

TOWN OF GRAY
GRAY TOWN COUNCIL BUDGET WORKSHOP
AGENDA • MARCH 22, 2022

**Gray Town
Council Budget
Workshop**

Henry Pennell Municipal Complex
24 Main St, Gray, ME 04039
Online via Zoom
<https://us06web.zoom.us/j/87313616616>

4:00 PM

I. CALL TO ORDER

Roll call

II. CONTINUATION OF PREVIOUS WORKSHOP ITEMS

III. FOLLOW UP

i. Items added at 3/17 workshop or leftover

IV. STATE REVENUE SHARING PROJECTIONS

V. LD1 STATUS & DISCUSSION

VI. SCHOOL BUDGET UPDATE / TIMELINE

VII. COUNTY BUDGET

VIII. COUNCIL DISCUSSION ON OVERALL BUDGET

i. Individual suggestions for changes/straw poll each

ii. Review final numbers for overall budget

iii. MIL Rate discussion

IX. IDENTIFY SEPARATE QUESTIONS FOR WARRANT ARTICLES

i. Two (2) Additional Firefighter/EMT positions

X. IDENTIFY ITEMS TO BE INCLUDED IN BUDGET PRESENTATION

XI. IDENTIFY ITEMS TO BE INCLUDED IN DRAFT BUDGET FLYER

i. Summary of Public Safety Strategic Plan work and gains

** 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.

Thurs – Jan 13th – 4-6pm:

-Council Items: (4-4:45pm) – hard stop for Mo

- Gray Historical Society Lease (Mo)
- Facilities Study – GHS Building (Mo)

-Town Manager Items: (4:45-6pm)

- COLA raises status/other salary adjustments
- Education Fund requests
- Employee Sick Time proposal (accumulation/carryover)
- Contingency fund policy
- Guidance on overall increase

Mon – Jan 31st – 4-6pm:

-Council Items: (4-4:30pm)

- Senior Tax Assistance Ordinance changes & impact to funding

-Manager Items: (4:30-6pm)

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

Thurs – Feb 10th – 4-6pm:

-Presentation of initial budget (4-5:15pm)

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

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

-Administration Review: (5:30-6pm)

- Health insurance increase
- Elections
- Utilities
- Telephone – VOI vs hard lines – any changes?
- Manager's contingency fund

Mon – Feb 14th – 4-6pm

-Building & Grounds:

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

Budget Agendas:

Amended: 03/17/2022

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

~~Recreation Dept (overlap with Build & Ground): (Mo)~~

- ~~Wilkies Boat Ramp status~~
- ~~Pennell Playground status~~
- ~~Trail extension (Cumby's)~~

Thurs – Feb 24th – 3:30-5:30pm:

~~Recreation Dept (overlap with Build & Ground): (Mo) Moved from 2/14 – 3:30-3:45pm~~

- ~~Wilkies Boat Ramp status~~
- ~~Pennell Playground status~~
- ~~Trail extension (Cumby's)~~

~~Recreation Dept: (3:45-4:35pm)~~

- ~~Recreation Dept Operations~~
- ~~Enterprise/Sub D fund status~~
- ~~Childcare program update~~
- ~~MyRec software - update~~
- ~~CIP requests (1) BB court lights (2) skateboard park fund (3) other?~~

~~Communication/Information Dept: (4:35-5:30pm)~~

- ~~Status franchise fees/contract renewal~~
- ~~Proposal for add'l resources~~
- ~~Broadband funding~~
- ~~Town Brand~~
- ~~CIP – equipment needs~~

Thurs – Mar 3rd – 4-6pm:

~~Transfer Station Dept: (4-4:30pm)~~

- ~~Operations – increases in contracts~~
- ~~Gate installation/sticker price~~

~~Library: (4:30-4:45pm)~~

- ~~Operations – fee changes including discussion of NG resident fee~~
- ~~Computer usage at library – monitors~~

~~Committee/Board requests: (4:45-5pm)~~

- ~~Community Economic Development~~
- ~~Blueberry Festival~~
- ~~Open Space~~
- ~~Other – stipend for PB members?~~

~~Planning Dept/Code Enforcement: (5-6pm)~~

- ~~Operations/technology/resource changes~~
- ~~Code Enforcement Resources~~
 - ~~permits not granted yet – construction underway~~
 - ~~missing permits – signs installed (example)~~
 - ~~driveway standards~~
- ~~Pocket Park status~~

Budget Agendas:

Amended: 03/17/2022

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

-Follow-up:

- Follow up: Katy to forward Cemetery budget letter
- Need status of \$1k in Valt Trail fund & \$1K carried forward for Cumby's trail ext – is that spoken for? Katy verified in 3/2 e-mail \$2,600 total available.
- Commercial Solar Array (50% reimbursement of lost taxes) – Nate's letter has been sent

Tues – Mar 8th – 4-6pm

-Public Safety Dept: (4-5pm)

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

-Public Works Dept: (5-6pm)

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

-Follow-up:

- Follow up: Katy to forward Cemetery budget letter [moved forward](#)

Thurs – Mar 17th – 4-6pm

-Public Works Dept:

- Agenda leftover from previous meeting Not needed

-Budget Updates:

(1) legal fee increase (2) CEDC reduction (3) Yellow book appraisal to CIP (4) \$5k to Pleasant Rive Watershed under CIP (5) change Misc. to Professional Services (6) move LH Deed work under Professional Services (7) update CIP in long spreadsheet vs. summary like thermal camera info (8) \$5,000 CIP add for dept head radios – remove Lucas Chest Compression Device & Stationary SCBA fill station (9) update Land Acquisition to \$50,000 which matches last year (not discussed in meeting) (10) update propane/diesel costs with new average (unleaded supply should carry through to FY23 cycle (11) adj CIP to see impact of removing engine 42/tanker vs. adding new pumper engine

-Royal River Conservation Land Trust Presentation:

-EV Charger Proposal:

-Community Service:

-Law Enforcement:

-Follow up:

- Council to make decision on Employee Sick Time Policy
- Council to make decision on Salary Adjustments
- GHS Lease change (1) move CMP account to solar group (2) move fuel purchase to bulk order
- Need to make decision on outside fire escape at GHS building (impact on Cemetery)
- Determine TIF funds to pull forward (1) South 100 TIF (2) Village TIF – Katy to verify how much/if any WD funds have been transferred over from South 100 TIF
- Can a separate fund be established for the PEG fees? Katy provided info in 3/2 email
- Mo to provide estimate to do box cut/gravel approach for Cumby's against available funds (\$2,600)
- Better define Village Planning/Open Space Planning – for fund usage
- Katy to forward Cemetery budget letter – moved from 3/10 meeting
- Statue of boat ramp grant program information – add to budget? Use enterprise/sub d?

Tues – Mar 22nd – 4-6pm

-State Revenue Sharing projections & Town Revenue projections

-MIL Rate Discussion

-County Budget

-Follow up:

- Council to make decision on Employee Sick Time Policy
- Final review of Salary Adjustments – round salary increases, fix TM & fix Transfer Station classification
- Status of Legal Services RFP / Status of Engineering Firm RFP
- Manager Training costs
- Chatbot for website \$2,500 (not in budget now)
- Nate to provide more info on Planning Board stipend – Council to make decision + Blueberry req \$500
- Community Service - \$3,000 LSLA request
- Carryforward Emergency Operations Contingency Fund – to designated fund/vote by Council to set up
- Addt'l funding for Senior programs
- Cost of extra Code Book for public access (\$250-2,000)
- Make decisions on Enterprise (\$222,022) & Sub D funds (\$122,486) – Sub D (a) \$16,500 for boat ramp match (b) \$30,000 RRCLT request
- Determine TIF funds to pull forward (1) South 100 TIF (2) Village TIF – Katy to verify how much/if any WD funds have been transferred over from South 100 TIF – discuss usage
- Review pumper engine vs. tank/engine 42 impact – decision
- Library Generator grant \$42k – match (Dan)
- Maintenance relocation decision – if yes, remove \$35,600 in CIP for Maintenance
- Transfer Station overhang/roof fix \$22,500 (Krista)
- Pennell Sign replacement \$30k (Krista)
- Leaf vacuum \$9500 (Dan)
- Plan from GP for Pennell septic system – do we need to adjust estimated \$160k – Mo suggests \$50K + EV \$?
- Status of School covering one Yellow Book Appraisal
- Make ARPA funds decisions – how much to use this year/next year (a) Addt'l premium pay (b) food pantry funding (c) WD Main Street \$20k (d) Town CIP

-CIP Miscellaneous:

- Land Acquisition Fund & A/O remaining
- CIP Payment / schedule in coming years

-LD1 status & discussion

-School Budget update/timeline

-Council Discussion on overall budget:

- Individual suggestions for changes/straw poll each
- Review final numbers for overall budget

-Identify separate questions for Warrant Articles

- (2) Additional Firefighter/EMT positions
- Land Acquisition Fund usage question

-Identify items to be included in budget presentation

-Identify items to be included in draft budget flyer

- Summary of Public Safety Strategic Plan work and gains

Tues – Mar 29th – 4-6pm – TC 4/5 meeting agenda posted – presentation for packet due

-RT 26/26A signage

-Final Follow up:

-Finalize budget presentation – for packet

-Review budget flyer draft & finalize

Tues – April 5th – TC Meeting – 7pm – Budget Presentation & Public Hearing – feedback from residents

-Discuss any feedback from residents

-Finalize Warrant article wording

Tues – April 19th – TC Meeting – 7pm – appr Warrant Articles

Tues – May 3rd – TC Meeting – 7pm – appr Municipal Warrant

FY 2023 Projected Municipal Revenue Sharing

07/01/2022 - 06/30/2023 Published 03/17/2022

County	Municipality Name	July 1, 2020 Census Population	2020 Tax Assessment	2022 State Valuation	Rev I Distribution Percentage	Rev II Distribution Percentage	Rev I Projected FY23 Distribution	Rev II Projected FY23 Distribution	Total Projected FY23 Distribution
Aroostook	GARFIELD PLT	72	4,760.64	9,150.00	0.000001875	0.000000	353.77	-	353.77
Penobscot	GARLAND	1075	804,433.53	70,500.00	0.000613870	0.000162	115,839.46	8,276.42	124,115.89
Sagadahoc	GEORGETOWN	1022	3,954,632.22	534,050.00	0.000378740	0.000000	71,469.72	-	71,469.72
Oxford	GILEAD	218	583,590.65	34,300.00	0.000185625	0.000235	35,028.19	12,009.48	47,037.68
Penobscot	GLENBURN	4628	5,523,349.47	361,900.00	0.003534873	0.003642	667,043.75	186,376.23	853,419.98
Aroostook	GLENWOOD PLT	3	99,758.56	16,200.00	0.000000925	0.000000	174.46	-	174.46
Cumberland	GORHAM	17963	30,338,397.95	2,280,050.00	0.011961722	0.008329	2,257,221.47	426,255.42	2,683,476.88
Hancock	GOULDSBORO	1738	4,412,926.32	463,400.00	0.000828299	0.000000	156,303.05	-	156,303.05
Aroostook	GRAND ISLE	411	427,169.98	26,200.00	0.000335357	0.000394	63,283.18	20,173.62	83,456.80
Washington	GRAND LAKE STREAM PLT	94	376,580.75	40,100.00	0.000044172	0.000000	8,335.49	-	8,335.49
Cumberland	GRAY	8460	15,693,093.27	1,267,350.00	0.005242626	0.002632	989,803.12	134,688.08	1,123,991.20
Hancock	GREAT POND	64	263,631.84	28,350.00	0.000029785	0.000000	5,620.46	-	5,620.46
Penobscot	GREENBUSH	1530	1,450,662.11	82,850.00	0.001340700	0.001772	252,995.16	90,693.95	343,689.11
Androscoggin	GREENE	4406	5,681,835.50	421,750.00	0.002970603	0.002164	560,563.85	110,738.81	671,302.66
Piscataquis	GREENVILLE	1551	5,033,615.85	318,200.00	0.001227887	0.001363	231,706.77	69,766.06	301,472.82
Oxford	GREENWOOD	871	2,267,899.82	193,500.00	0.000510877	0.000176	96,404.32	8,986.97	105,391.29
Piscataquis	GUILFORD	1479	1,984,763.22	120,900.00	0.001221175	0.001466	230,440.22	75,025.14	305,465.36
Kennebec	HALLOWELL	2304	5,033,842.53	299,700.00	0.001936698	0.002397	365,462.13	122,677.72	488,139.86
Aroostook	HAMLIN	193	241,071.86	22,950.00	0.000101458	0.000000	19,145.56	6.89	19,152.45
Aroostook	HAMMOND	112	143,163.66	9,100.00	0.000088181	0.000097	16,640.12	4,955.73	21,595.85
Penobscot	HAMPDEN	7474	13,581,344.59	800,700.00	0.006344430	0.007981	1,197,217.52	408,421.91	1,605,639.43
Hancock	HANCOCK	2457	3,778,583.55	419,050.00	0.001108753	0.000000	209,225.86	-	209,225.86
Oxford	HANOVER	239	701,582.97	49,750.00	0.000168675	0.000142	31,829.58	7,280.51	39,110.09

Cumberland County Commissioners

142 Federal Street, Portland, Maine 04101

207-871-8380 • cumberlandcounty.org



**District One Neil Jamieson • District Two Susan Witonis • District Three Stephen Gorden
District Four Thomas Coward • District Five James Cloutier**

January 4, 2022

Nate Rudy, Town Manager
Town of Gray
Henry Pennell Municipal Complex
Gray, ME 04039

Dear Nate Rudy:

At their December 13, 2021 meeting, the Cumberland County Commissioners voted to move forward changing the County's budget year from a calendar year to a fiscal year budget. The County will implement this change with a six-month budget beginning January 1, 2023, ending June 30, 2023. July 1, 2023 the County will begin a new twelve-month fiscal year budget.

Over the last number of years, the Finance Committee, made up of elected officials from the communities all over Cumberland County, has recommended a change from a calendar year to a fiscal year budget. The change would be a positive step as it would eventually eliminate the annual Tax Anticipation Note (TAN). With increasingly volatile interest rates, the potential cost of a TAN is ever increasing. The change would also provide better year-round cash flow, eliminating the need for County staff asking some communities to pay a portion of their County Warrant early so that the County has cash flow to cover monthly costs. Lastly, the County would be able to get all budgets on a fiscal year cycle. Currently the Jail and Cross Insurance Arena are on fiscal year budget cycles, while the County General Fund budget is on a calendar year.

The County Tax for the six-month transition budget (January to June 2023) will be added to the regular county tax assessment starting July 1, 2023. A community may choose to make the payment for the six-month tax assessment in full the first year or spread the payments out over two to five years. The Commissioners offer this alternative in hopes of making the six month payment as painless as possible.

Each municipality must notify the County of their choice of payment option by December 1, 2022.

This does not change the tax payment schedule for the annual county tax assessment. The regular county tax assessment will remain due on September 1st. The September 2023 payment will be based on 18 months.

For planning purposes a town can take half of the town's/city's 2022 county tax assessment and use it as the increment due for the 2023 six month budget. The actual six-month budget should come in at less than half as County staff will attempt to reduce operating cost, deferred capital expenses and loan payments until the FY2023-24 budget.

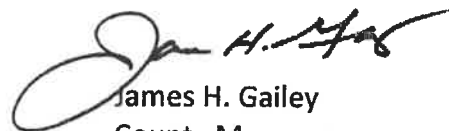
The County has sent this letter to the Mayors/Chairs and the Town/City Managers of each community in Cumberland County.

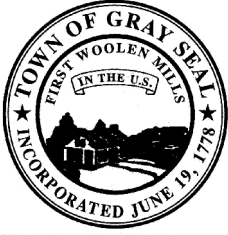
Please contact either James Gailey, County Manager (gailey@cumberlandcounty.org)(699-1904) or Alex Kimball, Deputy Manager of Administration and Finance (akimball@cumberlandcounty.org) (699-1988) with any questions.

Sincerely,


Susan Witonis
Chair of Board of Commissioners

Sincerely,


James H. Gailey
County Manager



TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

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

March 21, 2022

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

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

Pursuant to these goals, I recommend the following revisions to the Sick and Personal Time provisions of the Town Personnel Policy. I also note that, while payouts for accumulated sick time are not common practice in the private sector, it is a widely used incentive for employee longevity in the municipal sector. I have attached two spreadsheets prepared to use as references in your current discussion.

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

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

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

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

Accrual Cap

Accrual of sick time will not exceed 960 hours.

Donation

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

Payout for Accumulated Sick Time

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

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

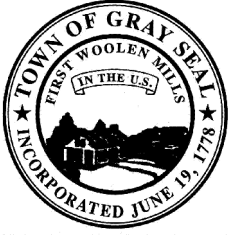
An employee who is not in good standing upon separation from employment for any reason will receive no payout of accumulated sick time.

Annual Payment for Accumulated Sick Time

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

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

Any employee in Groups I or II who has a balance of two hundred forty (240) hours of sick time on their anniversary date shall be eligible for eight (8) hours of personal time. Any employee in Groups I or II who has a balance of four hundred eighty (480) hours of sick time on their anniversary date shall be eligible for sixteen (16) hours of personal time. Any employee in Groups I or II who has a balance of seven hundred twenty hours (720) of sick time on their anniversary date shall be eligible for twenty-four (24) hours of personal time. ~~Any employee in Groups I or II who has a balance of nine hundred sixty (960) hours of sick time on their anniversary date shall be eligible for thirty two (32) hours of personal time.~~ Personal time must be used in the year it accrues; it is not carried forward past their anniversary date from year to year and will not be paid out to the employee upon termination



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OFFICE OF THE TOWN MANAGER

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

March 21, 2022

TO: Gray Town Council
 RE: Sick and Personal Time Policy data request

The Town Council set a goal for the Town Manager to review and make recommendations to Council to update the current sick time accrual and/or payout provision. I have reviewed the current sick time policy against current employment practices, and in a previous memo and presentation on January 13 recommend revisions along with comments I received from Town staff at a Department Head meeting on January 13.

Town Council asked for several pieces of information to aid with further discussion, which are as follows:

Analysis of Payouts at Various Years of Service:

Table 1 shows the years of service for full time employees, at various levels.

Table 1. Full Time Employees Years of Service

Years of Service	# Employees	# Employees
over 20 years	4	7.8%
15-20 years	3	5.9%
10-15 years	3	5.9%
5-10 years	7	13.7%
total over 5 years	17	33.3%
under 5 years	34	66.7%
average yrs service	5.8	
total EE count	51	

data as of 12/28/2021

Note that 2/3 of employees have under five years of service in this count.

Table 2 shows the projected payouts upon separation based on the accrued compensation.

Table 2. Accrued Compensation Payouts on Separation

total payout amount by years of service			sick time payout amount by years of service			
	payout amount	% of total		payout amount	% of total	sick time as % of total payout
under 5	\$ 83,122	29.5%	under 5	\$ 37,806	23.9%	45.5%
over 5 years	\$ 198,583	70.5%	over 5 years	\$ 120,213	76.1%	60.5%
over 10 years	\$ 130,945	46.5%	over 10 years	\$ 82,613	52.3%	63.1%
over 15 years	\$ 74,699	26.5%	over 15 years	\$ 49,689	31.4%	66.5%
over 20 years	\$ 56,038	19.9%	over 20 years	\$ 37,440	23.7%	66.8%
Total	\$ 281,705			\$ 158,018		

data as of 12/28/2021

Note that under the current policy, employees with under five years of service are not eligible for the sick time payout. However, the data is included to demonstrate the potential financial obligation assuming the service year minimum will eventually be reached.

Also note that sick time payouts are counted as income when calculating retirement match, and this match amount is not included in the accrued compensation figures as it varies from person to person.

Table 3 shows the projected payout at the end of the fiscal year if the proposed payment for accrued sick time is enacted.

Table 3. Full Time Employee Sick Time Payment Under Proposal

<u>Sick Time Hours</u>	<u>#</u>	<u>%</u>	<u>Payment per</u>	<u>Total Payment</u>
<u>Accrued</u>	<u>Employees</u>	<u>Employees</u>	<u>Employee</u>	
under 100	25	49%	\$ -	\$ -
over 100	14	27%	\$ 100	\$ 1,400
over 200	1	2%	\$ 200	\$ 200
over 500	6	12%	\$ 400	\$ 2,400
over 750	5	10%	\$ 600	\$ 3,000
			total	\$ 7,000

data as of 12/28/2021

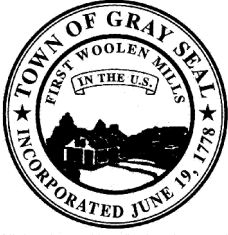
Note that nearly half of the employees currently have less than 100 hours of accrued sick time.

Additional notes:

- The Town of Gray established a rolling fund for payment of accrued compensation in FY21, and made payments of \$35K in FY21 and \$25K in FY22 into this fund, which is part of the municipal finance budget. For FY23, we currently have \$25K in this budget line as a placeholder.
- Regarding Long Term Disability insurance (LTD), the current personnel policy includes the following language:

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

As part of an alternative approach to the previous recommendations driven by data from comparable size communities, the Town could elect to enforce this current policy rather than establishing a new cap. The Finance Director and I are looking into the costs for providing this LTD insurance.



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OFFICE OF THE TOWN MANAGER

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March 21, 2022

TO: Gray Town Council

RE: Advanced Negotiation Training for Town Manager

As part of my 2022 Self Evaluation, I suggested that I would like to develop my skills in deeper levels collaborative problem solving, which I believe will help create and implement better public policy and help the town with contract negotiations. I was able to find the following, non-exhaustive list of options through an online search:

[Advanced Negotiation Skills Online Training Course | Oxford Management Centre \(oxford-management.com\)](#) \$2,350 online

<https://www.pon.harvard.edu/courses-and-training/3-day/negotiation-and-leadership-dealing-with-difficult-people-and-problems-07-18-2022/> \$5,497 in person, Cambridge, MA July 18–20, 2022 (does not include housing, curricular materials, or other expenses)

[Negotiation Strategies: Building Agreement Across Boundaries | Harvard Kennedy School](#) \$9,700 in person, Cambridge, MA May 01, 2022 - May 06, 2022 (all inclusive)

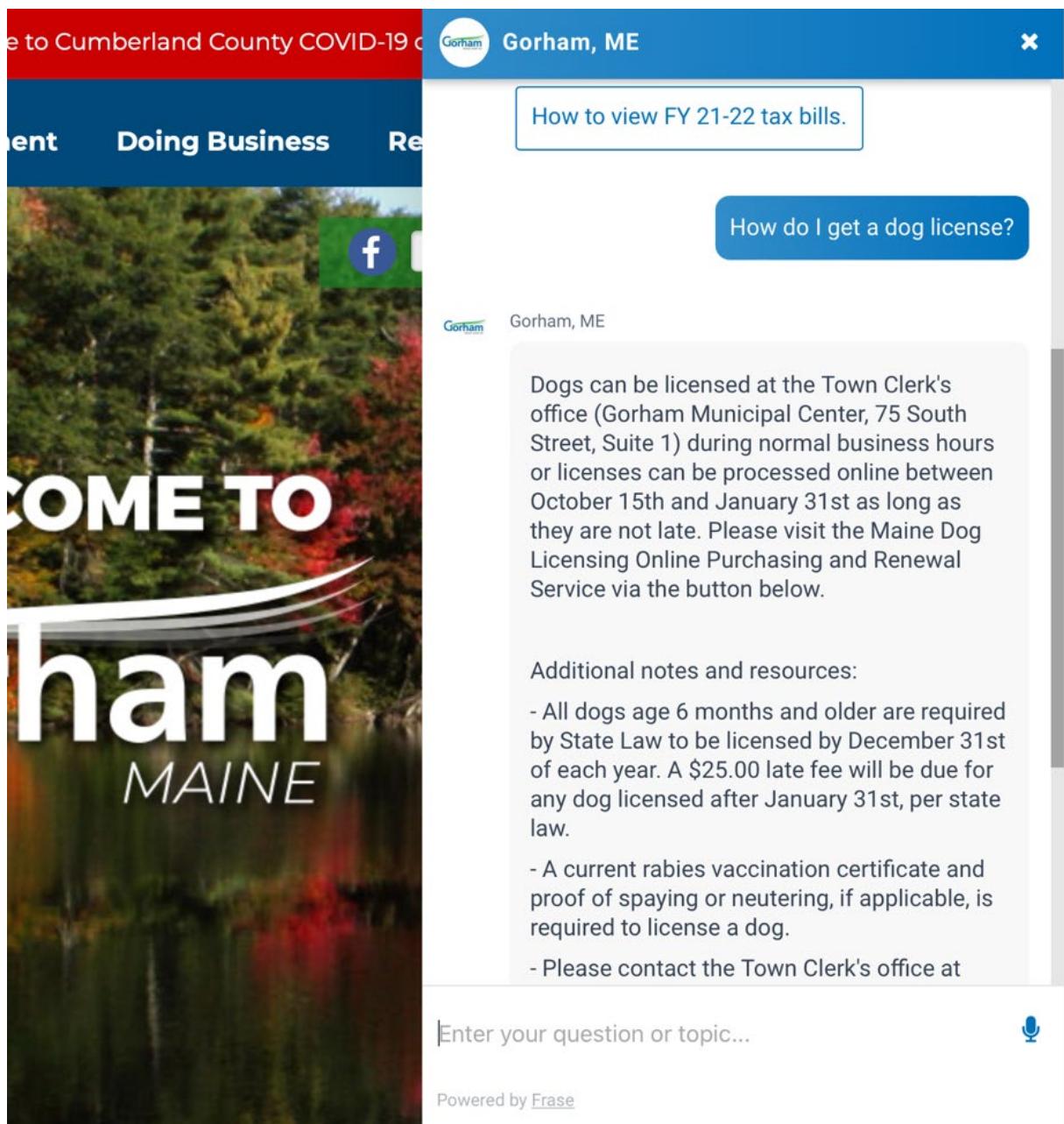
The third course offering is part of the Harvard Public Leadership Certificate program, for which I have already completed one course, and completing this course plus one other in the future would qualify me for the certificate. [Public Leadership Certificate | Harvard Kennedy School](#)

CHATBOT

Possible Website Upgrade

Chatbot (\$2500/year) is a fully-automated website customer service tool used by towns like Portland and Gorham to provide quick and easy answers to visitor questions. It requires no maintenance and learns via artificial intelligence, so the longer we have one running on our website, the smarter and more efficient it would become.

Do we need this feature? Research shows the average website visit lasts 45 seconds. Per Google analytics, last month an average visit to Gray's website lasted 120 seconds (on 2.25 pages). A search for dog registrations on [Gorham's homepage](#), and thanks to their Chatbot the result is instant:



The screenshot shows a web browser window with the Gorham, ME website. A chatbot interface is overlaid on the right side of the page. The chatbot window has a blue header with the Gorham logo and the text 'Gorham, ME'. Below the header, there are two input boxes: one with the text 'How to view FY 21-22 tax bills.' and another with 'How do I get a dog license?'. The chatbot response is displayed in a white box with a blue border. It starts with 'Gorham, ME' and then provides the following information:

Dogs can be licensed at the Town Clerk's office (Gorham Municipal Center, 75 South Street, Suite 1) during normal business hours or licenses can be processed online between October 15th and January 31st as long as they are not late. Please visit the Maine Dog Licensing Online Purchasing and Renewal Service via the button below.

Additional notes and resources:

- All dogs age 6 months and older are required by State Law to be licensed by December 31st of each year. A \$25.00 late fee will be due for any dog licensed after January 31st, per state law.
- A current rabies vaccination certificate and proof of spaying or neutering, if applicable, is required to license a dog.
- Please contact the Town Clerk's office at

At the bottom of the chatbot window, there is a text input field with the placeholder text 'Enter your question or topic...' and a microphone icon. Below the chatbot window, the text 'Powered by Frase' is visible.

CHATBOT
Possible Website Upgrade



CIVICPLUS PRODUCTS SOLUTIONS ABOUT CASE STUDIES RESOURCES PRICING [ONLINE DEMO](#)

CIVICPLUS | **frase**

CivicPlus Chatbot Optimized for Local Government

AI-Powered Customer Service Incorporated into
Your CivicEngage® Website

[Calculate Your Potential Savings](#)



No-Code Software and No Developer Needed

No need to build technical decision trees and complex rules. You can set up Chatbot with no programming or developer assistance.



No Content Silos

Our smart Chatbot scans your content and routinely refines its responses for improved results.



Designed for the Public Sector

Unlike chatbots intended to facilitate retail sales, the CivicPlus Chatbot is designed to simulate government-citizen interactions.



Automated Citizen Service

Chatbot simulates the quality service experiences your staff has with citizens, saving you time from answering common questions by email, phone, and walk-in.



Answers from Multiple Sources

Chatbot crawls your CivicEngage® website and other linked databases to create a continually updated AI-powered knowledgebase.



Insightful Analytics

Use Chatbot's reports to identify content gaps on your website and add the information, tools, and resources that citizens are searching for most frequently.

Muni	Stipend per meeting				ZBA	
	PB Chair	PB Member	Non Vote			
OOB	\$ 30.00	\$ 20.00	\$ -	\$ -		proposed
Yarmouth	\$ -	\$ -		\$ -		
Westbrook	\$ 35.00	\$ 35.00				
Durham	\$ 100.00	\$ 50.00	\$ -	\$ -		
Pownal	\$ -	\$ -	\$ -	\$ -		considering
Naples	\$ -	\$ -	\$ -	\$ -		
Cumberland	\$ -	\$ -	\$ -	\$ -		
Arundel	\$ 20.00	\$ 20.00		\$ -		
Standish	\$ -	\$ -	\$ -	\$ -		
Chebeague Island	\$ -	\$ -	\$ -	\$ -		
Sabattus	\$ 50.00	\$ 50.00				
Casco	\$ -	\$ -	\$ -	\$ -		
Raymond	\$ -	\$ -	\$ -	\$ -		
Freeport	\$ -	\$ -	\$ -	\$ -		
Cape Elizabeth	\$ -	\$ -	\$ -	\$ -		
So Portland	\$ -	\$ -	\$ -	\$ -		
Portland	\$ -	\$ -	\$ -	\$ -		
Avg	\$ 13.82	\$ 10.29	\$ -	\$ -		
Non zero Avg	\$ 47.00	\$ 35.00	-	-		

Muni	Stipend annual		ZBA	
Bridgton	\$ 1,750.00	\$ 1,300.00	\$ -	
div 12	\$ 145.83	\$ 108.33		

Yes	6	35%
No	11	
Total	17	

March 17, 2022

TO: Gray Town Council
Nate Rudy, Town Manager

FROM: Doug Webster

RE: Requested input regarding code reference books at GPL
Background information and initial cost estimate for purchasing codes

As the Council recall from the 3-15-22 workshop earlier this week, there was a request to quantify the necessary resources for code/building references to be available at the Gray Public Library (GPL). I write to provide information regarding this for the Council's consideration at the budget workshop this afternoon.

The applicable codes regulating construction have become exponentially more numerous and complex over the past 30 years that I have been a CEO. When I started, there was BOCA and CABO and earlier versions of NFPA codes for life safety, minimum separations for chimneys and other fuel burning appliances, etc. Listed below is a partial list of codes that affect construction.

- International Building Code (IBC) published by the International Code Council (ICC)
- International Existing Building Code (IEBC) published by ICC
- International Residential Code (IRC) published by ICC
- International Energy Conservation Code (IECC) published by ICC
- International Mechanical Code (IMC) published by ICC
- ASHRAE Standard 62.1 Ventilation for acceptable indoor air quality
- ASHRAE Standard 62.2 Ventilation and acceptable indoor air quality in low-rise residential buildings
- ASHRAE Standard 90.1 Energy standard for buildings except low-rise residential buildings
- Standard practice for radon control options for the design and construction of new low-rise residential buildings published by the American Society for Testing and Materials
- Uniform Plumbing Code (for internal plumbing in a building)
- Maine Subsurface Wastewater Disposal Rules (State, for septic system standards)
- National Fire Protection Association codes including 101-Life Safety
- National Electrical Code (NEC)

The State makes changes to the above listed "model" codes. An example is ICC's model IRC (residential code) that requires sprinklers for all new dwelling units. The State has historically opted to not include this provision for rules applicable in Maine.

The practical upshot is that although one or more of the above listed codes can indeed be purchased, the Maine-specific changes need to be made in order to accurately specify applicable standards.

Additionally, most of these codes are updated about every three years. Each time the applicable code is updated, a new code book needs to be purchased and the specifics of each code need to be added/deleted (line by line) for each code to reflect the adjustments that Maine has adopted. Each time a code is updated, it typically takes a CEO a day or two to enter the State changes to each and every "model" code depending upon how long the respective code is and the number of changes that the State made.

In many parts of the country, a building permit applicant typically employs the services of a "code consultant" prior to submitting an application to the respective municipality/county depending on the local permitting authority. Such consultants are private businesses that have duly qualified personnel. The reviewing authority (municipality/county) typically addresses any specific code-related questions directly to the consultant whose time/services are paid for by the applicant.

In short, Maine and other predominantly rural States are the few remaining States where locally employed CEOs/LPIs are commonly the "one-stop shopping" entity for issuing permits that involve land use, plumbing, and multiple applicable codes. New Hampshire, as an example, has a separate land use division that addresses all zoning and use matters while the CEO is typically focused solely on code-related compliance.

Regarding online availability, most of the model codes are proprietary. In general, the older model codes are available online but the newest codes are not able to be viewed online with the additional footnote that these models do not contain the Maine-specific amendments.

A rough cost estimate to purchase the currently applicable codes is \$2,000 with the footnote that these "models" do not include the State-specific amendments and need to be updated every few years.

I trust this provide some relevant background for the Council's consideration.

**TOWN OF GRAY
TAX INCREMENT FUNDS RECONCILIATION**

As of 3/14/2022

Account Name	End Date	Beginning Balance		Expenses	REVENUE		Ending Balance
		FY 2017	Transfer		Interest	Taxes	
6-401-00 Northbrook #1	October 2027	230,895.34	(35,000.00)	73,724.65		114,255.13	236,425.82
6-402-00 South Gray #2	November 2023	320,465.00	1,315.00	119,060.67	838.90	248,958.00	452,516.23
TOTALS		551,360.34		192,785.32	838.90	363,213.13	688,942.05

Account Name	End Date	Beginning Balance		Expenses	REVENUE		Ending Balance
		FY 2018	Transfer		Interest	Taxes	
6-401-00 Northbrook #1	October 2027	236,425.82		75,639.00		125,969.00	286,755.82
6-402-00 South Gray #2	November 2023	452,516.23	(264.00)	119,344.00	1,324.00	262,650.00	596,882.23
TOTALS		688,942.05		194,983.00	1,324.00	388,619.00	883,638.05

Account Name	End Date	Beginning Balance		Expenses	REVENUE		Ending Balance
		FY 2019	Transfer		Interest	Taxes	
6-401-00 Northbrook #1	October 2027	286,755.82		101,785.00		176,074.00	361,044.82
6-402-00 South Gray #2	November 2023	596,882.23		130,383.00		292,956.00	759,455.23
6-403-00 Village #3		-		-		100,855.00	100,855.00
TOTALS		883,638.05		232,168.00	-	469,030.00	1,120,500.05

Account Name	End Date	Beginning Balance		Expenses	REVENUE		Ending Balance
		FY 2020	Transfer		Interest	Taxes	
6-401-00 Northbrook #1	October 2027	361,044.82		247,757.00		227,117.00	340,404.82
6-402-00 South Gray #2	November 2023	759,455.23		129,758.00	3,337.00	323,960.00	956,994.23
6-403-00 Village #3		100,855.00		-		134,200.00	235,055.00
TOTALS		1,221,355.05		377,515.00	3,337.00	685,277.00	1,532,454.05

Account Name	End Date	Beginning Balance		Expenses	REVENUE		Ending Balance
		FY 2021	Transfer		Interest	Taxes	
6-401-00 Northbrook #1	October 2027	340,404.82		179,825.00		244,910.00	405,489.82
6-402-00 South Gray #2	November 2023	956,994.23		129,291.00	1,979.00	333,820.00	1,163,502.23
6-403-00 Village #3		235,055.00		-		130,093.00	365,148.00
TOTALS		1,532,454.05		309,116.00	1,979.00	708,823.00	1,934,140.05

Account Name	End Date	Beginning Balance		Projected Expenses	REVENUE		Ending Balance
		FY 2022	Transfer		Interest	Taxes	
6-401-00 Northbrook #1	March 2027	405,489.82		180,000.00		248,172.00	473,661.82
6-402-00 South Gray #2	February 2028	1,163,502.23	(245,410.00)	130,000.00		332,229.00	1,120,321.23
6-403-00 Village #3	June 2048	365,148.00	(75,000.00)	-		111,281.00	401,429.00
TOTALS		1,934,140.05		310,000.00	-	691,682.00	1,995,412.05

Edited by Katy Jewell

CIP Reserve Fund Projection
with funding Pumper and Excavator out of CIP reserve in FY 2023

Capital Reserve Fund Balance 6/30/2021 Audit:	1,283,261.00													
FY 2022 CIP:	(382,935.00)													
Minus FY2021 CIP Carryforwards:	(140,431.00)													
Trade In of Public Safety Vehicles:	210,000.00													
Village TIF:	35,000.00													
ARPA Funds:	800,000.00													
Capital Reserve Fund Balance Available for FY 2023:	1,804,895.00													
Funding per Fiscal Year from the General Fund:	2,000,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00

Debt Service Description	Maturity Date	SCHEDULED PAYMENTS									
		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Pennell Bond	4/15/2030	156,300.00	151,800.00	147,000.00	142,200.00	137,400.00	132,600.00	127,700.00	122,800.00		
Public Works/Transfer Station Bond	4/15/2030	208,400.00	202,400.00	196,000.00	189,600.00	183,200.00	176,800.00	170,150.00	163,750.00		
Bridges/Roads Bond	1/15/2024	171,685.00	80,485.00								
Library Expansion Bond	1/15/2024	176,415.00	82,715.00								
Hamilton Property Bond	7/16/2026	106,236.62	106,236.62	106,236.62	106,236.62	106,236.62					
Equipment Bond	10/15/2039	487,225.00	472,825.00	458,425.00	444,025.00	429,625.00	415,225.00	400,825.00	141,906.00	133,547.00	130,266.00
TOTAL DEBT SERVICE		1,306,261.62	1,096,461.62	907,661.62	882,061.62	856,461.62	724,625.00	698,675.00	428,456.00	133,547.00	130,266.00

	SCHEDULED REQUESTS									
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Road Resurfacing	511,650.00	550,000.00	500,000.00	500,000.00	500,000.00	500,000.00	550,000.00	500,000.00	500,000.00	500,000.00
Bridge Repair and Replacement	-	-	-	-	-	-	-	-	-	-
Fire and Public Safety	942,935.00	8,725.00	180,770.00	8,725.00	248,114.00	8,725.00	67,725.00	634,370.00	72,373.00	180,770.00
PW & Town Vehicles & Equipment	172,938.00	55,999.00	74,882.00	274,318.00	141,248.00	429,000.00	491,568.00	481,318.00	215,000.00	391,183.00
Sidewalks	-	-	131,400.00	34,650.00			15,000.00			
Technology	22,800.00	52,050.00	34,150.00	34,900.00	31,700.00	51,600.00	31,900.00	36,300.00	15,600.00	36,900.00
Public Buildings	613,715.00	160,000.00	34,000.00	-	94,200.00	92,000.00	51,000.00	79,000.00	-	-
Land Acquisition Fund	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Parks & Recreation	25,500.00	77,500.00	8,400.00	-	-	-	-	-	-	-
Miscellaneous	137,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	-	-	-	-
TOTAL REQUESTS	2,476,538.00	1,004,274.00	1,063,602.00	952,593.00	1,115,262.00	1,181,325.00	1,257,193.00	1,780,988.00	852,973.00	1,158,853.00

Capital Reserve Fund Balance (per year)	22,095.38	(228,640.24)	(349,903.86)	(334,558.48)	(456,282.10)	(512,232.10)	(618,100.10)	(977,544.10)	(114,064.10)	446,816.90
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CIP Reserve Fund Projection
with lease purchase of Pumper & Excavator in FY 2023

Capital Reserve Fund Balance 6/30/2021 Audit:	1,283,261.00										
FY 2022 CIP:	(382,935.00)										
Minus FY2021 CIP Carryforwards:	(140,431.00)										
Trade In of Public Safety Vehicles:	210,000.00										
Village TIF:	35,000.00										
ARPA Funds:	800,000.00										
Capital Reserve Fund Balance Available for FY 2023:	1,804,895.00										
Funding per Fiscal Year from the General Fund:	2,000,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00	1,850,000.00

Debt Service Description	Maturity Date	SCHEDULED PAYMENTS									
		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Pennell Bond	4/15/2030	156,300.00	151,800.00	147,000.00	142,200.00	137,400.00	132,600.00	127,700.00	122,800.00		
Public Works/Transfer Station Bond	4/15/2030	208,400.00	202,400.00	196,000.00	189,600.00	183,200.00	176,800.00	170,150.00	163,750.00		
Bridges/Roads Bond	1/15/2024	171,685.00	80,485.00								
Library Expansion Bond	1/15/2024	176,415.00	82,715.00								
Hamilton Property Bond	7/16/2026	106,236.62	106,236.62	106,236.62	106,236.62	106,236.62					
Equipment Bond	10/15/2039	487,225.00	472,825.00	458,425.00	444,025.00	429,625.00	415,225.00	400,825.00	141,906.00	133,547.00	130,266.00
Proposed Lease on Excavator		53,000.00	53,000.00	53,000.00							
Proposed Lease on Pumper/Engine		110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00			
TOTAL DEBT SERVICE		1,469,261.62	1,259,461.62	1,070,661.62	992,061.62	966,461.62	834,625.00	808,675.00	428,456.00	133,547.00	130,266.00

	SCHEDULED REQUESTS									
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Road Resurfacing	511,650.00	550,000.00	500,000.00	500,000.00	500,000.00	500,000.00	550,000.00	500,000.00	500,000.00	500,000.00
Bridge Repair and Replacement	-	-	-	-	-	-	-	-	-	-
Fire and Public Safety	262,935.00	8,725.00	180,770.00	8,725.00	248,114.00	8,725.00	67,725.00	634,370.00	72,373.00	180,770.00
PW & Town Vehicles & Equipment	22,938.00	55,999.00	74,882.00	274,318.00	141,248.00	429,000.00	491,568.00	481,318.00	215,000.00	391,183.00
Sidewalks	-	-	131,400.00	34,650.00			15,000.00			
Technology	22,800.00	52,050.00	34,150.00	34,900.00	31,700.00	51,600.00	31,900.00	36,300.00	15,600.00	36,900.00
Public Buildings	613,715.00	160,000.00	34,000.00	-	94,200.00	92,000.00	51,000.00	79,000.00	-	-
Land Acquisition Fund	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Parks & Recreation	25,500.00	77,500.00	8,400.00	-	-	-	-	-	-	-
Miscellaneous	137,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	-	-	-	-
TOTAL REQUESTS	1,646,538.00	1,004,274.00	1,063,602.00	952,593.00	1,115,262.00	1,181,325.00	1,257,193.00	1,780,988.00	852,973.00	1,158,853.00

Capital Reserve Fund Balance (per year)	689,095.38	275,359.76	(8,903.86)	(103,558.48)	(335,282.10)	(501,232.10)	(717,100.10)	(1,076,544.10)	(213,064.10)	347,816.90
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**TOWN OF GRAY
FY 2023
CAPITAL PROJECTS BREAKDOWN**

	Project	FY 2023	
Road Resurfacing			
	Totten Road	\$ 151,200.00	
	Westwood Road	\$ 71,100.00	
	Weymouth Road	\$ 225,000.00	
	Seagull Drive	\$ 13,500.00	
	Two Rod Road	\$ 13,950.00	
	Spruce Drive	\$ 14,850.00	
	Wanda Lane	\$ 10,800.00	
	Chris Lane	\$ 11,250.00	
	TOTAL Road Resurfacing	\$ 511,650.00	
Bridge Repair & Replacement			
	TOTAL Bridge Repair & Replacement	\$ -	
Fire & Public Safety			
	Pumper/Engine	\$ 680,000.00	
	Communication Tower	\$ 225,000.00	
	Lucas Chest Compression Device	\$ -	*removed per Chief 3/8/2022
	Knox Box Key Holder	\$ 13,210.00	
	Body Armor Panels	\$ 11,000.00	
	Stationary SCBA Fill Station	\$ -	*removed per Chief 3/8/2022
	Thermal Imaging Camera-D	\$ 8,725.00	
	Radios	\$ 5,000.00	
	TOTAL Fire & Public Safety	\$ 942,935.00	
Public Works, Town Vehicles & Equipment			
	Deputy Vehicle-SRO	\$ 14,938.00	
	20 yard roll off	\$ 8,000.00	
	Excavator	\$ 150,000.00	
	TOTAL Public Works, Town Vehicles & Equipment	\$ 172,938.00	
Sidewalks			
	TOTAL Sidewalks	\$ -	
Technology			
	Computers (Town-wide per schedule)	\$ 22,800.00	*Figure updated from \$14,200 on 2/18/2022
	TOTAL Technology	\$ 22,800.00	
Public Buildings			
Electrical	Newbegin Panel Replacement	\$ 20,000.00	
	Transfer Station 3 Phase	\$ 18,000.00	
	Village Station	\$ 13,500.00	
	Library Generator	\$ 42,000.00	
Energy Efficiency	Lighting Upgrade Village Station	\$ 8,000.00	
HVAC	Maintenance Building Ventilation	\$ 9,600.00	
	Village Station Splits for Offices and Break Room	\$ 15,000.00	
	Village Station HRV	\$ 5,000.00	
Safety	Gray Historical Society Stairway	\$ 5,000.00	
	Handrails Miscellaneous Buildings	\$ 10,000.00	
	Egress Lighting Throughout	\$ 5,500.00	
	Public Safety Furnace Enclosure	\$ 10,000.00	
	Pennell Access Control Additional Doors	\$ 17,000.00	
Building Maintenance	Buildings and Grounds Building Painting	\$ 18,000.00	
	Buildings and Grounds Building Shed Roofing	\$ 8,000.00	
	Newbegin Roof Maintenance	\$ 12,500.00	
	Newbegin Brick Repointing	\$ 9,000.00	
	Newbegin Lower Level Reconfiguration	\$ 25,000.00	
	Pennell Brick Repair and Repointing	\$ 4,000.00	
	Public Safety Brick Veneer Repair	\$ 5,000.00	
	Transfer Station Bearing Wall Repair & Barriers	\$ 10,000.00	
	Transfer Station New Overhang for Snow	\$ 22,500.00	
	Transfer Station Swap Shop ADA Ramp	\$ 8,000.00	
	Gray Historical Society Repointing	\$ 22,800.00	
	Planning Office Conversion	\$ 35,000.00	
	Village Station Conversion	\$ 45,000.00	
	Central Station Reconfiguration Phase 1	\$ 15,000.00	
	Pennell Second Floor Restrooms	\$ 56,000.00	
	Pennell Complex Septic	\$ 50,000.00	*updated per Mo 3/11/2022
Grounds Maintenance	Transfer Station Drainage Engineering	\$ 7,000.00	
	Village Station Chain Link Fence	\$ 13,565.00	
	Pennell LED Sign Replacement	\$ 32,000.00	
Equipment	Leaf Vacuum for Dump Trailer	\$ 9,500.00	
	20' Storage Container	\$ 5,500.00	
	Grounds/Turf Equipment	\$ 6,750.00	
Reserve	Reserve Account	\$ 15,000.00	

TOTAL Public Buildings		\$ 613,715.00	
Debt Service			
General Obligation Bond-Bridges/Road (FY 2015-FY 2024)	\$	171,685.00	
General Obligation Bond-Library (FY 2015-FY 2024)	\$	176,415.00	
General Obligation Bond-PW/Transfer Station (FY 2010-FY 2030)	\$	208,400.00	
General Obligation Bond-Pennell (FY 2010-FY 2030)	\$	156,300.00	
General Obligation Bond-Town Wide (FY 2019-2039)	\$	487,225.00	
Village Gateway Property Bond	\$	106,236.62	
TOTAL Debt Service	\$	1,306,261.62	
Land Acquisition			
Land Acquisition	\$	50,000.00	*updated per council 3/10/2022
Total Land Acquisition	\$	50,000.00	
Parks & Recreation			
Reclaim Athletic Fields	\$	5,000.00	
Basketball Court Lights	\$	2,500.00	
Skateboard Park	\$	10,000.00	
Libby Hill Trail Maint/Grooming Machine	\$	8,000.00	
TOTAL Parks & Recreation	\$	25,500.00	
Professional Services			
Revaluation (Sinking Fund Year 1 of 6)	\$	50,000.00	
Yellow Book Appraisals	\$	40,000.00	
Pleasant River Watershed Restoration Project, Phase II	\$	5,000.00	
Libby Hill Deed Research and Legal	\$	7,000.00	
Village Planning (Funding from TIF)	\$	35,000.00	
Total Professional Services	\$	137,000.00	
TOTAL CAPITAL PROJECTS REQUEST FY 2023	\$	3,782,799.62	

**TOWN OF GRAY
FY 2024
CAPITAL PROJECTS PROPOSED BREAKDOWN**

Project	Amount
Road Resurfacing	
Undefined-refer to the Street Schedule	\$ 500,000.00
Road reclamation/reconstruction	\$ 50,000.00
TOTAL Road Resurfacing	\$ 550,000.00
Bridge Repair & Replacement	
TOTAL Bridge Repair & Replacement	\$ -
Fire & Public Safety	
Thermal Camera-A	\$ 8,725.00
TOTAL Fire & Public Safety	\$ 8,725.00
Public Works, Town Vehicles & Equipment	
Building & Grounds Zero Turn Mower	\$ 8,999.00
Second Deputy Vehicle and Fittings	\$ 47,000.00
TOTAL Public Works, Town Vehicles & Equipment	\$ 55,999.00
Sidewalks	
TOTAL Sidewalks	\$ -
Technology	
Computers (Town-wide per schedule)	\$ 13,550.00
Town Office Server	\$ 20,000.00
Leightronix (GCTV Equipment) (2019)	\$ 16,000.00
Firewalls (multiple locations)	\$ 2,500.00
TOTAL Technology	\$ 52,050.00
Public Buildings	
Building Maintenance	
Pennell Complex Septic	\$ 160,000.00
TOTAL Public Buildings	\$ 160,000.00
Debt Service	
General Obligation Bond-Bridges/Road (FY 2015-FY 2024)	\$ 80,485.00
General Obligation Bond-Library (FY 2015-FY 2024)	\$ 82,715.00
General Obligation Bond-PW/Transfer Station (FY 2010-FY 2030)	\$ 202,400.00
General Obligation Bond-Pennell (FY 2010-FY 2030)	\$ 151,800.00
General Obligation Bond-Town Wide (FY 2019-2039)	\$ 472,825.00
Village Gateway Property Bond	\$ 106,236.62
TOTAL Debt Service	\$ 1,096,461.62
Land Acquisition	
Land Acquisition	\$ 50,000.00
Total Land Acquisition	\$ 50,000.00
Parks & Recreation	
Basketball Court Lights	\$ 2,500.00
Maintenance Building/Restroom Conversion	\$ 75,000.00
TOTAL Parks & Recreation	\$ 77,500.00
Professional Services	
Revaluation (Sinking Fund Year 2 of 6)	\$ 50,000.00
Total Professional Services	\$ 50,000.00
TOTAL CAPITAL PROJECTS REQUEST FY 2024	\$2,100,735.62

**TOWN OF GRAY
FY 2025
CAPITAL PROJECTS PROPOSED BREAKDOWN**

Project	Amount
Road Resurfacing	
Undefined-refer to the Street Schedule	\$ 500,000.00
TOTAL Road Resurfacing	\$ 500,000.00
Bridge Repair & Replacement	
TOTAL Bridge Repair & Replacement	\$ -
Fire & Public Safety	
Thermal Camera-B	\$ 8,725.00
Rescue #1	\$ 172,045.00
TOTAL Fire & Public Safety	\$ 180,770.00
Public Works, Town Vehicles & Equipment	
Building & Grounds Zero Turn Mower	\$ 8,999.00
Building & Grounds 32" Snowblower	\$ 2,297.00
Law Enforcement-Sheriff's vehicle-SRO (2020)-4 years (contract)	\$ 14,236.00
Second Deputy Vehicle and Fittings	\$ 49,350.00
TOTAL Public Works, Town Vehicles & Equipment	\$ 74,882.00
Sidewalks	
Portland Road (Route 100)	\$ 131,400.00
TOTAL Sidewalks	\$ 131,400.00
Technology	
Computers (Town-wide per schedule)	\$ 14,150.00
Public Safety Server	\$ 20,000.00
TOTAL Technology	\$ 34,150.00
Public Buildings Paving	
Dry Mills	\$ 7,500.00
Village Station	\$ 17,000.00
Municipal Lot	\$ 9,500.00
TOTAL Public Buildings	\$ 34,000.00
Debt Service	
General Obligation Bond-PW/Transfer Station (FY 2010-FY 2030)	\$ 196,000.00
General Obligation Bond-Pennell (FY 2010-FY 2030)	\$ 147,000.00
General Obligation Bond-Town Wide (FY 2019-2039)	\$ 458,425.00
Village Gateway Property Bond	\$ 106,236.62
TOTAL Debt Service	\$ 907,661.62
Land Acquisition	
Land Acquisition	\$ 50,000.00
Total Land Acquisition	\$ 50,000.00
Parks & Recreation	
Basketball Court Reclaim	\$ 8,400.00
TOTAL Parks & Recreation	\$ 8,400.00
Professional Services	
Revaluation (Sinking Fund Year 3 of 6)	\$ 50,000.00
Total Professional Services	\$ 50,000.00
TOTAL CAPITAL PROJECTS REQUEST FY 2025	\$ 1,971,263.62

**TOWN OF GRAY
FY 2026
CAPITAL PROJECTS PROPOSED BREAKDOWN**

Project	Amount
Road Resurfacing	
Undefined-refer to the Street Schedule	\$ 500,000.00
TOTAL Road Resurfacing	\$ 500,000.00
Bridge Repair & Replacement	
TOTAL Bridge Repair & Replacement	\$ -
Fire & Public Safety	
Thermal Imaging Camera-C	\$ 8,725.00
TOTAL Fire & Public Safety	\$ 8,725.00
Public Works, Town Vehicles & Equipment	
Public Works-Truck 1-International Dump Truck (2014)	\$ 215,000.00
Public Works-Steam Cleaner	\$ 7,500.00
Law Enforcement-Sheriff's vehicle (2022)-4 years (contract)	\$ 51,818.00
TOTAL Public Works, Town Vehicles & Equipment	\$ 274,318.00
Sidewalks	
Lewiston Road (Route 100)	\$ 34,650.00
TOTAL Sidewalks	\$ 34,650.00
Technology	
Computers (Town-wide per schedule)	\$ 14,900.00
Telephone System	\$ 20,000.00
TOTAL Technology	\$ 34,900.00
Public Buildings	
TOTAL Public Buildings	\$ -
Debt Service	
General Obligation Bond-PW/Transfer Station (FY 2010-FY 2030)	\$ 189,600.00
General Obligation Bond-Pennell (FY 2010-FY 2030)	\$ 142,200.00
General Obligation Bond-Town Wide (FY 2019-2039)	\$ 444,025.00
Village Gateway Property Bond	\$ 106,236.62
TOTAL Debt Service	\$ 882,061.62
Land Acquisition	
Land Acquisition	\$ 50,000.00
Total Land Acquisition	\$ 50,000.00
Parks & Recreation	
TOTAL Parks & Recreation	\$ -
Professional Services	
Revaluation (Sinking Fund Year 4 of 6)	\$ 50,000.00
Total Professional Services	\$ 50,000.00
TOTAL CAPITAL PROJECTS REQUEST FY 2026	\$ 1,834,654.62

**TOWN OF GRAY
FY 2027
CAPITAL PROJECTS BREAKDOWN**

As of 3/11/2022

Project	FY 2027
Road Resurfacing	
Undefined-refer to the Street Schedule	\$ 500,000.00
TOTAL Road Resurfacing	\$ 500,000.00
Bridge Repair & Replacement	
Bridge to be repaired FY 2035-Harmonds/Totten Road	-
TOTAL Bridge Repair & Replacement	\$ -
Fire & Public Safety	
Thermal Camera-D	\$ 8,725.00
Bottle-Group A	\$ 9,000.00
Rescue #2 (2017)	\$ 172,045.00
Command Vehicle	\$ 58,344.00
TOTAL Fire & Public Safety	\$ 248,114.00
Public Works, Town Vehicles & Equipment	
Transfer Station-Yale Forklift (2012)	\$ 35,000.00
Public Works-Truck 14-1-ton pickup (2017)	44,000.00
Public Works-Trailer (2012)	\$ 18,000.00
Public Works-Forklift (2012)	\$ 23,000.00
Public Works-Compactor (2022)	\$ 6,300.00
Law Enforcement-Sheriff's vehicle-SRO (2023)-4 years (contract)	\$ 14,948.00
TOTAL Public Works, Town Vehicles & Equipment	\$ 141,248.00
Sidewalks	
Libby Hill	-
TOTAL Sidewalks	\$ -
Technology	
Computers (Town-wide per schedule)	\$ 12,950.00
Signage Player (GCTV Equipment)	\$ 6,750.00
Sound Equipment (GCTV Equipment)	\$ 9,500.00
Firewalls (multiple locations)	\$ 2,500.00
TOTAL Technology	\$ 31,700.00
Public Buildings	
Transfer Station-Paving	\$ 90,000.00
Libby Hill Lot-Paving	\$ 4,200.00
TOTAL Public Buildings	\$ 94,200.00
Debt Service	
General Obligation Bond-PW/Transfer Station (FY 2010-FY 2030)	\$ 183,200.00
General Obligation Bond-Pennell (FY 2010-FY 2030)	\$ 137,400.00
General Obligation Bond-Town Wide (FY 2019-2039)	\$ 429,625.00
Village Gateway Property Bond	\$ 106,236.61
TOTAL Debt Service	\$ 856,461.61
Land Acquisition	
Land Acquisition	\$ 50,000.00
Total Land Acquisition	\$ 50,000.00
Professional Services	
Revaluation (Sinking Fund Year 5 of 6)	\$ 50,000.00
Total Professional Services	\$ 50,000.00
TOTAL CAPITAL PROJECTS REQUEST FY 2027	\$ 1,971,723.61

**TOWN OF GRAY
FY 2028-FY 2032
CAPITAL PROJECTS BREAKDOWN**

	Project	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Road Resurfacing	Undefined-refer to the Street Schedule	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
	Road reclamation/reconstruction	\$ -	\$ 50,000.00			
	TOTAL Road Resurfacing	\$ 500,000.00	\$ 550,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
Bridge Repair & Replacement	Bridge to be repaired FY 2035-Harmonds/Totten Road					
	TOTAL Bridge Repair & Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Fire & Public Safety	Thermal Camera-A	\$ 8,725.00				\$ 8,725.00
	Thermal Camera-B		\$ 8,725.00			
	Thermal Camera-C			\$ 8,725.00		
	Thermal Camera-D				\$ 8,725.00	
	Air Bag Lifts			\$ 15,000.00		
	Bottle-Group A					
	Bottle-Group B		\$ 9,000.00			
	Rescue #2 (2017)					\$ 172,045.00
	Rescue #1			\$ 172,045.00		
	Tank #3			\$ -		
	Squad #7 Heavy Rescue			\$ 438,600.00		
	Command Vehicle					
	Utility #6				\$ 63,648.00	
	Engine #42	\$ -				
	Engine #43-Refurbish		\$ 50,000.00			
	TOTAL Fire & Public Safety	\$ 8,725.00	\$ 67,725.00	\$ 634,370.00	\$ 72,373.00	\$ 180,770.00
Public Works, Town Vehicles & Equipment	Transfer Station-Yale Forklift (2012)					
	Transfer Station-Yale Forklift	\$ 35,000.00				
	Transfer Station-Horizontal Baler		\$ 80,000.00			
	40 Yard Roll Off					\$ 5,250.00
	40 Yard Roll Off					\$ 5,250.00
	Public Works-Truck 14-1-ton pickup (2017)					
	Public Works-Truck 11-GMC 1 ton w/plow			\$ 52,500.00		
	Public Works-Truck 4-International Dump Truck			\$ 342,000.00		
	Public Works Truck 3 International Dump Truck				\$ 215,000.00	
	Public Works-Compactor					\$ 6,615.00
	Public Works-Steam Trailer	\$ 9,000.00				
	Public Works-3000 Sweeper	\$ 210,000.00				
	Public Works-Backhoe	\$ 175,000.00				
	Public Works-Truck 8-International Dump		\$ 215,000.00			
	Public Works-Grader		\$ 115,500.00			
	Public Works MT5 Trackless					\$ 230,000.00
	Public Works Radios					\$ 26,250.00
	Building & Grounds Truck 1		\$ 29,250.00			
	Building & Grounds Truck 2					\$ 29,250.00
	Parks & Rec Vehicle					\$ 36,750.00
	CEO Pickup			\$ 35,000.00		
	Law Enforcement-Sheriff's vehicle-SRO (2023)-4 years (contract)					\$ 51,818.00
	Law Enforcement-Sheriff's vehicle (2022)-4 years (contract)			\$ 51,818.00		
	Law Enforcement-Sheriff's vehicle (2020)-4 years (contract)		\$ 51,818.00			
	TOTAL Public Works, Town Vehicles & Equipment	\$ 429,000.00	\$ 491,568.00	\$ 481,318.00	\$ 215,000.00	\$ 391,183.00
Sidewalks	Libby Hill		\$ 15,000.00			
	TOTAL Sidewalks	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
Technology	Computers (Town-wide per schedule)	\$ 15,600.00	\$ 14,900.00	\$ 13,800.00	\$ 15,600.00	\$ 20,900.00
	Cameras (GCTV Equipment)	\$ 16,000.00				
	Camera Switcher (GCTV Equipment)	\$ 20,000.00				
	Leightronix (GCTV Equipment)		\$ 17,000.00			
	Signage Player (GCTV Equipment)					\$ 6,000.00
	Sound Equipment (GCTV Equipment)					\$ 10,000.00
	Public Safety Server			\$ 20,000.00		
	Firewalls (multiple locations)			\$ 2,500.00		
	TOTAL Technology	\$ 51,600.00	\$ 31,900.00	\$ 36,300.00	\$ 15,600.00	\$ 36,900.00
Public Buildings	Public Safety-Central Station-Paving		\$ 51,000.00			
	Pennell-Paving	\$ 74,000.00				
	Library-Paving	\$ 18,000.00				
	Public Works Lot			\$ 79,000.00		
	Transfer Station-Paving					
	Libby Hill Lot-Paving					
	TOTAL Public Buildings	\$ 92,000.00	\$ 51,000.00	\$ 79,000.00	\$ -	\$ -
Debt Service	General Obligation Bond-PW/Transfer Station (FY 2010-FY 2030)	\$ 176,800.00	\$ 170,150.00	\$ 163,750.00	-	
	General Obligation Bond-Pennell (FY 2010-FY 2030)	\$ 132,600.00	\$ 127,700.00	\$ 122,800.00	-	
	General Obligation Bond-Town Wide (FY 2019-2039)	\$ 415,225.00	\$ 400,825.00	\$ 141,906.00	133,547.00	\$ 130,266.00
	TOTAL Debt Service	\$ 724,625.00	\$ 698,675.00	\$ 428,456.00	\$ 133,547.00	\$ 130,266.00
Land Acquisition	Land Acquisition	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
	Total Land Acquisition	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Professional Services	Revaluation (Sinking Fund Year 5 of 6)	\$ 50,000.00				
	Total Professional Services	\$ 50,000.00				
TOTAL CAPITAL PROJECTS REQUEST FY 2027-FY 2031		\$ 1,905,950.00	\$ 1,955,868.00	\$ 2,209,444.00	\$ 986,520.00	\$ 1,289,119.00

Jonathan Hartt

From: Sandy Carder
Sent: Friday, March 18, 2022 3:05 PM
To: Jonathan Hartt
Subject: Fw: Pennell Septic Design

Here is the Pennell Septic Design email

From: Nathaniel Rudy <n Rudy@graymaine.org>
Sent: Wednesday, March 16, 2022 2:24 PM
To: Town Council <TownCouncil@graymaine.org>
Subject: Fw: Pennell Septic Design

Hello Council,

For your meeting on Thursday, I wanted to forward some material that Mo Russo has discussed with our engineer, regarding the septic design at Pennell. Mo suggests that the Town continue planning the septic design in tandem with other projects, for inclusion in the FY24 budget. He also suggests a budget of \$50K in FY23 for continued design work, with any unspent funds to be carried forward into FY24 for use toward the construction of the septic field. This is reflected in the updated budget PDF that you received from Katy.

Thank you,

Nate

From: Will Haskell <whaskell@gorrillpalmer.com>
Sent: Tuesday, March 15, 2022 2:15 PM
To: Mose Russo <mrusso@graymaine.org>
Subject: RE: Town of Gray

Hi Mo,

I would say \$25,000 to \$30,000, which includes:

- Existing conditions & topographic survey
- Licensed Site Evaluator – soils evaluation
- Hydrogeologic – mounding & nitrate study
- Design of septic system – tanks, pumps, disposal field, piping

I am most unsure about the hydrogeologic scope and fee. If this comes in higher than expected, it could put total above \$30k. I am meeting with Sevee & Maher on 3/23 to discuss hydrogeo services in more detail.

Thank you,

William C. Haskell | Principal



707 Sable Oaks Drive, Suite 30 | South Portland, ME 04106
207.772.2515 x235 (office) | 207.318.7052 (mobile)
www.gorrillpalmer.com

From: Mose Russo <mrusso@graymaine.org>
Sent: Tuesday, March 15, 2022 9:56 AM
To: Will Haskell <whaskell@gorrillpalmer.com>
Subject: Town of Gray

Hi Will,

I have a budget workshop on 3/17 and was wondering if you could give a guess as to where we would be for the plan? I hate to ask that as I know you are waiting on hydro but am hoping to have a range of cost for the design/plan.

Thanks
Mo

Mo Russo III
Facilities Manager-Director of Buildings and Grounds
Town of Gray
22B Main Street
Gray ME 04039
207-653-4591
mrusso@graymaine.org

From: Mose Russo <mrusso@graymaine.org>
Sent: Friday, March 11, 2022 5:44 AM
To: Nathaniel Rudy <nrudy@graymaine.org>; Katy Jewell <kjewell@graymaine.org>
Subject: Pennell Septic Design

Hello,

I received an email from Will at Gorrill Palmer regarding the status of the plan for the septic design. He has been having difficulty getting a hydro engineer which is required for the engineered system. Will has made some headway with Sevee and Maher, an engineering firm in Cumberland, but the person he needs to talk to is out of the office until 3/21.

This project has been getting larger in the aspect of taking advantage of doing utility infrastructure on the campus in conjunction with the septic. My mindset is if we're going to trench from the Lab to behind Newbegin then we should run the utility conduit for the Lab, we should extend a water main back to the playground area for the future. If we're going to be trenching between Newbegin and Maintenance we should set a couple underground propane tanks to service the two buildings, eliminating tanks on the outside of the buildings and providing a larger volume to allow us to go longer between deliveries. With all this work do we also have a new water line run to the Lab? Is the existing ¾" line that feeds Maintenance from Newbegin that was done in the 50's adequate to supply water for a restroom conversion of the building? With the new proposed plan for the EV charging station, we would do that utility install at the same time.

With all of this and not even knowing what the cost of having it designed is I think we need to pull this project from the FY2023 plan. The Town shouldn't rush into. I would propose \$50,000 to stay on this years CIP for us to build on for next year.

Please let me know your thoughts.

Thank you,
Mo

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ARPA Funds Proposed and Approved Uses

Total Awarded

Town of Gray \$ 868,000.00

Approved Uses

COVID Premium Pay for Full Time GFR staff \$ (43,297.29)

Remaining available funds: \$ 824,702.71

Proposed / Requested Uses

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

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

Jonathan Hartt

From: Sandy Carder
Sent: Friday, March 18, 2022 3:04 PM
To: Jonathan Hartt
Subject: Fw: Food Pantry Usage

Here is the Food Pantry document

From: Krista Chappell <kchappell@graymaine.org>
Sent: Thursday, March 17, 2022 3:26 PM
To: Nathaniel Rudy <nrudy@graymaine.org>; Sandy Carder <scarder@graymaine.org>; Dan Maguire <dmaguire@graymaine.org>; Anne Gass <Agass@graymaine.org>; Martin Meaney <mmeaney@graymaine.org>; Kyle Hadyniak <khadyniak@graymaine.org>
Subject: Food Pantry Usage

Hi All,

Attached is a really rough graph/data set of food pantry usage since February 2020; please reference for our ARPA discussion this afternoon. Please note the following trends, as relayed from food pantry volunteers (and not depicted in numbers):

- Usage increased in 2020, but has tapered off
- Increase since 2020 of home deliveries to older populations and rural areas, about 28/month
- Unhoused individuals are counted as Gray residents; pantry serves various communities
- Recent numbers affected by weather cancellations/delays

Kyle, if possible, we may need to share this for the hybrid meeting; I am planning to be in person and will not have capabilities to share over Zoom. Any suggestions?

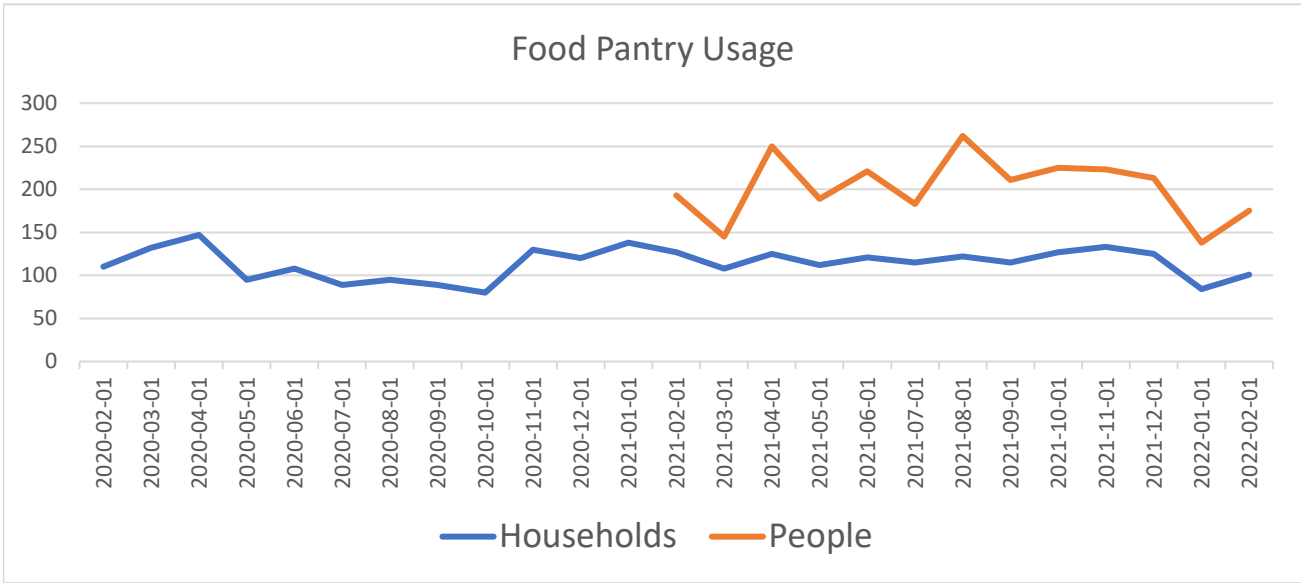
Thanks,
Krista

Krista Chappell
Councilor, Gray Town Council
kchappell@graymaine.org

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Month	Households	People
2020-02-01	110	
2020-03-01	132	
2020-04-01	147	
2020-05-01	95	
2020-06-01	108	
2020-07-01	89	
2020-08-01	95	
2020-09-01	89	
2020-10-01	80	
2020-11-01	130	
2020-12-01	120	
2021-01-01	138	
2021-02-01	127	193
2021-03-01	108	145
2021-04-01	125	250
2021-05-01	112	189
2021-06-01	121	221
2021-07-01	115	183
2021-08-01	122	262
2021-09-01	115	211
2021-10-01	127	225
2021-11-01	133	223
2021-12-01	125	213
2022-01-01	84	138
2022-02-01	101	175



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

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	\$1,750,000	N/A	2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below.	<p>Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500k re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting.</p>

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5	Watershed Plans	\$18,000 (2018) \$5,000 (2019) \$7,000 (2020) \$5,000 (2021) \$5,000 (2022)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans.	<p>Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done. (3/9/21) Doug adv that the reg grant requires \$10k commitment, but will be split over 2 years (\$5k each). There is also another request for 2 monitoring stations for \$2k this year & \$1k annually. (3/3) Doug adv addt'l \$5k is being req for previous \$10K commitment - needs to be added to CIP. He is also working with CCSW on scope of work for funding in this year's budget.</p>
6	Sidewalks - Libby Hill	\$115,000 plus - 20% of total? GPCOG Grant?	#103 H5	MSAD15 has expressed interest in a joint effort in developing project plans for new sidewalks between Middle & High Schools on Libby Hill Road for possible grant application/approval for outside funding.	<p>Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker RD (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28/19) Council asked to have Will provide estimate for engineering costs. (03/12/20) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. (3/2/21) Council combined this item with the sidewalk ext from Hannaford to Spruce, paving LH road, add a crosswalk to the new possible emergency exit from school - into one project and submit to GPCOG as a shovel ready project for possible state/fed funding. Will not know if there is funding until likely April/May. (12/9) Council to set up WS with MSAD15. (1/31) WS set for 3/28</p>

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

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

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

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

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14	Libby Hill	(2020) \$13,579	#27 H1	Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available. (12/7) Council supported MOU. Mo to work up figures for this year's budget with GCE assistance. MSAD15 reviewing with proposal to contribute \$5,000. (2/14/22) Mo has rolled budgetting for LH into his regular process/accounts & identified CIP needs. This includes \$7k for legal work on conservation documents. MSAD will contribute \$5k to operations budget & will handle legal fees for maintenance agreement. (3/3) Mo has rolled costs into the Building & Grounds budget and CIP.
15	Traffic Calming Measures	??	N/A	Add traffic calming measures as part of the project planning & designs	(10/28/19) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12/20) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test lost cost or no cost options. Need to engage residents and MDOT as we move forward. (3/16) Council agreed to add addt'l striping to Village Shaker Rd - sharrows and more narrow lanes to test out the results. Alec to provide addt'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for sharrows and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrows will not work on Shaker due to MDOT stand. Council agreed to hold off on add funds and will pull this into the Route 100 discussion. (3/8) Council/Staff had good discussion on options and agreed we should roll this into the larger infrastructure projects being planned - working with the Bicycle Coalition of Maine to set up testing options in the coming summer/fall.
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 - Pannel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle. (2/14/22) Mo has begun work on this effort by cataloging current fencing. Goal is to come up with a per foot cost for budgeting purposes, but this is complicated by the height and type of various fencing. Long term, trying to streamline those options may be useful. Fencing around solar array is under owners responsibilities, but would transfer if Town purchases array in year 6. Mo will continue the effort for next budget cycle.

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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'tl \$4,400 is needed to add sidewalks to condition study. He also clarified that "maintenance" is not the same for sidewalks - there is limited options because of curbing, ramps, landings, etc. It is more about tracking for full replacement. (3/8) Alec rev sidewalk study and Council agreed for this cycle - work will be rolled into the larger infrastructure projects being planned. It was note that the paved VALT trail sections should be added to the sidewalk list to ensure long term maintenance & budgeting.
18	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - Senior Programs	(8/4) Logging as a placeholder pending presentation from Livelong 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
20	Enterprise Fund/ Sub D	EF \$157,000 SD \$95,000 - (2021) lost revenue est = \$207,232 EF \$222,022 SD \$122,487	N/A	Need to evaluate impact of Covid on Enterprise Fund & Sub D Fund	<p>(9/15/20) Deb has advised current projections have fund just breaking even or with a small revenue amount. (3/1/21) Katy clarified that Enterprise Fund is revenue from Rec Dept programs & Sub D is revenue from Development Fees. Sub D is generally used to expand or upgrade Recreational activities where Enterprise Fund is used to fund the Recreation Staff and operations. There is \$107k in EF with a projection of \$50K this year total of \$157k. Sub D is at \$95k now. But if the Rec Director position is filled, that may impact the EF total. Nat to talk to staff and determine timeline on new hire. (3/9) Katy adv that Nellie & her are working on identifying what in Rec budget can come out of Sub D. Extension of path from Cumberland Farms to Brown Street - through 1st Congregational Church property could be funded by Sub D - if grant & in kind is not enough. (3/23) Katy checking to see if removal of NewBegin stage can come out of Sub D fund in lieu of bond savings. She will also move the \$6k for concrete play area to Sub D. (3/24) Katy adv Sub D can be used, majority of Council agreed to keep in CIP bond savings as it involves multiple depts - maintenance, elections & recreation. (4/12) Council moved CL ramp match & concrete game area to Sub D - also suggested a list of "agreed upon projects" be maintained to ensure they are moved forward. Katy adv in the past many times the project will not move forward as there is no 'setting aside' money within Sub D. The CL ramp grant is being applied for so that will move forward. The Concrete game area needs more discussion in context of the Village master plan - Pennell footprint planning. Struck the ice skating line as \$ not needed if we try again at Pennell one more year. Agreed to leave the basketball lights in CIP to ensure money is set aside & lights are installed once funding goal reached. 2/10/22 Katy est lost revenue from covid at \$207,232 - qualifies for ARPA funds - added to spreadsheet. (3/3) Katy provided fund totals via e-mail.</p>
21	Communications	\$18,910 in owed fees / \$102,000 in annual fees	N/A	Consider proposal from Community Communications Committee to use Franchise Fees for Equipment	<p>(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms. (2/11) Council agreed until this money is rec'd, it will not be considered. There was a good conversation about how best to utilize the funding with everyone agreeing increasing communication was a high priority & it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved. (2/24) Council discussed and Spectrum is currently paying the 5% fee from previous contract. Council will consider new Cable Ordinance at 3/1 meeting & will further discuss the PEG fee (up to 2%) vs. setting aside a portion of the 5% for PEG. Katy needs to advise if a separate fund for equipment can be established. (3/8) Katy prov info in e-mail - council to discuss again. (3/17) Council appr ordinance update. Equipment needs included in budget. separate PEG fund will be discussed once negotiated contract is obtained.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
22	Electric Vehicle Transition	?	N/A	Transition Municipal vehicles to electric versions	<p>(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, 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 to be installed & wonder if we can use bond savings for that work? All would need to be done by Aug 31st. (3/24) Katy verified bond savings can be used. (4/12) Council agreed we need to more analysis on which vehicle makes sense to convert and options (lease, rebates, group purchases, grants, etc.). Highly unlikely this could be pulled together in time for the bond savings deadline, but Nate has the option to bring this before the Council, if it does work out. Otherwise, it will flow into next year's budget discussion. (2/14/22) Issues with stock availability & the fact that the charging station is not available yet has delayed this review. The hope is to be able to do the review and make proposals in next year's budget. Leasing options may be a good way to go as well. Mo provided an update on the EV Charging station - awaiting estimate on station model - rebates changing weekly.</p>
23	TIF Funds	\$365,147 / \$75,000 (2021)	N/A	Determine available funds from Village TIF	<p>(3/9/21) Katy advised \$365,147 is currently in the Village TIF fund. (4/12) Council agreed to pull \$75,000 forward to have available in next year for planning work on Main St / Route 100 MDOT project and Village master plan planning. Verified that Nate will bring forward any spending to the Council before money is actually expended. If no money is pulled forward, if there is a need, then a special Town meeting would need to be set up. The voters have already approved the use of this TIF funding for this type of work. (2/10/22) Katy prov spreadsheet - total South 100 TIF = 1,362,995 includes \$495,000 for WD (minus anything that has been distributed to them). Village = \$476,428. (3/15) Council agreed more than \$35K should be set aside - perhaps some for land acquisition as part of infrastructure work. Nate to give it some thought & provide figure. Defining how money will be spent will need to be done as we move forward.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
24	Septic System	\$5,000 (2020) plus \$5,000 (2021) \$160,000 (2022)	N/A	Create replacement plan for Pennell septic system	<p>(2/18/21) Mo identified the Pennell Septic system as an example of a pending critical issue that is not included in any planning/budgeting for the proposed Buildings Condition Assessment. There are currently 4 systems - Pennell ('58), Gym ('32), Maintenance ('52) and Science (??) which are extremely old. Combining and replacing the systems, as well as, addressing the status of the fields (reclaiming/reconstructing) should be done - sooner rather than later as there is no way to know if/when one or more would fail. Council agreed we need to log and add to CIP planning. (3/22) Sandy brought up this issue to ask Council if we want to start putting some money away. Anne suggested at least money to do some testing/engineering on a replacement system so we have a figure we can budget towards. More to be discussed at 3/24 WS. (4/12) Council rec'd feedback from Dean/Mo related to the "reclaim fields" CIP item - which was originally set to redo the fields at Pennell - may no longer be as critical because the soccer organization is no longer using the field and the field will need to be ripped up to deal with the septic so any redoing of the field will be tied to that project. Based on that, Council will rename this fund to the "Pennell Septic Fund" to allow Mo access to \$10k in funds to hire someone to analyze and come up with costs to address replacement. This will allow the Council to add the project to the CIP. (4/14/22) Mo reviewed recommendations from facilities study and estimated costs. GP is working on an engineered design - using the \$10k budgeted.</p>
25	Telephone	\$6,000+ increase	N/A	Review current Telephone set up VOI vs. hard lines	<p>(3/2) Dan noted that there was a substantial increase in the telephone charges across departments. Katy explained that the transition to voice over internet did not include fax or security lines which Otelco was not willing to budge on. Nate pointed out that having hard lines with plug in phones for each building is critical in emergency response planning. Nate will review in more detail with Katy/Mo and Staff to determine if changes are warranted. (2/10/22) Nate advised resetting up copper phones in every location would be expensive. Instead he is working out plan to have at least 1 landline copper line at critical locations for emergency use. No add'l costs this year. Dan suggested use of DSL may be an option as well. Nate will check into that as well.</p>

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

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

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

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

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

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

No	Items Label	Cost Est.	Task No.	Description	Comments
48	Flyer in Tax Bill	TBD	N/A	Create a Flyer to go in Tax Bill in Fall	(1/31) Katy suggested one way to communicate change in Senior Property Tax Assistance program timing would be to send a flyer in the tax bills. Sandy suggested the Council work between now and the cut off 8/15 to identify other items and make sure the postage to add a page is full used (fill both sides of the flyer). An example, the Village Gateway planning, Volunteer openings, etc.
49	HR Policy updates	TBD	N/A	If HR Director is created as proposed, update employee policies to address possible conflict of interest with Manager	(1/31) Nate is proposing to transition the Asst to the Manager position into an HR Director with a possible Asst Manager succession plan. Sandy pointed out with the HR Director reporting directly to the Manager, the policies will need to be reviewed/updated to provide for a process for conflict of interest decisions - HR decisions related to the Manager.
50	Legal Services / Engineering Services	\$4,525 increase (legal)	N/A	Prepare Request for Proposals for (1) Legal Services (2) Engineering Services	(2/10/22) Nate advise Jensen & Baird is increasing their hourly rate. Council had discussion on when the last time an RFP (request for proposals) was posted for Legal Services. It has been well over a decade - same goes for Engineering Services. Nate advised that standard practice is to put out an RFP every 3-5 years to ensure best options for Town. It is no reflection on services, but due diligence from a financial standpoint. The issue of our Auditing Services also came up - but Katy advised we have a 9 year contract with them. Nate will work up an RFP for the legal services as soon as feasible.
51	Science Building	\$375,000	N/A	Determine Needs & Uses for Science Building	(2/14/22) Mo presented the results of the feasibility study for the Science Building. The recommendations is best use if for open space (2nd floor) and then conference room, kitchenette, ADA bathroom (1st floor). ADA accessibility must be addressed by either (1) ramp - not approved by State Historical Agency (2) lift - most economical and user friendly to historical building (3) elevator. Costs to convert building to usable = \$375k. Mo advised asbestos and lead paint have been addressed both inside & outside building. Council agreed we need to have conversations with residents, recreation department, and others (library, local organizations, etc.) before deciding on best use. Should roll this into the Village Gateway/Village master plan outreach efforts. It is likely a bond package will be the best option to move forward - possibly rolling it into Village Gateway work/infrastructure project - funding.
52	Town Seal	TBD	N/A	Consider possible update of Town Seal	(2/24/22) While discussing the Town Brand item, the issue of the Town Seal came up. Could/should it be redesigned to refresh it? Make it more relevant? How much would it cost? Something to consider for next year's cycle.
53	Recreation Transportation	TBD	N/A	Evaluate options for Recreation Dept Transportation	(2/24/22) Right now, Rec is dependent on School bus availability which has been greatly hampered due to covid and driver shortage. There are insurance issues related to Gray renting their buses, but perhaps we could contract their services. Nate pointed out that some of the driving would be done at peak School times or when School is not in session so it may not be feasible. Another option would be to work with NG to do a joint purchase of a van or small bus that could be shared. Anthony/Nate will work on collecting data and coming up with options for the next budget cycle.
54	Transfer Station	TBD	N/A	Track & evaluate impact on Transfer Station budget created by new Packaging Legislation	(3/3/22) The Legislature passed a bill to require producers to fund the costs of recycling packaging material they create. The fees will be based on how much they produce and are supposed to be used to offset municipal waste costs. Nate will need to research and track the new policies as they come on line and work with Randy to update costs next year.

No	Items Label	Cost Est.	Task No.	Description	Comments
55	Driveway Inspections	TBD	N/A	Evaluate which Dept should do Driveway Inspections	(3/3/22) Scott advised that he has limited experience with driveway standards and inspection as the Town's he worked in previously had Public Works do the inspections in lieu of Code Enforcement. That seems to be a better alignment given the expertise in Public Works and the need for them to inspect other aspects of permits/plans. Nate to research in the coming year and make recommendation to Council.
56	PFAS	TBD	N/A	Investigate State Level PFAS testing/resources	(3/3/22) Staff will ask Cumberland County Water & Soil if they can add testing to include PFAS screening to their upcoming work. They may also have some guidance on the State level options. Staff will work to obtain more information on what is available to residents via State resources as Gray has 2 sites identified and residents should test their wells depending on where they are located.
57	Planning Fund	TBD	N/A	Create a CIP fund for Planning/Engineering	(3/3/22) Sandy pointed out there have been a few situations where we would like to move from shovel worthy to shovel ready, but do not have access to funds until the next fiscal year. Or have run into situation (like the stormwater collapses) which are urgent and need engineering or professional planning/review. Council is willing to consider setting up a fund which would allow us to put away money, but need to make sure we clearly define the parameters of the fund and how the money could be used.
58	Rescue Fees	TBD	N/A	Complete annual review/analysis for Rescue Fees	(3/8) Council/Staff agreed an annual review/analysis should be done to ensure rescue fees are keeping pace with expenses are in line with the Region.
59	Stormwater	TBD	N/A	Reach agreement with MDOT for Stormwater replacement on Portland Rd (South)	(3/8) Alec adv the Council of his concerns related to the status of the stormwater infrastructure on Portland Rd from around NAPA/Dollar Store to the ditch (around the B&R Dairy). There are 4/5 catch basins. MDOT has advised they want similar video work done to demonstrate the need for replacement. Alec working on costs.
60	Stripping	TBD	N/A	Conduct outreach to Mayberry Residents on possible new stripping	(3/8) Council discussed need to improve safety on roads outside the Village like Mayberry and whether stripping like on Hancock may work on that road. Alec pointed out it does have a yellow double line so we would have to account for that in our discussions. Sandy pointed out there has been a request over the years to lay down seasonal speed bumps - at least in the area of Wilkie's Beach - but no consensus from residents. Anne adv when Hancock was done it was a process - starting with forums with the residents. Council agreed that is the way to begin.
61	Royal River Land Trust	\$30,000 Sub-D + Staff resources	N/A	Partner with RRCLT to create parking lot on Ramsdell Rd	(3/17/2022) Alan Stearns from Royal River Conservation Land Trust presented info to the Council about a new land purchase to conserve existing and create new trails which about the Libby Hill parcels. There is a old log lot on Ramsdell Rd which is clear, level & dry. They would like to set up a parking lot there to keep cars off the road once they announce the acquisition and open to the public. They are requested \$30,000 from the Sub D account for the work - which could be less if Town staff assist with the work. They are also asking the Town to partner with them in clearing the lot and keeping eyes on activity/issues at the lot.
62	Community Service	\$3,000-5,000	N/A	Little Sebago Lakes Dam Repair funding	(3/17/2022) Rep from Little Sebago Lakes Association have requested an additional one time payment to assist with the replacement of the Dam. The estimated costs are around \$76k. The Town provides \$10k annually for other programs. Windham has agreed to a \$3k additional payment.
63	Law Enforcement	TBD	N/A	Obtain addt'l information for future Law Enforcement costs	(03/17/2022) Council discussed possibility of obtaining addt'l information from the Sheriff's office regarding costs for continued contracts - for example - when do union contracts come up for renegotiation. Nate will research.

No	Items Label	Cost Est.	Task No.	Description	Comments
64	EV Charger	\$25,000	N/A	Install (2) EV Chargers at Pennell Complex	(03/17/2022) Mo went over analysis & location for 2 EV chargers at the Pennell Complex which will require a new service - to avoid overtaxing existing services. Given the work necessary for the sewer update - Mo is looking to roll all changes - conduit for new electrical, burying propane tanks, laying new water lines, etc - into that project to save costs and disruptions. Estimated cost for EV Charger is around \$30,000 if we increase to 400amp service at the same time. There are rebates available - but limited. The new infrastructure funding have funds set aside for EV chargers in "rural" areas - may or may not qualify. Council set up account which has \$5,000 from last year - so addt'l \$25,000 is needed.
65	GHS Lease	N/A	#74 closed	Incorpoarte GHS ultiility accounts into Town's process	(03/17/2022) Katy advised that in June she can update the Solar Array account list to include the GHS CMP account and notify Irving to start making deliveries to that location.
66	GCTV Usage	N/A	N/A	Create Metrics to measure GCTV Usage	(03/17/2022) Council agreed to realignment of staff in hopes that Library Director will have more capacity (with Asst. Director added) to engage Community and increase programming on GCTV. Council would like some baseline metrics created and then used to check back next year on progress.
67	Cemetery	N/A	N/A	Review Lanes in Cemetery for repairs	(03/17/2022) Cemetery budget letter included a statement indicating the group would like to meet with Town Staff to review the status of the lanes and discuss long term repairs and upkeep in coming year.