



TOWN GRAY
GRAY TOWN COUNCIL BUDGET WORKSHOP
AGENDA • MARCH 22, 2021

**Gray Town
Council Budget
Workshop**

**Online Via Microsoft Teams
Link Posted to graymaine.org Day of Meeting**

4:00 PM

OPENING STATEMENT:

Due to the Governor's latest Executive Order, this Workshop will not take place in person. This Workshop will be held online with a link provided on the Town website (www.graymaine.org) the day of the session.

CALL TO ORDER

Roll Call

BUDGET WORKSHOP 4:00 - 6:00 PM

- **Follow-Up**
 - Council needs to determine add'l stripping for Shaker Rd/bridge
 - Council needs to work with Kathy on tree canopy – Alec confirm not in project, but could be added as “add on”
 - Movies in the Park – add'l funding needed - \$200 per movie – Nellie to provide counts on participation
 - Nate/Mo to provide update on condition of boat ramp – can it go another year to allow possible grant app?
 - Mo adv info on alternatives to aluminum ramp at NB, but needs to meet with contractor on timing -update
 - Katy check with Alyssa to see if bond \$\$ can be used for 2 facilities studies
 - Katy check to see if TIF funding can be used for the “water conditions” study
 - Nate to obtain more information on Broadband funding needs (Deb had advised there was likely a request)
 - Do we need a separate Warrant Article question to establish the accrued time fund?
- **Council Decisions**
 - Dan – discussion on water prompted a possible add'l item to be shared with Council
 - Make Sub D / Enterprise funding decisions
 - Discussion of long term plan for Pennell footprint to coordinate ongoing efforts & Village Planning
 - CIP Payment/Changes:

- Final decision on Mo's proposed Facilities Studies (2) @ \$50,000 each
- Pennell Septic – start saving? Next year?
- Individual Councilor proposals – for changes
- Identify final changes for Katy to make for March 24th meeting – final numbers to be agreed upon then

ADJOURNMENT

Motion to Adjourn

** 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.*

Tues – Jan 12th – 4-6pm:

-Town Manager Items:

- COLA raises status
- Education Fund requests
- Flat funding or overall percentage increase
- Direction regarding budgeting for Public Safety Safer Grant
- Standardized form for Department Heads

-Staff Items:

- Ensure fencing is included in CIP
- Ensure exiting sidewalks are included in CIP
- Long term pavement plan – to catch up – status (Public Works set for 3/1 workshop)

-Council Items:

- Employee sick time policy (accumulation/carryover)
- Fiscal Policy – CIP/large project funding (bonding)
- Broadband – grant with Windham/other
- Dog park
- Senior programs – additional funding requests

Tues – Feb 2nd – 4-6pm: CANCELLED

Thurs – Feb 11th – 4-6pm:

-Presentation of initial budget:

-Administration Review:

- Health insurance increase
- HR Discussion - update
- Accrued sick/vacation time fund / Contingency Fund
- County budget timeline change
- 3/12th payment - \$75,000 deadline
- Status Cable Franchise fee recovery/contract/funding
- Elections
- Utilities

-Assessing:

Thurs – Feb 18th – 4-6pm:

-Communication/Information Department: (4-4:30pm)

- Committee request to use recovered Cable fees for equipment
- Review of Grant's hours – possible increase

-Maintenance/Recreation Department: (4:30-6pm)

- Realignment with Rec Staff (grounds/fields)
- CIP items (in bond/other)
- CIP payments (1) BB court lights (2) skateboard park (3) field reconditioning
- Update CIP (1) vinyl coated fence (2) full replacement/erosion prevention boat ramp – Wilkie's
- Status Science Building
- Dry Mills Schoolhouse repair – status of allocated funds
- Library heating system update

- Automatic fuel shutoff – Dan
- Fencing in CIP schedule
- Libby Hill maintenance
- Long Hill Rd ATV grant match

Mon – March 1st – 4-6pm:

-Recreation Department: (4-4:30pm)

- Remaining CIP items
- Enterprise fund update/projection
- Childcare Program update
- Recreation Program Director status
- Status playground grant

-Transfer Station Department: (4:30-5pm)

- CIP items (in bond/other)
- Increases in contracts, if any

-Public Safety Department: (5-6pm)

- Operations & CIP items (in bond/other)
- Public Safety Report changes/budget items

Tues – March 2nd – 4-6pm:

-Public Works Department:

- Paving (1) last year's status (2) this year (3) road study – new estimate
- Paving – long term plan
- Winter/Summer Roads/Add'l/Garage – changes only
- Striping – new approach/add'l for Shaker rd? other?
- Shaker Rd Project – status/trees/other?
- Speed/construction sign – pushed from last year
- Libby Hill Rd sign (No Public Access)?
- Pocket park – included in Public Works budget
- Ext of Hannaford Sidewalk on Route 26/Libby Hill paving/sidewalks (Other submitted) – status grant?
- Traffic calming measures – devices
- Extension of path from Cumby's to Brown Street

Tues – March 9th – 4-6pm:

-Community Development/Code Enforcement:

- Pocket Park – status
- Stormwater modeling – status
- Facilities Study
- Watershed – update from CCCS&W/new requests
- Illumination Tool
- Training – Planning Board/ZBA
- Science Building – Facilities use study grant – have 24 months
- Economic Development Director Position – Dan Cobb suggestion

-TIF:

- Route 115/Yarmouth Road expenditures (Route 100 South TIF)

-Village TIF funds

-CIP:

-All remaining items

-Land Acquisition Fund

-Follow-Up: On items logged during workshops

-Mo to provide est. for composite or non-PT marine grade wood ramp at Newbegin

-Sandy to check with State regarding Boat Ramp Grant program/donations – note each concrete plank \$207

-Katy to id/move all remaining expenses from Rec Dept to Build/Grounds to follow reorganization

-Sandy to pull info on costs to move to single stream/curbside trash pick up

-Dean to discuss generator request for Libby Hill shed to assist with maintenance especially grooming

Mon – March 15th – 4-6pm:

-Library:

-Committee/Board requests:

-CEDC Budget request

-Blueberry Festival Committee

-Open Space Committee request for \$300-500 for survey/mailings

-(Note – not on published agenda) – Planning board/ZBA training

-Community Service: (including Lake Association requests)

-Law Enforcement:

-Senior Tax Rebate program (separate question on ballot)

-EV Charging Station/Electric Vehicle conversion: Moved to 3/22 due to lack of time

-Follow-up:

-(Note – not on published agenda) – Bond savings discussion – confirm what is included

-Incl final/full \$75k rainy day fund payment – reconsideration? Split between this year/next year?

-Determine amount/location of contingency fund for Building/Grounds Dept. Moved to 3/22 due to lack of time

-Nate to review status of Recreation Director position with staff and determine timeline

-Dean/Nate to reach out to MMA to obtain more info on insurance/liability for skating at Crystal Lake

-Alec to provide estimate cost to add sidewalks to paving conditions study

-Alec to check in with Randy to determine what/if any striping is needed at Transfer Station

-Katy to update CIP to remove Wilkies, update paving list, tag items in ‘bond savings’

-Revenue Sharing/Excise Tax Forecast: Moved to 3/22 due to lack of time

-LD1 Status: Moved to 3/22 due to lack of time

Mon – March 22nd – 4-6pm:

-EV Charging Station/Electric Vehicle conversion:

-Follow-up:

-Council needs to determine add'l striping for Shaker Rd/bridge

-Council needs to work with Kathy on tree canopy – Alec confirm not in project, but could be added as “add on”

-Movies in the Park – add'l funding needed - \$200 per movie – Nellie to provide counts on participation

-Nate/Mo to provide update on condition of boat ramp – can it go another year to allow possible grant app?

-Mo adv info on alternatives to aluminum ramp at NB, but needs to meet with contractor on timing -update

-Mo to discuss need for (1) Newbegin stage removal & update on GHS outreach (2) Pennell Stove

-Katy check with Alyssa to see if bond \$\$ can be used for 2 facilities studies

-Katy check to see if TIF funding can be used for the “water conditions” study

-Nate to check with Galen/Mo on GHS Lease – should budget be put back to \$6k until resolved? (not on published agenda)

-Verify whether \$150 for slido application will remain in CEDC or move to IT budget – Nate update (not on published agenda)

-Nate to obtain more information on Broadband funding needs (Deb had advised there was likely a request)

-Sharon to obtain est admin staff hours/Nate to discuss with staff to ID impact – Senior Tax Rebate (not on published agenda)

-Determine amount/location of contingency fund for Building/Grounds Dept

-Do we need a separate Warrant Article question to establish the accrued time fund?

-Revenue Sharing/Excise Tax Forecast:

-LD1 Status:

-Council Decisions:

-Dan – discussion on water prompted a possible add'l item to be shared with Council

-Make Sub D / Enterprise funding decisions – Katy to provide update on recommendations

-Discussion of long term plan for Pennell footprint to coordinate ongoing efforts & Village Planning

-CIP Payment/Changes:

-Final decision on Mo's proposed Facilities Studies (2) @ \$50,000 each

-Pennell Septic – start saving? Next year?

-Senior Tax Rebate – final decision (not on published agenda) – IF yes, then separate question?

-Individual Councilor proposals – for changes

-Identify final changes for Katy to make for March 24th meeting – final numbers to be agreed upon then

Wed – March 24th – 4-6pm:

-Follow-up:

-Review all remaining outstanding items from previous workshops

-Outstanding Tasks:

-Review final numbers for overall budget

-Review Council list for outstanding

-Determine impact to MIL Rate

-Council discussion on overall budget:

-Make final adjustments – straw poll on budget

-Agreement on 'separate question' items

-Presentation material content – April 6th TC meeting – packet due March 29th

Tues – April 6th – TC Meeting – 7pm – Budget Presentation & Public Hearing – feedback from Residents

Mon – April 12th – 4-6pm:

-Discuss any feedback from Public Hearing on April 6th.

-Finalize specific requests for wording of warrant articles for April 20th TC meeting – packet due April 12th

-Draft of Budget Flyer/timeline

Tues – April 20th – TC Meet – 7pm – appr of Warrant Articles/**May 18th – TC Meet – 7pm** – appr Municipal Warrant

Jonathan Hartt

From: Sandy Carder
Sent: Monday, March 8, 2021 12:17 PM
To: Nathaniel Rudy; Jonathan Hartt
Cc: Jolie Fahey
Subject: Fw: EV Charging Station figures
Attachments: L2-EV-Charger-Companies_10.9.20.pdf; L2-EV-Charger-Installers_10.9.20.pdf

Hi Nate,

Here is the information I shared with Deb in January. At the time, we thought we may be able to include installation of an EV charging station as one of the GPCOG projects. After speaking with Chris Chop at GPCOG, he felt the project was too small be considered.

The question is - does the Council want to budget money to install one. Below is the information I was able to pull together for estimated costs/rebate programs. If you have any additional information on EV charging stations, feel free to include it.

Hi Jon,

Please include the below e-mail and enclosures in the 3/15 Budget Workshop packet - along with anything else Nate wants to add.

Thanks

Sandy

From: Sandy Carder
Sent: Monday, January 11, 2021 3:47 PM
To: Deb Cabana <dcabana@graymaine.org>
Cc: Anne Gass <Agass@graymaine.org>
Subject: EV Charging Station figures

Hi Deb,

I have found the following information on the Efficiency Maine Website related to general costs for installing an EV Charging station. Rebates for Level 2 chargers are \$500 for the first plug and then \$250 for the next. There is a separate program for Level 3 chargers - as you can see, they are significantly more expensive. These rebates are after purchase. CMP has a separate rebate program, but they were not sure if there was money left in that one and you cannot double dip - it's one or the other.

For Vehicles, their rebates are \$12,000 for a full EV and \$5,000 for a hybrid plug in - you must get pre-approval and then the dealer gets the rebate at point of sale. I've sent a separate note to Anastasia and Amalia regarding the free evaluation Efficiency Maine provides to create an EV Fleet conversion plan. I believe it is really through Maine Clean Communities (GPCOG!) or Jessica Hench - so I just added her to the note. As I stated, EV Truck supplies are an issue right now. They recommended an EV charging station be installed as a first step. I also found out that MSAD15 may be considering installing one as well.

I think for purposes of a possible submission to GPCOG stimulus grant money, we would determine if we were to install a level 2 charger, where could we put it at Pennell. Would it require the loss of a parking spot?

Require more installation work due to location? Enclosed is a list of companies that sell EV Charging stations and also a list of local companies with experience installing them. My meeting on Wed should provide more information and I can also ask specifically about this type of application.

Sandy

About EV Charging Stations

There are three primary types of charging equipment:

	Description	Suited For	Power Supply	Approximate Charging Time	Typical Costs*	Efficiency
Level 1	Typically the charger included with an EV purchase or lease	Residential, workplace	Standard 120V outlet (standard home outlet)	8-15 hours	\$300-\$1,500 equipment; 0-\$3,000 installation	
Level 2	Most home and public chargers are Level 2.	Residential, workplace, multifamily dwellings	240 V (similar to an electric dryer outlet)	3-10 hours	\$400-\$6,500 equipment; \$600-\$12,700 installation (networking often increases costs)	Discount S Rebate Entities and Sel
Level 3 or DC Fast Charging	Fastest kind of charging available	Sites catering to through-travelers or sites with high demand	20-150 kW	20 min – 1 hour	\$10,000-\$40,000 equipment; \$4,000-\$51,000 installation	

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

About EV Charging Stations

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	Description	Suited For	Power Supply	Approximate Charging Time	Typical Costs*	Efficiency Maine Funding
Level 1	Typically the charger included with an EV purchase or lease	Residential, workplace	Standard 120V outlet (standard home outlet)	8-15 hours	\$300-\$1,500 equipment; 0-\$3,000 installation	N/A
Level 2	Most home and public chargers are Level 2.	Residential, workplace, multifamily dwellings	240 V (similar to an electric dryer outlet)	3-10 hours	\$400-\$6,500 equipment; \$600-\$12,700 installation (networking often increases costs)	Discounts on home Level 2 Smart Chargers. Rebates for Governmental Entities, Tribal Governments, and Select Maine Non-Profits.
Level 3 or DC Fast Charging	Fastest kind of charging available	Sites catering to through-travelers or sites with high demand	20-150 kW	20 min – 1 hour	\$10,000-\$40,000 equipment; \$4,000-\$51,000 installation	N/A

Installers of Level 2 Electric Vehicle Charging Stations

These companies have experience installing level 2 electric vehicle charging equipment. Efficiency Maine has compiled this list to be a helpful resource and it does not endorse the services or products of any specific service provider that is listed. If you would like to be added to this list, please submit a completed [service provider application](#).

Business Name	Location	Contact	Phone	Email
Augusta Fuel Company	Augusta	Jake Hanley	(207) 623-3851	jake@augustafuel.com
Carbon Day	Wheeling, IL	Bob Spatz	(518) 0505-0508	bobs@carboday.com
Casco Bay Electric	Portland	Matthew Flaherty	(207) 221-3331	cbe@cascobayelectric.com
D.M. Electric, Inc.	Bridgton	Dennis McIver	(207) 838-9905	mciverdennis236@gmail.com
Energize Maine, Inc.	Gorham	Corey Perreault	(207) 222-4222	energizeme@msn.com
Energy Management Consultants, Inc.	Portland	Kayla Kunath	(207) 767-1313	kdhanson@emcinc-online.com
EV Launchpad	Kittery	James Penfold	(603) 828-2919	jp@evlaunchpad.com
G&G Electric, Inc.	Bar Harbor	Gregory Grant	(207) 288-5055	greg@ggelectricinc.com
Hannan's Electric	South Portland	Dan Ouellette	(207) 767-2471	hannanselectric@aol.com
Hedstrom Electric	Camden	Tom Hedstrom	(207) 236-2267	tom@hedstromelectric.com
LaJoie Electric & Control Service, Inc	Presque Isle	Peter LaJoie	(207) 752-0670	peter@lajoieelectric.com
Mo's Electric and Solar Company	Lovell	Karen Lipiatos	(207) 928-2347	moselectricandsolar@yahoo.com
Revision Energy	South Portland	Barry Woods	(207) 221-6342	barryw@revisionenergy.com
Tuomi Electric LLC	Harrison	Chip Tuomi	(207) 595-0051	chip@tuomielectric.com

Businesses that Sell Level 2 Electric Vehicle Charging Station Equipment

These businesses sell electric vehicle charging equipment for residential and commercial use. Efficiency Maine has compiled this list to be a helpful resource and it does not endorse the services or products of any specific service provider that is listed. If you would like to be added to this list, please submit a completed [service provider application](#).

Business Name	Contact	Website	Mailing State	Phone	Email
Blink Charging		https://www.blinkcharging.com/	Florida	(888) 998-2546	sales@blinkcharging.com
Carbon Day	Bob Spatz	https://www.carbondayautomotive.com	Illinois	(518) 0505-0508	bobs@carboday.com
ChargePoint	Dedrick Roper	https://www.chargepoint.com/	California	(669) 237-3205	grants@chargepoint.com
ClipperCreek, Inc	Will Barrett	https://clippercreek.com	California	(530) 887-1674	will@clippercreek.net
Energy Management Consultants, Inc.	Kayla Kunath	http://emcinc-online.com/	Maine	(207) 767-1313	kdhanson@emcinc-online.com
EV Charge Solutions	Wendy Quinn	https://www.evchargesolutions.com/	New York	(585) 533-4051	wquinn@evchargesolutions.com
EV Connect		https://www.evconnect.com/	California	(888)780-0062	info@evconnect.com
EverCharge		https://evercharge.net/tech	California	888.342.7383	charging@evercharge.net
EVgo		https://www.evgo.com/	Texas (in Maine)	(877) 494-3833	support@evgo.com
EV Launchpad	James Penfold	https://www.evlaunchpad.com/	Maine	(603) 828-2919	jp@evlaunchpad.com
FLO Services USA LLC	Christina Ficcchia	https://www.flo.com/	New York	(877) 505-2674	cficcchia@flo.com
FreeWire Technologies	Ethan Sprague	https://freewiretech.com/	California	(520) 292-6362	jspillman@freewiretech.com
Greenlots		https://greenlots.com/	California	1-888-751-8560	info@greenlots.com
Green Power Technology (GPT)	Ronald Gulmi		New York	(516) 359-6038	ronald.gulmi@eaesi.com
Juice Bar	Paul Young	https://www.juicebarev.com/	Connecticut	(860) 308-2054	paul@juicebarev.com
Leviton Manufacturing	William Ammon	https://www.leviton.com/en/products/brands/evrgreen	New Hampshire	(603) 382-9344	wammon@leviton.com
MOEV		https://www.moevinc.com/	California	1 (470) 765 MOEV	info@moevinc.com
OpConnect, Inc	Dexter Turner	https://www.opconnect.com/press/	Oregon	(503) 553-9106	sales@opconnect.com
PowerFlex - EDF Renewables		https://www.powerflex.com/	California	(650) 469-3392	info@powerflexsystems.com
SemaConnect		https://semaconnect.com/	Maryland	(800) 663-5633	-
Volta		https://voltacharging.com/	California	-	info@voltacharging.com
Webasto/EV Solutions		https://www.evsolutions.com/	Delaware/California	(888) 833-2148	evscs@webasto.com

Buildings and Grounds Proposed CIP FY 2022

Electrical

Public Safety Generator **\$28,500**

The requested amount is in addition to the \$15,000 that was originally in the bond. After the most recent outage it was determined that 30kw is not enough to run the building. Upon further review the building is better served by having a 50kw three phase generator that will provide power for the entire building.

Pennell Standby Generator **\$43,500**

Install 60kw 3phase Propane Kohler Generator. This size generator allows for the building to operate essential functions. The building is already equipped with a Kohler automatic transfer switch. A generator pad was constructed during the renovation and conduits were run.

Energy Efficiency

Buildings and Grounds- Window Replacement **\$2,000**

Replacement of the four windows. Two of the current windows are single pane, the other two are vinyl replacement windows. None of the windows operate, which does not allow for fire egress or for ventilation.

HVAC

Library Boiler Replacement **\$28,500**

Although the existing boiler has potential life left in it of approximately four years based on best case scenario now would be a good time to replace it. It has been plagued with issues, and we are on the verge of replacing parts that have already been replaced.

Transfer Station Waste Oil Stack **\$7,500**

Replace Furnace stack, from installation the stack has rested on the floor and has been unsecured to the building. When heavy snow slides into the stack it breaks it free from the furnace it allows exhaust to enter the building and allows snow/rain to infiltrate the building

Boiler Failure Monitoring **\$4,000**

A one-time cost to have the boilers wired into the alarm monitoring. In the event the boiler fails to light and locks out after attempted restarts the alarm circuit signals to the monitoring company. This prevents the possibility of a building cooling and potentially freezing.

Safety

Public Safety Access Control Reader Upgrade **\$3,400**

Public Safety's access control uses a low-level access key, which leaves the potential for easy duplication of existing issued access keys. Upgrading the readers to iClass which the rest of the Town buildings use will allow for a more secure facility as well as allow for one card to be used at any building.

Pennell-Interior Staff Door Lockset **\$2,750**

Replace existing combination numeric keypad/lock override with an access control lock with key override. The numeric lock has operated using the factory master coder from day one, which means a new code is not an option. The access control would only allow staff to enter the area.

Building Maintenance Continued

Newbegin Stage

\$24,000

Remove existing stage, dropping the level into plane with the gym floor, construct storage closets at the back. Reposition cabinet unit heater, reroute electrical feed, reroute fire alarm device wiring, remove sprinkler heads that would no longer be needed. Install a sub panel in stairwell near kitchen.

The condition of the stage is poor, years of high heat from the old steam system compromised the hardwood. The stage itself does not serve a useful purpose for the programming that is offered.

Recreation could use more storage at the gym level, and it would be more beneficial to store chairs, tables and other equipment used in the gym. One closet would be used for storing election related items also freeing up storage space in Maintenance Building.

Public Works Garage Floor

\$25,000

The concrete floor has taken extreme abuse from salt and sand. Areas of the floor has spalled, begun to break up and is not sealed. The floor would be mechanically prepped and sealed.

Public Safety Kitchen

\$15,000

The existing kitchen is original to the building. The cabinets and counter are wearing out. The prep space is insufficient, a three-bay sink is required by code, refrigeration and freezer space is inadequate for staffing needs of the building.

Welcome to Gray Signs

\$4,000

Replace the remaining "Welcome to Gray" sign

Pennell Kitchen Range

\$12,000

Install kitchen range that was in original plans. The range would be used for the building in the event the Town need an Emergency Operations Center, Summer Camps LIT program, other functions at Town Hall. Cost includes installation of commercial hood, roof mounted exhaust fan, fire suppression stainless steel backsplash and integration with fire alarm panel.

Equipment

Tractor Attachments

\$6,000

Attachments included are aerator and spreader. The fields and lawns have not been aerated on a regular basis. This will allow us to put this into a regular maintenance program. The spreader would be used for over seeding, fertilizing and in the winter for spreading salt.

Sewer Inspection Camera

\$3,600

100' reach inspection camera with locator. This allows for routine inspection of waste lines, roof drains, and conduits after construction. Currently when we use this service it is in response to a problem in our waste lines and it is quite costly. With the aging infrastructure, this would allow to inspect lines now to have a baseline of their condition. Having the camera will also allow to look to see the issue if a problem arises.

Voting Booth Replacement

\$7,000

Replacement would be of the booths that link together. Repairs are made during setup and after each election. The hinges are failing, and the booths need forceful persuasion to lock together. At this time approximately a third of the total booths are not repairable and have been cannibalized for parts

Reserve

Buildings Contingency Fund

\$15,000

This fund would allow for emergency repair expenses that come up to be covered. In the past when pricey repairs have needed to be made, we must put off other maintenance items that had been in the plan to take care of. Facility maintenance with the equipment the town has some repairs can be costly. In the current fiscal year approximately \$10,000 was spent on repairs to the waste lines at the Newbegin building, which means putting off some maintenance items for another year.

Miscellaneous

Property Condition Assessment

This report addresses the municipal buildings in the Town. The function of this is to create a document that will assist in scheduling future capital improvements. This process evaluates all aspects of the buildings. It provides an overall description of the building, then details civil, structural, architectural, mechanical, and electrical aspects. It makes recommendations on expenses in categories of Immediate, Short Term, ADA, Code Compliance, Energy Efficiency, Replacement Reserve, Improvement Reserve, Increased Electrical Load.

Space Needs Analysis and Facilities Assessment

This report works off information that is ascertained from the Property Condition Assessment. This looks at how each department works in their respective spaces, the equipment that is used, and what is needed. This allows for the Town to make informed decisions for the long term as to what should be looked at replacement, expanded, or relocated.

**TOWN OF GRAY
BOND SAVINGS PROPOSAL FY 2022**

Purchase Savings to date:		776,828.00
Proposed Use of Bond Savings:		
Public Safety Thermal Imaging Camera		8,725.00
Deputy Vehicle		48,300.00
Heavy Equipment Trailer		30,000.00
Tractor Attachements		6,000.00
Public Buildings CIP Requests		
Newbegin Handicap Ramp	45,000.00	
Public Safety Apparatus Bay Floor	25,000.00	
Public Safety Brick Façade above Main Entry	15,000.00	
Newbegin Stage	24,000.00	
Public Safety Kitchen	15,000.00	
Public Works Garage Floor Sealing	25,000.00	
Welcome To Gray Signs (2)	4,000.00	
Public Safety Generator	28,500.00	
Pennell Generator	43,500.00	
Building and Grounds Window Replacement	2,000.00	
Library Boiler Replacement	28,500.00	
Transfer Station Furnace Smoke Stack	7,500.00	
Public Safety Access Control Reader Upgrade	3,400.00	
Public Safety Fire Alarm Panel	6,500.00	
Public Safety Access Control for Chiefs Door	2,500.00	
Pennell Interior Staff Door Lockset	2,750.00	
Newbegin Access Control Door Upgrade	1,500.00	
Old Village Station Radio Tower Removal	5,500.00	
Town Wide Access Control Partitioning	8,750.00	
Pennell Kitche Oven	12,000.00	
Sewer Inspection Camera	3,500.00	
Boiler Failure Monitor	4,000.00	
Voting Booths	7,000.00	
Condition Study	50,000.00	
Facility Study	50,000.00	
Total Public Building CIP Request		420,400.00
		<u>513,425.00</u>
Net Savings After Proposals		263,403.00

**TOWN OF GRAY
FY 2022
CAPITAL PROJECTS PROPOSED BREAKDOWN**

	Project	Amount	
Road Resurfacing			
	Dutton Hill Road	\$ 174,675.00	
	Hancock Street	\$ 19,125.00	
	Summit Road	\$ 20,825.00	
	Linden Lane	\$ 25,925.00	
	Liberty Avenue	\$ 14,875.00	
	Steve Mill Road	\$ 19,125.00	
	Marie Street	\$ 18,275.00	
	Marian	\$ 8,500.00	
	Jenny Drive	\$ 22,100.00	
	Fran Circle	\$ 59,500.00	
	Mcquire Road	\$ 17,425.00	
	Aling Drive	\$ 14,875.00	
	Gray Stone Road	\$ 24,650.00	
	Spiro Ave	\$ 9,350.00	
	Wilkie's Beach Improvements (Phase 1)	\$ -	Removed 3/2/2021
	Pavement Condition Study	\$ 14,000.00	
	TOTAL Road Resurfacing	\$ 463,225.00	
Bridge Repair & Replacement			
	TOTAL Bridge Repair & Replacement	\$ -	
Fire & Public Safety			
	Thermal Imaging Cameras	\$ 8,725.00 *	
	TOTAL Fire & Public Safety	\$ 8,725.00	
Public Works, Town Vehicles & Equipment			
	Deputy Vehicle	\$ 48,300.00 *	
	Heavy Equipment Trailer	\$ 30,000.00 *	
	Tractor Attachments	\$ 6,000.00 *	
	TOTAL Public Works, Town Vehicles & Equipment	\$ 84,300.00	
Sidewalks			
	TOTAL Sidewalks	\$ -	
Technology			
	Computers (Town-wide per schedule)	\$ 20,000.00	
	GCTV Equipment	\$ 14,500.00	
	TOTAL Technology	\$ 34,500.00	
Public Buildings			
Building Maintenance			
	Newbegin Handicap Ramp	\$ 45,000.00	*Figure updated per Mo 3/15/2021
	Public Safety Apparatus Bay Floor	\$ 25,000.00 *	
	Public Safety Brick Façade above Main Entry	\$ 15,000.00 *	
	Newbegin Stage	\$ 24,000.00 *	
	Public Safety Kitchen	\$ 15,000.00 *	
	Public Works Garage Floor Sealing	\$ 25,000.00 *	
	Welcome To Gray Signs (2 signs)	\$ 4,000.00 *	
Excavation/Site Work			
Energy Efficiency/Electrical			
	Public Safety Generator	\$ 28,500.00 *	
	Pennell Generator	\$ 43,500.00 *	
	Buildings & Grounds Window Replacement	\$ 2,000.00 *	
HVAC			
	Library Boiler Replacement	\$ 28,500.00 *	
	Transfer Station Furnace Smoke Stack	\$ 7,500.00 *	
Safety			
	Public Safety Access Control Reader Upgrade	\$ 3,400.00 *	
	Public Safety Fire Alarm Panel	\$ 6,500.00 *	
	Public Safety Access Control for Chiefs Door	\$ 2,500.00 *	
	Pennell Interior Staff Door Lockset	\$ 2,750.00 *	
	Newbegin Access Control Door Upgrade	\$ 1,500.00 *	
	Old Village Station Radio Tower Removal	\$ 5,500.00 *	
	Town Wide Access Control Partitioning	\$ 8,750.00 *	
Structural			
	Pennell Kitchen Oven	\$ 12,000.00 *	
Other			
	Sewer Inspection Camera	\$ 3,500.00 *	
	Boiler Failure Monitor	\$ 4,000.00 *	
	Voting Booths	\$ 7,000.00 *	
	Reserve Account	\$ 15,000.00	
	TOTAL Public Buildings	\$ 290,400.00	
Debt Service			
	General Obligation Bond-Bridges/Road (FY 2015-FY 2024)	\$ 172,461.00	
	General Obligation Bond-Library (FY 2015-FY 2024)	\$ 177,214.00	
	General Obligation Bond-PW/Transfer Station (FY 2010-FY 2030)	\$ 214,000.00	
	General Obligation Bond-Pennell (FY 2010-FY 2030)	\$ 160,500.00	
	General Obligation Bond-Town Wide (FY 2019-2039)	\$ 506,725.00	
	TOTAL Debt Service	\$ 1,230,900.00	
Land Acquisition			
	Land Acquisition Fund Payment	\$ 25,000.00	
	Total Land Acquisition	\$ 25,000.00	
Parks & Recreation			
	Concrete Game Area	\$ 6,000.00	
	Crystal Lake Skating	\$ 1,800.00	
	Reclaim Athletic Fields	\$ 5,000.00	
	Basketball Court Lights	\$ 2,500.00	
	Skateboard Park	\$ 15,000.00	
	TOTAL Parks & Recreation	\$ 30,300.00	
Miscellaneous			
	Condition Study	\$ 50,000.00 *	
	Facility Assessment	\$ 50,000.00 *	
	Stormwater Modeling	\$ 10,000.00	Added by Community Development 3/9/2021
	Pleasant River Watershed Restoration Project, Phase II	\$ 5,000.00	Added by Community Development 3/9/2021
	Thayer Brook/Presumpscot River Testing	\$ 2,000.00	Added by Community Development 3/9/2021
	Landfill Water Condition Study	\$ 29,500.00	Figure updated per Doug 3/9/2021
	Total Miscellaneous	\$ 146,500.00	
TOTAL CAPITAL PROJECTS REQUEST FY 2022		\$2,313,850.00	

**TOWN OF GRAY
FY 2022**

CAPITAL PROJECTS PROPOSED BREAKDOWN REMOVING BOND SAVINGS PROJECTS

Project	Amount	
Road Resurfacing		
Dutton Hill Road	\$ 174,675.00	
Hancock Street	\$ 19,125.00	
Summit Road	\$ 20,825.00	
Linden Lane	\$ 25,925.00	
Liberty Avenue	\$ 14,875.00	
Stave Mill Road	\$ 19,125.00	
Marie Street	\$ 18,275.00	
Marian	\$ 8,500.00	
Jenny Drive	\$ 22,100.00	
Fran Circle	\$ 59,500.00	
Meguire Road	\$ 17,425.00	
Alling Drive	\$ 14,875.00	
Gray Stone Road	\$ 24,650.00	
Spiro Ave	\$ 9,350.00	
Wilkie's Beach Improvements (Phase 1)	\$ -	Removed 3/2/2021
Pavement Condition Study	\$ 14,000.00	
TOTAL Road Resurfacing	\$ 463,225.00	
Bridge Repair & Replacement		
TOTAL Bridge Repair & Replacement	\$ -	
Fire & Public Safety		
TOTAL Fire & Public Safety	\$ -	
Public Works, Town Vehicles & Equipment		
TOTAL Public Works, Town Vehicles & Equipment	\$ -	
Sidewalks		
TOTAL Sidewalks	\$ -	
Technology		
Computers (Town-wide per schedule)	\$ 20,000.00	
GCTV Equipment	\$ 14,500.00	
TOTAL Technology	\$ 34,500.00	
Public Buildings		
Building Maintenance		
Excavation/Site Work		
Energy Efficiency/Electrical		
HVAC		
Safety		
Structural		
Other		
Reserve Account	\$ 15,000.00	
TOTAL Public Buildings	\$ 15,000.00	
Debt Service		
General Obligation Bond-Bridges/Road (FY 2015-FY 2024)	\$ 172,461.00	
General Obligation Bond-Library (FY 2015-FY 2024)	\$ 177,214.00	
General Obligation Bond-PW/Transfer Station (FY 2010-FY 2030)	\$ 214,000.00	
General Obligation Bond-Pennell (FY 2010-FY 2030)	\$ 160,500.00	
General Obligation Bond-Town Wide (FY 2019-2039)	\$ 506,725.00	
TOTAL Debt Service	\$ 1,230,900.00	
Land Acquisition		
Land Acquisition Fund Payment	\$ 25,000.00	
Total Land Acquisition	\$ 25,000.00	
Parks & Recreation		
Concrete Game Area	\$ 6,000.00	
Crystal Lake Skating	\$ 1,800.00	
Reclaim Athletic Fields	\$ 5,000.00	
Basketball Court Lights	\$ 2,500.00	
Skateboard Park	\$ 15,000.00	
TOTAL Parks & Recreation	\$ 30,300.00	
Miscellaneous		
Stormwater Modeling	\$ 10,000.00	Added by Community Development 3/9/2021
Pleasant River Watershed Restoration Project, Phase II	\$ 5,000.00	Added by Community Development 3/9/2021
Thayer Brook/Presumpscot River Testing	\$ 2,000.00	Added by Community Development 3/9/2021
Landfill Water Condition Study	\$ 29,500.00	Figure updated per Doug 3/9/2021
Total Miscellaneous	\$ 46,500.00	
TOTAL CAPITAL PROJECTS REQUEST FY 2022	\$ 1,845,425.00	

Category	\$ Amount	One-Time/ Recurring	Ties to Comp Plan/CEDC Duties	Notes
Beautification				
Welcome Sign (at exit 63)	\$300	Recurring	Revitalize Gray Village	Next to turnpike
Micropark (name still TBD)	\$1,000	Recurring	Revitalize Gray Village	Soil building, partially pay for willow fence, etc. This will also be a budget item in 2022-2023.
Banners (4 ft.) for town center	\$2,000	Recurring	Revitalize Gray Village	Printing additional banners. This will be 24 4ft. banners.
Murals	\$850	Recurring	Revitalize Gray Village	Side of old fire station? Back of Manny's Motors?
Banner Hill - evergreens	\$500	One-time	Revitalize Gray Village	Need to see who hangs banners & have discussion about poles/birdhouses.
Street planters - plants	\$100	Recurring	Revitalize Gray Village	
TOTAL	\$ 4,750.00			
Workshops - Community Building				
Public (in person) workshops & work groups (labor)	\$300	Recurring	Cultivate community connections	
Slido (virtual workshop tool)	\$150	Recurring	Cultivate community connections	
CEDC table at Farmers Market	\$50	One-time	Cultivate community connections	Participate in opening/closing - table, flyers - Vinette at this event
CEDC attendance in trainings/conferences	\$500	Recurring	Cultivate community connections	
TOTAL	\$1,000			
Advertising/Marketing				
Gray - shop local show (vinette on local businesses)	\$1,000	Recurring	Support existing business	Show on local cable access channel. Post on Facebook, YouTube, collaborate with high school, community television, scouts, etc. Gather data about local businesses as we do this.
Welcome Booklet	\$100	Recurring	Support existing business	Ongoing print costs
MaineBiz	\$2,250	Recurring	Stimulate new business	Take out a full page write up. This includes free 1/4 ad in Book of Lists
TOTAL	\$3,350			
TOTAL	\$ 9,100.00			

Householder 65 years and over:	800	+/-130		
Less than \$10,000	13	+/-21		
\$10,000 to \$14,999	67	+/-59		
\$15,000 to \$19,999	26	+/-32		
\$20,000 to \$24,999	48	+/-46	154	19%
\$25,000 to \$29,999	28	+/-35		
\$30,000 to \$34,999	44	+/-39	72	9%
\$35,000 to \$39,999	84	+/-55		
\$40,000 to \$44,999	71	+/-52		
\$45,000 to \$49,999	14	+/-17	395	49%
\$50,000 to \$59,999	120	+/-67		
\$60,000 to \$74,999	107	+/-68		
\$75,000 to \$99,999	126	+/-73		
\$100,000 to \$124,999	45	+/-33		
\$125,000 to \$149,999	0	+/-14		
\$150,000 to \$199,999	0	+/-14		
\$200,000 or more	7	+/-10		

% of households over 65 with income under \$50K **49%**
% of households over 65 with income btw 25K and 35K **9%**
% of households over 65 with income less than 25K **19%**

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.
2	Education Funds	\$5,250 per semester - \$0 in 2020	N/A	New continuing education fund policy was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. Employees had until Jan 19th - request included in individual budgets. (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle.
3	Employee Vacation/ Sick Fund	(2020) \$35,000 (2021) \$25,000	N/A	As of June 30, 2017 the Town's Liability for compensated absences - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time .	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28) 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	?	N/A	2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below.	Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option.
5	Watershed Plans	\$18,000 (2018) \$5,000 (2019) \$7,000 (2020)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans.	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done. (3/9/21) Doug adv that the reg grant requires \$10k commitment, but will be split over 2 years (\$5k each). There is also another request for 2 monitoring stations for \$2k this year & \$1k annually.

No	Items Label	Cost Est.	Task No.	Description	Comments
6	Sidewalks - Libby Hill	\$115,000 plus - 20% of total? GPCOG Grant?	N/A	MSAD15 has expressed interest in a joint effort in developing project plans for new sidewalks between Middle & High Schools on Libby Hill Road for possible grant application/approval for outside funding.	Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker RD (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28/19) Council asked to have Will provide estimate for engineering costs. (03/12/20) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. (3/2/21) Council combined this item with the sidewalk ext from Hannaford to Spruce, paving LH road, add a crosswalk to the new possible emergency exit from school - into one project and submit to GPCOG as a shovel ready project for possible state/fed funding. Will not know if there is funding until likely April/May.
7	Public Facilities Study	100000 (2) at \$50k each (Bond)	N/A	\$23,000 was approved in 2018 budget to conduct a Public Facilities Study on current capacity and projected capacity needs. (Public Safety Study)	Mo used Windham's recent study and did a rough draft to obtain quotes, a larger sum (\$56K) will be needed to complete this & the study was not as detailed as needed. Staff recommends breaking this into two pieces - Public Safety & All Other. Public Safety piece may require a specialty consultant. Staff will do more work to present options to Council. \$23k has NOT been spent and could be rolled over & added to - to cover options. Council cut this from the budget - anticipating doing it next budget. (10/28) Deb advised she engaged with a contractor to complete the Public Safety piece in this year's budget and will provide an updated estimate for other departments. (3/26) Council agreed that this should be pushed off 1 year so the new Manager can participate. (2/11) Kathy give a heads up that there is a 2 part study included in Mo's budget as a result of the Town Office issues. (2/18) Mo rev the proposed studies & recommends Property Condition Assess be done first - followed by Space Needs Analysis & Facilities assessment. Windham completed theirs in 2013 and it was critical to better planning. Mo also cited the recent issues at Pennell as a reason - he does not have the capacity or expertise to evaluate the build/equip at the same level as engineers. He pointed out there are hidden items - like the Pennel Septic - that are not on the radar yet & should be. Dan asked if there would be cost savings if we did them together. Mo was not sure as different firms handled the Windham studies. (3/15) Katy adv bond savings can be used to cover these.
8	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.

No	Items Label	Cost Est.	Task No.	Description	Comments
9	Skateboard Park	(2020) \$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a Community Skateboard Park . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28) 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.
10	Land Acquisition Fund	(2019) \$50,000 (2020) \$50,000	N/A	A Community Center has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and item 13B as a review & input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision.
11	Dog Park		N/A	A suggestion was received to establish a Town Dog Park on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location my work, if there is support.	Council agreed this is not something that will be pursued in this year's budget. (10/28) The land fill is no longer an option due to the pending solar array. No further requests have been made, thus it will not be considered this year. (1/19) Council agreed to close this one permanently until such time the issue resurfaces.

No	Items Label	Cost Est.	Task No.	Description	Comments
12	Speed Signs	\$8,600 speed sign \$15,500 for text & speed combo sign	N/A	The Town owns one speed sign . Discussions about purchasing others - that mount to utility poles with flashing lights and "slow down" with the speed have been discussed.	<p>The one sign Gray owns was obtained via a grant. Steve can obtain some costs estimates for a similar one and/or those mounted on utility poles. Also, Deb advised deputies have asked the Town to look into School flashing lights for Shaker Rd as it is difficult for them to enforce without them. MDOT has said we can install. Steve will obtain prices. Dan suggested we also calculate what % of time is dedicated to speeding & provide more information to residents. Steve did advise the sign does record & the data is given to the Sheriff's office. Signs for school zone on hold pending Fiddleheads status - others will need to wait for future budget. (10/28/19) Steve advised he found a different vendor - same sign - mount on trailer version which is in the \$3-4K range. He feels these are more effective than the pole mounted ones as people get used to those. The current sign has been damaged and will likely not be repaired until spring. (2/4) Fiddlehead's charter school is not relocating - they are buying the building & the center will be relocating. Council will need to discuss school signs again. (3/12) Alec advised the cost is closer to \$5,500 to purchase a new hybrid sign that has radar measured capacity as well as construction messaging capacity. He advised it does track data - but the computer it is using is very old. Council would like data at least reported out after each usage. Alec advised it is shared with the Sheriff but they do not maintain the data. (3/26) Alec provided \$8325 price for speed sign only or \$15250 for construction type sign with speed & text. Council believes the multipurpose sign is a better value - but may want to wait until next year. Council will consider once Shaker Rd project costs known. (4/9) Majority felt there is likely value in having addtl sign, but majority also felt it could wait given the existing sign is now fixed & ready for use again and we are purchasing a radar gun for the deputies. (3/2/21) Council rev & do not see a need for another sign this year.</p>
13	Planning /Engineering	Route 100 South TIF Funds - \$176K appx	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	<p>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 addtl 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.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
14	Construction Costs	\$88,400 / GPCOG grant?	N/A	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG.
15	Contingency Fund	Manager \$25,000 Build/Grds \$15,000	N/A	Many Towns (and most companies) incorporate a Contingency Fund into their budget planning to cover unforeseen expenses.	Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an add'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current budget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingency fund is needed. (2/11) Deb adv that this was sufficient. (2/18) Council discussed need for fund for buildings & grounds. Will have follow-up discussion on amount & how to set up.

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16	Senior Tax Relief Program	\$25,000	#53 H8.1 ©	There was limited discussion about a possible Senior Tax Relief program for the elderly property owners.	<p>Sharon proposed a \$25,000 starting fund, but Council wanted to work out details of program before considering as a budget item. (4/4/19) Council discussed again with increase to \$50,000 proposed by Sharon. Council did not agree to add to the budget as increase is already large & would like better handle on sustainability/costs (Cape - \$75k, Cumberland \$65K). Council could not identify items to scratch from budget to compensate for needed funding. (8/6) Workshop held. (10/28) Council has another workshop to determine if consensus can be reached on program parameters. (12/17) final changes discussed - 1st reading set for 1/7. Approved at 1/21 meeting. (3/26) Sharon is req \$30k for this fund. Sandy/Dan want to delay. Bruce/Anne want to reserve decision until final number crunching. (4/16/20) Majority of Council felt this new service should not be added this year given the current situation and strain on other taxpayers - not on a fixed income - who may be losing their jobs, etc. A request was made to put it on the ballot as a separate question, but only 2 Councilors supported. (3/15) Council discussed - Dan is not in favor, Sandy/Anne are undecided, but willing to look at figures incl \$25k - Bruce was willing to look at figures incl \$35 which is what Sharon req. Agreed \$25k to run numbers with final decision to be made next workshop. Anne also suggested IF we proceed that we clearly communicate this is a pilot program and may not continue after the initial test period. Sandy was concerned with the ballooning costs in Yarmouth (from \$25k to \$90k). Sharon will obtain some est. hours of impact on staff time & provide to Nate. Nate will talk to Katy/Lauren to discuss est impact & costs for administering the program.</p>
17	Paving	(2020) \$469,250 (2021) \$449,225	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.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
18	Libby Hill	(2020) \$13,579	#27 H1.2	Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available.
19	Rainy Day Fund	(2020) \$25,000 (2021) \$75,000	N/A	Need to repay 3/12's fund to make it whole	(10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25K this year and look to pay remaining \$75k next year once more is known about the economic downturn. (2/11) Deb adv we have this year & next to pay back the \$75k. Council agreed to leave full remaining payment in budget. Sandy will log as a follow-up and it could change once we get through the rest of the budget. (3/15) Council would like to clear this debt - will run numbers with \$75k.
20	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.
21	Library Heating System	\$28,500 (bond)	N/A	Library Heating System may need to be replaced in 5 years	(2/27) Mo advised increasing maintenance costs are being experienced with the Libaray boiler which should last another 5 years and recommends a future replacement to a version that has faired better in the other public buildings and is less costly to maintain - at a cost of around \$20,000. We are/will spend \$5,000 a year during the 5 years. Discussed the option of just replacing now - Mo clarified system is more complex and has more splits because of the layout (original building & addition). Council wants to make sure future update/conversion is covered in CIP. (2/18) Mo is recommended a full replacement of the Boiler - this would be covered by 2018 bond funds.

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22	Automatic Fuel Shutoff	?	N/A	Should Segall Drive systems be upgraded to automatic shutoff options	(2/27) Dan reminded Council that during the CZA process with Cumberland Farms an automatic fuel shutoff system was discussed (more costly) vs. having personnel being responsible for quickly (and correctly) shutting down systems to prevent a spill or minimize one. More research needed to determine costs/viability vs. benefit. (2/18) Dan clarified this is in regards to the tanks at Seagull Drive given the location near the waterhead. This may be an issue that would be analyzed in the proposed Property Condition Assessment. Need more information - will move to next budget cycle.
23	Fencing	?	N/A	Need to add Fencing to CIP schedule - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle.
24	Existing Sidewalks	\$4,400 (condition study)	N/A	Need to add all Existing Sidewalks to CIP schedules	(4/9/20) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (1/19/21) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie & his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks). (3/2) Council has asked Alec to obtain cost est to add sidewalks to paving condition study (3/15) Alec adv addt'l \$4,400 is needed to add sidewalks to condition study. He also clarified that "maintenance" is not the same for sidewalks - there is limited options because of curbing, ramps, landings, etc. It is more about tracking for full replacement.
25	Paving Plan	?	N/A	Create a long term Paving Plan to "catch up" with recommended schedule	(4/28/20) Dan suggested that between now & next budget, the Council ask Alex to create a long term paving plan - through 2035 perhaps - to identify a route to catch up on the backlog of paving. This could be used in conjunction with the planned road study (next budget cycle) to ensure progress is made each year. (1/19/21) See above sidewalks note.
26	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - Senior Programs	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well.
27	LD1	N/A	N/A	Discuss impacts of LD1	(9/15) Council agreed to log to ensure discussion on how to mitigate issues with LD1

No	Items Label	Cost Est.	Task No.	Description	Comments
28	Enterprise Fund/ Sub D	EF \$157,000 SD \$95,000	N/A	Need to evaluate impact of Covid on Enterprise Fund & Sub D Fund	(9/15/20) Deb has advised current projections have fund just breaking even or with a small revenue amount. (3/1/21) Katy clarified that Enterprise Fund is revenue from Rec Dept programs & Sub D is revenue from Development Fees. Sub D is generally used to expand or upgrade Recreational activities where Enterprise Fund is used to fund the Recreation Staff and operations. There is \$107k in EF with a projection of \$50K this year total of \$157k. Sub D is at \$95k now. But if the Rec Director position is filled, that may impact the EF total. Nat to talk to staff and determine timeline on new hire. (3/9) Katy adv that Nellie & her are working on identifying what in Rec budget can come out of Sub D. Extension of path from Cumberland Farms to Brown Street - through 1st Congregational Church property could be funded by Sub D - if grant & in kind is not enough.
29	Communications	\$18,910 in owed fees / \$102,000 in annual fees	N/A	Consider proposal from Community Communications Committee to use Franchise Fees for Equipment	(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms. (2/11) Council agreed until this money is rec'd, it will not be considered. There was a good conversation about how best to utilize the funding with everyone agreeing increasing communication was a high priority & it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved.
30	Public Safety Study	\$28,550 for generator (bond)	N/A	Review Public Safety Report to determine funding needs for changes	(10/6) Deb shared the report created from the Public Safety Facilities study which contains many recommendations. Some will flow through department budget process, but others may require Council action with possible funding implications. (3/2) The Asst Chief position was budgeted for last year - but not filled as of yet. Kurt is working with Nate on next steps. Another recommendation was the replacement of the generator which Mo has included in this year's budget, but will be covered by the bond savings. Kurt and Nate will have further discussions on the report for future proposed changes which may or may not impact the budget.
31	Stripping	\$300	N/A	Shaker Rd Project - new stripping - increase to annual budget	(10/6/20) As part of the Shaker Rd Stormwater/sidewalk project, new stripping was discussed - reducing lane size to create official bike line with proper stripping, crosswalk addition, additional traffic calming - will add to existing stripping on the road. (3/2/21) Council needs to decide what they would like to see as 'extra' so Alec can adj his budget. Making more narrow lanes is no impact, but adding graphics for the bike lane or stripes across the bridge for to slow traffic & increase safety. Council also wants to loop back to MDOT to update stripping on bridge to match what we decide to do on the road. Alec did state the addt'l striping in Spring worked out well last year. Dan asked that the new striping around No Raymond/Shaker Rd intersection should be added to the touch up list. There was also a discussion that the bike coalition can provide temporary striping for us to test on roads (like Hancock Street) but if we want to make it permanent - it does increase our budget. (3/15) Randy will need more striping. Alec adv addt'l \$300 needed. He will provide est. cost for addt'l striping on Shaker Rd (Village)
32	Electric Charging Station	?	N/A	Consider installing an electric charging station	(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. First step would be installing a charging station - may be grants or other funds available to assist with cost.

No	Items Label	Cost Est.	Task No.	Description	Comments
33	Electric Vehicle Transition	?	N/A	Transition Municipal vehicles to electric versions	(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs.
34	Trees??	? (bond)	N/A	Shaker Rd Project - new canopy trees	(12/1/20) Council discussed plan for tree canopy on Shaker Rd. Several trees are being taken down for the project. Kathy was going to pull a canopy inventory and then complete an analysis of which trees are slated to come down to help identify where new trees may be needed. The species also needs to be identified. Council discussed putting the costs in the project itself or potentially handling outside the project after completion. This is being logged as a placeholder. (3/2/21) Council/Nate needs to follow up with Kathy & decide on replacement trees as bid came in lower than expected and Alec confirmed we could use the "add on" provision to add them to the bid. (3/15) Council agreed to replace trees to restore the canopy impacts. Alec adv submitting a "change order" before construction is complete is the correct route. There is bond savings available to cover the costs and Alec confirmed that because the MDOT portion has not hit the \$500k limit yet, the costs would be split with MDOT. Nate will work with Staff to evaluate the canopy once the old trees are removed to ID replacement locations and then work with property owners, if applicable. Overhead utilities should be considered when selecting locations.
35	Signs - Libby Hill	?	N/A	Update "No Public Access" sign - Libby Hill	(12/15/20) Sandy pointed out that the current sign (unknown if it is the Town's sign or home association sign) at the start of the private road which states "no public access" is hard to read and to verbose. Homestead Acres Assoc has complained about people parking on the road to access the Town's LH trails. Consider updating the sign to be more clear or adding "use trail heads" signs or "no Parking" signs. (3/2/21) Alec believes the sign was paid for by the home association, but installed by the Town. He did price out a sign and it would be around \$750. Council agreed this should be rolled into the larger work on the maintenance agreement as signage should be part of that plan. Sandy advised the signage needs improvement on the trails as well.
36	Illumination Tool	\$2,000	N/A	Purchase illumination measurement device for code enforcement	(12/15) With new sign ordinance illumination restrictions, Code Enforcement will need equipment to ensure compliance. (1/5) Dan believes the tool will be about \$2,000
37	Grant match	? \$ - In kind	#75 H7	Fund grant match for Long Hill ATV trail	(1/5) Anne advised that she is pursuing other grants for the ATV trail rehab on Long Hill Road. The grants will required a 20% Municipal match - which can be met with "in kind" donations and the ATV Club may be able to provide that match via labor/equipment. The timeline is April/May deadline. (2/18) Anne is awaiting data from ATV club. Right now, it is likely there will be no 'cash' match needed. The Town will need to manage the grant - Katy for financial disbursements and Mo as the "supervisor" of the work - however, the ATV/Snowwolve members will likely do all the work. More info should be available in April.
38	TIF Funds	\$365,147	N/A	Determine available funds from Village TIF	(3/9/21) Katy advised \$365,147 is currently in the Village TIF fund

No	Items Label	Cost Est.	Task No.	Description	Comments
39	Septic System	?	N/A	Create replacement plan for Pennell septic system	(2/18) 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.
40	Telephone	\$6,000+ increase	N/A	Review current Telephone set up VOI vs. hard lines	(3/2) Dan noted that there was a substantial increase in the telephone charges across departments. Katy explained that the transition to voice over internet did not include fax or security lines which Otelco was not willing to budge on. Nate pointed out that having hard lines with plug in phones for each building is critical in emergency response planning. Nate will review in more detail with Katy/Mo and Staff to determine if changes are warranted.
41	Boat Ramp	Grant?	N/A	Determine if Grant funding is available for Boat Ramp replacement	(2/18/21) Last year's grant fund was frozen due to COVID. Sandy to reach out to State to find out if there will be funding this year. Last year, State provided some concrete planks to assist with repairs in lieu of grant funding. (3/2) Tom Linscott (Director of Boat Ramp Facilities) advised they do not have funding as of right now, but are hopeful that will change shortly. Forwarded note to Heather Seiders who manages the grant fund. Sandy will tag for follow-up. (3/9) Mo adv that further repairs will require professional services and a DEP permit. Nate to work with Staff to determine if ramp can go another year or not. Town would prefer to apply for grant but may not be able to wait if grant funding is not available in the coming year. Sandy to follow up with Heather on grant status.
42	Stripping Bid	N/A	N/A	Determine if it is possible to allow HOA to participate in Town Stripping Bid	(3/2/21) Dan asked if it would be possible to allow HOA to jump on the Town's stripping bid to reduce overall costs and ensure regular stripping. Katy pointed out there may be an issue because the Town is tax exempt and HOA are not. Further research is needed.
43	Trail Extension	?	N/A	Create a trail extension from Cumberland Farms to Brown Street	(3/2/21) The First Congregational Church is now willing to allow the Town public easement over their property to complete the trail that ends behind Cumberland Farms. This trail is part of the VALT plan and would connect to Brown Street sidewalk system allowing people to get to the Library and Plaza safely. The Rec Dept would use it regularly for summer camp activities and childcare activities. Church has no money. Alec has advised public works could remove the jersey barriers and repurpose them, if allowed. Kathy is working the project and there needs to be conversation with abutters. The current path is gravel and would need to be upgraded to allow for winter snow clearing. An Eagle Scout is willing to make L shaped planters for the project to help slow cyclists. (3/9) Kathy provide more info on status. Anne adv if we can lift conversion issue we could apply for grant money (possibly). Katy believes we could use Sub D funds as well.

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44	Planning Dept Staff	?	N/A	Add Staff Position to Planning Department	(3/9/21) Council received suggestion from resident who is also a member of the PB to consider adding an "economic development director" to the Planning Department. Council/Staff had robust conversation with many options (1) contract services via GPCOG rather than hiring part time person (2) creating 'matchmaker' position to help match available property to 'specific' businesses needed in the Town (3) make add'l zoning changes to help create more options for commercial businesses (4) create "helper" position to assist developers navigate the Town's process/forms, requirements, etc. (5) hire a Planner Assistant to handle administrative tasks for Kathy like application/packets/PB agendas, etc. to free up her time (6) grant writer to assist with finding more opportunities for funding to accomplish larger 'planning' goals. Council agreed more work is needed to determine what really is needed, what makes the most sense & adds the most value. Nate will work with Staff in the coming year to do a more robust analysis in order to bring forward a proposal for next year's budget. Sandy will respond to Dan Cobb.
45	Committee Budgets	?	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 \$500 for open space committee
46	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.
47	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.