

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • MARCH 7, 2023

**Gray Town
Council Budget
Workshop**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/86993432586>
Phone 646-558-8656 / Meeting ID: 869 9343 2586

5:30 PM

CALL TO ORDER

Roll Call

BUDGET - COMMITTEES / BOARDS 5:30 - 5:45 PM

1. Community Economic Development
2. Open Space
3. Wild Blueberry Festival
4. ZBA / PB – make sure personnel development reflected here instead of Community Development
5. PB stipend increased to \$3,500
6. Standardized form for budget proposals

BUDGET - CODE ENFORCEMENT 5:45 - 6:00 PM

1. Operations – update on PT transition

BUDGET - COMMUNITY DEVELOPMENT/PLANNING 6:00 - 6:55 PM

1. Operations – update on new organization structure
2. Watershed work / revolving loan for residential upgrades (*phosphorus standards GPCOG/CCSW*)
3. General Assistance program
4. CIP fund for engineering services
5. VALT Trail extension grant status / Pocket park grant status
6. *Douglas Field update – discussion 3/23*
7. Stormwater modeling status
8. Yellow Book Appraisal – carryforward / status

** 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.*

CEDC 2023-2024 Proposed Budget

CEDC Budget	\$ Amount	One-Time/ Recurring	Budget Category	Ties to Comp Plan/CEDC Duties	Notes	Spearheading Member	Timing	TO-DOs
Beautification								
Welcome Sign (at exit 63)	\$250	Recurring	Projects	Revitalize Gray Village	Next to turnpike - plants, mulch	Lacy	Spring	Need to purchase some evergreens
Banner Hanging (3 x per year)			Projects	Revitalize Gray Village	This is cost for lift truck for installation	Lacy/Mo	3x per year - 3 seasons	LIKELY NOT NEEDED. LACY CHECKING WITH MO.
Mural Competition	\$300	Recurring	Projects	Revitalize Gray Village	\$100 prizes; materials/supplies	Rachel Lyn/Lacy		Need to think about placement
Improvement to Public Building - swap shop		Carry Forward	Projects	Revitalize Gray Village	Potential improvement to swap shop - possible mural; honor that exchange is part of Gray economy;	Lacy/Schelene		Schelene will send official email about carrying this budget item over from FY 2022-23
Banner Hill - evergreens		Carry Forward	Projects	Revitalize Gray Village	Evergreens - to be decorated during holiday; soil improvement	Lacy		Schelene will send official email about carrying this budget item over from FY 2022-23
BENCH	\$1,000	One Time	Projects	Revitalize Gray Village	For the new VALT trail			Need to find out whether proposal includes a bench.
Street planters - plants	\$125	Recurring	Projects	Revitalize Gray Village	Planters in Gray Center	Lacy/Schelene	Spring	
TOTAL	\$ 1,675.00							
Workshops - Community Building								
Public workshops/engagement	\$1,115	Recurring	Events	Cultivate community connections	Speakers & Food Topics: Gray Demographics - Who is Gray and What do We Want (tie to comp plan); Investing in our Village: Swap Shop improvement; Jobs - what kinds of jobs do we have in Gray; what do we want; Could be held at Library; Zoom; micropark Series of forums Potentially stipends for speakers	Rachel Lyn/ Lacy/Schelene		Research Gray Demographics - who's living in Gray; what are they buying?
CEDC attendance in trainings/conferences		Carry Forward	Personnel Development	Cultivate community connections	We are noticing that many events are free; but would like to reserve \$ in budget in case it's needed	n/a		Schelene will send official email about carrying this budget item over from FY 2022-23
TOTAL	\$1,115							
OTHER								
Email for committee members	\$360							\$12 monthly per person - budget for 2
Economic assessment					Local route that travels town at specific times. This would be study for this.			NEED INPUT FROM NATE - potentially transportation or some other topic. We would need to do a RFP
TOTAL	\$360							
Advertising/Marketing								
Printing of fliers (events; CEDC promotion)	\$100		Advertising	Support events, etc.		n/a		
Gray Community Communication				Cultivate community connections				Need to talk to NGXchange - probe creation of Gray column; advertise what's happening in Gray. Farmer's Market; Community Connections - more articles needed about Gray. Goat hikes, etc.
Gray - shop local show (vignette on local businesses) Program	\$750	Recurring	Marketing	Support existing business	Cost for editing; 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.	Rachel Lyn/Schelene		Approx. 10 hours for editing; NEED SCOPE AND PLAN
TOTAL	\$850							
TOTAL	\$ 4,000.00							



TOWN OF GRAY

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

CODE ENFORCEMENT OFFICE

Tammy Munson, Lead Code Enforcement Officer
ceo@graymaine.org

MEMORANDUM

Date: 01/31/2023

To: Members of the Town Council

From: Tammy Munson, Lead Code Enforcement Officer

Re: Staffing Change Proposal

In recent months, we have had the opportunity to review the structure of our department and we are looking forward to this opportunity to provide an expansion of services to the Town.

I have been thinking about the needs of the Department and the needs of the Town as we entered our budgeting season. I am proposing creating 2 new part-time Deputy positions in place of one full-time Deputy. These positions would work 24 hours per week and would also overlap in coverage providing 48 hours of coverage within a 36-hour work week. There is also a possibility of offering earlier inspections to our customers than we are currently limited to, so we are looking at an expansion of hours as well.

I have attached spread sheets with the 2 different scenarios. One shows the financials for the current configuration of the Department and the other shows the proposed 2 part-time positions. Both scenarios demonstrate savings to the Town. Under these scenarios, the Town is gaining an additional inspector, will offer 48 hours of coverage in a 36-hour work week, and have the ability to offer greater coverage of hours. Thank you for your consideration on this matter. I have attached 2 tables illustrating the cost scenarios.

1 Fulltime CEO at \$34 per hour with benefits:

	Hours	Rate	Total for Year	Health Benefits	Retirement	Medicare/FICA
FT CEO	36	34	\$63,648 (salary)	\$23,344	\$3,818	\$4,869
Retirement			\$3,818			
Health			\$23,344			
Medicare/FICA			\$4,869			
Total	36		\$95,679			

2 part time CEO's at \$34 per hour w/out benefits:

	Hours	Rate	Total for Year	Health Benefits	Retirement	Medicare/FICA
PT CEO	24	34	\$42,432	\$0	\$0	\$3,245
PT CEO	24	34	\$42,432	\$0	\$0	\$3,245
Retirement			\$0			
Health			\$0			
Medicare/FICA			\$6,490			
Total	48		\$91,345			

*This is a difference is a savings of \$4,334 to the Town to add an additional employee.

1 Fulltime CEO at \$38 per hour with benefits:

	Hours	Rate	Total for Year	Health Benefits	Retirement	Medicare/FICA
FT CEO	36	38	\$71,136 (salary)	\$23,344	\$4,268	\$5,299
Health			\$23,344			
Retirement			\$4,268			
Medicare/FICA			\$5,299			
Total	36		\$104,047			

2 part time CEO's at \$38 per hour w/out benefits:

	Hours	Rate	Total for Year	Health benefits	Retirement	Medicare/FICA
PT CEO	24	38	\$47,424 (salary)	\$0	\$0	\$3,533
PT CEO	24	38	\$47,424 (salary)	\$0	\$0	\$3,533
Retirement			\$0			
Health			\$0			
Medicare/FICA			\$7,066			
Total	48		\$101,914			

*This is a difference is a savings of \$2,133 to the Town to add an additional employee.

**INTERLOCAL AGREEMENT BETWEEN
CUMBERLAND COUNTY SOIL & WATER CONSERVATION DISTRICT
AND
TOWN OF GRAY**

This Interlocal Agreement (“Agreement”) is made this ____ day of _____, 20_____, by an among the Cumberland County Soil and Water Conservation District, 35 Main Street, Suite 3, Windham, ME 04061 (the “District”), an agency of the State of Maine, and the Town of Gray, (the “Municipality”), a municipal corporation under the laws of the state of Maine. The forgoing also are referred to herein collectively as the “Parties” or singly as “Party.”

WHEREAS, State law encourages the development of regional coalitions of local governments in order to establish efficient and effective delivery of municipal services and the Municipality wishes to implement conservation practices on Panther Pond as efficiently and cost-effectively as possible with minimal duplication of efforts.

WHEREAS, the District, under 12 M.S.R.A. Chapter 1, is an agency of the State and a public body corporate and politic, exercising public powers including, without limitation, the powers to carry out preventive and control measures and works of improvement for flood prevention, or the conservation, development, utilization and disposal of water within the District, and to cooperate, or enter into agreements, with and within the limits of appropriations or other funds duly made available to it by law, to furnish financial or other aid to any agency, governmental or otherwise, or any occupier of lands within the District, in carrying on or erosion control and prevention operations and works of improvement for flood prevention and the conservation, development, utilization and disposal of water within the District.

WHEREAS, the Municipality, under 30 M.S.R.A. Part 2, is a municipal corporation providing essential services to its citizens including but not limited to road construction and maintenance, land use planning and development, stormwater management, etc...

WHEREAS, The District and the Municipality continue to recognize the need for close working relationships that allow joint “solutions of problems relating to the planning and development of the resources of the Town” as codified in our effective Memorandum of Understanding (“MOU” dated June 15, 1969).

WHEREAS, Maine statute (30-A M.R.S.A §§ 2203 *et. seq.*) clearly states that the Interlocal Cooperation Act is to be “liberally construed” to effectuate “the intent of the Legislature to avoid proliferation of special purpose districts and inflexible laws,” and authorizes the District, as an agency of State Government, to exercise, enjoy and act jointly or cooperatively with any party capable of similar powers, privileges or authority, including the Municipality.

NOW THEREFORE, in consideration of these covenants herein, the Parties do agree to as follows:

- 1) This Agreement is an Interlocal Agreement pursuant to 30-A M.R.S.A. §§ 2203 *et. seq.* for the purpose of providing conservation programs and technical assistance services related to soil and water conservation as determined by the Municipality on the terms and conditions set forth in this Agreement.
- 2) The specific terms and conditions of this Agreement are as follows:

A) Its duration

The term of this agreement shall commence upon execution and shall continue for the duration of five years and shall renew automatically for the term of five years unless a party non-renews or sooner terminates its participation under this Agreement as provided in Section 2.E. below.

B) The precise organization, compensation and nature of any separate entity created by the agreement

No separate entity will be created.

C) Its purpose

The purpose of this agreement is to cooperate in carrying conservation programs and technical assistance services related to soil and water conservation. The District and the Municipality will work collaboratively and cooperatively toward this end.

D) The manner of financing and establishing/maintaining a budget

Collaborative efforts shall be defined through TASK ORDERS prepared and issued to the District by the Municipality that shall be substantially in the form attached as EXHIBIT B. The District will provide a scope of work and budget for each TASK ORDER. Said budget shall not be exceeded unless authorized by the Municipality in the form of an amended, or new TASK ORDER. Adjustments to the TASK ORDER budget shall be accomplished by the Municipality and the District agreeing in writing to amend the TASK ORDER. The Municipality shall compensate the CCSWCD for time spent in the performance of services and for materials provided under this Interlocal Agreement in accordance with the District's Schedule of Fees posted on the District's website; the current Schedule of Fees is attached as EXHIBIT C. Payment shall be made to the District within thirty (30) days of the receipts of an invoice by the Municipality. The District shall not provide services pursuant to this Interlocal Agreement, and the Municipality shall incur no payment obligations to the District, except in accordance with the terms of a specific TASK ORDER.

E) The method to terminate the Agreement and dispose of property upon termination

As Stated in Section 2.A. above, any Party may terminate its participation under this Agreement upon no less than eighteen (18) month's prior written notice provided to each Party. Notwithstanding a Party's termination, terminating Party shall:

- Continue to be liable for its share of all costs incurred hereunder prior to the effective date of the terminating Party's termination until such liabilities are paid in full; and
- The Municipality will become wholly responsible for addressing and implementing all requirements of the Project.

No property is anticipated to be acquired by either Party, therefore, disposal of property upon termination of this Agreement by all Parties is not anticipated at this time. However, in the event that capital equipment or property is acquired, the Parties shall agree upon the disposal of all such property upon termination of this Agreement.

3) This Agreement does not establish a separate legal entity to conduct the joint or cooperative undertaking, the following additional items apply:

A) Administrator or joint board responsible for administering the joint or cooperative undertaking

The Municipality and the District shall each identify a staff person to be the administrator of this agreement.

B) Manner of acquiring, holding, disposing of real and personal property used in the joint or cooperative undertaking

No property is anticipated to be acquired by the Parties, therefore, acquisition, holding and disposal of property is not anticipated at this time. However, in the event that capital equipment or property is acquired, disposal is governed by 2.E. above.



- 4) **Liability and Indemnification.** Each Party shall defend, indemnify and hold each and every other Party hereto harmless from any claim, cause of action, liability or expense, including without limitation, costs and reasonable attorney's fees, arising out of any resulting error, act or omission of the indemnifying Party's officers, agents or employees. This section shall not be interpreted to waive the monetary limits or substantive areas or immunity under the Maine Tort Claims Act (14 M.S.R.A § 1801 *et. seq.*) or any other immunities or defenses under that Act or other applicable law.
- 5) **Entire Agreement, Governing Law of the Agreement.** This Agreement constitutes the entire agreement among the Parties. If any clause, section or provision is held to be invalid or unenforceable, that shall not affect the validity of the remainder of the Agreement and the Parties agree to meet and negotiate a new clause, section or provision. Amendment to this Agreement shall be in writing and executed by all Parties. This Agreement shall be governed by the laws of the State of Maine.
- 6) **Authority.** By executing this Agreement, each Party warrants that the representative signing below has been duly authorized by all appropriate actions of that Party's governing body to enter into and execute this Agreement, and that this Agreement represents a legal, valid and binding obligation to each party enforceable upon it in accordance with its terms and by application of equitable principles if equitable remedies are sought except as enforceability may be limited by applicable bankruptcy or similar laws.
- 7) **Witnesseth, that this Interlocal Agreement is made this _____ day of _____, 20__** by and among the Municipality and the District.

Authorized Representative for Cumberland County Soil & Water Conservation District

Signature: _____

Representative: John T. Flaherty

Title: Chair, Board of Supervisors

Date: _____

Authorized Representative for the Town of Gray

Signature: _____

Representative: _____ (print name of signatory)

Title: _____ (print signatory's title)

Date: _____



EXHIBIT B

FORM OF TASK ORDER

TASK ORDER # ____

ISSUED PURSUANT TO THE INTERLOCAL AGREEMENT

Executed on the ____ day of _____, 20____, by and between the Municipality and the District.

Task Name:		Estimated Budget:	\$
Start Date:		Completion Date:	
Scope of Work:			

Terms and Conditions: All the terms and provisions of the **Interlocal Agreement** are incorporated herein by reference and made a part hereof this TASK ORDER.

CUMBERLAND COUNTY SOIL & WATER
CONSERVATION DISTRICT

Town of Gray

By: _____

By: _____

Date: _____

Date: _____



SCHEDULE OF FEES

Fiscal Year 2019 Interim Rates

PERSONNEL

Hourly rates for each member of our staff are presented below.

Education & Outreach Team		
Education & Outreach Coordinator	Alison Clift	\$55.55
Educator & Technical Specialist	Jenna Martyn-Fisher	\$46.96
Technical Team		
Stormwater Manager/District Engineer	Aubrey Strause	\$114.97
Assistant District Engineer	Adam Sellick	\$68.52
Project Manager	Heather True	\$80.17
Environmental Planner	Damon Yakovleff	\$63.28
Technical Director	Robyn Saunders	\$133.95
Finance & Administration Team		
District Manager	Betty McInnes	\$83.21
Project Administrator	Chris Brewer	\$80.07

DIRECT EXPENSES

At cost (no markup)

TRAVEL/MILEAGE

\$0.52/mile

TERMS

All accounts are net due and payable within 30 days of the invoice date. A service charge of 1.5 percent per month (18% APR) will be charged to all accounts over 30 days.

The fees listed on this schedule are subject to change by the action of the Chair of the Board and/or the Board of Supervisors, changes will be reflected on the Schedule of Fees¹ posted on the District's website.

Make checks payable to:
CCSWCD

¹ <http://cumberlanswcd.org/site/about-us/schedule-of-fees/>



2023 Budget Agendas:

Amended: 02/27/2023

Tues – Jan 10th - 4:30-6:30pm:

-Council Items:

- Cumberland County Sheriff Services –
- Yarmouth Rd/Route 115 Project update & discussion

Tues – Jan 17th – 5:30-6:55pm:

- Auditing Services RFP
- Scholarships (Charles Baker & Grange 41)
- Education reimbursement funds

Mon – Feb 2nd – 4-6pm:

- Code Enforcement – staffing proposal
- Senior Tax Stabilization (LD290) & local Senior Tax Assistance program
- Planning Board stipend
- Council training/legal fees/stipend
- Sick time fund status & projection
- ARPA funds status

Tues – Feb 7th – 6:00-6:55pm (prior to TC meeting):

- Review of current bonds & discussion of bond buckets

Thurs – Feb 16th – 4-6:30pm:

-Public Safety Dept: (4-5pm)

- Operations / 2nd year in new contract / staffing status
- Emergency Operations Contingency fund
- Radio Tower/hardware status - \$225,000 ARPA funds pending
- Pumper/engine truck status / CIP

-Buildings & Grounds Dept: (5-6:30pm)

- Operations
- Contingency Fund status
- Libby Hill Trails
- Boat Ramp status – ADA portion
- Cemetery needs/budget request
- Gray Historical Society – reimbursement fund/designated fund (under community)
- CIP
 - Facilities Study proposed changes update
 - Science Building – childcare option?
 - Pennell septic system/footprint master plan update
 - Electric Charging Stations
 - Electric Vehicle conversion plan
 - Skateboard Park
 - Basketball Court – relocation, lights, refurbishment
 - Fencing update – adding to CIP

2023 Budget Agendas:

Amended: 02/27/2023

(TC meeting – Tues – Feb 21st)

Thurs – Feb 23rd – 4-6:00pm:

-Yarmouth Rd Project review

Mon – Feb 27th – 4-6:30pm:

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

-Assessing: (4:15-4:45pm))

-Highest use/LD 1129 act related to the valuation of improved real property impacts

-Senior Tax Assistance (under Community)

-Administration Review: (4:45-6:30pm)

-Health insurance increase

-Utilities – Solar Array discussion

-Elections

-Manager’s contingency fund

-Staff reorganizations – HR Director, Asst to Town Manager, Clerks

-COLA/merit/salary adjustments

-Retirement benefits review

Follow-up:

-What is the total in the basketball court lights’ fund = \$7,500

-What is the total in the skateboard park fund = \$25,000

-Updated ARPA spreadsheet to reflect 2/2 workshop discussion – provided – need to split out Chamber/Premium pay

Budget Updates: (1) \$1,600 Charles Baker Scholarship Fund – add under Committees (2) GPCOG fee increase to \$2.10 per capita (3) \$2,900 Educational reimbursement fund (4) Council personnel development review by Jon \$1,000 correct? (5) Council stipend increased to \$10,500 for Chair (6) Sick/Vaca buckets separated with \$25,000 in each – figures added, but account not split (7) Add \$1,000 to GPCOG to cover discrimination comment contract (under communications) (8) Update CIP with Chief’s proposal for pumper truck replacement (9) 02-500 under Buildings mileage should be \$25 for last year’s (10) Add or print out DMS Committee balance under Committees (11) Remove \$75,000 from Buildings CIP for Transfer Station overhang (12) 02-150 Public Safety personnel development should be \$10k for last year (13) Community Services – add all at last year’s figures, outreach for details

Thurs – Mar 2nd – 4-6pm:

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

-Operations

-Fee increases – Ecomaine/others

-LD1467 – packaging law status

-Gatekeeper / sticker price discussion

-CIP – review buildings & grounds recommendations for Transfer station

-Recreation Dept: (4:30-5:15pm)

-Operations/Staffing

-Childcare program update/Science Building discussion

-Enterprise/Sub D funds status

-Transportation – discuss RTP service proposal

-CIP - \$180k Maintenance Building upgrades – usage plans

-Addt'l program fees appendix?

-Communications/Information Dept: (5:15-5:45)

-Status franchise fees/contract renewal

-Print version of monthly newsletter

-Town Brands

-Community TV metrics

-Website status

-Town Seal

-Tracking Workbook transition

-Chatbot

-CIP requests

-Library: (5:45-6pm)

-Operations / usage with New Gloucester

-CIP – \$100k Library buildout – usage plans

Tues – Mar 7th – 5:30-6:55pm (prior to TC meeting):

-Committees/boards: (5:30-5:45pm)

-Community Economic Development

-Open Space

-Wild Blueberry Festival

-ZBA / PB – make sure personnel development reflected here instead of Community Development

-PB stipend increased to \$3,500

-Standardized form for budget proposals

-Code Enforcement: (5:45-6pm)

-Operations – update on PT transition

-Community Development/Planning: (6-6:55pm)

-Operations – update on new organization structure

-Watershed work / revolving loan for residential upgrades (phosphorus standards GPCOG/CCSW)

-General Assistance program

-CIP fund for engineering services

-VALT Trail extension grant status / Pocket park grant status

-Douglas Field update – discussion 3/23

-Stormwater modeling status

-Yellow Book Appraisal – carryforward / status

Tues – Mar 14th – 4-5pm: – Self Storage & LD2003 ADU

Thurs – Mar 16th – 4-6pm:

-Public Works: (4-5:15pm)

-Operations / Director-Engineer / Asst to Director reorganization – driveway inspections

-Winter/Summer Roads/addt'l Garage – changes only

-Striping status/budget (testing options for Mayberry/other, bridge striping, etc.)

-HOA options to join bids

-Main St/Yarmouth Rd corner – emergency stormwater fix status

2023 Budget Agendas:

Amended: 02/27/2023

- Paving
- Libby Hill Rd project status
- Existing sidewalks maintenance funding
- Speed signs/traffic calming
- CIP – equipment
 - Route 100 South stormwater status
 - Stream crossings
 - New sidewalks

-Community Service: (5:15-5:30pm)

- Sebago Lakes Region Chamber update on outreach, circulation, # of Gray businesses
- Lake requests
- Club/Organization donations
- Verify agreed upon GHS/Senior Tax assistance included

-Law Enforcement: (5:30-5:45pm)

- Status of figures – union negotiations
- Vehicle for School Resource Officer

-County / School Budget: (5:45-6pm)

Follow-up:

- Grange 41 scholarship fund status – budget implications?
- Updated ARPA spreadsheet to reflect 2/2 workshop discussion – need to split Chamber/Premium pay lines
- GHS contribution to fire safety upgrades (\$25k)
- TM to project costs for travel & provide last year's dates - \$3,000 currently budgeted
- TM to work with Union reps to provide more detail on MePers option – projection \$40k-50k
- FD to provide 1 month reconciliation spreadsheet for solar/CMP electricity bills
- Obtain KW production/usage information from Revision
- TM to provide 'general' figure for Addt'l Clerk position including bene's
- Council to provide FD with accounts for which a total is requested (ie – fuel, water, legal, etc.)
- Verify which contingency funds are designated and provide details on types of expenditures from funds

Budget Updates: (3) \$2,900 Educational reimbursement fund (9) 02-500 under Buildings mileage should be \$25 for last year's (10) Add or print out DMS Committee balance under Committees (12) 02-150 Public Safety personnel development should be \$10k for last year

(TC meeting – Tues – Mar 21st)

Thurs – Mar 23rd – 4-6pm

-Douglas Field relocation

-Final follow-up review:

-TIF discussions

- Route 100 South / Yarmouth Road projections – final projected numbers/borrowing strategy
 - Status WD bond for route 100 south water line
 - Status of \$495K allocated to WD in FY22 cycle
 - Status of \$500k allocated to 'active' for easement work in FY22 cycle
 - Total projected TIF fund as of 2028 – net of above figures

- WD capacity for contribution
- MDOT share – committed \$625k MPI – 2nd MPI? Addt'l funding?
- Northbrook – move available to active for Yarmouth Rd project - \$500k + any addt'l projections?
- Village – money available / amount to move to active
- State revenue sharing projections & Town revenue projections
- Certified ratio discussion
- Bonding options
 - Debt level comparison/interest rates/terms
 - Buckets discussion (CIP, land acquisition, projects, etc) /costs / draft numbers
 - (1) CIP Bucket
 - Pennell Footprint Plan – \$400,000 phase 1 + \$92,000 minus b-ball lights fund phase 2
- Final CIP discussion/Misc leftover CIP
 - ARPA funds spreadsheet – \$282,000 available - updated & final allocations
 - CIP Payment
- Council recommendations for changes
 - Do we stay at \$50,000 for sick/vaca fund or reduce?
- MIL Rate discussion
- LD1 discussion
- Budget Flyer – identify items

Mon – Mar 27th – 4-6pm- possibly use some of this WS space for Comprehensive Plan Coordinator discussion?

- Updated final budget – review/discuss/straw poll
- Budget presentation draft – review/due in packet – 3/28
- Separate Questions for Warrant
- Budget Flyer - discussion
- Tax bill insert – discussion

Tues – April 4th – (TC Meeting) – 7pm – Budget Presentation & Public Hearing – feedback from residents

- Discuss any feedback from residents
- Finalize Warrant article wording

Tues – April 18th – (TC Meeting) – 7pm – appr Warrant Articles

Tues – May 2nd – (TC Meeting) – 7pm – appr Municipal Warrant

No	Items Label	Cost Est.	Task No.	Description	Comments
1	Education Funds	\$2,900	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. (1/17/23) Nate has submitted a reimbursement for himself and not rec'd any other requests from Dept Heads. Council approved his request.
2	Employee Vacation/ Sick Fund	(2020) \$35,000 (2021) \$25,000 (2022) \$35,000 (2023) \$25,000 sick & \$25,000 vaca	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 addt'l info requests. (1/31) Nate prov more info/Council discussed again, but briefly. Nate conf \$25k in budget as placeholder. Council req Nate/Katy to adv on any known upcoming retirements. (3/15) Council discussed options & agreed on parameters requesting more info from Nate. Will discuss again at 3/22 WS. (3/22) Council agreed to increase to \$35,000 this year & set up designated account (via TC meet) & finalize changes at upcoming TC meeting. (5/19) Council agreed to changes, will be voted on at 6/7 meeting. (6/7) Council approved changes & will need to continue to work to close the gap in unfunded liability with next budget cycle. (2/2) Council rev & agreed to split Sick & Vaca into two accounts - initially add \$25K each - may reduce

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3	CIP Payment	\$2,455,000	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.	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. (3/22) Council agreed to increase payment by \$455,000 as overlay is proj to be \$749,000 and recommended amount is \$300,000.

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4	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>
5	Sidewalks - Libby Hill	\$500,000 + cost of 2nd entrance & trail - \$50,000 for planning	#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 (3/28) Town/MSAD15 ironed out high level scope. Alec prov updated figures. School will provide figures for 2nd emergency exit & trail. Anne will check into earmark application to submit for federal funds. Council added \$50k to budget to do engineering in case we do not get federal money. (5/19) Gray was not selected - Anne work to set up meetings. (12/20) walkabout with MDOT set for 1/10.</p>

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6	Skateboard Park	(2020) \$15,000 (2021) \$10,000 (2022) \$10,000 (2023) \$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 addtl \$15k this year - due to lack of activity on the project. This will give Community effort time to regroup after covid and we can consider next year. Council agreed. (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. (3/22) amount remains the same. (2/16/23) amount remains the same
7	Land Acquisition Fund	(2019) \$50,000 (2020) \$25,000 (2021) \$50,000 (2022) \$50,000	N/A	Continue to build Land Acquisition Fund	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. (3/22) keeping amount the same (3/29) Council discussed changing approach to spend the money to allow more flexibility during a fiscal year as real estate deals are usually private and with Land Trusts deals can require quick responses. Katy will check to see if this will require a charter change.

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8	Planning /Engineering	Route 100 South TIF Funds - \$176K appx + \$240K for Water District (2022) \$500,000	#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. (3/22) Council agreed to move \$500,000 - current est for easment is \$200,000 but there will also likely be addt'l engineering work and possibly preparation work. Nate needs to obtain info on WD portion.
9	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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10	Contingency Fund	Manager \$25,000 (FY23) \$30,000 (FY24) 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 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 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 contingency fund is needed. (2/11) Deb adv that this was sufficient. (2/18) Council discussed need for fund for buildings & grounds. Will have follow-up discussion on amount & how to set up. (3/22) Council disc separate funds vs. one fund & opted for one fund; however, Katy pointed out moving it out from B&G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again & agreed to move to CIP & increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly & will allow it to roll over. (2/14/22) Recommendation is same payments as last year. (2/16/23) for B&G another \$15k is requested - Mo projects \$45k as the top line - once hit-future budgets will only reflect replacement of use vs. \$45k. (2/27) Nate req \$30k this year - as \$25k budget last year will likely be used completely.</p>
11	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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12	Libby Hill	(2020) \$13,579 (2023) \$12,390	#27 H1	Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage	<p>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. (3/22) Sandy adv MSAD15 will be remitting \$5,000 in FY22. Will set up designated fund after budget approval. (2/16/23) LH budget now part of B&G - amount remains same from last year \$12,390 - item can be closed now.</p>
13	Traffic Calming Measures	??	N/A	Add traffic calming measures as part of the project planning & designs	<p>(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.</p>

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14	Fencing	?	N/A	Need to add Fencing to CIP schedule - applicable departments	<p>(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle. (2/14/22) Mo has begun work on this effort by 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. (2/16/23) Mo advised he has inventory. Council will defer to him to add to CIP schedule - this item will be closed.</p>
15	Existing Sidewalks	\$4,400 (condition study)	N/A	Need to add all Existing Sidewalks to CIP schedules	<p>(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. (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.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
16	LD1	N/A	N/A	Discuss impacts of LD1	<p>(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. (3/22/22) Town was in LD1 territory as soon as the State increased their share of revenue sharing. The MIL rate is not increasing, but residents will need to vote the LD1 question to approve the budget. (3/29) Katy rev calculations and Council agreed trying to add some additional information to flyer, in Nate's presentation and perhaps in the videos is a good idea. (12/20) Nate & Sandy discussed with new Legislative team. Annie G will be researching further. Krista will check with Tony P at GPCOG to see if he has some suggests for new language. Council will discuss at upcoming WS. (2/2) Sandy will be meeting with team. (2/8) Sandy, Anne & Nate provided testimony along with Sen Pierce and Rep Graham at a public hearing held by the legislature related to possibly repealing LD1 or modifying the language to allow for a rebase and simplification of the calculation. Gray also proposed language to eliminate the separate question requirement if repeal was not possible. Committee to begin work on details.</p>
17	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
18	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 addtl 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. (10/) LD1579 requires this by 2035. (2/16/23) Mo adv he was converting mower to electric version. Some discussion about cost/benefit - reminder Town may own solar array in future. Inventory is an issue still.</p>
19	TIF Funds	\$365,147 / \$75,000 (2021) \$50,000 (2022)	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. (3/22) Council agreed to increase this to \$50,000 as a cushion for the planning & infrastructure work.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
20	Septic System	\$5,000 (2020) plus \$5,000 (2021) \$50,000 (2022) \$400,000 phase 1 + \$92,000 phase 2	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. (3/22) a hydro engineer specialist is needed to do the proper planning and given delays, Mo is proposing we budget \$50,000 to complete the evaluation & design work - but pull in the full footprint. That will inform the total costs and allow for savings overall. (3/29) Council agreed to fund first payment using ARPA funds. (2/16/23) plan will be considerably more expensive than thought - \$400k for phase 1 & then \$92k for parking lot/relocation of b-ball court. Sandy asked how much was in Bball light fund as that would go towards project & suggested this be considered for the bond bucket "cip" - council agreed. (2/27) \$7,500 is in b-ball lights fund.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
21	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. (9/20) grant was approved! (2/16/23) Mo advised total is \$77k but await letter as State awaits funding. Cannot be done until Fall due to DEP restrictions. ADA will be rolled into project with any necessary funding coming out of Sub D.</p>
22	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>
23	Town Brand	?	N/A	Create a Town Brand for Communications	<p>(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 fledge campaign as we cannot deliver what we promises to new businesses; however, Nate advised in subsequent budget workshop that Jon, Kyle and him are working on a new standard which will be used in all official communication - font, header, format so everyone can identify an official communication. This will be roled out in the coming months.</p>

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24	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.
25	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.
26	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. (3/29) Council agreed to fund in this year's CIP with ARPA funds. (2/16/23) State police changed mind about allowing us to add to their tower. Nate adv there is a state agency meeting coming up & he is trying to get them on agenda to discuss. Plan B is to add to water tower on Mayberry & then cut trees around water tower on Yarmouth (which are on private property). Plan C would be to build own tower - very expensive.

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27	Facilities Study	Maint move \$64,400 + other safety items \$180,000 upgrades to Manual Arts Build	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. (3/22) Council agreed to move Maintenance to Village Station - appropriate CIP changes will be made. (2/16/23) Maint move is progressing. Will cost \$180K to upgrade manual arts building to add bathrooms, office & reception and then meeting/activity space. Council will discuss further with Rec Dept
28	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.
29	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.
30	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. (1/17/23) Council discussed and decided on Bath, Skowhegan, Standish, Bridgton, Cumberland and Windham.

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31a	Professional Services	\$4,525 increase (legal)	N/A	Prepare Request for Proposals for (1) Legal Services (2) Engineering Services	(2/10/22) Nate advise Jensen & Baird is increasing their hourly rate. Council had discussion on when the last time an RFP (request for proposals) was posted for Legal Services. It has been well over a decade - same goes for Engineering Services. Nate advised that standard practice is to put out an RFP every 3-5 years to ensure best options for Town. It is no reflection on services, but due dilligence from a financial standpoint. The issue of our Auditing Services also came up - but Katy advised we have a 9 year contract with them. Nate will work up an RFP for the legal services as soon as feasible. (3/22) Nate issued RFP for legal services. (3/29) Dan & Marty will help with interviews - Krista is back up if Dan is unavailable during the day - vacation week. (5/19) Council agreed to go with Nate's recommendation to stay with Jensen & Baird - Krista & Marty agreed they had the highest score. (12/20) Council agreed we need to set up all professional services up on an RFP schedule (3-5 years). See below 31b for Auditing services which will be done in the coming year. Need to review services to determine if others besides Engineering should be added. Also, need to wait to see where PW Director position lands as it may impact engineering services contract.
31b	Professional Services	\$9,494	N/A	Prepare Request for Proposals for Auditing Services.	(12/20) Auditing contract is up this coming year. Council agreed Staff should RFP for renewal to ensure the best option is secured. (2/27) Nate has draft to bring to the Finance Committee & they release. Increased budget line by \$9,494 in anticipation of higher costs.
32	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.
33	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.
34	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.
35	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. (10/1/22) LD1467 expands on this to create a circular economy for post consumer recycled plastics.

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36	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.
37	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.
38	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.
39	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.
40	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.
41	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. (9/20) Also have a comprehensive discussion on what services are being provided, how that work is scheduled, what, if any community engagement work is done, and how metrics can be provided.
42	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. (3/22) This work will be rolled into the larger Pennell footprint plan (Pennell septic). (2/16/23) Mo advised CMP has set new pole and this work will be done this coming spring - this item will be closed.
43	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.

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44	Cemetery	\$5,400 increase in overall budget request	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. (2/16/23) Cemetery is asking for \$5,400 - Mo adv he has no insight into their budget process. Dan suggested we ask them going forward to provide 3 years projection of costs to encompass any projects they have planned.
45	County	N/A	N/A	Identify impact from County budget move to Fiscal year	(3/22/22) Council agreed to opt into the 5 year payment plan with the County and if we have the ability to pay forward faster we will. Katy advised we have until Dec to let them know. Katy is checking on flexibility available.
46	Chatbot	N/A	N/A	Research Chatbot feature futher	(3/22/22) Generally Council agrees an AI assistant could bring value - but only if it is efficient in the assistance. More research needed on this option and vendors.
47	Northbrook TIF	\$474,295	N/A	Determine impact of Northbrook TIF expiration on budget	(3/29/2022) Council discussed the fact that Northbrook TIF is expiring in 2027. Need to analyze how that closure will increase tax revenue while accounting for increase in Town's valuation which will reduce State revenue sharing amounts for both Town and School District. (12/20) Lauren provided memo with more details to Council. Hard to figure out the impact to State Revenue sharing, but Lauren will look into further when this year's numbers become available. Council is just looking for ballpark. New tax revenue will be \$235,127 but how much of that will be negated by the decrease in state revenue sharing - 50%, 25%? that type of estimate. Lauren also identified \$474,295 in funds available for use in the TIF - this is NET of tax reimbursement to Northbrook. The TIF was set up to allow use for Village Infrastructure projects! Sandy also advised Legislature is considering making changes to TIF rules which would allow Towns to extend beyond the 30 years IF the funds are redirected to specific projects - like housing or infrastructure.
48	Budget Flyer	N/A	N/A	Add Salary Adjustment total vs. individual dept budget	(05/19/22) Dan pointed out there is a difference in how the total salary adjustment figure is shown in the budget vs. the allocation moving into dept budgets between documents. Try to create an explanatory note for next year's flyer.
49	Loan Program	N/A	N/A	Use ARPA funds/or other to create revolving Loan Program for Water Quality upgrades/issues	(5/19/22) Dan suggested if the Town had a revolving no interest or low interest (with admin fee to cover costs of processing) for residents to tap to upgrade septic systems, address erosions issues or other water quality improvements, more residents may agree to complete these upgrades to protect our water shed. Other towns have these programs. Could possibly use ARPA funds or other funds to start. (10/1) Michael suggested adding residential solar as a option for this loan program to assist with climate action goals.
50	Employee Benefits	\$40-50k?	N/A	Review & provide recommendations for changes to the Retirement benefit	(06/07/22) As part of the changes made to the sick time payout policy, the Council committed to considering changes to the retirement package for employees. The sick time payout was being used as a way to save for retirement which is not appropriate. Providing a more robust retirement option will offset the sick time pay out elimination. Nate will work with Staff to bring forward a recommendation for the next budget cycle. (2/27) Nate provided data indicating that Gray's current retirement fund & match is at or better than the average and like municipalities. The Public Safety retirement benefit is not. Most/many Muni's are providing MePers - using a hybrid model. Nate & Union reps will meet and come up with a couple options for council consideration. The fact that we do not offer MePers prevents existing experienced employees from considering full time employment here. That forces the use of per diem newly entering the field hires which require supervision and create a need for more OT until they are fully trained.

No	Items Label	Cost Est.	Task No.	Description	Comments
51	Scholarship	\$1,600	N/A	Review status of Charles Baker Scholarship & replace funds	(6/7/22) Sandy rec'd a request from a resident regarding the status of this scholarship fund. Katy researched it & it appears a portion of the principle was paid out inadvertently. Until that money is replaced, the interest cannot be used for scholarships. Based on the small amount of interest, that could be 30+ years. Council to consider replacing principle to make account whole & also whether an outside organization would be better suited to manage the scholarship. The Grange 41 scholarship should be reviewed as well. (1/17/23) Council agreed to include \$1,600 for Charles Baker Fund to make it whole. FD needs to research the Grange 41 to determine status & further discussion is needed on administering the funds moving forward.
52	Boat Ramp	N/A	N/A	Make addt'l ADA upgrades around boat ramp	(7/5/22) Companion to item 21 above - Town is reapplying for boat ramp grant. Mo advised the lack of ADA accessibility to the boat ramp reduced our score. Council agreed we should add to the project as Mo believes there is minimal impact to the shoreline, there is room away from the public beach and minimal impact to vegetation. He will add "contingent on local/state approval" to the application. If the grant is not approved or the amount is too low to do the ADA piece, Council is committed to handling as addt'l project to boat ramp. (2/16/23) adding ADA to app let to approval. \$77k being provided between that & Sub D funds - this should be covered - this item will be closed. See above boat ramp item.
53	Sub Division Roads	N/A	N/A	Review impact of making Private Sub Division Rds Public	(8/2/22) Dan asked Council to consider requesting more specific budget data for public maintenance of current private sub division roads which currently have winter maintenance already provided at a workshop. His thought is if they Town is going to mandate specific standards and Sub Divisions meet the standard, the road should be public. If not, then consider changing the standards. Council agreed to discuss as part of upcoming budget cycle.
54	Senior Tax Rebate	\$3,000	N/A	Review impact of LD290 Property Tax Stabilization Act on Local program	(8/2/2022) Legislature passed LD290 which freezes property taxes for any resident 65 years & older who has lived in a homestead for at least 10 years. The State is indicating it will reimburse Towns for the last revenue 100%. There is no means testing, no asset testing and residents can own other properties (such as rentals). Provide feedback to our Legislative Team to add means/asset testing to match our local program. Consider changes to our local program as this now gives them a double benefit in addition to the tax deferral option also provided at the State level. (12/20) Nate & Sandy met with Legislative team & Teresa P advised this will be looked at early in the new session. Not sure exactly what will be done, but some type of means/asset testing will be added. The question will then be, is there a grandfather clause or not. (2/2) Lauren provided info on 612 applications processed and estimated \$3,000 in administrative costs which are not reimbursed by State. Sandy will share with Leg Team. Council agreed further discussion is needed on changes to local program to sunset it in some way.
55	Town's Website	N/A	N/A	Review options for Town's Website	(9/14/2022) Dan points out the search feature on the website brings back results in no logical way - they are all intermixed. Kyle advises there is no option to improve it on the current platform. Council to discuss with Staff options for moving forward including the possible conversion to a new platform.
56	Stream crossings	N/A	N/A	Identify & review status of stream crossings	(9/14/2022) There is some DEP grant money available for replacing/upgrading stream crossings. Dan has asked for a status update on Gray's stream crossings if any.

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57	Bonding	N/A	N/A	Review Bond rating, Bond status and Bond options	(10/1/22) Council agreed bonding will be a consideration this coming Budget cycle and could encompass various items - land purchases, facilities study items, LH road project, etc. and the Main Street project will likely include bonding. Agree Katy to provide an overview of the Town's bond rating, current bonds and bond options in Jan before budget season. (2/7) Council discussed needed information (1) debt level comparison to our data towns & perhaps neighboring towns (2) interest/term informatoin for various level of bonds. Council also would like footnote detailing funding options added to the spreadsheet - lease/purchasing, bonding, etc. Council agreed to three buckets to start (1) CIP (2) land acquisition (3) projects (bridge loan for Route 100 South TIF/Yarmouth Rd project. (2/16/23) Council agreed to add Pennell project phase 1 & 2 to CIP bond bucket for consideration.
58	Ecomaine	N/A	N/A	Identify impact of fee increase for using ash landfill	(10/1/22) LD259 allows increases. Nate to have Katy check into this. Nate also advised Ecomaine is creating plan to discomission/close ash landfill including costs for users.
59	Assessor	N/A	N/A	Review impact from LD1129 highest use in valuation & revaluation impacts	(10/1/22) LD1129 requires a change to use the highest use for valuation consideration. In addition, last year the Town had a reevaluation due to the home market. Meet with Lauren to ensure understanding of changes and projected changes as we approach June & MIL rate calculations. (11/15) Lauren provided options to Council to do limited reevaluation to bring certification up to 100% or more broad changes to move to 95%. A limited reevaluation prior to the standard one needs to be done - but when is the question - given pending zoning changes. Council needs to make policy decisions on both as soon as feasible as she needs at least a month to make changes (if not more time). (12/20) Lauren provided a revised spreadsheet as there were incorrect figures on the first one.
60	Building & Grounds	N/A	N/A	Develop plan to relocate Douglas Field to Village Gateway Property	(9/20/22) Council asked Principle Group to update their report to show the 2 field recreational space originally proposed on the Village Gateway Property and move some of the possible housing to the Douglas Field location. The Douglas field does not fully sit on the Town's property - fencing, the concession stand and parking are all on private property. The parcel was donated to the Town under the condition it remain recreational in nature in perpetuity. The field will be relocated to the Village Gateway and paired with a 2nd field to create a multipurpose field from the two outfields. This will allow the Town to sell the current parcel & repurpose the use of space at Pennell. During the August workshops, the Council asked Doug to work with Will to do a more thorough review of the parcel's condition to help determine the cost for relocating Douglas. GNG LL will be involved and may be able to apply for grant money to assist with the relocation.
61	Travel Expenses	N/A	N/A	Review the current overnight travel expense policy to consider change to Per Diem Federal policy	(10/4/22) Katy J has created a new expense report form and is setting up a new process to ensure review & approval is sought by employees prior to submitting for reimbursement. She would also like to have another method for approving the Town Manager's expenses (right now - he approves his own). Nate also asked that the Council consider switching the reimbursement approach to mirro the Federal per diem approach. (12/20) Council approved new policy. This item is closed.

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62	Public Works Director	N/A	N/A	Consider changes to PWD job description and convert existing job to Asst. PWD	(10/4/22) Nate presented some options for consideration to elevate the current Public Works Director position to an engineering/manager position that may also eventually encompass the Transfer Station. That is would require upgrading an existing foreman position to an Asst. to the Public Works Director to take over much of the day to day supervision and planning. The PWD would then only be in a "truck" to plow when there was an emergency need for it. This may require hiring another truck operator. Council agreed to the discussion and requested budget figures to make the changes. The hire would not initial be responsible for the Transfer Station but would start cross training to cover when the Transfer Station Director is out/unavailable.
63	Staffing	N/A	N/A	Consider hiring a Grant Writer	(10/18/22) Dan made request to discuss this via e-mail.
64	Software	N/A	N/A	Analyze possible software to replace current Tracking Workbook	(10/18/22) Sandy & Nate working on short term bridge process using current excel workbook, but a longer term approach will be needed if the functionality & usage is to be expanded. (11/15) Krista pointed out some type of bug software or project management software may work.
65	Training	\$1,200	N/A	Create Council training account within budget	(11/15/22) MMA and other organizations provide training opportunities for Council members which are generally covered by the Town. Need to segregate and start budgeting rather than pulling from Staff training/contingency funds. (2/16/23) This was increased by \$200 - and will be closed now.
66	Route 100 South TIF	N/A	N/A	Determine impact of Route 100 South TIF expiration on budget	(12/20/2022) Council discussed the fact that Route 100 South TIF is expiring in 2028. Need to analyze how that closure will increase tax revenue while accounting for increase in Town's valuation which will reduce State revenue sharing amounts for both Town and School District. Lauren will look at after she completes analysis on Northbrook TIF & provide same information but for this TIF.
67	General Assistance	\$14,224	N/A	Consider creating targetted restrictions on GA usage (ie hotel)	(12/20/2022) Pam Edson provided information to Council regarding increased costs of GA - at 14,224 as of Nov for '23 - before reimbursement from the state. This is a stark increase over past years. Other Towns have created 'rent' caps in their Towns - but they are complex and difficult to administer. South Portland has put in some limitations on how much can be provided in GA funds for hotel usage after so many days. Council agreed we should consider and we need to make sure we budget enough money for GA expenses in coming year.
68	Benefits	N/A	N/A	Compare Gray Part Time Benefits with data set Towns	(2/2/23) After discussing the Code Enforcement PT personnel process, Council agreed that it may be beneficial for Gray to do a comparison of our PT benefits with the set of Towns we selected for our data set - in the coming year.
69	Benefits	N/A	N/A	Consider offering some type of Bonus for Retirement Notification	(2/2/23) The School District has created a bonus program for employees who provide advance notification of their pending retirement. This assists with budgetting process given inquiring about status is not allowed. Gray should research further given our sick and vaca time unfunded liability.
69	Transfer Station	N/A	N/A	Analyze adding a Gatekeeper & Increasing Sticker Price	(1/17/23) Almost all communities have Gatekeeper positions set up at entrance to verify stickers to ensure only Gray residents are using Transfer Station. In addition, they could collect bulky waste fees to free up other personnel to manage the Station rather than policing the users. We need to analyze the cost of that type of position - even if it is PT to start. The savings (collecting all fees & reducing unauthorized usage & more efficient use of other staff) may or may not pay for the position. In addition, Gray's sticker rate of \$5 is extremely low compared to all other towns - NG raised theirs to \$10 - many are \$25.

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70	Solar Array	N/A	N/A	Complete cost/benefit analysis of solar array purchase	(2/27/23) Council is logging to begin preparations to engage is possible purchase of municipal solar array. We are entering the 3 year with the array and notification of a possible purchase should be during the 5 year of the array contract. Finance Director will provide 1 month reconciliation of the solar/CMP bills. Need to obtain KW generation and usage numbers. Generally, taking out a loan to purchase the array and using the money normally spent on electricity costs to pay it results in a net neutral impact to the budget. Once the loan is paid off, funds are then direct savings - minus the amount for monitoring, maintenance and decommission. It should be noted, the array location & system does allow for expansion to generate more KWs.
71	Designated Accounts	N/A	N/A	Vote to make Contingency Funds designated	(2/27/23) The Emergency Contingency Fund was set up as a designated fund on the operations side. The Buildings & Grounds Contingency Fund was set up as CIP account. Thus, both should roll forward without a required carryforward vote. Need to verify. Then, set up vote to ensure the Town Manager's Contingency Fund becomes a designated fund to roll forward balances. There likely will be no money left this year in TM's account.