreed rather than house this under "community" it should be moved to "councils/committees".
31	Town Brand	?	N/A	Create a Town Brand for Communications	(3/15/2021) Council has made a substantial effort to increase communications with residents, we have a new Communications Committee and various Committees are communicating directly to residents. It was agreed the Town should create a "town brand" to be used in all communications, along with a protocol and maybe a checklist to ensure consistency of messaging.
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.
33	Contingency Fund	N/A	N/A	Create Parameters/Policy for Contingency Fund usage	(3/16/21) During the TC meeting, the use of the contingency fund was brought up specific to an agenda item. Council agreed a new policy should be created to provide guidance on when/how that fund should be used as the definition of 'unplanned' expense can be broad and/or different people can have different definitions. Will work on in the coming year prior to next year's budget cycle.
34	State Revenue Sharing	N/A	N/A	Move State Revenue Sharing figures outside of Budget for voters	(3/24) Dan proposed we move State Revenue Sharing out of the budget we present to Residents. This year, it would look like an 'increase' but going forward, it could make it easier for them to see year over year totals without the volatility of Revenue Sharing changes at the State level. Concerns with the LD1 question situation last year, and misunderstanding that taxes make up just a portion of revenues to cover expenses were discussed as well as not having enough time to explain the change to residents. The Council agreed it may be valuable to do, but need more time to discuss and figure out communication strategy to Residents.
35	Library Fees	?	N/A	Eliminate Late Book Fees for Library	(4/12) Library Trustees have discussed & voted to propose the elimination of the late book fees from the Library as other communities are doing this. The costs of tracking & collecting do not seem to warrant the revenue. Josh has \$3,000 in revenue in his budget for these fees. Council did not want to remove revenue without corresponding cuts in expenses. Josh felt he could absorb, but was okay with pushing for a year to collect more data on impact and costs for administering. IF they do want to pursue this year, they could do a pilot, track changes & find other revenue offsets.
36	School Timeline	N/A	N/A	Work with School to account for absentee ballots timeline	(4/12) Each year the Council needs approve the School Warrant. In the past, there has been no dollar amount so they have been able to submit for consideration prior to their final budget vote. However, due to CARES act funding, they have been required to include a figure last year AND this year. Their budget vote is not set until 4/28 with their warrant article vote not set until 5/3 so the earliest agenda Council can take up action is 5/18. Absentee ballots can be requested starting at the beginning of May - thus Town needs to mail out municipal with note saying school will be available later and then track as a separate election. This increases costs for the Town and is inefficient for voters. There appears to be no statute requiring the School meet the absentee ballot schedule (as there is for Towns with referendum votes). Need to add this as a topic for the Joint Leaders meeting to resolve next year.